

# Blog Editor Instructions

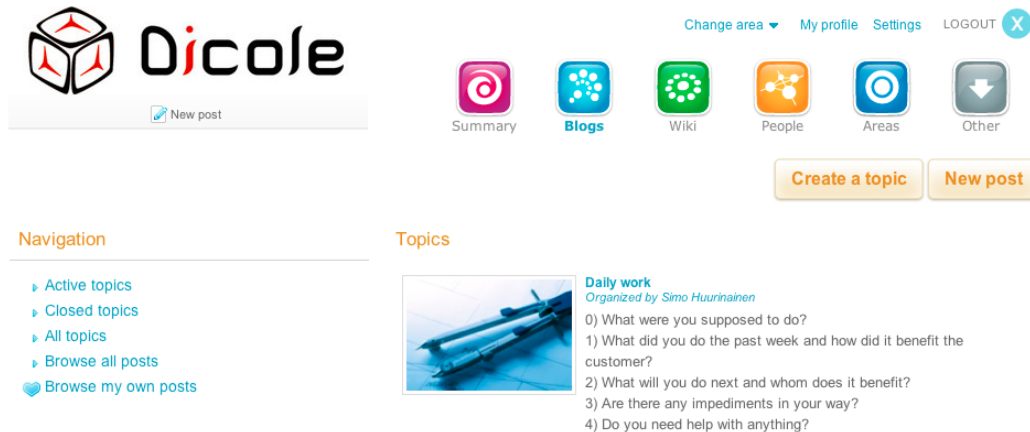
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These instructions are meant to support blog usage on Dicole Community Platform (DCP) and guide in using blogging functions. The instructions hold detailed information on blog editor features and how to use them.

## Creating a new topic

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The first step is to create a new topic by clicking **Create a topic** button under the main navigation menu on the blog's front page.



Fill in required information (title and topic) regarding the topic. You can also add a custom creator string, which refers who or which team has created the topic. Unless you do write nothing in the field, the creator will automatically be you and your name will be shown under the topic. A short description is needed in order to give information on what particular issues are discussed under each topic. Furthermore, you can also add, for example, picture, image or logo from your files in order to visualize your topic.





## Topic information

Title

Custom creator string

Description

Format

**B** *I*    [Link](#) [Unlink](#) 

Path:

Image

Choose File

no file selected

Enable rating

☒

Enable promoting

☒

Exclude posts from summary

☐

Exclude posts from mail digest

☐

Tags


Add tag

Create

Finally, tick (or untick) rating, promoting and visibility boxes depending on your needs, and add a tag or tags - keywords - that describe your topic (e.g. if the topic is Business Operations the tags can be business and operations). When everything is in order, click **Create** to finish.


## Writing blog posts


When you want to write a blog post, click **New post** button under the main navigation menu on the blog's front page.


**Dicoles**


New post


Change area ▼ My profile Settings LOGOUT X


Summary

Blogs

Wiki

People

Areas


Other

Create a topicNew post

Navigation

- Active topics
- Closed topics
- All topics
- Browse all posts
- ♥ Browse my own posts

Topics



**Daily work**  
*Organized by Simo Huurinen*  
0) What were you supposed to do?  
1) What did you do the past week and how did it benefit the customer?  
2) What will you do next and whom does it benefit?  
3) Are there any impediments in your way?  
4) Do you need help with anything?

The system asks you to choose a topic. Pick the topic that relates to your blog post. Then click [Post to topic "Topic's name"](#) under the topic you have chosen.

### Select topic to post to



#### Daily work

Organized by [Simo Huurinen](#)

- 0) What were you supposed to do?
- 1) What did you do the past week and how did it benefit the customer?
- 2) What will you do next and whom does it benefit?
- 3) Are there any impediments in your way?
- 4) Do you need help with anything?
- 5) Who have you been in contact with?

[388 post\(s\)](#) *Most recent post on Sep 21, 2011*

[Post to topic "Daily work"](#)

A blog post includes a title, content and tags.

### Write a post

Title

Content

Format

**B** *I* [Link](#) [Unlink](#)

Path:

Tags

[Add tag](#)

Click to add tags popular in this topic

[antti](#) [brainstorming](#) [daily work](#) [dailywork](#) [dicole](#) [dicole infrastructure](#) [dicole office](#) [elisa](#) [harri](#) [internet connection](#) [kukkis](#) [luppe](#) [o3](#) [office presentation](#) [renovation](#) [saija](#) [scrum](#) [sick](#) [simo](#) [status](#) [status report](#) [teemu](#) [tommi](#) [vacation](#) [weekly meeting](#) [welho](#) [work](#)

Click to add tags popular elsewhere

[blog](#) [bug](#) [business](#) [competitor](#) [consultation](#) [consulting](#) [customer design](#) [development](#) [dicole community platform](#) [dicole development](#) [dicole kehitys](#) [dicole practice](#) [dicolen käytänteet](#) [dkwe](#) [feature request](#) [graphic design](#) [innovation](#) [marketing](#) [mockup](#) [nokia](#) [practice](#) [practices](#) [project](#) [prospect](#) [sales](#) [strategy](#) [tekes](#) [ui](#) [usability](#) [web 2.0](#)

[Publish](#)

The content is created in a text box and it is edited with the help of editing menu.



Notice that you need to click the little arrow on the right in order to view all editing tools. Similarly

you can hide the lower part of the editing menu.

Content box uses the same text editor as wiki so please see the wiki editor instructions for more help with text editing.

If you want to edit your blog post, click your post in order to get its view. On the right side there is a menu bar with small icons.



The last icon with paper and pen stands for editing. By clicking it you can edit both the title and content, and add more tags. Remember to click Save button after making changes.

Save

The cross icon, second from the left, stands for deleting your blog post. If you are sure you want to delete your message, click the button starting with Yes, but if you are hesitating, click the button starting with No.

You are about to delete a message

Yes, I am sure that I want to delete the message permanently

No, I changed my mind

Notice that you can only delete and make changes to those blog post that you have written.

The first icon with arrows allows you to change the location of your blog post under another topic. Click the icon, choose a new topic for the blog post and click the text [Move post to seed "The name of the new topic"](#).

[Move post to seed "Daily work"](#)

The star icon stands for featuring. In other words, you can feature (or promote) any blog post that is located under active topics. To remove featuring, just click the same icon again.

## Editing topics

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When you click a topic, it directs you to all blog posts written under it. If you want to edit the topic, click [Edit topic](#) on the left side of the site, under the image of the topic.

### Topic

---



Daily work

[▶ Edit topic](#)

Editing view looks quite much the same as when creating a topic. You can edit all fields you filled in as you created the topic in the first place. In addition you can write a closing comment, promote, close or remove your topic, and add a seed to summary (DCP front page).

## Topic information

### Title

Daily work

### Custom creator string

### Description

Format

**B** *I* ~~S~~

Link

Unlink

▼

0) What were you supposed to do?

1) What did you do the past week and how did it benefit the customer?

2) What will you do next and whom does it benefit?

3) Are there any impediments in your way?

4) Do you need help with anything?

5) Who have you been in contact with?

Path:

### Image



[Choose File](#) no file selected

### Enable rating



### Enable promoting



### Exclude posts from summary



### Exclude posts from mail digest



### Tags

scrum, work

[Add tag](#)

### Closing comment

Format

**B** *I* ~~S~~

Link

Unlink

▼

Path:

[Save](#)

[Promote topic](#)

[Close topic](#)

[Add seed to summary](#)

[Remove topic](#)

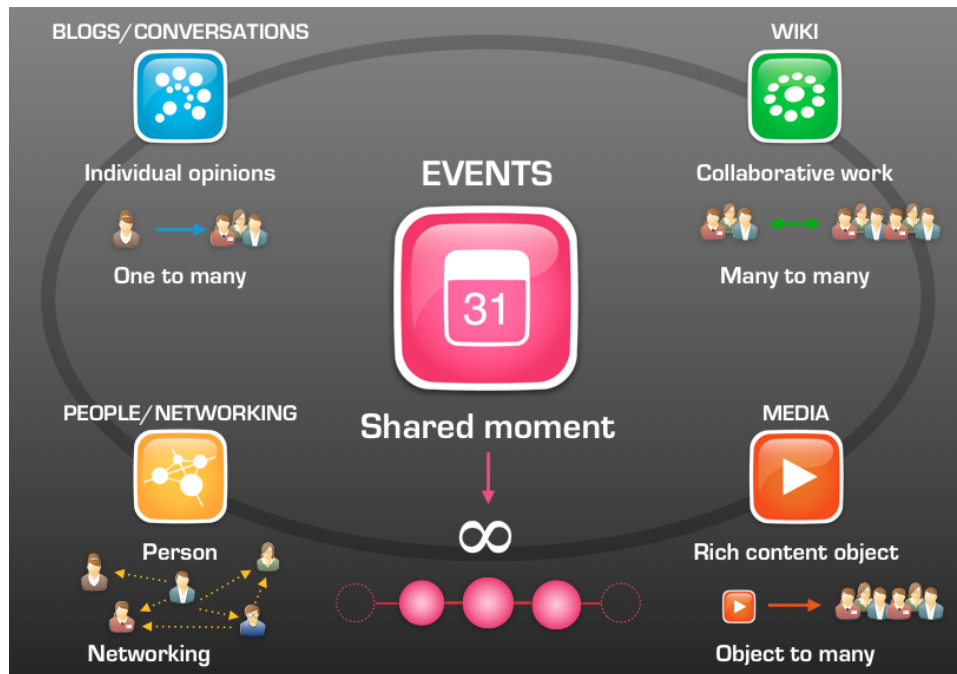
## Navigation

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Navigation tool bar on the left side of the blog's front page helps you to browse both topics and posts. If the topic is closed, it means no more posts can be written under it.

# How to use Events application?

Event tool allows you to create an event (e.g. seminar, web session, workshop, meeting etc.) and invite participants. The event related content, such as wiki pages, blog posts, media content and Twitter back channel conversation, can be gathered automatically around a single event:



Events can be hidden (private, only with invitation) or visible (in case the user has the rights to access event listings). Events listings can be located on closed (visible only for certain users) or open areas (in which events' basic information is visible without the need for logging in).

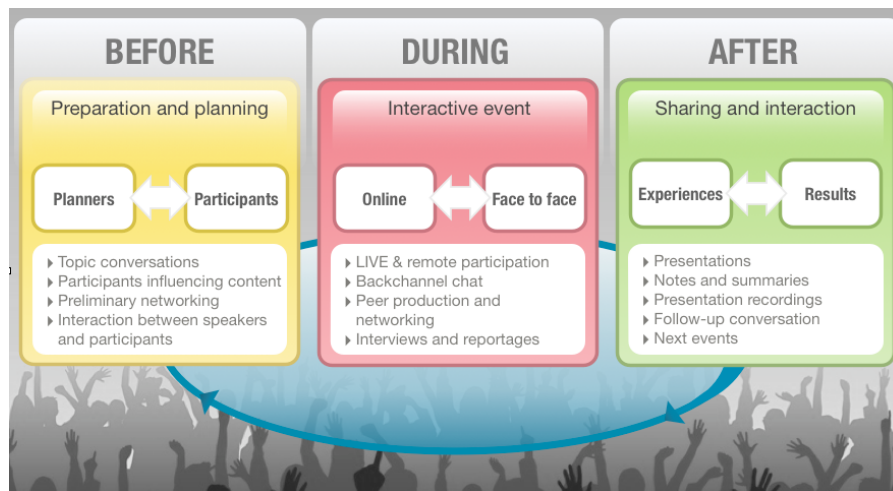
The event gathers related content around itself based on a special "social media tag" and displays the profiles of participants to other visitors on the page.

One event may be followed by another event, eventually creating a chain of events.

An event utilises social media effectively before, during and after:

- **Before:** preparation and planning in a way that participant have the possibility to take part in organising if necessary by commenting or discussing about the topics of the event. Speakers can also open up the conversation with the audience. In addition, people have the possibility to network with each other.
- **During:** interactive event connects remote web attendance and physical event, in which people meet face-to-face. LIVE stream can be produced from the event or the whole event itself can be organised entirely on the web with assistance of web meeting systems such as Adobe Connect or WebEx. Participants can generate content during the event and participate in conversation on the event's backchannel chat.
- **After:** sharing and interaction regarding experiences and results. Presentations, materials, summaries and recordings can be shared easily and efficiently. Further discussion and further events (e.g. on the web among a small group of participants) are possible.





## Creating an Event

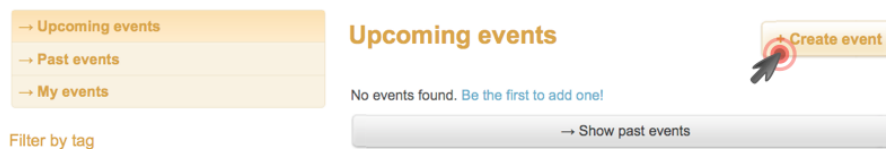
When you want to glance through events or create new event, click first "Events" icon in the menu.



An event listing opens on the front page of Events section, where you can find all upcoming events. In the menu on the left side you can also find "Past events" and "My events". In addition, you can filter events according to a keyword you choose.



By clicking "+ Create event" button you are taken to a form to create a new event.



## Basic Information

Write the name for the event in the first empty field. Underneath it you can add a picture banner in case you want (choose the picture from your own files). The banner will be visible under the name of the event. Notice the recommendations for ideal picture size in the guidelines. The picture can be in a format of gif, jpg, or png.

**Idea workshop 2010**

Banner

We recommend you use an image 580 pixels wide. (If it's wider than that, we'll scale it down.)

You can also upload an icon for the event, which will be visible under the event in the even listing. Notice the recommendations for the picture size in the guidelines. The picture can be in the format gif, jpg, or png.

Custom icon



We'll scale the image to a width of 113 pixels.

In "Event details" section you can define accurate beginning and ending times for the event. For location, write the address where the event will be held.

## Event details

Start	<input type="text" value="31/03/2010"/>	<input type="text" value="10:00"/>
End	<input type="text" value="01/04/2010"/>	<input type="text" value="18:00"/>
Location	<input type="text" value="Fredrikinkatu 61 A, Helsinki"/>	

You can write both short and extended event descriptions, in which you can declare the content and the course of the event etc. for the participants. The short description is visible on the event listing and on the event page. The extended description is visible on event page under a link "Show full description".

### Short description (44)

Idea workshop is an event organized for creating new ideas and thoughts, and it strives for developing business operations toward more innovative

### Extended description

Paragraph **B** **I** **S** **☰** **☷** [Link](#) [Unlink](#) ▼

Idea workshop is a two day event, which aims at bringing up new ideas and thoughts about developing business operations toward more innovative direction. The first day is used for brainstorming in small groups. On the second day thoughts are shared in order to find the most potential ideas for implementation, which helps in developing businesses

Path:

## Social Media Tag and the Visibility of the Event

In the section "Social media tag" you can create own tag i.e. a keyword for the event, which the participants can use to describe content that should be visible right on the event page. Tag can be used for producing content e.g. in blog, wiki, media section and Twitter, whereupon the content will be found automatically on the event page regardless where it has been produced. It is recommendable to inform participants of the existence and use of the tag.

Tag should be short and related clearly to the topic of the event (here: iw10, which is an abbreviation of Idea Workshop 2010).

Also other central keywords related to the event should be linked to the event so that it would be easier to find it in event listings, where events can be filtered according to keywords. Write the tag you want in the empty field and click "Add tag".

Social media tag

# iw10

↑ This is the tag people will use when posting about this event.

Other tags

innovation

Add tag



You can delete previously added tags by clicking the little "x" beside the keyword.

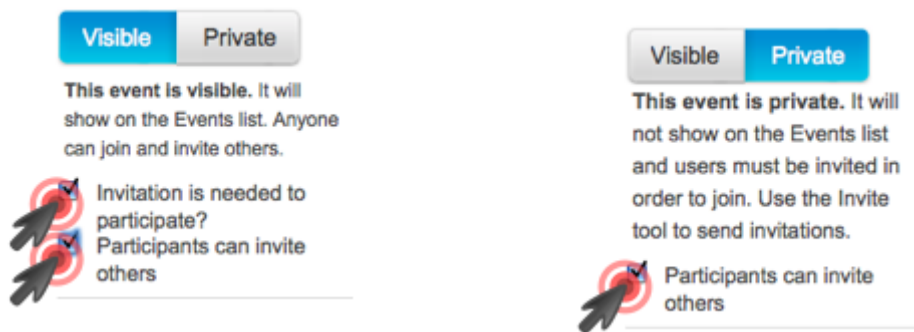
Other tags

x idea x innovation

x workshop

Below the tags there is a section where you can define whether the event is visible or private. Visible event is open for everyone so anyone having access to the event listing will be able to attend. In case you want to restrict the attendance, you can tick the little box underneath where it says "Invitation is needed to participate?". You can also allow the participants to invite others by ticking the little box "Participants can invite others".

Private event is hidden and it is not visible to any other people other than those who have been invited. Thus, you need to send separate invitation for the participants. Yet, the participants are allowed to invite other people in case you tick the little box below where it says "Participants can invite others".



## Feedback and video broadcasting

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You can add a link to Feedback section either before or after the event or embed e.g. a multiple choice question about the content of the event with a required HTML code.

On the video broadcasting section you can add a link or a required HTML code in case it is possible to follow the event live via internet. Tested and useful services are e.g. [ustream.tv](https://ustream.tv) and [livestream.com](https://livestream.com).

Functions can be made hidden until prime time. When, for example, live stream is supposed to start, the broadcasting can be opened by making it visible to participants only or to all users (also for them who haven't signed up for the event).

## Questionnaire

Paste HTML embed code here.

Hidden

Participants

All

## Stream

Paste HTML embed code here.

Hidden

Participants

All

### Participant Information

---

In Participants section you can define the maximum amount of participants by choosing "Limited". The amount will be marked in the empty field right next to the button "Limited". Registration will then close automatically when the specified amount of seats are filled.

In addition, you can define the exact time for signing up and what kind of information you need from the participants. If you need to separately collect phone numbers from the participants, remember to tick the little box below.

### Participants

Registration start

Registration end

What information do you need the participants to fill in?

☒ Participants are required to provide a phone number

You can also control the visibility of participants to others. By choosing "Hidden" the specified participant information won't be visible to other users. By choosing "Participants" the participant information is visible only to users attending the event. By choosing "All" the participant information is visible also to people who have not signed up for the event.

## Participant visibilities

### Attending

Hidden	Participants	All
--------	--------------	-----

### Maybe attending

Hidden	Participants	All
--------	--------------	-----

### Not attending

Hidden	Participants	All
--------	--------------	-----

### Awaiting reply

Hidden	Participants	All
--------	--------------	-----

## Saving the Event

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When you are ready, save the event information by clicking "Create event" button.



**Tip:** If you want to create the event preliminarily in sketch format for further editing, save it as hidden whereupon the event won't be visible to others before you define it as visible or invite other people to attend to it.

## Ready Event and Editing It

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Below is a picture of a ready event where there are 20 seats (from which 17 are still available), the location is in Helsinki, keywords, content, video broadcasting and pre-questionnaire is available.


← Takaisin tapahtumalistaan

Sivut

→ Ajo-ohjeet

+ Uusi sivu


Viestit




Tervetuloa!  
Teemu Arina 10 minuutti(a) sitten

+ Uusi viesti

Media



What matters now



Seth Godin 57 päivä(ä) sitten


+ Uusi media

Twitter

#iw10

Idea workshop 2010

Muokkaa tapahtumaa



22 helmikuu 2010, 10:00–16:00 / Fredrikinkatu 61 A 60 .

Idea workshop on uusien ideoiden ja ajatusten herättämistapahtuma, jonka tarkoituksena on kehittää toimintaa innovatiivisempaan suuntaan.

Näytä koko kuvaus

Vastaa kyselyyn

Vastaa tapahtuman ennakkokyselyyn täältä.

Videolähetys

Tapahtuman live-lähetys löytyy täältä.

Liitytkö seuraamme?

Paikkoja: 17 / 20

Osallistun

Ehkä

En Osallistu

Hallitse

+ Kutsu

Tämä tapahtuma on näkyvissä

Kuka tahansa voi liittyä seuraan, joten lähetä kutsuja kontakteillesi kutsutoiminnoilla!

Google

Map data ©2010 Tele Atlas

#iw10

↑ Tämä on tapahtuman sosiaalisen median tagi. Käytä sitä kun kirjoitat tapahtumasta verkkoon.

Muut avainsanat:

idea workshop innovaatio

If you edit the event, you can change all details of the event, remove the event or copy it as new event.

✕ Delete event

Copy event

**Tip:** you can create an event and use it as template for creating new events by using the Copy event function.

Adding Contents to the Event

## Sivut

→ [Ajo-ohjeet](#)

+ [Uusi sivu](#)

## Viestit



Tervetuloa!  
[Teemu Arina](#) 7 minuutti(a) sitten

+ [Uusi viesti](#)

## Media



[What matters now](#)



[Seth Godin](#) 57 päivä(ä) sitten

+ [Uusi media](#)

It is possible to add content by following the links available on the left column of the event page.

**Pages:** you can add collaborative wiki documents or informative pages that are editable only by the administrators by clicking **+ New page**. It is possible to edit the page in the wiki.

**Messages:** in the message section the visitors can write their opinions about the event in the event blog. Add a new message by clicking **+ New Message**.

**Media:** in the media sections you can add pictures, video, presentations, content embedded from the web, tables, Word and PDF documents. The content will be displayed as electronic paper. Add new media by clicking **+ New media**.

It is possible to comment all content.

### Event Management

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When the event has been created, you can thereafter invite and manage participants, and edit event information if necessary (you get to this view by clicking the event topic in the event listing).



## Idea workshop 2010

[Manage event](#)

31 Mar – 1 Apr 2010 / Fredrikinkatu 61 A, Helsinki .

Idea workshop is an event organized for creating new ideas and thoughts, and it strives for developing business operations toward more innovative direction.

[↓ Show full description](#)

### Are you joining us?

Seats: 20 / 20

Attending

Maybe

Not Attending

### Participants

No participants yet.



Manage



+ Invite



#iw10

↑ This is this event's social media tag. Use this tag when posting about this event.

Other tags:

innovation

workshop

With "+ Invite" button you can invite participants and/or other organisers to the event. Write the e-mail addresses of the invited people in the first field and in the second field provide the message you want to send to the recipients. Finally click the "Send" button.

## Invite participants!



### Email addresses

Separate addresses with commas.

### Greeting

Hi, I invite you to participate in Idea workshop 2010, an event I am organizing.

Send

## Invite other planners!

### Email addresses

Separate addresses with commas.

### Greeting

Welcome to participate as a planner to event Idea workshop 2010.

Send

The invitation will be sent via e-mail, including a necessary link to participate in the event. By clicking the link the user sees the event page and may decide on participation. In case the user wants to participate, the system asks for an existing username and password or asks to register in the service. The service will ask for a name, e-mail and phone number, and also other necessary information the organisers need to know (such as if the user has any food allergies). After registering, the user can fill in the rest of their user profile.

Under Manage button you can manage other participants. Under Search section you can filter the participant list according to participant type. By choosing e.g. Waiting, you'll get a list of participants that haven't answered to the invitation yet. Thus, you can send them for instance a reminder of the event via e-mail by clicking the button "Mail these people".

You can also create a participant list as .CSV file for other editing by clicking "Export this list". You can open the file e.g. with Excel.

# Manage participants!



Filter by

Attending	Maybe	Not attending	Waiting	Planner
-----------	-------	---------------	---------	---------

One person matches the criteria.

Mail these people	Export this list
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**Petra Salminen** planner  
Dicole Oy (Management Assistant)

Attending	Maybe	Not attending
-----------	-------	---------------

# Media Editor Instructions

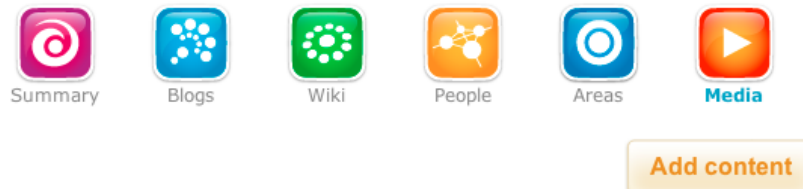
---

Media section is designed to provide shared material for users. Anyone can add, link and tag material.

## Adding material

---

When you want to add new material, go to Media section and click **Add content**.



Following view appears:

**Add content**

How would you like to add content?

Upload from your computer

no file selected

**Upload**

Fetch it from the internet

**Fetch**

Supported services  

Embed custom HTML

**Embed**

You can add content either by uploading a file from your own files, fetching a video, presentation or

other material from the Internet, or embed a custom HTML of the material.

After uploading, fetching or embedding material, you will be directed to preview of the material where you can add detailed information about the material.

### Preview: Mobile 2.0: Design & Develop for the iPhone and Beyond



View more [presentations](#) from [Brian Fling](#).

## Add content info

### Source URL

[Refetch](#)

### Name

### presented by

### length

### Preview image



[Choose File](#) no file selected

### Description

**B** *I* [Link](#) [Unlink](#) ▼

HASH(0xfc24d58)

Path:

### Tags

[Add tag](#)

### Click to add popular tags

antti business consulting customer daily work design development dicole  
dicole community platform dicole office elisa luppe mockup o3 office practice practices  
presentation project prospect sales scrum simo status report strategy teemu takes  
tommi usability web 2.0 weekly meeting

[Create](#)

[Preview](#)

Tagging the material is quite important since it helps others to find it without the need to browse through all material added in the Media section. Therefore, try to come up with good and informative keywords so that your material can be easily found when needed.

After filling in the necessary information regarding the material, you can either get a preview of it or you can create it directly.

The final view in material sections looks like this:

## Mobile 2.0: Design & Develop for the iPhone and Beyond

Mobile 2.0: Design & Develop for the iPhone and Beyond



View more [presentations](#) from [Brian Fling](#).

Mobile era - design and development



Tags: mobile

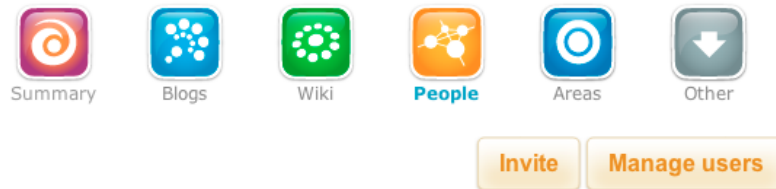
Edit | Delete | Feature | Embed:

If you are not satisfied, for example, the information regarding the material or you uploaded by accident a wrong material or if you want to promote it for others, you can always edit, delete or feature the material afterwards.

## People section

People section comprise all users and information concerning them. You can see users' status in the system, position in their organization, their field of expertise and interests, and their contact information.

Via people section you can also invite more users to the community platform and manage existing users.



### Invitation view:

#### Invite users to Dicole

Invite users by email - separate email addresses by commas (,) or semicolons (;)

[Invite existing users...](#)

[Customize the title to the invite...](#)

[Add an additional message to the invite...](#)

Invited users will have the following user level

User

Send

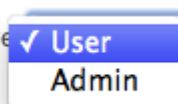
The invitation is done by using email. Thus, add email addresses of the people you are inviting in the first field. Notice that you can both customize the invitation title and add an additional invitation messages. Just click either [Customize the title to the invite...](#) or [Add and additional message to the invite...](#)

In case, you are inviting existing users to a sub area, for instance, click the text saying [Invite existing users...](#) Then just pick and click users you want to invite. If you want to add users directly without any email invitation, tick the following little box:

☐ Add these users to the group immediately.

You can directly define user level and rights for new users by choosing either User status or Administrator status from the drop-down menu:

Invited users will have the following user level



When you are done with all actions, click the **Send** button - even if you are adding existing users.



Send

## Managing users:

Navigation

→ General settings

→ Tools

→ Users

→ Default rights

→ Custom user rights

→ User reports

→ Localizations

→ Custom CSS

Users

Filter user list by name:













Filter user list by user level ...

12 users match the current filters.

Mail these people

Export all users

Users

	Level	
 Teemu Arina teemu@dicole.com	Admin	
 Jyrki Berner jyrki.berner@dicole.com	User	<a href="#">Remove</a>
 Sam Inkinen sam@dicole.com	User	<a href="#">Remove</a>
 Jussi Kajalainen jussi@dicole.com	Admin	<a href="#">Remove</a>
 Mikko Kaipio mikko@dicole.com	Moderator	<a href="#">Remove</a>
 Eetu Lampsijärvi eetu@dicole.com	Moderator	<a href="#">Remove</a>
 Viivi Luoto viivi@dicole.com	Admin	<a href="#">Remove</a>
 Christian Lupander luppe@dicole.com	User	<a href="#">Remove</a>
 Petra Salminen petra@dicole.com	Admin	<a href="#">Remove</a>
 Ilmari Vacklin ilmari@dicole.com	Admin	<a href="#">Remove</a>
 Lotta Viitaniemi lotta@dicole.com	Moderator	<a href="#">Remove</a>
 Antti Vähäkotmäki antti@dicole.fi	Admin	<a href="#">Remove</a>

User management option allows administrators to custom user settings, change user levels, remove users, download user reports, etc. Via user management tool you can even send mail to all users or just to a certain group of people.

In case you need more detailed instructions, please contact [petra@dicole.com](mailto:petra@dicole.com).

# Wiki Editor Instructions

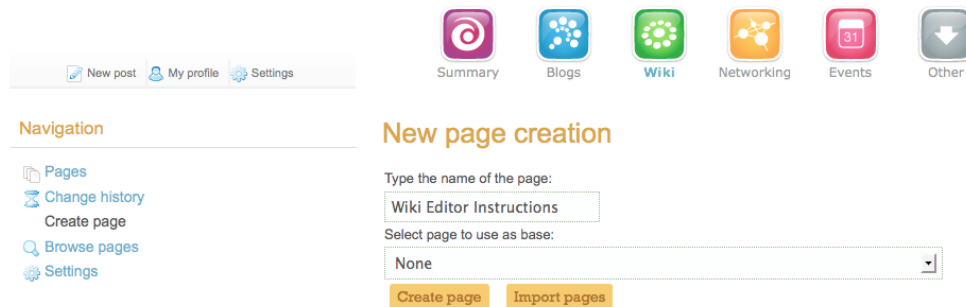
---

These instructions are meant to support wiki usage on Dicole Community Platform (DCP) and guide in the usage of editing functions. The instructions hold detailed information on wiki editor features and how to use them.

## Creating a new page

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The first step is to create a new wiki page from the navigation menu on the left side of the wiki's front page. Fill in the name you want for your page in the first empty field and then click **Create page** below.



## Producing and editing content

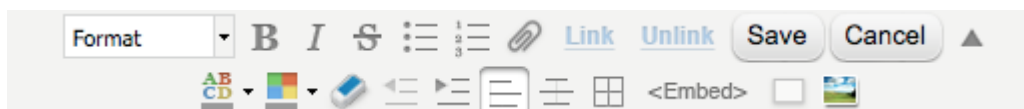
---

In order to start editing and creating content for your page, click **Edit beginning**.

### Wiki Editor Instructions

This page needs content! You can add text, pictures and other interesting stuff by clicking [Edit beginning](#) on the right.

The content is created in a text box and it is edited with the help of editing menu.



Notice that you need to click the little arrow on the right in order to view all editing tools. Similarly you can hide the lower part of the editing menu.

## Headings

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You can edit text and add e.g. headings by using the formatting box. Just click the arrow on the right side of the box saying **Paragraph** (basic formatting) and pick the format you want.



When you use headings, the wiki editor automatically divides the page into separate sections. This allows you to edit only the part you need, which makes it possible for many users to edit different sections at the same time. Alternatively you can edit the whole page i.e. all heading levels simultaneously if more than just one section needs to be edited. Here is an example of headings on different levels:

## Wiki editing [Heading 1]

### How to edit wiki pages? [Heading 2]

#### Adding headings to wiki pages? [Heading 3]

### Highlighting text

If you want to highlight a word, you can use either **Bold**, *Italic* and/or ~~Strikethrough~~ styles next to the text formatting drop menu.



You can also use colours both in characters and in background of text. To remove formatting, click the eraser icon.



Notice that for viewing all editing tools, you need to click the arrow on the right side of the control bar.

### Listing options

In case you want to create a list, click either the icon for unordered list (bullets) or ordered list (numbering).

 List with bullets:

Social media tools comprise of e.g.

- wikis
- blogs
- microblogs

## ■ community platforms

 List with numbers:

Wiki editing consists of three main phases:

1. Creating wiki pages
2. Editing wiki pages
3. Removing wiki pages

## Defining the position of text and paragraphs

---

You can also indent and outdent text (leftside icon for indenting and rightside icon for outdenting).



This sections is indented twice


and this section outdented once back.

You can also align text to leftside and center by using following icons:



## Attachments

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By adding attachments you can include images and other files to your page in order to demonstrate some things that might be difficult to explain in words. For instance, all these small icons used demonstrating these instructions are actually attachments, such as this little paperclip icon standing for attachments: 

You can decide the position of an attachment by using alignment. Click the attachment in order to view alignment icons and choose the right position.

Here are the alignments left, right and center:



## Tables

---

By means of wiki editor it is also possible to include tables in the text box. Click the table icon to view table controls:



Insert table by clicking the grid icon on the left.



The grid icon brings forth a table editing menu, where you can define general settings such as the amount of rows and columns, alignment, table caption, etc. In case you need more editing options, then click **Advanced** tab. There you can define e.g. background colour and table frames. After defining preferred settings, click **Insert** button and the table will appear in the place you have chosen in the text box. If you want to abrupt inserting table, click **Cancel** button.

Here is an example of a table:

Tool	Application example	Individual or community -based
Wiki	Wikipedia	Community-based

Microblog	Twitter	Individual-based
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## Links

---

Links are essential part of wiki especially when linking content to wiki pages or different wiki pages to each other. When you want to link content or other wiki page to your page, paint the word/sentence, which describes the content / other wiki page and click **Link** text from the editor menu. If you want to link content within the wiki, write the exact name of the target page in the Internal Link field (please check that your writing corresponds exactly the name of the target page) and click **Link** button. In case you want to link content from other web sources than the wiki, use the External link field. Write the URL of the page and press **Link**. Notice that you can also link wiki content with external linking but then you need to write the URL of the wiki page in the link field (in the case of internal link you need to write only the name of the wiki page).

In case the link does not work or you want to undo the linking, paint the text you wish to unlink and click text **Unlink**. Here are examples of both internal and external links:

[Wiki Usage Models](#)

[Wikipedia](http://en.wikipedia.org/wiki/Wikipedia)

## Embedding HTML source into wiki page

---

If you wish to embed any html source to the page, use **<Embed>** control icon

**<Embed>**

Copy the HTML code (not url) and paste it on the empty field. Click the **Embed** button and the desired source is visible on the page.

Embed code:

Embed

Here's an example of an embedded video. The HTML code is enclosed within.

HTML

### Creating a separate showroom

In order to create a showroom for the HTML source, create a link for the showroom first (i.e. write e.g. the name of the showroom where you want it to appear), then paint it, and click the white square icon.



Following control panel opens. Write the topic of the source file in the first empty field and the html code to the other. Then click **Insert**.

Teemu's presentation

```
amp;fullscreen=1  
type="application/x-  
shockwave-flash"  
allowfullscreen="true"  
allowscriptaccess="always"  
width="500" height="281">  
</embed></object>
```

Width 640 pixels

Height 400 pixels

Insert

To see how it looks like, just click the link:

[Teemu Arina's presentation](#)

### Adding pictures from the Internet

---

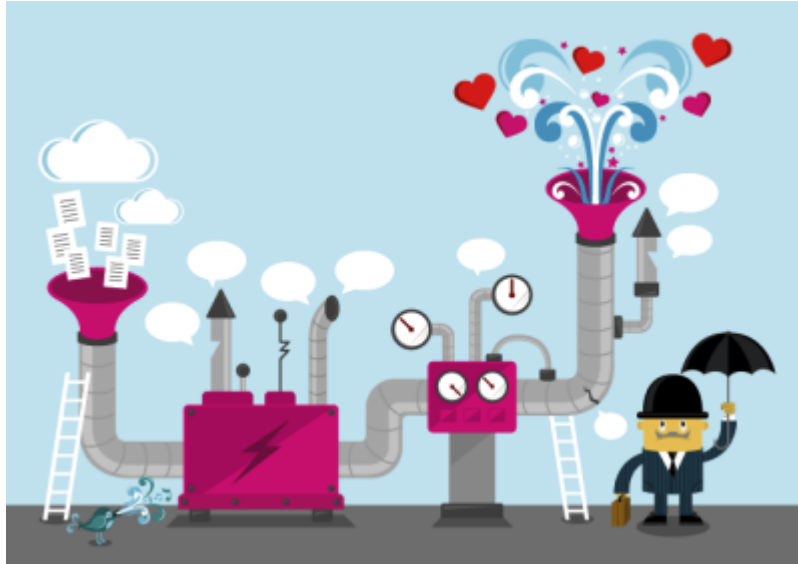
If you want to add a picture from the internet, click the image icon



Copy the picture's URL and paste it on the empty field. Then click Add image.

Image URL:

Here is an example of a photograph on the page.



## Saving

---

When you are done with editing, click the **Save** button.

If you choose **Save**, write the changes you made in the What did you change? field, and the changes will appear both on the wiki's front page and on the summary page in case the wiki front page has been added there. Automatic e-mails will be sent to other users according to their e-mail digest's configuration and also show the edit on the front summary page. Alternatively you can choose **Invisible Save**, whereupon your editing actions won't be visible to other wiki users neither through email digests nor the summary front page. In case you still want to edit something before saving, click **Continue editing**. If you still need to continue editing, click the **Continue editing** button. In case you have opened the page for editing but do not want to save any changes, click **Cancel** in the editor menu.

## Linking the new page on wiki's front page

---

If you want to add a link to the new page from the wiki's front page, please follow next steps:

1. Go to wiki's front page and choose the chapter to which you want to link your page and click **Edit text** or you can also choose **Edit whole page** which allows you to add more links under different



sections.

## Etusivu

Contents [hide]

[Edit whole page](#) | [Edit beginning](#)

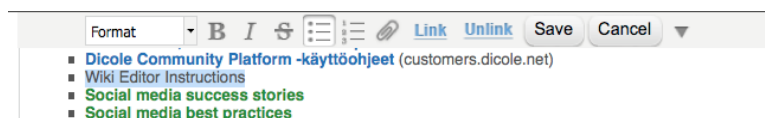
- 1 Updated often
- 2 Hot Now!
- 3 Processes
- 4 Follow-up
- 5 General info
- 6 Company, operations and products



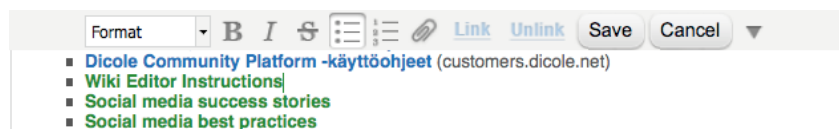
Company, operations and products

[Edit text](#)

2. When you are in the editing mode, write the name of your new page, paint it and click [Link](#) (see section [Links](#) for linking instructions instructions).



3. The link is created. You can use various effects such as bolding to highlight e.g. the importance of the content. Remember to save your changes.



## Page actions

Wiki pages can be managed from the [Page actions](#) menu, which is found on the left margin of every wiki page. You can lock the page, manage commenting and annotation features, add the page to summary, rename the page and remove the page among others.

Next, version and change history options, printing the page, and commenting options are viewed more closely.

### Page version changes ja change history

In the [Previous version](#) section you can view

## Page actions

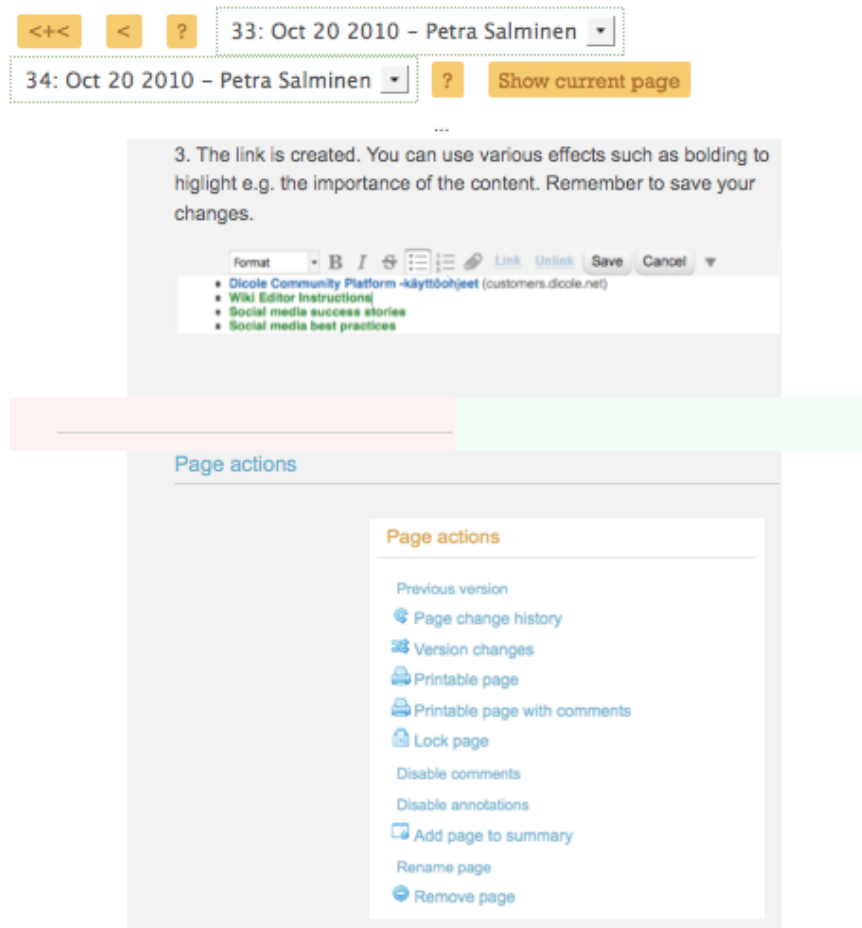
- [Previous version](#)
- [Page change history](#)
- [Version changes](#)
- [Printable page](#)
- [Printable page with comments](#)
- [Lock page](#)
- [Disable comments](#)
- [Disable annotations](#)
- [Add page to summary](#)
- [Rename page](#)
- [Remove page](#)

how the page looked like before previous changes. In the [Page change history](#), in turn, you find detailed information on the whole change history, since creating the page till the latest change made.

## History for page Wiki Editor Instructions

Version	Time	Creator	Type	Description
34	<a href="#">Oct 20, 10 4:46:04 PM</a>	Petra Salminen	Minor	
33	<a href="#">Oct 20, 10 4:45:36 PM</a>	Petra Salminen	Minor	
32	<a href="#">Oct 20, 10 4:35:16 PM</a>	Petra Salminen	Minor	
31	<a href="#">Oct 20, 10 4:32:59 PM</a>	Petra Salminen	Minor	
30	<a href="#">Oct 20, 10 4:32:20 PM</a>	Petra Salminen	Minor	
29	<a href="#">Oct 20, 10 4:10:11 PM</a>	Petra Salminen	Minor	
28	<a href="#">Oct 20, 10 2:40:27 PM</a>	Petra Salminen	Minor	
27	<a href="#">Oct 20, 10 2:10:49 PM</a>	Petra Salminen	Minor	
26	<a href="#">Oct 20, 10 1:47:17 PM</a>	Petra Salminen	Minor	
25	<a href="#">Oct 20, 10 1:47:03 PM</a>	Petra Salminen	Minor	
24	<a href="#">Oct 20, 10 1:46:41 PM</a>	Petra Salminen	Minor	
23	<a href="#">Apr 17, 10 12:49:20 AM</a>	Petra Salminen	Minor	
22	<a href="#">Apr 1, 10 1:33:21 AM</a>	Teemu Arina	Minor	
21	<a href="#">Mar 19, 10 6:13:46 PM</a>	Petra Salminen	Minor	
20	<a href="#">Mar 19, 10 6:10:36 PM</a>	Petra Salminen	Minor	
19	<a href="#">Mar 18, 10 3:01:23 PM</a>	Petra Salminen	Minor	
18	<a href="#">Mar 18, 10 2:56:08 PM</a>	Petra Salminen	Minor	
17	<a href="#">Mar 18, 10 2:53:35 PM</a>	Petra Salminen	Minor	
16	<a href="#">Mar 18, 10 2:52:24 PM</a>	Petra Salminen	Minor	
15	<a href="#">Mar 18, 10 2:51:22 PM</a>	Petra Salminen	Minor	
14	<a href="#">Mar 18, 10 2:40:36 PM</a>	Petra Salminen	Minor	
13	<a href="#">Mar 18, 10 2:36:47 PM</a>	Petra Salminen	Minor	
12	<a href="#">Mar 18, 10 2:29:46 PM</a>	Petra Salminen	Minor	

In the [Version changes](#) you can see all changes made to the page. From the dropdown list you can find changes made on different moments of time.

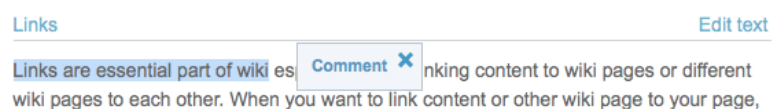


### Printing options

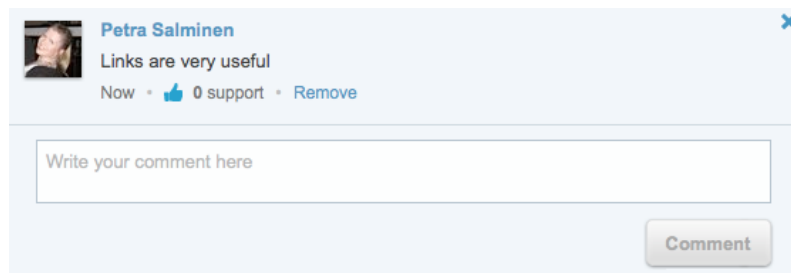
Wiki page can be printed as it is or with comments (more about comments and commenting in the next section). Printable wiki page can be sent either to a printer or you can save it as a pdf file.

### Commenting options

Wiki page can be commented in two ways: either you can comment the whole document in the commenting box that is located after the document or you can comment separate words, sentences and paragraphs by using the annotation tool. Annotation is done by painting that part of the text you want to comment and then by clicking the button **Comment**.



Comments are written in the empty text box. You can also like previous comments, and administrators are allowed to delete comments if they are e.g. inappropriate. After writing your comment, click **Comment** and your comment will be noted in the text.



Comments and the number of comments appear in the speech bubble after the highlighted text:

Links are essential part of wiki 2

If you wish to disable comments and annotations on the wiki page, choose [Disable comments](#) or [Disable annotations](#).

## Adding keywords

It is possible to add keywords i.e. tags to the page. Tags describe the content of the page and help in finding the page. You can add keywords by clicking text [Add tags](#).

### Page tags

No tags yet.

[Add tags](#)

Write a tag in the empty field and click the button [Add tag](#). You can add as many tags to the same page as you wish. When you are ready, click [Save](#) button.

## Info for page Wiki Editor Instructions

### Tags

[instructions](#), [wiki](#), [wiki editor](#)

[Add tag](#)

### Click to add popular tags

[antti](#) [business](#) [consulting](#) [customer](#) [daily work](#) [design](#) [development](#) [dicole](#)  
[dicole](#) [community](#) [platform](#) [dicole office](#) [elisa](#) [luppe](#) [mockup](#) [o3](#) [office](#) [practice](#) [practices](#)  
[presentation](#) [project](#) [prospect](#) [sales](#) [scrum](#) [simo](#) [status report](#) [strategy](#) [teemu](#) [tekes](#)  
[tommi](#) [usability](#) [web 2.0](#) [weekly meeting](#)

[Save](#)

## Navigation

[Navigation](#) menu helps you to browse existing wiki pages that have been created on DCP. In addition, under navigation you can modify some general wiki settings.

## Navigation

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### Pages

 [Browse pages](#)

 [Settings](#)

By clicking [Settings](#) you get into the modification area. With **Starting page** you can define or change the page that works as wiki's front page. With **Sidebar page**, in turn, you can define those pages that appear on wiki's left margin.

## Edit settings

Starting page	<input type="text" value="Etusivu"/>
Sidebar page	<input type="text" value="None"/>
Sidebar page	<input type="text" value="None"/>
Show annotations by default	<input checked="" type="checkbox"/>
Number of items in feed	<input type="text" value="5"/>
Limit feed access by IP addresses (each on a separate line)	<div></div>

Save