

How To Use Contribute To Update Your Teacher Website.

Setup

1. Download a copy of Contribute from www.macromedia.com, the Technology section in NPS's web site (Click [here](#) for Mac version and [here](#) for PC version) or from the Public folder in the Beltz server.
 - a. In the **Finder**, click on **Go → Connect to Server**.
 - b. Type, **beltz** in the address field.
 - c. Select **Public** from the list.
 - d. A new window will open. Open the folder called **Contribute**.
 - e. Download the version for your computer.
2. Double click the downloaded zip file, this will extract a folder on the PC or another file on the Mac. If you are using a PC go to the next step, if you are on a Mac double click the extracted file. A white drive will show up on your desktop.
3. Double click the installer file inside the white drive or the folder on your desktop. Follow the instructions to install
4. Go to **Applications, Macromedia Contribute**, and open **Contribute**.
5. Select **"I want to try Macromedia Contribute"** when prompted, this will give you a 30 day trial. Once the school provides you with a serial number, you can select **"I have a serial number and want to activate Macromedia Contribute"**.
6. Select **No** when prompted if you want to create a connection to a .Mac account.
7. The next thing you need to do is setup a connection to your website. Click on **Create Connection**.
8. Select Continue.
9. Leave **Website** selected from the menu and type **<http://www.nomeschools.com/~yourusername/>** in the following field. The username is the same as your email. Click Continue.
10. Select **FTP** from the **"How do you connect to your web server?"** menu, and type **nomeschools.com** for the name, and your email username and password. Select Continue.
11. You should see **/home/users/yourusername/** next. Type web at the end so it reads **/home/users/yourusername/web**. Click Continue.
12. Type your name and email address in the next window. Click Continue.
13. When asked about what role you are assigned to, select **Administrator**. Click Continue.
14. Click Finish.

Creating a web page

1. Click New Page.
2. Select a Template. If you have ideas for new templates send an email to technology@nomeschools.com. If you want to make a page exactly like the one you're working on select **Copy of Current Page**.
3. Type a title for the page and press OK.

4. Edit the page to your liking. When you're ready press **Publish** or **Save for Later** if you want to continue later.
5. Ignore the message about your page not being linked by selecting Yes.
6. The very first page you create should be your index page. Name this page **index.htm** under filename. This will be the first page people see when they visit your site.
7. Click OK. Congratulations, you've just created your first page.

To create new pages just follow the same steps. Don't forget to link between your pages. You will have to go back and edit pages you've already created.

Editing a web page.

1. Select the page from the list on the left and click on Edit Page.
2. Make the changes you need.
3. Press Publish.