



What is Wiki?

Wiki is a shared online publishing tool that allows people to add, modify, or delete content in collaboration with others. Content and documents published on the wiki can be viewed by the general public, which aligns with our values of transparency and inclusivity.

HOW TO LOG-IN TO WIKI

- Step 1.** Open a web browser (ex. Google Chrome) and navigate to http://wiki.bikehub.ca/committees/index.php?title=Main_Page
Don't remember your log-in? Email navdeep@bikehub.ca
- Step 2.** Click on the [Log In](#) button in the top right-hand corner of the window.
- Step 3.** Enter your name and password and press **Log In**.
- Step 4.** On the main page, click on the name of your local committee (ex. Burnaby Committee Wiki, etc.).

HOW DO I UPLOAD A FILE?

1. Prepare the file for upload. Make sure the file is exactly as you want it.
2. In the [sidebar](#), under “toolbox”, click **Upload file**.
3. Click **Choose File** next to the **Source filename:** to locate the file on your computer (the name of the “Choose File” button may depend on your web browser).
4. Change the **Destination filename:** to something descriptive, if necessary.
5. Fill in the **Summary**, if necessary.
6. Click the **Upload file** button.

If it is a large file, you may need to wait several seconds for the upload to complete.

HOW DO I EDIT A PAGE?

To edit a page, simply click the **edit** link that appears on each page. This is in the form of a tab at the top of the page. A form will appear, containing the existing markup. When you have finished making modifications, click the **Save** button to commit your changes.

See also: [Help:Editing pages](#)

HOW DO I CREATE A NEW PAGE?

There are several ways to create a new page:

- Create a link to the page on another page, then click on the red link which appears
- Browse to the intended location of the page, e.g.

http://www.example.com/index.php?title=New_page and click on the **edit** link.

On some wikis, a failed search for a page will contain a link which allows you to edit that page.

See also: [Help:Starting a new page](#)

How do I delete an old version of a page?

Old versions of page data are retained in the database and can be accessed via the page history features. This is useful for reviewing changes and correcting or reverting undesirable ones, but in some cases, administrators might want to make this information unavailable, for legal reasons, or to reduce the size of the database.

- Administrators can delete an old revision of a page by deleting the page, and then selectively un-deleting revisions to be kept
- The [Oversight](#) extension (also known as *HideRevision*) can be used to move harmful revisions out of page histories on older versions of MediaWiki (<1.16).
- For newer MediaWikis (1.14+), you can enable the core [RevisionDelete](#) feature that allows privileged users to remove single revisions from page histories.
- The maintenance/delete Old Revisions.php [maintenance script](#) can mass-delete all old revisions of pages and their associated text records.

See also: [Manual:Removing embarrassment](#)

Are there any editing tutorials available?

There are several editing tutorials available, mostly on Wikimedia sister projects, such as Wikipedia. There are also markup references, etc. available on *Meta*.

- The page [Help:Editing pages](#) on this site
- [Editing](#) help content on *Meta*
- The [How to edit a page](#) guide on the English Wikipedia

How do I use templates?

See [Help:Templates](#)

How do I add links to documents?

You have two choices for adding documents, adding a link to the document in Google Drive or uploading it directly.

See [Create a link to a document in Google Drive](#) for instructions (Remember to check the Sharing Settings and make sure that *Anyone with Link Can View* is selected).

Internal Link (to wiki pages or files hosted on the wiki)

To add an internal link, enclose the name of the page you want to link to in double square brackets. When you save the page, you'll see the new link pointing to your page. If the page exists already it is displayed in blue, if it does not, in red.

The first letter of the target page is automatically capitalized, unless otherwise set by the admins, and spaces are represented as underscores (typing an underscore in the link will have a similar effect as typing a space, but is not recommended, since the underscore will also be shown in the text).

External Link

To add an external link, enclose the URL followed by space and the name of the page you want to link to in single square brackets. When you save the page, you'll see the new link pointing to your page, with an arrow icon after it to show that it was coded with single bracket external link syntax, and thus may lead to another site.

Most Common Links with Descriptions

Description	You type	You get
Internal link to uploaded document or file (you must upload the file first)	[[media:nameofuploadedfile.jpg]] [[media:example.pdf]]	media:example.jpg media:example.pdf
External link with a different label	[http://mediawiki.org MediaWiki]	MediaWiki
Email Link (Mailto link)	[mailto:info@example.org email me]	email me
Internal link to an anchor	[[#See also]] Section headings and the top of the page are automatically anchored.	#See also

See the following document for more information:

- [Adding Images](#)
- [Adding links \(internal or external\)](#)

HOW DO I ADD ANOTHER USER?

An existing user can do the following:

Once they are logged in, they can click "**Special Pages > Login/Create Account > Create Account.**" This will create a new user.