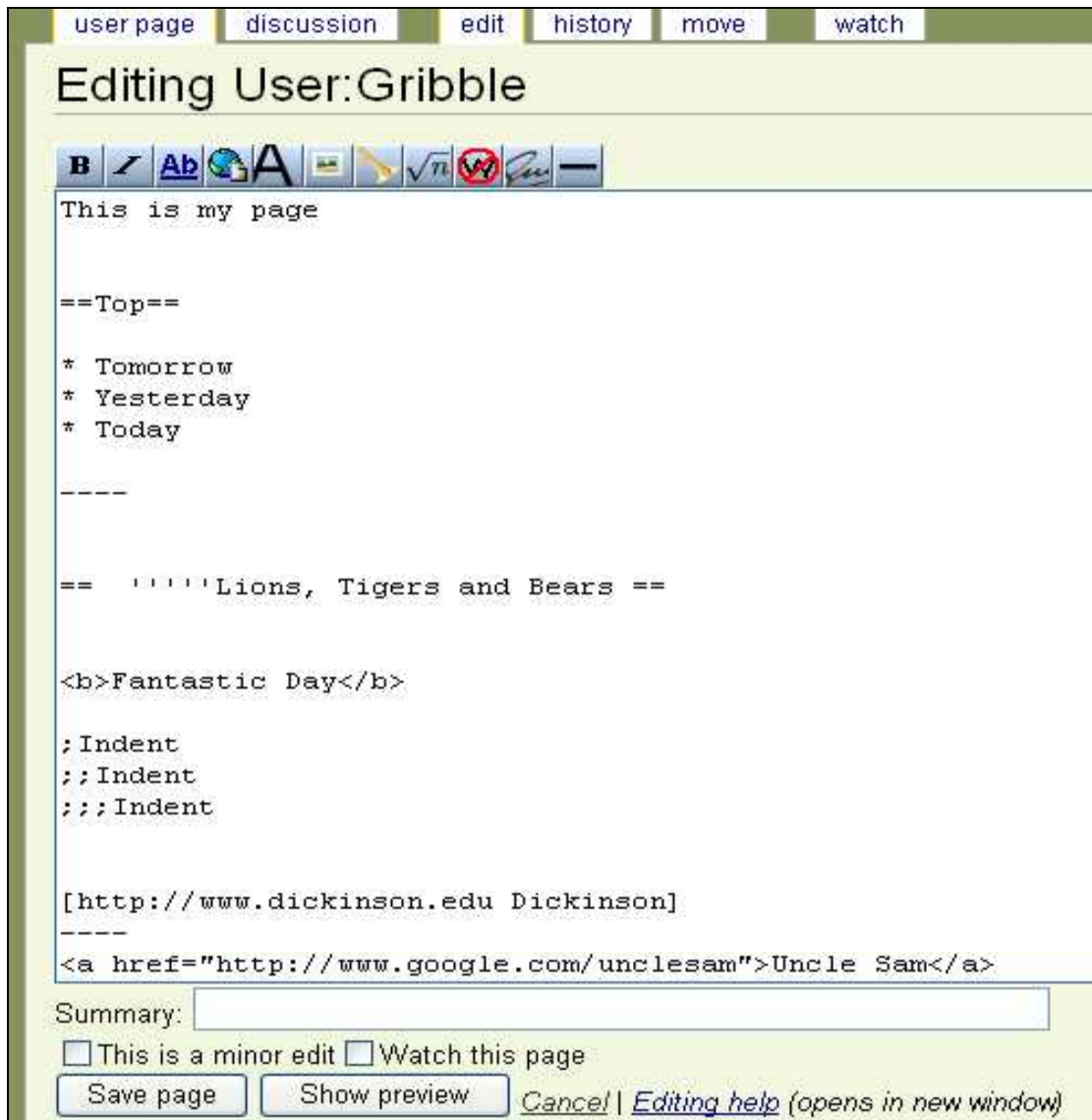




## Editing:

After you have logged in, navigate to the page you want to edit. On the top of every page you will see an edit tab. Click on the edit tab and you can start to add or delete from the page. If the page is broken up into sections, each section has an edit link above the line break. By clicking this, it will take you directly to the area you wanted to edit. This is very helpful as pages grow so it is easier to find the exact section you want to work on.



The screenshot shows a web interface for editing a page. At the top, there are navigation tabs: "user page", "discussion", "edit", "history", "move", and "watch". The main heading is "Editing User:Gribble". Below this is a toolbar with icons for Bold (B), Italic (I), Underline (Ab), Link (Globe), Unlink (A), Image (Picture), Table (Table), Math (sqrt), No (No), Signature (Signature), and a minus sign. The main editing area contains the following text:

```
This is my page

==Top==

* Tomorrow
* Yesterday
* Today

----

== ''''Lions, Tigers and Bears ==

<b>Fantastic Day</b>

; Indent
;; Indent
;;; Indent

[http://www.dickinson.edu Dickinson]
----
<a href="http://www.google.com/unclesam">Uncle Sam</a>
```

Below the text is a "Summary:" field, followed by two checkboxes: "This is a minor edit" and "Watch this page". At the bottom, there are three buttons: "Save page", "Show preview", and "Cancel | [Editing help](#) (opens in new window)".

Use the quick tools to add simple formatting like Bold, Italic or hyperlinks.



## History:

Next to the edit tab is the history tab. The area shows what changes were made to the page, by whom, and when they were worked on. This will track what work you and others have done to the page. You can also select 2 different changes so you can track the changes that were done in between the 2 times. It will show what items were added or deleted from the page.

Version	Date	User
(cur) (last) <input checked="" type="radio"/>	19:17, 10 Mar 2006	Gribble
(cur) (last) <input checked="" type="radio"/>	19:16, 10 Mar 2006	Gribble
(cur) (last) <input type="radio"/>	19:14, 10 Mar 2006	Gribble
(cur) (last) <input type="radio"/>	19:14, 10 Mar 2006	Gribble
(cur) (last) <input type="radio"/>	19:04, 10 Mar 2006	Gribble

## Sections:

=First Section=

==Second section==

===Third section===

====Fourth section====

This is how it will be displayed:

## **First Section**

---

## **Second Section**

---

### **Third Section**

#### **Fourth Section**

The more = you add to the Section Title, the smaller the text will be. Adding one or 2 = will also create a new line separator for the new section.

A Table of Contents will automatically be added to the top of an article that has four or more

sections.

Using sections helps you to navigate to the section of the page you want to edit.

### Starting a new Paragraph

You can break lines by hitting return or using `<br>`.

### Lists (Unordered)

\* It's easy to create a list:

\*\* Start every line with a star.

\*\*\* More stars means deeper levels.

\*\*\*\* A newline in a list marks the end of a list item.

\* An empty line starts a new list.

### Lists (Numbered)

# Numbered lists are also good

## very organized

## easy to follow

### easier still

### Lists (Mixed)

If starting with a numbered list:

# First Number

#\* Sub-Bullet

#\* Sub-Bullet

# Second Number

# Third Number

If starting with an Bulleted List:

\* First Item

\*# Sub-bullet (numbered)

\*# Sub-bullet (numbered)

\*Second Item

\*Third Item

How it will display:

1. First Number
  - Sub-Bullet
  - Sub-Bullet
2. Second Number
3. Third Number

How it will display:

- First Item
  1. Sub-bullet (numbered)
  2. Sub-bullet (numbered)
- Second Item
- Third Item

### Indent

: A colon left indents a line or paragraph.

`<blockquote>`

The blockquote command will indent both margins when needed instead of the left margin only as the colon does.

`</blockquote>`

### Displaying text correctly

Because a wiki tags text using standard word processing elements, you may need to specify when you want the text you are writing to display exactly as it is written.

If you start the text with the tag `<nowiki>` and end the text with `</nowiki>` the text in between will display exactly as it is written.

### Horizontal dividing line

----

### Adding your signature and time stamp

You must always log in to get credit for the work you do on the wiki. All work you do will be logged in the history but if you want to display your information along with the work you have done a page, type in one of the following:

~~~ to display your username

~~~~ to display your username and a time/date stamp

~~~~~ to display only a time/date stamp

## Create a new page

To create a new page:

1. Create a link to it on some other (related) page. Type `[[the name of your new page]]` and this will become your new web page.
2. Save that page.
3. Click on the link you just made. The new page will open for editing.

Try to give web pages unique/specific names because there might be a chance there already is a page with that title. For instance, if you name a page `[[new page]]` there is a good chance it already exists. If you click on the link, it will take you to a page that is already developed so you will have to come up with a new page title so you can start with a blank page to work on.

If a page already exists but you really want your page to have the page name display differently than what the page is called. For instance, if you really want your new page to be called “new page” but one already exists, create a link that looks like this:

`[[econ101newpage|New Page]]`

The first section of the line (`econ101newpage`) is the real title of your new page. The second part of the title is what the link will display as the text. This is the same idea as linking to a specific page on cnn without giving the really long URL.

[CNN](#)

<http://www.cnn.com>

Both of these links go to the same page but give show different text for the title.

## Links/URLS

Linking to External web pages outside of the wiki:

1. Bare URL:

`http://www.nupedia.com/`

2. Unnamed link:

`[http://www.nupedia.com/]`

(only used within article body for footnotes)

3. Named link:

`[http://www.nupedia.com Nupedia]`

Square brackets indicate an external link

The named link is the best way to link to a page. Some links will be very long and will take up wasted space on the page. Just as shown above, use:

[CNN](#)

Instead of:

<http://www.cnn.com/2006/TECH/03/29/apple.volume.ap/index.html>

## Linking to other wikis:

You will link just like you are creating a link in the wiki using double []. The first part is the name of the wiki, then use a colon : and type the name of the exact page you want to go to.

[[Wiktionary:Hello]]

You can also display the link with a different title:

[[Wiktionary:Hello|Hello]]

Linking to another language's Wiki:

[[Wiktionary:fr:bonjour]]

[[Wiktionary:fr:bonjour|bonjour]]

## History and Using Text mark up

The history tab allows you to see what updates have been done to the page, when they were done and who did them. The history can't be deleted and you can always revert back to a previous version of the page.

You can also show the new edits you made visually within the page by using text mark up.

`<s>strike out deleted material</s>`

And

`<del>deleted material</del>`

Will both show text you want to get rid of with a strike line through it (~~strike line~~)

`<u>underline new material</u>`.

and

`<ins>inserted material</ins>` will underline the text to show new text that has been entered.

## Bold and *Italic*

"Italic": Use 2 single quotes on each side

'''Bold''': Use 3 single quotes on each side

''''Bold and Italic'''' Use 4 single quotes on each side

## Aligning Text or Images

To align text or images, put `<p align="right">` at the beginning of the text or before the image link and then add `</p>` to end the area. You can align to the left, center or to the right.

## Big and Small Text

`<small></small>` will display text very small. This is good for captions

`<big></big>` will display text larger than other text. Use this when you want text to stick out with out using bold.

## Images

To upload an image to the wiki you must be logged in. Once you are logged in, there will be a link on the bottom of the left navigation that says upload file. Browse to the file you want to upload and click open. Put a check mark in the box asking if you have copyright clearance and then hit upload. The next page will give you the link to your image. You can copy this link out and paste it into the page you would like it to display. If you aren't ready to put the image in the page yet, just keep a list of the image titles you have uploaded. The tag to link to an image is:

[[Image:title.jpg]]

The first part is telling the wiki that it is looking for an image. The second part is telling the wiki what exact file it is looking for. The wiki will take the following types of images:

gif, jpg, png, bmp, jpeg



## Creating Templates or Reusable Navigation

If you would like to create navigation for each of your pages so there is an easy way to return to the main page, follow these steps.

- Create a new page but instead of using `[[link]]` use `{{link}}`. This will create the new page as a reusable template.
- with the reusable information, or navigation, formatted how you would like it to display on each page save the template
- Find a page you want the template to display on and insert `{{link}}` into the area you want the navigation or reusable information to appear.