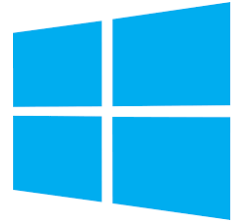


Set up Adobe Contribute/Windows for Production Marquette Web Server

These instructions will help you set up Adobe Contribute for Windows to use the live www.marquette.edu web server, also known as the production (prod) server.

Before You Start

You must either use a wired connection to a campus network jack (Ethernet) or connect to the encrypted MU Secure wireless network. If you are accessing from off-campus, you must first access Marquette VPN (see <https://www.marquette.edu/vpn/> for details).

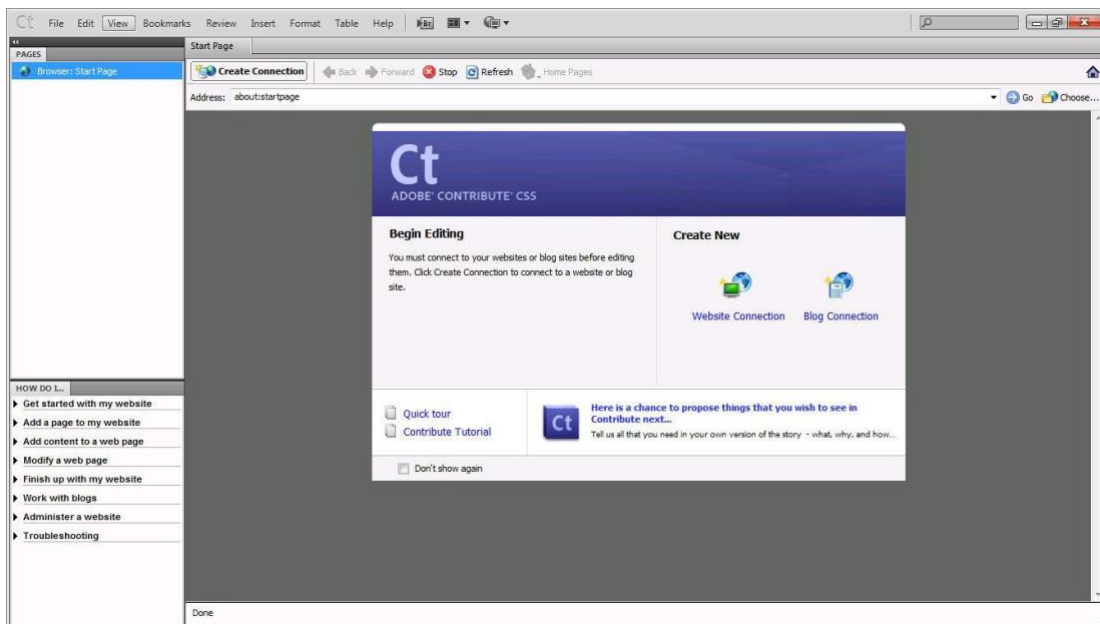


Setting Up Adobe Contribute for the First Time or for a New Connection

- 1) Launch Adobe Contribute.
- 2) You should see the Contribute Start Page, pictured below.



If you are not seeing the Contribute Start Page, you can reach it by selecting **View > Homepages > Contribute Start Page**.



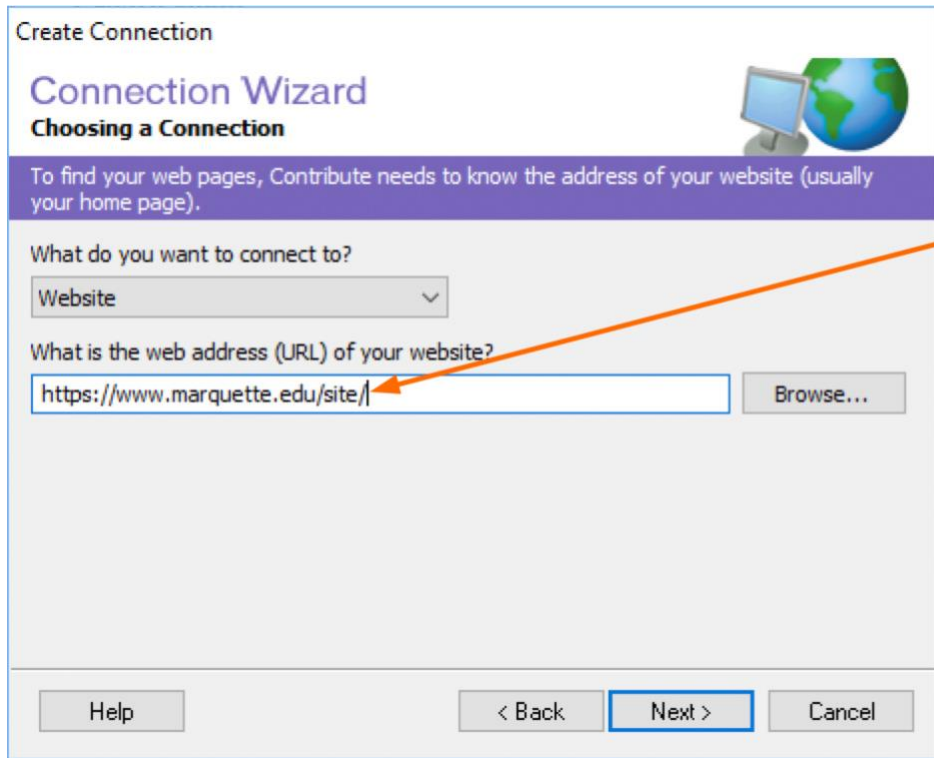
3) From the Contribute Start Page, click **Website Connection** to create a new website connection.



4) The “Create Connection Introduction” screen appears. You will need to create a connection manually, so click **Next >**.



5) The “Choosing a Connection” screen appears. For “What do you want to connect to?” make sure “Website” is selected.



Create Connection

Connection Wizard
Choosing a Connection

To find your web pages, Contribute needs to know the address of your website (usually your home page).

What do you want to connect to?

Website

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

https://www.marquette.edu/site/

Browse...

Help < Back Next > Cancel

Be sure to change /site/ to actual site

For “What is the web address (URL) of your website?” type in your https web address.

For most users, the website address will follow the pattern of https://www.marquette.edu/site/ replacing *site* with your actual website. So, for example, if your website is https://www.marquette.edu/amu/ you would type in **amu** where *site* appears above.

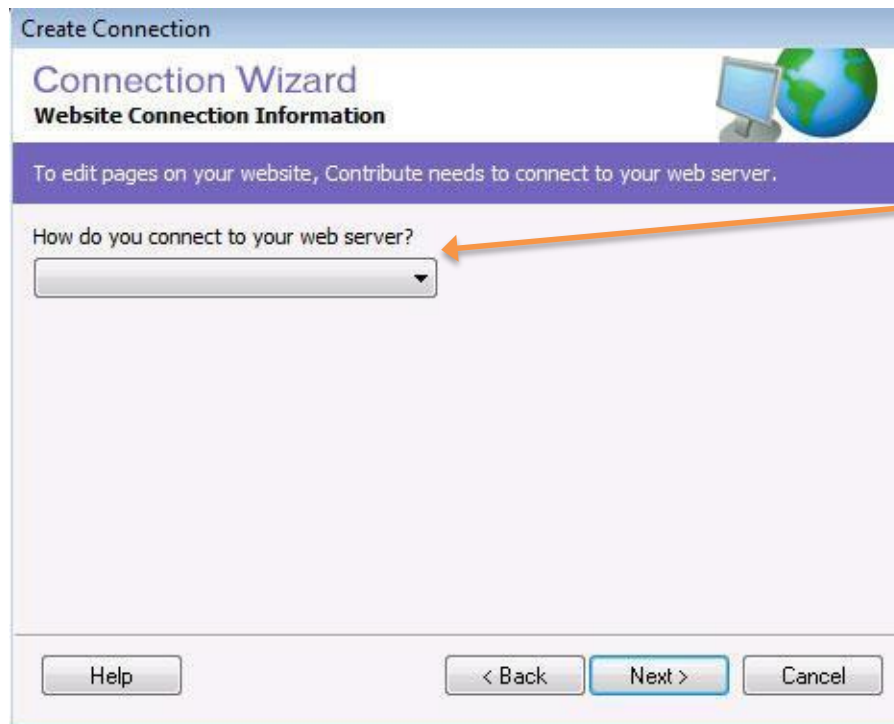
Note for Other Web Addresses on the Marquette Web Server:

If your web address **does not** start with https://www.marquette.edu/ type in one of these other addresses served by the Marquette Web server, following these patterns:

- https://academic.mu.edu/department/facultyname/
...where *department* is your department/subject abbreviation and *facultyname* is based on the professor’s last name, such as /engl/smithj/
- https://academic.mu.edu/facultyname/
...where *facultyname* is based on the professor’s last name, such as /jonesf/

Once you enter your web address, you can click the **Browse...** button to confirm the address. Your web page should appear in a separate window. Click **OK** to close the window. Click **Next >**.

6) The “Website Connection Info” screen appears. From the “How do you connect to your web server?” drop-down menu, select “Local/Network.” **Select “Local/Network”**



The screenshot shows a Windows-style dialog box titled "Create Connection". Inside, the "Connection Wizard" is displayed with the subtitle "Website Connection Information". A small icon of a computer monitor and a globe is in the top right corner. Below the title bar, a purple banner contains the text: "To edit pages on your website, Contribute needs to connect to your web server." The main area of the dialog asks the question "How do you connect to your web server?" followed by a drop-down menu. An orange arrow points from the right side of the dialog to the drop-down menu. At the bottom of the dialog, there are four buttons: "Help", "< Back", "Next >", and "Cancel".

7) The “Website Connection Info” screen changes and asks you “What is the network path to your website?”

Do not click the Choose... button.

Be sure to replace *username* with your actual username

Be sure to change *site* to your actual website.

Instead, you will need to adjust the following text then type it in the text box:

\\www.marquette.edu\prod-username\site\web

- Where *username* appears, insert your Marquette username
- Where *site* appears, insert the “site” portion of your website address

For example, Jane Q. Public has a Marquette username of **publicjq** and a website address of <https://www.marquette.edu/amu/> and she would enter the following.

Sample only (do not enter this text):

\\www.marquette.edu\prod-publicjq\amu\web

If you are not sure what enter for the network path, please see the appendix at the end of these instructions to look up the network path based on your web address.

Enter the network path in the text box and click **Next >**.

- If you advance to the next screen, you have a successful Contribute connection to the Marquette Web server.
- If you see an error message, see the next section on troubleshooting.

Troubleshooting

If you see an error stating, “Contribute cannot verify your connection...” then Contribute is not yet able to connect to the Marquette web server.

Please verify...

- You have a wired connection to a campus network jack or an MU Secure wireless connection or a Marquette VPN connection.
- You have entered the correct network path. See the appendix at the end of these instructions to look up the network path based on your website address.
- You have added your own Marquette username immediately after *prod-* in the network path.

...then click **Next >** again. If problems persist, contact the IT Services TechSquad at (414) 288-7799 or <https://techsquad.mu.edu/>

8) You may see the “Subversion Connection Info” screen.

Some versions of Contribute will not show this screen.

If you see the screen, click **Next >** to skip past this screen.



Create Connection

Connection Wizard

Subversion Connection Information

☐ Enable versioning of the site using Subversion.

Protocol: HTTP

Server address:

Repository path:

Server port: ☒ Default ☐ Non default

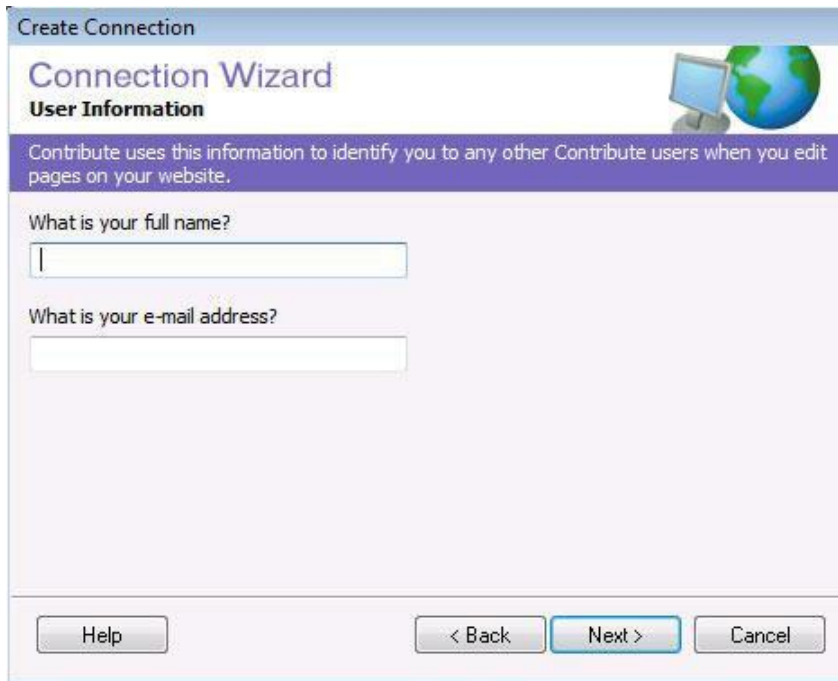
Username:

Password:

Test

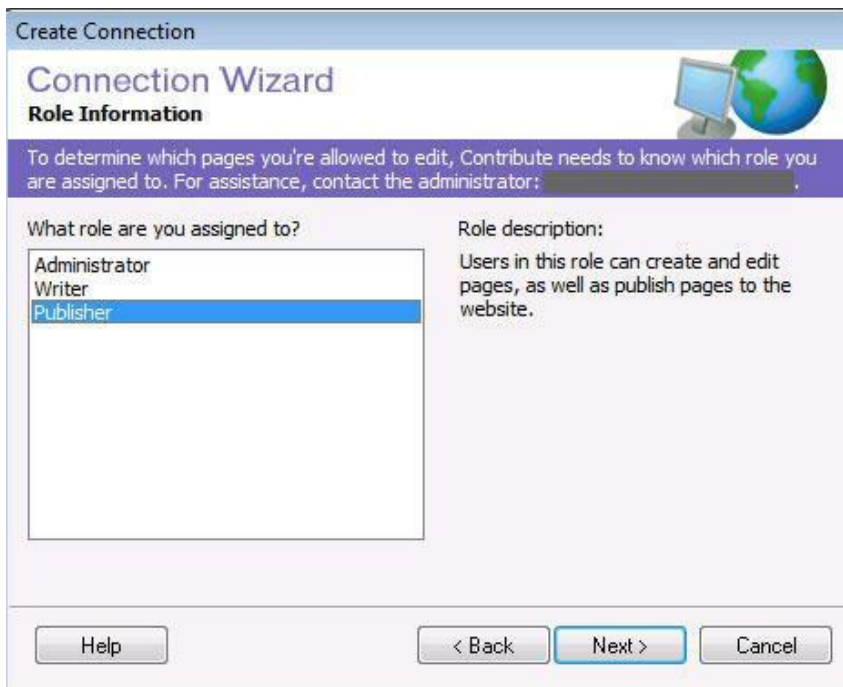
Help < Back Next > Cancel

9) The “User Info” screen appears. If not filled in already, type in your full name and email address. Click **Next >**.



The screenshot shows a window titled "Create Connection" with a subtitle "Connection Wizard". The current step is "User Information". A purple banner at the top of the main content area states: "Contribute uses this information to identify you to any other Contribute users when you edit pages on your website." Below this, there are two text input fields. The first is labeled "What is your full name?" and the second is labeled "What is your e-mail address?". At the bottom of the window, there are three buttons: "Help", "< Back", and "Next >" (which is highlighted with a blue border), and a "Cancel" button.

10) The “Role Info” screen appears.



The screenshot shows the same "Create Connection" window, but the current step is "Role Information". The purple banner now reads: "To determine which pages you're allowed to edit, Contribute needs to know which role you are assigned to. For assistance, contact the administrator:". Below this, on the left, is a list box titled "What role are you assigned to?" containing three options: "Administrator", "Writer", and "Publisher" (which is selected and highlighted with a blue background). To the right of the list box is a text area titled "Role description:" containing the text: "Users in this role can create and edit pages, as well as publish pages to the website." At the bottom, the same three buttons ("Help", "< Back", "Next >", "Cancel") are present, with "Next >" still highlighted.

The standard Contribute roles are as follows:

- *Administrator* — do not select this; this role is restricted to IT Services and is password protected.
- *Writer* — this role allows you to create and edit pages but not publish them. A user with the Writer role must send their pages for review to a user with the Publisher role (who then can publish the page on the Writer's behalf).
- *Publisher* — this role allows you to create and edit pages then publish them directly to the web server.

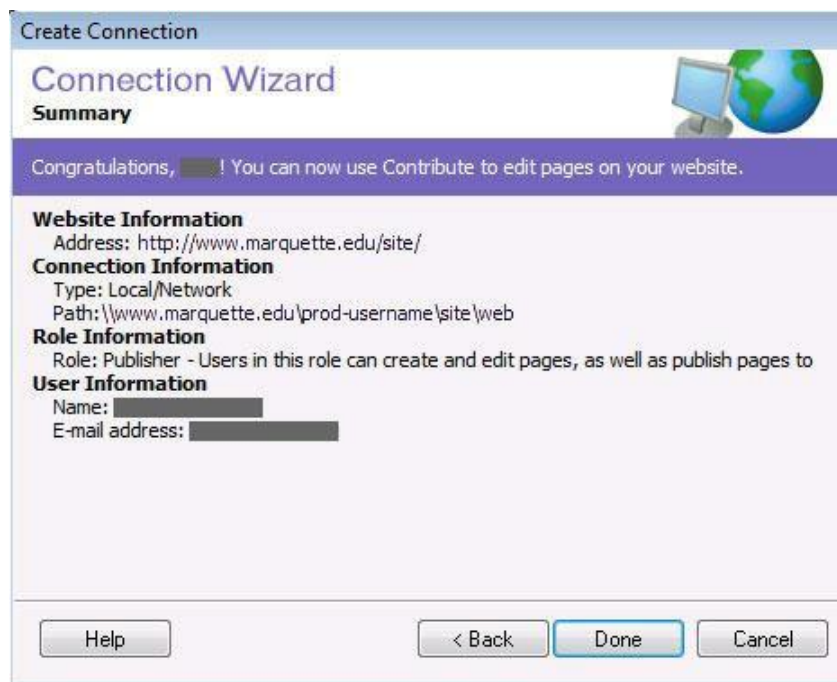
Most Contribute users at Marquette use the Publisher role.

Important Note:

If your supervisor does not want you publishing directly to the web server, select Writer. Consult with your supervisor if you are uncertain on whether to select the Publisher or Writer role.

Select your role and click **Next** >.

11) The “Summary” screen appears. Click **Done**.



Contribute connects to the server then displays your website for editing. Contribute setup for the website is done.

If you have additional web sites to set up, return to Steps 3 to 11.

Appendix: Contribute for Windows Network Paths for Step 7

Important:

Where you see *username*, you must add your own Marquette username immediately after prod- in these network path examples.

Website Address	Network Path for Step 7
https://www.marquette.edu/_emailtemplates/	\\www.marquette.edu\prod-username_emailtemplates\web\
https://www.marquette.edu/abroad/	\\www.marquette.edu\prod-username\abroad\web\
https://www.marquette.edu/academic-services/	\\www.marquette.edu\prod-username\academic-services\web\
https://www.marquette.edu/academicsenate/	\\www.marquette.edu\prod-username\academicsenate\web\
https://www.marquette.edu/accessible-technology/	\\www.marquette.edu\prod-username\accessible-technology\web\
https://www.marquette.edu/ad-landing/	\\www.marquette.edu\prod-username\ad-landing\web\
https://www.marquette.edu/ajcu-deans/	\\www.marquette.edu\prod-username\ajcu-deans\web\
https://www.marquette.edu/ajcu-finance/	\\www.marquette.edu\prod-username\ajcu-finance\web\
https://www.marquette.edu/ajcu-hr/	\\www.marquette.edu\prod-username\ajcu-hr\web\
https://www.marquette.edu/alpha-sigma-nu/	\\www.marquette.edu\prod-username\alpha-sigma-nu\web\
https://www.marquette.edu/alumni/	\\www.marquette.edu\prod-username\alumni\web\
https://www.marquette.edu/amu/	\\www.marquette.edu\prod-username\amu\web\
https://www.marquette.edu/app-mu/	\\www.marquette.edu\prod-username\app-mu\web\
https://www.marquette.edu/apps/	\\www.marquette.edu\prod-username\apps\web\
https://www.marquette.edu/arts/	\\www.marquette.edu\prod-username\arts\web\
https://www.marquette.edu/asian-studies-minor/	\\www.marquette.edu\prod-username\asian-studies-minor\web\
https://www.marquette.edu/aspin/	\\www.marquette.edu\prod-username\aspin\web\
https://www.marquette.edu/assessment/	\\www.marquette.edu\prod-username\assessment\web\
https://www.marquette.edu/athletic-training/	\\www.marquette.edu\prod-username\athletic-training\web\
https://www.marquette.edu/autism-consortium/	\\www.marquette.edu\prod-username\autism-consortium\web\
https://www.marquette.edu/band/	\\www.marquette.edu\prod-username\band\web\
https://www.marquette.edu/behavioral-core/	\\www.marquette.edu\prod-username\behavioral-core\web\
https://www.marquette.edu/behavioral-health/	\\www.marquette.edu\prod-username\behavioral-health\web\
https://www.marquette.edu/biomedical-sciences/	\\www.marquette.edu\prod-username\biomedical-sciences\web\
https://www.marquette.edu/budget/	\\www.marquette.edu\prod-username\budget\web\
https://www.marquette.edu/business-continuity/	\\www.marquette.edu\prod-username\business-continuity\web\
https://www.marquette.edu/campus-map/	\\www.marquette.edu\prod-username\campus-map\web\
https://www.marquette.edu/campus-town/	\\www.marquette.edu\prod-username\campus-town\web\

Website Address	Network Path for Step 7
https://www.marquette.edu/catholic-leadership/	\\www.marquette.edu\prod-username\catholic-leadership\web\
https://www.marquette.edu/center-for-gender-and-sexualities-studies/	\\www.marquette.edu\prod-username\center-for-gender-and-sexualities-studies\web\
https://www.marquette.edu/chem/	\\www.marquette.edu\prod-username\chem\web\
https://www.marquette.edu/child-care-center/	\\www.marquette.edu\prod-username\child-care-center\web\
https://www.marquette.edu/chorus/	\\www.marquette.edu\prod-username\chorus\web\
https://www.marquette.edu/civil-environmental-engineering/	\\www.marquette.edu\prod-username\civil-environmental-engineering\web\
https://www.marquette.edu/clinical-laboratory-science/	\\www.marquette.edu\prod-username\clinical-laboratory-science\web\
https://www.marquette.edu/cm/	\\www.marquette.edu\prod-username\cm\web\
https://www.marquette.edu/cognitive-science/	\\www.marquette.edu\prod-username\cognitive-science\web\
https://www.marquette.edu/common-studies-revision/	\\www.marquette.edu\prod-username\common-studies-revision\web\
https://www.marquette.edu/community-engagement/	\\www.marquette.edu\prod-username\community-engagement\web\
https://www.marquette.edu/comptroller/	\\www.marquette.edu\prod-username\comptroller\web\
https://www.marquette.edu/conference-services/	\\www.marquette.edu\prod-username\conference-services\web\
https://www.marquette.edu/consumerinformation/	\\www.marquette.edu\prod-username\consumerinformation\web\
https://www.marquette.edu/contemplative/	\\www.marquette.edu\prod-username\contemplative\web\
https://www.marquette.edu/core-of-common-studies/	\\www.marquette.edu\prod-username\core-of-common-studies\web\
https://www.marquette.edu/counseling/	\\www.marquette.edu\prod-username\counseling\web\
https://www.marquette.edu/ctl/	\\www.marquette.edu\prod-username\ctl\web\
https://www.marquette.edu/cuap/	\\www.marquette.edu\prod-username\cuap\web\
https://www.marquette.edu/cyber-security/	\\www.marquette.edu\prod-username\cyber-security\web\
https://www.marquette.edu/democracy-lab/	\\www.marquette.edu\prod-username\democracy-lab\web\
https://www.marquette.edu/democracy-project/	\\www.marquette.edu\prod-username\democracy-project\web\
https://www.marquette.edu/dentistry/	\\www.marquette.edu\prod-username\dentistry\web\
https://www.marquette.edu/differencenetwork/	\\www.marquette.edu\prod-username\differencenetwork\web\
https://www.marquette.edu/disability-services/	\\www.marquette.edu\prod-username\disability-services\web\
https://www.marquette.edu/econ-review/	\\www.marquette.edu\prod-username\econ-review\web\
https://www.marquette.edu/electrical-computer-engineering/	\\www.marquette.edu\prod-username\electrical-computer-engineering\web\
https://www.marquette.edu/endowment/	\\www.marquette.edu\prod-username\endowment\web\
https://www.marquette.edu/english/	\\www.marquette.edu\prod-username\english\web\
https://www.marquette.edu/eop/	\\www.marquette.edu\prod-username\eop\web\
https://www.marquette.edu/ethicspoint/	\\www.marquette.edu\prod-username\ethicspoint\web\
https://www.marquette.edu/event-management/	\\www.marquette.edu\prod-username\event-management\web\

Website Address	Network Path for Step 7
https://www.marquette.edu/events-calendar/	\\www.marquette.edu\prod-username\events-calendar\web\
https://www.marquette.edu/excellence/	\\www.marquette.edu\prod-username\excellence\web\
https://www.marquette.edu/exercise-science/	\\www.marquette.edu\prod-username\exercise-science\web\
https://www.marquette.edu/faber/	\\www.marquette.edu\prod-username\faber\web\
https://www.marquette.edu/facilities-planning-management/	\\www.marquette.edu\prod-username\facilities-planning-management\web\
https://www.marquette.edu/faculty-affairs/	\\www.marquette.edu\prod-username\faculty-affairs\web\
https://www.marquette.edu/faith/	\\www.marquette.edu\prod-username\faith\web\
https://www.marquette.edu/ffp/	\\www.marquette.edu\prod-username\ffp\web\
https://www.marquette.edu/financeoffice/	\\www.marquette.edu\prod-username\financeoffice\web\
https://www.marquette.edu/forum-2016/	\\www.marquette.edu\prod-username\forum-2016\web\
https://www.marquette.edu/forum-2017/	\\www.marquette.edu\prod-username\forum-2017\web\
https://www.marquette.edu/givemarquette/	\\www.marquette.edu\prod-username\givemarquette\web\
https://www.marquette.edu/giving/	\\www.marquette.edu\prod-username\giving\web\
https://www.marquette.edu/haggerty/	\\www.marquette.edu\prod-username\haggerty\web\
https://www.marquette.edu/health-careers-opportunities/	\\www.marquette.edu\prod-username\health-careers-opportunities\web\
https://www.marquette.edu/health-sciences/	\\www.marquette.edu\prod-username\health-sciences\web\
https://www.marquette.edu/hipaa/	\\www.marquette.edu\prod-username\hipaa\web\
https://www.marquette.edu/homecoming/	\\www.marquette.edu\prod-username\homecoming\web\
https://www.marquette.edu/hpac/	\\www.marquette.edu\prod-username\hpac\web\
https://www.marquette.edu/hr/	\\www.marquette.edu\prod-username\hr\web\
https://www.marquette.edu/imc/	\\www.marquette.edu\prod-username\imc\web\
https://www.marquette.edu/inauguration/	\\www.marquette.edu\prod-username\inauguration\web\
https://www.marquette.edu/intercultural/	\\www.marquette.edu\prod-username\intercultural\web\
https://www.marquette.edu/interdisciplinary-autism-clinic/	\\www.marquette.edu\prod-username\interdisciplinary-autism-clinic\web\
https://www.marquette.edu/international-affairs/	\\www.marquette.edu\prod-username\international-affairs\web\
https://www.marquette.edu/its/	\\www.marquette.edu\prod-username\its\web\
https://www.marquette.edu/jaa2016/	\\www.marquette.edu\prod-username\jaa2016\web\
https://www.marquette.edu/jesres/	\\www.marquette.edu\prod-username\jesres\web\
https://www.marquette.edu/kdpi/	\\www.marquette.edu\prod-username\kdpi\web\
https://www.marquette.edu/latino-well-being/	\\www.marquette.edu\prod-username\latino-well-being\web\
https://www.marquette.edu/leadership/	\\www.marquette.edu\prod-username\leadership\web\
https://www.marquette.edu/littlerocknine/	\\www.marquette.edu\prod-username\littlerocknine\web\
https://www.marquette.edu/lovells-first-year/	\\www.marquette.edu\prod-username\lovells-first-year\web\
https://www.marquette.edu/mail/	\\www.marquette.edu\prod-username\mail\web\
https://www.marquette.edu/maqom/	\\www.marquette.edu\prod-username\maqom\web\

Website Address	Network Path for Step 7
https://www.marquette.edu/marquette-firsts/	\\www.marquette.edu\prod-username\marquette-firsts\web\
https://www.marquette.edu/mechanical-engineering/	\\www.marquette.edu\prod-username\mechanical-engineering\web\
https://www.marquette.edu/medical-clinic/	\\www.marquette.edu\prod-username\medical-clinic\web\
https://www.marquette.edu/mission/	\\www.marquette.edu\prod-username\mission\web\
https://www.marquette.edu/missionweek-2013/	\\www.marquette.edu\prod-username\missionweek-2013\web\
https://www.marquette.edu/missionweek-2014/	\\www.marquette.edu\prod-username\missionweek-2014\web\
https://www.marquette.edu/missionweek-2015/	\\www.marquette.edu\prod-username\missionweek-2015\web\
https://www.marquette.edu/missionweek-2016/	\\www.marquette.edu\prod-username\missionweek-2016\web\
https://www.marquette.edu/missionweek-2017/	\\www.marquette.edu\prod-username\missionweek-2017\web\
https://www.marquette.edu/molecular-core/	\\www.marquette.edu\prod-username\molecular-core\web\
https://www.marquette.edu/mscs/	\\www.marquette.edu\prod-username\mscs\web\
https://www.marquette.edu/mucc/	\\www.marquette.edu\prod-username\mucc\web\
https://www.marquette.edu/mucentral/	\\www.marquette.edu\prod-username\mucentral\web\
https://www.marquette.edu/mucentral/bursar/	\\www.marquette.edu\prod-username\bursar\web\
https://www.marquette.edu/mucentral/financialaid/	\\www.marquette.edu\prod-username\financialaid\web\
https://www.marquette.edu/mucentral/registrar/	\\www.marquette.edu\prod-username\registrar\web\
https://www.marquette.edu/mugrid/	\\www.marquette.edu\prod-username\mugrid\web\
https://www.marquette.edu/mupd-advisory-board/	\\www.marquette.edu\prod-username\mupd-advisory-board\web\
https://www.marquette.edu/mupress/	\\www.marquette.edu\prod-username\mupress\web\
https://www.marquette.edu/mura/	\\www.marquette.edu\prod-username\mura\web\
https://www.marquette.edu/music/	\\www.marquette.edu\prod-username\music\web\
https://www.marquette.edu/my-marquette/	\\www.marquette.edu\prod-username\my-marquette\web\
https://www.marquette.edu/nation/	\\www.marquette.edu\prod-username\nation\web\
https://www.marquette.edu/neuroscience-center/	\\www.marquette.edu\prod-username\neuroscience-center\web\
https://www.marquette.edu/new-student-convocation/	\\www.marquette.edu\prod-username\new-student-convocation\web\
https://www.marquette.edu/newsbriefs/	\\www.marquette.edu\prod-username\newsbriefs\web\
https://www.marquette.edu/offcampus/	\\www.marquette.edu\prod-username\offcampus\web\
https://www.marquette.edu/ogc/	\\www.marquette.edu\prod-username\ogc\web\
https://www.marquette.edu/oira/	\\www.marquette.edu\prod-username\oira\web\
https://www.marquette.edu/ombuds/	\\www.marquette.edu\prod-username\ombuds\web\
https://www.marquette.edu/omc/	\\www.marquette.edu\prod-username\omc\web\
https://www.marquette.edu/online-surveys/	\\www.marquette.edu\prod-username\online-surveys\
https://www.marquette.edu/orc/	\\www.marquette.edu\prod-username\orc\web\
https://www.marquette.edu/orchestra/	\\www.marquette.edu\prod-username\orchestra\web\
https://www.marquette.edu/orec/	\\www.marquette.edu\prod-username\orec\web\
https://www.marquette.edu/orsp/	\\www.marquette.edu\prod-username\orsp\web\
https://www.marquette.edu/oses/	\\www.marquette.edu\prod-username\oses\web\
https://www.marquette.edu/parents/	\\www.marquette.edu\prod-username\parents\web\
https://www.marquette.edu/parking/	\\www.marquette.edu\prod-username\parking\web\

Website Address	Network Path for Step 7
https://www.marquette.edu/pastoral-leadership/	\\www.marquette.edu\prod-username\pastoral-leadership\web\
https://www.marquette.edu/pccs/	\\www.marquette.edu\prod-username\pccs\web\
https://www.marquette.edu/peacemaking/	\\www.marquette.edu\prod-username\peacemaking\web\
https://www.marquette.edu/pffp/	\\www.marquette.edu\prod-username\pffp\web\
https://www.marquette.edu/pgsa/	\\www.marquette.edu\prod-username\pgsa\web\
https://www.marquette.edu/pheno-studies/	\\www.marquette.edu\prod-username\pheno-studies\web\
https://www.marquette.edu/phi-beta-kappa/	\\www.marquette.edu\prod-username\phi-beta-kappa\web\
https://www.marquette.edu/phil/	\\www.marquette.edu\prod-username\phil\web\
https://www.marquette.edu/physical-therapy/	\\www.marquette.edu\prod-username\physical-therapy\web\
https://www.marquette.edu/physician-assistant/	\\www.marquette.edu\prod-username\physician-assistant\web\
https://www.marquette.edu/physics/	\\www.marquette.edu\prod-username\physics\web\
https://www.marquette.edu/polisci/	\\www.marquette.edu\prod-username\polisci\web\
https://www.marquette.edu/pre-health-advising/	\\www.marquette.edu\prod-username\pre-health-advising\web\
https://www.marquette.edu/president/	\\www.marquette.edu\prod-username\president\web\
https://www.marquette.edu/provost/	\\www.marquette.edu\prod-username\provost\web\
https://www.marquette.edu/psyc/	\\www.marquette.edu\prod-username\psyc\web\
https://www.marquette.edu/public-affairs/	\\www.marquette.edu\prod-username\public-affairs\web\
https://www.marquette.edu/purchasing/	\\www.marquette.edu\prod-username\purchasing\web\
https://www.marquette.edu/recsports/	\\www.marquette.edu\prod-username\recsports\web\
https://www.marquette.edu/renascence/	\\www.marquette.edu\prod-username\renascence\web\
https://www.marquette.edu/research/	\\www.marquette.edu\prod-username\research\web\
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