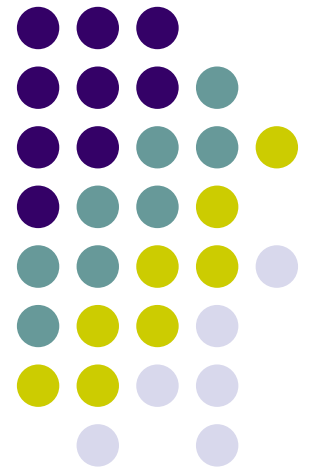


Technology & Learning

Making
Changes
to AFS Wiki



Making Changes to AFS Wiki



This learning guide will help you learn to add and edit content on AFS Wiki as well as give you an introduction to Wiki culture.

It is recommended that you sign onto and use AFS Wiki while going through the steps of this tutorial.

www.afswiki.org

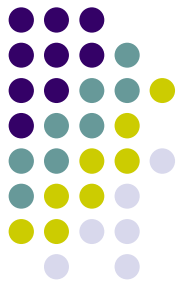
Topics Covered



- ❑ AFS Wiki Purpose and Goals
- ❑ Understanding the Tabs
- ❑ Editing Content
- ❑ Adding a Page
- ❑ Basic Formatting of a Page
- ❑ Creating Internal & External Links
- ❑ Uploading Documents
- ❑ Previewing Changes
- ❑ Saving Changes with Editor Notes
- ❑ Monitoring History
- ❑ Watch List
- ❑ Building the AFS Wiki



AFS Wiki Purpose and Goals

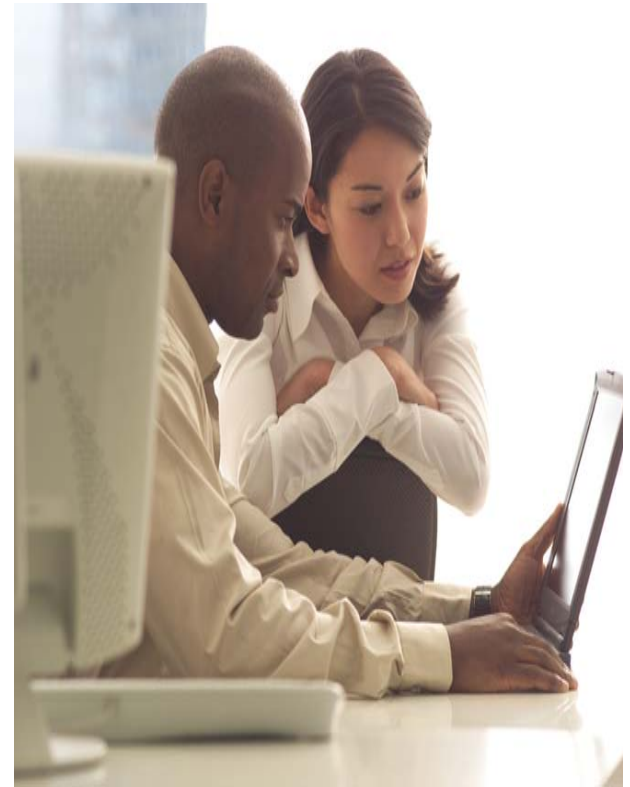


- The volunteers who started AFS Wiki envisioned it as the primary repository of information from and for volunteers and staff about the organization.
- It is designed to be a forum where users can share the following:
 - Accurate information about all functions and roles within AFS
 - Collected knowledge and insights from years of experience
 - Current versions of forms and documents
 - Up-to-date news about the organization
- It is intended to be an ongoing project that is continually edited and expanded by AFS users.

Are there any limits on making changes to AFS Wiki?



- There are very few formal limits on making changes to AFS Wiki.
- Some people will be concerned that this could lead to inaccurate information and a chaotic website, but the history of other Wikis shows the opposite – multiple users develop more thorough information.
- There are exceptions to the standard "Any User Can Make Changes" philosophy – official organizational documents such as applications can only be changed by designated users.

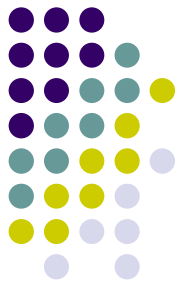


Understanding the Tabs – Article, Discussion, Edit, History



The navigational tabs are located at the top of the page and are used to help add, edit, discuss, and keep track of changes made to AFS Wiki content. It is important to be familiar with the functions associated with each of these tabs.

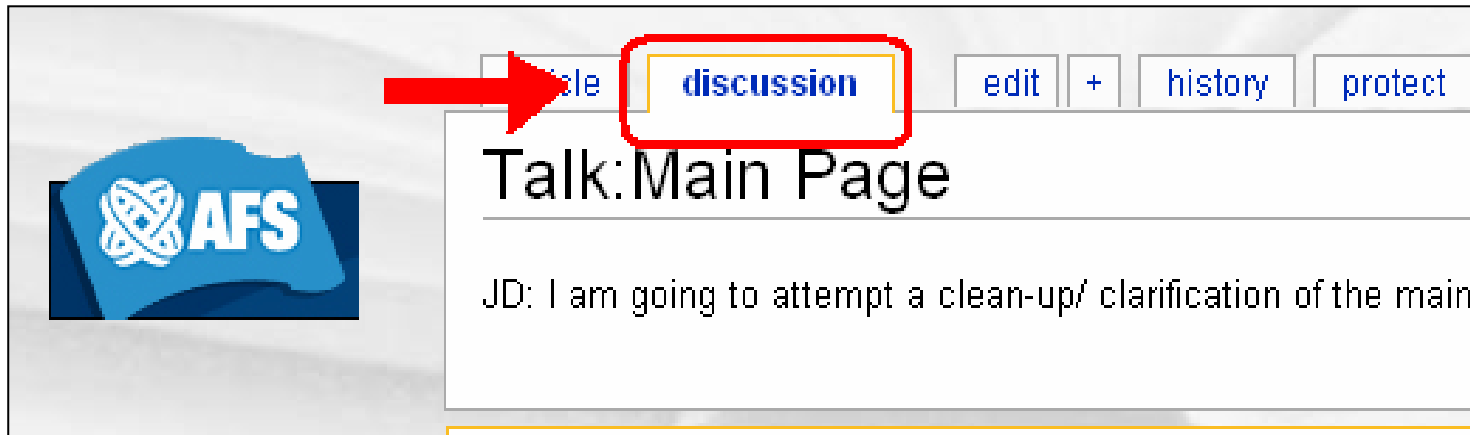
The “Article” Tab



- The main function of the “article” tab is to search for and view information that is already available on AFS Wiki.
- Unless you select a different tab, the “article” tab is always the default.

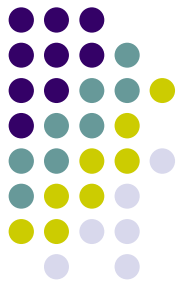


The “Discussion” Tab



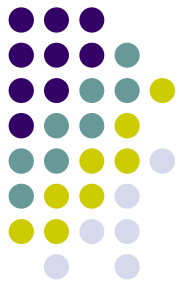
- The main function of the “discussion” tab is to provide a space for open dialogue about the content and formatting for each specific page.
- Individual users can enter notes about their ideas, plans, and actions related to the page.

The “Edit” Tab



- The main function of the “edit” tab is to add to, change, or reformat the content of a page.
- When looking at the content in editing mode, the text will include formatting codes.
- Most of this tutorial will focus on different functions available in editing mode.

The “History” Tab



article | discussion | **edit** | **history** | protect

Main Page

Revision history

(Latest | [Earliest](#)) View (previous 50) ([next 50](#)) (20 | 50 | 100)

Diff selection: mark the radio boxes of the versions to compare

Legend: (cur) = difference with current version, (last) = difference with previous version

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	20:22, 15 January 2008 LPigott (talk)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	19:58, 15 January 2008 LPigott (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	19:58, 15 January 2008 LPigott (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	05:23, 15 January 2008 Jeff (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	04:48, 15 January 2008 Jeff m (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	22:54, 14 January 2008 LPigott (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	21:40, 30 December 2007 Jeff (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	21:39, 30 December 2007 Jeff m (talk)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	15:17, 29 December 2007 LPigott (talk)

- The “history” tab displays a record of when edits were made to a page and who made them.
- To view any previous version of a page, you can click on a dated link.
- You can also restore a page to a previous version if you believe recent edits were in some way faulty.

Editing a Page vs. Adding a Page



special page

Search results

For query "JEigel"

Page does not already exist, click link to create a new page

There is no page titled ":JEigel". You can [create this page](#).

For more information about searching AFSWiki, see [Searching](#)

Showing below 2 results starting with #1.

View (previous 20) ([next 20](#)) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#)).

No page title matches

Page text matches

1. [Western Regional Service Center](#) (2493 bytes)
79: | [[User:JEigel | Jamie Eigel]] || Volunteer Services Assistant |...
2. [Volunteer Development Department](#) (1239 bytes)
10: ...nt Coordinator (ext 1592) [mailto:jeigel@afs.org jeigel@afs.org]

View (previous 20) ([next 20](#)) ([20](#) | [50](#) | [100](#) | [250](#) | [500](#)).

- Before creating a new page, use the search function to make sure that the information is not already on AFS Wiki.
- If the search returns results, look over the pages first to see if there are any edits or additions that need to be made.
- If the search returns no matches (as in the image to the left), then go ahead and create a new page.
- Even if there are matches, you may want to create a new page on a related topic.

Editing Content



- If you want to make changes to an existing page, start by clicking on the “edit” tab.
- Once in edit mode, it is very simple to add, delete, or make changes to the page by typing in your changes.
- If making your first edit on a real page feels too dangerous (even though it’s not), there is a special place where you can practice editing pages - type “sandbox” in the search field and you will go the practice page below.

Editing Sandbox



Welcome to the AFSWiki Sandbox! This page allows you to practice making changes to a Wiki page without affecting a "more important" page. (But don't worry -- no matter what page you change, we can always recover previous versions of that page if something goes wrong). Please try out whatever edits you'd like, below. To edit, click the "edit" tab above, make your changes and click the "Save page" button when finished. Any content you place here will probably not stay permanently.

This is a great place to try out changes.

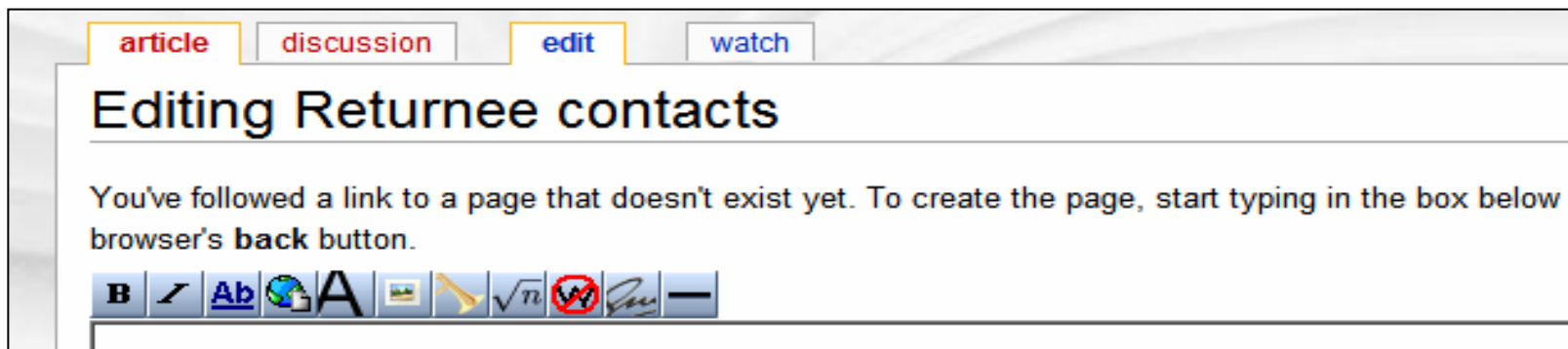
Here's a bulleted list:

- *First item

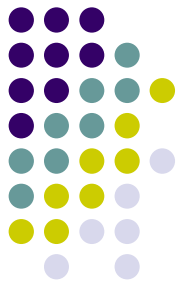
Adding a Page



- The easiest way to create a new page is to add a link in an existing page to the new page.
- You will need to select the exact title of the new page and ensure that those words are in the text of the existing page. The title of the new page then needs to be formatted as a link (instructions for doing this are coming up later in this tutorial).
- Once the link is created, click on it and you will go to the new "empty" page. You can then fill in the text in the new page.



Basic Formatting



article discussion edit history protect delete

AFS Wiki Reference

Internal links for contributing AFS Wiki content

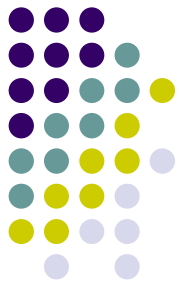
- [Simple way to Start a New Page](#)
- [Create a new user page](#)
- [AFS Wiki FAQ](#)
- [AFS Wiki Style Guide: how to keep the style of this particular AFS](#)
- [AFS Wiki Current Issue List](#)

External links to further help content contributors

- [Basic help related to editing existing Wiki pages](#)
- [Editing cheat-sheet](#)
- [General Wiki info on starting a new Wiki page](#)
- Consult the [User's Guide](#) for general, non-AFS-specific information
 - [General Formatting](#)
 - [Creating Links](#)
- [How to write a great Wiki page](#), according to Wikipedia. Not every Wiki might work, once it's matured more.

- When editing or adding content to AFS Wiki, you will need to use a few basic formatting commands for links, fonts, paragraphs, etc.
- There are several tools and guides on AFS Wiki to help you with formatting. All can be accessed by clicking on the “help” button in the left-hand column.

Creating Internal Links



- Internal links are links to other AFS Wiki pages.
- To add an internal link while in edit mode, you can use either of two simple formatting techniques:
 - enclose the name of the page you want to be a link in double square brackets
 - highlight the name of the page with your cursor and click the Ab button under the edit tab – this button will insert double brackets for you
- When you save the page, you will see the link for the new page. Links to new empty pages are red. Once there is text on the page, the link turns blue.

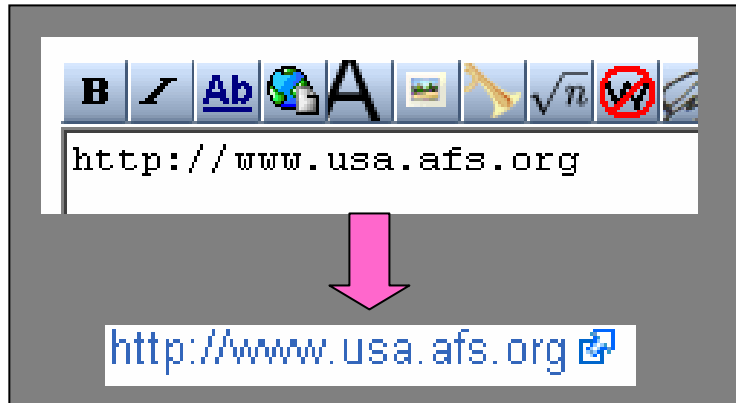
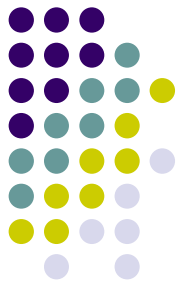
Double Square Brackets

[[Main Page]]

Ab Formatting Button



Creating External Links

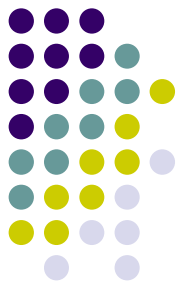


- External links are links to other websites.
- To create an external link while in edit mode, type the URL for the webpage you would like to add. (Don't forget to include the `http://` before the `www.webpage.com`)
- You can also use the external link button to create a blank external link that can be filled in with the correct URL.
- If your link is created correctly the link will appear in blue text, if there is a problem with the link it will appear in red text.

Uploading Documents



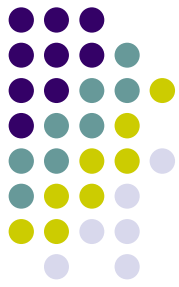
- If you have a formatted document where you want to preserve the format, you can upload the document to AFS Wiki.
- If the existing format is not important, it is better if you put the information in the text of an AFS Wiki page as Wiki text is fully searchable.
- If you do upload a document, always add a short text description to the document so that it can be found when searched.



Uploading Documents

- Click on “upload file” in the tool box in the left-hand column of any page.
- Follow the instructions on the “upload file” page to transfer the document to AFS Wiki.
- Make sure you create links from appropriate AFS Wiki pages to the document and check that they work.

The screenshot shows the AFS Wiki Main Page. At the top left is the AFS logo. Below it is a navigation menu with links for Main Page, AFS news, Recent changes, and Help. A search box with 'Go' and 'Search' buttons is present. Below the search box is a toolbox with links for What links here, Related changes, Upload file, Special pages, and Printable version. The 'Upload file' link is highlighted with a red box and a red arrow points to it from the right. The main content area on the right is titled 'Main Page' and contains a table of contents for 'Welcome to AFS Wiki' with sub-sections 1.1 through 1.6. Below the table of contents is a 'Welcome to A' section with the text 'This is a wiki for AFS-US/' and a link for 'Access'.



Previewing Changes

- Whenever you are adding or editing content, make sure to use the “show preview” button to see how the page will look - keep editing and previewing the page until you are happy with the changes.

You are also promising us that you wrote this yourself, or copied it from a public domain resource. **DO NOT SUBMIT COPYRIGHTED WORK WITHOUT PERMISSION!**

Summary:

This is a minor edit Watch this page

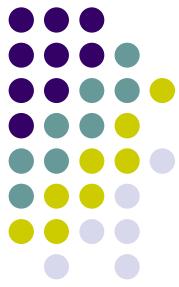
Save page

Show preview

Show changes

Cancel | [Editing help](#)

Saving Changes with Editor Notes



- Always make a few notes regarding your updates in the “summary” box
- Note if it is a “minor edit” (such as a spelling or grammar correction)
- Then press “save page”
- Your notes and the time and date of the edits will show up under the “history” tab for the page

resource. DO NOT SUBMIT COPYRIGHT

Summary: Updating Formatting

This is a minor edit Watch this

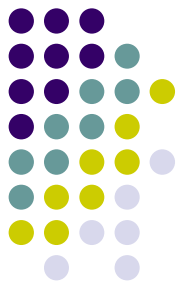
Save page Show preview

21:05, 10 December 2007 Jshakes m (removed orientation-site content, replaced with link)

20:51, 10 December 2007 Jshakes (added table showing whether students or host families attend the orientations)

17:17, 5 December 2007 RWeber (→Orientation Best Practices)

Monitoring the History



- If you are concerned or that some of the content on AFS Wiki is incorrect or outdated, you can monitor the history to see what changes were made and who made them.
- Always feel free to correct information.



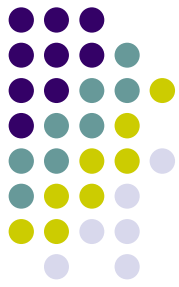


Watch List

- You can use the “[watch](#)” tab to create a personal watch list of pages you are interested in monitoring.
- When you are viewing an AFS Wiki page, click on the tab and the page will be added to your watch list.
- You will be notified by e-mail whenever pages on your watch list are changed. You can also see the notifications by clicking on “[my watchlist](#)”.



Building the AFS Wiki



- Thank you for taking the important step in developing AFS Wiki by learning how to make changes to it. Every user who contributes makes it a better resource for all.
- If you are interested in joining the unofficial AFS Wiki team, please add your name and area of interest to the list on the [Community Portal](#) page.
- One more thing...before you sign off your computer today, try to make at least one change to an AFS Wiki page...you may find that it is addictive!