

Wiki User Guide & Tips

What is a Wiki and Why use one?


A Wiki is a web-based technology that enables users to collaboratively create interlinked (or hyperlinked) web pages.

Since a "wiki" is a document that is collectively created and maintained, anyone can edit it. This means a single document can be created by multiple "experts" in a dynamic way, this feature should evoke a sense of responsibility and seriousness among most its contributors.

Wikis offer the greatest benefits when they have a specific purpose & are maintained by interested parties for that purpose. Wikis are easy to use – beauty resides in their simplicity.


A More Technical Definition - Wiki is a piece of server software that allows users to freely create and edit Web page content using any Web browser. Wikis support hyperlinks and have a simple text syntax for creating new pages and cross-links between internal pages on the fly.

Tip: Needing Extra Help Outside of this Guide when "wikiing up" in Moodle?

Use the wiki help link  located in the upper right hand corner of every wiki page

Basic Training

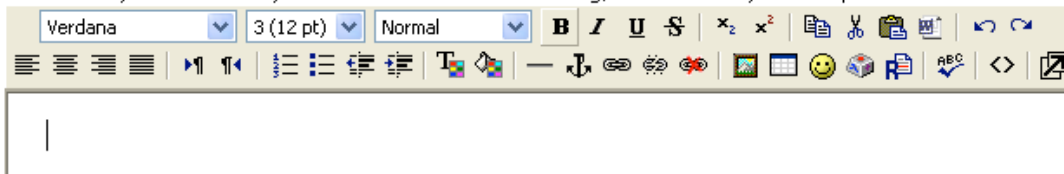
Editing a Wiki Page


1. Your first step is to enter the wiki. That is done by clicking the wiki link  wiki within a course.
2. To Edit or change a wiki page, click the "Edit" tab at the top of the wiki page. (The tabs below are present on every wiki page)



3. Once you have selected to “edit a page” you should see a toolbar and text box. This is the **HTML editor**; the editing options are somewhat similar to Microsoft Word’s toolbar. (All of the editing buttons at the top of the HTML editor will be explained in detail in Appendix 1)

Try not to worry too much about formatting, it can always be improved later.



4. All you need to do now is to start entering text (or if there is already some text on that page you can add to it or edit it). If the text box is too small use the  tool to enlarge your textbox. If you enlarge the text box you will need to shrink it again, however, in order to save your work.

Creating a New Wiki Page

One of the major benefits of creating a document in a wiki is the fact that your “document” can be multi-dimensional. You can create new pages that provide additional details about any word or phrase on any wiki page (think of it as the ability to “footnote” with no limit on how much detail you provide.)

1. To create a link to a “new page” in a wiki simply put square brackets [] around the text you want to become the title of the new page. The HTML editor will then create a link to another wiki page on the current page you are editing.

If you typed:

This will be a link to a [new wiki page]

And then save your changes, the example (above) would create this text on the original wiki page:

This will be a link to a **new wiki page?**

You have just created a new page connected to your original page – and the title of the new page is “new wiki page”. The [?](#) indicates that

the new page that has been created is blank – and someone needs to go there and fill it in with content.

2. When you click on the [?](#) a new HTML editor will appear and you can begin adding text to the new page called “new wiki page”.

Tip: All of the names of links within a wiki need to be unique!

** If they aren’t unique (the [?](#) won’t be there because you already have a page with that name, your new link will already link to an existing wiki page)

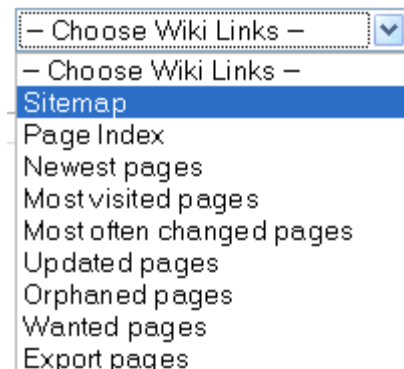
Tip: Try to avoid changing the name of a new page after that new page has been created!

** If you go back and change the word(s) inside square brackets (i.e. change the name of a new page you have created) the original “new page” will be “orphaned” and the content that was on that original “new page” will appear to be lost in your wiki. For details on how to resolve “orphaned” page issues please see the trouble-shooting section at the end of this guide.

Navigating the Wiki

Once you have created many new pages in your wiki you may find it a bit confusing to remember the structure on your new document (site). One way to help you visualize your work is through the “sitemap” view.

The Sitemap view is available under the “- Choose Wiki Links -” drop down list. This list contains multiple ways to view of your wiki pages and some statistics on those pages. Probably the most useful to you are the Sitemap and Page Index.




The Sitemap displays your pages in outline form. It will show you how the pages in your wiki related to on another.

The Page Index view shows a list of all pages (sort of like a table of contents) – but does not show relationships between pages like the site map does.

Wiki Auto Linking


As you create your wiki you will notice that words on your wiki pages may suddenly appear with grey shadowed highlight around them. This happens when the wiki software has created its own "autolink" to another page in your wiki. Because the wiki software keeps track of all of the names of the pages your are creating it creates autolinks to these new pages when you type that word anywhere else in the wiki. Autolinking is another reason why you want to name your new wiki pages carefully because it can be very useful when you have specific content you reference in several places in a wiki – but can also be problematic when you name a wiki page something too general and therefore becomes overused as autolinks in your text.

You can manually remove an autolink if you do not want it to occur. To do this you need to be in "edit" mode, then select the word you do not want to be an "autolink" and click on the () button in the HTML editor tool bar.

Inserting an Image

1. To insert an image in your wiki, make sure the image you want to insert is saved on you computer. Then make sure your cursor is placed in the location where you want the image inserted on the wiki page.
2. Click the "browse" button in the lower left hand corner of your wiki page when you are in edit mode. Navigate to the image you want on your computer and click "open". The path name for the image should appear. Click "Upload". A new window should appear providing you with a message stating that the file was uploaded successfully and the name given to the image in the wiki should appear in square brackets.
3. Copy the name of the image (including the square brackets) and paste that name into your wiki page where you want the image to appear. Save your wiki page and the image should be embedded.

Create a table

1. Click the create table button  and a window will pop up in which you enter:
 - The number of rows you want (in the "Rows:" text box)

- The number of columns you want (in the "Cols:" text box)
- The width of the table (100% will span across the whole page, and 80% will cover that amount of the page)
- The Alignment of the table (using the "Alignment" drop down box)
- The border thickness (a 0 will result in no border, the higher the number the thicker the border)
- The Cellspacing and Cellpadding [these numbers increase the distance between the columns (Cellspacing) and the distance between the text and the cell border (Cellpadding)]

Insert Table

Rows:

Cols: Width:

Layout

Alignment:

Border thickness:


Spacing

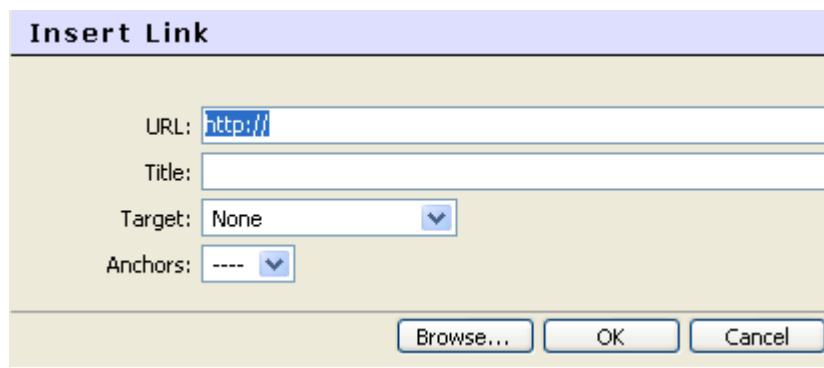
Cellspacing:

Cellpadding:

2. Then click OK. Your table will appear in the wiki text box and you can begin to enter information into the table that has been created for you.

Create a Hyper Link to an External Website on the Internet

1. Highlight the text in the wiki that you want to become the link to the website.
2. Click the Insert link button  from the HTML editor tools. You will get an "Insert Link" pop up box.
3. Type in the complete url address in the first box.
4. In the "Title" box you can enter the name of the website.
5. Choose "New Window" from the drop down list in the "Target:" drop down box.
6. Click the "OK" button. Then "save" your wiki page.



Insert Link

URL:

Title:

Target: ▼

Anchors: ▼

Adding attachments

Make sure you are viewing the wiki page where you want to have the attachment.

1. Click on the Attachments tab.
2. Click on the button next to the file field to locate the document or file you want to upload.

wiki

Use this form to upload an arbitrary binary file into the wiki:

File

Comment

Upload into

wiki

Save with different filename

3. Add descriptive comments in the Comment field.
4. Make sure the correct wiki page is displayed in the "upload into" box.
5. Click FileUpload button under the file name.
6. Your wiki page will now refresh and indicate that it has attachments associated with it.
7. If you click on "This page has attachments" on your wiki page the attachment page will appear and anyone viewing that page can download that attachment.

Appendix 1:

Knowing the HTML Editor


1. The Basic Text Options:

 - Bolds the selected text = **Example**


 - Italicize the selected text = *Example*


 - Underline the selected text = Example


 - Strike a line through the selected text = ~~Example~~


 - Subscript the selected text = For _{Example}


 - Superscript the selected text = For ^{Example}


 - Undo the last action

 - Redo the last action

 - Align the selected text to the left


 - Align the selected text to the center

 - Align the selected text to the right

 - Create numbered bulleted lists.

1. Example


2.


 - Create a bulleted list.

• Example


•


(Tip: These bullet buttons are toggles and can also be used to delete bulleted lists)

 - Decrease an Indent (Move the line of text to the left one tab per click)


 - Increase an Indent (Move the line of text to the right one tab per click)


 - Change the color of the selected text = **Example**


 - Change the background of a selected region = **Example**


 - Create a horizontal line across the page, below where the text cursor is =


 - Remove the hyperlink from the selected text

 - Remove the automatic linking (it removes the link created by the wiki – removes the grey and link in the example) = **Example**


 - Insert a smiley face where the text cursor is, A window pops up with many different smiley faces = Example - 😊

 - Insert a special character where the text cursor is, A window pops up with many special characters to choose from = Example ñ

 - Run a spell check on the text in the editor

 - Brings up the actual HTML code that the HTML Editor is creating for you

****DO NOT USE THIS UNLESS YOU KNOW HTML**

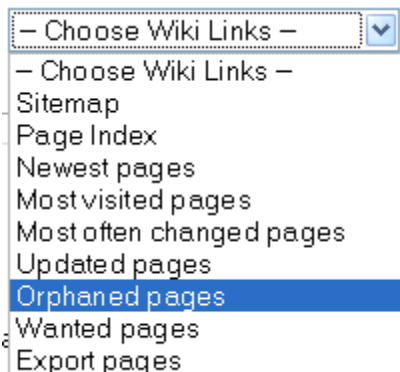
 - Enlarge the HTML Editor (make it bigger on your screen)

 - Run a Search and Replace Script, search for a certain word and replace it with a certain word.

Trouble Shooting:

Changing the Name of a Wiki Page (*Do not try this at home!*)

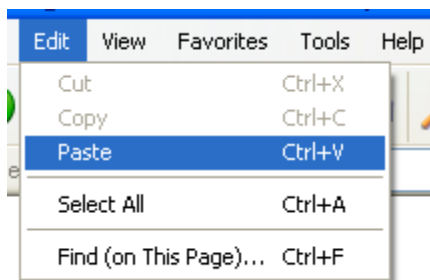
Changing the name of the link (after there is information on the new wiki page), will result in creating a brand new wiki page and thus cause the original "new page" to be orphaned. Don't worry, the original "new page" and its information is not really lost it just does not have another wiki page linking to it (i.e. it has become an orphan).



To solve the problem you can:

1. Change the link back to the original name.
2. Go to the "- Choose Wiki Links -" drop down box and select Orphaned Pages. Select (click on) the original name of the "new page". Copy the contents of that orphaned page, and then paste it into new wiki page you just created when you changed the name.

Pasting, Copying and Cutting into the HTML Editor (some browsers can be finicky about these functions)



1. If you find you have problems cutting and pasting text into the HTML text editor try using a text editor program instead of MS Word.
2. Use the cut, copy and paste functions in the Edit menu in your browser instead of keyboard shortcuts.