Quick Guide for Wiki Users

This quick guide is intended for both user and space administrators of Aalto Wiki.
For more detailed information about Space Administration please read:

Tip: Functions introduced in the quick guide are worth practicing, in your personal wiki space (Aalto users only).
1. First time user?

If you are a first time user, you might want to know a bit more about Confluence. The video below is a general overview. Length of the video is 2.42 minutes.

2. Logging in and signup

You can log in by clicking the ‘Log In’ link at the top right of the page. Then you have three ways of logging in:

1. Users with Aalto user account can use the Login With Aalto User ID -option.
2. Login as Trusted Partner, if you have a user account issued by another Finnish university. Check the up to date list of HAKA-members.
3. If you have a username and password only for Aalto Wiki, you can use the Login with separate user account -option.

Log out using the ‘Log Out’ link. Ensure logging out of the WebLogin or HAKA service by closing the browser.

3. Dashboard and Wiki Spaces

Wiki terminology:
<table>
<thead>
<tr>
<th>Wiki</th>
<th>A tool for collaborative work.</th>
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<tr>
<td>Collaboration tool / Wiki Engine</td>
<td>The actual software used for working. Aalto Wiki uses Confluence by Atlassian.</td>
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<tr>
<td>Wiki Space / Space</td>
<td>Collection of one or more wiki pages with its own settings and administrator. All wiki pages belong to some wiki space. All spaces have their own pages, blog, RSS-feed and comments.</td>
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<tr>
<td>Wiki Page / Page</td>
<td>Single page in a wiki space. A page can have child pages (that can have child pages etc.)</td>
</tr>
<tr>
<td>Dashboard</td>
<td>Front page of Aalto Wiki collaboration platform.</td>
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The Dashboard

The dashboard lists the wiki spaces you have permission to view as well as their most recent updates. It also keeps a list of most popular contents of the wiki. You can go to the Dashboard from any wiki space using the link at the top left of the page.

The Dashboard shows Popular content across the wiki, and also populates a list of updates from favorite spaces, your contact network etc.

Dashboard also lists your favorite Spaces, Pages and your Network. It also shows some of the Global Spaces that you are allowed to view. To make a space your favorite (so that you can follow it's updates more easily) just click on the star next to the Spaces name. A lit up start means that the Space is already in your favorites list. You can also add a Space in the Space Directory (Browse -> Space Directory)
4. User Profile and Settings

Each wiki user has a user profile. You can view your profile by clicking your username in the upper right corner and choosing Profile from the dropdown menu. You can also access your Personal Space, Network and Settings from this same menu.

On the profile page you can easily change your profile details and picture. You can also view your latest activity, and check what your network is up to (from the Network tab).

⚠️ Users with Aalto -username and password cannot change their password from the profile page, but have to use salasana.aalto.fi - service.

Personal Space

Each Aalto -user has the option to create an own Personal Space. This wiki space is intended to use as your own as you like it. You can use it to take notes, make your own "homepage" in the wiki, share information or what ever you want. It has the same possibilities as other wiki spaces and can be closed or opened to the other users. But it's your own.

Creating Personal Space

When you first log into Aalto Wiki with Aalto -username you have no Personal Space. You can create one by clicking open the drop down menu from your username (on the top right part of the page) and selecting Create Personal Space.

5. Administering a Wiki Space

Wiki Space administrator is responsible for wiki space backups! Instructions for taking backups are here.
Each wiki space has an administrator who can define the space settings, such as layout and permissions. Each wiki space also has its own news items, comments, RSS feeds and attachments.

In Global Theme (theme automatically applied to a new wiki space) Space admin tools can be found:

- The Create button is present in the upper navigation banner.
- In this context the Create button defaults to creating new pages for the current wiki space.
- The Sidebar. The Sidebar is a new feature, it can be modified from Configure Sidebar - menu.
- The sidebar can be modified to contain automatic links, manually input links etc.
- Space Tools -menu is now present in the lower left hand corner of the sidebar. From here you can access all the Space admin menus you are familiar with.

  The Space tools - menu only appears in the sidebar in the Global Theme!

In documentation theme (theme that you can apply to a wikispace from space admin) the space admin tools are found:

- The 'Browse' link (next to Create button in top bar) takes you to:
  - Pages: all the pages of the space arranged by the last modification date, by location or alphabetically.
  - Labels: tag words used on the pages. The bigger the tag word font, the more frequently the word is used.
  - Attachments: files attached to the space.
  - Advanced: e.g., RSS feed
  - Space Admin: e.g., assigning space permissions

6. Wiki Pages

6.1 Creating and Editing Wiki Pages

Pages are added to wiki spaces by using 'Add' -menu (top right of the page) and choosing Page. The new page will automatically become a child-page (a sub-page) of the page you were using when you added the new page.

You can also create a page from a template. Templates are pages with some content / features already in them. They can be used to keep memos of meetings etc.

Each wiki space can also host a blog. You can add new blog-posts from the Add - menu. From the Add menu you can also include attachments into the wiki space. These attachments can then be used in different wiki pages in the space.
Enter the title (mandatory) and content of the page in the Edit -page that opens up. Always save the page by clicking 'Save'. After creation, the page can be edited by using Edit -button when viewing the page. Remember to save your page after editing.

For more info on the editor please watch this video by Atlassian (Link redirects to YouTube) : Content creation in Confluence editor

6.2 Adding Comments on the Pages

You can add a comment on the page by clicking the write a comment -area at the bottom of the page. When you have written a comment, click 'Save'. The comment writing area has the same basic features as the page editor. Please note that anonymous and basic user -comments are subject to be checked by Akismet -spam filter. The comment author may remove the comment using 'Remove'.

6.3 Linking

To create a link, first select the text functioning as a link, and then click the link icon at the top of the editor. Internal and external links are created differently:

- An internal link (another wiki page or space): choose the link target from the drop-down menu of the ‘Search’ tab in the ‘Choose a Page’ window and type e.g. " in the search field -> Click 'Search'. Click on the title of the page you chose, and finally click 'Save'. A link made this way will work even when the target address or location changes. (kuva)
- To create an external link, write the link address under the ‘Web link’ tab. Save the page.

6.4 Attachments and Images

Wiki allows downloading page-specific attachments with the help of the ‘Attachment’ tab. The number on the tab indicates the number of attachments.

You can add attachments into a page from the page -edit view, either by using the Insert - menu in the top bar of the editor or from the bottom of the editor from the Attachments -button.

There are three ways to attach images:
1. Click Insert/Edit image, ‘Browse’ and select an image from your computer.
2. Upload the image as an attachment to the page. Now the image may be selected via the Attachments’ tab.
3. Upload the image into the page by dragging and dropping the image from your computer into the editor in the wiki.

7. User Groups

Users of the wiki service fall into four categories:
1. **Anonymous Users**
   - Do not log into the wiki service
   - Have permission to read and comment on public wiki pages

   ![Checkmark icon] If you want to hide your information from anonymous users, be sure to check the Permissions from the Space Admin -page.

2. **Visitors**
   - Have access to the same information as Internet search engines
   - External cooperation partners of Aalto etc.
   - Log in to the wiki service separately. A Visitor has to create an separate user account from [signup]-page.
   - Space Admin adds Visitors to groups or into the wiki space.

3. **Identified Users**
   - All reliably identified users are part of the 'haka_users' group
   - Users from Aalto universities are part of the 'aalto_users' group
   - Persons who are enrolled as present at Aalto are part of the 'aalto_student' group
   - Aalto employees are part of the 'aalto_staff' group
   - Space Admin adds identified users to groups.

4. **Space Administrators**
   - Are in charge of administering individual spaces
   - You become a Space Administrator automatically when you create a page

The rights and responsibilities of different user groups and the service rules are explained in detail in the wiki service terms and conditions. Identified users are also bound by the rules of their home organizations.

8. **Labels and restrictions**

   Each page can be given labels and restrictions. These can be added and modified from the bottom part of the editor.

   Each page may be assigned user-defined tag words or 'labels'.

   ![Labels.png](Unrestricted 7 Attachments 5 Labels)

   **Hint:** You can drag and drop images and Office files from your computer!

   Labels may be freely chosen by the page creator, and their purpose is to help the user find wiki pages on a certain topic. The labels can be used when searching, or grouping information. There is also a macro for displaying information from pages with certain labels.
Restrictions

You can give a wiki page restrictions that give you additional permission control. You have to first give all the users you want to use any of your wiki pages permissions in Space Permissions. After that you can restrict pages so that only some of the users allowed into the space will be able to view/edit them.

You can restrict the page to be viewed and/or edited by certain person/persons or group/groups. Page restrictions can be created by viewing the page, then choosing Tools -> Page Restrictions.