



macromedia®  
**CONTRIBUTE™**

Quick Start



# C | macromedia® **CONTRIBUTE™**

Macromedia Contribute is the easiest way for anyone to update, add, and publish content to existing websites without knowing HTML. It enables you to easily browse to any page on your website, edit page content, and publish the changes immediately.

Whether you're using Contribute to update web pages or to manage an entire website, you'll find Contribute an incredibly easy and powerful tool to use. Macromedia Contribute empowers organizations and individuals to publish information to websites quickly and easily, without having to learn complicated authoring tools and technologies.

Macromedia Contribute works with all HTML websites, including those built using Macromedia® Dreamweaver®, Microsoft® FrontPage®, or other web-design tools.

## **What you can do with Contribute:**

With Contribute, you can:

- Quickly update text and images, publish new content, and add new pages to any existing HTML website
- Collaborate with others to update and publish content on your organization's or team's website
- Update content offline, then publish when you reconnect to the Internet
- Link to any document and post it to your website—including Microsoft® Office documents, PDFs, and images
- And much more

If you're familiar with browsing the web and using a word processor to edit documents, then you have all the skills and experience needed to start using Contribute. This Quick Start guide will get you connected to your website, and introduce you to some of the things you can do with Contribute.



# Getting Started With Macromedia® Contribute™

## Install and launch Contribute

The first step in getting started with Contribute is to install the Contribute software on your computer. Macromedia Contribute works on computers running Microsoft® Windows® ME, Windows® 98 SE, Windows® 2000, Windows NT®, and Windows® XP operating systems.

### To install and launch Contribute:

1. Locate your unique product serial number. The format of the serial number is CTW100-XXXXX-XXXXX-XXXXX.
2. Insert the Contribute CD into your computer's CD drive and launch the Contribute installer.
3. Follow the onscreen instructions.
4. Once Contribute is installed, launch the application by double-clicking the Contribute icon installed on your desktop.
5. Register your copy of Contribute, if you haven't already done so.

## Connect to your website

Macromedia Contribute provides two options for getting connected to your website:

- Your website administrator can send you a connection key that includes the necessary settings.
- You can enter the connection information yourself using the Contribute Connection Wizard.

### If your website administrator sends you a connection key:

1. Open the e-mail containing the connection key. The connection key is included with the e-mail as an attachment.
2. Double-click the connection key. The Import Website dialog box appears.
3. Enter your name, e-mail address, and the connection key password. If you don't have the password, contact your administrator to obtain it.  
  
Your name and e-mail address are used only to identify you from other contributors on your web team. This information is not distributed in any way.
4. Click OK. The website's home page appears in the Contribute browser.

### If you are entering the connection information manually:

You can use the Contribute Connection Wizard to easily create a connection to your website.

Enter specific website setting information in the Connection Wizard to access your website files. Your web hosting service or Internet service provider (ISP) can provide you with the required site access and login information, if you don't already have it.

#### To start the Connection Wizard:

1. Select Edit > My Connection.
2. Click New, and then follow the instructions on your screen.

If you need additional information about completing the Connection Wizard options, click the Help button located at the bottom of the dialog box.

# Working in Contribute™

Macromedia® Contribute is both a web browser and editor in one. Use the Contribute browser to view websites just as you would any other web browser. When used as an editor, Contribute enables you to easily update content. You can add new pages, edit text, and insert new images, as well as import content from Microsoft® Office documents directly into your web pages.



## Browse, edit, and publish documents

Macromedia Contribute lets you easily locate pages in your website, update them, and then publish your changes with the click of a button.

### To update your website using Contribute:

If you haven't already done so, create a connection to the website.

1. In the Contribute browser, browse to the page you want to edit.
2. Click the Edit Page button on the toolbar to begin editing. Macromedia Contribute automatically opens a draft copy of the page.
3. When you're done editing the draft, click Publish to save your work and make your new information available.

## 1. Browse to your page

The Contribute browser works like a standard web browser, letting you:

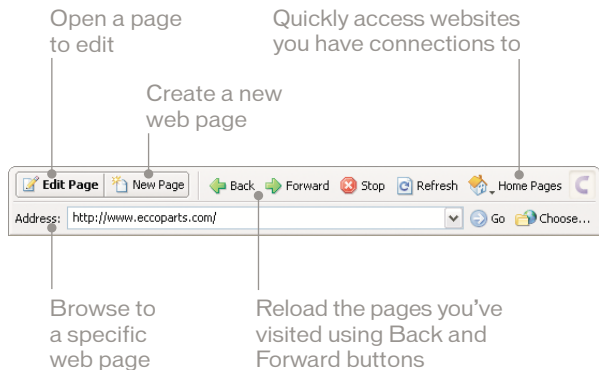
- Navigate to websites and locate pages by clicking links
- Refresh pages to see updates
- Reload pages you've visited using Back and Forward buttons
- Enter website addresses in the Address field



### Browse to a website

Using the Contribute browser, you can visit a website by entering its web address in the Address field in the toolbar.

You can browse to any website with Contribute, but you can only edit the pages of sites that you've created connections to.



## 2. Edit the page

Macromedia Contribute lets you update web pages, allowing you to:

- Create new web pages
- Enter new text, and insert images and tables
- Create links to web pages, Microsoft® Office documents, or other files
- Insert content from Microsoft® Office documents directly into web pages



### Edit a web page

Before you can edit a web page on your site, you must first connect to the website.

#### To edit a page:

1. Browse to the page you want to edit, then click the Edit Page button.
2. Click in the page where you want to make changes. To add text to your page, either type directly into the page, or copy and paste text from another document.

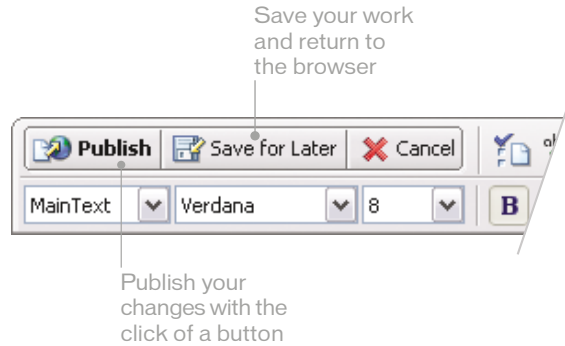


### Create a new web page

When you create a new web page, make sure you link it from an existing page in your website so your site visitors can view it.

#### To insert a link and add a new page:

1. Browse to the page that you want the link to appear in, then click the Edit Page button.
2. In your draft, click where you want to insert the link.
3. Click the Link button in the toolbar, then choose Create New Page.
4. In the Link Text text box, type the text you want to appear on the page.
5. In Create New Page From, select New Blank Page or choose a page you want to base the new page on.
6. Enter a title for the page in the New Page Title text box, then click OK.



### Add the contents of a Microsoft® Office document to a page

1. Browse to the page you want to add the content to, then click the Edit Page button.
2. In your draft, click where you want to insert the content, then choose Insert > Microsoft® Word Document or Insert > Microsoft® Excel Document, depending on the document. The Open dialog box appears.
3. Browse to and select the file you want to import, then click Open. The document's contents appear in the draft.

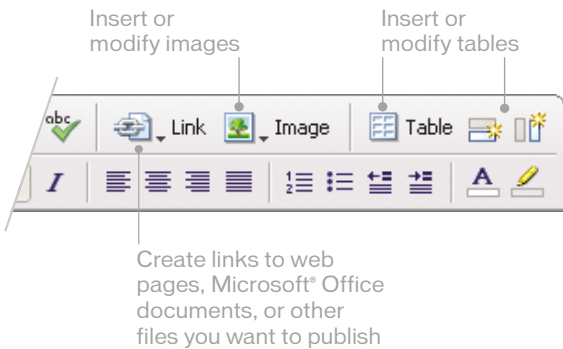


### Link to a page or document

Macromedia Contribute lets you link to either existing or new web pages, files on your computer (such as Microsoft® Office documents), pages on other websites, and e-mail addresses.

#### To create a link:

1. Browse to the page that you want the link to appear in, then click the Edit Page button.
2. In your draft, click where you want the link to appear. You can also select and link text (or an image) that's already on the page.
3. Click the Link button in the toolbar, then choose the type of link you want to create.
4. In the Link Text text box, type the text you want to appear on the page.
5. Select or browse to the page you want to link to, then click OK.



### Insert an image

You can easily add images to your web pages. Drag an image, or copy and paste it from another page to the draft you're editing. You can also use the Image button in the Contribute toolbar to select an image to insert in your draft.

#### To insert an image in a page:

1. Click in the draft where you want the image to appear.
2. Click the Image button, and in the pop-up menu that appears, choose From My Computer.
3. In the Select Image dialog box, browse to and select the image, then click OK.



### Insert a table

Tables are a common way of presenting information, and are often used in web pages to lay out information and to present tabular data.

#### To insert a table into a page:

1. Click in the draft where you want the table to appear.
2. Click the Table button.
3. In the Table dialog box, choose the Table Options you want to apply to the table—such as the number of rows, columns, headers, borders, and others.

## 3. Publish your changes

Once you've edited an existing web page or created a new page, you need to publish the page for your changes to appear on the website.



### Publish a page

In the Contribute editor, select the draft you want to publish from the Pages panel in the sidebar, then click the Publish button.



**When this icon appears, you're done—your changes are now on the website and viewable in any web browser.**

### Additional resources

This Quick Start guide highlights just a few of the things you can do with Contribute. To learn more about how you can use Contribute, check out the following resources:

- The Task panel describes common Contribute tasks, and includes a short tutorial to help you get started. This panel is located in the Contribute sidebar.
- The Using Contribute book contains detailed instructions on how to use Contribute features to update and publish your web pages. You can also view the Using Contribute content in the help system: select Help > Macromedia Contribute Help.
- Online Contribute Support Center ([www.macromedia.com/support/contribute/](http://www.macromedia.com/support/contribute/)) offers extensive information about using Contribute, including an online question forum.