



VALDOSTA STATE UNIVERSITY

# Welcome To: Contribute CS4 Basics

Training Designed for Official Website  
Publishers and Writers





# Contribute Resources

## Adobe Contribute @ VSU Web Services Website

- Training guides, information about installing Contribute, and Making the initial Connection:

<http://www.valdosta.edu/it/eis/systems/webservices/guides/contribute/>

- Request new Publisher, Writer, creation of forms, Broken Link report, etc:

<http://www.valdosta.edu/it/eis/systems/webservices/forms/>



# Contribute Tutorials



The screenshot shows the Adobe Contribute CS4 interface. The top menu bar includes 'File', 'Edit', 'View', 'Bookmarks', 'Review', 'Insert', 'Format', 'Table', and 'Help'. The 'Help' menu is highlighted with a red box. Below the menu bar is a browser window showing the 'Start Page' with navigation buttons like 'Back', 'Forward', 'Stop', 'Refresh', and 'Home Pages'. The address bar shows 'about:startpage'. The main content area features the 'ADOBE CONTRIBUTE CS4' header and several sections: 'Begin Editing' (with a sub-link for 'Valdosta State University (Production)'), 'Create New' (with links for 'Website Connection' and 'Blog Connection'), and 'Redesigned Adobe TV'. In the bottom left of the main content area, there are links for 'Quick tour' and 'Contribute Tutorial', both highlighted with red boxes. A red arrow points to the 'Contribute Tutorial' link. On the left sidebar, the 'HOW DO I...' section is highlighted with a red box, and a red arrow points to it. Below this section is a list of topics: 'Get started with my website', 'Add a page to my website', 'Add content to a web page', 'Modify a web page', 'Finish up with my website', 'Work with blogs', 'Administer a website', and 'Troubleshooting'.



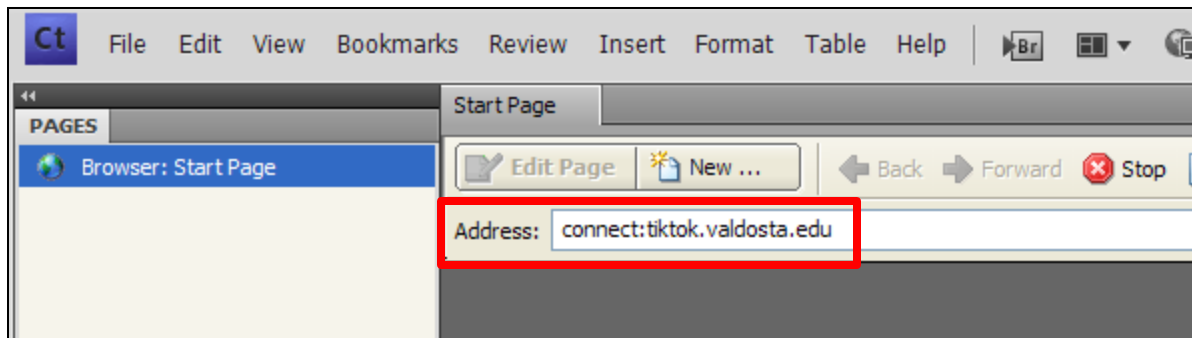
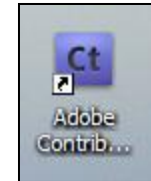
# Contribute Roles

Two Roles Available:

- Writer – make changes to website and send page for review
- Publisher – make changes to website and send page for review or publish page live on website



# Initial Connection to Contribute Server



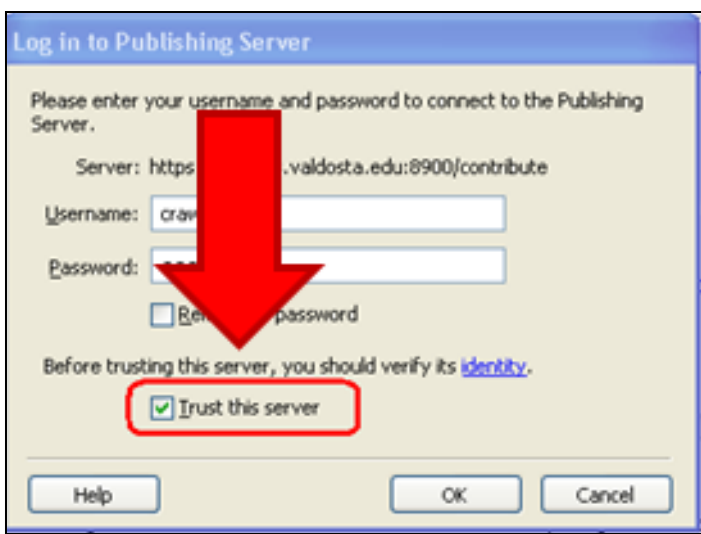
Contribute CS4  
Desktop Icon after  
software installation

**Important:** Verify  
all people in your  
department are on  
the same version

In the address bar, type: `connect:tiktok.valdosta.edu`



# Initial Connection to Contribute Server



Log in: with your Active Directory username and password  
(the username/password used to login to your computer)

Check the box: Trust the server



# Initial Connection to Contribute Server

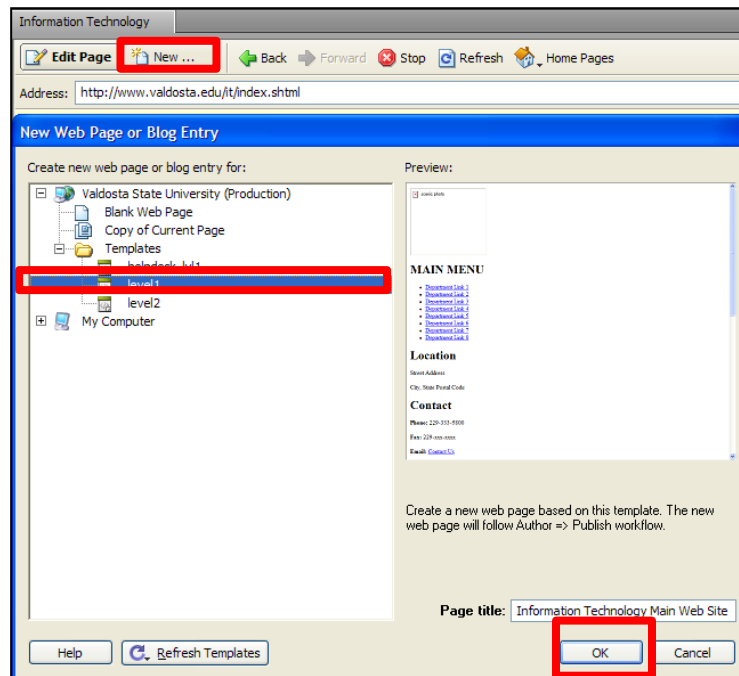


Select:

Unblock



# Create a New Page Using the Template



Select: New....

Select: level1

Two template levels:

Level 1 – Main Page

Level 2 – Pages after  
Main Page

Avoid editing colors and  
fonts so look stays  
consistent

Level 1 template -

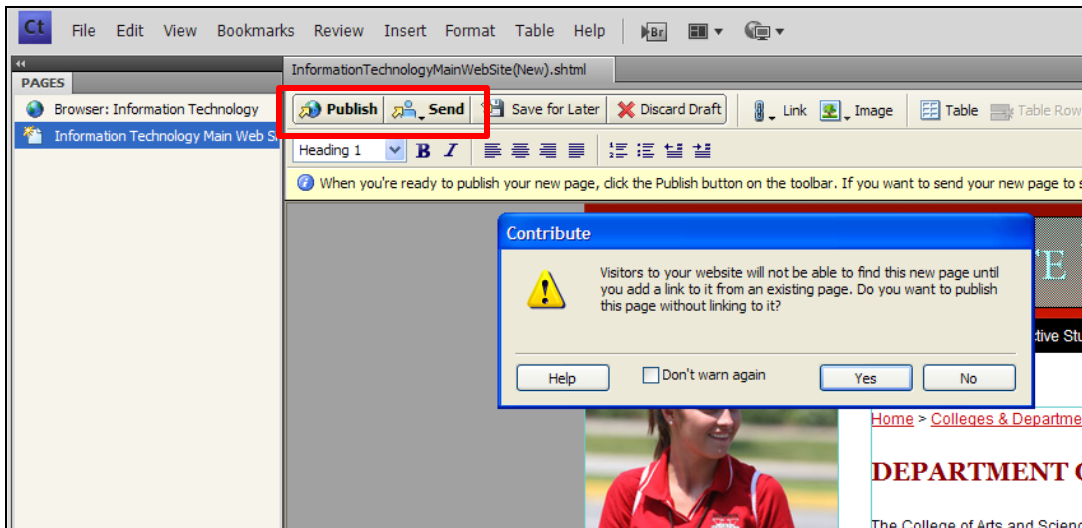
Page title:

Descriptive

Long



# Publish or Send Page



Level 1 template:

Publish button

Don't warn again


Select:

Publish button or Send



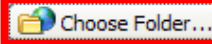
# New Page – Select Folder

**Publish New Page**

 Please enter a filename for this new page. The filename will become part of the page's web address on your website.

---

Page title: Information Technology Main Web Sit...

Filename:  

Page expires on:  ▼

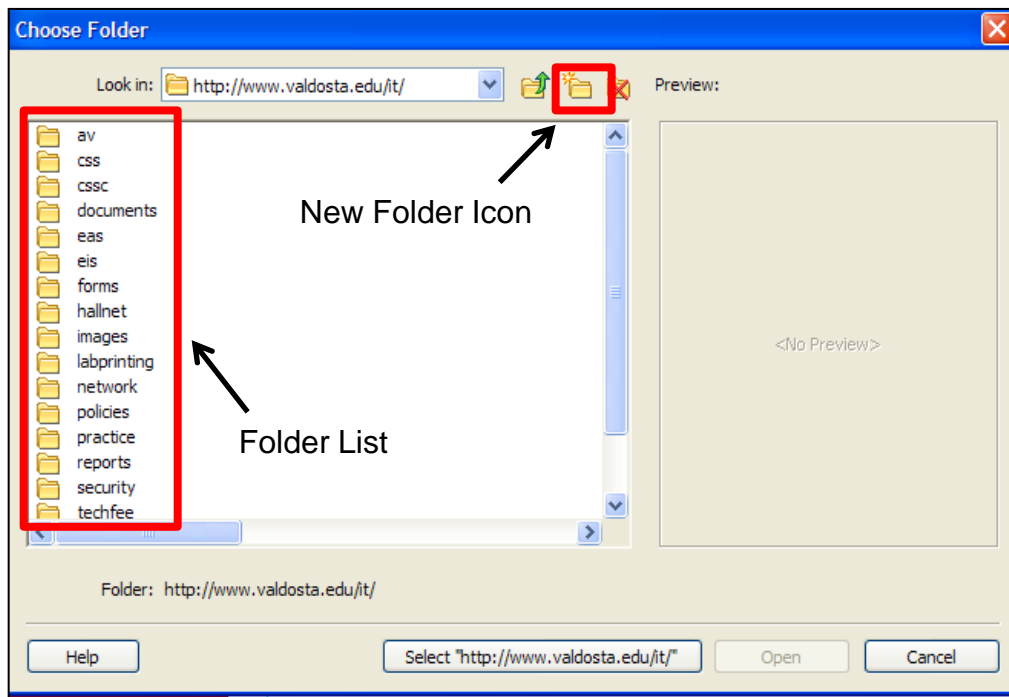
Web address: <http://www.valdosta.edu/it/InformationTechnologyMain...>

Level 1 template:

Choose Folder



# New Page – Select Folder



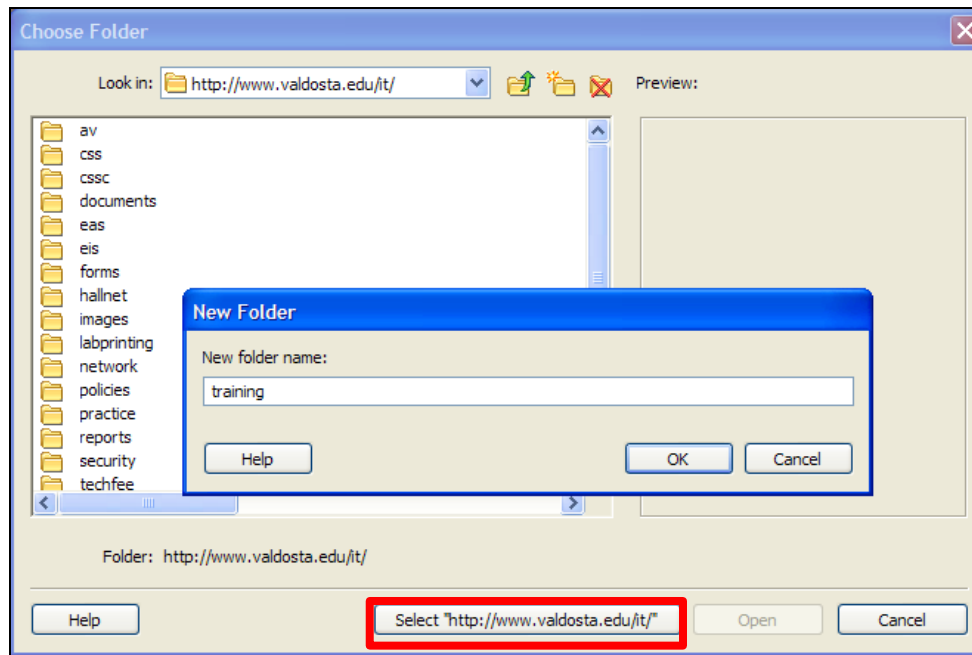
Level 1 template:  
  
New Folder

Select:  
Select:

appropriate Folder from list or  
New Folder icon and type new folder name



# New Page – Name Folder



New Folder Name:

Short

Lower Case

No Punctuation


No Spaces

Note: whether you are creating a new folder or selecting an existing folder, make sure you press the “Select” button




# New Page – Filename

**Publish New Page**

 Please enter a filename for this new page. The filename will become part of the page's web address on your website.

Page title: Information Technology Main Web Sit...

Filename:   Choose Folder...

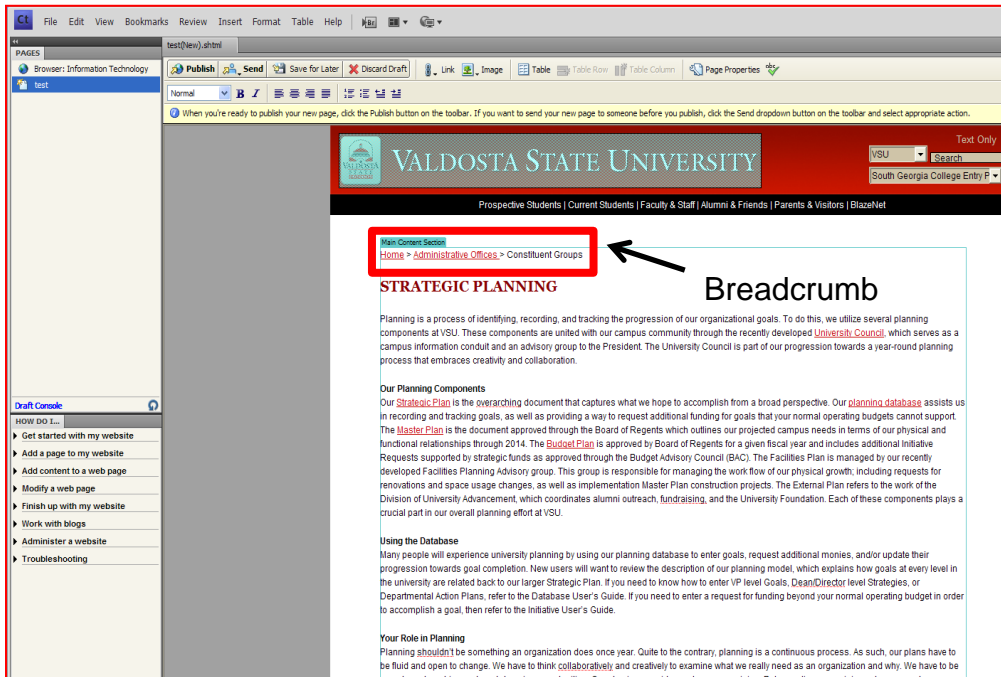
Page expires on:  ▼

Web address: <http://www.valdosta.edu/it/newpage.shtml>

Filename:  
Short  
Lower Case  
No Punctuation  
No Spaces



# New Page – Level 2 Template



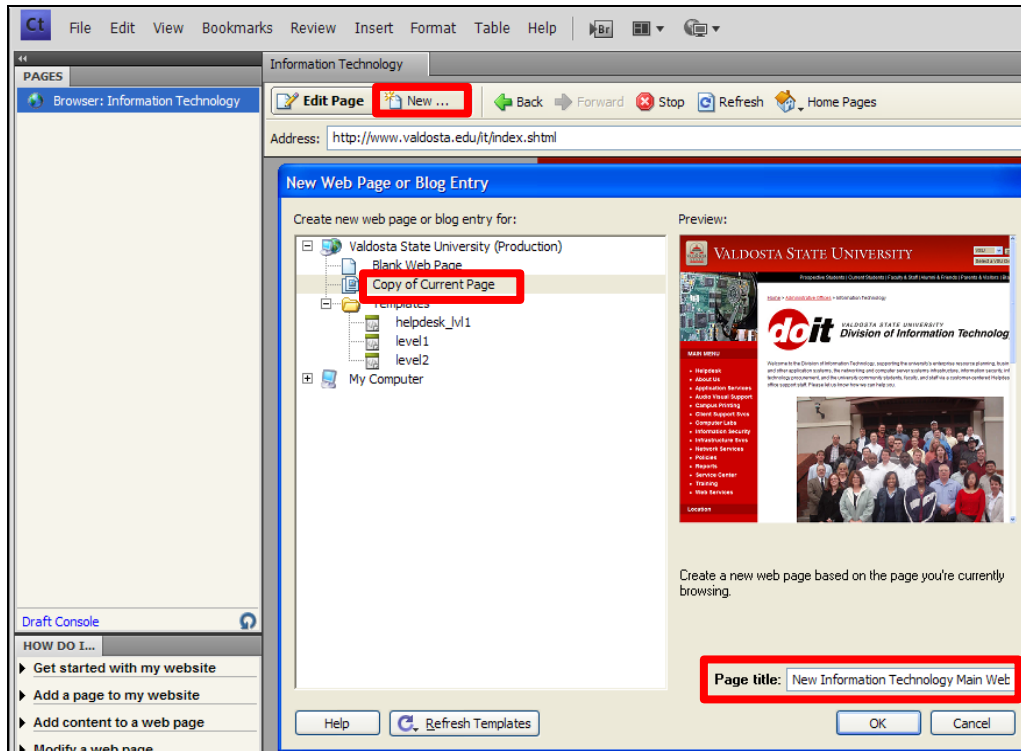
Level 2 Template  
Does not include  
Main Menu  
Retain  
breadcrumb  
Save is same as  
Level 1 template

Exercise #1



# New Page – Master Template

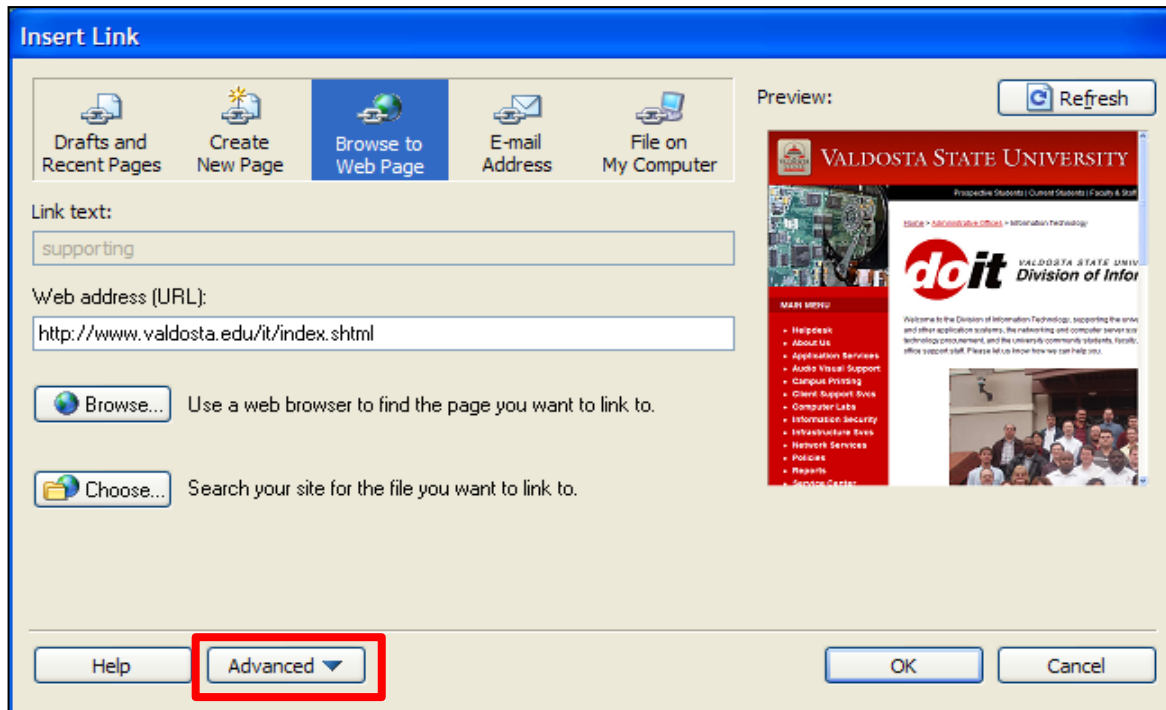
Copy of Current Page



- Before clicking Edit Page button, go to the File Menu:
- New...
- Copy of Current Page
- Enter a Title



# Relative Links



To insert a Link:

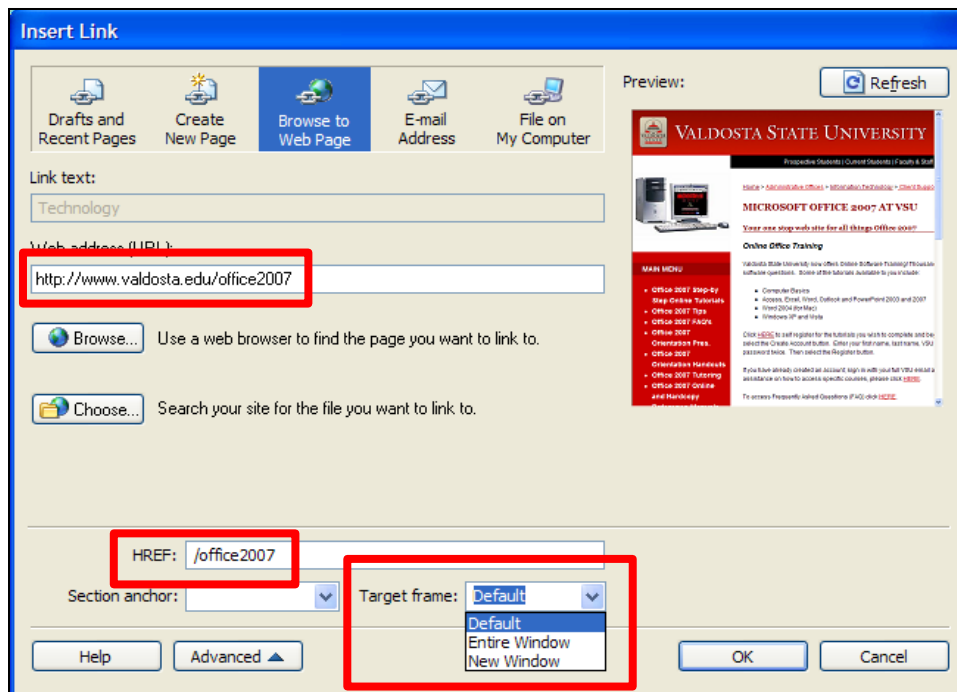
- Highlight Text
- Right-click and select Insert Link
- Browse or select Link

Select:

Advanced button



# Relative Links



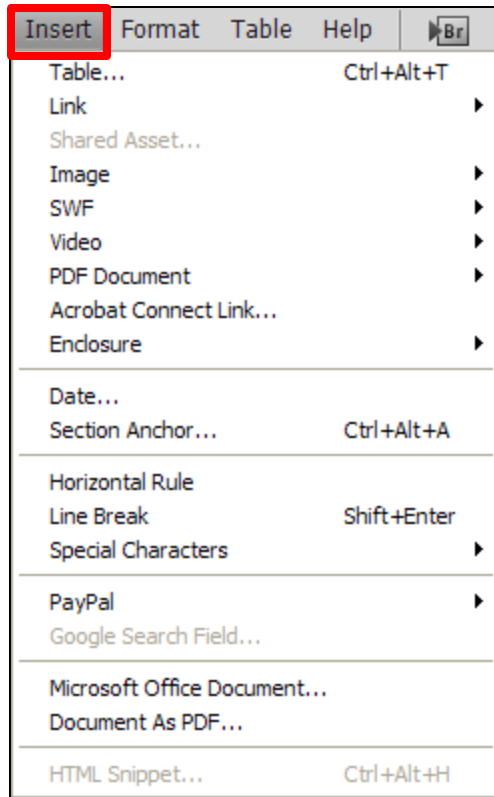
Note: Preview Box

HREF: must be path after [www.valdosta.edu](http://www.valdosta.edu) – beginning with the /

Target frame:  
-Default (same window)  
-New Window (separate window)



# Insert Feature



Items that can be inserted:

-Links

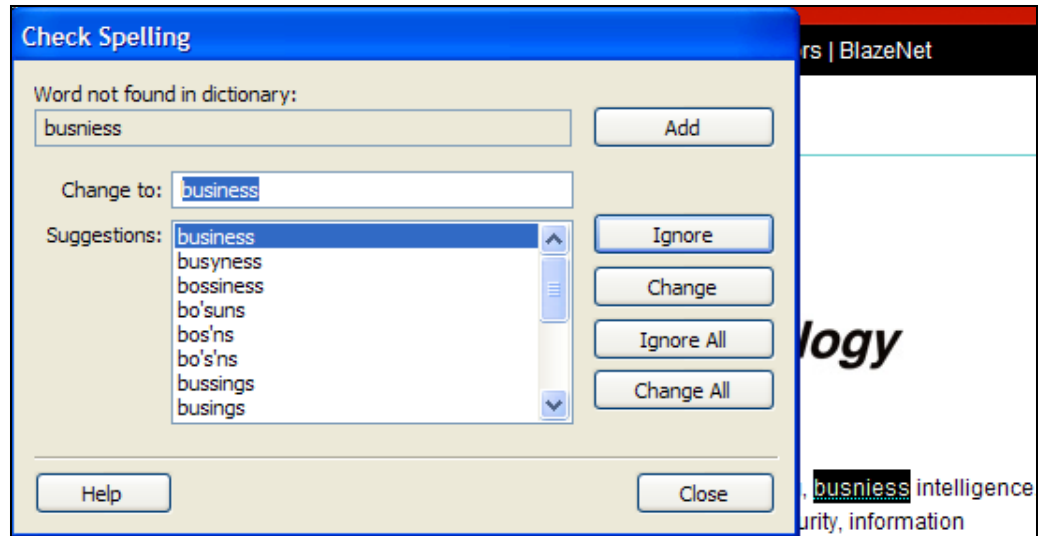
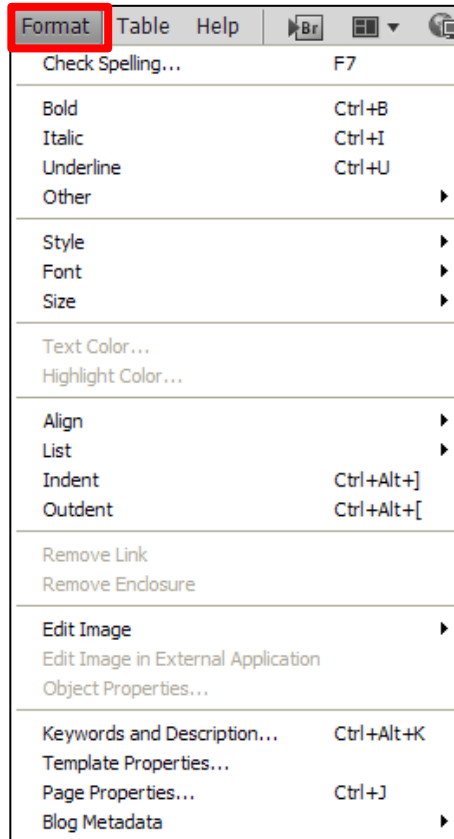
-Tables

-Images

-Section Anchors



# Spell Check Feature





# List with Section Anchor Links

The screenshot shows a web browser window displaying the Microsoft Office 2007 FAQ page on the Valdosta State University website. The browser's address bar shows the URL: <http://www.valdosta.edu/it/css/vlks/MicrosoftOffice2007FAQs.shtml>. The page header includes the Valdosta State University logo and navigation links for Prospective Students, Current Students, Faculty & Staff, Alumni & Friends, Parents & Visitors, and BlazeNet. A search bar is also present.

The main content area features a breadcrumb trail: [Home](#) > [Administrative Offices](#) > [Information Technology](#) > [Communications and Training](#) > Microsoft Office 2007 FAQ's.

**MICROSOFT OFFICE 2007 FAQ'S:**

- [What is the first step I should take if I'm having trouble in Word, Excel, PowerPoint or Access 2007?](#)
- [In Outlook 2007 I am receiving VSU email in my junk email folder, how do I correct that?](#)
- [How should Office 2007 files be saved when using them in WebCT or on a public webpage?](#)
- [How is the font in the Envelope changed?](#)
- [Will Producer work with Office 2007?](#)
- [Will FrontPage 2003 be removed when Office 2007 has been installed?](#)
- [Will Outlook Express be removed when Office 2007 has been installed?](#)
- [Can Faculty reproduce the Office 2007 Orientation handouts for student use?](#)
- [Can you customize the Ribbon?](#)
- [Can you customize the mini-toolbar?](#)
- [What is OneNote?](#)
- [What is Groove?](#)
- [What is InfoPath?](#)
- [How do you create .pdf files in Office 2007?](#)
- [How are Office 2007 files saved as HTML?](#)

**What is the first step I should take if I'm having trouble in Word, Excel, PowerPoint or Access 2007?**

If your software is not responding the way it used to, for example, if it is slow retrieving files, displays unusual error messages, etc., please make sure you have all the current updates installed and run the Office 2007 Diagnostics Tool. This can help insure your system is running at optimal level. Please refer to the [Installing Office 2007 Updates and Running Diagnostics](#) link for step-by-step instructions.

[Back to Top](#)

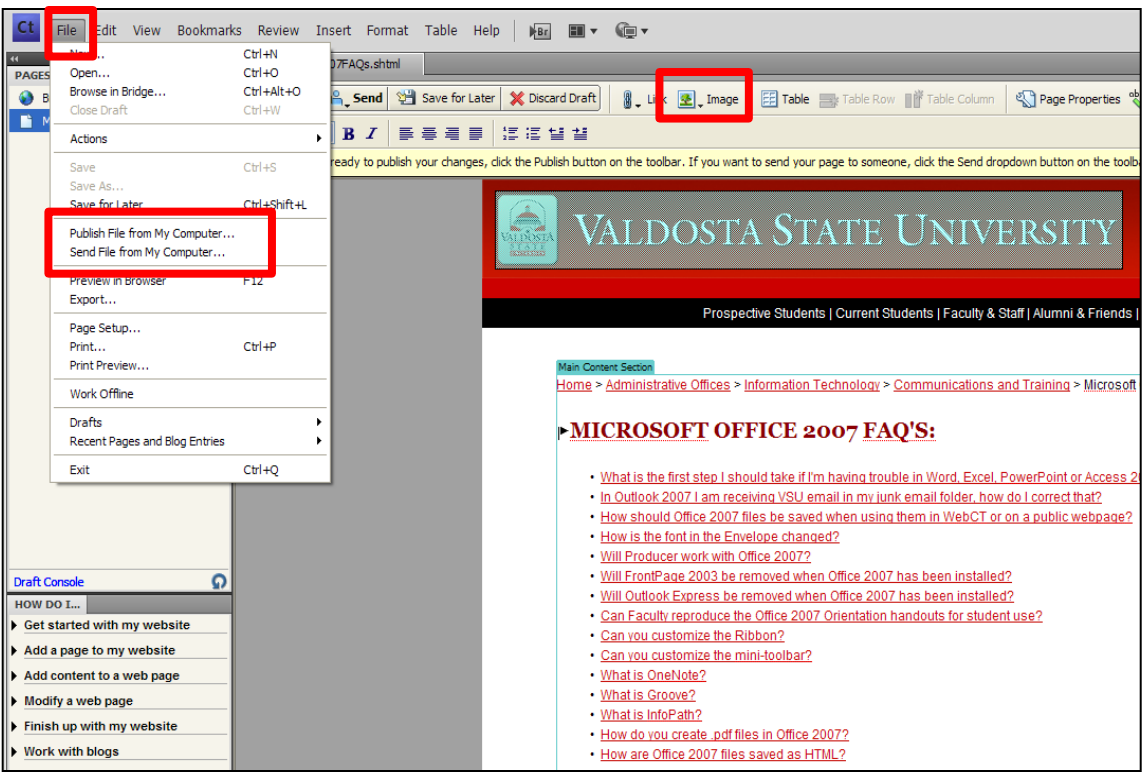
**In Outlook 2007 I am receiving VSU email in my junk email folder, how do I correct that?**

To add @valdosta.edu to your safe senders list, refer to the [safe sender](#) link and follow the step-by-step instructions.

Exercise #2



# Images and PDF's

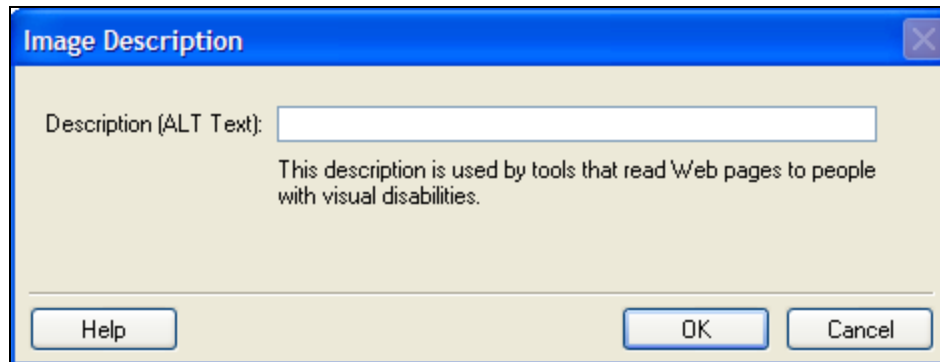


File Menu:

- Publish from My Computer -or-
- Send File from My Computer -or-
- From Image Icon on Toolbar



# Descriptive (ALT) Text



Descriptive text is used by tools that read web pages to people with visual disabilities

Once image is inserted changes can be made to the Image Properties:

- Right click on image
- Image Properties

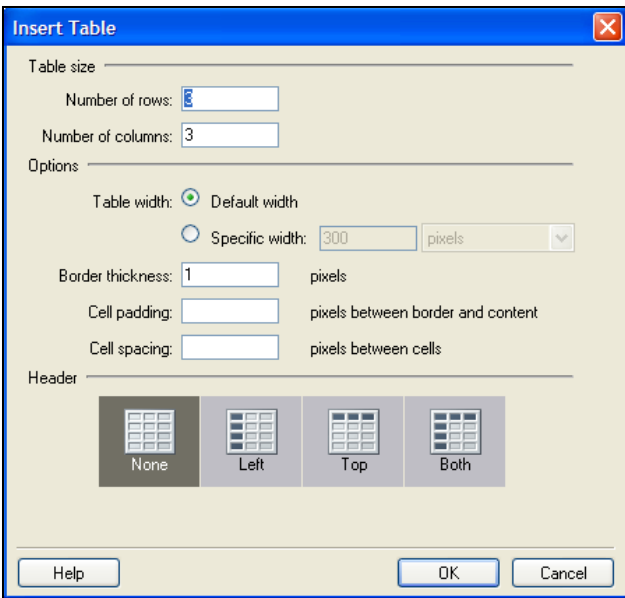
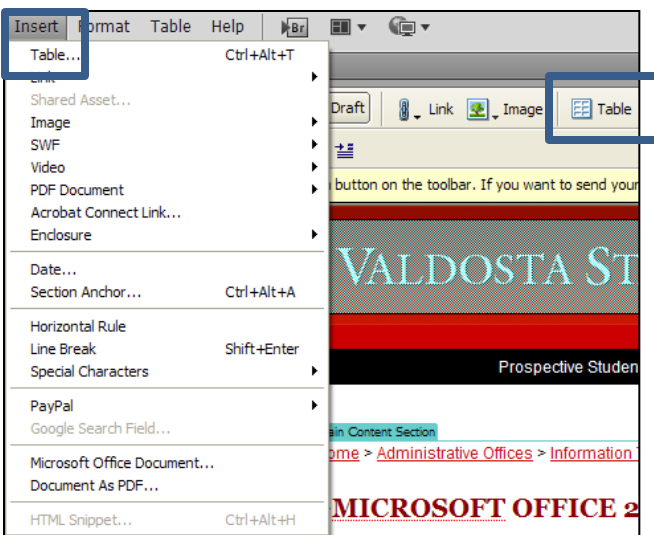


# Accessibility

- Universal Design – no strobing or flickering icons on website
- Same color palette
- .pdf – make sure you list an alternative option if .pdf cannot be read – list a contact person
- Avoid abbreviations and contractions
- For more information contact the Access Office at 245-2498



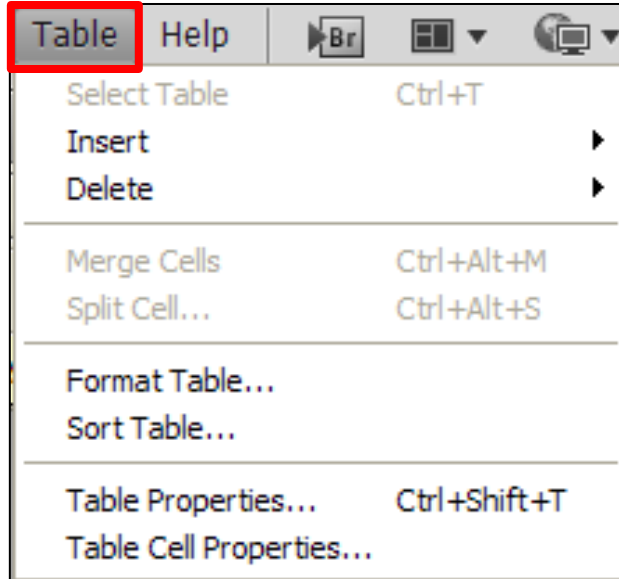
# Table



From Insert Menu:  
- Select Table  
-or-  
From Table Menu:  
- Select Insert and  
then Table  
-or-  
From Table Icon on  
toolbar



# Table Formatting

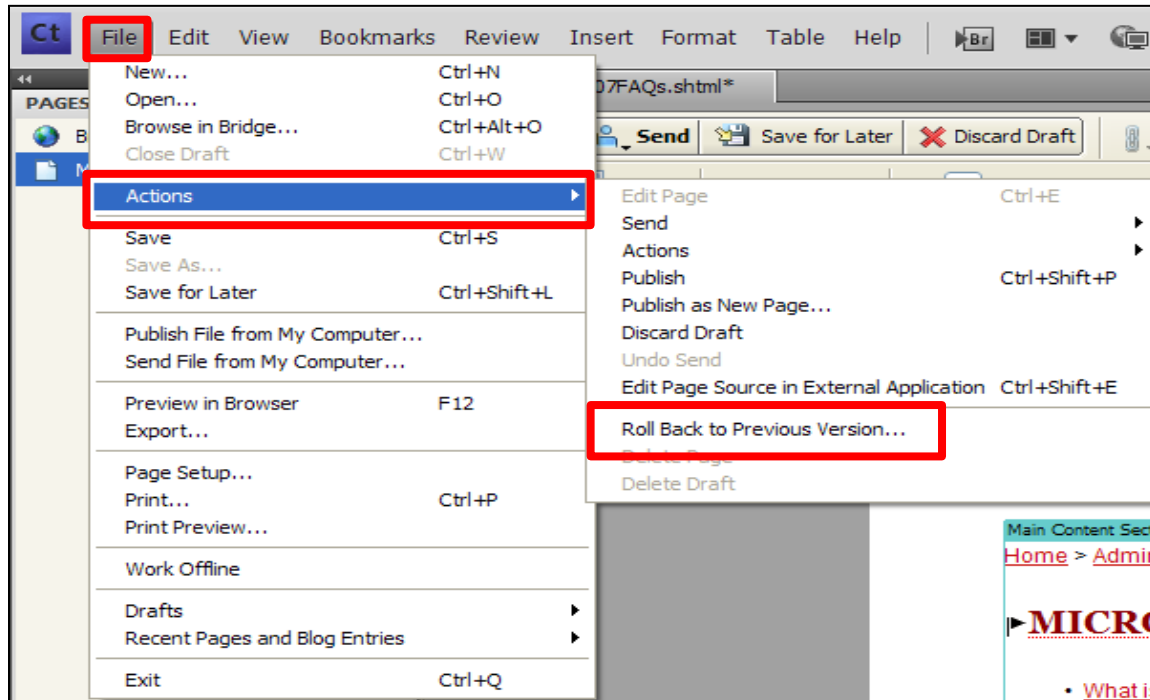


From Table Menu:

- Split Cell
- Sort Table, etc.



# File-Action-Roll Back



From File Menu:

- Actions
- Roll Back to Previous Version

Exercise #3