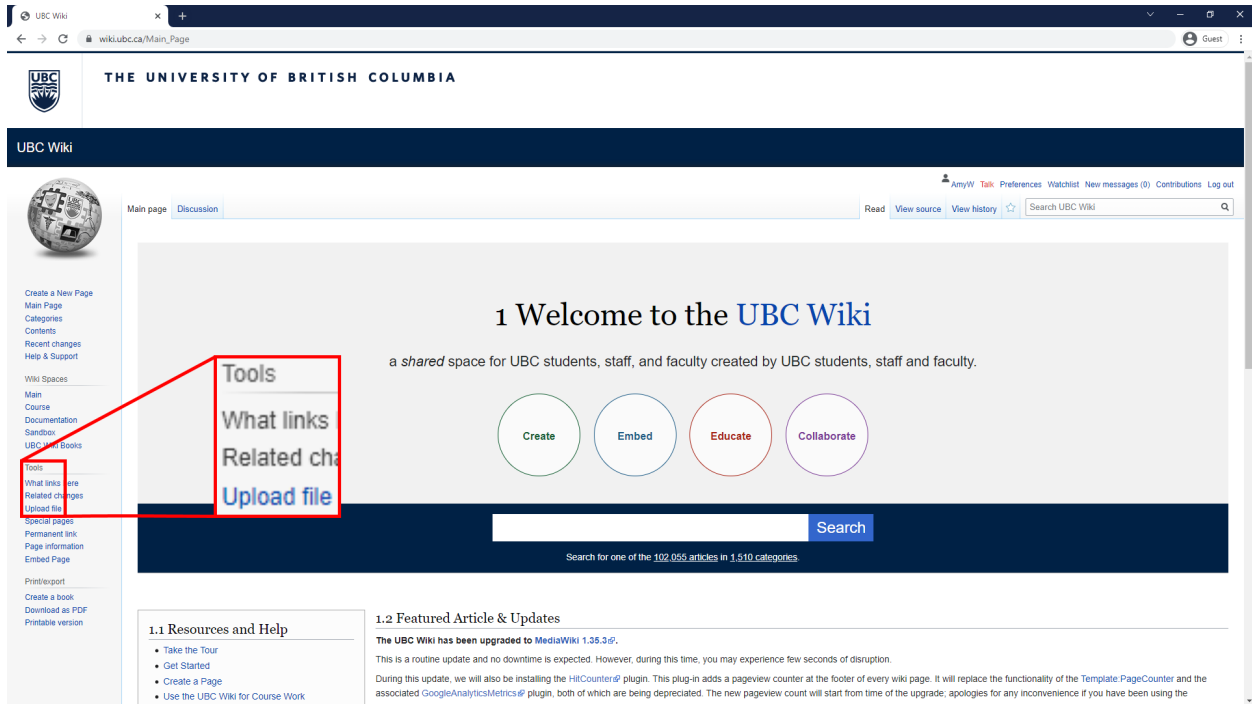


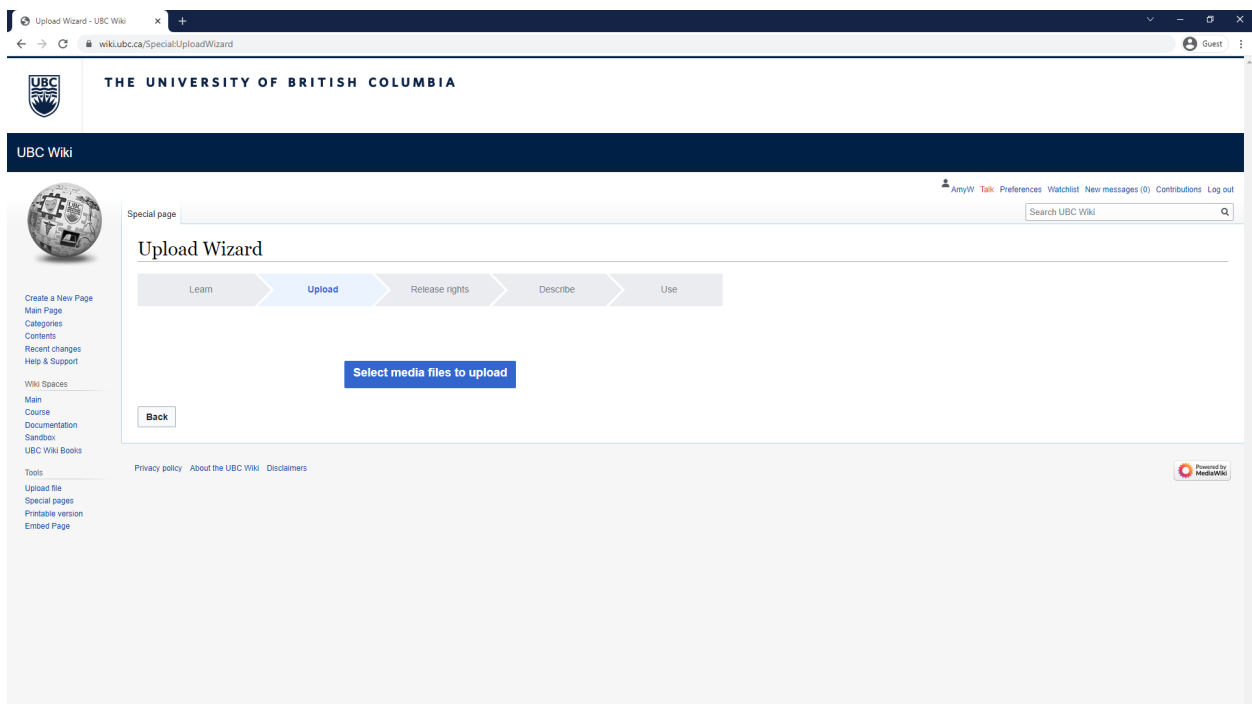
How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

Step 1: Locate the file upload on the wiki homepage (https://wiki.ubc.ca/Main_Page), or directly navigate to it with <https://wiki.ubc.ca/Special:UploadWizard>

The wiki homepage and upload file location on homepage as of February 9, 2022

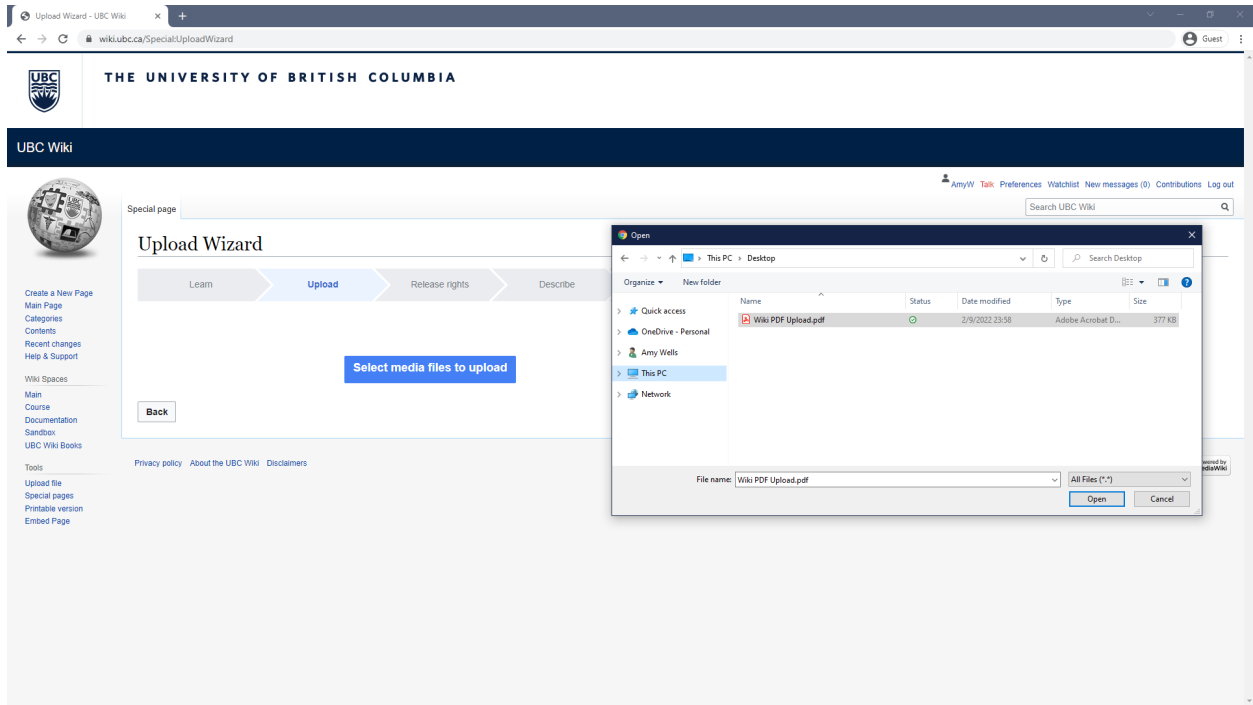


Step 2: Open the Upload Wizard at <https://wiki.ubc.ca/Special:UploadWizard>

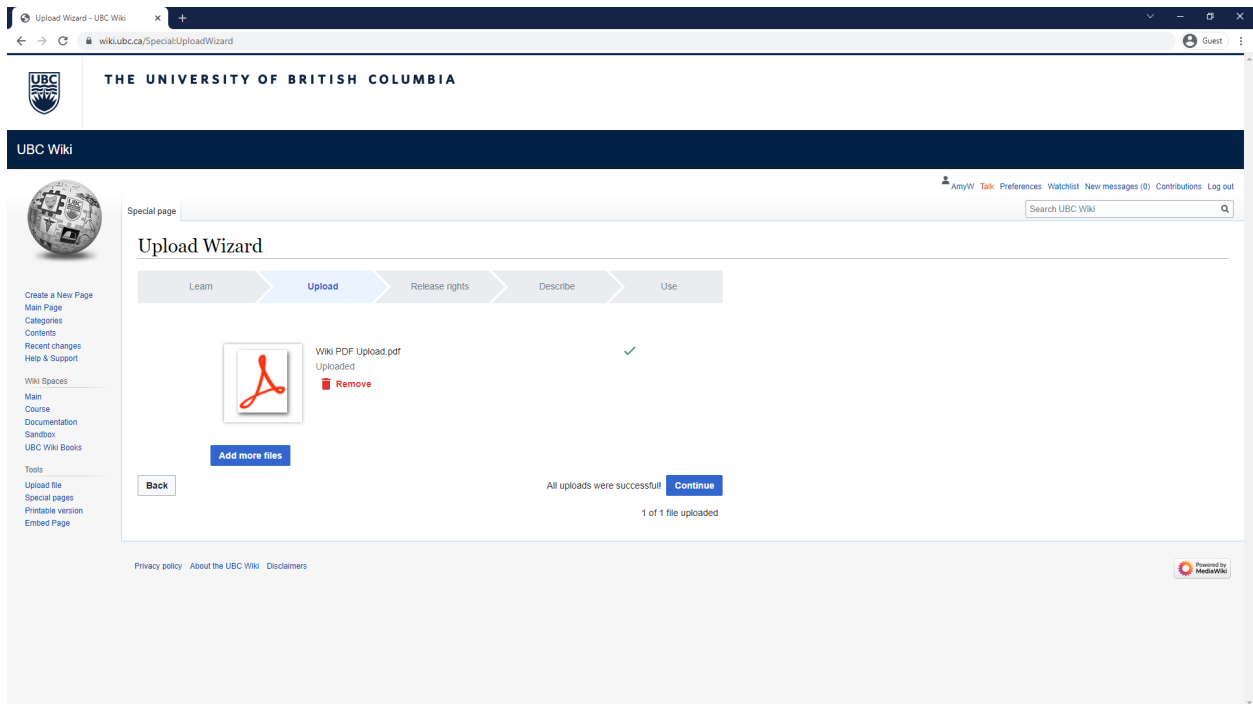


How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

Step 3: Select the PDF that you want to upload to the Wiki and click open to begin the upload process



Step 3b: Press continue to move to the next step



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If you made the file, continue as normal, if you did not make the file look at step 4b on the next page to see what to do if you were not the author.

Step 4: Add your name to the field, and then click next!

The screenshot shows the 'Upload Wizard' interface on the UBC Wiki website. The browser address bar shows 'wiki.ubc.ca/Special:UploadWizard'. The page header includes the UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA'. Below the header is a dark blue navigation bar with 'UBC Wiki' and a search box. The main content area is titled 'Upload Wizard' and features a progress bar with five steps: 'Learn', 'Upload', 'Release rights' (highlighted), 'Describe', and 'Use'. A PDF icon is displayed in the center. Below the icon, a text box contains the name 'Amy Wells'. The text reads: 'This site requires you to provide copyright information for this work, to make sure everyone can legally reuse it. I am the sole copyright holder in this work. I, Amy Wells, the sole copyright holder of this work, irrevocably grant anyone the right to use this work under the Creative Commons Attribution ShareAlike 4.0 license (legal code). (Anyone may use, share or remix this work, as long as they credit me and share any derivative work under this license.)' There are two radio button options: the first is selected and labeled 'I am the sole copyright holder in this work', and the second is labeled 'Someone else holds the copyright in this work OR I hold copyright in this work jointly with others.' At the bottom of the form are 'Back' and 'Next' buttons. The footer contains 'Privacy policy', 'About the UBC Wiki', 'Disclaimers', and a 'Powered by MediaWiki' logo.

How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

The screenshot shows the 'Upload Wizard' interface on the UBC Wiki. The 'Release rights' step is active, indicated by a blue arrow in the progress bar. The main content area contains a list of Creative Commons licenses. Red arrows point to specific elements with the following text:

- A UBC Canvas Page?**
A Resource provided by a Company?
A Stock Image?
- Who Made It**
- These are often indicated on the resource, but otherwise you can ask who made it how they would want it released**

The interface includes a sidebar with links such as 'Create a New Page', 'Main Page', 'Categories', 'Contents', 'Recent changes', 'Help & Support', 'Wiki Spaces', 'Main', 'Course', 'Documentation', 'Sandboxes', 'UBC Wiki Books', 'Tools', 'Upload file', 'Special pages', 'Printable version', and 'Embed Page'. The main content area has a search bar and a 'Special page' label. The 'Release rights' step includes a section for 'Source' (Where this digital file came from) and 'Author(s)' (The name of the person who took the photo, or painted the picture, drew the drawing, etc.). Below this is a section for 'Now tell us why you are sure you have the right to publish this work:' with several options, including 'The copyright holder published this work with the right Creative Commons license' and 'The work was created by the Government of Canada, is under Crown Copyright, and a requirement for permission to reproduce is not specified in the material.'

How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

The screenshot shows the 'Describe' step of the Upload Wizard. The progress bar at the top indicates the current step is 'Describe'. The main content area contains the following fields:

- Image title:** A text box containing 'UBC Wiki PDF Upload Guide'.
- Description:** A text box containing 'A guide for uploading files to the UBC Wiki in the form of an easily accessible PDF'. Above this is a language dropdown menu set to 'English'.
- Date:** A date picker set to 'Thu, 10 Feb 2022'.
- Categories:** A text box with 'Guide' selected and 'Add a category...' as a placeholder.

Buttons for 'Back' and 'Publish files' are visible at the bottom of the form.

Step 6: Copy the first text box using the copy button

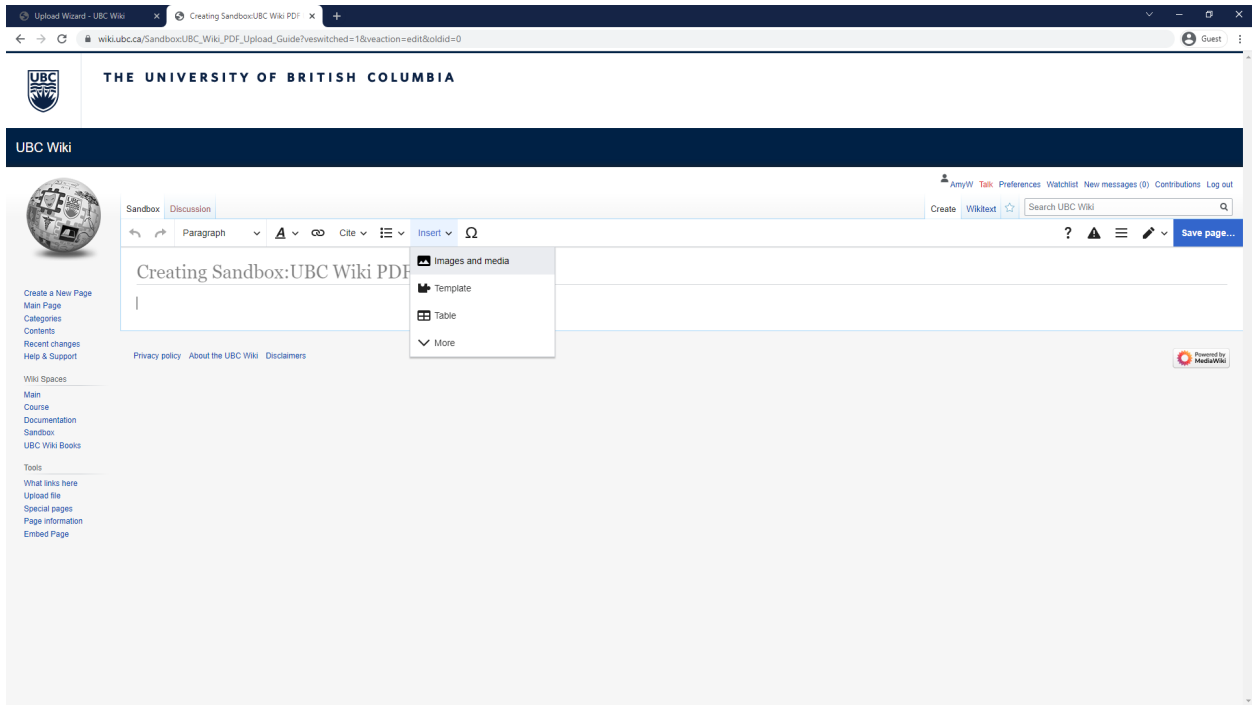
The screenshot shows the 'Use' step of the Upload Wizard. The progress bar at the top indicates the current step is 'Use'. The main content area contains the following information:

- Thanks for uploading!** You can now use these files on wikis, or link to them on the web.
- To use the file in a wiki, copy this text into a page:** A text box containing the wiki markup `[[File:UBC Wiki PDF Upload Guide.pdf|thumb|A guide for uploading files to the UBC W]]` with a 'Copy' button.
- To link to it in HTML, copy this URL:** A text box containing the URL `https://wiki.ubc.ca/File:UBC_Wiki_PDF_Upload_Guide.pdf` with a 'Copy' button.

Buttons for 'Go to wiki home page' and 'Upload more files' are visible at the bottom of the form.

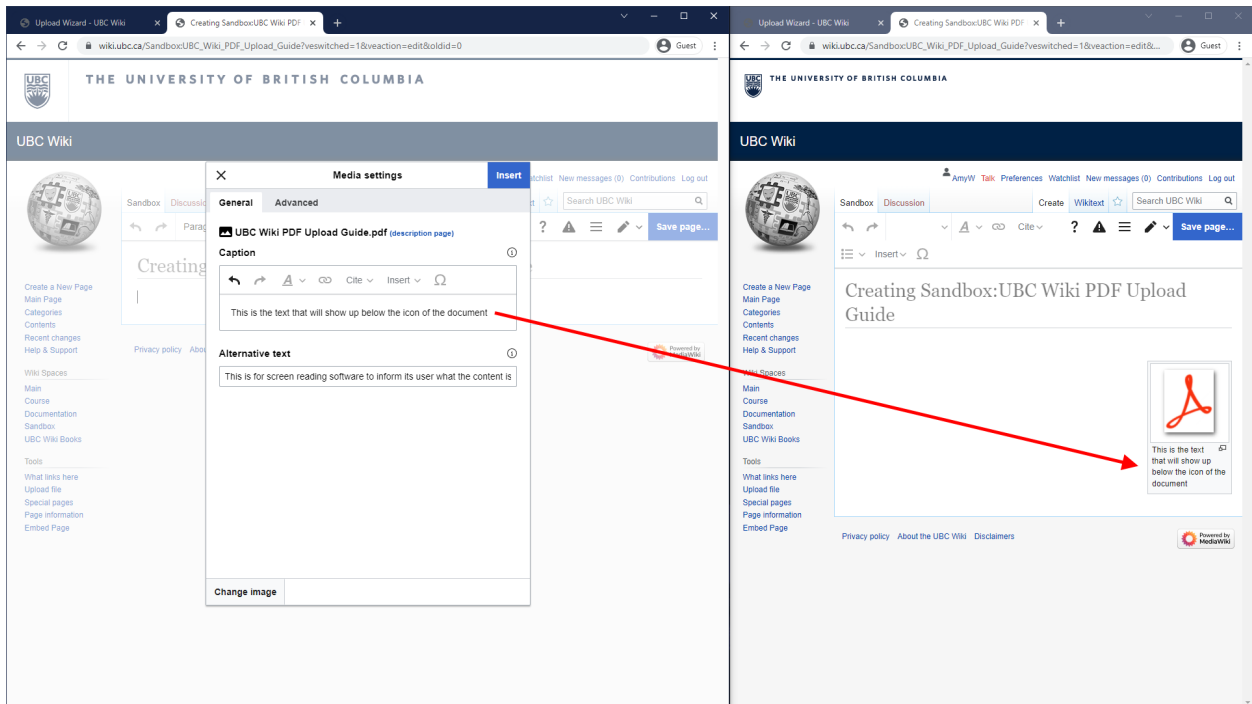
How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

Step 7: Navigate to your wiki page and under insert click on images and media



Step 8: If you just uploaded the file, it should be at the top of your recent uploads, otherwise you can search for your file name, and once you find it you can click on it, and click use this image.

Step 9: You can add a caption, and optionally some alt text for screen readers to use. Sometimes the formatting of the thumbnail is a bit weird, but it is generally fine if you refresh the page.



How to upload a PDF and add it to a UBC Wiki Page using this document as an example.

If you want to have a link to reference the PDF, you can instead insert a link, and then copy the text after the <https://wiki.ubc.ca/> in the Upload Wizard.

