

# Alzheimer's Disease Center (ADC) Administrator's Manual

## What is a Wiki?

A wiki is computer software that allows users to easily create, edit and link web pages using any web browser. Wikis are often used to create collaborative websites and intranets for sharing and managing knowledge. Ward Cunningham, developer of the first wiki WikiWikiWeb, originally described it as "the simplest online database that could possibly work." Wikipedia is the most famous wiki.



*Wiki Wiki* is a reduplication of *wiki*, a Hawaiian-language word for *fast* and the name of the shuttle bus line at Honolulu International Airport.

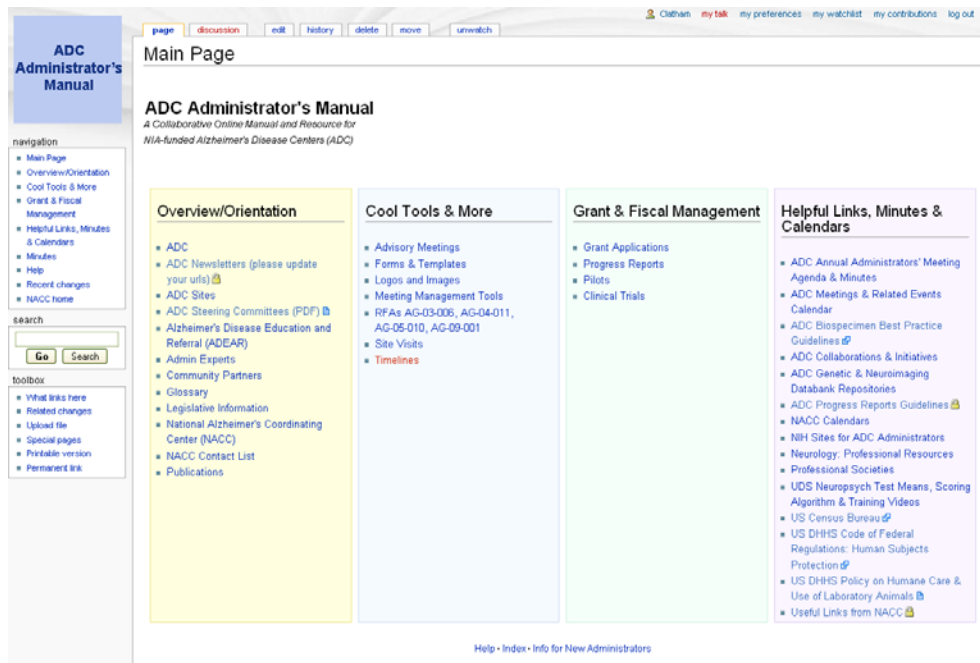
## Wiki Structure (in general)

Wikis are divided into namespaces. Generally, you will be in the *main* namespace, which is where all the articles are. The other namespaces you might use are:

- **Preferences:** Clicking on the "*my preferences*" link takes you to a page where you can change your email, password, watchlist, name, etc. Only the admin can change your username.
- **Help:** Documentation about using the wiki software.
- **Talk:** Each article page has a corresponding *discussion* page. This can be used for feedback/comments about that page or other additional information that you may want to associate with the page without modifying the document directly.
- **User:** Each user has a corresponding user page for personal use. You can add links, your bio, your picture, notes, presentations, whatever helps you. You can also leave a note on someone's talk page to contact them (note that it is not a private communication, and it is good practice to "sign" your note with "~~~~"). You get to your userpage by clicking on the link showing your username in the upper right corner of any page.
- **User talk:** The discussion page on a user's page can be used for leaving messages. If this page is edited, the next time that user logs in they will see a box notifying them that they have new messages. You can access your User Talk page by clicking on the "*my talk*" link in the upper right corner.

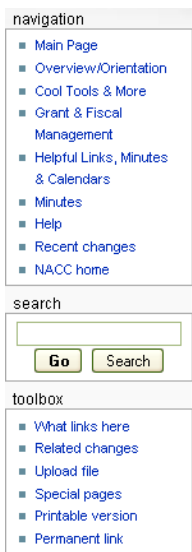
# The ADC Admin wiki

The URL is: <http://depts.washington.edu/naccmail/mediawiki/index.php>. Your usual NACC username and password should get you in.



## Navigation

The Main Page and the navigation bar on the left side of your screen have links to many of the pages or categories in this wiki.



## Help

Links to the online help can be found on the Main Page and in the navigation bar on the left side of your screen.

## Search


On the left-hand side of your screen there is a Search box with two buttons under it labeled **Go** and **Search**

1. Type your keyword in the search box (search is not case sensitive)
2. Clicking **Go** (or *Enter* on keyboard) will take you automatically to the article, if it exists, or to a link that lets you create the article
3. Clicking **Search** will search the text of all pages on the wiki

## Printing

You can print any page by using the **Printable version** link in toolbox bar on the lower left side of your screen.

## User Links

 Username [my talk](#) [preferences](#) [my watchlist](#) [my contributions](#) [log out](#)

At the top right of your screen are the user links that include your user page, your preferences and your watchlist (a list of pages that you are watching for updates)

- Use these pages to customize this wiki to suit you
- Typical changes are to complete your personal information and set up email notification on the **User Profile** tab and revise criteria to automatically add pages to your watchlist on the **Watchlist** tab
  - You can also add any page to your watchlist by clicking on the **watch** tab at the top of any article. If you set up email notification, then the wiki will automatically email you with notification of any changes to that page.

## Editing Articles



- Click the **edit** tab at the top of the article.
- Make changes to the text in the edit box.
  - If you're merely editing the text like fixing spelling mistakes or grammar, inserting new sentences, etc, then you don't have to worry too much about formatting
  - When you do need to format the text, you do it using wiki syntax (see below)
- Before you click **Save page**, it is considered good practice to enter a *very* brief summary of your change(s) in the **Summary** box between the edit window and the **Save** and **Preview** buttons.
  - It can be quite terse. For example, if you just enter "typo," people will know you made a minor spelling, punctuation correction or some other small change.
  - You can mark an edit as a **Minor edit** by checking the appropriate box before you save. This is used to show others that your edit is not something substantive. There's no strict rule on when to do this, but spelling corrections and formatting changes like adding a space or a wikilink are minor edits. In other words, changing the presentation is generally minor but changing the content is not.
- Optionally preview your changes with the **Preview** button.
- Click the **Save page** button.

## Undoing Your Edits

If you try something, and it turns out very badly, you can undo your edits:

1. Click on the **History** tab
2. Click the two radio buttons that represent the change(s) you made and what version you want to go back to
3. Click the **Compare selected versions** button
  - The differences between the two versions will be highlighted for easy comparison, and at the top of each column will be the date and time of the version/revision
4. Click the **undo** link at the top (under the time and date) to undo the changes in the current version and revert it back to the revision you selected
5. Click the **Save page** button at the bottom of the page to save the "undoing"



**Note:** **Rollback** will roll the page all the way back to the original installation. If you choose this option by accident, don't panic, and follow the steps above to undo your edit!

# Formatting Content



To edit a page, simply click on the link "Edit" tab on top of an article and start writing. When you are in edit mode, there are a few buttons at the top of the editing box with the most common commands. Select the text you want and then click on the **bold**, *italic*, link, embed, etc. buttons to get what you need. You can hover your mouse over the button to get a description of the button.

If you want to format your text using wiki markup, here are the basics:

<i>Wiki text</i>	<i>Result</i>
<code>''italic''</code>	<i>italic</i>
<code>'''bold'''</code>	<b>bold</b>
<code>''''bold and italic''''</code>	<b><i>bold and italic</i></b>
<code>== level 2 headline==</code> <code>===level 3 heading===</code> <code>====level 4 heading====</code>	Headings in different sizes (save level 1 headings for page names)
<code>[[Link to another page]]</code> <code>[[Link different title]]</code>	Internal link to another page on the wiki Internal link with description
<code>[http://www.example.org]</code> <code>[http://www.example.org Text]</code>	External link (will appear as a number and arrow) External link with description
<code>[[Category:Example]]</code>	Add article to category "Example"
<code>----</code>	Horizontal line
<code>* one</code> <code>* two</code> <code>** bullet point under two</code>	Bulleted list with sub-points
<code># one</code> <code># two</code> <code>## two point one</code> <code>* bullet point under two</code>	Numbered list with sub-points
<code>[[Image:File.jpg Text]]</code>	Image with alternative text
<code>[[Media:File.doc Text]]</code>	Download link to file uploaded to wiki with alternative text
<code>--~~~~</code>	Signature with timestamp (date & time)

Note that wiki markup ignores single line breaks (returns). If you copy and paste a large chunk of text into the editing window, you may need to add an extra return between each paragraph to leave an empty line between them.



Another good rule of thumb is to categorize the pages you create by adding `[[Category:YourCategory]]` at the bottom of the page when you're in edit mode.

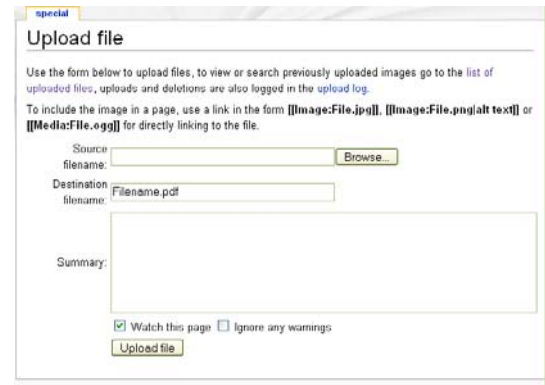
- To add an article to the Overview category, type: `[[Category:Overview]]`
- A single page can be in as many categories as are relevant

# Uploading Files

If a form or template will be used repeatedly by different people with different content, then you might want to upload the template for everyone. If the file contains information that people might want to search for and may change over time, then you should probably copy the content and paste it into a new page.

To upload a file,

1. Go to the page where you want to add the file
2. Click on the **Edit** tab
3. Type `[ [media:filename.pdf | Title ] ]` in the editing window where you want the file to show up
  - o Replace "filename.pdf" with the actual name and extension of the file
  - o The "|Title" is optional and can be used to display a title or description of the file
4. Click **Save** at the bottom of the page
  - o The link will be red since there is no file linked yet
5. Click on the red link, which will take you to the upload file window
  - o You can also get to the upload file window from the **toolbox** in the sidebar
6. Next to the **Source filename**, click **Browse** to locate the file on your computer
7. The **Destination filename** should be the same as you put in your link, i.e. "filename.pdf"
8. Fill in the **Summary**, if necessary
9. Click the **Upload file** button
10. There will be a link at the bottom of the page to take you back to your page - click on it
  - o The link should now be blue, showing that there is a file attached



The screenshot shows a web form titled "Upload file" with a "special" tab. The form includes instructions on how to use the upload function and how to link to the uploaded file. It contains several input fields: "Source filename" with a "Browse" button, "Destination filename" (pre-filled with "Filename.pdf"), and a "Summary" text area. At the bottom, there are two checkboxes: "Watch this page" (checked) and "Ignore any warnings" (unchecked), followed by an "Upload file" button.

# Creating Pages



Always search first and make sure the page you want doesn't already exist. If it does exist, just edit it to add or change what you need.

If it doesn't already exist, the simplest thing to do is,

1. Type the name of the article you want in the **search** box on the left of your screen
2. Click **Go**
  - o You will get a result saying the page doesn't exist and a red link to create the page
3. Click on the red link
4. Enter your text in the **Edit** window
5. Click **Save page** at the bottom of the page

# Tables



A good general rule of thumb is to avoid using a table unless you need to. Table markup often complicates page editing.

## Wiki table markup summary

---

{	start table
+	table <b>caption</b> , <i>optional</i> ; only one per table and between table start and first row
-	<b>table row</b> , <i>optional on first row</i> -- wiki engine assumes the first row
!	<b>table header</b> cell, <i>optional</i> . Consecutive table headers may be added on same line separated by double marks (! !) or start on new lines, each with its own single mark (!).
	<b>table data</b> cell, <i>required!</i> Consecutive table data cells may be added on same line separated by double marks (   ) or start on new lines, each with its own single mark ( ).
}	end table

---

The above marks must **start on a new line** except the double pipe (| |) and exclamation points (! !) for optionally adding consecutive cells to a line.

## Simple table

The following table lacks borders and good spacing but shows the simplest wiki markup table structure

Orange	Apple
Bread	Pie
Butter	Ice cream

```
{|
|Orange
|Apple
|-
|Bread
|Pie
|-
|Butter
|Ice cream
|}
```

## Alternative

For more table-ish looking wiki markup, cells can be listed on one line separated by | |. This does not scale well for longer cell content such as paragraphs, but it works well for short bits of content, such as our example table. Extra spaces within cells in the wiki markup can be added, as in the example below, to make the wiki markup itself look better but they do not affect the actual table rendering.

Orange	Apple	more
Bread	Pie	more
Butter	Ice cream	and more

```
{|
| Orange || Apple || more
|-
| Bread || Pie || more
|-
| Butter || Ice cream || and more
|}
```

# Wiki Text Cheat Sheet

**Starting a new page from an existing page:** Open an existing page, add a link to the page you want and save the change. To create the page, click on the red hyperlink. (Links to pages that don't exist are in red.)

## Basic Formatting

"*italic*" 2 single quotes  
"**bold**" 3 single quotes  
"***bold and italic***" 5 single quotes  
Empty line Paragraph return  
~~~~ Insert username and date  
Start line with a space to avoid reformatting  
<nowiki>text w/o wikification</nowiki> in box

## Headings

== level 2 headline==  
===level 3 heading===  
====level 4 heading====

## Lists

\* Itemized list Bulleted list  
\*\* Second level  
\*\*\* Third level  
# numbered list Numbered list  
## second level  
### third level  
; DNA: Deoxyribonucleic acid Definition list  
;; rDNA: Ribosomal DNA  
: Colon indents line Indented text  
:: more indented line  
---- Horizontal line

## Links

We research [[Alzheimer's disease]] internal link  
*Note: Links to pages that don't exist will be in red. To create the page, simply click on the red link to create it.*  
[[ROI|Region of Interest]] is ... Alternative text  
[http://www.google.com Google] External link  
[http://www.google.com] [1]

## Images and Files

Here is a picture [[Image:wiki.jpg]] Picture  
[[Image:wiki.jpg|frame|Caption]] with frame  
[[Image:wiki.jpg|thumb|Caption]] with thumbnail  
[[Image:wiki.jpg|thumb|300px|Caption]] sized  
[[Media:filename.pdf|PDF]] Download PDF

## Tables

```
{| Simple 3x3 table
| top left || top middle || top right row 1
|- new row
| mid left || mid middle || mid right row 2
|- new row
| bottom L || bottom M || bottom R row 3
|} end of table
```

```
{| border=1 Start framed table
|+ Patient List caption
|- bgcolor=grey first row has a grey background
! Name !! Age !! Sex headers
| Peter || 72 || Male 3 cells of row 1
|} end of table
```

## Categories

[[Category:CatName]] Create/add category  
[:Category:CatName]] Link to category  
[[Category:People|Einstein, Albert]] Sort under Einstein  
Special:Categories Lists all categories  
*Note: Categories can be member of other categories to create a hierarchy of categories. Images can be part of a category.*

## Policies

**Naming articles** The name of the article is at the same time the article headline as well as the link for the article. The first character is always automatically capitalized. Use lowercase for second and subsequent words, unless it's a name. Preferably, use singular nouns. Use spelled-out phrases and redirects for acronyms and abbreviations. The following characters are not allowed in page titles: # + < > [ ] { } /. The maximum length is 255 characters.

**Editing** Be bold in updating articles. If you see a mistake, content, spelling or grammar, please edit the page and correct it immediately. Perfection is not required. This is a collaborative effort. Save incomplete articles or outlines for others to add their knowledge. Avoid duplication and inaccuracy.

**User Pages** Use your page to keep your contact information current. Add anything else that is useful to you and others.

**Watch Lists** Add pages to your "watchlist" by clicking on the "watch" tab at the top of each page. Clicking on the link to "My watchlist" at the top of your screen allows you to see all the changes made to the pages you care about. Use your preferences to set up email notification of changes as well, if you like.

**Preferences** Clicking on the "my preferences" link in the upper right while logged in allows you to change your preferences. Verify your email address to enable the wiki to email you when your user page or pages in your watchlist are changed.