

How should FSGW use this wiki?

Strategy

1. The important purpose of this wiki is to make it easy to find FSGW information, documents and other resources. I have seen too many cases where information was lost when people left, or people forget things over time.
2. The information itself cannot all be stored inside the wiki, but links and descriptions for as much information as possible should be in the wiki.
3. A huge strength of the wiki is that you can text search through everything in the wiki all at once. That does not work for Google Docs on Shared Drives. Google Docs and Sheets stored on FSGW Shared Drives are a great tool, but without someone who knows which information is in what Google Doc, even that information can effectively be lost.
4. With information that people are not comfortable having online even with the wiki's access control, or information that is too much trouble to make generally online accessible, what should go in the wiki is a description of the information (brief but not TOO brief) and how to access it. That makes the information's existence searchable, which is a big win.

Mechanics

- Do not write long documents in the wiki using wiki markup, longer than a page or 2 - It's not meant for that, especially it's clumsy for formatting long documents.
 - You can use a word processor and post a PDF here.
 - [How to Publish a Google Doc or Sheet for web viewing](#)
- Use wiki markup to create all the index pages, and the short information pages.
- How to add a new page:
 1. Choose a title and filename for your page
 - The title is to inform humans what the page is about, can be fairly long if needed for clarity
 - The filename should be short, say 40 characters max. It should express what the page is about, but briefly.
 2. Choose an index page that you think your page belongs under
 - If you don't find a matching index page, then maybe this page needs a new index page. If so, create that new index page.
 3. Decide where in the index your link makes sense being. Maybe rearrange the index if that would improve clarity.
 4. Edit the chosen index page to add a link to your page, like this: **[[filename|title]]**
 5. After you save your index page change, the new page link will display in red, because it has not been created.
 6. Click on the red link, which displays a page saying: "This topic does not exist yet" and "You've followed a link to a topic that doesn't exist yet. If permissions allow, you may create it by clicking on **Create this page.**"

7. Click on the **Create this page** pencil icon with a plus (+) sign, the top icon to the right of the editing window.
8. An empty page editing window will be displayed
9. On the first line, put the page title with 6 equal signs on each side: =====Page
Title=====
10. I suggest saving your new page at this point, so it will now exist.
11. Continue adding to your new page.

- Etc, etc...

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