

# Guide to Wikis

Versie 5

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## 1. Creating and editing a wiki page

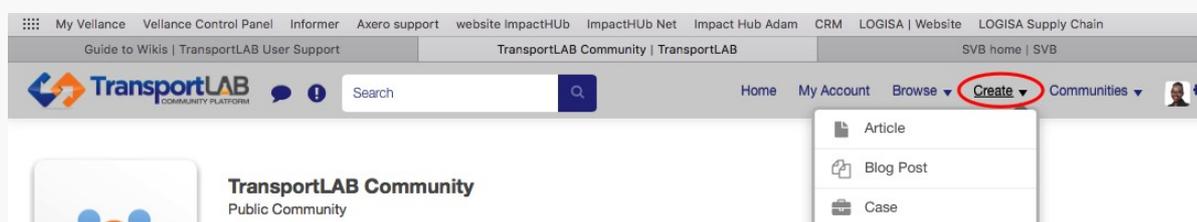
Before beginning your wiki it is often a good idea to know where you plan on placing it in the wiki tree. Simply take a mental note of what wiki page you want your new wiki to appear under. If you want it to appear under the main wiki page then you can skip this step as that is where it will go by default. If there are multiple primary wiki pages in a community then it will go under the one that was most recently created by default. You can also always move the wiki to a new parent wiki page.

To create a new Wiki:

1. Select Create at the top right of your DMI page
2. Click Add a Wiki Page from the list
3. Choose the community in which you would like to add a new Wiki page

Alternatively you can navigate directly to the community where you want to add your wiki and click on the "Add a wiki page" button available on any wiki page there.

4. Provide a title for your wiki page
5. Indicate the parent page you want your new wiki page to appear under. If you leave this blank your page will appear as a child to the primary wiki for the community.
6. Type in your content using the WYSIWIG editor
7. Select the "Create this page" button to publish, or select the Save as Draft button to save your progress if it is not ready to be published



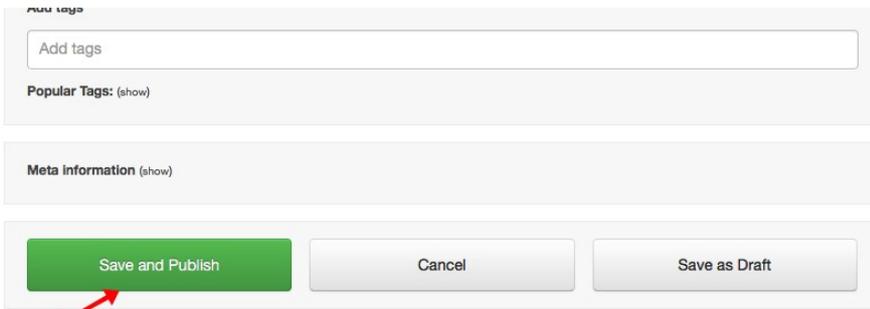


ADD TAGS

Popular Tags: (show)

Meta information (show)

Save and Publish Cancel Save as Draft



You can also add tags and attachments before published.

To add an attachment:

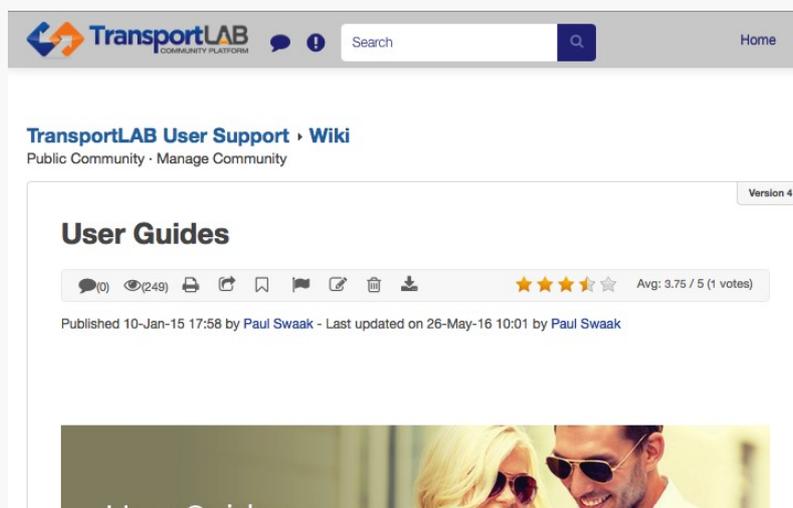
1. Scroll down until you see the Attach Files section under the Page Content box on the Add a Wiki Page
2. Press the Click to Select Files button
3. Double click the file you would like to add

You can also simply drag files you want to attach into the attachment area.

## 2. Editing an existing wiki page

Editing a wiki allows you to change any of the details explained above (including the location in the wiki tree by changing the parent topic). Simply navigate to the detail page for the wiki and click on the edit icon below the title and above the video. This will take you to the same add / edit wiki screen outlined above.

Note that going into the edit page for a wiki locks the wiki from being edited by other users. Once you save the wiki it will be unlocked. To unlock the wiki without saving a new version, click the "Cancel" button at the bottom of the page.



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**So ... you just started with TransportLAB. Now what?**

Fortunately it's quick and easy to get things going.

These pages are designed to provide users new to TransportLAB an understanding of the different areas, concepts and features of TransportLAB.

Just select any of the headings in the wiki-index box to the right.

Want to work on your Smartphone or Tablet? Just download the TransportLAB Communifire app here: