

Working with a Wiki

Once a wiki site has been created, users can add new pages and links to pages within the site.

View a wiki page

Find the wiki page you want to view or contribute to on the wiki site.

1. Navigate to the site where the wiki is located and click the wiki tab on the **Link Bar**.

The wiki appears with the Home page displayed.

Other Ways to Find a Wiki Site:

Since wikis are usually subsites of team sites in SharePoint, they are often listed on the Link Bar. If not, click the **View All Site Content** link at the top of the Quick Launch bar and click the name of the wiki under the Sites and Workspaces section.

2. Click the name of the page you want to view in the Quick Launch.

Most of the pages created in a wiki are listed here.

Other Ways to View a Wiki Page:

Click a link to the page from another wiki page. Or, click the **View All Pages** link at the bottom of the Quick Launch and click a page in the list.

Add a wiki page

If there is a topic that needs to be addressed or you feel you need to contribute information or add an idea, you can create a new wiki page to add to the site.

The process for adding a new page includes first creating a link to the page, and then clicking that link to create the new page.

1. Open the page to which you want to link the new page.
2. Click **Edit** at the top of the page.
You can change the text of the page, including adding new links.
3. Enter the name of the new page enclosed in double brackets.

For example, type `[[Help]]` to create a link to a page named Help.

To give the new page a name that is different from the name of the link, type the page name|link name. For example, `[[Help|Using Help]]` to create a link named “Using Help” to a page named “Help.”

Exercise

- **Exercise File:** Agents Wiki site
- **Exercise:** Add a new wiki page called “Hostel guidelines”. Add a link on the Hostel guidelines page to a page called “Hostel directory”.

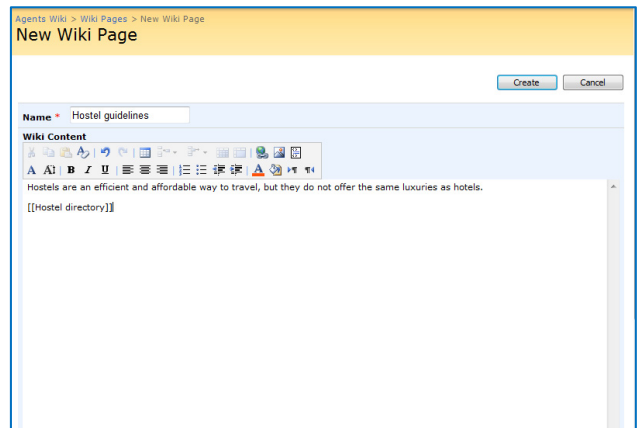


Figure 5-3: Creating a new wiki page in the New Wiki Page form.

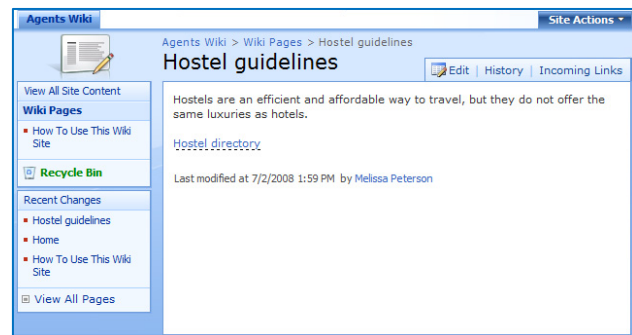


Figure 5-4: A wiki page after it is created. Note the link for a new wiki page, marked by a dashed underline.

4. Click **Create**.

The wiki page is created.

 **Other Ways to Create a Wiki Page:**

Click the **View All Pages** link at the bottom of the Quick Launch bar. Click the **New** button on the taskbar.

Edit a wiki page

One advantage of using a wiki is that there is not a single anointed expert: everyone has some knowledge, expertise, and insight to contribute. So while one person can begin the process of creating a wiki entry, another can edit the entry if it is incorrect, or add even more information whenever possible.

1. Open the page you want to edit.

The wiki page appears.

2. Click **Edit** in the link bar at the top of the page.

The page opens in edit format. Change the content and text of the page, as necessary.

3. Click **OK**.

The changes are updated in the wiki page.