

How to add an item to the Online Library

Every item, article, journal issue, or newsletter issue, etc. has its own page. The item is linked on its title page to the pdf. If the pdf is in an exterior library such as the Biodiversity Heritage Library a link to the URL is provided. If the item's pdf is actually stored in the wiki it is attached to the page and can be viewed from the attachments.

So the first step in adding an item to the library is to create its title page so it can be attached or linked to it.

Creating a page in the Library follows a certain formula. Each page name is a wiki word. WikiWords are a collection of two or more words all with the first letter capitalized with no spaces in between.

Every Page for items start with the 'word' Info followed by the year and then the type of item and then the items name. Examples:

- Info1970SIGNA5 (indicates #5 of the SIGNA Newsletter from 1970.
- Info1928CatalogSchreiners (Indicates acatalog of Schreiners from 1928
- Info1953AISBulletinNo128January (indicates The January Bulletin of AIS from 1953, note the number comes first so that it remains listed in order for a search whereas August would precede January alphabetically.

Note each page and item should have a unique title.

The next step is to insert the name into the box for CREATE NEW PAGE.

To find CREATE NEW PAGE go to the Hist Web and scroll down to new the bottom of the page. You should find a list of Web Utilities. One of which is CREATE NEW PAGE. Note another utility is WEB CHANGES which you will use later.

After creating the new page you need to type in the title on the page and save it. Now you can see your new page. It has a box at the top right that says ATTACH. Click on that and it will ask for the file on your computer that contains the pdf. Attach the pdf.

The new item is now in the library and someone can view the pdf by clicking on the attachment. We can come back later and make these pages more attractive, but you have successfully archived the pdf in the library.

You can check to see if you have successfully added a newsletter to the list of a certain type of newsletters by looking at the MASTER LIST at the bottom of the front page for the type of newsletter. If it does not appear there with its WikiWord name then there might be a typo in the name. It can be corrected by renaming the page a task that will be explained elsewhere.