

# Contribute Tutorial

## How to use Macromedia Contribute 3 to maintain websites

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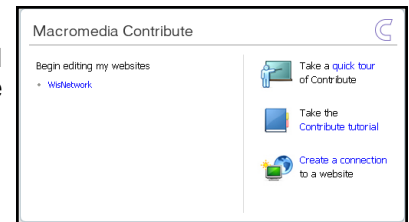
### Overview

This tutorial will assist you with the basic functions of Macromedia Contribute 3. We highly recommend that you also read and use the **Help** files in Contribute.

### Connecting to Your Site

Your webmaster will send you a Contribute key with instructions on creating your connection. Please contact us if you have not received a key. Once you have received and installed your key, you will be able to open Contribute and click on your site's name under the **Begin editing my websites** section to connect.

Once you have connected, your website's homepage will appear in Contribute.



### Editing Pages

#### Editing Pages

To edit an existing page on your website, do the following:

1) Type the page's full URL into the **Address** bar in Contribute (ex: <http://www.samplenamehere.com/about.html>). Type in the *complete* URL, including the *http://*.

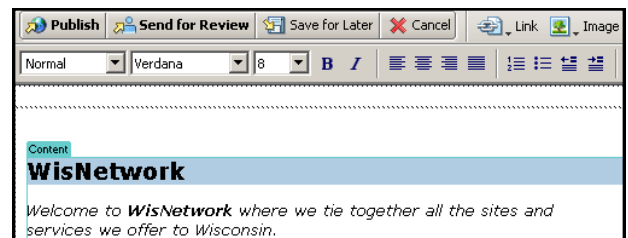
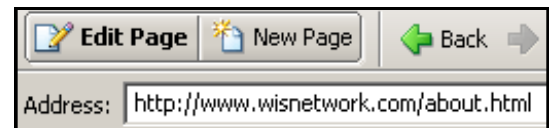
2) Click **Edit Page**. Contribute will create a draft of the page for you to work on. You can edit the areas of your page that appear within the teal lines. Areas that you cannot edit will show a "No" symbol when you mouse over them.

4) When editing is complete, click **Publish** to save your changes. Clicking **Publish** makes your changes live on the web, so be sure everything is correct!

If you do not want to save your changes, click **Cancel**.

If you have made changes and would like to save your work to continue editing later, click **Save for Later**. You can come back to the page by clicking **File > Drafts > (New) Page Name** (ex: File > Drafts > (New) Recipe Page).

If you edit a saved draft, be sure to click **Publish** when you are done to make your changes live!



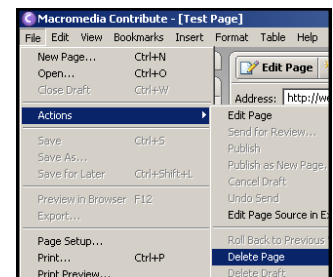
### Deleting Pages

To delete an existing page on your website, do the following:

1) Type the page's full URL into the **Address** bar in Contribute (ex: <http://www.samplenamehere.com/about.html>). Type in the *complete* URL, including the *http://*.

2) Click **File > Actions > Delete Page**. A warning box will pop up asking if you really want to delete the page. Click **Yes** to completely delete the page. Click **No** if you do not wish to delete the page.

Please be careful when deleting pages! Once a page is deleted, it cannot be retrieved! You should also look over your site and remove any links to the page before deleting it. Once the page has been deleted, links to it will be "broken!"



## Creating New Pages from Templates

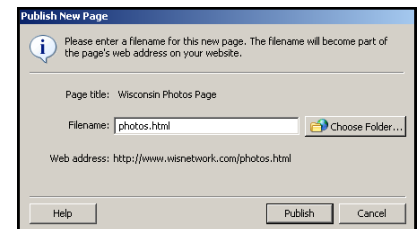
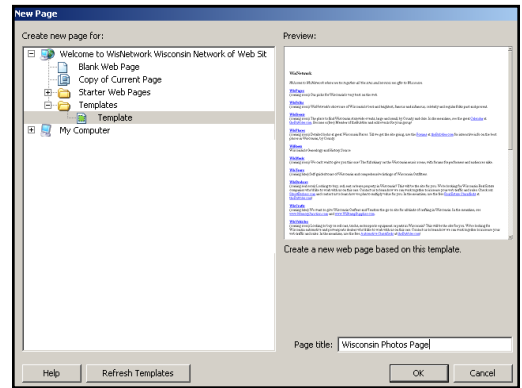
To create a new page, do the following:

- 1) Click **File > New Page**. A box will pop up on the screen.
- 2) Select your page's template under the **Templates** folder.
- 3) Type in a title for your page in the **Page Title** field. The title of your page that you enter here can include capitalization and spaces.
- 4) Contribute will now open your editable template. Add content and photos to create your page.
- 5) When you are ready to make your page live, click **Publish**. A box will pop up asking you to type in a **Filename** for your page. The filename should **not** include punctuation, capitalization or spaces (ex: aboutus.html, photos.html). The filename will be the web address of the page on your site, so be concise and descriptive. Be sure that your filename also contains the ".html" extension after the name you have selected. Click the **Publish** button again.

Examples of Good File Names: about.html, photo3.html, photo\_page.html

Examples of Bad File Names: about us.html, AboutUsPage.html, about!.html

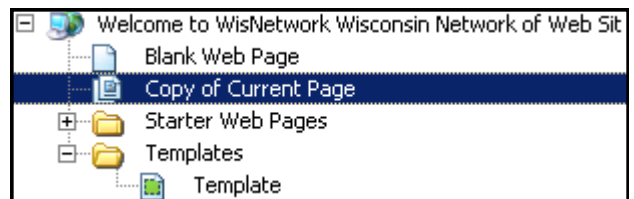
You can also use the **Cancel** and **Save for Later** options described under *Editing Pages* on Page 1 of this tutorial.



## Creating New Pages Using Existing Pages as Templates

You can use existing pages on your site as a template for new pages. To do this:

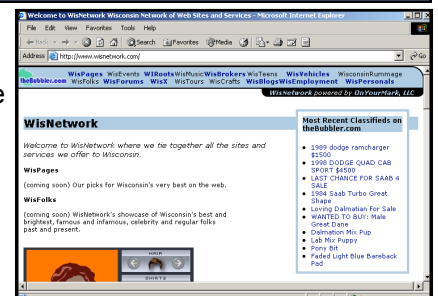
- 1) Type the URL of the page you wish to copy into the **Address** bar in Contribute (ex: <http://www.samplenamehere.com/about.html>). Type in the *complete* URL, including the *http://*.
- 2) Click **File > New Page > Copy of Current Page**
- 3) Type in a title for your page in the **Page Title** field. The title of your page that you enter here can include capitalization and spaces.
- 4) Contribute will now open your editable template. Add content and photos to create your page.
- 5) When you are ready to make your page live, click **Publish**. A box will pop up asking you to type in a **Filename** for your page. Create a **new** filename for the page. For example, if you copied the *photos.html* page to make a new photo page, name the new page *photos2.html*.



You can also use the **Cancel** and **Save for Later** options described under *Editing Pages* on Page 1 of this tutorial.

## Verifying Your Changes

After you have made changes to your website with Contribute, we recommend opening your site in a **web browser** such as Internet Explorer or Firefox to view your changes. If your page requires further modifications, return to Contribute and use the *Editing Pages* instructions on Page 1 of this tutorial to modify your page.



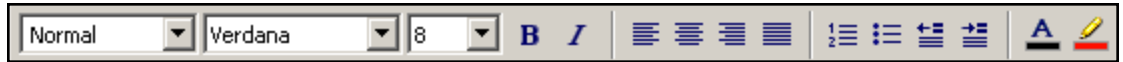
## Using Contribute's Editor

The Contribute editor works very similar to Microsoft word.

### To Change Text

Contribute's text editing features allow you to

create **Bold** or *Italic* text. You can also change the alignment of text, create lists or change font size and color. We recommend to use a consistent font color and size across your pages for a more professional appearance.



### Creating Links

1) Click where you want the link to appear on your page.

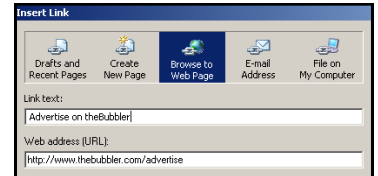
2) Click **Link > Browse to Web Page**. Fill in the fields as shown:

Link Text: Enter the text that will appear [Highlighted](#) as your link

Web Address (URL): Enter the full address of the webpage, including *http://*

3) Click **OK** to save your link. The link in the sample will appear on the page like this:

[Advertise on theBubblr](#)



### Adding Images

If the image is located on your computer or network:

1) Click where you want the link to appear on your page.

2) Click **Image > From My Computer**

3) Browse to locate your image. Click the filename of the image.

4) Click **Select** to insert the image.

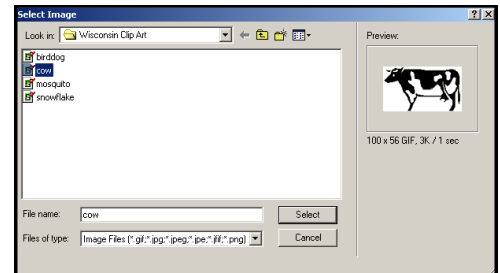
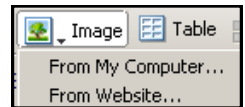
If the image is located on your website:

1) Click where you want the link to appear on your page.

2) Click **Image > From Website**

3) Click the **images** folder to see a list of images on your website

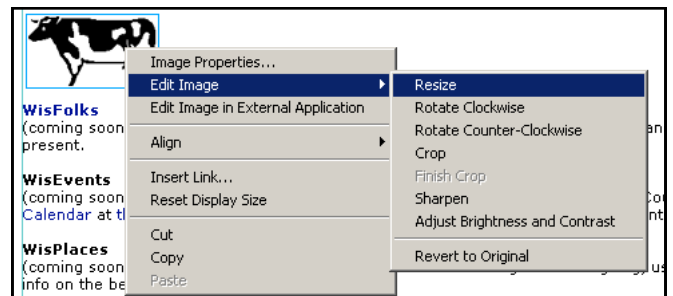
4) Highlight the image you wish to insert and click **OK**



### Editing Images

Once the image has been inserted, you can right-click on the image to bring up a list of editing features. You may resize the image or change how it is aligned on the page.

For extensive image editing, such as lightening or darkening photos, we recommend editing your image in a program like Photoshop before inserting it into your page. You may downsize an image in Contribute, but we do not recommend making an image larger using Contribute as it can become distorted.



## Additional Help

For additional help with Contribute features, please consult the **Help** section in Contribute. This section features many step-by-step tutorials on using Contribute features. If this tutorial or Contribute's help section do not answer your question, please email [webupport@OnYourMark.com](mailto:webupport@OnYourMark.com).

