

Contribute

Connection Instructions

Getting Started

Contact the web team if your department is interested in purchasing a local copy of Contribute for one or more users for a fee at web@towson.edu. **This would only be necessary for heavy users.** In most cases the virtual workspace is all that is required.

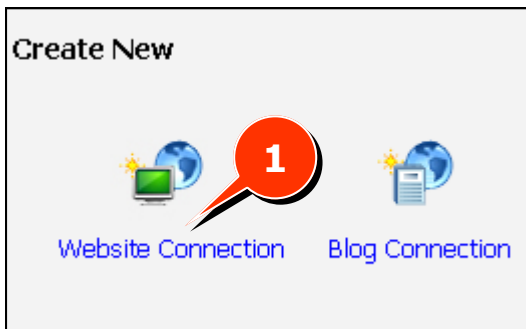
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Connection Instructions

Once you have installed the Contribute software on your computer, the web team will email you instructions for setting up your connection to your web files. All web files live on a server in OTS. These instructions will allow you to set up a connection between your computer and the web files that live on the server. Each department will have a unique file path and web address provided to you from the web team included in the instructions.

1. Open **Contribute** by going to **Start > Programs > Macromedia > Contribute**.
2. Under the **Create New** section, click **Website Connection** (Fig 1, 1).

Figure 1



3. The **Create Connection** dialog box will open (Fig 2).
4. Click **Next>** (Fig 2, 1).


 If Contribute loads a blank white screen, click **Edit** on the menu, click **My Connections...** and then click the **Create...** button to start the wizard.

Figure 2



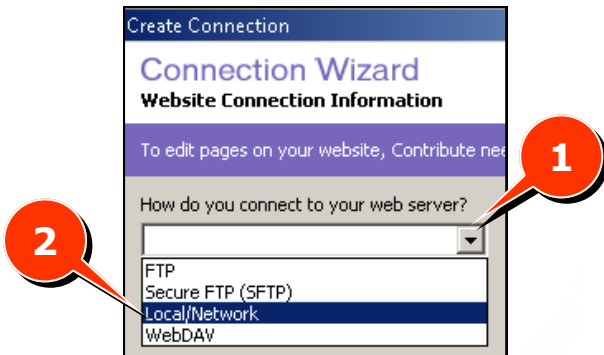
8. Type in the web address provided to you by the web team (including the **http://** part) in the **What is the web address (URL) of your website?** text box (Fig 3, 1).
9. Click **Next>** (Fig 3, 2).

Figure 3



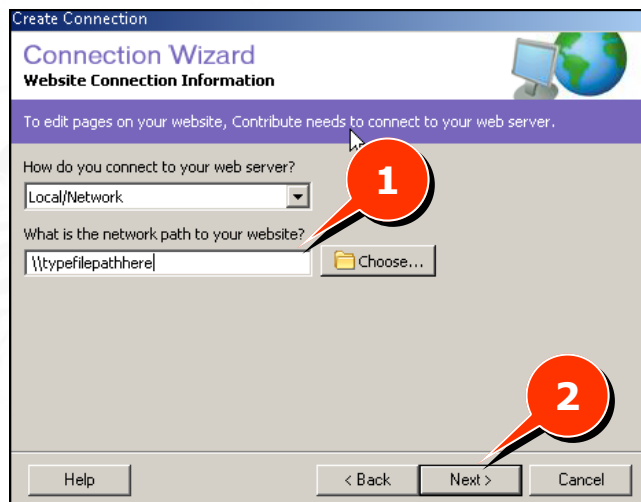
10. Click the down arrow next to **How do you connect to your web server?** (Fig 4, 1) and select **Local/Network** from the drop down list (Fig 4, 2).

Figure 4



11. Another text box will appear below.
12. Type in the file path provided to you by the web team in the **What is the network path to your website?** text box (Fig 5, 1).
13. Click **Next>** (Fig 5, 2).

Figure 5



14. Type in your **name** and Towson **email address** in the appropriate text boxes (Fig 6, 1).
15. Click **Next>** (Fig 6, 2).

Figure 6

Edit Connection

Connection Wizard

User Information

Contribute uses this information to identify you to any other Contribute users when you edit pages on your website.

What is your full name?
type your name here

What is your e-mail address?
type your TU email address here

Help < Back Next > Cancel

16. Select the **role** you are assigned as stipulated by the web team (Fig 7, 1).
17. Click **Next>** (Fig 7, 2).

Figure 7

Edit Connection

Connection Wizard

Role Information

To determine which pages you're allowed to edit, Contribute needs to know which role you are assigned to. For assistance, contact the administrator: abell@towson.edu.

What role are you assigned to?

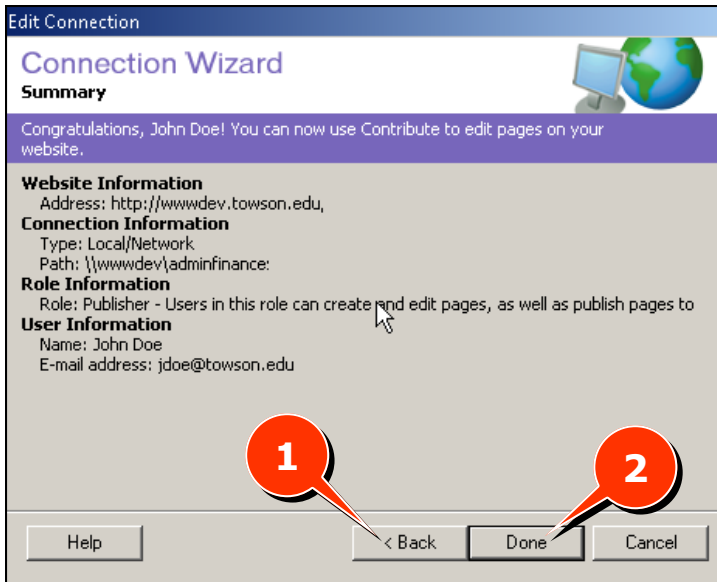
- Administrator
- Writer
- Publisher

Role description:
Users in this role can create and edit pages, as well as publish pages to the website.

Help < Back Next > Cancel

18. A **Summary** page will appear with all the information you input. Please verify the information to make sure you entered all the information correctly. If you do see something that is incorrect, you can use the **<Back** button to go back and correct it (Fig 8, 1). If it is correct, click **Done** (Fig 8, 2).

Figure 8



19. Click the link under the **Begin Editing** section to get to the home page of your site (Fig 9, 1).

★ You eventually may have more than one link if you are given permission to different areas of the website. For example, you may be given access to the development site as well as your “live” site.

Figure 9



20. You are now connected and may edit your site. For more information on how to use Contribute, please see the Contribute Basics Quicksheet at http://www.towson.edu/adminfinance/ots/training/documentation/Contribute/Contribute_Basics_AllDepts.pdf

Parts of the Screen

The left side of the screen consists of two panes: **Pages** and **How Do I...**. The **Pages** pane (Fig 1, 1) allows you to see and manage any pages that are currently saved as drafts (not yet live) by clicking on the **Draft Console** Link. To get back to the Contribute Start Page click on the drop down arrow next to the **Home Pages** icon on the top toolbar. The **How Do I...** pane (Fig 1, 2) offers support and help specific to the tasks currently being performed and will be presented to you as you work. These panes can be hidden from view by going to the **View** menu and highlighting **Sidebar** or by using the F4 key.

The right side of the screen is the Contribute **browser** (Fig 1, 3).

