




Adobe Contribute

Connection Instructions for Virtual Workspace

 =Shortcut  =Advice  =Caution

Introduction

Adobe Contribute software is a web publishing tool that allows users (contributors) to edit websites using a simple user interface without having to learn HTML code or editing. In this self-help document, you will learn how to create a Website Connection to your department or organization's website using the connection instructions provided to you by the web development team.

Process Summary	
Introduction	
Logging In to Virtual Workspace	
Creating a Connection	

Logging In to Virtual Workspace

Adobe Contribute is located on the Virtual Workspace.

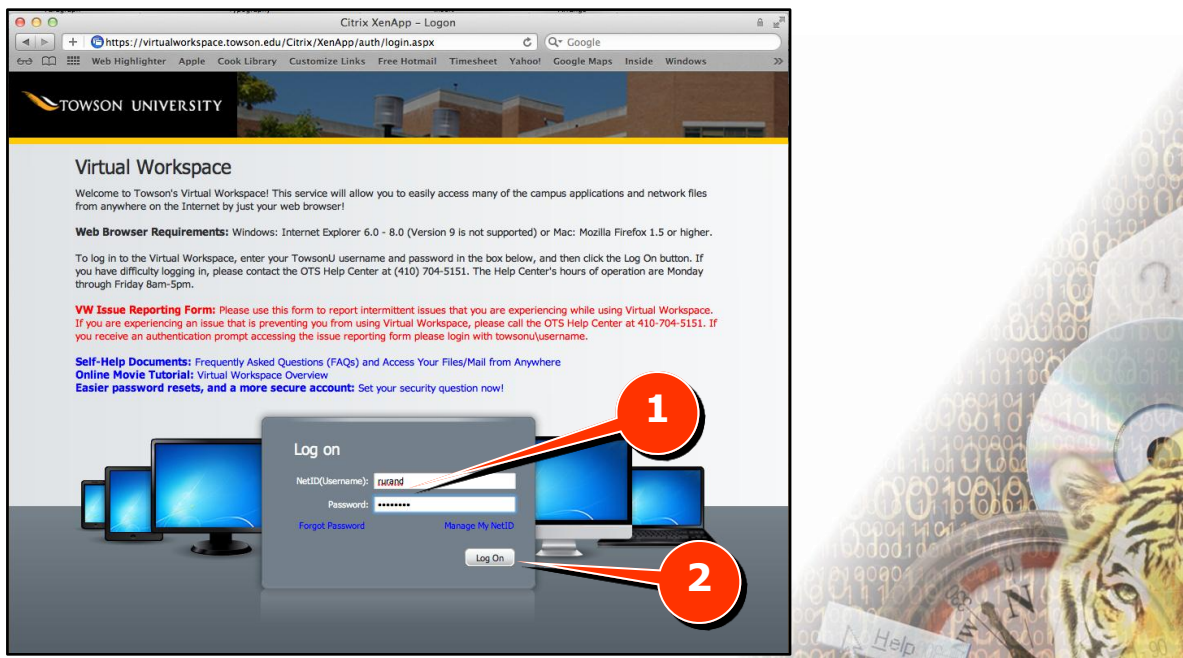
1. Launch a browser, type **vw.towson.edu** in the address bar (Fig 1,1) and press **Enter**. The **Virtual Workspace Log On** screen will appear (Fig 2).

Figure 1



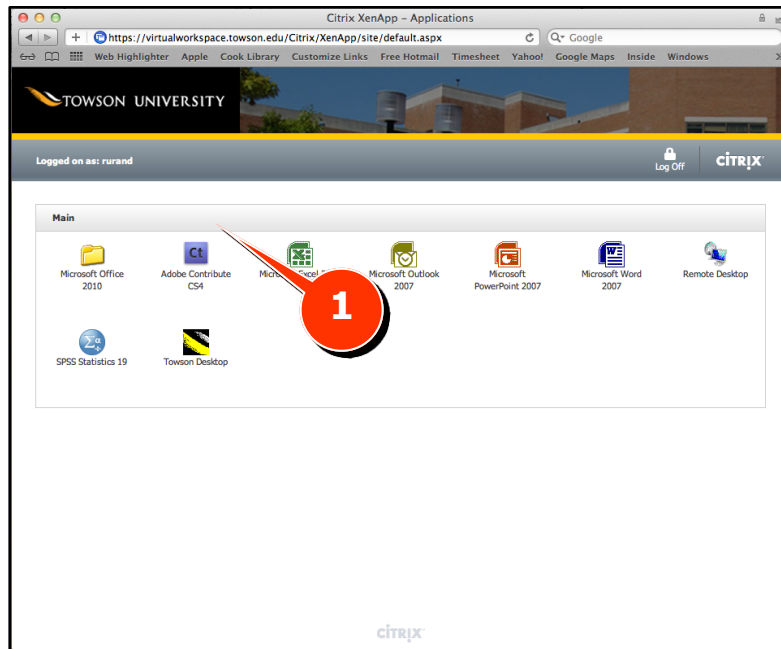
2. Enter your NetID and Password (Fig 2, 1) and click the **Log On** button (Fig 2, 2).

Figure 2



- The Virtual Workspace environment will launch. Select **Contribute** from the list of available applications in the main window (Fig 3, 1). Contribute will now launch.

Figure 3

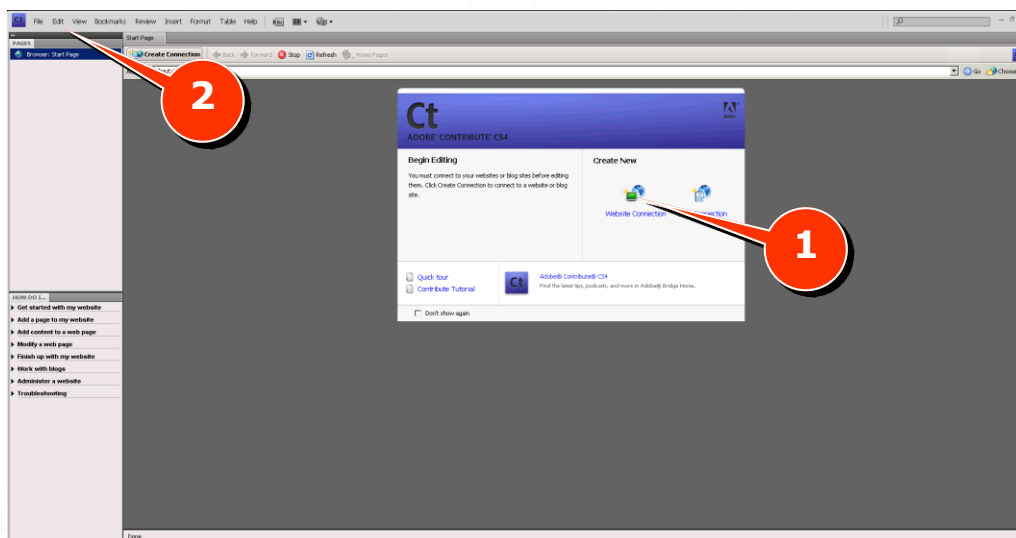


Creating a Connection

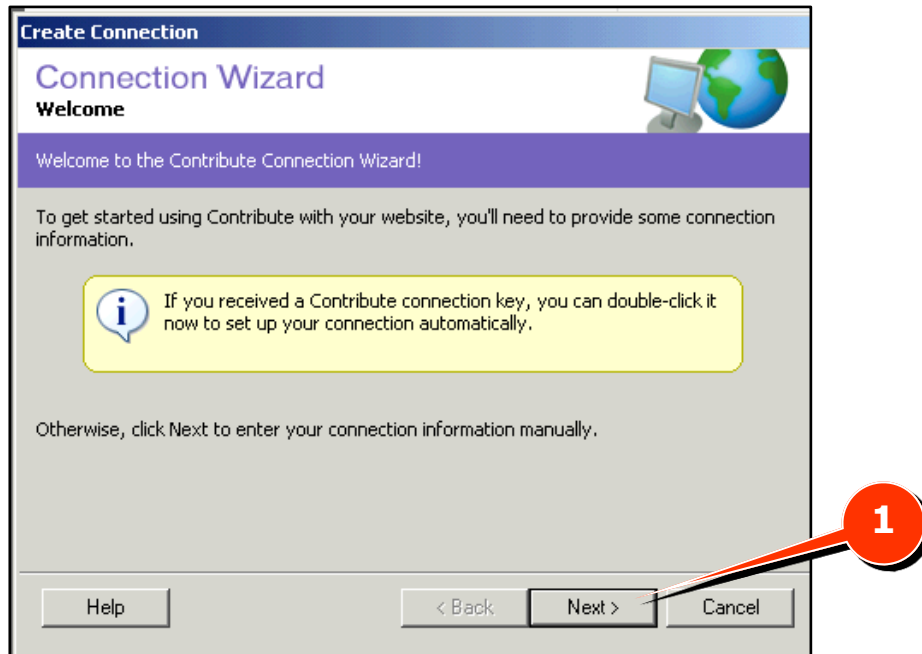
An initial connection to your site must be made. Please use the connection instructions emailed to you to guide you through the Connection Wizard. If you have misplaced your connection instructions, send an email request to web@towson.edu before proceeding.

- When looking at the start-up screen, click on **Website Connection** (Fig 4, 1). If Contribute loads into a blank white screen, go to the **Edit** menu (Fig 4, 2), click **My Connections**, then on the window that pops up, click **Create...**

Figure 4

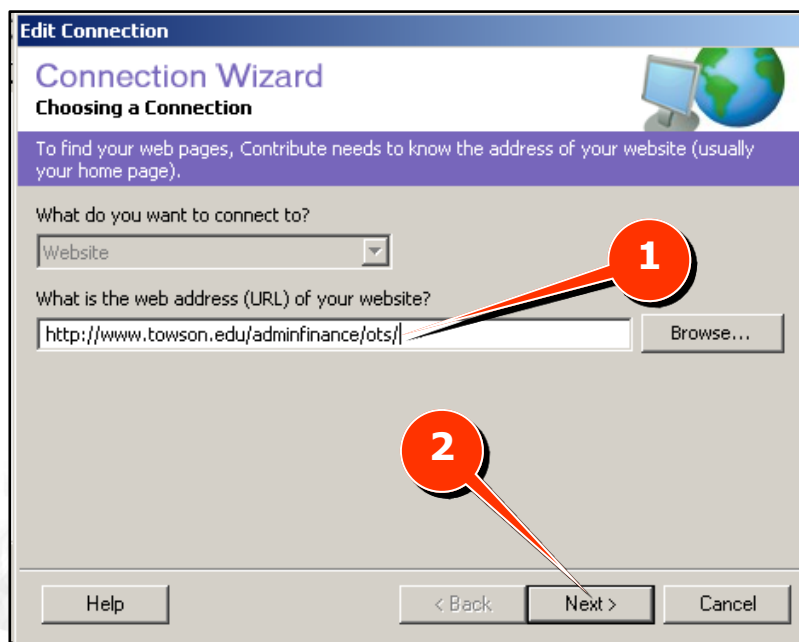


- The Connection Wizard will launch. You will need to setup your connection manually. Click the **Next** button (Fig 5, 1).

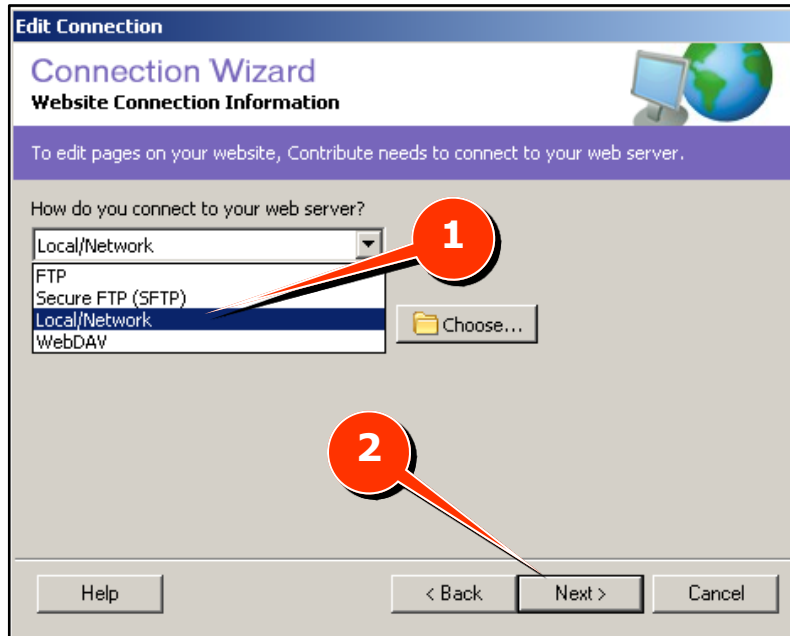
Figure 5

- Type in the name of the site that you are responsible for in the **What is the web address (URL) of your website** box (Fig 6, 1). The web address can be retrieved from the connection instructions provided to you. For convenience, note the site name in the following space:

http://

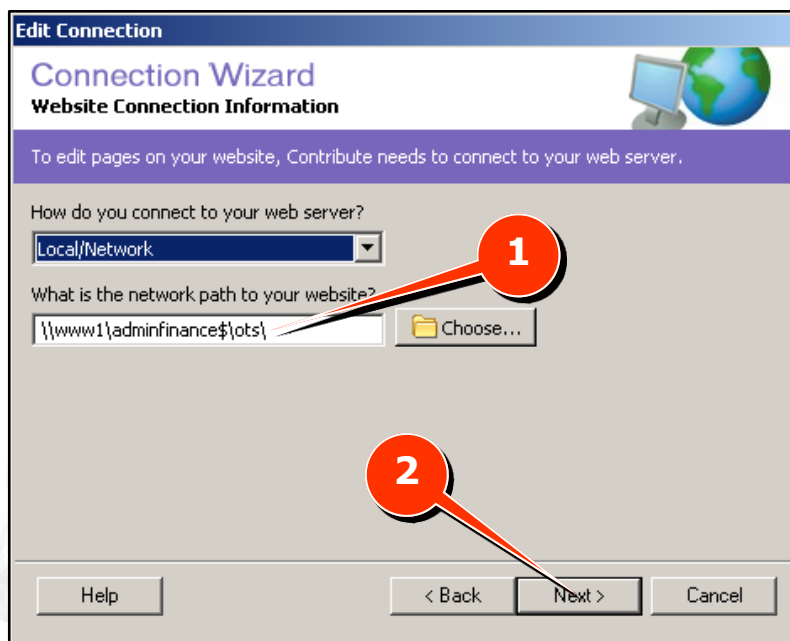
Figure 6

4. Click **Next** to continue (Fig 6, 2).

Figure 6

5. The **Connection Wizard** will ask how to connect to the web server. Select **Local/Network** in the **How do you connect to your web server?** drop-down box (Fig 7, 1). Click **Next** to continue (Fig 7, 2).
6. Type the network path in the **What is the network path to your website** box (Fig 7, 1). The network path can be retrieved from the connection instructions provided to you. For convenience, note the site name in the following space:

\\www1\

Figure 7

7. Click **Next** to continue (Fig 7, 2).

Figure 8

Edit Connection

Connection Wizard

User Information

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

What is your full name?

What is your e-mail address?

Help < Back Next > Cancel

8. Enter your **Full Name** and **email address** in the boxes provided (Fig 8, 1). Click **Next** to continue to the following screen (Fig 8, 2).
9. Select **Publisher** from the **What role are you assigned to?** Box (Fig 9, 1).
10. Click **Next** to continue (Fig 9, 2).

Figure 9

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: abetten@towson.edu.

What role are you assigned to?
Administrator
Writer
Publisher

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

Help < Back Next > Cancel

11. Confirm that all of the details entered match and are accurate. If correct, click the **Done** button (Fig 10, 1). Your connection has been created and you can begin using Adobe Contribute.

Figure 10

