

Adobe Contribute CS3
Tutorial

What is Contribute?

Contribute is an application designed for users who want to easily and quickly make changes to a web site, but who are not professional web designers. The focus of the application is getting new and updated content out to the web without the effort of designing the entire site.

The 'contributor' can be assured that they can update their web site without the fear of breaking the site. In addition, any errors that are made in the content of a page, for example, can easily be rolled back to the previously working state.

Contribute Workflow

- The webmaster creates the shell of the website, complete with links to the various pages, and employs a consistent appearance across all pages.
- The entire site is tested for functionality, and then published making the site available.
- Next, the contributors begin editing established pages by adding specific content to these pages.
- What a contributor can do corresponds to the 'role' he or she is assigned.
- Roles control who can edit pages, to what degree they can edit, and whether they can publish the changes directly to the web site, or submit them for review.

Getting Started

Four steps are required to get set up for working in Contribute.

1. Call the Webmaster, 248-1686, for website needs assessment.
2. Install Contribute from NAL.
3. Receive a Site Connection Key file, via GroupWise.
4. Install the key file.

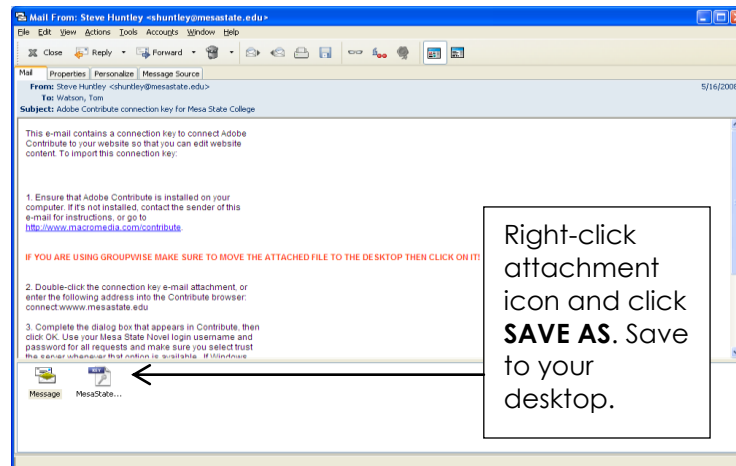
Installing Adobe Contribute

The Webmaster will coordinate Contribute needs with the IT department. As soon as you have been added to Contribute, you will receive an email with a site connection key. At that time you will see the installer icon in the NAL window.

1. Next, install Contribute from the NAL icon, **Adobe Contribute CS3 Installer**. If you would like assistance, or run into any problems, please contact Tom Watson @248-1768.
2. Locate the icon and double-click to start the installation. You will see one prompt asking you to confirm the install. Click OK. After this point there is no indication that the software installation is running. The installation program will take between 30 – 45 minutes. When the installation has completed, you will find the Contribute icon in your Start menu, under All Programs.

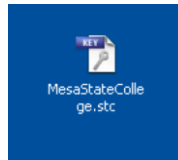
Receiving the Site Connection Key

1. You will receive a GroupWise email containing your connection key file. This connection key contains the site's address, user name, and your permissions.
2. Open the email message, and save the Site Connection Key file to your desktop.



Installing your Site Connection Key

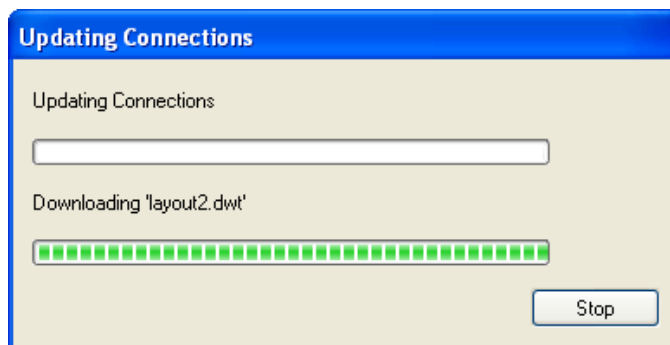
1. Next, from the desktop, double-click the attachment icon.



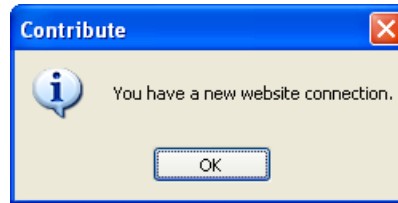
2. Contribute will begin to launch, and the following dialog box will appear containing your **Novell** login name:



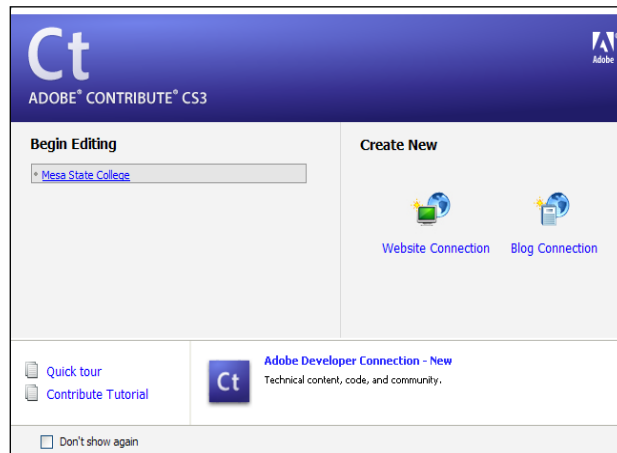
3. Enter your **Novell** login password, click both checkboxes, and click the **OK** button.
4. The following dialog box will appear as Contribute is connected to the new Mesa State web site.



5. Click **OK**.

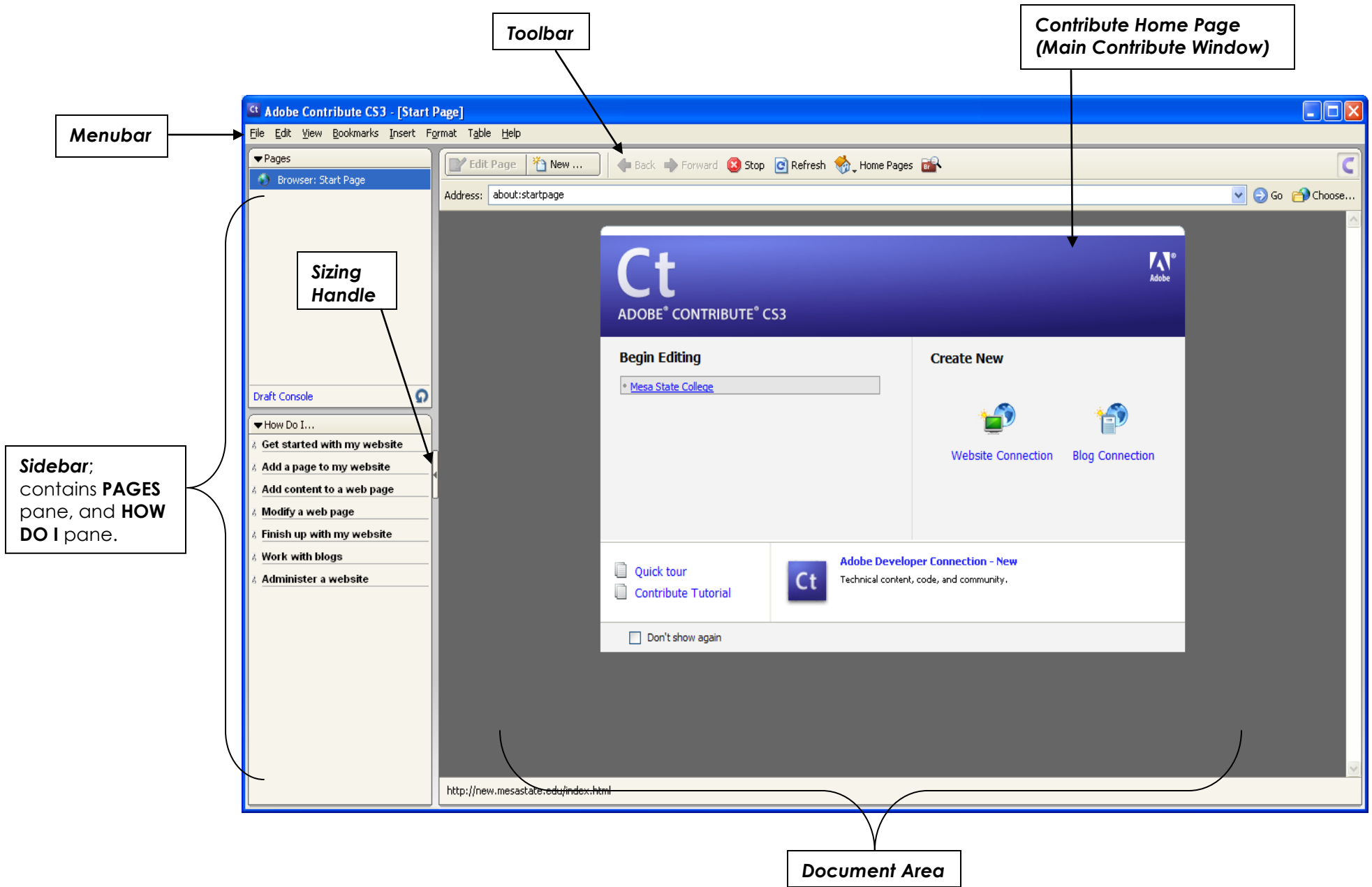


6. The Contribute Home Page window will appear showing the connection to the Mesa State site.

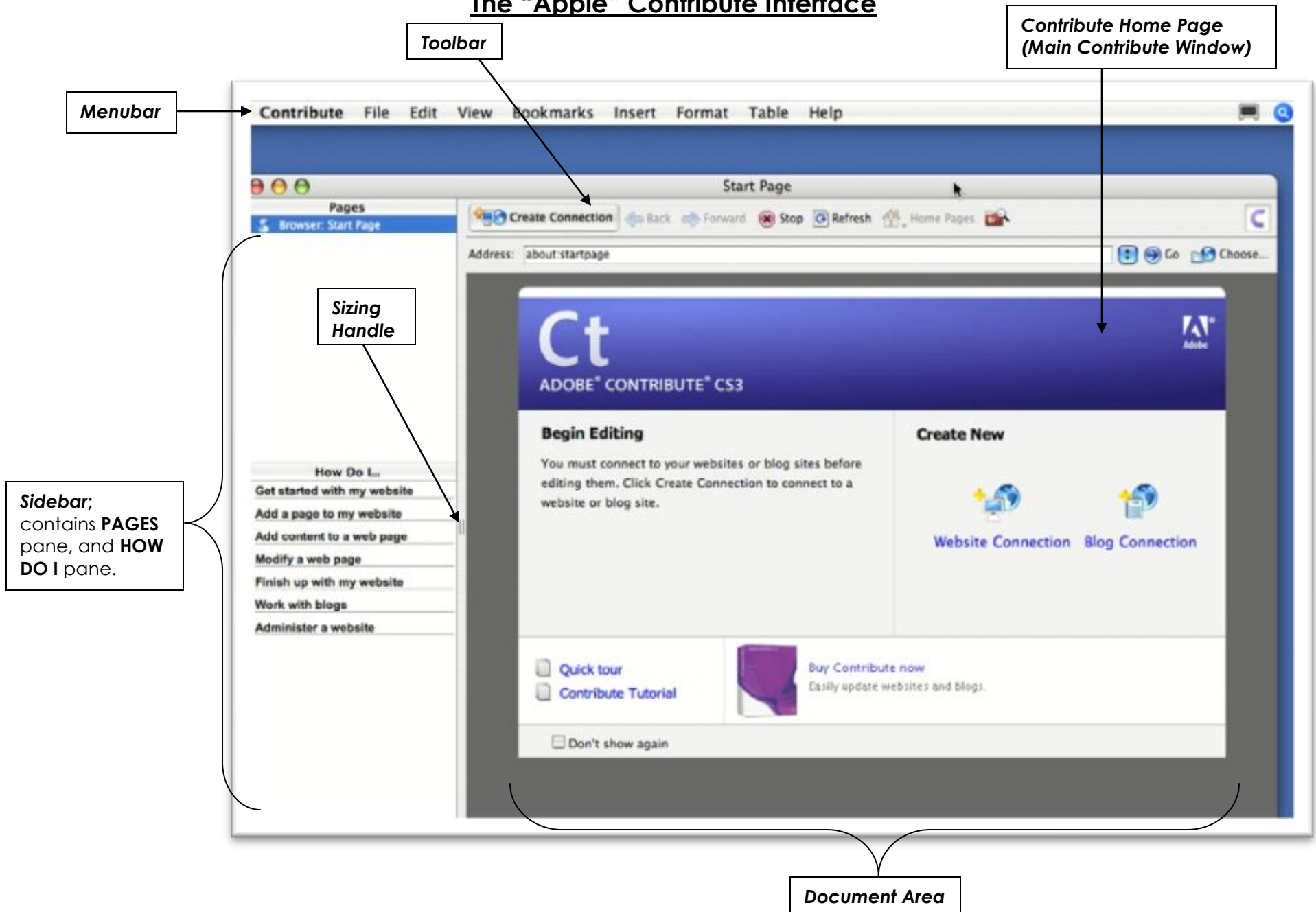


7. As a backup measure, consider copying or moving your key file to your F: drive. If your connection information were to become lost or corrupt, you can rerun the key file to re-establish the connection.

The "Windows" Contribute Interface



The "Apple" Contribute Interface



The Contribute Interface

Menu Bar: Contains all program functionality; however, most features are available directly in the document area and the toolbar.

Side Bar: Comprised of *Pages* pane, and *How Do I* pane. Can be collapsed to provide more room for Document Area.

Pages pane: Area where you can switch between Contribute's built-in web browser and any new pages or pages that you are editing.

How Do I pane: Quick links to various help topics provided in the program.

Main Contribute Window: Shows existing web sites being worked on and offers new website connections. Also provides links for a Quick Tour, and the Contribute Tutorial. Disappears when you start editing pages.

Main Toolbar: Offers program features that apply to the displayed window in the document area. Toolbar buttons will change depending on the particular window being displayed.

Address Bar: Standard web browser bar that permits web addresses to be entered for quick navigation.

Contribute Inner Workings

- Department home pages have been created by the web master.
- Contributors will begin to populate these existing pages with appropriate content.
- Pages being edited are draft copies of the real page. All pages are stored on the web server.
- The look and feel of the site, including styles, is controlled by the web master. Text can be made bold or italicized, but not much beyond that can be done. This ensures uniformity across all pages.
- Contribute offers a rollback feature to reverse any bad changes. This can only be performed by the web master.
- Roles determine what a contributor is able to do. If you don't see a PUBLISH button when editing, then you can only make changes and send them on for review.
- Changes should be published, sent for review, or at a minimum *Saved for Later*. Otherwise, discard the draft before exiting Contribute.

- It is best that the contributor, who starts the changes, finishes them as things can get messy if someone else tries to edit a page that is already being edited. If shared editing is necessary, try sending the edits for review back and forth between the multiple editors.

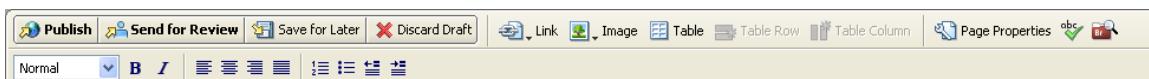
Editing a Web Page

Refer to the mesastate.edu Website Design Standards as you add content to your web pages.

- From the main Contribute window, click the link labeled, *Mesa State College*.
- The browser will go the home page you are assigned to edit. From there, navigate to the page you wish to edit.

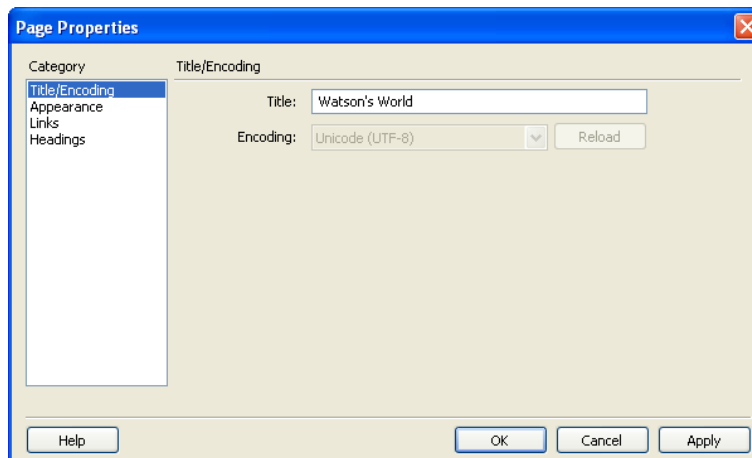


- In the toolbar, click the **EDIT PAGE** button to begin making changes. A dialog box will appear indicating that a *draft* copy of the page is being created. You actually work on draft copies of pages, and the changes are committed when the page is *Sent for Review*, or *Published*.
- Notice how the toolbar has changed.



5. Besides the page content, the first thing that you should edit is the Page Title. Every page should have a title as this will appear in the title bar when a user views your page.

Click the PAGE PROPERTIES button. In the dialog box that appears, enter an appropriate page title. This title becomes the title the user will see in the title bar when viewing this page in a browser.



6. Click OK to apply the page title.

7. Notice the *Field ID* markers that indicate areas you can edit. Click in the area you wish to edit, and begin making changes.

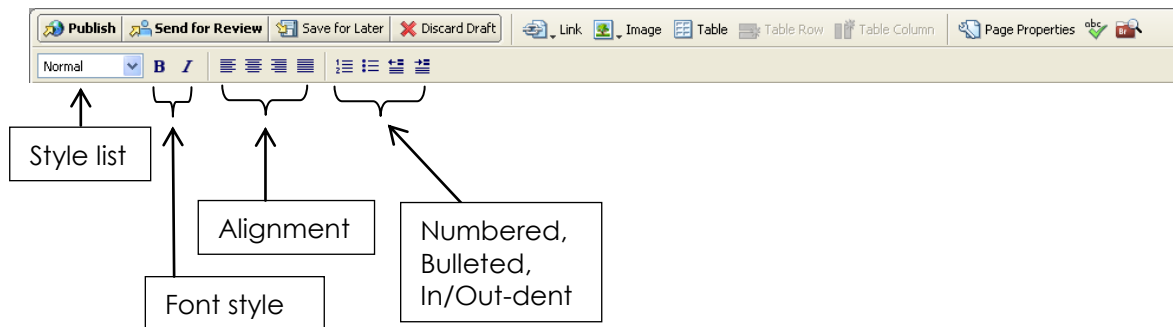
The screenshot displays the Adobe Contribute CS3 interface for editing the Mesa State College website. The main content area shows the 'Core Values and Traditions' page. A callout box on the left contains the text 'Edit Field ID markers.' with an arrow pointing to the 'Core Values' link in the left-hand navigation menu. The interface includes a top navigation bar with 'MESA STATE COLLEGE' and 'MAVzone' search, a secondary navigation bar with categories like 'FUTURE STUDENTS' and 'CURRENT STUDENTS', and a main content area with a 'Core Values and Traditions' section. The footer contains copyright information for 2010 and various utility links like 'APPLY ONLINE' and 'VISIT CAMPUS'.

Inserting and Editing Text

- Generally, Contribute text editing is like working with a word processor.
- Text flow is controlled by the size of the window.
- Many Standard shortcuts work while inserting/editing text. (CTRL+←,→,↑,↓; SHIFT+←,→,↑,↓; CTRL+SHIFT+←,→,↑,↓; CTRL+S, CTRL+A.
- Content can be entered manually, or pasted from a variety of sources; other web pages, other files, etc.
- Inserted content takes on the format established by the site design.
- Formatting changes are very limited to ensure a consistent appearance throughout the site.
- Spell-check is provided in Contribute.

Changing Text Appearance

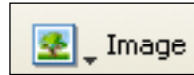
1. Select the text you wish to change.
2. From the toolbar, you can choose from the style list, font list, size list, font style (bold and/or italics), paragraph alignment, font color, and highlight color.



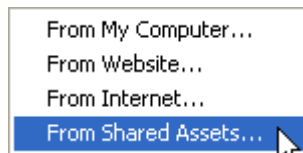
Inserting Images

Use images in the shared image library.

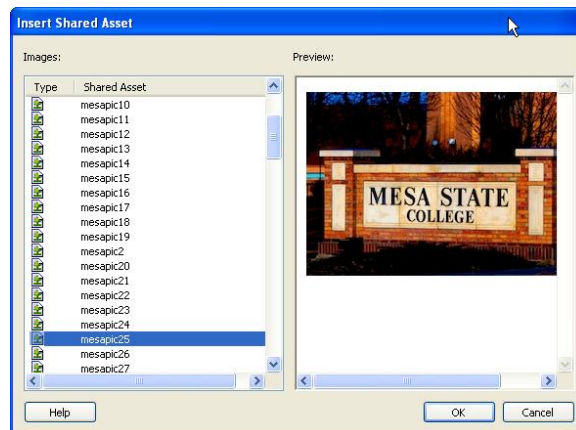
1. Locate the insertion point for your picture.
2. Click the **IMAGE** button on the toolbar.



3. In the menu that appears. Click FROM SHARED ASSETS.



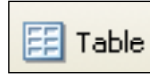
4. The following dialog box will appear:



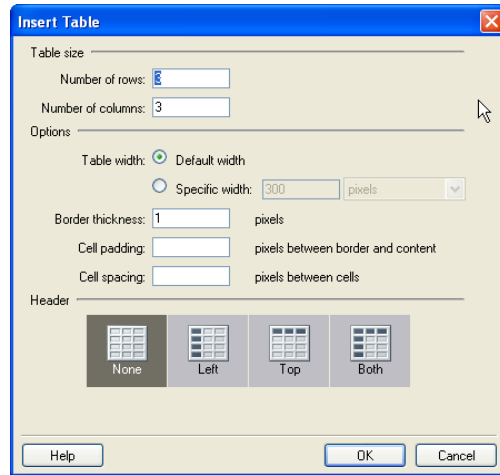
5. Click on the desired photo and click the **OK** button.

Inserting Tables

1. Locate the insertion point for your table.
2. Click the **TABLE** button on the toolbar.



3. The following dialog box will appear:

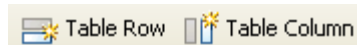


4. Enter the number of columns/rows desired. Choose from the options shown (Cell padding is a good one to use as it gives some space between the cell border and the text you enter). Select a Header choice for row and/or column labels. Finally, click the **OK** button.
5. A table will appear as follows:



6. Drag-and-drop the black resizing "handles" to resize the table. Note that the table will be resized while maintaining proportions constant. To re-select the entire table at any time, click either the very bottom edge, or the right-hand edge.
7. To independently resize a row or column, select the particular row or column, by clicking the left edge of the row, or the top of the column. Then drag-and-drop any of the 4 edges of the highlighted area.
8. To add more rows after the last cell, just press **TAB**. Tab will move forward in the table (L to R, T to B). **Shift+TAB** will move backwards.

NOTE: While the insertion cursor is in the table, two additional toolbar buttons will be available that allow inserting new rows or columns within the table.



Merge Cells

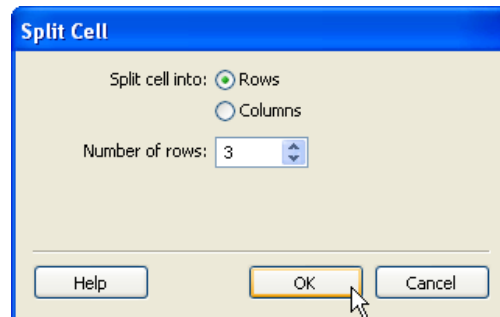
Just as in Microsoft Excel, cells of a table can be merged.

1. Select the cells to be merged.
2. From the **TABLE** menu, click **MERGE CELLS**.
3. The table below shows an example of cells that have been merged.

Split Cells

Just as in Microsoft Excel, cells of a table can be split.

1. Select the cell to be split.
2. From the **TABLE** menu, click **SPLIT CELLS**. You can split a cell into multiple columns, or multiple rows. Select one of these options, and specify the quantity. Then click the **OK** button.

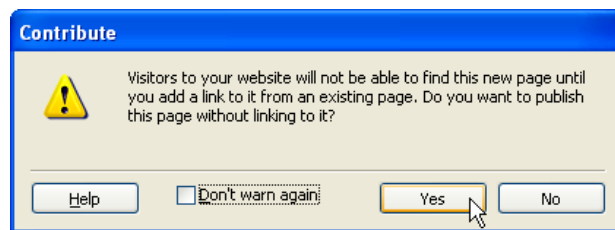


3. The table below shows an example of cells that have been split.

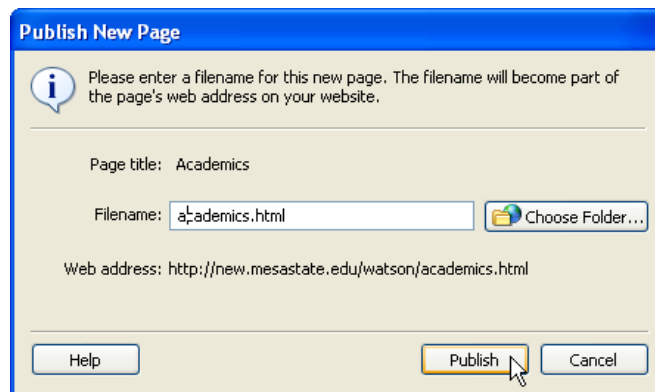
Creating New Pages

Home pages for each department are already created, and that's where you can begin entering content. However, if you need to create new pages, several templates have been created for your use.

1. At the HOME PAGE screen, from the toolbar, click the **NEW** button.
2. Click from the list of templates.
3. When you publish the page, you will receive a warning that the page does not have a connecting link. Do not select the option labeled "DON'T WARN AGAIN". Click **YES** to proceed.



4. Next, you will be prompted to enter a filename for your new page. BE SURE TO REMOVE ALL SPACES FROM THE FILE NAME, AND CHANGE ANY UPPERCASE LETTERS TO LOWERCASE.



5. Contact the Webmaster if the page you created will require a change to the left hand navigation.

Publishing Pages

1. After completing your changes, click the **PUBLISH** button.



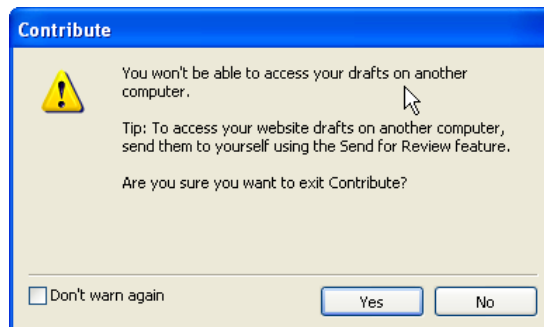
2. A dialog box with status bars indicating the publishing process will appear for a few seconds. When publishing is complete, you will see the following dialog box:



3. Click **OK**. The window will return to the browser window showing the published page.

Saving for Later

You've made some changes, but you aren't ready to publish or send for review. What do you do? Be sure to click the **SAVE FOR LATER** button. When you do the following dialog box will appear. You can check the *Don't warn again* box if you tire of this appearing.



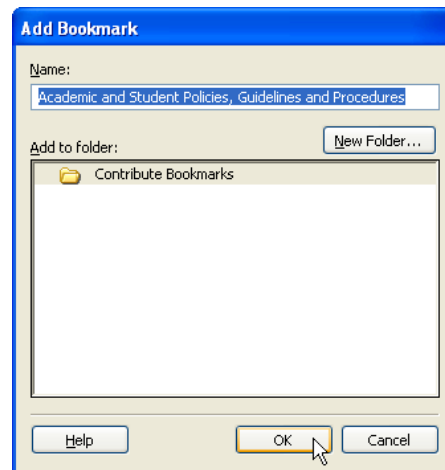
Bookmarking Pages

As Contribute has its own built-in browser, it offers many of the same features that full-fledged browsers offer. Bookmarks make getting to specific pages much easier than drilling down through multiple layers of pages. You can create bookmarks to pages that you are editing and quickly return to a specific page via the bookmark.

One interesting addition to this feature is that it's integrated with *Internet Explorer's Favorites* (yes, *Favorites* are just bookmarks), automatically upon installing Contribute. When you create the first bookmark in Contribute, a *Contribute Bookmarks* folder will appear in the Favorites menu in IE. Conversely, IE bookmarks will now show up in Contribute.

The same integration occurs with Mozilla Firefox, but not quite as elegantly as with IE. When launching Contribute for the first time on a computer with Firefox, you will be asked if you want to install a plug-in. Confirm this installation to gain this feature of sharing bookmarks. NOTE: If you don't confirm the install, it can be run manually by going to *C:\Program Files\Adobe\Adobe Contribute CS3\SupportFiles\FirefoxExtension* and running the file called **FireFoxExtensionSetup**.

1. Navigate to the page in question.
2. From the **BOOKMARKS** menu click **ADD BOOKMARK**.
3. The following dialog box will appear:



4. Enter a name for the bookmark, and click **OK**.