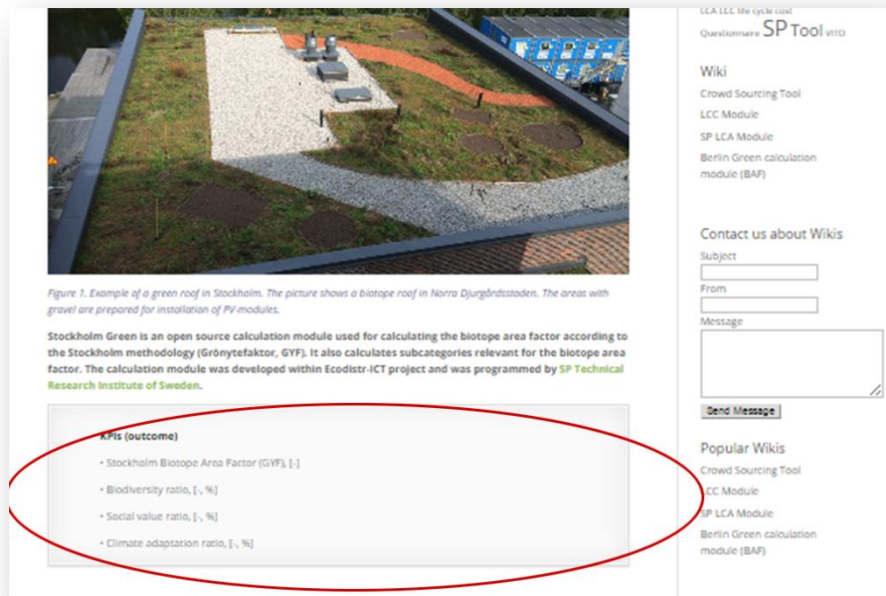# Managing the Wiki section of Ecodistr-ict.eu

Background information

- The Wiki functions are enabled through the Wordpress plugin **Wiki Pro** from WPMU DEV. More details here: https://premium.wpmudev.org/project/wordpress-wiki/?nhtz=b&utm_expid=3606929-91.15T0nlf8TFCqo1W_BlZjGg.1&utm_referrer=https%3A%2F%2Fpremium.wpmudev.org%2Fprojects%2Ftag%2Fpublishing%2F%3Fnhtz%3Db

- A WPMU Dev full membership is mandatory to get plugin updates and support 24/7. However, even if the membership is cancelled (which it will be since the monthly cost is rather high) we have been promised that the Wiki functionality will remain the same – within reason, we might have to renew our membership once or twice in the future to get necessary updates.

- The Wiki Pro plugin allows all types of publishing and editing of new and existing Wiki posts made from back-end (the Wordpress interface).

- Publishing of sub-wikis and editing of existing Wikis can also be made from front-end. Initially publishing and editing is restricted to logged in users with the roles of admins, editors, authors and contributors. This setting can be changed by admins. Admins can also add new users.

Publish new Wiki from Wordpress

- Log in to Wordpress, http://ecodistr-ict.eu/login-admin, using your ordinary user name and password. In the dashboard, find **Wikis**. Choose **Add Wiki**.

- **Enter the title** – this will also be shown as the posts headline and form part of the url so it should be correct from start.

- Write or paste text in the big white box.

- **Image** or video can be added using the **Add Media** function. The button takes you to the media library. If your image isn´t already uploaded you do it here, click Add New, select the file(s) you want to upload, insert the image you want in the post. The normal dimension for the top image is 1024x400 pixels, normal setting Center. If you want you can add the image caption when uploading/editing the image – or write the caption as italic text directly beneath the top image, it looks nice. You can insert any number of images in the post and change settings to right or left.

- The first paragraph is the **introduction** to the article, use ordinary paragraph format but make it bold (click the B in the tool menu).

- Also use bold paragraph format for **subheadings** in the post.

Figure 1. Example of a green roof in Stockholm. The picture shows a biotope roof in Norra Djurgårdsstaden. The areas with gravel are prepared for installation of PV-modules.

Stockholm Green is an open source calculation module used for calculating the biotope area factor according to the Stockholm methodology (Grönytefaktor, GYF). It also calculates subcategories relevant for the biotope area factor. The calculation module was developed within Ecodistr-ICT project and was programmed by SP Technical Research Institute of Sweden.

- The little grey box above is called an ET box. You add it like this: Click this symbol ▦ in the tool menu, use the default **shadow**, write or paste your text in the box **Content goes here**, click **Ok**. That inserts the box but you probably want to do some formatting: Make the header bold and insert paragraphs by pressing Enter.

- Insert **links**: Highlight the **Link text**, click the chain symbol (Insert/edit link), write or paste the url. If the link is external, click the little gear (=Settings) and tick the box **Open link in a new tab**, click Add – or Update – link.

- Upload **documents:** Go to Media, choose **Add new**. Upload the document in the same way as you earlier uploaded an image. Each document gets a unique url, insert link to this url as described above, remember to tick the box Open link in a new tab.

- **Insert table:** The easiest way, which is also fully responsive, is to copy the table from the original Word document. Start a new Word document, paste the table. No need to change the design - with this simple method it won´t have any effect in Wordpress anyway. Now go to Archive and **Save as**. Choose the File format **Simple Web Page**, Save. Now open the document again, highlight and copy the table, go to your Wiki post and paste it.

- **Final Settings:** To the right you have a column with settings for this Wiki post.
    - **Wiki Categories:** Tick the boxes for the relevant categories. If necessary you can add a totally new category – if so don´t forget to choose a relevant parent category (if there is one). The categories will show at the bottom of the post and in the Category list on the Wiki section page.
    - **Wiki Tags:** Write relevant tags in the box, click add. You can also choose from the most used wiki tags. The tags will show at the bottom of the post and also in the Wiki tag cloud on the Wiki section page.
    - **Attributes**: If your Wiki is a sub-wiki to an existing Wiki, add the relevant Parent Wiki.
    - Ignore the Sidebars box, sidebars are already set in the template.
    - Ignore the Wiki E-mail notifications box – the notifications do not function properly anyway.

- **Wiki Privileges** – tick the relevant box, normally **Users who can edit post in this site**.
- Ignore the Featured image box.
- **Save and publish**. When you feel ready, click **Publish**. Within seconds the post is published and visible on the internet. If you are not ready for this you can always choose **Save Draft** and publish later. The important thing is to save your changes before you leave the post.
- If you want to check what your post looks like before publishing you can use the **Preview**. In the preview mode some elements, such as sidebars and links, may look a bit strange. Ignore that.

Edit existing Wiki from Wordpress

- In the dashboard, find **Wikis**. Choose **Wikis**. Find the Wiki you want to edit in the list, click **Edit**.
- Do the editing, use **Preview changes** to check the effect, when satisfied click **Update**.

Edit existing Wiki from front-end

- Go to http://ecodistr-ict.eu/wiki-section
- Find the Wiki you want to edit.
- If you are a logged in ecodistr-ict Wordpress user (editor, admin, author or contributor) or if editing is also allowed by other site users or by anyone you will see the tab **Edit**. Click to open the post.
- Do the editing and click **Save**.
- Admins on ecodistr-ict.eu will NOT get any notification when editing is done from the front end.

Creating and publishing new sub-wiki from front-end

- The main Wikis can only be published from Wordpress but you can create and publish sub-wikis from front-end.
- Go to http://ecodistr-ict.eu/wiki-section
- Find the Wiki you want as "parent" to your sub-wiki. If you are a logged in user (editor, admin, author or contributor) or if editing is also allowed by other site users - or by anyone - you will see the tab **Create new**. Click to open.
- The interface is familiar, it's a basic Wordpress Wiki post. Add the content you want, choose categories and tags and click **Save**.
- The administrators get an email-notification as soon as a new post is published.

Discussion and History

- Anyone on the internet can see three tabs on each Wiki post: **Page** (shows the full post), **Discussion** and **History**.
- **History** is a default setting in the Wiki template, not much you can change here. The tab shows all the changes and all the editing and by whom it was done.
- **Discussion** is allowed by a default setting for the site ecodistr-ict.eu. This default setting can be disabled for all new posts on the site – including new Wikis - by choosing Settings, then Discussion, in the Wordpress dashboard. Untick the box Allow people to post comments on new articles, then Save changes.

- Discussion can also be **disabled for individual posts**, new or already published. Do like this: Open the Wiki you want to close for discussion, scroll down to **Discussion**, untick the box **Allow comments** and then **Update**.
- Admins will get an email notification if there is a new comment.

Can I revert unwanted editing?

- Yes, and the easiest way is to do it from the front-end.
- Find your Wiki and open the **History** tab. From here you can compare revisions and – if you wish – click **Restore** to go back to an earlier version.
- If you choose to revert editing and it might be controversial it´s always wise to post a comment (Discussion tab) to explain why.

Can I protect a post from being edited?

- No, not by the same methods as on Wikipedia. But you can limit the rights to edit posts by managing users in Wordpress (for example delete troublesome users or change their role to Subscribers. Subscribers cannot edit posts).
- However there is no easy solution to lock editing made by admins, editors, authors and contributors who are logged in to their Wordpress accounts.
- If this creates a problem in the future WPMU DEV´s solution is to install another plugin, Lock Posts, where a Super admin gets authority to protect posts from being edited, even by admins. To download the plugin you need a WPMU DEV membership. More about the plugin here:
  https://premium.wpmudev.org/project/lock-posts/?utm_expid=3606929-91.15T0nlf8TFCqo1W_BlZjGg.0&utm_referrer=https%3A%2F%2Fpremium.wpmudev.org%2Fforums%2Ftopic%2Fhow-can-i-lock-wiki-pages

The Wiki sidebar

- Wiki Posts have a special sidebar, different from the rest of the site.
- This sidebar is enabled by the plugin **Custom Sidebars Pro** from WPMU DEV.
- You manage the Wiki sidebar by choosing **Appearance**, then **Widgets** in the Wordpress Dashboard.
- The Wiki sidebar shows an image widget and several special Wiki-widgets – if you want to make changes add, delete or move widgets go to **Custom Sidebars** – **Wiki sidebar**.

The Wiki Section-page

- The page http://ecodistr-ict.eu/wiki-section is a totally widgetized page, a special solution only used here.
- The widgetized page is enabled by the plugin **Widgetize pages Light**, a free plugin from OTWThemes. The widgets include an image widget and some of the Wiki widgets that comes with Wiki Pro.
- The Wiki widgets are updated automatically.
- Hopefully you won´t have to do a lot of changes - but if necessary you can find more information about the plugin here:
  http://otwthemes.com/product/widgetize-pages-light-wordpress-plugin/

The Calculating modules and Supporting modules pages

- The pages http://ecodistr-ict.eu/calculation-modules/ and http://ecodistr-ict.eu/supporting-modules/ are built in the Divi builder (included in the Divi Theme) and shows the standard sidebar, blurbs and in the bottom an image element that links to the Wiki section page.
- The blurbs have the following settings:
  - **Title** – default header font, 18 p, bold (change to bold in the Advanced design settings).
  - **Url:** Insert the full url leading to a main Wiki post. Tick Url opens in the same window.
  - **Use icon:** No.
  - **Image:** Format 1024x683 pixels. Image placement Top. No animation.
  - **Content:** Approximately 150 characters, text colour dark, text orientation left. At the end of the paragraph the words "Read more" linking to the same url you used earlier, for the blurb itself.