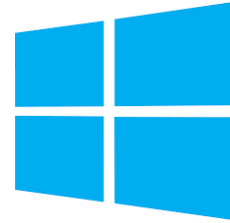


Set up Adobe Contribute/Windows for Production Marquette Web Server

These instructions will help you set up Adobe Contribute for Windows to use the live www.marquette.edu server, also known as the production (prod) server.



Before You Start

You must either use a wired connection to a campus network jack (Ethernet) or connect to the encrypted MU Secure wireless network. If you are accessing from off campus, you must first access Marquette VPN (see <https://www.marquette.edu/vpn> for details).

Setting Up Adobe Contribute for the First Time or for a New Connection

- 1) Launch Adobe Contribute.
- 2) You should see the Contribute Start Page, picture below.



If you are not seeing the Contribute Start Page, you can reach it by selecting View > Homepages > Contribute Start Page.



6)

7) The "Website Connection Info" screen changes and asks you "What is the network path to your website?"

Do not click the Choose... button.

Be sure to replace username with your actual username

Be sure to change site to your actual website.

Instead, you will need to adjust the following text then type it in the text box:

\\www.marquette.edu\prod-username\site\web\

x C M S W D S (2) V U (0) V h (0) / P t , 0 4 (T) 5 2 T (B w x , t) 5 3 2 0 . 7 (w r) 3 . 4 (0)] T 9 4 T j / (T) 6 2 3 W e Q < j 2 0

Troubleshooting

If you see an error stating, “Contribute cannot verify your connection...” then Contribute is not yet able to connect to the Marquette server.

Please verify...

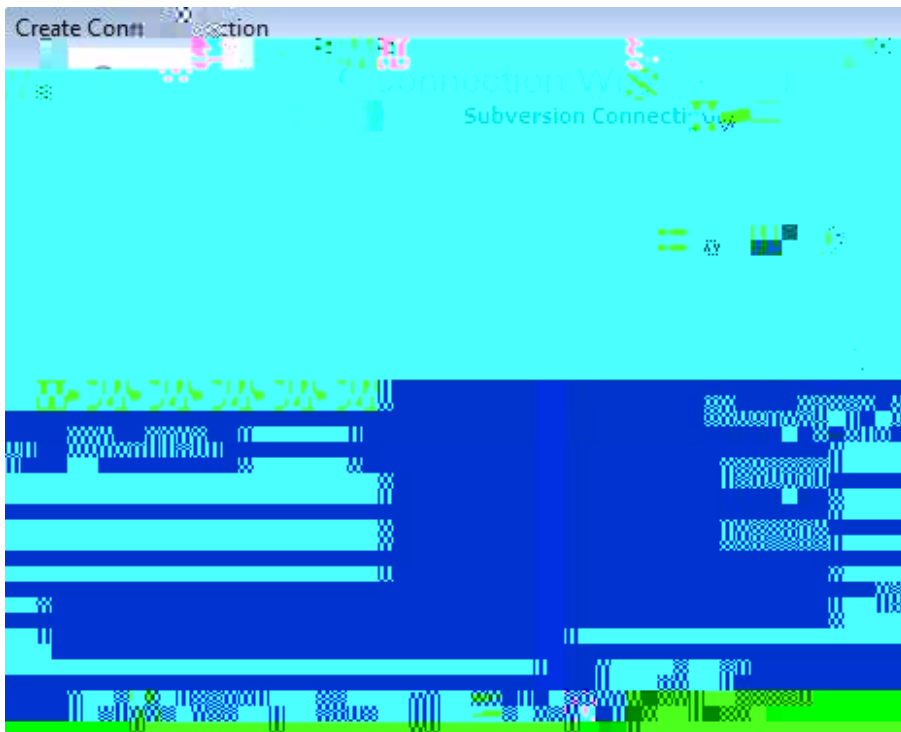
- x You have a wired connection to a campus network jack or a secure wireless connection or a Marquette connection.
- x You have entered the correct network path. See the appendix at the end of these instructions to look up the network path based on your site address.
- x You have added your own Marquette username immediately after prod-in in the network path.

...then click Next > again. If problems persist, contact the IT Services Help Desk at (414) 288-7799 or <https://helpdesk.mu.edu/>

8) You may see the “Subversion Connection Info” screen.

Some versions of Contribute will not show this screen.

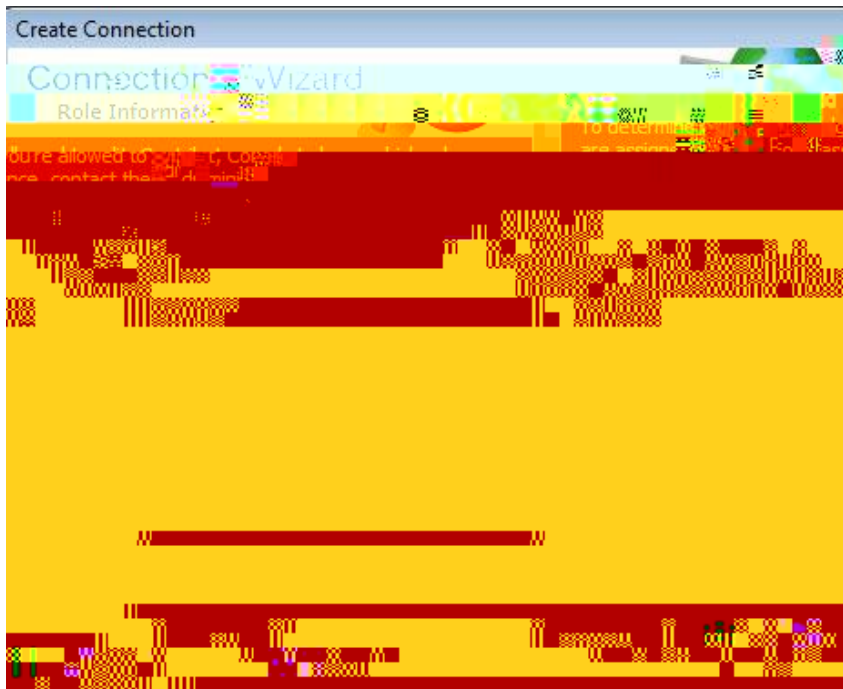
If you see the screen, click Next > to skip past this screen.



9) The “User Info” screen appears. If not filled in already, type in your full name and email address. Click Next.



10) The “Role Info” screen appears.



The standard Contribute roles are as follows:

- x Administrator — do not select this; this role is restricted to IT Services and is password protected.
- x Writer — this role allows you to create and edit pages but not publish them. A user with the Writer role must send their pages for review to a user with the Publisher role (who then can publish the page on the Writer's behalf).
- x Publisher— this role allows you to create and edit pages then publish directly to the web server.

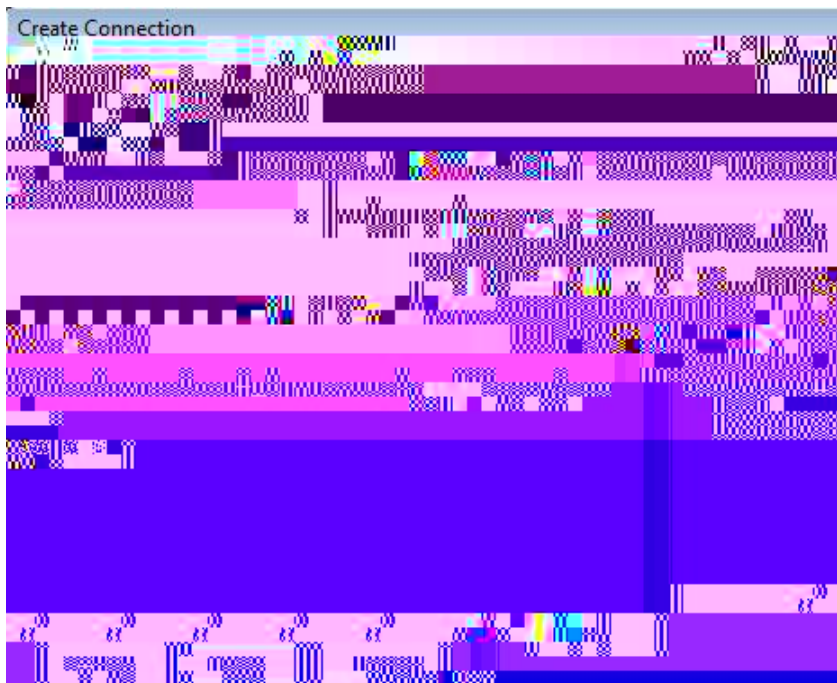
Most Contribute users at Marquette use the Publisher role.

Important Note:

If your supervisor does not want you publishing directly to the web server, select Writer. Consult with your supervisor if you are uncertain on whether to select the Publisher or Writer role.

Select your role and click Next >

11) The “Summary” screen appears. Click Done.



Contribute connects to the server then displays your website for editing. Contribute setup for the website is done.

If you have additional web sites to set up, return to Steps 3 to 11.

Appendix: Contribute for Windows Network Paths for Step 7

Important:

Where you see username, you must add your own Marquette username immediately after prod- in these network path examples.

Website Address	Network Path for Step 7
https://www.marquette.edu/_emailtemplates/	\\www.marquette.edu\prod-username_emailtemplates\web
https://www.marquette.edu/abroad/	\\www.marquette.edu\prod-username_abroad\web
https://www.marquette.edu/academic/services/	\\www.marquette.edu\prod-username_academic_services\web
https://www.marquette.edu/academic/senate/	

Website Address	Network Path for Step 7
https://www.marquette.edu/first/	\\www.marquette.edu\prod-username\marquettefirst\web
https://www.marquette.edu/mechanicalengineering/	\\www.marquette.edu\prod-username\mechanicalengineering\web
https://www.marquette.edu/medicalclinic/	\\www.marquette.edu\prod-username\medicalclinic\web
https://www.marquette.edu/mission/	\\www.marquette.edu\prod-username\mission\web
https://www.marquette.edu/missionweek2013/	\\www.marquette.edu\prod-username\missionweek2013\web
https://www.marquette.edu/missionweek2014/	\\www.marquette.edu\prod-username\missionweek2014\web

Website Address	Network Path for Step 7
-----------------	-------------------------