Twiki Getting Started Guide
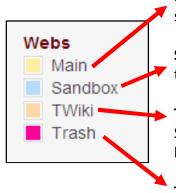
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Basics

To get you started, your TWiki site includes links in the lower left navigation bar, under "Webs."

Webs
☐ Main
☐ Sandbox
☐ TWiki
■ Trash

Main _(type Main.WebHome to link to it)_: This is the main area for your site, with all the pages, categories, and other assets you create and add.

Sandbox _(type Sandbox.WebHome to link to it)_: try out TWiki syntax and tips without making a mess of your main site.

TWiki _(type TWiki.WebHome to link to it)_: Think of this as your Site Settings and Tips. You can manage users, groups, and other preferences here through links in the left bar.

Trash _(type Trash.WebHome to link to it)_**:** The Trash page shows you a list of things that have been deleted.

Adding Categories, Pages, Files, & Images

Your new site makes it easy to add content by appending text to the website address. This site uses WikiWord references to make it easy to create pages and link to them. A WikiWord consists of two or more words with initial capitals, run together. A TWiki topic name always has a fixed format: two or more words with initial capitals, run together.

To **create content** in the Main area of your site (also called the Main "web"):

- o   Click **Create New Topic** in the left bar, or,

- o   Type the name of the topic (e.g., ProjectSchedule) in another page. Once you save the page, that WikiWord will become a link ProjectSchedule. Click the link and you'll have the option to create the page if it doesn't exist already. If it does exist, you'll just move to the page.

- o   Click **Attach** to **a**dd a file to the page.

You can also **create categories** to organize your pages:

1. Create a page using the WikiWord structure, with Category as the first word. For example, the end of your website address would look like this: view/Main/CategoryMeetings

2. Add a Search variable to that page just by typing in the page: %SEARCH{"CategoryMeetings" nosearch="on" nosummary="on"}%

3. As you create and edit pages you want to add to that category, type CategoryMeetings at the bottom on a line by itself and save. The pages will now appear when you view that category.

Page Editing, History & Options

The nice thing about your new site is that you can edit freely and see the history for any page. Once the page exists, you can use links on the bottom of the page.

Edit | Attach | Print version | History: r1 | Backlinks | Raw View | Raw edit | More topic actions

- o Click **Edit** to make changes to the content and save as a new version.

- o Click **History** to see all the content that was added, changed, or deleted. The page includes all versions starting with the most recent.

- o Click **More topic actions** to select and compare versions, or to select a previous version and roll back to it.

Managing Users & Pages

As the administrator, you can manage users, groups, and other assets. You can find the Users and Groups by clicking on the **Preferences** link (in the left navigation bar):

- o **Users** (*type Main.TWikiUsers to link to it)* lists all the users for the site.

- o **Groups** (*type Main.TWikiGroups to link to it)* lists all the groups for the site and gives you options to add new ones.

Visit TWiki.ATasteOfTWiki page for great tips of what you can do on your new TWiki site!