

Wiki Editing Tips for MediaWiki Software

Adapted from Meredith Farkas' ALA Staff Training Presentation 9/25/06

ALA hosted wikis utilize MediaWiki Software

The best way to learn how to format things on the wiki is to look at how people have formatted things on existing pages of the wiki. Just click on the "edit" tab at the top of the page to see what text and symbols were used to for the appearance of the page.

Edit Tab– Click the Edit tab at the top of the page. This will take you into the edit screen where you can make changes to the page.

-Add a brief note to the summary area at the bottom of the editing page. This allows people to quickly see in the Recent Changes page what was altered to the page you just edited. Check the minor edit box if you are just fixing a typo or a punctuation error.

Discussion Tab- Use the Discussion page to discuss the article and ask questions about the topic. This will avoid someone making an edit, having someone else undo it, and back and forth. If a Discussion tab appears in blue text there is information posted. If it appears as red text, it is blank. When adding content, please sign off with 4 tildes (~~~~). This will leave your signature, date, and time you left a comment.

User Talk Pages- Each person has their own User Page and User Discussion Page. Use the User Page to post your profile and the User Discussion pages to communicate or leave a message with another user. To see an example, click on Aimee Strittmatter in the “Contributors to the ALSC Wiki” page (http://wikis.ala.org/alsc/index.php/ALSC_Contributors).

Creating a New Page – On the main page, type the name/title of the page you want to create and make a link. To create a link, just put the title of the page within double brackets and click save. Example: [[ALSC Professional Awards]]. When you click on that new link, you’ll be on a new page you can add content to.

Formatting Element	What to Type in the Editing Page
Italics	Type 2 apostrophe (single quote) marks before and after the italicized word (e.g. "italicize text"). DO NOT use a double quotation (") mark.
Bold	Type 3 apostrophe marks before and after the bolded word (e.g. "'the text'"). 5 apostrophes will bold and italicize at the same time (e.g. ""'the text'").
Line breaks	Press enter twice so that there is an empty line between the last sentence of the first paragraph and the new paragraph. You may also create a line break by typing “ ” (omit quotation marks).
Headings	Use the equal sign to create a bolded, underlined section heading (be sure to type a space between the first and last letter of the word/phrase and the equal signs). Typed as: == Section headings == Looks like: <u>Section headings</u> The Wiki software can automatically generate a table of contents from section headings. To create a smaller subsection type: === Subsection === To look like: Subsection Using more equals signs creates a subsection. ==== A smaller subsection ====

Unordered lists (bulleted)	<p>Use one asterisk to start the bulleted list. Each additional asterisk creates a deeper level. Reverting back to one star continues the ordered list. Just hit enter to stop the list. Type :</p> <pre>*Grocery List **Apples ***Fuji ***Pink Lady **Oranges *Errands **Wash Car "Enter"</pre>
Ordered lists (1, 2, 3)	<p>Type:</p> <pre># "Numbered lists" are: ## Very organized ## Easy to follow</pre> <p>Looks like:</p> <pre>1. <i>Numbered lists</i> are: 1. Very organized 2. Easy to follow</pre> <p>Just hit enter to stop the list.</p>
Links to pages inside the wiki	<p>Use two brackets around the name of the page [[ALA Acronyms]] to go to ALA Acronyms</p> <p>You can put formatting, such as italics, around a link. Example: "[[Awards]]".</p> <p>You can give a link a name other than the url using the pip character Put the link target first, then the pipe character " ", then the link text. Example: [[ALSC_Ground_Rules Ground Rules for the ALSC Wiki]]</p>
Links outside of the wiki	<p>You can make an external link just by typing a URL such as http://www.ala.org/alsc which will look like http://www.ala.org/alsc on the wiki.</p> <p>You can create a shortcut title (or linking from a word within a sentence) just by typing a space after the URL and then typing the title. [http://www.ala.org/alsc ALSC] will look like: ALSC</p> <p>Using one bracket around the URL will leave the title blank: [http://www.ala.org/alsc] will look like: [1]</p> <p>Linking to an e-mail address: mailto:someone@domain.com or [mailto:someone@domain.com someone]</p>
Indentation	<p>A colon (:) indents a line or paragraph. A new line after that starts a new paragraph (hit enter twice to create new line).</p> <p>Indentation is often used on talk pages for discussion and identifying Q&A or viewpoints. : We use 1 colon to indent once. :: We use 2 colons to indent twice (and so on)</p>
Horizontal rule (line)	<p>Use 4 dashes to create a horizontal rule. Type: ---- Looks like:</p> <hr/>
Signing your contributions	<p>You should "sign" your comments on talk pages:</p> <p>Three tildes (~~~) automatically enters your user name: Astrittmatter</p> <p>Four tildes (~~~~) automatically enters your user name plus the date and time: Astrittmatter 04:23, 17 January 2007(CST)</p> <p>Five tildes (~~~~~) automatically enters only the date and time of edit: 04:23, 17 January 2007(CST)</p>

Advanced Editing Tips

Reverting Spam or Vandalism

If the spam was the most recent change to the page:

- Click on **Recent Changes**
- Find the instance where the spam was created and click on the **diff** link.
- On the right-hand side, you will see what was added. Make sure it is, in fact, spam or inappropriate content.
- Click the **rollback** link on the right-hand side.
- The page should now revert to the last version before the spam.

If it was not the most recent change to the page and/or rollback is not an option:

- On the page where the spam is, click on the **history** tab.
- Click on the most recent legitimate version of the page (this should be just below the spammed version)
- Once on that older version of the page, click **edit**
- Click **Save Page** and the page will be saved in this earlier pre-spam version.
- **Note:** by reverting to a previous version, any changes since that version (good or bad) will be lost.

If people have added legitimate content to that page since the spam appeared.

- On the page where the spam is, click **edit**
- Manually delete the spam.
- Click **Save Page**

HTML

You can use some HTML tags within MediaWiki (examples: <table>, , <h2>, , , , <blockquote>). For a full list of what tags are allowed, visit http://en.wikipedia.org/wiki/Help:HTML_in_wikitext.

MediaWiki Software Resources

MediaWiki Homepage- <http://www.mediawiki.org/wiki/MediaWiki> - Click on the “Users” section.

MediaWiki Help Pages- <http://www.mediawiki.org/wiki/Help:Contents>

MediaWiki Handbook- <http://meta.wikimedia.org/wiki/Help:Contents>