No workflows should involve a review or approval process.

When my account was set to send edits for review, it wasn't a good option. Once I submitted an edit, I could not view the edited page again. So there was no way for me to get immediate feedback as to what I'd done, and all edits to a page had to be made and submitted at once. (It's possible to save drafts, but submitting the webpage makes an end point to edits.) A workflow with review or approval also requires the person making the review to monitor for drafts.

I recommend that all user accounts be given permission to publish pages in that user's area, and never to use review and approval workflows. Mistakes the librarians make are likely to be technical and obvious to the person who makes it. Guidance which emphasizes the "Roll back" function can enable anyone who makes a mistake to undo it quickly. I think maybe sending things for review is intended to screen out edits by someone with technical skills but less knowledge about the underlying webpage topic. (ie. student workers, not salaried ones; employees for a web development company who never have direct contact with the client)

Make a new Role for each User.

Contribute allows creation of a Role. Each User exists within a Role and inherits editing permissions from that Role.

Contribute generates a connection key for the role, not the user. A user is created when a person connects to the server with the connection key. Once a user has been created within a role, I believe it is possible to modify permissions of individual users without modifying all users in that role.[1]

If the user's permissions are modified, and the user then goes back to the original key that was sent them and overwrites their current Contribute connection (which is hard to do – it took me something like 3 hours to figure out how to do this so that I could transition from Writer to Publisher), then the connection will create a new user with the permission settings for the Role associated with the connection key.

(My understanding of how this works is shaky, because I can only see the administrator side of things on my iSpace, which has 1 user. In fact, I may be completely wrong.)

I recommend handling editing permissions at the Role level, and making a new Role for each librarian.

Recommended Template Settings.

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[1] I couldn't find documentation on this, but it looked like it was doing that with my account a month ago when I switched from Writer to Publisher – my account could be assigned different permissions than the role. Then again, I don't know what it looked like inside any more than one account at a time, so maybe not.

Each Template in Contribute has editing permissions associated with it. The permissions associated with the Template will override permissions associated with a User or Role. So if a User with publishing permission edits a Template with a workflow which requires review by someone else before publishing, then that user will have to submit the edits for review.

Each Template should be assigned a workflow of "Author => Publish"

To assign this workflow:

1) In Contribute
2) Go to the "Edit" menu, select "Administer Websites", select "Library"
3) A box pops up
4) In the lefthand column of the box, select "Workflow Association"
5) Set workflow association to "Author => Publish" for each Template separately

Recommended Contribute Settings for New User Roles (Accounts for Librarians).

To create a new user Role:

1) In Contribute
2) Go to the "Edit" menu, select "Administer Websites", select "Library"
3) A box pops up
4) Click the button to the right labeled "Create New Role"

To change the editing permissions for a Role:

1) In Contribute
2) Go to the "Edit" menu, select "Administer Websites", select "Library"
3) A box pops up
4) Click the button to the right labeled "Edit Role Settings"

Below is a table showing recommended settings for a new user account. I highlighted ones that I think are important.

Label in lefthand menu	Recommended setting	Rationale
General	Check the box for "Allow users to publish files"	This will allow users to view results of editing. Users can correct their own mistakes using the Role Back function.
	For "Role description" write any notes from meetings, etc. which	administrative

	indicate what the User is supposed to be doing.	
	"Home page for users in this role" should probably be the lib.fsu.edu	This probably matters more in large sites with clearly defined subareas (ie. http://www.fsu.edu/~classics/ , http://www.fsu.edu/~coss/ , etc.)
Folder/File Access	Select the button for "Only allow editing within these folders", then specify folders the person can edit in.	I believe this setting should be where the access level is set.
	Check box to "Allow users to delete files they have permission to edit." → Then, **DO NOT** check box to "Remove rollback versions on delete."	This will allow users to delete accidentally created pages. How to restore a page: Go to the URL where that page used to be. Select "File", then "Actions", then "Roll back to previous version…"
Editing	Under "General editing restrictions": Select button to "Allow unrestricted editing" → Then, check box for "Protect scripts, forms and spry widgets" → **DO NOT** check box for "Prevent users from inserting image (except shared assets) and prevent inline image editing"	This seems like the setting which is the best fit for what the librarians will be capable of.
	Under "Paragraph spacing": It doesn't matter what this setting is, but it should be the same for all users. Arbitrarily, let's set all to "Two lines as in webpage editors".	
	Under "Other editing options": **DO NOT** Check "Allow users to edit web page source in external application"	Editing in external application (Notepad) caused trouble with the DreamWeaver templates, so that when the template changed for a page I had edited like this, the page content reverted to an older version similar to before the edits were made.
	Check "Allow users to insert third-party objects"	This will affect whether, while editing a page, the person has the ability to go to "Insert" menu and in that menu add a Google search or PayPal buying. I think this is harmless. Google Custom Search has some potential for libraries to experiment with and become more independent from subscription database companies. The potential danger is that by enabling PayPal, someone might think can-means-

Deleted: This could cause trouble, but I think anyone who figures out how to do this pretty technical and will be able to handle this. This should be disabled for anyone who absolutely isn't technical.¶

		should.
		This seems like it will clutter the html code.
	Do not check "Allow multiple consecutive spaces (uses)"	In instructions, I will try to put something about accessibility, so hopefully the prompt for an ALT tag will be a reminder.
	Check "Require ALT text for images (improves website accessibility)"	Quick Google search indicates <strong> and <em> are better for screen readers. I don't think there is much difference.
	Check "Use <strong> and <em> in place of <b> and <i>"	This is the only way I was able to embed YouTube videos.
	Check "Allow HTML Snippet Insertion (Enabling this option may override other Administrator settings)"	If there are Spry widgets in pages which librarians will be editing, then those need to be checked. Contribute doesn't handle them so well, and if it's going to cause problems it will do that even if editing is disabled (like when I broke the accordion layout in the Liaisons page). Checking both these boxes should enable librarians to build something on their own if they look up instructions.
	Check "Allow users to edit widget properties (Spry Widgets)"	
	Check "Allow users to copy and paste widgets (Spry Widgets)"	
Styles and Fonts	Check all boxes; check the button for "Show all CSS styles"	This lets the user select text, then right-click on the text and choose fonts and styles from the menu.
New Pages	DO NOT Check "Create a blank page"	Unchecking this forces the users to use a template to create a new page.
	DO NOT Check "Use built-in starter pages"	The built in starter pages are Adobe's stock pages, and don't look like the FSU templates.
	DO NOT Check "Create a new page by copying any page on the website"	Copying a page keeps the template properties. However, if a person can copy any page, then the person could use a template intended for a different section of the website.
	Check "Create a new page by copying a page from this list;"	If this is used, then all the added pages will show up as Templates. It is better to instead add Templates.
	Check "Use Dreamweaver templates" → Then choose button for "Only show users these templates" → Then add only templates	This will allow the person to see what appropriate options exist for creating a new page.

	associated with that librarian's areas.	
File Placement	"Edit" the Location where each content type will be stored, and establish a designated folder somewhere on the website. Set images to go in the folder images/contribute/ Set pdfs to go in the folder files/contribute/ Set all other files to go in the folder files/contribute/	This will reduce the chances of clutter. All linked content (images, pdfs, etc) added by users will go to a predictable place. If folders are established before accounts are assigned, then folder names will be known and directions can also instruct the person to reuse images by browsing to that same folder.
Shared Assets		
Content Types		I don't think this matters. The default is to show all content types, so my account should have that setting. I don't see any content types for lib.fs.edu when I go to create a new page.
New Images	Possibly set images to a max width of 600 and height of 900.	The layouts for the lib.fsu.edu templates appear to be done in percents, not pixels. I tried to pick a width that is a little bigger than what the main column will be on a laptop screen, and a little taller than a laptop screen. That should resize any pictures which are way too big for viewing with a laptop, and make for a good fit with desktop monitors.