



Adobe Contribute allows you to easily update websites without any knowledge of HTML. This guide will demonstrate the following tasks for connecting to your website in Adobe Contribute:

1. Start the Connection Wizard.
2. Enter the specific Texas Wesleyan information for your personal website.
3. Finish the Connection Wizard.

Detailed Instructions

1 Start the Connection Wizard.

- a. Open Adobe Contribute.
- b. Go to the **Edit** menu and select **My Connections**.
- c. When the *My Connections* window appears, click the **Create** button (Fig. 1).
- d. The *Create Connection Wizard* appears.
- e. Click the **Next** button to start the wizard.

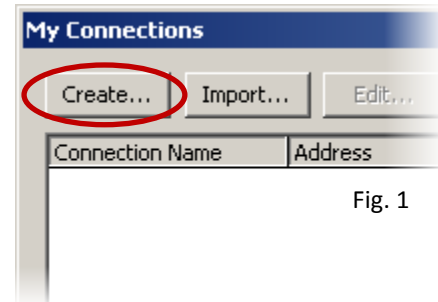


Fig. 1

2 Enter your personal website information.

- a. When the wizard asks *What is the web address (URL) of your website?*, enter **http://faculty.txwes.edu/<username>**, where <username> is your Texas Wesleyan login.
- b. Click **Next** when done.
- c. From the *How do you connect to your web server?* drop down menu, select **FTP** (Fig. 2).
- d. Under *What is the name of your SFTP server?* type **faculty.txwes.edu** (Fig. 2).
- e. Under *What is the SFTP username?* type your Wesleyan username (Fig. 2).
- f. Under *What is the SFTP password?* type your Wesleyan password (Fig. 2).
- g. Click the **Advanced** button next to FTP.
- h. On the screen that appears select **Choose FTP server settings manually** (Fig. 3).
- i. **Uncheck** the second box **Use FTP performance optimization** and click **OK** (Fig. 3).
- j. Click **Next** to continue.
- k. Wait for Contribute to test your connection.

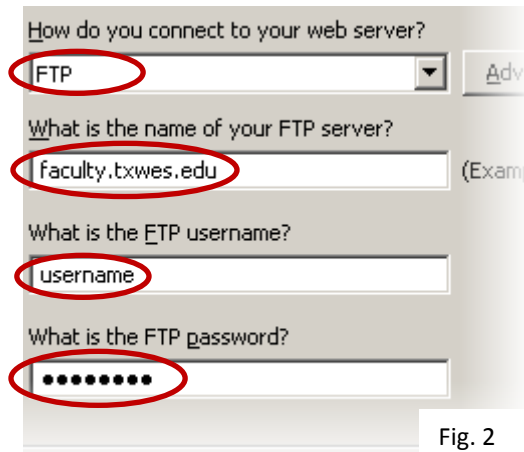


Fig. 2

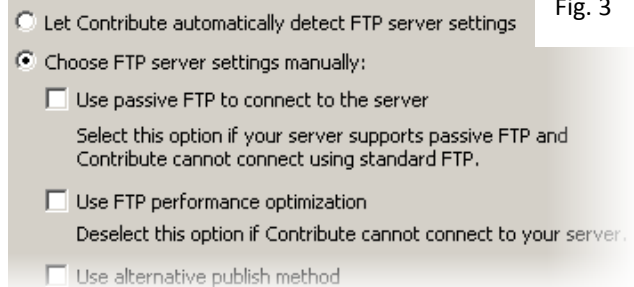


Fig. 3

NOTE: If you have any errors at this point please contact the Helpdesk at 817-531-4428 ext. 2 to verify your username, password, and website account.

3

Finish the Connection Wizard.

- a. After Contribute successfully connects to your website the last step of the Connection Wizard appears (Fig. 4)
- b. Under *What is your full name?* type your name
- c. Under *What is your e-mail address?* type the e-mail address where you would like Contribute to send notifications of changes to your website.
- d. Click **Next** to continue.
- e. Verify your information on the final screen of the Connection Wizard and click **Done** when ready.
- f. Click the **Close** button on the *My Connections* dialog box.

Connection Wizard
User Information

Contribute uses this information to identify you to any pages on your website.

What is your full name?
John Smith

What is your e-mail address?
you@yoursite.com

Fig. 4

Congratulations! You are now ready to begin creating and editing your website. Contribute will now automatically connect to your website every time it opens.

For more information and additional guides and resources on Adobe Contribute check out <http://www.txwes.edu/titleiii/>

If you have any questions contact Meghan Foster at 817-531-6584 or mfoster@txwes.edu.