



The University of Texas at Dallas

*Stylebook for  
The University of Texas at Dallas  
Web Templates*

For use with any template

University Web Services  
[www.utdallas.edu/websvcs/](http://www.utdallas.edu/websvcs/)

Updated: June 20, 2005

## WHAT'S THIS ABOUT?

This stylebook is to accompany The University of Texas at Dallas' web templates.

This document provides information about who can use the template, what is required to use them, and – most importantly – how to create a web page using these templates.

This stylebook also covers basic use within Macromedia Contribute.

## TABLE OF CONTENTS

What's This About?.....	1
Table of Contents.....	1
Who Can Use the Template? .....	2
Required Software .....	2
<b>REQUESTING THE TEMPLATE.....</b>	<b>2</b>
How Do I Get the template?.....	2
I Requested the Template, Now What? .....	2
<b>USING CONTRIBUTE.....</b>	<b>3</b>
<b>EDITING AND PUBLISHING PAGES.....</b>	<b>4</b>
The Contribute Toolbar .....	4
The Editing Toolbar.....	4
Create a New Web Page.....	5
Use Headings .....	5
Link To a Page or Document.....	6
Add an Image.....	6
Add a Table .....	6
Publish your Changes .....	7
Send a page for review.....	7
Roll Back to a Previous Version .....	7

## WHO CAN USE THE TEMPLATE?

The UTD web templates can be used by official university:

- Offices
- Departments
- Institutions
- Research centers

Schools wishing to use the template for their school's website should contact University Web Services. The unique needs of a school or department are more demanding than is available in these templates. We may be able to provide schools with a custom design.

We will try to support requests for help with these templates. However, preference will be given to websites whose audience is predominately students and has over 500 page views per week.


Please note that you can only use Macromedia Contribute with these templates.

## REQUIRED SOFTWARE

The templates require specific software to work properly. These templates will not work with Microsoft FrontPage.

  
CONTRIBUTE

**Individuals new to web publishing** must use Macromedia Contribute. If you have used Microsoft Word or other desktop publishing software, you will find Contribute familiar and easy use. Contact Web Services if you have any questions or need a copy of Contribute.

  
DREAMWEAVER

**Approved web developers** may use Macromedia Dreamweaver. If you are comfortable coding in HTML and want to more customization to your website, Dreamweaver offers the best integration with these templates.

Contribute is available through the UTD Technology Store, located in the Bookstore Building. They can be reached at (972) 883-6500.

Only **official university offices or departments** may use the template at this time.

Sorry, you **cannot use Microsoft FrontPage** with these templates.

Macromedia Contribute is an easy-to-use web publishing software that requires little technical knowledge.

Contact Web Services if you need a copy of Contribute.

# Requesting the Template

## HOW DO I GET THE TEMPLATE?

You can request the template using our online form. Fill out the Template Request Form at [www.utdallas.edu/websvcs/templates/](http://www.utdallas.edu/websvcs/templates/) and we will set you up with a copy.

Please contact us with any questions or concerns at [webdeveloper@utdallas.edu](mailto:webdeveloper@utdallas.edu).

## I REQUESTED THE TEMPLATE, NOW WHAT?

Once you have filled out the Template Request Form online, the manager of University Web Services must then approve your request.

Once your request is approved we go to work on our end to make sure that you are able to publish to server. Once we have verified this, we will send you an email with a “connection key” attached.



A connection key is what you will use to connect to your website. The connection key contains all the network information that Contribute needs for connecting to your website. The connection key will also contain a password that we will provide to you.

Once you have installed this connection key you can begin editing your website.

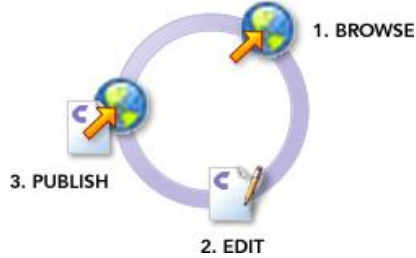
How the process works:

1. You fill out the Template Request Form.
2. The manager of University Web Services approves your request.
3. We configure settings on the server (among other things) so you can publish.
4. We send you a connection key.
5. You begin editing your website.

# Using Contribute

Once you have installed your connection key, you can immediately begin updating your website. Here's how:

1. Browse to your page
2. Edit the page
3. Publish your changes



## 1. Browse to your Page

Contribute works like your standard web browser, such as Internet Explorer.

Just enter the website address in the Address text box or navigate to the page by clicking links.

## 2. Edit the Page

Clicking the Edit Page button will allow you to edit your webpage directly.

You can insert content from Microsoft Office documents (such as Word or PowerPoint).

## 3. Publish Changes

After you've edited a web page, you can either publish it immediately or send it to someone (usually your manager) for review.

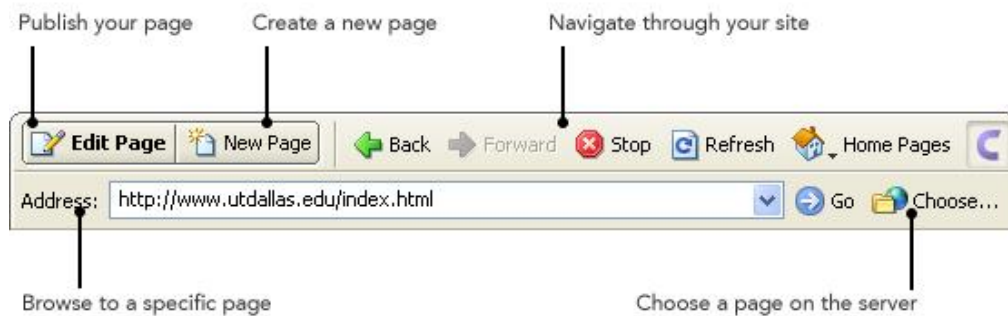
# Editing and Publishing Pages

This section will give you basic instructions on how to edit pages within Contribute. It shows how to:

- Use the Contribute Toolbar and the Editing Toolbar
- Create a new web page
- Use headings
- Link to a page or document
- Add the contents of a Microsoft Office document
- Add an image
- Add a table
- Check spelling

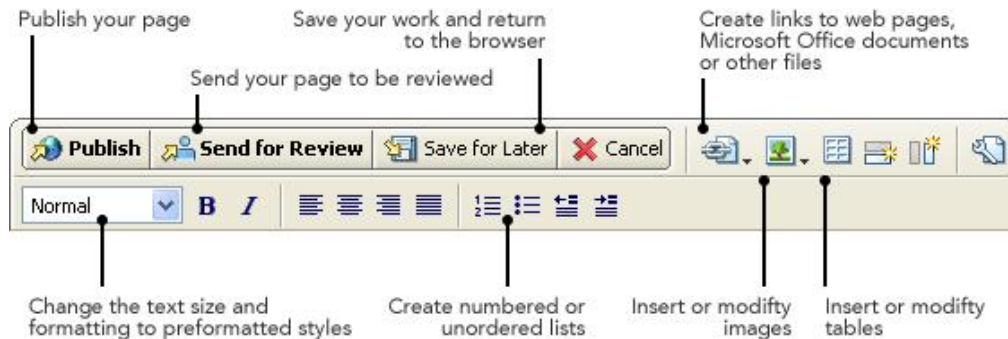
## THE CONTRIBUTE TOOLBAR

Contribute's toolbar allows you to easily browse to the page you want to edit.



## THE EDITING TOOLBAR

The toolbar below will appear on pages that you are currently editing.



## CREATE A NEW WEB PAGE

You can create a new web page or make a copy of the current page.

1. Go to the **File** menu and then click **New Page**.
2. Select the template you wish to work from (see the About the Template section above for more information).
3. If you want to make a new page from the page that you're currently on, click **Copy of Current Page**.
4. Enter a page title.
  - a. Note: We recommend beginning your page title something like "UTD Department Name : Title of the Current Page" so for example, a Privacy page that Web Services is working on would look like "UTD Web Services : Privacy Policy".
5. Click **Ok**.

The new page opens as a draft in Contribute.

After you create a new web page, make sure you link it from an existing page, so that your website visitors can view it.

## USE HEADINGS

Using page headings grabs a reader's attention, enabling your readers to scan the page quickly. Here's an example of how headings might be used to organize a page.

Using headings **grabs a reader's attention**, enabling him or her to scan the page quickly.

The image shows a screenshot of a web page template for The University of Texas at Dallas. The page is titled "Department or Office Name" and "Page Title (Heading 2)". The page content includes a "Local Navigation Area" with a list of items, a "Main Navigation" section, and a "Using Headings" section. Annotations with arrows point to various elements on the page, labeled H1 through H4:

- H1: Department Name
- H2: Section heading
- H3: Navigation and tertiary headings
- H4: All other headed elements

Body copy is also indicated.

Create a heading in Contribute by selecting the text that you want to be a heading. From the file menu, go to **Format**, then **Style**, and select the heading you want to use.

H1 and H2 should not be used in the main contents of the page. Use H3 and below within the main contents of the page.

To create a heading within your page:

1. Click the drop down style menu in the Editing Toolbar.
2. Select the heading or style you wish to use.
3. Type your text on the page.

## LINK TO A PAGE OR DOCUMENT

To create a link:

1. In your draft, click where you want the link to appear. You can also select and link text (or an image) that's already on the page.
2. Click the **Link** button in the toolbar, then choose the type of link you want to create.
3. In the **Link Text** text box, type the text you want to appear on the page if you didn't select text in the draft.
4. Select or browse to the page you want to link to, then click **Ok**.

The link appears in your draft.

## ADD AN IMAGE

To insert an image in a page:

1. Click in the draft where you want the image to appear.
2. Click the **Image** button, and in the pop-up menu that appears, select **From My Computer**.
3. In the **Select Image** dialog box, browse to and select the image, then click **Ok**.

The image appears in your draft. You can select the image and then use the Image Editing toolbar to sharpen the image, adjust the contrast, resize, or crop the image.

## ADD A TABLE

Tables are a common way of presenting information and are often used in web pages to present tabular data.

To insert a table into a page:

1. Click in the draft where you want the table to appear.
2. Click the **Table** button.
3. In the Table dialog box, choose the **Table Options** you want to apply to the table – such as the number of rows, columns, headers, borders, and others.

The table appears in your draft.

### Check Spelling

Check your spelling before uploading your page. To check your spelling on a page:

1. Click **Format** in the file menu.
2. Select **Check Spelling**.

Note that the shortcut key is F7.



## PUBLISH YOUR CHANGES

After you finish editing a page, you can publish it to your website.

To publish a page:

1. Select the draft you want to publish from the Pages panel in the sidebar, if it is not already open.
2. Click the **Publish** button in the toolbar.
  - a. Note: Depending on your user role, you might not be able to publish. See the Send a Page for Review section below.

## SEND A PAGE FOR REVIEW

Before you publish a page, or if you cannot publish, you can send your draft to another user. That user can edit the draft, send it to another user, or publish it.

The send a page for review:

3. Select the draft you want to send for review from the Pages panel in the sidebar, if it is not already open.
4. Click the **Send for Review** button in the toolbar.
5. Complete the Send for Review dialog box, and then click **Ok**.

## ROLL BACK TO A PREVIOUS VERSION

To provide an extra degree of safety in publishing, Contribute enables you to *undo* any page you publish and roll back to a previously published version of that web page.

To roll back to a previous version of a page or asset:

1. Browse to the page that you want to roll back.
2. Select **File > Actions > Roll Back to Previous Version**. The Roll Back Page dialog box appears.
3. Select a previous version of the published page from the list of available pages. Contribute displays the page in the Preview section.
4. If the page you selected is the one you want to publish, click the **Roll Back** button. If the page is not the one you want to publish, select another page from the list, and then click Roll Back.

Contribute replaces the currently published version of the page with the previously published version that you selected. The version you selected becomes the current version on the website.

Note: The page you replace with the selected rollback page appears in the Roll Back Page dialog box the next time you open the dialog box so you can roll back to that version if you need to.