Introduction to the Brookes wiki

The Brookes wiki can be accessed either directly from the following address:
https://wiki.brookes.ac.uk/dashboard.action or by clicking on the **Brookes Wiki** button on the Brookes Virtual Gateway page.

It is recommended that you use Firefox as your browser when using the wiki.

You will be taken to the **Dashboard** page which will display a list of the publicly accessible wiki spaces. To access the rest of the Brookes wiki spaces you will need to login using your P number (staff) or student number and PIP password. Click on the **Log In** link in the blue bar at the top of the dashboard page to login.

If you have been given a direct URL to your wiki space you will be forced to login straightaway. Otherwise if it is a public space you will be taken directly to it.

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Once you have logged in you will be presented with a list of wiki spaces that you have access to. To access a particular wiki, click on its title link from the dashboard list. The right hand column of the dashboard shows recent wiki activity.

To create a list of favourite wiki spaces, click on the **star** icon at the end of each title.

This will create a personal list of those wikis that you most frequently use, they will be displayed on the **My** tab.

Once inside an individual wiki space, the menu items and tools will vary depending on the level of permission assigned for the space and what tools the wiki owner wants to make available.
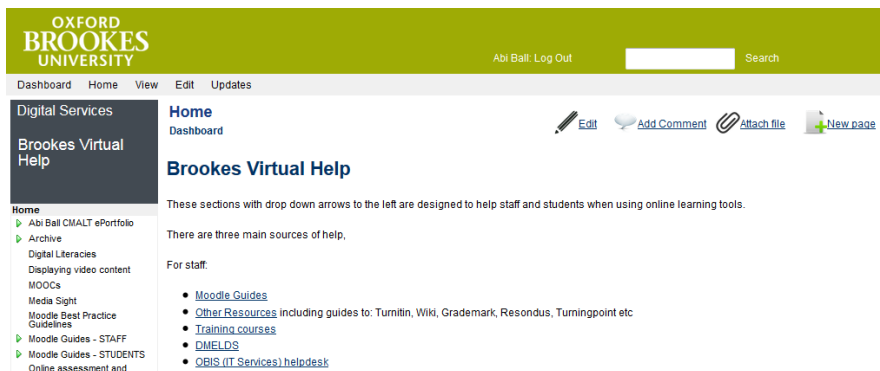
The **Search** box at the top of the page will enable you to quickly find a specific item within an individual wiki.

The grey menu bar at the top of the page contains generic links. The left hand navigation menu contains links to the pages contained within the wiki.

How to edit a wiki page

Navigate to the page that you wish to edit and click on **Edit** and then **Edit this page** from the drop down menu. If you do not have the edit option then you do not have permission to edit a particular page. Please contact the wiki owner to change your permissions.
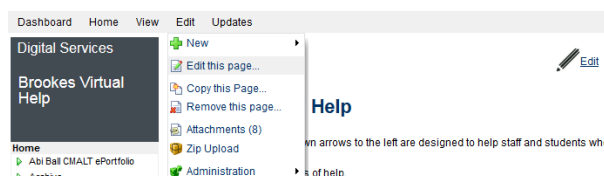
You can also click on the **Edit** icon (the pencil) at the top right of the screen to access the edit screen.

The page will then be displayed in edit format with three tabs showing - **Rich Text**, **Wiki Markup** and **Preview**. Please note if you are using Google Chrome or Internet Explorer as your browser you will not see the Rich Text tab (this is why we recommend using Firefox).
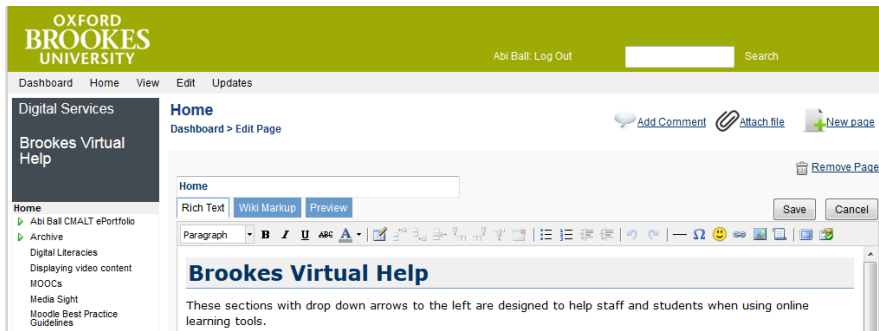
It is recommended that you edit on the **Rich Text** tab as Wiki Markup is a more advanced feature.

The toolbar provides some basic text editing tools – **bold**, *italic*, underline and ~~strike through~~.

You can also format text as headings by selecting the text and then choosing a format from the drop down **Paragraph** box. These headings will match the template applied to the page (in most cases the Brookes template).

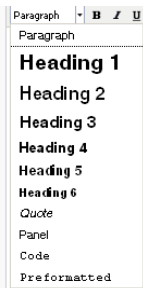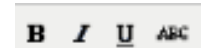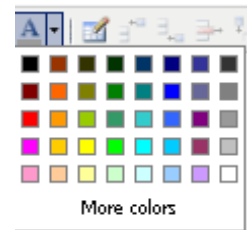You can further format the text by selecting it and then choosing the down arrow next to **A** on the toolbar. This will show you a colour palette where you can choose the text colour.

To add a table to the page click on the **insert table** icon (shown below right), a dialogue box will appear where you can add the number of rows and columns.

Once you have added a table, click in one of the cells and the other table icons will become active enabling you to **add** or **delete** columns or rows. The last of the table icons with a cross next to it will allow you to **delete** the table.

You can add **bullets** and **numbering** to lists and **indent** and **outdent** paragraphs as you can in a normal word document and **undo** and **redo** any changes.
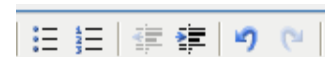
How to insert a link

To insert a web link into the document, select the text that you want to use for the link and click on the **Hyperlink** button on the toolbar.

In the **Insert Link** dialogue box that appears click on the **External Link** tab and type or copy the URL into the **Enter hyperlink** box and then click on **OK**.

To link to another page in your wiki follow the same instructions above but don't click on any of the tabs, just type the wiki page name e.g. turningpoint into the **Link** box and click on **OK**.

To link to a word document (or similar non web content) click on the hyperlink button as before. Click on the **Attachments** tab and then the **Browse** button to find and open the appropriate file. Then click on the **Attach** button. The file will now be listed as

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attached to the page. Click on the file title and it will now appear in the **Link** box with a ^ sign prefix, click on **OK**.

You can also reach the attachments pane by clicking on the attachments icon at the top right of the page (the paper clip).

Attach file

How to insert an image

To insert an image on a page click on the **Image** icon on the toolbar.

An **Insert Image** dialogue box will open. Click on **Browse** to locate and open the image file and then click the **Attach** button. The image will appear as a thumbnail below the attach file box. Click on it and then click **OK**.

Be aware that you need to do any edits to images in programmes such as Photoshop before inserting them. You can only roughly resize the image once it is inserted into the page.

These icons on the toolbar will enable you to insert a horizontal line, create a custom character or insert an emoticon.

The last icons will allow you to insert a macro (a short piece of wiki markup code that does something like inserting a coloured banner or opening a link in a new window), to toggle between full screen and normal modes and to toggle the context menus.

Remember to click the **Save** button (above the toolbar) when you have finished working on the page.

How to add a new page to a wiki

A new page is added as a child of a parent page. Navigate to the page that you wish to add a child page to and click on **Edit>New>Page** from the drop down menu.
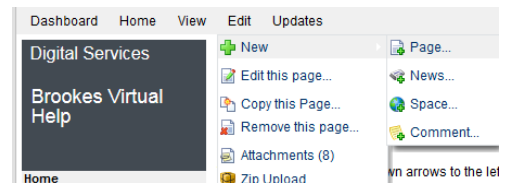
Alternatively click on the **New Page** icon at the top right of the screen.

Fill in the title of the page where it says **New Page** at the top of the **Add Page** dialogue box that appears. Then add your content as above or just click on the **Save** button to save it.

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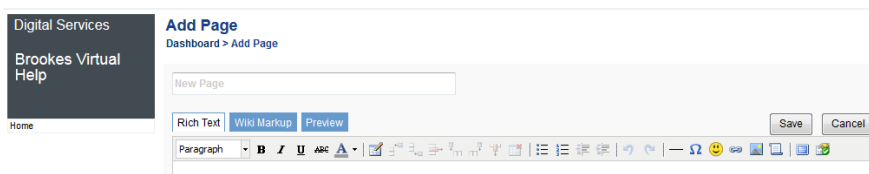
How to move a wiki page

To move a page within the wiki, click on **Edit** and then **Edit this page** from the drop down menu.

 Scroll down the page and click on the **Edit** button next to **Location**.

Move the highlighted page by clicking and dragging it to a new position in the tree that is displayed below this.

Alternatively you can move the page to another space. Under the **Location** section click on the down arrow next to the **Space** box and choose your new space. Click the **Save** button to save your changes.

How to add comments to a page
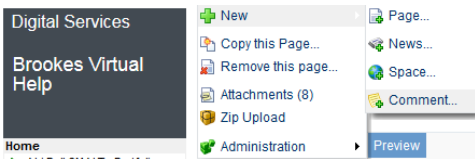
 To add a comment to a page click on **Edit,** choose **New** and then **Comment** from the drop down menu.

Alternatively click on the **Add Comment** link at the top right of any page. If you cannot see an Add Comment function you do not have permission to leave comments on the page.

Type your comment in the space provided and then click the **Post** button. Remember – everyone who has access to the wiki site will be able to read your comments!
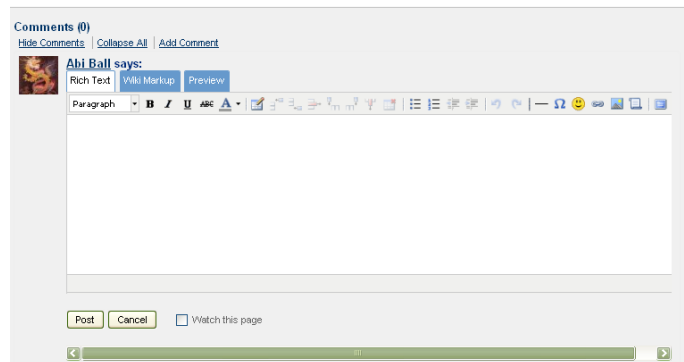
You can format the comments just like formatting a wiki page using the toolbar features.

 Comments are displayed in chronological order at the bottom of the wiki page. You can **Edit** your own comments and **Reply** to comments other users have left. If you have been given the permissions you can also **Move** and **Remove** comments.

How to view page information

The wiki records every change that is made to the pages, and even gives you the chance to undo the change you have just made. Changes to the page are stored as part of the page information.
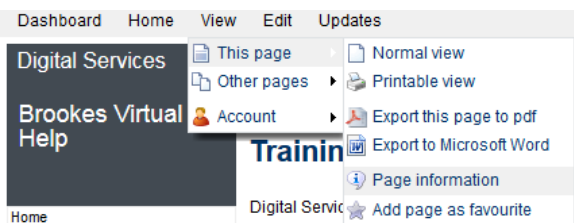
 From the **View** menu, choose **This page** and then **Page information** from the drop down menu. If you cannot see the **View** menu then you do not have permission to do this.

Click on **Recent Changes** to see a list of the recent changes. Click on **View page history** to undo any saved changes you have made.

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| Recent Changes	
Time	Editor
Apr 15, 2010 09:03	Abi Ball
	View page history

Exporting pages to Word
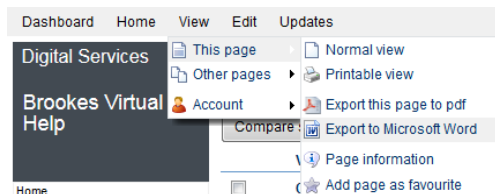
It is sometimes useful to transfer the wiki page you have worked on into Word format. Once the document is in Word, you can then make changes such as page numbering or altering the text formatting.

Open the page you want to export. From the **View** menu, choose **This page** and **Export to Microsoft Word**.

The next bit depends on how your PC deals with file downloads but in most cases a download dialogue box will appear. Double click on the document title in the list to open it in Word. You can then make changes or just save the document in Word format. Any changes that you make and save will be reflected in the wiki page when you refresh your browser.

How to add a news item

Click on **Edit>New>News** from the drop down menu. Give your news item a title and then add the content in the same way you would for a new page. Click **Save** when you have finished.
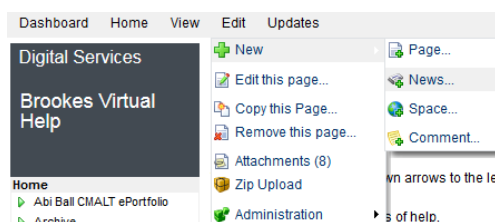

A **News** link will be added automatically to your left hand menu. Click on this to access the news area. News items are displayed in chronological order.

Click on the title link of a particular item to view the complete item.

To edit a news item, click on **Edit** and then **Edit this page** from the drop down menu. Then proceed as above. You can also click on the **Edit** icon to access the edit screen.

How to add an image gallery to a page
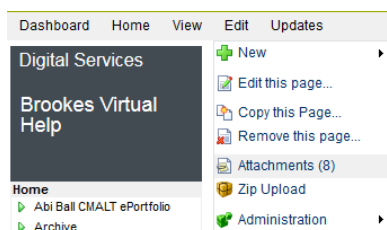
To add an image gallery to a page, firstly attach the images to the page. This is done in a different place to inserting individual images.

Click on **Edit** and then choose **Attachments** from the drop down menu. Click on **Browse** to locate and open the image file and then click the **Attach** button. You can also click on the **Attach file** link at the top of the page.

Repeat the process until you have all of the images files attached to the page.

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Return to your page, click on the **Edit** menu and choose **Edit this page** from the drop down menu. Place the cursor where you want the gallery to appear. Type {gallery} and then click **Save**.

Logging out

Click on the **Log Out** link next to your name on the top of the page.

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