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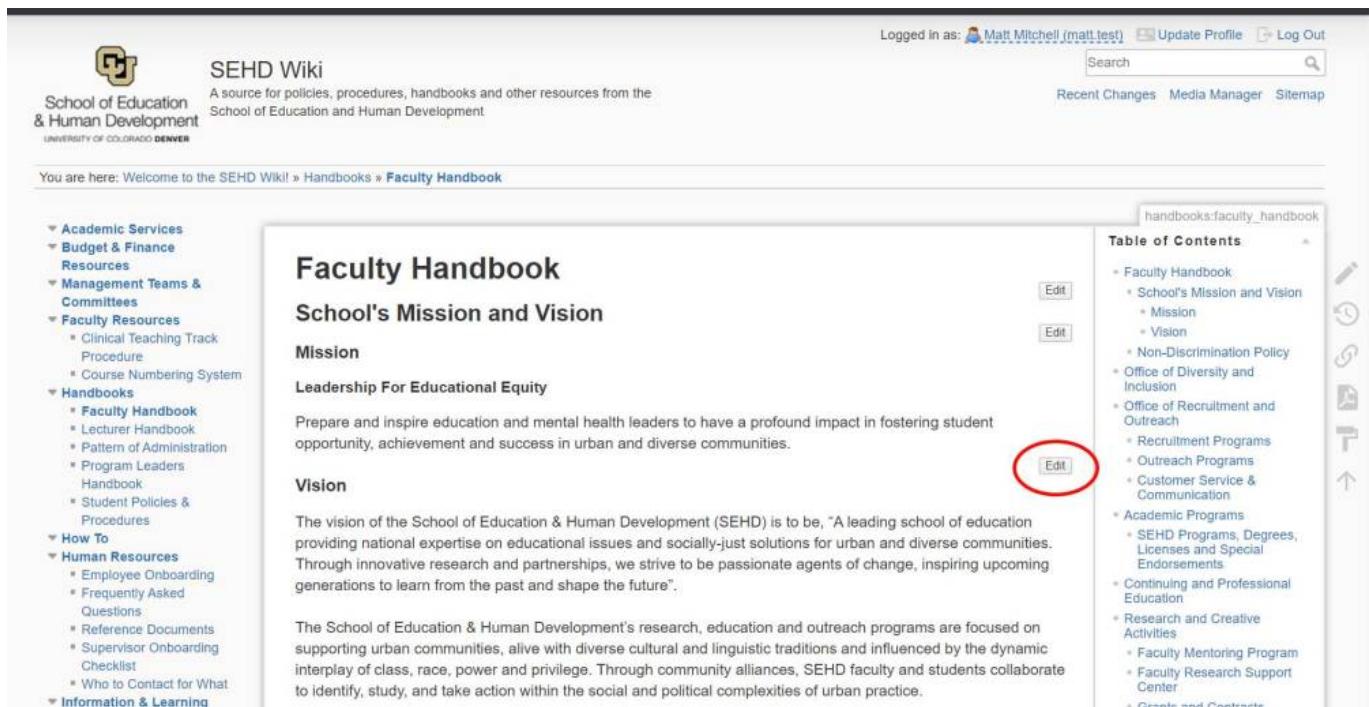
How To

Make Edits

1. Click 'Login' in the upper right corner of the screen and login with your wiki credentials.

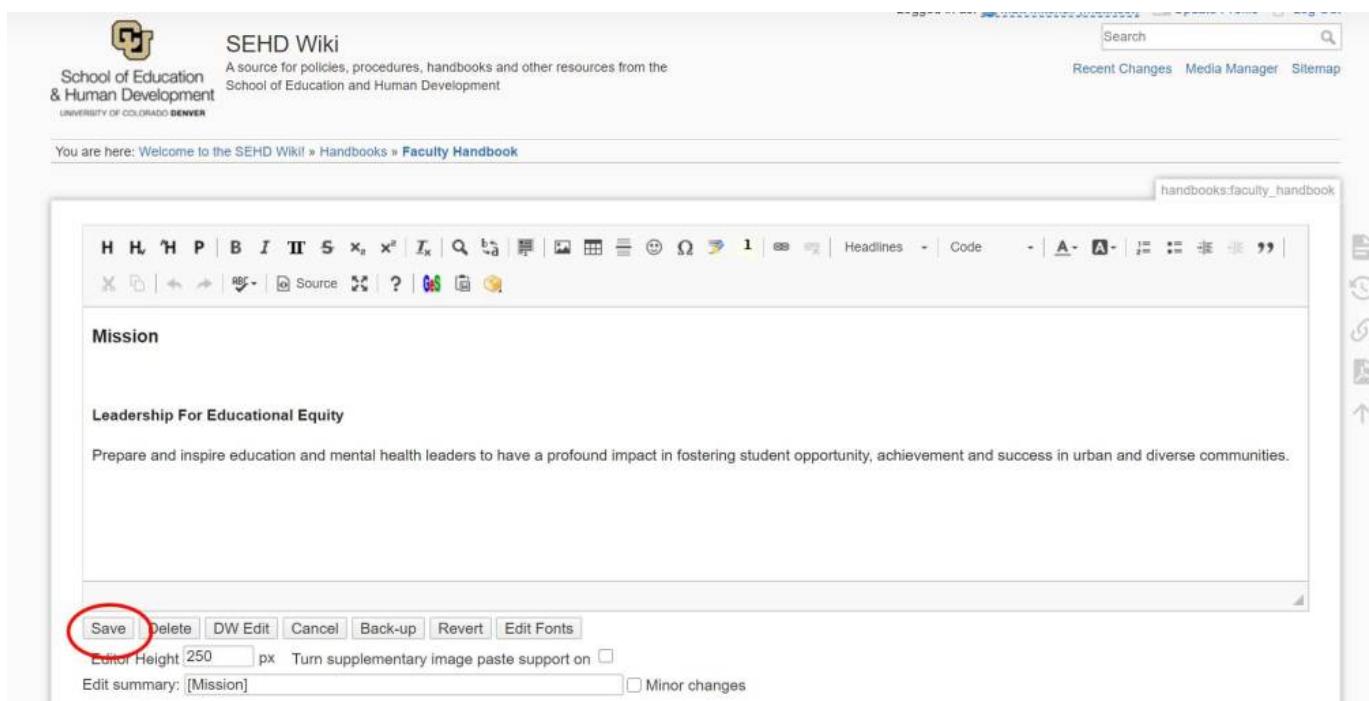
2. Navigate to the section of the website you would like to edit. In this case we are going to make some edits to the Faculty Handbook.

3. Click the “Edit” button that is **below and to the right** of the section you would like to edit. In this case we want to edit the “Mission”.



The screenshot shows a page titled "Faculty Handbook" under "School's Mission and Vision". The "Mission" section is visible, and an "Edit" button is located to its right. A red circle highlights this "Edit" button. The page also includes a sidebar with a table of contents and a right-hand sidebar with various icons.

4. Make your changes on this page using the editor and click save when you are finished. Every save creates a new version of the document, allowing you to roll back changes to previous revisions if mistakes are made.



The screenshot shows the "Mission" section in CKEditor. The CKEditor toolbar is at the top, and the "Mission" section is the active content area. At the bottom of the editor, there is a toolbar with "Save", "Delete", "DW Edit", "Cancel", "Back-up", "Revert", and "Edit Fonts" buttons. The "Save" button is circled with a red circle. The right-hand sidebar shows the "handbooks:faculty_handbook" table of contents.

5. This how to is meant to give you a quick introduction to making edits on the wiki. If you'd like to read more about what is possible with ckeditor please take a look at their documentation, a few examples are also highlighted below.

- [Inserting images](#)

- [Pasting from Word](#)
- [Basic Text Styles](#)
- Feel free to make edits and experiment in the [Wiki Playground](#).

Request Access



Email sehdhelp@ucdenver.edu to request access to the Wiki.

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