

# How to include a right-hand column

1. Right-click on the folder to which you wish to assign the included right-hand column
2. Select Properties > Advanced properties
3. In **bath.rightcol-include**, type the name of the file to be included, e.g. /oenology/site-components/includes/right-menu.inc
4. Click OK.

## Example right-hand menu

```
<div align="center">
  </div>
  <h4 class="lineres">Research news
<br/>
  <a href="http://www.bath.ac.uk/news
  /2007/9/7/school-activities.html"/></h4>

  <p class="r-nav"> </p>
  <h4 align="left" class="line"
>Contacts:</h4>
  <ul class="nobullet">
    <li>For all RAE
  enquiries contact: <br />
    <br />Diana
  Newport-Peace<br/>
    tel: +44 (0) 1225
  386431<br/>
    email: <a
  href="mailto:D.S.Newport-Peace@bath.ac.uk"
  >D.S.Newport-
  Peace@bath.ac.uk <mailto:D.S.Newport-
  Peace@bath.ac.uk></a>
    </li>
  </ul>
</div>
```

Related tutorial: [How to include a right-hand column](#)

Unable to render {include} The included page could not be found.