



## The Left Sidebar

The left sidebar is divided into 3 sections:

- the **top** section is reserved for navigation only;
- the **middle** feature is optional and may contain an image and a sentence relating to that image;
- the **bottom** section contains contact information for that page.

The middle feature section must always contain an image, which should have a **maximum width of 204 pixels**. Text underneath the image shouldn't be longer than three lines.

### Appropriate "middle feature" content:

- video/slideshow teasers
- FAQs that have images
- event spotlights
- profiles

The bottom section contains **contact information** that is *related to the content on this page*. **This area should not be used for any other content**. This area should not contain contact information for the whole college, because that information is kept always in the footer.

## The Right Sidebar

Several design elements have been created for information that goes in the right sidebar.

Dashed-line boxes should surround all sidebar content except graphics and images. This helps to separate content from the main page body, and its style reflects the standards in Middlebury's print publications.

The colors of the sidebar "attention arrows" are set within the color scheme of your page, and the title text is customizable. *Please limit the title inside these "attention arrows" to one line.*

### Appropriate sidebar content:

- deadlines, dates, or fees
- event spotlights
- profiles
- graphics that link to additional sites or publications (newsletters, ArtsMail, etc.)
- giving/fundraising graphics

Images in the sidebar should have a **maximum width of 204 pixels**.

**Note: the sidebar should never contain any navigation.** Best practices dictate that navigation only appears in the top of the left sidebar.

## The Carousel

The carousel at the bottom of the page is an optional feature. Page authors should enable the carousel *only if they have at least 5-7 pieces* of content to put inside of it.

Because the carousel is at the bottom of a tall page, **it should never hold content that is critical to anyone**. Dates, fees, policies, course listings, and downloads are all critical types of content that should live *within the page body*. The carousel is meant to act more like a bulletin board - a place for complementary information that relates most often to an *internal* audience.

### Appropriate carousel content:

- FAQs
- on-campus job postings
- *Non-critical* campus announcements (like concerts or awards, for example - but not health or security advisories)
- embedded YouTube videos
- Links to related content found outside of [middlebury.edu](http://middlebury.edu) - like the blog of a department alum, or a Flickr set of study abroad photos

The height of the carousel is restricted for consistency - so any content that is taller than the allocated space will be hidden from view. **The maximum height for videos and images is 240 pixels**.

Keep headlines and teasers *short and punchy* - remember to provide a link, so you don't have to tell the whole story inside the carousel box.

**Note: the carousel should never contain any navigation.** Best practices dictate that navigation only appears in the top of the left sidebar.