

- **Create a Wikipage for your project:**
 - Go to the Mindworks Shoutwiki at http://mindworks.shoutwiki.com/wiki/Main_Page.
 - Create a user name to log-in and make edits to the wiki. **Use your UI login** (4 letters of your last name and 4 numbers) so that it's easier to keep track of who is making edits to pages.
 - On the Main Page, click on "**Machine Shop Pages List**" under the Machine Shop "**Miscellaneous**" Section.
 - Edit this page to include a link to your project page. **The title will be a short but descriptive name for your project.** The syntax for this will be `[[Project Name]]`.
 - After you have saved the changes to the "**Machine Shop Pages List**", the link that you just created will appear as a red hyperlink indicating that there is nothing on that page yet. Click on the link to begin adding content to the newly created wikipage.
 - Use the Show Preview button at the bottom of page to make sure your edit appears as expected (the link will appear red until you have added content to the page). Use the Save Page button to save the changes that you've made.
- **Create subsections for your project:**
 - Click on the newly created link to your page. It will take you to an empty editing window. This is where you will enter content into the wikipage throughout the course of your project.
 - Enter a few sentences to describe your project. This will appear above the table of contents for your page and will most likely be the first thing that people read about your project.
 - Below the description you just wrote add a Level 2 Header such as "Project Information". The syntax for this is `== Project Information ==`. Level 2 Headers will be the main subsections of the page and will be listed in the contents box at the top of your page. These subsections have the added benefit being able to be edited individually without having to scroll through your entire code in the editing section.
 - Create a couple Level 3 Headers under the Level 2 Header you just created. This is done with three equal signs before and after the title. You can title these subsections "Types", "Purpose", "Use", "Location", etc..
- **Create the content for your project:**
 - Add images, videos, or charts to your page by using the syntax `[[File:2015L_projectname_filename.extension]]`. Upon saving the page, the link will once again appear red indicating that it is a broken link. Click on the broken link to be directed to the shoutwiki upload page. From here you will be able to upload the file (.jpg, .png, .gif, .pdf, etc.) to the wikipage.
 - The proper naming convention for any file uploaded to the wiki for your project will be **2015L_projectname_filename.extension**. For example if you team's project was to make a page describing how to use a Flux Capacitor and you wanted to upload a photo of a Flux Capacitor, the proper syntax would be `[[File:2015L_FluxCapacitor_CapacitorPhoto.jpg]]` and then any other callouts for size, format, and layout.
- **Check** <https://en.wikipedia.org/wiki/Help:Cheatsheet> for reference on any basic wiki coding syntax.