

# Wiki.utep.edu

## For Staff and Faculty

### Information Technology



#### My Wikis

Access your favorite spaces or pages by marking them as your favorites !

When viewing the Dashboard, click on the star next to the space you want to add to the spaces list under the **My** tab.

To add a page to your list of favorites, open the page, go to Tools, and select **Favourite**. Page favorites appear on the lower right of the Dashboard page under **Recently Updated - My Spaces**.

#### Watch a Space

If you want to know when updates are made to a collaborative space you share, you can **Watch** the space or page. You will be sent an email when there are changes.



Go to the Tools and select Watch or click on the envelope.



To stop watching just go to Tools and click on the envelope again.

#### Team Wikis

To add a space or page to your Team list go to your Space, then **Browse**, then **Space Admin**. Choose **Edit Space Labels**. Choose a **Team label** that was already created or add a new one for your team. Click **Add**. On the Dashboard you can choose which Team spaces to list.



#### What is a Wiki and why do you need one?

Wiki is a Hawaiian word meaning “fast” and that’s exactly what UTEP’s Wiki.utep.edu is. You can quickly create a department collaboration space, an event planning page, even a research shared space complete with versioning capabilities. Need to share or restrict rights to a Wiki space or page? Even that is fast!

**So let us help you get started... Wiki Wiki!**

#### What can you do with Wiki.utep.edu?

- Collaborative web spaces
- Project tracking pages
- Shared class project pages
- Publishing collaboration
- Event planning
- Collect research data
- Build personal profiles
- Develop digital portfolios
- Plan a departmental picnic or tailgate!

#### What is special about pages in Wiki.utep.edu?

- They are interactive
- They can be shared
- They are easy to edit
- They empower collaboration
- They are a quick place to aggregate information
- Can be easily exported to PDF

#### Helpful Links:

Wiki Services Catalog: <http://admin.utep.edu/Default.aspx?tabid=55191>

Wiki Users Guide Online: <http://confluence.atlassian.com/display/DOC/Confluence+User+Guide>

#### Dashboard - What's on the Wiki

**The Dashboard is the only place where you can:**

- Access your spaces
- Access all spaces on the site to which you have been given permissions
- Add a new space

**The dashboard is divided into five sections:**

- The Wiki.utep.edu **Welcome Message**
- A list of the spaces on the Wiki divided into **My, Team, New** or **All**
- A list of the most **Recently Updated** documents on the site from the spaces listed
- A list of your **Favorite Pages**.
- Useful links: such as **Add a Space** and **People Directory**

Use **spaces** to organize your wiki content into your primary logical groups. For example, you could have a space per team, per product or per department.

## Add a Space or Page

Use **pages** to organize your content into lower-level groups. For example, you could have a page for a particular team activity, or for a feature in a product, or for a chapter in a book. Then add more child pages to contain lower-level details if necessary.



### Create a space

- Click the link *Create a Space* located below the list of spaces on the *Dashboard*.
- The **Create Space** screen appears, as shown below. Enter the following information about your new space:
- **Space Name**—Type a name for the space
- **Space Key**— Type a simple and unique key for your space. (ex: Development Space =DEV)
- **Permissions**— Use default settings or set permissions for only yourself. Change the permissions at any time after creating the space.
- Click the **OK** button at the bottom of the screen.
- Once **Home** page for your new space is displayed, click **SAVE**.



### Add a page

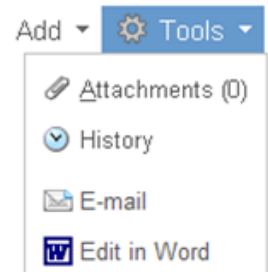
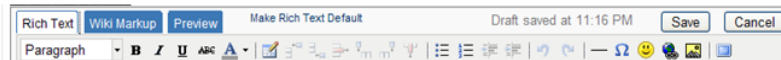
- Once you have saved your new **Home Page**, open the **Add** menu and select **Page**. The **Add Page** screen opens. You can also use the **'Add Page'** link on the Dashboard
- Enter a name for your **New Page**.
- Now you are ready to enter content.
- To add another page, click on **Home** to go back to your main page, then click **Add** and **Page** and start again.

**Note:** By default, the new page will be added page as a child of the page you were already on. If you need to move the new page to a different space or a different parent, you can edit the **Location** below the content area. Click **Edit** and choose the new location for the page.

## Permissions

1. Click the **Browse Space** link located at the top the page and beside the space link on the dashboard.
2. Go to the **Space Admin** tab and click the **Permissions** link in the left-hand panel under the heading **Security**.
3. Click the **Edit Permissions** button. And assign permissions for each of the choices by checking the box next to the group or user. To deny a permission, uncheck the relevant box.
4. To add a new user to the list, type the UTEP username into the text box labeled **Grant browse permission to** and click the **Add** button. The user will appear in the list of users and you can add more permissions. Click **Save All when done**.

## Editing Pages



Once your page or pages have been created you can enter content using Rich Text, Edit in Word, by adding attachments, or Wiki Markup ( a special Wiki language).

1. **Rich Text:** Just click on the **Edit** link to use the **Rich Text** editor. It is a simplified version of what you would see in Word. Enter your content and format as desired. Click **Preview** before saving it if you want to see what the page will look like. Click **Save** when done entering or editing content.
2. **Word:** To edit using Word, click on the **Tools** button and select **Edit in Word**. When using this option remember to save in Word, close Word, and refresh your page when you return to the Wiki.
3. **Wiki Markup:** If you are familiar with HTML and other programming languages, you may want to try using the method. For help, please go to the online User Guide.

### Note:

Wiki likes Office 2003 files and formats better than Office 2007. It is advised you save edits and attachments in 2003 formats (.doc not .docx).

## Attaching Files



1. Go to a page in the space
2. Open the **Tools** menu and select **Attachments**. The **Attach File** screen will open
3. Click the **Browse** button, browse through your files, and select the file to attach
4. Enter a description for the attachment in the **Comment** text field (optional)
5. Click **Attach File(s)**
6. To view attachments later, click on **Tools**, then **Attachments**

### Attachment Hint:

Changes you make to the original file after you've attached it don't affect the copy in Confluence. To update the content of the file, you will need to upload a new version.