SharePoint Wiki Plus
User Guide
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Introduction

What is Wiki Plus?
KWizCom's SharePoint Wiki Plus is an advanced, comprehensive Wiki solution for SharePoint. Its unique additional features make it the ideal tool for true cross-organization knowledge sharing.

Wiki Plus is compatible with MOSS 2007/WSS 3.0 and SharePoint 2010/2013/2016 - standard and enterprise editions.

Straight to the point –
With Wiki Plus, SharePoint gains a new site template that includes many enterprise wiki collaboration features, enhanced editing capabilities, new lists/libraries, web parts and reports – making collaboration and knowledge sharing easier.

Wiki Plus is ideal for the following uses:
- Team collaboration
- Corporate Procedure archive
- Support knowledgebase
- Development knowledgebase
- Cross-organization knowledge pool
- Organization dictionary-"Pedia" application
What’s in this user guide?

This user guide describes Wiki Plus features and usage scenarios from the perspective of end-users using Wiki Plus as their collaboration platform.

The target audiences of this user guide are end-users and implementers who are familiar with Microsoft SharePoint 2007/2010/2013/2016 (as Wiki Plus is an add-on to Microsoft SharePoint infrastructure).

The following topics are covered:

• Product overview
• Basic Wiki Plus terms
• Getting started
  o Find pages according to a subject (Tag/Category)
  o Search
  o Subscribe to alerts on a specific tag/category/page
  o Rate a wiki page
  o Discuss a wiki article (per-page discussions)
• Wiki Plus authoring
  o Add new wiki page
  o Edit an existing wiki page
  o The Wiki Plus content editor
  o Using header styles to create page sections and table of contents
  o Tag/categorize a wiki page to required tags/subjects
  o Assign ownership on a wiki page
  o Define expiration period for a wiki page and manage its lifecycle
  o Save a Wiki page as a template for reuse by others
• FAQ
Product Overview

**True, SharePoint-based Enterprise Wiki solution,**

**Available for SharePoint 2007/2010/2013/2016!**

Wiki Plus is built on-top of SharePoint infrastructure (MOSS 2007/WSS and SP 2010/2013/2016), enhancing all the standard SharePoint features with comprehensive web 2.0 capabilities.

The advanced wiki features and their integration with the SharePoint platform provide the most productive and cost effective tool for real collaboration and knowledge sharing across the enterprise.

**Wiki Plus key features include:**

- Support for standard Wiki markup language
- Improved content editing capabilities
- Complete taxonomy solution (Web 2.0 tagging / Hierarchical categories)
- Content rating
- Support for RSS feeds / Alerting / Subscriptions on wiki pages and categories
- Content lifecycle management
- Enable easy copy & paste of images and rich content from MS WORD documents (Requires Internet Explorer browser).
- Support for discussions on Wiki pages
- Support for Printing a Wiki page
- Support for Previewing a Wiki page before saving it
- Advanced reporting
- Wiki content templates
- Enhanced rich editor enables adding images, flash, Silverlight, movie clips, emoticons and file attachments to wiki pages – the easy way!
- Ability to embed structured content in wiki pages
- Support for mapping images and setting absolute position
- **True SharePoint integration** – it’s all standard SharePoint behind the scenes – **No separate maintenance costs!**
Basic Wiki Plus terms
This chapter puts forth the basic terms that will be used throughout this user guide.

**Wiki software**
A Web-based content editing and sharing solution.
All Wiki solutions include a convenient editor enabling non-technical users to add/edit content and additional features that enable easy production and sharing of that content.
Wiki editors support a special markup language "wiki markup".

**Wiki pages**
The main content items in Wiki Plus are wiki pages. These are web, rich content pages containing rich-text, tables, images etc, plus wiki markup.

**Rating**
Rating refers to the capability to grade a content item by users. One of the popular grading methods is the '5 stars' rating (☆☆☆☆☆), where users can rate a viewed page by clicking 1-5 stars (1=low rate, 5=highest rate).
Wiki Plus provides 2 additional rating methods: Voting (Thumb-up/thumb-down) and “Kicking” (vote in favor of an item, same as “Like it”).

**Tags**
A tag is a keyword or term assigned to a content item. When a user tags content pages (like an article, for example), several keywords become attached to this item. Later, other users can find the relevant content by using those keywords.

**Categories**
Categories are hierarchical classifiers. Every category has a parent category and may have child categories as well. Like tags, categories are used to classify a content item and later help to retrieve content items according to the category.
Page owner

Every wiki page is owned by someone. This is a key concept – Every piece of content that needs to be maintained as an accurate and reliable information, has an owner who is responsible for it.

By default the page owner is the user who created the page.

So what is the difference between a "page owner" and any other user who wishes to edit a page?

- Only the page owner can delete the page
- Only the page owner can restore a previous version of the page (and by doing so, override changes made by other users to the page)
- Only the page owner can add additional page owners to the page
- When a page is updated by some user, the page owner is notified by email.
- Only the page owner can define an expiration period for the page.

Knowledge Trustees

This is a pre-defined group of users which have higher permissions in the Wiki Plus solution. The role of users belonging to this group is to supervise and manage the proper implementation and usage of the tool.

Users of this group perform the following tasks:

- Create new Wiki content templates
- Get notified when a page that has no owner is about to expire
Wiki Plus solution structure

Wiki Plus is a standard SharePoint add-on. It includes various modules such as:

- Wiki Plus site template
- Wiki Plus library
- Wiki Plus content type
- Various web parts and features
- Various custom pages and reports

The Wiki Plus site template is a SharePoint site template used to create a Wiki Plus SharePoint site.

Creation of a Wiki Plus site is done by a user who has the appropriate administration permissions.

A Wiki Plus site can be created for various uses such as: corporate knowledge pool, support knowledgebase, company procedures, department "Pedia" (dictionary of business terms for example) etc.

The following sections describe the structure and interface of the Wiki Plus site.
Wiki Plus site home page

SharePoint 2007

Wiki Plus home page is the main entry point to your wiki solution. Its purpose is to enable you to easily find wiki pages. The home page is a SharePoint web part page that includes the following parts:

1. Top banner – part of the site's master page, and can easily be replaced with your own branding. More details about the banner and other graphics customizations are fully described in the Wiki Plus customization guide.
2. Breadcrumbs – show the full path to the current page.
3. Search box – this is the standard SharePoint search bx.
(4) Home page welcome content – fully customizable by the Wiki plus administrator (simply by navigating to Wiki Plus library and editing this page's properties).

(5) Quick Launch – The standard SharePoint quick launch. This pane displays various links to create a new page, links to recently created pages and link to the Wiki Plus library ("View All Pages" link).

(6) Tag Cloud – This web part displays all used tags/keywords using the Tag Cloud standard. This means that keywords that are used to tag many pages will appear larger than tags that are used less. Clicking a tag will redirect to the "Tags List Page" which displays all pages that are tagged to the clicked tag.

(In the screenshot above the Tag Cloud title was change to "Find procedure by subject")

(7) Various links – this is a simple "Content Editor Web Part" that contains some graphic links to information that the site admin would like to offer all users (such as: "more about our policies").

(8) Top 5 rated wiki pages – This web part displays the highest rated wiki pages (sorted according to their "Rate" column (that shows the 5 stars).

(9) Recycle Bin – shows a list of all the deleted wiki pages and other items from the Wiki Plus site.
**SharePoint 2010/2013/2016**

In SharePoint 2010/2013/2016 the structure is a bit different than in SharePoint 2007:

- There is no top banner – we left it “SharePoint natural” because most users prefer to have their own branding anyway.
- No special styles – we now simply use SharePoint styles, and you can easily customize the Wiki Plus site styles and layout just like any other SharePoint site.
Wiki Plus – View mode activities
This chapter describes how to accomplish various view-mode activities (find pages, rate a page, subscribe for alert on a page etc.)

Find pages according to a tag/keyword
Tagging refers to the operation of classifying content (pages) with descriptive keywords. This is done to enable others to find pages more easily (without having to know the page’s name).
Authors adding new pages should tag them by attaching several relevant keywords (tags) to every page (How to tag a page is explained later in this guide).

When you want to find all the pages related to a tag, simply click that tag (which you will find displayed in the Tag Cloud on the home page):

Clicking the "Sales" tag will display all pages tagged to this keyword.
After you click the desired tag you will be redirected to the "Tag Pages List" that displays all pages tagged to this keyword:

The "Tag Pages List" page includes the following parts:

1. Tag – Displays the current selected tag
2. Subscribe links – You can subscribe for email or RSS notifications on the current tag. Every time someone adds a new page which is tagged to the current tag (in the screenshot the tag is "Sales"), the user will get an email or RSS notification announcing new content related to the tag. This enables you to easily stay on top of new knowledge that is related to subjects of your preferences.
3. Customize this page – You can change the way the results are sorted and grouped.
Wiki page – View mode

SharePoint 2007

When you click a page link (found during search or by a tag) you will get to the page view mode:

OK, so what can you do while viewing a wiki page?

(1) Edit – You can start editing the page by clicking the "Edit" link.
(2) History – view all previous versions of the page:

![Procedure history](image)

(3) Incoming Links – Clicking this link will display a page with all pages that contain links to the current page.

(4) Favorite – Clicking this link will open a popup window that enable you to add the current page to your favorite links (managed in your MOSS 2007 personal site):

![Favorite links](image)

In SharePoint 2010, “My Links” is hidden by default, can be added to master page or as a web part to my site manually.
For more details please review:

(5) Subscribe links – You can subscribe in order to get notifications via email or RSS feed, or add the current page to “My subscriptions Report” when something changes in the Wiki page.

(6) Discussions – By clicking this link you'll be able to participate in discussions made over the current page (open a discussion thread, reply on someone's post)

(7) Print – By clicking this link you can print the current wiki page.

(7a) Export – you can export the current page to Word/PDF file.

(8) TOC – This is the page’s Table of Content, which is automatically created according to the sub titles in the page.

(9) Edit – Edit link next to every heading allows you to edit a certain part of the page.

(10) Details – Here you see the Created and Modified date and by whom it was created or modified.

(11) Tags – The tags of the current wiki page. By clicking on a tag, you get to a list of related pages with the same tag.

(12) Rating – Rate the article

(13) Discussion – See the discussions about the current wiki page.
**SharePoint 2010/2013/2016**

In SharePoint 2010/2013/2016 the Wiki Page’s layout is a bit different due to the different UI structure of SharePoint 2010/2013/2016. The main difference is that while Wiki page menus appear just above the page content in SharePoint 2007:

![Wiki Page Menu](image)

In SharePoint 2010/2013/2016 they are located inside the *Ribbon*, in order to keep the solution’s layout consistent with SharePoint 2010/2013/2016 UI.

This is how a Wiki Plus page looks in SharePoint 2010:

![Wiki Plus Page](image)
Ok, so…where did all the Wiki page menus go?!

Well, in SharePoint 2010/2013/2016 all item menus are grouped into ribbons (same as in Microsoft Office).

When you browse a page, notice that at the top part of the window you have the “Browse” ribbon selected:

If you wish to do some activity with the page that you are currently browsing, you need to click the “Page” ribbon.

Once you click it, you will see all the available operations (menus):

The menus in the ribbon are divided to the following groups:
1) Edit – this group includes 2 editing menus:
   a. Edit – click this menu to edit the Wiki page’s content.
   b. Edit layout – Click this menu to edit the page’s structure (for example: add a web part to the page).
2) Generic SharePoint menus – these groups include generic SharePoint menus (that appear in any other SharePoint items).
   These menus include: Manage versions, permissions, alerts, Approve/reject page (in case of moderation support was activated).
3) Wiki Plus menus – these are the same menus as you have in Wiki Plus for SP2007.
Wiki Plus authoring

Introduction
This chapter describes all authoring/editing operations in Wiki Plus.

Authoring operations include:

- Add a new page
- Edit an existing page
- Tag a page
- Assign ownership on a wiki page
- Define expiration period for a wiki page and manage its lifecycle
- Save a page as a template
Adding a new page
Following the WEB 2.0 spirit, anyone using Wiki Plus can, by default, add a new wiki page. We can all become contributors to the knowledge pool! This can be changed by defining permissions on the Wiki Plus library (the same way it is done with any other SharePoint list).

So how do we create a new Wiki Page?
You can create a new wiki page in one of the following ways:

SharePoint 2007

1. Click the "Create new wiki page" link at the left-top corner (appears in all pages)
2. Click the "Add new wiki page" just below the "Top 5 rated Wiki pages" web part (appears in the Wiki Plus site's home page).
The second way to add a wiki page is to do it through the Wiki Library interface:

(3) Add a new page directly from the Wiki Plus library (just like any other SharePoint library). To get to the Wiki Library you have to click the "View All Pages" link and then -
(4) Click the "New" Wiki Plus library menu.

The third (and final) way to add a new wiki page is to use Wiki forward links:
Click a **forward link** (striped link) in any existing page to automatically create a new page.
After you clicked the "Create new Wiki page" link (or click some forward link in a page), the following page is displayed:

In order to create a new wiki page you should fill the following fields in the "Create a new Wiki page" page (displayed above):

1. **Name** – This is the displayed page's name.
2. **Content Template** – You can create a page using an **existing content template**. Simply select one of the existing content templates.
3. **Preview** – This part displays the selected template’s content.

Clicking the "Create" button will create the new wiki page.
SharePoint 2010/2013/2016

Creating a new Wiki Plus page in SharePoint 2010/2013/2016 is done by clicking the “Site Actions” menu, and then clicking the “New WikiPlus page” sub-menu:

![Wiki Plus page creation](image)

**Important:**
The “Create new Wiki page” link does not exist anymore in the Quick Launch zone for SharePoint 2010/2013/2016.
Edit an existing page
As mentioned before, in Wiki everyone has the right to create and edit pages by default.
This means that users can also edit pages that were created by other users and update them. This will save a new version of the page, so previous page versions are kept and the page owner can always restore them when the need arises.
In order to edit an existing page, simply click the "Edit" menu in the viewed page menu bar:

SharePoint 2007

Click the "Edit" link to edit this page
Clicking the "Edit" link will open the page in "Edit" mode, enabling you to update its content:

**SharePoint 2007**

![SharePoint 2007 Image]
After you finished editing the page, click "OK" to save changes and update the page. For more details about the Wiki Plus content editor options please review "The Wiki Plus Content Editor" chapter.

**SharePoint 2010/2013/2016**

In SharePoint 2010/2013/2016 use the “Save”/“Cancel” ribbon buttons to save/cancel your changes:

![SharePoint ribbon buttons](image)

You can get started and add new Wiki pages by clicking "New Wiki Plus Page" in the site action...
Using the Wiki Plus Content Editor

Introduction
Wiki Plus provides an enhanced content editor, enabling you to edit your content in various ways:

- Use rich web editing functionality provided by the editor's toolbar commands.
- Use Wiki markup (more often used by experienced wiki users)

This chapter describes the editor's functionality including all editing commands and options.

The Wiki Plus editor (like all other parts of Wiki Plus) is fully customizable, enabling you to add new toolbar buttons, new content snippets etc. (All described in the Customization guide).
This upcoming chapter describes the default editor's user interface as it appears after Wiki Plus installation.
The Editor's ingredients

Page Title
Menu Bar
Editor Toolbar
Content area
Page Save/Cancel buttons

Page Save/Cancel buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Save the current page and return to View mode.</td>
</tr>
<tr>
<td>Apply</td>
<td>Save the current page and stay in Edit mode.</td>
</tr>
</tbody>
</table>
Menu Bar

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Item</td>
<td>Delete the current page (send it to SharePoint's recycle bin).</td>
</tr>
<tr>
<td>Duplicate Page</td>
<td>Create a new page which is a copy of the current page (content and properties). Very useful for fast creation of similar pages.</td>
</tr>
<tr>
<td>Spelling...</td>
<td>Runs a spellchecker.</td>
</tr>
<tr>
<td>Preview</td>
<td>Shows a preview of the page before it's saved.</td>
</tr>
</tbody>
</table>

Editor Toolbar

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Toggle full screen mode. This will toggle the editor between full screen and normal mode.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Cut, Copy, Paste.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Special paste options: - Paste as plane text. - Paste as HTML - Paste Image* - Paste from WORD document (including styles, tables and images)* - Paste from WORD without the styles</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Undo &amp; Redo. Enable undoing and redoing last editing actions. Also supports CTR+Z and CTR+Y</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Find &amp; Replace</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image.png" alt="spelling_check" /></td>
<td>Spelling check on the wiki content</td>
</tr>
<tr>
<td><img src="image.png" alt="help_icon" /></td>
<td>Help for the content editor</td>
</tr>
<tr>
<td><img src="image.png" alt="link_icon" /></td>
<td>Insert a link to a wiki page:</td>
</tr>
<tr>
<td><img src="image.png" alt="link_new" /></td>
<td>1. New wiki page – this will create a link that when an author clicks it – it will create a new wiki page (forward link).</td>
</tr>
<tr>
<td><img src="image.png" alt="link_existing" /></td>
<td>2. Existing wiki page – enable the author to browse for a wiki page and select the one to link to.</td>
</tr>
<tr>
<td><img src="image.png" alt="template_icon" /></td>
<td>Save the current page as a template.</td>
</tr>
<tr>
<td><img src="image.png" alt="template_icon" /></td>
<td>This will create a new content template, available to all other authors when creating a new wiki page.</td>
</tr>
<tr>
<td><img src="image.png" alt="markup_icon" /></td>
<td>Insert wiki markup into the page.</td>
</tr>
<tr>
<td><img src="image.png" alt="markup_icon" /></td>
<td>This drop-down includes various wiki markup shortcuts, enabling less experienced wiki users to enter wiki markup easily.</td>
</tr>
<tr>
<td><img src="image.png" alt="table_icon" /></td>
<td>Insert table.</td>
</tr>
<tr>
<td><img src="image.png" alt="table_icon" /></td>
<td>Enables to create styled tables using a table creation wizard.</td>
</tr>
<tr>
<td><img src="image.png" alt="image_icon" /></td>
<td>Image Manager.</td>
</tr>
<tr>
<td><img src="image.png" alt="image_icon" /></td>
<td>Enable uploading and inserting images into the page.</td>
</tr>
<tr>
<td><img src="image.png" alt="image_icon" /></td>
<td>The image manager enables storing and managing images in shared folders (standard SharePoint libraries).</td>
</tr>
<tr>
<td><img src="image.png" alt="image_map_icon" /></td>
<td>Image Map Editor – map an image, allows inserting links on the image.</td>
</tr>
<tr>
<td><img src="image.png" alt="position_icon" /></td>
<td>Set absolute position to an image</td>
</tr>
<tr>
<td><img src="image.png" alt="flash_icon" /></td>
<td>Flash Manager – add flash items to the page</td>
</tr>
<tr>
<td><img src="image.png" alt="movie_icon" /></td>
<td>Movie manager – add movie clips to the page</td>
</tr>
<tr>
<td><img src="image.png" alt="visio_icon" /></td>
<td>Visio Manager – add a visio chart to the page</td>
</tr>
<tr>
<td>Icon</td>
<td>Feature</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Sliverlight Manager – add Silverlight items to the page</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Add an emoticon to the page</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Document Manager. Enable the creation of file attachments in the wiki page. The document manager enables storing and managing files in shared folders (standard SharePoint libraries).</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Reference Manager, Enable adding/updating wiki references in your wiki page.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td>Hyperlink Manager. Enable the creation of web hyperlinks, anchors and email (mailto) links.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Icon" /></td>
<td>Insert List View Enables you to embed a SharePoint list view into the wiki page. Unlike SharePoint 2010/2013/2016, KWizCom Wiki Plus enables you to embed not only local list views, but also remote ones, that are located in other SharePoint sites/site collections.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Icon" /></td>
<td>Horizontal Rule</td>
</tr>
<tr>
<td><img src="image8.png" alt="Icon" /></td>
<td>Insert Symbol. Inserts various symbols such as: <img src="image9.png" alt="Symbols" /></td>
</tr>
<tr>
<td><img src="image10.png" alt="Icon" /></td>
<td>Insert date / time.</td>
</tr>
<tr>
<td><img src="image11.png" alt="Icon" /></td>
<td>Custom Links. A drop-down list of pre-defined links authors can insert into the page.</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="" alt="Insert Reusable Content" /></td>
<td>Enables you to insert reusable content into the page. Reusable content items are stored in central libraries, enabling users to reuse them in various wiki sites and pages. These reusable content items are managed centrally, enabling the inserted instances of these items to inherit any change done in the centrally-managed items.</td>
</tr>
<tr>
<td><img src="" alt="Insert content snippet" /></td>
<td>Enables authors to manage reusable pieces of content for fast and more efficient content production. These content snippets can be added by implementers – see details in the customization guide. Remark: Unlike Reusable Content, content snippets are not inheritable.</td>
</tr>
<tr>
<td><img src="" alt="Format code block" /></td>
<td>Enables you to add source code block into the page (in a way that will notify the Wiki parser not to parse it, but to display it as-is).</td>
</tr>
<tr>
<td><img src="" alt="Heading 1" /></td>
<td>Applies standard text styles to selected text.</td>
</tr>
<tr>
<td><img src="" alt="Times New Roman" /></td>
<td>Sets the font typeface.</td>
</tr>
<tr>
<td><img src="" alt="6" /></td>
<td>Sets the font size.</td>
</tr>
<tr>
<td><img src="" alt="24pt" /></td>
<td>Enables you to add source code block into the page (in a way that will notify the Wiki parser not to parse it, but to display it as-is).</td>
</tr>
<tr>
<td><img src="" alt="Text Color (foreground)" /></td>
<td>Changes the foreground color of the selected text.</td>
</tr>
<tr>
<td><img src="" alt="Text Color (background)" /></td>
<td>Changes the background color of the selected text.</td>
</tr>
<tr>
<td><img src="" alt="B I U A" /></td>
<td>Applies standard formatting (bold, italic, underline, strikethrough).</td>
</tr>
<tr>
<td><img src="" alt="Aligns the selected paragraph" /></td>
<td>Aligns the selected paragraph.</td>
</tr>
<tr>
<td><img src="" alt="Text direction" /></td>
<td>Enables you to add source code block into the page (in a way that will notify the Wiki parser not to parse it, but to display it as-is).</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Bulleted list icon" /></td>
<td>Bulleted list and Numbered list.</td>
</tr>
<tr>
<td><img src="image" alt="Indent button" /></td>
<td>Indent button - Indents paragraphs to the right. Outdent button - Indents paragraphs to the left.</td>
</tr>
<tr>
<td><img src="image" alt="Convert to lower case" /></td>
<td>Convert the text of the current selection to lower case.</td>
</tr>
<tr>
<td><img src="image" alt="Convert to upper case" /></td>
<td>Convert the text of the current selection to upper case.</td>
</tr>
<tr>
<td><img src="image" alt="Format stripper" /></td>
<td>Makes a text superscript/subscript.</td>
</tr>
<tr>
<td><img src="image" alt="Format stripper" /></td>
<td>Format stripper - Removes custom or all formatting from selected text.</td>
</tr>
<tr>
<td><img src="image" alt="Module Manager" /></td>
<td>Module Manager – Enables you to display/hide various editor utilities.</td>
</tr>
<tr>
<td><img src="image" alt="Select all text" /></td>
<td>Select all text.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Group Box" /></td>
<td>Insert Group Box – insert a frame that groups content.</td>
</tr>
<tr>
<td><img src="image" alt="Print page" /></td>
<td>Print page</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td>Zoom</td>
</tr>
</tbody>
</table>
* The ability to copy rich-text from MS WORD/Images from the clipboard work Only with Internet Explorer 8+, and also require you to setup your internet browser to allow ActiveX controls.

On your Internet Explorer Security Settings, select the following radio-buttons:
Content area
This is where you edit your content.
You can use rich-text, media (images, flash, movie clips) and wiki markup.
For detailed description about the supported wiki markup – please review appendix A.
Create page sections and automatic table of contents

Very similar to other editors, such as Microsoft WORD for example, Wiki Plus editor includes pre-defined header styles.

These header styles serve for 2 purposes:

1. Divide the page into sections for better readability.
2. Automatically produce a table of contents, based on these sections.
3. Each section can be later edited separately (each has a separate “Edit” link as shown below).

The following screenshot displays a page that includes 2 “Heading1” and 2 “Heading2” sections:
Accordingly, each Heading1 styled section appears in the Table of Contents as a main subject, Heading2 – as sub subjects and so on.

OK, so how do you create a wiki page that includes sections and a table of contents?

**Option1**: By using Header styles
While you are in Edit mode, select the paragraph that you wish to become a section/sub section header, and then select the requested header style:

![Header styles screenshot]

Same goes with sub sections (in the following screenshot we’ve styled the “Basic Terms” line as *Heading2*):
After saving the document you’ll get the following result:
Option 2: By using Wiki markup

You can use the “==” wiki markup to define header styles:

After you save the page you get the following result:
Edit a part of a page

If a page is divided into sections (by using the headers styles as described above), then each section has a separate "Edit" link:

![Image of wiki page with sections and edit links]

Clicking one of these links will open only the selected section in edit mode. (In the following screenshot the "Introduction" edit link was clicked:)

![Screenshot of edited section]
INTRODUCTION

KWizCom works with various vendors on a daily basis. Some of these vendors work inside KWizCom offices and some are companies that provide deliveries remotely. This procedure describes the exact process of how to initiate and order a job from a vendor.
Tag a page

After you have edited the page content you should tag the page. Tagging a page with keywords enables other users to easily find your page by clicking one of the keyword in the Tag Cloud mentioned before in this guide.

Tagging your page is done by entering keywords in the "Tags" field:

When you start to type a keyword, all existing keywords (tags) the contain the same entered characters appear, enabling the user to select an existing keyword instead of manually entering it, as displayed in the following screenshot (this is called "auto-complete" feature):
Once the Wiki page is tagged, users will be able to find it using the Tag Cloud (as described previously).

The auto-complete feature displays all available tags that contain the typed characters.

In order to see all existing tags, click the "show all" link.

The Wiki Plus administrator can configure the Tags field to support different tagging scenarios such as:

1. **Prevent users from entering new tags.** Tags are managed centrally by some knowledge officer, and users may only select tags from the existing central tags list.

2. **Use hierarchical categories instead of tags.** Users browse a hierarchical category tree and select various categories (instead of entering textual tags).
   In this mode of operation users will also use category tree to find content according to category instead of the Tag Cloud.

For more details about the tagging feature configuration, please review the Tagging Feature user guide:

http://www.kwizcom.com/downloadfile.asp?id=950&ProductID=582&ProductSubNodeID=522
Define page owner

When you create a new page you automatically become this page's owner.

A page owner is responsible on the page's content for its entire lifecycle. As such, the page owner has some extended permissions including:

- Only the page owner can delete the page.
- Only the page owner can add additional page owners to the page.
- When a page is updated by some user, the page owner is notified by email.
- Only the page owner can define an expiration period for the page.

As the page owner, you can add additional page owners by updating the "Page Owner" field:

```
Page Owner
System Account
Enter users separated with semicolons.

Lifecycle Alert
6 Month
5/22/2009
```

You can add additional page owners (use the ";" delimiter)
Manage page content lifecycle

As the page owner you define the expiration period of the page. This is done by setting the "Lifecycle Alert" field:

So what happens after you set the "Lifecycle Alert" field for your page?

- 2 weeks before the page is about to expire, the page owner will be reminded via email to renew the page.
- To renew a page, the page owner should open the page in edit mode, update the necessary content, change the expiration date and save the page.
- If the page has not been renewed by the page owner and the expiration period has passed, users viewing this page will see an "Out of date" label.
This label indicates that the page maybe obsolete since it was not renewed by its page owner for a long time.
Save a page as a content template

When a user creates a new wiki page, he can use existing content templates as a starting page. This enables an organization to create consistent looking pages, and to help reduce authoring time.

As a member of the "Knowledge Trustees” group, you can also create new content templates for others to use.

Creating a content template is easy:

While you are editing the wiki page which you wish to save as a template, click the “Save as template” editor toolbar button:

Provide a name for your template in the popup window and click OK:
Technical Support

Technical support may be obtained by using any of the following methods:

The KWizCom Web site

The KWizCom website at www.kwizcom.com contains the most updated valuable information, including:

- Answers to frequently asked questions (FAQ's) about our products – usability and technical questions.
- Product updates, which provide you with bug fixes and new features.

The Web Form

For technical support through the Internet, please fill in our support web form on our web site.

For more information on technical support, please review our support programs page.
Appendix A – Supported wiki tags
This section presents all Wiki tags supported by KWizCom Wiki Plus.
Please note that most of this markup is not necessary since the Wiki Plus editor enables editing and formatting functions through its toolbars and menus (So wiki markup is not really needed)

Links and URLs

<table>
<thead>
<tr>
<th>What viewers see</th>
<th>What you type in Wiki Plus editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A link to another wiki page.</td>
<td>Editing custom list forms is done with [[SPD]].</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
</tr>
<tr>
<td>Editing custom list forms is done with SPD.</td>
<td></td>
</tr>
<tr>
<td>A link to another wiki page, where the displayed link title is different than the wiki page’s name.</td>
<td>Editing custom list forms is done with [[SharePoint Designer</td>
</tr>
<tr>
<td>The target page name must be placed first, then the title that will be displayed second.</td>
<td></td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
</tr>
<tr>
<td>Editing custom list forms is done with SPD.</td>
<td></td>
</tr>
</tbody>
</table>

Links to special wiki pages

1. Link to the "incoming links" page (that show all pages that link to a requested page)
   **Example:**
   Special:Whatlinkshere/Home

2. Link to a page’s "History" page (that shows all versions of the page)

<p>| |
| |</p>
<table>
<thead>
<tr>
<th>Example:</th>
<th>Special:Recentchangeslink/Home</th>
</tr>
</thead>
</table>

Links to other resources (not Wiki pages).

1. **URL**
   - **Example:**
   - *http://en.wikipedia.org/*

2. **Named link**
   - **Example:**
     - Wikipedia

3. **Unnamed link**
   - **Example:**
     - [1](http://en.wikipedia.org/)

---

Display various date formats

**Example:**

1. **July 20, 1969**
2. **20 July 1969**
3. **1969-07-20**
4. **1969-07-20**

   # [[July 20]], [[1969]]
   # [[20 July]] [[1969]]
   # [[1969]]-[[07-20]]
   # [[1969-07-20]]

---

Links to media files (sound/video)

The default library for images and other media files is "WikiPlus images" library.

**Example:**

Click here to hear his latest sound track

```[[media:jj-latest.ogg|sound track]]```
### Images:

<table>
<thead>
<tr>
<th>What viewers see</th>
<th>What you type in Wiki Plus editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Image. Images are stored in &quot;WikiPlus images&quot; library.</td>
<td>![Image:KWizCom-logo.gif]</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
</tr>
<tr>
<td><img src="KWizCom-logo.gif" alt="KWizCom" /></td>
<td></td>
</tr>
<tr>
<td>An image with alternative text.</td>
<td>![Image:KWizCom-logo.gif</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
</tr>
<tr>
<td><img src="KWizCom-logo.gif" alt="KWizCom" /></td>
<td></td>
</tr>
<tr>
<td>A picture resized to required size.</td>
<td>![Image:KWizCom-logo.gif</td>
</tr>
<tr>
<td><strong>Example:</strong> (resized to 50 px)</td>
<td></td>
</tr>
<tr>
<td><img src="KWizCom-logo.gif" alt="KWizCom" /></td>
<td></td>
</tr>
<tr>
<td>Linking directly to an image without displaying it.</td>
<td>[:media: KWizCom-logo.gif</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
</tr>
<tr>
<td><img src="KWizCom-logo.gif" alt="Image of KWizCom logo" /></td>
<td></td>
</tr>
<tr>
<td>&lt;DIV&gt; tags</td>
<td>&lt;div style=&quot;display:inline; width:220px; float:right;&quot;&quot;&gt;Place images here&lt;/div&gt;</td>
</tr>
</tbody>
</table>
## Character formatting:

<table>
<thead>
<tr>
<th>What viewers see</th>
<th>What you type in Wiki Plus editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header styles (used to divide the page to sections and produce a table of contents):</td>
<td></td>
</tr>
<tr>
<td>Example:</td>
<td></td>
</tr>
<tr>
<td><strong>Title 1</strong></td>
<td>=Title1=</td>
</tr>
<tr>
<td>Some text</td>
<td>Some text</td>
</tr>
<tr>
<td><strong>Title 2</strong></td>
<td>=Title2=</td>
</tr>
<tr>
<td><strong>==Sub title 1==</strong></td>
<td>==Sub title 1==</td>
</tr>
<tr>
<td>Some text</td>
<td>Some text</td>
</tr>
<tr>
<td><strong>==Sub title 2==</strong></td>
<td>==Sub title 2==</td>
</tr>
<tr>
<td>Some text</td>
<td>Some text</td>
</tr>
</tbody>
</table>

Underlined/Bold/Italic/strikeout formatting.

Example:

**Underlined text**

<u>underlined text</u>

**Italicized text**

'"Italicized text"'

'''Bold text'''

''''"Italicized & Bold text"'''

<s>strike through</s>

Small/Big text tags

Example:

You can use <small>small text</small> or <big>big text</big>
<table>
<thead>
<tr>
<th>Invisible text (source comments)</th>
<th>&lt;!-- comments --&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>These are editor comments, not intended for viewers.</td>
<td>![source comments image]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diacritical marks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü ß à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô œ õ ö ø ùû ý</td>
</tr>
<tr>
<td>À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü ß à ´ â ã ä å æ ç è é ê ë ì í î ï ñ &amp;osgrave; ó ô œ õ ö ø ù ú û ü ÿ</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Punctuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>ç i § ¶ † ‡ • – — ‹ › « »</td>
</tr>
<tr>
<td>? ¡ § ¶ † ‡ • – — ‹ › « » ‘ ’ “ ”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>™ © ® ¢ € ¥ £ &amp;</td>
</tr>
<tr>
<td>™ © ® ¢ € ¥ £ ¤</td>
</tr>
</tbody>
</table>
### Subscripts

**Example:**

\[ x_1 \]

\[ \varepsilon_0 = 8.85 \times 10^{-12} \ C^2 / J \ m. \]

### Superscripts

**Example:**

\[ x^1 \]

\[ \varepsilon_0 = 8.85 \times 10^{-12} \ C^2 / J \ m. \]

### Greek characters

**Example:**

\[ \alpha \beta \gamma \delta \varepsilon \zeta \eta \theta \iota \kappa \lambda \mu \nu \xi \omicron \pi \rho \sigma \varsigma \tau \upsilon \phi \chi \psi \omega \Gamma \Delta \Theta \Lambda \Xi \Pi \Sigma \Phi \Psi \Omega \]

### Mathematical characters

**Example:**

\[ \int \sum \prod \sqrt{\bot \rightarrow \leftarrow \downarrow \uparrow} \]

\[ \approx \propto \equiv \neq \leq \geq \times \cdot \div \partial \nabla \int \sum \prod \sqrt{\bot \rightarrow \leftarrow \downarrow \uparrow} \]

---

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Emoticons:

<table>
<thead>
<tr>
<th>$\text{$\text{ Smile }$} $</th>
<th>$\text{$\text{ Pout }$} $</th>
<th>$\text{$\text{ Love }$} $</th>
<th>$\text{$\text{ Kiss }$} $</th>
<th>$\text{$\text{ Heart }$} $</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\text{$\text{ Wink }$} $</td>
<td>$\text{$\text{ Smiley }$} $</td>
<td>$\text{$\text{ Elephant }$} $</td>
<td>$\text{$\text{ Elephant }$} $</td>
<td>$\text{$\text{ Elephant }$} $</td>
</tr>
<tr>
<td>$\text{$\text{ Tongue }$} $</td>
<td>$\text{$\text{ Tongue }$} $</td>
<td>$\text{$\text{ Tongue }$} $</td>
<td>$\text{$\text{ Tongue }$} $</td>
<td>$\text{$\text{ Tongue }$} $</td>
</tr>
<tr>
<td>$\text{$\text{ Thumbs up }$} $</td>
<td>$\text{$\text{ Thumbs down }$} $</td>
<td>$\text{$\text{ Thumbs up }$} $</td>
<td>$\text{$\text{ Thumbs up }$} $</td>
<td>$\text{$\text{ Thumbs up }$} $</td>
</tr>
<tr>
<td>$\text{$\text{ Happy }$} $</td>
<td>$\text{$\text{ Happy }$} $</td>
<td>$\text{$\text{ Happy }$} $</td>
<td>$\text{$\text{ Happy }$} $</td>
<td>$\text{$\text{ Happy }$} $</td>
</tr>
</tbody>
</table>

Emoticons:

- $\text{ $$-($) (?) (G) B-):$ (MY$) (0-0)$
- (IM) (SMS) (OK$) (N) :-) (C) (T)
- (SM) :\(/ O:-) :-! (HB) (Hlp) :-(
- :-$ (10MIN) (OP) (+) (5MIN) (Y) :-O
- :-D :-) (-) (CH) (MP) :') (-:-x
- (M) :@ (E) :-P