



# **Creating and Editing Pages in a Wiki**

# How do I edit content on existing wiki pages?

- Navigate to the page you want to edit
- · Click "Edit"
- Make the edits in the edit window
- · Click "Save"

# How do I do basic formatting like headings, bold text, italics, and lists?

• The following examples list some of the most common formatting needs:

```
o ---+ level one heading
o ---+ level 2 heading ...
o ---++++ level 5 heading
o *bold text*
o _italics_
o [three spaces]* bulleted list item
o [three spaces]1 numbered list (use "1" for all items)
o [three spaces]a lettered list (use "a" for all items)
o ---- hard return
o <verbatim>escape wiki markup (e.g., to give an example of wiki code</verbatim>
```

More help is at: https://wiki.umn.edu/twiki/bin/view/TWiki/TextFormattingRules

#### How do I create a new page?

- When adding text to a wiki page, RunWordsTogetherLikeThis (these are called "WikiWords")
- Upon saving the page, you will see a [?] following the term. This will link to a new page (or "topic") in edit mode.
- Once the new page exists, the WikiWords will link to the new page. Any subsequent use of those WikiWords will also link to that page.

# How do I link to new or existing pages with friendly text?

- The following examples illustrate how to create friendly links:
  - o Link to another page in the wiki: [[LinkToTheActualPage][Friendly Text]]
  - o Link to an external site: [[http://put.remote.url][Friendly Text]]
  - o Link to site in a new window:

```
[[http://put.remote.url][Friendly Text][Name: _blank]]
```

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# How do I view the revision history of a wiki page?

- On the task bar at the bottom of a wiki page:
  - o Click the "History" link to see the entire document history,
  - o Click one of the r# links (e.g., "r1") to see a particular version of a page
  - o Click the "<" in between version numbers to highlight the differences between two versions.

# How do I roll back to earlier versions of a wiki page?

- Use the document history to locate the version of the page you want to restore.
- Click "Raw View"
- Copy and paste the text to your clipboard
- Click "View Topic"
- Click "Edit"
- Select-all and remove the current (vandalized) text in the page
- Paste the text from your clipboard
- · Click "Save"

# Is there an easier way to see what's been done to a wiki web than going page by page?

- Click "Changes" on the left navigation bar.
- If the left navigation bar has been edited and the "Changes" links no longer appears, go to the web's home page. In the URL window, carefully replace the last part of the URL, "WebHome," with "WebChanges."

# Can I get an email every time somebody edits my wiki pages?

- Yes. You can email changes to yourself. These will be sent daily, in digest format.
- Under "Wiki Tools," on the bottom of the home page, follow the link to "Web Notify." (If these tools have been removed, you can go to the web's home page, and in the URL window, carefully replace the last part of the URL, "WebHome," with the term, "WebNotify.")
- Click "Edit"
- To subscribe to notifications whenever the web is changed, add a line to this page with: [three spaces]\*[space]youremail@address.com
- View the instructions on the WebNotify page for other options and configurations.

# How do I add attachments to a wiki page? What kind of files can I attach?

- You can attach any digital file to a wiki page.
- On the wiki page, the click the "Attach" link.
- Use the Browse link to locate and open a file on your computer.
- Enter a comment, if you want.
- Choose the properties you want.
  - o If you check the "link to file" option, the wiki will automatically create a link to the file at the bottom of the wiki page.
  - o If the document is an image, the wiki will embed the image using <img> tags.
  - o If it is any other kind of file, the wiki will simply link to it using the <a> tag.
  - o If you do not link to the file, users can still access it on the attachments table that appears at the bottom of a wiki page with attachments.

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- o If you choose not to include the file in the table, users can still view it or access it using the "Attach" link.
- Click "upload file."

#### How do I edit an attached file?

- To edit an attached file, you must download the file and edit it, then re-attach the file.
- If you do not change the name of a file when you re-attach it to a wiki page, it will over-write the previous version.
- Unlike wiki pages, the previous versions of attached files are not archived.

#### How do I delete an attached file?

- Click "Attach" at the top of the wiki page with the attached file.
- Scroll down to view a list of attached files.
- Click "Manage" after the name of the file you want to remove.
- · Click "Delete"

# How do I embed an image in a wiki page?

- Use the above instructions, "How do I add attachments to a wiki page?" to upload an image file. Make sure you check both boxes, "Create a link to the attached file," and "Do not show attachment in table."
- After uploading the image, you will return to topic view. Your image and default caption will append the rest of the document.
- Click "Edit" to reformat the page. You will probably want to delete the default caption and move the image link to a more appropriate place.
- Add the argument, align = "left" or align = "right" to make text "wrap" around the image.
- Change the alt text to be more descriptive of your image. This improve accessibility.
- For example, your finished code may look like this:
  <img align="right" src="%ATTACHURLPATH%/myimagename.gif" alt="Description of my image" width='263' height='350' />

#### Can I link directly to a particular place on a wiki page?

- You can link to any heading on a wiki page by adding a "#" and the heading name to the link, i.e., from another website. For example, the link,
  - https://wiki.umn.edu/twiki/bin/view/Main/WebHome#Getting\_Started, links to the subheading, "Getting Started" on the UMWiki home page.
- Note that underlines ("\_") are used where spaces appear in the heading name.
- You can create invisible anchor spots in pages by entering the code: #AnchorName
- Within a page, you can link to a heading or anchor with the code: [[#AnchorName]] or [[#AnchorName][Friendly Text Link]]

# How can I transfer web pages I've already created to the wiki?

- Wiki pages support most HTML coding. You can copy the source code of web pages and paste it into the Edit window of a wiki page.
- Because HTML is hard to scan, this is will be harder for other people to review and edit.

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# **Administrative Functions in a Wiki**

#### How do I create a new wiki web?

• Got http://wiki.umn.edu and select "Create a Wiki Web," from the "Popular Topics" menu.

# Can I get a URL that's easier to remember for my wiki web?

• You can not currently simply or shorten the URL. Your wiki web address will be: https://wiki.umn.edu/twiki/bin/view/YourWebName/WebHome

# How do I edit the left navigation bar for my wiki web?

- Go to the web's home page. In the URL window, carefully replace the last part of the URL, "WebHome," with "WebLeftBar."
- Edit this as you would any wiki page.
- Create each link as a new bullet point, following the formatting of the existing links.
- Keep your link names short, so they fit nicely in the left navigation bar.

#### How do I restrict read/write access to a wiki web?

- There are two steps to limiting access to a wiki. The first is to create a custom user group that lists the people who will have access to your web. The second is to change your web settings to restrict read or write access to this group. It is also possible to create several groups for one wiki web.
- To create a group, go to: https://wiki.umn.edu/twiki/bin/viewauth/TWiki/CreateNewGroup and follow the instructions closely.
  - o Be sure to name the group with YourWebName. YourGroupName. If you don't enter your web name, your group will be recorded under "Main," and you will not be able to hide, delete, or rename the file. (Although you can contact wiki@umn.edu to have the file removed.)
  - o Your group name should end with the capitalized word "Group."
- Bookmark the page after your group is created! Your wiki web will not have an easy/intuitive path to the group list, so the bookmark will come in handy if you need to edit the group.
- Return to your web home page, and select "WebPreferences" from the site tools listed on the Home page. (If these tools have been deleted, go to the URL window and replace the word "WebHome" in the URL with the word, "WebPreferences.")
- Add the following code to the WebPreferences page, replacing YOURWEBNAME and NEWGROUPNAME with the actual Web and Group names. Do this carefully and check your work closely, so you do not lock yourself out of the web!

```
o [three spaces]* Set ALLOWWEBVIEW = YOURWEBNAME.NEWGROUPNAME
o [three spaces]* Set ALLOWWEBCHANGE = YOURWEBNAME.NEWGROUPNAME
o [three spaces]* Set ALLOWWEBRENAME = Main.YOURID
```

# How do I restrict read/write access to a single page?

- Navigate to a the page (or "topic") for which you want to restrict access.
- Click "Edit Settings for this topic."
- Add the following text to the Settings area, replacing YOURWEBNAME and NEWGROUPNAME with the actual Web and Group names. Do this carefully and check your work closely, so you do not lock yourself out of the topic!
  - o [three spaces]\* Set ALLOWTOPICVIEW = YOURWEBNAME.NEWGROUPNAME

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```
o [three spaces]* Set ALLOWTOPICCHANGE = YOURWEBNAME.NEWGROUPNAME o [three spaces]* Set ALLOWTOPICRENAME = Main.YOURID
```

# How do I modify a user group?

- You can modify a user group by going to the group page and clicking the "Edit" button after "Modify this Group."
- If you did not bookmark your group page after creating it, you can get there by carefully entering this URL: https://wiki.umn.edu/twiki/bin/viewauth/YourWebName/YourGroupName.
- If you do not remember the exact name of your group, you can use the "Index" button on the left navigation bar to list all the topics on your web. The group will be listed as one of the topics, and you can link to the group list there.
- For more information, see: https://wiki.umn.edu/twiki/bin/view/TWiki/SettingAccessToYourWeb

# Are there any wiki features I don't know about?

- This document only discusses the most common needs for UMWiki. There are more features, formatting options, and plug-ins described in the UMWiki documentation, available at this URL: https://wiki.umn.edu/twiki/bin/view/TWiki/WebHome.
- For a list of available plugins, including a slide show feature, a calendar tool, comments, and smilies, see: https://wiki.umn.edu/twiki/bin/view/TWiki/InstalledPlugins

# Who do I contact if I have questions?

- If you have technical issues or questions with UMWiki, you can contact wiki@umn.edu.
- To discuss the educational use of wikis, you can contact the Digital Media Center at dmc@umn.edu.
- Your collegiate or department instructional technology staff might also be able to help, and may have discipline-specific resources they can share!

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