

Editing a Wiki

Editing a Wiki is very easy. Among other options, you can easily type text, upload images and insert hyperlinks.

You must be a member of the Wiki to edit and must sign in.
If you do not see the “Edit” button, click on the ‘Show Controls’ icon near the top of the page.



The Toolbar will allow you to format your text to Bold, Italic, Underline, etc. You can also change the text size or color by using the Text Style button.

Don't forget to click “Save” when you are finished editing.

To Insert a Hyperlink on a Wiki page, click the 'Link' icon on the Edit toolbar, then...

The 'Link' dialog box is shown with the following elements and instructions:

- 1. Click 'Web Address'**: Points to the 'Web Address' tab in the left sidebar.
- 2. Enter Text or URL**: Points to the 'Link Text' input field.
- 3. Paste Web Address**: Points to the 'Address' input field.
- 4. Click 'Add Link'**: Points to the 'Add Link' button at the bottom.

Other visible elements include 'Page or File', 'Email Address', 'New Window' checkbox, and a 'Cancel' link.

To *Insert* an image or a file on a Wiki page...

The 'Images and Files' dialog box is shown with the following elements and instructions:

- 1. Click 'Upload Files'**: Points to the '+ Upload Files' button in the top right.
- 2. Select the file or image to upload**: Points to the file 'ipad_user_guide.pdf' in the list.

Other visible elements include the 'Insert Files' tab, 'Begin Typing a File Name...' search bar, 'Filter by tag' dropdown, 'Show' button, and 'All Types' filter.

Click 'Upload Files' and select the file or image to upload

Once the upload is complete, click on the file and it will be inserted into the Wiki