

# Using Macromedia Contribute to Maintain Web Sites

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# 1. Making a File System Connection for your Computer

Although Contribute gives the impression that you are directly editing a Web site from the web, it actually needs to have a file system connection to your Web site. This is the equivalent to a network drive in Windows, or a server connection on the Mac.

## On Windows


Windows allows users to easily create permanent connections to network shares (including those that host Web sites). Please be sure that you have the network path to your share (usually provided by Web Services), and that you have been given permissions to access the share. To connect to a network share in Windows, follow these steps (remember that you must be logged in to the computer as yourself for your permissions to be valid):

- Right-click on your “My Computer” icon from the desktop or start menu (or double click and select **Tools**).
- Click on “Map Network Drive.”
- Select a drive letter (or keep the default one), and write it down so you’ll remember later.
- Paste in the network path in the “Folder” text box. Note this is usually `\\ra\sharename` or `\\racer.atus.wvu.edu\sharename` where *sharename* is the folder name you have been give for your site
- Make sure that the “Reconnect at logon” check box is checked.
- Click on “Finish”

This step **only needs to be performed once** on each machine that you wish to connect to a specific network share. The share will only be available to your user account on that computer; other users of the same computer will need to perform these same steps if they need to connect to the share.

## On a Mac

To connect to a network share on a Mac, follow these steps:

1. From the Finder program, click on “Go” and select “Connect to Server”. Or select the Apple key  and K at the same time
2. In the address box, type in your samba share name (for example, `smb://racer.atus.wvu.edu/sharename` or `smb://ra.cc.wvu.edu/sharename`). When requesting the network path from Web Services, be sure to specify that you will be connecting from a Mac.
3. You may be asked to enter your username and password.
4. You may be asked to select a sub-folder to connect to (make sure that your username and password gives you access to the folder; Web Services can help with this).

## 2. Initializing Contribute to Work with Your Site

Once you have a connection mapped you need to create that connection in Contribute. Open Contribute and select **Create a Connection** from the startpage, or **Edit, My Connections, Create** from the menu. Select **Next>** to create your connection manually. Then answer the following items:

### What is the web address (URL) of your website?

Address:

<http://servername/foldername>

Some common server examples are:  
<http://www.wvu.edu/sharename> or  
<http://racer.atu.wvu.edu/sharename> or  
<http://myweb.facstaff.wvu.edu/userid>

### How do you connect to your webserver?

[Local/Network](#)

### What is the network path to your website?

driveletter:\ (t:\ or whatever your drive letter was when you mapped the drive)

Or [Choose...](#), [My Computer](#), then select the mapped drive such as music on 'Samba 2.2.5(ra)' (t:\), [Open](#), [Select](#), [Next>](#)

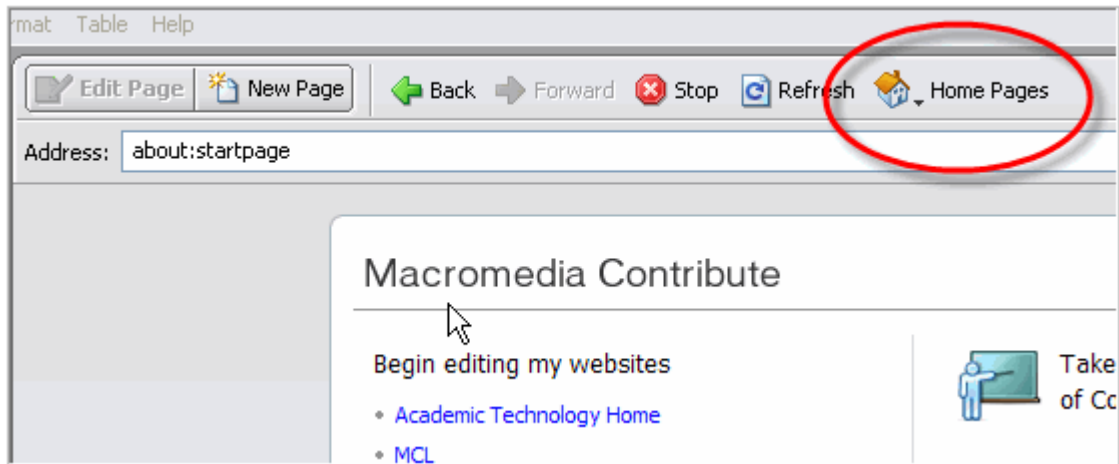
Enter Full Name and email address where requested and select [Done](#).

Your site is now initialized to work with Contribute and should appear in the list on the Contribute Start Page.

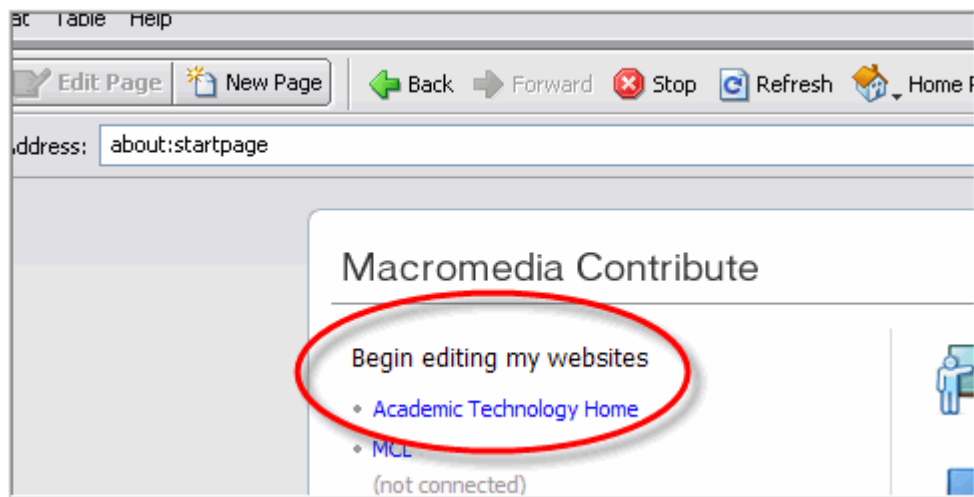
### 3. Using Contribute to Maintain Your Site

#### Connecting to your Site

Connect to a Website by Selecting [Home Pages](#), [Contribute Start Page](#) from the Contribute Web Menu:

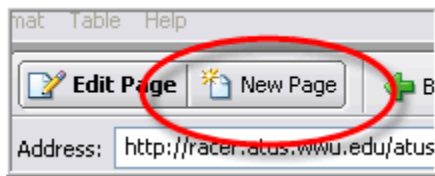


Then select the website of interest from the Connections list on the StartPage:

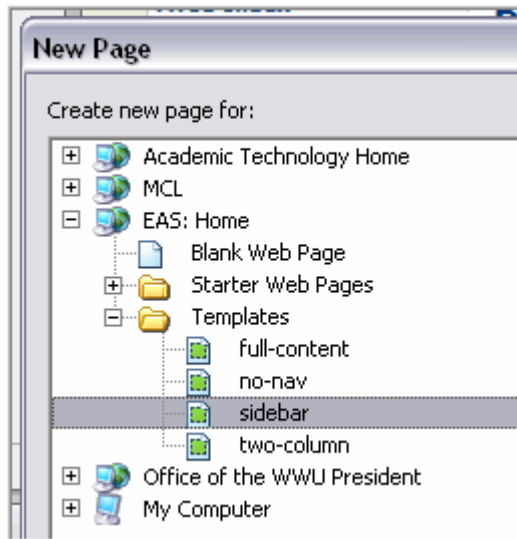


The homepage for the site you've selected will open.

## Creating a New Page



Select New Page in order to start from a blank, templated page. Note that each site you have privileges on will have different templates and that there are usually two or more templates for any given site so it is important that you specify the correct template.



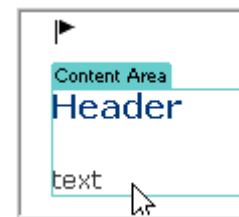
In the screen shot at left there are multiple sites (each with a + sign beside them), and then in the current site the Templates folder has been selected. Within this folder there are four templates to choose from, each one representing a different page layout.

On the bottom right of the New Page dialog box you have an opportunity to title the page, although you can also change this later with the Page Properties button.



Note that there may be more than one area of the page that you can edit – these areas are each

surrounded with a blue line and capped with a blue box titling the area (see at right). Fill in each of these areas so that no boilerplate text remains.



## Modifying the Content

### Text Edits

Note that the display changes slightly and some areas of the screen are now contained in blue boxes. These are the editable portions of the screen. Simply click in these areas and start typing to make your text changes.

### Links



To add a link, first select the text that you want to link from, then select the Link button. Select from the options given depending on where the page is located.

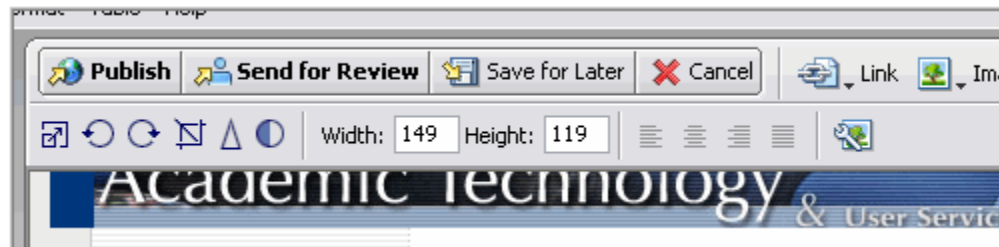
**Browse to Web Page, Choose** is the easiest way to find a page on your website if you know where it is




**Browse to Web Page, Browse...** is the easiest way to find a page on your website if you know how to navigate there

**Browse to Web Page, Web Address (URL):** is the easiest way to enter a URL of a webpage external to your site

## Images

To add images, select the image button, then From My Computer. Select the image you're interested in. Then use the graphic tools to modify it to fit properly. If you have complex changes to do we recommend the use of a graphic editor such as Photoshop or Gimp, but Contribute provides basic image editing tools as described below.



-  **Crop:** Use this button when you want to use only a portion of the image. Press the button then use the arrow keys superimposed on the image to select the area you want.
-  **Resize:** Use this button to shrink the image (not recommended to make the image larger – use Photoshop for this). Select the button and then either use the arrow keys on the image or type a number into the width OR height box and then carriage return to change the image size.
-  **Sharpen:** Use this AFTER resizing to make the image crisper and easier to read.

## Page Properties



This button allows you to give a title to the page. The title appears at the very top of a browser window, above the menu, in the border of the browser window. It is also the default title that is used if a favorites link is made from the page so it is important that this title briefly state the purpose and context of the page. “WWU Graduation Requirements” is better than “Graduation Requirements” and “ATUS: Troubleshooting your Network” is better than “Network Problems”.

## Saving

When you are finished editing you have several ways to end your session. Remember that while you are editing a page, no one else can edit it until you finish in one of the following ways.

**Publish:** If your administrator has granted you this privilege you can write the page onto the server. It is now live and others can see the changes you've made.

**Send for Review:** If you cannot publish, or you choose to include someone else in the workflow, this button allows you to notify someone else that you've edited a page that you'd like them to either Publish or return to you for rework.

**Save for Later:** This allows you to close Contribute without losing your changes, but keeps others locked out from modifying the file. Use this if you're the only likely to need the page for editing or you do not have time to finish.

**Cancel:** Selecting this option will erase your changes and free up others to open it for editing if they wish.

## Editing an Existing Page

When you start using Contribute you're in Browse mode. You can see the pages and click on links or navigation to load different existing pages. Navigate until you find the page you want to edit.

Select the Edit Page button.

Go back up to **Modifying the Page** for instructions for adding / changing the content.

