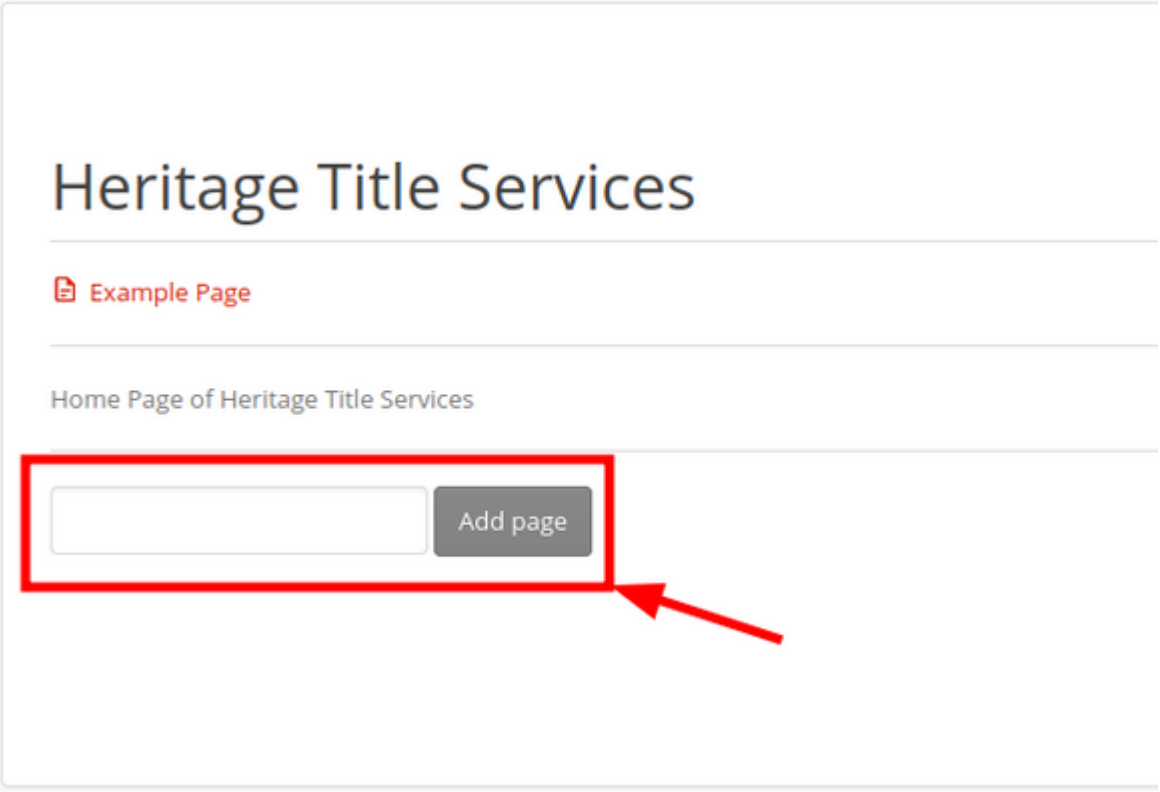
Creating Pages

Introduction

This page aims to provide a brief overview of how to create a new page in the Shorewest Wiki

Procedure

You can only create pages in places where you have permission to do so; if you have permission to create pages in a given name-space you will see the “Add page” box at the bottom of the page:

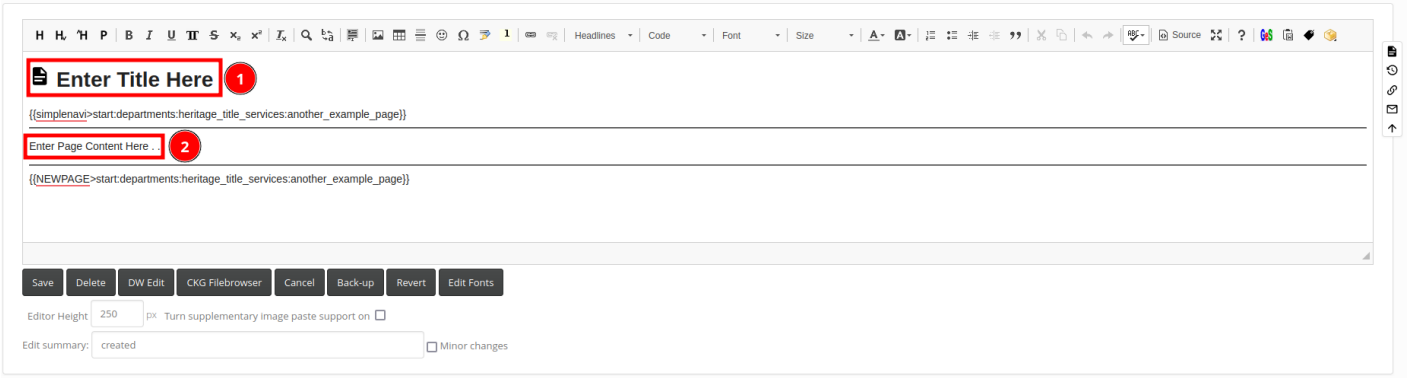


Quick Page Creation

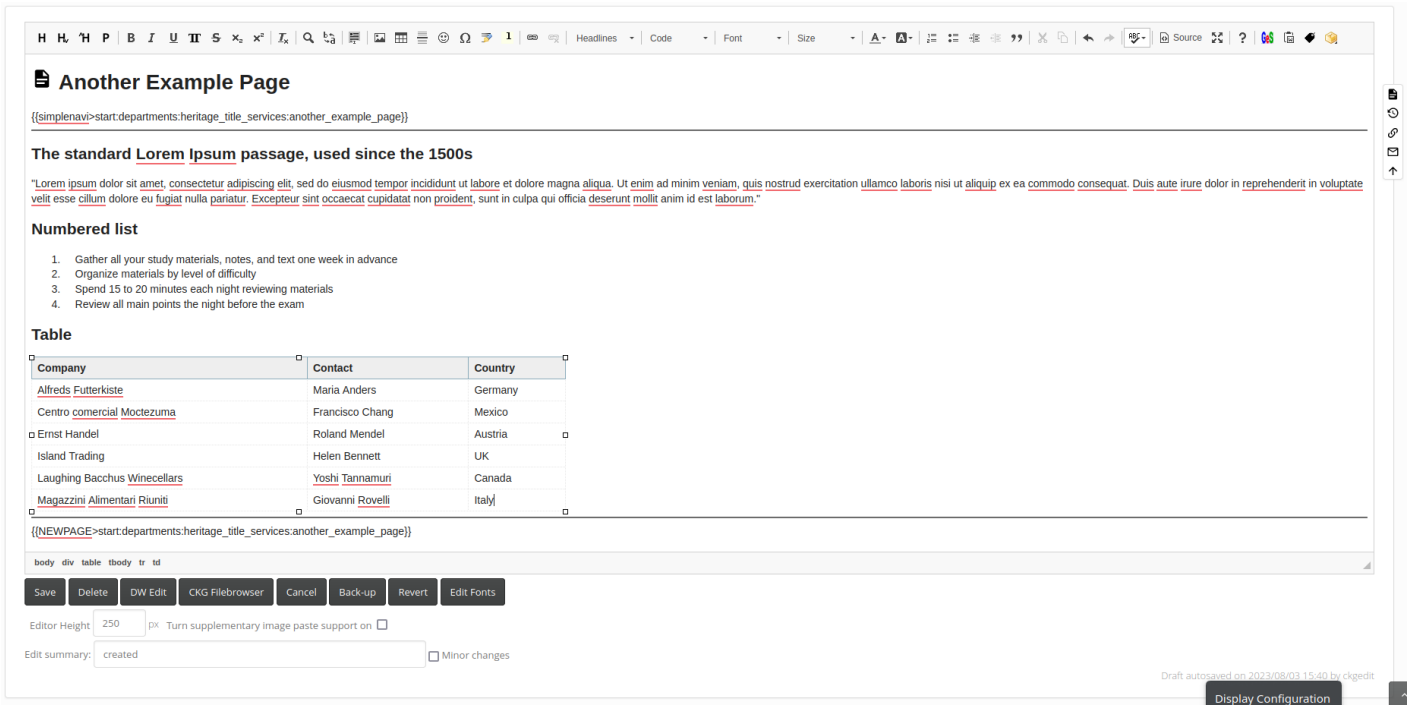
WARNING: DO NOT USE SPECIAL CHARACTERS IN THE “ADD PAGE” FIELD!
They are fine to use in the title below, however, when first creating pages do not use special characters.

To create a child page of another page enter the desired name of the page in the “Add page” box and click “Add page” or hit enter.

You will be presented with the page editor on the new page. Here you must edit the title of the page (1); this is what will appear in the page menu of the parent page. Then you must add your content (2).

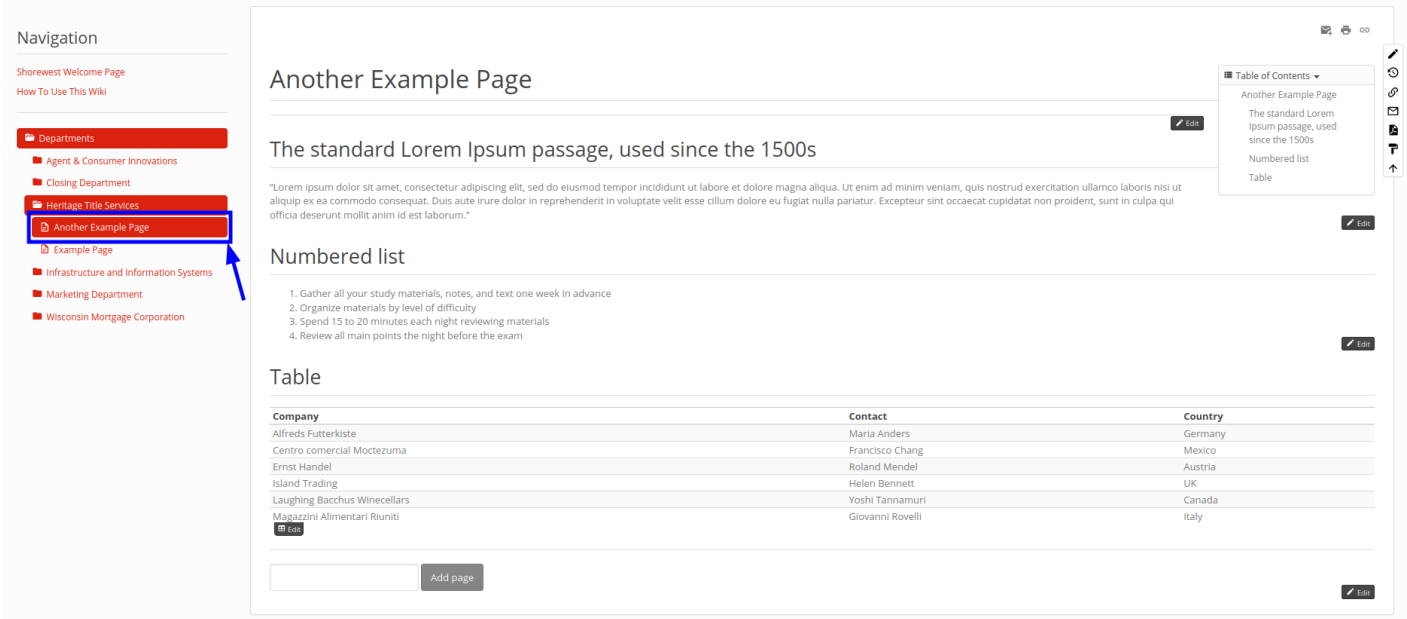


Page content should be placed in-between the two horizontal lines to preserve proper page formatting, this area will accept any standard text useable by the editor including headers, subheaders, tables, block quotes, and lists.



When you are finished adding information, click the save button.

You will now be brought to the completed page and your page will appear in the navigation menu as a child of the page you clicked the “Add page” button on:



From here you can edit individual sections delimited by the headers of the document by clicking the tiny Edit buttons, or you can edit the entire document by clicking the pencil icon in the upper right corner of the page.

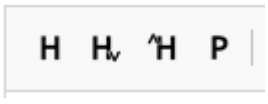
Note: Only people with permission to edit the page can see the edit buttons

Headers, Sub-headers, and the Table of Contents

Headers and Sub-headers

Headers and sub-headers delimit sections of the document and also populate the table of contents.

You can create headers and sub-headers by using the buttons at the top left corner of the page editor. The header buttons create headers relative to the header above it.



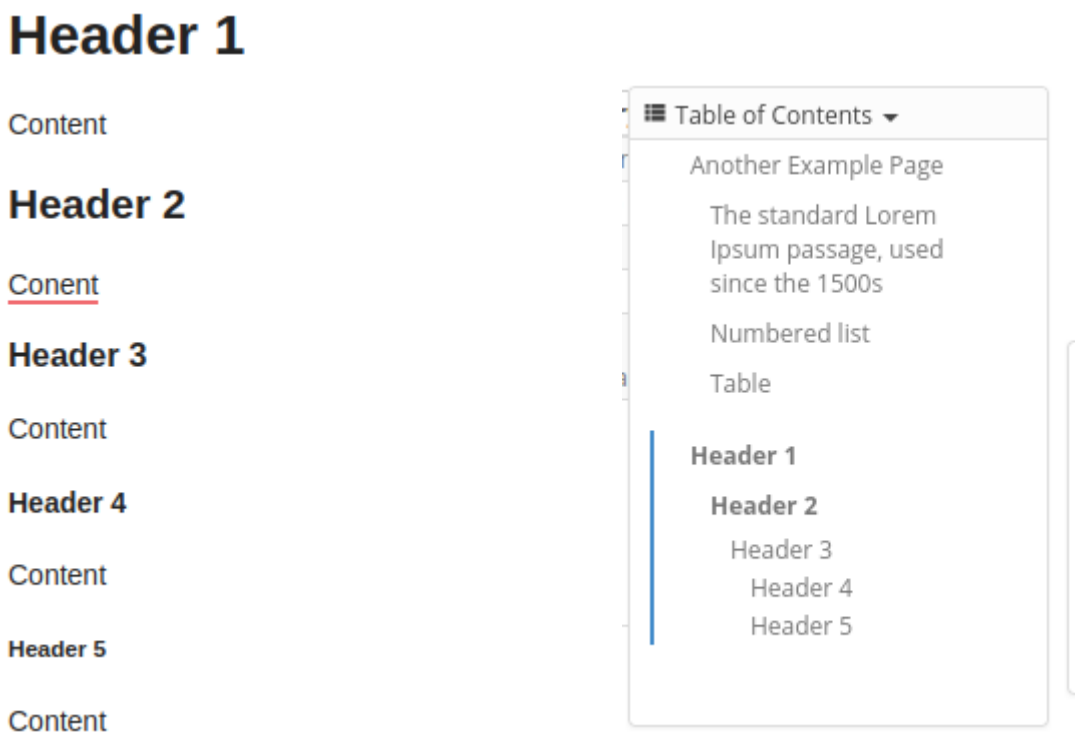
These buttons are (from left to right):

- Same header (Or default “top” header if there are no other headers above)
- Smaller header
- Larger header
- Remove header (Normalize)

If you already have a title header, then all header operations are relative to that title header.

The Table of Contents

The table of contents is determined by the headers in the document. Smaller headers are nested in larger headers that are directly above them, example:



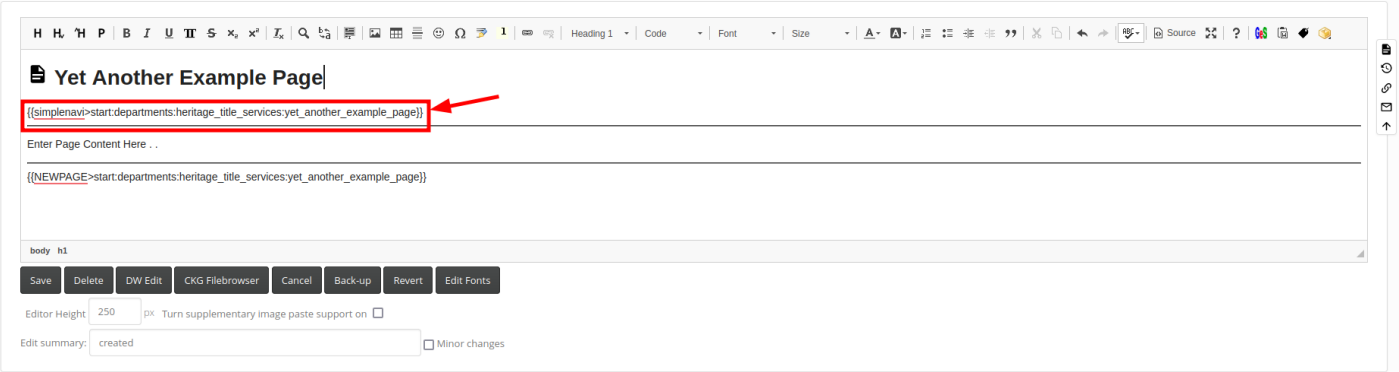
Note: Only the first two header levels are shown unless you are in the area with deeper headers

Advanced Page Creation

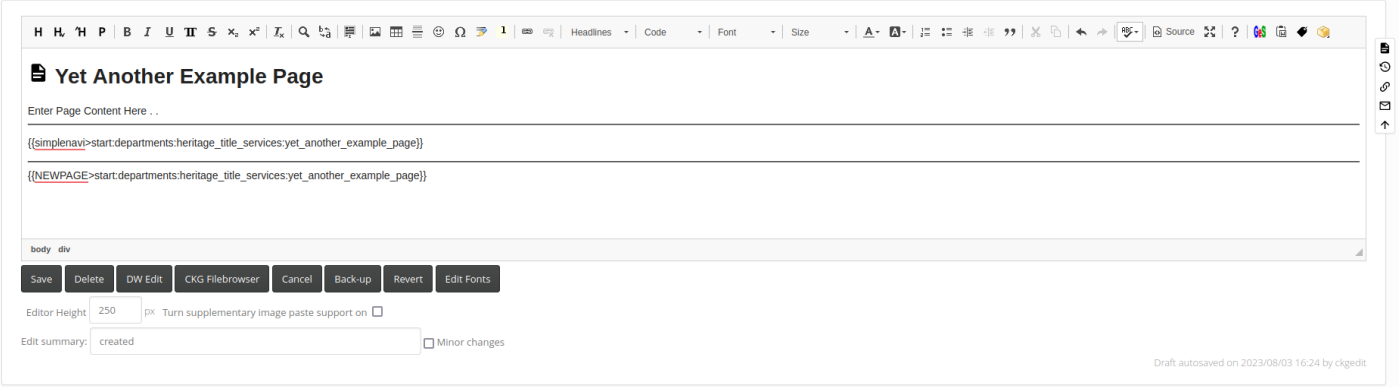
While it is preferred to leave to default page template alone, there are certain actions one can take when creating a new page to change the behavior of the page or to increase its readability.

Removing or Shifting the Child Page Index

Each page by default has code that generates an index of any child pages that might exist. If you do not want this behavior present in your page you can remove the index by deleting the first non-title line of the page:

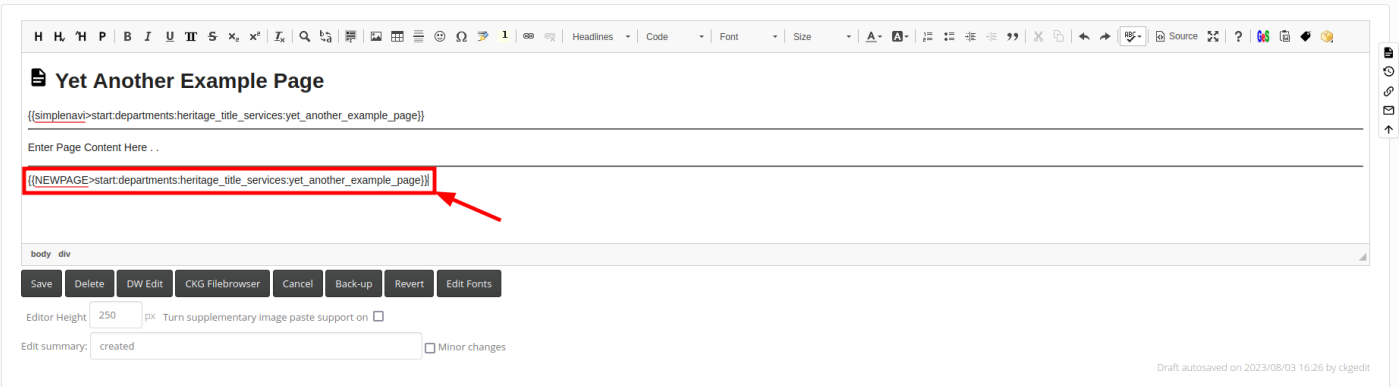


If the content of your page should precede the child page index then you can shift it below your page content by moving it below the page content and adding a horizontal line above it:



The "Add Page" Button

If you want to indicate to other people with edit permission that the page you have created is a “dead end” page, or a page that is not intended to have child pages, you can remove the “Add page” button by removing the last line of code from the template:



As a reminder, people who cannot edit the page are not able to see the “Add page” button. It is not recommended to remove the button for aesthetic reasons.