

Help:Editing From OPAS Diversity Wiki

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General

- You must be logged in to edit.
- Don't use the browser Back button while editing - it's too easy to lose stuff.
- Download [Quick reference sheet](#) (that's this file)
- Don't expect to be able to get fancy or you will be disappointed, sorry. It's more about content than presentation in this universe.
- You can edit a whole page, or just a section. To edit the page, use the Edit tab across the top. To edit a section, use the tiny edit button to the right of the section header.
- While you are on the Editing page, there's an editing box. While you're in the box, what you see is what you get -- backspace, return, scroll up and down. Enter your text here, interspersed with the wiki codes (sometimes called "wiki markup language") that will do simple formatting which shows up on the wiki page after you save your changes with the Save Changes button at the bottom of the page.
- There is a tool bar on the upper left -- to use it, highlight the text and press the button -- those wiki codes will be inserted for you.
- Do use the Show Preview button at the bottom of the page -- and don't forget to save your changes!

The Tool Bar



Left to right:

- Bold the highlighted text
- Italicize the highlighted text
- Make the highlighted text an internal link to a wiki page
 - If the page does not exist, it is created
 - If you want an existing page, be sure to get the name exactly ... only the portion of the URL after /divr/ is needed.
- Make the highlighted text an external link - complete URL needed
- Level 2 header
 - listed in table of Contents for the page
 - enables editing by section using the edit link at the far right of the page
- Embeds an image
 - Jo doesn't know about this one yet
- Media file link
 - Jo doesn't know about this one yet
- Makes the highlighted text LaTeX (a mathematical formula notation language)
- Ignores wiki formatting for the highlighted text
- Your signature with time stamp: --[DivrAdmin](#) 11:13, 14 June 2006 (PDT)
- Horizontal line (use sparingly)

Tables

- Start a table: `{|`
- Specify table border characteristics: `border=1`
- Table header: `|+ headertext`
- Start a new row: `|-`
- Column header: `! colheader1 !! colheader2 !! colheader3`
 - you must keep track of the number of column headers and make it consistent with the rest of the table
- Fill blank cell: ` `
- Fill cell with data: `| datum || datum || datum || datum`
 - note the last cell is NOT followed by a pipe character `|`
 - you must keep track of the number of cells, keep it consistent, and fill with data or blanks
- End a table: `}`

Here is an example table, showing source code and result: `{| border=1`

```
|+ Table header here
|-
! colheader1 !! colheader2 !! colheader3
|-
| 1 || 2 || 3
|-
|- this is || row3 || the end
|}
```

| Table header here | | |
|-------------------|------------|-------------|
| colheader1 | colheader2 | colheader3 |
| 1 | 2 | 3 |
| row2 | r2c2 | nbsp; |
| this is | row3 | the end |

Lists

- Indent Level 1 bullets: *
- Indent Level 2 bullets: **
- Indent Level 1 numbers: #
- Indent Level 2 numbers: ##
- Numbers and bullets can be mixed
- Glossary lists: ; term:

Glossary

here I have used a semicolon to make a glossary entry on a list

Headings and Sections

- Headings create sections, which are individually editable (link to the tiny "edit" on the right of the page) and which create/fill the Table of Contents for the page.
- Use the number of '='s corresponding to the header level
- = Heading 1 =
- == Heading 2 ==
- === Heading 3 ===

Comments seen only on the editing page

- use `<!-- here is the comment text -->`

Special characters

- don't even THINK of using ampersand!! The wiki has pre-empted it. Use (ampersand) plus (character name) plus (semicolon) to show the special character:

| prints | character name |
|-------------------------|----------------|
| <code>&</code> | sect |
| <code>&#21;</code> | dagger |
| <code>&#219;</code> | rarr |
| <code>&#219;</code> | larr |
| <code>&#167;</code> | para |
| <code>&#149;</code> | bull |
| <code>&#160;</code> | nbspc |

- the wiki interprets multiple blank spaces as one blank space; to get more than one space use (ampersand)nbspc(semicolan)

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