

Wiki Reference Card 2015

Starting a new personal page

1. Go to the student page and find your student number. Student number is:

Blue in colour - a page already exists.

Red in colour - no page yet exists.

2. Click on your student number and a new blank page will open.

3. Click the “create” tab at the top of screen and a blank window will appear with small icons at the top of the window.



4. Type your text into the blank window and click “save page” at the bottom of the page.

5. The screen will refresh showing “Read Tab” at the top of screen and display the text on your page.

Headings

In page edit mode, use the (=) key either side of your text to set the level of headings.

==Section==

===Subsection===

====Sub-subsection====

Lists

In page edit mode the following symbols (*, #, :, ;) at the beginning of a line will generate different types of lists.

* bullet point list.

** bullet point subheading list.

*** bullet point sub-subheading list.

numbered list (generate sub-headings as before).

; definition list.

: colon will indent text.

:: two colons will indent text more.

Links

In page edit mode the following square brackets will generate different types of internal or external links. Note there are special links for references.

[[text]] internal link to a page called “text”.

[[text|test]] internal link to a page called “text”, but the link appears on the page as whatever text is after the vertical line.

[http://www.unsw.edu.au] External link to the University of New South Wales webpage.

[http://www.unsw.edu.au UNSW] External link to the University of New South Wales webpage the link appears on the page as whatever text appears after the space after the web address.

Uploading Images

The image must first be uploaded to the site.

1. Open the left hand menu item “Toolbox” and click “Upload file” and a new window will open.

2. Click the button “Choose file” and navigate to where the image is located on your computer and double click the file.

3. The window will now show the file name in the “Source filename” window.

4. You can then rename the uploaded file in the “Destination filename” window.

5. Add a **description** of the image to the “Summary” window. Note the description **must include**:

i. An image name as a section heading.

ii. Any further description of what the image shows.

iii. A subsection labeled “Reference” and under this the original image source, appropriate reference and **all copyright information**.

iv. Finally a template indicating that this is a student image. {{Template:2012 Student Image}}

Images not including the above information will be deleted by the course coordinator and be considered in the student assessment process.

Students cannot delete uploaded images.

Inserting Images

The image must first be uploaded to the site. In page edit mode double square brackets around the file name.

[[File:image.jpg]] insert the image called “image.jpg” at that location.

[[File:image.jpg|300px]] insert the image called “image.jpg” at that location resized to 300 pixels wide.

[[File:image.jpg|left|300px]] insert the image called “image.jpg” at the left of the page resized to 300 pixels wide.

[[File:image.jpg|thumb|An image]] inserts the image called “image.jpg” usually reduced in size on the right of the page with a caption “An image”.

Tables

In page edit mode double square brackets around the file name.

Help Pages

The following pages have more detailed help information.