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Textboxes & Sidebars

Text boxes, sidebars, and asides are all what are considered secondary content.

All secondary content should be moved to an appropriate place within the main narrative flow. You do not want to create a break in a sentence, but you want to maintain it as close to the original as possible

Insert any secondary content, such as sidebar content, using a text box.



If the text within the secondary content goes over a page in word, then the text box will not function properly. In this case add the phrase *Aside* to the top heading of the secondary content, or if there is no heading for the secondary content add one that simply states *Aside*. The Production Coordinator will add the appropriate tagging during conversion. If you have any questions about this, please post them in the [Q&A](#)

This text box will translate to an `<aside>` tag. A text box may contain formatting (italics, bold, lists, headings, etc.).

To create a text box:

- Open Insert Menu
- Select Text box
- Draw text box the length of the page

Now you have a text box! Then do the following:

- Make sure the text box is set to *In Line with text* just like any image in the book. This will ensure it is not a floating object and will avoid any issues in conversion
- Enter text into text box including any formatting such as: emphasis, strong, lists, headings, etc..



Make sure all the text is visible within the text box, and that the text box is on a single page.

Here is a video demo on how to create text boxes for secondary content:

<https://somup.com/crIIYe0mRI>



The appropriate heading level needs to be applied to the heading of the secondary content. For more information, please see the [Headings Section](#).

Example

Below is an screenshot of a complete text box:



This is what it looks like when it is converted into an epub:

<aside>

<H3>Frozen Heat</H3>

Habaneros are not at everyone’s neighborhood grocery store. And once you do find and buy a bunch of them, you’ll probably use only one or two at a time, because they’re so fiery. Instead of letting the leftover chiles languish in the refrigerator, put them in a resealable bag and pop them in the freezer. They’ll keep there for a few months. When you’re ready to use them, let them defrost for a few minutes at room temperature.

</ aside>

Q&A Archive

Q: I'm working on Vancouver Exposed which has sections of text in boxes - they seem like asides, but they also seem to fit within the narrative flow? Can I format these in text boxes like we did for fight like a physicist?

THE SECOND CPR STATION



The second CPR station didn't make it to its fifteenth birthday. It's shown here being demolished after the current and third CPR station was completed in July 1914.

Vancouver Archives 152-1.065

Even if you don't love the architecture—and I do happen to be a fan of anything that's gothic and grim and wears a turret—you've got to admit that the second CPR station would have made an amazing addition to our current urban landscape. Designed by Edward Maxwell in the railway's early Château style, the station dominated the foot of Granville Street with its two massive turrets and an arched entranceway made from Calgary limestone.

But all this gorgeousness didn't save the building. It quickly became too small for a burgeoning Vancouver and was demolished in August 1914 and replaced by the current Waterfront Station.

A: You can put them into text boxes. These will translate to <aside> tags when I convert it to an EPUB3!

Update: Thank you! I've started adding the text boxes but I'm running into an issue. A couple of the asides have footnotes. I had preinserted the footnotes and when I put them into the text box, they deleted. I did some research and it looks like word doesn't support inserting footnotes into text boxes? It looks like there are a couple work arounds (see the link below) but I don't know if these will work for us? How should I proceed?

<https://www.datanumen.com/blogs/3-practical-ways-insert-footnotes-endnotes-texts-text-boxes/>

A: None of these workarounds would be accessible. Since they seem to fit into the narrative flow, then put content breaks above and below each aside section.

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