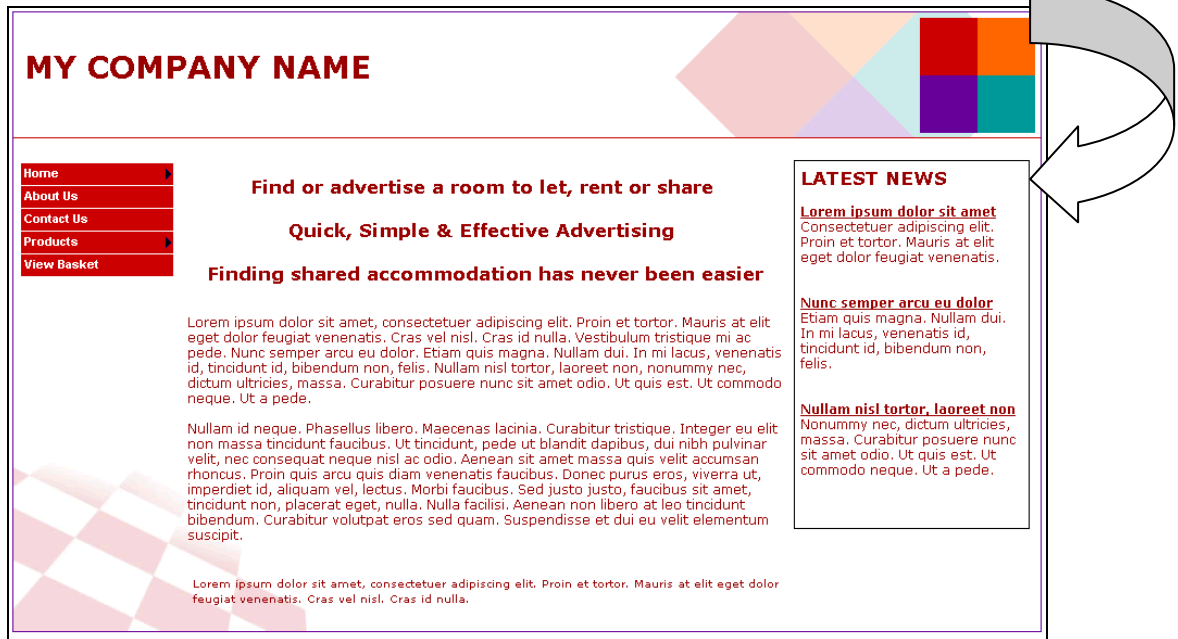




Side Panel/s

Side panels can be added to standard web pages to divide the page and create an area for emphasised content.



Add a Side Panel

1. Click 'Web Pages - Add a Page' on the menu
2. **Menu Choices:** Select 'None'.

Title and Meta Tag Settings; -

1. **Enter a Name For the Page** - This will not be displayed on the site menu.
2. **Enter the title of this page** – Optional, this will not be displayed.
3. **Enter a list of meta-keywords** – Optional, this will not be displayed.
4. **Enter a meta-description** - Optional, this will not be displayed.
5. **Enter a heading for this page** - Optional, this will not be displayed.
6. **Display this page in the menu?** – Optional, this will not be displayed.



| | |
|-----------------------------------|---|
| 6) Display this page in the menu? | Yes <input type="button" value="v"/> |
| 7) Page Type? | Normal Webpage <input type="button" value="v"/> Normal Webpage Side Panel |

7. **Page Type?** – Select 'Side Panel'.

8. **Parent webpage for panel** - Select the page you want the panel to display on. You can select an individual page or display the same panel on every page of your site. Please note that panels will not display on pages that include features like the Photo Gallery, Shopping Basket, News, File Archive, Contact Forms etc.

Please note: Existing web pages cannot be converted to side panels. You must add a new page to enable this option.

Designing Your Panel

You have complete control of how your panel looks using the settings below. If you have more than one panel, each one can be individually designed.

9. **Panel background colour** – Click on the 'choose a colour' link. This will open up the colour picker palette. Select the colour you want by clicking on it.

10. **Panel background image** – Optional. Images must be uploaded to the Image Manager before attempting to insert them. Select an image from the list.

11. **Panel background repeat** - Optional. Make a Selection from the list.

Repeat = Tiled image filling the header area.
Repeat-y = Image will repeat top to bottom
Repeat-x = Image will repeat left to right
No Repeat = Image will display once

12. **Panel background position** – Optional. Make a Selection from the list.

| | |
|--------------------------------|--|
| 11) Panel background repeat: | no-repeat |
| 12) Panel background position: | center center |
| 13) Panel width: | 200px |
| 14) Panel alignment: | Right <input type="button" value="v"/> |



13. **Panel width** – Enter a number ending with px. This will determine how wide the panel will display.
 14. **Panel alignment** – Select Left or Right.
 15. **Panel border type** – Select a border style form the list.
 16. **Panel border colour** - Click on the 'choose a colour' link. This will open up the colour picker palette. Select the colour you want by clicking on it.
 17. **Panel border width** - Enter a number ending with px. This will determine how wide the border will display.
 18. **Panel Activated?** – Select Yes to display the panel on your web site.
3. Insert your page content as you would with a standard web page. Remember if you are inserting pictures to keep the size of them relative to the width of your panel.
 4. Click 'Add the New Page' button to save your changes. View your changes online.

Edit/Permanently Remove a Side Panel

1. Click 'Web Pages - Edit/Remove a Page' on the menu
2. Side Panels are listed at the bottom of the standard web pages. Select a panel to either edit or remove.

| | | | | |
|--|---------------------------|----------------------|----------------------|------------------------|
| 2 | Test secure page | EDIT | VIEW | REMOVE |
| 2 | About Us | EDIT | VIEW | REMOVE |
| 3 | Contact Us | EDIT | VIEW | REMOVE |
| Side Panels | | | | |
| | Every webpage on the site | EDIT | VIEW | REMOVE |
| <input type="button" value="Update the page order"/> | | | | |

3. Make your changes
4. Click submit to save your changes. Click on view website link at the top right of the page to view your changes online.



Temporarily Remove a Side Panel

If you want to hide panels from view but not permanently remove them follow the instructions below.

1. Click 'Web Pages - Edit/Remove a Page' on the menu
2. Side Panels are listed at the bottom of the standard web pages. Select a panel and click edit.
3. Scroll down to **18. Panel Activated?** – Select No to hide the panel on your web site. To turn it back on select yes.
4. Click submit to save your changes.