

Adobe Contribute

This workshop will enable you to manage the content of your website without affecting the overall design. It aims to give you control over keeping your site fresh and informative, by enabling you to edit text and image content.

1 Getting started

Aims of this session

To enable you to operate Contribute, and tailor it to suit your requirements. Also to connect to your web pages and view them via the Contribute workspace.

On completing this session you will be able to

- Understand how Contribute allows you to edit your web pages
- Create a connection to your website
- Navigate between pages in your site

2 Editing text and publishing changes

Aims of this session

To enable you to update text on your existing web pages, and publish updates to your site. Also to save draft pages and send updated pages to others for review.

On completing this session you will be able to

- Edit text on a page
- Save changes in a draft
- Publish changes to the web
- Send changed pages for review

3 Editing a table

Aims of this session

To enable you to make use of tables to arrange the information on your web pages, and to format tables to enhance the presentation of your information

On completing this session you will be able to

- Create tables
- Edit the content of tables
- Adjust properties of tables
- Understand column width adjustment
- Understand formatting precedence

4 Creating Links

Aims of this session

To enable you to create navigation routes within your site by linking pages. Also to create links to email addresses.

On completing this session you will be able to

- Link to a new page
- Link to an email address
- Link to an existing page
- Link from an image
- Link to a specific place on a page

5 Working with images

Aims of this session

To enable you to replace images on your site with new material, and add new images to a page.

On completing this session you will be able to

- Understand what images can be used on your site
- Replace an image with a new one
- Manage the size of images
- Create a place to insert a new image
- Link a thumbnail image to a larger version of the image

6 Adding other media

Aims of this session

To enable you to enhance your site by adding or updating Flash and Video content.

On completing this session you will be able to

- Replace Flash content
- Replace a movie clip with a new one
- Adjust settings for Flash Movies
- Adjust settings for video content
- Understand appropriate file types and sizes for use on your site