




Macromedia Contribute Basics

For All Departments

OTS PUBLICATION: C01 • REVISED 06-09-2009 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

 =Shortcut  =Advice  =Caution

Getting Started

Contact the web team to request access to Contribute in the virtual workspace (free) and permission to your web files at web@towson.edu.

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

Connection Instructions

Once you have been given access to Contribute, 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.

For more information on connection instructions, please see the Connection Instructions Quicksheets at <http://www.towson.edu/adminfinance/ots/trainingdoc/shr05-ct-dw.asp>.

After establishing the connection to your web files, you will be taken to your default home page within the Contribute browser.


Connection Screen

After the initial set-up of your connection instructions, every time you start Contribute you will be taken to the Connection screen. This screen allows you to:

- Take a quick tour of Contribute
- Take the Contribute tutorial
- Create a connection to a Web site

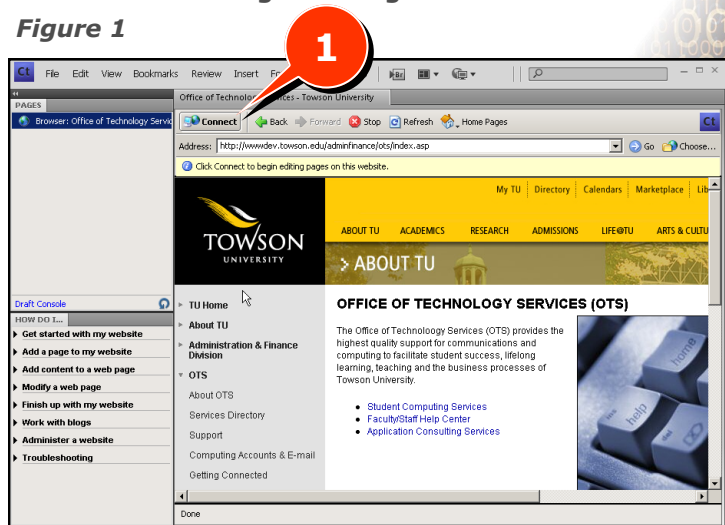
Accessing Your Web Site

To access your site, click on the link under the section titled **Begin Editing**. Your default home page will open.

 If you are using the virtual workspace, after you click the link under **Begin Editing**, click the **Connect** button in the upper left corner of the toolbar (Figure 1, 1).

Contents	
Contribute Basics	
1.	Getting Started
2.	Connection Instructions
3.	Customizing the Content Area
4.	Descriptive Page Titles
5.	Making your Pages Live
6.	Creating Hyperlinks
7.	Uploading Files
8.	Roll Back Tool

Figure 1



Customizing the Content Area

The content area of the template page is where you will be adding your department-specific information (Figure 1, 1). To add content to your page you need to click the **Edit Page** button on the top left toolbar (Figure 2, 1).

Figure 1

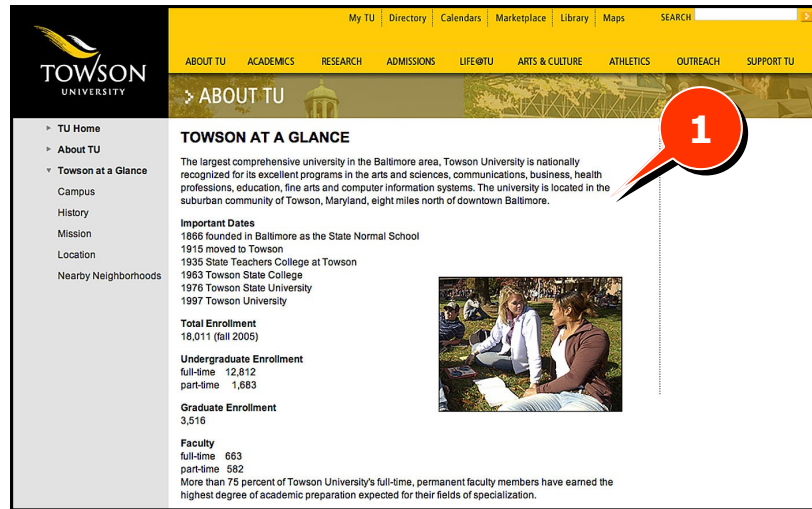
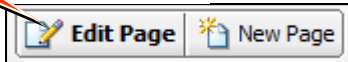


Figure 2



Possible Content Types

Within the guidelines of the university brand standard, your content area can accept information from a variety of sources. Your existing content in Word, Excel, HTML, or other “standard” formats will be easily incorporated into the content area. Most formatting of the original content will remain intact. Images and media objects can also be placed within the content area, when appropriate.

“Drag and Drop” and “Cut and Paste”

By highlighting content from within Word or an open browser you can copy and paste (or in some cases, drag) that content into the content area of the template, your information will be quickly added to the page, retaining nearly all compatible formatting (bold, italics, underlining, bullets, etc.).

Undo

The easiest way to “undo” an action is to use the **CTRL+Z** keyboard combination. This will allow you to correct your last edit, but only works if you have not clicked Save for Later or Publish. If you have clicked Save for Later or Publish, refer to **Using the Roll Back Tool** at the end of this document.

Inserting Images

Images can be added from local or network drives, or by dragging an image from an existing Web page from within an open browser. In both cases, Contribute will make a copy of the image file and place it within your Web structure. Please observe recommended guidelines for image use and copyright compliance. To add an image using the **Insert** menu:

1. Place the insertion point in your draft where you want the image to appear.
2. Select **Insert >Image**.
3. Select one of the following options from the pop-up menu:
 - From My Computer
 - From Website
 - From Internet

- From Shared Assets

The Select Image, Choose Image on Website, or Insert Shared Asset dialog box appears.

4. Browse to and select the image, and then click the **Select** or **OK** button.
5. If the Image Description dialog box appears, enter text to describe the image for people using a screen reader, and then click **OK**.



Tip: After you insert the image, double click the image to change image properties.

Editing an Existing Page

Once a page has been created, the process of adding or updating content is identical to word processing. Follow the same practices you would use for working in Word for text formatting and correcting. The menu options and toolbar buttons mimic the options available in most word processors and offer pop-up tool tips when you hover the mouse over the tool.

Working with Drafts

You can save a draft for completion at a later date by using the **Save for Later** button found on the toolbar. To pick-up where you left off during an earlier editing session, just select your draft from the **Pages** pane on the left side of the Contribute workspace and continue working.

When you have a draft saved, others who edit your site will not be able to open and edit that page until you publish or discard the draft.

Descriptive Page Titles

Descriptive page titles are the title that you see at the top of a Web browser while viewing a page. To improve the search experience for users trying to find your content, always add a descriptive title to your Web pages in Contribute. While in **Edit** mode click on **Page Properties** and **type a title** in the **Title** box. The recommended naming convention for university pages is:

The Department Name - Towson University (ie. Office of the Registrar - Towson University)

or Page Title - Department Name - Towson University (ie. Declaring/Changing a Major - Office of the Registrar - Towson University)

Please note: Page titles are different than page headers. Page titles are what are displayed in the tab of the web browser and is used to register page hits. Page headers are the typically the first heading in the body section of a page.

Making Your Pages Live

None of your pages will be "**live**" until you finalize your page by clicking on the **Publish** button.



If you don't want your changes to go live make sure to use the **Cancel** button on the menu toolbar instead of closing out by using the **X** on the toolbar. If you close out using the **X**, your Web page will be locked from being edited. Contact the web team at web@towson.edu to get the lock removed.

Creating Hyperlinks

A hyperlink can be a link to a page on your site or a page on the Web. Avoid having links open in a new window, because this causes problems for visitors using a screen reader and visitors with pop-up blocking software. By default links will not open in a new window.

Navigation Links

Depending on how your site was created, you may or may not be able to edit the navigation links on the side of your Web page (Figure 1, 1). If you click on the navigation while in **Edit** mode and are able to make changes, follow the directions below for the creation of hyperlinks.

★ If you are using the TU Web template, you may change the name of a link or which page a link goes to, but if you want to add or delete a link, call the Web team at 410-704-3546. To make edits to the links you need to navigate to the **links.asp** file.

1. From your Web sites' home page in the **Address** field: change the last file name from **index.asp** to **links.asp** and hit the **Enter** key on your keyboard (Figure 2, 1).
2. Click on the **Edit Page** link (Figure 2, 2).
3. Edit the links using the **Link** drop down box (Figure 3, 1), the same as you would other links on your Web site.

Figure 2

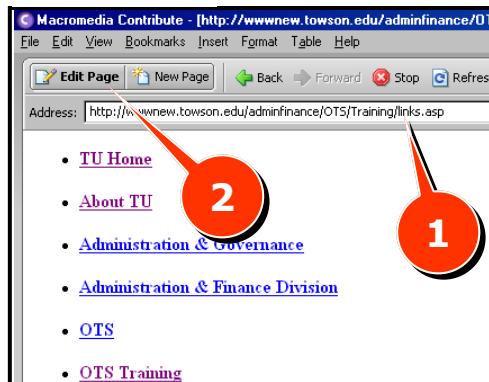


Figure 1

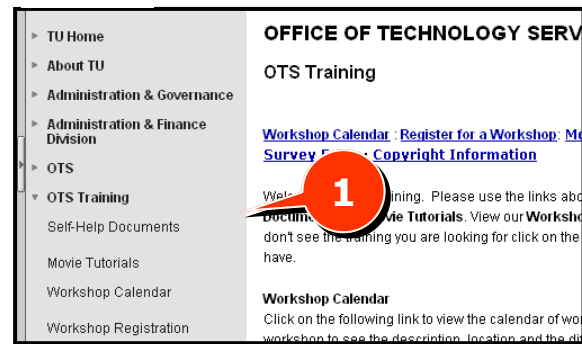


Figure 3



Basic Hyperlinks

To create a simple hyperlink to another page within your Web site:

1. **Highlight the text** that will become the link.
2. From the toolbar select **Link** and select the option labeled **Drafts and Recent Pages...** (From within the menu that pops up you can manage all of the various types of links necessary.) You can also use the Browse feature and browse to the page within your Web site that you want to link.
3. **Select the page** to use as the destination for your link and you will see a preview of the page contents.
4. If this selection is correct, then click on the **OK** button to accept your changes.

Links to Pages Outside Your Web Site

When linking to content that is not part of your Web structure, please use the address of the page as defined by its URL. This will ensure the proper functioning of links to areas outside of the Web space you currently manage. To link to another page by browsing:

1. **Highlight the text** that will become the link.
2. From the toolbar select **Link**, and select the option labeled **Browse to Web Page...** (From within the menu that pops up you can manage all of the various types of links necessary).
3. Type in the URL and/or click the **Browse** button.

4. Locate the page you wish to use then click the **OK** button to take you back to the Link dialogue.
5. Your selected page will show in the preview area of the dialogue as the destination for your link.
6. If this selection is correct, then click on the **OK** button to accept your changes.

Uploading Files (Word Documents, PDF files, etc.) to Your Web Site

1. Highlight the text on a page that you would like to use as the link to point to your file.
2. Use the **Link** tool on the toolbar to start the process of creating a hyperlink.
3. Select **File on My Computer**.
4. **Click** to locate the actual file (Word document, PDF file, etc.).
5. Click **OK**.
6. Contribute pop-up appears, click **OK**.

Contribute will make a copy of the existing file and place the copy in a new folder on your Web site.

Using the Roll Back Tool

If you have worked on a page and need to “roll back” to a previous version, Contribute offers the ability to browse through earlier versions of the page and select the version you wish to use. To use this feature:

1. Close all currently open files.
2. Browse to the page you need to return to a previously published version.
3. From the menu select **File > Actions > Roll Back to Previous Version....**
4. Preview each of the files available to verify the correct selection (or verify by date and time).
5. Click the **Roll Back** button to confirm your selection.

Please Note: Once this confirmation is made, the server will immediately revert to the previous version of the file and make that file instantly “live”.



For more information on Contribute, visit: <http://www.adobe.com/products/contribute/>.