CS Website Editing with Contribute Guidelines
3/15/06

These instructions will help to set up Contribute for editing the CS website, and will provide some tips for editing with this tool.

- The text formatting on the site is entirely controlled by a style sheet to insure a consistent look on all pages. You can add bolding, underline, italics, and select Heading 1 or Heading 2. These are the only modifications you can make to editable content text.

- There are two templates available for creating new pages. Template level 3 has a left hand navigation sidebar and defined content areas. The Template level 4 is a blank page except for header navigation and a footer.

- Web forms can’t be constructed with Contribute. You will need to use Dreamweaver, or submit a request to Gail Smith or Amber DeFusco to have a new form designed. Instructions are available for creating new forms.

- You can NOT edit any of the following list of pages or directories of pages:
  error.php
  errordoc.php
  redirect.php
  robots.txt
  /csl/
  /mmcalendars/
  /dept_info/events/colloquia/
  /students/courses/
  /dept_info/people/undergraduate/
  /dept_info/people/graduate/
  /dept_info/people/faculty/
  /dept_info/people/staff/
  /alumni/directory.php

- Depending on your job function, your editing permissions are restricted to those pages that you would normally maintain.

- If you create a link to a page that is off the CS website, make it open in a NEW WINDOW:
  - highlight the link
  - select the Link button
  - select Browse to Web Page
  - enter the URL of the page you want to link to
  - select Advanced
  - select New Window for the Target Frame
  - then select OK
• Make sure you publish your page before you log out of Contribute. Your changes will not show up online until you publish, and no one else will be able to edit the page as long as you have it open.

• Contribute does not update Dreamweaver local site files. They need to be re-sync’d in Dreamweaver to pick up the Contribute updates.

Setting up a Contribute Site Connection on Your Computer

• Click the New Connection link after you launch Contribute
• In the dialog box that opens, enter the url http://www.cs.duke.edu, then select Next
• Select Secure FTP, enter login.cs.duke.edu for the secure server, and then enter your CS user name and password and select Next.
• For the Path enter /usr/project/web-docs/ and select Next.
• Enter your name and email and select Next.
• Select your role as Users and select Next.
• You should now be connected to the website for editing in your assigned directories.