

# How to write to the wiki page

Once you have created an account and logged in, the web master has to make you a member so that you can write to the wiki. This does not happen automatically so please be patient – it may be a couple of hours before the web master sees your account and makes you a member.

1. Open the page where you want to contribute – this will be either a discussion page or a question page for the seminar. All links are on the seminar pages.

2. Open the discussion page and click on EDIT in the menu.

3. The page will change to a window that looks like this—to make it look more like a word document (and easier to edit) click on **RICH EDITOR**.

4. Now you will see a tool bar that looks very much like a Word tool bar.

5. Scroll down the inside scroll bar in the edit window until you reach the place where you want to write.

6. Type your member name and the date and start writing your comment.

Please note that all contributions to LENS may be edited, altered, or removed by other contributors. do not submit it here.

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Summary:

This is a minor edit  Watch this page

| [Editing help](#) (opens in new window)

7. Scroll to the bottom of the page and click on SAVE PAGE.

8. The page will revert to its normal view with your comments added in.