OSEP Collaboration Space

"Wiki" User Guide

The "Wiki" section is a space where members can upload or create new documents that can be edited by multiple members of the collaboration space. It looks similar to other "Create Document Page" functions in other sections of the website.

In order to make a new wiki document, hover over the "Create" button and click on the "Create Document Page" button that pops up.

A page like this will appear, and you can start entering information.

Title of document

Enter the written content of your wiki document in this "Body" section.

Attach media (e.g., pictures, videos) here.

If you or another person edit this post, a rationale for the changes can be entered here.

Provide certain groups, teams, or members the opportunity to receive notifications about your post here.
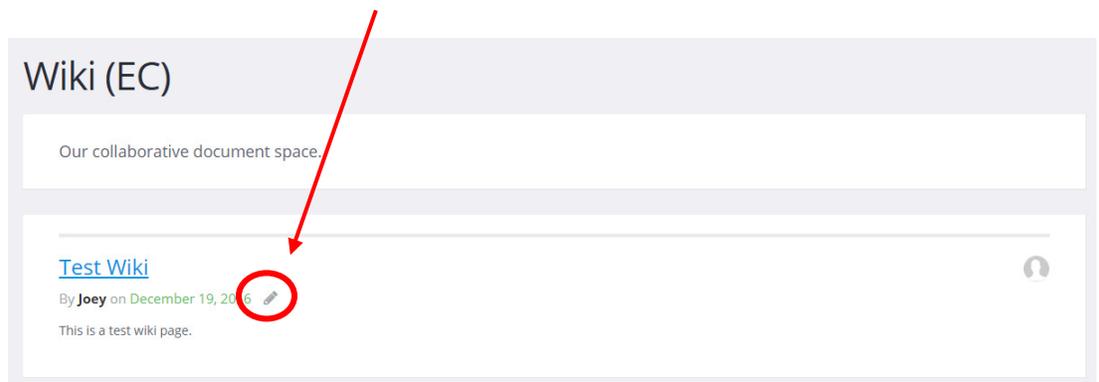
Once you have entered in all of your information and would like to share the post, hit the "Publish" button on the bottom right of the screen.
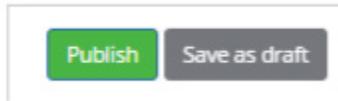

Editing a "Wiki" Document

Once a "Wiki" document has been posted, you have the option of editing it. In order to do that, click on the pencil icon to the right of the authoring information. Clicking on that will take you to "Document Page" where you can edit the post. *(The layout of this "Document Page" is the same as the "Create Document Page" above)*
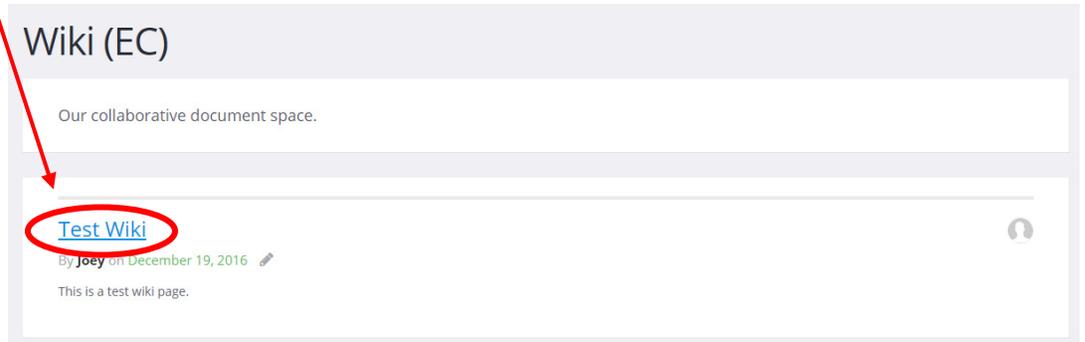

Once you have entered in all of your information and would like to share the edits, hit the "Publish" button on the bottom right of the screen.
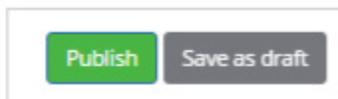
Commenting on a "Wiki" Page

On the "Wiki" page you also have the option of commenting on a post. To navigate to this page, click on title of the post. *(In this case "Test Wiki".)*

Once you have clicked on the title, this screen will appear:

Write comment here

Hit "Save" to post your comment