

## Instructions for creating a new SOI from an approved At-Large template:

**i** Below you will find a set of written **Instructions** that will guide you in creating a Statement of Interest in the newly approved format. You may want to print or copy these instructions to a notepad application so that you can refer to them as you complete the steps.

1. From this page's top menu, click on the +Add button and select <Page from template>.
2. On the next screen, click the radio button next to "At-Large SOI Template."
3. In the next window, enter your name in the upper text block followed by SOI (e.g., John Smith SOI).
4. Click "Save" at the bottom of the page. **IMPORTANT:** Do not attempt to enter any information into the fields in this step.
5. Now that your new page has been created, click <Edit Contents> on the top of menu bar (please **DO NOT** click <Edit>), then answer each of the questions in the blank column to the far right.
  - The text fields to the right will auto-expand and auto-wrap as you type into them.
  - Note that some fields contain menu selections (see arrow to the right) which will pop-up once you click anywhere in the field.
  - You won't be able to add an image during this first step; however, you may return subsequently and follow the instructions at the bottom of this page to upload and display a picture of yourself (optional).
6. When you are finished, remember to <Save> the page. If you see your page name listed under the [New SOIs](#) folder hierarchy, you have successfully completed the procedure!
7. If you wish to set editing security, click on your SOI Page under [New SOIs](#), then:
  - a. Click on the <Tools> top menu and select <Restrictions>
  - b. Click the radio button next to <Restrict editing of this page> and click on <Me>. (*Note: this will enable ONLY you to make subsequent changes to this SOI*).
  - c. Click <Save> to make your change permanent. (*Note: you can change or remove the restrictions at any time*).

### **✓ Additional Tips:**

- **How to Edit Later:** Once the page is created, you may return at any time to edit the content. If you need to amend any information subsequently, you simply click on your individual page link (alphabetized by name) and then click on the top menu bar <Edit>. Don't forget to save any changes you make. All prior versions are automatically archived.
- **How to Link to This Page:** Both standard and tiny links (URL) are available to your New SOI page. The tiny link is useful because it will always point to the correct location (permalink) even if the page is subsequently moved within the Wiki. To access the tiny link, go to the Tools menu and click "Link to this page..." or, simply, press the keyboard shortcut letter "k" to show both standard and tiny URLs, either of which may be copied and pasted to another Wiki or website.

## How to Upload a Picture and Attach to an SOI (moderate to advanced users):

1. First, you will be uploading an image file (e.g., \*.jpg, \*.png) to your SOI Page.
  - a. On the top menu bar, click Tools, then Attachments.
  - b. In the next window, click <Choose File> to locate an appropriate image file from your local computer.
  - c. Click <Attach> which will upload the image file to your page.
  - d. **IMPORTANT:** Please write down or memorize the exact name of the file. You will need it in the next step.
2. Return to your SOI Page which should be listed above.
3. Now click <Edit> on the top menu bar which is **OK** for this one step.
4. In the second block (#2), replace the contents between the two "!" with your file name, but do not remove the "|width=200px" parameter. Example:  
**!my-name.jpg|width=200px!**
5. Click <Preview> at the top of the page to see if the image appears correct. If you are satisfied, click <Save>. (*Note: If this process is not working properly or you are having difficulties, please contact your At-Large Staff for help.*)

