

# **Wiki Owner's Manual**

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## **Introduction**

This purpose of this manual is to serve as a guide to those in charge of maintaining an EPA wiki. It contains useful tips and information that will help you plan and start up a wiki as well as useful resources that will be necessary as a system administrator.

## **Getting Started**

Before launching a wiki, a number of planning and administrative steps need to be taken. These steps are described in the sections below.

### ***Planning out the wiki***

One of the most important things to do when considering using Web 2.0 technology for your community is to start planning the type of technology to implement, as well as what the content will be. In addition to the content below, the Envirocentral wiki ([https://wiki.epa.gov/envirocentral/index.php/Main\\_Page](https://wiki.epa.gov/envirocentral/index.php/Main_Page)) has a number of useful resources such as lessons learned, a list of available extensions and plug-ins, and a list of all of the EPA wikis and blogs.

### **Purpose and Content**

Identify the objectives and goals for your wiki. What are the needs of your audience? What are you trying to achieve? What tools do you need to achieve those goals?

### **Audience**

Who are you trying to reach? Will they benefit from this information? Do you need the wiki hosted on the intranet or are you trying to reach a more external audience? Reach out to them and find out what they think and how engaged they would like to be in the wiki.

### **Initial Focus**

It's good to start small with your wiki. Your application will grow with time, but it may be difficult to encourage your audience to get comfortable with the technology at first. You don't want to scare your audience away. Start slow and be gentle with your audience.

Begin with a focused idea and let your wiki grow from there. Start small and encourage participation from your users. Get them hooked and when they're ready to ask "what's next?" have it ready. And go for it.

### **Communicate with your office**

Discuss your goals, plans, and schedule for deploying a wiki or blogs with the following people and obtain their guidance and approval:

1. Office Web Coordinator
2. Office Communications Officer
3. Division Director or Management

## ***Application Process***

1. Fill out online questionnaire at the envirocentral wiki (<https://kestrel.rtpnc.epa.gov/questionnaire-test/questionnaire-page-1.php>)
2. An email will be generated to you with instructions on how to continue, and will include the skeleton of the commitment memo that must be sent by your division director to Dalroy Ward, Chief of Information Service Branch, OEI/OIAA/IAD and cc to David Eng.
3. When your wiki has been created, OEI will notify you and give you instructions on how to access the wiki.
4. After successfully accessing the wiki, you are ready to get started.

## **Things to know before filling out the wiki/blog questionnaire:**

- The purpose and audience of your blog/wiki
- Who you would like listed as system administrators
- How you plan on advertising your wiki to your audience
- How long you intend the wiki to be useful
- Your WCF eBusiness Account Number (for identification purposes only)
- Name and desired url address of your application (i.e., for the Water Resiliency and Preparedness Wiki, the url end in [http://\\_\\_\\_\\_/wrap](http://____/wrap))

## **Engaging your audience**

Your wiki will only reach its full potential if your audience:

1. Knows that the wiki exists,
2. Knows how to access it, and
3. Knows how to edit and add content.

## ***Advertising the wiki***

Advertise your wiki to your audience by sending emails about its creation, and hold demos for your community once you have added content to the wiki. The demos should outline the purpose of the wiki, the content presently available, ideas for future direction and areas of focus, and ***ways your audience can get involved*** and add their own content. The demos should also walk users through the process of logging onto the wiki.

Following demonstrations, it is important to send frequent (bi-weekly or monthly) emails about the wiki. Highlight new information that has been uploaded, new functionality, and encourage users to continue adding and editing content. You could also highlight a new user's contributions, or initiate other incentives for users to contribute content.

Always include the link to the wiki in each of your emails. Encourage your audience to bookmark the link to the wiki. This will save you time and energy and give your audience no excuse to access and use the wiki!

## ***Accessing the wiki***

Users log in to the wiki using their EPA LAN ID and password (the ID and password used to log into your computer). If a member of your audience does not have an EPA LAN ID and password (i.e., contractor, Water Sector partner, non-federal interns and fellows), they must request access to the EPA Portal. In order, the steps for requesting access are below:

**Contractor:**

1. Copy and paste the following link into your browser: <https://LINK TO WIKI>. Do not bookmark this link until after you have gained access to the portal.
2. This will take you to the portal login screen. In the "Resources for EPA business partners and affiliates" select the link to "Self-register for the wsd-cc wiki via the EPA portal"
3. Fill out the form and at the bottom, select "General Portal Access" from the drop down menu. List an EPA contact that can confirm your legitimacy.
4. Submit the form.

**EPA:**

1. Confirm request for portal access by following instructions in email generated to you. All system administrators for the wiki in question will be cc-ed on the email.
2. RTP processes request and notifies contractor of approval.

**Contractor:**

1. Confirm with EPA Wiki Manager that the process is complete. You should get an email with the subject "EPA Portal General Portal Access Community access request approved" that indicates it's time to call or email the wiki manager.

**EPA:**

1. Upon confirmation from contractor, add user in Oracle Access Manager.
2. Email contractor to confirm addition to user list.

**Contractor:**

1. Copy and paste the following link into your browser: <https://LINK TO WIKI>
2. This will take you to the portal login screen. Login using the User Name and Password provided by EPA IT.
3. If the above link does not allow you to log in, use: <LINK TO WIKI/index.php/Main Page>
4. You can now bookmark the link!

If access to the wiki is restricted only to certain approved users, each user will have to be added to the approved wiki list via the ORACLE Access Manager (see [Appendix A](#) for instructions on how to access this application and how to add or remove users to your wiki).

## ***Creating and Editing Content***

Perhaps the most challenging aspect of managing a wiki is ensuring that your audience is comfortable creating and editing content. Following the informational brownbag for your wiki, it is important to hold a tutorial for your audience, taking them through the process of navigating the wiki and adding/editing content. See [Appendix B](#) for a sample lesson plan.

In addition to holding a wiki tutorial for your users, provide users with reference materials to refer to when in need of wiki help. See [Appendix C](#) for a wiki "Quick Reference Guide" that contains detailed instructions on how to execute the most common wiki commands.

Also, see [Appendix D](#) for a double-sided “Wiki Shortcut Card.” The shortcut card also contains instructions on how to execute common wiki commands, but in less detail than the Quick Reference Guide. Print the card double-sided to obtain correct formatting. The card can then be placed near the user’s computer for easy referencing.

Another way to assist your users in gaining confidence in editing the wiki is to create templates and insert them into blank pages that you have created. Allowing users to manipulate an existing template makes the editing process much simpler. Creating new pages and inserting templates that match the intended use of the page assists users in building new content that meet the overall objectives of your wiki. For example, if you would like users to input project information, you can create a template that codes for multiple section headings as well as other useful commands, such as bulleted and numbered lists.

**An example template that would allow users to input project information is given in the graphic below.**

## Sample Template for providing project information.

### Wikitext

== Project 1 ==

=== Background and Upcoming Events ===

Use this space to provide a brief background on the project. Update regularly when notable progress is made. Feel free to use:

\*Bullets!

\*\*More Bullets!

#Numbering!

#More Numbering!

=== Relevant Documents ===

\*Document 1 ---To link to a document:

\*#Type the name of the document at the bullet

\*#Highlight the text

\*#Click on the Insert/Edit Link icon (globe with a chain on the task bar)

\*#Paste the link of the document you uploaded (by right clicking on (<u>'file'</span>) in [[Special:Imagelist|uploaded file list]] and selecting "Copy Shortcut") into the top field

\*#Click OK

\*Document 2

=== Contact Us ===

\*Name ([mailto:email@email.com email@email.com]; 202-564-5555) &lt;--- While editing the page, click on "wikitext" to edit the email address

== Project 2 ==

=== Background and Upcoming Events ===

=== Relevant Documents ===

\*Document 1

\*Document 2

=== Contact Us ===

\*Name ([mailto:email@email.com email@email.com]; 202-564-5555)

### Which appears as the following on the page:

<b>Contents</b> <span>[hide]</span>	
<b>1</b>	<b>Project 1</b>
1.1	Background and Upcoming Events
1.2	Relevant Documents
1.3	Contact Us
<b>2</b>	<b>Project 2</b>
2.1	Background and Upcoming Events
2.2	Relevant Documents
2.3	Contact Us

## Project 1 [edit]

### Background and Upcoming Events [edit]

Use this space to provide a brief background on the project. Update regularly when notable progress is made. Feel free to use:

- Bullets!
  - More Bullets!
- 1. Numbering!
- 2. More Numbering!

### Relevant Documents [edit]

- Document 1 <---To link to a document:
  1. Type the name of the document at the bullet
  2. Highlight the text
  3. Click on the Insert/Edit Link icon (globe with a chain on the task bar)
  4. Paste the link of the document you uploaded (by right clicking on [file](#)) in uploaded file list and selecting "Copy Shortcut") into the top field
  5. Click OK
- Document 2

### Contact Us [edit]

- Name ([email@email.com](mailto:email@email.com) [edit]; 202-564-5555) <--- While editing the page, click on "wikitext" to edit the email address

## Project 2 [edit]

### Background and Upcoming Events [edit]

### Relevant Documents [edit]

- Document 1
- Document 2

### Contact Us [edit]

- Name ([email@email.com](mailto:email@email.com) [edit]; 202-564-5555)

## ***Miscellaneous***

### **Technical Help**

If you ever need technical assistance, the EPA Call Center is equipped to assist wiki and blog owners with any issues they may have regarding editing, system rights, installing plug-ins and extensions, etc.

The Call Center can be reached by calling 1-866-411-4EPA.

### **Wiki/Blog Workgroup**

OEI holds a workgroup headed by David Eng for all EPA wiki and blog owners. The workgroup meets monthly through a webinar format. Issues of interest to wiki and blog owners are often discussed. There is also always an opportunity for members to ask questions and have them immediately answered.

Contact David Eng ([eng.david@epa.gov](mailto:eng.david@epa.gov); 202-566-1182) for an invitation to the workgroup.

### **Taking code from other wikis**

Building the wiki with initial content can be an intimidating task. To ease the process, there are ways to copy code from other, more mature wikis and place it into your own. You can copy code from other pages by:

1. On the page you would like to borrow from, click on the “Edit” tab. (Note that there may be a “View Source” tab instead of an edit tab)
2. Select the block of code that contains the text/functionality you would like in your own wiki
3. Right click on your selection and click “Copy”
4. While editing the page in your wiki you would like the code to appear, right click and click “Paste”
5. Change text as necessary to make it relevant to your needs

The following wikis are very mature and can serve as great templates:

1. Watershed Central: [https://wiki.epa.gov/watershed/index.php/Main\\_Page](https://wiki.epa.gov/watershed/index.php/Main_Page)
2. Large Aquatic Ecosystems: [https://kestrel.rtpnc.epa.gov/laecouncil/index.php/Main\\_Page](https://kestrel.rtpnc.epa.gov/laecouncil/index.php/Main_Page)

## **Conclusion**

Web 2.0 technology is a great way to connect with an audience and to build a community. Once created, it is important that these technologies continue to be useful to its intended community, therefore, the maintenance and advertising of your application is an important task. The materials in this manual aim to assist users in that process.

For more information or to suggest topics for the owner’s manual, please contact Amy Posner ([posner.amy@epa.gov](mailto:posner.amy@epa.gov); 202-564-3338)

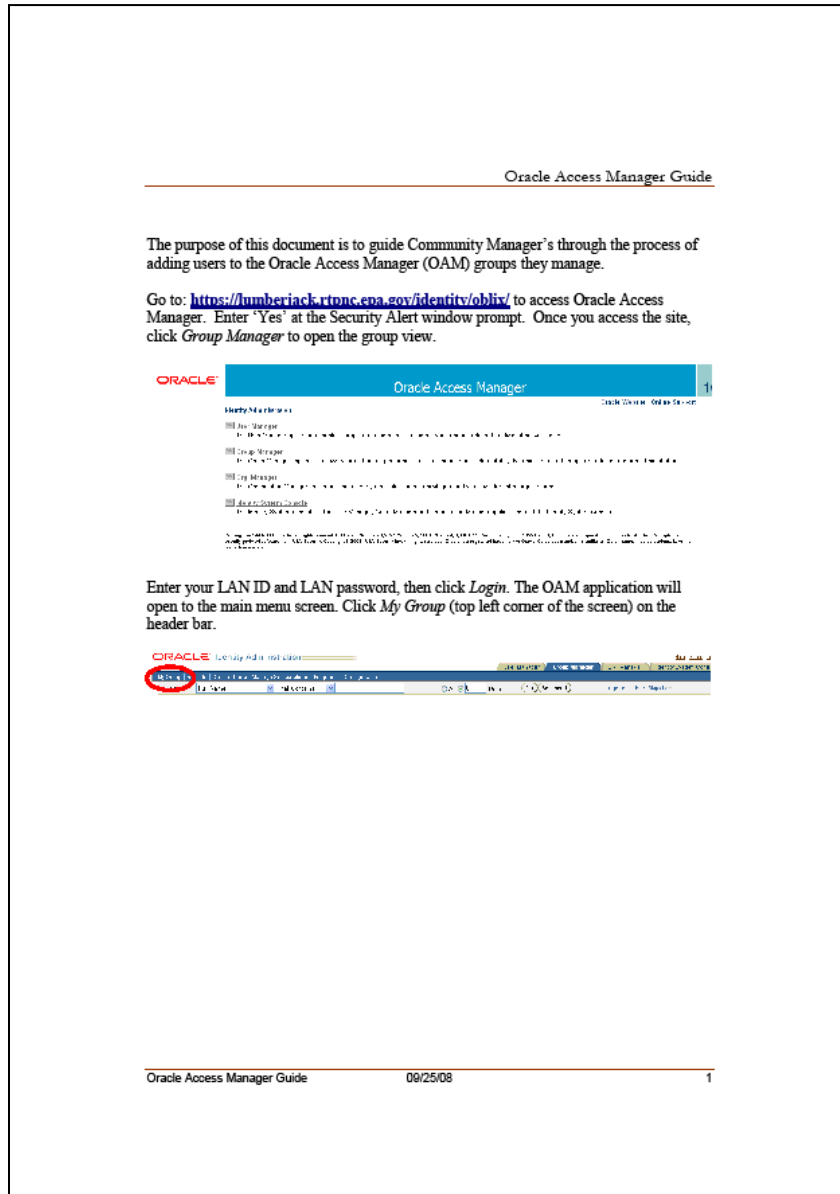


# Appendix A. ORACLE Access Manager Guide

The ORACLE Access Manager allows you to add and remove users to your wiki. You will always have to add users to the wiki if they do not have an EPA LAN ID and password and had to request access to the EPA Portal. Depending on the level of security you have requested for your wiki, you may need to add all users that are permitted to view content (even if they already have an EPA LAN ID and password).

Link to the ORACLE Access Manager: <https://lumberjack.rtpnc.epa.gov/identity/obliv/>

Double-clicking on the image below will open the full instructions (PDF) in a new window. Note that these instructions will also be emailed to you once your wiki is launched.



# Appendix B. Sample Lesson Plan for Tutorial

## Wiki 101 Lesson Plan

Thanks to everyone for coming to this wiki tutorial. My hope is that by the end of this, you will all feel more comfortable about editing and adding content in the wiki. Basically what I'm going to do is to take you through the most common editing procedures, which are:

- Simple edits of an existing page
- Creating a new page
- Making a bulleted and numbered list
- Linking to external pages, wiki pages, uploaded files, and email addresses
- Format text in wikitext and WYSIWYG

Before we start, I just want to tell you my plan for this hour. I'm more than happy to take any questions you may have—and I'm sure there will be a few, since much of this information will be new to some of you—so I'm going to stop for questions after each “editing task.” I think it'll be less confusing if I go through the process of each task once and then I'll be glad to go back over anything in more detail that was unclear. I also welcome any feedback, as I will likely do this again for WSD or for the Regions.

OK, so let's get into it. I'm going to start on the ER Team page to go over some of the general functionalities of the wiki and to do a simple edit.

### I. Functionality from tabs

On every page, you will see the same 4 tabs:

- a. Page; shows the current version of the page you are viewing
- b. Discussion; shows comments any users may have posted on the content of the current page
- c. Edit; allows you to edit the content of the page you are viewing
- d. History; stores every older version of the page you are viewing. Here you can compare different versions of the same page or revert to an older version of the page.
- e. Watch; allows you to keep an eye on the current page. This page will appear in your “watchlist,” which you can access from the top right corner of the wiki. You can also set your personal preferences to send you an email when a page on your watchlist has been edited.

So to edit a page, you simply click on the “edit” tab at the top of the page. This editing bar will show up, this is called the What You See Is What You Get (WYSIWYG) editing bar. As you can see, it looks a great deal like editing a Word document, and this is the format I would recommend for most everyday wiki edits. It's much easier to navigate than using HTML code, which you can access by clicking on the “wikitext” button. From the WYSIWYG toolbar, you can easily designate headings, colors, text size, bullets, numbering, etc.

Now I'm going to take you all through the general process of editing a page. I'm going to do a simple edit now, but the process will be the same whether you are correcting a typo or creating an entirely new page. Just as a housekeeping thing/disclaimer, the EPA Portal will log you out without

notification after 15-20 minutes of inactivity. As distractions can often happen, please be aware of this so your changes do not get lost!

So, when we look at the ER Team page under the WARN heading, you can see that there's a sentence here that doesn't make sense because I lifted an entire paragraph from an ER Team document and dropped it into the wiki. So I'm just going to delete that sentence here (*remove Figure 6 below... in WARN heading*). Once you're done editing, you scroll to the bottom of the page.

There are a few things to check out here. First is the "Summary" box. No matter how small an edit you make on a page, you should ALWAYS put something in this box. This way, it is much easier to keep track of what has changed on a page, in case you ever need to revert back to an older version, you know how far to go back, since all of the summaries will be shown under the history of the page. So here in the summary box I'll put "Removed sentence from WARN section." Then I'll click the "Show preview" button. I recommend that you always click the "show preview" to make sure nothing too crazy has happened. (*click the button*) Now you'll see the page exactly as it would appear if you had saved changes. If you're happy with your changes, go ahead and click "Save page" and your changes will be saved.

## II. Create a page

### WSD Tricks and Hints

Now I'm going to take you all through a more complex editing process where I'll show you how to create and build a page; create and format content; and link to documents, web pages, and other wiki pages. Something interesting about the wiki is that you can use it to share experiences, lessons learned, etc, so let's create a "WSD Tips and Hints" Page. If you want to create a new page, you go to the search bar and type in the *exact* title that you want, capitalization and all. So we're going to type "WSD Tips and Hints" into the search bar, and this screen comes up that tells you that there is no page by that name. Since we want to create it, you click on the red link that says "create this page." The red link indicates that the page it is attempting to link to does not exist yet. Clicking the link will create the page and bring you to the page editor.

This is the screen you will always see if you are creating a new page. Again, you see the WYSIWYG editing bar, but this time, there is no content on the page yet. I'm going to show you a few examples of how to edit, in both the WYSIWYG editing and wikitext editing.

I want to add a section on getting CDs printed at GPO, since that was an experience that I just had with the TTX Tool, and might come in handy to others. So, in anticipation that someone else may come along with another topic, I'm going to make a heading. Using headings is generally good formatting procedure, and as soon as you use four headings, a Table of Contents will automatically populate for the page.

Go to the "Format" drop down menu and click on "Heading 2." I would advise against using "Heading 1" since that is only used to designate article titles. So in Heading 2, I'm going to type "Printing CDs at GPO." And I'll hit Enter and then select "Heading 3" to make the subheading "General." Here, using bullets, I'll type some general information about printing CDs.

Now I'm going to switch to wikitext. Now, you can see what commands you need to make the different headings, two equal signs on either side of text gives you a Heading 2, three equal signs on either side gives you a Heading 3, and so on. You can also see that an asterisk will give you a bulleted list. Let's add one more bullet, and under that make an indented numbered list. Normally

when making a list, you would make two of the symbols (either \* or #) as the next item in the list. However, if you would like to mix the two (i.e., have an indented numbered list in a bulleted list), the formatting is a little different. To do that, you have to do *\*#Text*, then that will give you an indented numbered list within a bulleted list.

Switch back to WYSIWYG, make a “Forms” Heading 3, bullet list with “Blank 2200-9 Form can be found through WebForms.” Highlight the text, link to WebForms by copying the link into the “Link” field after clicking on the Hyperlink button. Making another bullet, I’m going to type “Sample 2200-9 Form with correct WSD budgeting codes.” Now I want to upload that document and then link to it within that text. I’m going to open up the “Upload file” link in a new tab. (*Upload a file, open file list, and get correct link by right-clicking on (file) and clicking “Copy Shortcut”*). Back in the editor, I’m going to highlight the text, click on the hyperlink button, and paste the link. Click OK and now clicking on that link will open the document.

Now I’m going to add the final section, a “Contacts” heading 3. (*Add a bullet and put a contact name, phone number, and email*) Note that when an email is typed in WYSIWYG, it automatically becomes a hyperlink.

So far we’ve linked to an external page (WebForms) and a document. Now let’s link to another page in the wiki. Let’s say that I would like to link to the WSD main page from here. Switching back to WYSIWYG, I’m going to type at the bottom of the page, “Go back to the Water Security Division Main Page.” Now I’m going to highlight the text and click on the hyperlink button (just as if we were linking to an external page or document), and start typing “security.” Now the box below will show me all of the pages with “security” in the title. So we’ll click on the correct page, and now when you click on that text, it will link to the WSD Main Page. If we switch to wikitext, you can see the code required to do the same thing, which is double brackets, the exact name of the page, pipe, text you want to appear.

Switch back to WYSIWYG and see the changes. If you want to change the color, size, or formatting of the text, I recommend that you do that here, it’s much easier and straightforward. (*Mess around with the formatting and go back and forth between WYSIWYG and wikitext*). Now we’re going to preview the changes and make sure that everything is how we like it, add a summary of the changes, and save the page. AMAZING!

### III. Adding a category

One of the final things I will show you all is how to add a category to a page. Categories come in handy when you get a great number of pages in the wiki, because it allows you an additional way to organize information. It is also useful if you are trying to protect certain pages. So, for example, if we go to the Regional Calls page, you see at the bottom, there is a box indicating that this belongs to the “Regional” Category. If you would like to add a category to a page, you click on the edit tab, switch to wiki text and at the **very bottom of the page**, type `[[Category:CategoryName]]`. The category will now appear at the bottom of the page.

Note that it is not yet possible to restrict access to pages, but it is something that will be implemented into the wiki soon.

So let’s review, so far we’ve learned how to add a category to a page, do quick edits of an existing page, create and edit a new page, format the text in both WYSIWYG and wikitext, and link to

documents, external pages, and wiki pages. That's pretty much everything you're ever going to need to do in the wiki.

#### **IV. Sample templates**

So let's say that you aren't feeling too creative but want to add content to a page, but would like to use a template to make it easier for you to edit. From the main page of the wiki, under "How do I get started?" heading, click on the "Sample Templates" link. So far there are only two sample templates, one for project information and a multicolor table.

Clicking on the Project Information Template link, you see that there are instructions on how to get this template from this page into the one you are editing. (*Read through instructions and demo the copy and paste if time allows*). Now let's say you want to put a table in your page. Clicking on the "Table template" link, will bring you to a page with a blank multi-color table. A table like this could come in handy if you wanted to keep track of upcoming events (i.e., Box 1 could hold events for this month, Box 2 for next month, and Box 3 could archive past events). You can see that the instructions are on this page as well. Just make sure that you go back and erase all of the instructions and replace the generic text with your own.

#### **V. Conclusion**

There are some things in the wiki that are restricted to system operators, which means that you will need to ask me to do. Some of these things are:

- Edit the sidebar navigation
- Delete a page
- Protect a page/category from a certain number of users
- Protect a page from being edited
- Block a user

If no one has any questions, that all I have for you today. Shortcuts for everything I showed you today are on the "Wiki Shortcuts" card that I've given each of you, and a more detailed step-by-step is in the wiki Quick Reference Guide. Both of these documents are available on the wiki under the "Help" page and are also linked to from the Main Page under "How do I get started?". I encourage you all to use these documents until you feel comfortable with editing the wiki. Also, I am always available as a resource if you ever get stuck, so never hesitate to ask me anything regarding the wiki.

## WSD Tricks and Hints Page

Use this page to post WSD Tricks and Hints that you think your present and future colleagues will find useful.

### ==Printing CDs from GPO==

#### ===General===

\*In order to print CDs through GPO, you must fill out a 2200-9 (link to blank form and sample form are below). The form must be signed and then taken to the CD printing section of GPO (1349 EPA East) along with the other necessary printing materials. The process takes about 3 weeks, and you will receive a proof of the disc and a digital print of the CD graphic about one week before the due date.

\*2200-9 Form must be signed by:

\*#David Travers

\*#Danesha Reid

\*#Charlene Shaw

\*Materials needed by GPO for printing:

\*#Signed 2200-9 Form

\*#Copy of CD to be printed in correct format (i.e., if you are printing CDs, copy must be burned on a CD; if you are printing DVDs, must be burned on a DVD)

\*#File with disc graphic on separate disc (.pdf preferred)

#### ===Contacts===

\*Monique Henderson; 564-9624

\*Don Chesley; 564-5220

\*Dan Bell; 564-9651

#### ==Forms==

\*Blank 2200-9 form can be found through [[http://intranet.epa.gov/webforms/ WebForms](http://intranet.epa.gov/webforms/WebForms)]

\*[DOCUMENT LINK Sample form for TTX Tool Printing]—see this form for correct accounting numbers

\*[DOCUMENT LINK Graphic template for 80mm DVD disc]

#### ==Cost==

\*Mini-CD (with top and bottom edges cut off): \$1.25/disc with vinyl sleeve

\*Mini-DVD (80-mm round disc): \$0.93/disc with vinyl sleeve

\*Note: GPO charges 7% along with a \$7.50 processing fee

\*If you need a price quote for something not listed, contact Don Chesley or Monique Henderson

## Appendix C. Wiki Quick Reference Guide

### *Draft Guide as of July 13, 2010*

This Quick Reference Guide provides the step-by-step processes for many common wiki editing tasks. Instructions for both the wikitext and the What You See Is What You Get (WYSIWYG) editing styles are given. Note that some of the tasks listed are only applicable for system administrators.

### **General Editing Process**

1. Click on the “Edit” tab at top of page
2. Make your edits
3. Add a brief summary of your changes in the “Summary” field
4. Preview your edits by clicking “Show Preview” at the bottom of the page
5. If you are satisfied with the preview, click “Save Changes” at the bottom

### **Create a Page**

1. Type the *exact* title (with correct capitalization and spelling) into the “Search” field
2. The next page will show you search results for that title. If a page by that title does not exist, the first lines of the page will read: “**There is no page titled "Page Title"**. You can [create this page](#).”
3. Clicking on the “[create this page](#)” link will create the new page for you, begin to edit and create content

OR—While editing a page, you can create a link to a page that does not exist yet. After the link is created, clicking on the link will create the page and bring you to the page editor.

### **WYSIWYG**

1. Highlight the text that you would like to link to the new page
2. Click on the Hyperlink button on the WYSIWYG toolbar
3. In the “Link” field, type the exact name of the page that you would like to appear
4. When changes are saved, that page will be created and can be accessed by clicking on the link that has been created and adding content to the new page

### **Wikitext**

1. In page editor of whatever page you want the link to appear, use the following format:  
[[Exact Name of the Page you would like to create| Text to be displayed]]
2. When changes are saved, that page will be created and can be accessed by clicking on the link that has been created and adding content to the new page

## ***Uploading Files and Linking to Files in pages***

### **To upload files:**

1. Click “Upload file” link under “toolbox” heading at bottom left of sidebar (<https://wiki.epa.gov/wrap/index.php/Special:Upload>)
2. Type in file extension if you know it, or Browse for the file you want to upload
3. Once you select a file, “Destination filename” will automatically populate
4. Enter a brief description of document in the “Summary” field
5. Click “Upload file”
6. Note: If your document is larger than 150KB, a warning will appear after you click “Upload file” that tells you your file is larger than the recommended size. Just click “Save File,” which will ignore the warning. Alternatively, you can click on the “Ignore any warnings” box on the “Upload File” page
7. After your file is uploaded, the wiki will redirect you to the page for that file (WikiMedia calls all files “images”). You can see details and history about your file, what links to that file, and you can also upload newer versions of the file

### **To link to a file in a wiki page**

Link to list of uploaded documents: <https://wiki.epa.gov/wrap/index.php/Special:Imagelist>

1. While editing a page, have above link open in a separate tab or window
2. Locate the document you would like to link to on the File List (above link)
3. Right click on the “(file)” link for the document you would like to link to and click “Copy Shortcut”

### **WYSIWYG**

1. Highlight the text that you would like to have link to the file
2. Click on the Hyperlink button
3. Right click in the “Link” field and click “Paste”
4. Click OK

### **Wikitext**

1. In page editor of whatever page you want the link to appear, use the following format: [Link of file Text to be displayed]
2. Right click inside of the open bracket and click “Paste”
3. The copied link will appear, and should look similar to the following format:  
[[https://wiki.epa.gov/wrap/images/0/04/WSD\\_CC\\_Coord\\_Meeting\\_012010.doc](https://wiki.epa.gov/wrap/images/0/04/WSD_CC_Coord_Meeting_012010.doc) Meeting Agenda]

## ***Linking one wiki page to another***

### **WYSIWYG**

1. Highlight the text that you would like to link to the new page
2. Click on the Hyperlink button on the WYSIWYG toolbar
3. In the “Link” field, type the page name (or part of the page name) into the “Link” field
4. The wiki will search through all pages to match what was typed in the field and the search results will appear in the field below
5. Double-click on the correct page you would like to link to



## Wikitext

1. In page editor of whatever page you want the link to appear, use the following format:  
[[Exact Name of the Page| Text to be displayed]]
  - a. Example: You wanted to link to the WUCCAT page from the WHEAT page,  
[[WUCCAT| Click here to go to the WUCCAT page]]
2. Note that if you create a link to a page that does not exist yet, clicking on the link that will create that page and bring you to the page editor

## *Linking to an external (non-wiki) page*

### WYSIWYG

1. Highlight the text that you would like to appear as the link
2. Click on the Hyperlink button in the WYSIWYG editor toolbar
3. Type or copy the desired link into the “Link” field
4. Click OK

### Wikitext

There are three ways to link to an external source (Item 1 is the preferred method). Use one of these formats while editing a page to create the link:

1. Named link: [URL(space) Text to display] Example: [https://www.epa.gov EPA]
2. Bare URL: <https://www.epa.gov>
3. Unnamed link: [https://www.epa.gov]

## *Linking to an email within a page*

### WYSIWYG

1. If an email address is typed in WYSIWYG editing, it will automatically create a link
2. When changes are saved a small mail icon will appear next to the email address
3. When link is clicked, email client will open and populate a new email message with the indicated address in the “To” field. Note that this will only work if your computer is configured to do so.

### Wikitext

1. In page editor of whatever page you want the email to appear, use the following format:  
[mailto:email@email.com (space) Text to appear]
2. When changes are saved a small mail icon will appear next to the email address
3. When link is clicked, email client will open and populate a new email message with the indicated address in the “To” field. Note that this will only work if your computer is configured to do so.

## *Adding a Category*

Attaching a category(ies) to a wiki page allow you to classify a page into a defined group. You can attach a category to any page in the wiki. Categories provide an additional way to organize information in the wiki, which comes in handy when there eventually becomes a great number of

pages to sort through. It is also useful if you are trying to protect certain pages from being viewed by a group of users.

## **Wikitext**

1. At the **very** bottom of a page, add a category by typing [[Category:Category Name to Appear]]
2. After saving the page, if you click on the Category name at the bottom of the page, it will bring you to a new page where all pages under that Category will be listed.
3. Note that if you would like to add multiple categories, you simply repeat the above process, typing each Category name on a separate line. All listed Categories will appear.

## ***Changing the title of a page***

The easiest way to avoid having to change the title of a page is to enter the exact title of the page you would like to create into the search bar on the left side navigation bar. But if you find that you need to change the title of a page (e.g., the title is misspelled, too descriptive, or not descriptive enough) you can do so by **redirecting** the current page to a new page. By redirecting the page to a new page with the different title, you effectively change the title of the page while ensuring that you do not lose any of the page's editing history. You do this by:

1. Click on the "move" tab on the current page you would like to change the title of
2. This page prompts you to enter the new page name you would like your old page redirected to. So, if you named a page "Water Security Divizion," you would enter "Water Security Division" into the "To new title:" field.
3. WikiMedia will not let you overwrite an existing page, it will only let you redirect to a nonexistent page, or a page with no content or edit history. For example, you would not be able to redirect "Water Security Divizion" to "Water Security Initiative"
4. Enter your reason for redirecting the page in the "Reason:" field
5. Click "Move page," and now all of the content, links to, and edit history of "Water Security Divizion" will now appear on "Water Security Division"
6. Note: Do NOT copy and paste content from one page into a new page you just created and then delete the old page. If you do this, the edit history will not transfer over to the new page.

## ***Reverting back to an older version of a page***

1. Click on the "history" tab at the top of the page
2. Identify the version you would like to revert back to (by either comparing two versions side-by-side or reading the Change Summaries)
3. Click on the time stamp of that version of the page
4. Click on the "edit" tab at the top of the page
5. At the bottom of the page, indicate that you are reverting back to an older version in the Summary field
6. Click "Save Page"
7. History will still include the newer versions of the page

## ***If a page or file was wrongly deleted***

It's simple to restore any page or file you deleted:

1. Go to the deletion log (<https://wiki.epa.gov/wrap/index.php/Special:Log/delete>)

2. Find the page or file that was deleted and click “restore” at the end of the entry
3. The latest version of the page or file is restored!
4. Note that the edit history will also be restored, so you can find and revert back to any earlier version

### ***Sidebar Navigation (for system admins only)***

Link: <https://wiki.epa.gov/wrap/index.php/MediaWiki:Sidebar>

A few different formats for editing the sidebar:

1. Exact\_Page\_Name\_as\_it\_Appears\_in\_the\_wiki| Text that appears in the sidebar  
Example: WHEAT\_Natural\_Hazards\_Scenarios| WHEAT
2. Actual physical link of page| Text that appears in the sidebar  
[https://wiki.epa.gov/wrap/index.php/WHEAT\\_Natural\\_Hazards\\_Scenarios](https://wiki.epa.gov/wrap/index.php/WHEAT_Natural_Hazards_Scenarios)| WHEAT
3. Some pages have “special” names (mainpage, portal, random page) that these rules don’t apply to and look like this: randompage-url|randompage. Generally, just ignore this.

### ***Useful Links***

1. Below are a few useful links that are more difficult to find (Note that all of these pages can be found by clicking on “Special pages” at the bottom of the left sidebar navigation):
  - a. All pages: <https://wiki.epa.gov/wrap/index.php/Special:Allpages>
  - b. File list: <https://wiki.epa.gov/wrap/index.php/Special:Imagelist>
  - c. Statistics: <https://wiki.epa.gov/wrap/index.php/Special:Statistics>
  - d. Upload file: <https://wiki.epa.gov/wrap/index.php/Special:Upload>
  - e. Deletion log: <https://wiki.epa.gov/wrap/index.php/Special:Log/delete>
2. [WikiMedia’s cheat sheet](#)—has a lot of great text formatting shortcuts!

## **Appendix D. Wiki Shortcut Card**

Print the following two pages double sided to obtain correct formatting for the Wiki Shortcut Card.

## Wikitext Shortcuts!

### Create a page:

Type EXACT title of new page in search bar.  
Wiki will tell you that page does not exist,  
click the "[create this page](#)" link.

### Upload a file:

Click "Upload file" on bottom right.  
Click "Browse" and find your file.  
Ignore warnings if file is too large.

### Link to a file:

[file link (space) Text to display]  
\*To get correct file link, right click on ([file](#)) in  
uploaded file list and select "copy shortcut."  
Paste this into the bracket.

### Link to a page in the wiki:

[[Exact\_Name\_of\_Page|Text to display]]

### Link to an external link:

[link (space) Text to display]

### Link to an email:

[mailto:[email@email.com](mailto:email@email.com) (space) Text]

### Add a category to a page: (only at end of article)

[[Category:Category Name]]

## Formatting

### You type

"italic"

"bold"

""bold & italic""

==Level 2==

===Level 3===

====Level 4====

\*One

\*Two

\*\*Two point one

#One

#Two

##Two point one

#Three

##\*Three point one

### You get

*italic*

**bold**

***bold & italic***

**Level 2**

**Level 3**

**Level 4**

- One
- Two
  - Two point one

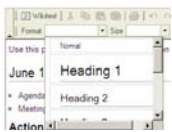
1. One
2. Two
  1. Two point one
3. Three
  - Three point one

**Remember to add a summary of your changes!**

## WYSIWYG Formatting

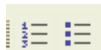
### Create headings

Select desired heading from drop down menu.



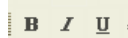
### Start a list

Click on the bulleted or numbered list buttons.



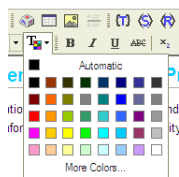
### Bold, Italicize, Underline Text

Highlight text and click the correct button



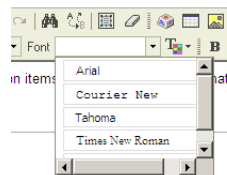
### Change text color

Highlight text and select color from menu.



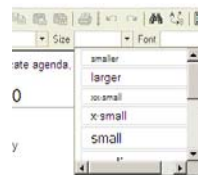
### Change font

Select desired font from drop down menu.



### Change font size

Select desired size from drop down menu.



### Add a link to text

Highlight text to appear as link.

Click on the add hyperlink button.



Copy the desired link into the "link" box Click OK.

### Link to uploaded file

To get correct file link, right click on (file) in uploaded file list and select "copy shortcut." Paste this into link field.

### Link to wiki page

Start typing desired page title in link field, matching pages will appear below.



### Link to an email:

Highlight text to appear as email. Type <mailto:email@email.com> in link field.

### Upload a file:

Click "Upload file" on bottom right. Click "Browse" and find your file to upload. Ignore warnings.

### Change to wikitext

Click wikitext button.

Remember to add a summary of your changes!