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This is a heading

---++ And so is this

And so is this

- %TOC% will insert a table of contents

Slide 16: More common formatting

- A blank line gives a paragraph break
- --- on a line of its own gives a horizontal bar
- Text in stars **like this** looks **like this**
- Text in underscores *_like this_* looks *like this*
- Text in equals signs *=like this=* looks *like this*
- Bulleted lists use three spaces followed by an asterisk (*) at the start of the line
 - ◆ The depth of the bullet is given by the number of spaces, in multiples of three

You type	You see
* Bullet	• Bullet
* Sub-bullet	◆ Sub-bullet

- Numbered lists use a number in place of the *. The list is numbered automatically, so you can just use a 1

Slide 17: Even more.....

- You can create a table using vertical bars:

```
| Cat | Feline |  
| Bear | Ursine |  
| Wolf | Lupine |
```

- appears as

Cat	Feline
Bear	Ursine
Wolf	Lupine

- %RED% %ENDCOLOR% will change the colour of the enclosed text. Lots of colours are available (%RED%, %GREEN%, %BLUE% etc)

Slide 18: WikiWords

- One special hieroglyph that is **very important** is a WikiWord
 - ◆ a word that starts with uppercase, then some lowercase, then more uppercase (a.k.a CamelCase)
- This has a special meaning to Foswiki. If it matches the name of another topic, Foswiki will automatically create a link to that page for you.
- If there is no such page, then the word is highlighted and has a question mark put after the word, LikeThis?
- If you click on the question mark, then Foswiki will invite you to create that page.

- This lets you enter the names of topics you *think* should exist, but don't yet
 - ◆ You, or someone else, can always come along later and click on the question mark!

Slide 19: Referencing other pages and URLs

- WikiWords automatically link to the target page
 - ◆ You can make these links easier to read using square brackets:
 - ◇ `[[WikiWords]][bumpy words]]` appears as [bumpy words](#)
- An ordinary URL pasted into text will appear as a link - `http://www.google.com`
 - ◆ You can also prettify URLs using square brackets:
 - ◇ `[[http://www.google.com/]][Google]]` appears as [Google](#)
- Use `%SEARCH`. This is an interface to a sophisticated search engine that embeds the results of the search in your page. See `System.Macros` for full details.

Slide 20: More formatting



- There's **lots** more formatting available, see `TextFormattingRules` and `WikiSyntax`
- *If you are a real masochist, you can even enter raw HTML tags!*
- **Important** to *disable* unwanted formatting, use `<nop>`
 - ◆ `<nop>_word_` appears as `_word_`

Slide 21: Creating new pages


- Alternative ways:
 - ◆ Click on the question mark after a WikiWord
 - ◆ Type in the name of the topic in the "Go:" box
 - ◆ Type in the name of the topic in the URL
- Any time you try to visit a page that doesn't exist, Foswiki will invite you to create it.
- Make sure the names of topics are always WikiWords.

Slide 22: Attachments

- Attachments are files which have been uploaded and attached to a Foswiki topic using the **[Attach]** link in the toolbar.

I	Attachment	Action	Size	Date	Who	Comment
	Sample.txt	manage	0.1 K	22 Jul 2000 - 19:37	ProjectContributor	Just a sample
	Smile.gif	manage	0.1 K	22 Jul 2000 - 19:38	ProjectContributor	Smiley face

- Attachments are simply files, in whatever format you want.
- Foswiki recognises some file formats, notably image files (.gif)

◆
Write `%ATTACHURL%/myco.gif` to see this: 

Slide 23: Wiki Culture

Enough about mechanics; how is a wiki actually *used*? Well, that's really up to you, but there are a number of tricks that the wiki community has developed for collaborative writing that work pretty well:

- What can I edit?

- ◆ Anything. But it's good etiquette to sign your contributions
 - ◆ If someone doesn't want you to edit a page, it's up to them to say so, clearly, on the page
- But what if somebody doesn't like my edits?
 - ◆ In Foswiki, they can always recover the old revision and re-instantiate it if they really want to
 - ◆ Otherwise they should regard your changes as an opportunity for discussion
- Pages in wiki are (usually) in one of three "modes"
 - ◆ DocumentMode
 - ◆ ThreadMode
 - ◆ StructuredMode

Foswiki doesn't automatically distinguish between these modes; they are purely semantic.

Slide 24: DocumentMode

- A page in DocumentMode usually comprises a contribution which is written in the third person and left unsigned.
- The piece of text is community property
 - ◆ It may have multiple and changing authors as it is updated to reflect the community consensus.

Slide 25: ThreadMode

- Thread mode is a form of discussion where the community holds a conversation
- The discussion usually starts out with a statement, at the top of the page, that is subsequently discussed
- The page may be periodically "refactored" (edited) to remove some of the comments
 - ◆ As long as the comment is accurately reflected in what replaces it, nobody usually minds.
 - ◆ Remember to always maintain a complete list of contributors, though!

You may see a comment box on a page in ThreadMode that makes it easy to quickly add your inputs. Typing in a comment and adding it to a page this way is known as "blogging" 😊

- ThreadMode is rather like an e-mail thread
 - ◆ Except that new comments are usually added to the end
- ThreadMode pages often get refactored into DocumentMode

Slide 26: StructuredMode

- A page in StructuredMode follows some predefined structure for example
 - ◆ An agenda
 - ◆ A set of meeting minutes
 - ◆ A requirement description.
- Pages in StructuredMode will usually have rules governing how they are edited.

Slide 27: Other Wiki tricks - Categories

- A Wiki trick for grouping pages together
- Example: to group together a set of pages all relating to the weather:
 1. Create a page called 'CategoryWeather'
 2. Put a SEARCH that contains the word 'CategoryWeather' into it


```
◇ %SEARCH{ "CategoryWeather" nosearch="on" nosummary="on" }%
```

3. Put the WikiWord 'CategoryWeather' on all the pages relating to the weather (usually at the bottom, below a horizontal bar)

Slide 28: Contributed features

Basic Foswiki is rich with features, but is enriched even further by the addition of optional plug-in modules that may (or may not!) be installed in your Foswiki. These are classified as either *skins* (modules that change the look-and-feel) or *plugins* (modules that enhance functionality).

Here's a brief description of some of the more common plugins, together with the tags you might expect to see in topics if they are used. You can find out more by visiting the plugin pages.

- ActionTrackerPlugin: Support **action tags** in topics, with **automatic notification** of action statuses %ACTION...
- CalendarPlugin: Show a **monthly calendar** with highlighted events %CALENDAR...%
- CommentPlugin: Support **rapid entry of short comments** (also known as **blogging**) %COMMENT...
- ChartPlugin: Create PNG or GIF **charts to visualize data in Foswiki tables** %CHART...
- EditTablePlugin: Edit Foswiki tables using **edit fields and drop down boxes** %EDITTABLE...
- InterwikiPlugin: Define **shortcuts** for links to **common external sites**

Slide 29: More plugins

- RenderListPlugin: Render **bullet lists in a variety of formats** %RENDERLIST...
- SlideShowPlugin: **Create web based presentations** based on topics with headings %SLIDESHOWSTART...
- SpreadsheetPlugin: Add **spreadsheet calculations** like "\$SUM(\$ABOVE())" to tables located in Foswiki topics %CALC...
- TablePlugin: Control **presentation and sorting of tables** %TABLE...
- TWikiDrawPlugin: Add **quick sketches** to pages %DRAWING...

The following plugins are installed on this Foswiki: TWikiCompatibilityPlugin, SpreadsheetPlugin, AutoViewTemplatePlugin, BreadCrumbsPlugin, CalendarPlugin, ChartPlugin, CommentPlugin, DBCachePlugin, EditChapterPlugin, EditTablePlugin, ExplicitNumberingPlugin, ExternalLinkPlugin, FilterPlugin, FlexWebListPlugin, GluePlugin, HeadlinesPlugin, IfDefinedPlugin, ImagePlugin, InterwikiPlugin, JQueryLibPlugin, JQueryPlugin, LatexModePlugin, LdapNgPlugin, MathModePlugin, NatEditPlugin, NatSkinPlugin, NewUserPlugin, PreferencesPlugin, RedirectPlugin, RenderListPlugin, RenderPlugin, SendEmailPlugin, SetVariablePlugin, SlideShowPlugin, SmiliesPlugin, SubscribePlugin, SyntaxHighlightingPlugin, TablePlugin, TagMePlugin, TwistyPlugin, UploadPlugin, VarCachePlugin, VotePlugin, ZonePlugin

There are many other plugins, see <http://foswiki.org/Extensions/WebHome>

Slide 30: Credits and Acknowledgements

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 - ◆ Foswiki:Main.WalterMundt
 - ◆ Foswiki:Main.SvenDowideit
- The latest version of this presentation is available at Foswiki:TWiki.BeginnersStartHere, where you can also provide feedback

Related topics: WelcomeGuest, WikiCulture, TwentyMinuteTutorial, TopicsAndWebs, WorkingTopics?

Edit | Attach | Print version | History: %REVISIONS% | Backlinks | Raw View | More topic actions

Topic revision: r1 - 12 Sep 2009 - 04:07:34 - ProjectContributor

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