

Step-by-Step Workshop Guide

All procedures assume that you have a FamilySearch account and are logged in.

Getting to the FamilySearch Wiki Landing Page

1. Go to FamilySearch.org, click on the Learn tab, and then scroll down and select [Go to the wiki] on the bottom left side of the page. ...

OR

Type the URL “wiki.familysearch.org” in the address bar of your browser.

2. If you are navigating within the wiki, click on “wiki home” on the Community menu.



Setting Up Your User Page

1. Scroll to the bottom of the lavender/gray navigation bar on the far right of the page until you see “Personal tools.” If there are no options listed below it, click on the arrow to expand the menu. If you are logged in, your user name will be displayed where the word “Classwork” is in the example.

Personal Tools with Menu Collapsed	Personal Tools Menu

2. Click on your user name (in this example, “Classwork”) to go directly to your user page.
3. Add basic information about you – your research interests, your society memberships, links to your blog, digital photo album, skype, etc.

Sharing your User Page via Facebook or Twitter



1. After you've updated your User Page, click on "Share" in the upper right corner of the page.
2. Select Facebook from the list of options.
3. You can post the page to your own Facebook wall or page, to a friend's wall, to a group, or in a private message. Type an introduction or explanation of your link, and click on [Share Link].



Consider using your Facebook post to invite others to review, rate, and comment on the wiki article you've shared.

Using a Discussion Page

Every article (or page) within the wiki includes a "talk" or "discussion" page.

1. Introduce yourself (with your user name!) to the person sitting next to you. Find their user page by searching for "User:" plus their user name, and click on "Discussion." If yours is the first comment, the system warns: "You have followed a link to a page that does not exist yet." That's OK!
2. Type a comment, and finish with four tilde (~~~~) to sign and date stamp it.
3. Add a brief explanation in the Editor's Summary box, and click [Save Page].

Anyone who has contributed to a page and is “watching” it will be notified if you add a comment, and can reply with additional comments. You will receive an email notification when anyone replies to your comment.

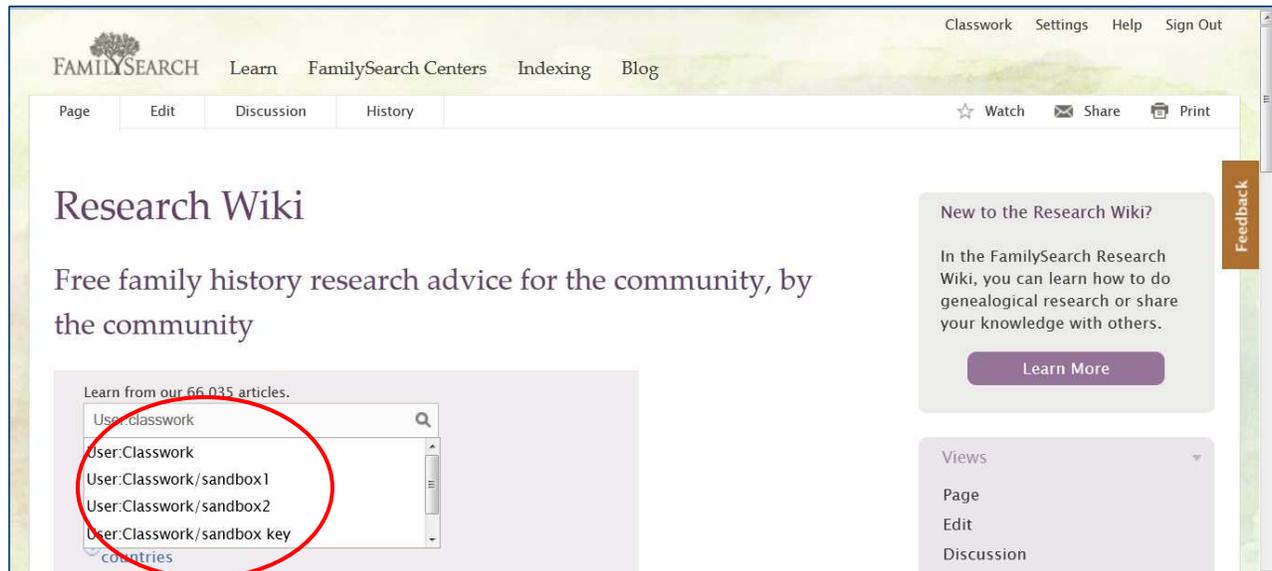
Copying an Existing Block of Text to an Existing Wiki Page

For this workshop only, your content sandbox page is:

User:Classwork/sandbox##

where ## is your assigned number, e.g., User:Classwork/sandbox23

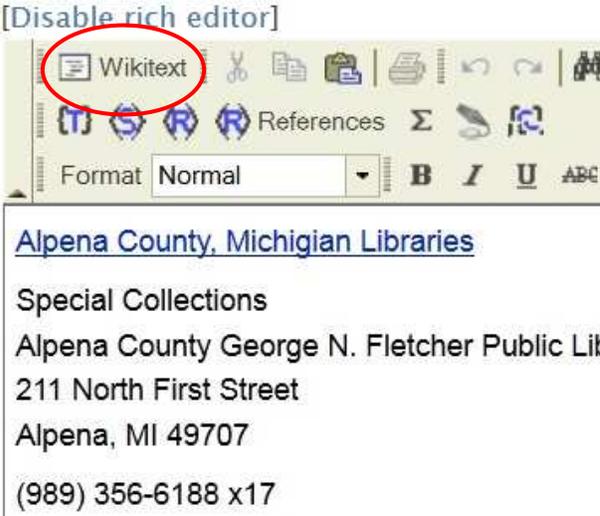
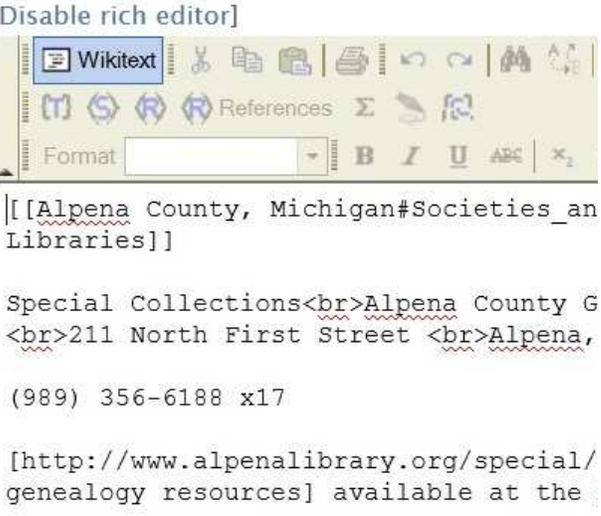
1. Enter the name of your assigned sandbox page in the search box to locate the text that has been prepared for you to place in the wiki.



A child’s sandbox is for playing, and similarly, a wiki sandbox is for “playing” in the wiki: trying more complicated formatting, preparing content, re-working large sections of text, or testing templates and styles. Notice the prefix “**User:**” plus the user name “**Classwork**” precedes the name “Sandbox” plus a number. Working in the “User:” namespace prevents the content of those articles from being located inadvertently by someone searching for research help.

2. Right click on the location given (first line of the sandbox) and open that wiki article in a new tab.
3. Click on [Edit this page].

- Click on [wikitext] in the upper left corner of the edit box to switch from the rich text editor to wikitext.

Article in Edit Mode Using Rich Editor	Article in Edit Mode Using Wikitext
	
<p>Note: To retain formatting and links, you must <i>copy and paste</i> using wikitext.</p>	

- Highlight the block to be copied, ensuring that you include all wikitext codes and press [Ctrl]-[c] to copy the text.
- Move your cursor back to the wiki article, click on [Edit this page] and then [wikitext].
- Place your cursor where the text belongs in the article, and press [Ctrl]-[v] to paste.
- Add an explanation of your edit in the [Summary] field at the bottom of the page (e.g., “Adding Alpena Public Library collections”), and then click [Save page].

Creating Your Own Sandbox Page

Text does not spontaneously occur in sandbox pages! Now that you’ve copied a prepared block of text, go home and use your sandbox page to create something, then place the text where it belongs in the wiki! Not all text must begin in a sandbox page. Minor edits and additions can be made directly to existing articles.

1. From the main [FamilySearch Wiki landing page](#), type the following into the search box and press [Enter]: User:[your user name]/sandbox



Learn from our 66,151 articles.

User:jembley/sandbox

Keyword example: Iowa cemeteries

2. Because this article does not already exist, the system will respond that “No page text matches.” Locate your search criteria displayed in red. **Single click** on the red link to create the sandbox.



Search results for

"User:jembley/sandbox"

You searched for **User:jembley/sandbox** all pages starting with "User:jembley/sandbox" | all pages that link to "User:jembley/sandbox"

For more information about searching FamilySearch Wiki, see [Help](#).

User:jembley/sandbox Search

No page text matches

3. Notice that you are now in “edit” mode on a newly created page. Type something, then scroll to the bottom and click [Save Page].

The text you enter at this point is not important. You can modify or remove it as you use (and re-use) the page to create text of your own.

Adding to an Existing Article

1. Decide on a library, book, on-line database, genealogical society or other resource that you might share on the wiki.

2. Search for the county page where that resource belongs, e.g., “Pike County, Illinois” or “Sacramento County, California.” Many articles will *mention* that county, but only one will be named for the county. Click on the link to that article to open it.
3. Scroll through the Table of Contents until you see a heading where your resource might belong, and click to select it. Review the article to see what information has been provided by other contributors.
4. Open a new tab in your browser and use that tab to locate the web page of your resource, if it is an online resource.
5. Use your sandbox page to write a brief explanation of the resource. You can highlight and copy contact information or collection descriptions directly from the library or society’s web page. Add hyperlinks to the library’s web page, and/or to specific collections.

Creating Content Offline in Microsoft Word

6. Download and install the Microsoft Office Word Add-in For MediaWiki from the Microsoft.com Download Center.
7. Use Microsoft Word to create and format text, add links, and prepare tables, saving your work in Microsoft Word as you would normally.
8. When your article (or segment) is complete, save one last time in Microsoft Word. Then click on File, Save As, and select “MediaWiki (*.txt)” as the file format and save the file.
9. CLOSE OUT the newly-created document that is displayed, then re-open the .txt file. The document is displayed in a mono-spaced font and includes all the necessary codes to format the text correctly in the wiki. Follow the same procedure as above (Copying an Existing Block of Text to an Existing Wiki Page) to place your text in the wiki.

Getting Help as a Contributor

1. See the Contributor Help page.
2. Request a Mentor.
3. Post a question in the Forums.

