

# SETTING UP YOUR SITE IN MACROMEDIA CONTRIBUTE

INFORMATION TECHNOLOGY SERVICES  
UNIVERSITY OF SAN DIEGO

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**DEVELOPED BY JOY BRUNETTI**  
**[BRUNETTI@SANDIEGO.EDU](mailto:BRUNETTI@SANDIEGO.EDU)**  
**x8772**

MARCH 2004

*VERSION CONTRIBUTE 2*  
*CONTRIBUTE IS A REGISTERED TRADEMARK OF MACROMEDIA, INC.*

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**MACROMEDIA CONTRIBUTE**

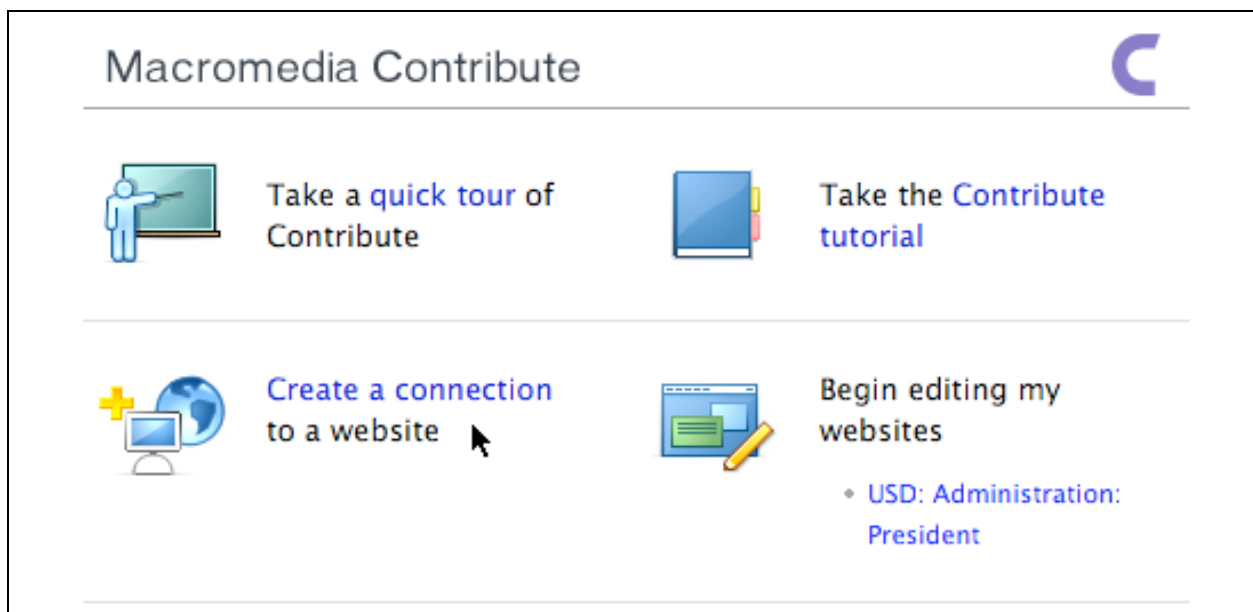
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## BEGIN USING CONTRIBUTE

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 pages.

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

Creating a connection to a Web site is the feature that will get you started using Contribute on your own computer.



## 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.

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

What is your name?

What is your e-mail address?

## POINTING CONTRIBUTE TO YOUR SITE

Contribute will need to know the address of your Web site in order to allow you to edit the pages within that site. You can either type in your URL or you can browse to your desired site by pressing the Browse button.

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

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`, at least where the USD Web Site redesign is concerned. 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.

**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 login?

What is the SFTP password?

## LOCATING YOUR SITE ON THE SERVER

Contribute will need to know which folder in your site contains the files you'll be editing via this connection. Your user account will always be a static name, but your site will vary depending on which site you are referring to in this setup. The path to your folder will be /Users/yourusername/Sites/yoursite. **Forward slashes and letter cases do matter** so make sure to enter in your information as needed.

**Contribute needs to locate your website on the SFTP server. If you're not sure what to enter, contact your administrator or webmaster.**

On the SFTP server, what folder contains your website?

## ADMINISTRATOR INFORMATION

Generally you will not want to be the administrator of your site, unless you will be assigning various portions to other individuals. If this is the case, then you will want to be the site's administrator. If not, then select the option to simply be a user of the site.

**To determine which pages you're allowed to edit, Contribute needs to know which group you belong to. For assistance, contact the administrator: [brunetti@sandiego.edu](mailto:brunetti@sandiego.edu).**

What group do you belong to?

Administrator
Users

Group description:  
Members of this permission group are administrators of this website.

## 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!

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

**User Information**  
Name: Joy Brunetti  
E-mail address: brunetti@sandiego.edu

**Website Information**  
Address: <http://www.sandiego.edu/redesign/administration/president/>

**Connection Information**  
Type: Secure FTP (SFTP)  
Host: files.sandiego.edu  
Folder: /Users/insites/Sites/redesign\_president/  
SFTP Login: insites

**Group Information**  
Group: Administrator – Members of this permission group are

## USING CONTRIBUTE

The following pages contain information from the *Macromedia Contribute 2 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
  - Adding content from other documents to a page
  - Adding content from Microsoft Office documents to a page
  - Linking to a page
  - Inserting an image
  - Inserting a table
- Publishing guidelines
- Additional resources available

Please also see ITS' insITes technology newsletter at <http://www.sandiego.edu/ins/insites> for additional USD Web redesign and general Macromedia information.