

SHE WEBSITE EDITING

The SharingHealthyExperiences.com website is created using a wiki web framework to manage pages. This framework is called pmwiki.

This website framework allows editing of the content area of each page, and for the creation of new pages. The challenge for editing the website is to be able to understand the wiki text syntax that makes up the code of each page. Most edits consist of small changes of the existing text, giving the editor the opportunity to base certain changes off what is already there. For example, one might not remember that starting a line with `!!!` indicates a subheadline style 3. Here is an example page text.

```
!!Sharing Healthy Experiences About Us (This is a headline)

The She Forum is one of the first local and national campaigns to
systemically address '''relational aggression'''. We know from
research and experiences that emotionally, socially, and physically
safe climates are critical for children and adolescents to succeed
in school and life.

Path:images/myimage.jpg

Here is some more paragraph text. Separate paragraphs with a full
line space, or a double carriage return as you might call it.

*bulleted text
*bulleted text
*note that bullets are started on a new line with an asterisk
```

Editing Pages

In order to edit your pages, navigate to the page you wish to change in the web browser. Locate the Edit button at the very bottom of the webpage in the footer.



You will be prompted for the editing password. **Ask admin for current password**

You will be shown an editing page where the content area contains a text editor frame. There are also some controls you can use to help apply the wiki text. Be sure to save often as while editing, if you accidentally close the browser, you will lose whatever text changes you are in the middle of typing. Note the Save buttons in the screenshot below. The “Save” button will take you back to the page as it normally looks with your new changes applied. The “Save and Edit” button will save your changes, but reload the editing frame so you can continue.

Editing Main.HomePage



Path:images/SHE_Promoting_Banner.jpg

The She Forum is one of the first local and national campaigns to systemically address ''relational aggression''. We know from research and experiences that emotionally, socially, and physically safe climates are critical for children and adolescents to succeed in school and life.

Through awareness, education, and advocacy, we work with youth, families, schools and communities, to build safe social climates by promoting healthy character development and addressing relational aggression.

SHE, Inc. is a local organization founded in Scottsdale, Arizona in 2007. We emerged as a team of educator's decision to increase parental and community support for adolescents; we intend to grow to become of the nation's leading experts in identifying relational aggression and creating safe social climates in schools, the workplace, and communities.

Our charge and mission is to raise awareness about relational aggression, provide educational resources and

Summary:

Author:

This is a minor edit

Save

Save and edit

Preview

Cancel

If you make a mistake when making changes, deleting something accidentally there is a way to recover, as all the text changes are backed up for 30 days. The restore mechanism is also found where the "edit" button is in the footer. It's in "Page History." While editing there are also other resources to help you get your syntax correct. A help area is below the editing frame which I've pictured below here.

[Basic Editing](#) - [Text Formatting Rules](#) - [Documentation Index](#)

Tables: [Simple](#) - [Advanced](#)

Paragraphs: for a new paragraph, use a blank line;

Line break: \n or [[<<]]

-> to indent text, -< hanging text

Join line: \

Lists: * for bulleted, # for numbered, :term:definition for definition lists

Emphasis: "italics", ""bold"", ""bold italics"", @@typewriter@@ (monospaced)

References: [[another page]], [[http://www.example.com]], [[another page | link text]], [[#anchor]]

Groups: [[Group/Page]] displays Page, [[Group.Page]] displays Group.Page, [[Group(.Page)]] displays Group

Separators: !!, !!! for headings, ---- for horizontal line

Prevent formatting: [=...=]

Other: [+big+], [++bigger++], [-small-], [--smaller--], ^superscript^, _subscript_, {+inserted+}, {-deleted-}

Preformatted block:

[@...@]

You can learn further by clicking on the links in that help area to see a lot more examples of edits you can do. It's helpful to understand that many types of edits require that you begin at a new line.

Headlines

Headlines require a number of exclamation points at the beginning of a line to create the headline. You can't have a headline in the middle of a paragraph, in the middle of a sentence.

!One exclamation point (largest headline)

!!Two exclamation (largest subhead)

!!!A smaller subheading

!!!!An even smaller subhead

You can do up to six exclamation points, but after four, there usually isn't much changes.

Bullets

*start with an asterisk

*this is a second bullet

*third bullet point

Ordered list

#start with number sign on line

#second numbered item (this would be a 2. when you edits are saved)

Third numbered item, after seeing the page, this line will show a 3.

Paragraph edits

While typing in a paragraph, bold text should be surrounded by three single quotes "'this turns to bold'". Text that you want to be italicized on the page should be surrounded by two single quotes "like this" not that these are single quotes, not a double quote, or one double, one single. They must be single quotes.

To create a hyperlink takes a little practice. Essentially, you have to have the URL of the link you want to go to. This would be a hyperlink. You can `[[http://google.com | go to google]]` to search for things. This hyperlink is contained within a double square brackets. The first part is the web url, and then a pipe character | separator and then the text that the link will have. So this sentence would actually look like this when previewed.

You can `[[http://google.com | go to google]]` to search for things. (will become....)

You can [go to google](#) to search for things. (and the link is clickable.)

Most new editors are going to find some of this challenging, especially when it comes to links, images, tables and more. But again, all mistakes can be restored because restores are backed up for thirty days.

Contact the webmaster if you need to upload images on a regular basis, learn how to change your password for editing, create forms.

Editing the Menu

You can actually edit the menu itself, and where the links point to, in a similar way that you edit pages. The menu is technically an ordered list of hyperlinks found at this URL:

<http://www.sharinghealthyexperiences.com/index.php?n=Site.SideBar>

You can edit this page like any other page. Be aware that you need to maintain a certain number of links for the menu to look normal. Otherwise it may break apart or lose its design.

Creating new pages.

You can create a new page anytime in two ways. One way is to link to a new page while editing text. Do this by creating a wiki link. A wiki link is creating one or more words within a bracket.

This would be a [[New Page Name]] and when you save the page, you'll see a ? question mark next to it that you can click and actually create the page. Another way to create a new page is by using the URL address bar. Note every page has a URL like this:

<http://www.sharinghealthyexperiences.com/index.php?n=Main.About>

See the Main.About? Well the Main is the category and the About is the page name. If you just change “About” in the address bar to “NewPage” and press enter, the browser will take you to a page that doesn't exist, but where you can create it. (you must be logged in editing the site for this to work properly).

Images

Images are stored in a folder on your server called “images” a path to an image would be:

<http://www.sharinghealthyexperiences.com/images/imagenname.jpg>

You can get the website administrator to help to upload new images, or an upload mechanism can be created for you to do it. But this requires some knowledge of image editing, cropping, sizing to do it properly. Uploading pictures of the wrong size, or of poor quality reflects badly on the site. Be aware of your limitations and current knowledge in that area.