

# How to Edit Pages

Anyone with `Editor` rights can create a new page or edit an existing page in this wiki.

Click on the **Edit** button on the right to edit the page. If you do not see the **Edit** button, you are probably not logged in. If you need an Cludron account to log in, please contact Joachim.

**Important:** This is a co-creation space, so others will be able to review and edit your content. If you see this warning:

XYZ started editing in the last 60minutes and to be careful not to overwrite each others updates.

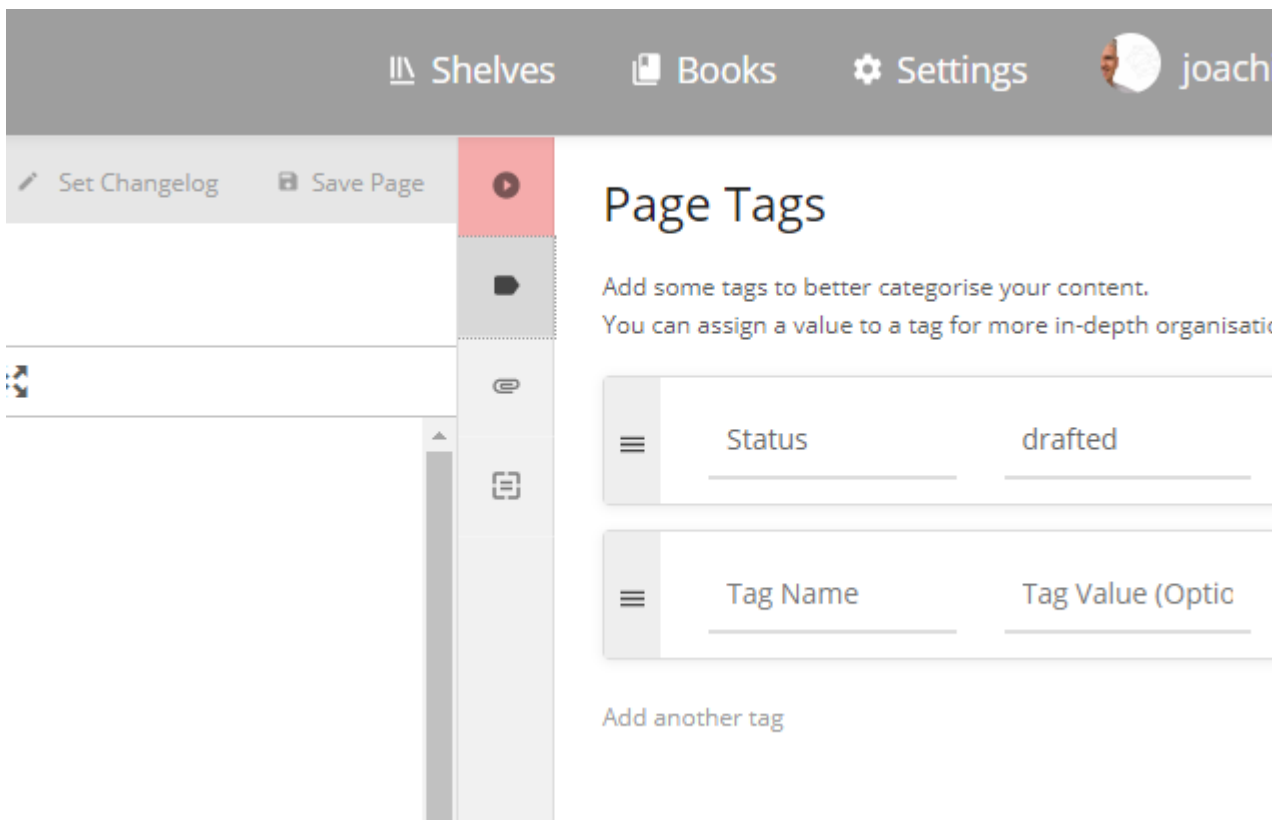
*Do not edit the page* and come back later (or contact the person currently editing the page). Otherwise your edits might be overwritten by the person who saves it last. For those currently editing pages, please save them as soon as you are done and don't leave them open (in a draft mode).

To leave any comments on the page, *just mention them as italics on the page with your initials - JS*

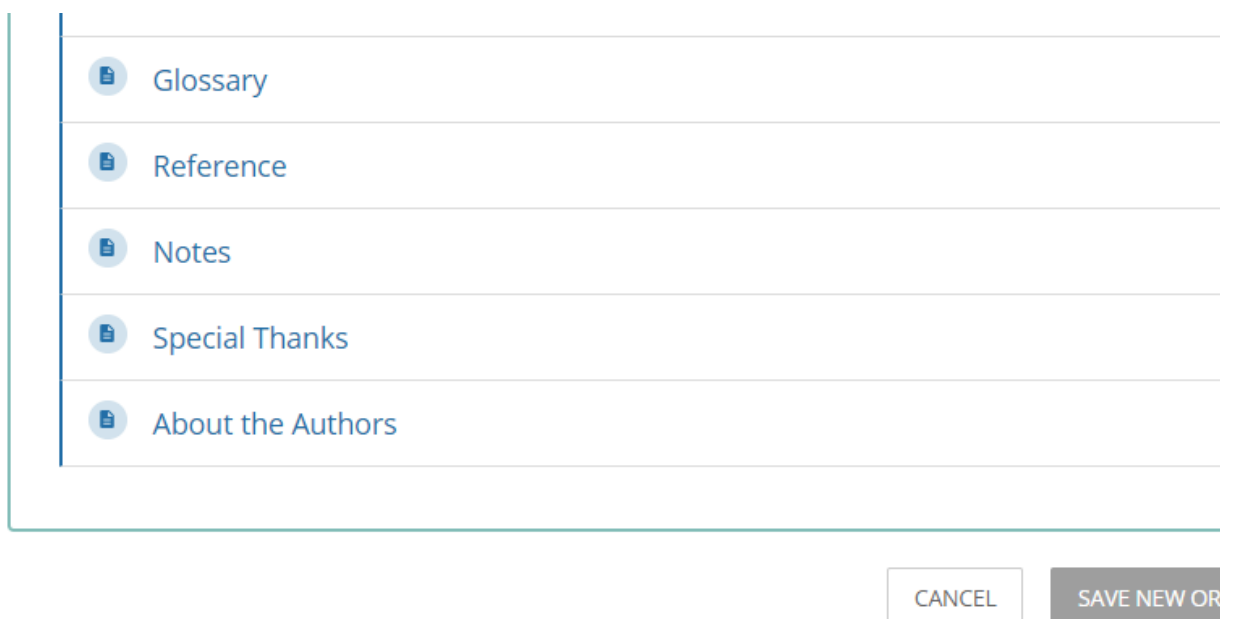
*To update the Editorial status of a page*, edit the page and click on the tag button (top right , see below) and type in one of the follwoing:

- [created](#) = new page, all edits welcome
- [drafted](#) = needs improvement
- [completed](#) = needs editorial review
- [approved](#) = ready for publishing

Then we can search for all of them using this query [=drafted] (for drafts) - click here to see this in action - <https://guide.hypha.earth/search?term=%5B%3Ddrafted%5D>






To sort pages into a different order, go back to the book or chapter view and click on the "Sort" button on the right. This will allow you to rearrange all chapters or pages in a new order. Don't forget to save the order (Click on the Save Order button at the very bottom of the form).



To track any revisions of your page (done by you or others), click on the "Revisions" link on the right of the page. You will see a screen like the one below, click on any entry to see what has changed on the page (text highlighted in red=removed, green=updated). If you restore a previous version, you will lose the edits between the current and the restored version.

### Page Revisions

#	Page Name	Created By	Revision Date	Changelog	Actions
8	Dedication	 joachim	10 April 2021 21:05:40 (13 minutes ago)		<a href="#">Changes</a>   <a href="#">Current</a>
7	Dedication	 bongani	10 April 2021 20:53:38 (25 minutes ago)		<a href="#">Changes</a>   <a href="#">Previous</a> <a href="#">Restore</a>   <a href="#">Delete</a>
6	Dedication	 bongani	10 April 2021 20:53:12 (25 minutes ago)		<a href="#">Changes</a>   <a href="#">Previous</a> <a href="#">Restore</a>   <a href="#">Delete</a>

To add some additional highlights to pages, use the following under Formats > Callouts or Blockquotes:

Everyone is good to go.

There is some danger using this technique!

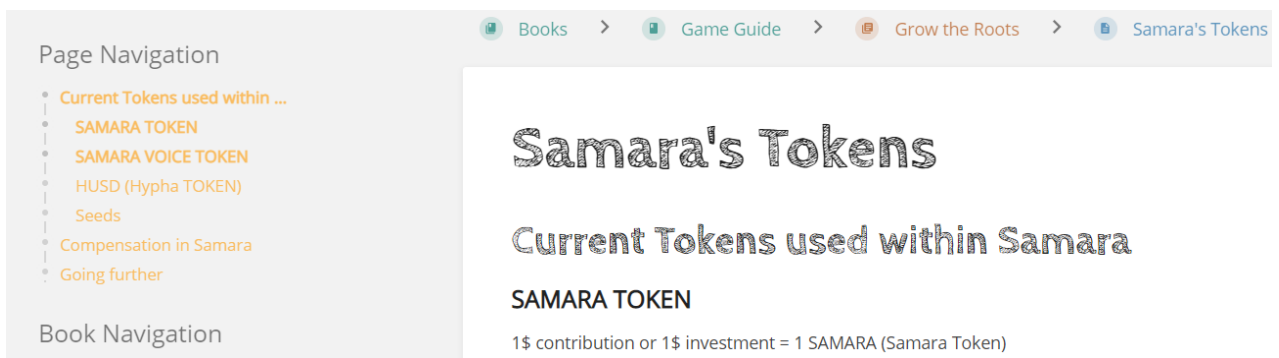
This is some more information..

This is an important message

“ This is an important quote that helps to underline the text. This is an important quote that helps to underline the text. This is an important quote that helps to underline the text. This is an important quote that helps to underline the text. ” -Fuller

To add structure to pages, see the dropdown in the editor called Formats and the sample below. Once you assign different headings, they will structure the content of the page and allow you to use a page navigation tool (on the left below). Don't worry about the formatting of the headers

for now, we can change this for all pages in the *Custom HTML Head Content* section.



The screenshot shows a web page with a breadcrumb trail at the top: Books > Game Guide > Grow the Roots > Samara's Tokens. On the left is a 'Page Navigation' sidebar with a list of items: Current Tokens used within ... (highlighted), SAMARA TOKEN, SAMARA VOICE TOKEN, HUSD (Hypha TOKEN), Seeds, Compensation in Samara, and Going further. Below the sidebar is 'Book Navigation'. The main content area has the title 'Samara's Tokens' in a large, stylized font, followed by the subtitle 'Current Tokens used within Samara' and the section header 'SAMARA TOKEN'. Below this, it states '1\$ contribution or 1\$ investment = 1 SAMARA (Samara Token)'.

For more help, please visit the [BookStack help documentation](#).

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Revision #16

Created 2021-04-10 21:00:38 UTC by joachim

Updated 2021-04-27 00:28:02 UTC by joachim