

## DNBC Website – SIDEBARS add or edit

The image shows the WordPress Customizer interface for managing sidebars. At the top, there are two tabs: 'Custom Sidebars' and 'Theme Sidebars'. Under 'Custom Sidebars', there is a dropdown menu showing 'Functions@DNBC'. Below this, there are four sidebar sections: 'Member Area', 'Membership Detail', and 'Sponsors'. Each section has a 'Text' widget and a 'Sidebar Location' dropdown. The 'Member Area' sidebar is currently selected. Below the sidebar configuration, there is a section titled 'Available Widgets'. This section contains a grid of widget options, each with a title and a brief description. The widgets listed are: Archives, Audio, Breadcrumb NavXT, Calendar, Categories, Custom HTML, Gallery, Image, Meta, Navigation Menu, Pages, Recent Posts, Recent Posts From Specific Category, Related Posts (YARPP), RSS, Search, Tag Cloud, and Text.

To edit sidebars, navigate to *Appearance > Widgets*.

The website theme allows for a sidebar only on the right side of the site window.

Currently, the site has four sidebars:

1. **Default:** this sidebar contains all the club's sponsor's logos and will display with every page unless another sidebar is selected.
2. **Member Area:** contains the links to all member only information. It also has a small section for sponsors.
3. **Membership Information:** contains details on the different types of bowls that members can enjoy.
4. **Sponsors:** gives contact and other information for prospective sponsors.

Sidebars are constructed of *Widgets*. So far only three types of widget have been used: *Image*, *Text* and *Gallery*. A full list of widgets is shown at left. To add a widget to a sidebar, drag and drop from this list to the required position on the sidebar.

The default sidebar, which contains only logo images, is made up entirely

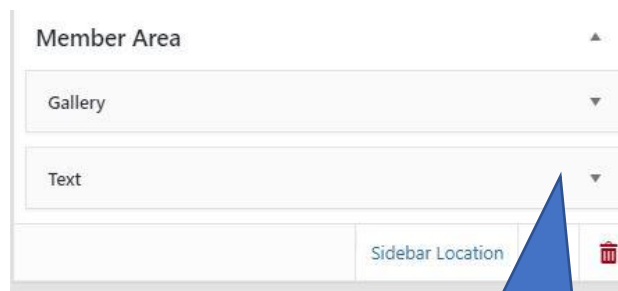
of *Image* widgets. There is a full explanation of this sidebar in the help document SPONSORS.

Text widgets are the most useful, as they can be filled with text, images and links to other pages, websites or documents. The member area sidebar is a good example.

## DNBC Website – SIDEBARS add or edit

### Edit an existing sidebar: *Member Area*

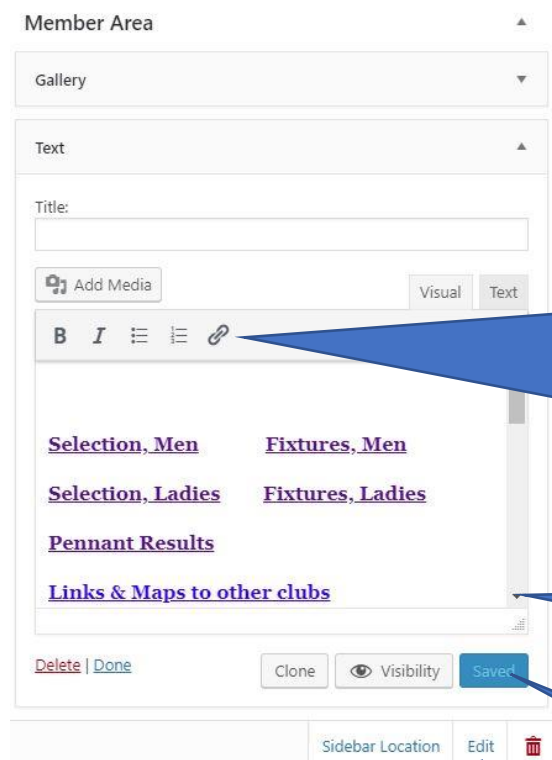
Click on the Member Area sidebar.



This sidebar uses a gallery and a text widget.

The gallery widget contains sponsor logos and is fully covered in the SPONSORS help document.

Click here to expand the text widget



There is a limited selection of editing tools available to use with widgets.

However, images can be added, and links to documents or pages can be inserted.

Only a single font can be used. Just make the text **Bold** if more is required.

Scroll down to see the rest of the stuff added to this widget.

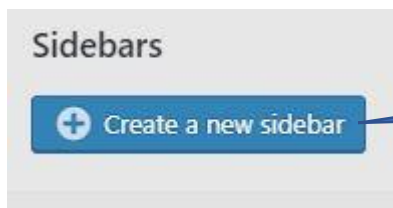
The *Edit* button allows a change to the name of the sidebar.

Click here to *Save* the changes

This widget contains: links to other web pages (both in this website and outside it) ; links to documents in the media library, and a section at the end for the *Member Photo of the Month*.

## DNBC Website – SIDEBARS add or edit

### Adding a new sidebar

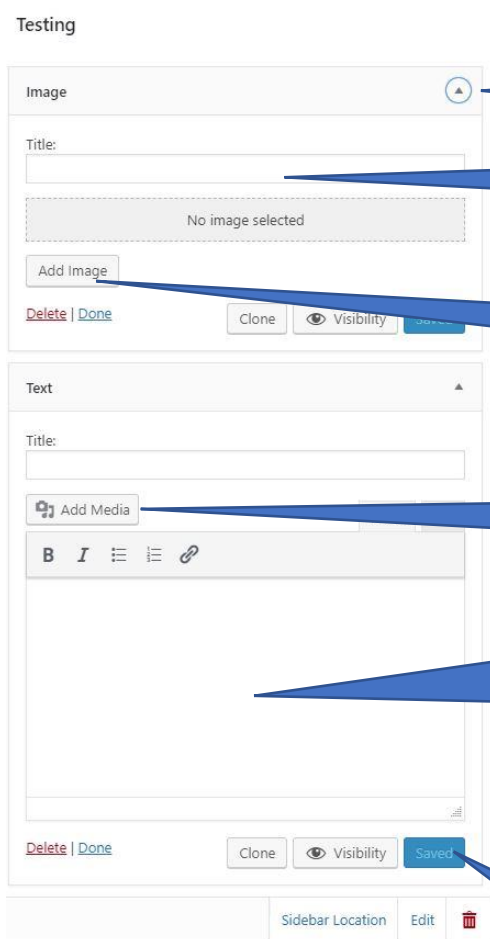


Click *Create a new sidebar*

A window will show so that a name for the sidebar can be entered. Do so, then click *Create Sidebar*.

Once you have decided on what type of widgets to use, drag them from the selection on the left of the window into the sidebar. Remember that images can also be added to a text widget.

Now edit the widgets; adding whatever is required.



The widget contents is displayed or hidden by clicking this arrow.

If useful a heading can be entered. None have been used so far in this sites sidebars.

In an *Image* widget, click here to get an image from the media library.

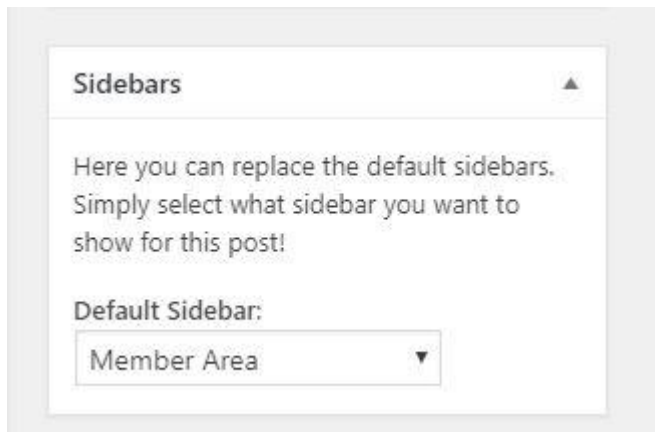
In a *Text* widget use *Add Image* to insert a picture.

In a text widget, enter text here.  
Note that links can be added (see EDITING TOOLS document for help); text can be made **bold** or in *italics*.

Click here to save the new widgets and sidebar. It can now be selected as a sidebar in any site page.

## DNBC Website – SIDEBARS add or edit

### Inserting a non-default sidebar on a page



On all web pages the section above can be found on the right side and down a bit.

It only needs to be changed when a page is to use a sidebar other than the default sidebar.

To select a custom sidebar, drop the list and select the sidebar to use for this page. The example above is the selection for the *Member Area* page.