

## **AGENDA**

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## I. WHAT IS ADOBE CONTRIBUTE?

Adobe® Contribute™ 4 enables users to easily edit web pages on existing websites. Whether you're using Contribute to update web pages or to manage the website, you'll find Contribute a very useful tool for browsing, editing, and publishing content to a website.

## II. USING A WEBSITE CONNECTION KEY

Your Contribute administrator will provide a connection key, which you can use to establish a connection to your website. The connection key contains all the network information that Contribute needs for connecting to your website.

The connection key is either a file or a URL.

■ If the Log in to Publishing Server dialog box appears, enter your user name and password, and then click **OK**.

*Note:* If you don't know the password, contact the Contribute administrator who sent you the connection key.

When the connection is complete, the home page of the website appears in the Contribute browser.

## III. UNDOING MISTAKES

In Contribute, as in most applications, you can undo individual mistakes as you make them. You can also redo an edit if you decide that you don't want to undo it.

To undo an edit:

o Select **Edit > Undo**.

To redo an edit:

o Select **Edit > Redo**.

## IV. TABLES

In Adobe® Contribute™ 4, you can add text and images to table cells the same way that you add text and images to a page. After you create a table you can easily modify both its appearance and structure.

### Inserting a table on a page

You can insert a table anywhere on a page, including in another table. You can quickly add a Standard table with three rows and three columns, or you can modify options to add a custom table.

*Tip:* When you start adding content to your table, use Preview in Browser to see exactly how the table will appear in the browsers of your website visitors.

#### **To insert a table:**

1. Place the insertion point in your draft where you want the table to appear.

2. Do one of the following to open the Insert Table dialog box:

■ Click the **Table** button in the toolbar.

■ Select **Insert > Table**

■ Select **Table > Insert > Table**.

The Insert Table dialog box appears.

3. Complete the dialog box. For information about options in the dialog box, click the Help button.

4. Click **OK**.

The table appears in your draft.

*Tip:* After you insert the table, select it, and then click the **Table** button again to change table properties.

### Selecting table elements

You can select an entire table, row, or column, or you can select a single cell or a contiguous block of cells in a table.

#### **To select an entire table, do one of the following:**

o Click the upper left corner of the table or click anywhere on the right or bottom edge.

o Click in a table cell, and then select **Table > Select Table**.

Selection handles appear on the selected table's lower and right edges.

#### **To select rows or columns:**

1. Position the pointer to point at the left edge of a row or the top edge of a column.

2. When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns.

#### **To select a single cell, do one of the following:**

o Click in the cell, and then drag to select the cell.

o Click in the cell, and then select **Edit > Select All**.

#### **To select a line or a rectangular block of cells, do one of the following:**

o Drag from one cell to another cell.

o Click in one cell, and then Shift-click another cell.

All the cells within the linear or rectangular region defined by the two cells are selected.

#### **To select nonadjacent cells:**

o Control-click (Windows) or Command-click (Macintosh) the cells, rows, or columns you want to select.

*Note:* If a cell, row, or column you Control-click or Command-click isn't already selected, it's added to the selection. If it is already selected, it's removed from the selection.

### Resizing tables, rows, and columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table are resized proportionately.

#### **To resize a table:**

1. In your draft, select the table you want to resize.

2. Do one of the following:

■ To resize the table horizontally, drag the selection handle on the right.

■ To resize the table vertically, drag the selection handle on the bottom.

■ To resize in both dimensions, drag the selection handle at the lower right corner.

#### **To resize a column's width, do one of the following in your draft:**

o Select the column, and then drag the right border of the column.

o Select the column, and then click the **Table** button in the toolbar.

In the Table Column Properties dialog box, change the number in the **Column width** text box, and then select **Pixels** or **Percent** for the width. Alternatively, select **Fit to contents** to clear the set width and resize the columns to accommodate the content you add.

**To resize a row's height, do one of the following in your draft:**

o Select the row, and then drag the lower border of the row.

o Select the row, and then click the **Table** button in the toolbar.

In the Table Row Properties dialog box, change the number in the **Row height** text box.

Alternatively, select **Fit to contents** to clear the set height and resize the rows to accommodate the content you add.

**Aligning tables**

You can indicate how a table aligns on the web page in relation to elements, such as text or images, around it on the page.

You cannot select an alignment option when you create a table. You must insert the table and then change the alignment option in table properties.

**To change alignment for a table:**

1. In your draft, select the table you want to realign.

2. Do one of the following to open the Table Properties dialog box:

■ Click the **Table** button in the toolbar.

■ Right-click (Windows) or Control-click (Macintosh) and then select **Table Properties** from the pop-up menu.

■ Select **Table > Table Properties**

The Table Properties dialog box appears.

3. Select an alignment option from the **Table alignment** pop-up menu:

Default aligns the table to the left of the page. Text or images do not flow around the table.

Left aligns the table to the left side of the page. Text or images flow to the right of the table.

Center aligns the table in the center of the page.

Right aligns the table to the right side of the page. Text or images flow to the left of the table.

4. Click **Apply** to see changes without closing the dialog box, or click **OK** to apply changes and close the dialog box.

The table alignment changes in your draft.

**Cutting, copying, and pasting cells**

You can cut, copy, or paste a single table cell or multiple cells at once, preserving the cell formatting.

You can paste cells at the insertion point or paste over a selection in an existing table. The selected cells must be contiguous and in the shape of a rectangle.

**To copy table cells, rows, or columns:**

1. In your draft, select one or more cells, rows, or columns in the table

2. Do one of the following:

■ Select **Edit > Copy**.

■ Right-click (Windows) or Control-click (Macintosh), and then select **Copy**.

Contribute copies the selection to the Clipboard.

**To cut table cells, rows, or columns:**

1. In your draft, select one or more cells, rows, or columns in the table

2. Do one of the following:

- Select **Edit > Cut**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Cut**.

Contribute cuts the selection from the table and copies it to the Clipboard.

**To remove cell content but leave the cells intact:**

1. In your draft, select one or more cells.

*Note:* Do not select an entire row or column. If you do, when you select **Edit > Clear** or press Delete, Contribute removes the entire row or column—not just its contents—from the table.

2. Select **Edit > Clear** or press Delete.

Contribute removes the contents of the cells you selected, but leaves the empty cells in the table.

**To paste table cells:**

1. Copy some table cells.

2. In your draft, do one of the following to indicate where you want to paste the cells:

- To replace existing cells with the cells you are pasting, select a set of existing cells with the same layout as the cells you copied.

For example, if you've cut or copied a three-by-two block of cells, select another three-by-two block in which to paste the cut or copied content.

- To paste a full row of cells above a particular cell, click in that cell.

- To paste a full column of cells to the left of a particular cell, click in that cell.

- To create a table with the pasted cells, place the insertion point outside the table.

*Note:* If you have less than a full row or column of cells in the Clipboard, and you click in a cell and then paste the cells from the Clipboard, the cell you clicked in and its neighbors (depending on its location in the table) might be replaced with the cells you are pasting.

3. Do one of the following:

- Select **Edit > Paste**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Paste**.

Contribute pastes the cells from the Clipboard.

## **Adding, deleting, and merging table rows and columns**

You can modify an existing table by adding or deleting rows or columns. You can also merge cells to accommodate data.

**To add a single row to a table:**

1. In your draft, place the insertion point in a table cell, or select an entire row.

2. Do one of the following:

- Click the **Insert Row Below** button in the toolbar.

A new row appears below the insertion point or selection.

- Select **Table > Insert > Row Above** or **Table > Insert > Row Below**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Insert Row Above** or **Insert Row Below**

**To add a single column to a table:**

1. In your draft, place the insertion point in a table cell, or select an entire column.

2. Do one of the following:

- Click the **Insert Column to the Right** button in the toolbar.

A new column appears to the right of the insertion point or selection.

- Select **Table > Insert > Column to the Left** or **Table > Insert > Column to the Right**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Insert Column to the Left** or **Insert Column to the Right**.

**To add multiple rows or columns to a table:**

1. In your draft, place the insertion point in a table cell.
2. Do one of the following:

- Select **Table > Insert > Multiple Rows or Columns**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Insert Multiple Rows or Columns**.

The Insert Rows or Columns dialog box appears.

3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click OK.

Contribute adds the rows or columns to your table.

**To delete rows or columns from a table in your draft, do one of the following:**

- o Select entire rows or columns, and then press Delete or Backspace.
- o Select entire rows or columns or place the insertion point in a single row or column, right-click (Windows) or Control-click (Macintosh), and then select **Delete Row** or **Delete Column**.
- o Select entire rows or columns, and then select **Table > Delete > Row** or **Table > Delete > Column**.

**To merge table cells:**

1. In your draft, select the cells you want to merge.

*Note:* You must select at least two cells.

2. Do one of the following:

- Select **Table > Merge Cells**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Merge Cells**.

Contribute merges the content into a single cell.

**To split table cells:**

1. In your draft, place the insertion point in the cell you want to split.

*Note:* Contribute only splits one cell at a time, even if you select multiple cells.

2. Do one of the following:

- Select **Table > Split Cell**.

- Right-click (Windows) or Control-click (Macintosh), and then select **Split Cell**.

The Split Cell dialog box appears.

3. Select a radio button to indicate whether to split the cell into rows or columns, and then enter the number of new rows or columns in which to divide the cell.

4. Click **OK**.

Contribute splits the cell into multiple rows or columns.

## **Modifying table properties**

You can modify the alignment, width, border width and color, and background color of a selected table.

**To modify table properties:**

1. In your draft, select the table you want to modify

2. Do one of the following to open the Table Properties dialog box:

- Click the **Table** button in the toolbar.
- Right-click (Windows) or Control-click (Macintosh), and then select **Table Properties** from the pop-up menu.
- Select **Table>Table Properties**.

The Table Properties dialog box appears.

3. Change table properties as necessary.

For information about options in the dialog box, click the Help button.

4. Click **Apply** to apply changes without closing the dialog box, or click **OK** to apply changes and close the dialog box.

Your table property changes appear in your draft.

**To modify table row or column properties:**

1. In your draft, select the row or column you want to modify

2. Do one of the following to open the Table Properties dialog box:

- Click the **Table** button in the toolbar.
- Right-click (Windows) or Control-click (Macintosh), and then select **Table Cell Properties** from the pop-up menu.
- Select **Table > Table Cell Properties**

The Table Properties dialog box appears with the appropriate tab selected.

3. Change the row or column properties as desired.

For information about options in the dialog box, click the Help button.

4. Click **Apply** to preview your changes, or click **OK** to apply changes and close the dialog box.

**To modify table cell properties:**

1. In your draft, select the cell or cells you want to modify

2. Do one of the following to open the Table Properties dialog box:

- Right-click (Windows) or Control-click (Macintosh), and then select **Table Cell Properties** from the pop-up menu.
- Select **Table > Table Cell Properties**.

■ Click the **Table** button in the toolbar.

*Note:* If you placed the insertion point in the cell instead of selecting the cell, this option opens the Insert Table dialog box instead of the Table Properties dialog box for cells.

The Table Properties dialog box appears with the appropriate tab selected.

3. Change the cell properties as desired.

For information about options in the dialog box, click the Help button.

4. Click **Apply** to preview your changes, or click **OK** to apply changes and close the Table Properties dialog box.

**To use a preset table design:**

1. In your draft, select a table to modify or place the insertion point in any cell in the table.

2. Select **Table > Format Table**.

The Format Table dialog box appears with the **Basic** tab selected.

3. Complete the dialog box.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

Contribute formats your table with the design you selected.

## V. ADDING TEXT

You can use Adobe® Contribute™ 4 to add and format text, much as you do with a basic word processor. You'll find a few differences in working with text in Contribute and a word-processing program, such as Microsoft Word, because Contribute formats your text using HTML behind the scenes.

You can add text to a web page by typing text, copying and pasting text, or dragging text from another application or web page to your Contribute draft.

### **To add text to a draft, do one of the following:**

- o Place the insertion point in the draft; then type text directly into your draft.
- o Select text in another application; then select **Edit > Copy**. Place the insertion point in your Contribute draft; then select **Edit > Paste**.

*Tip:* Leave Microsoft Excel running when you copy and paste Excel content to Contribute so that the pasted content retains its formatting.

- o Drag selected text from another application to your Contribute draft.

*Note:* Contribute might preserve text formatting applied in the other application

### **Changing text font and size**

You can change the appearance of text by changing its font or size. Select a font or size from the available options; you cannot enter a custom size.

Most browsers can render the fonts in the Contribute font list. It's good web-design practice to use fonts that are generally available to your website visitors.

Each font in the list actually represents a font combination list.

### **To change text size:**

1. In your draft, select the text you want to change.
2. Do one of the following:
  - Select a size from the **Font Size** pop-up menu in the text formatting toolbar.
  - Right-click (Windows) or Control-click (Macintosh), select **Size**, and then select a size from the pop-up menu.

*Note:* This option is not available if you are working in a table.

- Select **Format > Size**, then select a size from the pop-up menu.

### **To change text font:**

1. In your draft, select the text you want to change.
2. Do one of the following:
  - Select a font from the **Font** pop-up menu in the text formatting toolbar.
  - Right-click (Windows) or Control-click (Macintosh), select **Font**, and then select a font from the pop-up menu.

*Note:* This option is not available if you are working in a table.

- Select **Format > Font**, then select a font from the pop-up menu.

### **Applying styles to text**

You can easily apply styles, such as a heading style, to format your text. The Style pop-up menu in Contribute lists HTML heading and paragraph styles, plus user-defined CSS styles.

*Note:* If the Style menu is not enabled, your Contribute administrator has restricted the website so that you cannot apply styles.

#### **To apply a style to text:**

1. In your draft, select the text you want to change or place the insertion point in the paragraph you want to change.

2. Do one of the following:

- Select a style from the **Style** pop-up menu in the text formatting toolbar.

- Select **Format > Style**, and then select a style from the pop-up menu.

The text you selected, or the entire paragraph where the insertion point is, changes to the new style.

*Note:* If you select a built-in heading style, the entire paragraph changes to that style, even if you selected specific text in the paragraph.

When you press Enter or Return after text that has a style applied, Contribute applies the same style to the next line, unless the previous text was a heading. When you press Enter or Return after a heading, the next line of text is in paragraph style.

#### **To clear the current text style:**

1. In your draft, select the text you want to change, or place the insertion point in the text.

2. Select **Normal** from the **Styles** pop-up menu in the text formatting toolbar.

*Note:* You can also select **Format > Style > Remove Paragraph Breaks**. This option clears the style and removes any paragraph tags around the selection.

## **Creating and managing styles**

#### **To create a text style:**

1. In your draft, place the insertion point in the paragraph, or select some of the text in the paragraph.

2. Apply the font, size, or color as desired.

Contribute keeps track of the formatting properties you assign and assigns a label to the new style, using the naming convention: Style1, Style2, Style3, StyleN. The label appears in the Style pop-up menu in the text formatting toolbar.

If you assign the same formatting attributes to two or more text elements, Contribute labels those elements with the same title, eliminating redundant style names.

#### **To rename a style:**

1. In your draft, select **Format > Style > Rename Style** or select **Rename Style** from the **Style** popup menu in the text formatting toolbar.

The Rename Style dialog box appears.

2. Select the style you want to rename from the **Style** pop-up menu.

3. Enter a new name in the **New style name** text field.

4. Click **OK**.

Contribute renames the style and the new name appears in the **Style** pop-up menu in the text formatting toolbar.

#### **To delete a style:**

1. In your draft, select **Format > Style > Delete Style** or select **Delete Style** from the **Style** pop-up menu in the text formatting toolbar.

The Delete Style dialog box appears.

2. Select the style you want to delete.
3. Click **Delete**.

Contribute deletes the style from the **Style** pop-up menu in the text formatting toolbar.

#### **To make text bold, italic, or underlined:**

1. In your draft, select the text you want to change.
2. Do one of the following:
  - Click the **Bold** or **Italic** button in the text formatting toolbar.
  - Right-click (Windows) or Control-click (Macintosh), then select **Bold**, **Italic**, or **Underline**.

*Note:* This option is not available if you are working in a table.

- Select **Format > Bold**, **Format > Italic**, or **Format > Underline**.

*Tip:* It is not good practice to use the underline style in web pages because website visitors might mistake underlined text for link text. Use a style other than underline to emphasize text.

#### **To make text strikethrough, emphasized, strong, or fixed width:**

1. In your draft, select the text you want to change.
2. Do one of the following:
  - Right-click (Windows) or Control-click (Macintosh), select **Other** and then select one of the options from the pop-up menu.

*Note:* This option is not available if you are working in a table.

- Select **Format > Other**, and then select one of the options from the pop-up menu.

*Note:* **Emphasis** and **Strong** apply the same styles as **Italic** and **Bold**, respectively, but use different HTML tags.

### **Applying text color**

You can change the color of text or you can highlight text.

#### **To change text color:**

1. In your draft, select the text you want to change.
2. Do one of the following:
  - Click the **Text Color** button in the text formatting toolbar.
  - Right-click (Windows) or Control-click (Macintosh), and then select **Color**.

*Note:* This option is not available if you are working in a table.

- Select **Format > Text Color**.

The color selector appears.

3. Select a color from the color selector.

The color selector closes and the text color changes in your draft.

#### **To highlight text:**

1. In your draft, select the text you want to highlight.
2. Click the **Highlight Color** button in the text formatting toolbar, or select **Format > Highlight Color**.

The color selector appears.

3. Select a color from the color selector.

The color selector closes and the text is highlighted in your draft.

### **Positioning text on the page**

To position text on your page, you can add paragraph spacing, align text, or change indentation.

**To add a paragraph return:**

1. In your draft, place the insertion point at the end of a paragraph.
2. Press Enter (Windows) or Return (Macintosh).

**To add a line break, do one of the following:**

1. In your draft, place the insertion point where you want the line break to appear.
2. Do one of the following:
  - Select **Insert > Line Break**.
  - Press Shift+Enter (Windows) or Shift+Return (Macintosh).

**To change text alignment:**

1. In your draft, select text, or place the insertion point in the text.  
*Note:* Contribute applies alignment to the entire paragraph, even if you select specific text in the paragraph.
2. Do one of the following:
  - Click one of the alignment buttons in the text formatting toolbar.
  - Select **Format > Align**, and then select an alignment from the pop-up menu.

The text alignment changes in your draft.

**To indent or outdent text:**

1. In your draft, select the text you want to change or place the insertion point in the text.
2. Do one of the following:
  - Click the **Indent** or **Outdent** button in the text formatting toolbar.
  - Select **Format > Indent** or **Format > Outdent**.

The text indentation changes in your draft.

## **Checking spelling**

It's a good idea to use the Check Spelling command to check the spelling in your draft after you add or edit text.

**To check and correct spelling:**

1. In your draft, select **Format > Check Spelling**.  
If Contribute encounters an unrecognized word, the Check Spelling dialog box appears.
2. Select the appropriate option based on how you want Contribute to handle the discrepancy.  
For information about options in the dialog box, click the Help button.
3. After you finish checking spelling, click the **Close** button in the Check Spelling dialog box or click **OK** in the **Spelling Check Completed** message box.

## **VI. INSERTING IMAGES**

You can add images from several sources, including your computer, local network, website, e-mail, Microsoft Internet Explorer web browser, or another application, such as Microsoft Word or Excel.

*Note:* Images that you add to your page should be in one of the following web-ready formats: JPG, GIF, or PNG (16). If the image you want to add is in another format, you can use an image-editing tool, such as Macromedia Fireworks from Adobe, to convert the image to a web-ready format.

When you add an image to a page, it's a good idea to add descriptive text about the image so that the image is accessible to users with disabilities. Your Contribute administrator can enforce the image-accessibility option so that a dialog box prompts you for a description whenever you add an image.

**To add an image using the Insert menu or Image button:**

1. Place the insertion point in your draft where you want the image to appear.

2. Do one of the following:

■ Click the **Image** button in the toolbar.

■ Select **Insert > Image**.

3. Select one of the following options from the pop-up menu:

■ **From My Computer**

■ **From Website**

■ **From Shared Assets**

*Note:* If your Contribute administrator has restricted the types of images your user role can insert, you might be able to insert images only from shared assets.

The Select Image, Choose Image on Website, or Insert Shared Asset dialog box appears.

*Tip:* If you have already inserted an image in a page in a Contribute website, and you want to reuse the image, select From Website.

4. Browse to and select the image, and then click the **Select** or **OK** button.

5. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

*Tip:* After you insert the image, double click the image to change image properties.

**To add an image by dragging:**

1. Reduce the size of the Contribute application window so you can also see the application that contains the image you plan to drag.

2. In the other application, select the image.

3. Drag the image to your Contribute draft where you want the image to appear.

*Tip:* You can't drag an image from a web browser if the image has a link attached to it. Save the image to your computer first, and then drag the image to your Contribute draft, or copy and paste the image.

4. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose their browsers set to display text only, and then click **OK**.

The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

*Tip:* After you insert the image, double click the image to change image properties.

**To add an image by copying and pasting:**

1. In the application that contains the image you want to copy, select the image.

2. Select **Edit > Copy**.

3. Place the insertion point in your Contribute draft where you want the image to appear.

4. Select **Edit > Paste**.

5. If the Image Description dialog box appears, enter text to describe the image for users with disabilities or for users whose browsers are set to display text only, and then click **OK**. The image appears in your draft. To make the image web-ready, Contribute reduces large images to the size pre-set by the Contribute administrator, if the administrator has enabled image processing for your role.

*Tip:* After you insert the image, double click the image to change image properties.

**To change image properties:**

1. In your draft, do one of the following:

- Double-click the image.
- Select the image, and then click the **Image Properties** button in the image editing toolbar.
- Select the image, and then select **Format > Image Properties**.
- Right-click (Windows) or Control-click (Macintosh) the image and then select **Image Properties**

The Image Properties dialog box appears.

2. Make changes as desired.

For information about options in the dialog box, click the Help button.

3. Click **OK**.

Contribute applies your changes to the image.

**To move an image on a draft, do one of the following:**

o Drag the image to a new location.

o Select the image, and then copy (or cut) and paste the image in a new location.

**To change alignment of an image:**

1. In your draft, select the image you want to realign.

2. Click an alignment option in the image editing toolbar.

Contribute aligns the image in the draft.

To change alignment of an image in relation to surrounding elements:

1. In your draft, select the image you want to realign.

2. Do one of the following:

- Double-click the image, and then select an option from the **Alignment** pop-up menu in the Image Properties dialog box.

- Right-click (Windows) or Control-click (Macintosh) the image, and then select an option from the **Align** pop-up menu

Contribute aligns the image in relation to surrounding elements, such as text.

## **Editing an image in Contribute**

In Contribute, you can edit an image's brightness and contrast, sharpening, cropping, and dimensions. To make more advanced edits, you can edit images in an external image-editing application.

*Note:* When you edit an image in Contribute, Contribute creates a copy of the image you are editing, so edits affect only this instance of the image. When you use Contribute to edit an image in an external application, you edit the original image source file, so these edits affect all instances of that image on your website.

**To adjust the brightness and contrast of an image:**

1. In your draft, select the image you want to adjust.

2. Do one of the following:

- Click the **Brightness/Contrast** button in the image editing toolbar.
- Select **Format > Edit Image > Adjust Brightness and Contrast**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Adjust Brightness and Contrast**.

*Note:* These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing.

The Brightness/Contrast dialog box appears.

3. Drag the Brightness and Contrast sliders to adjust the settings.

Values range from -100 to 100.

4. Click **OK**.

**To sharpen an image:**

1. In your draft, select the image you want to adjust.

2. Do one of the following:

- Click the **Sharpen** button in the image editing toolbar.
- Select **Format > Edit Image > Sharpen**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Sharpen**.

*Note:* These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing.

The Sharpen dialog box appears.

3. Specify the degree of sharpening by dragging the slider control, or entering a value between 0 and 10 in the text box.

As you adjust the sharpness of the image, you can preview the change to the image.

4. Click **OK**.

**To undo sharpening and revert to the original image:**

o Select **Edit > Undo Sharpen**.

You can only undo the effect of the Sharpen command (and revert to the original image file) before publishing the page containing the image.

**To crop an image:**

1. In your draft, select the image you want to crop.

2. Do one of the following:

- Click the **Crop Tool** icon in the image editing toolbar.
- Select **Format > Edit Image > Crop**.
- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Crop**.

*Note:* These options are not available if you belong to a user role that the Contribute administrator has restricted from inline image editing.

Crop handles appear.

3. Adjust the crop handles to surround the part of the image you want to keep.

4. Do one of the following to finish the crop:

- Double-click inside the bounding box.
- Press Enter or Return.

- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Finish Crop**.

The shaded part of the image disappears from the image.

**To undo the effects of the Crop command and revert to the original image:**

- o Select **Edit > Undo Crop**.

You can undo the effect of the Crop command (and revert to the original image file) until you quit Contribute.

**To resize an image visually:**

1. In your draft, select the image you want to resize.
2. Click the **Resize** button in the image editing toolbar.
3. Drag one of the selection handles to the desired image size.

Contribute changes the height and width of the image by the same percentage so that the image is not distorted.

*Tip:* Hold the Shift key as you drag if you do not want to change the height and width of the image by the same percentage.

*Note:* Resizing this way affects the image size and its display area on the page.

**To resize an image with specific values:**

1. In your draft, select the image you want to resize.
2. Enter **Width** and **Height** values in the image editing toolbar.

Contribute changes the height and width of the image.

*Note:* Resizing this way affects the image size and its display area on the page.

**To revert an image to its original size:**

- o In your draft, select **Format > Edit Image > Revert to Original Size**.

**To rotate an image:**

1. In your draft, select the image you want to rotate.
2. Do one of the following:

- Click one of the rotate buttons in the image editing toolbar.

*Tip:* You can click the rotate button multiple times to further rotate the image.

- Select **Format > Edit Image > Rotate Clockwise** or **Edit Image > Rotate Counter-Clockwise**.

- Right-click (Windows) or Control-click (Macintosh) the image, and then select **Edit Image > Rotate Clockwise** or **Edit Image > Rotate Counter-Clockwise**.

## VII. INSERTING A VIDEO

You can insert videos onto a web page and control them in Contribute. You can insert videos that are saved on your computer or videos on your website. You can also insert a video of certain file types from a still camera, video camera, or a video editor such as a Movie Maker or iMovie into your web page. Some file types that you can use include QuickTime (MOV and QT), Flash video files (FLV), video files (MPG or MPEG), AVI, and Windows Media (WMV).

*Tip:* When you edit and save videos for your website, save the videos for the web, so that they are compressed.

**To insert a video:**

1. Place the insertion point where you want the video to appear in your draft.
2. Select one of the following options:

- **Insert > Video > From My Computer**

- **Insert > Video > From Website**

The Select Video or Choose Video On Website dialog box appears.

*Note:* You can also drag the video from another application. To do this, reduce the size of the Contribute application window so that you can also see the application that contains the video you plan to drag. In the other application, select the video and drag the video to your Contribute draft where you want the video to appear.

3. Navigate to and select the video file to insert, and then click **Open**.

*Note:* If you insert MOV file types in Contribute, your website visitors must have the QuickTime player installed to view the video on a Windows computer. If you insert WMV file types, your website visitors must have the Windows Media player installed to view the video on a Macintosh.

A video placeholder appears in your draft.

The video does not play in the draft; you must publish your draft to play the video.

*Tip:* The default video display in Contribute for all video files (except for an FLV file) is 320x240.

#### **To set video properties:**

1. Select the video placeholder in your draft.

2. Double-click the video placeholder, or select **Format > Video Properties**.

*Tip:* Right-click (Windows) or Control-click (Macintosh) the video placeholder and select Video Properties. Depending on the file you insert, a Video Properties dialog box appears.

3. Make changes as necessary.

For information about options in the dialog box, click the Help button.

4. Click **OK**.

*Tip:* Check your video file properties for the size of your movie. Then, double-click the video placeholder in Contribute to set the display size to the size of your video, so that your web page displays the video properly.

#### **To move a video on a draft, do one of the following:**

- o Drag the video to a new location.

- o Select the video, and then copy (or cut) and paste the video in a new location.

#### **To change alignment of a video in relation to surrounding elements:**

1. In your draft, select the video to realign.

2. Do one of the following:

- Select **Format > Align** and then select an alignment option.

- Right-click (Windows) or Control-click (Macintosh) the video, and then select an option from the **Align** pop-up menu

Contribute aligns the video in relation to surrounding elements, such as text.

## **VIII. INSERTING A LINK**

### **Linking to a file on your computer**

To add content to your website that you saved on your computer, create a link on a page on your website to a file saved on your computer or network. For example, you might link to a Word document saved on your hard drive or an HTML page saved on your desktop. This essentially adds a new page to your website, with the content contained in the file. When you publish the page with

the link, Contribute copies the file into your website and then links to that copy—not to the actual file on your computer—to create the new page on your website. You can use the Insert Link dialog box to insert a link to a file on your computer, or you can drag the file to your page.

**To create a link to a file on your computer using the Insert Link dialog box:**

1. In your draft, do one of the following to indicate where you want the link to appear:

- Place the insertion point in the draft.
- Select text in the draft
- Select an image in the draft.

2. Do one of the following to open the Insert Link dialog box:

- Click the **Link** button in the toolbar, and then select **File on My Computer**.
- Select **Insert > Link > File on My Computer**.
- Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**.

The Insert Link dialog box appears.

3. Click the **File on My Computer** button (Windows) or **File** button (Macintosh) at the top of the dialog box, if it is not already selected.

4. Complete the dialog box.

For information about options in the dialog box, click the Help button.

5. Click **OK**.

Contribute copies.

**To create a link to a Word or Excel document:**

1. In your draft, place the insertion point where you want the content to appear.

2. Do one of the following to select the file with the content you want to insert:

- Place the insertion point in your draft where you want the link to appear, or select text or an image on the draft, then click the **Link** button in the toolbar and select **File on My Computer**.

In the Insert Link dialog box, enter link text, browse to the file you want to link to, and then click **OK**.

- (Windows only) Drag the file from its current location to the Contribute draft where you want the link to appear.

In the Insert Microsoft Office Document dialog box, click **Create a link to the document**, and then click **OK**.

*Note:* The link text is the name of the file you link to.

A link to the document appears in your draft.

## **Inserting a link to a website**

**To create a link to a page on your website or on another website:**

1. In your draft, do one of the following to indicate where the link will appear:

- Place the insertion point in the draft.
- Select text in the draft.
- Select an image in the draft.

2. Do one of the following to open the Insert Link dialog box:

- Click the **Link** button in the toolbar, and then select **Browse to Web Page**.
- Select **Insert > Link > Browse to Web Page**.

■ Right-click (Windows) or Control-click (Macintosh), and then select **Insert Link**. The Insert Link dialog box appears.

**Browse to Web Page** button (Windows) or **Browse** button (Macintosh) at the top of the dialog box, if it is not already selected.

options in the dialog box, click the Help button.

Contribute adds the link to your draft.

3. Click the
  4. Complete the dialog
- For information about
5. Click **OK**.

## Editing links

### **To change link text:**

1. In your draft, select the link text you want to change.
2. Type new text.

### **To change link destination:**

1. In your draft, select an existing link.
2. Do one of the following to open the Insert Link dialog box:

■ Select **Format > Link Properties**.

■ Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.

The Insert Link dialog box appears.

3. If you want to change the type of page you link to, click a button at the top of the dialog box; otherwise, skip this step.

4. Select or browse to a new page.

5. Click **OK**.

### **To remove a link:**

1. In your draft, select the link you want to remove.

2. Do one of the following:

■ Select **Format > Remove Link**.

■ Right-click (Windows) or Control-click (Macintosh), and then select **Remove Link** from the pop-up menu.

The link text or image in the draft is no longer a link.

### **To change link properties:**

1. In your draft, select an existing link.

2. Do one of the following to open the Insert Link dialog box:

■ Select **Format > Link Properties**.

■ Right-click (Windows) or Control-click (Macintosh), and then select **Link Properties**.

The Insert Link dialog box appears.

3. Change any of the following link properties:

■ Link text

*Tip:* You can also change link text by selecting the text in your draft and typing over it.

■ Linked file, web page, or e-mail

■ Web address

■ Anchor

■ Target

4. Click **OK**.

## Testing links

Contribute lets you preview a temporary copy of a draft on a web browser so that you can test links and view content before you publish a draft.

*Note:* If you belong to a role that cannot publish, you cannot use the Preview in Browser feature to test links.

### **To test a link:**

1. In your draft, select **File > Preview in Browser**.

Your page appears in your default web browser.

2. Click the links to make sure they open the correct pages (or start your e-mail application).

3. Close the browser preview to return to the draft you're editing.

## IX. PUBLISHING

Publishing a draft makes it live on your website or blog, so your visitors can view the page. Before you publish your draft, you can preview it in your browser. You can also make the draft available to others for review, to get approval or feedback, before you publish the draft. If you decide not to publish your draft, you can cancel it, leaving the published version of the page as is.

If the draft you're publishing was already on your website, Adobe® Contribute™ 4 replaces the existing page with your updated version. You can also make updates to an existing page, and then publish it as a new page without altering the original page.

If the draft you're publishing is a new page that was not on your website or blog, Contribute adds it to your website or blog. For new pages, Contribute asks you to name the file for the page before you publish.

After you publish a draft, if you realize that you need to unpublish it, don't worry—you can undo publishing by reverting to a previous version of the page if your Contribute administrator has enabled the Page Rollback feature.

### **To preview a page in your browser, do one of the following:**

o Select **File > Preview in Browser**.

*Note:* The preview feature is available for web pages only.

o Press the F12 key.

### **Publishing updates to an existing page**

When you publish updates to an existing page, Contribute replaces the currently published version of the page on your website with the new version.

When Contribute publishes your draft, it also publishes any new pages that your draft links to (but not pages that link to your draft). Contribute prompts you to name any linked pages that haven't been published before. Publishing all new pages that are linked from the draft helps ensure that you do not have broken links in your website.

### **To publish updates to an existing page:**

1. In your draft, click the **Publish** button in the toolbar.

If the draft contains links to any new pages, the Publish New Linked Pages dialog box appears.

2. If the Publish New Linked Pages dialog box appears, for each unpublished linked page, you can click the page name to select it, change the filename and folder location, and then click **Publish All**.

For information about options in the dialog box, click the Help button.

Contribute publishes the draft (and any new pages it links to) to your website, and then displays it in the Contribute browser.

You are done creating or updating your webpage. Now, if you go online, you and anyone else that clicks on your webpage will see the finished result of the changes you just created.

## **X. QUESTIONS, COMMENTS, AND PRACTICE ON YOUR OWN**

Now you can practice what you have just learned. If you have any questions or comments please feel free to ask. Remember "the only dumb question is the one not asked."

*Note: These pages are a condensed part of the Adobe Contribute Using and Administering Contribute Manual that comes with the software installation.*