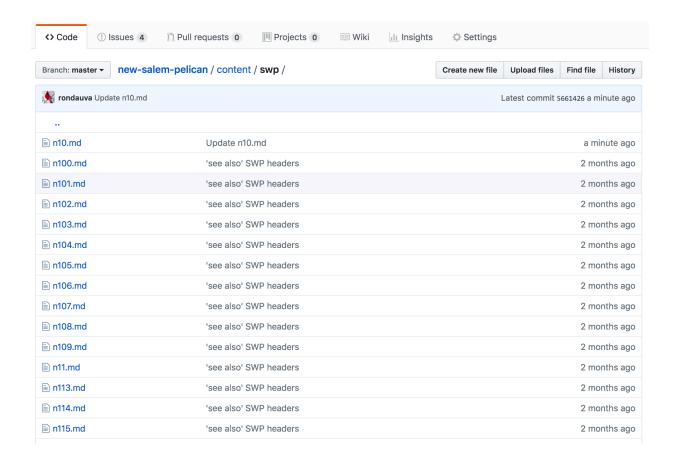
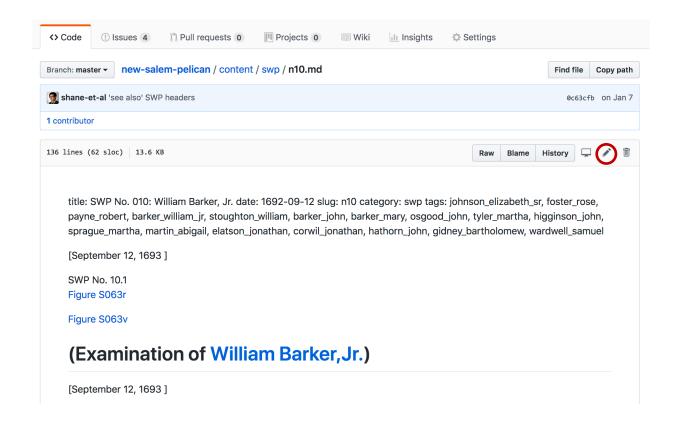
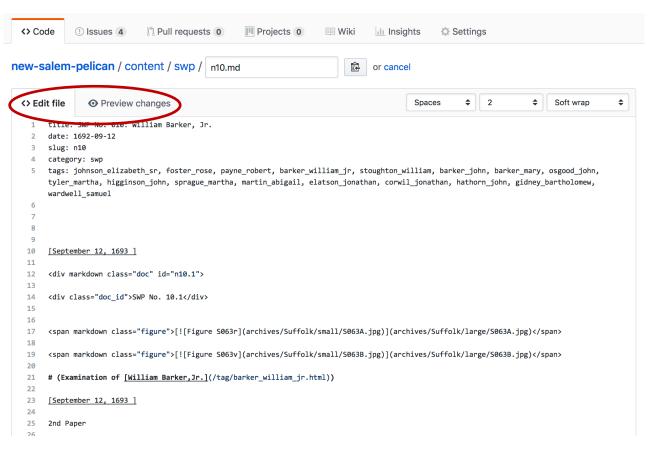
Editing SWP Case Files

- 1. All the files for the Salem Witchcraft Trials site are housed on github.com, and all edits will be made there.
- 2. Navigate to https://github.com/login and login with your username and password.
- Once logged in, go to https://github.com/scholarslab/new-salem-pelican/tree/master/content/swp
 where you will find all the case file documents. You will edit the SWP files from this directory listing.

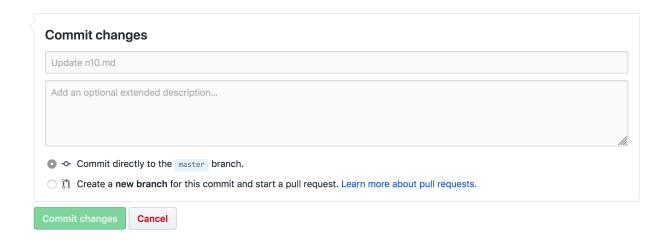


- 4. The files are sorted in ascii numerical order, rather than common numerical order, so you will see that the list looks like n10.md, n100.md, n101.md, n102.md, ..., n11.md, n111.md, etc.
- 5. Click on the file name you wish to edit to open the *View Document* screen.
- 6. Click the pencil icon, circled in red below, to open the *Edit Document* screen.

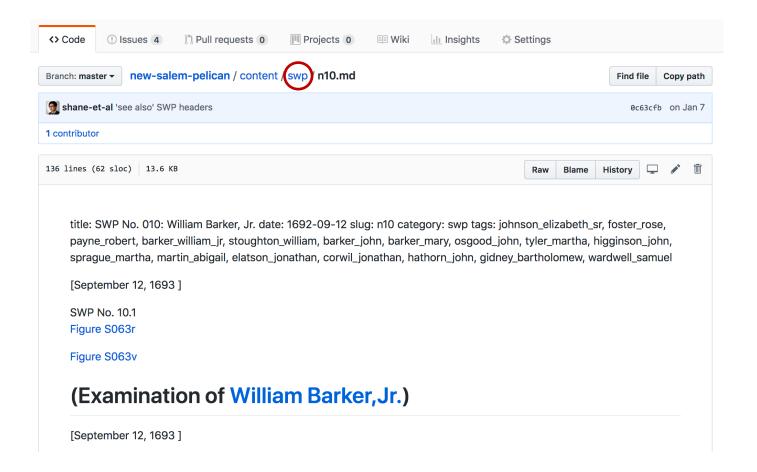




- 7. Make any edits to the document, being careful not to add extraneous blank lines.
 - Note: The annotated SWP document illustrated in **annotatedswp-n26.pdf** shows the markup used for SWP documents, and **Markdown-Glossary-SWP-Files.pdf** contains definitions and examples for all the markdown used in the SWP files.
- 8. To preview your edits, you can click the *Preview Changes* tab, and github will present a view of the documents with edits made. To return to the editing window, just click the *Edit File* tab. These tabs are circled in the image above.
- 9. When your edits are complete, scroll to the bottom of the *Edit Document* screen. You'll find the *Commit Changes* dialog box shown below. If you wish to add an extended description of the edits that you've made, you may do so in the text box, otherwise, leave all settings as they are and click the green *Commit Changes* button to add your edits to the document permanently. Once the change is committed, github will return you to the *View Document* screen.



10. To return to the directory of SWP documents, click the *swp* link in the URL above the document viewer, circled in red in the image below.



- 11. Github will then return you to the document directory listing. If you have further edits to complete, locate the file in the document list, and follow the steps in this help sheet to edit each document you wish to update.
- 12. Once all your edits are complete for the present, alert Shane (shane@virginia.edu) and Ronda (rag9b@virginia.edu) in the Scholars' Lab that you've updated SWP files. The changes that you make will not immediately appear live on the site, and Shane will schedule an update to the public site as needed to make your updates live.