

**USD WEB SERVICES  
CONTRIBUTE FOR DEPARTMENTS  
DEPARTMENTAL SITE SUPPORT**



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 website. It will cover how to create new web pages, modify existing pages and update the navigation of your website. It will also provide a brief overview of the USD “templates” (designs), as well as using the directory management system in order to update your site’s staff listing.

You can also visit Adobe’s website, [Adobe Contribute CS5](#), for more in-depth information and tutorials.

## INTRODUCTION

### What is Contribute and Why Do We Use It?

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 you 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.

### 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 websites and can be seen by taking a look at the URL of a particular web page.

## GETTING CONNECTED

Before you can begin to edit your website in Contribute, you first have to create a connection to your site.

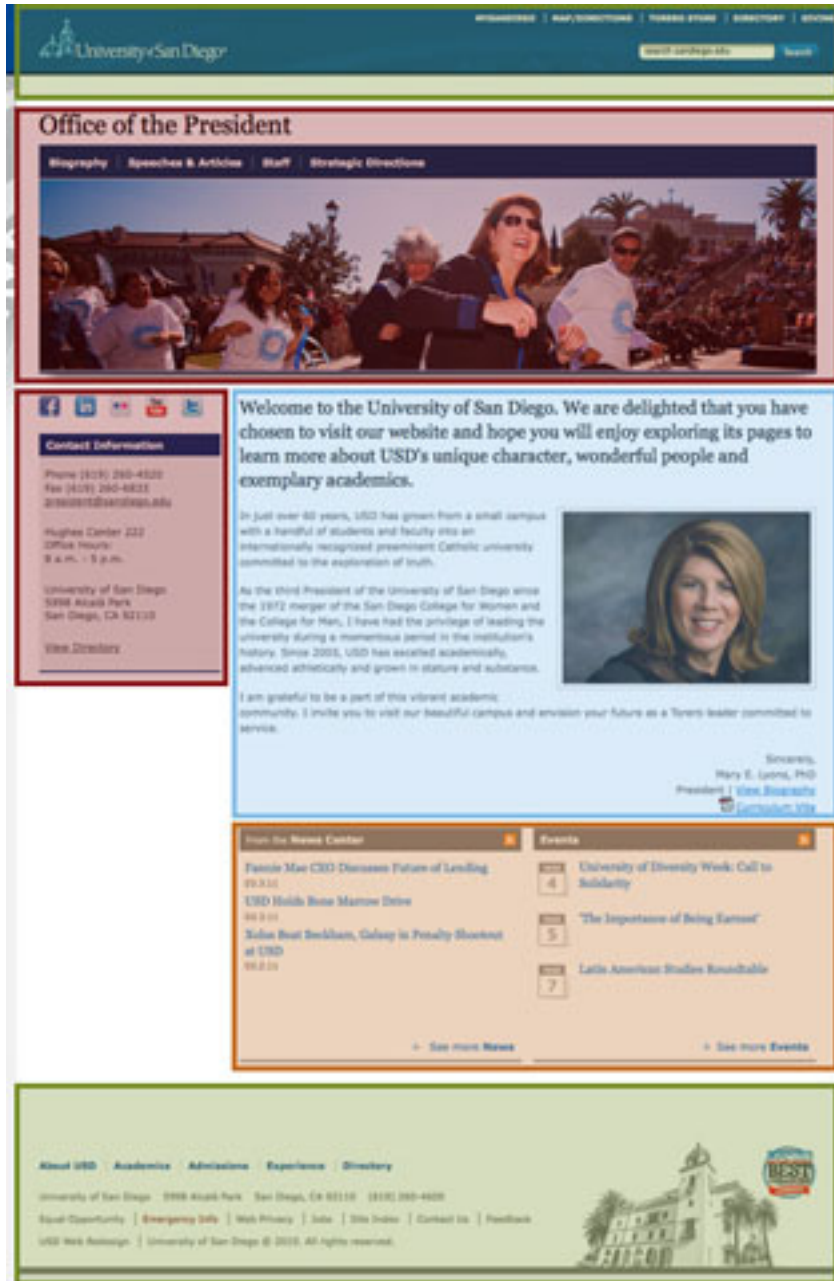
The USD website is administered centrally by the Web Services team. You will need to obtain a key for your role from the Web Services team by sending an e-mail to [websupport@sandiego.edu](mailto:websupport@sandiego.edu) and providing the URL of the website for which you are responsible. Once you have obtained a key, you will need to take the following steps in order to set up your connection to your website:

1. Double click on the connection key provided via e-mail.
2. Enter your name, USD e-mail address, and the password provided in the e-mail. This password is only for setting up your connection and is not the same as the start-up password that you will create in the next step.
3. Select a start-up password for your Contribute software. You will need to type this whenever you open Contribute.
4. You will now see your site connection on the Contribute welcome screen, under Begin Editing.

## ANATOMY OF A PAGE

Contribute is just a tool used to update the USD website. The templates (designs) are made up of sections feeding information from different systems and areas. The following visually shows what content is controlled by the maintainer (you), what is centrally managed by ITS, and what is standard across the USD website (i.e. not changeable).

### Home Page Template A



### Color Key

**Standard across USD website**

**Centrally managed by ITS**  
**Controlled by the maintainer**

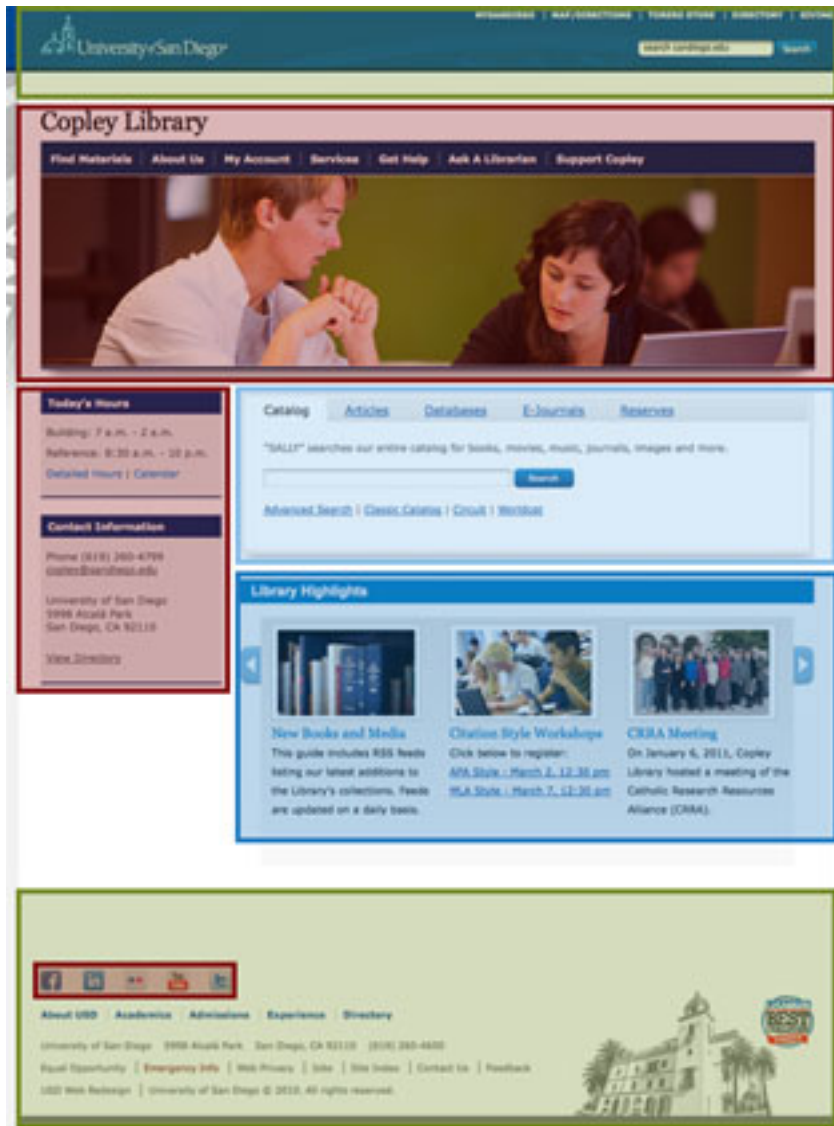
**Fed from the MyPostings system (originally set up by ITS)**

## Home Page Template B



**Color Key**  
**Standard across USD website**  
**Centrally managed by ITS**  
**Controlled by the maintainer**  
**Fed from the MyPostings system (originally set up by ITS)**

## Home Page Template C



**Color Key**  
**Standard across USD website**  
**Centrally managed by ITS**  
**Controlled by the maintainer**  
**Controlled by the maintainer (originally set up by ITS)**

## Content Template

University of San Diego

search.usd.edu

### Catholic Social Thought

Social Teachings | Get Involved | Events | Resources

Home | Resources

#### Social Teachings

Get Involved

Events

Resources

- Classification of Terms
- Expanded Information
- Leaders
- Selected Readings
- Videos, Papers & Reports

#### Contact Information

its@ucsd.edu

University of San Diego  
9500 Alcala Park  
San Diego, CA 92162

#### Videos, Papers, and Reports

Many authors have written about Catholic social thought. The following bibliography represents a starting place for those wishing to explore the concepts further.

#### Videos (also available in Copley Library)

**"Setting for the Feast: Eucharist, Justice."** Video of Dr. John Hart, Professor of Christian Ethics at Boston University, speaking on Thursday, February 28, 2008 at 12:15 p.m.

**"The Call to Economy With All Creation."** Video of Dr. Barbara Wall, Special Assistant to the President for Mission Effectiveness at Villanova University, speaking on Thursday, October 18, 2007 at 12:15 p.m.

**"Political History of Catholic Social Thought"** Video of Drs. Patrick O'Brien and Virginia Lewis, professors of political science at USD, speaking on Friday, April 20, 2007.

**"Overview of Catholic Social Thought."** Video of Fr. Kenneth Himes, O.F.M., speaking at USD on Thursday, September 28, 2006 at 12:30 p.m.

**"Sacred and Social: Catholic Social Teaching on the Human Person."** Video of Fr. Kenneth Himes, O.F.M., speaking at USD on Thursday, September 28, 2006 at 7:00 p.m.

#### Slides (also available in Copley Library)

**"Work as Vocation: Does Catholic Social Thought Work at Work?"** by Michael J. Naughton, Professor of Catholic Studies and Director of the John A. Ryan Institute for Catholic Social Thought at the University of St. Thomas. These slides give the framework of Dr. Naughton's presentations on March 1, 2007, and contain several wonderful questions. [Testimonials](#) from students attending the presentation illustrate the impact of his message.

About USD | Academics | Admissions | Experiences | Directory

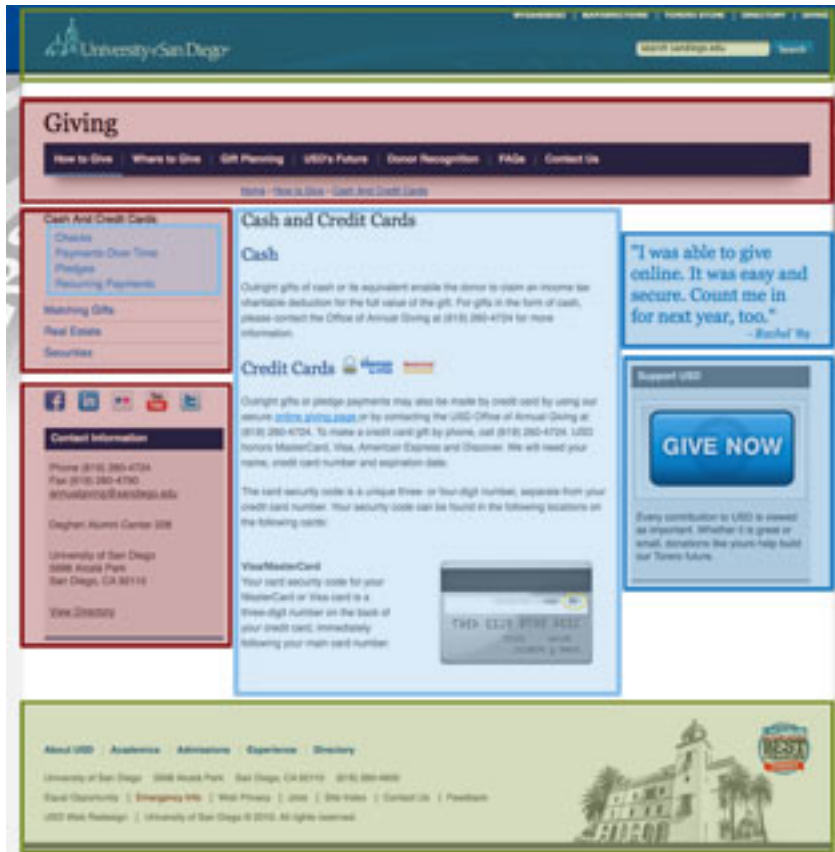
University of San Diego 9500 Alcala Park San Diego, CA 92162 (619) 594-4600

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**Color Key**  
**Standard across USD website**  
**Centrally managed by ITS**  
**Controlled by the maintainer**

## Content Template with Modules

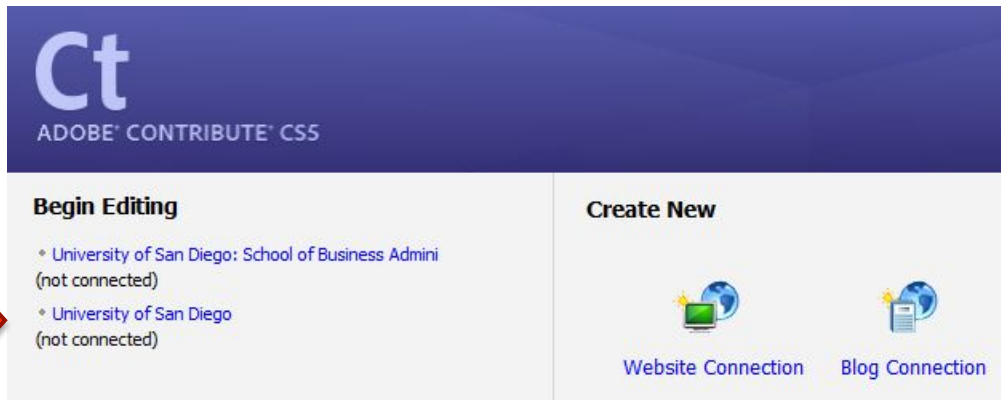


**Color Key**  
**Standard across USD website**  
**Centrally managed by ITS**  
**Controlled by the maintainer**  
**Controlled by the maintainer (originally set up by ITS)**

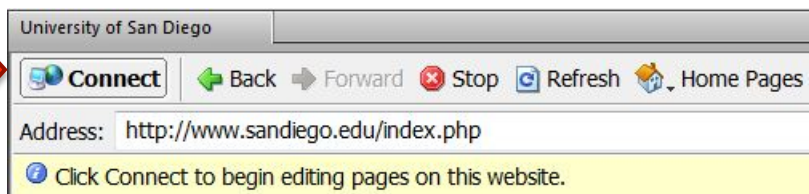
## GETTING STARTED

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 before you can begin editing:

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

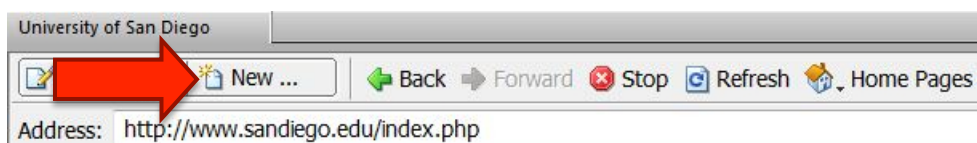


**2. Click on "Connect". You are now connected and can begin to edit your website.**

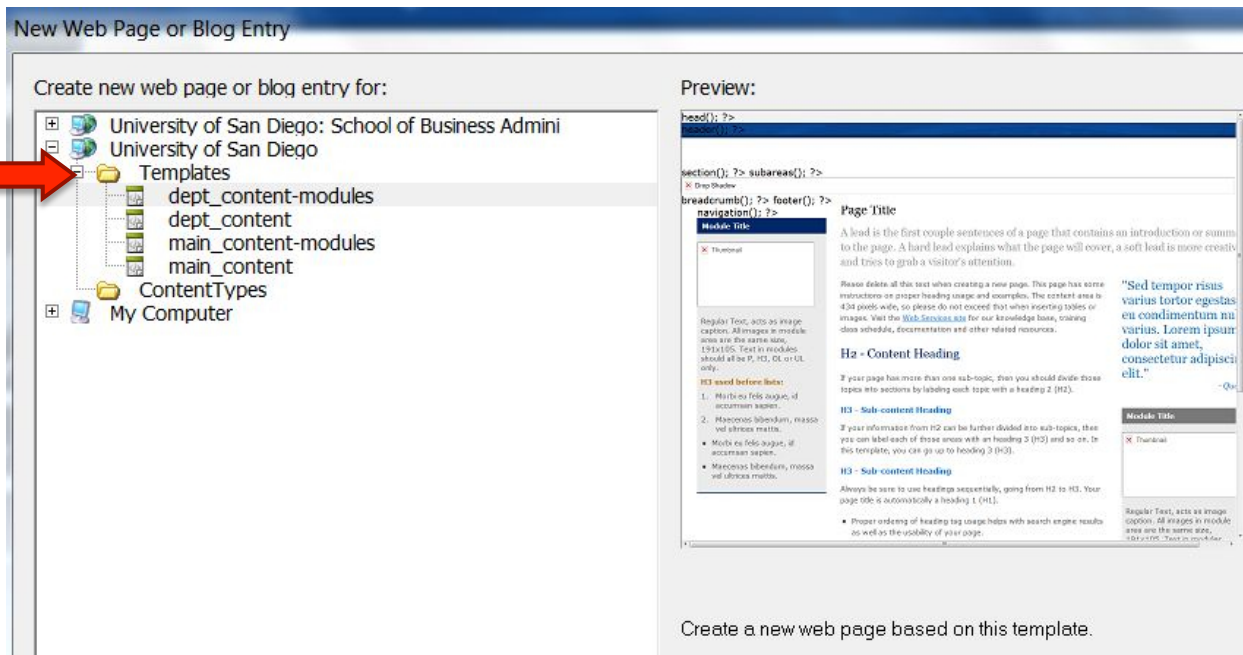


## Creating a Web Page

Once you are connected to your site, all you have to do to create a new web page is click on "New". **Note:** If New is not an option, your role does not have permission to create new pages.



You will then be prompted to select what kind of page you would like to create. For most roles, these will be content templates either with right-hand modules (dept\_content-modules) or without (dept\_content). The USD templates were designed in order to ensure consistency across departments and offices, in order to provide a more seamless experience for our end users. 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 website'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 campuswide 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 at <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 be consistent. The USD templates are set up to only allow minimal changes to font such as bolding and italicizing. This ensures a consistent and professional website presence. Bolding and italicizing should be used sparingly within content. For examples, italics are appropriate for quotes, but can be difficult to read in large chunks (3-5 lines).
- In general, the content of your web pages should be text, not imagery (pictures with text on them).
- Break information into brief blocks of text or bulleted lists.
- Use meaningful headers to better organize the content on your web pages.

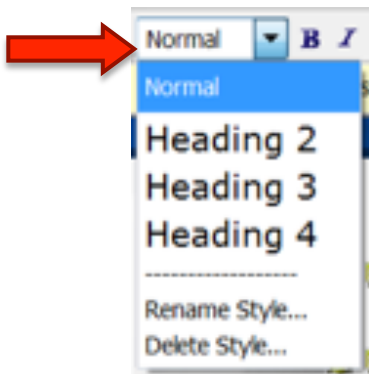
The Contribute interface is similar to a word processor, so you should be able to navigate through the options relatively easily. You can adjust the text alignment, make text bold or italicized, create bulleted or numbered lists and indent or outdent text, all through the text editing toolbar.



## 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.



There should only be one **Heading 1** per page, and the templates are set up by default to have the Page Title section of the template be a Heading 1.

## Indenting and Outdenting

You can indent 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

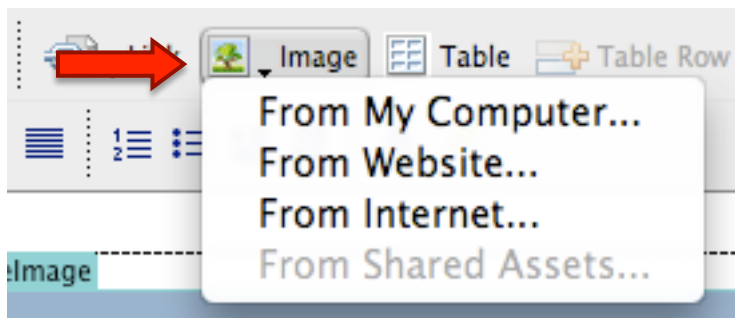
You can create either bulleted or numbered lists by using the text editing toolbar in Contribute. Numbered lists should only be used for lists that have a specific order. Otherwise, use a bulleted list. To create a list, simply place your cursor where you would like to start the list and then click on 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

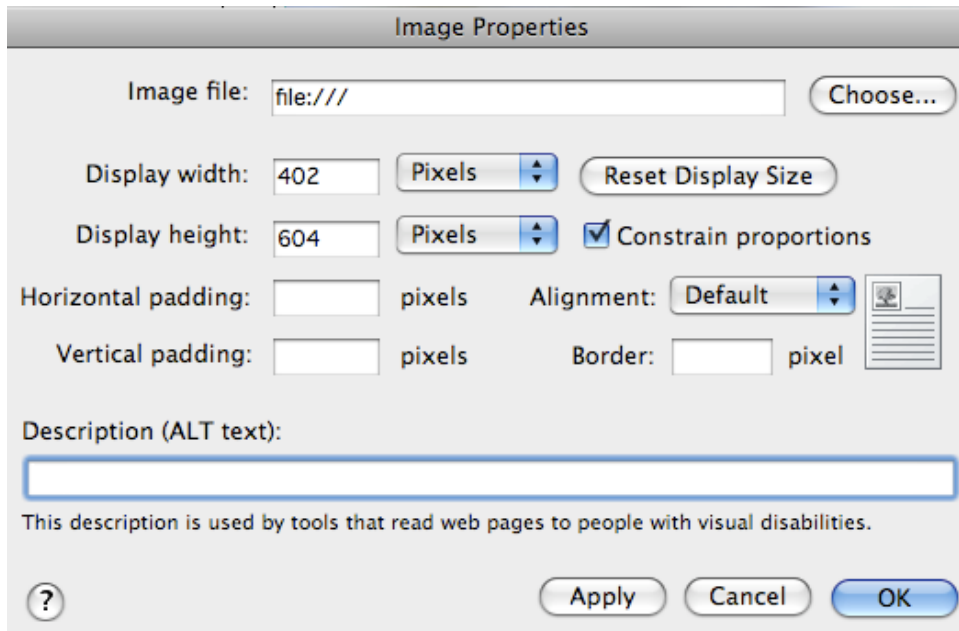
In order to insert an image into your web page, you will need to do the following:

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. Note: The largest image you can insert

onto a page is 674 pixels wide for the content template without modules (dept\_content) and 434 pixels wide for the content template with modules (dept\_content-modules).



### 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 website.
- Never stretch or distort image dimensions.
- When working in the USD templates, make sure that your images are never more than 674 pixels wide for the content template without modules (dept\_content), or 434 pixels wide for the content template with modules (dept\_content-modules).
- 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.

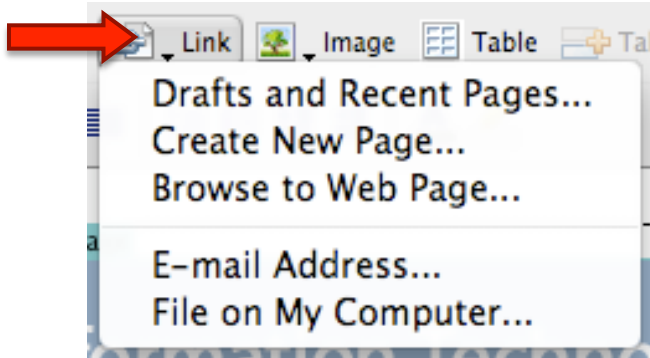
### Copyright

Most images are subject to copyright protection, so you need to ensure that you have obtained proper approval before inserting an image into your website 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](#).

## 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 website 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 site.

A screenshot of a dialog box titled 'Web address (URL):'. It features a text input field at the top. Below the field are two buttons: 'Browse...' and 'Choose...'. The 'Browse...' button is accompanied by the text 'Use a web browser to find the page you want to link to.' The 'Choose...' button is accompanied by the text 'Search your site for the file you want to link to.'

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. Note that documents included on the USD website can be no larger than 750 KB. See below for optimizing assistance.

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 space on the web server and also allow site visitors to download the document more quickly. 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](#). 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".

### **Updating Documents (PDF, Word, Excel) in Adobe Contribute**

If you need to update a document that is up on your current website, you should follow these steps:

1. Update the document on your computer.
2. When you are finished with your updates, save the document using the exact same document name as the document that is currently linked to on your website. (You can check the current document name by either a) looking at the file/folder listing for your website in Contribute and finding the current document in the documents folder, or b) going to your website and looking at the URL of the document when you hover over the link.) **Note:** If the file name is not exactly the same (including capitalization and underscores), this will not work.
3. In Contribute, on the page (or one of the pages) linking to the document, remove the current link (Format -> Remove Link).
4. Create a new link to the updated document on your computer as if you were doing it for the first time (Link -> File on My Computer).
5. When you Publish the page, a dialog box will pop up, letting you know that a file with that name already exists, and asking what you would like to do.
6. Select the option to replace the file with your updated version and click Okay.

The updated version of your document is now up on the web server, and all pages that had been linking to the previous version will now be linking to this updated version.

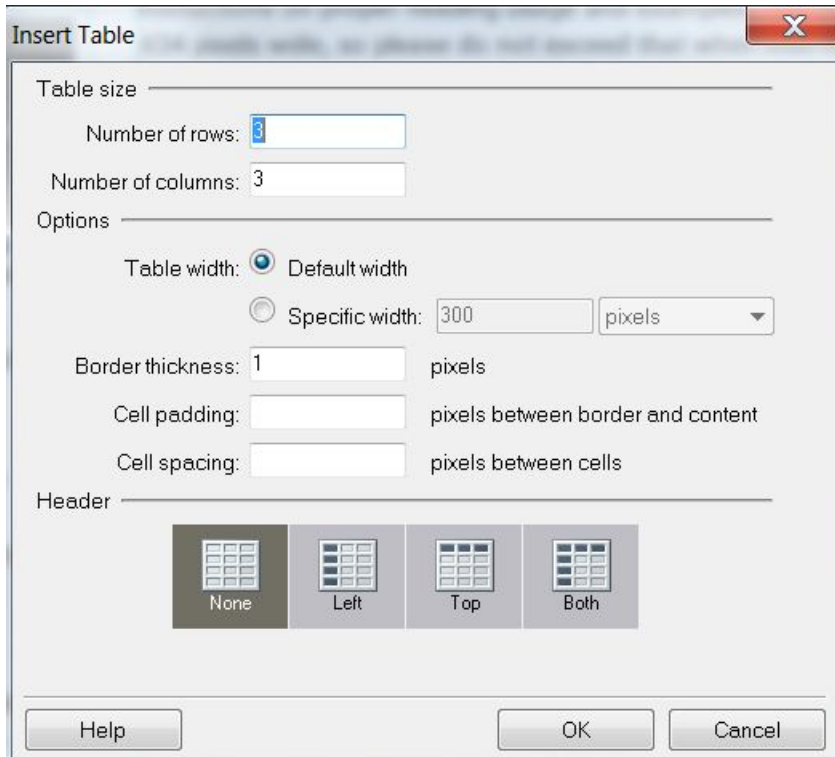
### **USING TABLES**

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".

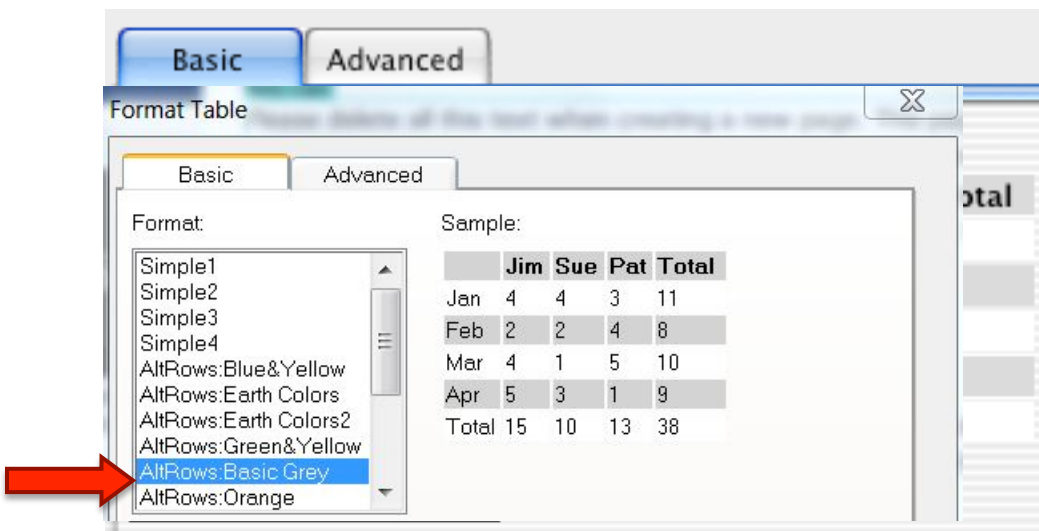


3. Once you have set up the specifications for your table, click OK and the table will appear in your draft.

## 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.



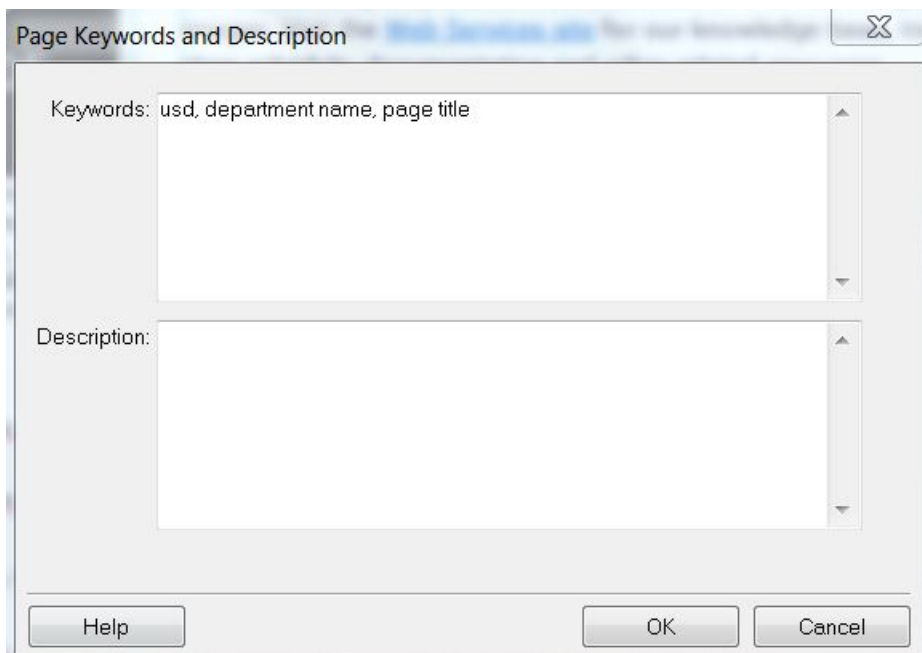
**Note:** Although there are multiple pre-formatted table options in Contribute, the web branding standards of the university need to be followed, so the only option that should be selected is **AltRows:Basic Grey**.

## 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 website 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. Depending upon the role that you are assigned in Contribute, you may not have the option to **Publish** a page directly.



**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 online, must follow the Communication Style Guide

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

### Abbreviations

1. **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.)
2. **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.
3. **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.
4. **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.)
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.
6. **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.**

1. **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)
2. **Of a title.** Capitalize only when they precede a name. (Provost John Smith) Lowercase in all other instances. (John Smith, provost of the university)
3. **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.)
4. **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.)
5. **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

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

## NAVIGATION

USD web pages feature drop-down navigation.

### Primary Links

The primary (horizontal) navigation is the level of navigation displayed above your site's banner or feature area. This main navigation is created in consultation with ITS and cannot be changed without contacting the Web Services team at [websupport@san Diego.edu](mailto:websupport@san Diego.edu).

### Executive Vice President and Provost

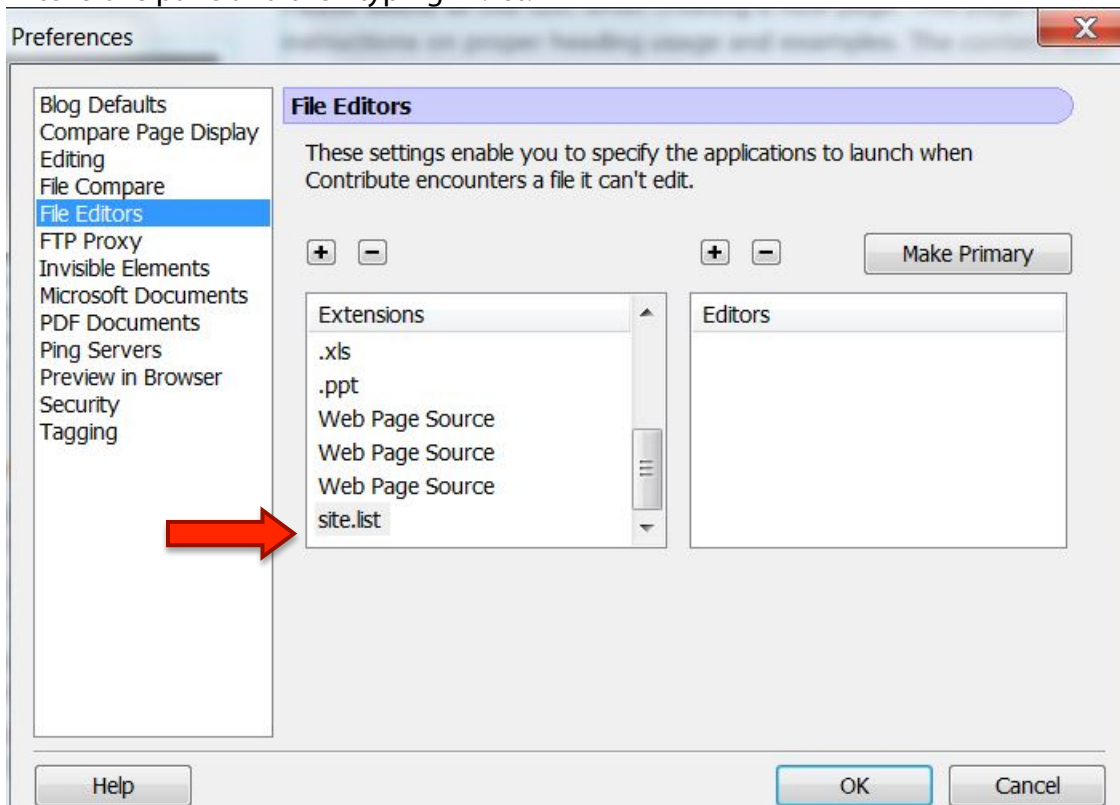


Provost Office | Strategic Directions | Academics | Resources | Documents & Forms

### Secondary Links

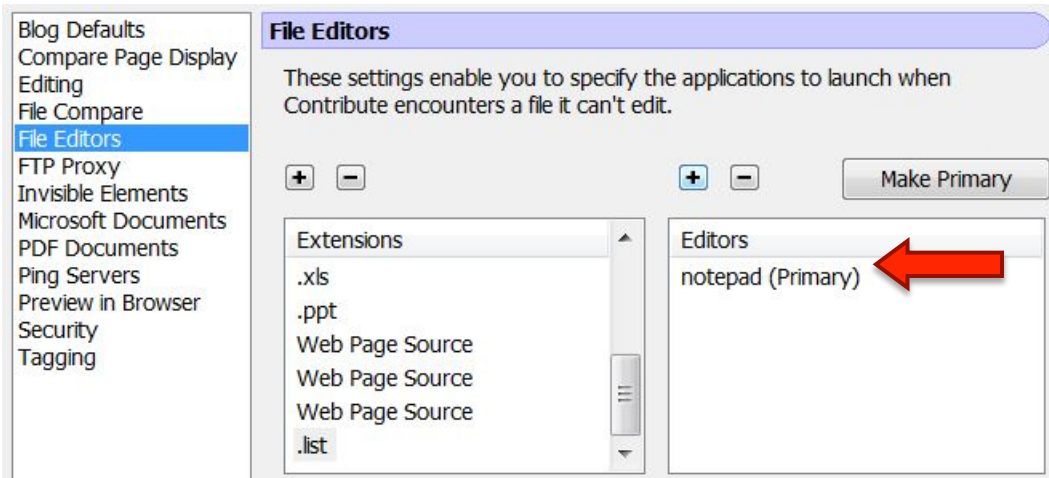
If applicable, some of your primary navigation opens up into drop-down menus, also known as secondary navigation. The file that controls the secondary navigation is called **site.list**.

Before you can adjust the navigation of your website, 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 site.list 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 add an Extension of **.list** by clicking on the plus sign over the Extensions pane and then typing in **.list**.

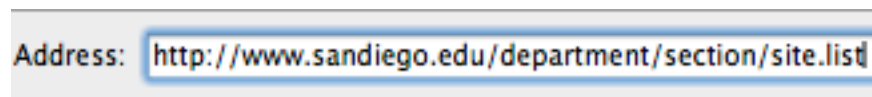


You will then need to set **.list** files to be edited by a text editor application (NotePad or

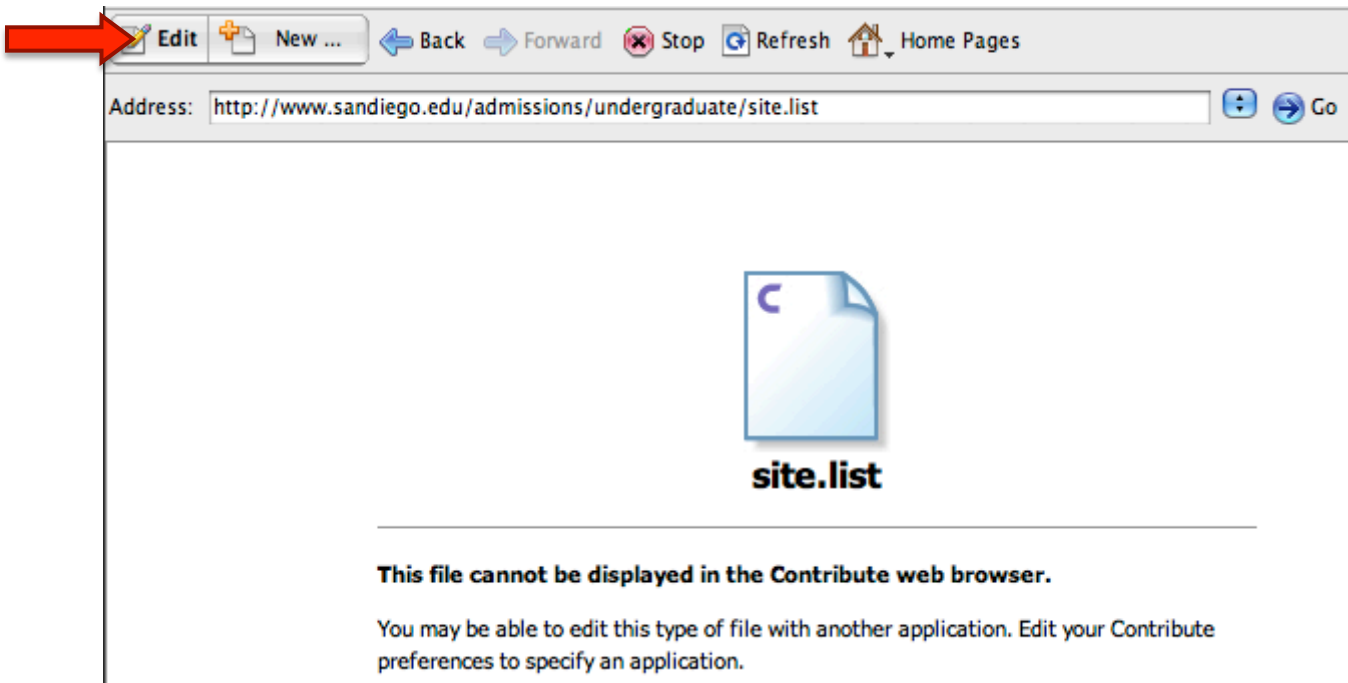
NotePad ++ for Windows; TextEdit for Macintosh).



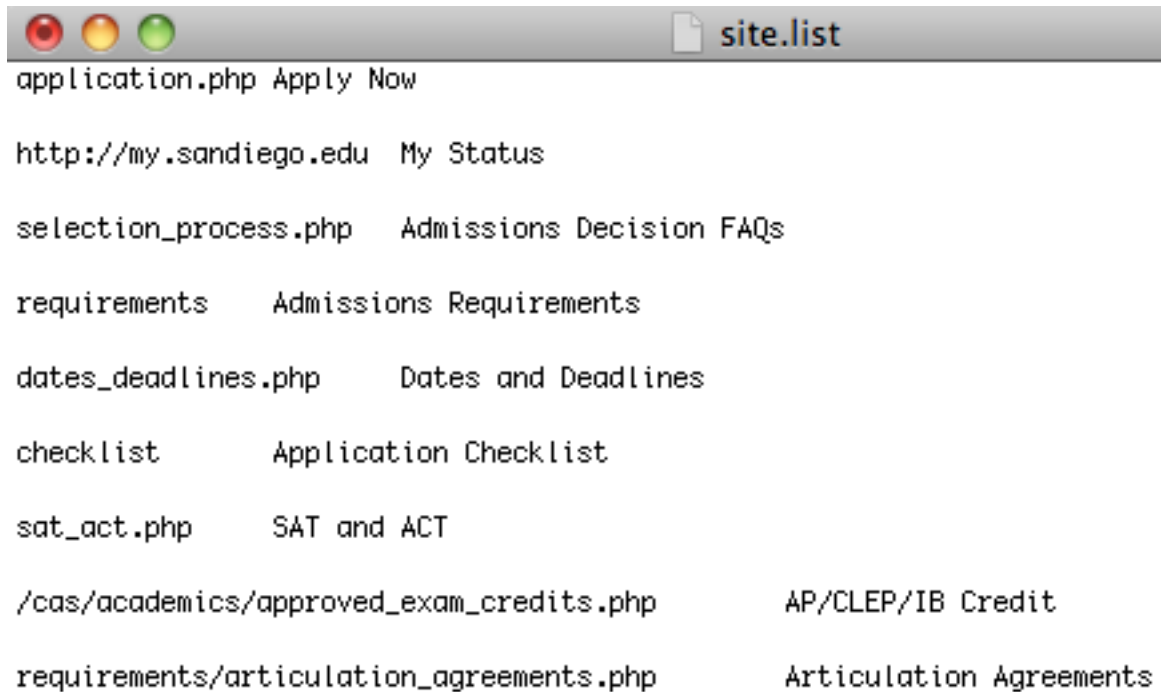
To begin editing the navigation, you will need to browse to the appropriate navigation file by using the address bar in Contribute. Navigate to the section of the site for which you want to update the navigation and then replace the file name of the page that you are on with **site.list**, so that the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



When you hit **Enter** (PC) or **Return** (Macintosh), you will see a message that reads "This file cannot be displayed in the Contribute web browser." To continue, click the **Edit** button.



Once you have the navigation file (**site.list**) opened in an external editor, you will see something that looks like this:



```
application.php Apply Now

http://my.sandiego.edu My Status

selection_process.php Admissions Decision FAQs

requirements Admissions Requirements

dates_deadlines.php Dates and Deadlines

checklist Application Checklist

sat_act.php SAT and ACT

/cas/academics/approved_exam_credits.php AP/CLEP/IB Credit

requirements/articulation_agreements.php Articulation Agreements
```

Each line represents one link in the secondary navigation and consists of two parts: the file/folder that is being linked to and the label text that will actually display online in the secondary navigation.

In order to remove an item, simply highlight the line and hit **Delete**.

To create a new link:

1. Add a line where you would like your new navigation item to show up in the menu.
2. Provide the name/location of the file/folder that you are going to link to. If you are linking to a page that is outside of the current section of your website, but is still within USD's website, you can just enter the part of the URL for that page that comes after <http://www.sandiego.edu> (i.e. /cas/academics/approved\_exam\_credits.php). You can also enter a full URL, if needed, for a web page that is external to USD.
3. Hit **Tab** ONCE and then enter the label text that you would like to display online.
4. Once you are finished updating your navigation, go to **File → Save** and then close out of your text editor. This should bring you back to your Contribute screen.
5. You will still need to **Publish** this draft in order for your changes to be reflected on your website.

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

## Refreshing the Cache

Once you have updated your drop-down navigation, you will need to “refresh the cache” in order for your changes to be immediately reflected online. The cache will automatically refresh itself every ten minutes. However, if you do not want to wait for this to happen, you can manually refresh the cache online (not through Contribute) at <http://www.sandiego.edu/manage/menu.php>. You will first need to log in with your MySanDiego username and password.

# Drop-Down Menu Cache Management

<http://www.sandiego.edu/provost/>

| File                           | Updated                 |
|--------------------------------|-------------------------|
| /areas/provost/academics.html  | April 27, 2011 11:02 pm |
| /areas/provost/awards.html     | April 27, 2011 5:03 pm  |
| /areas/provost/docs_forms.html | April 27, 2011 5:28 pm  |
| /areas/provost/irbdev.html     | May 1, 2011 7:15 pm     |
| /areas/provost/office.html     | April 27, 2011 6:12 pm  |
| /areas/provost/resources.html  | April 27, 2011 11:02 pm |
| /areas/provost.html            | April 27, 2011 5:09 pm  |

[Remove cache files](#)

Once you are logged in and see a screen similar to the one above, just click the **Remove cache files** button. A confirmation message will appear on the screen and your website’s drop-down menu will be updated.

## DELETING

### Pages

In order to delete a page from your website, simply navigate to that page in Contribute, then go to **File → Actions → Delete Page**. A pop-up window will display, asking you to confirm this action before your page is deleted from the web server. Once the page has been deleted, there is no way to get its contents back, so be sure that you only delete pages you no longer need, or copy the contents over to a document on your computer before you delete the page, so that you have a back-up available.

### Images

Images that are part of your website cannot currently be deleted through the Contribute interface. If you have multiple images that are no longer being used on any of your Web pages, you may contact Web Services at [websupport@sandiego.edu](mailto:websupport@sandiego.edu) for assistance with removing them.

## Documents

In order to delete a document (PDF) from your website, simply navigate to that document in Contribute, then go to **File → Actions → Delete Page**. A pop-up window will display, asking you to confirm this action before your document is deleted from the web server. Once the document has been deleted, there is no way to get its contents back, so be sure that you only delete documents you no longer need, or save a copy of the document on your computer before you delete the document from your website, so that you have a back-up available.

## STAFF DIRECTORY

Your website may have a directory listing of your department's faculty and/or staff. Management (additions, updates, deletions) of this directory is available online (not through Contribute) at <http://www.sandiego.edu/manage/directory/>.

## DEPARTMENT CONTACT PANEL

The social media links and information that displays in the Contact Information box on the left-hand side of all pages within your website cannot currently be updated by departmental maintainers. If any of this information needs to be updated, you may e-mail your requested changes to Web Services at [websupport@sandiego.edu](mailto:websupport@sandiego.edu).

## RESOURCES

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

- Contribute Documentation (Contribute CS5 Resources): <http://www.adobe.com/support/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/redesign/>
- <http://www.sandiego.edu/web/>
- <http://www.sandiego.edu/webdev/>
- <http://www.sandiego.edu/ittraining/>