



USING ADOBE CONTRIBUTE to update your site

We hope you will find this a helpful and intuitive guide to assist you as you update your website. If you have questions that are not addressed here, you can use the "Help" menu in the Adobe Contribute software or contact Birdwing Designs.

STARTING CONTRIBUTE

To begin editing your website, simply open Adobe Contribute and click the "Connect" button in the upper left corner. (It may take several seconds for Contribute to connect to your site's server, depending on the speed of your hosting provider's server network.)

UPDATING TEXT

To edit the text on any page, browse to the page you want to edit and then click the "Edit Page" button in the upper left corner.

NOTE - Some elements of the page may not look exactly as they will appear when viewing the page in editing mode. Spacing, margins and colors can change slightly. To see how the page will look when you publish it, go to "File" in the top menu and select "Preview in Browser".

When you're finished with your updates, click "Publish" to instantly upload your updated page to your website. If you accidentally publish a page with mistakes, you can correct the page and re-upload it. If the mistakes are too large or difficult to correct, contact Birdwing Designs and we can retrieve the previous version of the page and put it back on the site.

→ EDITING EXISTING CONTENT

The simplest way to edit text is to either highlight the text you want to change or place your cursor in the place you want to begin editing and start typing.

If the fonts or styles of the text disappear or get goofed up, use the style sheet reference guide for your site that Birdwing Designs provided you to choose the correct style for the text.

→ INSERTING A LINK TO ANOTHER WEBSITE

Place your cursor where you want to insert the link, or highlight the text that you want to show up as a link. Click on the "Link" button in the editing menu and select "Browse to Web Page".

If you know the full web address of the page you wish to link to, you may type or paste it into the "Web address (URL)" field. Be sure to include the full address, including the http://

If you don't know the full web address of the page you wish to link to, click the "Browse..." button. A window will open that works just like a web browser, where you can go to a search engine or surf around until you find the page you want to link to. When you get to that page, click "OK".

Another window may appear. Check the text in the field called "Link text" and make sure it is the text that you want to be underlined on your site. Then click "OK".

→ INSERTING A LINK TO ANOTHER PAGE OR FILE WITHIN YOUR SITE

Place your cursor where you want to insert the link, or highlight the text that you want to show up as a link. Click on the "Link" button in the editing menu and select "Browse to Web Page".

Click the "Choose..." button. A new window will appear with your website address highlighted. Double click on your web address and all of the pages of your site will be listed under your website address. (NOTE: This may take several seconds.)

Select the page you want to link to (a preview of the page will appear on the right side after you select it) and click "OK".

Another window may appear. Check the text in the field called "Link text" and make sure it is the text that you want to be underlined on your site. Then click "OK".

→ INSERTING A LINK TO AN E-MAIL ADDRESS

Place your cursor where you want to insert the link, or highlight the text that you want to show up as a link. Click on the "Link" button in the editing menu and select "E-mail address...".

Type the full e-mail address (be sure to double-check for errors, or the link won't work!) in the E-mail address field. If you didn't already highlight the text that you wish to appear as the link, you should enter that now in the "Link text" field. Click "OK".

→ INSERTING A CARRIAGE RETURN

You will notice that when you hit the Enter or Return button, the cursor will go down two lines, ready to begin a new paragraph. If you wish to enter a true carriage return that goes down only one line, go to "Insert" in the top menu and select "Line Break".

NOTE - For some reason, I have noticed with Contribute that sometimes this process needs to be done twice in order to work. It appears to be a bug in the software that I have reported to Adobe.

→ INSERTING A LINK TO A PDF, EXCEL OR MS WORD FILE

Before you begin, make sure you know where on your computer the file is that you wish to insert. *NOTE* - Make sure your file name has no spaces in it. For instance, if your file name is Contact List.pdf, re-name the file as Contact-List.pdf.

In Contribute:

Place your cursor where you want to insert the link, or highlight the text that you want to show up as a link. Click on the "Link" button in the editing menu and select "File on My Computer...".

Click the "Browse..." button to find and select the file you wish to link to. If you didn't already highlight the text that you wish to appear as the link, you should enter that now in the "Link text" field. Click "OK".

NOTE - if you attempt to link to a file that is very large, you may get an error message from Contribute telling you that your file is too large. This is an intentional constraint, as it will take a very long time for your website users to open a large file and it will take up a great deal of space on your server. You will need to reduce the file size and try again. Birdwing Designs is available to help you with this service.

IMAGES

→INSERTING AN IMAGE

Before you begin, make sure you know where on your computer the image is that you wish to insert. *NOTE* - Ensure your image is either a .jpg, .gif or .png file. Do **not** upload .tiff or any other type of image, as it will not appear correctly and will be too large. Also, make sure your file name has no spaces in it. For instance, if your file name is my picture.jpg, re-name the file as my-picture.jpg.

In Contribute:

Place your cursor anywhere in the text on the line on which you want the **top** of your image to appear. Click on the "Image" button in the editing menu and select "From My Computer..."

Navigate to the image file on your computer and select it, then click "OK".

You may get a pop-up message that says "Contribute decreased the size of your image..." That's fine - click "OK".

A window will appear prompting you for "ALT text". This is the text that will appear for blind users who have screen readers, and it is a useful place to use your site keywords. Write a brief but descriptive statement of your photo and click "OK".

Your image will be inserted into your page. If the image appears larger than you would like it to appear on your site, see the instructions for "Resizing an Image" below. If the image does not appear styled as you wish, such as a border you don't want, or left-aligned when you want it to be right-aligned, see you're the Site Style Sheet provided to you by Birdwing Designs to help you choose the appropriate style for the image.

→RESIZING AN IMAGE

While in editing mode in Contribute, double-click on the image you wish to resize.

A window will appear giving you several options for re-sizing. Try entering a smaller or larger number in the "Display Width" field to achieve the size you want. (The "Display Height" will automatically resize to the correct proportions with the width.)

To give you an idea of the size you'll get, look at the current pixel width of the image. If you want your image to be a third of the current size, make the width a third of the current number. As a reference, one pixel is approximately the width of the period at the end of this sentence. 150 to 250 pixels is the size of a typical small image on the web. You can also double-click on other images on your site to see their width if you wish to make this image a similar size.

CREATING A NEW PAGE ON YOUR SITE

Make sure you are not currently editing any other page on your site. The "Edit Page" and "New..." buttons should appear in the upper left corner.

Click on the button that says "New...". Refer to the Site Style Sheet provided to you by Birdwing Designs to select the appropriate template for your new page. Select the template and enter a title for your page in the "Page Title" field. The title of your page should be brief but descriptive of the page. An example might be "Birdwing Designs - Frequently Asked Questions". Click "OK".

Your new, blank page will appear on the screen. (This may take several seconds.) The areas where you can add your content are outlined in blue. Place your cursor in the blue box and type or paste your content. For help with styling your content, refer to the Site Style Sheet provided to you by Birdwing Designs.

If you need assistance editing any items that are not outlined in blue, please contact Birdwing Designs.