

Contribute Basics Training

Are you responsible for maintaining your Departments web pages, but have not learned how to use the Contribute software? Or maybe you have just started using Contribute and would like some additional guidance. Then this class is for you!

Training Highlights include :

- How to install Contribute on your computer
- Connecting to Contribute and begin editing pages
- Reviewing new web page standards and guidelines
- How to navigate
- Create a new page
- Edit a page
- Add an image
- Add a table
- Create links
- Send a page for review (Writers and/or Publishers)
- Publish a page (Publishers)

This class is NOT intended for those who will be updating personal web page's.