**Instructions for adding or editing material in the NTA wiki website**

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To change or add material to the NTA website, you must be logged in with a user name and password. If you don’t have a user name and password, check with Ann Takayesu at contact@ntaaccounts.org. Once you have a user name and password, you can go to <http://www.ntaccounts.org/web/nta/login> to log in and get to the top page of the site with access to both the public and members-only pages.

To make any change or addition, you must start with an existing page. You can change the existing page or insert a link from that page to a new page that you create. But you cannot create a new page except by starting with a link from an existing page.

Once you are logged in, you will be allowed to make changes to some pages, but not others. If you are on a page that you allowed to change, you will see [edit] at the bottom right of the page. Click on [edit] to make changes to the page. If you want to make a change to the top page of the site, you must first click on What’s New.

When you have finished changing a page, go to the bottom left of the window and choose whether you want to make the page Open to the public or For members only. If you don’t make a choice, the page will be accessible to members only. Then click on Commit to upload your changes.

Once you have pressed Commit to change a page, DO NOT press the back arrow at the top of the page. The back arrow will take you to the version of the page you have just edited, before you pressed Commit. You may select another page on the site from your Favorites bar, or go to <http://www.ntaccounts.org//login> to get back to the top page of the site.

**Text**

To add text to a page, simply key it in with no special symbols. To start a new paragraph, you must leave an extra line space; in other words, hit the Enter key twice between paragraphs.

If you want a word or group of words to appear in italics, surround the word(s) with two single quotation marks (inverted commas) with no spaces in between. For example, if you want Account to appear in italics, key in ‘’Account’’. Similarly, if you want a word or group of words to appear in boldface, surround the word(s) with three single quotation marks (inverted commas) with no spaces, for example, ‘’’Account’’’. WARNING: the word or words you wish to appear in italics or boldface must all appear on the same line of text. If you want several words that run on to a new line of text to appear in italics or boldface, mark the words on each line separately, i.e., ‘’’National Transfer’’’

‘’’Accounts’’’.

To add a pair of horizontal lines between two items on a page, key in: two lines spaces, four hyphens (----) and two more line spaces.

**Headings**

The primary heading at the top of each page is exactly the words you put in the link from the previous page. For example, if you put a link from one page to NTA10, the title at the top of the new page will be NTA10. You can’t change the title to something else without going back and changing the link. BUT WARNING: If you change the words in the link, you will lose your new page.

Within a page, you can add three levels of heading. You do this by adding \* , \*\* , or \*\*\* before the words in the heading. These are in descending order of importance, i.e., the most important level of heading has one asterisk. Note that there must be a space after the asterisk(s) but no space between them. You can also distinguish between headings by putting some of them in boldface, e.g., \*\*\* ‘’’Your heading’’’. Note that there must be a space between the asterisk(s) and the single quotation marks (inverted commas).

**Links**

Links direct the viewer from a spot in the site to:

1. Another page in the NTA website
2. A page in another website
3. An attached file
4. An attached photo or another image

The designations are different for each of these.

1. To link to another page in the NTA website, key in [[$/Title of new or other page]]. When you press Commit, the title of the new page appears followed by a question mark (?). Click on the question mark to go to the new page and key in the content. As mentioned above, the words you key in within the symbols become the title of the new page. If you go back and change these words, even a tiny bit, you will be starting over with a new link and you will lose the page that was linked to the old words. So save that page before you make any changes to the link.

2. There appear to be two ways to create a link to another website. You can key in the url followed by [info] with no space in between. For example, http://www.springerlink.com/content/t81701677n253424/ Patxot\_etal2012\_IntTax[info]. In this case, the url appears on the page with the link embedded.

Alternatively, you can key in the url within square brackets followed by a space and a word or words, and the word or words will appear on the page with the link embedded. For example, [http://www.ipc-undp.org/pub/eng/PIF30\_National\_Transfer\_Accounts\_and\_Generational\_Flows.pdf Download pdf] In this case, Download pdf appears on the page with the link embedded.

3. To attach a file to a webpage, key in ##(file “Title of File”). Note that these are double quotation marks (inverted commas), not two single quotation marks, and there must be a space after the word file. When you press Commit, the title of the file will appear on the page followed by [upload]. Click on [upload], and the screen will direct you to browse for the file you wish to attach and then upload it.

4. To attach a photo to a webpage, key in ##(image “Name of Photo” 125 150). Again, note that these are double quotation marks (inverted commas), and there must be a space after the word image. The two numbers after the name of the photo indicate the dimensions in which it will appear on the page. 125 and 150 are standard dimensions for a vertical photo, but you can play around with these numbers to display the photo in the correct dimensions. When you press Commit, the name of your photo will appear followed by [upload]. Click on [upload], and the screen will direct you to browse for the file you wish to attach and then upload it.

Remember, when you make any change to a page and then press Commit, you cannot simply press the back arrow to go to the previous page. The back arrow will take you to the version of the page you have just edited, before you pressed Commit. If you press the back arrow a second time, it will take you to the previous page but without completing the link you have just made. You may select another page on the site from your Favorites bar, or go to <http://www.ntaccounts.org/web/nta/login> to get back to the top page of the site.