

UNIVERSITY OF SOUTHERN DENMARK

Syddansk Universitet - University of Southern Denmark

# INNOTOUR wiki user guide

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# List of contents

## Contents

Read and edit mode.....	3
Edit.....	3
Save .....	3
Page menu - navigation .....	3
Writing and editing a wiki – Wiki mark-up language.....	4
The wiki text editor .....	4
Headings .....	6
Quotes .....	6
Ordered and unordered lists.....	7
Empty line and page break.....	8
Linking between wiki pages.....	8
Insert a link to the wiki start page .....	8
Insert a link to another wiki page.....	8

## Read and edit mode

A wiki has two modes, namely read and edit. When you access a wiki, it is in reading mode and you can click through the various pages and read the contents.

## Edit

If you wish to edit a wiki page, you need to access the relevant page, then click the edit icon at the top, right hand side of the wiki page. A text editor will appear, and you can now edit the page.



## Save

When you are happy with your corrections and additions, then click the Save button above the text editor window.

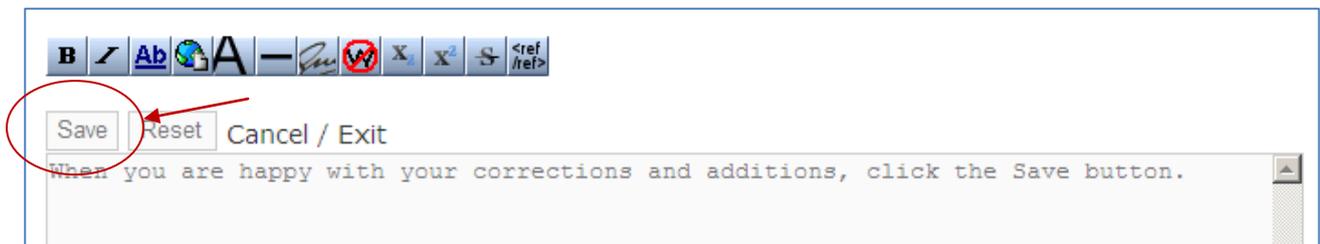


Figure 1. The Wiki text editor.

## Page menu - navigation

In the top, right hand corner of each page, you will find these five icons. Note that the first icon will take you back to the HomePage, i.e. the start page of the wiki.

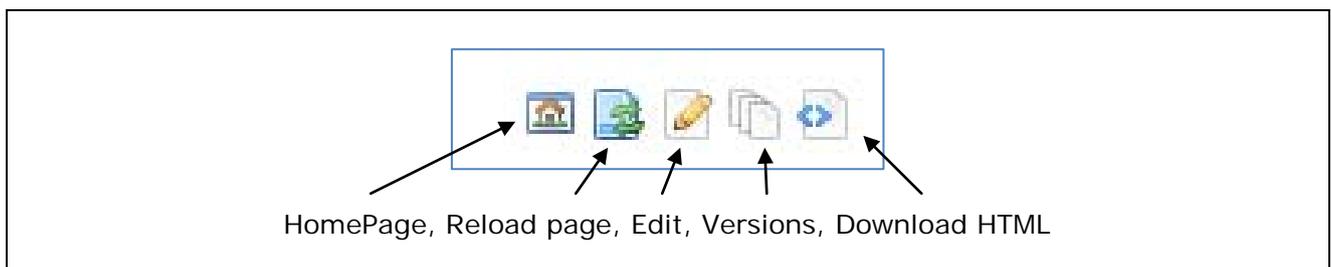


Figure 2. The page menu.

## Writing and editing a wiki – Wiki mark-up language

Most open source wikis use wiki mark-up language. HTML codes can also be used. This means that you will have to use a few codes in order to format the text.

Each code consists of a start and end code. The text that you would like to write is to be inserted between the start and end code. The wiki text editor has a few buttons that allow you to insert the most common codes.

### The wiki text editor



Figure 3. Wiki text editor buttons. See explanation below.



**Bold text:**  
Code used: three single apostrophes. '''Bold text'''  
Replace Bold text with your own text.



*Italic text:*  
Code used: two single apostrophes. "Italic text"  
Replace Italic text with your own text.



**Internal link:** Create a link to a new page or to an already existing page  
Code used: two "square" brackets. [[Link title]]  
Replace Link title with the name of the new wiki page or the existing wiki page.

You can also use this button to create a link to the wiki start page. Simply replace Link title with HomePage – [[HomePage]].

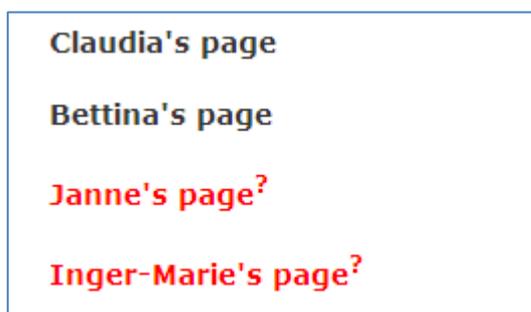


Figure 4. Links to new pages appear in red. Click the red link to create the page and start editing it.



External link: Create a link to an external web page  
Code used: one "square" bracket. [http://www.example.com link title]  
Insert the URL of the external web page between the brackets.



Level two heading: == Headline text ==  
Code used: two equal signs. == Headline text ==  
Insert your heading between the equal signs.



Horizontal line:  
Code used: four hyphens. ----



Used for discussions only to add signature and date.



NoWiki: All the text you type in will be displayed including wiki mark-up language codes.  
Code used: <nowiki>This will not be parsed</nowiki>  
Insert your text between the codes.



Subscript  
Code used: <sub></sub>  
Insert your text between the codes.



Superscript  
Code used: <sup></sup>  
Insert your text between the codes.



Strike through  
Code used: <s>This text is strike through</s>  
Insert your text between the codes.  
Use this if you want to indicate text that ought to be deleted.  
Result: ~~This text is strike through~~



Insert reference and foot note  
Code used: <ref>This text will be shown as a reference.</ref>  
Insert your reference between the codes. A numbered link will then appear in the text where you have inserted this code. At the bottom of the page, you will see the actual reference.

## Headings

Use these wiki mark-up codes to insert numbered headings and a link menu at the top of the wiki page. Use the equal sign key on your keyboard.

### Example

```
=Integrating wikis into your teaching=  
==Collaborative knowledge sharing==  
===Use and reuse of wikis across contexts===  
====Writing and editing a wiki====
```

Replace the red text with your own headings. The picture below illustrates the result of using the codes above:

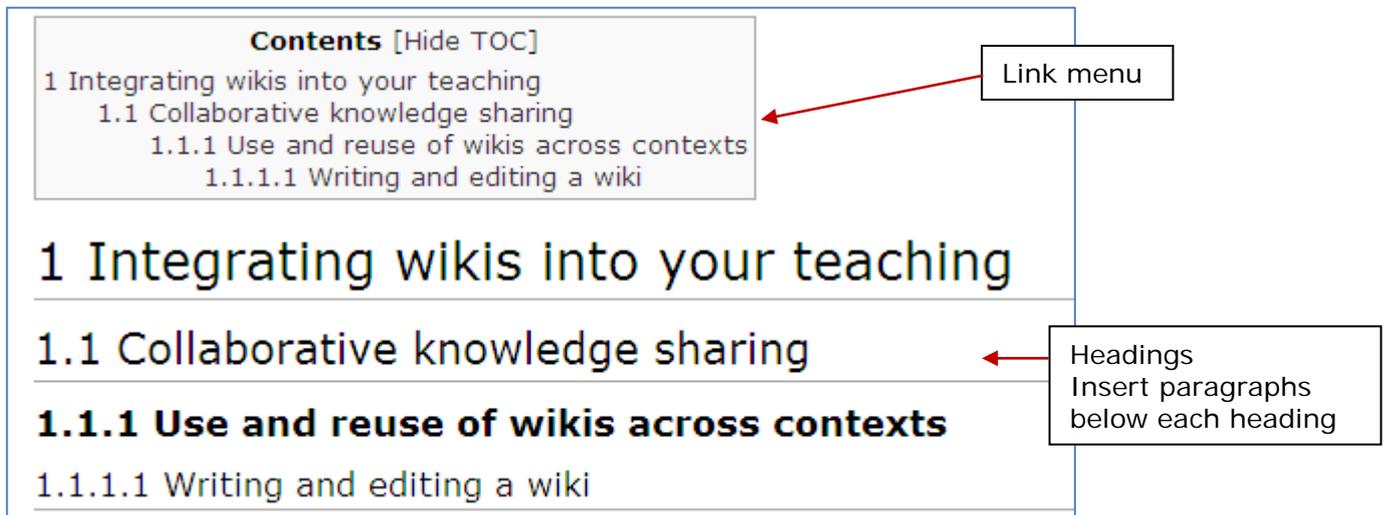


Figure 5. Link menu and numbered headings.

## Quotes

Use this code to indent a quote:

```
<blockquote>This is a quote</blockquote>
```

Example of an indented quote:

A **wiki** (pronounced /' w:ki/ *WIK-ee*) is a [website](#) that allows the easy<sup>[1]</sup> creation and editing of any number of [interlinked web pages](#) via a [web browser](#) using a simplified [markup language](#) or a [WYSIWYG](#) text editor.<sup>[2][3]</sup> Wikis are typically powered by [wiki software](#) and are often used to create collaborative websites, to power community websites, for personal [note taking](#), in corporate [intranets](#), and in [knowledge management](#) systems.  
(<http://en.wikipedia.org/wiki/Wiki>)

## Ordered and unordered lists

Use the \* key to begin an unordered list. See below how you can indicate sublevels in your list. Codes are marked in red text.

The code for unordered lists:

```
* "Unordered lists" are easy to do:  
** Start every line with a star.  
*** More stars indicate a deeper level.  
*: Previous item continues.  
** A newline  
* in a list  
A newline marks the end of the list.  
*Of course you can start again.
```

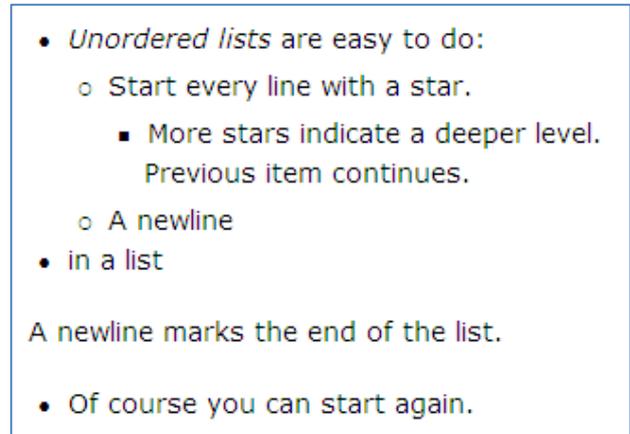


Figure 6. This is how an unordered list appears in reading mode.

Use the # key to begin numbered list. See below how you can indicate sublevels in your list. Codes are marked in red text.

The code for numbered lists:

```
# "Numbered lists" are:  
## Very organized  
## Easy to follow  
# Use the # key to begin a numbered list  
## Type in two # to indicate a sublevel  
A newline marks the end of the list.  
# New numbering starts with 1.
```

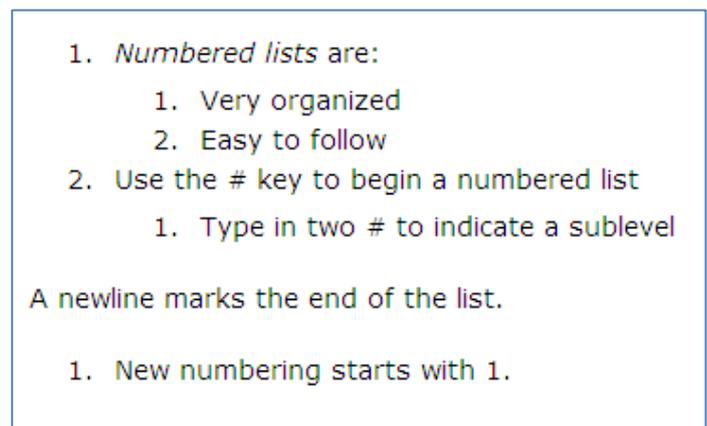


Figure 7. This is how a numbered list appears in reading mode.

Source: [http://meta.wikimedia.org/wiki/Help:Wikitext\\_examples](http://meta.wikimedia.org/wiki/Help:Wikitext_examples)

## Empty line and page break

Insert an empty line between paragraphs by inserting this code after the text: `<P>`

Jump to a new line by inserting this code after the text: `<BR>`

Or insert a colon at the beginning of a new line to create a new line in the text. The text will be indented.

## Linking between wiki pages

### Insert a link to the wiki start page

Use this code to insert a link from a wiki page to the wiki start page:

```
[[HomePage]]
```

If you use the code above, you will insert a link named Homepage. You can create a name for the link yourself by using the code below. Add a `|` after `HomePage` and then type in the name of the link. Begin and end the code with two square brackets.

```
[[HomePage|Go to the wiki start page]]
```

### Insert a link to another wiki page

Use this code to link from one wiki page to another wiki page:

```
[[WikiPage]]
```

Replace the text between the brackets with the name of the relevant wiki page.

If you use the code above, you will insert a link with the name of the wiki page that you are linking to. You can create a name for the link yourself by using the code below. Add a `|` after the wiki page name and then type in the name of the link. Begin and end the code with two square brackets.

```
[[WikiPage|Go to WikiPage]]
```

Find more codes on this web page:

[http://meta.wikimedia.org/wiki/Help:Wikitext\\_examples](http://meta.wikimedia.org/wiki/Help:Wikitext_examples)