**Directions for Editing a WIKI Page:**

Be sure you are a member of this WIKI page.

If you still see “Join this Page” at the top left of the WIKI… you still need to join… Click on “Join this Page” and follow instructions to become a member.

1. Click on the Page (from the listing on the left) that you wish to edit.
2. Click on “Edit” on the top right of the page.
   1. The WIKI is now in Word Document format.
3. You may type new information directly on this document.
4. Place your cursor at the location that you wish an “uploaded document from your files” to be located.
5. Click on the “File” button at the top of the page.
6. Click on “+Upload Files” on pop-up window page.
7. Find the document you wish to upload from your files and double-click on it.
8. Once the file has uploaded on the pop-up window page, double-click on it again to post it on the WIKI page.
9. Click “Save” at the top of the page to save your posting and return to the WIKI page.
10. Click on your new edit and double-check for accuracy.