

# Clicklaw Wikibooks Contributor Guide

March 2013

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# How to Navigate around Clicklaw Wikibooks

## Main navigation elements

When viewing any page on Clicklaw Wikibooks, you'll find three main navigation elements:

1. The sidebar gives you access to important pages and commands on Clicklaw Wikibooks. For example, there is a link to the main page of the site, shortcuts to specific Wikibook titles, and printing options.
2. The tabs on the top of each page enable visitors to see previous versions of the page and enable contributors to make edits and discuss the page.
3. The search box on the top right of each page enables a full text search over all Clicklaw Wikibooks.

The screenshot shows the 'Consumer Law Wikibook' page on Clicklaw Wiki. Three red callouts highlight key navigation elements:

- 1. Sidebar includes key pages & tools:** Points to the left sidebar containing links like 'Main Page', 'Contents', 'Contributor Guide', 'Featured Wikibooks', 'JP Boyd on Family Law', 'Legal Help Guide', 'Resources and Links', 'Toolbox', 'What links here', 'Related changes', 'Upload file', 'Special pages', 'Permanent link', 'Rate this page', 'Print/export', 'Create a book', 'Download as PDF', and 'Printable version'.
- 2. Tabs enable contributors to discuss, edit & see previous versions:** Points to the navigation tabs at the top: 'Page', 'Discussion', 'View', 'Edit', and 'History'.
- 3. Search over Clicklaw Wikibooks:** Points to the search box on the top right with a 'Go' button.

The main content area includes the title 'Consumer Law Wikibook', a description, a list of topics (Glossary, Problems with a Purchase, Problems with Home Repairs, Someone Owes You Money, Problems with Debt, Identity Theft), and a cover image of the wikibook. A disclaimer at the bottom states: 'This wikibook is made available as part of the Clicklaw Wikibooks initiative, which features free online legal information that is used to also'.


## Wikibook navigation elements

For pages within a Clicklaw Wikibook, there are two additional navigation elements that enable you to navigate around the Wikibook:

1. The table of contents block towards the top right of every page, which provides links to main sections of a Wikibook.
2. The navigation box (called a "navbox") at the bottom of every page, which provides links to all pages of a Wikibook; the navbox is like a sitemap for a specific Wikibook title.

*1. The table of contents block links to the main sections of a Wikibook*



Consumer Law Wikibook	
	This page is from the <b>Consumer Law Wikibook</b> from People's Law School. See the <a href="#">full contents</a> .
<b>Contents</b>	
<a href="#">Glossary</a>	
<b>Problems with a Purchase</b>	
<a href="#">Problems with Home Repairs</a>	
<a href="#">Someone Owes You Money</a>	
<a href="#">Problems with Debt</a>	
<a href="#">Identity Theft</a>	
<a href="#">Internet Scams</a>	
<a href="#">Loan and Credit Scams</a>	
<a href="#">Work Scams</a>	
<a href="#">Price, Sales and Relative Scams</a>	
<a href="#">Sources of Help for Consumers</a>	
<b>From</b>	
Visit other wikibooks from <a href="#">People's Law School</a>	
<a href="#">People's Law School</a>	
☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷	

*2. The navbox at the bottom links to all pages of a Wikibook*



Consumer Law Wikibook	
<b>Introduction</b>	<a href="#">Acknowledgements &amp; credits</a> · <a href="#">Glossary</a>
<b>Problems with a Purchase</b>	<a href="#">How do I start a complaint?</a> · <a href="#">Steps to make a complaint</a> · <a href="#">Small Claims Court</a>
<b>Problems with Home Repairs</b>	<a href="#">What should I put in a written contract?</a> · <a href="#">Tips about hiring a contractor</a> · <a href="#">Tips about paying for repairs</a> · <a href="#">Disbursements about the repair work</a>
<b>Someone Owes You Money</b>	<a href="#">How do I write a demand letter?</a> · <a href="#">When do I go to court?</a> · <a href="#">Getting legal help from a lawyer</a>
<b>Problems with Debt</b>	<a href="#">Where do I start?</a> · <a href="#">What do I put in my budget?</a> · <a href="#">What can the Credit Counseling Society do to help me?</a> · <a href="#">How do I contact my creditors and what do I say?</a> · <a href="#">Debt collectors</a>
<b>Identify Theft</b>	<a href="#">What does identify theft mean?</a> · <a href="#">How do they get the information?</a> · <a href="#">Minimizing risks</a> · <a href="#">What can you do if your identity is stolen?</a>
<b>Internet Scams</b>	<a href="#">"Free trial" scams</a> · <a href="#">Phishing and Smishing</a> · <a href="#">Anti-virus scam</a> · <a href="#">Smartphone app scams</a> · <a href="#">Facebook link-sharing scam</a> · <a href="#">Boots internet services</a> · <a href="#">Overpayment scams</a> · <a href="#">Free government money</a> · <a href="#">West African scams</a>
<b>Loan and Credit Scams</b>	<a href="#">Advance fee loan scams</a> · <a href="#">Boots credit cards</a> · <a href="#">Wipe your credit report clean</a>

# Logging In to Your New Account

Everyone who contributes to Clicklaw Wikibooks will be given an account. All of your work is linked to your account, so it's important to use the same account every time.

1. You will receive an email from editor@clicklaw.bc.ca containing your username and password.
2. Go to <http://wiki.clicklaw.bc.ca/>.
3. Use the "Log in" button at the top right to log in with the username and password supplied in the email.
4. Change your password to something secure that you will remember (if you need to find the Change Password page, it's <http://wiki.clicklaw.bc.ca/index.php?title=Special:ChangePassword>).



# Editing a Page on Clicklaw Wikibooks

## How to edit a page

1. Login to your account on Clicklaw Wikibooks.
2. Navigate to the page that you want to edit.
3. Click on the "Edit" tab (to edit the whole page) or click on the "edit" link for a particular section.



4. You can make changes to the text in the edit window, and click on the "Save page" button to save your changes.

The edit toolbar includes key commands like bold, italics & hyperlinking

Some wiki "syntax" helps with formatting - e.g., equal signs display text as headings

External hyperlinks are formatted like this

Click "Save page" to save changes

## Using wiki codes

Wikis feature their own "syntax" or codes. For example, to make a numbered list, you put each item on a separate line and start the line with a pound symbol:

This wiki code	Results in this display on the page
# One	1. One
# Two	2. Two
## Two point one	1. Two point one
one	3. Three
# Three	

The good news is that there are not very many wiki codes, and many of them (for example, bold, italics, hyperlink) also have buttons in the edit toolbar that you can use that will automatically insert the codes.

The Clicklaw Wikibooks Cheatsheet features the key wiki codes. Also available is a Clicklaw Wikibooks Style Guide that highlights key style and word usage for Clicklaw Wikibooks.

## Note about updating resources in Legal Help for British Columbians

For contributors updating resources for the guide Legal Help for British Columbians, please see the explanatory note on the Resource List discussion page. (Resources are managed as individual pages that are then automatically consolidated on a single Resource List.)

# Discussing a Page with Other Contributors

Clicklaw contributors have the ability to leave comments for other contributors or editors on any page of a Clicklaw Wikibook. This can be a very useful way to flag possible changes that you think might be worth considering, but you are not wanting to make without input from others. Note that any discussions are viewable **only** by logged in contributors and not by other visitors to the site. To leave a comment on a Discussion page:

1. Login to your account on Clicklaw Wikibooks.
2. Navigate to the page that you want to leave a comment on.
3. Click on the "Discussion" tab, and then click "Edit".
4. Add your comment, leaving your name at the end. If you are replying to a comment, indent your comment one level further than the comment that you are replying to. So for example:

The link to the Consumer Protection BC's complaint roadmap needs to be updated. - Drew

I have updated the link as of March 2013. - Beatriz

(To indent, use colons for each level you want to indent - for example, two colons (::) to indent two levels.



The screenshot shows the Clicklaw Wiki interface. At the top, the 'Clicklaw Wiki' logo is visible. Below it, there are tabs for 'Page' and 'Discussion', with 'Discussion' circled in red. A red arrow points from a handwritten note to the 'Discussion' tab. The note reads: "In the 'Discussion' tab, contributors can add comments for other contributors". Below the tabs, there are buttons for 'View', 'Edit', '+', and 'History', along with a search box. The main content area is titled 'Talk:Problems with a Purchase' and contains a discussion thread with the following comments:

- The link to the Consumer Protection BC's complaint roadmap needs to be updated. - Drew
- I have updated the link as of March 2013. - Beatriz
- I have replaced the image for this page with a more current one. - Beatriz
- I think it might be best to make the image larger, perhaps 300px wide. - Drew
- I agree. I've made the change. - Beatriz

# Clicklaw Wikibooks Cheatsheet

See the Clicklaw Wikibooks Style Guide for style and word usage.

Works anywhere in the text		
Description	You type	You get
Italic text	<code>''italic''</code>	<i>italic</i>
Bold text	<code>'''bold'''</code>	<b>bold</b>
Bold and italic text	<code>''''bold &amp; italic''''</code>	<b><i>bold &amp; italic</i></b>
Link to another Clicklaw wiki page	<code>[[Name of page]]</code> <code>[[Name of page Text to display]]</code>	Name of page Text to display
Link to an external web page	<code>[http://www.publiclegaled.bc.ca</code> <code>www.publiclegaled.bc.ca]</code> <code>[http://www.publiclegaled.bc.ca People's</code> <code>Law School]</code>	<a href="http://www.publiclegaled.bc.ca">www.publiclegaled.bc.ca</a> <sup>[1]</sup> People's Law School <sup>[1]</sup>
Works only at the beginning of lines		
Description	You type	You get
Section headings <i>A Table of Contents will automatically be generated when four headings are added to an article.</i> <i>Do not use =Level 1=; it is reserved for page titles.</i>	<code>== Level 2 ==</code> <code>=== Level 3 ===</code> <code>==== Level 4 ====</code> <code>===== Level 5 =====</code>	<b>Level 2</b>  <b>Level 3</b>  <b>Level 4</b>  <b>Level 5</b>
Bulleted list	<code>* One</code> <code>* Two</code> <code>** Two point one</code> <code>* Three</code>	<ul style="list-style-type: none"><li>• One</li><li>• Two</li><li>• Two point one</li><li>• Three</li></ul>
Numbered list	<code># One</code> <code># Two</code> <code>## Two point one</code> <code># Three</code>	<ol style="list-style-type: none"><li>1. One</li><li>2. Two</li><li>1. Two point one</li><li>3. Three</li></ol>
Indenting text	<code>no indent (normal)</code> <code>:first indent</code> <code>::second indent</code> <code>:::third indent</code>	no indent (normal)  first indent  second indent  third indent



## References

[1] <http://www.publiclegaled.bc.ca>

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# Article Sources and Contributors

**How to Navigate around Clicklaw Wikibooks** *Source:* <http://wiki.clicklaw.bc.ca/index.php?oldid=6477> *Contributors:* Desy, Drew

**Logging In to Your New Account** *Source:* <http://wiki.clicklaw.bc.ca/index.php?oldid=6448> *Contributors:* Desy, Drew

**Editing a Page on Clicklaw Wikibooks** *Source:* <http://wiki.clicklaw.bc.ca/index.php?oldid=6464> *Contributors:* -

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**Clicklaw Wikibooks Cheatsheet** *Source:* <http://wiki.clicklaw.bc.ca/index.php?oldid=6476> *Contributors:* Desy, Drew

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# Image Sources, Licenses and Contributors

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