Adding/Editing Sidebar Items

1. To add or edit sidebar items you first need to navigate to the page you wish to edit and log in to the Terminal 4 direct edit view.
2. Once logged in to the editor, select the “Add Content to Current Page” option from the Terminal 4 banner.

3. Select “Sidebar” from the dropdown box that will appear as pictured below.
4. Fill in the fields for the name of the sidebar, the title text for the sidebar (optional), and the body content.

You can also choose a border type and background color. For the border type the options are grey, gold, and none. For the background color the options are grey, gold, and white.

When you are finished, click the “Add” button.