Crash course in the use of Norecopa's Refinement Wiki (v.16)

A. Basics

1. Go to https://wiki.norecopa.no
2. Log in, using the "Log in" link at the top right of the page. Follow the instructions there if you have forgotten your password - this should not normally be a problem, because you can enter either your username or your email address. Contact Adrian Smith (adrian.smith@norecopa.no) if you have still have problems.
NB. If you do not log in, you will not be able to edit a page, but you can see the page's source code.

B. Editing existing pages

3. When you are logged in, you can choose between just reading the text on the screen (and using clicking on the links to take you to other pages), editing/ adding text as it appears on the screen (Edit), or editing/adding using the source code (Edit source):

| Read | Edit | Edit source | View history | ☆ | More ⌄ | Search Norecopa | 🔍 |

You should manage perfectly well using the Edit mode.
4. Two important tips:
   a. Always press the **Save changes** button before leaving a page which you have edited

b. Always begin by refreshing the page you are on (F5 or Ctrl+R on a PC; cmd+R on a Mac), in case it has been edited since it was last stored in your computer's cache

C. Creating new pages

6. Before you create a new page, check first that one doesn't already exist by searching for the title you wish to use in the **Search Norecopa Wiki** box at the top right corner of the page. If there is no page with that name, the text **Create the page "xxxx" on this wiki!** will appear (where xxxx is the name you typed).

Please note that the title of a page cannot easily be changed at a later date, so try to avoid typos. If you make a spelling mistake in the title of a page, the page should be deleted (after first making a copy of any text you have added), a new page created and the content pasted in. Deletion is done from the "More" drop-down menu if you have administrator rights: if not, "Delete" will not be on this menu and you must contact an Administrator (initially adrian.smith@norecopa.no).

7. You can also link text on an existing page to another page using the chain icon in the main menu:
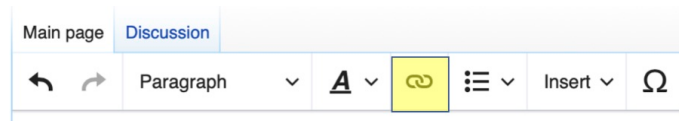

Mark the text you wish to link and click on the chain icon. This opens the following dialogue box:
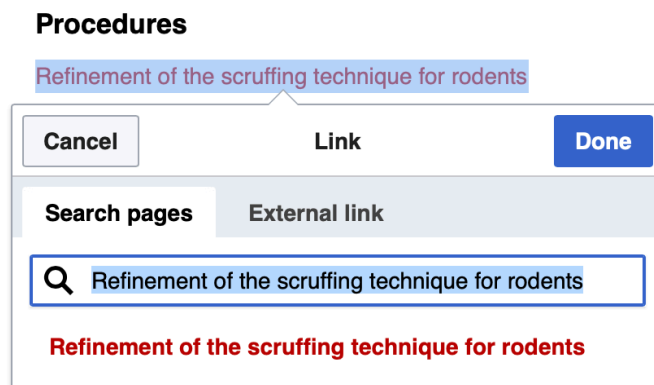
If the page doesn't yet exist (which will be the case if you are adding a new procedure), the text will be in **red**, as in this example. If you want to link to a page that already exists, the text will be in **blue**. Click **Done**.
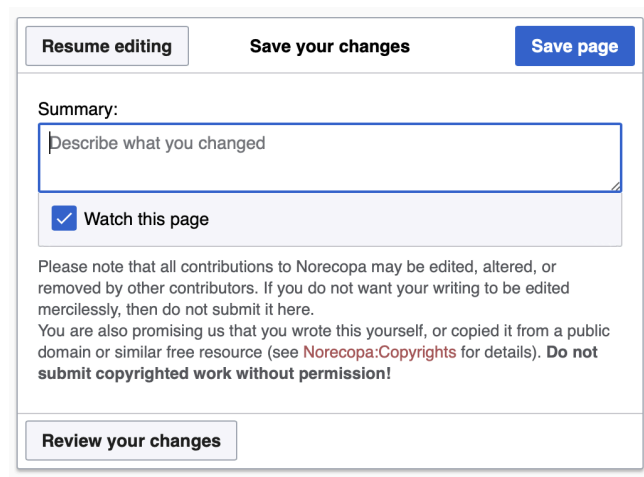8. Go to the new page by clicking on the text and then clicking on it inside the dialogue box which will open:
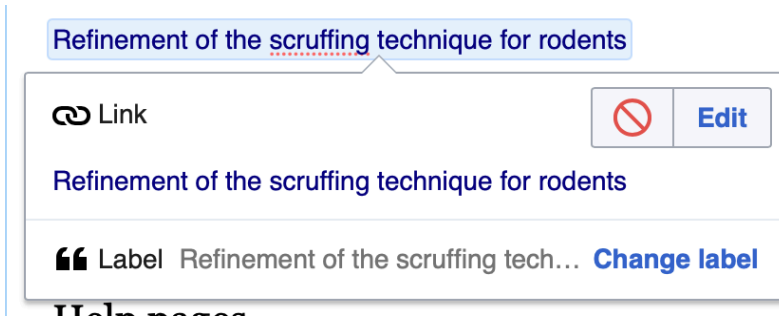
9. You can then add content to the new page by using the **Create** link at the top of the page:
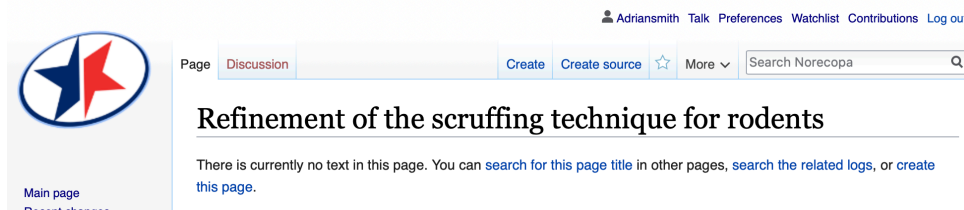
10. Every time you create a new page and click on **Save page** on the right hand side of the screen, you will see this dialogue box:

It's not necessary to write anything in the Summary box. Click **Save page**.

If you have edited a page that already exists, you will instead get this dialogue box:

Tick the box for "This is a minor edit" if you are editing text which is already in the Wiki (e.g. to correct spelling mistakes, or when adding extra information). Don't tick that box if you are adding substantially new material, e.g. a new subject.
Please read the text within this dialogue box about editing and copyright.
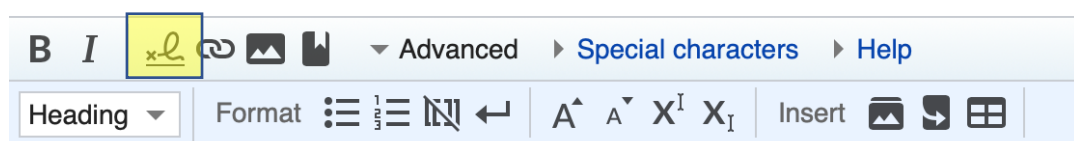Click **Save changes**.

D. Adding usernames, images and files

11. Please add your username frequently, so users can leave comments on your Discussion page.
    If you are in the **Edit** mode, you can add your username from the **Insert** menu:
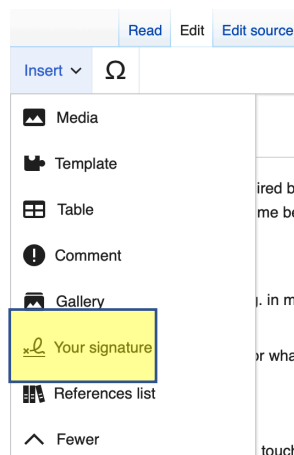

If you are in the **Edit source** mode, click on the symbol highlighted in yellow below:

Text similar to this will appear: AS191227 (talk) 20:25 16 March 2020 (UTC). The link under AS191227 takes readers to the user's own page (if he/she has created one),

and the link under **talk**) takes the reader to a page where messages can be left. **Remember always to save changes before leaving a page.**

12. To add an image or video film to a page, place the cursor where you want the image to be inserted and then choose **Media** from the Insert menu:
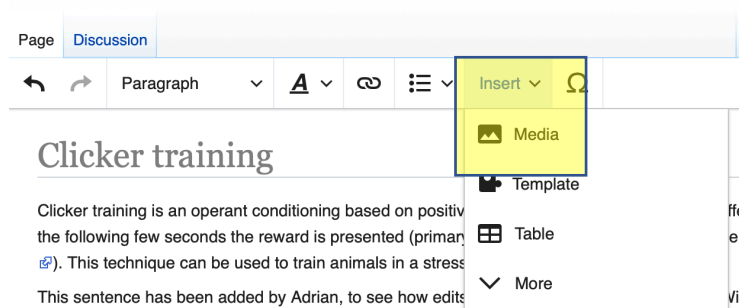

Then click **Upload** (next to **Search)**, choose a file from your computer using the **Select a file** button and then tick the **This is my own work** box. Then click on the uppermost **Upload** button, at the top right:
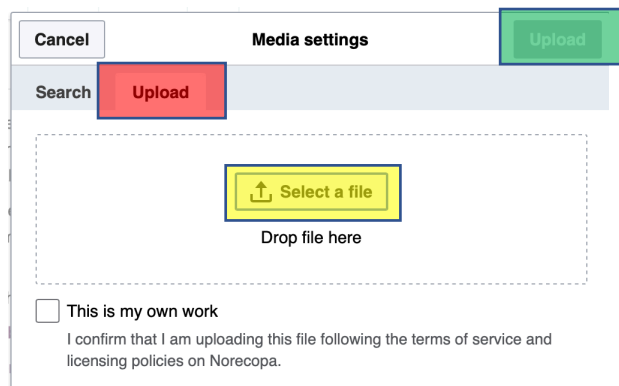

You can edit the file (e.g. change its position on the page) by clicking on the image and then clicking on **Edit**:
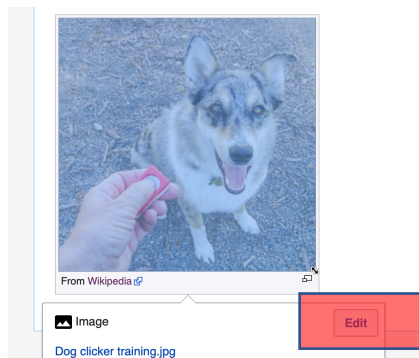
In the Edit meny, there are options under **Advanced** that include positioning the image on the page (e.g. left, centre or right justification):
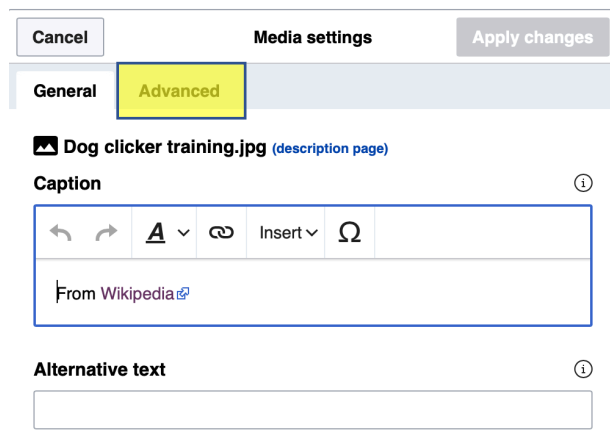
Alternatively, you can upload files to
https://wiki.norecopa.no/index.php/Special:Upload
and then **search** for them using the dialogue box mentioned above:
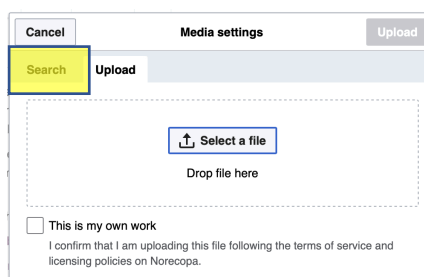
13. All uploaded files, regardless of how they have been uploaded, will be visible on this page:
https://wiki.norecopa.no/index.php/Special:ListFiles

There will also be a link to this page on the Wiki's main page: **List of uploaded files**. On this page, you can copy the file's link and then paste it into the field in the Link dialogue box on the page where you are working.

NB. Image and video files must be less than 50MB. File types supported by the system are listed here: https://wiki.norecopa.no/index.php/Special:Upload
NB. *High-Definition formats (720p and 1080p) are not supported by the Wiki.*
The video file will appear to be working for a time after viewing when first uploaded - this is normal activity while the file is being embedded in the Wiki.

E. Adding footnotes or citations to pages

14. Mark the text which you wish the footnote/citation to be linked to, and click on the **Cite** tab in the menu line:
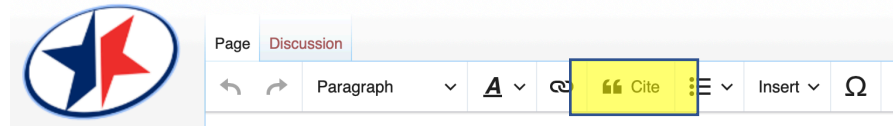
Choose **Automatic** if you want to add a web address (URL) or similar standardised information:
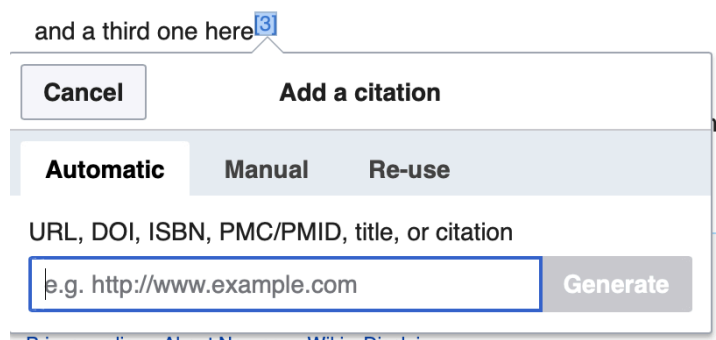
Choose **Manual** if you want to write your own freetext in the footnote.

F. Talk and Discussion pages

15. Contact between users, and anonymity

Above the title of every page (including a registered users' own page, if they have made one), whether the reader is logged in or not, there is a tab called **Discussion**. This takes the reader to a "Talk" page, where comments can be left:
   a. The Talk pages in connection with a refinement procedure can be used for people to comment upon, or question, the procedure
   b. The Talk page for a registered user can be used to provide as little, or as much, information about themselves as they wish. Users can be totally anonymous if desired.

Users are given an anonymous username, e.g. AS191207. No one except for the administrator(s) will know who has posted the information, unless the user chooses to reveal their identity om their personal Talk page.
This anonymity means that users should add their username to their contributions, so that readers can post questions or comments on the user's personal Talk-page.
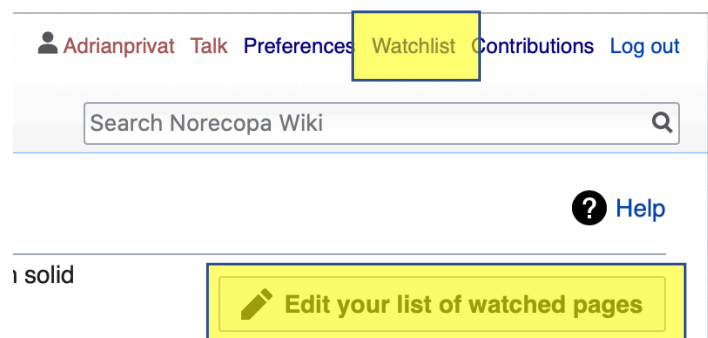Usernames are added to text by following the instructions under point 11 above.

G. Watch lists

16. You can monitor changes made by others to pages which you are interested in, by clicking on the star on the menu line above the text:
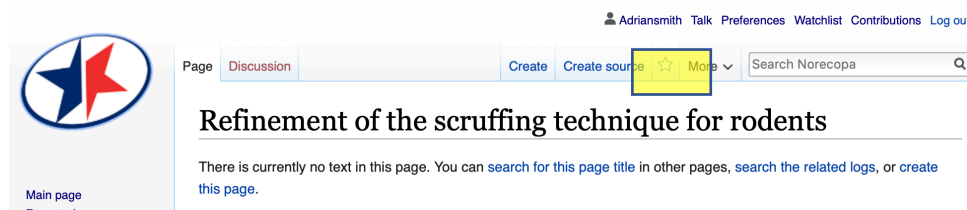
Your list of watched files can be accessed by clicking on Watchlist on the top menu, and it can be edited using the box in yellow below:

NB. You can receive email notifications when these pages are modified. To do this, you have to activate your email address first, and then tick the box for email notifications, using the **Email preferences** section at the bottom of the **Preferences** page:
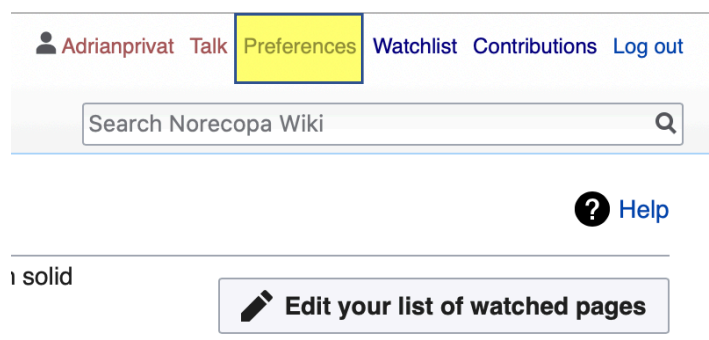
Official Media Wiki Help pages

- [Media Wiki User's Guide](#)
- [MediaWiki FAQ](#)