## WFG-kipedia Basics

The long awaited underwriting Wiki is ready for internal use – and additions. It is not perfect, it is certainly not everything we want it to be – so start adding and making changes and corrections.

I still have the emails you have been sending to WFGUW@wfgnationaltitle.com to be incorporated. And the beginnings of a state underwriting framework (largely borrowed from Kelley Shellhaas work in Ohio) that we’ll load as a template to make organizing in each state a little easier.

The number one rule of wiki editing is to **be bold**. Go ahead - make changes. The system automatically tracks all changes, who makes them, and can revert back. Other people can correct any mistakes you make, so have confidence, and give it a try!

As part of the underwriting team, you will be responsible for monitoring changes other people might make to your state information.

Here are the basics of using the Wiki.

**Accessing the Wiki**

<https://uww.wfgnationaltitle.com/index.php/Main_Page>

**Logging-in**

The first time (and periodically if it forgets who you are), you will need to click on the “head shape” in the upper right corner. The credentials should be the same as your email login (and automatically reconciled). FirstnameLastname with no spacing or punctuation and your WFG email password.

Click on the “Keep me Logged In” choice if you want it to remember you.

Some people have difficulties in getting recognized, and it may be necessary to put in a ticket

**Editing Basics**

Getting into Edit Mode

1. All Pages: Under [Page Tools] in the menu bar at the top of the screen one of the dropdowns is [Edit]
2. Subheadings also have an [edit] link beside them to edit the subheading

**Saving Your Work**

When you are editing in the wiki, changes don’t save automatically. At the bottom of the page below the edit box, there are buttons to show a preview and to save the page.

As mentioned above, we can always undo something, so there is no harm in saving even multiple times.

**The Button Bar**

At the top of the edit screen, you will see the following group of buttons



* The **B** and ***I***are the same as in Word –Bold and Italics
* Ab creates a link to another named Wiki Page (remember what I said about each page having a unique name)
* The Globe creates a link to a webpage anywhere on the internet. If you highlight an existing webpage url it will turn it into a link. If nothing is highlighted, it inserts an example.
* The large A creates a level 2 headline that automatically becomes part of the table of contents of that page.
* The next button embeds a file – which is how you would insert a picture or graphic
* The trumpet creates a link to a file for example to a sound clip
* The W with the slash is the coding where you don’t want the wiki to convert certain text into what it wants to.
* The next adds your signature with a time stamp –always a good idea since you will be trying to keep things current and it reminds you when something was last updated.
* And the last button creates a horizontal divider line.

**Manual Formatting**

Everything you do in the wiki can be done in some combination of text and that is often way to get more complex effects. On the menu bar at the top of the page is a link for [Help] that covers all of this in much more detail.

**Links**

Creating a Link to another Wiki Page

* To create a link to a Wiki page that has already been created enclose it in double square brackets. The Ab button does this too.

 [[existing page name]]

* If you want to create an entirely new page, do the same but with a new name

 [[New Page Name]]

The [Ab] button does this too.

Each page in the Wiki must be unique. So as we are creating subcategories within a state, the better practice is to name the page [[IL Recording]] rather than just [[Recording]]

The new page name will show in Red, and the first time you click on it, you will go to the new page and can start adding content. If the page name appears in Green, the page already exists – so you may have picked a page name someone else has started.

* External link with different label

To manually create a link to somewhere else on the web, enclose the URL in single square brackets. If you want to show a different name rather than displaying the URL

[http://mediawiki.org Name you want to appear]

The [Globe] button on the button bar does this also.

**Headlines and Contents**

Headlines, sub-heads and sub-sub-heads are set off with two or more equal signs on each side of the header.

 ==Heading level 2==

 ===Heading Level 3===

 ====Heading Level 4====

===== Heading Level 5 =====

====== Heading Level 6 ======

Each of these will be turned into a table of contents at the top of the page when you save

**Bulleted lists**. Each line starts with an asterisk [\*]and the text of the list. Successive indented bullets are two, three and four asterisks.

\*List item 1

\*List item 2

\*\*Sublist Item

\*\*second sublist item

\*\*\*further indent level

**Numbered List.** A numbered list works the same way as a bulleted list but uses the pound symbol [#] instead of an asterisk

**Uploading Files and Linking to Them**

There are times when you want to load a document or a form that will be shared with others. The Wiki cannot reach back onto your computer to pull a document off your hard drive. So it needs to be “uploaded” to the wiki itself (or somewhere else in an accessible cloud location)

* Go to the page on which you plan to link the document.
* Go into edit mode (click either the “pencil” icon at the top of the page to the left of the search bar, or the (edit) text next to the header.
* At the bottom of the edit page, you will see a black bar. One of the entries is “Upload File”
* Right click on that and select “Open Link in New Tab”
* Click on [Choose File] then select the file you want to upload from your hard drive.
* Rename the file or Change other variables as desired and click [Upload File]

A new page will appear showing an icon and the file name as an underlined link.

At this point you want to copy the URL address of the file you uploaded so you can insert it into the wiki page with an explanation of what you have uploaded.

* Right click on the underlined file name
* Select “Copy Link Address”
* Switch back to the wiki page which you left in edit mode (usually that will be the browser tab immediately to the left of the one you are currently looking at)
* On the page being edited, where you want to include the link start with a “[“ then right click and “Paste” or type Ctrl-V to paste the link. Follow this with your description of the form being uploaded.

So it might look like this:

[[https://uww.wfgnationaltitle.com/images/5/51/WFG%27s\_WOW\_2021\_Virtual\_Awards%21.pdf Wow Awards List 2021]

Then click [Save Changes]

You can do a lot with this program

There is a lot more formatting information at [https://www.mediawiki.org/wiki/Help:Formatting](https://www.mediawiki.org/wiki/Help%3AFormatting)

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