

Steps to Create a Basic Webpage With Contribute

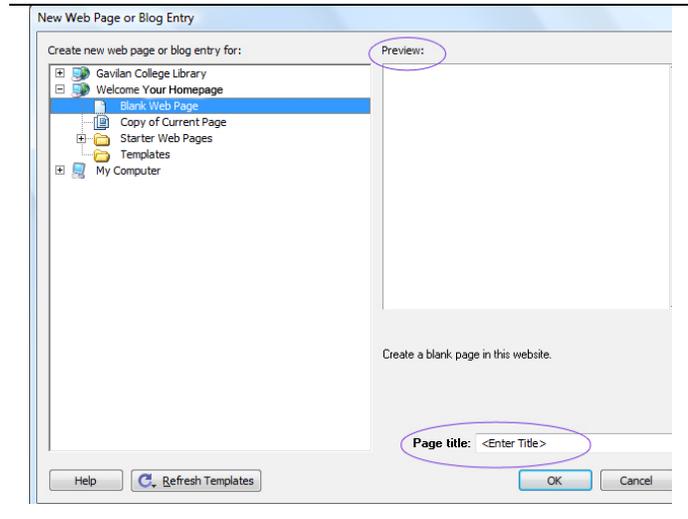
- 1) Start Contribute by clicking on the Contribute key on your desktop the first time you use Contribute on a computer.
(Thereafter you simply need to click on the Contribute icon on your desktop.
)

- 2) Click on the New Button.



- 3) Enter a Page title.

- 4) Click on the OK button.



Insert a Table:

- 1) Click on the Insert Table icon in the toolbar.



- 2) Set number of rows and columns.

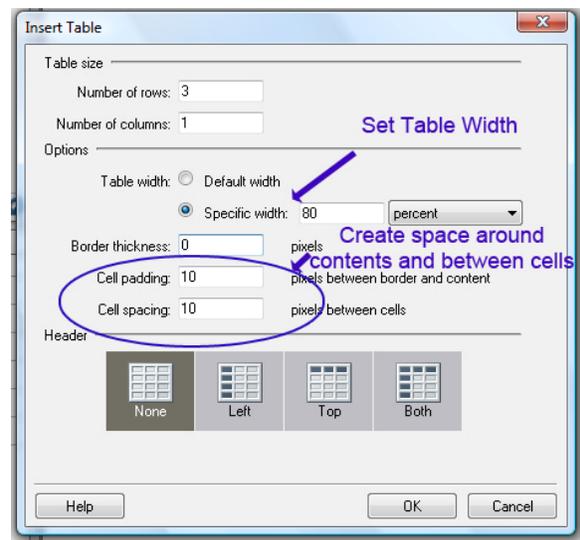
- 3) Set the table width to 80 percent.

- 4) Set the border thickness – 0 for no lines, 1 for thin lines, 2 for thicker...

- 5) Set the cell padding and cell spacing to 10.

- 6) Click OK to finish the table.

- 7) Center the table on the page.

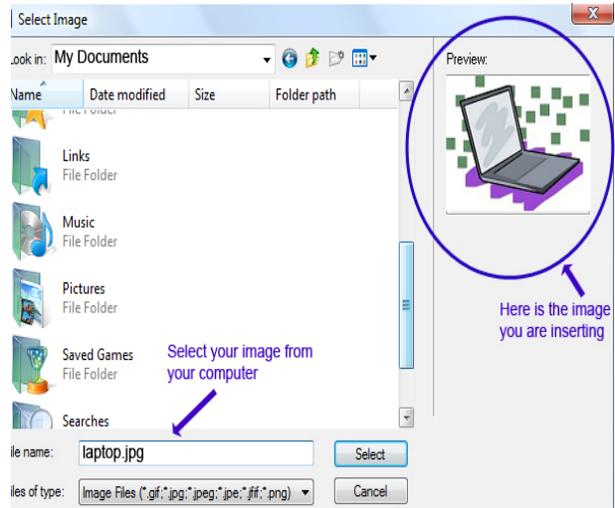


Find an image online.

- 1) Go to http://hhh.gavilan.edu/dyoung/webpage_resources.html to find a list of sources for free images.
- 2) Select one of the sites and find an image you want to use and save it to your desktop.

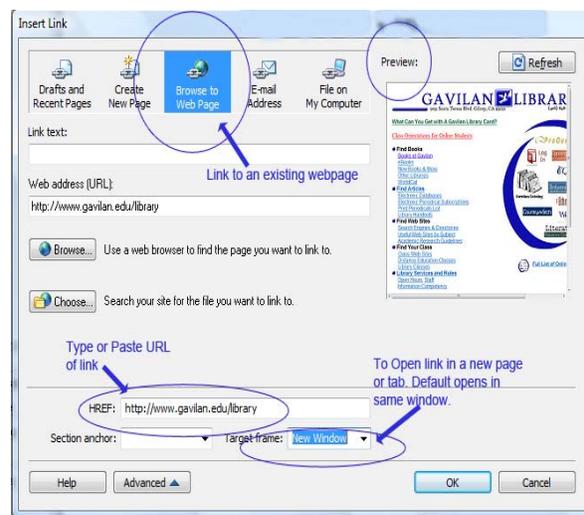
Insert an Image:

- 1) Click into the table cell into which you want place the image.
- 2) Click on the Insert Image icon in the toolbar. 
- 3) Select From My Computer from the dropdown box.
- 4) Select the file from the desktop.
- 5) Click on the Select button.
- 6) Click on the image and resize, if necessary, by clicking and dragging on one of the handles at the corners or sides of the image



Insert a Link:

- 1) Highlight the text you want to be the link or click on an image.
- 2) Click on the Insert Link icon in the toolbar. 
- 3) Select Browse to Webpage.
- 4) Type or paste the URL into the HREF blank. To verify that the address is correct click on the Refresh button, you will see the page in the preview window.
- 5) Select New Window from the Target Frame dropdown to have the link open in a new window or tab.
- 6) Click on OK button.



Click on the Publish button to upload the page to your website.  Until you publish your page, it will only exist on your computer. You will be prompted to provide a name for the file. We recommend one word, easy to recognize names such as lessonone.html or webpage_resources.html. If you put spaces in the name it will be more difficult for someone to find that page.

To edit the page later you will click on the Edit Page button.  At that point the page is open and locked (no one else can edit the page until you publish, that includes you on another computer.)

Congratulations! You have created a fast and simple webpage!