

Adobe Contribute

Introduction – One or Two Days

DAY ONE

Introducing Contribute

Installing Contribute
Understanding the Contribute work space
The Tools and Menus
Getting onscreen help
Understanding Contribute's workflow

Connecting to a Site

Preparing to connect
Using the connection wizard
Sharing site connections
Importing & Editing site connection keys
Working offline

Building Web Pages

Browsing sites
Creating new pages
Building pages from sample pages & templates
Copying existing pages
Editing existing pages
Setting page properties
Setting page keywords and descriptions
Editing framed pages
Saving page drafts
Letting co-workers review your pages
Publishing your pages
Rolling back to previous page versions
Printing pages
Previewing pages in external browsers
Exporting HTML pages

Editing Page Content

Basic text editing
Using HTML styles & CSS styles
Working with lists & inserting dates
Inserting special characters
Finding and replacing text
Checking spelling

Working with images

Adding & Editing images
Adjusting image properties
Adding Flash content

Working with links

About linking
Linking to draft pages
Creating new pages from links
Creating Email and Web links
Linking to local files
Adding and editing anchors
Editing and removing links

Overview Day One

DAY TWO

Creating tables

Creating a new table
Inserting rows and columns
Deleting table elements
Formatting tables
Setting table properties
Merging and splitting cells
Setting cell properties
Sorting table contents

Working with external documents

Using external documents
Importing Word or Excel documents
Editing imported documents
Editing other document types

Site administration

Becoming an administrator
Assigning site-wide settings
Assigning permissions
Creating permission groups
Modifying permission groups

Customizing Contribute

Understanding Contribute extensibility
Creating sample page templates
Customizing the welcome screen
Customizing menus
Customizing keyboard shortcuts

Testing Your Site

Browsers and Compatibility
Testing pages in external browsers

Other Special Features

Adding PayPal payment options
Adding a Movie
Adding a Google Search Field

OPTIONAL MODULE for Dreamweaver Users

Using Dreamweaver templates

Creating pages from Dreamweaver templates
Constructing Dreamweaver templates
Working with editable template areas
Setting template properties

Managing sites with Dreamweaver

Updating Dreamweaver for Contribute
Building sites for Contribute
Enabling Dreamweaver settings for Contribute
Sharing connection keys
Contribute's rollback features in Dreamweaver

Course Overview

Discussion Session & End of Course



computer graphics training

Contribute makes editing and managing a website easy. With Microsoft Word like tools at your fingertips, the user interface is both familiar and easy to use.

It enables anyone to quickly, easily and safely update existing websites and blogs. Content authors can post and publish content to multiple websites and blogs from a single application or publish directly from within Microsoft® Office applications with the click of a button. And because Adobe Contribute 4 works seamlessly with Macromedia® Dreamweaver® from Adobe, website integrity is maintained.

Goals

- To learn how to manage a site
- To learn to create and edit web pages

Prerequisites

There are no formal prerequisites for this class. Windows or Apple Mac OSX. Adobe Contribute or Dreamweaver MX or later.

Who Should Attend?

Anyone who wants to manage, create or edit a web site without any special skills or programming knowledge.

Complementary Courses:

Adobe Dreamweaver
Adobe Studio 8
Acrobat Professional
Adobe Flash
Microsoft Office

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