

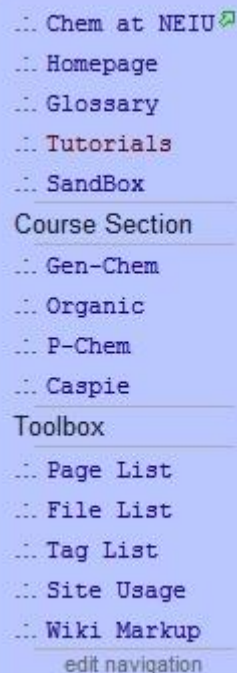
# LAB REPORTING USING CHEM-WIKI

## 11. Creating your personal homepage.

- (1) First use the side navigation bar to select your course section:
- (2) Click on the link to the current semester and specific course in which you are enrolled.
- (3) Then, click on the 'edit this page' link the top right:



**Note:** Only 1 user may edit a page at a time. During a training session please wait to be told when to begin editing this main roster page! *If*, when you click edit, you are notified that someone else is currently editing the page click the 'cancel' link in the top right and wait before attempting your edit.



- (4) Click on 'floating toolbar' which will cause the visual editor to separate so that you can scroll down the page that you are editing. It will appear as below:



- (5) Now, scroll down to an empty 'user name' in your lab section and replace an empty 'user name' in your lab section with your full name.

- (6) Create a link to your main page by:

- Highlight your name and click on the link icon in the visual toolbar...
- An 'Add Link' dialog box will pop up over the page
- For *Page Name* select 'New Page...'
- For *New Page Name* type in the name of your new main page following the guidelines for naming new pages or images.



**Important:** The *naming convention* must be followed whenever creating a new webpage or uploading an image to the Chem-Wiki site. [See '*naming conventions*' on the next page]

>> Fill in the 'Add Link' Dialog as shown, making sure to follow the Naming Convention.

Add Link

Link Text: User Name

Wiki Link

Space: neiu-chemlab

Page Name: New Page...

New Page Name: 231fa07-username

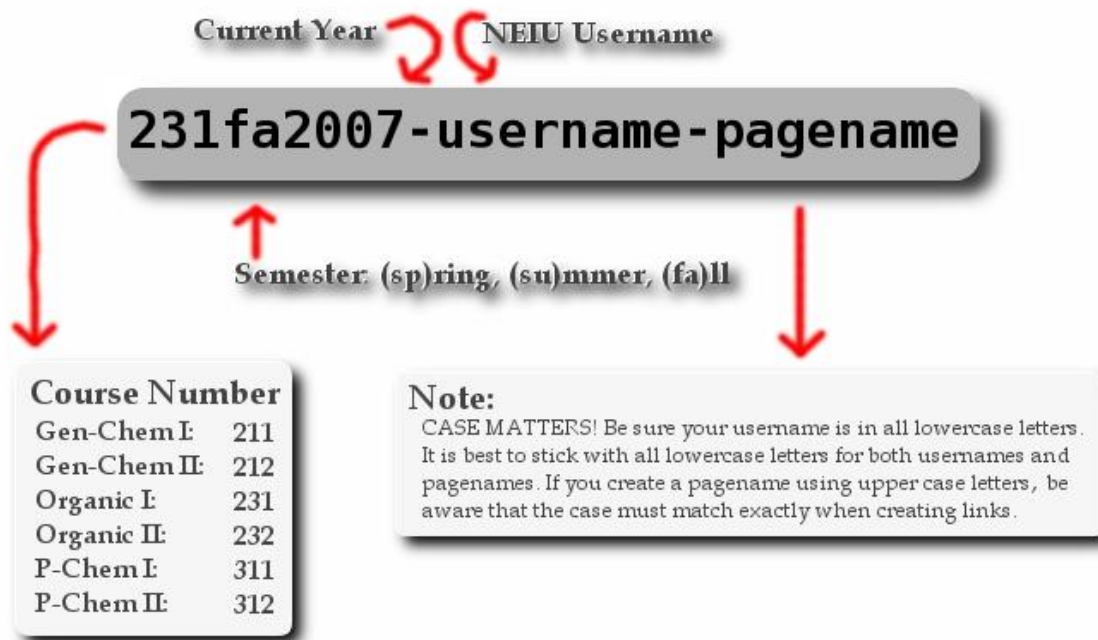
[Link to anchor?](#)

External Link

Address: http://

- When you are done click 'OK'

## Naming Conventions



(6) You can now preview the changes you have made by using the preview button or save your changes immediately using the 'Save' button on the right side of the visual editor toolbar.



(7) A new page with the name that you assigned when you created the link will automatically be created when you click on your name after saving the changes. Simply use the 'edit this page' button once again and you are ready to create and begin editing your personal main page!