

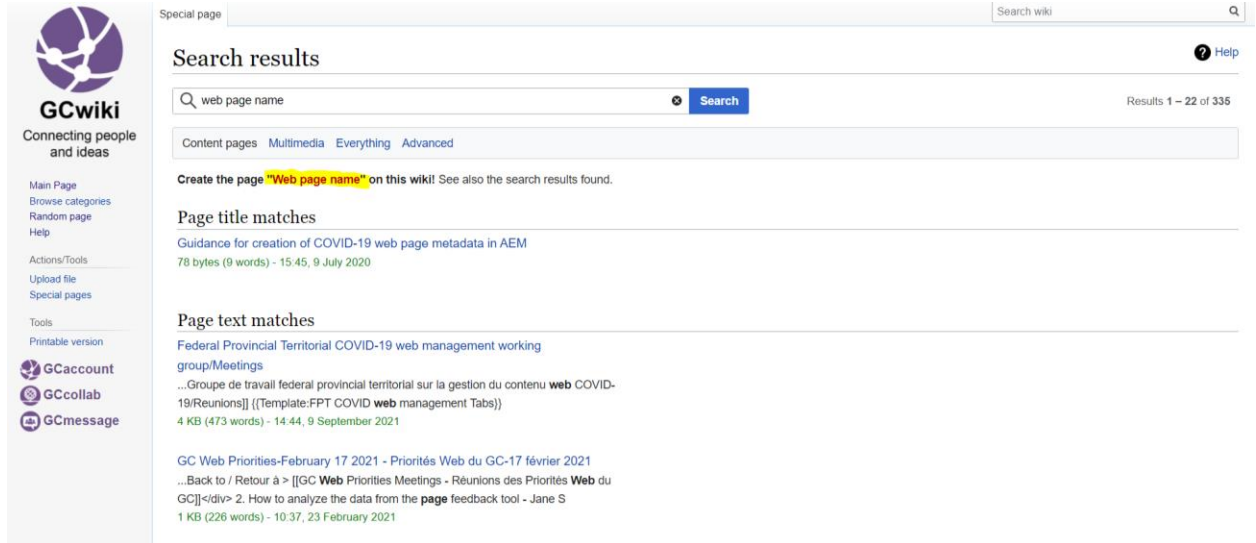
# How to Upload to a GC WIKI

## Creating a New Page

1. Follow the link < [https://wiki.gccollab.ca/Main\\_Page](https://wiki.gccollab.ca/Main_Page) > to go to the GC Wiki main page.

The screenshot shows the GCwiki main page. At the top, there is a header with the Government of Canada logo and the GCwiki logo. Below the header, there is a navigation bar with links for 'Main page', 'Discussion', 'Read', 'View source', 'View history', and a search bar. The main content area is divided into several sections: 'Welcome to the GCwiki!' with a search bar and a 'Learn' button; 'Getting started' with links to 'Learn about GCwiki' and 'Add to GCwiki (quick start guide)'; 'Featured communities' with logos for Federal Youth Network, FlexGC, Canada's Free Agents, and Interdepartmental Organizational Change Network; 'Pages you may be interested in' with a list of 10 items; and 'Pages looking for your input'.

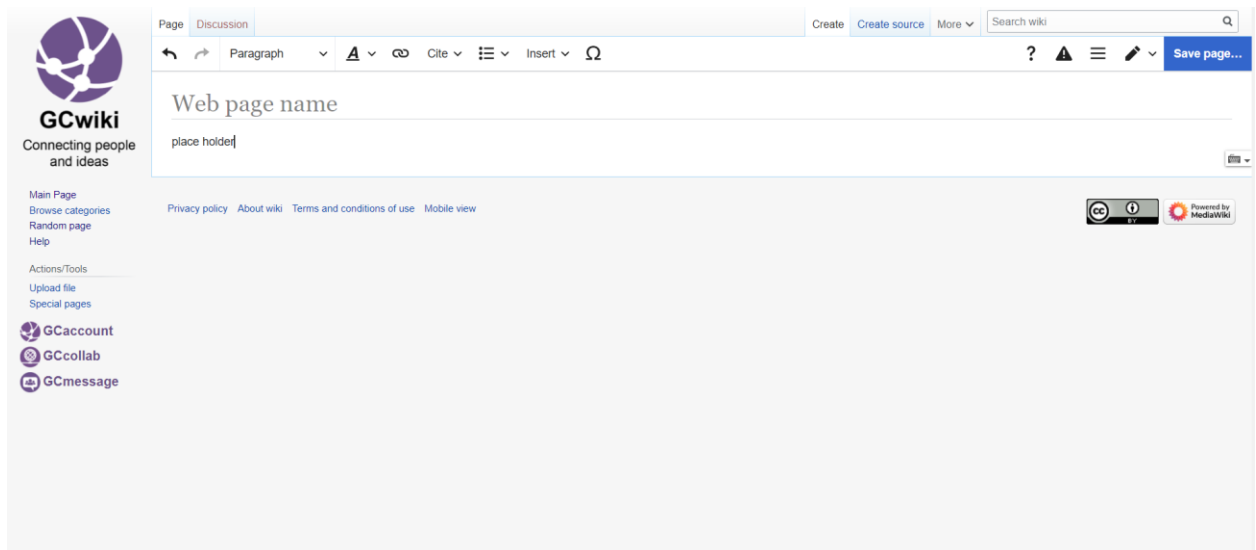
2. Click **Log in** in the top right corner and enter your GC Account credentials
3. After you've logged in, search the name of your desired web page in the search bar in the top right hand corner
4. After you've searched your desired name of your web page, click on the red writing in the "Create the page **"Web page name" on this wiki!**" at the top of the screen.



The screenshot shows the GCwiki search results page. At the top left is the GCwiki logo with the tagline "Connecting people and ideas". Below it is a navigation menu with links for Main Page, Browse categories, Random page, Help, Actions/Tools, Upload file, Special pages, Tools, and Printable version. On the right, there is a search bar with the text "web page name" and a "Search" button. The search results are displayed in a table-like format with the following sections:

- Page title matches:**
  - Guidance for creation of COVID-19 web page metadata in AEM (78 bytes (9 words) - 15:45, 9 July 2020)
- Page text matches:**
  - Federal Provincial Territorial COVID-19 web management working group/Meetings (4 KB (473 words) - 14:44, 9 September 2021)
  - GC Web Priorities-February 17 2021 - Priorités Web du GC-17 février 2021 (1 KB (226 words) - 10:37, 23 February 2021)

- Now you have created a new page and can add text, links, images and more to the page.
- Once you are done adding to your web page, click **Save page** to save your page and so it can be viewed by everyone else that has access to your website.



The screenshot shows the GCwiki page editor interface. At the top left is the GCwiki logo. Below it is a navigation menu. The main editing area has a title bar with "Page" and "Discussion" tabs, and a search bar. Below the title bar is a rich text editor toolbar with icons for Paragraph, Bold, Italic, Link, Cite, List, Insert, and Undo. The main editing area contains the text "Web page name" and "place holder". At the bottom right, there is a "Save page..." button. The footer contains links for Privacy policy, About wiki, Terms and conditions of use, and Mobile view, along with Creative Commons and MediaWiki logos.

## Edit a Webpage

1. After creating a webpage or clicking on an already made page, click **edit** for basic visual editing or **edit source** to edit by coding.
2. Type in any information in the bottom text box that you wish to appear on your web page. By default the text is set to paragraph format, but you can change the format of the text by clicking on **paragraph** and changing the format to any style you wish.
3. You can add style to your text like bold, italics and more by clicking on **style text** and clicking on the style you'd like to add.
4. If you wish to add a link to another GC Wiki page or an external page, click on the **Link** button and choose Wiki or External Site depending on the type of website link you'd like to add. Type in the link to the page and click **Done**.
5. **Cite**
6. You can change the structure of the text by clicking on **Structure** and choosing any of the follow text outlines provided.
7. If you wish to add Images and Media, a Template, a Table, or other special additions to your site, click **Insert** and choose from the following options you wish to add.
8. To add a document to a webpage, click **Insert** then **click Images and Media**. After, click **Upload** then **Select a File** and choose the document you wish to add. After, click the checkbox to confirm this is your work and click **Upload**. You will then need to create a description and click **use this image**. After you can create a caption or alternative text if you want, and when you are done click **Insert**. You will then need to click on the link next to the image icon with the title of your image and open the file link provided. Finally, copy the link to the page in the header and paste the link in the link section by clicking link and choosing External page. Once this has been done, click **Done**.
9. If you wish to use any special characters click **Special Character** and choose from the available options to add the character of your choice.
10. If you wish to undo or redo on any changes you have made, click the **undo** or **redo** button.