



Wiki

Purpose: A wiki (Hawaiian for “quick”) is a tool that allows site members to swiftly create and edit shared web pages.

Default permissions: By default, pages are able to be edited by those with either **access**, **contribute** or **maintain** roles. Permissions are able to be set for the entire collection of pages in the site’s **Wiki** or modified only for individual pages.

Typical use & good practice tips: Because all site members are able to edit and therefore contribute to a wiki page, the **Wiki** tool can be used for collaborative exercises such as group interaction, collaborative learning, sharing and building of knowledge and expertise, and the exchange of ideas. If required, read/write access is able to be set for individual pages. A wiki may consist of more than one page; links can be made between pages. Other features of the **Wiki** tool include the ability to export pages in a range of formats, revert to an earlier version of a page, and track changes made to pages.

If the **Wiki** tool is not currently visible in your site, see the guide ‘**Adding tools to a WebLearn site**’ to learn how to turn it on.

This guide will show you to create, edit and format wiki pages, insert images, set page permissions, save and/or print pages, and use mathematical notation. A list of common macros is included for advanced users.

Other useful step-by-step guides to read in conjunction with this one:

- Resources

All step-by-step guides are available from weblearn.ox.ac.uk/info

About wikis

A wiki is an example of a “read-write” Web 2.0 tool, which allows web pages to be created and then edited by more than one author. The best-known example of a wiki is probably Wikipedia (<http://www.wikipedia.org/>), which consists of articles collaboratively authored by contributors throughout the world. Ideally, the culture of collaboration that a wiki supports results in the continual improvement of web pages that reflect a shared understanding or agreed position of those who have contributed to them.

Unlike normal web pages, it is not necessary to be familiar with HTML code to be able to edit a wiki page. Most editing is done within a text editor window, but there are a number of short-cut codes that are useful to know. These are explained later in this guide.

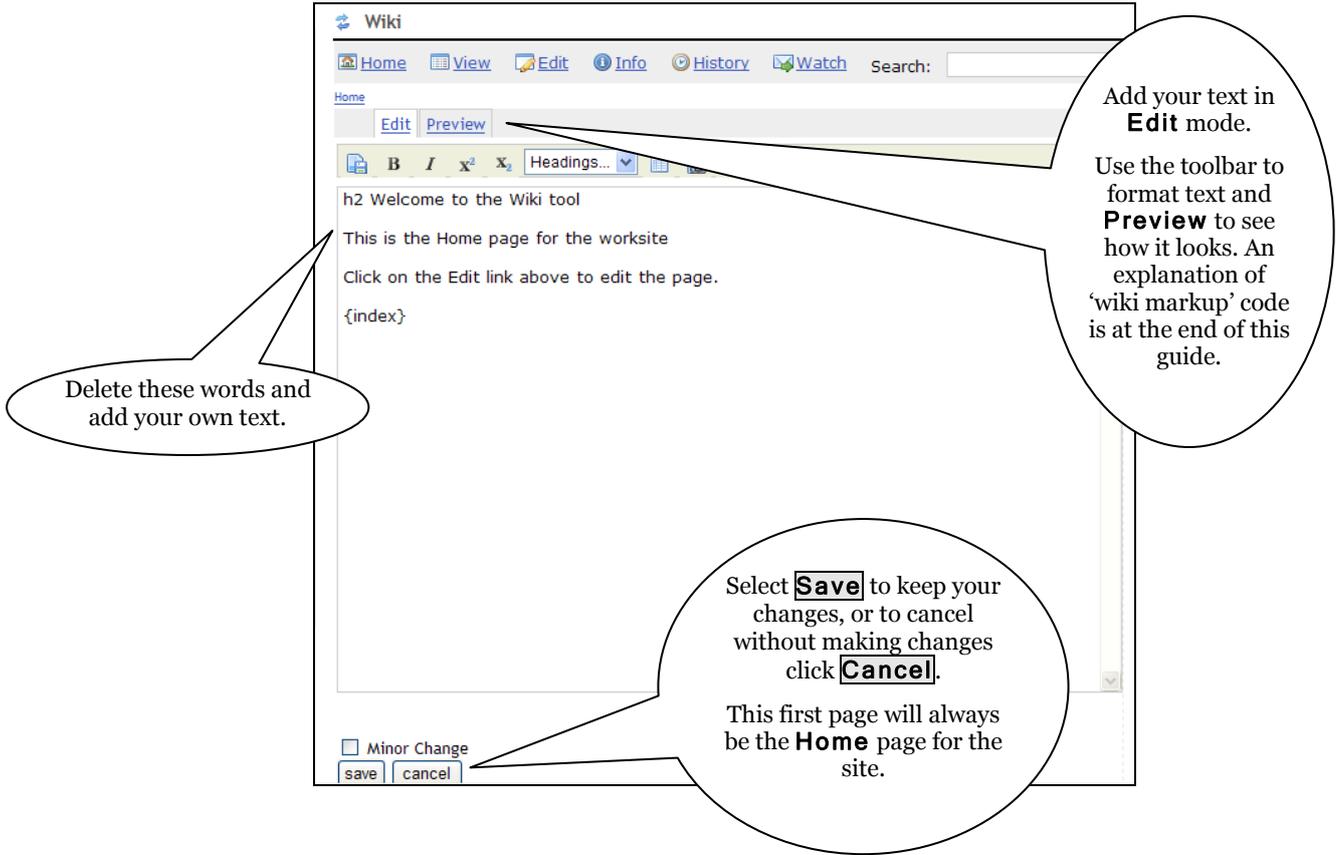
Creating your first wiki page

If you have not already used the **Wiki** tool, you will see the following page when the **Wiki** tool is first opened.





Then delete all words within the text editor and add your own text.



Creating further wiki pages

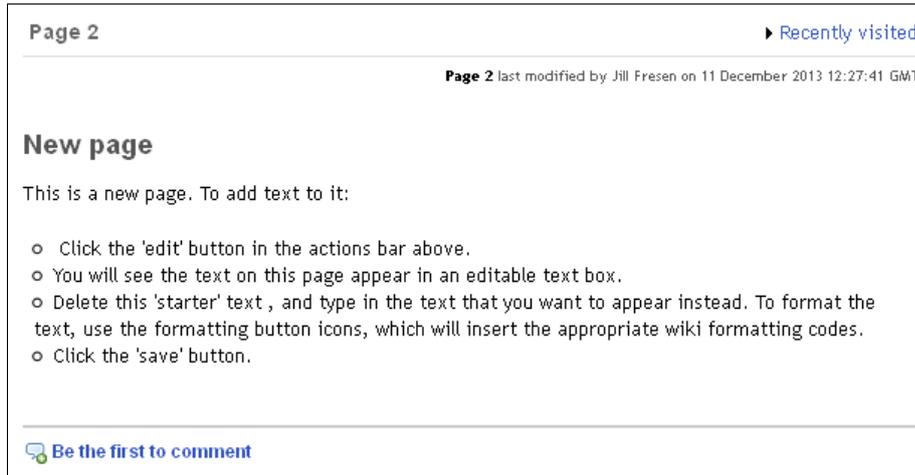
To create any new page, first create a link to it from an existing page by editing the page and inserting the name of the new page in square brackets.

1. Click the **Edit** link at the top of the page.
2. Type the new page name in square brackets. For example, if you do not already have a page called **page 2**, typing **[page 2]** will create a new, empty page called **page 2**. Once a page has been created, its name **cannot** be changed. Any text placed within square brackets whilst in **Edit** mode will result in a link to a new page; therefore, avoid using square brackets for any other reason when adding text to a wiki page. It is possible to change the text that links to a page, but not the name of the page – see later.

- When you save your changes, the link you have just created will appear with a question mark next to it: **page 2?** The question mark shows that the wiki page contains a link to a new page that has not had any content added yet.



- Clicking on this link takes you to the new page. The first time you do this you will see the following:



- Select the **Edit** button at the top of the page to delete this pre-existing text and add content, preview, and save changes as described earlier.

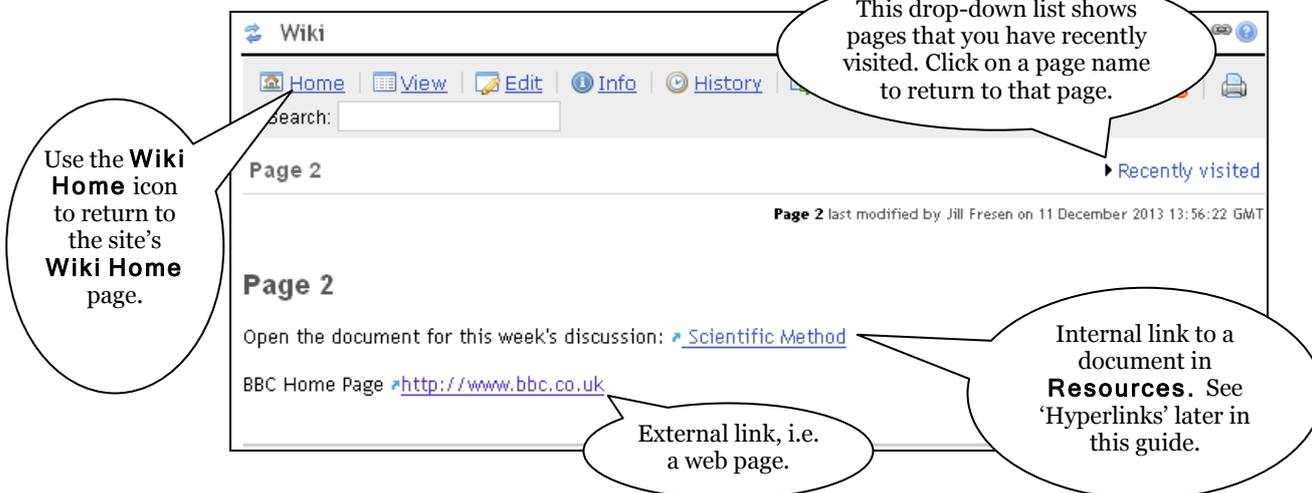
 **Note:** You cannot use the following characters in the name of a wiki page as they are all used for other reasons:

“:” Colon “@” At “#” Hash “|” Pipe “\” Back-Slash

Viewing pages and navigating between pages

The Wiki tool does not have a separate menu to navigate through the pages. To move from page to page, follow the links within each page.

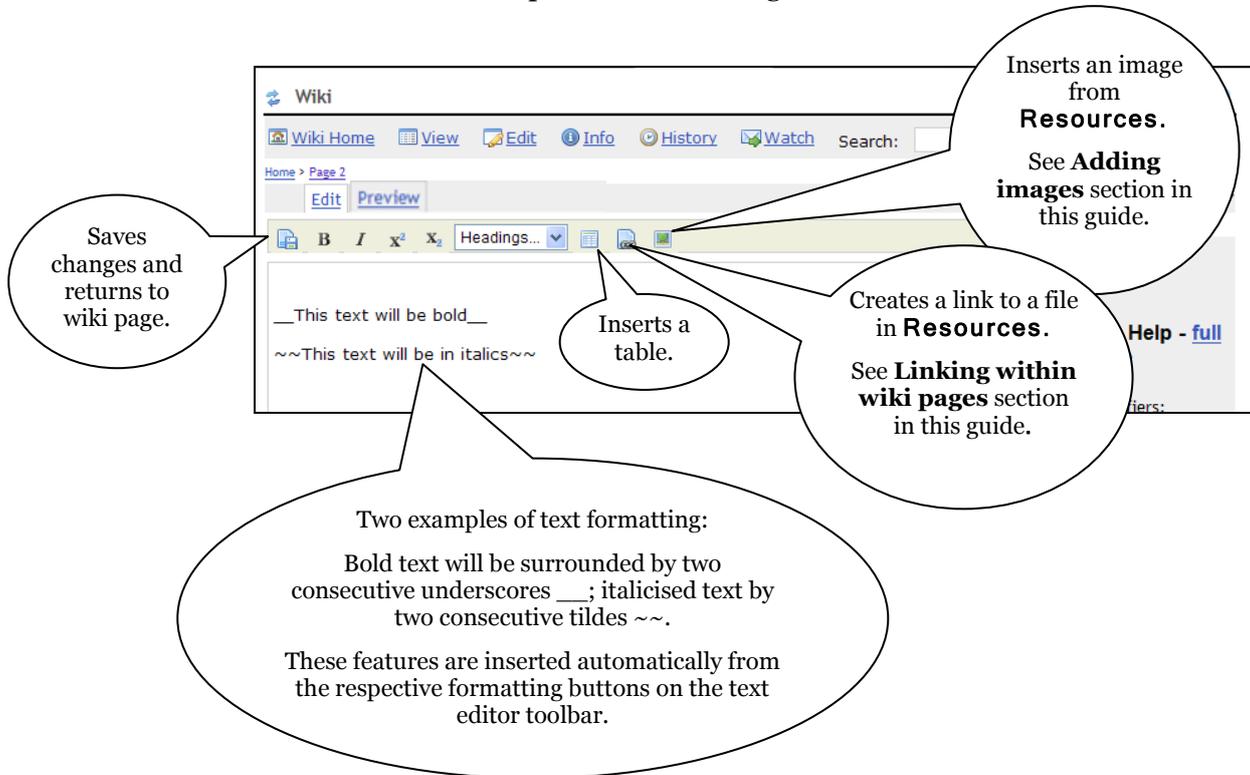
Links with an "arrow icon"  beside them link to external websites, file attachments or internal web pages.



Editing and formatting pages

To edit the contents of a page, select the **Edit** button at the top of the page, use the text box to make changes, and then click **Save**. If you preview at any time then you must still click **Save** later.

Buttons to add simple formatting features such as bold, italics, superscript, subscript, heading size, etc can be found at the top of the text editing window:



When editing the page, you will see a 'cheat sheet' displayed on the page to the right. It gives you a brief introduction to the codes used for text formatting in the **Wiki** and links to a full help page, which can be used to get full information on text formatting.

The following images demonstrate some common examples of how the same text appears in Edit mode and in the final wiki page:

Wiki

[Edit](#)
[Info](#)
[History](#)
[Watch](#)
 Search:

[Edit](#)
[Preview](#)

B
I
^{x²}
_{x₂}
 Headings...

h2 This is the History of Music wiki home page

Please edit this page to include your areas of interest for this month's study:

```
{table}
| Johann| Madonna| Ringo| Posh
Week 1| details please|details please|details please|details please
Week 2|
Week 3|
Week 4|
{table}
```

__Possible starting-points:

- # the Baroque period
- # the electric guitar
- # keyboard music
- # ~a capella~ music
- # popular music of the 19th Century

[page 2]

This is the History of Music wiki home page

Please edit this page to include your areas of interest for this month's study:

	Johann	Madonna	Ringo	Posh
Week 1	details please	details please	details please	details please
Week 2				
Week 3				
Week 4				

Possible starting-points:

1. the Baroque period
2. the electric guitar
3. keyboard music
4. *a capella* music
5. popular music of the 19th Century

[page 2](#)

Some typical formatting examples:

Feature:

Highlight words or symbols to be formatted, and then click the appropriate button on the toolbar to insert these codes.

Bold, italics, superscript, subscript.

Headings – choose a heading from the drop-down Headings menu.

Insert a table. The default code gives a 3 x 3 table. The “pipe” symbols (“|”) operate as column separators. Edit the text between them to add content. Rows and columns can be deleted or added as required.

The { } symbols indicate that the function (in this case, the **table** function) is a macro. See the **Macros** section of this guide for more information.

Bulleted lists – note that there needs to be a space between the symbol and the first word of the list item in each case.

Typing this:

`__Bold__` and `~~italics~~`.

`H%2%` and `x^^2^^y^^3^^`

```
h1 This is Heading 1
h2 This is Heading 2
h3 This is Heading 3
h4 This is Heading 4
h5 This is Heading 5
h6 This is Heading 6
```

```
{table}
Title 1|Title 2|Title 3
Row 1| contents | contents
Row 2| contents | contents
Row 3| contents | contents
{table}
```

```
* one
* two
* three

A. one
A. two
A. three

# one
# two
# three

# one
#* first point
#* second point
#** indented sub-heading
# two
```

Displays as:

Bold and *italics*.

H₂O and x²y³

This is Heading 1

This is Heading 2

This is Heading 3

This is Heading 4

This is Heading 5

This is Heading 6

Title 1	Title 2	Title 3
Row 1	contents	contents
Row 2	contents	contents
Row 3	contents	contents

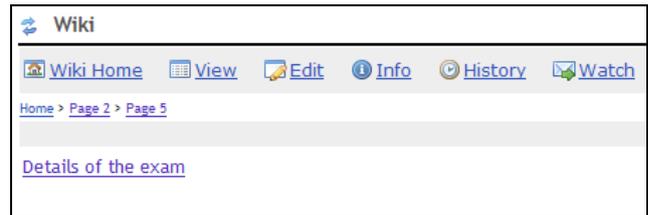
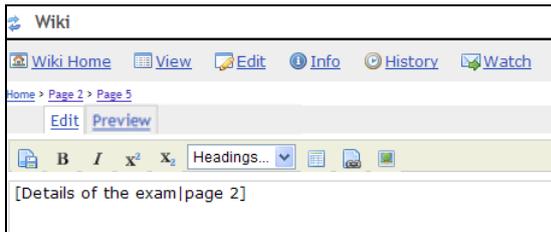
- one
 - two
 - three
- A. one
 - B. two
 - C. three
1. one
 2. two
 3. three
1. one
 - first point
 - second point
 - indented sub-heading
 2. two

Hyperlinks

Links can be made to other wiki pages, external web pages, and files in Resources. The following steps are to be undertaken while in **Edit** mode.

1. To add a link to a **wiki page**, type the name of that page within square brackets, as described earlier. If you wish to change the text used to indicate the link, then follow this example:

Instead of simply linking as **[page 2]**, the link to page 2 can be written as **[details of the exam|page 2]**

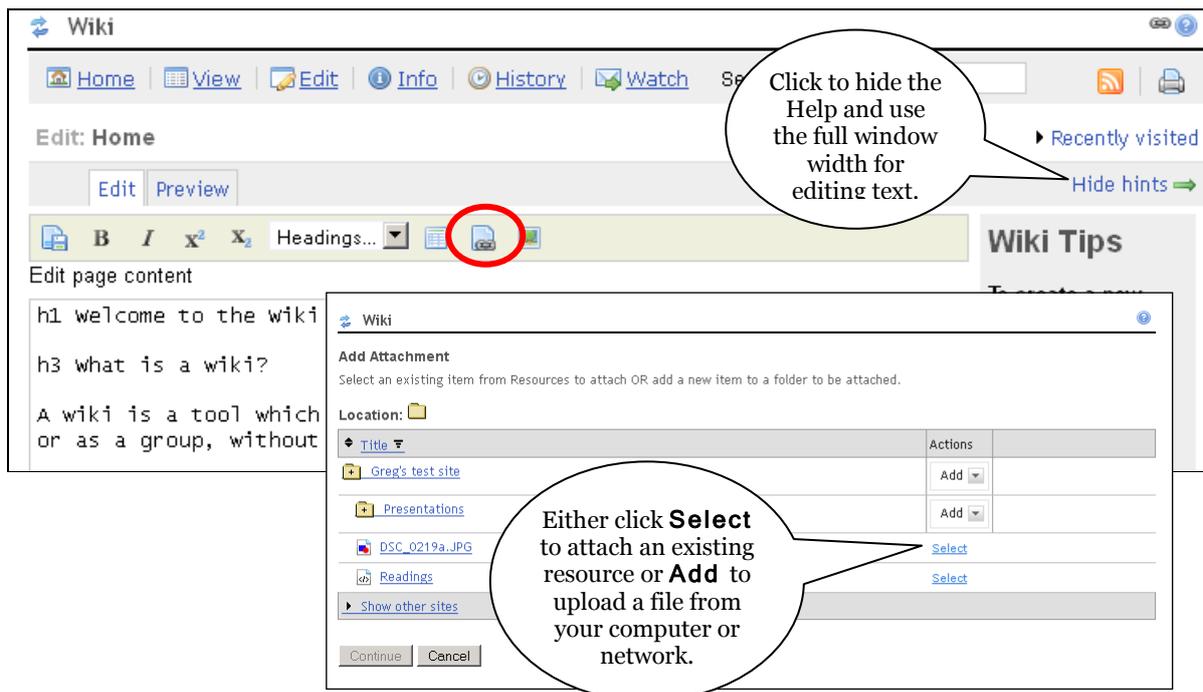


2. To add a link to an **external web page**, type the full URL including 'http://'. For example, **http://www.bbc.co.uk**. External links will open in a new window.
 - It is possible to use a macro to change the text of the link to make it more obvious what it is. The following example shows how to display the words 'BBC website' as a link to <http://www.bbc.co.uk>

{link:BBC website|http://www.bbc.co.uk}

{link} is a macro and is explained in more detail later in the **Macros** section.

3. To link to a **file from Resources**, select the **Link** button  from the editing toolbar, which will show the site's Resources.



Click to hide the Help and use the full window width for editing text.

Either click **Select** to attach an existing resource or **Add** to upload a file from your computer or network.

Title	Actions
Greg's test site	Add
Presentations	Add
DSC_0219a.JPG	Select
Readings	Select

- Click **Continue**
- There will be code similar to the following in the editing box:


```
{link:timetable.doc|worksite:/timetable.doc}
```

 (In this case, the file was called **timetable.doc**)
- Click on **Preview** to see how this looks, and **Save** when finished.

- Change the text of the link to make it more obvious, for example:

```
{link:Timetable of trains to London|worksite:/timetable.doc}
```

Note that the structure of the `{link}` code is: `{link:alternate_text|URL}`.

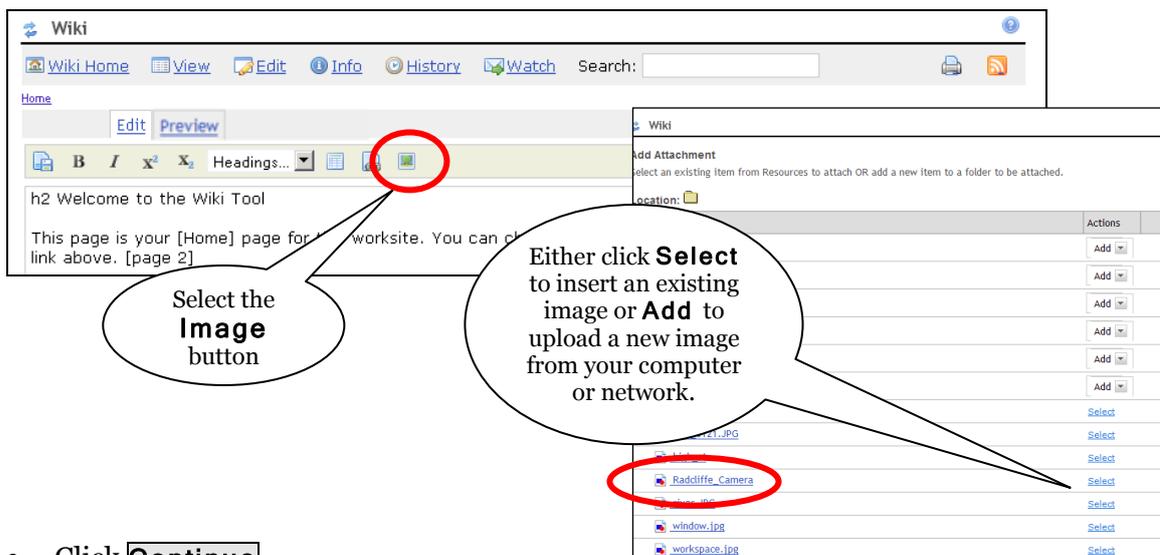
As you will see in the following section, this is the opposite of the structure for the `{image}` code.

Adding images

Before adding an image make sure that it is a suitable size and shape, and that the file size is optimised for the web. If an image with a very large file size is placed into a wiki page it will take longer for users to download it. Many image manipulation programs such as GIMP or IrfanView will allow images to be compressed for the web.

The following steps are to be undertaken while in **Edit** mode.

- Click on the Image icon  and browse to the image



The screenshot shows a Wiki page in edit mode. The toolbar includes an 'Image' icon (a small picture of a landscape) which is circled in red. A callout bubble points to it with the text 'Select the Image button'. To the right, the 'Add Attachment' dialog is open, showing a list of files. The file 'Radcliffe_Camera' is circled in red. A callout bubble points to it with the text 'Either click **Select** to insert an existing image or **Add** to upload a new image from your computer or network.'

- Click **Continue**
- There will be code similar to the following in the editing box:


```
{image:worksite:/images/DSC_0094.JPG|Radcliffe_ Camera}
```

 - In this example, **DSC_0094.JPG** is the original local filename when the file was uploaded to **Resources**
 - **Radcliffe_Camera** is the Resources Display Name and also the alternate text that is displayed when the mouse is rolled over the image on the wiki page. This can be changed if desired. (See the **Uploading a File** section of the WebLearn **Resources** guide for information about the Display Name.)
- Click on **Preview** to see how this looks, and **Save** when finished.

Note that the structure of the `{image}` code is: `{image:URL|alternate_text}`. This is the opposite of the structure for the `{link}` code as described in the previous section of this guide.

`<div style="color: red; display: inline; padding : 20px" > hoity toity </div>`

The `{span}` macro can also be used, for example, define a style,

`{style} .underline { text-decoration:underline; } {style}`

then use the style to underline the specified text. So

It is possible to `{span:underline}underline{span}` some words.

which will render as

It is possible to underline some words.

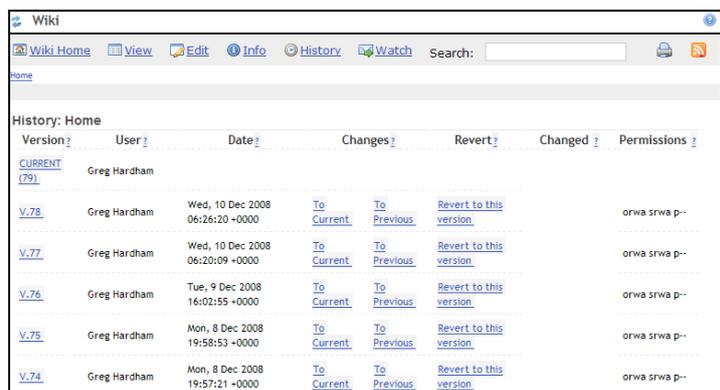
Viewing page history and page changes

The Wiki tool has a **History** function that records all the changes made and allows you to revert back to a previous version of your page. This means that if information is accidentally deleted during editing, it is possible to get it back. **History** is page-specific.



Selecting the **History** option from the menu gives the following options:

- View a list of all previous versions of that page, with the name of the user who altered it and the date.

A screenshot of the Wiki tool interface showing the 'History: Home' page. The page displays a table of previous versions of the page. The table has columns for Version, User, Date, Changes, Revert, Changed, and Permissions. The current version is V.79, and the previous versions are V.78, V.77, V.76, V.75, and V.74. Each version is listed with the user 'Greg Hardham' and the date and time of the change. The 'Revert to this version' link is highlighted in blue for each version.

Version?	User?	Date?	Changes?	Revert?	Changed?	Permissions?
CURRENT (79)	Greg Hardham					
V.78	Greg Hardham	Wed, 10 Dec 2008 06:26:20 +0000	To Current	To Previous	Revert to this version	orwa srwa p--
V.77	Greg Hardham	Wed, 10 Dec 2008 06:20:09 +0000	To Current	To Previous	Revert to this version	orwa srwa p--
V.76	Greg Hardham	Tue, 9 Dec 2008 16:02:55 +0000	To Current	To Previous	Revert to this version	orwa srwa p--
V.75	Greg Hardham	Mon, 8 Dec 2008 19:58:53 +0000	To Current	To Previous	Revert to this version	orwa srwa p--
V.74	Greg Hardham	Mon, 8 Dec 2008 19:57:21 +0000	To Current	To Previous	Revert to this version	orwa srwa p--

- View any previous version.
- Compare the contents of any version with the current version - additions and deletions between versions are colour-coded.
- Compare the contents of any version with the version immediately previous, to see what changes were made by each user.
- Revert to any previous version.

If content has been accidentally deleted from a page, use the **Revert to this version** option to make an earlier, correct version of the page the current version.

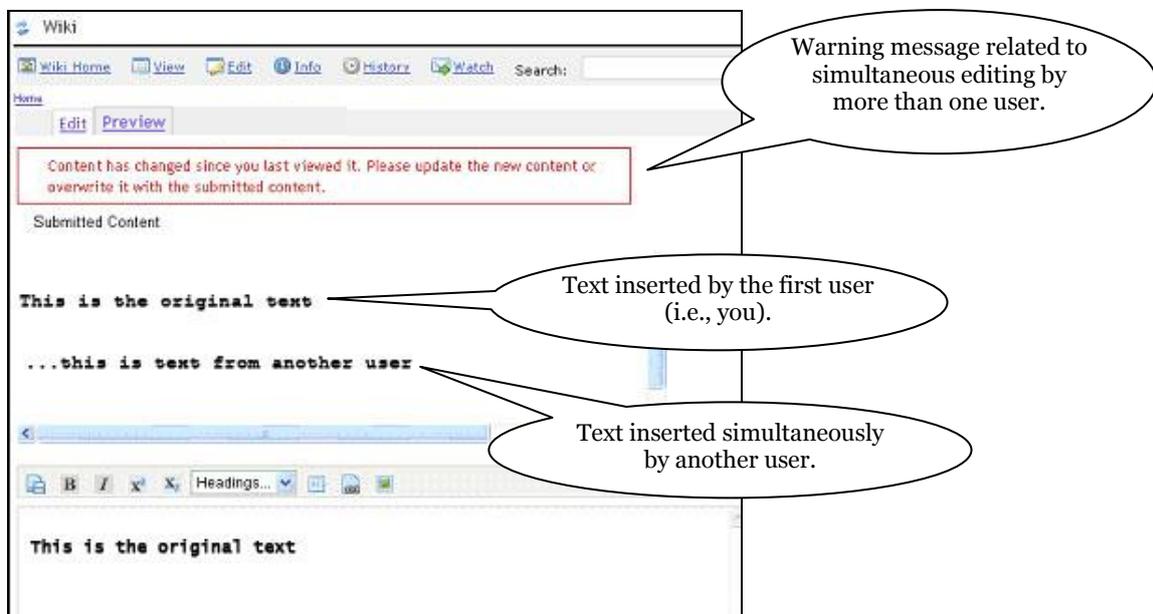
Autosave – recover unsaved text

Sometimes browsers or computers crash, but the wiki has a facility to recover from such an event. The **Autosave** feature is enabled by default; however *Adobe Flash* must be installed in order for it to function. To install the software, go to <http://www.adobe.com/products/flashplayer/> and follow the **Download** link. Once *Flash* is present, if a browser window closes unexpectedly then unsaved text can be saved by returning to the page and visiting the **Recovered Content** tab within the **Wiki** tool. You may see a message as the *Flash Autosave* is loaded. All unsaved text should now be visible.

Note that the wiki will function normally without *Flash*, but **Autosave** won't be available.

Simultaneous editing

If someone else has edited and saved the page while you have been editing it, you will see a message to say that the page has altered, and their new page will be displayed above yours. This is demonstrated below:



You can choose to either:

- overwrite (i.e., discard) the changes made by the second editor of the page by using the **Overwrite** button, or
- keep both sets of changes by using the **Save** button.

Alternatively, use the mouse to highlight and then copy and paste any text that you wish to merge from the top window to the bottom, then click **Save**.

The Info page: printing, saving and sharing wiki pages

[Home](#) | [View](#) | [Edit](#) | **[Info](#)** | [History](#) | [Watch](#)

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
access	yes	yes	yes	no	no
contribute	yes	yes	yes	yes	no
maintain	yes	yes	yes	yes	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input checked="" type="checkbox"/>		
Anyone at all ?		yes		

Save In addition to editing the page permissions you may [edit site permissions](#)

[Incoming ?](#)
[Outgoing ?](#) [My New Page](#) → [Page 2](#) → [Testing Browser Behaviour](#) →
[Comment ?](#)
[Notification Preferences ?](#) [Edit Notification Preferences for /site/fe0f220-1b6f-49f9-bda5-9084402ae8d0](#)
[Views and Feeds ?](#)

- [Printer Friendly](#)
- [Public View](#)
- [Rich Text](#)
- [PDF](#)
- [RSS 1.0](#)
- [RSS 0.91](#)
- [RSS 2.0](#)
- [ATOM 0.3](#)

Selecting **Info** from the menu at the top of any page gives this screen

Tick to allow non-site members -- and by implication the general public (**yes**) -- to view this page

Site level permissions are the default permissions for all pages in the Wiki tool. See next page

Public view will open the page in a new browser window for viewing only. The address shown in the browser's address bar is the Access URL of the wiki page. Advertise it to allow others to view the page.

Printer-friendly: opens the page in a browser window for printing

Rich text (the Word icon): opens in MS Word (editable)

PDF - creates a pdf for printing, sharing or saving

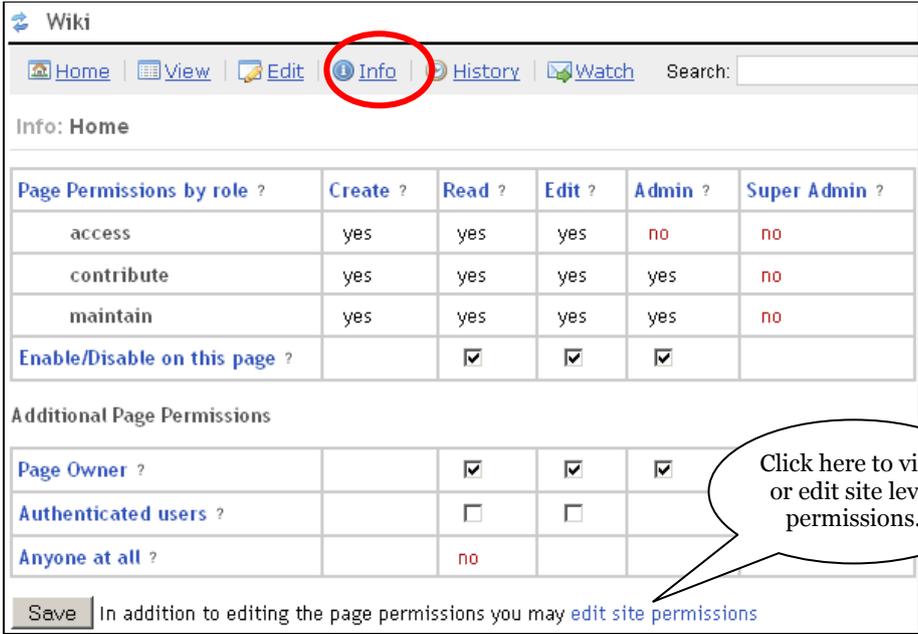
RSS – feeds of recent changes

The Info page: Permissions

There are two levels of permissions in the **Wiki** tool: **site** level and **page** level. The latter refers to the current page, the former to all wiki pages in the site.

Site level permissions

Site level permissions are the default permissions for all wiki pages in the current site; they set the **most** that a role can do on the wiki. To view the site level permissions, click **Info** on any wiki page, and then click on the link to view and edit site level permissions:



Wiki

Home | View | Edit | **Info** | History | Watch

Info: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
access	yes	yes	yes	no	no
contribute	yes	yes	yes	yes	no
maintain	yes	yes	yes	yes	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

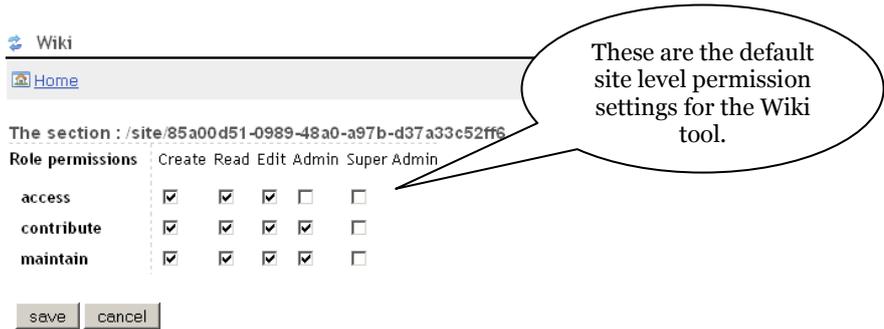
Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>	
Anyone at all ?		no		

Save In addition to editing the page permissions you may [edit site permissions](#)

Click here to view or edit site level permissions.

This displays the site level permissions screen; ticking or un-ticking boxes in this screen will set permissions for all wiki pages in the current site.



Wiki

Home

The section : /site/85a00d51-0989-48a0-a97b-d37a33c52ff6

Role permissions	Create	Read	Edit	Admin	Super Admin
access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
contribute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
maintain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

save cancel

These are the default site level permission settings for the Wiki tool.

These default permissions allow **access**, **contribute** and **maintain** users to create new pages and to read and edit any wiki page. This would allow collaborative drafting of documents, for example. Student could also collaborate on building a glossary of terms, or a group journal.

There are five types of permissions within the **Wiki**; these are terms that apply both to page level and site level settings:

- **Create**: ability to create new pages; **Edit** must be ticked to allow this
- **Read**: ability to read pages
- **Edit**: ability to edit pages

- **Admin:** ability to alter wiki permissions. It is therefore important that the **maintain** and **contribute** roles retain this permission.
- **Super-admin:** ability to do anything on any page regardless of permissions. This is not enabled by default.

If your wiki contains information which you didn't want **access** users to change, the site level permissions could be set to those shown in the following figure.

Role permissions	Create	Read	Edit	Admin	Super Admin
access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
contribute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
maintain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

These settings would allow **access** users to read pages, but not edit them or create new pages; those rights would be associated with the **maintain** and **contribute** roles only.

Page level permissions

Page level permissions allow site owners to **restrict** what a role can do on an individual page. For example, a site owner may want one wiki page which cannot be edited by **access** members.

Page level permissions only apply to the **current** wiki page, and can only be altered by a site member who has appropriate permissions; they can be viewed by clicking on the **Info** link on the wiki page. Follow the step shown here to prevent **access** users from editing a particular page:

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
access	yes	yes	yes	no	no
contribute	yes	yes	yes	yes	no
maintain	yes	yes	yes	yes	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

The page level permissions shown here reflect the settings that apply at site level.

The page owner of an individual wiki page is by default the first person to add content to that page.

This option controls what non site members – and by implication the general public – can do.

The checkboxes apply **only** to access users. To stop **access** users editing **this page**, deselect the 'Edit' box.

It is not possible to allow the general public to edit pages.

The underlying principle of page level permissions is that permissions can only be **restricted** at page level, not granted. For example, to stop **access** users editing this page, deselect the **Edit** box shown above. (The **create** permission is not applicable to page-level permissions and can only be altered at site level.) Enable/disable settings apply only to **access** users; experiment to obtain the desired result.

Useful tips and tricks

Recent changes

A useful way to monitor activity in the **Wiki** is to generate a list of recently changed pages. There is a macro tool to do this, which is invoked by typing **{recent-changes}** (including the curly brackets) into any page when in **Edit** mode.

- The list will also show the name of the person who last changed the page and the date and time of the change.
- By default, it shows all the pages changed in the last 30 days. To change the time and date limits for page display, include a time/date setting using the following examples:

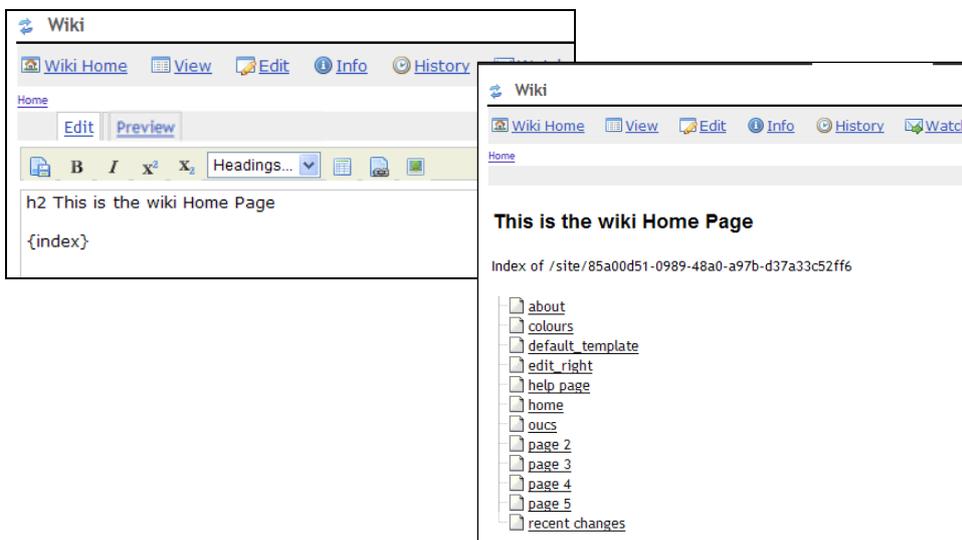
`{recent-changes:12h}` - changed pages in the last 12 hours.

`{recent-changes:7d}` - changed pages in the last 7 days.

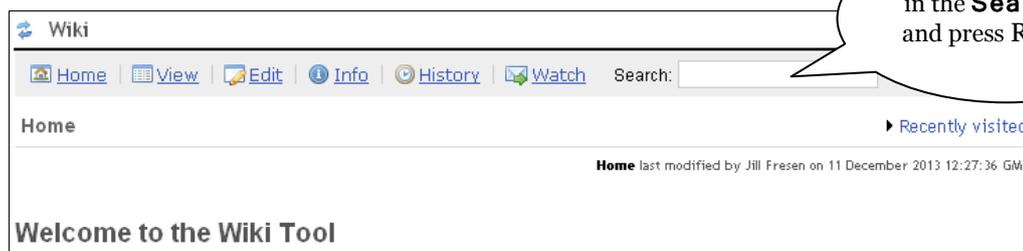
`{recent-changes:2008-6-30}` - changed pages since 30 June, 2008

Creating an automatic index

To see an index of all pages in the **Wiki**, type **{index}** (including the curly brackets) in the editing window. This may be useful on the **Home** page.



Search



- All wiki pages in the site that contain the search terms will be listed.

- Attachments to wiki pages, files in **Resources** and information in other WebLearn tools will not be searched.
- This search will show in the breadcrumb trail and may be returned to later.
- **Wiki** will recognise the 'and' operator but not 'not' or 'or'. For example, searching for **Oxford and Cambridge** will find pages which contain both the word **Oxford** and the word **Cambridge** but not pages which contain only one of the words.
- The WebLearn **Search** tool (if turned on in the site) also searches the site's **Wiki**.

Changing the default new page

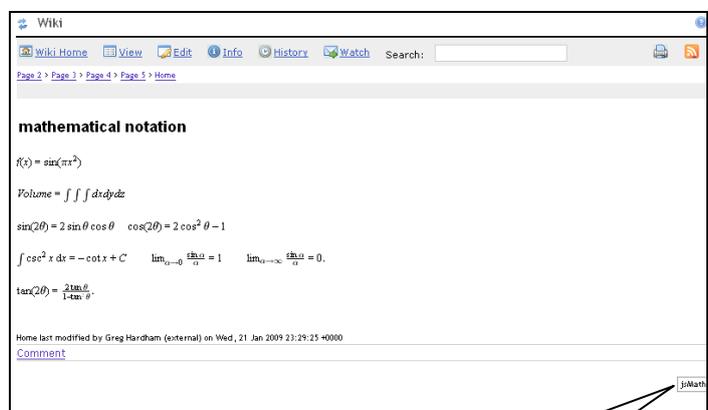
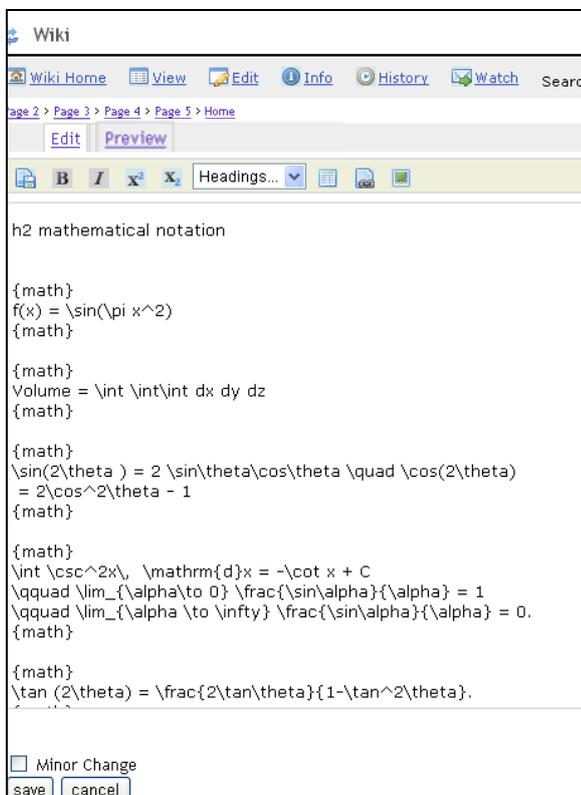
Each new page is created from a page called **default_template**, which can be customized to suit your own needs. For example, you could set up a template or remove all the text so that new pages are created from a blank page.

1. Find the page called **default_template** by using the **Wiki Search** tool.
2. Edit and save the **default_template** page as you would with any other wiki page.
3. All new pages created from now on within the site will be created from this page.

The **default_template** page also sets the permissions for all new pages within the site. See earlier for information about permission settings.

Mathematical notation

Mathematical notation is available in any wiki page by using the `{math}` macro to indicate the start and end of the mathematical text. It uses LaTeX notation and will be able to be read if JavaScript is enabled in your browser.



Click on the **jsMath** button to download jsMath fonts locally.

Improved performance can be achieved by downloading jsMath fonts to your local machine. To do this, click on the **jsMath** button on the bottom right of the wiki page (shown above). This allows jsMath to be configured locally.

However, mathematical notation is **not** rendered when exporting to Word, PDF or on the public view of the page even though you can see it on screen; if you simply view the wiki page within a site then the maths fonts work correctly.

Further information on jsMath is available at
<http://www.math.union.edu/~dpvc/jsMath/welcome.html>

Wiki markup cheat sheet

The following code must be used when in **Edit** mode in order to display the desired attributes:

Markup code	Rendering	Comment
h1 Title	Title	a style h1 heading (major heading)
h3 Title	Title	a style h3 heading (minor heading)
__bold__	bold	simple bold text
<i>~~italics~~</i>	<i>italics</i>	simple italic text
--strike--	strike	strike through text
CH%%4%%	CH ₄	Add a subscript
Ca^^2+^^	Ca ²⁺	Add a superscript
(empty line)		produces a new paragraph
\\		creates a line break, please use sparingly!
[page]		internal link to another document named "page"
----		inserts a horizontal rule

Macros – for advanced users

Macros are key words that operate as commands to carry out frequently used tasks. Macros that are available for the WebLearn Wiki can be viewed by entering **{list of macros}** in **Edit** mode on a wiki page. Some macros have already been mentioned in this guide.

The following table contains examples of the way that some of the more likely macros could be used.

Macro	Description	Examples
anchor	Creates an anchor on the page for linking to	<ol style="list-style-type: none"> Create some text for the anchor (My Heading) & give it a name (eg heading1): <pre>{anchor:heading1}</pre> My Heading <pre>{anchor}</pre> Link to the anchor from elsewhere within the wiki page: <pre>[Link to My Heading1 #heading1]</pre>
bgcolor	Sets the background colour	To highlight in yellow (or other colour) the text between the brackets (note US spelling!): <pre>{bgcolor:yellow}Some text{bgcolor}</pre>
color	Sets text colour	To change the colour of the text between the brackets to red, or whatever colour is entered (note US spelling!): <pre>{color:red}Some text{color}</pre>
image	Places an image in the page	<p>Assume image file is named picture.jpg</p> <p>To place the picture on the page: <pre>{image:worksite:/picture.jpg my_photo}</pre> </p> <p>To position to the left or the right of the page so that text flows around it: <pre>{image:worksite:/picture.jpg my_photo ext float-right}</pre> <pre>{image:worksite:/picture.jpg my_photo ext float-right}</pre> </p>

my_photo represents the alternate text that is displayed when the mouse is rolled over the image on the wiki page.

ext is a dummy parameter but is required in order for the placeholder function to operate.

Macro	Description	Examples
index	Lists all wiki pages	{index}
link	Creates a link to a file or URL	Link to a file in Resources: {link: Insert text for the link worksite:/insert filename} Link to a URL: {link:Insert text for the link http://insert URL}
list of macros	Lists all available macros	{list-of-macros}
mailto	Displays an email address	{mailto:insert email address}
math	Separates mathematical text from other text	See the Mathematical notation section of this guide
recent-changes	Lists recently changed wiki pages	Pages changed in the last 30 days: {recent-changes} Pages changed in the last 12 hours: {recent-changes:12h} Pages changed in the last 7 days: {recent-changes:7d} Pages changed pages since 30 June, 2008: {recent-changes:2008-6-30}
table	Displays a table; the Table icon on the Editor toolbar sets up a 3 x 3 table as a default. Replace the default text with appropriate text, add or delete rows and columns.	{table} Title 1 Title 2 Title 3 Row 1 contents contents Row 2 contents contents Row 3 contents contents {table}