

## How to upload a file to a CARLI wiki

Posting a file to a CARLI wiki page involves two basic steps: uploading the file and then linking to it from a wiki page.

### Step 1. Upload a file to a CARLI wiki

1. Log into the wiki (either CARLI's public wiki or any of the committee/private wikis to which you have access)
2. Prepare the file for upload. Make sure the file is exactly as you want it. Remember to check the file size to ensure it is not too big. 2MB is the maximum size allowed.
3. In the sidebar of any page on the wiki, under the heading of "toolbox", click "Upload file".
4. To the right of the "Source filename:" box, click Browse to navigate to the file on your computer. Permitted file types are: png, gif, jpg, jpeg, ppt, pdf, doc, xls, zip.
5. Change the "Destination filename" to something more descriptive, if necessary (optional).
6. Fill in the Summary (optional).
7. Click the Upload file button. If it is a large file, you may need to wait several seconds for the upload to complete.
8. Once the upload is complete, you will be taken to a page containing the uploaded file.

### Step 2: Link to an uploaded file from a wiki page

1. Know the full name of the file you uploaded to the wiki.
2. Navigate to the page on which you want to make the link to this file.
3. Add the filename in the following form:
  - Put two square brackets around the whole line
  - Precede the file name with "media:" (without the quotes)
  - Put a pipe character followed by the text that will display as the link:

```
[[media:My_filename.doc|Descriptive text]]
```

Link will display in the wiki as:  
Descriptive text