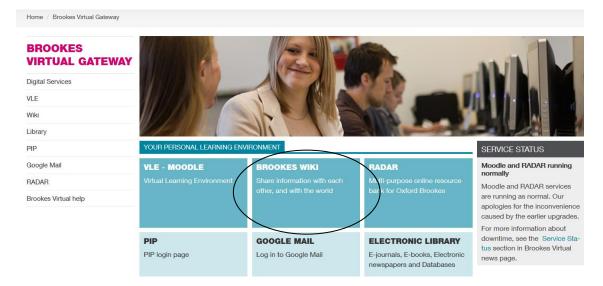
#### Introduction to the Brookes wiki

The Brookes wiki can be accessed either directly from the following address: <u>https://wiki.brookes.ac.uk/dashboard.action</u> or by clicking on the **Brookes Wiki** button on the Brookes Virtual Gateway page.



It is recommended that you use Firefox as your browser when using the wiki.

BROOKES Dashboard		Lon In Search
Brookes Wiki is designed to make it easy for you and your team to share information with each other, and with the world. Brookes Wiki uses Atlassian Confluence - the enterprise wiki.	Recently Up dated	
Where do I start?	Michele Jacobs	17. Useful links and contacts
All content in Confluence is organised into spaces. So to start browsing content, simply click on one of the spaces listed below.	a minute ago	1. Your course
		16. Jargon buster
Spaces: All		15. Frequently asked questions
Brookes Business School Induction 2009-10		14. Brookes Virtual
Brookes Business School Induction - Semester 2		13. Personal Information Page
Built Environment Student Support		
🚯 Core Management & Leadership Programme 🚳 🚯		12. Health advice
Demonstration Space     An example of a Confluence space with a tutorial and sample content.	Bethanie Cunnick	Architecture (BA)
🚯 e4L - e-learning for Learners 🛛 🔞 🗟	about 3 hours ago	
🚯 Mobile Brookes Notes 🛛 🔞 🗟	Michele Jacobs	10. Exchanges and study abroad
S MSc PMBE - Pre-course Materials	about 3 hours ago	
MWTest Q 🗟		
Parish Church and the Landscape	Bethanie Cunnick about 3 hours ago	A Home
PCTHE 2009-10	anour e nou e alle	
Pedagogic Research at Brookes 🛛 🚱 📑	Favourite Pages	
Shariah and Legal Globalisation Conference	There are currently no pages on yo	our favourites list. You can add pages to this list by clicking 常 on the top right of the page you're viewing.

You will be taken to the **Dashboard** page which will display a list of the publicly accessible wiki spaces. To access the rest of the Brookes wiki spaces you will need to login using your P number (staff) or student number and PIP password. Click on the **Log In** link in the blue bar at the top of the dashboard page to login.

Enter your account details below to login to Confluence.
Username:   Password:
Log In

If you have been given a direct URL to your wiki space you will be forced to login straightaway. Otherwise if it is a public space you will be taken directly to it.



Once you have logged in you will be presented with a list of wiki spaces that you have access to. To access a particular wiki, click on its title link from the dashboard list. The right hand column of the dashboard shows recent wiki activity.

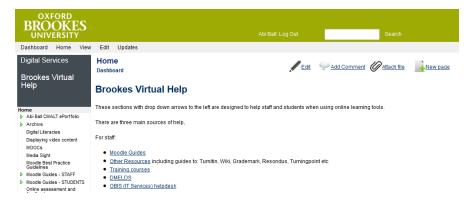
To create a list of favourite wiki spaces, click on the star icon at the end of each title.





This will create a personal list of those wikis that you most frequently use, they will be displayed on the **My** tab.

Once inside an individual wiki space, the menu items and tools will vary depending on the level of permission assigned for the space and what tools the wiki owner wants to make available.



The **Search** box at the top of the page will enable you to quickly find a specific item within an individual wiki.

The grey menu bar at the top of the page contains generic links. The left hand navigation menu contains links to the pages contained within the wiki.

### How to edit a wiki page

Navigate to the page that you wish to edit and click on **Edit** and then **Edit this page** from the drop down menu. If you do not have the edit option then you do not have



permission to edit a particular page. Please contact the wiki owner to change your permissions.

You can also click on the **Edit** icon (the pencil) at the top right of the screen to access the edit screen.

The page will then be displayed in edit format with three tabs showing - **Rich Text**, **Wiki Markup** and **Preview**. Please note if you are using Google Chrome or Internet Explorer as your browser you will not see the Rich Text tab (this is why we recommend using Firefox).



OXFORD BROOKES UNIVERSITY		Abi Ball: Log Out	Search
Dashboard Home View	Edit Updates		
Digital Services Brookes Virtual	Home Dashboard > Edit Page	Add Comment	Attach file
Help	Home		main Remove Page
Home Abi Ball CMALT ePortfolio	Rich Text Wiki Markup Preview		Save Cancel
Archive	Paragraph • B I U Asc A • 🛃 🗄 🔒	n m <sup>2</sup> 半 11 日 日 年 年 19  や   一 0	🙂 🚥 🔜 🗔 📑 🥵
Digital Literacies Displaying video content MOOCs	<b>Brookes Virtual Help</b>		
Media Sight Moodle Best Practice Guidelines	These sections with drop down arrows to the le learning tools.	eft are designed to help staff and students	when using online

It is recommended that you edit on the **Rich Text** tab as Wiki Markup is a more advanced feature.

The toolbar provides some basic text editing tools – **bold**, *italic*, <u>underline</u> **B** I  $\underline{U}$  and strike through.

You can also format text as headings by selecting the text and then choosing a format from the drop down **Paragraph** box. These headings will match the template applied to the page (in most cases the Brookes template).

You can further format the text by selecting it and then choosing the down arrow next to  $\mathbf{A}$  on the toolbar. This will show you a colour palette where you can choose the text colour.

To add a table to the page click on the **insert table** icon (shown below right), a dialogue box will appear where you can add the number of rows and columns.

Once you have added a table, click in one of the cells and the other table icons will become active enabling you to **add** or **delete** columns or rows. The last of the table icons with a cross next to it will allow you to **delete** the table.

You can add **bullets** and **numbering** to lists and **indent** and **outdent** paragraphs as you can in a normal word document and **undo** and **redo** any changes.

lists and <b>indent</b> and	1	з,	Ξ_	<b>-</b>	P	m <sup>2</sup>	Ŧ	
nal word document and								

|--|

How to insert a link

Paragraph 🕶 B 🖌 🗓

Heading 1

Heading 2 Heading 3 Heading 4

Heading 5

Heading 6 *Quote* 

Panel Code

Paragraph

To insert a web link into the document, select the text that you want to use for the link and click on the **Hyperlink** button on the toolbar.

In the **Insert Link** dialogue box that appears click on the **External Link** tab and type or copy the URL into the **Enter hyperlink** box and then click on **OK**.

Insert Link	
Link	
Alias	
Tooltip	
OK Cancel	
Search History Recently Modified External Link Attachm	ents
Enter hyperlink: http://	

To link to another page in your wiki follow the same instructions above but don't click on any of the tabs, just type the wiki page name e.g. turningpoint into the **Link** box and click on **OK**.

Enter hyperlink: http:// To link to a word document (or similar non web content) click on the hyperlink button as before. Click on the **Attachments** tab and then the **Browse** button to find and open the appropriate file. Then click on the **Attach** button. The file will now be listed as

Abigail Ball, Digital Services





ABC

attached to the page. Click on the file title and it will now appear in the **Link** box with a ^ sign prefix, click on **OK**.

You can also reach the attachments pane by clicking on the attachments icon at the top right of the page (the paper clip).

Inser	t Link			
Link	wie: Postgradu	ate		
Alias				
Tooltip				
	OK Can	ce l		
Sear	ch History	<b>Recently Modified</b>	External Link	Attachments –
There ar	e no attachment	s on this page.		
Attach Fi	le:	Browse Att	a ch	



### How to insert an image

To insert an image on a page click on the **Image** icon on the toolbar.

An Insert Image dialogue box will open. Click on Browse to locate and open the image file and

Insert Ir	nage
Attach Image:	Browse Attach
There are n	o images attached to this page.
Filename Thumbnail Alignment	None V OK Cancel

then click the **Attach** button. The image will appear as a thumbnail below the attach file box. Click on it and then click **OK**.

Be aware that you need to do any edits to images in programmes such as Photoshop before inserting them. You can only roughly resize the image once it is inserted into the page.

These icons on the toolbar will enable you to insert a horizontal line, create a custom character or insert an emoticon.

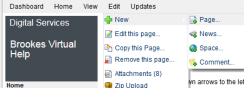


The last icons will allow you to insert a macro (a short piece of wiki markup code that does something like inserting a coloured banner or opening a link in a new window), to toggle between full screen and normal modes and to toggle the context menus.

Remember to click the **Save** button (above the toolbar) when you have finished working on the page.

## How to add a new page to a wiki

A new page is added as a child of a parent page. Navigate to the page that you wish to add a child page to and click on **Edit>New>Page** from the drop down menu.





Alternatively click on the New Page icon at the top right of the screen.

Fill in the title of the page where it says **New Page** at the top of the **Add Page** dialogue box that appears. Then add your content as above or just click on the **Save** button to save it.

Digital Services Brookes Virtual	Add Page Dashboard > Add Page
Help	New Page
Home	Rich Text Wiki Markup Prevew Save Cancel
	Paragraph → Β Ι Ψ 444 A → 12 🗗 🖧 🚽 🐂 📲 🖑 🚮 🗄 🗄 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉



#### How to move a wiki page

To move a page within the wiki, click on **Edit** and then **Edit this page** from the drop down menu.



Scroll down the page and click on the **Edit** button next to **Location**.

Move the highlighted page by clicking and dragging it to a new position in the tree that is displayed below this.

Alternatively you can move the page to another space. Under the **Location** section click on the down arrow next to the **Space** box and choose your new space. Click the **Save** button to save your changes.

#### How to add comments to a page



To add a comment to a page click on **Edit**, choose **New** and then **Comment** from the drop down menu.

Alternatively click on the **Add Comment** link at the top right of any page. If you

Add Comment

cannot see an Add Comment function you do not have permission to leave comments on the page.

Type your comment in the space provided and then click the **Post** button. Remember – everyone who has access to the wiki site will be able to read your comments!

You can format the comments just like formatting a wiki page using the toolbar features.

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S,	Abi Ball Rich Text			kup	Previ	ew														
	Paragraph	•	B	I	<u>U</u> ∦⊛	• <u>A</u> •	🛃	37 3	. ∌•	7 <sub>m m</sub>	Ψ	⊞ }	= =	-7	CH	- 5	2 😃	60	<b>N</b>	
	Post	Canc	el	C	] Wat	ch this	page													
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Comments are

displayed in chronological order at the bottom of the wiki page. You can **Edit** your own comments and **Reply** to comments other users have left. If you have been given the permissions you can also **Move** and **Remove** comments.

#### How to view page information

The wiki records every change that is made to the pages, and even gives you the chance to undo the change you have just made. Changes to the page are stored as part of the page information.

Dashboard Home	View Edit	Updates
Digital Services	📄 This page	Normal view
	Cher pages	s 🔸 🔪 Printable view
Brookes Virtua	l 🚨 Account	Export this page to pdf
Help	Trai	nin 🖻 Export to Microsoft Word
		Page information
Home	Digital S	Servic 🚖 Add page as favourite

saved changes you have made.

From the **View** menu, choose **This page** and then **Page information** from the drop down menu. If you cannot see the **View** menu then you do not have permission to do this.

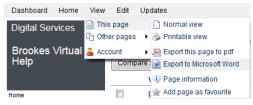
Click on **Recent Changes** to see a list of the recent changes. Click on **View page history** to undo any





Recent Changes	
Time	Editor
Apr 15, 2010 09:03	Abi Ball
	<u>View page history</u>

### **Exporting pages to Word**



It is sometimes useful to transfer the wiki page you have worked on into Word format. Once the document is in Word, you can then make changes such as page numbering or altering the text formatting.

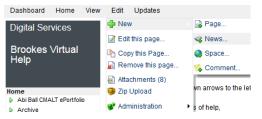
Open the page you want to export. From the **View** menu,

choose This page and Export to Microsoft Word.

The next bit depends on how your PC deals with file downloads but in most cases a download dialogue box will appear. Double click on the document title in the list to open it in Word. You can then make changes or just save the document in Word format. Any changes that you make and save will be reflected in the wiki page when you refresh your browser.

#### How to add a news item

Click on **Edit>New>News** from the drop down menu. Give your news item a title and then add the content in the same way you would for a new page. Click **Save** when you have finished.



A **News** link will be added automatically to your left hand menu. Click on this to access the news area. News items are displayed in chronological order.

Click on the title link of a particular item to view the complete item.

To edit a news item, click on **Edit** and then **Edit this page** from the drop down menu. Then proceed as above. You can also click on the **Edit** icon to access the edit screen.

#### How to add an image gallery to a page



To add an image gallery to a page, firstly attach the images to the page. This is done in a different place to inserting individual images.

Click on **Edit** and then choose **Attachments** from the drop down menu. Click on **Browse** to locate and open the image file and then click the **Attach** button. You can also click on the **Attach file** link

at the top of the page.

Repeat the process until you have all of the images files attached to the page.



Size	Creator (Last Modi	fier) <u>Creation Date</u>	<u>ast Mod. Date Comment</u>	
180 kB	Abi Ball	Jun 22, 2010	Jun 22, 2010	Edit   Remove
1011 kB	Abi Ball	Jun 22, 2010	Jun 22, 2010	Edit   Remove   View
	Diotioon			(Optional)
ning '+' or '	& characters. Cor	nment cannot be long	jer than 255 characters.	
	180 kB 1011 kB	180 kB <u>Abi Ball</u> 1011 kB <u>Abi Ball</u> C Browse	180 kB         Abi Ball         Jun 22, 2010           1011 kB         Abi Ball         Jun 22, 2010           Comment           Browse         Encode	180 kB         Abi Ball         Jun 22, 2010         Jun 22, 2010           1011 kB         Abi Ball         Jun 22, 2010         Jun 22, 2010           Comment

Return to your page, click on the **Edit** menu and choose **Edit this page** from the drop down menu. Place the cursor where you want the gallery to appear. Type {gallery} and then click **Save**.

# Logging out

Click on the **Log Out** link next to your name on the top of the page.

