

Site Maintenance

Table of Contents

Adobe Contribute

How to Install.....	1
Publisher and Editor Roles.....	1
Editing a Page in Contribute.....	2
Designing a Page.....	4
Publishing a Draft	7
Common Problems.....	8

Adobe Dreamweaver

How to Install.....	10
Editing a Page in Dreamweaver.....	11

Adobe Contribute

Adobe Contribute is a powerful content management system for the web. It allows multiple specified users to add or remove text, pages, documents, images, videos, and audio on your website. Contribute functions like a web browser with a built in word processor.

Once you have a website established you and anyone you specify may have Contribute installed on their computers to help manage your website.

How to Install

Before Adobe Contribute can be installed on someone's computer they must complete the Contribute training class taught through Academic Computing's software application training. For the software application training schedule [read more](#).

Once the Contribute user completes the training class they may request to have Adobe Contribute installed. There are several ways to set up an installation time:

- Email Kimberly Slattery: KSlattery@wcupa.edu
- Call Kimberly Slattery: 610-436-0043
- Use the [Request for Services Form](#)

Publisher and Editor Roles

Adobe Contribute grants specific users access to edit different web pages with different editing roles. The web team administers all users and sets all users' privileges. Anyone with departmental permission can have access to edit a department's website.

Permissions can only be set up on a per folder basis. This means that users can only be granted or denied access to edit groups of pages that reside in a specific folder.

All users will have access to edit pages, but only specific users can publish those changes depending on their editing role. There are two types of editing roles; publisher and editor.

A user with the publisher role will have access to edit a web page and publish his or her changes directly to the live server.

A user with the editor role will have access to edit a web page, but then will have to submit their changes for review before those changes can be published to the live server. Submitted page edits are sent to other users with the publisher role within their department. An editor's changes may be sent back to them for further editing.

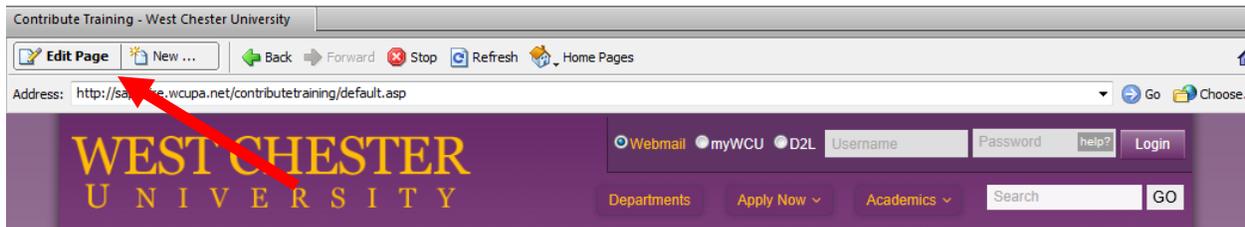
If a user's editing privilege needs to be modified or removed please contact the web team.

- Email Kimberly Slattery: KSlattery@wcupa.edu
- Call Kimberly Slattery: 610-436-0043

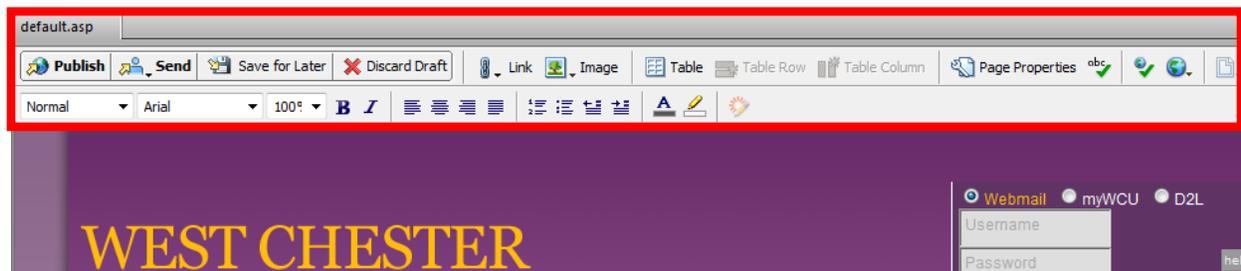
Editing a Page in Contribute

Adobe Contribute functions like a web browser with a built in word processor. Contribute can browse the web like any normal web browser but then has the capability to edit certain web pages like one would edit a text document.

To edit a page, just browse your website like you would on a web browser. Once you find the page you want to edit click the Edit Page button found at the top left of Contribute. Contribute creates a draft of that page so you will be able to make changes without affecting the live version of that page. This draft is saved on your hard drive and cannot be viewed online.



Once you click the edit page button you will notice that the web page now looks different; that is because it outlines the editable areas of the page. You will also notice that the tool bar now has more options on it and looks similar to a word processor's tool bar.

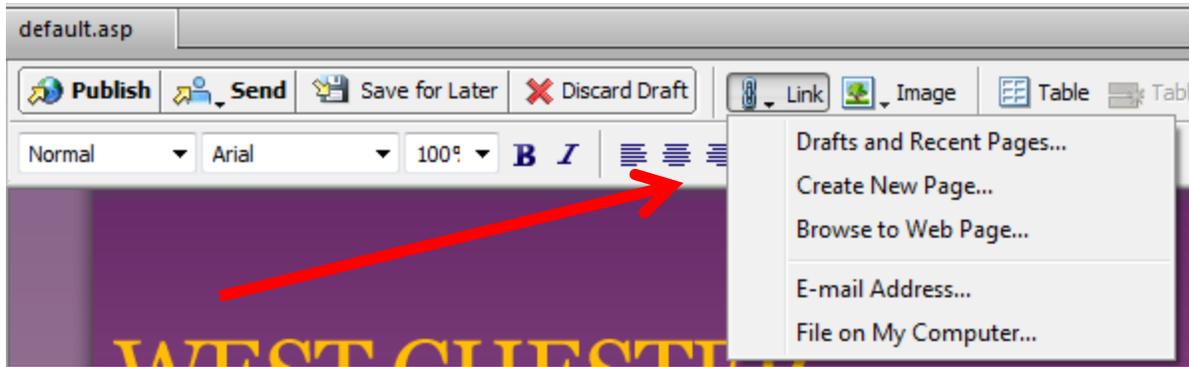


Editing Text

To change or add text, highlight or click where you want to add text and start typing. Contribute works just like a word processor in this sense. You can use the tool bar to bold, italicize, and align text.

Creating a Hyperlink

To create a text hyperlink click on the Link button at the top of the toolbar. A drop down menu will appear with options. You can then either link to a current page on your website, create a new page to link to, link to a page on the internet outside of your website, link to an email address, or link to a file on your computer.



Choose the option that is appropriate for you. In most cases Browse to a Webpage will be used. After you chose an option a dialog box will appear prompting you for information. You will see a text box labeled Link text at the top. Type the hyperlink text in this box. This will be the text that gets underlined that users click on to go to your link. Or you can highlight the text on the draft that you would like to use as the link.

After this you will have to follow the directions to find the page you would like to link to. When you are done filling out the information in this dialog box press OK and your link will be created.

Uploading and Linking Documents

If you wish to upload a document to your website, first decide where you want to put the hyperlink for the document. Click on the location on the page where you want to place the link then click on the Link button at the top of the toolbar. Next, choose the "File on My Computer" option from the drop down menu.

The insert link dialog box will appear asking for link text and the file to link to. Type what you want to appear as the hyperlink in the link text area or you can highlight the text in the draft that you would like to link to and then click the browse button to find the file or document you want to link to. Once you have done both, press OK to complete the process.

When you press OK, Contribute uploads the file or document into the documents folder on your website and links the file from there. If you need to make changes to a document you have uploaded, you must re-link the document after you make the changes to it so that Contribute uploads the new version.

Designing a Page

Headings

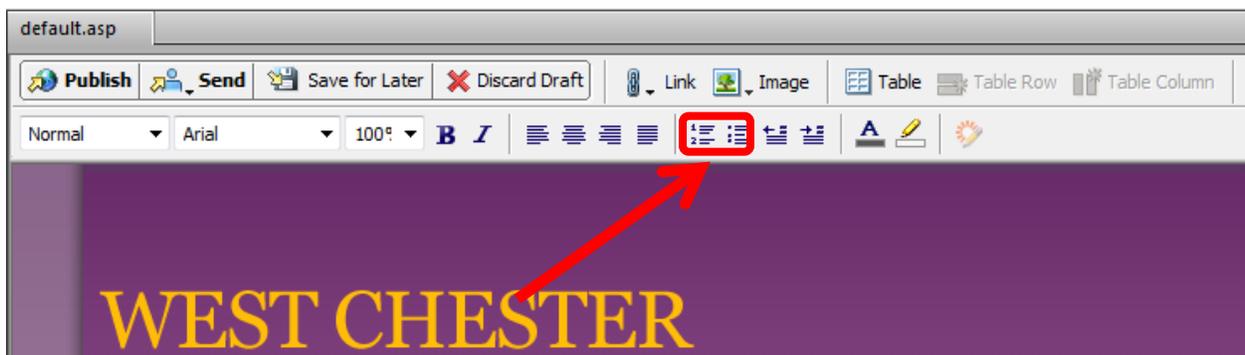
To format text into a heading, highlight the text you wish to make a heading. Then click Format on the toolbar, mouse over Style, and choose among various different types of headings.

Page Titles

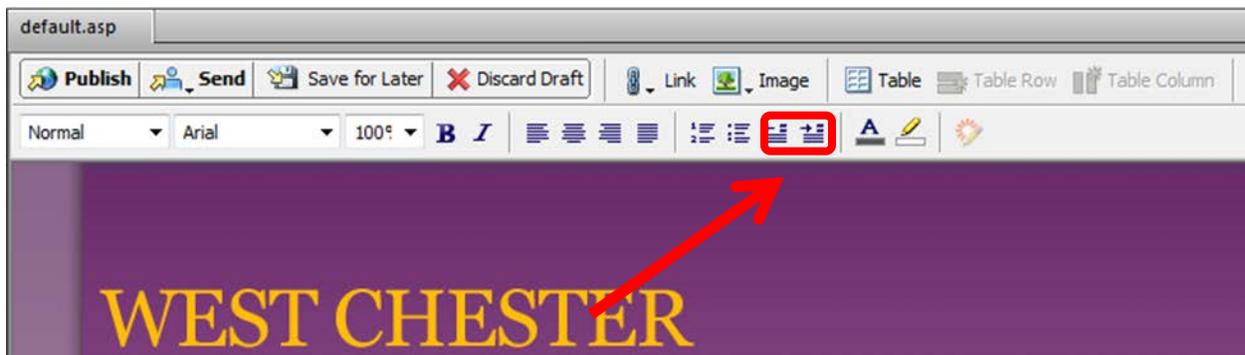
Page titles are set by the web team. The web team uses a standard naming convention across all University websites.

Making Bulleted / Numbered Lists

Making lists in Contribute is just like making lists in Microsoft Word. Simply click either the bullet or numbered list button at the top of the toolbar and start typing your list. Press enter to input the next item on the list.



To indent the list, press the Indent button to the right of the list button.



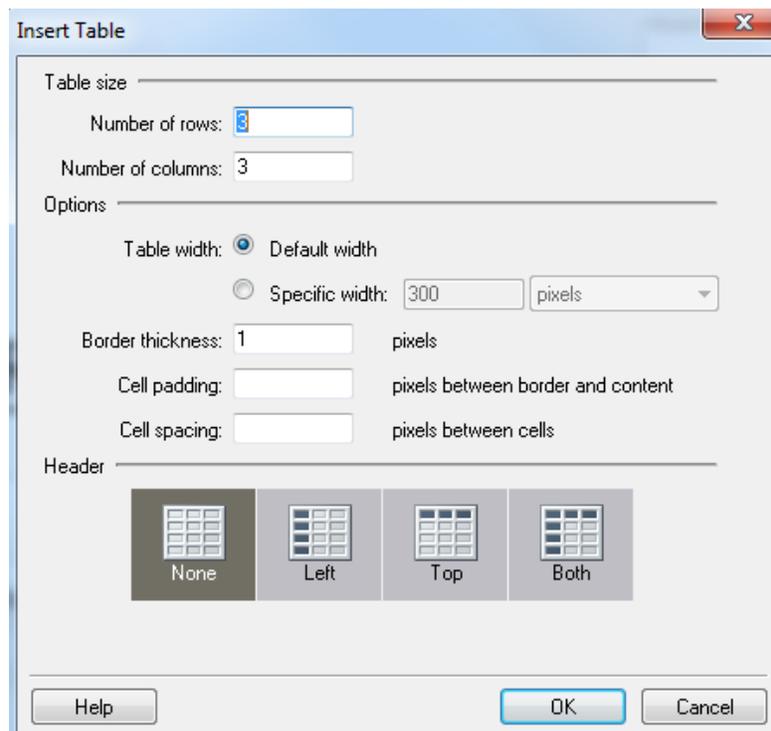
Making Tables

Tables are used to display tabular data. Tabular data means anything that can be displayed in a spreadsheet. If your data needs to be in columns and/or rows with headings, a table should be used. Tables are especially good for making calendars or displaying score sheets. Tables are also a great way to create announcement boxes on your homepage. A simple one or two row table can be used for this purpose. An example of such an announcement box can be found at [http://www.wcupa.edu/ Services/CampusRec/](http://www.wcupa.edu/Services/CampusRec/).

Tables can also be used to break up a page up into columns or rows to further organize a web page, but it should be noted that a table's true purpose is to display tabular data.

To create a table on your page, simply press the Table button at the top of the toolbar. A window will appear with options to change the attributes of the table.

- Number of rows and columns the table will have. The default is 3 rows and 3 columns.
- Table width. The default width is 300 pixels, but this can be changed to another width or a percentage of the page.
- Table border thickness. The default is one pixel but this can be set larger or set to zero if desired.
- Cell padding and cell spacing. Cell padding is the space between the content in each cell and the border of the cell. Cell spacing is the space between the borders of one cell and another.
- Table header. The highlighted cells in the pictures represent cells that will bold text so they stand out more as headers.



Adding Media

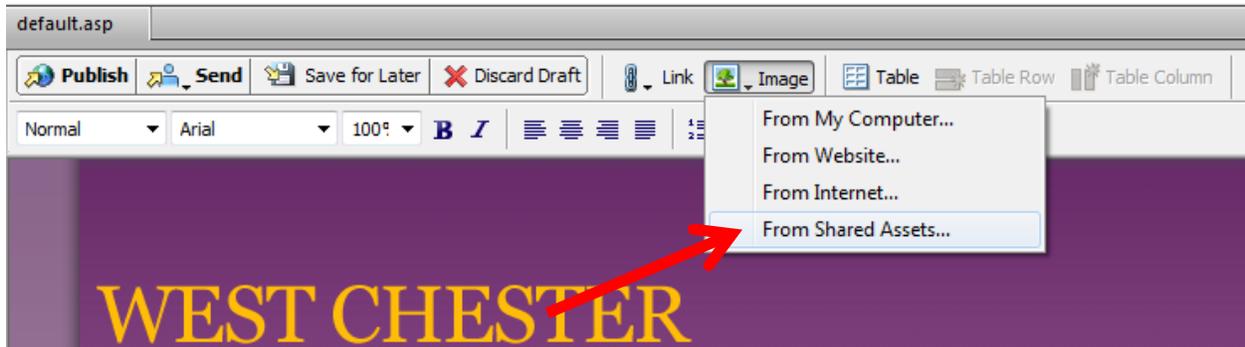
Adding Images

To maintain the size of image files, the web team requests that all images be sent to the web team first so they may be resized and prepared for use on the web. When you send your image file please indicate what size you would like your image to be and/or what web page the image will be used on so the web team may make the adjustments accordingly.

After the web team prepares your image for use on the web it will be added to the shared assets folder. The web team will notify you when the file has been added to the shared assets folder and the name of the photo.

Images can be added to your web page much like hyperlinks. First click on the location on the web page where you would like to add the image. Next, click on the Image button at the top of the toolbar. From the

drop down menu choose Shared Assets. Find your image; press OK and your image will now be on your web page.

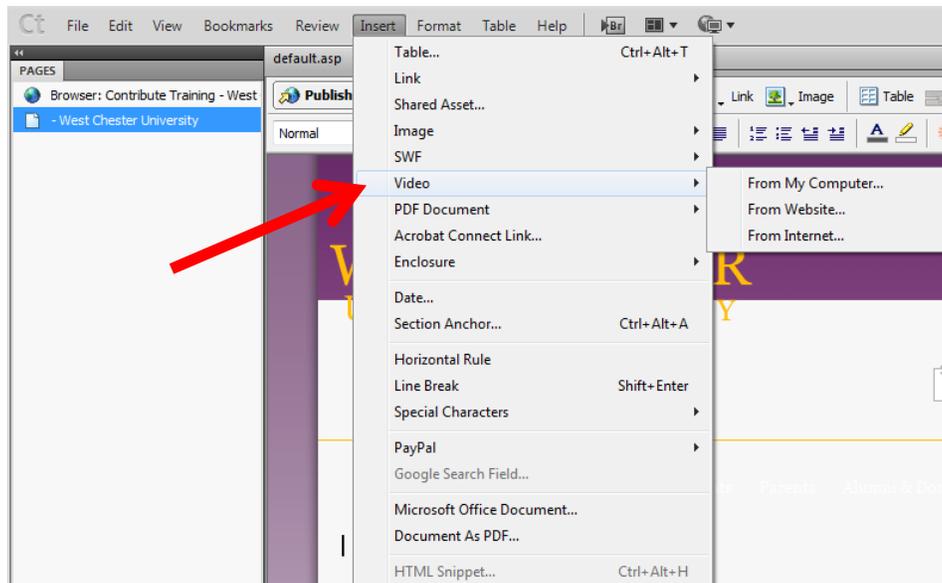


Adding Video

Adobe Contribute will allow you to put video files on your web page up to 1024kb (1MB) in size. If a larger video file needs to be on your website, you may submit a request so that the web team may assist you.

If you would like to put a video that plays inside a web page, we recommend you provide a link for the user to click before they view the video.

To add video to your website, click Insert on the toolbar then mouse over Video. Next, choose where you will upload the video from, find the file, and press OK.



Publishing a Draft

Publishing a Draft

After you have made the desired changes to your web page you can then publish your draft. Depending on your editing privileges you will either be able to publish your changes instantly, or you will have to send your changes in for review.

Before you publish your changes it is recommended that you preview them in your browser. To do so go to File on the toolbar and click on Preview in Browser from the drop down menu.

To publish your changes simply press the Publish button at the upper left of the toolbar. If you do not have the publisher privilege you will only be able to send your changes in for review.

Changes to webpages are published to the live server every 20 minutes on the hour starting at 7:00a.m. until 5:00p.m. If you do not see your changes on the live server, after waiting the appropriate time, contact the web team.



If you do not wish to publish or send in your draft for review you may save it and publish it later.

If you do not have the proper editing privilege please consult the chairperson of your department for permission and have them contact the web team with a request to change your privilege.

Common Problems

Getting a connection to your website

When you open Contribute and it prompts you to log in, do NOT change the login ID (it should have a 75 in front of your normal PASSHE log in). If you open contribute and find your website is not there for you to edit, you will need to contact the web team to set up your connection key. Call or email us:

- Email Kimberly Slattery: KSlattery@wcupa.edu
- Call Kimberly Slattery: 610-436-0043

When you use Contribute it should normally open up to the page that you have permission to edit.

Contribute displays an error message

“You haven’t created a connection to the page”

If you see this message while viewing a page it means you do not have a connection key for that page and do not have permission to edit it. You will see this message appear while browsing through other department's web pages or other web pages on the internet that you do not have permission to edit.

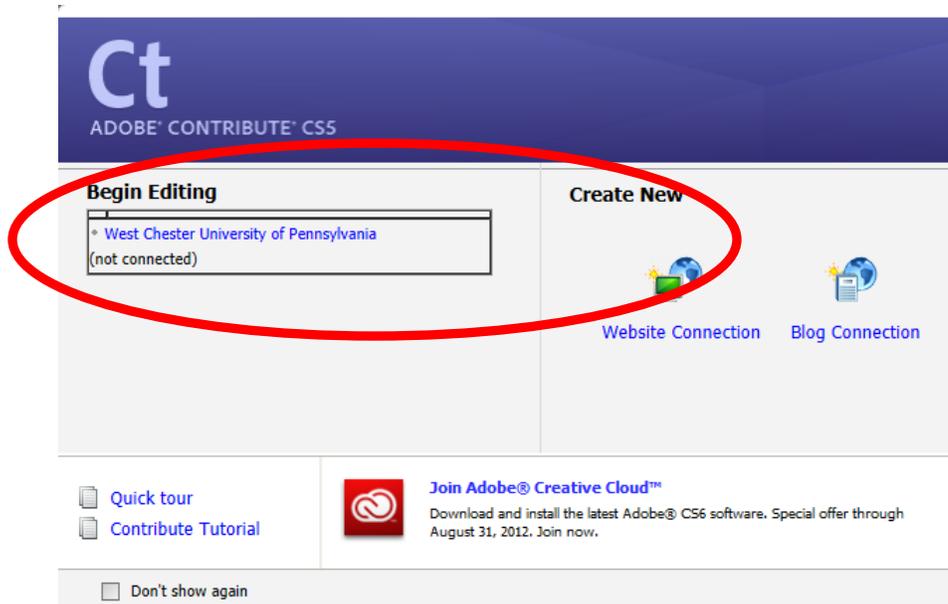
Make sure the URL starts with "**http://sapphire.wcupa.edu.net/**" If you are viewing a page that begins with "http://www.wcupa.edu/" then you need to change it to sapphire or you will not be able to edit it.

If you are seeing this message while viewing a web page that you know you should have permission to edit, it means your connection key was not set up. To remedy this you can call or email the web team to get this problem corrected. We can either send someone to you to fix it or guide you over the phone.

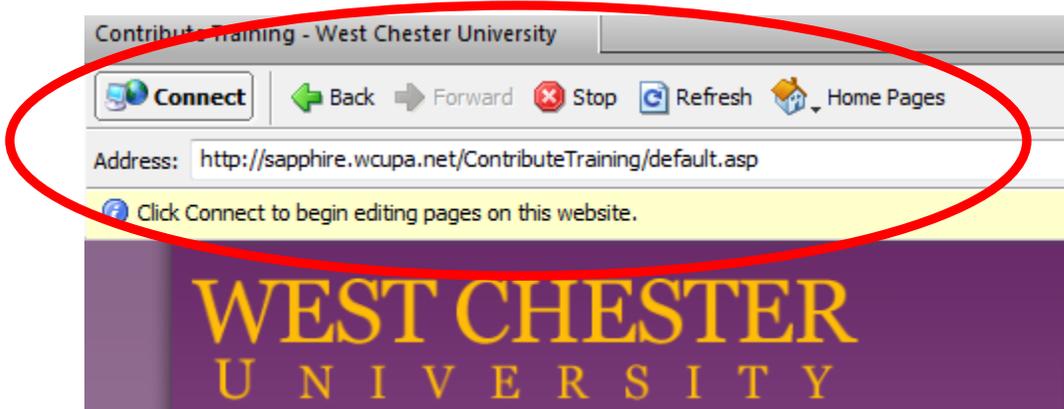
- Email Kimberly Slattery: KSlattery@wcupa.edu
- Call Kimberly Slattery: 610-436-0043

“Not connected to West Chester University of PA”

You open Contribute and see **(not connected)** under Begin Editing. Click on **(not connected)** to open Contribute.



You will see a **Connect** button normally where you would see the edit button. Click on Connect. You may be prompted to log in. Enter your password and click ok. Your page should now be editable.

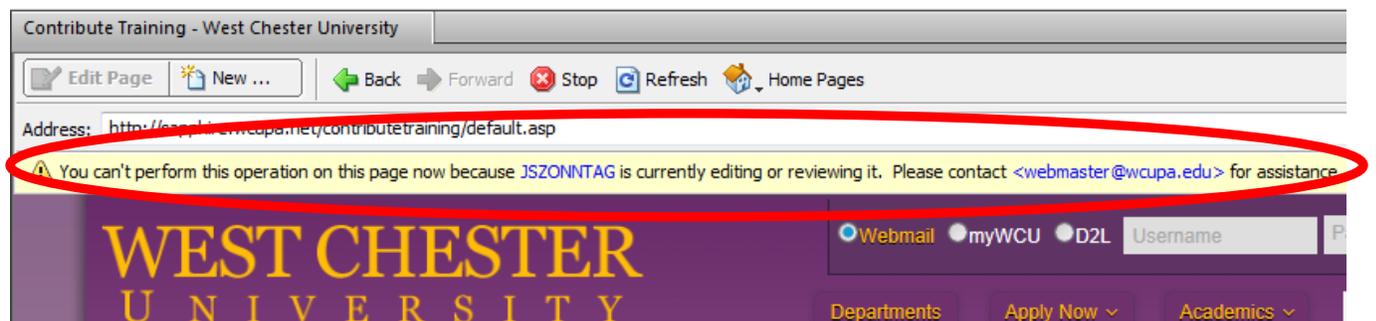


“Someone is already editing the page”

If you get this message while trying to edit a page, it means someone else is already editing that page in Contribute. Check with all other users who have access to edit your pages and see if they have created a draft of that page.

When someone is editing the page that page becomes locked for all other users to avoid that person's changes from being overwritten by another. In order to edit that page yourself you will have to contact the person who is editing the page and have them discard or publish their changes and exit the program. If this does not help you can contact the web team for further assistance.

- Email Kimberly Slattery: KSlattery@wcupa.edu
- Call Kimberly Slattery: 610-436-0043



Adobe Dreamweaver

Adobe Dreamweaver is typically used by our more advanced users or users who want more freedom editing their web pages. Dreamweaver allows you to edit every aspect of your webpage for better control of your design. If Adobe Contribute does not provide you with enough functionality to edit your page, you may wish to use Adobe Dreamweaver.

How to Install

Dreamweaver is part of the Adobe Creative Suite 6 that is available to all WCU employees. If you do not have the Adobe Creative Suite 6 on your computer contact the **IT Help Desk at ext. 3350** and they will install it for you.

Note: It is important that you be trained on Dreamweaver before using the software. Dreamweaver does not create drafts like Contribute. When you make a change to your web page and save the change it is automatically copied over to the live server.

Editing a Page in Dreamweaver

Editing a web page in Adobe Dreamweaver will at first seem very different from Adobe Contribute, but once you understand how to operate Dreamweaver you will see many similarities between the two software programs.

Unlike Contribute, Dreamweaver has three different types of editing modes; code, design, and split. Code view lets you see the HTML code that creates the web page. If you have no knowledge of HTML we recommend you use design view.

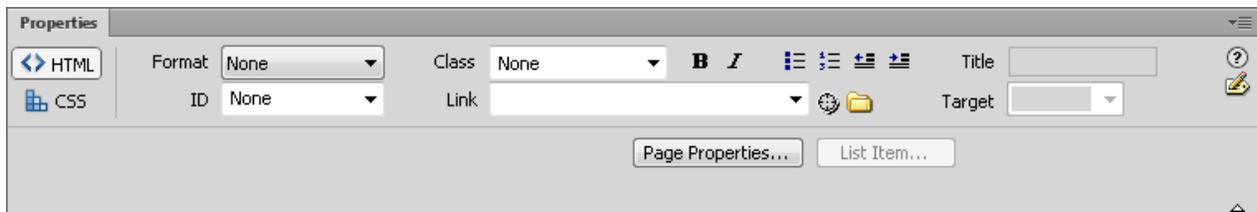


Design view is very similar to Contribute. You view the web page as it appears in a web browser and you edit by clicking on different elements in the page.

Split view is a combination of code view and design view. Split view is for advanced users who can use the code view but want to see how their HTML code will appear in a web browser. Split view puts code view on top and design view on the bottom so that as you type in code view, or edit in design view, the changes are made automatically to the other view.

Editing Text

To edit text in Dreamweaver simply highlight preexisting text or place your cursor where you would like text and begin typing. Dreamweaver acts like a word processor in this sense.



Headings

To create a heading, highlight your text and select a heading level from the Format menu in the Properties panel. "Heading 1" denotes a top level heading.

Making Bulleted / Numbered Lists

To make a bulleted list, click the bulleted list button in the Properties panel. The first bullet in the list will appear, and you can start typing your list items. You can also select lines of text and convert them to a bulleted list by clicking the bulleted list button.

Creating a Hyperlink

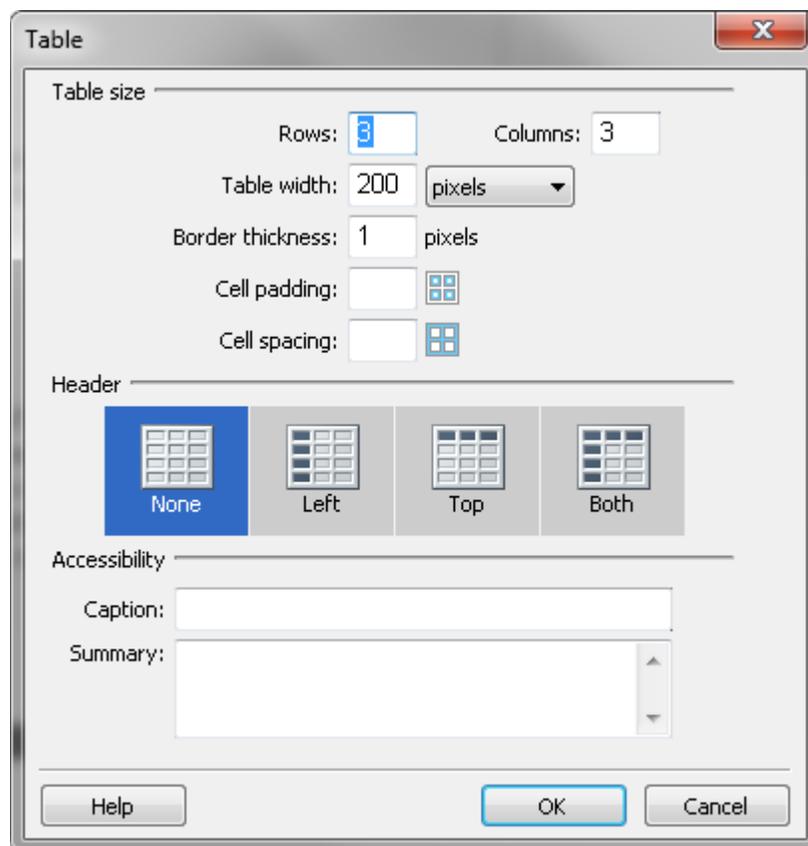
To create a hyperlink, go to the Common tab under Insert in the blue tool bar, and click the Hyperlink button all the way to the left. A dialog box will appear asking for information. The first two text boxes are the most important in most cases - Text and Link. Type the URL in Link and the hyperlink text in Text and press OK.

Making Tables

To create a table, go to the blue Insert tool bar and click on the Common tab. Next, click on the table button. A dialog box will appear prompting you to input attributes of the table.

Attributes that can be changed:

- Number of rows and columns the table will have. The default is 3 rows and 3 columns.
- Table width. The default width is 200 pixels, but this can be changed to another width or a percentage of the page.
- Table border thickness. The default is one pixel but this can be set larger or set to zero if desired.
- Cell padding and cell spacing. Cell padding is the space between the content in each cell and the border of the cell. Cell spacing is the space between the borders of one cell and another.
- Table header. The highlighted cells in the pictures represent cells that will bold text so they stand out more as headers.



The screenshot shows a 'Table' dialog box with the following settings:

- Table size: Rows: 3, Columns: 3
- Table width: 200 pixels
- Border thickness: 1 pixels
- Cell padding: (empty)
- Cell spacing: (empty)
- Header: None (selected)
- Accessibility: Caption: (empty), Summary: (empty)

Adding Images

To add an image, go to the blue Insert tool bar and click on the Common tab. Next, click on the image button and a dialog box will appear prompting you to locate the image you want on your page. Find the image and press ok.

Another dialog box will appear asking for alternative text and a long description. You only need to be concerned about the alternative text. Type a short but clear description of the image in the alternative text textbox.