Editing in Contribute

Here you will find all the tools and resources you need to manage your website. Please direct questions to the Medical Communications team.

To Begin

1. Open the Adobe Contribute program for editing AND your web browser for previewing.
2. Pull up the page you will be editing in your web browser. To pull up an unlinked page in your browser, add '?Page=' before the page name; for example, http://www.uvm.edu/medicine/ohpr/?Page=about.html
3. Confirm you are connected to the Z:\ drive.
4. Click website connection in Contribute.
5. Click 'Connect' in the upper left corner in Contribute.
6. Click 'Choose' in the right side of the toolbar to choose the web page you would like to edit.

Note: the name of the page you will choose follows the '?Page=' in your web browser URL, as shown below.
http://www.uvm.edu/medicine/ohpr/?Page=about.html

7. Click 'Edit Page' button.
8. You are now in Edit mode.
Adding Text

The COM template uses branded fonts/colors/justification. These should not be changed. To keep the branding intact, it is recommended that all copy be scrubbed of unseen formatting before being added in Contribute. We recommend using a combination of Word (for spelling) and Notepad (for scrubbing) to accomplish this.

1. Copy your content from Word after spell checking.
2. Paste your content into Notepad.
3. Copy your content from Notepad.
4. Highlight only the existing content area you will be replacing in Contribute and paste new content from Notepad. The text then takes on the Contribute formatting. Do not delete existing content prior to pasting in new content. If you hit delete and paste in the copy, the formatting will be deleted. Contact Medical Communications for help if this happens.
5. Click 'Publish' button in top left of screen.

Viewing your web edits in your browser

1. Type the page URL into your browser - add '?'Page=' prior to the URL Contribute page name i.e. www.uvm.edu/medicine/yourdepartment/?Page=contact.html
2. Refresh the browser to see published changes.

Creating a new text header

1. In edit mode, highlight the text you would like to use as a header.
2. Click the drop down menu located just under the 'Publish' button.
3. Select Heading 3, Heading 4, or Heading 5 based on the hierarchy of information on your page (the size and color will change appropriately).
4. Click publish.

   - Sample Heading 3
   - Sample Heading 4
   - Sample Heading 5

Note: Do not select Headings 1 or 2, as they are used in other areas of the branded design. Heading 3 should only be used for page titles.

Creating new pages, renaming, or copying a page

1. Click 'Connect' in Contribute.
2. Click 'Choose' in the right side of the toolbar– Select the master template page to copy.
3. File > New > Copy of Current Page > now name your page using lower case letters followed by .html > Okay
   Select > Publish (if you don’t Publish, the page won’t be saved).
Creating links

1. In Contribute choose the page where you will add the link.
2. Highlight the word or image you would like to link.
3. Select “Link” icon from toolbar. You will select one of these three options:
   - Browse to Web Page. When creating a link to another URL follow the COM policy (outlined below). Best practice is to copy the URL from a web browser.
     - If the URL is within your site - open in the same window (default, do nothing)
     - If the URL is outside your site - open in a new window. Link > Browse to Web Page > enter URL, see 'Target Frame' drop down menu > New Window
   - Email Address
   - File on my Computer (use for linking PDFs or other files)
4. Select OK.

If you find you need further assistance, please contact the Medical Communications team.