



# Working in a Wiki

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## How to Create Wiki Pages

Each newly created course or group wiki requires a first page, which is the home page. When you access a new wiki for the first time, a message appears at the top of the page prompting you to create a home page. The home page always appears first in the wiki page list, making it an ideal page for instructions.

You or any course or group member can create the home page. No one can delete the home page, but if the wiki is open to editing, any course or group member may edit it.

The home page and all subsequent pages are created following the same steps.

Use the following steps to create a wiki page.

1. On the Wikis listing page, select a wiki title.
2. On the wiki’s topic page, click Create Wiki Page on the action bar.
3. On the Create Wiki Page, type a name.
4. Type a description or instructions in the Content box. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
5. Click Submit.

You can delete an entire wiki or pages within a wiki, but you cannot delete the wiki home page by itself. Students do not have the ability to delete wiki pages.

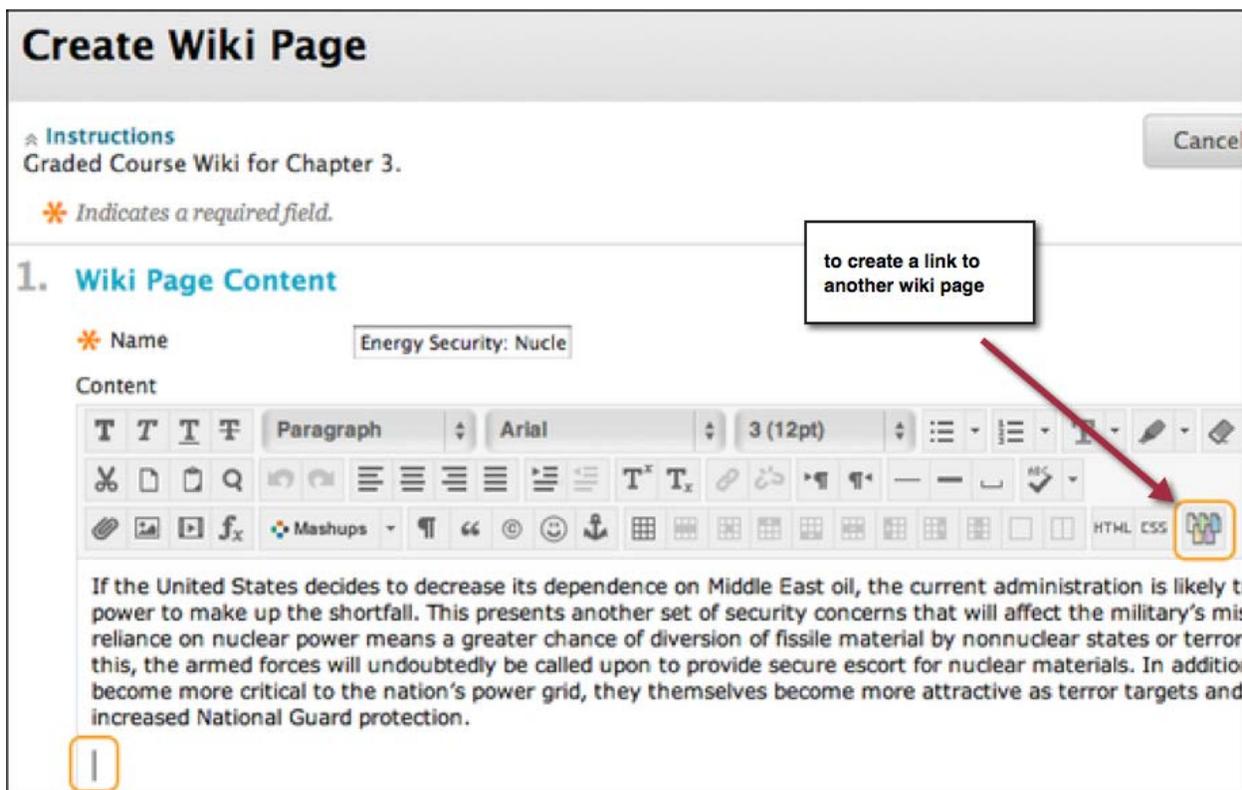


### How to Link to Other Wiki Pages

When course members create or edit wiki pages, they may need to reference another page in the wiki. If the wiki consists of many pages, you can insert a link to that page right on the page you are currently viewing. You can use the Link to Wiki page function in the content editor to link to another wiki page within the current wiki. You will need to have already created the page you are going to “link to”.

On the wiki page you are editing, in the Content box, position the mouse pointer where you want to include a link to another wiki page.

1. Click the Link to Wiki page function in the content editor, represented by several sheets of paper. If only one wiki page exists, this function is disabled.



2. In the pop-up window, select the wiki page to link to from the drop-down list.
3. Optionally, type a name for the link in the Rename Wiki Page Link box. If the link is not renamed, the original page title is used as the link.



### Insert Wiki Page Link

- Select Wiki Page Link
  - Accountability vs. Law
  - Energy Security: Nuclear
  - Military force not an option
  - Military Resources**
  - Plausible Solution
  - The Issue
  - What is Environmental Security?

### Insert Wiki Page Link

- Select Wiki Page Link
 

Military Resources
- Wiki Page Options
 

Rename Wiki Page Link

4. Click Submit. The link appears in the content editor.

### Content

Rich text editor toolbar showing options like Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Undo, Redo, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Link, Unlink, Insert Table, Insert Table of Contents, and Mashups.

If the United States decides to decrease its dependence on Middle East power to make up the shortfall. This presents another set of security of reliance on nuclear power means a greater chance of diversion of fissile this, the armed forces will undoubtedly be called upon to provide security become more critical to the nation’s power grid, they themselves become increased National Guard protection.

[Link to Military Resources](#)

5. Click Submit. The new page with the link to the other page is added to the wiki.



### Case Study 1

Create Wiki Page

#### Energy Security: Nuclear

Edit Wiki Content

*Created By Dwight Paul on Wednesday, December 2, 2012 7:10:31 PM EST  
last modified by Dwight Paul on Wednesday, December 2, 2012 7:14:01 PM EST*

If the United States decides to decrease its dependence on Middle East oil, the current administration is likely to turn to nuclear power to make up the shortfall. This presents another set of security concerns that will affect the military's mission. Increased reliance on nuclear power means a greater chance of diversion of fissile material by nonnuclear states or terrorists. To prevent this, the armed forces will undoubtedly be called upon to provide secure escort for nuclear materials. In addition, as reactors become more critical to the nation's power grid, they themselves become more attractive as terror targets and will require increased National Guard protection.

[Link to Military Resources](#)

Comments: 2

Comment

### How to Comment on Wiki Pages

Course members can comment on wiki pages rather than contribute to or edit a page. Comments are visible to all course members.

For group wikis, the default setting allows all course members to read them, but you must be a member of the group to make a comment. You can change the default setting to allow only group members to view a group wiki.

1. Access a wiki.
2. On the wiki topic page, select the page to view in the side panel. The wiki page opens in the content frame.
3. Click Comment following the user's contribution. The Comment box appears.
4. Type a comment in the Comment box.



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Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.

5. Click spell check at the bottom of the Comment box to check the spelling of the content before continuing.
6. Click Add. Click the Comments link below the contribution to view the comment.

The screenshot shows a Wiki page titled "Case Study 1". The page has a header with "Create Wiki Page" and "Participation and Grading" buttons. The main content area is titled "The Issue" and contains two paragraphs of text. The first paragraph discusses environmental threats and their global impact. The second paragraph discusses the U.S. Global Change Research Program's findings. Below the text is a comment section with a "Comments: 1" link and a "Comment" button. A comment by Cathy Chu is visible, dated Tuesday, October 2, 2012 2:55:27 PM EDT, with the text: "Excellent job of concisely stating the issue. Everyone should be on the same page now." On the right side, there is a sidebar with "About This Wiki" and "Case Study 1" sections. The "About This Wiki" section shows 9 Wiki Pages, 3 Comments, and a Creation Date of 9/7/12 3:43 PM. The "Case Study 1" section lists various sub-topics with expandable/collapsible icons.

## Reviewing Comments

1. The Comments link displays how many comments were made about the wiki page. Click the link to view the comments.
2. The comments appear in the content frame following the wiki page. You can delete any comment you have authored.
3. All comments for all wiki pages are counted in the About This Wiki section.

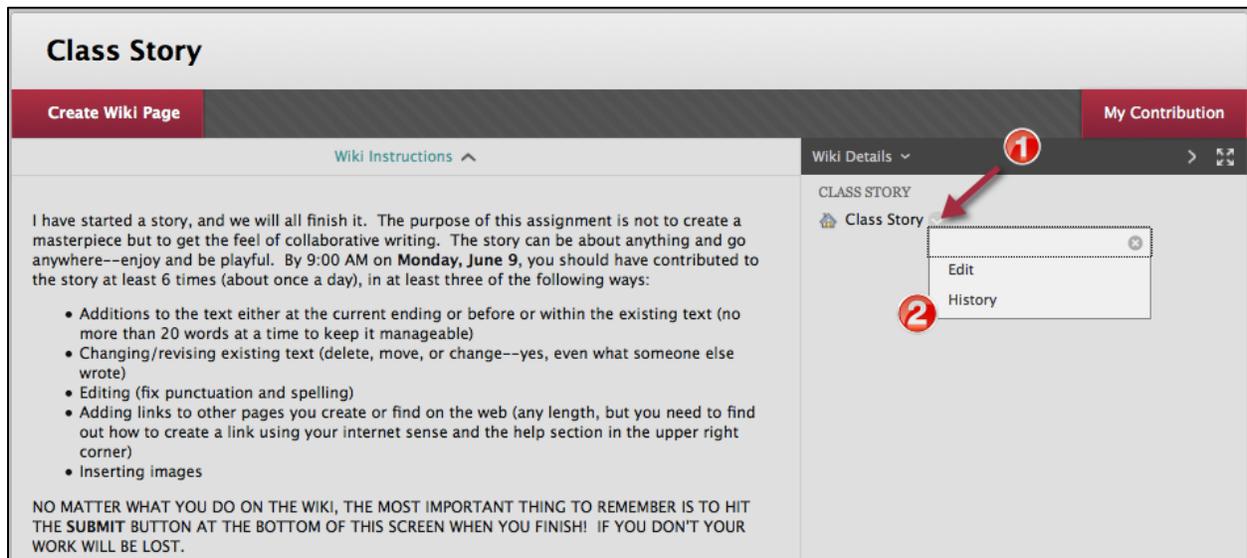


### How to Edit Wiki Content

Any course member can edit a course wiki page and any group member can edit a group wiki page, unless your instructor has disabled this function.

When you are editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. Users are informed that another user is currently editing the page. The lock will expire in 120 seconds regardless of a user's activity/inactivity. After 120 seconds, another user can start editing the page and a new 120 seconds lock is placed on the page.

You can view the History of any wiki page to see how a page was modified, view any version, and compare two versions side by side. Look for the Page link under “Wiki Details” on the right. Use the Options menu to select “History.”



Use the following steps to edit wiki content.

1. Access the wiki. The wiki topic page appears.
2. Select the page to review and edit. The wiki page opens in the content frame.
3. Click Edit Wiki Content next to the page's title in the content frame.
4. On the Edit Wiki Page, you can make changes to the name and content of the page. Optionally, use the functions in the content editor to format existing text or include links, images, multimedia, mashups, link to other wiki pages, and attachments.
5. Click Submit.



### How to See More of the Wiki Page

You can adjust your view of the wiki to see more of the editing area.

