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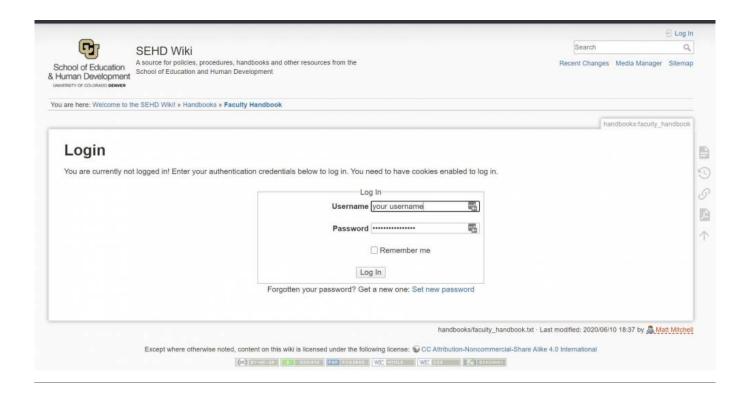
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### **How To**

#### **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".

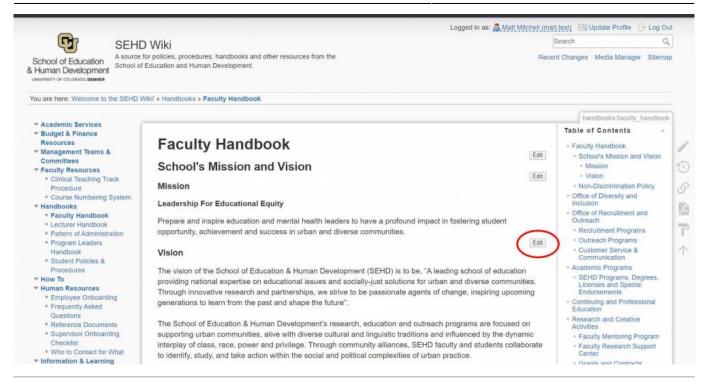
Hovering over the edit button for a second before clicking it can prevent it from opening the wrong section.



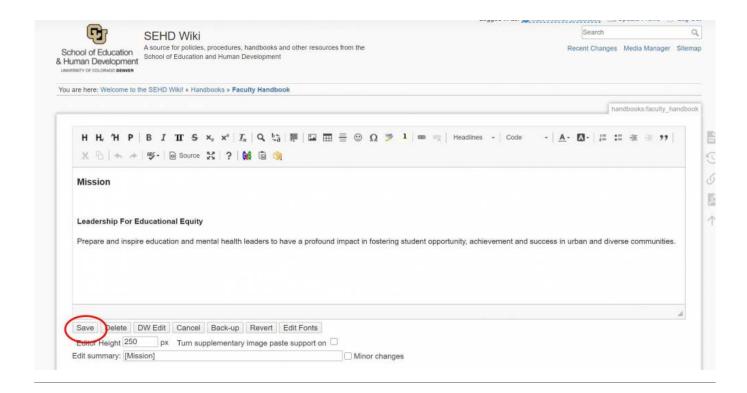
Sometimes when you click the "edit" button it will load extra sections or the wrong section entirely, if this happens it is best to just hit cancel and go back to the previous page and then hit the edit button again.

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### 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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