

1. <http://www.worcester.edu/teamsites/Policies/Wiki%20Pages/Home.aspx>
2. Choose Your Area (Academic Affairs, Admin & Finance...)
[sign in - upper right]
3. Choose WIKI Pages **Wiki Pages** on the left side
4. This will open a page with ALL the policies and "001_TEMPLATE_POLICY" should be at the top (alpha order)
5. Click on this document and then click EDIT
6. Change the name to reference the actual policy and use a proper name because whatever exact name you give the document will be exactly how it displays [e.g. "Disability Services Document Retention"] note spacing etc. (*please don't save over the template document*)

The screenshot shows a web browser window displaying a Wiki page editor. The breadcrumb trail at the top reads "Policies > Wiki Pages > 001_TEMPLATE_POL". The page title is "Wiki Pages: 001_TEMPL". Below the title, there are two buttons: "Delete Item" and "Spelling...". A text input field labeled "Name *" contains the text "001_TEMPLATE_POLICY". Below this is a section titled "Wiki Content" which includes a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, and link. Below the toolbar, there are two text input fields: "TITLE:" and "Purpose:".

7. When finished typing choose OK and it will save the policy.
8. Next you are going to need to Add that policy to the Student Affairs area on the site.

9. Go back to the policy site for your area

< <http://www.worcester.edu/teamsites/Policies/Wiki%20Pages/Student%20Affairs.aspx> > and choose EDIT over on the right



10. Notice the change in the page when you select EDIT. The formatting you see is how you will need to add your newly created policy. Put your cursor where you want the new policy to display and type in the exact name you gave it between 2 left and 2 right brackets `[[NAME HERE]]`. Check the page twice and be sure this is how you want it to look – once you choose OK it is L I V E. If you make a mistake before hitting OK just hit cancel and try again.

EDIT MODE

