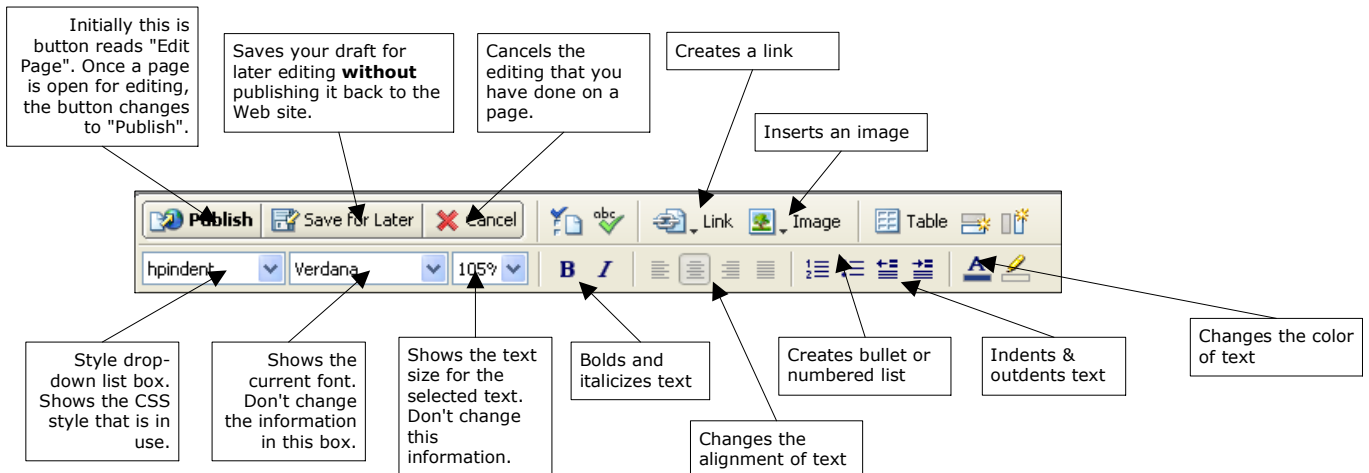


## Using Contribute Web Site Styles Quick Reference

| Style           | Where Used   |
|-----------------|--|
| currentpg       | On current page in links bar; also used for the words "Class Pages"  |
| boxtext         | Plain text with a black border around the paragraph. <b>If used with more than one paragraph, use SHIFT-ENTER to get space between paragraphs.</b> |
| creditline      | Formats the lines at the bottom of each page that list the class email address, school address, etc.   |
| date            | Date in cafeteria menu, blue bold text with gold background.   |
| h1              | Largest heading, 100% text, green, bold, underlined.   |
| h2              | Smaller heading, 95% text, green, bold, indented.  |
| h3              | Even smaller heading, 105% text, purple, bold.   |
| h4              | Same size as plain text, red, bold.  |
| h5              | Same size as plain text, bright purple, bold.  |
| h6              | Same size as plain text, bright green, bold.   |
| indent1         | Plain text, indented slightly.   |
| indent2         | Plain text, indented a bit more.   |
| indent3         | Plain text, indented even more.  |
| menutext        | Cafeteria menu, for menu items   |
| tablehead       | Heading row of a table, bold, blue, left aligned.  |
| tableheadcenter | Heading row of a table, bold, blue, centered.  |
| tabletext       | Plain text for tables, left aligned.   |

### The Contribute Toolbar



# Using Contribute

## General Procedure for Updating

1. Copy any images to the Commons/Web2004/Images folder or non-Web documents to the Commons/Web2004/Documents folder.
2. Open a page for editing; make your changes.
3. Export the page to the Commons/Web2004 folder. This will create a backup copy of the current Web page on Commons.
4. Publish the page.

## Starting Contribute


1. Double-click the Contribute icon on the desktop.

## Opening Your Web Page

You can use either one of the methods listed below to open your Web page.

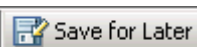
1. Using a menu:
  - a. Open the View menu;
  - b. Select *Choose File on Website* or press CTRL-SHIFT-O ;
  - c. If necessary, double-click the URL of the Web site;
  - d. Select the page you want to open and press ENTER .
2. Clicking a link:
  - a. Click the link on the Home Page for your class once Contribute has started.

## Editing A Page

1. Click  . After downloading all the image files, etc. the page will be ready for you to make your changes;
2. Add new text and then use the Styles drop-down list to apply a style OR use the bold and text color buttons to add color, etc. to your text.

|   |
|---|
| <p><b>Note</b> You can close the sidebar (pane on the left side of the Contribute window) by pressing F4. Pressing F4 again will display the sidebar again.</p> |
|---|

## Saving A Draft Page For Later

1. Click  .

## Canceling Your Changes


1. Click  .

## Using Contribute


### Exporting Your Page To The Network

1. Open the File menu;
2. Select *Export*;
3. Navigate to the Commons drive and the Web2004 folder that contains the Web site documents on the network;
4. Make sure that *Save as type:* is set to *HTML Document (\*.htm)*;
5. Select your Web page from the list displayed.
6. Click **Save** or press ENTER.

### Publishing A Page


1. Click  **Publish** ;
2. When the page has been published you will see an information box indicating that the upload was successful.

### Creating a New Page

1. Open either *blank\_page.htm* or *blank\_table.htm*;
2. Click  **New Page** ;
3. Select *Copy of Current Page*;
4. Enter a page title for the page. This is the text that will appear in the title bar of the browser. Click **OK**.
5. Export the page to the Commons folder.
6. Publish the page. You will have to enter a filename; use the convention *filename.htm*.

|             |  |
|-------------|--|
| <b>Note</b> | Both of these blank pages have a set of links to all the other pages on the Web site and the dragon image. You can delete these links if you want. |
|-------------|--|

### Creating a Link

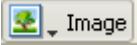
1. Highlight the link text or add new link text to your page;
2. Click  **Link** on the toolbar;
3. Select either *Browse to Web Page* or *File On My Computer*;
4. Click *Browse* and navigate to the file you want as the destination of the link;
5. Click *Select* and then **OK** to close the information box.

## Using Contribute

**Note** To delete a link, highlight the link; right-click and select *Remove Link* from the shortcut menu.

If you create a link to a document that is NOT a Web page, it will be stored in the Documents folder when it is published.

### Adding Images

1. Click an insertion point where you want the image to appear;
2. Click  Image on the toolbar;
3. Select either *From My Computer* or *From Website*. Navigate the folder where the image is stored;
4. Click *Select*.

**Note** The image will be stored in the Images folder automatically when you publish your page.

If you want to insert an image that is already part of the site, select *From Website* and then open the Images folder and select your image.

### Creating Bookmarks (Section Anchors)

1. Click an insertion point where you want the bookmark.
2. Press CTRL-ALT-A or open the Insert menu and select *Section Anchor*.
3. Enter a name for the bookmark and click **OK**.

### Copying and Pasting Text to Your Web Page

1. Open the originating document and copy the text.
2. Edit your Web page.
3. Click an insertion point where you want the pasted text to appear.
4. Use the desired method:
  - a. To paste the text with formatting, use Edit, Paste (or CTRL-V).
  - b. To paste the text without formatting, use Edit, Paste Text Only (or CTRL-SHIFT-V).