Thanks for your interest in getting involved with the new rightsnet wiki.

We’ve put together this guide to help you get started in editing and creating content.

Do give it a go … it’s very user friendly!

#### What is a wiki?

A wiki is a website that allows the easy creation and editing of any number of interlinked and cross-referenced web pages, and is a collaborative tool designed to facilitate the sharing of knowledge and information.

Wiki content is usually fact-based and neutral in point of view. Ordinarily anyone can view a wiki, but registered users can also create new content and edit / update existing content.

#### What is the rightsnet wiki?

We decided to launch a wiki (@ www.rightsnet.org.uk/wiki) to provide rightsnet users with the opportunity to share their knowledge and information about the new universal credit and the government’s wider welfare reforms.

As the new system of benefits takes shape, we want to encourage as many of you as possible to help in building the most up to date online resource possible.

#### What do I need to do to get started?

You just need to be an adviser who’s registered with rightsnet. If you’re not already registered, you can sign up @ www.rightsnet.org.uk/register

#### How do I edit a wiki page?

When you’re logged in to rightsnet, editable wiki pages will display ‘View – Edit – History’ in the top right hand corner. Clicking on ‘Edit’ will display an edit screen where you can amend the text and/or layout of the page. You can then ‘preview’ your changes, before publishing them by clicking on the ‘submit’ button.

Maybe the best way to get a sense of the wiki’s possibilities is to have a click around. However overleaf we’ve listed some tips and shortcuts that you may also find useful. Have a go … and let us know what you think!

Best wishes – the rightsnet team.
# rightsnet wiki - tips and shortcuts

NB - the wiki uses a user-friendly code to help you in formatting your text or linking to another wiki page or an external website. We've detailed the main examples below, most of which make use of instructions wrapped in single or double square brackets.

<table>
<thead>
<tr>
<th>How to …</th>
<th>Code</th>
<th>Example</th>
<th>How it will look</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a heading</td>
<td>[h3][/h3]</td>
<td>[h3]My new heading[/h3]</td>
<td>My new heading</td>
</tr>
<tr>
<td>Link to an external web page or document</td>
<td>[url=””][/url]</td>
<td>Find out more from the [url=”<a href="http://www.lasa.org.uk%E2%80%9D%5DLasa">http://www.lasa.org.uk”]Lasa</a> website[/url].</td>
<td>Find out more from the <a href="http://www.lasa.org.uk">Lasa website</a>.</td>
</tr>
<tr>
<td>Link to (or create) another wiki page</td>
<td>[[]]</td>
<td>universal credit will have a [[single taper]] and be …</td>
<td>universal credit will have a [single taper and be …]</td>
</tr>
<tr>
<td>Link to another wiki page (using alternative text)</td>
<td>[[</td>
<td>]]</td>
<td>the [[single taper</td>
</tr>
<tr>
<td>Add a page to a category</td>
<td>[[Category: ]]</td>
<td>[[Category: Means tested benefits]]</td>
<td>Categories:</td>
</tr>
</tbody>
</table>

NB – the page will then be added to a ‘Means tested benefits’ category (and will create that category if it doesn’t already exist).
... some thoughts on house style

Whilst the wiki will take on its own style as it grows, we thought it would be useful to set out our initial thoughts on creating a house style –

- Tone – as detailed above, wiki content is usually fact-based and neutral in point of view so, if we have an opinion we want to share, we should probably use the discussion forum instead.
- Case – in true rightsnet style, let’s use lower case for the names of benefits and tax credits.
- Bullet points – the wiki code doesn’t support bullet points at the moment, so we’ve decided to go with asterisks instead.
- Headings – each page should have a heading formatted using the [h3][/h3] tags – see above.
- Creating new pages – when we create a new page, the name that we give it automatically forms part of the web address that the wiki assigns to it, so let’s use lower case.

Ps - let us know if you think there are things we can usefully add here and we’ll grow/refine this document as we go forward.