



Wiki-training online (send a mail to gimi@ilo.org to have access to the online WIKI training guide)



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1 What is the wiki technology ?

The word “wiki” comes originally from the Hawaiian word “wikiwiki”, which means “fast”, “quick”, or to “hasten”.

A wiki is a website content management system, which makes the pages easy to modify. This technology allows users to add and edit content without difficulty. It simplifies the

process of web page creation and update without having a knowledge of HTML or other language.

The wiki technology eases the joint production of content by people located worldwide. The best example is the online encyclopedia Wikipedia (www.wikipedia.org).

2 How does a wiki space work?

Any person can access the wiki space. To use all the advantages and navigate freely, it is recommended to sign in. Some sections may be private and therefore restricted. To access them, it is necessary to ask moderator of the space to assign you the user rights.

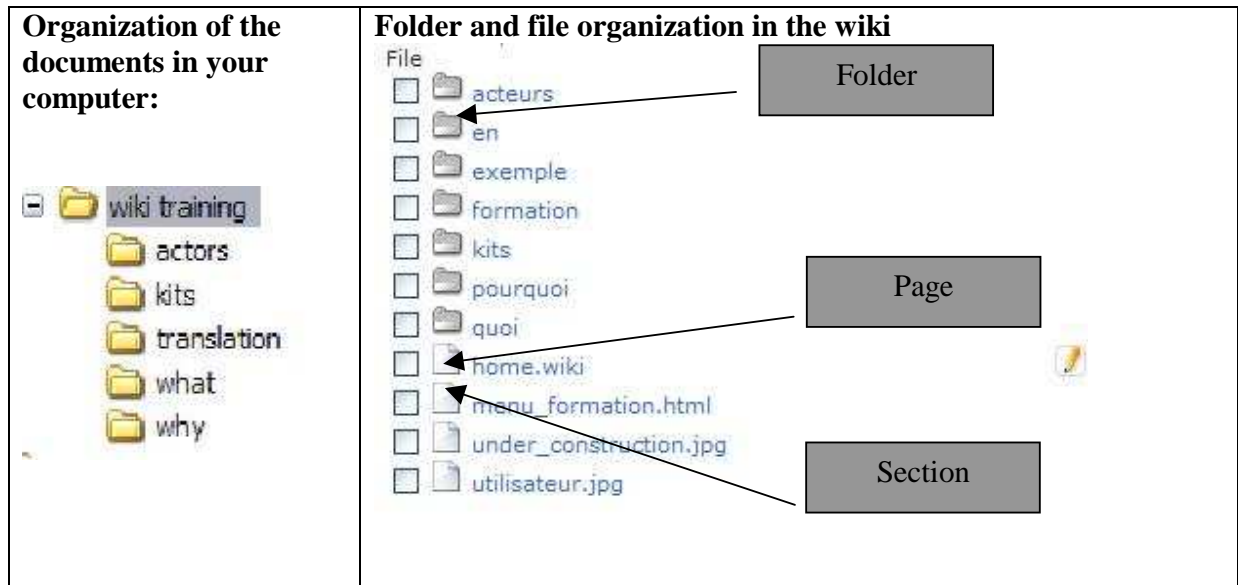
Once you are logged in as an user, you can read the content and enrich it with your own contributions and/or documents.

Note: After a certain time of inactivity (30 minutes) you are automatically disconnected from the platforms for security reasons. You will need to log-in again using the sign-in box on the top-right of the page.

Take your time before starting to create your wiki space or modifying an existing one in order to understand the structure. A wiki, which is not well structured, is complicated and it can be difficult to administer or moderate.

Wiki pages (files) are organized in folders.

Compare the tree structure organisation in your computer with the wiki structure.



Create a similar structure of your wiki as you know it from your PC.

3 Page, section, folder

Wiki structure contains three different types of "support":

- **.wiki page:** You are able to write your content in it. Note: It usually keeps the same name "home.wiki", however the name "home" can be changed. The extension ".wiki" must be preserved as it enables to edit the page (see bellow).
- **Sections** are included in the page ".wiki". The users will see them on the same page with the rest of the content, but it not possible to create or edit them directly in the ".wiki" page. As a result it is necessary to store them apart and include after into the ".wiki" page by using a syntax. It is the case for images, menus or other html files.
- **Folders** contain wiki pages (e.g. home.wiki, section1.wiki etc.), sections (images, menu etc.), as well as subfolders which contain other wiki pages, sections and subfolders...In order to keep clear administration, call each folder differently.

In the example above you can see the "wiki training space", with following structure:

- The homepage, called "home.wiki"
- The menu ("menu_formation") as well as two images

(« under_construction.jpg » and « utilisateurs.jpg ») which are included in the home.wiki

- Folders (“kits”, “actors”, “translation”...) that contain wiki pages and sections located in their subfolders.

4 Homepage, section and folder names

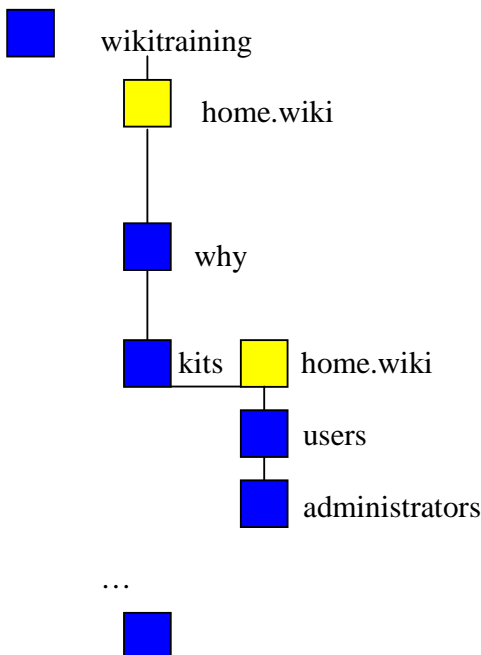
- Homepage in each folder should be called "home.wiki" to keep the space clear for other users, although you can use another name provided that it has the "wiki" extension.

Thereinafter, the name "'home.wiki'" for pages that can be edited will be used.

- It is important to name the Sections in relation with its content and without accent or block letters.
- It is necessary to adhere the following rules when naming your folders:
The name cannot contain a space or an accent.
The name should reflect the content of the folder.

The name should not be too long as it will be used to create links between pages of your wiki.

RECOMMENDATION: Before rushing to the computer, take your time to write on paper your wiki structure. It will enable you to visualize the organisation of your space and to see the folder names, which you will need later on to create links between the pages.



folder



page or section

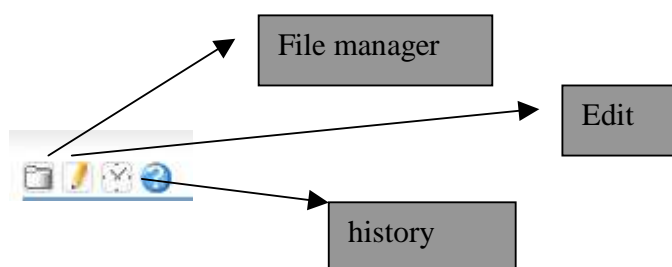
5 Structure

To create a new wiki space, it is necessary to have access to the folders and to edit the wiki.

To do so, you have to be connected as administrator or an user possessing editing rights in order to get access to the tools which will allow you to create the structure of your wiki.

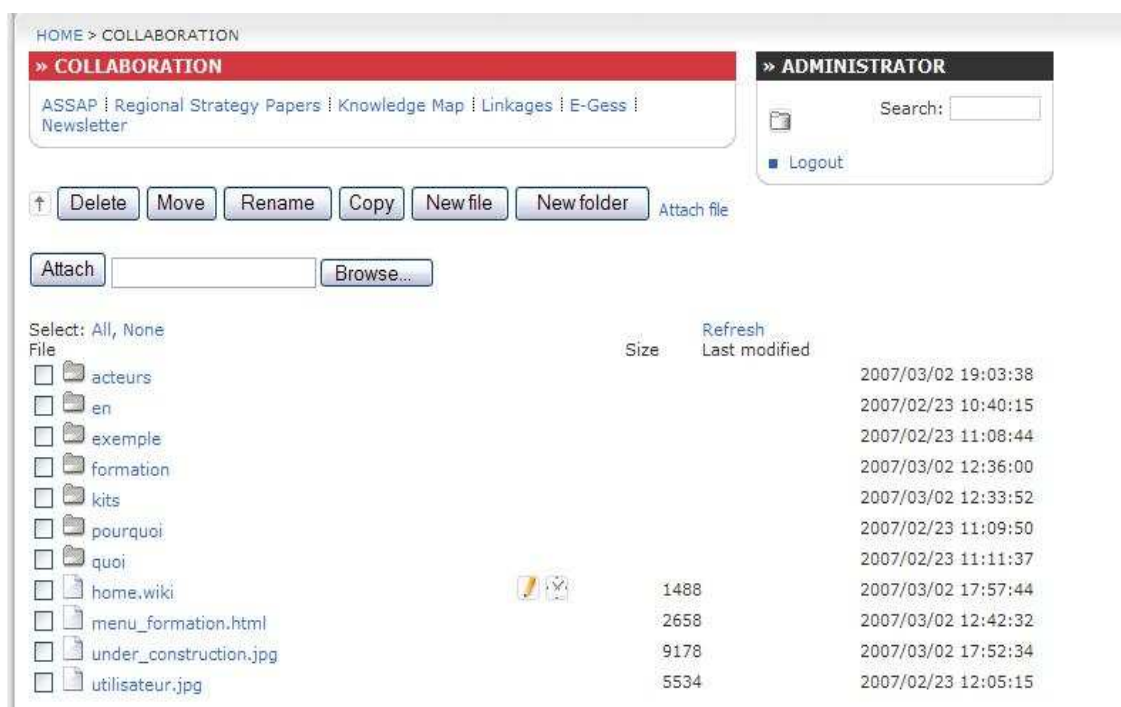
5.1 File manager and icon for editing

There are two essential icons : « **file manager** » and « **pencil** »

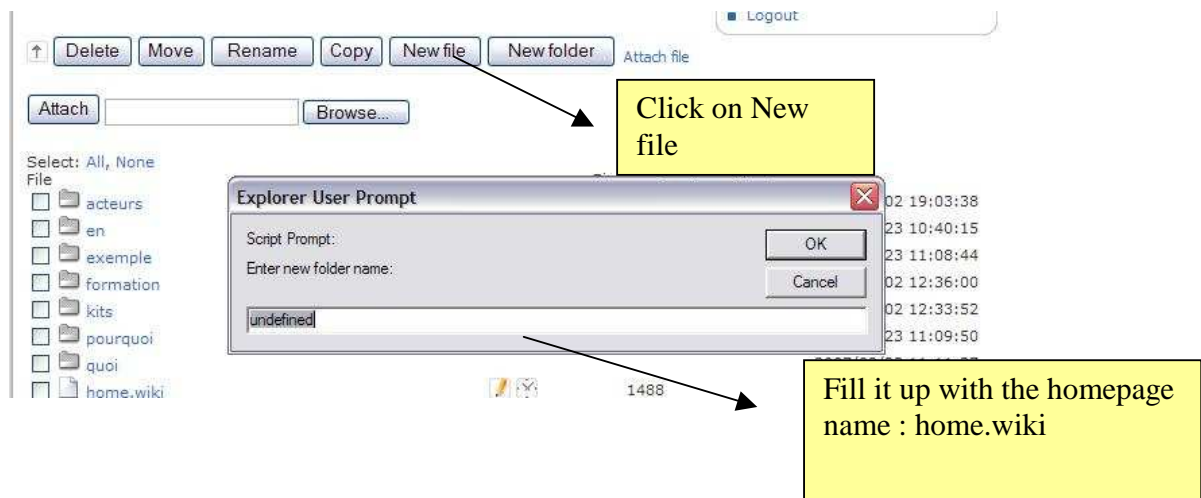


- ⇒ **The “file manager” icon** enables access to all the pages and folders contained in your space.
- ⇒ **The «pencil » icon** allows to edit wiki pages.
- ⇒ **The « history » icon** (clock-shaped) allows to see the history of the changes that have been made in the wiki pages and to restore an old version if necessary.

By clicking on the “file manager”, you can see the folders and pages of the wiki, with the date of their last modification as below:



By clicking on the “pencil” (edit home.wiki), you can see directly “home.wiki” content and modify it. (picture below)



- 2) Add the folders to structure your wiki space, as well as pages (usually called home.wiki) in each sub-folder and sections (files) supporting your homepages.

6 The wiki syntax

6.1 Headers, bold, italic, underlined...

There are 4 levels of WIKI headings (H1 through H4). H1 is the largest. Headings are always displayed as bold text and some different ways to accent the text.

Font/Style	Yout type	You see
Italic	<code>"text"</code>	<i>text</i>
Bold	<code>""text ""</code>	text
Italic + bold	<code>""""text """"</code>	<i>text</i>
Underlined	<code>_text_</code>	<u>text</u>
Underlined + italic	<code>"_text_"</code>	<u><i>text</i></u>
Underlined + italic + bold	<code>"_""text ""_"</code>	<u><i>text</i></u>

Type of title	How to type your text (without space between the equal sign and your text)	What you will see
Title 1	<code>=title=</code>	TITLE
Title 2	<code>==title==</code>	title
Title 3	<code>===title===</code>	title
Title 4	<code>====title====</code>	title

NB: The background color in GIMI platform for H1 headers is always black, while in GESS the color is yellow.

6.2 Lists

Unordered list:

<p>You see...</p> <ul style="list-style-type: none"> • Céline • Griet • Ivón • Kenza • Valérie • Valéria • Vicky • Et les informaticiens: <ul style="list-style-type: none"> ○ Maxime ○ Lionel ○ Sven 	<p>You type:</p> <pre>*Céline *Griet *Ivón *Kenza *Valérie *Valéria *Vicky *Et les informaticiens: *Maxime *Lionel *Sven</pre>
---	--

Ordered list:

You see	You type
<ol style="list-style-type: none">1. L'Allemagne2. L'Argentine3. La Belgique4. Le Cameroun5. Les Etats-Unis6. La France7. Le Mexique8. La Suisse	<pre>1.L'Allemagne 1.L'Argentine 1.La Belgique 1.Le Cameroun 1.Les Etats-Unis 1.La France 1.Le Mexique 1.La Suisse</pre>

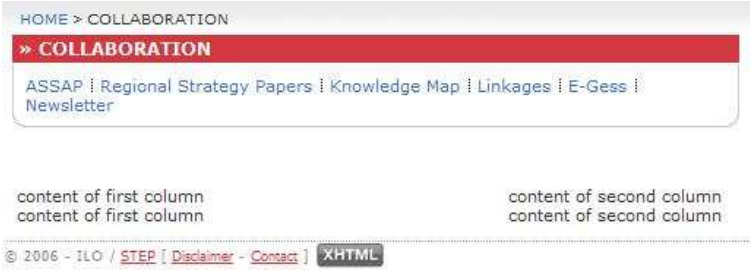
7 Columns

Sometimes might be convenient to use columns (table) in your wiki to structure the content of the page.

Columns with the same size

Open a table and first column with:	<pre>[mc]</pre> content of first column content of first column content of first column
To create a second column:	<pre>[nc]</pre> content of second column content of second column content of second column
To create further columns:	<pre>[nc]</pre>
You close the table at the end with:	<pre>[emc]</pre>

Example:

You see...	You type in the edited page :
	<pre>[mc] content of first column content of first column [nc] content of second column content of second column [emc]</pre>

7.1 Column width

It is possible to specify column width attributing them percentage (obviously, total has to be 100%) or pixels (total 550px in GIMI, GESS wikis)

[mc width="80%"] or [mc width="440px"]

column 1

[nc width="20%"] or [mc width="110px"]


column 2

[emc]

On GIMI and GESS platforms, the menu is located on the top of the page.

Note that if one of your columns contains a picture, that is larger than the column, then the picture must be resized in order to adjust to the column size. Use a software such as “Paint” in Windows accessories to change the size.

8 Colors

You see	You type
	<pre>[fg gray] Welcome to the GESS platform! [fg] [fg purple] Welcome to the GESS platform! [fg] [fg pink] Welcome to the GESS platform! [fg] [fg red] Welcome to the GESS platform! [fg]</pre>

For specific colors (such as the red used on GESS), it is necessary to use hexadecimal color codes. They can be found on the Internet. e.g.

http://www.w3schools.com/html/html_colors.asp

Use of these colors in wiki is following:

[fg #000000] This is black color defined as a hexadecimal notation [fg]

It's also possible to colorize text background:

You write

```
Colorized text background [bg red]red[bg] [bg #00ff00]green[bg]...
```

You see

Colorized text background red green...


9 Navigate your wiki

It is necessary to link the pages you have created to allow the users to navigate easily within your wiki space. This part demonstrates how to create links in the wiki. You learn

how to create a general link, link to a document or to the library, how to open a link in a new window, how to use an image as a reference or how to "code" email address.


9.1 Reference to another page

Link to another wiki page :

To create a link between two pages of your wiki, you have to know the path where your wiki file has been saved. Find the wiki page where you wish to target your link, click on the pencil icon  (Note that you must be sign in and have editing rights) and copy the path after "Editing page" starting with a slash e.g. *projets/china/home.wiki*.

To create the link, edit a page where you would like the link to appear and write down the following syntax by replacing the text, indeed.

((target path to the page|Name of the link))

<i>Vous écrivez :</i>	<i>Vous obtenez :</i>
<p>((/formationwiki/what/home.wiki What is wiki)</p> <p>((/formationwiki/why/home.wiki Why using the wiki technology?))</p> <p>((/formationwiki/training/home.wiki Training procedure))</p> <p>((/formationwiki/actors/home.wiki Who are the actors involved?))</p> <p>((/formationwiki/kits/home.wiki User guide, moderator and administrator kits))</p>	 <ul style="list-style-type: none"> • What is wiki? • Why using the wiki technology? • Training procedure • Who are the actors involved? • user guide, moderator and administrator kits

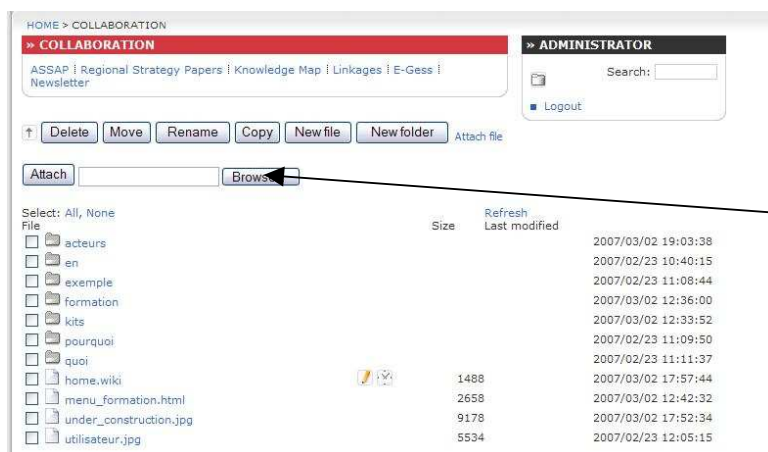
Link to a document

To create a link to a document, you need to follow these two steps:

- 1) Attach the document in the folder.



Click on the management file icon on the same page where your home.wiki is.



Click on “browse “, select the document and click on “attach” to add it to the other files.

- 2) Edit the page (home.wiki) and write down the link as followed :

((name of the document with its extension::attachment|Link name))

Example:

<i>Vous écrivez</i>	<i>Vous obtenez</i>
((userguide.doc::attachment Download the user guide!))	<div> THE USER GUIDE </div> <p>The user guide is a document that you will be able to adapt to your own wiki so that the users of your project space can learn how to navigate and contribute to enrich the content of the wiki in an easy way.</p> <p>To do so, you just have to download the word document, to fill it up, modify it if necessary, and make it downloadable on your space!</p> <p>Download the user guide!</p>

NB: The document has to be in the same folder as your home.wiki, otherwise you have to use a full target path to it instead of document file name.

9.2 Link to other website (use of HTML language)

It is possible to create links to other website using the butorwiki language (like in the example above) but when you click on the link, the users will be redirected to the new page, with only option to click on the back arrow to come back to the wiki.

That is why it is preferable to create a link using HTML language, that will open a page in a new window.

To do so :

1. Save on your computer the document called **external_links.html** (in the file manager, right click on the document and click on « save as » to save it on your computer). You can find external_links.html document on the ‘training to the wiki’ examples.

http://www.ilo.org/gimi/resource.do?page=/formationwiki/en/help/external_links.html

2. Open it with an editor such as Notepad and change the link with the url and the link name. NB: In the HTML language, a link starts by <a href> and ends with .

target="_blank" means that the page will be open in a new window.

3. Save the file.

4. Attach it (using browse then attach) in the same folder with the home.wiki page.

5. Edit your page and include the external link as followed:

```
@{include page="path leading to the the file/external_links.html" raw="yes"
show="yes" }
```

Example:

```
@{include page="/projets/china/rural/external_links.html" raw="yes" show="yes" }
```

9.3 Links to the GIMI/GESS Library

Find the ID of the resource you wish to link to your wiki. To do so, click on “more info” after searching out the resource in the library and copy the ID number from the status bar of your browser.

e.g.

<http://www.ilo.org/gimi/RessShowRessource.do?ressourceId=1353&longTitle=Is+microinsurance+a+relevant+instrument+in+the+extension+of+social+protection%3F&author=C.+Jacquier%2C+V.+Schmitt-Diabat%E9&ressYear=2007>

and then copy this syntax, change the name of the resource and add the number after the equal sign.

((RessShowRessource.do?ressourceId=**ID number**::url**Name of the resource**))

Example:

((RessShowRessource.do?ressourceId=1353::url|Is microinsurance a relevant instrument in the extension of social protection?))

9.4 Use image as a link

Another tip is how to use an image as a link: you just have to replace your link by the image name. First you will need to attach the image to the folder.

Example:

((/example/home.wiki|((CIMG0012.JPG::image))))

<http://www.ilo.org/gimi/showpage.do?page=%2Fexemple%2Fimages%2Fclic%2Fhome.wiki>

10 Create a menu

There are 5 steps to follow:

- 1) Save the file [menu_example.html](#) on your computer.
- 2) Open it with editor such as Notepad and modify it as follow
 - Replace "titleWiki" by word "orange" for a wiki space in GIMI platform or by "rouge" for a wiki space in GESS platform
 - Replace "Menu name" by the name of your menu, e.g. **"China rural schemes"**
 - Replace "Target path" and "Link name" by those representing the wiki space e.g.

Target path:

"/projets/china/rural/selectedschemes/hanshan/home.wiki"

Link name:

"Hanshan NRCMI scheme"

```
<div class="bloc">
  <div class="haut">
    <div class="titleWiki">
      &raquo; Menu name
    </div>
  </div>
  <div class="bordureLateral">
    <a href="showpage.do?page=Target path">Link name</a> <span class="menuseparator">&nbsp;</span>
    <a href="showpage.do?page=Target path">Link name</a> <span class="menuseparator">&nbsp;</span>
    <a href="showpage.do?page=Target path">Link name</a> <span class="menuseparator">&nbsp;</span>
    <a href="showpage.do?page=Target path">Link name</a> <span class="menuseparator">&nbsp;</span>
    <a href="Target path">Link name</a>
  </div>
  <div class="basGauche">&nbsp;</div>
  <div class="basDroit">&nbsp;</div>
  <div class="bas">&nbsp;</div>
</div>
```

- 3) Save the file under the following pattern name: menu_name_of_your_wiki.html
- 4) Add the file **"menu_name_of_your_wiki.html"** in the same folder where you created your first wiki page (home.wiki). (Click on Folder manager, browse and attach)
- 5) Edit your homepage (home.wiki) and include the external link in the second line (after security syntax), as follows:

@{include page="path leading to the menu.html" raw="yes" show="yes"

As a result, you will see this:

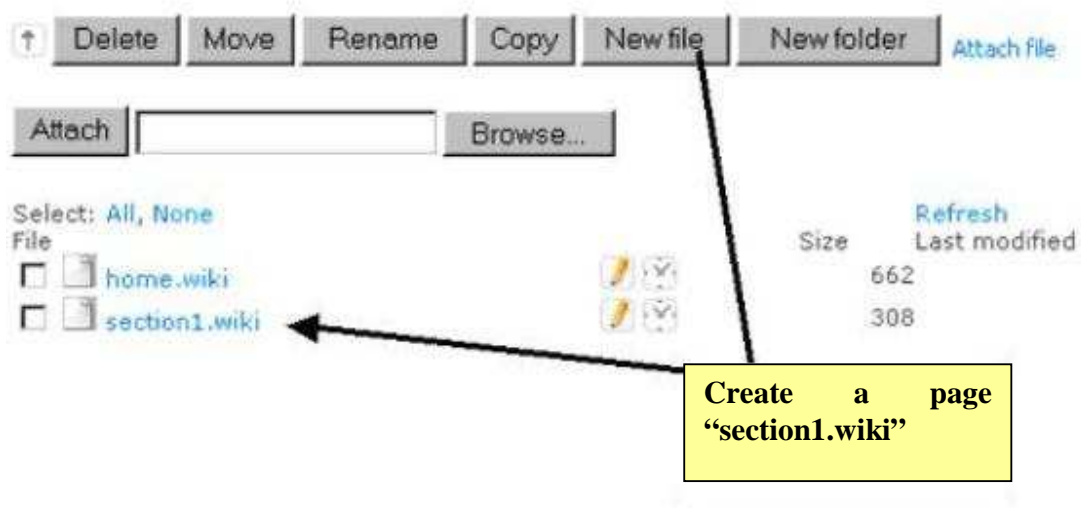


N.B. To add the menu in other wiki pages within the wiki space you don't need to attach the html file menu in each folder. Simply, copy the "include syntax" above in the wiki page.

11 Include “Comment box”:

In order to include a comment / content box, you need to follow these 3 steps

1. Create a new file called "section1.wiki" in the same folder where you created your wiki file.



2. Edit the file and include the following content :

```
#sec EditGroup:read,write
```

```
@{append-to-page page="section1.wiki" prompt-caption submit-caption="Submit"  
rows="3" append-username="yes" }
```

then save it.

3. Go back to the folder and edit the home page (home.wiki), include following syntax to the part of the page where you wish the box to appear.

```
@{include page="section1.wiki" show="yes" show="yes" }
```

then save again.

You will see this:



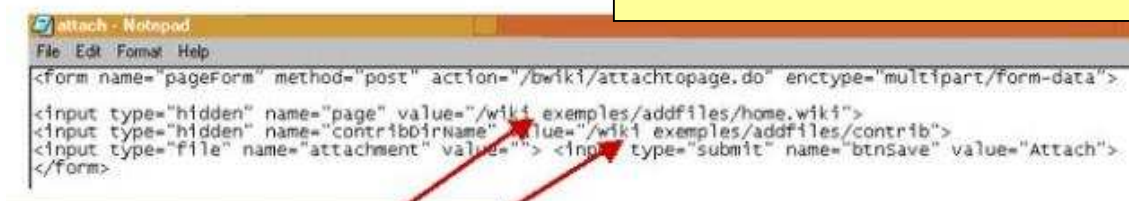
NB : The contributions made by the users will not be able to be edited on the page where the box appears but in the section1.wiki i.e. if you want to delete a comment, you have to edit this page.

12 Include an "add document" box

There are 7 steps to follow:

- 1) Save the file [attach.html](#) on your computer.
- 2) Open it with editor such as Notepad and modify it as follows:
 - Replace the path " /formationwiki/en/help/document_box.wiki" by the target path where you want the box to appear (your home.wiki page):
 - Replace the beginning of the path "/formationwiki/en/help/" by the target path where you created your home.wiki (be careful not to delete "**contrib**".)

Replace the target paths.



- 3) Add the file "**attach.html**" in the same folder where you created your wiki page (home.wiki). (Click on Folder manager, browse and attach)
- 4) Create a new folder "**contrib**" in the same folder where you created your wiki page (home.wiki) by clicking in the file manager on the button "New folder"



- 5) Click on new folder "**contrib**", then click "new file" and create a file "**DefaultSec.wiki**".

6) Edit the file **"DefaultSec.wiki"** and add following syntaxe:

```
#sec *.*;AdminGroup.*
```

Then save it.

7) In the last step, copy following syntax into the part of the page (home.wiki) where you would like the add document box to appear and don't forget to chang the target path to the folder **"contrib"**).

```
@{include page="attach.html" raw="yes" show-edit="yes"}
```

```
@{file-list folder="/target path/contrib" cols="1"}
```

Exemple :

Editing page : /exemple/addfiles/home.wiki

*Dans le dossier "contrib" du répertoire de la page sur la page ...Éditez cette nouvelle page en y collant le contenu de la page suivante :

*Finalement, incluez le code "include" (comme indiqué sur la page suivante) :

===Ajouter un document===

```
@{include page="attach.html" raw="yes" show-edit="yes"}
```

```
@{file-list folder="/exemple/addfiles/contrib" cols="1"}
```


• Dans le dossier "contrib" du répertoire de la page sur la page ...Éditez cette nouvelle page en y collant le contenu de la page suivante :

• Finalement, incluez le code "include" (comme indiqué sur la page suivante) :

Ajouter un document :

As a result you will see this

<input type="text"/>	Browse...	Attach
----------------------	-----------	--------

	File	Date	Size (b)
---	------	------	----------

13 Wiki security

As mentioned before, the wiki technology allows a collaborative work and can be used for diverse projects, such as

- a group on a specific topic with actors who are spread over the world
- the submission of a document to comments.

Example : Working Space on Social Marketing

<http://www.ilo.org/gimi/showpage.do?page=/wikisocialmarketing/home.wiki>

This and many other wiki spaces are not entirely open to all internet users. It wouldn't be convenient to assign the reading and editing rights to any person. Sometimes a wiki space contains even sensitive information. Hence, it is necessary to secure most of the pages and sections of the wiki.

Wiki actors

We can distinguish 5 types of actors:

- An user who has not signed up to the GIMI and GESS platforms and randomly browse the platforms;
- An user who has signed up to the platforms but doesn't belong to any specific workgroup.
- An user who has signed up and is part of a workgroup: needs to get access to the pages of the project space she (he) is part of.
- Platform moderator, who has to be able to edit the wiki pages, to change or add content, compile and erase comments, add or remove new members to (from) workgroups.

- The administrator who has unlimited access to all wiki spaces within the platforms.
- As mentioned before, the wiki technology allows a collaborative work and can be used for diverse projects, such as
 - a group on a specific topic with actors who are spread over the world
 - the submission of a document to comments.

Example : Working Space on Social Marketing

<http://www.ilo.org/gimi/showpage.do?page=/wikisocialmarketing/home.wiki>

14 Acces rights

14.1 Un-subscribed user

The user who has not signed up has *a priori* no access to the wiki space but she (he) should be able to visualize the homepage so that she (he) knows:

- that the project space is private;
- what the space is dedicated to; and
- what she (he) has to do to be able to participate.

Consequently, the first page of the wiki space does not need any security but it is necessary to mention in a box that it is a private space. To unify the GIMI and GESS platforms, it is recommended to use the same box and wiki title.

Example:

You write:

[fg #D3373F]"This working space is reserved to ILO Sec Soc team; if you wish to participate please send an email to the regional coordinators :"[fg]

In any case, users willing to participate need to sign in to the platform (either GIMI or GESS) first.

You see:

» REGIONAL STRATEGY PAPERS WORKING SPACE

This working space is reserved to ILO Sec Soc team; if you wish to participate please send an email to the regional coordinators :

Africa: [Tharcisse Nkanugu](#) ; Arab states: [Ursula Kulke](#) ;

Asia: [John Woodal](#) ; Europe: [Wolfgang Scholz](#) ;

Latin America: [Carmen Solorio](#)

14.2 Subscribed user

By signing up to the platforms, the user is automatically added to « **EditGroup.wiki** » where (his) **login** (not her (his) name) is added.

Consequently, to assign access privileges, you only have to add them to the group they belong to.

14.3 Subscribed user willing to participate

In order to assign access rights to the group of subscribed users who want to participate in the wiki space, it is necessary to add their login to a group, which will be called after you wiki space, as following: **NameofyourspaceGroup.wiki** and to save it in the folder “**reserved**” which is located in the root. The folder « reserved » includes all the user groups with assigned rights in different private workspaces.



Click on « file manager » in any wiki

HOME > COLLABORATION

> COLLABORATION

ASSAP | Regional Strategy Papers | Knowledge Map | Linkages | E-Gess | Newsletter

>> ADMINISTRATOR

Search:

Logout

Select: All, None

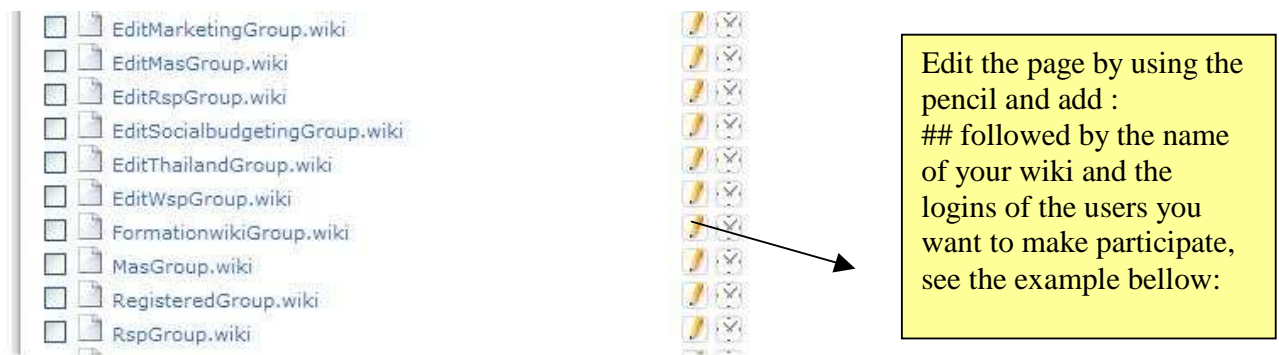
File	Size	Refresh Last modified
<input type="checkbox"/> acteurs		2007/03/02 19:03:38
<input type="checkbox"/> en		2007/02/23 10:40:15
<input type="checkbox"/> exemple		2007/02/23 11:08:44
<input type="checkbox"/> formation		2007/03/02 12:36:00
<input type="checkbox"/> kits		2007/03/02 12:33:52
<input type="checkbox"/> pourquoi		2007/02/23 11:09:50
<input type="checkbox"/> quoi		2007/02/23 11:11:37
<input type="checkbox"/> home.wiki	1488	2007/03/02 17:57:44
<input type="checkbox"/> menu_formation.html	2658	2007/03/02 12:42:32
<input type="checkbox"/> under_construction.jpg	9178	2007/03/02 17:52:34
<input type="checkbox"/> utilisateur.jpg	5534	2007/02/23 12:05:15

Use the arrow to go up to the root

Select: All, None

File	Size	Refresh Last modified
<input type="checkbox"/> bw		2006/09/28 14:08:24
<input type="checkbox"/> concertation		2007/02/28 16:04:03
<input type="checkbox"/> consultations		2006/11/08 16:08:59
<input type="checkbox"/> default		2006/11/27 11:13:22
<input type="checkbox"/> exemple		2007/01/12 12:30:46
<input type="checkbox"/> formationwiki		2007/03/02 17:52:34
<input type="checkbox"/> gess		2006/12/13 10:21:33
<input type="checkbox"/> gimi		2006/10/05 13:32:30
<input type="checkbox"/> projets		2006/12/13 18:16:32
<input type="checkbox"/> reserved		2007/02/26 09:55:52
<input type="checkbox"/> site		2006/09/28 14:08:24

In the folder "reserved", create a new file called like the name of your workspace, followed by Group.wiki
Example : FormationwikiGroup.wiki



14.4 Wiki moderators

Specific rights are assigned to the moderators by administrator (they can edit the pages= use the pencil). It is necessary to create a new group in the same way as for the users. In the folder “reserved”, which is at the root, create a group called according to the following pattern **EditNameofyourwikiGroup.wiki**. Then add moderator(s)’ login(s).

14.5 The administrator

All the rights are assigned to the administrator by default.

15 Secure your pages

Once the groups have been created, specific rights can be assigned to them for each page. To do so:

- 1) Edit the page you want to secure.
- 2) In the first line, write “# sec” followed by the name of the group you want to assign specific rights to, followed by “:” and the right(s) that you separate by commas.

To assign rights to another group, repeat step 2. Separate the groups by a semicolon.

Example for China workspace:

Editing page : /projets/china/rural/home.wiki

```
#sec *:read;EditChinaGroup:*;AdminGroup:*
@{include page="menu_projetschina.html" raw="yes" show="yes"}
```

The security used in this page allows everyone to see it (no matter if subscribed or not), furthermore writing and reading rights have been assigned to the members of EditChinaGroup and AdminGroup.

Recap:

Rights	Using butorwiki language
Read	Read
Write comments (in comment boxes)	Write
Read and edit pages	read,write
No right	None
Everybody can read	* :read
do everything	*

Note: the star located before « : » means « everybody », after, it means « do everything »