

How to get more information on using Contribute

The <Help> topic in the menu across the top of Contribute has a long overview on using Contribute.

To get in depth guidance on a particular topic, use an internet search engine. Search words related to what you want to do and also search the following terms:


“Adobe Contribute” (the name of the program)
“CSS” (the acronym associated with this version of Contribute)

Contribute allows user accounts to be configured in a wide variety of ways which may allow more or less control over the website. If you feel that you should be able to do something, but can't, then this may be because of the settings for your user account. Email the webmaster and describe what you would like to do, so that you can verify that your account is configured to let you do this.

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
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Adding a table.

1. Click the area in the website where you want to add the table.
2. Click the table icon in the menu along the top of Contribute  Table
3. Select how many rows and columns you would like.

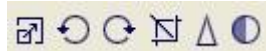
After you make the table, you can drag parts of it to change the size. You can also right-click on a table you have already created to insert rows or columns or to change the color and style of the table (Table Properties).

Adding bulleted lists.

Click the area of the page where you want to add a list. In the menu along the top of Contribute, there are two icons for lists: one for numbered list, one for bulleted list. Click the one you want: 

Resize and edit an image in Contribute.

1. While editing the webpage, click on the image.
2. The following icons appear along the top of the screen:



3. If you hold the mouse over the icon, a label will pop up to tell you what the icon does. From inside Contribute, you can change the size of an image, rotate the image, apply a sharpening filter, or increase the brightness and contrast on the image.

Add a link to a pdf or .doc file.

Follow the instructions for “Adding a Link” on page 9. In step no. 3, use the <File on My Computer> option to add the link.

Adding video from YouTube.

First: Get the embed code: Browse to the page for the video you want to add. Under the video, look for the button that says <Embed>. Click the button to get the embed code and copy it.

Second: Paste the embed code into Contribute:

1. Select the <Insert> menu.
2. Scroll down to <HTML snippet...>.
3. A box pops up. Paste the embed code into the box.
4. While you are editing, the video will show up as a grey box. When you publish the page, it will display as a video.

(In YouTube, the page for the video is not the profile page of the account that posted the video. To get from the profile page to the video, click on the name of the video which appears under the video when the video is playing on the main screen of a profile page.)



Tip: You can add content from other multimedia sites, not just YouTube, using this technique. Look for the embed code on the site, and insert it into Contribute.

Panic Button: How to undo changes after you save!

The Roll Back function allows you to restore a previous version of the webpage you are currently on. If you make a mistake editing, you can go back to the most recent 3 saved versions of the page.

Roll Back to an earlier saved version of the page:

1. Connect to the website using Contribute and browse to the page where you want to restore a previous version.
2. In the menu, select <File>.
3. Scroll down to <Actions>.
4. In the Actions submenu, scroll down to <Roll back to previous version...>.
5. Contribute will show you the edit history with dates and times of recent edits, and the user name of the person who made the edit.
6. Click on an edit history to change the page back to the older version.

Connecting to www.lib.fsu.edu

1. Open Contribute.
2. In the center of the screen, look for the label that says <Begin Editing>. Under that label, click on the link to <Library>.
3. You are now in the Contribute web browser. In the top left corner of the web browser, click the button labeled <Connect>.
4. You can now use Contribute to browse to a page and begin editing.



Tip: While editing and before saving, “control” and “Z” at the same time will work to undo individual actions.



Tip: Website structures and URLs.

When you are in a web browser, you can type a URL into the box at the top of the browser and that tells the browser to go to a website.

The URL looks something like: `http://www.lib.fsu.edu/services/faculty/requests.html`

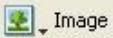
First, the website is organized similar to placing files into folders on your computer. The person who created the file “requests.html” decided to place it on the website “www.lib.fsu.edu”, in the folder named “faculty” which is located inside the folder named “services”.

When you create new webpages (files), think about the existing folders and files on www.lib.fsu.edu and then pick the best folder for the page you just created.

Second, the “http://” : When you type an address into a web browser, you don’t need to type “http://” at the beginning – the browser knows you are typing a website and will add the “http://” But, when you click on a link inside a webpage, the link has to start with “http://” in order to tell the web browser that this is a website, rather than a file or a folder on the same website you are already on. If you want to know more about this, type “relative links” into a search engine and browse articles.

Third, spaces are bad in file names and folder names. When a web browser looks for a URL with a space, the space will get replaced by “%20” and the web browser will find the page, but then the URL becomes harder for people to remember and write down, and begins to look like gibberish.

Add an image.

1. While editing the webpage, click the add-image icon along the top of the screen  Image
2. This gives you three options: adding an image from your computer, adding an image from the FSU Libraries’ site, or adding an image from anywhere else on the internet.

Adding an image from your computer: Browse to the image on your hard drive, and select it.

Adding an image from Website: This means from the FSU Libraries website. You will have to select the directory (folder) on the Libraries’ website in which the image is located. Most of the images are in lib.fsu.edu/images/ Any images you uploaded already are in www.lib.fsu.edu/pictures/ .

Adding an image from the internet: Contribute will open a separate window with an internet browser. Browse to the image, then click OK to add the image. This will only work if you browse to an image, not a website. So, the URL has to end in jpg, gif, png or another image format.



Tip: You can also add an image from the internet like this: Open a different web browser, go to the page with the image you want, then drag and drop the image over onto the Contribute screen.

3. Add an ALT tag. When you add an image, Contribute will ask you for an ALT tag. This is a description for your image which will be read out loud or displayed in large print to people with low vision or blindness who use special browsers to assist in navigating the web. The ALT tag description should flow naturally with the page and should provide similar information to that provided by the image.

Ensuring Proxy Logins Work.

First: When you copy a link to a database, make sure to copy that link from the appropriate source. The Databases A-Z portion of the webpage and the A-Z Resource List LibGuide should both have accurate up-to-date links which will work for off campus users.

Second: Copy the link you click on. Never copy the URL it takes you to. The link and the ultimate destination may be different!

How to copy the link: To see the link in a page, hold your mouse over the link, and look along the bottom edge of your web browser. The URL of the *link* should show up along this bottom edge. All the links in the Databases A-Z list should begin with: “https://login.proxy.lib.fsu.edu/login?url=” To copy this link, hold your mouse over the link, right click, and select <Copy Link Location...>.

The destination is not the link: To see the link of the destination. Click on the link. The URL in your browser is where you ended up at. This destination might be different from the link. The destinations you get to from Databases A-Z don't have “https://login.proxy.lib.fsu.edu/login?url” in them, so the proxy login will not work for a student from home. Unless you know the resource is a website which doesn't require login, never cut and paste the URL you are taken to after you click the link to the database.

Third: When you have completed a new webpage, check every link. Remember, the only way you can really check a link to a database or electronic resource is by clicking on that link from off campus.

Editing a page.

1. Connect to Contribute
2. Use Contribute to go to the page you want to edit.
3. Click the <Edit> button in the top left corner of the screen.
(If you don't see the Edit button, and see a button that says <Connect> instead, then click Connect first and the Edit button should appear.)
(If the Edit button is grey and cannot be clicked, then you don't have permission to edit. Contact the webmaster if you believe this is in error, so you can check that your editing permission is set correctly.)
4. Make changes to the page.
* Not all areas of the page can be edited. See section below on “What parts of the page can be edited”. *
5. Click the <Publish> button in the top left corner to save your changes and have them show up on the FSU Libraries' website.
(Or if you don't want to save changes, click the <Discard Draft> button.)

What parts of the page can be edited.

Each page on the FSU Libraries' website ties into a template. This lets the web master edit a single page, the template page, and the edits will be made to all the pages attached to the template. It also means a person working in a page that uses a template will not be able edit the parts of the page that are centrally controlled.

When you click <Edit> in the top left corner to begin editing a page, the parts of the page you can edit will show up with a thin turquoise line around them and a turquoise tab along the top of the editable area.




Tip: Exploring lib.fsu.edu from the webmaster's view point. After you connect to the website, try clicking the button labeled

<Choose> 

in the top right corner. This will let you browse the website by looking at the folders and files (webpages) on the website.

Creating a new page

1. Click the button labeled <New> at the top of the page.
2. A box pops up. Along the bottom edge of the box is a button to <Refresh Templates>  Click <Refresh Templates>, to ensure that you see all possible templates for your new page.
3. In the left hand side of the box, there is a folder icon labeled <Templates>. Look for your template in this folder. The template will be represented by a green box icon. Click on the template once to select it.

For example, the template for the Askew collection at Claude Pepper Library looks like this:



4. Along the bottom of the box, there is a blank space to enter the title for the new page

Page title:

Enter the title for your new page. This is the text that will show up in a web browser in white letters along the blue border on the top edge of the web browser.

5. Click <OK>.
6. The new page will open in Contribute in Edit mode. Click the button labeled <Publish> in the top left corner to create the page.
7. A warning box will pop up. Contribute wants to remind you to link to your new page. Click <Yes> to make the box go away.
8. A box pops up asking for the URL for your new web page.
 - Write on a sheet of paper what you want the URL for your new webpage to be. It has to start with lib.fsu.edu/ and end with .html.
 - Web URLs are like folders holding files. Each word after a slash “/” symbol is the name of a folder. The name of the file is everything after the last slash “/” symbol.
 - Click the <Choose Folder> button and find what folder you want

Linking to FSU’s Electronic Resources: Proxy Logins.

When you use a computer from inside Strozier Library (or any FSU library), the database company can detect where you are physically, recognize that you are with the FSU Libraries, and grant you access to the database.

You click a link to a database while you are at work, at the library, and that link works. Will it work for an FSU student who clicks the link from a computer in an apartment complex?

... maybe

Ideally, when an FSU student clicks a link to a database, the student will get FSU’s proxy login screen, which looks like this:

Off-Campus Access to Library Resources

Having problems with Off-Campus access? [Click here for help.](#)

Login using your FSUID (what is this?) username and password:

FSUID Username:

Password:

New! Login using your Library Card Number.

Use your 14-digit Library Number (Starting with 206) located on the bottom of your FSU Card. Problems locating your Library Number? See [this example](#).

Library Number:


Library Password:

Note: Your Library Password is your 4 digit birth month & day unless you have reset it ("0603" for June 3).

There are some things you can do to help make sure students at home get this screen, so that your links to electronic resources work from an off campus computer.

Proxy login = how the databases FSU pays for know that an FSU student or faculty is using the computer

How to make a permalink to an item in the FSU Libraries' catalog:

1. Locate the item you want in the FSU catalog.
2. Go to the full record for the item (you get here by clicking on the name of the item from search results)
3. Click the link to go to the "permalink" page. The permalink button is along the top of the item's record. It looks like:  permalink
4. Cut and paste the URL of the permalink page. Use this as your link.
5. You now have a link that will last until the catalog moves to a new system or changes. It will probably last a few years, rather than an hour.



Tip: Be aware of how solid a link is.

Ex. A: This link should last many years: <http://www.fsu.edu/>

Link is to the homepage, which will change but is unlikely to be removed.

Ex. B: This link may break in a few years:

http://www.cs.fsu.edu/~awang/courses/cop5611_s2006/lockss.pdf

The URL indicates that this pdf was used for a class in 2006.

Ex. C: This link will break in about an hour (when the session times out):
<http://fsu.catalog.fcla.edu/fs.jsp?st=ephimeral&ix=kw&S=1411289856737502>

Long string of meaningless numbers may indicate this isn't a URL at all, instead this is half URL (<http://fsu.catalog.fcla.edu/fs.jsp>) and half something the computer on the other end reads (?st=ephimeral&ix=kw&S=1411289856737502)

The FSU catalog, and many other sites generate a URL which doesn't hold content at all. Because hundreds of people pass through every day, the computer has to forget you quickly and doesn't create a permanent memory of the letters and numbers that helped you find the resource.

When you add links, try to avoid URLs that are like Example C. Most links you use will be like Example B.

your new webpage to be created in.

- Type the "Filename". This will be the part at the very end of your URL. This needs to end with html and shouldn't have any spaces in it.
 - Near the bottom of the box is a place where Contribute tells you your "Web address". This is the URL people will type in to get to your page. Check that this matches the URL you wrote down.
 - If it matches click the button labeled <Publish>.
9. Click the <Edit> button to begin editing your new page and add content.
 10. When you are done editing, remember to go to other parts of the FSU Libraries' website and add a link to the page you just created.

Deleting a page.

1. Connect to Contribute
2. Use Contribute to go to the page you want to delete.
3. In the menu, select <File>.
4. Scroll down to <Actions>.
5. In the Actions submenu, scroll down to <Delete Page>.

Restoring a deleted page.

1. Connect to the website using Contribute and go to the URL where the page used to be.
(You may be able to find out what this URL was by finding a link somewhere else on the site that points where the page used to be.)
3. In the menu, select <File>.
4. Scroll down to <Actions>.
5. In the Actions submenu, scroll down to <Roll back to previous version...>.
6. Contribute will show you the edit history with dates and times of recent edits, and the user name of the person who made the edit.
7. Click on an edit history to change the page back to the older version, and restore the deleted page.



Tip: Ways to prevent broken links:


First, visit your websites from time to time, and click on the links. This way you will notice problems.

Second, run a link checker on your website periodically. Search briefly on the internet for link checkers and see what is available. Checking links weekly is probably too much, yearly too little. Make a schedule and stick with it. Remember, a link checker can only tell you if a link is broken (i.e. points at nothing) – not if the link points to the wrong thing.

Third, be aware of how solid a link is. Links which are long are more likely to break. Links with random characters and numbers in a row might be made up by the website on the fly and may only last for a few hours or days. For example, the FSU catalog will make a temporary URL when you run a search. If you realize a website is making temporary URLs, try to use a search engine to find out how to make “permalinks” to resources on that website.

Editing: Add pictures, links, and other content to a page.

Adding a link.

1. Select the text or image you want to link to something else.
2. Click on the link icon at the top of the screen  Link
3. You have some options for how to add a link:

Drafts and Recent Pages

Select from a list of recent pages you have edited, and Contribute will create a link to that. You can also enter a URL into a box and it will create a link to that.

Create a New Page

The link will go to a new page. You make the new page, then when you save it, Contribute takes you back to the original page you were adding the link to. Not recommended, because if you discard the new page instead of saving, all your changes to the page you were adding the link to will be discarded as well.

Browse to a Web Page

Opens a web browser. You can browse to the page you want to link to and then click <OK>. You can also enter a URL into a box and it will create a link to that.

* Note * The URL must start with http://

E-mail Address

Gives a box to type a person’s email address into. This makes a link which will open Microsoft Outlook with the email address in the “To” field.

File on My Computer

Browse and upload a file from your computer. Images will be uploaded to the www.lib.fsu.edu/pictures folder. All other files will be stored in the www.lib.fsu.edu/pages folder, and the link will point to that file. This is how you can link to pdfs, .docs, and other files.



Tip: Link Rot = Link points at a webpage; The webpage is deleted or moved; The link is broken.

Entropy happens; link rot happens. Over time, links will break. When they break, no one will tell you.