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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 - 15 Nov 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]] - 15 Nov 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

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

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