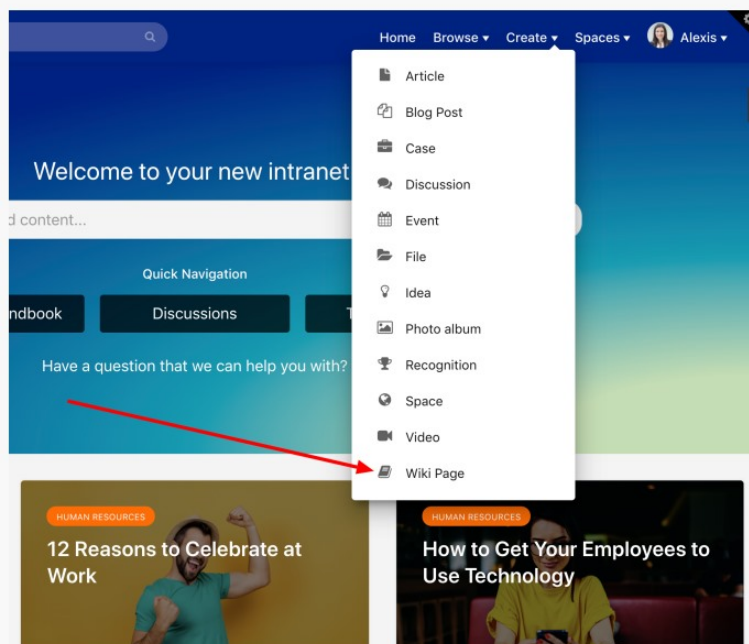
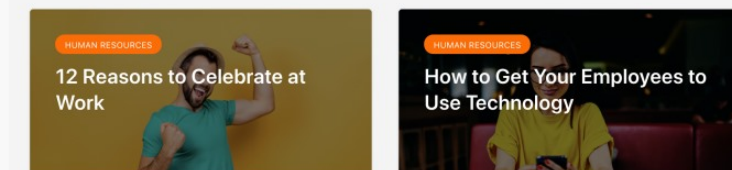
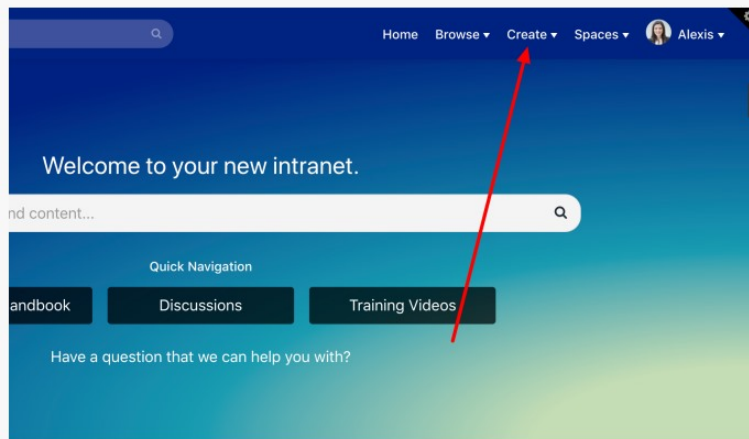


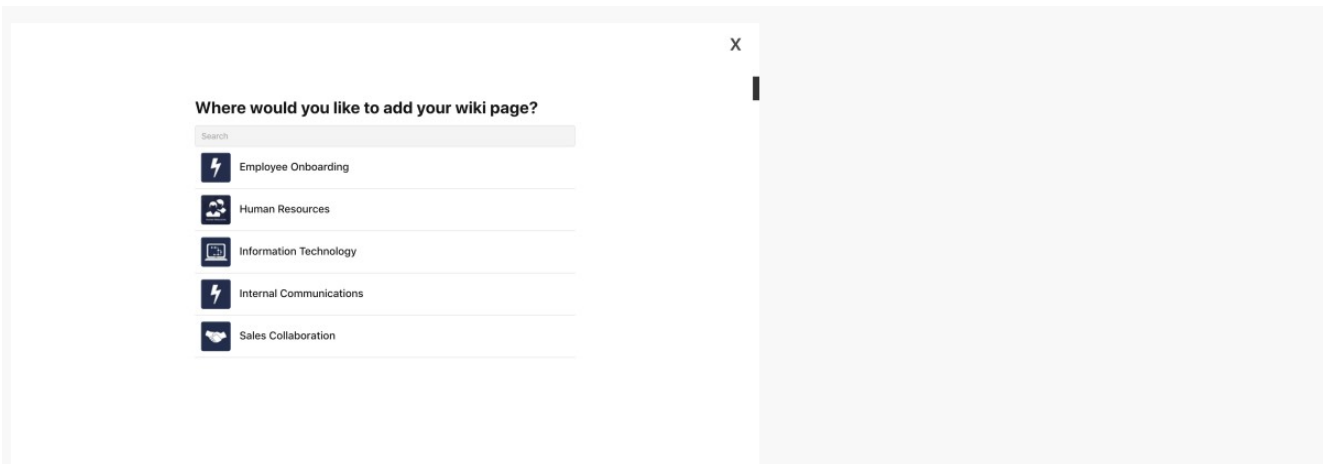
Create Wiki Page

Version 20

Published 2/2/2017 09:42 PM by [Anonymous User](#) Last updated 8/26/2022 02:29 PM by [JD Flores](#)



In the modal that opens, select the space you want to post to.



Fill in required sections:

- **Page name:** The title of the wiki.
- **Summary:** A summary that will appear beside the wiki in the [Space Activity Stream](#).
- **Page content:** Wiki main body.
- **Parent topic:** The page your page will be sorted under. As you type in this section, suggestions of existing pages will appear in a dropdown menu.

Fill in optional sections:

- **Upload a featured image:** An image that will appear beside the wiki in the Activity Stream. You can upload an image from your computer, your albums, your clipboard, or your webcam.
Suggested aspect ratio: 4:3
- **Add tags:** Keywords that can help others find your wiki. Use spaces to separate tags. Use an underscore or dash to combine separate words into one tag (e.g., Vacation-Policy). Click to see Popular Tags and Tag Groups.
- **Meta information - Meta title, Meta description:** Information to help users find the wiki.
- **Author:** Set an author to [Ghostwrite Content](#).
- **Attach files:** Add files relevant to the wiki. Drag and drop files into the area, or click Select Files.
- **Publication Date:** Set the wiki to publish at a certain time and date.
- **Expiration date:** Set the wiki to expire at a certain time and date.

Options:

- **Featured:** Make the wiki a featured post in the space.

- **Required reading:** Require users to mark the wiki as read.
- **Allow comments:** Allow users to comment on the wiki.
- **Allow non-members comments:** Allow users who are not logged in to comment.
- **Allow likes:** Allow users to like the wiki and comments on the wiki.
- **Allow ratings:** Allow users to rate the wiki and comments on the wiki.

To create collapsible content in your wiki, open Tools > Source Code in the editor and insert the HTML code below. (For security reasons, we filter out some HTML elements by default. You will need to add the attributes `data-toggle` and `data-target` to `HTMLSanitizeAllowedAttributes` in [Control Panel](#) > [System](#) > [System Properties](#) .)

```
<a data-toggle="collapse" data-target="#demo">Click this to open/close</a>
<div id="demo" class="collapse in">
Your collapsed content should go in here.
</div>
```

Save your content:

- Save and Publish
- Cancel
- [Save as Draft](#) : Save the wiki page for later. You can find your drafts in [My Activity Stream](#) > [My Content](#)

The screenshot shows the 'Add Wiki Page' interface in Communifire. The main form area contains several sections: 'Page name' with a text input, 'Summary' with a text area, 'Page content' with a rich text editor, 'Parent topic' with a text input, and 'Add tags' with a text input. To the right of the main form are several side panels: 'Upload a featured image' with a placeholder image, 'Attach files' with a 'Select Files' button, 'Publication date' and 'Expiration date' with text inputs and a 'Clear' button, and 'Options' with five checkboxes: 'Featured', 'Required reading', 'Allow comments', 'Allow likes', and 'Allow ratings'. The top navigation bar includes the Communifire logo, a search bar, and a user profile for 'David'.

Meta information (show)

Save and Publish
Cancel
Save as Draft

Alternative Way

The screenshot shows the Communifire homepage. On the left is a navigation sidebar with options: Blogs, Calendar, Cases, Discussions, Files, Ideas, Photos, Polls and Surveys, Tasks, Videos, Wiki (highlighted with a red arrow), and Workflow (3). The main content area features two article teasers: "How to Get Your Coworkers to Take Pride in Their Work" and "How to Make Your Intranet Work for Instead of Against". Below these are two columns of "Upcoming Events" and "Upcoming Birthdays and Anniversaries". A red arrow points from the "Wiki" link in the sidebar to the "Upcoming Events" section.

The screenshot shows a Wiki page titled "Employee Handbook" by Alexis Fox, updated on 9/4/2020. The page content includes a header image with the text "EMPLOYEE HANDBOOK" and a paragraph starting with "our staff or have been at Acme Ltd. for a while, we are". On the right side of the page, there is a "Search Wiki" box and a "Pages" list containing "Company Handbook" with sub-items: Diversity, Compensation, Employment, and Workplace Safety. A red arrow points from the "Add Wiki Page" button at the top right to the "Pages" list.

Related

[How to Display Featured Content on Your Homepage](#)

You've been given a task to share information with the entire organization, and you want to quickly and easily share the new exciting information with everyone by posting it on your homepage. In this guide, you'll learn how to make important information visible on your homepage.

[Rich Editor Table of Contents Guide](#)

Generate a table of contents based on the headings in your content. The table of contents will display the main headings in your content. People can quickly jump right to specific sections in the content using the table of contents.

[Rich Editor Templates Guide](#)

You can create document templates to be used in the rich text editor. This allows your site administrator or space administrators to create HTML templates that users can select from a dropdown and insert into the editor textarea. If you create a lot of documents using a uniform layout, this saves you time and effort by creating a standard HTML layout for your template.

tags : member, site-administrator