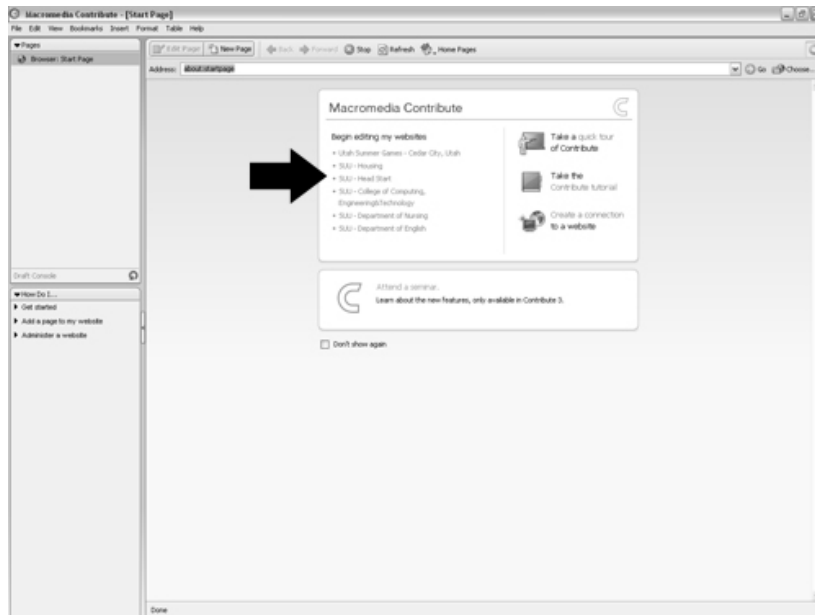


# Web Liaison Training

## Method II – Processing Updates Yourself

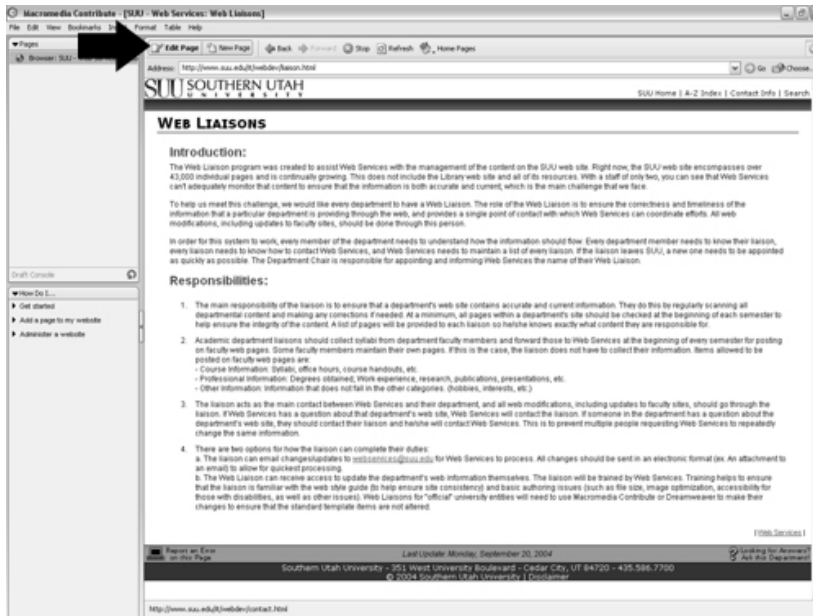
1. All departments that are using Method II need to purchase Macromedia Contribute. The cost is \$50 per license. Departments must contact Web Services to request the software, we can get a bulk rate for ordering multiple licenses.
2. Once the department has purchased Contribute, Web Services will install Contribute on the liaison's computer. Web Services will generate a connection key and bring it to the install. This connection key will contain the information Contribute needs so the liaison can gain access to the web files. The connection key is only needed for the initial set-up.
3. When you open Contribute, you'll see a welcome screen with several options, one of which is "Begin editing my websites". You will need to click on the link to your department's web page. In most cases, you will only have one website listed.



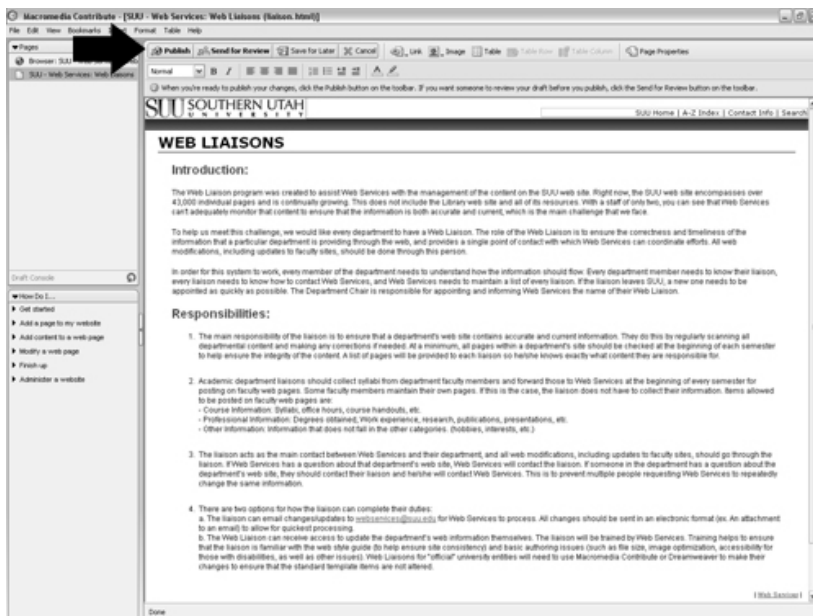
4. Once you have clicked on the link to start editing your site, Contribute functions much like a typical web browser. You can view the pages, follow links, use the back/forward buttons, etc. This initial status is BROWSE MODE.

## EDITING PAGES

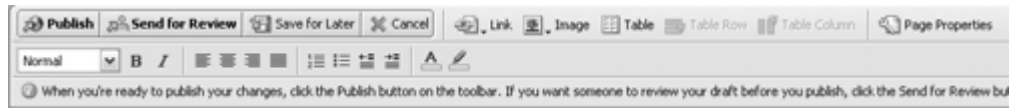
1. Navigate to the page that you would like to change. Once you have found the page you want to update, click the “Edit Page” button on the top.



2. Once you've decided to edit a page and clicked the button, Contribute processes this request and the screen changes very slightly. The biggest change that you will need to be aware of is the buttons/options at the top of Contribute change. Instead of displaying the *browse* options, they are now the *editing* options. This means you are now working in EDIT MODE.



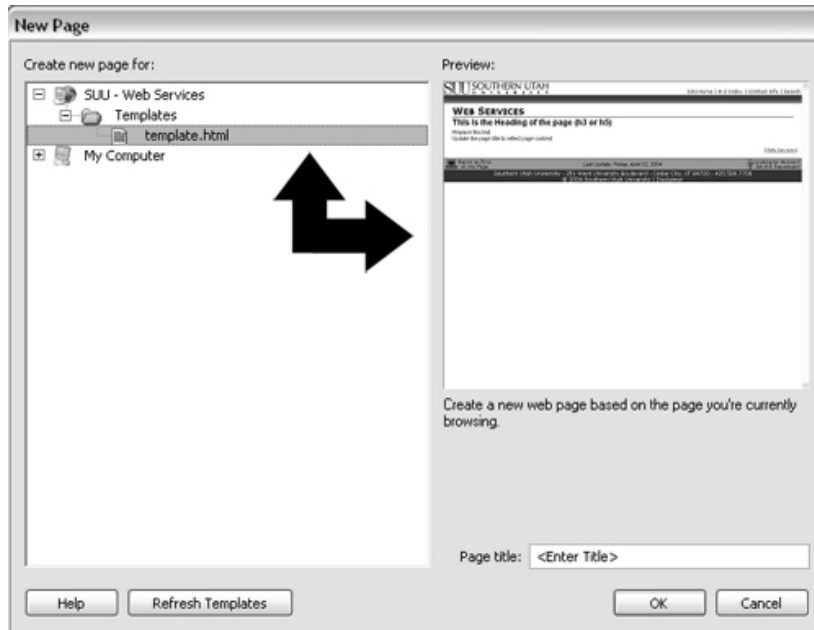
3. Explanation of the Editing Tools you will need:



- a. **Publish:** This button is used to publish your changes to the web server after you've made your updates.
  - b. **Send For Review:** Unless you are consistently causing problems, you will not need to use this option.
  - c. **Save For Later:** This button is used if you want to save a page after you've made some changes to it, but aren't quite ready to publish it to the web yet. You can come back to edit this page later by just browsing to the page and choosing the "Edit Page" options. *Be cautious when using this option.*
  - d. **Cancel:** Use this button if you decide that you want to trash the changes you've been working on. If you open a page to edit it, and then decide that you don't really want to make changes, ALWAYS remember to cancel the edit. If you don't cancel the edit, Contribute will lock you out of the page and Web Services will have to unlock it for you.
  - e. **Link:** The link tool will allow you to link to another page in your site, another page on the SUU web site, another page anywhere on the WWW or to an email address.
  - f. **Image:** The image option will let you place an image on your page. Be aware that Contribute will not let you place an image on your page that exceeds a certain file size limit. (Usually 35K)
  - g. **Table:** This option will allow you to insert a table into your document.
  - h. **Page Properties:** This will allow you to edit the title of your page
  - i. **Styles:** The drop-down menu for styles displays all of the different custom SUU styles that are available for use on your page.
  - j. **Bold & Italics:** These can be used to bold or italicize your text.
  - k. **Justification:** You can use these buttons to change the justification of text on the web page. For the most part, text should be LEFT justified on SUU's web pages to be consistent.
  - l. **Lists:** There are two options for lists, ordered lists or unordered lists. Ordered lists can be numbers, roman numerals or letters. Unordered lists can use a round bullet or a square bullet.
  - m. **Indent/Outdent:** These can be used to help give your page content structure and definition.
4. Once you have made the changes to your page, you may press the Publish button. Contribute will process this request and give you a message letting you know the publish was successful.

## NEW PAGES

1. To create a new page using Contribute, instead of pressing the “Edit Button” at the top, you will use the “New Page” button. When you click this button, it will open a window that will allow you to select a template to use. Most departments will just have one template available for their use. (If a department would like another template built for site-specific content, Web Services would be happy to assist.)

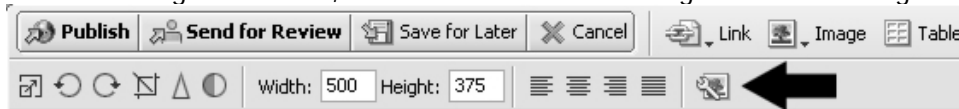


2. When you create a new page, Contribute will force you to enter a title for the page. This title isn't displayed on the actual page but it is very important. This title is displayed at the very top of a web browser when someone is using our site, this title is displayed in search engine results and this title is used if somebody bookmarks the page. The standard naming convention for SUU pages is as follows:  
**SUU – Department Name: Page Content**
3. After you've titled the page, pressing ok will then take you into edit mode.
4. Once you've put all the content on your new page pressing the Publish button will ask you to name the file. All of our files end with the .html extension. When you name your file, DO NOT PUT SPACES in the filename. Always take the time to come up with a new filename, don't just use the one Contribute provides. Once you've decided on a filename, press Publish again and your page is done. In order for users to find the new content, you will need to browse to an existing page in your site and edit that page to include a link to your new page.

## IMAGES

1. Every site has a set limit on the image size. The limit is in place to insure that our web pages do not become so large that they are unusable for users on slower connections. When you try to import an image that exceeds the limit, Contribute will inform you that the image is too large and that you need to contact the site administrators. Please send these images to Web Services and tell us how you would like to use the image. We have the tools necessary to resize and optimize your images for web use.
2. When you have inserted an image into your page that is under the file size limit, Contribute will prompt you to enter ALT text. ALT text is necessary because it describes the image to users who access the web via screen readers and for users who have images turned off on their browser. Use descriptive text. Example: You insert a picture of the Centrum, enter ALT text of 'Photo: Centrum Arena on SUU's campus'. This way the user knows it is a photograph of the Centrum.
3. If you have an image inserted and you would like to make some changes to it, Contribute 3 has some built in image manipulation tools. Once the image has been inserted into the page, click on the image to make sure it is selected.

When the image is selected, the second row of the editing toolbar will change.



These new options are for editing an image.

- n. The first option is to resize the image. When this tool is selected it gives you ability to grab the edges of the image and resize it to fit your needs.
- o. The second option rotates the image 90 degrees counter-clockwise when clicked.
- p. The third option rotates the image 90 degrees clockwise when clicked.
- q. The fourth option will mask part of the image in blue when clicked. You can then grab the edges of the mask, drag them to leave the desired part of the image exposed. Once you have the image masked, press 'Enter' to complete the crop.
- r. The fifth option allows you to sharpen the image. When this option is clicked a smaller window will open that gives you a slider bar to change the amount you would like to sharpen the image. Contribute shows a real-time preview as you adjust the slider so you can get a feel for what you are doing. Once you have sharpened the image the desired amount, press OK to complete the sharpen.
- s. The sixth option allows you to alter the brightness and contrast of the image. This works similar to the sharpen function except that you have two sliders to adjust as opposed to just one.
- t. The seventh option allows you to adjust the width and height of your image. These sizes are displayed in pixel values. If you know you want your image to be a certain size, you can just type the value into these fields. When you adjust the width, Contribute will automatically adjust the height to keep the aspect ratio in tact. Same with a height adjustment.
- u. The eighth option allows you to change the alignment of the image. Justify does not change the appearance of the image, so you will not need that option.
- v. The ninth option displays the Image Properties. When this button is clicked a small window will open. This will display the location of the image you are working on, the size, padding, border, alignment and ALT text properties of the image.

When you publish your page after manipulating an image, Contribute will take care of uploading the image to the web server and saving a new version of the image that incorporates all of your changes.

## FLASH PAPER

1. Contribute has another component to it called “Flash Paper”. This enables the liaison to convert certain files into Flash or PDF files to place on web pages. When Contribute is installed, a small menu will appear at the top of your Microsoft Office applications.



- a. The first button converts the current open document to a Flash file. This option would work best for a PowerPoint presentation to be placed on the web. When the button is clicked it will prompt you for a location in which to save the finished flash file. You should make a folder on your computer where you will keep these web files so you can find them if you need to at a later time.

You will insert the completed flash file by using the “Insert” menu in Contribute. You will choose to Insert a Flash file from your computer. Contribute will take care of uploading it to the server.

Note: When putting a PowerPoint presentation online, you should always compress the images in the presentation BEFORE converting it to flash. If you need assistance with this, contact Web Services.

- b. The second button converts the current open document to a PDF file. This is an ideal format for posting Word or Excel documents online because it retains the original appearance of the document but doesn't allow the end user to change the file. Plus it allows users access to your files even if they do not have Microsoft Office programs on their computer. Again, you will be prompted for a location in which to save the finished file.

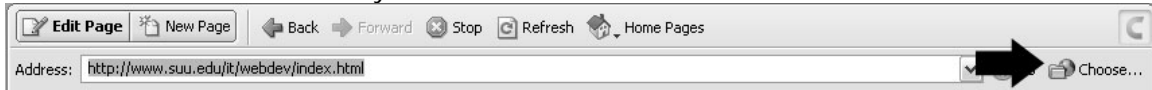
To use the completed PDF file, you will need to link to it. You will highlight a line of text and choose to link to a file on your computer. Contribute will take care of uploading the file to the web server.

Note: If you are converting a form to PDF, the form will not have form fields enabled on it as so many other PDF forms on the SUU site have. If you would like to have form fields on the form so users can type directly onto the form, you will need to contact Web Services and tell them that you created a PDF form and you need form fields added to it. We will need to know the address of this new PDF that you created.

## ORGANIZING YOUR SITE

### Folders

1. Contribute automatically organizes your site by placing images and PDF documents into specific folders. This helps keep your site organized and easier to maintain. But you are always free to make new folders in your site.
2. Use the 'Choose' button to see your entire site structure.



3. From the new window, you may choose to create a new folder. Name your folder with two things in mind:
  - It cannot have spaces in the filename.
  - It will be a pretty visible part of your new page's URL.
4. After you have created a new folder, you can save pages to this new folder. This kind of structure may help you organize specific types of content within your site.

### Deleting Pages

1. You may also use the 'Choose' button to navigate to pages in your site that are no longer actively linked. This is helpful for navigating to a page you have chosen to archive or to navigate to a page you wish to delete.
2. Once you have navigated to the file you wish to delete, go to the 'File' menu. Choose 'Actions' and then choose to 'Delete Page'. Contribute will prompt to verify that you want to delete the page. Only delete a page once you are sure that nothing else is linking to it.
3. Deleting files that you have created for temporary events is very highly recommended as it will help keep more free space available on the web server and it will make organization and maintenance of your site easier.

### File Types

1. When working on the web, you have no guarantees on how the end user's computer is set-up. There are several different platforms (PC, Mac, Linux, etc.) and several different browsers (Firefox, IE, Safari, etc.). The user could have limited software options as well.
2. Because of all the unknown variables in your viewing audience, file types should be kept pretty consistent.
  - a. HTML – Contribute saves your pages as html files, the native file type for web pages.
  - b. GIF & JPG – Your images should all be in these two formats. These formats are interpreted by all major web browsers.
  - c. PDF – Since Adobe Reader is a free plug-in designed to work with web browsers, this is a good format for documents such as forms that need to be posted online.
  - d. SWF – This is the format for flash files. Again, the Flash player is a free plug-in that is designed to work with web browsers so most users will have this installed.
  - e. DOC, XLS, PPT, etc. – Microsoft Office native file formats ARE NOT recommended web formats. If you need to post something to your site in one of these formats, ask yourself if there is a specific reason for including the document in its native format. If there is none, then create an HTML page or convert it to PDF or SWF. Not every user is guaranteed to have the necessary programs to open these files.