

Sidebars

Sidebar items will always appear on the right side of the page. They are not published but are inserted into the actual page by Cascade. As such, it is a good idea to put sidebars in a folder with publishing turned off. Most folders of this sort are named `_sidebars`. You can create such a folder from the menu bar using **New > System Folder**.

Adding Sidebars to your Page

To add sidebars to your page:

1. Navigate to the page you want the sidebar(s) added to.
2. Click the **Edit** tab.
3. Scroll to the bottom of the screen to the box labeled Sidebar Items.
4. Click the **Page Browser icon** to open Cascades asset browser window.
5. Navigate to and **select the sidebar item** you want to add then click the **Confirm** button
 - **Optional:** To add more sidebar items, click the plus sign then repeat steps 4 and 5.
6. **Note:** Each sidebar items you add will have its own plus sign. Clicking a plus sign on one of the items will insert a sidebar item after that item.
 - **Optional:** To change the order of the items, use the up or down arrow next to the item to move it up or down in the list.
 - **Optional:** To remove one of the items from the list, click on the minus sign.