



Using and Administering Contribute

Trademarks

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Special thanks to Ken Sundermeyer, Eric Lerner, Chris Denend, Joel Huff, Lawson Hancock, Erik Larson, Sheila McGinn, Emilio Passi, Yoko Bayer, Scott Richards, Melissa Baerwald, Deb Galdes, Kimberly Oslob, Dennis Griffin, Jon Varese, Brady Kroupa, Josh Margulis, Gavin Anderson, Deeje Cooley, Vickie Chapman, Kaori McLister, and the Contribute engineering and QA teams.

First Edition: July 2004

Macromedia, Inc.
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San Francisco, CA 94103

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PART I

Using Contribute

Learn how to use Contribute to update and publish web pages within your website.

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CHAPTER 1

Welcome to Macromedia Contribute

Macromedia Contribute enables users to easily create and edit web pages on existing websites. Whether you're using Contribute to update web pages or to manage the website, you'll find Contribute a very useful tool for browsing, editing, and publishing content to a website.

This chapter contains the following sections:

- [“Website development and maintenance overview” on page 11](#)
- [“Contribute resources” on page 12](#)
- [“Where to start” on page 14](#)

Website development and maintenance overview

Contribute works with your existing website, whether it's an intranet or a public website. It often takes a team of people to get a website up and running and to keep the content current.

The team may include the following people:

Web developers create the website. The web developer (or design team) uses a website-creation application, such as Macromedia Dreamweaver, to build the website. This person is responsible for planning, designing, developing, testing, and publishing the website. For some websites, the developer might use *templates* to maintain a consistent look and feel across the website.

Dreamweaver web developers should see Dreamweaver Help for more information.

Contribute users maintain the website. These are the marketers, managers, educators, students, small business owners, administrative assistants, project managers, and so on, who use Macromedia Contribute to keep their websites up-to-date. The user needs no experience in HTML or web design. Because Contribute works like a word processor, the user experience is intuitive and familiar. Users can add or update text, images, tables, links, and Microsoft Word and Excel documents.

This guide is designed for Contribute users.

Contribute administrators set up Contribute users and help them use Contribute to maintain the website. The Contribute administrator is also responsible for setting folder and user permissions, which determine who can edit website content and what contents they can edit. Only one Contribute administrator can be designated for each website in Contribute. However, more than one person can administer the website if the Contribute administrator shares the administration password for the website.

Contribute administrators can find more information in [Administering Contribute](#).

Contribute resources

Contribute includes media resources to help you learn the program quickly. These resources include a Quick Start guide, a How Do I panel, a tutorial, and an online help system. In addition, you can find regularly updated tips, TechNotes, examples, and information at the Contribute Support Center at www.macromedia.com/support/contribute.

Note: Contribute administrators can access additional resources for Contribute Publishing Services. For information, see [“About Contribute Publishing Services Help” on page 167](#) and [“About the Deploying Contribute Publishing Services PDF” on page 167](#).

For information on which resources to use first, see [“Where to start” on page 14](#). For information on conventions used in the resources, see [“Typographical conventions in the Contribute resources” on page 13](#).

Contribute Quick Start

The Contribute Quick Start guide helps you get started with Contribute. The guide provides instructions on installing Contribute, connecting to your website, and completing common Contribute tasks. Use this guide to learn the basics.

To view the guide, select **Help > Quick Start Guide**.

Contribute How Do I panel

The Contribute How Do I panel in the sidebar provides quick step-by-step instructions on completing some common Contribute tasks. If you don't find a task in the How Do I panel, or if you need more information about a task, use Contribute Help to get more detailed information.

Contribute tutorial

The Contribute tutorial guides you through representative Contribute tasks, step by step. As you complete the tutorial, you'll update the web pages of a sample website and quickly become familiar with Contribute features.

A link to information on the tutorial appears on the Start page when you first start Contribute. The tutorial is available in the How Do I panel in the sidebar. Click the Contribute Tutorial link to start the tutorial.

When you install Contribute, the sample website for the tutorial is copied to your computer at: `c:\documents and settings\yourname\Application Data\Macromedia\Contribute\Configuration\Content\Tutorial`.

Contribute Support Center

The Contribute Support Center (www.macromedia.com/support/contribute/) is updated regularly with the latest information on Contribute, plus examples, tips, TechNotes, and other updates.

Contribute Help

Contribute Help provides comprehensive information about all Contribute features, optimized for online reading. Contribute Help appears in the help viewer provided by your operating system: Microsoft HTML Help (Windows) or Help Viewer (Macintosh).

The Contribute online help system has two sections: *Using Contribute*, for Contribute users, and *Administering Contribute*, for Contribute administrators.

To use Contribute Help:

1. Select **Help > Macromedia Contribute Help** or click the **Help** button in any dialog box for information about that dialog box.

Note: A PDF version of Contribute Help is included on your Contribute CD.

2. Use any of these features to find information in the help system:
 - Use the table of contents to see all the information organized by subject. Click top-level entries to view subtopics.
 - Use the index to look up specific terms or concepts. It is organized like a traditional book index.
 - Use the search feature to find instances of a term or topic. Type any character string in the **Search** text box to find that text anywhere in the help system.
 - Use the Previous and Next arrows to move through the topics in a section.

Typographical conventions in the Contribute resources

The following typographical conventions are used in this guide:

- Menu commands are shown in this format: Menu name > Menu command. Commands in submenus are shown in this format: Menu name > Submenu name > Menu command.
- `Code font` indicates HTML tag and attribute names, as well as literal text used in examples.
- *Italic code font* indicates replaceable items (sometimes called *metasymbols*) in code.
- **Bold roman text** indicates menu selections, option names, button and icon names, and text that you should enter verbatim.

Where to start

Your role on the website team determines which Contribute resources you start with and use regularly.

Contribute administrators should start with the Quick Start guide to install Contribute and help users get connected. As you work with Contribute, refer to the How Do I panel to complete common administration tasks quickly, and use the online help to get detailed information about Contribute administration tasks and features.

Contribute users should start with the Quick Start guide to understand how to complete basic tasks. Then complete the tutorial to update some sample web pages and learn more about Contribute. As you work with Contribute, refer to the How Do I panel to complete common tasks quickly, and use the online help to get detailed and complete information about Contribute tasks and features.

For more information about all the resources, see [“Contribute resources”](#) on page 12.

CHAPTER 2

Getting Started

If Macromedia Contribute is not already installed on your computer, you need to install it. Before you install it, be sure that your computer meets the minimum setup requirements.

Before you can use Macromedia Contribute to edit and update your website content, you must create a connection to the website—actually, to the web server that stores your website. By creating a connection, you enable Contribute to access the web pages on your website, and you can then edit pages and publish any changes you make.

In most cases, your Contribute administrator sets up Contribute for you or provides the information you need to connect to your website. Your Contribute administrator is the first person to contact if you have questions about connecting to your website.

This chapter contains the following sections:

- [“The Contribute workflow” on page 15](#)
- [“Setup requirements” on page 16](#)
- [“Installing and starting Contribute” on page 16](#)
- [“Connecting to a website” on page 17](#)
- [“Starting Contribute without a network connection” on page 18](#)

The Contribute workflow

Contribute uses a browse-edit-publish workflow to help you easily find the page you want to edit, make changes to the page, and then update the page on your website.

Note: You must connect to a website before you can edit and publish pages on that website. For more information, see [“Connecting to a website” on page 17](#).

Here’s an overview of the Contribute workflow:

1. Browse to a page. Use the Contribute browser to find the web page you want to edit. The browser’s behavior, as well as its look and feel, will be familiar to users of Microsoft Internet Explorer and other popular browsers. The browser toolbar has the normal navigation buttons plus a Choose button to help you navigate to files that aren’t linked on your website. You can create bookmarks in Contribute and view your Internet Explorer bookmarks. You can also use shortcuts to view current drafts quickly.

2. Edit your content. After you browse to the page you want to edit, click the Edit Page button in the toolbar to open the page in the Contribute editor. Contribute copies the file from your web server and locks it on the server so that no one else can edit the page while you're working on it.

The Contribute editor works much as a word processor does. You can edit text, images, tables, and links on the page, and you can even add Microsoft Word or Excel documents to your website. The toolbar contains familiar editing buttons, plus buttons for saving your edits until later, canceling your edits, or publishing your edits to the website.

3. Publish the changes. When you finish editing your page, you are ready to publish the page to your website. Simply click the Publish button, and Contribute replaces the existing page on your web server with your edited version so that it is live on your website. Contribute also unlocks the file on the server so that other users can edit the page if necessary.

Note: Depending on your role, you might not be able to publish. In that case, you should use the Send for Review option to transfer the draft to another user.

Setup requirements

Before you install Contribute, make sure your computer meets the minimum hardware and software requirements.

Your computer must be connected to the Internet. If you are connecting to the Internet from a business location, you may be connecting through a local area network (LAN). Many home or small business computers connect to the Internet through an Internet service provider (ISP), such as Earthlink or America Online. If you can read e-mail or browse the web, you have an Internet connection.

In addition to having an Internet connection, you need the system requirements to run Contribute. For more information, see www.macromedia.com/go/contribute_sysreqs.

Installing and starting Contribute

Before you install Contribute, make sure your computer meets the minimum system requirements (see “[Setup requirements](#)” on page 16). Then you are ready to install and start Contribute.

To install and start Contribute:

1. Insert the Contribute CD into your computer CD drive.

The Contribute installer starts.

2. Follow the onscreen instructions for installing the application.
3. When the installation is complete, double-click the **Contribute** icon on your desktop to start Contribute.

Note: You can require a startup password for Contribute in Preferences. For more information, see “[Setting Contribute preferences](#)” on page 30.

4. The first time you start Contribute you'll see the Product Activation screen. Enter your product serial number, and click **Next** to activate Contribute.

Now you're ready to start using Contribute.

Connecting to a website

Contribute lets you connect to your website quickly and easily. Your Contribute administrator will do one of the following to help set up a connection for you:

- Send you an e-mail message with a website *connection key* file (see [“Using a website connection key” on page 17](#)).

The connection key contains all the network information that Contribute needs to connect to your website.

- Give you the necessary connection information and have you enter the information in the Connection Wizard (see [“Creating a Contribute website connection” on page 205](#)).

If you are using a Macintosh and have a .Mac account, Contribute detects the .Mac account and asks if you want to create a connection to it.

Using a website connection key

Your Contribute administrator might provide a connection key, which you can use to establish a connection to your website. The connection key contains all the network information that Contribute needs for connecting to your website.

The Contribute administrator will send you an e-mail message with the key. The connection key is either a file or a URL.

Note: Your Contribute administrator might give you the network location from which to download the connection key instead of sending you an e-mail message.

To import a website connection key:

1. Open the e-mail message containing the connection key.

The connection key is attached as a file.

2. Double-click the connection key.

3. Do one of the following:

- If the Import Connection Key dialog box appears, enter your name, your e-mail address, and the password for the connection key, and then click **OK**.
- If the Log in to Publishing Services dialog box appears, enter your user name and password, and then click **OK**.

Note: If you don't know the password, contact the Contribute administrator who sent you the connection key.

4. If you are prompted for other connection information, such as FTP, type that information, and then click **OK**.

When the connection is complete, the home page of the website appears in the Contribute browser.

Entering a Contribute startup password

If the Require Contribute startup password option is selected in the Security category of Preferences, Contribute prompts you for your startup password when you start the program.

A startup password protects unauthorized users from publishing pages to your website. After you enter the correct startup password, you can make updates and publish changes to the connected websites until you close Contribute.

In addition to providing secure access, when the Require Contribute Startup password option is selected, Contribute uses a stronger encryption method when saving your connection information on your computer.

Note: If you receive a connection key that requires a Contribute startup password, you must create a startup password before you can import that connection.

To enter a Contribute startup password:

1. In the Enter Password dialog box, type the Contribute startup password.

You can enter the password incorrectly only three times before Contribute locks you out. If you are locked out, you can restart Contribute and reenter the startup password.

If you forget your password, you have to delete all of your website connections and add them again.

2. Click **OK**.

Note: If you click **Skip**, you bypass the password prompt and Contribute starts. When you skip the password, you can only edit or cancel existing drafts for the website. You won't be able to edit pages other than drafts, or publish changes to drafts until you restart Contribute and enter the correct startup password.

Starting Contribute without a network connection

When you start Contribute, it checks your network connection so that it can connect to your website. Contribute alerts you if it does not detect a connection.

If you start Contribute without a network connection and receive the Connection Failure alert, you have two choices:

- Select **Work Offline** if you know that you're not connected to the network and you want to work offline. For more information, see [“Using Contribute to work offline” on page 51](#).
- Select **Try to Connect Anyway** if you aren't sure what the problem is and you want Contribute to try to connect again. If Contribute still cannot connect, you can disable the website and continue checking your other website connections, if any. For more information, see [“Disabling your website at startup” on page 19](#).

For more information about solving connection problems, see [Chapter 16, “Troubleshooting,” on page 251](#).

Disabling your website at startup

Contribute alerts you if it detects a problem with any of your website connections when it starts. Contribute displays the alert after the first website connection problem it encounters.

You can have Contribute try to connect again. If Contribute still can't connect, you can disable the website connection and try to connect to your other websites, if any. If you disable a website, you can enable it after you resolve your network connection problem.

Note: You can disable a website at any time—not just at startup—when there's a problem. If you have multiple websites, you can disable websites that you aren't currently working on, so that Contribute does not maintain the connection for an extended period of time. For more information, see [“Disabling website connections” on page 227](#).

To disable a website when your network connection fails:

1. Start Contribute.
The Connection Failure dialog box appears.
2. Select **Try to Connect Anyway** to force Contribute to continue checking for a network connection.
3. If Contribute still fails to connect, Contribute displays an error message with two options:
 - Click **Yes** to continue trying to connect to other websites.
 - Click **No** to disable the rest of your websites.
4. Click **OK**.

To enable a disabled website:

1. Browse to any page in the website, and then click **Connect** in the toolbar.
2. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).
The My Connections dialog box appears.
3. Select a disabled website from the list, and then click **Enable**.
4. Click **Close**.

CHAPTER 3

Exploring the Contribute Workspace

You can use Macromedia Contribute as a web browser and as a web page editor. You can easily switch between browsing web pages and editing web pages. The Contribute workspace makes it easy for you to access pages, whether you're browsing or editing.

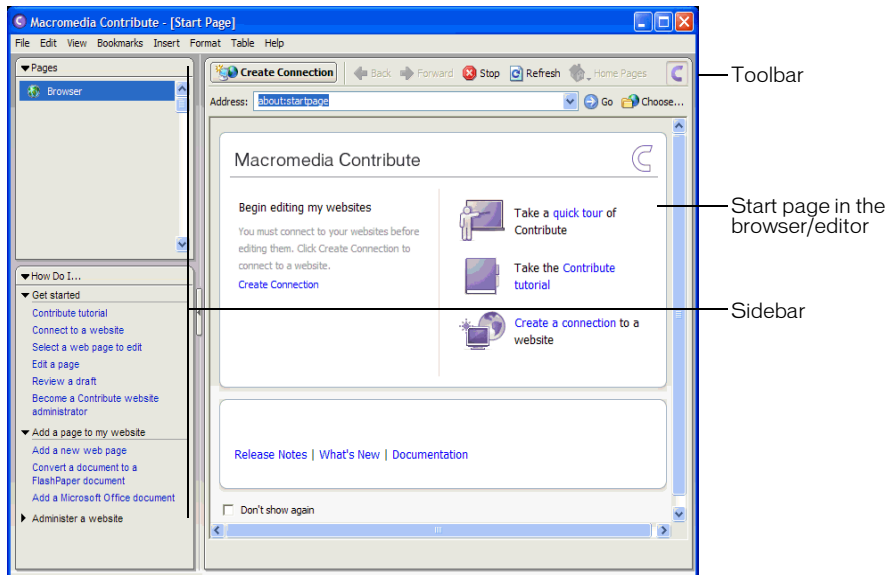
You can navigate the Contribute dialog boxes and workspace without using your mouse. You can also set preferences to customize Contribute.

This chapter includes the following sections:

- “The Contribute workspace” on page 22
- “Switching between browsing and editing” on page 25
- “Browsing to web pages” on page 26
- “Opening pages without browsing” on page 26
- “Setting up access to commonly used pages” on page 28
- “Setting Contribute preferences” on page 30
- “Changing or disabling the Contribute startup password” on page 31
- “Setting browser encoding” on page 31
- “Using Contribute accessibility features” on page 32

The Contribute workspace

The Contribute workspace has three main areas: the Contribute browser/editor, the toolbar, and the sidebar.



The Contribute browser/editor

The main window in Contribute is used for browsing and editing. If you are not sure whether you are browsing or editing in Contribute, look at the toolbar. The toolbars are different when you are browsing and when you are editing a draft (see [“The Contribute toolbars” on page 22](#)).

When you use the Contribute browser, you can browse to any web page—not just to pages on your website. The Contribute browser functions as a true web browser: Simply click links in web pages to browse to the page you want to edit. You can also create bookmarks to pages that you visit frequently.

When you use the Contribute editor, you can edit pages in websites you have connected to (see [“Connecting to a website” on page 17](#)). You can edit text, images, tables, links, and even pages with frames. Then, you can publish your changes to make the updated web page live on your website.

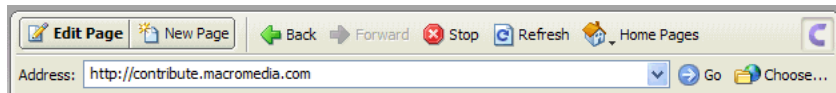
It's easy to browse and edit in Contribute, and to switch between browsing and editing. For more information, see [“Switching between browsing and editing” on page 25](#).

The Contribute toolbars

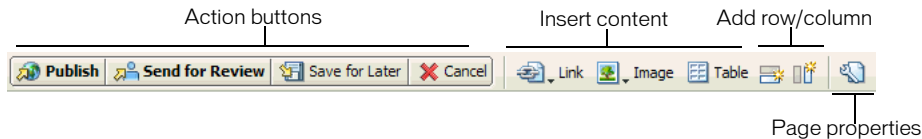
The Contribute toolbar changes according to whether you are browsing or editing a page. When you are editing, the editor toolbar enables you to edit text or images, depending on the content you've selected.

Depending on the role the Contribute administrator assigned you, some buttons in the toolbars might not be enabled for you.

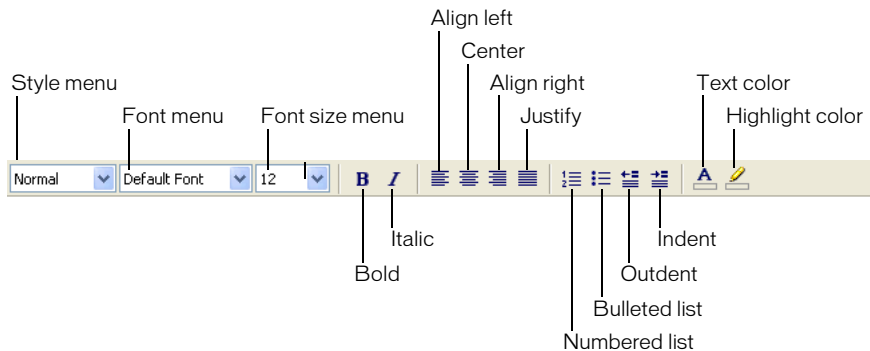
The **browser toolbar** contains buttons for navigating your website or creating a new page.



The **editor toolbar** contains buttons for common operations from the File, Insert, Format, and Table menus.

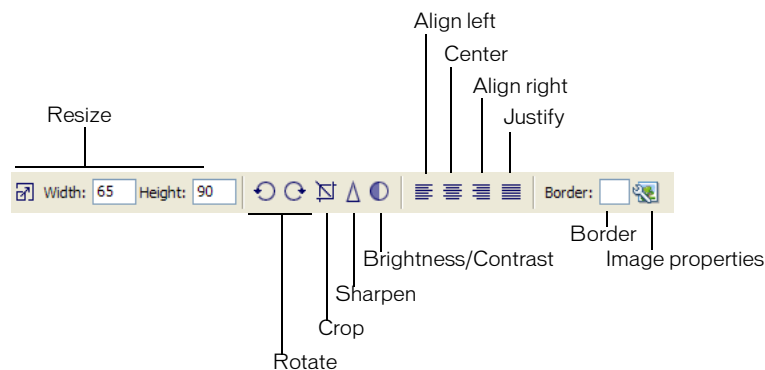


The **text formatting toolbar** contains buttons for formatting text.



Note: If your Contribute administrator has restricted editing to text only, some formatting options are not available. Also, options might be disabled if a Cascading Style Sheet has been applied to a text selection.

The **image editing toolbar** contains buttons for editing images.



The Contribute sidebar

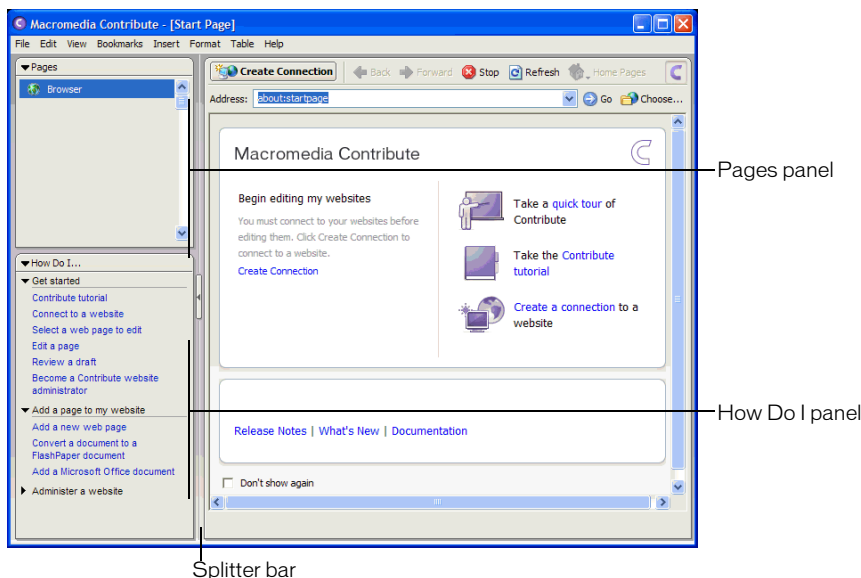
The Contribute sidebar makes it easy to switch between editing and browsing, and gives you quick access to your drafts. You can also use the sidebar to get quick instructions for performing tasks in Contribute.

The sidebar has two parts:

- **The Pages panel** gives you access to the web browser and all drafts you're currently editing. There is also a link to the Draft Console, which shows the status of your drafts.
Note: The Draft Console is not available if your website doesn't have an administrator assigned.
- **The How Do I panel** provides quick step-by-step instructions to help you complete some common Contribute tasks. The panel shows a list of browsing tasks while you are browsing, and a list of editing tasks while you are editing.

Click any link in the How Do I panel in the sidebar to get more information on that task. If the task you're looking for is not in the list, see [Contribute Help \(Help > Macromedia Contribute Help\)](#) to get detailed information.

Note: For more information about using Contribute resources to get help, see [“Contribute resources” on page 12](#).



You can expand, collapse, or resize the panels and the sidebar.

To expand or collapse the sidebar, do one of the following:

- Select **View > Sidebar**.
- In Windows, click the arrow on the splitter bar between the sidebar and the Contribute browser/editor.
- On the Macintosh, double-click the grabber on the splitter bar between the sidebar and the Contribute browser/editor.

To resize the sidebar:

- Drag the splitter bar between the sidebar and the Contribute browser/editor.

To expand or collapse a panel in the sidebar:

- Double-click the panel title bar.

To resize panels vertically in the sidebar:

- Drag the title bar in the How Do I panel.

Switching between browsing and editing

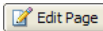
You can use Contribute to browse or edit web pages. You can switch between browsing and editing at any time. When you leave a draft you're editing, Contribute saves your changes so that you can return to the draft later and continue editing where you left off.

When you switch to browsing, Contribute does not publish your draft. While you are browsing the page, the message area advises you that you have an unpublished draft of the page.

If you are not sure if you are browsing or editing in Contribute, look at the toolbar. When you are browsing, you'll see the browser toolbar, with the Edit Page (or Create Connection) button and when you are editing, the editor toolbar appears (see [“The Contribute toolbars” on page 22](#)).

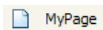
To switch from browsing to editing, do one of the following:

- Click the **Edit Page** button in the toolbar.



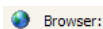
Note: Edit Page is enabled only for pages in a website that you are connected to and that you have permission to edit.

- Click a draft title in the Pages panel in the sidebar.

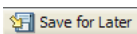


To switch from editing to browsing, do one of the following:

- Click **Browser** in the Pages panel in the sidebar.



- Click the **Save for Later** button in the toolbar.



- Select **View > Browser**.

Browsing to web pages

The easiest way to find a web page you want to edit is to browse to the page in Contribute, just as you would browse to a page in any web browser.

Tip: See [“Opening pages without browsing” on page 26](#) to learn other ways to find your web pages.

Note: (Windows only) If you use Microsoft Internet Explorer as your primary web browser, the Contribute browser inherits preferences from Internet Explorer. To change basic settings, such as fonts, cookies, or plug-ins, change your preferences in Internet Explorer; then start Contribute again.

You can browse to any website with Contribute, but you can edit only pages that are in your websites; that is, websites that you’ve created connections to (see [“Connecting to a website” on page 17](#)). When you browse to a page that is in your website and that you have permission to edit, the Edit Page button is enabled in the toolbar.

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

- Click links in web pages to navigate to other pages.
- Type the web address (URL) of the page in the **Address** text box; then click **Go**. You can also press Enter or Return.
- Select **View > Go to Web Address**, enter the web address (URL), and click **OK**.

Related topics

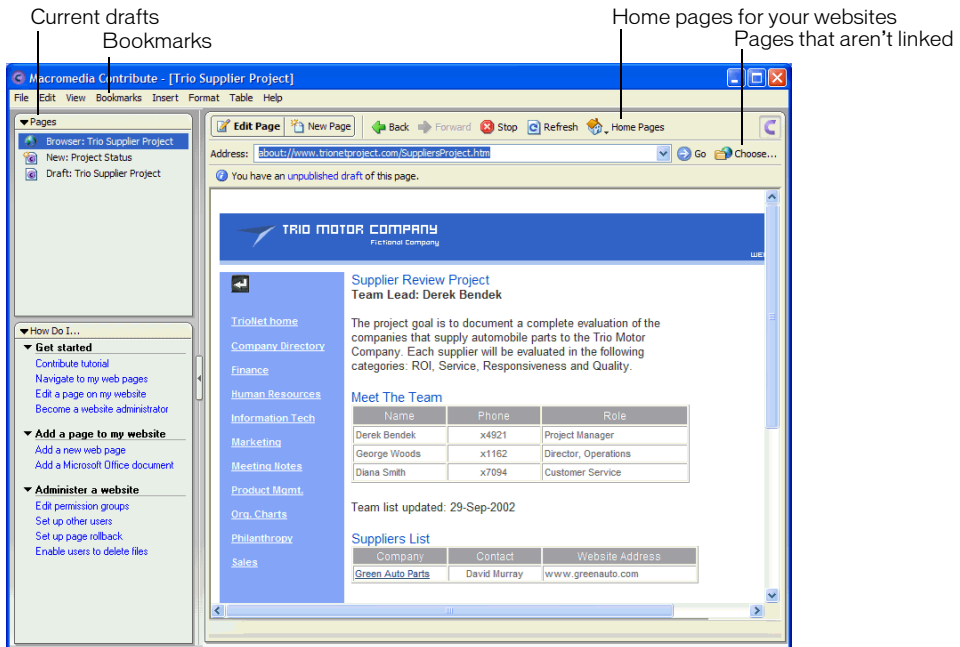
- [“Editing existing web pages” on page 41](#)

Opening pages without browsing

Contribute gives you quick access to the following pages:

- [Current drafts](#)
- [Home pages](#) of the websites you are connected to
- [Recently published pages](#)
- [Pages or files that aren’t linked](#) from another page on your website

- **Bookmarks** for frequently accessed pages



Viewing drafts and new pages

The Pages panel displays the names of drafts you are currently editing. You can also access drafts from the File menu.

To view a draft, do one of the following:

- Click the title of the draft in the Pages panel in the sidebar.
- Select **File > Drafts**, and then select a draft from the pop-up menu.

Viewing home pages for your websites

You can use the toolbar to view the home pages for all your websites. The View menu also gives you access to these pages.

To view the home page for a website you're connected to, do one of the following:

- Click the **Home Pages** button on the toolbar, and then select a home page.
- Select **View > Home Pages**, and then select a home page from the pop-up menu.

Viewing recently published pages

The File menu gives you quick access to pages you've recently published.

To view a recently published page:

- Select **File > Recent Pages**, and then select a page from the pop-up menu.

Viewing pages and files that you can't browse to

Contribute gives you access to pages and files that are associated with your website but that you can't browse to. Use the Choose button in the toolbar to view pages and files that are saved in a website folder but aren't linked from any page on your website.

To view a page or file that is not linked from another page:

1. In the Contribute browser or editor, select **View > Choose File on Website** or click the **Choose** button in the browser toolbar.

The Choose File on Website dialog box appears.

2. Select a file by doing one of the following:

- If the file is in a folder on the website you are currently browsing, then select a file.
- If the file is not in a folder on the current website, use the **Look In** pop-up menu to navigate to the correct website folder, and then select a file.

Depending on the type of the file you select, a preview may appear so that you can confirm that you're selecting the correct file.

3. Click **OK**.

The page or file appears in the Contribute web browser.

Note: If you select a file type that the Contribute browser can't display, you'll see the File Placeholder page.

Setting up access to commonly used pages

Contribute lets you keep a list of *bookmarks* for pages that you visit frequently. You can add a bookmark for any page—not just pages in websites you're connected to.

Viewing pages in your bookmarks list

You can select pages in your list of bookmarks to quickly view those pages.

In Windows, Contribute also includes your Internet Explorer bookmarks (up to 2000 bookmarks) in the Other Bookmarks list under your Contribute bookmarks.

To view a page in your list of bookmarks, do one of the following:

- To view a Contribute bookmark, select the **Bookmarks** menu, and then select a bookmark from the list.
- (Windows only) To view an Internet Explorer bookmark, select **Bookmarks > Other Bookmarks**, and then select a bookmark from the list.

Related topics

- [“Deleting a page from your bookmarks” on page 29](#)

Adding a page to your bookmarks

You can add any web page—not just pages in websites you’re connected to—to your bookmarks list. You can have up to 1000 bookmarks.

To add a page to your list of bookmarks:

1. Browse to the page you want to add to your bookmarks list.
2. Select **Bookmarks > Add Bookmark**.

The Add Bookmark dialog box appears.

3. If you want to change the name of the bookmark, enter a new name in the **Name** text box.

This is the name that appears in your bookmarks list.

4. If you want to add the page to a folder, click an existing folder name or click **New Folder** to add a folder.
5. Click **OK**.

Contribute adds the page to your bookmarks list in the **Bookmarks** menu.

Related topics

- [“Viewing pages in your bookmarks list” on page 28](#)

Deleting a page from your bookmarks

You can delete any page from your bookmarks list, or you can delete a bookmarks folder.

To delete a bookmark:

1. Select **Bookmarks > Delete Bookmark**.
- The Delete Bookmark dialog box appears.
2. Select the name of the bookmark or the folder you want to delete.
 3. Click **Delete**.

Contribute removes the page from your bookmarks list in the **Bookmarks** menu.

4. If you want to delete another bookmark or folder, select it, and then click **Delete** again.
5. Click **Close** when you finish deleting bookmarks.

Related topics

- [“Viewing pages in your bookmarks list” on page 28](#)
- [“Adding a page to your bookmarks” on page 29](#)

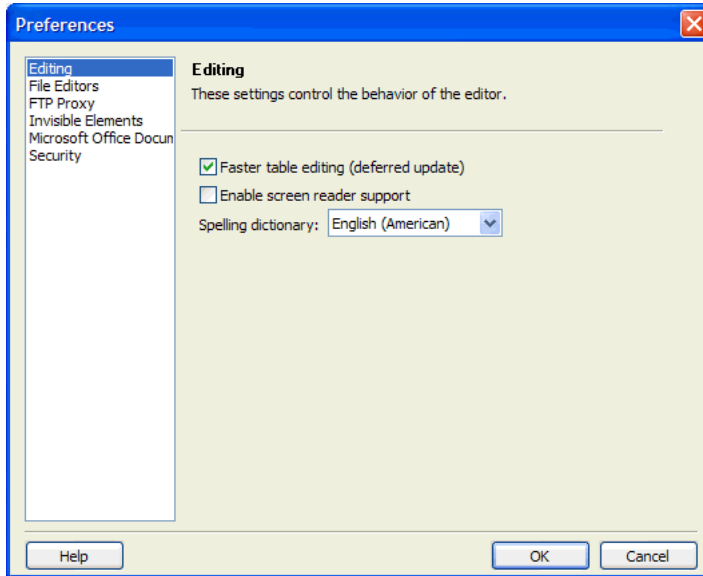
Setting Contribute preferences

You use the Preferences dialog box to set your user preferences for Contribute. You can set preferences for general editing, file editors, firewall settings, invisible elements, and password security.

To edit user preferences:

1. Select **Edit > Preferences** (Windows) or **Contribute > Preferences** (Macintosh).

The Preferences dialog box appears.



2. Select a category from the list on the left:
 - Select **Editing** to set general editing options, such as how Contribute handles table editing, or to select a spelling dictionary.
 - Select **File Editors** to select primary application editors by file type.
 - Select **FTP Proxy** to add or change settings for your FTP proxy server.
 - Select **Invisible Elements** to hide or show invisible elements.
 - (Windows only) Select **Microsoft Office Documents** to determine how Contribute handles Office documents.
 - Select **Security** to set up a Contribute startup password.

Changing or disabling the Contribute startup password

You can change your Contribute startup password as often as you like. Before you can change the startup password, you must first successfully enter the current Contribute startup password and start Contribute.

If the Require Contribute startup password option is selected in the Contribute Preference dialog box, you must enter the correct password to start Contribute and edit website pages. If you forget or don't know the Contribute startup password, you can't use Contribute to edit pages unless you disable the Contribute startup password requirement. Before you can change the startup password requirement, you must remove all your existing website connections.

To change the Contribute startup password:

1. Select **Edit > Preferences** (Windows) or **Contribute > Preferences** (Macintosh).
- The Preferences dialog box appears.
2. Select **Security** from the category list on the left.
3. Type the new password, and then type the new password again.
4. Click **OK**.

To disable a Contribute startup password:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).
2. Under **Website Name**, select a website connection, and then click **Remove**.

Note: You might have to cancel any unpublished drafts before removing the website connections.

3. Repeat step 2 until you remove all website connections.
4. Click **Close**.
5. Select **Edit > Preferences** (Windows) or **Contribute > Preferences** (Macintosh).
6. In the Preferences dialog box, select **Security**.
7. Deselect the **Require Contribute startup password** option.
8. Click **OK**.

Setting browser encoding

To specify how a page should appear in the Contribute browser, you can set the browser encoding for that page. You might need to set encoding if characters aren't displayed properly in the Contribute browser.

To change browser encoding:

1. In the Contribute browser, right-click (Windows) or Control-click (Macintosh) on the page.
2. Select **Encoding**, and then select an option from the pop-up menu.

Using Contribute accessibility features

Accessibility refers to making websites and web products usable by people with visual, auditory, motor, and other disabilities. Contribute provides features that make it accessible to users with disabilities.

Using screen readers with Contribute

A screen reader recites text that appears on the computer screen. It also reads nontextual information, such as button labels or image descriptions.

You can use a screen reader when you edit your web pages. The screen reader starts reading at the upper left corner of the application.

Contribute supports the following screen readers:

- JAWS for Windows, from Freedom Scientific (www.freedomscientific.com)
- Window Eyes screen readers, from GW Micro (www.gwmicro.com)

Related topics

- “Using the keyboard to navigate Contribute” on page 33
- “Authoring for accessibility” on page 35

Using operating system accessibility features

Contribute supports the Windows operating system high-contrast setting. You activate this setting through the Windows Control Panel.

When high contrast is on, Contribute responds as follows:

- Dialog boxes and panels use system color settings.
For example, if you set the color to White on Black, then all Contribute dialog boxes and panels appear with a white foreground color and black background.
- The Contribute editor uses the background and text colors you set in Format > Page Properties so that your pages render colors as a website visitor’s browser will render them.

Related topics

- “Using screen readers with Contribute” on page 32
- “Authoring for accessibility” on page 35

Using the keyboard to navigate Contribute

While you are editing, you can use the keyboard to navigate the Contribute workspace, dialog boxes, and tables without a mouse.

You can also use keyboard shortcuts to open some dialog boxes and perform some commands. For a list of shortcuts, see [“Windows Keyboard Shortcuts” on page 269](#).

Related topics

- [“Using screen readers with Contribute” on page 32](#)
- [“Using operating system accessibility features” on page 32](#)
- [“Authoring for accessibility” on page 35](#)

Navigating the workspace

You can use keyboard shortcuts to navigate the Contribute workspace—that is, to select commands from the menus and to switch between the Contribute browser and editor. For a complete list of Contribute keyboard shortcuts, see [“Windows Keyboard Shortcuts” on page 269](#).

All the items in the Pages panel and toolbar are accessible through the menus. To view task information in the How Do I panel, use Contribute Help (Help > Macromedia Contribute Help).

To use the keyboard to switch from the Contribute browser to the editor, do one of the following:

- Press Control+Shift+E (Windows) or Command+Shift+E (Macintosh), to edit the current page.

Note: This has the same effect as clicking the Edit Page button in the toolbar.

- (Windows Only) Press Alt+F, press Alt+F again, and then use the arrow keys to select a current draft or new page from the pop-up menu.

The drafts and new pages listed in the Pages panel appear in this list.

To use the keyboard to switch from the Contribute editor to the browser:

- Press Control+Shift+B (Windows) or Command+Shift+B (Macintosh).

Note: This has the same effect as clicking Browser in the Pages panel.

Related topics

- [“Navigating tables” on page 34](#)

Navigating dialog boxes

You can use the keyboard to navigate dialog boxes.

To navigate a dialog box:

- To move through dialog box options, press Tab.

On the Macintosh, pressing Tab moves the insertion point from one text field to the next.

- To accept a choice and exit the dialog box, press Enter or Return.
- To close the dialog box without making any changes, press Escape or Alt+F4 (Windows).
- (Windows Only) To move through choices for an option, use the arrow keys.

For example, if an option has a pop-up menu, move focus to that option, then use the Down Arrow key to move through the choices.

- (Windows Only) To move through a category list, press Control+Tab to shift focus to the category list, and then use the arrow keys to move up or down the list.

To see an example of a category list, select **Edit > Preferences**.

- (Windows Only) To shift to the options for a category in a category list, press Control+Tab.

Related topics

- [“Navigating the workspace” on page 33](#)

Navigating tables

After you select a table, you can use the keyboard to navigate through it.

To navigate a table:

1. In the Contribute editor, do one of the following to select the table:
 - If the insertion point is to the left of the cell, press Shift+Right Arrow.
 - If the insertion point is to the right of the cell, press Shift+Left Arrow.
2. Press the Down Arrow key to position the insertion point in the first cell.
3. Use the arrow keys or press Tab to move to other cells as necessary.

Tip: Pressing Tab in the rightmost cell of a row adds another row to the table.

4. To select a cell, press Control+A (Windows) or Command+A (Macintosh) while the insertion point is in the cell.
5. To exit the table, use the Select Table Cell command (Control+A) or Command+A (Macintosh); then press the Up, Left, or Right Arrow key.

Related topics

- [“Navigating the workspace” on page 33](#)
- [“Navigating dialog boxes” on page 34](#)

Authoring for 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 will be using screen readers. Contribute helps you make your images and tables more accessible in the following ways:

- You can add text that screen readers will recite to describe images on your pages. Your Contribute administrator can have Contribute prompt you for descriptive text whenever you insert an image. For more information, talk to your Contribute administrator or see “[Setting page-editing and paragraph settings](#)” on page 242.
- You can include table headings to be recited by screen readers. To insert tables with headings, see “[Inserting a table on a page](#)” on page 118.

Note: Screen readers do not read boldface headings centered in a row or column.

CHAPTER 4

Working with Pages

Macromedia Contribute enables you to edit existing pages and content on your website. You can cancel your edits or cancel a new page if you need to. If you have permission, you can delete pages and other files on your website. You can also export a page to an HTML file.

Note: For information about creating new pages, see [“Creating or copying a page on your website” on page 60](#).

Before you publish your edits, you can send your draft to another user for review. Contribute updates the existing page on your website with your edited page when you publish the draft (see [“Publishing Your Page” on page 155](#)).

This chapter contains the following sections:

- [“About working with pages” on page 38](#)
- [“Editing existing web pages” on page 41](#)
- [“Saving drafts” on page 43](#)
- [“Getting drafts reviewed by others” on page 44](#)
- [“Working with pages based on Dreamweaver templates” on page 49](#)
- [“Using Contribute to work offline” on page 51](#)
- [“Editing web page content in an external application” on page 53](#)
- [“Canceling a draft or new page” on page 55](#)
- [“Deleting a web page” on page 56](#)
- [“Exporting a Page \(Windows only\)” on page 56](#)
- [“Printing a page” on page 57](#)

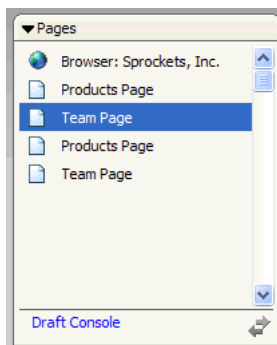
About working with pages

Contribute enables you to edit existing pages on your website, including pages based on templates. You can use the draft review process or the e-mail review process to have your edits reviewed by another user before you publish.

Editing pages

You can edit pages on websites that you're connected to (see [“Connecting to a website” on page 17](#)) and have permission to edit. You cannot edit a page if the page is *locked*—that is, if someone else is currently editing it. When you browse to a page, the message area under the toolbar indicates whether you can edit that page.

While you edit a page, Contribute saves it as a *draft*, and the draft title appears in the Pages panel in the sidebar.



For more information, see [“Opening a page on your website for editing” on page 42](#). For information about working with drafts, see [“Saving drafts” on page 43](#).

Note: If you want to edit a Microsoft document that you've linked to on your website, see [“Editing web page content in an external application” on page 53](#).

There might be restrictions on which parts of a draft you can edit. Your template designer can create a template with locked regions or your Contribute administrator can set up editing constraints that restrict editing to text only.

Note: If you do not have permission to edit a page or part of a page that you need to edit, talk to your Contribute administrator or see [“Managing Users and Roles” on page 231](#).

Related topics

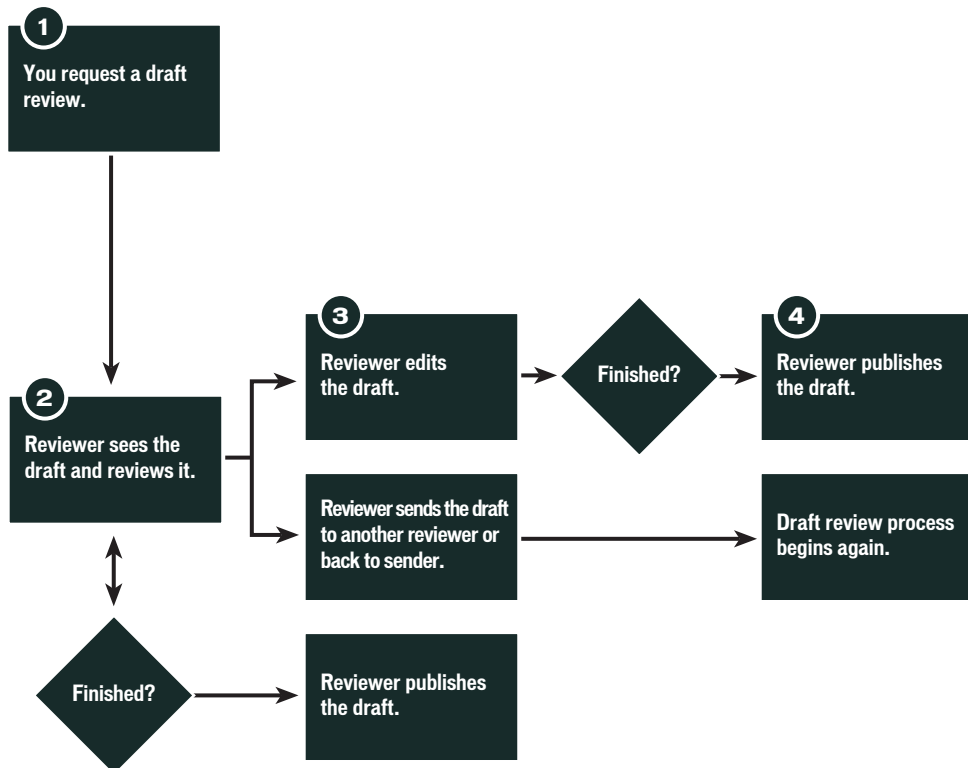
- [“Editing existing web pages” on page 41](#)

Understanding the draft review process

The Contribute draft review process enables you to send a draft to other Contribute users to get feedback or to collaborate before you publish the draft. Or, if your role doesn't allow you to publish directly to the website, you might need to send the draft to someone who can review the draft and publish it.

You can send a draft for review to anyone who has connected to the website; Contribute stores user names when users connect to the website. You can send the draft to multiple reviewers at one time, but only one person can edit the draft at a time. When you send a draft for review, you transfer “ownership” of that draft to the reviewer. That means the reviewer has to take action on the draft. After you send a draft for review, you can track the draft to see what action the review takes on the draft.

When you receive a draft for review, it appears in your Pages panel in Contribute. You might also receive an e-mail message from the sender to alert you that you have a draft to review. As a reviewer, you can decide to edit the draft, send it to another user for review, or discard all changes by canceling the draft. Depending on your role, you might also be able to publish the draft.



Draft review process

Related topics

- [“Using the draft review process” on page 44](#)

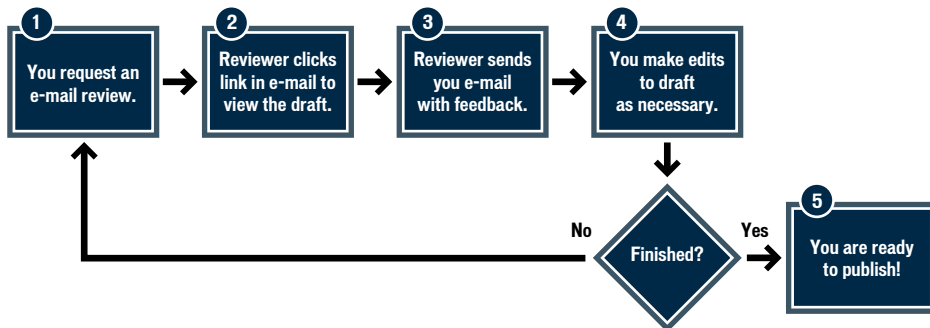
Understanding the e-mail review process

The Contribute e-mail review process uses your default e-mail application to create a message containing a web address where reviewers can see a temporary copy of your draft. Contribute automatically creates the temporary copy on the same server where you publish your website. The recipient clicks the web address (URL) link in the e-mail message to view your draft.

Note: If you belong to a role that cannot publish, then you cannot use the e-mail review process. In that case, use the draft review process (see [“Understanding the draft review process” on page 39](#)).

When you send an e-mail review request, Contribute displays a message under the toolbar to alert you that you sent the draft for review; the message includes the date you sent the review request. You can then save the draft for later, until you get feedback from your reviewer, or you can continue editing the draft.

After reviewing your draft, the reviewer can send you feedback by e-mail. The reviewer cannot edit the review draft. You can make changes to your draft based on the reviewer’s feedback, and then publish the draft or request another review. When the draft is canceled or published, Contribute removes the temporary copy of the draft that it placed on the server for the reviewer.



E-mail review process

Related topics

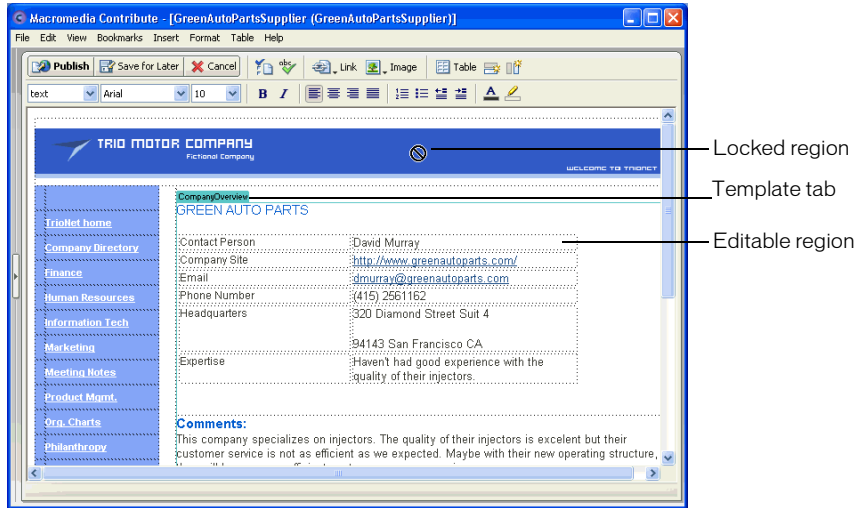
- [“Making your draft available for review by e-mail” on page 48](#)

About templates

A Macromedia Dreamweaver template contains a preset page layout and includes elements such as text and images. A template gives you a starting point for new web pages and can ensure that the pages on your website have a consistent look.

For example, the company employee template might contain basic elements and provide sections for employee information. Suppose the template has the company logo and address, and blank sections for the employee’s name, department, phone number, and picture. Any new employee page based on the company employee template inherits the same page layout.

In a template, the designer creates regions to control which elements of a template-based page you can edit. There are *editable* regions in a template, which you can edit, and *locked* regions, which you can't edit. In the employee template example, the company logo and address might be in a locked region. The employee information sections would be editable regions.



Related topics

- “Working with pages based on Dreamweaver templates” on page 49

Editing existing web pages

You can edit any pages on your website, as long as you have permission and someone else is not currently editing the page.

For more information about editing existing web pages, see “Editing pages” on page 38.

Related topics

- “Setting page properties” on page 66
- “Adding keywords and a description for a page” on page 68

Opening a page on your website for editing

After you've connected to a website, you can easily open and edit pages on that website. To open a page for editing, you simply browse to the page.

To edit a page on your website:

1. Browse to the page you want to edit (see [“Browsing to web pages” on page 26](#)).
2. Do one of the following:
 - Click the **Edit Page** button in the toolbar.



- Select **File > Actions > Edit Page**.

The page appears in the Contribute editor as a draft, and the draft title appears in the Pages panel.

Related topics

- [“Editing pages” on page 38](#)
- [“Undoing mistakes” on page 43](#)
- [“Saving drafts” on page 43](#)

Opening a page for editing that is on your computer

You can use Contribute to edit pages that aren't on a website you've connected to; you can simply open an HTML page saved on your computer and make your edits. The experience is similar to using Notepad or TextEdit, but it has the ease of use and functionality of Contribute.

For example, suppose you receive an HTML page in e-mail that you need to edit for a coworker. Even if the page isn't associated with a website you've connected to, you can save the page to your computer, open and edit the page in Contribute, and return it to your coworker.

Note: You should not create a connection to your local drive. If you do, Contribute will treat files saved on your computer as files on a website, and the Direct Edit feature will not work properly.

To edit a web page that is on your computer:

1. In the Contribute browser or editor, select **File > Open**.

The Open dialog box appears.

Note: You cannot use this feature to open and edit TXT files saved on your computer.

2. Navigate to and select the file you want to edit, and then click **Open**.

The page opens as a draft in the Contribute editor; the toolbar contains **Save** and **Close** buttons instead of **Publish** and **Cancel** buttons.

Note: Administrator preferences are not applied because this page is not part of a website. If you need to enforce preferences for pages that are edited this way, see the Contribute Support Center at www.macromedia.com/go/direct_edit_settings.

Related topics

- [“Editing pages” on page 38](#)
- [“Opening a page on your website for editing” on page 42](#)
- [“Undoing mistakes” on page 43](#)
- [“Saving drafts” on page 43](#)

Undoing mistakes

In Contribute, as in most applications, you can undo individual mistakes as you make them. You can also redo an edit if you decide that you don’t want to undo it.

Note: In Contribute, you can also discard changes, after you publish your draft, by reverting to a previously published version of a page. For more information, see [“Rolling back to a previous version of a page” on page 161](#).

To undo an edit:

- Select **Edit > Undo**.

To redo an edit:

- Select **Edit > Redo**.

Related topics

- [“Opening a page on your website for editing” on page 42](#)

Saving drafts

You can save a draft while you work (see [“Saving a draft while you work.” on page 43](#)), or you can save a draft and switch to another draft or to the browser (see [“Saving a draft until later” on page 44](#)).

Saving a draft while you work.

Contribute automatically saves a copy of your draft when you switch to the browser, switch to another draft, publish the draft, or exit Contribute; but you can also periodically save your work if you want.

When you edit a page (see [“Editing existing web pages” on page 41](#)), Contribute automatically saves the page as a draft, and the draft title appears in the Pages panel in the sidebar.

To save a draft and continue working:

- Select **File > Save**.

Note: When you save a new page draft for the first time, you do not give it a filename until you publish it. For more information, see [“Publishing a new page” on page 158](#).

To save a draft that is on your computer and continue working, do one of the following:

- Click **Save** in the toolbar.

Note: This option is only available for drafts saved on your computer, not drafts that are associated with a website.

- Select **File > Save**.

Saving a draft until later

You can save a draft you're editing and work on another draft, switch to browsing, or close Contribute.

Contribute saves your draft whenever you leave it and keeps the draft in the Pages panel until you publish (see [“Publishing Your Page” on page 155](#)), cancel (see [“Canceling a draft or new page” on page 55](#)), or send for review (see [“Using the draft review process” on page 44](#)).

To save a draft until later:

1. Do one of the following to leave your draft:
 - Click **Browser** in the Pages panel to switch to the browser.
 - Select **View > Browser** to switch to the browser.
 - Click the **Save for Later** button in the toolbar to close the draft and switch to the browser.
 - Click another draft title in the Pages panel to edit that page.
 - Close Contribute.
2. If you closed Contribute, restart the application.
3. Click the draft title in the Pages panel to return to the draft you were previously editing.

The draft appears in the Contribute editor for you to continue editing.

Related topics

- [“Saving a draft while you work.” on page 43](#)

Getting drafts reviewed by others

You can use the draft review process to get drafts reviewed before they are published. You can use the e-mail review process to post drafts for review.

Related topics

- [“Understanding the draft review process” on page 39](#)
- [“Understanding the e-mail review process” on page 40](#)

Using the draft review process

The Contribute draft review process enables you to easily send drafts to other Contribute users for review.

This review process enables you to get feedback and collaborate with others on a draft. Reviewers can see your draft, then edit it, publish it, and send it to another reviewer, or delete it. For more information, see [“Understanding the draft review process” on page 39](#).

Note: This feature is not available unless your website has an administrator. The administrator can set publishing and deleting permissions for each user role in the draft review process. For more information, see [“Setting general role settings” on page 237](#).

Related topics

- [“Making your draft available for review by e-mail” on page 48](#)

Sending a draft for review

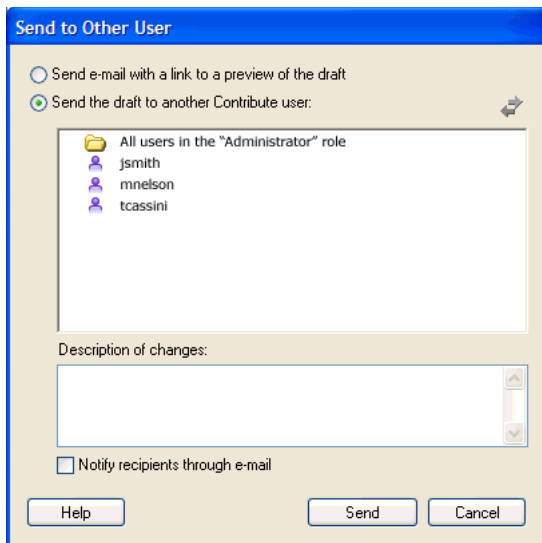
The Contribute draft review process enables you to send a draft to other Contribute users so that you can get feedback before you publish it. Or, if your role doesn't allow you to publish directly to the website, you might need to send the draft to someone who can review the draft and publish it.

For more information about the draft review process, see [“Understanding the draft review process” on page 39](#).

To send a draft for review:

1. Click **Send for Review** in the toolbar, or select **File > Actions > Send for Review**.

The Send to Other User dialog box appears.



2. Select the **Send the draft to another Contribute user** option, and then complete the dialog box.
You can send the draft to any user who has connected to this website.
For information about options in the dialog box, click the Help button.
3. Click **Send**.

4. If the Send New Page dialog box appears, you can change the draft's filename or click **Choose Folder** to save this draft in another location. Then click **Send** or **Next**.

Note: The current folder location appears in the web address under the filename.

5. If the Send Linked New Files dialog box appears, you can click the names of the unpublished linked pages, and then change the filenames and folder location. Then click **Send All**.

Contribute sends the draft to the reviewer.

To undo the sending of a draft:

1. Click the **Draft Console** link in the Pages panel.

The draft console appears.

Tip: If you have just sent the draft and are still viewing it in the Contribute window, you can click the Undo Send button and skip the rest of this procedure.

2. Select a draft in the **Sent Drafts** section.

Contribute displays the draft.

3. Click the **Undo Send** button in the toolbar.

You can use this option if you were the last person to send the draft for review. If, however, you send the draft to someone to review, and that person sends the draft to another reviewer, you cannot retrieve the draft because you were not the last person to send it for review.

The draft disappears from the reviewer's Pages panel and appears in your Pages panel.

Tracking your drafts

After you send a draft for review, you can track it to see what the reviewer does with the draft.

To track your drafts:

1. Click the **Draft Console** link in the Pages panel.

Note: The Draft Console is not available if you don't have a website connection that has an administrator assigned.

The Draft Console displays links to all the drafts you have sent and all the drafts you're editing or reviewing. Each sent draft also has status information.

Tip: Contribute removes published and deleted drafts from the Draft Console every 30 days. If you would like to manually remove outdated drafts, press Control+Shift while selecting **View > Refresh Drafts**.

2. If you would like to view a draft, select the draft title.

The draft appears in Contribute; you can click the **Draft Console** link to return to the Draft Console.

3. To update your view at any time, do one of the following:



- Click the **Refresh drafts** icon in at the bottom of the Pages panel.
- Click the **Refresh** button in the **Draft Console**.
- Select **View > Refresh Drafts**.

4. When you finish viewing the **Draft Console** or the draft you selected, select the browser or another draft in the Pages panel.

Related topics

- [“Sending a draft for review” on page 45](#)

Reviewing a draft

When someone sends you a draft to review, the draft appears in your Pages panel in Contribute. You can manually refresh the Pages panel to check for drafts to review.

When you review a draft, depending on your user role, you can edit the draft, publish it, send it for review, or delete it. You can also view all the comments that previous senders have attached to the draft.

To manually retrieve drafts that have been sent to you for review, do one of the following:



- Click the **Refresh Drafts** icon in at the bottom of the Pages panel.
- Select **View > Refresh Drafts**.

If any drafts have been sent to you for review, they appear in the Pages panel.

To review a draft:

1. Select a draft in the Pages panel to review.

The draft appears in the Contribute window for you to review; the draft status pane at the bottom of the window contains information about the draft.

Note: If the draft status pane is not expanded, click the expander arrow at the bottom right of the Contribute window to display the pane.

2. Do one of the following:

- Click the **Publish** button in the toolbar to make the draft live on your website.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish drafts.

- Click the **Send for Review** button in the toolbar to send the draft to another reviewer.

Note: Use this button to send to any reviewer, including the original sender.

Complete the Send to Other User dialog box, and then click **Send**.

- Click the **Edit Draft** button in the toolbar to make changes to the draft.

The draft appears in the Contribute editor. After you finish editing, click the **Send for Review**, **Publish**, or **Cancel** button.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish drafts.

- Click the **Delete** button in the toolbar to discard this draft.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to delete drafts.

To view comments for a draft you are reviewing:

1. While you are reviewing a draft, click the expander arrow at the bottom right of the Contribute window to display the draft status pane, if it is not already showing.
2. Do one of the following:
 - Click the **Draft History** button in the draft status pane.
 - Select **View > Draft History**.The Draft History dialog box appears.
3. Select a sender's name to see comments by that person.
4. To close the comments, click **Close**.

Making your draft available for review by e-mail

You can make the draft available for others to review—even if they don't have Contribute.

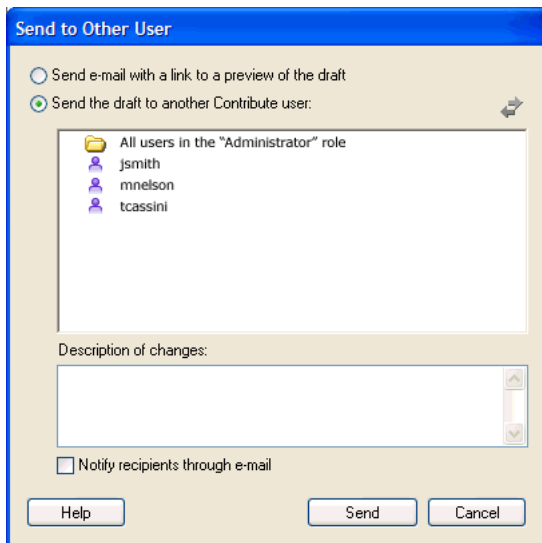
Note: If the page to be reviewed is in a frameset, the web address is for the single page that you edited, not the entire frameset.

For more information about the e-mail review process, see [“Understanding the e-mail review process” on page 40](#). If you belong to a role that cannot publish, then you cannot use the e-mail review process. In that case, use the draft review process (see [“Understanding the draft review process” on page 39](#)).

To use the e-mail review process:

1. In your draft, click the **Send for Review** button in the toolbar, or select **File > Actions > Send for Review**.

The Send to Other User dialog box appears.



2. Select the **Send e-mail with a link to a preview of the draft** option, and then click **Send**.

3. If the Send New Page dialog box appears, you can change the draft's filename or click **Choose Folder** to save this draft in another location. Then click **Send** or **Next**.

Note: The current folder location appears in the web address (URL) under the filename.

4. If the Send Linked New Files dialog box appears, select each unpublished linked page to change the filename and folder location as necessary. Then click **Send All**.

Contribute creates a new e-mail message in your default e-mail application.

On the Macintosh, Contribute works with the following default e-mail applications: Mail, Eudora, and Entourage.

Note: If Contribute does not find a default e-mail application or cannot start your e-mail application, you can create the e-mail message by clicking the **Click here** link in the message area under the toolbar. Copy the web address (URL) for the draft that appears in the browser window and paste the address in an e-mail message to send to reviewers.

5. Enter the reviewer's name and a message, and then send the e-mail message.

In Contribute, you can work on another draft or switch to the Contribute browser until you receive feedback from the reviewer. When you receive feedback from the reviewer, click the draft title in the Pages panel to return to the draft and update it.

Note: When you cancel or publish the draft, Contribute removes the temporary copy of the draft that it placed on the server for the reviewer.

Related topics

- [“Using the draft review process” on page 44](#)

Working with pages based on Dreamweaver templates

A Macromedia Dreamweaver template is a special type of page that contains a preset page layout and includes elements such as text and images. In Contribute, you can create a page based on a template. You can also edit a template-based page or edit the template properties of the page.

Tip: If you have a lot of templates on your website, Contribute can take longer to start. For faster startup, consider disabling your websites connections when you start Contribute. You'll be able to work on existing drafts; you can enable your website when you're ready to publish or edit another page. For more information, see [“Disabling website connections” on page 227](#).

Related topics

- [“About templates” on page 40](#)
- [“Creating a page based on a template” on page 64](#)

Editing a template-based page

On a page based on a Dreamweaver template (a template-based page), there are editable regions, where you can add or edit content, and there are locked regions, where you cannot add or edit content.



Note: If you try to edit a locked region in a document based on a template, the pointer changes to indicate that you can't click in that region.

When you view a template-based page, you see outlines around the editable regions. The editable regions each have a tab at the upper left giving the name of that content area. The tabs show you where you can add or update content on the page.

For example, a product template-based page might have a Title region, for the product title, and a Description region, for a product description. You add content to the appropriate sections.

You can edit the editable regions of a template-based page as you would edit any other web page.

To edit a template-based page:

1. Browse to the template-based page you want to edit.
2. Do one of the following:
 - Click the **Edit Page** button in the toolbar.
 - Select **File > Actions > Edit Page**.

The page opens as a draft in the Contribute editor. You can make edits in the editable regions.

Related topics

- [“About templates” on page 40](#)

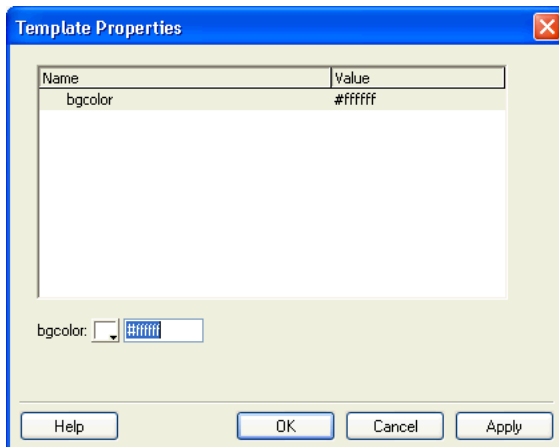
Setting template properties

The Dreamweaver template designer might make it possible for you to show or hide parts of the page. You control this content in the Template Properties dialog box. Pages based on a template might have *editable attributes*, such as background color, that you can edit in template properties.

To modify template properties:

1. Browse to a template-based page; then click the **Edit Page** button in the toolbar.
2. Select **Format > Template Properties**.

The Template Properties dialog box opens.



3. In the **Name** list, select a property.

Contribute updates the bottom of the dialog box to show the label of the selected property and its assigned value.

4. In the field to the right of the property label, edit the value to modify the property.

5. Click **Apply** to apply changes without closing the dialog box, or click **OK** to apply changes and close the dialog box.

Related topics

- [“About templates” on page 40](#)
- [“Editing a template-based page” on page 49](#)

Using Contribute to work offline

Contribute gives you the freedom to edit web pages without a network connection. Using the work offline feature of Contribute, you can work on an airplane, at home, or anywhere.

While you are working offline, you can edit drafts, but you cannot use the Contribute browser. Contribute remains offline—even if you establish a network connection—until you switch to working online.

To use Contribute to work offline:

- If Contribute is running and has a network connection, select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh).
- If Contribute is not running, start Contribute without a network connection; select **Work Offline** in the Connection Failure dialog box, and then click **OK**.

The Contribute browser displays the Working Offline page. Click a draft title in the Pages panel to start editing.

Switching between working online and working offline

If you start Contribute offline without a server connection, or switch to working offline during an online Contribute session, then you can switch to working online whenever you establish a server connection.

Note: Contribute does not reestablish the connection to your web server. You must connect to the server before you switch to working online in Contribute.

To switch from working online to working offline:

- Select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh).
- Switching to working offline does not disconnect your network connection.

To switch from working offline to working online:

1. Restore your network connection, if necessary.
2. Do one of the following:
 - Select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh).
The check mark next to this menu option disappears.
 - Click the **Work Online** button in the toolbar.

Working offline in the Contribute editor

When you're working offline, the Contribute browser displays information about what you can do offline. You cannot browse to other pages or websites when you are offline.

You can edit current drafts in the Pages panel or create new pages while you're offline. Some Contribute editor functions are not available when you're offline. For example, you can't publish pages until you are online again.

Tip: Before you work offline, be sure to click **Edit Page** to create drafts for any pages you want to edit offline. You cannot access home pages or recently published pages while you are offline.

To edit a draft while working offline:

- Click a draft title in the Pages panel of the sidebar.
The draft opens in the Contribute editor.

To create a new page while working offline:

- Select **File > New Page**.
The new page opens as a draft in the Contribute editor, and its title appears in the Pages panel.

To delete a new page while working offline:

1. Open any new page that you created while working offline.
Note: You can delete only those pages that you created while working offline. You cannot cancel changes to a draft while working offline.
2. Click the **Cancel** button in the toolbar or select **File > Actions > Cancel Draft**.
Contribute removes the new page from the Pages panel and opens the Contribute Working Offline page.

Related topics

- [“Switching between working online and working offline” on page 51](#)

Editing web page content in an external application

If you want to edit images, Microsoft Word documents, Macromedia Fireworks content, or files of other types on your website, you need to edit that content in the application in which it was created. You can open the appropriate application from within Contribute to edit the file.

Note: You need to use Contribute to edit the file in an external application; changes you make to the local, original source file do not appear on your website.

Before you can use Contribute to start an external application editor, you may need to associate an editor with the type of the file you intend to edit. Contribute has preassigned editors for common file types.

To edit content in an external application:

1. To find the content you want to edit, do one of the following:

- Browse to the page or file that contains the content you want to edit, and then click **Edit Page**.
- Click the **Choose** button in the toolbar, navigate to the file you want to edit, and then click **OK**.

Note: If the Contribute browser cannot display the page or file you've selected, you'll see the File Placeholder page.

2. Do one of the following:

- If you browsed to a page and opened it as a draft, right-click (Windows) or Control-click (Macintosh) the element you want to edit, and then select **Edit in External Application**.
- If you browsed to a file, click the **Edit** button in the toolbar.

Contribute displays the External Application Editing page and starts an external editing application.

3. If you are editing an image in Macromedia Fireworks, click **No** in the Find Source dialog box to indicate that you do not want to edit the source file for this image; you want to edit the image for your website only.
4. In the external application, make changes as necessary; then save your changes and close the application.

Note: If you are editing in Fireworks, click the **Done** button in the editing window.

5. In Contribute, click one of the action buttons in the toolbar.

Tip: Click the **Launch** link on the External Application Editing page to open the content in the external editor again, if you need to make additional changes.

Adding Google search functionality to your web page

You can add a Google™ search field to your web page, so that your website visitors can search the entire web or just your website.

To insert a Google search field:

1. In your draft, place the insertion point where you'd like the search field to appear.
2. Select **Insert > Google Search Field**.

The Insert Google Search Field dialog box appears.

3. Set the options on each screen, and then click **Next**.

For information about any of the options in a screen, click the Help button.

4. Review the summary, and then click **Done**.

The Google search field appears on your draft.

To change Google search field properties:

1. In your draft, select the Google search field.
2. Select **Format > Google Search Field Properties**.

The Google Search Field Properties dialog box appears.

3. Click any tab at the top of the dialog box, and then change options as necessary.

For information about any of the options in the tab, click the Help button.

4. When you finish, click **OK**.

Editing web page source in an external application

You can edit web page source in an external application to make quick modifications or to do testing, such as link checking or accessibility testing. Contribute opens the source in an external editing application.

Note: If your Contribute administrator has not enabled source editing, you will not be able to edit the source in an external application. For information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

Caution: Editing web page source in an external application is very different than the editing experience in Contribute. If you are unsure about editing the source directly, talk to your Contribute administrator.

To edit a web page's source in an external application:

1. In the Contribute browser or editor, view the page you want to edit the source for.
2. Select **File > Actions > Edit Page Source in External Application**.

Contribute displays the External Application Editing page and starts an external editing application.

3. In the external application, make changes as necessary, and then save your changes and close the file or application.

Warning: Be careful when you edit web page source—you can easily alter style and formatting and get unexpected results. If you are unsure about editing the source directly, talk to your Contribute administrator.

4. In Contribute, do one of the following:

- Click the **Edit in Contribute** link on the External Application Editing page to reload the draft in Contribute.

This option enables you to see your changes and resume editing.

Note: If Contribute warns you that you must save and close the file in the external application, click **OK**.

- Click the **Launch** link on the External Application Editing page to reopen the content in the external editor.

This option enables you to make additional changes, and provides a convenient way to switch back and forth between Contribute and the external editing application.

- Click the **Publish** button in the toolbar to publish your changes to the website.
- Click the **Send for Review** button to send the draft to another user to review your changes.
- Click **Cancel** if you are unhappy with the results of editing in an external application.

This options discards all changes you've made in Contribute or in the external application since you started editing this draft.

Related topics

- [“Editing web page content in an external application” on page 53](#)

Canceling a draft or new page

When you are editing a draft of an existing page, you can decide to discard all changes and retain the currently published version of the page. When you are editing a new page that you created, you can discard the new page.

Also, depending on your role, you might be able to delete pages that are published on your website. For more information, see [“Deleting a web page” on page 56](#).

To cancel changes to a draft of a published page:

- In your draft, click the **Cancel** button in the toolbar.

The published version of the page appears in the Contribute browser, without any edits.

To cancel a new page:

- In the new page draft, click the **Cancel** button in the toolbar.

Contribute discards the new page.

Deleting a web page

Depending on your role, you might be able to delete pages from your website. If you can delete pages, you can delete files of any type on your website, including image files.

Note: If you do not have permission to delete a page that you need to delete, talk to your Contribute administrator or see [“Setting folder and file access settings” on page 239](#).

You do not need special permission to delete a new page that you created and haven’t published yet. For more information, see [“Canceling a draft or new page” on page 55](#).

To delete a page or file:

1. Do one of the following to find the page or file:

- Browse to the page or file you want to delete.
- Click the **Choose** button in the toolbar; then select a file and click **OK**.

Note: If Contribute cannot display the page or file you browse to, you’ll see the File Placeholder page. You can still delete the page or file, even though you can’t view it.

2. Select **File > Actions > Delete Page**.

Note: This menu item is disabled if you do not have permission to delete pages on your website.

An alert appears.

3. Click **Yes** to confirm that you want to delete the file.

Contribute deletes the page and displays the last page you viewed in the browser.

Related topics

- [“Canceling a draft or new page” on page 55](#)

Exporting a Page (Windows only)

Contribute lets you export a page from Contribute to an external HTML file. You can save the file anywhere you choose on your computer or network.

If you export a new page with images—that is, a page you haven’t published yet—you’ll see the images in your exported page. If you edit an existing page—a previously published page—you might not see all the images on your exported page. This is because the new page references local versions of the images, and the existing page references images that are saved on your website.

To export a page:

1. Browse to the page you want to export; then click the **Edit Page** button in the toolbar.
2. Select **File > Export**.

The Export dialog box appears.

3. Select a location to save the exported file.
4. Enter a filename.
5. Click **Save**.

The exported file appears in the folder you selected.

Printing a page

You can browse to a page and print it, or you can print a page you are editing to check your changes.

To preview a page before you print:

1. Do one of the following:
 - Select **File > Print Preview** (Windows).
 - Select **File > Print**, and then click the **Preview** button (Macintosh).

The page appears in a browser window.
2. If you want to print the page, click **Print** or **OK**.
3. Click **Close** to close the preview when you finish viewing it.

Tip: To preview a page in a browser, see [“Previewing a page in your default browser” on page 156](#).

To print a page:

1. Select **File > Print**.

Note: (Windows only) In the Contribute browser you can also right-click, then select **Print**.

The Print dialog box appears.
2. Click **Print** or **OK**.

Your default printer prints the page.

CHAPTER 5

Adding Pages and Documents

With Macromedia Contribute you can add pages to your website. You can create a copy of a page, create a blank page, create a copy of a sample page, or create a page based on a template. In addition to creating web pages, you can add existing content, such as Microsoft Word or Excel, to your website.

You can also use Contribute to create a new stand-alone page that is not associated with one of your websites by saving the new page to your computer. And, finally, you can add a printable document to your website by converting it to a Macromedia FlashPaper SWF file.

After you create a page, you can change its properties, or even add keywords or a description for the page so that website visitors can use a search engine to find the page.

This chapter contains the following sections:

- [“About FlashPaper documents” on page 59](#)
- [“Creating or copying a page on your website” on page 60](#)
- [“Creating a stand-alone web page” on page 66](#)
- [“Setting page properties” on page 66](#)
- [“Adding keywords and a description for a page” on page 68](#)
- [“Converting documents with FlashPaper” on page 68](#)
- [“Adding Microsoft Word and Excel documents to a website” on page 73](#)

About FlashPaper documents

When you install Contribute on a Windows machine, you automatically install Macromedia FlashPaper. FlashPaper lets you create FlashPaper documents (SWF or PDF files) from any type of printable document. FlashPaper SWF files are typically much smaller than other document types, and you can view them in any browser that supports Flash, or directly in Flash Player.

You can view FlashPaper documents across platforms, and retain the formatting, graphics, fonts, special characters, and colors of source documents, regardless of the application and platform used to create the document. For example, if you created a Microsoft Excel spreadsheet on a Windows XP computer, you can use FlashPaper to convert it to a SWF file, and then send it to a Macintosh user.

Because you can embed a FlashPaper SWF file in a web page, you can publish file types that most people can't easily view on the web today, such as Microsoft Project, Microsoft Visio, and even QuarkXPress and AutoCAD. When a user opens your web page, the FlashPaper SWF file opens instantly, so the user can view the file without leaving the web page.

FlashPaper documents also work well as stand-alone files. Anyone who has Flash Player installed on their computer can view FlashPaper SWF files, and anyone who has Adobe Acrobat Reader installed on their computer can view PDF files.

By using the FlashPaper Printer utility that automatically installs with Contribute, Windows and Macintosh users can easily convert any printable document to a FlashPaper SWF file and insert it in a web page. The FlashPaper Printer works on Macintosh OS 10.2.6 and later, and Microsoft Windows XP and Windows 2000 operating systems.

You can convert a document to a FlashPaper SWF in Contribute (Windows only) or in another application (Windows and Macintosh). You cannot edit a FlashPaper SWF file. If you need to update the document, make changes to the original document, then convert it again to a FlashPaper SWF file.

Note: Currently the stand-alone version of the FlashPaper application is not supported on the Macintosh. However, Macintosh users can still create FlashPaper SWF files by using the FlashPaper Printer utility that installs with Contribute.

Related topics

- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)
- [“Using the FlashPaper toolbar” on page 70](#)
- [“Creating a FlashPaper SWF file in another application” on page 71](#)
- [“Selecting a Microsoft Excel print area to convert to a FlashPaper SWF file” on page 72](#)

Creating or copying a page on your website

You can create or copy any of the following types of pages on your website:

- [Copy of Current Page](#)
- [Blank Web Page](#)
- [Starter Web Page](#)
- [Template](#)

Note: If your Contribute administrator has restricted the types of new pages you can create, you won't see all of these options when you create or copy a page. For more information, talk to your Contribute administrator or see [“Settings for new web pages” on page 245](#).

Related topics

- [“Creating a stand-alone web page” on page 66](#)

Copying a page on your website

You can create a copy of the page you are currently viewing on your website. You must be viewing the page in the Contribute browser. You cannot create a copy of a page that is a draft in the Contribute editor. Also, you cannot copy a page from one website to another website.

Remember to add a link to the page before you publish; otherwise, website visitors cannot navigate to the page.

To create a copy of a web page:

1. Browse to the page you want to copy, and then click the **New Page** button in the toolbar or select **File > New Page**.

Note: You cannot create a copy of a page that contains frames.

The New Page dialog box opens.

2. In the **Create new page for** section, select **Copy of Current Page**.

Note: If you cannot select this option, you are not viewing a page in your browser that you cannot copy. If you do not see this option, your Contribute administrator has restricted the types of new pages that you can create. For more information, talk to your Contribute administrator or see [“Settings for new web pages” on page 245](#).

A preview of the page appears in the **Preview** pane on the right side of the dialog box.

3. Enter a page title in the **Page title** text box.

This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.

4. Click **OK**.

The new page opens as a draft in Contribute. Be sure to add a link to your new page before you publish it (see [“Creating text and image links” on page 133](#)).

Note: Contribute creates the new page in the same folder as the page you copied. You can change the folder location when you publish the new page, if you need to.

Creating a blank web page

You can create a blank web page to add to your website. Remember to add a link to the page before you publish; otherwise, website visitors cannot navigate to the page.

Note: It's a good idea to create the new page and a link to that page at the same time. To do that, see [“Linking to a new page” on page 135](#).

To create a blank web page:

1. In the Contribute browser, click the **New Page** button in the toolbar, or in the browser or editor, select **File > New Page**.

The New Page dialog box opens.

2. In the **Create new page for** section, expand the website in which you want to create the new page, if it is not already expanded.

3. In the **Create new page for** section, select **Blank Web Page**.

Note: If you don't see this option, then your Contribute administrator has restricted the types of new pages that you can create. For more information, talk to your Contribute administrator or see [“Settings for new web pages” on page 245](#).

4. Enter a page title in the **Page title** text box.

This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.

5. Click **OK**.

The new page opens as a draft in Contribute. Be sure to add a link to your new page before you publish it (see [“Creating text and image links” on page 133](#)).

Note: Contribute creates the new page in the same folder as the page you were viewing when you created the page (unless you selected another website in step 2). You can change the folder location when you publish the new page, if you need to.

Related topics

- [“Setting page properties” on page 66](#)
- [“Adding keywords and a description for a page” on page 68](#)

Copying a starter web page

Contribute comes with built-in starter web pages that you can copy and use on your website. Use any of these pages as a starting point for your web page.

Remember to add a link to the page before you publish it; otherwise, website visitors cannot navigate to the page.

Note: It's a good idea to create the new page and a link to that page at the same time. To do that, see [“Linking to a new page” on page 135](#).

To copy a starter web page:

1. In the Contribute browser, click the **New Page** button in the toolbar, or in the browser or editor, select **File > New Page**.

The New Page dialog box opens.

2. In the **Create new page for** section, expand the website in which you want to create the new page, if it is not already expanded.
3. In the **Create new page for** section, expand the **Starter Web Pages** folder, and then select a starter web page.

Note: If you don't see the **Starter Web Pages** folder, then your Contribute administrator has restricted the types of new pages that you can create. For more information, talk to your Contribute administrator or see [“Settings for new web pages” on page 245](#).

A preview of the page you select appears in the **Preview** pane on the right side of the dialog box.

4. Enter a page title in the **Page title** text box.

This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.

5. Click **OK**.

The new page opens as a draft in Contribute. For information about editing the starter web page, see [“Editing a starter web page” on page 63](#). Also, be sure to add a link to your new page before you publish it (see [“Creating text and image links” on page 133](#)).

Note: Contribute creates the new page in the same folder as the page you were viewing when you created the page (unless you selected another website in step 2). You can change the folder location when you publish the new page, if you need to.

Editing a starter web page

The Contribute starter web pages were created by a professional design firm. You can copy any of the sample pages and use them in your website. You can use any of the pages as a starting point to create your own page, or simply replace the existing content with your information.

After you create a new page based on a starter web page, you can modify the page. This page is not a template, in which some parts can be modified but other parts are restricted. The page is simply a starting point for your web page; you can change it as needed.

Note: The hypertext links on the page do not work automatically; you need to edit each link on the page so that it refers to a page in your website.

The following are guidelines for working with text, images, and links on the starter pages. These are tips to help you get started; there are many ways to modify the starter web pages to make them your own.

To modify text in a draft based on a starter page:

- To replace existing text, select any text on the draft and type over it.

When you replace existing text, Contribute retains the formatting established by the design of the starter web page. You can apply formatting to any text to override the design.

- To add text to draft, copy text from the draft or from another source (such as Microsoft Word), place the insertion point on the page or select text you want to replace, and then select **Edit > Paste Text Only**.

Note: If you want to delete the date object from your page, you must deselect Protect Scripts and Forms in the administration settings. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

For more information about working with text, see [Chapter 6, “Working with Text,” on page 77](#).

To replace an image or graphic element in a draft based on a starter page:

- Select the image, press **Delete**, and then drag a new image to the draft.

Most images and graphics on the starter web pages have dimensions on them. When you replace an image, try to use an image that's close in size to the one you're replacing, so that you retain the page design.

Note: If you see a yellow shield icon, it's probably a placeholder for the current date. When you publish the page, it displays the current date.

For other ways to insert images and more information about working with images, see [Chapter 7, "Working with Images and Graphical Elements,"](#) on page 95.

To enable links in a draft based on a starter page:

- To replace existing link text, select a link, and then type your link text.

Note: Not all links on the starter web pages look like typical links, with blue, underlined text. Links might not be underlined and might have a different design treatment applied to them. When you click an intended link on a draft based on a starter page, the status bar at the bottom of the Contribute editor indicates that it is a link.

- To make a link work, select a link, click the **Link** button in the toolbar, and then select **Browse to Web Page**. Click the **Browse** or **Choose** button in the Insert Link dialog box to find and select a page, and then click **OK** to close the Insert Link dialog box.

You need to make the links work, or delete the ones you don't want.

Tip: You can also link to a new web page, such as another starter web page, and modify the new starter web page later. For more information, see ["Linking to a new page" on page 135](#).

- To add a link to a vertical navigation bar, select the row that contains the last link in the series, and then select **Edit > Copy**. With the row still selected, click the **Insert Row Below** button in the toolbar. Select the new row, and then select **Edit > Paste**.

For more information about working with links, see [Chapter 9, "Working with Links,"](#) on page 133.

Related topics

- ["Copying a starter web page" on page 62](#)

Creating a page based on a template

You can create a new page based on a template, which can help you maintain a consistent look across your website. In Contribute there are two types of templates:

- A template created in Macromedia Dreamweaver (see Dreamweaver Help > Using Dreamweaver). A Dreamweaver template is a template that a designer creates for you with editable and locked regions.
- A page that your Contribute administrator designated as a template. Your Contribute administrator can designate any page on your website as a template.

You can create a copy of either type of template to use as a starting point for your new page. The only difference is that a Dreamweaver template has editable and locked regions (see [“Working with pages based on Dreamweaver templates” on page 49](#)), and a page designated as a template by your Contribute administrator might not.

Remember to add a link to the new page before you publish it; otherwise, website visitors cannot navigate to the page.

Note: It's a good idea to create the new page and a link to that page at the same time. To do that, see [“Linking to a new page” on page 135](#).

To create a new page based on a template:

1. In the Contribute browser, click the **New Page** button in the toolbar, or in the browser or editor, select **File > New Page**.

The New Page dialog box opens.

2. In the **Create new page for** section, expand the website in which you want to create the new page, if it is not already expanded.
3. In the **Create new page for** section, expand the **Templates** folder, and then select a template.

Note: If you don't see the **Templates** folder, then your Contribute administrator has restricted the types of new pages that you can create. For more information, talk to your Contribute administrator or see [“Settings for new web pages” on page 245](#).

A preview of the page you select appears in the **Preview** pane on the right side of the dialog box.

4. Enter a page title in the **Page title** text box.

This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.

5. Click **OK**.

The new page opens as a draft in Contribute. Be sure to add a link to your new page before you publish it (see [“Creating text and image links” on page 133](#)).

Note: Contribute creates the new page in the same folder as the page you were viewing when you created the page (unless you selected another website in step 2). You can change the folder location when you publish the new page, if you need to.

Creating a stand-alone web page

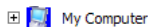
You can use Contribute to create pages that aren't on a website you've connected to. You can save the page on your computer or network.

To create a new draft that is not associated with a Contribute website:

1. In the Contribute browser, click the **New Page** button in the toolbar, or in the browser or editor, select **File > New Page**.

The New Page dialog box appears.

2. In the **Create new page for** section, expand **My Computer** (Windows) or **This Mac** (Macintosh), and then select **Blank Web Page**.



Note: Be sure to select the option under My Computer (Windows) or This Mac (Macintosh) and not under a website that you have a connection to.

3. Enter a title for the new page.
4. Click **OK**, and then click **OK** again at the prompt.

The Save As dialog box appears.

5. Browse to the location where you want to save the file, and then click **OK**.

The new page opens as a draft in the Contribute editor.

Related topics

- [“Creating or copying a page on your website” on page 60](#)

Setting page properties

For each page, you can specify layout and formatting properties, including the default font family and font size, background color, margins, link styles, and many other aspects of page design.

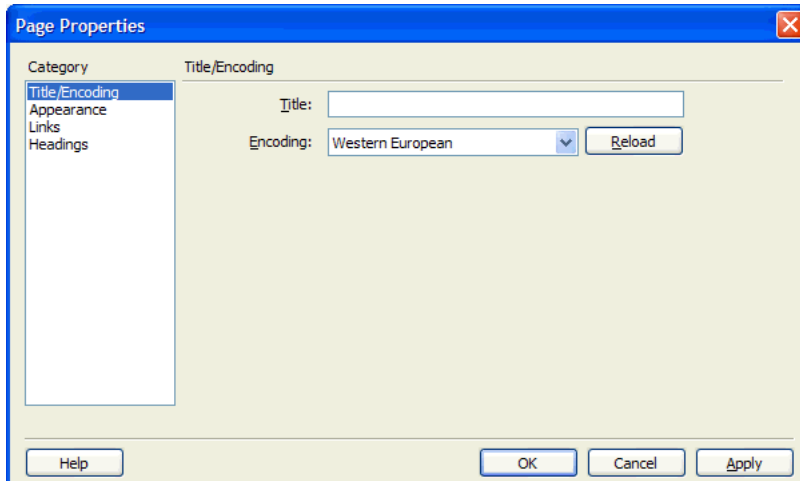
The page properties you select apply only to the current web page. If a page uses an external CSS style sheet, Contribute does not make changes to the external style sheet, because those changes affect all other pages that use that style sheet.

Note: If you are editing a draft based on a template, or if you are restricted to text-only editing by your Contribute administrator, then you might be able to change the page title only. For more information, contact your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

To set page properties:

1. In your draft, click the **Page Properties** button in the toolbar, or select **Format > Page Properties**.

The Page Properties dialog box appears.



2. Select categories from the list on the left and make changes as necessary.

By default, Contribute uses CSS to assign page properties. If your Contribute administrator has set the preference to use HTML tags instead of CSS, you will see only the Title/Encoding and Appearance categories on the left side of the dialog box. For more information about this setting, contact your Contribute administrator or see [“Setting style and font settings” on page 243](#).

Note: If you cannot select the Links or Headings categories, then your Contribute administrator has set options to prevent you from changing those page properties. Likewise, if you can only change page margins in the Appearance category, the administrator has restricted access to the other properties in that category. For more information, talk to your Contribute administrator or see [“Setting style and font settings” on page 243](#).

For information about options in any of the categories, click the Help button.

3. Click **Apply** to see changes without closing the dialog box or click **OK** to apply changes and close the dialog box.

Adding keywords and a description for a page

You can associate keywords and a description with your web page. Visitors who type one of your keywords in a search engine can find your page.

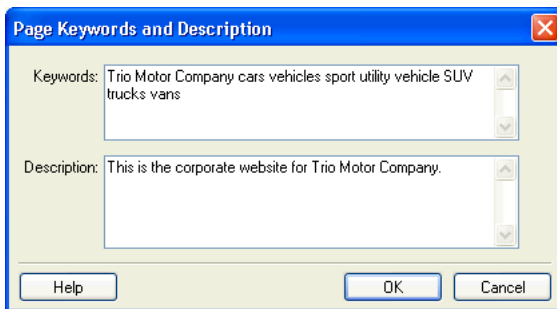
To add or change keywords and a description for a page:

1. Browse to the page you want to add keywords and a description for, and then click the **Edit Page** button in the toolbar.

A draft opens in the Contribute editor.

2. Select **Format > Keywords and Description**.

The Page Keywords and Description dialog box appears.



3. Enter or change keywords in the **Keywords** pane.

Separate each keyword with a single space (for example, meeting minutes planning committee holiday party).

4. Enter or change the page description in the **Description** pane.
5. Click **OK**.

Related topics

- [“Setting page properties” on page 66](#)

Converting documents with FlashPaper

By using the FlashPaper Printer utility that is automatically installed with Contribute, you can easily convert your documents (such as Microsoft PowerPoint, Word, or Excel documents) to a FlashPaper SWF file that users can view in a browser.

Windows users can convert a document to a FlashPaper SWF file directly in Contribute, and then insert it into a web page (see [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)). Macintosh users must create a FlashPaper SWF file in another application, then use Contribute to insert it into a web page (see [“Creating a FlashPaper SWF file in another application” on page 71](#)).

Related topics

- [“About FlashPaper documents” on page 59](#)

Creating and inserting FlashPaper SWF files within Contribute (Windows only)

You can use Contribute to convert any printable document to a FlashPaper SWF file and insert it into your web page. For more information about the flexibility of FlashPaper documents, see [“About FlashPaper documents” on page 59](#).

In Contribute, Windows users can use the Insert menu or drag a document to convert it and insert it into a page. Macintosh users must convert the document in another application, and then use Contribute to insert it into a page (see [“Creating a FlashPaper SWF file in another application” on page 71](#)).

Note: If you are inserting a Microsoft Excel document, and want to specify the area of the document to convert, you should convert the document while working in Excel, and then insert it as a FlashPaper SWF file. For more information, see [“Selecting a Microsoft Excel print area to convert to a FlashPaper SWF file” on page 72](#).

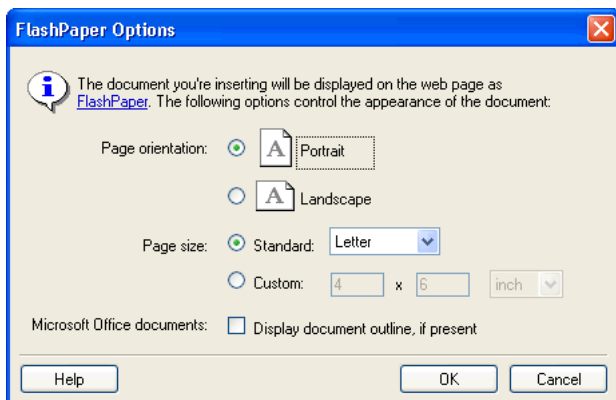
To create and insert a FlashPaper SWF file using the Contribute Insert menu:

1. In the draft, place the insertion point where you want the FlashPaper SWF file to appear.
2. Select **Insert > Document with FlashPaper**.

The Open dialog box appears.

3. Navigate to the file you want to convert to a FlashPaper SWF file, and then click **Open**.

The FlashPaper Options dialog box appears.



4. Select the options you want to apply to the document you are inserting.

For information about options in the dialog box, click the Help button.

5. Click **OK**.

Contribute converts the document to a FlashPaper SWF file and inserts it into your draft.

Tip: Select Edit > Undo FlashPaper if you want to remove the FlashPaper SWF file you just inserted.

To create and insert a FlashPaper SWF file by dragging:

1. In the draft, place the insertion point where you want the FlashPaper SWF file to appear.

Tip: Reduce the size of the Contribute window so that you can also see the application that contains the file you plan to drag.

2. Drag the document that you want to convert to the insertion point.
3. If the Insert Microsoft Office Document dialog box appears, select **Insert the document with FlashPaper**, set options as necessary, and then click **OK**.

Contribute converts the document to a FlashPaper SWF file and inserts it into your draft.

Tip: Select Edit > Undo FlashPaper if you want to remove the FlashPaper SWF file you just inserted.

To delete a FlashPaper SWF file from a draft:

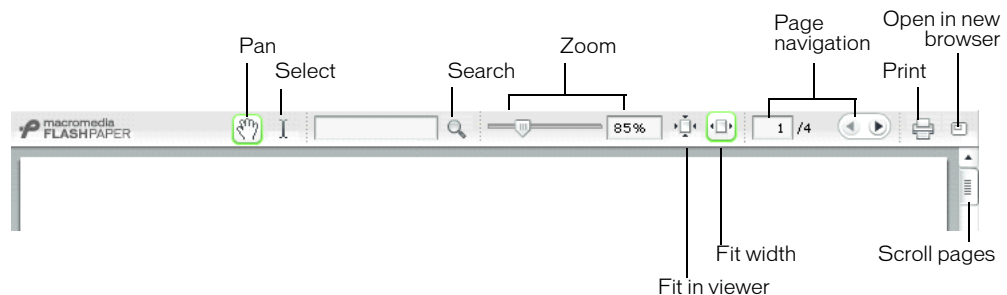
1. In the draft, click the FlashPaper SWF file to select it.
2. Press **Delete**.

Related topics

- [“About FlashPaper documents” on page 59](#)
- [“Creating a FlashPaper SWF file in another application” on page 71](#)

Using the FlashPaper toolbar

The FlashPaper toolbar contains options that enable you to resize a document for viewing, navigate through the document pages, select text, search the document, and print the document. The FlashPaper controls are active whether you are using the Contribute browser or editor.



To print a document:

- Click the **Printer** button.

To select text in the document:

1. Click the **Select** button.
2. Drag to select text in the document window.

Tip: You can Shift-click to select multiple words or lines of text.

3. Click the **Pan** button to return to viewing the document.

To search the document:

1. Type words that you want to search for in the **Search** text field, and then click the **Search** button.

FlashPaper selects the first instance of the matching words.

Note: The Search feature requires that you have Flash Player 7 installed on your computer. If you have Flash Player 6 or earlier, you cannot use the Search feature.

2. To find the next instance of the matching words, click the **Search** button again.

To resize the document, do one of the following:

- Use the **Zoom** slider to dynamically resize the document.
You can adjust the document magnification range from 25% to 250%. The Zoom text box updates as you use the slider.
- Enter a number in the **Zoom** text box to resize the document to a specific magnification.
- Click the **Fit in Viewer** button to see the entire page in the viewer.
- Click the **Fit Width** button to resize the document so that the width of the page fills the viewer.

To navigate or page through the document, do one of the following:

- Enter a number in the **Page Navigation** text box to view a specific page.
- Click the **Previous** arrow or the **Next** arrow to page backward or forward through a document.
- Drag the page scroll box, located to the right of the document, to scroll through multiple-page documents.

To open a document in a new browser window:

- Click the **Open in New Browser** button.

Related topics

- [“About FlashPaper documents” on page 59](#)
- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)

Creating a FlashPaper SWF file in another application

You can convert any printable document type to a FlashPaper SWF file in an application other than Contribute, and then use Contribute to insert it into your page. For more information about FlashPaper documents, see [“About FlashPaper documents” on page 59](#).

Windows users can use Contribute to both convert and insert the document (see [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)).

Note: In some cases, you may find it easier to work in an application other than Contribute when you want to specify a particular area of the document to convert. For information about converting Microsoft Excel documents in this way, see [“Selecting a Microsoft Excel print area to convert to a FlashPaper SWF file” on page 72](#).

To use another application to convert a document to a FlashPaper SWF file:

1. In the application that you are using to convert a document to a FlashPaper SWF file, select **File > Print**.

The Print dialog box appears.

2. For the printer name, select **Macromedia FlashPaper**, and then set the printer options you want to apply to the converted document.
3. (Windows only) Click **Properties** if you want to specify the page orientation and page size of the FlashPaper SWF file.
4. Click **OK** (Windows) or **Print** (Macintosh).
5. Save the FlashPaper SWF file.

- In Windows, in the FlashPaper Viewer, select **File > Save as Macromedia Flash**.

Note: You can also save the document as a PDF file by selecting **File > Save as PDF**.

- On the Macintosh, in the Save dialog box that appears, select a location, and then click **Save**.

6. In your Contribute draft, place the insertion point where you want the FlashPaper SWF to appear, and then select **Insert > Flash**.

Related topics

- [“About FlashPaper documents” on page 59](#)
- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)
- [“Using the FlashPaper toolbar” on page 70](#)

Selecting a Microsoft Excel print area to convert to a FlashPaper SWF file

You cannot define the print area, or print multiple worksheets, when you convert a Microsoft Excel document to a FlashPaper SWF file from Contribute. To specify which worksheets are converted, or to specify certain rows and columns to convert, you must open the document in Excel, and then convert it to a FlashPaper SWF file.

To set a FlashPaper print area in Microsoft Excel:

1. In the Microsoft Excel document, drag to select the part of the worksheet that you want to convert to a FlashPaper SWF file.
2. Select **File > Print Area > Set Print Area**.
3. Select **File > Print**.

The Print dialog box appears.

4. For the printer, select **Macromedia FlashPaper**.
5. (Windows Only) Click **Properties** if you want to set page layout properties for the document, and then click **OK** when you are finished.
6. Click **OK** (Windows) or **Print** (Macintosh).

Note: Macintosh users will need to perform the additional step of selecting a location in which to save the converted file.

To select multiple worksheets to convert to a FlashPaper SWF file:

1. In the Microsoft Excel document, do one of the following to select multiple worksheets:
 - Click the worksheet tab of the first document you want to select; then Control-click (Windows) or Command-click (Macintosh) the tabs of other worksheets you want to select.
 - Right-click (Windows) or Control-click (Macintosh) a worksheet tab, and then select **Select All Sheets**.
2. Select **File > Print**.

The Print dialog box appears.
3. For the printer, select **Macromedia FlashPaper**.
4. (Windows only) Click **Properties** if you want to set page layout properties for the document, and then click **OK**.
5. Click **OK** (Windows) or **Print** (Macintosh).

Note: Macintosh users will need to perform the additional step of selecting a location in which to save the converted file.

Related topics

- [“About FlashPaper documents” on page 59](#)
- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)
- [“Using the FlashPaper toolbar” on page 70](#)
- [“Creating a FlashPaper SWF file in another application” on page 71](#)

Adding Microsoft Word and Excel documents to a website

With Contribute you can easily add Word and Excel documents or content from those documents to your website.

For example, suppose you have a Word table that contains contact information for all of your sales representatives in North America. You don't have to recreate the table on your web page—you can use Contribute to add it to your website.

There are three ways to add Word or Excel content to a web page:

- [Add the contents of a Word or Excel document](#) to a new or existing web page (Windows only)
- [Insert a link to a Word or Excel document](#) on an existing web page
- [Convert the document to a FlashPaper SWF file](#) and insert it into a web page

Tip: In Windows, you can set a user preference so that when you add a Word or Excel document, Contribute always either adds the contents of the document or inserts a link to the document.

Adding Word or Excel content to a page (Windows only)

You can add the contents of a Word or Excel document to a new or existing web page.

When you add content to a page, Contribute converts it to HTML and copies it to your web page. You can then edit the content in Contribute; changes you make to the original file on your computer do not appear on your website.

If the document you are converting to HTML is larger than 300K, Contribute advises that the file is too large to convert and gives you other options for inserting the document: converting the document to a FlashPaper SWF file or inserting a link to the document. For information about these options, see [“Converting documents with FlashPaper” on page 68](#) and [“Inserting a link to a Word or Excel document” on page 74](#).

Note: If you use Microsoft Office 97, you cannot add the contents of a Word or Excel document; you must insert a link to the document or convert the document to a FlashPaper SWF file.

To add the contents of a Word or Excel document to a draft:

1. In your draft, place the insertion point where you want the content to appear.
2. Do one of the following to select the file with the content you want to insert:
 - Select **Insert > Microsoft Office Document**.
In the Open dialog box, browse to the file you want to add, and then click **Open**.
 - (Windows only) Drag the file from its current location to the Contribute draft where you want the content to appear.
In the Insert Microsoft Office Document dialog box, click **Insert the contents of the document into this page**, and then click **OK**.

The contents of the Word or Excel document appear in your draft.

Related topics

- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)

Inserting a link to a Word or Excel document

You can insert a link to a Microsoft Word or Excel document in an existing page.

When you publish the page with the link, Contribute copies the document to your website and then links to that copy (not to the original file on your computer).

Note: To edit content in the linked page after you publish, see [“Editing web page content in an external application” on page 53](#). Changes you make to the original file do not appear on your website.

To create a link to a Word or Excel document:

1. In your draft, place the insertion point where you want the content to appear.
2. Do one of the following to select the file with the content you want to insert:
 - Place the insertion point in your draft where you want the link to appear, or select text or an image on the draft, then click the **Link** button in the toolbar and select **File on My Computer**.
In the Insert Link dialog box, enter link text, browse to the file you want to link to, and then click **OK**.
 - (Windows only) Drag the file from its current location to the Contribute draft where you want the link to appear.
In the Insert Microsoft Office Document dialog box, click **Create a link to the document**, and then click **OK**.
Note: The link text is the name of the file you link to. To change link text after you create the link, see [“Changing link text and destination” on page 146](#).

A link to the document appears in your draft.

Related topics

- [“Adding Word or Excel content to a page \(Windows only\)” on page 74](#)
- [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#)

CHAPTER 6

Working with Text

You can use Macromedia Contribute to add and format text, much as you do with a basic word processor. You'll find a few differences in working with text in Contribute and a word-processing program, such as Microsoft Word, because Contribute formats your text using HTML behind the scenes.

This chapter contains the following sections:

- [“About HTML and CSS styles in the Contribute Style menu” on page 77](#)
- [“Adding text to a web page” on page 78](#)
- [“Changing text appearance on the page” on page 80](#)
- [“Positioning text on the page” on page 86](#)
- [“Creating lists” on page 88](#)
- [“Checking spelling” on page 93](#)
- [“Finding and replacing text” on page 93](#)

For information about working with text in tables, see [Chapter 8, “Working with Tables,” on page 117](#). For information about aligning text around images, see [Chapter 7, “Working with Images and Graphical Elements,” on page 95](#). For information about editing link text, see [“Working with Links” on page 133](#).

About HTML and CSS styles in the Contribute Style menu

The Style pop-up menu in Contribute lists HTML heading and paragraph styles, plus user-defined Cascading Style Sheet (CSS) styles that you can apply to format your content. All styles in the list appear as they will appear when you apply them to text.

Note: If the Style menu is not enabled, your Contribute administrator has restricted the website so you cannot apply styles.

You might also be able to create new CSS styles as you format text; Contribute automatically adds these styles to your style list. This makes applying the same formatting to a block of text much simpler as well as letting you create a more consistent look for your pages.

Note: You will not see HTML heading or CSS styles if your Contribute administrator has disabled one or both of them. To enable or disable CSS styles in Contribute, talk to your Contribute administrator or see [“Setting style and font settings” on page 243](#).

You cannot attach a Cascading Style Sheet to a page in Contribute to add more styles; use Macromedia Dreamweaver to attach a style sheet.

Related topics

- [“Applying styles to text” on page 82](#)
- [“Creating and managing styles” on page 83](#)

Adding text to a web page

You can add text to a web page by typing text, copying and pasting text, or dragging text from another application or web page to your Contribute draft.

If you are using the Windows version of Contribute, you can add the entire contents of a Microsoft Word or Excel document to a web page. For more information, see [“Adding Microsoft Word and Excel documents to a website” on page 73](#).

Tip: Your Contribute administrator can specify the amount of space that Contribute adds between paragraphs when you press Enter or Return. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

To add text to a draft, do one of the following:

- Place the insertion point in the draft; then type text directly into your draft.
- Select text in another application; then select **Edit > Copy**. Place the insertion point in your Contribute draft; then select **Edit > Paste**.

Tip: Leave Microsoft Excel running when you copy and paste Excel content to Contribute so that the pasted content retains its formatting.

- Drag selected text from another application to your Contribute draft.

Note: Contribute might preserve text formatting applied in the other application.

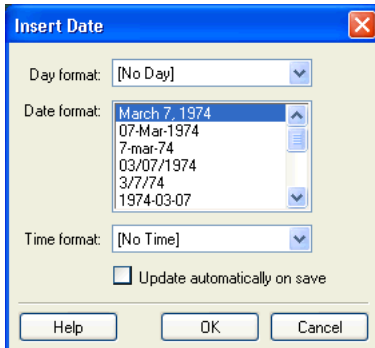
Adding the current date to a page

You can add the current date to a page. The date can also include the day of the week and the time.

To add the date to a draft:

1. Place the insertion point in your draft where you want the date to appear.
2. Select **Insert > Date**.

The Insert Date dialog box appears.



3. Select the format for the day, date, and time.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute adds the current date to your draft.

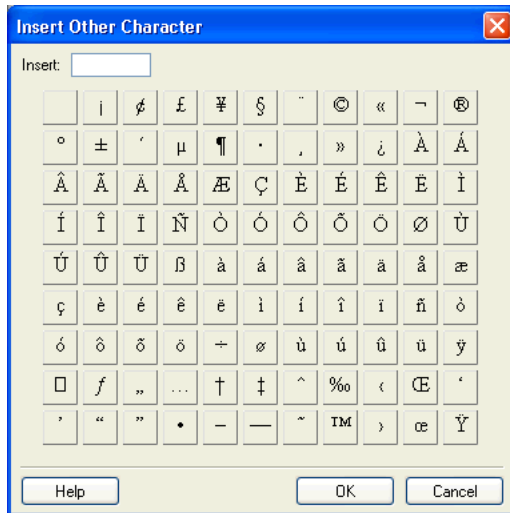
Adding special characters to a page

You can add special characters, such as a copyright symbol (©) or a pound sign (#), to your page.

Note: You can add special characters only to pages that use Western (Latin 1) encoding. For more information about setting page encoding, see ["Setting page properties" on page 66](#).

To add a special character to a draft:

1. Place the insertion point in your draft where you want the character to appear.
2. Do one of the following:
 - Select **Insert > Special Characters**, and then select a character from the pop-up menu.
 - Select **Insert > Special Characters**, and then select **Other**. In the Insert Other Character dialog box, click the character you want to insert, and then click **OK**.



The character appears in your draft.

Related topics

- [“Adding special characters to a page” on page 79](#)

Changing text appearance on the page

Contribute enables you to format text—characters and entire paragraphs—quickly and easily. You can use menu options or use the text formatting toolbar to change text with one click.

For a detailed illustration of the text formatting toolbar, see [“The Contribute toolbars” on page 22](#).

Note: For information about moving text, see [“Positioning text on the page” on page 86](#).

Changing text font and size

You can change the appearance of text by changing its font or size. Select a font or size from the available options; you cannot enter a custom size.

Most browsers can render the fonts in the Contribute font list. It's good web-design practice to use fonts that are generally available to your website visitors.

Each font in the list actually represents a font combination list. To edit your list of available fonts, see [“Editing the font list” on page 81](#).

To change text size:

1. In your draft, select the text you want to change.
2. Do one of the following:
 - Select a size from the **Font Size** pop-up menu in the text formatting toolbar.
 - Right-click (Windows) or Control-click (Macintosh), select **Size**, and then select a size from the pop-up menu.

Note: This option is not available if you are working in a table.
 - Select **Format > Size**, then select a size from the pop-up menu.

To change text font:

1. In your draft, select the text you want to change.
2. Do one of the following:
 - Select a font from the **Font** pop-up menu in the text formatting toolbar.
 - Right-click (Windows) or Control-click (Macintosh), select **Font**, and then select a font from the pop-up menu.

Note: This option is not available if you are working in a table.
 - Select **Format > Font**, then select a font from the pop-up menu.

Related topics

- [“Applying styles to text” on page 82](#)
- [“Creating and managing styles” on page 83](#)
- [“Changing text style on the page” on page 84](#)
- [“Applying text color” on page 85](#)

Editing the font list

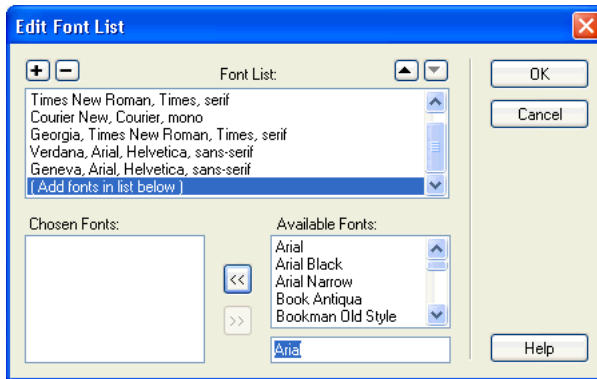
Font combinations in the Contribute font list determine how a browser displays text in your web page. Each font you see in the Font menu represents the first font in that font combination. You can edit the font combinations in Contribute.

A browser uses the first font in a font combination that is installed on the website visitor's computer. If none of the fonts in the combination are installed, the browser displays the text as specified by the visitor's browser preferences.

To edit the font list:

1. In your draft, select **Format > Font > Edit Font List**.

The Edit Font List dialog box appears.



2. Select a font combination in the **Font list** section.

The fonts in the selected combination appear in the **Chosen fonts** section. The **Available fonts** section lists fonts that are installed on your computer.

3. Make changes as necessary.

You can add or remove a font combination, move a font combination up or down in the list, add or remove fonts from a font combination, or add a font that is not installed on your system.

For information about options in the dialog box, click the Help button.

4. Click **OK** when you finish editing the font list.

Related topics

- [“Changing text font and size” on page 80](#)

Applying styles to text

You can easily apply styles, such as a heading style, to format your text. The Style pop-up menu in Contribute lists HTML heading and paragraph styles, plus user-defined CSS styles.

Note: If the Style menu is not enabled, your Contribute administrator has restricted the website so that you cannot apply styles.

For more information about the HTML and CSS styles in the Style menu, see [“About HTML and CSS styles in the Contribute Style menu” on page 77](#).

To apply a style to text:

1. In your draft, select the text you want to change or place the insertion point in the paragraph you want to change.
2. Do one of the following:
 - Select a style from the **Style** pop-up menu in the text formatting toolbar.
 - Select **Format > Style**, and then select a style from the pop-up menu.

The text you selected, or the entire paragraph where the insertion point is, changes to the new style.

Note: If you select a built-in heading style, the entire paragraph changes to that style, even if you selected specific text in the paragraph.

When you press Enter or Return after text that has a style applied, Contribute applies the same style to the next line, unless the previous text was a heading. When you press Enter or Return after a heading, the next line of text is in paragraph style.

To clear the current text style:

1. In your draft, select the text you want to change, or place the insertion point within the text.
2. Select **Normal** from the **Styles** pop-up menu in the text formatting toolbar.

Note: You can also select **Format > Style > Remove Paragraph Breaks**. This option clears the style and removes any paragraph tags around the selection.

Related topics

- [“Changing text font and size” on page 80](#)
- [“Changing text style on the page” on page 84](#)
- [“Applying text color” on page 85](#)

Creating and managing styles

As you format text in a page, Contribute keeps track of the styles and builds a library of styles that you can reuse in that page.

Note: If your Contribute administrator has restricted style creation for your website, you can apply formatting properties to text, but Contribute will not save the style for you to reuse. For more information, talk to your Contribute administrator or see [“Setting style and font settings” on page 243](#).

You can manage your list of user-defined CSS styles by renaming them or deleting them as necessary. You cannot rename or delete HTML styles in the list.

For more information about HTML and CSS styles, see [“About HTML and CSS styles in the Contribute Style menu” on page 77](#).

To create a new text style:

1. In your draft, place the insertion point in the paragraph, or select some of the text in the paragraph.
2. Apply the font, size, or color as desired.

Contribute keeps track of the formatting properties you assign and assigns a label to the new style, using the naming convention: Style1, Style2, Style3, Style*n*. The label appears in the Style pop-up menu in the text formatting toolbar.

If you assign the same formatting attributes to two or more text elements, Contribute labels those elements with the same title, eliminating redundant style names.

To rename a style:

1. In your draft, select **Format > Style > Rename Style** or select **Rename Style** from the **Style** pop-up menu in the text formatting toolbar.

The Rename Style dialog box appears.
2. Select the style you want to rename from the **Style** pop-up menu.
3. Enter a new name in the **New style name** text field.
4. Click **OK**.

Contribute renames the style and the new name appears in the **Style** pop-up menu in the text formatting toolbar.

To delete a style:

1. In your draft, select **Format > Style > Delete Style** or select **Delete Style** from the **Style** pop-up menu in the text formatting toolbar.

The Delete Style dialog box appears.
2. Select the style you want to delete.
3. Click **Delete**.

Contribute deletes the style from the **Style** pop-up menu in the text formatting toolbar.

Related topics

- [“Changing text font and size” on page 80](#)
- [“Applying styles to text” on page 82](#)
- [“Applying text color” on page 85](#)

Changing text style on the page

You can change text style to bold, italic, underlined, strikethrough, emphasis, strong, and fixed width.

Note: If these options are not enabled, your Contribute administrator has restricted the website so that you cannot use these text formatting options.

To make text bold, italic, or underlined:

1. In your draft, select the text you want to change.
2. Do one of the following:
 - Click the **Bold** or **Italic** button in the text formatting toolbar.
 - Right-click (Windows) or Control-click (Macintosh), then select **Bold**, **Italic**, or **Underline**.
Note: This option is not available if you are working in a table.
 - Select **Format > Bold**, **Format > Italic**, or **Format > Underline**.
Tip: It is not good practice to use the underline style in web pages because website visitors might mistake underlined text for link text. You should use a style other than underline to emphasize text.

To make text strikethrough, emphasized, strong, or fixed width:

1. In your draft, select the text you want to change.
2. Do one of the following:
 - Right-click (Windows) or Control-click (Macintosh), select **Other**, and then select one of the options from the pop-up menu.
Note: This option is not available if you are working in a table.
 - Select **Format > Other**, and then select one of the options from the pop-up menu.

Note: **Emphasis** and **Strong** apply the same styles as **Italic** and **Bold**, respectively, but use different HTML tags. Your Contribute administrator determines which tag Contribute actually inserts.

Related topics

- [“Changing text font and size” on page 80](#)
- [“Applying styles to text” on page 82](#)
- [“Creating and managing styles” on page 83](#)

Applying text color

You can change the color of text or you can highlight text.

To change text color:

1. In your draft, select the text you want to change.
2. Do one of the following:
 - Click the **Text Color** button in the text formatting toolbar.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Color**.
Note: This option is not available if you are working in a table.
 - Select **Format > Text Color**.
The color selector appears.
3. Select a color from the color selector.
The color selector closes and the text color changes in your draft.

To highlight text:

1. In your draft, select the text you want to highlight.
2. Click the **Highlight Color** button in the text formatting toolbar, or select **Format > Highlight Color**.

The color selector appears.

3. Select a color from the color selector.

The color selector closes and the text is highlighted in your draft.

Related topics

- [“Changing text font and size” on page 80](#)
- [“Applying styles to text” on page 82](#)
- [“Creating and managing styles” on page 83](#)
- [“Changing text style on the page” on page 84](#)

Positioning text on the page

To position text on your page, you can add paragraph spacing, align text, or change indentation.

Note: For information about formatting text to change its appearance, see [“Changing text appearance on the page” on page 80](#).

Adding paragraph spacing

Contribute works similarly to many word processing application: you press Enter (Windows) or Return (Macintosh) to create a new paragraph. Web browsers automatically insert a blank line of space between paragraphs. You can add a single line of space between paragraphs by inserting a line break.

To add a paragraph return:

1. In your draft, place the insertion point at the end of a paragraph.
2. Press Enter (Windows) or Return (Macintosh).

To add a line break, do one of the following:

1. In your draft, place the insertion point where you want the line break to appear.
2. Do one of the following:
 - Select **Insert > Line Break**.
 - Press Shift+Enter (Windows) or Shift+Return (Macintosh).

Related topics:

- [“Indenting text” on page 87](#)

Aligning text

You can select one of four text alignment options: Left, Center, Right, and Justify.

To change text alignment:

1. In your draft, select text, or place the insertion point within the text.

Note: Contribute applies alignment to the entire paragraph, even if you select specific text in the paragraph.

2. Do one of the following:

- Click one of the alignment buttons in the text formatting toolbar.
- Select **Format > Align**, and then select an alignment from the pop-up menu.

The text alignment changes in your draft.

Related topics:

- [“Adding paragraph spacing” on page 86](#)

Indenting text

In Contribute you can indent or outdent a paragraph. You can indent or outdent the same paragraph multiple times, further increasing or decreasing the space at the beginning of the text. Indenting and outdenting affects the right margin as well as the left.

To indent or outdent text:

1. In your draft, select the text you want to change or place the insertion point within the text.
2. Do one of the following:

- Click the **Indent** or **Outdent** button in the text formatting toolbar.
- Select **Format > Indent** or **Format > Outdent**.

The text indentation changes in your draft.

Related topics:

- [“Adding paragraph spacing” on page 86](#)
- [“Aligning text” on page 87](#)
- [“Indenting text” on page 87](#)

Creating lists

You can create numbered lists, bulleted lists, and definition lists in Contribute. You can also create sublists within your lists.

Creating numbered lists

You can use numbered lists for information organized as a sequence or progression. You can apply numbering as you create the list, or you can add numbering to an existing list.

To create a numbered list:

1. Place the insertion point in your draft where you want to add the list.
2. Do one of the following:
 - Click the **Numbered List** button in the text formatting toolbar.
 - Select **Format > List > Numbered List**.
3. Type the first list item.
4. Press Enter (Windows) or Return (Macintosh) to type another item, and repeat for each item.
5. When you finish typing the list, do one of the following to turn off numbering:
 - Press Enter or Return twice.
 - Press Enter or Return, and then click the **Numbered List** button in the text formatting toolbar.

To create a numbered list from existing text:

1. In your draft, select multiple lines of existing text.
2. Do one of the following:
 - Click the **Numbered List** button in the text formatting toolbar.
 - Select **Format > List > Numbered List**.

Contribute adds numbers to your list.

Related topics

- [“Creating definition lists” on page 89](#)
- [“Creating sublists” on page 90](#)
- [“Setting list properties” on page 91](#)

Creating bulleted lists

Use bulleted lists to organize information that is related but in no particular sequence. You can apply bullets as you create the list, or you can add bullets to an existing list.

To create a bulleted list:

1. Place the insertion point in your draft where you want to add the list.
2. Do one of the following:
 - Click the **Bulleted List** button in the text formatting toolbar.
 - Select **Format > List > Bulleted List**.
3. Type the first list item.
4. Press Enter (Windows) or Return (Macintosh) to type another item, and then repeat for each item.
5. When you finish typing the list, do one of the following to turn off the bullets:
 - Press Enter or Return twice.
 - Press Enter or Return, and then click the **Bulleted List** button in the text formatting toolbar.

To create a bulleted list from existing text:

1. In your draft, select multiple lines of existing text.
 2. Do one of the following:
 - Click the **Bulleted List** button in the text formatting toolbar.
 - Select **Format > List > Bulleted List**.
- Contribute adds bullets to your list.

Related topics

- [“Creating numbered lists” on page 88](#)
- [“Creating sublists” on page 90](#)
- [“Setting list properties” on page 91](#)

Creating definition lists

A definition list is a series of items, each with an indented sub-item.

To create a definition list:

1. Place the insertion point in your draft where you want to create the list.
2. Select **Format > List > Definition List**.
3. Type the first list item, and then press Enter (Windows) or Return (Macintosh).
4. Type the indented definition, and then press Enter or Return, and then repeat the previous step as necessary.
5. When you finish typing the list, do one of the following to turn off the indenting:
 - Press Enter or Return twice.
 - Press Enter or Return, and then select **Format > List > Definition List**.

To create a definition list from existing text:

1. In your draft, select multiple lines of existing text.
2. Select **Format > List > Definition List**.

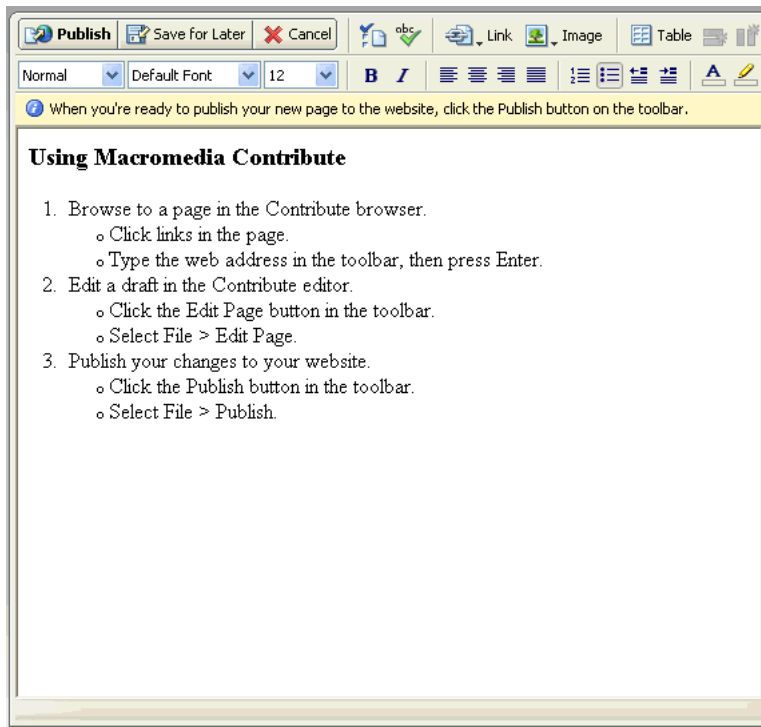
Related topics

- [“Creating numbered lists” on page 88](#)
- [“Creating bulleted lists” on page 88](#)
- [“Setting list properties” on page 91](#)

Creating sublists

You can change the level of a numbered or bulleted list item to create a *nested* list. For example, you might have a bulleted list where one of the bullets has a sublist of bullets.

The nested list does not have to be of the same type as the parent list. For instance, you can nest a bulleted list in a numbered list. You can have multiple nested lists within your list.



To create a sublist:

1. In your draft, place the insertion point at the end of the line within an existing list where you want to create the sublist.
2. Press Enter (Windows) or Return (Macintosh).
3. Do one of the following:
 - Click the **Indent** button in the text formatting toolbar.
 - Press Tab.
Note: This option is not available for template-based pages or in tables.
 - Select **Format > Indent**.
Contribute indents the number or bullet of the new line.
4. If you want the sublist and parent list to be different types, click the **Numbered List** or **Bulleted List** button in the text formatting toolbar, as appropriate.
5. Type the list item, and then press Enter or Return to add more items to the sublist.
6. When you finish typing the list, do one of the following to leave the sublist:
 - Press Enter or Return twice.
 - Press Enter or Return, then click the **Indent** button in the text formatting toolbar.

Related topics

- [“Creating numbered lists” on page 88](#)
- [“Creating bulleted lists” on page 88](#)
- [“Creating definition lists” on page 89](#)

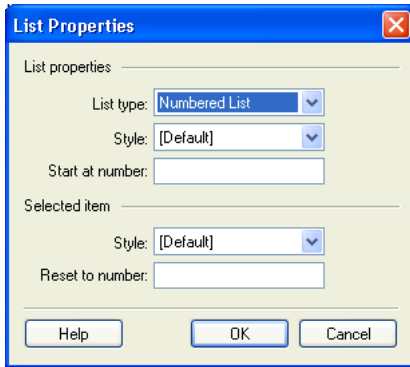
Setting list properties

You can change the appearance of an entire list, or change the look of an individual list item in a bulleted or numbered list.

To set list properties for an entire list:

1. In your draft, select an entire bulleted or numbered list.
2. Do one of the following:
 - Select **Format > List > Properties**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **List > Properties**.
Note: This option is not available for template-based pages or in tables.

The List Properties dialog box appears.



3. Make changes as necessary.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute applies your changes to the list. It also applies the new style automatically to any items you add to the list.

To set list properties for a list item:

1. In your draft, place the insertion point in the bulleted or numbered list item you want to change.

Note: If you select multiple items, list properties will be applied to the entire list.

2. Do one of the following:

- Select **Format > List > Properties**.
- Right-click (Windows) or Control-click (Macintosh), and then select **List > Properties**.

Note: This option is not available for template-based pages or in tables.

The List Properties dialog box appears.

3. In the **Selected item** section, change options for the list as necessary.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute applies your changes to the list item.

Related topics

- [“Creating numbered lists” on page 88](#)
- [“Creating bulleted lists” on page 88](#)
- [“Creating definition lists” on page 89](#)
- [“Creating sublists” on page 90](#)

Checking spelling

It's a good idea to use the Check Spelling command to check the spelling in your draft after you add or edit text.

To check and correct spelling:

1. In your draft, select **Format > Check Spelling**.
If Contribute encounters an unrecognized word, the Check Spelling dialog box appears.
2. Select the appropriate option based on how you want Contribute to handle the discrepancy.
For information about options in the dialog box, click the Help button.
3. After you finish checking spelling, click the **Close** button in the Check Spelling dialog box or click **OK** in the **Spelling Check Completed** message box.

Finding and replacing text

You can search the draft you're editing for specific text. You can also search for and replace text in drafts.

To search for text:

1. In your draft, select **Edit > Find**.
The Find and Replace dialog box appears.
2. Type the text you want to find, and then click **Find next** until you finish searching the draft.
For information about options in the dialog box, click the Help button.
3. When you finish, click **Close**.

To search and replace text:

1. In your draft, select **Edit > Find**.
The Find and Replace dialog box appears.
2. Type the text you want to find, and then type the replacement text.
3. Click **Find Next**.
4. For each instance, decide whether to replace the text, replace all instances of the text, or find the next instance without replacing the text.
For information about options in the dialog box, click the Help button.
5. When you finish, click **Close**.

CHAPTER 7

Working with Images and Graphical Elements

Macromedia Contribute makes it easy for you to edit, add, or delete images on your web pages. You can also add Macromedia Flash movies (SWF files) as easily as you add an image to a page. You can use Contribute to add PayPal buttons for completing e-commerce transactions through your web page.

Note: For information about converting a document to a Flash movie (SWF file), see [“Creating and inserting FlashPaper SWF files within Contribute \(Windows only\)” on page 69](#).

For information about making an image a hypertext link (also known as a *link*), see [“Creating text and image links” on page 133](#).

This chapter contains the following sections:

- [“About inserting images and buttons” on page 96](#)
- [“Adding an image to a page” on page 97](#)
- [“Inserting shared assets into a web page” on page 100](#)
- [“Changing image properties” on page 102](#)
- [“Adding or adjusting a border around an image” on page 103](#)
- [“Changing an image’s position or orientation” on page 103](#)
- [“Editing an image in Contribute” on page 104](#)
- [“Editing an image in an external application” on page 108](#)
- [“Inserting Flash content into your web page” on page 109](#)
- [“Inserting a movie into your web page” on page 110](#)
- [“Adding and deleting a horizontal rule” on page 112](#)
- [“Inserting PayPal e-commerce buttons” on page 113](#)

About inserting images and buttons

There are special considerations when you insert images and PayPal buttons on a web page.

About inserting images

You can add images from several sources, including your computer, local network, website, e-mail, Microsoft Internet Explorer web browser, or another application, such as Microsoft Word or Excel.

Note: Images that you add to your page should be in one of the following web-ready formats: JPG, GIF, or PNG (16). If the image you want to add is in another format, you can use an image-editing tool, such as Macromedia Fireworks, to convert the image to a web-ready format.

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. Your Contribute administrator can enforce the image-accessibility option so that a dialog box prompts you for a description whenever you add an image.

Note: For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

About PayPal buttons

PayPal buttons, created by WebAssist.com, make it easy for you to add e-commerce functionality to a Contribute page. After you create a payment button, you can instantly accept credit card payments from your customers. PayPal provides a secure, hosted check-out service to process and record all your transactions. If you don't have a PayPal account, you can open one for free in a few minutes. There are no setup or monthly fees, and PayPal charges you only when a customer payment occurs.

Note: Your Contribute administrator must enable the PayPal feature for your role before you can use it. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

There are five kinds of PayPal buttons you can insert into a web page:

- **Buy Now button** defines an item offered for immediate purchase, and includes a product name, price, item number, and other shipping and handling costs.
- **Add to Cart button** defines an item that a customer can use to add the item to a shopping cart for purchase.
- **View Cart button** is used with the Add to Cart button, and lets customers view the items in their shopping cart and check out whenever they want to complete their purchases.
- **Subscription button** defines a service that the customer can pay for on a recurring basis, and also provides an option to setup a free trial period. You can define the amount, the subscription period, and how many times to repeat billing.
- **Donation button** enables you to collect donations from a button on your website, or even using a link in an e-mail.

All payment button wizards let you price items in multiple currencies, such as Canadian dollars, British pounds sterling, euros, or Japanese yen. They also provide options that let you display your business name and logo on the checkout page. Finally, you can specify a web address (URL) for a web page you want shown when a customer completes a purchase, such as a “Thank you for your order” page.

You insert the PayPal button and its associated functionality in a page by completing the screens of the PayPal wizard. Through the wizard, you select button images to insert in the page and define multiple options (such as an item number, price, and so on) for each item you are selling. If you need help completing the screens in the PayPal wizard, click the Help button to view additional online help.

You can insert multiple PayPal buttons in the same page. Just be sure not to insert more than one button in the same paragraph or table cell.

If your page contains other HTML forms, make sure you do not insert a PayPal button in an existing HTML form. If you use JavaScript code to reference a form in your page, verify that the JavaScript functionality is still working after you add the PayPal button(s) to your page.

Related topics

- [“Inserting PayPal e-commerce buttons” on page 113](#)

Adding an image to a page

There are three ways you can add an image to your web page:

- [Use the Insert menu or the Image button](#) to add an image from your computer or website.
- [Drag an image](#) from another source to your Contribute draft.
- [Copy and paste an image](#) from another source on your Contribute draft.

Note: If your Contribute administrator has restricted the types of images your user role can insert, you might be able to insert images only from shared assets.

Related topics

- [“About inserting images” on page 96](#)
- [“Inserting shared assets into a web page” on page 100](#)
- [“Changing image properties” on page 102](#)
- [“Editing an image in Contribute” on page 104](#)

Using the Insert menu or Image button to add images to a page

You can use the Insert menu or Image button in the toolbar to add an image from your computer or website to a page.

You can add images from other sources by dragging them to the page (see [“Dragging images to a page” on page 98](#)) or by copying and pasting them on the page (see [“Copying and pasting images” on page 99](#)).

To add an image using the Insert menu or Image button:

1. Place the insertion point in your draft where you want the image to appear.
2. Do one of the following:
 - Click the **Image** button in the toolbar.
 - Select **Insert > Image**.
3. Select one of the following options from the pop-up menu:
 - **From My Computer**
 - **From Website**
 - **From Shared Assets**

Note: If your Contribute administrator has restricted the types of images your user role can insert, you might be able to insert images only from shared assets.

The Select Image, Choose Image on Website, or Insert Shared Asset dialog box appears.

Tip: If you have already inserted an image in a page in a Contribute website, and you want to reuse the image, select From Website.

4. Browse to and select the image, and then click the **Select** or **OK** button.
5. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

Note: If the image you are inserting is from your computer, you can edit the image inline (if your user role has permission to edit inline), but you can't edit the image in an external application until you publish the draft. For more information about editing, see [“Editing an image in Contribute” on page 104](#).

Tip: After you insert the image, double click the image to change image properties. For more information, see [“Changing image properties” on page 102](#).

Related topics

- [“Copying and pasting images” on page 99](#)

Dragging images to a page

You can drag an image from another source to your Contribute page.

Note: If your Contribute administrator has restricted the types of images your user role can insert, you might be able to insert images only from shared assets.

You can also add images by using the Insert menu or Image button (see [“Using the Insert menu or Image button to add images to a page” on page 97](#)) or by copying and pasting them on the page (see [“Copying and pasting images” on page 99](#)).

To add an image by dragging:

1. Reduce the size of the Contribute application window so you can also see the application that contains the image you plan to drag.
2. In the other application, select the image.
3. Drag the image to your Contribute draft where you want the image to appear.

Tip: You can't drag an image from a web browser if the image has a link attached to it. Save the image to your computer first, and then drag the image to your Contribute draft, or copy and paste the image.

4. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

Note: If the image you are inserting is from your computer, you can edit the image inline, but you can't edit the image in an external application until you publish the draft. For more information about editing, see [“Editing an image in Contribute” on page 104](#).

Tip: After you insert the image, double click the image to change image properties. For more information, see [“Changing image properties” on page 102](#).

Related topics

- [“Using the Insert menu or Image button to add images to a page” on page 97](#)

Copying and pasting images

You can copy an image from another source, and paste it on your Contribute page.

Note: If your Contribute administrator has restricted the types of images your user role can insert, you might not be able to insert images only from shared assets.

You can also add images by using the Insert menu or Image button (see [“Using the Insert menu or Image button to add images to a page” on page 97](#)) or by dragging them to the page (see [“Dragging images to a page” on page 98](#)).

To add an image by copying and pasting:

1. In the application that contains the image you want to copy, select the image.
2. Select **Edit > Copy**.
3. Place the insertion point in your Contribute draft where you want the image to appear.

4. Select **Edit > Paste**.

5. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

Note: If the image you are inserting is from your computer, you can edit the image inline, but you can't edit the image in an external application until you publish the draft. For more information about editing, see [“Editing an image in Contribute” on page 104](#).

Tip: After you insert the image, double click the image to change image properties. For more information, see [“Changing image properties” on page 102](#).

Related topics

- [“Using the Insert menu or Image button to add images to a page” on page 97](#)
- [“Dragging images to a page” on page 98](#)

Inserting shared assets into a web page

Contribute enables you to insert images, Macromedia Flash content, or Macromedia Dreamweaver library items from a list of shared assets for your website.

Your Contribute administrator adds assets to the list so they are available to most or all users. Then you can simply insert assets from the list as you need them.

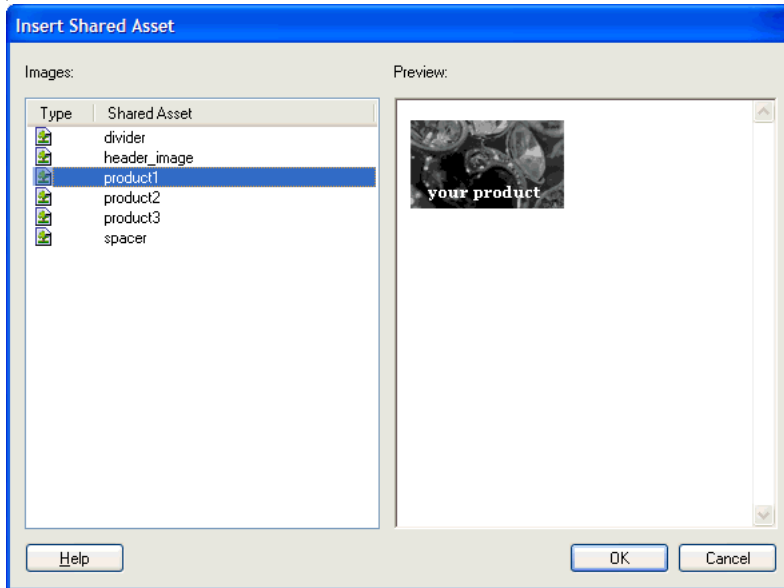
For example, suppose you need to add the official company logo to your draft. As long as your Contribute administrator has added the logo to the list of shared assets for your role, you can easily find the approved logo and add it to your page. For more information, see [“Setting options for shared assets” on page 247](#).

To insert a shared asset into a web page:

1. Place the insertion point in your draft where you want the shared asset to appear.
2. Do one of the following, depending on the type of shared asset you are inserting:
 - For all shared assets, including Dreamweaver library items, select **Insert > Shared Asset**.
 - For images only, select **Insert > Image > From Shared Assets** or click the **Image** button on the toolbar, and then select **From Shared Assets**.
 - For Flash content only, select **Insert > Flash > From Shared Assets**.

Note: If library items and Flash content are not available, your Contribute administrator might have indicated that users in your role can insert images only from shared assets.

The Insert Shared Asset dialog box appears.



3. Select a shared asset in the left pane.

A preview appears in the right pane.

4. Click **OK**.

5. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**.

The shared asset appears on your draft.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Inserting Flash content into your web page” on page 109](#)

Changing image properties

After you add an image to a page (see [“Adding an image to a page” on page 97](#)), you can change its viewable properties. Image properties include location of image source, display area size, padding, alignment, border, and alternate text.

Modifying image properties only affects the way the image appears on the page. To edit the image, see [“Editing an image in Contribute” on page 104](#).

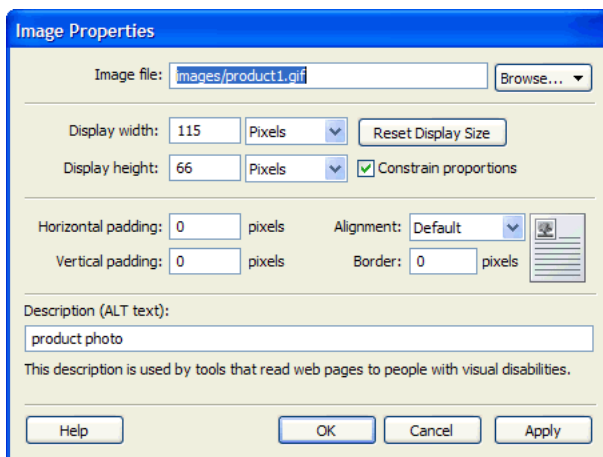
To change image properties:

1. In your draft, do one of the following:



- Double-click the image.
- Select the image, and then click the **Image Properties** button in the image editing toolbar.
- Select the image, and then select **Format > Image Properties**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Image Properties**.

The Image Properties dialog box appears.



2. Make changes as desired.

For information about options in the dialog box, click the Help button.

3. Click **OK**.

Contribute applies your changes to the image.

Related topics

- [“Adding an image to a page” on page 97](#)

Adding or adjusting a border around an image

You can easily add a black border to any image on your page. You can adjust the width of the border, or you can delete the border.

To add or change a border around an image:

1. In your draft, select the image, and then enter a number in the **Border** text box in the image editing toolbar.

The higher the number, the thicker the border around the image.

Note: You can also add or change the border size in image properties; for more information, see [“Changing image properties” on page 102](#).

2. Press Enter (Windows) or Return (Macintosh), or click in the draft.

The border around the image appears or the border width changes.

To delete a border around an image:

1. Select the image, and then enter **0** (zero) in the **Border** text box in the image editing toolbar.
2. Press Enter (Windows) or Return (Macintosh), or click in the draft.

The border around the image disappears.

Changing an image’s position or orientation

You can move an image on a page, you can change its alignment in relation to surrounding elements, and you can rotate an image to change its orientation on the page.

Moving an image

You can easily move an image to a new location on a web page.

To move an image on a draft, do one of the following:

- Drag the image to a new location.
- Select the image, and then copy (or cut) and paste the image in a new location.

Related topics

- [“Changing image properties” on page 102](#)
- [“Editing an image in Contribute” on page 104](#)
- [“Rotating an image” on page 108](#)

Aligning an image

You can change image alignment two ways: you can change the alignment of an image on the page (for example, where an image is in a table cell) or you can change how the image aligns with surrounding elements.

To change alignment of an image:

1. In your draft, select the image you want to realign.
2. Click an alignment option in the image editing toolbar.

Contribute aligns the image in the draft.

To change alignment of an image in relation to surrounding elements:

1. In your draft, select the image you want to realign.
2. Do one of the following:
 - Double-click the image, and then select an option from the **Alignment** pop-up menu in the Image Properties dialog box.
 - Right-click (Windows) or Control-click (Macintosh) the image, and then select an option from the **Align** pop-up menu.

Contribute aligns the image in relation to surrounding elements, such as text.

Related topics

- [“Changing image properties” on page 102](#)
- [“Editing an image in Contribute” on page 104](#)
- [“Aligning an image” on page 103](#)
- [“Rotating an image” on page 108](#)

Editing an image in Contribute

Within Contribute, you can edit an image’s brightness and contrast, sharpening, cropping, and dimensions.

To make more advanced edits, you can edit images in an external image-editing application. For more information, see [“Editing an image in an external application” on page 108](#).

Note: When you edit an image in Contribute, Contribute creates a copy of the image you are editing, so edits affect only this instance of the image. When you use Contribute to edit an image in an external application, you edit the original image source file, so these edits affect all instances of that image on your website.

Adjusting the brightness and contrast of an image

You can adjust the contrast or brightness of an image. This affects the highlights, shadows, and midtones of an image. You typically adjust brightness and contrast to correct images that are too dark or too light.

Note: Changing an image this way affects only this instance of the image; it does not affect the original image source file.

To adjust the brightness and contrast of an image:

1. In your draft, select the image you want to adjust.
2. Do one of the following:



- Click the **Brightness/Contrast** button in the image editing toolbar.
- Select **Format > Edit Image > Adjust Brightness and Contrast**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Adjust Brightness and Contrast**.

Note: These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

The Brightness/Contrast dialog box appears.

3. Drag the Brightness and Contrast sliders to adjust the settings.
Values range from -100 to 100.
4. Click **OK**.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Cropping an image” on page 106](#)
- [“Resizing an image” on page 107](#)
- [“Rotating an image” on page 108](#)

Sharpening an image

Sharpening increases the contrast around the edges of objects to increase the image’s definition.

Note: Changing an image this way affects only this instance of the image; it does not affect the original image source file.

To sharpen an image:

1. In your draft, select the image you want to adjust.
2. Do one of the following:



- Click the **Sharpen** button in the image editing toolbar.
- Select **Format > Edit Image > Sharpen**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Sharpen**.

Note: These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

The Sharpen dialog box appears.

3. Specify the degree of sharpening by dragging the slider control, or entering a value between 0 and 10 in the text box.

As you adjust the sharpness of the image, you can preview the change to the image.

4. Click **OK**.

To undo sharpening and revert to the original image:

- Select **Edit > Undo Sharpen**.

You can only undo the effect of the Sharpen command (and revert to the original image file) before publishing the page containing the image.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Adjusting the brightness and contrast of an image” on page 104](#)
- [“Resizing an image” on page 107](#)
- [“Rotating an image” on page 108](#)

Cropping an image

You can crop (or trim) images.

Note: Changing an image this way affects only this instance of the image; it does not affect the original image source file.

To crop an image:

1. In your draft, select the image you want to crop.
2. Do one of the following:



- Click the **Crop Tool** icon in the image editing toolbar.
- Select **Format > Edit Image > Crop**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Crop**.

Note: These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

Crop handles appear.

3. Adjust the crop handles to surround the part of the image you want to keep.
4. Do one of the following to finish the crop:
 - Double-click inside the bounding box.
 - Press Enter or Return.
 - Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Finish Crop**.

The shaded part of the image disappears from the image.

To undo the effects of the Crop command and revert to the original image:

- Select **Edit > Undo Crop**.

You can undo the effect of the Crop command (and revert to the original image file) until you quit Contribute.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Adjusting the brightness and contrast of an image” on page 104](#)
- [“Sharpening an image” on page 105](#)
- [“Rotating an image” on page 108](#)

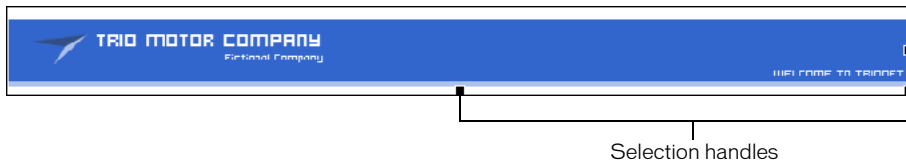
Resizing an image

You can change the size of an image visually or by entering specific values.

Note: Changing an image this way affects only this instance of the image; it does not affect the original image source file.

To resize an image visually:

1. In your draft, select the image you want to resize.
2. Click the **Resize** button in the image editing toolbar.
3. Drag one of the selection handles to the desired image size.



Contribute changes the height and width of the image by the same percentage so that the image is not distorted.

Tip: Hold the Shift key as you drag if you do not want to change the height and width of the image by the same percentage.

Note: Resizing this way affects the image size and its display area on the page. To change only the display area, see [“Changing image properties” on page 102](#).

To resize an image with specific values:

1. In your draft, select the image you want to resize.
2. Enter **Width** and **Height** values in the image editing toolbar.

Contribute changes the height and width of the image.

Note: Resizing this way affects the image size and its display area on the page. To change only the display area, see [“Changing image properties” on page 102](#).

To revert an image to its original size:

- In your draft, select **Format > Edit Image > Revert to Original Size**.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Adjusting the brightness and contrast of an image” on page 104](#)
- [“Sharpening an image” on page 105](#)
- [“Cropping an image” on page 106](#)

Rotating an image

You can rotate an image to change its orientation on the page.

To rotate an image:

1. In your draft, select the image you want to rotate.
2. Do one of the following:



- Click one of the rotate buttons in the image editing toolbar.

Tip: You can click the rotate button multiple times to further rotate the image.

- Select **Format > Edit Image > Rotate Clockwise** or **Edit Image > Rotate Counter-Clockwise**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Rotate Clockwise** or **Edit Image > Rotate Counter-Clockwise**.

Related topics

- [“Editing an image in Contribute” on page 104](#)
- [“Changing an image’s position or orientation” on page 103](#)

Editing an image in an external application

You can use Contribute to start an external image-editing application. You can make simple edits directly in Contribute, using the image editing toolbar (see [“Editing an image in Contribute” on page 104](#)).

Note: When you edit an image in Contribute, Contribute creates a copy of the image you are editing, so edits affect only this instance of the image. When you use Contribute to edit an image in an external application, you edit the original image source file, so these edits affect all instances of that image on your website.

To edit an image in an external image-editing application:

1. Do one of the following:

- In the Contribute browser, click **Choose** in the toolbar, select the image you want to edit, and then click **OK**. When the image opens, click **Edit** in the toolbar.
- In the Contribute editor, select an image, and then select **Format > Edit Image in External Application** or right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image in External Application**.

Note: The image you select should be on a published page on your website or in one of your website folders. If you add a new image to a draft, you cannot edit that image in an external editor until it has been published to the website.

Contribute starts an application for you to edit the image.

2. If you are editing an image in Fireworks, click **No** in the Find Source dialog box to indicate that you do not want to edit the source file for this image.

By clicking **No**, you edit the image for the website only.

3. In the external application, make changes as necessary, and then save your changes and close the application.

Warning: Editing an image in an external application permanently changes the original image saved on the server and affects other occurrences of this image throughout your website.

4. If you are editing in Fireworks, click **Done** in the editing window, and then close the application.

If you need to make additional changes to the image before you publish, click **Launch** in Contribute to open the content in the external editor again.

5. In Contribute, click **Publish** to publish your changes to the website.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

The updated image appears in Contribute.

Related topics

- [“Adding an image to a page” on page 97](#)
- [“Changing image properties” on page 102](#)
- [“Editing an image in Contribute” on page 104](#)

Inserting Flash content into your web page

Many websites contain Flash assets such as navigation buttons or a banner. You can insert Flash content from your computer, from your website, or from your Shared Assets list.

When you publish a page that contains Flash content, Contribute automatically copies the file to your website.

Note: For information about inserting movie types other than Flash, see [“Inserting a movie into your web page” on page 110](#).

To insert Flash content:

1. Place the insertion point in your draft where you want the Flash content to appear.
2. Select one of the following options:
 - **Insert > Flash > From My Computer**
 - **Insert > Flash > From Website**
 - **Insert > Flash > From Shared Assets**The Open, Choose Image From Website, or Insert Shared Asset dialog box appears.
3. Navigate to and select the Flash SWF file you want to insert, and then click **Open** or **OK**.
The Flash movie object appears in your draft.

To reuse a Flash movie (SWF file):

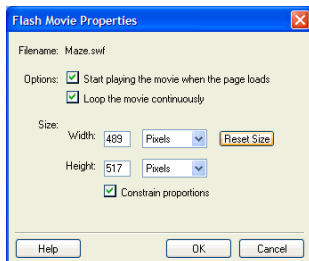
- Select **Insert > Flash > From Website**.

Setting Flash movie properties

You can set properties for Flash movies (SWF files) that you insert into your web pages.

To set Flash movie properties:

1. In your draft, select the Flash movie object.
2. Select **Format > Flash Movie Properties**.
The Flash Movie Properties dialog box appears.



3. Make changes as necessary.
For information about options in the dialog box, click the Help button.
4. Click **OK**.

Related topics

- [“Inserting Flash content into your web page” on page 109](#)

Inserting a movie into your web page

You can embed movies in a web page and control them within Contribute. For example, you can insert a video from a still camera, video camera, or a video editor, such as Movie Maker or iMovie.

Note: If you are inserting a Flash movie (SWF file), the process is slightly different; for more information, see [“Inserting Flash content into your web page” on page 109](#).

You can insert movies that are saved on your computer or movies that are on your website. You can insert several different movie file types, including QuickTime (MOV), video files (MPG or MPEG), AVI, and Windows Media (WMV).

Note: When you edit and save movies for your website, be sure to save the movies for the web, so they are compressed.

To insert a movie:

1. Place the insertion point in your draft where you want the movie to appear.
2. Select one of the following options:

- **Insert > Movie > From My Computer**
- **Insert > Movie > From Website**

The Select Movie or Choose Movie From Website dialog box appears.

3. Navigate to and select the movie file that you want to insert, and then click **Open**.

Note: If you insert MOV file types in Contribute, your website visitors must have the QuickTime player installed to view the movie on a Windows computer. If you insert WMV file types, your website visitors must have the Windows Media player installed to view the movie on a Macintosh.

A movie placeholder appears in your draft. The movie does not play in the draft; you must publish your draft to play the movie.

Tip: The default movie display in Contribute is 320 x 240. Check your movie file properties for the size of your movie. Then, double-click the movie placeholder in Contribute to set the display size to the size of your movie, so your web page displays the movie properly.

Setting movie properties

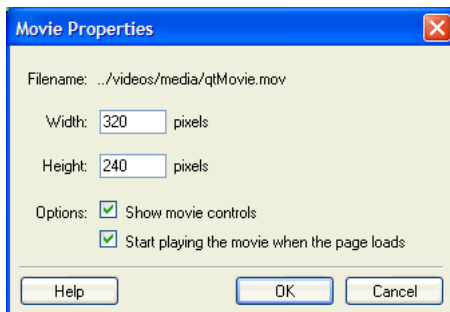
You can set properties for movies you insert into your web pages.

Note: If you want to edit properties for a Flash movie (SWF file), see [“Setting Flash movie properties” on page 110](#).

To set movie properties:

1. In your draft, select the movie placeholder.
2. Double-click the movie placeholder, or select **Format > Movie Properties**.

The Movie Properties dialog box appears.



3. Make changes as necessary.

For information about options in the dialog box, click the Help button.

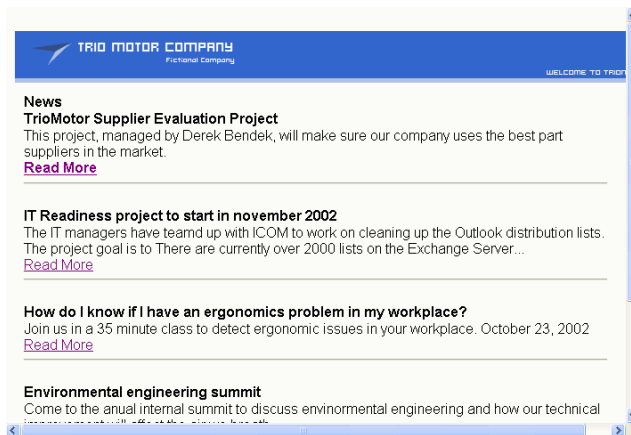
4. Click OK.

Related topics

- [“Inserting a movie into your web page” on page 110](#)

Adding and deleting a horizontal rule

You can add horizontal rules to your pages to help organize content. For example, you can use rules to group text and other elements into topic areas.



To insert a horizontal rule:

1. Place the insertion point in your draft where you want the horizontal rule to appear.
2. Select **Insert > Horizontal Rule**.

Contribute inserts the horizontal rule. Content before the insertion point appears above the line, and content after the insertion point appears below the line.

To delete a horizontal rule:

1. In your draft, click the horizontal rule to select it.
2. Press Delete.

Changing the properties of a horizontal rule

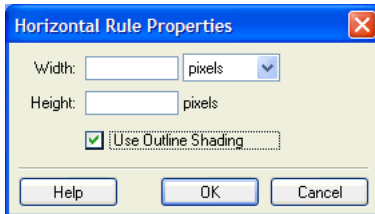
You can customize the height, width, and shading applied to a horizontal rule on a page. By default, a horizontal rule in Contribute is 3 pixels high, expands to the width of the page or table cell in which it is inserted, and has a small drop shadow (or shading) applied.

For information about adding and deleting horizontal rules to a page, see [“Adding and deleting a horizontal rule” on page 112](#).

To set horizontal rule properties:

1. In your draft, click the horizontal rule to select it, and do one of the following:
 - Select **Format > Horizontal Rule Properties**.
 - Right-click (Windows) or Control-click (Macintosh) the horizontal rule, and then select **Properties**.

The Horizontal Rule Properties dialog box appears.



2. Change options as necessary.

For information about options in the dialog box, click the Help button.
3. Click **OK**.

Contribute changes the horizontal rule properties.

Related topics

- [“Adding and deleting a horizontal rule” on page 112](#)

Inserting PayPal e-commerce buttons

PayPal is a payment processing service that enables you to sell your products and services online and accept credit card payments from your customers. You can add instant e-commerce functionality by creating payment buttons on your web pages.

Note: Your Contribute administrator must enable the PayPal feature for your role before you can use it. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

This section covers the following topics:

- [“Inserting a single PayPal button” on page 114](#)
- [“Inserting multiple PayPal buttons” on page 114](#)
- [“Editing a PayPal button” on page 115](#)

Related topics

- [“About PayPal buttons” on page 96](#)

Inserting a single PayPal button

You can easily insert a PayPal button into your page.

To insert a PayPal button:

1. Place the insertion point in your draft where you want the button to appear.

Note: Make sure the insertion point does not overlap another PayPal button.

2. Select **Insert > PayPal**, and then select the type of button you want to insert.

Note: If you cannot select a button, your Contribute administrator hasn't enabled the PayPal feature for your role. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

The PayPal object wizard opens.

3. In the wizard, complete the screens to set the options you want to apply.

Click **Next** to move through the screens in the wizard.

4. On the Summary page, click **OK**.

The PayPal button appears in your draft.

Related topics

- [“About PayPal buttons” on page 96](#)
- [“Inserting multiple PayPal buttons” on page 114](#)
- [“Editing a PayPal button” on page 115](#)

Inserting multiple PayPal buttons

You can insert multiple PayPal buttons in the same page. For example, you might insert an Add to Cart button and a View Cart button in the same page. However, you cannot insert more than one PayPal button in a paragraph or table cell. If you attempt to do so, an error message appears.

Note: Your Contribute administrator must enable the PayPal feature for your role before you can use it. For more information, talk to your Contribute administrator or see [“Setting page-editing and paragraph settings” on page 242](#).

To add a button in a paragraph that already contains a button:

1. In your draft, place the insertion point in the paragraph, and then press Enter (Windows) or Return (Macintosh).
2. Insert a PayPal button.

To add a button to a table cell that already contains a button:

1. In your draft, place the insertion point in the cell, and then select **Table > Split Cell**.
2. Insert a PayPal button.

Related topics

- [“About PayPal buttons” on page 96](#)
- [“Inserting a single PayPal button” on page 114](#)

- [“Editing a PayPal button” on page 115](#)

Editing a PayPal button

You can edit the setting you originally set for a PayPal button. For example, you might want to raise or reduce the price of an item, update the item name or description, select a different button image and so on.

To edit a PayPal button:

1. In the draft, click to select the PayPal button you want to edit.
2. Select **Format > PayPal Properties**.

The highlighted button type for the selected button is the only item enabled in the pop-up menu.

3. Click a tab in the Advanced options screen to select the type of information you want to update, and then make your changes.
4. Click **OK** to save your changes.

Related topics

- [“About PayPal buttons” on page 96](#)
- [“Inserting a single PayPal button” on page 114](#)
- [“Inserting multiple PayPal buttons” on page 114](#)

CHAPTER 8

Working with Tables

A table is a powerful tool for presenting tabular data. For example, you might add a table to a web page that lists all your sales reps in one column, with their contact information in another column.

In Macromedia Contribute, you can add text and images to table cells the same way that you add text and images to a page (see [“Working with Text” on page 77](#) and [“Working with Images and Graphical Elements” on page 95](#)). After you create a table you can easily modify both its appearance and structure.

This chapter contains the following sections:

- [“About conflicts in table formatting” on page 117](#)
- [“Inserting a table on a page” on page 118](#)
- [“Selecting table elements” on page 119](#)
- [“Resizing tables, rows, and columns” on page 121](#)
- [“Aligning tables” on page 122](#)
- [“Cutting and copying table cells” on page 123](#)
- [“Adding, deleting, and merging table rows and columns” on page 125](#)
- [“Modifying table appearance” on page 127](#)
- [“Sorting tabular data” on page 132](#)

About conflicts in table formatting

When formatting tables, you can set properties for the entire table or for selected cells, rows, or columns in the table.

When a table property, such as background color or alignment, is set to one value for the entire table and another value for individual cells, cell formatting takes precedence over row formatting, which in turn takes precedence over table formatting.

The order of precedence for table formatting is as follows:

1. Cells
2. Rows

3. Table

For example, if you set the background color for a single cell to blue, and then set the background color of the entire table to yellow, the blue cell does not change to yellow because cell formatting takes precedence over table formatting.

Note: When you set properties for a column, Contribute changes the attributes of the `td` tag corresponding to each cell in the column.

Related topics

- [“Modifying table appearance” on page 127](#)

Inserting a table on a page

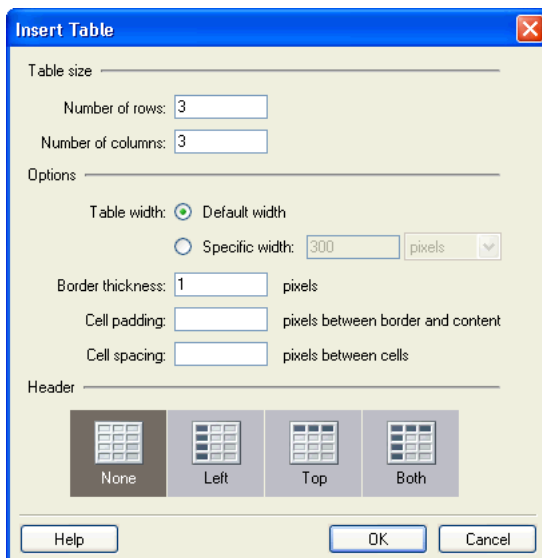
You can insert a table anywhere on a page, including within another table. You can quickly add a standard table with three rows and three columns, or you can modify options to add a custom table.

Tip: When you start adding content to your table, use Preview in Browser to see exactly how the table will appear in the browsers of your website visitors (see [“Previewing a page in your default browser” on page 156](#)).

To insert a table:

1. Place the insertion point in your draft where you want the table to appear.
2. Do one of the following to open the Insert Table dialog box:
 - Click the **Table** button in the toolbar.
 - Select **Insert > Table**.
 - Select **Table > Insert > Table**.

The Insert Table dialog box appears.



3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

The table appears in your draft.

Tip: After you insert the table, select it, and then click the **Table** button again to change table properties. For information about changing header properties, see [“Modifying row or column properties” on page 129](#).

To insert a table within a table:

1. In your draft, place the insertion point in the table cell where you want the table to appear.

2. Do one of the following to open the Insert Table dialog box:

- Click the **Table** button in the toolbar.
- Select **Insert > Table**.
- Select **Table > Insert > Table**.

The Insert Table dialog box appears.

3. Change options as necessary.

4. Click **OK**.

The table appears in the table cell where you placed the insertion point.

Related topics

- [“Selecting table elements” on page 119](#)
- [“Resizing tables, rows, and columns” on page 121](#)
- [“Adding, deleting, and merging table rows and columns” on page 125](#)
- [“Modifying table appearance” on page 127](#)

Selecting table elements

You can select an entire table, row, or column, or you can select a single cell or a contiguous block of cells within a table.

Related topics

- [“Modifying table appearance” on page 127](#)
- [“Cutting and copying table cells” on page 123](#)

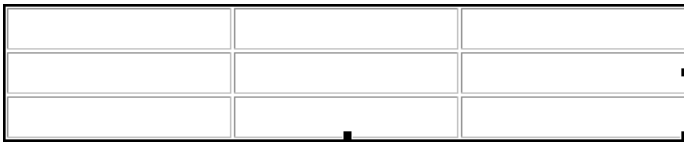
Selecting an entire table, row, or column

You might select an entire table, row, or column because you want to paste it onto another page (see [“Cutting and copying table cells” on page 123](#)) or because you want to change the background of all the cells in the selection at once (see [“Modifying table appearance” on page 127](#)).

To select an entire table, do one of the following:

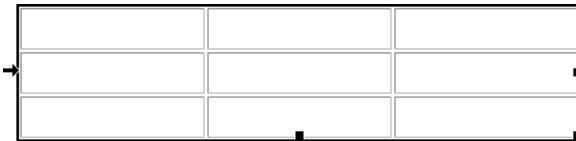
- Click the upper left corner of the table or click anywhere on the right or bottom edge.
- Click in a table cell, and then select **Table > Select Table**.

Selection handles appear on the selected table's lower and right edges.



To select rows or columns:

1. Position the pointer to point at the left edge of a row or the top edge of a column.
2. When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns.



Selecting a cell, a block of cells, or nonadjacent cells

You might want to select a cell or group of cells because you want to paste it onto another page (see [“Cutting and copying table cells” on page 123](#)) or because you want to change the background of all the cells in the selection at once (see [“Modifying table appearance” on page 127](#)).

When you select a block of cells, the block must form a rectangle. When you select multiple nonadjacent cells in a table, you can only modify the properties of those cells. You cannot copy or paste sets of nonadjacent cells.

To select a single cell, do one of the following:

- Click in the cell, and then drag to select the cell.
- Click in the cell, and then select **Edit > Select All**.

To select a line or a rectangular block of cells, do one of the following:

- Drag from one cell to another cell.
- Click in one cell, and then Shift-click another cell.

All the cells within the linear or rectangular region defined by the two cells are selected.



To select nonadjacent cells:

- Control-click (Windows) or Command-click (Macintosh) the cells, rows, or columns you want to select.

Note: If a cell, row, or column you Control-click or Command-click isn't already selected, it's added to the selection. If it is already selected, it's removed from the selection.

Related topics

- [“Selecting an entire table, row, or column” on page 119](#)

Resizing tables, rows, and columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table are resized proportionately.

To resize a table:

1. In your draft, select the table you want to resize (see [“Selecting table elements” on page 119](#)).
2. Do one of the following:
 - To resize the table horizontally, drag the selection handle on the right.
 - To resize the table vertically, drag the selection handle on the bottom.
 - To resize in both dimensions, drag the selection handle at the lower right corner.

To resize a column's width, do one of the following in your draft:

- Select the column, and then drag the right border of the column.
- Select the column, and then click the **Table** button in the toolbar.

In the Table Column Properties dialog box, change the number in the **Column width** text box, and then select **Pixels** or **Percent** for the width. Alternatively, select **Fit to contents** to clear the set width and resize the columns to accommodate the content you add.

Note: If you select any column but the rightmost one, the width of the adjacent column also changes, and Contribute retains the original table width. If you select the rightmost column, the width of the entire table changes, and all the columns grow wider or narrower proportionately.

To resize a row's height, do one of the following in your draft:

- Select the row, and then drag the lower border of the row.
- Select the row, and then click the **Table** button in the toolbar.

In the Table Row Properties dialog box, change the number in the **Row height** text box. Alternatively, select **Fit to contents** to clear the set height and resize the rows to accommodate the content you add.

Aligning tables

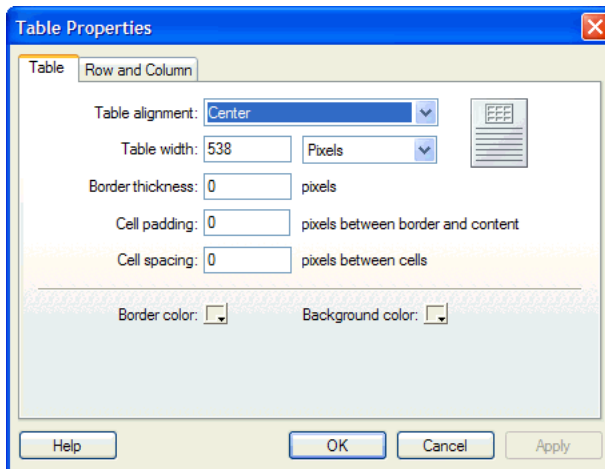
You can indicate how a table aligns on the web page in relation to elements, such as text or images, around it on the page.

You cannot select an alignment option when you create a table. You must insert the table (see [“Inserting a table on a page” on page 118](#)), and then change the alignment option in table properties.

To change alignment for a table:

1. In your draft, select the table you want to realign (see [“Selecting table elements” on page 119](#)).
2. Do one of the following to open the Table Properties dialog box:
 - Click the **Table** button in the toolbar.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Table Properties** from the pop-up menu.
 - Select **Table > Table Properties**.

The Table Properties dialog box appears.



3. Select an alignment option from the **Table alignment** pop-up menu:
 - Default** aligns the table to the left of the page. Text or images do not flow around the table.
 - Left** aligns the table to the left side of the page. Text or images flow to the right of the table.
 - Center** aligns the table in the center of the page.
 - Right** aligns the table to the right side of the page. Text or images flow to the left of the table.
4. Click **Apply** to see changes without closing the dialog box, or click **OK** to apply changes and close the dialog box.

The table alignment changes in your draft.

Cutting, copying, and pasting cells

You can cut, copy, or paste a single table cell or multiple cells at once, preserving the cell formatting. You can paste cells at the insertion point or paste over a selection in an existing table.

The selected cells must be contiguous and in the shape of a rectangle. For example, the selection in this illustration is a rectangle of cells, so the cells can be cut or copied.

Name	Phone	Role
Derek Bendek	X4921	Project Manager
George Woods	X1162	Director, Operations
Diana Smith	X7094	Customer Service

The selection in this illustration is not a rectangle, so the cells can't be cut or copied.

Name	Phone	Role
Derek Bendek	X4921	Project Manager
George Woods	X1162	Director, Operations
Diana Smith	X7094	Customer Service

Cutting and copying table cells

You can copy a single cell or multiple cells, and cut the cells, or the cells' content, from the table. You can copy a single cell or multiple cells, and paste the cells in the same or another table (see [“Pasting table cells” on page 124](#)).

To copy table cells, rows, or columns:

1. In your draft, select one or more cells, rows, or columns in the table (see [“Selecting table elements” on page 119](#)).
2. Do one of the following:
 - Select **Edit > Copy**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Copy**.Contribute copies the selection to the Clipboard.

To cut table cells, rows, or columns:

1. In your draft, select one or more cells, rows, or columns in the table (see [“Selecting table elements” on page 119](#)).
2. Do one of the following:
 - Select **Edit > Cut**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Cut**.Contribute cuts the selection from the table and copies it to the Clipboard.

To remove cell content but leave the cells intact:

1. In your draft, select one or more cells.

Note: Do not select an entire row or column. If you do, then when you select **Edit > Clear** or press Delete, Contribute removes the entire row or column—not just its contents—from the table.

2. Select **Edit > Clear** or press Delete.

Contribute removes the contents of the cells you selected, but leaves the empty cells in the table.

- [“Deleting rows and columns” on page 126](#)

Pasting table cells

You can copy cells (see [“Cutting and copying table cells” on page 123](#)) and then paste them at the insertion point in a table or paste over a selection in an existing table.

When you paste multiple table cells, the contents of the Clipboard must be compatible with the structure of the table or the selected block where they will go. For example, if you copy a block that is two cells by two cells, you must paste it in a two-by-two block.

To paste table cells:

1. Copy some table cells (see [“Cutting and copying table cells” on page 123](#)).
2. In your draft, do one of the following to indicate where you want to paste the cells:
 - To replace existing cells with the cells you are pasting, select a set of existing cells with the same layout as the cells you copied.
For example, if you’ve cut or copied a three-by-two block of cells, select another three-by-two block in which to paste the cut or copied content.
 - To paste a full row of cells above a particular cell, click in that cell.
 - To paste a full column of cells to the left of a particular cell, click in that cell.
 - To create a new table with the pasted cells, place the insertion point outside the table.

Note: If you have less than a full row or column of cells in the Clipboard, and you click in a cell and then paste the cells from the Clipboard, the cell you clicked in and its neighbors (depending on its location in the table) might be replaced with the cells you are pasting.

3. Do one of the following:
 - Select **Edit > Paste**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Paste**.Contribute pastes the cells from the Clipboard.

Related topics

- [“Cutting and copying table cells” on page 123](#)

Adding, deleting, and merging table rows and columns

You can modify an existing table by adding or deleting rows or columns. You can also merge cells to accommodate data.

Adding rows and columns

You can add a single row or column, or you can add multiple rows or columns at the same time.

To add a single row to a table:

1. In your draft, place the insertion point in a table cell, or select an entire row.
2. Do one of the following:
 - Click the **Insert Row Below** button in the toolbar.
A new row appears below the insertion point or selection.
 - Select **Table > Insert > Row Above** or **Table > Insert > Row Below**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Row Above** or **Insert Row Below**.

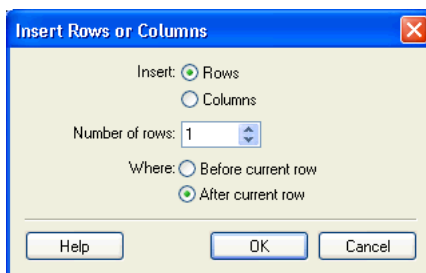
To add a single column to a table:

1. In your draft, place the insertion point in a table cell, or select an entire column.
2. Do one of the following:
 - Click the **Insert Column to the Right** button in the toolbar.
A new column appears to the right of the insertion point or selection.
 - Select **Table > Insert > Column to the Left** or **Table > Insert > Column to the Right**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Column to the Left** or **Insert Column to the Right**.

To add multiple rows or columns to a table:

1. In your draft, place the insertion point in a table cell.
2. Do one of the following:
 - Select **Table > Insert > Multiple Rows or Columns**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Multiple Rows or Columns**.

The Insert Rows or Columns dialog box appears.



3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click OK.

Contribute adds the rows or columns to your table.

Related topics

- [“Merging and splitting cells” on page 126](#)

Deleting rows and columns

You can delete a single row or column, or you can delete multiple rows or columns at the same time.

To delete rows or columns from a table in your draft, do one of the following:

- Select entire rows or columns, and then press Delete or Backspace.
- Select entire rows or columns or place the insertion point in a single row or column, right-click (Windows) or Control-click (Macintosh), and then select **Delete Row** or **Delete Column**.
- Select entire rows or columns, and then select **Table > Delete > Row** or **Table > Delete > Column**.

Related topics

- [“Selecting table elements” on page 119](#)
- [“Adding rows and columns” on page 125](#)

Merging and splitting cells

You can merge any number of adjacent cells—as long as the entire selection is a line or a rectangle of cells—to produce a single cell that spans several columns or rows. You can split a cell into any number of rows or columns, regardless of whether it was previously merged.

To merge table cells:

1. In your draft, select the cells you want to merge.

Note: You must select at least two cells.

2. Do one of the following:

- Select **Table > Merge Cells**.
- Right-click (Windows) or Control-click (Macintosh), and then select **Merge Cells**.

Contribute merges the content into a single cell.

To split table cells:

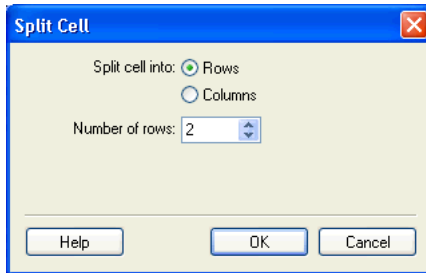
1. In your draft, place the insertion point in the cell you want to split.

Note: Contribute only splits one cell at a time, even if you select multiple cells.

2. Do one of the following:

- Select **Table > Split Cell**.
- Right-click (Windows) or Control-click (Macintosh), and then select **Split Cell**.

The Split Cell dialog box appears.



3. Select a radio button to indicate whether to split the cell into rows or columns, and then enter the number of new rows or columns in which to divide the cell.
4. Click **OK**.

Contribute splits the cell into multiple rows or columns.

Related topics

- [“Selecting table elements” on page 119](#)
- [“Adding rows and columns” on page 125](#)
- [“Deleting rows and columns” on page 126](#)

Modifying table appearance

You can modify a table’s appearance by doing any of the following:

- Changing properties for an entire table (see [“Modifying table properties” on page 128](#))
- Changing properties for individual cells, rows, or columns in a table (see [“Modifying row or column properties” on page 129](#) and [“Modifying cell properties” on page 130](#))
- Applying a preset design scheme to a table (see [“Using a preset table format” on page 131](#))

Note: Before you change properties, it’s a good idea to understand how Contribute resolves formatting conflicts for cells, rows, and tables (see [“About conflicts in table formatting” on page 117](#)).

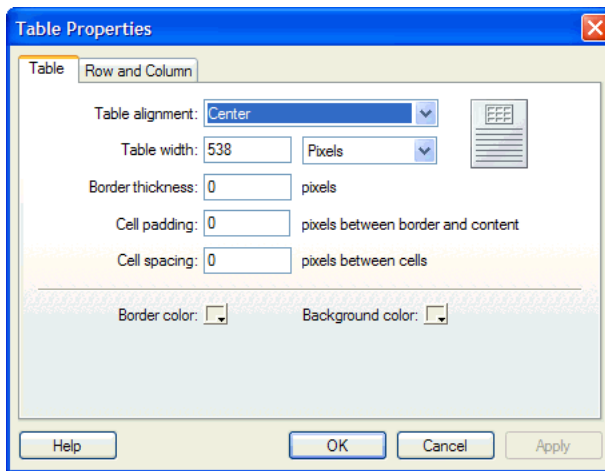
Modifying table properties

You can modify the alignment, width, border width and color, and background color of a selected table.

To modify table properties:

1. In your draft, select the table you want to modify (see [“Selecting table elements” on page 119](#)).
2. Do one of the following to open the Table Properties dialog box:
 - Click the **Table** button in the toolbar.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Table Properties** from the pop-up menu.
 - Select **Table > Table Properties**.

The Table Properties dialog box appears.



3. Change table properties as necessary.
For information about options in the dialog box, click the Help button.
4. Click **Apply** to apply changes without closing the dialog box, or click **OK** to apply changes and close the dialog box.

Your table property changes appear in your draft.

Related topics

- [“Modifying cell properties” on page 130](#)

Modifying row or column properties

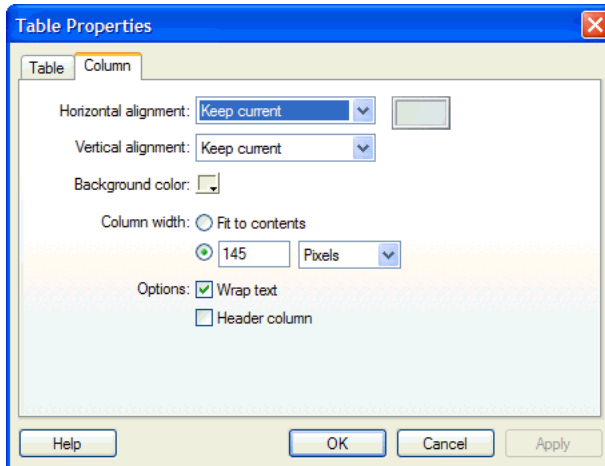
You can modify horizontal and vertical alignment, background color, height or width, and text wrap for a selected row or column.

Note: To understand how Contribute resolves formatting conflicts for cells, rows, and tables, see [“About conflicts in table formatting” on page 117](#).

To modify table row or column properties:

1. In your draft, select the row or column you want to modify (see [“Selecting an entire table, row, or column” on page 119](#)).
2. Do one of the following to open the Table Properties dialog box:
 - Click the **Table** button in the toolbar.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Table Cell Properties** from the pop-up menu.
 - Select **Table > Table Cell Properties**.

The Table Properties dialog box appears with the appropriate tab selected.



3. Change the row or column properties as desired.

For information about options in the dialog box, click the Help button.
4. Click **Apply** to preview your changes, or click **OK** to apply changes and close the dialog box.

Related topics

- [“Modifying table properties” on page 128](#)

Modifying cell properties

You can modify horizontal and vertical alignment, background color, and text wrap for a selected cell.

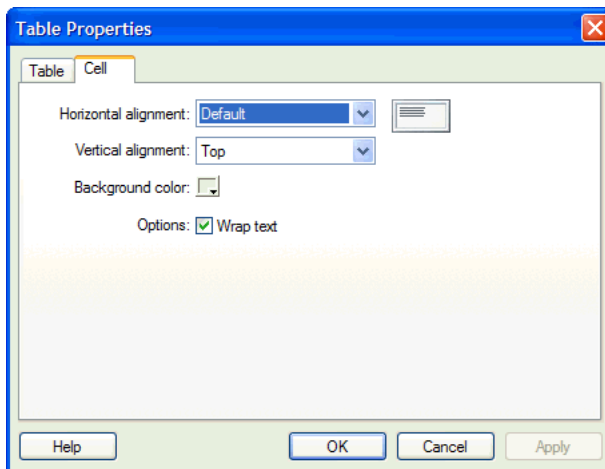
Note: To understand how Contribute resolves formatting conflicts for cells, rows, and tables, see [“About conflicts in table formatting” on page 117](#).

To modify table cell properties:

1. In your draft, select the cell or cells you want to modify (see [“Selecting an entire table, row, or column” on page 119](#)).
2. Do one of the following to open the Table Properties dialog box:
 - Right-click (Windows) or Control-click (Macintosh), and then select **Table Cell Properties** from the pop-up menu.
 - Select **Table > Table Cell Properties**.
 - Click the **Table** button in the toolbar.

Note: If you placed the insertion point in the cell instead of selecting the cell, this option opens the Insert Table dialog box instead of the Table Properties dialog box for cells.

The Table Properties dialog box appears with the appropriate tab selected.



3. Change the cell properties as desired.

For information about options in the dialog box, click the Help button.
4. Click **Apply** to preview your changes, or click **OK** to apply changes and close the Table Properties dialog box.

Related topics

- [“Modifying table properties” on page 128](#)
- [“Modifying row or column properties” on page 129](#)

Using a preset table format

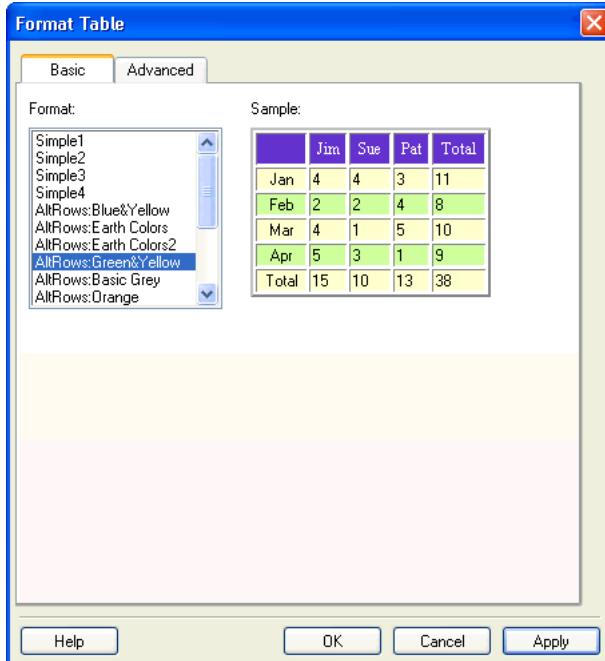
You can apply a preset design to a table and select options to further customize the design.

Note: You can apply preset table designs to a simple rectangular grid of cells only. You can't use these designs to format tables that contain merged cells or other unusual formatting.

To use a preset table design:

1. In your draft, select a table to modify or place the insertion point in any cell in the table.
2. Select **Table > Format Table**.

The Format Table dialog box appears with the **Basic** tab selected.



3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute formats your table with the design you selected.

Sorting tabular data

You can sort the rows of a table based on the contents of a single column. For example, if you have a Names column in a table, you can sort items in that column alphabetically.

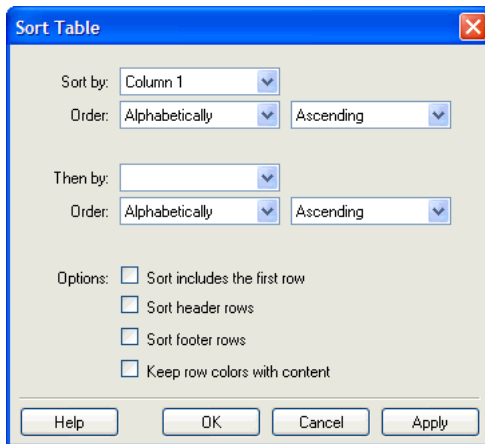
You can also perform a more complicated table sort based on the contents of two columns.

Note: You cannot sort on a column that contains merged cells.

To sort a table:

1. In your draft, select the table to sort or place the insertion point in any cell in the table.
2. Select **Table > Sort Table**.

The Sort Table dialog box appears.



3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute reorders the table.

CHAPTER 9

Working with Links

A hypertext link, often called a *link*, creates a connection from one page to another page. In a web page, links are typically underlined and differentiated by color from the surrounding text. When a visitor to your website clicks a link in one page, another page opens.

Visitors use links to navigate your website. When you add a new page to a website, you have to add a link to the new page on an existing page. Then, users can click the link in the existing page to view the new page.

When you add a link to a page, the link is not *live* until you publish the page (see “[Publishing Your Page](#)” on page 155). Before you publish a page with a link, you should use the Preview in Browser feature to test the link and make sure it works.

This chapter contains the following sections:

- “[Creating text and image links](#)” on page 133
- “[Setting the advanced linking options](#)” on page 140
- “[Editing links](#)” on page 146
- “[Testing links](#)” on page 148

Creating text and image links

In Macromedia Contribute, you can make text or images in your web page act as links. When a visitor to your website clicks a link—specified text or an image—the browser takes the visitor to another web page or file, or starts their e-mail application.

Your text or image can link to any of the following:

- [A current draft or a recently published page](#) on your website
- [A new web page](#), which Contribute creates at the same time as the link
- [An existing web page](#) on your website or on another website
- [An e-mail address](#)
- [An existing file on your computer](#), such as a Microsoft Word or PDF file

Related topics

- “Setting the advanced linking options” on page 140
- “Editing links” on page 146
- “Testing links” on page 148

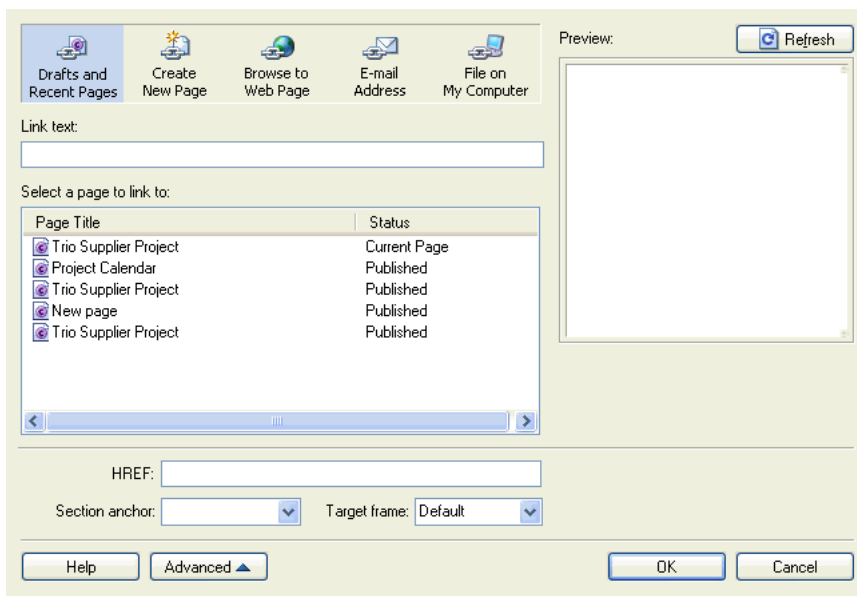
Linking to a draft or a recently published page on your website

You can create a link on your page to a draft that you are currently editing or to a recently published page on your website. Contribute has a complete list of current drafts for you to link to, and stores a list of the last ten pages you published on your website.

For information about linking to a page that is not a current draft or was not recently published, see “Linking to a page on your website or on another website” on page 136.

To create a link to a draft or recently published page on your website:

1. In your draft, do one of the following to indicate where the link will appear:
 - Place the insertion point in the draft.
 - Select text in the draft.
 - Select an image in the draft.
 2. Do one of the following to open the Insert Link dialog box:
 - Click the **Link** button in the toolbar, and then select **Drafts and Recent Pages**.
 - Select **Insert > Link > Drafts and Recent Pages**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.
- The Insert Link dialog box appears.



3. Click **Drafts and Recent Pages** (Windows) or **Drafts** (Macintosh) at the top of the dialog box, if it's not already selected.
4. Complete the dialog box.

For information about options in the dialog box, click the Help button.

5. Click **OK**.

The link appears in your draft.

Related topics

- [“Linking to a page on your website or on another website” on page 136](#)
- [“Linking to an e-mail address” on page 138](#)
- [“Linking to a file on your computer” on page 139](#)

Linking to a new page

You can create a link to a new web page on your website—that is, you can create a link to a new page that Contribute creates at the same time that it creates the link.

Note: The new page appears on your website when you publish the draft with the link.

For example, suppose you are working on a page listing your products and need to create a link to a product page that doesn't exist yet. Contribute lets you create the new page and link to it before you add content to the page.

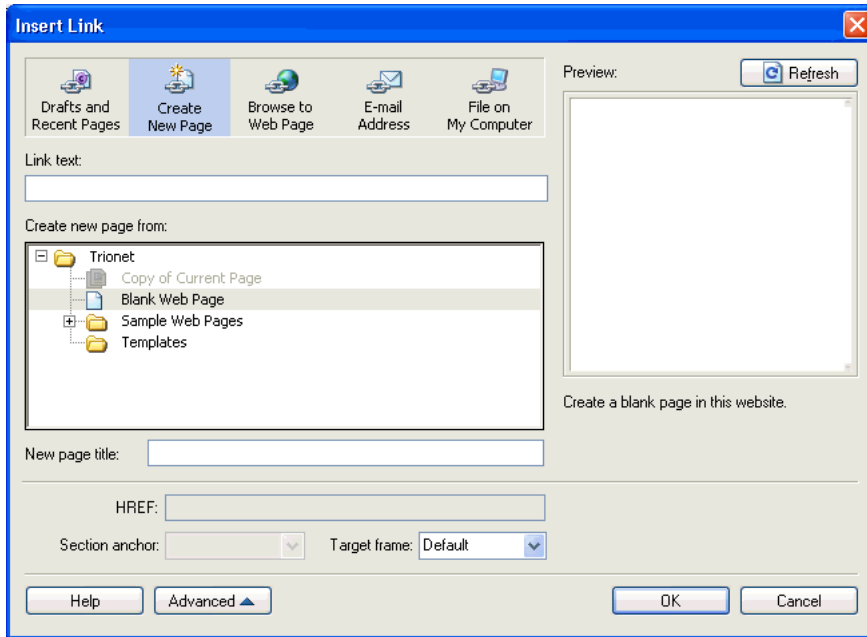
The preferred way to add a new page to your website is to create a link and the new page at the same time, and then add content later. (The other way to add a new page to your website is to create the page first, and then link it later. For more information, see [“Creating or copying a page on your website” on page 60.](#))

It's a good idea to create a link to a new page at the same time you create the new page. This way, you don't have to remember to link to the page later, and you ensure that users will be able to navigate to the page on your website.

To create a link to a new page:

1. In your draft, do one of the following to indicate where the link will appear:
 - Place the insertion point in the draft.
 - Select text in the draft.
 - Select an image in the draft.
2. Do one of the following to open the Insert Link dialog box:
 - Click the **Link** button in the toolbar, and then select **Create New Page**.
 - Select **Insert > Link > Create New Page**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.

The Insert Link dialog box appears.



3. Click the **Create New Page** button (Windows) or **New Page** button (Macintosh) at the top of the dialog box, if it is not already selected.

The bottom half of the dialog box changes.

4. Complete the dialog box.

For information about options in the dialog box, click the Help button.

5. Click **OK**.

Contribute adds the link to the draft, and then opens the new page in the Contribute editor. To return to the draft where you added the link, click the draft title in the Pages panel.

Note: Contribute automatically saves the new page in the same folder as the draft that links to it (unless you selected another website). When you publish your draft, Contribute also publishes the new page. You can change the folder location for the new page then if you need to.

Related topics

- “Linking to a draft or a recently published page on your website” on page 134
- “Linking to an e-mail address” on page 138
- “Linking to a file on your computer” on page 139

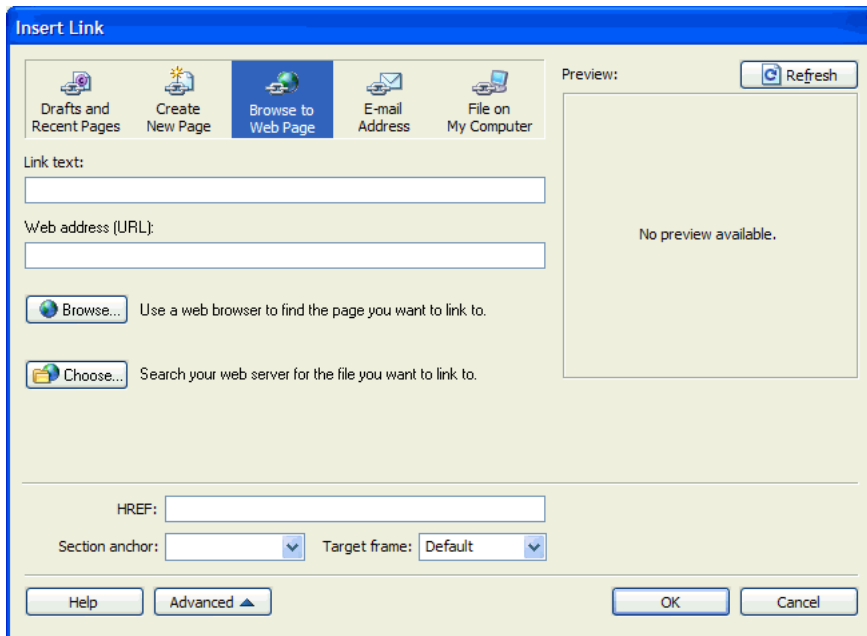
Linking to a page on your website or on another website

You can create a link to another page on your website or on another website. If the page you’re linking to is not linked to any other pages—so you can’t browse to it—Contribute enables you to use the file system to find the page.

Note: If the page you want to link to was recently published or is a draft, see [“Linking to a draft or a recently published page on your website” on page 134](#).

To create a link to a page on your website or on another website:

1. In your draft, do one of the following to indicate where the link will appear:
 - Place the insertion point in the draft.
 - Select text in the draft.
 - Select an image in the draft.
2. Do one of the following to open the Insert Link dialog box:
 - Click the **Link** button in the toolbar, and then select **Browse to Web Page**.
 - Select **Insert > Link > Browse to Web Page**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.The Insert Link dialog box appears.



3. Click the **Browse to Web Page** button (Windows) or **Browse** button (Macintosh) at the top of the dialog box, if it is not already selected.
4. Complete the dialog box.

For information about options in the dialog box, click the Help button.
5. Click **OK**.

Contribute adds the link to your draft.

Related topics

- [“Linking to a draft or a recently published page on your website” on page 134](#)

- “Linking to a new page” on page 135
- “Linking to a file on your computer” on page 139

Linking to an e-mail address

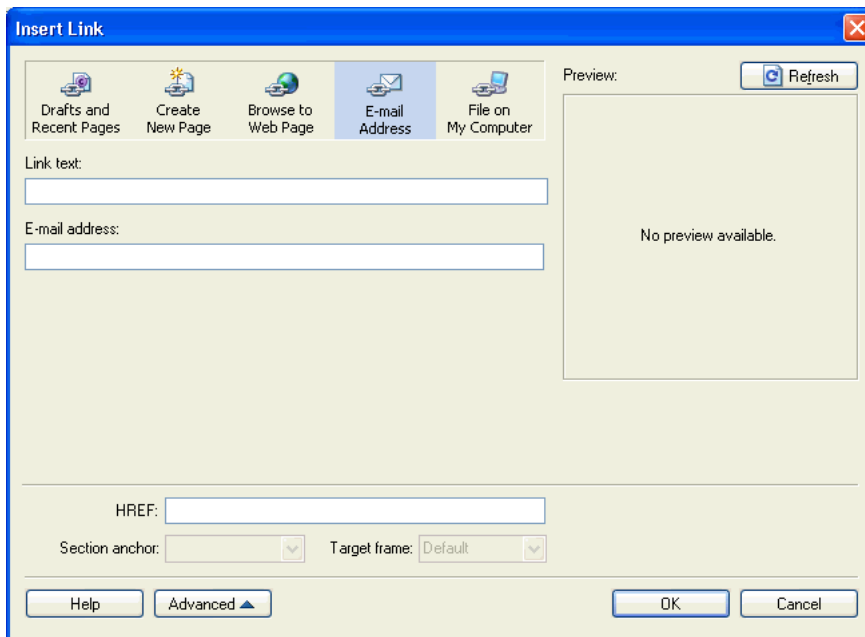
You can create a link to an e-mail address. When a website visitor clicks the link, Contribute creates a new message, with the e-mail address you specified, in the visitor’s default e-mail application.

For example, you might create the text link “Contact us about our new products!” When a visitor clicks the link, Contribute starts the visitor’s e-mail application and creates an e-mail message to the Sales department.

To create a link to an e-mail address:

1. In your draft, do one of the following to indicate where the link will appear:
 - Place the insertion point in the draft.
 - Select text in the draft.
 - Select an image in the draft.
2. Do one of the following to open the Link dialog box:
 - Click the **Link** button in the toolbar, and then select **E-mail Address**.
 - Select **Insert > Link > E-mail Address**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.

The Insert Link dialog box appears.



3. Click the **E-mail Address** button (Windows) or **E-mail** button (Macintosh) at the top of the dialog box, if it is not already selected.
4. Complete the dialog box.

For information about options in the dialog box, click the Help button.

5. Click **OK**.

Contribute adds the link to the page.

Related topics

- [“Linking to a draft or a recently published page on your website” on page 134](#)
- [“Linking to a new page” on page 135](#)
- [“Linking to a page on your website or on another website” on page 136](#)

Linking to a file on your computer

To add content that you have saved on your computer to your website, create a link on a page on your website to a file saved on your computer or network.

For example, you might link to a Word document saved on your hard drive or an HTML page saved on your desktop. This essentially adds a new page to your website, with the content contained in the file.

When you publish the page with the link, Contribute copies the file into your website and then links to that copy—not to the actual file on your computer—to create the new page on your website.

Note: To edit content in the linked page after you publish, see [“Editing web page content in an external application” on page 53](#). Changes you make to the original file do not appear on your website.

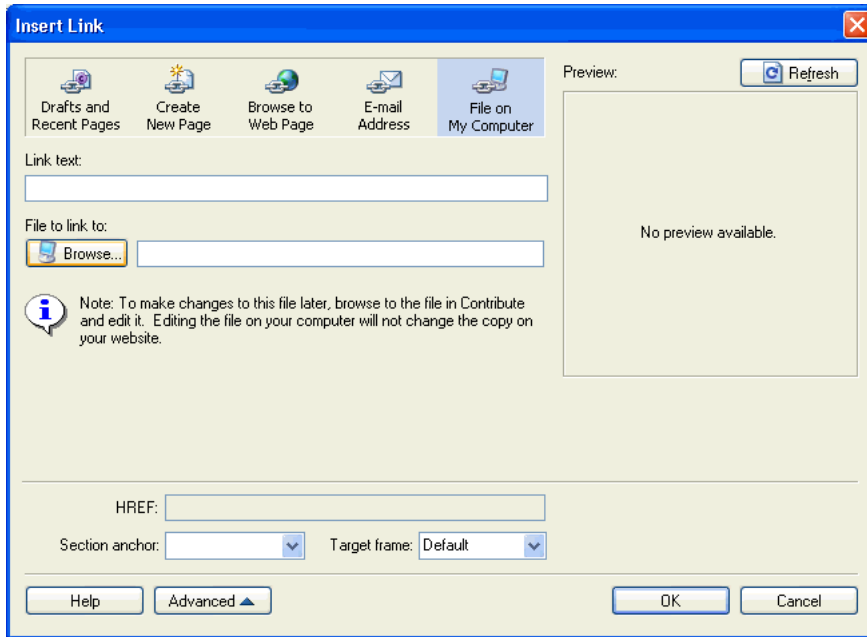
You can use the Insert Link dialog box to insert a link to a file on your computer, or you can drag the file to your page (see [“Inserting a link to a Word or Excel document” on page 74](#)).

Note: If the file you want to link to is already saved on your web server—and not your computer—see [“Linking to a page on your website or on another website” on page 136](#).

To create a link to a file on your computer using the Insert Link dialog box:

1. In your draft, do one of the following to indicate where you want the link to appear:
 - Place the insertion point in the draft.
 - Select text in the draft.
 - Select an image in the draft.
2. Do one of the following to open the Insert Link dialog box:
 - Click the **Link** button in the toolbar, and then select **File on My Computer**.
 - Select **Insert > Link > File on My Computer**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.

The Insert Link dialog box appears.



3. Click the **File on My Computer** button (Windows) or **File** button (Macintosh) at the top of the dialog box, if it is not already selected.
4. Complete the dialog box.
For information about options in the dialog box, click the Help button.
5. Click **OK**.

Contribute copies the file to create a new page on your website. A link to the new page appears in your draft.

Related topics

- [“Linking to a draft or a recently published page on your website” on page 134](#)
- [“Linking to a new page” on page 135](#)
- [“Linking to a page on your website or on another website” on page 136](#)
- [“Linking to an e-mail address” on page 138](#)

Setting the advanced linking options

The Insert Link dialog box has three advanced linking options: editing the link’s URL, setting a target, and linking to a specific place on a page.

Related topics

- [“Creating text and image links” on page 133](#)
- [“Editing links” on page 146](#)

Editing the URL for a link

If you are familiar with creating links in HTML, you can use Contribute to edit a link's URL.

When you link to a web page on a website, the link's URL appears in the Web Address (URL) text box and in the HREF text box in the Advanced section of the Insert Link dialog box. Use this HREF text box to alter the URL that Contribute places in the page's HTML.

Note: If the page is new, you'll see (new) appended to the end of the URL. Contribute removes (new) when you publish the new page.

The Web Address (URL) text box always shows the full URL, and the HREF text box shows the URL that's written in the page's HTML. The HREF might be a different, usually shorter, version of the URL.

To edit a link's URL:

1. In your draft, select an existing link.

Note: To insert a link, see [“Creating text and image links” on page 133](#).

2. Do one of the following to open the Insert Link dialog box:

- Select **Format > Link Properties**.
- Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.

The Insert Link dialog box appears.

3. Click the **Advanced** button (Windows) or the expander arrow (Macintosh) to expand the dialog box, if it is not already expanded.
4. Change the web address (URL) in the **HREF** text box.

Note: You might notice that text in the Link text box changes as you enter text in this text box. It is the text in the HREF text box that Contribute places in the page's HTML for the URL.

5. Click **OK**.

Setting a target for your page

You can specify where a linked page opens by creating a *target* for the link. For example, you can have your linked document open in a new window instead of the current window.

If you create a link in a document with frames, you can indicate which frame, or target, displays the new content. For more information about creating targets for frames, see [“Targeting frame content” on page 153](#).

Note: You cannot control where an e-mail link opens. When an e-mail link is clicked, the default e-mail application automatically starts.

You can specify the target when you create the link (see [“Setting a target for a new link” on page 142](#)), or you can edit an existing link to change or add the target (see [“Setting a target for an existing link” on page 142](#)).

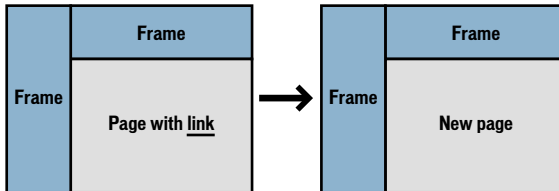
Setting a target for a new link

You can specify the target for a link when you create the link.

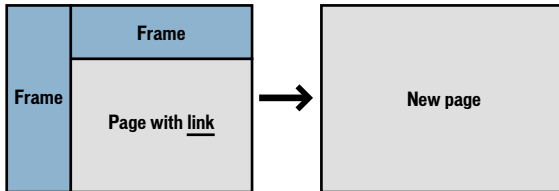
To create a new link with a target:

1. In your draft, create a link (see “[Creating text and image links](#)” on page 133).
2. In the Insert Link dialog box, click the **Advanced** button (Windows) or the expander arrow (Macintosh) to expand the dialog box, if it is not already expanded.
3. Select a target from the pop-up menu:

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.



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.



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

4. Click **OK**.

Contribute adds the link to your draft.

Setting a target for an existing link

You can edit an existing link to change or add the target.

To specify a target for an existing link:

1. In your draft, select an existing link.
2. Do one of the following to open the Insert Link dialog box:
 - Select **Format > Link Properties**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.The Insert Link dialog box appears.
3. Click the **Advanced** button (Windows) or the expander arrow (Macintosh) to expand the dialog box, if it is not already expanded.

4. Select a target from the pop-up menu:

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.

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.

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

Note: If the page you're linking from was in a frame, a list of frame names appears here. If you choose a frame or type a frame name, the linked page appears in that frame when the website visitor clicks the link.

5. Click **OK**.

Contribute modifies the existing link with the target information.

Linking to a specific place in a page

You can place an invisible marker, called a *section anchor*, on your page to mark a specific topic or place. You can then create links to the anchor, which take website visitors to the specified position on the page with the anchor.

For example, you might add an anchor to the company address and phone number on the Company Information page. Then you might add a link with the text “Contact Us!” to your home page. When a website visitor clicks this link, the Company Information page opens to the address and phone number section. This way, the user does not need to search the Company Information page to find the contact information.

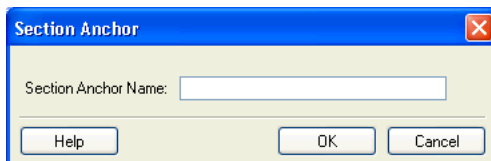
Adding a section anchor

You can add a section anchor to a page, and then link to that anchor from the same page or from another page. For more information about section anchors, see [“Linking to a specific place in a page” on page 143](#).

To add an anchor to a page:

1. In your draft, place the insertion point at the beginning of the section where you want the page to open when a website visitor clicks the link.
2. Select **Insert > Section Anchor**.

The Section Anchor dialog box appears.



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**.

Contribute inserts an anchor marker in your draft.



Note: If you have invisible elements turned off, Contribute turns invisible elements on so that you can see the anchor marker. To turn invisible elements off again, select **Edit > Preferences** and then select **Invisible Elements**.

Related topics

- [“Editing section anchors” on page 145](#)

Linking to a section anchor

You can link to a section anchor when you create the link, or you can edit an existing link to indicate or change a section anchor. For more information on section anchors, see [“Linking to a specific place in a page” on page 143](#).

To link to a section anchor:

1. In your draft, create a link (see [“Creating text and image links” on page 133](#)).
2. In the Insert Link dialog box, click the **Advanced** button (Windows) or the expander arrow (Macintosh) to expand the dialog box, if it is not already expanded.
3. Select a named anchor from the **Section anchor** pop-up menu.

Note: All anchors in the page you are linking to appear in the list.

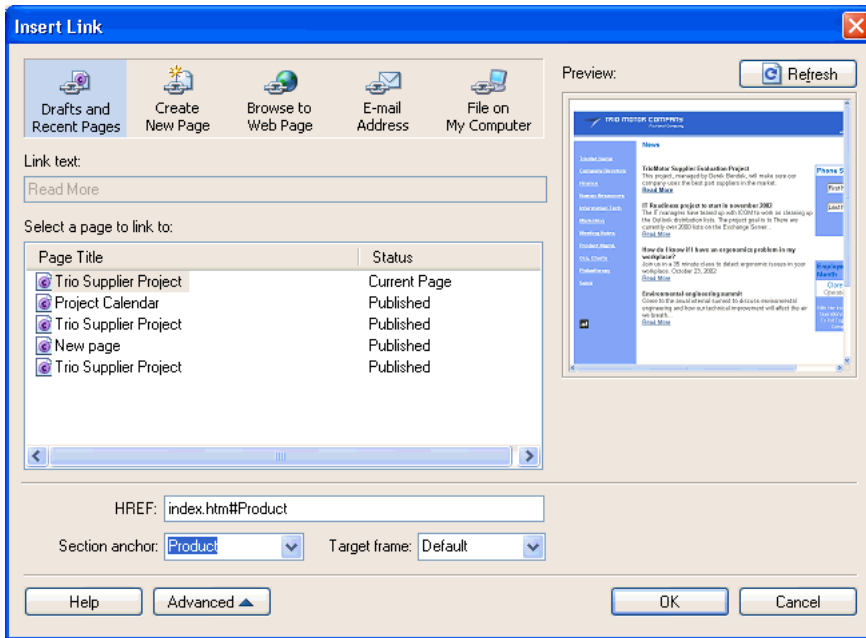
4. Click **OK**.

Contribute adds the link to your draft.

To indicate an anchor for an existing link:

1. In your draft, select an existing link.
2. Do one of the following to open the Insert Link dialog box:
 - Select **Format > Link Properties**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.The Insert Link dialog box appears.
3. Click the **Advanced** button (Windows) or the expander arrow (Macintosh) to expand the dialog box, if it is not already expanded.

4. Select a named anchor from the **Section anchor** pop-up menu, or type an anchor name.
All anchors in the page you are linking to appear in the list.



5. Click **OK**.

Contribute modifies the existing link.

Related topics

- “Adding a section anchor” on page 143
- “Editing section anchors” on page 145

Editing section anchors

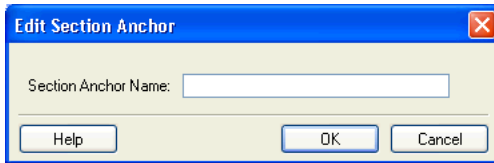
After you create a section anchor, you can change its name or delete it.

Note: If you edit a section anchor, links to that anchor will be broken until you fix the link on the page that links to the section anchor.

To edit a section anchor name:

1. In your draft, select the anchor, and then do one of the following:
 - Double-click the section anchor.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Anchor Properties** from the pop-up menu.
 - Select **Format > Anchor Properties**.

The Edit Section Anchor dialog box appears.



2. Change the anchor name.

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.

3. Click **OK**.

To delete a section anchor:

- In your draft, select the section anchor, and then press Delete.

Related topics

- [“Adding a section anchor” on page 143](#)
- [“Linking to a section anchor” on page 144](#)

Editing links

You can change the text or destination of a link, remove it, or change its properties.

Changing link text and destination

After you insert a link, you can later change link text or change the page that the link opens.

To change link text:

1. In your draft, select the link text you want to change.
2. Type new text.

To change link destination:

1. In your draft, select an existing link.
2. Do one of the following to open the Insert Link dialog box:
 - Select **Format > Link Properties**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.

The Insert Link dialog box appears.

3. If you want to change the type of page you link to, click a button at the top of the dialog box; otherwise, skip this step.
4. Select or browse to a new page.
5. Click **OK**.

Related topics

- [“Changing link properties” on page 147](#)

Removing a link

After you insert a link, you can easily remove the link from your text or image.

To remove a link:

1. In your draft, select the link you want to remove.
2. Do one of the following:
 - Select **Format > Remove Link**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Remove Link** from the pop-up menu.
 - Press Delete.

The link text or image in the draft is no longer a link.

Related topics

- [“Changing link text and destination” on page 146](#)

Changing link properties

You can change link properties, including link text and destination and advanced link settings.

To change link properties:

1. In your draft, select an existing link.
2. Do one of the following to open the Insert Link dialog box:
 - Select **Format > Link Properties**.
 - Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.The Insert Link dialog box appears.

3. Change any of the following link properties:

- Link text

Tip: You can also change link text by selecting the text in your draft and typing over it.

- Linked file, web page, or e-mail
- Web address

For more information about the web address, see [“Editing the URL for a link” on page 141](#).

- Anchor

For more information about anchors, see [“Linking to a specific place in a page” on page 143](#).

- Target

For more information about setting a target, see [“Setting a target for your page” on page 141](#).

4. Click **OK**.

Related topics

- [“Changing link text and destination” on page 146](#)
- [“Removing a link” on page 147](#)

Testing links

Contribute enables you to preview a temporary copy of a draft in a web browser so that you can test links and view content before you publish a draft.

Note: If you belong to a role that cannot publish, you cannot use the Preview in Browser feature to test links.

To test a link:

1. In your draft, select **File > Preview in Browser**.

Your page appears in your default web browser.

2. Click the links to make sure they open the correct pages (or start your e-mail application).
3. Close the browser preview to return to the draft you’re editing.

CHAPTER 10

Working with Pages with Frames

Framesets divide a browser window into multiple frames or regions, each of which can display different content. You design pages with frames in an HTML design application, such as Macromedia Dreamweaver. You can edit pages with frames in Macromedia Contribute.

Note: For more information about creating pages with frames in Dreamweaver, see Dreamweaver Help (Help > Using Dreamweaver).

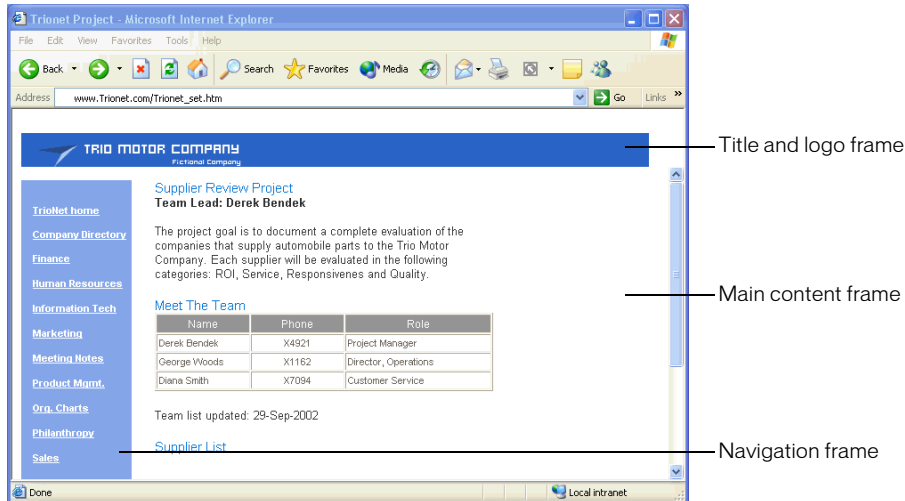
This chapter contains the following sections:

- [“About frames” on page 149](#)
- [“Editing frame content” on page 151](#)
- [“Saving and publishing a page with frames” on page 152](#)
- [“Targeting frame content” on page 153](#)

About frames

A web page designed with frames displays different content in different regions of a web browser. This design is typically used to display content that doesn't change, such as a navigation bar, in one area and content that changes in the main content area.

For example, a web page might have one narrow frame on the left side that contains navigation links, one frame along the top that contains the logo and title of the website, and one large frame that takes up the rest of the page and displays the main content.



Related topics

- “Editing frame content” on page 151
- “Saving and publishing a page with frames” on page 152
- “Targeting frame content” on page 153

Understanding frames and framesets

A page that contains frames is called a *frameset*. A frameset is an individual file that defines the layout and properties of all the frames on a page, including the number of frames, the size and placement of the frames, and the web address (URL) of the page that initially appears in each frame.

A frame is an organizational element of a frameset page. It’s easy to think of the page that’s currently displayed in a frame as an integral part of the frame, but each frame is just a container for a page. Pages that initially load in the frames are referenced by the frameset, but any page can be loaded in a frame.

The content that appears in each frame is saved in separate files. A page with three frames—navigation, logo, and main content—actually has four files: the frameset and three web pages, one for each frame. When a website visitor clicks a link in one frame, a new page can be loaded in another frame. There can be a different page for each link in a frame.

A frame can load pages from the same or different websites. So you might be able to edit content in some, but not all, frames.

Related topics

- “Editing frame content” on page 151

About targeting a frame

To use a link in one frame to open a new page in another frame, you must set a *target* for the link. Selecting a frame in which to open a page is called *targeting* a frame.

Each link in a frameset should have a target—a frame in which to open the page when the user clicks the link. For example, the main frame might be the target for multiple links, so that the content of the main frame changes each time the user clicks a link in the navigation frame.

Note: If you don't specify a target for a link, Contribute uses the Default option and opens the new page in the frame that contains the link.

When you add a link to a page in a frameset, you can indicate a target frame for the page you're linking to. The frameset designer should have given each frame a name so that you can select specific frames as targets. You can also change the target after you've inserted the link by editing the link properties (see [“Editing links” on page 146](#)).

Related topics

- [“Targeting frame content” on page 153](#)

Editing frame content

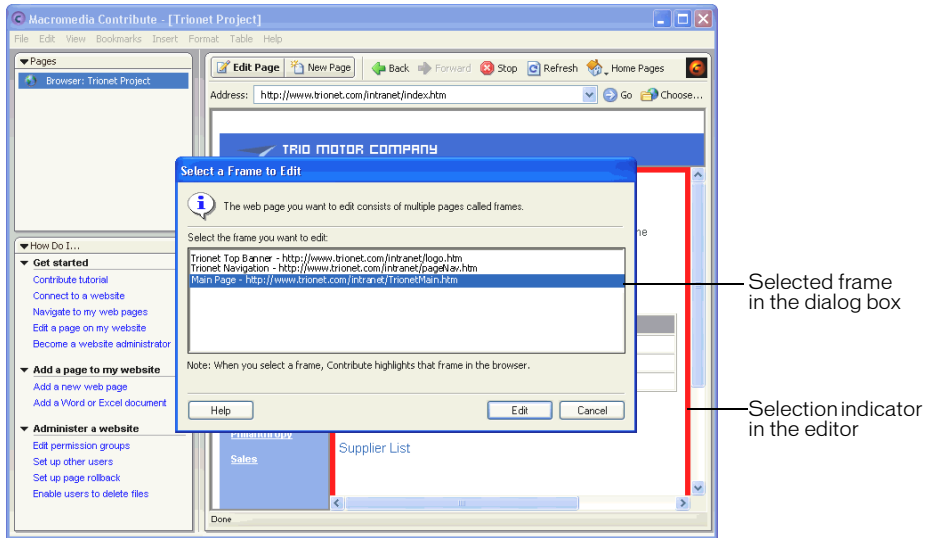
When you browse to a page with frames, you can use Contribute to change content in any of the frames, as long as you have permission.

For more information about frames and framesets, see [“About frames” on page 149](#).

To edit content in a frame:

1. Browse to the page with frames that you want to edit, and then click the **Edit Page** button.
The Select a Frame to Edit dialog box appears, with a list of page titles and web addresses (URLs) for the frame pages.
2. Select the frame you want to edit.

When you select a frame, a border appears around that frame in the Contribute editor.



Note: A lock icon appears beside the page name if you can't edit it. The lock means that you do not have permission to edit that frame's content or that another user is currently editing the page.

3. Click **Edit**.

A draft for the frame you selected appears in the Contribute editor without the other frames.

4. Edit the content as you normally would.

5. When you are ready to publish, see [“Saving and publishing a page with frames” on page 152](#).

Saving and publishing a page with frames

A frameset is made up of individual web pages. When you edit a page that appears in a frame, you alter only the page you edit—not the frameset. Publishing a page that appears in a frameset is the same as publishing a page that isn't in a frameset. Because you do not actually alter the frameset page, you do not need to publish it.

After you finish editing a frame page (see [“Editing frame content” on page 151](#)), you have the following options before you publish the page:

- Click **Cancel** in the toolbar (see [“Canceling a draft or new page” on page 55](#)).

The individual frame in the frameset appears in Contribute without your changes. Click **Back** in the toolbar to return to the frameset page.

- Select **File > Preview in Browser** (see [“Previewing a page in your default browser” on page 156](#)).

The individual frame showing your changes appears in a browser.

- Click **Send for Review** in the toolbar (see [“Getting drafts reviewed by others” on page 44](#)). Contribute sends the draft to another user for review.

To publish a page that appears in a frame:

- In your draft, click **Publish** (see [“Publishing a page to your website” on page 156](#)).

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

Contribute displays the frameset with the updated page loaded in the correct frame.

Note: If you publish changes to a frameset that is nested (a frameset within a frameset), then the child nested frameset that you changed appears in Contribute. If there are multiple nested framesets, only the first frameset containing the edited page appears.

Targeting frame content

You can change the content that appears in a frame by creating links in one frame that open pages in another frame.

For more information, see [“About targeting a frame” on page 151](#).

To insert a link and select a target frame for the linked page:

1. Browse to the page with frames that you want to edit, and then click the **Edit Page** button.
The Select a Frame to Edit dialog box appears.
2. Select the frame in which you want to add a link that opens a new page in another frame, and then click **Edit**.

A draft for the frame you selected appears in the Contribute editor.

3. Place the insertion point in your draft where you want the link to appear or select text or an image.
4. Do one of the following:
 - Select **Insert > Link**, and then select a type of page from the pop-up menu.
 - Click **Link** in the toolbar, and then select a type of page from the pop-up menu.

The Insert Link dialog box appears.

5. Complete the dialog box.

The options in the dialog box vary according to the type of page you are linking to.

For more information on completing the dialog box, see [“Creating text and image links” on page 133](#).

For information about options in the dialog box, click the Help button.

6. In the Insert Link dialog box, click the **Advanced** button to expand the dialog box, if it is not already expanded.
7. In the **Target frame** pop-up menu, select the frame where you want the linked page to open. You can either enter a custom-named frame in the **Target frame** text box (which opens the page in that frame) or select one of the following frame targets:

Default opens the page in the same frame as the current page.

Entire Window replaces the frameset with the page.

New Window opens the page in a new browser window.

8. Click **OK**.

The link appears in your draft.

Note: If you created a link to a new page, the new page draft appears and you need to return to the draft where you added the link.

9. Click **Publish**.

The frame page appears, with updated content in the frame you edited.

Related topics

- [“About targeting a frame” on page 151](#)

CHAPTER 11

Publishing Your Page

Publishing a draft makes it *live* on your website, so your website visitors can view the page.

Before you publish your draft, you can preview it in your browser. You can also make the draft available to others for review, to get approval or feedback, before you publish the draft (see [“Getting drafts reviewed by others” on page 44](#)). If you decide not to publish your draft, you can cancel it, leaving the published version of the page as is.

If the draft you’re publishing was already on your website, Macromedia Contribute replaces the existing page with your updated version. You can also make updates to an existing page, and then publish it as a new page without altering the original page.

If the draft you’re publishing is a new page that was not on your website, Contribute adds it to your website. For new pages, Contribute asks you to name the file for the page before you publish.

After you publish a draft, if you realize that you need to *unpublish* it, don’t worry—you can undo publishing by reverting to a previous version of the page if your Contribute administrator has enabled the Page Rollback feature.

This chapter contains the following sections:

- [“About the Rollback feature” on page 155](#)
- [“Previewing a page in your default browser” on page 156](#)
- [“Publishing a page to your website” on page 156](#)
- [“Rolling back to a previous version of a page” on page 161](#)

About the Rollback feature

You can use the Rollback feature to revert to a previous version of any published page. You do not have to roll back to the last published version; you can select any version that Contribute has saved as a rollback file.

When you roll back to a previous version of a page, Contribute reverts to the previous text contained in the version of the page you select. However, any assets imported into the page may or may not be recovered. For example, suppose you update an image file outside of Contribute and then replace the original image with another image using the same filename. In this case, Contribute cannot roll back to the previous version of the image because Contribute does not manage assets outside the web pages it creates.

Contribute does, however, maintain the older version of an image if you use Contribute to edit the image in an external application. Contribute considers images, Microsoft Word documents, and other content that you edit in an external application as *assets*. You can roll back assets that you've edited through Contribute the same way that you roll back pages.

For example, suppose you roll back from version C of a page to version A, and you used Contribute to edit an image in version B. When you roll back to version A, you will not see the current version of the image. You need to also roll back the image, independently of the page rollback.

Related topics

- [“Rolling back to a previous version of a page” on page 161](#)

Previewing a page in your default browser

When you edit a draft in Contribute you can easily view your changes in a browser at any time, to ensure that your changes appear as you intend in the browser. Previewing your page also gives you an opportunity to test your links before you publish the page.

Tip: You can view the source code for a page when you preview it in the browser.

Note: If the Contribute administrator assigned you to a role that cannot publish, you cannot use the Preview in Browser feature.

To preview a page in your browser, do one of the following:

- Select **File > Preview in Browser**.
- Press the F12 key.

Publishing a page to your website

After you finish editing and reviewing a draft, you are ready to publish it to your website. When you publish a draft, Contribute makes it live on your website—and, if the page was previously published, Contribute replaces the existing page with the updated page.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

You can publish any of the following types of pages to your website:

- [Updates to an existing page](#)
- [New page, not previously published](#)
- [Existing page as a new page](#)

Publishing updates to an existing page

When you publish updates to an existing page, Contribute replaces the currently published version of the page on your website with the new version.

When Contribute publishes your draft, it also publishes any new pages that your draft links to (but not pages that link to your draft). Contribute prompts you to name any linked pages that haven't been published before. Publishing all new pages that are linked from the draft helps ensure that you do not have broken links in your website.

Note: If you need to replace an existing page on your website with a page that has the same filename, delete the existing page on your website (see [“Deleting a web page” on page 56](#)) and then publish the replacement page. If you do not have permission to delete pages, contact your Contribute administrator.

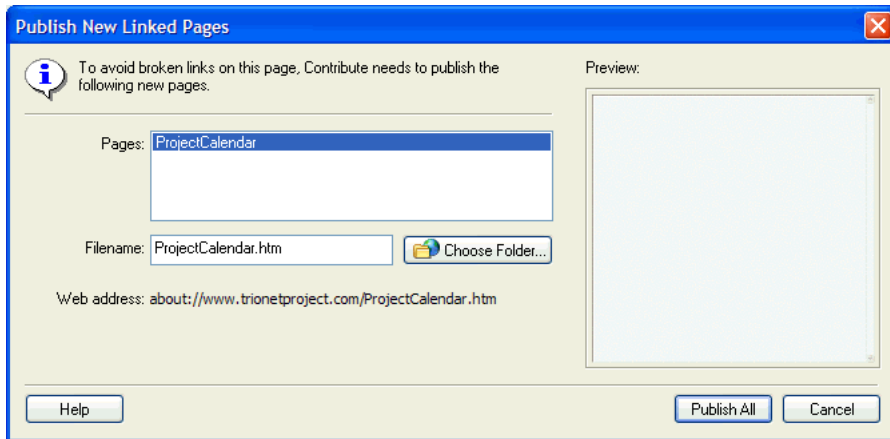
To publish updates to an existing page:

1. In your draft, click the **Publish** button in the toolbar.



Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

If the draft contains links to any new pages, the Publish New Linked Pages dialog box appears.



2. If the Publish New Linked Pages dialog box appears, for each unpublished linked page, click the page name to select it, change the filename and folder location if you want, and then click **Publish All**.

For information about options in the dialog box, click the Help button.

Contribute publishes the draft (and any new pages it links to) to your website, and then displays it in the Contribute browser.

Publishing a new page

When you publish a new page to your website, Contribute asks you to name the file for the page and any other new pages the page links to. Then Contribute publishes the new page, and any pages that the new page links to, on your website. Publishing all pages that are linked from the new page helps ensure that you do not have broken links on your website.

If you haven't added a link on an existing page to your new page, website visitors won't be able to view the page. Remember to go to an existing web page before (or just after) you publish a new page, and add a link to the new page (see [“Linking to a draft or a recently published page on your website” on page 134](#)).

Tip: You can create a link to the page at the same time that you create the page. For more information, see [“Linking to a new page” on page 135](#).

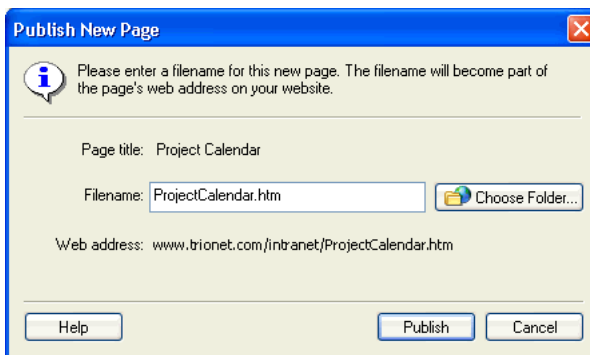
To publish a new page:

1. In the new page draft you're editing, click the **Publish** button in the toolbar.



Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

The Publish New Page dialog box appears.



2. You can change the filename, and then click the **Choose Folder** button if you want to save this draft in another location on your website.

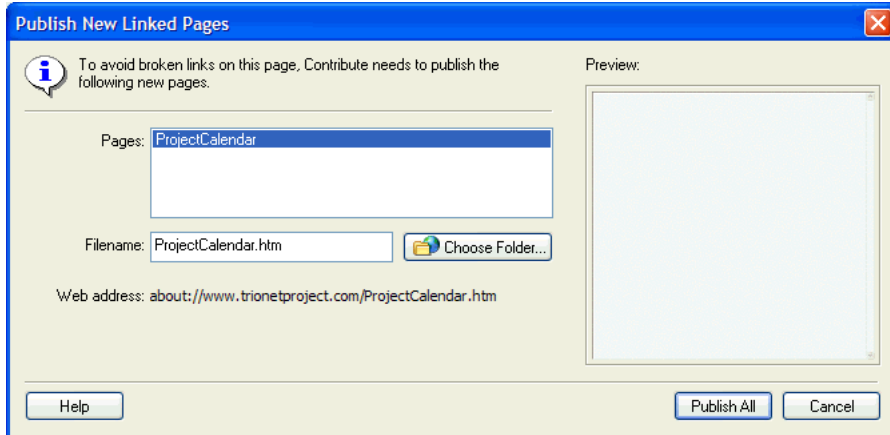
For information about options in the dialog box, click the Help button.

Note: Contribute automatically saves the file with the same name as the page title.

3. Click **Publish** or **Next**.

Note: Contribute warns you if you have not linked the new page draft from an existing page. After you publish the new page, be sure to create a link to it (see [“Linking to a draft or a recently published page on your website” on page 134](#)).

If your new page draft links to any other new pages, the Publish Linked New Pages dialog box appears.



4. If the Publish Linked New Pages dialog box appears, for each unpublished linked page click the page name to select it, change the filename and folder location if you want, and then click **Publish All**.

For information about options in the dialog box, click the Help button.

Contribute publishes the new page to your website and displays it in the Contribute browser.

Publishing an existing page as a new page

Contribute enables you to update an existing page and then publish it as a new page without overwriting the original page. This feature is similar to the Save as feature in other applications.

For example, suppose you open the product page for men's cargo pants and start updating the page with information about women's cargo pants. Then you realize that you forgot to make a copy of the existing page before you made edits. As long as you don't click Publish, the original page is unchanged. Use the Publish as New Page feature to publish the modified page as a new page on your website.

This is possible because when you click Edit Page for an existing page, Contribute creates a copy of the page (known as a draft) for you to edit. Saving changes to the draft does not alter the page on your website.

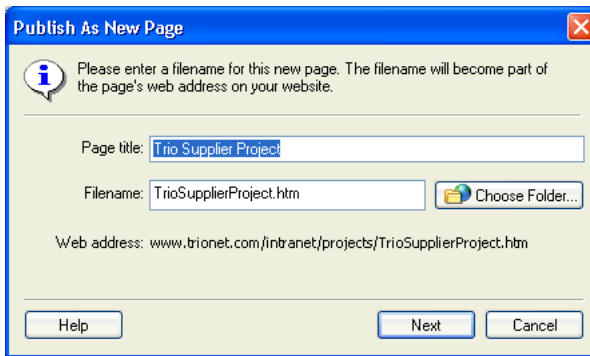
To publish an existing page as a new page:

1. Browse to an existing page, and then click the **Edit Page** button.
2. Make changes to the draft.
3. Select **File > Actions > Publish as New Page**.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

Contribute warns you if have not linked the new page from an existing page. After you publish the new page, be sure to create a link to it (see [“Linking to a draft or a recently published page on your website” on page 134](#)).

The Publish as New Page dialog box appears.



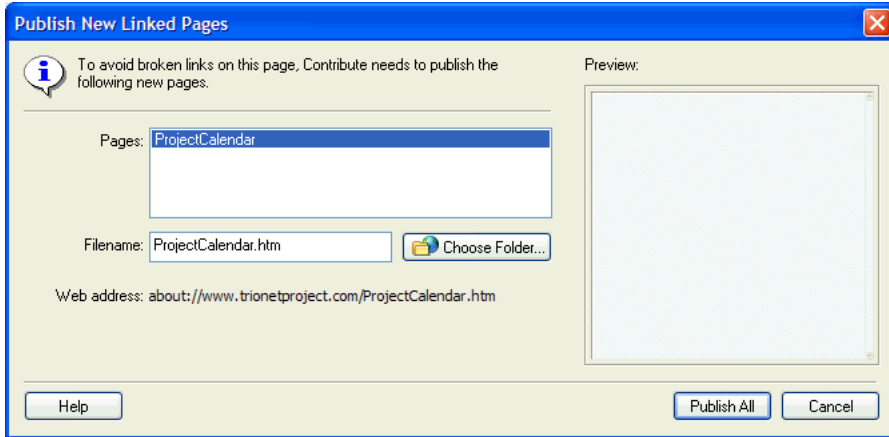
4. You can change the page title and filename for the draft, and then click the **Choose Folder** button beside the filename if you want to save this draft in another location on your website.

Note: Contribute automatically saves the file with the same name as the page title.

For information about options in the dialog box, click the Help button.

5. Click **Publish** or **Next**.

If your new page draft links to any other new pages, the Publish Linked New Pages dialog box appears.



6. If the Publish Linked New Files dialog box appears, for each unpublished linked page click the page name to select it, change the filename and folder location if you want, and then click **Publish All**.

For information about options in the dialog box, click the Help button.

Contribute publishes the draft to your website and then displays it in the Contribute browser.

Rolling back to a previous version of a page

To provide an extra degree of safety in publishing, Contribute enables you to *undo* any page you publish and roll back to a previously published version of that web page.

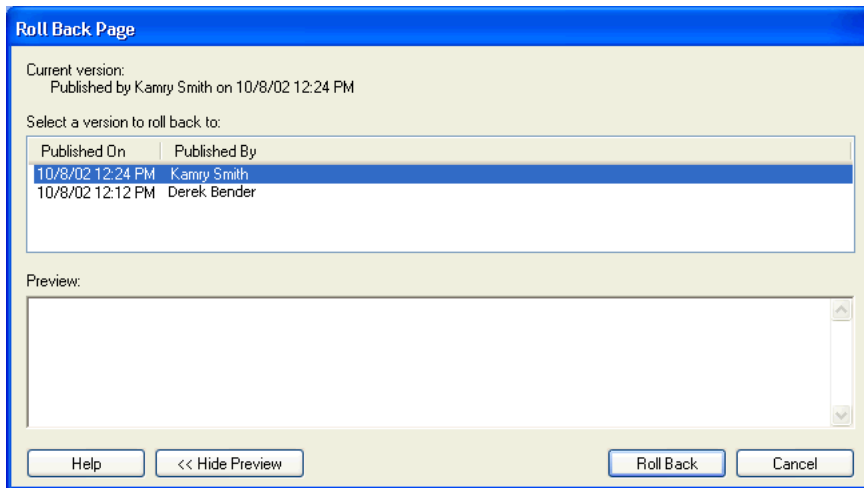
For more information about rollbacks, see [“About the Rollback feature” on page 155](#).

Note: The Rollback feature is only available if your Contribute administrator enabled it. For more information, see your Contribute administrator or see [“Enabling and disabling rollbacks” on page 214](#).

To roll back to a previous version of a page or asset:

1. Browse to the page that you want to roll back.
2. Select **File > Actions > Roll Back to Previous Version**.

The Roll Back Page dialog box appears.



3. Select a previous version of the published page from the list of available pages.

Note: The list of previously published pages shows a number of previous versions of the page, depending on your Contribute administrator's setting.

Contribute displays the page in the **Preview** section.

4. If the page you selected is the one you want to publish, click the **Roll Back** button. If the page is not the one you want to publish, select another page from the list, and then click **Roll Back**.

Contribute replaces the currently published version of the page with the previously published version that you selected. The version you selected becomes the current version on the website.

Note: The page you replace with the selected rollback page appears in the Roll Back Page dialog box the next time you open the dialog box so you can roll back to that version if you need to.

PART II

Administering Contribute

Learn how to configure Contribute to work with your organization's websites, create and distribute site connections for users, help contributors get started using Contribute, and manage the website's settings and user permissions.

This part contains the following chapters:

Chapter 12: Learning to Administer Contribute	165
Chapter 13: Deploying Contribute to Departments and Enterprises	169
Chapter 14: Creating and Managing Website Connections.	201
Chapter 15: Managing Users and Roles	231
Chapter 16: Troubleshooting	251

CHAPTER 12

Learning to Administer Contribute

Macromedia Contribute lets content contributors create new web pages, edit existing pages, and publish content without having to learn complicated authoring tools or HTML coding.

This chapter describes how to configure Contribute to work with your organization's websites and how to help contributors to your websites get started using Contribute.

This chapter contains the following sections:

- [“Intended audience” on page 165](#)
- [“Typographical conventions” on page 166](#)
- [“Learning to administer Macromedia Contribute” on page 166](#)

Intended audience

This information is intended for:

- Information technology (IT) staff responsible for maintaining your organization's website and web servers
- Independent users who want to use Contribute to manage their personal websites
- Web professionals responsible for maintaining website content and appearance

If you will be responsible for deploying and administering Contribute for your organization, you should be familiar with the setup and administration of websites and web servers, user permissions on the server hosting your website, and web page markup languages such as HTML and Cascading Style Sheets (CSS).

This information is also intended for Macromedia Dreamweaver users who are responsible for overseeing the design and implementation of the website. Using Dreamweaver, these users can manage Contribute websites and create web page templates for use by Contribute users.

Typographical conventions

The following typographical conventions are used in this guide:

- Menu commands are shown in this format: Menu name > Menu command. Commands in submenus are shown in this format: Menu name > Submenu name > Menu command.
- `Code font` indicates HTML tag and attribute names as well as literal text used in examples.
- *Italic code font* indicates replaceable items (sometimes called *metasymbols*) in code.
- **Bold roman text** indicates menu selections, option names, button and icon names, and text for you to enter verbatim.

Learning to administer Macromedia Contribute

Contribute includes a variety of media resources to help you learn the program quickly. These resources include an online help system, a tutorial, a printed Quick Start guide, and the How Do I reference panel.

As an administrator, you have resources available to learn about Contribute. These resources are described in the following sections:

- [“About the Contribute Quick Start guide” on page 166](#)
- [“About the Contribute How Do I panel” on page 166](#)
- [“About the Contribute tutorial” on page 166](#)
- [“About Contribute Help” on page 167](#)
- [“About the Contribute Support Center” on page 168](#)

About the Contribute Quick Start guide

The Contribute Quick Start guide helps you get started with Contribute. The guide provides instructions on installing Contribute, connecting to your website, and completing common Contribute tasks. Use this guide to learn the basics.

The Quick Start is a printed guide included with Contribute. You can also select **Help > Quick Start Guide** to access the guide.

About the Contribute How Do I panel

The Contribute How Do I panel in the sidebar provides quick step-by-step instructions on completing some common Contribute tasks. If you don't find a task in the How Do I panel or need more information about a task, use Contribute Help to get more detailed information.

About the Contribute tutorial

The Contribute tutorial guides you through representative Contribute tasks, step by step. As you complete the tutorial, you'll update the web pages of a sample website and quickly become familiar with Contribute features.

A link to information about the tutorial appears on the Start page when you first start Contribute. The tutorial is available in the How Do I panel in the sidebar. Click the **Contribute Tutorial** link to start the tutorial.

When you install Contribute, the sample website for the tutorial is copied to your computer at `c:\documents and settings\yourname\Application Data\Macromedia\Contribute\Content\Tutorial`.

About Contribute Help

Contribute Help provides comprehensive information about all Contribute features, optimized for online reading. Contribute Help appears in the help viewer provided by your operating system: Microsoft HTML Help (Windows) or Help Viewer (Macintosh).

The online help system has two sections: *Using Contribute*, for Contribute users, and *Administering Contribute*, for Contribute administrators.

To use Contribute Help:

1. Select **Help > Macromedia Contribute Help**, or click the **Help** button in any dialog box for information specific to that dialog box.
2. Use any of the following features to find information in the help system:
 - Use the table of contents to see all the information organized by subject. Click top-level entries to view subtopics.
 - Use the index to look up specific terms or concepts. It is organized the same as a traditional book index.
 - Use the search feature to find instances of a term or topic. Type any character string in the **Search** text box to find that text anywhere in the help system.
 - Use the **Previous** and **Next** arrows to move through the topics in a section.

About Contribute Publishing Services Help

Contribute Publishing Services (CPS) Help provides information for configuring the publishing services. CPS Help is available through the Publishing Services Console. Click any Help button in the console to access Help.

About the Deploying Contribute Publishing Services PDF

Deploying Contribute Publishing Services contains information that enables you to use and extend the publishing services. The PDF has three chapters:

- “Getting Started with Contribute Publishing Services” is an overview of the procedures you must complete to start using the publishing services.
- “Installing and Configuring Contribute Publishing Services” provides complete information for installing CPS and for accessing the Publishing Services console to enable and configure the publishing services.
- “Extending the Contribute Publishing Services API” describes how you can use the server notification feature to add server-side functionality to your Contribute workflow.

Deploying Contribute Publishing Services is available on the Contribute CD, or you can find it on the Contribute documentation website at www.macromedia.com/support/contribute/go/contribute_docs_en.

About the Contribute Support Center

The Contribute Support Center website at www.macromedia.com/support/contribute is updated regularly with the latest information on Contribute, plus examples, tips, TechNotes, and other updates.

CHAPTER 13

Deploying Contribute to Departments and Enterprises

Macromedia Contribute is a website editor that lets people connect to departmental and other websites so that they can update web page content. Administrative assistants, product managers, human resource managers, and other people in an organization can use Contribute to update their workgroup's web pages without having to contact a web team or other departmental resources.

The following examples show how Contribute might be used in an organization:

- Updating schedules
- Posting job requisitions
- Updating an employer's work-related policies and guidelines
- Editing organizational charts
- Sharing information among team members through a departmental intranet

This chapter, which is intended for website administrators and IT professionals, describes the best practices for deploying Contribute within an organization. It explains how to set up Contribute in a variety of IT environments so that content editors and website administrators can enjoy the power and flexibility of this application.

This chapter contains the following sections:

[“Contribute deployment responsibilities” on page 170](#)

[“Deployment tasks” on page 171](#)

[“Deployment issues” on page 172](#)

[“User management models” on page 180](#)

[“Contribute user roles” on page 181](#)

[“Contribute and website security” on page 182](#)

[“Content design considerations” on page 188](#)

[“Contribute Publishing Services” on page 193](#)

[“Contribute case studies” on page 193](#)

Contribute deployment responsibilities

As a system or website administrator, you play a large part in deploying Contribute. The deployment responsibilities include the following tasks:

- Installing the Contribute software.
- Creating connections to websites that users of Contribute (called *content editors*) access.
- Defining roles (a collection of privileges that you assign to a specific user or group of users). Roles determine which users have, or are denied, access to a specific website.
- Installing Contribute on individual computers throughout your organization.
- (Optional) Integrating Contribute with Contribute Publishing Services.

The size of your organization and the job roles associated with your organization's websites determine who assumes responsibility for deployment. A single system administrator may be responsible for all deployment, or other members of the organization's web team or IT staff may be involved. Administrators manage Contribute websites by controlling who has access to the site and by specifying what kinds of changes content editors can make to a website.

Administrators, web masters, and web designers

If you are a system administrator, this might be your first time to work with web pages and web content. Your role as a system administrator may intersect with the role of web designer. A web designer can help you determine the editing and access requirements of your site and help you construct the site so that users with limited web-design skills can easily update content.

Contribute gives you a great deal of power and flexibility in determining who can edit web pages on a website and what types of changes they can make. For example, you might decide that all Contribute users, with the exception of the web-design staff, are limited to editing text on web pages, and that the web-design staff can edit text, apply new text styles (for example, change the type font), and insert new images.

Contribute job functions

The following table describes the function of each role that relates to Contribute:

Role	Function
Contribute administrator	Responsible for installing Contribute, setting up user roles and privileges, and determining the degree to which users can access and update websites. Contribute administrators are often members of an organization's IT staff, responsible for maintaining server and network infrastructure, managing user and file permissions across an organization's network.
System administrator	Maintains web servers and web server access. This role often overlaps with that of the Contribute administrator and may be handled by the same person in smaller organizations.
Web designer	Designs websites, determining their look and feel, and creates and maintains the site's content.

Role	Function
Web developer	Develops web-based applications, such as for absence reporting and financial reporting, distributed to users over the web.
Contribute user	Contribute users range widely in their job tasks and computer experience. What they have in common is the need to update web page content quickly and easily. Using Contribute, they can easily connect to a website and safely update its content without inadvertently introducing malfunctions.

These roles vary from organization to organization. In smaller organizations and workgroups, a single person may handle the job of administering Contribute and determining the design of the website. Larger workgroups and departments may have a team of people involved in maintaining their website.

Deployment tasks

The following table describes the tasks you need to perform to successfully deploy Contribute.

Task	Description
Gather website information	Gather information about your website's infrastructure. You'll need this information to properly install and configure Contribute. For more information, see "Information about your website" on page 172 .
Configure network and server permissions	Ensure that the network and server permissions allow read, write, and modify access so that Contribute users can connect to the site and update pages. For more information, see "Understanding network and server permissions" on page 173 .
Install Contribute	Install Contribute on the computer from which you'll administer the site, create a connection to the website using Contribute, and establish yourself as the Contribute administrator for the site. To learn more about creating an administrative connection, see "Contribute administrative connections" on page 173 .
Install Contribute Publishing Services (optional)	Contribute Publishing Services (CPS) is a suite of Java server applications that lets you integrate Contribute with Lightweight Directory Access Protocol (LDAP) or Active Directory services, and implement e-mail notifications to keep Contribute users informed about the status of their drafts in progress. If you want to use the CPS, you must install and configure the Publishing Service server on a Java application server. For more information, see "Contribute Publishing Services" on page 193 .
Configure Contribute to work with your website	After you establish yourself as an administrator of a site, you can configure the administrative settings so that Contribute works more efficiently with your website. For more information, see "About Contribute administrative settings" on page 174 .

Task	Description
Create Contribute roles	Create Contribute roles based on the privileges and restrictions you want to place on a user's ability to access and edit pages within the site. For more information, see “Contribute user roles” on page 181 .
Deploy Contribute to your user base	Deploy Contribute to your users, and send them connection key files so they can access the website. To learn more about distributing website connections, see “Website connection distribution” on page 185 .

In addition to the basic tasks described in the preceding table, you might want to further enhance your website by designing it to be more easily maintainable or by adding additional functionality by using CPS.

Deployment issues

The following sections describe issues you should be aware of when deploying Contribute in your organization. As with all client software that provides access to centralized servers on a network, Contribute requires that certain network and server file permissions be appropriately configured for users. Before installing Contribute and deploying it to users, ensure that you have considered the following issues and have appropriately configured your website environment for use with Contribute.

This section contains the following topics:

[“Understanding network and server permissions” on page 173](#)

[“Contribute administrative connections” on page 173](#)

[“About Contribute administrative settings” on page 174](#)

[“Contribute site structure” on page 175](#)

[“Network paths and web addresses \(URLs\)” on page 175](#)

[“Contribute network connection types” on page 176](#)

Information about your website

Before you install Contribute, you must gather information about your organization's website infrastructure. You need to find the answers to the following questions:

- Where is the server on the network?
- Who can access the server?
- Do new users and permissions need to be created on the server?
- What type of network connection will you use to connect to the website?
- If you are using File Transfer Protocol (FTP) or Secure FTP (SFTP) to connect to the website, what FTP software is being used?
- What web server software is in use, and where is the website's root folder?
- What is the URL of the website?

Although these questions may seem obvious, it's good to think about them before you create a connection to your website with Contribute. The sections below will help to provide you with background information on these questions, and how they relate to installing and configuring Contribute.

Understanding network and server permissions

Contribute is unique in that it allows editing of web pages directly on the server hosting your website. This level of server access makes network permissions and access control especially important. There are at least three levels of permissions for every Contribute site: the permissions defined by the network operating system (for instance, Windows or UNIX server software), the permissions defined by the web server software, and the roles you define within Contribute.

Network permissions can be set in several ways through a variety of systems. Contribute always adheres to the network permissions for read and write access to folders. It also obeys permissions set through LDAP and similar systems. Contribute can never overwrite any server- or network-level permissions.

Note: The server's network and operating system permissions, and the web server software's permissions, always take precedence over Contribute permissions.

Whenever you provide access to a web server, you should take precautions to ensure that the operating system of the server hosting the site, as well as the web server software itself (and the FTP server, if you are using FTP), are secure. For the best practices related to securing your website from accidental and malicious tampering, see the documentation provided with your server's operating system, FTP, and web server software.

Note: You can set folder permissions to allow a user or group of users to modify a folder and later define more restrictive folder- or file-editing options when you define the Contribute user roles.

Related topics:

- [“Contribute user roles” on page 181](#)
- [“Contribute and website security” on page 182](#)

Contribute administrative connections

After you gather information about your website infrastructure and configure the network and server permissions for appropriate read, write, and modify permissions, you must install a copy of Contribute and create a Contribute administrator connection to the website.

As an administrator, you are responsible for configuring Contribute administrative settings, identifying users, defining user roles, installing Contribute on each user's computer, and distributing connection information so that users can connect to the website.

When you set up the Contribute administrator user role, consider whether you will be the only administrator of the website. If more than one person will be administering the site, you may need to create a group e-mail account that notifies all administrators when a user encounters a problem.

To learn more about creating a connection, see [“Creating and Managing Website Connections” on page 201](#).

About Contribute administrative settings

Contribute administrative settings are a collection of settings that apply to all users of your website. These settings let you fine-tune Contribute to provide a better user experience. The Contribute administrative settings are as follows:

Users and Roles lets you add users to the site, and create, edit, and delete roles.

Administration lets you specify a primary administrator for the site, set an administrator password, and remove administration.

Tip: Contribute does not require that you set an administrator password; however, you should create a password to protect access to the administrative functions. If you fail to assign an administrator or an administrative password, anyone with a Contribute connection to the site can make themselves an administrator of that site.

Publishing Services lets you enable CPS. Publishing Services is a suite of applications running on their own server that let you extend the capabilities of Contribute as well as providing additional functionality for users of Contribute.

Note: If you will be using the Publishing Services User Directory service, you should enable Publishing Services and the User Directory service before adding users to the site. When you start the User Directory service, any users who have connected to the site are removed, and any connection keys you might have sent to users become disabled. To learn more about Publishing Services, see [“User management models” on page 180](#) and [“Contribute Publishing Services” on page 193](#).

Web Server lets you configure Contribute to work with your website’s specific web server configuration. Because all websites vary somewhat in how they are set up, the configuration options in the Web Server dialog box let you specify settings specific to your website, which Contribute might not be able to determine automatically.

To learn more about the web server configuration settings you can specify, see [“Web server index pages” on page 202](#) and [“Alternate website addresses” on page 203](#).

Rollbacks lets you enable rollback files and specify the number of rollback files to maintain on the server.

To learn more about rollbacks, see [“Enabling and disabling rollbacks” on page 214](#).

New pages lets you specify the encoding used for characters in web pages and the default page extension (.htm, .html, and so on) to use when creating new pages.

By default, the character encoding for new pages is set to Western, which applies to all English and Western European languages. The default encoding is set from your computer operating system’s default encoding. Additional options include Central European, Cyrillic, Greek, Icelandic, Japanese, Traditional Chinese, Simplified Chinese, and Korean. If you want to create pages that display characters for multiple languages, select UTF-8.

To learn more about preference settings for new pages, see [“Specifying new page preferences” on page 214](#).

Related topics

- [“Configuring Contribute administration settings” on page 211](#)

Contribute site structure

The connection you create to a website with Contribute determines the network protocol to use when accessing the site, the web address (URL) of the site, and the degree to which the site's structure is accessible to content contributors. Before creating a connection to a website, carefully consider how users will access the site and what areas of the site they will need to access.

Network paths and web addresses (URLs)

When creating a connection to the website, Contribute prompts you to provide the web address (URL) of the website, and the network connection information of the server and folder storing the website. Both the web address and network path must point to the same folder in the website.

For example, suppose your website is located at the directory path \\MyServer\wwwroot\sites\MySite, and the corresponding web address for this site is www.MyServer.com/sites/MySite. When creating the connection, you must enter these values correctly, so they point to the same folder.

To ensure that the website and network folder (or in the case of FTP and SFTP, the FTP folder) are the same, Contribute uploads a temporary file using the path information you provide. Contribute then attempts to read the temporary file through HTTP, using the web address you provide. If Contribute succeeds in locating the temporary file, the paths match, and Contribute creates the connection. If the paths don't match, Contribute prompts you again for the correct path.

Note: If your users will use FTP to connect to a website folder beneath the FTP Host folder, you must provide an absolute path to the folder.

Contribute connection paths

As the administrator, you can establish a connection to the root folder in a website if you need access to all the folders in that site. Alternatively, you can establish a connection to a higher-level folder, depending on the access you and your users require.

The root of a Contribute site is defined when you create an administrative connection and select the website folder to connect to. All folders from the root website directory and below are within the Contribute site. Typically, you create a connection at the root of your website, and use the Contribute Permissions settings to limit user access to specific folders in the site.

Contribute does not let you create overlapped (or nested) connection paths. For this reason, you should create a connection to the highest required access level in the site structure. If you need to limit users to folders below this level, you can use Contribute Permissions settings to specify folder access and editing options. For information about roles, see [“Contribute user roles” on page 181](#).

The following example shows overlapped connection paths:

```
connection1: www.mysite.com/intranet/  
connection2: www.mysite.com/intranet/marketing
```

In the following example, the paths do not overlap:

connection1: www.mysite.com/intranet/marketing

connection2: www.mysite.com/intranet/finance

Contribute administrative files and folders

Contribute creates a special administrative folder (labeled `_mm`) that contains a shared settings file in each website you create a connection to. The shared settings file contains information about each role you define, including the administrator role and any site-wide settings you define. Storing this information on the server lets you make changes to Contribute role and site-wide settings, without having to resend connections to users. The changes are automatically applied when the user connects to the site.

If you are creating multiple site connections for various sets of users, make sure that the connection paths you define do not overlap (see [“Network paths and web addresses \(URLs\)” on page 175](#)). As the administrator, you should create your connection at the highest level of access pertinent to the website; you can define roles to allow users access at lower levels of the site, depending on their specific access requirements.

To learn how to secure the administrative folder and the shared settings file it contains, see [“Restricting access to administrative folders” on page 183](#).

Related topics

- [“Approvals and site structure” on page 186](#)

Contribute network connection types

Contribute lets you connect to websites using one of several network connection types. The connection type you choose depends upon the infrastructure of your website. For example, if you are deploying Contribute to update a workgroup’s intranet site, you can, in most instances, use a local area network connection. However, if the site is hosted through an ISP or other external resource, you might need to use either an FTP, SFTP, or WebDAV connection.

The following sections discuss the Contribute configuration issues you must consider for various network connection types:

- [“Local area networks” on page 176](#)
- [“File transfer protocol \(FTP\)” on page 177](#)
- [“Secure FTP” on page 177](#)
- [“WebDAV” on page 178](#)

Local area networks

When Contribute is used to connect to a web server through a local network, the web server must be visible to the local network. Contribute can also be used with virtual private network (VPN) servers to ensure that all file transmissions occur behind your firewall. If the web server is not visible to the local network, you can create an FTP connection with Contribute to work with the website (if the server you’re creating a connection to has an FTP server installed).

To ensure that you are entering the correct network path, use the Browse button of the Connection wizard to locate and select the network folder. If the path to the folder is correct, but Contribute still cannot create a connection, verify that the folder has proper read/write permissions.

Tip: Depending on how the server you are connecting to is configured, you might not be able to see the complete path to the website folder. If you cannot connect to the server, make certain you are using a fully qualified path.

To learn how to check your server's network and folder permissions, see the documentation supplied with your server operating system.

File transfer protocol (FTP)

Tip: If you will be using FTP to connect to a website, Macromedia recommends using SFTP. In addition to providing a secure connection when transferring files to and from Contribute and your website, SFTP is a more reliable connection protocol. To learn more about SFTP, and the benefits it provides, see [“Secure FTP” on page 177](#).

If users will be accessing the website using FTP, ensure that the folder has delete, overwrite, and rename privileges enabled. When anonymous FTP is used, these options are typically disabled by default so that users cannot update pages or add new pages to the website.

When you create an FTP connection, Contribute attempts to auto-detect the FTP path, checking that the FTP folder is the same folder that contains your website files. If the folder paths don't match, Contribute can't write to the page displayed by your browser and prompts you to enter the correct path.

To ensure that you are entering the correct FTP path, use the Browse button of the Connection wizard to locate and select the FTP folder. If the path to the folder is correct but Contribute still can't create a connection, verify that the folder has proper read, write, and modify permissions for the user. If you are creating an anonymous FTP account, the server must be configured to support delete, rename, and overwrite permissions for the anonymous user. In some cases, file permissions on UNIX servers may be configured in a way that prevents Contribute from operating, especially if the server doubles as a file server. For more information, see “Setting up a site connection in Contribute” on the Macromedia Contribute Support Center.

To test whether FTP is set up correctly for an end user, you can transfer a test web page to the server. Then, using the login settings you provide to the user, attempt to view the page in a browser.

Secure FTP

SFTP is a secure version of the FTP protocol. Like SSH, SFTP prevents unauthorized users from gaining access to password and user information that is sent without encryption over the Internet.

Standard FTP sends the user ID and password as clear (that is, unencrypted) text, allowing anyone monitoring your FTP data to see your user ID and password, as well the data being transmitted. With SFTP, everything you transmit is encrypted, protecting it from monitoring by intruders.

In addition to increased security, Macromedia recommends using SFTP because it's a more robust protocol that provides more reliable performance. The following reasons describe why SFTP is a better protocol:

- A more strict protocol than FTP
- Supports functionality that FTP does not
- Is more efficient than FTP
- Does not conflict with firewalls, proxy servers, or routers
- Provides a secure connection over which to transfer files

To use SFTP with Contribute, you must have an SFTP server installed. You cannot use a standard FTP server and simply select SFTP from the connection type choice within Contribute; the connection will fail. You must also have Secure Shell 2 (SSH2) enabled on the server. Contribute provides SFTP only over SSH2-protected network connections.

To learn more about SFTP, see the documentation supplied with your server's operating system and SFTP server. To learn more about SSH2, see the SSH Communications Security website at www.ssh.com.

Note: Contribute supports only password-based authentication. Other authentication methods, such as certificate-based authentication, public key, and Kerberos, are not supported.

FTP and SFTP file permissions

Typically, FTP servers are configured so that when they create (or write) a new file, the permissions created for the file give the person uploading the file read/write permission and give members within the permission group read-only access.

In the case of Contribute, this process can cause a problem when another user tries to edit a page. Contribute can read the file, but when it attempts to copy the updated file back to the web server, the FTP server's file permissions prevent Contribute from writing the new file.

When configuring your FTP server to work with Contribute, be certain to configure the file permissions that the FTP server creates for new files so that members of the permission group can read and write the file. This issue typically occurs on UNIX servers. You should set the permissions for files to umask 664, which provides read and write access to the file owner (the person who created the file) and to the permissions group (which would include any users needing to connect to the website to update the file).

WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) is a series of extensions to the HTTP protocol that lets users collaboratively update and manage files on a website. A key feature of the WebDAV protocol is file locking. Users connecting to a WebDAV-enabled site lock files when they open the file for editing. This prevents a user of the same website from overwriting another user's changes.

To use Contribute with a WebDAV-enabled site, you must use a WebDAV server that supports *exclusive write locks*. Exclusive write locks guarantee that only the lock owner (the person who opened the file for editing) can overwrite the file.

Note: Some WebDAV servers support *shared write locks*, which allow two or more users to collaborate concurrently on a web page. Contribute does not support shared write locks. If a user opens a page using Contribute on a WebDAV-enabled site that uses shared locks, Contribute opens the file only if it can create an exclusive lock. If another user is editing the file, Contribute informs the user that the file is not available for editing.

When creating a connection to a WebDAV-enabled site, you must provide a WebDAV-specific URL. This might consist of a specific port number used by the WebDAV site. For example, suppose that this is the URL of your site:

www.mysite.com/

This might be the WebDAV URL:

www.mysite:81.com/

Appending the port number 81 to the site's domain name specifies the network address used by WebDAV.

WebDAV-enabled sites often have their own user name and password requirements. You can create these on an individual basis, or you can create a group user name and password.

When creating a connection to a WebDAV site, you must not mix connection types (such as FTP with WebDAV or local area network with WebDAV). You must use only the WebDAV connection type. When you create a connection to a website using local area network, FTP, or SFTP connections, Contribute uses its own file-locking mechanism to prevent users from overwriting each other's files. Contribute connections using these connection types cannot detect files locked with WebDAV locks and could inadvertently open a file being edited by a WebDAV-enabled connection.

To prevent users from setting up different connection types to a WebDAV-enabled site, do one of the following:

- Tell users creating connections that they should use only the WebDAV connection type with WebDAV-enabled sites.
- Send a connection key that allows only users connecting to the site to use WebDAV.
- Restrict local area network, FTP, and SFTP access to the server hosting the WebDAV-enabled site.

For more information on WebDAV, see the WebDav Resources website at www.webdav.org.

Contribute and directory services

Microsoft Active Directory and LDAP are protocols for accessing information directories. In the case of directory services, a directory is like a phone book and not like a directory (folder) on your computer. When connecting to an LDAP or Active Directory server, Contribute adheres to any file/folder permissions set by the directory service. Contribute permissions are stored in an XML file, at the root of your website, that contains specific controls for the Contribute editing environment.

These Contribute permissions are layered on top of the directory service or the network/server permissions and are applied globally. They are not assigned on a per-user basis; they are simply groups of settings that Contribute reads when first connecting to a website. Contribute then conforms to these settings during the editing process. Contribute administrators can specify access to certain folders for different user groups.

In addition to working within the permissions set by your Active Directory or LDAP services, you can integrate Contribute with your directory services by using the User Directory component of Contribute Publishing Services (CPS). The User Directory is an application server you install that lets you centrally manage users.

To learn more about Contribute user management models, and integrating Contribute with your organization's directory services, see [“User management models” on page 180](#).

User management models

User management lets you add and remove user access to websites and create user roles that restrict editing privileges within a site. User management also provides a mechanism that lets users easily connect to a website. Contribute has two user management models, manual site connections, and sites managed using the Publishing Services User Directory service.

Manual connections let you communicate connection information to users, who then create their own connections, either by entering connection information in the Connection Wizard or by importing a connection key file that you give them.

This user model works best for smaller workgroups and organizations. It allows you to quickly set up Contribute, create a connection to your website, define the necessary user roles, generate connection information for the website connection/user role, and send it to users in the form of a connection key file.

Contribute Publishing Services lets you integrate Contribute with your organization's LDAP or Active Directory services, giving you the ability to add and remove user access to a website and modify user roles without having to resend connection key files to users. You can also create a file-based database, using an XML file to manually enter user names and passwords.

CPS is intended for larger organizations that have several Contribute users to manage. Publishing Services lets you add and remove users from websites and roles without having to resend connection information. When you create a connection to a website that uses Publishing Services, you simply add users to a list that grants access to a given website and user role. When the user access the website, the Publishing Services server prompts them for a user name and password. After entering their user name and password, they are granted access to the website and the role you've assigned to them.

To use Publishing Services, you must have a J2EE application server such as Macromedia JRun installed.

To learn more about Contribute Publishing Services, including how to install and configure a Publishing Services server, see the Contribute Publishing Services website at www.macromedia.com/go/cps.

Related topics:

- [“Contribute user roles” on page 181](#)
- [“Website connection distribution” on page 185](#)
- [“Contribute Publishing Services” on page 193](#)

Contribute user roles

Contribute lets you control access to your website by creating *roles*. Roles are collections of settings that you create, each of which may be assigned privileges by the administrator of the site. The roles you create reflect different levels of access to page creation, editing and deletion of content, page design, and approval.

You can define any number of Contribute roles and specify various options for each role you create. Contribute roles are not based on system or network user groups. You can create the same role for members of various workgroups and send them a connection. As long as the recipients have appropriate access to the network and server, they can edit the website.

Default roles

Contribute has three default roles: Administrator, Publisher, and Writer

Administrator identifies the administrator of the site, who can create new roles and modify existing ones, add users to the site, and send connections to new users so that they can access the site. A site can have more than one person assigned to the administrative role.

Publisher identifies users who can create and edit pages as well as publish pages to the website.

Writer identifies users who can create and edit pages, but cannot publish pages to the website. A user in the Writer role must send their pages for review to a user in a Publisher or Administrator role who can publish the page to the site or send it back to the Writer for additional editing.

Depending on your website publishing needs, and the number of people adding content to your site, you might only need to use the Administrator and Publisher roles. If you deploy Contribute in an organization where website content must be approved before it's published, you should use the Administrator, Publisher, and Writer roles.

In general, you shouldn't need to create too many roles for a website. If you are deploying Contribute in a large organization that uses many internal websites to communicate information, consider creating connections to Contribute from the individual websites and sending appropriate roles to the users who are responsible for each site's content.

Example role assignments

As an example of roles you might create, consider an online magazine. The job functions associated with producing a magazine include a publisher, managing editor, copy editor, writer, and web designer. In addition, Contribute adds an administrator to maintain the magazine's website. Each role reflects separate access to article creation, approval, editing and deletion, page design, and site maintenance.

The following table describes the roles and privileges related to Contribute.

Job Title	Contribute Role	Privileges
System administrator	Administrator	Installs Contribute, creates connections to the website, and defines Contribute roles appropriate to the magazine's job functions. The system administrator consults the designer on how to set up role settings so that other members of the magazine's staff have appropriate editing privileges within their area.
Publisher	Publish	Gives final approval to all articles on the website and can publish final drafts of pages or send them back for additional editing or writing.
Managing editor	Publish	Monitors drafts as they go from writers to copy editors and keeps track of who is working on what article. The managing editor approves articles before sending them to the publisher for final approval and publication to the website.
Copy editor	Writer	Can edit any unlocked text on a page. The copy editor cannot publish pages to the site; they send the edited articles to the managing editor for approval.
Writer	Writer	Can edit any unlocked text on a page, insert images, and apply pre-defined styles to text.
Web designer	Administrator	The designer creates new CSS styles and web page templates to accommodate changing site designs, inserts images and Flash content into pages, and adds assets to the shared asset library for writers to insert into pages.

To learn more about creating roles, and the settings that you can use to define a role, see [Chapter 15, "Managing Users and Roles," on page 231](#).

Contribute and website security

As an administrator, one of your primary concerns is in maintaining the integrity of your IT infrastructure. Contribute works within the security parameters of your network and server operating systems, ensuring that those system's safeguards take precedence over any access rights granted within Contribute.

This section documents security issues that are specific to Contribute. For best practices on securing your website, see to the documentation provided with both your server's operating system and web server software.

Related topics:

- ["Understanding network and server permissions" on page 173](#)
- ["Secure FTP" on page 177](#)
- ["Contribute user roles" on page 181](#)

Web page rollbacks

Rollbacks let you revert to a previous version of any published web page, providing you with a level of file recovery. You do not have to roll back to the last published version; you can select any version that Contribute has saved as a rollback file.

When you roll back to a previous version of a page, Contribute reverts to the previous text contained in the version of the page you select. However, any assets imported into the page may or may not be recovered. For example, suppose you update an image file outside of Contribute and then replace the original image with another image using the same filename. In this case, Contribute cannot roll back to the previous version of the image because Contribute does not manage assets outside the web pages it creates.

Contribute does maintain the older version of an image if you use Contribute to edit the image in an external application. Contribute considers images, Microsoft Word documents, and other content that you edit in an external application as *assets*. You can roll back assets that you've edited through Contribute the same way that you roll back pages.

For example, suppose you roll back from version C of a page to version A, and you used Contribute to edit an image in version B. When you roll back to version A, you will not see the current version of the image. You need to also roll back the image, independently of the page rollback.

To learn more about rollbacks, see [“Enabling and disabling rollbacks” on page 214](#).

Restricting access to administrative folders

When you create a site connection, Contribute creates special files that are stored in folders whose names begin with an underscore (such as `_mm`, `_baks`, and `_notes`). These folders may contain files with user names, e-mail addresses, previous versions of web pages, and other types of meta information used by Contribute. The underscore allows Macromedia Dreamweaver and Contribute to distinguish between those folders and the other folders in your site.

Contribute and Dreamweaver use this naming convention to filter these special files and prevent them from appearing in the Dreamweaver Site panel and in the Contribute Remote File Browser. These hidden folders can't be browsed, overwritten, or inadvertently altered by users. Additionally, some search engines and automated programs are designed not to return pages found in folders whose names begin with an underscore.

To ensure that these folders and files remain protected, review the configuration of your web server software and make certain that you block HTTP access to folders whose names begin with an underscore (`_mm`, `_baks`, and `_notes`), the MMWIP folder, and files identified by the file extensions `.lck`, `.mno`, `.bak`, `.lbi`, `.csi`, and `.dwt`.

In particular, you might want to block HTTP access to the MMWIP folder. The MMWIP folder contains interim drafts of files (works in progress) that you might want to protect. Macromedia recommends that you restrict access to the MMWIP folder so that only members of your organization can browse files within that folder.

Note: In addition to using the computer's operating system and web server software configuration settings, you might consider using a third-party URL scanner to block HTTP access to secure these files and folders.

Related topics

- “Contribute site structure” on page 175
- “Staging servers and Contribute” on page 185
- “Approvals and site structure” on page 186

Apache web servers

If your website uses Apache, you can explicitly disable browsing folders and files that begin with an underscore. If you know how to modify the Apache web server’s `httpd.conf` file and have permission to do so, you can use the `DirectoryMatch` directive to prevent visitors from viewing any file in a folder beginning with an underscore.

If you’re not sure how to edit the Apache `httpd.conf` file or don’t have permission to do so, ask your system administrator or Internet service provider (ISP) to do it for you. To learn more about limiting access to files and folders, and other security issues relevant to the Apache web server, see the documentation supplied with your Apache distribution.

Microsoft IIS web servers

To prevent unauthorized users from accessing Contribute administrative folders under Microsoft IIS, use access control lists (ACLs) to prevent read access by unauthenticated users of the operating system as well as by clients connecting to IIS. When you use ACLs to restrict access, only properly authenticated users can view the contents of the Contribute administrative folder. Anonymous web clients, or other users with access to the server, cannot view the administrative folder and its contents.

Note: When setting permissions for Contribute administrative folders, ensure that Contribute has read/write access to the administrative folders and the files they contain. Contribute uses the settings in these files to enforce role settings of users connecting to the site.

In addition to securing the administrative folders using the operating system’s permissions and access control lists, you should consider using `UrlScan` to further secure IIS web servers. `UrlScan` is a security tool provided by Microsoft that screens incoming requests to the server by filtering the requests based on rules that you create. Filtering requests helps secure the server by ensuring that only valid requests are processed.

To learn more about the `UrlScan` utility, see the Microsoft website at www.microsoft.com.

Other web servers

If you are using another vendor’s web server, refer to the documentation supplied with your web server software to learn how to prevent users from accessing specific folders and files.

Staging servers and Contribute

If you use Contribute to update information published to a website that is accessible to the public (not protected by a firewall), but need to ensure that temporary drafts of pages and user information remains protected, consider using a staging server. Staging servers let you update website content in a protected environment and only publish those pages approved for public viewing to a production server. To protect Contribute administrative files, do not copy any folders whose names begin with an underscore (_mm, _baks, and _notes), the MMWIP folder, and files identified by the file extensions .lck, .mno, .bak, .lbi, .csi, and .dwt.

If you use a staging server, you need to create Contribute connections to the staging server and not your production web server.

To learn more about using a staging server, see [“Staging servers and Contribute” on page 198](#).

Website connection distribution

To set up Contribute users, you need to provide them with the basic site connection information for the web server. You do this by sending them a connection key.

A connection key is a file generated by Contribute that contains all the information that Contribute requires to connect to a site. The information in the connection key is encrypted with a 128-bit algorithm for security purposes. Users cannot read or change the connection or role information in the connection key. Administrators create these password-protected connection keys using the Send Connection Key feature of the Administer Websites dialog box. The keys can be sent to users by e-mail, or saved to the network.

You do this in Contribute through the Administer Websites dialog box (**Edit > Administer Websites**). If a user uses a connection key that refers to a deleted role, an alert appears, asking the user to contact the site administrator.

When you use this option, Contribute automatically starts the default e-mail application and generates an e-mail message containing the connection key as an attachment, along with simple instructions to help the user get started. As the administrator, you must send users the connection key password information they need to access the website. Typically, you send the password information in a separate e-mail message or contact the users by phone.

After receiving a connection key, a Contribute user simply double-clicks it to start the connection process. Because the file is encrypted, the user must know the password that the administrator defined for the key. Connection keys also specify what role settings to apply. When the user supplies the correct password, Contribute automatically makes a connection to the site and allows page edits as defined for the associated Contribute role.

Related topics

- [“About creating and sending connections” on page 201](#)
- [“Sending connections for non-managed websites” on page 219](#)

Deploying Contribute across an organization

Macromedia uses an extensible installation application that lets you install Contribute to multiple Windows computers within your organization. The Contribute installer can interface with Microsoft Active Directory, letting you push the application out to multiple users based on the group policies you have in place. You can also configure the installer to include additional templates or other assets specific to your organization's needs.

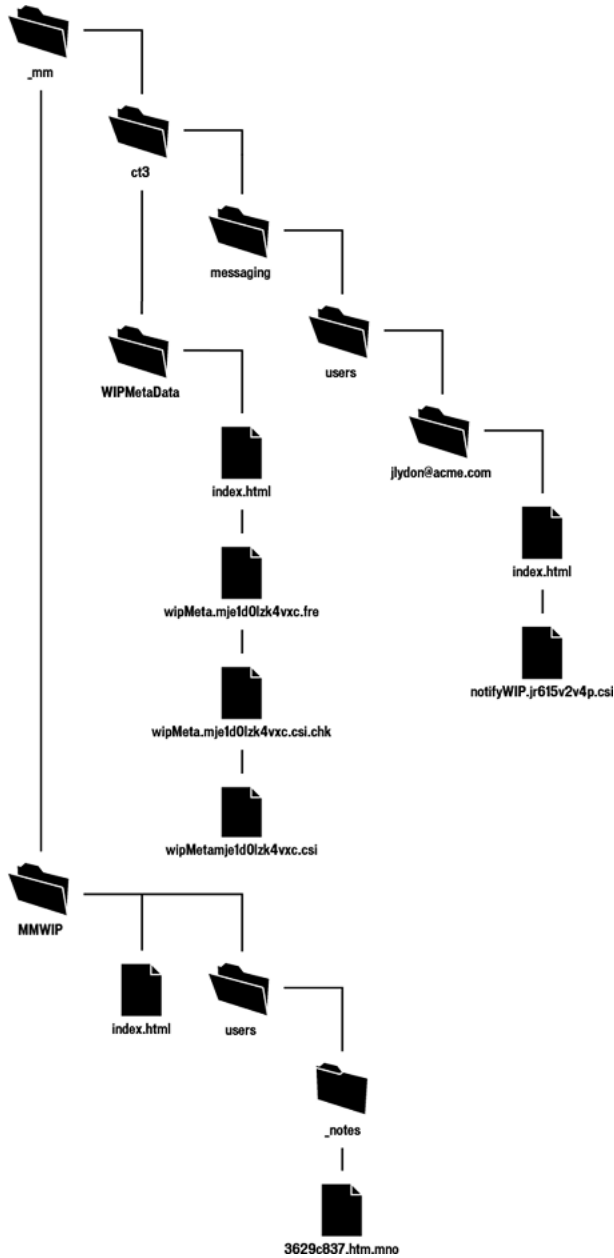
The Windows Installer Service lets you use either the freely available Microsoft Windows Installer SDK or you can purchase InstallShield DevStudio and InstallShield Tuner. The InstallShield tools let you open an Microsoft Windows Installer (MSI) installer database, modify the installation settings and contents, and save your changes as either a transform or as a new MSI database that will install your customizations.

To learn more about the Contribute MSI installer, see the Contribute Developer Center at www.macromedia.com/devnet/contribute.

Approvals and site structure

Approvals let you send drafts to users for final approval before publishing pages to your site. When you enable approvals, Contribute creates a series of folders and files used in tracking pages as they make their way through the collaborative approval workflow. Although there are no site maintenance or planning tasks involved in enabling approvals for your website, you should be aware of the additional files and folders that Contribute creates to manage the approval workflow.

The following figure shows an example of a file sent for approval, and the files and folders that are created when you send a user of your website a page for their approval.



This figure shows the main folders and files that are created when you enable approvals for a given site and a user sends a page for review. The folders created for approvals are as follows:

_mm/ct2004/messaging/users contains a folder for each user for whom approvals are enabled. Each user folder is populated with a series of XML files that identify what drafts the user has within the system. In the previous example, the file `notifyWIP:jr615v2v4p.csi` indicates that notification has been sent to one or more users that there is a page that needs approval.

WIPMetaData contains a series of files that maintain the draft history and the current state and location of the draft within the approval workflow. The files contained in this folder include an XML file (`wipMeta.mje1d0lzk4vxc.csi` in this example) that serves as a pointer to files in the draft review process and also include contact information for the sender and recipient of the draft. A corresponding file with the extension `.fre` indicates that the file is free (available for review).

MMWIP stores drafts in progress. For each file in the approval workflow, a random folder name and filename are generated. In the preceding example, the actual filename is `myPage.htm`. Contribute generates the folder name `8eba150d` and the filename `3629c837.htm.mno` to represent the file as it progresses through the approval workflow.

When the recipient of the page requiring approval chooses to view it, Contribute creates a LCK (lock) file for the page within the website, and a CHK (checkout) file in the WIPMetaData folder. These files indicate that the file is in use by the recipient and tracks changes made to the file.

The filename extensions (`.mno` and `.csi`) used by the approval feature help to prevent interim drafts of web pages and their associated XML messaging files from being served by your web server. This helps to prevent users from inadvertently sending a link to a draft of a file or from using a web browser to view files in the approval workflow. In addition, Contribute places a guard page in each of the folders used to store files for approvals. The guard page (labeled `index.html` in the previous example) redirects users to the website's home page.

Related topics

- [“Contribute Publishing Services” on page 193](#)
- [“Contribute and website security” on page 182](#)

Content design considerations

When integrating Contribute with your website, it's important to remember the design elements that the web designer used in the site. Web page design can be as simple as the base set of HTML tags and a page that is completely modifiable, or it can use a series of web standards that allow for enhanced typography, sophisticated layout, and templates that maintain consistency from one web page to the next.

This section provides an overview of web-design methods that make a website easy to update, protect stable content from being inadvertently deleted, and maintain consistency among design elements.

If you're not familiar with web page design or the HTML elements used to design a website, contact your web team or the people responsible for creating your organization's website. If you're in a smaller organization without access to web design resources, review the design-related articles available on the Contribute Developer Center at www.macromedia.com/devnet/contribute.

Dreamweaver MX 2004 and Contribute

Macromedia Dreamweaver MX 2004 provides several features that make it an ideal environment for designing and authoring pages in Contribute-enabled websites. When using Dreamweaver and Contribute together, you need to remember several issues related to site design and to the concurrent content updating by Contribute users.

Before you can use Dreamweaver to administer a Contribute site, you must enable Contribute compatibility. Depending on the site to which you are connecting, you might be automatically prompted to enable Contribute compatibility.

Note: When you enable Contribute compatibility, Dreamweaver automatically enables Design Notes (including the Upload Design Notes for Sharing option) and the Check In/Check Out system.

To learn more about enabling Contribute compatibility in Dreamweaver, see “Managing Contribute Sites with Dreamweaver” in *Using Dreamweaver*.

File Check In/ Check Out

Dreamweaver users should ensure that the Check In/Check Out feature is enabled, so that files are not overwritten as they work in a collaborative environment. All Dreamweaver users should ensure that any pages they are editing have been properly checked out to prevent the inadvertent overwriting of pages.

When a user checks out a file from the remote server, Dreamweaver locks the file. No other member of the web team can work on that file. Macromedia Contribute constantly checks the status of files that the user is browsing. For instance, suppose that user A has checked out a file and that user B attempts to edit it. User B sees a message in the status bar, and the Edit Page button is disabled in user B's Contribute toolbar. For this reason, it is impossible for user B to overwrite the file accidentally.

After user A finishes working on the file and publishes it to the site (by “checking it in” to the server), user B's Edit Page button becomes active.

Design notes

When using Macromedia Dreamweaver MX and Dreamweaver MX 2004, enable Design Notes and upload them to the web server. Design Notes are notes associated with a page, but stored in a separate file, that let you keep track of extra file information associated with your documents, such as image source filenames and comments on file status.

Note: Dreamweaver 4 and Contribute are not compatible when Design Notes are enabled. For this reason, Macromedia recommends using Dreamweaver MX or later for collaborative work on Contribute websites.

Check In/Check Out and Design Notes are part of the Dreamweaver site settings options. To learn how to enable Check In/Check Out and Design Notes, see *Using Dreamweaver*.

Cascading Style Sheets (CSS)

Web designers use CSS to specify formatting rules that can be applied to text and other design elements in a web page. These rules—called CSS styles—can be defined within a page, or in a separate style sheet that can be applied to multiple pages (or templates on which multiple pages are based). This makes it easy to apply styles consistently throughout a site.

Contribute recognizes CSS styles attached to a page and lets the user apply these styles. Contribute users can apply styles defined in the page itself, or in an attached style sheet. You cannot use Contribute to attach a CSS to a page. Use Dreamweaver to define CSS styles for an individual document or to create a style sheet that you can attach to multiple documents.

Tip: Give CSS styles names that make sense to Contribute users. For example, instead of Heading, use a more descriptive name such as MainHeading, Title, or Headline, depending on how you intend the style to be applied.

Each style you define in a style sheet appears in the Styles pop-up menu. If you want to keep certain styles from appearing in the menu, add **mmhide** before the style name (for example, mmhideNavTable).

To learn more about using CSS with Contribute, visit the Contribute product page at www.macromedia.com/software/contribute.

Web page templates

Templates are powerful design tools that help control which areas of a page can be updated. If you use the same or similar layout across several web pages, templates let you quickly redesign or update multiple pages at once. Templates are also well suited for groups that update a website's content collaboratively because they let you standardize web page layouts while preventing contributions from accidentally deleting or altering locked elements.

Templates are made up of editable and non-editable regions, allowing content contributors to make edits only in predefined, editable regions of the page. You can also use the permissions settings within Contribute to define what templates a user role can access.

Templates are similar to other web pages with the exception that certain areas are locked. In fact, the entire template is locked by default. You must create editable regions within the template that others can modify.

When designing templates, keep the following tips in mind:

- If certain information should appear on all pages, make it noneditable.
- Create editable regions for page-specific information that varies across pages.
- Test your template before creating many pages based on it, to make sure that the template accommodates all kinds of content you intend to place on the pages. Although you can update all template-based pages at once, this works best when the changes are minor. If you make major changes to a template, you may have to manually update all pages based on it.

Templates in Contribute

To be used in a Contribute site, the Dreamweaver template files, identified by the .dwt file extension, must reside in a folder named Templates in the root folder of the website (for example, */Templates/contactPage.dwt*). When you create templates in Dreamweaver, they are automatically saved in a Templates folder, but you need to publish the folder to the web server. If users do not have access to the root folder or are restricted to a subfolder in the website, you need to copy the Templates folder to the appropriate site subfolder to provide access to the templates.

Note: If you create a folder containing Dreamweaver templates but don't see your templates in Contribute, you need to add the .dwt extension to the list of MIME types supported by the web server. For information on configuring MIME types, see the documentation supplied with your web server.

Editable regions in templates

You cannot make only one area editable while locking others and yet also allow the user to change a single attribute of a tag within an otherwise protected area. Additional abilities include optional content and repeating regions.

The key to designing templates for Contribute is precision. If you designate an entire section of a page as an editable region, you give the Contribute user too much power. A better solution is to create multiple editable regions with precise uses.

To learn more about creating successful templates for use with Contribute, see the Contribute product page at www.macromedia.com/software/contribute.

Shared assets

The shared assets feature lets you create a library of assets (such as images, Macromedia Flash content, or Dreamweaver library items) that users can insert into web pages. You can restrict access to shared assets to specific roles, or let any Contribute user accessing the website insert the assets into their pages.

Examples of shared assets include corporate logos and other image files created by graphic designers, Flash movies designed by web designers, and feedback forms (in the form of a Dreamweaver library item) developed by web developers. You can add each of these items to a shared assets library and specify which users (based on their assigned roles) can insert the items into a page.

When creating shared asset libraries, give each asset a descriptive label that is different from its filename. These labels can help users understand what they are about to insert into their web page.

Note: All items added to a shared asset library must reside on the server (local files cannot be added unless the site is locally hosted).

Dreamweaver library items are special Dreamweaver files that contains a collection of individual *assets* or copies of assets created for placement in your web pages. These assets in a library are called library items. You can store all sorts of page elements, such as images, tables, sounds, and Flash files in a library.

Dreamweaver library items must be stored on the remote server and located in the Library folder. The Contribute administrator can set library files as locked or unlocked shared assets. A locked library item cannot be edited in Contribute; unlocked library items are editable in Contribute when inserted into a draft.

In Dreamweaver, a user can detach library items on the page. But in Contribute, the administrator determines whether the library item should be locked or unlocked for a given role. Typically, you can update all the pages that use a library item whenever you change the item's contents. However, in Contribute, this depends on whether the library item is locked or unlocked.

When Contribute inserts unlocked library items, Dreamweaver library tags are not inserted into the page code. Because Dreamweaver cannot recognize the content as a Dreamweaver library without these tags, the published page's unlocked library content is not updated if the library item is modified or otherwise changed. (In Dreamweaver, modifying the source library of the library item automatically updates the instance of the library item on the page).

If the library item is locked, the published page's library item is updated from Dreamweaver when the item changes.

For more information about Dreamweaver library items, see the Dreamweaver documentation.

Secure content using SSIs

Server-side includes (SSIs) let you maintain consistent page elements such as navigation, headers, and footers. In most cases, the content contained in an SSI is not intended to be edited by a content provider, and Contribute will not allow SSI material to be modified inline. Determined users can, however, locate the server-side include file from the Choose File on Website dialog box, if they know its name and path. But if you don't include the .inc extension in the name of the SSI file, the file cannot be edited in Contribute. By default, Contribute can open files with the following extensions: .htm, .html, .shhtm, .shtml, .asp, .aspx, .ascx, .cfm, .cfml, .php, .php3, .php4, .phtml, .jsp, and .inc.

Files with common system extensions, such as .txt or .doc, can be opened with their associated editor. If you choose an extension for your include file that does not fall into either of these categories, such as .ssi, the file is effectively locked from editing in Contribute.

To be effective in Contribute, server-side includes must adhere to a particular format. Contribute requires that SSIs not contain any of an HTML page's structural tags, including the `HTML`, `HEAD`, and `BODY` tags. An SSI used in Contribute must consist only of the material found *inside* either the `HEAD` or `BODY` tag.

Contribute Publishing Services

Contribute includes a suite of optional service applications that let you add functionality to your website. Using these applications, you can more easily manage Contribute as well as provide additional functionality for Contribute users. The applications are as follows:

User Directory service lets you integrate Contribute with an LDAP or Active Directory service, or create a file-based user directory so you can easily manage users and their access to websites.

By integrating Contribute with a directory service such as LDAP or Active Directory, you can easily assign users to roles, and provide them with easy-to-access connections to websites. All the connection information and role assignments for users is stored on the Publishing Services server, which you install on a centrally accessible Java application server within your computing environment. Publishing Services then controls who has access to what websites and a specific user's role within the website.

Log service records all events within a specified Contribute site to a log file that you can use to troubleshoot potential problems with the website. You can specify how many log files to archive for reference.

E-mail notification service keeps users informed about the status of drafts they are working on without requiring the user to start Contribute. The service sends e-mail to users whenever someone sends them a draft requiring their attention and keeps them informed about the status of drafts they've sent, such as when a page is published to the site.

To use Contribute Publishing Services, you must install the Publishing Services server. The Publishing Services server is a Java application that runs within a J2EE application server. To learn more about Contribute Publishing Services, including how to install and configure a Publishing Services server, see the Contribute Publishing Services website at www.macromedia.com/go/cps.

Contribute case studies

Now that you know how shared settings work and how an administrator can set up specific roles to limit user access, you can consider various scenarios for setting up Contribute for large or multi-team organizations.

This section describes three primary configurations for you to consider as you set up a Contribute site. Remember the following issues to successfully set up multiple users:

- Determining where the shared settings file is stored
- Preventing connection paths from overlapping
- Sending connections to users

Depending on how your website is structured, you need to use separate strategies for setting up access for various groups of users.

Use the information in this section to help you determine where to create the shared settings file for the following common website structures:

Simple intranet website Typically, this is a website where users have read access to the root of the site and read/write access to specific folders in the site as controlled by the file server or network permissions. There is a single root folder and all users access the site using the same Contribute connection. If this applies to your site, see [“Deploying Contribute to a simple intranet website” on page 194](#).

Several distributed websites within an intranet In this structure there is a single root folder. The root folder contains folders for each section or organizational function within the website. Contribute role are used to control user access to particular folders on the site and to assign a subset of the common templates used on the site. Although not required, file server permissions are usually used in addition to Contribute roles to restrict user access to sections of a site. If this applies to your site, see [“Deploying Contribute to an intranet using multiple connections” on page 195](#).

Contribute Publishing Services In this example, CPS has been deployed, and the User Directory service has been integrated with the organization’s LDAP service and is being used to manage users. If this applies to your site, see [“Contribute and directory services” on page 196](#).

Staging Servers and Contribute Many websites use a staging web server with their production web server. Staging servers let you create and test web content without making it live on your public facing website. Only when content has been approved are web pages and their associated files copied from the staging to the production web server. When used with Contribute, a staging server adds an extra measure of security because you can configure your staging server so that Contribute specific files (such as administrative folders, rollback files, and interim drafts) are not copied to the publicly accessible website outside your network firewall. For more information, see [“Staging servers and Contribute” on page 198](#).

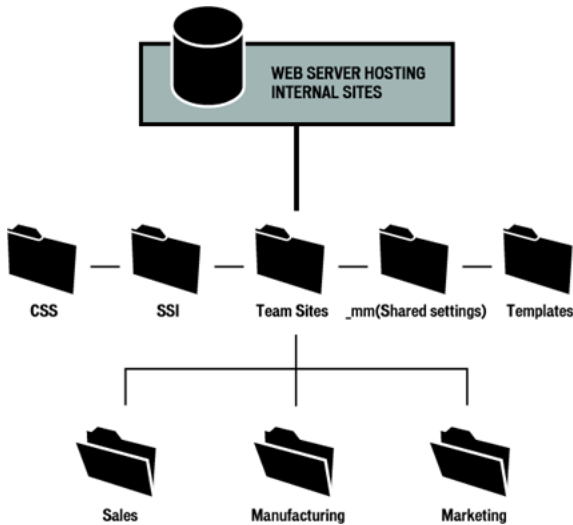
Deploying Contribute to a simple intranet website

In this example, Contribute is deployed to a simple intranet consisting of a single web server hosting a departmental website. The website has a single, common root folder with subfolders for individual departments. The site uses Dreamweaver templates and CSS styles to enforce the look and feel of the website and SSIs to maintain page elements such as navigation menus, headers, and footers.

The key to this arrangement is that all users have the same Contribute site connection. In other words, there is a single connection point for all users that controls the behavior of Contribute when editing the website. If you want to restrict users to editing content in their workgroup’s folder, you would need to create a role that limits access to a specific folder.

An advantage to this type of Contribute deployment is that users in all departments can collaborate by sending pages for review to one another. If separate connections had been created for each department (as in the example [“Deploying Contribute to an intranet using multiple connections” on page 195](#)), then only the users with access to that folder could receive and edit drafts sent to them for review.

It is important that the Templates folder, which is located at the same level as the Contribute shared settings folder (_mm), is accessible by all users, and the site's CSS (CSS folder), and server side includes (SSI folder) are protected by role settings that restrict access to those folders. Web pages and associated files stored in these folders cannot be edited using Contribute, preventing them from being inadvertently modified or damaged. If you want to restrict users to editing content in their workgroup's folder, you need to create a role that limits access to a specific folder.



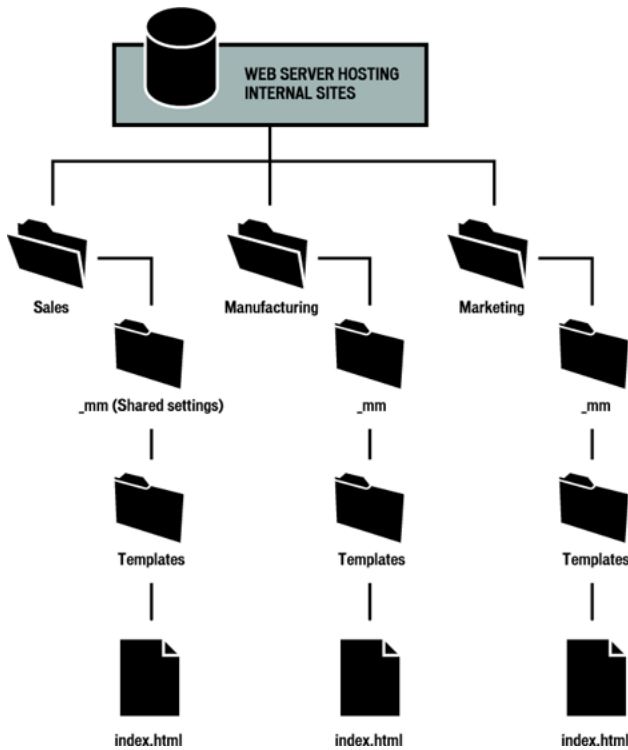
Deploying Contribute to an intranet using multiple connections

In the following example, there are several departmental intranet sites, each of which needs access restricted to members of the given department. To accomplish this, the administrator creates a separate Contribute connection for each department's folder within the website. In addition, each department has its own set of Dreamweaver templates on which to base new pages.

When connecting users to their respective sites, the administrator will create and distribute a connection key for each website connection.

In this scenario, three administrator connections are created. The site administrators create a connection to their department's section of the website (for example, /myIntranet/sales). Additional roles can be created to define any restrictions for users in the site (for example, to specific subfolders in the Sales folder or to set editing options).

Users can browse the entire site but are restricted to editing within their department's folder. By restricting user's editing privileges to their department's web pages, each group can maintain control over their web content and can act more independently with the content they make available to the entire organization. A potential drawback to this arrangement is that users in different departments cannot collaborate on pages. Each department must work independently.



Contribute and directory services

Using the optional CPS, you can integrate your organization's user directory services (such as LDAP or Active Directory) with Contribute. This gives you individual control over which user is granted access to a particular website and the role to which they are assigned.

For this case study, consider a large organization with several decentralized websites. In addition to a public facing site that provides information about the organization, there are several internal sites in use by individual departments and workgroups. The organization uses LDAP as both a directory service that lets users look up other employees as well as an authentication service through which administrators set permissions limiting users' access to file-sharing servers and other network resources.

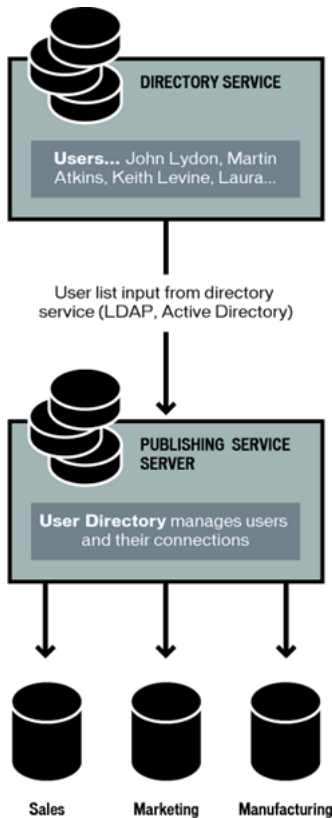
Unlike sites that don't use Publishing Services to manage users, the User Directory does not create an administrative file at the folder level to which you limit access. Instead, the User Directory stores and maintains all user and connection information. When a user logs in, the User Directory retrieves the connection information associated with that user, and provides access to the sites the administrator has assigned. By maintaining site connection information within the User Directory, administrators can add or remove access to websites without having to resend connection information.

This example provides a partial listing of employees from an organization's user directory. The employees, their workgroup affiliations, and the sites they can access are listed in the following table:

User	Workgroup	websites
John Lydon	Product Management	Sales, Production, Marketing
Malcolm McClaren	Product Management	Sales, Production, Marketing
Martin Atkins	Marketing	Marketing
Keith Levine	Sales	Sales
John Savage	Production	Production
Laura Logic	Web Designer	Sales, Production, Marketing
Jah Wobble	Contribute Administrator	Sales, Production, Marketing

Although this user list is oversimplified, it demonstrates one possible scenario for the way that users within an organization might be assigned access to websites. This scenario divides users according to their role within the organization, and assumes that they have full editing and publishing privileges within their respective sites. Certain users have access to all the sites. For example, the product managers, John Lydon and Malcolm McClaren, work with all the teams in developing and launching products, and need to contribute to all the sites.

Likewise, web designer Laura Logic and Contribute administrator Jah Wobble have access to all sites. As the web designer, Laura provides templates that are easy to add content to, and that fit the needs of users collaborating internally. The templates she maintains include those for taking meeting minutes, for scheduling, and for providing product specifications, marketing launch plans, and sales projections, to name a few. Laura also collaborates with Jah Wobble, the Contribute administrator, to help determine the editing and publishing privileges for individual users and roles.



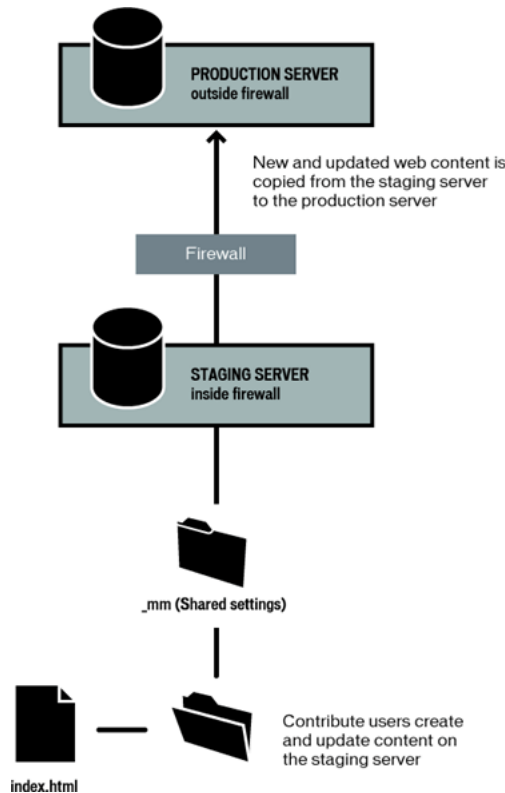
CPS integrates with the organization's LDAP service, which authenticates user access to various network resources. In this case, the LDAP authentication is the first step in granting access to websites hosted on various servers within the organization. The Contribute roles further define user privileges within a website, determining the degree to which users can modify pages within the site.

Staging servers and Contribute

Many organizations use a staging web server with their production web server. A staging server lets you create websites on a non-production web server, so you can generate and test content without making it live on your organization's public website. The use of a staging server also lets you maintain an automatic backup copy of all your website content.

In regard to Contribute, the use of a staging server lets you copy only folders and files that you specify as necessary for your website. This lets you use Contribute to update web content on the staging server, but only publish the necessary web pages to your production web server for public access, providing an extra measure of security by not copying Contribute's administrative files and folders to your production server.

By configuring Contribute to work with content on your staging server, you can provide an extra measure of security by not copying Contribute's administrative files and folders to your production server. This also lets you eliminate the presence of unnecessary files from a server with public access.



To use Contribute with a staging server, you create a connection to the staging server's website. Users can update content on the staging server. Any temporary drafts that are created during the review process, or drafts of files that are in the process of being updated, but not yet published to the website, remain on the staging server, protected by your network's firewall.

When using a staging server, configure the software you use to copy web pages and related files from the staging to the production server to *not* copy the following folders and the files they contain:

`_mm` contains Contribute administrative files and the messaging folders used to notify users when they have a draft that requires their attention.

_baks archives rollback copies of files.

_notes contains design notes. These files record information about who last published a given page, and other information

MMWIP contains drafts of pages that have been sent for review but have not yet been published to the site.

Keeping these folders, and the files that Contribute stores inside them, off your production website provides an additional level of security. Although every effort has been made to make these folders and their files secure, the best security measure is to keep them on a server protected by your network's firewall. In addition, you should consider using ACLs to secure these folders further by restricting access to network addresses within your organization's network.

To learn more about the Contribute administrative files, see “[Contribute site structure](#)” on page 175 and “[Approvals and site structure](#)” on page 186.

Resources

For more information about designing websites with Macromedia Dreamweaver for use with Contribute, and the best practices to use when deploying Contribute, see the following resources:

- To help you learn more about Contribute and the best practices for creating web content, see the Macromedia Contribute Designer and Developer Center at www.macromedia.com/devnet/contribute.
- To learn more about using Dreamweaver to design content for your website as well as general information about website design, see the Macromedia Dreamweaver Designer and Developer Center at www.macromedia.com/devnet/mx/dreamweaver.
- If you use Dreamweaver to design website content, see *Using Dreamweaver* (available from the Dreamweaver online help) to learn about the best practices for creating CSS, web page templates, Dreamweaver library items, and other types of web content for use with Contribute.

CHAPTER 14

Creating and Managing Website Connections

After you have installed Macromedia Contribute, you must create a connection to a website before you can begin to edit its pages or create new pages.

This chapter explains how to use the Contribute Connection Wizard (Windows) or Connection Assistant (Macintosh) to create a connection. It also explains how to set administrative settings for a website and how to rename and remove website connections.

After you've created the website connection, you can create roles (see [“Managing Users and Roles” on page 231](#)) and then export site connection information to your users.

This chapter contains the following sections:

- [“About creating and sending connections” on page 201](#)
- [“Preparing to connect to a website” on page 204](#)
- [“Creating a Contribute website connection” on page 205](#)
- [“Using Contribute Publishing Services with your website” on page 207](#)
- [“Becoming an administrator of an existing Contribute website” on page 210](#)
- [“Configuring Contribute administration settings” on page 211](#)
- [“Sending connections for non-managed websites” on page 219](#)
- [“Sending connections for Publishing Services managed sites” on page 222](#)
- [“Adding users to sites managed by Publishing Services” on page 222](#)
- [“Removing users from sites managed by Publishing Services” on page 224](#)
- [“Managing website connections” on page 224](#)

About creating and sending connections

When you connect to a website, depending on your web server configuration and the complexity of your website, Contribute may not be able to automatically detect all possible web server configurations. The Web Server settings of the Administer Website dialog box let you specify alternate configurations for your website's index files and alternate web addresses.

After you have set up a connection to a website, you can send that connection information in a connection key file to user of opt-in sites or use the URL of the Contribute Publishing Services (CPS) server for users of server managed sites.

Web server index pages

The *index page* for a website is the default web page that appears when a visitor enters a website (such as www.mysite.com) but doesn't specify a page on the website. A web server can be configured to look for a page with a particular filename if no page is specified; the most common default index page filenames are `index.htm`, `index.html`, `default.htm`, and `default.html`. If you are unsure of the index page filenames that your web server uses, see your web server's documentation.

In addition to the primary index page filename, most web servers are configured with alternate index page filenames, specifying pages to be displayed if there is no page with the filename requested as the primary index page.

For example, a web server might look for the following index page names (in this order):

```
index.htm  
index2.htm  
404error.htm
```

If there is a page named `index.htm`, the server sends that page to the browser to be displayed; if there isn't such a page, then the server sends `index2.htm` to the browser. If neither of those index pages is available, the server sends the `404error.htm` page to the browser. Secondary pages such as these often provide an alternate entrance to the website or inform the visitor that the website is unavailable.

Contribute includes a list of popular index page filenames, using most of the popular document type extensions (`.htm`, `.html`, `.cfm`, `.asp`, `.jsp`, `.php`, and so on). If the index page filename that you use for your website is listed in the Index files section of the Index and URL Mapping dialog box (`index.cfm`, for example), then you can most likely ignore this configuration option. If, however, your index page filenames are not included among those listed in the dialog box, you must add your index page filenames to the list, and arrange the names in the order in which your web server is configured to look for them.

For example, if your website uses a Macromedia ColdFusion application server that uses the document type extension `.cfm`, and the index page for your website uses the filename `main.cfm`, you need to add the filename `main.cfm` to the list of index pages in the Index and URL Mapping dialog box, and list that filename as the first page that Contribute should look for on the website. The next section explains how to add an index page filename to your Contribute settings.

Related topics

- [“Adding index page filenames” on page 215](#)
- [“Removing index page filenames” on page 217](#)

Alternate website addresses

Web servers can be configured in a variety of ways to respond to varying user needs. One common part of web server configuration is the mapping of web addresses to either different IP addresses (often for either load balancing or localization issues), or multiple web addresses pointing to a single IP address. The following common web server configurations involve URL mapping:

Multiple DNS aliasing occurs when two or more domain name server (DNS) aliases point to a single server (for our purposes, a single server consists of a single IP address). When connecting to a server configured with multiple DNS aliases, Contribute views the defined website and the aliases as separate websites, even though from the users' perspective they are the same.

For example, if your server hosts the website `www.carsonline.com`, and you set up two additional web addresses that refer to that same website (for example, `www.cars.com` and `www.mycars.com`), you must configure Contribute to recognize these separate web addresses as the same website.

Virtual server configurations have two or more DNS aliases pointing to the same server, but users view them as different websites. When a server configured in this way receives a request to retrieve a web page, it serves different pages depending on the address used in the request. There are two types of virtual server configurations:

- DNS-based virtual servers use a single IP address that has two or more DNS aliases pointing to that address. In this configuration, the web server differentiates the page request based on the web address, serving different pages to the different addresses.
- IP-based virtual servers use multiple IP addresses to differentiate web servers.

A common use of virtual server configurations is to provide localized content to different geographic locations. For example, a news website might provide different local information to users viewing the website based on their location.

Port numbers are often used to further divide a domain name into multiple websites. Often this is to allow the website to provide different software functionality based on a port that may be listening for incoming requests.

A web address that uses a different port number is considered to be a different website. However, this is not always the case. As with web server configurations using multiple DNS aliases, it's important that you map host names using different port numbers to the correct website.

For example, if your organization's website can be accessed through two different web addresses differentiated by port numbers, then you must add these web addresses to the Alternate addresses field. In this example, assume that your organization maintains the following web addresses:

`www.cars.com`

`www.cars.com:8080`

Both these web addresses point to the same website, with the exception that those sites using port number 8080 read the browser's cookie file to check whether the visitor is a new or returning user. If the user is already registered, the website appears without prompting for registration. If a user is new, a dialog box appears requesting the user to register to gain access to the website.

Related topics

- [“Specifying alternate website addresses” on page 217](#)

Connection keys

Using the Connection Wizard (Windows) or Connection Assistant (Macintosh), you can easily set up connections to websites for other users. The wizard provides an efficient mechanism through which Contribute users can share website connections for collaboration.

Contribute lets you share website connection information by embedding website information in a *connection key file*. Because the connection key is encrypted with a password, any network or File Transfer Protocol (FTP) login information you send in the file remains secure and can be accessed only through Contribute. The connection key file uses the filename extension .stc. You can either e-mail the file to users, or save it to your computer for users to download and import. If you double-click the file, either on the desktop or as an e-mail attachment, Contribute starts and imports the connection.

FTP and Secure FTP (SFTP) connection keys can be used across platforms; LAN connection keys are platform specific.

The procedure for sending a connection key varies depending on the type of user model you’ve chosen to manage your website. If you’re letting users connect to a site by manually entering connection information or by using a connection key file, see [“Sending connections for non-managed websites” on page 219](#). If you’re managing users with a connection server, see [“Sending connections for Publishing Services managed sites” on page 222](#).

Related topics

- [“Sending connections for non-managed websites” on page 219](#)
- [“Sending connections for Publishing Services managed sites” on page 222](#)

Preparing to connect to a website

Before you begin, gather the following information:

- Your user name and e-mail address

The user name and e-mail address identify users and the web pages they are working on. Contribute prevents multiple users from simultaneously editing the same web page. (Contribute uses a system much like the Macromedia Dreamweaver check in/check out system to avoid editing conflicts.)

Tip: If you have multiple copies of Contribute, use a different user name for each copy. For example, Chris(laptop), and Chris(Mac). Using the same user name can cause problems because you can override checkouts you make on the other computer.

- Web address (URL) of the website

A website’s Uniform Resource Locator (URL) is its address either on the Internet or on an organization’s intranet. Website URLs usually have the following form:

`http://www.mysite.com/`

- Network path to the website (for connecting to local networks)

The network path is the location of the website within your organization's local network. The network path includes the name of the server on which the website is stored and the directory path of the website's files on that server. For example, your network path might be \\mycomputer\wwwroot\ (Windows) or afp://server:volume: (Macintosh).

Note: If you are a Mac OS X user, to create a LAN connection, make sure to mount the network volume of the server you are creating a connection to on your computer desktop before you create your connection. In the Finder, select **Go > Connect to Server** to mount the network to which you want to connect.

- FTP or SFTP connection information

FTP provides a secure way to transfer files to your local or remote web server. If you will connect to your website from a remote location (for example, telecommuting from home or another office) you may need to connect to the website using FTP, to transfer files from a remote location across the Internet to your website (for example, if you don't have a local network connection to the website).

If you or your users will connect to your website using FTP or SFTP, you must know the address of the FTP server as well as the user name and password to connect to the FTP server. For example, your FTP server's address might be ftp.mysite.com.

Creating a Contribute website connection

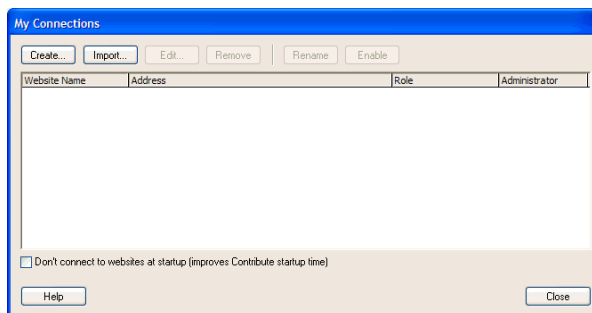
The Contribute Connection Wizard (Windows) or Connection Assistant (Macintosh) guides you through the steps of creating a new connection to a website, prompting you for the information needed to establish a website connection.

Note: If you are a Macintosh user and have a .Mac account, you can easily create a connection to your .Mac account. In the Connection Assistant, select the **.Mac** check box. For information about selecting a folder to connect to in your .Mac website, see [“Creating a connection to a .Mac account” on page 206](#).

To create a new website connection:

1. Start Contribute.
2. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears. The options in this dialog box let you create and manage your Contribute connections.



3. Click **Create**.

The Connection Wizard (Windows) or Connection Assistant (Macintosh) appears.

This wizard or assistant guides you through setting up a new website connection. As you complete each screen in the wizard or assistant, click **Next** (Windows) or **Continue** (Macintosh) to go to the next screen.

Tip: Click **Back** or **Go Back** to return to a previous screen, if necessary. If you need more information about how to complete a screen, click the **Help** button.

4. On the Summary screen, review the connection settings to verify that they're correct and click **Done** (Windows) or **Finish** (Macintosh) to complete the connection.

Contribute creates a connection to the website.

After Contribute has successfully created a connection to the website, the Connection Wizard or Assistant closes, and the main page of the website appears in the Contribute browser.

Related topics

- [“Using Contribute Publishing Services with your website” on page 207](#)
- [“Managing website connections” on page 224](#)

Creating a connection to a .Mac account

You can use Contribute with your .Mac account and seamlessly set up a connection to your website. This integration of Contribute and .Mac is available on Mac OS X 10.2 and later.

Note: On 10.1.X, you need to mount your iDisk so that Contribute can detect your .Mac account. To mount your iDisk, in the Finder, select **Go > iDisk**.

If Contribute detects that you have an active .Mac account, you will be prompted to create a connection to your account when you start Contribute. If you dismiss the prompt, and later want to create a connection, use the Connection Assistant to create the connection to your account.

To create a connection to a .Mac account:

1. Select **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.

2. Click **Create**.

The Connection Assistant appears.

3. Select **.Mac website** from the **What do you want to connect to** pop-up menu.

Using the .Mac information stored in your computer's system preferences, Contribute mounts your iDisk and creates the connection to the root folder of your website. For information about selecting a different folder to connect to see [“Selecting a .Mac website folder to connect to” on page 207](#).

Note: If Contribute does not detect your .Mac account, you will be asked if you want to set up a .Mac account.

4. Click **Continue** to go to the next screen; on the Summary screen, click **Finish** to complete the website connection.

Selecting a .Mac website folder to connect to

When you select Get connection information from my .Mac account, Contribute automatically detects the path to your .Mac website's root folder. If you want to create a connection to a subfolder of your .Mac website, you should let Contribute complete the path information, and then edit the path to the desired folder.

1. Select **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.

2. Click **Create**.

The Connection Assistant appears.

3. Select **.Mac website** from the **What you want to connect to** pop-up menu.
4. In the Connection Assistant, click **Continue** to add the .Mac connection information.
5. In the Connection Assistant, click **Go Back** and deselect the **Get connection information from my .Mac account** check box so you can select the path you want to connect to.

The .Mac website connection information will not be deleted; you can make the changes you want in the Connection Assistant screens.

6. Click **Continue** to update the settings as desired. On the Summary screen, click **Finish** to close the Connection Assistant.

Using Contribute Publishing Services with your website

Contribute Publishing Services (CPS) is a suite of publishing applications and user management tools that let you integrate Contribute with your organization's user directory service (such as Lightweight Directory Access Protocol [LDAP] or Active Directory) so that you can easily manage large numbers of Contribute users. To use CPS, you must install the Publishing Services server on a Java application server, and configure your website to use Publishing Services.

To learn more about Publishing Services, see [“Contribute Publishing Services” on page 193](#).

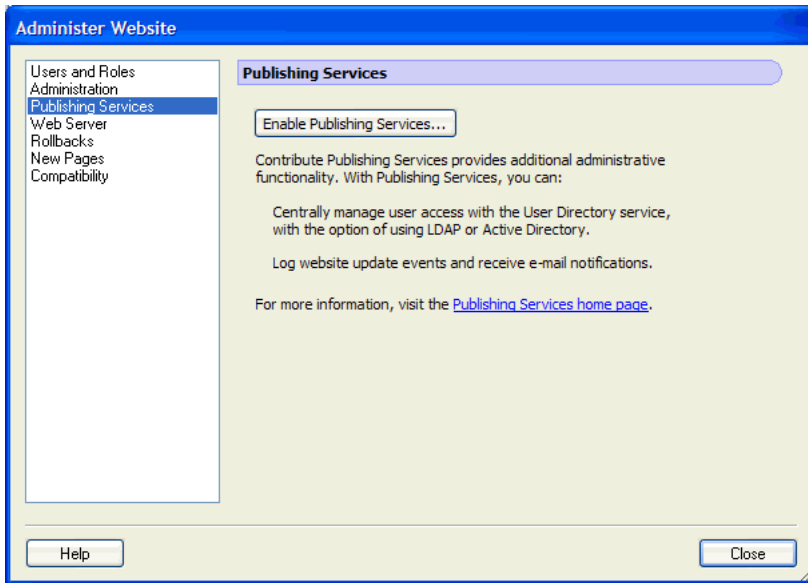
Before you can start using Publishing Services with your website, you must create a Contribute connection to your site. For information on creating a connection to a website, see [“Creating a Contribute website connection” on page 205](#).

To start using Publishing Services with your website:

1. Start Contribute.
2. Select **Edit > Administer Websites > Website Name**.

The Administer Website dialog box appears.

3. Select **Publishing Services** from the list of administrative categories.

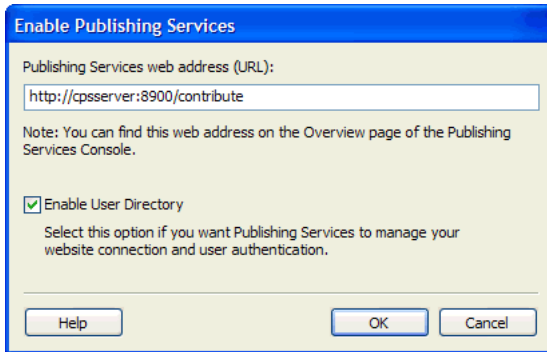


4. Click **Enable Publishing Services**.

The Enable Publishing Services dialog box appears.

5. Enter the Publishing Services web address in the address field, and click **OK**.

By default, the **Enable User Directory** check box is selected. If you will not be using the User Directory service to manage users, deselect this option.



The Publishing Services web address is the URL of the Publishing Services server. The format for the web address is: `http://server:port/contribute/` and it contains the following components:

server is the DNS name or IP address of the server computer on which the Publishing Services server is installed

port is the network port number used by the Publishing Service. If you used the simple installation, the port number is 8900. If you deployed the Publishing Service as a Web Application Archive (WAR) file within an existing Java Application Server, the port number will vary with your server's configuration.

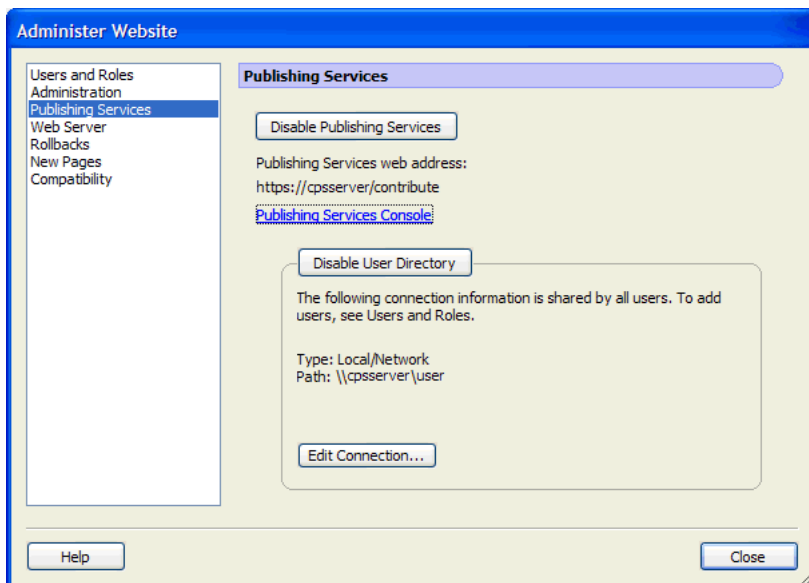
contribute is the name of the server. You must have `contribute` appended to the path.

Contribute establishes a connection to the Publishing Services server.

Note: When you enable the User Directory, any users who previously connected to the site are removed, and any connection keys you may have previously sent will no longer work. You must add users from your LDAP, Active Directory, or file-based user database using the managed version of the Users and Roles category in the Administer Website dialog box. To learn how to add users to sites managed using Publishing Services, see [“Adding users to sites managed by Publishing Services” on page 222](#).

6. Click **Publishing Services Console**.

The Publishing Services Console appears.



7 Enter the Publishing Services administrator password, and click **Login** to log in to the Publishing Services Console.

The Publishing Services Console opens to the Website Settings panel.

By default, the Log and E-mail Notification services are enabled. If you want to disable one or more of these services, deselect the appropriate check box, and click **Save Settings**.

The Website Settings console also lets you view the log file for the selected website.

Related topics

- “Contribute Publishing Services” on page 193
- “Creating a Contribute website connection” on page 205
- “Adding users to sites managed by Publishing Services” on page 222
- “Creating Contribute roles” on page 233

Becoming an administrator of an existing Contribute website

When you create a Contribute website connection, you have the option of becoming the administrator of the website you are creating a connection to. If you choose not to become the website administrator when you create the connection, you or another user can become the administrator at a later time.

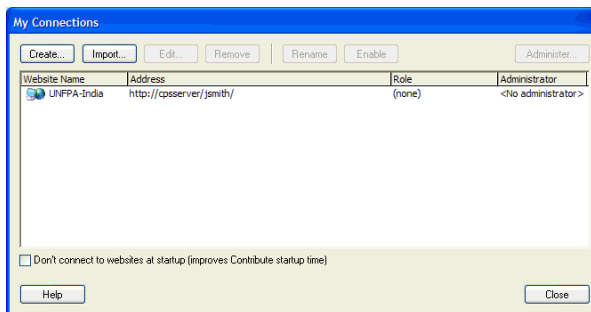
You can become the website administrator of any website that does not have an administrator associated with it. The website administrator is responsible for setting website permissions and for being a point of contact for users who need assistance.

Note: If someone inadvertently becomes the administrator for a website, or you forget the administrator password, you can reset the password and create a new administrative login. For more information, see “Contribute freezes when sending a connection key” on page 261.

To become the website administrator of a Contribute website:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh) to display the My Connections dialog box, which lists all the websites that you have a connection to, as well as the administrator (if any) assigned to each website.

If a website does not have an administrator associated with it, the text *No administrator* appears in the **Administrator** column of the dialog box.



If a website does not have an administrator, you can become the administrator by completing this procedure.

2. Select the website you want to administer, and click **Administer**.
3. A dialog box asks whether you want to become the administrator of the website. Click **Yes** to become the website administrator.

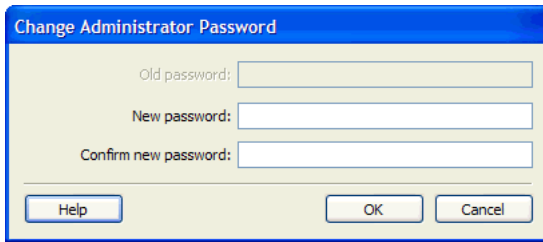
After this selection, Contribute sets you as the administrator for the site, and the Administer Website dialog box appears. You can optionally set an administrative password for the site.

4. (Optional) Select the Administration category in the Administer Website dialog box.

5. Click **Set Administrator Password**.

The Administrator Password dialog box appears.

6. Enter and confirm an administrative password for the website, and click **OK**.

A screenshot of a Windows-style dialog box titled "Change Administrator Password". It has a blue title bar and a light yellow background. Inside, there are three text input fields: "Old password:", "New password:", and "Confirm new password:". At the bottom, there are three buttons: "Help", "OK", and "Cancel".

After you assign an administrative password to the website, the Administer Website dialog box appears, allowing you to configure the website's settings and permission groups.

Related topics

- [“Changing the website administrator” on page 212](#)
- [“Changing the administrator’s password” on page 213](#)

Configuring Contribute administration settings

The Administer Website dialog box lets you configure a variety of settings that specify how Contribute interacts with your website as well as letting you manage users.

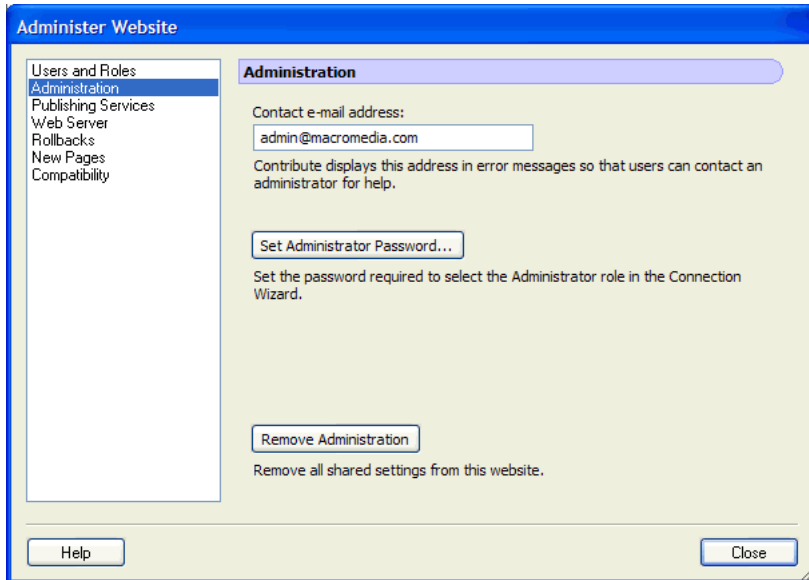
You can set settings that affect the whole website, such as the administrator’s contact or password information, the number of rollback versions of pages to save, and filename conventions for website default home pages.

To open the Administer Website dialog box:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to set options for.
2. If prompted, enter the **Administrator password**, and then click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Websites dialog box appears.



3. Select the administrative settings category you want to modify from the list on the left side of the dialog box.

See the following topics for information about using the options in this dialog box:

- [“Changing the website administrator” on page 212](#)
- [“Changing the administrator’s password” on page 213](#)
- [“Enabling and disabling rollbacks” on page 214](#)
- [“Specifying new page preferences” on page 214](#)
- [“Adding index page filenames” on page 215](#)
- [“Removing index page filenames” on page 217](#)
- [“Specifying alternate website addresses” on page 217](#)
- [“Enabling compatibility with older versions of Contribute” on page 219](#)

Changing the website administrator

You can change the administrator of a Contribute website by changing the e-mail address associated with the website. Users send e-mail to this address when they need to contact the website administrator for assistance.

Note: Changing the e-mail address of the website administrator does not change the administrator password. If you want to change the administrator password, see [“Changing the administrator’s password” on page 213](#).

To change the administrator e-mail address:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. Do one of the following:
 - If the Administrator Password dialog box appears, enter the administrator password and click **OK**.
 - If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

The Administer Website dialog box appears.

3. Select the **Administration** category on the left side of the dialog box.
4. Enter a new e-mail address in the **Administrator contact e-mail** text box.
5. Select another category to modify, or click **Close** to exit the Administer Website dialog box.

Changing the administrator's password

You can change the password used by the administrator.

To change the administrator password:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and then click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.

3. Select the **Administration** category on the left side of the dialog box.
4. Click **Change Password** in the Administrator Information section of the dialog box.

The Change Administrator Password dialog box appears.

A screenshot of the 'Change Administrator Password' dialog box. It has a blue title bar with the text 'Change Administrator Password' and a red close button. The main area is light yellow and contains three text input fields: 'Old password:', 'New password:', and 'Confirm new password:'. At the bottom, there are three buttons: 'Help', 'OK', and 'Cancel'.

5. Enter your current password and the new password you want to use in the text boxes. You must enter the new password twice to confirm that you are entering it correctly.
6. Click **OK**.
7. Select another category to modify, or click **Close to exit the Administer Website** dialog box.

Enabling and disabling rollbacks

Rollback pages are backup versions of each web page published with Contribute. Enable Rollback is on by default. You can disable rollback or change the number of rollback versions. Each rollback page is a copy of the last published version of that page before the currently published version.

For example, if you browse to a page for editing in Contribute, modify the content, and publish your changes without having previously updated and published that page, there is only one rollback version of the page (in this case, the rollback version is the original page).

Contribute can maintain as many as 99 rollback versions of each published page. When you specify the number of rollback pages, carefully consider the amount of disk space that will be consumed by storing the rollback pages. The pages are stored on the web server. The default number of rollback pages is three.

To enable and disable rollback pages:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh) and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and then click **OK**.
Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).
The Administer Website dialog box appears.
3. Select the **Rollbacks** category on the left side of the dialog box.
4. Select **Enable rollbacks** to activate rollbacks, or deselect it to turn rollbacks off.
5. Enter the number of rollback versions to maintain in the **Keep previous versions of each page** text box, or use the arrow buttons to change the number. Contribute can maintain as many as 99 rollback versions of each web page.
6. Select another category to modify, or click **Close** to exit the Administer Website dialog box.

Specifying new page preferences

The **New Pages** category lets you determine the document encoding that should be used for your web pages as well as the file extension to use when creating new pages from a blank page or templates in a site.

Document encoding specifies the encoding used for characters on a web page. For English and Western European languages, select Western. Additional options include Central European, Cyrillic, Greek, Icelandic, Japanese, Traditional Chinese, Simplified Chinese, and Korean. If an option for the encoding you want is not available, select UTF-8 to create a page using the encoding that your operating system is using.

To specify document encoding for new pages:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password** and click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.
3. Select the **New Pages** category on the left side of the dialog box.

The New Pages panel appears.
4. Select the document encoding format you want to use from the **Default encoding** pop-up menu.
5. Select another category to modify, or click **Close** to exit the Administer Website dialog box.

To specify the default file extension for new pages:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. Do one of the following:
 - If the Administrator Password dialog box appears, enter the administrator password, and click **OK**.
 - If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

The Administer Website dialog box appears.
3. Select the **New Pages** category on the left side of the dialog box.

The New Pages panel appears.
4. Enter the default file extension you want to use for both new blank pages, and new pages created from templates.

The default file extension is .htm, but you can specify any file extension appropriate to your website. For example, if your website exclusively uses Macromedia ColdFusion pages, you will want to create new pages with the file extension .cfm.
5. Select another category to modify, or click **Close** to exit the Administer Website dialog box and save your changes.

Adding index page filenames

You can add new index filenames to your website settings that correspond to your website's index files.

Note: For more information about index page filenames, see [“Web server index pages” on page 202](#).

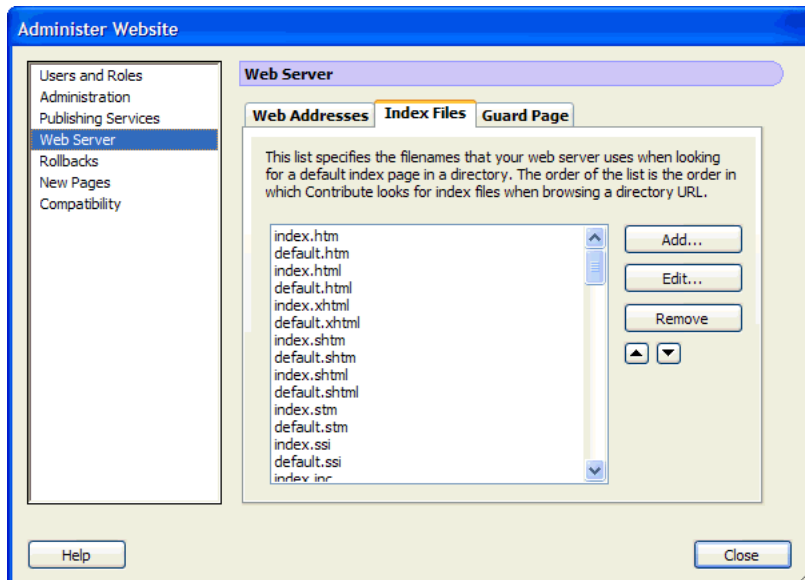
To add an index page filename:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.

3. Select the **Web Server** category on the left side of the dialog box and click the **Index Files** tab. The Index Files panel appears.



4. Click the **Add** button.

The Add or Edit Index Filename dialog box appears.

5. Enter an index filename and, click **OK**.

The new index filename appears at the bottom of the list of possible index filenames.

6. Using the arrow buttons, arrange the index pages in the order specified by your web server's configuration. For example, if your web server is configured to use three index pages—index.htm, index2.htm, and 404error.htm—and the primary page is index.htm, the designated order is:

index.htm
index2.htm
404error.htm

This is the order in which the web server retrieves and displays the index pages if one or more of the pages are unavailable.

7. When you have added and ordered the filenames in the Index file list, click **Close** to exit the Administer Website dialog box and save your changes, or select another category to modify.

Related topics

- [“Web server index pages” on page 202](#)

Removing index page filenames

You can remove index page names from the default list supplied with Contribute. When deleting index page filenames, ensure that your Contribute sites don't rely on the page names you are removing from the Index files list.

To remove an index page filename:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.

3. Select the **Web Server** category on the left side of the dialog box, and click the **Index Files** tab.
The Index Files panel appears.
4. Select the filename you want to remove from the **Index files** list.

Note: You cannot select multiple index files from the list; you must select each file individually and click Remove.

5. Click **Remove**.
6. When you have removed the filename from the Index file list, click **Close** to exit the Administer Website dialog box and save your changes, or select another category to modify.

Related topics

- [“Web server index pages” on page 202](#)
- [“Adding index page filenames” on page 215](#)

Specifying alternate website addresses

If Contribute users will visit a website using a different host name, different directory path, or different port number, you must configure Contribute to recognize these alternate web addresses and associate them with the appropriate website connection.

Note: For more information about alternate web addresses, see [“Alternate website addresses” on page 203](#).

If you don't configure Contribute in this way, users may try to connect to a website by using a different web address from the one defined in Contribute, which may cause inconsistent or unpredictable behavior when editing or publishing web pages.

You need not configure Contribute to recognize all possible website aliases, but only the ones that Contribute users will actually use to access the website.

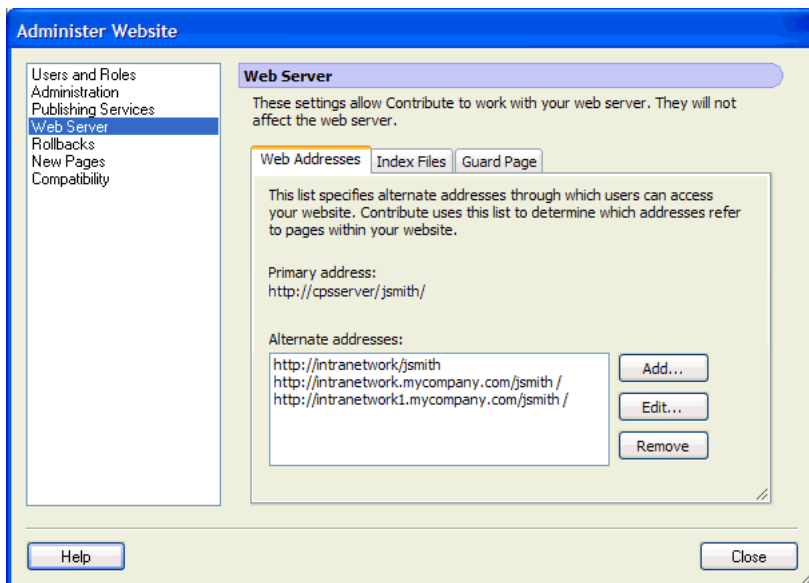
To specify an alternate web address for a website:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.

3. Select the **Web Server** category on the left side of the dialog box, and click the **Web Address** tab.
The Web Address panel appears.



4. Click the **Add** button.
The Add or Edit Alternate Address dialog box appears.
5. Enter an alternate URL, and click **OK**.
The new URL appears in the **Alternate addresses** list.
6. When you have entered all the alternate web addresses, click **Close** to exit the Administer Website dialog box and save your changes, or select another category to modify.

Related topics

- [“Alternate website addresses” on page 203](#)

Specifying a guard page

Guard pages are web pages that Contribute places in folders containing administrative files and temporary copies of pages that have been sent for review. The guard page prevents users from browsing to a Contribute folder containing files that you don't want them to access.

To specify a guard page for a website:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. If prompted, enter the **Administrator password**, and click **OK**.

Assigning an administrator to a site and assigning a password for the administrative account are optional. For more information, see [“Becoming an administrator of an existing Contribute website” on page 210](#).

The Administer Website dialog box appears.

3. Select the **Web Server** category on the left side of the dialog box, and click the **Guard Page** tab.
The Guard Page dialog box appears.
4. Click **Find Guard Page**.

The web page you specified as an index page for the site is set as the guard page. By placing a copy of the website's index page in a folder, Contribute can redirect users to the home page of the website.

5. When you have specified a guard page, click **Close** to exit the Administer Website dialog box and save your changes, or select another category to modify.

Related topics

- [“Web server index pages” on page 202](#)
- [“Adding index page filenames” on page 215](#)

Enabling compatibility with older versions of Contribute

The Compatibility category lets you provide editing and publishing access to older versions of Contribute. Only features shared by both the previous and current releases of Contribute are enabled.

Note: You cannot enable compatibility between older versions of Contribute and sites using CPS to manage and authenticate users. If you use CPS, all users connecting to the site must use Contribute 3.

Sending connections for non-managed websites

Using the Export Connection Wizard (Windows) or Export Connection Assistant (Macintosh), you can easily set up connections to websites for other users by sending them a connection key.

Note: To send a website connection key to other users, you must create one or more Contribute website connections that you want to share. If you need to create a Contribute website connection, see [“Creating a Contribute website connection” on page 205](#).

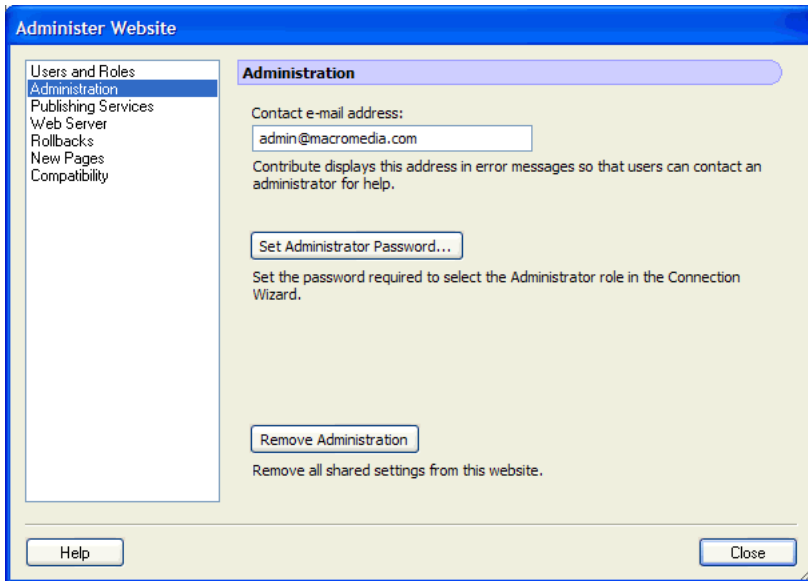
For more information about connection keys, see [“Connection keys” on page 204](#).

To create a website connection key to share with users:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.
2. Do one of the following:

If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

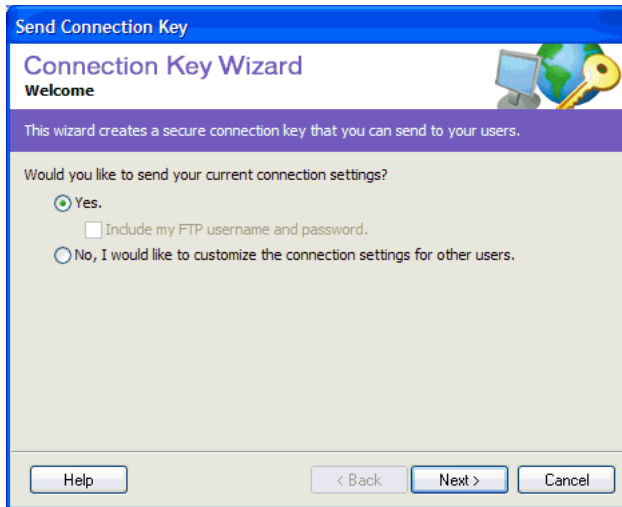
The Administer Website dialog box appears.



3. Select the **Users and Roles** category on the left side of the dialog box.
- The Users and Roles dialog box appears.

4. You can send a connection key file to a new user, or you can send a connection key to a user who has already connected to the site, and assign them a new role.
 - To send a connection key to a new user, click **Send Connection Key**.
 - To send a connection key to an existing user, assigning them a new role, select the user's name from the list of connected users, and click **Send Connection Key**.

The Send Connection Key Wizard (Windows) or Export Connection Key Assistant (Macintosh) appears.



5. Follow the instructions in the wizard or assistant, and click **Next** (Windows) or **Continue** (Macintosh) to proceed to the next screen.
6. After completing the wizard or assistant, a new connection key file is created for the user, assigning them to a new role.

You can e-mail the connection key file to the user or save the file to your computer.
7. Select another category to modify, or click **Close** to exit the Administer Website dialog box and save your changes.

Related topics

- [“Connection keys” on page 204](#)
- [“Creating a Contribute website connection” on page 205](#)

Sending connections for Publishing Services managed sites

If you're using CPS to manage users, you send users a connection key that connects them to the Publishing Services server. When a user clicks on a connection key for a site managed by Publishing Services, Contribute starts (if it's not already running), and the Connect to Publishing Services dialog box appears. The user enters their user name and password, which connects them to the website.

For more information about connection keys, see [“Connection keys” on page 204](#).

To send a Publishing Services connection key:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.

If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

The Administer Website dialog box appears.

2. Click **Send Connection Key**.

The Send Connection Key dialog box appears.

3. You can select to e-mail the connection link to the user, or save the file to your local computer.
4. Select another category to modify, or click **Close** to exit the Administer Website dialog box and save your changes.

Related topics

- [“Using Contribute Publishing Services with your website” on page 207](#)

Adding users to sites managed by Publishing Services

Publishing Services lets you add users from your organization's LDAP or Active Directory service.

Note: To add users to managed sites, you must have enabled Publishing Services to work with your website. For more information on, see [“Using Contribute Publishing Services with your website” on page 207](#).

To add users to Publishing Services managed sites:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.

If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

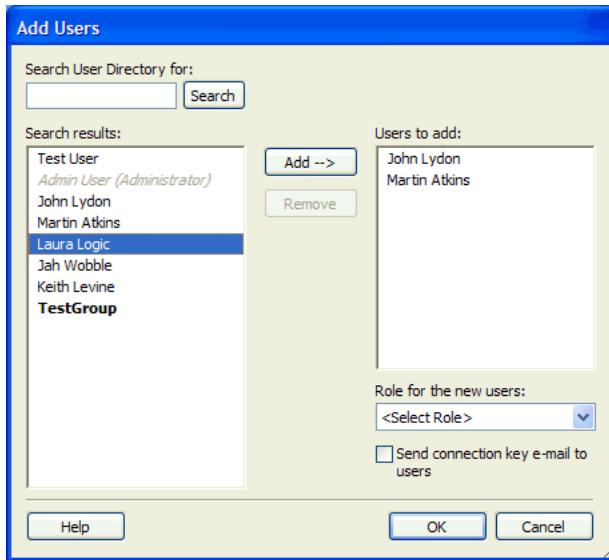
The Administer Website dialog box appears.

2. Select the **Users and Roles** category.

The Users and Roles panel of the Administer Website dialog box appears.

3. Click **Add Users**.

The Add Users dialog box appears.



4. Select a role for the users you want to add from the **Role for the new users** pop-up menu.

The role you assign determines the editing permissions the new users have for modifying the site's pages.

5. Add users to the role you selected. The **Search Results** panel lets you locate users in your organization's user directory and add them to the list of users for the role you've selected.

Do the following to find and add user names to a role:

- a Enter a name in the **Search** text box, and click **Search**. Contribute displays the closest matches it finds in the **Search Results** list.
- b Select the name of the user you want to add to the role, and click **Add** to move that user to the list of **Users to add**.

If you inadvertently add a user to a role, you can remove that user by selecting their name in the **Users to add** list, and clicking **Remove**.

6. Select **Send connection key e-mail to users** to send an e-mail to the users you've added to the role. Contribute creates a single e-mail message with a connection key attached that you can send to the users.

7. Click **OK** to generate an e-mail with a connection key attached that you can send to users to import the connection into Contribute.

Related topics

- [“Using Contribute Publishing Services with your website” on page 207](#)

Removing users from sites managed by Publishing Services

Publishing Services lets you add users from your organization's LDAP or Active Directory service.

Note: To add users to managed sites, you must have enabled Publishing Services to work with your website. For more information on, see [“Using Contribute Publishing Services with your website” on page 207](#).

To remove users from roles of managed sites:

1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and select the website you want to administer from the submenu.

If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

The Administer Website dialog box appears.

2. Select the **Users and Roles** category.

The Users and Roles panel of the Administer Website dialog box appears.

3. Select the name of the user who you want to remove and click **Remove**.
4. When you are finished removing users, click **Close**.

Related topics

- [“Using Contribute Publishing Services with your website” on page 207](#)
- [“Adding users to sites managed by Publishing Services” on page 222](#)

Managing website connections

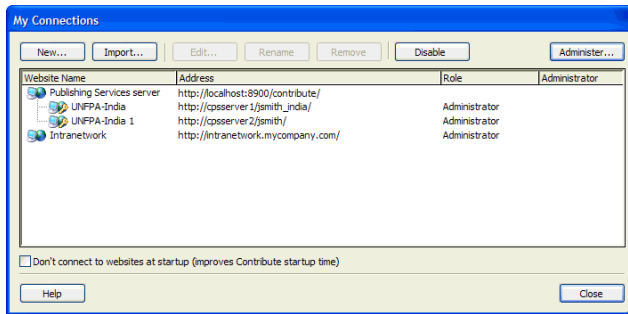
The My Connections dialog box lets you manage your website connections. Depending on the type of connection—whether it is for a site managed using Contribute Publishing Services or not)—your connection management options will differ.

For sites managed with Contribute Publishing Services, you can disable only the connection of individual sites listed beneath a Publishing Services server, or you can remove the Publishing Services server and any sites associated with it. You cannot rename a site connection if the site is managed with Contribute Publishing Services.

To manage website connections:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.



2. Select a website from the list of connections.
3. Manage connections by doing any of the following:

- [“Editing website connections” on page 225](#)

If you used the Connection Wizard or Assistant to create a connection, you can update the connection information when server or network configurations are altered (for example, changing network paths or a website’s URL).

Note: If you import a connection key, the only pieces of connection information you can edit are your name and your e-mail address.

- [“Renaming a website connection” on page 226](#)

You can rename a website connection within Contribute to better identify it from other website connections you might maintain.

- [“Removing website connections” on page 227](#)

You can delete an obsolete website connection from Contribute.

- [“Disabling website connections” on page 227](#)

You can disable website connections so that Contribute does not connect to the website if it is not accessible or it is being edited. Disabling websites can improve the performance of Contribute by reducing the number of active connections the application maintains.

- [“Enabling a website connection” on page 228](#)

You can enable a website you have previously disabled.

4. Click **Close** when you are finished.

Editing website connections

You can edit the connection information for any opt-in Contribute website. This allows you to modify a connection if any of its parameters change (for example, if you move a website to a different network location or change its URL).

Note: If you import a connection key, the only connection information you can edit is your name and your e-mail address.

Tip: If you have drafts open, you can't change your name or e-mail address for the website belonging to those drafts. To change that information, first close the open drafts.

To edit a website connection:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.

2. Select a website from the list of connections.

3. Click the **Edit** button.

The Connection Wizard or Assistant appears.

4. Navigate through the Connection Wizard or Assistant using the **Next** or **Continue** button, and modify the necessary website connections settings.

For more information on the Connection Wizard or Assistant website settings, see [“Creating a Contribute website connection” on page 205](#).

5. When you have modified the necessary connection settings and verified that they are correct, you will need to send a connection file to users containing the new connection setting information.

Related topics

- [“Removing website connections” on page 227](#)
- [“Disabling website connections” on page 227](#)
- [“Enabling a website connection” on page 228](#)

Renaming a website connection

You can rename a website as it appears in Contribute. The name you select appears in the Home Pages menu, the My Connections dialog box, and the Administer Websites submenu.

Note: You cannot rename a website connection for a site managed with CPS. Website names come from the title of the site's home page. To ensure that sites are easily identifiable, give the home page a meaningful name.

To rename a website as it appears in Contribute:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.

2. Select the website connection you want to edit from the list of connections.

3. Click the **Rename** button.

The website connection name is highlighted by an editing box.

4. Click inside the editing box and enter a new name for the website connection.

5. Press **Enter** or **Return** to apply your changes.

6. Click **Close** to save your changes and close the My Connections dialog box.

Related topics

- [“Editing website connections” on page 225](#)

- [“Disabling website connections” on page 227](#)
- [“Enabling a website connection” on page 228](#)

Removing website connections

You can remove Contribute website connections that are no longer needed. Removing a Contribute connection does not remove the website; it removes only the website connection information from your local computer.

For information about removing unpublished drafts from a website, see [“Removing unpublished drafts in a disabled website” on page 228](#).

To remove a website connection:

1. Close any open drafts. Contribute does not remove a connection to a website in which you’re editing pages.
2. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).
The My Connections dialog box appears.
3. Select a website from the list of connections.
4. Click **Remove**.

Related topics

- [“Editing website connections” on page 225](#)
- [“Renaming a website connection” on page 226](#)
- [“Enabling a website connection” on page 228](#)

Disabling website connections

When Contribute starts, it verifies all the connections defined in the My Connections dialog box and opens a connection to each of the defined websites. If one or more of the websites are unavailable for any reason, Contribute can’t open connections to those websites. To avoid such problems, you can disable a connection when a website is unavailable.

Note: If Contribute cannot connect to a website, Contribute may automatically disable the connection to that website.

Another reason to disable a site is that Contribute may run slowly when many sites are defined because it must maintain multiple network connections over an extended period. To alleviate such performance problems, you can disable sites that you don’t frequently need to update or disable all site connections and enable them only when you need to edit the site.

To disable individual Contribute website connections:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).
The My Connections dialog box appears.
2. Select the website connection you want to disable from the list of connections.

3. Click the **Disable** button.

A dialog box appears, informing you that the connection has been disabled. Click **OK** to verify that this is the connection you want to disable. If you have inadvertently disabled the wrong connection, you can re-enable the connection; for more information, see [“Enabling a website connection” on page 228](#).

4. Click **Close** to save your changes and close the My Connections dialog box.

To disable all Contribute website connections:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).

The My Connections dialog box appears.

2. Click the **Disable sites when Contribute starts up** checkbox.
3. Click **Close** to save your changes and close the My Connections dialog box.

When you restart Contribute, all connections defined in the My Connections dialog box will be disabled. When you select a website for editing, Contribute tells you that the connection to the site is disabled. To enable the connection, click **Connect** in the toolbar.

Related topics

- [“Editing website connections” on page 225](#)
- [“Renaming a website connection” on page 226](#)
- [“Removing website connections” on page 227](#)

Removing unpublished drafts in a disabled website

In Version 1.0, you could not use Contribute to remove a disabled website that contained unpublished drafts. Typically, a website is disabled if the web address (URL) is no longer valid and selecting **Enable** does not restore the connection.

The current version of Contribute works differently. If you use the My Connections dialog box to remove a connection to a website that contains unpublished drafts, Contribute warns you that it will delete the connection and move any unpublished drafts to the Recycle Bin or Trash.

If you want to recover the unpublished drafts, in most cases you can locate them in the Recycle Bin or Trash. Contribute saves the drafts in a folder named for the removed website in the Recycle Bin or Trash.

Enabling a website connection

If you disable a website connection, or if Contribute automatically disables it because it can't connect to the website, you can re-enable it later.

To enable the current website connection:

- Click **Connect** in the toolbar.

To enable any website connection:

1. Select **Edit > My Connections** (Windows) or **Contribute > My Connections** (Macintosh).
The My Connections dialog box appears.
2. Select the website connection you want to enable from the list of connections. (Disabled connections are marked with a red slash.)
3. Click the **Enable** button.
4. Click **Close** to save your changes and close the My Connections dialog box.

Related topics

- [“Editing website connections” on page 225](#)
- [“Renaming a website connection” on page 226](#)
- [“Removing website connections” on page 227](#)
- [“Disabling website connections” on page 227](#)
- [Disabling your website at startup](#)

CHAPTER 15

Managing Users and Roles

Macromedia Contribute lets you control the extent to which users can alter a website. To do so, you create roles for each website and define permissions for each role. After a website's permissions are defined, Contribute creates a folder labeled `_mm` at the root of the website and places a *shared settings file* in this folder. The shared settings file contains all the website settings and permissions for Contribute website connections that you create. All Contribute users who connect to the website automatically inherit the settings defined for their assigned role.

This chapter contains the following sections:

- [“Understanding roles” on page 231](#)
- [“Creating Contribute roles” on page 233](#)
- [“Editing a role’s settings” on page 235](#)
- [“Managing drafts sent for review” on page 250](#)

Understanding roles

Contribute lets you define a set of user permissions, ranging from file access to the level of typographic control, as a *role*. You assign the roles you create to Contribute users, which determines the degree to which a specific user can modify a site's content.

Contribute has three default roles that you can assign to users “as-is,” or modify further to meet the content editing needs of your website. The default Contribute roles are:

Administrator Users with this role are administrators of this website.

Publisher Users with this role can create and edit pages as well as publish pages to the website.

Writer Users with this role can create and edit pages but cannot publish pages to the website. To publish new pages or page modifications to a site, users in this role must send their updates to a user in the publisher role for review. The publisher can then choose to publish the page to the site or send it back to the writer for additional editing.

In most cases you can use the default settings specified for these roles. However, if your website has certain design features that need to be preserved, you can configure Contribute to work with those design considerations.

If you are not familiar with such web page design elements as font and paragraph usage, Cascading Style Sheets (CSS) styles, and image file formats and size limitations, consult a web page designer or other web professional who is knowledgeable about your organization's website.

About role settings

Contribute lets you define the following categories of permissions and website settings in the Role dialog box:

General lets you select a starting (home) page that users in the selected role see when they enter the website. For more information, see [“Setting general role settings” on page 237](#).

Folder/File Access limits a role's access to the selected folder (or folders) and any subfolders they contain. For more information, see [“Setting folder and file access settings” on page 239](#).

Editing lets you specify what content users can modify and determine how Contribute processes paragraphs, line spacing, and accessibility options. For more information, see [“Setting page-editing and paragraph settings” on page 242](#).

Styles and Fonts specifies which font sets users have access to, and which users can apply style and formatting to text. For more information, see [“Setting style and font settings” on page 243](#).

New Pages specifies whether Contribute users can create new, blank pages, and which (if any) Macromedia Dreamweaver MX templates they can use to create new pages. You can also specify which pages, if any, the user can copy. The options in this category determine what options users see in the New Page dialog box. For more information, see [“Settings for new web pages” on page 245](#).

New Images lets you specify a maximum file size, width, and height for images. You can also restrict users so that they can use images only from a shared asset library that you create, or you can allow them to add any image to a web page. For more information, see [“Setting options for new images” on page 246](#).

File Placement lets you specify folder locations for files based on the file extension used to identify the file type. You can also specify that Contribute not allow files of a certain size to be uploaded to the web server. For more information, see [“Setting options for file placement” on page 247](#).

Shared Assets lets you create a library of assets (such as images, Macromedia Flash content, or Macromedia Dreamweaver library items) that users can add to web pages. You can restrict access to shared assets to specific users or let any Contribute user accessing the website add the assets to their pages. For more information, see [“Setting options for shared assets” on page 247](#).

Related topics

- [“Editing a role's settings” on page 235](#)

Creating Contribute roles

When Contribute users connect to a website, they are prompted to indicate which role they belong to. For example, a Contribute user might choose or be assigned to the Writer role. Thereafter, while connected to that website, that user has whatever permissions you have configured for the Writer role.

To create a new role:

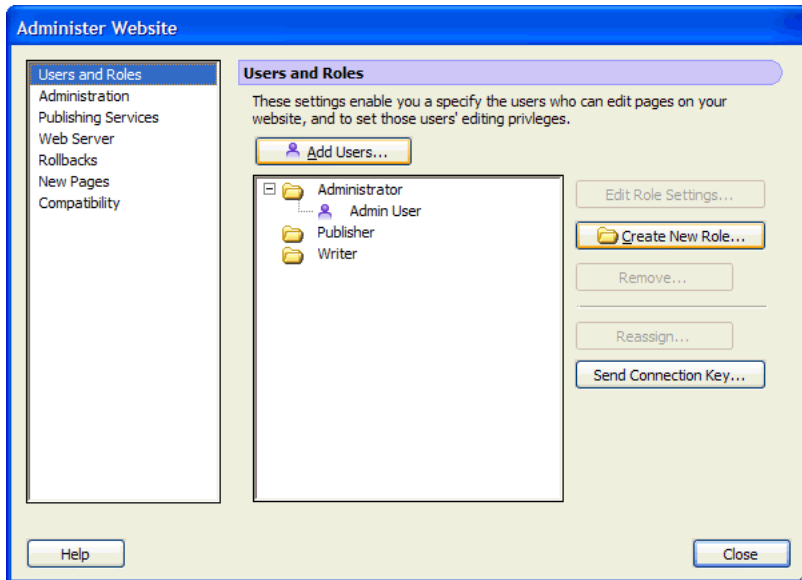
1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and then select the website you want to administer from the submenu.

If the website has no administrator, click **Yes** when a dialog box asks whether you want to become the website administrator. Then enter and confirm an administrator password for the website, and click **OK**.

The **Administer Website** dialog box appears.

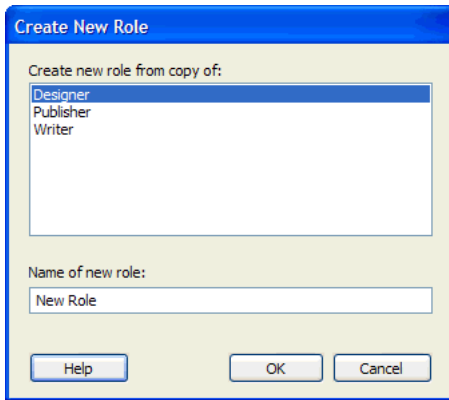
2. Select **Users and Roles**.

By default, Contribute creates three roles: Administrator, Publisher, and Writer.



3. Click **Create New Role**.

The Create New Role dialog box appears.



4. Select an existing role from the **Create new role from copy of** list box.

Selecting an existing role as a base for a new role lets you reuse the selected role's settings. You can modify the new role's settings as needed.

5. Enter a name for the role you want to create, and then click **OK**.

The new role appears in the list of role names in the User and Roles panel of the Administer Website dialog box.

6. Select the role name, and then click **Edit Role Settings**.

The Edit Role dialog box appears. The Edit Role dialog box lets you modify the user settings associated with each role.

7. Modify the settings for the role.

When you are finished defining the role, click **OK** to save your changes. The Role dialog box will close, returning you to the Administer Website dialog box.

8. To create additional roles, repeat steps 4 through 7 for each role you want to add.

9. Select another administrative category to modify, or click **Close** to apply your changes and exit the Administer Website dialog box.

Note: You can modify a role's settings at any time, even after you have distributed a connection key. Connection information and website permissions are maintained separately.

- To modify the roles you have created, select the role whose settings you want to modify and click **Edit Role Settings**. The Role dialog box appears. To learn more about the settings you can modify, see [“Editing a role's settings” on page 235](#).
- To send the connection to the users that make up the role, click **Send Connection Key**. The Export Connection Wizard appears. To learn how to export a connection key, see [“Sending connections for non-managed websites”](#).

If you want to edit the role now, skip to step 4 of the next procedure. Otherwise, click **Close** to close the Define Roles dialog box, and then click **Close** to close the Administer Website dialog box.

Editing a role's settings

The Role Settings dialog box lets you define different home pages for users based on the role they belong to, limit roles to working in specific folders, and determine the modifications a role can make to a website.

Note: For information about creating new roles, see [“Creating Contribute roles” on page 233](#).

To edit settings for a Contribute role:

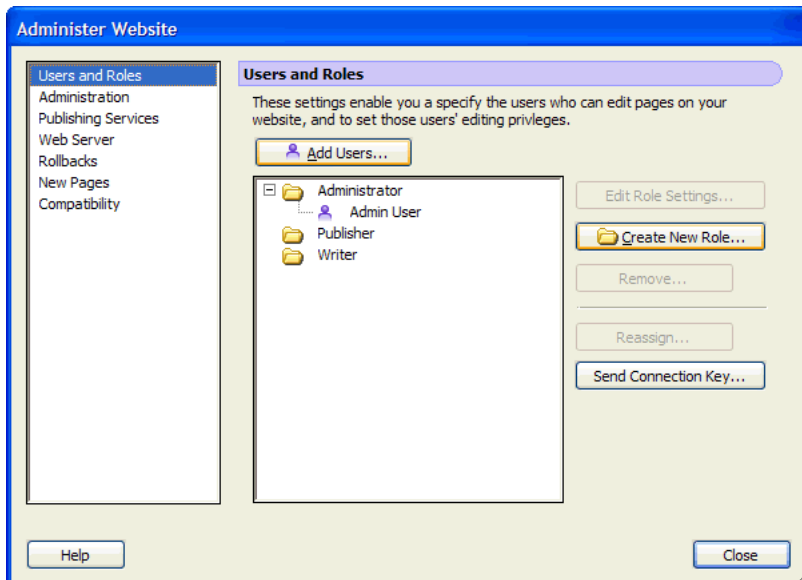
1. Select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh), and then select the website you want to administer from the submenu.

If the Administrator Password dialog box appears, enter the administrator password and click **OK**.

The Administer Website dialog box appears.

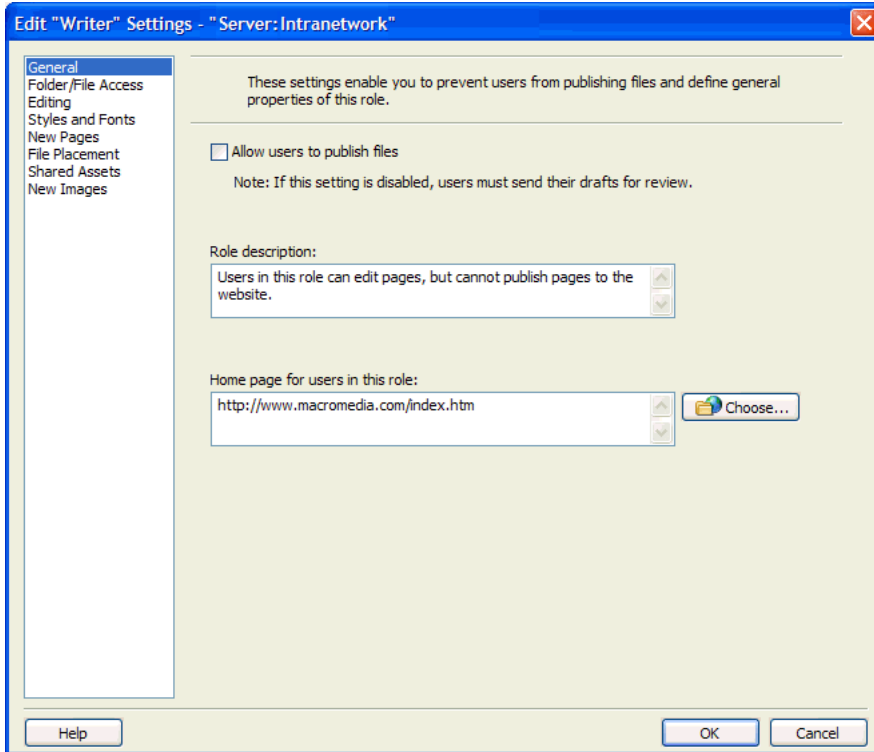
2. Select **Users and Roles**.

The User and Roles category of the Administer Website dialog box lets you see what roles already exist, add users to roles, edit and remove roles, and send connection key files to users assigning them a role.



3. Select the role whose settings you want to modify, and then click **Edit Role Settings**.

The **Edit *Role Name* Settings** dialog box appears. The **Edit *Role Name* Settings** dialog box lets you modify the settings associated with each role.



4. Select a settings category to modify.

For more information about the role settings you can modify in a specific category, see the following sections:

- “Setting general role settings” on page 237
- “Setting folder and file access settings” on page 239
- “Setting page-editing and paragraph settings” on page 242
- “Setting style and font settings” on page 243
- “Settings for new web pages” on page 245
- “Setting options for file placement” on page 247
- “Setting options for shared assets” on page 247
- “Setting options for new images” on page 246

5. Modify the settings for the role.

When you finish defining the role, click **OK** to save your changes. The Role dialog box will close, returning you to the Administer Website dialog box.

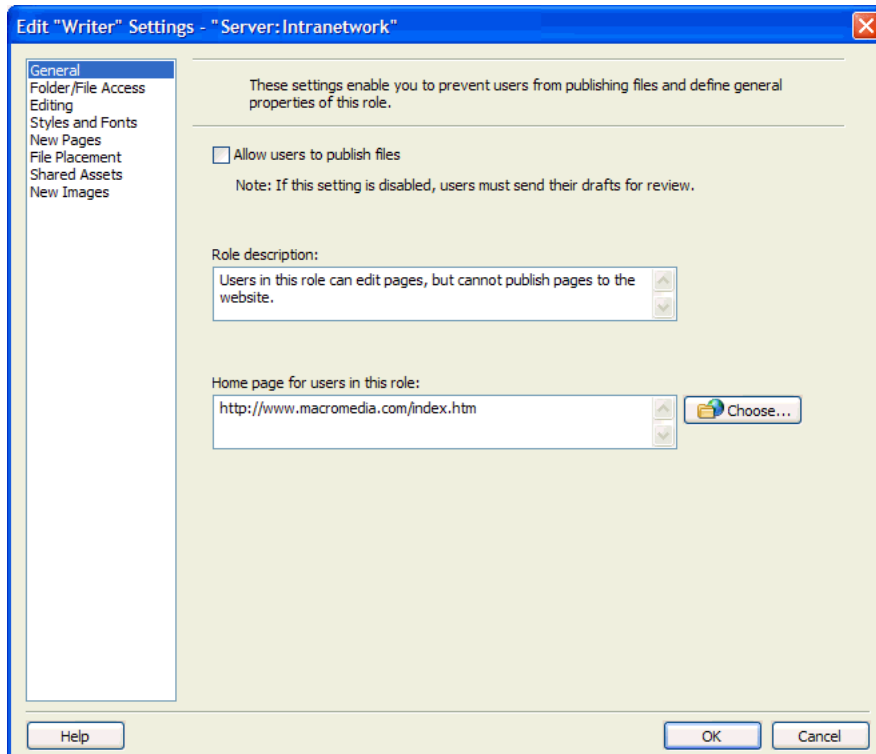
6. Select another administrative category to modify, or click **Close** to apply your changes and exit the Administer Website dialog box.

Related topics

- [“Understanding roles” on page 231](#)

Setting general role settings

The General category lets you specify a starting (home) page that users in the selected role see when they enter the website. For example, if users in a given role are assigned to a section of the site that excludes the site’s home (or main) page, you might consider specifying a page elsewhere in the site as the starting page for that role.



To set general website settings for a role:

1. Open the **Edit *Role Name* Setting** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **General** category on the left side of the dialog box.
3. (Optional) Select **Allow users to publish files**.

If you select this option, users assigned to this role can publish pages they create. They can also publish or delete drafts sent to them for review.

Providing publish and delete restrictions for draft reviews lets users delete and publish drafts sent to them by other Contribute users. Before allowing a user to publish and delete drafts, carefully consider if their assigned role should be given this level of control in the publishing of documents. You might need to create a specific role with this permission enabled.

Users without draft publishing and deleting permissions can only send drafts for review or edit drafts in the review process. For more information about the draft review process, see [“Getting drafts reviewed by others” on page 44.](#)

4. In the **Role description** text box, enter a brief description of the role and its responsibilities.

This description appears when a user selects a role to join.

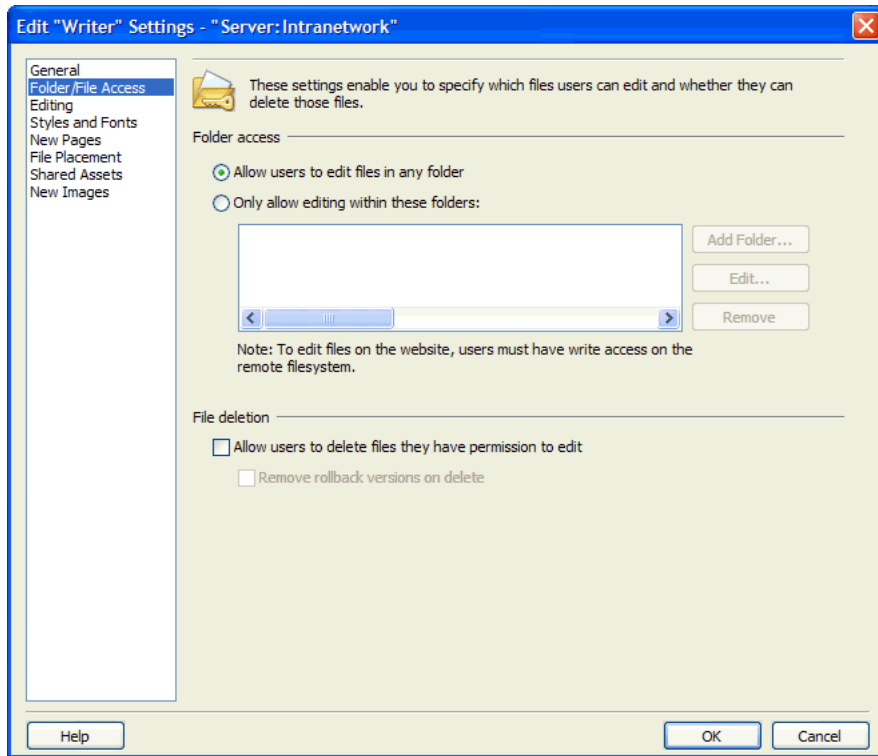
5. When you initially defined the website, you specified the website's home page. If you want users in the selected role to have a more specific home page within the website, enter the URL in the **Home page for users in this role** text box, or click the **Choose** button to locate the home page.

You can choose to specify any page on the website as the home page for the specified role.

6. Select another role settings category to modify, or click **OK** to apply your changes.

Setting folder and file access settings

The Folder/File Access settings category lets you limit a role's access to selected folders (or directories) and to any subfolders they contain as well as determine whether users can delete web pages and related files.



Setting folder access settings

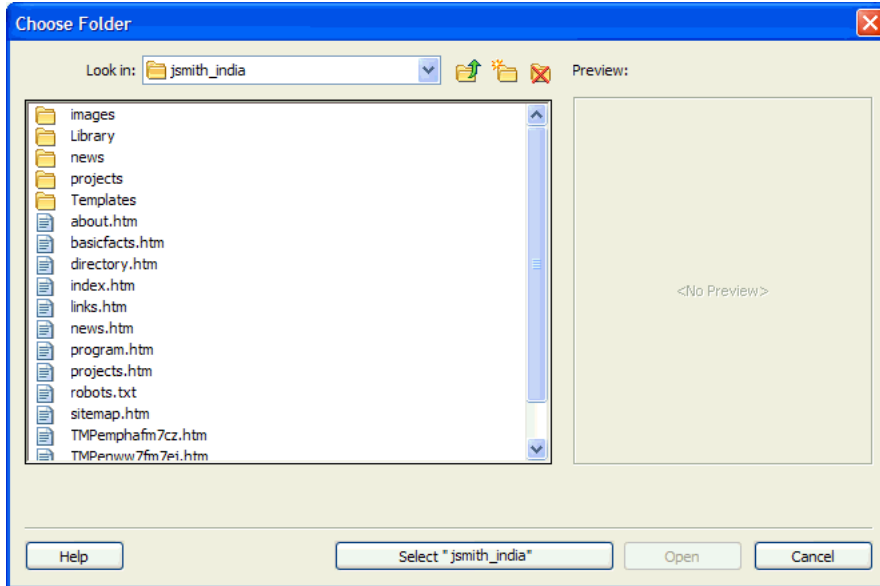
You can choose to limit user access to specific folders within the website or to allow users to access all the folders within the defined website.

To define folder access settings:

1. Open the **Edit *Role Name* Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **Folder/File Access** category on the left side of the dialog box.
3. Select **Allow users to edit files in any folder** to let users access all folders and files within the website's root, or select **Only allow editing within these folders** to limit access to a specific subfolder or group of subfolders.

4. If you've selected **Only allow editing within these folders**, specify folders by clicking **Add Folder**.

The **Choose Folder** dialog box appears.



5. The **Choose Folder** dialog box displays all folders and files under the website's root.

You can preview pages in the website by selecting them. This lets you see which pages you are restricting access to.

6. Navigate to the folder you want to provide access to, and click **Select Folder**.

For example, if the website's root is `http://www.mysite.com` and you want to specify that users can edit only those pages that are in the folder labeled *marketing*, click the marketing folder. The access path will appear as: `http://www.mysite.com/marketing`.

The **Choose Folder** dialog box closes, and the selected folder appears in the **Folder access** list. You can add folders to the **Folder access** list to give users access to multiple directories in the website.

7. Click **OK**.

When the next **Contribute** user connects to this website, they will be able to edit only those pages and files that are inside the listed folders.

To change access to a folder in the list, do one of the following:

- To remove a folder from access, select the folder in the folder list, and then click **Remove**.
- To change a folder the user can access, select the folder in the folder list, and then click **Edit**.

Setting file-deletion settings

You can allow users to delete pages from the web server. When determining whether users should be able to remove a page from the website, carefully consider whether you want to maintain a backup copy of deleted pages.

If you do want to maintain backup copies, you must make sure that the Contribute rollback feature is enabled. To learn more about web page rollbacks, see [“Enabling and disabling rollbacks” on page 214](#).

To let users delete files from the web server:

1. Open the **Edit *Role Name* Settings** dialog box, if it’s not already open. (See [“Editing a role’s settings” on page 235](#).)
2. Click the **Folder/File Access** category on the left side of the dialog box.
3. Select **Allow users to delete files they have permission to edit**.
4. You can also choose to remove any rollback files associated with a page by selecting **Remove rollback versions on delete**. Carefully consider whether you want to maintain backup copies of web pages before allowing users to delete both an active web page and any rollbacks versions of that page.
5. Select another settings category to modify, or click **OK** to apply your changes.

Tip: If a user deletes a file, but not the rollback copies of the file, the file can be recovered from the rollback copy. For more information, see [“Rolling back to a previous version of a page” on page 161](#).

Related topics

- [“Setting folder access settings” on page 239](#)

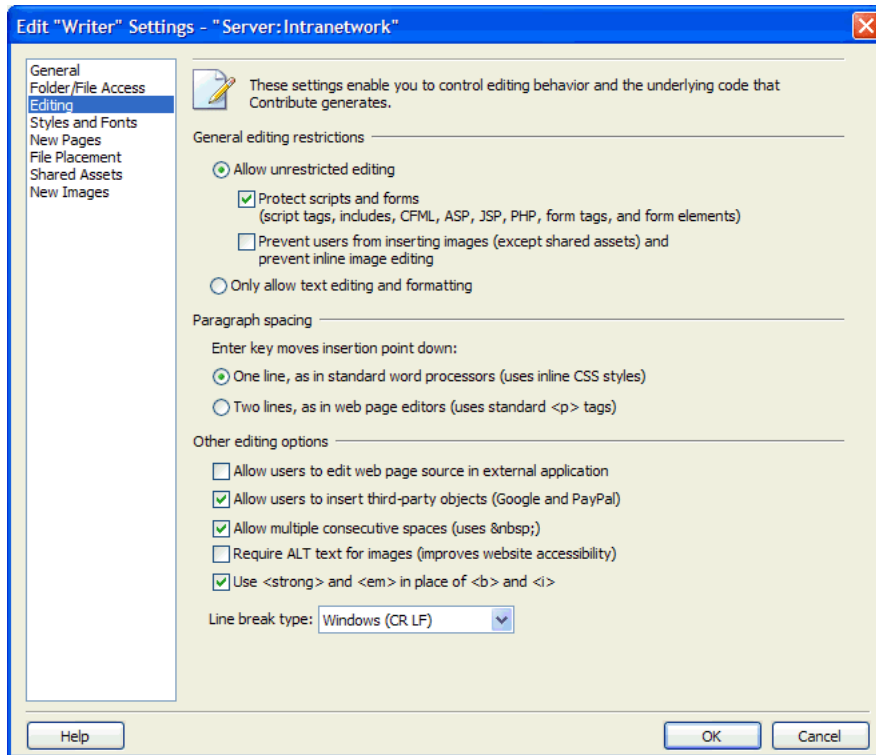
Setting page-editing and paragraph settings

The Editing category lets you specify what kinds of changes users can make to the website's web pages and how Contribute treats paragraphs and typographic elements.

To set page-editing settings:

1. Open the **Edit Role Name Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **Editing** category on the left side of the dialog box.

The Editing category provides options that let you specify which page-editing attributes Contribute will apply. When setting these options, carefully consider who the content contributors are and what page-editing capabilities they require.



3. Change options in the following sections as necessary:

The General editing restrictions section lets you specify what kinds of changes users can make to pages.

The Paragraph spacing section lets you specify how Contribute applies HTML paragraph tags, which determines whether blank lines appear between paragraphs as a user types.

The Other editing options section gives you more editing options.

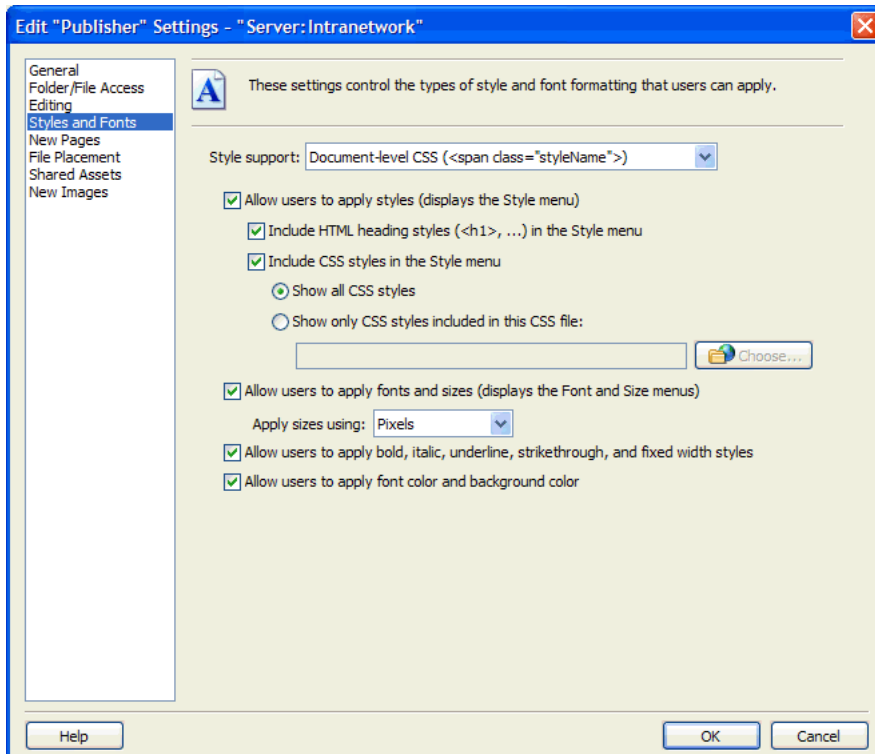
4. Select another role settings category to modify, or click **OK** to apply your changes.

Setting style and font settings

The Styles and Fonts category in the Role dialog box lets you control whether typographic styles and fonts appear in the Contribute toolbar and which kinds of typographical styles users can apply to text.

To set the style and font settings for a website:

1. Open the **Edit *Role Name* Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **Styles and Fonts** category on the left side of the dialog box.



3. Select a style setting from the **Style support** pop-up menu. The style and font options vary based on what option you select from the pop-up menu.

The Style Support options are:

Don't allow users to create styles prevents users from creating new styles. Users cannot modify any text and style formatting options.

Document-level CSS lets you determine whether users can create CSS styles within the document and to what degree they can apply CSS styles from existing CSS style sheets.

HTML tags lets you determine whether users can create HTML styles, and to what degree they can modify and apply styles within the website.

4. Modify the style settings for your chosen style support option as necessary.
5. Select another role settings category to modify, or click **OK** to apply your changes.

Limiting available CSS styles

Although CSS style sheets often include many style definitions, you may want to limit the number of styles available to a given Contribute user role. Limiting available styles to those necessary for updating information within the body of a web page can help to eliminate potential stylistic editing mistakes by content editors with limited knowledge of web pages and CSS styles.

Contribute lets you limit the number of CSS styles available in the Style menu by selecting a CSS style sheet from which to filter styles for a given role. The filter file you select can include only those styles you want the members of that role to have access to, or you can create individual CSS style sheets for each role, and select them as the CSS styles to use for that role.

To limit the number of available CSS styles:

1. Open the **Edit *Role Name* Settings** dialog box, if it's not already open. (See [“Editing a role’s settings” on page 235](#).)
2. Click the **Styles and Fonts** category on the left side of the dialog box.
3. From the **Style support** pop-up menu, select **Document-level CSS**.
4. Select the following options:

Allow users to apply styles

Include CSS styles in the Style menu

Show only CSS styles included in the CSS file

5. Click **Choose**.

The **Choose File on Website** dialog box shows all folders and files under the website’s root.

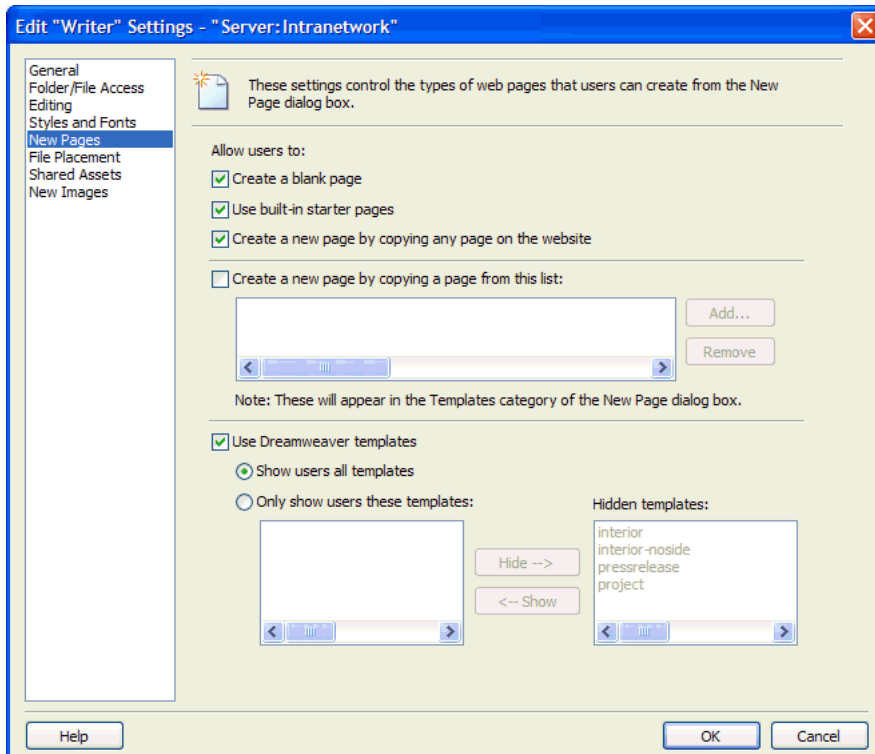
6. Navigate to the CSS style sheet whose styles you want to let users access from the Styles menu.
7. Select the CSS style sheet, and then click **OK**.
8. Select another role settings category to modify, or click **OK** to apply your changes.

Settings for new web pages

The New Pages category in the **Edit Role Name Settings** dialog box lets you specify whether users can create new, blank pages or create duplicate pages by copying the current page. You can also define which Dreamweaver templates users are able to see and use.

To set the new pages options for a website:

1. Open the **Edit Role Name Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **New Pages** category on the left side of the dialog box.



3. Change options as necessary.

Contribute lets you control the types of new pages that users can create, and it lets you specify templates for creating new pages.

When specifying the new page types that users are able to create, carefully consider the look and feel of the website. In many cases, it may be best to constrain users either to use copies of existing pages or to use only Dreamweaver templates, if they are available.

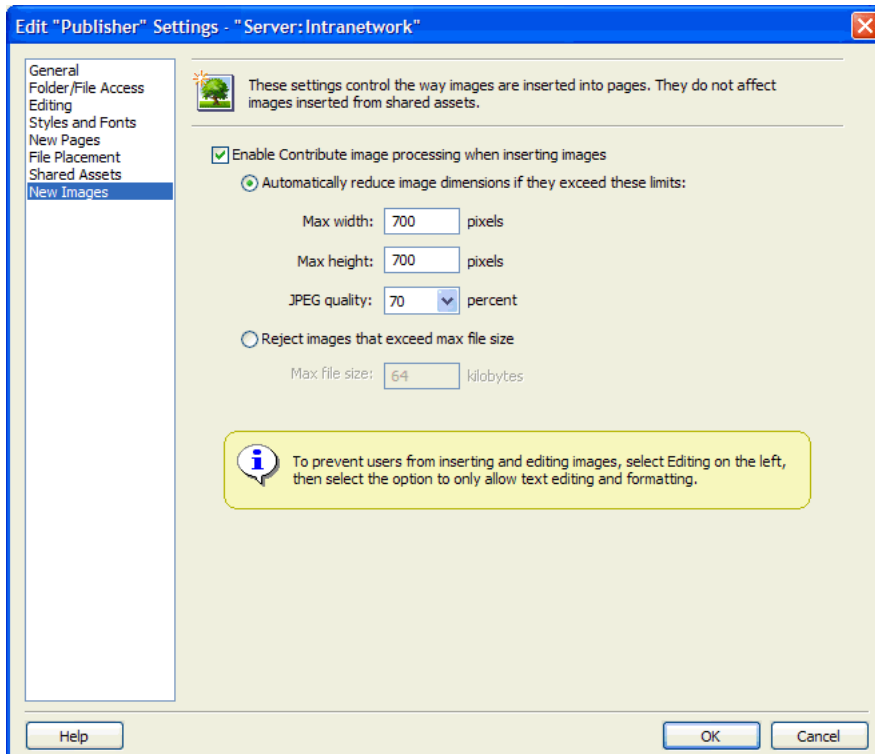
4. Select another role settings category to modify, or click **OK** to apply your changes.

Setting options for new images

You can use the New Images category of the Role dialog box to specify whether users can import images, specify whether users can edit images, limit the maximum file size of an image a user can add to a page, and reduce images larger than a size you specify.

To set the new images options for a website:

1. Open the **Edit *Role Name* Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **New Images** category on the left side of the dialog box.



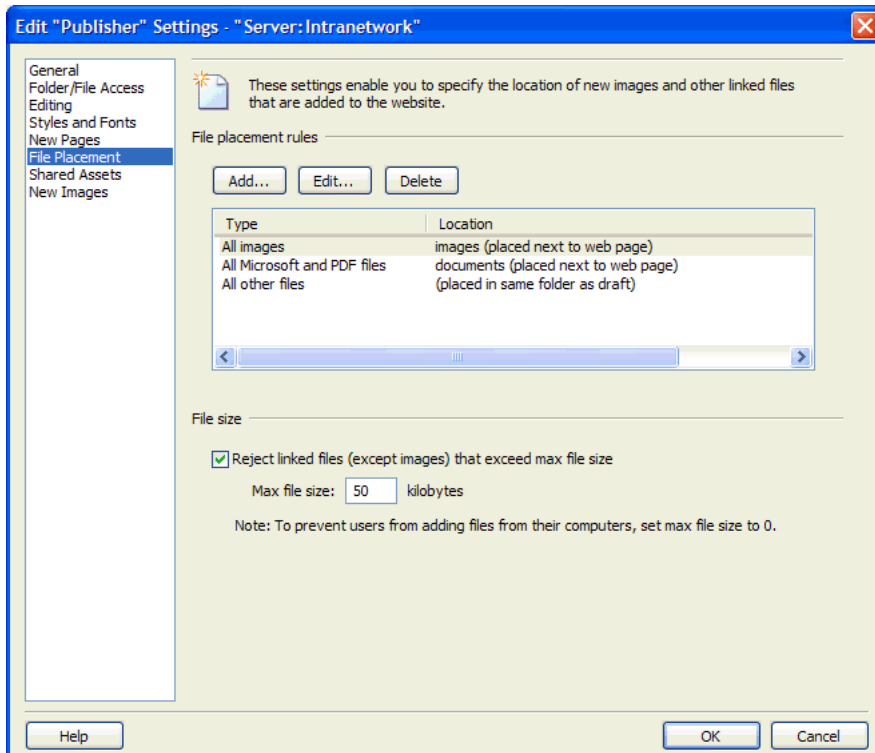
3. Specify the options Contribute will use to restrict the adding of images to a page.
4. Select another role settings category to modify, or click **OK** to apply your changes.

Setting options for file placement

Contribute lets you specify what folders into which you can copy different file types. The file types include images, linked documents (such as Microsoft Office documents and Adobe Acrobat PDF files), and Macromedia Flash content. By default, Contribute places these files relative to the web page that they are linked to.

To set the file placement options for a website:

1. Open the **Edit *Role Name* Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))
2. Click the **File Placement** category on the left side of the dialog box.

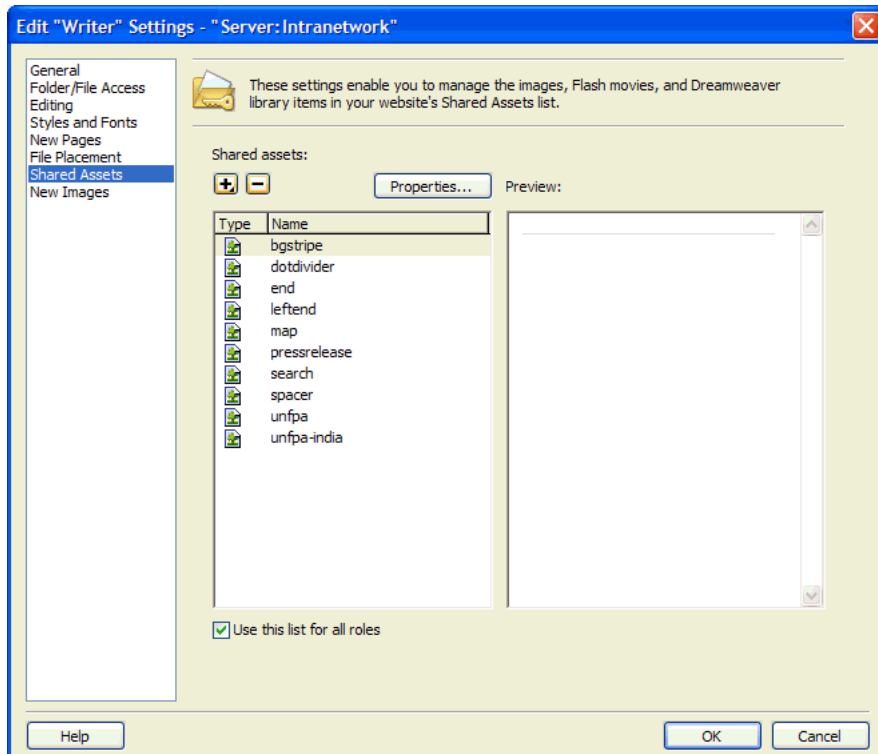


3. Specify the rules Contribute will use to place files as necessary.
4. Select another role settings category to modify, or click **OK** to apply your changes.

Setting options for shared assets

Contribute lets users add images, Macromedia Flash content, or Macromedia Dreamweaver library items to your website from a list of shared assets. The website administrator can make shared assets available to users by adding assets to the list so that they are available to most or all users. Then users can simply insert assets from the list as they need them.

For more information, see “Inserting shared assets into a web page” on page 100.



You can modify your Shared Assets list as follows:

- Add image files, Flash content, and Dreamweaver library items to your list of shared assets.
The assets you add to your Shared Assets list must already be on the server; Contribute does not upload the files for you. You can use Contribute to browse to files and then add them to a central list for users.
- Remove shared assets from your list.
You can remove shared assets from individual lists for specific roles or from one list that applies to the entire website.
- Change shared asset properties.
Properties include the name used to refer to the asset, alternate text for images, and the editing attribute for Dreamweaver Library items.

You create one Shared Assets list for all roles in your website, or you customize these lists for each role.

Tip: If different roles are restricted to different shared assets, it's a good idea to add all shared assets for the website at once and then modify the list for each role. It's more efficient to add the shared assets once and delete as necessary than to add the same assets several times.

To add shared assets, delete shared assets, or modify shared asset properties for an entire website or for a specific role:

1. Open the **Edit Role Name Settings** dialog box, if it's not already open. (See [“Editing a role's settings” on page 235.](#))

Note: If you're making changes that apply to all roles associated with the website, it doesn't matter which role you select.

2. Select **Shared Assets** from the list on the left.

The Shared Assets settings appear.

Tip: If you already have shared assets in your list, they are sorted by type alphabetically. To view the list alphabetically, click the **Name** heading at the top of that column.

3. Do one of the following:

- To add a shared asset, click the **Add** button, and then select **Image**, **Library Item**, or **Flash**.

In the Choose dialog box, double-click the website root showing in the pane to view folders in the website. Browse to and select the file you want to add, and then click **Select**. Change or confirm the shared asset properties, and then click **OK**.

Tip: You can Shift-click to select multiple assets.

The asset appears in the Shared Assets list.

- To delete a shared asset, select an asset in the pane, and then click the **Remove** button.

If a warning appears, click **Yes** to continue.

The asset disappears from the Shared Assets list. If the **Use this list for all roles** option is selected, the asset disappears from the Shared Assets lists for all roles in the website.

- To view or change shared asset properties, select an asset in the pane; then click the **Properties** button.

In the Shared Asset Properties dialog box, make changes as necessary, and then click **OK**.

Properties include the name used to refer to the asset, alternate text for images, and the editing attribute for Dreamweaver Library items. The editing attribute determines whether the library item is locked, so that it *cannot* be edited, or unlocked, so that it *can* be edited, when it is added by users.

4. Do one of the following:

- If you want your changes to apply to all roles associated with the website, make sure **Use this list for all roles** is selected.
- If you want your changes to apply to the role you selected in the Define Roles dialog box only, deselect **Use this list for all roles**.

Note: This option applies to the entire list of shared assets showing in the pane. It is *not* specific to any shared assets that might be selected in the pane.

5. Click **OK**.

Managing drafts sent for review

As an administrator, you can view and change the status of drafts that are currently in the draft review process for your website. You can change owners for a draft that has been sent for review, and you can also remove any draft from the draft review process.

Note: For more information about the draft review process, see [“Understanding the draft review process” on page 39](#).

To view drafts in the drafts review process:

1. Select **Edit > Administer Websites > Manage Sent Drafts**.

The Manage Sent Drafts dialog box appears.

2. Do any of the following:

- To view a draft, select the draft, and then click **View Draft**.
- To transfer ownership of a draft to another person, select the draft, and then click **Change Owner**.
- To remove a draft from the draft review process, select the draft, and then click **Undo Checkout**.

3. Click **Close** when you are finished.

CHAPTER 16

Troubleshooting

This chapter documents common problems that you may encounter as a Macromedia Contribute user and provides potential solutions.

This chapter contains the following sections:

- “Problems installing Contribute” on page 251
- “Problems starting Contribute” on page 252
- “Problems creating a connection” on page 253
- “Problems editing a page” on page 255
- “Problems canceling pages” on page 257
- “Problems sending reviews using e-mail” on page 258
- “Problems publishing a page” on page 258
- “Problems creating new documents from templates” on page 259
- “Problems administering Contribute” on page 259
- “Using Contribute with dynamic pages” on page 264

Problems installing Contribute

Contribute is designed to function properly when it is installed on the Windows platform. The following common errors can cause problems when installing the Contribute software:

- Entering an invalid serial number
- Entering the serial number incorrectly
- Installing Contribute on a system that has restricted user permissions

If you encounter problems installing Contribute, verify that you are entering a valid and correct product activation serial number and that the system on which you are installing the software has proper network and disk access for your user account.

Problems starting Contribute

The following sections describe problems you might encounter when starting Contribute:

- [“Startup is slow or the application appears to freeze” on page 252](#)
- [“The Connection Failure dialog box appears when Contribute is connected to the network” on page 252](#)
- [“Contribute doesn’t detect that it is disconnected from the network” on page 252](#)
- [“The Dial-up dialog box appears when Contribute is connected to the network” on page 253](#)
- [“Contribute reports that the user is not in a valid role” on page 253](#)

Startup is slow or the application appears to freeze

When you start Contribute, it opens a connection to each website defined in the My Connections dialog box. If you have many Contribute websites defined, the application may be slow and unresponsive at first. To alleviate this problem, consider disabling websites that you don’t update on a frequent basis. You can easily enable websites when you need to update them.

For more information, see the following sections:

- [“Disabling website connections” on page 227](#)
- [“Enabling a website connection” on page 228](#)
- [“Improving application performance by disabling websites” on page 262](#)

The Connection Failure dialog box appears when Contribute is connected to the network

Occasionally, the Connection Failure dialog box appears even though you have an active network connection. This sometimes occurs when Contribute is installed on a computer with other applications that regularly access the network.

Click **OK** to close the Connection Failure dialog box. If the Connection Failure dialog box continues to appear, verify that your computer is indeed connected to the network, or, if you are using a dial-up connection, that you have successfully established a dial-up connection.

Contribute doesn’t detect that it is disconnected from the network

In some instances, Contribute may be unaware that the network connection is either disconnected or otherwise unavailable. If this occurs, Contribute attempts to connect to the first of your website connections. If it fails and there are more websites to connect to, Contribute displays a dialog box that asks whether you want to continue trying to connect to your remaining websites. If you click **Yes**, Contribute displays the same dialog for each website (provided you click **Yes** each time). If you click **No**, Contribute disables the remaining websites.

Even if you click **Yes**, Contribute disables the website if it is unable to connect to it. When this occurs, Contribute does not display the Working Offline page, but instead lists each website as *disabled*. If you want to work offline, select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh). If you want to connect to your websites, verify that your computer is connected to the network and that the network is operational.

The Dial-up dialog box appears when Contribute is connected to the network

By default, the Microsoft Internet Explorer web browser is configured to automatically dial a network connection if a connection is not present. In some instances, when Contribute is started, this can cause Contribute to attempt to dial the network connection.

To prevent this from occurring, you can update the Internet Explorer connection settings to never dial up a network connection.

To disable dial-up networking in Internet Explorer:

1. Start Internet Explorer if it is not already running.
2. Select **Tools > Internet Options**.
The **Internet Options** dialog box appears.
3. Click the **Connections** tab.
4. Select either **Never dial a connection** or **Dial whenever a network connection is not present** under **Dial-up settings**.
5. Click **Apply**.
6. Click **OK**.

Contribute reports that the user is not in a valid role

If the user's role is deleted or changed by the administrator, or if the user created the connection, he or she can start the Connection Wizard (Windows) or Connection Assistant (Macintosh) to create a new connection, and then select a valid role. If the user imported a changed connection key, the administrator can send the user a new connection key containing a valid role to import.

For more information, see [“Sending connections for non-managed websites” on page 219](#).

Problems creating a connection

The following sections describe problems you may encounter when creating a connection with Contribute:

- [“Can't view the My Connections dialog box” on page 253](#)
- [“Can't move to the next screen in the Connection Wizard” on page 254](#)
- [“Connection Wizard can't locate the remote folder” on page 254](#)
- [“LAN connection can't locate the remote folder” on page 254](#)
- [“FTP dialog box fails to accept your user name and password” on page 255](#)

Can't view the My Connections dialog box

If you cannot view the My Connections dialog box, or edit your connections, Contribute may be in offline mode. Click the **Work Online** button to connect to your server.

Can't move to the next screen in the Connection Wizard

If you cannot navigate to the next screen of the Connection Wizard (Windows) or Connection Assistant (Macintosh), you may have entered the connection information incorrectly. Verify that you have entered the correct website address, server name, user name, password, and network path. If these items are correct, verify that the website is online using your computer's web browser.

Connection Wizard can't locate the remote folder

When you enter FTP or SFTP connection information into Contribute, the Connection Wizard verifies that the FTP folder is the same folder that contains your website's files. If these folder paths don't match, Contribute cannot write to the page displayed by your browser. For this reason, your FTP folder must have proper read/write access.

On UNIX servers, such as Apache, public-read bit is set for files and public-execute bit is set for web directories.

To ensure that the website and FTP folder are the same, Contribute uploads a temporary file using the FTP host information you provide. The Connection Wizard uses the website's address to "guess" the FTP path. Contribute then attempts to read the temporary file through HTTP using the web address you provided. If Contribute succeeds in locating the temporary file, the paths match, and the Connection Wizard creates the connection.

If the paths don't match, the Connection Wizard prompts you for the correct FTP path, because Contribute was unable to guess the path.

To ensure that you are entering the correct FTP path, use the Connection Wizard's Browse button to locate and select the FTP folder. If the path to the folder is correct, ensure that the folder has the proper read/write permissions for the user. If you are creating an anonymous FTP account, the server must be configured to support delete, rename, and overwrite privileges for the anonymous user.

To learn how to check your server's FTP and folder permissions, refer to the documentation supplied with your server operating system.

If you want to give specific permission groups access to subfolders of a read-only FTP root, you can do one of the following:

- Write-enable the root folder.
- Create a unique connection for each subfolder in the root folder, and write-enable these subfolders.

LAN connection can't locate the remote folder

If the local area network (LAN) can't locate the remote folder containing your web pages, consider the following solutions:

- The remote folder must be set to *shared* to be visible to the network and any clients attempting to connect to it.
- The folder must have proper read, write, delete, overwrite, and change permissions.

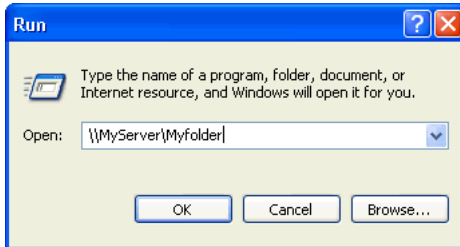
To check whether a folder is visible to your local area network:

1. Select **Start > Run** from the Windows Start menu.

The Run dialog box appears.

2. Enter the network path to the folder in the **Open** text box, and click **OK**.

For example, enter `\\MyServer\MyFolder`.



3. Verify that the folder is visible to the network and that you have proper file access permissions.

FTP dialog box fails to accept your user name and password

Ensure that you are entering the correct user name and password for the specified FTP or SFTP server. The FTP user name and password may be different from your computer's login information.

Note: If you enter a user name and password many times without successfully logging in to the server, the FTP server may be configured to reject all future attempts. If this appears to be the case, you may need to exit the application and attempt to log in again or contact your administrator to unlock the account if it has been locked.

Problems editing a page

The following sections describe problems you may encounter when editing a page:

- [“Edit Page button is not visible” on page 255](#)
- [“Edit button is disabled” on page 256](#)
- [“Clicking the Edit button displays an error message” on page 256](#)
- [“Clicking Edit Page displays a different page” on page 257](#)

Edit Page button is not visible

If the Edit Page button is not visible for a page you browse to, ensure that you have a connection to that website, and that you have permission to edit the displayed page. For more information, see the following sections:

- [“Creating a Contribute website connection” on page 205](#)
- [“Setting folder and file access settings” on page 239](#)

If the website has alternate web addresses (for example, you are browsing to the page using an IP address instead of the website's DNS name), you may need to configure Contribute to recognize these addresses. For more information, see [“Specifying alternate website addresses” on page 217](#).

You might be experiencing a network or server abnormality. Try refreshing the page or using the Back and Forward buttons to navigate to the page a second time.

Edit button is disabled

There are several reasons why the Edit button may be disabled for a certain page:

- When you browse to a page, Contribute checks whether you have permission to edit that page in the website. Depending on network traffic and server response, this can take a few moments (during this time, the Edit Page button is dimmed).
- The page may be locked for editing by another user. Contribute should display a message that the file is locked and provide the contact information for the user who is editing the file.

In some instances, you may need to remove a lock file to allow access to the page. For more information, see [“You need to override a file checkout” on page 263](#).

- The user may not have write permission to either the server, the folder containing the web page, or the page. To learn how to check the server’s folder permissions, see the documentation supplied with the server operating system.
- The specified URL may point to a directory listing, and not to a specific page. Click a page to display it, and navigate to the page you want to edit.
- When you go to a website, Contribute will list the directory’s contents if there is no index file. Click a page to display it, and navigate to the page you want to edit.
- The file type may not be editable by Contribute.
- The page may not exist because it has been deleted or because the user entered the wrong page filename.
- The path to the file may exceed the system’s maximum character length.
- The correct Contribute Startup password was not entered.
- On the Macintosh, the server volume is not mounted on the computer desktop.

Clicking the Edit button displays an error message

The user may not have proper read/write permissions on the server to edit the page, or the shared settings file may be corrupt or changed.

To learn how to check the server’s folder permissions, refer to the documentation supplied with the server operating system.

If the server’s read/write permissions are properly set, you may have a corrupt shared settings file. If this is the case, you must delete the shared settings file from the web server and create a new shared settings file.

To delete the shared settings file:

1. Connect to the server, either by mounting it on your desktop (Macintosh) or by logging in to it (using an FTP client, telnet, SSH, or similar software).

Note: You can't perform this procedure from within a web browser.

2. On the server, open the root folder of your Contribute website, and then open the `_mm` folder that's inside the root folder.

A typical Windows directory path for the `_mm` folder might be:

`\\myServer\wwwroot\mySite\_mm`

A typical UNIX directory path for the `_mm` folder might be:

`/myServer/webServer/mySite/_mm`

The shared settings file is an XML file (named `contribute.xml`) stored in the `_mm` folder.

3. Delete the shared settings file.
4. Using Contribute, select **Edit > Administer Websites**, and then select the website whose shared settings file you deleted.

A dialog box appears informing you that the website has no administrator and asking whether you want to become the administrator for the website. Click **Yes** to become the website administrator.

5. You are asked to enter an administrator password.

Enter and confirm the new password, and click **OK**.

The Administer Websites dialog box appears.

6. Click **Done**, or proceed to administer the website.

Clicking Edit Page displays a different page

If you click the Edit Page button and Contribute displays a page other than the one you want, the index page file mapping may be incorrectly configured in the Administration settings in Contribute. For example, check the Index and URL mapping (**Administer Website > Sitewide Setting > Index and URL Mapping**). To learn more, see [“Web server index pages” on page 202](#).

Problems canceling pages

The following sections describe problems you may encounter when canceling pages in Contribute:

The Cancel button isn't visible when you are reviewing a draft, which means you may inadvertently be working offline. Select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh) to reconnect to the server.

Clicking the Cancel button reports an error if the web server is unavailable or if the user's permissions on the server are not correctly set. Ensure that the web server is online, and that the server's read/write permissions are properly set.

Problems sending reviews using e-mail

In some situations, Contribute might not be able to find or start your default e-mail application to create the e-mail review message.

Note: On the Macintosh, Contribute works with the following default e-mail applications: Mail, Eudora, and Entourage.

If Contribute cannot find or start your default e-mail application, you can create the e-mail message by clicking the **Click here** link in the message area under the toolbar. Copy the web address (URL) for the draft that appears in the browser window, and paste the address in an e-mail message to send to reviewers.

Problems publishing a page

The following sections describe problems you may encounter when publishing a page with Contribute:

Publish button isn't visible when you are reviewing a draft:

- You may be working offline. Select **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh) to reconnect to the server.
- Your assigned role may not have publish permission. Confirm with the Contribute administrator if the role to which you are assigned has publishing permission.

Clicking the Publish button reports errors for a certain page and might have one of the following reasons:

- The server may be offline or otherwise unavailable.
Ensure that the web server is running by browsing to the website using your computer's web browser.
- The user's permissions to either the server itself, the folder containing the web page, or the specific page may have changed.
Ensure that the user has the correct file and folder access permissions. To learn how to check the server's file and folder permissions, refer to the documentation supplied with the server operating system.
- The folder containing the page that the user wants to publish to may have been deleted, or does not exist.
Save the page to another folder in the website, or create an appropriate folder for the page.
- Another user may have locked the page. This can occur if a user with Dreamweaver MX accesses the file and resets the lock file.
Check whether another user has the file checked out, or whether the lock file is invalid and needs to be forcibly removed. If you need to remove the lock file, see ["You need to override a file checkout" on page 263](#).

Problems creating new documents from templates

The following sections describe problems you may encounter when creating new pages from templates with Contribute:

- [“Page templates don’t appear in Contribute” on page 259](#)
- [“A new page has broken images or other missing elements” on page 259](#)

Page templates don’t appear in Contribute

If your web page templates don’t show up in Contribute, click the **Refresh Templates** button in the New Page dialog box to download templates. If this fails to fix the problem:

- Ensure that they have been properly downloaded from the server. Sometimes the person downloading the templates clicks Cancel partway through the downloading process, canceling the entire file download.
- The permission group the user belongs to may have restricted template access. For more information, see [“Settings for new web pages” on page 245](#).
- Make sure the template file name contains the .dwt file extension.
- Make sure that all the templates for the website reside in the Templates directory in the site root folder.

A new page has broken images or other missing elements

If a user creates a new page from a template that has images or other dependent files, and the links to those files appear broken, it may be that the user doesn’t have access to the directory storing those files. To correct this:

- Ensure that the user has read access to any folders containing images or other referenced page elements (such as Macromedia Flash movies).
- Check that the template doesn’t contain broken links or invalid syntax.
- Check that the any file upload quotas set on the server have not been exceeded.
- Verify that the server’s disk is not full.

Problems administering Contribute

The following sections describe problems you may encounter when administering Contribute:

- [“The Administer Websites menu is deactivated” on page 260](#)
- [“You forgot the administrator role password” on page 260](#)
- [“Contribute freezes when sending a connection key” on page 261](#)
- [“A web page is inadvertently deleted” on page 261](#)
- [“Users don’t see enough rollback copies of pages” on page 261](#)
- [“Improving application performance by disabling websites” on page 262](#)
- [“You need to remove a single user from a role” on page 262](#)
- [“You need to override a file checkout” on page 263](#)

The Administer Websites menu is deactivated

If the Administer Websites menu is deactivated, ensure that Contribute is working online by selecting **File > Work Offline** (Windows) or **Contribute > Work Offline** (Macintosh).

If websites within the Administer Websites pop-up menu are deactivated, they might be disabled. For more information, see [“Enabling a website connection” on page 228](#).

You forgot the administrator role password

If you forget the password assigned to the Contribute administrator role, you can reset the password by deleting the shared settings file from the website and creating a new shared settings file.

Note: If you delete the shared settings file, all the roles you have previously created are lost; you must set up those permissions again.

To delete the shared settings file:

1. Connect to the server, either by mounting it on your desktop or by logging in to it (using an FTP client, telnet, SSH, or similar software).

Note: You can't perform this procedure from within a web browser.

2. On the server, open the root folder of your Contribute website, and then open the `_mm` folder that's inside the root folder.

A typical Windows directory path for the `_mm` folder might be:

```
\\myServer\wwwroot\mySite\_mm
```

A typical UNIX directory path for the `_mm` folder might be:

```
/<path_to_the_web_server_doc_root/mySite/_mm/
```

The shared settings file is an XML file (labeled `contribute.xml`) in the `_mm` folder.

3. Delete the shared settings file.
4. Using Contribute, select **Edit > My Connection** (Windows) or **Contribute > My Connection** (Macintosh), select the website whose shared settings file you deleted, and click **Edit**.
5. Re-establish a connection to the site.
6. When you re-define the website connection, select **Edit > Administer Websites** (Windows) or **Contribute > Administer Websites** (Macintosh) and administer the website to which you are connected.

Contribute will prompt you to become the administrator of the website.

7. Select **Set Administrator Password** to become the administrator for the site, and reset the administrator password.

Contribute freezes when sending a connection key

If you use a web-based e-mail account (such as Hotmail or Yahoo!) or an e-mail application that Contribute is unable to recognize, the Export Connection Wizard (Windows) or Export Connection Assistant (Macintosh) freezes when you try to automatically attach and send the connection key by e-mail.

To prevent this, save the connection key to your local computer and manually attach it to an e-mail message that you create using your e-mail application.

A web page is inadvertently deleted

If a user inadvertently deletes a web page from the web server, you can recreate the page from the rollback copies maintained on the web server. To do this, rollbacks must be enabled, and the option to delete all rollback copies of a page must not be selected. To learn more about page rollbacks, see [“Enabling and disabling rollbacks” on page 214](#).

To replace a deleted web page:

1. Browse to the deleted page using Contribute.

To do this, you can either enter the URL of the page or click a link on an existing page that links to the deleted page. When you do this, the web server responds with an HTTP 404 error (page not found).

Note: Some web servers are configured so that they redirect you to the website’s home page or a customized error page if a “file not found” error is encountered. If this happens, you can manually copy the page from the _baks directory located at the root of the Contribute website.

2. Select **File > Roll Back to Previous Version**.

The Roll Back Page dialog box appears.

3. Select a previous version of the published page from the list of available pages.

Note: The list of previously published pages displays as many as 99 of the previous versions of the page.

Contribute displays the page in the **Preview** section.

4. Click the **Roll Back** button if the page you selected is the one you want to publish. If it is not the one you want to publish, select another page from the list, and then click **Roll Back**.

Contribute replaces the currently published version of the page with the previously published version that you selected. The version you selected becomes the current version on the website.

Note: The page you replace with the selected rollback page appears in the Roll Back Page dialog box the next time you open the dialog box. You can roll back to that version if you need to.

Users don’t see enough rollback copies of pages

If users complain that they don’t see enough rollback copies of pages to revert to, consider increasing the number of rollback files that Contribute maintains.

For more information, see [“Enabling and disabling rollbacks” on page 214](#).

Improving application performance by disabling websites

Under certain conditions, you might want to disable a Contribute website. This prevents Contribute from accessing that website, and potentially hindering the application's performance. You might want to disable a website for any of the following reasons:

- The Contribute application has several websites defined, but only one or two websites are updated regularly.

When you start Contribute, it establishes a connection to each website connection you have defined and maintains an open and active connection during the time the application is running. If you have many websites defined (for example, six or more) but are actively working with only one or two, you may improve application performance by disabling the other websites.

- You're using a dial-up network that authenticates open connections and disables them after a specified time period.

Many corporate networks terminate connections that remain inactive for extended periods of time. If you have Contribute websites defined that you are not actively working with, you may need to disable these websites to avoid *website unavailable* errors.

- The website is offline.

If a Contribute website is offline or otherwise unavailable, you may improve performance by disabling the website. When Contribute encounters a website that is unavailable, it displays the error message: "The server *serverName* is not responding. Contact your system administrator."

You can retry the connection by clicking the Retry Connection button in the browser toolbar.

- The user's permission group has been removed.

If a user was a member of a permission group that has been removed, Contribute reports an error when it attempts to load the website.

- You are attempting to connect to websites outside of their firewalls, so some websites connect and others do not.

For more information, see ["Disabling website connections" on page 227](#).

You need to remove a single user from a role

If you are using Contribute Publishing Services to manage users, you can remove an individual user from a role or you can reassign that user to a different role.

To learn more, see ["Removing users from sites managed by Publishing Services" on page 224](#).

If you are not using Contribute Publishing Services to manage users, Contribute does not support the removal of a single user from a role. If you need to remove a single user from a role, do the following:

- Delete that user's connection from their personal copy of Contribute. As an added measure, your organization's network authentication can be configured to prevent the user from having read/write access to the website.
- Rename the role and redistribute it to the users you want to include, and then delete the old role.

To learn more, see [“Creating Contribute roles” on page 233](#).

You need to override a file checkout

If a user has a page open for editing, Contribute creates a lock file (identified by a .lck extension) that prevents other users from editing that page. In the following instances, you may need to delete a lock file to allow another user to edit such a page:

- A user who no longer works for your organization has left a file in a locked state on the server.
- A web administrator or other web professional has locked (checked out) the page using Dreamweaver MX and has left the page in a locked state.
- A system error or other anomaly is preventing a user from checking in a page that they no longer want to edit.

Before overriding a checked out page in Contribute, ensure that the person who last worked with the page really is finished working with it and cannot unlock the page using Contribute or Dreamweaver.

To delete a lock file:

1. Using Contribute, browse to the page you want to unlock.
2. At the end of the page’s URL, append the .lck extension to the filename in the Contribute browser such as `www.mysite.com/index.htm.lck`.
3. Contribute displays the File Placeholder Page.

The File Placeholder Page appears when Contribute encounters a file type that it can’t open. Because the Contribute lock file is of a special type, Contribute cannot display it.

4. Select **File > Delete Page**.

Note: This menu item is disabled if you do not have permission to delete pages from your website. If this is the case, you must enable file deletion for the user’s permission group. For more information, see [“Setting folder and file access settings” on page 239](#).

An alert asks whether you are certain that you want to delete the file.

5. Click **Yes** to confirm that you want to delete the file.

Another alert appears, warning that you are deleting a special file and asking if you want to proceed.

6. Click **Yes** to confirm that you want to delete the file.

Contribute deletes the lock file and displays the last page you viewed.

Using Contribute with dynamic pages

Contribute is designed to edit HTML content on your website. It is not, however, designed to edit dynamic content stored in a database or to add or edit dynamic tags. Contribute works around your dynamic document code, and provides tools to protect those parts of your web pages and your website that should not be edited by Contribute users.

The Contribute browser is a full-featured web browser that lets users view dynamic pages, enter data into forms, and submit those forms.

Contribute also supports new pages and templates that include dynamic elements. For example, you can create a template that includes ColdFusion tags for initialization, includes, counters, and dynamic data elements. Users can also copy existing dynamic pages. In either case, as the Contribute website administrator, you must ensure that your website's code is protected.

Preventing users from editing dynamic pages

To prevent Contribute users from editing dynamic elements on pages, consider the following precautions:

- Restrict editing to specific folders.

Using the Contribute permission groups, you can limit folder access. For example, if your website includes a dynamic job-listings page, put the page in its own folder and exclude the folder from the list of editable folders in the website. When a Contribute user browses to the folder, the Edit Page button is disabled.

- Lock pages you want to protect by using the server's file-access tools.

Set the file permissions for dynamic pages to read-only. When Contribute users view a dynamic page and click **Edit Page**, they see a message stating that the page is read-only and is not editable.

- Select **Protect scripts and forms** in the Contribute administration settings.

Editing static content in dynamic pages

You can allow users to edit static content within dynamic pages and protect only the dynamic portions of the page.

Contribute users cannot edit source code, nor can they edit anything outside the `<body>` and `<title>` tags of a page. This protects initialization scripts and include files from being edited. To protect dynamic elements in the body of your page, consider the following precautions:

- Use templates to block off dynamic parts of your page. For example, if you have a page that incorporates dynamically generated content (such as `CFL00P` in ColdFusion or repeating ASP), you can make that page into a template, ensure that those regions of the template are locked, and create an instance of the template. Contribute users can edit only within the specified regions.

You may not want users to create new pages from these templates, or copy those pages. To learn how to restrict users from creating new pages from your templates or copying those pages, see [“Settings for new web pages” on page 245](#).

- By default, Contribute is set to allow unrestricted editing of non-template pages and to protect scripts and forms from being edited. If you deselect the option that protects forms and scripts, users can modify code embedded in your pages, such as `SCRIPT` tags, server-side includes, ASP, JSP, ColdFusion, and PHP. This option also protects any tag with a nontext character in the tag name, such as `ASP:MyTag`. However, Contribute may not be able to recognize and protect custom tags, such as `myCustomTag`, and the data elements between ColdFusion `CFOUTPUT` tags such as `#. . .#`.

Users are able to edit plain HTML enclosed in conditional tags (such as the content between `CFIF` and `CFELSE`), and other HTML container tags such as `CFOUTPUT`).

For more information, see [“Setting page-editing and paragraph settings” on page 242](#).

- Limit editing to text-only. Select this option in the Editing category of the Edit *Role Name* settings dialog box to limit users to only editing and formatting text. For any page not protected by a template, users can edit only text and common text formatting tags (such as `b`, `font`, `span`, and so on.). No other tags can be selected or deleted. However, HTML content between tags may be editable.

For more information, see [“Setting page-editing and paragraph settings” on page 242](#).

PART III

Appendixes

This part contains the following appendixes:

[Appendix A, “Windows Keyboard Shortcuts,” on page 269](#)

[Appendix B, “Macintosh Keyboard Shortcuts,” on page 275](#)

APPENDIX A

Windows Keyboard Shortcuts

The following sections contain tables listing the Windows operating system keyboard shortcuts for Macromedia Contribute.

File menu

The following table lists the keyboard shortcuts for performing File menu actions in Contribute.

Action	Shortcut
Create a new 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

Edit menu

The following table lists the keyboard shortcuts for performing Edit menu actions in Contribute.

Action	Shortcut
Undo	Control+Z
Redo	Control+Y
Cut	Control+X
Copy	Control+C
Paste	Control+V
Paste as text	Control+Shift+V
Clear	Delete
Select all	Control+A
Find	Control+F

View menu

The following table lists the keyboard shortcuts for performing View menu actions in Contribute.

Action	Shortcut
Open or close sidebar	F4
Open Draft Console	Control+Shift+D
Open the browser	Control+Shift+B
Back	Alt+Left
Forward	Alt+Right
Refresh browser	F5
Select file on website	Control+Shift+O

Insert menu

The following table lists the keyboard shortcuts for performing Insert menu actions in Contribute.

Action	Shortcut
Insert an image from your computer	Control+Alt+I
Insert a table	Control+Alt+T
Insert a link to a web page	Control+Alt+L
Insert a section anchor	Control+Alt+A

Action	Shortcut
Add a line break	Shift+Enter
Add a non-breaking space	Control+Shift+Space

Format menu

The following table lists the keyboard shortcuts for performing Format menu actions in Contribute.

Action	Shortcut
Check spelling	F7
Make selected text bold	Control+B
Make selected text italic	Control+I
Underline selected text	Control+U
Set left alignment	Control+Alt+Shift+L
Set center alignment	Control+Alt+Shift+C
Set right alignment	Control+Alt+Shift+R
Set justified alignment	Control+Alt+Shift+J
Indent a paragraph	Control+Alt+]
Outdent a paragraph	Control+Alt+[
Add a keyword or description	Control+Alt+K
Set page properties	Control+J

Table menu

The following table lists the keyboard shortcuts for performing Table menu actions in Contribute.

Action	Shortcut
Select a table	Control+T
Insert a table	Control+Alt+T
Merge selected cells	Control+Alt+M
Split selected cell	Control+Alt+S
Insert a row	Control+M
Insert a column	Control+Shift+A
Show table properties	Control+Shift+T

Working in templates

The following table lists the keyboard shortcuts for navigating template regions.

Action	Shortcut
Move to the next editable region	Control+Alt+E
Move to the previous editable region	Control+Shift+Alt+E

Editing text

The following table lists the keyboard shortcuts for editing text in Contribute.

Action	Shortcut
Create a new 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
Indent paragraph	Control+Alt+]
Outdent paragraph	Control+Alt+[
Align left	Control+Shift+Alt+L
Align center	Control+Shift+Alt+C
Align right	Control+Shift+Alt+R

Working in tables

The following table lists the keyboard shortcuts for performing table actions in Contribute.

Action	Shortcut
Select cell (with insertion point inside the cell)	Control+A
Move to the next cell	Tab
Move to the previous cell	Shift+Tab
Insert a row (above current)	Control+M
Add a row at end of table	Tab in the last cell
Insert a column	Control+Shift+A
Merge selected table cells	Control+Alt+M
Split table cell	Control+Alt+S

Working with images

The following table lists the keyboard shortcuts for performing image actions in Contribute.

Action	Shortcut
Insert an image	Control+Alt+I
Change image properties	Double-click image

Getting help

The following table lists the keyboard shortcuts for accessing the online help system in Contribute.

Action	Shortcut
Open online help	F1
Open the Start Page	Alt+Home

APPENDIX B

Macintosh Keyboard Shortcuts

The following sections contain tables listing the Macintosh operating system keyboard shortcuts for Macromedia Contribute.

File menu

The following table lists the keyboard shortcuts for performing File menu actions in Contribute.

Action	Shortcut
Create a new page	Command+N
Open a file on your computer	Command+O
Close draft	Command+W
Edit page	Command+Shift+E
Send for review	Command+Shift+S
Publish	Command+Shift+P
Edit page source in external application	Command+Shift+E
Save without publishing	Command+S
Save for later	Command+Shift+L
Print	Command+P
Exit/Quit	Command+Q

Edit menu

The following table lists the keyboard shortcuts for performing Edit menu actions in Contribute.

Action	Shortcut
Undo	Command+Z
Redo	Command+Y
Cut	Command+X

Action	Shortcut
Copy	Command+C
Paste	Command+V
Paste as text	Command+Shift+V
Clear	Delete
Select all	Command+A
Find	Command+F

View menu

The following table lists the keyboard shortcuts for performing View menu actions in Contribute.

Action	Shortcut
Open the browser	Command+Shift+B
Open Draft Console	Command+Shift+D
Back	Option+Left
Forward	Option+Right
Refresh browser	Command+R
Choose file on website	Command+Shift+O

Insert menu

The following table lists the keyboard shortcuts for performing Insert menu actions in Contribute.

Action	Shortcut
Insert an image from your computer	Command+Option+I
Insert a table	Command+Option+T
Insert a link	Command+Option+L
Insert a section anchor	Command+Option+A
Add a line break	Shift+Return
Add a non-breaking space	Command+Shift+Space

Format menu

The following table lists the keyboard shortcuts for performing Format menu actions in Contribute.

Action	Shortcut
Make selected text bold	Command+B
Make selected text italic	Command+I
Underline selected text	Command+U
Set left alignment	Command+Option+Shift+L
Set center alignment	Command+Option+Shift+C
Set right alignment	Command+Option+Shift+R
Set justified alignment	Command+Option+Shift+J
Indent a paragraph	Command+Option+]
Outdent a paragraph	Command+Option+[
Add a keyword or description	Command+Option+K
Set page properties	Command+J

Table menu

The following table lists the keyboard shortcuts for performing Table menu actions in Contribute.

Action	Shortcut
Select table	Command+T
Insert a table	Command+Option+T
Merge selected cells	Command+Option+M
Split selected cell	Command+Option+S
Insert a row	Command+M
Insert a column	Command+Shift+A
Show table properties	Command+Shift+T

Help menu

The following table lists the keyboard shortcut for accessing the Contribute Start page.

Action	Shortcut
Open the Start Page	Option+Home

Working in templates

The following table lists the keyboard shortcuts for navigating template regions.

Action	Shortcut
Move to the next editable region	Command+Option+E
Move to the previous editable region	Command+Shift+Option+E

Editing text

The following table lists the keyboard shortcuts for editing text in Contribute.

Action	Shortcut
Create a new paragraph	Enter
Insert a line break 	Shift+Enter
Insert a space	Spacebar
Insert a non-breaking space	Command+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
Indent paragraph	Command+Option+]]
Outdent paragraph	Command+Option+[[
Align left	Command+Shift+Option+L
Align center	Command+Shift+Option+C
Align right	Command+Shift+Option+R

Working in tables

The following table lists the keyboard shortcuts for performing table actions in Contribute.

Action	Shortcut
Select cell (with insertion point inside the cell)	Command+A
Move to the next cell	Tab
Move to the previous cell	Shift+Tab
Insert a row (before current)	Command+M
Add a row at end of table	Tab in the last cell
Insert a column	Command+Shift+A
Merge selected table cells	Command+Option+M
Split table cell	Command+Option+S

Working with images

The following table lists the keyboard shortcuts for performing image actions in Contribute.

Action	Shortcut
Insert an image	Command+Option+I
Change image properties	Double-click image

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