

# Contributing to the Wiki

You may contribute to the wiki in a variety of ways, such as suggesting content, starting a discussion about an existing article, emailing information to editors, and even using a special section known as the “playground” to write an article using the same tools and syntax the wiki is written with.

Wiki editors subscribe to any changes made anywhere on the wiki, meaning we will get an email when a change is made.

## Adding Suggestions

General suggestions to make changes or additions can be added to the [suggestions](#) page.

1. Go to the [suggestions](#) page
2. Click the pencil icon on the right side of the page (“Edit this page”)
3. Either view the [syntax](#) link to learn a bit about the formatting or copy and paste an existing section, then edit it to encompass your suggestion
  1. Make sure not to erase others' work
4. After the body of your suggestion, make sure to click the “Insert Signature” link on the edit toolbar at the top of the edit box (second to last icon)

## Start a Discussion

For existing articles, you can start a discussion about the article if you think something needs to be changed or added.

1. Go to the page you would like to discuss
2. Click the “Start a Discussion” link on the left side
3. Click the pencil icon on the right side of the page
  1. It will either say “Create this page” if the article has never been discussed or “Edit this page” if a discussion already exists
4. Either view the [syntax](#) link to learn a bit about the formatting or copy and paste an existing section, then edit it to encompass your remarks
  1. Make sure not to erase others' work
5. Alternatively, if you want to tweak the existing article you can go to the article, click the magnifying glass icon on the right (“Show pagesource”), copy all of the text from the article and paste it into the discussion page, then edit it accordingly
6. After the body of your remarks, make sure to click the “Insert Signature” link on the edit toolbar at the top of the edit box (second to last icon)

## Write a Wiki Article

If you would like to become more familiar with the wiki's syntax (or already are familiar), you can use the [playground](#) to write a full-fledged article. If it is complete enough and the syntax is correct, wiki

editors can then simply copy and paste your article as-is into the correct section of the wiki.

- Before adding anything, make sure to look to see if the information is already on the wiki
  - Use the search in the top-right or browse by the navigation on the left

## Create a Link

1. Go to the [playground](#) page
2. Click the pencil icon on the right side of the page (“Edit this page”)
3. Create a link to your article at the top of the page
  1. The code should look something like the example below
4. Add a note to the “Edit Summary” box about what you are changing
  1. *Ex:* “Added link to PCB replacement article”
5. Click the “Preview” button to ensure it looks how you expect it to
6. When you are ready, click the “Save” button

## Example

```
=====  
PlayGround  
=====  
[[pcb_replacement|PCB Replacement]]
```

## Create the Article

1. Click the red link to your article
2. Click the pencil icon on the right (“Create this page”)
3. Write your article, making sure to give it a title formatted as a top-level header and making sure to create sub-headers if the article is more than a few paragraphs long
  1. Sub-headers make the article easier to read and improve the organization, in addition to automatically generating a table of contents at the top right
  2. Look around the wiki to see how other articles are written and formatted by clicking the magnifying glass icon on the right (“Show pagesource”)
  3. Review the [syntax](#) page for the complete list of formatting options
  4. See the article example below
4. Periodically click the “Preview” button to view your progress and to ensure your syntax is correct
5. When you are ready, click the “Save” button
6. If further changes are needed, click the pencil icon on the right side of the page (“Edit this page”)
7. Ensure the “Edit Summary” contains a summary of your changes, then click “Save”

The wiki editors will receive an email about the new page created. It will be reviewed, modified if necessary, then added to the wiki, unless the content is duplicated elsewhere or needs further work, in which case you will likely be contacted.

## Example

===== PCB Replacement =====

This article will show how to replace a PCB.

===== Removing the PCB =====

- Open the projector
- Remove the PCB

===== Upgrading the Software =====

- Connect to the projector
- Upload the software

## Adding Acronyms and Abbreviations

The Wiki has the ability to use acronyms and abbreviations so that when you place your mouse over the term, the definition is shown. Example: NOC

1. To request to add an acronym or abbreviation, visit the following page:  
<http://mychristie/dept/service/na/Lists/Wiki%20Abbreviations%20and%20Acronyms/AllItems.aspx>  
x
2. Add the Acronym/abbreviation and the definition. Do not checkmark "Added to wiki?" (this is for Wiki admins only).
3. Project Digital Admins will review and add it to the wiki once approved.

## Email the Editors

Finally, information can be emailed to the wiki editors at [sdops@christiedigital.com](mailto:sdops@christiedigital.com).

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