

How to Create and Utilize a Wiki Goucher College

What is a Wiki?

A [wiki](#) is a type of website that lets anyone create and edit its pages.

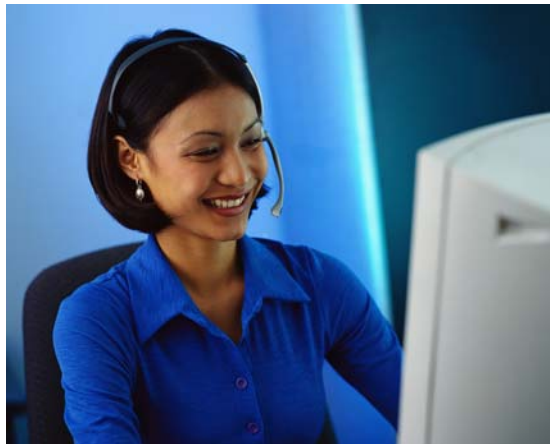
Here is an example of a wiki found online for Goucher College.

The word *Wiki* is short for WikiWikiWeb. *Wikiwiki* is a word from Hawaiian, meaning "fast" or "speed".



Wiki Basics

A wiki is a database of pages which visitors can edit live. Wikis are simple, efficient tools for managing knowledge and collaborating. Wikis can be used for different things and all wikis don't follow the same rules for using them.



In a wiki, people can write pages together. If one person writes something wrong, then the next person can correct it. Because of this, the page gets better whenever someone changes it.

The building blocks of wikis are the "comments" from visitors. You can generally edit a page in real time, search the wiki's content, and view updates since your last visit.

Your knowledge and ideas are the most important contribution. However, if you add plain text you should expect other participants to format your text.

Please, no profanity, libel, or personal attacks.

How to Edit a Wiki

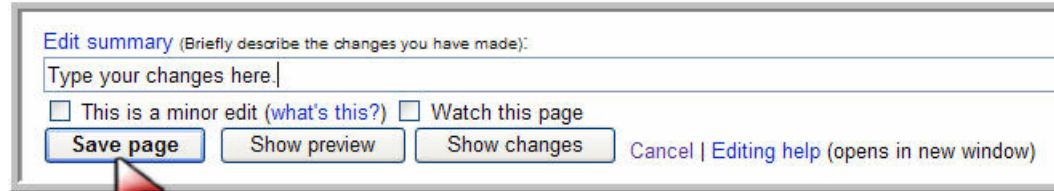
Any reader can edit the Wiki by clicking on the [edit this page](#) tab.

An Edit summary box will open. Type your message in the edit window.

Click [save page](#) to save your writing.

Don't be afraid to edit—*anyone* can edit almost any page, and we encourage you to **be bold!**

Find something that can be improved, either in content, grammar or formatting, and fix it. If you are new to wiki, you can just type and add plain text.



Edit summary (Briefly describe the changes you have made):
Type your changes here.
 This is a minor edit ([what's this?](#)) Watch this page
[Save page](#) [Show preview](#) [Show changes](#) [Cancel](#) | [Editing help](#) (opens in new window)

Click on the [history](#) tab to find past changes and revisions made to the website.

Click on the date of the change that you want to review.



article discussion **edit this page** history watch

Revision history of Goucher College

From Wikipedia, the free encyclopedia
[View logs for this page](#)

(Latest | [Earliest](#)) View (newer 50) (older 50) (20 | 50 | 100 | 250 | 500)

For any version listed below, click on its date to view it. For more help, see [Help:F](#)
(cur) = difference from current version, (last) = difference from preceding version,
m = minor edit, → = section edit, ← = automatic edit summary

[Compare selected versions](#)

- (cur) (last)  21:32, 9 February 2008 Propaniac (Talk | contribs) (11,977 b
- (cur) (last)  15:15, 7 February 2008 Loodog (Talk | contribs) (11,901 byte
(undo)
- (cur) (last)  06:25, 7 February 2008 66.240.10.170 (Talk) (11,996 bytes)
- (cur) (last)  06:10, 7 February 2008 66.240.10.170 (Talk) (11,901 bytes)

The Edit Toolbar

When you [edit pages](#) there may be an [edit toolbar](#) at the top of the edit window.

The toolbar provides one-click access to 14 common editing tasks such as creating **bold text**.

All wikis are created differently.

Icon	Function	What it shows when editing	What it shows on the page
	Bold or strong emphasis	<code>'''abc'''</code>	abc
	Italic or emphasis	<code>''abc''</code>	<i>abc</i>
	Internal link	<code>[[abc]]</code>	abc
	External link	<code>[abc.com]</code>	
	Section heading	<code>== abc ==</code>	<i>abc</i>
	Insert image	<code>[[Image:abc.jpg]]</code>	
	Insert media	<code>[[Media:abc.ogg]]</code>	Media:abc.ogg
	Mathematical formula	<code><math>abc</math></code>	<i>abc</i>
	Ignore wiki formatting	<code><nowiki>abc '''[[Bold text]]'''</nowiki></code>	abc '''[[Bold text]]'''
	Sign talk comments (with time stamp)	<code>-----</code>	
	Horizontal line	<code>----</code>	<hr/>

Try the [Wiki Sandbox](#)

Use the [Wiki Sandbox](#) to experiment. The Sandbox is a place for users to play around with the wiki without disturbing content.

Formatting Text

Quick Basics for [Formatting Text](#)

You might have already written a long text and you simply want to copy and paste it into a wiki. That's fine. However, text formatted in another word processor (eg. MS Word) will not be similarly formatted for wiki.

You might need to add some spacings between paragraphs, make headings, and mark text as **bold** or *italic*.

To make a **heading**, put the text between double equals signs: ==like this==

To make text **bold**, put the text between *triple* apostrophes: '''like this'''

To make text *italic*, put text between *double* apostrophes: "like this"

To make a bulleted list: put a star (*) before each bulleted point: *like *this

Wiki Benefits

Wikis get information to the right people, anytime -- important information (documentation, processes, ideas, communication, etc.) is available to the people who need it, not locked and buried in one person's in-box or file systems.

Wikis are also exceptionally flexible. You can connect a wiki to other applications, databases, and file systems.

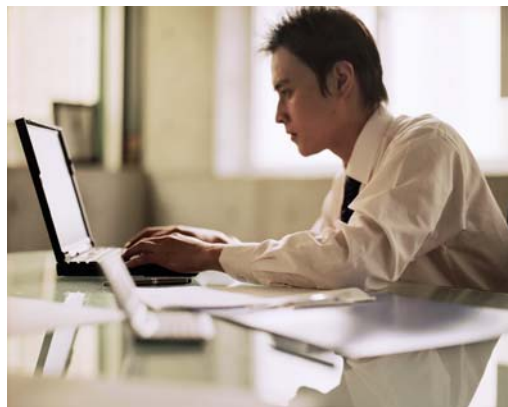
A wiki lets you and your teammates collaborate online. Every user gets a voice and everyone's contribution is seen, heard, and can be commented upon. In this way wikis improve and democratize communication -- no one misses the 'memo' and anyone can send it.

Wikis end the waste of ricocheting emails and communication breakdowns--wikis literally get everyone "on the same page."

Wikis make it easy to keep all your information current and accurate. Information stored in wikis is dynamic.

Wikis keep your information safe. It's virtually impossible to lose information. You can view changes made by different users or rollback to previous versions.

Even as members of your team turn over and new employees are hired, the wiki can be an unbroken repository of knowledge that evolves with your growing organization.

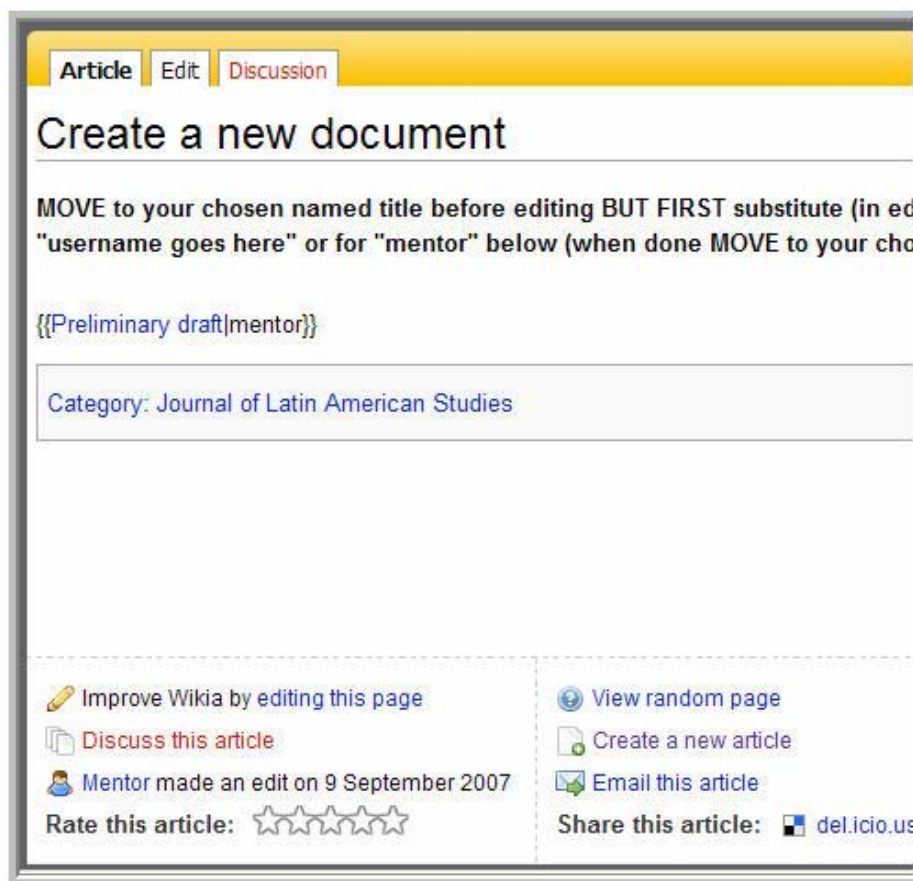


Create a New Article

Creating New Articles or Pages

Before you create a new article, **try editing existing articles** to get a feel for writing and for using the mark-up language in use.

Search: make sure that an article does not *already exist* on the subject, perhaps under a different title. If you find an existing article on your subject, it is best to redirect the name you were thinking of onto the existing article.



Gather references to the source(s) of your information. Articles that do not cite reliable published sources are likely to be deleted.

Please **don't create** pages about **yourself or your friends**, pages that **advertise**, or **personal essays**.

Be careful about the following: **copying things**, **controversial** material, extremely **short articles**, and **local-interest articles**.

Gather references to **reliable published sources**.