

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.
3. Macromedia Contribute automatically opens a draft copy of the page.
4. When you're done editing the draft, click Publish to save your work and make your new information available.



Step 1 - Browse to 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



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.



Step 2 - Editing 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

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



To edit a page: Browse to the page you want to edit, then click the Edit Page button. 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 contents of Microsoft Office document to 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
3. Insert > Microsoft® Excel Document, depending on the document.
4. The Open dialog box appears.
5. 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.

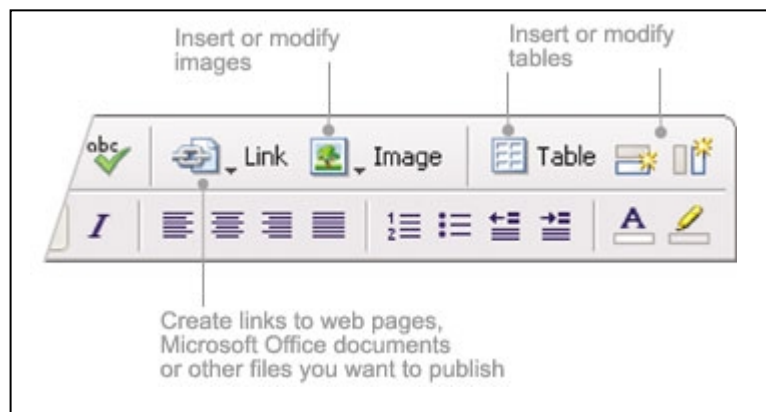
Insert an image



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.

Step 3 - Publish your page

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.
- View the Using Contribute content in the **help system**: select Help > Macromedia Contribute Help.
- **Murray State University Contribute Forum**. (<http://www.generalwebsite.com/cgi-bin/Ultimate.cgi>) Discuss using Contribute with other MSU web coordinators.
- **Macromedia website - Contribute Support Centre** (www.macromedia.com/support/contribute/) offers extensive information about using Contribute, including an online question forum.

DesignerMark

This guide has been prepared by Mark Hockings from DesignerMark and is based on the QuickStart guide in the boxed full release of Macromedia Contribute v2.0

I specialising in developing websites for Small to Medium sized companies. If you would like a quotation for a Macromedia Contribute enabled website contact me at the details below.

Where to buy the software

The best place to get **Macromedia Contribute** is on-line. The price as of July 2004 is £89 (+VAT)

Visit www.inmac.co.uk and search for "contribute". You need to get the Full Mac/Win release.