

# Editing Topic/Wiki Pages

## Editing Content on Topics/Wiki Pages

To edit wiki content:

1. Open the topic/wiki page you would like to edit.
2. Go to the Edit section of the topic/wiki page.
3. Edit the page.
4. When you're done with all your changes, scroll down the bottom of the page and click **Preview** if you'd like to see how your page looks like before submitting it. Click **Submit** when ready.

The topic/wiki page is now updated.

## Uploading an Image or File to Topics/Wiki Pages

In order to embed an image or file on the topic/wiki page, you must first upload the image or file in the wiki.

To upload an image or file:

1. Go to the Edit section of the wiki page you would like to edit.

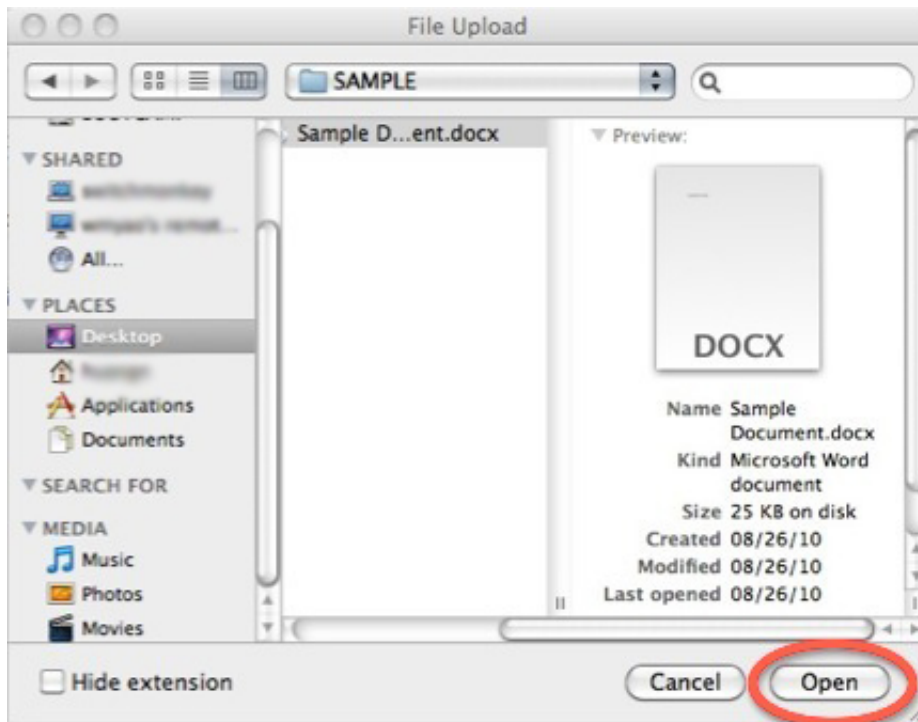
The screenshot shows a navigation bar at the top with links: Home, My HUB, Resources, Members, Events, Topics, About, Support, and Help! (with a question mark icon). Below the navigation bar is a breadcrumb trail: You are here: Groups > Test Group > Wiki > Main Page. The main content area is titled 'Test Group' and includes a sub-navigation bar with tabs: Overview, Members, Wiki, Resources, and Discussion. The 'Main Page' section is active, and the 'Edit' button is circled in red. Other buttons in this section include 'Article', 'Comments', and 'History'. To the right of the 'Main Page' section are links for 'Delete page' and 'New page'. Below the 'Main Page' section is a message: 'Welcome to this group's wiki page!' and a timestamp: 'Last modified on 28 Oct, 2010'. On the right side, there is a 'Tags' section with the text: 'Currently no tags for this page.'

2. To the right of the page, you will see a box for uploading a file. Click on the **Browse** button.

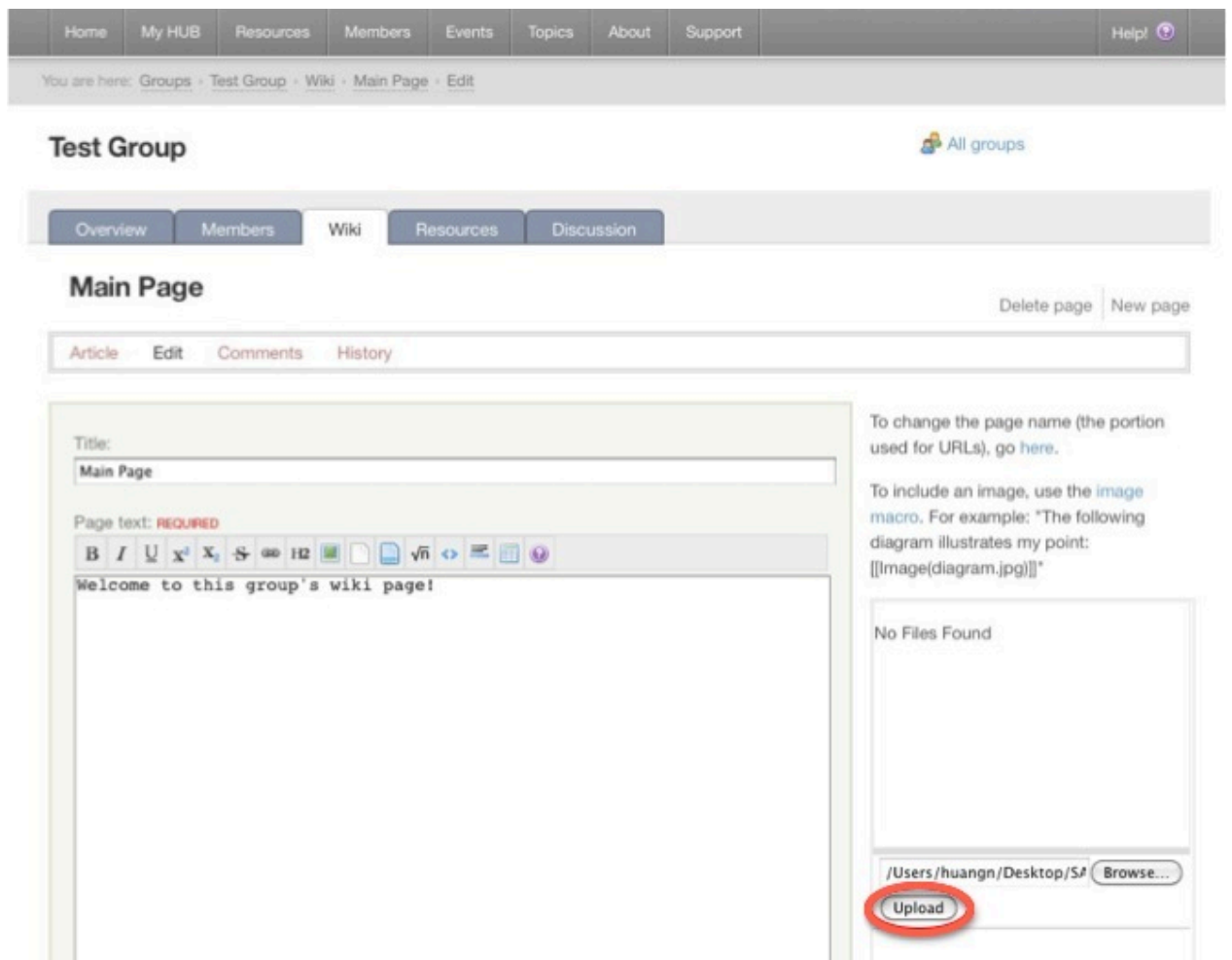
The screenshot shows a web interface for editing a wiki page. At the top, there is a navigation bar with links: Home, My HUB, Resources, Members, Events, Topics, About, Support, and Help! Below this is a breadcrumb trail: You are here: Groups > Test Group > Wiki > Main Page > Edit. The main heading is 'Test Group' with a link to 'All groups'. Below that are tabs for 'Overview', 'Members', 'Wiki', 'Resources', and 'Discussion'. The current page is 'Main Page', with links for 'Delete page' and 'New page'. A secondary navigation bar includes 'Article', 'Edit', 'Comments', and 'History'. The main editing area has a 'Title' field containing 'Main Page' and a 'Page text: REQUIRED' section with a rich text editor toolbar. The text area contains 'Welcome to this group's wiki page!'. On the right side, there is instructional text about changing page names and including images. Below this is a file upload section with a 'No Files Found' message, an 'Upload' button, and a 'Browse...' button which is circled in red.

3. Locate the image or file you would like to upload and click **Open**.

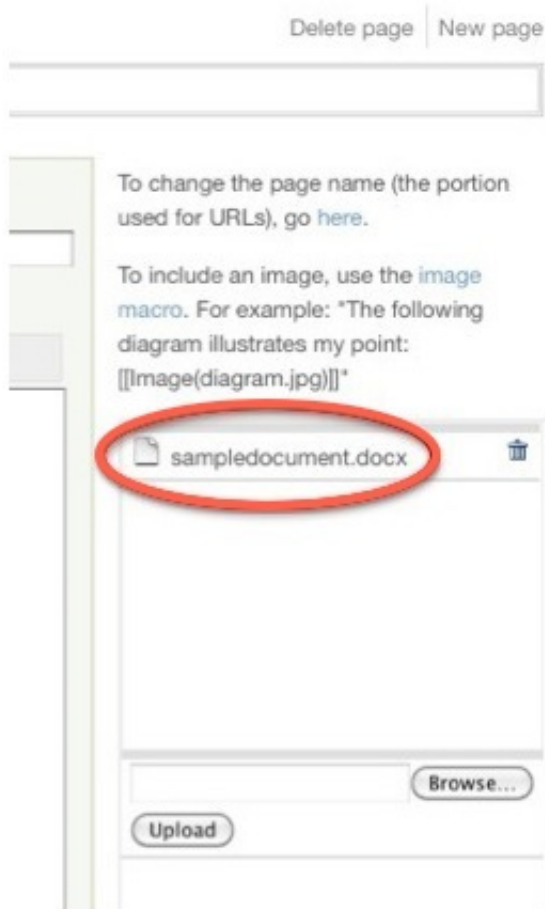
## EDITING TOPIC/WIKI PAGES



4. Click **Upload**.



Your file is now uploaded in the wiki and you can now embed it in the wiki's Page text box so others can view or download it.

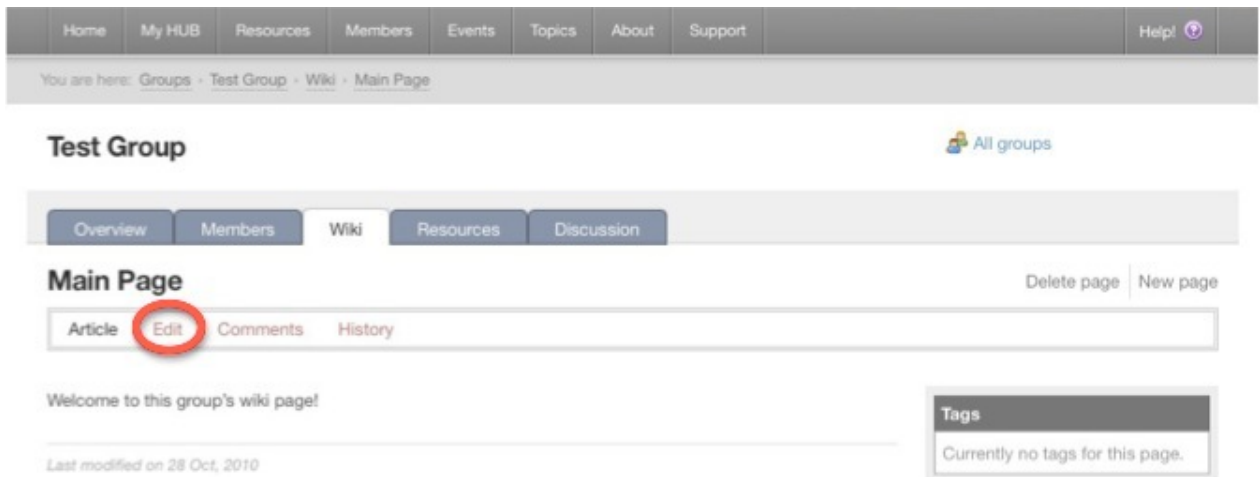


### Embedding an Image or File on Topics/Wiki Pages

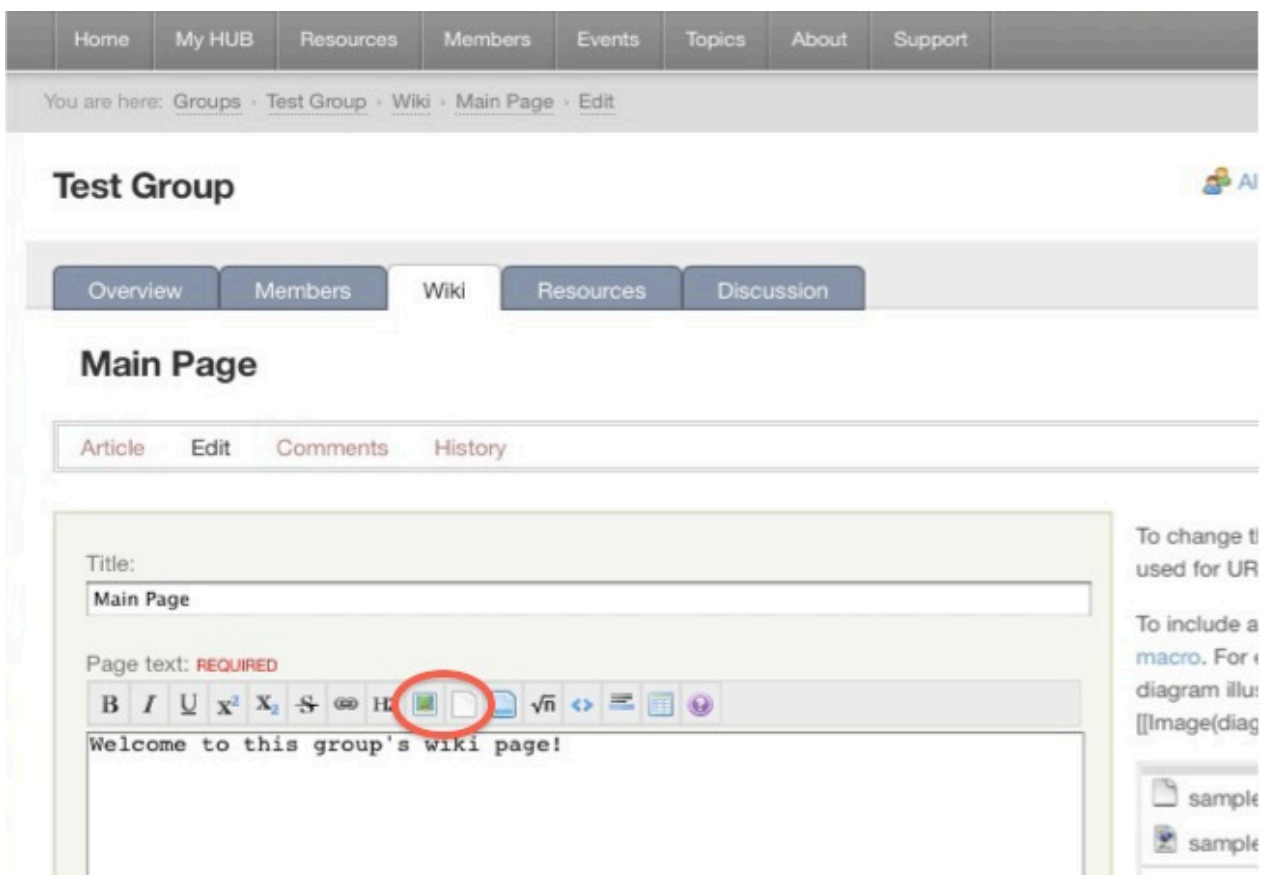
**Note:** In order to embed an image or file on the topic/wiki page, you must first upload the image or file.

To embed an uploaded image/file:

1. Go to the Edit section of the wiki page you would like to edit.



2. On the Page text box, place your cursor where you want the image or file to be. If you are uploading an image, click the **Embedded Image** button on the toolbar. If you are uploading a file, click on the **Embedded File** button.



3. Replace the highlighted text with the full name of the uploaded item you want to embed.

For image:

## EDITING TOPIC/WIKI PAGES

Article Edit Comments History

Title:  
Main Page

Page text: **REQUIRED**

**B** *I* U  $x^2$   $x_2$   $\frac{1}{x}$   $\infty$  **H2**  $\sqrt{n}$   $\leftrightarrow$

Welcome to this group's wiki page!

**[[Image(samplepicture.jpg)]]**

To change the page name (the portion used for URLs), go [here](#).

To include an image, use the [image macro](#). For example: "The following diagram illustrates my point: `[[Image(diagram.jpg)]]`"

For file:

Article Edit Comments History

Title:  
Main Page

Page text: **REQUIRED**

**B** *I* U  $x^2$   $x_2$   $\frac{1}{x}$   $\infty$  **H2**  $\sqrt{n}$   $\leftrightarrow$

Welcome to this group's wiki page!

**[[File(sampledocument.docx)]]**

To change the page name (the portion used for URLs), go [here](#).

To include an image, use the [image macro](#). For example: "The following diagram illustrates my point: `[[Image(diagram.jpg)]]`"

4. Scroll down to the bottom of the page and click **Submit**.

See [Help: Wiki Formatting](#) for help on editing content.

Private page (only group members can view)

Tags:  
  
Enter tags for this topic separated by commas (e.g. negf theory, ion transport).

Edit summary:  
  
Briefly describe the changes you made.

A new revisi  
just editing t

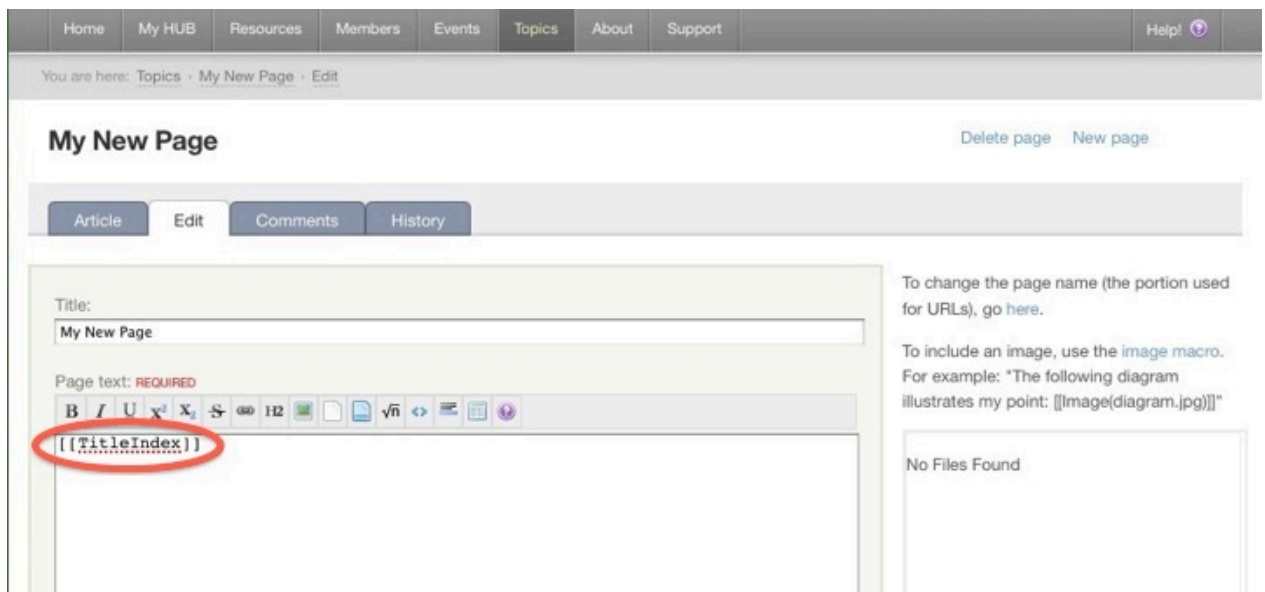
The item you chose to embed will now appear in the area where you placed it on the wiki. If you embedded a file, it will show up as a link that users can download.

### Making a List of Available Topic Pages/Wikis

When a new topic/wiki page is created, there is really no way to access the newly created wiki unless you know the URL of it (see [Creating a Topic/Wiki Page tutorial](#) to figure out the URL of your topic/wiki page). A *wiki macro* (or *custom function to insert dynamic content in a page*) can be added to a page to display a list of existing topic pages in Topics or wiki pages within a group.

To add a wiki macro that generates a list of all topic/wiki pages:

1. Go to the Edit section of the topic/wiki page you would like to edit.
2. Type in **[[TitleIndex]]** where you want the list to appear



3. Click **Submit**.

You will then see a bulleted list of all available pages where you added the macro.