

TWIKI CLASS 101

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SGiP SMART GRID
INTEROPERABILITY PANEL

What we hope to accomplish

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- Make you less terrified of making mistakes when editing TWiki pages
 - TWiki is easy to work with
 - Easy to correct errors, even fatal ones
- Basics of working with TWiki
 - Sandbox use
 - Learn Shortcuts
 - Edit modes
 - Making Changes
 - Moving directly to a TWiki page
 - Searching for specific text in the SGIP TWiki system
 - Creating a new TWiki page
 - Common TWiki page tasks

Before we start...

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- We assume you know the basics of working in the Windows environment for selecting text, copy and pasting, etc.
- We will use Internet Explorer 9, although everything works just as well in Chrome and Firefox
- All examples will be in the Sandbox area
- Slides will be posted in the TWiki help page

<http://collaborate.nist.gov/twiki-sggrid/bin/view/SmartGrid/HelpOnTWIKIForThisProject>

- As time allows, we'll let the audience show their screen to see if we can solve existing problems

TWiki Locations

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- **SGIP TWiki Home page:**

- <http://collaborate.nist.gov/twiki-sggrid/bin/view/SmartGrid/WebHome>

- **Sandbox:**

- A separate non-SGIP TWiki site used to test out anything you'd like to work on, without worry of destroying the original
- <http://collaborate.nist.gov/twiki-sggrid/bin/view/Sandbox/WebHome>
- The SANDBOX is a place to try out things. It's your private space and is not public. You can create a sandbox with your PAP's name, copy and paste your page there, and edit that one until it's no longer recognizable. The real one is safe while you play in the sandbox.
- Find SANDBOX on the bottom left side of every TWiki page, and create a new page using your name as needed. You can use this sandbox page over and over again.

Built-in Basic Help Page

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- Grown significantly since the early days of the program
 - <http://collaborate.nist.gov/twiki-sgrid/bin/view/SmartGrid/HelpOnTWIKIForThisProject>
- Contains most of what will be discussed today and more:
 - Typical problems
 - How To:
 - Navigate NIST/SGIP TWiki Main Topic Pages
 - Change your password
 - Reference an attachment on a different page in the TWiki
 - Add under construction notice
 - Manage versions of documents
 - Add a comment box on page
 - Use the Sandbox area
 - Recover an earlier version of a TWiki page
 - Help on TWIKI Editing
 - Only for brave souls:
 - Plugins available
 - TWiki Utilities for This Web (SmartGrid)

TWiki Edit Modes

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- **WYSIWYG Mode (Kind of)**
 - ▣ Note: Internet Explorer 9 must be used in “compatibility mode” to see the WYSIWYG mode
- **Raw Mode (AKA TWiki Markup language)**
- **HTML Mode (if you like to use HTML)**

Editing Warnings...

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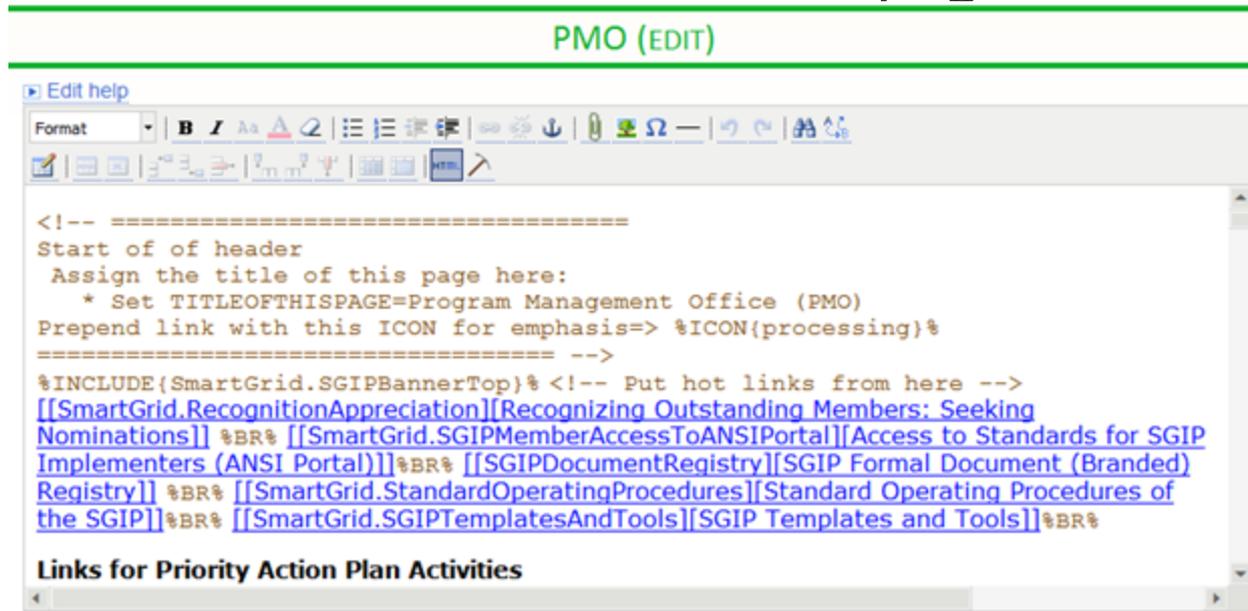
- You **MUST** have a TWiki login to edit any SGIP TWiki pages
 - ▣ See link in password page for password help
- Don't delete anything just because you don't know what it is for.

WYSIWYG Edits

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WYSIWYG (Kind of)

- Use this edit mode first
- Simplest and most straightforward (maybe...)
- Note that a missing “]” (or an extra one) in a link statement can trash the entire page!



The screenshot shows a WYSIWYG editor window titled "PMO (EDIT)". The editor has a toolbar with various formatting options and a text area containing HTML code. The code includes comments and instructions for setting the page title and including a banner with hot links. The links listed are:

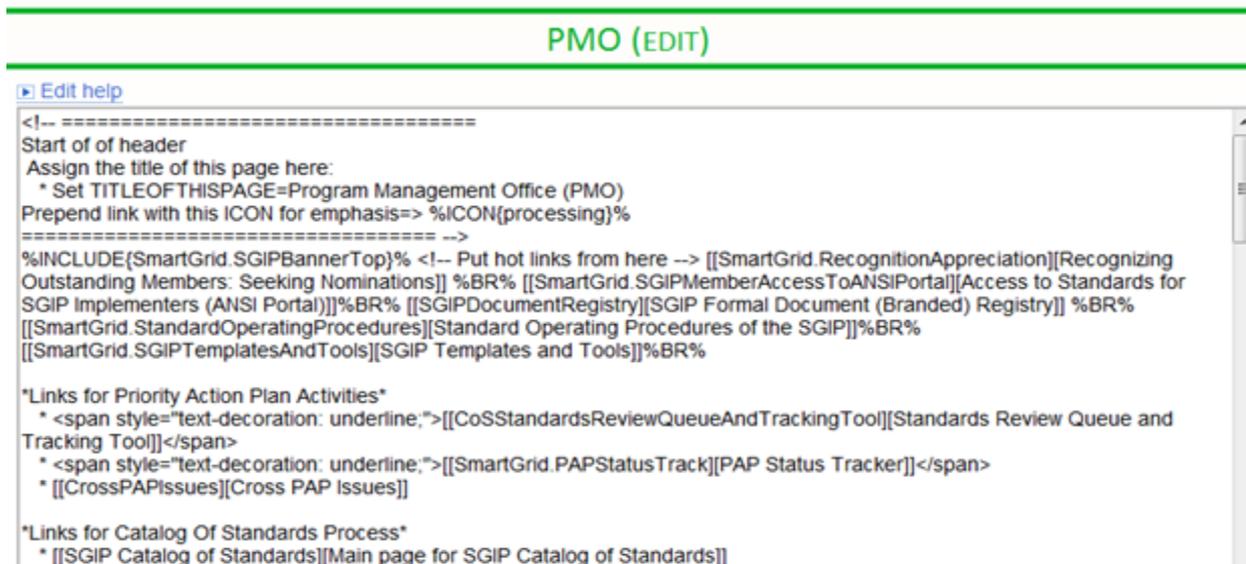
- [[SmartGrid.RecognitionAppreciation]][Recognizing Outstanding Members: Seeking Nominations]
- [[SmartGrid.SGIPMemberAccessToANSIPortal]][Access to Standards for SGIP Implementers (ANSI Portal)]
- [[SGIPDocumentRegistry]][SGIP Formal Document (Branded) Registry]
- [[SmartGrid.StandardOperatingProcedures]][Standard Operating Procedures of the SGIP]
- [[SmartGrid.SGIPTemplatesAndTools]][SGIP Templates and Tools]

The code also includes a section for "Links for Priority Action Plan Activities".

RAW Mode Edits (AKA TWiki Markup Language)

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- Required for some things
- Most commonly used for working with large editable tables
- Extremely easy for some things
- Hard to see the wrapped paragraphs in some cases



The screenshot shows a TWiki page titled "PMO (EDIT)". The page content is displayed in RAW mode, showing TWiki markup. The markup includes a header section, a list of links, and a section for "Links for Priority Action Plan Activities".

```
<!-- =====
Start of of header
Assign the title of this page here:
* Set TITLEOFTHISPAGE=Program Management Office (PMO)
Prepend link with this ICON for emphasis=> %ICON{processing}%
===== -->
%INCLUDE{SmartGrid.SGIPBannerTop}% <!-- Put hot links from here --> [[SmartGrid.RecognitionAppreciation]][Recognizing
Outstanding Members: Seeking Nominations]] %BR% [[SmartGrid.SGIPMemberAccessToANSIPortal]][Access to Standards for
SGIP Implementers (ANSI Portal)]]%BR% [[SGIPDocumentRegistry]][SGIP Formal Document (Branded) Registry]] %BR%
[[SmartGrid.StandardOperatingProcedures]][Standard Operating Procedures of the SGIP]]%BR%
[[SmartGrid.SGIPTemplatesAndTools]][SGIP Templates and Tools]]%BR%

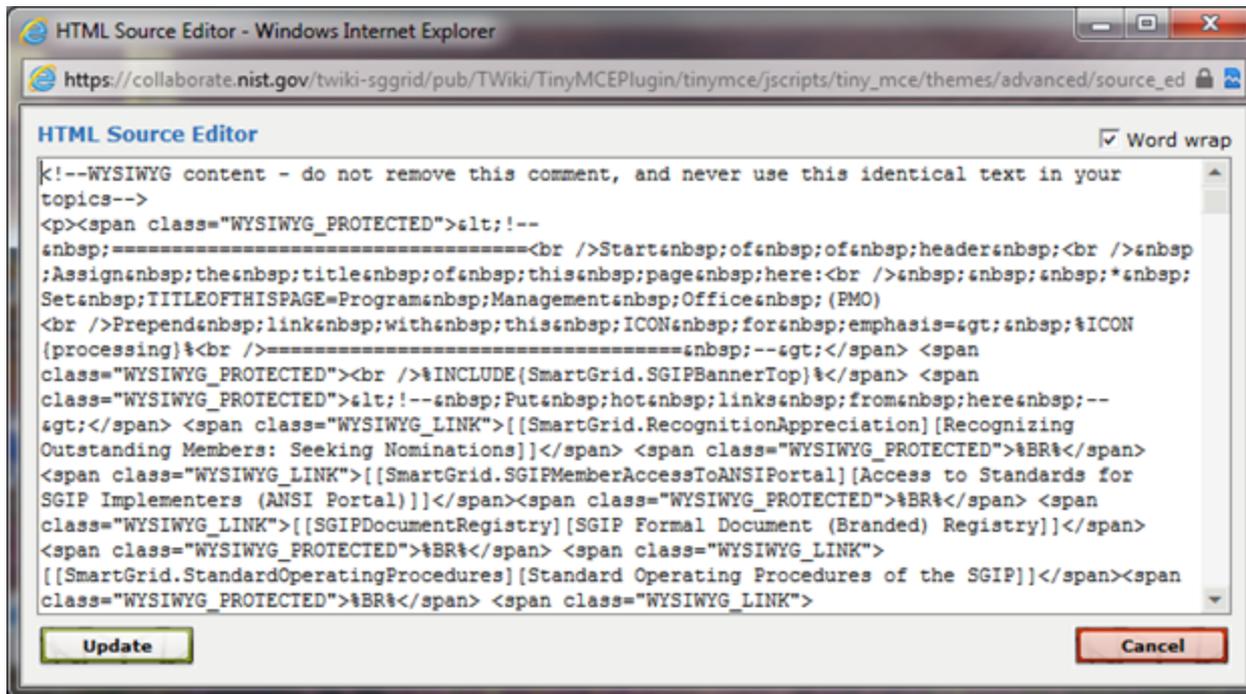
*Links for Priority Action Plan Activities*
* <span style="text-decoration: underline;">[[CoSStandardsReviewQueueAndTrackingTool]][Standards Review Queue and
Tracking Tool]]</span>
* <span style="text-decoration: underline;">[[SmartGrid.PAPStatusTrack]][PAP Status Tracker]]</span>
* [[CrossPAPIssues]][Cross PAP Issues]]

*Links for Catalog Of Standards Process*
* [[SGIP Catalog of Standards]][Main page for SGIP Catalog of Standards]]
```

HTML Edits

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- Actual code in HTML language
- Code is not “beautified” when you see it, so it is difficult to see matching parameters
- TWiki engine doesn’t implement every single HTML command
- Can be used to correct spacing issues which can’t be fixed in WYSIWYG
- Easy to mess up; not recommended for the novice



The screenshot shows a window titled "HTML Source Editor - Windows Internet Explorer". The address bar displays the URL: https://collaborate.nist.gov/twiki-sggrid/pub/TWiki/TinyMCEPlugin/tiny_mce/js/scripts/tiny_mce/themes/advanced/source_ed. The editor window has a title bar "HTML Source Editor" and a "Word wrap" checkbox which is checked. The main text area contains the following HTML code:

```
<!--WYSIWYG content - do not remove this comment, and never use this identical text in your
topics-->
<p><span class="WYSIWYG_PROTECTED">&lt;!--
&nbsp;=====<br />Start&nbsp;of&nbsp;of&nbsp;header&nbsp;<br />
&nbsp;Assign&nbsp;the&nbsp;title&nbsp;of&nbsp;this&nbsp;page&nbsp;here:<br />
&nbsp;Set&nbsp;TITLEOFTHISPAGE=Program&nbsp;Management&nbsp;Office&nbsp;(PMO)
&nbsp;<br />Prepend&nbsp;link&nbsp;with&nbsp;this&nbsp;ICON&nbsp;for&nbsp;emphasis=&gt;&nbsp;
&nbsp;{processing}&lt;br />=====
&nbsp;--&gt;</span> <span
class="WYSIWYG_PROTECTED"><br />&#106;INCLUDE{SmartGrid.SGIPBannerTop}&#106;</span> <span
class="WYSIWYG_PROTECTED">&lt;!--&nbsp;Put&nbsp;hot&nbsp;links&nbsp;from&nbsp;here&nbsp;--
&gt;</span> <span class="WYSIWYG_LINK">[[SmartGrid.RecognitionAppreciation]]<span
class="WYSIWYG_PROTECTED">&#106;</span>
<span class="WYSIWYG_LINK">[[SmartGrid.SGIPMemberAccessToANSIPortal]]<span
class="WYSIWYG_PROTECTED">&#106;</span>
<span class="WYSIWYG_LINK">[[SGIPDocumentRegistry]]<span
class="WYSIWYG_PROTECTED">&#106;</span>
[[SmartGrid.StandardOperatingProcedures]]<span
class="WYSIWYG_PROTECTED">&#106;</span>
</p></span></pre>
```

Making Changes to TWiki Pages (1)

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Before starting changes, to be safe...

- Copy the contents of the page to be changed from the “Raw View” mode and paste onto an instance of Notepad, or other plain-text editor.
 - Do NOT use MS Word – it reformats everything!
 - “Raw View” link is at the bottom of every page:

[Backlinks](#) | [Raw View](#) | [Raw edit](#) | [More topic actions](#)

If you make mistakes while changing and you have not saved it yet...

- Just press Cancel and it takes you back to where you were before any changes

Making Changes to TWiki Pages (2)

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If you made changes, saved it, and the page is now trashed... ☹

- **Option 1** – if you made a copy on Notepad
 - Open trashed TWiki page
 - Press the “Raw edit” link at the bottom of the page
- [Backlinks](#) | [Raw View](#) | [Raw edit](#) | [More topic actions](#)
- Select all (Control-A) and delete – now you have a blank page
 - Go to the Notepad copy of TWiki page you made previously
 - Select and copy its contents
 - Paste into the blank TWiki page and press Save
 - You now have recovered the entire page.
-
- Try again to make your changes.

Making Changes to TWiki Pages (3)

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If you make changes and the page is now trashed (cont'd) ☹

- **Option 2** – if you did NOT made a copy on Notepad already
 - Open trashed TWiki page in browser
 - At the bottom of the page, press the version previous to the current one. In the example below, the current page is revision r251 and the previous version is “r251”

 - Press the “Raw View” link at the bottom of the page you just opened
 - Select all (Control-A) and copy
 - Open up Notepad and paste everything into Notepad
 - Open again the CURRENT version of the trashed TWiki page (r252 in this case)
 - Press the “Raw edit” link at the bottom of the page
 - Select all and delete – now you have a blank page
 - Go to the Notepad copy you made previously and copy its contents
 - Paste into the blank TWiki page and press Save
 - You now have recovered the entire page

Copy & Paste Summary

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- You can Copy and Paste in any Edit mode
- Use a text editor such as Notepad or Notepad++ for temporary storage of information
 - ▣ Do not use Word, since it tends to re-format, uses curly quotes, etc.
- The only way you can be sure that a page is exactly identical to another one is to Copy/Paste from the “Raw View” of the source into the “Raw Edit” of the destination page. Or use HTML mode for both source and destination pages
- Windows Copy/Paste does not always handle everything perfectly in WYSIWYG mode

Basic WYSIWYG Text and Table Entry

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■ Text:

- Enter text and use pull-down to make a header, for example
- Use buttons to Change format: Bold, Italic, Color, etc.



■ Table:

- First button asks for number of rows and columns and creates a (small) table
- Type into cells to expand them
- Use other buttons to insert rows and columns, or delete
- Can also merge and unmerge cells using buttons



Attaching a document

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Easiest Way

- Add the document to the TWiki page:
 - Press the Attach button on upper right (or bottom left)
 - Login (if not already logged in)
 - Browse to find the file
 - Add any comments as to what it is
 - Press “Upload file” button
- File is now linked on the page, but not referenced except on the file list near the bottom of the page

Linking to an Attached Document (1)

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- In WYSIWYG or RAW mode, you can manually insert text directly, typically using Copy/Paste. For example:
 - Monthly Report: `[[%PUBURL%/SmartGrid/PMO/2012-05_SGIP_Monthly_Report_PMO_FINAL_V1.0.pptx]Download Report]]`
 - RED is the link to the document
 - GREEN is the link you will see on the page
 - Save TWiki page (you may have to re-open to editing and re-save for link to take effect)
 - Looks like this...
- **May 2012 Monthly Report: [Download Report](#)**

Linking to an Attached Document (2)

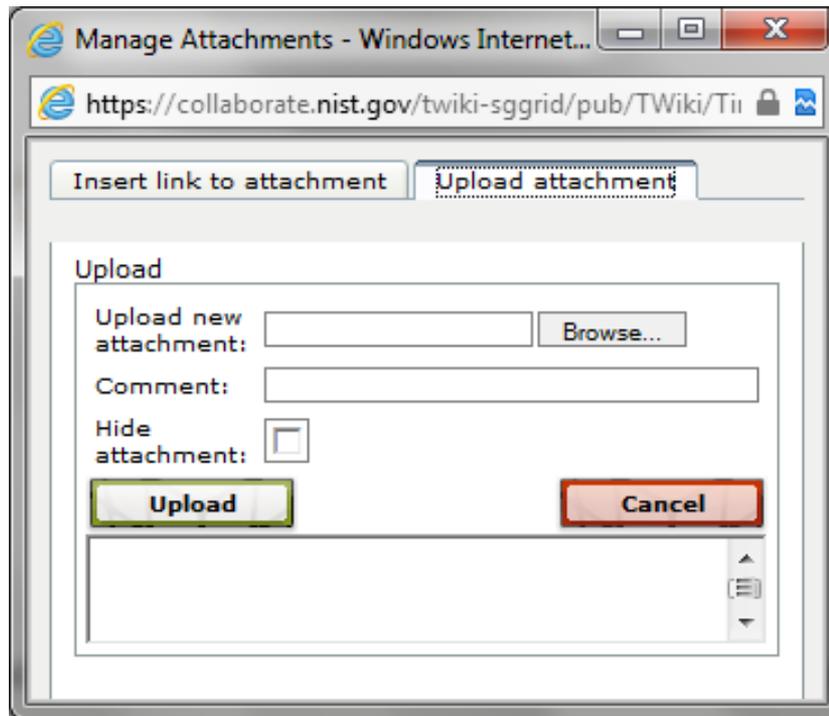
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- In WYSIWYG mode using graphics
 - Place  cursor where you want the link to be
 - Press “Manage Attachments” button
 - On “Upload Attachment” tab... “Upload” document (if document has not previously been uploaded)
 - Close out the Upload Attachment window
 - Re-open Manage Attachments button
 - On “Insert Link to Attachment” tab... “Insert Link” ... document
 - Save TWiki page

Linking to an Attached Document (3)

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Pop-up from “Manage Attachments” button:



Manage Attachments - Windows Internet...

https://collaborate.nist.gov/twiki-sggrid/pub/TWiki/Tii

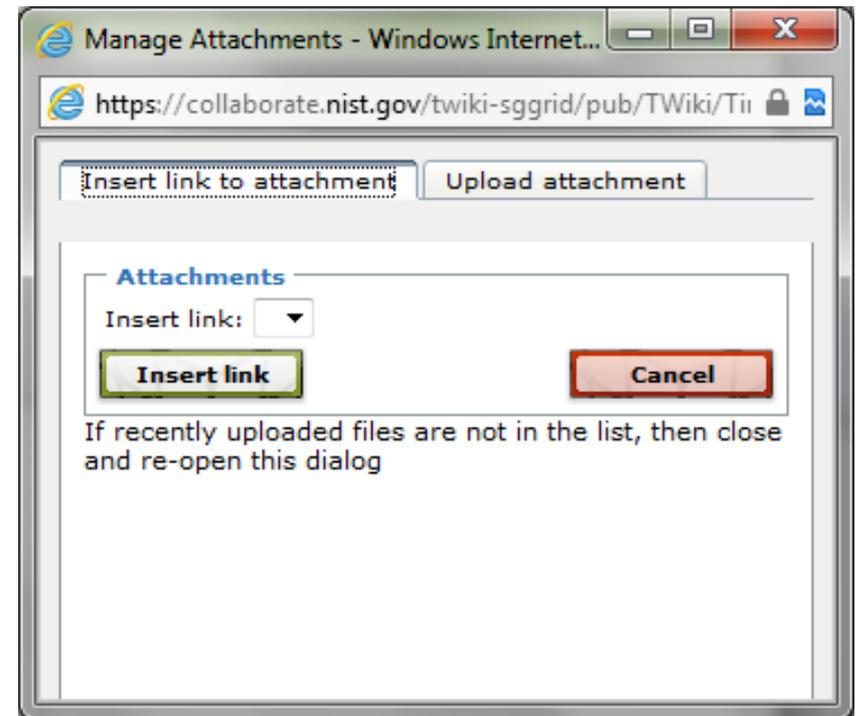
Insert link to attachment | **Upload attachment**

Upload

Upload new attachment:

Comment:

Hide attachment:



Manage Attachments - Windows Internet...

https://collaborate.nist.gov/twiki-sggrid/pub/TWiki/Tii

Insert link to attachment | Upload attachment

Attachments

Insert link:

If recently uploaded files are not in the list, then close and re-open this dialog

Moving and Searching in the TWiki (1)

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Moving directly to a known TWiki page

- Enter a name into the “Jump” box at top right in the green banner



A screenshot of a search interface. It features a text input field containing the text 'PMO' and a button labeled 'Search'. The entire search area is enclosed in a thick green border.

- For example, if you enter PMO and press Return on the keyboard, you will jump directly to this page
- <http://collaborate.nist.gov/twiki-sggrid/bin/view/SmartGrid/PMO>

Moving and Searching in the TWiki (2)

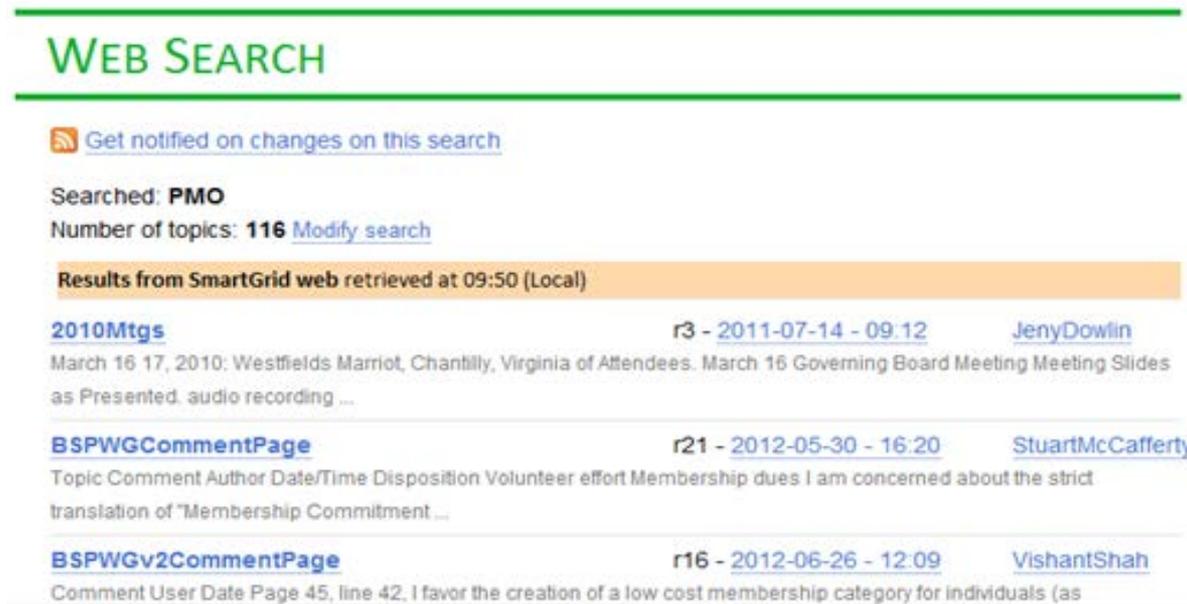
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Moving directly to a known TWiki page

- Enter a word or words into the “Search” box at top right in the green banner



- For example, if you enter PMO and press Return on the keyboard, you will see results like below
- You may go to “Modify search” for other search options and search rules



WEB SEARCH

 [Get notified on changes on this search](#)

Searched: **PMO**
Number of topics: **116** [Modify search](#)

Results from SmartGrid web retrieved at 09:50 (Local)

2010Mtgs	r3 - 2011-07-14 - 09:12	JenyDowlin
March 16 17, 2010: Westfields Marriot, Chantilly, Virginia of Attendees. March 16 Governing Board Meeting Meeting Slides as Presented. audio recording ...		
BSPWGCommentPage	r21 - 2012-05-30 - 16:20	StuartMcCafferty
Topic Comment Author Date/Time Disposition Volunteer effort Membership dues I am concerned about the strict translation of "Membership Commitment ...		
BSPWGV2CommentPage	r16 - 2012-06-26 - 12:09	VishantShah
Comment User Date Page 45, line 42. I favor the creation of a low cost membership category for individuals (as		

Creating a New TWiki Page

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- Enter a name into the “Jump” box at top right in the green banner

A screenshot of a search interface. It features a white rectangular box with a green border. Inside the box, the word "Jump" is written in a light blue font on the left, and the word "Search" is written in a light blue font on the right. The box is set against a green background.

- Follow instructions and make sure you correctly enter the name of the Parent page
- Using any similar page as a starting point, copy the Raw mode contents on that old page and paste into the Raw Edit mode of the new page, as explained previously
- Edit the page as needed
- Some types of pages have Templates to use as the source

Working with PAP TWiki pages (1)

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■ Common tasks

- Change the LED color
- Delete an Accomplishment that's no longer current
- Add a task or an issue of concern
- Update the date on the quad chart
- Add a new month to the quad chart
- Post a white paper to the deliverables

Working with PAP TWiki pages (2)

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Change the LED color

- In WYSIWYG edit mode, if the LED is green and needs to be yellow, select the word green in the right place and type "yellow" to replace it. Yes, there are other ways, but this is simple and it works. To change it to the finished check box, you need to copy a check box icon and replace the LED icon or type "choice=yes"
 - %ICON{led-green}% needs to say exactly%ICON{ led-yellow}%
 - %ICON{led-green}% needs to say exactly%ICON{choice=yes}%

Delete an Accomplishment that's no longer current

- In WYSIWYG edit mode, delete the row that's not current, using the WORD-style taskbar. Renumber the A# row or don't if you are keeping track of accomplishments elsewhere and want to keep the A#'s.

A#	Current Activities and Accomplishments
A1	Reaching out to stakeholders including SDOs and User Groups
A2	Creating requirements and use cases

Working with PAP TWiki pages (3)

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Add a task or an issue of concern

- In WYSIWYG edit mode, select where you want the new row. Use the WORD-style table widget to add a row, above or below the spot you selected, then fill in the new, empty row.

A#	Current Activities and Accomplishments
A1	Reaching out to stakeholders including SDOs and User Groups
A2	Creating requirements and use cases

Delete an Accomplishment that's no longer current

- In WYSIWYG edit mode, delete the row that's not current, using the WORD-style taskbar. Renumber the A# row or don't if you are keeping track of accomplishments elsewhere and want to keep the A#'s.
- Copy a row and paste if you like.

Working with PAP TWiki pages (4)

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Update the date on the quad chart

- There is a date on the quad chart, and it must be manually updated. In WYSIWYG edit mode, simply type over the old date with the new one when you update the chart.
- **Status of PAP 19:**
Updated March 1, 201

Add a new month to the quad chart

Status	Schedule	Deliverables	Resources
January 2010			
February 2010			

Status	Schedule	Deliverables	Resources
January 2010	%ICON{led-yellow}%	%ICON{led-green}%	%ICON{led-green}%
February 2010	%ICON{led-green}%	%ICON{led-green}%	%ICON{led-green}%

Key: STATUS -- complete=, on target=, caution=, late=

- In WYSIWYG edit mode, simply type the correct month in the spaces. Last month and this month should be on the chart. If the LED colors haven't changed, that's all that's needed. If you need to change an LED, select the old LED color and type the new color in its place. You may simply add a new row to the bottom and make the list longer, too.

Questions & Answers

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- Q&A – local and remote
- Show and Tell from the audience

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