

Table of Contents

Collaboration Tips.....	1
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Collaboration Tips

Following you will find a short list of hints and recommendations that are considered basic knowledge when starting to edit existing topics.

- Wiki has a very simple text formatting shorthand. In any case, you won't go wrong if you simply:
 - ◆ start each line without spaces
 - ◆ separate paragraphs with a blank line
- Run together capitalized words to form WikiWords:
 - ◆ WikiWords automatically appear as hyperlinks
 - ◆ make up meaningful, reasonably brief Wiki names - it can be a challenge (it'll sharpen you up!)
 - ◆ WikiWords has name-creation tips that may help
- If a **discussion** is going on:
 - ◆ separate each follow-up with a space
 - ◆ add your WikiName and the date at the end. Example:
-- Main.WikiGuest - 10 Sep 2026
 - ◆ OR, by all means, insert your comment where it seems to fit best:
 - ◇ you may want to insert it with a bullet and/or *set it in italics* so it's clear (always sign and date)
 - ◆ if you'd like to use an initial, use a link with label. Example:
-- [[Main.WikiGuest]][ZXQ]] - 10 Sep 2026
- A good format for a **new topic** is "dissertation followed by discussion":
 - ◆ start with a brief, factual introduction, followed by double horizontal rules
 - ◆ let the discussion begin
- When a discussion dies down and the page becomes static, if you're clear on your course, feel free to **refactor mercilessly**:
 - ◆ fearlessly edit down to capture the key points
 - ◆ reduce the noise without losing the facts or the flavor
 - ◆ if you merge or delete comments, group credit `Contributors`: at the end of the page
 - ◆ *This is how Wiki content matures and grows in value over time.*
- For **external site links**, you can type URLs directly into the text - `http://etcete.ra/...` - it'll be clear to anyone where they're headed on click.
- Foswiki is intended for world-wide use, and an internationally understood date format like **01 Sep 2026** or **2026-09-01** is preferred. It's clearer than the `xx/xx/xx` format, where a date like `9/1/01` can mean either Jan or Sep, depending on the local conventions of the readers. For months, use the first three letters: Jan, Feb, Mar, Apr,...

- Check the source when you want to find out how something is formatted: click **[Raw view]** on the toolbar.
- To see earlier versions, click either on **[History]** (to see all previous versions of a topic) or click on the revision number you would like to see; the formatted revision version will be shown.
- To see the source of a previous revision, click **[More topic actions]**, then at View previous topic revision, enter the revision number, mark the in raw text format checkbox and click **[View]**. A bit of HTML experience can't hurt, but you'll soon see with ShortHand how far that is from necessary.

Related Topics: UserDocumentationCategory

Edit | Attach | Print version | History: %REVISIONS% | Backlinks | Raw View | More topic actions

Topic revision: r1 - 09 Jan 2009 - 13:00:00 - ProjectContributor

- . System

- Log In

- **Toolbox**

- Users
- Groups
- Index
- Search
- Changes
- Notifications
- RSS Feed
- Statistics
- Preferences

- **User Reference**

- BeginnersStartHere
- TextFormattingRules
- Macros
- FormattedSearch
- QuerySearch
- DocumentGraphics
- SkinBrowser
- InstalledPlugins

- **Admin Maintenance**

- Reference Manual
- AdminToolsCategory
- InterWikis
- ManagingWebs
- SiteTools
- DefaultPreferences
- WebPreferences

- **Categories**
- Admin Documentation
- Admin Tools
- Developer Doc
- User Documentation
- User Tools

- **Webs**
- Public
- System

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