

LAB REPORTING USING CHEM-WIKI

III. Creating a new Page:

(1) If this is a new page simply navigate to the page by clicking on the link that you have created to it (for example, your name in the class roster). Create the link first!

(1b) You can also create a new page by clicking on 'New Page' link on the side navigation bar.

IMPORTANT: Remember to abide by the Naming Convention.

(2) Click the 'Edit This Page' button in the top right corner of the page.

A rectangular button with a green border and a pencil icon, labeled "Edit This Page".

(3) Using the Visual Toolbar:



Note: If you haven't already, click 'floating toolbar' so you can scroll up and down your page without losing the toolbar.

>> Begin a new page by typing the page title (ie, a lab name).

>> Now click the horizontal break bar by clicking the button located on the visual toolbar and <Press Enter>



>> Highlight the text you have written for the title and make this a major heading by clicking 'Normal' and then selecting 'Heading 1'

>> You can enter a longer description below the horizontal break you created earlier, giving you a page that looks like this:

Title A more detailed subtitle can be located here...

>> Now a bit of housekeeping if you like,

- On the first line *below* the subtitle type: `[[toc]]` **B**This creates a table of contents.
- Then on the same or next line type: `[[#top]]` **B**This creates an anchor.

Note: These commands will be explained in detail later. In short, the double square brackets tell the webpage not to treat the following as text. The Table-of-Contents creates links inside of the page to the various headings that you create. The 'top' anchor is a type of link that will also be used to navigate within the page.

>> You can now save your page by clicking the 'Save' button, or by clicking on 'Preview' to see your changes, followed by the 'Save' button.