

# **The Folklore Wiki - A Collaborative Website at Buffalo State College**

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## ***How to get to the wiki***

In your browser's address bar, type in **www.folklorewiki.org**

## ***The screen:***

Site logo upper left

Navigation menu below that

Action menu at upper right and lower right

"The Page" in the middle, on the right side of the screen. This is where you'll create new pages, edit existing pages, add links, images, etc.

## ***How to edit a page:***

Click "edit this page", which opens the edit screen.

Type in new text or change old text.

Click "Save". If you don't want to save, you can click "Cancel". You can also preview your changes, but remember to save.

## ***How to make a new page:***

Edit the page you want the link to the new page to be on.

Type in [[Name of your new page]].

Click "Save".

Click on the link you just created.

Type the text in your new page.

Click "Save".

## ***How to sign your work:***

Type your name in the "Author" box at the top of the screen.

Type ~~~~.

When you click "Save", your name and the date and time of the post will be on the page.

You can type ~~~ for just your name.

## ***How to make a link to a page on the wiki or outside the wiki:***

Type [[, the name of your link, ]], like this:

[[Main.HomePage]] or [[<http://www.google.com>]]

## ***To give your link a different name:***

[[Main.HomePage | BSC101 Home Page]] or [[<http://www.buffalostate.edu> | Buffalo State College]]. These will make links like this: BSC101 Home Page, Buffalo State College.

## ***How to format your text:***

Press "Enter" twice to separate paragraphs.

Never start a line with a blank space.

Type " (two single quotes) on either side of text you want in italics.

Type "' (three single quotes) on either side of text you want in bold.

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Type `''''` (five single quotes) on either side of text you want in bold and italic.

Examples: `''italic''` `'''bold'''` `''''bold italic''''`

Lists: Type `*`, `**`, `***` etc. for bulleted lists.

Type `#`, `##`, `###` for numbered lists.

To indent a paragraph, type `->` at the left margin. For more indent, type `-->`, `--->` etc.

For more formatting options, click on “Basic Editing” in the menu or on the Edit page.

### ***How to attach a file to the page:***

Click on “attach a file” on the action menu.

Click “Choose” to browse to the file on your hard drive you want to upload.

Name the attachment in the “Name the attachment as:” box below the “File to upload” box. Make sure you include the extension, i.e. `.jpg`, `.gif`, `.doc`, `.pdf` etc.

Click “Upload” to upload the file to the wiki.

### ***How to show an uploaded graphic file:***

On a page’s edit screen, type `Attach:nameofthefileyouuploaded.jpg`. When you click “Save”, your `.jpg` graphic file will display on that page.

### ***How to make a link to an uploaded file:***

Links to image files, like the one above, will show the image. Links to documents such as MS Word files, PDF’s, spreadsheets etc. will show as `Attach:NameOfDocument.doc`. To change the way the link appears, do this: `[[Attach:NameOfDocument.doc | My Document]]`.

### ***How to change the “Look and Feel” of the Wiki:***

To make the Wiki look different on your PC, click “change colors and fonts” in the bottom menu. Choose the colors and the font on from the list that appears.

### ***How to see what’s new on the Wiki:***

Click “recent changes”. You’ll then see all the changes to that page.

### ***How to “roll back” a page to an earlier version:***

Click “page history”. Scroll down to the section before the change you want to eliminate.

Click “Restore”. You can roll pages both backward and forward.

### ***How to get help on the Wiki:***

When you’re in the editing screen, you’ll find helpful tips at the bottom of the screen.

In the menu on the left, click “Wiki Q&A/FAQ/Tips”. You can type in a message on that page for the administrator, or send an email to him.