

Using Wikis - A Quick Start Guide



Requesting the set up of a wiki

In order to request a wiki for your module you will need to log in to MyExeter where you will find a wiki (and blog) request form in the top right of the screen under Favourites.

Accessing your wiki

If you are logged into ELE you can add a web link to your module's Confluence wiki space (see image below). Students can then access the wiki by clicking on the "Wiki" link in your ELE course. By clicking on the link you will then be taken to the main wiki log in page where you will need to enter your log-in details again (see second image).

Note: Log in with your normal University Username and Password.

Alternatively, type the following URL into your browser's address bar: <http://wiki.exeter.ac.uk> and log in with your normal University username and password.

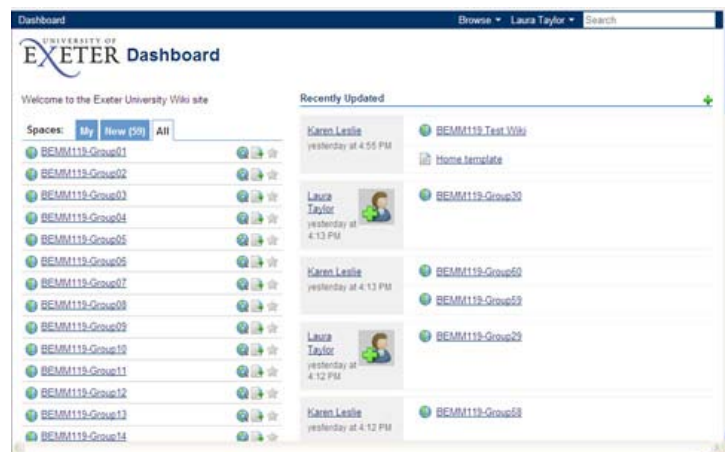
Getting started with writing online

One suggestion is to try the following three steps to get started online:

1. Add your own picture / personal icon (see instructions in a later section of this guide)
2. Add your own information to the 'Individual Profiles' Page
3. Add some information to one other page in your group wiki

The Dashboard

The first screen that you will see once you have logged into the Confluence Wiki system is called the "Dashboard". This is a start screen that lists '**Spaces**' the wiki spaces you can access on the left and lists '**Recent Activity**' on the right (for example recently updated pages).



Listed under "Spaces" on the left-hand side of the screen you will see:

Name Of Your Wiki – a link to your group's wiki (click to be taken to the wiki's homepage)

Name of other wikis – a link to other wikis you may be a member of

Demonstration Space - This is a space with a tutorial and sample content. You can find help with 'Adding content to a page' and Adding a comment to a page'.

To add your picture / personal icon

Please try to add your own personal icon so that your picture appears next to each of your posts or comments.

This can help your group get to know one another and makes managing your wiki space easier.

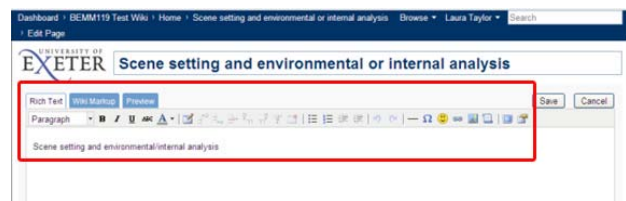


Here is a quick guide to adding or changing your photo:

- > Log in to the wiki
- > Find your name on the top left of the screen (Select the drop down list)
- > Profile (4th option on the list)
- > Picture (on left of page)
- > Browse (to select the new photo from your computer)
- > Upload (will change your photo for the new one)

To edit/add content to a page

To add content to a page, select the page you wish to edit. Then click on the “Edit” button in the top right-hand corner of the page. You will then be presented with an editor which allows you to enter and format text. Text can be entered manually or by copying and pasting from another document, so if you prefer to draft your work in a word processor and then add it to the wiki then that’s fine.



Note: When you copy and paste text into the wiki from MSWord, and save your text, it will produce a lot of unnecessary code. Copying and pasting in links, quotes or text from online sources should not create additional formatting problems. To avoid these problems with MSWord this you can:

Copy and paste from MS Word:

- 1) Click Save
- 2) ‘Edit’ this page again
- 3) Select all the additional code above your text
- 4) Remove all the unnecessary code
- 5) Save your contribution again (You should now see your text without any additional MSWord code.)

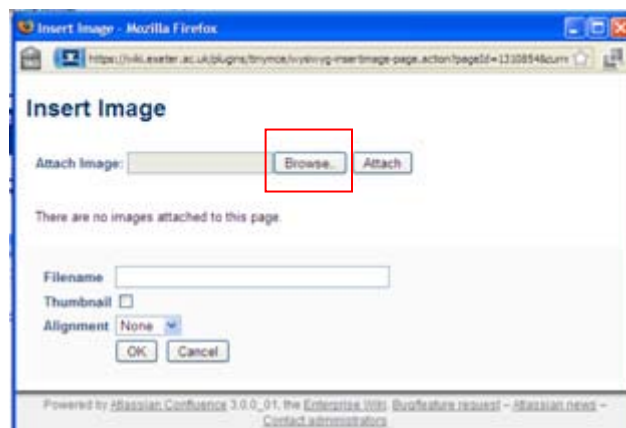
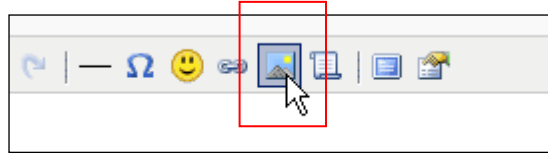
or,

- 1) Copy your text from MS Word,
- 2) ‘Edit’ your page
- 3) Before you paste in the text ‘Wiki Markup’ tab
- 4) Paste in your text
- 5) Save (you will avoid the additional code, but may lose your text formatting so you would need to return and re-format)

Remember: Click the ‘Save’ button to save your page.

To insert an image

Click on the **'Insert image'** button on the toolbar of the editor:



Click the **'Browse'** Button. A popup window will appear. Select an image file from your computer or your network.



In the **'Insert Image'** window, click the **'Attach'** button.

Your image appears in the 'Insert Image' window. Click the image you have just attached, to ensure the file name appears in the **'Filename'** box.

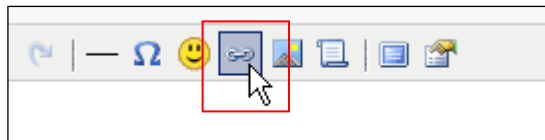
Click the **'OK'** button.

Your selected image now appears on your page.

Remember: Click the **'Save'** button to save your page.

To insert a web link

Web links can be inserted into a page by clicking on the **"Insert Link"** button in page editor:



The **'Link Properties'** window will appear.

Insert Link

Link

Alias

Tooltip

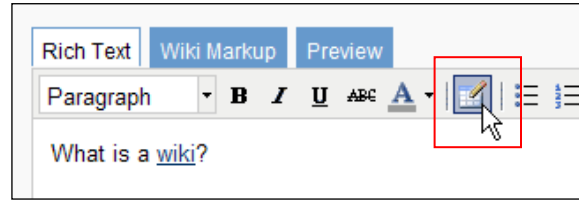
Global Spaces

In the **'Link'** Box type the full link eg: 'http://www.bbc.co.uk'.

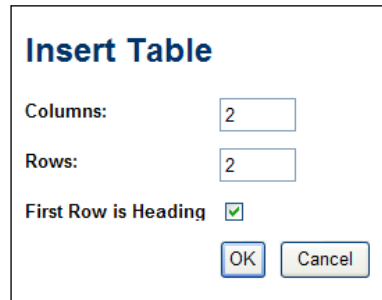
In the **'Alias'** box type a word which will be the link (In this example the word 'wiki' will become a link)

To insert a table

To insert a table, click on the **'Insert table'** button in the page editor:



The 'Insert/Modify Table' window will appear. Click the 'OK' button.



A table with two rows and two columns now appears on your page.

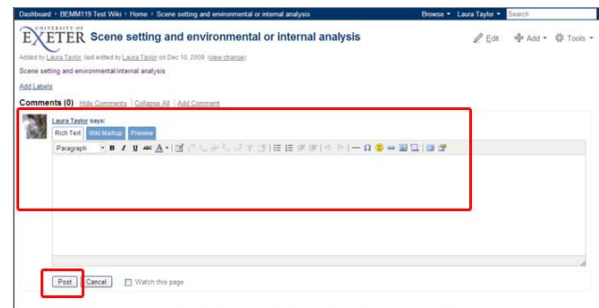
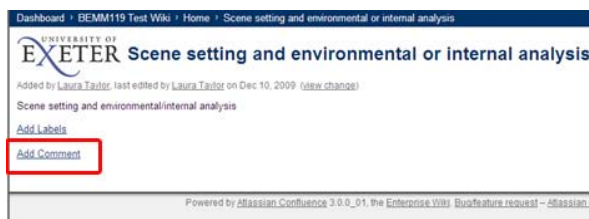
Remember: Click the 'Save' button to save your page.

To add a comment

You may wish to comment on the content created by other members of the group in order to give feedback and make further suggestions for improvement. You may also wish to respond to comments left by your group regarding your contributions or comments.

To add a comment to a page, click on the 'Add comment' on the left-hand side of the screen.

You can then use the editor to type your comment and click 'post' to make it visible to the group.



Note: Please ignore any strange text that you may see in curly brackets anywhere in Confluence, this is just to do with the mark up language that makes Confluence work.

Further support and advice is available from the INTEGRATE project website projects.exeter.ac.uk/integrate