

- 1. Browse to a page: .....2
- 2. Edit A Web page .....2
  - 2.1 Edit text, images, tables, and links on the page. ....2
  - 2.2. Create a new web page: .....3
  - 2.3. Create a link to a page or document: .....3
  - 2.4. Insert a PDF.....3
  - 2.5. Insert the contents of a Microsoft Office Document.....4
  - 2.6. Add an image .....4
  - 2.7. Add a table:.....5
- 3. Publish the page .....5

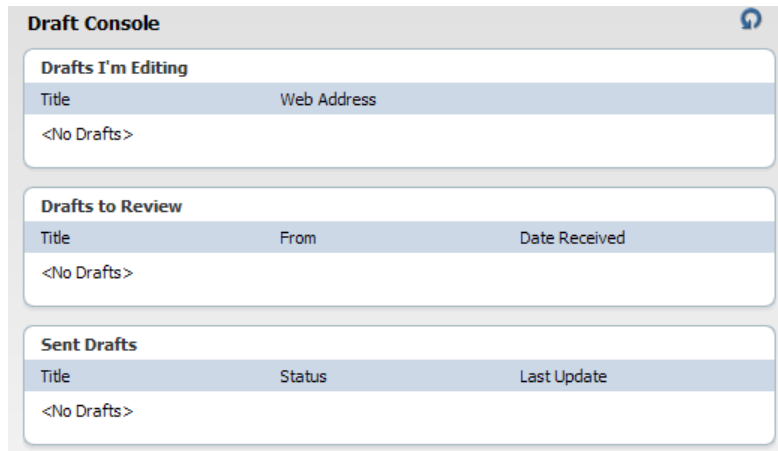
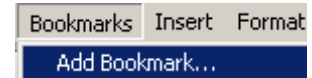
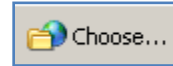
**The Contribute workflow**

Contribute uses a **browse-edit-publish** workflow to help you easily find the page you want to edit, make changes to the page, and then update the page on your website.

Note: You must connect to a website before you can edit and publish pages on that website.

## 1. BROWSE TO A PAGE:

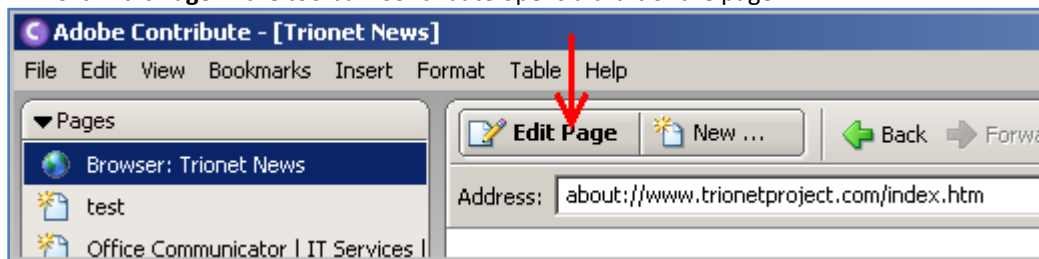
1. Use the Contribute browser to find the web page you want to edit.  
The browser's behavior is similar to Internet Explorer.
  - Refresh pages to see updates.
  - Reload pages you've visited using **Back** and **Forward**.
  - Enter website addresses in the Address text box.
  - Click **Choose** to help you navigate to files that aren't linked on your website.
  - Create bookmarks in Contribute and view your Internet Explorer bookmarks.
  - Press **Ctrl Shift D** to view current drafts quickly.



## 2. EDIT A WEB PAGE

You can only edit pages on a website after you've connected to the web site..

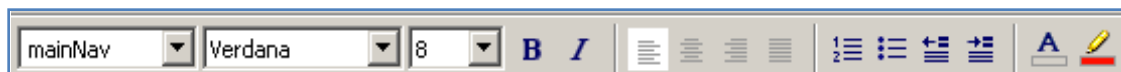
- Browse to the page you want to edit.
- Click **Edit Page** in the toolbar. Contribute opens a draft of the page.



- Contribute copies the file from your web server and locks it on the server so that no one else can edit the page while you're working on it.
- You will need to press the **Connect** button to be able to edit the page.

### 2.1 EDIT TEXT, IMAGES, TABLES, AND LINKS ON THE PAGE.

The toolbar has editing tools like a Word Processor.



Generally it is best to maintain the standard of the web page that you edit, and not to change the font a whole lot.

Select Text Styles on the Normal down arrow, e.g. Heading 1

## 2.2. CREATE A NEW WEB PAGE:

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

To create a new blank page:

1. In the Contribute browser, click **New Page** in the toolbar.
2. In the New Page dialog box, *Blank Web Page* is selected by default, so enter a title for your new page. If you want to copy the web page you are on, click **Copy of Current Page**.
3. Enter a title for the page. The title can be different the file name.
4. Click **OK**. The new page opens as a draft in Contribute.

## 2.3. CREATE A LINK TO A PAGE OR DOCUMENT:

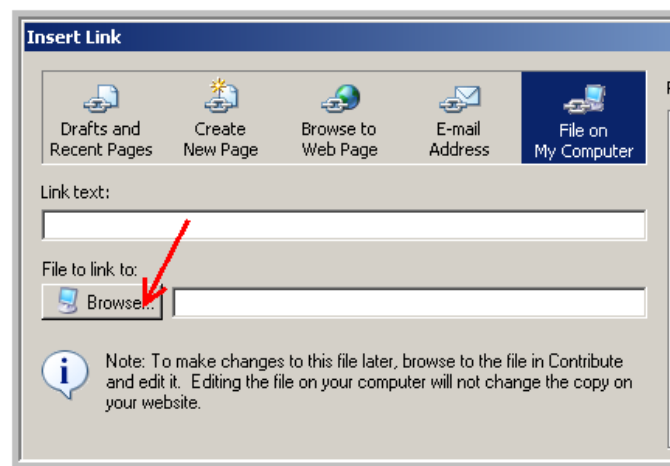
Contribute lets you link to web pages, files on your computer that will be uploaded when the page is published, pages on other websites, e-mail addresses and documents already on your site.

1. Click where you want the link to appear, or select text or an image if you want the link on top of it.
2. Click the Link button in the toolbar, and then select the type of link you want to create.
3. In the Link text box, type the text that you want to appear on the page, if you didn't select text.
4. Select or browse to the page or file you want to link to, and then click **OK**.
5. The link appears in the draft.



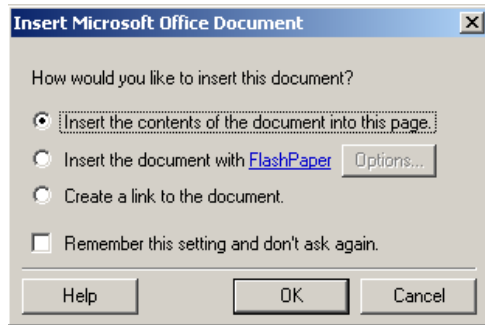
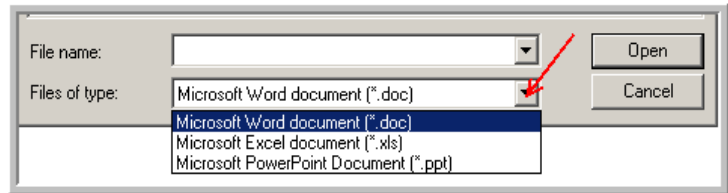
## 2.4. INSERT A PDF

1. Click **Link > File on My Computer** to upload a PDF.
2. Browse to find the appropriate file.
3. Click **OK** to insert the file.



## 2.5. INSERT THE CONTENTS OF A MICROSOFT OFFICE DOCUMENT

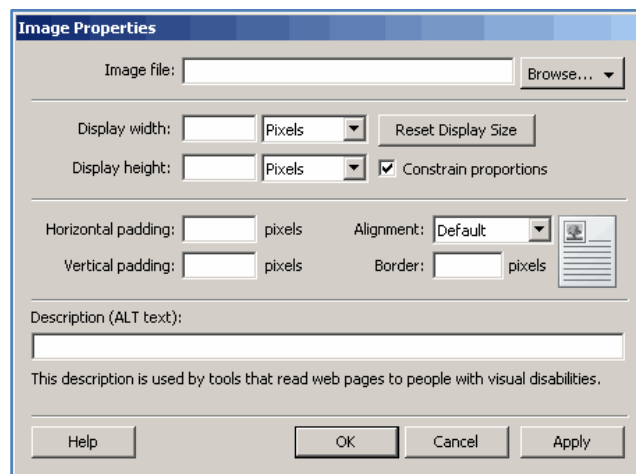
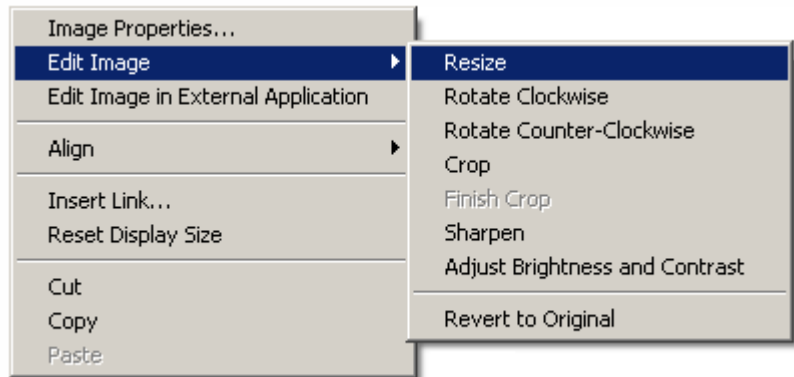
1. Click **Insert > Microsoft Office Document**.
2. Browse to find the appropriate file. Select the File type you want to insert: Word, Excel, or PowerPoint. Click **Open**.
3. Click **OK** to insert the contents of the document into the page.



## 2.6. ADD AN IMAGE

Use the **Image** button to select an image to add to your page.

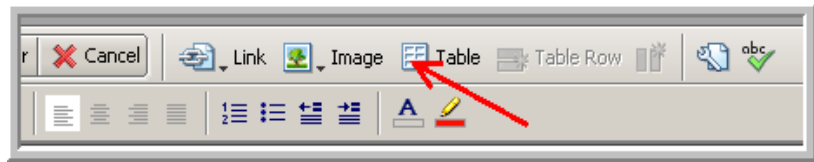
1. Click where you want the image to appear.
2. Click the **Image** button in the tool bar, and then select **From Website**, **From My Computer**, or **From Shared Assets**.
3. In the dialog box, find and select the image, and then click **Select** or **OK**. The image appears on the page. (GIFs are best for line art, JPGs for photographs).
4. Use an image editing program to edit the image before you insert it if you have major changes.
5. Right-click the image, click **Edit Image**:
  - a. Resize the image on the diagonal so that you maintain proportion.
  - b. Rotate it
  - c. Crop it
  - d. Sharpen
  - e. Adjust Brightness and Contrast
  - f. Revert to original if you don't like changes you've made.
6. Right-click the image, click **Properties**:
  - a. Reduce the number of pixels
  - b. Change the Alignment
  - c. Insert padding/white space
  - d. Insert a border (3 pixels wide is the standard)
  - e. Give a text or alternate description for the image



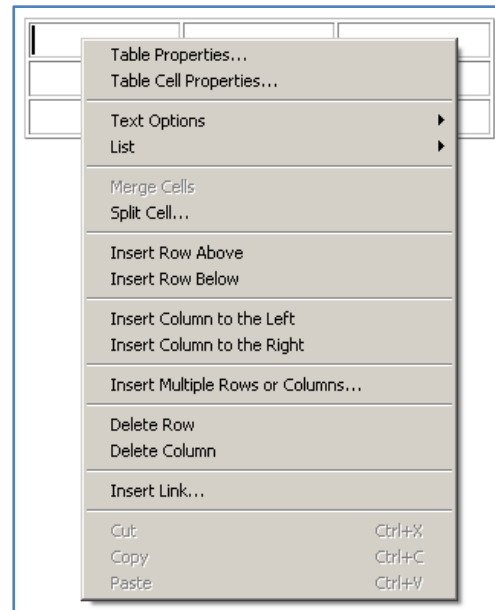
## 2.7. ADD A TABLE:

1. Click in the draft where you want the table to appear.
2. Click the **Table** button in the toolbar.

3. In the Table dialog box, select the table options you want to apply to the table, such as the number of rows, columns, headers, and borders.



4. Click **OK**. The table appears in your draft.
5. Click on the table to select it, and drag to resize. Hold down **Ctrl** and click to select a specific cell.
6. To insert a row, click on the table to select it. Right-click the table and insert or delete rows or columns, by making a choice on the menu.



## 3. PUBLISH THE PAGE

After you've edited a web page, you need to publish the page for your changes to appear on the website. When you finish editing your page, you are ready to publish the page to your website. Use the toolbar buttons for saving your edits until later, cancelling your edits, or publishing your edits to the website. Before you publish, you can have another user review your draft. That user can edit the draft, send it to another user, or publish it.



1. Select the draft you want to publish from the Pages panel in the sidebar, if the draft is not already open. Click the **View** menu > **Draft Console** to view drafts you have made.
2. **Click Publish** in the toolbar and Contribute replaces the existing page on your web server with your edited version so that it is live on your website. (Refresh the page – F5). Contribute also unlocks the file on the server so that other users can edit.
3. Note: Depending on your role, you might not be able to publish. If so, click **Send for Review** to transfer the draft to the site administrator.
4. After you have published a page, be sure to add a link to it from an existing page on your web site or visitors to your web site will not be able to find it.