HOW TO: MEMORIAL PAGES WITH RIGHT SIDEBAR
created: 6/7/2019

1) Login to the SAJAC WORDPRESS https://www.sajac.com/sajac/wp-login.php with the username and password provided to you.

2) Click on **PAGES** on the left menu and either ADD a new page or EDIT an existing page. See Blog How To PDF

   CREATING A NEW MEMORIAL PAGE
3) Click ADD NEW under PAGES on the left
4) Type in the TITLE of the page

5) In the box below where the content is empty, click on ADD MEDIA and upload an image to be used for this page. Best images are typically 720px wide at 72 DPI (if you upload images that are 300DPI it will be a larger image and take forever to download. You can utilized Photoshop or other image editing program to make your images this size. If they are smaller, that is ok, but up to 720px is fine)
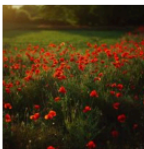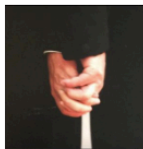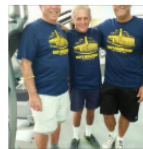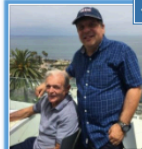
6) Select INSERT INTO PAGE (or scroll down on the page to see the image sizes before you insert)
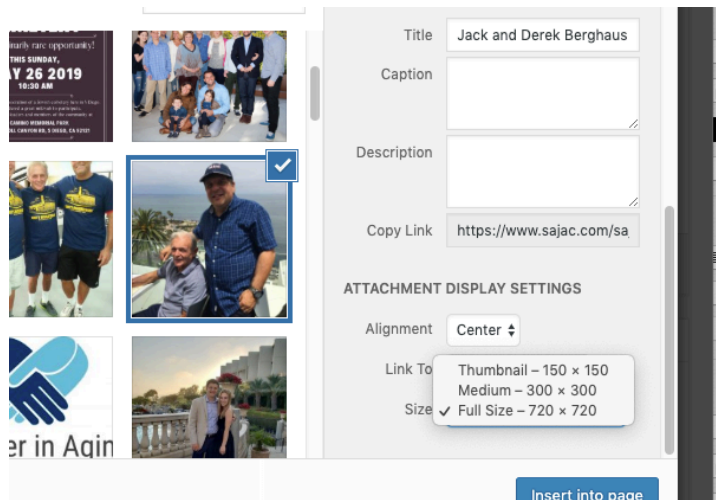
TWO IMAGES SIDE-BY-SIDE:

7) *If one image is good for the post, then proceed to item 8) below,* otherwise, when you insert the first image, select a smaller size for the image, in this case, you can select 300x300. You will also need to select ALIGNMENT and select LEFT. This will place the first image to the left. Put your cursor to the right of the image you just inserted and select **ADD MEDIA** - find the image that you want on the right - select the image - make sure the Thumbnail or Medium size image is selected and change alignment to LEFT. This will place the image directly to the left of the first image. If you want it way over to the right, then change the alignment for the second image to RIGHT. If, you added the image and it ends up down by the text, just drag the image up to the right of the other image then UPDATE or PUBLISH the page. if you have a featured image on this page, it is recommended that you remove it before posting. Unless you want multiple images on the page.

8) Once you have inserted the image, you may now type your text below it

9) Once you have finished typing and it looks good, you have to select **FULL WIDTH / CONTAINED** on the right side of the page under CONTENT LAYOUT on the right side menu **AND** select **RIGHT SIDEBAR** under the **SIDEBAR** selection on the right sidebar. Select **UPDATE or PUBLISH TOP RIGHT** and you are done.

Astra Settings	▲
Sidebar	
Right Sidebar	⬍
Content Layout	
Full Width / Contained	⬍

Disable Sections
☐ Disable Primary Header
☐ Disable Title
☐ Disable Featured Image
☐ Disable Footer Widgets
☐ Disable Footer Bar

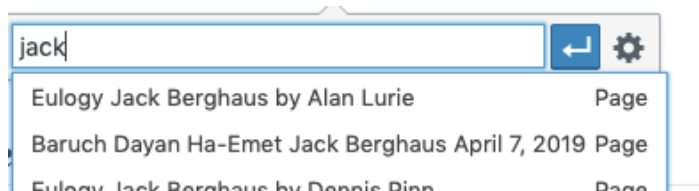**Transparent Header**

Customizer Setting	⬍
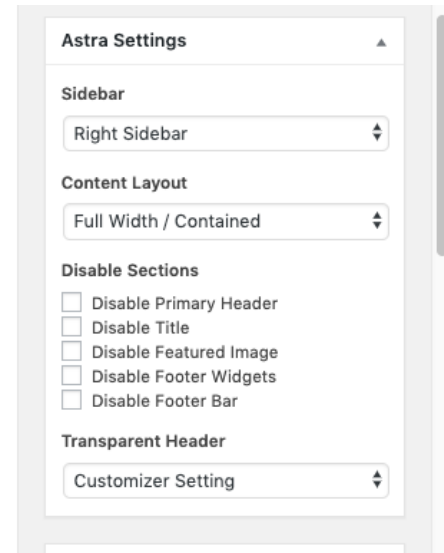
10) You can now RIGHT CLICK on the link where it says PERMALINK and open in a new tab OR select the PREVIEW CHANGES button at the top right to view the page.

LINKING THIS NEW PAGE TO THE MAIN MEMORIAL PAGE

11) Click on PAGES on the left and search for "In Honorable" it will find the page the select it to EDIT IT.
12) Scroll Down on the page until you get to the other listings
13) Type in the Title for the new page or link
14) Highlight the text you just typed and select the **LINK** icon at the top of the editor to make a link to the new page

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📋 ⬭ Ω ⇥ ⇥ ↺ ⌐ Insert/edit link (⌘K)
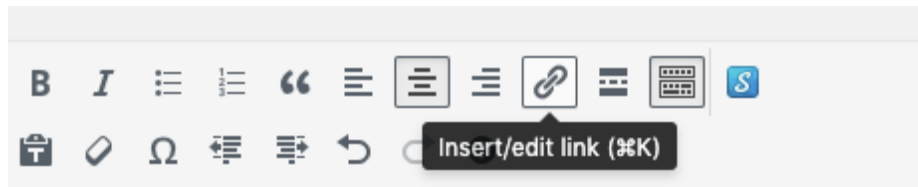
15) You can now type in the first few letters of the page you just created and it will auto-populate with the link. Select it. Then select the crooked arrow to the right of it to APPLY the link

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Eulogy Jack Berghaus by Alan Lurie   Page
Baruch Dayan Ha-Emet Jack Berghaus April 7, 2019 Page
Eulogy Jack Berghaus by Dennis Rinn   Page

16) Select **UPDATE** top right and the page is now updated with the link to the new memorial page.