

# New Adobe Contribute Training

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## Establishing a connection

The new Icon looks like this:



Begin by creating a Connection to your page



Type in the URL of your index page



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Continue to fill out the FTP information



The screenshot shows a dialog box titled "Create Connection" with a sub-header "Connection Wizard" and "Website Connection Information". A purple banner at the top reads: "To edit pages on your website, Contribute needs to connect to your web server." Below this, the question "How do you connect to your web server?" is followed by a dropdown menu set to "FTP" and an "Advanced..." button. The next question is "What is the name of your FTP server?" with the text "www.saddleback.edu" entered in the field and "(Example: ftp.mysite.com)" to the right. The third question is "What is the FTP username?" with "saddleback\jmastrangelo" entered. The fourth question is "What is the FTP password?" with a field containing seven dots. At the bottom are buttons for "Help", "< Back", "Next >", and "Cancel".

Unblock if a window populates—Fill in User information

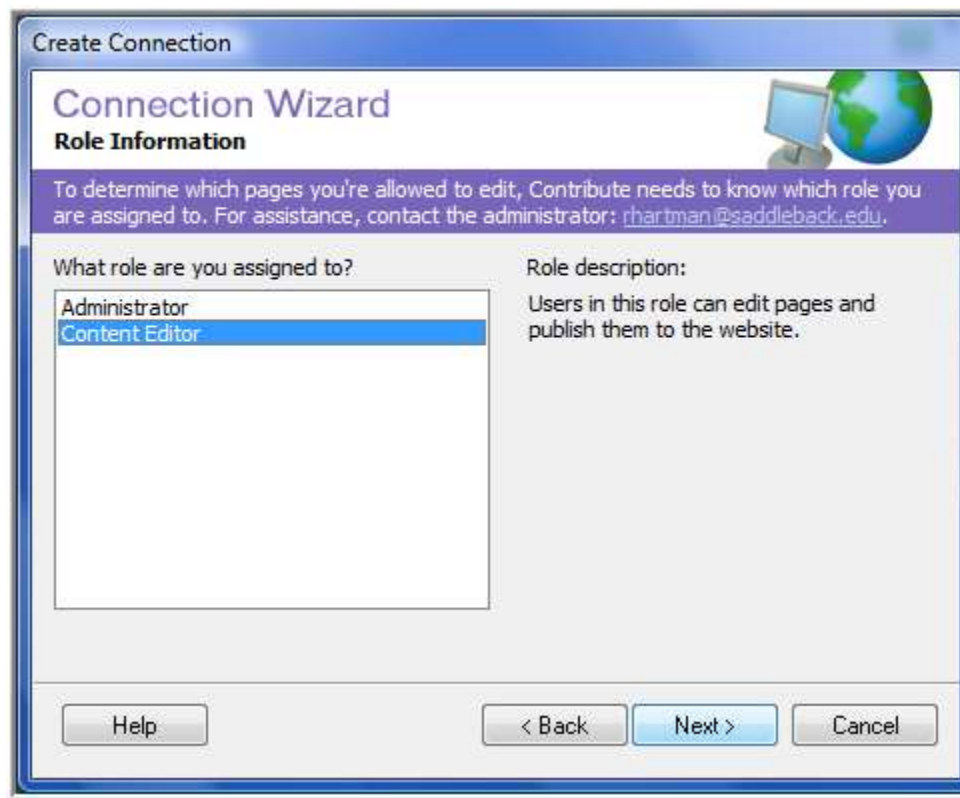


The screenshot shows the same "Create Connection" dialog box, now at the "User Information" step. A purple banner reads: "Contribute uses this information to identify you to any pages on your website." The question "What is your full name?" has "Jan Mastrangelo" entered in the field. The question "What is your e-mail address?" has "jmastrangelo@saddleback.edu" entered.

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Assign your role as a **Content Editor**. Make sure you select Content Editor and not Administrator. The only Administrator at the College is the Web Master. If you make yourself the Administrator, you could wipe out your site unintentionally and you will have taken the Administrator rights away from the Web Master. The Webmaster needs this authorization to fix problems with the site. So please do not do this.



Click on Finish When complete.

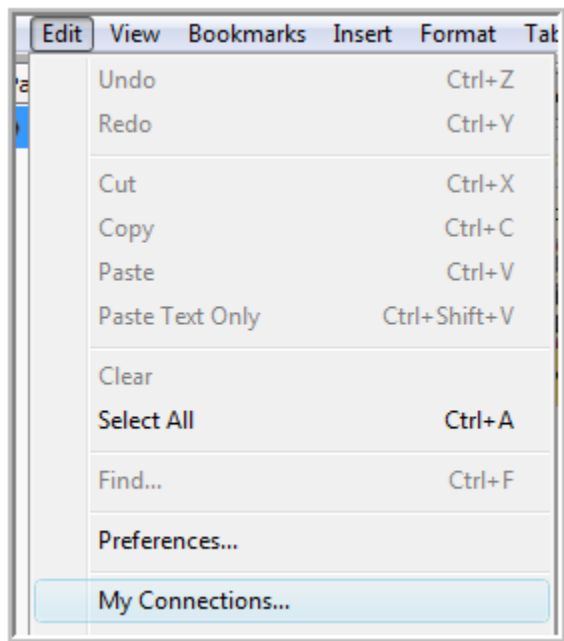
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## Edit the Connections/Rename the Site

If you have more than one website that you are the Content Editor of, then you may want to rename your connections so that you can differentiate between them.

To do this, go to Edit My Connections



Select Rename and not that the Role of the connection creator is listed as a Content Editor and the Administrator is the Webmaster, Rob Hartman. This is how it should be.



Once you select the Rename button, you can retype what you would like the site to be named

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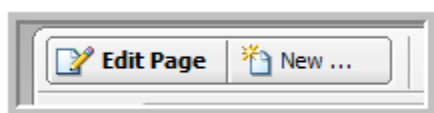
Now when you open Contribute, the Startup page will appear and you just click on it to launch the application.



When you double click on it, you may have to click on the connect button to begin. This will depend on how you set up your connections.



Once connected, while in the same area of the Window, click on Edit to begin modifications to your page.



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## Three components of the Template

The new template is divided into 3 areas that require you to navigate to 3 separate sections in order to edit the main Page. The 3 Sections can be described as:

**Links and Profiles Area**

**Main Body Area**

**Slide show Area**

**ITC Jan Mastrangelo Application Specialist**

- ITC Homepage
- Saddleback Home Page
- Techpage

**Location:** Building [map]  
**Phone:** (949) 582-4995  
[jmastrangelo@saddleback.edu](mailto:jmastrangelo@saddleback.edu)

Jan Mastrangelo  
Application Specialist I  
(949) 582-4995

**Office Hours:**  
Monday - Friday  
8am to 5:00pm  
Closed Weekends

### User Services

User Services serves as a technical assistance area for Faculty and Staff. Below are a number of documents that you can use to assist you in the Microsoft Office suite, Adobe

The Lab is an area that has scanner stations, 14 computers for training and a place where you can copy videos to a DVD.

If you would like one on one instruction in any of the following areas, you can reach me at +4995. For emergency assistance you can call the ITC general number at 4456

There are many self help documents on the links below to help you perform a variety of functions related to the Office suite, Web page updates, Email and Adobe applications.

**Links and Profiles is on the left identified by the blue arrow**  
**Main Body area is identified by the green arrow**  
**Slide show is identified by the red arrow**

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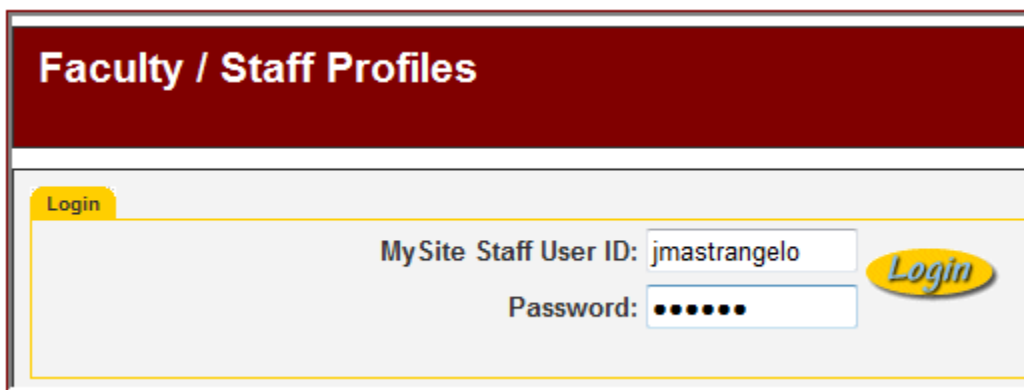
## Creating a User Profile for the Red Man Icon

The left side of the pages has Links and Profiles that identify the employees of the department or division. This must be edited in a specific way, which we will discuss later. However if you wish to launch your picture and a text profile from the little red man icon about yourself, you must first go to:

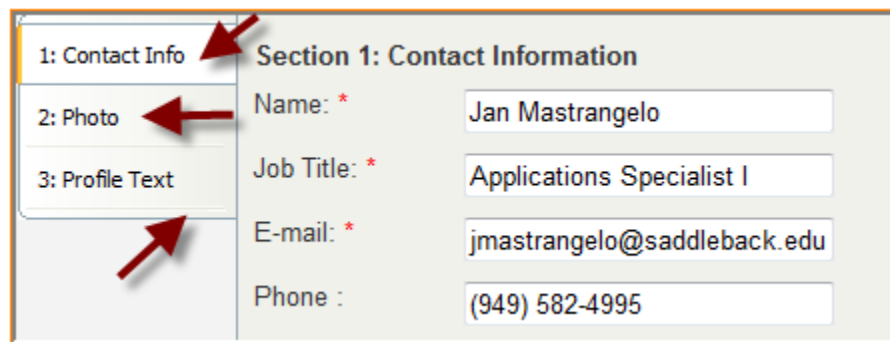


[www.saddleback.edu/profiles](http://www.saddleback.edu/profiles)

Enter your userid and password



Select each tab and fill out the information. You may also upload your picture. Please note that pictures tend to come out blurry when uploaded unless the size is 3:2 when created. Please select that frame size when you take the picture.



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The link connection on the little red man icon is

<http://www1.socccd.cc.ca.us/eservices/Profile.asp?siteid=A&id=jmastrangelo>

A&id=userlogon

## Editing the Links on the Left Side of the Page

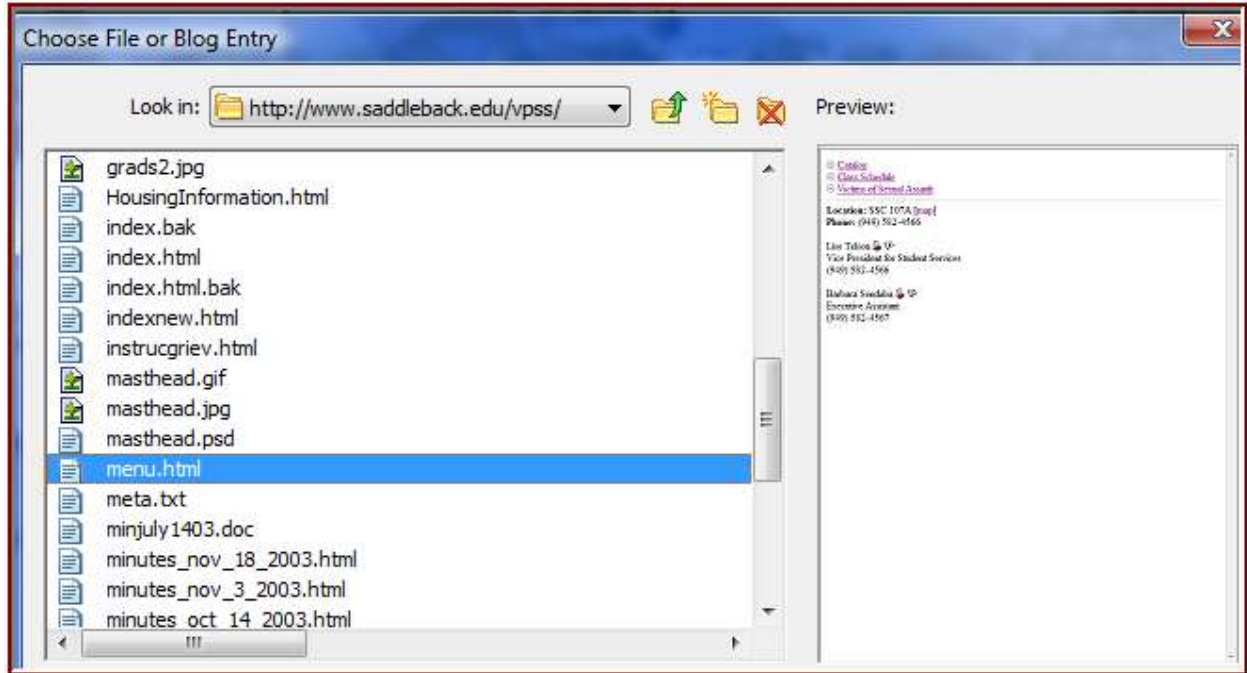


To Edit the Links or profile area, go to the upper right hand corner of the page and select Choose/note that you must have a connection in order to Choose.

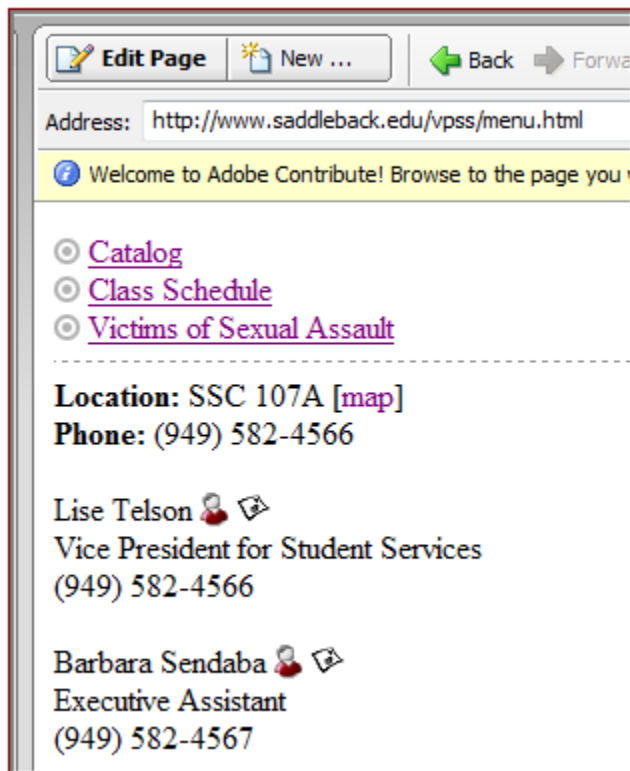


From The drop down box, select menu.html

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Click on OK. It will then bring you to a display of the Editable Links and Automated Employee Contact. Select Edit Page.

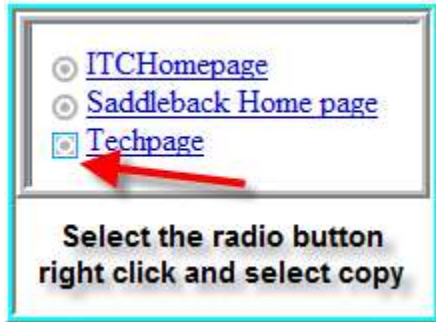


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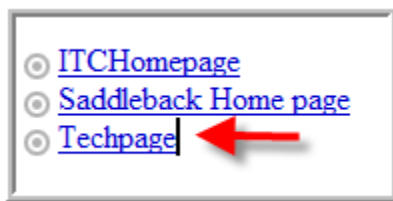
## Adding Additional Links

If you need to add additional links select the radio button right click and select copy.

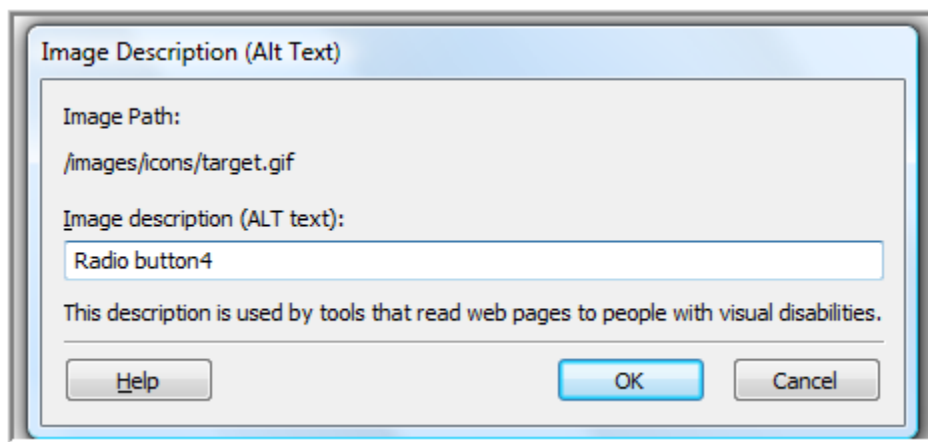


Position the cursor after the last link. Hold down the Shift key and hit enter.

This step is very important. Do Not just hit enter. Hit Shift Enter. Once on the next line hit CTL V or select paste.



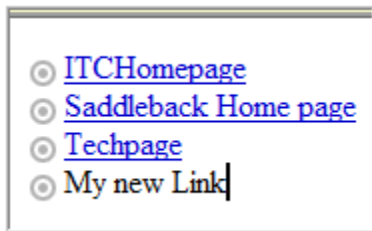
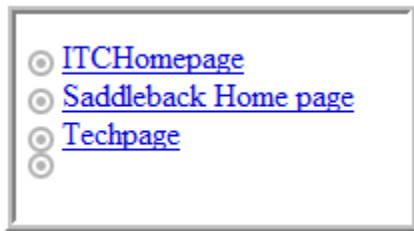
Be sure to add an image Description to the radio button and all image descriptions when prompted. This is to comply with the Americans with Disabilities Act.



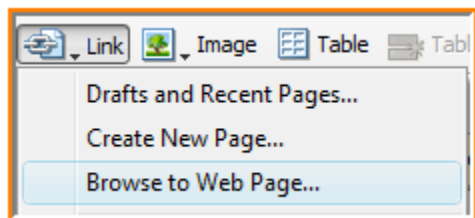
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The radio button will appear on the next line. Now type in My new Link and it will align appropriately.



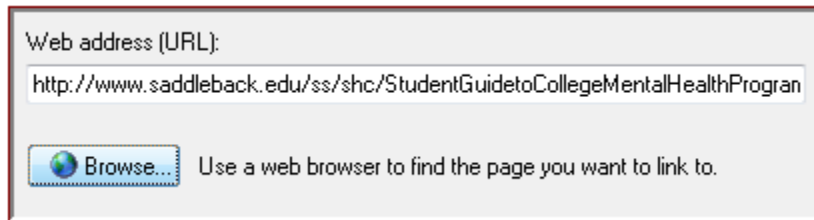
Highlight the new link and then go to the top of the page and select, Link Browse to Web Page



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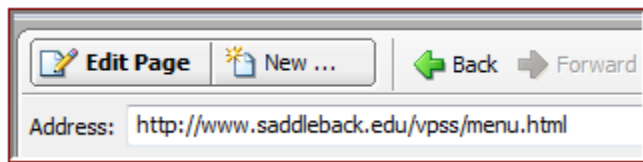
Browse to a web page where you would like the Link to go to, or type in the URL. Example below:



Web address (URL):  
  
 Use a web browser to find the page you want to link to.

Select OK

Click on Publish to Complete. After the page has been updated, click on the Back Button to go back to the main page. Click on F5 to refresh your page and the Link will appear.

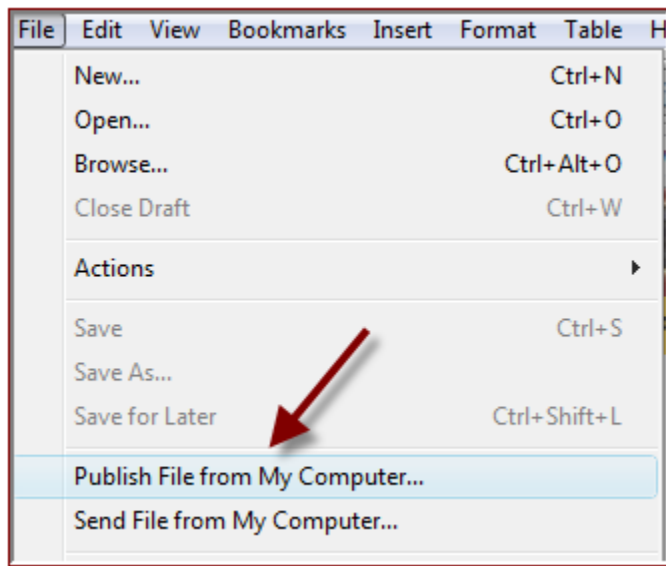


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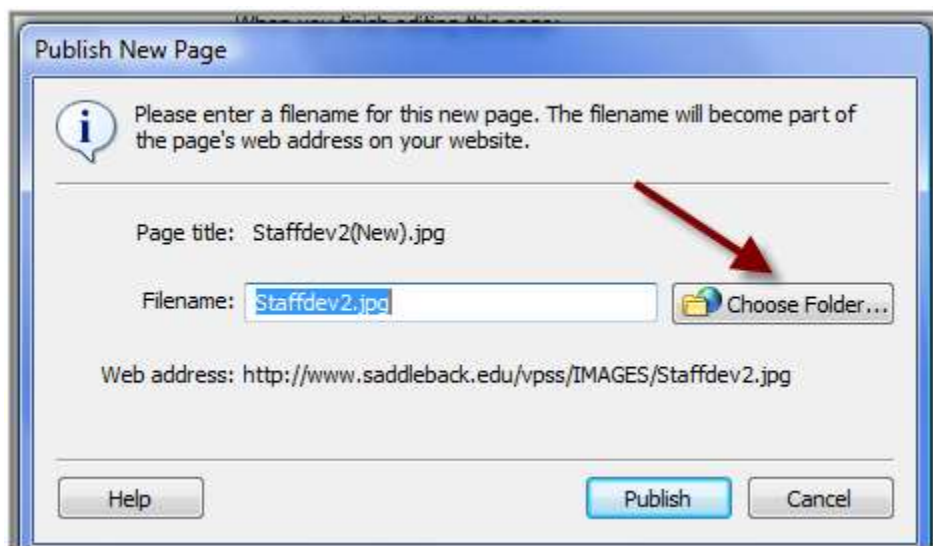
## Updating the Slide Show

To update(Add Pictures) to the slide show, go to the top right hand corner of the page and select File in the upper left hand corner and Publish File from my computer

Select a picture from your computer and hit select.



Select Choose Folder. The name of your picture will appear in the Filename. Note the picture is identified as a page on your website. Do not get confused by this. The picture must be placed in the appropriate directory.



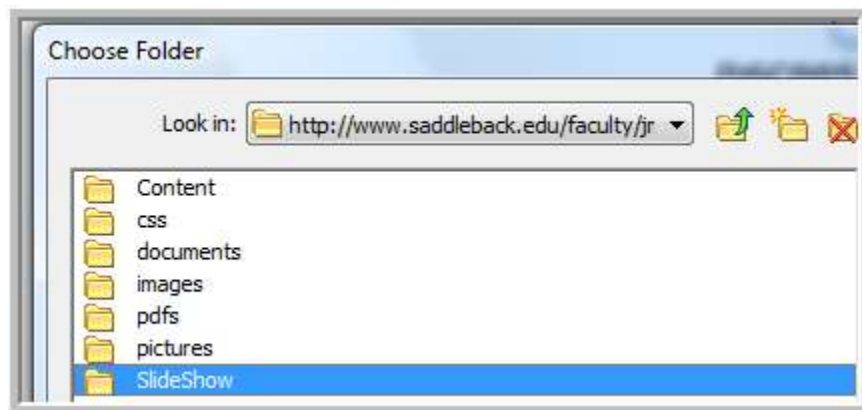
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Click on the Green arrow to find the Slide Show folder

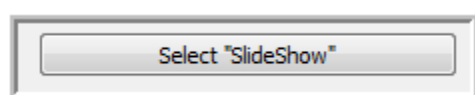


Click on the Slide show folder.



Select Open

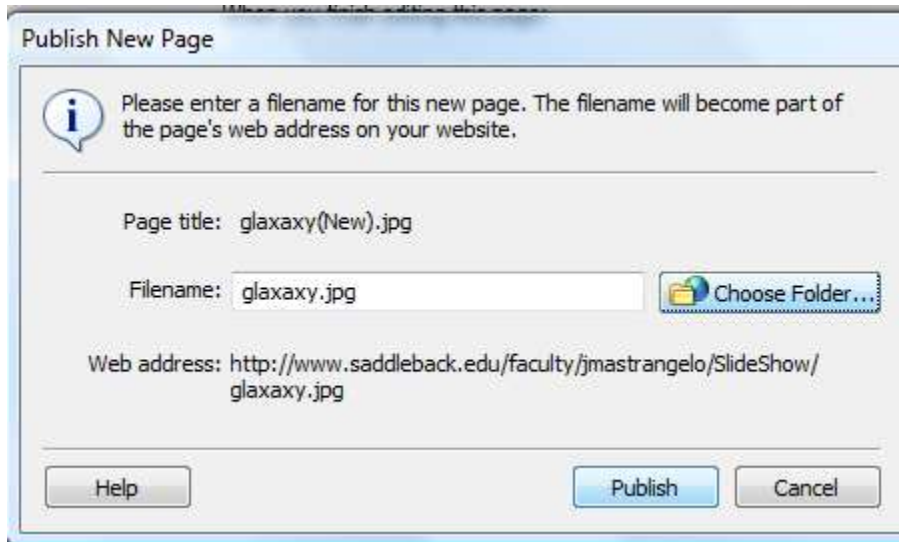
Click on Select Slide Show at the bottom



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Be sure to think about naming the picture here something that you can remember.



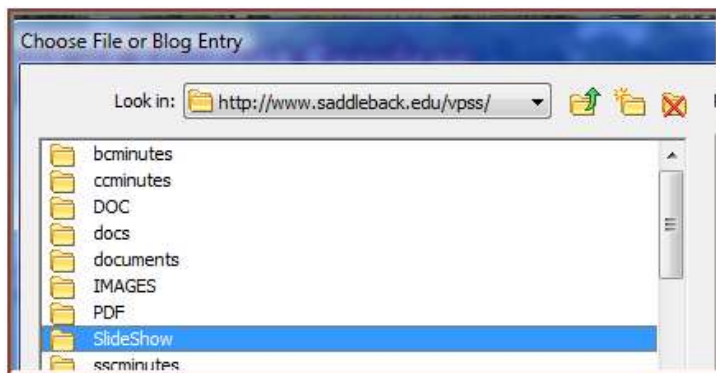
Select Publish. Note the Web address for the picture. Contribute looks at it like a page.

Click on the Back Button to go back to your Page and hit F5 to refresh the screen. The new picture should be second in the slide show. You can continue to add pictures to the slide show in this manner.

Please Note that the most optimum size for pictures in the slide show is a width of 290 x (190-220). The pictures should be jpg files. If you have a group of pictures that you would like to resize in a batch, there is a freeware program called Irfanview or you can use photoshop.

## Deleting a Picture from the Slide Show

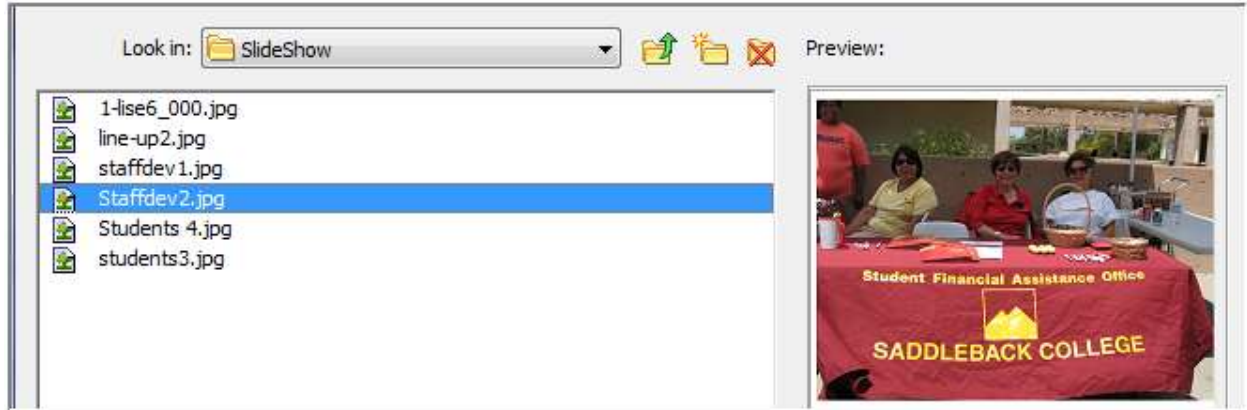
In order to delete an image from the slide show, you must do the following. Go to Choose and select Slide show.



Double click on slide show.

Then double click on the picture you would like eliminated.

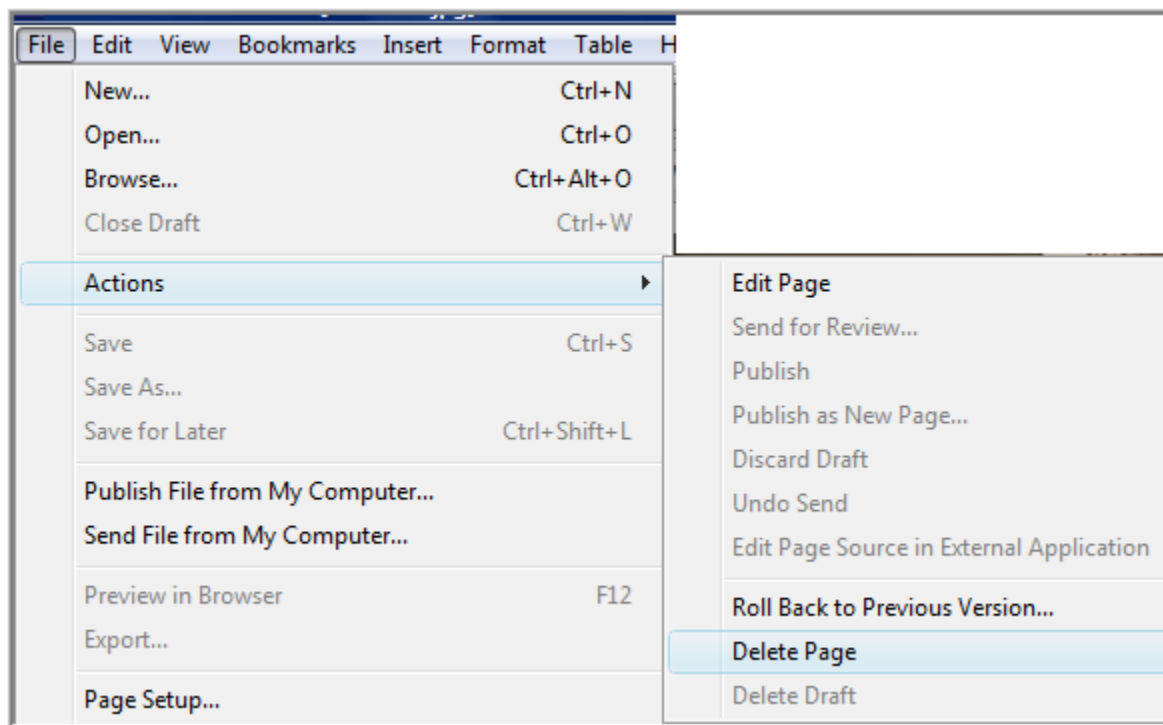
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The picture will be brought up like an entire Page.

Once you see the picture as an entire page, go to File Actions Delete Page.

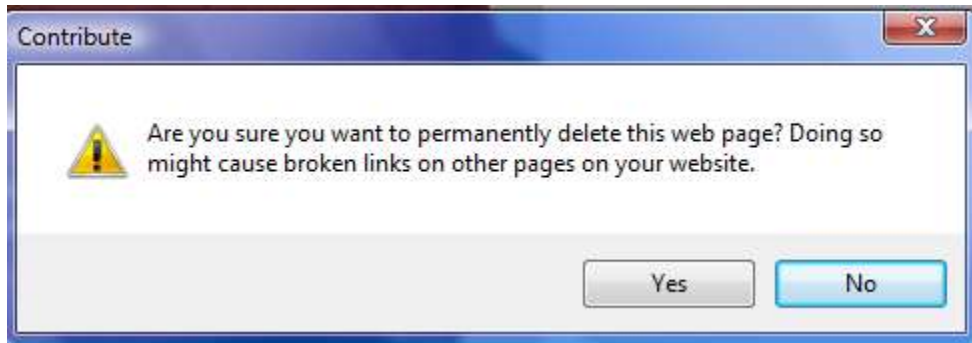
Make sure you are on the correct page before you delete it.



The box below will populate and select yes

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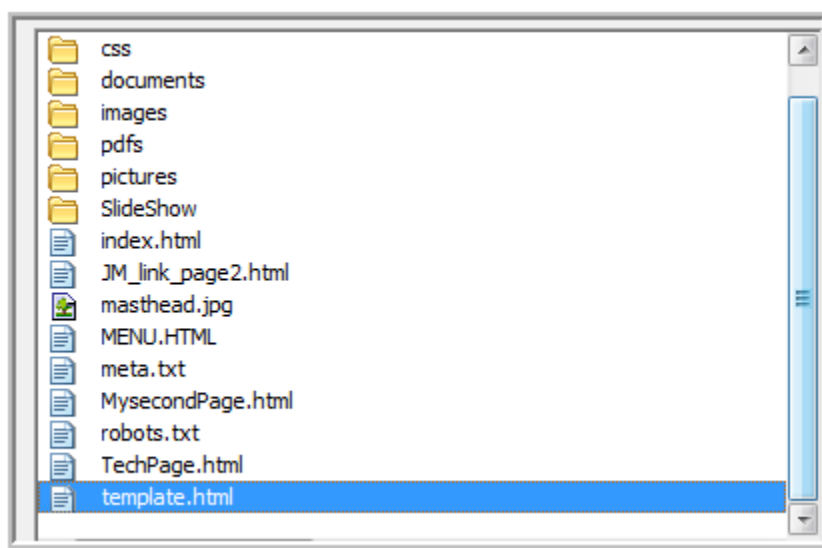
## Create a New Page

To Add a New Page without the Slide show, that is a copy of your Template, you would just do the following:

Select Choose



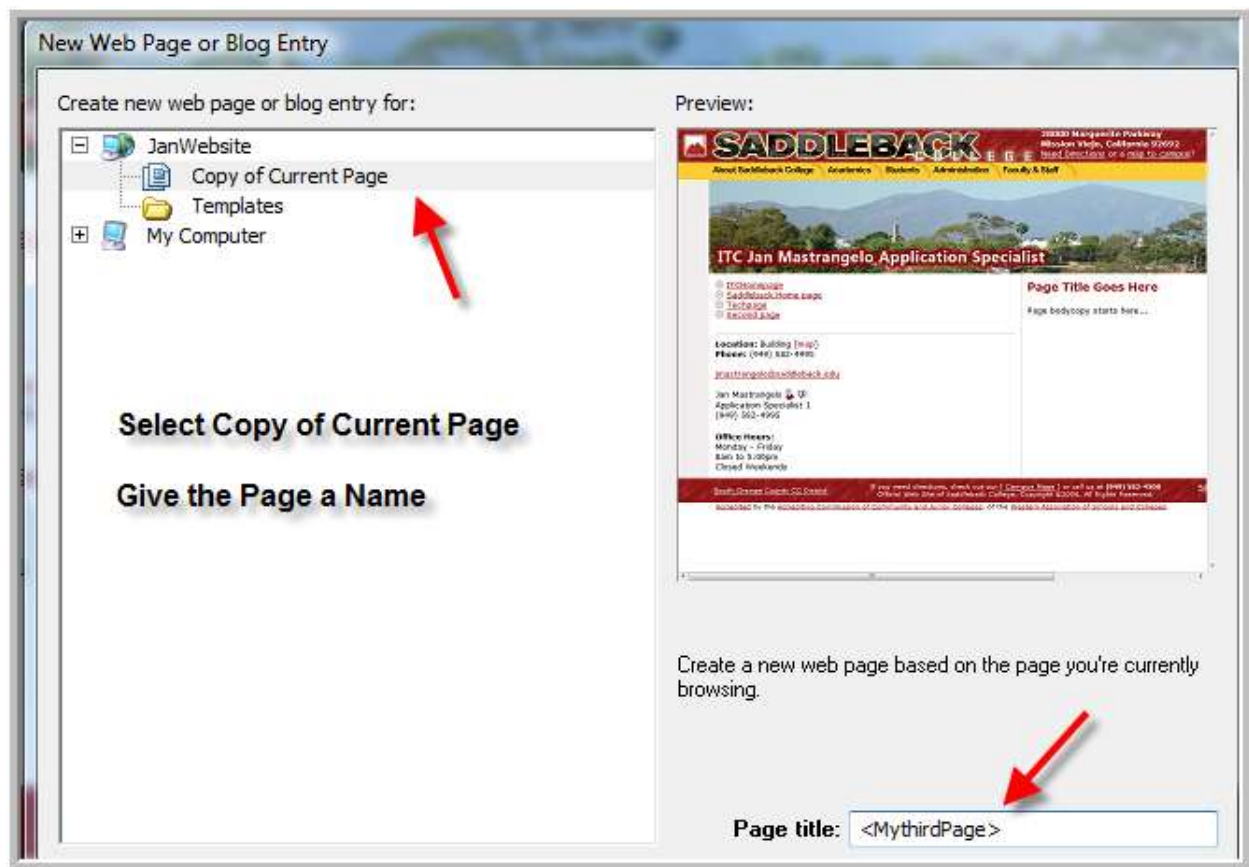
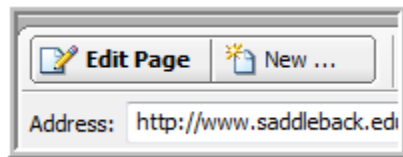
Select Template.html



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Open the page by selecting ok

Select New



The page will open. When you publish it, you can then go to it through Choose. This page will not have the slide show.

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## Selecting Fonts with the Templates

Fonts are limited with the templates for the college site. To select an option, under the publish area you can click on the drop down after you have highlighted the text. Select from the options and it will change your text to the selected coloring.

