

Wiki conventions used at University of North Dakota	
Articles : Copying / Pasting	Files of existing documents to be converted from other formats will have the body of the document copied and pasted into the wiki under the "article" tab.
Articles : Creating	When creating a document, search for an article's title to see if it exists. A "create this page" link will be displayed on the resulting screen which can be used to create an article if desired.
Articles : Creating Forms	PDF is the most workable choice for complex forms. Do not attempt to import forms. Since forms require special coding, contact Don and he will import the form. Indicate appropriate categories and the article title and he will enter them. Simple forms may be dropped into the wiki using cut and paste. Forms may also be formatted directly as a Wiki article.
Articles : Viewing	To see all articles, go to the main page and click on "toolbox / special pages." Then click on "all pages" on the top of the list.
Articles : Viewing Categories	To see all categories currently in use, go to the main page and click on "toolbox / special pages" located under the search box in the left fram.
Discussion : Components	Information under the discussion tab should be included to reflect 1) responsible party / job title (individual responsibility is necessary even when document is created by committee), 2) date document was created and revised, and 3) person's name inputing the document to the wiki.
Discussion : Responsibility	Each document will have a responsible party designated in the discussion area. The format will appear as: [Responsible Party: Position Title]. Responsible party was defined as an individual. This applies even to documents created by a committee.
Discussion : Searching	To search the discussion area, enter a search without any search criteria. Then click the box by "talk" and enter the appropriate search term
Edits : Formatting Help	Existing Wiki articles may be consulted as a guide to formatting.
Edits : Adding Categories	Adding a category is done using [[Category:category name]] where category name is the name of the category you want to add (e.g. Forms, Policies, Procedures, etc). Additional categories may be assigned to articles as needed. Categories should be used when applicable even when duplicating searchable terms in the article. Categories have the added benefit of being browseable and this provides additional functionality beyond search terms.
Edits : Bulleting	Use an asterisk "*" to bullet items.
Edits : Case	Avoid putting words in all caps. Use other conventions such as italics and bolding if something needs to be emphasized. Capitlizing all text looks bad and generally (on web pages, forums, etc) implies that you are "yelling" (making the practice a bit "rude")

Edits : Deleting and Article	An article may be deleted only by the system administrator. Contact Don by e-mail to request that an article be deleted.
Edits : Heading Level	A document's table of contents is automatically created based upon defined headings within the document. Levels of headings must be properly embedded. There are five levels (levels 2 through 6). Make proper use of headings - documents that are broken into sections should have headings used properly - make sure that you are using the right "level" of heading (== heading == for level 2 (main headings), === heading === for level 3 (sub-headings), etc)
Edits : Headings (Some Don'ts)	Headings should not be bolded. They are already formatted and heading format should be consistent. Do not include the document title as a heading - that is redundant since the article title automatically becomes the level 1 heading at the top of the page.
Edits : Heirarchies	Use multi-level bulleted lists carefully - before using multiple asterisks (*) be sure you know exactly why you are using them - you do not simply use them to get more indentation - they are used when you need to make a sublist under an existing list.
Edits : Horizontal Spaces	Enter two blank lines to create one blank horizontal line.
Edits : Leading Spaces and Blocks	A line with a leading space as well as a paragraph with a leading tab puts text in a special block. This can happen while inputing directly or copying a document from the "S" drive. Be sure to delete these leading spaces and tabs prior to converting.
Edits : Links to Other Documents	Links can also be used to link to a different document or to create a new document. <code>[[document name]]</code>
Edits : Links to Other Sections Within Document	Links should be made within a document to replace references to another section. This will require content editing of a document to alter the original reference (e.g., link replaces "see section one above"). <code>[[#section name text to display]]</code>
Edits : Lists	Use lists carefully in general - you can not have any blank lines between list items, nor can you have any single list item that is on multiple lines (so if your list doesn't "look right" or the numbering on numbered lists is wrong, check for newlines in the middle of your item or ask me to take a look at it).
Edits : Naming Categories	Do not create a category that is simply the name of your document (for example: if you have a document named "Animals Policy", do not create a category called "Animals Policy")
Edits : Naming Documents	A document is automatically named based on terminology searched. Our local practice is not to change document names.
Edits : Numbered Lists	Replace numbers in numbered lists with the pound "#" sign.
Edits : Numbering	A vertical space restarts numbering
Edits : Outline Form	Headings should be used for documents in an outline form. Bullets can sometimes be helpful. Unless ranking points is necessary, categories and bullets work better than numbers for outlining within the wiki format. Top level headings (ie.e. L1 and L2) work well while lower levels depend on how many items are involved.

Edits : Predefined Categories	Basic categories for subjects and departments have been predefined. They are listed on the production Wiki as well as in previous minutes. At least one category from this list should be assigned to every article in order to facilitate searching.
Edits : Punctuation -- Quotation Marks and Apostrophes	Wiki software substitutes unique characters for certain punctuation marks present in Word documents prior to their conversion. These include quotation marks and apostrophes. Substituted characters should be replaced with original punctuation.
Edits : Rules	Rules for editing each document are set by the document's responsible party and listed in the discussion area. Rules might allow editing, allow editing with certain conditions, or prohibit editing. Rules may cover extent of editing allowed as well as who is allowed to edit the document.
Edits : Section Separators	Use of printed horizontal lines as section separators should be used with care. Using headings to separate sections is generally more appropriate.
Edits : Word Separators	Non-alphanumeric characters function as word separators. Therefore words divided by a slash or hyphen search separately (e.g., policy/procedure)..
Watch : Monitoring a Document	The responsible party should monitor changes to the document using the Wiki watch feature. Anyone with access to the site may monitor any document.