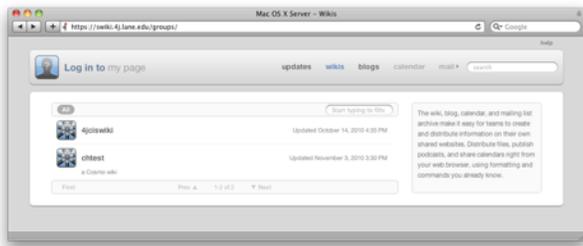




Apple Wiki Basics

Find and View Existing Wikis

1. Open a web browser (Safari, Firefox, Explorer, etc.)
2. Log into the wireless and/or Internet if prompted.
3. Type the following in the address bar at the top of the window, and press the **Return** key:
<https://swiki.4j.lane.edu/groups/>
4. Available wikis will be listed in alphabetical order.

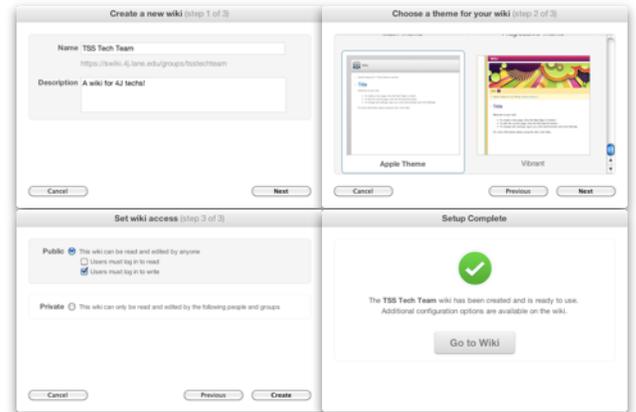


5. If the top left corner of the page does not display your name, click **Log in to my page**, and log in with your 4J name and password.
6. Click **Start typing to filter** to search for a specific wiki's title.
7. Click the wiki's name once you locate it in the list.

Create a new Wiki

1. Go to <https://swiki.4j.lane.edu/groups/>
2. Log into the wiki if your name does not appear at the top left corner of the page.
3. Click the button titled **Create a new Wiki**.
4. Type a **Name** for your wiki and a brief **Description** to accompany it, then click **Next**.
5. Choose a **Theme** for your wiki and click **Next**.
6. Set access options for your wiki. You may...
 - Allow anyone to read or edit your wiki
 - Require users to log in to read or edit your wiki
 - Make the wiki private and specify a list of users who can read or edit it.Click **Create** once you have set access options.

7. Your will see a message confirming that your wiki has been created. Click but **Go to Wiki** button.



Edit a Wiki Page

1. Visit the wiki you want to work on – go directly there if you know the address, or use the directions under **View and Find Existing Wikis**
2. Navigate to the page that you want to edit in this wiki.
3. Click the **edit** button, which is labeled with an icon resembling a pencil.
4. Log in if you are prompted to do so.
5. Make your changes to the wiki page.
6. Click the **Save** button when finished.
7. If you want to modify other pages, repeat steps 2 through 6 until all updates are complete.

Add a New Wiki Page

1. Visit the wiki you want to work on – go directly there if you know the address, or use the directions under **View and Find Existing Wikis**
2. Click the **new page** button, labeled with a **+** symbol.
3. Log in if you are prompted to do so.
4. Type a **Page Title** and click **Create**.
5. Edit page contents as needed.
6. Click the **Save** button when finished.