

# Adobe Contribute

## Software Overview

### Introduction

Adobe Contribute is used to edit Department Websites. It is designed to be user friendly, not require any understanding of code such as HTML or CSS and provides the opportunity to roll back to previous versions of a site if necessary. In this self-help document, you will obtain an overview of the Contribute Software.

### Process Summary

- Introduction
- Launching Contribute
- Editing a Page
- Exiting and Logging Off

### Launching Contribute

Typically, Contribute is launched via the Virtual Workspace, however your department can request to have a purchased copy of Contribute installed on your local machine.

1. Log in to the **Virtual Workspace** as you would normally or launch **Contribute** from your local machine.
2. Launch **Adobe Contribute** from the **Virtual Workspace** dashboard (Fig 1, 1).

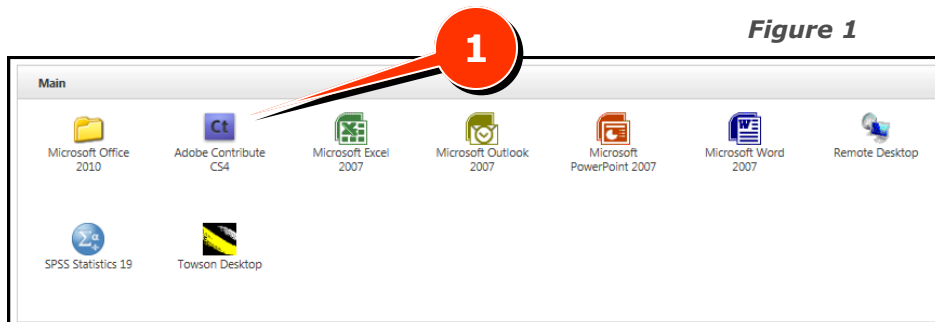


Figure 1

3. The **Contribute Start Page** will load (Fig 2).

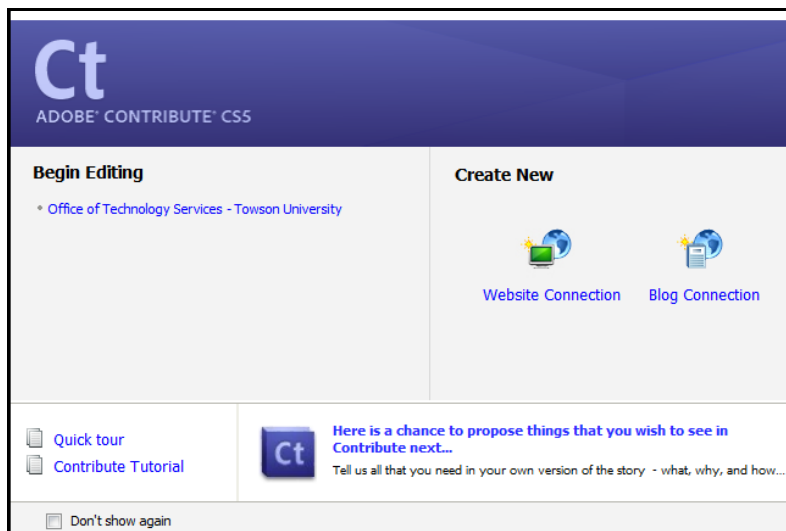



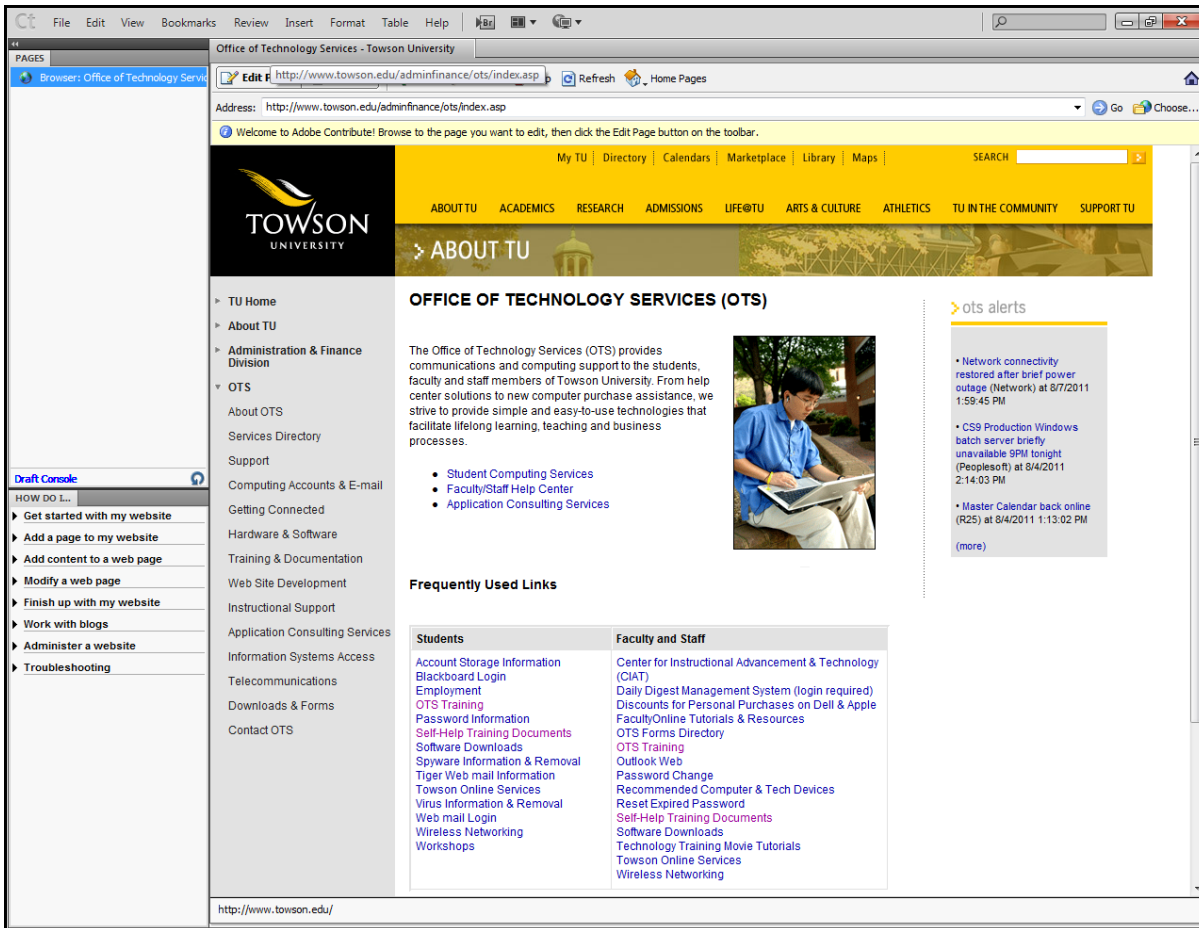
Figure 2

- Select the Site you wish to edit from the list of sites under the **Begin Editing** area of the **Contribute Start Page** (Fig 2, 1).

 If no connections appear under the **Begin Editing** area of the **Contribute Start Page** then a connection has to be made. Please refer to: <http://www.towson.edu/adminfinance/ots/Training/documentation/Contribute/C05ConnectionInstructions.pdf> for detailed connection instructions.

- The **Contribute Main Screen** will appear (Fig 3).

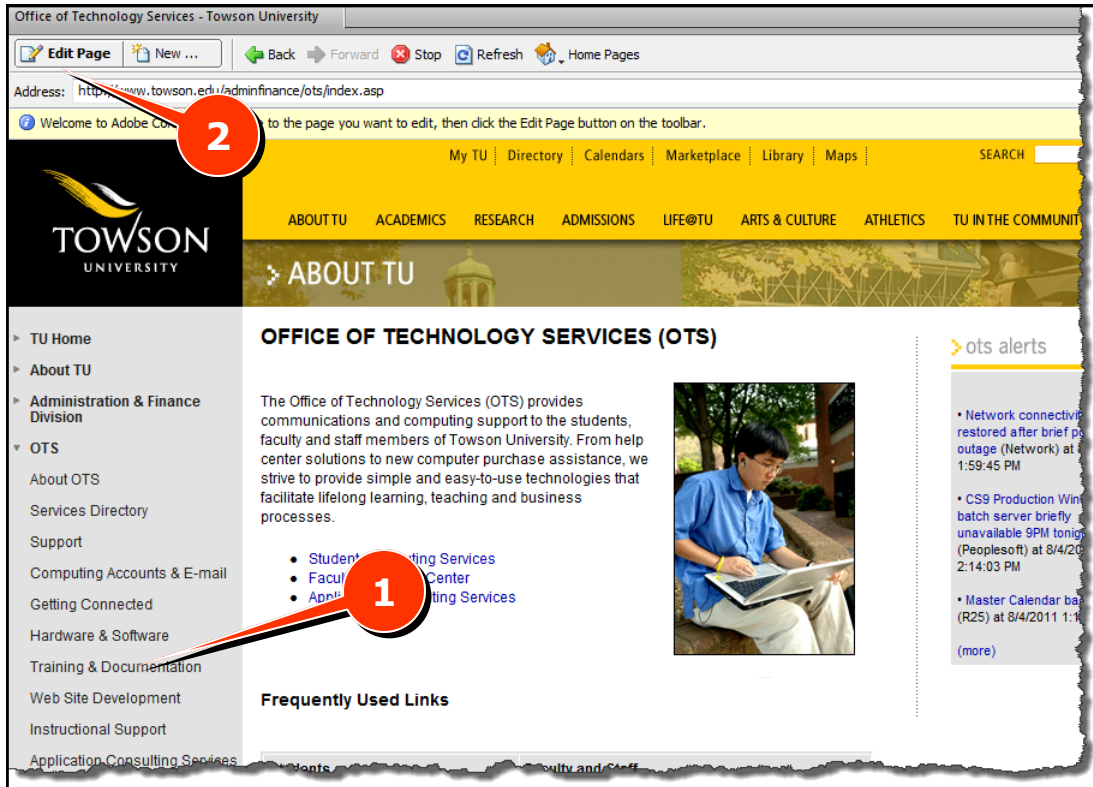
**Figure 3**



## Editing a Page

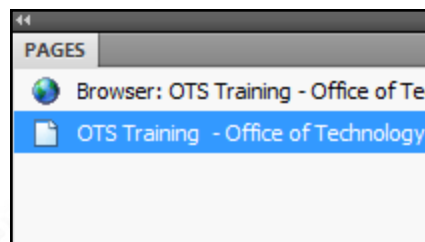
1. Browse to the page you want to edit (Fig 4, 1) and then select **Edit Page** on the toolbar (Fig 4, 2).

Figure 4



2. A draft of the page is created and is listed in the **Pages Panel** (Fig 5, 1). Additionally, a lock is added to the page preventing additional users from modifying the page at the same time.

Figure 5

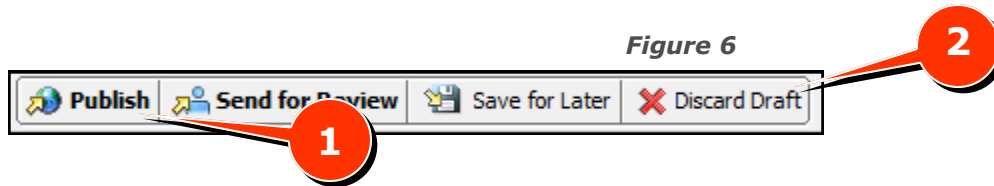


3. You can now edit your page. Please refer to the [Web Style Guide](#) for guidelines on creating and maintaining your Towson University site in accordance with the current standards.

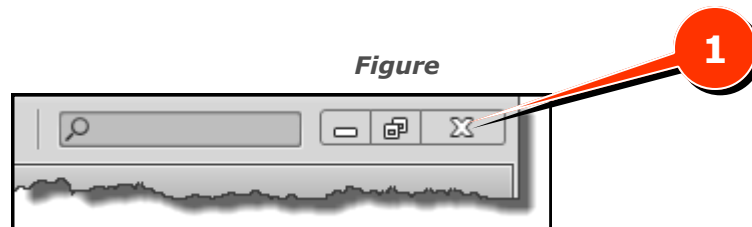
## Exiting and Logging Off

It is important that you properly exit Contribute and log off from Virtual Workspace to avoid any data being lost.

1. There are four options available to use when finalizing a page —Publish, Send for Review, Save for Later and Discard Draft. Because you are live editing on a server, choose either **Publish** (Fig 6, 1) to make the site changes live or **Discard Draft** (Fig 6, 2) to revert back to the original page.



2. **Contribute** can now be closed. Click the **X** in the top right hand corner (Fig 7, 1) to close the program.



3. Click the **Log Off** button to log out of Virtual Workspace (Fig 8, 1).

