Adobe Contribute

Why DOC Uses Contribute

- Simple UI for web editors across the state
- Directory Security groups for managing permissions
- No expectation that web editors would know code or web development

Implementation

Lessons Learned

Collaboration is Key!

- Read along to involve content
- Editorial to have informed web content and workgroup document to clearly outline desired text and respond to edits
- See focus on web unit to handle the content and editorial office

Basis of Contribute

- Unit plane
- Report plane
- All web plane table
- Core/digital publishing
- CSS and JAX

Prezi
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Basic of Contribute

- Edit button icon
- Daily page template
- Island page template
- Open/LOCK template
- CII and CII

Lessons Learned

- Collaboration is Key
- Sharing feedback to review content
- Time to have action items
- Smart list of volunteers for distribution to clearly outline standard and responsibilities
- Get Table for web site to monitor frequently accessed sites
Basics of Contribute

- WYSIWYG HTML
- Easy page previews
- Allows page reviews
- One-click publishing
- CS3 and CS4
News And Media Information

- Follow DOC on Twitter
- News Releases
- Featured Stories from the Department
- Videos on YouTube

Media Resources

- Public Information Officers
- Public Information & Media Relations Policy 150.100
- Public Opinion of Corrections
- Resources for Non-News Media Representatives
- Capital Punishment Media Information
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Web editors

- Created templates for internal and external websites
-Communicated with FrontPage users to bring content into template
-Web editors/SME for page content
  - 29 Editors on Public Site
  - 44 Editors on Intranet
-Web editors have site-specific processes for content approval prior to publishing
-IT provides keys and training
-Only web unit updates CSS

Communications Role

- Manages homepage content on both sites
- Reviews content on other pages when asked
- Works with web unit to update look and feel
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IT Likes

- Permissions managed via AD groups
- Web Team controls keys
- Templates help control look and feel
- "Draft preview" feature allows review prior to posting

Communications Likes

- Many editors helps workload
- Unit owns home pages
- Web standards guide aids consistency
- WYSIWYG means communications shop doesn’t have to learn HTML!
IT Dislikes

• Managing licenses
• Any JavaScript or custom development cannot be done in Contribute
Communications Dislikes

- Not owning all the content can make "suggesting" changes difficult
- Monitoring updates/QA time commitment
Lessons Learned

Collaboration is Key!

- Sending reminders to review content
- Essential to have internal web standards and guidelines document to clearly outline standards and responsibilities
- QA Tasks for Web unit to monitor frequently accessed sites
Making updates

IT and Communications work together to change UI, images, banners etc.

Communications must be willing to follow web standards and IT guidance

IT must be willing to experiment in order to keep up with new media and communications requests
Supplemental Tools

NotePad++ and FileZilla

FREE!

1  2  3  
4  5  6  
7  8  9  
-  +  0  =  C

- Set up local repositories
- Establish a remote connection
- Query system