

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



INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF SAN DIEGO

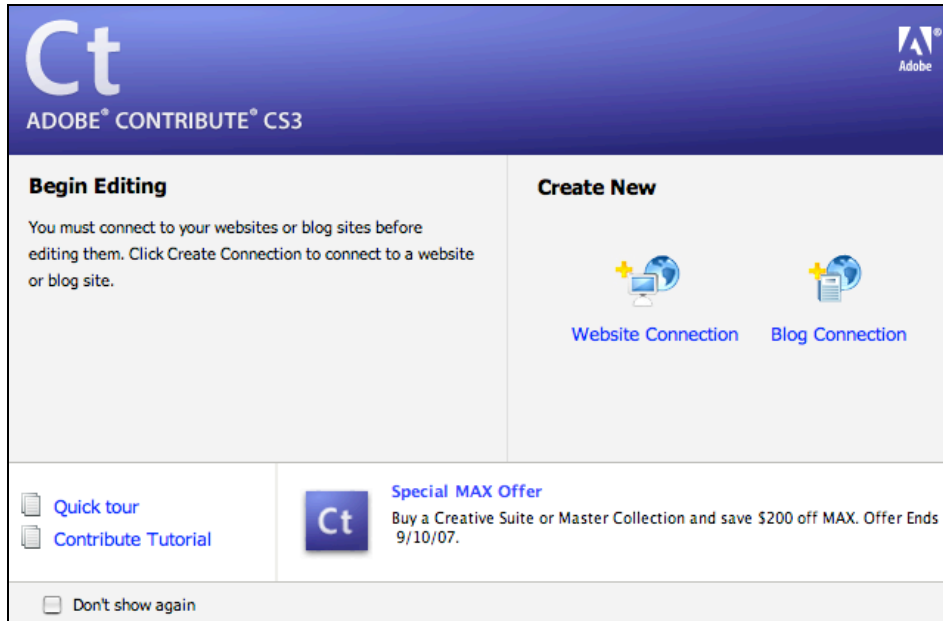
DEVELOPED BY JOY BRUNETTI
WEBSUPPORT@SANDIEGO.EDU
x7600

SEPTEMBER 2007

LAUNCHING CONTRIBUTE

Launch Contribute on your computer. You will see a setup screen where you can either Create a New (1) Website Connection or 2) Blog Connection.

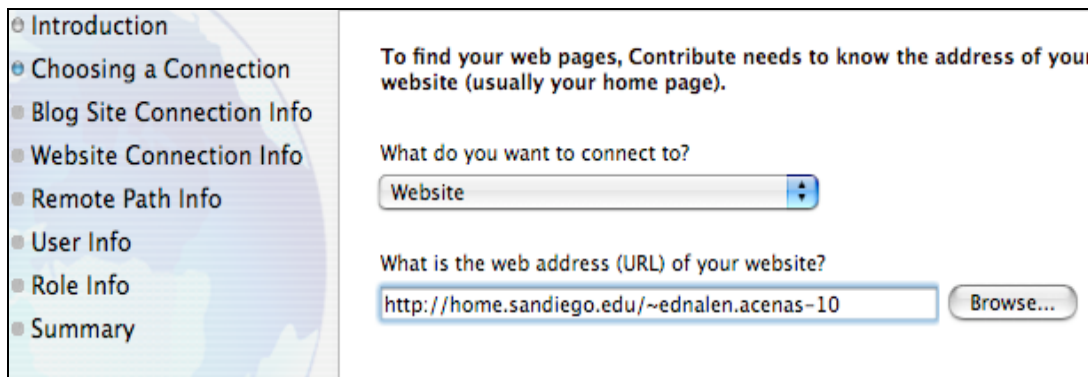
Website Connection to a Web site will get you started using Contribute on your own computer.



POINTING CONTRIBUTE TO YOUR SITE

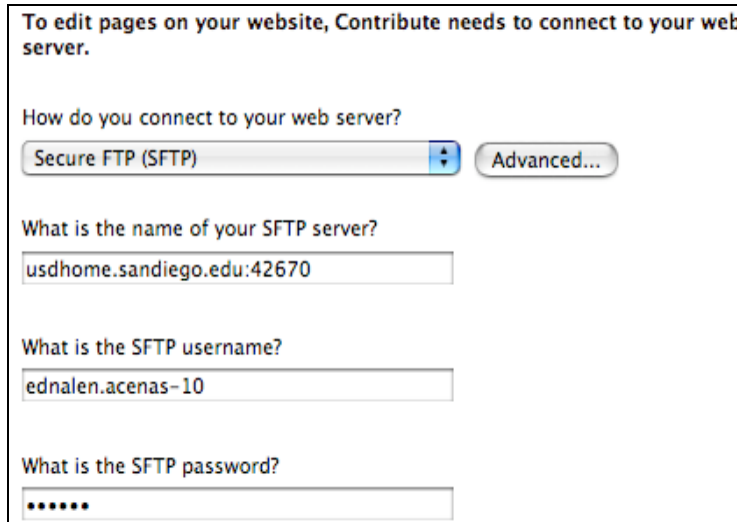
Contribute will need to know the address of your Web site.

Make sure to include all portions of your URL. Your URL should be `http://home.sandiego.edu/~username`.



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 **usdhome.sandiego.edu:42670** and then enter in your MySanDiego username and MySanDiego password to continue.



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?

usdhome.sandiego.edu:42670

What is the SFTP username?

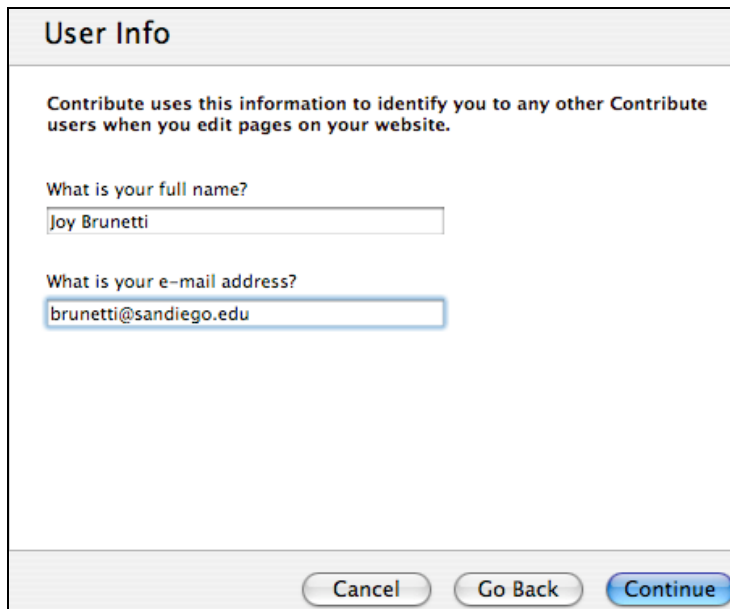
ednalen.acenas-10

What is the SFTP password?

ENTERING YOUR USER INFO

Contribute will need you to enter your user. If there will be more than one editor to your site, Contribute will warn you when "Joy Brunetti" with the e-mail address 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 MySanDiego 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?

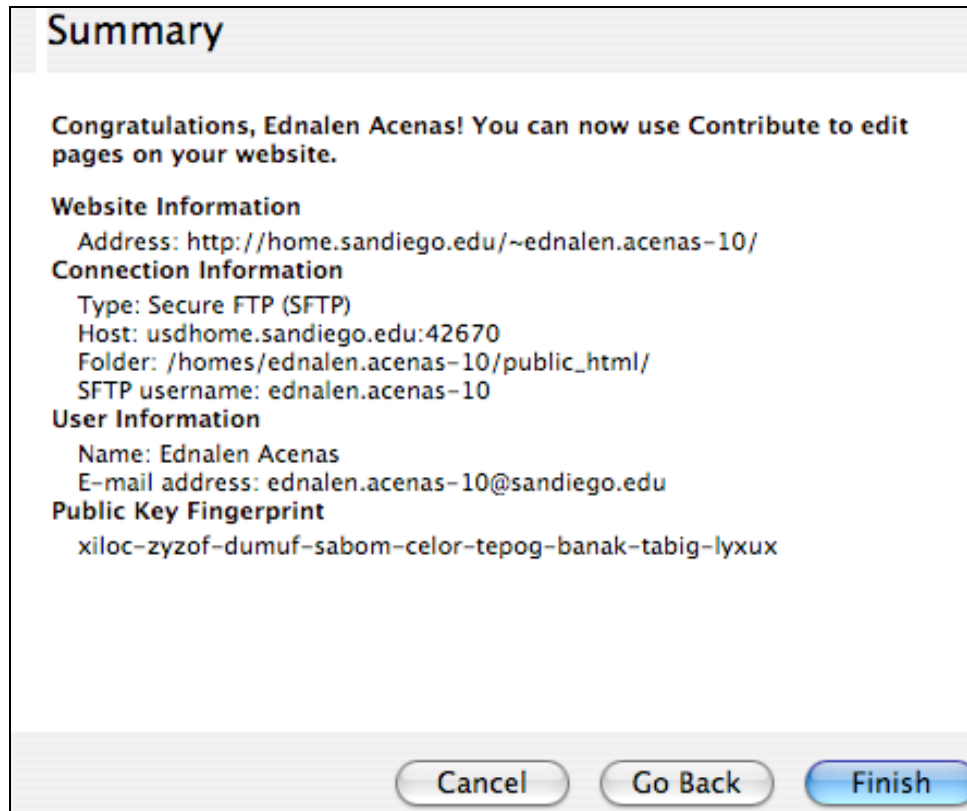
Joy Brunetti

What is your e-mail address?

brunetti@sandiego.edu

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.



USING CONTRIBUTE & ADDITIONAL RESOURCES

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

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