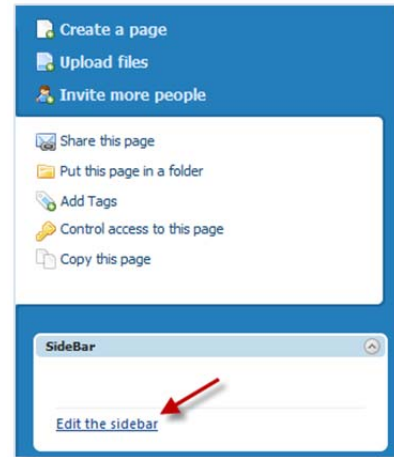




Setting Up Your Wiki – The SideBar

The Side Bar is where you put own quick links to external or internal resources. From the **Wiki** tab, Click the **Edit the sidebar** link on the right side of your workspace to open the **SideBar** editor.

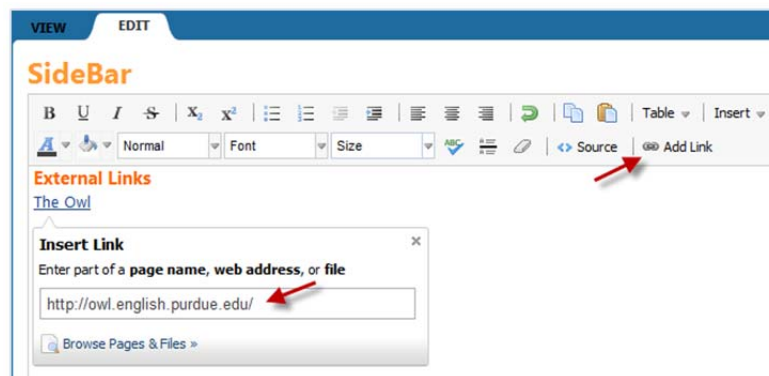


Adding an External Link

1. Copy the link for the website you wish to add. (Highlight the link and press **CTRL + C** to copy it.)



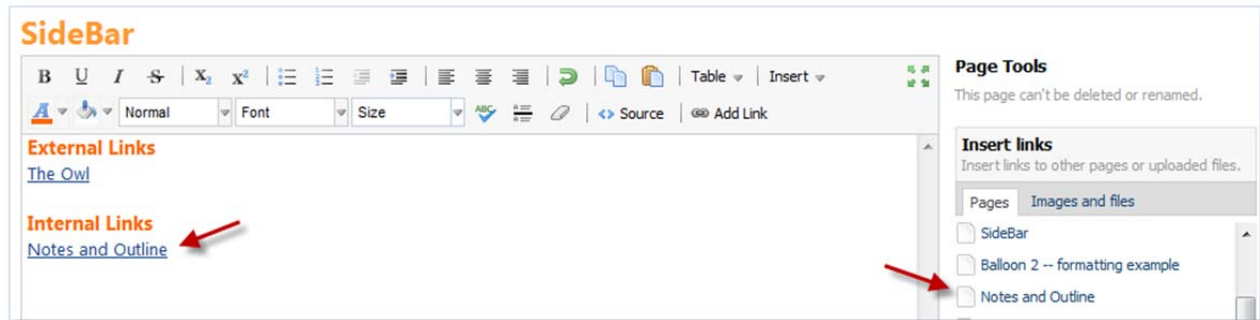
2. Return to your wiki and type the name of the website into the **SideBar** editor.
3. Highlight the text and click **Add link**.
4. Paste the web link into the **Insert Link** box and press **Enter**. (Press **CTRL + V** to paste the link.)



Note: Format the text using the rich text editor features. For instance, the text “External Links” was formatted with bold, orange text color, and enlarged to font size 12.

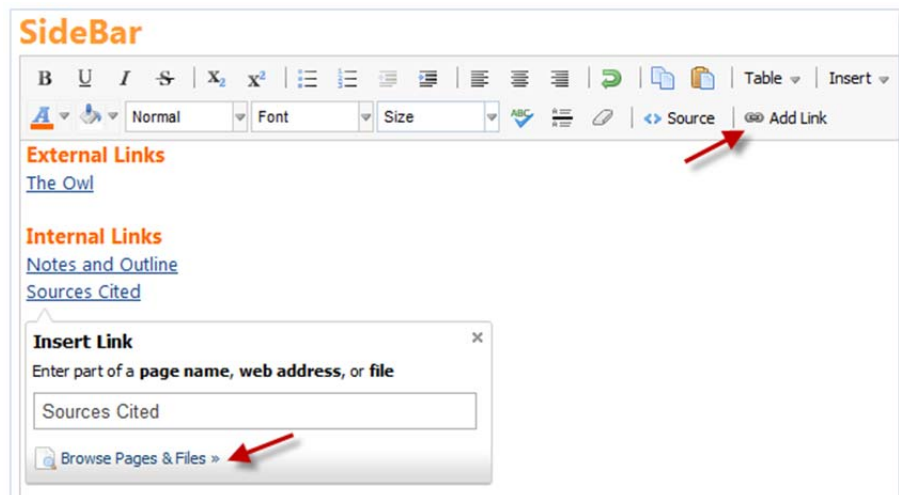
Adding Internal Links

1. Place your cursor where you would like to add the link in your **SideBar** editor.
2. In the **Insert links** menu that is on the right of your editor, click on the page, image, or file you wish to add.
3. The link is inserted in your **SideBar** editor.

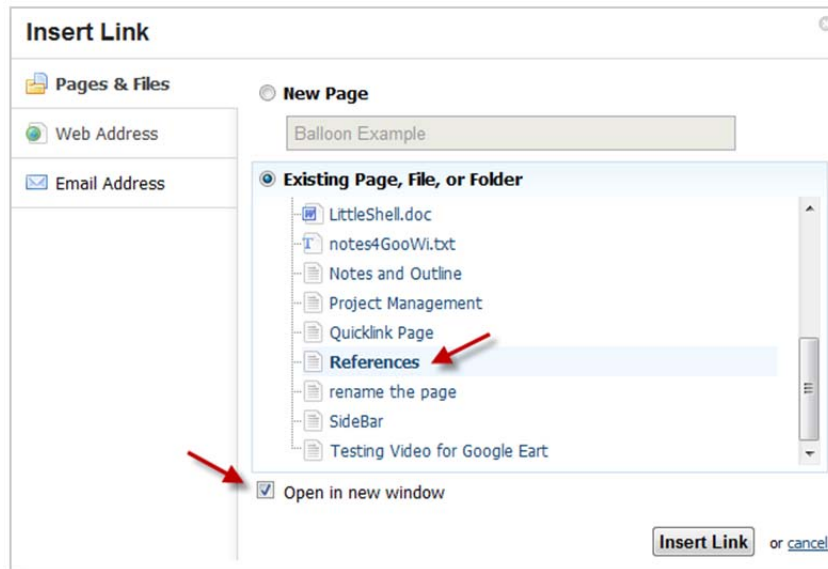


Both external and internal links can also be added using the **Browse Pages & Files** function. This method of adding links allows you to set links to open in a new window. This is useful because users do not have to navigate away from the current page to open the new link.

1. Enter text in your **SideBar** editor.
2. Highlight the text and click **Add link**.
3. Click the **Browse Pages & Files** link in the box that appears.
4. Select the link you would like to add.



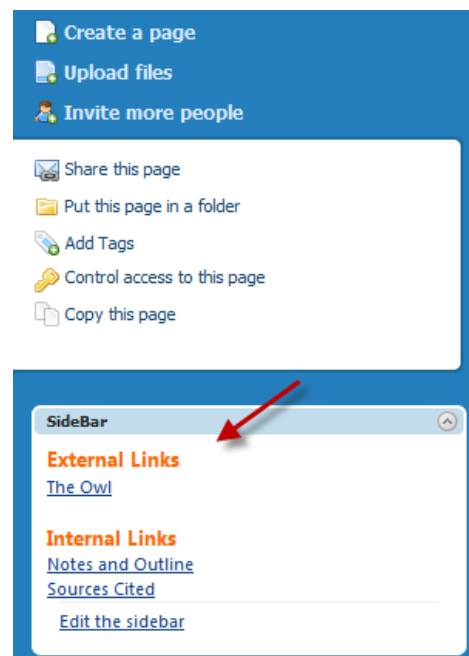
5. Check the **Open in new window** box on or off.
6. Press the **Insert Link** button.



Note: Web address and email address links can also be added using the **Browse Pages & Files** function.

Save Your SideBar Links

1. When you are finished adding links, press the **Save** button in your editor.
2. The links will appear in the SideBar panel on the right side of your workspace.



The Navigator

The Navigator is a panel on the right hand side that allows you to see what folders and files are in the wiki from any wiki page.

If you click on a folder in the Navigator, the contents of the folder will appear. Clicking on a page will open that page in the wiki. Clicking on the back button in the Navigator will bring you back one level.

Starred Pages and Files

The Starred Pages and Files group at the top of the Navigator is a place where you can add specific pages that you might need to look at often. To “star” a page or file,

1. Open that page in the view tab.
2. Click on the empty star icon to the left of the page title. The start will become filled in, indicating that the page has been added to the Starred Pages and Files group.