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# IAC Wiki FAQ



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## How do I edit a page?

- Click on the Edit icon  located in the upper right corner of the page.
  - Move your mouse over a chapter heading. The Edit icon  will appear at the end of the heading. Press on the icon to edit the chapter.
  - Note that you have to log in to edit a page.
  - **Don't be afraid to edit a page!** You cannot destroy anything. Older versions of a page are always preserved and can be restored easily.
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## How do I create a new page?

There are several possibilities to create a new page (topic):

- Click on  **Create New Topic** in the left bar
- Click on the New icon  located in the upper right corner of the page.
- If you type a WikiWord inside a page that is not yet a Topic Name, you will see a question mark behind the word. Clicking on the question mark will create a new Topic.

If you create a new page inside a Web, the new topic will belong to the same Web. Pages can be moved easily to other Webs (see this question)



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## How do I write Wiki pages?


The Foswiki Syntax is very easy to learn. Have a look at the following pages:

- WikiSyntax - A few simple Wiki syntax rules that are already sufficient for most cases
  - EditingShorthand - Complete set of formatting rules
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## How do I move a page to another Web? How can I rename a page?


- Click on the Tools icon  located in the upper right corner of the page
  - Select **Rename**
  - If you want to **move** the page, choose as **New location** the Web you want the topic to be moved to
  - If you want to **rename** the page, choose a **New topic name**
  -  **Important:** In case topics in other Webs are linking to your page, press **Search in all Webs** to find all links to your topic.
  - Verify whether all links to the page have to be updated. If a link should not be updated, deselect it.
  - Finally press **Rename** and your page will be moved or renamed, and all links to you page will be updated.
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## How do I change the "parent" of a page?

- Click on the Edit icon  located in the upper right corner of the page.
- Instead of the **Text** tab select the **Settings** tab and change the name of **Parent topic**.
- BTW the parent is used for the breadcrumbs path you see at the top of a topic. For example  
You are here: Climphys » ProjectCMIP5 » ProjectCMIP5Data



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## How do I delete a page?

- Click on the Delete icon  located in the upper right corner of the page
  - Choose **Delete** to move the topic into the Trash.
  - By the way, normally it doesn't make sense to update links to your deleted topic. In contrast you should manually remove the links to your deleted topic from the other pages.
  - Only the Wiki administrator can restore a deleted page from the Trash.
- 


## How do I view or compare older revisions of a page?

There are several ways to do it:



- Click on the History icon  located in the upper right corner of the page
  - Click on the Diff icon  located in the upper right corner of a page to view the difference between two revisions. You can then navigate with the navigation buttons at the top of the page (⏮ ⏪ ⏩ ⏭ )
  - In the browser add **?rev=X** to the end of the URL, where **X** is the revision number. For example to see revision 6 of this document type <https://wiki.iac.ethz.ch/IT/WikiFaq?rev=6>
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## How do I restore to a previous version of a page?

### Use Tools

- Click on the Tools icon  located in the upper right corner of the page
- Scroll down to **Restore topic** and type in the revision number of the old version and press **Restore**
- The old revision of the page will be open in the editor. Press **Restore** to save it

### Use History

- Click on the History icon  located in the upper right corner of the page
  - View the revision of the page you want to restore by select it under **View Previous Topic Revision**
  - Now click on the Restore icon  located in the upper right corner
  - The old revision of the page will be open in the editor. Press **Restore** to save it
- 

## Why does the topic revision not increase when I edit a page?

The same topic revision will be used when you save a topic again within a certain time frame (one hour by default). This is to prevent unnecessary topic revisions when you do several edit cycles in a row. Note that a **new revision** is created if another person edits the same topic, regardless of the time. You can **force** to create a new topic revision by selecting **Force new revision** at the bottom of the editor before saving the topic.

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## What happens if two of us try to edit the same page simultaneously?



The Wiki allows multiple simultaneous edits of the same topic, and then merges the different changes automatically. You probably won't even notice this happening unless there is a conflict that cannot be merged automatically. In this case, you may see the Wiki inserting "change marks" into the text to highlight conflicts between your edits and another person's. These change marks are only used if you edit the same part of a topic as someone else, and they indicate what the text used to look like, what the other person's edits were, and what


your edits were.

The Wiki will warn if you attempt to edit a topic that someone else is editing. It will also warn if a merge was required during a save.

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## Is it possible to get a notification if somebody is changing a topic?

Yes, click on the Subscribe icon  located in the upper right corner of the page. You will be then added to the Notification List for this topic. Notifications are send daily by email at **11:00 am**. To unsubscribe click on .

You can also manually edit the Notification List for each Web. Click on the icon  in the left bar of each Web.

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## What's the purpose of the different Webs?

Each IAC group has its own Web (Atmcirc, Atmosdyn, C2SM?, Chemie, Climphys, Hyclimm, Hymet, Landclim, S2S, Wolke). There is one Web for IT related information (IT), one Web for general IAC related information (IAC) and one Web that is visible without login (Public).

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## How do I create a new Web?

Just send an email to UrsBeyerle and specify the name of the Web to be created.

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## How to logout?

Since your browser is caching the authentication, you have to exit your browser to completely log off from Wiki.

For more information about Wiki logout and why it is not automatically working see <http://twiki.org/cgi-bin/view/TWiki/HowToLogOff> or <http://httpd.apache.org/docs/1.3/howto/auth.html#basicfaq>.

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## How do I make a Wiki topic visible for everybody?

Per default all Webs are only visible for users that are logged in. The exception is the Public Web.

- Put your Wiki topic into the Public Web to make it readable worldwide.
- If for some reason, you would like to make a topic in a "closed" Web visible for everyone, you can overwrite the default access control rule with

```
* Set DENYTOPICVIEW =
```

For more information see WikiAccessControl.

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## Can external people use our Wiki?

An external user can not log into our Wiki. But he can view all pages which are accessible for the unauthorized user **WikiGuest**. If an external user needs to view restricted parts of the Wiki or wants to contribute to the Wiki by creating or editing topics, we can give him a temporary account on NETZH. Please







What happens if two of us try to edit the same pagesimultaneously?

contact either UrsBeyerle or DanielLuethi.

Edit | Attach | Print version | History: %REVISIONS% | Backlinks | View topic | More topic actions  
Topic revision: r13 - 11 Jan 2023 - 20:34:15 - UrsBeyerle

- ☐ IT

- Log In

-  **IT Web**
-  Create New Topic
-  Index
-  Search
-  Changes
-  Notifications
-  RSS Feed
-  Statistics
-  Preferences
- **Webs**
- ☐ Public
- ☐ System

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Ideas, requests, problems regarding Wiki? Send feedback