



# User Guide

## Chapter 11

### Wikis

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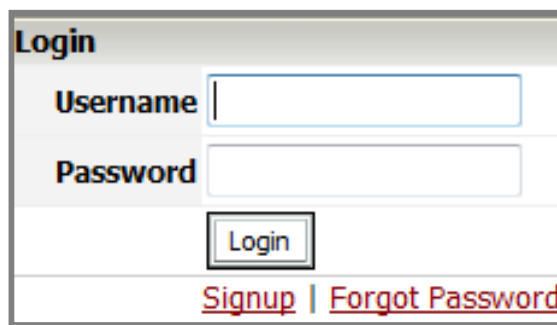
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## Introduction

The introduction of the wiki has revolutionized the way we view, share, and create content. The traditional method of content creation is a slow, time-consuming process that results in a static document. Wikis, on the other hand, can grow quite rapidly and produce a dynamic, living document that can constantly evolve as new information is introduced. However, with a new method of content creation comes a new host of challenges which must be managed and overcome. This chapter will teach you how to overcome these challenges and make wikis a valuable part of your Sharpschool experience.

## Key Information

In order to create a wiki page, the user must first log into the site using their Username and Password.

A screenshot of a web login form. The form has a title "Login" in bold. Below the title are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form are two links: "Signup" and "Forgot Password", both underlined and in red text.

- 1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.

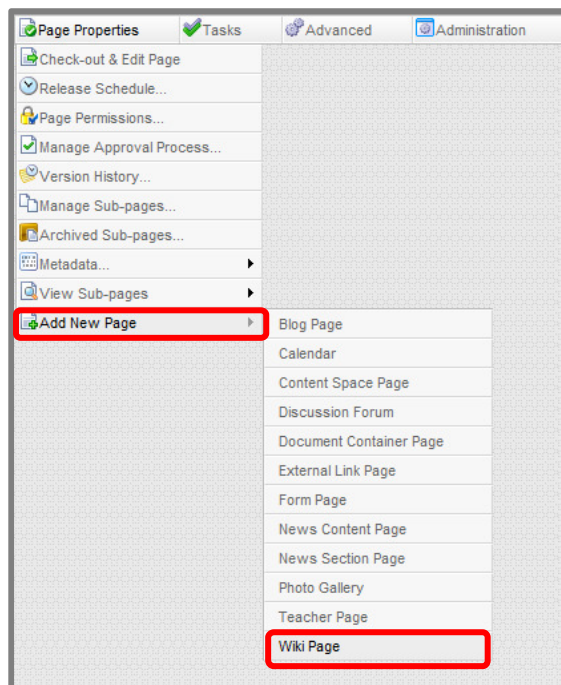



**Note:** If you do not see the **Signup** link your site's administrators may have removed it.

- 2) If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

## I. How to Add a Wiki Page

- 1) Go to the page you want to hold the wiki. For example, if it is a wiki on *The Scarlet Letter* for Mrs. Wilson's English class, you could place it on Mrs. Wilson's teacher page.
- 2) Click on **Page Properties** and then choose **Add New Page**. From the list of page types, choose **Wiki Page**.



- 3) Type the name of your new wiki into the **Title** field. Click on the  arrow and the **Name** field will be filled in automatically with a web-safe name. For instance, "Water Wiki" will become "water\_wiki" when you click on the **Name** field. When you are finished naming the wiki, click on the **Create Page** button.

A screenshot of the 'New Page' dialog box. It contains four fields: 'Title' with the text 'Water Wiki', 'Name' with the text 'water\_wiki', 'Page Owner' with the text 'trevor.mackay', and 'Icon' with a link 'Select Icon...'. A blue arrow icon is next to the 'Title' field. The 'Create Page' button at the bottom right is highlighted with a red circle.

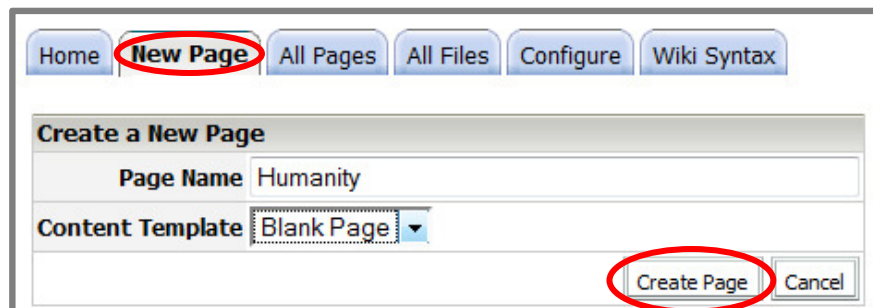


## II. Content Creation and Editing

Creating content for a wiki is a lot like creating content for a blog, a teacher page, or other pages. There is a greater focus on linking between pages, and the editor has some different options, but the basics are similar.

### 1) Adding a New Page

- a. From the wiki page, click on the **New Page** tab.
- b. Type the name of your new page into the **Page Name** field and press the **Create Page** button.



## 2) Setting a Default Page

- a. Click on the **All Pages** tab.
- b. You will see a list of all the pages contained within your wiki. There is also a column labeled **Default**. You can change the default page by clicking the radio button beside the appropriate **Page Name**.

The screenshot shows the 'All Pages' tab in the SharpSchool Wiki interface. At the top, there are navigation tabs: Home, New Page, All Pages (selected), All Files, Configure, and Wiki Syntax. Below the tabs is a search bar with the text 'Search Keywords:' and buttons for 'Find' and 'View All'. The main content area is titled 'Wiki includes the following Pages' and features a table of pages. A red circle highlights the 'Add Page' link in the top right corner of the table. Another red circle highlights the radio button in the 'Default' column for the 'water' page, indicating it is the current default page.

| Page Name                          | Created By    | My Favorite                         | Default                          | Action                              |
|------------------------------------|---------------|-------------------------------------|----------------------------------|-------------------------------------|
| <a href="#">Civilization</a>       | trevor.mackay | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Default</a>            | trevor.mackay | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Earth</a>              | trevor.mackay | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Empty Page</a>         | trevor.mackay | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">gas</a>                | trevor.mackay | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Humantiy</a>           | trevor.mackay | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">ice</a>                | trevor.mackay | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Life</a>               | trevor.mackay | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">Oceans</a>             | ed.johnson    | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">readily accessible</a> | trevor.mackay | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="checkbox"/> |
| <a href="#">water</a>              | trevor.mackay | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/>            |
| <a href="#">water vapor</a>        | trevor.mackay | <input type="checkbox"/>            | <input type="radio"/>            | <input checked="" type="checkbox"/> |

### 3) Editing a Wiki

Once you have some pages, and you have selected your default page, it is time to start adding the content. This is done by editing the existing pages.

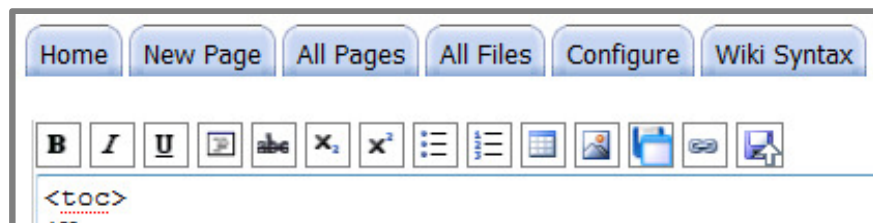
To edit a page:

- a) Click on **All Pages**.
- b) Click on the page you wish to edit.
- c) Choose **Edit Page**.



**Tip:** You can edit the current page by clicking the **Edit Page** link.

You will now be brought to an editor that will allow you to add text, insert images, and create links between pages. These edits can be done by utilizing the buttons along the top of the page, or by inputting specific formatting codes.



#### a. Inserting an Image

Inserting an image works a little differently with a wiki than with other pages.


- i. Click on the **All Files** tab.
- ii. Choose **Upload Files**. A new window will open.
- iii. Click on **Browse** and choose the image you wish to upload.
- iv. Once you have selected the images you wish to upload, press the **Submit** button.
- v. Go to the page where you will be inserting the image.
- vi. Click on the Image Manager button. A new window will pop up.
- vii. You will see a list of images. If you do not see your image, you may search for it with the search bar. Once you have the image you want, choose insert image and close the window. This will add the code for the image into the editor.


**Inserting an External Image:** If you want to use an image that is hosted on another website, simply type the image URL and place two brackets in front of and behind the URL. `{{http://www.photobucket.com/user/image123.jpg}}`


**Resizing an Image:** If you want to resize an image, place a `|` and your desired image size after the normal code for an image.


`{{http://www.photobucket.com/user/image123.jpg|100x150}}`


### b. Formatting Text


**Bold:** To bold text you can click the  icon or place two asterisks before and after the text. **`**bold text**`**


**Italics:** To italicize text you can click the  icon or place two backslashes before and after the text. *`\\italicized text\\`*


**Underline:** To underline text you can click the  icon or place two underscores before and after the text. `__underlined text__`


**Monospaced:** To use monospaced text (characters with uniform spacing like this) you can click the  icon or place two single-quotation marks before the text and two more after the text. (`"monospaced text"`)

**Strikethrough:** To strikethrough text (like in this example) you can click the  icon or you can place a space and a dash before and after the text `-strikethrough text-`

**Superscript:** To use superscript text (like in this example), click on the  icon. `<sup></sup>`


**Subscript:** To use subscript text (like in this example), click on the  icon. `<sub></sub>`

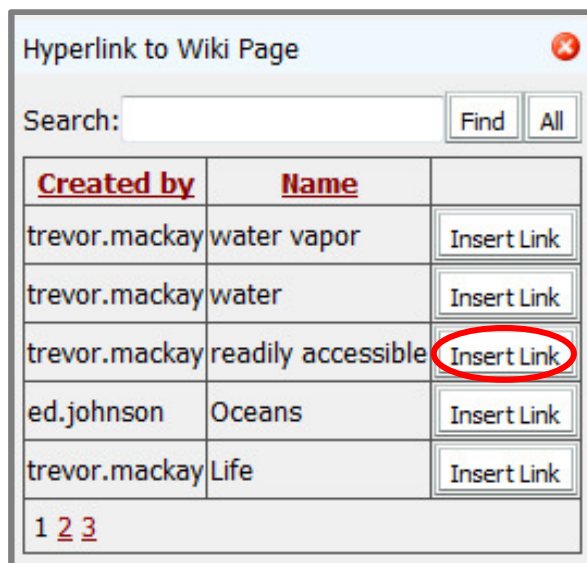
**Unordered List:** To create a bullet point list, click the  icon or begin each line that needs a bullet with `@`. `@bullet point 1`

**Ordered List:** To create a numbered list, click the  icon or begin each line with `#`. `#numbered point 1`

**Multiple Effects:** Occasionally you may wish to place multiple effects on a single piece of text. For instance, if you have something you really want to emphasize you might bold and underline it. This can be done by simply using both effects, either through clicking on icons or typing the required codes `**__bold and underlined text__**`

### c. Inserting Links

**Internal Link:** To insert a link to another page within your wiki, press the  icon. This will bring up a new window that has a list of pages within your wiki. Once you find the page you are looking for, click **Insert Link**.



| Created by    | Name               |             |
|---------------|--------------------|-------------|
| trevor.mackay | water vapor        | Insert Link |
| trevor.mackay | water              | Insert Link |
| trevor.mackay | readily accessible | Insert Link |
| ed.johnson    | Oceans             | Insert Link |
| trevor.mackay | Life               | Insert Link |

1 2 3

Alternatively, if you know the name of the page you want, you can just type two square brackets, the page title and two more square brackets. `[[readily accessible]]`



**Tip:** You can also use this method to add links to pages that do not exist yet. A user who clicks the link to a non-existent page will be given the opportunity to create the page. This can be a great aid to the collaborative process.

**External Link:** To insert a link to a page outside of your wiki, place the URL within two sets of square brackets. `[[http://www.google.com]]`



**Tip:** If you are adding text and you type in a URL starting with `http://` the editor will automatically convert it into an external link for you even without the square brackets.

**Labeled External Link:** If you wish to display text rather than the website URL when you are inserting a link, add the label you want, a dash and a greater than sign.

`[[Google-> http://www.google.com]]`

**Image Link:** Using an image as a link is similar to labeling an external link. Instead of typing the label before the -> you put the code for an image including the two brackets {}.

[[{{http://www.photobucket.com/user/image123.jpg}}-> http://www.google.com]]

#### d. Using Tables

In the Wiki editor tables are formed with |. The number of | indicates whether you are starting/ending a table, adding a new row or adding a new cell.

- i. Use ||| to start and end a table.
- ii. Use || to start and end a row on the table.
- iii. Use | to start and end a cell in the row.

```
|||  
|||  
||Simple||  
||table||  
|||  
|||  
||An||  
||Example||  
|||  
|||
```

|        |         |
|--------|---------|
| Simple | table   |
| An     | Example |

### e. Adding Headings

Use an exclamation mark at the beginning of a line to indicate a heading. The more exclamation marks, the smaller the heading becomes. You may put up to six exclamation marks since HTML supports up to six levels of headings. This can be quite useful when it comes to organizing information on a page.

!Level 1 (Main Heading)  
!!Level 2 (Major Heading)  
!!!Level 3 (Minor Heading)  
!!!!Level 4 (Subdivision of Minor Heading)  
!!!!!Level 5 (Subdivision of Level 4 Heading)  
!!!!!!Level 6 (Subdivision of Level 6 Heading)  
!!Level 2  
!!!Level 3  
!!!!Level 4  
!!!!!Level 5  
!!!!!!Level 6  
!Level 1  
!!Level 2  
!!Level 2  
!!!Level 3  
!!!Level 3  
!!!!Level 4  
!Level 1

## Level 1 (Main Heading)

### Level 2 (Major Heading)

#### Level 3 (Minor Heading)

##### Level 4 (Subdivision of Minor Heading)

##### Level 5 (Subdivision of Level 4 Heading)

##### Level 6 (Subdivision of Level 5 Heading)

### Level 2

#### Level 3

##### Level 4

##### Level 5

##### Level 6

## Level 1

### Level 2

### Level 2

#### Level 3

#### Level 3

##### Level 4

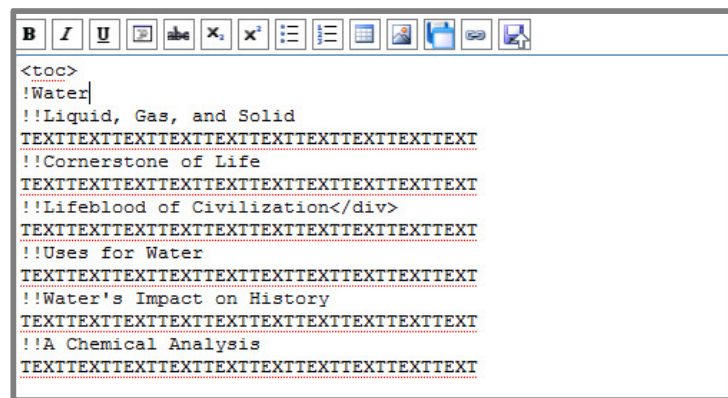
## Level 1

### f. Adding a Table of Contents

When you have a lengthy wiki page, it is useful to generate a table of contents. This allows users to find the information they are looking for in a timely and efficient manner. As long as you have been using the previously mentioned heading tag ! it is easy to generate a table of contents. To give the page a table of contents type in `<toc>`.

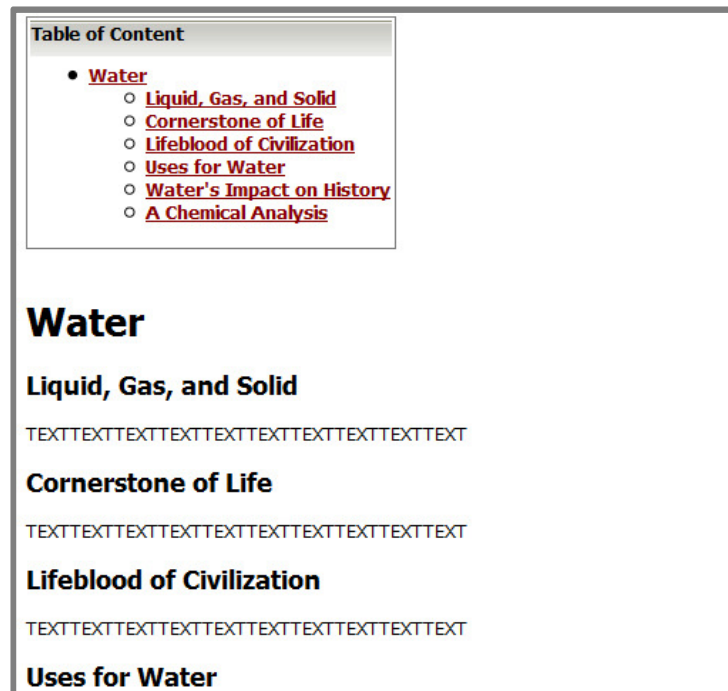


**Tip:** By default the table of contents will include all six levels of headings. You can control how many levels of header are included however by adding exclamation marks after `<toc>`. For example, if you wanted to have just the top two levels of headings included in the table of contents you could use `<toc !!>`.



The screenshot shows a wiki editor interface. At the top is a toolbar with icons for bold, italic, underline, link, unlink, list, table, image, and other functions. Below the toolbar is a text area containing the following code:

```
<toc>
!Water|
!!Liquid, Gas, and Solid
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
!!Cornerstone of Life
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
!!Lifeblood of Civilization</div>
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
!!Uses for Water
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
!!Water's Impact on History
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
!!A Chemical Analysis
TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT
```



The screenshot shows a rendered wiki page. At the top is a box titled "Table of Content" containing a bulleted list of links:

- [Water](#)
  - [Liquid, Gas, and Solid](#)
  - [Cornerstone of Life](#)
  - [Lifeblood of Civilization](#)
  - [Uses for Water](#)
  - [Water's Impact on History](#)
  - [A Chemical Analysis](#)

Below the table of contents, the page content is displayed with headings and placeholder text:

## Water

### Liquid, Gas, and Solid

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

### Cornerstone of Life

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

### Lifeblood of Civilization

TEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXTTEXT

### Uses for Water

| Quick Reference: Editing a Wiki Page |  |   |
|--------------------------------------|--|---|
| <b>Bold Text</b>                     | Two asterisks before and after the text                                    | <b>**bold**</b>                                       |
| <b>Italic Text</b>                   | Two backslashes before and after the text                                  | <i>\\italic\\</i>                                     |
| <b>Underlined Text</b>               | Two underscores before and after the text                                  | <u>__underlined__</u>                                 |
| <b>Strikethrough Text</b>            | Space+dash before, and dash+space after the text                           | <del>-strikethrough-</del>                            |
| <b>Monospaced Text</b>               | Two single-quotations before and after the text                            | <code>"monospaced"</code>                             |
| <b>Multiple Effects</b>              | Formatting can be used <u>to mix effects</u> .                             | <b><u>__**mix**__</u></b>                             |
| <b>Simple Image</b>                  | Enclose the image source url with {{ and }}.                               | {{http:// example.com/img.gif}}                       |
| <b>Resize Image</b>                  | Put   after the source url.  | {{http://example.com/img.gif  200}}                   |
| <b>Internal Link</b>                 | Two square brackets before and after the page title.                       | [[Readily Accessible]]                                |
| <b>External Link</b>                 | Two square brackets before and after the URL.                              | [[http://google.ca]]                                  |
| <b>Labeled Link</b>                  | Two square brackets, label, ->, URL, two square brackets                   | [[google->http://google.ca]]                          |
| <b>Image Link</b>                    | Same as a labeled link but use code for a simple image in place of a label | [[{{http://example.com/img.gif }}->http://google.ca]] |
| <b>Easy External Link</b>            | Simply type a URL and it will be made into a link.                         | http://www.google.ca                                  |



**Tip:** For easy reference to much of the formatting information found in this manual, click on the tab labeled “Wiki Syntax.”

## 4. Editing the Wiki with the RadEditor

Another way to edit the **Wiki** would be to use the **RadEditor**. This is a more user friendly editor and one that many non-technical users would prefer because it is more in line with traditional word editors rather than code related which may be difficult to understand.

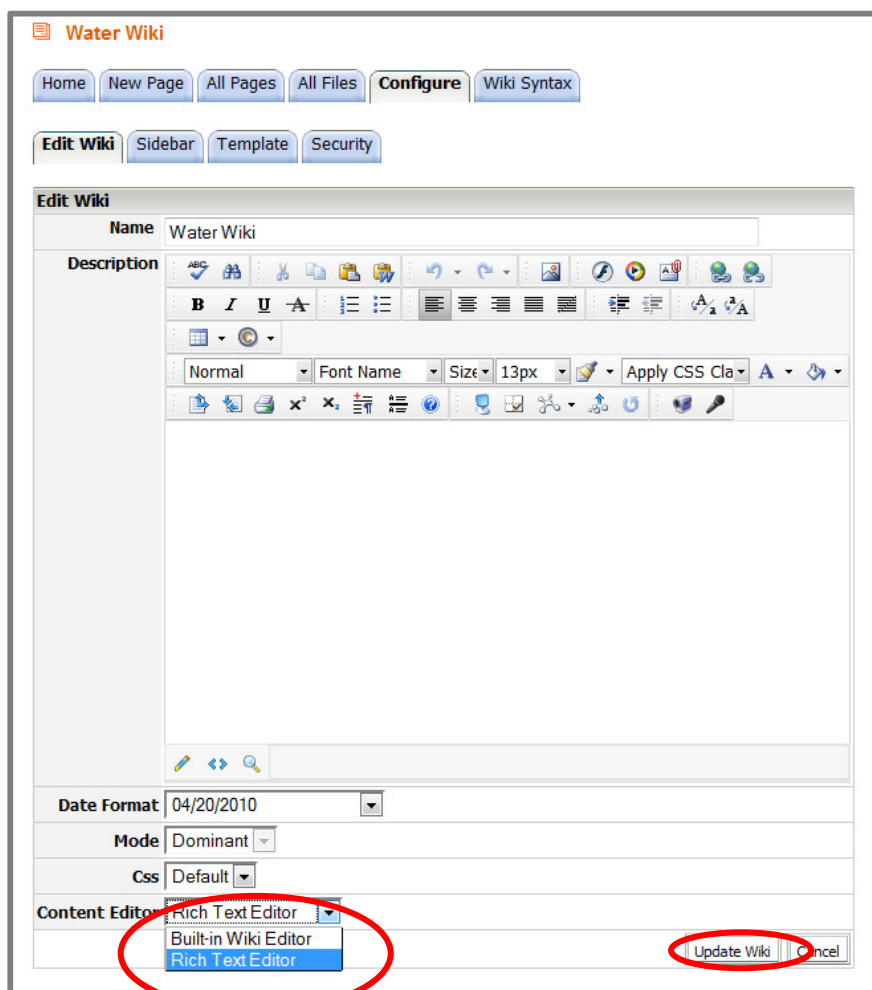
### a) Switching to the RadEditor

Go to your wiki and click the **Configure** tab. You will be in the **Edit Wiki** tab.

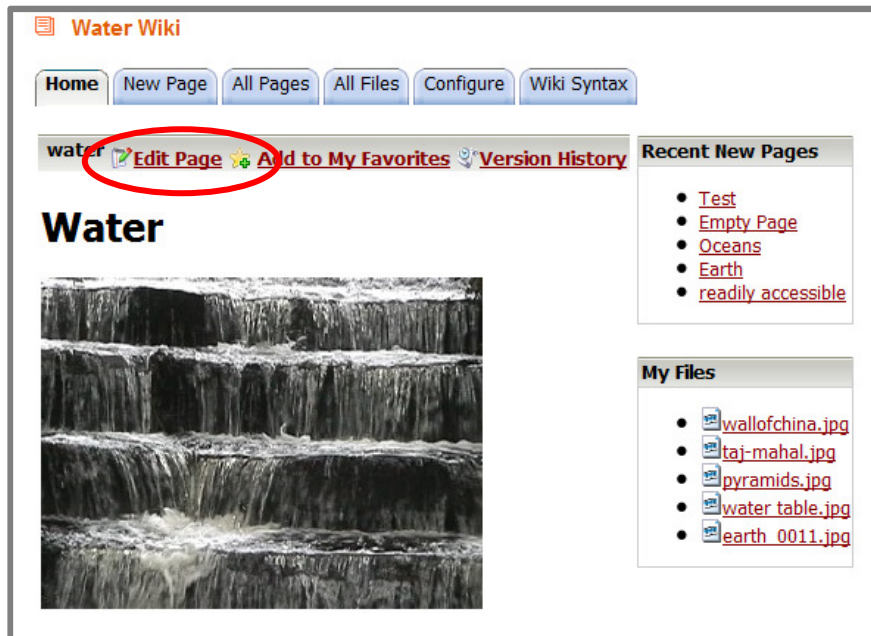
At the bottom of this screen there is a dropdown called **Content Editor**. Click this dropdown and choose **Rich Text Editor**.

### b) Saving your changes

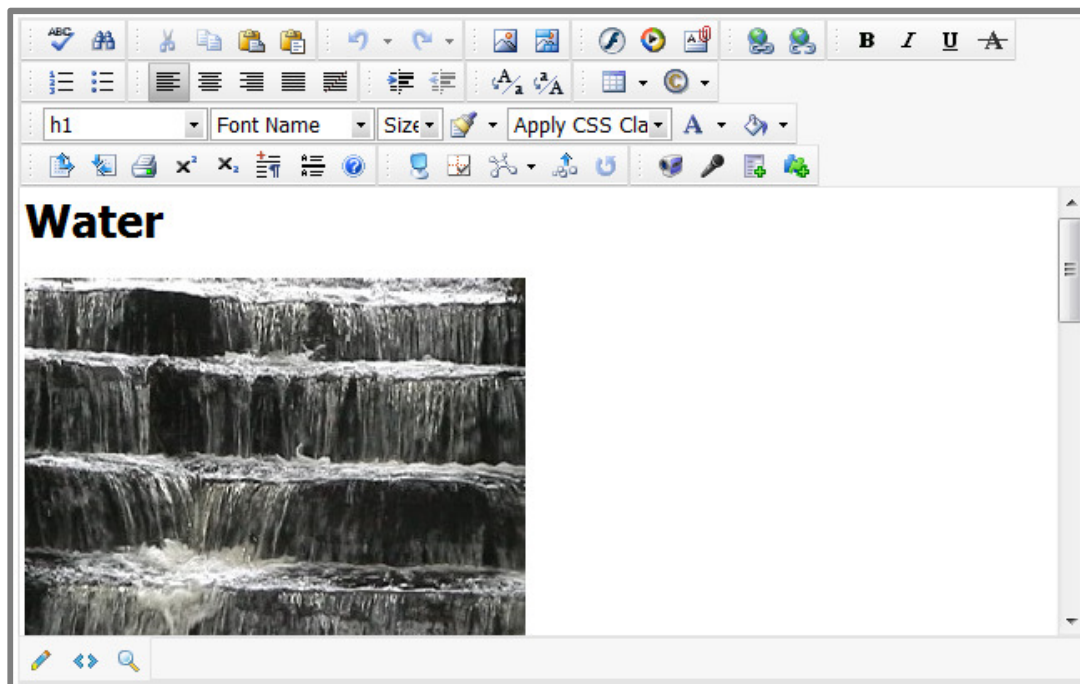
After selecting the **Rich Text Editor** click the **Update Wiki** button located in the lower right corner to save your changes.



After updating your settings you will be returned to your wiki. Click **Edit Page** to utilize the RadEditor.

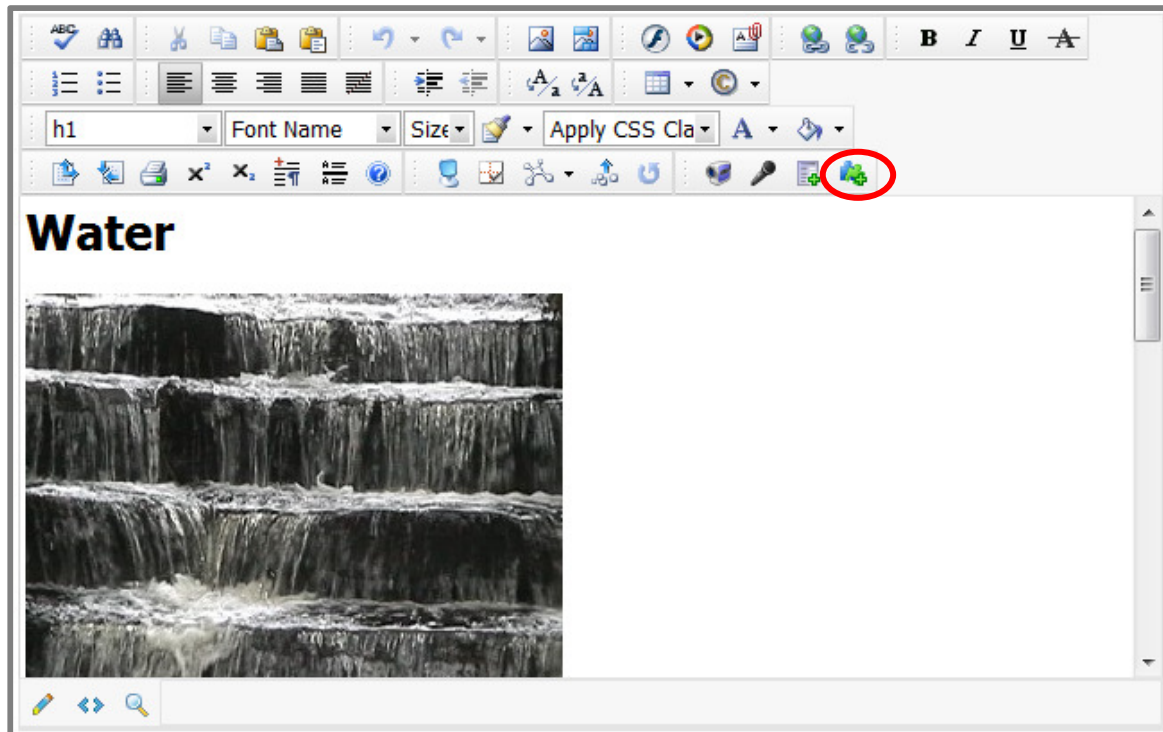


Once in edit mode you will see the familiar **RadEditor**. Please see **Appendix A** for detailed information on using the RadEditor.

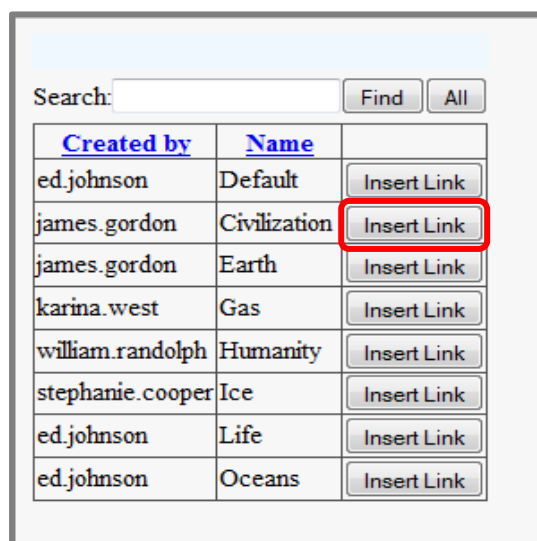


### c) Inserting Links

In addition to inserting links to external pages, the wiki allows you to link to other pages within your wiki. To insert a link to a wiki page, click on the wiki link icon.



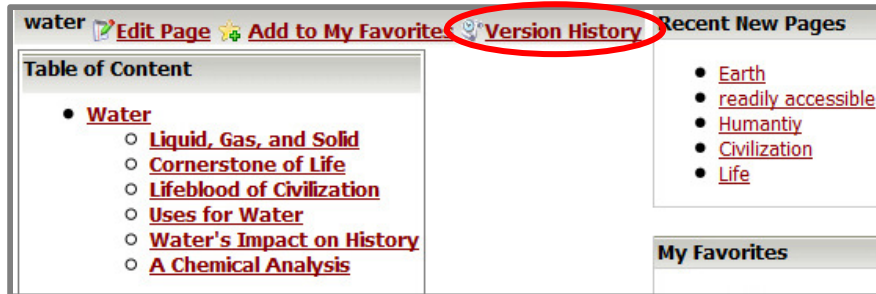
You can then insert a page using the **Insert Link** button.



## 4) Version History

One of the more useful features of a wiki is the ability to access earlier versions of each page.

To do so click on the  Version History link at the top of the page.



water [Edit Page](#) [Add to My Favorites](#) [Version History](#) [Recent New Pages](#)

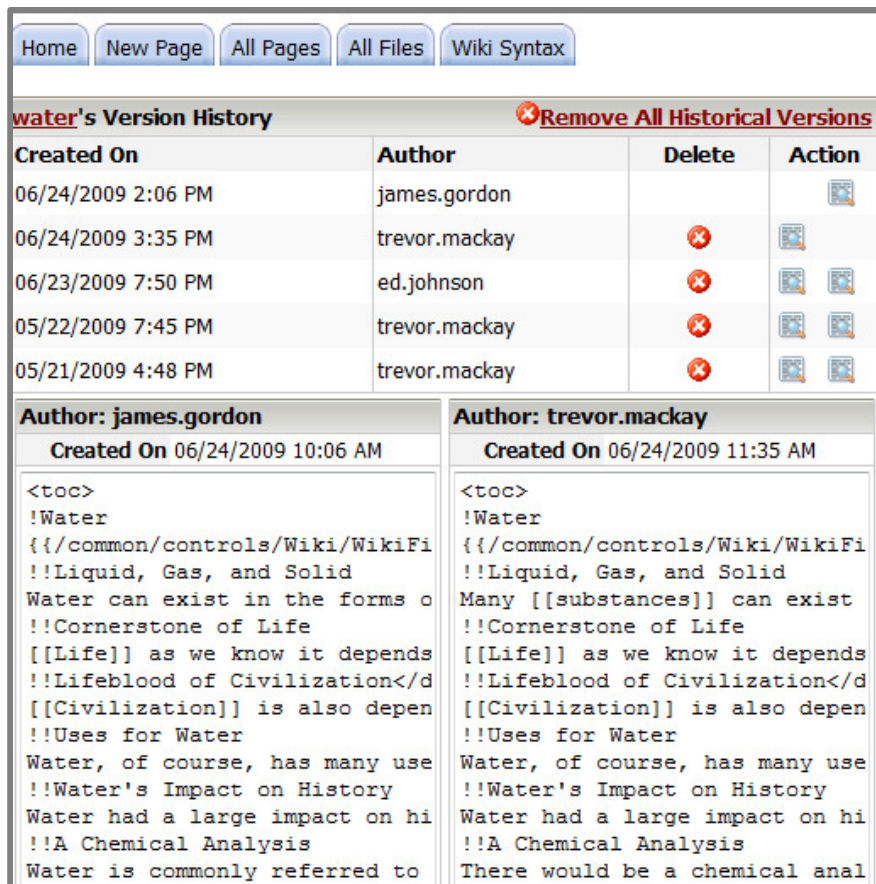
**Table of Content**

- [Water](#)
  - [Liquid, Gas, and Solid](#)
  - [Cornerstone of Life](#)
  - [Lifeblood of Civilization](#)
  - [Uses for Water](#)
  - [Water's Impact on History](#)
  - [A Chemical Analysis](#)

**Recent New Pages**

- [Earth](#)
- [readily accessible](#)
- [Humantiy](#)
- [Civilization](#)
- [Life](#)

**My Favorites**



Home [New Page](#) [All Pages](#) [All Files](#) [Wiki Syntax](#)

**water's Version History** [Remove All Historical Versions](#)

| Created On         | Author        | Delete | Action |
|--------------------|---------------|--------|--------|
| 06/24/2009 2:06 PM | james.gordon  |        |        |
| 06/24/2009 3:35 PM | trevor.mackay |        |        |
| 06/23/2009 7:50 PM | ed.johnson    |        |        |
| 05/22/2009 7:45 PM | trevor.mackay |        |        |
| 05/21/2009 4:48 PM | trevor.mackay |        |        |

**Author: james.gordon**  
Created On 06/24/2009 10:06 AM

```
<toc>
!Water
{{/common/controls/Wiki/WikiFi
!!Liquid, Gas, and Solid
Water can exist in the forms o
!!Cornerstone of Life
[[Life]] as we know it depends
!!Lifeblood of Civilization</d
[[Civilization]] is also depen
!!Uses for Water
Water, of course, has many use
!!Water's Impact on History
Water had a large impact on hi
!!A Chemical Analysis
Water is commonly referred to
```

**Author: trevor.mackay**  
Created On 06/24/2009 11:35 AM


```
<toc>
!Water
{{/common/controls/Wiki/WikiFi
!!Liquid, Gas, and Solid
Many [[substances]] can exist
!!Cornerstone of Life
[[Life]] as we know it depends
!!Lifeblood of Civilization</d
[[Civilization]] is also depen
!!Uses for Water
Water, of course, has many use
!!Water's Impact on History
Water had a large impact on hi
!!A Chemical Analysis
There would be a chemical anal
```









From **Version History** you can see when versions of the page were created as well as who performed each edit.




**Tip:** Checking the version history is an easy way to find the user responsible in the event of inappropriate or incorrect information being added to the wiki.








### a. Comparing Versions

You can compare two different versions of the same page using the Action column. Next to each version you will see one or two  icons. The left icon will place the code for that version into the left window. The right icon will place the code for that version into the right window.

| water's Version History |               | Remove All Historical Versions  |   |
|-------------------------|---------------|---|---|
| Created On              | Author        | Delete  | Action  |
| 06/24/2009 2:06 PM      | james.gordon  |   |    |
| 06/24/2009 3:35 PM      | trevor.mackay |  |   |
| 06/23/2009 7:50 PM      | ed.johnson    |  |   |
| 05/22/2009 7:45 PM      | trevor.mackay |  |   |
| 05/21/2009 4:48 PM      | trevor.mackay |  |   |

### b. Restoring a Previous Version

If edits made to a page include incorrect or inappropriate information, you can easily revert the page to a previous edit. To do, click on one of the  icons to view the version you wish to restore. It will open in one of the windows in at the bottom of the screen. Once your desired version is displayed click the **Make Live** button to restore that version of the page.

|                    |               |   |   |
|--------------------|---------------|---|---|
| 06/23/2009 6:50 PM | ed.johnson    |  |    |
| 05/22/2009 6:45 PM | trevor.mackay |  |   |
| 05/21/2009 3:48 PM | trevor.mackay |  |    |

**Author: ed.johnson**  
Created On 06/23/2009 1:50 PM

```
<toc>
!Water
{{/common/controls/Wiki/Wiki
!!Liquid, Gas, and Solid
Many [[substances]] can exist
!!Cornerstone of Life
[[Life]] as we know it depends
!!Lifeblood of Civilization</d
[[Civilization]] is also depends
!!Uses for Water
Water, of course, has many uses
!!Water's Impact on History
Water had a large impact on
!!A Chemical Analysis
There would be a chemical analysis
```


Make Live









**Author: trevor.mackay**  
Created On 05/21/2009 10:48 AM

```
<toc>
!Water
{{/common/controls/Wiki/WikiFi
!!Liquid, Gas, and Solid
Many [[substances]] can exist
!!Cornerstone of Life
[[Life]] as we know it depends
!!Lifeblood of Civilization</d
[[Civilization]] is also depends
!!Uses for Water
Water, of course, has many uses
!!Water's Impact on History
Water had a large impact on history
!!A Chemical Analysis
There would be a chemical analysis
```

Make Live

### c. Deleting Versions

If you wish to delete a version of the page from the version history, click on the  icon next to the version, under the **Delete** column. You can also remove all historical versions of a page by clicking on **Remove All Historical Versions**.

| water's Version History |               |   |   |
|-------------------------|---------------|---|---|
| Created On              | Author        | Delete  | Action  |
| 06/24/2009 2:06 PM      | james.gordon  |   |    |
| 06/24/2009 3:35 PM      | trevor.mackay |  |    |
| 06/23/2009 7:50 PM      | ed.johnson    |  |   |
| 05/22/2009 7:45 PM      | trevor.mackay |  |   |
| 05/21/2009 4:48 PM      | trevor.mackay |  |   |



**Note:** You cannot delete the live version of a page. If you wish to delete the live version, you must first make another version of the page live. You will then be able to delete the formerly live version.



**Pitfall:** Once you delete a version, it is gone for good. There is no way to restore that particular edit of the page.

### III. Configuring the Sidebar

On the front page of the wiki you will see a useful sidebar. This sidebar highlights recent additions and changes as well as a listing of your favorite pages.


water

[Edit Page](#) [Add to My Favorites](#) [Version History](#)

Table of Content

- [Water](#)
  - [Liquid, Gas, and Solid](#)
  - [Cornerstone of Life](#)
  - [Lifeblood of Civilization](#)
  - [Uses for Water](#)
  - [Water's Impact on History](#)
  - [A Chemical Analysis](#)

Water



Liquid, Gas, and Solid

Recent New Pages

- [Earth](#)
- [readily accessible](#)
- [Humantiy](#)
- [Civilization](#)
- [Life](#)






My Favorites

- [Earth](#)
- [Humantiy](#)

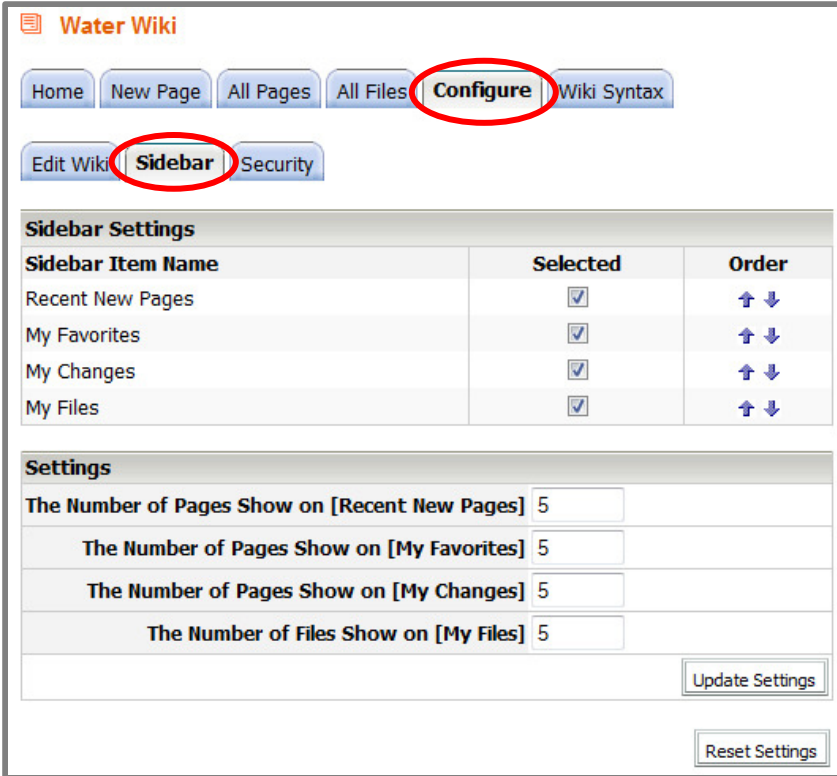
My Changes

- [Default](#)
- [Earth](#)
- [readily accessible](#)
- [Humantiy](#)
- [Civilization](#)

My Files

-  [wallofchina.jpg](#)
-  [taj-mahal.jpg](#)
-  [pyramids.jpg](#)
-  [water table.jpg](#)
-  [earth 0011.jpg](#)

To configure the sidebar, click on the **Configure** tab and then on the **Sidebar** tab.



The screenshot shows the 'Water Wiki' configuration interface. At the top, there are navigation tabs: Home, New Page, All Pages, All Files, **Configure** (circled in red), and Wiki Syntax. Below these are sub-tabs: Edit Wiki, **Sidebar** (circled in red), and Security. The main content area is divided into two sections: 'Sidebar Settings' and 'Settings'.

**Sidebar Settings**

| Sidebar Item Name | Selected                            | Order |
|-------------------|-------------------------------------|-------|
| Recent New Pages  | <input checked="" type="checkbox"/> | ↑ ↓   |
| My Favorites      | <input checked="" type="checkbox"/> | ↑ ↓   |
| My Changes        | <input checked="" type="checkbox"/> | ↑ ↓   |
| My Files          | <input checked="" type="checkbox"/> | ↑ ↓   |

**Settings**

|  |   |
|--|---|
| The Number of Pages Show on [Recent New Pages] | 5 |
| The Number of Pages Show on [My Favorites]     | 5 |
| The Number of Pages Show on [My Changes]       | 5 |
| The Number of Files Show on [My Files]         | 5 |

Update Settings

Reset Settings

Here you have four different sidebar boxes to configure. You can move the boxes up and down, choose whether you want to display the boxes in the sidebar, and even how many items appear in each box.

- 1) Moving Up and Down:** To change the order of the items simply click on the ↑ ↓ arrows in the **Order** column. Each click will move the item one space in the chosen direction.
- 2) Selecting Items to Display:** To determine whether an item displays on the page or not, check or uncheck the checkbox next to the item name in the **Selected** column.
- 3) Number of Items to Display per Box:** To configure how many items show up in each of the four boxes, just enter the desired number next to the row.

| Data Type               | What it Displays                           |
|-------------------------|--|
| <b>Recent New Pages</b> | Lists the most recently added pages.       |
| <b>My Favorites</b>     | Lists pages you have marked as favorites.  |
| <b>My Changes</b>       | Lists pages you have edited.               |
| <b>My Files</b>         | Lists files you have uploaded to the wiki. |

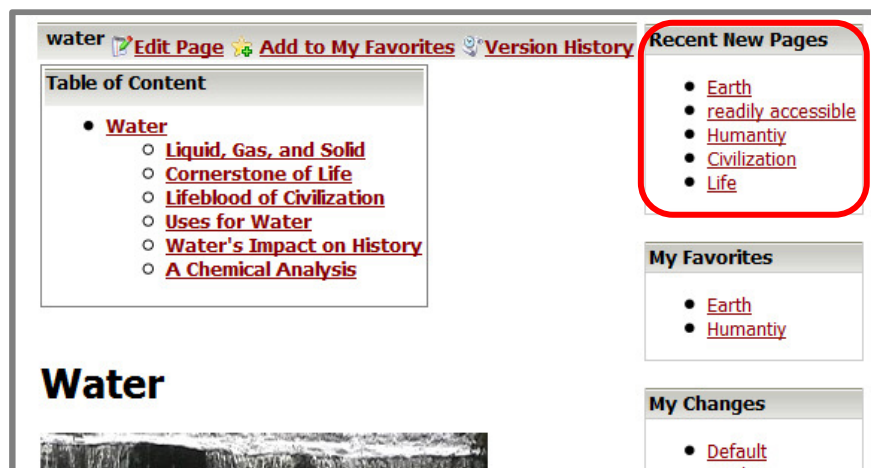
When you have finished configuring the sidebar, press **Update Settings** to complete the new configuration.



**Tip:** At any time you can use the **Reset Settings** button to return your sidebar back to its default settings.

### 1) Recent New Pages

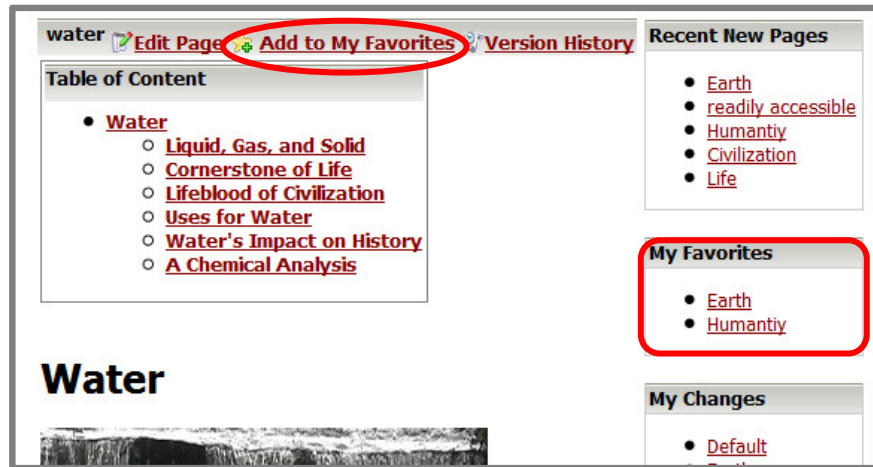
As the name suggests, the **Recent New Pages** shows the most recently created pages with the most recently created page at the top of the list and the least recent at the bottom. This box is a good way to keep track of new content.



## 2) My Favorites

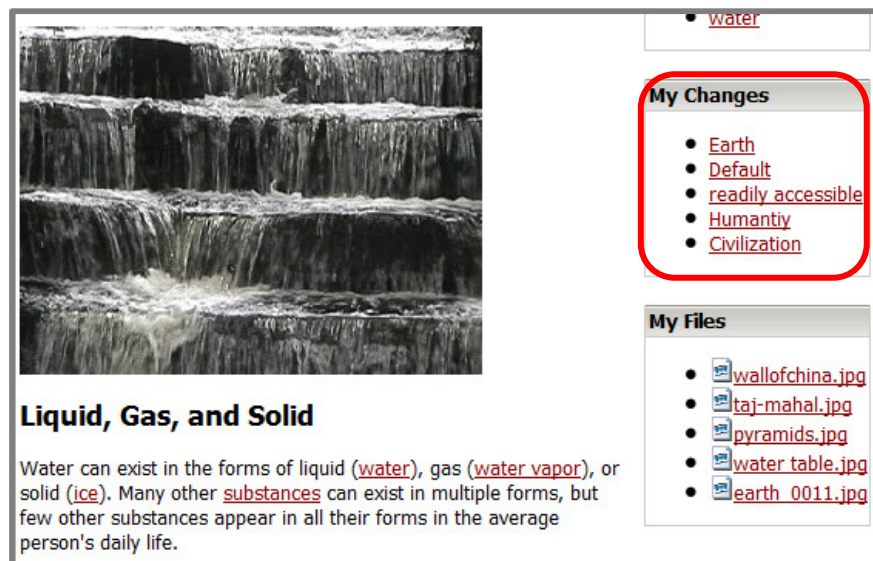
If you find a wiki page that is particularly interesting or useful, you may wish to return to it later. The easiest way to do so is to simply add the page to your favorites. Then you can quickly return to the page whenever you wish by clicking on the link in your **My Favorites** box.

To add a page to your favorites, click **Add to My Favorites** along the top of the page.




## 3) My Changes

The **My Changes** box lists the pages you have edited. Much like the **Recent New Pages** box, the most recently edited page is at the top of the list while the oldest edit is at the bottom.



#### 4) My Files

The **My Files** box lists files that you have uploaded to the wiki. It lists the most recent item at the top of the box and the oldest item at the bottom.



### Liquid, Gas, and Solid






Water can exist in the forms of liquid ([water](#)), gas ([water vapor](#)), or solid ([ice](#)). Many other [substances](#) can exist in multiple forms, but few other substances appear in all their forms in the average person's daily life.

- [water](#)

#### My Changes

- [Earth](#)
- [Default](#)
- [readily accessible](#)
- [Humantiy](#)
- [Civilization](#)

#### My Files

-  [wallofchina.jpg](#)
-  [taj-mahal.jpg](#)
-  [pyramids.jpg](#)
-  [water table.jpg](#)
-  [earth\\_0011.jpg](#)

## IV. Wiki Security


One of the most powerful features of a wiki is its ability for a page to be created or edited by any user. Unfortunately, if not configured properly, the ability for a page to be created or edited by any user can also be a downside of using a wiki. Sharpschool's wiki features a number of configuration options that can be utilized to minimize the problem of poorly-constructed or harmful edits. The configuration settings you use for a wiki will depend on the needs and the users of the specific wiki.

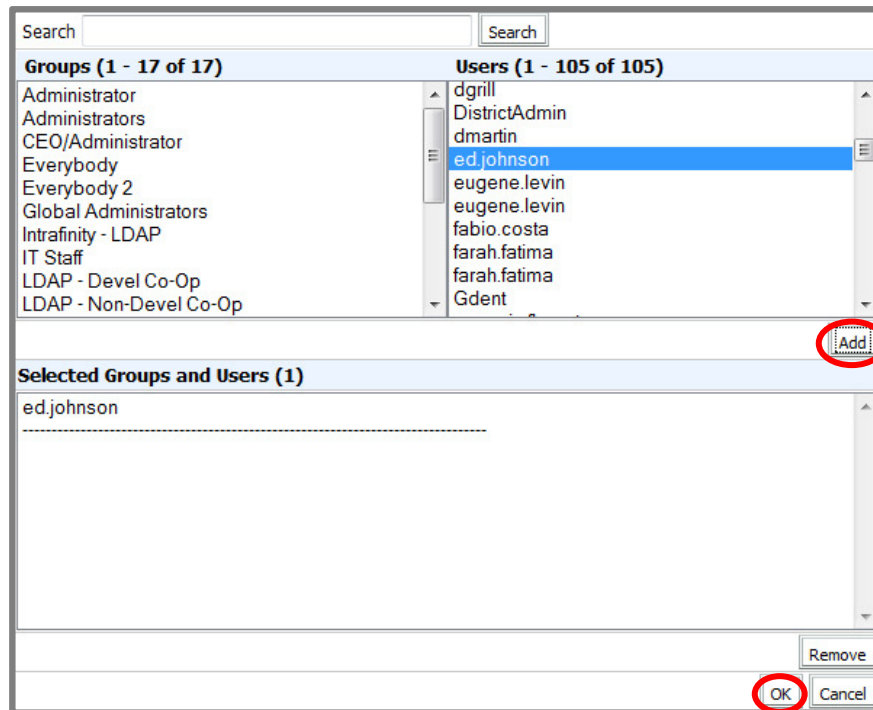
To configure the wiki's security settings click on the **Configure** tab and, when the new page loads up, click on the **Security** tab.



By default you will now be on the **Roles** tab with the option to add users or groups to **Administrators**, **Authors**, or **Browsers**.

## 1) Roles

To add a user or group to a particular role,  click the button next to the role and then click the **Add** button. This will bring up the **Select Users and Groups** window. From here, simply click on the user or group you want to add, press the **Add** button and press **OK**.



### a. Administrators

Administrators have full control over a wiki. They can access any of the tabs, they can edit, add, and delete pages. They can also change the configuration settings for the sidebar, the wiki and security. Anything that a site administrator can do on the wiki, a wiki administrator can also do.

### b. Authors

Authors do not have access to the **Configuration** tab, but they can access all the other tabs. They can create new pages, edit existing ones, and delete pages. They can also restore a page to an earlier version, or delete specific versions of pages.

### c. Browsers

Browsers are limited to browsing the wiki, marking pages as favorites and looking at the **Wiki Syntax** tab.

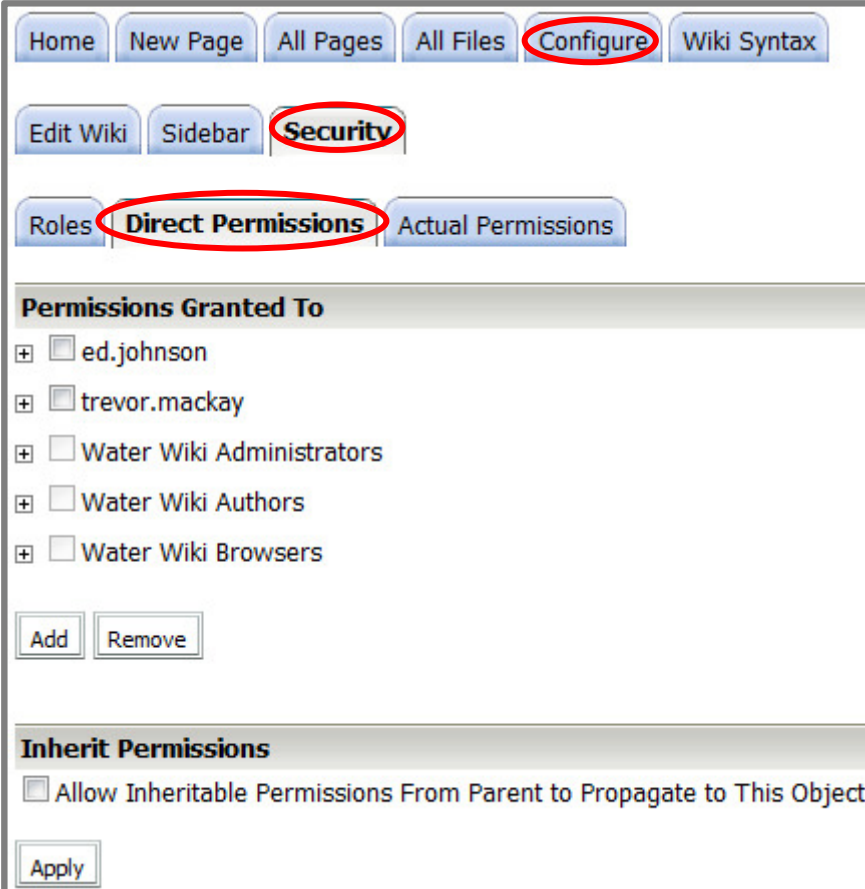


**Tip:** The level of control assigned to each of these three roles can be adjusted via the **Direct Permissions** tab.

## 2) Direct Permissions

It is possible that you will want to give some users or groups a level of access to the wiki that does not conform to the three roles. For example, perhaps you want users to be able to edit existing wiki articles but do not want to give them the ability to create new pages or delete old ones. You can use the options in **Direct Permissions** to change the access granted to the three existing roles or you can add a specific level of access for a particular user or group.

To access **Direct Permissions** click on the **Configuration** tab, the **Security** tab, and then the **Direct Permissions** tab.



The screenshot shows the SharpSchool Wiki configuration interface. At the top, there are navigation tabs: Home, New Page, All Pages, All Files, **Configure** (highlighted with a red circle), and Wiki Syntax. Below these are tabs for Edit Wiki, Sidebar, and **Security** (highlighted with a red circle). Under the Security tab, there are three sub-tabs: Roles, **Direct Permissions** (highlighted with a red circle), and Actual Permissions. The main content area is titled "Permissions Granted To" and lists five entries, each with a plus icon in a box and a checkbox: ed.johnson, trevor.mackay, Water Wiki Administrators, Water Wiki Authors, and Water Wiki Browsers. Below this list are "Add" and "Remove" buttons. A section titled "Inherit Permissions" contains a checkbox for "Allow Inheritable Permissions From Parent to Propagate to This Object" and an "Apply" button at the bottom.

If you click the ☐ button next to any of the three roles (**Administrators**, **Authors**, **Browsers**) you can adjust the role's access level.

**a. Full Control**

Full control gives the user full administrative access to the wiki. In addition to everything described below in Create, Delete, Read, and Write, **Full Control** gives users the ability to edit configuration and security settings.

**b. Create**

Checking off the **Create** option grants the ability to add new pages and new files as well as view the existing pages and files under the **All Pages** and **All Files** tabs.

**c. Delete**

Checking the **Delete** option grants the ability to delete pages and files via the **All Pages** and **All Files** tabs.

**d. Read**

The **Read** option allows the user to browse the wiki. They can also add pages to their favorites and view the **Wiki Syntax** tab.



**Note:** All other options – **Create**, **Delete**, and **Write** – also grant the ability given through **Read** access.

**e. Write**

The **Write** option grants the ability to edit pages. Users with **Write** enabled can also restore a page to a previous version through **Version History** and browse the **All Pages** and **All Files** tabs.

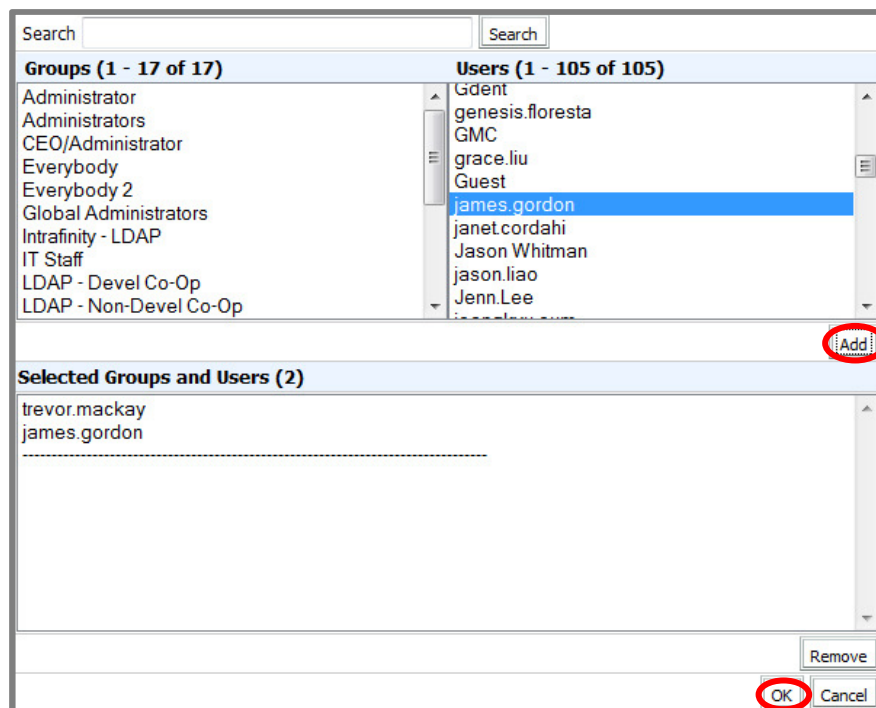
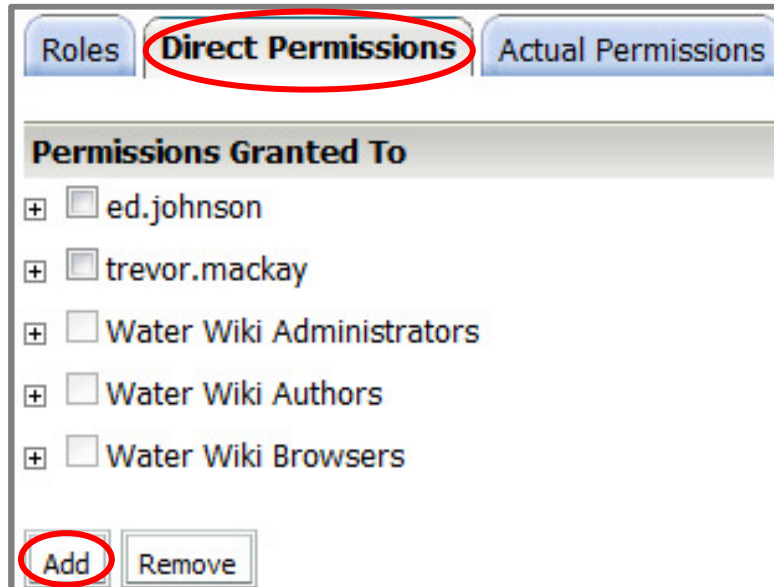
When you have completed adjusting the permissions, click the **Apply** button to save the changes.

A screenshot of a web-based permissions configuration window titled "Permissions Granted To". It contains a list of users and groups with checkboxes for various permissions. The permissions listed are Full Control, Create, Delete, Read, and Write. The "Create", "Read", and "Write" checkboxes are checked. The "Apply" button at the bottom is circled in red. The list of users and groups includes trevor.mackay, Water Wiki Administrators, Water Wiki Authors, and Water Wiki Browsers.

| Permissions Granted To               |                           |
|--------------------------------------|---------------------------|
| <input type="checkbox"/>             | trevor.mackay             |
| <input type="checkbox"/>             | Water Wiki Administrators |
| <input type="checkbox"/>             | Water Wiki Authors        |
| <input type="checkbox"/>             | Full Control              |
| <input checked="" type="checkbox"/>  | Create                    |
| <input type="checkbox"/>             | Delete                    |
| <input checked="" type="checkbox"/>  | Read                      |
| <input checked="" type="checkbox"/>  | Write                     |
| <input type="button" value="Apply"/> |                           |
| <input type="checkbox"/>             | Water Wiki Browsers       |

If you want to have additional levels of access outside of the three roles, you can also add users or groups directly to the **Direct Permissions** tab.

To add new users or groups, click on the **Add** button. This will bring up the **Select Users and Groups** window. From here, simply click on the user or group you want to add, press the **Add** button and press **OK**.



Once you have added the user or group you can configure the **Full Control**, **Create**, **Delete**, **Read**, and **Write** settings as detailed above.