

Contribute CS5



Description: This training will be dedicated to learning how to use Contribute to update and edit department pages. Participants will be logged in remotely to their own machines and will be doing hands-on exercises so that the training will transfer easily to their everyday work environment.

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Objective: At the end of this training, participants will be comfortable with making changes to departmental pages, publishing those changes, have knowledge of best practices and be aware of help resources at their disposal.

Contents

Starting Up	2
What is Contribute?	2
Know where to get help.....	2
Using a Contribute key.....	4
Before we get started.....	4
The Contribute Interface.....	4
Editing/Publishing Basics	5
Contribute’s Magic – The Editing/Publishing Process	5
Standards	7
Use headings.....	8
Editing a page.....	9
Finding a page to edit.....	9
Text Editing and Styling.....	10
Links	10
Browse to Web Page.....	10
Images.....	14
Tables.....	14
Template Properties	15
Rollbacks	15
Submitting your edited page	16
Creating new pages.....	16
Page Title Conventions.....	17
File Naming Conventions	18
Get help! Email cnr_help@ncsu.edu	

Enter metadata: keywords and description	18
Working with Spry.....	20
Keeping Pages Up-to-Date	20
Tricks of the Trade	21
Tips from current users.....	21
Accessibility.....	21
Keyboard Shortcuts.....	22
Using a browser extension – Internet Explorer or Firefox.....	23
In Context Editing.....	23
A final note.....	23

Starting Up

What is Contribute?

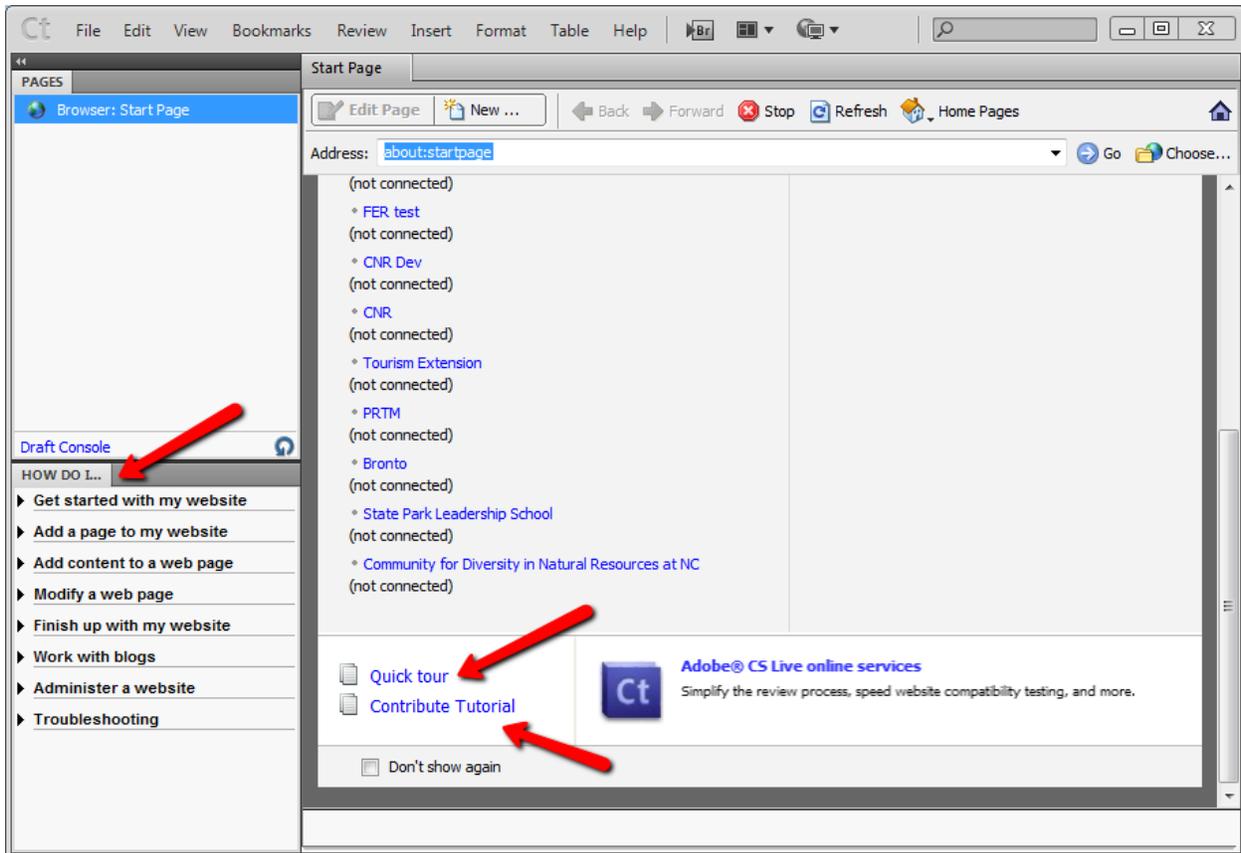
Adobe Contribute is a software application for collaboratively editing the content of a website. It is a desktop application, originally developed by [Macromedia](#), allowing a wide variety of people within an organization to update web pages by reducing the amount of web design skills necessary for the process. It has often been described as “Dreamweaver Light”. One other notable difference between Dreamweaver and Contribute is that Contribute works solely on the remote site, there are no local copies.

Contribute is primarily used by non-programmers as it employs an intuitive WYSIWYG (What You See Is What You Get) development environment which allows those with little or no programming experience to keep websites and blogs edited and updated with content.

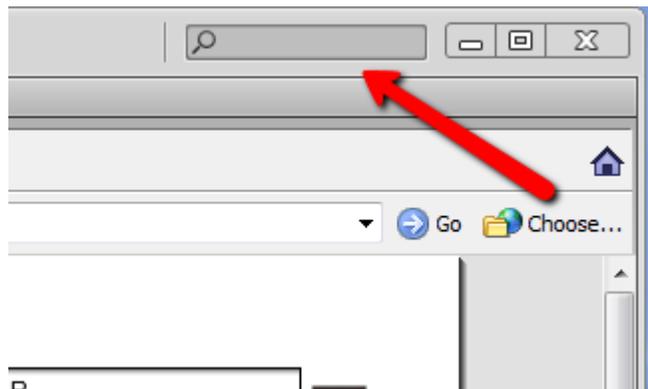
Know where to get help

The best way to get a quick response to a question you have is to email cnr_help@ncsu.edu. There are also many resources available for you to use:

- **The Contribute Tutorial:** Built-in to Contribute itself, this tutorial covers all of the basics. When you first open up Contribute you’ll see a link to it as depicted on the next page.



- **Search for help in Contribute:**



- **The CNR IT Contribute Web Page:** The CNR IT website (http://cnr.ncsu.edu/it_services/) contains lots of useful resources and information. There is a page on the site dedicated to supporting Adobe Contribute. This is a living document, meaning that new things are being constantly added. Find answers to troubleshooting and view best practices among other resources at



http://cnr.ncsu.edu/it_services/web_resources/contribute_tips (please read this!)

Get help! Email cnr_help@ncsu.edu

- **Online Manual:** At http://help.adobe.com/en_US/contribute/cs/using/index.html there is a complete reference manual for just about anything you might want to do in Contribute.



Using a Contribute key

To get started using Contribute you will need to acquire a “Contribute Key.” You can send charlie_morris@ncsu.edu a note requesting one of these. If you are in the Department of Forestry and Environmental Resources you’ll contact lisa_schabenberger@ncsu.edu. To activate your key you’ll just need to save it to your desktop and double-click it. Contribute will do the rest, just make sure to type in the right passwords as they are requested.



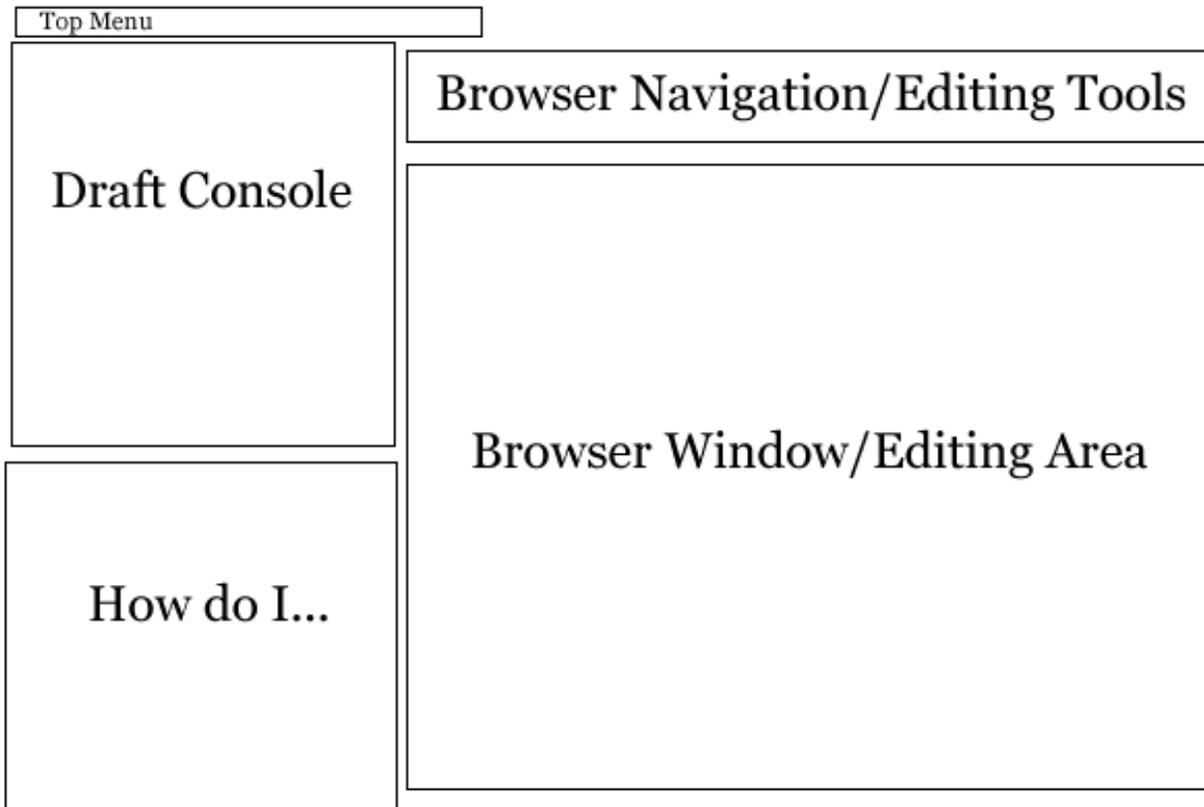
Before we get started...

Each website in the college is unique. Some look similar, some have similar content, but the way in which they are coded is different. Because of this Contribute configurations vary. Some sites have different options than other sites and due to this not everything in this manual applies to your site.

If something is missing on your site and you would like to see it change, you can contact cnr_help@ncsu.edu to talk about changing.

The Contribute Interface

There are a few key areas to examine when you look at the interface. These are (see the next page):

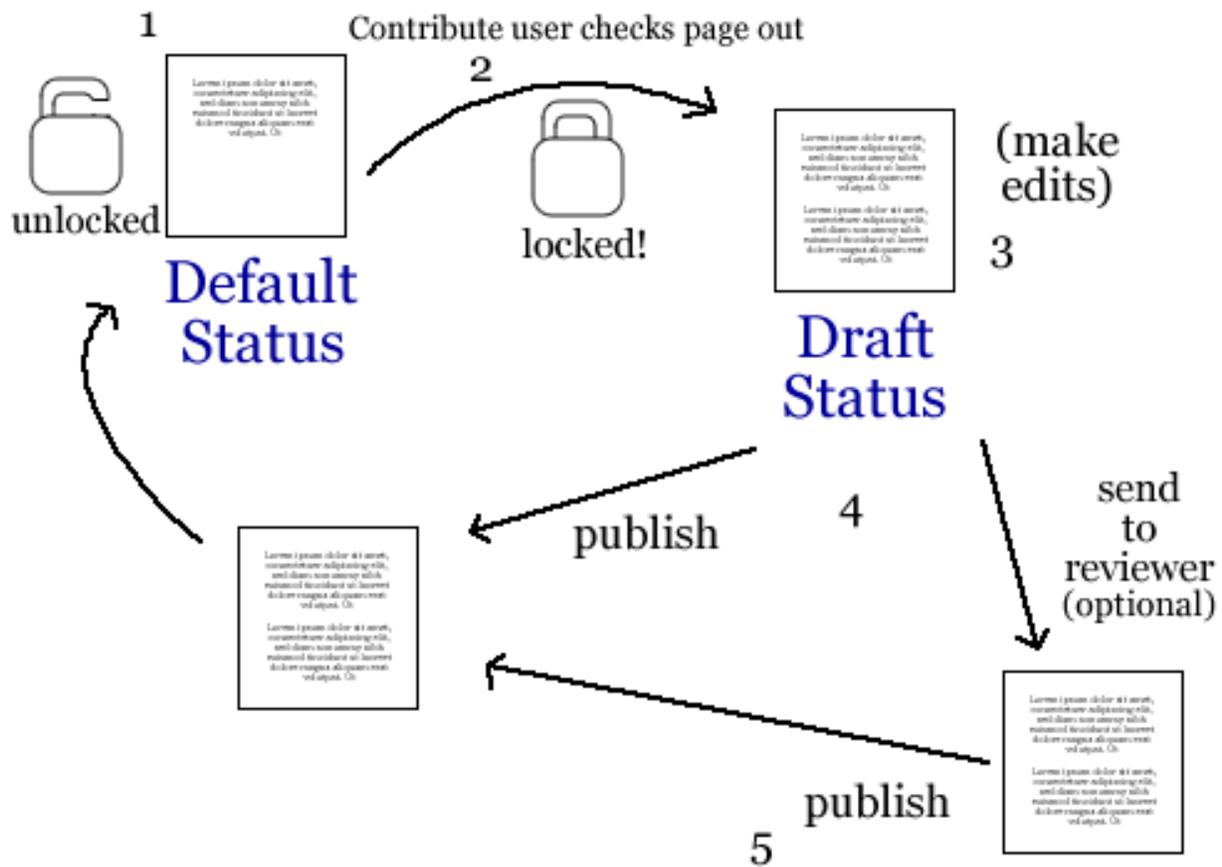


- 1) **Top Menu** – You won't be using this menu very often, but it will come in handy for some advanced techniques and is in most cases just another place where you can do the same thing that you can do elsewhere.
- 2) **Draft Console** – This tells you what pages you have “checked out”. Click on the link for “Draft Console” to see a detailed view of the pages that you are associated with.
- 3) **How do I...** - This is another source of help. Contribute has great built-in help, especially for common tasks such as basic editing and publishing.
- 4) **Browser Navigation/Editing Tools** – The entire right side of your screen can be considered a Web browser, like Internet Explorer or Firefox. This area is very important to your Contribute experience as you will be using it to navigate to pages you want to edit. When you start editing pages this area becomes even more important as it will contain many buttons that aid the editing process.
- 5) **Browser Window/Editing Area** – This portion of Contribute is probably the most intuitive, this is where you will be able to view pages, and when you have turned on editing, this is where you will type away with any updates or edits.

Editing/Publishing Basics

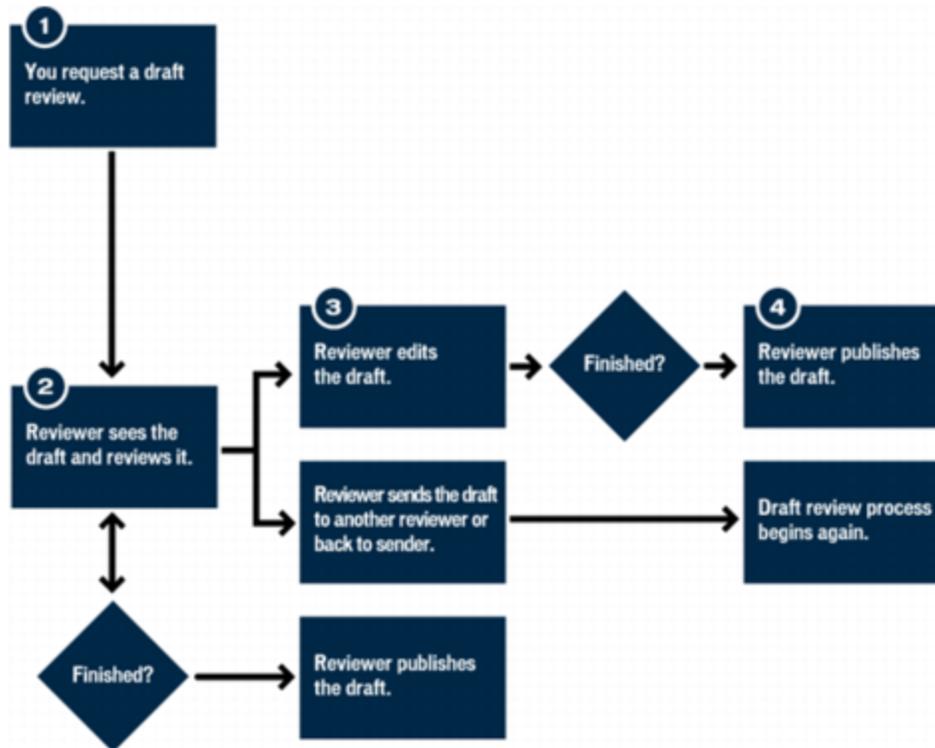
Contribute's Magic – The Editing/Publishing Process

Before we get started with editing pages in Contribute, you should know how this all works. Below is a diagram of the workflow:



Default Status – The page is just a regular page, it is awaiting editing.

- 1) Contributor user checks page out** – When a user begins editing a page, Contribute will automatically check that page out. This means the page is locked for any further editing. If anyone else tries to edit the page while you have it checked out, they will not be able to and will be notified that you are working on that page.
- 2) Editing a draft of the page** – Contribute has downloaded a copy of the page for you in a temporary space. You can work on this page all you want. When you are done you'll either go to step 4 or 5.
- 3) (optional) Send to reviewer** – Each department area has several Contribute users who are set up to be reviewers. When you finish your edits you can send it to these folks who in turn will read it over and approve or disapprove. The figure below describes the review process in detail.



- 4) **Publish** – This returns the page to its default status. The lock is unlocked and the changes you have made have taken effect on the Web.

Standards

Before showing you how to edit a page with Contribute, it is important that you understand some basics about how a webpage works. When you look at a webpage what you are really looking at is a page of plain text that has been “marked up.” The markup tells the browser how to show the page. It’s as simple as that. There are standards that are written for webpage markup that are important to follow for search engine optimization, accessibility and usability. You won’t be looking at any of this markup in Contribute, but it’s important to know the following:

Use headings



Dividing a page into sections is good practice for writing for the web. To do this, you must use headings in a hierarchical way. Here's what I mean:

Page Title (heading1) *only one per page*

Section Title (heading2)

Sub-Section Title (heading3)

And you can create heading4, 5 and 6 even, but it is highly likely that you won't need anything beyond heading3. Why? How many pages have so much content that you separate a sub-section into sub-sub-sections or sub-sub-sub-sections? Not too many.

Doing this gives the site a consistency in design and makes it very easy to update the style. So to take the example on the right, if we wanted to change the color of all heading2s on the whole site from green to white with a red background, we could do that *in one line* of code (very easy!). But if pages didn't all have this implemented consistently it would need to be a *page-by-page process* of updating style and code (☹).

Distance Education

heading1

Degrees

heading2

We have five graduate level distance education programs:

1. [Professional Master of Parks, Recreation, Tourism and Sport Management](#)
2. [Master of Geospatial Information Science and Technology](#)
3. [Master of Forest Biomaterials](#)
4. [Master of Environmental Assessment](#)

Certificates

heading2

1. Environmental Assessment (coming soon)
2. [Geographic Information Systems](#)

Current Course Offerings

heading2

Each of our departments offers distance education sections available for enrollment for both graduate

Editing a page

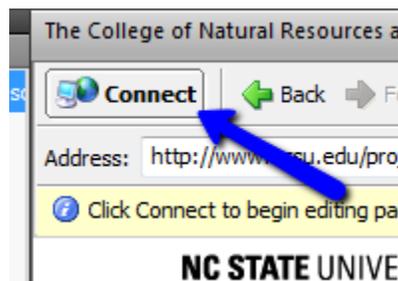
Understanding how the workflow operates will help you make sense of actual editing. The process of editing is a simple method of browsing for the right page and then turning on the editor.

Finding a page to edit

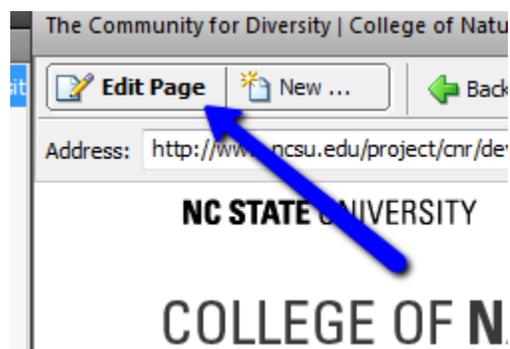
1. Under the “Begin Editing” list from your start up page in Contribute, click the site where the page you want to edit is located



2. Click “Connect”



3. Find your page and click “Edit Page”



At this point you are ready to edit.

Get help! Email cnr_help@ncsu.edu

Note: The first thing you may notice is that certain parts of the page have boxes around them. All CNR pages run off of something called “**Templates**”. What this means for you is that **you can only edit certain parts of a page**, the parts of the page that bordered by a light blue line. All other areas, like navigation and banner, are restricted. Changes to this region can be done by working with Charlie Morris and Tilla Fearn. This helps maintain the site’s continuity.

Text Editing and Styling

Once you’ve found a page to edit, it’s easy to manipulate the text on the page, and that’s what Contribute is primarily intended for: *updating text*. This part needs no explanation.

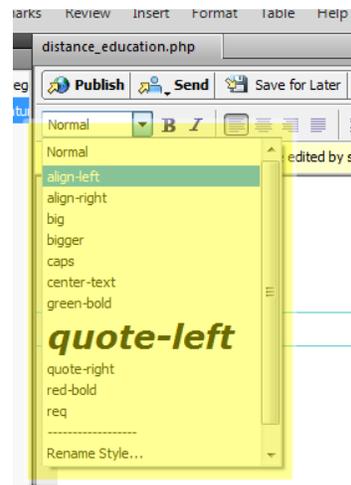


Style: If you are looking to add style to your text there are a two options:

1. **Use Bold or Italic**, which you can choose from the editing toolbar **but use these judiciously!** Making everything bold and/or italic can have the reverse of the desired effect.
2. **Choose a pre-defined style from the menu.** See the screen shot to the right to see an example of how this works.

If you are ever unable to achieve your desired effect for your styles, please email cnr_help@ncsu.edu and we can work with you to adjust existing styles and create new ones.

Warning: Trying to “force” Contribute to get the look you want to achieve is a bad idea! If you can’t get it to look right, contact cnr_help@ncsu.edu.



There is lots of advice and best practices available for free on the Web for writing good content for Web. Here’s just a few:

- Attack of the Zombie Copy (<http://www.alistapart.com/articles/zombiemarketing/>)
- Other great articles on content from A List Apart (<http://www.alistapart.com/topics/content/>)
- Here are a couple of great books on the subject: *Letting go of the Words*, Janice Reddish and *Don’t Make Me Think*, Steven Krug.

Links

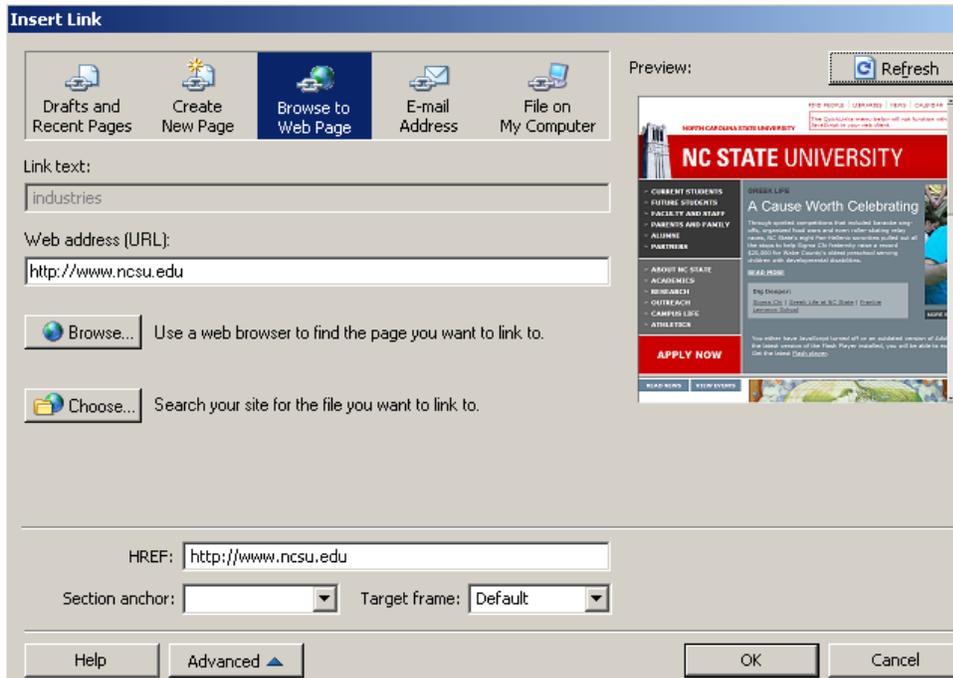
When inserting a link you’ll want to choose from two of the five options. Although you may use the other options, most of the time these two will be what you want: **Browse to Web Page...** or **File on My Computer...**

1. Highlight the text you want to make click-able
2. Select the insert link icon (see figure on right)
3. Choose what kind of link you need



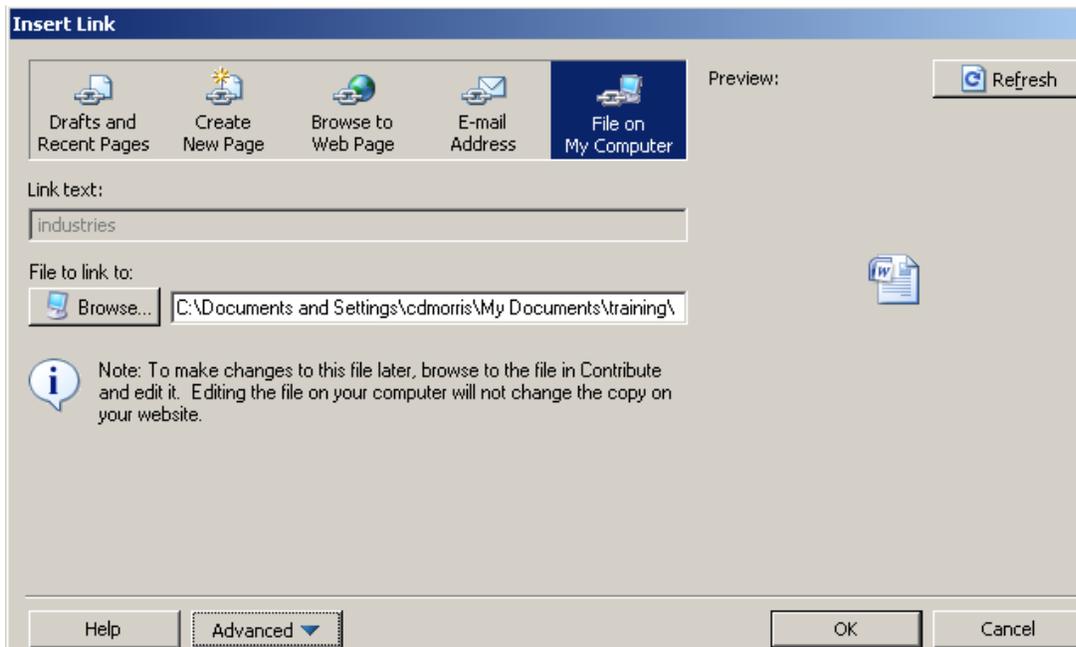
Browse to Web Page...

Get help! Email cnr_help@ncsu.edu



- You can either type in the URL you are linking to directly in the Web address (URL) field, or you can click the Browse button and find your site.
- Notice that a preview of the page you are linking to will show up on the right side, use the Refresh button when needed.

File on My Computer...



- Anytime you want to add a link to a file on your computer, you should use this option. This could be a PDF, WORD document, image, video, etc.

Get help! Email cnr_help@ncsu.edu

- If you do upload **video**, or any file that is **very big** (anything 50 mb or larger) please let Charlie know so you and he can discuss the best strategy for your files in a space that is limited.

Advanced Settings

HREF:
 Section anchor:
 Target frame:

HREF – The acronym for “Hypertext REFERENCE”, if you do know HTML, this is the attribute for the <a> tag that holds the link URL. Most of the time you won’t need to change this.

Section Anchor – Have you ever seen a Web page that has links in the page that actually just point to other points in the page itself? These are called **anchors**. This menu will be empty unless you add in anchors yourself. Here’s how to do that:

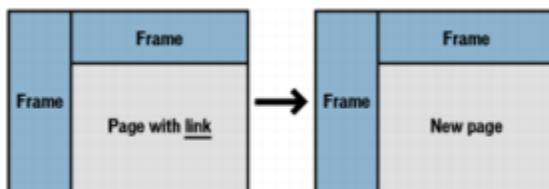
1. In your draft, click the place where you want the anchor reference to point to.
2. From the file menu, select Insert > Section Anchor.

Section Anchor Name:

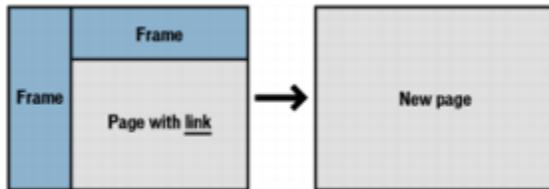
3. Enter a name for your anchor. *The name cannot begin with a number and cannot contain any spaces. You cannot have two anchors with the same name on a web page.*
4. Click OK.

Target Frame – Determines how the browser will open your link. You have three choices, **Default**, **Entire window** and **New window**.

1. **Default:** opens the linked document in the current window. If the page contains frames, the linked page opens in the frame that contains the link.



2. **Entire window:** opens the linked document in the current window. If the page contains frames, the linked page fills the entire window, not just the frame that contains the link. For our purposes, this is the same as **Default**.



3. **New window:** opens the linked document in a new browser window, instead of the current window.

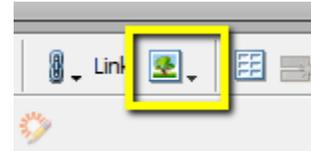
The general rule for this advanced setting is this: If it's a page that exists on an external website, use **New window** and if it's internal use **Default** or **Entire window**.

Images

You can add images from several sources, including your computer, local network, website, e-mail and the Internet. When you add an image to a page, it's a good idea to add **descriptive text** about the image so that the image is accessible to users with disabilities.

There are a few ways to add an image in Contribute, including copying from a source and pasting into Contribute, dragging and dropping an image into Contribute, but the standard way of adding images is to use the built-in method of adding, see below.

1. Click on the page where you want to place the image.
2. Click the insert image button (see figure to left)
3. Select one of the following options from the pop-up menu:
 - From My Computer
 - From Website
 - From Internet
 - From Shared Assets
4. Browse to and select the image, and then click the Select button.
5. Enter text to describe the image.



If you are interested in doing more with images, watch this video on how to optimize photos for the web using Adobe Fireworks: [Basic Image Editing for the Web: Cropping, Resizing](http://cnr.ncsu.edu/it_services/video) (at http://cnr.ncsu.edu/it_services/video).

Tables

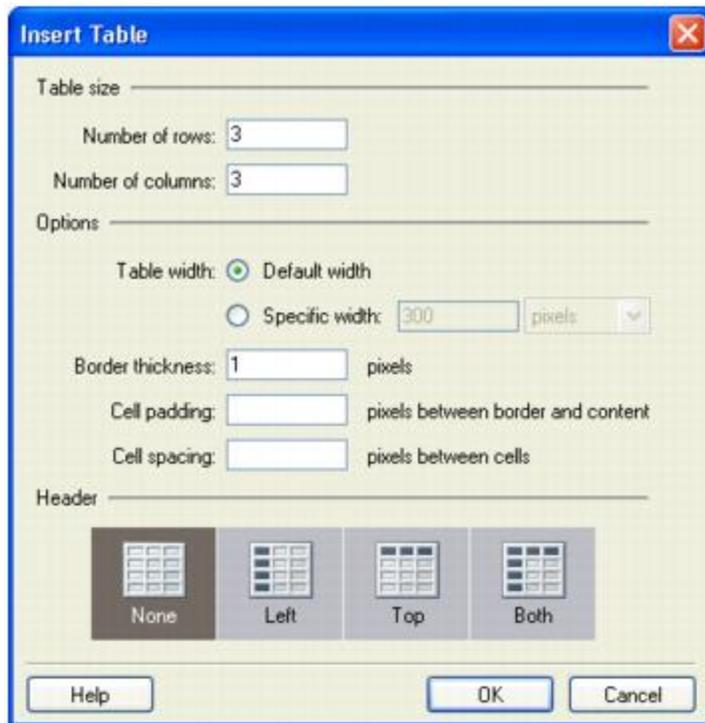
You can insert a table anywhere on a page, including in another table. You can quickly add a standard table with three rows and three columns, or you can modify options to add a custom table.

To insert a table:

1. Click the place where you want the table to appear.
2. Click the Table button in the toolbar.

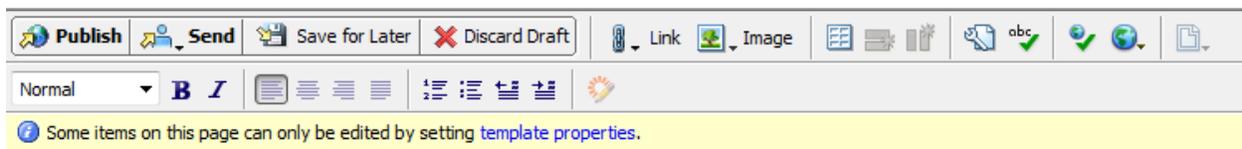
The Insert Table dialog box appears. (see next page)





3. Fill out this window and then click okay. Make sure you specify where your table headers are to ensure accessibility.

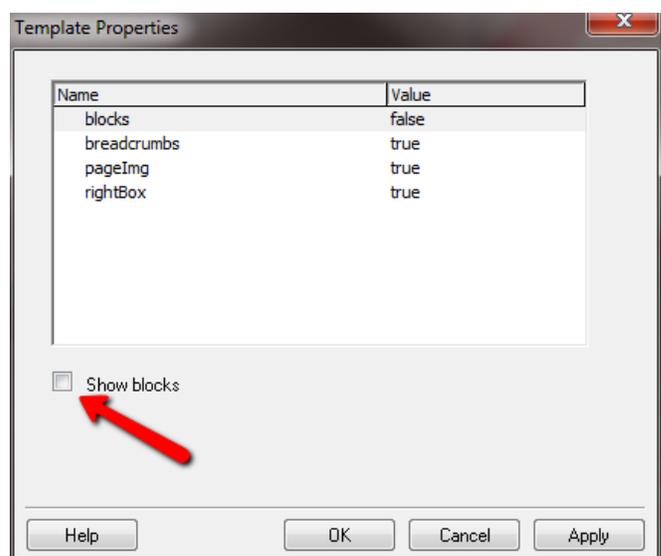
Template Properties



Some of the websites at the college have a feature known as “template properties.” These are special areas on a page that can be turned on or off depending on what you want the page to look like.

The example to the right shows how they work:

1. Click on the “template properties” bar in the Edit Toolbar
2. Choose the template property name that you want to change
3. Check the box for “Show (name here)” to have the area show, or uncheck it to remove it
4. Click OK (or hit Apply to preview the change)



Rollbacks

Get help! Email cnr_help@ncsu.edu

Another great feature of Contribute is rollbacks. Every Contribute page has a history of edits. Our system typically saves the last **3** versions. This is very helpful for when you've noticed a big mistake. With that in mind, it is good practice to *make changes significant*. What that means is you don't want to have your last three versions containing each a single change, try to make small changes all at once.



If you want to see what it will look like in browser, hit **F12** or click the globe icon (see below).



If you click on the globe and check icon you can preview your page in multiple browsers all in one view.

Submitting your edited page



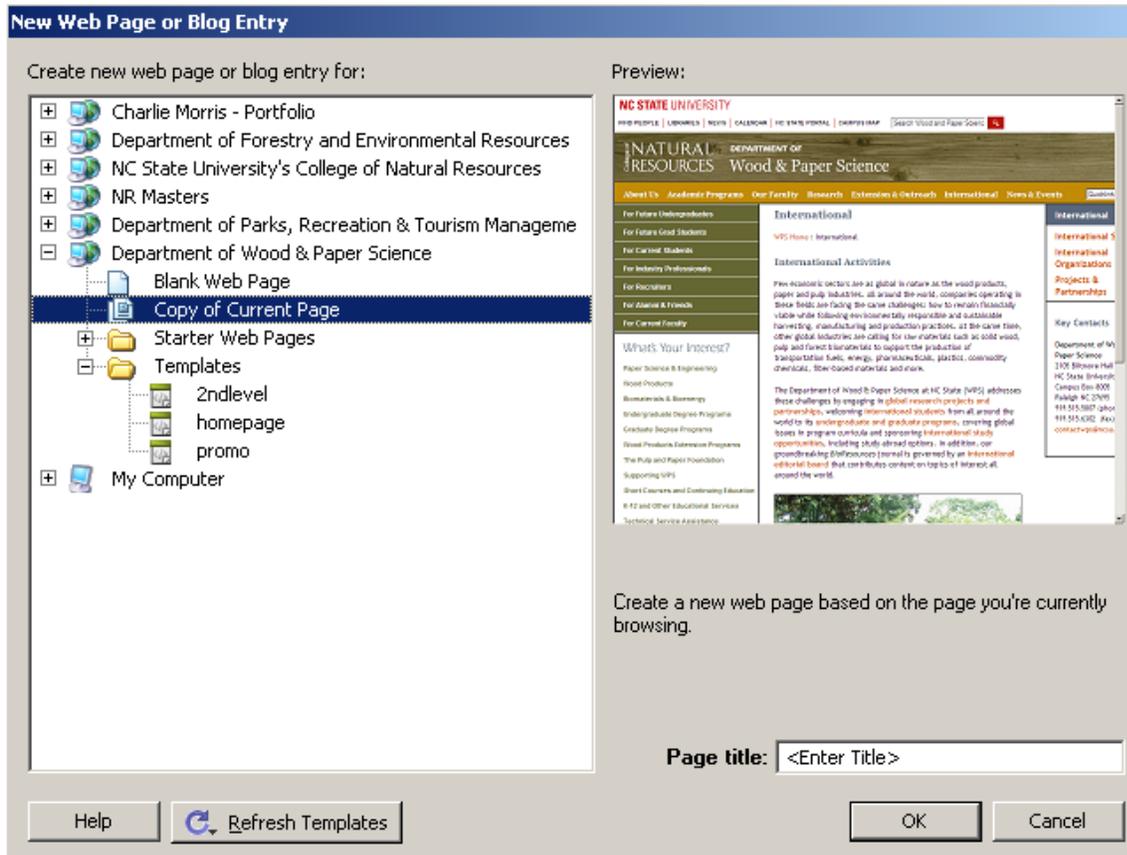
Here are your options:

1. **Publish** – your changes will be made to the Web
2. **Send for Review** – your changes will be sent to a reviewer
3. **Save for Later** – your draft is saved on your computer and you can return to it later. *Note: While your draft is saved no one else will be able to edit it.*
4. **Discard Draft** – Contribute will warn you when you hit this button, it means your changes are lost and the draft is deleted (forever).

Creating new pages

There are several ways to create a new page in Contribute. The easiest and best way to do it though is to create a **copy of the current page**, just follow these steps:

1. Browse to the page you want to emulate
2. Click the button next to "Edit Page" labeled "New ..."
3. In this window, choose "Copy of Current Page"
4. There is a field for "Page title" – be sure to change it from "<Enter Title>" to whatever the title of the page should be (see the next section on naming conventions for entering a good title here). Please keep good grammar and spelling in mind and give your page a meaningful title. The titling conventions vary among the departments, so just try to follow the logic of the page you are creating.
5. Hit "OK"



Page Title Conventions

Always title every page following conventions:

Every page that you create should have a descriptive title that follows a certain naming convention. This is for a few reasons:

1. It allows search engines to find your page easier
2. It gives organization to our site
3. Provides context for users
4. Titles are the default when you bookmark a page
5. Folks who have visual impairments will benefit from a descriptive title. See http://diveintoaccessibility.org/day_8_constructing_meaningful_page_titles.html for more info.

Here is the general naming convention for titles:

"Title of Current Page | Name of Unit"

This might look like "Alumni and Friends | College of Natural Resources" or "Faculty and Staff Directory | Department of Forest Biomaterials"

Important: Note that this is for the title of a page, which is not on the actual content of the page - you only see this in the very top of the browser you are using in.

Get help! Email cnr_help@ncsu.edu

File Naming Conventions

When you are done making edits to your page you'll want to Publish it for the first time. When you do this Contribute will ask you to provide a file name. Here again you'll want to provide good naming conventions (Note: this is the filename like index.htm, not the Title of the page)

In general there are a few guidelines to follow when creating new pages as far as what the actual file will be called. **First:** if you are starting a new folder/directory, the first page will always be "index.html", "index.html" or "index.php". Which to choose depends on what your site's file naming convention is. Just use the filename ending that the rest of the pages on your site are using.

This is so that this page will show up as the default when someone opens up the directory from a browser. Browsers know to always look for index.* when being directed to a directory.

Second: only use lowercase letters.

Third: do not use spaces, instead if you need to use a space you can use the underscore character (" _ ")

Fourth: try to keep file names relatively short, you can abbreviate when necessary.

Fifth: don't use anything other than letters and numbers. No periods, commas or any other special character.

Here are examples of good file names:

- newsletter.htm
- cnr_commencement.htm
- ms_degree.htm

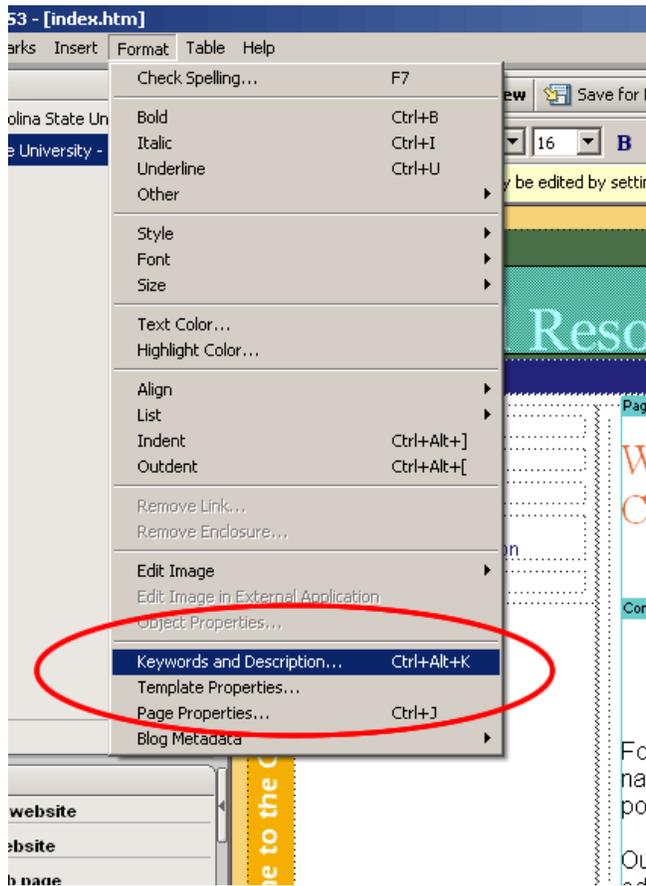
The following are **unacceptable** file names:

- NewsLetter.htm
- CNR Commencement.htm
- M.S. Degree.htm

So please keep this in mind - no spaces, no uppercase letters, no periods, no commas, etc. Only lowercase letters and underscores.

Enter metadata: keywords and description

One way that users will visit your page is through using search engines like Yahoo, Google and searching the NCSU domain (also Google). Users are more likely to find your page in their search results if the search engine can identify your page correctly. To help aid search engines you should enter metadata, or data about the data – as in **keywords** and a **description**.

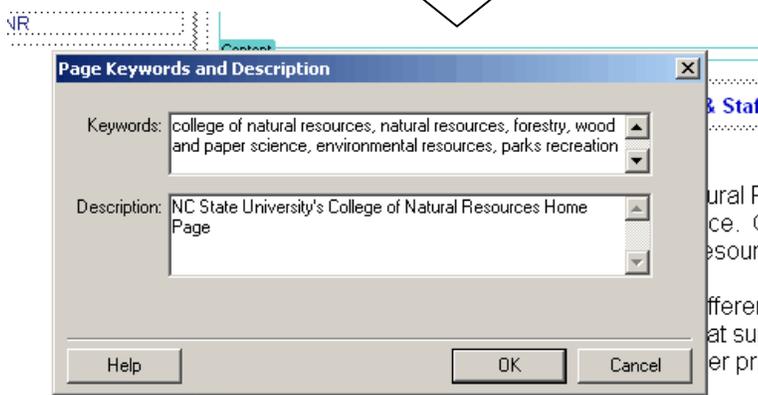
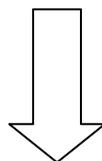


Keywords – Don't spend a lot of time creating keywords as it will not help search engines very much due to their abuse over the last decade. Entering a few keywords is sufficient.

Description – Write a sentence that sums up your page, this should play a more important role in increasing your page's presence. It's also often used in the description of a link on a search result.

Matt Cutts, Google Software Engineer on Metadata:

<http://googlewebmastercentral.blogspot.com/2009/09/google-does-not-use-keywords-meta-tag.html>



Nearly 1000 undergraduate and 200 graduate students

Working with Spry

What is **Spry**? See:



Tabbed Interfaces:

http://cnr.ncsu.edu/prtm/research/entrepreneurship_poverty_sustainable_livelihoods.php

Accordions:

http://www.ncsu.edu/project/cnr/dev/cnr/future/undergraduate_degrees.php

Those are just two ways in which Spry can be implemented among dozens. Spry is Adobe's "**JavaScript framework**." It adds extra code to a page in order to do something dynamic. We could have put this on our sites in the past, but, in previous versions of Contribute, you couldn't edit the content with a **Spry Widget**. Now you can! Here's how:

1. Begin editing the page as you would any other page
2. On the Spry Widget you can hover your mouse over a part of the widget that is hidden. You will see an eye icon appear. Click that.
3. At this point you can edit the content in that part of the widget.

One other note on our experience thus far with Spry Widgets, they sometimes need to be double-clicked and sometimes all panels of an accordion widget open at once. This shouldn't affect the widget's functionality, but some bumps in the road have occurred. Work with cnr_help@ncsu.edu to implement new widgets.

Keeping Pages Up-to-Date

Getting a website or a web page done for the first time feels like a great accomplishment, but often it's the case that pages that were once perfect become old, outdated and broken due to neglect. It's important to have a plan to keep pages that you are responsible up-to-date!

Here are some tips for helping you do this:

1. **Make a plan and follow through**
Figure out a way to remind yourself to read over your page(s) periodically. For example, make an entry on your calendar for the end of the spring term and the end of the fall term to read and edit all of your pages. Or, use sticky notes, to-do lists, whatever works for you.
2. **Use a validator**
Web pages need to be "valid." This means that the code underneath the appearance must meet the standards set by the W3C. Validate your pages here: <http://validator.w3.org/>
3. **Make link checking easier on you**
Keeping pages free of broken and "orphaned" links is important for many reasons. You could individual check each link by clicking on it, or you might want to use a link checking service, like:
W3C Checker: <http://validator.w3.org/checklink/>
Firefox plugin: <https://addons.mozilla.org/en-US/firefox/addon/8360/>
Many others: http://www.cryer.co.uk/resources/link_checkers.htm

Get help! Email cnr_help@ncsu.edu

Tricks of the Trade

Tips from current users

- Contribute works a lot like MS Word, but it is not MS Word. As with any technology/software, expect some difficulties. Don't throw punches at your screen though, email cnr_help@ncsu.edu
- To get the most out of the rollbacks feature, please make more than one change to a page at a time!
- Hit **F12** or "File > Preview in browser" to view your draft as it will look published.
- If you are uploading an image or pdf, try to compress for use on the Web. This will help reduce load time for people with slower connections.
- Please make it a habit to **spell-check** and correct the pages in your folder.
- Add ALT text to new/existing images. (see note on Accessibility below)
- When inserting/checking links, use "Default" as the target frame if the page stays within the site (link will open within the same window); use "New Window" if the link goes outside of the site (including NCSU or other department pages).

Accessibility

It's important to make your web pages accessible to all your website visitors.

The U.S. government and other organizations have established accessibility legislation and guidelines. For more information about two significant initiatives, see the World Wide Web Consortium Web Accessibility Initiative (www.w3.org/wai) and Section 508 of the Federal Rehabilitation Act (www.section508.gov).

Also, as you edit your pages, remember that some visitors use screen readers. Contribute helps you make your images and tables more accessible in the following ways:

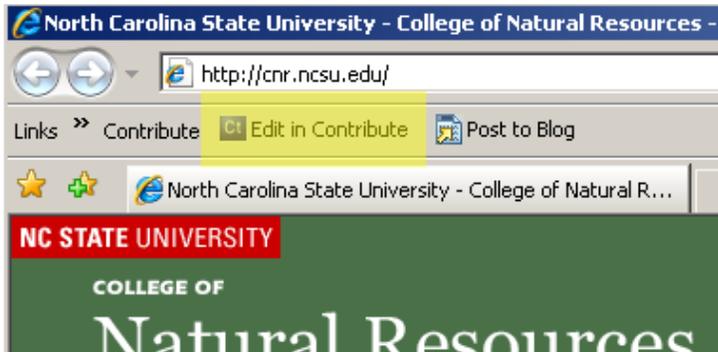
- You can add text that screen readers recite to describe images on your pages. This is called "ALT" text. Always give meaningful/descriptive text for these fields.
- Include table headings to be recited by screen readers.
- Using appropriate tags helps, as in knowing when something is a heading versus just another paragraph.

Keyboard Shortcuts

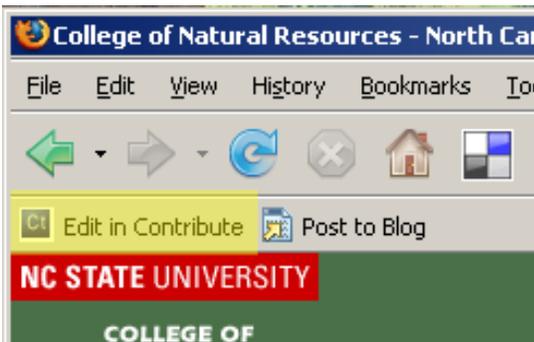
Action	Shortcut
Create a paragraph	Enter
 Insert a line break 	Shift+Enter 
Insert a space	Spacebar
Insert a non-breaking space	Control+Shift+Space
Move text or object to another place in the page	Drag selected item to new location
Select a word	Double-click the word
Select a paragraph	Triple-click a word in the paragraph
Create a page	Control+N
Open a file on your computer	Control+O
Close draft	Control+W
Edit page	Control+E
Send for review	Control+Shift+S
Publish	Control+Shift+P
Edit page source in external application	Control+Shift+E
Save without publishing	Control+S
Save for later	Control+Shift+L
 Preview in browser	F12 
Print	Control+P
Exit/Quit	Control+Q

Using a browser extension – Internet Explorer or Firefox

You can use your Web browser as a way to find pages to edit. *Note: In order for these to work though you will need a site key activated.*



When you are in Internet Explorer 7 you'll find the toolbar just below the address bar. Clicking on the button for "Edit in Contribute" will start up Contribute and open up the page for editing.



As you can see the same is true for Firefox.

In Context Editing



You can also make an edit right in your browser. Contribute will literally open up inside your webpage. This is a new feature and as such I would encourage you to use this with caution. Please provide feedback via email to cnr_help@ncsu.edu. Always remember that you can open Contribute directly and edit a page which is a reliable and stable option.

A final note...

Contribute is the system that has been implemented here at CNR and for all of the departments. We cannot stress enough the importance of using Contribute for your Web editing. **Do not use any other program to edit any page on CNR's space!!!** Doing this can create serious problems, and can even be fatal for the site! And if you are wondering, **you cannot use Dreamweaver** either.



Get help! Email cnr_help@ncsu.edu