

# Good Practice Guide

## Key Contributor Activities

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A key strength of the Good Practice Guide is its ability to allow lots of individuals to contribute content, but adding content can appear quite daunting at first.

Writing good articles requires general writing skills, knowledge of the subject, consideration for the overall form of the Guide and quality of its content. But in addition, because the Guide doesn't have a "visual editor" to make adding text quite as easy as a standard desktop work processor, there are a few "technical tricks" involved in adding content effectively. Contributors will regularly find themselves needing to add links to web pages, add links to other parts of the Guide, etc. This document describes exactly how to accomplish those tasks. Once practiced these tasks make adding content to the guide a straight forward process.

There are often lots of different ways to do things and many subtle variations, but this collection of key activities will aim to keep things simple, straight forward, quick and easy.

How to add a link to an external web page .....	2
How to add a link to another Guide page.....	3
How to add article sections.....	4
How to format text: bold and italic.....	5
How to add bullet and numbered lists.....	6
How to add an image.....	7
How to add a link to a file.....	8
How to add a new article .....	9

## ***How to add a link to an external web page***

To add a link to a web page on another internet sites outside of the Guide enter the address of the page.

### **Example**

To link to the BBC News pages simply entering the web page address of **<http://news.bbc.co.uk>** would be enough to make an active hyperlink to that site.

Sometimes, especially in the flow of text in a sentence or paragraph, you may want to add a link to a piece of text other than the address of the website. You may want a particular word or phrase to be the link to an external page.

To achieve this effect you need to enter:

Open-square-bracket	[
Website Address	<a href="http://bbc.news.co.uk">http://bbc.news.co.uk</a>
Space	
Text for clickable lick	BBC News Website
Close-square-bracket	]

### **Example**

To make the words “BBC News Website” a clickable link which would go to <http://news.bbc.co.uk>, enter the text [<http://news.bbc.co.uk> BBC News Website] into the page.

## ***How to add a link to another Guide page***

One of the most useful qualities of the Guide is its ability to create appropriate links between articles. This allows interested readers to browse through a subject area, using links to move from one page to another.

To add a link from one page to another enter the title of the page you'd like to link to within *double-square-brackets*.

### **Example**

To link to the page titled "Classroom Management" enter the text `[[Classroom Management]]`.

Note that it is very important that the title of the page is entered exactly. The case, or capitalisation, of the words in your link must be the same as the title of the page you're linking to. Within the Guide "All about bananas" and "All about Bananas" would be two different pages.

There will often be occasions where you would like the text of your article link to differ from the title of the page you're linking to. For example, there may be a page titled "Bloom's Taxonomy of Objectives" which you'd like to link to, but within the flow of a sentence within which you'd like a link to appear you'd rather use the phrase "Bloom's famous taxonomy".

To achieve this effect you need to enter:

Open-double-square-bracket	[[
Full page title	Bloom's Taxonomy of Objectives
Pipe symbol	
Text for clickable link	Bloom's famous taxonomy
Close-double-square-bracket	]]

Note that the "pipe" symbol appears in the bottom left corner of a standard UK keyboard, above the "\" backslash key.

### **Example**

...for an example of an organised structure you might look at `[[Bloom's Taxonomy of Objectives|Bloom's famous taxonomy]]` which is the archetypal example.

## **How to add article sections**

It's critical that articles are well structured to make them easy to read, navigate, link to and edit.

The Guide incorporates hierarchical headings allowing major sections to be highlighted along with their sub-sections. The guide takes care of formatting section headings so that the presentation of articles is consistent throughout the guide. As a bonus, when an article contains a number of different headings, the Guide automatically adds a small contents list to the page, making it easy to access.

Heading sections 1 through 4 can easily be added to an article with the “=” equals symbol syntax. The number of “=” equals symbols indicates the level of the heading within them:

Level 1, 2 “=” equals	==Major section==
Level 2, 3 “=”equals	===Sub area of a major section===
Level 3, 4 “=” equals	====Minor area====
Level 4, 5 “=”equals	=====Lowest level area=====

### **Example**

To add a major section called “History” to an article, enter the text “==History==”. To highlight a sub area called “Early Years” within that major section enter the text “===Early Years===”

### ***How to format text: bold and italic***

The Guide allows portions of text to be displayed in **bold** or *italic* to help add emphasis, structure and readability.

Because the Guide doesn't have a visual text editor, like a Word Processor, it's necessary to add extra symbols to text to tell the guide where you'd like text to appear bold or italic.

To indicate italic text you need to put double-apostrophes around your text.

#### **Example**

To make the word visual appear in italic enter "visual".

Similarly, to make a piece of text appear in bold you need to put triple-apostrophes around your text.

#### **Example**

To make the word visual appear in bold enter "'visual'".

Lastly, to make a piece of text appear in both italic and bold, you'll need to use quintuple-apostrophes!

#### **Example**

To make the word visual appear in italic and bold enter ""'visual'"".

## ***How to add bullet and numbered lists***

Adding bullets and numbers to list items can make a big difference to the readability of an article and the use of bullet points in some sections (e.g. the “See Also” section) is part of the convention for good articles which helps the Guide appear coherent from page to page.

Adding bullet points and numbered lists is very easy.

To add a bullet point, simply begin your new line with an “\*” asterisk.

### **Example**

- \* this line will begin with a bullet symbol
- \* this next line will also begin with a bullet symbol

Numbered lists are similarly straight forward and make use of the “#” hash symbol. Note that the numbering starts from the first line in a section with a “#” hash symbol, so it’s important not to have blank lines between lines you’d like to appear numbered together (otherwise those lines will begin numbering from 1 again).

### **Example**

- # this line will begin with a number 1
- # this next line will also begin with a number 2

It’s possible and often useful to “nest” lines to show a hierarchical relationship within a list. For both bullet points and numbered lines hierarchy is indicated by adding extra symbols, either an “\*” asterisk or a “#” hash symbol as required, to lines which are subordinate to their predecessors.

### **Example**

- # this line will begin with a number 1
- ## this line will begin with a number 1, but will be indented
- ## this line will be an indented number 2
- ## this line will be an indented number 3
- # this line will be a non-indented number 2, following on from the first line
- # this line will be a non-indented number 3

## ***How to add an image***

Adding an image to an article in exactly the right position and with exactly the right appearance can be a complex process, but adding an ordinary image shouldn't be too onerous.

Given that you have your image file ready to add, there are 2 main steps to accomplish the task:

- 1 Upload the image file
- 2 Add the reference to that image file to your article

### **Upload the image file**

Any file-based resource (be it an image, document, or other resource) which you'd like to include in your article needs to be "uploaded" to the Guide.

The option "Upload file" appears within the "Toolbox" set of links on the left hand side of every page. Use this option to copy your file into the Guide. Take care when adding your image to enter a summary so that other people using the Guide will be able to see where the image came from (as they may choose to use the image in their articles, too).

Once the image has been uploaded, be sure to make a careful note of its name as you'll need its exact name (including the correct capitalisation) for the next step.

### **Add the image to your article**

Like pages within the Guide, images have names which can be used to refer to them from within articles. So long as you know the exact name of an image you'd like to use, adding an image to your article is quite simple.

To add an image you need to enter:

Open-double-square-bracket	[[
Image link-type keyword	image:
Full image file name	sunflowers.jpg
Close-double-square-bracket	]]

#### **Example**

To add an uploaded image which has a filename of sunflowers.jpg to an article you would enter `[[image:sunflowers.jpg]]`.

## **How to add a link to a file**

It's often desirable to supplement article text with file based resources, for example, adding an Adobe Acrobat document presenting an example of a particular practice.

Given that you have your file ready to add, there are 2 main steps to accomplish the task:

- 1 Upload the file
- 2 Add the reference to that file to your article

### **Upload the image file**

Any file-based resource (be it an image, document, or other resource) which you'd like to include in your article needs to be "uploaded" to the Guide.

The option "Upload file" appears within the "Toolbox" set of links on the left hand side of every page. Use this option to copy your file into the Guide. Take care when adding your file to enter a summary so that other people using the Guide will be able to see where it came from (as they may choose to use the resource in their articles, too).

Once the file has been uploaded, be sure to make a careful note of it's name as you'll need it's exact name (including the correct capitalisation) for the next step.

### **Add a link to the file to your article**

Like pages within the Guide, uploaded files have names which can be used to refer to them from within articles. So long as you know the exact name of a file you'd like to use, adding a link to a file in your article is quite simple.

To add an file you need to enter:

Open-double-square-bracket	[[
Resource "Media" link-type keyword	media:
Full file name	SchemeOfWork.pdf
Close-double-square-bracket	]]

#### **Example**

To link to an uploaded resource file which has a name of SchemeOfWork.pdf you would enter `[[media:SchemeOfWork.pdf]]`.

## ***How to add a new article***

Every page in the Guide needs to have at least one link to it on another page. If that wasn't the case, orphaned pages would float around in the guide without ever being found. Because of this, you can add a brand new article to the Guide by creating a link from any page to the article you want to write then use that link to start writing the new page.

For example, you may be looking at a Guide section listing strategies for designing exciting lesson starts and think of an example you've used successfully that you think others would benefit from. To add your example to the guide you would need to:

- 1 Click "Edit" on the page where the link to your article would appear
- 2 Enter a link for your article (see "How to add a link to another guide page") in the appropriate place
- 3 Save the page
- 4 Click on the link you've created within that page
- 5 Make use of the new blank page presented to write your article

You would want to be familiar with the conventions of the Guide before creating new pages, to ensure that your page was appropriate to the guide and was presented appropriately for the Guide.