

To review the wiki documents:

The link to the wiki is: <http://www.the-apswiki.org>

User Name: *Your first initial and last name (no spaces).*

Password: **apswiki**

- a. Use **Internet Explorer** to go to the wiki site and log in using your username and password. This will take you to an APS Wiki home page—
- b. If you would like to go directly to the Chapter page, click on the blue button in the left hand side menu labeled “APS CHAPTER ADVISORY COMMITTEE”
- c. On the “APS CHAPTER ADVISORY COMMITTEE “page, the documents to be reviewed have been uploaded to the site. The wiki will track your changes. Please make sure to click on the **most recent version** when adding your edits and SAVE your changes.
- d. **IMPORTANT:** To make a change to a posted document, **click the Edit link right next to the document name.** Click SAVE when you have completed your edits. *(If you do not use the edit link, your changes will NOT be saved.)* Close the document and click the “refresh” button at the top of the Chapter wiki web page. Your version of the edited document will now be listed as the most recent document. As members change the document and save their doc a new version will be made and added to the webpage.
- e. At the bottom of the Chapter wiki page there is also a box which allows you to **Post Comments** that the other members of the Chapter wiki will be able to see when they open the page. The wiki site date stamps a comment when it is saved.
- f. If a document has been edited, a “+” sign will show up on the left side of the document name which can be clicked to see previous versions of the document. **Please edit using the edit link, only edit the most recent version and remember to SAVE your changes!** Thank you.

(If you are unfamiliar with wiki sites, click on the blue button on the homepage “[Wiki Help](#)” which gives useful editing information and tutorials—or just email me with questions: cohnmacht@the-aps.org)