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## Connecting Contribute to your fog site in the Windows 7 lab

The upgraded lab uses Windows 7 and Contribute version 10 (CS4). Because these are new computers, you'll have to set up your Contribute connection again to work in this lab.

**Fog Only:** This is not the method used for old sites on the www server which require a key and a password. This only works on sites on the fog server.

- On a CCSF Faculty/Staff computer, *log in to your network account* before using Contribute. This will protect your site from being updated by someone else. If you go to your site and find someone else's name on it, you didn't log into your account before connecting (this HAS happened).
- You only need to set up a connection *once* between the copy of Contribute on that computer and your web site. You need to set up a connection on each computer where you want to use Contribute.
- When you come back to that computer: Just *log in to your account* and open Contribute. If you don't log in, you won't see the connection.
- *Your connection will appear as a link on the Contribute front page.*  
Click the link: Contribute will connect to your Web site and you can start editing.

## Contents

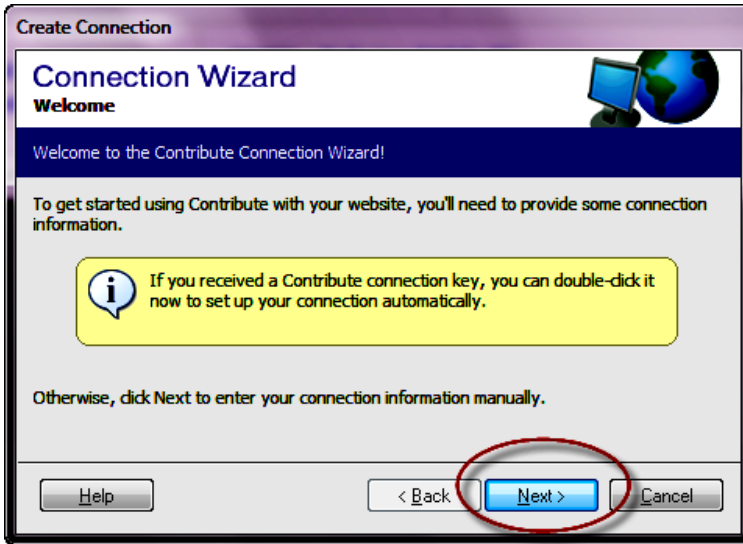
Setting up your connection .....	1
Setting yourself as administrator.....	4
Administrator settings: Making your site accessible .....	4
New: Setting the Administrator Password .....	5

## Setting up your connection

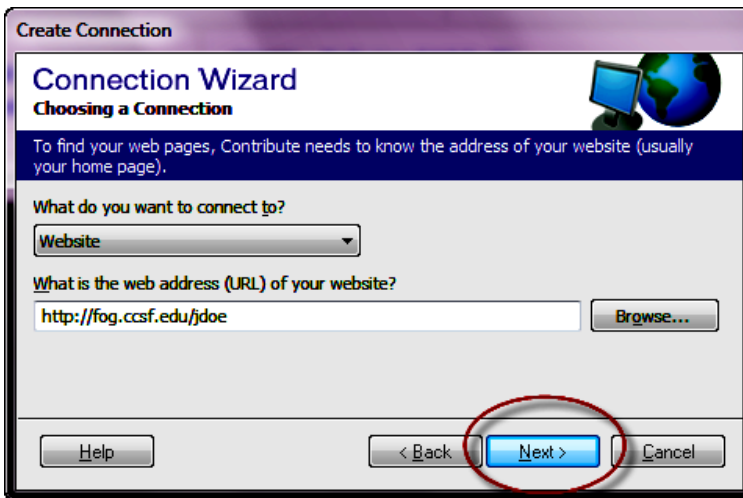
Open Contribute (double-click the Contribute icon on the desktop or dock, or, on Windows computers, click the Start button → All Programs → Adobe → Adobe Contribute 4 or CS3/4).



1. On the opening screen, click *Create a website connection* or *Create New Website Connection*.



2. The *Create Connection* window appears. Click *Next* to continue in the Connection Wizard.



3. In the Choosing a Connection dialog click the down-arrow under the *What do you want to connect to?* Box, and choose *Website*

In the What is the web address box, fill in:

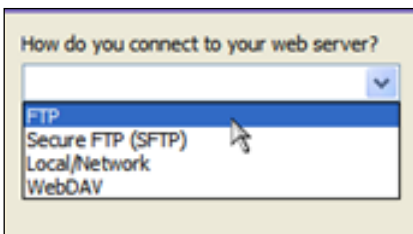
http://fog.ccsf.edu/yrlogin — substituting your own login name for yrlogin.

So jdoe would enter:

http://fog.ccsf.edu/jdoe

4. Click Next.

5. On the next window, *How do you connect to your web server*, click the down arrow (triangle) at the right of the box and choose *FTP*.



The window expands to make room for more info.

6. For *FTP server type* in *fog.ccsf.edu*.
7. For *FTP username*, enter your network/Groupwise *login*—usually the first letter of your first name followed by up to the first 7 letters of your last name.

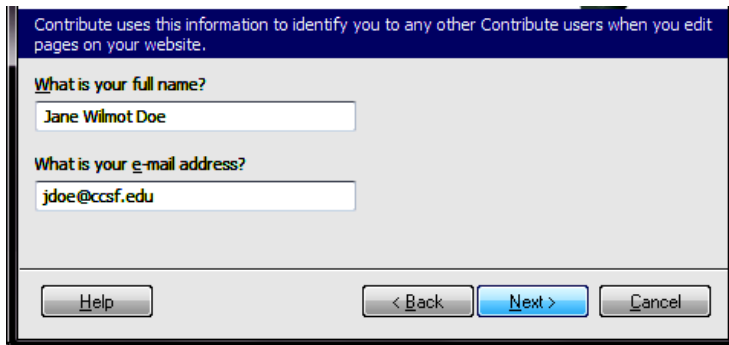


8. The *FTP password* is the one you changed to when you first accessed your fog account

Password Reminder (might as well write it down:

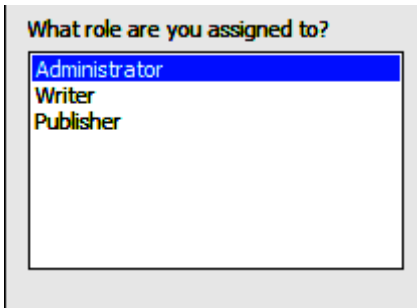
9. Check the values and click *Next*.

10. In the next window, enter your name and CCSF email address and click *Next*.
11. On the next window, click *Done*.



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## Setting yourself as administrator



You now have to choose a role.

Choose Administrator and click Next

When you click Next, you'll see a summary screen with your site information on it. Click Done to continue.

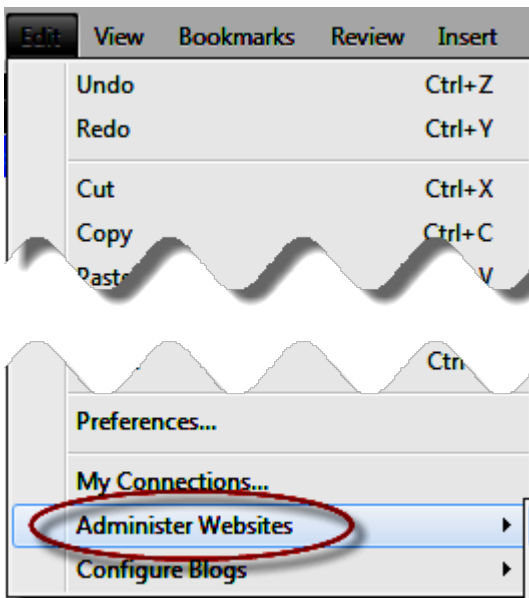


You will now see your site and can start editing.

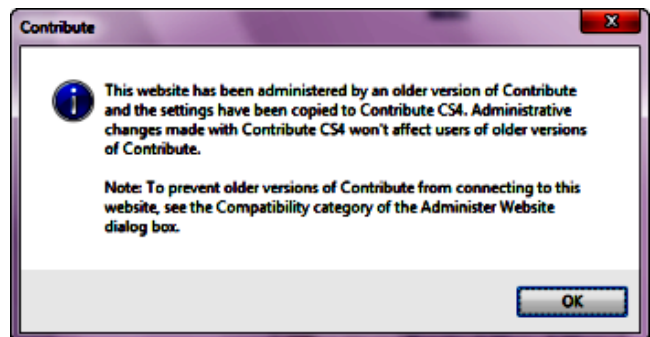
But you're not quite Done yet....

## Administrator settings: Making your site accessible

Back at your site, you have one more setup duty: to make sure that you are forced to add Alternate text to make any pictures that you add to your pages accessible for the sight-impaired.



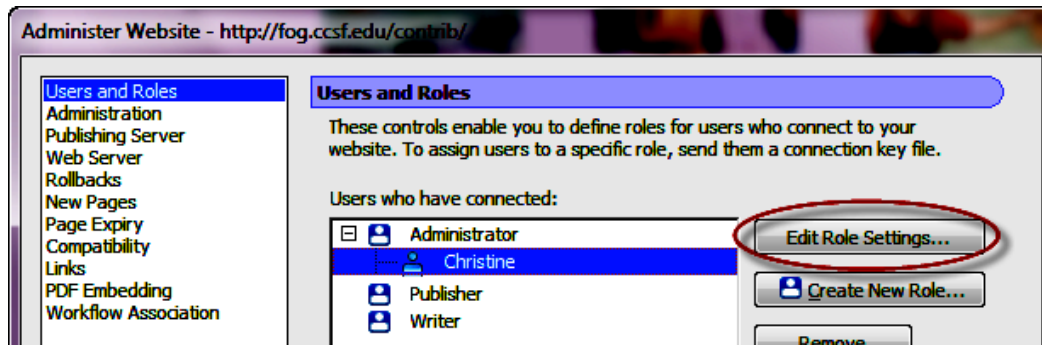
1. In the very top menu bar, click Edit (not the Edit Page button – the Edit menu at the very top, next to the File menu)
2. Choose Administer Websites and click your site on the flyout menu.
3. An Information window pops up reassuring you about older versions of Contribute



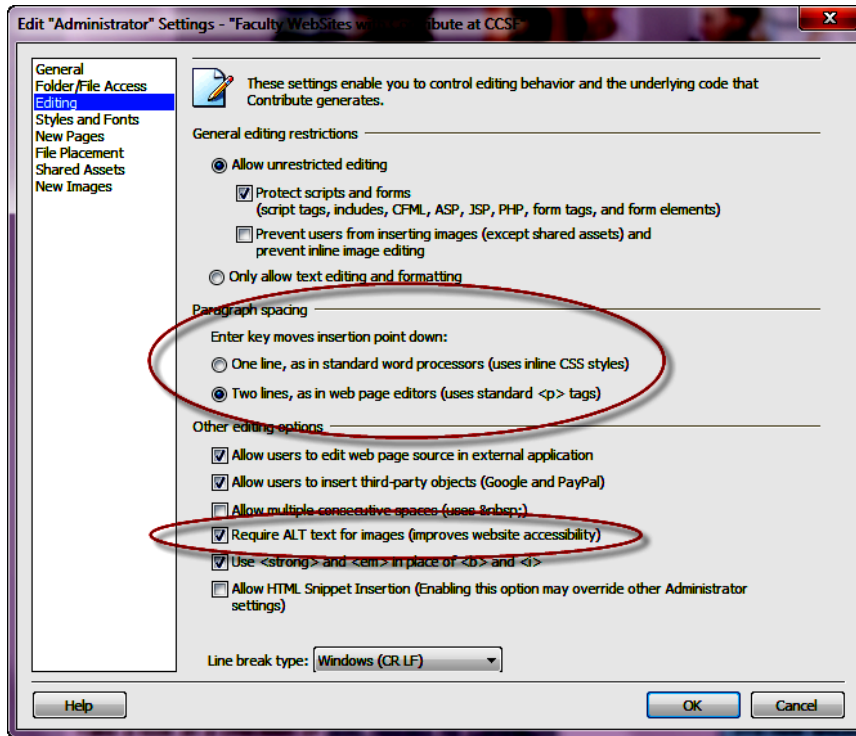
4. Click OK to dismiss it

In the next window:

1. Make sure that Users and Roles is highlighted on the left.
2. Click your name in the Users who have connected pane and click Edit Role Settings.

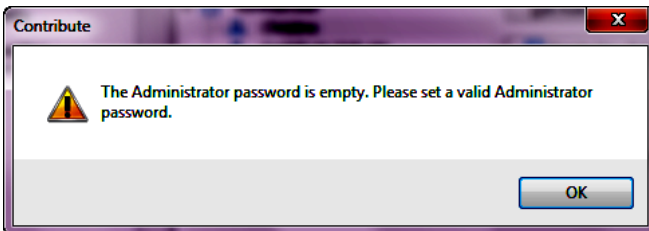


In the next window, click Editing in the left pane, and:



1. Choose how you want the Enter key to function
2. Make sure that the box beside Require ALT text for images.... is checked. This makes sure that your site remains accessible when you add pictures. This is part of the 508 guidelines that we are required to follow.
3. Click OK.

## New: Setting the Administrator Password



When you click Close, you'll have to set an Administrator password. **THIS IS NEW**—you didn't have to do this in previous Contribute versions.



1. Click OK to close this window.
2. Choose a password that you can remember – maybe the same one as you used for fog, maybe one of your standard passwords.

A Reminder: TLC staff cannot reset your administrator password. **YOU** must remember it.

3. When you click OK, you really are done setting up.

Happy updating!