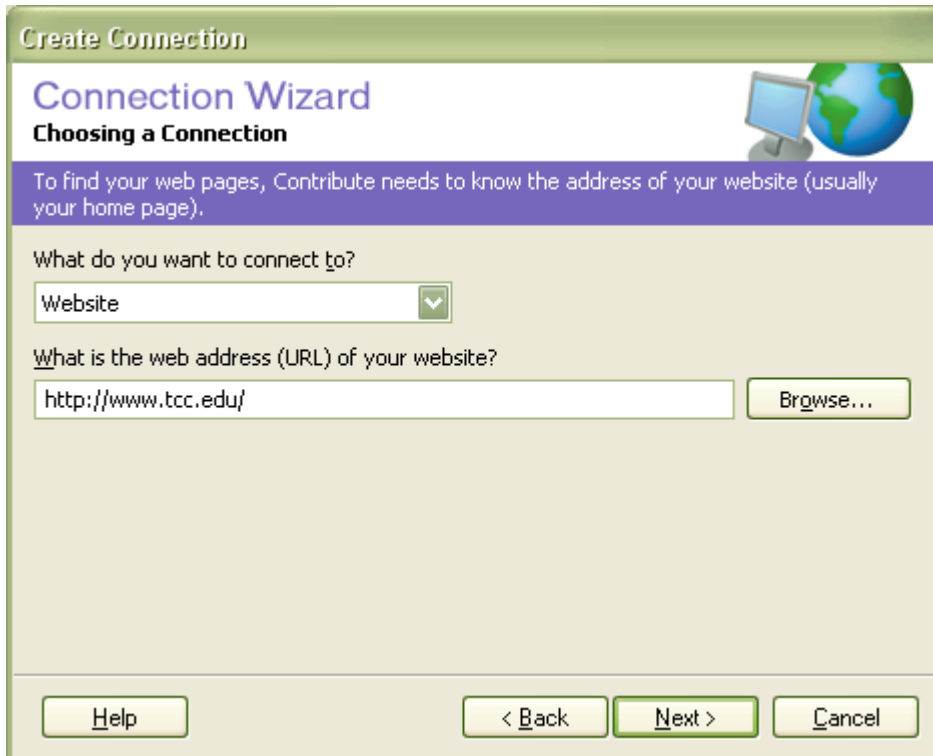


How to Create a Network Connection in Contribute CS4

If you have rights to more than one folder, you will have to repeat this process for *each folder*.

1. Open the Contribute program software. (From icon on your desktop or choose Start > Programs > Adobe > ContributeCS4)
2. Open the Connection Wizard from the top menu in Contribute in this order:
Edit > My Connections.
3. If your webpage appears in the field, highlight your URL and choose, **“Remove.”** Then choose, **“Create.”** If there is no web address on that page, just choose, **“Create.”**
4. Go through the Connection Wizard windows.
5. In the *“What is the web address (URL) of your website?”* field, copy/paste your web site address (from an Internet browser):



Create Connection

Connection Wizard

Choosing a Connection

To find your web pages, Contribute needs to know the address of your website (usually your home page).

What do you want to connect to?

Website

What is the web address (URL) of your website?

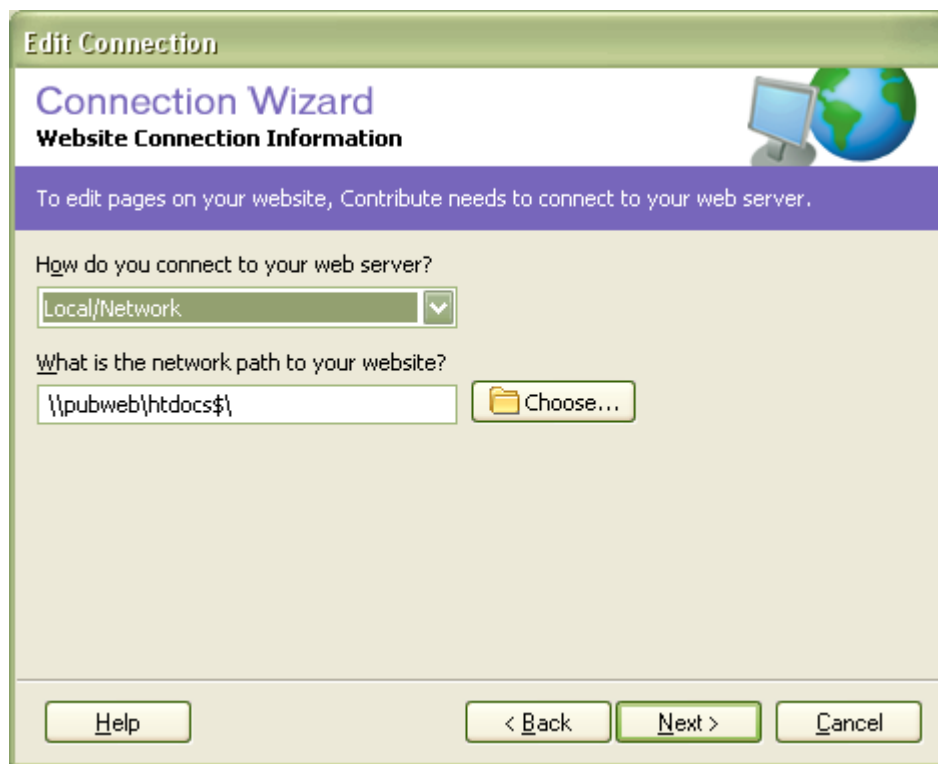
http://www.tcc.edu/

6. Next: “How do you connect to your web server?”
Choose: **Local/Network** from the drop-down list.
7. Next: “What is the Network Path to your website?”
YOUR Network Path will be two folder names (given below) followed by the string of folder names that follow “www.tcc.edu” in your TCC web address: [\\pubweb\htdocs\\$\<folderpath>](#)

Do NOT include [WWW.TCC.EDU](#) in the Network Path.

DO use backslashes, NOT forward slashes like in the URL.

See screen shot below :



Edit Connection

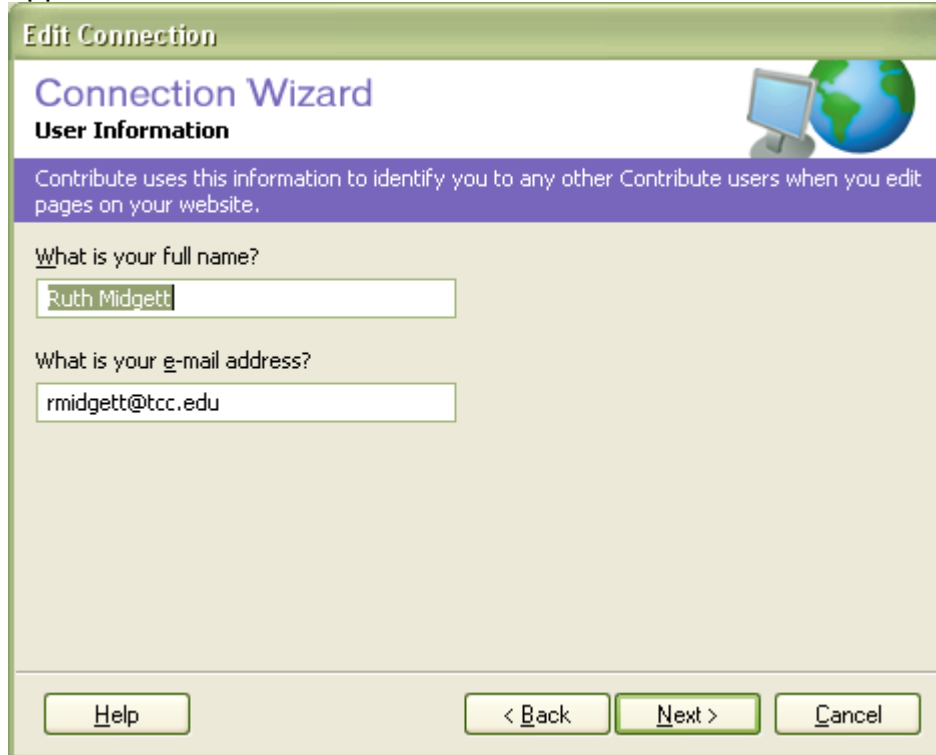
Connection Wizard
Website Connection Information

To edit pages on your website, Contribute needs to connect to your web server.

How do you connect to your web server?
Local/Network

What is the network path to your website?
\\pubweb\htdocs\$

8. If the connection has been successful, the User Information window appears:



The screenshot shows a dialog box titled "Edit Connection" with a "Connection Wizard" header. The "User Information" section contains two text input fields: "What is your full name?" with the value "Ruth Midgett" and "What is your e-mail address?" with the value "rmidgett@tcc.edu". The dialog box has a "Help" button on the left and "< Back", "Next >", and "Cancel" buttons on the right.

9. Fill in *your* Name and Email address.
10. The last page is a summary of the connection information.
11. Choose "Done."
12. Your website homepage should display with the top button in bold: "**Edit Page.**"
13. Instructions for using Adobe Contribute, as well as links to resources and tutorials, can be accessed on the Web Services webpage:
<http://www.tcc.edu/welcome/collegeadmin/administrative/webservices/resources.htm>
14. Contact Ruth Midgett at 822.1784 or RMidgett@tcc.edu for assistance.