

Comenius Project 2013-15: Using our Dokuwiki platform

1. Respect protocol. Everything must be ordered and presented in the same way.

- 1) When you are logged in, use the Edit pencil to look at the way the pages are really written in code.
- 2) You will note that every new page begins with the following code which adds the tabs to the top of the page:

```
<WRAP tabs>  
* [[start:1-france|France]]  
* [[start:2-germany|Germany]]  
* [[start:3-poland|Poland]]  
* [[start:4-spain|Spain]]  
* [[start:5-working together|Together]]  
* [[start:6-multimedia glossaries|Glossaries]]  
</WRAP>
```

Understanding the code. In this code, I've highlighted an example in red. You can see that the "child" page is called "1-france" and its higher "parent" page is the homepage called "start". You will note that all pages are in lowercase (no capital letters are allowed) and the top page in the hierarchy ("start") is separated by a colon (":") from its "child" called "1-france". The vertical line or "|" means that you can change the appearance on the screen from a path to text—here it is simply "France". The square brackets "[...]" are used to link the command to another page; pages are called "namespaces" in Dokuwiki.

- 3) **Creating new pages.** Every new page needs to be linked back to the parent. For example, in the French school, hungry students may want to add a page called "Nardone's icecream parlour" to their research on Lyon. They must first go into the parent page called [[start:1-france:a-research]] and add ":nardone|Nardone's icecream parlour" to it, making [[start:1-france:a-research:20-nardone|Nardone's icecream parlour]]. In this example, the new page is ordered 20th and not just by alphabetical order.
- 4) **Use Preview.** Every time you make changes, click on the button "Preview" in the bar at the bottom of the screen. You can then scroll down and check that the presentation is okay.
- 5) **Creating new pages.** New pages appear in red in the "parent" page. After you have saved the "parent" page, you must click on the new "child" page and then click the "Create this page" pencil button on the right.
- 6) **Copying the tabs.** Your first task is to copy the tabs text shown in 1.2. To do this, you simply need to go into another existing page and copy (CTRL+C) the code and paste it (CTRL+V) into the new page.
- 7) **Adding a header.** Then every page needs to have a header. Use the "H" button to change the level. The first heading needs to be level 1 or "==== Your Heading =====".
- 8) **Adding the back button.** You should always add a "Back" button at the top or the bottom of the page which follows the path to the higher level in the hierarchy of pages:

```
<WRAP center round box 3.5%>  
[[start:1-france:a-research|Back]]  
</WRAP>
```

Again, to do this, you simply need to go into another existing page and copy (CTRL+C) the code and paste it (CTRL+V) into the new page. **BUT** where necessary, you must change the "parent" page so that it is the logical route back.

- 9) **How to present research articles.** If you are presenting an article on a given research topic, you must divide the material up into small sections and use the header button again to create sections. At the end of every section, add a page break using the page break button. At the top of the page under the tabs code and the back button, you should add the code to visualise your work as a slideshow presentation. The code is very simple:

```
~~SLIDESHOW~~
```

For an example of this, go to the research done by French students and copy and paste the code. It is important to add the authors of the research at the top. You have worked hard, so you deserve the respect!

- 10) **Other ways to improve the presentation.** There are many different pieces of code to add columns, tables and different ways to improve the presentation. There is a very useful “wrap” button in the toolbar you can experiment using. But you must **ALWAYS** use the Preview button to check that the code works. In a code using a span <...> not every piece of code works. And it is impossible to change the appearance of headings, for instance. If you like the appearance of something in one of the pages, just copy and paste the code!

2. Adding media: documents, images, music (mp3) and video.

- 1) **Getting started.** To add a media document into your page you must first place the cursor at the position you wish the document to be inserted. Then click on the media button in the toolbar.
- 2) **Before uploading.** Please make sure that the files are as small as possible. For images, you can reduce the size using a freeware program like Format Factory. Also you should give the files a simple, short name rather than a long number taken directly from a camera.
- 3) **Uploading files to Media Manager.** This opens Media Manager. It is very important to click on the “parent page” you wish the media file to be in. The documents must NOT be located in “Root” because a non-logged-in user will not be able to see the documents. If you want to add a document in the Spanish section, simply click on “4-Spain”. Then click on “Select files...” to add them from your computer, for instance. Once you have selected all the files you wish to upload, click on “Upload” and the files will have been added to the server. A file must always be deleted later if you don’t intend to use it.
- 4) **Adding files to the correct namespace.** Sometimes the correct namespace for the media files doesn’t appear in Media Manager. This is simple to solve by following the instructions below:
 - a) Run Media Manager.
 - b) Go to the “Root” namespace.
 - c) Click on the “Upload” tab.
 - d) Click on a file, but DON’T click on “Upload”.
 - e) Change the name: prefix the name with your missing namespace,
e.g. “:start:5-working_together:video_conferences:02-vc:myimage.jpg”.
 - f) Upload the media file.
 - g) Quit Media Manager.
 - h) Open Media Manager again... and as if by magic the namespace will be there!
- 5) **Inserting the file.** You can now insert the document(s) you wish to add where you left the cursor. Click on the file or on the image of the file. Choose the alignment you prefer and (if it is an image) the size of the file. Small is 100, medium is 200 and large is 300. Where necessary, you can change the size manually once it is embedded in your text: again use the Preview button to check how it looks. An image, for instance, will be shown as `{{:start:1-france:a-research:01-lyon:greater_lyon.png?120 |}}`, “120” being the size of the image and “greater_lyon.png” being the name of the file. If it is a text document, you should normally save it as a “PDF” file which can be seen and printed easily from any device. If it is an audio document, it can only be an mp3 file. No other formats will work. Again, to change the audio file to mp3 format you can use Format Factory or another file converter.
- 6) **Inserting video files.** Because of their large size, you should NOT upload video onto the server. Instead, you should use an URL link (use the “External Link” button on the toolbar) and insert a link from YouTube. This means uploading your video first.
- 7) **Creating a gallery slideshow.** All the files uploaded to a namespace on the Media Manager will be used in a gallery slideshow. It is easy to create using the plugin “pixshow” as in the following example:
`{{pixshow>:start:5-working_together:video_conferences:01-vc|}}`
You just type in the code marked in red and add the namespace gallery you wish to show. This means two important things: (1) your gallery is specific to the media namespace; (2) you cannot choose just some of the images, it will show all of them. Follow the steps in 2.4 to make sure it appears.