

# **Sheila Shannon Website Documentation**

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## Overview of Sheila Shannon's Website

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This document is designed to document for Sheila Shannon and provide basic information on Sheila Shannon's web site.

### **Web Site Management/Web Site Design:**

Web site issues related to custom changes to the menus, graphic design and help or support in updates or maintenance should be directed to Becky Haugen. Questions about how the site functions and questions on how to improve or change the site are appropriate areas for the web site manager/web site designer.

Becky Haugen, Design to Success

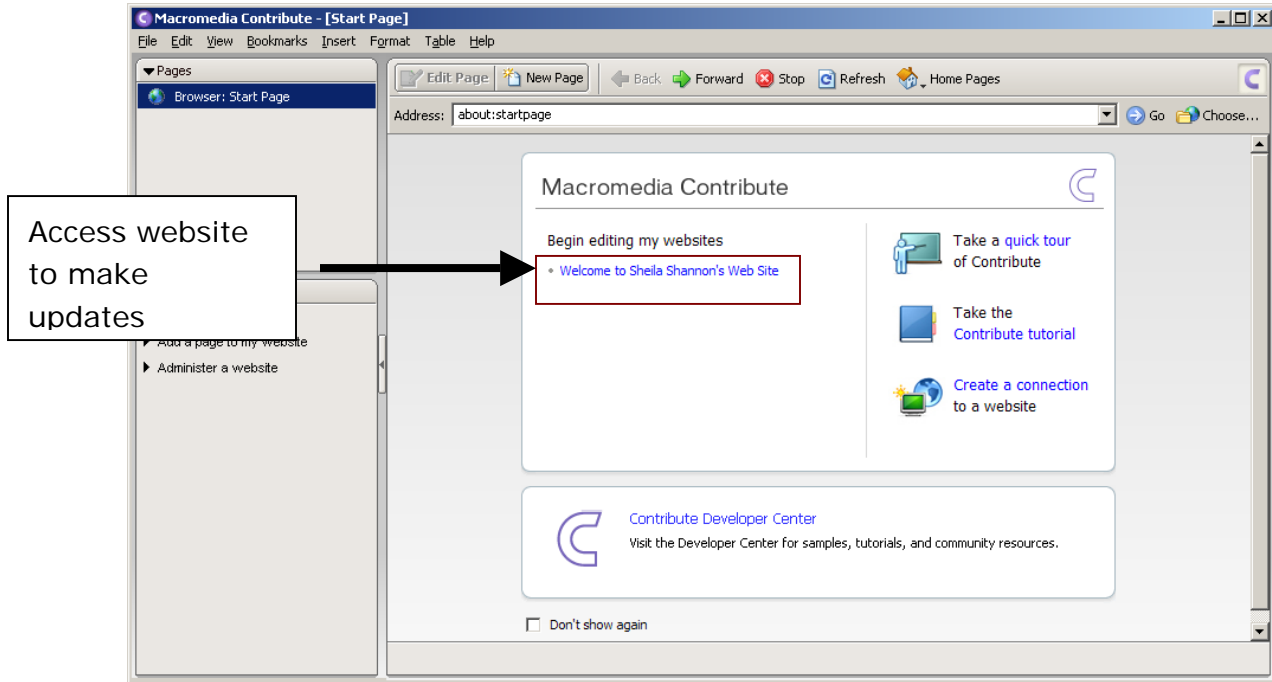
[becky@designtosuccess.com](mailto:becky@designtosuccess.com)

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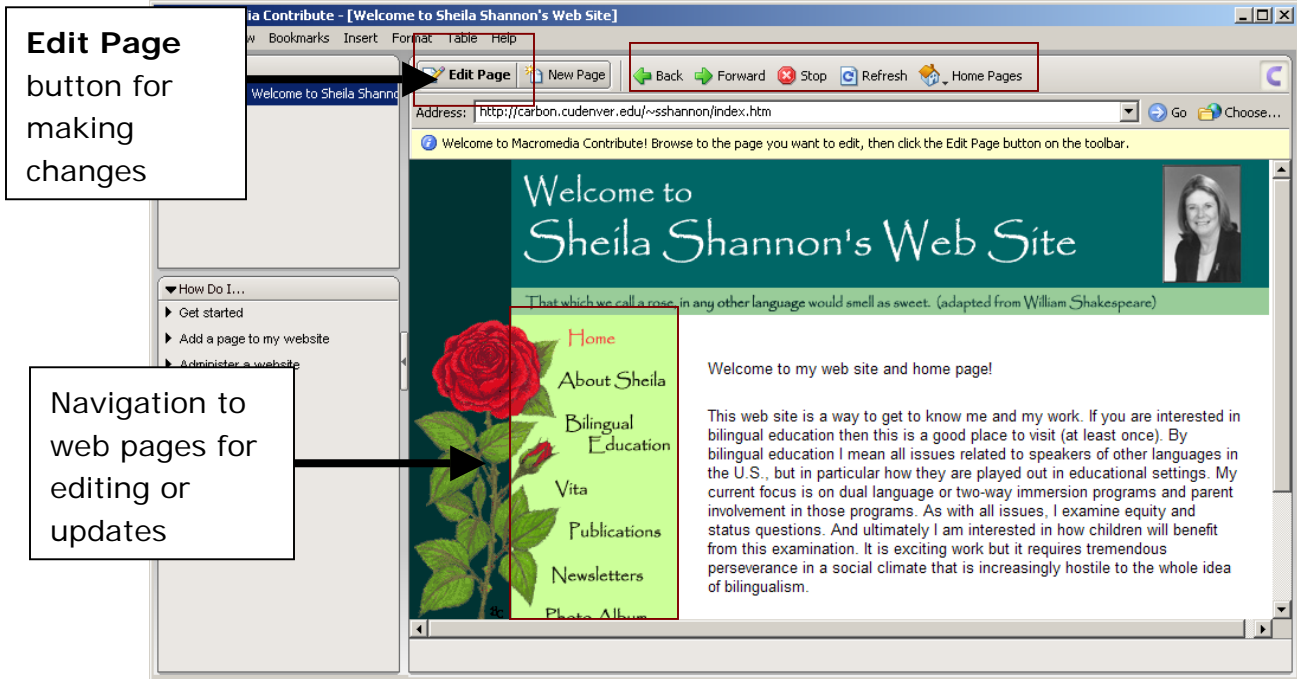
## Contribute Navigation Overview

To connect to the Website using Contribute you must have Internet access.

**Select your Website**, by choosing the [link](#) indicated as “Welcome to Sheila Shannon’s Web Site.”



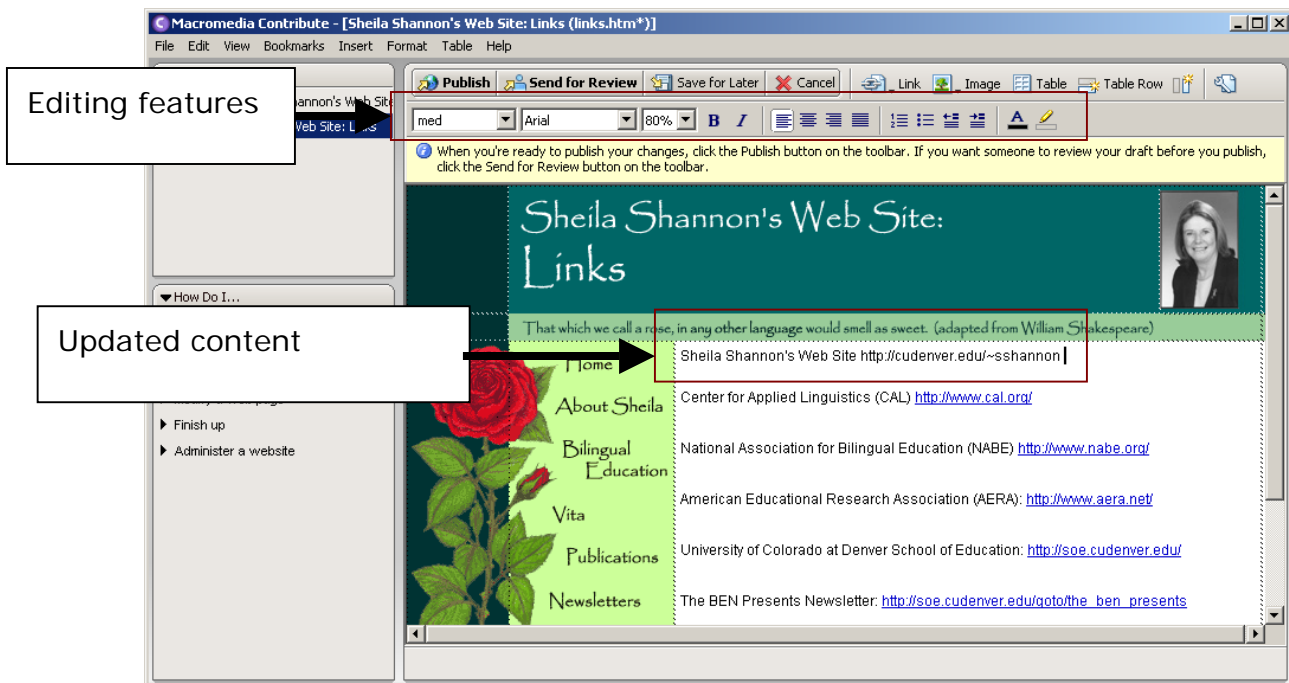
Use the website navigation to navigate to any page. Use **Back** and **Forward** buttons within Contribute to navigate to recently used pages. Select **Edit Page** to make page updates.



## Adding Links

Add a New Link to the Link's Page:

- Select [Links](#) from the website's navigational menu.
- Select the **Edit Page** button. The page and menus change to now allow you to make changes to your web page.
- Type New Link. At the top of the links list add a new link to your own website. The web editing is WYSIWYG (what you see is what you get.)
- Notice the editing features are very similar to what you are accustomed to using in Word. Changing font sizes, font types, indentation and the alignment is controlled by using the editing features as highlighted below:

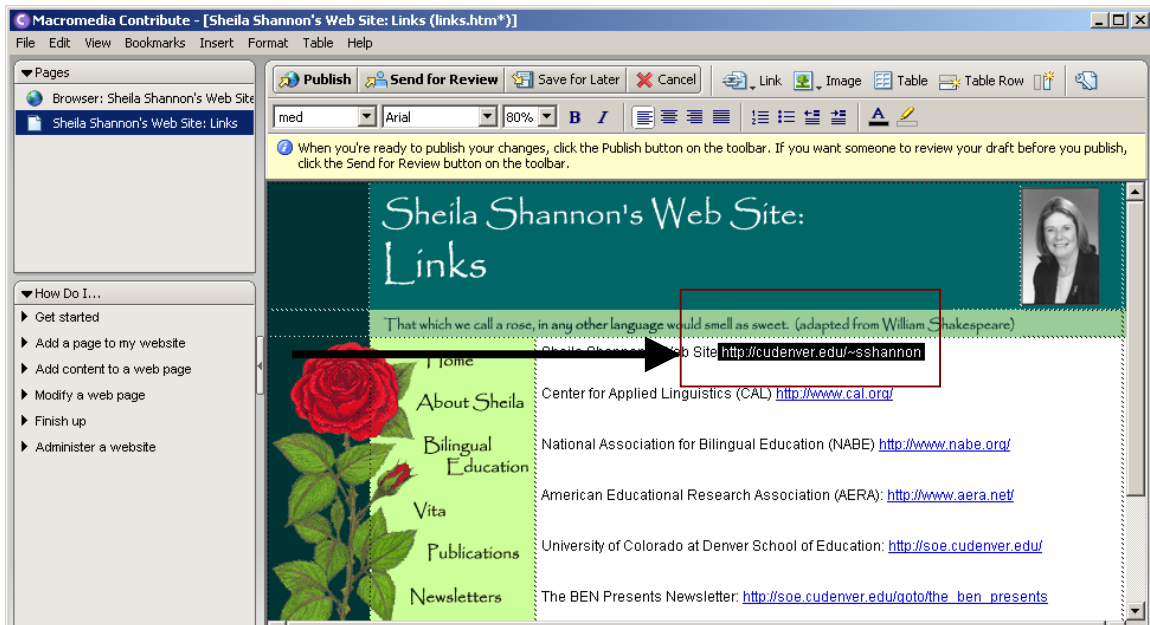


### ***Practice Making Content Changes:***

Play with adding a new web link at the top of the list, in the middle and the bottom. Practice editing the web page's content by changing the fonts and position of the text.

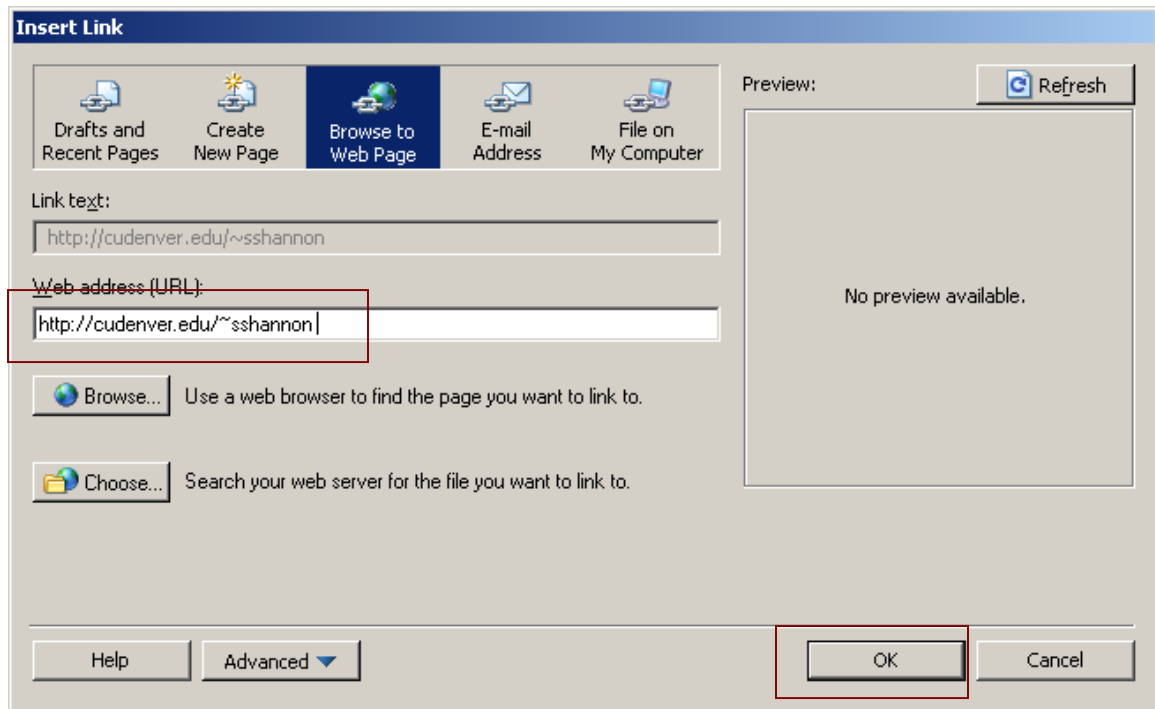
**Formatting Hint:** Try using Enter at the end of a line and then use Shift + Return. Notice how the use of Shift + Return together creates different line spacing. This little hint will help you when you want to keep multiple lines together or add extra space between the lines.

We have typed the url into the content text, but the web address right now is only text.



### Create HyperLink for URL or Web Address:

- Select the web url in your content/text and highlight the address you wish to set to the URL (web address).
- Select **Insert Link** button from the menu as indicated.
- From the pull-down menu select **Browse to Web Page**. A new window launches the following window.
- Type the web address (or paste if you copied it from your content) into the field marked Web URL.
- Complete the update by selecting OK.



After selecting OK you are returned to your web page where the change has been updated. You now have the address underlined. You have successfully changed a text description for a link to a functional hyperlink.

Copying Hint: Copy the web address from your web text, to paste the content into the above screen. This will save you some keystrokes and may also eliminate mistyping the web address.



## Web URL Verification

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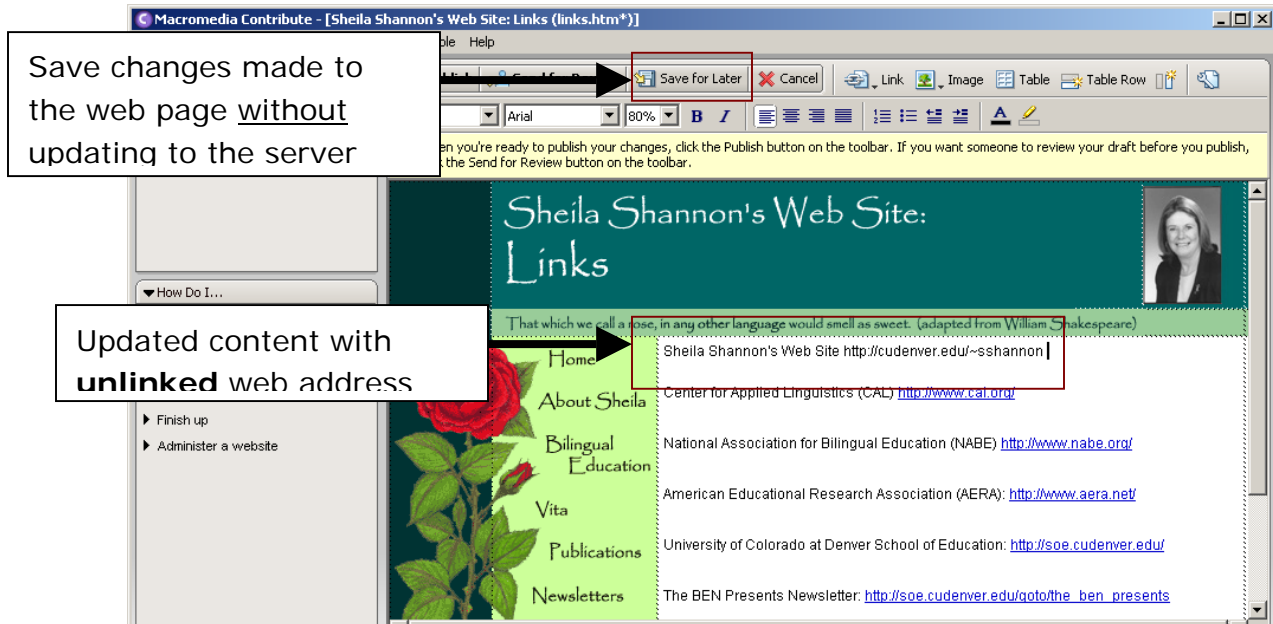
Did you notice when you now highlight this link, there is an indication of where this URL is linked at the bottom of the screen. You can verify the accuracy of any link by highlighting the link. Remember, the text description may not be what is actually typed for the URL.

Address Failure Hint: Web addresses will fail if not typed correctly for the actual web address or URL. For instance: <http://www.mywebsite.com> will load but <http://www.mwebsite.com> looks like a good link, but is missing the letter “y” and this mistake will cause the link to fail, not load or load the wrong website. Assure all web addresses are entered accurately and test everything to make sure it functions correctly.

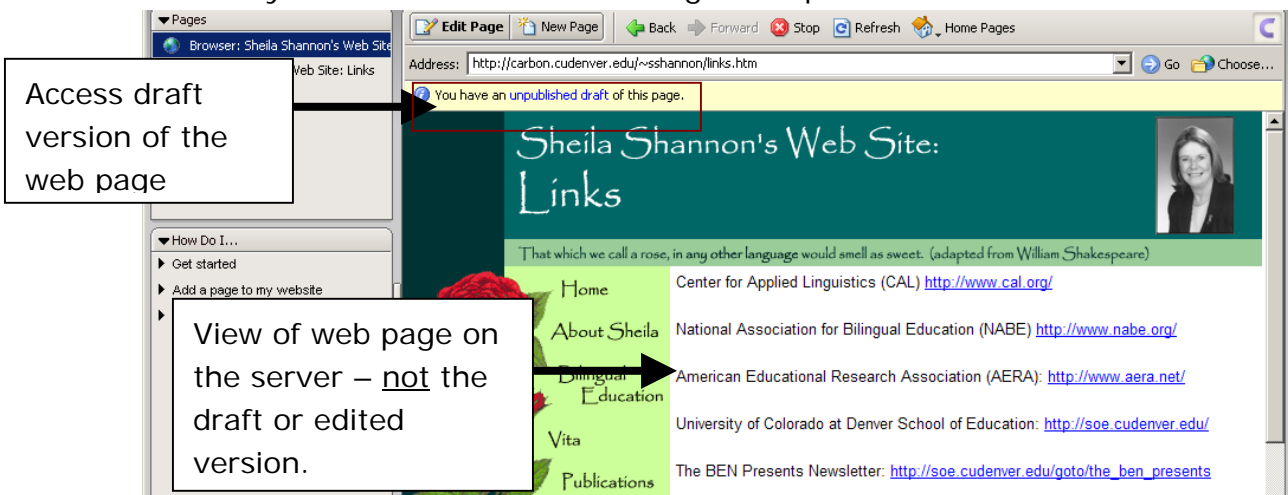
We have added a new link at the top of the list, but we have not saved the document, changed it on the server or added the actual link to the web address.

## Saving Changes

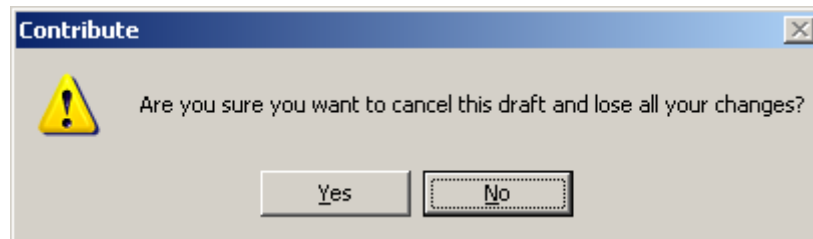
**Saving the Changes:** When editing, save your changes by using the **Save for Later** button. This button prevents saving documents to the server in error, but allows you to save your changes to continue updating or make more changes at a later time. The **Save for Later** button saves the document as a draft.



What happened when you selected **Save for Later**? Were you returned to the original “unedited” version? This is the server document, not the editing or draft. The changed document is now in a draft version, which is being held for you to make additional changes or updates.



**Use the Cancel Button:** Did you make a change that you do not want to keep? Select the **Cancel Button** to return the document back to the previous state. You will have the option to choose to continue making changes or to discard the changes you have made. Select **No** to return to the document you are currently updating. Selecting **Cancel** will dump all of your changes, so save often and use **Cancel** only when you know you have made some grievous errors that you should just dump and start over.

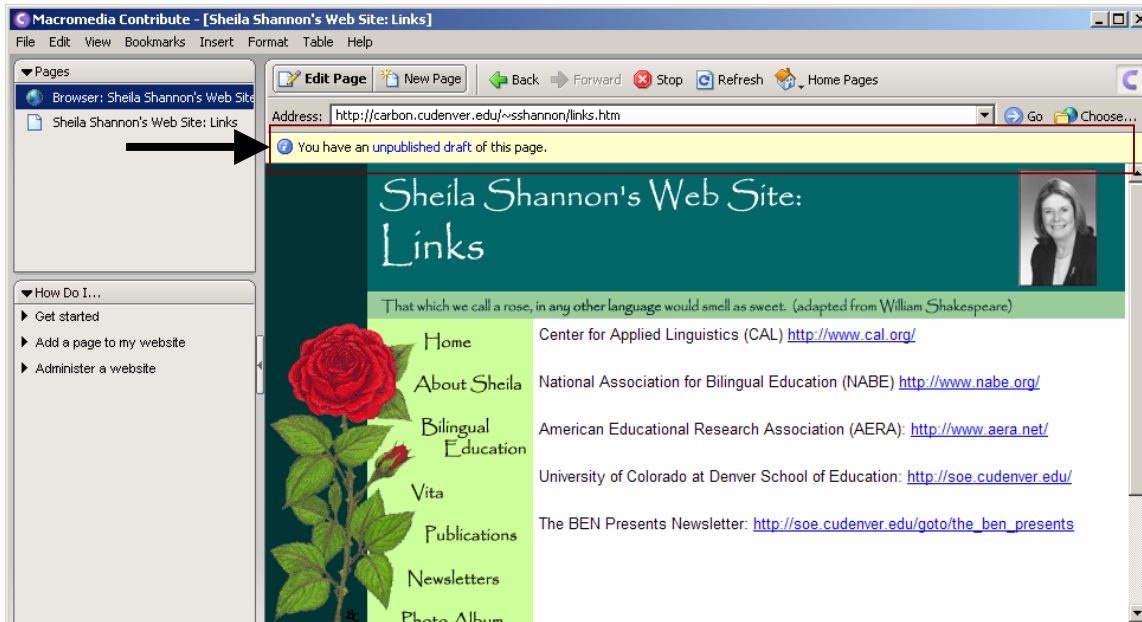


## Making Edits to “Draft” Versions (Unpublished Pages)

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### Continue Making Edits to Draft Document:

Select the words [unpublished draft](#) to return to the document you previously changed for this web page.

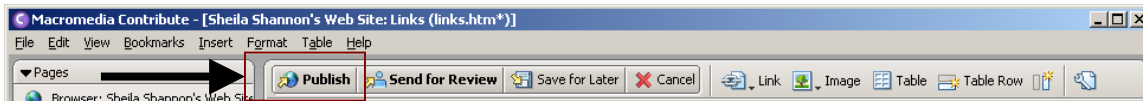


## Publishing – Writing files to the Server

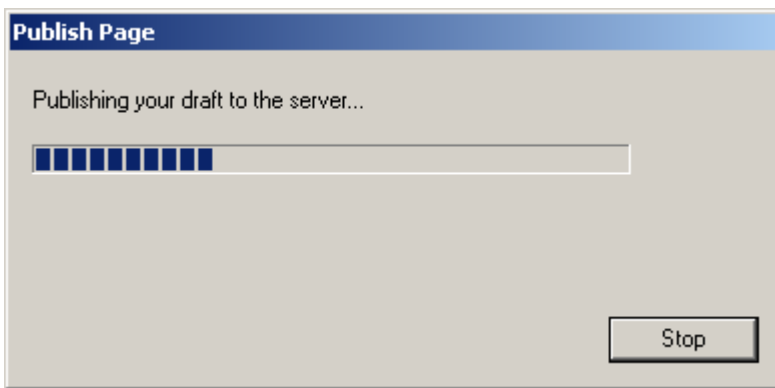
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Updating your file to the server using Publishing:

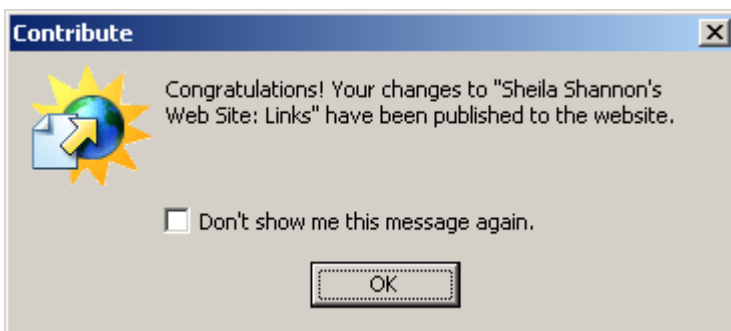
The document will remain as a draft until you **Publish** the document to the web server. To put the updated page on the server select the Publish button from the menu.



Contribute loads a window showing the progress of the document being published to the Server. Let this run.



Once the process is completed the following message will appear. Select OK.



If you need to make additional changes, you can simply use the same **Edit Page** button to enter into the editing mode.

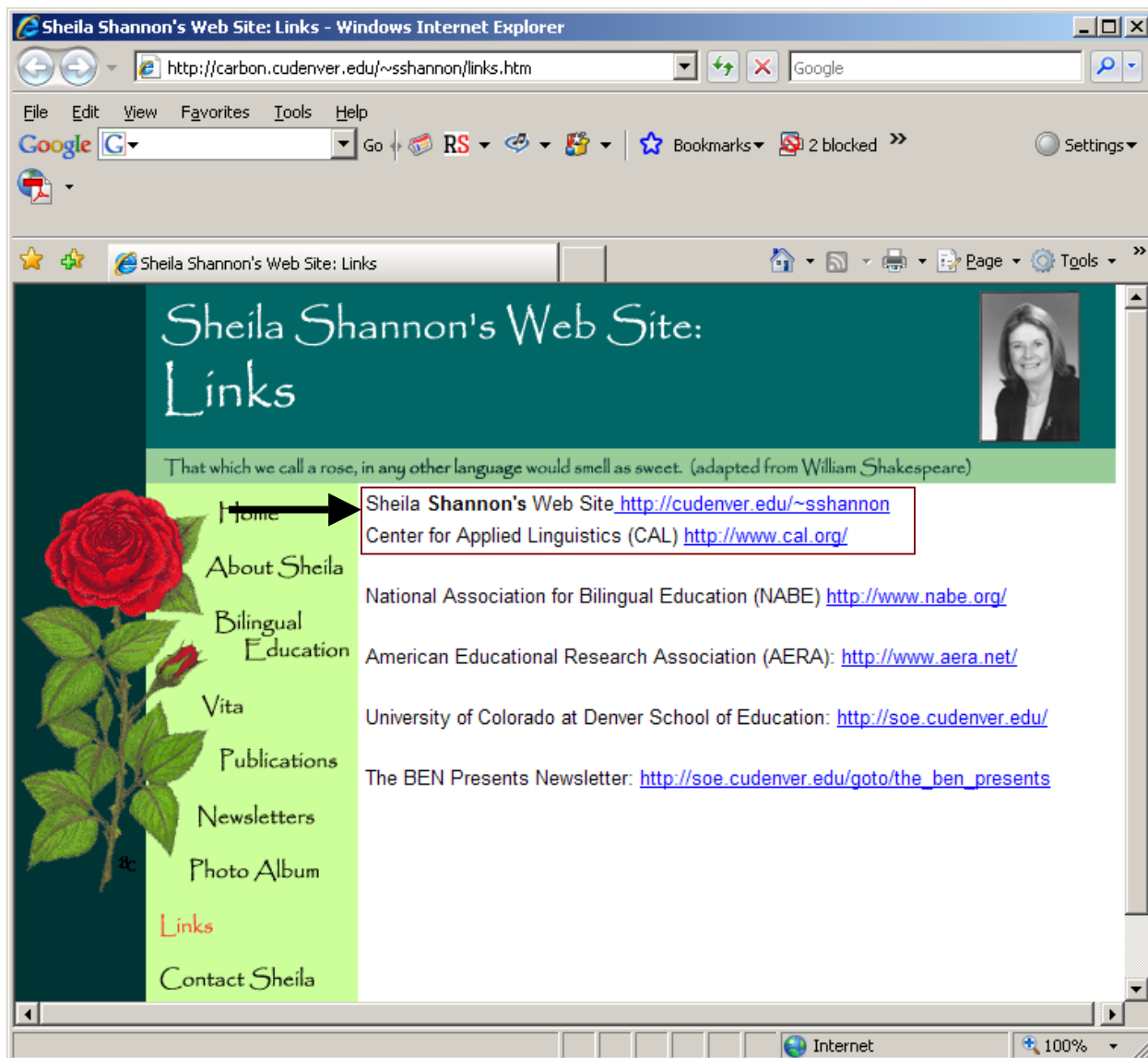
## Verify Changes on the Web

Verify Your Changes:

Make sure your website changes work the way you expect by loading your web browser and viewing the page. In some instances you may need to use the refresh button to get the page to load the updated changes. (Some browsers keep information in cache, which may be an older version of the document than what is actually loaded on the browser. In our test our update is loading as we expect and the testing of the link loads the actual website (the one we are already viewing.)

### Publishing Hint:

Publishing a finished page is always optimal to saving a partially changed document that you do not have time to finish or test. **Test everything you Publish.**



Notice in the example above, **Shannon** is in bold font and preferably there should be an extra line between the links. Use the **Edit Page** button to access the page and make the desired updates to change the problems.

In this example, there no longer is a draft document to access, since the document was published, so the system will create a new draft when selecting the **Edit Page** button.

Congratulations! You have edited an existing web page, added or edited content and created a hyperlink, while using several features that included saving for later (drafts) and publishing the updated document to the server.

***Practice Making Edits:***

Take another page and make a few content changes and once you have completed the changes, select Publish instead of Save for Later. Publish saves the document and places the updates directly on the server. When using the Publish button, make sure the changes appear on the server as expected. Publish with caution, even after you feel confident about how the system works.

## Making Changes to the Vita and Other Documents

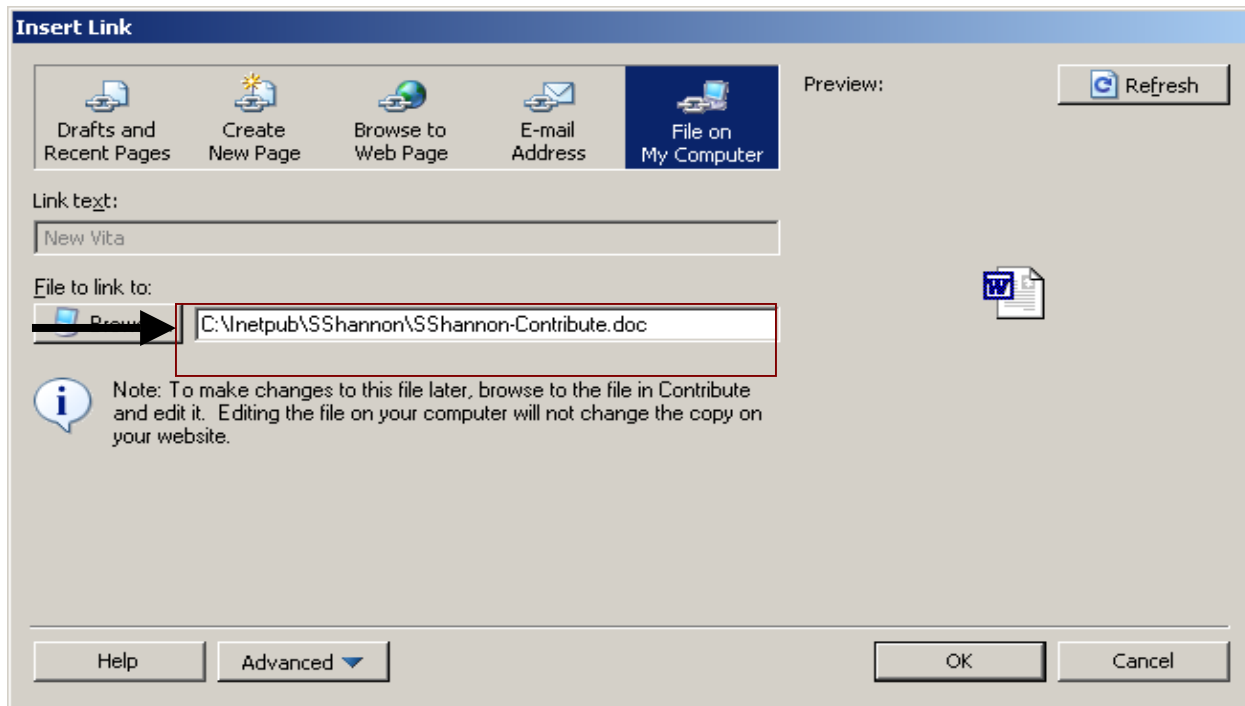
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### Making changes to the Vita and other documents:

Find a page that has a document you wish to either add or change. In this example you'll use the Vita page.

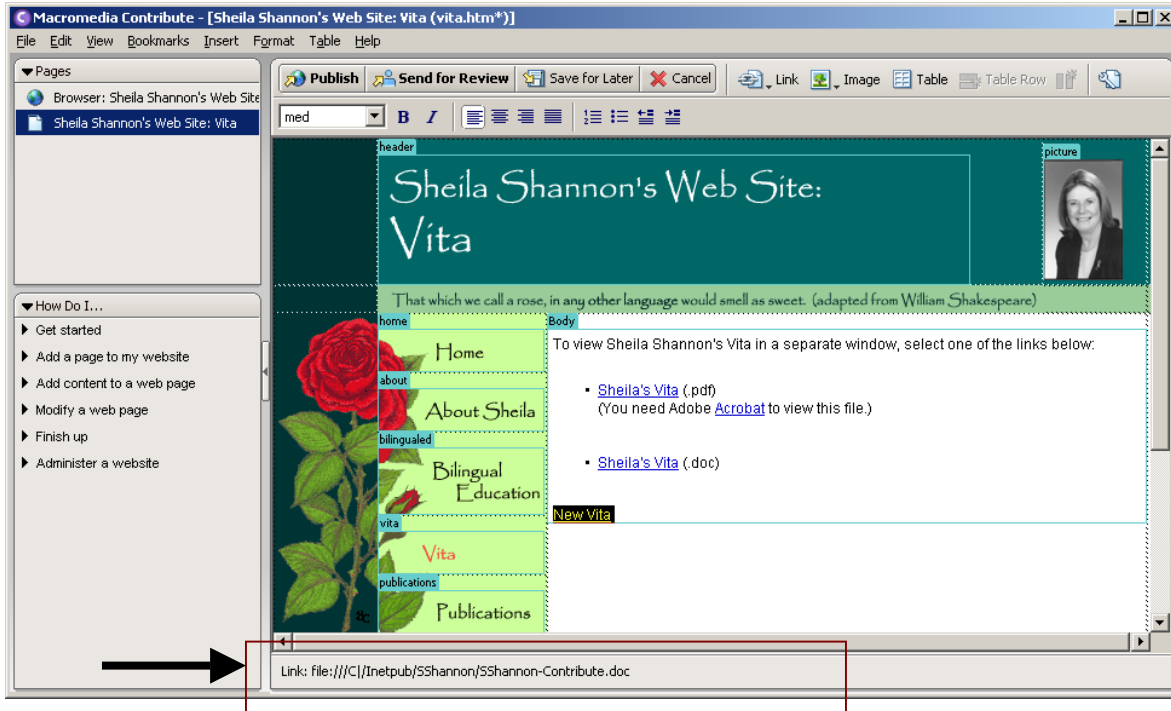
- Using **Contribute**, select the Vita link from the web navigation.
- Use **Edit Page** to start changing the existing page to your new draft.
- Type "New Vita" – we'll add to this page and then remove the new link.
- Highlight this text.
- Use the Link button, like in the setting the hyperlink.
- Select "File on My Computer". You will be creating a link to your document you wish to load to the web page.

The window that loads allow you to "Browse" your computer to find the file you wish to load. Select a file from your computer (either a .doc or .pdf). After locating the document select OK.





This is the document that is now be linked on your web page. Notice the link we have highlighted is showing in the bottom of the screen. Simply Save for Later or Publish. When you Publish, make sure you test to make sure the document loads the information correctly.



A few additional notes:

In the Contribute view, the website looks like the template or the design is broken. This is deceiving when you are editing, but if you are concerned, always look at the website in your web browser to make sure things look great. Chances are things are perfect, regardless of how things appear in Contribute. (I see it as broken in Dreamweaver as well.)

Contribute allows for adding a new page. For your purposes right now, stick to working on existing web pages. The site design is a very tightly controlled design and adding new documents or pages will add some level of concern about how the existing site will work with new pages.

The template is not entirely locked-down, meaning you can accidentally remove part of the navigational buttons. Stay within the content of the pages and if at all possible, stay away from editing any of the website navigational buttons on the left.

Update the areas of the website cautiously. At first using the software and the fear around making updates will help to keep you overly cautious. As you become more confident, use the **Save for Later** as much as possible to avoid **Publishing** files that are wrong. The **Save for Later** function also allows you the extra time to review and review again. Some changes are minor and using the **Publish** feature is a nice time saver. Avoid making changes on the fly to keep things clean and avoid making expensive mistakes.

You are now in control and have the entire website at your fingertips!