

Hwb⁺



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Help File

Editing your first wiki and creating links to other pages

Editing your first wiki page and creating links to other pages

1. Navigate to the site in which you want to set up your wiki. **Click on the Wiki button** from the toolbar.



Figure 1 Click on the Wiki button from the toolbar

Your first page will look like as shown in Figure 2.



Figure 2 Default Wiki page

2. To edit your wiki, **click on the page tab** that appears at the top left hand corner of the page.

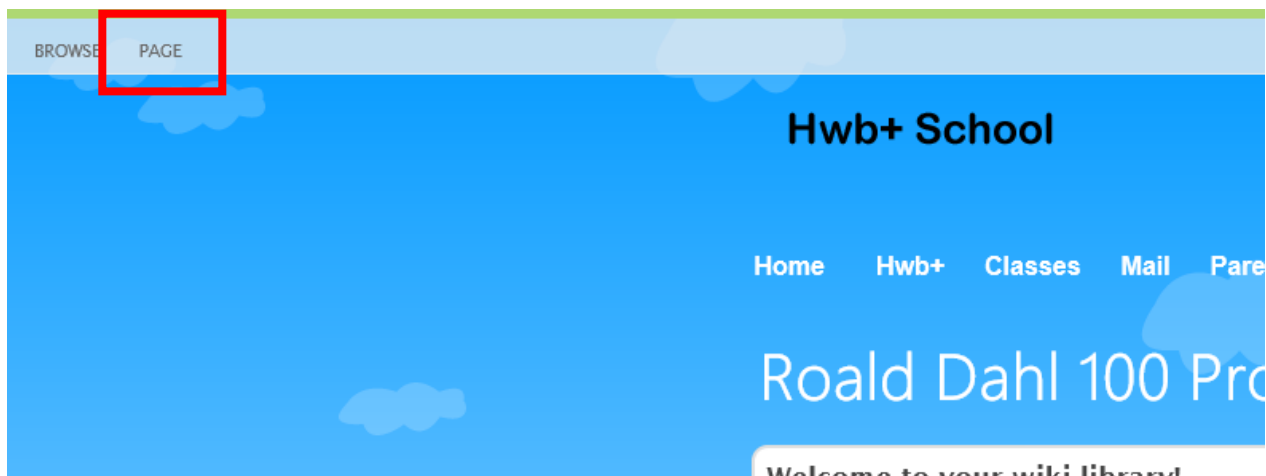


Figure 3 Click on the page tab

This will prompt an editing ribbon to appear.

3. Click on the **Edit** button available in the editing ribbon.

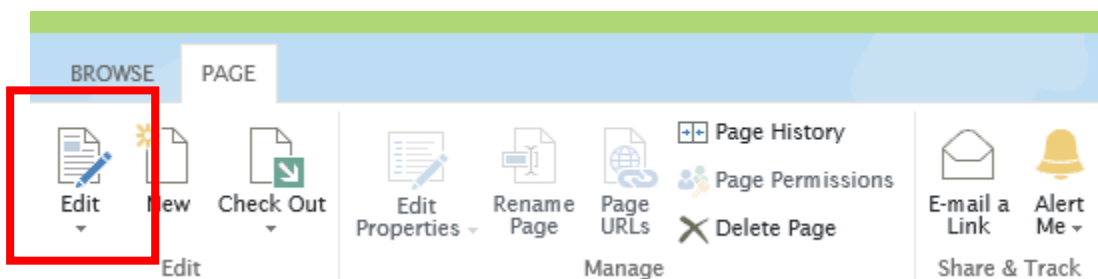


Figure 4 Click on the Edit button

4. To ensure no one else will be able to overwrite your work whilst you are making changes, you will need to make sure that the wiki is checked out to yourself.

To do this **click on the Check Out button** as shown in Figure 5.

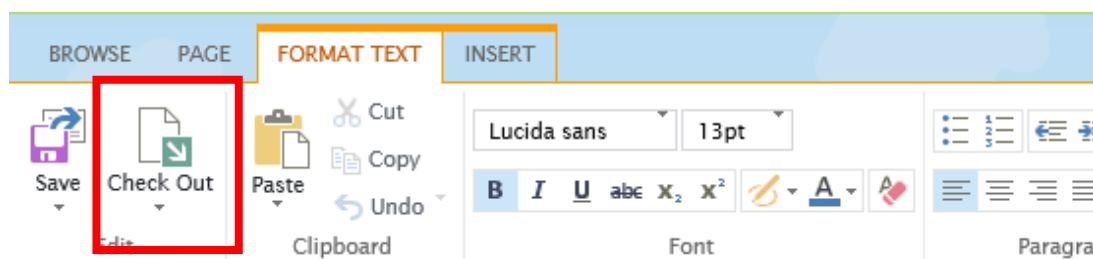


Figure 5 Click on the Check Out button

5. The wiki page is now ready for you to begin editing.

You can delete the text already shown and write your own introduction here. Use the editing ribbon to format any text you enter, or to insert images and media.



Figure 6 Edit the wiki to insert your own text, images and media

- When you are done with your changes you must **click on Save** to prevent your work from being lost. This will automatically **check in** the wiki page, to save your work as a version.

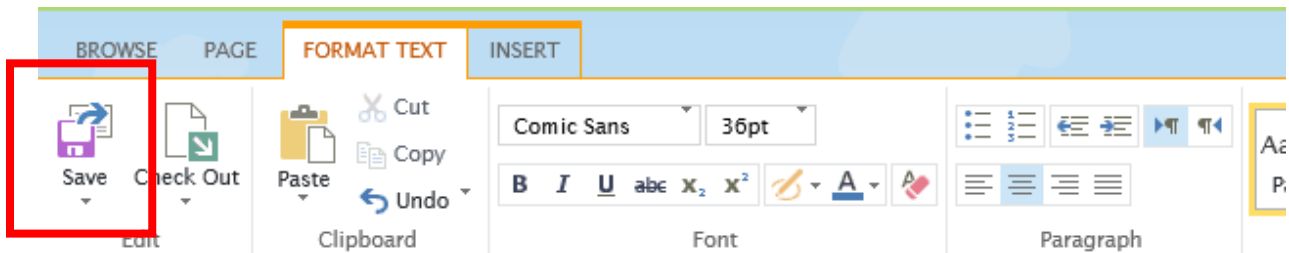


Figure 7 save your work

There is no need to publish changes to a wiki. Anything you add here will be visible once saved, to all users who have access to your wiki page.

Creating new wiki pages

In order to set up and create new wiki pages you must be working in edit mode on an existing wiki page.

- Whilst in edit mode on an existing wiki page, **type a title for your new page in between two square brackets.**

[[About Roald Dahl]] is shown as an example in Figure 8.



Figure 8 type a title for your new wiki page in between two square brackets

- When you have finished with step one, save your wiki.

Your new pages have now been set up and are ready to create.

3. Your page will display with a dotted line beneath it. This will act as a link into your new wiki page.

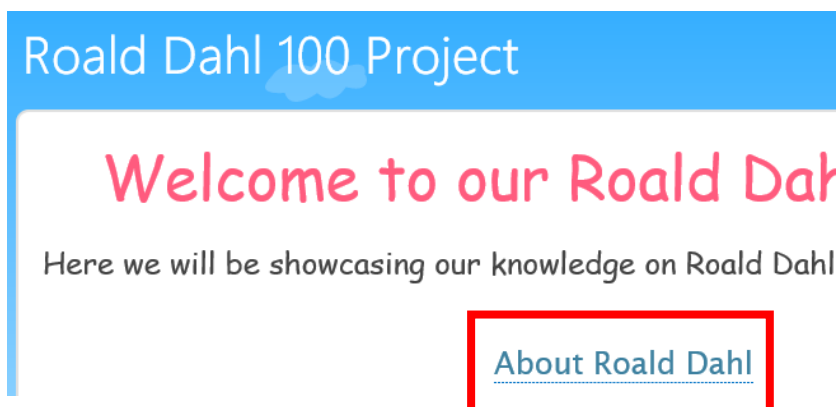


Figure 9 new page titles will display with a dotted line beneath them until created

4. Click on the link you have created, you will be presented with a dialogue box. Click on Create to confirm creation of your new wiki page.

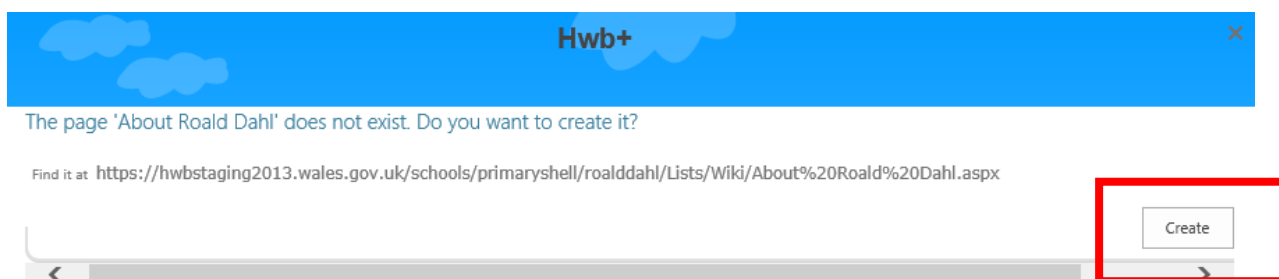


Figure 10 Click on Create to confirm creation of your new wiki page

5. Your new wiki page will now be created. You will now be navigated into your new wiki page which will be in edit mode, ready for you to add in content.
6. On any new page you create, you should add a **[[Home]]** link on the page. This will set up a navigation path allowing users to return to the home page of this wiki.

This ends the help guide on editing your first wiki and creating links to other pages.

For any assistance with this process please contact the Hwb+ Support Desk on:

029 2099 0200 or email: supportdesk@hwbsupport.net