

## Read Me Notes: City

October 2006

### Templates Containing a Sidebar

The *Home Page* and *Text With Sidebar* templates may need height adjustments depending on the amount of text content on a page. The height of the text box automatically adjusts to accommodate the amount of text you have. If your text box is taller than the sidebar, you will need to go into the Layout window and increase the height of the sidebar box so that it matches up with the same height as the text box.

### Text With Sidebar template

The left side bar is an xtra text box. Go into the Layout window and input your own text and links into the xtra box called “Sidebar Text” – once you have selected the box, you will see the text input field appear to the middle-right side of the tabbed interface. You can change the font attributes by selecting the Text tab – then ‘Alternate’ and setting the colors, type, size, and line spacing.

### Home Page template

The sidebar on this template contains an auto date snippet, an email submission form, and a contact form. You don’t need to do anything with the auto date snippet, but you will need to modify the email and contact html files to insert the email address of where you want each form to be submitted.

**Contact and Email forms utilize php code and can only be used with web hosts that support php on their servers. If you are unsure of whether or not your web server space has the required php support, contact your web host and ask them.**

The *Home Page* template contains two separate external HTML files - 1) Email submission form and 2) Contact form. Each file will have a separate *mailit.php* file associated with it that will require you to enter the email address of where you want the email and contact form info to be submitted - each *mailit.php* file contains the destination email address for each form respectively. The files for both the contact and email forms are included in separate folders with the theme’s downloadable zip file.

The contact form files are located in the folder called “contactform” and the email form files are located in the folder called “EmailForm.” From within the “contactform” folder, select the mailit.php file. Open this php file (using a text editor such as “TextEdit”), enter the correct email address (in place of 'someone@domain.com'), save and close the file.

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Drag and drop the new php file into the “contactform” folder of ShutterBug’s *Files* interface (under the Content window). This will replace the old file with your new one.

Repeat the same steps to change the address for the email form, accessing and updating the mailit.php file that is located inside of the “EmailForm” folder and dropping the new file into the “EmailForm” folder of ShutterBug’s *Files* interface. Go to the Preview window, and hit the Send button to upload the changed php file to your server. Be sure to test your form out to make sure the info is being submitted to the correct email address.