

Side Banners: How do I add text to my side banner area?

1. From your Web Builder Dashboard select Manage Side Banners from the Website Content section. You can also reach this from Edit Website mode by clicking on Side Banner Library from the Main Menu bar
2. Select Text/HTML Code Banner
3. Select: Editor
4. The text editor box will appear

Screenshot of the Web Builder Dashboard showing the 'Edit Side Banner' interface:

NAVIGATION BAR: DASHBOARD | EDIT WEBSITE | NEWSLETTER | MY ACCOUNT | ADMIN TOOL
Logged in as onlinewebbuilders

SECTION: Manage Banners > Edit Side Banner

INSTRUCTIONS: 1. Select plain text or HTML. Use: Textbox | Editor * Use "Textbox" for pasting HTML Code

INSTRUCTIONS: 2. Enter text here.

Text Editor: Type Your Text Here

INSTRUCTIONS: 3. Add sorting and visibility preferences.

BANNER DISPLAY ORDER: * Order on page, top to bottom, ie: 10, 20, 30, 40

SHOW ON: ALL PAGES | Clear All

5. Type your text that will appear on the side banner into the text editor
6. Give your text a sort order number in which it will appear. *1 is highest, 100+ is lowest
7. Select the pages in which you would like your text to appear or choose Show On All Pages
8. Submit your side banner and publish your pages

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