

## Contribute Admin Setup

- Open Macromedia Contribute
- Click Create Connection
- Check if URL is correct click Next
- Under Connection Wizard, choose connection type.

**Edit Connection**

### Connection Wizard

**Connection Information**

To edit pages on your website, Contribute needs to connect to your web server.

How do you connect to your web server?

Secure FTP (SFTP)

What is the name of your SFTP server?

veritas.ucs.indiana.edu (Example: ftp.mysite.com)

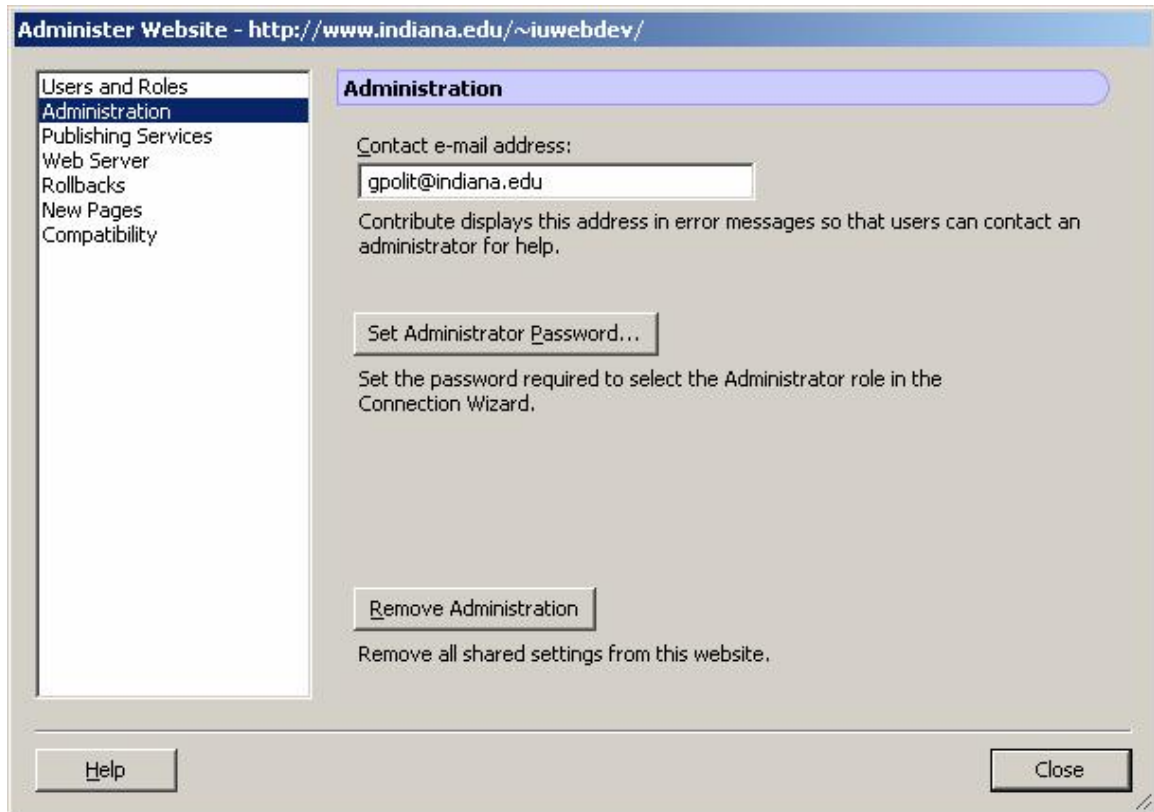
What is the SFTP username?

iuweb

What is the SFTP password?

••••••••


- Enter your Name, and e-mail address
- Select Administrator, click Next, and Done
- In My Connections window, find the site, and click administer
- Under Administration tab make sure to set Administrator password



- In Rollbacks check enable rollbacks and specify the number of previous versions you want to keep. We recommend 3-5.
- Under new pages set the default file extension to shtml
- Return to Users and Roles tab, click on Publisher
- Configure publisher with the following settings:
  - Allow users to edit files in any folder
  - Allow users to delete files they have permission to edit, Remove rollback versions on delete
  - Use the following Editing settings

Edit "Publisher" Settings - ": Indiana University"

General  
Folder/File Access  
Editing  
Styles and Fonts  
New Pages  
File Placement  
Shared Assets  
New Images

 These settings enable you to control editing behavior and the underlying code that Contribute generates.

General editing restrictions

- Allow unrestricted editing
  - Protect scripts and forms (script tags, includes, CFML, ASP, JSP, PHP, form tags, and form elements)
  - Prevent users from inserting images (except shared assets) and prevent inline image editing
- Only allow text editing and formatting

Paragraph spacing

Enter key moves insertion point down:

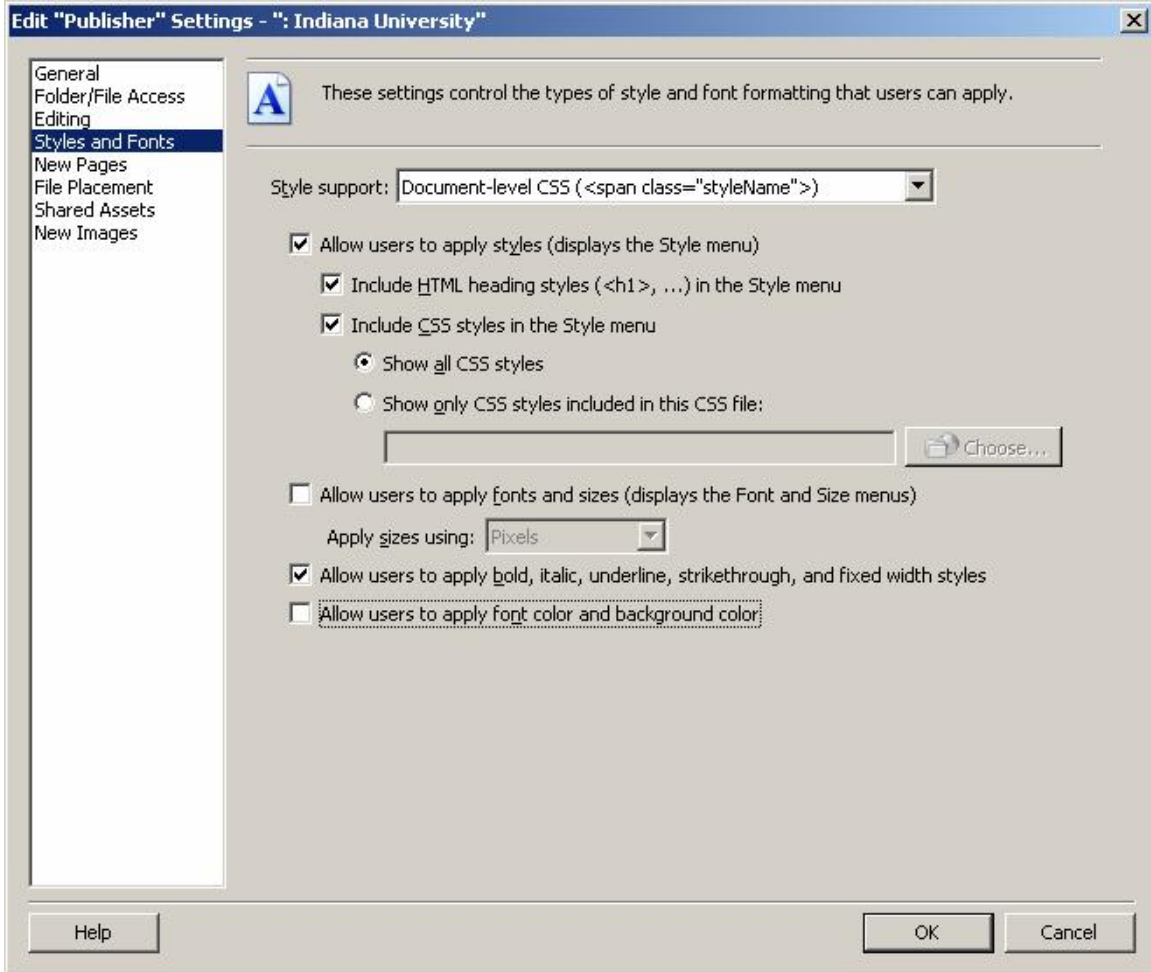
- One line, as in standard word processors (uses inline CSS styles)
- Two lines, as in web page editors (uses standard <p> tags)

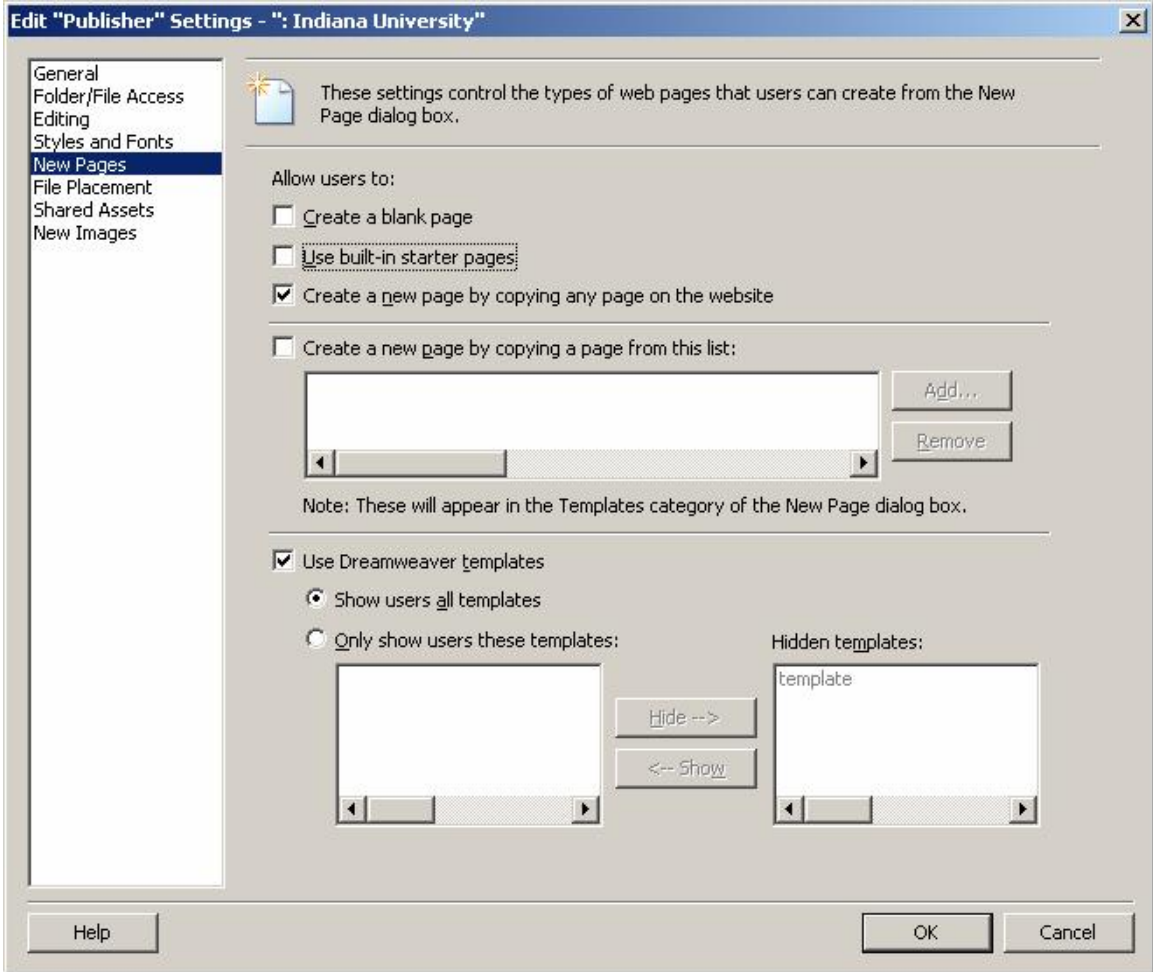
Other editing options

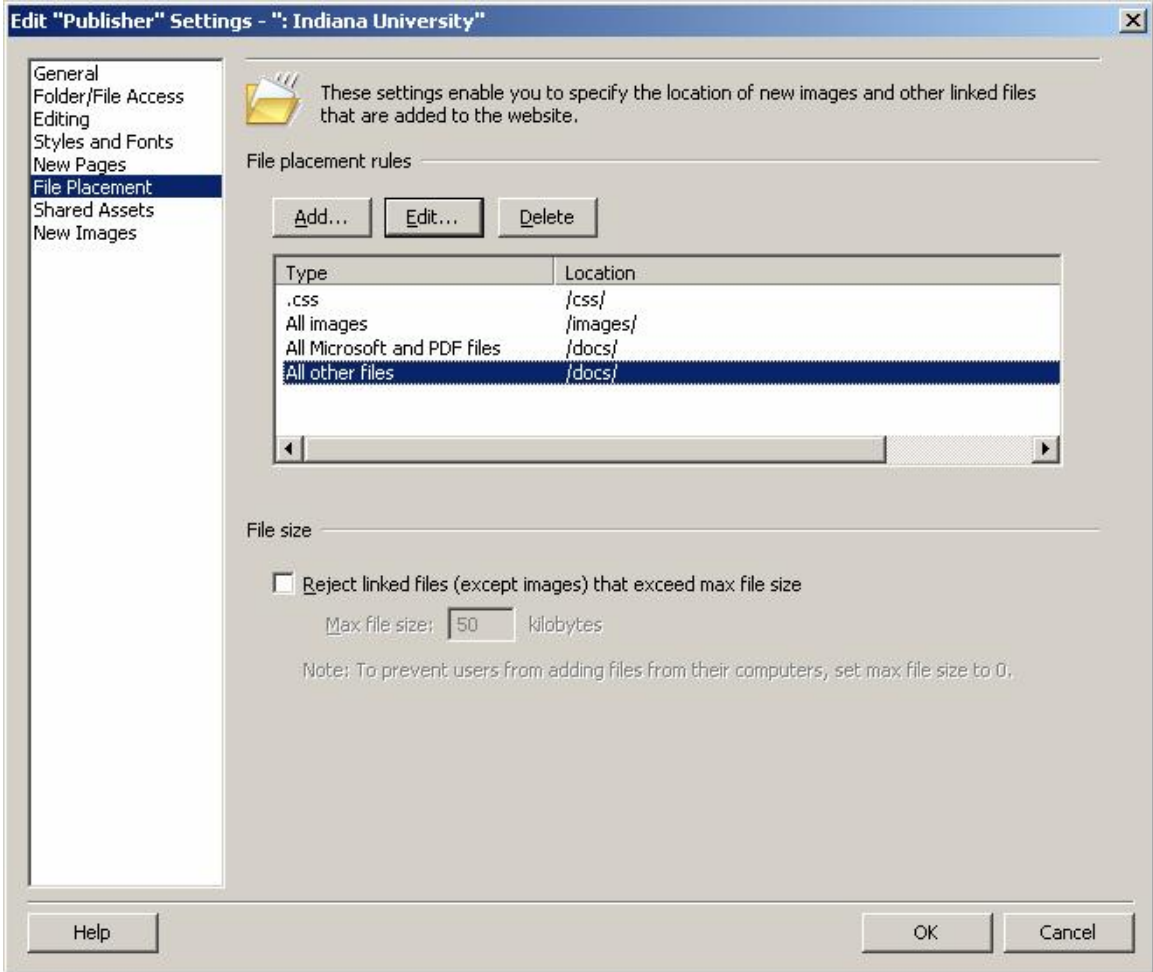
- Allow users to edit web page source in external application
- Allow users to insert third-party objects (Google and PayPal)
- Allow multiple consecutive spaces (uses &nbsp;)
- Require ALT text for images (improves website accessibility)
- Use <strong> and <em> in place of <b> and <i>

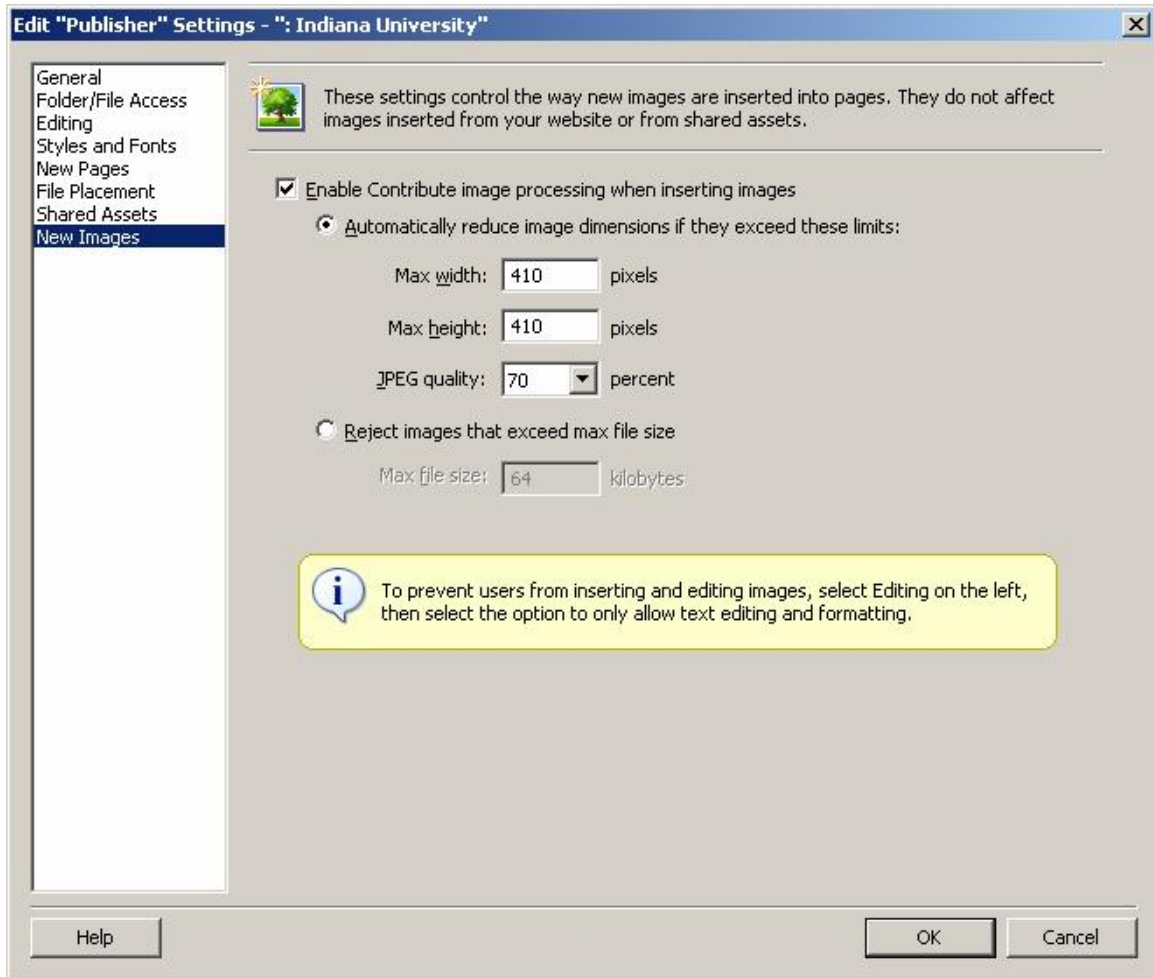
Line break type: Windows (CR LF)

Help OK Cancel









## Publisher Configuration

1. Administrator sends a connection key to publisher.  
Edit => Administer websites => choose website => Send Connection Key  
=> Select Publisher role => Save to local machine => select connection  
key password => save
2. You will need to point the publisher to the location of the connection key.  
Publisher double-clicks on it and is now able to edit the website. You can  
use your departmental web server to share connection key or the [slash](#)  
[temp](#) service.