

Contribute CS4

lesson 1

- overview of contribute
- installation options
- preferences

lesson 2

- tour the interface
- workflow
- creating connections

lesson 3

- browsing
- pages panel
- file>draft
- draft console
- bookmarking
- password security

lesson 4

- editing pages
- creating text
- editing text
- formatting text
- text styles

lesson 5

- linking
 - internal (pages)
 - external (urls)
- email

lesson 6

- inserting
 - images
 - tables
 - flash
 - video
 - pdf docs
 - special characters
 - html snippets

lesson 7

- saving drafts
- preview in browser
- send for review
- publishing

lesson 8

- create new, copy, or template pages
- keywords/description

lesson 9

- users/roles
 - permissions
- admin
- rollbacks
- page expiry
- workflow/template assoc

lesson 10

- file management
 - paths
 - review history
- ftp