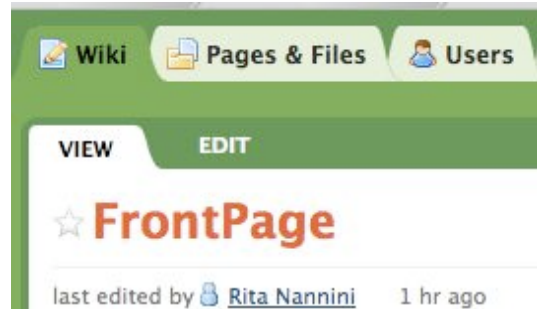


Editing a Wiki or Workspace

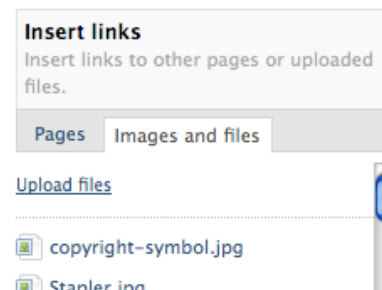
1. Go to a page you would like to edit and click on *Edit*



2. Add the content. Click *Save and Continue* often or if you would like to see how the page will look, click *Save*

To attach a file to the wiki:

3. Select the *Images and files* tab:

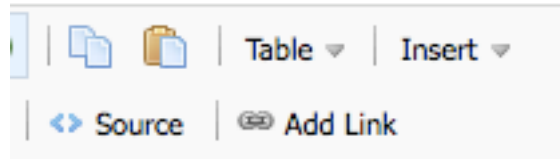


4. Click *Upload Files*.
Locate the file from your computer files and click *Select*.
5. On the wiki page, place your cursor where you want the clickable hyperlink to the document to appear. Type the text you want to be the clickable link.
Click on a page from the list of pages you have uploaded.
6. Be sure to test the link to see that it accesses the file you intend.
7. When you finish editing the page, be sure to click *Save*.

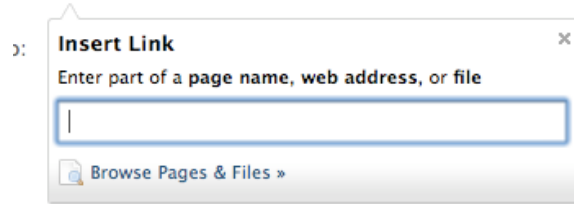
To create a link:

8. You can create a link to another page in your wiki, to a URL or to an e-mail address. If you want to link to another page in your wiki, **first create the page then create the link.**

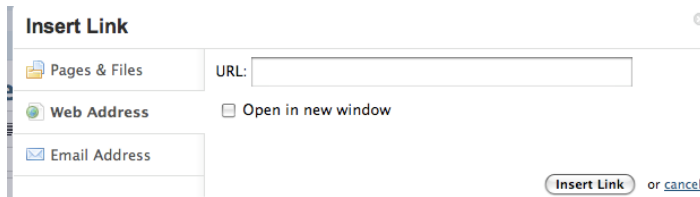
- Type a word and highlight it.
Click the **Add Link** button in the toolbar.



- Type in the name of the page or click on **Browse Pages and Files**



- To link to a website, click on **Web Address** and type in the URL of the website you wish to link to.
Select **Open in new window**.



- Click on **Insert Link**
- Click Save **and Continue** or **Save**.
- Finished!