

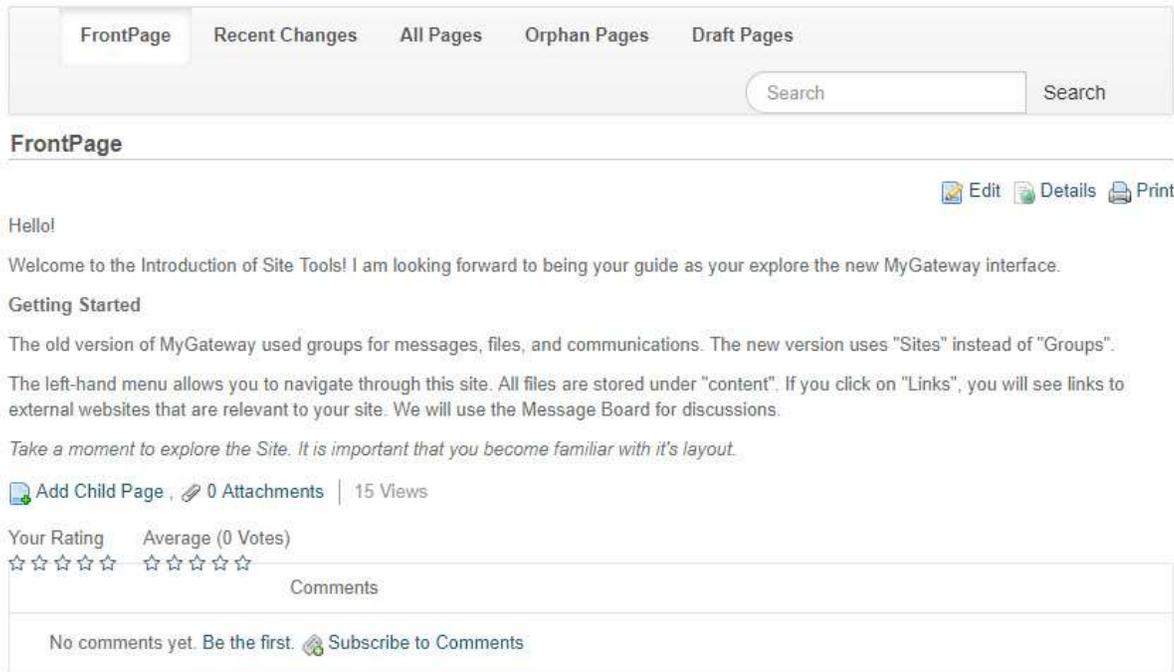
## Wiki

Another useful feature of a myGateway site is the wiki, which is an application that allows all members build a repository of information in a collaborative setting. The general function of a wiki is to allow users to create/edit documents and link them together. The wiki in a myGateway site can be created using the standard editing tools available or by a simple wiki markup language.

Follow the directions below to get started on creating a wiki for your site:

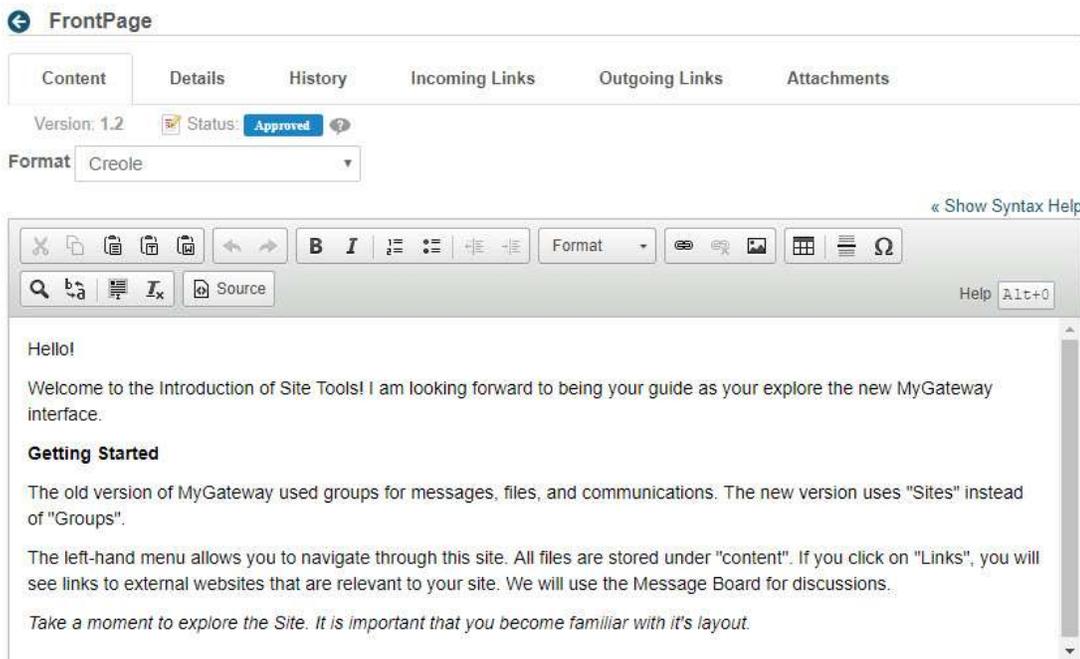
1. Access your myGateway site home page and click the **Wiki** option in the left navigation menu. The main wiki page will display in its current state (see example below).

## Wiki



The screenshot shows the 'Wiki FrontPage' in view mode. At the top, there is a navigation bar with tabs for 'FrontPage', 'Recent Changes', 'All Pages', 'Orphan Pages', and 'Draft Pages'. A search box is located to the right of these tabs. Below the navigation bar, the page title 'FrontPage' is displayed. On the right side, there are icons for 'Edit', 'Details', and 'Print'. The main content area starts with 'Hello!' followed by a welcome message: 'Welcome to the Introduction of Site Tools! I am looking forward to being your guide as your explore the new MyGateway interface.' Below this is a section titled 'Getting Started' with three paragraphs of introductory text. At the bottom of the page, there is a rating section with 'Your Rating' and 'Average (0 Votes)' (represented by five empty stars), a 'Comments' section with 'No comments yet. Be the first.' and a 'Subscribe to Comments' button.

2. Click the **Edit** button in the top right of the wiki page to open in the editing mode.



The screenshot shows the 'Wiki FrontPage' in edit mode. At the top, there is a navigation bar with tabs for 'Content', 'Details', 'History', 'Incoming Links', 'Outgoing Links', and 'Attachments'. Below the navigation bar, the page title 'FrontPage' is displayed. On the right side, there are icons for 'Edit', 'Details', and 'Print'. The main content area starts with 'Hello!' followed by a welcome message: 'Welcome to the Introduction of Site Tools! I am looking forward to being your guide as your explore the new MyGateway interface.' Below this is a section titled 'Getting Started' with three paragraphs of introductory text. At the bottom of the page, there is a rating section with 'Your Rating' and 'Average (0 Votes)' (represented by five empty stars), a 'Comments' section with 'No comments yet. Be the first.' and a 'Subscribe to Comments' button.

3. If you plan to use the wiki language (Creole by default) instead of the default editing tools, then click the **Format** drop-down menu and select the desired wiki markup language.
4. Proceed to type text in the content area. The default editor provides standard formatting options, as well as embedding media and creating links.
5. If you are using the wiki markup language, click the **Source** button in the formatting toolbar. If necessary, click on the **Show Syntax Help** link above the top right corner of the content area to display the wiki syntax help.

6. To view the page as it will look to site members, click the Preview button below the content area at any time. The preview will appear above the content area in a yellow box.
7. If the wiki page edits cannot be completed in one session, click the Save as Draft link. The draft will be saved and appears in the *Draft Pages* list.

## Wiki



FrontPage   Recent Changes   All Pages   Orphan Pages   **Draft Pages**

Search  Search

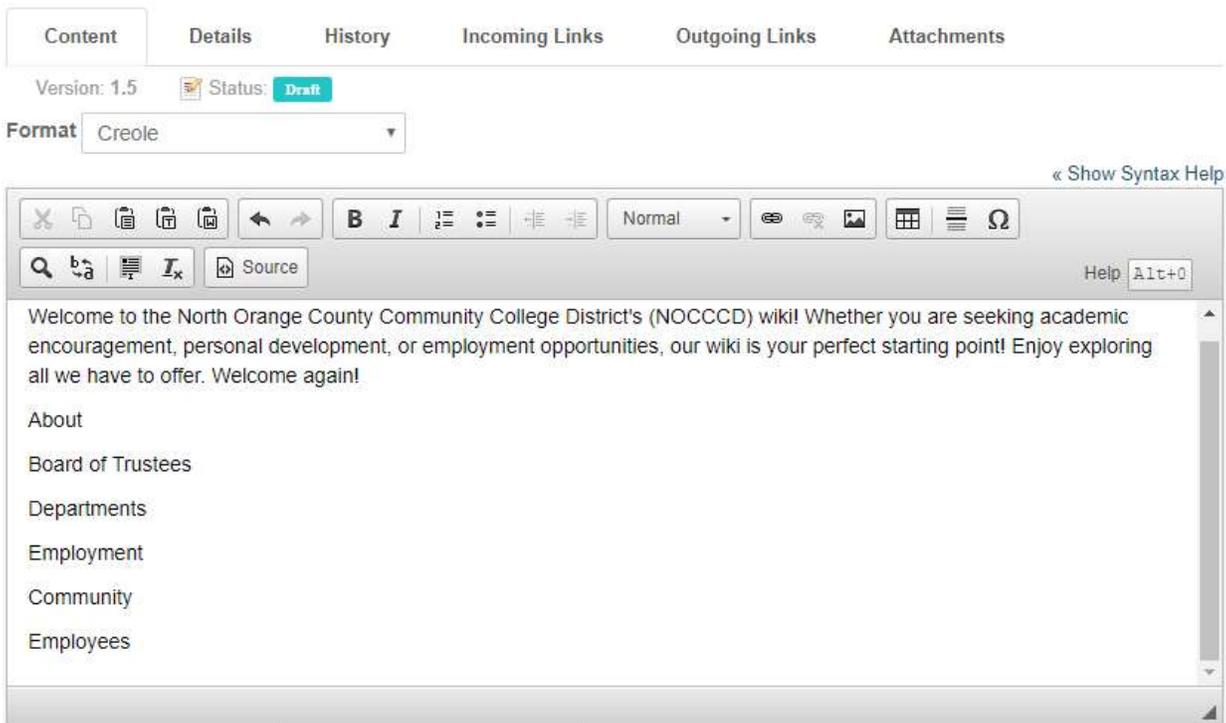
### Draft Pages

Page	Status	Revision	User	Date	
FrontPage	<b>Draft</b>	1.5		8 Seconds Ago	Actions

8. Once all edits to the wiki page are completed, click the Publish button to accept and make accessible to site members viewing the wiki.

## Example Walkthrough

A better way to explain how a wiki works is to give a brief walkthrough. It is pretty easy to do. Here is a sample page of content entered into the content area:



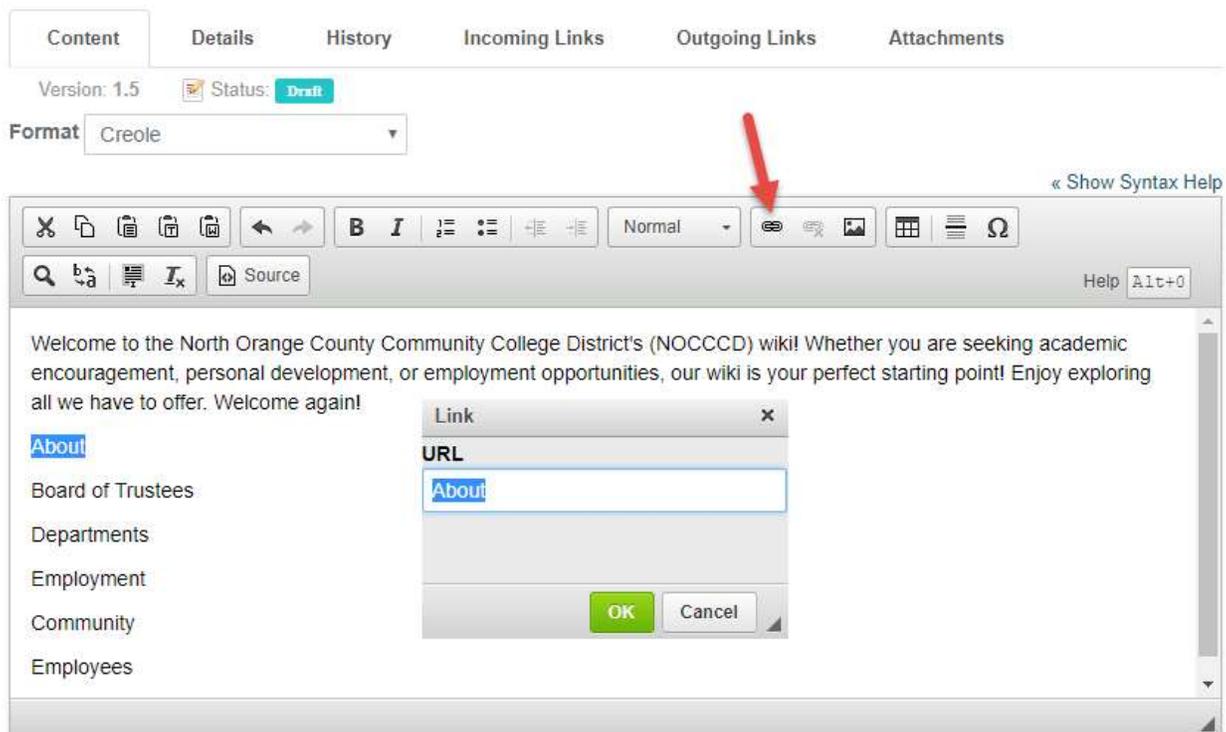
The screenshot shows a wiki editor interface. At the top, there are tabs for 'Content', 'Details', 'History', 'Incoming Links', 'Outgoing Links', and 'Attachments'. Below the tabs, it says 'Version: 1.5' and 'Status: Draft'. A 'Format' dropdown menu is set to 'Creole'. The main editing area contains the following text:

Welcome to the North Orange County Community College District's (NOCCCD) wiki! Whether you are seeking academic encouragement, personal development, or employment opportunities, our wiki is your perfect starting point! Enjoy exploring all we have to offer. Welcome again!

About

- Board of Trustees
- Departments
- Employment
- Community
- Employees

The next step is to make some of the text linkable to another page. First, highlight the text to be made linkable (in this example, *About* is highlighted). Then click the link button in the top row of the formatting bar. The URL will be the highlighted text itself. Click the OK button.



This screenshot shows the same wiki editor as above, but with a 'Link' dialog box open. A red arrow points to the link icon in the formatting bar. The dialog box has a title bar 'Link' and a close button 'x'. It contains a 'URL' field with the text 'About' entered. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The text now displays in a light blue color denoting it as an active link. Click the **Preview** link at the bottom of the page.

## ← FrontPage

Content

Details

History

Incoming Links

Outgoing Links

Attachments

Preview:

Welcome to the North Orange County Community College District's (NOCCCD) wiki! Whether you are seeking academic encouragement, personal development, or employment opportunities, our wiki is your perfect starting point! Enjoy exploring all we have to offer. Welcome again!

About

Board of Trustees

Departments

Employment

Community

Employees

Version: 1.5

Status: **Draft**

When the preview page displays, click the About link.

## ← About

This page does not exist yet. Use the form below to create it.

Format

« Show Syntax Help

The image shows a standard Wiki edit toolbar. It includes icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, unlink, table, table of contents, search, and source. A 'Source' button is located at the bottom left of the toolbar area, and a 'Help Alt+0' button is at the bottom right.

A new wiki page edit screen appears with the message that the page the About is linking to doesn't exist and to create it now going through the same process as described earlier in this document.

This process can be done repeatedly to grow out the information content of the wiki.

## Front Page Navigation

Along the top of the front page of the wiki is a set of navigation links. The links give you general information about the the status of existing wiki pages, published and in draft.

### Wiki



FrontPage   Recent Changes   All Pages   Orphan Pages   Draft Pages

Search   Search

### Recent Changes

Displays a list of all pages with recent updates

#### Recent Changes

Page	Status	Revision	User	Date	Summary	
FrontPage	Approved	1.4	Philip Lau	18 Hours Ago		▼  Actions

### All Pages

Display a list of all pages stored in the wiki. The list looks similar to the above screenshot.

### Orphan Pages

Displays a list of pages that have no links pointed to them. For those pages, decide if they need to be re-linked to it from another page or deleted if they are no longer relevant.

### Draft Pages

Displays a list of pages that are not yet published. These pages are accessible and can be edited or saved as needed.

### Search

This feature allows you to search for items in the wiki. If no results are returned, a link will display offering to create a new wiki page on the term searched.

#### ← Search

computers   Search

No pages were found that matched the keywords: computers.

Create a new page on this topic.

## Page Details

When viewing a page, details are made available through a series of tabs that appear when you click on the Details link in the top right corner of the wiki page content.



FrontPage   Recent Changes   All Pages   Orphan Pages   Draft Pages

Search   Search

**FrontPage**

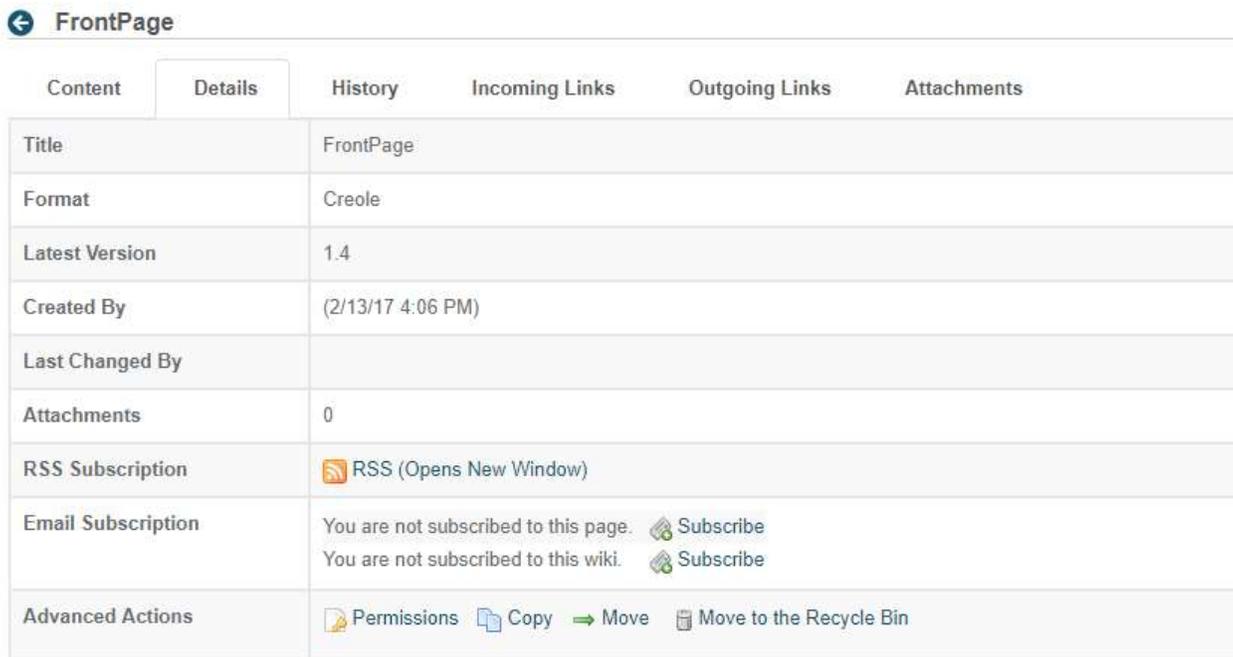
 Edit    Details    Print

Hello!

Welcome to the Introduction of Site Tools! I am looking forward to being your guide as you explore the new MyGateway interface.

## Details

This tab shows a variety of statistics on the page, as well as perform other actions.



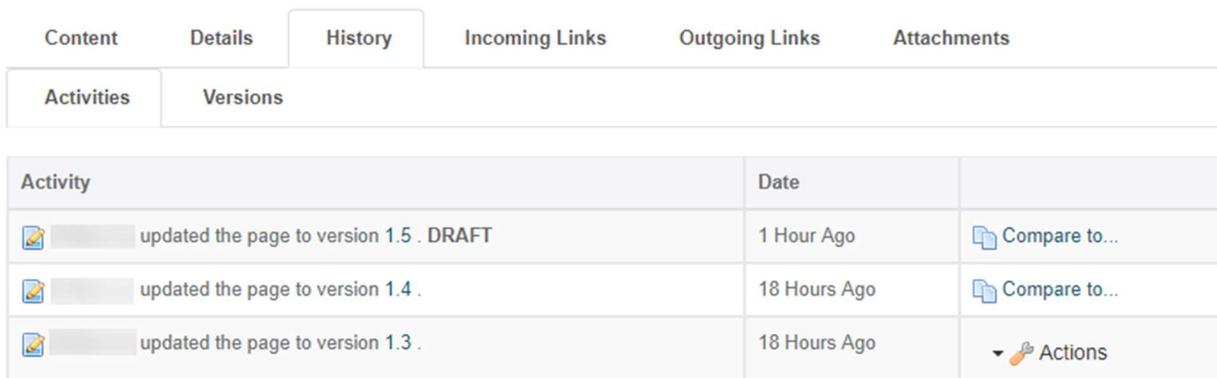
← FrontPage

Content   **Details**   History   Incoming Links   Outgoing Links   Attachments

Title	FrontPage
Format	Creole
Latest Version	1.4
Created By	(2/13/17 4:06 PM)
Last Changed By	
Attachments	0
RSS Subscription	 RSS (Opens New Window)
Email Subscription	You are not subscribed to this page.  Subscribe You are not subscribed to this wiki.  Subscribe
Advanced Actions	 Permissions  Copy  Move  Move to the Recycle Bin

## History

This tab will show the history of all versions of the page (Example 1). There are additional actions allowing you to compare versions and revert back to a previous one (Example 2).



Content   Details   **History**   Incoming Links   Outgoing Links   Attachments

Activities   Versions

Activity	Date	
 updated the page to version 1.5 . DRAFT	1 Hour Ago	 Compare to...
 updated the page to version 1.4 .	18 Hours Ago	 Compare to...
 updated the page to version 1.3 .	18 Hours Ago	 Actions

*Example 1: All versions of a page*

Content	Details	History	Incoming Links	Outgoing Links	Attachments
Activities	Versions				

**Compare Versions**

	Page	Status	Revision	User	Date	Summary	
<input type="checkbox"/>	FrontPage	<b>Draft</b>	1.5		1 Hour Ago		
<input type="checkbox"/>	FrontPage	<b>Approved</b>	1.4		18 Hours Ago		
<input type="checkbox"/>	FrontPage	<b>Approved</b>	1.3		18 Hours Ago		<a href="#">Revert</a>
<input type="checkbox"/>	FrontPage	<b>Approved</b>	1.2	admin user	5 Months Ago		<a href="#">Revert</a>
<input type="checkbox"/>	FrontPage	<b>Approved</b>	1.1	admin user	5 Months Ago		<a href="#">Revert</a>
<input type="checkbox"/>	FrontPage	<b>Approved</b>	1.0 (Minor Edit)		5 Months Ago	New	<a href="#">Revert</a>

Example 2: Compare and revert to an earlier version

Incoming/Outgoing Links

This tab displays links to and from the page.

[← FrontPage](#)

<b>Content</b>	Details	History	Incoming Links	Outgoing Links	Attachments
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Page	Status	Revision	User	Date
MyGateway	<b>Approved</b>			

Attachments

This tab lists all attachments to the page. The most common use for attachments is to add images to the page.

[← FrontPage](#)

Content	Details	History	Incoming Links	Outgoing Links	<b>Attachments</b>
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Add Attachments

File Name	Size	
 nocccd logo.jpg	18k	 Remove