



Quick and Easy Web Design with Contribute

General website tips

- Watch your content: Google crawls and archives web pages.
- Pretty much everything is copyrighted: use your own content, seek permission or Creative Commons licenses.
- Give your visitors links to navigate between pages: don't rely on the browser's back button.
- Simple is best.

Setting up a connection in Contribute

- On the opening screen, click Create a connection.
- Click Next.
- Enter your website address, <http://pages.slc.edu/~jdoe>, where jdoe is your username.
- Select Local/Network, and then browse to the public_html folder on your H drive.
- Enter your name and email address.
- You can also connect from off campus. See <http://pages.slc.edu/~support/article/h-drive-access-off-campus>.

Concepts in Contribute

- Use Contribute like a web browser. When on the page to be edited, click Edit Page.
- Create new pages by clicking New.
- When finished editing or creating new pages, click Publish.
- Drafts can also be saved without publishing by clicking Save for Later while editing.
- Give the home page the file name index.html or index.html. That way visitors will land on that page automatically when they visit <http://pages.slc.edu/~jdoe> (where jdoe is your username).
- Give other pages short, descriptive names in all lower case with no spaces.

Text

- Text can be typed in or copied and pasted from any text or Word document.
- Formatting using headers (top left, under Publish button) helps search engines and visitors find important content.
- Bold, italic, indent, font color, and alignment buttons can be used much like in word processing applications.
- Bulleted and numbered lists also help organize content.

Links

- Highlight the text and/or image to serve as the link, and then use the Link menu.
- Select the appropriate option for where the link should go, then either type it in or browse.

Images

- Use the image menu to insert an image, most commonly From My Computer.
- Click the image to highlight it, then use the icons below the Publish button to rotate, crop, resize, and apply other simple edits.
- Click the image/wrench icon and enter a description in the Description (Alt Text) field for those not experiencing the page visually.

Styles

- Click Page Properties (wrench icon on upper right) to set and edit styles applied to the whole page.