

# LAB REPORTING USING CHEM-WIKI

## IV. Making page edits using the Visual Toolbar:

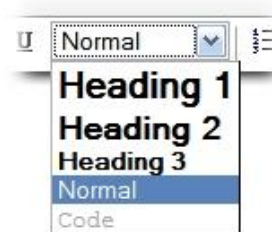


Note: If your toolbar does not appear as above, click 'Float Toolbar'



### (PART 1) Text Styles

>> The drop-down menu provides four selectable choices for text styles when using the visual editor.



**Heading 1** - Heading 1 is only used for page titles at the top of each page.

**Heading 2** - Heading 2 is used for each major section of the page

**Heading 3** - Heading 3 is used for small subsections of a given major section.

**Normal** - Normal text is used for all of the other text.

### (PART 2) Table-of-Contents

>> In the first line below your title you may have already typed: `[[toc]]`

The `[[toc]]` command instructs the website to create a table of contents frame for your page automatically using the text styles described above. The result is a nested structure enabling you to create your pages in the form of an outline as can be seen in the example. A standard outline is shown; however since these styles nest you can organize your page any way you like.

Normal text will not appear anywhere in the table of contents. The **Bold**, *Italics*, and Underline work as expected on normal and also have no effect on the TOC. If you are not sure how your table will nest your headings you can check by clicking 'Preview' which will generate the table of contents automatically. Don't be afraid to experiment; remember all changes can be undone through the 'History' tab.

<b>Table of Contents</b>
<u>Title - Heading 1</u>
<u>I. Heading 2</u>
<u>a. Heading 3</u>
<u>b. Heading 3</u>
<u>c. Heading 3</u>
<u>II. Heading 2</u>
<u>a. Heading 3</u>
<u>b. Heading 3</u>
<u>c. Heading 3</u>
<u>III. Heading 2</u>
<u>a. Heading 3</u>
<u>b. Heading 3</u>
<u>c. Heading 3</u>