

Using the Editor

The Cerner Wiki editor is what you'll use to create and edit Cerner Wiki pages, blog posts, and comments. You can enter content as you would in a Word document, apply formatting, and embed other content and files on the page.

Note: To edit a page, you need the 'Add Pages' permission for the space. See [space permissions](#). Someone may also apply [page restrictions](#) that prevent you from editing the page.

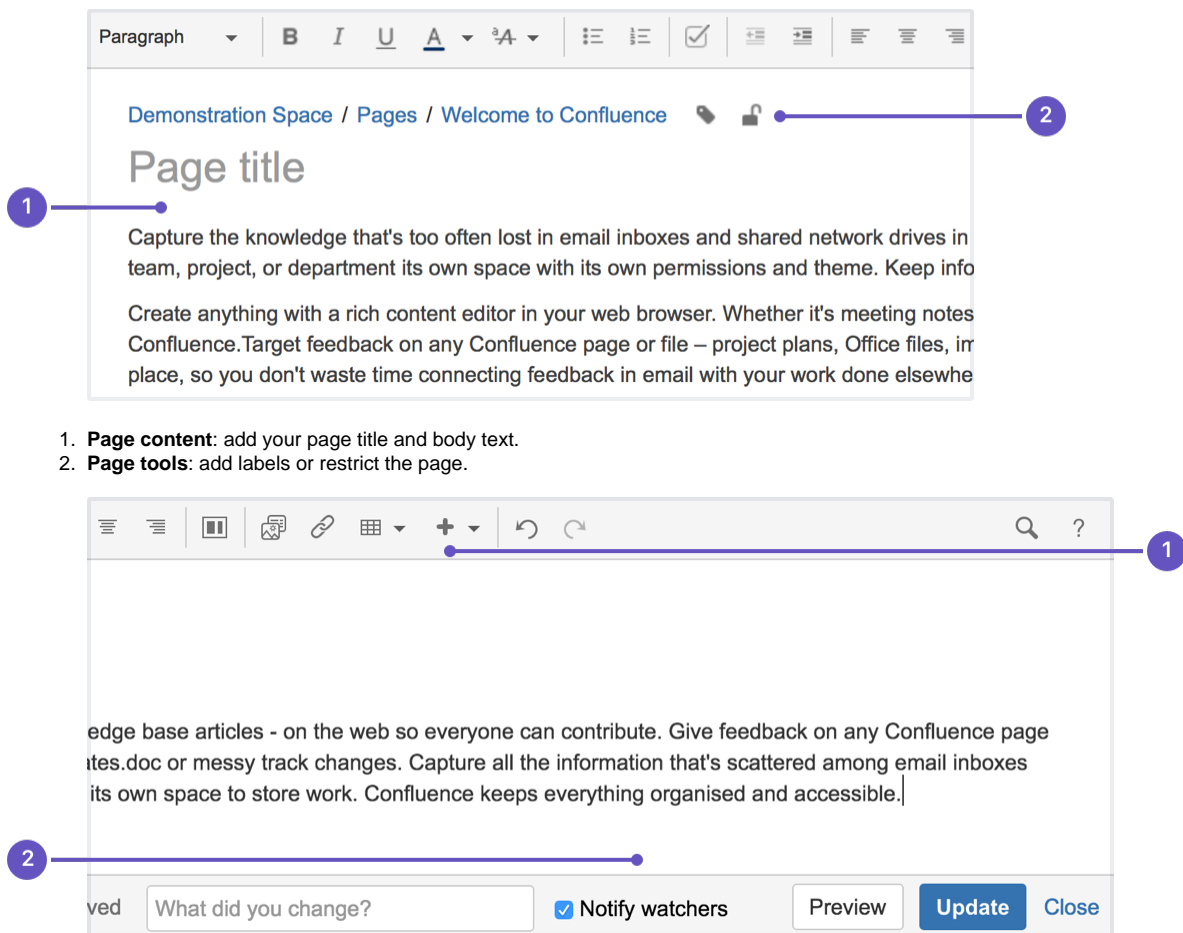
Edit a page or blog post

You'll be taken to the editor whenever you create a new page, or add a [comment](#). To edit an existing page or blog post, choose **Edit** at the top of a page or press **E** on your keyboard.

Cerner Wiki automatically saves [drafts](#) of your page as you work. If another user begins editing the same page as you, Cerner Wiki will display a message and will try to [merge the changes](#) when you save your page. To see changes between different versions of the page, look at the [history](#) of the page.

The editor


The editor allows you to enter or change the title of your page; insert content including text, images, and links; and format your content using the toolbar.



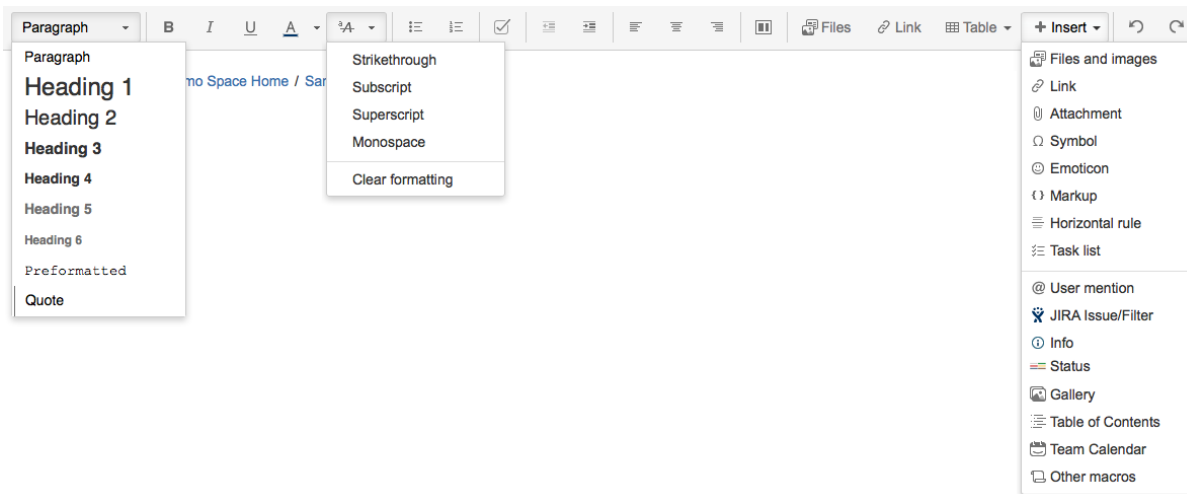
1. **Page content:** add your page title and body text.
2. **Page tools:** add labels or restrict the page.

1. **Insert:** add files, links, images, tables and macros
2. **Notify:** notify others and leave a comment when you change a page.

Editor toolbar

The editor toolbar is where you format your [page layout](#) and text, and add [links](#), [tables](#), [images](#), [attachments](#) and macros. You can also perform a find and replace, or get help using the editor by choosing the help icon .

Screenshot: The editor toolbar



The Insert menu

The **Insert** menu is particularly useful. Use the **Insert** menu to include any of the following content types on your page:

- An [image](#)
- A link to another Cerner Wiki page or external URL, or a [link to an attachment or image](#)
- A macro (choose a specific macro, or **Other Macros**, from the **Insert** menu)

You can also use keyboard shortcuts to insert links, images, and macros. Try out the shortcuts listed below:

- Type [(square bracket) to insert a link.
- Type ! (exclamation mark) to insert an image or other media.
- Type { (curly bracket) to insert a macro.

Typing any of the above shortcuts will trigger the autocomplete functionality, prompting you with a list of suggestions to finish off the entry. For more

shortcuts, click the help icon  on the editor toolbar.

Restrictions, labels, and notifications

When editing a page, you may want to set restrictions on who can view or edit the page, or add [labels](#) to the page to make it easily searchable.


Once you're ready to save, you can enter change comments to let others know what you've changed, and, if you like, [send an email notification](#) to anyone watching the page.

Things to help you work faster


Drag-and-drop for external images and files

You can drag files, like images, multimedia, Office files and PDFs, from your computer and drop them directly into the editor. The contents of the file will be embedded into the page or blog post.

Drag-and-drop within the editor

In the editor panel, you can drag an image or a macro from one location to another on the page. Hover your cursor over the image or the macro placeholder and your cursor changes to a drag-and-drop icon . Click the image or macro and drag it to a new location.

Keyboard shortcuts

To view the available [keyboard shortcuts](#), choose the help icon  in the editor toolbar.


Find and replace text

Click the  icon on the toolbar, or use the keyboard shortcut **Ctrl+F** (Windows) or **Cmd+F** (Mac OS).

Search matches are highlighted in yellow. You can step through the results one by one, replace the matching text strings one by one, or replace all matching strings at once. Find and replace works only within the current page.

Invite people to edit with you

Speed up your draft and review cycles and get input from the right people by inviting them to edit the page with you. The page does not need to be published.

Hit the  button in the editor and either grab the link, or add people, groups or email addresses to invite, just like [sharing a page](#).

Sharing or inviting someone to edit a page or blog post does not automatically grant any permissions - they will still need the appropriate Cerner Wiki permissions to access Cerner Wiki and view or edit the page.

Up to 12 people can edit the same page at the same time (your administrator can change this limit).

Record change comments and notify watchers

When you finish editing a page, you can add a comment to let others know what you changed. Type a short message in the change comments field in the footer. The comment will be visible in the [page history](#).

If you want to send a notification to people [watching the page](#), select **Notify watchers**. The change comment will be included in the notification email.

The **Notify watchers** checkbox remembers your last selection for each page, so if you choose not to notify people, the checkbox will be deselected for you next time you edit that page.

<input type="text" value="What did you change?"/>	<input checked="" type="checkbox"/> Notify watchers	<input type="button" value="Preview"/>	<input type="button" value="Save"/>	Close
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