

**CONTRIBUTE FOR DEPARTMENTS
DEPARTMENTAL WEBSITE SUPPORT**



Web Services
Information Technology Services
University of San Diego

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This documentation is intended to serve as a quick reference guide for employees who are using Adobe Contribute software to maintain a departmental Web site. It will cover how to create new Web pages, modify existing pages and update the navigation of your Web site. It will also provide a brief overview of the USD “templates”, as well as using the file management system in order to delete files.

You can also visit Adobe’s website, Using and Administering Contribute CS3 <http://help.adobe.com/en_US/Contribute/4.1/>, for more in-depth information and tutorials.

TABLE OF CONTENTS

GENERAL INTRODUCTION		3
WHAT IS A WEB ACCOUNT?		3
WHAT IS A WEBSITE?		3
CONTRIBUTE INTRODUCTION		3
WHAT IS CONTRIBUTE?		3
GETTING CONNECTED		4
GETTING STARTED		7
CREATING A WEB PAGE		7
THINGS TO KEEP IN MIND		8
PUTTING CONTENT ON YOUR PAGE		9
HEADERS		9
INDENTING AND OUTDENTING		10
CREATING LISTS		10
WORKING WITH IMAGES		10
BEST PRACTICES		11
COPYRIGHT		12
CREATING LINKS		12
LINKING TO A WEB PAGE		12
LINKING TO AN E-MAIL ADDRESS		13
LINKING TO A FILE ON YOUR COMPUTER		13
BEST PRACTICES FOR WORKING WITH FILES		13
USING TABLES		14
SETTING UP A TABLE		14
ADJUSTING A TABLE		14
USD Web Services	1	ITS
Contribute for Departments		USD

ADDITIONAL INFORMATION	15
META DATA	15
FILE OPTIONS	16
ASSOCIATED PRESS STYLE GUIDELINES	16
ABBREVIATIONS	16
CAPITALIZATION	17
QUOTATION MARKS AND ITALICS	18
NAVIGATION	18
USING THE SUBNAV.XML FILE	19
USING THE FILE MANAGER	21
DELETING A PAGE	21
RENAMING A FILE	23
RESOURCES	23

GENERAL INTRODUCTION

What is a Web Account?

A Web account is an account that has been set up to allow you to access all of the Web pages, documents (PDFs), and images that are a part of your departmental website. Once you put a file in your Web account, it can be viewed by anyone with an Internet connection. Anyone who has access to your Web account username and password will be able to add, update and delete files from your account.

Web accounts should only be used to store files (Web pages, documents and images) that are part of your departmental website. They should not be used as a form of online file storage. There is a storage limit of 20 MB for Web accounts, so you will want to ensure that you do not surpass this limit. You can check your storage usage by going to the Account Information Web page <<http://www.sandiego.edu/unet/>> and logging in with your Web account username and password. This information is updated on a daily basis at 6 a.m.

What is a website?

A website is basically a collection of files that can be accessed through the Internet. These files are arranged in a folder, or folders, just like on your computer. For example, on your computer you may have one folder (labeled Documents) where you keep all of your documentation. Inside of that folder, you may have organized your documents into sub-folders (January, February, etc.) to make it easier to find a particular file. This same type of organization is also reflected in Web sites and can be seen by taking a look at the URL of a particular Web page.

CONTRIBUTE INTRODUCTION

What is Contribute?

Contribute is a content management system (CMS) that allows you to update the content on your website without needing to be familiar with HTML or a scripting language, such as PHP. The Contribute interface is designed to look similar to a Web browser (Internet Explorer, Safari, Mozilla, etc.), so that your experience in Contribute will mirror the experience you would have if you were viewing your Web pages online in a Web browser. This allows you to see what the changes you are making would look like online, as you are making the changes. You can navigate to different pages within your website in Contribute in the same way that would navigate to those pages in your Web browser – either click on a link to take you there, or type the Web address (URL) at the top of the Contribute window.

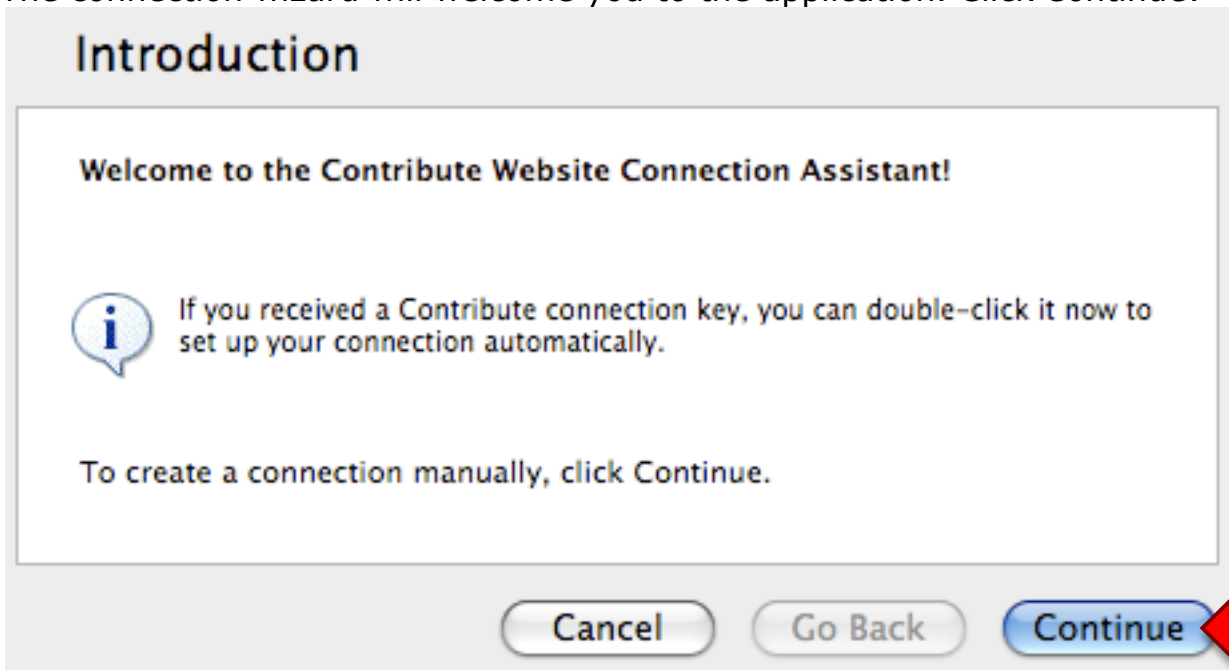
Getting Connected

Before you can begin to edit your Web site in Contribute, you first have to create a connection to your site. Follow the steps below in order to get your connection set up in Contribute.

1. Open Contribute. You should see the Adobe Contribute Start Page (below) when the application has loaded.



2. Click on the option to **Create New Website Connection**.
3. The connection wizard will welcome you to the application. Click *Continue*.



4. Enter the URL, or Web address, of your website.

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?

5. The next step of the process lets Contribute know how to connect to the remote server where your files will be stored. For Web sites at USD, the connection method is Secure FTP (SFTP). The name of the SFTP server is files.sandiego.edu. The SFTP username is the name of your Web account. Please note that this may be different than the name of your site. Finally, you will also need to provide the password for your Web account.

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?

6. Contribute will then ask you to provide your name and e-mail address. This information is particularly useful for sites that have more than one person working on the content. If someone else is already working on the page that you would like to update, Contribute will give you a warning message, telling you the name and e-mail address of the person who is currently updating that page. This ensures that two people don't try to update the same page at once, thereby erasing one another's changes.

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?
Sample User

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

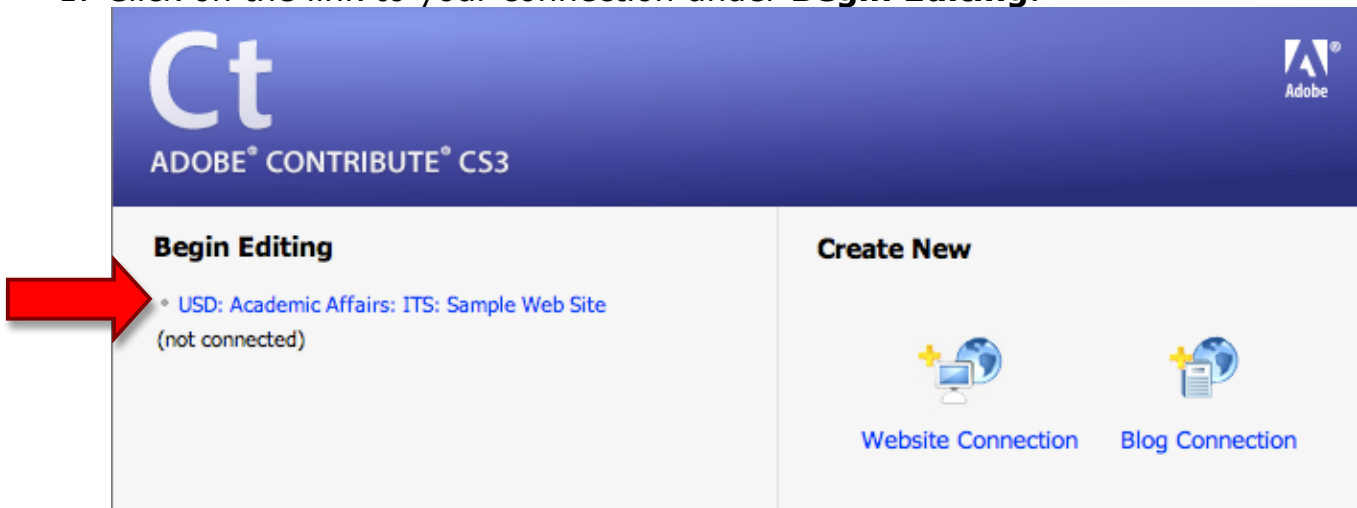
Cancel Go Back Continue

Please Note: Depending on your computer platform (Windows or Macintosh), the above steps may be slightly different or appear in a different order. The information, however, always remains the same no matter the sequence.

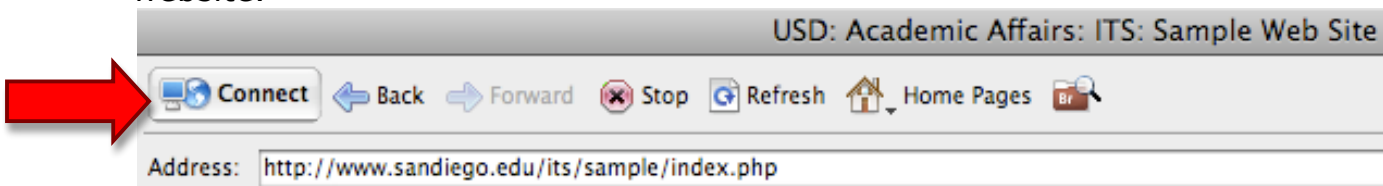
GETTING STARTED

Now that you've established a connection to your website in Contribute, you are ready to get started. When you start-up Contribute after you have set up your connection, you will need to do the following in order to actually connect to your site so that you can begin editing:

1. Click on the link to your connection under **Begin Editing**.

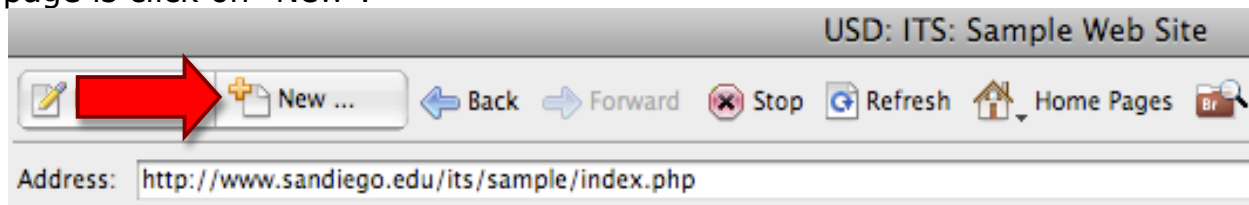


2. Click on *Connect*. You are now connected and can begin to edit your website.



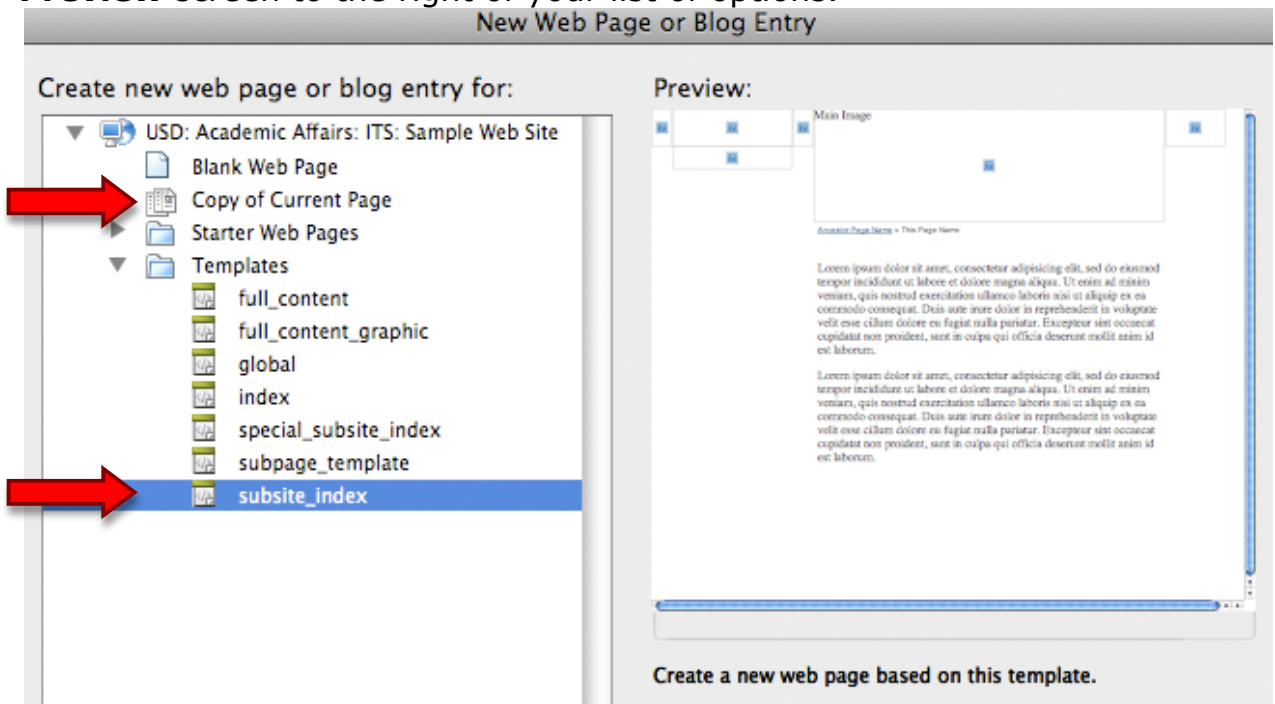
Creating a Web Page

Once you are connected to your site, all you have to do to create a new Web page is click on "New".

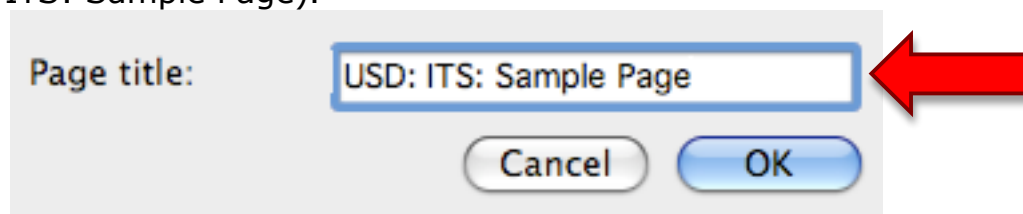


You will then be prompted to select what kind of page you would like to create. You will be able to select from the centralized USD templates. These templates were designed in order to ensure consistency across departments and offices, in order to provide a more seamless experience for our end users. For departmental Web pages, you will want to select the *subsite_index* template. If

your site for some reason does not have access to the centralized USD templates, you can instead choose to create a *Copy of Current Page*. You will be able to see a rough preview of the option that you have selected in the **Preview** screen to the right of your list of options.



The next step before you continue is to create a Page Title. Note that Contribute will not allow you to continue until you have designated a title for your Web page. For your Web site's homepage, the page title should be *USD: Department Name* (ex. USD: ITS). For any sub-pages on your departmental site, the page title should be *USD: Department Name: Page Title* (ex. USD: ITS: Sample Page).



Once you click OK, your new page will open in the edit mode so that you can add content to it. Although your new page "exists" at this point in time, it will not be viewable online until you have published this draft.

Things to Keep in Mind

The university's website is a powerful marketing and communication tool. For that reason, a set of standards has been established by Marketing and Strategic Partnerships, backed by the Office of the President. "Consistency in the way materials look and read will help the University of San Diego build and

maintain its reputation... The highest levels of leadership — including the Board of Trustees, the executive council and other campus leaders — are confident that to build and protect the university’s brand, deliberate campus-wide measures must be taken to create a consistent approach to its visual identity and standards for communication.”

For more detailed information about the university’s standards for Web development, you can read the Brand Manual online <<http://www.sandiego.edu/marketing/brand-manual.php>>. Here are a few things to keep in mind when putting the content on your Web pages:

- Text should be left-justified.
- Font family, size and color should not be adjusted. Although some users may have access to the options to adjust these in Contribute, all text should remain the same size and color in order to maintain consistency across the university’s website.
- In general, the content of your Web pages should be text, not imagery.
- Break information into brief blocks of text or bulleted lists.
- Use meaningful headers to better organize the content on your Web pages.

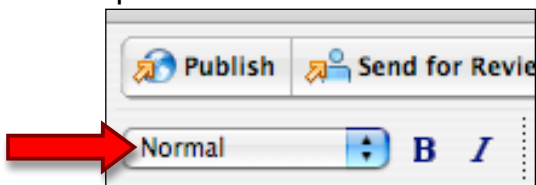
The Contribute interface is similar to a word processor, so you should be able to navigate through the options relatively easily. You can adjust the text alignment, make text bold or italicized, create bulleted or numbered lists and indent or outdent text, all through the text editing toolbar.



PUTTING CONTENT ON YOUR PAGE

Headers

Headers can be used to more clearly organize the content of your Web pages. They are also used by search engines to determine what the content of a particular page is, so they should accurately reflect the content of your page and not be used for styling purposes. You can create headers by highlighting the text that should be the header and then selecting the appropriate header option from the Normal menu.



Please note that there should only be one *Heading 1* per page, so this should be the title of the Web page.

Indenting and Outdenting

You can insert and outdent text by using the text editing toolbar in Contribute. Simply place your cursor where you would like to indent or outdent and then click on the option that you want.

Creating Lists

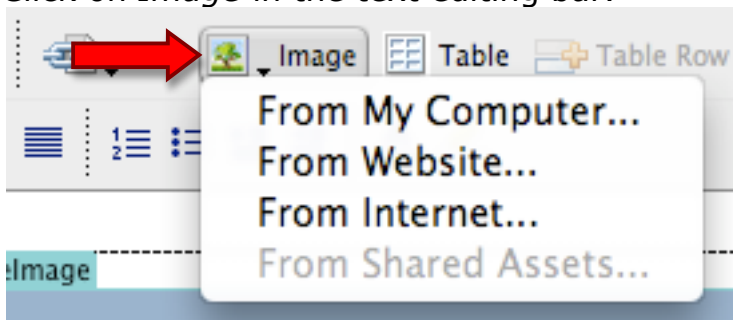
You can create either bulleted or numbered lists by using the text editing toolbar in Contribute. Numbered lists should only be used for lists that have a specific order. Otherwise, use a bulleted list. To create a list, simply place your cursor where you would like to start the list and then click on either the numbered or bulleted list option. To add the next list item, hit *Enter* (on a PC) or *Return* (on a Mac). You can bring the list to an end by hitting *Enter* or *Return* twice.



Working with Images

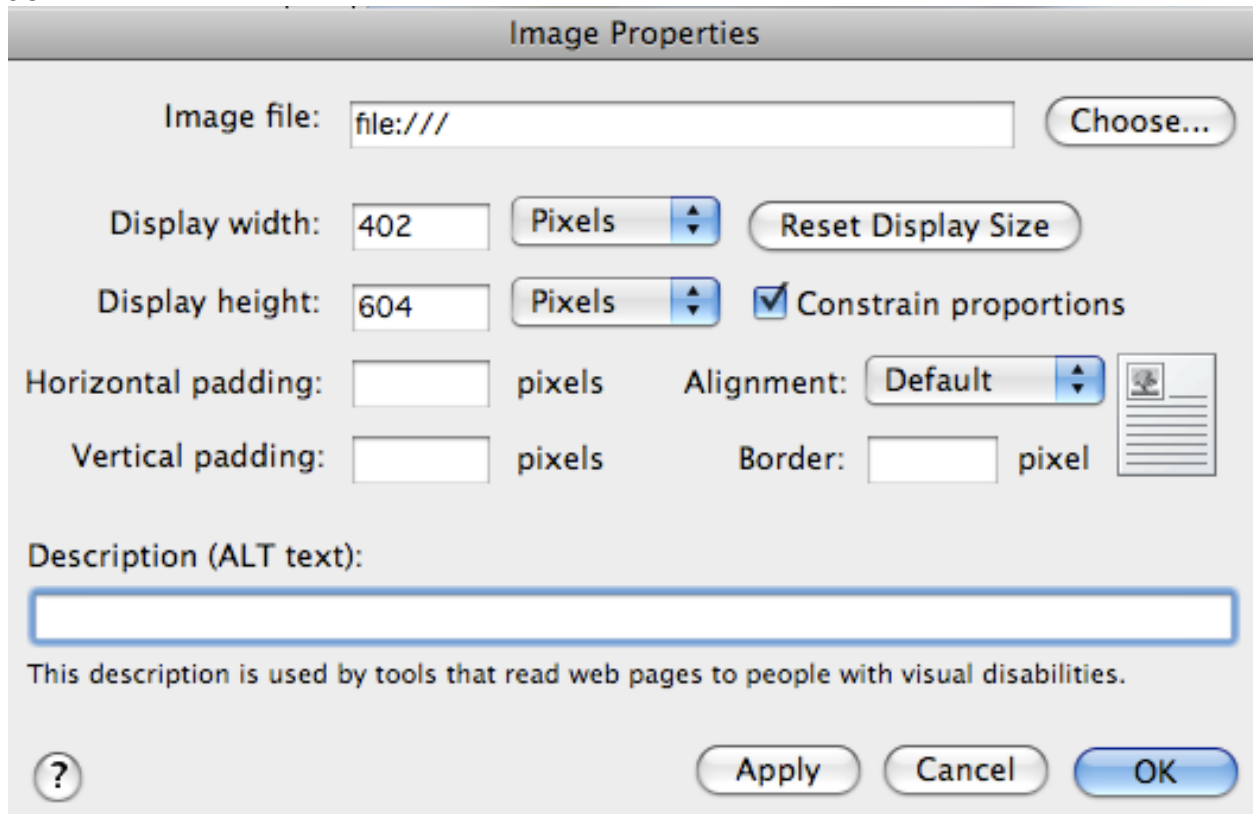
In order to insert an image into your Web page, you will need to do the following:

1. Click on *Image* in the text editing bar.



2. Select whether you would like to insert an image from a file on your computer (*From My Computer*) or an image that has already been uploaded to your website (*From Website*). You should avoid the *From Internet* option, unless you have express permission from the owner of the image, so that you do not violate copyright law.

3. Once you have selected the image that you would like to insert into your Web page, click *Choose*.
4. Once the image has been inserted into your Web page, you can adjust the properties of the image (alignment, description, padding, border etc.) by double-clicking on the image. This will bring up the Image Properties dialog box.



Best Practices

Images can be a great addition to a Web page, but when working with images, you should keep the following best practices in mind:

- *Always* be sure to provide a “Description” (ALT text) for the images on your Web pages, unless they are being used purely for decorative purposes.
- Crop your images *before* you insert them into your Web site.
- Never stretch or distort image dimensions.
- When working in the USD templates, make sure that your images are never more than 450 pixels in width.
- Try to avoid using images instead of text, or images of text. This is generally a bad practice and reduces the accessibility of your website.

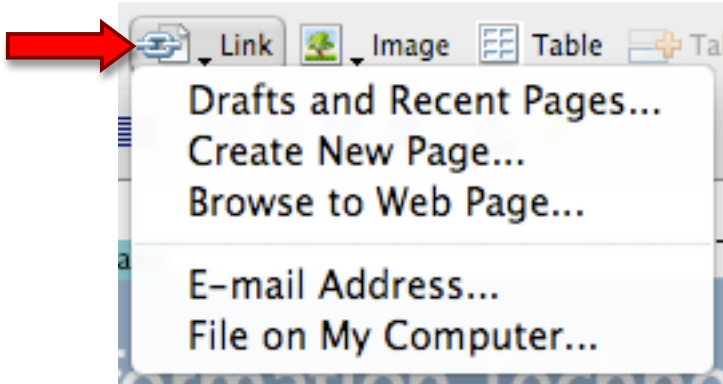
Copyright

Most images are subject to copyright protection, so you need to ensure that you have obtained proper approval before inserting an image into your Web site that you have taken from an external source.

There are some online resources that provide access to royalty-free and attribution-free images, which can be used by anyone, anywhere. One such archive of public images is morgueFile <<http://morguefile.com/>>.

CREATING LINKS

In order to create a link, simply select/highlight the text that you would like to be a link and then click on *Link* in the text editing toolbar.



Of the five options that appear for creating links, you should only use the following three: *Browse to Web Page*, *E-mail Address*, or *File on My Computer*.

Linking to a Web Page

You can create a link to another page within your Web site or to another Web page outside of your site. Contribute enables you to use the file system to find other pages within your site.

In order to create a link to a Web page:

1. Select the *Browse to Web Page* option from the link menu.
2. You can then either type in the URL of the Web page that you would like to link to, click on *Browse* to use a Web browser to find the page that you want, or click on *Choose* to use the file system to find another Web page within your website.
3. Once you have selected the file or URL that you want to link to, click *OK* and Contribute will add the link to your draft in the indicated location.

Linking to an E-mail Address

You can create a link to an e-mail address so that when a visitor clicks on the link, Contribute opens a new blank message, addressed to the e-mail address you specified, in the visitor's default e-mail application.

In order to create a link to an e-mail address:

1. Select the *E-mail Address* option from the Link menu.
2. Enter the e-mail address that you would like to link to from your Web page.
3. Click *OK* and Contribute will add the link to your draft in the indicated location.

Linking to a File on Your Computer

You can also create a link on your Web page to a document (PDF) that you have saved on your computer. When you publish the Web page with the link, Contribute copies the file into your website so that when someone clicks on the link, they will be able to view or save the document to their computer.

In order to create a link to a document on your computer:

1. Select the *File on My Computer* option from the Link menu.
2. Browse to the file that you want people to be able to access.
3. Click *OK* and Contribute will add the link to your file in the indicated location.

Best Practices for Working with Files

When linking to documents from your website, you should ensure that the documents are in PDF format so that all of your users can access the file, regardless of their computer's operating system. PDF files are also smaller, so the document will take up less of your Web account's allocated storage once converted. In addition, PDFs cannot be edited easily, so you can be confident in the integrity of the information you provide, even after the document has been downloaded to a user's computer.

Some additional best practices for working with files are:

- Optimize your PDFs before you upload them to your website. This can reduce your file sizes to a tenth or less of the original. For additional information on converting files to PDF and optimizing them with Microsoft Office (Word), refer to Microsoft's Web page: [Save a file in PDF format](#)

<<http://office.microsoft.com/en-us/word-help/save-a-file-in-pdf-format-HA010064992.aspx>>. To optimize a file on an Mac, open the PDF with Preview and then select *File* → *Save As*. Ensure that the Quartz Filter is set to *Reduce File Size* and then save the file.

- File names should be succinct and follow Web standards, which means that spaces should be replaced by an underscore (_) and words should be lowercased. E.g. "Award Recipients from Department Ceremony on 02/01/2010.pdf" should be named something like "award_recipients.pdf".

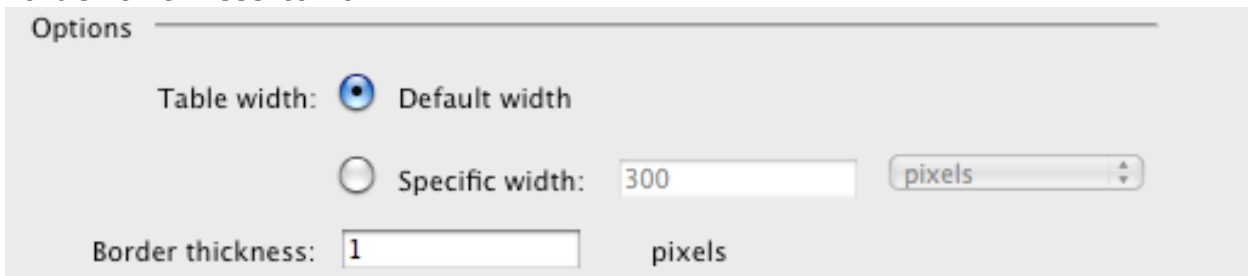
USING TABLES

A table is a tool for presenting data or for page layout. You can insert a table anywhere in the content region of your Web page.

Setting up a Table

To insert a table into your Web page:

1. Click the *Table* button in the text editing toolbar.
2. This will bring up the Insert Table dialog box, where you can enter the number of columns and rows that you want in your table. You can also set a specific width for your table, if needed. If you would like your table to span the full width of the content region of your Web page, you can set a *Specific width* of "100 percent". If you do not want a border on the table cells, set *Border thickness* to "0".



The image shows a dialog box titled "Options" for configuring a table. It contains three settings:

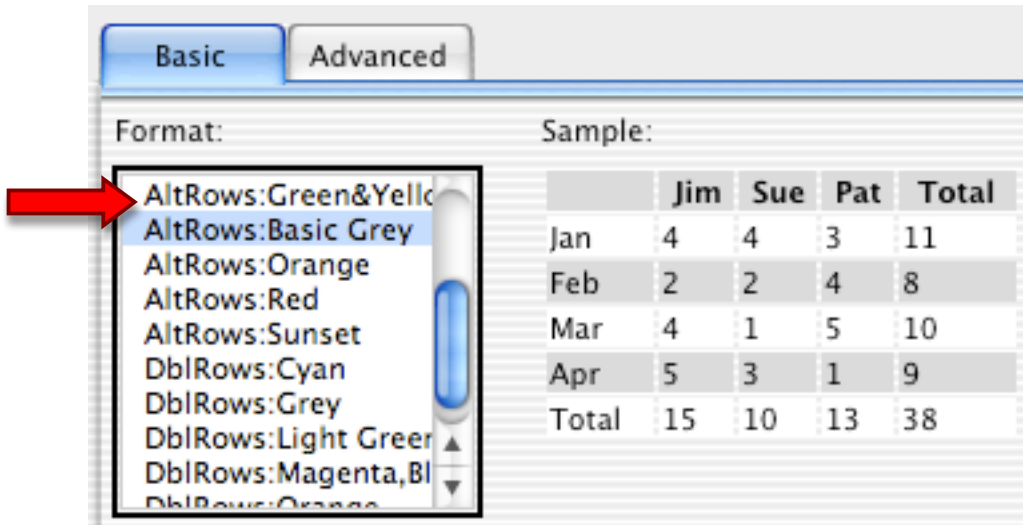
- Table width:** A radio button is selected for "Default width".
- Specific width:** A radio button is unselected. Next to it is a text input field containing "300" and a dropdown menu set to "pixels".
- Border thickness:** A text input field contains "1" and a label "pixels" to its right.

3. Once you have set up the specifications for your table, click *OK* and the table will appear in your draft.

Adjusting a Table

Once you have created a table, you can easily modify both its appearance and structure by right-clicking on the table and choosing *Table Properties*. This is where you can adjust the table alignment, as well as the width and border.

You can make the content of your table easier to read for users by using one of the pre-formatted table options in Contribute. To access these options, select/highlight the table and then choose *Table* → *Format Table* from the menu bar at the top of your Contribute screen. The option that you should select is *AltRows:Basic Grey*, which will place a background color of light grey on alternating rows of your table.



Please Note: Although there are multiple pre-formatted table options in Contribute, the Web branding standards of the university need to be followed, so the only option that should be selected is *AltRows:Basic Grey*.

ADDITIONAL INFORMATION

Meta Data

You can associate keywords and a description with your Web page. Visitors who type one of your keywords in a search engine (such as Yahoo or Google) can then find your page more easily. USD also has its own search engine, so your pages will be more easily accessible on our Web site as well.

To add or change keywords and a description for a Web page, select *Format* → *Keywords and Description* from the menu bar at the top of your Contribute screen.

Enter or change keywords in the Keywords pane. Separate each keyword with a comma. Enter or change the page description in the Description pane. Some search engines will display the page description in their search results, so this should be no more than one or two sentences, and accurately represent the content on your page. Once you have made your changes, click *OK*.

File Options

When working on a page in Contribute, you have four options of what to do with the file that are displayed next to the text editing toolbar.



Publish is another way of saying “upload your page.” This sends your file and any dependant files (such as images or documents) up to the server and makes your page live on the Web.

Before you can publish, you will be prompted to give your page a filename. For these pages, you will need to use the *.php extension. If you are creating the landing page, then the name will be index.php. For any other file, select a short name that indicates the topic of the page (research.php, schedules.php, contact_us.php). Just like with documents that you are uploading to your site, spaces should be replaced with an underscore (_) and words should be lowercased.

Send for Review allows you to send your page to an administrative user of Contribute for his/her review before publishing. Not all departments use this feature in Contribute, so check on your departmental process before using this option.

Save for Later allows you to keep the changes that you have made to a page without making the changes live to the Web, so that you can do more editing at a later time. Pages saved for later will show up in the left-hand column of Contribute (the Draft Console).

Cancel or *Discard Draft* will not delete the Web page from the server, but it will undo any changes that you have made.

Associated Press Style Guidelines

All materials published by the University of San Diego whether print or Web must be written in AP style.

The following are general AP style guidelines for reference. A more complete guide can be downloaded from the Marketing website <<http://www.sandiego.edu/marketing/visualidentity>>.

ABBREVIATIONS

- Academic degrees. **Use the abbreviation Dr. only before the name of a person who holds a medical degree.** Do not use the title Dr. before the names of people who hold other doctorate degrees or honorary doctorate degrees. In those cases, the degrees should be listed after the person’s

name. (Jane Smith, Ph.D.) All abbreviations of degrees should contain periods. (B.A., M.A., J.D., LL.M., Ph.D., Ed.D.) Set off academic abbreviations with commas when used in the middle of a sentence. (Jane Smith, J.D., was the keynote speaker.)

- Ampersand (&). The ampersand may only be used in the title of the Joan B. Kroc Institute for Peace & Justice. Do not abbreviate and in any other context.
- Building names. Do not abbreviate any campus building names except Joan B. Kroc Institute for Peace & Justice (IPJ) or School of Leadership and Education Sciences (SOLES). You may abbreviate these when referencing them for a second time in a paragraph.
- Months. Never abbreviate months when they do not immediately precede a date. (We got married in September last year.) When the name of a month immediately precedes a date, abbreviate it, but only if the month's name is six letters or longer. (We met Aug. 6 last year and got married March 5.)
- Time. Use a.m. or p.m. Lowercase with periods. Do not use :00 for hour (10 a.m., not 10:00 a.m.) Avoid redundancies such as 10 a.m. in the morning.
- Web addresses. Leave out the http:// for most applications and just use www.

CAPITALIZATION

- Avoid random capitalization. **Do not capitalize for emphasis. Do not use exclamation points.**
- In a headline. Capitalize all words in a title or headline except articles (a, an, the) and prepositions (of, on, to, at, in). Do not use all caps. (Students Engage in Community Outreach)
- Of a title. Capitalize only when they precede a name. (Provost John Smith) Lowercase in all other instances. (John Smith, provost of the university)
- Names. Proper names should always be capitalized. Capitalize university when it is part of a proper name. (University of San Diego) Lowercase in all other references (There are more than 7,000 students at the university.) Lowercase school when referring to more than one of the university's schools or when referencing anything other than the formal names of the schools. (Students applied to the schools of law and business. The student applied to the law school, the business school and the nursing school. The student will attend the School of Business Administration.) Formal name of

a degree is capitalized. (John Smith received a Bachelor of Science in chemistry.)

- Church. Capitalize as part of a formal name of a building, a congregation or a denomination. (St. Mary's Church, The Roman Catholic Church) Lowercase in phrases where church is used in an institutional sense. (The church teaches that God is love.)
- Religious titles. Treat as all titles: spell out and capitalize in front of name. (Father John Smith, Sister Anne Smith, Monsignor John Smith, Brother John Smith) Exception is Reverend, which is abbreviated Rev. and always preceded by the. (The officiate was the Rev. John Smith.)

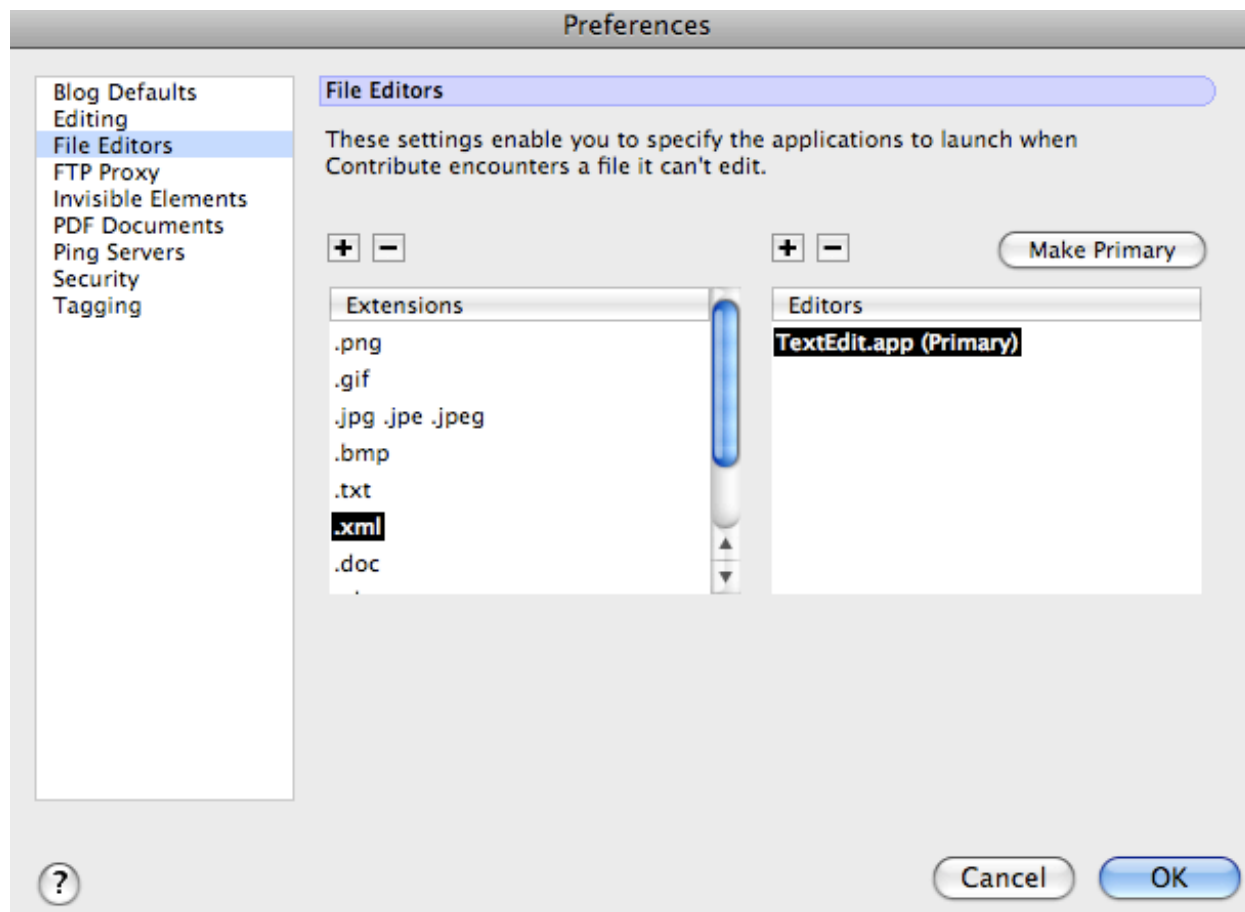
QUOTATION MARKS AND ITALICS

- Book and magazine titles. Italicize without quotes.
- Movie titles. Put quotations around title. Do not italicize.

NAVIGATION

USD Web pages have an external file that controls the left-hand navigation of your pages. The file that controls these left-hand links is called *subnav.xml*.

Before you can adjust the navigation of your Web site, you will need to tell Contribute to use an external program to edit your site's navigation file. You will only need to do this the first time that you edit the subnav.xml file. To do this, go into to your Contribute preferences by selecting *Edit → Preferences* (Windows) or *Contribute → Preferences* (Macintosh). Go into the File Editors area and set .xml files to be edited by a text editor application (NotePad for Windows or TextEdit for Macintosh).



To begin editing the navigation, you will need to browse to the appropriate navigation file by using the address bar in Contribute. Navigate to the section of the site for which you want to update the navigation and then replace the file name of the page that you are on with `subnav.xml`, so that the address bar would have something like:

Address:

Using the `subnav.xml` File

Once you have navigated to the appropriate `subnav.xml` file, follow these steps to update your site's navigation:

1. Contribute will display the message "This file cannot be displayed in the Contribute web browser. You may be able to edit this type of file with another application. Edit your Contribute preferences to specify an application." We have already done this, so not additional action is required

on your part.



subnav.xml



This file cannot be displayed in the Contribute web browser.

You may be able to edit this type of file with another application. Edit your Contribute preferences to specify an application.

2. Click *Edit* to open the subnav.xml file in your text editor.
3. Once you are in the edit mode, you will see the XML file in your text editor. Your typical subnav.xml file will look like this:

```
<?xml version="1.0"?>
<!DOCTYPE navigation
[
  <!ENTITY class "tertnav">
  <!ENTITY basePath "/its/sample/">
]>
<navigation section="its">
  <navitem id="home"
    label="Sample Web Site"
    link="&basePath;"
    class="&class;" />
  <navitem id="about"
    label="About"
    link="&basePath;about/index.php"
    class="&class;" />
  <navitem id="item_3"
    label="Item 3"
    link="&basePath;item3.php"
    class="&class;" />
  <navitem id="item_4"
    label="Item 4"
    link="&basePath;item4.php"
    class="&class;" />
</navigation>
```

- The `<!ENTITY basePath>` is simply the path to your website. This is whatever your site name is (e.g. `/its/` or `/academics/` or `/explore/`) – whatever comes after `http://www.sandiego.edu` to get to your homepage (but not including the filename `index.php`).
 - The rest of the XML file is comprised of `navitem` sets (what comes between `<navitem` and `/>`) that contain areas for labels and links.
 - The `id` needs to be unique for each item, and should be in lowercase with an underscore (`_`) in place of a space between words.
 - The `label` for each item is the text that will be displayed in the left-hand navigation on your website. In this example, the navigation items on the website will be Sample Website, About, Item 3, and Item 4.
 - The `link` is simply the filename within your site that you want to link to in your navigation. In this case, About is linked to the `index.php` file in the about folder, while Item 3 is linked to the file `item3.php`. If you need to link to a page that is external to your site, then remove `&basePath;` from the link line and type in the full URL (e.g. you would type `http://www.sandiego.edu` to link to the university's homepage).
 - If you would like a particular navigation item to be indented with a bullet, you can indicate that by inserting `indent="1"` after the link line.
4. Once you have made all of your changes, save the file in your text editor (Notepad or TextEdit) and then exit/close your text editor.
 5. This will take you back to the Contribute screen, where you can click on *Publish* to make your updates take effect on your Web site.

Please Note: It is a good idea to try to limit the number of items in your left-hand navigation to somewhere between seven and ten items so that visitors don't get overwhelmed by the number of options and so that they can quickly find the information that they are looking for.

USING THE FILE MANAGER








Deleting a Page

Before actually deleting the file, you will first want to remove any links to the file from your Web pages and from the left-hand navigation of your site. Once you have done that, you are ready to delete the file using the File Manager:

1. You will need to open a Web browser (Internet Explorer, Mozilla, Safari, etc.) and go to <http://www.sandiego.edu/unet/files.php>.
2. Click on *Departmental File Manager* and then log in using your Web account username and password.
3. Once you are logged in, click on *Sites*.

USD Unet File Manager: its

UNET /HOME

	Item	Size	Last Modified	Permissions
	apple_laptop.html	219.0 bytes	Oct 14, 2008	rw-r--r-- ▼
	assistantaccess	2 items	Aug 05, 2008	rwxr-xr-x
	dell_desktop.html	228.0 bytes	Feb 02, 2009	rw-r--r-- ▼
	Documents	2 items	Feb 18, 2006	rwxr-xr-x
	Network Trash Folder	4 items	Aug 05, 2008	rwx---rwx
	Sites	6 items	January 29 8:27 AM	rwxr-xr-x
	TheVolumeSettingsFolder	empty	Mar 26, 2004	rwxrwxrwx

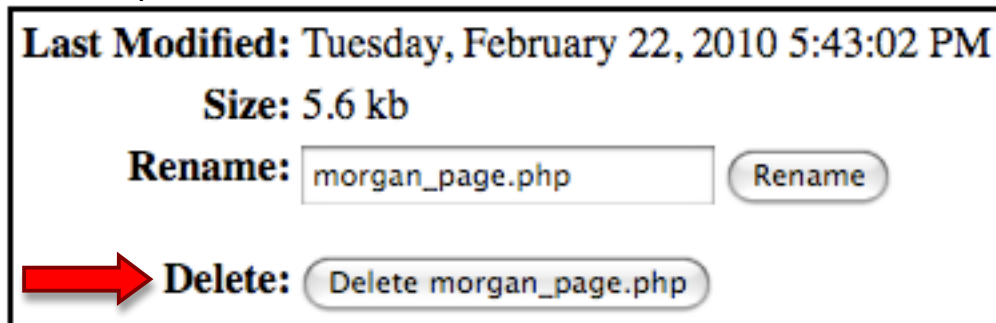
Create Folder
Show Hidden
Advanced
LOGOUT

Upload a file:

Browse...
Upload File

4. In the Sites folder, you will see your site. Click on the name of your site. Now you will see all of the folders and files that are part of your site account. The folders are highlighted in brown, so when you click on those, they will lead you to "subdirectories" with more files.
5. To delete a file, click on the name of the file. This will bring up a screen with information about the file that you have selected. Confirm that this is the

file that you want to delete and then click on the button next to *Delete*.



6. Repeat this process for any other files that you need to delete from your Web site. Once you have successfully deleted files using the File Manager, please log out of your Web account. To do this, click the *Logout* button on the right-hand side of your screen.

Renaming a File

In order to rename a file, follow steps 1 – 4 in the Deleting a Page section above. Once you are at the file details page, simply enter the new name for your file in the text box next to *Rename* and then click the *Rename* button.

Remember to update any links on your website to point to the new filename.

RESOURCES

The Adobe website has helpful and comprehensive guides on Contribute and other Adobe products:

- Contribute Documentation (Contribute CS3 Resources): <http://www.adobe.com/support/documentation/en/contribute/>
- Contribute Help and Support: <http://www.adobe.com/support/contribute/>

For further information about USD-specific issues or for information about technical training classes offered, please visit:

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