

# Wiki Workshop

How to edit, create, & use the SoA website as a resource

Lindsey Mancini, Oct. 23, 2020

# What we'll cover today

## **ABOUT THE WIKI**

- Site structure + official School-managed pages
- Wiki content types
- Wiki user types

## **CREATING ON THE WIKI**

- How to create a new page
- Ensuring digital accessibility
- A brief intro to wiki modules
- Formatting in Markdown

## **SCREENSHARE Q&A**

**About the wiki: structure**

# Wiki basics

## module-based, multi-author platform

- Originally created in **2007** as the School of Art's first website, built by **Linked by Air**, led by Senior Critic in Graphic Design, Dan Michaelson
- Updated in **2019** to meet WCAG 2.0 accessibility standards
- Graphic templates designed and programmed by Tamara Maletic and Dan Michaelson together with Takashi Okamoto
- Programmed using **Ruby on Rails**
- Text formatted via **Markdown**

# Current site structure

developed in 2019 to lead users to the right places  
based on audience

Top-level sections:

- **About the School**
- **Apply to the School**
- **Gallery**
- **Publications**
- **News**
- **Events**

[art.yale.edu/sitemap](https://art.yale.edu/sitemap)

*Public  
resource  
pages*

# About the School

audiences: general public, current & prospective MFA students

- **Mission Statement**
- **Study Areas**
  - Graduate Study Areas
    - Graphic Design
    - Painting and Printmaking
    - Photography
    - Sculpture
    - All-School/Interdisciplinary
    - Critical Practice
  - Undergraduate Studies in Art
  - Summer Programs
- **People**
  - Faculty and Staff
  - Current Students
  - Alumni
  - Friends of the School
- **Resources for Faculty & Students**
  - Academic Calendar
  - Student Resources
  - Courses
  - Facilities
  - Financial Aid
  - Housing
- **Visiting**
- **Facilities**
- **Support the School**
- **Contact**
- **History**
- **About this Site**

# Apply to the School

audience: prospective  
MFA students

- **Graduate Admission**
  - Portfolio Requirements
- **Financial Aid**
  - Tuition, Fees, & Cost of Attendance
- **Graduate Study Areas**
  - Graphic Design
  - Painting and Printmaking
  - Photography
  - Sculpture
  - All-School/Interdisciplinary
  - Critical Practice
- **Courses**
- **Housing**
- **Brochures and Documentation**

# Public resource pages

audience: everyone!

- **Gallery**
  - Visiting
    - Open Studios
- **Publications**
- **News**
- **Public Events**

**sitemap pages = official School information\***

**everything else = community-owned & operated**

*\*backgrounds and content can often be added to these pages by any registered user, but certain modules are restricted to faculty/staff editing*

**About the wiki: content & user types**

# Wiki content types

## **SPECIAL CONTENT TYPES**

*Can be edited by faculty/staff only*

- Instructors
- Courses
- Users

## **OPEN CONTENT TYPES**

*For use by all community members*

- Pages
- Modules

# Wiki user types

## STAFF/FACULTY/ADMIN

- **Registered**
- Admin
- Faculty
- Staff

## STUDENTS, FACULTY, & ALUMS

- **Registered**
- Alum\*
- GradStudent
- Student (UG)

*\*Alums must request to have their wiki editing access reinstated after graduation*

**Creating on the wiki:**  
Making new pages

# Creating new wiki pages

## Wiki quirk: no “Create a page” button

- Go to [art.yale.edu](http://art.yale.edu) and log in, then add a slug to “**art.yale.edu/my-new-page**” wherever you’d like your new page to live on the site (preferably, the slug is directly related to your page title in some way)
- If you are already logged in, going to **art.yale.edu/any-page-that-doesn't-already-exist** will automatically load the “Create a Page” option for that URL
- If a front end page—instead of an empty “Create a Page” backend page, loads, unfortunately that means that slug is already taken and you must find an untaken one.
- If you’d like to create a page where one already exists but appears not to be in use, feel free to click “Edit this page” and **make that page your own.**

You are editing Mynewpage

Add a Magic Module

Accordion Module ▲

Accordion Module

Announcement Module

Background Module

Bio Module

Course Description Module

Divider Module

art.yale.edu/yourslug  
 =  
art.yale.edu/yourslug/new

# Making your new page accessible

## Title module first, then content with alt tags!

- The first module placed on any new page should be a **Title Module with Prominence: 1** — this serves as the title of your page and should be related to the slug you chose
- Use modules to add content to the page, **but:**
  - Delete the automatically-imported “alt text” for any background images
  - Write alt text for any images placed within the page
  - Keep your titles in order (don’t skip from “Prominence 1” to “Prominence 3” in your Title Modules for example)

# Creating on the wiki: Modules

# Module types

- **Accordion Module**
- Announcement Module
- **Background Module**
- Bio Module (applies to Instructors only)
- Course Description Module
- **Divider Module**
- Email Address Module
- **File Module**
- Image Grid Module
- **Jump Links Module**
- Page Footer Module
- Page Header Module
- PHP Highlighter Module
- Scrolling List Module
- Scrolling Text Module
- See Also Module
- ~~Sidebar Module~~
- **Single Image Module**
- Slideshow Module
- **Title Module**
- Transparent Image Module
- **Verbatim Module**

# Example pages

- **Accordion Module** = Knowledgebase
  - [art.yale.edu/knowledgebase](http://art.yale.edu/knowledgebase)
- **File Module** = UG Thesis Show Archive
  - [art.yale.edu/about/study-areas/undergraduate-studies/undergraduate-thesis-show-archive](http://art.yale.edu/about/study-areas/undergraduate-studies/undergraduate-thesis-show-archive)
- **Jump Links Module** = Photo Pop Up Lecture Series archive
  - [art.yale.edu/photo-pop-up-lecture-series](http://art.yale.edu/photo-pop-up-lecture-series)
- **Verbatim Module** = School of Art in the World
  - [art.yale.edu/soa-in-the-world](http://art.yale.edu/soa-in-the-world)

# Grid structure & rearranging modules

- The basic grid of the site has **four columns**
- Each column is **170px wide**
  - at around **870 pixels wide, the structure shifts from four to two columns: 1-column content becomes 2** (*responsive!*)
- Every module is assigned a **column width** to create this structure
- If you want to change the order of the modules on a page:
  - click on the **gray up or down arrows** to the left of the module, to the place where you want it to appear on the page
  - click “Done” to save your changes

# Creating on the wiki: Formatting in Markdown

# Markdown formatting basics

**HTML also (usually) works throughout the site**

*try surrounding your content with `<html>` tags if you're having trouble*

- **Headings:**

- # Heading 1
- ## Heading 2
- ### Heading 3, etc.

- **Block quotes / indentions:**

- > Indented text
- >> Doubly indented text

- **Lists:**

- Use numbers followed by periods to create ordered lists
- Use dashes (-), asterisks (\*), or plus signs (+) to create unordered lists. Add more than one dash or asterisk to create a nested list

# Markdown formatting basics, cont.

- **Italics**

- \*Surround text that you'd like to render as italic with a single asterisk.\*

- **Bold**

- \*\*Surround text that you'd like to render as bold with two asterisks.\*\*

- **Links**

- [Link title](http://www.url.com)

- **URLs & email addresses**

- To quickly turn a URL or email address into a link, enclose it in angle brackets <mywebsite.com>

<https://www.markdownguide.org/basic-syntax/>

# Wiki quirks

- You need a **line break** to create a new paragraph
- Use `<font size="4"></font>` to create larger text without using a Header/Title Module
  - important to remain WCAG compliant!
- Place your content where it belongs to begin with—or reorder content in either small, or very large groups
- Include images in Scrolling Text Modules **using HTML \*with\* alt text:** `<img src="" alt="">`
- Bugs:
  - /MyName ≠ /my-name
  - “Support blowup” option on Single Image Module
  - “Recent Changes” page

# Wiki resources on the wiki

<https://www.art.yale.edu/about/about-this-site>

***More general digital resource:***

<https://yale.box.com/v/SoADigitalCitizenshipToolkit>

**“Editing the Wiki” basics:**

<https://www.art.yale.edu/about/about-this-site/a-guide-to-magic-modules/>

**Ensuring digital  
accessibility:**

<https://www.art.yale.edu/about/about-this-site/ensuring-digital-accessibility>

**Wiki modules examples:**

<https://www.art.yale.edu/hello>

# Screenshare

## Q&A