

# WIKI User Guide

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# Pages

## Adding Pages

### *Using a Link*

When editing an existing page, type the name of the new page you wish to create, then select that text. Click the  button in the toolbar. Once you have saved the page you are working on, clicking on the new link will generate a new page ready for you to start adding content.

### *Using the URL*

Replace the text in the browser's address bar that follows the text *title=* and hit enter. A new page with default text will appear, ready for you to start adding content.

## Editing Pages

Find the page you wish to edit, then click on *edit* in the top menu. Once you have completed editing, click *save page* or *show preview* if you want to check formatting before sending the information live.

## Deleting Pages

Click *delete* in the top menu. This process is recoverable through the history function.

## Moving Pages

You can rename a page, moving all of its history to the new name. The old title will become a redirect page to the new title. You can update redirects that point to the original title automatically. If you choose not to, be sure to check for double or broken redirects.

## Protecting Pages

You may view and change the protection level for the page you are viewing by clicking *protect*. The option to protect a page will only appear if you were the creator of that page.

## Watching Pages



Clicking on *watch* will notify you of any changes to this page via email.

# Referencing

## Single use of a Reference

For the single use of a reference, the "name" parameter is not needed.



Place the cursor where the reference should appear.

1. Click the  button
2. Do not enter a name in the name field
3. Enter the full reference in the material field.
4. Place the cursor where the footer should appear.
5. Click the  button

## Multiple use of a Reference

For the multiple use of a reference, the "name" parameter is needed.

Place the cursor where the reference should appear.

1. Click the  button
2. Enter a name in the name field which will be used in each related reference.
3. Enter the full reference in the material field.
4. Repeat for each related reference, entering the name in each but not the material in second and subsequent references.
5. Place the cursor where the footer should appear.
6. Click the  button

## What is produced at the points of insertion

The <ref> tags in the main text are converted to auto-numbered superscripts.

The only reference to Excel For Dummies.<sup>[1]</sup>

The first reference to Perry's Handbook.<sup>[2]</sup>

The second reference to Perry's Handbook.<sup>[2]</sup>

The third reference to Perry's Handbook.<sup>[2]</sup>

Clicking on a numbered superscript takes you straight to the text of the corresponding reference.

## Producing the reference footer



The <references/> tag is expanded to show the text of the references against their corresponding numbers.

<sup>↑</sup> Excel For Dummies, First Edition, Hungry Minds, Inc., 1980.


<sup>↑</sup> <sup>2.0</sup> <sup>2.1</sup> <sup>2.2</sup> Perry's Handbook, Sixth Edition, McGraw-Hill Co., 1984.

# Formatting

## Bold and Italicise



You can *italicise* using the  button and **bold** using the  button to highlight text.

## Horizontal Line


You can separate sections of content using the  button.

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## Headings

The level 1 heading is set at the top of the page. you can add level 2  and 3  headings to the page. Creating four or more headings will generate a table of contents automatically.



## Line Breaks

If you want to add a paragraph break you must hit enter twice. Hitting enter once or using the  button will create a line break.

## Alignment

By default, all text is aligned to the left. You can elect to align paragraphs to the left  or centre  or the right  using the appropriate buttons.


## Superscript and Subscript

You can also apply superscript like 14<sup>th</sup> with the  button and subscript 14<sub>th</sub> with the  button.

## Tabs

To assist with formatting, use the  button to add tabs to your pages.


## Block Quotes

If you want to add block quotes, use the  button.

## Spacing

The  button allows you to add extra spacing between text within a given paragraph.



## Strikeout and Underline


~~Strikeout~~ can be applied with the  button. This is particularly effective when editing pages which will be reviewed subsequently.

The  button applies an underline to a specified section of text.


# Organising

## Categories

You can group pages in categories. Each page within the category is tagged by using the  button. When you have finished writing the text for the page, the categorisation should be added to the end. Having selected the  button change the Category name in `[[Category:Category name]]` to the name of the category to which this page belongs.

You then need to create a main page to which all categorised pages are linked. This can be done by adding a page (see [Pages](#)). If you use the link method, click the  button and type the name of the new page in but preface it with *Category:* and this will generate the category table of contents on this page. If you are using the URL method, when replacing the text in the browser's address bar that follows the text `title=` be sure to add *Category:* immediately after `title=` and before the name of the page.

## Definition List

A definition list creates a glossary of terms. If you wish to add a glossary page, click the  button and enter the term being defined where it says definition and the explanation where it says item 1. Copy this code as many times as required.

### Definition


Item 1

## Numbered Lists

A numbered list can be created using the  button. Simply replace element 1, element 2 etc with content. Duplicate the # as many times as required to complete the list.

1. Element 1
2. Element 2
3. Element 3

## Unordered Lists

A unordered list (bullet points) can be created using the  button. Simply replace element A, element B etc with content. Duplicate the \* as many times as required to complete the list.

- Element A
- Element B
- Element C

## Combining Lists

You can create nested lists by combining numbered and unordered lists. Each item in the nested list must contain both the # and \* to ensure the numbering continues after the nesting.


1. Element 1
2. Element 2
  - Element A
  - Element B
  - Element C
3. Element 3

Other examples include:


- Element 1
  - Element 2
    1. Element A
    2. Element B
    3. Element C
  - Element 3
- 
- Element 1
  - Element 2
    - Element A
    - Element B
      - Element C
  - Element 3

# Linking

## Internal Links

To add an internal link, click the  button, then add the name of the page where it says link title `[[Link title]]` leaving the brackets in place. The link title can be found in the browser's address bar following `title=`.

## External Links

To add an external link, click the  button, then add the full address where it says `[http://www.example.com link title]` leaving the brackets in place. Add the title of the webpage where it says link title.

**Important:** There must be no spaces in the URL.

## Linking to Attachment

Go to the [library](#) and either find and existing, or upload a new attachment. You can find the currently available attachments by clicking the list attachments link. Each attachment identifies the code required to add it to a page. Copy that code and paste it into the desired page.

**Important:** There must be no spaces in the URL.

## Embedding Images

Go to the [library](#) and either find and existing, or upload a new image. You can find the currently available images by clicking the list images link. Each attachment identifies the code required to add it to a page. Copy that code and paste it into the desired page.

**Important:** There must be no spaces in the URL.

# Tables

## Adding Tables

To add a table, click the  button.

You will need to determine the following:

### Table captions

The table caption appears above the table and describes the content of the table.

### Table alignment: Centred

This determines whether the table is centred or left aligned on the page.

### Table headline: Coloured

This determines whether the table header row is coloured to distinguish it from the others.

### Number of rows and columns

Determine how many rows and columns you require.

### Item column

Determine the titles for the columns.

### Sortable





For larger tables you may wish to allow readers to sort content by the various headings.

## Editing Tables

Once applied, tables can be modified.

Adding columns can be done by adding ! COLUMN TITLE to the top of the table.

Adding rows can be done by adding ! style="background: #FFDDDD;" | ITEM 3 and a series of | Element under that to represent the cells.

 COLUMN TITLE 1	 COLUMN TITLE 2	 COLUMN TITLE 3	
ITEM 1 Element	Element	Element	
ITEM 2 Element	Element	Element	
ITEM 3 Element	Element	Element	

## Converting Excel to Wiki Tables

You can convert excel to wiki tables using a [converter](#).

Once you have the output code, paste it into the wiki editor.

# Managing Files

## Using Files

### *Using the image button*

Click on the image button fifth from left on the toolbar.

Replace Example.jpg with the filename of the recently loaded image.

### *Using the image plus button*

The image plus button appears below the toolbar on the left and looks like the image button but with a plus in the corner. The image plus button enables selection of a recently uploaded file with the following options:

- Add a caption
- Select a location on the screen (left, right, centre, none)
- Select a type (border, thumb, frame, none)
- Enter a size (width x height) or leave it blank to show at full size

Click insert and the image will be added. Show preview will display the image as it will appear to readers.

Note: This must not be the first thing that appears on the page.

## Uploading Files

Select upload file under toolbox within the menu.

Please note:

### *Maximum file size*

10 MB

### *Preferred file types*

png, gif, jpg, jpeg

### *Prohibited file types*

html, htm, js, jsb, mhtml, mht, php, phtml, php3, php4, php5, phps, shtml, jhtml, pl, py, cgi, exe, scr, dll, msi, vbs, bat, com, pif, cmd, vxd, cpl

### *The process*

The process for uploading files:

1. Select the file you wish to upload.
2. Select a preferred filename to use when adding the file to a page.
3. Enter summary information for that image.
4. The file is now ready to use.

## Update Files

To update files, select special pages under toolbox within the menu.

Then select file list under media reports and uploads.

All the files used on this wiki will be listed here. You can either scroll through the list or use the keyword search function to find a specific file.

Once you have found the file, you can update using the following method:

1. Select the file name.
2. Select upload a new version of this file.
3. Follow the steps outlined above for uploading files.

## Delete Files

To delete files, select special pages under toolbox within the menu.

Then select file list under media reports and uploads.

All the files used on this wiki will be listed here. You can either scroll through the list or use the keyword search function to find a specific file.

Once you have found the file, delete it by selecting delete all to left of the file name.