Adding a Topic to the Toolkit Wiki in Six Easy Steps

1. Use your Internet browser to go to http://toolkit.pbwiki.com/

2. Click the New Page Tab to start creating your New Page. (The password is GIRO). Enter the name of your New Page and choose the default of "No Template" before clicking the "Create New Page" button.

3. The screen will now show a preview of the (blank) new page with an editing pane below the preview. **Copy and paste the text below to the editing pane.**

```
!Main Page Title

!!Summary of topic
This paragraph is a very quick summary / introduction of the topic
which you wish to add, perhaps explaining it's relevance to
actuaries.

!!Those working on the topic
Firstname Surname – firstname.surname@emailserver.co.uk

!!Getting Started
This paragraph develops the idea you are introducing and will serve
to allow you to link to any other websites / papers etc you wish to
include.

You can link to a website like
[http://www.actuaries.org.uk/Display_Page.cgi?url=/index.html|this]
and the word "this" will appear as a link to the website shown before
the bar.

!!! Subheading (If Required)

* This is Bulletpoint 1
* This is Bulletpoint 2

** This is a sub-bulletpoint linking to a
[http://toolkit.pbwiki.com/f/GIRO%20Paper%20FINAL.doc|file] that has
been uploaded to the wiki.


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!!Comments
Add your comments here
Some comments
```

4. Click "Preview" to see what this gives you as a page.

5. Edit the parts highlighted in yellow above as required.
   - You may just wish to link to another website in which case you should use the syntax [www.website.com | linkword] as shown in blue above**.**
   - If you wish to link to a file uploaded to the wiki use the same type of syntax, but you will need to upload the file and find its address on the wiki (see the section on uploading files below).

6. Preview / Save your New Page and you are finished!

Some Further Information on Working with the Wiki

Uploading Files
To upload a file go to the wiki's home page, and click the "files" tab. Browse to find the file on your local machine / network and click "upload".

To find the address of the file so that you can link to it in text; click the "files" tab on the wiki home page, scroll down the page to find the file you need, right click and choose "copy shortcut". You can then past the shortcut to wherever you need it.

Adding a link to your New Page on the Front Page (or any other page)
First you need to find the address of your new page. To do this, go to the wiki home page and scroll to the bottom. In the centre of the screen you will see the "Wiki Information" Section. Click "Show All Pages" to see a list of all pages (sort by name or date as you wish). Right click your page and choose "copy shortcut". You can then paste the shortcut to wherever you need it.

To add a link to your new page on the front page; go to the front page and choose "edit". Then just add text referencing your new page using the standard format [pageshortcut | linkword].

Simpler (but slightly less flexible) ways to Create Pages
When editing an existing page you can

> Type a single word with SeveralCapitalLetters (this is called "CamelCase"), which will automatically create a link to a new page called "SeveralCaptitalLetters

OR

> You can put [brackets] around any word to create a new page. For example, if you wanted a page called "My Page" you could just type [My Page].

Deleting Pages
You will not be able to delete any pages without having administrator status. If you wish to delete a page please contact a member of the wiki support team (see below).

More Complex Formatting
For information on how to create more complex formatting the best starting point is probably http://pbwikicentral.pbwiki.com/index.php?wiki=AdvancedWikiStyle.

Further Help
Try the available help (top right hand corner on wiki pages) and if you're still stuck you could try contacting one of the wiki support team (see below).

Wiki Support Team
This is a list of volunteers (membership changing on an ongoing basis) any of which you can contact if you need some further help. Find the current list of members on the Wiki Support Team Page. Feel free to add yourself to the support team!