Document Revision: June 3, 2008
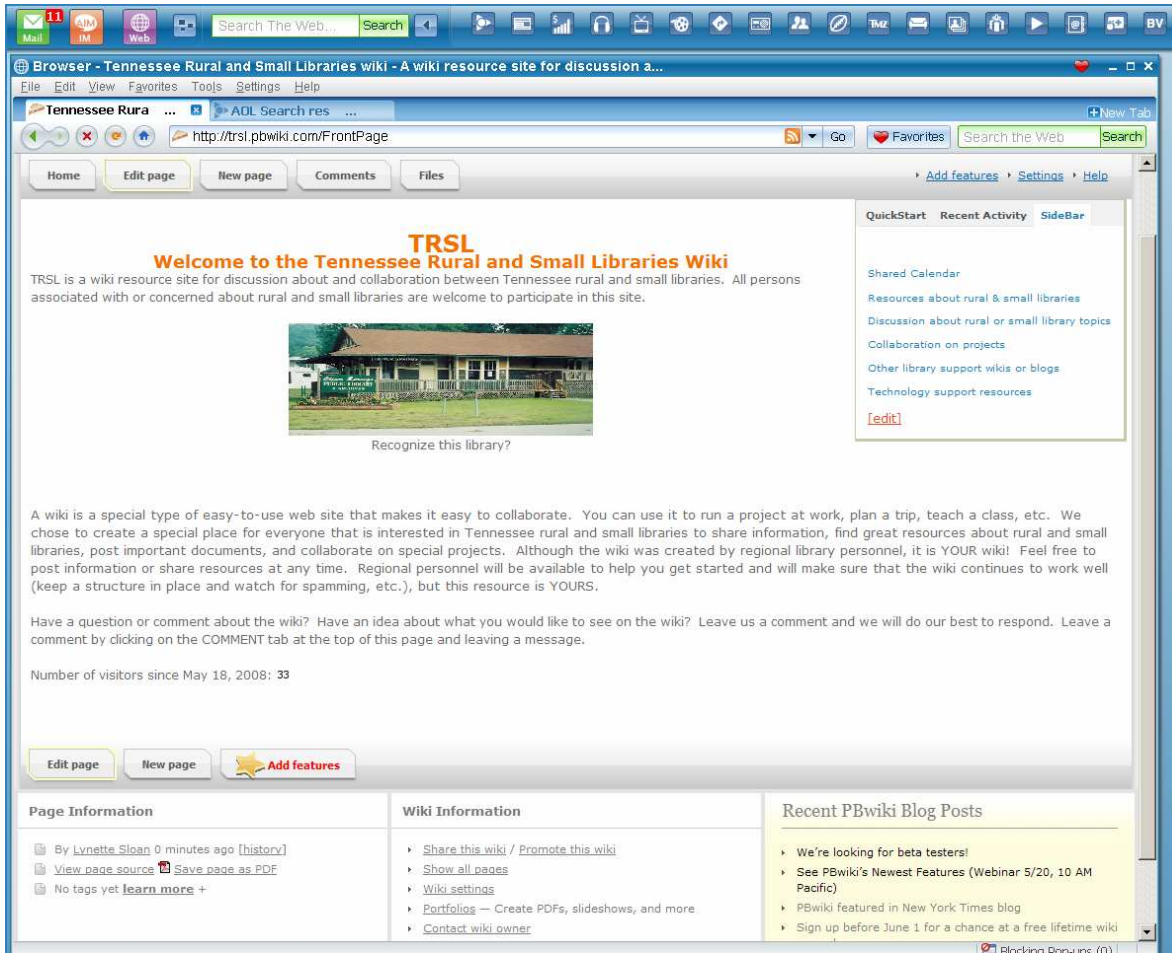
The Tennessee Rural and Small Libraries Wiki

Http://trsl.pbwiki.com
**Invite key or password: trsl2008**

A wiki is a special type of easy-to-use Web site that makes it easy to collaborate. You can use it to run a project at work, plan a trip, teach a class, etc. We chose to create a special place for all persons interested in or concerned with Tennessee rural and small libraries to share information, find great resources about rural and small libraries, post important documents, and collaborate on special projects. Although the wiki was created by regional library personnel, it is YOUR wiki! Feel free to post information or share resources at any time. Regional personnel will be available to help you get started and will make sure that the wiki continues to work well (keep a structure in place and watch for spamming, etc.), but this resource is YOURS.
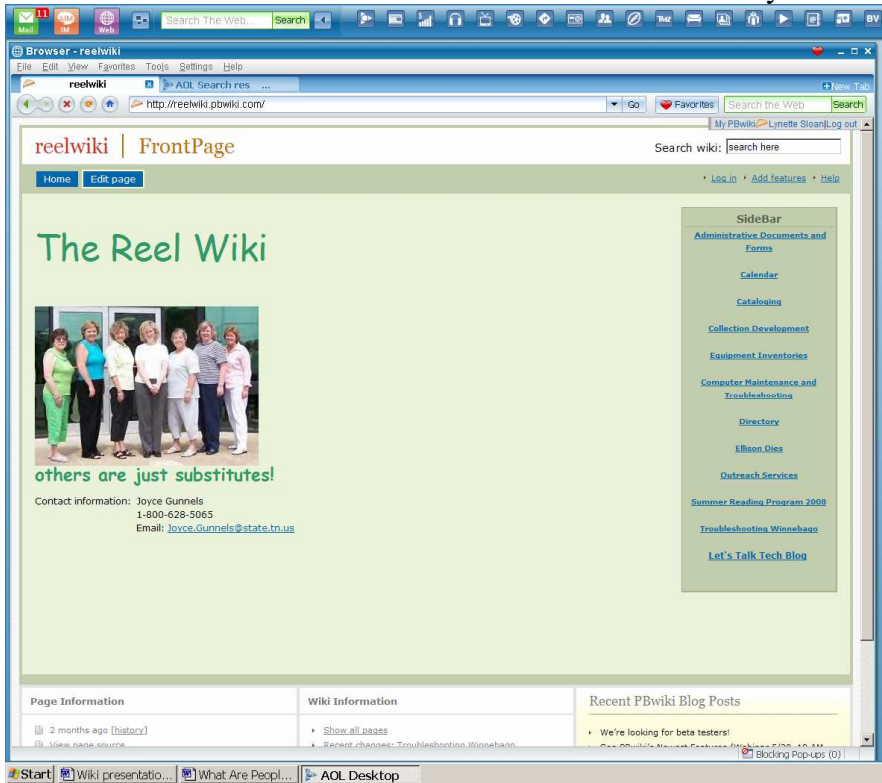
Other Examples of Library Support Wikis

http://flrlwiki.pbwiki.com   Fort Loudoun Regional Library System wiki
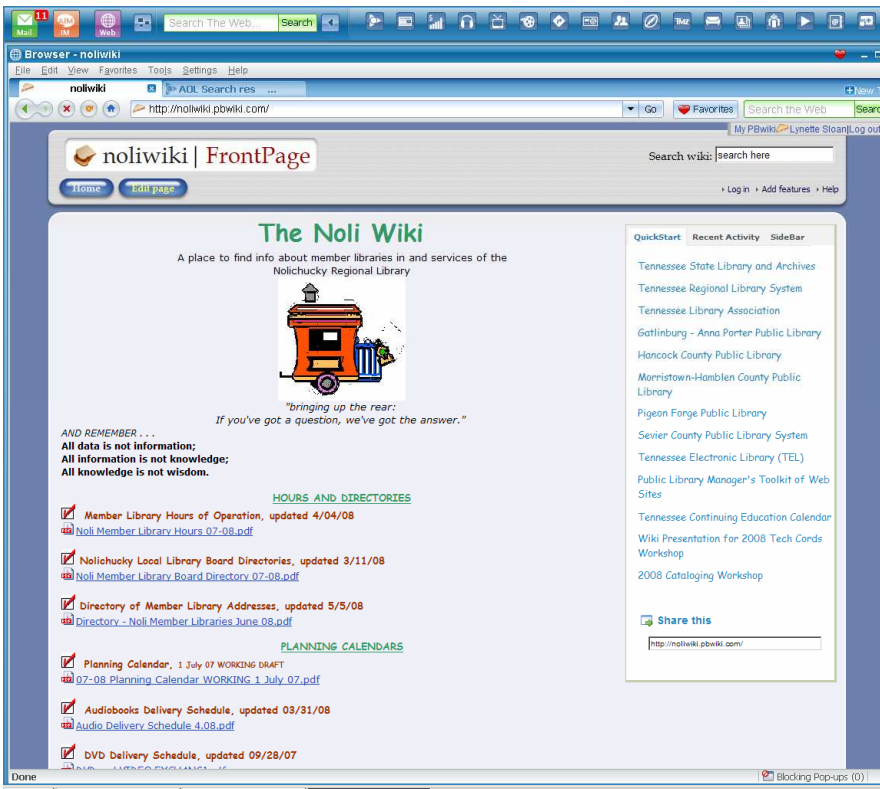
http://noliwiki.pbwiki.com   Nolichucky Regional Library System wiki

http://reelwiki.pbwiki.com   Reelfoot Regional Library System wiki
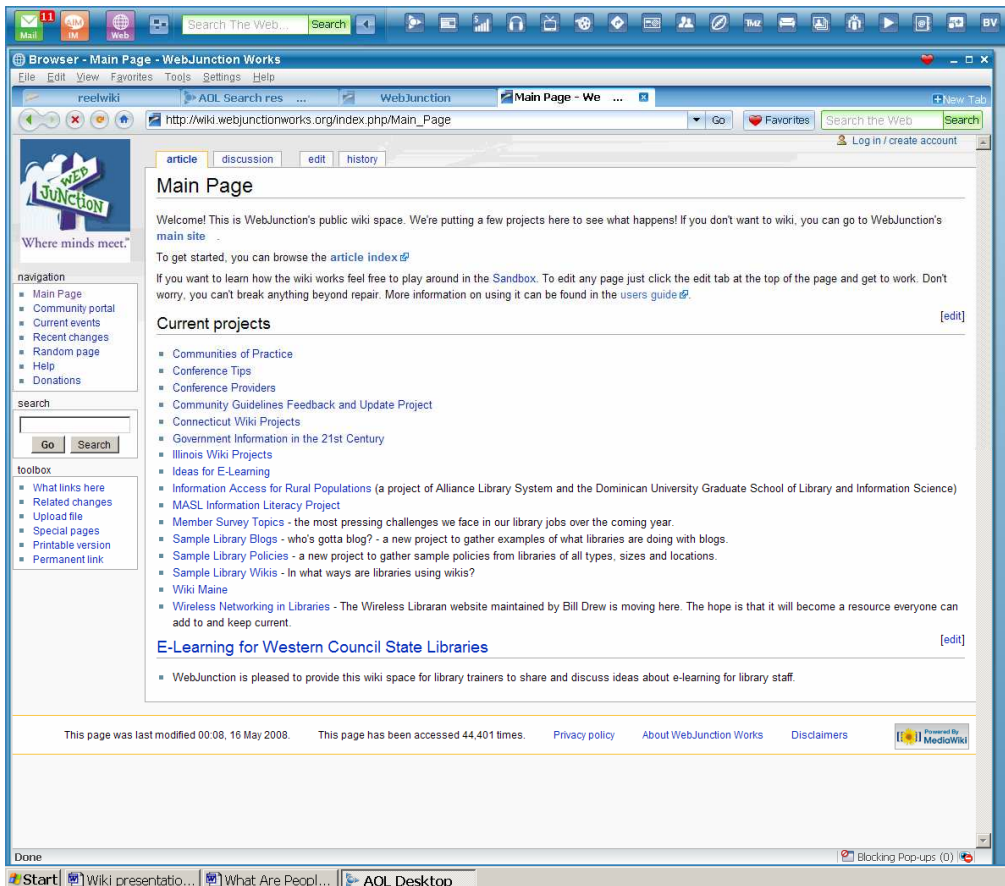
http://wiki.webjunctionworks.org/index.php/Main_Page

Even WebJunction has a wiki!

What is this Point-and-Click editor in PBWiki?

The Point-and-Click editor in PBWiki is a much simpler way to create wiki pages. Editors of your wiki do not need to learn WikiStyle, but instead can edit pages just like they would if they were doing word processing – in the editor, text and graphics look exactly like they will look when viewed on the wiki page. Even better, you can use PBwiki Plugins to easily insert a shared calendar, a YouTube video, stock chart, photo slideshow, or almost anything else. It's easier to use your PBwiki than ever before.
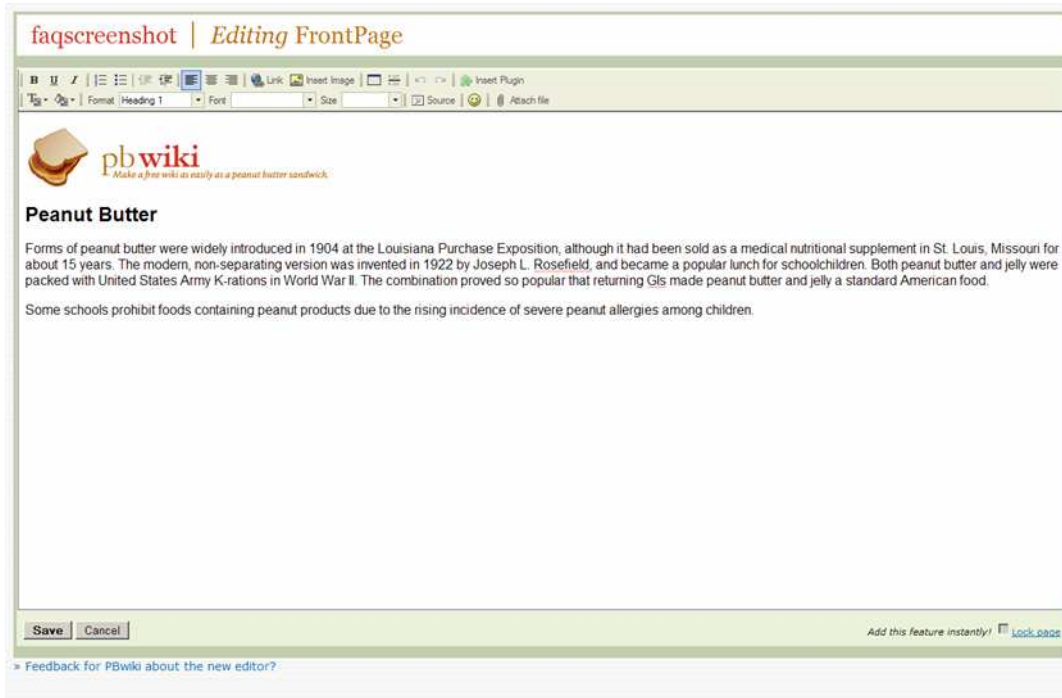

How do I add a page?

The recommended way to create a new page is to do so while in editing mode. It's possible to click the "new page" button while in viewing mode, but this new page will not automatically be linked to any other page on your wiki and can only be found by clicking the "Show All Pages" link if you forget to add a link to it on an existing wiki page.
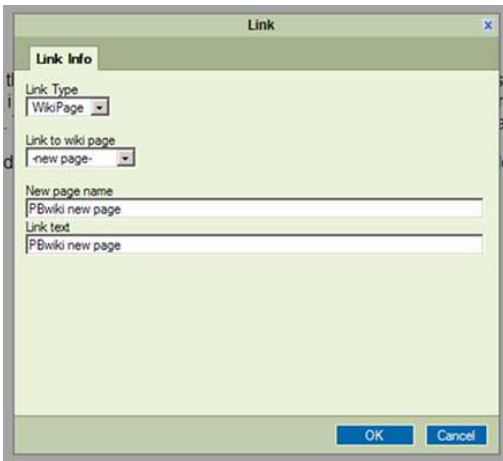
To create a new page in editing mode:

   Click "Link" in the toolbar.

   Make sure "WikiPage" is selected in the "Page Type" dropdown menu.
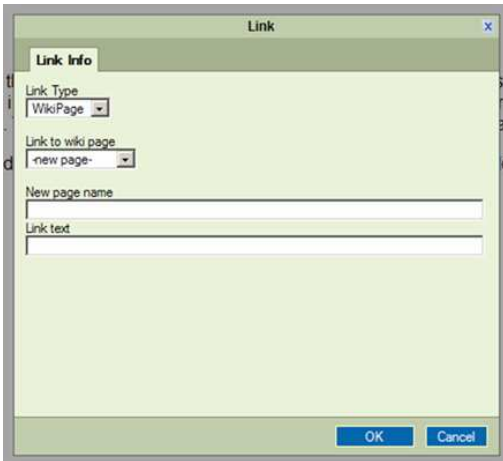
In the "Link to wiki page" dropdown menu, select "new page".

In "New Page Name", write the name of your page. In "Link Text" you can type the wording of the link you would like to make to the new page. If you highlighted a word on the page before you clicked the "Link" button, that word will already be in this field.
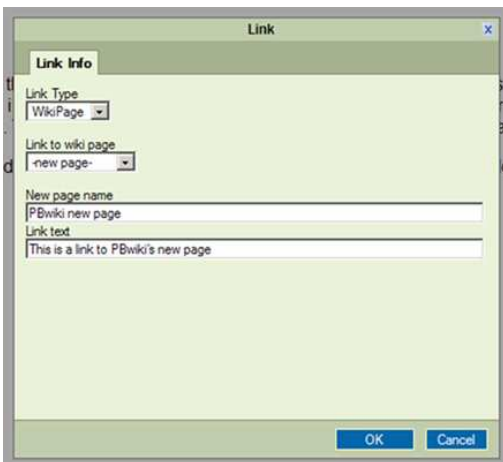
Click "OK".

When you save the page you're editing, if you click the link you just created, you can select a template for the new page and then start to edit the new page.

How to add to or edit an existing page

After clicking on Edit Page
1. Scroll down to the area you wish to edit and click to move the cursor
2. Type whatever text is needed
3. Click on Save at the bottom of the page.
4. View the edited page to see if it is satisfactory.

How to add a tag

Tags are simple text labels that describe a page; for example, "animals" or "cooking tips."
1. Look at the bottom-left box - Page Information.
2. Click the + next to the "learn more"
3. Type the subject for the tag and use the Enter key on your keyboard.
4. Enter as many tags as will be helpful when searching for a specific item.

How to delete a tag

Put the mouse cursor over the word/phrase that you want to delete. A red X will appear to the right of the word. Click on the red X to delete the tag

How to add Google Gadgets

1. Go to **Google Gadgets** . (www.google.com/ig/directory?synd=open&source=gghp)
2. Select a Gadget, and click "Add to your webpage".
3. Customize the look and feel, then click "Get The Code".
4. An edit box will appear, beneath these words: **Highlight, Copy and paste the HTML below to include this gadget on your wiki page.**
5. Paste that code into your wiki page.
6. Bask in the glory that is your Google Gadget

How to create a new project page

 After clicking on Edit Page
1. Type the name of the project next to an empty Project Name
2. With the cursor next to the new name, click on the Link command in the menu
3. Choose Link Type = Wiki Page
4. Link to wiki page = - new page -
5. New Page name = please keep the directory linkage to the category you are in. For example:

*This is done so there is complete linkage among the pages and so the tags are searchable.

*Note: the wiki doesn't like slash marks in directory names so Governance/Fiscal was altered.

6. Link text needs to be only the name of the project so delete any extra text.

7. Click Ok and view the results.

When working on the project page, choose the template of Group Project for this layout.

Think of this wiki as a shared online whiteboard. Your entire group can share information using this wiki, making your research accessible to everyone.

Group members

- ? (email me)
- ? (email me)
- ? (email me)

Sources

1. Source 1
2. Source 2
3. Source 3

Meetings

When should we meet?

Who	When I can meet
name	M-F, 8am-5pm
name	Anytime after 2pm
name	Saturday, 5pm
name	Sunday, 4pm-8pm

Drafts

Keep your drafts here so you can refer to earlier versions.

Draft 1
Draft 2

How do I upload pictures or files? How do I link to them?

1. Upload the file
   a. The "Files" button at the top of most pages will take you to a page where you can upload files and manage them.
   b. Use the "Browse..." buttons to locate the file(s) on your computer.
   c. Once you've located and selected all the files you want to upload, upload them using the "Upload" link at the bottom of the "Upload Files" section.
2. Grab its URL
   a. If you want to link to a file from somewhere else on your wiki, you'll need its URL. You'll find the newly uploaded file listed in the "Manage Files" section.

    b. Right-click on the file name and choose the copy location option (this option is variously worded depending on the browser you are using-- "Copy Shortcut" in Internet Explorer, "Copy Link Location" in Firefox, "Copy link address" in Opera, etc.). There are certainly other ways to get the file's URL, but this is perhaps the simplest.

3. Link to the file
    a. Now that you have the URL, navigate to the page where you want the link to be.
    b. Edit the page and paste the URL.
    c. If it's a picture that you would like to be displayed as a picture (not as a link), simply enclose the URL in square brackets ([ ]).
    d. If you would like to describe the link (like "Cool Story") so that the description shows up instead of the URL (or, in the case of pictures, instead of the picture), enclose the URL in square brackets, insert a vertical bar (|) after the URL, and type your description.

How can I add pictures?

Click "Insert Image" in the editing toolbar.

Click "Browse" to find the file on your computer.
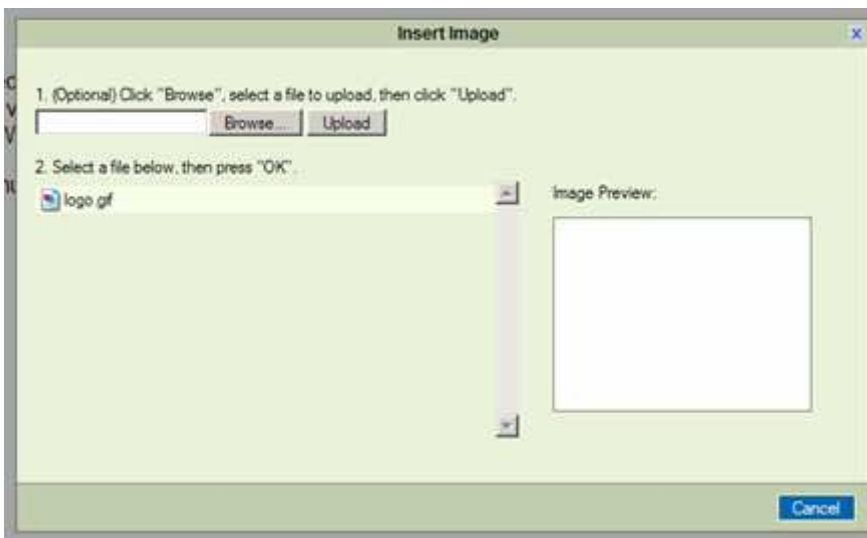
When you locate the picture and select it, then click "upload". After uploading, the picture will appear in your picture file list.
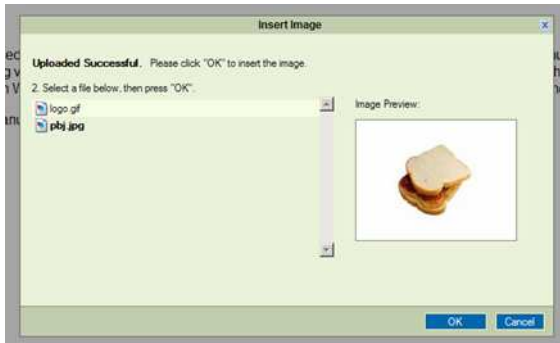
Select it and click "OK" to put the picture in your wiki.

Note: If you want to see a list of your files and pictures without going into editing mode, click the "files" button while viewing the wiki. From here you may also rename and delete files or pictures.

How can I make a picture smaller on my wiki page?

1. When in editing mode, click the picture you want to resize in order to select it.
2. Click and hold on the lower right corner of the picture and drag to make the picture bigger or smaller.

How do I delete or rename files or pictures?

To delete files and images, go to the Files page. (Button at top of wiki)
All your files and pictures will be listed.
Click on the "X" to delete or click on the "R" to rename them.

How can I change a page back to an earlier version? (revert)

Follow these steps to revert to an older revision of a wiki page.

1. Log in as administrator or moderator.
2. Click on the link "Show all pages" at the bottom of the wiki.

3. Find the page you want to revert.

4. Expand the revision list by clicking on the plus sign.

5. Open the revision you want to revert to.

6. Finally click the "Revert page to this revision" button.
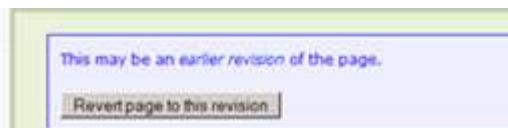
How to add a table

1. Click the "Insert/Edit Table" button in the editing toolbar.
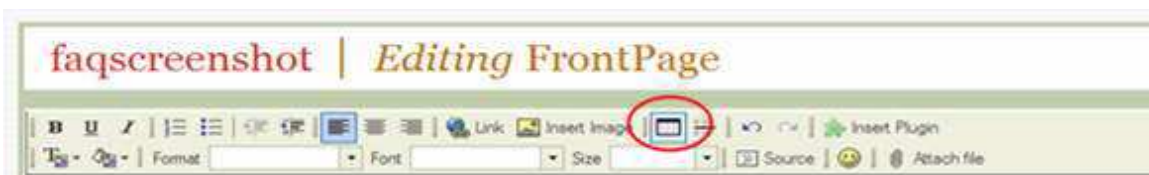
2. In the "Table Properties" window, decide how you want your table to look.

3. Click "OK". Your table will be shown in the editor.

How to add rows or columns to a table

1. Right click in the area of the table where you wish to add a row or column.
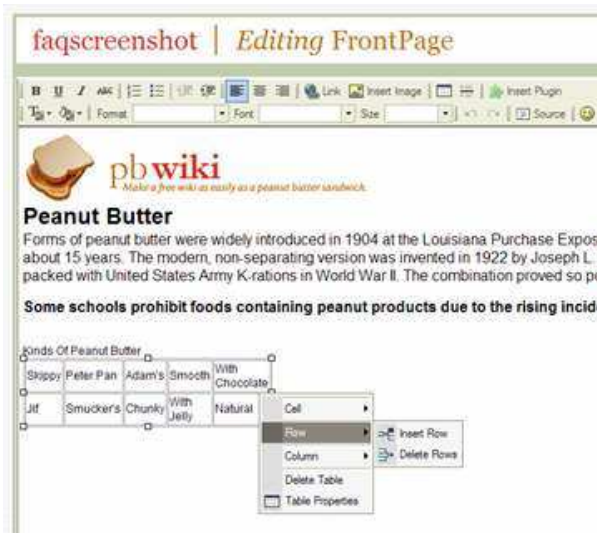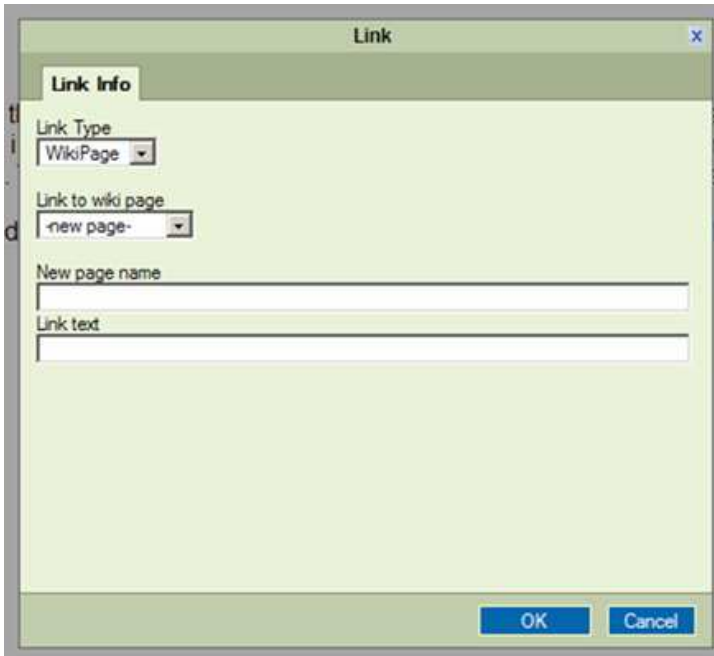
2. Choose "Insert Row" or "Insert Column".

How to link to a page

Click "Link" in the toolbar.
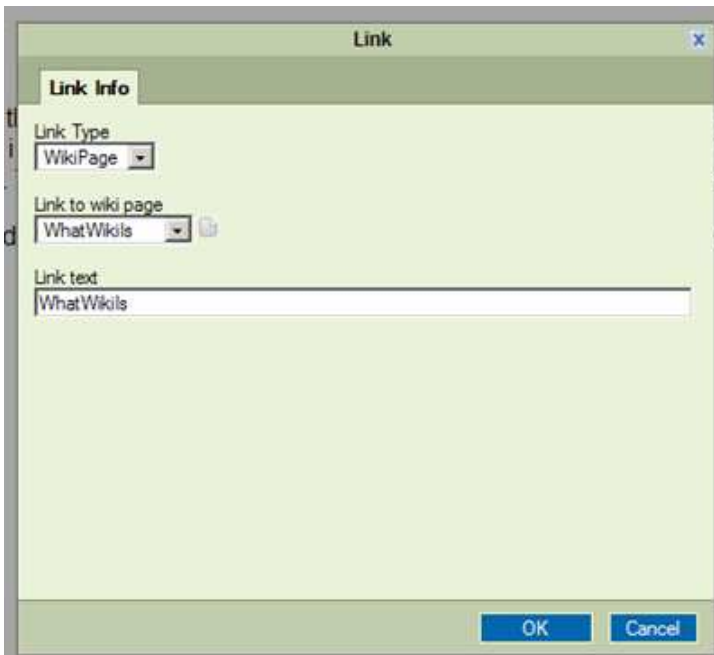
Make sure "WikiPage" is selected in the "Page Type" dropdown menu.

In the "Link to wiki page" dropdown menu, select the name of an existing page, in this case "WhatWikiIs".

In "Link Text" you can type the wording of the link you would like to use to link to the page. If you highlighted a word on the page before you clicked the "Link" button, that word will already be in this field.
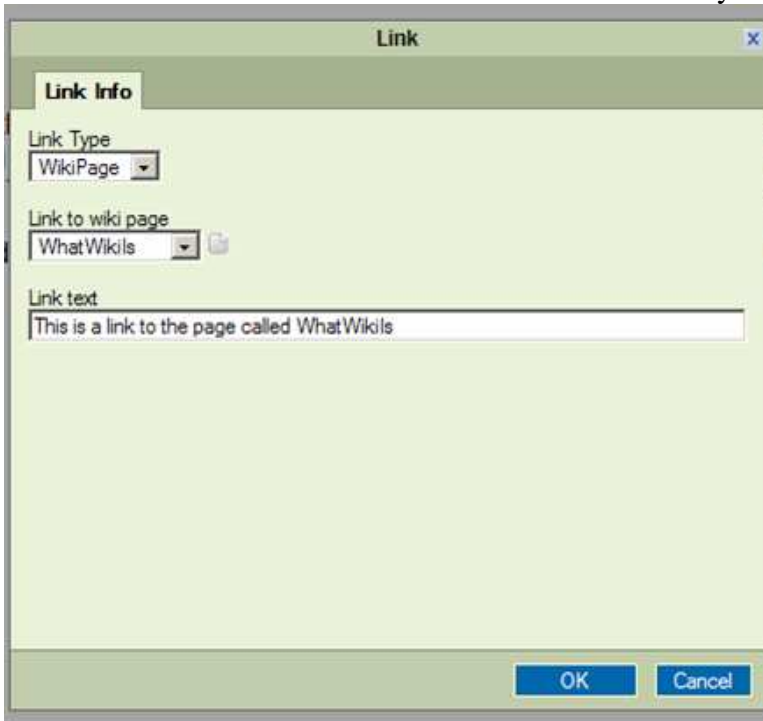
Click "OK".
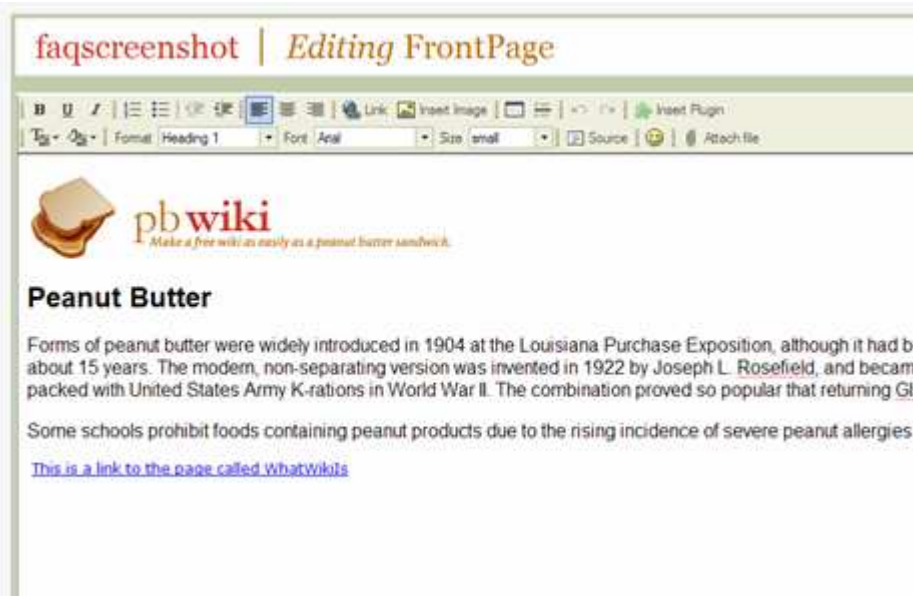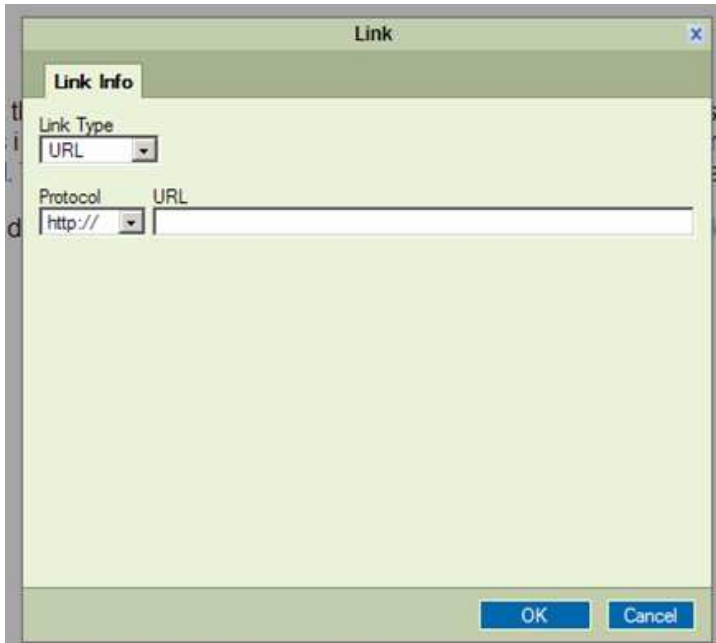

How to link to a web page on another site

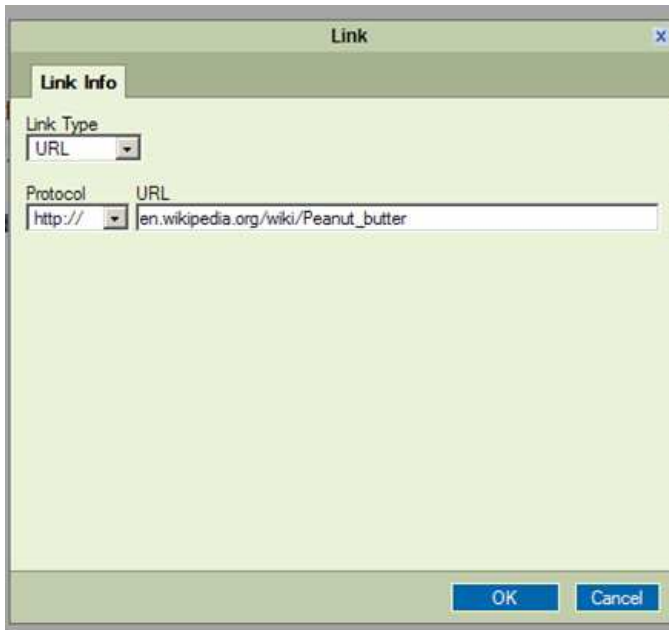Highlight a word you wish to use as the link to the site.

Click "Link" in the toolbar.

Select "URL" and choose the proper protocol (http://, news://, etc).

Paste the address of the page into the text box.
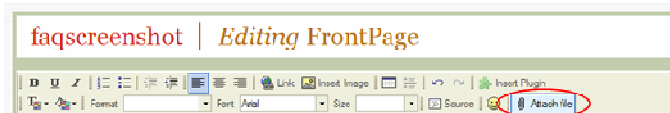

Click "OK"

Note: If you don't highlight a word before clicking "Link", the editor will insert the entire web address into the page as the link, as shown below.
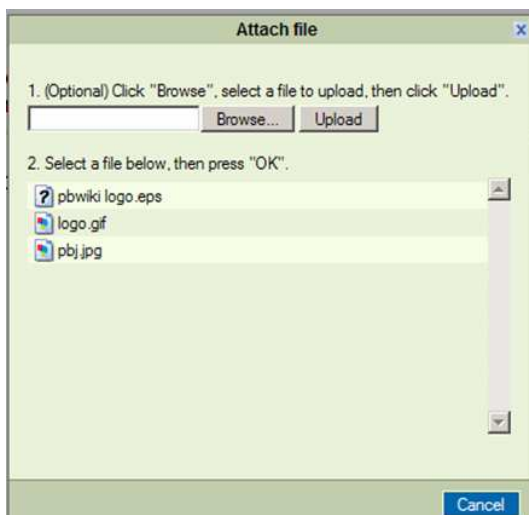

How do I attach a file?
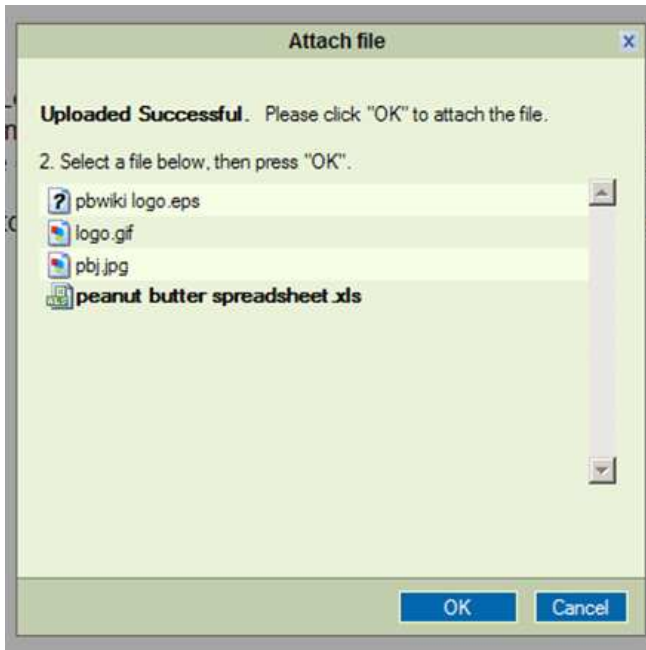
Click "Attach file" in the editing toolbar.

Click "Browse" to find the file on your computer.

When you locate the file and select it, then click "upload". After uploading, the file will appear in the files list.

Select it and click "OK" to put the file into your wiki.

Note: If you want to see a list of your files and pictures without going into editing mode, click the "files" button while viewing the wiki. From here you may also rename and delete files or pictures.

Help is on the way!

If you need help getting started, editing content, adding content, removing content, adding or removing images, or anything else related to the TRSL wiki (or even creating a wiki for your own library), please feel free to contact the Tennessee public library wiki support team:

Lynette Sloan – email: lynette.sloan@state.tn.us

Polly Potter – email: polly.potter@state.tn.us

We're here to help you be part of Library 2.0