Wikiz Orientation

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Overview

The principles of storing information within Wikiz is based of the ideas of a normal stack of books. Just like normal books, Wikiz books can contain chapters and pages. You start off by creating a book which acts as the highest level of categorization. Ideally you'd have separate books for separate topics. Within a book you can directly create pages or you can first create chapters. Chapters provide an additional level of page grouping to keep pages organised but are optional. All the information you write is held within pages. Although books and chapters do not hold information they can be given a short description to assist with searching and visibility.

Default Colour Coding

Books, chapters and pages have set colour coding in Wikiz to ensure they are easily identifiable. The below examples show the default color scheme. Note that this may be overridden by your administrator.

Books   Chapters   Pages   Draft Pages

Starting Out

When you start out with your new Wikiz instance you can organise things in two ways; You can plan out your book/chapter/page structure or you can let things grow naturally over time. If you know or already have the content which will be going into Wikiz then it's probably best to plan early otherwise, if you're starting from scratch, you'll want to let everything find it's own place.

If you decide to grow naturally then you'll likely start with a book for each major category and add pages directly into those books. As you start getting a lot of pages in each book you'll start to use chapters to group those pages. Once a chapter gets too large you may find it better to split it out into it's own book. Within Wikiz you can easily move chapters and pages between books and chapters so you shouldn't worry about having to move things around in the future.

Organizing Content

Once your Wikiz instance starts to grow you will find that you may want to re-organize your content. Within Wikiz there are two options for moving content around; Either you can move pages and chapters individually or you can sort entire books.

Note that to move content you will need to have 'edit' permission for both the content being moved and the parent it's being moved into.
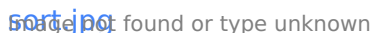
Moving Single Books & Chapters

Books and chapters can be moved directly to a new chapter or book. To move a chapter or page in this way go to a page or chapter and select 'Move' in the overflow menu, found on the right-hand side of the top toolbar:

Page Move Menu
Image not found or type unknown

Clicking the 'Move' action will take you to a screen where you can select a new location for your chapter or page. Here you can search for a particular book or chapter using the search bar at the top of the selection screen. Once you select a new parent for your chapter or book press 'Move Page' or 'Move Chapter' and your chapter or page will be moved to the new chapter or book. If you move a chapter all child pages will remain in that chapter and any related activity will now show up under the new parent book.

Sorting Books

The 'Book Sort' interface allows you to move multiple pages and chapters with ease in a simple drag and drop interface. To sort a book simply go to the book and select 'Sort' in the overflow menu (3 vertical dots found next to the edit button) at the top right of the page and you will be directed to the sort view:

sort.jpg
Image not found or type unknown

Initially, just the book you came from will show on the left. You can add extra books into the sort interface by selecting them on the right. Here you can simply drag and drop chapters and pages around and also between different books. Once you have organised your content press 'Save' and all included books will be re-organised.