



Adobe® Contribute CS4

Duration: 2 Days

Overview:

Participants learn how to configure Adobe Contribute so they can deploy websites, create and distribute site connections for users, and manage the website's settings and user permissions.

Pre Requisites:

Basic computing skills and a basic understanding of the web.

Introducing the Course

- Adobe Contribute workflow
- Website development and maintenance overview
- Exploring Contribute roles and responsibilities
- Changing Contribute preferences

Connecting with Contribute

- Planning website connections
- Connecting to a website or blog
- Starting Contribute without a network connection
- Integrating Contribute with other Adobe Creative Suite applications
- Integrating Adobe Bridge with Adobe Contribute

Exploring the Contribute Workspace

- The Contribute workspace
- Switching between browsing and editing
- Browsing to web pages and blog entries
- Opening web pages and blog entries without browsing
- Setting up access to commonly used pages
- Using Contribute accessibility features

Working with Pages and Blog Entries

- Editing existing web pages and blog entries
- Saving drafts
- Getting web page drafts and files reviewed by others
- Working with web pages based on Dreamweaver templates
- Editing web page content in an external application
- Deleting a web page or blog entry
- Exporting a Web Page or Blog Entry (Windows only)
- Printing a web page or blog entry
- Assigning workflows to templates

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Adding Pages, Blog Entries, and Documents

- About converting documents to PDFs (Windows only)
- Creating a stand-alone web page
- Creating a blog entry for your blog
- Setting page properties for a web page
- Setting preferences for blog entries
- Entering metadata for a blog entry or web page
- Inserting MS Office documents as PDFs in Contribute pages (Windows only)
- Adding Microsoft Word and Excel documents to a website
- Opening documents in Contribute from Microsoft Office applications (Windows only)
- Inserting PDFs in Contribute pages
- Inserting HTML code snippets into Contribute pages

Working with Text

- About HTML and CSS styles in the Contribute Style menu
- Adding text to a web page
- Changing text appearance on the page
- Positioning text on the page
- Creating lists
- Checking spelling
- Finding and replacing text

Working with Images and Graphic Elements

- Adding an image and buttons to a page
- Inserting shared assets into a web page
- Changing image properties
- Changing an image's position or orientation
- Editing an image in Contribute
- Editing an image in an external application
- Inserting Flash content into your web page
- Inserting a video on to your web page
- Changing a video's position or orientation
- Adding enclosures to your blog
- Adding and deleting a horizontal rule
- Inserting PayPal e-commerce buttons

Working with Tables

- Inserting a table on a page
- Selecting table elements
- Resizing tables, rows, and columns
- Aligning tables
- Cutting, copying, and pasting cells
- Adding, deleting, and merging table rows and columns
- Modifying table appearance
- Sorting tabular data

Working with Links

- Creating text and image links
- Setting the advanced linking options
- Editing & Testing links

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Working with Pages with Frames

- About frames
- Editing frame content
- Saving and publishing a page with frames
- Targeting frame content

Publishing Your Web Pages and Blog Entries

- Previewing a page in your default browser
- Publishing a page to your website
- Publishing a file from your computer to your website
- Replacing a file on your website
- Rolling back to a previous version of a page
- Publishing a document from Microsoft Office to your website (Windows only)
- Posting content to a blog
- Posting content to a blog from RSS aggregators
- Publishing a blog entry to your blog
- Expire and delete outdated pages

Creating and Managing Website and Blog Server Connections

- Preparing to connect to a website or blog
- Creating a website connection
- Creating a blog server connection
- Enabling and Disabling CPS for a website
- Becoming an administrator of an existing Contribute website
- Configuring Contribute administration settings
- Sending connection keys for websites
- Sending connections for CPS managed sites
- Adding users to websites that CPS manages
- Removing users from sites that CPS manages
- Configuring dependent files for blogs
- Managing website and blog server connections

Managing Users and Roles

- Understanding roles
- Creating Contribute roles
- Editing a role's settings
- Setting general role settings
- Setting folder and file access settings
- Setting page-editing and paragraph settings
- Setting the option for inserting HTML Code Snippets
- Setting style and font settings
- Limiting available CSS styles
- Settings for new web pages
- Setting options for new images
- Setting options for file placement
- Setting options for shared assets
- Managing drafts sent for review