Table of Contents
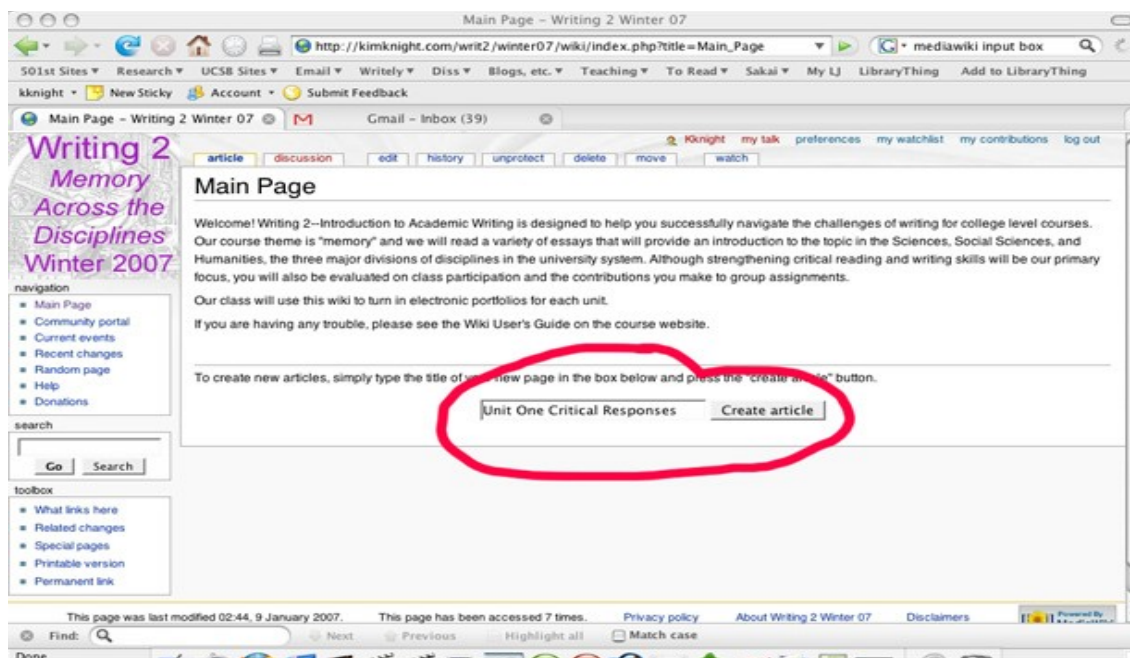
1. Creating An Article

Any time that you want to add new content to the wiki, you need to create an "article." This basically amounts to creating a new web page to hold your content.
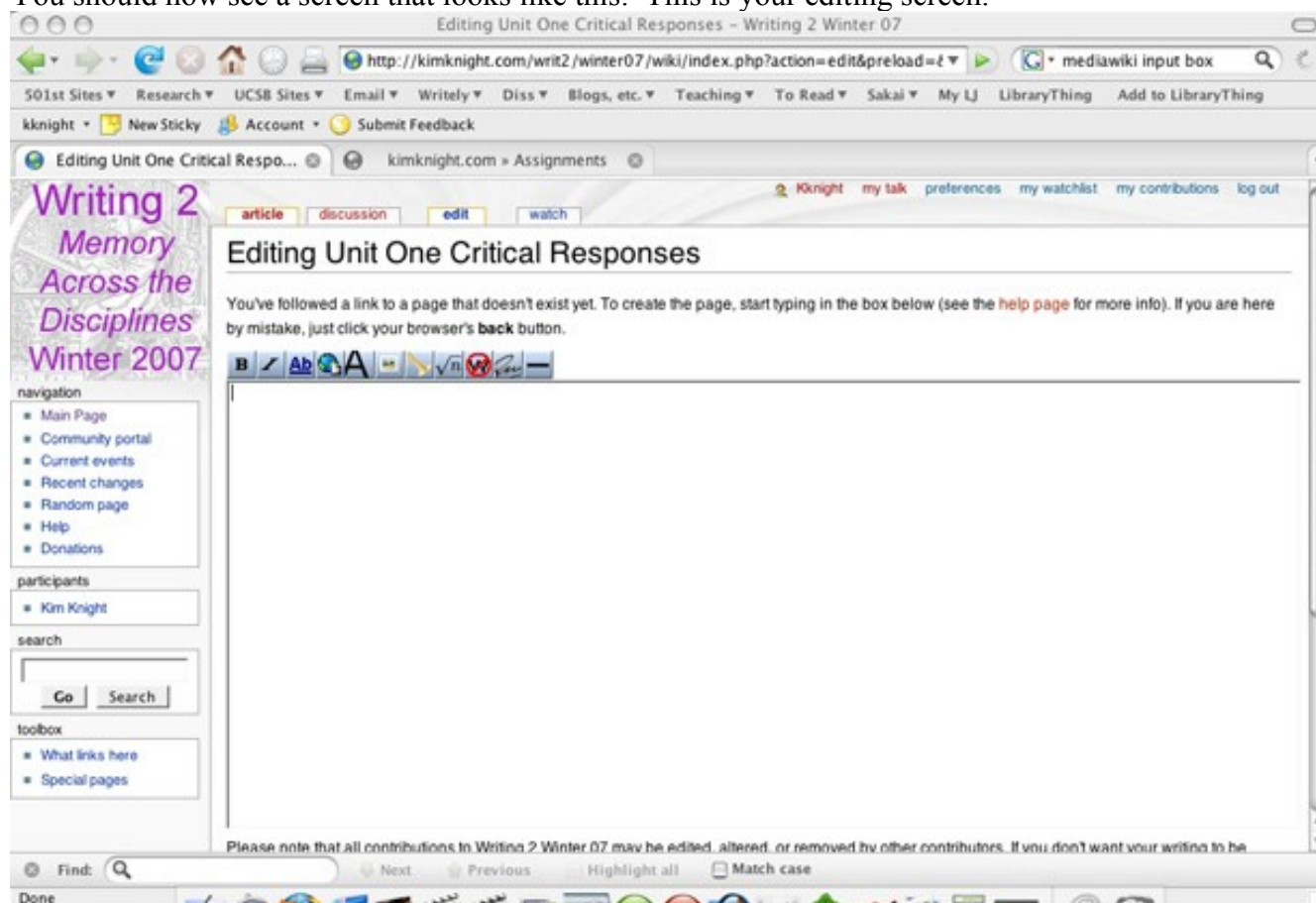
Begin on the Main Page:
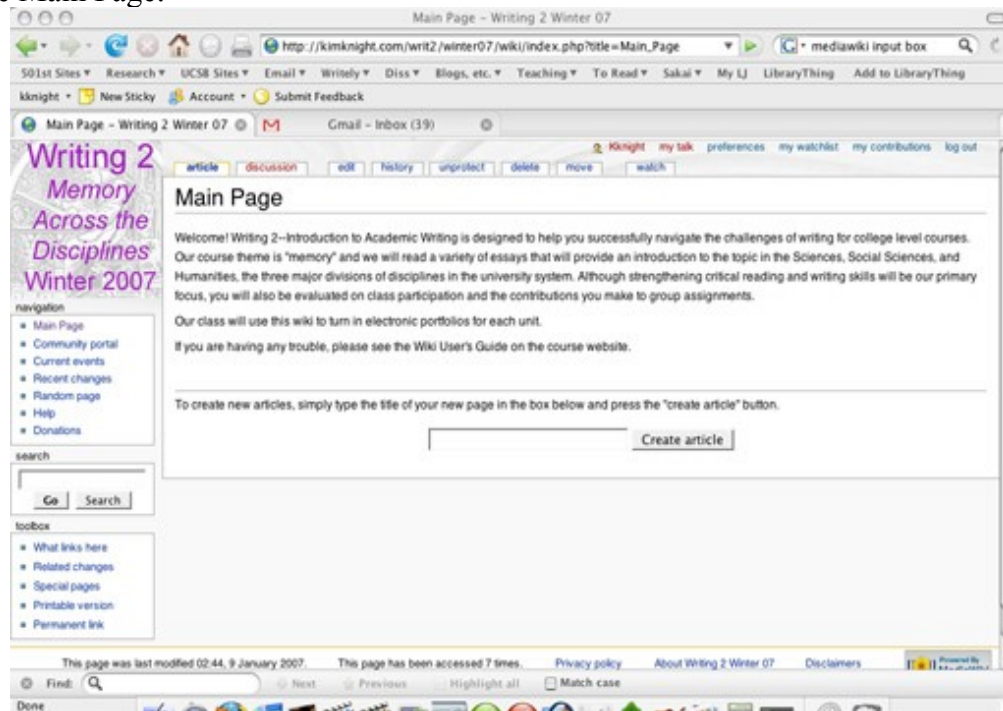
To create a new article, type the name of the article in the text input box. For example, if you were creating a new portfolio, you would type "*Your Name* Unit One Portfolio" in that box. Press the "create article" button and voila! You have a new article.

You should now see a screen that looks like this: This is your editing screen.

2. **Formatting an Article**

To add text to your article, you simply type text right into the editing box. Because the wiki does not have a spell check, you should probably type your text into a word processing program such as Open Office Text or Microsoft Word and then copy & paste it into the editing box.

Editing Unit One Critical Responses

You've followed a link to a page that doesn't exist yet. To create the page, start typing in the box below (see the help page for more info). If you are here by mistake, just click your browser's **back** button.

B / Ab A = √n W —

```
This text will appear just as I've typed it!
```

Please note that all contributions to Writing 2 Winter 07 may be edited, altered, or removed by other contributors. If you don't want your writing to be

Now, there are two complications that sometimes occur when adding text. The first is that oftentimes, your paragraphs will not be separated by a space, even though you had them that way in your word processor. In order to add the space, you can use a simple code:
 This is called a "line break." You type one for one return, two for double spacing, and so on...

Editing Unit One Critical Responses

You've followed a link to a page that doesn't exist yet. To create the page, start typing in the box below (see the help page for more info). If you are here by mistake, just click your browser's **back** button.

B / Ab A = √n W —

```
This text will appear just as I've typed it!<br><br>
Now my text will be double spaced.
```

Please note that all contributions to Writing 2 Winter 07 may be edited, altered, or removed by other contributors. If you don't want your writing to be

If I want to preview it, I click on the "show preview" button below the editing box.

This text will appear just as I've typed it!

Now my text will be double spaced.

Please note that all contributions to Writing 2 Winter 07 may be edited, altered, or removed by other contributors. If you don't want your writing to be edited mercilessly, then don't submit it here.
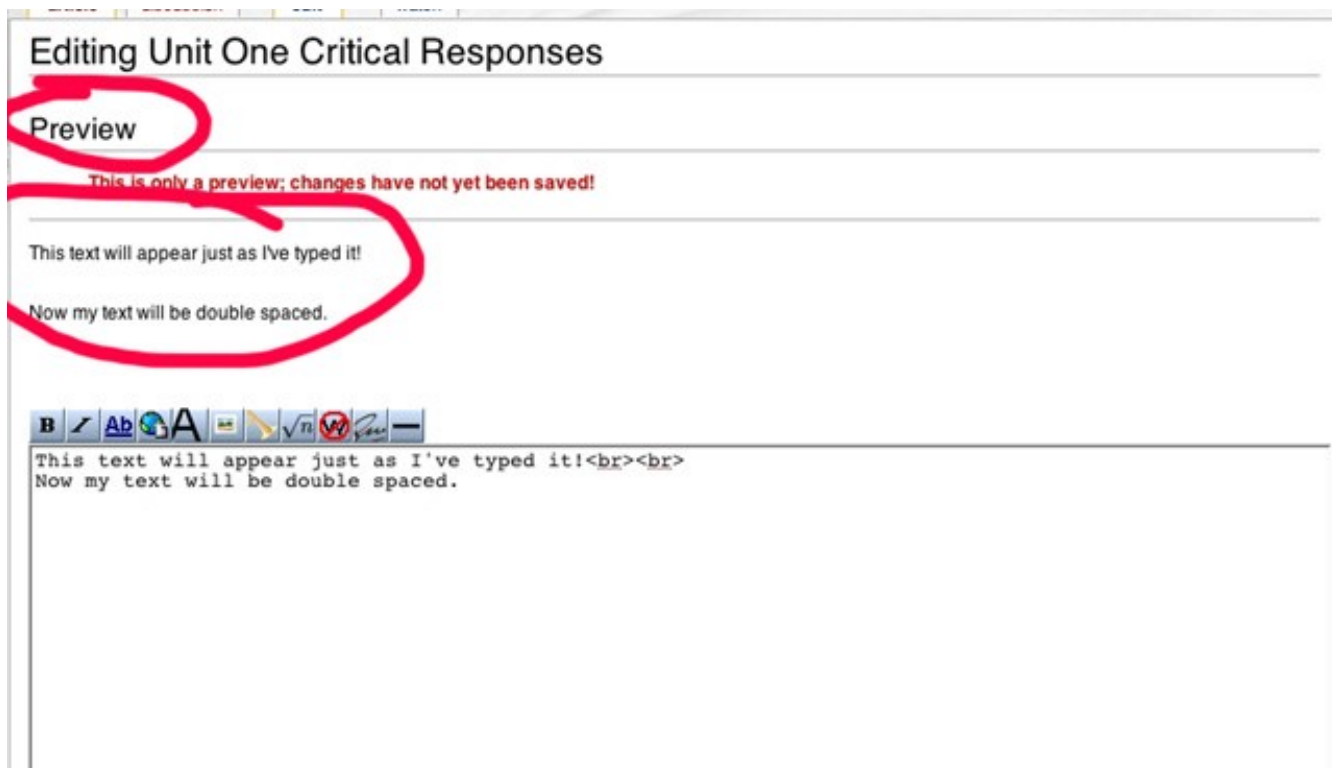
You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see Project:Copyrights for details). **DO NOT SUBMIT COPYRIGHTED WORK WITHOUT PERMISSION!**

Summary:

☐ This is a minor edit | Watch this page

Save page | **Show preview** | **Show changes** | Cancel I Editing help (opens in new window)

You can see that now my text has a double-space between lines:

Editing Unit One Critical Responses

Preview

This is only a preview; changes have not yet been saved!

This text will appear just as I've typed it!

Now my text will be double spaced.

This text will appear just as I've typed it!

Now my text will be double spaced.

The other problem that sometimes occurs when copying and pasting text is that a blue box appears around your text. This happens when you have a "tab" in front of your text. For example, we are accustomed to indenting our paragraphs five spaces by using the tab key. In the wiki, this sometimes places the text inside a blue box. Simply backspace to erase the "tab" and the blue box should disappear.

All of the other tools I need for basic text formatting are in this toolbar:

B = bold
I = italics
Ab = a link to another article in the wiki
Globe = external link
large A = text size; headlines, etc.
picture = insert a picture (the picture must already be uploaded to a location online)
horn = insert a media file (the media file must already be uploaded to a location online)
square root of n = mathematical formula
crossed out W = turn wiki formatting off
handwriting = add your signature
horizontal line = add a horizontal line

To bold or italicize text, simply highlight the text with your cursor and then push the B or *I* button. To add a link, either internal or external, highlight the text with your cursor and then push the Ab or globe button. See the adding links section for further details in this area.

Use the "Save Page" button to save your changes! Do this often!

3. <u>Adding Sections</u>

Most often you will want to section your articles to make it easier to find content you want.

To divide your article into sections, type the name of the section surrounded by double equal signs:
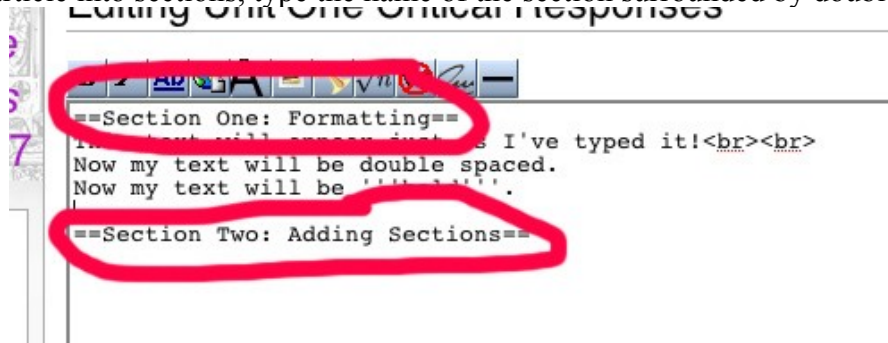
Your article will then appear with section headings:

Once you add more than three section headings, the wiki will automatically generate a table of contents:

```
==Section One: Formatting==
This text will appear just as I've typed it!<br><br>
Now my text will be double spaced.
Now my text will be '''bold'''.

==Section Two: Adding Sections==

==Section Three: Adding Links==

==Section Four: Adding Your Signature==
```

Preview

This is only a preview; changes have not yet been saved!

Contents [hide]

1 Section One: Formatting
2 Section Two: Adding Sections
3 Section Three: Adding Links
4 Section Four: Adding Your Signature

Section One: Formatting

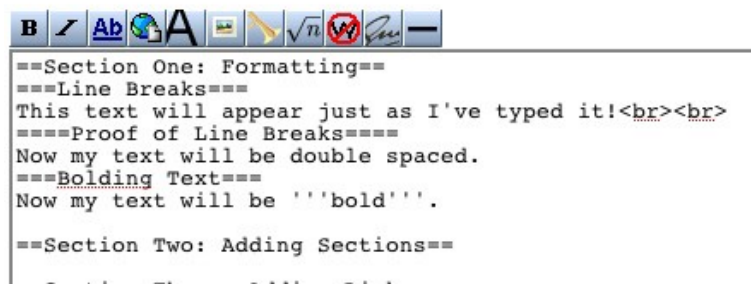This text will appear just as I've typed it!

Now my text will be double spaced. Now my text will be **bold**.

Section Two: Adding Sections

Section Three: Adding Links

Section Four: Adding Your Signature

To add further subsections, you just add more equal signs. Triple equal signs for the next level, quadruple for the next after that, and so on...

```
==Section One: Formatting==
===Line Breaks===
This text will appear just as I've typed it!<br><br>
====Proof of Line Breaks====
Now my text will be double spaced.
===Bolding Text===
Now my text will be '''bold'''.

==Section Two: Adding Sections==
```
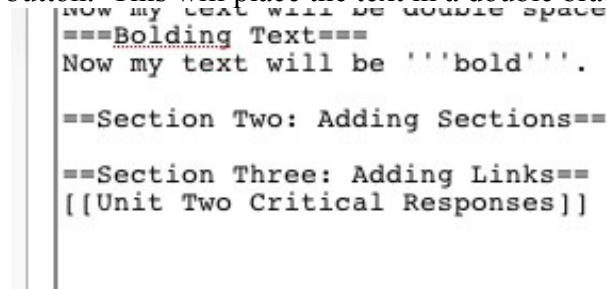
Contents [hide]

1 Section One: Formatting
    1.1 Line Breaks
        1.1.1 Proof of Line Breaks
    1.2 Bolding Text
2 Section Two: Adding Sections
3 Section Three: Adding Links

    4. <u>Adding Links</u>

There are two types of links you can add to any wiki article. The first is an internal link. This is a link to another page within the wiki. For instance, if you want to link to someone else's portfolio or to any other page in our wiki, you would use an internal link.

To make an internal link, type the name of the page in the editing box. Highlight the text with your cursor, and push the <u>Ab</u> button. This will place the text in a double bracket:

```
===Bolding Text===
Now my text will be '''bold'''.

==Section Two: Adding Sections==

==Section Three: Adding Links==
[[Unit Two Critical Responses]]
```

When you preview the page, if the text shows up in blue text, all is well and you have done everything correctly. This will now link to the page called "Unit Two Critical Responses":

Section Three: Adding Links

Unit Two Critical Responses

If your link shows up as red text, there are two possibilities. 1) You may have misspelled the name of the page you are linking to. These links are case sensitive, so be sure to check capitalization in addition to spelling. The other possibility is that the page you are trying to link to has not yet been created. If you go ahead and save your page with the red text as is, this will actually create the new page for you. In other words, putting text in the double brackets is another way to create new pages that did not previously exist!

The other kind of link you might place in your article is an external link. Basically this is a link to another web page outside of the wiki. To put in this kind of link, copy and paste the URL, including the "http://" into your edit box. Highlight the text with your cursor and push the globe button. This will put the text within single brackets:

```
==Section Three: Adding Links==
[[Unit Two Critical Responses]]

UCSB Home Page [http://www.ucsb.edu]
```

The link will look like this:

Section Three: Adding Links

Unit Two Critical Responses

UCSB Home Page [1]

Now the above link works just fine. However, if you would prefer to make your actual words into a link, then you would simply move the words inside the bracket, following the URL and separated by one space:

```
==Section Three: Adding Links==
[[Unit Two Critical Responses]]

UCSB Home Page [http://www.ucsb.edu]

[http://www.ucsb.edu UCSB Home Page]
```

Then your link will look like this:

## Section Three: Adding Links

Unit Two Critical Responses

UCSB Home Page [1]

UCSB Home Page

5. Adding Categories

Any time that you create a new article, you will want to add categories to it to make it easier to find. To add a category, type "category:*category name*" inside double brackets. For instance, you should always add the category "All Pages" to every article. To do so, type [[category:All Pages]] anywhere inside the edit box:
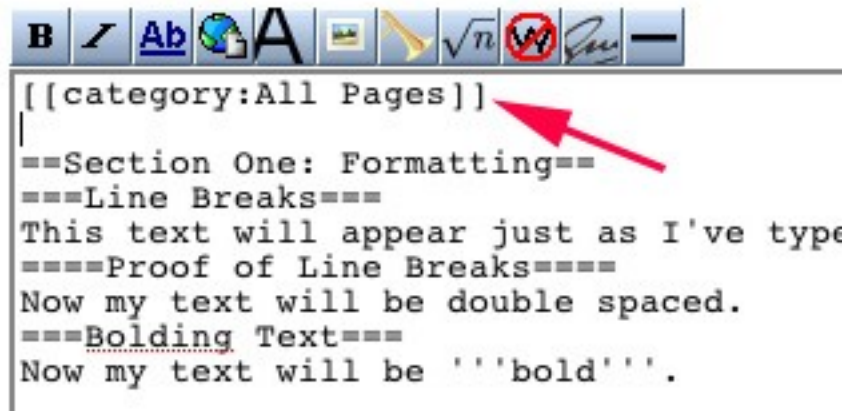
Category names are case sensitive, so be sure to always capitalize the first letters of words the same way you would a paper title. Place multiple categories anywhere in the edit box, they do not show up in the text of the article:
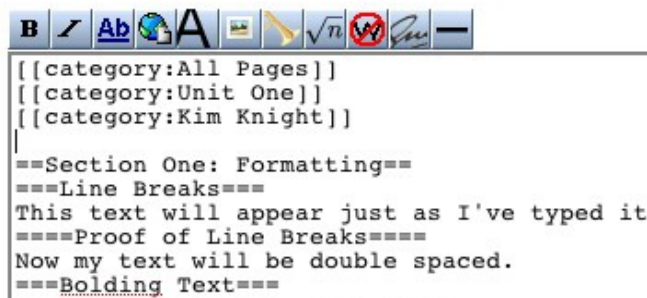
Section One: Formatting   [edit]

Line Breaks   [edit]

This text will appear just as I've typed it!

Proof of Line Breaks   [edit]

Now my text will be double spaced.

Bolding Text   [edit]

Now my text will be **bold**.

Section Two: Adding Sections   [edit]

Section Three: Adding Links   [edit]

Unit Two Critical Responses

UCSB Home Page [1] ⮺

UCSB Home Page ⮺

Categories: All Pages I Unit One I Kim Knight

Note that the categories appear at the bottom of the page, not at the top where I typed them. These category names appear in red text because they are new. The category "*Your Name*" it will also appear in red until you add information to it. Details on how to do this are later in this document.

6. <u>Adding Your Signature</u>

When you add material to a page, you should always add your "signature" to the content. To do this, position your cursor at the end of the content you are adding and click the "signature" button:
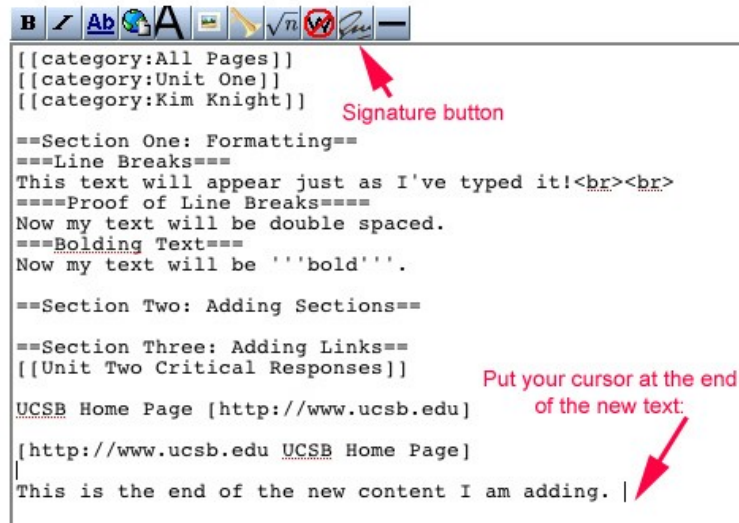
This will add two dashes and four tildes to the box:
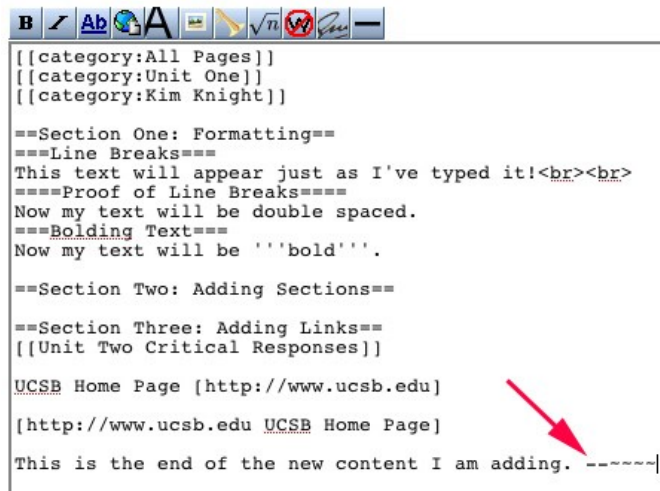
When you preview the text, it will add your user name and the date:

7. Editing an Article

After you save your changes, you can make further changes by using the "edit" tab. In addition, you will use the "edit" tab to add content to articles that have already been created. For example, the articles for the critical responses will already be created. To add your own response, you will use the "edit" tab. Just click where it says "edit."

This will take you to the following screen. From there you know what to do (don't forget to add your signature!)

8. <u>Adding Information to a Category</u>

When you create a new category, you need to add a description to it, or it will always appear as red text in your articles. For example, in section five above, I added the categories "All Pages," "Unit One," and "Kim Knight" to the article called "Unit One Critical Responses." They all appear in red text because these were brand new categories that had never been used before.

The easiest way to access a category is to click on it at the bottom of an article. For instance, I will go to the article "Unit One Critical Responses" (use the search function on the main page if you cannot find your article) and click on the category name "Kim Knight" at the bottom of the article:
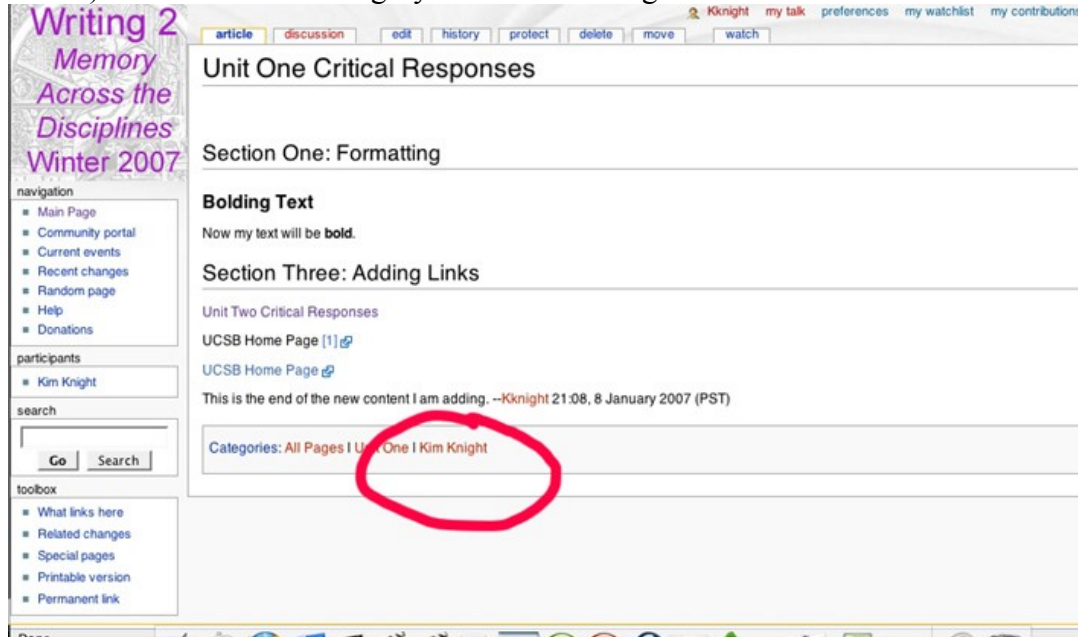
This will take me to the Category Page. Note that it brought up an editing box that looks exactly like the one we use to edit articles. It is easy to get confused, so look for the "Editing Category:Kim Knight" at the top of the screen:
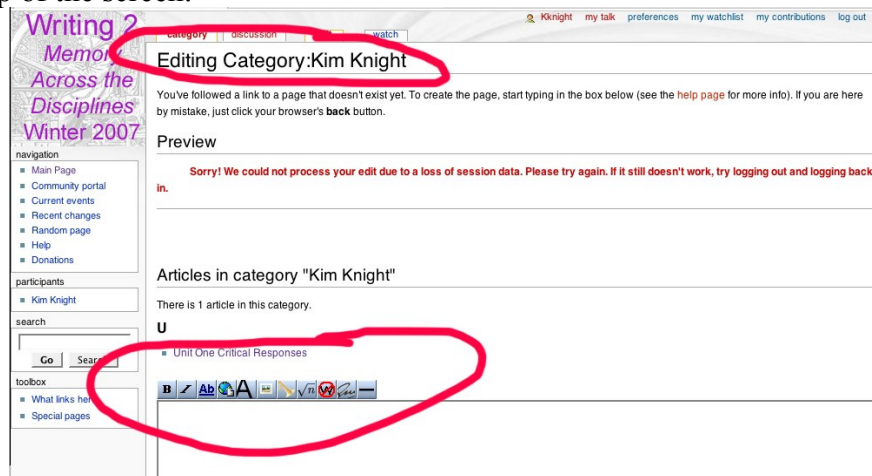
From here you can add a description of the category. The formatting all works the same as when you edit an article. Once I've saved the page, you can see that my category now has a description. It looks pretty similar to an article, but once again, note that it says category at the top of the page:

Category:Kim Knight

This category contains all work done by Kim Knight, the instructor of Writing 2.

Articles in category "Kim Knight"

There is 1 article in this category.

U

■ Unit One Critical Responses

Note that you can also see the articles that are contained in the category "Kim Knight." So far it is only one, but this will grow as I add articles and add my category name to them.

Now when I look at the "Unit One Critical Responses" article, the category "Kim Knight" is no longer in red text because it has a description. "All Pages" and "Unit One" are still in red text because I still need to add descriptions to them:

Unit One Critical Responses

Section One: Formatting

Bolding Text

Now my text will be **bold**.

Section Three: Adding Links

Unit Two Critical Responses

UCSB Home Page [1] ⧉

UCSB Home Page ⧉

This is the end of the new content I am adding. --Kknight 21:08, 8 January 2007 (PST)

Categories: All Pages I Unit One I Kim Knight

9. Troubleshooting
    1. There are no spaces between my paragraphs, even though there are spaces when I typed it in my word processing program! *You need to add line breaks <br>. See the Formatting Text section above.*
    2. My text is appearing in a blue box and is cut off! *You most likely have a "tab" in your text. Back space to delete the tab and your text should appear normal. See the Formatting Text section above.*
    3. My internal link is showing up in red text. *Check your spelling and capitalization. It may be that you are linking to a page that has not yet been created. See the Adding Links section above.*
    4. My categories are showing up in red text. *You most likely need to add a description to your category. See the Adding Information to Categories section above.*
    5. I put my critical response or other changes in and it is not showing up. *Somebody else was probably updating at the same time that you were. The wiki is not made to handle multiple users editing at one time.*
    6. I created an article and now cannot find it. *First, use the search box on the main page. You may have misspelled something or forgot to put in the categories. If that doesn't work, go to your category description. Students often add content to their category rather than creating a new article. See the Creating an Article and Adding Information to Categories sections above.*