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

Public resource pages

art.yale.edu/sitemap
About the School

- 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

audiences: general public, current & prospective MFA students

- 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

- 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

Audience: prospective MFA students
Public resource pages

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

audience: everyone!
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 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.
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

“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

More general digital resource:
https://yale.box.com/v/SoADigitalCitizenshipToolkit