Authoring

The Harvard Wikis Editor allows authorized users to collaboratively edit pages and blog posts within the Harvard Wiki. You can create and edit content using the editor in a very similar way to how you would edit a document using Microsoft Word. The editor will be displayed whenever a user clicks the edit button on a page or blog post or whenever a user creates a new page or blog post.

The Editor

There are a lot of options on the editor, so we'll cover each section below.

- **Basic Editing**
- **Linking**
- **Inserting Content and Macros**
- **Page Layouts**
- **Restricting Pages to a specific user**
- **Restricting Pages to a group**
- **Mentions**
- **Notifying Watchers**

### Basic Editing

You can use the basic editing options on the toolbar to do things like:

- Change the type of text
- **Bold**, **Italicize**, **Underline**, or **Color** text
- **Add Superscript or subscript**
- Add a **bulleted list**, **numbered list**, or a **task list**
- Decrease or Increase the indentation
- Change the alignment (left, right center) of content

### Linking

By clicking the "Link" button in the editor, you can create links to other Wiki pages, spaces, profiles, content outside the Wiki, and even links to attachments on the page.

To create a link to another Wiki page, space, or profile, you can either **Search** across all content in the space or across all spaces. **Recently Viewed** allows you to select from recently viewed content in order to create.
**Attachments** can be used to upload an attachment and create a link or to just link to an attachment on the current page. Check out the Attachments page to learn more about attachments are added, managed, and viewed in the Harvard Wikis.

**Web Links** can be used to create a link to content outside the Wiki. **Advanced** linking allows you to link to existing anchors or to create a link to a new page.

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**Inserting Content and Macros**

You can add macros to your page by clicking the "Insert" button and then selecting the macro to add. You can also type the character "{" and begin typing the name of a macro.

If you're not sure which macro you'd like to use, or if you'd like to see all of the macros that are available to you, click "Other Macros" under "Insert." In the macro browser that's displayed, you'll see a search box in the top right and an icon (if available) and a short description for each of the macros that are available. The macros shown will automatically update as you type in the search box.

For more information about the macros currently available on the Harvard Wikis, click here.

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Check out this .pdf file!

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**Macro suggestions**

- PDF

- Open Macro Browser
Page Layouts

Once you get past some basic editing, you may decide that you want to arrange your page content in a few different columns on the page. The Harvard Wikis now offer a few formatting options in the Page Layout drop down.

If you are looking for something more customizable, you can use the section and column macros, which allow you to set the specific width of columns.

Restricting Pages to Specific User

If you want to set permissions for your entire space, you can do so under Space Tools. However, if you want to restrict a page to smaller subset of users within your space, you can do that too.

First, click “Unrestricted” in the bottom left to open the page restriction box. In this box, you can restrict the viewing or editing of a page and any of its subpages. Simply select whether you’d like to restrict viewing or
editing and start typing a person’s name. If you want to restrict the page so that only you can view or edit, click the correct radio button and then click your picture.

Note that page restrictions require that the user must also have access to the wiki space.

If you want to remove a page restriction later, you can come back to the same box (by clicking "Tools" and then "Restrictions") and remove the restriction, or you can make changes under Space Administration.

Restricting Pages to a Group

Sometimes you’ll want to restrict pages to a custom group or to one of the many pre-defined groups. This can be particularly useful if you’re working in an administrative space and you want different teams from your group to have a set of pages just for their use.

First, click "Unrestricted" in the bottom left to open the page restriction box. Click "Group" and then select the group(s) that you wish to allow to access the page. Note that page restrictions require that the group must also have access to the wiki space and you must have administrative access for the group.

If you want to remove a page restriction later, you can come back to the same box (by clicking "Tools" and then "Restrictions") and remove the restriction, or you can make changes under Space Administration.
**Mentions**

Mentions allow you to enter a person's name on a page, blog post, or comment. The Harvard Wikis will autocomplete the search as you enter the person's name.

An email message will be sent to the user and a notification will appear in the user's Workbox.

**Notifying Watchers**

In the Harvard Wikis, the "Notify Watchers" checkbox is now checked by default. When you check the box and "Save" the page, a notification will go to the users that "Watch" the page. If you include a message, that text will be included in the notification to the user as well.

Any notification will appear in the user's email and in the new Workbox.