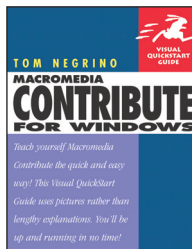


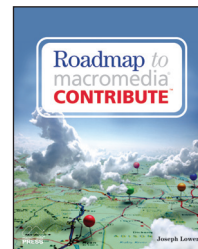


Macromedia® Contribute Tipsheet

Your guide to mastering online content with practical advice from author experts **Joseph Lowery** and **Tom Negrino** for browsing, editing, and publishing content to the web using Macromedia Contribute.



By **Tom Negrino**



By **Joseph Lowery**

Publish As A New Page

Creating a new page from an existing page is a perfectly valid method of working. Sometimes, the most efficient workflow is to modify an existing page and save the new page under a different file name. To do this with a word processing program such as Microsoft Word, you would generally choose the Save As command; in Contribute, you would choose **File > Publish As New Page**.

It's good to know that you always have the Publish As New Page command available to you at every stage of modifying your file. However, if you know from the beginning that you'll be basing a new document on an existing one, you can also choose **File > New Page** and select the **Copy of Current Page** option.

Contribute Sample Web Pages

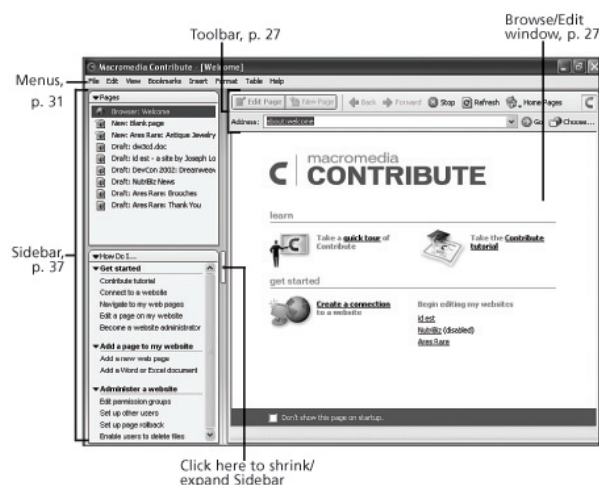
You don't have to depend on someone on your site providing you with a page you can copy—Contribute ships with over 50 different sample pages to be used. The **Contribute Sample Web Pages**, available from any connection, work just like copied pages. Make a copy of the sample page as a new document, modify as you see fit, and publish. The sample pages are always at hand regardless of how many pages you create from them.

Contribute groups the sample pages into four categories:

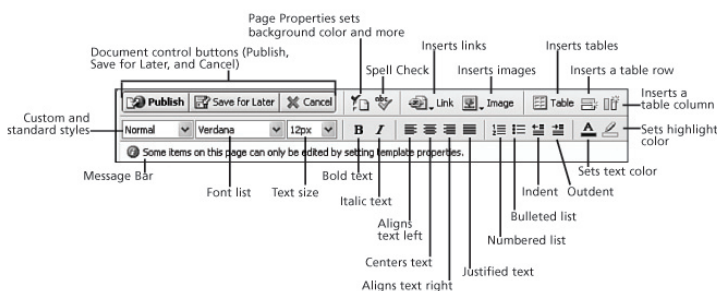
- **Business:** In the Business category you'll find a simple home page, both a single and two column layout for general content, a page for linking to various documents, and an item list structured in a table format.
- **Collaboration:** These four sample pages are great for team communication: a project page, a proposal overview, a slide-show like presentation page, and a page for sharing notes from a meeting.
- **Calendars:** Each page in the Calendars section represents a single month for the next two years; events can be added to any days. You'll also find a generic monthly calendar that can be adapted for any month.
- **Personal:** The Personal Sample Web Pages include a resume and two different designs for displaying photographs. Every page type (except the calendar pages) comes in three differently styled variations: Silver, Forest and Sky. Many of the pages, especially those in the Business and Collaboration categories, come with an automatic date stamp that shows when the page was last updated.

Finding Your Way Around Macromedia Contribute

The Interface



Edit Toolbar



Workspace Tips

Contribute's Web browser gets its preferences from your system's Internet Explorer browser. To change settings such as fonts or to enable plug-ins such as Flash or QuickTime, change the settings or install the plug-ins in Internet Explorer, then relaunch Contribute.



Connection Key Tips

- The fastest way to import a connection key that you have received is to double-click the connection key file, which will automatically open Contribute and bring up the Import Connection Key dialog.
- If you create and email a Contribute connection key to a co-worker, you must make sure that he or she also receives the password or pass phrase for the file. But it would defeat the purpose of the protection if you were to include the password in the body of the email that you sent. Always communicate the password to the recipient in a separate communication, for example via fax, in a different email, or even by telephone. Shouting the password over the cubicle walls is not considered to be a high-security solution!

Rolling Back to Previous Page Versions

Contribute has the ability to roll back to previously published versions of the pages. Think of it as a sort of Super Undo for your Web sites. You can roll back to the last published version, or to any saved version.

Contribute can roll back to only 99 versions of a given page, but your site administrator will probably limit you to far fewer rollbacks.

To roll back to a previous page version:

1. Browse to the page you want to roll back.
2. Choose **File > Roll Back** to Previous Version.

Contribute gets the version information from the server and displays the Roll Back Page dialog (Figure 1).

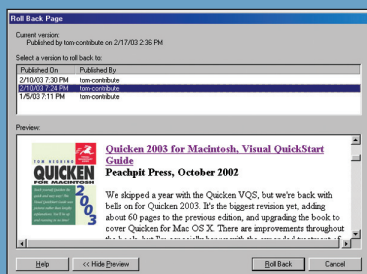


Figure 1

3. From the list of page versions at the top of the dialog, choose a previous version.

Contribute displays the page in the Preview section. If it's not the version you want, select another.

4. Click **Roll Back**.

Contribute replaces the currently published version of the page with the previously published version.

As long as you have the ability to edit a page, you can roll it back. Contribute doesn't restrict rollbacks to the person who last edited or published the page.

Editing Tips

- Bookmarks you create in Contribute (by choosing **Bookmarks > Add Bookmark**) also appear in Internet Explorer's Favorites menu, inside a folder called Contribute Bookmarks. Similarly, favorites you create in Internet Explorer appear in Contribute's Bookmarks menu, under **Other Bookmarks**.
- The names of the menu items in the Home Pages pop-up menu are taken from the names of the Web sites in the **My Connections** dialog. You can edit the names in that dialog to make the menu items shorter or more descriptive.
- Contribute doesn't like pages without names; it won't let you create a new page until you give it a page title.
- You'll usually remain connected to the Web site you're editing, but you can create new draft pages or continue editing existing draft pages (usually pages you created while working online) in Contribute's Offline mode. Choose **File > Work Offline**. Offline mode is especially useful if you're using a slow network connection, like a dial-up modem.

Administration Tips

By restricting the Dreamweaver templates that members of a group can see, the site administrator can prevent members of one department from accidentally using templates meant for another department. For example, by restricting templates for the public relations group to the templates designed for press releases, you can make sure the PR group doesn't accidentally use templates meant for the engineering group that are intended for progress reports.

You can prevent a CSS style from being available to Contribute users by naming the style with the prefix **mmhide**. The style will not appear in the Style menu. For example, if you use a style named Slugline in your page, but you don't want Contribute users to be able to use that style, rename it **mmhideSlugline**.

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