
Introduction

to

Macromedia

Contribute 3

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Getting Started

STARTING CONTRIBUTE WITH A KEY

In order to connect to your departmental Web space, use the Contribute Key that has been designed by the Web Master for your department. These keys can be found at the following location:

Windows Users:

\\www.ed.uiuc.edu\edwebs\keys

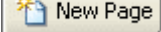
Mac Users:

smb://www.ed.uiuc.edu/edwebs/keys

To Start Contribute with a Key

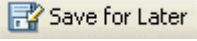
1. Locate your Contribute Key and **double-click** on it
2. When prompted for a password, enter your password and click on **OK**. If you have forgotten your password, contact the TLC at 244-6053.

CREATING A NEW FILE

1. Click on the **New Page** tool in the toolbar at the top of the screen 
2. Click on the **Refresh Templates** button at the bottom of the dialog box
3. Under **Templates**, choose either the **Standard** or **Standardsidebar** template
Note: If a Debugger window appears, click on **NO**. To turn off the debugging, do the following:
 - a. Start **Internet Explorer**
 - b. From the **Tools** menu, choose **Internet Options**
 - c. Click on the **Advanced** tab
 - d. The fourth item under **Browsing** should be **Disable Script Debugging**. Click on its checkbox to check it and click on **OK**.
4. Enter a title for the Page in the **Page Title** area, **making sure to remove the <> that are around Enter Title**, and click on **OK**.
5. **Triple-click** on the words **Standard Template** and **type** the heading for the page.

SAVING A FILE FOR LATER USE

To save a file, but not publish it to your Web site, yet:

1. Click on the **Save For Later** tool at the top of the screen 
2. The file will now show in the pane in the upper left-hand corner of the screen

SEND FOR REVIEW

Before you publish a page, you can send it for review.

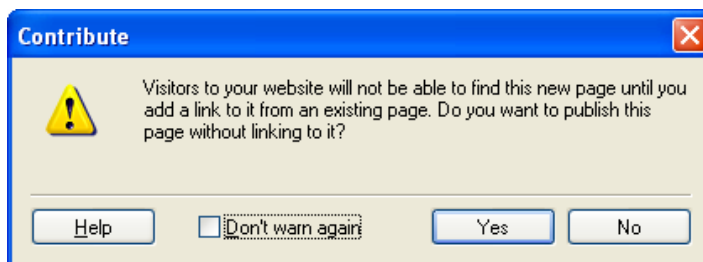
1. Click on the **Send for Review** button in the top toolbar 

2. Click on the **first option button** (Send e-mail with a link to a preview of the draft) and click on **Send**
3. A **new email** message should display that contains a link to the draft page.
4. Address the email to the reviewer and **send** the email.
5. The date and time you sent the review will be shown in the yellow bar at the top of your screen. To view the version of the page you sent for review, click on the **Click Here** link.

PUBLISHING A FILE

Once a file is ready to go live on your Web site, it needs to be published.

1. Click on the **Publish** tool at the top of the screen 
2. If the following screen is displayed, click on **Yes**



3. Enter a **Filename**. Refer to the section on **FileName Conventions** listed below this section when deciding on filenames.
4. Click on the **Choose Folder** button
5. **Double-click** on the **folder** to be saved to and click on the **Select** button at the bottom of the dialog box.
6. Click on the **Publish** button. When the **Congratulations** screen displays, click on **OK**.

Filename Conventions


- Lowercase Letters
- No Underscores
- No Spaces
- Limit to 20 characters
- File Extension should be **.html**

OPENING A FILE FOR EDITING


Open a File that was Saved for Later Use

1. Look for the page to be edited in the **Pages** area on the **Sidebar** at the left-hand side of the screen. (If the sidebar is not displayed, from the View menu, choose Sidebar)
2. **Click** on the file and it will automatically open in the edit mode

Browse to Web Address

1. In the **Address** bar at the top of the screen, type the Web address of the page to be edited.
2. Click on the **Edit Page** tool on the toolbar at the top of the screen 

Choose File from a Server Location

1. From the **View** menu, choose **Choose File on Web Site**
2. Navigate to the desired file and double-click on it.
3. Click on the **Edit Page** tool on the toolbar at the top of the screen 

Entering Text and Formatting

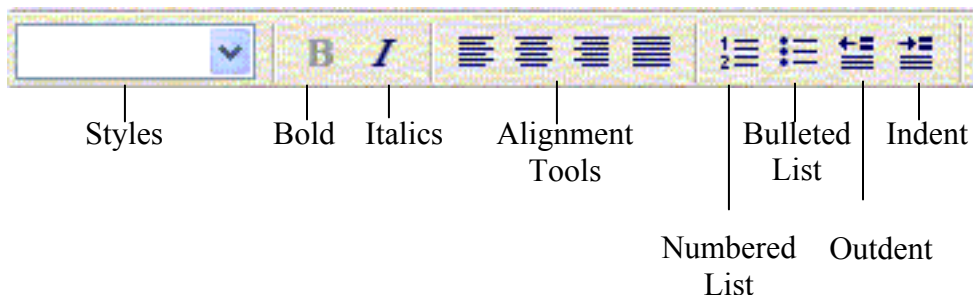
PAGE PROPERTIES

When a new page is created from a template, a Page Properties section will appear at the bottom of the page. This section does not show on your page in a Web browser. It is used to set specific properties of the page such as keywords and path bar name.

Page Properties Items

Item	Description
Description	This description shows when a user finds the Web page in search
Keywords	These words are used by search engines to find the page. Separate the words with spaces.
Path Bar Name	Text entered here displays in the path bar at the top of the page.
Update Reminder Date	If a page is visited after this date, the author will receive a reminder email to update it.
Author Information	Enter the page author's information. If you would like a link to the author's email address to be displayed on the page, type Yes in the usefeedbackform box.
Level 1 Menu Item Name and Level 2 Menu Item Name	These two fields determine which menu item is highlighted in the left side menu. If the page you are working in is in the menu under the major heading "About the College" and the minor heading "Welcome", you would put "About the College" in the Level 1 Menu Item Name box and "Welcome" in the Level 2 Menu Item Name box (do not include the quotes). These fields may be left blank.
Feedback Form	To include a feedback link on this page, enter Yes in this field
Hide Email	If set to Yes, will not display the email address from the Author Information or default contact information
Page Notes	Enter documentation about the page in this area.

FORMATTING TOOLBAR

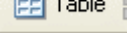


STYLES

Styles are pre-defined formatting used for **titles** and **paragraph headings**. When you create a new page using the standard or standardsidebar template, the first line of the page is in the Heading 1 style. To type a new title there, **triple-click** on the title and type the desired text. After typing the title, press **Enter** and the style will change to Normal.

Tables

INSERTING A TABLE

1. Click on the **Table** tool in the toolbar at the top of the screen 
2. In the Insert Table dialog box, choose the number of rows and columns.
3. The following Options can also be set:

Option	Description
Border thickness	This is the thickness of the lines around the cells of the table. Increase the number to make a thicker border. Tip: for no border, enter 0
Cell padding	This is the space inside a cell between the border and the text. (Inside margin of the cell.)
Cell spacing	This is the space between cells.
Headers	Shades cells according to the header chosen. Screen readers will read text from the cells formatted in these heading types.

4. Click on **OK**.

ENTERING DATA IN A TABLE

Cursor Movement	Key(s) to Press
Move to the next cell	Tab
Move to the previous cell	Shift-Tab
Enter a New Line at the end of the table	Press the Tab key while in the last cell of the table.

CHANGING COLUMN WIDTH

1. Point to the **right border** of the column to be sized.
2. When the mouse pointer changes to a **double-black arrow**, click and drag.

Tip: To set the specific width of a column or several columns at once, select the columns, right-click in the selected columns, and choose Table Cell Properties

CHANGING ROW HEIGHT

1. Point to the **bottom border** of the row to be sized.
2. When the mouse pointer changes to a **double-black arrow**, click and drag.

Tip: To set the specific height of a row or several rows at once, select the rows, right-click in the selected rows, and choose Table Cell Properties

CHANGING TABLE PROPERTIES

To change properties of a table, such as cell border, cell padding, cell alignment, etc.:

1. **Right-click** in the Table
2. Choose **Table Properties**

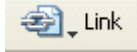
CHANGING CELL PROPERTIES

To change cell properties, such as alignments and background color:

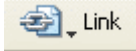
1. **Right-click** in the selected cells
2. Choose **Table Cell Properties**

Hyperlinks

HYPERLINK TO WEB ADDRESS

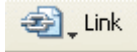
1. **Select** the text or graphic to link
2. Click on the **Link** tool in the toolbar at the top of the screen 
3. Choose **Browse to Web Page**
4. **Type** the Web address or click on the **Browse** button and enter a Web address in the Address bar and click on **OK**.
5. Click on **OK**

HYPERLINK TO E-MAIL ADDRESS

1. **Select** the text or graphic to link
2. Click on the **Link** tool in the toolbar at the top of the screen 
3. Choose **E-mail Address**
4. **Type** the email address and click on **OK**

HYPERLINK TO A FILE ON THE WEB SERVER

In *Contribute 3* you can now easily link to a file on your Web server.

1. **Select** the text or graphic to link
2. Click on the **Link** tool in the toolbar at the top of the screen 
3. Choose **Browse to Web Page**
4. Click on the **Choose** button (Search your web server for the file you want to link to)
5. Navigate to the file and click on **OK**
6. Click on **OK**

HYPERLINK TO A SPECIFIC SPOT ON A PAGE (ANCHORS)

Anchors

In order to hyperlink to a specific spot on a page, an anchor needs to be inserted at the spot. To create the anchor:

1. **Select** the text to anchor
2. From the **Insert** menu, choose **Section Anchor**
3. Keep the suggested name or type a new name for the anchor and click on **OK**

To Hyperlink to a spot in the current page:

1. **Select** the text or graphic to link
2. Click on the **Link** tool and choose **Drafts and Recent Pages**
3. Under **Page Title**, click on the **current page** name

4. If the Section Anchor box is not displayed at the bottom of the dialog box, click on the **Advanced** button. Click on the **drop-down arrow** next to **Section Anchor** and choose the anchor name
5. Click on **OK**

To Hyperlink to a spot on a page other than the current page:

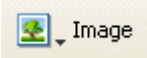
1. Open the file to link to and then close it. This will cause the file to now be listed in the Recent Pages list.
2. Open the file in which you want to add the link.
3. **Select** the text or graphic to link
4. Click on the **Link** tool and choose **Drafts and Recent Pages**
5. Under **Page Title**, click on the **page name** to be linked to
6. If the Section Anchor box is not displayed at the bottom of the dialog box, click on the **Advanced** button. Click on the **drop-down arrow** next to **Section Anchor** and choose the anchor name
7. Click on **OK**

Images and Movies

IMAGE FILE TYPES THAT CAN BE IMPORTED INTO CONTRIBUTE

- GIF (Graphic Interchange Format) – ideal for small images.
- JPEG (Joint Photographic Experts Group) – ideal for photographs, and graphics with multiple colors.
- PNG (Portable Network Graphic) – combines features of GIF and JPEG but doesn't support animation and not supported by older browsers.

IMPORTING AN IMAGE

1. **Place** the cursor in the document where the picture should appear
2. Click on the **Image** tool from the toolbar at the top of the screen 
3. Choose either **From My Computer** to **From Website**
4. **Navigate** to the picture and **double-click** on it
5. In the Image Description box, **type** a description of the image. This text will be read by screen readers to people with visual disabilities.
6. Click on **OK**

SIZING AN IMAGE

1. **Click** on the image to select it
2. Point to the **bottom right-hand corner** of the image. When the mouse pointer changes to a double-black arrow, **click and drag** to size the image.

Tip: To constrain the proportion of the image while sizing, point to the bottom right-hand corner of the image, when the mouse pointer changes to the double-black arrow, press the **Shift** key on the keyboard and then drag the image to size it.

MOVING AN IMAGE

1. **Click** on the image to select it
2. Point in the **middle** of the image and **click and drag** it to the desired location

WRAP TEXT AROUND AN IMAGE

1. **Right-click** on the image and choose **Image Properties**
2. In the **Alignment** box, choose either **Left** or **Right**

IMAGE ALIGNMENT

1. **Right-click** on the image and choose **Image Properties**
2. In the **Alignment** box, choose either **Left, Right, Middle, or Top**

IMAGE BORDER

To place a border around an image:

1. **Right-click** on the image and choose **Image Properties**
2. Type a **number** in the **Border** box. The higher the number, the larger the border.
3. Click on **OK**

IMAGE EDITING

Edit image features such as resize, crop, rotate, sharpen, brightness, and contrast.

1. **Right-click** on the image
2. Choose **Edit Image**
3. Choose the desired editing feature. If cropping, once cropping box has been set, right-click on the image again and choose Edit Image and then Finish Crop.

EDIT IMAGE IN EXTERNAL APPLICATION

To perform more advanced editing on an image, the image can be opened in your default image editing application. To change the default program for editing images, go to the Edit menu, choose Preferences, and click on File Editors

1. **Right-click** on the image
2. Choose **Edit Image in External Application**
3. When finished, **Save** the file and **Exit** the image editing application.

WHERE ARE THE IMAGES STORED?

When a file containing images is published, Contribute places a copy of the images in the Images folder in the folder where the file is published.

INSERT FLASH MOVIES (SWF FILES)

1. From the **Insert** menu choose **Flash**
2. Choose **From My Computer**, **From Website** or **From Shared Assets**
3. **Navigate** to the .swf file and click on **Open**

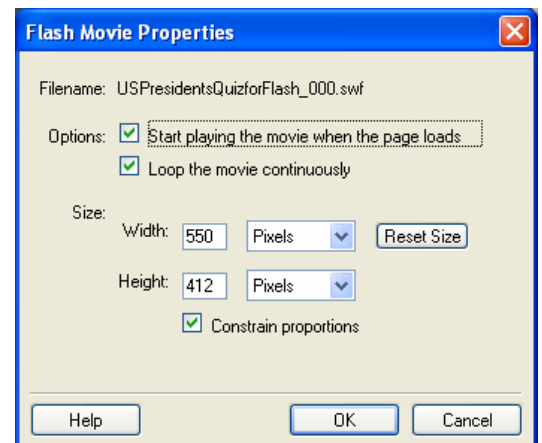
FLASH MOVIE PROPERTIES

Once a Flash Movie has been inserted, its properties can be changed.

1. **Click** on the Flash movie to select it
2. From the **Format** menu choose **Flash Movie Properties**
3. Make desired changes
4. Click on **OK**

INSERT MOVIES

The following movie types can be inserted in Contribute: QuickTime (MOV), video files (MPG or MPEG), AVI, and Windows Media (WMV).

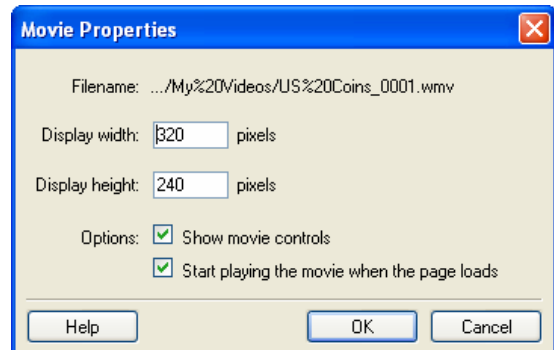


1. From the **Insert** menu choose **Movie**
2. Choose **From My Computer** or **From Website**
3. Navigate to the movie file and click on **Open**

MOVIE PROPERTIES

Once a movie is inserted, its properties can be changed.

1. **Right-click** on the movie
2. Choose **Movie Properties**
3. Make desired changes
4. Click on **OK**



Tools

SHARED ASSETS

Shared Assets is a library of information such as images that can be shared with all Contribute users at a site.

1. **Insert** menu
2. **Shared Assets**
3. Choose the desired assets to insert and click on **OK**

PDF AND FLASH FILES

With Contribute 3 installed, you can quickly make PDF and Flash files from within Microsoft Word, Excel, and PowerPoint.

1. **Open** the file to be converted
2. From the **FlashPaper** menu or the **FlashPaper toolbar**, choose **Convert to Macromedia Flash** or **Convert to PDF**.
3. Enter a **Filename** and location and click on **Save**

NOTE: For accessibility, you should also include HTML versions of any PDF files.

SPELL CHECK

Press the **F7** function key or from the **Format** menu choose **Check Spelling**.

BLANK LINES IN A NUMBERED OR BULLETED LIST

Pressing **Shift-Enter** at the end of a list item creates a new line instead of a new number or bullet. This allows for blank lines between items in the list or new lines without creating the next number or bullet.

INSERTING A SPECIAL CHARACTER

1. From the **Insert** menu choose **Special Characters**
2. Choose a special character from the fly-out menu



INSERTING A WORD DOCUMENT

1. From the **Insert** menu choose **Microsoft Office Document**
2. **Navigate** to the Word file and **double-click** on it
3. Leave the first option selected and click on **OK**

INSERTING CURRENT DATE

1. From the **Insert** menu choose **Date**
2. Select the date format

3. Click on **Update Automatically** on save if you want the date to be automatically updated each time you save the file
4. Click on **OK**

ROLL BACK

After publishing a file, if you do not like the changes, you can roll back to up to five previous versions of the file.

1. **Select** the file in the Sidebar on the left-hand side of the screen (or browse to the file)
2. From the **File** menu, choose **Roll Back to Previous Version**
3. **Select** the version to roll back to and click on the **Roll Back** button

PAGE DESIGN TEMPLATES

Our Webmaster has created some page designs that can be copied and pasted into a Contribute page. The shapes are stored at <http://draft.ed.uiuc.edu/help/library.html>. This Web address is also listed in the Page Properties section at the bottom of pages while in the Editing mode.

Resources

CONTRIBUTE HELP

Help Menu

From the **Help** menu choose **Macromedia Contribute Help**

Help Button

While in dialog boxes, a **Help** button is usually displayed in the lower left-hand corner. Click on the Help button to display help related to the current command.

Sidebar

The Sidebar in the left-hand side of the Contribute screen contains a How To section. If the Sidebar is not displayed, from the View menu choose Sidebar.

MACROMEDIA WEBSITE CONTRIBUTE TUTORIAL

<http://www.macromedia.com/support/documentation/en/contribute>