

# RIX Wiki 3.0 quick start guide

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## Getting started

Go to rixwiki.org

Enter your username and password (text or picture)

2

## Homepage

If you have been invited to view this wiki, you will see a short confidentiality statement for you to read and approve.

If you are the Wiki Owner, you will be taken straight to your homepage.

Here you will see your Wiki with its circle sections.

If this is a new blank Wiki, you will only see the middle circle. This guide will show you how to add more sections.

2.1

## Homepage menu

The homepage top menu changes depending on whether you are in view mode or edit mode.

2.2

## View mode

In view mode, your menu will have these buttons



click on this to return to your homepage



click on this to find out who can view your wiki



click on the pencil to go into edit mode



this is where you can see your account and log out

You will also see these buttons on the page



click on this to hear audio description



this is the help button

## 2.3

### Edit mode

In edit mode, your menu will have these buttons



homepage



wiki settings where you can change the titles and colour theme



add new section – only visible if you have fewer than seven circles



click on the eye to go into view mode



account

You will also see these buttons on the page



move - click on this to change the position of your sections



click on this to edit a section



help

You can only access your settings in **edit** mode.

You can only invite people to your wiki in **view** mode.

### 3

## Adding a section

Start adding circles to your homepage



click on the pencil to go into edit mode



click on the plus sign

A window will pop up where you can give the section a title, and an audio description and picture.

### 3.1

## Adding audio

There are three ways to add an audio description to a section

- **Record audio** - use your device's microphone
- **Upload from device** - use an audio clip stored on your device
- **Add from My Media** - use an audio clip that is already in your My Media folder

If you do not add your own audio, your words will be read out by a computer voice.

### 3.2

## Adding a picture

There are three ways to add a picture to a section

- **Capture from webcam** - use your device's camera
- **Upload from device** - use a picture stored on your device
- **Add from My Media** - use a picture that is already in your My Media folder

You can create sub-sections within this new section by sliding the **Create subsections** button.

Once you've added a new section you can click on the section's circle to go inside.

### 3.3

## Deleting a section

To delete a section, make sure you are on your homepage and in edit mode, click on the pencil on the section you want to delete, and click on the red **REMOVE** button.

## Section page menu

This is slightly different to the homepage menu



go to homepage



change to view mode



change to edit mode



go back

You will also see these buttons on the page<sup>\*</sup>



add a new page



batch upload – add media to My Media



delete page



next page



previous page



attach files or links



help

<sup>\*</sup> If you activated the **Create subsections** button, you will see a blank page to which you can add sections by clicking on the plus sign in the top menu.

Otherwise, you will see the first page of your new section. You can now add some content to this page.

## 5

### Adding content to a page

You can add different types of content to a page

- **Add a page title** - 63 character limit, option to add audio
- **Add some more words** - to go under the picture or video, option to add audio
- **Drag and drop pictures** straight onto the page
- **Add media** - add video [5.1], picture [3.2], audio [3.1] and location [5.2]
- **Attach files and links** - add documents, and links to other websites

## 5.1

### Adding video

When you select video, a window pops up asking you to choose from four options



#### **Record a video using your device's camera**

your device may ask you to allow access to the camera and microphone



#### **Add a video from YouTube or Vimeo**

you can copy and paste a link from the share icon on the video's page



#### **Upload a video from your device**

bigger files will take longer to upload and display



#### **Use a video that is already in your My Media folder**

this will display straightaway

## 5.2

### Adding a location

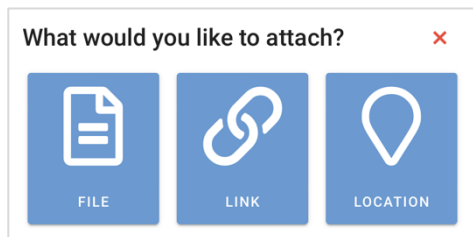
When you select location, a Google Map window pops up prompting you to add your location's address. Enter this, select the right location from the Google search results and then click on the green ADD PLACE button.

You can also add a location as an attachment at the bottom of the page [5.3]

## 5.3

### Attach files and links

Click on the paper clip at the bottom left of a section page.



FILE – upload a document, like a PDF or Word doc

LINK – add a web address, a link to a website

LOCATION – add a Google Maps link [see also 5.2]

Attachments and links that you add will appear at the bottom of the page under the main media area.

## 5.4

### Batch upload

Use this feature to upload multiple files to your section as a sequence of pages.



Go into a section and look for this **Batch Upload** button

A window pops up asking you what you want to add, video, picture or audio. When you click through you will be presented with the options listed in sections 5.1(video), 3.2 (picture) and 3.1 (audio) of this guide.

You will then be able to add multiple files from your chosen location which will appear as a corresponding number of new pages in your section.

## 5.5

### Adding and moving pages

Make sure you are in **edit mode**. You cannot add or move pages in view mode.



To add a new page in the current section, click on the blue plus sign.



As you add pages, they appear as a sequence of thumbnails at the bottom of the page. You can reorder these pages by moving the thumbnails with the move tool.

## 5.6

### Deleting pages

To delete a page, make sure you are on that page and in **edit** mode.

Click on the bin – this is the **Remove Page** button.

A window pops up where you can click on the red **REMOVE** button.

If there is only one page in a section, you will not be able to delete this page, but you can edit it instead.

## 6

### Sharing your Wiki

You can invite other people to view all or parts of your Wiki. They will not be able to change anything or share the Wiki with other people.



Invite people via the **Manage access** button in the top menu of your homepage (only visible in view mode)

The **Manage access** page shows who owns the Wiki (you), any nominated Buddies, and anyone else who has been given access.

You can share via two buttons in the top menu of the **Manage access** page



Invite by email



Create an access link

You can remove access at any time by selecting the person from the list in your **Manage access** panel and clicking on the bin.