



t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

**silicon
beach**
TRAINING

Contribute for Content Editors

Duration: 1 day

Prerequisites

Delegates should understand the basic concepts of webpage design and management

This Contribute training course is the easiest way for anyone to update, add, and publish web content in minutes with no HTML training or experience required.

Objectives

After this Contribute training course, delegates will be able to:

- Make changes to any HTML website
- Automatically maintain site standards for style, layout, and code

Course Content

Basic Technology Overview

- Separating website design and maintenance from ongoing updates to content
- Maintaining design standards, website functionality and code integrity
- Just enough HTML and CSS to know why you are using Contribute

Understanding the Contributors Role

- What Contributors can do: browse to choose a page, edit content, then publish
- Simple editing interface for updating content
- Contributor passwords and access levels
- Preview and review options: requesting an email reply to authorise changes
- Understanding the limits of editing: the web designers role

Locating pages to be edited

- Using your connection key to enable website editing
- Choosing pages which need changing by browsing to them
- Using check-in and check-out to lock a file (preventing concurrent updates to the same page)

Updating content

- Using the word-processor like interface: styles, fonts, colours and sizes
- Drag-and-drop content editing
- Using content from Word, Excel PowerPoint etc.
- Linking to MS Office documents for immediate updating when the MS Office file changes
- Online and off-line editing

continued...



Follow Us



Related Courses

Adobe Contribute for Web Professionals: 1 Days

Web Design: 1 Days

Dreamweaver: 2 Days

Flash: 2 Days

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining



t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

**silicon
beach**
TRAINING

Contribute for Content Editors (continued)

Duration: 1 day

Prerequisites

Delegates should understand the basic concepts of webpage design and management

Creating New Pages

- Making use of templates and example pages
- Making links between pages and updating navigational aids across the whole website to include additional pages

Publishing changed pages

- Publishing a modified page back to the server
- Publishing a draft and requesting email review before final publication
- Understanding roll-back to earlier versions

Using the built-in help

- Overview of the Help panel
- Common errors and what they mean



Follow Us



Related Courses

Adobe Contribute for Web Professionals: 1 Days

Web Design: 1 Days

Dreamweaver: 2 Days

Flash: 2 Days

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining