

Uploading Files on GCWiki

1. Navigating to “Upload File”

The screenshot shows the GCWiki homepage for the page 'CSPS Digital Academy Events'. The page features a header with the GCWiki logo and navigation links. A large image of a diverse group of people is displayed. Below the image are several navigation tabs: 'About the Digital Academy', 'Upcoming CSPS Events', 'Virtual Expo', 'Discover Series', and 'Busrides.ca'. On the left side, there is a navigation menu with the 'Upload file' option highlighted in red. A black arrow points from this menu item towards the right side of the page.

- **Ensure you are logged into GCwiki - these options will not appear otherwise**

- Click “Upload File” on the left navigation menu

2. Upload your file

The screenshot shows the 'Upload file' page on GCWiki. The page has a header with the GCWiki logo and navigation links. Below the header, there is a section titled 'Upload file' with a 'Help' icon. The main content area contains instructions on how to use the form to upload files. Below the instructions, there is a form with several fields: 'Source file' (with a 'Choose File' button highlighted in red), 'Source filename', 'Maximum file size', 'File description' (with a 'Destination filename' field and a 'Summary' text area), and 'Upload options' (with a 'Watch this file' checkbox checked). A black arrow points from the 'Choose File' button towards the right side of the page. Another black arrow points from the 'Upload file' button at the bottom left towards the right side of the page.

- Select “Choose File” to upload your selected file to GCwiki

- Click “Upload file” to finish

Uploading Files on GCWiki

3. GCWiki File Page

File:Neil Turok Quote-1.pptx

Neil_Turok_Quote-1.pptx (340 KB, MIME type: application/vnd.openxmlformats-officedocument.presentationml.presentation)

Warning: This file type may contain malicious content. By executing it, your system may be compromised.

	Date/Time	Dimensions	User	Comment
current	11:30, 27 January 2022	(340 KB)	Victoria.weng (talk contribs)	

- Afterwards, you will be directed to the GCwiki page for your file
- The hyperlink of the file is what we want

4. Copy the link address of the file

File:Neil Turok Quote-1.pptx

Neil_Turok_Quote-1.pptx (340 KB, MIME type: application/vnd.openxmlformats-officedocument.presentationml.presentation)

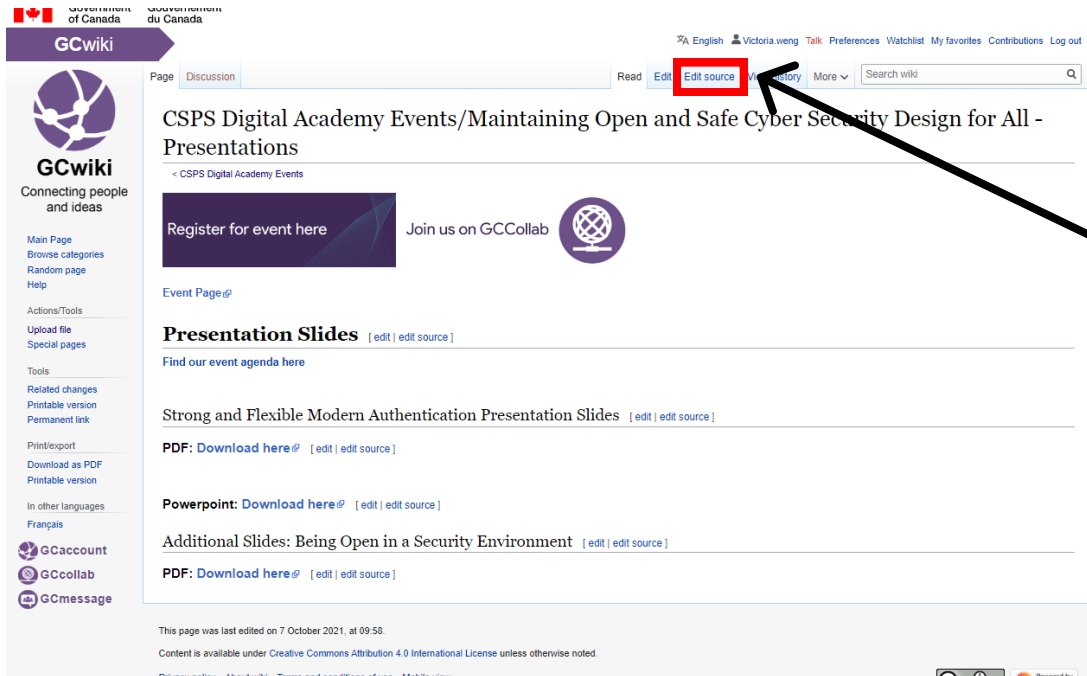
Warning: This file type may contain malicious content. By executing it, your system may be compromised.

	Date/Time	Dimensions	User	Comment
current	11:30, 27 January 2022	(340 KB)	Victoria.weng (talk contribs)	

- Right click the hyper link and select "Copy link address"

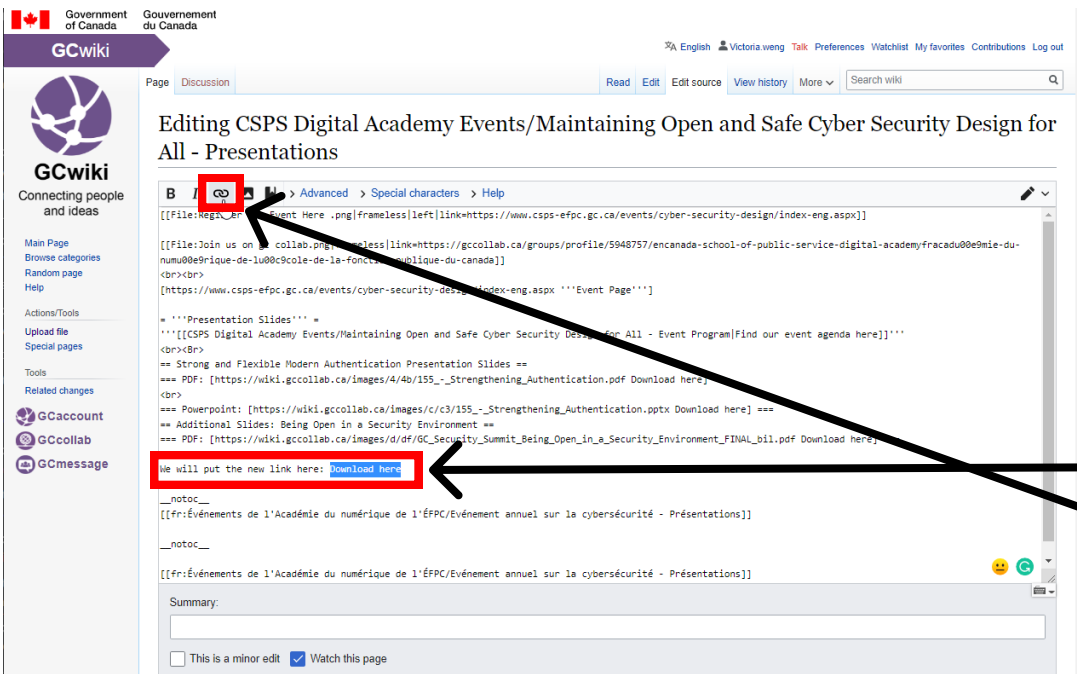
Uploading Files on GCWiki

5. Navigate to the GCwiki page you would like to add the file to



- Go to “Edit source” for us to add the file link to the page

6. Editing the GCWiki page



- Navigate to where you would like to add the file link to on the page
- Write the text you would like to appear for the hyperlink, in this case we are using “Download here”
- Highlight it then select the hyperlink icon

Uploading Files on GCWiki

7. Copy and pasting the file link

Editing CSPPS Digital Academy Events/Maintaining Open and Safe Cyber Security Design for All - Presentations

[[File:Join us on gc collab.png|num00e9rique-de-1u00c0cole-de-la

= '''Presentation Slides''' =
'''[[CSPPS Digital Academy Events/]]

= Strong and Flexible Modern Aut
= PDF: [[https://wiki.gccollab.c

= Powerpoint: [[https://wiki.gcc
= Additional Slides: Being Open
= PDF: [[https://wiki.gccollab.c

[[File:Registrar for Event Here .png|frameless|left|link=https://www.cspc-efpc.gc.ca/events/cyber-security-design/index-eng.aspx]]

of-public-service-digital-academyfracadu00e9mie-du-

ind our event agenda here]]'''

e]'''

We will put the new link here: Download here

__notoc__

[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]

__notoc__

[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]

Summary:

This is a minor edit Watch this page

- Paste the file link we copied from the uploaded file on GCWiki into "Target page or URL:"
- Then click "Insert link"

8. Finish inserting the link

Editing CSPPS Digital Academy Events/Maintaining Open and Safe Cyber Security Design for All - Presentations

[[File:Registrar for Event Here .png|frameless|left|link=https://www.cspc-efpc.gc.ca/events/cyber-security-design/index-eng.aspx]]

of-public-service-digital-academyfracadu00e9mie-du-

ind our event agenda here]]'''

e]'''

We will put the new link here: Download here

__notoc__

[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]

__notoc__

[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]

Summary:

This is a minor edit Watch this page

- Ensure that the link is set to External link

Uploading Files on GCWiki

9. The file link is now in your GCwiki page

Editing CSPS Digital Academy Events/Maintaining Open and Safe Cyber Security Design for All - Presentations

B I > Advanced > Special characters > Help

```
[[File:Join us on gc collab.png|frameless|link=https://gccollab.ca/groups/profile/5948757/encanada-school-of-public-service-digital-academyfracadu00e9mie-du-num00e9rique-de-lu00c9cole-de-la-fonction-publique-du-canada]]
<br><br>
[https://www.csps-efpc.gc.ca/events/cyber-security-design/index-eng.aspx ''Event Page'']

'''Presentation Slides''' =
'''[[CSPS Digital Academy Events/Maintaining Open and Safe Cyber Security Design for All - Event Program|Find our event agenda here]]'''
<br><br>
== Strong and Flexible Modern Authentication Presentation Slides ==
=== PDF: [https://wiki.gccollab.ca/images/4/4b/155_-_Strengthening_Authentication.pdf Download here] ===
<br>
=== Powerpoint: [https://wiki.gccollab.ca/images/c/c3/155_-_Strengthening_Authentication.pptx Download here] ===
=== Additional Slides: Being Open in a Security Environment ==
=== PDF: [https://wiki.gccollab.ca/images/d/df/GC_Security_Summit_Being_Open_in_a_Security_Environment_FINAL_b11.pdf Download here] ===

We will put the new link here: [https://wiki.gccollab.ca/images/e/e5/Neil_Turok_Quote-1.pptx Download here]

__notoc__
[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]
__notoc__

[[fr:Événements de l'Académie du numérique de l'ÉFPC/Événement annuel sur la cybersécurité - Présentations]]
```

Summary:

This is a minor edit Watch this page

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You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource. Do not submit copyrighted work without permission!

Save changes Show preview Show changes Cancel

- You should now see that GCwiki has arranged your file link so that it will be recognized as a hyperlink

10. Preview/Save your GCWiki page

Editing CSPS Digital Academy Events/Maintaining Open and Safe Cyber Security Design for All - Presentations

Preview

Remember that this is only a preview. Your changes have not yet been saved! — Go to editing area

Register for event here Join us on GCCollab

Event Page [↗](#)

Presentation Slides

Find our event agenda here

Strong and Flexible Modern Authentication Presentation Slides

PDF: [Download here](#) [↗](#)

Powerpoint: [Download here](#) [↗](#)

Additional Slides: Being Open in a Security Environment

PDF: [Download here](#) [↗](#)

We will put the new link here: [Download here](#) [↗](#)

B I > Advanced > Special characters > Help

```
[[file:Join us on gc collab.png|frameless|link=https://gccollab.ca/groups/profile/5948757/encanada-school-of-public-service-digital-academyfracadu00e9mie-du-num00e9rique-de-lu00c9cole-de-la-fonction-publique-du-canada]]
```

- Select **“Show preview”** if you want to see how your changes will look like without saving
- Or **“Save changes”** to complete adding the file to your GCwiki page
- You can see the link we added here