Wikis

IN A NUTSHELL

Define:

A wiki is a content management system that is designed to allow people to create and edit web pages without any knowledge of HTML.

Wikis allow the creator to make the whole site public, or use password protection to allow only a select group of people the opportunity to read and edit the information.

Use:

Use a wiki within your organisation to share policies and procedures, forms, instructional manuals and training information.

Use a wiki within your community to gather knowledge from a wide range of sources on topics such as local history, available services and more.

Wiki Quick Steps

1. Log onto an Internet browser such as Firefox, Google Chrome or Internet Explorer.
2. Choose a wiki provider. This can be quite daunting as there are hundreds of providers and the all offer different services and different pricing structures. Go to www.wikimatrix.org to compare products.
3. Create an account with your chosen provider. This will require different pieces of information but can be as simple as an email address, wiki name and password.
4. Decide who else will have access to your wiki. If it is for internal use only, make sure that you can set it to private and create a list of users who will have access.
5. Start to enter information and upload documents and graphics.
6. Set up a backup scheduled - just in case anything goes wrong!

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