

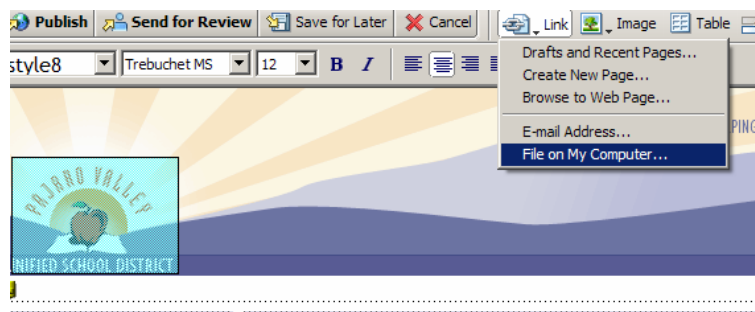
Editing Web Content with Contribute

If your contribute key is working correctly it should open by default to the section that you have the rights to edit. Contribute is very easy to use. This document will outline some of the basic functions of the program

1. Open Contribute and browse to the page that you want to edit



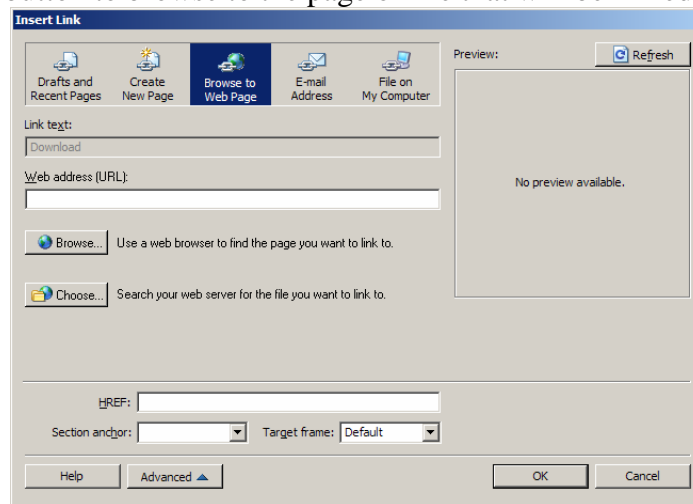
2. Click the **Edit Page** button in the toolbar. The page appears in the Contribute editor as a draft, and the draft title appears in the Pages panel. You can now make changes to the draft. Change the text, insert images etc.
3. In Contribute, you can make text or images in your web page act as links. When a visitor to your website clicks a link--specified text or an image--the browser takes the visitor to another web page or file, or starts their e-mail application. To create a link from text or an image on the page, select the text (highlight) or image that you will use for the link. Then click the **Link** button in the toolbar at the top. A menu will open with various link options.



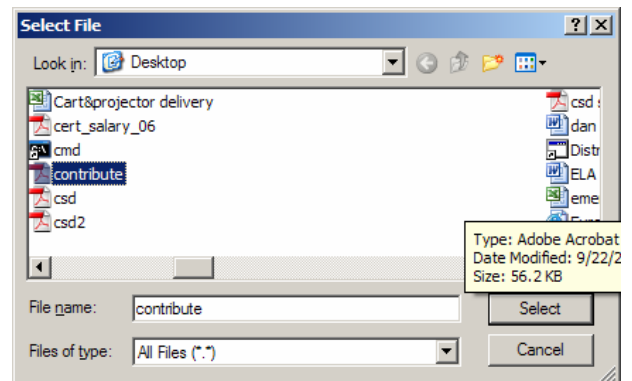
Select the type of link that you want to create:

- Select “Browse to Web Page” if it will link to another page.
- Select “File on My Computer” if you would like to upload a file to the web server and have the link download the file.
- Select E-mail Address if you want the link to open a message window addressed to the specified e-mail address.
- Select “Create new Page” if the link will connect to a page that you have not yet created.

4. After you specify the type of link that you want to create, the “Insert Link” window will open. Click the Browse button to browse to the page or file that will be linked.



In the “Browse to Link” window you can browse to the page that will be linked, then click the ok button. Or if you are linking to a file, browse to the file on your computer, then click the “Select” button



5. Once you have all of the content on your page updated the way that you want and you are ready to upload the page to the web server, Click the **Publish** button in the toolbar at the top. If you want to make changes to a linked file, you need to first change and save the file on your computer, then select the link again and go through the link creation process again to select the updated file. It will automatically overwrite the old version if it still has the same name.