

## Updating your OLG webpage using the Contribute program.

1. Click on the Contribute icon (the purple C) on you dock. This will open the program.
2. Our Lady of Grace should be listed in the column “**Begin editing my websites**”. Click on the Our Lady of Grace link. If it is not there, see a technology person for assistance.
3. The OLG Homepage will appear. At the left column, mouse over the Faculty and Staff heading and click on Teacher Pages. The staff listing will appear. Find your name and click on the link.
4. This will bring up your page. To begin editing your page, click on the “Edit Page” button at the top left. It will download the page that you can now edit.
5. Your homepage is very similar to MS Word document. You can add, delete, or change text. You can insert pictures, tables and graphics in much the same manner as you would to a Word document. You can also add links to websites or to documents that you want students to have access to.

**Adding text** – Place the cursor on the page where you would like to add your text. To change anything about the text, highlight the text and click on one of the button in the menu bar to make the desired changes.

**Inserting pictures, tables, graphics** – Again place the cursor where you want the item to go. In the menu at top, click insert, scroll down to image and choose whether it is from your computer or the internet. A select image window will open, find the item and click choose.

**Inserting links to websites** – Type the text you want and the highlight it by dragging the cursor over it. Again in the menu at top, click insert, scroll down to link, and then select from the options of browse to webpage or email address. An insert link box will open; either type in web address or you can browse the site on the internet. Hit ok when done.

**Inserting link to document or file from your computer** - Type the text you want and the highlight it by dragging the cursor over it. Again in the menu at top, click insert, scroll down to link, and then select files on my computer. An insert link box will open; Click the browse button and find the file you want to insert. It is very important that the file you insert has the proper suffix in it’s title,, (ie .doc for Word documents, .ppt for Powerpoint, .pdf for files saved as pdf). Hit ok when done..

When you are finished updating your webpage and ready to put on the internet, hit the publish button at the top left corner.