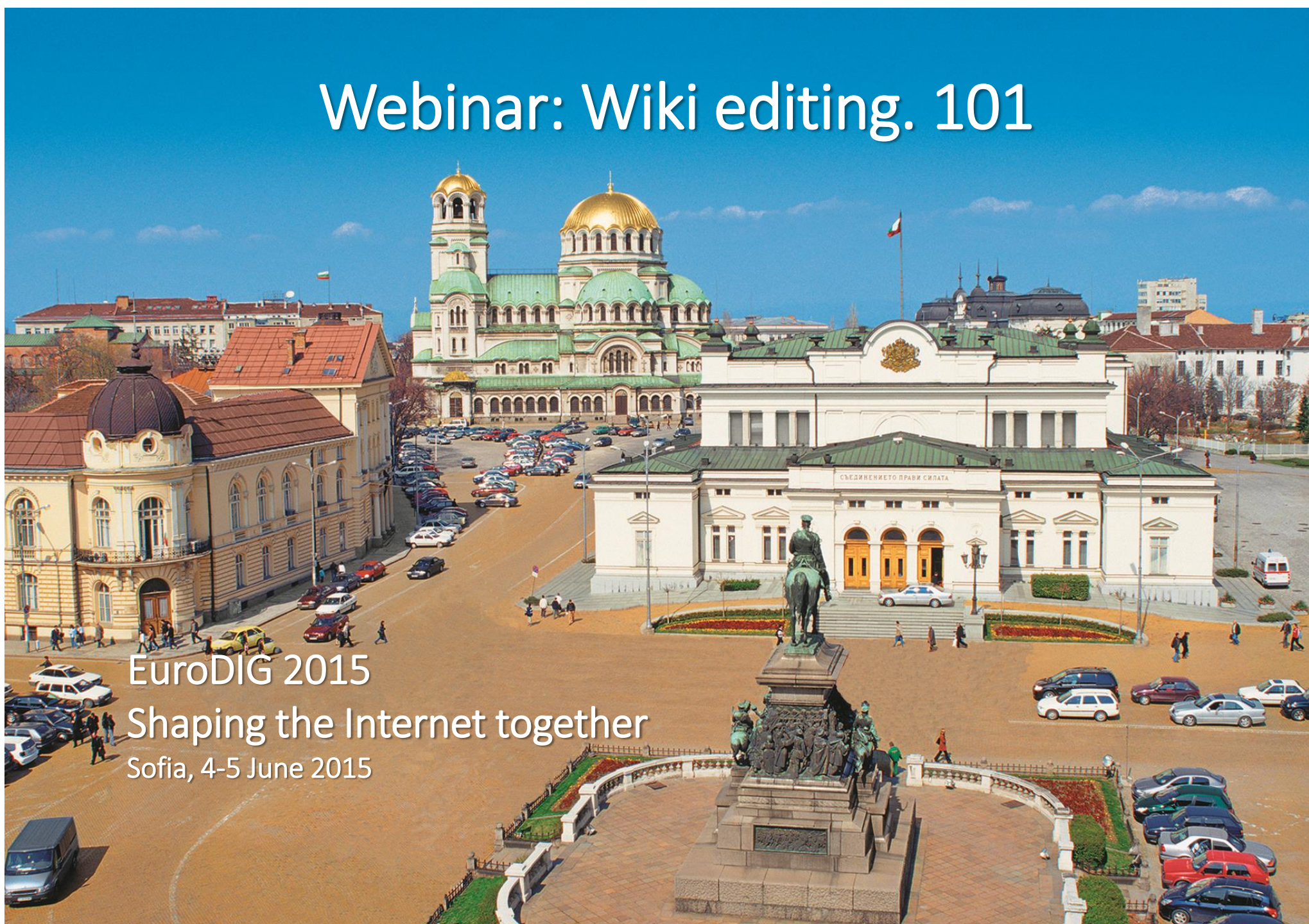


Webinar: Wiki editing. 101

EuroDIG 2015

Shaping the Internet together

Sofia, 4-5 June 2015



EuroDIG wiki



The wiki is publicly accessible and serves four purposes:

1. provide all necessary information for EuroDIG participants about the session
2. serve as a collaboration tool for the session org team
3. easy access for others to participate in the session planning process
4. archive of EuroDIG



Editing possibilities:

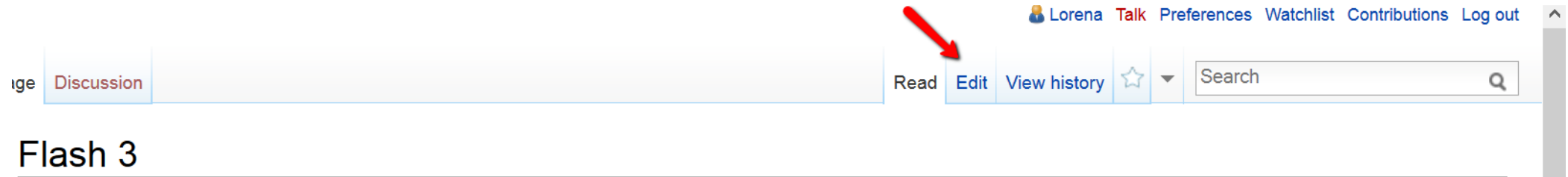
1. Editing the whole site
2. Editing a section of a site
3. Creating bullet point
4. Typography (italics, boldface)
5. Uploading a file
6. Linking to a file
7. Linking to another wiki-page
8. Linking to an external page
9. Discussion page
10. Creating a new page section
11. Creating a new wiki page

EuroDIG wiki



How to edit a whole site:

1. Go to the upper right side



Flash 3

2. Click „edit“
3. Enter the text or changes
4. Click on „show preview“ if you feel unsure
5. Save changes

EuroDIG wiki



How to edit a section of a site:

1. Go to the section of the page you want to edit

Session description [\[edit\]](#) 

Deadline 30. April 2015

Keywords [\[edit\]](#) 

2. Click „edit“
3. Enter the text or changes
4. Click on „show preview“ if you feel unsure
5. Save changes

EuroDIG wiki



How to create a bullet point:

1. Go to the section of the page you want to edit
2. Click „edit“
3. Enter * before each line of the text (no space bar in between needed)

4. Click on „show preview“ if you feel unsure
5. Save changes

webinars and 2 workshops organised in

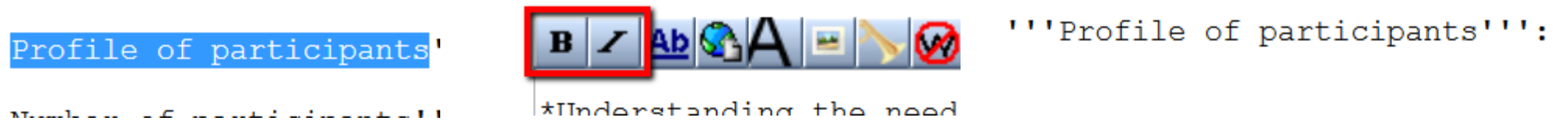
- *Introducing and illustrating the obje
- *Understanding the needs of community
- *Identifying new solutions together.

EuroDIG wiki



Typography (italics, boldface):

1. Go to the section of the page you want to edit
2. Click „edit“
3. Select the text and click on either the **B** or */*alic icons



4. Click on „show preview“ if you feel unsure
5. Save changes

EuroDIG wiki



Uploading a file

1. Go to „upload a file“ at the left column section
2. Note: only png, gif, jpg, jpeg format are allowed (you can convert PowerPoint presentations into jpeg)
3. Search your PC for the document. Insert a name for the file

File description

Destination filename:

4. Don't forget to click on

Upload file

[Main page](#)
[SEEDIG](#)
[Programme 2015](#)
[Programme 2014](#)
[Collaboration tools](#)
[Glossary](#)
[About](#)
[Recent changes](#)

▼ [Tools](#)

[What links here](#)
[Related changes](#)
[Upload file](#)
[Special pages](#)
[Page information](#)

EuroDIG wiki

Linking to a file

1. Go to „special pages“ at the left column section
2. Click on „uncategorized files“

Special pages

Maintenance reports

- [Broken redirects](#)
- [Dead-end pages](#)
- [Double redirects](#)

- [Uncategorized files](#)
- [Uncategorized pages](#)
- [Uncategorized templates](#)

3. Search for the file name. Copy the file name (e.g.
File:Eurodiglogo.png)
4. Go to the section you want to edit



SEEDIG

- [Programme 2015](#)
- [Programme 2014](#)
- [Collaboration tools](#)
- [Glossary](#)
- [About](#)
- [Recent changes](#)

Tools

- [Upload file](#)
- [Special pages](#)
- [Printable version](#)

EuroDIG wiki



Linking to a file

To include a file in a page, use a link in one of the following forms:

- **[[File:File.jpg]]** to use the full version of the file
- **[[File:File.png|200px|thumb|left|alt text]]** to use a 200 pixel wide rendition in a box in the left margin with "alt text" as description
- **[[Media:File.ogg]]** for directly linking to the file without displaying the file

EuroDIG wiki



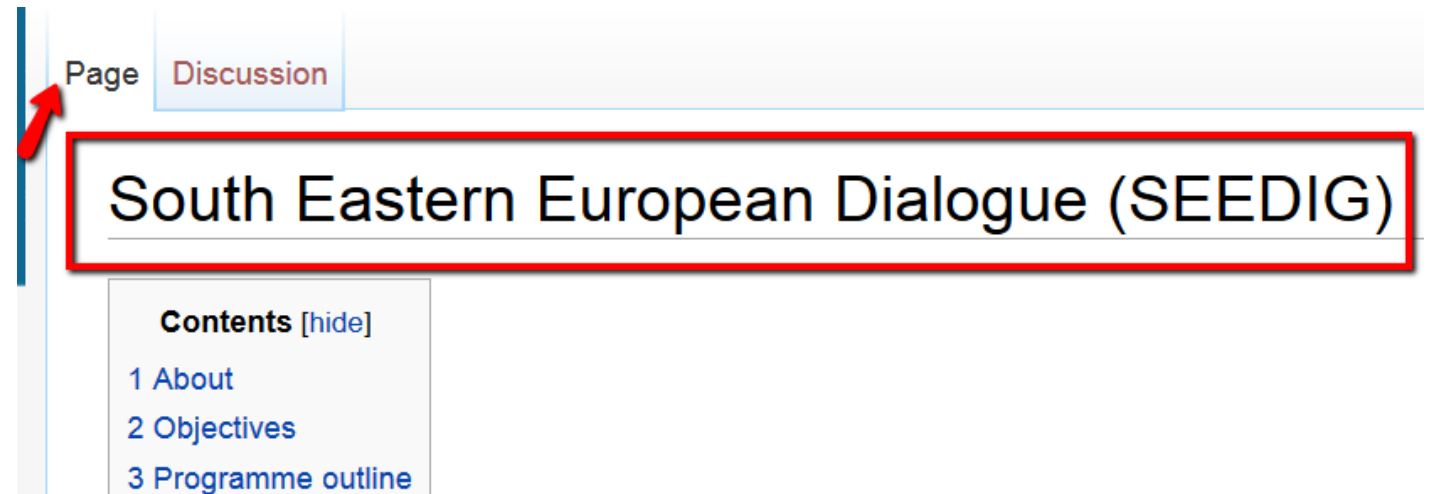
Linking to another wiki page

Go to the section you want to edit

Copy the name of the page you want to link to

Insert two brackets before and after the name of the page

[[South Eastern European Dialogue (SEEDIG)]]



EuroDIG wiki



Linking to an external page

Go to the section you want to edit

Copy the URL name of the page you want to link to

Insert one bracket before the URL name of the page

After inserting the URL press one space bar and insert the name you want to see displayed

Insert the closing bracket

[<http://www.eurodig.org/> More information about eurodig]

- [More information about eurodig](#)



EuroDIG wiki



Discussion page:

1. Go to the upper left side



2. Click „edit“
3. Enter the text or changes
4. Click on „show preview“ if you feel unsure
5. Save changes

EuroDIG wiki



Creating a new page section:

1. Go to the upper right side
2. Click „edit“
3. Enter the name of the new section between/before/after the corresponding section
4. Enter == and a space bar before and after the name of the section (e.g. == Further reading ==)
5. Click on „show preview“ if you feel unsure
6. Save changes



Eur

Creating Who is who

Creating a new wiki page

Go to the section you want to
Enter the name of the page yo
Insert two brackets before and
e.g. [[who is who]]
Save changes
Press on the red link with the r
Create new site

 [View or restore 17 deleted edits?](#)

You have followed a link to a page that does not exist yet. To create the p
browser's **back** button.

Warning: You are recreating a page that was previously deleted.

You should consider whether it is appropriate to continue editing this pa

- 16:21, 28 March 2015 [Lorena](#) ([Talk](#) | [contribs](#) | [block](#)) deleted page [Who is v](#)
secretariat] or a working group? Find the right contact person below. To lear



Start writing! :)

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sit the co