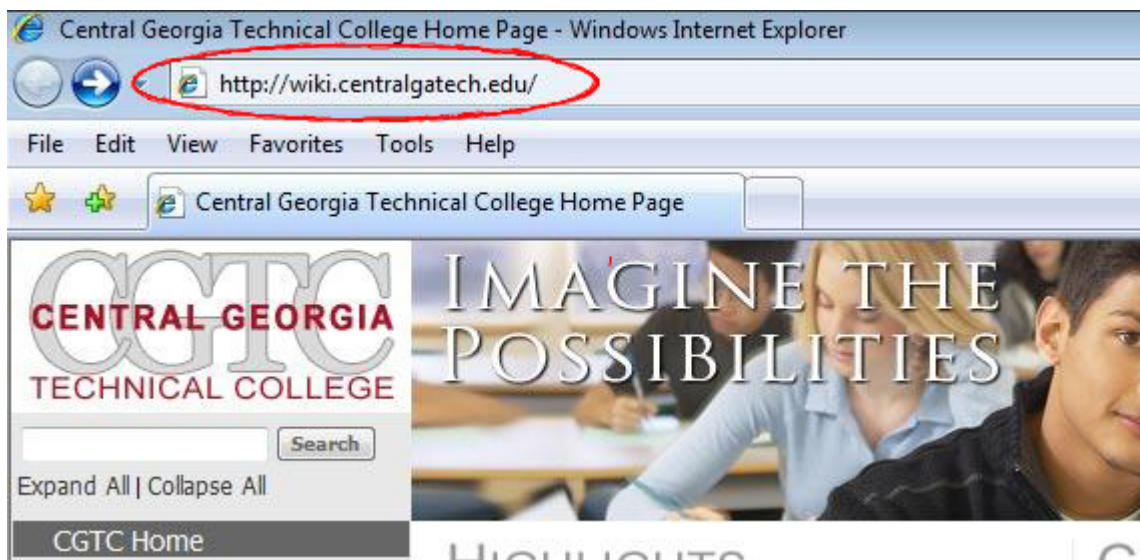


Part 1 - Editing and Adding Content to your CGTC Wiki Space

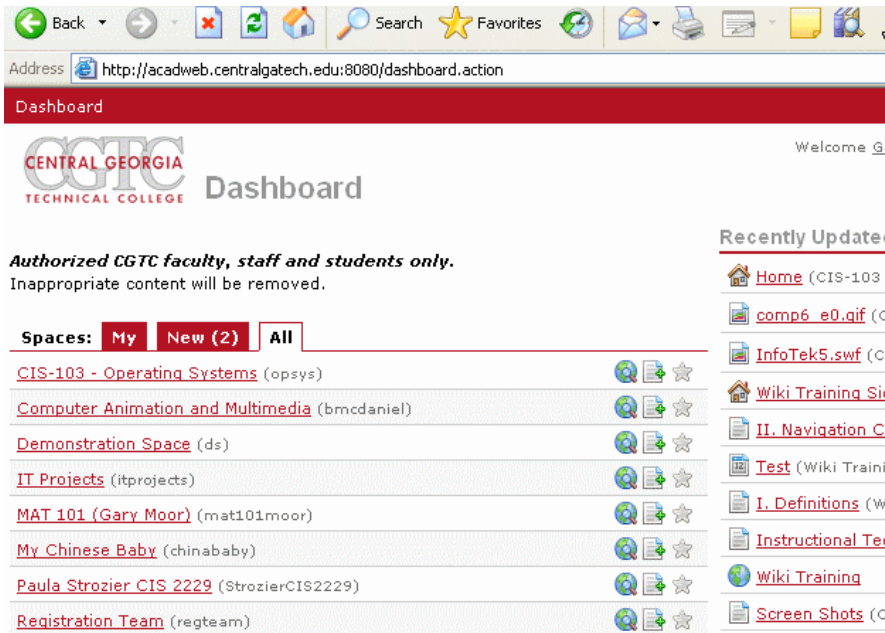
Ask the CGTC Wiki Space administrator to create a space for you and decide what kind of access users of your space should have. You may allow users to have either anonymous access or password access.

1. Go to your Wiki space on the ACADWEB server using the following URL:
<https://wiki.centralgatech.edu>

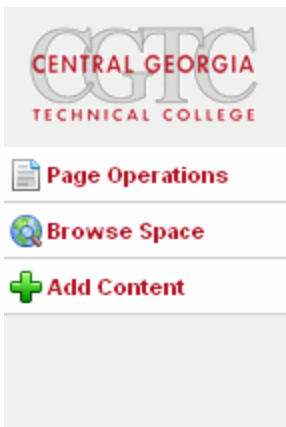


2. Login using your regular Windows username and password.

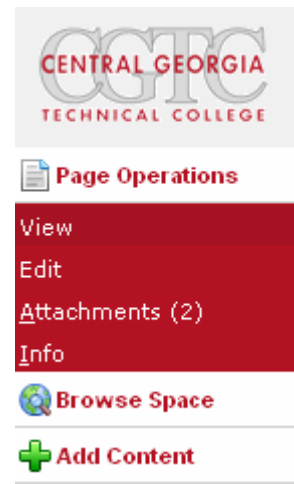
A screenshot of the CGTC Wiki login page. The page has a red header bar. Below it is the CGTC logo and the text "Login To The CGTC Wiki". A yellow box contains the instruction "Enter your account details below to login to Confluence.". The login form includes a "Username:" label and a text input field, a "Password:" label and a text input field, and a checkbox labeled "Remember my login on this computer". At the bottom of the form is a "Log In" button.



3. Select your space from the list in the Wiki Dashboard.



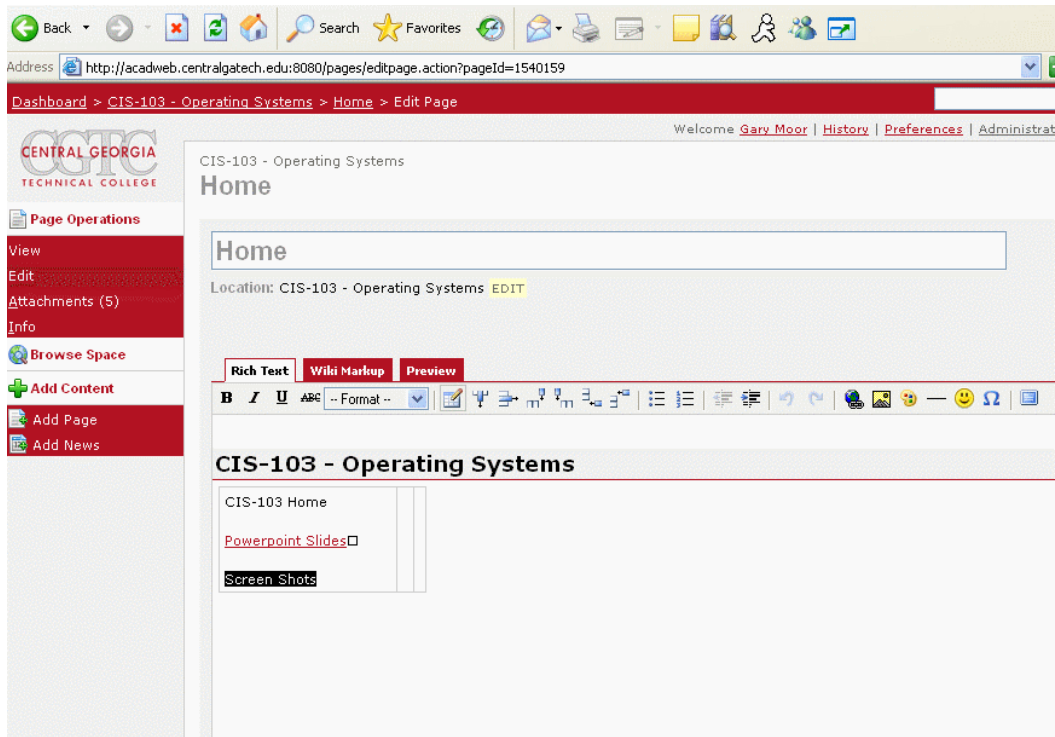
4. Expand the **Page Operations** submenu. Selecting **Edit** mode will allow you to insert markup and page elements to enhance your space. Selecting **Attachments** will allow you to upload files and give your users easy access to them.



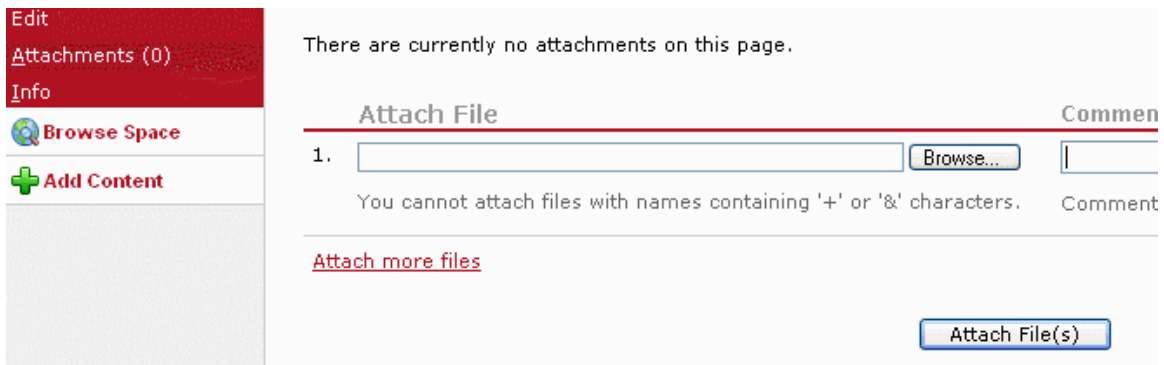
5. In **Edit** mode you may use the **Rich Text** toolbar to create tables, lists, and headings, use different sizes and colors of fonts, and insert pictures, symbols, and links. (You may also use the **Wiki Markup** language tab to accomplish these same tasks.) Remember to always click **Save** before you leave the page you're working on.



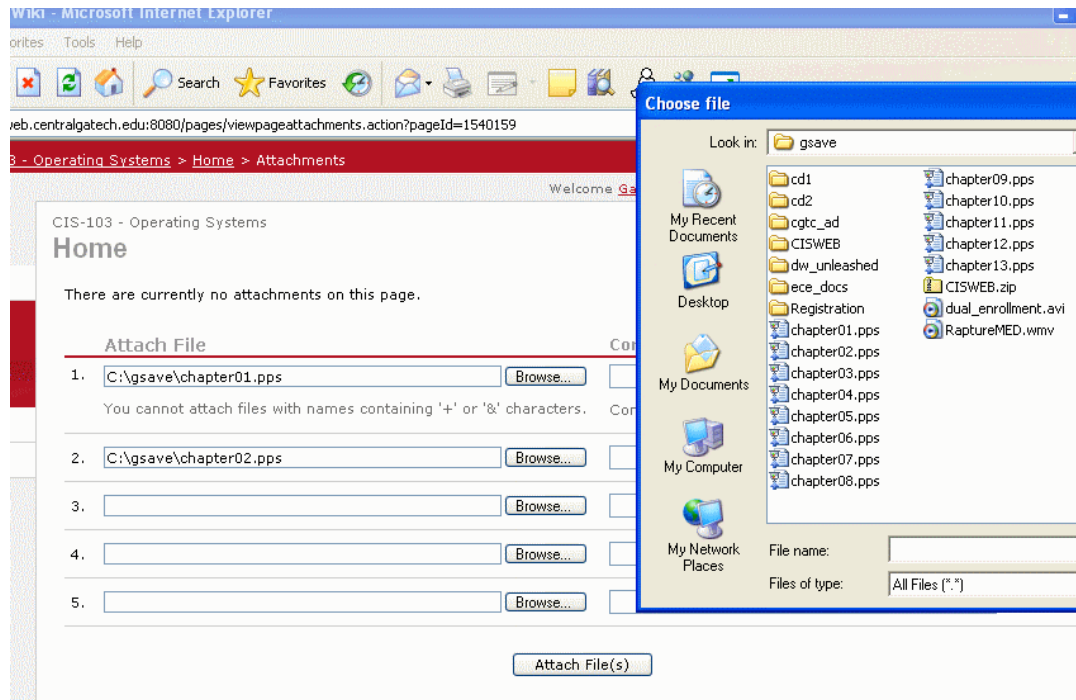
6. You may also add additional pages to your space by selecting **Add Page** from the **Add Content** submenu. Links can be created to these child pages by selecting the **Insert/Edit Link** icon on the toolbar.



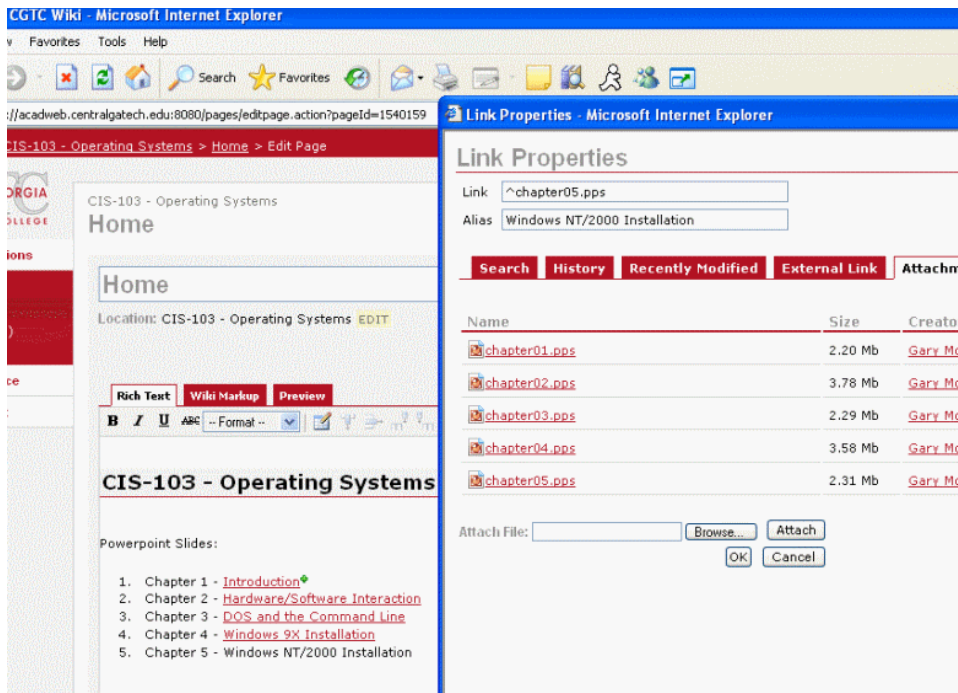
7. Select **Attachments**, browse to the file you wish to attach, and click the **Attach File(s)** button. If you wish to add multiple files at this time, select **Attach more files**.



8. You may add up to five attachments at once by browsing to each file before clicking the **Attach File(s)** button. The green progress bar will show when uploading is complete.



9. Finally, create links to your attachments by selecting the **Insert/Edit Link** icon on the **Rich Text** toolbar. Remember to click **Save** before exiting Edit mode.



10. Remember to logout when you're done.