Harvard Wiki Beginner Training
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Who We Are

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Agenda

• Getting Started
• Design
• Permissions
• Navigation
• Pages
• Images
• Macros
• Next Steps
Getting Started

Your website is referred to as a Space in the Wiki.

• When you request a Wiki Space, please include:
  – Space Name
  – Space Key (this will display in the url)
  – Prefix (use Lib)

• Your url will start with - https://wiki.harvard.edu/confluence/display/.

• The key, not the space name, displays in the url.

• Your space has site tools and page tools. We will look at site tools first.

• https://wiki.harvard.edu/confluence/display/kathys/Standard+iSites+Migration
The Harvard Wiki

http://wiki.harvard.edu will take you to the Harvard Wiki Dashboard where you can login.

You can access world-viewable sites if you are not logged in.

To find a site, search by site name or browse all sites.

After logging in, you will see any sites you have favored.
Design

Choose from a set of themes to manage your design by selecting Browse>Space Admin>Look and Feel>Themes.

1. Browse Menu
2. Space Admin Sidebar
3. Choose Themes
4. Choose Color Schemes

The theme controls color and navigation displays. Color scheme and Stylesheet add more customization to the design.
Permissions

Define site permissions by selecting Browse>Space Admin>Security>Permissions. The Harvard Wiki uses the same groups that are used in iSites.

1. Browse Menu
2. Space Admin Sidebar
3. Select or create groups
4. Add individual users
5. Give access to anyone

You can add permissions at the Wiki or page level. You can give different permissions for pages, blog, comments, attachments, restrictions, mail and space.
Restriction

You can restrict access to a page by selecting Restrictions from the “…” menu while on the page you want to restrict.

This will be reflected in Space Admin>Security>Restricted Pages
Navigation

In a Wiki, the navigation is made up of pages. Drag and drop pages to reflect how you want them to appear in the navigation. Use Browse Menu or … Menu

1. Browse Menu or the … Menu at top of page.

2. Select the Pages tab.

3. Move page to change order and hierarchy.

To build navigation in a site, you can create pages, put them in order and then add content or you can add content to pages and then put them in the order you want.

Then select View in Hierarchy from drop down.
Navigation

You can also use breadcrumbs and recently viewed to help you navigate a site.
Create Page

Create a page using the Create menu item.

1. Select Create.

2. Choose the space and what you want to create.

The template you create will be a child of the page you were on when you created it. You can change that in Navigation.
Edit Page

Once you create a page, you can add your content.

1. Select Edit

2. Use the WYSIWYG to add content to the page.
   The WYSIWYG allows you to manage content display, to add images and files, and to access macros.

3. Select layout to manage areas of the page.

Wiki’s save page and file versions and make older versions available to anyone who can access the site. This included anonymous.

Anonymous can see this menu.

Anonymous can access all versions of a page.

This is also true of other versions of files.
Images and Files

Select the image icon in the WYSIWYG, make sure to add alt and title text for accessibility.

Select an image on the page in edit mode and see other options.
Macros

The little “+” icon in the WYSIWYG panel connects you where the Macros live.

Shortcut to macros type “{“ on a page while in edit mode.
Slideshows and Video Macros

Create a slideshow from all images uploaded to a page.

Embed video with Widget Connector or HTML Include or Upload video with the Multimedia Macro.
Next Steps

This training is just the beginning. The Wiki is a powerful collaboration tool and has other features that will help you build an effective site that will meet your business needs.

You will all be invited to be members of this site where we will post additional information based on your questions:

https://wiki.harvard.edu/confluence/display/kathys/Standard+iSites+Migration

Please continue your training by reviewing the training documentation:

https://wiki.harvard.edu/confluence/display/HELP/Harvard+Wikis+Overview
Thank You!

Please contact me at kathleen_stuart@harvard.edu or visit our website http://standardisites.harvard.edu for more information about iSites Migration.