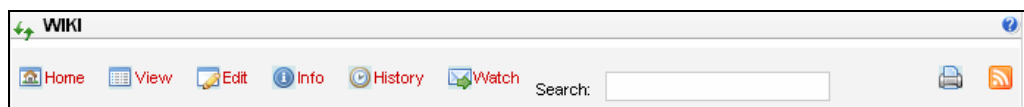


Wiki

A Wiki is a tool for people with no technical knowledge to change and create web pages. Wiki was designed specifically for researchers and lecturers to collaborate on documents, share information and create teaching materials.

Viewing a Wiki

1. Select the 'Wiki' tool from the menu on the left of the screen
2. The 'Wiki' page will open with the headings of all the 'Wiki' documents showing. It looks like this:
3. There are a number of options listed on the top left of the screen. These are:

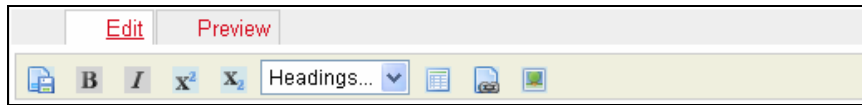


- a. Home – takes you back to the front page of the Wiki from wherever you are within it
 - b. View – shows you the Wiki headings
 - c. Edit – allows you to edit the Wiki page you are looking at
 - d. Info – gives you information about the permissions for that page and other technical data
 - e. History – provides information about the data on the page
 - f. Watch – will keep track of all additions to the Wiki and send you a notification
4. To read the information you are interested in simply click on it's heading within the Wiki
 5. That Wiki will open for you to read
 6. When you have finished viewing the information, by clicking on the 'Home' button, you will be taken back to the 'Home' page of the Wiki.

Adding items to a Wiki

1. You need to be the owner of a site to add a Wiki to it.
2. When you make your first Wiki you will select 'Wiki' from the left hand menu and then select 'Edit' from the resulting screen
3. The 'New Content' box will appear and you can make your Wiki from this screen.

4. You need to type your text and then it can be formatted using the tools provided on the page. See below:



5. Highlight the text you wish to format and choose the options from those above. The options available are:
 - a. Save – Save what you have edited
 - b. Bold – will format selected text **bold**
 - c. Italics – will format selected text *italic*
 - d. Superscript – Text will appear on the upper part of the line in smaller letters
 - e. Subscript – text will appear on the lower part of the line in smaller letters
 - f. Headings – choices 1 – 6 (different sizes)
 - g. Tables – insert a table
 - h. Link – link to a web page, other part of the document, or email
 - i. Image – insert an image
6. Choose 'Save' and your Wiki will appear formatted to reflect your choices

Making changes to your Wiki

1. You need to be the owner of the Wiki to make changes to it
2. Open the Wiki
3. Select 'Edit' and the Wiki will open in it's 'edit' form
4. Make any changes you would like to make
5. Select 'Save' and the Wiki will open with the changes showing
6. By selecting 'History' from the menu you will be able to see what changes have been made as well as when they were made. It is a log of the changes.

Adding additional pages to your Wiki

To create a new page, create a link to it from an existing page. For example, if you do not already have a page called 'page 2', typing '[page 2]' will create a new, empty page called 'page 2'.

Follow these steps:

1. Go to the current first page of your Wiki
2. Select 'Edit'

3. At the bottom of the document insert the name of your new page in square brackets (making sure you do not use any special characters such as a colon in the title) and then click on 'Save'
4. The title of your new page will appear on the Wiki 'Home' page and by selecting the new heading you will be taken to a screen where you can select 'Edit' and then input whatever you would like to appear on the new page. When you have finished you select 'Save' and your new page will appear when you select the link from the Wiki home page.

