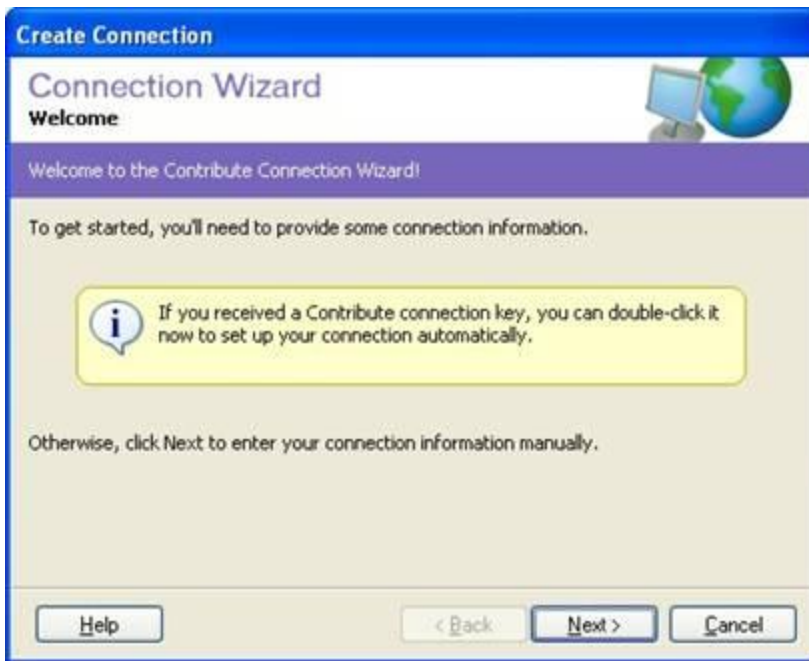**<u>Setting up Adobe Contribute to access your website using the ACES maintenance interface.</u>**

1. Launch Adode Contribute (CS3 was used for these instructions, but previous versions are similar).

2. From the Contribute Start page click on "Create new" and select "website connection"

3. This will launch the website connection wizard:

4. If you have been sent a Contribute connection Key, navigate to that location and double-click on it now.
Otherwise click on next.

5. On the next screen select "Website" and enter your fully qualified domain name (FQDN) where it asks for the URL of your website. In most cases the name of your site without a "www" should be sufficient. Click on next.

6. On the next screen choose Secure FTP (SFTP) from the drop-down list and click next.

7. Enter the following information after selecting SFTP: name of the SFTP server (site-maint.itcs.uiuc.edu), SFTP username (aces\<netid>), SFTP password. Click on Next.

8. Contibute will attempt to contact the SFTP server and you should see the following:

9. After the connection is verified, enter the host directory in the following:

The host direcotory can take either of two forms (either will work), as above where you specify /home/(Domain)/(netid)/website/(FQDN) or /export/(class)/(type)/(FQDN).

In the first example, domain would normally be ACES, and your netid is you netid and the FQDN it the registered name of the site (coolsite.uiuc.edu, coolsite.aces.uiuc.edu, or coolsite.org, or some other variant, In the second example, it depends if your site is on hosted on Linux or Windows and whether or not it is production or development site:

for windows it would be:
/export/prod/W/FQDN/public/html for a production site
/export/dev/W/FQDN/public/html for a development site

for Linux it would be:
/export/prod/L/FQDN/public/html for a production site
/export/dev/L/FQDN/public/html for a development site.

If you are unsure send an email to webadmins@aces.uiuc.edu and we can send you the path to enter here.
REMEMBER: case is imperative since all sites are based on a Linux backend and Linux is case sensitive. I have used FQDN in the text, but in reality it is all lower case as shown in the example above. Remembering this will save a lot of grief.