Wiki Tutorial

The attached document (also shown below) provides samples on how to use the WYSIWYG editor as well as samples of the WIKI Markup language.

NCMIR Wiki Tutorial

A **wiki** is software that allows users to collaboratively create, edit, [link](#), and organize the content of a website, usually for reference material. Wikis are often used to create [collaborative websites](#) and to power community websites. These wiki websites are often also referred to as wikis; for example, [Wikipedia](#) is one of the best known wikis.

Your account must be first authorized to edit a page, otherwise you have read only privileges. If you don’t see an Edit tab at the top of the page you cannot edit the page.

Under the Edit drop down tab at the top of the page, there is a link to upload attachments.
Documents or images that will be referenced in this section must first be uploaded before you can link to them.

To upload a new attachment click on the “Attachments” link and the following will be shown:

There are two methods of editing a wiki page: WYSIWYG editor or Wiki which uses specific syntax or tags at the beginning of a section. There are times when the WYSIWYG editor cannot produce the desired effect and you will then have to use the Wiki editor.
When you go to edit a page you will see the Edit tab at the top of the page. When you click on the Edit this page link, you will be shown the following:

![Edit page](image)

NCMIR wiki will default to the Rich Text mode. If you click on the Wiki Markup tab you will have to use the Confluence wiki syntax and we have provided samples of the most common used syntaxes in the subsequent pages.

When you are editing pages you have several options that are found at the top of the page:
A common mistake made is to Preview a page and then not save it.

Rich Text Editor

These symbols allow you to insert a table and the other figures provide for adding rows and columns. Use the first icon on the left to insert a table. The icons that follow are only active when you are in a table.

- This symbol creates a horizontal ruler.
- This icon inserts customs characters or special symbols, such as the copyright icon.
- This icon creates or edits links.
- This allows for inserting or editing an image.
This inserts or edits macro material, such as an attachment.

This icon allows you to switch to and from full screen mode.

This icon allows you to toggle the context mode off and on.

Note: At the top of the page is the title. If you change the title, remember to also change the page that points to it.

Copying text from the Internet without converting links will often lead to undesirable effects of the page.

Things that may appear correct in the Rich Text editor may not always be the same as when the page is viewed.

Examples of Wiki Markup edit mode are provided using the NCMIR wiki pages that were previously created.
This "internal" site, version 1.5, is being developed to provide you, our faculty, staff, and students with access to several features, including:

- Docushare software, which will allow work groups to share and store files
- Calcium Calendar software, which includes personal calendars and the absence reporting database
- Equipment Signup
- Project Registration Database
- Media Repository
- User Application Administration

If you need support for any NCIR system, please visit http://support.ncim.ucsd.edu or email the Communications Team.

To submit questions or suggestions, please contact the Communications Team.

Contents

- Staff Resources
- Computational Resources
- Biological Resources
- Calendar Archive Announcements
- Index

Staff Resources

- Scheduling
  - Absence Reporting
  - Equipment Scheduling
  - Timesheets
- Workflow

Here is the syntax that produced the previous page using the Wiki Markup tags (comments are in bold off to the right):

```
To use an image or reference a document, it must be uploaded.

!Home_FlAsHers.jpg!
```
 Creates Table of Contents for headings in the rest of the page. Level 1 is the lowest heading level out of 7.

h2. is a bigger heading
h2. Contents

h3. is a big heading
h3. [Staff Resources] Staff_Resources] heading

[ ] brackets around the text mean it is a link.
Adding | Staff_Resources within the bracket makes a custom link. This is supplemented by the following Wiki line {excerpt-include} which includes the Staff_Resources file excerpt you see below the Staff Resources bullet

{excerpt-include:Staff_Resources\|nopanel=true}

Marks some part of the page as the page's 'excerpt'. This doesn't change the display of the page at all, but other macros can use this excerpt to summarize the page's content

Includes the excerpt from one page within another. The included page must be in the same space as the page on which the macro is used

nopanel: If the value of "nopanel" is true, then the excerpt will be drawn without its surrounding panel

By click on the “Staff Resources” link, and then clicking on the Scheduling link, you will see this information:
**Scheduling**

**Absence Reporting**

**Vacation**
All vacation leave should be noted on your [online calendar](https://donor.ucsd.edu/calendar/Calcium39.cgi). Be sure to consult with your supervisor before planning vacation.

- **Non-Academic Personnel**
  For planned absences, submit a completed, signed UCSD Departmental Approval of Absence or Overtime [form](http://www-bfs.ucsd.edu/pay/forms/pdf/fo2104.pdf) with your time sheet.

- **Academic Personnel**
  For planned absences, notify [Mark Ellisman](mailto:mark@ncmir.ucsd.edu) via e-mail and copy [Dolores Robinson](mailto:dolores@ncmir.ucsd.edu). It is not necessary to complete the UCSD Departmental Approval of Absence or Overtime form.

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h2. Scheduling

h4. Absence Reporting

**Vacation**

All vacation leave should be noted on your [online calendar](https://donor.ucsd.edu/calendar/Calcium39.cgi). Be sure to consult with your supervisor before planning vacation.

Note the link to an executable application marked by a dividing line and the link: [https://donor.ucsd.edu/calendar…](https://donor.ucsd.edu/calendar…)

**Non-Academic Personnel**

For planned absences, submit a completed, signed UCSD Departmental Approval of Absence or Overtime [form](http://www-bfs.ucsd.edu/pay/forms/pdf/fo2104.pdf) with your time sheet.

Note the reference to a linked form

**Academic Personnel**

For planned absences, notify [Mark Ellisman](mailto:mark@ncmir.ucsd.edu) via e-mail and copy [Dolores Robinson](mailto:dolores@ncmir.ucsd.edu). It is not necessary to complete the UCSD Departmental Approval of Absence or Overtime form.
Note the reference to an email

By click on the “Computational Resources” link, and then clicking on the NCMIR Computing FAQ page, you will see this page:

**NCMIR Computing FAQ**

*Maintained by:* NCMIR IT TEAM

New items are noted with a '*', updated with a '+'.

⚠️ This document may contain sensitive material, so please limit distribution to other NCMIR staff and collaborators.

**General**

1. a. How do I request computer support or report a problem?
   b. Do we have a Security Policy we’re supposed to be following?
   c. How do I archive data to CD or DVD media?
   d. How to I get an account for Calcium calendar?
   e. How do I use our FTP site?
   f. How do I change my UNIX and/or "Samba" password?

By editing this page, you will find this Wiki Markup:

h2. NCMIR Computing FAQ

*Maintained by:* NCMIR IT TEAM

New items are noted with a '*', updated with a '+'.

{note}This document may contain sensitive material, so please limit distribution to other NCMIR staff and collaborators.{note}

Text in between {note}’s creates the yellow/gold box with the exclamation point

Text in between {info}’s creates pale blue boxes with a light bulb
A #
preceding

text in a link
crates an
anchor
linking to a
specific
bookmarked
point on the

*[General]#general]*  page

## [How do I request computer support or report a problem?]|#support]
## [Do we have a Security Policy we're supposed to be following?]|#security]
## [How do I archive data to CD or DVD media?]|#archive]
## [How to I get an account for Calcium calendar?]|#calccal]
## [How do I use our FTP site?]|ncmir:FTP at NCMIR]
## [How do I change my UNIX and/or "Samba" password?]|#unixpass]

## indicates a numeric list indented with alphabetical listings.

| #support in the bracket link is what the corresponding anchor links to

*[Email Questions]#email]*

## [How do I get a NCMIR email account?]|#getemail]
## [How do I get a "UCSD network username and password"]|#ucsdacct]
## [How do I set up Thunderbird to read my NCMIR mail?]|#thunderbird]
## [How do I configure my email client to send mail?]|#sendmail]
## [How do I set up "Out of Office" email auto-replies for myself?]|#autoreply]
## [NCMIR Mailing Lists]|#lists]
## [How do I access my NCMIR email via the internet?]|#webmail]

Next click on the Computational Resources link, and follow the NCMIR Security Policy link at the bottom to capture some subsections and we can see some other syntax examples:

### NCMIR Security Policy

**SECURITY POLICIES FOR LAPTOP AND DESKTOP SYSTEMS**

The following constitutes the minimum security standard for any computer system within NCMIR and BIRN-CC facilities. By complying with the UCSD Minimum Network Security Standards as defined at the URL listed in section IV below.
The following constitutes the minimum security standard for any computer system within NCMIR. By complying with these standards the user will also be in compliance with the UCSD Minimum Network Security Standards as defined at the URL listed in section IV below.

### Windows System Requirements

1. Included in campus Active Directory Domain
2. Latest Service Pack
3. Latest Security Rollup
4. Latest Hotfixes not contained in service packs or rollups
5. Latest Microsoft Office patches
6. Applications updated when vulnerabilities are fixed
By clicking on the Biological Resources link, you will see the following on the page:

## Equipment Roster

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>-80 Freezer</td>
<td>Andrea Thor</td>
</tr>
<tr>
<td>Carbon Evaporator</td>
<td>John Crum</td>
</tr>
<tr>
<td>Centrifuges</td>
<td>Junru Hu</td>
</tr>
</tbody>
</table>

h2. Equipment Roster
<table>
<thead>
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<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text in between</td>
<td></td>
</tr>
<tr>
<td>&quot;s indicates a table' s header in growth. Each table row has to be defined in a single line</td>
<td></td>
</tr>
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