

BABELS WIKI
A short guide for the Babels wiki
<http://www.babels.org/wiki>

CONTENTS:

1. Preliminary remarks	1
1.1. What is a wiki?	1
1.2. Protecting the wiki	1
1.3. Wiki writing conventions: what is a WikiName?	2
2. Log in/ Register	2
2.1. How to register	2
2.2. Difference between ‘Log in’ and ‘Register’	2
3. Modify an existing wiki page	3
3.1. Editing a page	3
3.2. Adding a comment	3
4. Create a new wiki page	3
4.1. Basic instructions	3
4.2. Babels wiki conventions	4
4.2.1. Creating coherent WikiNames	4
4.2.2. Linking pages	4
4.2.3. Using Categories	4
4.3. Controlling access to a wiki page	5
4.3.1. Page ownership	5
4.3.2. ACL Syntax	6
5. Using the wiki on a regular basis	6
5.1. Latest changes and Page History	6
5.2. Index and Categories	6
5.3. Cloning and deleting pages	6

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1. Preliminary remarks

1.1. What is a wiki?

The wiki is a collaborative tool that facilitates the drafting of collective documents. It is a like a virtual “blackboard” on which anybody can write, add, erase remarks, etc.

The Babels wiki is particularly helpful as a repository of documents which are meant to be sent out, or officially put online, once they have been edited, reworded, etc. until everyone is satisfied with the latest “version” of the “draft”.

Because the wiki is an “open” system, it is important to respect writing conventions and ethical rules.

1.2. Protecting the wiki

To protect the wiki from spambots (robots which promote spam), please avoid giving links to the wiki in any public page such as the Babels website, forum or baBeLOG. However, you can put links in emails.

If you believe that someone is using the wiki in illegal ways or to promote offensive material, please contact Babels-Tech immediately.

1.3. Wiki writing conventions: what is a WikiName?

A WikiName is a single word starting with a capital letter, and which has at least one other capital letter. It can refer to names or to wiki pages.

Example for Names: JohnDoe, JohnD, JdoE, JoHndoe, JohndOe, etc.

Example for WikiPages: DraftLetter, DraftletterR, DraftleTTER, etc.

Every WikiName is automatically a link to a wiki page. Sometimes, the wiki page has not been created yet, sometimes it exists. If it is not created, the link appears with a different format:

Existing Page: JohnD

Non-existing Page: JohnD

2. Log in/ Register

2.1. How to register

To register, click on UserSettings, or on Register/Log in in the top menu:

BabelsWiki : WikiHome
WikiHome :: Wiki Login/Register

You will be prompted for a WikiName, a password, and an Email address:

Registering for the first time? Fill in the **4 fields** (Wikiname, password, password again, email)!

Returning user? Only fill in the **first 2 fields** (Wikiname, password).

If you're already a registered user, log in here!

Your WikiName:

Password (5+ chars):

You **also** have to fill in the next two fields **only** if you're creating an account for the first time:

Confirm password:

Email address:

Once you have chosen a WikiName, you have to choose a password that is at least 5 characters long. **You must choose a password that is different from your WikiName.**

To complete your registration, you have to repeat the password you have chosen in the field below, and put your email address.

You can only register after having filled out the **4 fields**:

WikiName (see WikiName, above), password (different from the wikiname), password (repeat the password), email address (a valid email).

To finish your registration, click on

2.2. Difference between 'Log in' and 'Register'

If you are already registered: only fill in the first 2 fields (Wikiname, password), and click:

Once you are logged in, you will see a different menu in the top menu:

BabelsWiki : UserSettings
 WikiHome :: babels.org⁰⁰ :: Categories :: Index :: Changes :: Preferences/Logout :: You are YanB

You can click on these links.

3. Modify an existing wiki page

3.1. Editing a page

To edit a wiki page, you either double-click on the page, or click on 'Edit page' in the bottom menu:

Edit page :: Page History

Once you have edited the page, do not forget to save your changes by clicking on the Store button:

Please add a note on your edit.

Store Preview Cancel

If you want to see what your changes look like but you do not want to save them yet, you can click on “Preview”. This is useful to see if your text appears the way it should appear. However, if you do not click on “Store”, or if you click on “Cancel”, your changes will not be saved.

NOTE: you can add a very short “note” using the field: “Please add a note on your edit”. This “note” will appear only in certain pages, and it is useful to give a hint as to what changes you made. Example: “corrected typos”, or “added links”, or “added last paragraph” can be useful notes. As in the examples above, these are *short* and *optional*. Do not confuse this note with “comments”.

To learn how to **format** your text (**bold**, underline, *italic*, etc.), go to the following wiki page: <http://www.babels.org/wiki/FormattingRules>
 To experiment, use the wiki page called SandBox

3.2. Adding a comment

If you do not wish to change the text of a wiki page, you can add your comments at the end of the page by clicking on 'Add comment' in the bottom menu:

There are no comments on this page. [Add comment]

You do not need to sign your comment, as once you click on the “Add comment” button, your WikiName will be automatically added at the end of your comment, as well as the time/date at which you added your comment.

IMPORTANT: you can delete your comments but you cannot modify them. This is not the case if you modify a wiki page. The main wiki page and the comments work differently: you can easily change a wiki page, but you cannot modify a comment.

4. Create a new wiki page

4.1. Basic instructions

To create a new wiki page, you simply edit an existing page and insert somewhere in the page a WikiName. Then you click on “Store”. The WikiName which you added will become a link to the

new page: the link to the new page will be highlighted. Just clicking on this link will open an editable version of the new page:

Example: if you write `TestNewPage` and click on “Store”, it becomes : `TestNewPage`.
If you click on that, you will go to the new page, called “TestNewPage”.

The advantage of using this method is that your *new* wiki page is linked to an *existing* wiki page. If you do not create links between the different pages, new pages are lost: unless you know the page exists, there is no way to find it. The wiki page is “orphaned” in wiki-jargon!

4.2. *Babels wiki conventions*

The conventions detailed in this section may change depending on the evolution of the Babels wiki. Please read carefully, and check for new writing conventions on the wiki.

4.2.1. Creating coherent WikiNames

The first convention is to create WikiNames that are clear enough so that they are not confusing.

Bad example: `DraftLetter`. This is too vague, anybody could use this.

Good example: `DraftLetterFloridaMeeting`. This is better: we know what this letter is for.

4.2.2. Linking pages

The second convention is to create links between the different wiki pages.

Example: let’s take a new project called: `FloridaMeeting`.

You can create a series of links from the HomePage to the various details of the `FloridaMeeting`:

HomePage:		FloridaMeeting		FloridaAgenda		FloridaAgDayOne	etc
[[various links]] FloridaMeeting	↗	FloridaAgenda FloridaPeople	↗	FloridaAgDayOne FloridaAgDayTwo	↗	FloridaAgTravels	

To create links, you only put WikiNames: `FloridaAgenda`, `FloridaAgTravels`, etc. in your page. You only use ‘hard’ links (between square brackets) when you link to pages *outside* of the wiki, for example: `[[http://www.forumsocialmundial.org.br]]`

There are several automatic ways of creating links: by using “actions”. For instance, if you add: `{{backlinks}}` and then click on “store”. This will be replaced by links to the pages that link to the current page.

Other examples include:

`{{lastedit}}` shows the wikiname of the last user who edited a page.

`{{lastedit show='3'}}` shows the wikiname of the last user who edited a page, as well as the “note” added on the edit, and a link to show the differences between the last change and before.

`{{nocomments}}` disables the 'Add comment' feature, so that it is impossible to add comments, but only change the page itself.

A full list of actions is available on the official wikka wiki site: <http://wikka.jsnx.com>

4.2.3. Using Categories

Another way of linking pages is to create a Category. A Category works like an *Index*: each page in which you mention a category will be indexed under that category.

Example: if you add “CategoryBabelsUk” anywhere in a page, this page will be listed in the “CategoryBabelsUk” page.

You can create Categories by simply adding Category + the name of your category.

Example: CategoryFloridaMeeting

Typically, Categories are added at the *end* of a wiki page, after four hyphens:

```
----
CategoryBabelsUk
```

IMPORTANT: please do not create too many new Categories.

Keep the number of Categories to the *minimum*.

You should not have more than one category per project.

4.3. Controlling access to a wiki page

You can control who has the right to see, change or comment a wiki page.

4.3.1. Page ownership

If you created a wiki page, you are the 'Owner' of the page. You can change the ACLs for this page. ACLs (Access Control Lists) correspond to the rights for this page.

Every page on a Wikka wiki is owned by someone. There are three different types of ownership: (i) Public, (ii) Free, or (iii) Owned by a registered user (a WikiName is shown)

The page ownership determines which person(s) control the rights on a page:

- Public: no user except the wiki administrators can change the rights (BabelsTech)
- Free: any registered user can take ownership of the page
- Owned: the owner of the page and the wiki administrator can change the rights

ACLs can be easily set by clicking on the link at the bottom of the page: 'Edit ACLs'. Again: you will see this link only if you own the page:

Owner: YanB :: [Edit ACLs](#) :

Once you click on “Edit ACLs”, three fields are available:

- read access list: determines which users can read the page
- write access list: determines which users can write on the page
- comment access list: determines which users can post comments on the page

Access Control Lists for YanB

Read ACL:

Write ACL:

Comments ACL:

Store ACLs

Cancel

Set Page Owner:

YanB (Current Owner)

4.3.2. ACL Syntax

The three fields accept the following values:

* = Everyone

+ = Registered users only

Or any individual user WikiNames (one per line)

Any of these items can be negated with a !

!* = No one can read/write/comment the page

!+ = Only anonymous users can read/write/comment the page

!JohnDoe = JohnDoe will be denied access.

In the picture shown above (page: YanB), the page owner is YanB, anyone can ‘read’ the page (*), nobody (except YanB) can write on the page (!*), and only registered users can add comments (+).

Be aware that the ACLs are tested in the order specified.

5. Using the wiki on a regular basis

5.1. *Latest changes and Page History*

To see what has changed on the wiki, simply click on “Latest Changes” in the top menu.

To see what has changed on a particular page, simply click on “Page History” in the bottom menu of the page.

5.2. *Index and Categories*

The Index lists *all* the pages on the wiki.

The Categories link lists *all* the categories on the wiki. See section above on “Using Categories”.

5.3. *Cloning and deleting pages*

Cloning pages is particularly helpful when you need pages with the same kind of formatting on each page. To clone a page, you can use an existing page or, better still, create yourself a *template*.

Example: you are working on a new project, and you want every wiki page for that project to contain the same kind of header/footer, Categories, remarks, etc. What you do is create a template with all this information and then you simply add `/clone` to the URL of that template.

If your template is: <http://www.babels.org/wiki/FloridaMeetingTemplate>

you add `/clone` to the URL: <http://www.babels.org/wiki/FloridaMeetingTemplate/clone>

and follow the instructions... Now you have a new page with a new name, but with the same content! Instead of having to manually add Categories, pre-determined links, introductory remarks, etc. to each new page, everything is already there! Once the pre-formatting is ready, all you have to do is add the new content. This method guarantees proper formatting and continuity between pages belonging to the same project.

Only Babels-Tech can delete a page. Please contact Babels-Tech if you want to delete a page.