Editing the Main Template in Contribute

Overview

The main page template and secondary template have different formatting and as such there are different tutorials to demonstrate editing of each.

The purpose of this tutorial is to show how the main page can be updated and maintained using Contribute. By using the styles present in the template, a uniform look and feel can be created across IFAS websites. Please use only the styles present in the template for this reason, rather than creating your own styling/formatting.

Note: Classes (styles) are formatted elements within a style sheet. These styles tell the lists, paragraphs and headers how they should appear by default. Some classes are automatically applied such as the headers and orange arrows next to each list item. Other classes can be used as needed.
Getting Started

1. Open Contribute by choosing the Windows button > programs > Adobe Contribute. Contribute may be stand alone or part of the web premium adobe suite so your “Adobe Contribute” choice may vary.
2. The main page should be the first page you see
3. Click the Edit Page button (see below) to begin editing the page.

When the Edit Page button is selected a draft of the page will be created which will appear under Pages.

A new editing menu will also appear (see below image).
Editing the Main Template in Contribute  -  3  -

This menu has options to:
- Publish (publishes the page so that it can be seen online)
- Send for Review (Send page to a specified coworker to review before publishing)
- Save for Later (saves a draft that can be modified later)
- Cancel (cancels the editing request without changing your page online).

Other options include:
- Link (link text or an image to another page or file)
- Image (add an image to your page)

Making Changes to Your Draft:
Now that you have a page draft, you can start to change your page.

How to Change the Main Photo on Your Webpage
Before replacing or adding an image, place the new image in your live site images folder and make sure the image has been resized in a graphics program such as Irfanview, Photoshop or GIMP.

The large center photo should be 300 pixels in width. Larger images will break the page formatting.

To change this image, double click on it and choose a new image from the resulting dialog box by pressing the Choose button.
Select **Images on Website**…

Double-click on the site URL that appears in the dialog box. Then click on the images folder where you have placed your new 300px image. You will then see a box similar to the one below. Click on the image you want to use to replace the existing image. For this example we will use the blanket flower photo.

When **OK** is pressed, you will be returned to the dialog box. **Change the alternate text** (see below image) to describe the new photo chosen.
You can now publish your draft by pressing the publish button if your web site administrator allows you to do this. To publish your page online, just press the **Publish** button. If there is no publish button, press **Send for Review** and choose your designated reviewer from the list.
If you were able to publish your page you will now see the main page with the new photograph.
Changing an Image in the Center Column

The “hot topics” section is designed to feature stories or articles that are relative to your county.

All images must be **60 pixels wide** and ideally 60 pixels tall as well. Make sure to resize your new image **outside** of Contribute!

Images should be resized using a graphics program such as **GIMP**, **Irfanview**, Photoshop, etc.

**Reasons to resize your images:**
- Proper sizing will make your front page look more uniform
- Images will be clearer. Images resized within Contribute will not be as clear.
- Smaller file size will result in quicker download times for your web site viewers.
- Ability to make your image square by using the rectangle tool in your graphics program and holding down the shift key.

Select the image you want to change by **double clicking** on it with your mouse.

This will bring up the **Image Properties** dialog box.
Browse to the new image by selecting Images on Website (make sure to have resized it beforehand using your graphics program). Click on it once with your mouse and then click the OK button.

Remember to change the alt tag. An alt tag is a description of your picture that a person will be able to read if the image does not display for some reason. The alt tag can also be read by screen readers which read text for visually impaired users. The Description (alt text) box can be found at the bottom of the Image Properties box.
Changing the Header and Paragraph Text

To change the Heading, highlight the text with your mouse and then either press delete or just start typing. You can do this for the paragraph text as well.

For this example the header and text will be changed to match the pictures:

TIP: It is not necessary to alter the format or to hit the backspace key to move the paragraph up a line. Although it does not look quite right, when you preview it in a browser or publish it, it will not have this extra line.

Creating a Link

Links allow you to link to additional web pages, documents and images by selecting an image or text.

- Linking an Image
- Linking Text

NOTE: Please upload all files (documents, images etc) to your live site by copying and pasting the files into your network location/place. (See how to create a network location)

If files are not uploaded prior to linking or inserting images, Contribute may create a duplicate of each file every single time a draft is published which will create many file copies on the server. Copying files over in advance avoids this issue entirely.

Linking an Image

To link an image, click on your image one time so that it is selected (you will see a blue outline around the photo when it is selected)

Then choose the Link option at the top of your screen:
When you select one of the options, a dialog box will open where you can type in the address or filename or browse to it. You also have the option of creating a new page and linking to that new page.

The **Insert Link** dialog box will pop up. If “**Browse to Web Page**” is selected you will see the buttons “Browse” and “Choose” (see image below).

Click on the **Browse** button to use a web browser to find the web page or site you want to link. Or click on **Choose** to find a file on your web server to link. If you decide you need another link type, you can also choose one of the other link types from the top to open those dialog boxes:

- Link to a draft or recent page
- Create a new page (to link to)
- E-mail Address
• File on My computer (if you choose this option the file from your computer will be uploaded when you publish this page)

Since this photo is a butterfly, we will link it to a web page with butterfly gardening information.

When you browse to a web site, you will see that site appear in the preview panel of the dialog box. The web URL will also be displayed.

You can also change the heading and paragraph text just by highlighting it and typing over it. The resulting page would look something like this.
**Linking Text (headers and paragraph or list text)**

Highlight text with your mouse and then choose a link option from the link button (at right). Next choose an option from the insert link menu and then follow the same steps as you would when linking an image (above).

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**Hot Topics**

It is suggested that you use 4 “hot topic” stories max in your center column. To delete the image, header and paragraph that you do not need by highlighting each and pressing delete or backspace.

The easiest way to add a story with image is to copy an existing story, header and image (highlight all at once and press **Ctrl+C or edit > copy**) and then paste (**Ctrl+V or edit > paste**). Then double click to change the image. Next, the header and paragraph text. Remember to change the links on the header, image and “More” link to go to a new location.

**TIP:** It is suggested that you use 4 “hot topic” stories max in your center column.
**The Right Column**

Images added within paragraphs (such as the mouse picture) should be 60px wide and ideally 60px tall.

**List Items**

Place the mouse cursor at the end of the previous list item and press the enter key. A new item with orange arrow will automatically be created (see image at right). To remove an item, highlight the text and press the backspace key until your mouse touches the item above the item you are deleting. To link a list item, highlight the text and click the Link menu at the top. The procedure for this is the same as for linking an image, header or paragraph in the middle.

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**Publishing Your Page**

You will only be able to publish your page if your web site administrator allows you to do this. To publish your page online, just press the **Publish** button. If there is no publish button, press **Send for Review** and choose your designated reviewer from the list.