

Editing SASSA Quick Start

1. Registering with SASSA is free but to prevent vandalism editing rights are limited only to persons who have been approved by SASSA. To start, click on the [Log in / Create account](#) in the top right corner of any SASSA page. If you already have editing rights move on to Point 3.
2. Click on [Create an account](#) and enter your details in the form. If you would like to have editing rights please e-mail Ted Pollard at e.j.pollard@stir.ac.uk and SASSA will reply with notification of whether you have been approved as an editor.
3. Once you have entered your username and password you can click, on the left toolbar, the part of SASSA you wish to edit. Follow the links from there to the individual SASSA page that needs editing.
4. After you have found the page for editing click on the 'edit' link at the top of the page. Now you can add to or delete parts of the text. Once these edits have been completed you can click on:
 - a. 'show preview' near the bottom of the page. This will allow you to see what the page will look like after your edit, before you actually save.
 - b. 'save page' near the bottom of the page beside 'show preview'. This will save the page with the new edits.
5. Text codes are used in SASSA to create particular elements such as headings, number lists and italic or bold text. For example writing ''Site Formation Processes'' with a double apostrophe in the edit version will become the italicised *Site Formation Processes* once saved. By using a triple apostrophe ('''Site Formation Processes''') in the edit version, it will become **Site formation Processes** once saved. Headings have equal signs around them such as ===Site Formation Processes=== in the edit version will become **Site Formation Processes** on the saved version.
6. To add an image to SASSA you must first click on [Upload file](#) on the left toolbar. Browse your computer to find and select the image you wish to upload. Enter a file name for the uploaded image. Go to the page where you would like to include the image and enter in the edit version of the page [[image:file name|image caption]]. For example, if the file name was called 'Buried_soil' you would write [[image:Buried_soil|Buried soil in Teindland Forest, Scotland]] and the name 'Buried soil in Teindland Forest, Scotland' will appear below the image once the page has been saved.
7. It is possible to make the image smaller by adding the word 'thumb' to the edit version. For example, [[image:Buried_soil|thumb|Buried soil in Teindland Forest, Scotland]] will produce a thumbnail picture in the saved version. The full size image can then be opened by clicking on the image.
8. You can upload other file formats such as a pdf in the same way as an image using the [Upload file](#) option but the prefix 'media:' is used instead of 'image:'. For example, if you want to add a case study to SASSA:
 - a. Go to the [Upload file](#) in the left tool bar and upload the pdf of the case study.
 - b. Go to [Case Studies](#) in the left tool bar.
 - c. Choose an appropriate topic from [questions](#), [techniques](#), [period](#), [site type](#), [deposit type](#), [geographical region](#) or add to the [case study list](#). Click edit on the relevant page.
 - d. Add a link to a summary page e.g. [[Case Studies:Case study 30|Alluvial deposits]].
 - e. After saving the page click on the new link to open the new summary page.
 - f. Add a title and write a summary including authors and keywords. Add a link to the pdf, e.g. [[media:Case Study 30.pdf|Alluvial deposits]] and save the page.
9. More detail on the varieties of text codes, adding images, tables, links and other files can be found on the SASSA help editing page at <http://www.sassa.org.uk/index.php/Help:Wiki>. Alternatively, you can also e-mail Ted Pollard at e.j.pollard@stir.ac.uk the information you want to be uploaded to SASSA.