



SPP ADMINISTRATOR GUIDE: How to create and edit a wiki

1. What is a wiki?

A **wiki** is a web site developed collaboratively by a community of users, allowing any user to add and edit content. As a collaborative platform, the Social Protection Platform (SPP) is based on this type of technology, thus allowing SPP's administrators, collaborators, partners and users to create new content and edit it, from anywhere around the world.

You can find the wiki technology basically everywhere on the SPP, from country pages to workspaces, when adding news in the homepage or resources in the Library.

2. How to create wikis

2.1 Wiki pages

To create a wiki page, be sure you are **logged in** and click on **Administration** in the right side menu, just below your name. Once the Administration page opens, click on **Wikis** on the left side of the screen under "Contents" to access the wiki list:





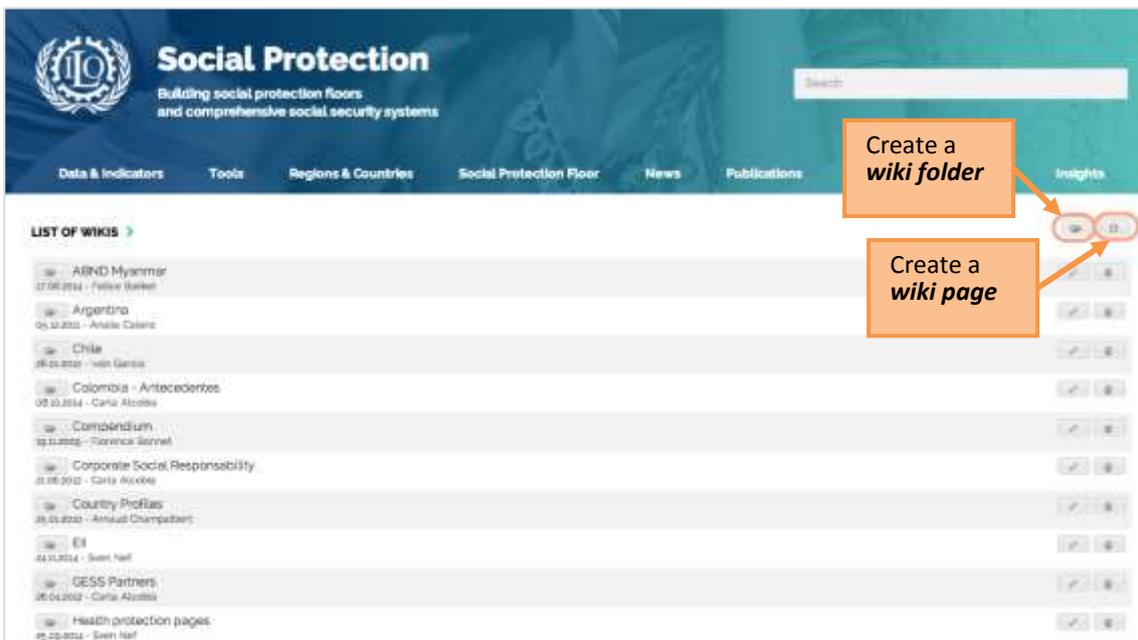
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The List of Wikis is currently organized as following:



To create a new wiki page or folder (for example, for a topic page), open the folder “**GESS**” on the List of Wikis, as indicated in the image above. Then, on the right side of the page, click on the icons on top to create a new **wiki page** or **wiki folder**, as shown below:



2.1.1 To create a wiki page, click on the icon  on the right side menu and fill in the fields:



The file name is the name of the wiki that will appear on the wiki list

The title is what will be seen by the users when the wiki page is made public

Please **DO NOT COPY AND PASTE FROM A WORD DOCUMENT**

First copy the text into a Notepad document and then paste it into the content editor to avoid formatting changes.

Basic commands for text editing are available in the editor's menu.

If possible, please add Spanish and French versions by clicking on **Body ES** and/or **Body FR** (optional)

When you're finished, click **Add**.

2.1.2 If you wish to create several wikis under the same topic, it may be useful to create a wiki folder and then add wiki pages to that folder for better organization.

Here are the steps to do it:

1 – Click on the icon  , name it and then save it by clicking **Add**:



2 – Once you are back on the wiki list, search for the wiki folder you have just created and open it by clicking it.

3 – Click on the icon  to create a wiki page under that folder, as indicated above.

Please note that you **cannot add** an already existing wiki page to a wiki folder; but you **can create as many wiki pages you need within a folder**.

Note: When creating a wiki folder or wiki page, choose a name which is easy to identify or find afterwards in the wiki list.



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Once the wiki page is created, you can link it to other existing pages in the platform and make it public.

Wiki pages are used for adding content to topic pages and countries pages in the platform.



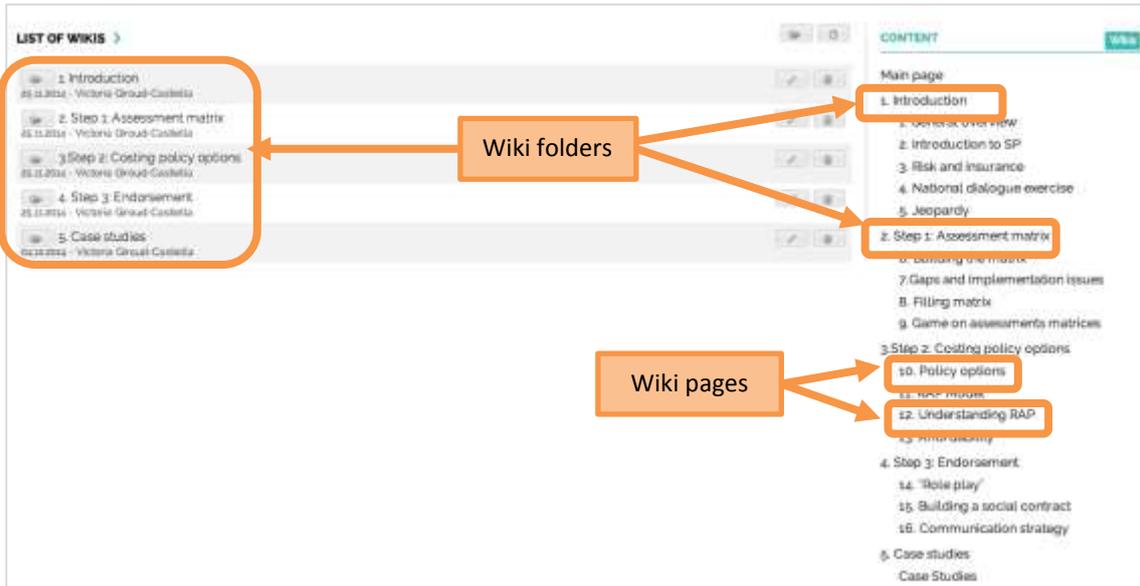
2.2 Workspace Wikis

When you create a workspace, the workspace main page also works as a wiki. You can edit it the same way you edit wiki pages and topic pages, described above. On the main page you can add links to other wiki pages that you can create as indicated in point 2.1.

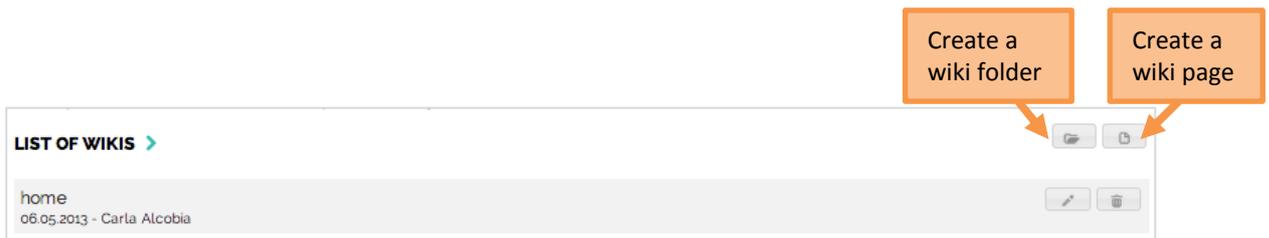
You can also create wikis pages and folders within the workspace. On the right-side menu of the workspace main page, there is a specific menu to view and access wikis in the workspace:



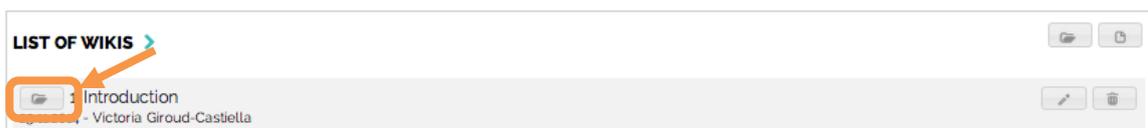
Click on the green button “Wikis” on the right side menu to open the list of wikis:



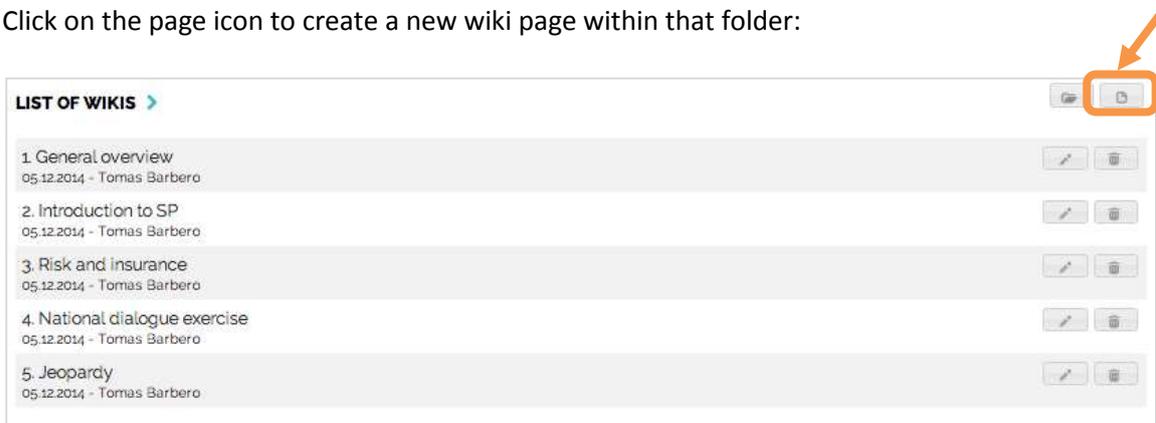
2.2.1 To create a wiki page or a wiki folder, click on the following icons on the top of the wiki list:



As mentioned above, you **cannot add** an already existing wiki page to a wiki folder; but you **can create as many wiki pages you need within a folder**. To do so, first create a wiki folder as indicated above and then open it by clicking on the folder icon, as shown below:



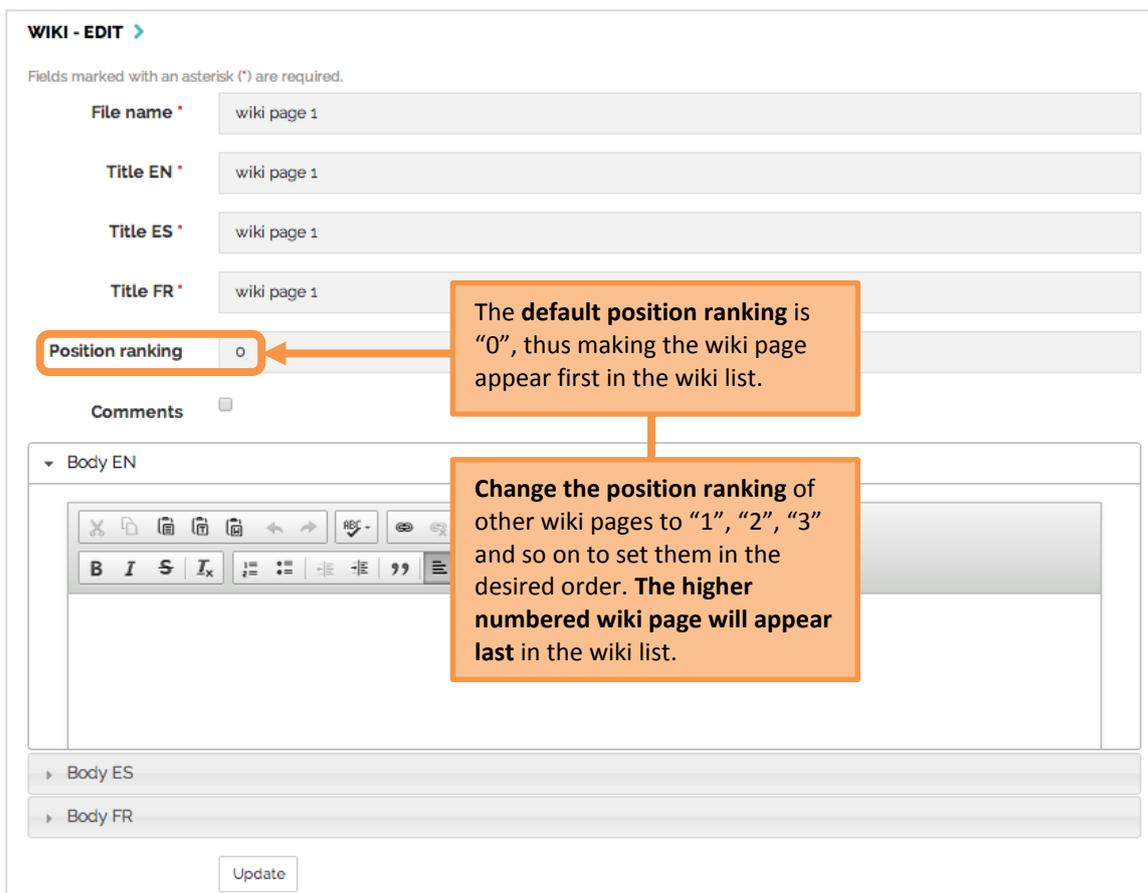
Click on the page icon to create a new wiki page within that folder:



To **edit** or **delete** a wiki page or a wiki folder, click on the respective icons:



2.2.2 You can also **choose the order of the wiki pages** in the wiki list, to better organize better your workspace contents:



You can change the order of the wikis whenever you want; to do so, you will need to edit the wikis page as indicated above.