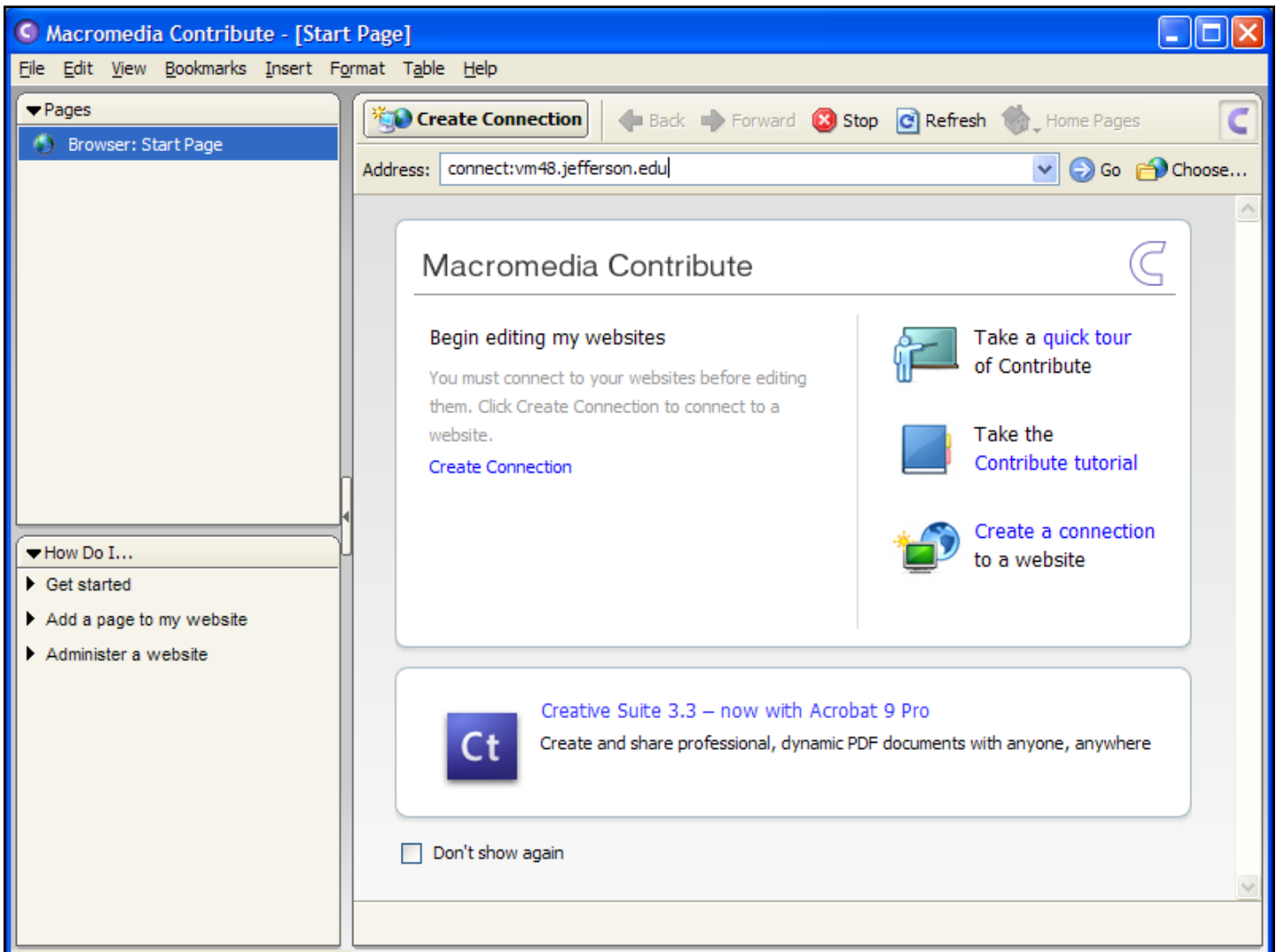


how to
Update your Jefferson
Web Site

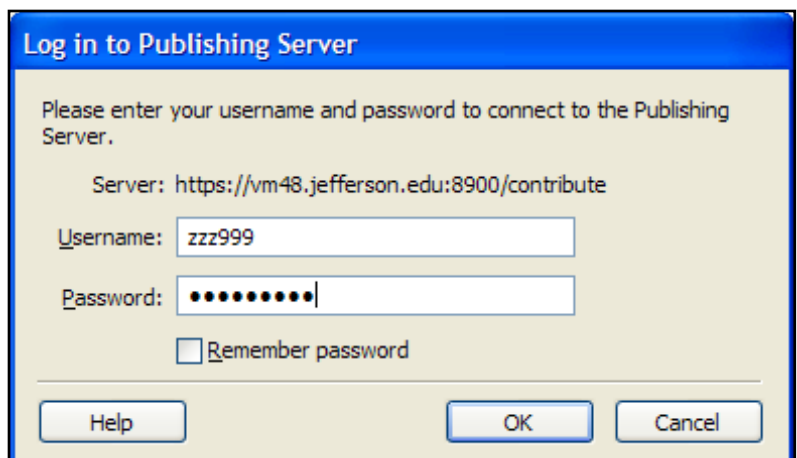
Connecting to
Contribute

Connecting to Contribute

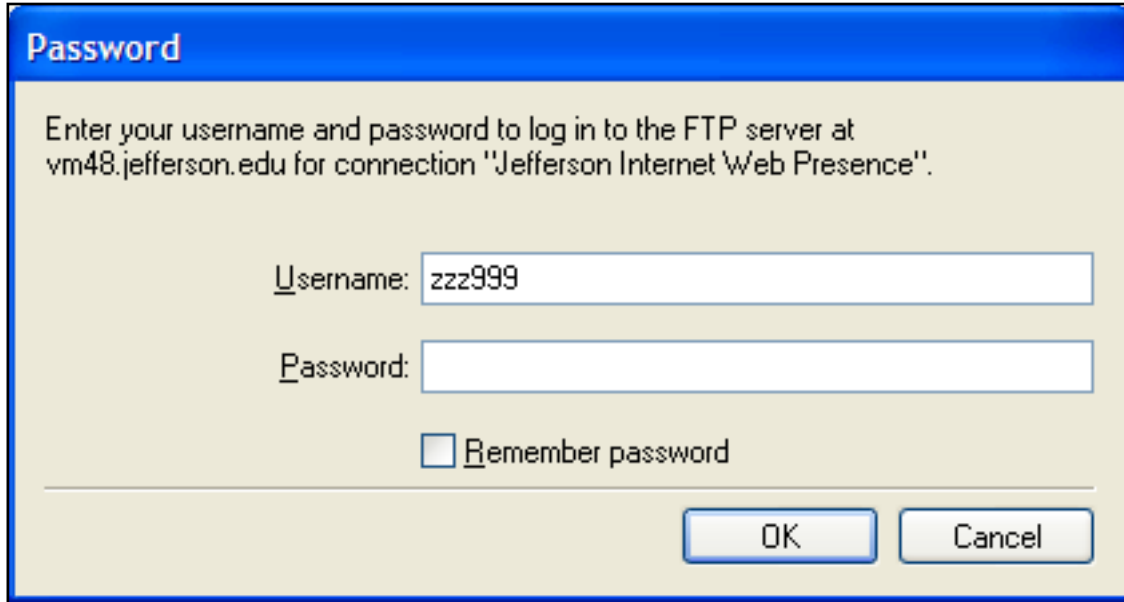
Start by launching Contribute. In the navigation bar type, “connect:vm48.jefferson.edu”. Click on “Go”.



First you will be asked to log in to the publishing server. Your user name is your campus key and your password is your standard campus key password.

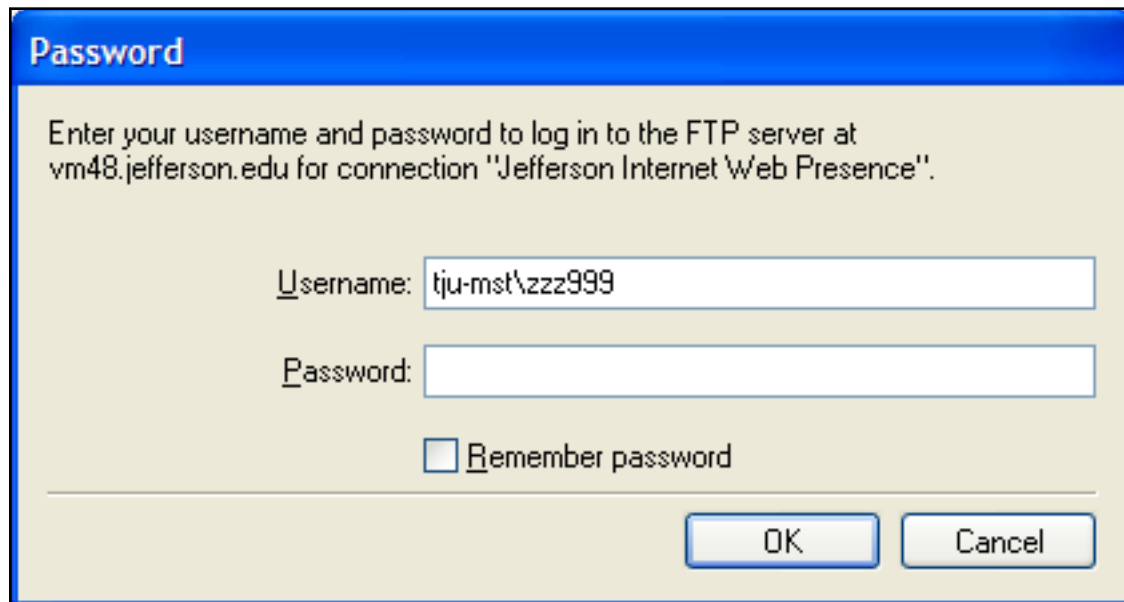


Next you will be presented with a new dialog box asking you to log in to the FTP server. It will default in your campus key as the username.



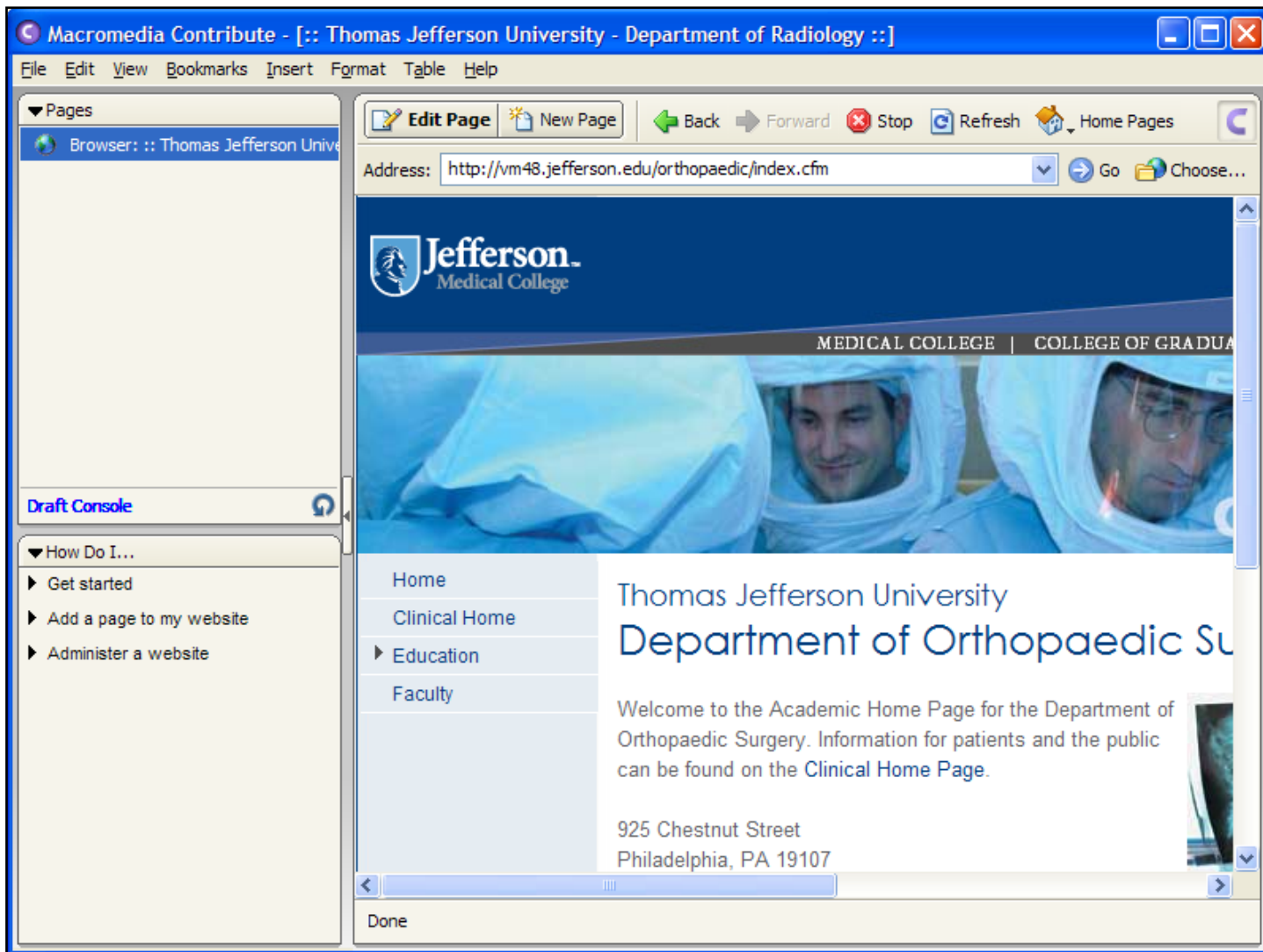
The screenshot shows a dialog box titled "Password" with a blue header. The main text reads: "Enter your username and password to log in to the FTP server at vm48.jefferson.edu for connection 'Jefferson Internet Web Presence'". Below this, there are two input fields: "Username:" with the text "zzz999" and "Password:" which is empty. A checkbox labeled "Remember password" is unchecked. At the bottom right, there are "OK" and "Cancel" buttons.

You will need to add "tju-mst" in front of your campus key, however the password is your normal campus key password.



This screenshot is identical to the one above, but the "Username:" field now contains "tju-mst\zzz999". The "Password:" field remains empty, and the "Remember password" checkbox is still unchecked. The "OK" and "Cancel" buttons are at the bottom right.

When you initially log in you will see "Jefferson Internet Web Presence" under "Begin editing my websites". upon clicking that you will be brought to a blank page. Instead of being made up of many small Contribute sites, we'll now be using a single shared Contribute site. At this point, simply type in your directory in the address bar. For example, Orthopaedic Surgery would be "http://vm48.jefferson.edu/orthopaedic/" To make future access to your site easier, under the "bookmarks" menu, select "Add bookmark".

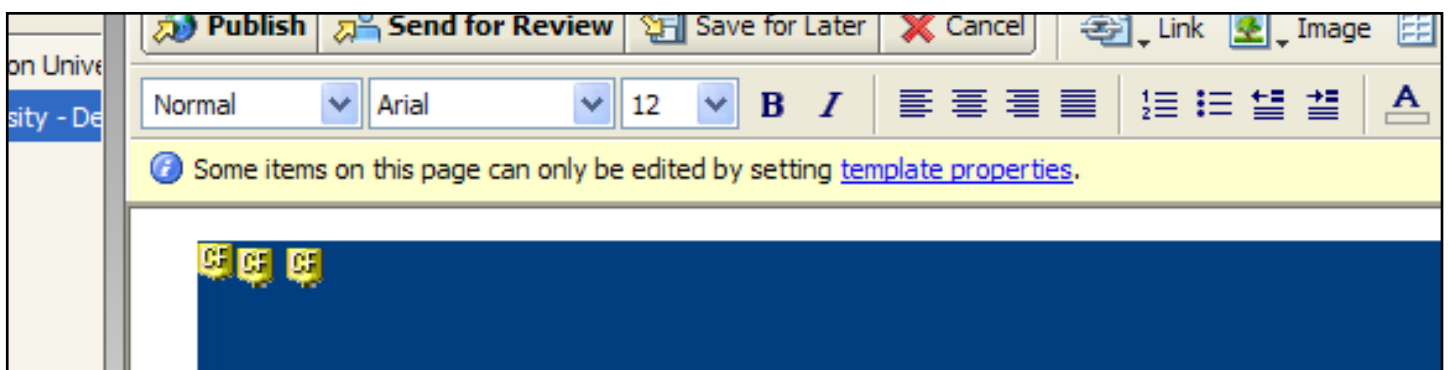


What's Changed

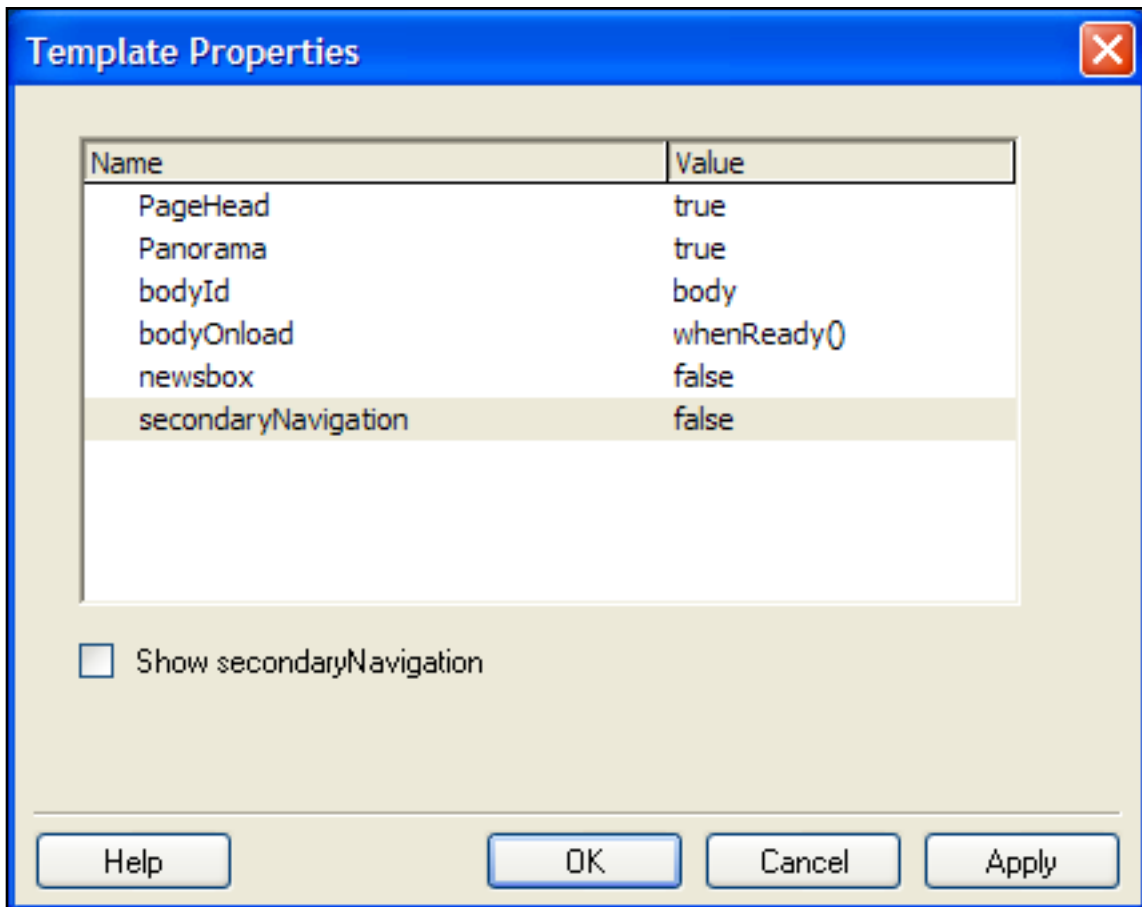
The first thing that you'll likely notice upon clicking "Edit Page" is that the page is now made up of multiple editable regions. Each of these regions is built with a specific task in mind. We will be working with you to build templates that meet your specific needs.



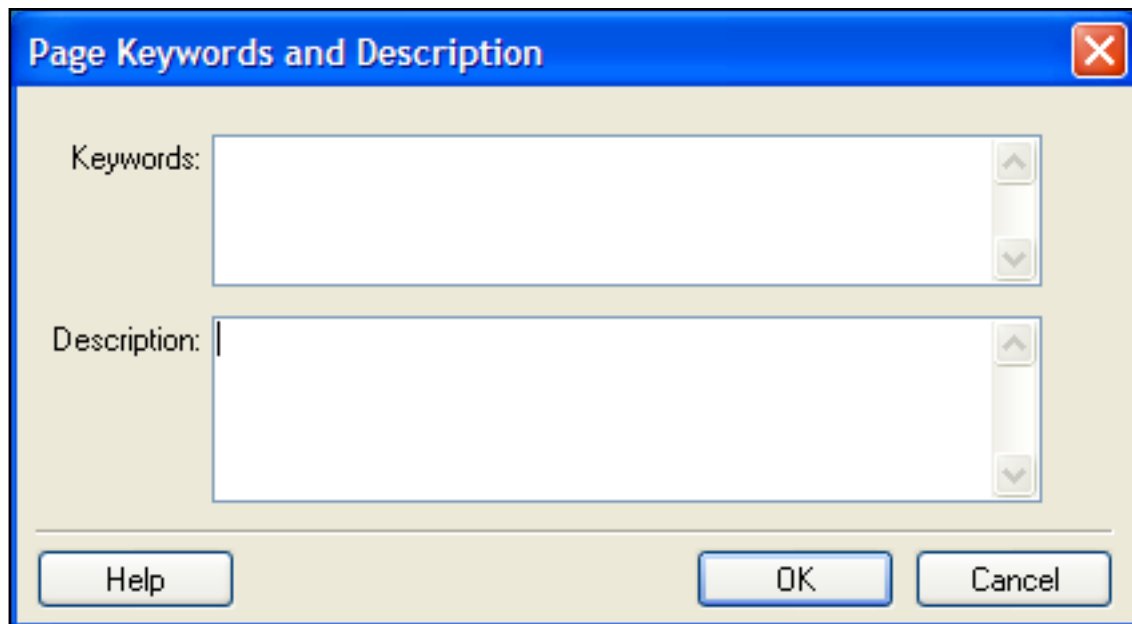
The second thing to note is the yellow bar at the top.



Template properties are now being used to enable regions that can be enabled and disabled at the page level via Contribute. There are some additional properties that allow for even more customization if needed.



“Template Properties” is also accessible in the “Format” menu. Immediately above in the “Format” menu is “Keyword & Description” which allows for page specific keyword and descriptions. Having page specific descriptions and keywords rather than having the same keywords and descriptions for your entire site is an easy way to improve your search engine score.



In addition to the optional regions describe above, contribute also offers repeat regions.

