



macromedia®
CONTRIBUTE™ 3

Quick Start Guide

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Working in Contribute

The Macromedia Contribute browse-edit-publish cycle enables you to easily locate pages on your website, update them, and then publish your changes with the click of a button. Here's how it works:



1. BROWSE

In the Contribute browser, browse to the page you want to edit.

2. EDIT

Click the Edit Page button in the toolbar to begin editing. Macromedia Contribute automatically opens a draft copy of the page.

3. PUBLISH

After you finish editing the draft, click Publish to save your work and make your new information available.

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Getting Started with Macromedia® Contribute™

The first step in getting started with Macromedia Contribute is to install the software on your computer.

To install Contribute

1. Insert the Contribute CD into your computer's CD drive and start the Contribute installer.
2. Follow the onscreen instructions to install Contribute on your computer.
After the software is installed, the Product Activation dialog box appears.
3. Enter your product serial number.
A check mark appears next to the field when you enter a valid product serial number.
4. Click Next to complete the product activation.

When you successfully activate Contribute, it automatically starts. If Contribute does not automatically start, double-click the Contribute application icon on your desktop.

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, see the following resources:

- The How Do I panel describes common Contribute tasks and includes a short tutorial to help you get started. This panel is located in the Contribute sidebar.
- The Contribute help system contains detailed instructions on how to administer Contribute and how to use Contribute features to update and publish your web pages. To use the help system, click the Help button in any dialog box or select Help > Macromedia Contribute Help.
- The online Contribute Support Center (www.macromedia.com/support/contribute/) offers extensive information about using Contribute, including an online question forum.

Connect to your website

After you install and start Contribute™, you need to connect to your website before you can begin browsing, editing, and publishing. There are two ways you can connect: by using a connection key that was sent to you by your website administrator, or by entering the connection information manually.

To connect using a connection key:

1. Open the e-mail containing the connection key.
2. Double-click the attachment.
The Import Website dialog box appears or the Log in to Publishing Services dialog box appears.
3. Do one of the following:
 - * If the Import Website dialog box appears, enter your name, your e-mail address, and the connection key password, and then click OK.
 - * If the Log in to Publishing Services dialog box appears, enter your username and password, and then click OK.**Note: If you don't have the password, contact your administrator.**
4. If you are prompted for other connection information, such as FTP login, type that information, and then click OK.
When the connection is complete, the website's home page appears in the Contribute browser.

To connect by entering the connection information manually:

1. Select Edit > My Connections (Windows) or Contribute > My Connections (Macintosh), and then click New.
The Connection Wizard or Connection Assistant appears.
2. Follow the instructions on your screen to enter your connection information.
Your web hosting service or your IT administrator can provide you with the required information, if you don't have it. For more information, click the Help button located at the bottom of the dialog box.

1. Browse to your page

The Contribute browser works like a standard web browser, letting you do the following:

- 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 text box.



Browse to a website

You can browse to any website with Contribute, but you can edit only the pages of websites that you've created connections to.

To browse to a website in Contribute, do one of the following:

- Click links to navigate to a web page.
- Click the Back or Forward button in the toolbar.
- Enter a web address (URL) in the Address text box in the toolbar.

2. Edit the page

Contribute enables you to update web pages in the following ways:

- Create new web pages.
- Enter new text and insert images, tables, movies, and Flash™ documents.
- Create links to web pages, Microsoft® Office® documents, or other files.
- Insert content from Microsoft Office documents directly into web pages.



Edit a web page

You can edit pages on any website you've connected to. When you browse to such a website, the Edit Page button is enabled.

To edit a page:

1. Browse to the page you want to edit.
2. Click the Edit Page button in the toolbar. Contribute opens a draft of the page.
3. Make changes as you like.



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 the link and the new page at the same time, see "Link to a page or document".

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 a built-in starter page, select a page from the Starter Web Pages folder.
3. Click OK.

The new page opens as a draft in Contribute.



Link to a page or document

Contribute lets you link to web pages, files on your computer (such as Microsoft Office documents), pages on other websites, and e-mail addresses.

To create a link:

1. In your draft, click where you want the link to appear, or select text or an image.
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 in the draft.
4. Select or browse to the page or file you want to link to, and then click OK.

The link appears in your draft.



Convert a document to Flash (SWF file)

You can use Macromedia FlashPaper to convert any printable document to a Flash document (SWF file) so that visitors can view it directly on your web page.

To convert a document to Flash (Windows only):

1. In your draft, place the insertion point where you want the Flash document to appear.
2. Select Insert > Document with FlashPaper.
3. In the dialog box that appears, browse to the file you want to insert, and then click Open.
4. In the FlashPaper Options dialog box, set the page layout options you want, and then click OK.

The converted document appears in the draft.

Note: Macintosh users See Contribute Help.



Add the contents of a Microsoft Office document to a page (Windows only)

You can import Microsoft Word or Excel content directly into a web page.

To import Microsoft Word or Excel content into a draft:

1. In your draft, click where you want to insert the content, and then select Insert > Microsoft Office Document.
2. Browse to the file you want to import, select it, and then click Open.

The document's contents appear in the draft.



Add an image

You can easily add an image to your web page by dragging an image or copying and pasting an image. Or you can use the Image button to select an image to add to your page.

To select an image to add to a draft:

1. Click in the draft where you want the image to appear.
2. Click the Image button in the toolbar, 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 in your draft. You can select the image and then use the Image Editing toolbar to sharpen the image, adjust the contrast, resize, or crop the image.



Add 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 add a table to a draft:

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.



Add a movie

You can add QuickTime® (MOV), video files (MPG or MPEG), AVI, and Windows Media (WMV) to your page. See Contribute Help for inserting Flash movies.

To add a movie to a draft:

1. Click in the draft where you want the movie to appear.
2. Select Insert > Movie > From My Computer or Insert > Movie > From Website.
3. In the dialog box, navigate to the movie file you want to add, and then click Open or OK.

A movie placeholder appears in your draft.

3. Publish your changes

After you've edited a web page, you need to publish the page for your changes to appear on the website. Before you publish, you can have another user review your draft.



Publish a page

After you finish editing a page, you can publish it to your website.

To publish a web page:

1. Select the draft you want to publish from the Pages panel in the sidebar, if the draft is not already open.
2. Click the Publish button in the toolbar.

Note: Depending on your user role, you might not be able to publish.



When this icon appears, you've finished. Your changes are now on the website and are viewable in any web browser.

Send a page for review

Before you publish a page, or if you cannot publish, you can send your draft to another user. That user can edit the draft, send it to another user, or publish it.

To send a page for review:

1. Select the draft you want to send for review from the Pages panel in the sidebar, if it is not already open.
2. Click the Send for Review button in the toolbar.
3. Complete the Send for Review dialog box, and then click OK.