Wiki Instructions for Administrators

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# Prerequisites

In order to accomplish the actions below, you need to be logged in as administrator. You can log in by licking “Anonymous” at the top right corner and then “Log in”.

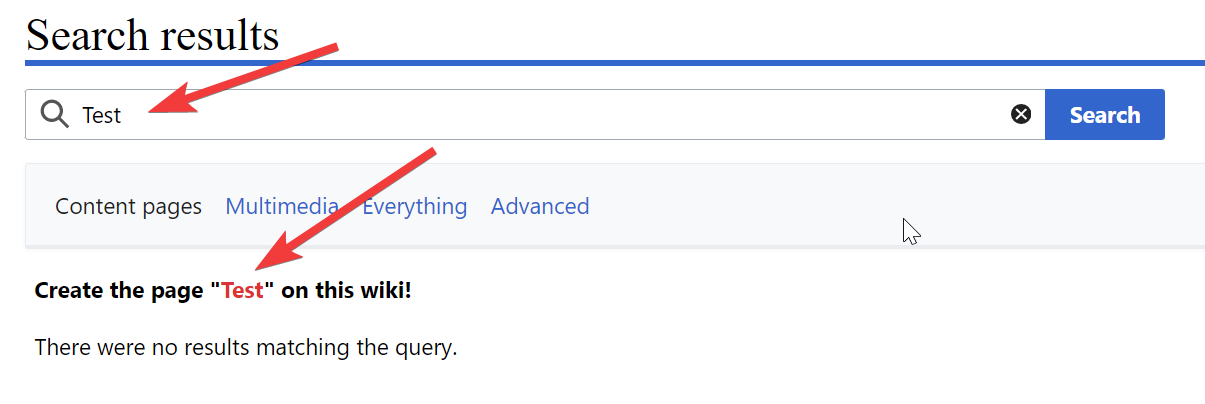
# See all the available pages in the wiki

In order to see all the available pages in the Wiki platform, click “Special Pages” in the “Wiki Tools” menu at the left side. Then click “All pages” in the “Lists of pages” section. The pages are displayed below the form.

# Add new page

In order to create a new page, go to the search bar at the top of the page and write for the title of the new page. If the page already exists then Wiki will show immediately the already existing page. If the page, for example “Test”, does not exist then it will show the option to create it. The message to create the new page is “Create the page "Test" on this wiki!” and you need to click to the link “Test”. Add the text in the editor and click “Save changes”.

(It is not allowed to use the slash / in the titles of the pages.)



More instructions: <https://en.wikipedia.org/wiki/Wikipedia:How_to_create_a_page>

# Upload PDF file and create direct link to it

In order to upload a PDF file and create a direct link to it please see the following video.

(The file to be uploaded must meet the rules described in the “Rules and Restrictions” paragraph.)



# See all the available files in the wiki

In order to see all the available files (PDFs, images etc) in the Wiki platform, click “Special Pages” in the “Wiki Tools” menu at the left side. Then click “File list” in the “Media reports and uploads” section.

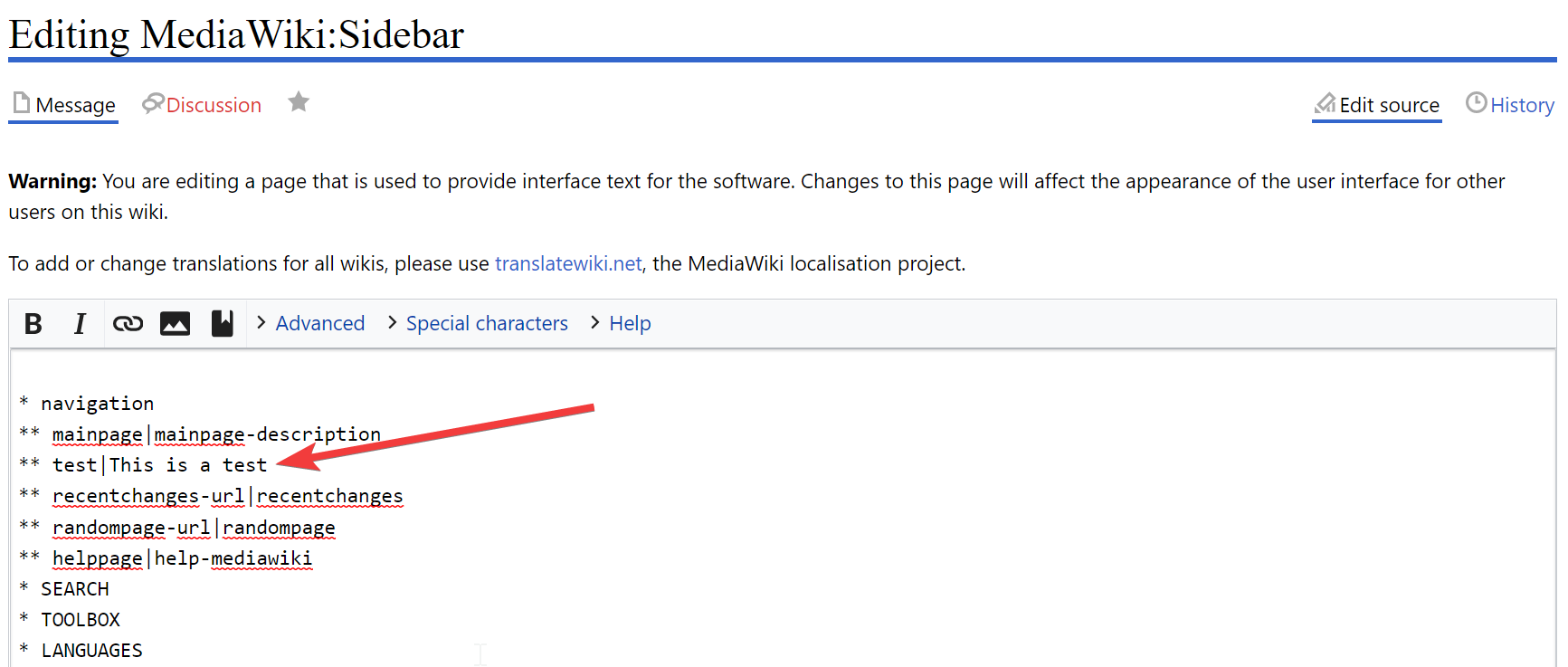
# Add page in the “Navigation” menu

In order to add a new link to the “Navigation” menu, go to the search bar at the top of the page and fill in “**MediaWiki:Sidebar**” and at the new page click “Edit source”. You need to follow the existing format. The new link is created by the following rule:

\*\* target|link text

where target is the name of the page, e.g. “test” and link text is the title of the link.

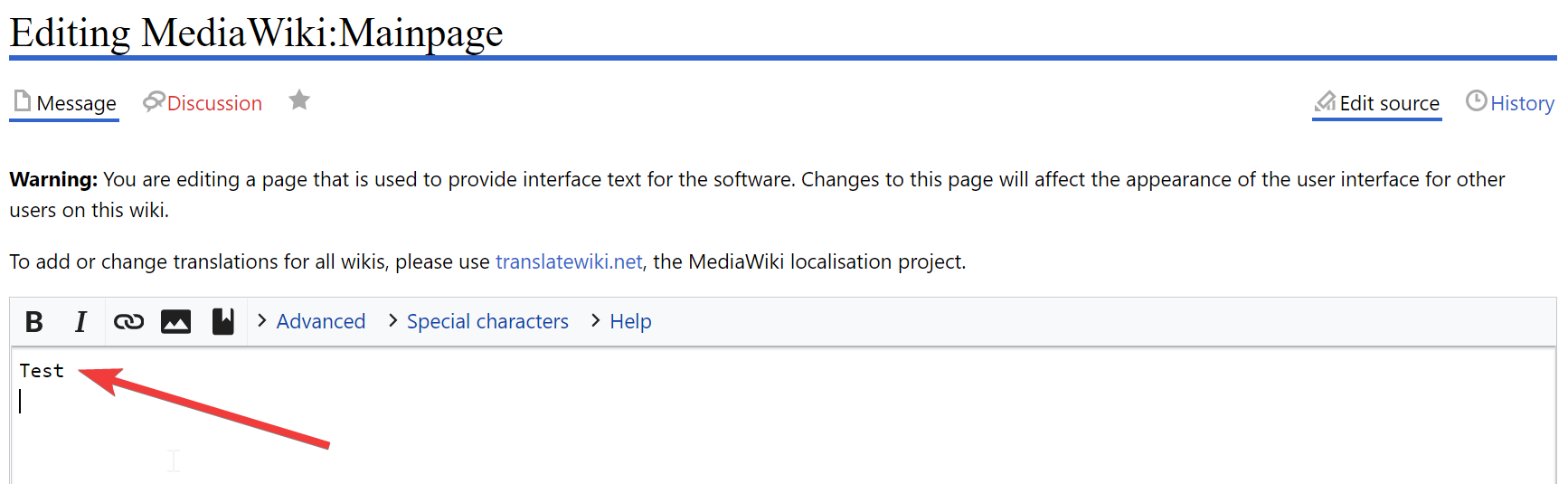
After your changes in the editor click “Save changes”.



More instructions: <https://www.mediawiki.org/wiki/Manual:Interface/Sidebar>

# Change the main page

In order to change the default page (e.g. when the logo is clicked), go to the search bar at the top of the page and fill in “**MediaWiki:Mainpage**” and at the new page click “Edit source”. In the editor fill in the name of the page that you want to become the main page., e.g. “Test”, “Main Page”. After your changes in the editor click “Save changes”.



More instructions: <https://www.mediawiki.org/wiki/Manual:Main_Page>

# Add custom CSS code

In order to add custom CSS code for modifying the appearance of MediaWiki, go to the search bar at the top of the page and fill in “**MediaWiki:Common.css**” and at the new page you will see the specific page in the list “Page title matches”. Click it and then click “Edit source” to edit the code. After your changes in the editor click “Save changes”.

# Rules and Restrictions

You need to follow the following rules while adding content to SE4CEs Wiki.

1. It is not allowed to use the slash / in the titles of the pages.
2. The names of the files (images, PDF etc) that are uploaded to SE4CEs Wiki must:
   1. Include only small English letters, numbers and middle dash as apace.
   2. Not include special characters, spaces, other language characters than English.