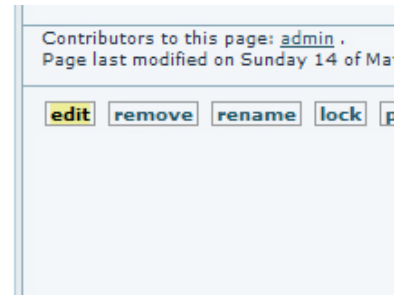


# Adding a new link and a new page

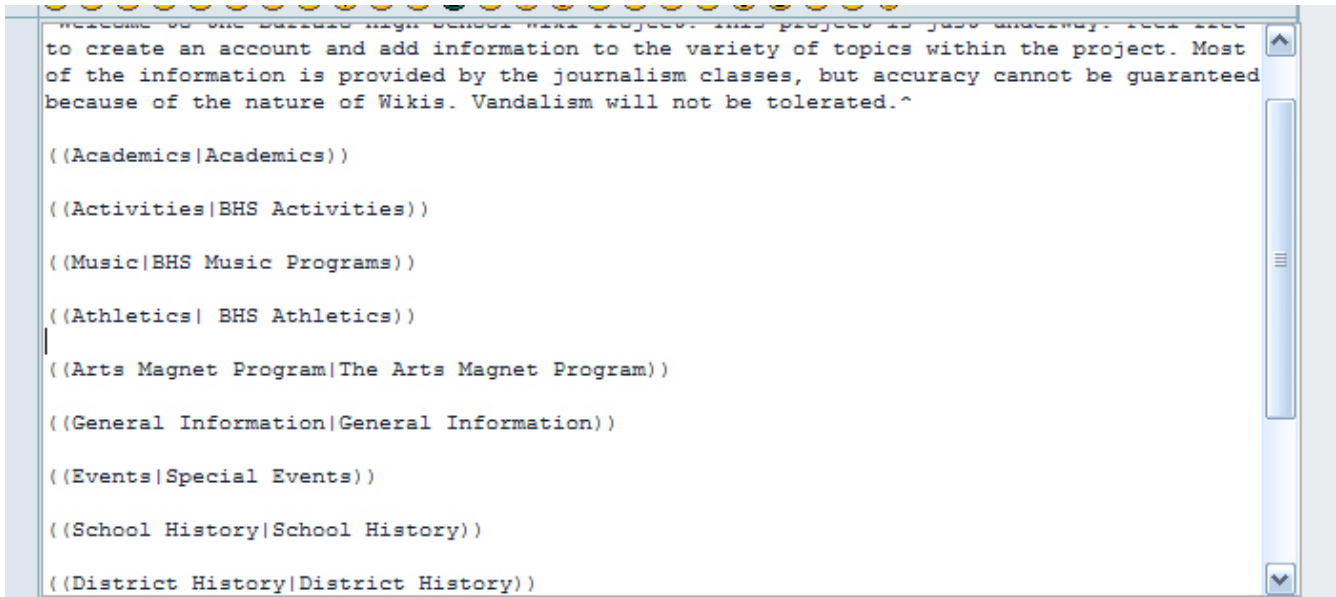
## Basic Guidelines

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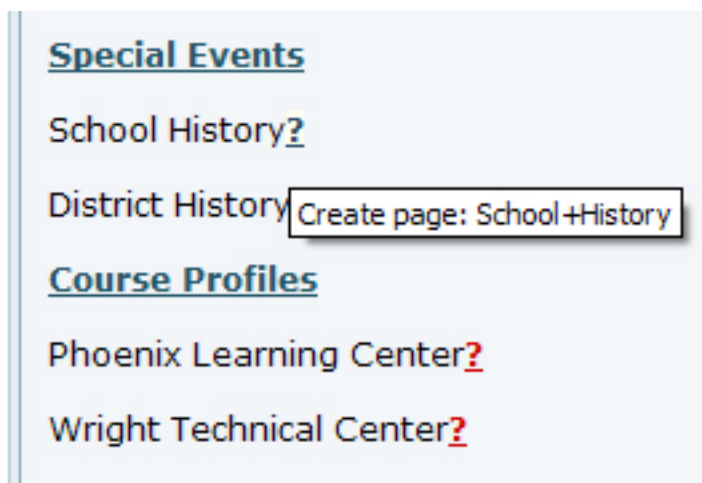
**Step 1:** Find the page you want to add the link on and click “Edit” from the list of options at the bottom of the page.



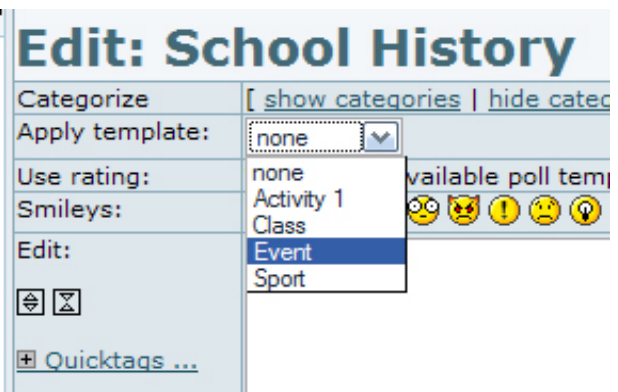
**Step 2:** Create a link to a new page by typing ((Page Name|Link Text)) where you want the link to appear. The “Page Name” will be the name of the new page that gets created and the Link “Text” will be what the link to the page will say. This can be as part of a list or right inside of a paragraph.



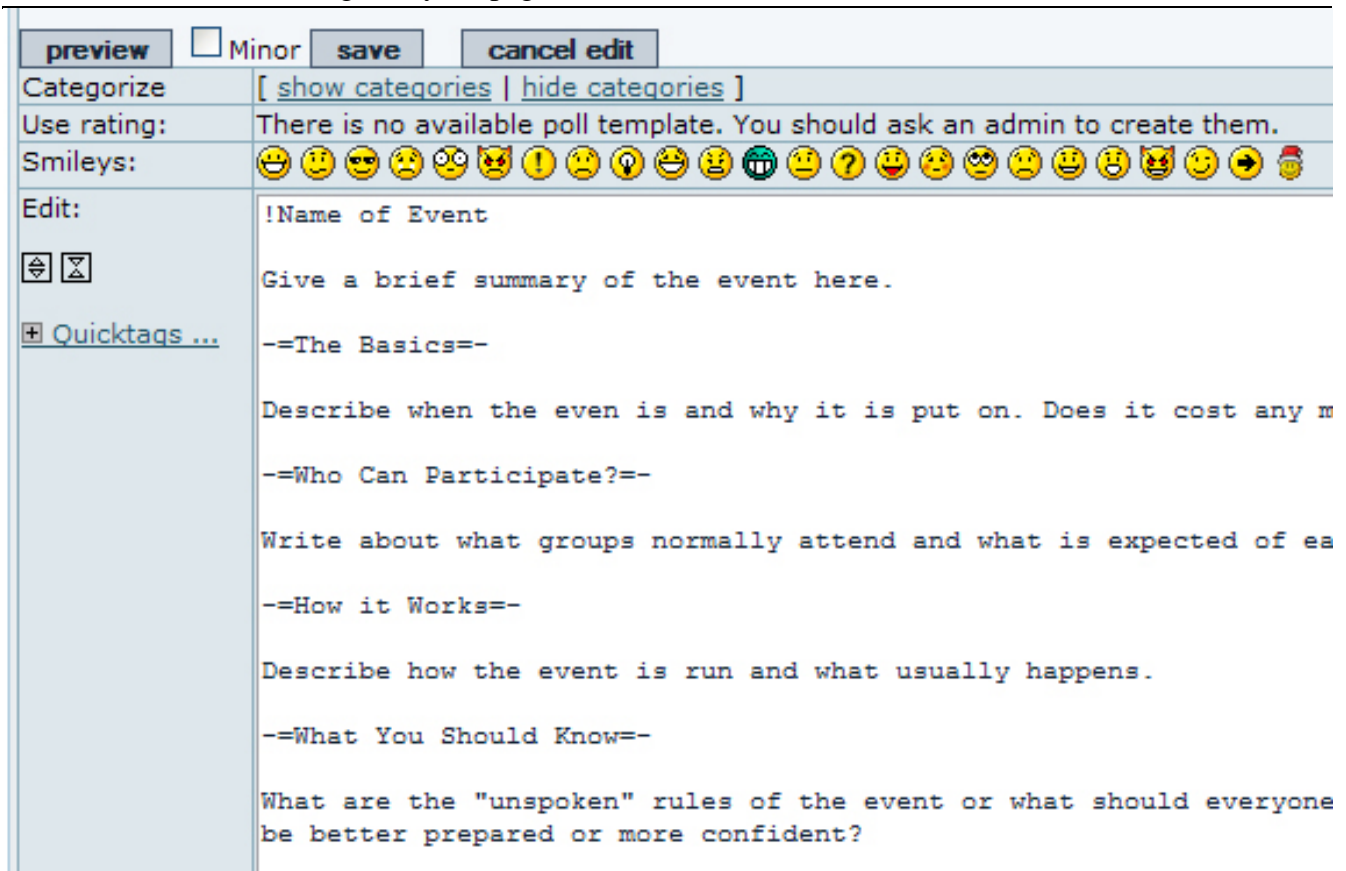
**Step 3:** The link you have made is ready. It should be the “Link Text” you entered with a question mark at the end. If you entered a link to a page that already exists, it will just be a link. Click the Question Mark to begin editing your new page.



**Step 4:** If you are adding a page that has a template available, select the template now. If the page does not have a template, just start adding your information in the “Edit” box. There’s a full tutorial available about how to create a page using a template. It’s at the end of this file if you need it.



**Step 5:** Make all the necessary changes on your page and click “Save” on the bottom. You can always come back and make changes to your page later.



**Step 6:** After you click save on your new page, go back the the page where you created the link. Instead of a question mark, your new page should be an official link. You can use this tool to make new pages or link to pages that already exist within the Wiki.

## General Information

### Special Events

### School History

### District History?

# Making a Wiki Page

## Getting started using a template

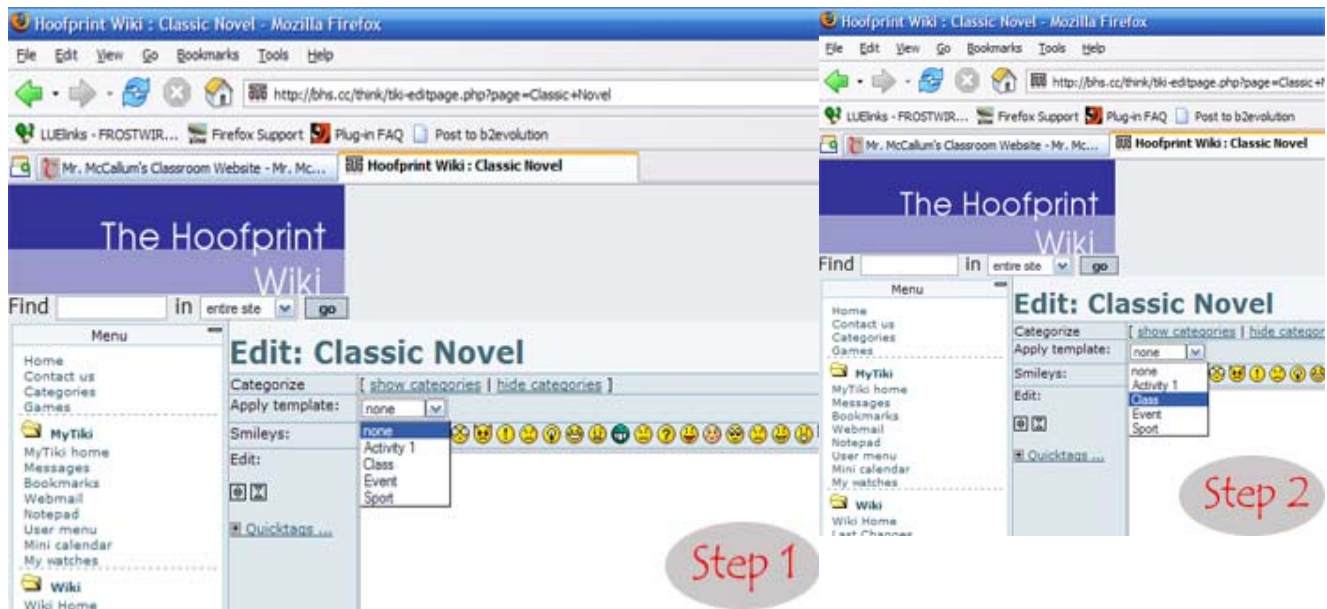
---

The very first thing that you need to do is locate the subject you want to update. This guide is for updating a class, but it can be used for any updates very easily. This guide assumes that you have already created a Wiki account and are ready to update your page.

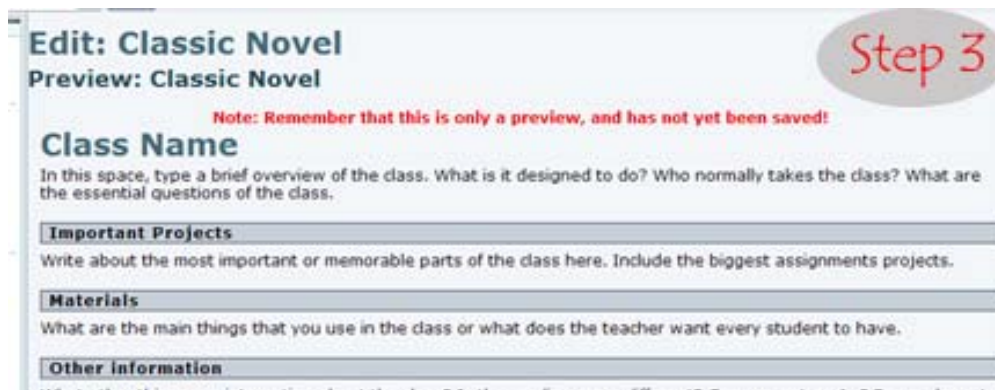
Click the Question Mark next to your topic to make a new Wiki entry. If you have a basic entry already started, just click on the entry's link and go to the “edit” page.

**Step 1:** Near the top of the page, right above the Smileys, you'll see a section called “Apply template”.

**Step 2:** From the pull-down menu next to it, select the type of page you are going to make. For this example, “Class” is selected.



**Step 3:** After you select “Class”, a page will come up showing you what the template currently looks like. It should be filled with only generic information. Scroll down to the edit window to make changes.



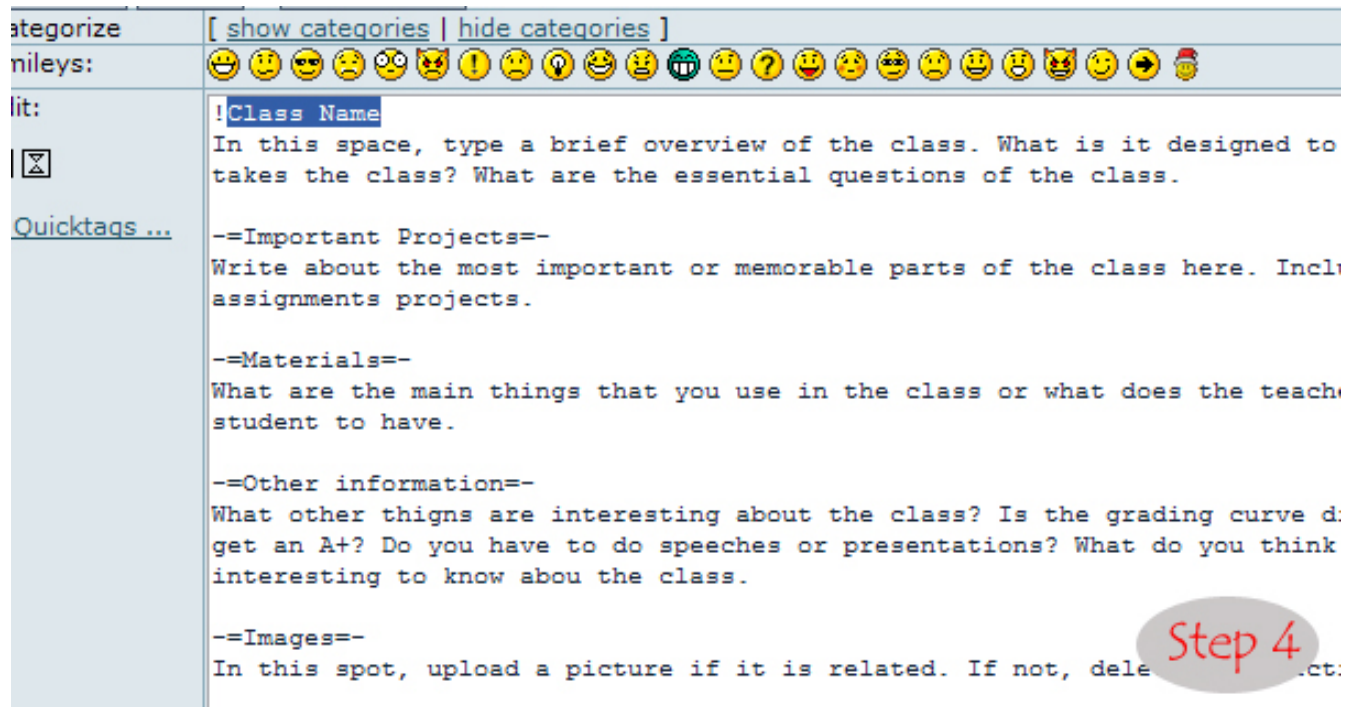
*Continued on the next page...*

# Making a Wiki Page

*Continued*

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**Step 4:** Make changes to the template to include all of your new and original information. Try not to alter the code of the template. In this example, do not delete the Exclamation Point when changing the class name. The exclamation point tells the web site to turn the class name into a title.



The screenshot shows a Wiki edit interface. At the top, there are links for "[ show categories | hide categories ]" and a row of various emojis. Below this, the text area contains the following template code:

```
!Class Name
In this space, type a brief overview of the class. What is it designed to
takes the class? What are the essential questions of the class.

--Important Projects--
Write about the most important or memorable parts of the class here. Incl
assignments projects.

--Materials--
What are the main things that you use in the class or what does the teach
student to have.

--Other information--
What other thigns are interesting about the class? Is the grading curve d
get an A+? Do you have to do speeches or presentations? What do you think
interesting to know about the class.

--Images--
In this spot, upload a picture if it is related. If not, dele
```

A red circle with the text "Step 4" is overlaid on the right side of the screenshot, specifically over the "Images" section of the template code.

**Step 5:** Complete making your changes by replacing default text with your own. Add and delete categories if you need to. To add a whole new category, just type it like this `--New Category--`, where you replace New Category with the text that you want it to say. See the example above for how it should look.

**Step 6:** Add as many helpful things as possible, including links and pictures if they are available. Make your section of the Wiki as helpful, important, and clear as possible.

**Step 7:** Once you are done, click "Save" on the bottom of the edit screen. Your page will now be totally updated and complete with all your changes. You can go back and edit it at any time by clicking the link to your page and then clicking "Edit".

# Wiki Codes

## Adding flair to your text

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The following is a list of codes that can help you add links, images, and other codes to your Wiki article.

All of these codes can be seen by clicking the Plus Sign (+) next to the words “Quicktags...” to the left of the editing window.

Code	What it does	Example
<code>!text</code>	Makes your text into a title	<code>!Classic Novel</code>
<code>--text--</code>	Makes your text into a topic header	<code>--History of Prom--</code>
<code>===text===</code>	Makes your text underlined	The dance is for <code>===upperclassmen only===</code> .
<code>__text__</code>	Makes your text bold	Juniors must pay their <code>__class dues__</code> before attending.
<code>' 'text'</code>	Makes your text italicized. <b>It is made up of two apostrophes, not quotation marks.</b>	Novels include 'The Scarlet Letter' and other classic works.
<code>^text^</code>	Puts a box around your text.	^"This class is for students with a love for classic literature and a passion of writing" -Joel Squadroni^
<code>[http://example.com text]</code>	Makes a link and a title for the link to another web site.	For more information, go to [ <a href="http://bhs.cc">http://bhs.cc</a>  Mr. McCallum's web page].
<code>((text title))</code>	Makes a link to a new or existing wiki page (the first part) and a title (the second part).	The Hoofprint is produced by the <code>((Journalism Journalism))</code> class.
<code>{img src= }</code>	Adds a picture from the Internet to the wiki	<code>{img src=http://bhs.cc/star.gif }</code>

Feel free to experiment with code on the Wiki Project. If you don't want to mess up your page, go to the Sandbox. There's a link to it in the menu on the left side of the page once you've logged in.