




... Add text

Click  **Edit** and just start typing.

Editing a page is a lot like using a simple word processor - Use the **bold**, *italic*, and underline buttons for simple formatting, or use the **Color and Style Editor** button to change text size, color, font, and more.

Use the buttons on the tool bar ...

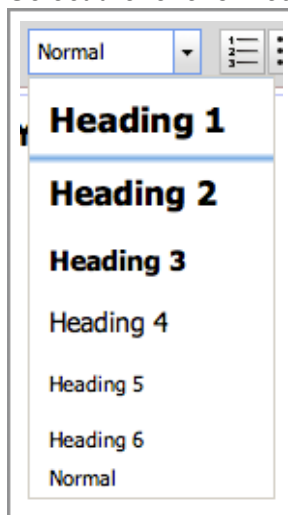


Only one person can edit the wiki page at a time. If two or more people are editing the page at the same time - the last person to click **Save** will override everyone else's work. All saved work can be retrieved by your homebase or IT teacher.

Format Headings

Make quick changes to text for headings and sub-headings

1. Highlight the text that you want to change into a heading
2. Select the level of heading from the drop-down list in the tool bar



Line Breaks

Line breaks are great for dividing your wiki page into sections. Use line breaks, headings and sub-headings to add structure to your page.

1. Position your cursor on the page where you want your line break

2. Click the **Insert Horizontal Rule** button

