



WEB ACTION GROUP

Wednesday, December 14, 2005 • 2-3 p.m., Tuttleman, Room 108

AGENDA

I. The Business of WAG

- A. Since Last We Met
 - i. New Members
 - ii. The Supporting Role played by OIT and the Help Desk
- B. The Evolution of www.PhilaU.edu —
a new home page and the impact it will have on all areas

II. Macromedia Contribute Overview

- A. Design vs. Content Management
- B. Differences among WYSIWYG Editors
- C. Contribute Workflow: Browse – Edit - Publish
- D. Contribute's Limitations

III. Macromedia Contribute Tutorial

- A. Formatting Text using the Style Menu
- B. Importing Text with (.doc) and without (.txt) conflicting markup
- C. Creating PDFs and linking to them via Contribute
- D. Link Types
(Relative, Absolute, and Email) and Actions (default, new window)
- E. Understanding tables
- F. Creating Lists
- G. Check Spelling

IV. The Role of a Content Manager

- A. Accuracy of Information
- B. Knowing what's proprietary and how to present material properly
- C. Knowing when to call PR and when to call OIT
 - i. A Quick Note on New Pages, "Save As" pages, and Templates
- D. Working with Contribute's Limitations