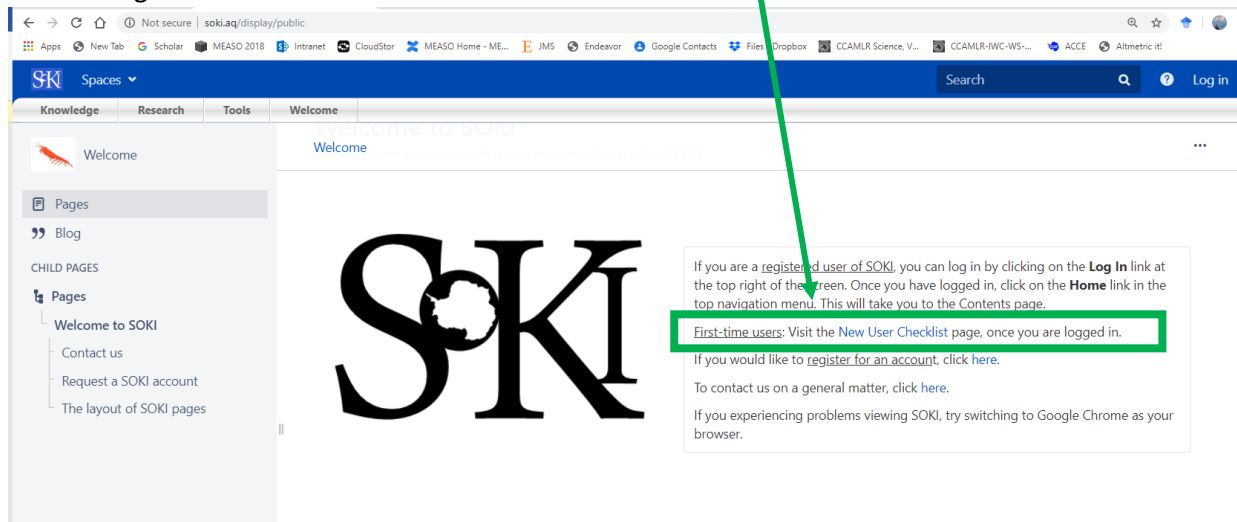


A guide to editing MEASO Biota pages

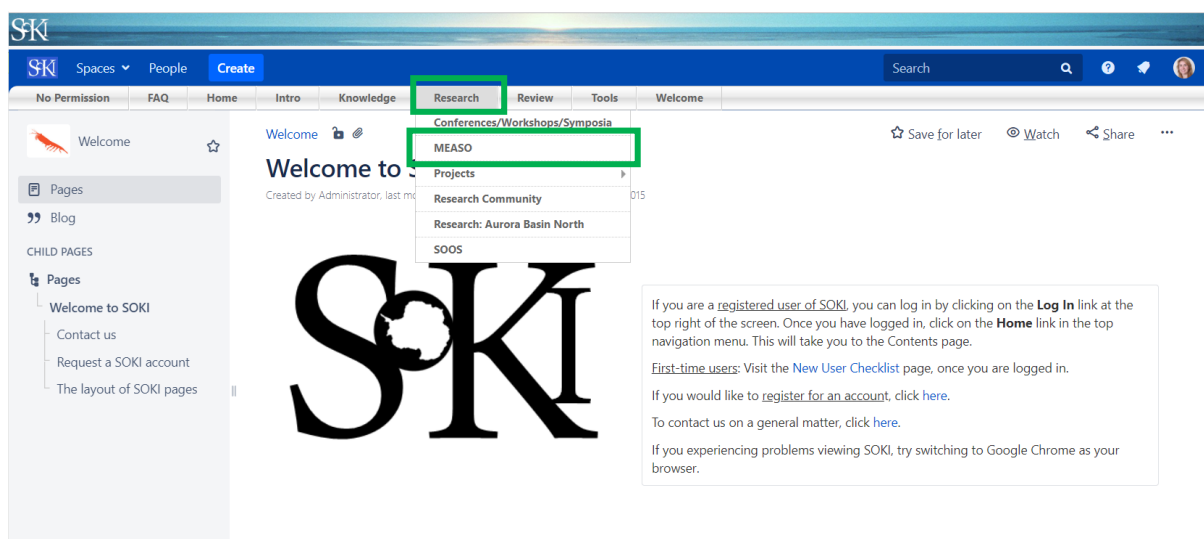
Accessing SOKI

1. The MEASO pages are found on the Southern Ocean Knowledge and Information WIKI <http://soki.aq/>
2. Please ensure that you are registered with SOKI. To register, email the following details to soki@aad.gov.au
 - Full name
 - Organisation/Affiliation
 - Country
 - Email address
 - Research interests
 - Reason for requesting access to the SOKI wiki
3. Once you have access to SOKI have a look at the “new user checklist” link from the homepage to learn more about using the site.

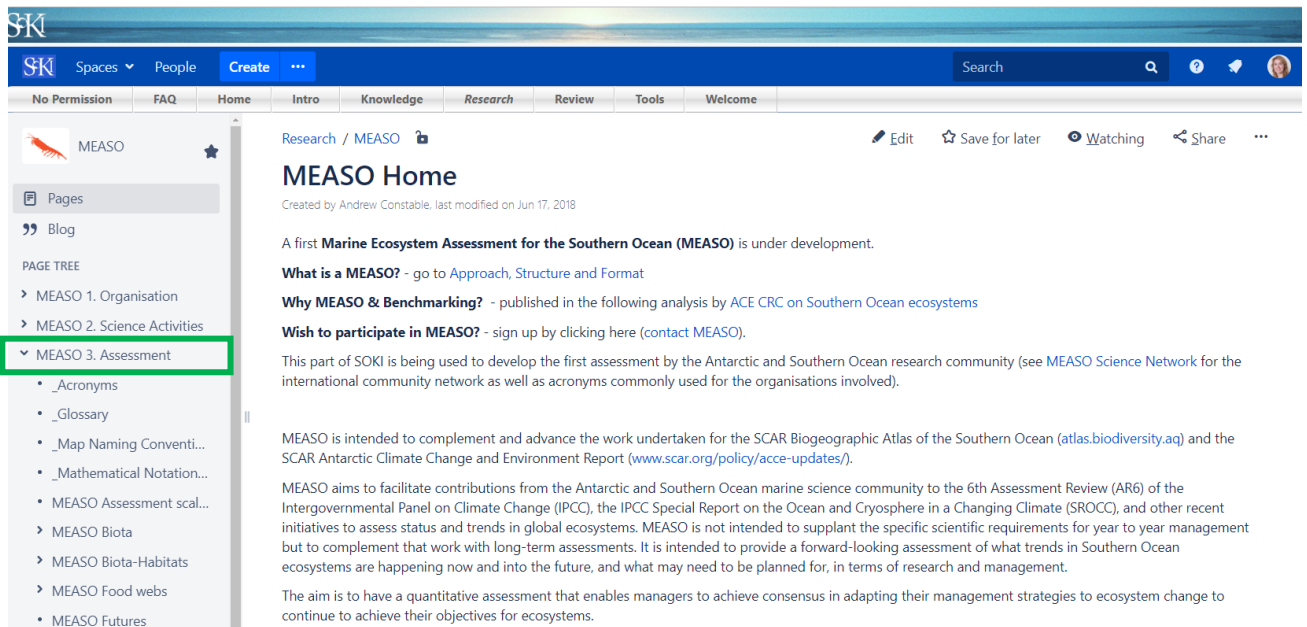


Accessing the MEASO Biota pages

1. The MEASO pages can be found under the following pathway from the homepage:
 - Select “MEASO” on the drop down from the “Research” tab

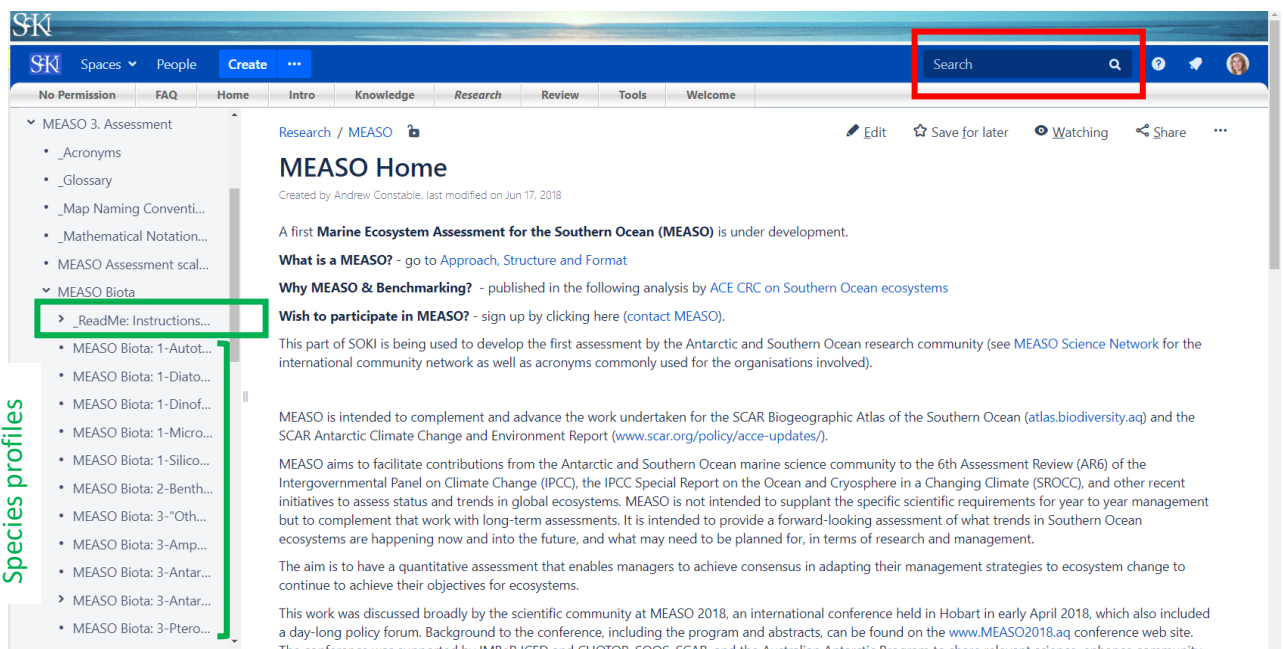


- On the navigation pain on the left-hand side of the MEASO home page expand “MEASO 3. Assessment”




- Expand the “MEASO Biota” heading under “MEASO 3. Assessment” and you should see the MEASO Biota pages. Shown on screen shot below.

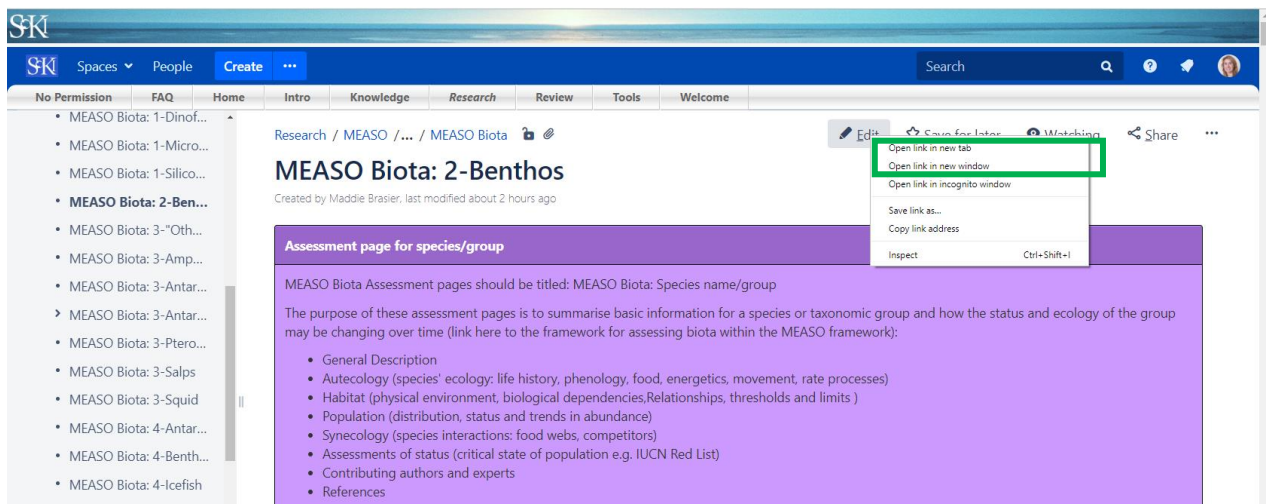
2. If you are a contributor or a reviewer, we encourage you to read the “_ReadMe: Instructions for Expert Input/Comment” under “MEASO Biota” boxed in green.



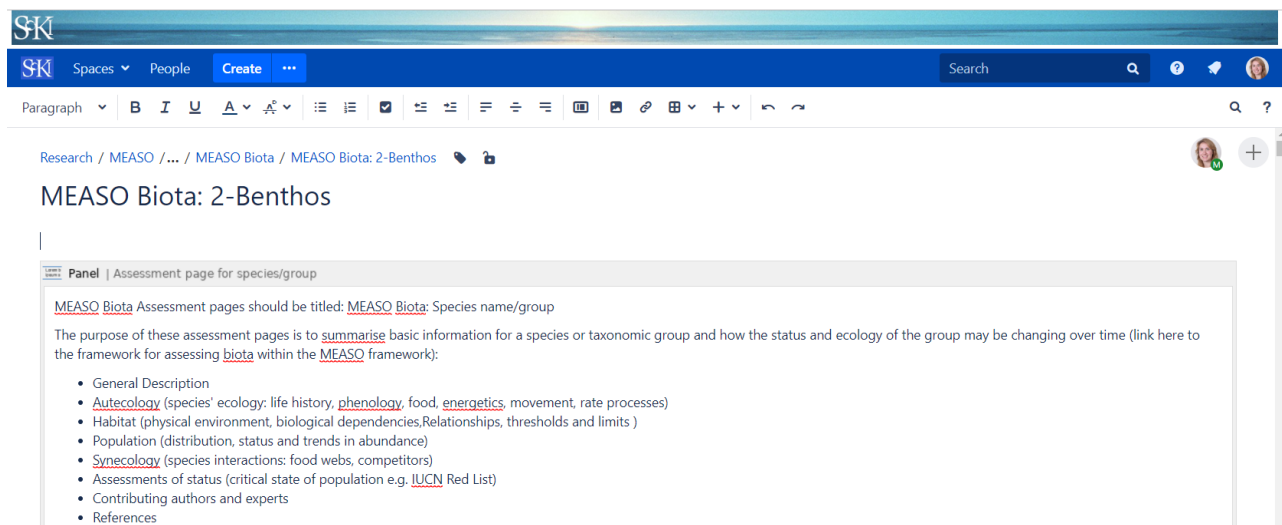
Alternatively, if you are already logged in you can search for MEASO Biota page using the search box in the top right-hand corner of the screen. Boxed in red in the previous screen shot.

Editing MEASO Biota pages

1. Select your Biota page from the list within the navigation page
2. Right click the  Edit button in the top right of the screen
3. Select “open link in new window” or “open link in new tab”



4. Your biota page will open in an editable format in the new tab or window



For any issues with editing please contact madeleine.brasier@utas.edu.au in the first instance.