**CNH-Lakes: A Quick-start Guide for ODS**

This is a brief guide to help you get started with editing the text on the CNH ODS site. This guide complements the 1-hour personalized training module that focuses more specifically on how to use the site’s task functions (available at the link: <http://www.organicdatascience.org/training/index.php/Main_Page>).

1. Chrome is the browser that seems to work best with ODS. Firefox is also okay. Safari will give you trouble.
2. Navigate to the home page: <http://organicdatascience.org/cnh>. At the upper right-hand corner of the page, you can use the link to Log in with the username and password sent to you (*note: sometimes I have to log in twice; let us know if you run into this type of glitch*).
3. Once logged in, you will find three tabs on the upper right-hand side of the screen labeled “Read”, “Edit”, and “View History”. Clicking on the “Edit” tab reveals the source code that creates the page on the “Read” view.
4. The easiest way to learn how to contribute text to a page is to open two side-by-side windows, one that displays the “Read” tab and one that displays the “Edit” tab. You can see, for example, how to add a header by including two equal signs before and after the header text:

== Name of Header ==

You can add a hyperlink by using square brackets that enclose the link and the text for the link:

[http://www.nameofwebsite.com at this link]

You can add bullets, create indents, italicize/bold text, and create new pages (among many other functions) in a similar fashion. The following link contains instructions for the most common tasks related to editing: <http://www.organicdatascience.org/framework/index.php/Quick_Guide_to_Using_a_Wiki>

1. If all else fails, google “how to do [insert what you want to do] in wiki”. The entire site is based on mediawiki, which is an extension of semantic mediawiki.
2. When you are finished editing, you can save your edits by clicking the “Save page” button on the bottom left-hand side of the screen. You can also use the “Show preview” button to preview your edits prior to saving them. You may need to refresh the page to see your edits after saving.
3. Returning to the “Read” view for the page, notice that each sub-section has its own “[edit]” link after the header. **Given that a lot of people will be editing these pages, in general please edit the minimal unit necessary for your change, rather than editing the entire page using the “Edit” view.**
4. You can edit the project pages using these tips, but these also apply to adding text to describe a specific task. Instructions for how to navigate the editable portion of a task page are covered in the 1-hour online training module.

We hope this helps to get started! If you have any questions, please do not hesitate to contact your ODS hosts, **Kelly Cobourn** and **Weizhe Weng** by emailing us at [cnhlakes@vt.edu](mailto:cnhlakes@vt.edu). We will respond as quickly as possible.