

**XWiki User Manual**  
for the  
**Transportation Corridor Agencies**

**Contract No. xxxxxxxx**



**BRiC-TPS**  
TOLLING SOLUTIONS

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**October 2018**

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## Version Control

Revision	Description of Change(s)	Author	Date
01	Initial Version	F. Begum	10/19/2018
02	Changes	F. Begum	xx/xx/2018

Draft

## 1 Introduction to XWiki

XWiki is an open-source software platform that comes with a WYSIWYG editor and allows you to create, edit, format, and share wiki pages. You can also Administer, Copy, Rename, Delete, and Export your wiki pages.

XWiki is divided into Wikis and Pages. Inside a wiki, you can create a hierarchy of pages, by creating pages inside other pages. This feature is called Nested Pages. From this area you can add new pages by clicking the "+" button.

### 1.1 About This Manual

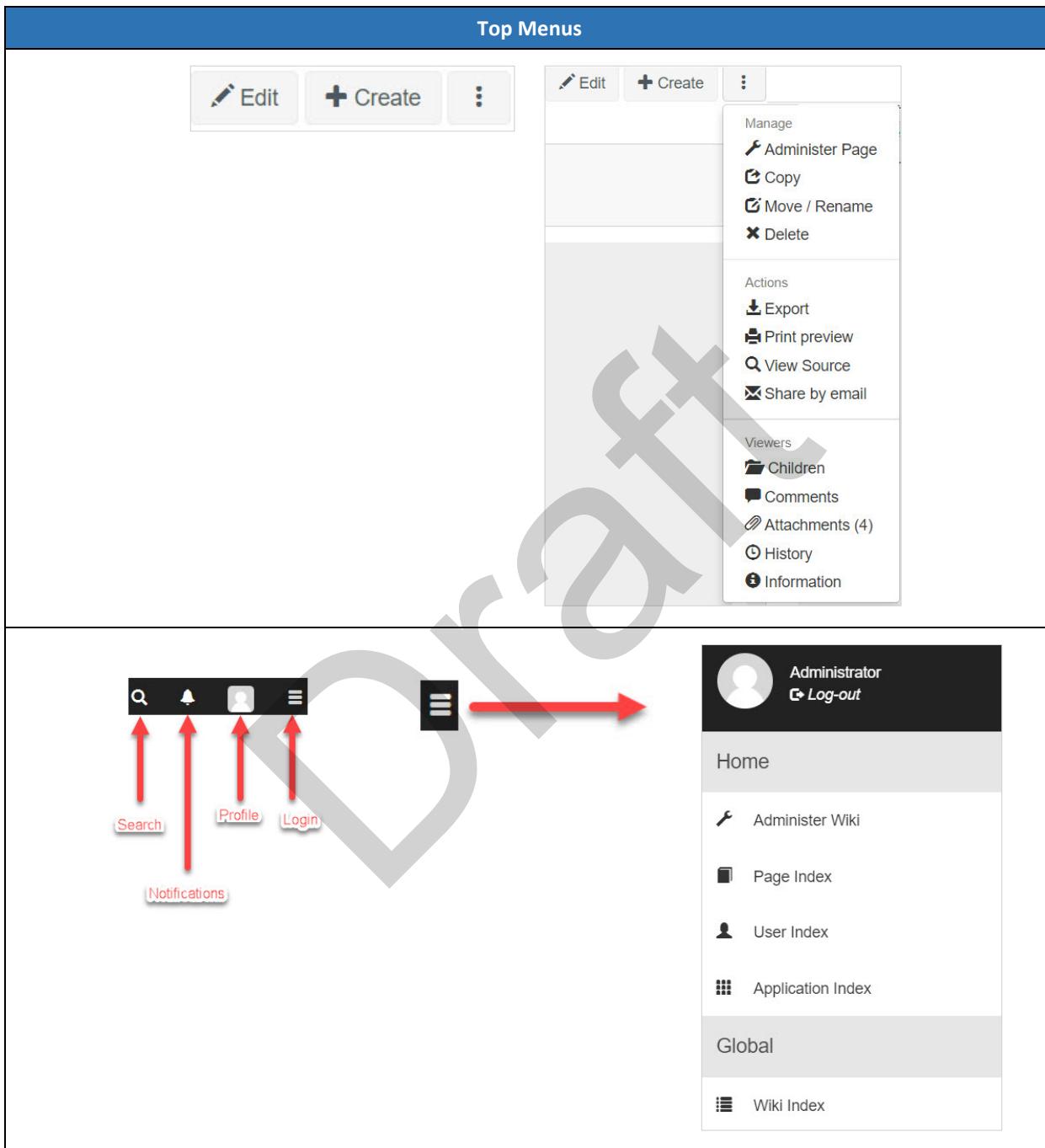
This manual is intended as a QuickStart guide to show you the basic features and functionality of XWiki software. For details on any topics, links to the appropriate sections in the XWiki official user guide are provided for your convenience.

Using this manual, you can:

- Login to XWiki
- Create a Wiki
- Create, edit, and format pages
- Check version history and compare any two versions of your page
- Comment, attach files, and view page information
- Add links to your pages
- Insert and edit images
- Insert and edit tables
- Create new users
- Set user rights
- Export wiki pages in various formats
- Share pages with others

## 1.2 Menus

Let's start by scanning the following menu images to get familiar with each tab and option.



Once you're logged into XWiki, Edit/Create and the expanded menu items become available to you immediately. On the far-right corner, you have Search, Notifications, Profile, and the drawer icon that you'll use to log into the system. The expanded drawer menu allows you more features: Administer Wiki, view Page, User, Application, and Wiki indexes.

There are four tabs in the bottom part of your wiki page: Comment, Attachment, History, and Information. If you have any comments, the (0) will change to a different number. If you attach an item in the Attachment area, the (0) will be replaced by the number of attachments. The details on these are shown later.

The screenshot shows the bottom menu area of an XWiki page. It features four tabs: 'Comments (0)', 'Attachments (0)', 'History', and 'Information'. The 'Attachments (0)' tab is highlighted with a red box. Below the tabs, there are buttons for 'Preview', 'Add comment', and 'Cancel'. The 'Comment Menu' section contains buttons for 'Comments (0)' and 'Attachments (0)'. The 'Attachments (0)' button is also highlighted with a red box. Below these buttons, there is a message 'No attachments for this page' and a link 'Attach files to this page'. A file upload input field labeled 'Choose Files' is shown, with the placeholder 'No file chosen'. The 'Attachment Menu' section is labeled 'Attachment Menu'. The 'History Page' section shows a history table with 10 results. The 'History' tab is highlighted with a red box. The table columns are 'From', 'To', 'Version', 'Editor', 'Date', and 'Summary'. The 'Information' section shows a summary of included pages and backlinks. The 'Included pages' section says 'No included pages'. The 'Backlinks' section lists 'Sandbox' under both 'File' and 'Page' categories.

From	To	Version	Editor	Date	Summary
		Version coming from extension Sandbox Application 9.4			Rollback
		10.1	Administrator	2018/09/19 16:24	Current version Delete
		9.1	Administrator	2018/09/19 16:13	Rollback Delete
		8.1	Administrator	2018/09/19 16:11	Rollback Delete
		7.1	Administrator	2018/09/19 16:10	Rollback Delete

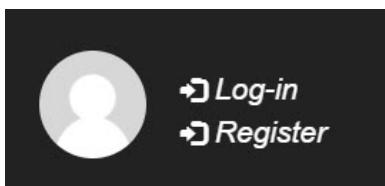
### 1.3 Login to XWiki

To login to XWiki:

- 1 Open a browser and enter the URL <http://xwiki.bric-tps.info:8080> and press **Enter**. You may also try clicking the link from this User Manual page. Customized XWiki Homepage opens.
- 2 Click to open the Drawer icon on the top right corner of the page and then click **Log-In**.



Drawer icon



- At the login prompt, enter Username and Password.

The form is titled "Log-in". It contains fields for "USERNAME" (with placeholder "Admin") and "PASSWORD" (with placeholder "....."). There are "Forgot your username?" and "Forgot your password?" links. A "Remember me" checkbox is present, and a blue "Log-in" button at the bottom.

The default XWiki administrator username and password are:

**Username:** Admin

**Password:** admin

Once logged in, you can change your password. **Edit/Create** buttons become available when you login to the system.

Icon	Description
	Use this button to edit the current page and start customizing your wiki to your needs.
	Use this button to add more pages to your wiki and create the hierarchy that best organizes your content.
	Use the breadcrumbs located above the title to navigate inside your pages. It's easy to get lost in a big wiki without them.

You can also use the Sandbox for more demo content. Use this space to experiment with your wiki's features.

## 1.4 Tips for Going Further

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**For everyone:**

[XWiki documentation on XWiki.org](#)

**If you're a user:**

[XWiki User Guide](#)

**If you're an admin:**

The [Administrator's Guide](#): general information for admins who need to customize their wiki (authentication, DB, performance tuning, etc.), and more generally everything you want to know about administrating XWiki, from installation to backups.

Read about [installing the standalone distribution](#)

Discover how to [create users and groups](#) and [handle rights on your wiki](#).

Learn how to customize the look and feel of the wiki ([skin](#), [color themes](#), [panels](#), etc.)

[XWiki Configuration](#):

**If you're a developer:**

[XWiki, the second-generation wiki](#)

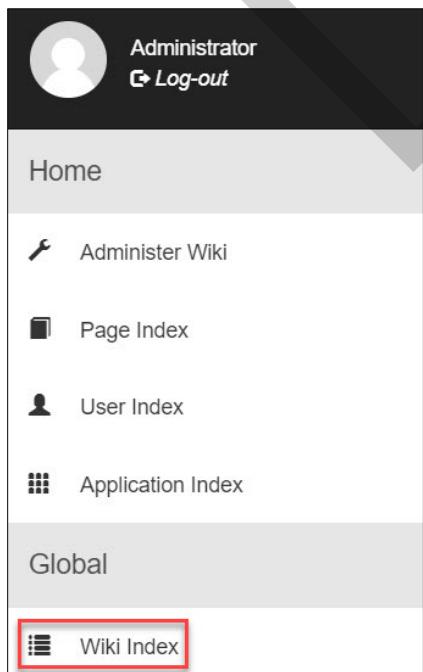
[XWiki Developer Guide](#): many resources about how you can take advantage of XWiki as an application platform

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## 1.5 Create a Wiki

To create a new Wiki:

- 1 Click the Drawer icon on the top right corner to open the dropdown. 



- 2 Click to open the Wiki Index. If there are other wikis, the Browse Wikis page will list them.

Name	Description	Owner	Creation Date	Membership Type	Actions
Main wiki	Main wiki	superadmin superadmin	2017/05/29 17:39	N/A	Edit  Delete
Newwiki1	This wiki discusses how to create a wiki using XWiki software.	Administrator Admin	2018/09/19 14:58	Open for any user to join	Edit  Delete

- 3 To create a new wiki, either click the **+ Create** button on the top right or the green **Create Wiki** button on the left. **Create a new wiki** window appears.

Step 1 — Choose a name

PRETTY NAME (Required)  
The display name of the wiki.  
Newwiki2

WIKI IDENTIFIER (Required)  
The unique identifier of the new wiki.  
newwiki2

DESCRIPTION  
A brief description of the wiki and its purpose.  
This is a wiki about learning XWiki.]

- 4 Give your wiki a name. The system automatically chooses an identifier. You may create a different one. In the Description box, enter a brief description of the wiki.

- 5 If this wiki to be used as a template, check the Template box. Then click **Go to next step**.

Step 2 — Choose members

OWNER (Required)  
A user who will always have all the rights on this wiki, independently of the rights configured in the Administration.  
Administrator

USER SCOPE  
Select what kind of users can access to the wiki:  
 Both global and local users are available in the wiki  
 Only global users are available in the wiki  
 Only local users are available in the wiki

MEMBERSHIP TYPE  
The way users can join this wiki:  
 Open for any user to join  
 Any global user can request to join but an admin must accept  
 Only an admin can send invitations to join this wiki

MEMBERS  
The users who can participate in the wiki:

- 6 If needed, Under **Choose members**, add users who will always have all the rights to this wiki.

- 7 Select user scope.
- 8 Select membership type.
- 9 Click the blue **Create** button to create your wiki. The system goes through the wiki creation process. Once done, the wiki completion page appears. The message displays the unique wiki identifier with the job creation details.

**Create a new wiki**

Last modified by superadmin on 2017/05/29 17:40

Wiki creation

The wiki **newwikelite** has been successfully created. You can now access it.

① Starting job of type [wikicreationjob] with identifier [wikicreation/createandinstall/newwikelite]  
① Starting job of type [install] with identifier [wikicreation/install/newwikelite]  
① Starting job of type [installplan]  
① Resolving extension [XWiki Enterprise Flavor - Sub Wiki 9.4] on namespace [Newwiki2]  
① Resolving extension dependency [XWiki Enterprise - UI - Common 9.4] on namespace [Newwiki2]  
① Resolving extension dependency [XWiki Platform - Legacy - Old Core 9.4] on namespace [Newwiki2]  
① Resolving extension dependency [XWiki Flavor 9.4] on namespace [Newwiki2]  
① Resolving extension dependency [XWiki Platform - Legacy - Old Core 9.4] on namespace [Newwiki2]

- 10 Click **Go to the wiki** button to view your new wiki. Now you can add pages to your wiki.

**Note:** *Before we start creating pages, the best way to get started with XWiki is to edit the Sandbox test pages. We'll do that in the next chapter.*

## 2 Editing Test Pages

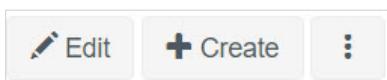
Let's start by editing a test page. This will help you understand how to work with Wiki pages. The test pages are located inside the Sandbox in the left navigational bar.

The screenshot shows the XWiki application interface. On the left, there is a sidebar with the following sections:

- Applications**: Includes links to Blog, Dashboard, Help, Menu, and Sandbox. The "Sandbox" link is highlighted with a red box.
- Navigation**: Includes links to Menu Home, Blog, Help, Home, and Sandbox. The "Sandbox" link is also highlighted with a red box.
- Sandbox**: Contains three sub-links: Sandbox Test Page 1, Sandbox Test Page 2, and Sandbox Test Page 3.

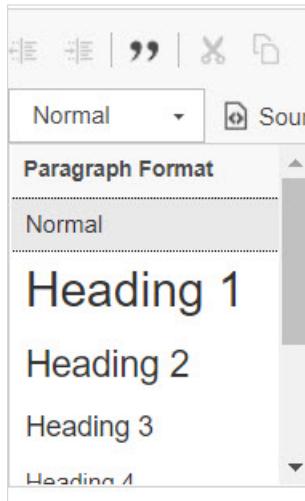
A large, semi-transparent watermark reading "Draft" is overlaid on the right side of the screen.

- 1 Click to open the Sandbox if it isn't open already, and then click to open any of the test pages.
- 2 Click the **Edit** button on the top right corner of the document area to edit the entire test page.



Alternatively, you may choose to only edit the first portion by clicking on the **Edit** pencil to the right of the section.

- 3 Replace the heading and the content. While in the Edit mode, you may choose to add more headings or subheadings and content by using the **Format** menu from the Menu Bar. But we'll get to that later when we create new pages.



**Note:** The details of creating and formatting pages are shown further down this manual.

- 4 Click **Save & View**. Your changes have been incorporated. The modified page now replaces the previous version.

Each version of the page is stored in the page history and can be rolled back, if needed.

From	To	Version	Editor	Date	Summary	Rollback	Current version	Delete
		Version coming from extension Sandbox Application 9.4						
		10.1	Administrator	2018/09/19 16:24			Rollback	
		9.1	Administrator	2018/09/19 16:13			Rollback	Delete
		8.1	Administrator	2018/09/19 15:11			Rollback	Delete
		7.1	Administrator	2018/09/19 15:10			Rollback	Delete
		6.1	Administrator	2018/09/19 15:08			Rollback	Delete
		5.2	Administrator	2018/09/19 15:08			Rollback	Delete
		4.3	Administrator	2018/09/19 15:00			Rollback	Delete
		3.1	Administrator	2018/09/19 15:58	Uploaded new attachment "varuna-cajira-423478-unplash.jpg", version [1]		Rollback	Delete
		2.1	Administrator	2018/09/19 15:55	Uploaded new attachment "varuna-cajira-423478-unplash.jpg", version [1]		Rollback	Delete
		1.1	superadmin	2017/05/29 17:43	Imported from XAR		Rollback	Delete

This history page displays the version numbers with the most current at the top, name of the editor, the date of editing, summary (if any), and Rollback and Delete options. On this page, you can also select any two versions to compare the changes.

## 3 Working with Version History

Clicking on the History button when viewing a page displays all the versions that were previously saved.

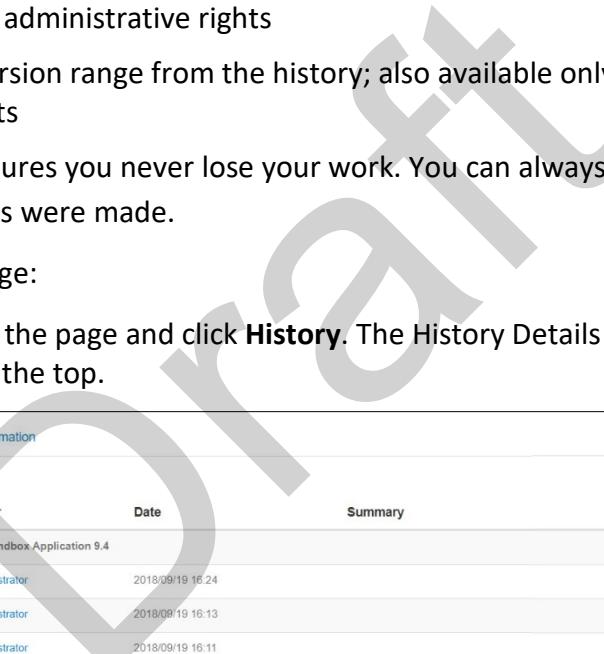
The history page can also be used to perform other actions:

- View a previous version of the page
- Compare any two versions
- Set an older version as the current version (rollback); available only if the user has edit rights on the page
- Delete a version from the history (useful for removing spam, for example); available only if the user has administrative rights
- Delete an entire version range from the history; also available only if the user has administrative rights

XWiki's version history ensures you never lose your work. You can always retrieve your previous content before the changes were made.

To view the history of a page:

- 1 Scroll to the bottom of the page and click **History**. The History Details page displays with most recent version at the top.



Comments (0)	Attachments (1)	History	Information				
Results 1 - 10 of 10							Page 1
From	To	Version	Editor	Date	Summary		
...	...	Version coming from extension Sandbox Application 9.4				Rollback	
...	...	10.1	Administrator	2018/09/19 16:24		Current version	Delete
...	...	9.1	Administrator	2018/09/19 16:13		Rollback	Delete
...	...	8.1	Administrator	2018/09/19 16:11		Rollback	Delete
...	...	7.1	Administrator	2018/09/19 16:10		Rollback	Delete

- 2 To rollback, click **Rollback** next to the desired version.
- 3 To delete a version, click **Delete**.
- 4 To compare two versions, choose any two versions and click **Compare Selected Versions** on the bottom left.

From	To	Version	Editor	Date
<input type="radio"/>	<input type="radio"/>	Version coming from extension <b>Sandbox Application 9.4</b>		
<input type="radio"/>	<input checked="" type="radio"/>	10.1	Administrator	2018/09/19 16:24
<input checked="" type="radio"/>	<input type="radio"/>	9.1	Administrator	2018/09/19 16:13

**Compare selected versions**

Delete selected version range

Show minor edits

The comparison between two page versions highlights the differences between page properties (title, content, parent, syntax, etc.), attachments, objects, and class properties.

To compare two versions, you need to select one of the radio buttons in the **From** column and then select the button corresponding to the version in the **To** column. You may choose to include minor edits in the comparison.

From version 2.1 → To version 8.1

edited by superadmin on 2015/03/24 21:33

Change comment: There is no comment for this version

## Summary

- [Page properties](#) (4 modified, 0 added, 0 removed)
- [Attachments](#) (1 modified, 1 added, 0 removed)
  - [XWikiLogo.png](#)
  - [file.txt](#)
- [Objects](#) (0 modified, 1 added, 0 removed)
  - [XWiki.JavaScriptExtension\[0\]](#)
- [Class properties](#) (0 modified, 1 added, 0 removed)
  - [age](#)

## Details

### Page properties

Title		
...	...	00 -1,1 +1,1 00
1		-Sandbox
	1	+The Playground

Author		
...	...	00 -1,1 +1,1 00
1		-XWiki.superadmin
	1	+XWiki.Admin

Syntax		
...	...	00 -1,1 +1,1 00
1		-XWiki 2.0
	1	+XWiki 2.1

Content		
...	...	00 -9,6 +9,7 00
9	9	* [[Sandbox Test Page 1>>Sandbox.TestPage1]]
10	10	* [[Sandbox Test Page 2>>Sandbox.TestPage2]]
11	11	* [[Sandbox Test Page 3>>Sandbox.TestPage3]]
12		+* [[Sandbox Test Page 4>>Sandbox.TestPage4]]

- 5 To delete the selected version range, click **Delete selected version range** in the Version History table.
- 6 To view all the versions, including minor ones, click **Show minor edits**.

## 4 Commenting, Attaching Files, and Viewing Page Information

Along with History, there are three more tabs at the bottom of each wiki page. They are, Comments, Attachments, and Information.

### 4.1 Add a Comment

To add a comment:

- 1 Type in your comments in the Comment field. By default, **Comments** tab is open.

The screenshot shows a user interface for adding a comment. At the top, there are four tabs: 'Comments (0)', 'Attachments (0)', 'History', and 'Information'. The 'Comments (0)' tab is highlighted with a blue border. Below the tabs, a message says 'No comments for this page'. Underneath, a user profile icon for 'Administrator' is shown with the text 'Administrator says:' followed by a large text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt'. At the bottom of the comment area are three buttons: 'Preview', 'Add comment', and 'Cancel'.

- 2 Click **Preview** to preview your comments.
- 3 Make changes if needed or desired and click **Add Comment**. Our comment has been published. Any number inside () shows an increment of 1.

The screenshot shows the same commenting interface after a comment has been published. The 'Comments (1)' tab is now active. The published comment from 'Administrator' is visible with a timestamp '2018/09/19 15:49'. The comment text is identical to the one in the previous screenshot. The 'Preview', 'Add comment', and 'Cancel' buttons are still present at the bottom.

To reply to a comment:

- 1 Click the Message icon to open the comment box. Type in your reply and click **Add Comment**. The comment is now added.

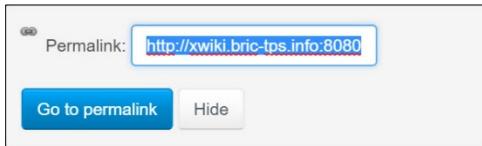


To edit a comment:

- 1 Click on it and then click the Pencil icon.
- 2 Make your changes and click **Save Comment**.

To view permalink of the comment:

- 1 Click the Link icon to open the Permalink popup.



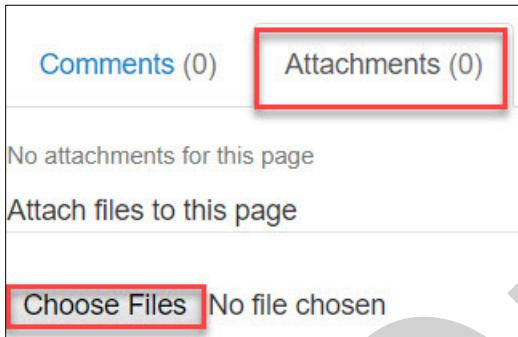
- 2 Click on **Go to permalink** if you want to view only the Comments section.

To delete a comment:

- 1 Click the comment you want to delete.
- 2 Click the X icon. A popup appears asking you if you really want to delete it. Click **Yes** or **No**. If you clicked Yes, the comment will be deleted.

## 4.2 Attach a File

- 1 To attach a file, go to **Attachments > Choose Files**.



- 2 Choose your file from the File Selection Option box and click **Open**. Your chosen file has been attached and stored on the server for later retrieval. The number inside the brackets () changes to 1 from 0.
- 3 Click the file link to view it.
- 4 If you want to delete it, click the X icon.

## 4.3 View Page Information

To view the information of a page:

- 1 Click the Information link in the bottom tabs section.



- 2 The Information page displays information about any included pages and backlinks to pages.

Included pages No included pages	Backlinks Sandbox Sandbox
-------------------------------------	---------------------------------

## 5 XWiki Syntaxes

XWiki Syntax 2.1 includes syntaxes for the following topics:

Topics	Description
<b>General</b>	XWiki Syntax 2.1 corrects some errors or ambiguous syntax entered by the user. For example, <b>**bold</b> (invalid) to <b>**bold**</b> (valid). Other implemented (XWiki Enterprise 1.6 and later) syntaxes are: JSPWiki MediaWiki Confluence TWiki Creole 1.0 XHTML 1.0
<b>Editing</b>	Syntaxes for paragraphs, headings, text formatting, horizontal line, lists and definition lists, new line/line breaks, links, tables, and images
<b>Advanced</b>	Syntaxes for verbatim, quotations, groups, escapes, and parameters
<b>Programming</b>	Syntaxes for macros, HTML, and scripts
For detail XWiki 2.1 Syntaxes, visit <a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/XWikiSyntax/">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/XWikiSyntax/</a>	

## 6 Changing Logos and Panels

Before you start creating wikis and pages, you may want to change the logo and the panels and choose a different background color.

### 6.1 Change the Logo

To change the logo on your page:

- 1 Start by editing the current Flamingo Theme by going to **Administer Wiki** from the drawer menu on the top right corner.
- 2 Go to **Look & Feel > Themes > Skin > Customize**.

The screenshot shows the 'Global Administration: Themes' interface. On the left is a sidebar with various options like 'Users & Rights', 'Extensions', 'Look & Feel' (which is selected), 'Themes' (which is also selected), 'Panels', 'Presentation', 'Applications Panel', 'Content', 'Editing', and 'Mail'. The main area has three sections: 'Color Theme' (with a dropdown set to 'Charcoal' and a 'Customize' button), 'Icon Theme' (with a dropdown set to 'Font Awesome'), and 'Skin' (with a dropdown set to 'XWiki.DefaultSkin' and a 'Customize' button). At the bottom is a 'Save' button.

- 3 Click **Customize** to bring up the Skin Properties screen.

The screenshot shows the 'Skin Properties' screen. It includes fields for 'Name' (set to 'Default XWiki Skin'), 'Base Skin' (set to 'flamingo'), 'Logo' (with a 'Choose an attachment' button), and 'Output Syntax' (set to 'HTML 5').

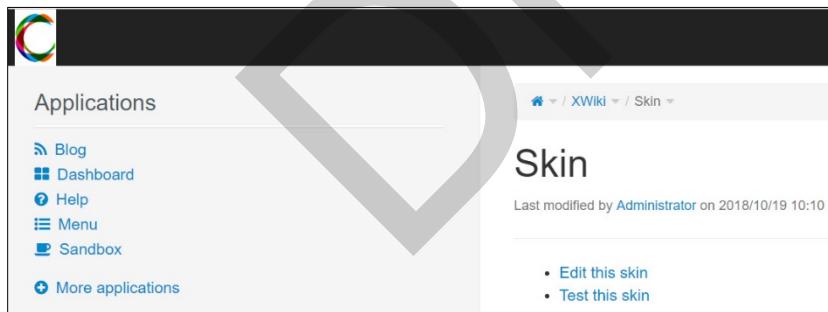
- 4 Click **Choose an attachment** to attach a logo file.

- 5 On the Attachment box, click **Choose File** to browse and select your logo file. Then click **Upload and select**. If you do not want to change the logo now, click **Cancel and return to page**.

The image consists of two side-by-side screenshots. The left screenshot shows a 'Attachments' interface with a 'Choose File' button and a message 'No file chosen'. The right screenshot shows a 'Skin Properties' window with a 'Logo' section containing a 'flamingo' logo and a 'Choose an attachment' button.

The new logo appears in the logo box in the Skin Properties window. You may attach another file by clicking **Choose an attachment**.

- 6 Click **Save & View** to view your logo in the logo section of your wiki page. The new logo has now replaced the original XWIKI logo.

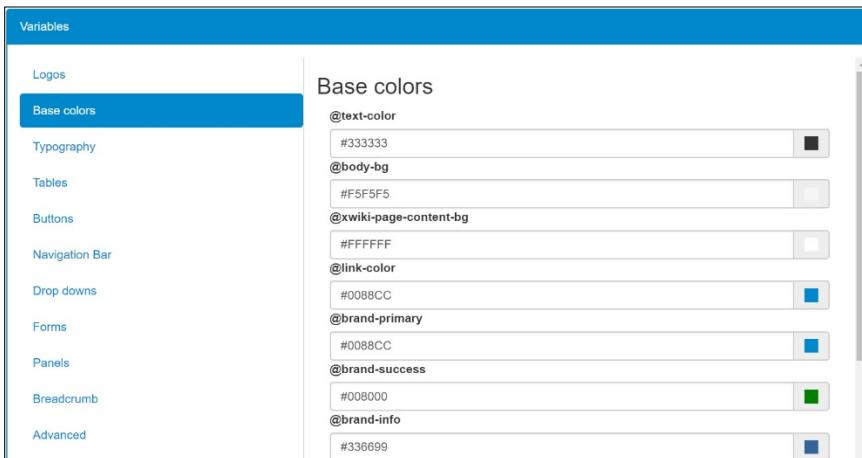


- 7 To edit the skin and choose a different logo, click **Edit this skin**.
- 8 Click **Test this skin** to display your wiki homepage with the new logo in the top left corner.

## 6.2 Change Your Wiki's Background Color

If you're using the Flamingo skin, you can also change your wiki's background color.

- 1 Go to the currently used Theme as before.
- 2 Under Color Theme, click **Customize**.



- 3 In the Variables window, click **Base colors** to change your wiki's background color.
- 4 Click to change the color of any element.
- 5 Click **Save & View** at the bottom of the page. Your wiki is now running under a new color scheme.



### 6.3 Change Your Wiki's Panels

In XWiki, you can add panels to enhance the look and navigation of your wiki.

- 1 Go to **Administer Wiki > Look & Feel > Panels**. The Page Layout tab opens that allows you to:
  - Decide whether you want a right column, a left column, both columns, or none.
  - Set the width of these columns to small, medium, or large using the dropdown menus.
  - Specify the list of panels you'd like to display on both the left and the right column.
  - Save your changes.

The screenshot shows the 'Panel List' tab selected in the 'Page Layout' section of the XWiki configuration interface. On the left, there's a sidebar with various categories like 'Look & Feel', 'Content', and 'Wikis'. The main area displays four layout options: 'No side column', 'Left column', 'Right column', and 'Both columns'. Below each option is a preview diagram showing the panel arrangement. There are also dropdown menus for 'WIDTH OF THE LEFT PANEL COLUMN' and 'WIDTH OF THE RIGHT PANEL COLUMN', both set to 'Medium'. Input fields for 'PANELS DISPLAYED ON THE LEFT' (containing 'Panels.Applications,Panels.Navigation') and 'PANELS DISPLAYED ON THE RIGHT' (containing 'Help.TipsPanel.WebHome,Panels.MyRecentModifications,Help.SupportPanel.Web') are shown. At the bottom are 'Save', 'Reset', and 'Go to Panels' buttons.

The Panel List tab allows you to select which panels you want to display.

- 2 Drag & Drop the panels you want to use from the middle of the page to the columns.
- 3 Drag & Drop the panels you want to remove from the columns to the middle of the page.
- 4 Drag & Drop the panels you want to move from one place in the column to another.

The screenshot shows the XWiki Page Layout configuration page. On the left, there's a sidebar with a search bar and several categories: Users & Rights, Extensions, Look & Feel (selected), Themes, Panels, Presentation, Applications Panel, Navigation Panel, Menu, Content, Editing, Mail, Search, Wikis, and Other. At the top right are tabs for Page Layout and Panel List. A central panel area contains a grid of panels. One panel is titled "INFORMATION" and contains sections for Applications, Quick Links, Tips, and Recently Modified. The "Recently Modified" section lists items like "Profile of Administrator", "Profile of Silvia Macovei", "Templates", "Meeting", and "Encyclopedia". Below the grid are buttons for Save, Reset, and Go to Panels.

Once satisfied, click **Save** at the bottom of the page. Your wiki now has new panels arranged to your preference.

- Drag and drop panels to rearrange them inside a column or between columns.
- To add or remove panels, drag them from the list of available panels to one of the columns or from the column into the list, respectively.
- To view the available panels, click **Go to Panels**.

### 6.3.1 Panels

On the Panels section, you can view the available panels and create a new panel.

The screenshot shows the 'Panels' page in XWiki. At the top, there's a header with a backlink, the page title 'Panels', and a 'Panels' dropdown. Below the header, a message says 'Last modified by superadmin on 2018/09/19 14:58'. A section titled 'Create a new panel' contains a 'Panel Title' input field and a green 'Create' button. Below this, a section titled 'Available Panels' shows a table of available panels. The table has columns for Name, Description, Type, Category, and Actions. It lists three panels: 'Add Class Property', 'Add Object', and 'Applications'. Each panel entry includes an 'Edit' button (with a pencil icon) and a 'Delete' button (with a red X icon).

Name	Description	Type	Category	Actions
Add Class Property	Form which allows adding a class property.	edit	Tools	Edit  Delete
Add Object	Form which allows adding an object to a document.	edit	Tools	Edit  Delete
Applications	Lists the available applications and provides shortcuts to install new ones or to create your own.	view	Information	Edit  Delete

Using the **Edit** or **Delete** button, you can edit or delete any panel.

- 1 To create a new panel, type in a name for your panel and click **Create**.

This is a screenshot of a modal dialog box titled 'Create a new panel'. The dialog has a large title 'Panels' at the top. Below it, a message says 'Last modified by superadmin on 2018/09/19 14:58'. The main area of the dialog is titled 'Create a new panel'. It contains a 'Panel Title' input field and a green 'Create' button.

- 2 On your new panel page, choose panel type and category from their respective dropdown menus and add a brief description of your panel in the Description field.

**My Wikis**

**Name**  
My Wikis

**Panel type**  
view ▾

**Category**  
Information ▾

**Description**  
Panel Description

**Content**

```
 {{velocity}}
#panelheader('My Wikis')

#panelfooter()
{{/velocity}}
```

**VERSION SUMMARY** (Enter a brief description of your changes)

Preview Save & Continue Save & View Cancel

- 3 Click **Save & View**. The page following details the new panel.

**My Wikis**

Last modified by Administrator on 2018/10/19 16:12

**Name**  
My Wikis

**Panel type**  
view

**Category**  
Information

**Description**  
Panel Description

**Content**  
My Wikis

## 7 Creating, Editing and Deleting Pages

### 7.1 Create a Page

To create a wiki page in your wiki:

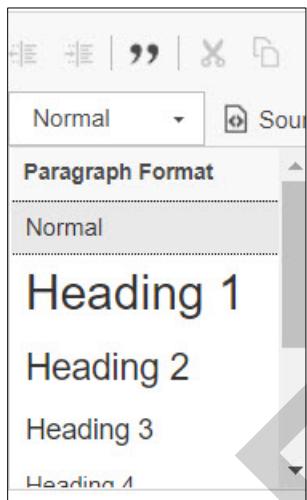
- 1 From the drawer menu, click **Wiki Index** to open the list of wiki pages.
- 2 Click on the link to open the wiki page for which you wish to create a page, and then click the **Create** button. The new page creation screen opens.

- 3 Give your page a name and select the page type from the available options, and then click **Create**. The newly created page appears with editing/formatting menus.

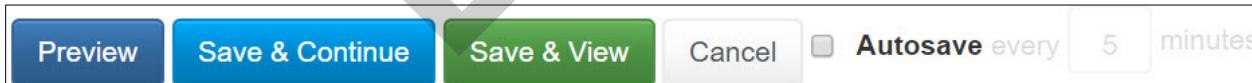
The top of the page displays the wiki name and the page inside it. On the right side of the page, a TOC is automatically created. As you modify the content page, the TOC will change.

The screenshot shows a 'Contents' section with a tree view of nested paragraphs. The tree starts with 'Paragraph 1', which has three children: 'Sub-paragraph', 'Sub-paragraph', and 'Sub-sub paragraph'. Below 'Paragraph 1' is 'Paragraph 2', which also has two children: 'Sub-paragraph' and 'Sub-paragraph'.

- 4 Click on the body of the page to activate it and start replacing the content with yours such as paragraph titles and the text. Use the **Format** dropdown to format your content.



- 5 To view your page, click **Preview**. To return to the edit page, click **Back to Edit**.



- 6 To accept your changes and to move forward, click **Save & Continue**.  
7 To save and view your formatted page, click **Save & View**.  
8 Click **Cancel** to cancel your action.  
9 To incorporate **Autosave**, check the box and choose the frequency.

## 7.2 Bullets and Numbering

Using the Menu Bar, you can easily add bullets or numbered bullets into your text.

To add any bullet:

- 1 Place your cursor where you want to start your bulleted list.



- 2 From the Menu Bar, click the type of bullet (unnumbered or numbered) icon.
- 3 Once done with creating your list, click **Save & View** to view the result.

### 7.3 Create a Child page

To create the child page of a page:

- 1 Click + **Create** button from your parent page.
- 2 Name your page and choose the type of document you're trying to create.
- 3 Click the blue **Create** button. Your child page appears below the parent page. Under **My Recent Modifications**, the most recent document appears at the top.

A screenshot of the 'My Recent Modifications' sidebar. It contains a list of three items: 'Child 2', 'Child 1', and 'Page 1'. Each item is a blue link.

- 4 To open any of the pages, simply click the link.

### 7.4 Edit a Page

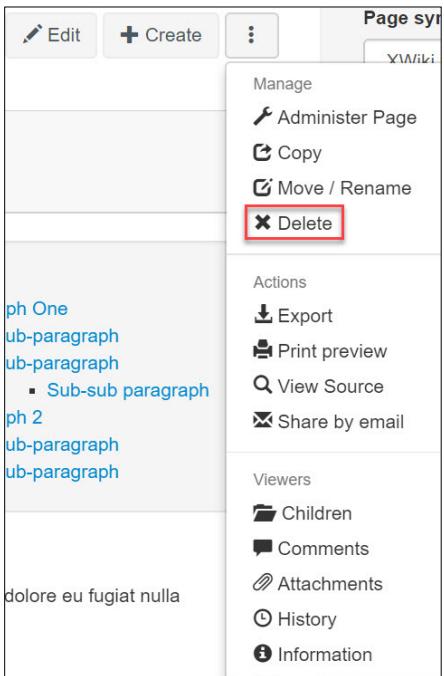
To edit your page:

- 1 Open the page you've saved and click the **Edit** button on the top right to activate editing function.
- 2 If you only want to edit a title or a paragraph, you can click the **Edit** pencil next to the section.
- 3 Be sure to save your changes. The version history will display your modified page at the top of the list.

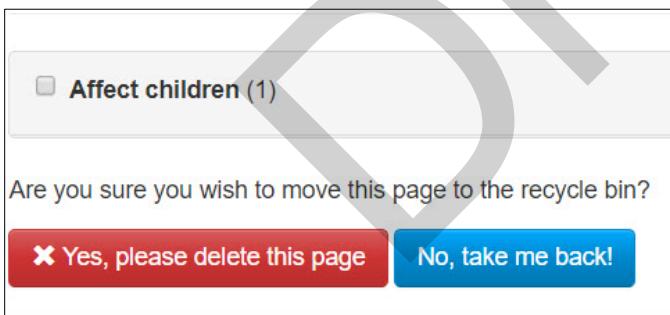
### 7.5 Delete a Page

To delete a wiki page:

- 1 Select the page on the left navigational bar and click **Delete** from the dropdown.



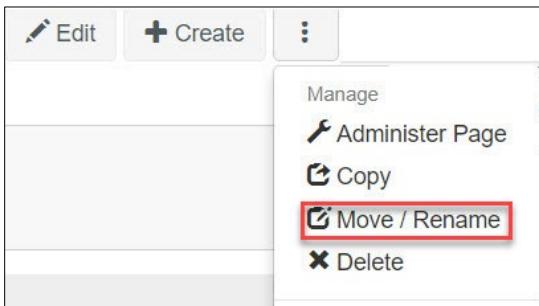
- 2 At the prompt, click **Yes, please delete this page** if you wish to delete the page.
  - If you want to save any child page, leave the **Affect children** box unchecked.
  - If you want to delete the associated children pages, check the box.
- 3 If you changed your mind, click **No, take me back!** to return to the page.



## 7.6 Rename, Move and Copy a Page

To rename and move a page:

- 1 Click to open the page.
- 2 From the dropdown More Options menu, select **Move/Rename** to open the Rename page.



**Rename Page 1**

Last modified by Administrator on 2018/10/16 10:52

<b>SOURCE</b> The page that is going to be renamed <a href="#">Newwiki1 / Page 1</a>	<b>NEW TITLE</b> The new page title <input type="text" value="Page 1"/>
<input checked="" type="checkbox"/> <b>PRESERVE CHILDREN</b> Preserve the 2 child pages by updating their path and moving them to the new location	<b>NEW LOCATION</b> The location where to move the page <a href="#">Newwiki1 / Page 1</a>
<input checked="" type="checkbox"/> <b>UPDATE LINKS</b> Update the target of 0 incoming links to this page and preserve the target of relative outgoing links from this page in the new location	
<input checked="" type="checkbox"/> <b>CREATE AN AUTOMATIC REDIRECT</b> Redirect the user to the new page when accessing the old page. Select this option if you don't want to break external links to the old page.	
<b>Rename</b> Cancel	

- 3 To change the name of the page, enter a new name under New Title and click **Rename**. Your page now has a new name. If you don't see it at the top of the page, refresh your page.

To move your page to a new location, click the hierarchy icon on the bottom right. The Select Page appears with options to select your location.

<b>NEW LOCATION</b> The location where to move the page <a href="#">Newwiki1 / Page One</a>	
---	--

- 4 If you want a location different from the ones on the list, use the search/find field to find your desired location.

Select Page

find ...

- ... Newwiki1
- ... Newwiki2
- ... Home

Cancel **Select**

5 Once the location is selected, click **Select**. Your page now appears in a new location.

To copy a page:

- 1 Click to open the page.
- 2 From the dropdown More Options menu, select **Copy** to open the Copy page.
- 3 In the Copy Title field, enter a new title for your page. If you'll choose a different location for your copy, you may keep the same title.
- 4 In the Copy Location, choose a location to store your page.
- 5 Click **Copy**. A copy of your page now displays on the left navigational bar.

Draft

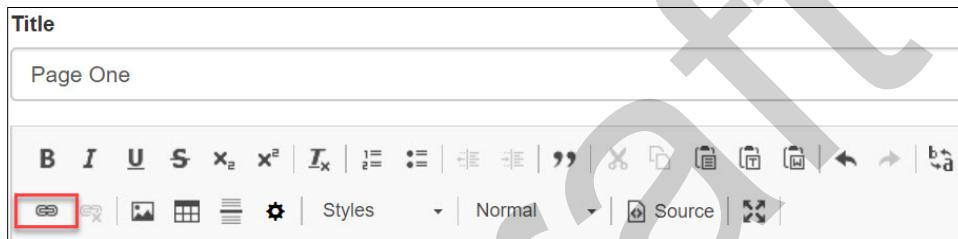
## 8 Working with Links

Using XWiki software, you can add a link in your page to:

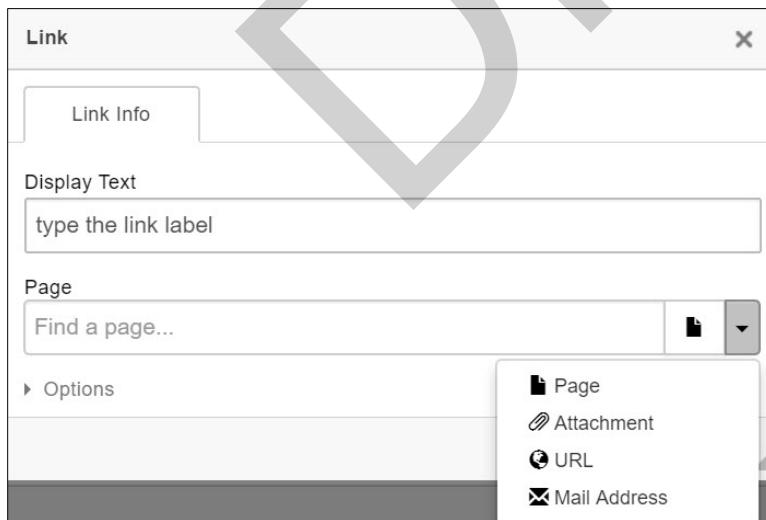
- Web page
- Another wiki page
- Attached file
- Email address

To add a link to a webpage:

- 1 Open the page and click the **Edit** button.
- 2 Place the cursor where you want to insert the link.
- 3 Copy your URL from the browser.

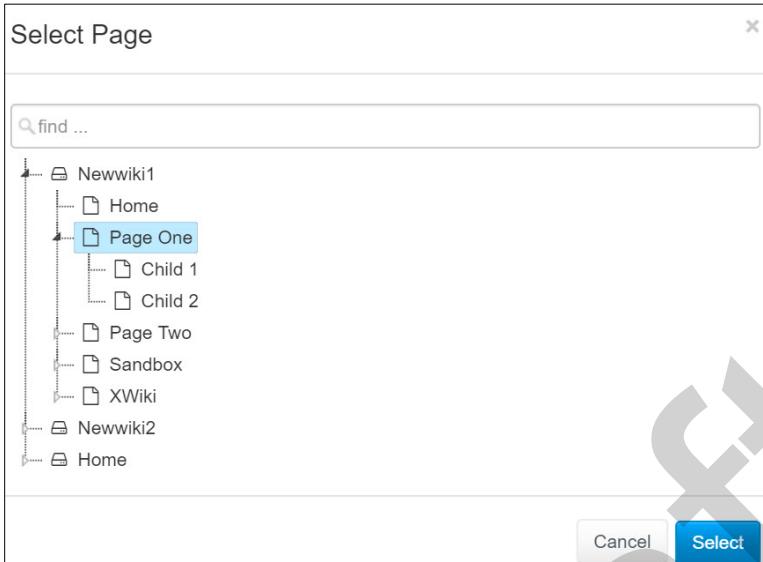


- 4 Click the link icon on the Menu Bar below the page title. The Link popup appears.
- 5 In the Display Text field, type in the text you want displayed.



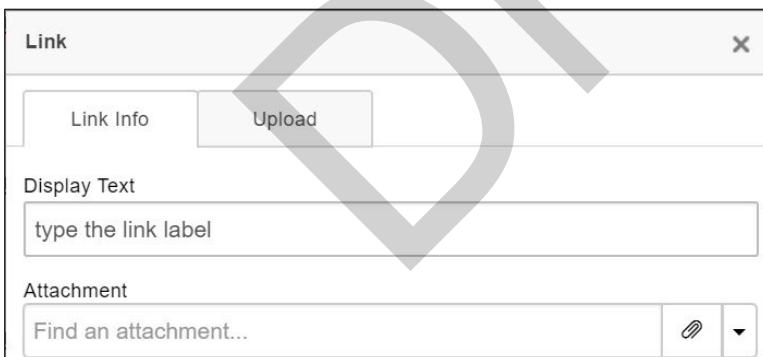
- 6 Click the URL icon, enter your web address (e.g., www.google.com) in the URL field, and click **OK**. A link to your desired webpage has been created.
- 7 Click **Save & View** and then click on the link to test it.
- 8 Click **Edit** to return to the edit mode.

- 9 To add a link to another wiki page, click the Page icon.
- 10 On the Select page popup, select the page you want to link your current page and click **Select**.

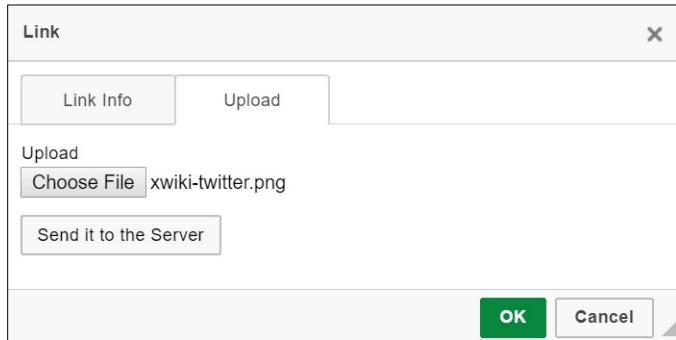


To link to an attachment:

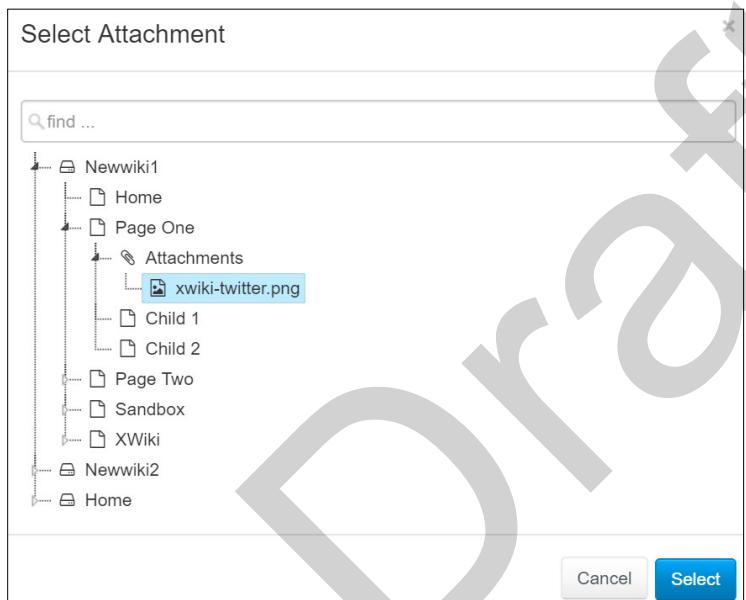
- 1 Click **Attachment** on the dropdown.
- 2 Click the attachment icon in the popup and click **OK**.



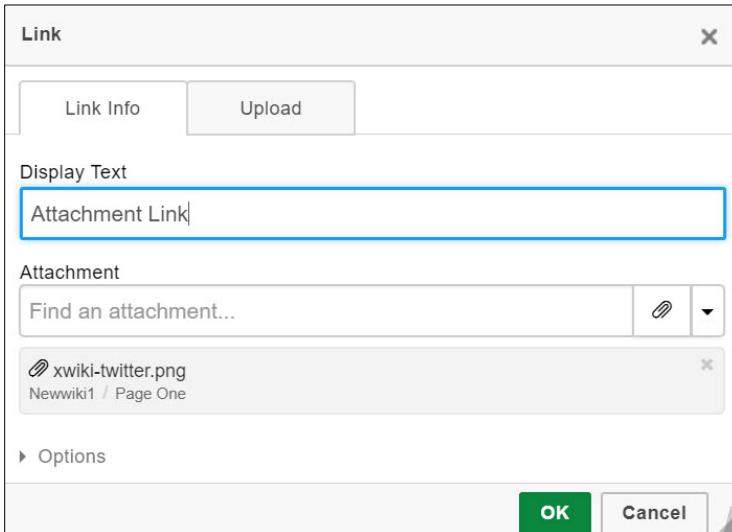
- 3 In the Display Text field, type in the text you want displayed.
- 4 The Select Attachment popup displays available attachments. If no attachment found, you'll have to upload a file.
- 5 To upload a file, click **Upload** and then choose the file to upload.



- 6 Click **Send it to the Server**.
- 7 Bring up the Select Attachment box (see previous instructions). Your attachment is now listed.



- 8 Click **Select** and then click **OK** in the next popup to link to this attachment.



9 Click **Save & View** and then click the link to verify it.

10 Click **Edit** anytime to return to the edit mode.

To link to an email address:

- 1 Click **Mail Address** from the Link popup.
- 2 In the Display Text field, type in the text you want displayed.
- 3 In the Mail Address field, enter the email address you wish to link to.
- 4 Click **OK**.
- 5 At the prompt, setup your email.
- 6 Click **Save & View** and then test your link from the published page.
- 7 Click the **Edit** button to return to the edit mode.

## 8.1 Edit/Remove Links

- 1 To edit your link, double-click the link to bring up the Link popup. You may also right-click the link.



- 2 Click **Edit Link** to modify your link.

- 3 To remove a link, click **Unlink**. Alternatively, you can highlight the link and click the Unlink button from the Menu Bar.
- 4 To remove the link text and the link entirely, select the text and simply press the **Delete** button on your computer keyboard.

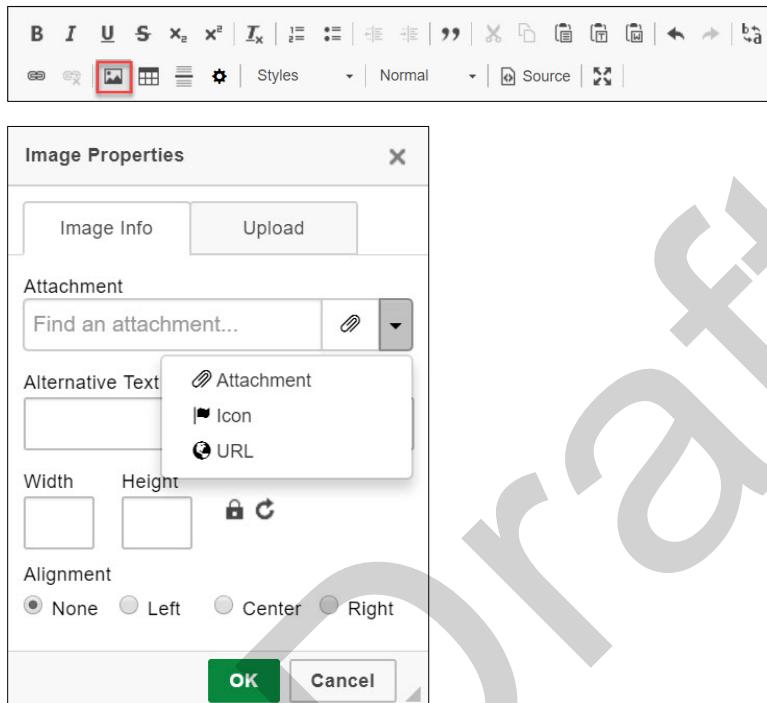
Draft

## 9 Inserting and Editing Images

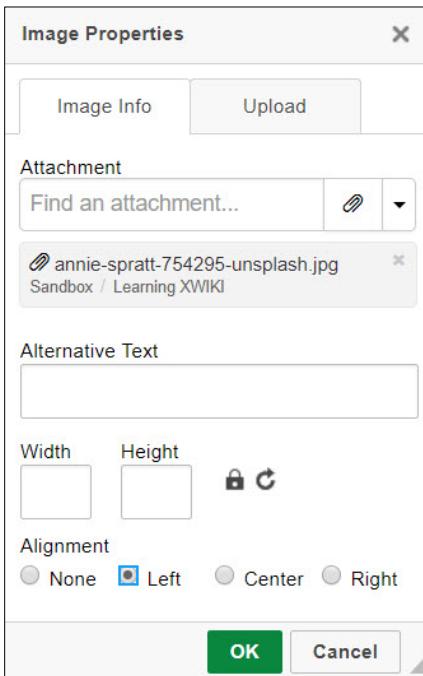
### 9.1 Insert an Image

To insert an image in to your page:

- 1 Place your cursor on the edit page to insert an image.
- 2 Click the Image icon on the Menu Bar to open the Image Properties popup.



- 3 From the Attachment dropdown, select the source of your image.
- 4 You may fill in the Alternative Text field, designate Width/Height, and set the image alignment.
- 5 Click **OK**.
- 6 Follow the steps from the section, *Working with Links* to upload a file or choose from the available image files.



- 7 For the image source as an URL, enter the image URL in the appropriate field, add an alternative text if you want, and set the width, height and alignment. And click **OK**.

### Adding an Image



## 9.2 Edit Image

To edit an image:

- 1 On your edit page, right-click the image to bring up the Image Properties box.  
You can also click the image and then click the Image icon on the Menu Bar.
- 2 Make your changes and click **OK**.

- 3 Click **Save & View** to view your updated page with the inserted image.

### 9.3 Delete Image

To delete an image:

- 1 Click the image to select it.
- 2 Press **Delete** on your keyboard.
- 3 Click **Save & View**. Your image has been deleted from the page.
- 4 To continue working on your page, click **Edit** to return to the edit page.

Draft

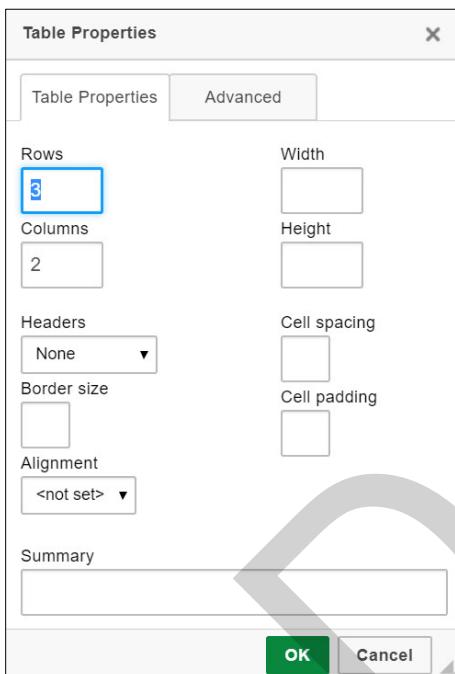
## 10 Inserting and Editing Tables

### 10.1 Insert a Table

- 1 Place your cursor on the page where you want to insert a table.



The Table Properties popup appears.



- 2 Fill in the information based on how you like your table to look and click **OK**. A blank table is created.
- 3 Add content as needed.

#### Inserting a Table

Table Header	Table Header
TableText	TableText
TableText	TableText

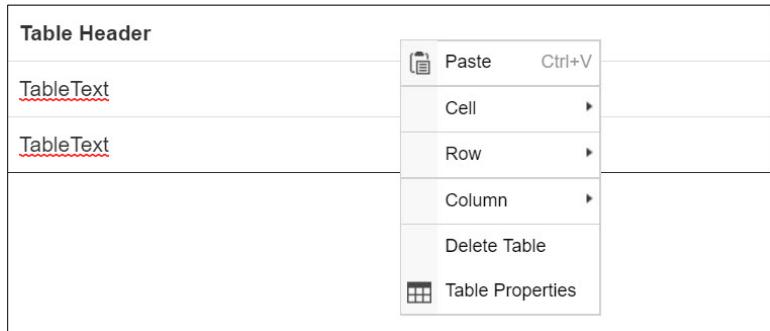
- 4 Click **Save & View** to view your table.

### 10.2 Edit Table

To edit a table:

- 1 Click on the table and start making your changes.

- 2 To edit cell, row, columns, etc., right-click on the table to bring up the edit popup.
- 3 Make your desired changes and then click **Save & View**.



### 10.3 Delete Table

To delete a table:

- 1 Click anywhere inside the table to bring up the edit box.
- 2 Click Delete table. Your table is gone from the page.
- 3 Click **Save & View** to view your page.

## 11 Adding Users and Groups

### 11.1 Add a New User

To add a user:

- From the drawer icon on the top right corner of your page, click **Administer Wiki**. The Global Administration homepage opens.

- Go to **Users & Rights > Users**.

Username	First name	Last name	Manage
Admin	Administrator		

- Click Add User. A registration popup appears.

**Registration**

Sign up here so you can edit pages and participate in the wiki.

**FIRST NAME**

**LAST NAME**

**USERNAME** (Required)

**PASSWORD** (Required)

**CONFIRM PASSWORD** (Required)

**EMAIL ADDRESS**

**Save** **Cancel**

You can configure this application by clicking here.  
You can add, remove and change fields in this form by clicking here.

4 Fill in the form and click **Save**. Your new user has been created.

- To edit, click the pencil icon.
- To delete, click the “X”.

## 11.2 Add a Group

To add a group:

1 Go to **Users & Rights > Groups**. Global Administration: Groups page appears.

Results 1 - 3 out of 3			Page 1
Group Name	Members	Manage	
XWikiAdminGroup	1	 	
XWikiAllGroup	2	 	
newgroup	0	 	
<b>Add group</b>			

2 Enter a name for your group and click **Add Group**. A new group name shows up on the list.

- To edit, click the pencil icon.
- To delete, click the “X”.

## 11.3 Add Users to a Group

Now that you have created your group, it's time to add some users to it.

- 1 Click on the small pencil located to the right of your group's name in the Manage column.

The screenshot shows a user interface for managing a group named 'newgroup'. It has two main sections: 'USERS TO ADD' and 'SUBGROUPS TO ADD', each with a text input field containing a placeholder icon. Below these sections is a large blue 'Add' button. The entire interface is contained within a light gray box.

- 2 In the **Users to add** field, type in the name of a user.
- 3 Select the user of your choice from the suggestion list that starts appearing below the input field.
- 4 Click **Add**. Your users are now group members. The users appear below the Member box.
- 5 If you want to delete a user, click **Remove** next to it.
- 6 Click **Save & View** to view your group's page details.

## 12 Setting User Rights

XWiki lets you set user rights at both the wiki and page level. This means that you can control which users can perform which actions (edit, view or comment on a page).

To access the global rights Administration:

- 1 Go to **Administer Wiki > Users & Rights > Rights** to open the Global Administration: Rights page.
- 2 Click **Users** to view the list of users.

Results 1 - 3 out of 3									Page 1
Groups	Users	View	Comment	Edit	Script	Delete	Admin	Register	Program
	Unregistered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Search filter: <input type="text"/>								
	Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	GraceSmith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JackTurner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prevent unregistered users from viewing pages, regardless of the page or space rights  
 Prevent unregistered users from editing pages, regardless of the page or space rights  
 Require unregistered users to solve a captcha when posting a comment on a page

- 3 To configure wiki rights, check the appropriate checkboxes for each user.
- 4 To understand more about these rights, follow the URL – <https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/SettingUserRights>.

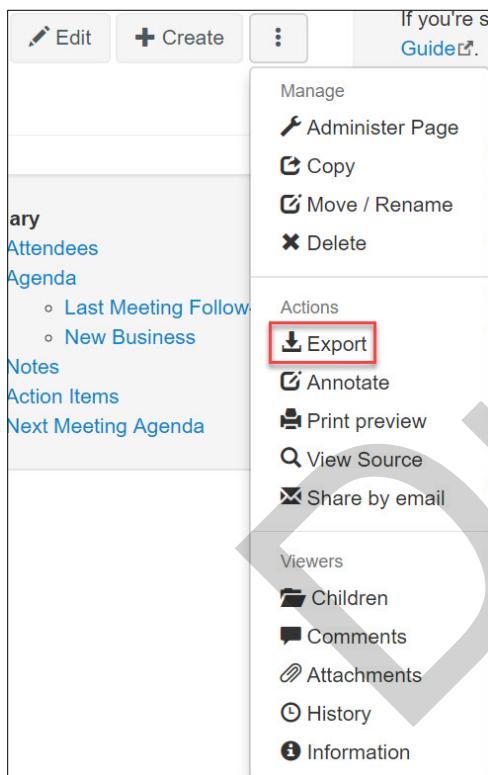
## 13 Exporting and Sharing Items

XWiki lets you export your wiki pages in different formats (PDF, HTML and XAR) and share your files via email.

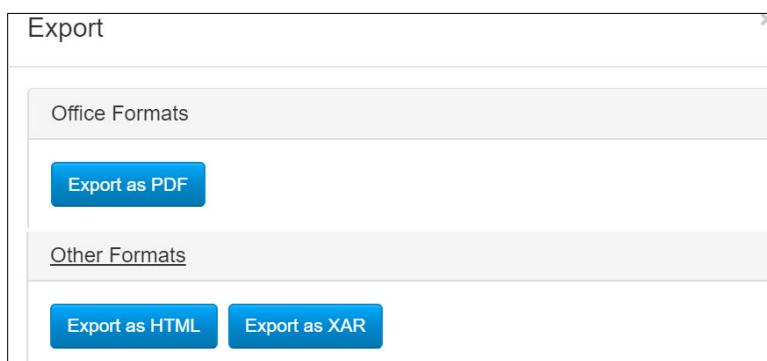
### 13.1 Export Wiki Pages

To export a wiki page:

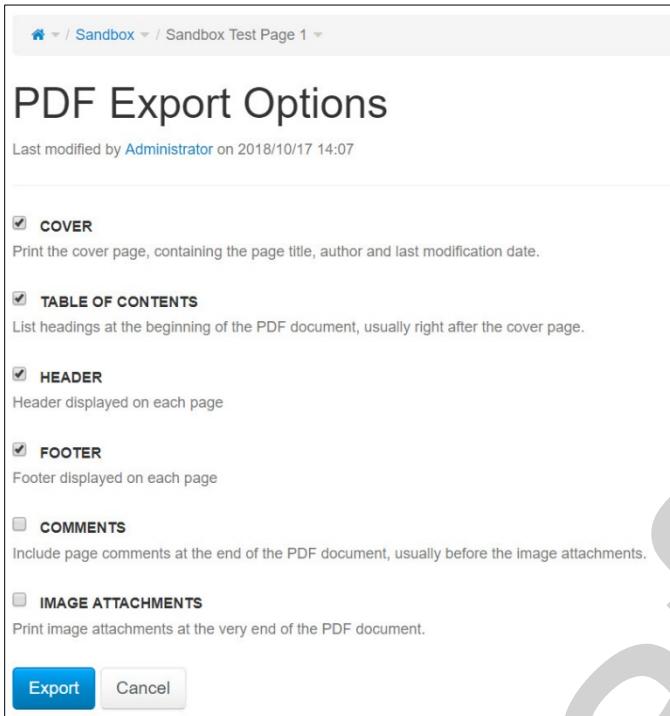
- 1 Click to open your wiki page.
- 2 From the More Options dropdown, click **Export**.



- 3 The Export popup opens allowing you to export your page in three different formats: PDF, HTML, and XAR.



- 4 Click **Export as PDF** if you want to export your page as PDF.



- 5 In the PDF Export Options screen, check the items relevant to your needs and then click **Export**. Your wiki page opens as a PDF document.

To export as HTML:

- 1 Click to expand Other Formats and then click **Export as HTML**.



- 2 Your page is exported in a zipped file and downloaded to your Download folder.

#### Export as HTML

Name	Size	Packed Size	Modified	Created	Accessed	Attributes	Encrypted	Comment	CRC	Method	Characterist	Host OS	Version
attachment	2 559 185	2 556 119							54D00198				
jmx	88 816	23 777							E9347A93				
pages	43 905	8 393							F08CA152				
resources	369 284	134 319							8D13498C				
skins	396 714	121 998							B8SC6199				
ssx	65 762	10 563							371D74AB				
webjars	1 006 063	469 265							44235224				
index.html	270	176	2018-10-17..						038CCF70	Deflate	Descriptor ...	FAT	

To export as XAR:

- 1 Click **Export as XAR**.

2 Your page is exported in a zipped file and downloaded to your Download folder.

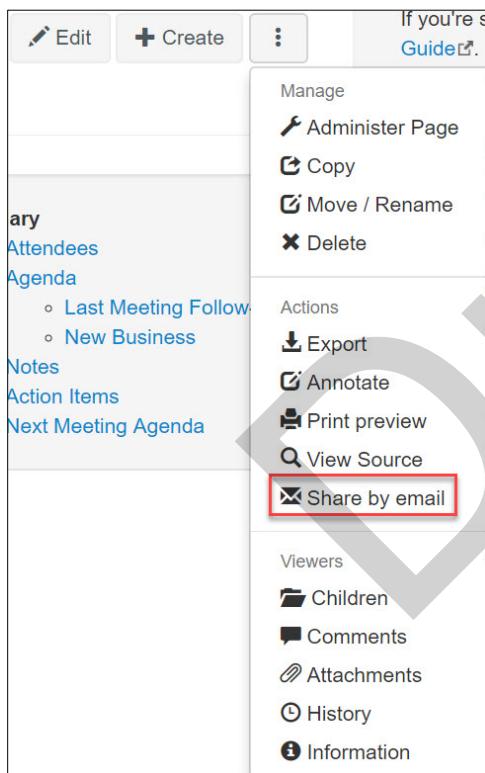
### Export as XAR



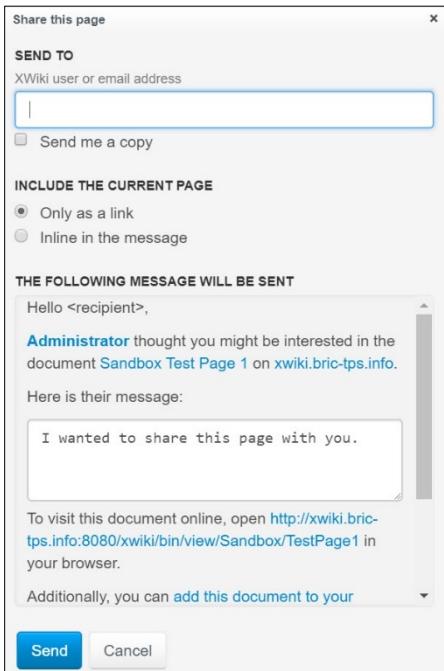
## 13.2 Share by Email

To share your wiki page via email:

- 1 Click to open your page.
- 2 From the More Options dropdown, click **Share by email**.



- 3 Fill in the required information such as the email address of the recipient and check the items relevant to you.
- 4 Click **Send**. An email with the page link or inline message appears in your recipient's inbox.



### Received email by the recipient

The screenshot shows an email inbox item titled 'Administrator wants to share a document with you'. The email content is identical to the one sent in the previous step, containing a greeting, a note from 'Administrator', the recipient's message, a link to the document, and an option to add it to the recipient's WatchList. Below the email is a preview of the document itself, titled 'Sandbox Test Page 1', showing its content and a table.

Table Header	
TableText	TableText
TableText	TableText

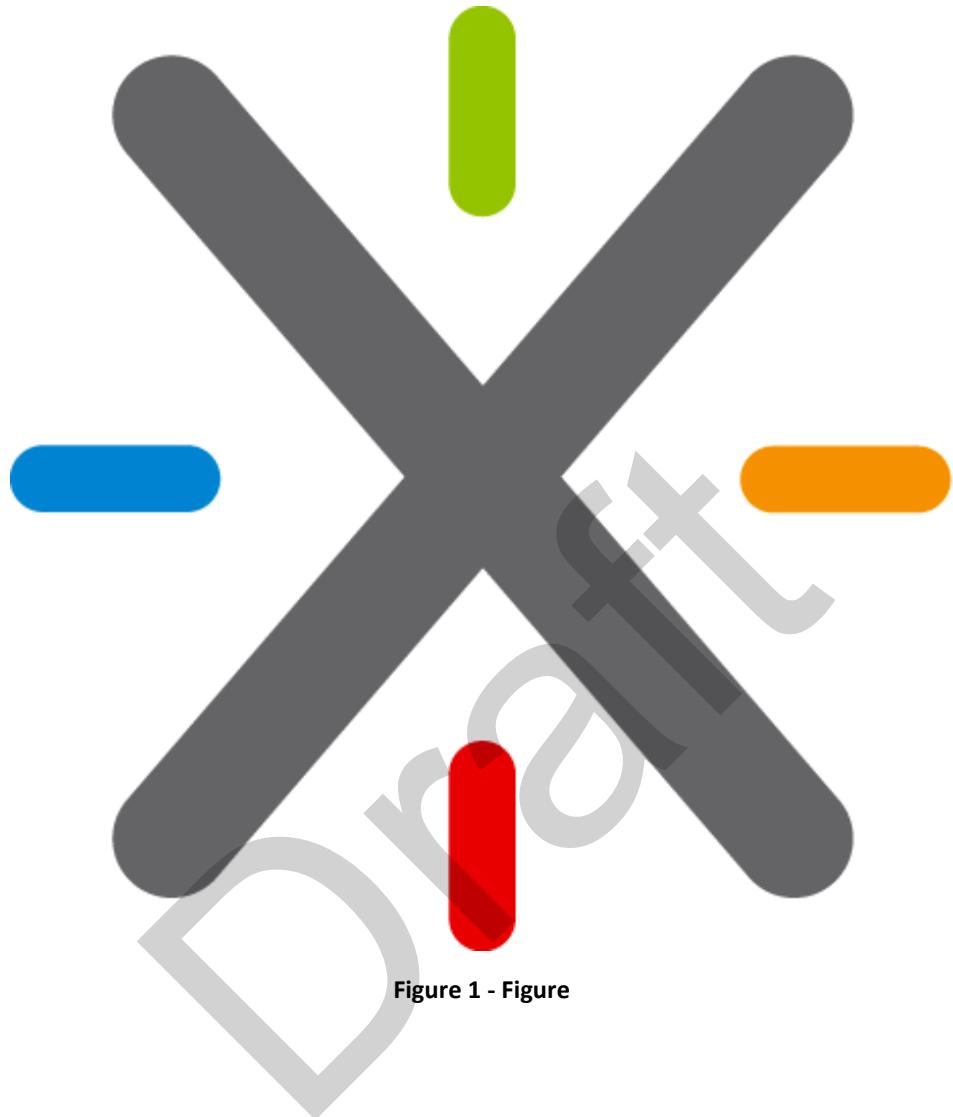


Figure 1 - Figure

## Appendix A XWiki Links

Useful XWiki Links	
<b>XWiki Syntaxes</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/XWikiSyntax/">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/XWikiSyntax/</a>
<b>Editing a page</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/EditingAPage">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/EditingAPage</a>
<b>How to create a Page on XWiki</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/CreatingAPage">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/CreatingAPage</a>
<b>Complete Features</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/</a>
<b>Version History</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/VersionControl/">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/VersionControl/</a>
<b>Product Lifecycle</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/DocumentLifecycle/">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/DocumentLifecycle/</a>
<b>Keyboard Shortcuts</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/KeyboardShortcuts">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/Features/KeyboardShortcuts</a>
<b>Changing the logo and the panels</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/ChangingTheLogoAndThePanels">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/ChangingTheLogoAndThePanels</a>
<b>Creating new users</b>	<a href="https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/CreatingNewUsers">https://www.xwiki.org/xwiki/bin/view/Documentation/UserGuide/GettingStarted/CreatingNewUsers</a>