

**USD WEB SERVICES  
ADOBE CONTRIBUTE  
CONNECTING TO DEPARTMENTAL SITES**



INFORMATION TECHNOLOGY SERVICES  
UNIVERSITY OF SAN DIEGO

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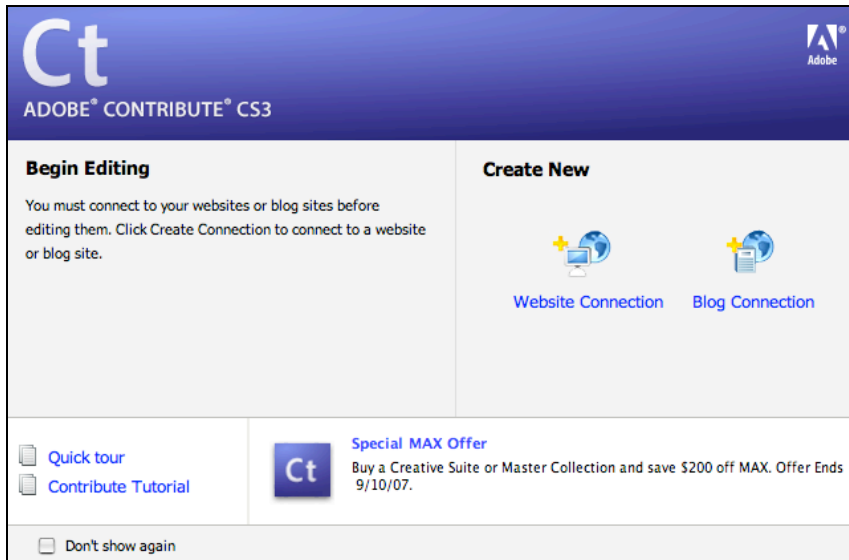
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## LAUNCHING CONTRIBUTE

Launch Contribute on your computer. You will see a setup screen where you can perform a variety of actions including (1) taking a tour of Contribute, (2) performing the Contribute tutorial, (3) creating a connection to a Web site, and (4) editing your Web once you have established connections.

Taking a tour of Contribute entails going to the Adobe Web site (<http://www.adobe.com>), which brings you to a multimedia presentation of the product via its On Demand program. Tutorials are available for a wide variety of Adobe products. You can also usually find different tutorials available for various features within a program.

**Creating a connection** to a Web site will get you started using Contribute on your own computer.



## POINTING CONTRIBUTE TO YOUR SITE

Contribute will need to know the address of your Web.

Make sure to include all portions of your URL. If you are not sure what your URL is, simply type in <http://www.sandiego.edu> and browse to it by clicking the Browse button. You will be able to trace your steps from the USD home page to your site, and once you locate your home page, click OK and Contribute will fill in the URL for you.

### Choosing a Connection

To find your web pages, Contribute needs to know the address of your website (usually your home page).

What do you want to connect to?

Website

What is the web address (URL) of your website?

## FILLING IN YOUR CONNECTION INFORMATION

For USD Web sites, you will need to configure your sites using the Secure FTP (SFTP) option. The name of your server will be **files.sandiego.edu** and then enter in the username and password for your account to continue. You will need to go through this setup process for each of the sites within your account. Remember that your account name always remains the same, but you will need to set up a different Contribute account for each of the Web sites (home/index page + linked pages) you maintain.

### Website Connection Info

To edit pages on your website, Contribute needs to connect to your web server.

How do you connect to your web server?

Secure FTP (SFTP)

What is the name of your SFTP server?

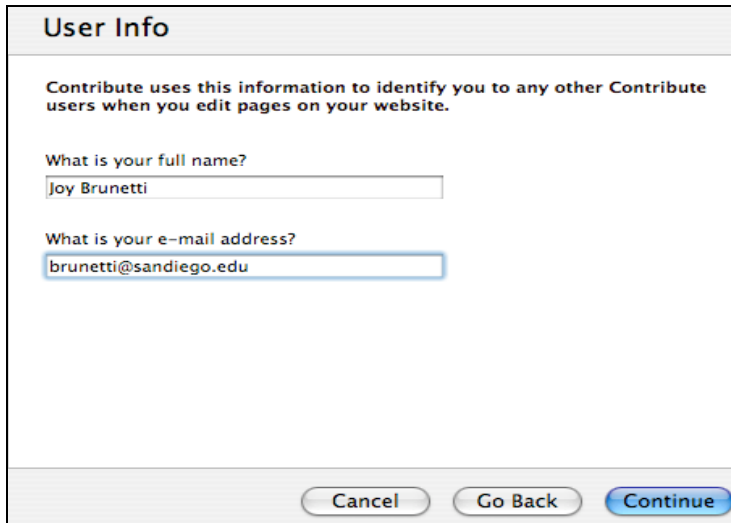
What is the SFTP username?

What is the SFTP password?

## ENTERING YOUR USER INFO

Contribute will need you to input your user information for each of the Web sites that you maintain. This introductory info will be particularly useful for accounts that have more than one person working on their content. Contribute will warn you when "Joy Brunetti" with the e-mail address [brunetti@sandiego.edu](mailto:brunetti@sandiego.edu) is editing a page that you might want to work on, which prohibits two people from making changes to the same page at the same time.

For this first screen, simply enter your name and USD-issued e-mail address.



**User Info**

Contribute uses this information to identify you to any other Contribute users when you edit pages on your website.

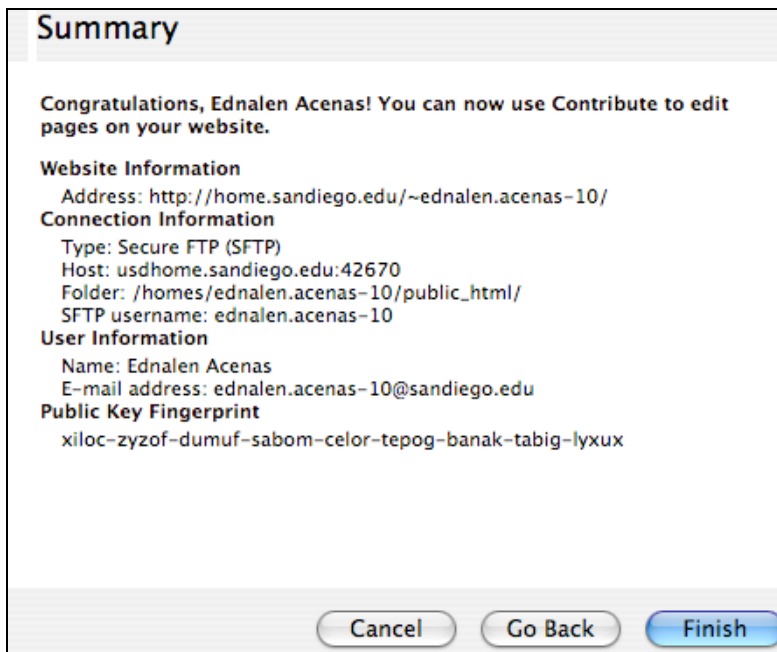
What is your full name?  
Joy Brunetti

What is your e-mail address?  
brunetti@sandiego.edu

Cancel Go Back Continue

## SUMMARIZING YOUR ACCOUNT SETUP

Contribute will summarize your site setup information before exiting the setup wizard. Check to see that your selected options are listed, press Finish, and start working on some Web pages!



**Summary**

**Congratulations, Ednalen Acenas! You can now use Contribute to edit pages on your website.**

**Website Information**  
Address: http://home.sandiego.edu/~ednalen.acenas-10/

**Connection Information**  
Type: Secure FTP (SFTP)  
Host: usdhome.sandiego.edu:42670  
Folder: /homes/ednalen.acenas-10/public\_html/  
SFTP username: ednalen.acenas-10

**User Information**  
Name: Ednalen Acenas  
E-mail address: ednalen.acenas-10@sandiego.edu

**Public Key Fingerprint**  
xiloc-zyzof-dumuf-sabom-celor-tepog-banak-tabig-lyxux

Cancel Go Back Finish

## USING CONTRIBUTE & ADDITIONAL RESOURCES

The following pages contain information from the *Adobe Contribute 3 Quick Start Guide*. The features covered include:

- Browsing to your Web page

- Editing the page
  - Basic editing guidelines
  - Creating a new page within your site
  - Linking to a page or document
  - Converting a document to Flash
  - Adding content from Microsoft Office documents to a page (Windows Only)
  - Inserting an image
  - Inserting a table
  - Adding a movie
- Publishing guidelines
- Additional resources available

For further information about the USD Web site redesign or for more help using the templates, please see the following internal sites:

- <http://www.sandiego.edu/webdev>
- <http://www.sandiego.edu/ittraining>
- <http://www.sandiego.edu/web>

Please also refer to our computer training program for classes and drop-in sessions on Dreamweaver, Contribute and the USD Web site redesign.