

INTRO TO SHAREPOINT - WIKI ADDENDUM

*Department of Technology Enhanced Learning
Information Technology Systems Division*

TOPICS COVERED

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What is a Wiki Library?

Wikiwiki means "quick" in Hawaiian. A wiki library is a document library in which users can easily edit any page. The library grows organically by linking existing pages together or by creating links to new pages. If a user finds a link to an uncreated page, he or she can follow the link and create the page.

In business and educational environments, a wiki library provides a low-maintenance way to record knowledge. Information that is usually traded in e-mail messages, gleaned from hallway conversations, or written on paper can instead be recorded in a wiki library, in context with similar knowledge.

Other example uses of wiki libraries include brainstorming ideas, collaborating on designs, creating an instruction guide, gathering data from the field, tracking call center knowledge, and building an encyclopedia of knowledge.

How to Use Your Wiki Library

You can use your wiki library to share knowledge, brainstorm ideas, collaborate with your team on a design, create an instruction guide, build an encyclopedia of knowledge, or just write down daily information in an easily accessible and modifiable format.

Editing Wiki Pages

Your wiki library provides what-you-see-is-what-you-get (WYSIWYG) editing. To edit a page, click Edit at the top of the page. You can insert tables and pictures with the click of a button. When you are happy with your changes you can click OK to update the page.

Creating Links to Pages

You can link to another page in your wiki library by enclosing the name of the page in double brackets on the edit form. For example, type `[[Home]]` to create a link to the page named Home and `[[How To Use This Wiki Library]]` to create a link to this page.

To create a link to a page and have the link display different text than the page name, type a pipe character (|) after the page name, and then type the display text. For example, type `[[Home|Home Page]]` to create the link labeled Home Page that points to the page named Home.

To display double opening or closing brackets without making a link, type a backslash before the two brackets. For example, `\[[or \]]`.

Creating Pages

There are two main ways to create a new page in your wiki library:

1. Create a forward link to another page and then click on it to create the page: (*Note* -This is the recommended way to create a page because it is easier for people to find the page when another page links to it).

Forward links to pages that do not exist have a dashed underline. Start by adding the link (follow the Creating links to pages process earlier on this page). Click the link to go to the Create Page form where you can start typing your content.

2. Create a page that is not linked to any other:
In the Recent Changes section, click View All Pages. Then, on the New menu, click New Wiki Page. This takes you to the Create Page form where you can start typing your content.

Managing Your Wiki Library

You can manage the pages in your wiki library by clicking View All Pages in the Recent Changes section.

Restoring a Page

If you need to restore a previous version of a page, click History at the top of the page. You can then click on any of the dates to view the page as it existed on that date. When you find the version that you want to restore, click Restore this version on the toolbar.

Viewing Incoming Links

You can see which pages link to the current page by clicking Incoming Links at the top of the page.