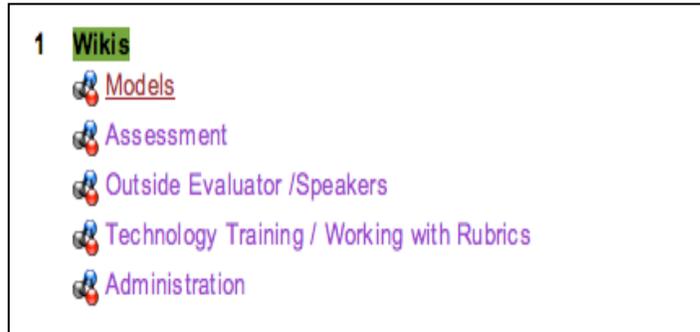


Wiki TechTips

- **Log into the Moodle Course:** Language Research for Faculty

- **Open and view** a wiki topic by clicking on the file name.



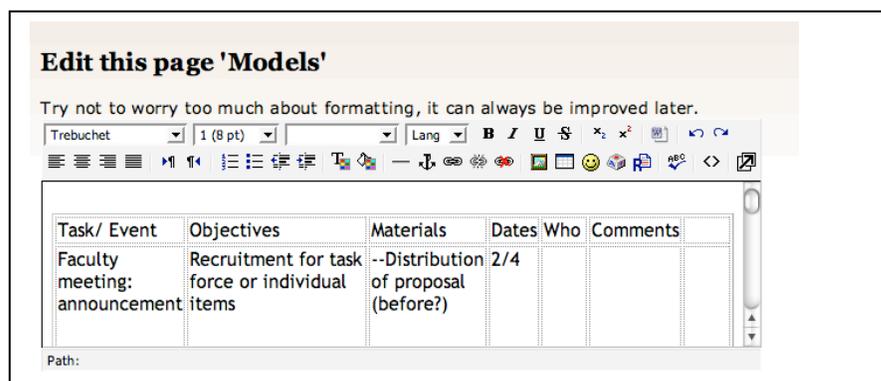
- **To change or make additions** to a file, click “edit” from the file tab.



- **Save** changes tab is at bottom of the screen.



- **Enter your changes** in the open form that is found beneath the preview window. Use the tool bar to format text.



- **To use a larger editing pane**, select the double arrow found to the far right of the toolbar.

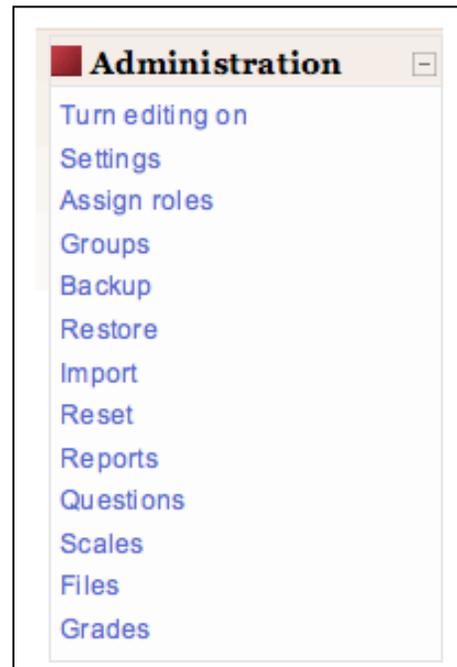


- To **add a link to a web page**, click on the “chain” icon in the toolbar; copy and paste the URL from the webpage when asked.

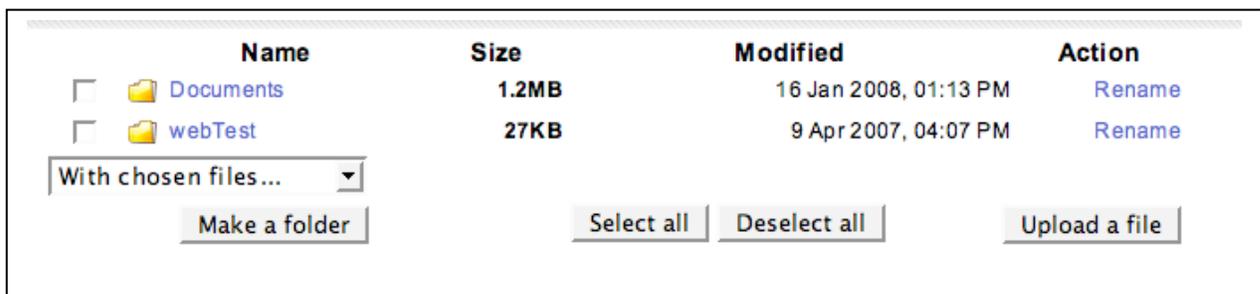


- To **add a link to a document** that you are uploading to the site, follow this procedure:

- Go to the administrative block found at the left of the course homepage and select “Files”.



- **Upload a file (see below to link to an uploaded file).** As shown in the screen shot, folders are listed along with individual files. You can create any number of folders to organize your files, and move your files among them.



The file space is divided into four functional areas:

1. List of files and folders. Click a filename or folder to open the file or folder.
2. Checkboxes, to the left of the filenames. Click a checkbox (or boxes) then choose an action from the *With chosen files* drop down menu.

3. Action list, to the right of the filenames. You can rename, unzip, or choose a file to link to a resource by clicking the appropriate action next to a filename.

4. Drop down menu and buttons along the bottom of the list:

* With chosen files: after selecting files (marking the checkboxes) you can move them into a folder, delete them, or zip them into a single file for easier download or transfer.

* Make a folder: creates a new folder at your current level in your file space. You can nest folders as many levels deep as you like.

* Select all / Deselect all: checks or unchecks all of the checkboxes in the current folder. Note that the top level is simply the parent folder to any folders within it. As you open folders, you can move back up a level by clicking Parent folder.

* Upload a file: opens the standard file dialog box and allows you to search for the file you want to upload to your course.

- **To link to an uploaded file:**

1. Select text to be linked.
2. On the toolbar menu, choose Link to a file or web site.
3. In the next window, click the Choose or upload a file button.
4. In the Files window, select a file from your existing files list, or add a new file, as follows:

--Click the *Upload a file* button.

--In the next window, click the Browse button, navigate to the file, select it, then click the Open button.

--When the correct filename is displayed in the window, click the *Upload this file* button.

- **To create a new page**

1. Open *Edit*. Go to a new line in the text.
2. Put square brackets around the text to be linked to the new page.
[linked text]
3. Save
4. The linked text will have a question mark after it ?
5. Click on the ? and the editing pane of the new page will open.
Input and save.