

UNIVERSITY OF WISCONSIN OSHKOSH

Titan Files

Working with Wikis

UW Oshkosh

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What is a Wiki

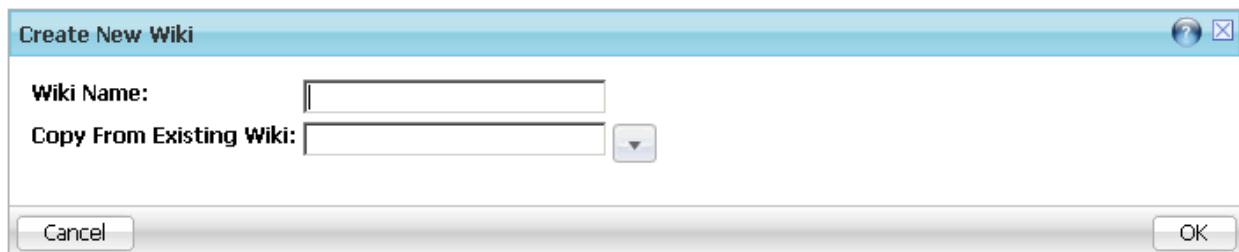
In Titan Files a wiki is essentially a website that enables both you and properly permissioned users to add, remove, edit and change content. It is a great way to present a series of related documents, pictures or other items.

When working with Wikis it is important to understand how all the pieces and parts of the wiki work together. First a wiki is comprised of a series of pages, those pages are then broken down into a series of panels. Each panel is the container for pieces of text, pictures, links to other documents, etc.

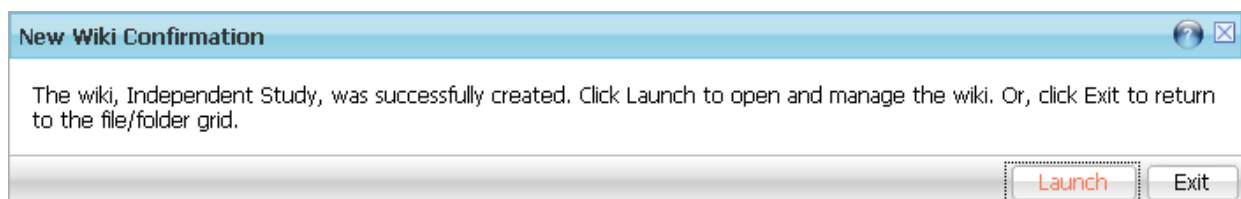
Additionally, there are two modes with a wiki, an edit mode and a viewing mode. These two modes are utilized when working with both pages and panels.

Creating a Main Page in Wiki

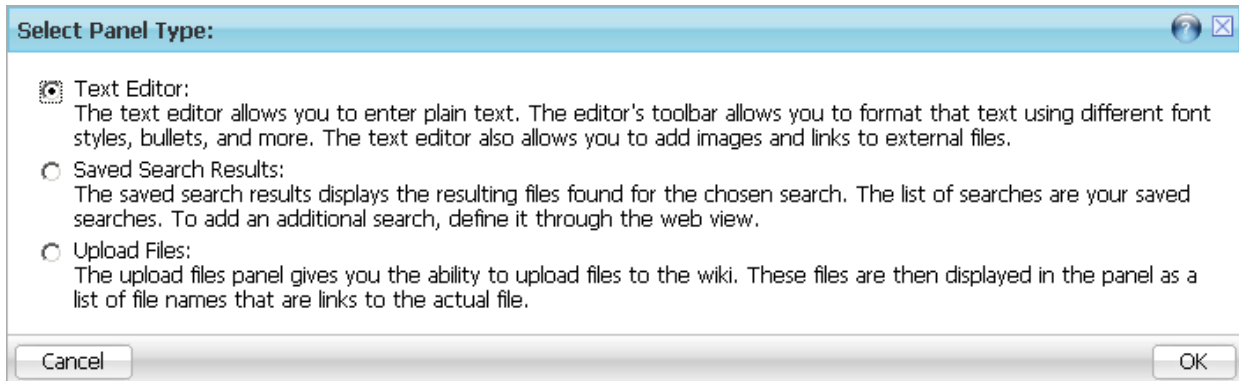
1. Click the new wiki button located in the upper right corner of the Document Manager screen.
2. Enter a name for the Wiki in the space provided.
3. Click OK



4. The New Wiki Confirmation dialog box will appear.



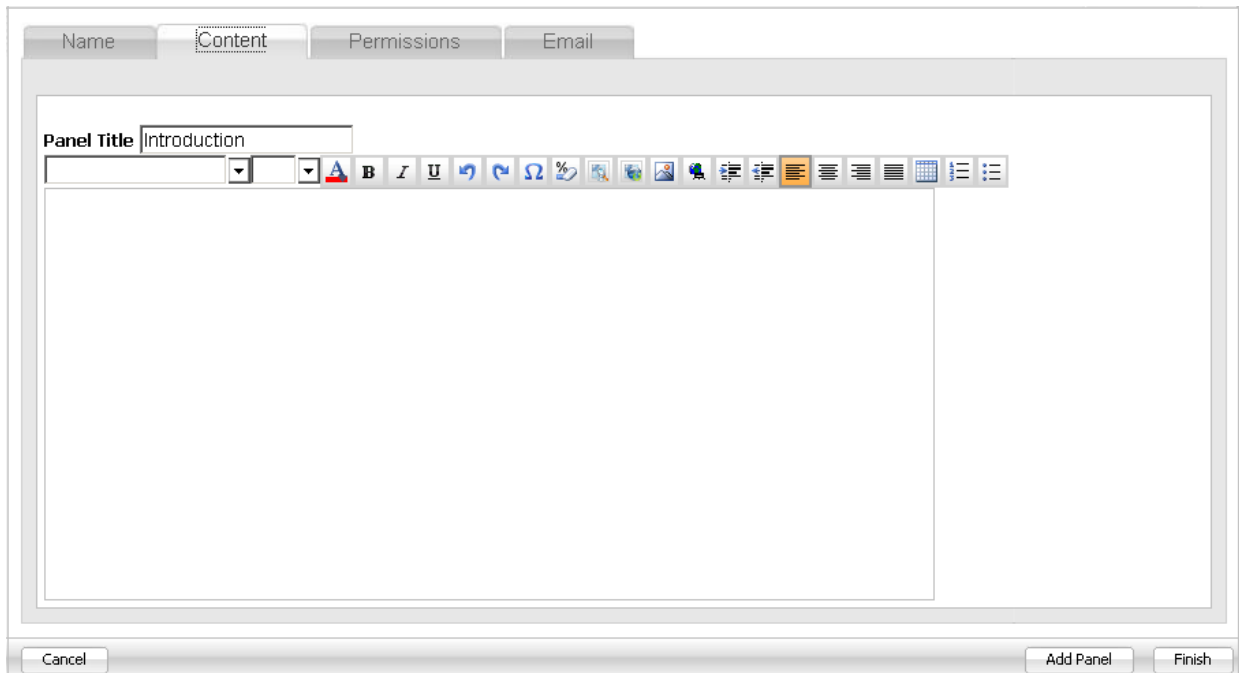
5. Click Launch to go directly to the newly created Wiki. Notice that the wiki opens in a new window.
Note: Exit will return the user to the Document Manager. The wiki can always be accessed by double clicking the wiki title
6. The Select Panel Type Dialog Box will appear.



7. Choose the type of panel you would like to use. (See the panel explanations below for details.)
8. Click OK

Text Editor

The Text Editor panel allows the user to enter plain text. The editor's toolbar allows you to format that text using different font styles, bullets, and more. The text editor also allows typed text to be combined with images and links to external files to make a professional looking panel.




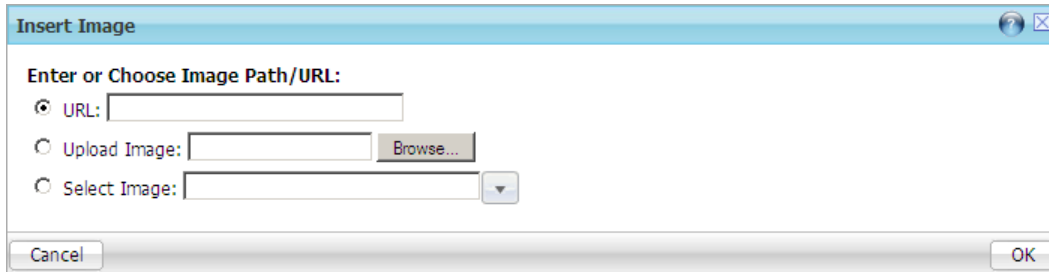
Adding Text

1. If desired, enter a title for the panel in the appropriate field.
2. Enter desired text into the large space at the bottom of the panel.
3. Use the toolbar towards the top of the panel to change the font type, size, or color.
Hint: Hover your mouse pointer over each toolbar button to see the associated command.
4. When formatting is completed, click Finish

Adding Images


Adding photos to a Wiki is a great way to add visual interest to a wiki

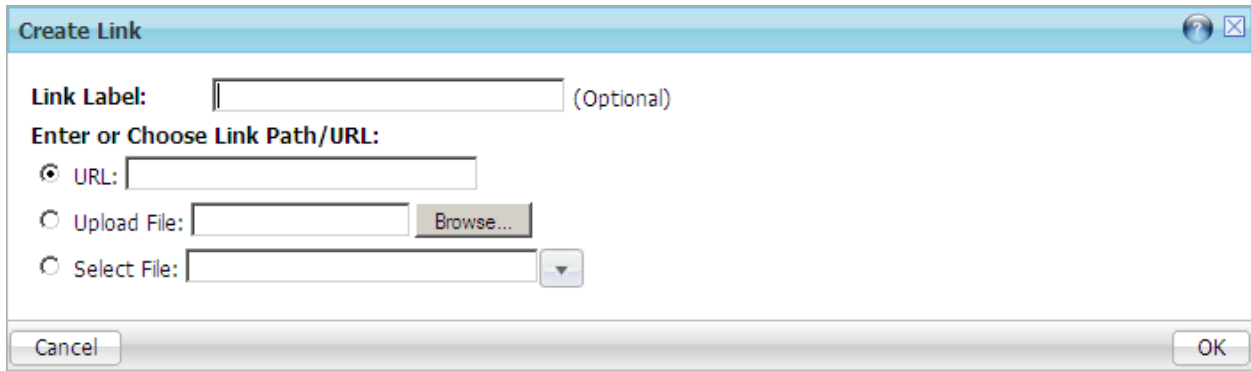
1. Click the Insert Image button off the toolbar. 
2. The Insert Image dialog box will appear.



3. Add an image using one of the options provided.
 - a. URL: Enter the URL of a photo located on the internet.
 - b. Upload Image: Click the browse button to locate an image saved on your computer.
 - c. Select Image: Use the dropdown to select an image that has already been saved to the document manager.
4. Click OK
5. The Text Editor panel will reappear with the image visible.
6. Click Finish

Insert Link to URL or File

1. Click the Insert Link to URL or File button. 
2. The Create Link dialog box will appear.

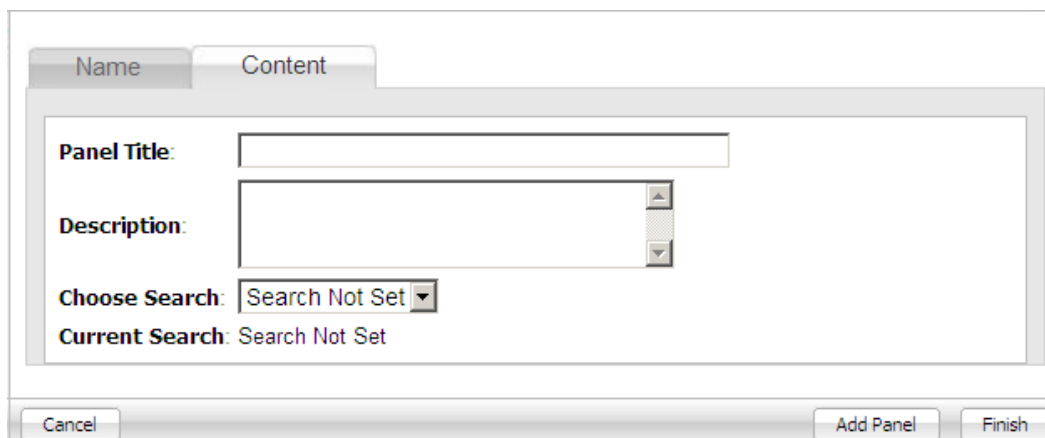


3. Add a label for the link in the space provided.
4. Choose a method for adding the link
 - a. URL: Enter the URL for a web page. (include http://)
 - b. Upload File: Choose a file from your hard drive
 - c. Select a File: Add a file that is already saved in the document manager portion of Titan Files.
5. Click OK
6. The Text Editor panel will reappear with the link visible.
7. Click Finish.


Note: URL links can not be modified, to edit, delete the old link and insert a new one.

Saved Search Results Panel

The saved search results panel allows the user to add a panel that will hold links to documents saved in the Document Manager portion of Titan Files. In order to link to the documents, a search for those documents must be saved. (See "Save a Search" section from the Introduction manual for more details on saving a search.)

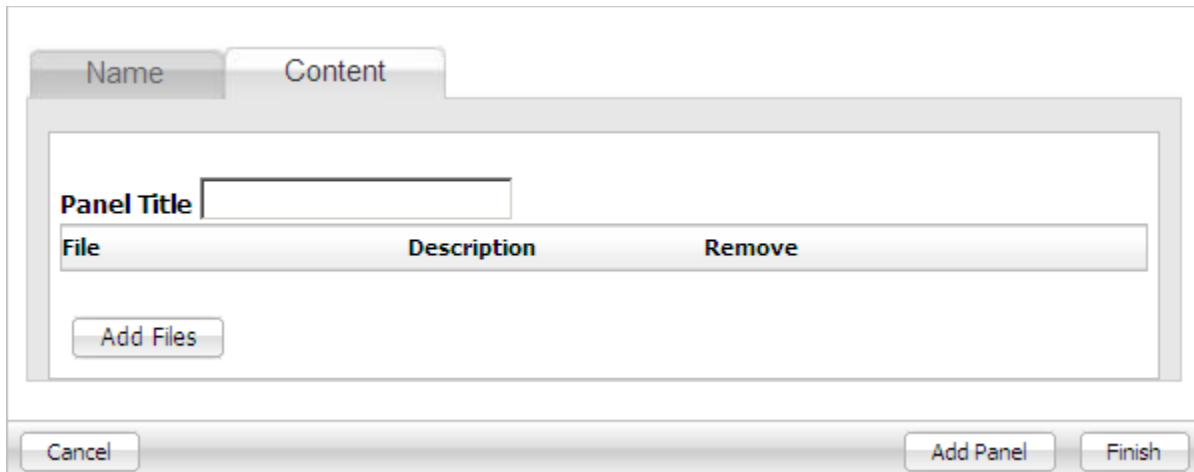


1. Type a title for the Panel
2. If desired, type a description for the links that will be listed
3. Under the field labeled Choose Search, click the dropdown to select a saved search.
Note: the search should have already been saved to a folder in the Document Manager, they can not be created from this dialog box.
4. Click Finish
5. The file(s) that were included in the original Saved Search will be listed under the panel heading and description.

Note: Saved Search Results can also be added to a Text Editor Panel. Click the “Insert a Search Results Panel” button on the Text Editor Toolbar.  Use the above instructions to complete the dialog box and click OK. An icon will appear in the Text Editor representing the saved search results. Click Finish to complete the panel.

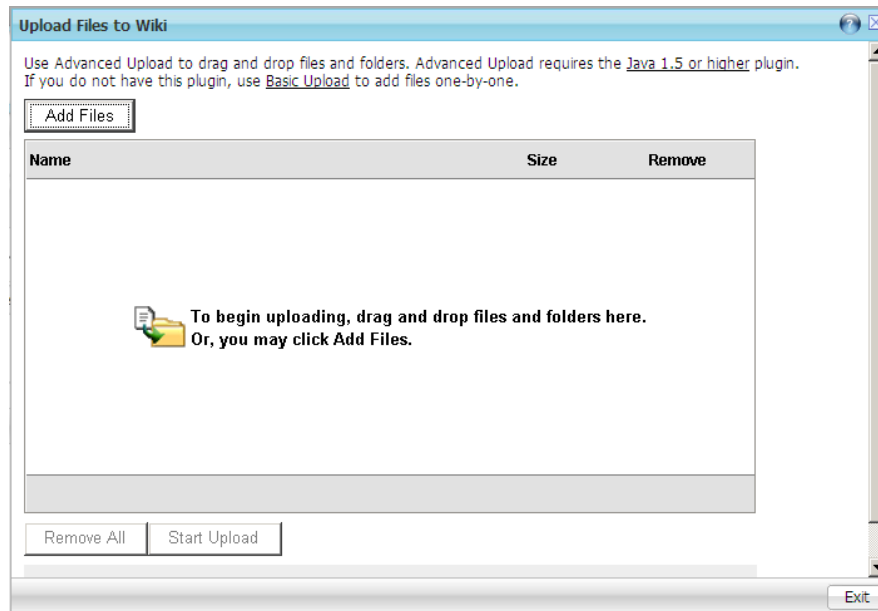
Upload Files Panel

The upload files panel gives you the ability to upload files to the wiki. These files are then displayed in the panel as a list of file names that are links to the actual file.



File	Description	Remove
------	-------------	--------

1. Type a Title for the Panel.
2. Click the “Add Files” button.
3. The “Upload Files to Wiki” dialog box will appear.



4. Click the “Add Files” Button.
5. Browse for photo files one by one, or download the java plugin and drag and drop onto the space provided.
6. When all desired files are listed, click the “Start Upload” button.
7. When files have completed upload, click Exit
8. Files will be listed in the Upload Panel
9. If desired, add descriptions for each file.
10. Click Finish

Adding Additional Panels

Wiki pages are comprised of several panels. The first panel was added when the Wiki was originally created. Additional panels can be added to hold more content.

Add a Panel

1. Click the “Edit Page” button in the upper right corner of your screen.
2. Click the “Add Panel” button in the lower right corner of your screen.
Note: If you already have a lot of content posted, you may have to scroll down to find the “Add Panel” button.
3. Choose the type of panel you would like to use. See below for an explanation of each type of panel.
4. Click OK

Adding Pages

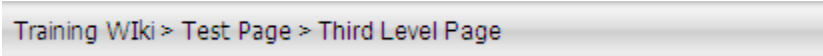
Think about a website you visit often. Most websites have one main page and link to other pages from that main page. Titan File wikis have the same ability, once a main page has been created, additional pages can be added to accommodate additional material.

1. Click the “Create Page” button located in the upper left portion of your screen.
2. Type an identifying name for the new page.
3. Click Finish
4. The page has been created.
5. Use the “Adding Panels” instructions, found above for details on adding content to the new page.

Navigating in a Wiki

Once several pages have been added to a Wiki it may get more difficult to navigate between pages.

1. Using the breadcrumbs at the top of the page will allow the user to quickly back up to previous pages. Just click on the page to view.



Training Wiki > Test Page > Third Level Page

2. Once additional pages have been created, they will be listed on the left side of the screen. To view the page, simply click the page title listed on the left portion of the screen.

Discussion

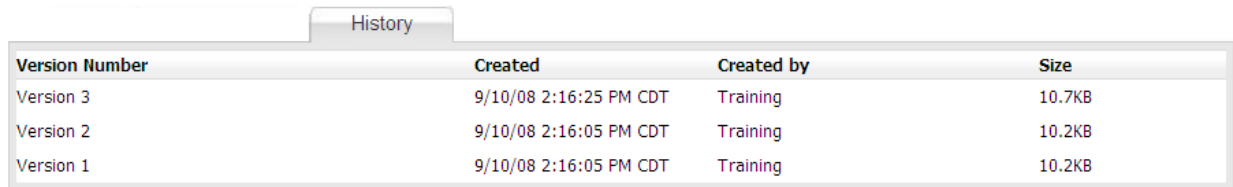
Discussions can be very useful when collaborating on multi-user projects. Participants can comment on the wiki, discuss options, etc. All users who have permission to view the wiki, can view the comments.

1. Click the Discussion tab found at the top of every Wiki Page
2. Type comments into the space provided.
3. Click Save.
4. The comment, as well as the time will appear at the bottom of the page.

History

Titan Files automatically keeps a history of changes made to a Wiki. The History section allows the user to quickly view earlier versions of the Wiki, which updates were made and when they occurred.

1. Click the History tab found at the top of every Wiki Page.



The screenshot shows a 'History' tab at the top of a page. Below it is a table with four columns: 'Version Number', 'Created', 'Created by', and 'Size'. The table contains three rows of data:

Version Number	Created	Created by	Size
Version 3	9/10/08 2:16:25 PM CDT	Training	10.7KB
Version 2	9/10/08 2:16:05 PM CDT	Training	10.2KB
Version 1	9/10/08 2:16:05 PM CDT	Training	10.2KB

2. Click on each version number to see the Wiki at a given point in time. Later versions will have more updates and changes.

Sharing a Wiki

Wikis are stored in the Document Manager, so it can be shared just like any other item can be shared from the document manager. Titan Files also allows Wikis to be shared while inside the wiki.

Emailing a Wiki Link

Emailing a link is a great way to share a document with another on-campus user. In addition to being quick and easy it requires that the recipient enter a username and password to view the document, adding extra security to the document.

1. Navigate to the main page of the Wiki you would like to share.
2. Click the "Edit Page" button in the upper right corner of the screen.
3. Notice that several tabs appear at the top of the wiki page.
4. Click Email
5. A window similar to an email will appear. Type in all necessary information
 - a. To: Click the "To:" button to access the address book and choose a recipient.
Note: If an email address is manually typed into the space provided, the Wiki will be sent as a ticket. See below for details.
 - b. Subject: Just like an email, type a subject into the space provided
 - c. Message: A message was automatically generated for you. If necessary add personalized text.
Caution: Do not delete the text that reads [wiki link]. If deleted, the Wiki will not be shared.
 - d. If you wish to receive a copy of the email, check the box labeled, "Also send the email to me"

6. Click Finish
7. A window will appear with notification that the recipient was granted Read Only permission.
8. Click Finish

Sending A Wiki Ticket

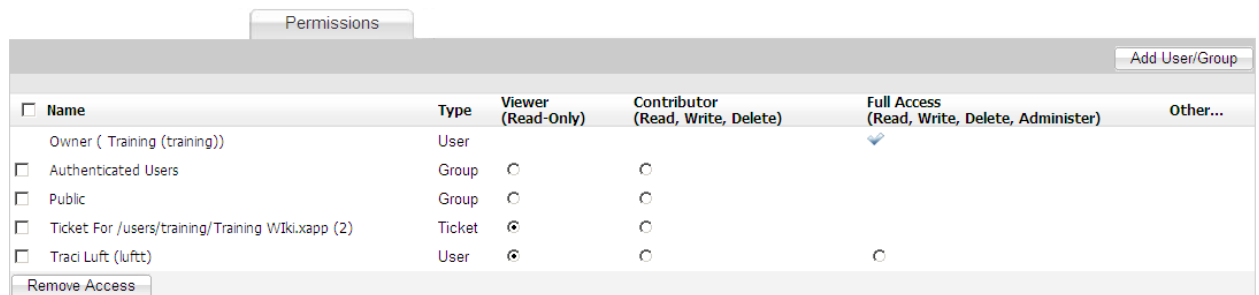
Tickets are another form of sharing. However, because they do not require the recipient to login to Titan Files, they are ideal for collaborating with off-campus individuals.

1. Navigate to the main page of the Wiki you would like to share.
2. Click the “Edit Page” button in the upper right corner of the screen.
3. Notice that several tabs appear at the top of the wiki page.
4. Click Email
5. A window similar to an email will appear. Type in all necessary information
 - a. **To:** Type the email address of the individual
 - b. **Subject:** Just like an email, type a subject into the space provided
 - c. **Message:** A message was automatically generated for you. If necessary add personalized text.
Caution: Do not delete the text that reads [wiki link]. If deleted, the Wiki will not be shared.
 - d. If you wish to receive a copy of the email, check the box labeled, “Also send the email to me”
6. Click Finish
7. A window will appear with notification that a 30-day ticket has been created. If you would like to change these settings, click the dropdown menu next to Ticket Options
 - a. If desired, give the ticket an identifiable name.
 - b. If desired, change the length of time the ticket will be available
 - c. If desired, assign a password for the ticket.
8. Click Finish

Wiki Permissions

By default, emailed wikis and wiki tickets only allow the recipient to view the wiki, they may not make changes or updates. To allow write access to the wiki, the permissions for that individual needs to be modified.

1. Navigate to the main page of the Wiki you would like to share.
2. Click the “Edit Page” button in the upper right corner of the screen.
3. Notice that several tabs appear at the top of the wiki page.
4. Click the Permissions tab.



The screenshot shows a 'Permissions' window with a table of users and groups. The table has columns for Name, Type, Viewer (Read-Only), Contributor (Read, Write, Delete), Full Access (Read, Write, Delete, Administer), and Other... Each row has a checkbox on the left and radio buttons for the permission levels. The 'Owner (Training (training))' row has a blue checkmark under the Full Access column. The 'Traci Luft (luftt)' row has a radio button selected under the Viewer column.

<input type="checkbox"/> Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)	Full Access (Read, Write, Delete, Administer)	Other...
Owner (Training (training))	User			<input checked="" type="radio"/>	
<input type="checkbox"/> Authenticated Users	Group	<input type="radio"/>	<input type="radio"/>		
<input type="checkbox"/> Public	Group	<input type="radio"/>	<input type="radio"/>		
<input type="checkbox"/> Ticket For /users/training/Training Wiki.xapp (2)	Ticket	<input checked="" type="radio"/>	<input type="radio"/>		
<input type="checkbox"/> Traci Luft (luftt)	User	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Buttons: Add User/Group, Remove Access

5. Individual and group names listed on the left side of the screen
 - a. Owner: This is you, you have full access to look at, modify, delete or change permissions on the wiki
 - b. Authenticated users: this applies to anyone with a uwosh.edu email address.
 - c. Public: This refers to anyone (in the world) who has internet access.
 - d. Ticket: because a ticket was mailed for this wiki, the ticket is listed.
 - e. Individual: An individual person was emailed the link to the wiki
6. Permission levels are listed on the right side of the screen.
 - a. Viewer (Read-Only): Individuals/Groups with this access may only view the wiki, they are not able to make changes.
 - b. Contributor (read, write, delete): Individuals/Groups with this access, can make changes including adding and deleting content.
 - c. Full Access (read, write, delete, administer): Individuals/Groups with this access can view, make changes, and modify permission levels for others.
7. Choose the radio button under the appropriate permission level for each Individual or group.
8. Click Finish
9. You will be returned to the Wiki