

# Web Site

## Quick Start – Contribute



CALIFORNIA STATE UNIVERSITY, SACRAMENTO



**INTRODUCTION TO CONTRIBUTE ..... 1**

The Contribute Process	1
The Contribute Interface	2
Where to find Help in Contribute	3
Create a New Connection to a Web Site	3
Browse to a Web Page	4
Edit a Web Page	4
Create a New Web Page From an Existing Web Page	5

**RESOURCES ..... 6**

Faculty / Staff Resource Center	6
Appointments with Consultants	6
Academic Technology & Creative Services	6
Online Information	6
Books	6
Contribute Resources	7
Dreamweaver Resources	7
Web Accessibility Resources	7

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## INTRODUCTION TO CONTRIBUTE

Adobe Contribute CS3 is a simplified Web editor that makes it easy to maintain an existing Web site. It is ideal for occasional edits by non-technical people including changes to existing pages, new pages duplicated from them, and rollback to earlier versions. For groups, it also allows for routing of changes for approval before publishing to a Web server.

Due to its simplified capabilities, Contribute is not good for changing the structure of your Web site, including creating new folders and adding files to them. It is also not good for editing JavaScript, style sheets and templates. If you need to perform any of these tasks, use Dreamweaver.

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### The Contribute Process

Contribute uses a three step process to help you locate the Web page you want to edit, make your changes to the page, and then copy your revised Web page to the Web server. Contribute calls these three steps: browse, edit, and publish.



**TIP:** You must connect to a Web site before you can edit and publish pages on that site. For more information, see the section *Connecting to a Web Site*.

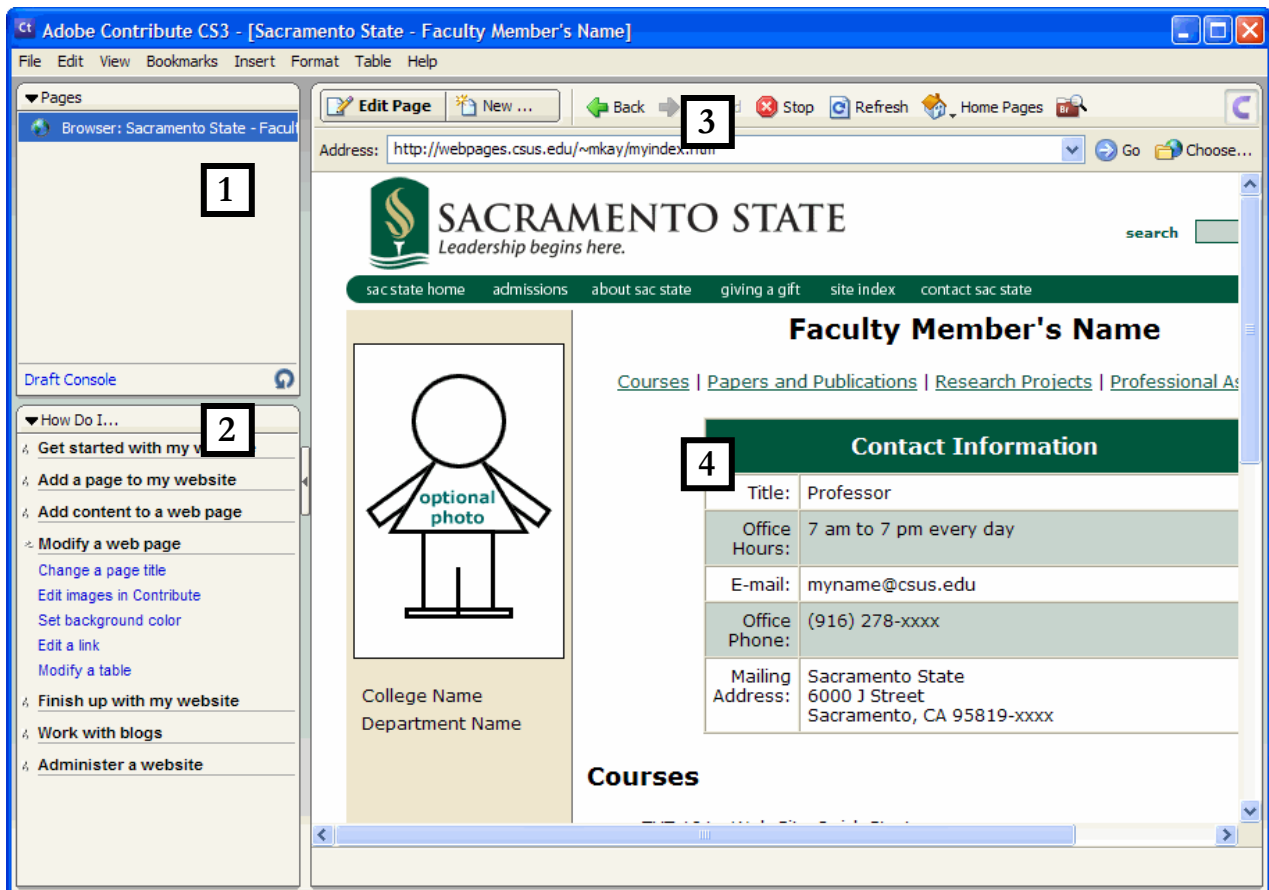
Here is an overview of the Contribute workflow:

- step 1. Browse** to a page. Use the Contribute browser to find the Web page you want to edit. The browser toolbar has the normal navigation buttons plus additional buttons specific to tasks in Contribute, such as Connect, Edit Page, Publish, and Choose. Some buttons appear only after you find a Web page and connect to that site.
- step 2. Edit** your page. After you browse to the page you want to edit, click the Edit Page button in the toolbar to open the page in the Contribute editor. Contribute copies the file from the Web server to your computer and locks it on the server so that no one else can edit the page while you are working on it. If the Edit Page button does not appear in the browser, you cannot edit the page you are viewing.
- step 3. Publish** your changes. When you finish editing your page, you can save it as a draft, send it to another person for review, publish it immediately to the Web server, or cancel your changes.

# The Contribute Interface

The main areas of Contribute are outlined in the following table and serve as a legend for the image below. This document uses screen samples from the Microsoft Windows version of Contribute.

Legend	
1. Pages Panel – Lists the current Web page open, drafts, and any messages sent to you for review.	3. Toolbar – Shortcuts to some of the most common edit and browse commands.
2. How Do I Panel – Step-by-step instructions for performing common tasks in Contribute.	4. Contribute Browser – Allows you to connect to a site, and find and edit a Web page.

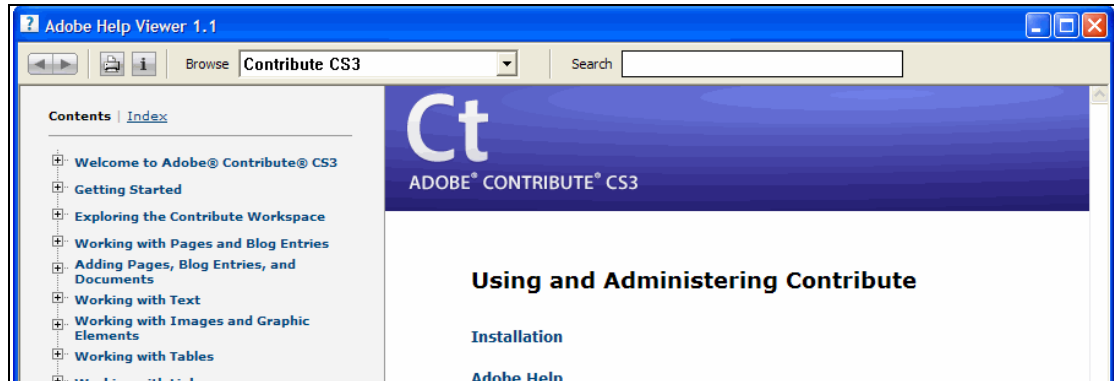


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## Where to find Help in Contribute

There are various ways to find help in Contribute. Below are just a few of them.

1. Click the **Help** menu and select **Adobe Contribute Help**. The Help window appears, as shown below.



2. Click the **Help** menu and select **Contribute Tutorial**. The tutorial appears in the main screen with links to steps in the **How Do I** panel.
3. From the **Contribute Start Page**, click **Quick tour**. The Flash-based quick tour is now displayed in the Contribute browser. After the introduction loads, you may select an option from the menu.

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## Create a New Connection to a Web Site

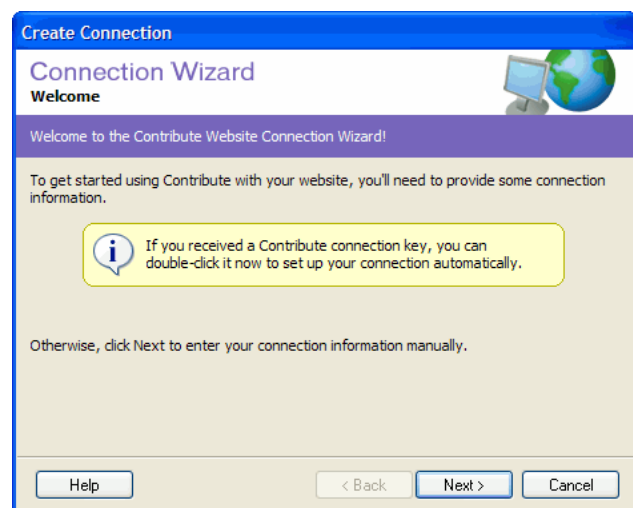
In order to edit Web pages, you must first create a connection to a Web site.

- step 1.* From the Start Page click the **Website Connection** link. The Connection Wizard appears, as shown to the right.

If creating a new connection while another site is open, select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh), and then click **Create**.

- step 1.* Click **Next**.

- step 2.* Type the address (URL) of your Web site or copy the Web address from another browser window, and paste it in the textbox provided. If you do not know the Web address, follow these steps:



- a.* Click the **Browse** button in Contribute.
    - b.* Locate the Web site.
    - c.* Click **OK**. Your Web address is now inserted into the textbox.
  - step 3.* Click **Next**.
  - step 4.* Select **FTP** from the drop-down menu.
  - step 5.* Type the address of your FTP server.
    - For SacLink use ***ftp.saclink.csus.edu***
    - For Faculty Web account use ***www.csus.edu***
    - For Department account contact your IT consultant
  - step 6.* Type your SacLink ID and password for the FTP username and password.
  - step 7.* Click **Next**.
  - step 8.* Type your name and e-mail address in the textboxes provided. Use a different name than the one you used in Dreamweaver for the same site.
  - step 9.* Click **Next**.
  - step 10.* Select your role as ***Administrator***.
  - step 11.* Click **Done**. Contribute now connects to your site and displays the main Web page.
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## Browse to a Web Page

Before you can edit a Web page, you must first browse to it using the Contribute browser.

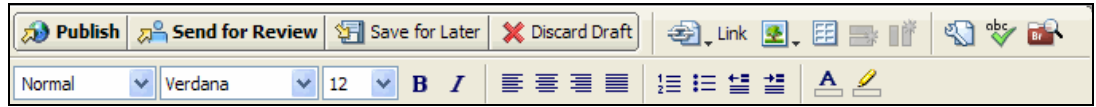
- step 1.* From the Contribute Start Page, click the name of your site to connect to it and to display the main Web page for that site in the Contribute browser.
- step 2.* Browse until you get to the Web page you want to edit.
- step 3.* If you want to edit a page that has no link to it yet, follow these steps:
  - a.* Click the **Choose** button on the toolbar.
  - b.* In the **Choose File on Website** window, locate the Web page you want to edit from the list of files and folders displayed.
  - c.* Click the name of the Web page to select it.
  - d.* Click **OK**. The Web page is now displayed in the Contribute browser.

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## Edit a Web Page

- step 1.* Before you can edit a Web page, you must first browse to it using the Contribute browser. Follow the steps in the previous section to browse to your Web page.
- step 2.* You may get an error after browsing to a Web page that states, "You can't edit this page now because you are already editing it on another computer. Click here to make this page editable." In our case, this error appears because we first connected to the site in Dreamweaver and enabled the Contribute compatibility. To override this error:
  - a.* Click the link labeled "here" to override your previous check-out of the Web page.

- b.* To remove the lock click **Yes**. If you do not want to remove the lock and continue editing the file from Dreamweaver, click **No**.
- step 3.* Click the **Edit Page** button on the toolbar. Contribute downloads a draft of the Web page to your computer and changes the toolbar buttons to allow you to edit the Web page. If you get an error, follow the instructions on the screen below the toolbar.
- step 4.* You may now edit your Web page using the browser tool buttons (shown below) or the Edit, Insert, Format and Table menus.



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## Create a New Web Page From an Existing Web Page

- step 1.* Browse to an existing Web page and click the **Edit Page** button.
- step 2.* Click **File > Actions > Publish as New Page**.
- step 3.* Click **Yes** to publish the new page without a link to it at this time.
- step 4.* Enter a **Page Title** and **Filename** into the corresponding textboxes. You may also click the **Choose Folder** button if you want to select a destination folder for your new page. You may also create a new folder at this time.
- step 5.* Click **Publish**.
- step 6.* To edit your new Web page, follow the steps in the *Edit a Web Page* section.

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## RESOURCES

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### Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

Open Lab on Fridays, 1-4 pm (Fall, Winter, Spring)

Open Lab on Thursdays 1-4 pm (Summer only)

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### Appointments with Consultants

Phone: 278-7337 or x87337

E-mail: [helpdesk@csus.edu](mailto:helpdesk@csus.edu)

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### Academic Technology & Creative Services

#### [ATCS Contacts](#)

<http://www.csus.edu/atcs/contact.htm>

#### [Education Tools](#)

<http://www.csus.edu/atcs/tools/>

#### [Questions or Comments](#)

[web-courses@csus.edu](mailto:web-courses@csus.edu)

#### [Training Workshops](#)

<http://www.csus.edu/training>

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### Online Information

#### [Faculty Web Templates](#)

<http://www.csus.edu/atcs/tools/facultyweb>

#### [Web Design Tutorials](#)

<http://www.csus.edu/web/tutorials.html>

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### Books

[Dreamweaver 8 Bible](#) by Joseph Lowery

[Macromedia Dreamweaver 8 Hands-On Training](#) by Daniel Short, Garo Green

[HTML for the World Wide Web, Fifth Edition, with XHTML and CSS: Visual QuickStart Guide](#), by Elizabeth Castro

[Teach Yourself Visually HTML](#), by Ruth Maran

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## Contribute Resources

While in Contribute, click "Help" in the menu bar, then "Contribute Tutorial"

[Adobe Contribute Developer Center](http://www.adobe.com/devnet/contribute/)

<http://www.adobe.com/devnet/contribute/>

[Stanford online training site for Contribute](http://med.stanford.edu/irt/web/training/contribute/)

<http://med.stanford.edu/irt/web/training/contribute/>

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## Dreamweaver Resources

While in Dreamweaver, click "Help" in the menu bar, then "Getting Started with Dreamweaver"

[Adobe Dreamweaver Developer Center](http://www.adobe.com/devnet/dreamweaver/)

<http://www.adobe.com/devnet/dreamweaver/>

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## Web Accessibility Resources

[Accessibility at Sacramento State](http://www.csus.edu/accessibility/)

<http://www.csus.edu/accessibility/>

[Dreamweaver Accessibility Resources](http://www.adobe.com/accessibility/products/dreamweaver/)

<http://www.adobe.com/accessibility/products/dreamweaver/>

[Firefox Web Developer Toolbar](https://addons.mozilla.org/en-US/firefox/addon/60)

<https://addons.mozilla.org/en-US/firefox/addon/60>

[Sac State Web Central Accessibility page for Web Developers](http://www.csus.edu/web/accessibility/index.htm)

<http://www.csus.edu/web/accessibility/index.htm>

[Section 508 Explained](http://www.csufresno.edu/webaccess/508/508explained.htm)

<http://www.csufresno.edu/webaccess/508/508explained.htm>

[Visual Simulation Web Site](http://vischeck.com/)

<http://vischeck.com/>

[WebAIM: Web Accessibility in Mind](http://www.webaim.org/)

<http://www.webaim.org/>