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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

Once you have your text box, you need to ensure it is `In Line with Text`.

For Mac:

- Left click the text box
- This will open a pop up menu
- Select Text Wrap
- This will open a secondary pop up menu
- Select `In Line with Text`

For PC Windows:

- Make sure the text box is selected
- Select the Shape Format tab in the top ribbon
- Select Text Wrap to open a drop down menu
- Select `In Line with Text`

This will ensure the image is anchored in place, so it wont move around and can be read by screen readers!

Now you have a text box! Now you can enter text into text box including any formatting such as: emphasis, strong, lists, headings, images 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>
```




If you have any questions, check the archive below, if still not clear, post your question

## 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

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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 I52-1.065*

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.

Q: I'm working on Satan is a Socialist and I have a question about sidebars. This text uses a number of sidebars (usually just one sentence) to highlight main points in the text. I know our normal workflow is to move sidebars to the end of a section, but because these sidebars emphasize the text immediately above it I'm worried that taking them out of context will make them seem jarring. Should I move them to the end of a section, or is there another approach I should take? Thanks for your help!

regiment from the Woodstock area. As Muhlenberg walked down the aisle and out the door of his church, a drum began to roll outside. One by one, the men of Muhlenberg's congregation filed out of the [sanctuary] and volunteered to follow their courageous pastor.

Bidding farewell to their families, some three hundred men rode away from Woodstock, with Col. John Muhlenberg in the lead to form the 8<sup>th</sup> Virginia regiment. Muhlenberg led those men throughout the War of Independence.<sup>1</sup>

Civil leaders such as The Reverend Thomas Hooker of Hartford, Connecticut, experimented at town and state level with forms of free government based on the teachings of the Bible. The colonists proclaimed and wrote of liberty, the God-given rights of man, and the duties and purposes of government. Long before the Revolutionary War, the flame of independence burned in the hearts of Americans.

The flame of independence burned in the hearts of the American colonists.

No country on earth enjoyed full freedom or had a government that was under the authority of the people them-

selves. When the time was ripe, American patriots came together to birth a new nation in accordance with their convictions. Our Founding Father's staked everything they held dear, even life itself, on an experiment in freedom. Can man govern himself?

The American Founding Fathers not only longed for these blessings, but were uniquely qualified to be architects of a form of government that had never existed before. They were occupied in diverse occupations and endeavors as farmers, lawyers, professors, soldiers, and politicians, but they were all brilliant scholars, philosophers, and students of history.

The Founders' goal was to revive...ancient principles [for freedom] which would allow the sunshine side of human nature to enjoy virtually unlimited freedom, while setting up appropriate safeguards to prevent the doleful shadow of human passion, greed, and lust for power from spreading a permanent dark ages across the face of the globe.<sup>2</sup>

During the Constitutional Convention of 1787-1788, South Carolina delegate Charles Pinckney said he was awed by the American accomplishment of creating a new and nobler form of government. He observed that all other gov-

A: These are actually not sidebars, but what publishers call pull quotes and they used lines and larger text to visually grab the readers attention. You can style them as quotes.

Q: We Rise Again has a number of pages styled completely different than the main pages (see example below). I've been styling them as secondary content in text boxes. Is this the right approach? If it is, should I include the image inside the text box as well? If I do, it will mean the text box can't all fit on one page. Thanks!

**FIRST PERSON—COVID AND COMPASSION:**  
*Paul Brothers*

**COVID AT THE DOORSTEP**  
On the evening of Friday, April 25, we were in what someone was the same house as a lot of Nova Scotians—getting supper ready but also trying to digest the news from earlier that day that the province would be going into another lockdown amidst a third wave of COVID-19.

Then the phone rang and our niece took a call. It was my two-year-old daughter's daycare calling to inform us that one of her teachers had tested positive for COVID-19, the teacher had been at work that week and had not worn a mask (Public Health made masks mandatory in all daycare four days later). We were told to go. Annie tested as soon as possible and she was to self-isolate until we get results back.

Our initial reaction was one of shock. We had followed all the public health guidelines, kept our social circles tight, and still COVID-19 was on our doorstep. (As a side note, my wife even went to Calgary to compete in the Scotiabank Tournament of Hearts curling competition—in a bubble—and still did not come home with the virus, yet here it was, just around the corner at our daycare.)

The next day at 9:00 am Annie was tested for COVID-19 and we started playing the waiting game, hoping for that small telling us that tested negative, but the letters of the phone call that would confirm she'd tested positive. What followed felt like the longest wait of our lives. Little did we know at that time that Public Health would be dealing with a backlog of more severity than our case, so the waiting game would last over eight hours until we finally got

the bad news. In that eighty-hour span we all developed symptoms, and in the week that followed we all ended up testing positive for COVID-19.

As the news reports will tell you, COVID-19 affects everyone differently, and that was true for our family.

Our daughter had a bad cough similar to croup, but only for a couple days. Then it was my wife's turn and she went through days of extreme fatigue, coughing, and loss of taste and smell. Then it was my turn and I went through several shifts nearly every night for a week, a very bad hacking cough, headaches, and sore throat around my eye sockets (a symptom Public Health would tell me was creeping up more during the third wave.) As for my son, by the time he started showing symptoms, the rest of us had COVID-19 and could not leave the house, so Public Health actually sent an EHS team to our front door to give him a swab, which eventually came back positive. He went through a cough and runny nose, and a fever that luckily was controlled by hourly rounds of Tylenol and Advil, both day and night.

After a week and a half of symptoms, and the anxiety that goes along with them, we felt I was well enough to appear on Global News Morning with my co-host Alyse Hard to tell concerned viewers where I had been. I did the interview from our rec room in the basement, I talked about how the whole family caught COVID-19, and about how despite the fact that we were on the news, it was something that nobody should want to go through—obeying the call to stay safe and follow public health guidelines.



Global News Morning anchor Paul Brothers and his entire family were diagnosed with COVID-19 in April 2020. He is shown here with his wife, Jill, and their children, Carey and Annie.

A: Yes. Include the image. Remember you can also resize the image to fit it on the page. If this does

not work then put the term Aside in the heading and I will manually code them during conversion. I will also place a ticket into DAISY to see if this issue can be fixed.

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