

Understanding a Page's Sidebar

The right hand column or sidebar of a regular content page is control by a set of custom “short codes” created specifically for the Chamber and edited through a basic control window within the edit page. The sidebar for each page can be unique.

Simply check the box next to all the items you desire for that page and fill in any needed information. The Stamp Image is REQUIRED for each page to look correct on the page.

The screenshot shows a dialog box titled "Caption Input and Icon Selection" with various options and input fields. Annotations with colored lines point to specific parts of the dialog:

- Logo that appears at the top. Upload your item into the Media Library then copy/ paste the URL. 284 px wide by however tall** (pink line) points to the **Stamp Image** checkbox and its URL field.
- Caption that appears just below the logo image.** (purple line) points to the **Caption** text area.
- Upload your PDF into the Media Library then copy/ paste the URL.** (pink line) points to the **Download Application** and **Download Brochure** checkboxes and their URL fields.
- Add an icon button link to that page.** (green line) points to the **Calendar**, **Contact**, **Task Force Login**, **City and School Map**, **Become A Member**, **Chamber News**, **Business Directory**, and **Search** checkboxes.
- Add the desired email address and the text you want to appear in the subject line of the email.** (purple line) points to the **Email Us** checkbox and its **Email Address** and **Subject Line** fields.
- Add the appropriate URLs to these pages.** (pink line) points to the **Recieve Email Updates**, **Task Force Login**, **City and School Map**, and **Task Force Page** checkboxes and their respective URL fields.

Using this control box creates the “Short Code” text within the pages content. This information should always live at the bottom of the page.

The screenshot shows the bottom of a page with a list of links and a block of short code text. Below the text is a footer area with a path and word count.

- Portland Community College (PCC): www.pcc.edu
- Computer Education Program (PCC): www.computers.pcc.edu
- Oregon Graduate Institute of Science and Technology (OGI): www.ogi.edu
- Oregon Center for Advanced Technology Education (OCATE): www.ocate.edu

[bc_stamp url="http://www.beaverton.org/wp-content/uploads/2011/09/vicinity-map.jpg" /][bc_caption]Families in Beaverton are served by the Beaverton School District, the third largest district in Oregon.[/bc_caption][bc_contact][bc_map url="http://www.villageprofile.com/oregon/beaverton" /][bc_business_dir]

Path:
Word count: 227
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