What we hope to accomplish

- 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...

- 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](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

- 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.
Grown significantly since the early days of the program
- [http://collaborate.nist.gov/twiki-sggrid/bin/view/SmartGrid/HelpOnTWIKIForThisProject](http://collaborate.nist.gov/twiki-sggrid/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

- **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...

- 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

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!
RAW Mode Edits (AKA TWiki Markup Language)

- 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
HTML Edits

- 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
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:

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)

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
  - 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.
If you make changes and the page is now trashed (cont’d) 😞

- **Option 2** – if you did NOT make 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

- 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

- **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

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)

- In WYSIWYG or RAW mode, you can manually insert text directly, typically using Copy/Paste. For example:
    - 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]**
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)

Pop-up from “Manage Attachments” button:
Moving and Searching in the TWiki (1)

Moving directly to a known TWiki page

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

  PMO  Search

- 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)

Moving directly to a known TWiki page

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

Enter PMO

- 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
Creating a New TWiki Page

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

- 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)

- **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
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.

<table>
<thead>
<tr>
<th>A#</th>
<th>Current Activities and Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Reaching out to stakeholders including SDOs and User Groups</td>
</tr>
<tr>
<td>A2</td>
<td>Creating requirements and use cases</td>
</tr>
</tbody>
</table>
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.

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.

<table>
<thead>
<tr>
<th>A#</th>
<th>Current Activities and Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Reaching out to stakeholders including SDOs and User Groups</td>
</tr>
<tr>
<td>A2</td>
<td>Creating requirements and use cases</td>
</tr>
</tbody>
</table>
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

- In WYSIWYG edit mode, simply type the correct month in the spaces. Last month and this month should be on the chart. If the LEDs 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

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

Ralph J Navarrete, PE, PMP®
RalphJN@Gmail.com