

## TUTORIAL WIKI NATURE-SDIplus

Wiki is a tool for collaborative working. We have collaborative writing whenever more authors cooperate to design and realise a text.

With this document we wish to provide a short guide to start working with the tool.

### ***Enter or create a new access***

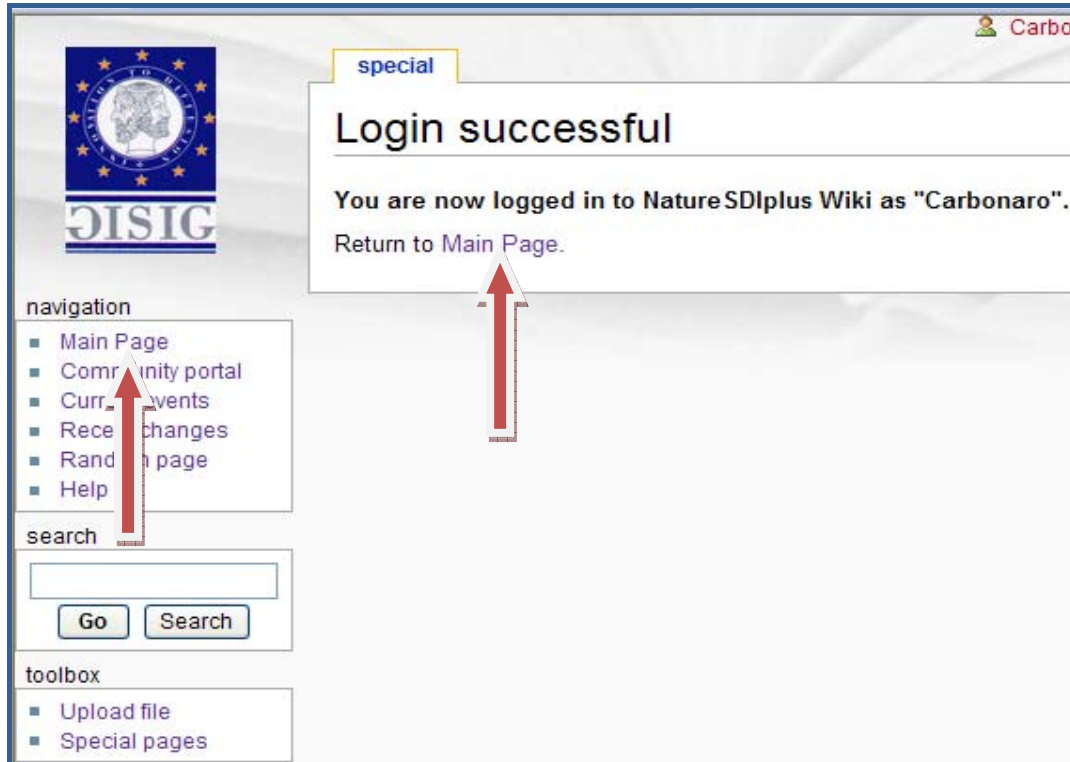
When you enter wiki for the first time, you should register. Click on “[Log in/create account](#)”.



We recommend you to choose a username easily recognisable by the other partners, i.e. surname or firstname.surname.

Once created your account, you can go back to the main page clicking on “[Main Page](#)”.

The main page is reachable at any moment also from the left menu.



### **NETIQUETTE:**

Always login while accessing the wiki. Please, note that the editing functions have been disabled for non-logged-in users.

From the main page you can access the page you wish to work on (for instance “WP1”).

The screenshot shows the main page of the NATURE-SDIplus Wiki. At the top, there are user navigation links for 'Carbonaro', 'my talk', 'my preferences', 'my watchlist', 'my contributions', and 'log out'. Below these are tabs for 'page', 'discussion', 'edit', 'history', 'move', and 'watch'. The main heading is 'Main Page'. A logo for 'NatureSDIplus' is displayed, followed by the text 'Welcome to the NATURE-SDIplus Wiki!'. A message greets 'NATURE-SDIplus Partners' and explains the purpose of the MediaWiki page. It lists project activities and provides instructions for users, including creating an account and using the discussion page. A list of work packages (WP1-9) is provided, with '1 WP1: Project Management - Assessment and Evaluation' highlighted by a red arrow. Below the list, the 'WP1: Project Management - Assessment and Evaluation' section is shown, also highlighted by a red arrow. The sidebar on the left contains navigation and search options.

The page opened is that where you should work, together with your colleagues.

The screenshot shows the 'Main Page WP1' for 'Project Management - Assessment and Evaluation'. The page title is 'Main Page WP1'. The section heading is 'Project Management - Assessment and Evaluation'. The main text describes the scope of WP1: 'WP 1 covers the entire project period. It includes activities aimed at monitoring and reporting the project development from a technical, administrative and financial point of view as well as the timing and the interconnections between the WPs and the management of any modifications to the project work plan and task development. Moreover, WP1 includes a task addressing the assessment and evaluation of the project through the supervision of a dedicated group of partners. It is also aimed at maintaining the quality management of the project and its outcomes.' The sidebar on the left is identical to the previous screenshot, showing navigation and search options.



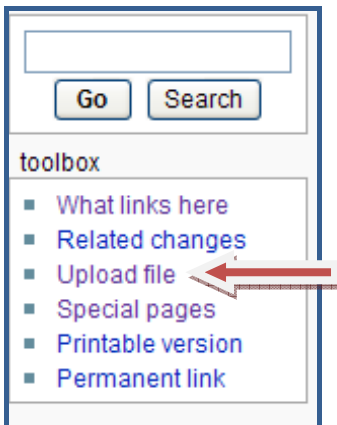
## NETIQUETTE:

Always sign your interventions with the above mentioned “[signature](#)” button.

When you finish, remember to save your changes with the button “[Save page](#)”.

## Upload a file

You can upload a file on the system and make a link to it from the page you are working on. To do this, from the Main Page you can use the “[Upload file](#)” button on the lower part of the left menu.



For text formatting options, create pages, link a document, etc., we invite you to consult the *user guide* for which you can find a link on the Main Page under “[Getting started](#)”.

