

# Editing Wiki Pages

## Editing Content on Wiki Pages

To edit wiki content:

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

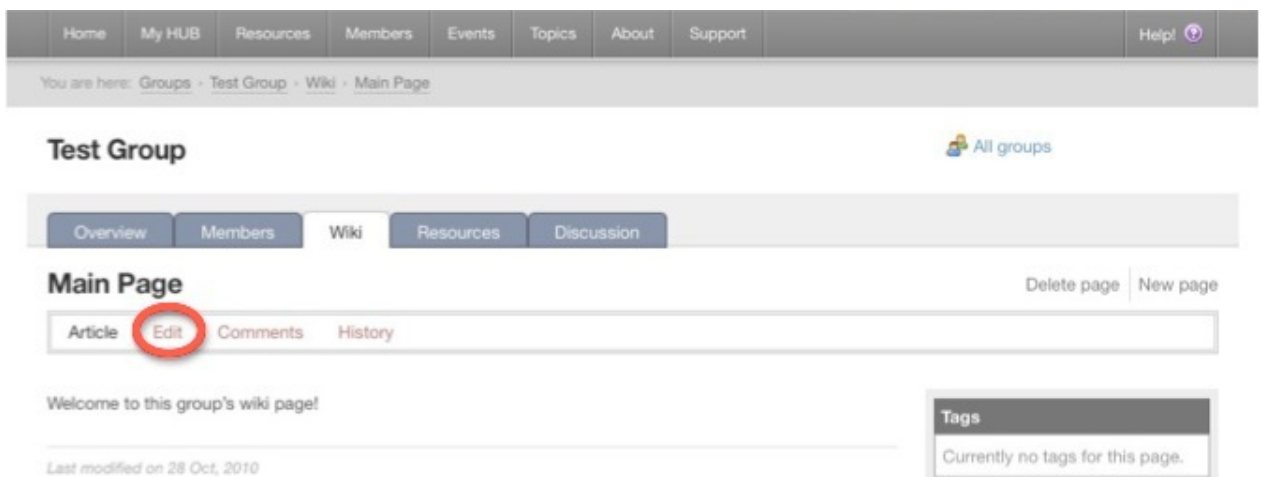
The wiki page is now updated.

## Uploading an Image or File to Wiki Pages

In order to embed an image or file on the 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.



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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 wiki page editor interface. At the top, there is a navigation bar with links: Home, My HUB, Resources, Members, Events, Topics, About, Support, and Help! (with a question mark icon). Below this is a breadcrumb trail: You are here: Groups > Test Group > Wiki > Main Page > Edit.

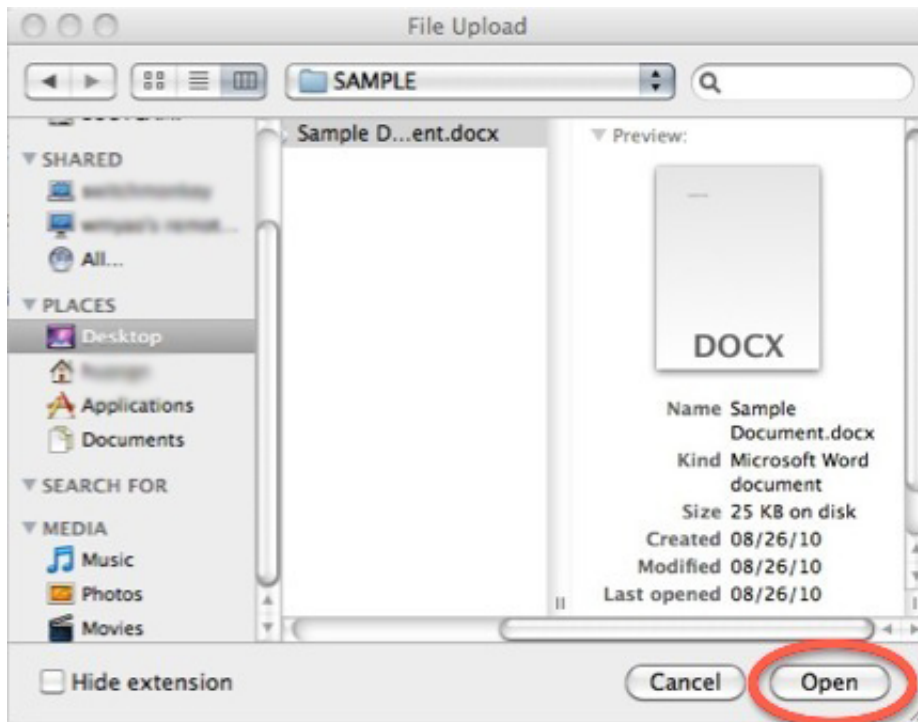
The main content area is titled "Test Group" and has a sub-header "Main Page". There are tabs for "Overview", "Members", "Wiki", "Resources", and "Discussion". The "Wiki" tab is active. Below the tabs, there are links for "Delete page" and "New page".

The editor area has a "Title" field containing "Main Page" and a "Page text: REQUIRED" label. Below the title is a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and help. The text area contains the text "Welcome to this group's wiki page!".

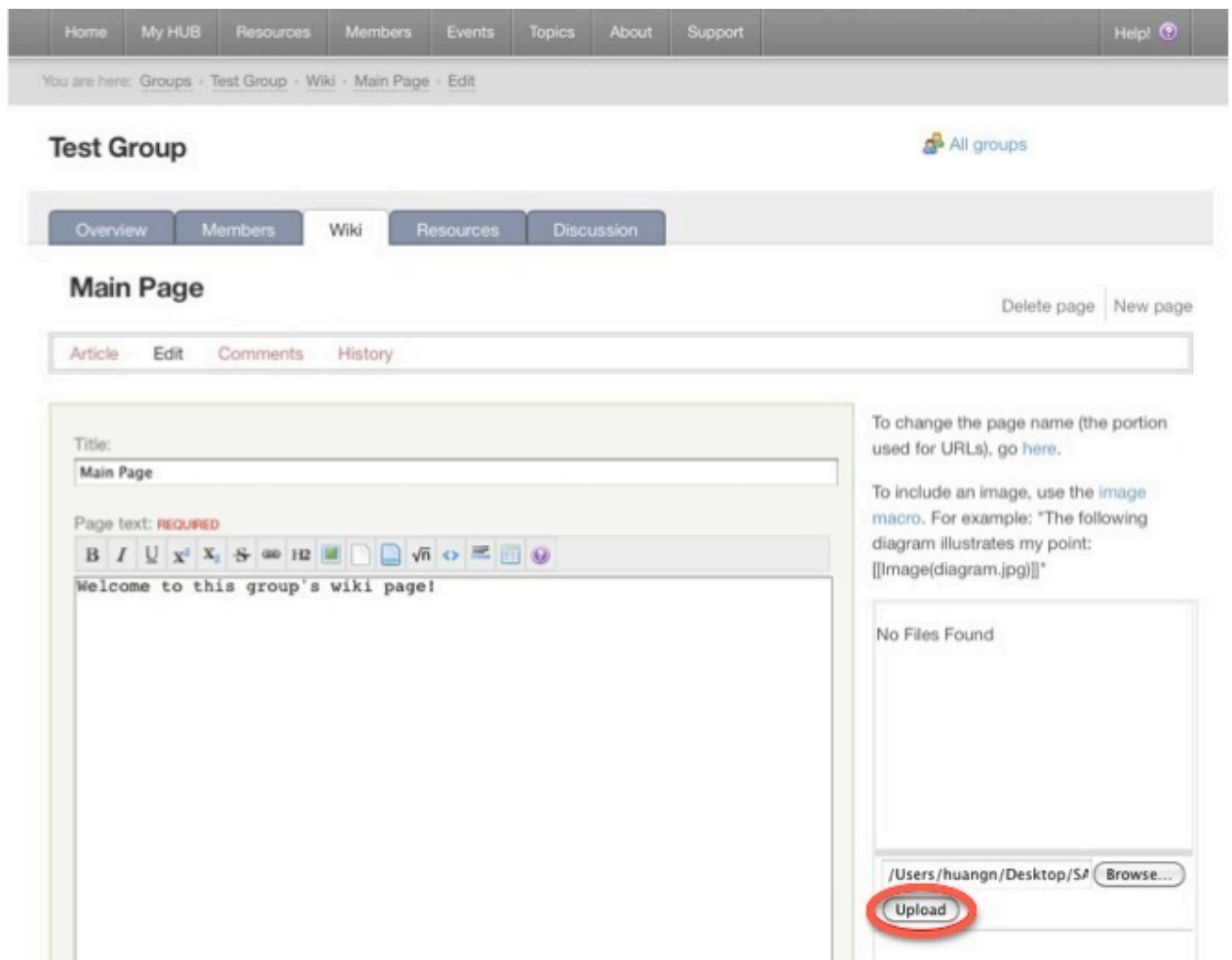
On the right side, there is a "No Files Found" message and an "Upload" button. A "Browse..." button is circled in red, indicating the location where a user should click to upload a file.

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

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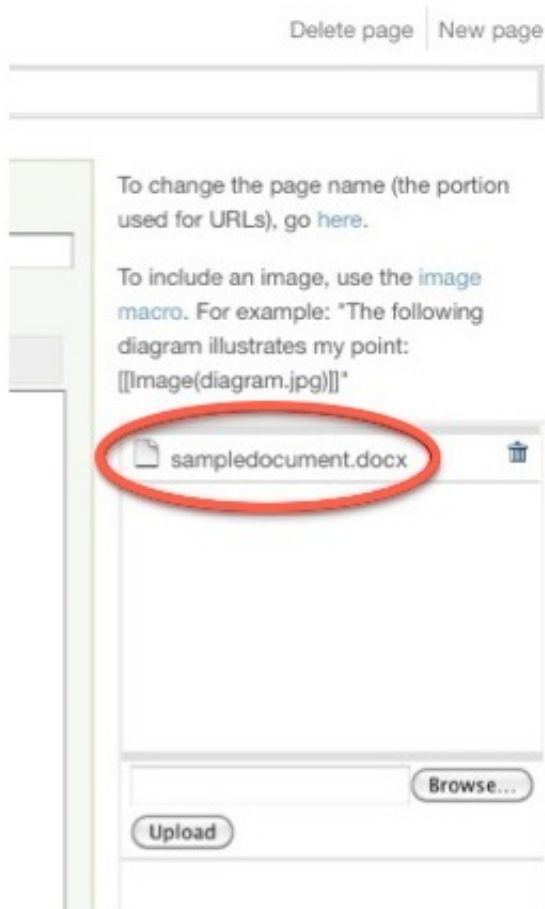
4. Click **Upload**.



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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.



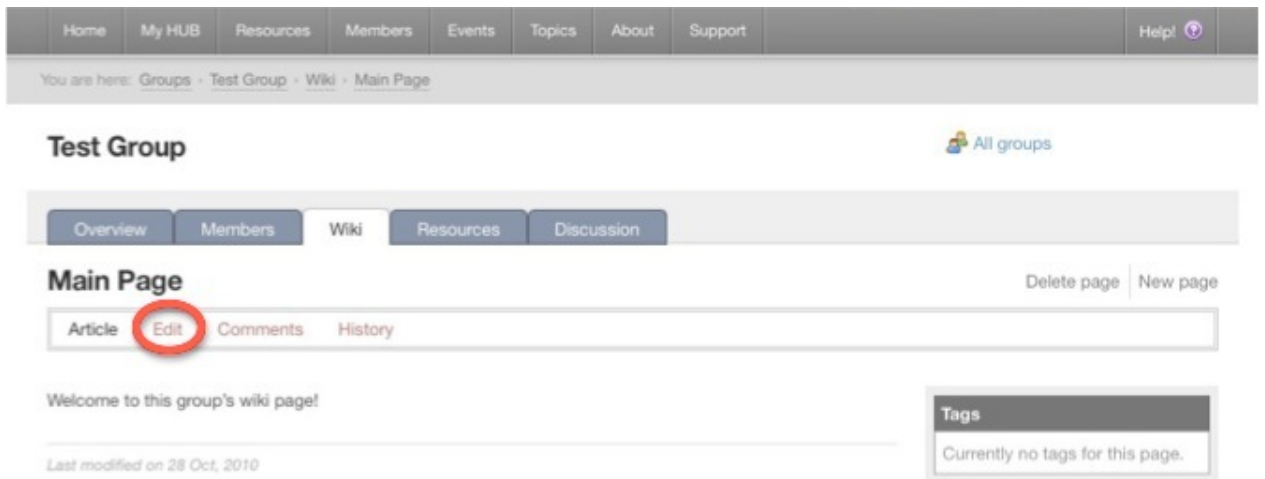
### Embedding an Image or File on Wiki Pages

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

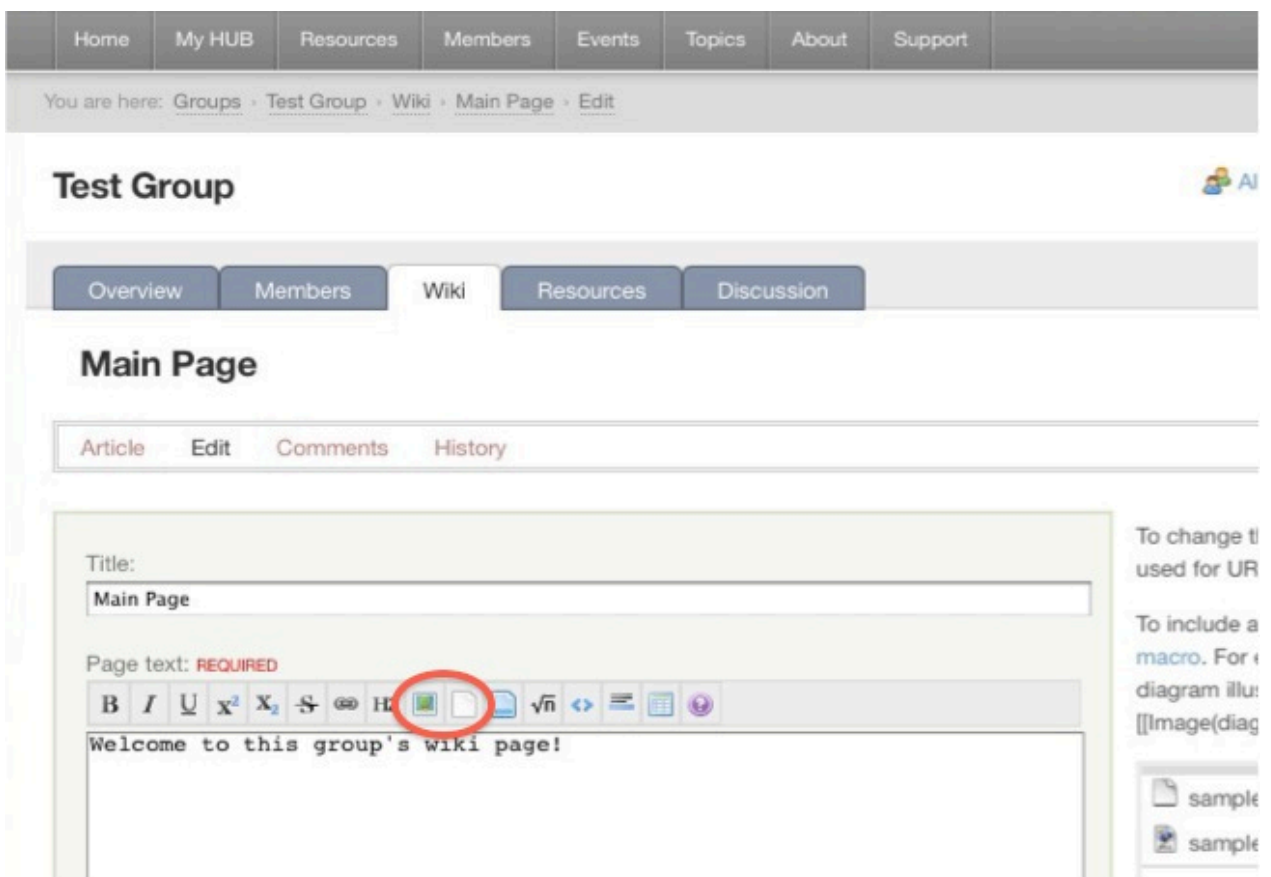
To embed an uploaded image/file:

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

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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 WIKI PAGES

Article Edit Comments History

Title:  
Main Page

Page text: **REQUIRED**

**B** *I* U  $x^2$   $x_2$   $\infty$  H2

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)]]`"

sampledocument.docx

samplepicture.jpg

For file:

Article Edit Comments History

Title:  
Main Page

Page text: **REQUIRED**

**B** *I* U  $x^2$   $x_2$   $\infty$  H2

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)]]`"

sampledocument.docx

samplepicture.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.

Preview **Submit**

A new revisi  
just editing t

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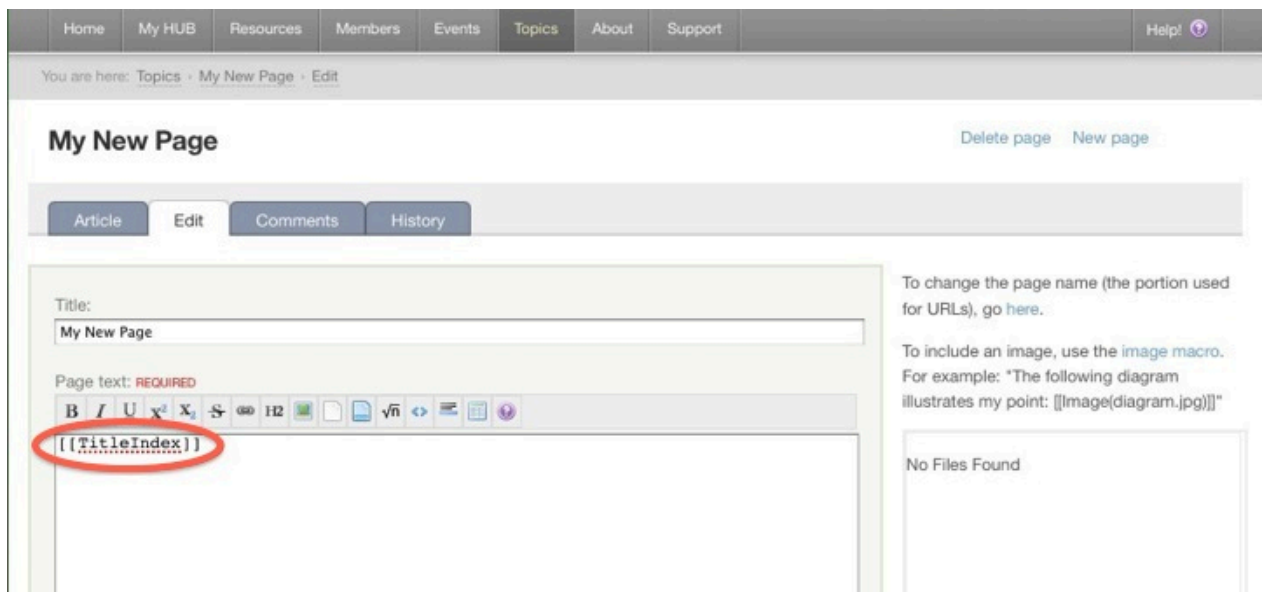
The item you chose to embed will now appear in the area where you placed it on the wiki. If you embedded a file, it will show up as a link that users can download.

### Making a List of Available Wiki Pages

When a new 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 Wiki Page tutorial](#) to figure out the URL of your 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 wiki pages within a given wiki.

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

1. Go to the Edit section of the 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.