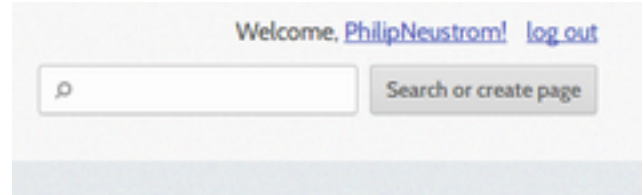


# How to Edit Your Local Wiki!

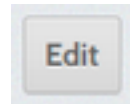
This is a guide to editing Local Wiki - whether it's Ann Arbor Wiki or Miami Wiki!

To begin editing the wiki, first search for the entry you would like to edit (ex. Mosswood Park). You will be presented with a list of matching entries. If there is an exact match to your search, click the link to view the entry. Skip to the **Edit a Page** section to begin. If there is no exact match, you will find a button to **Create this page**. To create a page, skip below.



## Edit a Page


1. Editing a page is very simple. When you find the entry you want to edit, click on the "Edit" button right next to the page's name on top. It looks like this:



2. An **editing toolbar** will show up below the page's title. Through this toolbar, you can add images and tables, attach files, create bulleted or numbered lists, and even embed video or other media onto the article. You can also format the text (ex. bold or italicize text, create a heading, etc.). If you are not sure what a button does, hover your cursor over the image and its name will appear. Still not sure? Ask a volunteer!

3. The editor (the space under the toolbar where you add content) is a WYSIWYG (What You See Is What You Get) editor: you can write content, insert pictures, etc., and what you see on the editing page will be very close to what you will "get" on the saved article. To edit content on the page, simply add or replace content as if you were using a word processing program.

4. Once you are done with your changes, you can add a **comment** to the comment box at the bottom of the page, describing the change to other editors. This is very helpful, as it keeps the multiple editors working on an article informed as to how the article is taking shape.

5. Finally, you can save your changes by clicking on the  button at the very bottom of the page. If you would rather cancel your changes, click the **CANCEL** button instead.

6. **Tags!** At the bottom of a saved article, you will notice the **Edit tags** button. Click on that and add what categories you think the article falls under (exs. Fruitvale, African American History, etc.). Some tags will be suggested to you as you type. If not, you can create that tag by pressing "Enter" after you are done writing it. You can find a list of articles with the same tag by clicking on the tag itself. *This feature works really well if you want to create a map on a series of articles, such as a series of plaques.*

## Create a Page

What happens when you search for a page and the entry doesn't exist yet? You can create an entry!

1. In order to create a new page, first search for the title of the entry you want to create. For example, if you wanted to create an entry about the Water Writes mural on Broadway and 21st St. downtown, you would search "Water Writes mural".
2. You will be presented with a page with the results of your query. If there is an exact match to your search, you will receive a link or links to the content that matches your search query. If there is no exact match, you will see a button with the option to **Create this page**.
3. Click on the **Create this page** to enter editing mode for your new page. *To learn how to edit your new page's content, see #2 of "Edit a Page"!* You will need to save your changes on your new page for the page to be permanently saved on the wiki.

## Create a Map

To add a new map to an article or to edit an existing map, simply press **Edit** on the article, then press the **Edit Map** button. You can zoom in and out of the map using the plus/minus buttons, and move the map using either the up/down arrows or clicking on and dragging the map.



Use this marker to mark points, such as the location of your entry. After clicking the icon, click onto the exact place on the map where your point of interest lies. This will place a marker on it. If you would like to map points of interest in a series (such as a map of the location of each plaque in the Oakland Walk of Fame in West Oakland), see #6 in "Edit a Page" for some tips! ;]



Use this tool to draw lines on the map. Lines are good for history walks, roads, trails, etc. After clicking the icon, click on the map to create your first point. Move to your second point, click, and a line will follow. You can continue to add as many lines as you want. Double click on your last point to place the entire set of lines onto the map.



Use this tool to draw a region. This is good for large spaces, such as historic districts, that possibly contain other spaces within them such as parks and neighborhoods. After clicking the icon, click on the map to create your first point. Click on your second point and a line will follow. Continue until you create a solid shape. To finish, double click on your last point.



This is the delete tool. Select it and choose the elements you want to delete from the map.



This tool will clear all elements from the map. There's no warning, so use carefully!!

When you are finished making your map, click **Save changes** to save.