An Introduction to Wikis at MIT
IS&T Training

Overview

This class will demonstrate and explain:

- wikis and how they are used at MIT
- wiki spaces and pages
- navigating, searching and tagging wiki pages
- creating and editing wiki content including macros
- adding attachments to wiki pages
- tracking page changes
- administering a wiki space

What is a Wiki and What’s Available at MIT?

A wiki is a collection of structured web pages assembled and edited often by more than one person. Wikis are created by using software which easily generates web pages and links, allowing users to focus on content. A Wiki may serve as a catalog of subjects (e.g., Wikipedia) a group of pages related to the same subject (e.g., Symposia on Gender, Race, and Philosophy) or a place for groups to create, edit, and access their work (e.g., the Information Technology Architecture Group).

What makes a wiki unique is the collaborative editing it often promotes. Anyone with the proper permission may edit a page to make a correction or add information.

MIT provides an enterprise-wide wiki environment for groups and organizations to create collaborative wiki spaces. Any MIT community group, project, or organization can request a wiki space which they can populate, edit, and administer. Confluence, the wiki software deployed at MIT is licensed from an Australian company named Atlassian.

A wiki space can be restricted to a small group of colleagues or can be opened up to the world. The MIT wiki system is integrated with Touchstone for authentication and Moira for list management and may be linked to a Stellar site.
How are Wikis Organized?

At MIT wikis are located at wikis.mit.edu.

The wiki Dashboard page shown below is the launching point for all viewable wiki spaces. Since wiki pages are web pages you can access a specific page directly by creating a bookmark for the page.

Wiki spaces and wiki pages are the framework for all wikis.

1. Wiki Spaces – Each self-contained wiki is called a wiki space. The Dashboard page above shows wiki spaces in the left column.

2. Search and Log in – Use search to locate spaces, pages and tags. Log in to gain access to spaces limited by permissions.

3. Recently Updated – Wiki spaces contain pages. The right side of the Dashboard lists pages which have been recently.
Logging In

1. Click Log in

2. Choose MIT Touchstone for MIT Kerberos account

Note: Non-MIT users can create a Collaboration Account which allows them to use the system. See “What if I don’t have a Kerberos username?” at https://idp.mit.edu/help.html

3. Click Use Certificates –Go or enter your Kerberos username and password and click Login.
The Dashboard

Dashboard after Log in

1. The tab named My allows you to see only spaces you've selected by clicking the star in the All list. This makes it easier to find your favorite spaces more quickly.

2. Favorite Pages may also be preselected by clicking the star. This makes it easier to find your favorite pages more quickly.

3. Help and other Resources are located in the page footer.

4. You may click your name to change personal settings. Click Browse to search the People Directory.
The Wiki Page

The page is the basic unit of a space. Pages are arranged in a hierarchy - each page has a parent page. The **Home Page** is the **top level** page for a space.

The layout of a wiki page

1. Breadcrumbs – follow your way back up the path you've been down.

2. Space tools – Search, Browse (a list of other pages to view), Your name (set personal preferences) and Log Out.

3. Shows the name of the space which you may change and the MIT logo, a clickable link to space Home page.

4. Page Tools – **Edit** the current page, **Add** things like attachments to this page or Add a new page, Select a **Tool** like Page History, Export or Favorite..

5. Shows the name of the page, who created it and when it was last edited.

6. A place to add labels (tags) or comments.
Editing a Wiki Page

To **create** a new page, click the **+ Add** button and then choose **Page**. This new page is a child of the page you were on when you created it. The new page opens ready to be edited.

To **edit** the current page, click the **Edit** button to open the editor. You can make edits in Rich Text or Wiki Markup (HTML, sort of). To format your page using Wiki Markup click on that tab when you are editing a page. On the right you will see a list of **Notation Help Tips** or you can click **Full notation guide** at the bottom of the Tip list. You can make Markup the default edit mode.

In Rich Text you can type and edit content then use the toolbar to format your content, create links, and add images. The spell checker checks your work as you go. The Rich Text edit mode has a right-clickable context menu.

To **add an image**, click the image icon. You will have to browse, find and upload the image. Choose the alignment **before** clicking OK.

1. Enter a page name here.
2. Format toolbar – also add images and links.
3. Click here to **delete a page**. You can also delete from Tools > Remove.
4. Add a comment to a page, move it to a new location (new parent), set page restrictions or add labels.
5. Always end an editing session by clicking **Save**. There’s a **Save** button at the top also.
Importing, Exporting and Printing

Importing Microsoft Word Documents

1. Choose which wiki page you want to import into.
2. Open the Tools menu and select Doc import.
3. Click Browse or Choose File and find the document you want to import.
4. Click the Import button.
5. Once the document has been imported, it becomes a Wiki page and can be edited using Rich Text or Wiki Markup.

Note: This process does not work for importing spreadsheets or presentations.

Exporting a Wiki Page into a Microsoft Word Document

1. Open the Tools menu and select Export to Word.
2. Choose Open or Save.
3. You can now edit this file using Microsoft Word.

Note: You can also paste in text from another document. However, before pasting text from a word file, you might want to strip as much formatting as you can then reformat the text using the wiki tools.

Printing

To Print the current page use your Browser Print option.

Exporting Pages as PDF

To Export the current page as a PDF choose Export to PDF from the Tools menu.

Tracking Page Revisions

Click on Tools then Page History. You can view earlier versions or select more than one page to compare versions. An administrator can restore an older version.
**Working With Attachments**

In order to use external files from your wiki space they must be uploaded. Once an attachment is uploaded you may **link to the file** from your wiki page. To **use an image on a page** you must also upload and store the image file with that page.

Attachments are uploaded by clicking the **Add** button then **Attachment**.

To view and access all attachments from all pages click the **Tools** button then **Attachments**.

**Note:** If you delete (remove) a wiki page you are removing all attachments associated with that page – from the wiki server, not your hard drive.

**Linking to Pages and Attachments**

You can create a link from a page to a different **page in the current wiki space**, a **page in another wiki space**, or **any page on the web**. Be sure to include **http://** when linking to an external site.

Once an attachment file has been uploaded to a page you can also link to that attachment. You cannot link to an attachment uploaded to a different page.

To create a link.

1. In the edit mode select the text you want people to click on.
2. Click on the link icon on the toolbar.
3. Use the tabs to locate the page to link to and click the page.

   ![Linking Icon]

   Note: Visit the target page before creating the link. It will be listed in History.

4. The target page will appear in the Link box at the top.
5. For an external link type in or paste the url.

**Revising an Attached Document**

The wiki will continue to keep older versions of updated attached documents if you follow the process outlined here.

1. Choose **Attachments** from the **Tools** menu.
2. Open the document to revise.
3. Save the document with the same name.
4. Attach the **new** document with the **same name**.

**Note:** Keep the same name and the wiki will keep separate versions as separate documents in a hierarchy.
Labels and Searching

Labels

Applying a label, (or tag) to a page allows you to search across a space or spaces for all pages labelled with that particular name.

To create a label

1. Click Add Labels.
2. Type a label name and click Add.
3. Click Done when you are finished adding labels.

To remove a label

1. Click Edit next to the word Labels.
2. Click the red X.
3. Click Done when you are finished deleting labels.

By default labels are Global and can be used by everyone. To create a Personal label which can only be seen and used by you only, begin the label name with my: (e.g., my:xyz).

Search – the Search Box is located on every page in the top right

Search is not case sensitive. Search results display page name, space, author, and first few lines of text.

Search results are from all spaces (where you are permitted). The search results page offers more advanced search criteria (by space, type, date).

Type a label into the search box to see all pages assigned that label and pages which contain that word. To see only the pages tagged with that label, click the label name in the Browse Labels: list on the right.

When you are in the wiki system on a page you have the option to add The MIT Wiki Service to your browsers search providers.
Managing Your Wiki Space

The **Browse** menu has options for managing your space.

![Browse menu](image)

The **Pages, News, Labels** and **Attachments** choices allow you to view and manage these across the entire space. For example, choosing **Attachments** from the **Browse** menu lets you view all attachments from all pages in your space.

**Mail** is not a feature which works at MIT. To have someone send you mail from a wiki page create a mailto: link on the page.

**Insert Link**

```
Link: mailto:mparker@mit.edu
```

The **Advanced** menu choice lets you see detailed information about your pages. The **Activity** menu will show you graphically recent traffic and editing statistics. The **Space Admin** page has many useful options and is discussed below.

The **People Directory** allows you to lookup other users of the wiki system and follow them as you would in Facebook or Twitter.

**Rearrange Pages**

To **rearrange** the order and hierarchy of your pages (i.e., parent-child relationships)

1. Click **Browse** then **Pages**.
2. Click **Tree** to show the current page hierarchy.
3. Press and drag a page to a new location.
The Space Admin Page

**Edit Space Details** lets you change your space name, add a description and determine which page will be your home page.

**Edit Space Labels** is another way to add space labels.

**Themes, Permissions, and Restricted Pages** are described on the following pages.

**Change Space Logo** allows you to upload and select a new image for your space logo.

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**Changing the Look and Feel with Themes**

On the Space Admin page under Look and Feel you will find **Themes**. There are a few themes from which to choose.

- Default theme – the standard theme with options represented as tabs at the top
- MIT Standard – same as default but customized with MIT logo
- Left Navigation – options are represented as text organized to the left side
- Clickr – modeled after Flickr with lots of white space and options grouped at bottom
Setting Permissions

Before a space administrator can give an individual permissions for a space the individual must create an account on the wiki system. This is accomplished by logging onto Confluence one time. This is true for people inside or outside of MIT.

To grant someone access to your wiki space click Permissions on the Space Admin page.

To add an individual
1. Click Edit Permissions under Individual Users.
2. Type the persons Kerberos username without @mit.edu and click Add.
   You may also search by clicking the search icon.
3. Add permissions by checking boxes.
4. Be careful not to grant Space permissions by mistake.
5. Click Save All at the bottom of the page.

To remove an individual
1. Uncheck all boxes.
2. Click Save All at the bottom of the page.

To add a group
1. Enter a valid Moira list name in the Grant permission to box in the Groups section.
   You may also search for groups by clicking the search icon.
2. Select a group from the list and click add.
3. You can select the group mit-users to open your wiki to everyone at MIT.

Notes:
- Groups cannot be larger than 150 names - contact accounts for help with this.
- When adding a Moira group you are creating a duplicate Confluence group.
- Anonymous refers to giving the world permission. It’s full restriction by default.
Restrict to a single page

It is possible to restrict pages to one or more individuals or groups. First, the user or group must have general read and create permissions from space administrator.

To set restrictions for a page
1. Go to the page and click the edit tab.
2. Scroll to the bottom of the page and click on Restrictions: edit.
3. Restrict the page to both viewing and editing separately to be permitted to edit.
4. Enter the names of individuals and/or groups and click Add.
5. Click Save to exit the edit area.

Notes:

- Restricting a page will restrict the space administrator – be sure to include yourself!
- The Space Admin tab has an option to see Restricted Pages.
- To restrict multiple pages the best practice is to create two hierarchies (sets of pages) since children inherit permissions from the parent page. You could also create two separate spaces.
News and Comments

News

Each space can publish its own news. News items may be announcements, journal entries, status reports or any other timely information. The News feature can be used as a blog.

News items for a space are contained in the News page under the Browse Menu. Each news item is stored chronologically and allows you to browse by navigating a calendar.

To view the news items
1. Click the Browse menu.
2. Select News to see the latest news for the current space.
3. Use the Calendar to help you find other news items by date.

To add a news item (you must have specific permission)
1. Click on the Add menu, then click News.
2. Enter a title for your news item.
3. Enter your content in the text-entry box.
4. When you are finished click Save.

Comments

Comments allow users to provide feedback or conduct conversations at the foot of a page or new item. Users may comment on a comment and the conversation block will be offset making it easier to follow. Comment blocks are also collapsible.

To add a comment
1. Click Add Comment.
2. Type your entry.
3. Click Post.
Using the Macro Browser

A macro, or plug-in allows you to add extra functionality to your wiki. Macro “code” must be entered into your wiki page markup.

You can choose from Confluence's plugin-based macros and implement them from a single dialog box. This automates the process of adding macros.

The Macro Browser has a fast search to quickly find macros.

You can select, modify and preview parameters before adding a macro to page.

Some useful macros include:

- Gliffy (create diagrams collaboratively)
- Pagetree (creates dynamic, heirarchical menu to paste on a page)
- Widget Connector (embed multi-media content from other web sites)
- Gallery (easily display a set of pictures on a wiki page)
- Charts (easily create sophisticated charts from wiki table data)
- Calendar (display events from iCal formatted calendars)
- Task List (create a group task list)
Resources

The MIT Wiki Spaces:  http://wikis.mit.edu
About MIT Wikis:  http://ist.mit.edu/services/web/wiki
Wiki Help:  https://wikis.mit.edu/confluence/display/HELP/
Commoncraft Quick Intro to Wikis:  http://www.commoncraft.com/video-wikis-plain-english

15 Productive Uses for a Wiki