

## How to use Contribute

1. After Mr. R. gives sends you an electronic “key” via email and tells you a password verbally, download the key to the desktop of the computer that has Contribute.
2. Double-click on this key and then put in your name, email address, and the password. Contribute will open to a page on the school website.
3. **If you want to edit a page**, just browse to that particular page and then click “Edit Page” on the top left.
  - a. **To add a picture** click on “Image” at the top and choose where to get the picture. To change the size or location of a picture, double-click on it after it is inside the page and then change some of its characteristics.
  - b. **To add some text** type anywhere inside the big rectangle area of the page labeled Content on the top left. You cannot make changes to bar at the top or the sidebar on the left. Formatting the text is similar to Word but with fewer options.
  - c. **To add a link** highlight some text or a picture and then click the Link button at the top and choose “Browse to Web Page.”
    - i. **If the page you want to link to is one you created**, click “Choose” and find it and then click Okay.
    - ii. **If the page you want to link to is outside the school site**, click “Browse” and then click Okay.
  - d. **To add a table**, click on Table at the top and then choose what you want.
  - e. **If you don’t want to save the changes you made**, click “Discard Draft” at the top and then click Yes.
  - f. **If you want to publish your changes**, click “Publish” at the top left. You need to be a teacher for this button to be there.
  - g. **If you want to send your changes to a teacher to publish them**, click “Send” at the top left and choose the teacher who asked you to make the changes. If you are Mr. Riviere’s student and you are making the changes for a different teacher, just choose Mr. Riviere. He will later look at your work and then publish it if it has been done correctly.
4. **If you want to create a new page**, just click on “New” on the top left next to “Edit Page”
5. **If you publish something and realize you messed up**, you can go back and click “Edit Page” to fix things. **Or** you can get an older version of that page by clicking on File at the top left and then Actions and then “Rollback to Previous Version.” You can actually choose which one you want. Then just click “Roll Back.”
6. **When you are done, be sure to remove the connection key from Contribute so no one else can use it.** Just go to Edit at the very top left of the program and choose My Connections. Your connection key will be highlighted. Just click “Remove” and Yes.