Wiki User Guide

Overview

1. What is a wiki?

A wiki is a tool which allows people to create web pages individually or as a group, without needing any web skills.
 Using the wiki tool, you can create and edit web pages within your CamTools worksite. These can be kept private for the use of your own students/research group or linked to from your personal web page or Department website if you wish.
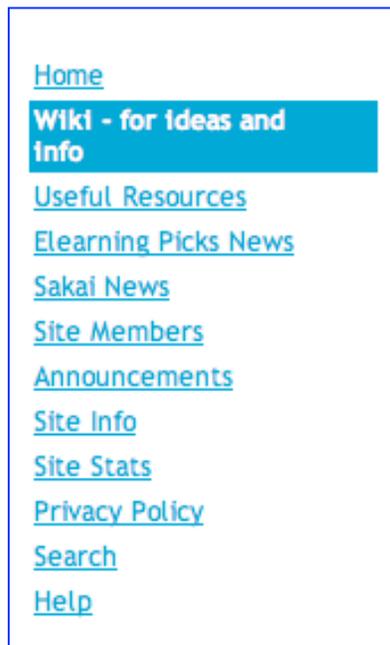
2. Why would I want to use it?

A wiki page can be set up to allow a number of people to work on producing a document together, such as to draft research proposals as a team. Students can also use wiki pages to work on projects as a team.

For teaching purposes supervisors or lecturers might want to produce a wiki page, as a way of publishing lecture notes or course guidance for students to read but not edit.

The big advantage to the user is that wiki pages can be quickly edited and saved, and the results seen straight away: there is no delay waiting for changes and page edits to be updated. And you don't need to know any HTML code.

3. What is the difference between wiki pages and normal web pages?

Wiki pages in CamTools are editable – at least by the people that you choose to allow to edit them. By default, they are only available to members of your CamTools site. However, if you wish, it is possible to make your wiki pages accessible to the outside world in the form of non-editable web pages.

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Sakai News
Site Members
Announcements
Site Info
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Search
Help

4. Where is the wiki tool?

If your worksite uses the wiki, you will see it displayed in the list of tools available in the tools menu. Selecting 'wiki' will take you to the wiki home page for that worksite. If the wiki tool is not in the tools menu, then anyone with administrator permissions for that site can add it.

Note that in this example the wiki tool has been renamed by the worksite maintainer to make its purpose more apparent.
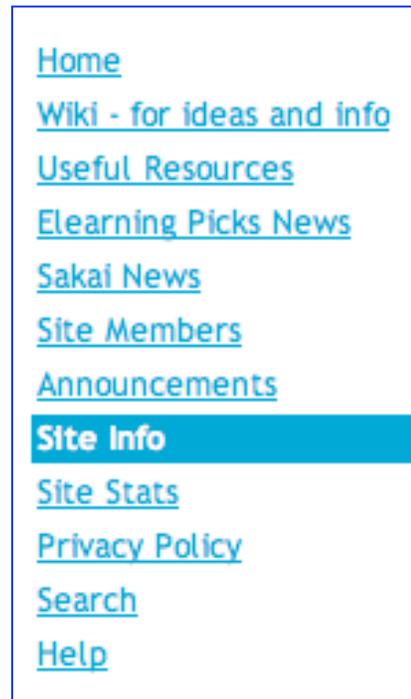
Wiki Basics

5. How to add the wiki tool to a site (site administrators only)

1. Click 'site info' in the tools menu.
2. Click 'edit tools' in the actions bar at the top of the page
3. Scroll down the list of tools and tick the box next to 'wiki'
4. Click 'continue'
5. Your list of tools should now include 'wiki'.
6. Click 'finish'.

5.1 How to change the name of the wiki

(site administrators only)

1. Click 'site info' in the tools menu.
2. Click 'page order' in the actions bar at the top of the page
3. Choose the pencil icon next to the tool whose name you wish to change
4. Type in the new title and save.

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6. How do I create content for a page?

When you first click on the Wiki tool, if there is no existing content, you will see instructions telling you how to add content using the 'edit' function, together with some tips on formatting the text.

(See section 9 for more information on changing the way the text appears).

7. Editing Pages

If you receive a message "Permission Denied" when you try to edit a page, you do not have permission to update that page. If you think this is a mistake, you will need to talk to your site administrator to change this. If you select 'info' from the grey actions bar at the top of the page, you can see what type of user has permission to create and update a page. (Wiki permissions are described in detail in the 'Permissions' section at the end of this document.)

8. Page History

Wiki has a "History" function that records all the changes made and allows you to revert
back to a previous version of your page, so when editing, if you accidentally delete information, it is
possible to get it back.

To see the Page History, click on the History icon in the actions bar at the top of the wiki page.
You will see a list of all versions of the page, with the time and date of editing, and the
name of the author.

- To see a previous version, click on the version number in the left-hand column.
- To revert to a previous version, click the 'revert to this version' link.
- To compare the differences between a version of a page and the version immediately
   preceding it, click on the 'to previous' link under 'Changes?'
- To compare the differences between one version of a page and the current version, click on
   the 'to current' link.

9. How do I change the way a page looks?

When you create new text in Wiki, you can use the Wiki formatting commands to make it display
the way you want. These are symbols that when inserted make the text appear in a certain way (just as
html code determines how things appear on a website).

Select 'edit' from the action bar at the top of the screen. There are some 'short cuts' to commonly used
commands at the top of the page.To use these, simple highlight the text to which you wish to apply the
command using click and drag with your mouse as usual. Then click on the command (e.g. bold). You
will see that the formatting commands used to make text bold (__bold___) will be inserted into the text.
Use Preview to see the effect of the changes you have made and save the changes when you are happy with
them.
Some commonly used formatting tips that you can use are shown to the right of the editable page.
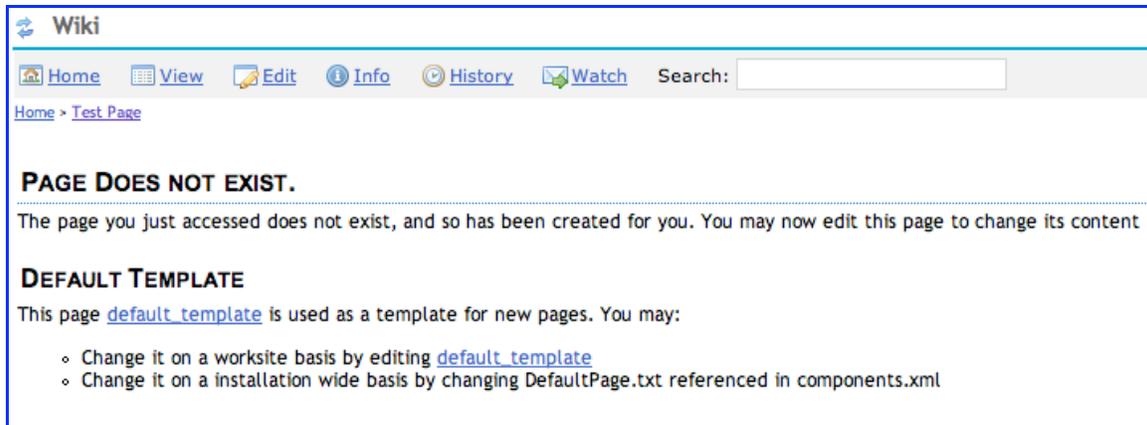
10. How do I add more pages?

A new page is created when you make a link to it from an existing page. For example, if
you do not already have a page called 'page 1', typing '[page 1]' will create a new, empty
page called 'page 1'. (You should not use the following characters in the name of a Wiki page as they all
have specific meanings and are in essence commands.:

: Colon   @ At # Hash | Pipe   \ Back-Slash)

When you save or preview your changes, the link you have just created will appear with a question mark
next to it: e.g. 'page 1?'.

The question mark shows that the Wiki page contains a link to a new page that has not had any content
added yet. Clicking on this link takes you to the new page.
The first time you go to your new page, you will see text that says:

⇄ Wiki

🏠 Home   ▦ View   ✎ Edit   ① Info   ⊙ History   ✉ Watch   Search: [   ]

Home › Test Page

PAGE DOES NOT EXIST.

The page you just accessed does not exist, and so has been created for you. You may now edit this page to change its content

DEFAULT TEMPLATE

This page default_template is used as a template for new pages. You may:

- Change it on a worksite basis by editing default_template
- Change it on a installation wide basis by changing DefaultPage.txt referenced in components.xml

Select the 'Edit' button at the top of the page to delete this pre-existing text and add content, preview, and save changes in the normal way.

10. How do I move between different pages in the Wiki?

The Wiki in CamTools does not have a separate menu to navigate through the pages. To move from page to page in Wiki, follow the links within each page.
 Links with an 'arrow icon' beside them, as shown below, link to external websites or to file attachments.

↗Online Tutoring Skills

Clicking on a link like this will open it in a new window.

You can use the "Home" icon at the top of the page to return to the Wiki Home page for your site, at any time. If you can't find the page you are looking for, you can search for it using the Search box.

Another option is to create an index of your wiki pages. To do this, simply select 'edit' and type {index} in the text box. By choosing 'preview' you can see a complete set of the pages in your wiki with clickable links to take you to the page you want. You can either save the index for further use, or simply move to the page you want from the 'preview' in which case the index will disappear.

As you navigate around Wiki, your breadcrumb trail will appear at the top of the page just below the various standard icons. (A breadcrumb trail lists the pages that you have visited, in order as shown in the screenshot above.) You can use this to return to any page at any time by clicking on the name of the page you want to go to.

If you create a new page, it is a good idea to include a link back to the previous page so that your users can navigate "backwards", as well as "forwards".
For instance typing the text given below creates a link which appears on the page as a link called 'back' and links to the page called 'home'.
[back|home]

11. Searching for Pages

To search for a specific Wiki page, word, or phrase, type your search term in the search
Box at the top of the wiki page and press 'return'. All pages on that Wiki site containing your search terms will be listed. Don't forget that pages which are not in the Wiki will not be searched e.g. other CamTools pages (e.g. Schedule, Syllabus) and attachments to the Wiki.

12. Adding images

Before you add a photo or other picture to your wiki, you will need to make sure that it is
the right size to display properly on the page, and that the file size is not so large that it
will take a long time for your readers to download. (There are a number of free re-sizing software
packages on the web if you do not have one.)
Once you have your photo ready to insert:

1. Click the 'Edit' button on the page to which you plan to add the picture.
2. Put your cursor at the point in the page that you want the picture to appear.

3. Click the image icon above the editing box.

4. You will see a view of the Resources folder on your CamTools site and the option to look in your other
sites to find an image. You can either 'Select' an existing image, or you can click 'Add New' to upload a
new file from your computer to the resources section.

5. When you have selected your image, click the 'Continue' button.

6. You will see code similar to the following appear in your editing box, containing the name of your
image (in this case, the picture was called 'bear.jpg'.) :
{image:worksite:/bear.jpg|bear.jpg}.

7. Click the 'Save' or 'Preview' buttons to see your image within the page.

 To position an image to the left or right of the page, so that text flows round it:
1. Click the 'Edit' button on the page.

2. Find the image code in the editing box. It will be similar to this:
{image:worksite:/bear.jpg|bear.jpg}

3. Edit it to include the following additional text:

{image:worksite:/bear.jpg|bear.jpg**ext|float-left**} or

{image:worksite:/bear.jpg|bear.jpg**ext|float-right**}

4. Click the 'Save' or 'Preview' buttons to see your image within the page.

13. Attaching Files and Documents

You can attach any type of file or document that you can store in the Resources area of
CamTools. If you attach a file to a wiki page, it will also be viewable in the Resources
tool.

The Resources tool does not need to be visible in the tools menu for you to attach files to
the wiki, so this is a way of making some of the content of resources available without giving users
general access to the resources folder.

1. Click the 'Edit' button on the page to which you plan to attach the file

2. Put your cursor at the point in the page that you want the file to be attached.

3. Click the link icon above the editing box.

4. You will see a view of the Resources folder on your CamTools site. You can
either 'Select' an existing file (NOT by clicking on it, but by clicking 'select' in the right hand column
under actions. Alternatively you can click 'Add New' to upload a new file from your computer to a folder
in Resources.

5. When you have selected your file, click the 'Continue' button at the bottom of the page.

6. You will see code similar to the following appear in your editing box:
{link:rilke.doc|worksite:/rilke. doc}.(In this case, the file was called 'rilke.doc.)

7. Click on preview to see how this looks, and save it if you're happy with it.

8. You may wish to change the text of the link to make it more obvious what it is. To do this, use the code
shown below and add the words you would like to appear as the link between the colon and the pipe, as
follows: {link:**Poem by Rilke**|worksite:/rilke. doc}.

8. Click the 'Save' or 'Preview' buttons to see your file attached to the page.

Doing more with your Wiki

14. Changing the default page

The "default_template" page is used as the template for each new page that you create.
You can customize this page to suit your own needs. For example, you can include some text giving
instructions for students creating their own project pages, or you can remove all the text so that
new pages are created empty.

To change the "default_template" page
1. Find the page called "default_template" by using the wiki search tool.
2. Edit and save the "default_template" page as you would with any other Wiki
page.
3. All new pages created from now on will have the text and layout set in your
"default_template" page.
The "default_template" page also sets the permissions for your new pages. To find out
more about this, please see the Permissions section at the end of this document.

15. The Recent Changes list

To create an automatically updated list of the recently changed pages in your wiki, you
can use the recent-changes macro.
To do this, type {recent-changes} (with the curly brackets) into any page.
Preview to see a list of the recently changed pages in your Wiki, together with
the name of the person who last changed the page and the date and time of the change.
By default all the pages changed in the last 30 days are shown. To change the time and
date limits for page display, include a time / date setting using the following examples:

• {recent-changes:12h} - recently changed pages in the last 12 hours.

• {recent-changes:7d} - recently changed pages in the last 7 days.

• {recent-changes:2008-12-25} - recently changed pages since 25 Dec, 2008.#

16. Creating an automatic index of pages

Typing {index} (including the curly brackets) in any page will create an automatically
updated index of pages for your wiki. Preview the page to see these. You can choose whether to save the
index where you have created it or not.

17. Making your wiki pages viewable to the public

You can make individual wiki pages viewable to the public (that is, to people who are not
logged in to your CamTools site). To do this, you will need to first edit the permissions
so that a page is publicly viewable, and then share the web address with the public.

1. Choose the info icon at the top of the wiki page to see a screen similar to that below:

2. Under 'Additional page permissions, tick the appropriate permissions boxes next to 'Public' (you
    can either just give than permission to read the page, or to write to it (e.g. to make changes).
3. Click on 'public view' (listed under Feeds near the bottom of this screen shot) to see what the
    users you send the url of this page to will see.
4. Copy the url of the page that you see in the address bar of your browser when you are looking at
    the public view and send this to the people who you want to access the page.

18. Deleting wiki pages

It's not possible to actually delete a wiki page once it's been created because a record is kept of all previous
versions of a wiki page as described in Section 8.
However, to give the effect of deleting a wiki page, edit it and delete all the text so that
the page is empty. You can then delete any links to it from other pages. (The page will still be there and
will show up in the unlikely event that someone searches for it and checks the history of the blank page.)

19. Formatting

Typing this:	Displays as:
* one * two	• one • two

# one 	
# two 	
#- first
#- second
# three 	
	1. one
	2. two
	    * first
	    * second
	3. three

# ONE 	
# TWO 	
## FIRST 	
## SECOND 	
# THREE 	
	1. ONE
	2. TWO
	    1. FIRST
	    2. SECOND
	3. THREE

Text formatting instructions are given in the wiki help page to the right of the main wiki page when you select the edit icon. Some useful ones include:

- A **horizontal line** can be created by typing '----' on a line of its own on a wiki page.

   Bulleted and numbered lists :
- Prefixing all the items in the list with # creates a numbered list
- Prefixing the items with – or * creates a bulleted lists,.
- To have lists within lists, you can put the different bullet formatting codes next to each other, as shown in the Table on the left.

20. Other commands and macros

The wiki tool contains a very large number of extra commands which can be used to format pages and generate text. In order to see a full list of commands and macros, type {list-of-macros} into any wiki page and click 'Preview'.

Permissions

Permissions control what different types of users (e.g. students, teaching staff) can do to the pages. Using Permissions, maintainers can control the following for each type of user:

- Ability to reading a page (the "read" permission)
- Ability to Create new wiki pages (the "create" permission)
- Ability to Edit a page (the "edit" permission)
- Ability to alter permissions and revert to previous versions of a page (the "admin" permission)
- Ability to alter anything on any page regardless of permissions (the "super admin" permission)

Permissions are set at two levels: site level and page level.

Site permissions set *the most* that a role can do on the wiki. For example, if the site level permissions do not allow a user with a particular role (e.g. 'access' or 'student') to edit a page, then users with that role will not be able to edit *any* pages in the wiki, regardless of how the individual page permissions are set.

Page permissions allow you to *restrict* what a role can do on individual pages. For example, if the site permissions allow a user with a particular role to edit pages, this permission can still be switched off on individual pages.

For example, you could set up your wiki to be editable by students, but with a home page which can only be changed by the lecturer.

21. Site-level permissions

Site-level permissions can only be changed by administrators and can be set for the wiki independently of the permissions set for the rest of the worksite. If you are a site maintainer, alter site-level permissions   by selecting 'info' and then clicking the 'edit site permissions' link. Tick and un-tick the boxes shown to switch permissions on and off.

We recommend the following as default permissions:

Default wiki settings for collaborative editing on a project site:

The section : /site/f9b6e80a-1c15-4126-80b3-27d62aa02bc1

Role permissions	Create	Read	Edit	Admin	Super Admin
access	✓	✓	✓	☐	☐
custom	☐	✓	☐	☐	☐
maintain	✓	✓	✓	✓	✓

save | cancel

With permissions set as shown in the example above, all access users can create new pages, read and edit the wiki. This would allow collaborative drafting of documents, for example.

To use the Wiki as a simple content management system

set the permissions as below:

The section : /site/f9b6e80a-1c15-4126-80b3-27d62aa02bc1

Role permissions	Create	Read	Edit	Admin	Super Admin
access	☐	✓	☐	☐	☐
custom	☐	✓	☐	☐	☐
maintain	✓	✓	✓	✓	✓

save | cancel

With these permissions, only maintain users can edit the wiki. Access users can only read
pages. This would be vital if you are using the wiki to present information about the contents of your CamTools site or information about a particular course which you don't want anyone else to change.

22. Changing Page Permissions

1. To alter individual page permissions, click the 'info' button on that page. You will see a page similar to that below (which is for a project site):

2. The various 'roles' available are listed in the left-hand column, and the different permissions listed in the top row. In the example above, the roles are 'access', 'custom' and 'maintain'.

3. The settings you see at the page level for each *role* reflect what the administrators have set up at site level. Don't forget that you can only *restrict* permissions at page level, not grant them.

4. You can simply enable or disable particular permissions on this page. For example, to stop 'access' users editing pages, deselect the box at the bottom of the 'edit' column. (The 'create' permission is not applicable to page-level permissions and can only be altered at site level.)

5. It's important to understand that permissions are inter-related. For example, if you want a user can edit a page, they must be able to read it. Similarly, if a user can administer a page, it makes very little sense for them not to be able to edit it. Thus:
- If a role has 'admin' permission switched on, they will automatically be able to 'read' and 'edit'.
- If a role has 'edit' permission switched on, they will automatically be able to 'read'.
- If a role has 'super-admin' permission switched on at site level, their permissions cannot be restricted on any page.

6. To restrict students or access users from editing a particular page, while making sure that administrators or lecturers can still edit it, deselect the box in the 'edit' column while leaving the box in the 'admin' column selected for maintainers. You may have to experiment a little before you get the set-up that you intend. Save the settings when you are happy with them.

7. Page Owner: the page owner of an individual wiki page is by default the first person to add content to that page. For this reason, it is important that worksite maintainers set the site permissions so they have 'super-admin' permissions, otherwise the page owner could exclude them from any editorial control.

23. Public Permissions

To find out how to make your pages publicly viewable, please see Section 17 in 'Doing more with your Wiki'. Note that, as in the screen shot above, you need to tick the box making the read option public.

24. Page-Owner Permissions

The wiki tool has the concept that each page has an owner, and this will be the first person to
change the default text on that page. The page owner cannot be altered.
The page owner can be given permissions that their role would not otherwise allow. For
example, they can be given the permission to edit the page that they own, whilst they cannot edit others. To
allow or deny this, select the boxes in the page owner row of the permissions table.
Beware: if the *site* permissions have not been set to give 'super admin' status to the worksite maintainer,
the maintainer could be excluded from editorial control of individual pages.

25. Setting the default permissions for new pages

When you create a new page, it will follow the page permissions set in the "default_template" page.
To change the page permissions on the "default_template" page :
1. Find the page called "default_template" by using the wiki search tool.
2. Click the 'info' button for the "default_template" page.
3. Change the page permissions as for any other page.
4. All new pages created from now on will have the page permissions set in your
"default_template" page.