



## Tips for Using **Contribute 4** to Update Web Pages

When using **Contribute 4**, it is important to remember that the “How do I...” panel on the left side of the Program Window is available to guide you through any step you want to take. Think about what you want to do, and then click on the item related to that action. The tips that appear below, are not meant to take the place of the “How do I” instructions. The tips are our additions to those instructions dealing with issues that we consider to be important to maintaining an effective web site.

### Adding to, or Changing Content of, an Existing Web Page

To add new content to an existing web page, start contribute and go to the page you wish to change.

- Click on the **Edit Icon**. That will bring the page up in the editing mode. Click the cursor at the location where you wish to place the new content, and click on the **Table Icon**, to create a text frame into which content can be inserted.. A Table dialogue box will appear. Enter the following values; Rows=1, Columns=1, Table Width=Specific (choose Percent rather than Pixels) and set for 100%. If you wish the article to be surrounded by a border, leave the **Border** setting at 1, otherwise change it to 0.
- Once the Text Frame has been created, click within the frame and the Curser will appear and you can begin entering the new content in the same manner you enter text using a word processor or publishing program. *Tip: If you do not use a border, add a horizontal bar below your new content by clicking on the **Insert** button and choosing **Horizontal Rule**.*
- Once the content is entered, you can do a spell check (F7) and then click on the **Publish** button which will send the new content to the web.

### Adding a Photo (Image) to a Web Page

In the edit mode, go to the place where the image is to be placed.

- If the source is a file on your computer, open Windows Explorer and go to the location of the file. With **Contribute** and the Windows Explorer in separate windows, click on the image file, and drag it to the location where you want it to appear on your web page. The image will be automatically downsized to a file size suitable for use on the web and will be inserted onto your page.
- Next do a right click on the image and choose **Image Properties**. Here you can modify the size (always make sure that the **Constrain proportions** box is checked so the image is not distorted).
- Then go to the Alignment settings and choose how the image should be lined up with text (usually this is a choice of right or left of text).
- **Style Hint:** *A good rule of composition is to position an image so the person is facing the center of the text, and not looking away from it. The picture on the right faces the text, while the one on the left faces away from the text. Face the person towards the text with which the image is associated.*



- It is important that you describe the image in the **ALT Text** box. This is because blind people use special equipment that converts web content into audio content. The ALT Text is also displayed when a mouse is positioned over the image.

- If you want to have some space between the text and the image, enter a value (try 5) in the **Horizontal Padding** box.
- When finished, click **OK**, and your image should appear as you have specified.
- If the image is too light or too dark, needs more contrast or would benefit from cropping, do a right click on the image and choose **Edit Image** and choose the type of change you wish to make. Once you have made your choice, you can easily make the change.

### Importing an Image from Another Web Site

You can open a web page in your regular browser, click on the picture and drag it into the location on the page you are editing. Then modify it's properties in the manner described above. Copyrighted images should not be imported unless you have permission to do so.

### How to Add Captions to an Image

Sometime you need to add a caption to an image.

- If the image is to have a caption, you should first insert a table (1 row by 1 column with no border) in the location where the image is to appear.
- Once the table is created, you can insert the image within the table.
- Next, after clicking on the image, press the right **Cursor Move** key, and then the **Enter** key. A new line will be created below the image, and you can type in the caption in that space.

## Adding Links to a Page

It is easy to add links to a page, using *Contribute*. Those links can be to a new page you will create, to a page on another web site, to an Email address, or to a file (such as a document available in *Acrobat* format).

- The first step is put your cursor at the point where you would like to create the link.
- Next, click on the **Link Icon** at the top of the Contribute Window..
- You will now be given a list of choices as to what you wish to link. If you wish to make a link that will take the person to a new page on the web, choose Browse to a Web Page.
- On the **Insert Link** form, you next enter the words that will appear on the web page at the point where you placed your cursor. For example, you might enter: **Click Here**
- Below that, you can either enter the full URL, or you can click on the **Browse** button, and browse to the page to which you want to link. When you are on that page, click on **OK**. This will return you to the **Insert Link** form, where the full URL will be listed and you will see a preview of the page to the right. Click on the **OK** button and you will return to your own web page, and the link will be added at the point where you had left your cursor.
- To create a **Mailto: Link** to a person's Email address, simply type in the Person's name and highlight that name.
- Next, click on the **Insert Link** button, choose **Email Address**, enter the persons **Email** address on the form and click on **OK**. That name will now serve as a link that will bring up the user's Email program with the person's Email address inserted in a message form.

## Adding a New Page to Your Web Site

It is easy to add new pages that have the same appearance as the other pages on your site. To do so, you need to create a link from an existing page. To do so, again, while on the page from which you intend to link to the new page, enter the **Edit** mode, and click your cursor at the point where you wish to create the link.

- Next, click on the **Link Icon**, and choose **Create new page**.
- On the **Insert Link** page, you will be asked to enter the text for the link that will appear on your existing page. For example, you might enter: August 5th Conference
- Below that you will see: **Create a page from**. There you will see the Template that was designed for your site. Choose that Template, and it will be previewed on the right side of the **Insert Link** page.
- The **Insert Link** page then asks you to enter the name for your new page. In our example, you would enter August 5th Conference. Now click on **OK**.
- You can now add the content to the new page. When finished, click on the **Publish Icon** and Contribute will suggest what file name might be used for your new page. It is usually safe to accept their suggestion by clicking on **OK**.
- The new page will now be live on the web, but you still have one more step to take. Go to the page from which you made the link to the new page, and again click on the **Publish Icon**, so your changed page will be published to the web.

## Linking to Documents

With *Contribute*, you can convert any document you have created into a PDF or Flash Paper file that can accessed, read and printed from your web site. Once you have installed *Contribute* you will find that you have a new printing choice.

- From within any document, simply click on **File>Print** and choose Macromedia Flash Paper from the printers available to you. Then click on the **Print** button..
- A new **FlashPaper** window will open and your document will be displayed. You then can choose whether to save it as a **PDF** or a **FlashPaper** file. Click on your choice and it will ask you where to save the document on your computer. Save the file.
- Now, in *Contribute*, go to the page from which you wish to make a link to the document. In the **Edit** mode, click your cursor at the location where you want to insert the link.
- Click on the **Link Icon** and chose **File on my computer**.
- On the **Insert Link** window, enter the wording for the link text, and select the document file you saved. Next, for **Target Frame** entry choose **New Window**, and click **OK**. Publish the page containing the link, and then click on the new link. You will be taken to the document.

## Some general hints about your site

- **It is important that the site be kept "up to date" with frequent new material being added to the home page.** If the site never changes, people won't bother looking at it. So, feature different home page articles about aspects of services you offer, announcements, and news that should be of interest to people who look at your site.
- **Keep the pages clean and uncluttered – avoid cutesy dancing bears and other devices that add nothing to the content, and tend to distract people from the important content of the page.** Too many graphics also cause your page to load more slowly, which is very frustrating to people using slower modems and dial up connections.
- **Use In Context Links** – When a Congregation, or organization, is named in a feature article (and they have a web page) highlight the name of the entity and use the **Link** command to create a link to the their home page. This enables readers to learn more about the group to which you are referring. *It also makes to people to whom you make links happy. They may decide to make a link to your home page.*