

BIALL How Do I? Wiki



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This wiki is a collection of answers to common or unusual questions as asked by law librarians. Mostly from the Lis-Law jscmail list, they are maintained as much as possible by members of the BIALl PR & Promotions Committee.

Instructions for editing the wiki for Writers

<http://biallpr.pbworks.com>

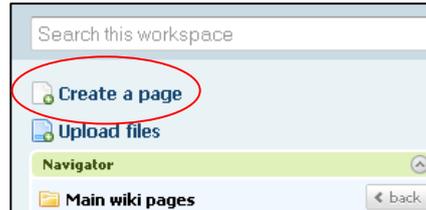
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The PR Committee monitor amendments to the wiki – inappropriate use of this wiki will not be tolerated and your editing rights remove if the wiki is abused.

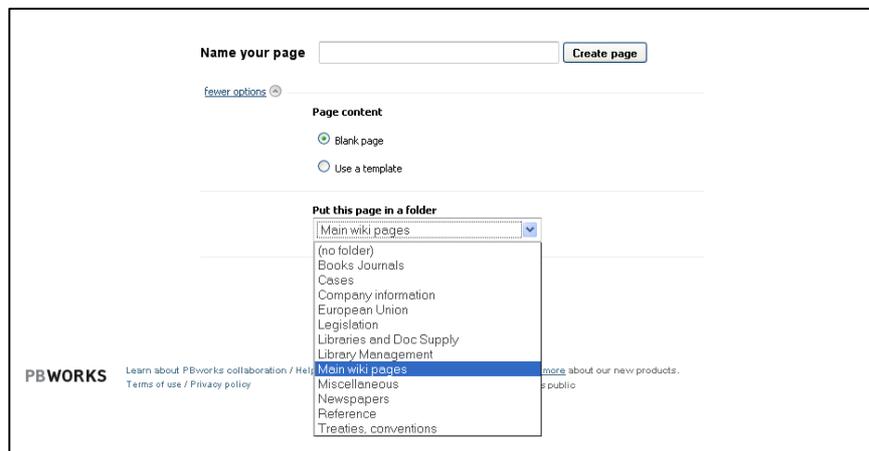
1. Creating a new page:

From the home page of the wiki, click on the link "Create a Page"



On the screen that opens, you need to **Name the page**.

Click on **More options** to select a Folder for the page to be placed in. The folders allow for easier browsing of similar pages e.g. a page relating to cases should go into the Cases folder, one relating to library systems and management, in the Library Management folder.



If unsure, members of the PR Committee can advise on folder placement.

If you create a new page, you may wish to add tags and add the page to the A-Z index. See "Other information" below for instructions.

2. Editing a page



Editing a page is very easy and intuitive. Here are a few things to know for editing a page:

- Click on **Edit** at the top of the page in question
- Edit the page much like you would do in Word:
 - Add hyper links by either typing in the URL (http://www...) or use the **Add Link** button in the toolbar. Using the Add Link button allows you to quickly add a link to another page in the wiki or to a URL.
 - Use **Save and Continue** to save any changes you've made but wish to continue working on the page
 - Use **Undo** for any mistakes you wish to undo.
 - Remember to **save** before you exit. The wiki doesn't save changes automatically as you edit.



Remember the wiki is used by people for advice on finding answers to problems. Bear this in mind when composing the text of the page – don't just copy and paste the text from an email, as it may be out of context.

3. Other information...

(a) Tags

Add tags to pages you create or any additional tags to a page you edit significantly. You can either do this when editing a page – through the link **Edit Tags** at the bottom of the edit screen – or at any time, through a link on the right hand side of the screen



(b) A-Z index...

If you add a new page to the wiki, you may wish to add it to the A-Z Index. This page is edited as other pages.

(c) Category pages

If you create a new page, you will need to provide a link to it from the category pages, i.e. Cases, Legislation, Conventions and Treaties. This will enable users to find the new page with ease.