

SETTING UP YOUR SITE IN MACROMEDIA CONTRIBUTE ON WINDOWS

INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF SAN DIEGO

DEVELOPED BY JOY BRUNETTI
BRUNETTI@SANDIEGO.EDU
x8772

MARCH 2004
REVISED MARCH 2005

VERSION CONTRIBUTE 3
CONTRIBUTE IS A REGISTERED TRADEMARK OF MACROMEDIA, INC.

TABLE OF CONTENTS
MACROMEDIA CONTRIBUTE

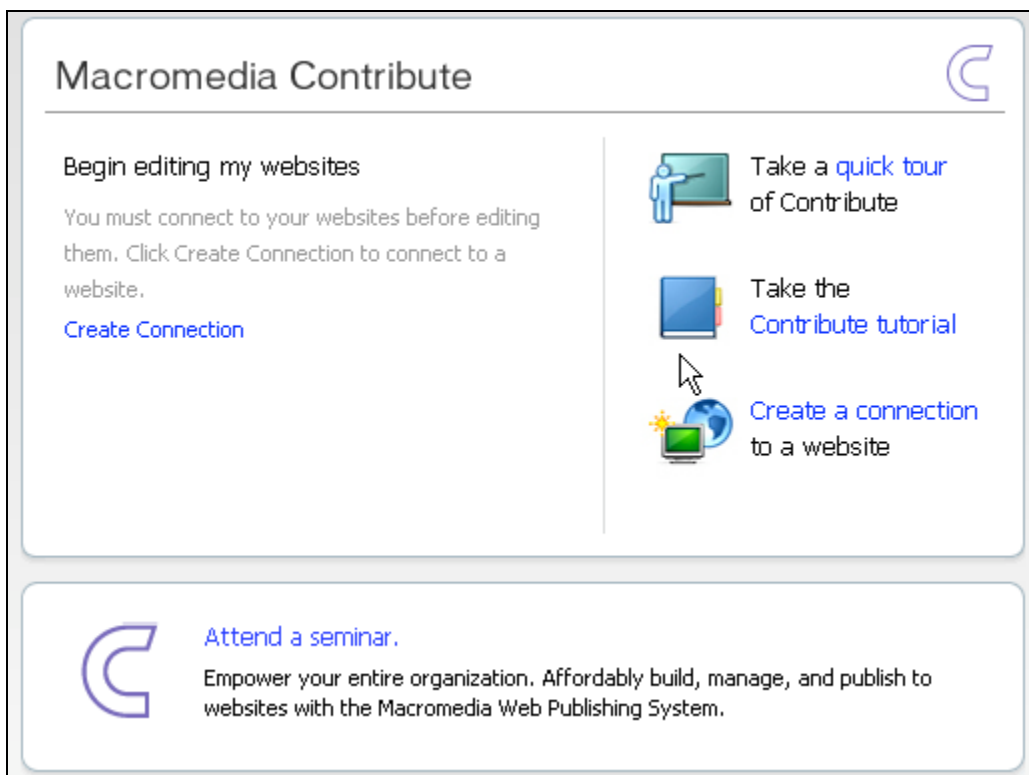
BEGIN USING CONTRIBUTE	1
POINTING CONTRIBUTE TO YOUR SITE	2
FILLING IN YOUR CONNECTION INFORMATION	3
ENTERING YOUR USER INFO	4
SUMMARIZING YOUR ACCOUNT SETUP	5
USING CONTRIBUTE & ADDITIONAL RESOURCES	6

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) reviewing the Contribute tutorial, (3) creating a connection to a Web site, and (4) editing your Web pages once you have established connections.

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.

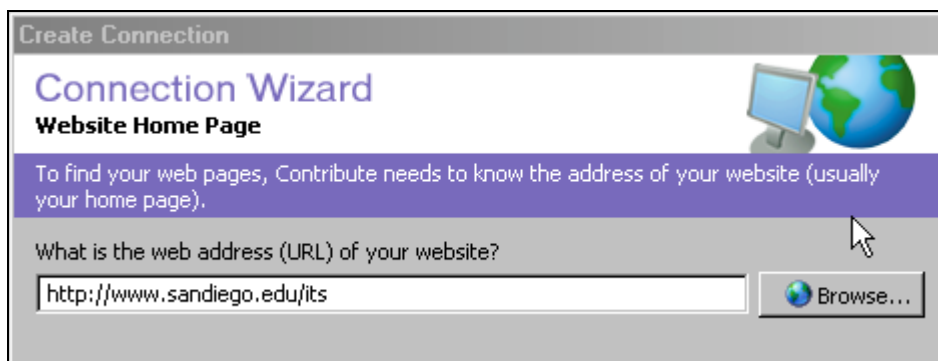


POINTING CONTRIBUTE TO YOUR SITE

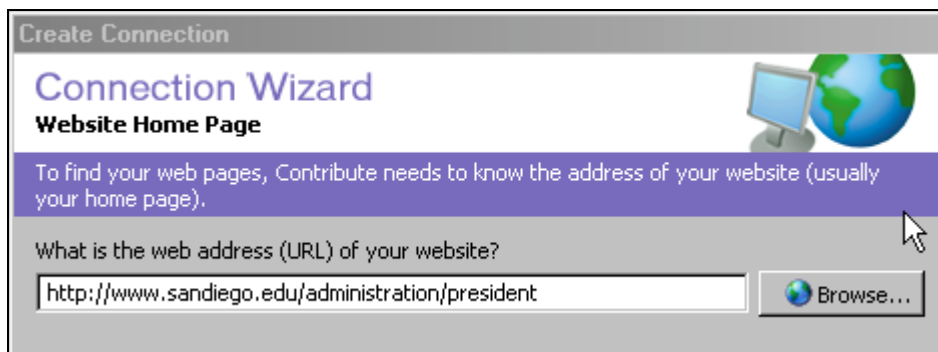
Contribute will need to know the address of your Web site in order to allow you to edit the pages within that site.

Make sure to include all portions of your URL. Most sites on the USD Web site fall into academic, administrative, athletics, etc. areas, and in some cases, those pages will have the “umbrella” area in the URL. For example, while the President’s page displays its umbrella area (administration), Information Technology Services does not (academics).

If you are not sure what your URL is, simply type in <http://www.sandiego.edu> and browse to your site 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.



or



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** . 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.

Create Connection

Connection Wizard

Connection Information

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?

files.sandiego.edu (Example: ftp.mysite.com)

What is the SFTP username?

its

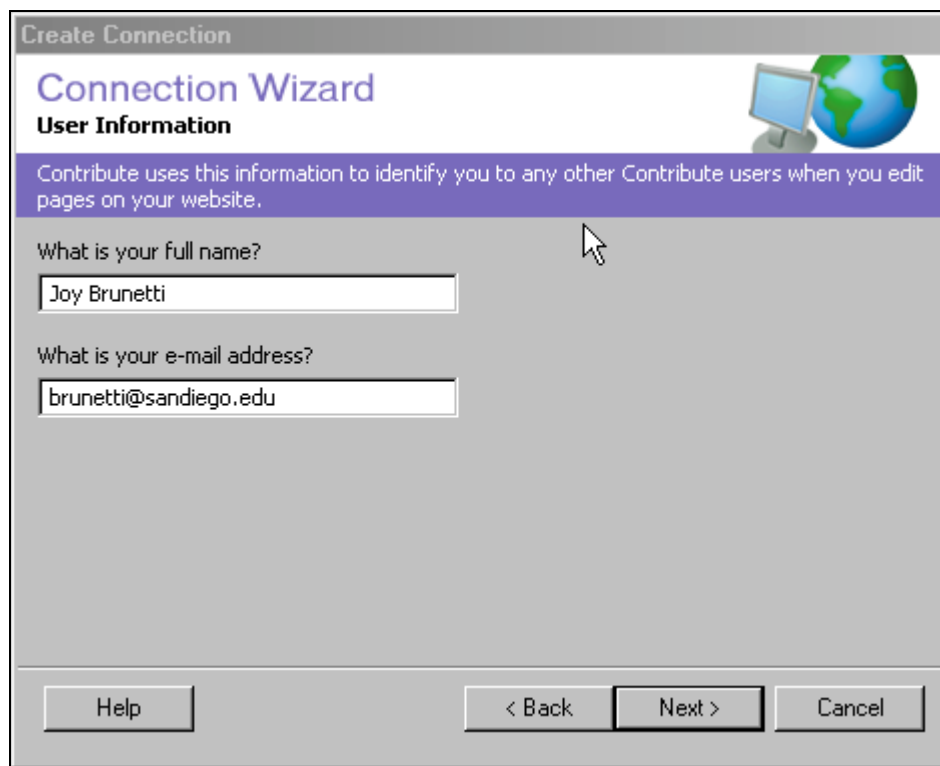
What is the SFTP password?

••••••••••

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 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.



Create Connection

Connection Wizard

User Information

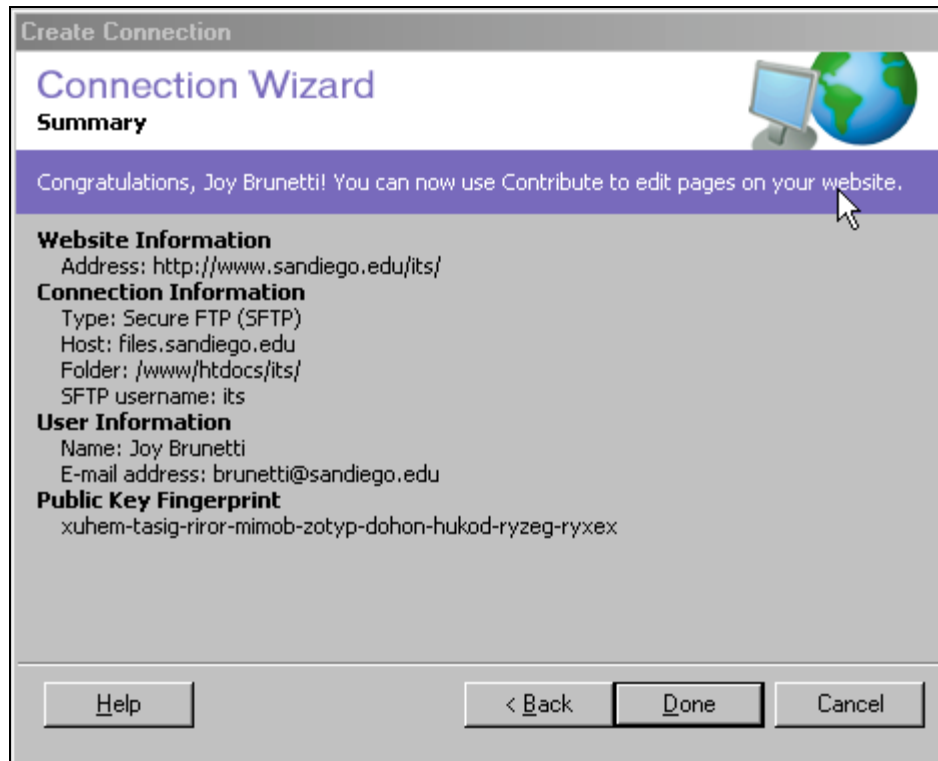
Contribute uses this information to identify you to any other Contribute users when you edit pages on your website.

What is your full name?

What is your e-mail address?

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

The following pages contain information from the *Macromedia 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

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