INTRODUCTION TO SPARK WIKIS AT TUFTS
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<td>50</td>
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<td>51</td>
</tr>
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INTRODUCTION TO SPARK WIKIS AT TUFTS

WHAT IS A SPARK WIKI?

A Spark Wiki is a collaboration and planning tool built on Confluence, which is an enterprise wiki. The wiki can be accessed from anywhere you can connect to the Internet. As a powerful information repository, it is the place to share information.

A wiki is a page or site that is fully editable from a browser using a simple "mark-up" language. Whenever a wiki page is edited, a new version of the pages is created with the old version being archived for site editors' reference. Spaces can also be built for projects and individuals. A space is made up of one or more pages.

Current and proposed uses include but are not limited to:

- Departmental Spaces
  - Document repository (How-tos, processes, project lists, etc.)
  - Departmental Calendars (including vacation schedules)
  - Staff Listings
  - On-call numbers or emergency hotline numbers

- Project Spaces
  - Document listings
  - Team contact information
  - Links to outside documents
  - Agendas
  - Meeting minutes/notes
  - Purchasing information
  - History
  - Linking to bugs

- Process Documentation (i.e. contract execution, service processes)

Using a wiki simplifies tasks such as:

- posting agendas or meeting notes: not only do they not have to be emailed, corrections can be made right on the page

- data retrieval: easier to find then on the Q drive or an email folder, and data can be accessed and updated from home
• change control: can maintain running dialog as well as a history of changes

• project control and documentation: besides having a central project space that team members can access for the latest information, you have the flexibility to create your own architecture around your project needs

This manual will cover creating a wiki, adding content, navigating, creating pages, and using the built-in tools.

CREATING A Wiki

To create a wiki:

1. Navigate to https://spark.uit.tufts.edu/.

2. Enter your Username (UTLN) and Password.

3. Click Log In.

4. In the tools area, click wikis. Any existing wikis that you are associated with will display.

5. Click Create New. The create a new wiki window opens.
6. In the Wiki Title field name your wiki.

7. In the Wiki Description field add a description of your wiki.

![Create a new wiki](image)

8. Click **Create**. The wiki is created.

   If you get an error message, your wiki title may already be in use.

---

**GO SCRIPTS**

The Spark wikis have a long URL. If you prefer to have a shorter URL to publish or share with others, one option is to request a Go Script. go.tufts.edu is Tufts' home-grown URL shortening service. Web content owners may create a Go Script or “nickname” to alias their sites. A site with a long URL, such as example.tufts.edu/departments/all/science/birdstudy, might be Go-Scripted to go.tufts.edu/birds.

Site visitors who enter the shorter URL will automatically be directed to the longer one. This comes in especially handy when promoting a site in print and on Twitter. Any site owner with a Tufts Username and password may login to create Go Scripts.

To request a Go Script, navigate to:

[http://webcomm.tufts.edu/web-resources-tufts/go-scripts/](http://webcomm.tufts.edu/web-resources-tufts/go-scripts/)
ADDING PAGES

You can expand departmental, project, or personal spaces by adding new pages. One of the benefits of adding pages rather than attaching content such as a Word document is that this provides consistent format to data and allows access to staff that don’t use Windows or Macs.

You need to have “Create Pages” permission to form new pages. Contact your space administrator if you need to have permission granted.

To add a page:

1. In the upper-right corner of the page, click **Add > Page.** The New Page window opens.

2. In the field with the “New Page” placeholder text, type the page title.

3. Click **Save.** The new page is added to the site.

The location of the page will initially depend on where you were in the wiki when you clicked “Add Page.” In the graphic above, the new page will be a child of the Client knowledge base homepage. New pages will be, by default, a child of the active page when “Add Page’ was clicked.
DELETING A PAGE

To delete a page you must have “Remove Pages” permission. To remove or delete a wiki page:

1. Navigate to the page to be removed.

2. In the upper right corner of the page, select **Tools > Remove**. The “Are you sure you want to send this page to the trash?” prompt appears.

3. Click **OK**. The page is sent to the trash.

Optional - Changing the parent page

If you wish to make the new page a child of another page, rather than the current page, follow these steps.

1. Navigate to the home page of the site.

2. At the bottom of the home page, click **Reorder Pages**. A tree hierarchy structure displays.

3. Drag the page you wish to move to a new location.

*You can move any page by dragging it to a new position in the tree.*
CREATING A SITE HIERARCHY

When wiki pages are added to the home page of the wiki, they are called child pages. Once you have created child pages, you may want to rearrange the relationship of the pages to each other. This hierarchy is a list of all of the parent-child relationships of the current page. If the page is a parent page, clicking any of the child links opens that space. If the page is a child page, the parent page will display, and any child pages of the child.

To adjust the site hierarchy:

1. In the upper right corner of the page, select **Tools > View in Hierarchy**. The pages display.

Pages are listed in either Alphabetical order, by Recently Updated, or in Tree view. By default, Spark wiki pages are listed in alphabetical order.

2. Click **Tree**. The pages are nested under the home page.

3. Click the plus sign to expand the listing.

4. Drag pages into desired order.

Note that child pages will also appear listed at the base of any wiki page.
EDITING WIKI PAGES

Once a wiki is created, it is ready to be built. Spark wikis come with some filler text and useful macros already included on the home page. See the section on Macros to learn more about them.

To edit a wiki:

1. Navigate to your wiki and log in.
2. In the upper right corner of the window, click Edit. The wiki is now in editing mode.

Wikis can be edited in either Rich Text or Wiki Markup. Rich Text allows you to edit and build in a “what-you-see-is-what-you-get” mode from within the browser window. Wiki Markup is the code that is used to build a page (define formatting, structure, and page layout). Using simple notation or markup such as asterisks for bullet points and brackets to create links, the content and markup is easier to read and edit than typical HTML. When the Rich text editor is used, it generates wiki markup.

With the Rich Text tab selected:

1. Select the first two sentences and delete them.
2. Type some text.

Welcome to the client knowledge base.
**FORMATTING TEXT**

To format text:

1. Select the text.

2. On the Toolbar, use any of the first tools such as paragraph style, Bold, Underline, etc.

3. On the right side of the screen click **Save**. The page displays the changes.

**ADDING TABLES**

A table can be used to hold content in an organized manner.

To insert a table:

1. Place the cursor where you want the table to be positioned.

2. On the Toolbar, click the **Insert table** tool. The Insert Table window opens.

3. Select the number of columns and rows and whether or not the first row should be shaded as a heading.
4. Click **OK**. The table is inserted.

5. Click **Save**. The page displays the empty table.

6. Click **Edit**.

7. Enter table data.

8. Click **Save**. The page displays the table.

To adjust the rows and columns in the table:

1. In editing mode, place the cursor in the table. The row and column tools activate.

2. Click the appropriate tool.

3. Click **Save**. The table is updated.
ADDITION LISTS

Unordered Lists (bullets)

To create a bulleted (unordered) list:

1. Place the cursor where you want the list to begin.
2. Click the Unordered list tool. The first bullet is inserted.
3. Begin typing the list.
4. Click Save. The unordered list is saved.

To create nested lists:

1. Place the cursor in the item that you wish to nest.
2. Click the Indent tool. The item is nested.
3. Press Enter.
4. Continue to type.

- CT
- MA
  - Worcester
  - Brockton
- RI
Ordered Lists (Numbers)

To create a numbered (ordered) list:

1. Place the cursor where you want the list to begin.

2. Click the **Ordered list** tool. The first bullet is inserted.

3. Begin typing the list.

5. Click **Save**. The ordered list is saved.
Adding Hyperlinks

Links can be inserted into wikis to create connections to other wiki pages, web addresses, attachments, or email addresses.

Links to other Wiki pages

To create a link to other wiki pages or pages within your wiki:

1. Place the cursor where you want the link to be.

2. On the Toolbar, click the Insert Link tool. The Insert Link window opens.

3. Type the name of the page into the Search field and click Search. A listing of pages displays.

4. Select the page to link to.

5. At the base of the window, in the Link Text field, if you prefer to have different text display, type it in.

6. Click Insert. The link is created.

7. Click Save.
Links to web addresses (sites)

To create a link to a web site:

1. Place the cursor where you want the link to be.

2. On the Toolbar, click the **Insert Link** tool. The Insert Link window opens.

3. Click **Web Link**. The URL and Link Text fields display.

4. Enter the URL.

5. If you prefer to have different text display, type it in the Link Text field.

6. Click **Insert**. The link is created.

   [Tufts University](http://www.tufts.edu/)

7. Click **Save**.
Links to attachments

To create a link to a file attached to a wiki:

1. Place the cursor where you want the link to be.

2. On the Toolbar, click the Insert Link tool. The Insert Link window opens.

3. Click Attachments. The Upload file field displays along with any attachments associated with your wiki.

4. Either select an attachment or click Browse to upload one.

5. If you prefer to have different text display, at the base of the window, type it in the Link Text field.

6. Click Insert. The link is created.

Fieldtrip map to Casella Recycling.docx

7. Click Save.
Link to an email address

To create a link to an email address:

1. Switch to **Wiki Markup**.

2. Place the cursor where you want the link to be.

3. Type the following markup, beginning and ending with brackets [ ], substituting the email address for the example.

   \[
   \text{[mailto:sample@tufts.edu] or [mailto:sample@tufts.edu?subject=topic]}
   \]

4. Click **Save**. The email address link is created.

   david.bragg@tufts.edu

Wiki Markup

You may have noticed that when links are clicked, the default behavior is to navigate away from the home page of the wiki. To make the linked data appear in a new browser tab, use this wiki markup:

\[
{\text{newwindow:Tufts|Tufts}}\text{http://www.tufts.edu{newwindow}}
\]

Tufts

To add blank space between lines, use two backslashes:

\`
\`

When the Wiki Markup tab is selected, the wiki “Help Tips” guide displays on the right side of the window.

Clicking the Full notation guide link opens the Notation Help window that displays illustrations of Wiki Markup.
**ADDING IMAGES**

To insert an image:

1. Place the cursor where you want the image to be.

2. On the Toolbar, click the **Insert Image** tool. The Insert Image window opens.

3. Click **Browse**.

4. Select the image. The image appears in the Insert Image window. The default settings place the image where your cursor is and include a border.

5. At the base of the window, make any optional alignment choices, thumbnail (places a smaller copy or thumbnail of the image), or border choices.

6. Click **Insert**. The image is inserted.

7. Click **Save**.
If you have attached images to the site already, try this shortcut:

1. In the Rich Text editor, type ! The Image suggestions window opens.

2. Click the image. The image is inserted.

Wiki Markup

Adding alt and title attributes

To add an alternative text description to an image, which is used by screen readers, appears as the image loads, and when you hover the mouse over the image, include the alt and title attributes in this manner:

!image.png|alt=Image name, title=Image name!

To adjust the height or width of the image, add these attributes:

!image.png|width=50, height=50! (no space on the left side of the pipe symbol, the right side spacing is optional)

Adding a named anchor

To create a bookmark/s inside the wiki:

To place an anchor: {anchor: anchorname} i.e. {anchor: top}

[Click to return to top of page| #anchorname]
ADDING ATTACHMENTS

You can add files to your wiki including documents such as PDFs, images, or media files. The Attachments feature is useful when you cannot adequately represent information on your page and need to use another file format. To add an attachment to a page (which requires "Create Attachments" permission):

1. In the upper right corner of the page, select **Add > Attachment**.

   ![Attachment Button](image)

2. In the Attach File area, click **Browse**. The File Upload window opens.

   **Attach File**
   
   You cannot attach files with names containing '+' or '&' characters.
   
   ![Attach File](image)

   1. [Browse] [Comment: ]

   3. Select the file to attach.

   4. Click **Open**. The file path displays.

   5. Optional: In the Comment field, add an explanatory comment.

   6. Click **Attach**. The file is added to the space.

Attachment Versioning

If you upload a file with the same name as an existing attachment, the wiki will replace the existing file with the newer one and will rename the old file (generally Version 1, Version 2, etc.) and keep a listing of the previous versions directly below the newly uploaded file.

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>connect.docx</td>
<td>19 kB</td>
<td>David Bragg</td>
<td>Aug 03, 2011 13:32</td>
</tr>
<tr>
<td>Version 2</td>
<td>19 kB</td>
<td>David Bragg</td>
<td>Aug 03, 2011 13:29</td>
</tr>
<tr>
<td>Version 1</td>
<td>19 kB</td>
<td>David Bragg</td>
<td>Aug 03, 2011 13:27</td>
</tr>
</tbody>
</table>
USING ADMINISTRATIVE FEATURES

SETTING PERMISSIONS

Permissions allow you to control individual and group access and editing rights for your wiki. You may open up or restrict various permissions for sites that you are a Space Admin for (if you have created a wiki, then you are automatically that wiki’s space administrator). All changes to wiki pages are tracked by manner of course, which includes authorship (see Page History). By default, new wikis are only visible to you, the creator. No one can view your space without permission.

To view and adjust permissions:

1. Select Browse > Space Admin.

2. On the left side of the window, confirm that Permissions is selected. The currently assigned permissions display.

The following graphic shows the default permissions:

Groups: none

Individual Users: you have full permissions (control)

Anonymous Access: no permissions, including viewing the site
To edit permissions:

3. Click **Edit Permissions**.

The permissions and their definitions are:

**View**: user can view this space's content.

**Pages**: user can view the space's details, and its page and news posts.
   - **Create**: user may create and edit pages in this space.
   - **Export**: user may export pages in this space.
   - **Restrict**: user may apply page level permissions.
   - **Remove**: user may remove pages in this space.

**Blog**:
   - **Create**: user may post entries in this space.
   - **Remove**: user may remove entries in this space.

**Comments**:
   - **Create**: user may make comments in this space.
   - **Remove**: user may remove comments from this space.

**Attachments**:
   - **Create**: user may add attachments in this space.
   - **Remove**: user may remove attachments from this space.

**Mail**: User may delete individual mail items (the mail feature is not enabled).

**Space**:
   - **Export**: user may export content from this space.
   - **Administer**: user has administrative permissions over this space.

To change permissions for Individual Users or Groups of users:

1. Place or remove a check from the appropriate checkbox.

2. Click **Save All**. The permissions are changed.
You may wish to give permissions to a particular user or to a group. To grant permission (add) to another individual user:

1. In the Individual Users area, click **Edit Permissions**.

2. In the Individual Users area, at the end of the field, click the **magnifying glass** (Find Users). The Search Tufts Directory window opens.

   ![Search Tufts Directory](image)

3. In the Using field, type a Last Name or First Name.

   ![Search Tufts Directory](image)

4. Click **Search**. The user displays.

5. Select the user.

6. Click **Add User(s)**. The user is added with basic View permission.

   ![Add User](image)

7. Make permission adjustments as noted above.

8. Click **Save All**. The permissions are changed.

To remove an individual or group:

1. Click **Edit Permissions**.
2. Remove the check from the View field, no matter what other permissions they have.

3. Click **Save All**. The individual or group is removed.

**Anonymous Access**

When your wiki is first created, you are the only one who will be able to view or see it. If you would like others (the world) to be able to view the wiki, enable the **View** privilege. If you enable the Comment options, spam and pornography may be added to your space.

**Applying Design Themes**

Themes control the look and feel of the wiki. You can personalize the browsing experience by selecting from other available themes. The default theme is Global Look and Feel.

To change the theme:

1. Select **Browse > Space Admin**.

2. In the Look and Feel section, click **Themes**. The Theme choices display.

3. Select a theme (i.e. Documentation Theme). As an example, the Documentation Theme features a table of contents (page tree) on the left, making it easier to see the structure of a space and move from page to
page (you can customize the left-hand panel). The left-hand panel also
contains a dedicated site search tool.

 우리나라

4. At the base of the page, click Confirm. The new theme is
applied.

5. If you don’t like the theme that you have chosen, you can return to the
default Global Look and Feel theme or select a different one.

MANAGING VERSIONS

Spark wikis have a functionality called versions, which permits a user to view
recent changes to a page, compare two pages to see what has been changed, or
roll back a page to an earlier version. All wiki changes are archived (versions). To
access the latest page changes and all versions:

1. Navigate to the page.

2. Select Tools > Page History. The versions display.

You can view older versions, compare versions, or roll back and restore an
earlier version.
Since wikis are collaborative by nature, two or more people may end up editing a page at the same time. If you see a warning like this:

Be careful. You do not want to overwrite someone else’s work, or have your work overwritten.

To view an older version:

1. On the left side of the window, click the version number. The older version displays.

To compare two versions of a page:

1. Navigate to the page.

2. Select **Tools > Page History**. The versions display.
3. Check the boxes next to the two versions that you wish to compare.

4. Click **Compare selected versions**. The changes are displayed.

To restore an older version of a page (if you have the appropriate permission):

1. Navigate to the page.

2. Select **Tools > Page History**. The versions display.

3. Open the page that you wish to restore.

4. Click **Restore this Version**. If you cannot see the “Restore this version” link, you do not have the correct permissions. The “Are you sure…” dialog box opens.

5. Click **OK**. The previous version is restored.
USING WATCHES

If you want to keep track of changes or updates to pages, such as keeping abreast of constantly changing content on a project page or team progress, you can watch a page.

To watch a page:

1. In the upper right corner of the page, select Tools > Watch. The page is now watched and you will receive email anytime the page content changes.

To stop watching a page:

1. In the upper right corner of the page, select Tools > Stop Watching. The page is no longer watched.

To monitor who is watching your page or space, select Tools > Manage Watchers.

To start watching a space (rather than a page):

1. Go to a page in the space, select Browse > 'Advanced.

2. In the left-hand panel, click Start watching this space (or Start watching all content).
**Using Wiki Listings**

The Spark wikis ([https://spark.uit.tufts.edu/toolList.jsp?toolName=wiki](https://spark.uit.tufts.edu/toolList.jsp?toolName=wiki)) are organized by Favorites, My, Tufts-wide, and Public.

**Favorites**

Favorites are pages that you have marked as one of your favorites for easy retrieval. To add a page to your list of favorites:

1. From the page, in the upper right hand corner, **click Tools > Favourite**. The page is added to your list of favorites and the star icon turns yellow.

To remove a page from your list of favorites:

2. From the page, in the upper right hand corner, **click Tools > Favourite**. The page is removed from your list of favorites.

**My**

My are wikis that you have been granted some sort of permission to.

**Tufts-wide**

Tufts-wide are open to anyone with a Tufts username and password.

**Public**

Public are open to the public.
USING ADVANCED DESIGN FEATURES

ADDING LABELS

Labels are descriptive words that can be added to pages to identify, tag, or organize space content. They should be single words, used to provide meta-information and terms to help people better find the information they're looking for when they're searching for content. Labels are to a wiki as keywords are to a website.

To add a label to a page:

1. Click **Edit**.

2. At the base of the page, in the Labels field, type a label. All labels are converted to lowercase. More than one label may be added, just separate them by commas.

   
   ![Labels: Done]

   outlook

   Looking for a label? Just start typing.

3. **Click Save**. The label is added to the page, which now displays in View mode.

   The labels can be viewed at the bottom of any page.

   ![Labels: Edit]

   outlook

To quickly edit or add a label from the bottom of a page:

4. Next to the label(s), click **Edit**.

   a. To add a label, type into the field and click Add. The label is added.
b. To remove a label, click the red x to the right of the label. The label is removed.

Under **Browse > Space Admin**, the Labels tab displays the most popular labels used in the space, if any pages have been labeled.

The popularity of the label is reflected in the size of its name. Clicking any label will list the pages connected with that content.

Labels can be viewed alphabetically or by popularity. If you prefer to see all of the labels listed alphabetically, rather than by popularity, click the All Labels link.

View:  **Popular Labels**  |  **All Labels**
ADDING MACROS

Macros are commands that create more elaborate or dynamic page content permitting building page structure that you cannot create with normal wiki markup. The macro command is contained within curly braces {...}.

To add a Macro to your wiki page:

1. Place the cursor where you want the macro to be inserted.
2. On the Toolbar, click the **Insert/Edit Macro** tool. The Macro Browser window opens.

   ![Insert/Edit Macro](image)

   *Insert/Edit Macro (Ctrl+Shift+A)*

You can scroll through categories of macros or search for macros using the search field in the upper right corner of the window.

For example:

3. In the search field, type tasklist.
4. Click the Tasklist macro. The preview displays.

   ![Task List](image)

   *Task List*

5. Click **Insert**.
6. Click **Save**. The Task List displays.
For a comprehensive list of available macros, including macros written by others, browse the Confluence Plugin Guide:

http://confluence.atlassian.com/display/DOC/Working+with+Macros

**Wiki Markup**

A couple more example macros:

{calendar:id=myCalendar|title=Your calendar title|defaultView=month}

Creates a calendar

Some useful formatting macros (makes it easier to read and understand content):

{expand} Creates a method for expanding and collapsing (hiding) text

*Click here to expand…*

{panel} Creates a grey box with text in it that can be helpful for dividing up page sections or highlighting some important information.

A grey box with text in it that can be helpful for dividing up page sections or highlighting some important information.

{tip}, {info}, and {warning} Creates colored boxes that can be good for typing really important bits of information to catch the eye.

- Here’s a nifty tip...
- Watch out for...
- This may not…
For the \{expand\}, \{panel\}, \{tip\}, \{info\}, and \{warning\} macros, surround the text with the macro code like this:

\{panel\}
A grey box with text in it that can be helpful for dividing up page sections or highlighting some important information.
\{panel\}

or this:

\{tip\} Here's a nifty tip... \{tip\}
\{info\} Watch out for... \{info\}
\{warning\} This may not... \{warning\}

\{attachments\} Displays a listing of all the attachments on the page (useful if the attachments are very important).
**ADDING A BLOG**

A blog can be a useful addition to a wiki site or page. For example, you may choose to include a “Recent Announcements” blog to keep a department or team up to date.

To add a blog post:

1. From the page, select **Add > Blog Post**. The Add Blog Post screen opens.

2. In the Title box at the top, type a title for the blog.

3. Enter content as you would for any other page.

4. Add labels if you want to categorize information.

5. Optional: If you want to backdate your item, click the Posting Day: Edit link. You may select a date earlier than today, but you cannot set it to a future date. You can only change the date when creating the item, not when editing an item.

6. Click **Save**. The blog is created.

7. To access and view the blog, select **Browse > Blog**.
To add or embed a blog directly into a wiki page:

1. Place the cursor where you want the blog to display.
2. Click Edit.
4. Search for and select the Blog Posts macro.
5. Click Insert.
6. Click Save. The blog is added to the page.

If you prefer to use wiki markup, add this code: {blog-posts}

Also see the Spark site, and explore wordpress for creating blogs.
PAGE RESTRICTIONS

When creating new pages, by default, there are no restrictions set on these pages. This means that any Tufts University staff member may view a page depending on the space permissions that the page is part of.

Setting restrictions at the page level allows you to control the access to a particular page within your site. You may restrict the page to yourself, an individual, or a group that you are a member of.

To edit page restrictions:

1. At the base of the page, in the Restrictions field, click Edit. The Page Restrictions choices display.

   Restrictions: Edit

2. Restrict the page to yourself, an individual, or a group that you are a member of.

   You are only permitted to restrict view or edit permissions to groups you currently belong to. The main reason for this is that if you attempted to restrict a page to a group you didn't belong to, you would be unable to undo the restriction, as you would no longer have access to the page.

3. To see what groups you are a member of, click the Group button.

4. Click Update. The restrictions are enabled.
CREATING A NEW PAGE FROM A TEMPLATE

If you wish to create a new page based on an existing template, follow the next three steps.

1. Select Add > Page.

2. Click the Select a page template to start from link. The Page Template Wizard opens and the template choices display.

   Select a page template to start from.

3. Select a template.

4. At the base of the page, click Next. You are returned to the Create Page window with the template code included.

5. Continue adding a page title and content as you normally would.
OTHER ADMINISTRATIVE FEATURES

TOOLS > INFO

The Tools > Info selection provides information about the wiki such as:

Tiny Link

Tiny Link: (useful for email) The Tiny Link is a shortened url of a page which can be copied and then emailed for quick access to the space. The email recipient will still have to log into the wiki.

Export As: Word or PDF

Export As: Word | PDF

The Export As Word or PDF links permit you to save the page for printing, moving the data to another medium, or portability purposes. These tools are only available if you have been given export permission for the page. Owners of pages have this permission by default. To export the page as a PDF file, click the PDF link. To export the space as a Word file, click the Word link.

To export a space with multiple pages into a PDF file, see the Export Space section later in this manual.
Operations: Copy

The Copy tool is used to create a duplicate page. This is useful for building additional pages that follow the same layout for a consistent look and feel. It is also handy if you wish to copy another page’s layout and customize it for your own page needs. Some page’s permissions are set to not allow copying.

To copy a page:

1. Select Tools > Info. The page details display.

2. On the left side of the page, in the Operations field, click Copy. The page opens in edit mode with the title “Copy of…”.

   If the page does not allow general copying, this graphic will display:

3. At the top of the page, rename the page and make any other changes.

4. Click Save. Existing attachments are copied, but not comments or labels.

Hot Referrers

Hot Referrers (previously known as Incoming Links) are a listing of all wiki hyperlinks that are pointing to that page. These update automatically if the incoming link is adjusted.

Recent Changes

Recent changes are links to the five most recent versions of the page including the date and time of modification and the editor. Clicking the View page history link provides a full listing of all of the changes/versions with the most recent changes at the top.
Outgoing Links

Outgoing Links are a listing of all hyperlinks on the page, connecting to other wikis and to external sites beyond Tufts wikis. The link listings update automatically when you adjust, create, or remove links on the page.

BROWSE

The Browse Menu link is located at the top right corner of every page. Clicking the Browse Menu and selecting any of the first nine choices reveals summary information for the page organized by tabs.

The tabs that are displayed will depend on the page permissions granted to you for the space.

Pages

The Pages tab lists all of the pages associated with a space, such as the child pages, and the pages can be sorted by:

- **Recently Updated** How recently they were updated. Use this sort when you wish to keep track of content changes. This is the default view.
- **Alphabetical** Alphabetically based on the first letter of the page. Use this sort when you know the first letter of the page title.
- **Tree** In a tree hierarchical layout. Use this sort to view the relationships between pages.

Clicking any of the page links opens the page.
Blog

See the section on Adding a Blog, or visit the Spark site, and see wordPress.

Labels

See the section on Using Labels.

Attachments

See the section on Adding Attachments, covered earlier. The Attachments tab permits another view of all of the attachments on the page. Sorted by name by default, the attachments may also be sorted by size or creation date by clicking the column header.

You may also filter attachments by file extension:

Filter By File Extension: pdf  Filter

Bookmarks

Allows users to create and share bookmarks in a wiki.

Mail

This feature is not enabled for wikis.

Advanced

The Advanced tab displays:

Advanced section

Space Details

Space details include items such as the homepage for the space, creator, labels listing, and the key. The key is a unique, distinct name for the space that can be used for linking content between spaces.
Orphaned Pages
Orphaned pages are pages which are not linked to by other pages. Orphaned Pages do not show up in the navigational structure of the intranet.

Undefined Pages
Undefined pages are any pages that have been linked to from the wiki, but that do not exist yet. This allows you to create links to pages that you intend to create later. All undefined pages will have a green plus sign associated with them as a reminder.

<table>
<thead>
<tr>
<th>Undefined Page</th>
<th>Linked From</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2•</td>
<td>🗹 Product Manuals and Documentation</td>
</tr>
<tr>
<td>CS•</td>
<td>🗹 Product Manuals and Documentation</td>
</tr>
</tbody>
</table>

Templates
When adding a new wiki page, you can base your new page on a template. A template is a wiki page with predefined content.

Export
The Export links allows you to export a page, pages, or an entire space to PDF, HTML, or XML format. This is useful for creating a website, a backup of your pages, or a copy of a space that you wish to reproduce.

To export a space:

1. Click the Export link. The export options open.
2. Select the pages you wish to export.
   ![Export](Export)  Check All | Clear All
   - home
   - Contact Information
3. You may have to make additional selections based on the export format.
4. Click Export. The Exporting – In Progress window displays.
5. Click the Download here link.
   The file will be in PDF or Zip format.
6. Click **Open or Save**.

7. Click **OK**. The file is opened or saved.

**Subscribe section**

**RSS Feeds**

RSS Feeds are a format for delivering summaries of regularly changing space content. Feeds or listings keep you notified of new or updated content within Spark wikis. Use these to track updates to content including new or updated pages, new comments, or new news posts.

RSS stands for RDF Site Summary, Rich Site Summary, or Really Simple Syndication. The feed will come through either your browser, mail client, or a RSS utility.

**Start watching this space**

Start watching this space is a tool for tracking content. Clicking the “Start watching this space” link sets a watch on the space that will email you whenever content is added or updated.

To start watching a space:

- Click the **Start watching this space** link. The watch is initiated and the link changes to “Stop watching this space.”

To stop watching a space:

- Click the **Stop watching this space** link. The watch is ended and the link changes to “Start watching this space.”
To view all of your watched spaces:

1. In the upper-right corner of any space, **click your name > Watches**. The Watches page opens and a listing of the content that is being watched displays.

   ![Space Watches](Client knowledge base)

   ![Page Watches](Tooltips (VUE) Documentation updates)

### Add Space to Favourites

The Add Space to Favourites tool adds a space to your favorites list which displays on the home page of the wiki listings.

<table>
<thead>
<tr>
<th></th>
<th>My</th>
<th>Tufts-wide</th>
<th>Public</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles (Exchange 2003)</td>
<td></td>
<td></td>
<td></td>
<td>03/14/2010</td>
</tr>
<tr>
<td>FletcherSpark (FletcherSparkTheme)</td>
<td></td>
<td></td>
<td></td>
<td>07/11/2011</td>
</tr>
<tr>
<td>Global Cities</td>
<td></td>
<td></td>
<td></td>
<td>12/03/2009</td>
</tr>
<tr>
<td>Home (Faculty IT Liaison Program)</td>
<td></td>
<td></td>
<td></td>
<td>06/11/2009</td>
</tr>
</tbody>
</table>

### Space Admin

The Space Admin tab is visible on any space where you are a space administrator. Space administrators have carte blanche or full authority over a space, which means that they can set permissions and view and edit all page content.

To access the space admin tab:

1. **Select Browse > Space Admin**. The Space Admin tab and options display.

   ![View Space Permissions](spark View Space Permissions)

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Space Operations section

Edit Space Details
Clicking Edit Space Details allows you to change the page name, page description, and the space homepage. You cannot edit the key or the creator's name.

Edit Space Labels
Clicking Edit Space Labels lets you add or remove labels from the space. Team labels differ from normal labels in that Team labels will appear in the drop down box inside the Team tab on the Dashboard. They can be used to group together related spaces for project teams.

Remove Space
Clicking Remove Space will remove the space and its data. Use caution, as this process cannot be undone.

Copy Space
The Copy Space tool will set up a copy of the existing space and its data. This is a great way to clone a site that already has the design and/or content set up. You can choose whether or not to copy comments, attachments, and personal labels.
Trash

Trash is where all of the deleted pages from the space are stored. Clicking Trash displays the pages so that you can restore or purge them.

- **Purge All** - permanently remove all items from the trash can.

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 2007</td>
<td>Restore/Purge</td>
</tr>
<tr>
<td>Information</td>
<td>Restore/Purge</td>
</tr>
</tbody>
</table>

To purge or remove a page from the trash, click the Purge link. To restore a deleted page, click the Restore link. The page will be restored to its original position within the space. If in the meantime a new page has already been created with the same name as the deleted page, you will be given the following option to overwrite or rename the page before it is restored.

A page with the title **Office 2007** already exists. Please choose one of the following options.

- Overwrite the existing page
- Restore this page with a new title **Office 2007**

Security section

Permissions

See the Setting Permissions section.

Restricted Pages

Clicking Restricted Pages displays a list of any pages that have individual or group restrictions such as view rights. For example, a page may be restricted so it can be viewed by only one individual.
Clicking the lock (Remove Restrictions) next to a page removes any restrictions and the page disappears from the Restricted Pages listing.

Look and Feel section

Themes
See the Applying Design Themes section.

Color Scheme
Clicking Color Scheme brings up the default Global Color Scheme and the alternate Custom Color Scheme. When the Custom Color Scheme is selected, the yellow Edit tool displays. Clicking Edit brings up color selection options for text, links, borders, background, and other page components. After making color picks, clicking Save applies the changes to your space.

PDF Layout
See the Export As: Word or PDF section. The PDF Layout tool provides additional customization options.

PDF Stylesheet
See the Export As: Word or PDF section. The PDF Stylesheet tool provides additional CSS Stylesheet customization options.

Change Space Logo
This option allows you to remove the Spark Wikis logo or add your own custom logo.
PROFILE LINKS

Everyone who logs into Spark wikis will have a profile. The profile contains your preferences, groups you belong to, and other user statistics. All staff members can access profile information by clicking their name in the upper-right corner of the space and selecting Profile.

Profile Details

The Profile tab reflects your personal details such as your user name and email address. The left-hand side of the page also displays you activity (pages that you have created/edited. To change personal details such as your email address or homepage, click the Edit link.

Picture

Profile Picture allows you to select one of the 16 default picture icons or to upload your own image which will be automatically resized to 48 x 48 pixels.

Password

The Password options are vestigial, you cannot change the password.

Network

The network option provides notifications on the activity of users that you choose to follow. For example you can follow others additions or edits to
pages and comments, as well as updates to their status and profile. To follow another user, type their name into the Follow field and click Follow.

**Status Updates**
If you are sharing status updates (Your name > Update Status), this tab reflects the history of those updates.

**Labels**
Labels are a listing of the labels that you have created and the pages associated with them. Labels are words that are added to a space to aid in identification, categorizing, and searching. For a detailed explanation of labels, see the Adding Labels section.

**Watches**
If you want to keep track of changes or updates to pages, such as keeping abreast of constantly changing content on a project page, monitoring systems, or checking logs, you can watch a page. The Watches page lists the content you are currently watching.

<table>
<thead>
<tr>
<th>Page Watches</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Tips" alt="Tip" title="VUE" /></td>
</tr>
<tr>
<td><img src="VUE" alt="Documentation updates" /></td>
</tr>
<tr>
<td>![home](Client.knowledge base)</td>
</tr>
</tbody>
</table>

Clicking the **email settings** link brings you to the Email Settings page so that you can change how you are notified of edits by email.

**Drafts**
The Drafts tab lists any drafts you may have. Drafts will only appear here if you were editing a space and you were not able to save the changes, such as in the case where you were inadvertently logged out due to inactivity or a power failure. You cannot create a draft on purpose. Once you continue editing and then save a draft, it will disappear from the Drafts area.

You may click the Resume editing link to continue or click the Discard link to remove the draft.

**Settings**
You can make some minimal adjustments to your site preferences here.
**ADDING COMMENTS**

Comments are a useful means by which staff can share information, thoughts, and suggestions that relate to content on a page. By default, all pages can be commented on. The commenting feature may be turned off or limited to your group only by changing the “Create Comments” permission.

To add a comment to a page:

1. At the base of the page, click the **Add Comment** link. The Comments box opens.

2. Type the comment.

3. Click **Post**. The comment is added to the page.

You may continue to add comments by clicking the Add Comment link.

To remove a comment that you have added:

1. On the comment, click the **Remove** link. The “Are you sure you want to remove this comment?” dialog box opens.

2. Click **OK**. The comment is removed.

To reply to an existing comment:

1. On the comment, click the **Reply** link. The Comments box opens.

2. Type the comment.
3. Click **Post**. The comment is added to the page below the initial comment and it is indented.

Subsequent comments in the thread are also indented.

Comments appear in either a “Show” or “Hide” mode. In the Show mode, all of the comment text is visible.

In the Hide mode, the comments are collapsed to save page space, and an icon indicates how many comments are hidden:

**Comments (2)**  Show Comments  |  Add Comment

**Add Comment**