

Creating “A People Page” on the Ansteorran Wiki

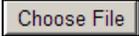
Step 1: Request an account.

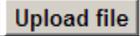
If you do not already have a Wiki account, contact the Wiki Admin (Zubeydah@gmail.com) and provide her with the user name you want to use and a TEMPORARY password. She will then set up the account and email you when it's ready. After logging in for the first time, reset your password. Do this by going to : My **Preferences / User Profile** tab / and click the “**Change Password**” link. Follow the steps to change your password.



Step 2: Upload any images that you want to use on the page.

Note: Please make sure your images are no wider than 400 pixels prior to upload!

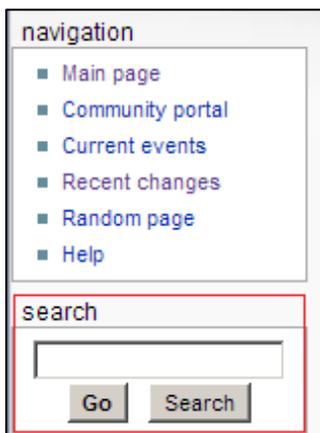
To do so, click the Upload Images link in the Toolbox. This brings up a new window. The allowed image file types for upload are: png, gif, jpg, and jpeg. Click the  button, and select the file from its location on your computer. Once you have done so, a thumbnail of the image appears on the right side of your screen. At this point, you can revise the name in the Destination Filename box, and add

descriptive information in the Summary box if you so choose. Then click the  button to upload the file. A new page will open, displaying your file. The file name will appear, as the page title. For example: Copy and paste this full file name to an open document, as you will need it later!

File:AOA Scroll 11-11-12.JPG

Step 3: Open the Template.

Browse to the main page of the wiki and RIGHT click on the link at the bottom of the page that reads, “**Template for People Pages**” in the Getting Started section, and select *Open Link in a New Tab* or *Open Link in a New Window*, whichever you are more comfortable with. You will be copying and pasting from this page to your new page, and it's useful to have them both open.



Step 4: In the SEARCH box, type the name of the page you would like to create.

Capitalization (and spelling) is very important – please use title case, rather than all caps, and be descriptive! (EG: The Province of Mooneschadowe, vs MOONESCHADOWE). If the page is for a person, please do NOT use their title as part of the search. Click the **Search** button.

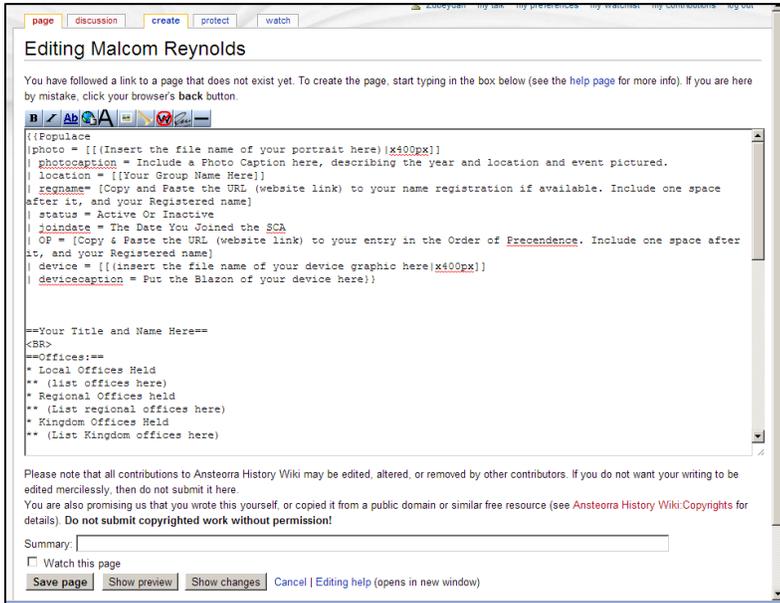
As you can see in the example to the right, changing the case of the “v” in “Von” shows the page is not created – yet, below, you can see that a page has been made with a



different capitalization. It's always a good idea to do a couple different searches to make sure that the page you want to create hasn't been made already under a different naming structure than you are using. (Or, you can click on the People category on the main page, and browse that way.) If the page you want to make has NOT been created, then simply click on the red link of the name, in the phrase, ‘Create the page, “(your page name)” on this wiki!’ Doing so will take you to a blank page for you to begin editing.

Step 5: Copy the Template.

Switch over to the other tab/window in which you opened the “Template for People Pages” . Click the **EDIT** button at the top of the screen. When you do, you will see the code of the page. From the point that says, “{{Populace”, use your cursor to highlight that area, scrolling down to the bottom of the page, ending with “[[Category:People]]”. Right Mouse Click and select Copy, or hit Control+C on your keyboard.



Step 6: Paste the Template.

Go back to your page-in-progress, and click in the body of the window. Paste the template text. (Right Mouse Click and select Paste, or Control+V on your keyboard) It should look like the example.

The template is set up with general information in each of the fields. After reading through the hints provided, delete the hint – including any parentheses around the hint - and add your own information to the fields on the template. Be careful not to delete any of the other characters in the top section, as they define fields in the info box on the finished page.

There is a toolbar available to you to assist with editing the page. The buttons are, in order: BOLD, Italics, Internal Link, Web Link, Level 2 Headline, Embedded File, File Link, No-Wiki, Signature, and Horizontal Line.



☞ **Don't worry if you get something wrong! You can always re-edit the page, or ask the Wiki admin for help with formatting.** (Contact Info: Email = Zubeydah@gmail.com)

Step 7: Adding Categories

When you have finished editing all your text, consider adding Categories. Think of Categories like index tabs or keywords. They help to organize pages in groups. For example, if you are a member of the populace of Elfea, you would type: [[Category:Elfsea]]. Categories should be kept simple but appropriate. For a full list of currently available categories, you can visit this page:

<http://historian.ansteorra.org/wiki/index.php?title=Special:Categories>

Step 8: Preview the Page and Save.

When you are done with your editing, click the **SHOW PREVIEW** button to see how your page will look. If you're happy with the formatting and appearance, scroll down to the bottom of the page and click the **SAVE PAGE** button. If you aren't, make your changes in the edit window and preview again, then SAVE!

Congratulations! You've just built a People Page for the wiki!