Connect to your website
After you install and start Contribute*, you need to connect to your website before you can begin browsing, editing, and publishing.
There are two ways you can connect: by using a connection key that was sent to you, or by entering the connection information manually.

To connect using a connection key:
1. Open the e-mail containing the connection key.
2. Double-click the attachment.
   The Import Website dialog box appears. If the Log in to Publishing Services dialog box appears,
3. Do one of the following:
   * If the Import Website dialog box appears, enter your name, your e-mail address, and the connection key
     password, and then click OK.  
   * If the Log in to Publishing Services dialog box appears, enter your username and password, and then click OK.
   Note: If you don’t have the password, contact your administrator.
4. If you prompted for other connection information such as an FTP logon, type that information and then click OK.
   If you’re prompted for other connection information, the website’s home page appears in the Contribute browser.

To connect by entering the connection information manually:
1. Select Edit > My Connections (Windows) or Contribute > My Connections (Macintosh), and then click Close.
   The Connection Wizard or Connection Assistant appears.
2. Follow the instructions on your screen to enter your connection information:
   * Enter your name, your e-mail address, and the connection key password, and then click OK.
   * Enter your FTP logon, and then click OK.  

1. Browse to your page
The Contribute browser works like a standard web browser, letting you do the following:
* Navigate to websites and locate pages by clicking links.
* Refresh pages to see updates.
* Reload pages you’ve visited using Back and Forward buttons.
* Enter website addresses in the Address text box.

2. Edit the page
Contribute enables you to update web pages in the following ways:
* Create new web pages.
* Enter new text and insert images, tables, and videos.
* Create links to web pages, Microsoft Office documents, or other files.
* Insert content from Microsoft Office documents directly into web pages.

a. browse to a website
You can browse to any website with Contribute, but you can edit only the pages of websites that you’ve created connections to.
To browse to a website in Contribute, do one of the following:
* Click links to navigate to a web page.
* Click the Back or Forward button in the toolbar.
* Enter a web address (URL) in the Address text box in the toolbar.

b. edit a web page
You can view web pages on any website you’re connected to. When you browse to such a website, the Edit Page button appears in the toolbar.
To edit a page:
1. Click links to navigate to a web page.
2. Click the Edit Page button in the toolbar.
   Contribute opens a draft of the page.
3. Make changes as you like.

Create a new web page
After you create a new web page, make sure you link it from an existing page, so that your website visitor can view it. To create the link and the new page at the same time, see *Link to a page or document*. 
To create a new blank page:
1. In the Contribute browser, click New in the toolbar.
2. In the New Web Page or Blog Entry dialog box, Blank Web Page is selected by default, enter text for your new page.
If you want to copy a built-in starter page, select a starter page from the Starter Web Pages folder.
3. Click OK.
   The new page opens as a draft in Contribute.

Link to a page or document
Contribute enables you to update web pages by dragging or copying and pasting an image. You can use the Image button to select an image to add to your page.
To select an image to add to a draft:
1. Click in the draft where you want the image to appear.
2. Click the Link button in the toolbar, and then select the type of link you want to create.
3. In the Link text box, type the path or URL you want to appear in your page. If you don’t select text in the draft,
   4. Select to browse to the page or file you want to link to, and then click OK.
   The link appears in your draft.

Add an image
You can easily add an image to your web page by dragging or copying and pasting an image. You can use the Image button to select an image to add to your page.
To select an image to add to a draft:
1. Click in the draft where you want the image to appear.
2. Click the Image button in the toolbar, and then select From Website, From My Computer, or From Shared Assets.
3. In the dialog box, find and select the image, and then click Select or OK.
   The image appears in your draft. You can use the Image and then use the Image Editing toolbar to deepen the image, adjust the contrast, resize, or crop the image.

Add a table
Tables are a common way of presenting information and can also be used in web pages to lay out information in columns and rows.

To add a table to a draft:
1. Click in the draft where you want the table to appear.
2. Click the Table button in the toolbar.
   In the Table dialog box, select the table options you want to apply to the table, such as the number of rows and columns, headers, and borders.
3. Click OK.
   The table appears in your draft.

Add a video
You can add QuickTime* (MOV), video files (MPG or MPEG), and Flash Video (FLV) and Windows Media Video (WMV) files right from Contribute.

To add a video to a draft:
1. Click in the draft where you want the video to appear.
2. In the dialog box, navigate to the files you want to use for the video.
3. Click OK.
   A video placeholder appears in your draft.

Publish your changes
After you’ve edited a web page, you need to publish the page for your changes to appear on the website. Before you publish, you can have another user review your draft.

Publish a document from Microsoft Office to your website (Windows only)
You can publish your documents from Microsoft Word, Microsoft Excel, and Microsoft Outlook to your website.

To publish a document from Microsoft Office to your website:
1. Open a file from a Microsoft Office application.
2. Click the Publish To Web button in the toolbar.
3. In the Publish To Web dialog box, select the settings for publishing the document.
4. Click the Publish button.
   Contribute publishes the document to your website.
Connect to your website
After you install and start Contribute**, you need to connect to your website before you can begin browsing, editing, and publishing.
There are two ways you can connect: by using a connection key that was sent to you, or by entering the connection information manually.

To connect using a connection key:
1. Open the e-mail containing the connection key.
2. Double-click the attachment.
   - The Import Website dialog box appears. If the Log in to Publishing Services dialog box appears, click Cancel.
3. Do one of the following:
   - If the Import Website dialog box appears, enter your name, your e-mail address, and the connection key password, and then click OK.
   - If the Log in to Publishing Services dialog box appears, enter your username and password, and then click OK.
   - Note: If you don’t have the password, contact your administrator.
4. If you are prompted for other connection information such as FTP login, type that information, and then click OK.

To connect by entering the connection information manually:
Select Edit My Connections (Windows) or Contribute My Connections (Macintosh), and then click Create.
The Connection Wizard or Connection Assistant appears.

1. Follow the instructions on your screen to enter your connection information.
2. Click Next or Finish to connect. You will receive an e-mail message that contains a URL for the website’s home page appears in the Contribute browser.

1. Browse to your page
The Contribute browser works like a standard web browser, letting you do the following:
- Navigate to websites and locate pages by clicking links.
- Refresh pages to see updates.
- Reload pages you've visited using Back and Forward buttons.
- Enter website addresses in the Address text box.

2. Edit the page
Contribute enables you to update web pages in the following ways:
- Create new web pages.
- Enter new text and insert images, tables, and videos.
- Create links to web pages, Microsoft Office documents, or other files.
- Insert content from Microsoft Office documents directly into web pages.

3. Link to a page or document
Contribute enables you to add web pages, images, files on your computer, pages of other web sites, and e-mail addresses to a page.

To create links:
1. In your draft, click where you want the link to appear, or select text or an image.
2. Click the Link button in the toolbar, and then select the type of link you want to create.
3. In the Link text box, type the path that you want to appear in the document. If you didn’t select text in the draft, Contribute opens a draft of the page.
4. Select the page in the page or file you want to link to, and then click OK.
The link appears in your page.

4. Add an image
You can easily add an image to your web page by dragging or copying and pasting an image. You can use the Image button to select an image to add to your page.

To select an image to add to a draft:
1. Click in the draft where you want the image to appear.
2. Click the Image button in the toolbar, and then select From Website, From My Computer, or From Shared Assets.
3. In the dialog box, find and select the image, and then click Select or OK. The image appears in your draft. You can select the image and then use the Image Editing toolbar to sharpen the image, adjust its contrast, rotate, or crop the image.

5. Add a table
Tables are a common way of presenting information and are often used in web pages to lay out information in a grid时尚的, neatly organized way. To add a table to a draft:
1. Click in the draft where you want the table to appear.
2. Click the Table button in the toolbar.
3. In the Table dialog box, select the table options you want to apply to the table, such as the number of columns, style, headers, and borders.
4. Click OK.
The table appears in your draft.

6. Add a video
You can add QuickTime® MOV, video files (MPG or MPEG), AVI, Flash Video (FLV), and Windows Media Video (WMV) files to a web page using Contribute.

To add a video to a draft:
1. Click in the draft where you want the video to appear.
2. Select Insert Video From My Computer or Insert Video From Website.
3. In the dialog box, navigate to the file you want to add, and then select Select or OK.
4. Click OK.
The video placeholder appears in your draft.

7. Publish your changes
After you've edited a web page, you need to publish the page for your changes to appear on the website.
Before you publish, you can have another user review your draft.

Publish a document from Microsoft Office to your website (Windows only)
You can publish your documents from Microsoft Word, Microsoft Excel, and Microsoft Outlook to your website.

To publish a document from Microsoft Office to your website:
1. Open a file from a Microsoft Office application.
2. Click the Publish To Web button in the toolbar.
3. In the Publish To Web dialog box, select the settings for publishing the document.
4. Click the Publish button.
Contribute publishes the document to your website.
1. **Browse to your page**
   The Contribute browser works like a standard web browser, letting you do the following:
   - Navigate to websites and locate pages by clicking links.
   - Refresh pages to see updates.
   - Reload pages you've visited using Back and Forward buttons.
   - Enter website addresses in the Address text box.

2. **Edit the page**
   Contribute enables you to update web pages in the following ways:
   - **Create new web pages.**
   - **Enter new text and insert images, tables, and videos.**
   - **Create links to web pages, Microsoft Office documents, or other files.**
   - **Insert content from Microsoft Office documents directly into web pages.**

3. **Link to a page or document**
   Contribute lets you link to web pages or files on your computer, pages on other web sites, and e-mail addresses.
   To create a link:
   1. In your draft, click where you want the link to appear, or select text or an image.
   2. Click the Link button in the toolbar, and then select the type of link you want to create.
   3. In the Link text box, type the page you want to appear in your draft. If you didn’t select text in the draft, 4. Select to browse to the page or file you want to link to, and then click OK. The link appears in your draft.

4. **Add an image**
   You can quickly add an image to your web page by dragging it from your computer, an image on your page, or from a CD.
   - To add an image to a draft:
     1. Click in the draft where you want the image to appear.
     2. Click the Image button in the toolbar, and then select from Images, From Website, From My Computer, or From Shared Assets.
     3. In the dialog box, find and select the image, and then click Select or OK.
   - The image appears in your draft. You can select the image and then use the Image Editing toolbar to sharpen the image, adjust the contrast, rotate, or crop the image.

5. **Add a table**
   Tables are a common way of presenting information and you can insert them in web pages to lay out information in an organized manner.
   - To add a table to a draft:
     1. Click in the draft where you want the table to appear.
     2. Click the Table button in the toolbar.
     3. In the Table dialog box, select the table options you want to apply to the table, such as the number of columns, row headings, and borders.
     4. Click OK.
   - The table appears in your draft.

6. **Add a video**
   You can add QuickTime (MOV), video files (MPG or MPEG), and Flash videos (FLV) and Windows Media (WMV) video to your pages.
   To add a video to a draft:
   1. Click in the draft where you want the video to appear.
   2. Select Insert Video from My Computer or Insert Video from Website.
   3. In the dialog box, navigate to the video file you want to insert, and then click Select or OK.
   - A video placeholder appears in your draft.

7. **Publish your changes**
   After you’ve edited a web page, you need to publish the page for your changes to appear on the website.
   Before you publish, you can have someone review your draft.
   - **Run a page:** After you have saved a page, you can run it to your website.
   - **To publish a web page:**
     1. Select the draft you want to publish from the Pages panel in the editor, if it is not already open.
     2. Click the Publish button in the toolbar.
   - **Note:** Depending on your web site, you might not be able to publish.

   When this icon appears, you’ve finished publishing. Your changes are now viewable on the website and available in any web browser.

   **Send a page for review:** Before you publish, you can ask someone if you can publish your draft to another user. That way you can still edit the draft, send it to another user, or publish it.
   - To send a page for review:
     1. Select the draft you want to send for review from the Pages panel in the editor. If it is not already open.
     2. Click the Send for Review button in the toolbar.
   - Completes the Send for Review dialog box, and then click OK.

   **Publish a document from Microsoft Office to your website (Windows only)**
   You can publish your documents from Microsoft Word, Microsoft Excel, and Microsoft Outlook to your website.
   - To publish a document from Microsoft Office to your website:
     1. Open a file from an Microsoft Office application.
     2. Click the Publish To Website button in the toolbar.
     3. In the Publish To Website dialog box, select the settings for publishing the document.
     4. Click the Publish button.
   - Contribute publishes the document to your website.