

ACRLNECFAQ

Version 29, changed by admin 9 minutes ago.

The Jot Spot wiki was designed for editing in the WYSIWYG (What You See Is What You Get) format, so that users with little or no html experience can add content and edit pages with ease. Note the MS Word like toolbar that appears at the top of the page whenever you create or edit a page. The Jot Spot wiki also accepts most MS Word formatting shortcuts (Ctrl+B to bold, etc.)

The [WikiHome](#) page will serve as our "home page/table of contents". The name was created by Jot Spot and cannot currently be changed. Any member of the ACRL Board with a username can create, edit or delete content from the wiki home space and in their *own* workspace (ex., SIGs, Committee). The 2006 conference pages have been archived and are read only. So that we can keep track of pages created, please type in the corresponding Wiki*Word (see description below) for each page created and put it on the [WikiHome](#) page. This will give us an easy to access all of the pages by just clicking on the link. And you guessed it, you can put these Wiki*Words anywhere within the Wiki if you need to link back to a particular page. There is also an index link at the bottom of every page if you want to browse our pages.

Jot Spot offers quite a few applications that we can add as need (Event Calendars, Project Manager RSS feed to be notified of updates to the pages, etc.) As I figure out ways to make our work easier, I will tweak the wiki. In the meantime, please feel free to try out as many of the applications in the wiki as you like. Lastly, I inserted a little [GoogleSearch](#) link in case you need it. The search bar may be found at the top of every page and will search the **wiki** only. Enjoy, and please let me know if you have any questions.

- **How do I change my password?**

Click on "preferences" in the upper right hand corner of the screen. Next, click on the "edit this page" link atop the User Preferences box. Enter your password on both the "password" and "verify password" lines and click save. You may wish to write it down somewhere safe as the passwords are obscured by astericks.

- **How do I create or delete a page? What about renaming a page?**

First look at the breadcrumbs at the top of the screen to see where you are. Are you trying to create a new page off the [WikiHome](#) page or create a subpage of one of the other pages. Click the "Create Page" button. Enter the page name as a "[WikiWord?](#)". A "Wiki Word" is two or more words smashed together without spaces. Use Wiki Words to name pages, create links or create placeholder links. A placeholder link looks like this: [MarketingPresentation?](#) and means that you have created a Wiki*Word for a page that doesn't exist. Create the page and the link will change from red to blue. Clicking on the placeholder link will allow you to create content for a new page. Click "Save" to save your new page.

Deleting a page: From the page you wish to delete, click on the dropdown menu that says "More Actions" (this is located at the top and bottom of every page). Select "Delete This Page". The page and any associated Wiki Words will be deleted.

Renaming a page:

It is now very easy to rename a page. Just navigate to the page you want to rename, mouse over the page title and it will be highlighted in yello. Next, click the page title to edit the page name. Type the new name you want and click "SAVE".

How do I create a link?

Use Wiki*Words to name pages, create links or create placeholder links. A placeholder link looks like this: [MarketingPresentation?](#) and means that you have created a Wiki*Word for a page that doesn't exist. Clicking on the placeholder link will allow you to create content for a

new page. Click "Save" to save your new page. To add an external link, simply type in the url in this format: <http://edificeref.info>

- **How do I add content to a page edit a page?**

Click the "Edit Page" button and start typing or simply **double-click** on any page to get to the Editing screen. Click "Preview" to view your work. Click "Save" to save your changes.

- **I want to upload a document to a page. How do I do that? How large can the document be?**

Click the "Attach" button. Click the "Browse" button to locate a file on your hard drive. Descriptions are optional. Click the "Upload Attachment" button to upload the attachment. Attachments are filed at the bottom of the page to which they are attached. Attachments should be *less* than **5MB**.

- **How do I link pages?**

The easiest way to link pages is by using WikiWords. Edit the page using the "Edit" button, type a WikiWord, and "Save" the page. If the page already exists a WikiWord will create a link to the page. If the page does not exist yet, the WikiWord will create a placeholder link. (See Creating/Deleting a Page above for an explanation of Placeholder Links) While editing a page, you can also type a word and then use the "Toggle Wikiword" icon button to create a link / placeholder link.

- **How do I search the wiki?**

Just type your term(s) in the search box in the upper right hand corner of the page. The search box appears on every page. You can search everything in the wiki, including emails archived to the wiki!

- **Can I email the wiki?**

Absolutely. Each wiki page ([WikiHome](#), [ACRLNECFAQ](#), etc) has its own address. The format is: wikiname+acr13055@acrlnec.jot.com". The "acr13055" doesn't change. Just pick the page you want the email to be archived to and cc the wiki email address in your email.

- **What does that "Revision Link" in the upper right corner of the page do?**

With the "Revision Link", there no such thing as a mistake. Each wiki page as a Revision link. Click the "Revision" link displays the Revision History of the page. Clicking the "Revision X" link will display that version of the page. Clicking the "Compare with Y" link will display the Revision X alongside Revision Y. If you want to keep this version of the page, click "Edit Page" and "Save."

- **How do I use the Project Manager? (under construction)**

If you have any additional questions about how to use this wiki please check out the [Tutorials](#) or ask Beatrice (bpulliam@providence.edu).