Wiki Training Guide

Huizenga School of Business & Entrepreneurship
Office of Academic Advising
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Key Points

- When creating a page in the wiki you are creating a web link. In the event that a page has the same name as another page the information will be shared on the two (or more) pages.

- When renaming a page the information on that page will be deleted. To keep the content from the original page, copy the information into a word document and then paste onto the newly named page.

- Information that needs to be added to the wiki will be emailed to wikiupdates@huizenga.nova.edu, editors who have access to the email box will be able to review the content of the sent emails and make necessary updates to the wiki pages.

Redirects

Sometimes you may want a wiki page to automatically redirect to another wiki page. To do that, simply include the redirect code as the first link of the wiki page:
#Redirect [[other wiki page]]
Once a redirect is in place, it is more difficult to edit it (since it is always redirecting), but when a redirect happens, a message will appear just under the page title stating that a redirect happened. This message will contain a link to the redirected page with a "redirect=no" option so that you can view or edit the page.
When a page is moved, a redirect is automatically created for the original page name.

Printing

You can print a PDF, FlashPaper or a stripped-down HTML version of each wiki page. The blueheavenprint.css style sheet is used in addition to the blueheaven.css style sheet when printing.

Page History/Version Comparison

List the all changes to a page, with the most recent revisions at the top. When security is enabled, the edit and view links will be enabled or disabled depending on the security roles of the user. As revisions are added, you can use the page history view to select two pages to compare. Simply click the bullets beside each page you want to compare and click the "Compare selected versions" button. Many thanks to Rick Osborne for use of his cfdiff component: http://rickosborne.org/blog/?p=103

Categories
The Categories option allows for an additional level of organization. If you add [[Category:CategoryName]] to a page, it will be assigned to that category. A category link is just like a regular link, except it begins with "Category:". For example, to add a page to the Policies category, simply include this text: [[Category:Undergraduate Materials]]. Clicking on the category link (located in the site navigation tool bar) will take you to the Category List page where you can create the category and enter a description. This may be used for creating a category for "Undergraduate Materials". Then a user could click the category list link and select "Undergraduate Materials" to see a list of all pages included in that category.

Note that each page can belong to more than one category. To have more than one category, create more than one category link, like this:
[[Category:Policies]] [[Category:Word Documents]]

When a page is saved, the categories you used will automatically show up on the special Categories List page.

Underlining Text
Use [u]...[/u] for underline. Example: [u]Advising[/u] = <u>Advising</u>

Strikethrough
Use [s]...[/s] for strikethrough. Example: [s]Advising[/s] = ~~Advising~~

Subscripts
Use [sub]...[/sub] for subscript. Example: [sub]Advising[/sub] = $_{Advising}$

Superscript
Use [sup]...[/sup] for superscript. Example: [sup]Foo[/sup] = ^{Advising}

Italics
Use ''...'' for italics. Example: ''Advising'' = *Advising*

Bolding Text
Use '''...''' for bold. Example: '''Advising''' = **Advising**

Last Updated Notification
To display the date the page was updated, use {lastupdated} = Date and time page last updated

Last Updated By
To display the author of the last revision, use {lastauthor} = Indicates the last editor of the page

Summary Information
To display summary information from the last revision, use {lastsummary} = will indicate summary if available if no information page will indicate "No information available"

Page Version
To display the page version, use {version} = Will indicate the number of revisions the page has undergone

Tabbed Indent
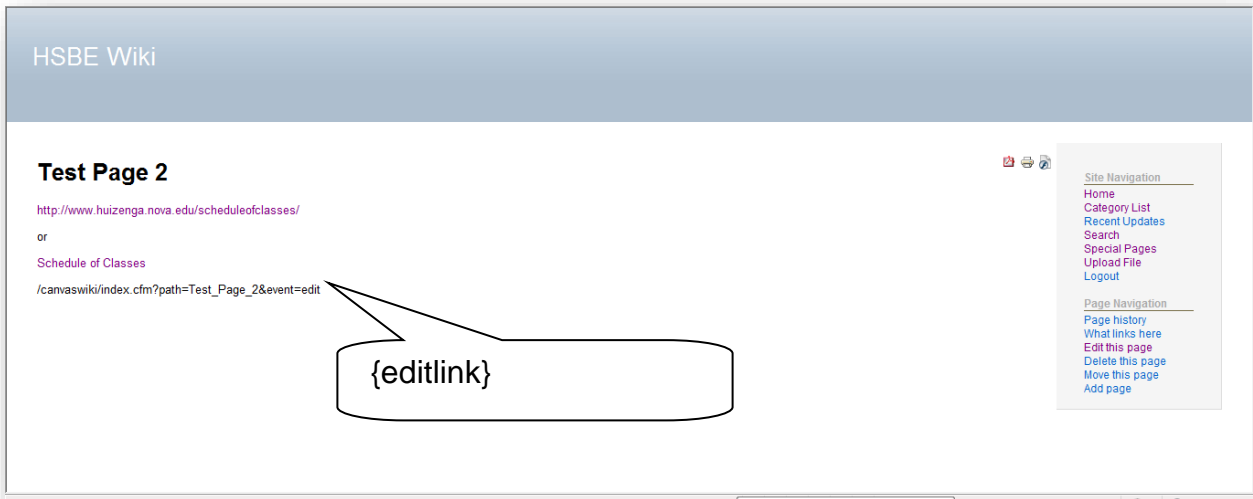Use [t] for a tabbed indent

Creating Categories
Categories are rendered using [[Category:*Category Name*]] format.

Creating Double Line Breaks
Double line breaks are interpreted as a new paragraph. Just hit enter twice.

Edit Link Template Content
To display the edit link template content, use {editlink} =

Embedding Images on a Wiki Page
Upload the image file like you would any other file. The image can be embedded by using the following syntax: [[Image:FileName.jpg]]

Creating Links
You can create explicit links using bracket notation [[ ]], any text within [[ ]] characters is converted into a link.   Links can also be created using what is called WikiTerms. A WikiTerm is any word that is: One capital. One or more lower case. One capital. One or more capital or lower case. So for example, the word WikiTerm itself is a WikiTerm. Any word that matches this pattern will automatically become a link to another Wiki page.

Links are rendered using [[url]] or [[url|label]] format. URLs can either be external, fully qualified URLs, or internal URLs.

HSBE Wiki

Test Page 2

http://www.huizenga.nova.edu/scheduleofclasses/

or

Schedule of Classes

Colored Text

Supported Colors = Red, Blue, Green, Purple, Teal Silver
Use [*color*]...[/*color*] to color text (when indicating the color, color name can be all caps or lower caps).

HSBE Wiki

Test Page 2

Advising

Advising

Advising

Advising

Advising

Advising

Headers

There are 3 levels of headers, headers are formatted with the use of the following format: = =, == ==, === ===. The more = the smaller the header. See formatting examples below.
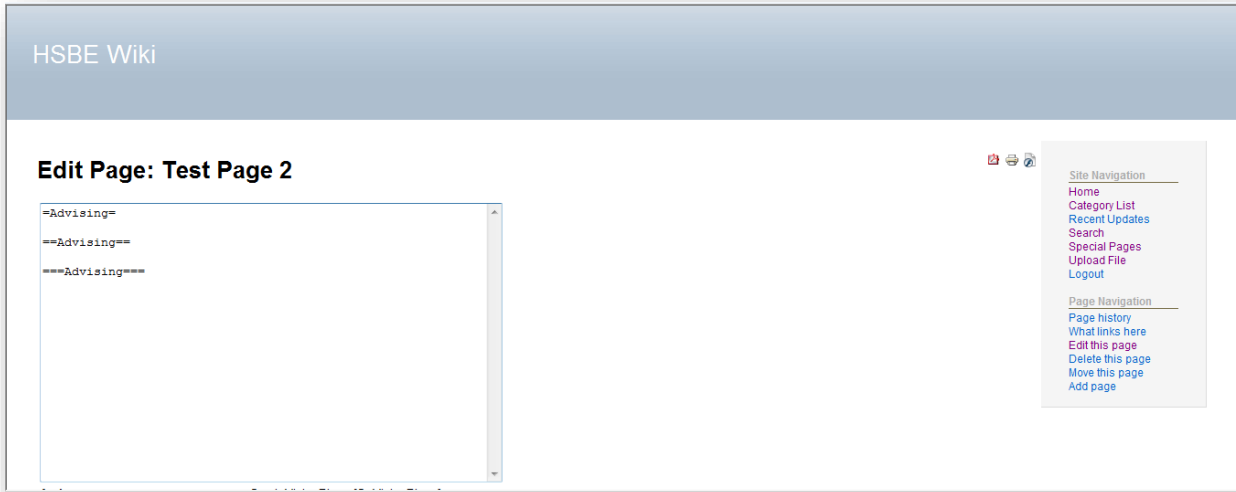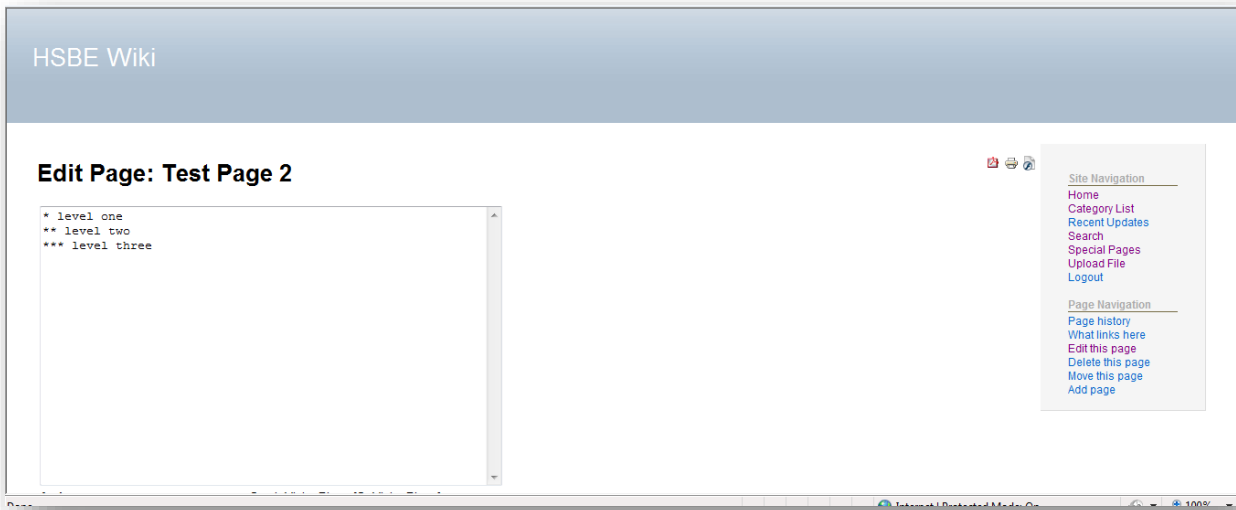
HSBE Wiki

Edit Page: Test Page 2

```
=Advising=

==Advising==

===Advising===
```

Site Navigation
Home
Category List
Recent Updates
Search
Special Pages
Upload File
Logout

Page Navigation
Page history
What links here
Edit this page
Delete this page
Move this page
Add page

HSBE Wiki

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Advising

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Table of Contents
A table of contents section is automatically created using the h1-h6 headers on a wiki page. The TOC is only created when there are 4 or more headers on a page. To force the TOC on pages with fewer headers, include "__FORCETOC__" anywhere in your wiki page. To put the TOC in a specific place on the page, rather than directly under the page title, include "__TOC__" anywhere in your wiki page. To prevent the TOC from being output, include "__NOTOC__" anywhere in your wiki page.

HSBE Wiki

Edit Page: Test Page 2

```
=Advising 1=

=Advising 2=

=Advising 3=

=Advising 4=
```

Site Navigation
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HSBE Wiki

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Advising 1

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Page Navigation
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What links here
Edit this page
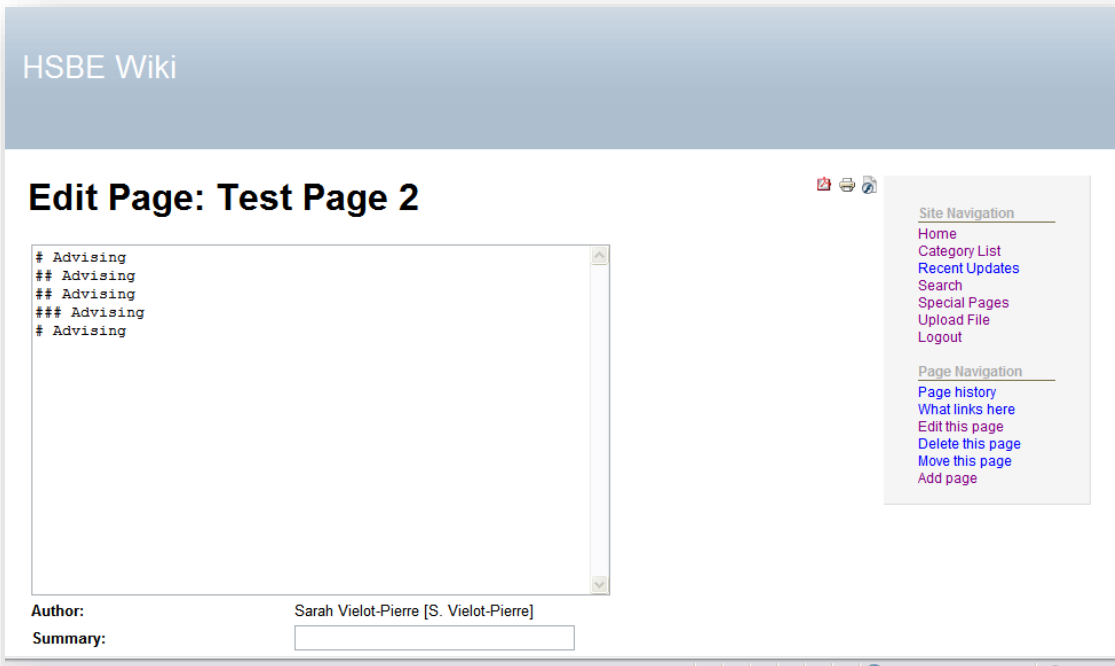Delete this page
Move this page
Add page

Bullet and Numbered Lists

You can embed bullet and numbered lists up to three levels deep. For example,
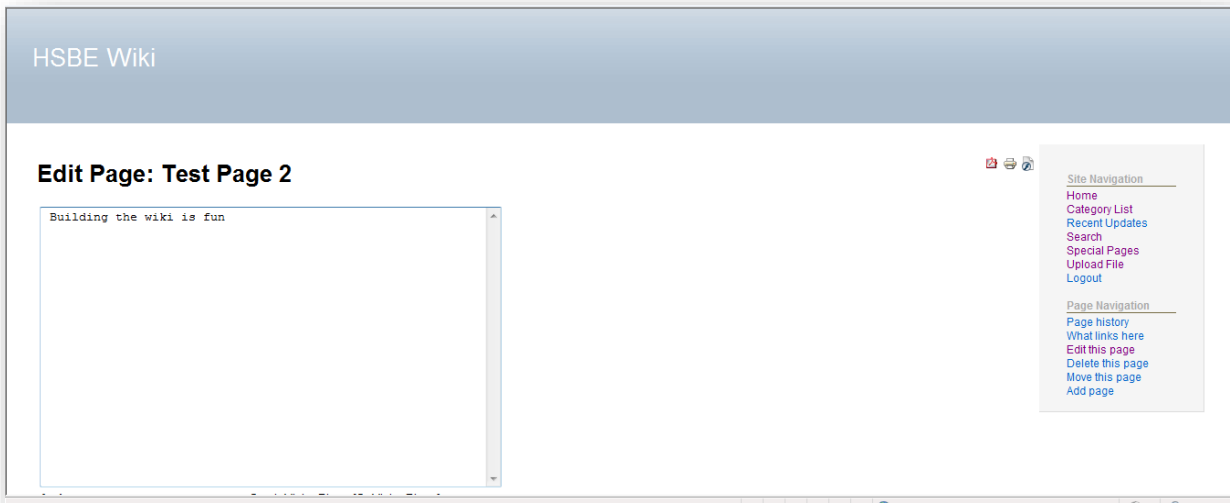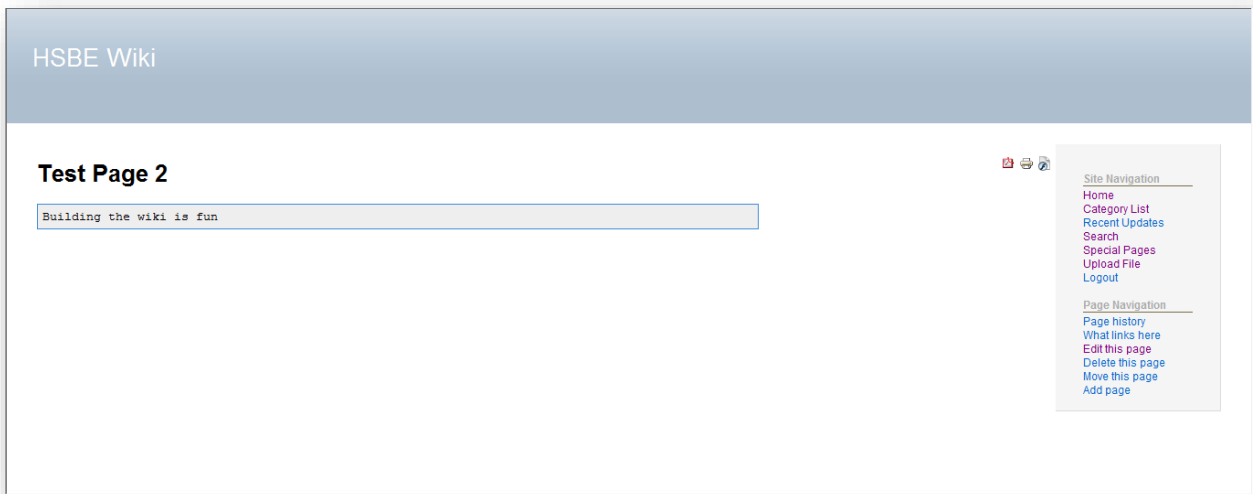
Similarly, numbered lists will use a numeral at the first level, a lower-case letter at the second level, and a lower-case roman numeral at the third level, each indented as appropriate. To create the continuous numbering, utilize the # symbol followed by a space for the numeral string.

HSBE Wiki

Edit Page: Test Page 2

```
# Advising
## Advising
## Advising
### Advising
# Advising
```

Author: Sarah Vielot-Pierre [S. Vielot-Pierre]
Summary:

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HSBE Wiki

Test Page 2

1. Advising
    a. Advising
    b. Advising
        I. Advising
2. Advising

Site Navigation
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Create a Code Box
Indenting a line with a single space will create a code box.

Removing Files

To remove files from the wiki, click on the file name instead of the View File link, it takes you to a page with information on the file. This page has both the edit and delete options. Deleting the page will remove the file from the list.

Delete Page

To remove a page from the system, choose the "Delete this page" link from the navigation menu. The page and all revisions are permanently removed from the database.

Move Page

To move/rename a page, choose the "Move this page" link from the navigation menu. The original page title will automatically have a new page created, at version 1, with a "#REDIRECT" content to the new page title. This allows pages that point to the original name to be automatically redirected to the new page name.

What Links Here

This indicates the path taken to reach a specific link. This shows a list of all pages that have a link to the current page. *Note: This currently does not detect WikiText links.*

Category List
List of all categories in use in the system. Clicking on a category will list all the pages that use that category. Pages are added to a category using the Category link syntax (see the Category section for more details). You can edit individual category pages just like you would a normal wiki page to add a unique description about that category.

File List
List of all uploaded files in the system.

Orphaned Pages
List of all pages that no longer are linked to. In the course of modifying content, you sometimes leave pages in the system without any links to them.

Recent Updates
List of the most-recently updated pages in the system. When view security is enabled, the list is filtered so that only those pages the user is allowed to see will be listed.

Site Index
List of all the pages in the system, ordered alphabetically by title.

Template List
List of all the template pages in the system.

E-mail Notifications

The wiki email account can be used for whatever purposes needed to manage the wiki. Each time a change is made to the wiki, an email describing the changes will be sent to wikiupdates@huizenga.nova.edu. The subject line of the email will read HSBE Wiki Notification: Page Update. As the wiki is located behind the HSPortal and edit access is restricted, the notifications can be disabled if needed.

You can upload files such as images, pdfs, etc. All files are served by coldfusion pages rather than through direct access in order to give you the option of implementing security on them. If you have security enabled, once you upload a file, go to the file page and click on the normal "Edit this page" link to add View or Edit security to it. Allowed file extensions is maintained in the CanvasConfig.xml file, with corresponding entries in the MimeTypes.xml file.

- To link to an uploaded file, use the following syntax:
  - [[Media:*uploadedfilename.ext*]]

- If the uploaded file is an image, you can include the image inline within your wiki page by using the following syntax:
  - [[Image:*uploadedfilename.ext*]]

- In addition, you can specify the alternate text and title attributes for the image by placing a vertical pipe after the filename and including other text, like this:
  - [[Image:*uploadedfilename.ext*| This is my alternate text]] "This is my alternate text" will be displayed

File extensions supported by the wiki include the following:
Images: .jpg, .jpeg, .gif, .png,

Word Documents: doc, .docx,
Power Point: .ppt, .pptx, .pps
Excel: .xls, .xlsx
Sound: .mp3
Special file formats: .wpd, .pdf

Templates

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Template pages are snippets of wiki code that can easily be included in other wiki pages. To create a template page snippet, simply create a new page and start the name with "Special.Templates.". So to create a "My Snippet" template, create a page named "Special.Templates.My Snippet". To use that template, edit another wiki page and include the Template page name in double squiggly brackets, like this:
{{My Snippet}}

When that page is rendered, whatever content is in the Special.Templates. My Snippet page will be automatically included in the other page.

When utilizing a template page editing the content is not permissible if there is no space entered into the coding of the page. It may be easier to copy the template of coding into a word documents and paste the desired commands into the edit field of the wiki.

Two templates are included in the sql install files: NoContentYet and Stub. The "NoContentYet" template displays when there is no page that exists.
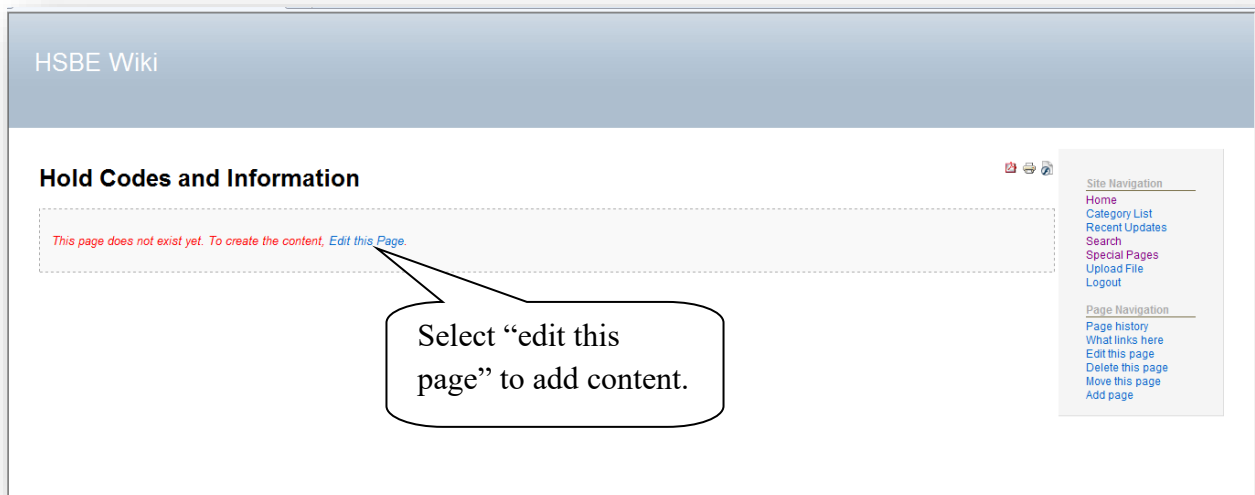
You can easily change what is displayed by editing that template page. The "Stub" template can be included on a page that you want to create but do not yet have content for.

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