Contents

[**Getting started** 1](#_Toc449613321)

[**Adding or editing content** 2](#_Toc449613322)

[**Basic text formatting** 2](#_Toc449613323)

[**Section headings** 3](#_Toc449613324)

[**External Links** 3](#_Toc449613325)

[**Links to Shared Drive files** 3](#_Toc449613326)

[**Internal Links** 3](#_Toc449613327)

[**Uploading files and images** 4](#_Toc449613328)

[**Shortcut buttons** 4](#_Toc449613329)

[**Lists** 4](#_Toc449613330)

[**Paragraphs** 4](#_Toc449613331)

[**Footnotes** 4](#_Toc449613332)

[**No Formatting** 5](#_Toc449613333)

[**Tables** 5](#_Toc449613334)

[Table rows 5](#_Toc449613335)

[Connect cells horizontally 5](#_Toc449613336)

[Vertical table headers 5](#_Toc449613337)

[Vertically connected cells (row spans) 6](#_Toc449613338)

[Align table contents. 6](#_Toc449613339)

[**Creating a wiki page** 7](#_Toc449613340)

[**Page ownership** 7](#_Toc449613341)

[**Helpful hints** 7](#_Toc449613342)

[**Further sources of information** 7](#_Toc449613343)

**Getting started**

* Everybody should have access to the wiki. You should save this link as a favourite: <http://gotmweb1.gro.ho/dokuwiki/doku.php/ot/start>
* To make changes on the wiki you need to have a log-in and password.
* Contact either [Sam Carnall](mailto:Carnall%20Samuel%20%3cSamuel.Carnall@hmpo.gsi.gov.uk%3e), [Richey Estcourt](mailto:Estcourt%20Richey%20%3cRichey.Estcourt@hmpo.gsi.gov.uk%3e) or [Raji Narayanan](mailto:Narayanan%20Raji%20%3cRaji.Narayanan@hmpo.gsi.gov.uk%3e) to get your log-in and password, which will enable you to add or edit content

**Adding or editing content**

To add content to or edit a Wiki page click ‘Log in’ in the top right hand corner and enter your HMPO user name and Wiki password. On the page you want to edit, click ‘edit’ on the right side of the section you wish to change. Hovering over ‘edit’ will highlight the section to be edited

The editing window uses markup language – basic text with added symbols which are hidden in the normal Wiki view, but which affect the displayed content.

Below the editing window are three buttons:

* **Save** saves any changes you have made. Best used at the end of your editing session, rather than saving every few minutes.
* **Cancel** cancels any changes you have made. There is no ‘re-do’ button for Wiki editing, so be careful!
* **Preview** opens a view below the editing window showing your content as it would appear on a regular Wiki page NOTE: Each time you make editing changes, you have to click Preview to see the ’Wiki view’ updated.

**Basic text formatting**

Text in the editing window is in Courier font. What you write in Courier appears as standard text on Wiki. If you want to have text not in plain formatting then you apply ‘markup language’ to it. This means putting specific symbols around the text which alter the text’s appearance on the Wiki page.

Here are the most common text formatting effects:

|  |  |  |
| --- | --- | --- |
| Mark up text | Description | **Wiki effect** |
| \*\*bold\*\* | two asterisks**TEXT**two asterisks | **bold** |
| //italic// | two forward slashes**TEXT**two forward slashes | *italic* |
| \_\_underlined\_\_ | two underdashes**TEXT**twounderdashes | underlined |
| ''monospaced'' | Quotation marks**TEXT**quotation marks | monospaced |
| <sub>subscript</sub> | <sub>**TEXT**</sub> | subscript |
| <sup>superscript</sup | <sup>**TEXT**</sup | superscript |
| <del>deleted</del> | <del>**TEXT**</del> | ~~deleted~~ |

NOTES

* There are no spaces between the markups and the text that they enclose.
* Markups also work surrounding a block of text, not just one word or character
* You can combine markups, e.g. \*\*//TEXT//\*\* = bold+italics = ***TEXT***; \*\*\_\_TEXT\_\_\*\* = bold+underlining = **TEXT**

**Section headings**

You can use up to five different levels of headings to structure your content. Heading size depends on how many Equals **=**  signs you use – the fewer the Equals signs, the smaller the heading size. Remember to include spaces.

|  |  |  |
| --- | --- | --- |
|  | Mark up text | Description |
| **Heading** | ==== Heading ==== | ====space**TEXT**space==== |
| **Heading** | === Heading === | ===space**TEXT**space=== |
| **Heading** | == Heading == | ==space**TEXT**space== |

If you have more than three headings, then a table of contents is generated automatically. This can be disabled by including **~~NOTOC~~** in the document. By using four or more dashes **----** you can insert a horizontal line

**External Links**

External links are recognized automatically: <http://www.google.com> or [www.google.com](http://www.google.com). You can set the link text as well: [This Link points to google](http://www.google.com). Email addresses [paul.mitchell@hmpo.gsi.gov.uk](mailto:paul.mitchell@hmpo.gsi.gov.uk) are also recognized. You write them thus:

Internet addresses: http://www.google.com

Link text: [[http://www.google.com**|**This Link points to google]]

Email addresses: [paul.mitchell@hmpo.gsi.gov.uk](mailto:paul.mitchell@hmpo.gsi.gov.uk)

NOTE: The ‘**|**‘ character (‘pipe’) is between ‘**⇧**’ and ‘**z**’ on your keyboard – press the ‘⇧’ and ‘|’ keys together.

**Links to Shared Drive files**

The address for these files must be [[**\\ukps.ho\dfs\shared\CFP\**\_WCFP\ZA Projects\TA Organisational Transformation\file name]].

Links to shared drive files will not work if you simply copy [[**U:\\_**WCFP\ZA Projects\TA Organisational Transformation\file name]]. This is because ‘**U:\**’ is computer shorthand for the longer address.

**Internal Links**

Internal links are created by using pairs of square brackets **[[** and **]]**. You can either just give a [Page Names](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/pagenames) or use an additional [link text](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/pagenames). Linking to a specific section is possible, too - just add the section name behind a hash character **#**.

Page links: [[pagename]]

Link text: [[pagename|link text]]

Section links: [[syntax#internal|this Section]]

[Wiki pagenames](http://www.dokuwiki.org/pagename) are converted to lowercase automatically, special characters are not allowed. Links to [existing pages](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/syntax) are shown in a different style from [nonexist](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/nonexisting)ent ones. When a section's heading is changed, its bookmark also changes. So don't rely on section linking too much.

**Uploading files and images**

To upload files or images in pages you use the ‘add images’ button [The media selection button](https://www.dokuwiki.org/lib/exe/fetch.php?tok=c84a2b&media=http://www.dokuwiki.org/lib/images/toolbar/image.png), which is in the row of buttons above the editing box. Click on this to bring up the media files screen. Click on the words ‘Select files…’ in the middle of the screen to browse and select the file(s) you want, then click ‘Upload’ (click ‘remove’ if you have selected the wrong file).

If you select an image to upload, then the ‘Link Settings’ box appears. This lets you choose: what type of link to have; image alignment (left, centre or right); image size (small, medium, large or original). Click ‘Insert’ when you have made your choices.

**Shortcut buttons**

The row of buttons at the top of the editing window can insert mark-up language, symbols, lines, links etc. without the need for typing – just select text or place the cursor where you want to insert and then click the right button. Most buttons’ functions are obvious – if you are unsure, then click one to find out what it does!

**Lists**

To create a list item, indent text by two spaces. Use **\*** (asterisks) for bullet-points lists or **–** (dashes) for numbering. Add more spaces for lower level items. Example:

\* This is a list

\* The second item

\* You may have different levels

\* Another item

- The same list, but ordered

- Another item

- Use indention for deeper levels

- That's it

* This is a list
* The second item
  + You may have different levels
* Another item

1. The same list, but ordered
2. Another item
   1. Use indention for deeper levels
3. That's it

**Paragraphs**

Paragraphs are created by pressing ‘Enter’ as usual. No matter how many times you hit ‘Enter’, the wiki page will show only one blank line.

**Footnotes**

Add footnotes by using double parentheses **((** and **))**:

((This is a footnote))

**No Formatting**

To display text exactly as it is typed, enclose the area either with two **<nowiki>** tags or with two double percent signs **%%**. Example:

<nowiki>

This is some text which contains addresses like this: http://www.gov.uk and \*\*formatting\*\*, but nothing is done with it.

</nowiki>

The same is true for %%//\_\_this\_\_ text// with a smiley ;-)%%.

This is some text which contains addresses like this: http://www.gov.uk and \*\*formatting\*\*, but nothing is done with it. The same is true for //\_\_this\_\_ text// with a smiley ;-).

**Tables**

### Table rows

Start and end with **^** (a circumflex, on the ‘6’ key) for headers and **|** (press the ‘**⇧**’ and ‘**|**’ keys together – they are left of the ‘Z’ key) for normal rows.

IMPORTANT: Blank spaces must be inputted by you (using the space bar) so that the markup symbols align, otherwise the table cells will not align. Example:

^ Heading 1 ^ Heading 2 ^ Heading 3 ^

| Row 1 Col 1 | Row 1 Col 2 | Row 1 Col 3 |

| Row 2 Col 1 | some column span (note double pipe) ||

| Row 3 Col 1 | Row 3 Col 2 | Row 3 Col 3 |

Turns into:

|  |  |  |
| --- | --- | --- |
| Heading 1 | Heading 2 | Heading 3 |
| Row 1 Col 1 | Row 1 Col 2 | Row 1 Col 3 |
| Row 2 Col 1 | some column span (note double pipe) | |
| Row 3 Col 1 | Row 3 Col 2 | Row 3 Col 3 |

### Connect cells horizontally

(As in Row 2 above). Make the next cell completely empty as shown above. Be sure to have always the same amount of cell separators!

### Vertical table headers

Example:

| ^ Heading 1 ^ Heading 2 ^

^ Heading 3 | Row 1 Col 2 | Row 1 Col 3 |

^ Heading 4 | no colspan this time | |

^ Heading 5 | Row 2 Col 2 | Row 2 Col 3 |

It is the cell separator (**^** or **|**) before a cell which decides about the formatting:

|  |  |  |
| --- | --- | --- |
|  | Heading 1 | Heading 2 |
| Heading 3 | Row 1 Col 2 | Row 1 Col 3 |
| Heading 4 | no column spanning this time |  |
| Heading 5 | Row 2 Col 2 | Row 2 Col 3 |

### Vertically connected cells (row spans)

Add **:::** (three colons) into the cells below the one to which they should connect.

^ Heading 1 ^ Heading 2 ^ Heading 3 ^

| Row 1 Col 1 | this cell spans vertically | Row 1 Col 3 |

| Row 2 Col 1 | ::: | Row 2 Col 3 |

| Row 3 Col 1 | ::: | Row 2 Col 3 |

Apart from the row span syntax, those cells should not contain anything else.

|  |  |  |
| --- | --- | --- |
| **Heading 1** | **Heading 2** | **Heading 3** |
| Row 1 Col 1 | this cell spans vertically | Row 1 Col 3 |
| Row 2 Col 1 | Row 2 Col 3 |
| Row 3 Col 1 | Row 2 Col 3 |

### Align table contents.

Add at least two whitespaces at the opposite end of your text.

* Add two spaces on the left to align right.
* Add two spaces on the right to align left
* Add two spaces at least at both ends for centered text.

Example:

^ Table with alignment ^^^

| right| centre |left |

|left | right| centre |

| xxxxxxxxxxxx | xxxxxxxxxxxx | xxxxxxxxxxxx |

|  |
| --- |

|  |  |  |
| --- | --- | --- |
| **Table with alignment** | | |
| right | centre | left |
| left | right | centre |
| xxxxxxxxxxxx | xxxxxxxxxxxx | xxxxxxxxxxxx |

Note: Vertical alignment is not supported.

**Creating a wiki page**

1. Find an existing page that you wish to link your new page to.
2. Click ‘Log in’ in the top right corner; enter your log-in and password.
3. Click ‘Edit’ on where you want your link to be.
4. Create a link to your new page in this format [[pagename]] using a descriptive page name; preview, then save your changes (‘cancel’ to delete them)
5. Click on the link.
6. On the new page click on 'create’ (top right tab)
7. Edit the page in the same way as for existing pages

N.B. When you create pages, the first heading on the page is usually used as the page title in any links (although there are ways to over-ride this in individual links).

**Page ownership**

If you create a page then you are its owner, unless you have agreed otherwise. You must review and update regularly the page. The wiki only works if its contents are up-to-date and accurate.

**Helpful hints**

* The wiki [Sandbox](http://gotmweb1.gro.ho/dokuwiki/doku.php/playground/playground) section lets you create new pages without having to amend existing ‘live ‘pages; you can create new content without launching it publicly.
* Remember to log out once you have finished editing!
* Think about where new content should sit. It could be better to amend existing pages rather than adding new ones. Check with the wiki editors before adding new pages.
* When including Project, Visio documents. also include .pdf versions, as some people will be unable to read the originals.
* Ask existing page owners before you change their pages!
* Create a recurring Outlook task to remind you to check/update your wiki pages regularly.
* **WARNING**: People outside of S&C can access our wiki, so do not put on, or link to, any sensitive or classified information!

**Further sources of information**

* The wiki editors are Sam Carnall, Richey Estcourt and Raji Narayanan
* More information about wiki formatting is on the [Contributing](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/guide) and [writing pages](http://gotmweb1.gro.ho/dokuwiki/doku.php/wiki/syntax) wiki pages

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