How To Use the CoP- Users Guide

Wiki Portal

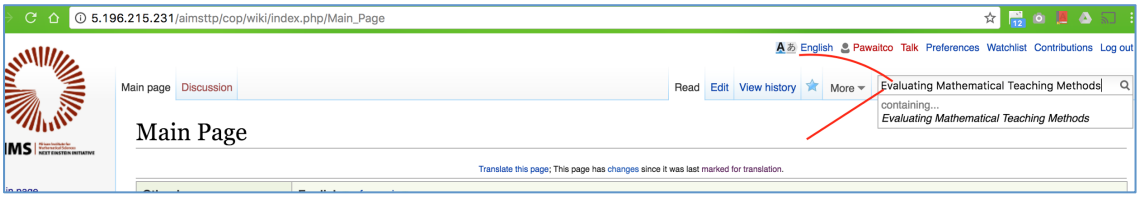
As a new user who is registered or has been registered to this Community if Practice (COP) portal Wiki, please go through this guide to help you get started with important aspects of the COP Portal.

Creating Pages/Articles

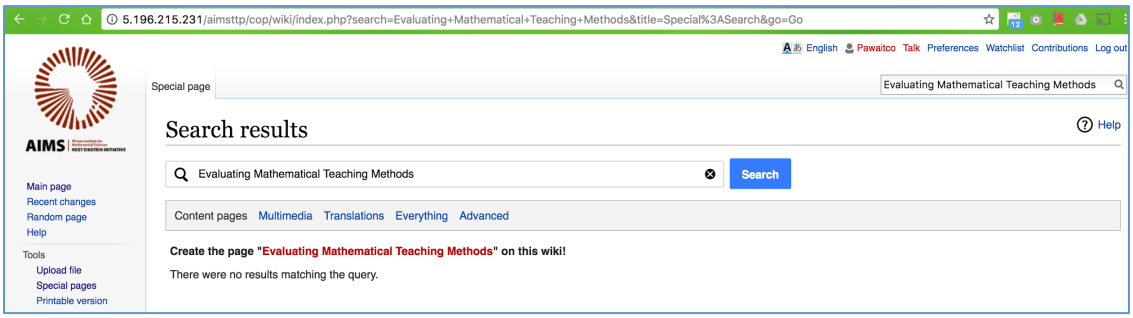
To create a page, a user must have an account created by either an admin or self created and they must be logged into the wiki.

To create a page;
Log into the wiki with your verified account

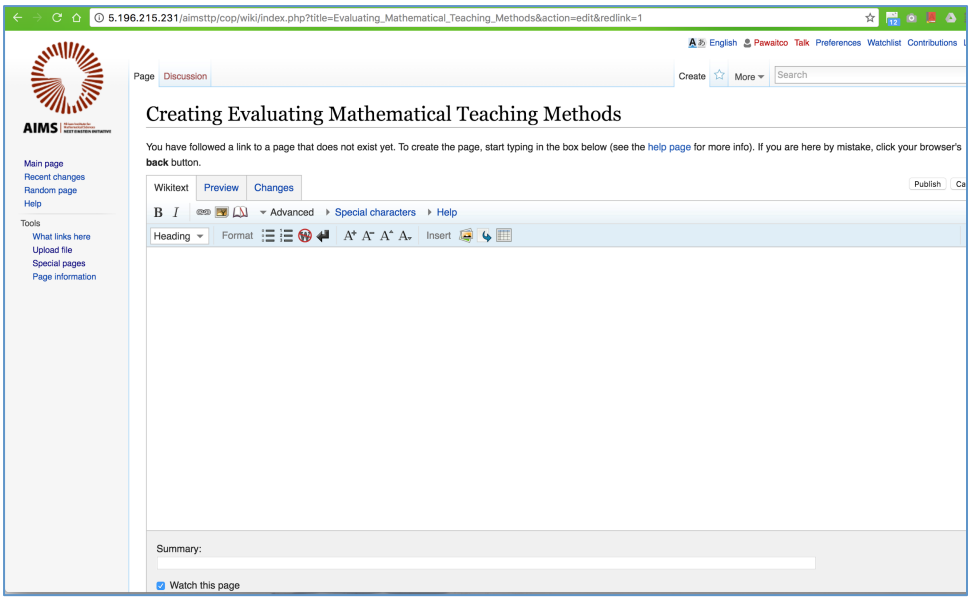
First, Search the wiki to make sure the page/article you wish to create does not exist by going to the Search Bar and typing and searching by the keywords of the article/page you wish to create as shown below;



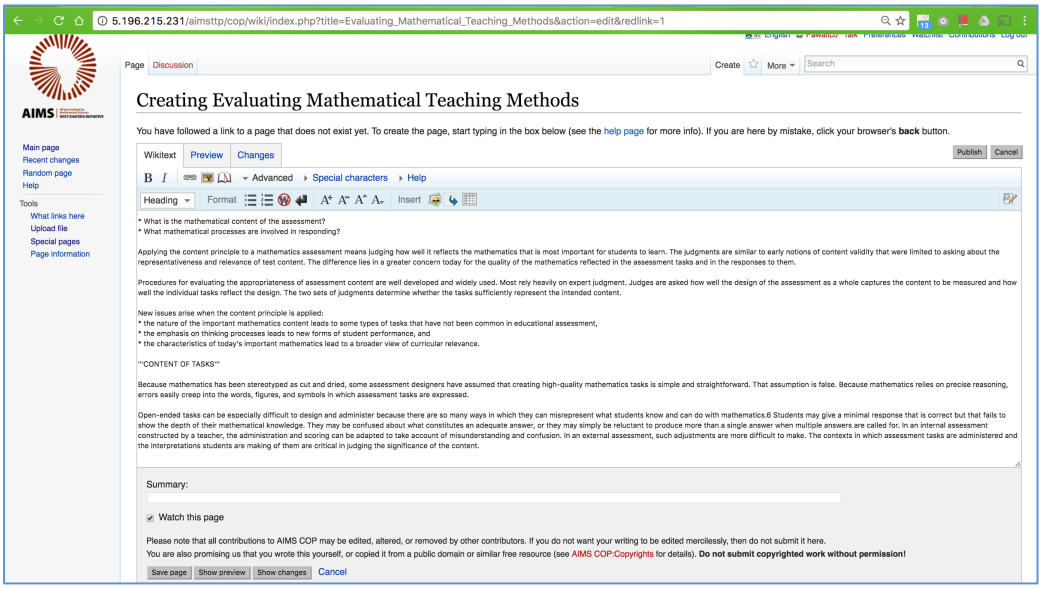
If there are results with your search, carefully review them before proceeding to create. If there are no results that match your keywords, you will see your search terms written in red with an invitation to create the article with those keywords by clicking on the link as shown below;



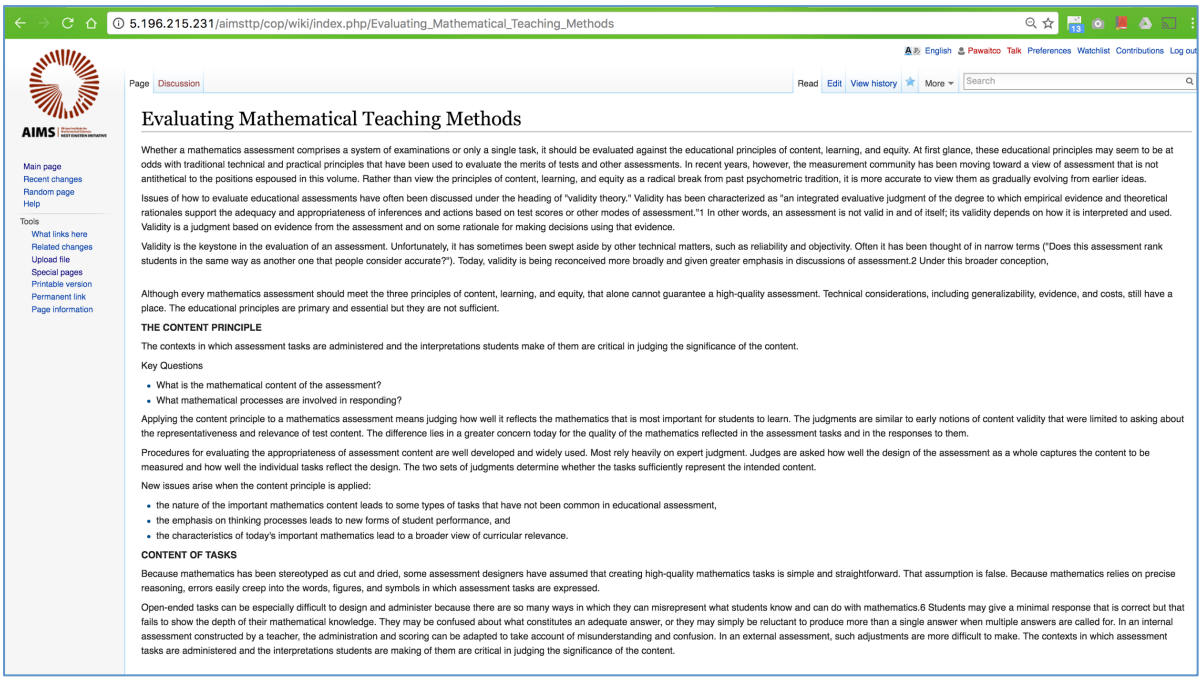
By clicking on the keywords highlighted in text, I will be taken to page/article creation space as shown below;



Proceed to edit and add content to the article, including media files and save when satisfied as shown below;



The final article would be published and would look like below;

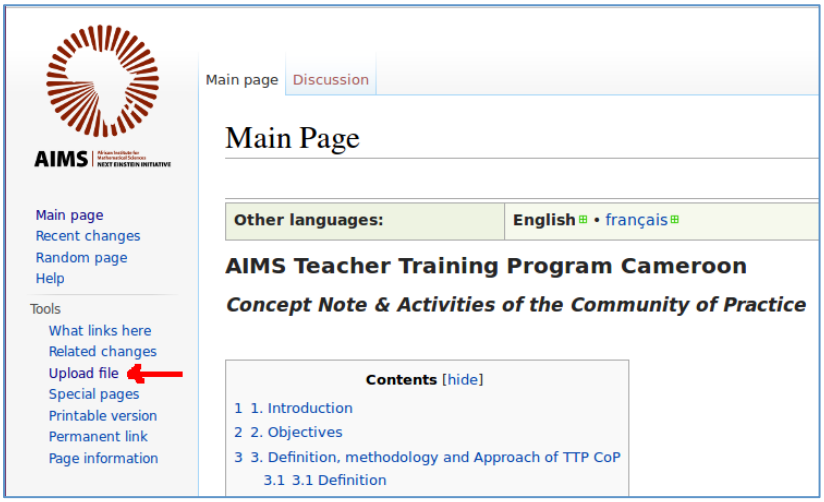


Adding files and using them in pages

To upload a file to the Mediawiki file repository;

Prepare the file on your computer in its final format. Make sure the file is exactly as you want it.

Click on the “Upload File” on the Tools panel located on the sidebar.



Click "Browse" next to the "Source filename:” to locate the file on your computer. (The "browse" button may have a different label depending on your web browser).

Change the "Destination filename:" to something descriptive, if necessary.

Fill in the "Summary", and add the Category tag that would make it easier to displayed the tag under a key Category page eg [[Category:Resource]]

Click the "Upload file" button.

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

File description page
Each file gets its very own “file description page” on the wiki. The page name will be File: followed by the destination filename you provided. You can edit this page to provide more information about the file. For example, many public wiki projects are quite sensitive to copyright issues, and so you should explain on the description page where you got the file from, and what its copyright status is. Any other useful descriptive notes could also be added there.

Creating Categories and Subcategories

There are 2 methods to create a new category

Method 1

1. Enter the name of the category in the Search field, prefixed with "Category:", e.g., as **Category:NEW CATEGORY NAME**. Then click the search icon or press the *Enter* key.
2. A Search page will be displayed, which should have produced no matching results, i.e., the message "*There were no results matching the query*" is displayed near the bottom of the page. (If there *are* matching pages, then the category name you have chosen already exists.)
3. Click the link labeled "**Create the page "Category:NEW CATEGORY NAME" on this wiki!**".
4. An editor page for the new category is displayed. Add the following text to specify the parent category for the new category: **[[Category:PARENT CATEGORY NAME]]**

5. You may also add other explanatory text about the category, but this is usually not necessary.
6. Save the page (i.e., click the **Save** button)

Method 2

1. Put the new category name at the bottom of a file/article while in edit mode:

   [[Category:NEW CATEGORY NAME]]
2. Then click the "save page" button. There will now be a red link at the bottom of the file.
3. Click on the red link. This will open an edit window.
4. Add the parent category link: **[[Category:PARENT CATEGORY NAME]]**
5. Save the page. You have created a new subcategory.

You can create as many categories, and subcategories, as are needed to correctly categorize image and media files.