

## **Instructions for Adding and Deleting Pages to Your Left-Hand Sidebar**

### **Adding a New Page to Your Left-hand Sidebar**

1. In editing mode, click "Edit sidebar" at the bottom of the sidebar on any of your pages. (You don't have to be on the page you want to add.)
2. Click "edit" beside "Navigation."
3. Click "Add page" under the sidebar list and double-click on the name of the page you want to add to highlight it in blue.
4. Click the red "OK" button at the bottom.
5. The page you selected appears at the bottom of your sidebar list in a blue bar. (You may have to scroll down to the bottom to see it.)
6. Use the up and down arrows in the upper right of the box to rearrange the order of your sidebar titles.
7. Click the red "OK" button.
8. Click the red "SAVE" button at the top of the page, then your site name in the upper left to return to your main site.
9. You should now see the new page on your sidebar in the position you put it in.

### **Deleting a Page from Your Left-hand Sidebar**

*These steps don't delete a page, just its appearance on the sidebar.*

1. In editing mode, click "Edit sidebar" at the bottom of the sidebar on any of your pages.
2. Click "edit" under "Navigation."
3. Highlight the sidebar item you want to delete and click the blue "x" on the right-hand side under the navigational arrows to remove the page from the sidebar.
4. Click "OK."
5. Click the red "SAVE" button at the top of the page, then your site name in the upper left.
6. You should no longer see the page on your sidebar.