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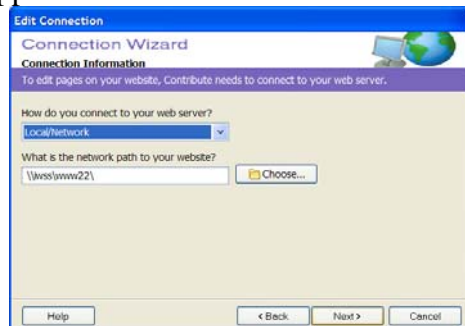
### Nuts and Bolts IWSS Web Packet

### Macromedia Contribute

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## Connect to your site

1. Open **Contribute**.
2. From the toolbar at the top of the screen, choose **Edit > My Connections**.
3. Click on the **Create** button.
4. In the box that pops up, click **Next**.
5. Type in the URL for your development Web site (e.g. <http://www22.iwss.ilstu.edu>) and click **Next**.
6. Choose **Local/Network** from the dropdown menu, and type the network path to your site in the text field. If you are unsure what the network path is, contact Web Support. Your screen should look similar to the one below:



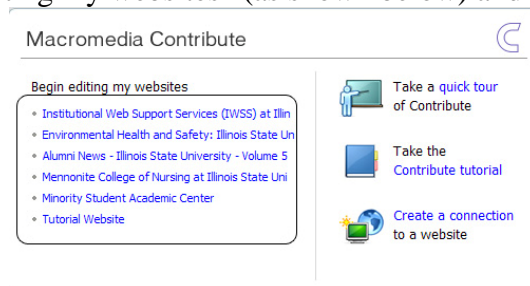
Click **Next**.

7. Type your name into the first text field, and your e-mail address into the second text field. Click **Next**.
8. Choose the role you are assigned to. If you need to send the changes you make to someone else for review, choose **Writer**. Otherwise, choose **Publisher**. Click **Next**.
9. Click **Done**.

## Open your site in Contribute

Once you are connected, you will want to view your site in **Contribute**, so you can begin making changes.

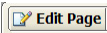
To do so, open **Contribute** (if it's not open already), find your site on the list that says "Begin editing my websites" (as shown below) and click on it.




## Navigate to pages in your site

Contribute works just like a Web browser. To navigate to a page on your site, just click on the links. You can find links in the mast navigation, left navigation, float boxes, or in the text.


## Using editing tools

After opening your site in Contribute and navigating to the page you want to edit, click on the Edit Page button. 


Contribute will bring you to an editing screen that looks similar to the one shown below. You can edit anything in the blue box in the center of the screen. Contribute's editing tools are very similar to Microsoft Word, and include the following:


 - applies bold to text

 - italicizes text

 - left aligns text, most commonly used


 - centers text


 - right aligns text

 - justifies text

 - ordered list

 - unordered list


 Image - insert an image

 Link - create a link

Normal  - create a heading

## Insert an image

To insert an image:

1. Place your cursor in the floatbox located on the right side of the page.  
(Note: If there is no floatbox on the page, see [Insert a floatbox](#) for more information.)
2. Click on the Insert Image  Image button.
3. Choose From My Computer.
4. Browse to the folder where the image is located.
5. Once you have found the image you want to use, click on the image and then click on the Select button.
6. You may get a message that says "Contribute decreased the size of the image because it exceeded the size limit set by the website administrator." Check the box that says "Don't show again," and click OK.
7. Enter a phrase to describe the image. This phrase will be useful to visitors who cannot see the image, but are using a screen-reading tool to read the content on the Web site.

## Format an image

Contribute has built-in photo editing tools that allow you to make changes to your photos without opening a separate software program. These tools include:



- Proportionally resizes images to a smaller size.

NOTE: Do not use this tool to make images larger. Doing so will cause the images to become pixilated.



- Crops the top and sides out of an image.



- Adjusts the brightness and contrast in an image.




- Rotates an image clockwise.



- Rotates an image counter clockwise.

## Insert a link

1. Highlight the text that you would like to make a link.
2. Click on the link  button.

There are three different types of links you can create. You must first determine whether you want to create an e-mail link, an internal link (i.e. a link to a page on your site) or an external link (a link to a page outside your site).

### To create an e-mail link:

3. After clicking on the link button, choose `E-mail Address` from the drop-down menu.
4. Enter the e-mail address in the text field, and click `OK`.

### To create an internal link:

3. After clicking on the link button, choose `Browse to Web Page` from the drop-down menu.
4. Click on the `Choose` button.
5. A box will appear that allows you to click through various folders until you find the file you are looking for.
6. Once you have found the file you want to link to, click on it once to highlight it, then click `OK`.

### To create an external link:

3. After clicking on the link button, choose `Browse to Web Page` from the drop-down menu.
4. Type the URL into the text field, and click `OK`.

## Insert or remove a floatbox


The floatbox is an area to the right side of the page where you can place photos, links, PDF documents or important messages that you want to draw attention to. You can use one floatbox per page, but you don't have to use a floatbox on every page if you don't want to.


To add or remove a floatbox:


1. Choose Format from the toolbar at the top of the screen.
2. Highlight boxSpecial by clicking on it.
3. To make the floatbox appear on the page, click on check box titled Show boxSpecial. Alternately, if the floatbox is already on the page and you want to remove it, uncheck this box.
4. Click OK.


## Save your changes

There are three ways to save your changes.

 **Publish** - Publishes your changes to the Web immediately.

 **Send for Review** - Allows you to send your changes to someone else who has already been set up to review them. This person will then review your changes on his or her computer and publish them to the Web. Use this button if you do not have access to publish files.

 **Save for Later** - Allows you to save your changes without publishing them to the Web or sending them to another person. This button is useful if you want to come back later to finish making changes and are not ready to have others read your work just yet.

Alternately, if you do not want to save your changes, hit the Cancel  button.