

# **Online Handbook Management**

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## **General Concepts**

- Wikimedia is an open source knowledge-base software project. The most famous installation is certainly the Wikipedia, a huge and constantly growing free online encyclopaedia.
- Each page created in the Wiki is called a *Namespace*. Namespaces can be used for anything from contents pages to general information. This flexibility allows the software to be used in really creative ways.
- For the purposes of the SNCT handbook, only logged in users may add or edit Namespaces to the Wiki. This is to ensure all information presented is correct at all times.
- To login to the SNCT user account, use the username: SNCT and the password: snctw1k1



## 1. Adding and Editing Namespaces

### **Adding a Namespace**

To add a namespace to Handbook, simply create a link to it in the body of another namespace. This is done by encapsulating the name of the new namespace in two square brackets, and then closing two square brackets like so:

#### [[namespace]]

Save the changes made to the current namespace, and click on the link created to the new one.

You will be presented with an edit form to which you can all the content for the new namespace, and once complete hit the save changes button at the bottom to finalise.

#### **Edit a Namespace**

Simply navigate to the namespace you wish to edit, and click on the edit button. You need to be logged in to do this.

Add or amend content to the namespace as you see fit then hit the save changes button at the bottom to save your work.

#### **Delete a Namespace**

To delete a namespace, simply navigate to it, and remove all content from the namespace.

There is no way to recursively remove all links to the namespace however.



## 2. Adding and Editing Users

In order to add or edit users in the system, you need to be logged in with the provided account above as Sysops are the only people capable of assigning rights to a user.

There are three types of users:

Sysops-> are capable of doing pretty much anything in the system. Bureaucrat-> capable of maintaining and editing content ONLY. Bot-> not for use with any SNCT users.

To add or edit a users rights, access the special pages from the toolbox links below the search area once you have logged in.

#### Add a User

Use the Log in/create account special page and follow instructions provided.

#### Assign a Users Rights/Edit a User

Make sure you are logged in as a Sysop user, and follow the instructions provided in the Restricted special page, User rights management.

#### Remove a User

In order to remove a user, they will need to be removed manually from the database, please contact me if you require this to be done.



# 3. Wiki Style Guide and Punctuation

| 83 || 96 || 2

| 97 || 110 || 3

| 111 || 126 || 4

| 127 || 142 || 5

| 143 || 159 || 6

| 160 || 177 || 7

| 178 || 196 || 8

Mediawiki uses a symbol based text formatting system, and works exactly the same way as when referencing or creating namespaces.

```
same way as when referencing or creating namespaces.

[[namespace]]

== Header 1 ==

=== Header 2 ===

"bold ""

'i italics "

Asterisk (*) line item

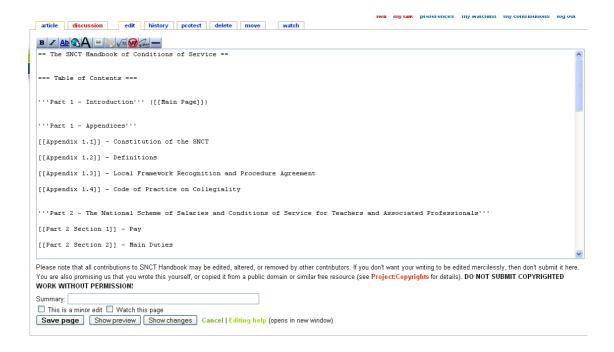
[http://www.example.com link title] for external internet links

Table example:

{|
|-
| "from" || "to" || "Salary Point" |-
| 0 || 82 || 1
```



**Figure 1** – Shows examples of text formatting and references to new namespaces, the location of the edit tab, and the location of the save button.





**Figure 2** – Shows the saved version of the above formatting, with links created.

