Working with Wiki Folders

A wiki is a set of related entries coauthored by folder participants. For example, the best-known wiki on the internet is Wikipedia. Other examples of possible wiki content are glossaries, and policies or procedures.

Organizing Your Wiki Folder

Wikis in UMVibe are organized into Wiki Topics (folders), with each Wiki Topic containing individual Wiki pages. Depending on the content that you are planning to have in your Wiki, you can organize your UMVibe Wiki in either of the following ways:

- **Adding Wiki folders to a UMVibe workspace** – you can organize your Wikis with multiple high-level folders in a single workspace. You might want to do this if the information in each Wiki folder is not related.

- **Adding Wiki Topics (folders) to an existing Wiki folder (Recommended)** – You can organize your Wikis with multiple Topics (folders) within a single Wiki folder. Organizing your Wikis in this way makes it easy for those who access the Wiki to go from topic to topic in a single, convenient interface.

Understanding Wiki Folder Organization

Like other types of UMVibe folders, you can create sub-folders within a main Wiki folder, as described on Pg. 2 of this document under *Creating a New Wiki Topic*. However, unlike other types of UMVibe folders, when you create Wiki Topics inside a Wiki folder, the main Wiki folder and the Wiki Topics inside that folder are considered equal, with none considered as higher in the folder hierarchy. The Wiki folder and the Wiki Topics within that folder are displayed side-by-side in the **Wiki Topics** section.
Understanding Wiki Page Organization

Information is contained within Wiki Topics on Pages. You can add a page to any Wiki Topic. You can view pages by selecting the Wiki Topic where the page is contained, in the Wiki Topics section, then clicking the page name.

Creating a New Wiki Topic

You can organize your Wiki pages (Wiki entries) into separate Wiki Topics (Wiki folder and Wiki sub-folders). Wiki Topics are displayed in the Topics and Pages tab, in the Wiki Topics section. Also, in the Navigation panel, you can expand your Wiki folder to view your Wiki Topics.

You can use the Topics and Pages tab to create a new Wiki Topic:

- In the Wiki folder where you want to create the new Wiki Topic, click the Topic and Pages tab.
- Click New Wiki Topic. The New Wiki Topic page is displayed:

  ![New Wiki Topic Page]

- In the Title field, specify the name of the new Wiki Topic that you want to create.
- Click OK.
You can also use the **Action Toolbar** to create a new Wiki Topic:

- In the Wiki folder where you want to create a new Wiki Topic, click the **Folder** menu and then select **New Folder**. The New Folder page is displayed:

  ![New Folder Page](image)

  - In the **Folder Title** field, specify the name of the new Wiki Topic that you want to create.
  - In the **Folder** section, select **Wiki**.
  - Click **OK**.

### Creating a New Wiki Page

Wiki pages (Wiki entries) make up the content that is available in a Wiki Topic. You can make any page within a Wiki Topic the home page for the Wiki Topic where the page resides, as described on Pg. 4 of this document in the Using the Wiki Home Page section.

To create a new Wiki page:

- In the Wiki folder where you want to create the new Wiki page, click the **Topics and Pages** tab.
- In the **Wiki Topics** section, select the Wiki Topic where you want to create the new Wiki page.
- Click **New Wiki Page**. The Wiki page is displayed:
- In the **Title** field, specify the name of the new Wiki page that you want to create.
- In the **Description** section, specify the content for your Wiki page.
- Click **OK**.

**Using the Wiki Home Page**
The home page is the first page users see when they access the Wiki Topic. You should define a home page for each Wiki Topic.

**Setting a Wiki Home Page**
UMVibe enables you to set any Wiki page to be the home page for the Wiki Topic where the page resides.
- Navigate to and open the Wiki page that you want to set as the home page for your Wiki Topic.
- Click **Actions > Set Wiki Home Page**.
- Click **OK**.

The Wiki page is now set as the home page for the Wiki Topic. When users access the Wiki Topic, this is the page they see first.

**Navigating to Your Wiki Home Page**
When a home page is defined, it is automatically displayed when you first access the Wiki Topic. If you are viewing a Wiki Topic in the **Topics and Pages** tab, only the title of the home page is displayed (in bold), along with all of the other Wiki pages that belong to the Wiki Topic.
- Navigate to the Wiki Topic where you want to display the home page.
- (Conditional) If the home page is not already displayed, click the **Page** tab.

**Sorting Wiki Pages**
You can organize your Wiki Topics to display pages by **Title**, **Author**, **Created/Modified date**, or **Rating**.

To sort Wiki pages:
- Click the **Topics and Pages** tab.
- Click the Wiki Topic that contains the pages that you want to sort.
- In the table, click the column heading that represents how you want to sort the pages in your Wiki Topic. Click the column heading a second time to reverse the order.
Finding a Wiki Page
Wiki pages are contained within Wiki Topics. You can view entries by selecting the Wiki Topic where the page is contained, in the Wiki Topics section.

For Wiki Topics that contain many pages, you can use the Find Page field.
- Select the Wiki Topic that contains the Wiki page that you are searching for.
- In the Find Page field in the upper right corner, begin typing the name of the Wiki page that you are looking for. Click the name of the Wiki page when it appears in the drop-down list.

Formatting Your Wiki Page
After you create a new Wiki page in your Wiki Topic, you can add section heading and links.

Creating Section and Subsections
You can create section and subsection headings within a Wiki page by enclosing text in multiple equals signs.

Example

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>== Section name==</td>
</tr>
<tr>
<td>===Subsection name===</td>
</tr>
</tbody>
</table>

Sections and subsections are displayed as bold and are more prominent than regular text. Also, a table of contents with links to each section is displayed above the first section heading in the Wiki page.

Linking to Another Wiki Page
If you know the exact title of the Wiki page that you want to link to, you can enter [ [title] ] in the Description section of the page that you are linking from, to create a link to another page.