Contribute

Outline:

• How to request a site
• Connection Key
• Browse to page
• Edit Page
  • View in Browser
• Formatting (text, photos …)
  • Undo
• Insert horizontal line
• Publish, Save for Later, Cancel
  • Rollback to Previous Version
• Links
  • Document
  • Website
  • E-mail Address
• Insert Microsoft Office Document
• Images
• Tables
  • Insert
  • Merge Cells
  • Split Cells
  • Borders
• Page Properties
• Key Words and descriptions
• Spell-check
• Create a New page
• Anchors
How to Request a Site

Requesting a UMC web site is made through the UMC Intranet. Prior to requesting a new or updated web site, there is some information that will be required.

Below is a list of the required information needed to request a new or upgraded Website:

- Contact information including name, e-mail address and phone number of the person requesting the site.
- Is this a New or Existing site
- The URL Address – this is usually the department or division name, the shorter the better. Example: DIS.umc.edu, Alumni.umc.edu
- Header Name – this is the department/division name
- Picture to be used in the Header – It is recommended this photo not be a department group photo. Public Affairs can provide you with an acceptable photo if needed
- Name of the side buttons – A minimum of four (4) and a maximum of six (6) are allowed

Once you have this information:
1. Access the UMC Intranet
2. Move your cursor to “Support”
3. Select “Web site, (Request – Update)”
4. Enter the required information
5. Select “Submit Request For Web Site”
Connection Key

A Connection Key for Contribute is required to use the software. Prior to requesting the connection key, verify that Contribute has been installed and you are able to open the software.

To verify the software is installed:
1. Locate the Contribute icon on your PC
2. Double click the Contribute icon to open the program
3. When the program has opened, close the program and request the Connection Key from the Web Team via email

4. Once you have received the e-mail from the Web Team, double click the Connection Key that is attached in the e-mail

5. Enter your name, your e-mail address and the Connection Key Password provided in the e-mail
6. Select “OK”

Note: Once you have entered this information, and selected “OK”, Contribute will open and you are ready to begin. From this point forward, you can double-click the Contribute icon to begin using Contribute.
Browse to a page

To begin working with Contribute you must “Browse” to the page you want to make changes to.

To browse to a page using Contribute, navigate the web site within Contribute the same way you do when viewing the web site through Internet Explorer. All the pop-up menus and links will continue to work in Contribute.

**Note:** If there is a link within your site that will open a page that is outside of your site, you will not be able to make any changes to the page outside of your site.

View Sidebar

The sidebar will give you a glance at the pages you have saved but not published. Also included in the sidebar is a “How To” section.

To remove the sidebar:

1. Click View/Sidebar
   You can also click the small arrow in the center, right side of the sidebar.
Edit Page

The Edit Page feature is used to make changes to a web site page using Contribute.

To Begin:

1. Browse to the page you wish to make changes to
2. Select the Edit Page button
3. If the Edit Page button has changed to Publish, you are in Edit mode.

Notable items:

If the Edit Page button is grayed out (unavailable) someone could have the page in Edit mode. Contact the person listed and have them publish or cancel their changes.

If the Edit Page button has changed to a Create Connection button, you have browsed to a page that is not within your web site.

View in Browser

After you have made changes you can press the F12 key on your keyboard to see how the changes would look in Internet Explorer.
Formatting

The Formatting toolbar in Contribute is used to change the font, alignment and color of text. It is also used to add bullets to text and adjust the alignment of text. The Outdent and Indent options are also listed within the Formatting toolbar.

To format text:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Select the text you want to modify
4. Select the format change you want
   Example: Bold, Center Justify

Note:

You can “Undo” any changes that have not been saved (Published) by selecting Edit, Undo … You can also press the “Ctrl” and the “Z” keys together to undo a change. Another option is to click the cancel button. By pressing the Cancel button all changes made since the last time the Publish button was selected will be voided.

You can also copy text from another document and paste in your web page.

Insert Horizontal Line

A horizontal line can be inserted to give a break in the screen. This is useful when a definite separation is needed.

To insert a horizontal line:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Place the cursor where you want the horizontal line
4. Select Insert, Horizontal Rule
**Publish, Save for Later, Cancel**

The Save for Later button will save the page and any changes made for access at a later time. An important note, when you have a page saved for later, no one can access the page and make any changes. The Cancel button will cancel all changes made since the last time you selected Publish.

**Publish**

The Publish button will send the changes made to the Test system for review. Once reviewed, the page is ready to be moved to Production for the entire Internet and/or Intranet community to view.

You can view changes on the Test system by accessing your web site and adding “test” after umc and before the period. **Example:** To view the test site for DIS, the address would be http://dis.umctest.edu/

**Save for Later**

The Save for Later button will save the page and any Changes made for access at a later time. An important note, when you have a page saved for later, no one can access the page and make any changes.

**Note:** To access a saved page, select File, Drafts.

**Cancel**

The Cancel button will cancel all changes made since the last time you selected Publish.

**Note:** If you have published a page you can “Roll Back to Previous Version…” and the page content and format will return to the way it was on a specific date.

To “Roll Back to Previous Version…”:
1. Browse to the page you want to roll back
2. Select File, Actions, Roll Back to Previous Version
3. Select the Published On Date you want to roll back to
4. Select Roll Back
Links

A link creates a connection from one web page to another – or to a file or an email address. In a web page, the text link is usually a different color and is underlined.

Link to a web site:

1. Browse to the page to add the link
2. Select Edit Page
3. Highlight the area on the page where the link will be
4. You now have three (3) options:
   - Select Insert/Link/Browse to Webpage…
   - Click the Link button and select Browse to Webpage…
   - Right-click on the mouse and select Insert Link … and choose the Browse to Web Page button
5. Enter the Web Address for the page you want to link to
   - You may also use the Browse feature to locate the page or you can copy and paste from your Internet Explorer
6. Select OK

Note: If you are unable to see the Advanced features at the bottom of the Insert Link screen, click the Advanced button on the bottom.

To remove a link:

1. Highlight the link
2. Right-click
3. Select Remove Link
Links

(Continued)

Link to a file on your computer:

1. Browse to the page to add the link
2. Select Edit Page
3. Highlight the area on the page where the link will be
4. You now have three (3) options:
   - Select Insert/Link/File on my Computer …
   - Click the Link button and select File on my Computer …
   - Right-click on the mouse and select Insert Link … and choose the File on my Computer … button
5. Click the Browse Button to locate the file on your computer
6. Once you locate the file, click Select
7. Click OK

Note: You can not edit a Microsoft Office or PDF document using Contribute.

Link to an e-mail address:

1. Browse to the page to add the link
2. Select Edit Page
3. Highlight the area on the page where the link will be
4. You now have three (3) options:
   - Select Insert/Link/E-mail Address …
   - Click the Link button and select E-mail Address …
   - Right-click on the mouse and select Insert Link … and choose the e-mail Address button
5. Enter the e-mail address
6. Click OK

Note: If you want the email, which is received by this link to have a specific subject line, enter ?subject=aaaaaa after the email address. The Subject of the e-mails received from this web link will contain the text listed after the equals sign. If the text after the equals sign contains more that one word, you must put it in single quotes.
Insert Microsoft Office Document

The Insert Microsoft Office Document is a tool used to insert a document without having to re-type the document.

To insert a Microsoft Office Document:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Place the cursor where you want to insert the document
4. Select Insert/Microsoft Office Document …
5. Browse to the document you want to insert
6. Select Open
7. Select Insert the contents of the document into this page
8. Select OK

Note: You can insert a Microsoft Word, Excel or Powerpoint document; however large file sizes cannot be inserted.
Images

The standard image to insert into a web page is .jpg or .gif. Once the image has been inserted onto your web page, you can then adjust to size and location of the image.

To insert an image:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Place the cursor where you want to insert the image
4. You now have two (2) options:
   - Select Insert/Image/From My Computer …
   - Click the Image button and select From My Computer …
5. Browse to and select the image
6. Click Select

To resize an image:

1. Right-click on the image
2. Select Edit Image/Resize
3. Left-click on the blue corner box and drag the image to the desire size

Note: Within the Edit Image section you can also:
   - Rotate clockwise or counter clockwise
   - Crop the image
   - Sharpen the image
   - Adjust the brightness and contrast

Within Image Properties you can:
   - Add space to the side of the image (padding)
   - Align the image
Tables

A table is a very useful tool to align your web page. Text and/or images can be inserted into the cells within a table the same way you insert text or an image within the web page.

To insert a table:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Click within an editable region of the webpage
4. You now have two (2) ways to insert the table:
   - Select Insert/Table …
   - Click the table button
5. Enter the Number of rows
6. Enter the number of columns
7. Enter the optional information
8. Select OK

Optional Information:

Table Width – in general use, the table width is set to a specific width at 100 percent. This will allow the Table to be the entire size of the editable region

Border thickness – this will increase or decrease the thickness of the border of the table. A border thickness of zero (0) will remove the border from the table

Cell padding – the number entered in this field will determine the size of the space between the cell content and the cell border

Cell spacing – the number entered in this field will determine the size of the space between each cell

Header – You can select to have a header at the left, top or both sides of your table. Generally speaking, no header is selected
Merge Table Cells:
You can merge the cells of a specific row or column into one cell.

For example: In the table below we have a table with three (3) columns and four (4) rows and we want to merge the fourth (4th) row’s first two (2) columns into one cell.

Before:
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To merge the cells:
1. Left-click the first cell and drag the mouse to the second cell
2. Right-click and select Merge Cells

Note: You can also select the cells by pressing and holding the “Ctrl” on the keyboard and left-clicking the cells you want to merge.

Split Table Cells:
You can split the cell of a specific row or column into multiple cells.

For example: Below we have a table with four (4) rows and the first three (3) rows have three (3) columns and the fourth (4th) row has two (2) columns. We want to split the first column in the fourth row.

Before:
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To split the cell:
1. Left-click the cell
2. Right-click and select Split Cell
3. Select whether you want to split the cell into rows or columns
4. Enter the number of rows or columns
5. Select OK

Note: You can also select the cells by pressing and holding the “Ctrl” on the keyboard and left-clicking the cells you want to merge.
Page Properties

Page Properties is used to give your web page a name. This name is used to identify your web page on the World Wide Web and is shown at the top of the page when it is displayed in the internet browser. It is also used by search engines to locate your page.

To Access Page Properties:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Select Format/Page Properties …
4. On the Title/Encoding Category, enter the name of your web page
5. Select OK

Key Words and Descriptions

Key Words and Descriptions are used to identify your web page in the World Wide Web and are used by search engines to locate and display your web page.

To enter a Key Word or Description:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Select Format/Keywords and Description …
4. Enter the Keywords and descriptions you want
   Note: separate each keyword and/or description by a comma
5. Select OK
Spell Check

Spell Check is used to verify the spelling on your web page.

To use Spell Check:

1. Browse to the page you wish to edit
2. Click “Edit Page”
3. Select Format/Check Spelling …
4. The words not found in the dictionary are displayed
5. Select Close when finished

New Page

You can create a new web page using Contribute.

To create a new page:

1. Select File/New Page …
2. You now have two (2) options:
   a. Create a Blank Web Page
   b. Create a page using an existing template
3. Enter the Page Title
4. Select OK

Note: The page title will be displayed at the top of the browser when your page is viewed.

Blank pages do not have a header or left side buttons, a template set from the UMC Web area will have these items.
Anchors

Anchors create a link from one area of your web page to another. For example: if your web page is very long and contains many categories, at the top of the page you could list the categories and create a link to that portion of the page.

To create an Anchor:

1. Browse to the page you wish to edit
2. Select “Edit Page”
3. Highlight the portion of the screen the anchor will display when clicked
4. Select Insert/Section Anchor …
5. Enter the name of the anchor (no spaces)
6. Select OK
7. Highlight the text where the viewer will click for the anchor
8. Choose to insert a link
9. On the bottom of the Insert Link page, enter the name of the section anchor
10. Select OK