

Editing Web Pages with Contribute

Workbook

Edition 8

February 2009

Editing web pages with Contribute

Edition 8, February 2009

Document Number: 3508-2009

Preface

This workbook is a beginner's tutorial for web content authors. It describes how to use Macromedia Contribute to maintain the content of your website by editing existing pages and adding new ones.

Arthur Wilson
Shona Matchett

February 2009

Copyright © IS 2009

Permission is granted to any individual or institution to use, copy or redistribute this document whole or in part, so long as it is not sold for profit and provided that the above copyright notice and this permission notice appear in all copies.

Where any part of this document is included in another document, due acknowledgement is required.

Contents

Getting started

About this course	2
Who should attend this course	2
Course prerequisites	2
Course structure	2
Course format	2
About Contribute.....	3
Different types of Contribute users.....	3
Using Contribute for the first time	4
Set a security password and encryption	4
Connecting to a website	6
Using a connection key	6
Creating a connection manually	6
Exercise 1: Secure your copy of Contribute	7
Exercise 2: Connect to a website	9

Creating content

Editing pages.....	12
Creating a new page	13
Page titles: good practice	14
File names: good practice	15
Adding keywords and descriptions.....	16
Inserting a Word document	17
Inserting an image	18
About images	18
Exercise 3: Edit a web page	20
Exercise 4: Add a new page	21
Exercise 5: Create links between the pages you have created.....	23
Exercise 6: Add more content.....	24
Exercise 7: More about links	27
Exercise 8: Editing page titles, adding keywords and descriptions ..	29

Working with versions and drafts

Rolling back to a previous copy.....	32
Saving a page for later	33
Deleting a draft page	33
Sending a page for review.....	34
Sending an e-mail	34
Sending a draft.....	35
Using the Draft Console	35
Exercise 9: Restoring a previously edited version of your page.....	36
Exercise 10: Saving your page for later.....	37

If you have time ...

Exercise 11: Use Contribute to update a University website	40
Exercise 12: Create a website for the School of Metahypology	42

Learning more

More about Contribute.....	44
More about web page design	45

Chapter 1

Getting started

About this course

This course will show you how to create new and edit existing web pages using Macromedia Contribute 3.

Who should attend this course

This course is intended for staff and postgraduates at Edinburgh University who wish to create and edit basic web pages.

Course prerequisites

Attendees should be able to use a Windows or Macintosh operating system and should have keyboard skills.

Course structure

Each section in the course will introduce a topic or activity and will include a demonstration. Once you have read each section and followed the presentations, you can go on to the practical exercises where you will use Contribute to complete an editing task.

Course format

This workbook contains notes on using Contribute as well as practical exercises that you will work through under the supervision of the course tutor.

The course tutor will talk you through each section of the course and demonstrate the various tasks you will be expected to carry out when creating content using Contribute.

About Contribute

Contribute is an application that runs on your desktop computer that you can use to browse the web, edit existing pages and create new ones.

When you browse to a page that you have permission to edit you can **Connect** to that web page. When you connect to a web page using Contribute you **GET** the web page from the website. That is, a web page file is copied from the web server to your desktop computer.

Once you have got the web page with Contribute, you can choose to **EDIT** the page with your changes and then **PUBLISH** the page back onto the server.

Different types of Contribute users

The website administrator can set up different roles for different Contribute users.

A **Contribute administrator** is usually the owner of the website, and will create the folders and files that go to make up the site. The administrator will decide who can edit content on the website and which pages they are allowed to change.

If you are unsure who your website administrator is, contact the person who gives you computing support, such as your User Support Team.

A **Contribute content editor** will update pages and add new pages to the website. There are two categories of editor: the **Publisher** who can create, edit and also publish pages, and the **Writer** who can create and edit pages, but cannot publish.

Using Contribute for the first time

You will normally start Contribute by choosing **All Programs > WWW > Macromedia > Macromedia Contribute 3** from the **start** menu. You may also find that a Contribute icon similar to the one below is available on your desktop.



If you cannot find Contribute in any of these locations then contact the person who gives you technical support.

Set a security password and encryption

The first time you use Contribute you will need to set a security password and also set all your connections to be encrypted. This will prevent an unauthorized person from getting access to your Contribute application and your websites.

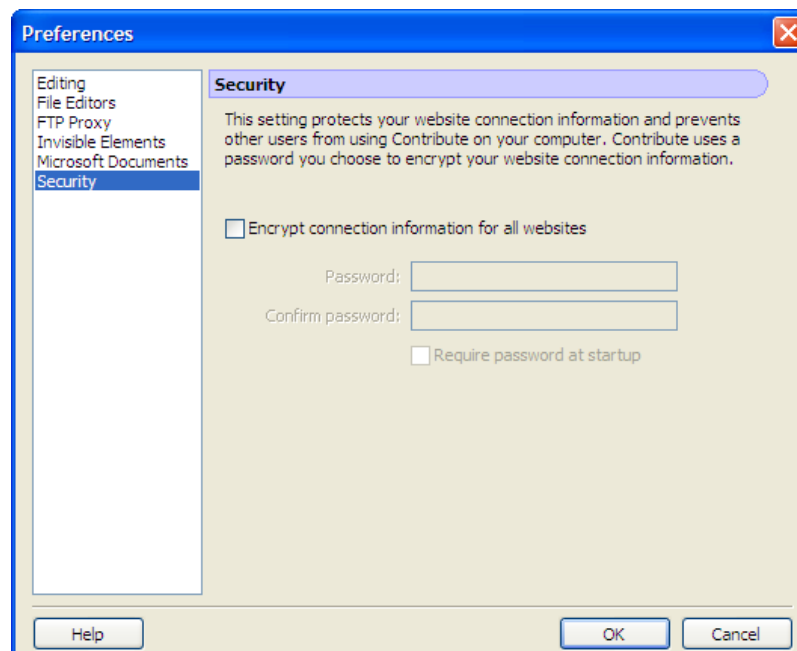
Keep your password safe. Choose a password that people are unlikely to guess. See <http://www.ucs.ed.ac.uk/passwords.html> for further guidance.

Note: Please note that if you forget your password, you will need to delete your connections and re-establish them as detailed in exercise 2, **Connect to a website**. Contact your website administrator or user support team for assistance with this.

To set up your security, you would:

- Choose **Edit > Preferences**.

This will present you with the **Preferences** dialog box:



- Choose **Security** from the panel on the left.
- At the **Security** dialog, check the **Encrypt connection information for all websites** and **Require password at startup** boxes.

- Enter and confirm your password.
- Click on the **OK** button.

Connecting to a website

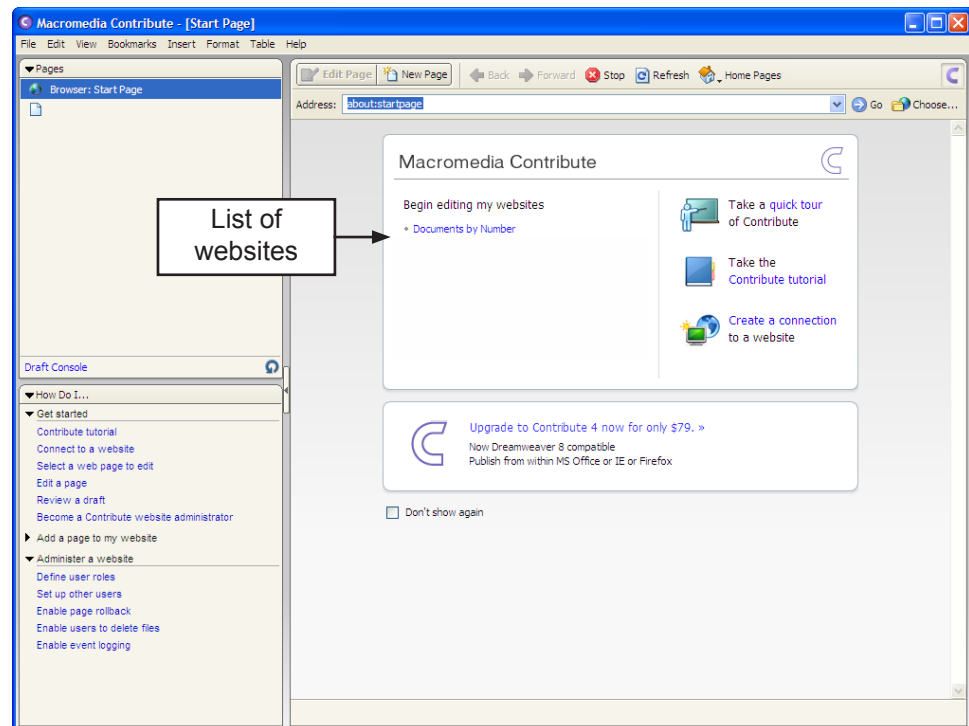
Before you can edit web content using Contribute, you need to connect to a website. You do this by either:

- Using a connection key given to you by your website administrator, or
- Creating a connection manually between Contribute and your web space.

Using a connection key

To connect to a website using a connection key, all you need to do is click on the file sent to you by the website administrator. Contribute will make the connection for you.

You only need to use the key once. From then on the website will be listed under **Begin editing my websites** on the Contribute **Start Page**.



Creating a connection manually

If you don't have a connection key you can create a connection manually. To do this you will need details of the host name where your web space is located, the user account that owns the website, the account password and the path where your web content is held.

Note: We recommend that you consult with your website owner/administrator before attempting to create a manual connection.

Exercise 1: Secure your copy of Contribute

What you will do

Secure your copy of Contribute with a password so that only you can update your website.

Ensure that communications between Contribute and the web server are secure.

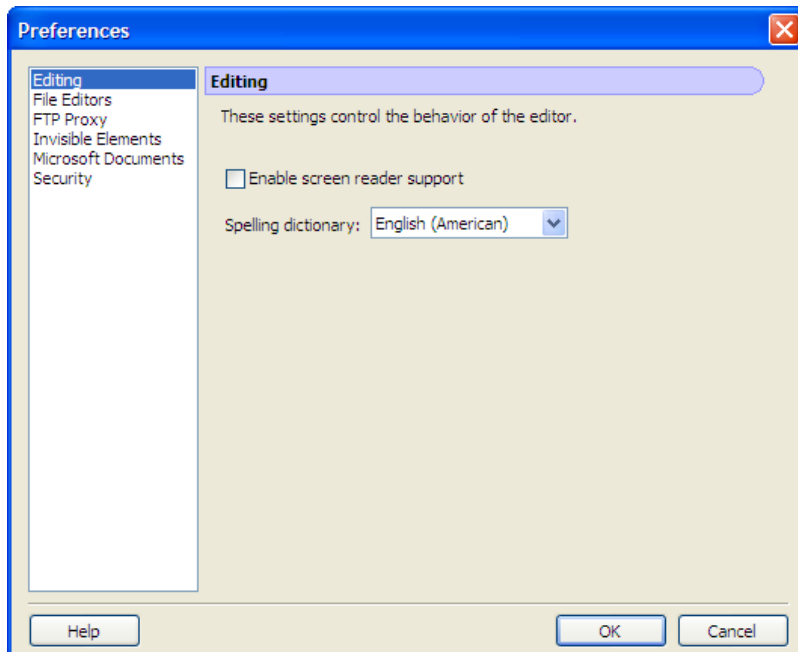
How you will do it

You will start Contribute, access the security dialog box, and set a start-up password. Through the same dialog box, you will choose to encrypt your connection information.



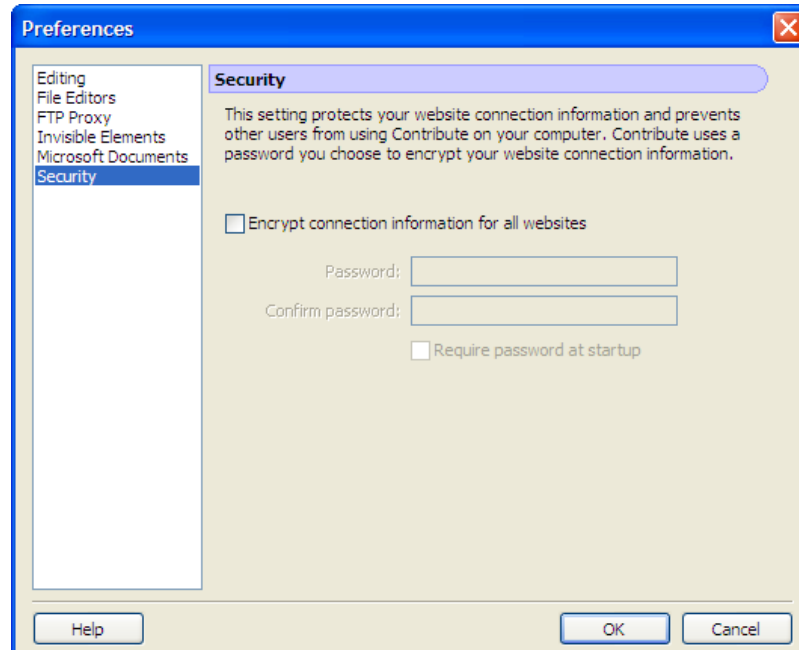
Now you do it

- Choose **Start > All Programs > WWW > Contribute > Macromedia Contribute 3**. (Note that this may not reflect where Contribute has been installed on your own machine.)
- Choose **Edit > Preferences** and the **Preferences** dialog box will appear as shown below:



- Choose the **Security** option from the panel on the left.

The **Security** dialog will appear:



- ➔ Click the **Encrypt connection information for all websites** and the **Require password at startup** boxes.

The password fields become enabled.

- ➔ Enter your password in the **Password** and **Confirm password** text entry boxes.
- ➔ Click on the **OK** button.

You will get a message warning you that if you lose your password you will need to re-establish your connections.

- ➔ Click on the **OK** button.

You will then be told that your password and connection information has been successfully encrypted.

- ➔ Click on the **OK** button.

You will now be prompted for this password whenever you start Contribute.

Note: Unless you supply the correct password, your connections will be unavailable. Note also that if you have to reset your password (for example, because you have forgotten it), you will need to delete your connections then re-establish them as detailed in exercise 2, **Connect to a website**. If you have problems with re-establishing your connections, contact your website administrator or your User Support Team.

Exercise 2: Connect to a website

What you will do

Using the key given to you by the course website administrator, you will connect to a website with Contribute.

How you will do it

You will browse to the **My Documents\ContributeKeys** folder and open the key named **ContributeCourse**.



Now you do it

Open your connection

- Click on **start**, select **My Documents** and browse to the folder **ContributeKeys**.
- Double-click on the file **ContributeCourse**. You will be presented with the **Import Connection Key** dialog box. (You may have to click on the Macromedia Contribute icon on the taskbar to see the dialog box.)



- Replace the entry in **What is your name** with your own name and enter your e-mail address.
- Enter the password.

This is a specific password for this particular connection key. For this course, it has been set to "admin".

- Click on the **OK** button.

You will be presented with the home page for the website you have connected to. For the purposes of this course, we have created a website for you. This website will contain all the files needed to complete the practical exercises.

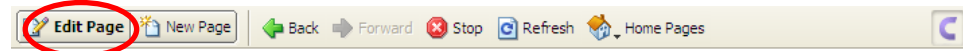
Chapter 2



Creating content

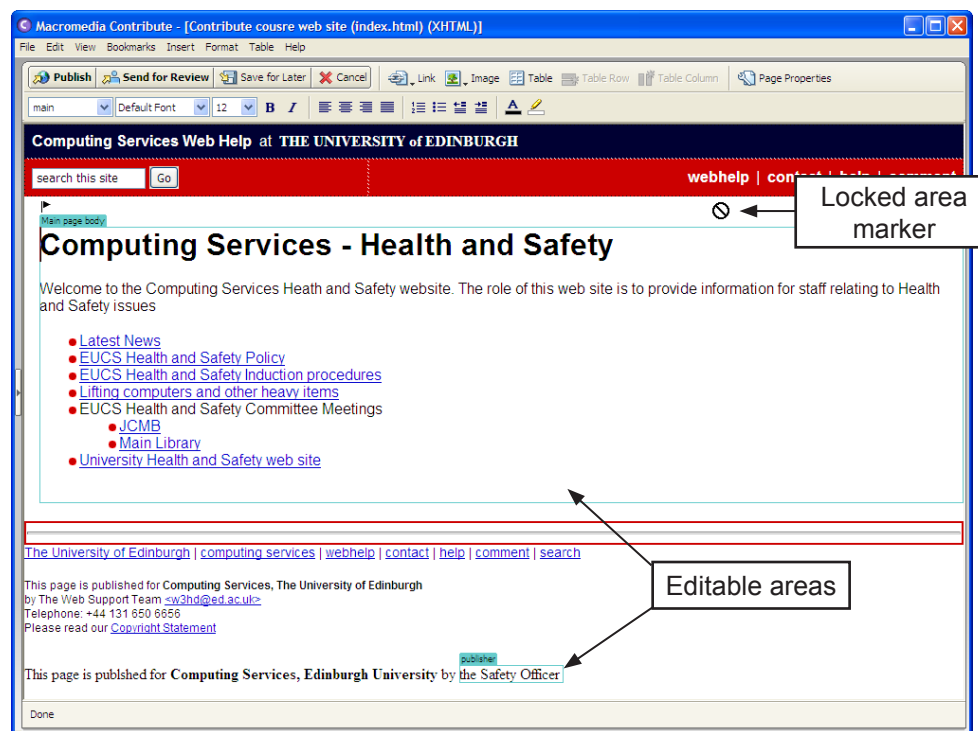
Editing pages

Once you have made your connection to a website, its home page will be displayed. You can navigate through the site as you would in a normal web browser using links and the buttons on the toolbar.

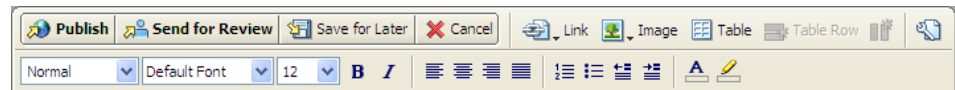
To edit a particular page, browse to it and click on the **Edit Page** button on the toolbar.



The page layout will change. You will be able to edit certain areas while others will be locked. Editable areas display within blue boxes with the name of the area at the top left. The cursor will display as the normal insert type  when you move over editable areas, but will change into a black circle with a diagonal line through it  when you move over locked areas.

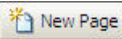


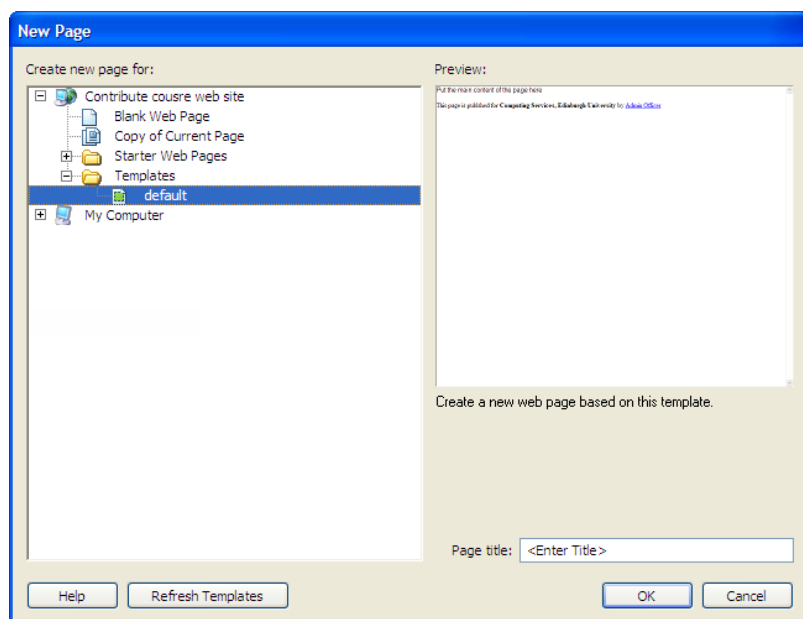
The toolbar also changes to display a range of editing tools.



When you have finished editing the page you can put it back on the server by clicking on the **Publish** button .

Creating a new page

To create a new page using Contribute, click on **File** on the menu bar and choose **New Page**, or click on the **New Page** button . You will be presented with the **New Page** dialog box.



You can create a new blank page, or one based on an existing page, a pre-designed web page template or a sample (starter) web page.

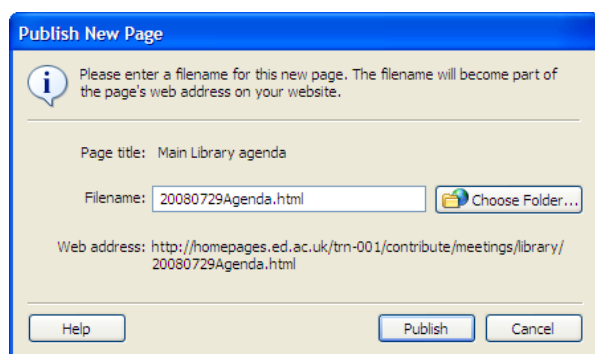
Note: If your website administrator has restricted the types of new pages that you can create you won't see all of these options.

Once you have selected the type of page, enter a page title and click on the **OK** button.

Your new page is displayed and the page editing tools become available.


Note: The page title appears in the application bar of the web browser when the page is opened. Contribute also lists pages by title, not by filename, when you use the **Pages** panel or carry out actions such as creating links. See the section *Page titles: good practice* on page 14 for guidance on composing titles.

Click **Publish** to save your new page. The **Publish New Page** dialog box displays.



Contribute will enter the page title in the **Filename** box. You can change this if you wish. The file extension (htm or html) will be added automatically.

Note: See the section *File names: good practice* on page 15 for advice on choosing a file name.

Note the web address shown below the **Filename** box. By default, Contribute will save the new page to the same location as the page you were viewing when you clicked **New Page**. You can save your new page to a different folder by clicking on the **Choose Folder** button. To create a new folder, click on the **New Folder** icon  enter a name and click **OK**. Then click on the **Select "foldername"** button and on **Publish** to finish.

Contribute warns you if you have not created a link to the new page. After you have published it, remember to link to it from an existing page so that your readers can see it.

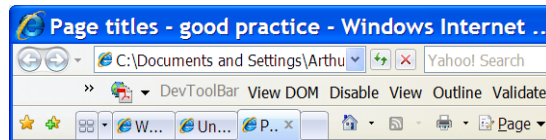
Note: It is important to consider how you are going to organise the pages in your website. You should group related information together in separate folders rather than simply saving all your pages to the same location. For example, the website used for this course contains a **meetings** folder with the sub-folders **jcmb** and **library**.

If you are not sure how to organise your pages, contact your website administrator. He or she will be able to advise, and may already have defined a structure for your site.

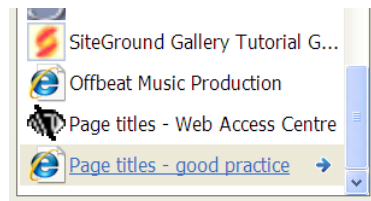
Page titles: good practice

How page titles are used

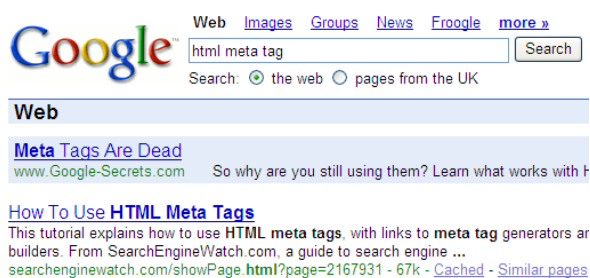
The text you supply for a page title doesn't appear in the browser window itself, but it will display in the bar at the top, as in the example below.



The title is also used when readers add your page to their bookmarks or favourites. For example, if you added this page to your Favourites in Internet Explorer, it would appear like this:



Search engines such as Google assume that the page title reflects the page content and so will extract keywords from it. When a page is found by a search engine, it is the title that is displayed in the list of pages that match the submitted keywords. For example:



Page titles are also very important for people who need to use assistive technologies such as talking browsers. The page title is announced whenever a talking browser user moves between pages. If the title doesn't describe the content of the page, or it is meaningless (for example, "home page" or "untitled"), or if the same title is used for every page, the site will be unusable. If you do not use the title element properly your pages may fail the W3C WAI accessibility guidelines.

Guidance on composing suitable page titles

Think about:

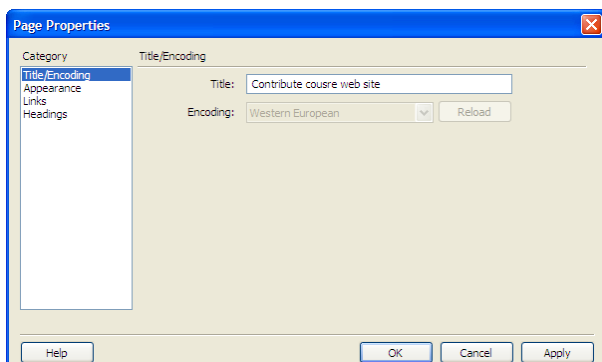
- How you would like your page to appear in search engine results
- How you would like your page to be recorded in a user's browser bookmarks/favourites
- If the page title was to be read out by a screen reader, what you would like it to say

You need to provide as much information as possible, but not too much otherwise search engines may choose to ignore it. Try to limit your page titles to 64 characters.

It is also good practice to include primary and secondary information, for example "Page title composition – Web publishing good practice guide" or "Middle East Report – World Affairs – CNN News".

Editing a page title

You can change the title of your page after you have created it. With the page in edit mode, click on **Format** on the menu and choose **Page Properties**. The dialog box opens at the **Title/Encoding** category.



Make your changes and click **OK**.

File names: good practice

When choosing a name for your file, you should follow the University's standard conventions. You will find full details at **<http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMprojects/PP/FileNameRules/FileNameRules.htm>**

The most important things to remember are:

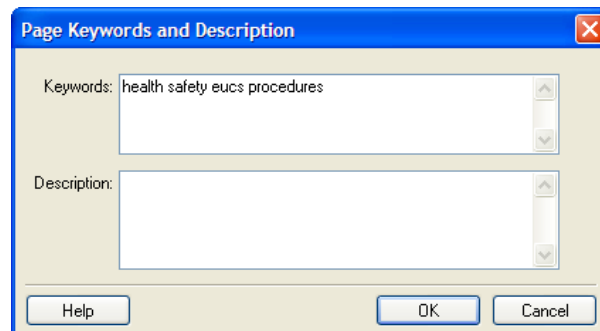
- Keep file names short but meaningful, and do not use invalid characters such as * ?. Long file names mean long file paths and long URLs which increase the likelihood of error, and are more difficult to remember and recognise.
- Use capital letters to delimit words, not spaces or underscores. This is because some software has difficulty recognising file names with spaces, and using spaces or underscores increases the length of the name.
- When entering a date, use the order: year, month, day. Use four-digit years and two-digit months and days, e.g. 20070405.
- Pages relating to recurring events such as meetings should include the date and a description of the event.

Adding keywords and descriptions

Keywords

You can add keywords to your page so that search engines can find it. If you include keywords it improves the chances of your page matching a search query. Make sure they are directly related to the material on the page and remember to include synonyms.

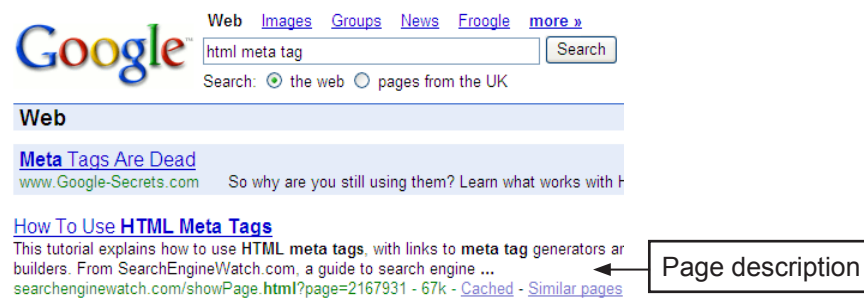
To add keywords, click on **Format** and choose **Keywords and Description**. The **Page Keywords and Description** dialog box displays.



Enter your keywords, separated by a space and click **OK**.

Description

The "description" is a summary of your page that appears in a list of search results.



Search engines may generate this automatically from the first paragraph of the page. It is better, however, to enter your own summary in the **Page Keywords and Description** dialog box to help readers decide if your page is what they are looking for.

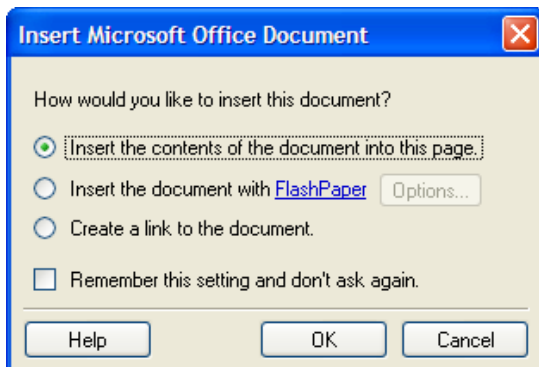
Inserting a Word document

You can use Contribute to convert Microsoft Word documents into web pages by inserting the text. You may find that once you have inserted the Word document you will need to use the Contribute editing tools to tidy up the layout.

To insert a Word document you would:

- Create a new page.
- At the **Insert** menu, choose **Microsoft Office Document**.
- Browse to the Word document you wish to insert.
- Click **Open**.

You will be presented with a dialog box asking how you would like to insert this document:



- Choose to insert the contents of the document into the existing page. This option is recommended rather than creating a link, which requires your readers to have the appropriate software installed.
- Click on the **OK** button.

Note: The option to insert Word documents should only be used if the document has a simple layout. Ideally, it should also have Word's Heading styles applied to the text. If the document is complex, using **Insert > Microsoft Office Document** may produce erratic formatting. If this is the case, copy the text from the document and paste it into your page using the option **Edit > Paste as text only**. Use Contribute's editing tools to apply formatting.

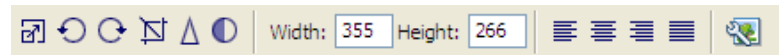
Inserting an image


You can insert images into your page from your computer or from a folder on your website.

To insert an image:

- Edit the page.
- Place your cursor where you want the image to appear.
- At the **Insert** menu, choose **Image**.
- Choose **From My Computer** or **From Website**.
- Browse to the image you wish to insert.
- Click **Select**.

Contribute displays an image editing toolbar.



Note: To resize an image, you must first click on the **Resize** icon , then drag a selection handle.

About images

Type and size

Images for the web are normally in GIF (Graphics Interchange Format), JPEG (Joint Photographic Experts Group) or PNG (Portable Network Graphics) format. These are "compressed" formats, i.e. the number of colours is restricted to keep the file size low. You should avoid using uncompressed image files wherever possible. Remember that if a page takes a long time to load your readers will lose interest and go elsewhere.

Your administrator may also have set limitations on the size of images that you can insert. Even if there is no restriction, you should ensure that your image is not so big that your viewers have to scroll to see it in full.

Tip: If you have a large image you think your readers should see in full, create a small version (called a thumbnail) using an image editing package, and link this to a page containing the full size image. Your readers can then choose whether to load the page or not.

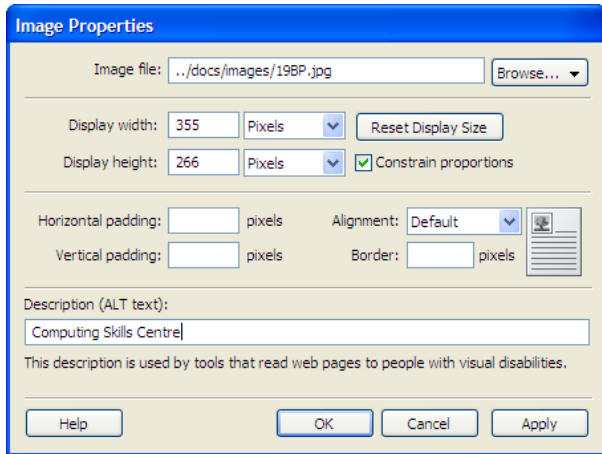
Note that some file types, for example, TIFF, are not supported by all web browsers and should not be used.

Accessibility

To make your pages more accessible, enter a description for your image that can be read by tools for people with visual disabilities.

To enter a description:

- Select the image.
- At the **Format** menu, choose **Image Properties**.



- Type the text in the **Description (ALT text)** box.
- Click **OK**.

Copyright

Bear in mind that although an image appears on the internet, it may not be freely available. If you use an image without permission you may be breaching copyright. Check before copying, and if in doubt, do not use it.

Exercise 3: Edit a web page

What you will do

Add details of a new Health and Safety Committee meeting to be held in the Main Library building.

How you will do it

Insert a new row into a table, and in each cell add details about a forthcoming Health and Safety meeting.



Now you do it

➤ From the Computing Services - Health and Safety home page, click on the link to **Main Library** (under EUCS Health and Safety Committee Meetings).

➤ Click on the **Edit Page** button at the top left of the application window.

Contribute will change into editing mode, the editing tools will become available, and the editable areas will be highlighted.

➤ Move the cursor to the last cell of the "Agenda, minutes and papers" table and click just after the word "papers".

➤ Press the TAB key.

A new row will be added to the bottom of the table.

➤ Enter the date of the forthcoming meeting ("29 July 2008") in the first cell and the words "agenda" in the second, "minutes" in the third and "papers" in the fourth.

➤ Click **Publish** to put the updated file back on to the website.

You will be told that you have successfully published your page.

➤ Click on the **OK** button.

Contribute will change back to browse mode, and the amended page will be displayed.

Exercise 4: Add a new page

What you will do

Create a new agenda for a forthcoming Health and Safety meeting.

How you will do it

You will create a new web page, insert a Microsoft Word document then tidy up and publish the new page.



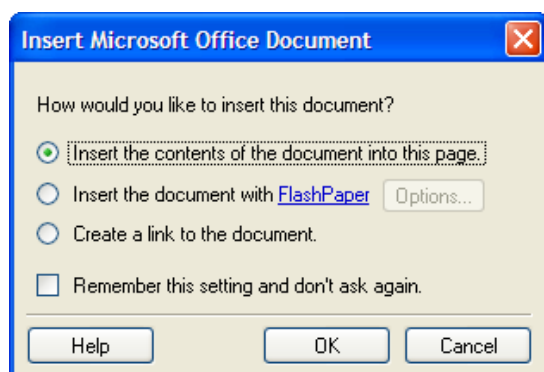
Now you do it

- From the **Main Library Health and Safety Committee meetings** page, click on **File** and choose **New Page**, or click the **New Page** button.
- Choose **Default** from the list of templates in the Contribute course website.
- In the **Page title** box, enter “EUCS Main Library Health and Safety Meeting Agenda - 29/07/2008”.
- Click on the **OK** button.

The new page will be created and opened for editing.

- Select the text **Put the main content of the page here**.
- From the **Insert** menu, choose **Microsoft Office Document**.
- Browse to the file **Agenda 29072008.doc** in the **My Documents\Word and Excel documents** folder.
- Choose this file and click **Open**.

You will be presented with the **Insert Microsoft Office Document** dialog box.



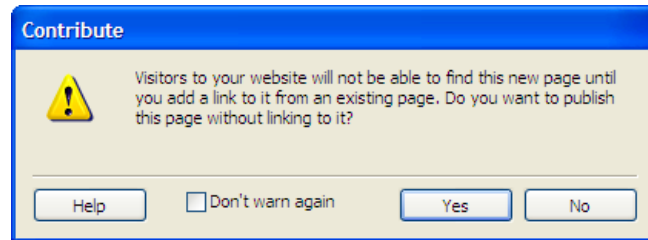
- Select the **Insert the contents of this document into this page** option.
- Check the **Remember this setting and don't ask again** box. This sets the option as the default setting. If you want to change the default at a later date, Select **Edit > Preferences** and choose **Microsoft Documents**.
- Click on the **OK** button.

The MS Word document text is converted to HTML.

- Use the Contribute formatting tools to tidy up the layout, for example, apply heading styles.

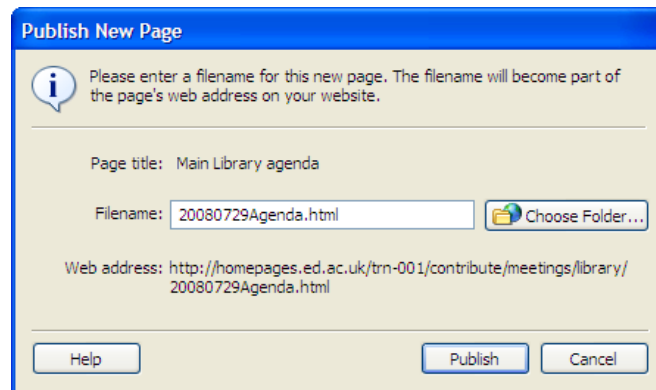
- When you are happy with the way the new agenda looks, click on the **Publish** button.

You will be given a warning saying that there is no link from any other page on the website to this new file.



- Click on the **Yes** button.

You will be asked to give the file a name:



- Call the file **20080729agenda.html**. Note the web address – Contribute will save the new page to the same folder as the Main Library Health and Safety Committee meetings page.

- Click on the **Publish** button.

You will be told that the page has been published successfully.

- Click on the **OK** button.

Note: In this exercise you inserted a very simple Word document. See the course notes on page 17 for advice on including text from more complex documents.

Exercise 5: Create links between the pages you have created

What you will do

Create a link to a web page.

How you will do it

You will select the word “Agenda” in the Health and Safety meetings table and set up a link to the new agenda that you created in the previous practical exercise.



Now you do it

- If you are not already at the **Main Library Health and Safety Committee meetings** page, click on the **Back** button until you reach it.
- Click on the **Edit Page** button.
- Select the word “agenda” in the second cell of the third row (for the meeting of 29 July 2008).
- From the **Insert** menu, choose **Link**, and from the pop-out sub-menu, choose **Drafts and Recent Pages**.
- Choose the page entitled **EUCS Main Library Health and Safety Meeting Agenda - 29/07/2008**.

Remember that Contribute displays page *titles* when listing drafts and pages, not file names.

- Click on the **OK** button.
- Click on the **Publish** button.

You will be presented with the **You have successfully published your page** dialog box.

- Click on the **OK** button.
- Browse through the information and check the link you created to the new agenda.

Exercise 6: Add more content

What you will do

Add more content to the Health and Safety website.

How you will do it

You will use Contribute to:

- Create a new page.
- Insert Microsoft Office documents.
- Add a table and enter data.
- Insert images, edit their alignment and add alternative text.
- Insert a list.
- Save and publish the page.
- Create a link to the new page you have just created.



Now you do it

Create a new page

- Choose **File > New Page** or click on the **New Page** button.
- Create a page based on the **Default** template.
- Replace **<Enter Title>** with "EUCS Health and Safety Committee Information".
- Click on the **OK** button.

Insert a document

You will insert the data from a Word and an Excel document.

- Delete the default text and insert the Microsoft Office Word document called **Health and Safety Policy_styles** from the folder **My Documents > Word and Excel Documents**. (if you can't see the document, change the **Files of type** to "Microsoft Word document".)
- Click in the paragraph after the heading "Actions" and insert the Microsoft Office Excel document called **HSActions** from the folder **My Documents > Word and Excel Documents**. (Change **Files of type** to "Microsoft Excel document".)
- Set all the borders to 1 pixel (choose **Table > Select Table**, then **Table > Table Properties**).

Insert a table

You will insert a table with 5 rows and 3 columns. This table will contain the date of the meeting, location and the name of the person who will take the minutes.

- Create a new paragraph after the Excel data table.
- Type the text "Meetings". Format this with the style **Heading 2**.
- In the next paragraph, choose **Table > Insert > Table**.
- Create a table with 5 rows and 3 columns.

- Set the specific width of the table to be 100% (**Hint:** you are setting the width as a percentage of the page rather than a fixed pixel width).
- Choose the top row to be the header (click on the **Top** icon in the **Header** section




- Click on the **OK** button.
- An empty table will be created with 4 rows and 3 columns.
- Enter "Date", "Location" and "Minute recorder" into the 3 cells of the top row.
- Complete the table. Here is some sample data:

14th June 2008, Main Library, John Smith
 15th July 2008, Kings Buildings, Fred Bloggs
 3rd August 2008, Holyrood, Harry Jones
 23rd December 2008, Main Library, Jack Jones

- Create a link from the name of the person taking the minutes to their email address (choose **Insert > Link > Email Address**).
- Adjust the width of the columns.
- Centre the text in the **Date** column.

Add images

You will insert two images and adjust them.

- Click in the paragraph after the heading "What we do".
- With the cursor in the blank line, choose **Insert > Image > From My Computer**.
- Navigate to **My Documents > Contribute > Images** and select the file **studentguidance**.
- In the next line, insert the image called **resourceguidance**.
- Make the images bigger (use the **Resize** button on the toolbar ). How would you resize the images proportionally?
- Centre the images on the page (use the alignment buttons on the toolbar).
- Give the images some alternative text (double-click on the images and enter a text description in the **Description (ALT text)** box).

Create a list

- Turn the entries under the heading "On Discovering a Fire" into a bulleted list.
- Add another bullet point with the text " Leave the building and proceed to the relevant assembly point".

Publish the page

- Click on the **Publish** button.
- You will be told that the page is not linked to from any other page on the website. Click **Yes**.

- Click on the **Choose Folder** button and navigate to the folder "Meetings".
- Create a new folder called "Information" and click the **Select "Information"** button at the bottom of the window.
- Give the page the filename **policyinformation.html** and publish it.

Create a link to the page from the Health and Safety home page

- Go back to the Computing Services – Health and Safety home page and click **Edit Page**.
- Add an entry to the bulleted list with the text "Policy information", and create a link from the entry to your new **EUCS Health and Safety Committee Information** page.
- Re-publish the home page.

Exercise 7: More about links

What you will do

Create a table of contents for the EUCS Health and Safety policy document.

How you will do it

You will create a bulleted list at the top of the page containing a list of the main section headings. You will then create section “anchors” and links to these anchors.




Now you do it

- Browse to the **EUCS Health and Safety Policy** page.
- Choose to edit the page.
- Select and copy the first section heading “1. Statement by Director of Computing Services”.
- Paste this text on a line on its own just after the “EUCS Health and Safety Policy” main heading.

Note: If the copied text retains the same formatting as the section heading, highlight the text, click on the **Style** drop down (below the **Publish** button), and select **Normal**.

- Make this a bulleted list and remove the number from the text.
 - Repeat this for every section of the document.
- This will create a list of items that can be use as a table of contents for the document.
- Select the first section heading again and choose **Insert > Section Anchor**.
 - When prompted for a name for this anchor, give it a name that relates to the section heading, e.g. “Statement” for section 1, “Organisation” for section 2 etc. Note that anchor names cannot begin with a number or contain spaces.

A flag  is inserted before the heading to indicate the anchor.

- Select the line in the table of contents that relates to the section now containing the anchor.

Note: See the section *Page titles: good practice* on page 14 for guidance on composing titles.

- Choose **Insert > Link > Drafts and Recent Pages**.
- From the **Insert Link** dialog box, choose the “Computing Services Health and Safety Policy” page.
- Click on the **Advanced** button. More link options become available.
- From the **Section Anchor** drop down menu, choose, “Statement”.
- Click on the **OK** button.

- Repeat these steps for all the table of contents entries.
- Publish the page and check that all the links work.

Exercise 8: Editing page titles, adding keywords and descriptions

What you will do

Edit the pages you created in the previous practical exercises to create more suitable titles. Add descriptions and keywords to assist searchers.


How you will do it

You will edit the **Page Properties** and **Page Keywords and Description** for each page.

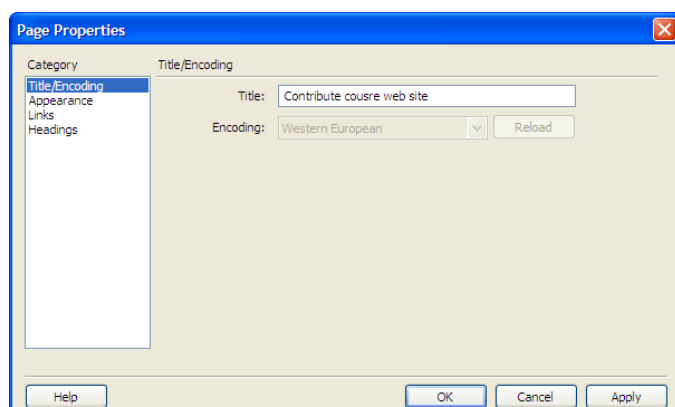


Now you do it

Edit the page title

- Browse to the Health and Safety – Computing Services home page and click on the **Edit Page** button.
- On the **Format** menu, choose **Page Properties** or click on the **Page Properties** button on the toolbar .

The **Page Properties** dialog box appears.



- Change the title to "Health and Safety home page – Computing Services".
- Click **OK**.
- Re-publish the page.
- Click on the link "EUCS Health and Safety Policy" on the home page and change the page title to something more appropriate.

Add keywords and descriptions

- At the "Health and Safety home page – Computing Services" page, click on the **Edit Page** button.
- On the **Format** menu, choose **Keywords and Description**.
- Enter keywords separated by a space, for example:
eucs safety health policy procedures meetings committee
- In **Description**, enter a short summary of the page – use any text you like.

- Click **OK**.
- Navigate to other pages in the site and add appropriate keywords and descriptions.

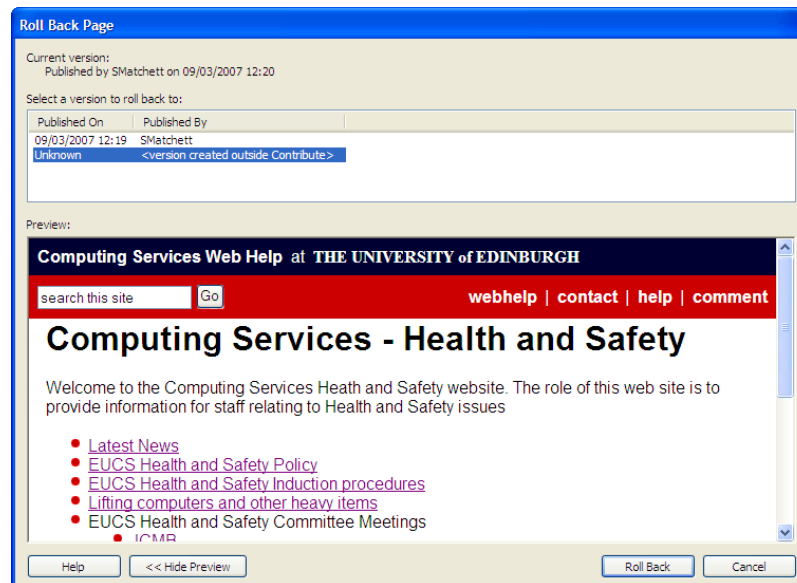
Chapter 3

Working with versions and drafts

Rolling back to a previous copy

If you make an error when editing a page you have the option of restoring a previous copy using the **Roll Back** feature. Your website administrator can set up your website to keep previous copies for roll back.

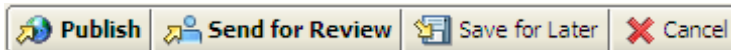
To restore a previous copy, select **File > Actions > Roll Back to Previous Version** and select the version.





Note: Roll Back is not set by default in Contribute. If you wish to make use of this feature, check with your administrator that it has been activated.

Saving a page for later

If you are not ready to publish the page you are editing, you can save it to deal with later by clicking on the **Save for Later** button on the toolbar.



When you choose to save the file for later, it will be saved as a draft document and you will see the message  You have an unpublished draft of this page. at the top of the page.

Drafts are displayed in the **Pages** panel on the left. (If the panel is not visible, select **View – Sidebar** or click )

Clicking on the page name opens the page ready for editing.

Note: Draft pages are saved on your C: drive, not your web server. If you are closing down Contribute and your computer, make sure you do this correctly – if you switch off before close down is complete, you may lose your drafts.

Deleting a draft page

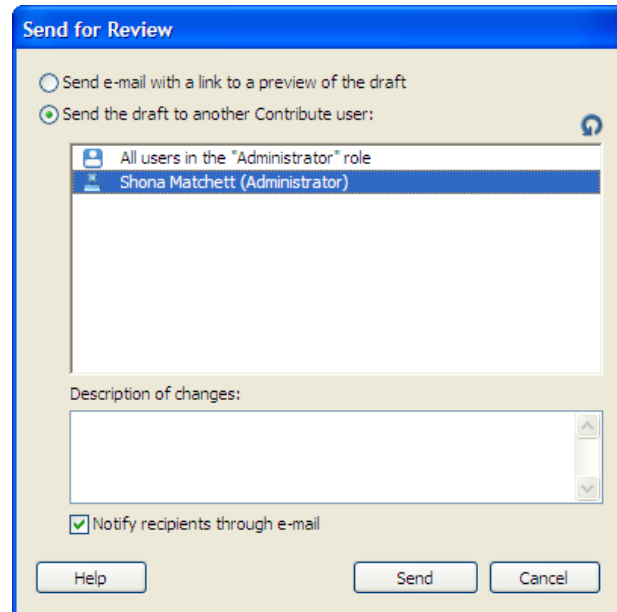
If you want to delete a draft, click on the **Cancel** button on the toolbar and on **Yes** to confirm.

Sending a page for review

Contribute includes a facility to send a draft page to someone else to review. You will need to do this if you have been set up with the role of Writer and cannot publish to the website yourself. You can also use this feature if you would like someone else to check the page before you publish it.

Note: Your website administrator may have an established process for page review and publishing. Consult with him or her before using this option.

To send a draft, edit your page, then click the **Send for Review** button or select **File > Actions > Send for Review**.



There are two options:

Send e-mail with a link to a preview of the draft

Enables you to send an e-mail containing a link to your page to users who do not have Contribute. This option creates a temporary copy of the page on the web server. *You cannot use this if you are unable to publish pages yourself.*

Send the draft to another Contribute user

Enables you to send a draft page to other Contribute users for feedback. *You will have to use this option if you have the role of Writer and cannot publish yourself.*

Select the option you want to use and click **Send**.

Sending an e-mail

If you select the e-mail option, Contribute creates an e-mail message in your default e-mail application. Enter the reviewer's address, type a message and send the e-mail. The e-mail includes a link to the page on the web server.

When you receive feedback from the reviewer, click the page title in the **Pages** panel to open the draft.

Sending a draft

If you want to send a draft to another Contribute user, Contribute displays a list of the users who have a connection to your website. You can send the draft to multiple users by holding down **Ctrl** and clicking the names.

You can enter a note of the changes you have made or provide other instructions for the reviewer in the **Description of changes** box.

To see the page, reviewers will have to open Contribute and check their **Pages** panel. To notify them that a page is awaiting their feedback, click **Notify recipients through e-mail** and send the message. The reviewer can then check and publish the page, or send it back to you to publish yourself.

Note: Once the option to notify recipients is ticked, Contribute will in future automatically open your e-mail application as soon as you select **Send for Review**.

Using the Draft Console

You can use the **Draft Console** to track pages you have sent for review.

Select **View > Draft Console**, or click on **Draft Console** in the **Pages** panel.

You can see the drafts you are currently editing, those you have sent for review and the ones you have previously published. Clicking on the **Title** will open the page in edit mode.

When you are finished with the console, click the **Back** button, or click on **Home Pages** on the toolbar and select the home page of your website.

Note: If there is no Contribute administrator assigned to your website, the Draft Console option is unavailable.

Exercise 9: Restoring a previously edited version of your page

What you will do

Undo an error by rolling back a page to a previously saved version.

How you will do it

You will make a mistake when you are editing your page and you will undo the error by restoring a previously saved copy of the page.



Now you do it

Edit the Health and Safety meetings page

- Browse to the Health and Safety home page and click on the **Edit Page** button.
- Select all the content on the page and replace it with “Oops, I made a mistake!”
- Click **Publish** to put the edited web page back on the server.

Roll back to a previously saved version

- From the **File** menu, choose **Actions > Roll Back to Previous Version**.

You will be presented with a list of pages with the dates they were last edited.

- Choose the most recent version of the page and click on the **Roll Back** button.

The version will be restored.

Exercise 10: Saving your page for later

What you will do


Save pages for later, reopen the pages and either complete your changes and publish, or cancel the draft.

How you will do it

You will use the **Save for Later** option to create a draft page, the **Pages** panel to re-open the draft, the **Publish** option to publish the changes or the **Cancel** option to remove the draft.



Now you do it

- Browse to the Health and Safety home page.
- Edit the page.
- Change the **Publisher** details in the editable region at the bottom of the page to your own name.
- Save the page to edit later by choosing the **Save for Later** button.
- From the Health and Safety home page, click on the link to the **Main Library**.
- Edit the page.
- Add a new row to the bottom of the table and enter some information in it.
- Click the **Save for Later** button.
- In the **Pages** panel, click on "Health and Safety home page – Computing Services" to open the draft of the Health and Safety home page. (If the panel is not visible, select **View - Sidebar** or click on the arrow on the left of your screen )

Remember that Contribute displays *page titles* in the panel, not filenames.

- Change the **Publisher** details back to "the Safety Officer".
- Click on the **Publish** button.
- In the **Pages** panel, click on "Main Library Health and Safety Committee meetings ..." to open the draft of the page.
- Click **Cancel** to remove the draft and **Yes** to confirm.

Chapter 4

If you have
time ...

Exercise 11: Use Contribute to update a University website

What you will do

Connect to a School of Virtual Existence website, update it and create new pages.

How you will do it

You will use Contribute to browse to pages and update them. You will also create new pages based on a School template.



Now you do it

Create a table of contents in the School home page

- In Contribute, type in the address **http://homepages.ed.ac.uk/wamsweb/trn-0xx/school/** (trn-0xx is the name of your website for this course. You will find a card on your desk with the full number – check with your course tutor if you are not sure).
- Edit the page.
- Make some of the site contents into a bulleted list (news and events, location etc.).
- Create links from the list items to the pages:
 - Select the text "News and events".
 - Choose **Insert > Link > Browse to web page** and you will be presented with the **Insert Link** dialog box.
 - Click on the **Choose** button to browse through the school files.
 - Double-click the website URL.
 - Double-click the folder "School".
 - Choose the file "news" and click on the **OK** button.

You will return to the **Insert Link** dialog box.

 - Click on the **OK** button again.

➤ Repeat these steps for all the items in the list, choosing the appropriate files.

➤ Publish the page.

Apply layout to the other pages in the school web site

- Browse through the other pages in the site improving the layout and appearance. For example, use the Style drop-down list to add section and subsection headings where required, and create bulleted and numbered lists.

Put the timetable into an HTML table

- Use the menu on the left to browse to the "Timetable" page.
- Edit the page.

- Click after the introductory paragraph and insert a new table with 6 rows and 8 columns.
- Make the top row and left column into headers (click **Both**).
- Insert the timetable details shown in the table below:

	9 - 10	10 - 11	11 - 12	12 - 1	1 - 2	2 - 3	3 - 4
Mon	CC3		M2y		Lunch	A14	
Tue		M1z		Tut	Lunch	A14	
Wed	CC3		M2y		Lunch	SM	SM
Thu	CC3	M1z		Tut	Lunch	A14	
Fri			M2y	Tut	Lunch	AM	AM

- Adjust the format of the table:

- Remove the border.
- Adjust the width.
- Centre the data.

Add a map to the location page

- Browse to the "Location" page.
- Click the **Edit** button.
- Click at the very top of the page.
- Choose **Insert > Image > From Website**.
- Double-click on the website, then on the "school" and "images" folders.
- Select the file "campus_map.gif" and click on the **OK** button.
- The image will be inserted into your web page.
- Double-click on the image and you will be presented with the **Image Properties** dialog box.
- Enter a description of the image in the **Description (ALT text)** box.
- Click on the **OK** button.
- Publish the page.

Add suitable titles to all the School pages

- Browse to and edit each page.
- Add suitable titles, following the guidance in the section *Page titles: good practice* on page 14.

Exercise 12: Create a website for the School of Metahypology

What you will do

Create a new website for an imaginary university school.

How you will do it

The pages you will need have all been created for you. You will use Contribute to format these pages, link them together, insert tables, images etc.



Now you do it

- In Contribute, type in the address **www.homepages.ed.ac.uk/wamsweb/trn-0??/project/** (trn-0?? is the name of your website for this course. You will find a card on your desk with the number – check with your course tutor).
- Edit the page.
- Create a table with one row and two columns.
- You will add the university crest (the crest is in the "graphics" folder on the Project website – use **Insert > Image > From Website**). Put the crest in the cell to the left and the name of the department in the right. Make the crest flush left in the cell.
- Make the table 100% wide.
- Choose 0 for the border thickness.
- Create links from the home page to the other pages in the site. For example, create a link from the paragraph "News and events" to the file "news.html". (**Note:** in the **Insert Link** dialog box, use the **Choose** button to search on your website for the file you want to link to.)
- Work your way through the pages marking them up using Contribute and giving them suitable titles.

Note: Include icons and images from the graphics folder. Use tables and the other formatting tools.

Chapter 5

Learning more

More about Contribute

The Contribute application has a tutorial available through the **Help** menu. Choose **Help > Contribute Tutorial**.

Full documentation is available through the Macromedia website at:

<http://www.macromedia.com/contribute/>

More about web page design

Writing for the web

Editorial style and good practice guides:

<http://www.cam.ed.ac.uk/documents/University-of-Edinburgh-Editorial-Style-Guide.pdf>

http://www.cam.ed.ac.uk/documents/Writing_for_the_Web.pdf

<http://webhelp.ucs.ed.ac.uk/docs/goodpractice.html>

Courses:

Writing for the Web – see the MyEd (<https://www.myed.ed.ac.uk>) Event Booking channel for dates.

File naming conventions

Records Management Section website:

<http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMprojects/PP/FileNameRules/FileNameRules.htm>