**Recipe Wiki Step-by-Step Guide (short)**

1. Getting started
	1. Open Firefox
	2. Type “miki” in the address bar, click on the Miki website
	3. Type the name of the recipe you want to add in the text box in the Recipes area. (Don’t use any quotes or slashes or dashes!) Press <Enter> to pull up a blank recipe.
2. Picture
	1. Highlight all of ﻿{{ :recipes:blank\_recipe\_card.png?direct&200| }} and delete it.
	2. Leave the cursor on the top line.
	3. Click on the picture (green picture in a brown frame)
	4. Click on “Select Files” button
	5. Double-click on the photo you want to use (or select the photo and click on the “Open” button).
	6. Click on the “Upload” button
	7. Click on the green file name that you just uploaded
	8. Click on the “Insert” button
3. Description
	1. Type a description if you want.
4. Ingredients
	1. Highlight the ingredients in the Word document
	2. Click <Ctrl>C (copy)
	3. Click on the line underneath “Ingredients” in the wiki page
	4. Click <Ctrl>V (paste)
	5. Highlight the ingredient list in the wiki
	6. Click on the bullet list button
5. Directions
	1. Highlight the directions in the Word document
	2. Click <Ctrl>C (copy)
	3. Click on the line underneath “Directions” in the wiki page
	4. Click <Ctrl>V (paste)
	5. Highlight the directions list in the wiki
	6. Click on the number list button
6. Tags
	1. Scroll to the bottom of the page and highlight the first tag you want.
	2. Click <Ctrl>C (copy)
	3. Go to the next tag you want and put the cursor at the end of the line (including the last space)
	4. Click <Ctrl>V (paste)
	5. Repeat for each tag
	6. Go up to the line that reads: {{tag>Recipes TagsNeeded}}
	7. Delete the word TagsNeeded
	8. Click <Ctrl>V (paste)
7. Click the “Save” button
8. Done.