Provided by
Garson Design Services

GARSON DESIGN SERVICES

707-428-1743
mail@garsondesign.com

Table of Contents

This document is available at: *www.garsondesign.com/help*

ADOBE CONTRIBUTE CS3
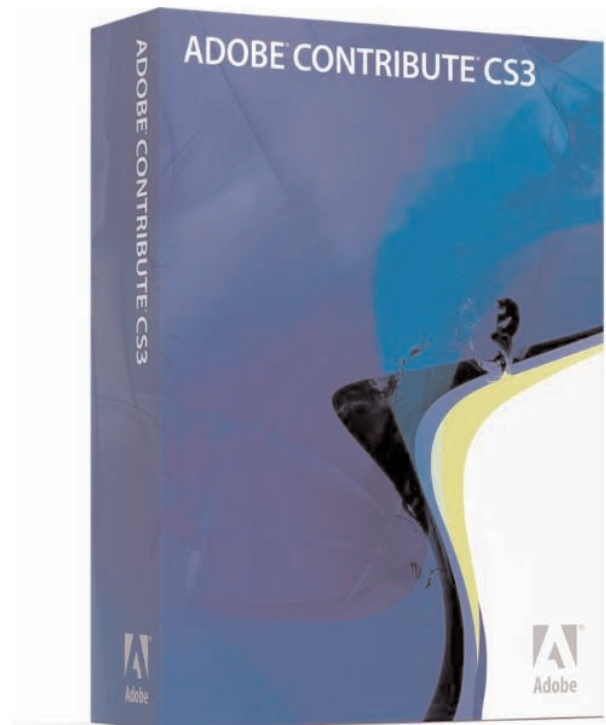
Adobe

Contribute CS3 Resources

http://www.adobe.com/support/documentation/en/contribute/

http://help.adobe.com/en_US/Contribute/4.1/

Why Contribute?

Adobe Contribute lets anyone in your organization edit your website with up-to-date content and information.
There is no easier way to keep your web content current and relevant.

Reasons for our Contribute recommendation:
• Using Contribute to make changes is nearly transparent, allowing you to focus on your website, instead of the program.
• Contribute can allow you to update and add content to your website as easily as editing a document in Microsoft Word.
• Simple three step process, quickly browse to the page that needs updating, edit it, click Publish, and it's done.
• Easily Secure: Password protected security that is easy to use.
• The content approval system enables people to collaborate on content. Users can easily send web pages to others for review before publishing live.
• Integrated image editing, crop, resize and make other edits within Contribute
• Offline mode allows you to update pages while offline, and upload them when you reconnect to the internet.
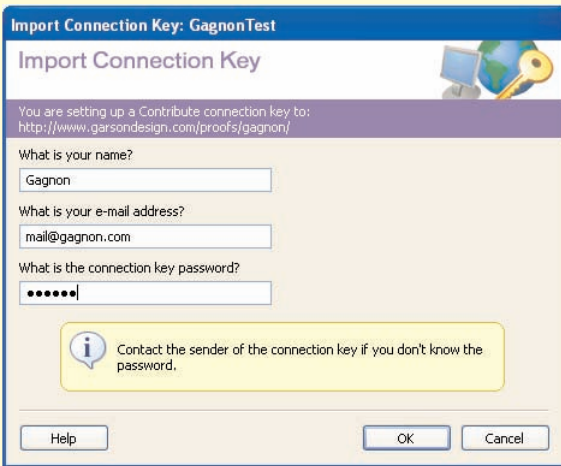

Start Connection Key • *Edit Page*

First time using **Contribute** on your computer, you will need to download the Contribute Connection Key file. It is available at *www.yourwebaddress.com/working*

1. Double click the **Contribute** Connection Key setup file (has a .stc extension)

2. **Contribute** will start, and present you with an "import connection key" dialog.

The connection password should have been emailed to you, if not you can get it by contacting:

Garson Design at (707) 428-1743 or

mail@garsondesign.com

Note: *on the PC, if you are using Windows XP you may get a message asking if you want to allow Contribute to access the internet. You should select "allow connection" so* **Contribute** *can talk to your website.*

3. **Contribute** should show you the homepage of your website, and you may navigate to the page(s) you want to update. Once you have gotten to the page you want to revise, select **"Edit Page"** Contribute will create a draft on your computer, and then you are able to make changes to the page.
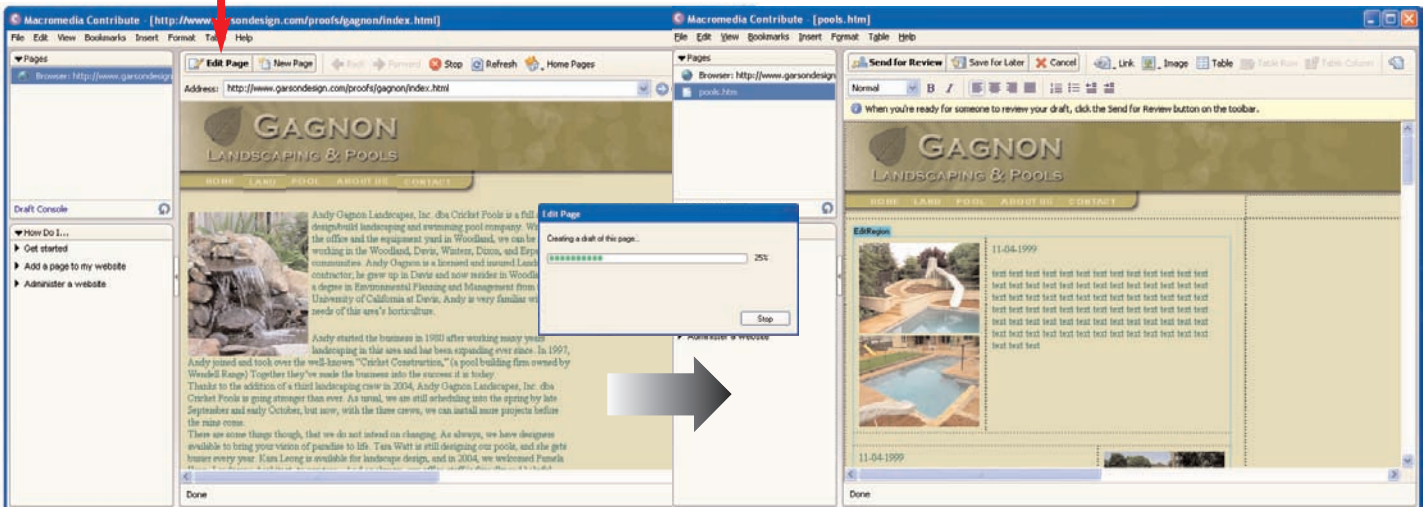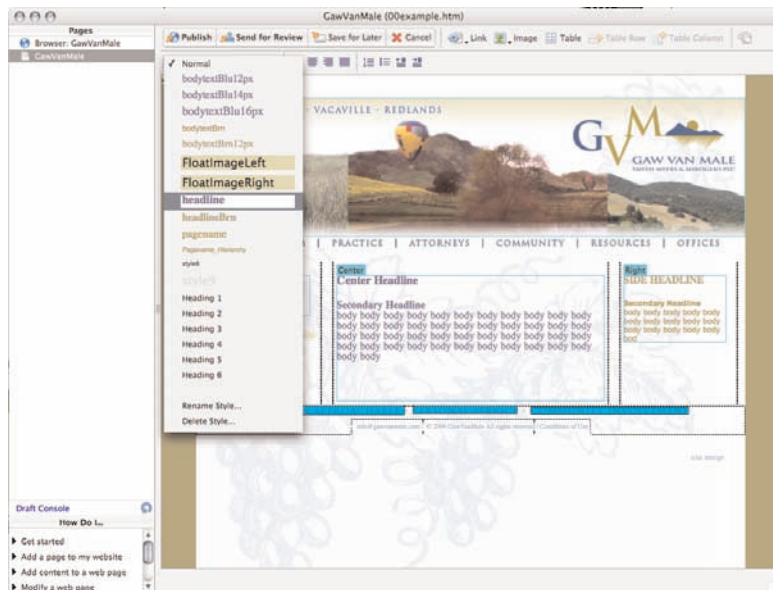
Text Editing

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1. From the edit window in Contribute*,
Type or copy-paste in the text you will be
working with.
*(*see page 1 for help getting to the editing
pane)*
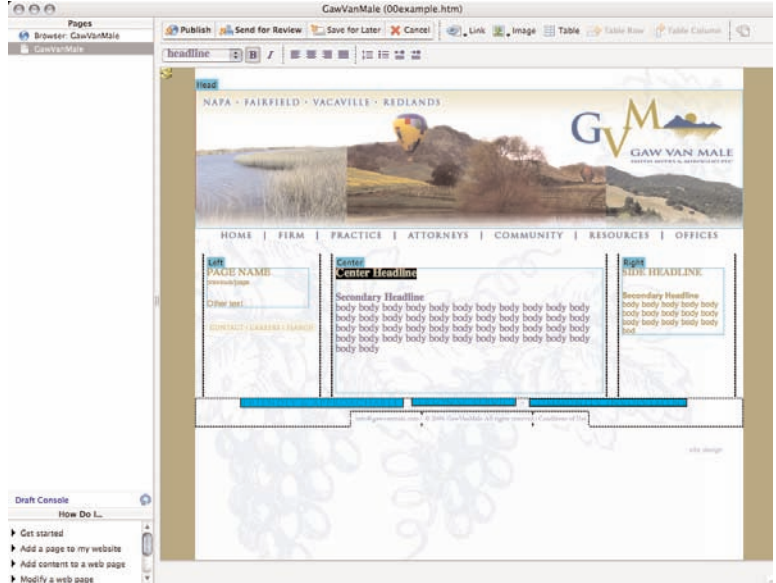
2. To apply a style;
a. Highlight the text you would like to edit
b. Select a style from the style menu
c. When you click, the selected style will
be applied to the text.

See the next page for style usage guide.

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FLYERS • ILLUSTRATION • LABELS • LOGOS • NEWSLETTERS • POSTCARDS • POSTERS • SIGNAGE • SLIDES • T-SHIRTS • WEBSITES • ZO MUCH MORE!

File: Andre/GDS/GDS_Forms/Web/Contribute/Contribute_Instrctns.qxd orig021405rev102208

Style Guide - General Pages

pagename
15 pixels
Times Italic
All CAPS
Color: 91884E

headline
16 pixels
Times Bold
Color: 514883

headlineBrn
14 pixels
Times Bold
Small-Caps
Color: 91884E

Note: For **BOLD**, click the B button next to style list.
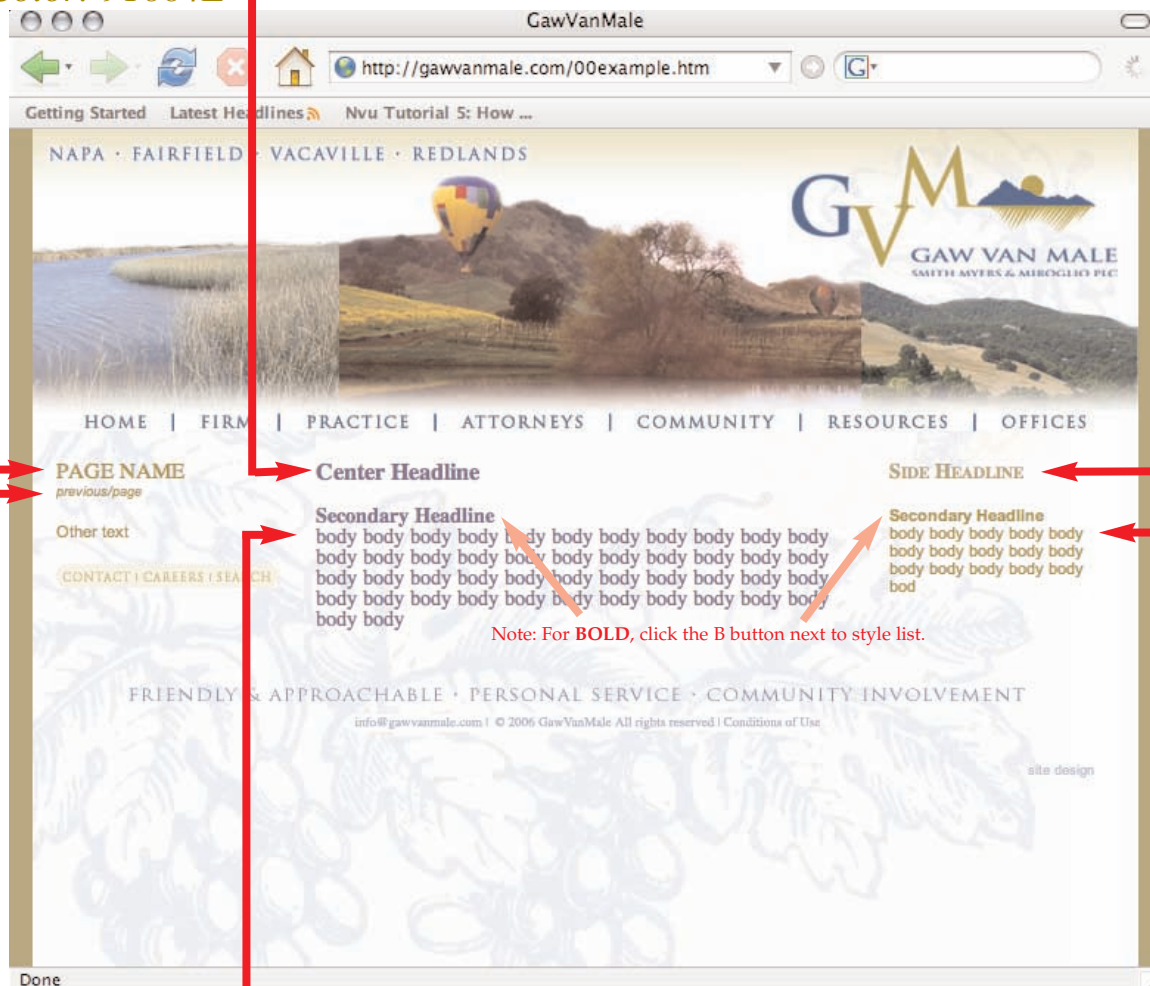
PAGENAME HIERARCHY
9 pixels
Veranda italic
Color: 91884E

bodytext12point
14 pixels
Times
Color: 514883
**Note: secondary
headline is same
style, with BOLD
applied**

bodytextBrn
11 pixels
Veranda
Color: 91884E
**Note: secondary
headline is same
style, with BOLD
applied**

Style Guide - Profile Pages

This document is available at: *www.garsondesign.com/help*

Attorney Photo
See Add Photo Guide
Delete placeholder photo and text before publishing

PAGENAME
15 pixels
Times Italic
All CAPS
Color: 91884E

bodytext12point
14 pixels
Times
Color: 514883

Formatting guide for profiles:
Titles: separate with bars " I "
No extra hard returns between items within a category
Extra hard return after last item in a category (to separate categories)
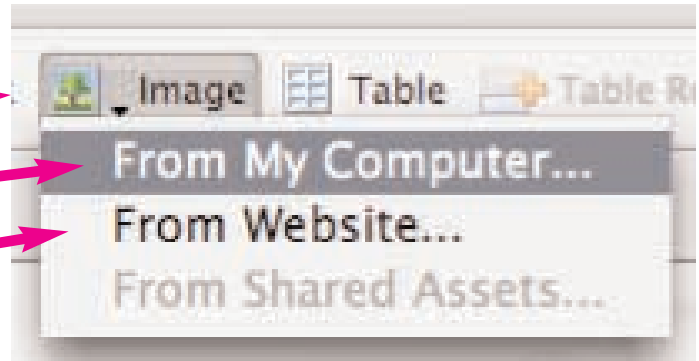Education: If an entry goes onto a second line, the second line indents.

Add Photographs to Pages

This document is available at: *www.garsondesign.com/help*

1. Adding photos to a page.

From the menu bar at the top of the Contribute window, click Image.

You have a choice to add a new photo to the webpage from your computer, or to use a page that is already on the website.

2.Adding new photos:

Once you click "From my computer" you will be asked to find the photo on your computer.

Once you choose the image, it will be added to the webpage, and a copy will be sent to the server where the website lives.
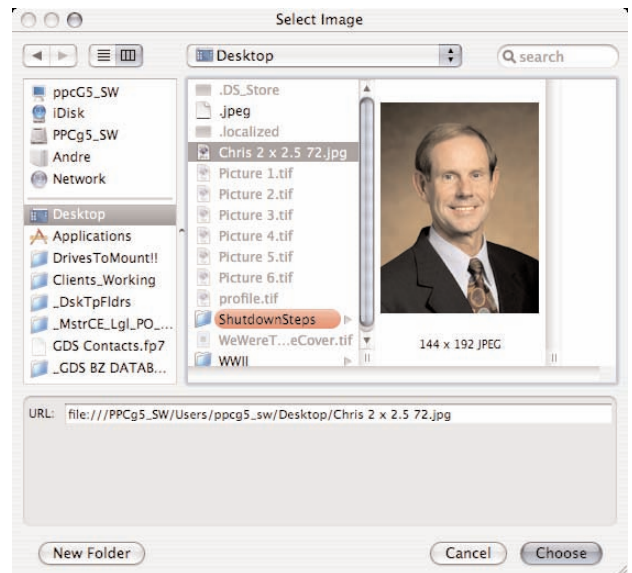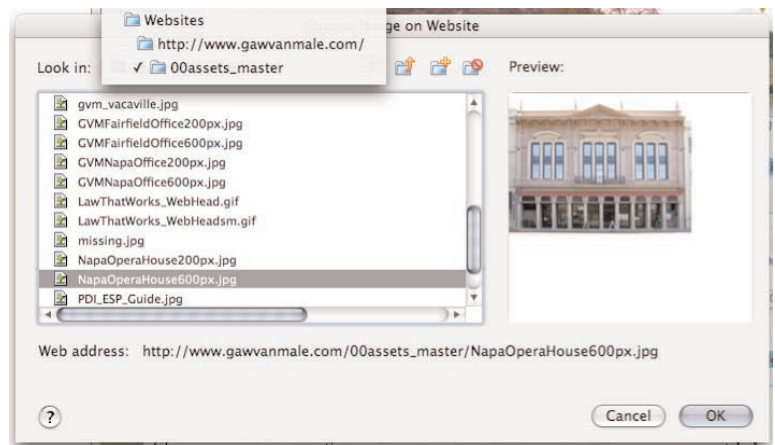

3. Adding a photo that is already on site

If you choose from website you will be able to browse the website server to find a photo you want to use.

The picture to the right shows where most of the photographs used are on the server, in the 00assets_master folder.

Once you click "OK" the photo will be added to the page you are editing.

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Adding Tables

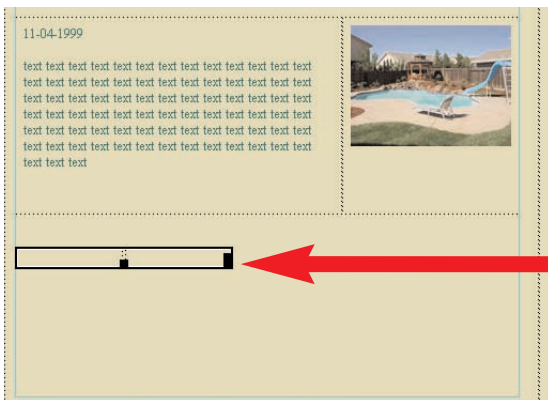This document is available at: *www.garsondesign.com/help*
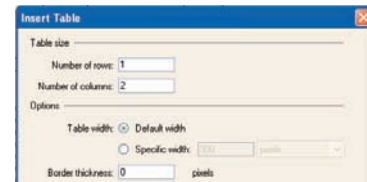
1. A commonly used method of organizing information is tables.

You can insert a table by clicking on the **table** button at the top of the page.
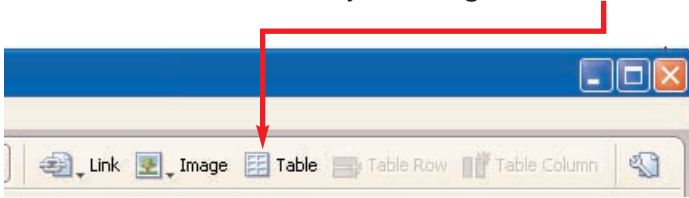
2. The tables used on the Pool and Landscape pages are 1x2, with border thickness of zero (invisible)

Click on "OK" when you are ready to place the table

3. You can use the handles to resize the table, as well as adding type and photos into the table cells.

4. To add thumbnail photos, select the Image menu, and the location of the photo you want to place

5. Like the table, you may also resize your images manually, by entering a size, or dragging the edges to the standard width of 150px
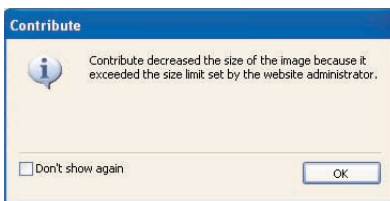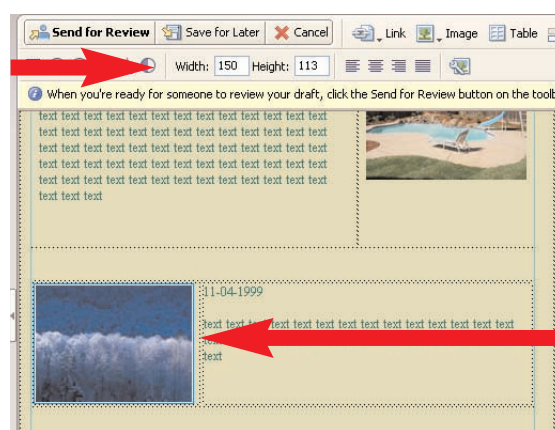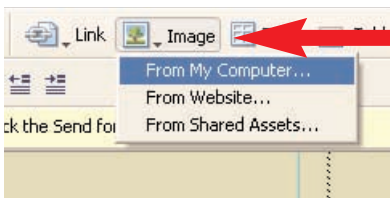
! Note that if the image you select is too large (over 700px wide/tall), contribute will resize it for you to a maximum width/height of 700px.

Make Photos Clickable

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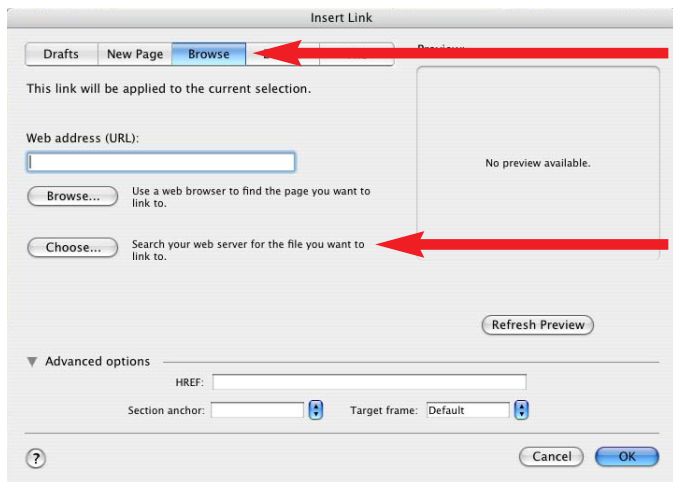mail@garsondesign.com

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This document is available at: *www.garsondesign.com/help*

To make clickable photos, if for example you wanted a photo to link to a larger version of the picture, you can do so by right-clicking (pc)
or option-clicking (mac) the photo.

Select "insert Link"
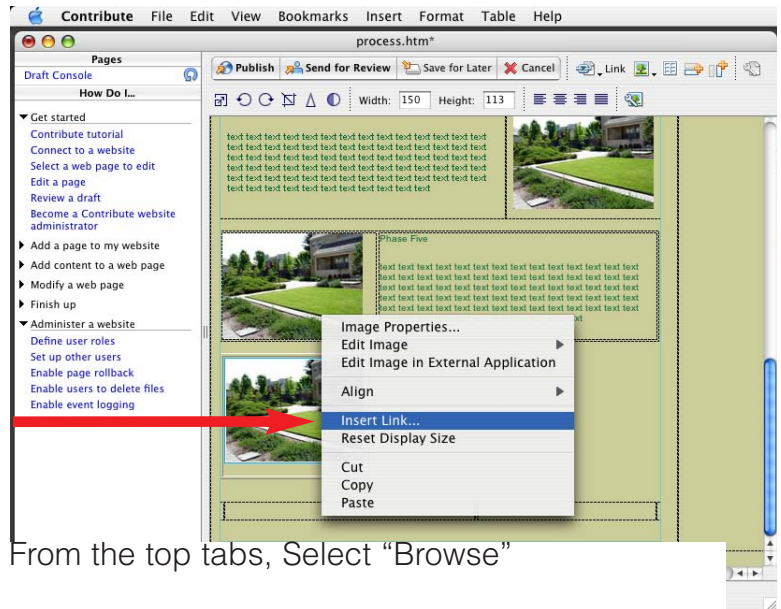
From the top tabs, Select "Browse"

On the Browse screen, click "Choose" to bring up the dialog to select the larger version of the photo

From this Dialog you can go through the folders and files in your site to find the photo you are looking for.
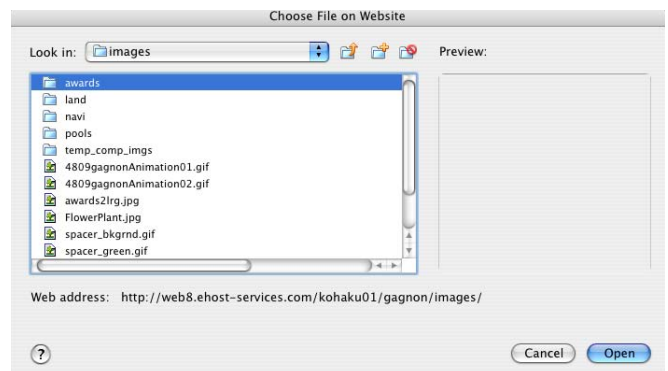
Once you find the image you want to link to, click "Open"

You will then return to see a preview to verify the file, if correct, click "OK"

File: Andre/GDS/GDS_Forms/Web/Contribute/Contribute_Instrctns.qxd orig021405rev102208

C O N T R I B U T E   G U I D E
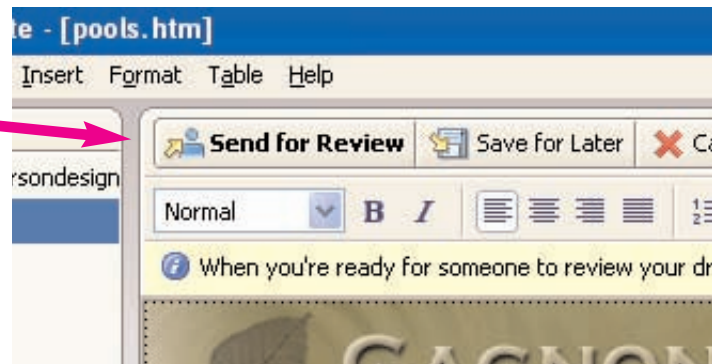
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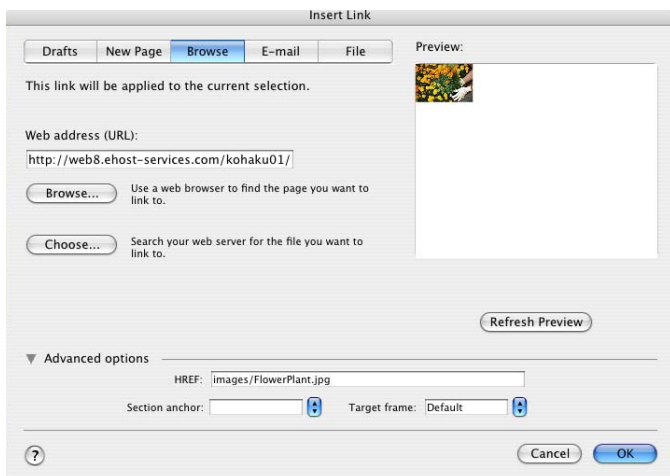
Submit Drafts for Review

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Once you have gotten to the page the way you want select **"Send for review"**

This will send the site changes to the the user you specify to verify, or make changes.

If you chose to "send for review" Contribute will ask you to whom you would like to send your draft.
There is a space where you can describe the changes made, this is recommended to
assist the person reviewing the draft.
There is also a checkbox that will sent the reviewer an email alerting him/her that there are changes to be checked.
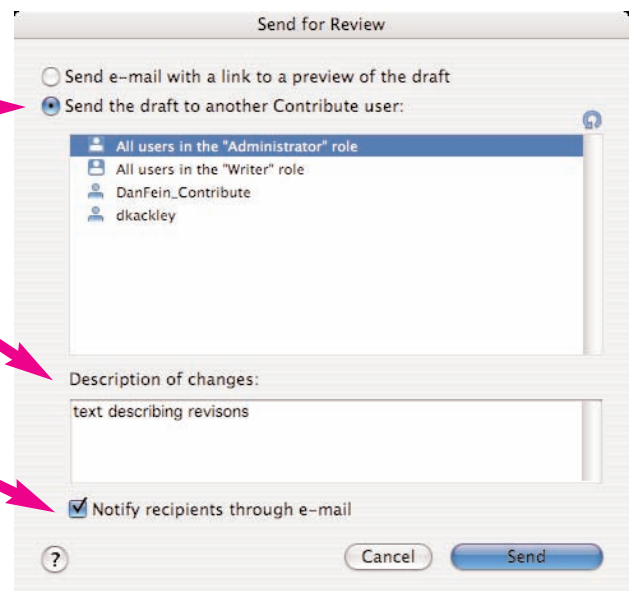
If you are a publisher and you choose to publish the page online, you may get a warning that there are no links to you new page.

Select Yes to publish anyway, you can add links later. (see page 11)
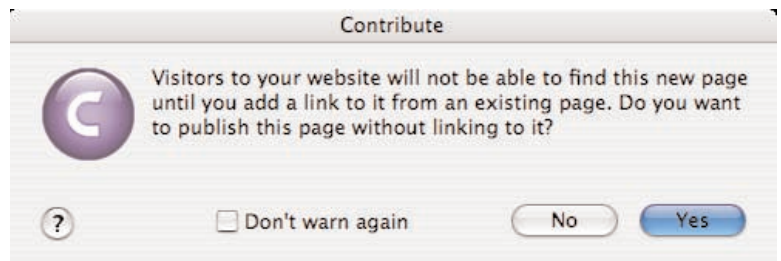
Note: you may review drafts you have sent by selecting the **"draft console"** from the main window.

Adding New Pages

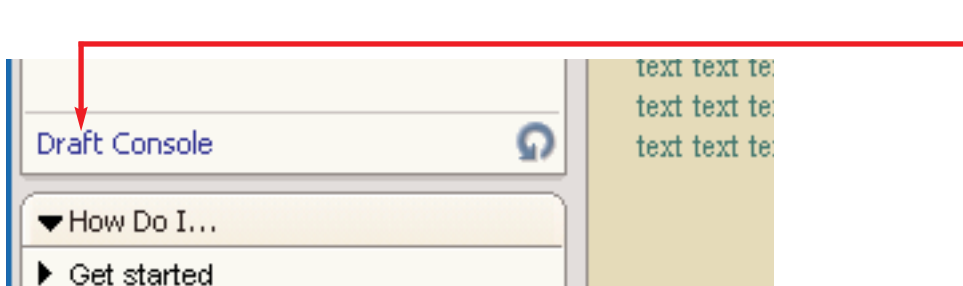This document is available at: *www.garsondesign.com/help*

1. From Contribute, click the "New Page" button at the top of the screen.
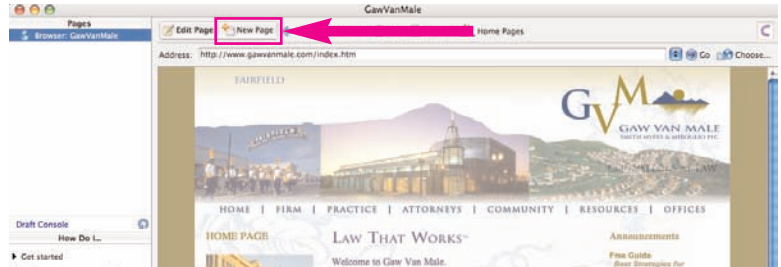
2. You will be greeted with the New Page dialog box, where you have several options. You will want to select either the GVMprofiletemplate
   for new attorney profiles, or the GVMgeneraltemplate,
   for other pages.
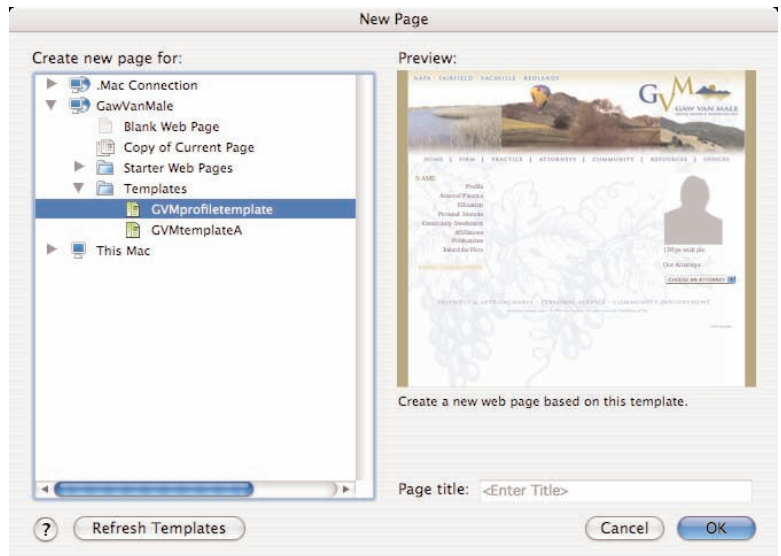
You can also name the page from this screen.

When you are done, press OK.

3. You will then be presented with an empty template.

You can enter and format the text, add pictures, etc.

Once you are finished, you can click the "send for review, or publish.
(if you are a publisher)

Adding New Pages

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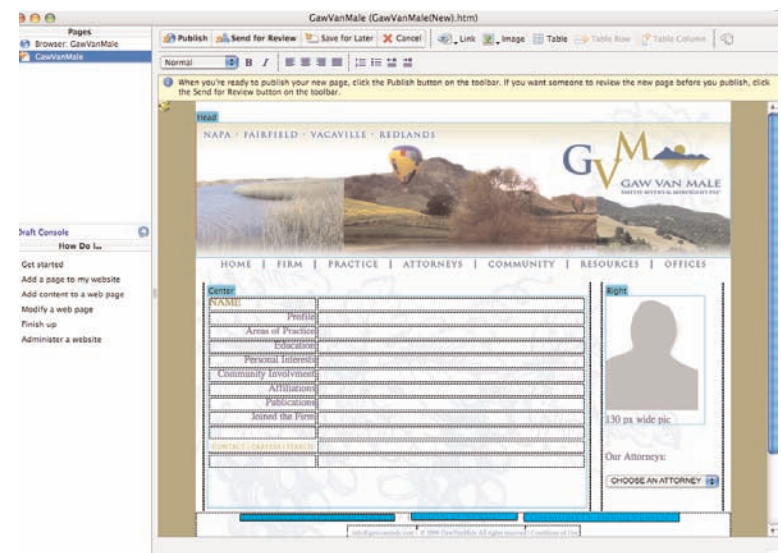**6. Adding Links.**
To allow users to get to a new page,
you will need a link to it from another page.
For this example we will add a link from the
attorneys page to a new attorney profile
page.
First: From contribute, browse to the page
you will add the link to,
Next: click "Edit Page".

7. Once you have added the text for your
link. (in thise case a new name)

Select the text, and click the "Link" button.
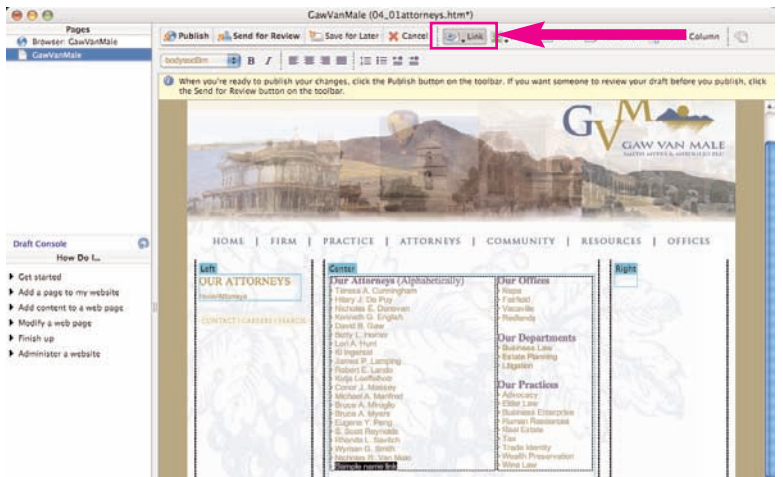
8. From the menu that comes up, select
"Browse to Web Page"

9. You will be presented with the
"Insert Link" dialog box.

If you would like to add a link to an exter-
nal site, you can type their address in.
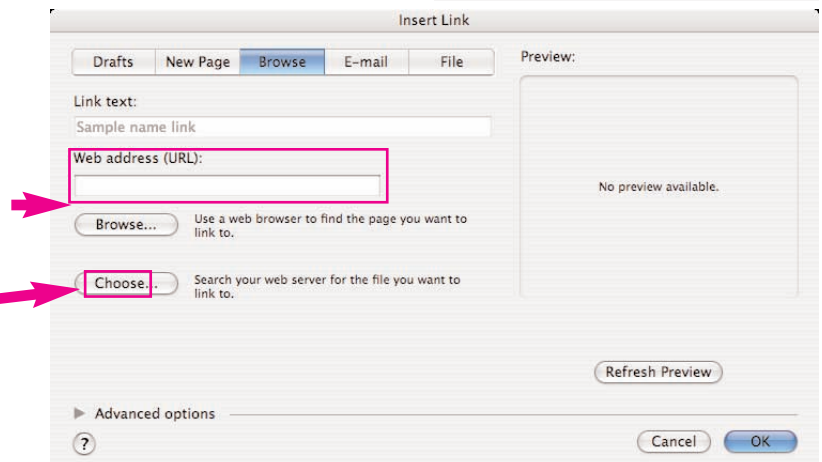
To add a link to one of your own pages:
Click Choose.. to move to the next screen..

Adding New Links

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10. From the Choose screen you can select the page you would like your link to go to.

When ready, click ok to go back to the previous screen, and ok again to set the link.

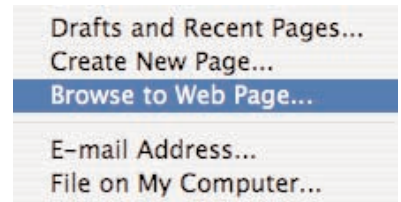Once you are done editing, you can send for review or publish from the main screen. (if you are a publisher)
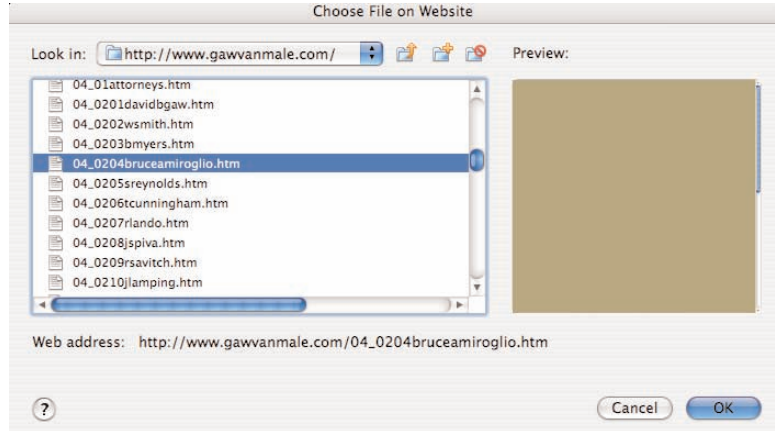
11. Create a Link that opens in a new window.

Open the advanced options area of the "Insert link menu"

Change the target frame to "New Window"

Click ok when done.
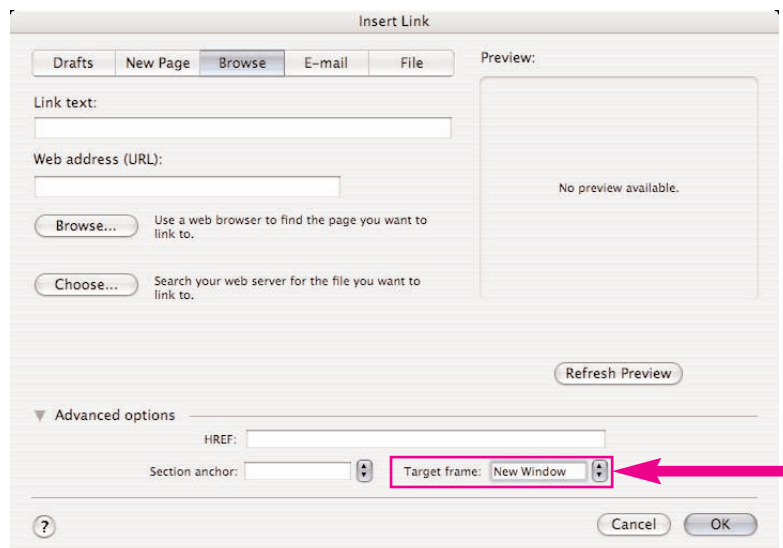
12. Create link that opens emailer.

Select he email tab from the Insert Link Menu, and you can enter the email address.

Click ok when done.
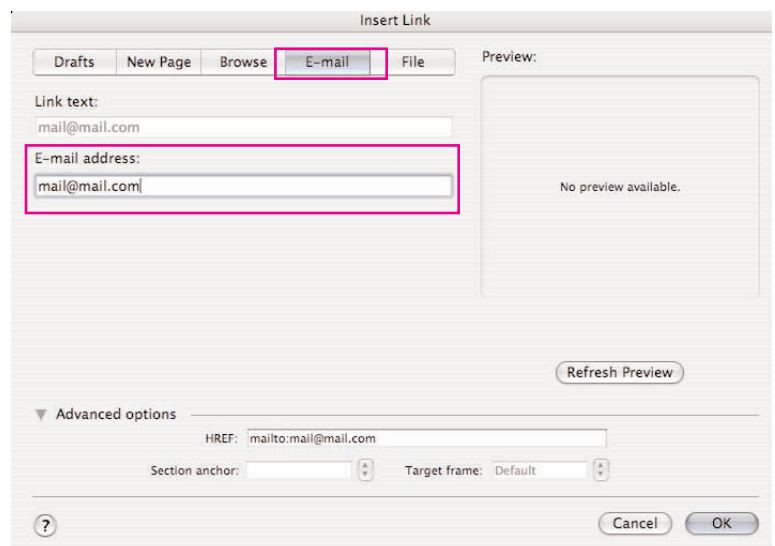
How to Upload Files - ie: PDFs

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1. While editing your page, select the text for your PDF link.

2. Then from the **Insert** dropdown menu select **PDF Document > From My Computer**.
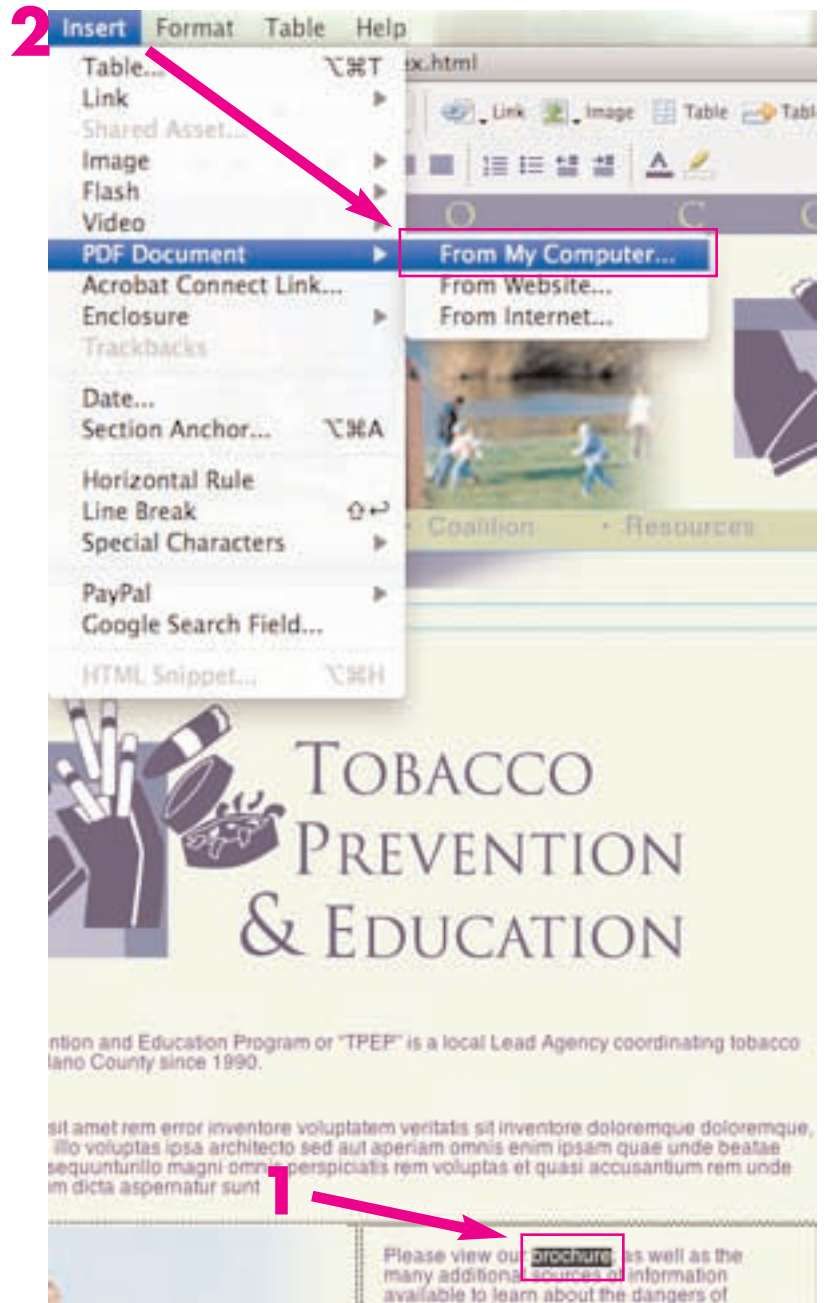
3. From the file selection pop-up window, navigate to and select the PDF document you would like to upload. Click **Choose**.

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File: Andre/GDS/GDS_Forms/Web/Contribute/Contribute_Instrctns.qxd orig021405rev102208

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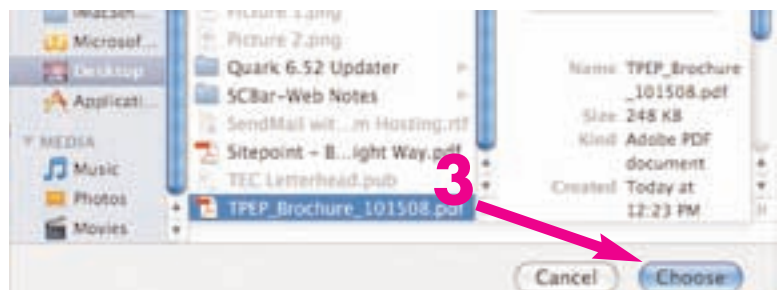
How to Upload Files - ie: PDFs

This document is available at: *www.garsondesign.com/help*

4. When prompted, select **Create a link to the PDF document** and click **OK**.

Insert PDF Document

How would you like to insert this document?

◉ Create a link to the PDF document.

○ Insert the PDF as Embedded object.

☐ Remember this setting and don't ask again.

4

? Cancel OK
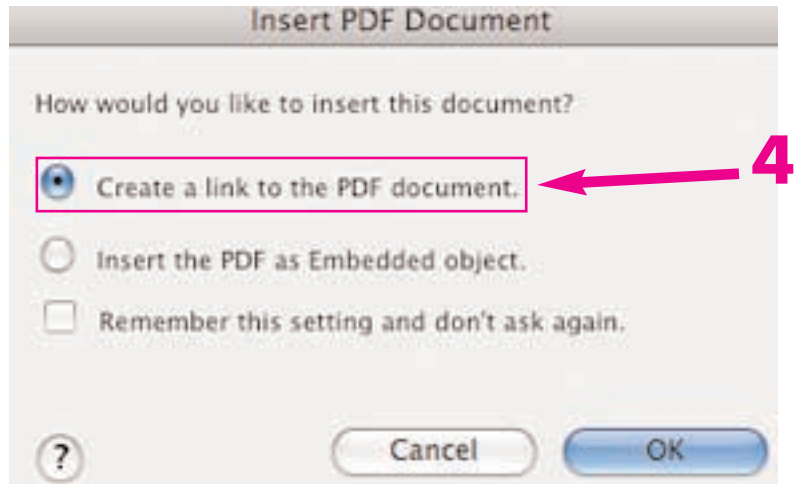
5. After your PDF file uploads the link will be named after your file's name and the text will be placed next to your cursor. You may rename this link by selecting it and typing in a new name.

5

Please view our brochure as well as the many additional sources of information available to learn about the dangers of tobacco use, promoting smoke-free housing, and other related topics.

6. Select your new link and **Contol-Click (Mac)** or **Right-Click (PC)** it.

Then select **Link Properties** from the menu.

Table Properties...
Table Cell Properties...

Text Options   ▶
Style   ▶
List   ▶

Merge Cells
Split Cell...

Insert Row Above
Insert Row Below

Insert Column to the Left
Insert Column to the Right
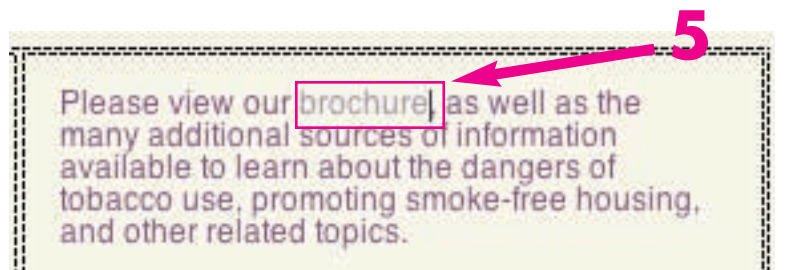
Insert Multiple Rows or Columns...

Delete Row
Delete Column

Link Properties...
Remove Link

Cut   ⌘X
Copy   ⌘C
Paste   ⌘V

6

'EP" is a local Lead Ag

em veritatis sit invento
aperiam omnis enim i
itis rem voluptas et qui

Please view our
many additional sou
available to learn ab
tobacco use, promot
and other related to

Making Smoke-Free
Information for Prop

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7. In the pop-up window, on the **Drafts** tab, under **Target frame**, select **New Window** in the drop-down list. Your link will now open the PDF file in a new browser window.

Click **OK** and you are now done uploading a PDF to your site and adding a link to it.

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