XWiki Enterprise 5.4.4 User Guide

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Pages and Spaces Overview

A wiki is organized in spaces, each one containing a set of pages. This type of organization helps better organize information and easily manage user access rights.

Pages have content, but also metadata and objects. An object has several properties and is defined by an XWiki class. You can edit the page content using the Wysiwyg editor or the wiki syntax editor which is available to advanced users.

You can use comments and annotations to collaborate within pages, add attachments, tags, check out the page history and rollback to a previous version.

FAQ

Page and Space Creation and Edition

How do I create a page?
How do I create a space?
How do I delete a space?
Where do I edit a page from?
What is a minor edit?
How can I add a comment to the changes I make?
How do I preview my changes?
How do I cancel my modifications?
What is the wiki editor?
How do I use the wiki syntax?
What is the wysiwyg editor?
How do I use the wysiwyg editor?
How do I import office documents into wiki pages?
What is inline editing?
What are XWiki objects?
What are XWiki classes?

Advanced Page Features

How do I change the access rights to a page?
How do I preview my page for print?
Where do I see the source code of a page?
How do I copy a page?
How do I rename a page?
How do I delete a page?
How do I share a page by email?
How do I access the tag list?
How do I add tags to a page?
How do I rename a tag?
How do I delete a tag?
How do I hide a page?
What are the keyboard shortcuts I can use?

Collaboration Within Pages

How do I add an annotation?
How can I reply to an annotation?
How do I show the annotations on a page?
How do I edit an annotation?
How do I delete an annotation?
How do I filter annotations by author?
How do I add a comment to a page?
How do I preview a comment before I submit it?
How do I edit one of my comments after I have submitted it?
How do I reply to an existing comment?
How to I attach a file to a page?
How do I access a page history?
How do I compare two versions of the same document?
Where do I see who last modified the document?
Where can I learn more about Version Control?

How do I set a parent to a page?
How do I access the page parent and children?
How do I check whether there are backlinks to the current page?

Search

What is the search suggest and how do I use it?
What is Solr search?
What is Lucene search?
What is database search?
How to subscribe to an RSS Feed on the results of my search?

Index Application

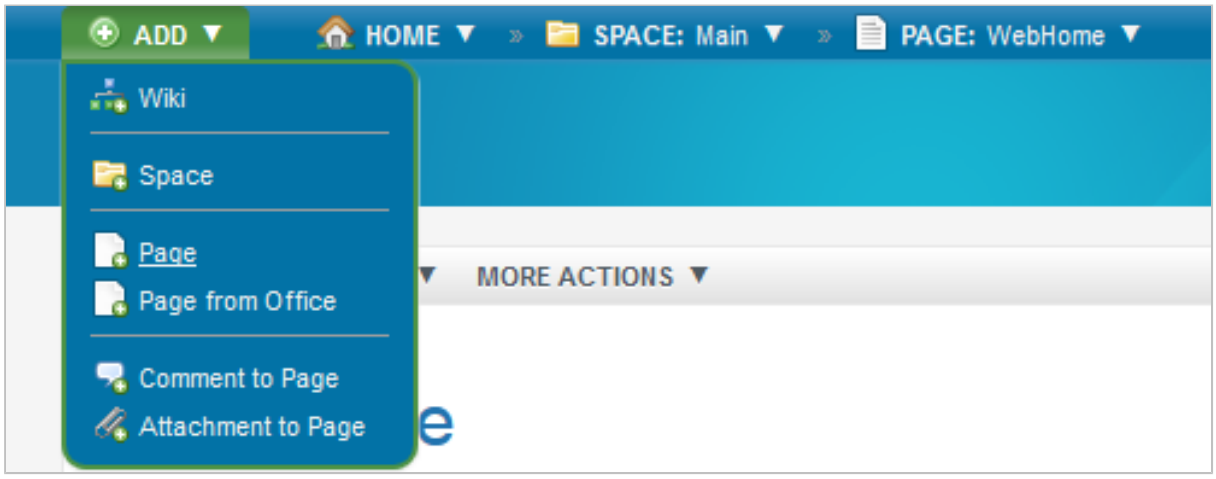
How do I access the Document Index?
How do I access the Space Index?

Create a New Page

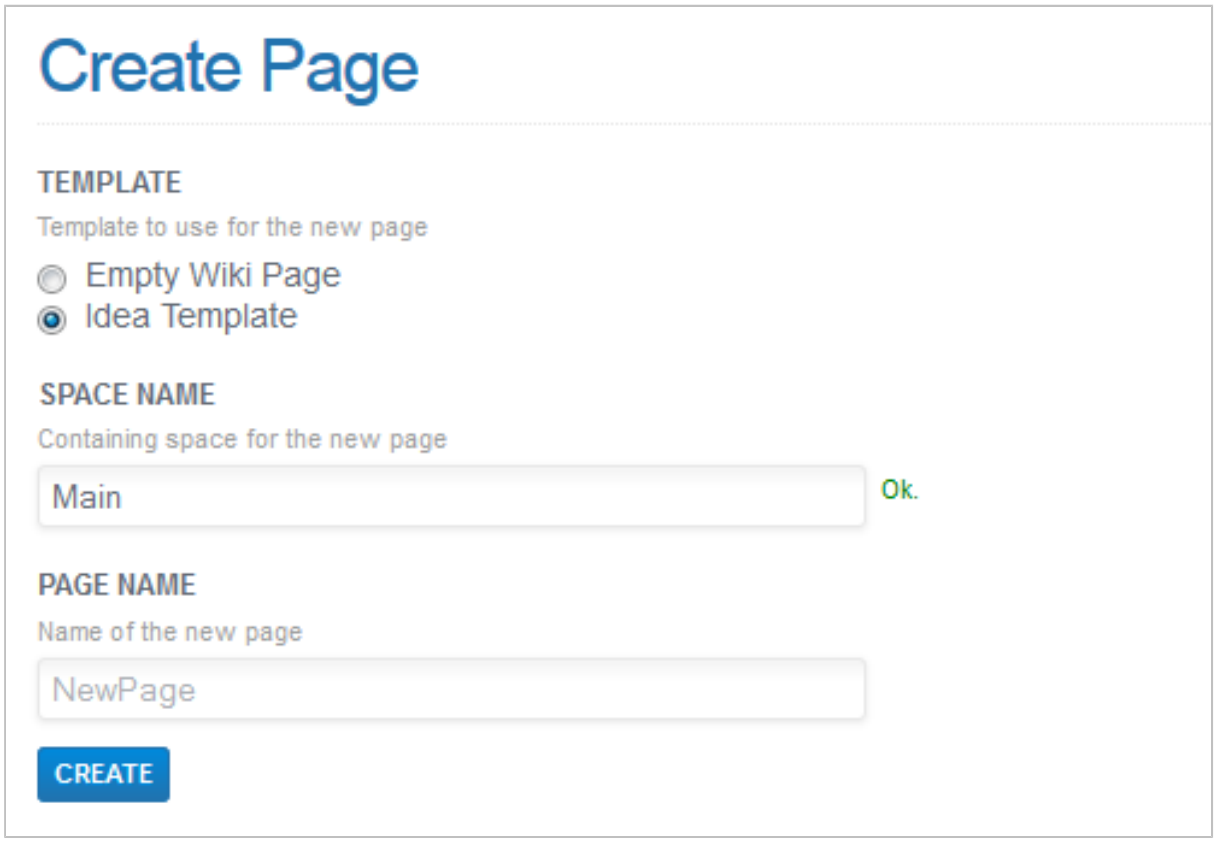
- From the "Add" Menu
- From the URL

From the "Add" Menu

You may create a new page straight from the "ADD" menu located in the top left corner of the page by clicking on "Page".

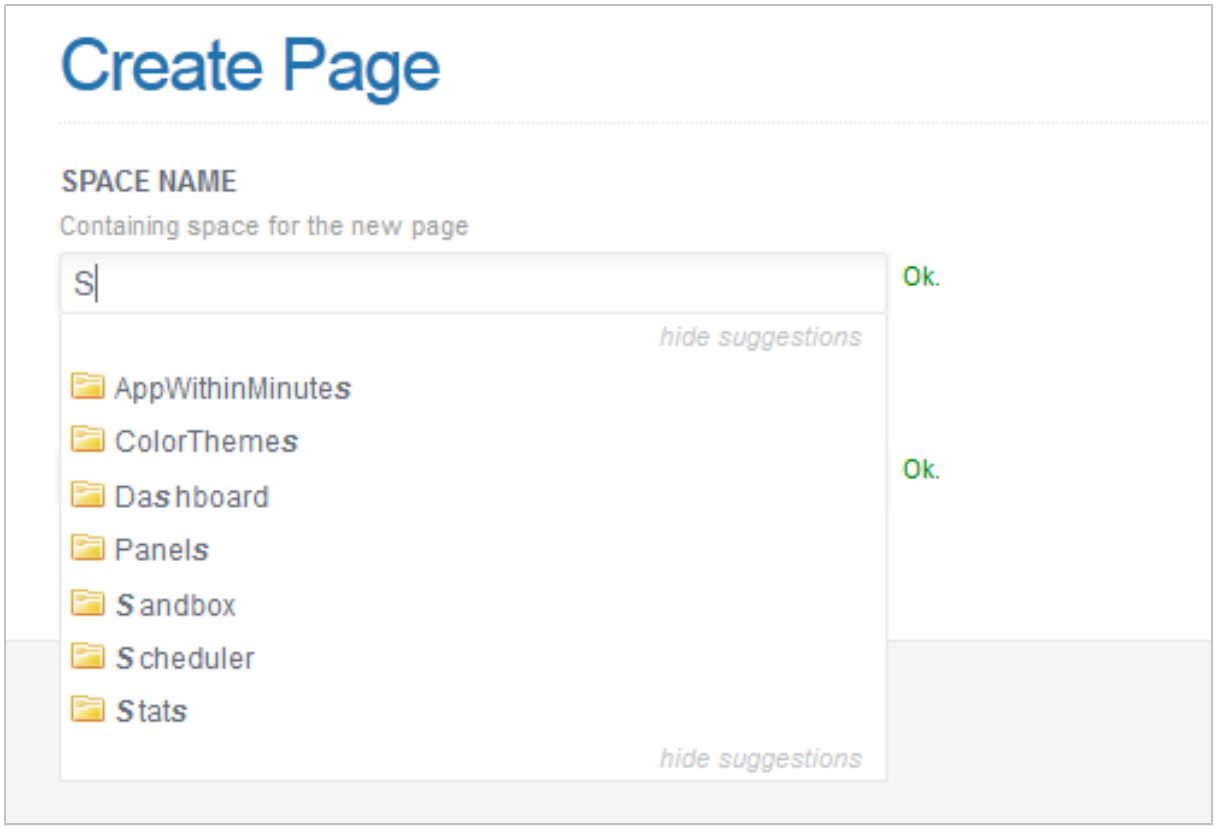


In case there are page templates available, you can choose either one of them or the "Empty Wiki Page" template, which is the default one.

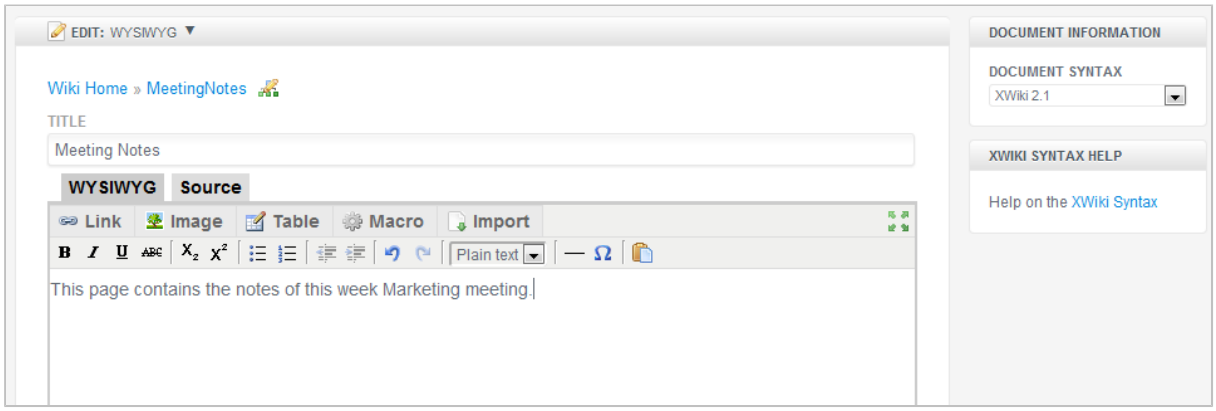


More information about how to create and manage generic page templates are available in the dedicated documentation.

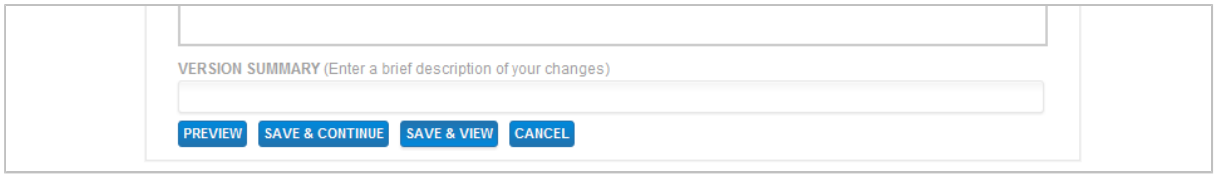
When choosing the space name, the suggest feature will display the list of all the occurrences, so you can select from them. To collapse the suggestion results, just click on "hide suggestions".



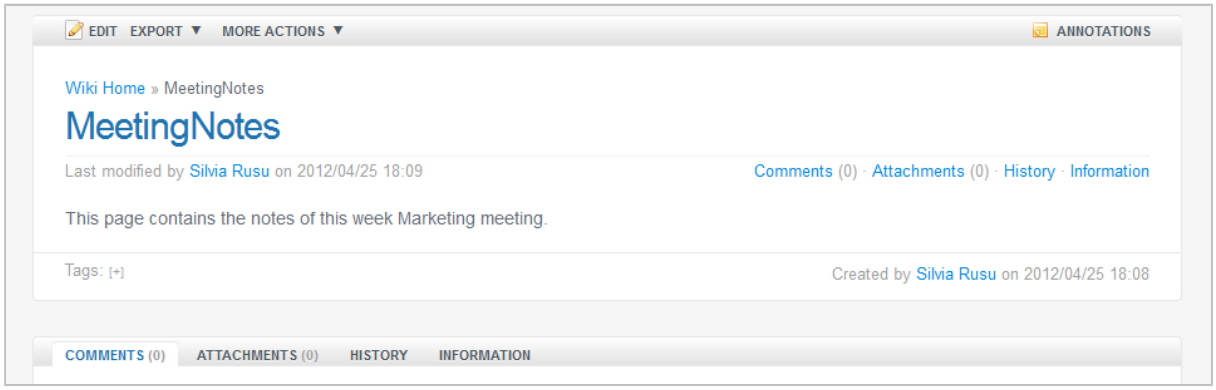
Click the "Create" button when you are done. Your new document will open in edit mode, Wysiwyg or text, depending on what you have chosen in your user preferences page. In the editor window you may add content to the newly created page.



Once you are done adding content, save the page to finalize the process.



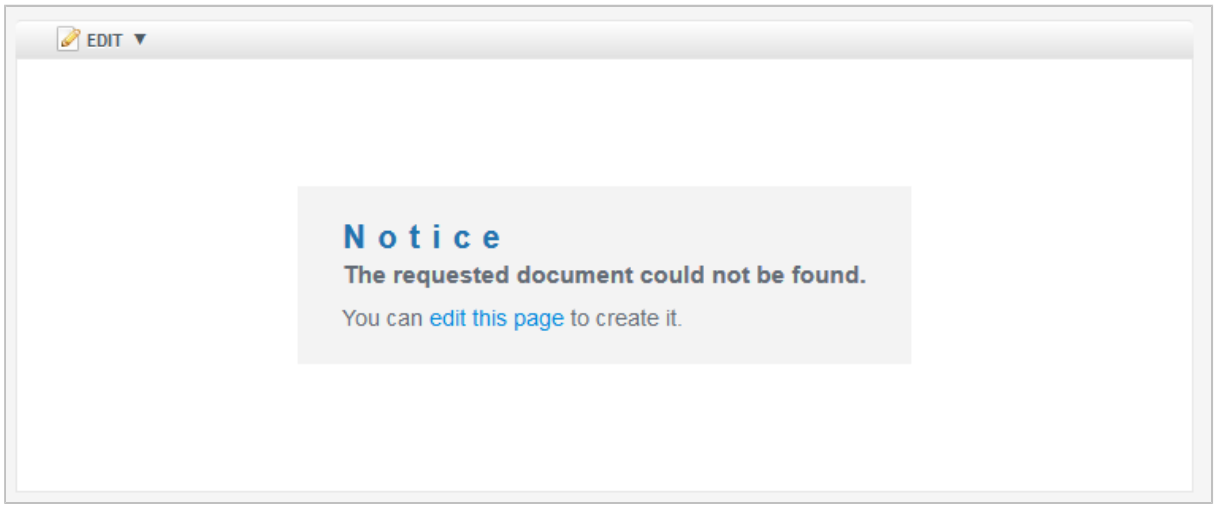
Congrats! Your page is now up and running.



To read more about how you to use page and space templates when creating new documents, go to the dedicated documentation page.

From the URL

To create a new page straight from the URL, enter the new page name in the address bar of your browser. If the space or page don't exist, you will get an empty page with a message saying "The requested document could not be found". Also, there will be an "edit this page" link to create it.

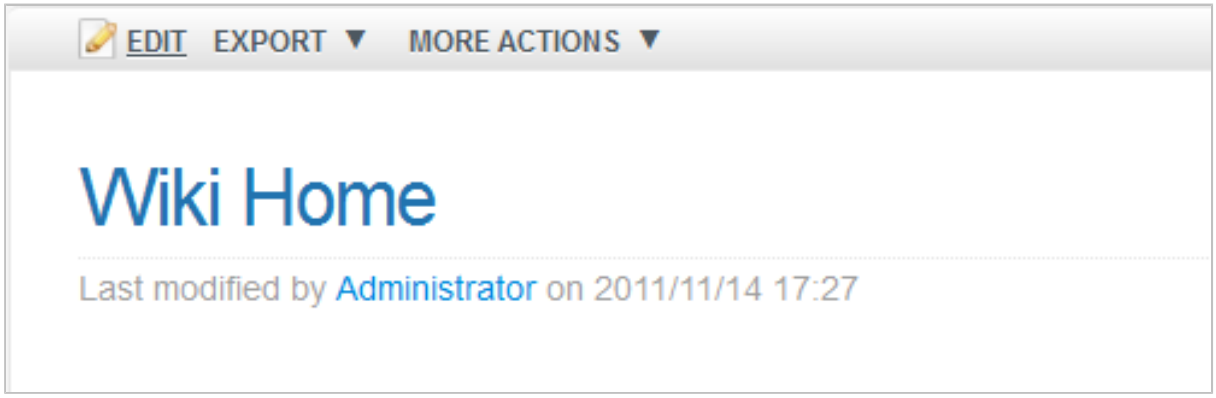


Related Pages

- **User Guide**
  - WYSIWYG Editor
  - Simple and Advanced Editing
  - Set the Page Parent
  - Pages and Spaces Overview
  - Editing Modes
  - Create and Delete a Space
  - Common Edit Actions
- **Admin Guide**
  - Create a Space Template
  - Create a Page Template

Simple and Advanced Editing

To edit a page, click on the "Edit" link located at the top left side of the Edit menu.



XWiki comes with "Simple" and "Advanced" editing modes and you may choose which editing mode you prefer from your user preferences page.

If you use the simple editing mode, you will automatically edit the page in "WYSIWYG" or "Wiki" mode for standard pages and in "Inline" mode for pages including Forms.

By using the advanced editing, you will have some extra options in the "Edit" menu:

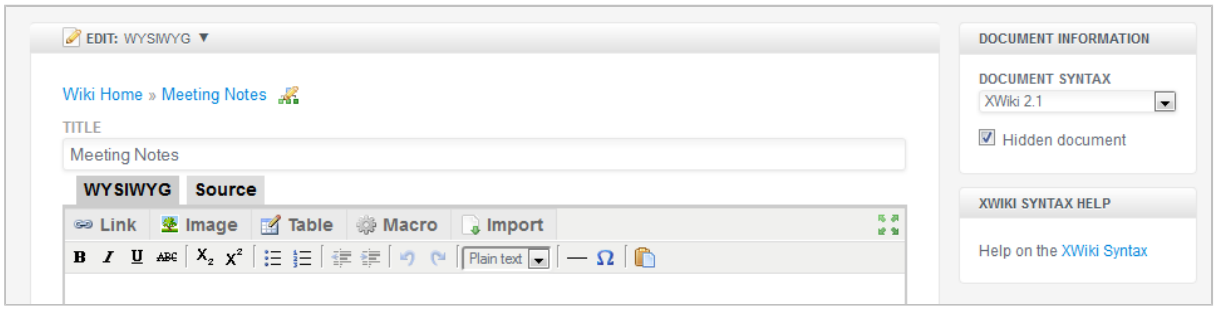
- Access Rights
- Objects
- Class

To learn more about the editing modes, go to the dedicated documentation page listed in the "Related Pages" section.

Hide the Technical Content

In XWiki Enterprise it is possible to hide a wiki page. This means that some events triggered by these pages, like creation, edit or delete, won't appear in the Activity Stream.

To hide a wiki page, edit it in "Wiki" or "Wysiwyg" mode and check the "Hidden document" option from the "Document Information" panel to the right then click on "Save&View"



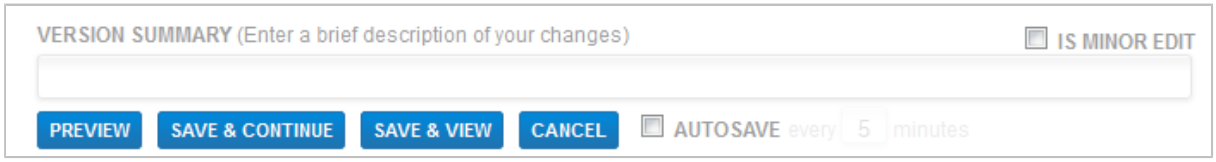
It is also possible to make your hidden documents invisible for other users when they use the Search feature. To learn more about this, go to the documentation page about 'user preferences'.

Related Pages

- **User Guide**
  - WYSIWYG Editor
  - User Preferences
  - Tags Application
  - Share Page by Email
  - Set the Page Parent
  - Pages and Spaces Overview
  - Page Attachments
  - Editing Modes
  - Create a New Page
  - Common Edit Actions

Common Edit Actions

All the available edit modes have some or all of the following elements:



- The **Minor edit** check-box is meant to mark the fact that superficial changes were made to the document. To learn how to manage the changes made to a wiki page, go to the documentation page about "Version control".
- The **Version Summary** field allows you to enter a short description of the changes made on the document in the version that is being saved.
- The **Cancel** button discards the changes and redirects you to the current document in view mode.
- The **Preview** button displays the document as it would look if the current changes were saved. This button is not available in all editing modes.
- The **Save & Continue** button submits the current changes and redirects you to the current document in edit mode.
- The **Save & View** button submits the current changes and redirects you to the current document in view mode.

Related Pages

- **User Guide**
  - XWiki Watchlist Application
  - WYSIWYG Editor
  - Version Control
  - Simple and Advanced Editing
  - Set the Page Parent
  - Pages and Spaces Overview
  - Page History
  - Editing Modes
  - Create a New Page
- **Programming Guide**
  - The "xwikircs" Table

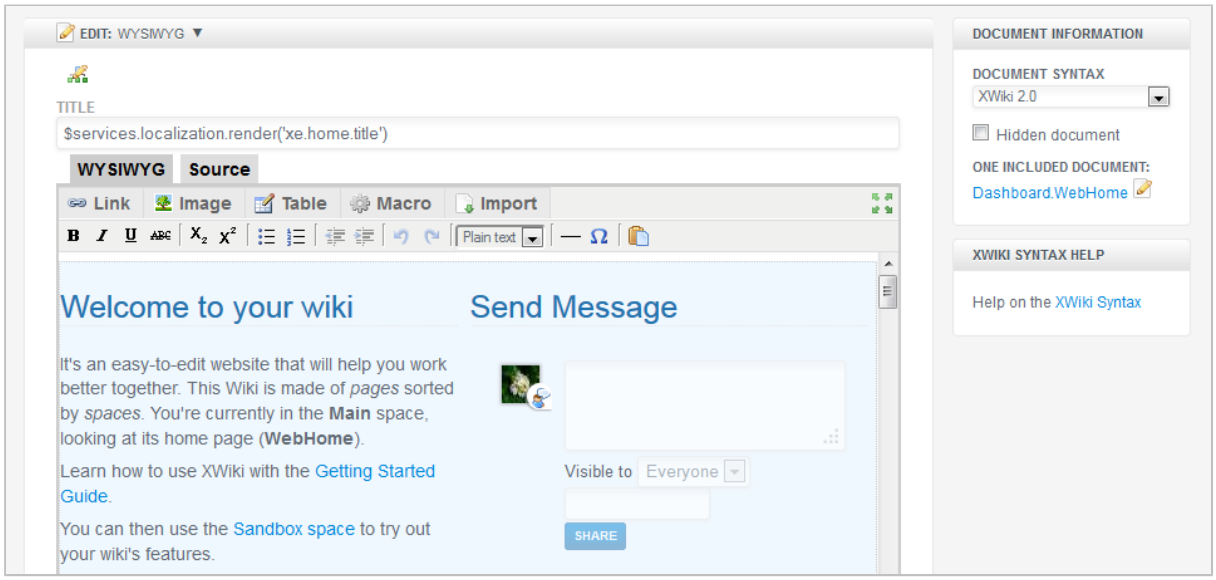
Editing Modes

To access all the editing modes from the "Edit" menu you need to be an "advanced user" as explained in the "User Preferences" documentation page.

The available editing modes are:

- the **Wiki** mode allows you to enter text using a simple Wiki Syntax. The syntax help page is available by clicking on the link displayed in the "XWiki Syntax Help" panel.

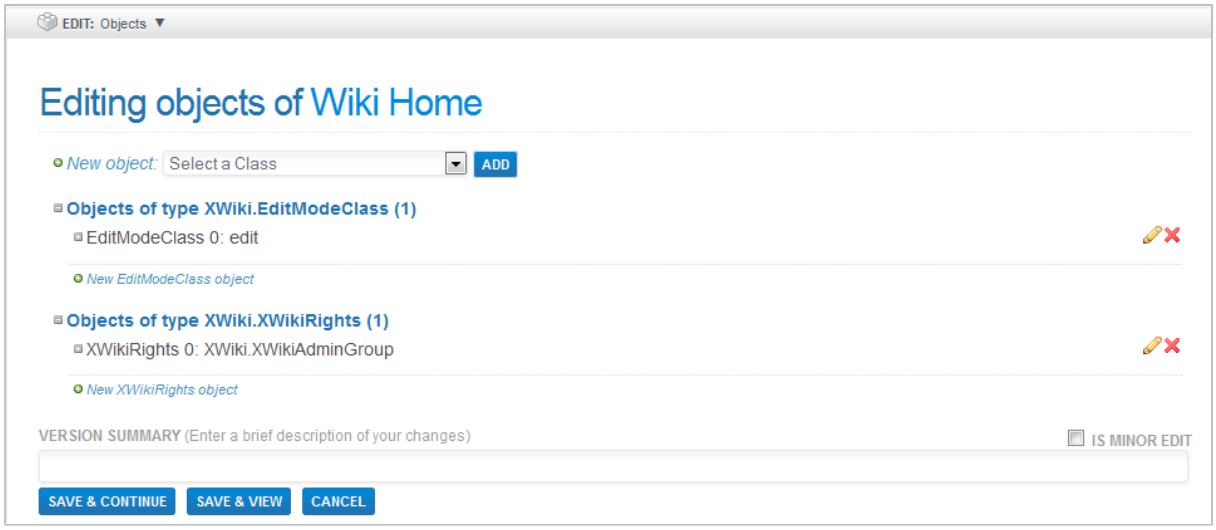
- the **WYSIWYG** mode is ideal for first time users or for people not at ease to use the Wiki Syntax.



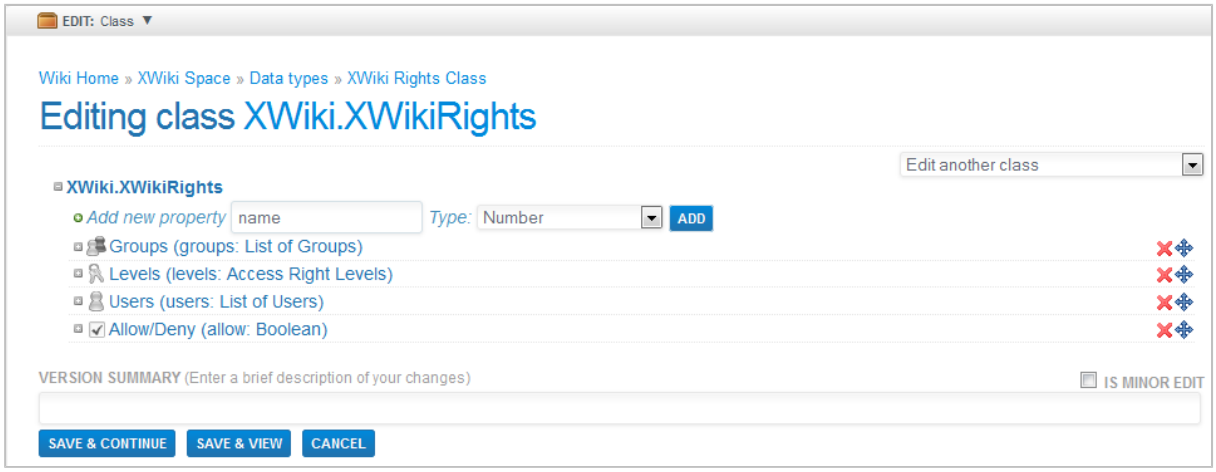
- the **Inline** mode or "Form" mode is a special feature of XWiki allowing administrators to define patterns of structured information (like a blog entry, or a standard form). Pages containing such structured information can be edited and

re-edited as simple HTML forms, which have almost the same structure as the displayed page. Thus, when clicking the "Edit" button, it seems that the page content can be edited in-place, or inline and the form view is automatically displayed.

- the **Objects** mode makes it possible to attach Objects to pages. Objects are simple sets of properties containing additional information about a page.



- the **Class** mode calls the class editor on the current page, allowing you to edit the class attached to the document.



- the **Page Access Rights** mode allows you to control the actions users and groups are allowed to perform on the current page.

Related Pages

- **User Guide**
  - XWiki Syntaxes
  - WYSIWYG Editor
  - View the List of Joined Sub-Wikis
  - User Preferences
  - The Office Importer Application
  - Sub-Wiki Invitations
  - Simple and Advanced Editing
  - Set the Page Parent
  - Pages and Spaces Overview
  - Leave a Sub-Wiki
  - Join a Sub-Wiki
  - Create a New Page
  - Common Edit Actions

- **Programming Guide**
  - XWiki Data Model
  - Customize the Look and Feel of the PDF and RTF Export
  - Create and Override a Skin
- **Admin Guide**
  - Wiki Directory
  - The Wiki Manager Application
  - Set the Wiki Access Rights
  - Set the Users Access Rights
  - Set the Space Access Rights
  - Set the Page Access Rights
  - Set the Group Access Rights
  - Rights Overview
  - Permission Types
  - Manage the Sub-Wiki Users
  - Edit the Sub-Wiki Settings
  - Delete a Sub-Wiki
  - Customize the User Registration Process
  - Create a Sub-Wiki
  - Configure the Wysiwyg Editor

XWiki Syntaxes

- General Remarks
- Paragraphs
- Headings
- Text Formatting
- Horizontal Line
- Lists
- Definition Lists
- New Line/Line breaks
- Links
- Tables
- Images
- Verbatim
- Quotations
- Groups
- Escapes
- Macros
- HTML
- Velocity/Groovy Scripts
- Other syntaxes

Starting with XWiki Enterprise version 1.7 and above we've introduced a new wiki syntax. So we're now naming the current syntax the *XWiki Syntax v1.0* and the new syntax is logically called the *XWiki Syntax v2.0*. The main reasons for introducing the new syntax were:

- Fix the limitations and ambiguities of the XWiki 1.0 syntax (which was inspired by both Radeox - the underlying rendering engine - and TWiki).
    - Not optimal symbols. For example the symbol for bold was single stars. This was causing trouble when users were entering text containing stars since that text was mistakenly considered to be bold when it wasn't. Hence we've rationalized the syntax by using at least double characters everywhere.
    - Ambiguities. For example there was an ambiguity between a bold item starting a line and a bulletted list. Resolving the ambiguities was required in order to rewrite the WYSIWYG editor so that it could be deterministic.
- Be closer to the Creole 1.0 syntax which is becoming a standard for wiki syntax. In addition the Creole community has taken the time to analyze all the existing wiki syntaxes before deciding on symbols. The choices made are thus very good.

In addition to these 2 XWiki syntaxes we've also changed our underlying rendering engine (was Radeox previously) in favor of our own engine which is superset wrapper around Wikimodel and Doxia (and possibly others in the future). This has allowed us to provide other syntaxes in the wiki: MediaWiki, Confluence, JSPWiki, Creole, TWiki and more.

General Remarks

XWiki Syntax v2.0 corrects some errors or ambiguous syntax entered by the user as shown in the examples in the table below.

Description	Example of invalid or ambiguous syntax	Fixed XWiki Syntax 2.0
Not closed text styles	`**bold`	`**bold**`
Two standalone elements not separated by 2 new lines	`| table cell` `* list item`	`| table cell` `* list item`

Two standalone elements not separated by 2 new lines	`paragraph`
	`----`
	`paragraph`
		`paragraph`
		`----`
		`paragraph`

Ignored new line at beginning of document	<new line at beginning of document> paragraph	paragraph
Not closed heading syntax	`=== heading`	`=== heading ===`

Paragraphs

Paragraphs are text elements separated by 2 or more new lines.

In XWiki Syntax 2.0 new lines are honored which is not the case in XWiki Syntax 1.0 and in Creole syntax.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result XWiki Syntax 1.0	Result XWiki Syntax 1.2
Simple paragraph	This is a paragraph	This is a paragraph	This is a paragraph	This is a paragraph

Paragraph on multiple lines	Paragraph on\\ multiple lines	Paragraph on multiple lines	Paragraph on multiple lines	Paragraph on multiple lines
Two paragraphs	Paragraph one Paragraph two	Paragraph one Paragraph two	Paragraph one Paragraph two	Paragraph one Paragraph two
Parametrized paragraph	Centered and blue paragraph	`(% style="text-align:center; color:blue" %)` Centered and blue paragraph	Centered and blue paragraph	Centered and blue paragraph

Headings

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result

Standard headings	1 level 1
	1.1 level 2
	1.1.1 level 3
	1.1.1.1 level 4
	1.1.1.1.1 level 5
	1.1.1.1.1.1 level 6
		`= level 1 =`
		`== level 2 ==`
		`=== level 3 ===`
		`==== level 4 ====`
		`===== level 5 =====`
		`====== level 6 ======`
			level 1
			level 2
			level 3
			level 4
			level 5
			level 6

Parametrized headings	heading	`(% style="color:blue" %)` = heading =	**heading**
Headings with wiki syntax	1.1.1 Heading with *bold*	`=== Heading with **bold** ===`	**Heading with bold**

Text Formatting

New in XWiki Syntax 2.0 over XWiki Syntax 1.0:

- Spaces are allowed just after the syntax symbols (for example in XWiki Syntax 1.0, this was not * bold *).
- Use double symbols when there was only a single symbol in XWiki Syntax 1.0 so that it's less likely that the user will mistakenly use them in text.
- Ability to span several lines (wasn't the case in XWiki Syntax 1.0).

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Bold	`*bold*`	`**bold**`	**bold**
Underline	`__underline___`	`__underline__`	underline
Italics	`~~italic~~`	`//italic//`	*italic*
Striked out	`--strike--`	`--strike--`	~~strike~~
Monospace	<tt>monospace</tt>	`##monospace##`	`monospace`
Superscript	some ^{superscript}	`some ^^superscript^^`	some ^{superscript}
Subscript	some _{subscript}	`some ,,subscript,,`	some $_{\text{subscript}}$

Horizontal Line

There must be 4 or more dashes.
Note that this is different from Creole where exactly 4 dashes are required.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Simple Horizontal Line	`----`	`----`	
Parametrized Horizontal Line		`(% style="color:blue" %)` `----`	

Lists

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Bulleted list	`* item 1`	`* item 1`	• item 1

	** item 2 *** item 3 * item 4	** item 2 *** item 3 * item 4	• item 2 • item 3 • item 4
Numbered list	1. item 1 11. item 2 111. item 3 1. item 4	1. item 1 11. item 2 111. item 3 1. item 4	1. item 1 1. item 2 1. item 3 2. item 4
Mixed list	1. item 1 1*. item 2 1*. item 3 1. item 4	1. item 1 1*. item 2 1*. item 3 1. item 4	1. item 1 • item 2 • item 3 2. item 4
Square list	- item 1 - item 2	(% style="list-style-type: square" %) * item 1 * item 2	▪ item 1 ▪ item 2
Disc list	 - item1 - item2 	(% style="list-style-type: disc" %) * item 1 * item 2	• item 1 • item 2
Lowercase Alphabetical list	a. item 1 a. item 2	(% style="list-style-type: lower-alpha" %) * item1 * item2	a. item1 b. item2
Uppercase Alphabetical list	A. item 1 A. item 2	(% style="list-style-type: upper-alpha" %) * item1 * item2	A. item1 B. item2
Lowercase Roman list	i. item 1 i. item 2	(% style="list-style-type: lower-roman" %) * item1 * item2	i. item1 ii. item2
Uppercase Roman list	I. item 1 I. item 2	(% style="list-style-type: upper-roman" %) * item1 * item2	I. item1 II. item2
Lowercase Greek list	g. item 1 g. item 2	(% style="list-style-type: lower-greek" %) * item1 * item2	α. item1 β. item2
Uppercase Greek list	G. item 1 G. item 2	(% style="list-style-type: upper-greek" %) * item1 * item2	• item1 • item2
Hiragana list	h. item 1 h. item 2	(% style="list-style-type: hiragana" %) * item1 * item2	• item1 • item2
Hiragana Iroah list	H. item 1 H. item 2	(% style="list-style-type: hiragana-iroha" %) * item1 * item2	• item1 • item2
Katakana list	k. item 1 k. item 2	(% style="list-style-type: katakana" %) * item1 * item2	• item1 • item2
Katakana Iroha list	K. item 1 K. item 2	(% style="list-style-type: katakana-iroha" %) * item1	• item1 • item2

		* item2	
Armenian list	 - item1 - item2 	(% style="list-style-type: armenian" %) * item1 * item2	• item1 • item2
Hebrew list	j. item1 j. item2	(% style="list-style-type: hebrew" %) * item1 * item2	• item1 • item2
Georgian list	 - item1 - item2 	(% style="list-style-type: georgian" %) * item1 * item2	ა. item1 ბ. item2
CJK ideographic list	 - item1 - item2 	(% style="list-style-type: cjk-ideographic" %) * item1 * item2	• item1 • item2

Definition Lists

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Standard definition	<dl> <dt>term</dt> <dd>definition</dd> </dl>	; term : definition	term definition
Nested definitions	<dl> <dt>term1</dt> <dd>definition1 <dl> <dt>term2</dt> <dd>definition2</dd> </dl> </dd> </dl>	; term1 : definition1 :; term2 :: definition2	term1 definition1 term2 definition2
Parametrized definition	<dl style="color:blue"><dt>term</dt> <dd>definition</dd> </dl>	(% style="color:blue" %) ; term : definition	term definition

New Line/Line breaks

A new line is a carriage return. A line break is a forced new line that can appear anywhere in the text.

In XWiki Syntax 2.0 new lines are honored which is not the case in XWiki Syntax 1.0 and in Creole syntax.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result XWiki Syntax 1.0	Result XWiki Syntax 2.0
Line break	Line\\New line	Line\\New line	Line New line	Line New line
New line	Line New line	Line New line	Line New line	Line New line

Links

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result XWiki Syntax 1.0/2.0
Link to a page in the current Space	[WebHome]	WebHome	WebHome
Link with a label	[label>WebHome]	[[label>>WebHome]]	label
Link to a page with the space specified	[Main.WebHome]	[[Main.WebHome]]	WebHome
Link to a subwiki	[subwiki:Main.WebHome]	[[subwiki:Main.WebHome]]	WebHome
Link that opens in a new page	[label>WebHome>_blank]	[[label>>WebHome||rel="__blank"]]	label

Link to a URL directly in the text	`This is a URL: http://xwiki.org`	`This is a URL: http://xwiki.org`	This is a URL: http://xwiki.org
Link to a URL	`[http://xwiki.org]`	`[[http://xwiki.org]]`	http://xwiki.org
Link to a URL with a label	`[XWiki>http://xwiki.org]`	`[[XWiki>>http://xwiki.org]]`	XWiki
Link to an email	`[john@smith.net>mailto:john@smith.net]`	`[[john@smith.net>>mailto:john@smith.net]]`	john@smith.net
Image Link	`<a href="$xwiki.getURL("Space1.Page1")">{image:img.png|document=Space2.Page2}</a>`	`[[image:Space2.Page2@img.png>>Space1.Page1]]` Wiki syntax is supported inside link labels	
Link to an attachment in the current page	See Attach Macro for details `{attach:text|file=img.png}`	`[[text>>attach:img.png]]`	text
Link to an attachment in a different page	See Attach Macro for details `{attach:text|document=Space.Page|file=img.png}`	`[[text>>attach:Space.Page@img.png]]`	text

XWiki Syntax 1.0 Link Specification

The full format of a link is `(alias[|>])+(link)(@interWikiAlias)+([|>]target)+`

- `alias`: An optional string which will be displayed to the user as the link name when rendered. Example: "My Page".
- `link`: The full link reference using the following syntax: `(virtualWikiAlias:)+(space.)+(reference)(?queryString)+(#anchor)+`
- Note that either the `link` or the `alias` must be specified.
  - `virtualWikiAlias`: An optional string containing the name of a virtual wiki. The link will point to a page inside that virtual wiki. Example: "mywiki".
  - `space`: An optional Wiki Space name. If not space is specified the current space is used. Example: "Main".
  - `reference`: The link reference. This can be either a URI in the form`protocol:path`(example: `"http://xwiki.org"`, `"mailto:john@smith.com"`) or a wiki page name (example: "WebHome").
  - `queryString`: An optional query string for specifying parameters that will be used in the rendered URL. Example: `"mydata1=5&mydata2=Hello"`.
  - `anchor`: An optional anchor name pointing to an anchor defined in the referenced link. Note that in XWiki anchors are automatically created for titles. Example: "TableOfContentAnchor".
- `interWikiAlias`: An optional Inter Wiki alias as defined in the InterWiki Map (see the Admin Guide). Example: "wikipedia"
- `target`: An optional string corresponding to the HTML `target` attribute for a HTML `A` link element. This element is used when rendering the link. It defaults to opening the link in the current page. Examples: "_self", "_blank"

XWiki Syntax 2.0 Link Specification

The full format of a link is `(label>>)?(link)(||parameters)*`

- `label`: the link label, can contain wiki syntax
- `link`: the link target, i.e. where to go when the link is clicked. It has a similar format than in the XWiki 1.0 syntax and it can also contain 2 types of URIs: `mailto:` and `attach:` for linking to an email and linking to an attachment respectively.
- `parameters`: An optional list of parameters passed to the link.

XWiki Syntax 2.1 Link Specification

The full format of a link is **`[label>>] (resource) [||parameters]`**

- **`label`**: An optional string which will be displayed to the user as the link name when rendered. The label may contain XWiki Syntax and if no label is specified, a default one will be generated.
- **`resource`**: A required string containing the link reference which can be:
  - **URL**: Any URL in the form of **`[url:] (protocol://path)`**. Examples: `http://xwiki.org`, `url:https://svn.xwiki.org/`
    - **`url:`** An optional string identifying the resource as an URL.
  - **Wiki page name** reference in the form **`[doc:] [[wikiName:] space.] (page)`**. Examples: `WebHome`, `Main.WebHome`, `mywiki:Main.WebHome`

    - **`doc:`** An optional string identifying the resource as an XWiki document.
    - **`wikiName`**: An optional string containing the name of a virtual wiki. The link will point to a page inside that virtual wiki. Example: `mywiki`
    - **`space`**: An optional wiki Space name. If no space is specified the current space is used. Example: `Main`
    - **`page`**: A required string containing the name of the linked wiki page. Example: `WebHome`
  - **InterWiki page name** reference in the form **`interwiki: (interWikiAlias:)(page)`**. Example: `interwiki:wikipedia:XWiki`
    - **`interwiki:`** A required string identifying the resource as an InterWiki link.
    - **`interWikiAlias`**: An optional Inter Wiki alias as defined in the InterWiki Map (see the Admin Guide). Example: `wikipedia`
    - **`page`**: A required string containing the name of the linked page. Example: `XWiki`
  - **Attachment** reference in the form **`attach: [wikiPageName@] (attachmentName)`**. Examples: `attach:img.png`, `attach:mywiki:Main.WebHome@img.png`
    - **`attach:`**: A required string identifying the resource as attachment.
    - **`wikiPageName`**: An optional string referencing the document that holds the attachment, see "Wiki page name" above.
    - **`attachmentName`**: Name of the attachment as it is stored in the wiki.
  - **Email address** in the form **`mailto: (emailAddress)`** (`#anchor` is not valid). Example: `mailto:john@smith.com`
    - **`mailto:`**: A required string identifying the resource as email.
    - **`emailAddress`**: Targeted email address. Example: `john@smith.com`
  - **Relative path** reference on the server in the form **`path: (relPath)`**. Example: `path: $doc.getURL('reset')` produces target address `http://server.domain.com/xwiki/bin/reset/Space/Page` where `/xwiki/bin/reset/Space/Page` is produced by `$doc.getURL('reset')`.
    - **`path:`** A required string identifying the resource as a relative path.
    - **`relPath`**: A required string containing the relative path of the resource on the server that shall be linked.
  - **UNC (Windows Explorer)** reference in the form **`unc: (path)`**. The link is rendered as a `file://` link. Examples: `unc:C:\Windows\`, `unc:\\myserver\path\img.png`, `unc:home/user/somefile`
    - **`unc:`** A required string identifying the resource as a UNC (Windows Explorer) path.
    - **`path`**: A required string containing the local path of resource accessible by the user. Examples: `C:\Windows\`, `\\myserver\path\img.png`, `home/user/somefile`
- **`parameters`**: An optional list of space-separated parameters passed to the link. Example: `queryString="mydata1=5&mydata2=Hello" anchor="HTableOfContents" rel="__blank"`
  - **`queryString`**: An optional query string for specifying parameters that will be appended to the link target address and used in the rendered URL. Example: `url:http://domain.com/path||queryString="mydata1=5&mydata2=Hello"` produces target address `http://domain.com/path?mydata1=5&mydata2=Hello`
  - **`anchor`**: An optional anchor name pointing to an anchor defined in the referenced link. Note that in XWiki anchors are automatically created for headings. Example: `url:http://domain.com/path||anchor="HTableOfContents"` produces target address `http://domain.com/path#HTableOfContents`
  - **`rel`**: An optional parameter that allows to open link target in new window. Example: `rel="__blank"`

Tables

Allows to easily create content in table format. It also support parameters for table, row or cell in XWiki Syntax 2.0.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result

Standard table	`((( {table} Title 1 | Title 2 Word 1 | Word 2 {table} )))`	`|=Title 1|=Title 2`
		`|Word 1|Word 2`
		
		or
		
		`!=Title 1!=Title 2`
		`!!Word 1!!Word 2`
			Title 1 **Title 2**
			Word 1 Word 2

Parametrized table	<table style="background-color:red; align:center">& <tbody> <tr> <td>Title 1</td> <td style="background-color:yellow"> Title 2</td>	`(% style="background-color:` red;align=center" %) `|=Title 1|=(% style="background-color:` yellow"%)Title 2 `|Word 1|Word 2`	**Title 1** **Title 2** Word 1 Word 2

	</tr> <tr> <td>Word 1</td> <td>Word 2</td> </tr> </tbody> </table>		
Filterable Sortable table	$xwiki.ssfx.use ("js/xwiki/table/table.css") $xwiki.jsfx.use ("js/xwiki/table/ tablefilterNsort.js", true) <table id="tableid" class="grid sortable filterable doOddEven"> <tr class="sortHeader"> <th>Title1</th> <th>Title2</th> </tr> <tr> <td>Cell11</td> <td>Cell12</td> </tr> <tr> <td>Cell21</td> <td>Cell22</td> </tr> </table>	{{velocity}} $xwiki.ssfx.use ("js/xwiki/table/table.css") $xwiki.jsfx.use ("js/xwiki/table/ tablefilterNsort.js", true) {{/velocity}} {{html}} <table id="tableid" class="grid sortable filterable doOddEven"> <tr class="sortHeader"> <th>Title1</th> <th>Title2</th> </tr> <tr> <td>Cell11</td> <td>Cell12</td> </tr> <tr> <td>Cell21</td> <td>Cell22</td> </tr> </table> {{/html}}	Title1 Title2 Cell11 Cell12 Cell21 Cell22

Images

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Image from attachment in current page	See Image Macro for details {image:img.png}	image:img.png	
Image from attachment in another document	{image:img.png| document=Space.Page}	image:Space.Page@img.pn	
Image with parameters	{image:img.png| width=25|height=25}	[[image:img.png|| width="25" height="25"]]	
Images located at URL	http://some/url/ img.png	image:http://some/url/ img.png	

XWiki Syntax 2.1 Image Specification

The full format of an image is either **`image: (reference)`** or **`[[image: (reference) {||parameters}]]`**

- **`image:`** A required string identifying the resource as image.
- **`reference`**: The reference to the image that shall be displayed in one of the following forms:
  - **URL**: Any URL to an image in the form of **`protocol://path/imageName`**. Example: `http://domain.org/path/img.png`
  - **Attachment** reference in the form **`{{{wikiName:} space.} page@} (imageName)`**
    - **`wikiName`**: An optional string containing the name of a virtual wiki. The image reference will point to an image attached to a page inside that virtual wiki. Example: mywiki
    - **`space`**: An optional wiki Space name. If no space is specified the current space is used. Example: Main
    - **`page`**: An optional string containing the name of the wiki page to which the referenced image is attached. Example: WebHome

        - **`imageName`**: A required string containing the name of the image attached to a page as it is stored in the wiki.
    - **Icon** reference in the form **`(icon:)(iconName)`**. Example: **`icon:accept`**
        - **`icon:`** A required string identifying the image reference as an icon from the XWiki Icon Set.
        - **`iconName`**: A required string identifying the icon referenced. Example: `accept`
- **`parameters`**: An optional list of space-separated parameters passed to the image. Example: `width="800" height="600" alt="img.png" title="My nice image"`
    - **HTML attributes**: All attributes defined by the HTML standard will be added to the rendered HTML `<img>` tag.
        - **`style`**: CSS style information that should be applied to the image. Examples: `style="float:right;height:50"` (image on right side, height 50 px), `style="style="display:block;margin-left:auto;margin-right:auto;width:80%"` (image centered, width 80% of block width), `style="vertical-align:bottom"` (text starts at bottom of picture)
        - **`height`**: A parameter that defines the height of the displayed image. The value should be presented either in pixel (example: `height="80"`) or in pixel related to the height of the block containing the image (example: `height="40%"`).
        - **`width`**: A parameter that defines the width of the displayed image. The value should be presented either in pixel (example: `width="80"`) or in pixel related to the width of the block containing the image (example: `width="40%"`).
        - **`title`**: A parameter that defines the title the displayed image which will be visible when hovering the mouse trigger over the image, for instance. Example: `title="My nice image"`
        - **`alt`**: A parameter that defines which text should be displayed if the browser is not able to display the image. Since this is a required HTML attribute XWiki will use the file name instead if the `alt` parameter is not defined. Example: `alt="img.png"`
        - **More**: A more in depth explanation on the HTML `<img>` tag including more attributes can be reviewed on w3.org.
    - **`queryString`**: Allows queries to be passed to the server when creating the download link for the referenced image. Example: `queryString="width=100&height=800&keepAspectRatio=true"` (**`keepAspectRatio=true` will fail if the `width` and `height` parameters are specified in addition to `queryString`!**)

Verbatim

Allow to enter content that will not be formatted (in other words the wiki syntax will not be taken into account).

In XWiki Syntax 1.0 the Pre macro only preserves wiki syntax and Radeox macros. However HTML snippets and Groovy/Velocity scripts are still executed.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result XWiki Syntax 1.0	Result XWiki Syntax 2.0
Verbatim inline	`Some verbatim {pre}*[not rendered]*{/pre} content`	`Some verbatim {{{**[[not rendered]]**}}} content`	Some verbatim `*[not rendered]*`content	Some verbatim `**[[not rendered]]**`content
Verbatim block	`{pre} multi line *verbatim* content {/pre}` It's also possible to use the {{code /}} macro but it displays its content in a box by default.	`{{{ multi line **verbatim** content }}}`	`multi line *verbatim* content`	`multi line **verbatim** content`

Quotations

Allows to quote some text.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result
Simple quote	<blockquote> john said this </blockquote> I said ok	`> john said this` `I said ok`	john said this I said ok

Nested quotes	<blockquote> john said this
	<blockquote> marie answered that
		`> john said this`
		`>> marie answered that`
		`I said ok`
			john said this
			marie answered that

</p></blockquote>
</blockquote>
I said ok

I said ok

Groups

Groups can be used to insert another document inline directly into the current document. This allows for example to insert complex elements inside a list item or inside a table cell. Groups are delimited by the following syntactic elements: `(((...)))`. One Group can contain another Group and there is no limit of imbrication.

XWiki Syntax 1.0	XWiki Syntax 2.0	Result

This feature doesn't exist in XWiki syntax 1.0. You'd have to use pure HTML to achieve the result.	`|=Header 1|=Header 2|=Header 3`
	`|Cell One|(((`
	`= Embedded document`
	
	`Some embedded paragraph.`
	
	`* list item one`
	`* list item two`
	`  ** sub-item 1`
	`  ** sub-item 2`
	`))) | Cell Three`
	
	`Next paragraph in the top-level document`
		Header 1 / **Header 2** / **Header 3**
		Cell One
		Embedded document
		Some embedded paragraph.
		• list item one
		• list item two
		  • sub-item 1
		  • sub-item 2
		Cell Three
		
		Next paragraph in the top-level document

Escapes

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0	Result XWiki Syntax 1.0	Result XWiki Syntax 2.0
Escape a character	`This is not a \[link\]`	`This is not a ~[~[link~]~]` To enter a ~ character use a double escape: ~~	`This is not a [link]`	`This is not a [[link]]`

Macros

There are 2 kinds of macros in XWiki syntax 1.0:

- Velocity macros (called using the `#macroname(param1 ... paramN)` syntax)
- Radeox macros (called using the `{macroname:param1=value1|...|paramN=valueN}` syntax)

There are also 2 kinds of macros in XWiki Syntax 2.0:

- Velocity macros (called using the `#macroname(param1 ... paramN)` syntax inside the Velocity Macro)
- XWiki macros (called using the`{{macroname param1="value1" ... paramN="valueN"}}` syntax)

The Radeox macros cannot be used in XWiki Syntax 2.0. Thus they have been rewritten as XWiki macros.
For the full list of available macros check the Extensions wiki.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0

Velocity Macro	`#info("Some text")`	`{{velocity}}{{html}}`
		`#info("some text") {{/html}}`
		`{{/velocity}}`
		We're using the HTML macro in the example since the `#info` macro returns HTML content.
		
		Starting with XE 2.0 you should use the Message Macro to implement this example.

Radeox Macro/XWiki Macros	`{code:java} java content {code}`	`{{code language="java"}} java content {{/code}}`

HTML

In XWiki Syntax 2.0 HTML or XHTML must be entered by using the HTML macro whereas in XWiki Syntax 1.0 it's possible to enter HTML directly in the text.

XWiki Syntax 1.0	XWiki Syntax 2.0	Result
bold	`{{html}}<b>bold</b>{{/html}}`	**bold**

In XWiki Syntax 2.0, by default the HTML macro does not understands wiki syntax (other macros included since it's wiki syntax too). To enable it, use the html macro with wiki=true parameter.

Velocity/Groovy Scripts

In XWiki Syntax 1.0 it was possible to enter Velocity scripts anywhere directly in the page. This lead to issues for example when the user was involuntarily entering Velocity content. It was also performance hungry for pages not requiring Velocity content. There were several other technical limitations. Thus in XWiki Syntax 2.0 Velocity scripts must be entered using the `velocity` macro. Same goes for entering Groovy scripts.

Feature	XWiki Syntax 1.0	XWiki Syntax 2.0
Velocity script	`#set ($var = "whatever")`	`{{velocity}} #set ($var = "whatever") {{/velocity}}`

Groovy script	`<%`
	`def var = "whatever"`
	`%>`
		`{{groovy}} def var = "whatever" {{/groovy}}`

Other syntaxes

The following other syntaxes are implemented in XWiki Enterprise 1.6 and later:

- JSPWiki
- MediaWiki
- Confluence
- TWiki
- Creole 1.0
- XHTML 1.0

The implementation for these syntaxes is not fully finished yet. For example support for links is not working perfectly yet. We also need to define if we want to extend the original syntaxes to support XWiki-specific features like ability to link to another sub-wiki.

Related Pages

- **User Guide**
  - WYSIWYG Editor
  - View the List of Joined Sub-Wikis
  - Sub-Wiki Invitations
  - Leave a Sub-Wiki
  - Join a Sub-Wiki
  - Editing Modes
- **Admin Guide**
  - Wiki Directory
  - The Wiki Manager Application
  - Set the Wiki Access Rights
  - Manage the Sub-Wiki Users
  - Edit the Sub-Wiki Settings
  - Delete a Sub-Wiki
  - Create a Sub-Wiki

WYSIWYG Editor

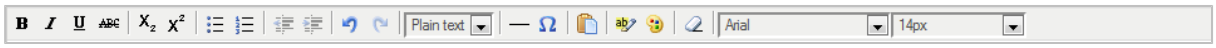
- Quick Reference
  - Toolbar
  - Menus
  - Tabs
- Keyboard Shortcuts
- Interface
  - Editing Area
  - Toolbar
  - Menus
  - Tabs
  - Dialogs
- Writing
- Text Formatting
  - Text Styles
  - Subscript and Superscript
  - Text Alignment
  - Headings
  - Fonts
  - Text Size
  - Colors
  - Remove Formatting
- Creating Lists
- Creating and Editing Links
  - Link to Wiki Page
  - Link to Attachment
  - Link to Web Page
  - Link to Email
  - Image Link
- Inserting Symbols
- Inserting and Editing Images
- Creating and Editing Tables
- Inserting and Editing Macros
- Importing Office Content
- Undo and Redo

Welcome to the WYSIWYG editor user guide. This page will help you discover all the features from XWiki's GWT rich text editor.

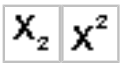
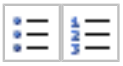
This page describes all the features supported by the WYSIWYG editor. Not all of them are enabled in the default XWiki Enterprise distribution. See the configuration page if you want to enable or disable any of the features presented here.

Quick Reference

Toolbar

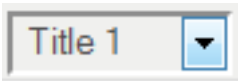


Not all the buttons appear in the default installation. See the configuration page if you want to enable or disable any of the features presented here.

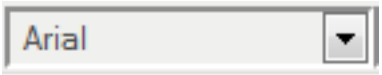
Toolbar Item	Function
	Applies **bold**, *italic*, underline, ~~strikethrough~~ or `teletype` formatting to the selected text. See Text Styles.
	Subscript (x_2) or superscript (x^2) the selected text. See Subscript and Superscript.
	Sets the text alignment: left, centered, right or justified. See Text Alignment.
	Creates bulleted or numbered lists. See Creating Lists.

Increases or decreases the indentation of a list item. See Creating Lists.

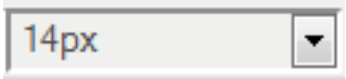
Undo or redo the most recent action taken. See Undo and Redo.



Formats the text as heading (level 1 to 6). See Headings.



Changes the font used by the selected text. See Fonts.



Changes the font size used by the selected text. See Text Size.

Changes the text color or the background color of the selected text. See Colors.

Inserts a horizontal rule.

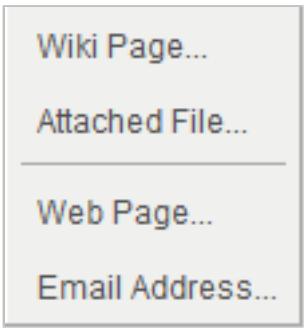
Removes the formatting from the selected text. See Remove Formatting.

Inserts symbols or special characters (accented characters, trademark, currency symbol etc.). See Inserting Symbols.

Menus

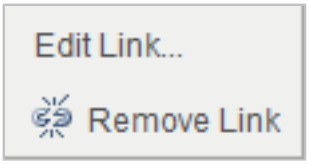
Link

Insert link menu is active when the caret or selection is outside of a link.



1. The user can link to one of the exiting wiki pages or to a new wiki page.
2. The user can link to one of the existing attachments or upload a new attachment to the edited page.
3. The user can link to any web page by pasting its address.
4. The user can link to an email address.

Edit link menu is active when the caret or selection is inside a link.

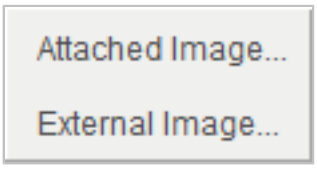


1. The user can edit an existing link (i.e. change its target). A specific dialog is opened depending on the link type.
2. The user can remove an existing link.

See also Creating and Editing Links for a detailed description of how links can be created and edited.

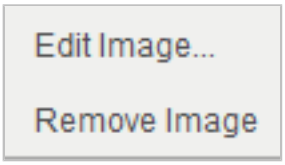
Image

Insert image menu is active when there is no image selected.



1. The user can insert one of the attached images.
2. The user can insert an external image, without uploading it.

Edit image menu is active when an image is selected.

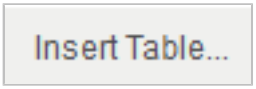


1. The user can edit the selected image (i.e. change its source, width, height etc.).
2. The user can remove the selected image.

See also Inserting and Editing Images for a detailed description of how images can be inserted and edited.

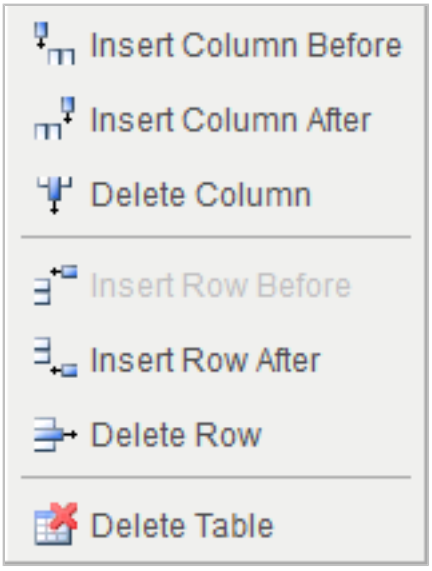
Table

Insert table menu is active when the caret is not inside a table cell.



1. The user can insert a table by specifying the number of rows and columns.

Edit table menu is active when the caret is inside a table cell.



1. The user can insert an empty column before the column in which the caret or selection is.
2. The user can insert an empty column after the column in which the caret or selection is.
3. The user can delete the column in which the caret or selection is.
4. The user can insert an empty row before the row in which the caret or selection is.
5. The user can insert an empty row after the row in which the caret or selection is.
6. The user can delete the row in which the caret or selection is.
7. The user can delete the table in which the caret or selection is.

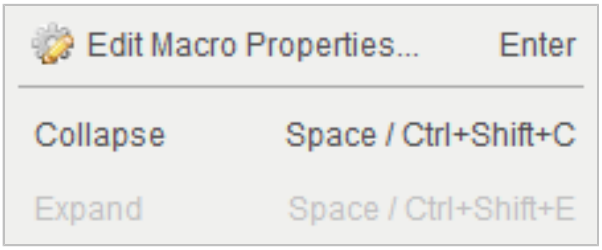
See also Inserting and Editing Tables for a detailed description of how tables can be created and edited.

Macro

Insert macro menu is active when there is no macro selected.

1. The user can insert a predefined macro.
2. The user can force a refresh of all the macros' output. This is useful when macro output depends on the page content like in the case of the Table of Contents macro.
3. The user can collapse all the macros in the edited page.
4. The user can expand all the macros in the edited page.

Edit macro menu is active when a macro is selected.



1. The user can change the parameters or the content of the selected macro.
2. The user can collapse the selected macro.
3. The user can expand the selected macro.

See also Inserting and Editing Macros for a detailed description of how macros can be inserted and edited.

Import

Import office files.

1. The user can import an entire Microsoft Office Word document.

Tabs

The user can view or edit the document source code by clicking on the **Source** tab (for advanced users). **The source code is not necessarily HTML**. It depends on the editor configuration. Usually the source code is in wiki syntax but the editor supports any syntax that can be converted to and from HTML.

Keyboard Shortcuts

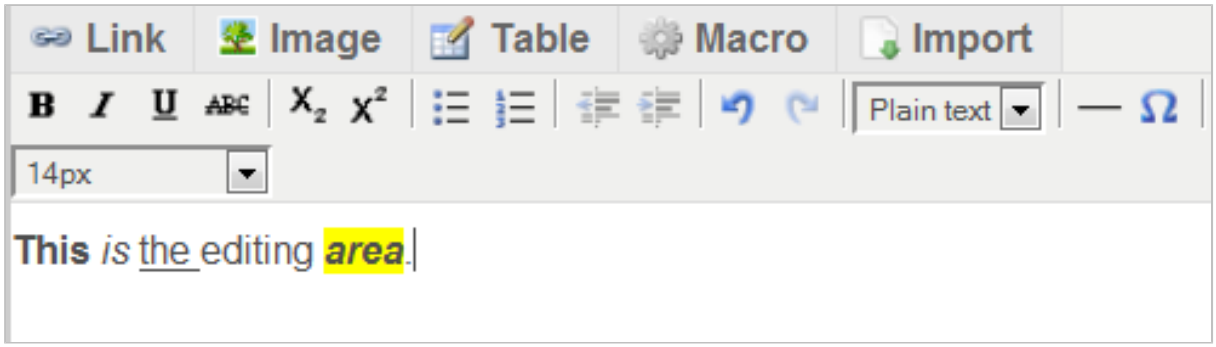
Some of the editing features have keyboard shortcuts, improving the editing speed. Below you will find an alphabetical list with all of the keyboard shortcuts:

- **Ctrl+A** selects all the content inside the editing area.
- **Ctrl+B** or **Meta+B** formats the selected text as bold.
- **Ctrl+C** or **Ctrl+Insert** copies the current selection to the clipboard.
- **Ctrl+Down** creates an empty paragraph after the table containing the caret or the selection and places the caret in it. This is useful when you cannot move the caret after a table because the page ends with it.
- **Ctrl+I** or **Meta+I** formats the selected text as italic.
- **Ctrl+U** or **Meta+U** formats the selected text as underline.
- **Ctrl+Up** creates an empty paragraph before the table containing the caret or the selection and places the caret in it. This is useful when you cannot move the caret before a table because the page starts with it.
- **Ctrl+V** or **Shift+Insert** pastes the data from the clipboard.
- **Ctrl+X** or **Shift+Delete** cuts the current selection.
- **Ctrl+Y** or **Meta+Y** triggers the *redo* function.
- **Ctrl+Z** or **Meta+Z** triggers the *undo* function.

See also Writing to find out how standard keys like *Enter*, *Backspace*, *Delete* or *Tab* behave.

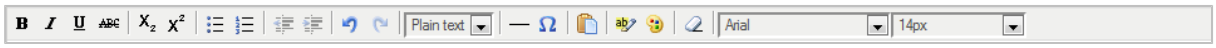
Interface

Editing Area



The editing area is the place where you will type in your text and format your document. It is a rich text area because you can see, while editing, how the text will look like after it is saved. Before you start typing, make sure the editing area is focused. One way to focus the text area is to click on it. This should make the blinking insertion caret appear. You can control the caret using the arrow keys. Besides typing, the editing area allows you to select a piece of text. This is useful when you want to format your text. If your content becomes larger than the available space in the editing area the scroll bars, vertical or horizontal, will appear. The scroll bars allow you to go up and down, as well as left and right through your text.

Toolbar



The toolbar is the place where you can find most of the editor features. It is placed right on top of the editing area. Each feature can be activated through a widget like a button or a list box. Features can be grouped and groups of features are separated from one another using a small vertical bar. The toolbar gets updated whenever you take an action on the editing area (like typing a character or clicking). As a consequence, some features could be disabled depending on where you place the insertion caret inside the rich text area.

A toolbar button can be in one of the four states depicted in the previous image. From left to right we have: *not clicked*, *hovering*, *clicked* and *disabled*. When a button is in the *not clicked* state, it means the associated feature hasn't been activated on the current context. By "current context" we mean the place where the insertion caret or the selected text is inside the editing area.

When you place the mouse pointer over a toolbar button, the later enters the *hovering* state. In this state you can see a tooltip explaining what the associated feature does.

If a toolbar button is in the *clicked* state, then it means the associated feature has been activated on the current context. By clicking the button again you can usually toggle off the effect of the feature (remove the bold style, remove the right alignment etc.).

A toolbar button is *disabled* when you are not allowed to activate its feature in the current context.

Toolbar list boxes are also updated when you take an action on the editing area. The proper value is selected depending on the current context. If no value is selected, it means that none of the list box options match the value of the associated feature for the current context (i.e. none of the predefined fonts match the font of the current text selection; the text around the insertion caret has a non standard text size).

Menus

The menu bar, placed right on top of the toolbar, is the place where you can find the advanced editing features. By clicking on a top menu item, you can see the entries it has. Most of the top menu items have two sets of sub entries: *insert/creation* related and *edit* related. For instance, there is an insert link menu and an edit link menu. When you place the caret inside a link the edit link menu is activated. When you move the caret outside the link the insert link menu becomes active.

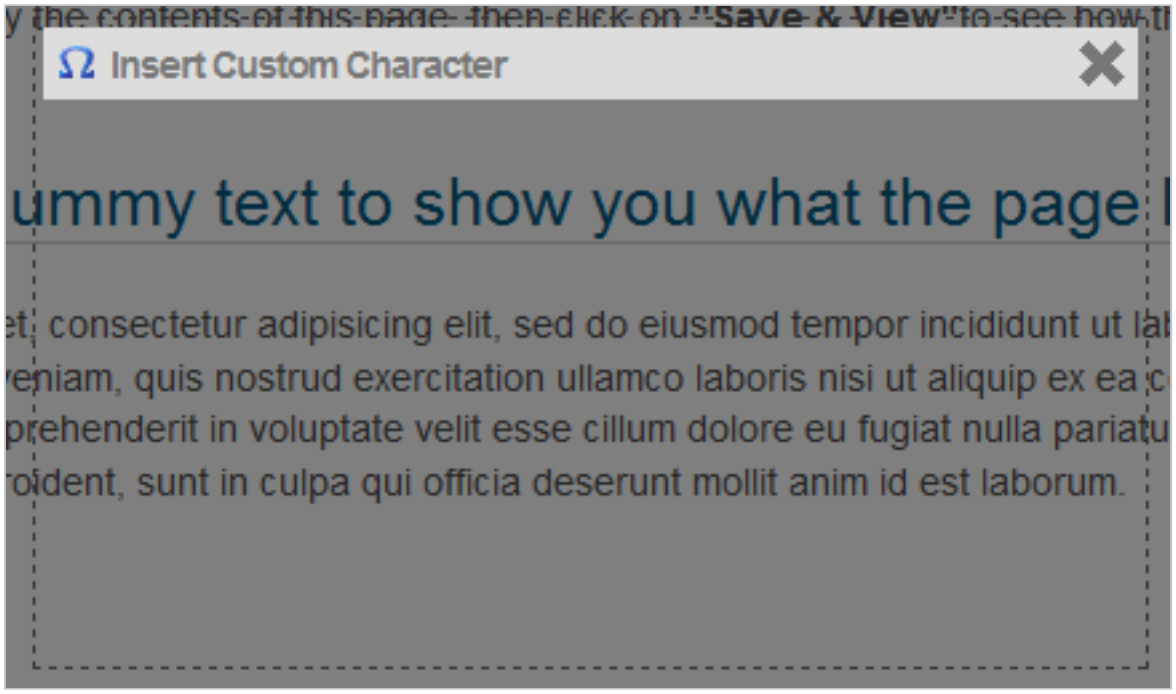
Some of the menu items have an icon to help you easily recognize them. When a menu item is disabled, it means its feature cannot be activated on the current context (the currently selected text or the text around the insertion caret).

Tabs

The editor provides tabs to switch to source editing for advanced users. This tabs are situated right on top of the menu bar if the editor was configured to display them.

Dialogs

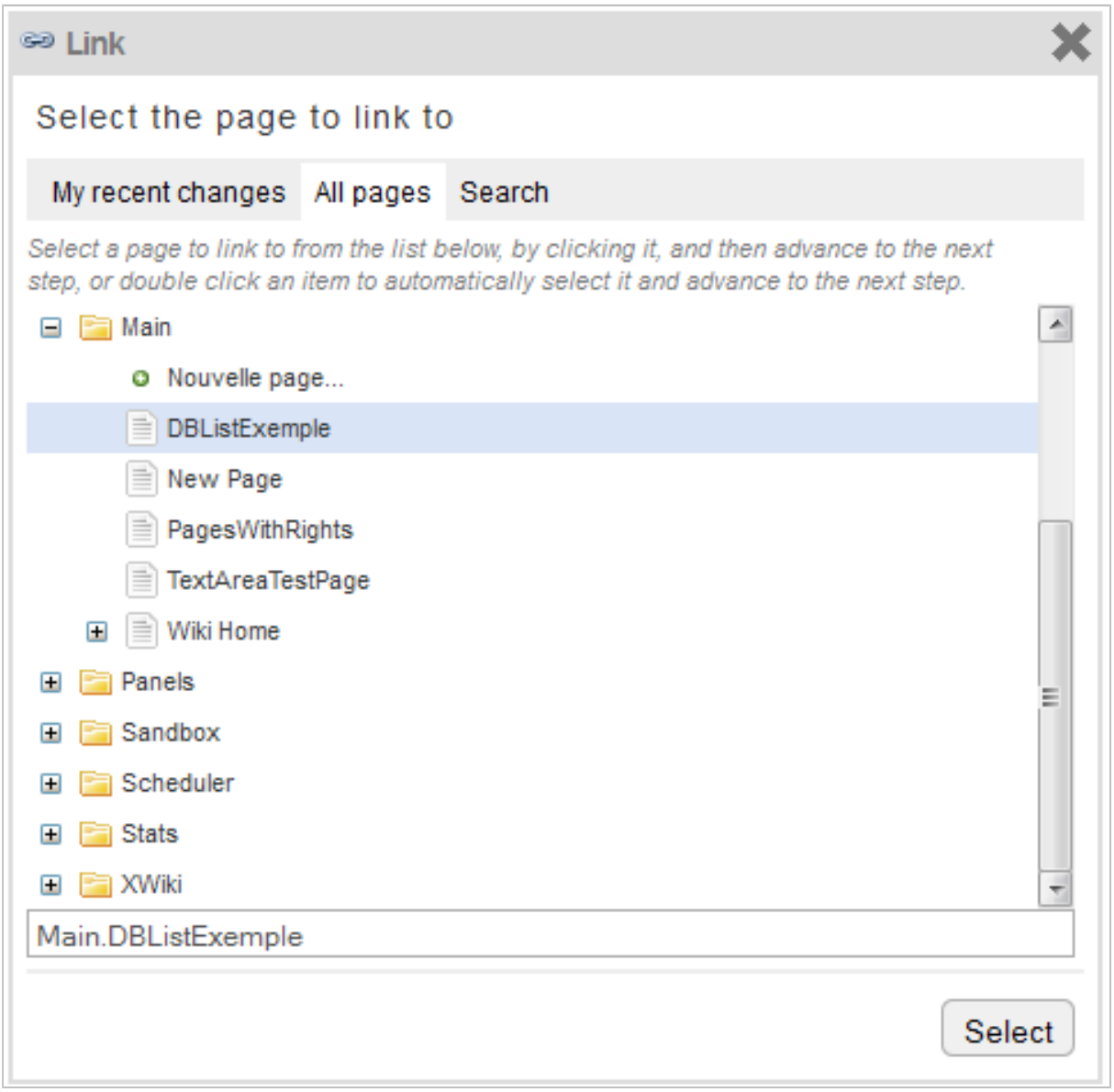
Some of the editing features require additional information from the user. This information is taken using dialogs. Most of the dialogs are modal: the user cannot edit while the dialog is opened. The editing is prevented using a glass panel so that the user can still see the text from the editing area while the dialog is opened. If the dialog covers a fragment of text the user wants to see then he can move the dialog by dragging it over the screen. In order to speed up the dragging and to allow the user to see as much as possible from the editing area, only the title bar is visible when the dialog is dragged.



Simple dialogs have a title bar and a body. The title bar has an icon on the left side followed by the dialog title. At the right end of the title bar there is the *close* button which acts like a *cancel* button.

The color picker is a special dialog that allows you to change the color of the selected text. Unlike the other dialogs, it auto hides when you click on the editing area. The current color is displayed using a bigger square, as it is depicted in the previous image (see the red square). See Colors.

The symbol picker is a special dialog that allows you to insert a special symbol (such as accented characters, trademark, currency symbol etc.) in place of the current text selection or at the caret position. Just click on the desired symbol to insert it. See Inserting Symbols.



Complex dialogs are used in wizards. Their body is made of three parts: the header, the content and the footer. The header usually contains the title of the wizard step and the next/previous buttons. The content of the dialog includes the input controls used to collect data from the user. The footer usually contains the buttons for canceling the wizard or finishing it at the current step.

Writing

The **Enter** key (also known as the **Return** key) produces a different effect depending on the context where it is pressed:

- creates a new list item if the caret is inside a non empty list item
- transforms an empty list item into plain text
- inserts a line break if the caret is inside a table cell
- inserts an empty line before the current heading or paragraph if the caret is at the beginning of a heading or paragraph
- creates a new paragraph if the caret is inside a paragraph or a heading

You can use **Shift+Enter** to force a line break in a context where the Enter key would produce a different effect. For instance you can press Shift+Enter inside a list item to generate a line break instead of creating a new list item. Advanced users can also use the **Ctrl** and **Meta** modifiers when the caret is inside nested block-level containers (i.e. paragraph inside list item inside table cell) to force the Enter key to be handled by the nearest block-level container. For instance, if the caret is inside a level one heading ("Title 1" formatting) which is inside a list item then:

- pressing Enter will create a new list item
- pressing Shift+Enter will create a line break in the heading

- pressing **Ctrl+Enter** or **Meta+Enter** will create a new paragraph after the heading, inside the list item

The **Backspace** and **Delete** keys can be used for deleting characters, whole words or the selected text. If you press **Ctrl +Backspace** or **Ctrl+Delete** you erase the whole word that is before or after, respectively, the insertion caret. The Backspace key ca also be used to remove the empty lines before a paragraph or heading if it is pressed at the beginning of a paragraph or heading.

The **Tab** key behaves also differently depending on the context where it is pressed:

- indents a list item if the caret is at the beginning of that list item
- moves the caret to the next table cell, creating a new table row if the caret is inside the last table cell
- inserts 4 spaces if none of the previous cases apply

Shift+Tab has the opposite effect of the Tab key:

- outdents a list item if the caret is a the beginning of that list item
- moves the caret to the previous table cell

See Keyboard Shortcuts for a list of key combinations supported by the editor.

Text Formatting

Text formatting determines how your text will look in your document.

Text Styles

You can change the way your text looks like by choosing whether the font should be bold (**B**), italic (*I*), underlined (U), stroked through (~~ABC~~) or teletype (tt). To apply any of this styles, you just have to click the associated toolbar button. The chosen style affects either the selected text or, if there is just the insertion caret, the next characters you'll be writing.

This is a text with bold style

This is a text with italic style

This is a text with underline style

~~This is a text with strike through style~~

`This is a text with teletype style`

You can mix any of these styles. To toggle off a text style click again the associated toolbar button. If you want to remove all the styles at once see Remove Formatting.

You can mix **bold** and *italic* styles: ***Hello user!***

You can mix *italic* and underline styles: *Hello user!*

You can mix **bold**, `teletype` and ~~strike through~~ styles: ~~**`Hello user!`**~~

See Keyboard Shortcuts to find out how you can change the text style using only the keyboard.

Subscript and Superscript

Subscript and superscript are usually used for writing simple mathematical formulas. Subscript is a way to put an index to a character. The subscript has a smaller font size than the normal text. To activate subscript you must click the X_2 button from the toolbar. The superscript works in the same way as the subscript, the only difference being that the index is placed at the top. You can use the X^2 button from the toolbar to write simple mathematical expressions like the "x to the power 2".

$P_{ABC} = L_{AB} + L_{BC} + L_{CA}$

$E = mc^2$

```
P(x)= x1^a + x2^b
```

You can mix subscript with superscript, though the result doesn't look very nice. You can also apply Text Styles to subscript and superscript text.

Text Alignment

A paragraph of text or a heading can have its lines aligned to either of the sides of the page, as well as centering on it. You may also force the lines to take the entire space available in the document (like aligning to both sides at the same time).

To align your text to the **left** side of the editing area, press the button on the toolbar.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer venenatis egestas dignissim. Duis arcu libero, dictum at consectetur sed, varius non leo. Curabitur vitae condimentum dui. Curabitur quis tincidunt velit.

If you want instead to have the text aligned in the **center** of the page, just press the button on the toolbar.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer venenatis egestas dignissim. Duis arcu libero, dictum at consectetur sed, varius non leo. Curabitur vitae condimentum dui. Curabitur quis tincidunt velit.

In order to align your text to the **right** side of the editing area, click the button from your toolbar.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer venenatis egestas dignissim. Duis arcu libero, dictum at consectetur sed, varius non leo. Curabitur vitae condimentum dui. Curabitur quis tincidunt velit.

If you want all lines to have the same line width, click the toolbar button.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer venenatis egestas dignissim. Duis arcu libero, dictum at consectetur sed, varius non leo. Curabitur vitae condimentum dui. Curabitur quis tincidunt velit.

Headings

Headings can be used to organize your text. You can split the content in **sections** and **subsections** and then specify a title for each of them. You can choose the heading level to apply from the format list box found on the toolbar. If you want to remove the heading style, just choose **Plain text** from the format list box.

Fonts

Fonts determine how the letters of your text look like. **Times New Roman** and **Arial** are among the most used fonts. To use a different font, you have to select one from the font list box found on the toolbar.

This is a Comic Sans MS font.

This is a Courier New font.

This is a Times New Roman font.

The editor detects the font used around the insertion caret or by the selected text and updates the font list box accordingly.

Text Size

To change your font size, pick one from the font size list box found on the toolbar.

This text's size is 8pt.

This text's size is 18pt.

This text's size is 24pt.

The editor detects the font size and updates the toolbar list box accordingly.

Colors

The other option to make your text look different is changing the text color or its background color. If you want to change your **text color** press the toolbar button and pick a color from the palette by clicking on it.

The current color is displayed using a *bigger* square, as you can see in the previous image.

This text is written in red.

This text is written in green.

This text is written in blue.

You may also change the **text background color** using the button. As with other text styles, you can mix text color with background color.

This text has yellow background.

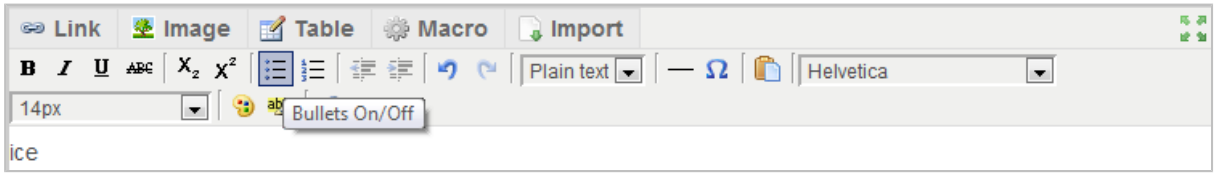
This text is written in red and has a light gray background.

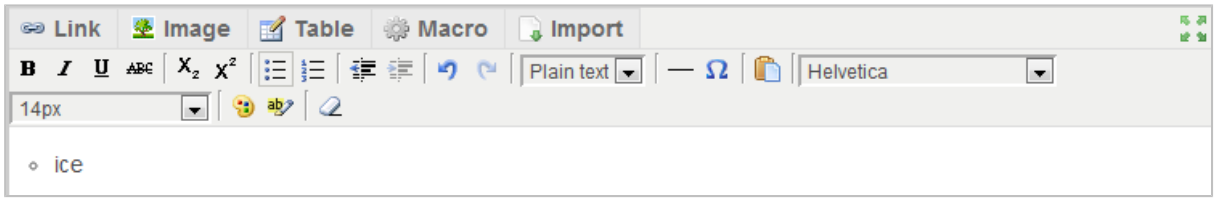
Remove Formatting

If you wish to remove all the styles applied to a piece of text (i.e. font, color, bold, italic, etc.), select it and press the button.

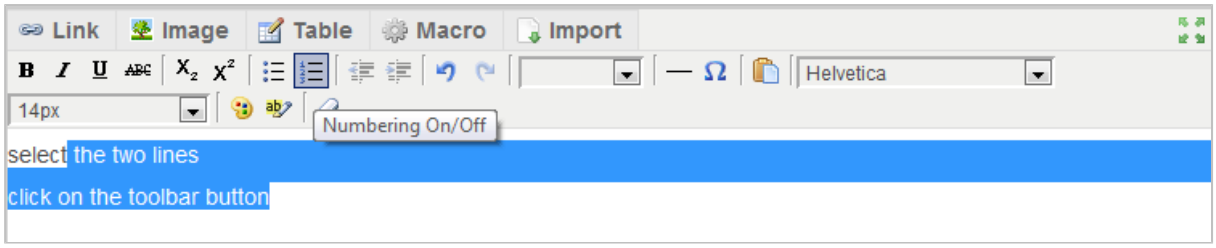
Creating Lists

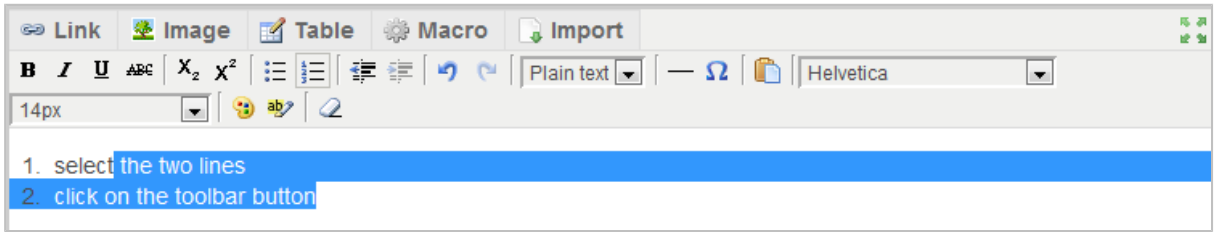
You can create two kinds of lists: **numbered** (also called **ordered** because the order of the list items is important) and **bulleted** (also called **unordered** because the order of the list items is not important). The only difference between these two types of lists is the symbol (a number or a bullet) preceding the list items; they behave the same. To start a list, you have to place the caret on the line that you would like to become the first list item in your new list and click on the toolbar button for the type of list you wish to create: for a bulleted list or for a numbered list.



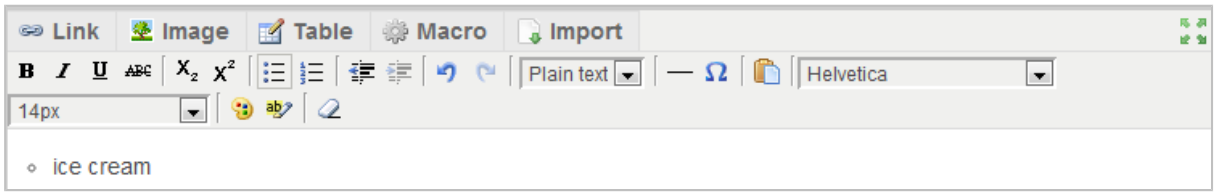


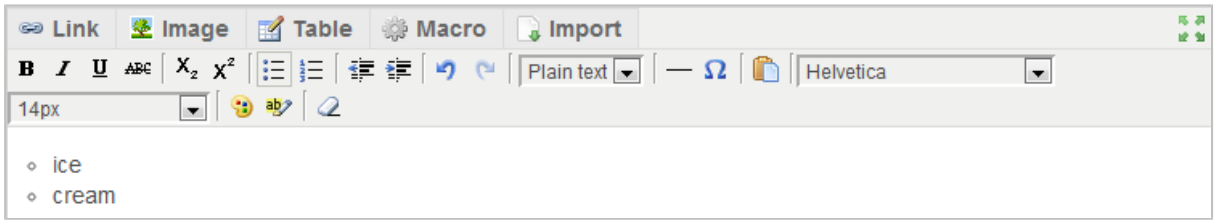
You can also quickly create a list from a couple of lines by selecting those lines and clicking on the toolbar button for the type of list you wish to create.



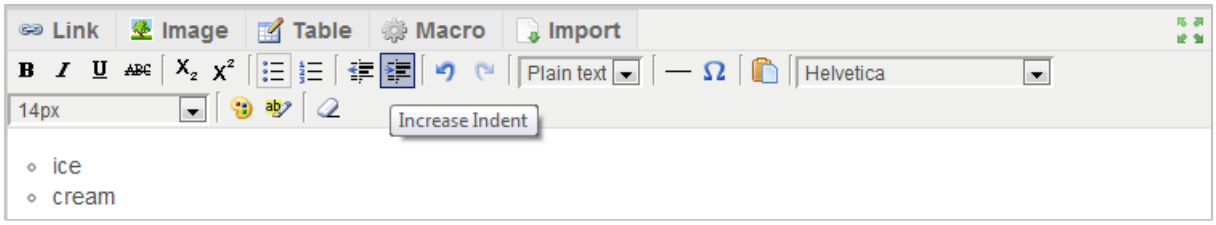


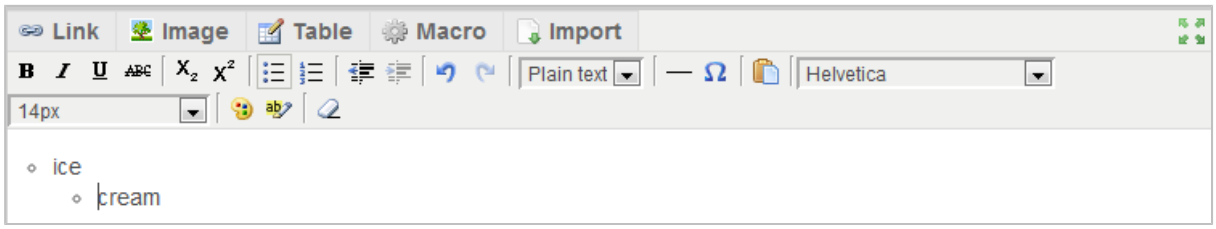
Once you have a list, you can add more list items by using the **Enter** key. Pressing Enter in the middle of a list item splits that list item in two. Typing Enter at the end of a list item creates a new empty list item.



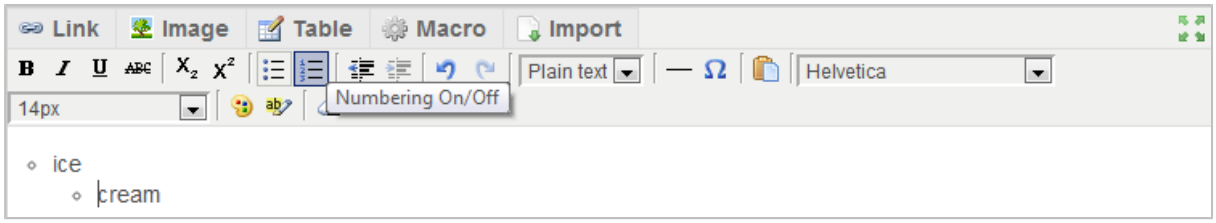


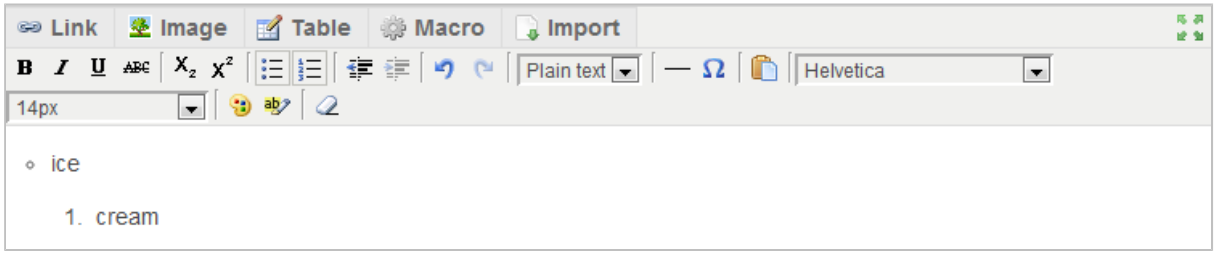
You can create **sublists** by **indenting** list items. To do this click the button from the toolbar. Note that you can indent just one level because a sublist must always have a parent list. You can indent multiple list items at once though, by selecting them first. The **outdent** feature, , is the opposite of indent. Unlike indent, you can outdent a list item multiple levels. Outdenting a top level list item transforms it in plain text.





You can **mix** bulleted lists with numbered lists.





After you created the list, click on the toolbar button for the associated list type to go back to plain text.

Creating and Editing Links

In order to **create** a link, you usually select the text that you would like to become the label of the link and then choose the right option from the **Link** menu based on the type of link you wish to create. You can change the label of the link later, in the link creation process, by editing the link after it was created or directly in the editing area. Be careful though that by changing the label in the link creation process or by editing the link, the label loses its formatting (see Text Formatting). If you don't want to lose the formatting, then edit the link label directly inside the editing area. Selecting the label before choosing a type of link from the "Link" menu is not required: you will be asked to provide a label during the link creation process and this label will be inserted at the caret position. Moreover, you can select an image as the link label.

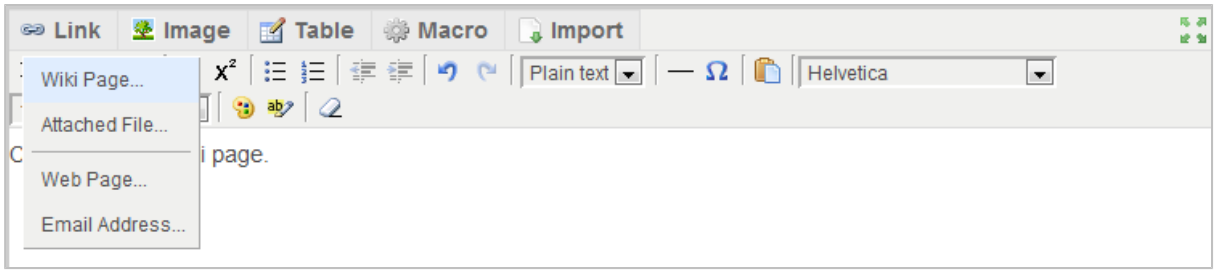
To **edit** the link properties (not just the label), you have to use the **Edit link** menu which is active only when a link is selected. To select a link, you can either place the caret inside the link label or select a piece of the link label. If the link label is an image then you have to select that image.

To **remove** a link (unlink) you have to select the link and choose **Remove link** from the **Link** menu. Note that the link label (text or image) is not deleted from the document. In case the caret is at the beginning or at the end of the link label, but inside of it (i.e. typing changes the link label), the "Remove link" menu places the caret before or after the link, respectively (i.e. typing adds characters before or after the link respectively).

Note: You cannot create links inside links and you cannot create a link if the selected label spans through multiple blocks of text (paragraphs, headings, lists etc.). This last constraint is due to the fact that a link has to be in-line.

Link to Wiki Page

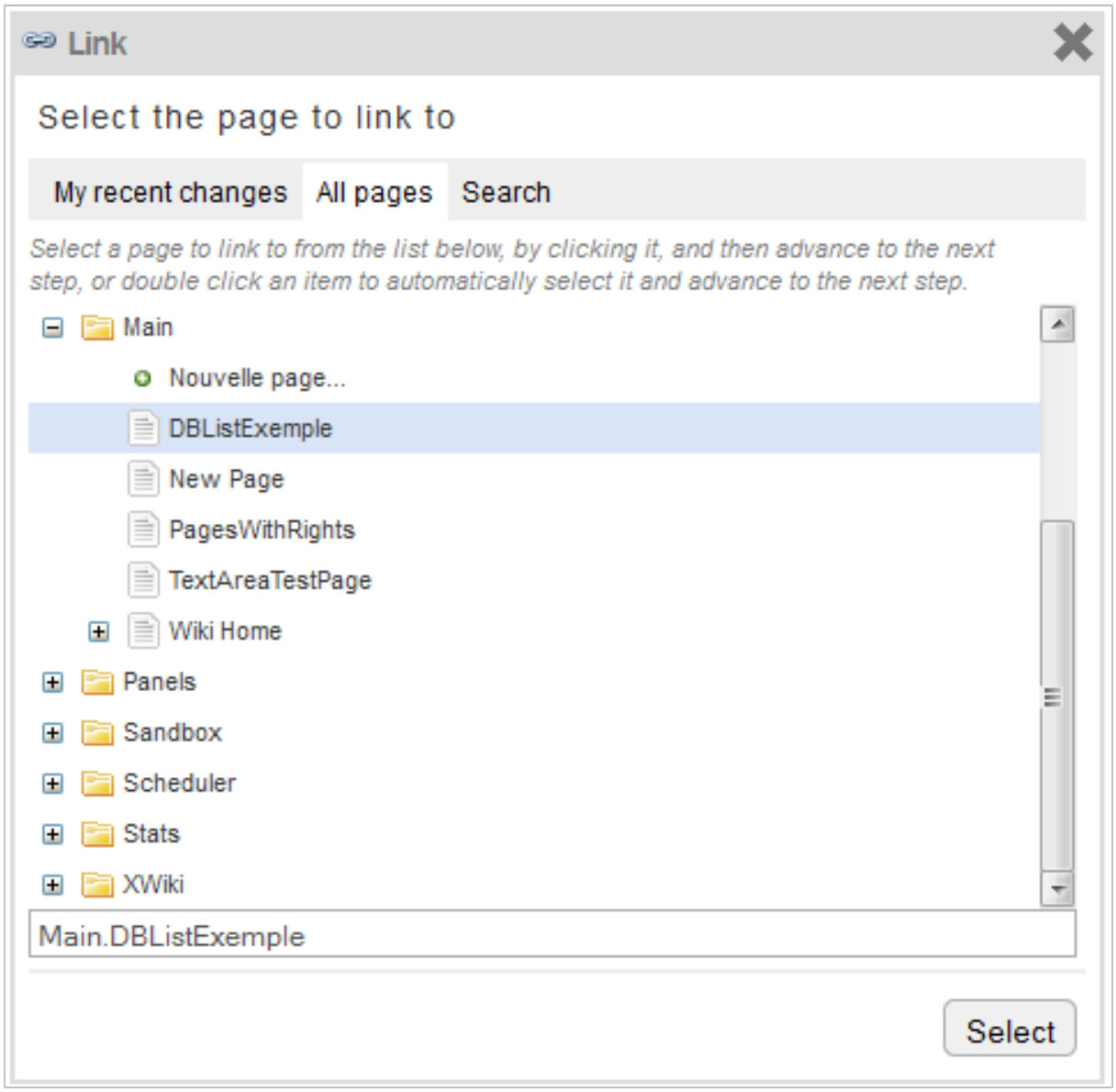
To create a link to a wiki page choose "Wiki Page" from the "Link" menu.



First you have to select the wiki page you wish to link to. You can use the tree to browse the existing wiki pages. If you want to link to a page that doesn't exist yet, then select "Add new page (in current space)" from the tree. This doesn't create a new page, just a link to a missing wiki page.

Advanced users can use the text box below the tree to quickly search for wiki pages. You have use this syntax: **WikiName:SpaceName.PageName**. The wiki name and the space name can be omitted. The text box will offer you suggestions based on the wiki pages matching your input.

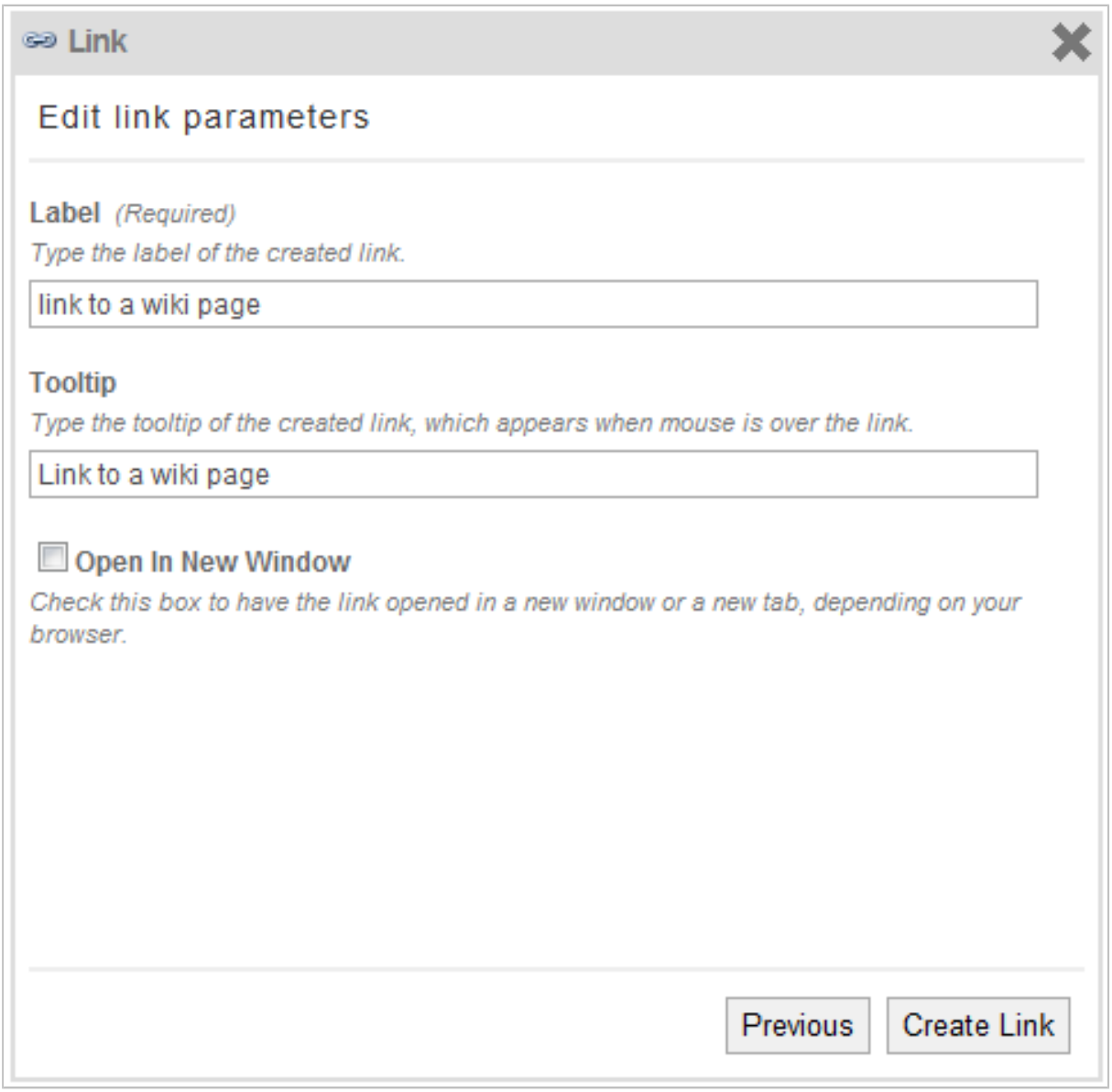
After you select the target wiki page (either by using the tree or the text box) click on the **Select** button to proceed to the next step.



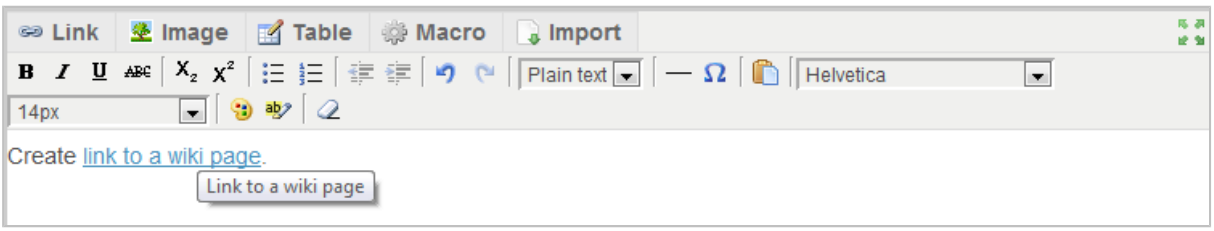
Now you can edit the link parameters:

- the link label
- the tool tip: the text to display when the mouse cursor hovers over the link
- if the link should be opened in a new window or not

Click on **Create Link** when you're done. You will come back to this dialog when editing a link.

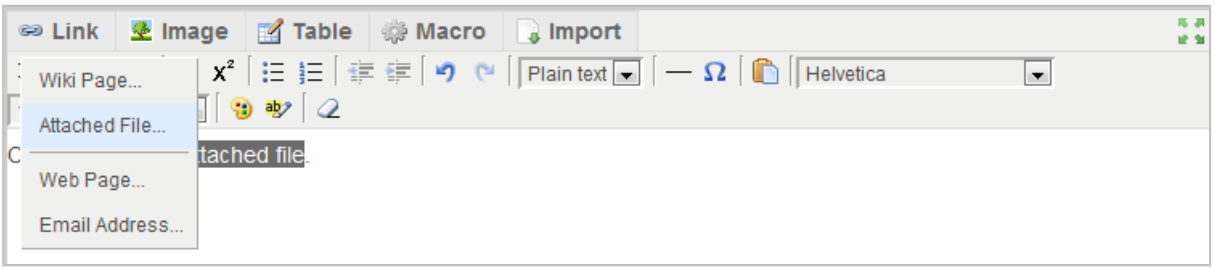


Your link should be visible inside the editing area at this point. Try to hover the link or to edit the link label in place.

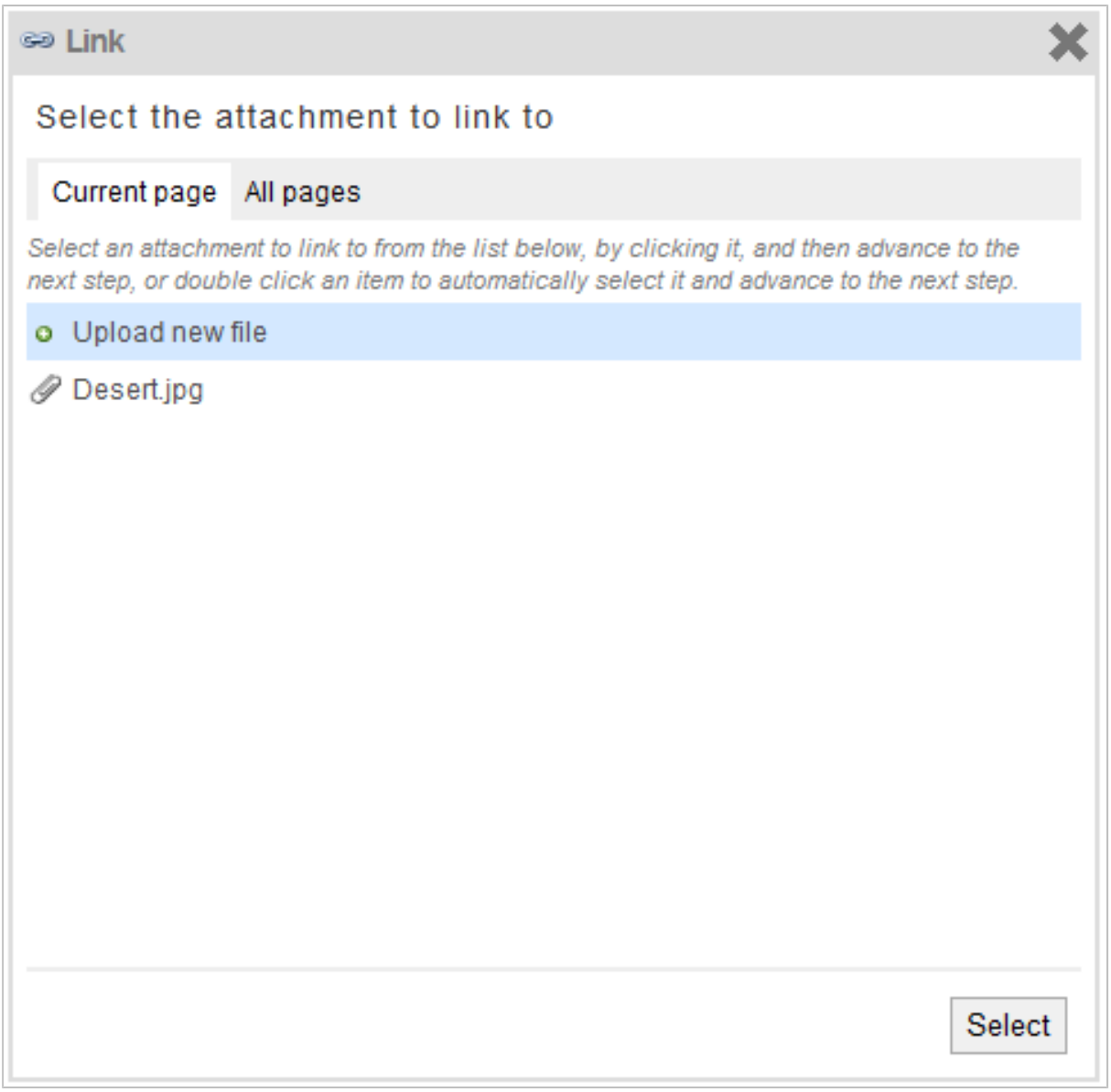


Link to Attachment

To create a link to an attachment choose **Attached File** from the **Link** menu.



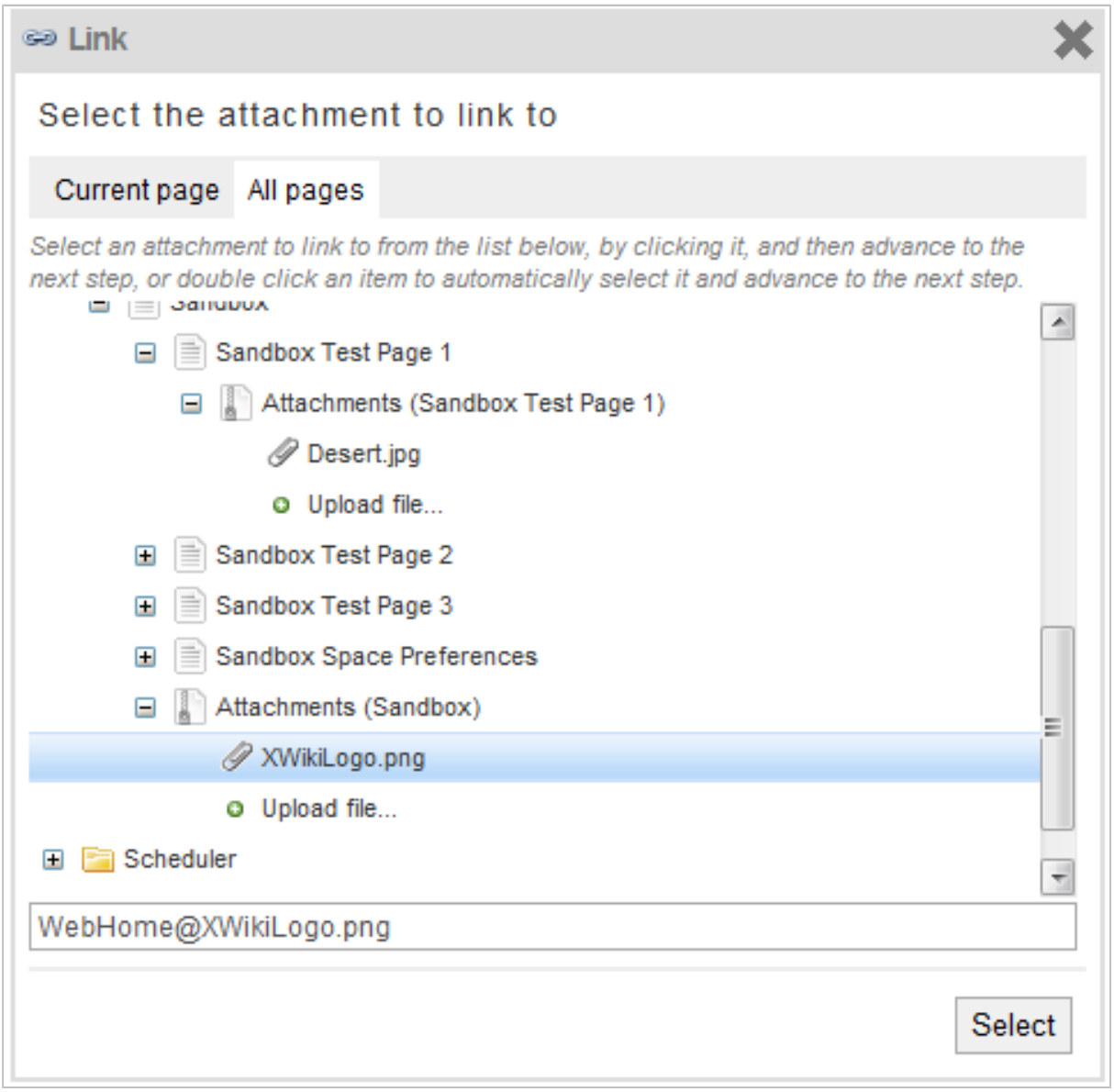
First, you have to select the attachment you wish to link to. You can choose from the files attached to the edited page. In our example, we have three images attached to the current page. If you want to attach a new file, then select **Upload new file** and click **Select**. In our example we wanted to create a link to an attachment from a different wiki page than the one edited. For this, we clicked on the **All pages** tab. If your attachment is on the current page, then just click **Select** and skip the next step.



Use the tree to browse the wiki pages in search for the right attachment to link to. As you can see, each page has an **Attachments** child node that holds the attached files. Notice the **Upload new file** entry which you can use to attach a new file to the corresponding page.

Advanced users can use the text box below the tree to quickly search for attached files. You have use this syntax: **WikiName:SpaceName.PageName@AttachmentFileName**. The wiki name, the space name and the page name can be omitted. The text box will offer you suggestions based on the attachment file names that match your input.

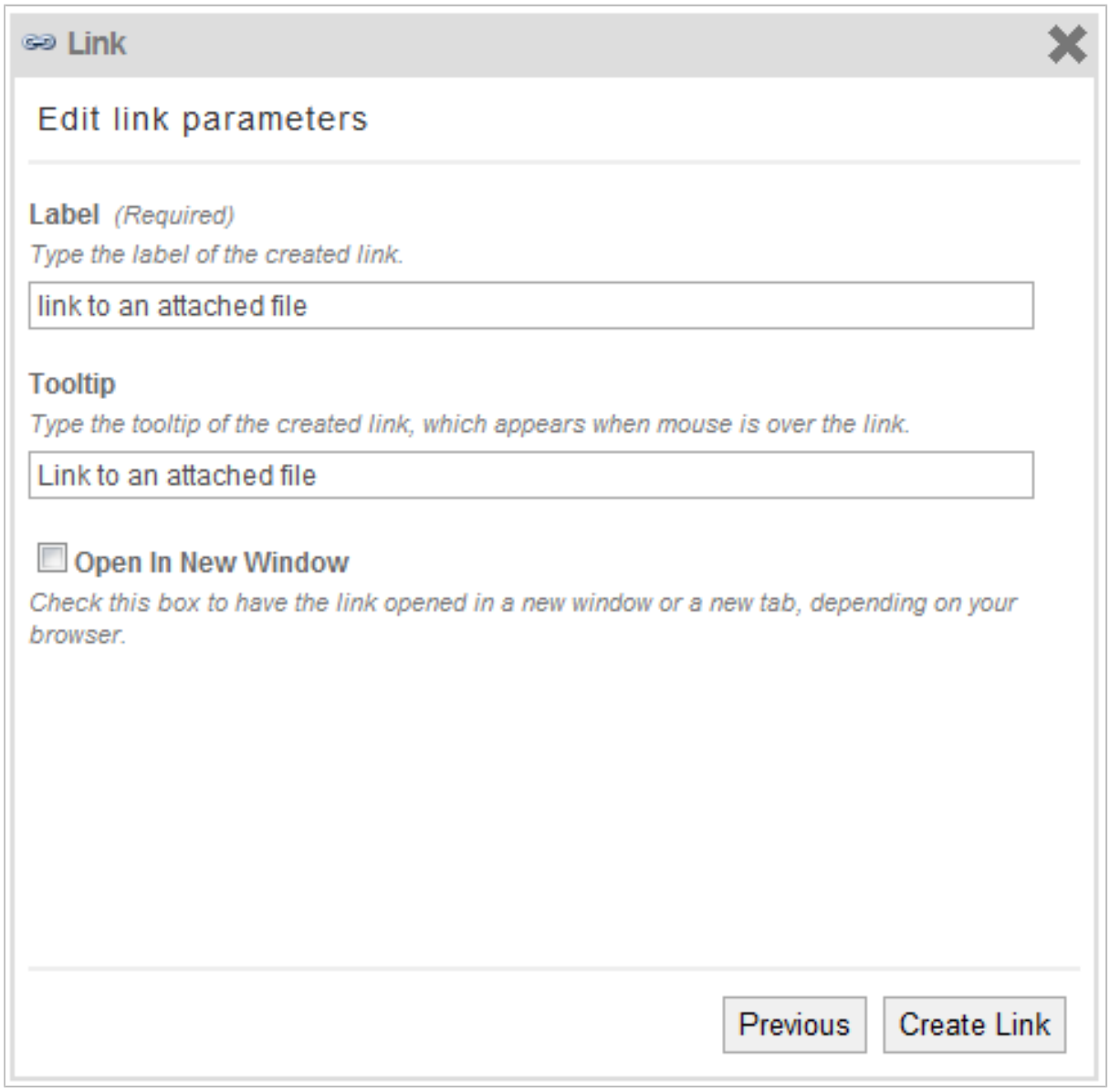
After you select the attachment (either by using the tree or the text box) click the **Select** button to proceed to the next step.



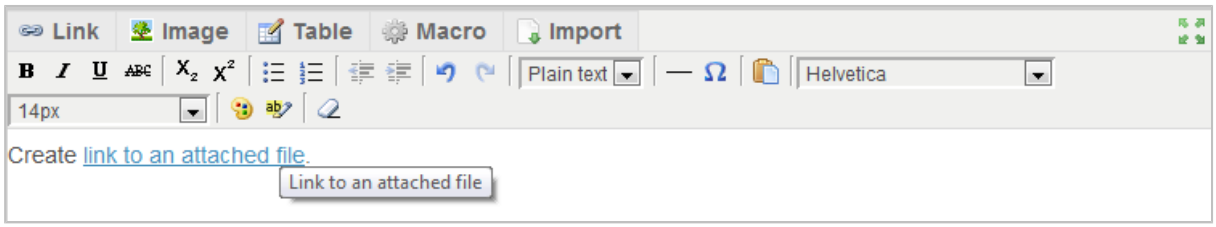
Now you can edit the link parameters:

- the link label
- the tool tip: the text to display when the mouse cursor hovers over the link
- if the link should be opened in a new window or not

Those are the same parameters as for a link to a wiki page. Click **Create Link** when you're done. You will come back to this dialog when editing a link.



Your link should be visible inside the editing area at this point. You can view or download the attachment by following this link in view mode.

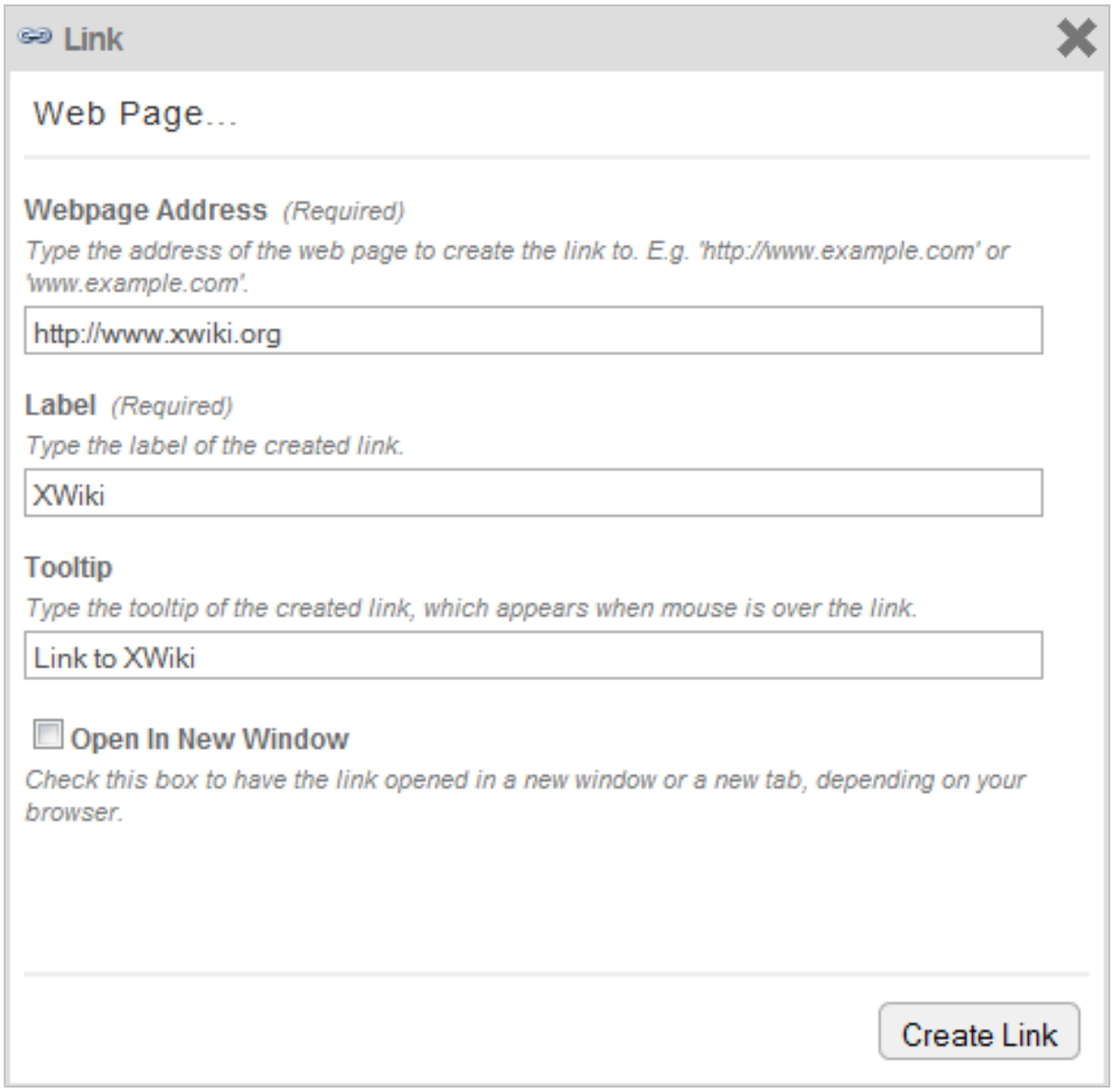


Link to Web Page

To create a link to a web page, you have to choose **Web Page** from the **Link** menu, then fill in the link parameters:

- the address of the web page you wish to link to (you can paste here an address copied from the web browser's address bar). If you don't specify a protocol (like we did in out example) then the default HTTP protocol is considered. So you can simply type www.xwiki.org and the final address will be http://www.xwiki.org. Of course you can use other protocols if you want to.
- the link label
- the tool tip: the text to display when the mouse cursor hovers over the link
- if the link should be opened in a new window or not

Click on **Create Link** when you're done.



Link to Email

Creating a link to an email address is much like creating a link to a web page. The only difference is that you have to specify an email address instead of a web page address.

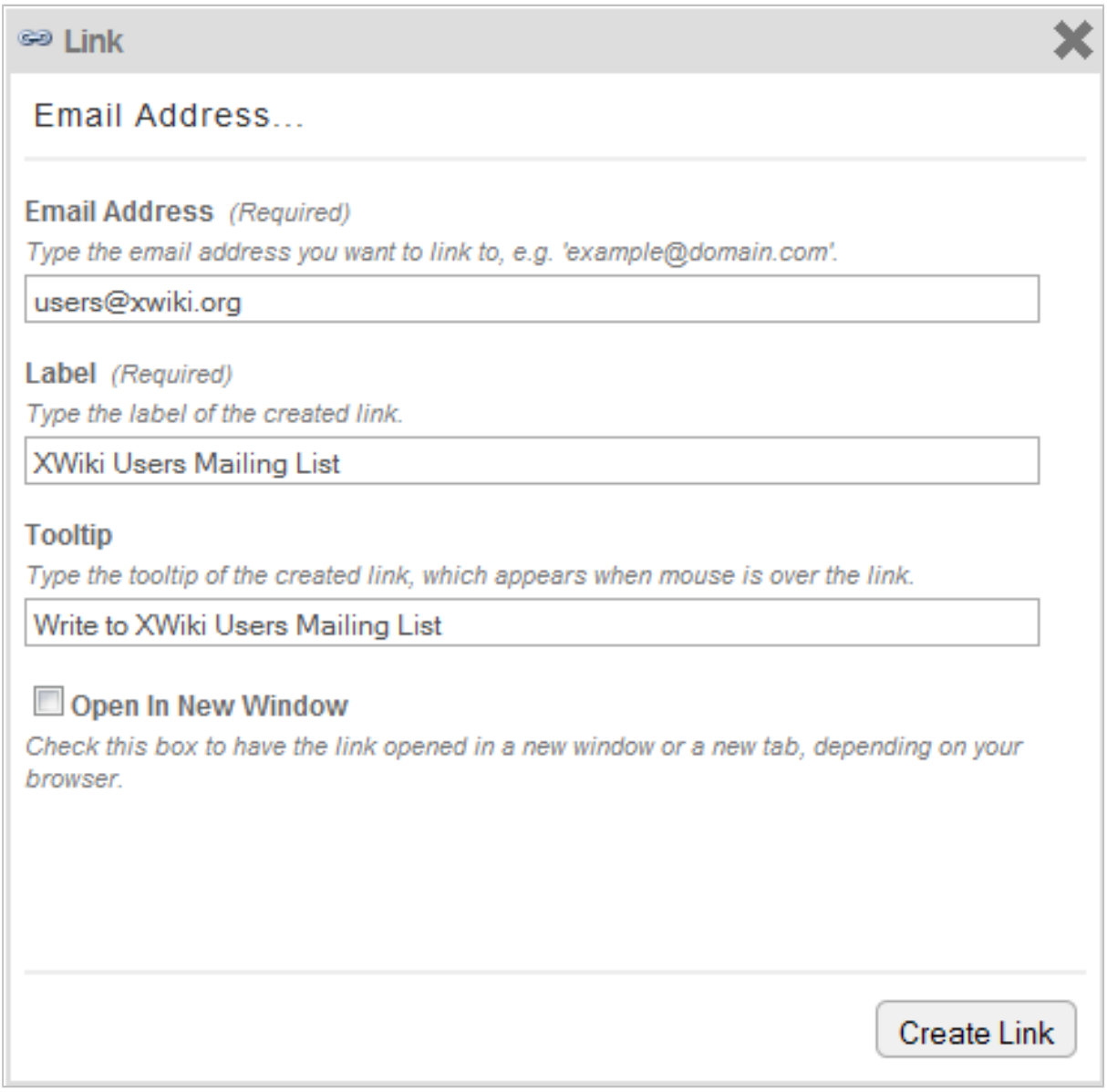


Image Link

You can use an image as the label of a link. To do this, you have to select the image and follow the steps for the type of link you wish to create. Note that you won't be able to edit the link label during the link creation process. If you want to change the label of an image link after it was created, then edit the image.

Inserting Symbols

In order to insert symbols or special characters (accented characters, trademark, currency symbol etc.) you have to follow these steps:

1. place the caret where you would like the symbol to be inserted on *or* select the text that you would like to be replaced by the inserted symbol
2. click on the Ω button on the toolbar
3. click on the symbol you wish to insert

The symbol picker automatically closes after you choose a symbol. The caret is placed after the inserted symbol so you can open the symbol picker again if you wish to insert more symbols. Inserted symbols are like any other characters you type, so you can use the **Delete** or **Backspace** keys to remove them and of course you can apply Text Formatting.

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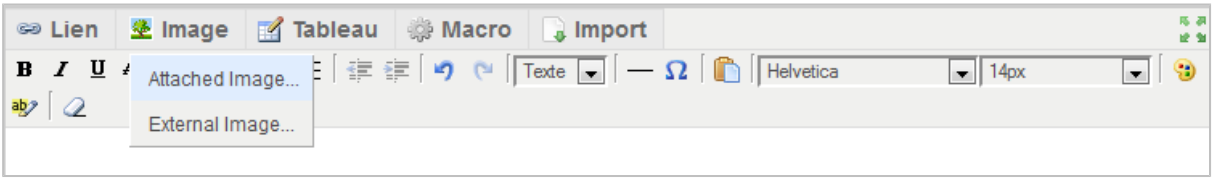
Inserting and Editing Images

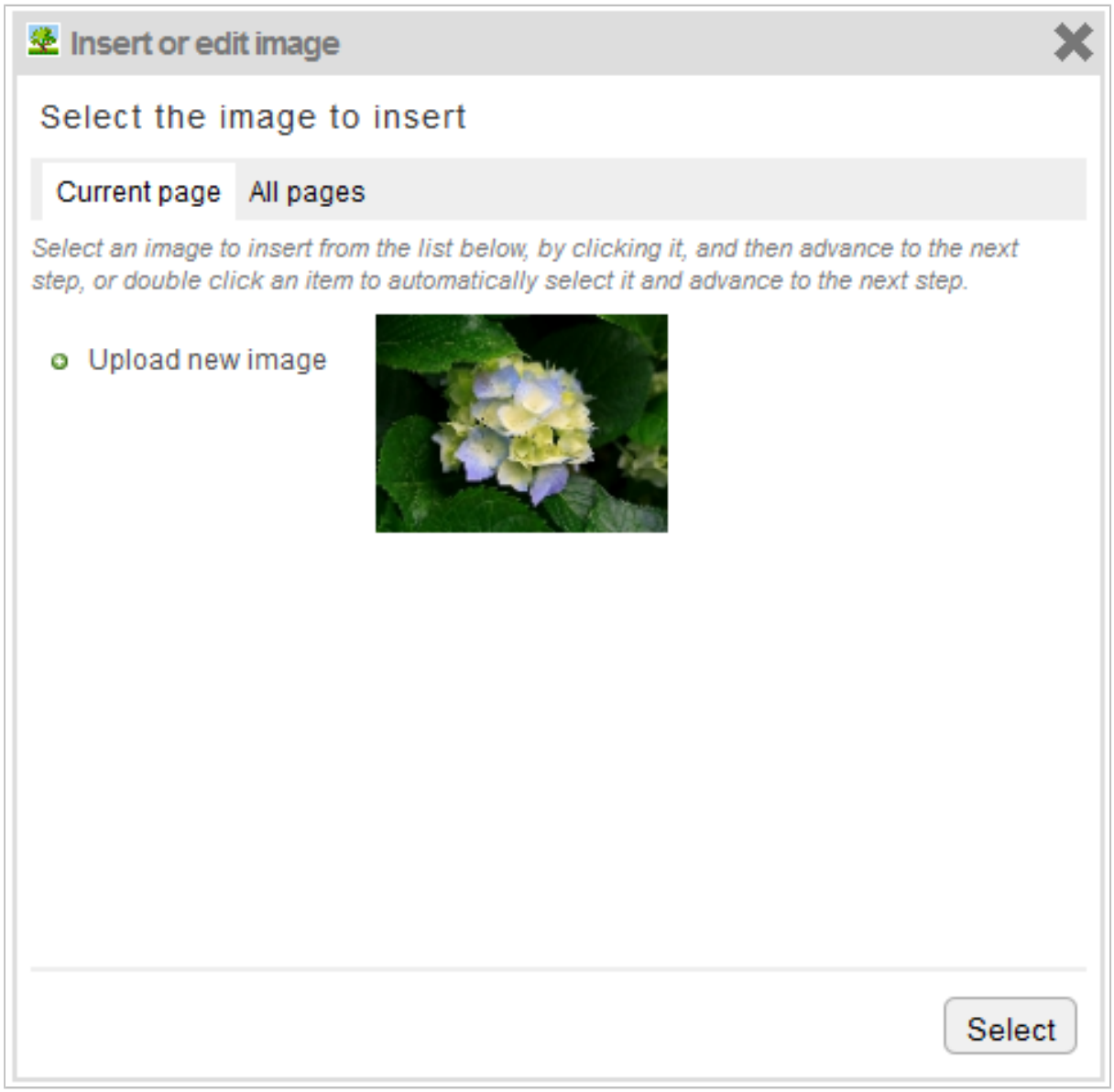
To insert an image, place the caret where you want the image to be inserted and choose **Attached Image** from the **Image** menu. Make sure you don't have an image selected before opening the "Image" menu because otherwise you'll see the edit image menu entries.



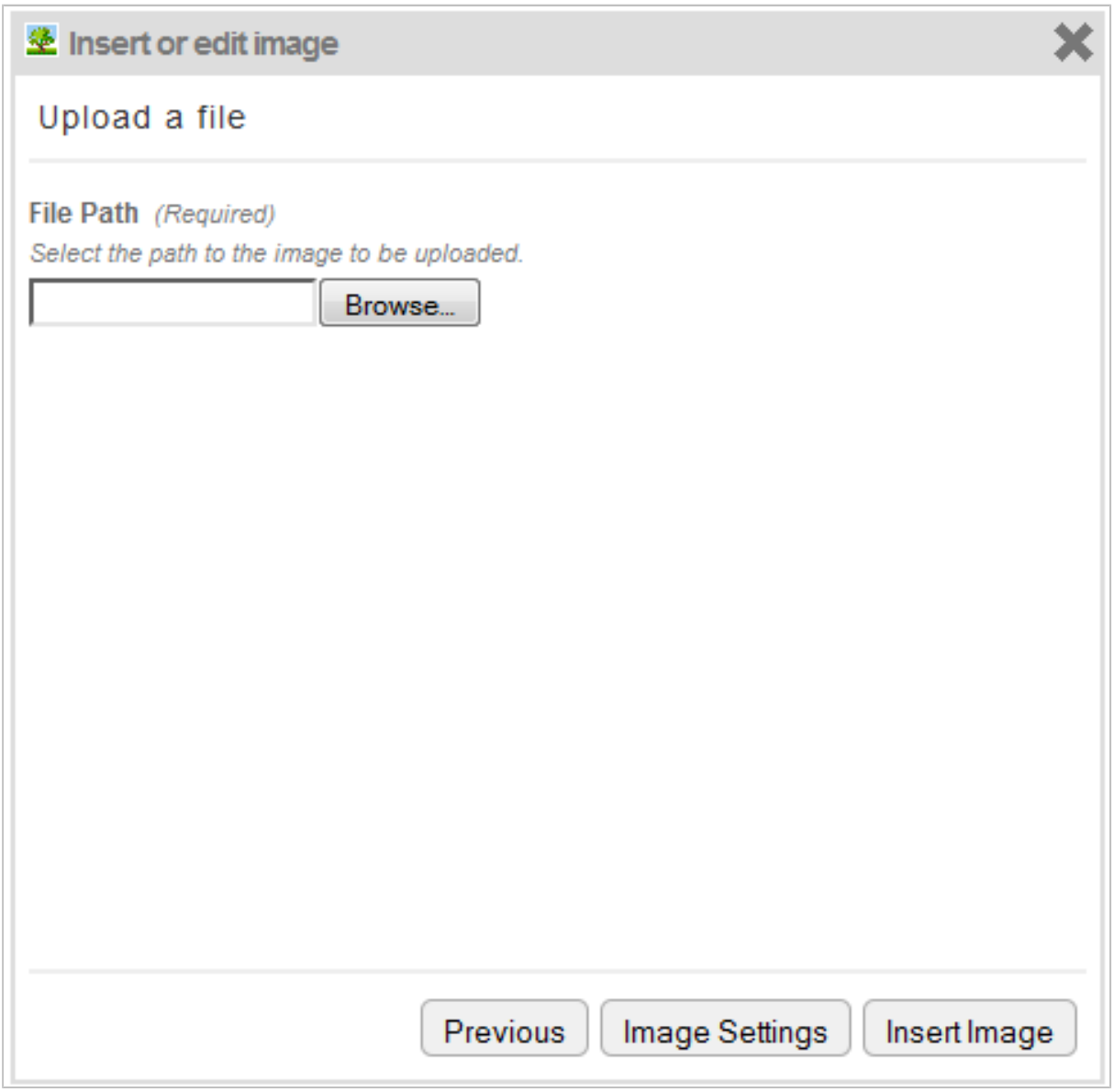
You have three ways to specify which image to insert:

- Choose from the images already attached to the edited page. In our example, there is one image already attached to the edited page.
- Choose from the images attached to the other pages. For this you have to click on the **All pages** tab and specify the page where the image you want is attached.
- Upload a new image to the edited page.

Whatever option you choose, you have to click on the **Select** button to move to the next step.



In our example, we choose to upload a new image. Browse through your local files and pick the image you want, then click on the **Insert Image** button to attach the image to the edited page.

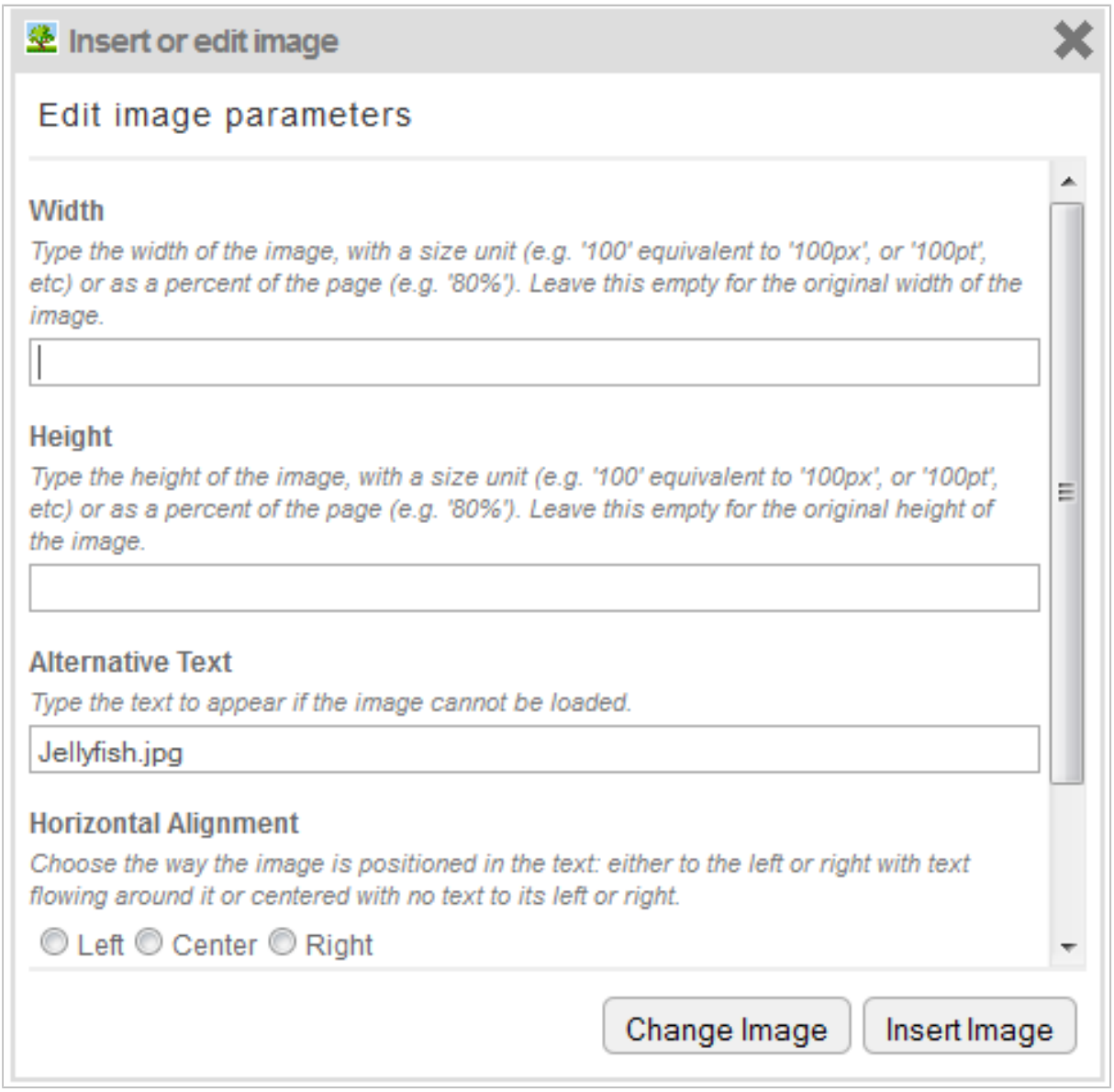


Before the image is inserted, you can edit the image properties by clicking on the **Image Settings** button. Here is what you can specify:

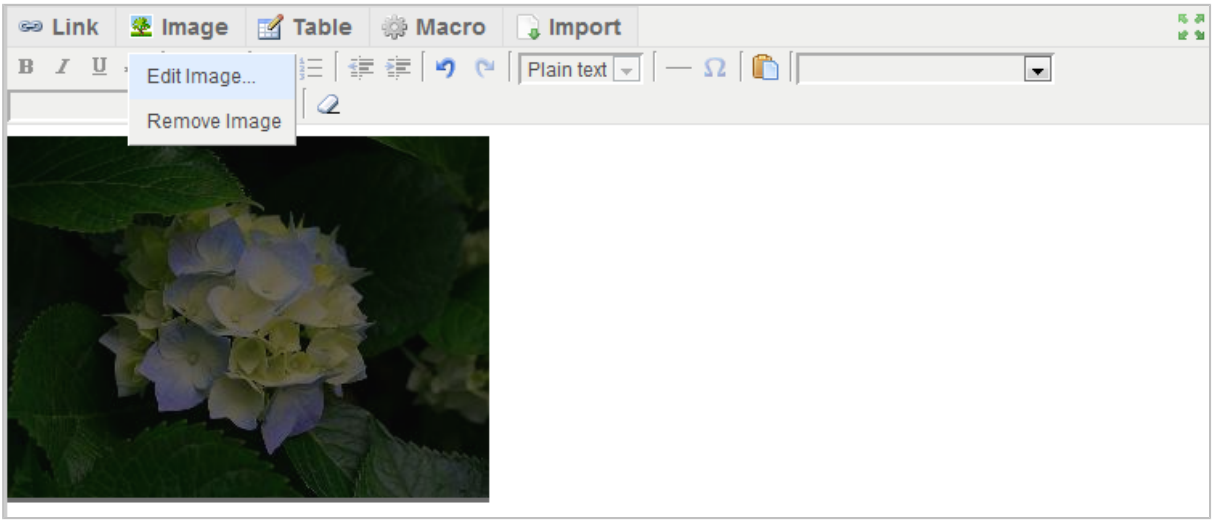
- the image **width** and **height** on the page (i.e. how much space does the image take on the page)
- an **alternative text** that is printed instead of the image when the image cannot be displayed
- if the text should flow around the image (**horizontal alignment**) or not.
    - If you want the image to be on the left and the text to flow on its right side, then choose *Left*. If you want the image to be on the right and the text to flow on its left side, then choose *Right*. If you want the image to be centered horizontally on the page, then choose *Center* but note that in this case the text can't flow on the left nor on the right side of the image.
- how is the image aligned relatively to the height of the line where it is inserted (**vertical alignment**).
    - If you want the image to be aligned to the top of the line, then choose *Top*. If you want the image to be centered vertically on the line where it is inserted, then choose *Middle*. If you want the image to be aligned to the bottom of the line then choose *Bottom*.

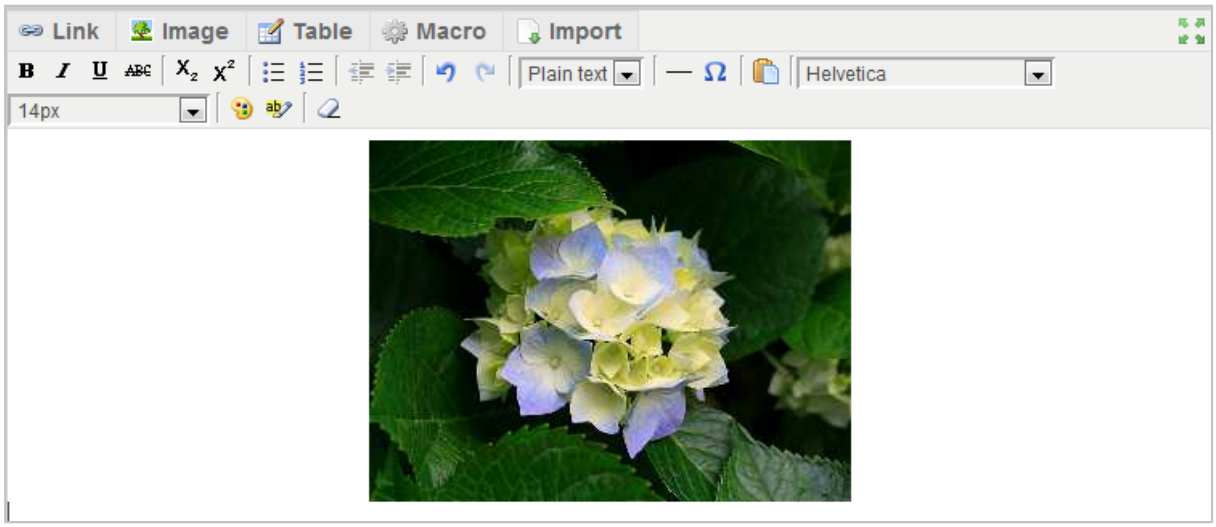
NOTE: You cannot set both the horizontal and the vertical alignment for an image. If you align an image horizontally then it's not part of a line anymore (i.e. multiple lines of text can flow on its left or right side) and thus setting the position of that image inside *a line* has no sense.

Click on the **Insert Image** button when you're done. Note that you don't have to set all the image properties now: you can edit the image later.



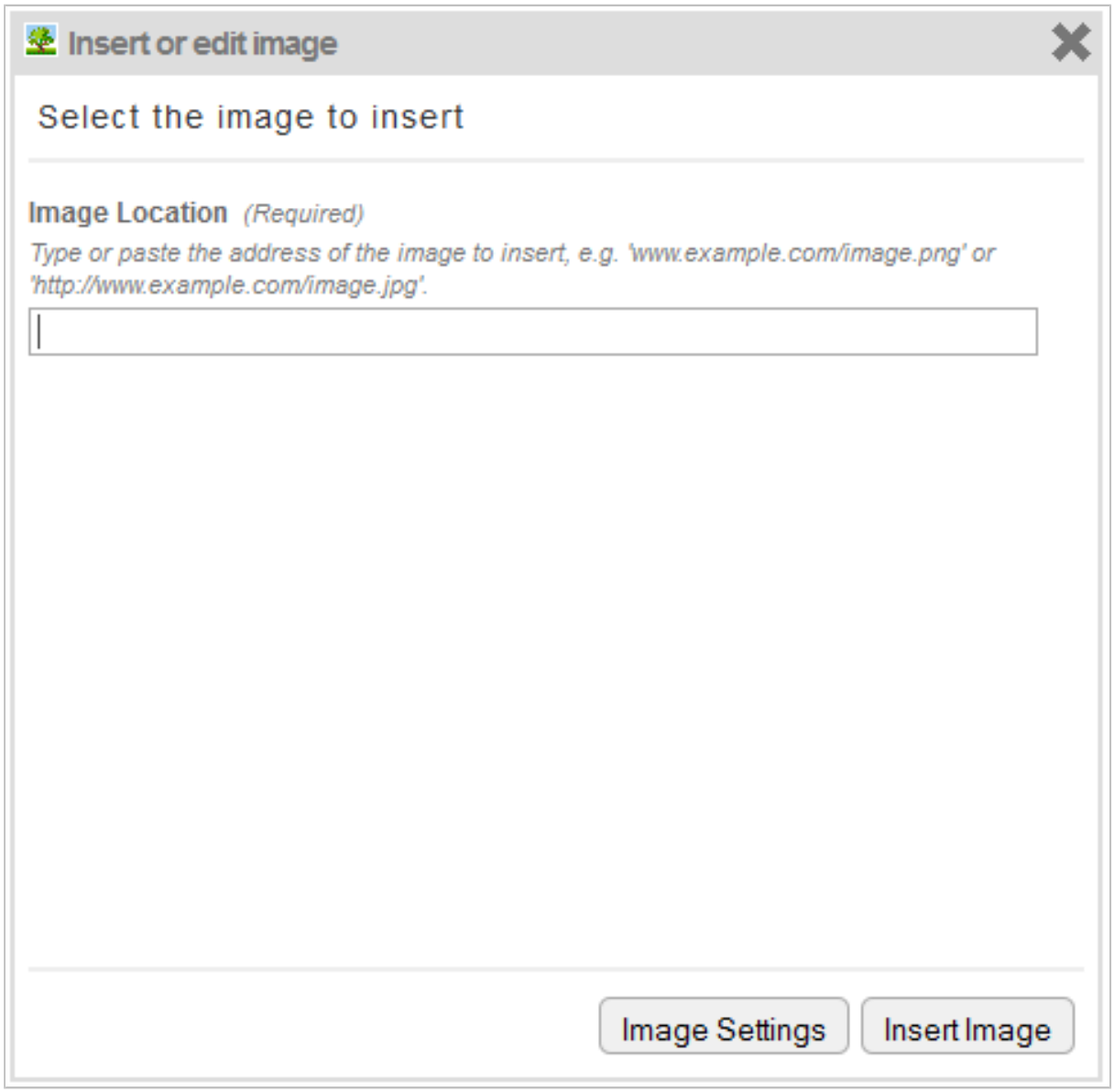
You should see the image in the editing area. To select it simply click on it. Notice the resizing handlers that appear around the image when it is selected. You can resize the image inside the editing area by dragging them. If you open the **Image** menu when an image is selected you can see the **Edit Image** menu entry.





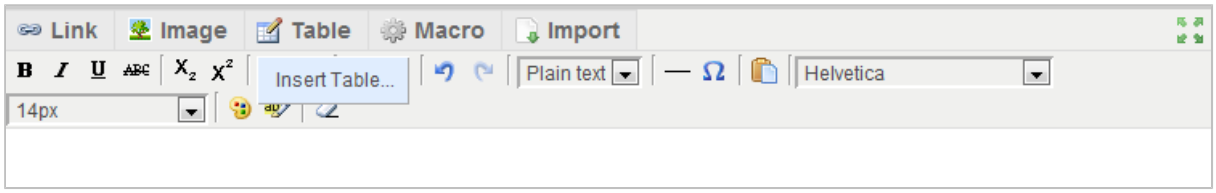
To delete an image, you can select it and press the **Delete** key or choose **Remove Image** from the **Image** menu.

To insert an external image, go to the **Image** menu, choose the option **External Image** and give the path to the file. The image will be linked to the source you mention instead of being uploaded to your XWiki.

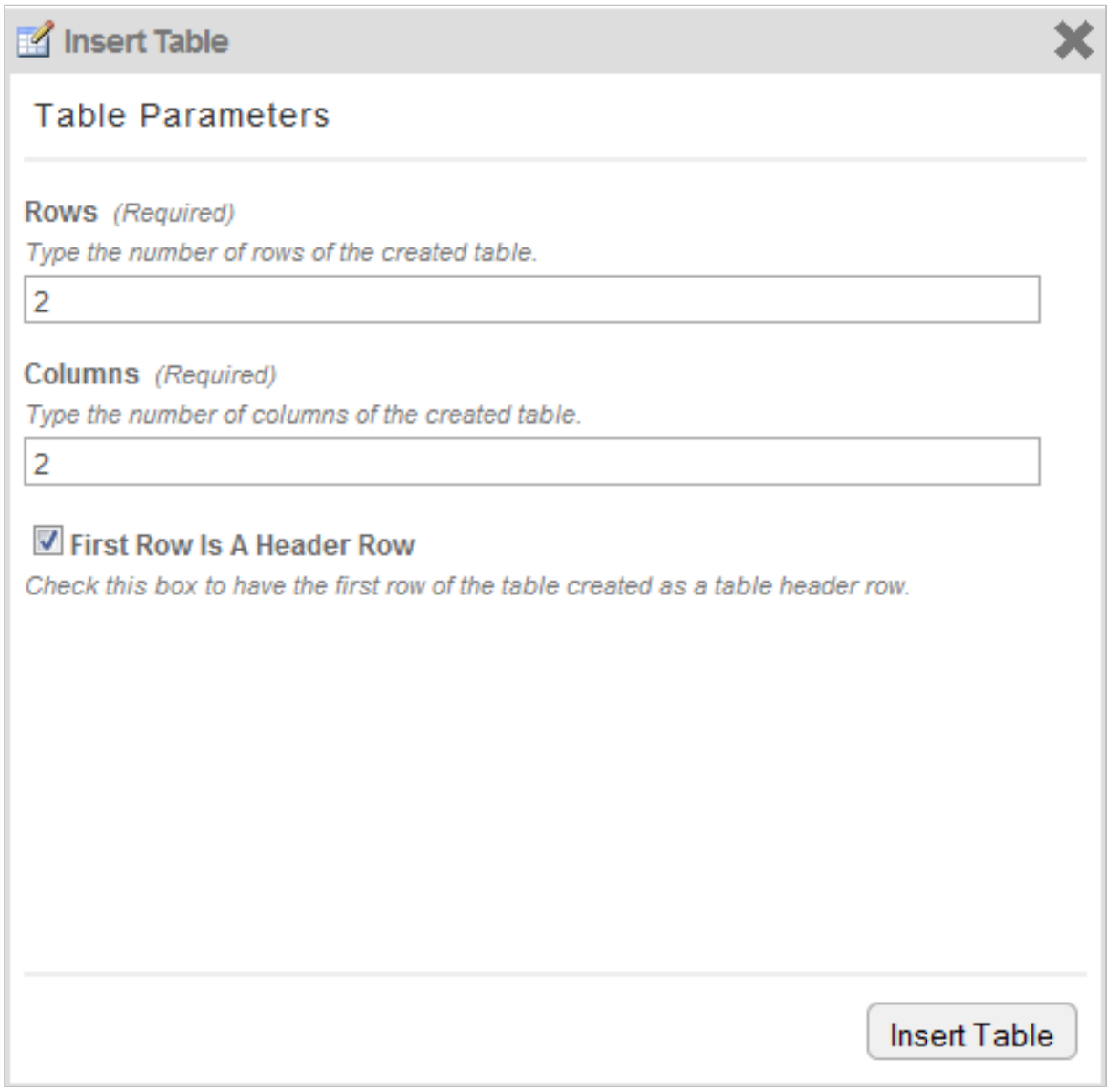


Creating and Editing Tables

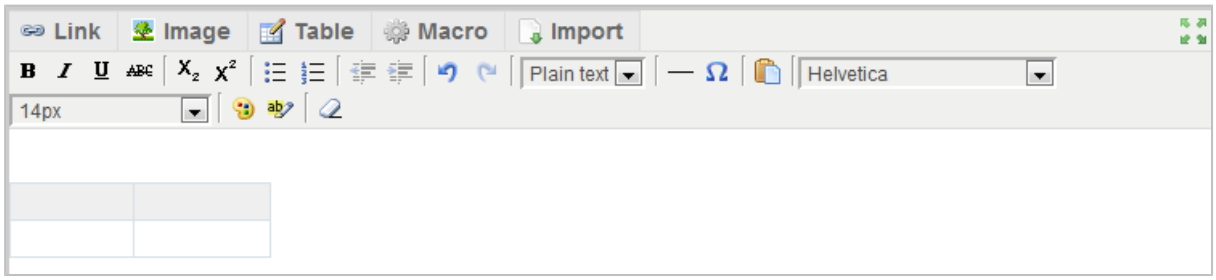
To create an empty table place the caret where you would like the new table to be inserted and choose **Insert Table** from the **Table** menu. Currently you cannot insert a table inside another table so, before opening the **Table** menu, make sure you don't have the caret inside a table cell.



In the opened dialog, you can specify the number of rows and columns the new table should have and if you want a table header or not. You can leave the default number of rows and columns if you don't know how many you will need because you can add rows and columns later. You cannot add a table header later though, so you must decide now if you need one or not. When you're done, click the **Insert Table** button.

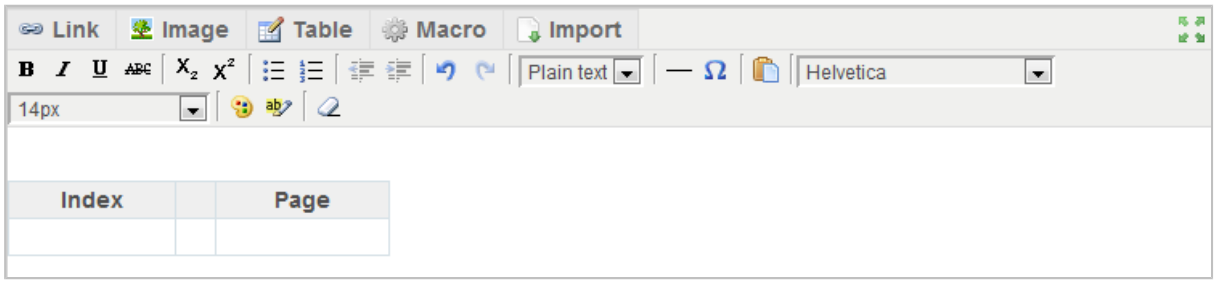


You should see now the table in your editing area. Fill in the table cells. You can navigate from cell to cell using the **arrow keys**. See Writing to find out how you can use the **Tab** key to navigate through table cells. See also Keyboard Shortcuts if you cannot move the caret before or after the table.

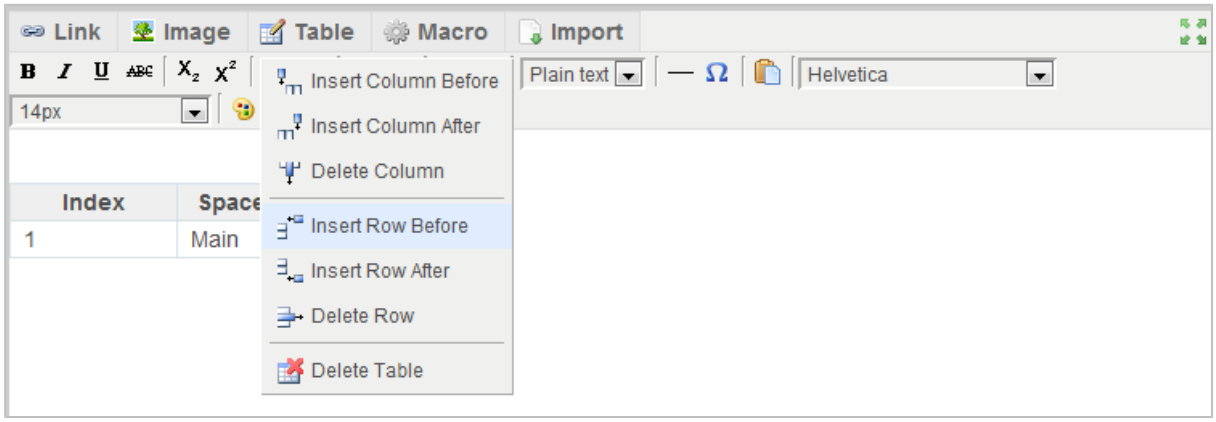


If you need a new column, you can insert one before or after an existing column. Just place the caret in one of the cells from the reference column and choose the appropriate option from the **Table** menu. In our example, we choose to insert a new column after the **Index** column (i.e. the "Index" column was the reference column in our case). You can also delete columns in the same manner: place the caret in one of the cells from the column to be deleted and choose **Delete Column** from the **Table** menu.

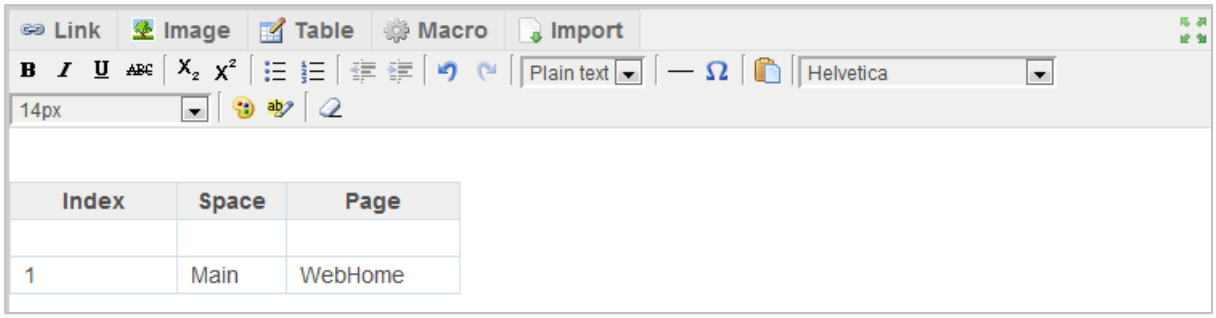
Notice how in the previous image the **Insert Row Before** option is disabled. This happened because we placed the caret in the table header and table rows are not allowed before the table header.



Inserting a new row is much like inserting a new column. First you choose a reference row by placing the caret in one of its cells, then you choose the appropriate option from the **Table** menu. In our example, we opted for inserting a new row before the the first one (i.e. the first row was the reference row in our case). For this we picked **Insert Row Before** from the **Table** menu. You can delete table rows in the same manner: place the caret in one of the cells from the row to be deleted and choose **Delete Row** from the **Table** menu.



As you can see, the new table row is empty and ready to be filled.

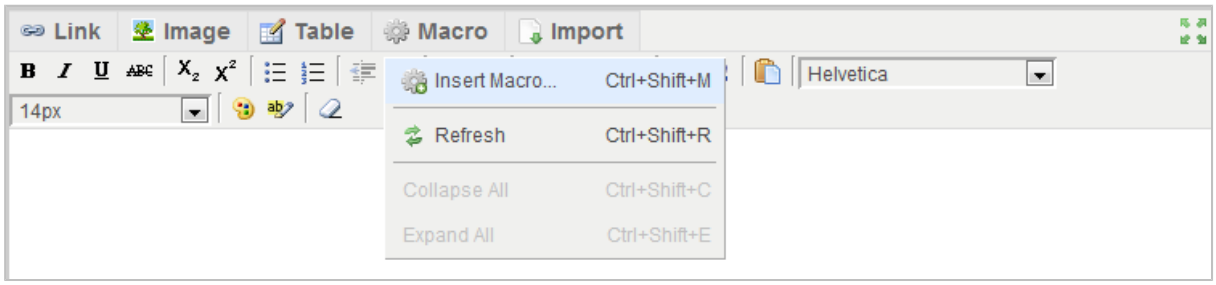


To delete a table place the caret in any of its cells and choose **Delete Table** from the **Table** menu.

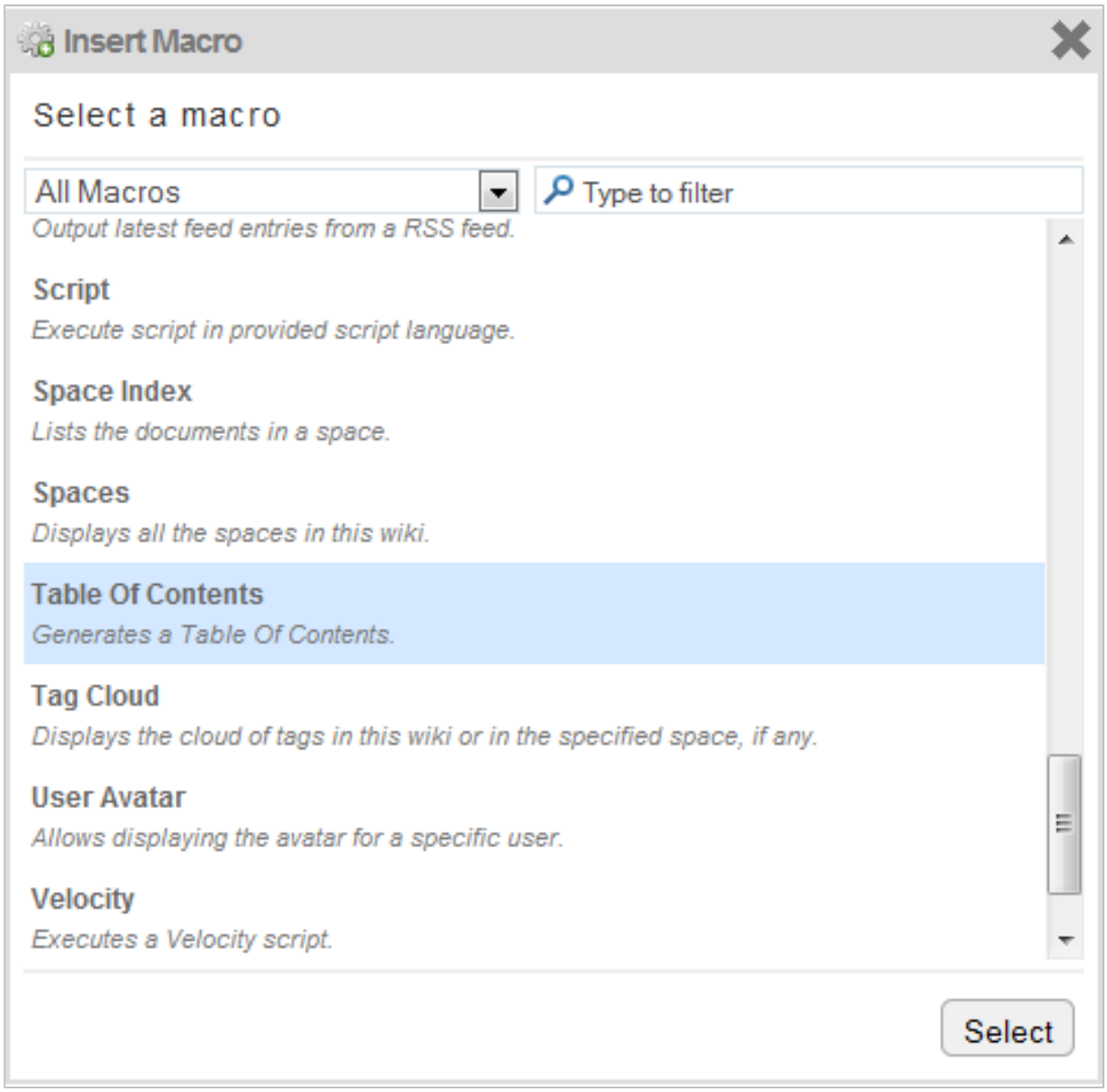
Inserting and Editing Macros

A macro is a piece of code that you can reuse in your pages. Macros are written by developers to do common things like displaying an information box, a table of contents or the avatar for a specific user. You don't need programming skills to use macros. Let's follow the steps to insert a table of contents to see how easy it is to work with macros.

Start by writing a few sections in the editing area then create an empty line where you want the table of contents to be inserted. In our example, we pressed *Enter* after **Space** in order to create the empty line. You can insert the table of contents in other places if you want. Leave the caret on the empty line and choose **Insert Macro...** from the **Macro** menu.

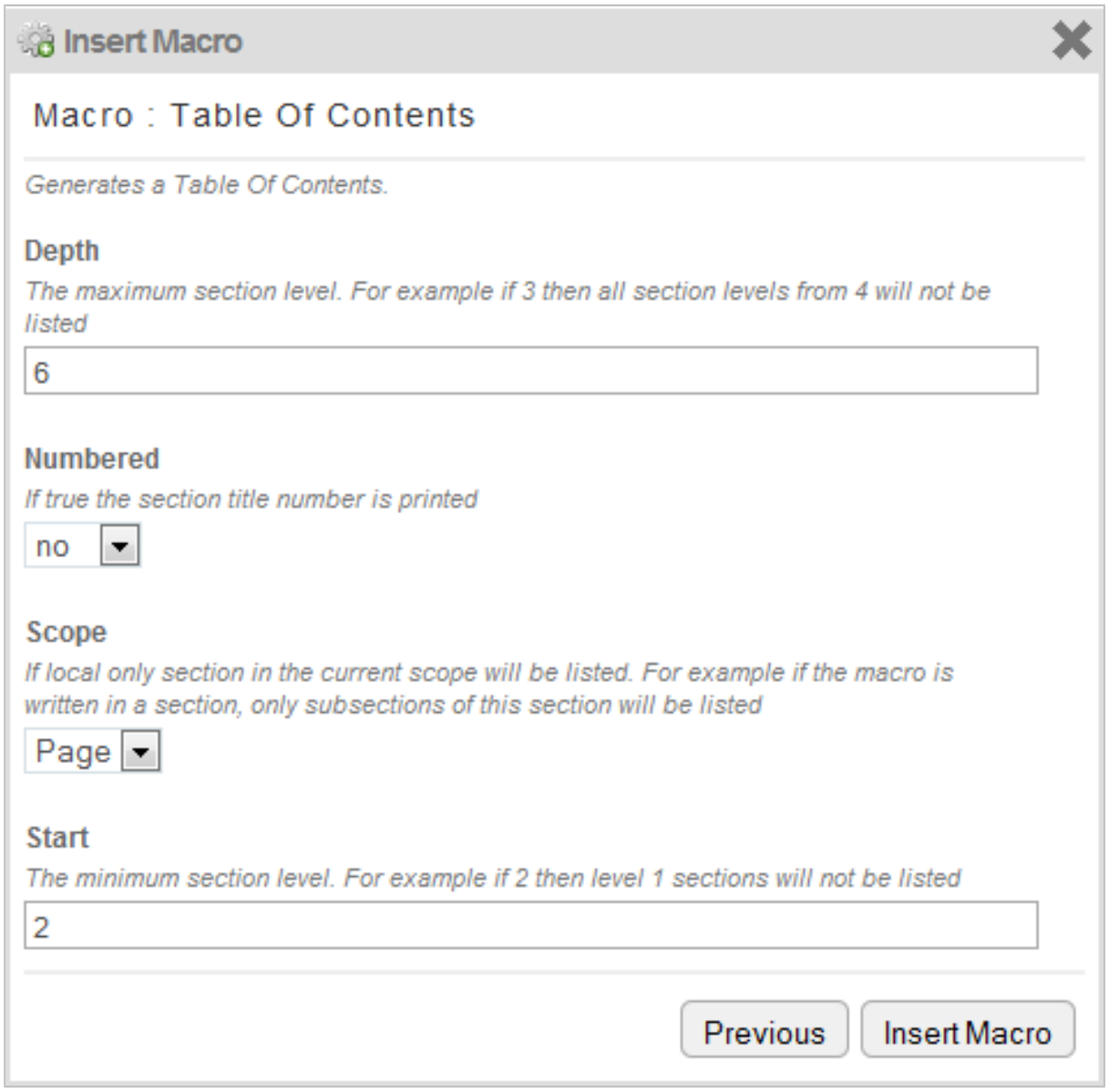


You should see a dialog with all the available macros. Each macro has a short description that will give you a hint about what the macro does. Look for the **ToC** macro. You can browse the list of macros using the keyboard: *Up/Down* selects the previous/next item in the list, *Home/End* selects the first/last item in the list. Click **Select** once you have the ToC macro highlighted.

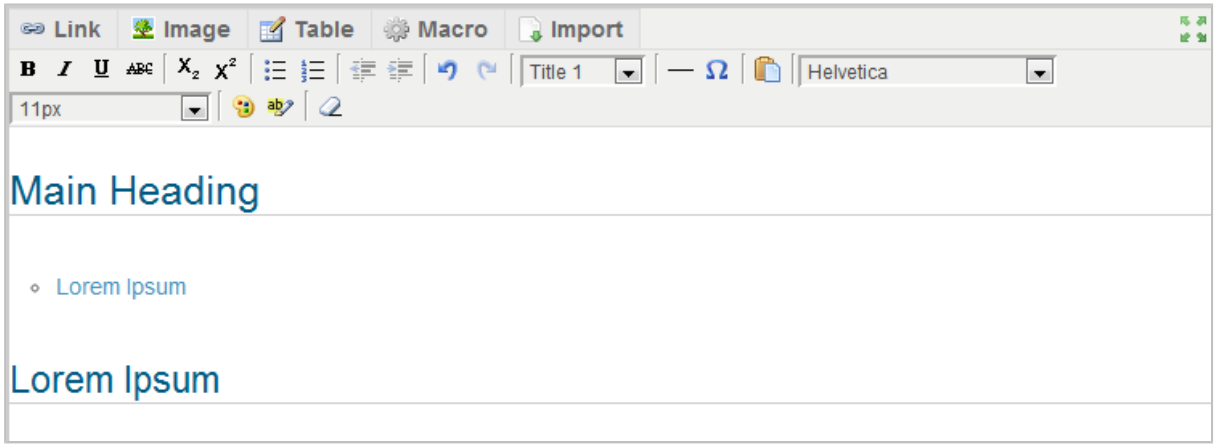


Parameters control the behavior and the output of a macro. Some of them are mandatory. You can distinguish them from the rest by their color: green. The ToC macro has only optional parameters. One special macro parameter is the macro content. The ToC macro does not require any content, but other macros like **Info** use the content as the main source for their output. You can say that the ToC macro uses the entire page as its content, so you don't have to specify the content.

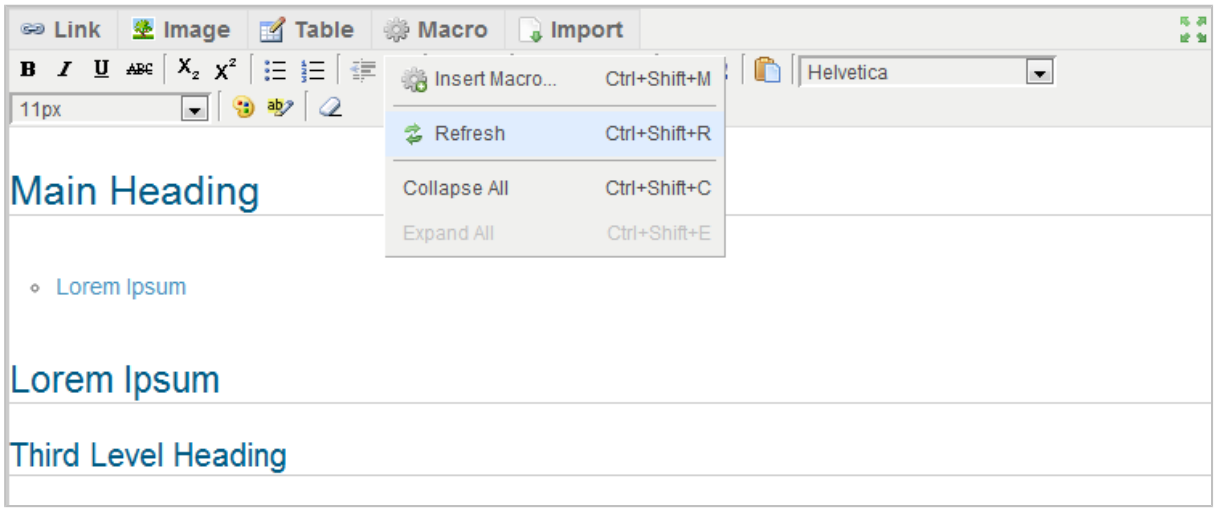
Change the ToC parameters if you wish but note that you can come back to this step later by editing the inserted ToC macro. We kept the default values in our example. Click on **Insert Macro** when you're done.



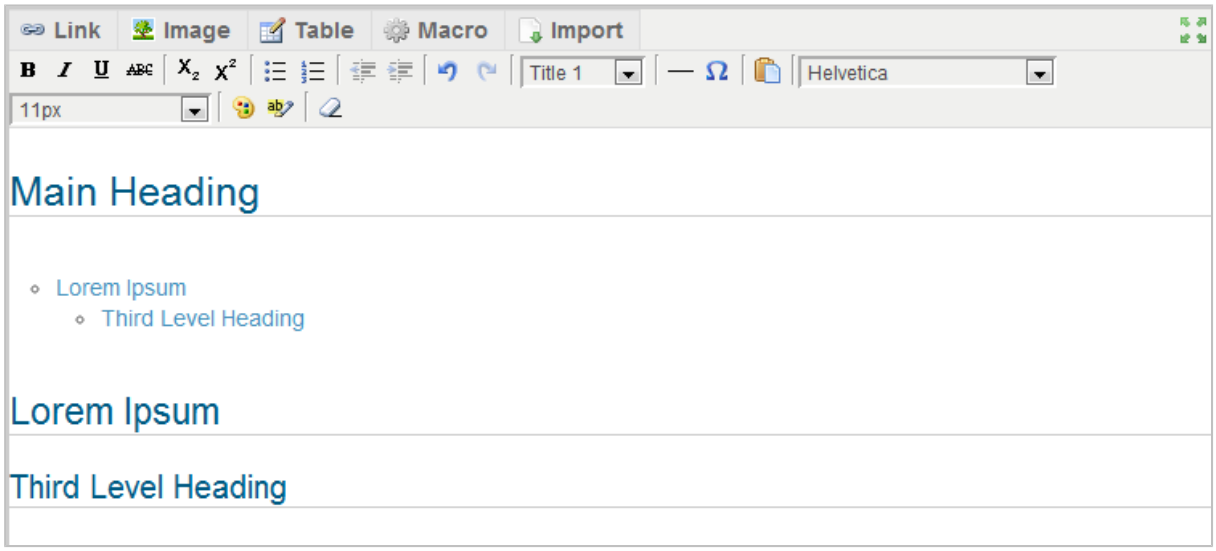
At this point you should see the ToC macro inserted in your document.



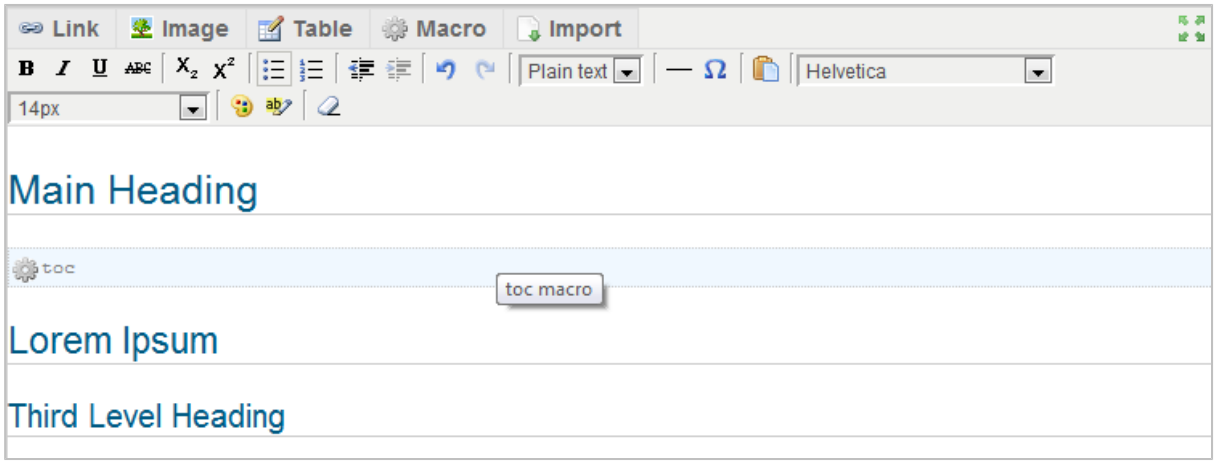
Next, add more sections to the document and choose **Refresh** from the **Macro** menu in order to update the table of contents.



The table of contents should be updated now.

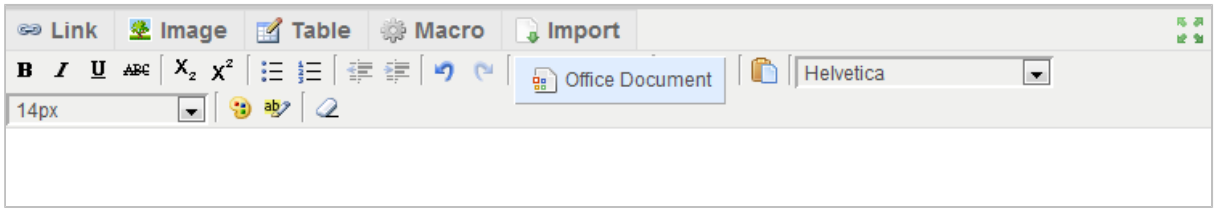


If you consider that the table of contents takes too much space, you can collapse it. In fact, you can collapse any macro. First, select the macro by clicking on it and then click again to toggle between collapsed and expanded states. You can also use the "Macro" menu to collapse or expand all the inserted macros. Collapsed macros display only their name and an icon.



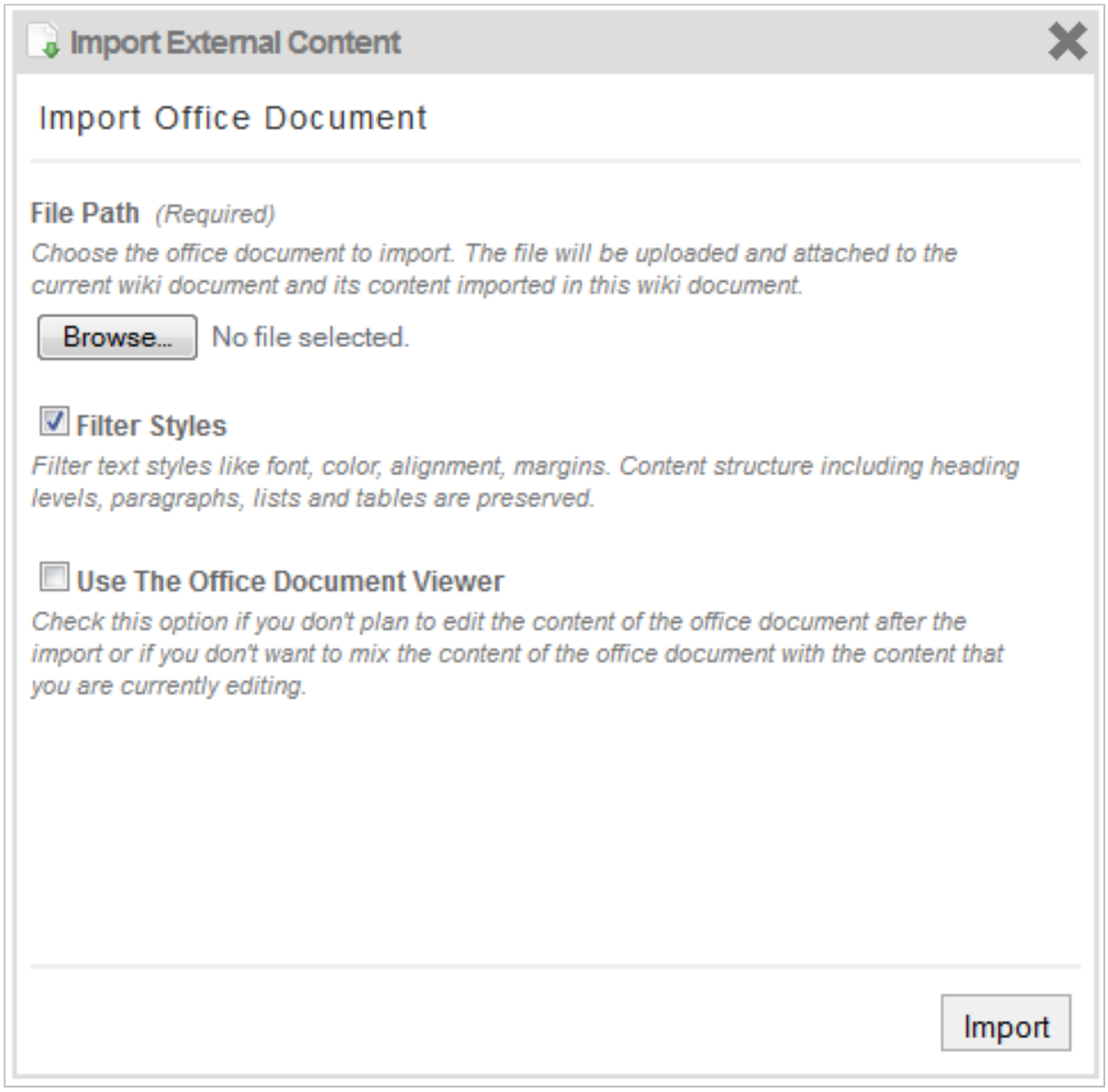
Importing Office Content

The editor allows you to import content from office applications like **OpenOffice Writer** or **Microsoft Word** by choosing **Office Document** from the **Import** menu.



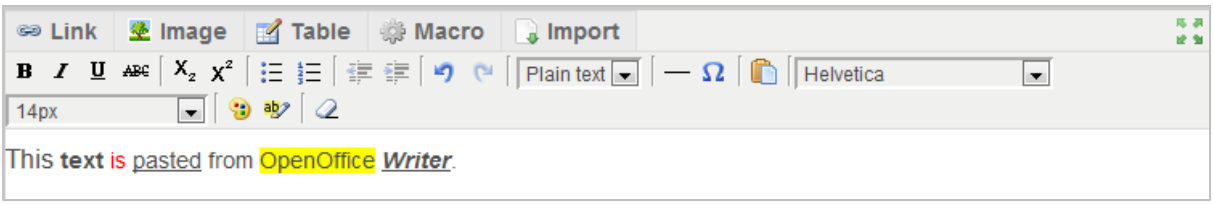
The "*Filter styles*" check box means that if you want the pasted text to look as much as possible as in your office application, then you should leave it unchecked. Otherwise, if you care only about the content and not the text styles then check **Filter Styles** which will result in a much cleaner document but the result may look different than in your office application.

Also, we added the "Use the Office Document Viewer" option in order to allow you to import an Office file using the {{office /}} macro. This is useful if you don't plan to edit the content of the Office file after the import or in case you don't want to mix the content of the Office file with the one from the wiki page.



If you want to insert just a fragment from an Office document, you can copy it from the Office application you use and then click on the **Paste** button from the Menu toolbar. Next, paste what you have copied from the office application in the text area that you can see on the opened dialog and click the **Import** button.

You should see the Office content in the editing area, inserted at the caret position or in place of the selected text. You can edit the imported content if you want.



See also the Office Importer Application.

Undo and Redo

The **undo** function is very useful in a situation where you have made a mistake and you want to correct it fast. By clicking the button on the toolbar or by using the **Ctrl+Z** shortcut key combination you can restore the state of the editing area before your last action. The editor manages to do this by keeping a history of the actions you take on the rich text area. Examples of

actions that generate history entries are: typing a word, creating a new paragraph, applying a style, deleting a piece of text. The undo function allows you go back in this history. You may of course go many steps back, not just one step, and continue editing from that point.

The **redo** function is the opposite of the undo function. If you used the undo function and then for any reason decided to go back to the state before the undo you must use the redo function. To activate it press on the toolbar or use the **Ctrl+Y** shortcut key combination. As you can see, the undo and redo functions allow you to go back and forth in the history of the editing area.

Related Pages

- **User Guide**
  - XWiki Syntaxes
  - The Office Importer Application
  - Tags Application
  - Simple and Advanced Editing
  - Share Page by Email
  - Set the Page Parent
  - Pages and Spaces Overview
  - Page Export Formats
  - Page Attachments
  - Import and Export Overview
  - Editing Modes
  - Create a New Page
  - Common Edit Actions
- **Programming Guide**
  - Office Macro
- **Admin Guide**
  - Import
  - Export Wiki
  - Configure the Wysiwyg Editor
  - Configure the Office Server

The Office Importer Application

- Requirements
  - Import an Office Page from the "ADD" Menu
  - Import an Office Page Using the WYSIWYG Editor

The Office Importer application is bundled with XWiki Enterprise and it allows you to import Office documents into wiki pages. This application uses an OpenOffice server in order to convert Office documents into HTML and then into XWiki syntax.

Requirements

In order to use the Office Importer application, you need to:

- have a properly configured XWiki Enterprise instance
- install OpenOffice 3.2 or higher
- start the OpenOffice server on the machine hosting your XWiki Enterprise instance

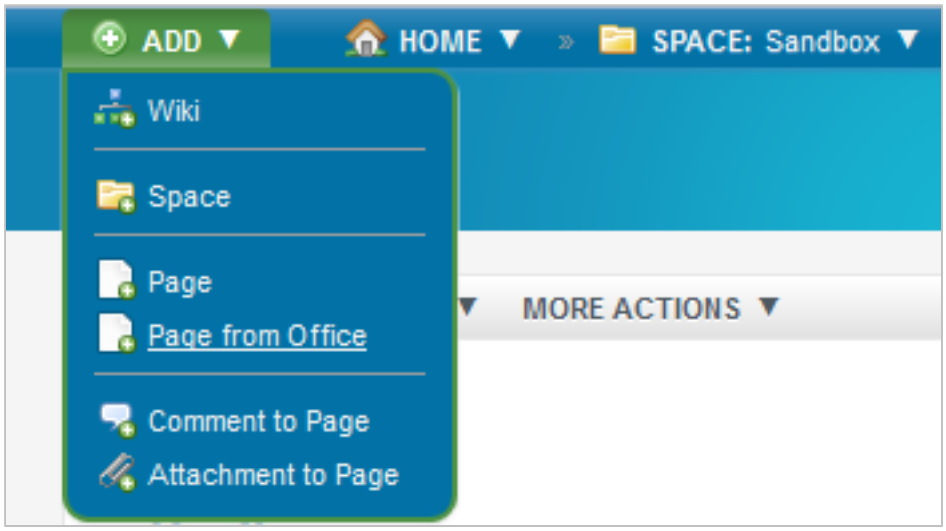
To learn how to configure the Open Office server, follow the dedicated documentation page.

There are 2 ways of importing an Office document into a wiki page:

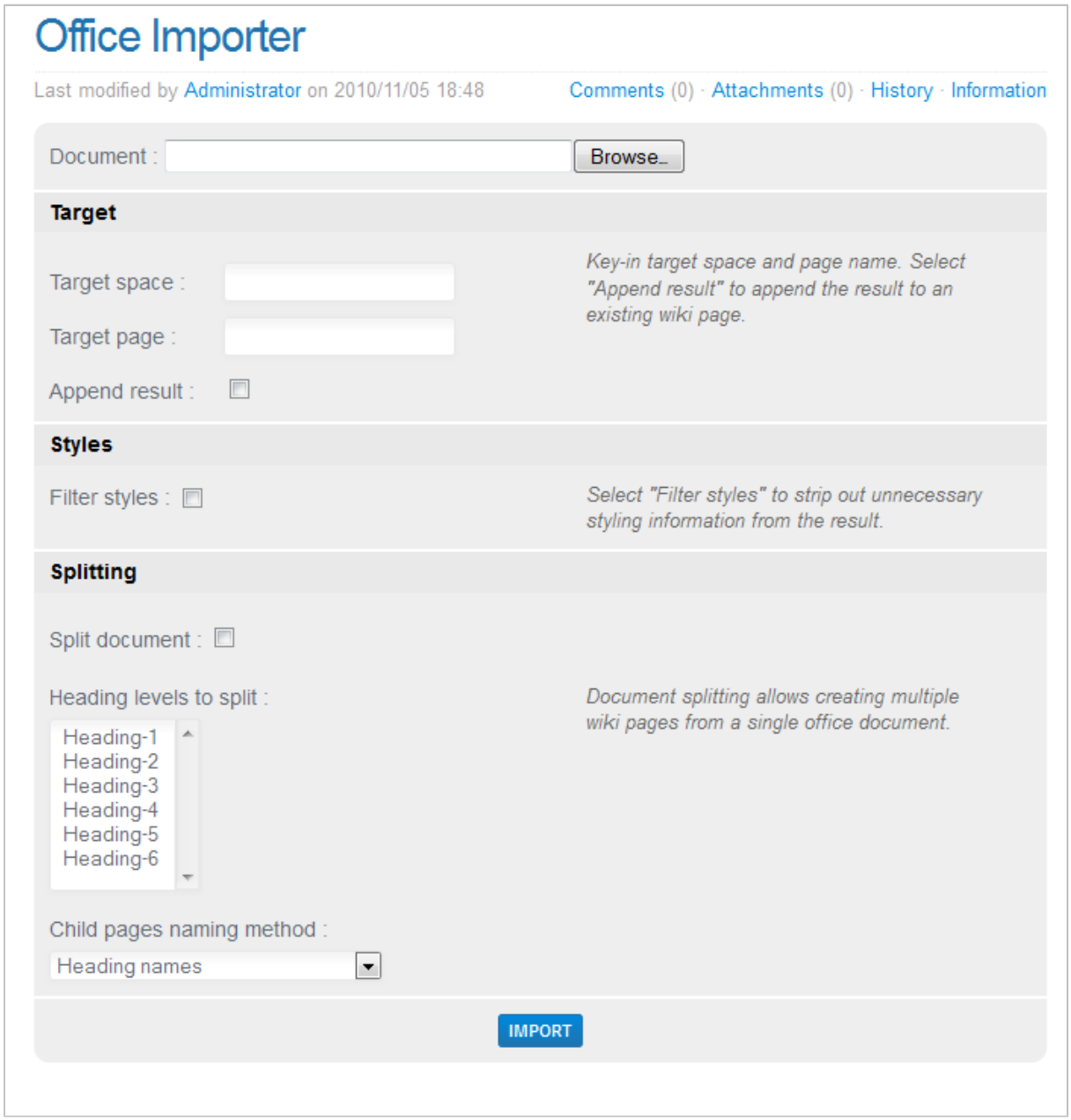
- from the "ADD" menu
- using the "Wysiwyg" editor

Import an Office Page from the "ADD" Menu

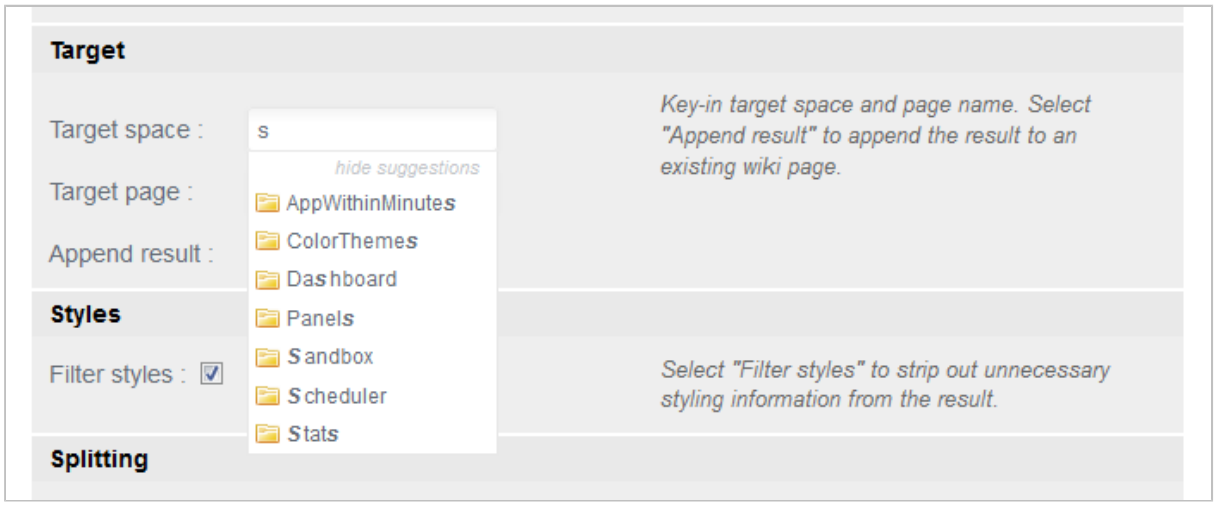
Hover the "ADD" menu located in the top left corner of the page and click on "Page from Office".



You will then see the Office Importer UI which contains explanatory messages next to each form for an easy usage.



Notice that after starting to type, if the target space and page exist, the suggest feature will help display the list of all occurrences, so you can select from them.



Choose the Office page you wish to import, select the target space and page and click on the "Import" button. Note that you can concatenate the content of the Office page to the one of an existing wiki page by selecting the "Append result" check-box. If the operation is successful, you will then see the *XWiki.OfficeImporterResults* page which contains 2 links:

- the `result` link leading you to the recently imported page
- the `Go back` link which redirects you to the Office Importer main page

Import an Office Page Using the WYSIWYG Editor

Edit an existing wiki page or a new one in "Wysiwyg" mode then follow the steps described in the dedicated documentation page.

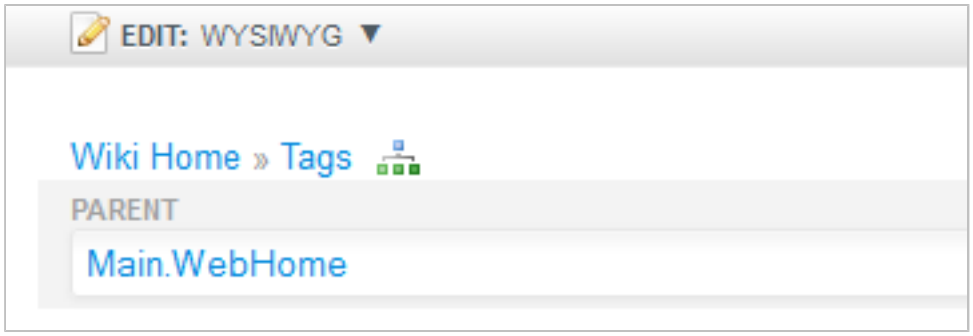
Related Pages

- **User Guide**
  - WYSIWYG Editor
  - Pages and Spaces Overview
  - Page Export Formats
  - Import and Export Overview
  - Editing Modes
- **Programming Guide**
  - Office Macro
  - Customize the Look and Feel of the PDF and RTF Export
- **Admin Guide**
  - Import
  - Export Wiki
  - Configure the Wysiwyg Editor
  - Configure the Office Server

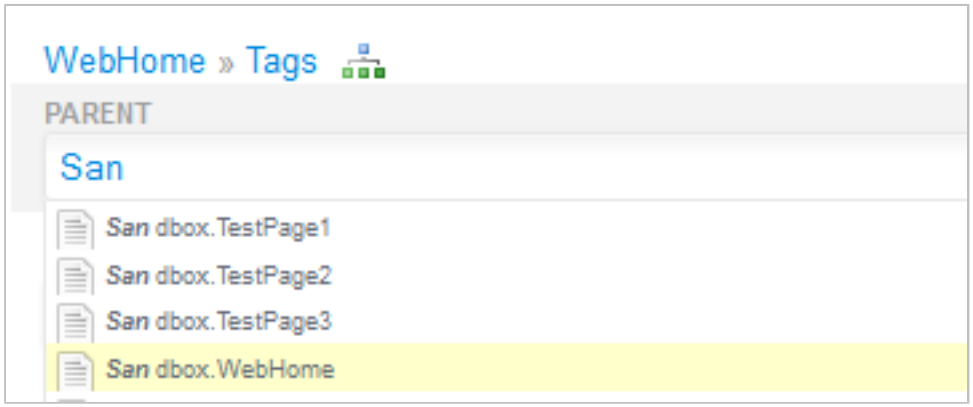
Set the Page Parent

Parents are set to pages with the purpose of helping navigation across the wiki. The parent field is filled automatically when creating a page, however you may choose to change this information at any time. To do so, edit the page for which you want to set the parent.

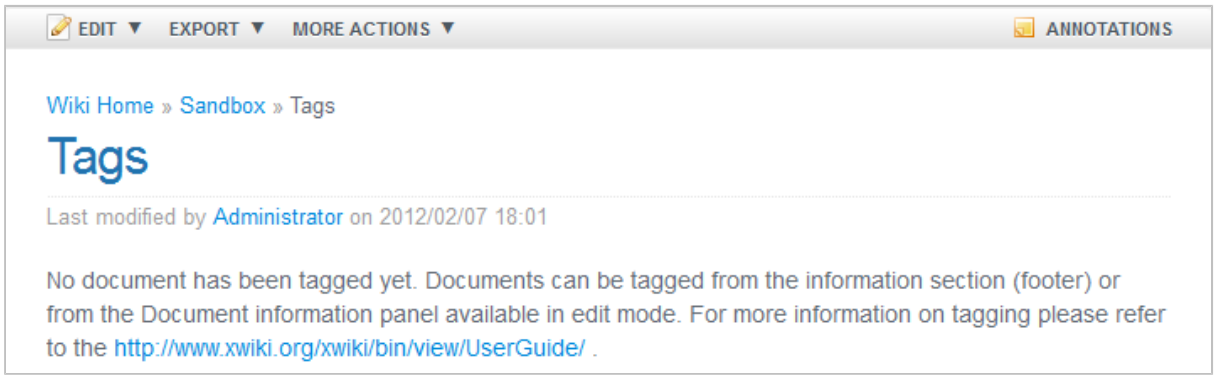
In "Wiki" or "Wysiwyg" edit mode, you will see a chart organization icon in the breadcrumbs area.



Click on the icon, change the "Parent" field by filling in the space and page name. The syntax should be `SpaceName.PageName`.

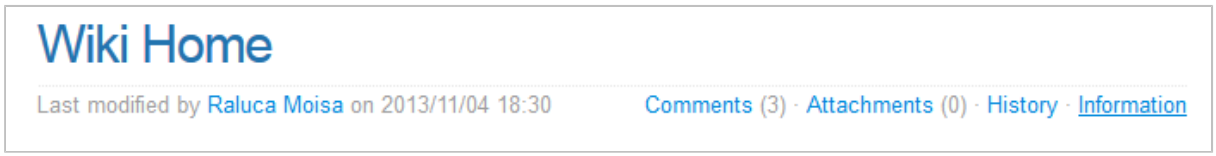


Save the document and you will see the changes reflected in the breadcrumbs.



Access the Related Pages Information

To see more page related details, click on the "Information" link in the document information bar



or scroll down to the bottom of the page and click on the "Information" tab

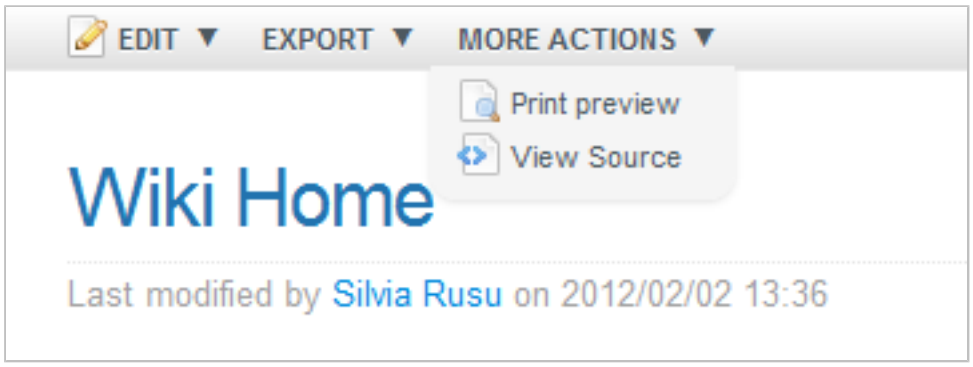
which will bring an overview of the page parent, children, backlinks and included pages.

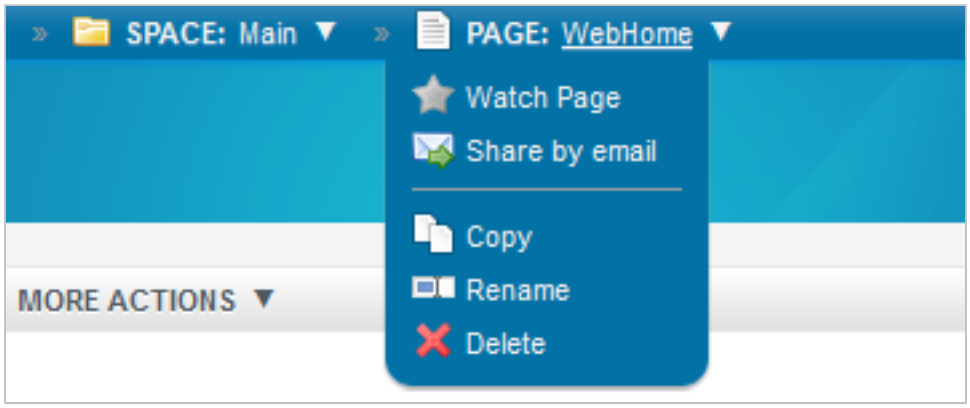
Related Pages

- **User Guide**
  - WYSIWYG Editor
  - Simple and Advanced Editing
  - Pages and Spaces Overview
  - Editing Modes
  - Create a New Page
  - Common Edit Actions

More Page Actions

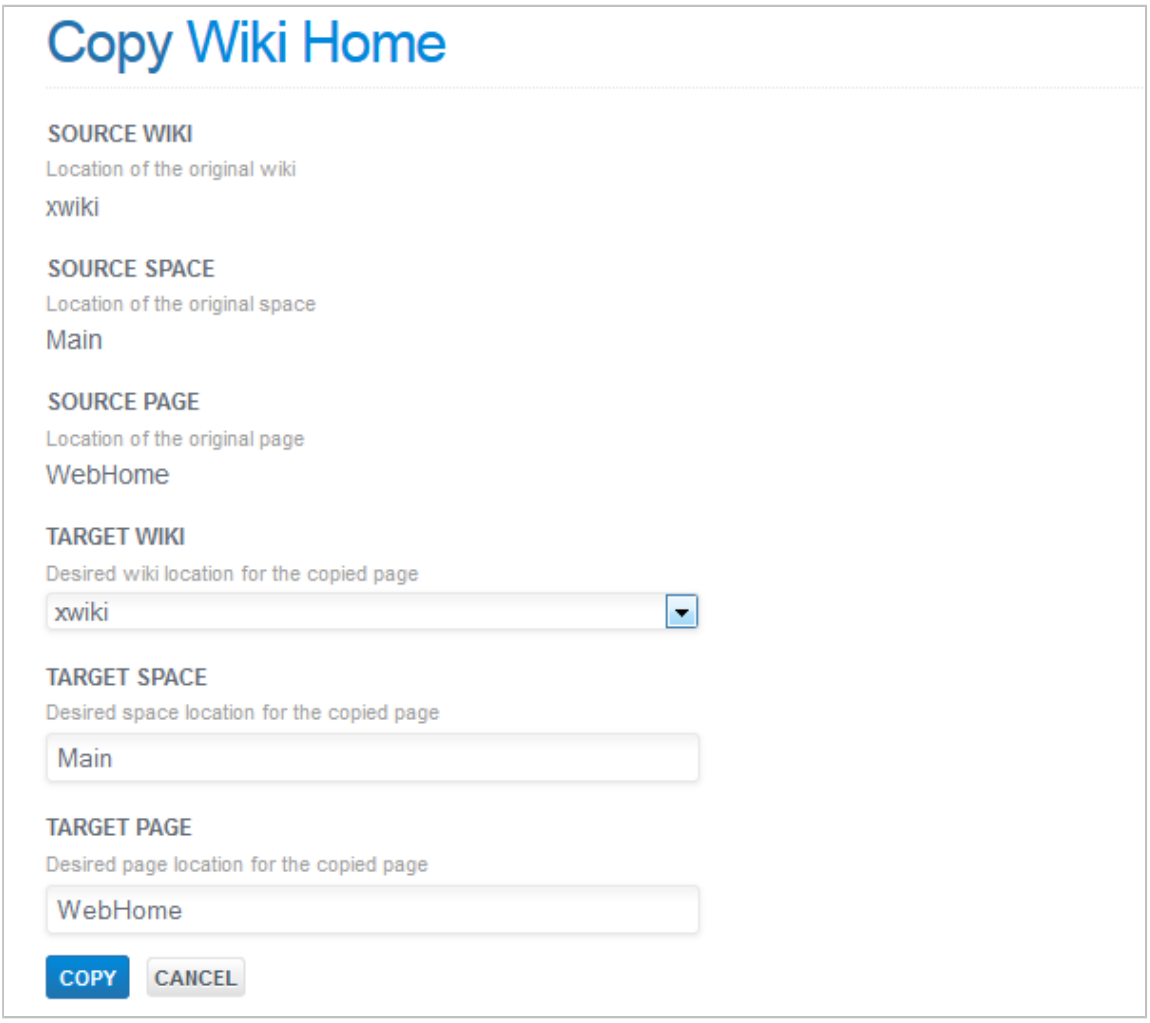
In addition to editing and exporting a page, you may take a sum of additional actions easily accessible from the "More actions" and the "Page" menus.



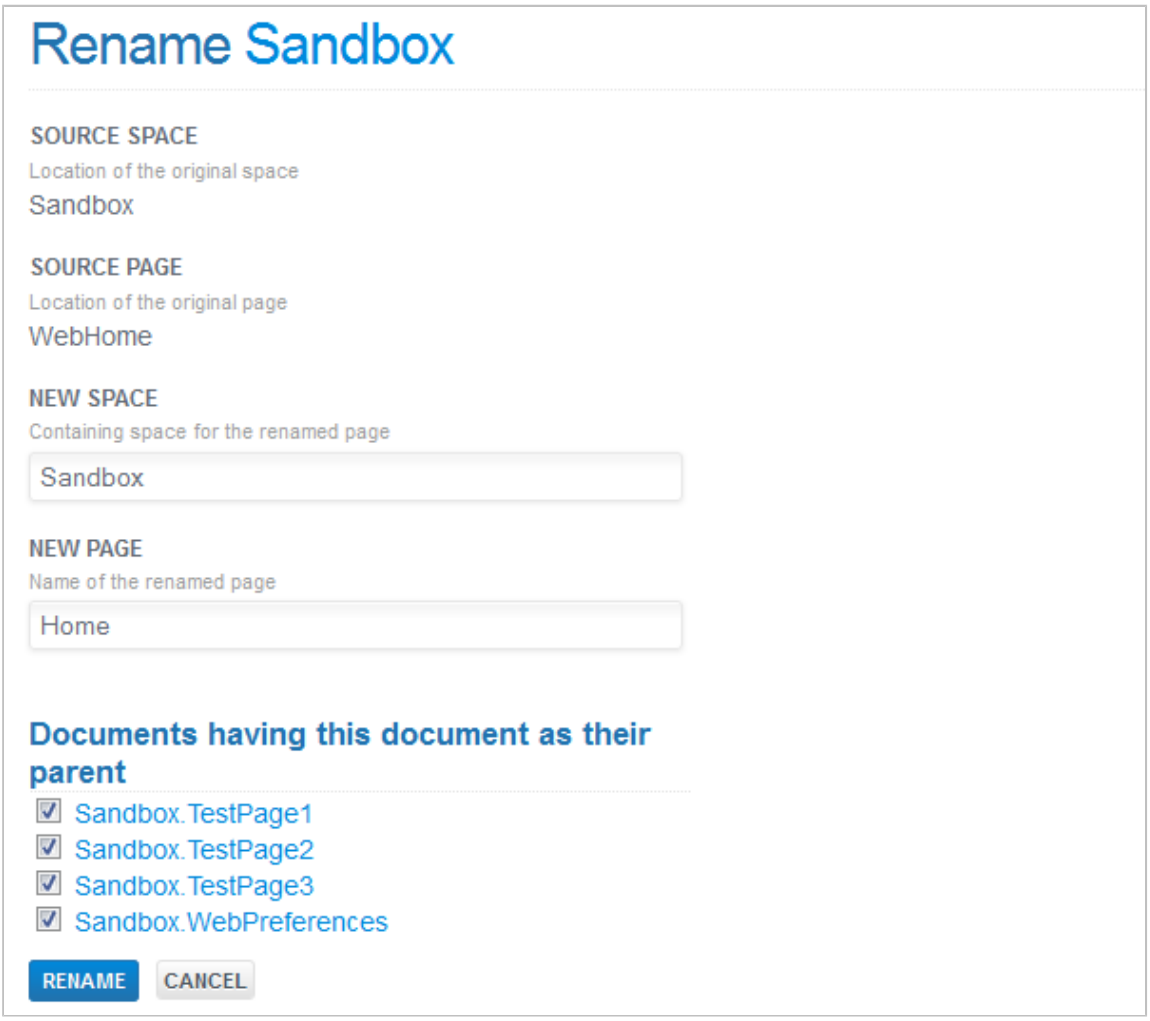


These actions are:

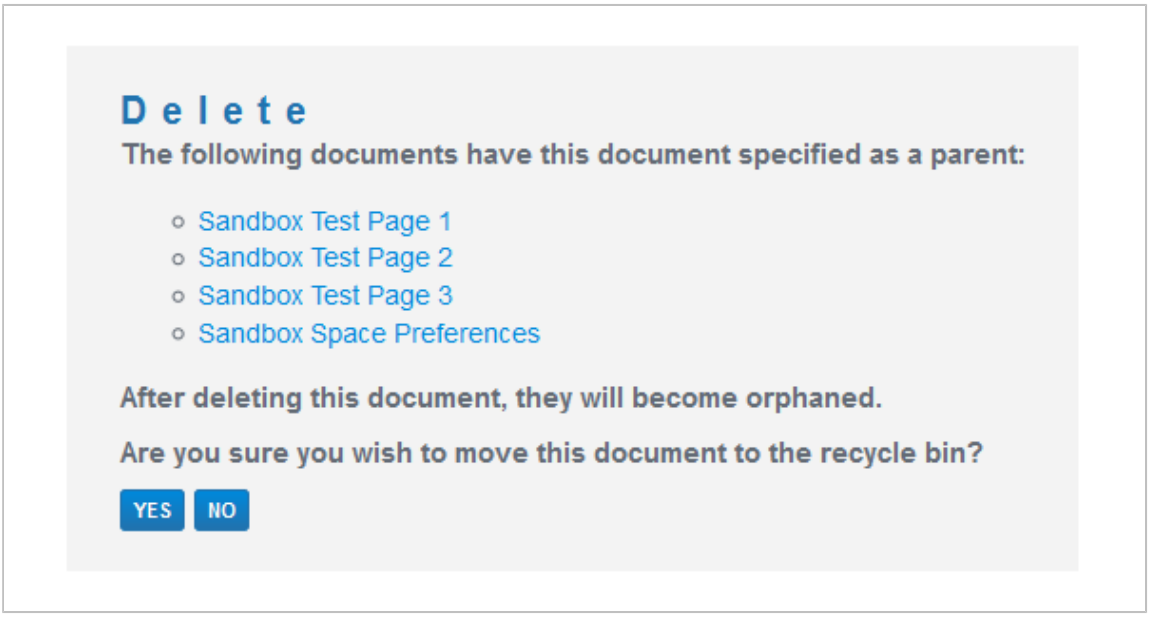
- **Print Preview**
- **View Source**: displays the source code to your current page.
- **Watch Page**
- **Share by email**
- **Copy**: allows you to create a copy of the current page. Select the target wiki, space and page then click on the "Copy" button. Note that this operation will also affect the documents having this page as parent or backlinks to it.



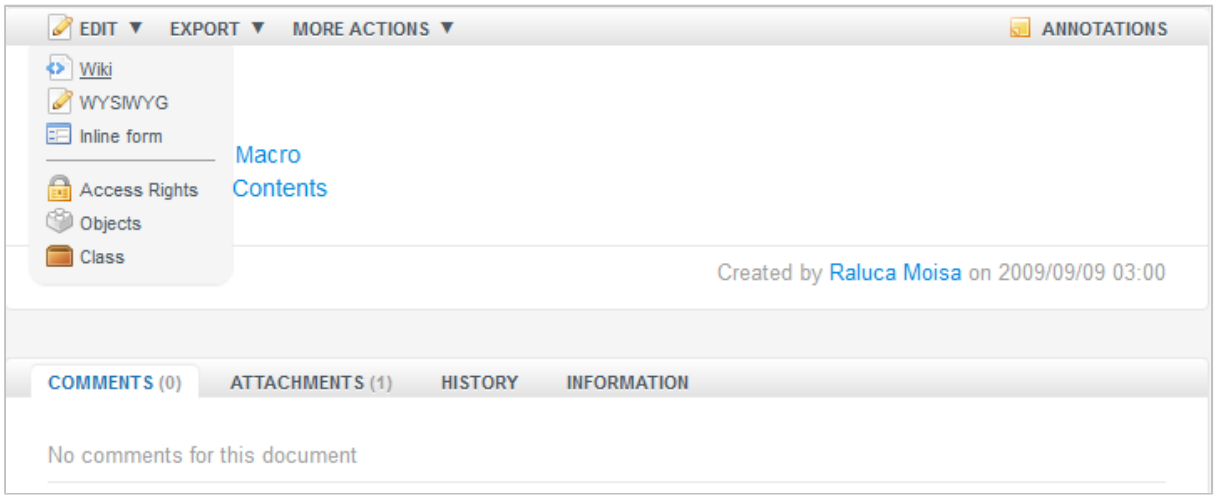
- **Rename**: allows you to rename the current page. Select the new space and provide the new document name then click on the "Rename" button. The operation will affect the documents having this page as parent or backlinks to it.



- **Delete**: allows you to delete the current page straight from the menu by clicking the "Delete" link. Confirm your intention to delete the page by subsequently clicking "Yes". Note that the documents having this page as parent will become orphaned.



The action menu is now minimized when the page is scrolled and you can access it by hovering the top of the browser window.



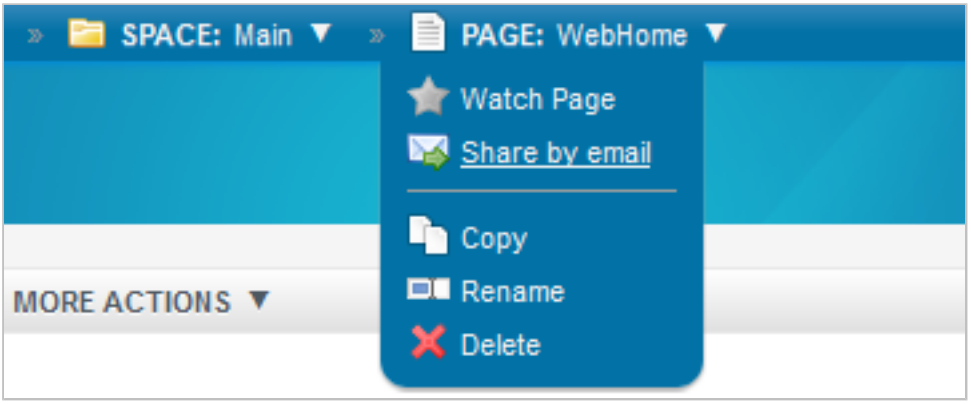
Related Pages

- **User Guide**
  - XWiki Watchlist Application
  - Watch a Wiki
  - Watch a Space
  - Watch a Page
  - Share Page by Email
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - The Watchlist Plugin
  - Mail Sender Plugin

Share Page by Email

In order for this feature to work correctly, you will need to configure a SMTP server as described in the dedicated documentation page.

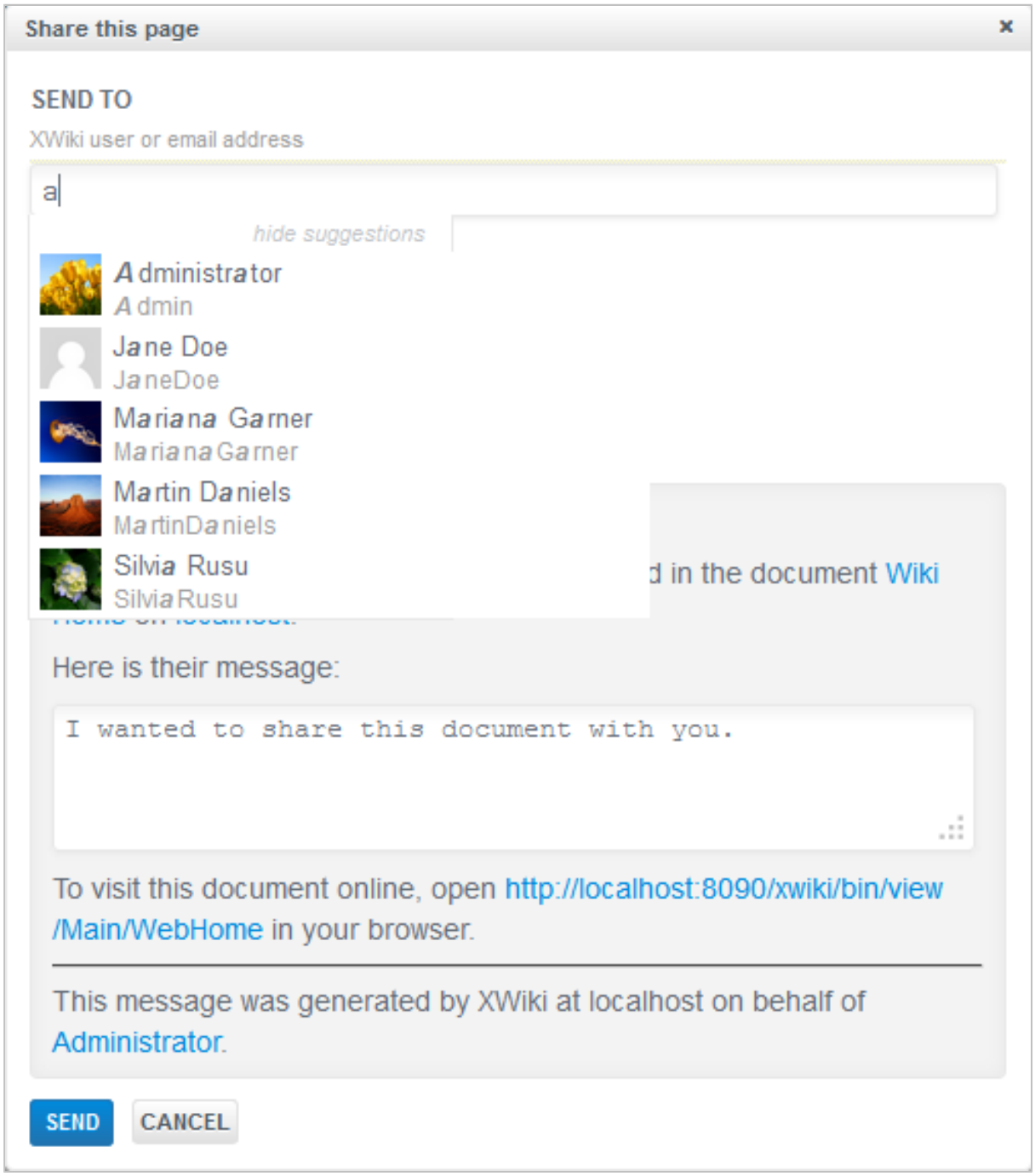
To share a page by email hover the "Page" menu and click on "Share by email".



You may choose to send the page:

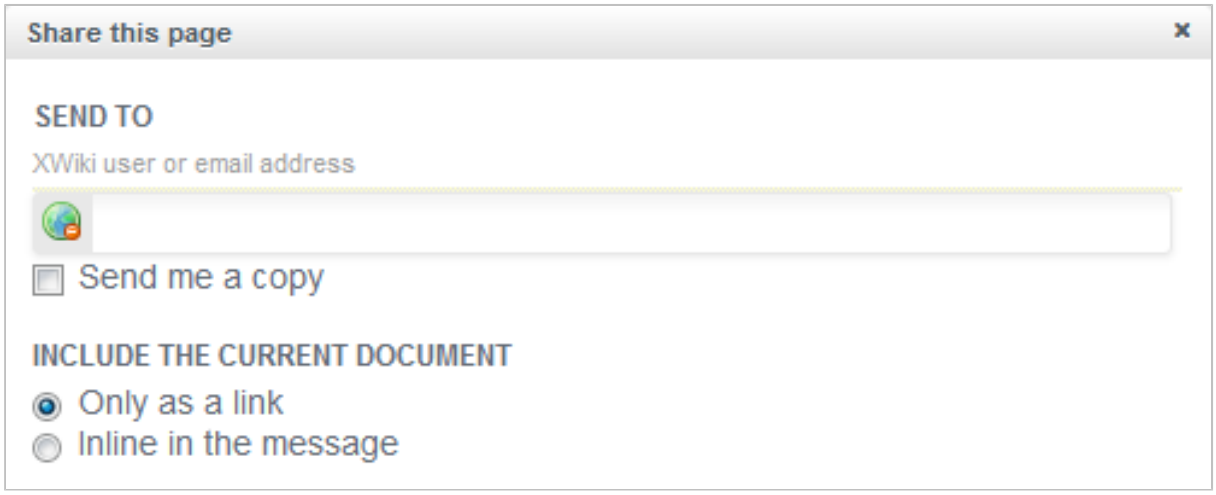
- As a link
- Inline in the message

In the "Send to" box, you can either specify an email address or an username as long as the user has an email address specified in his profile page. The suggest as you type feature will help you through.



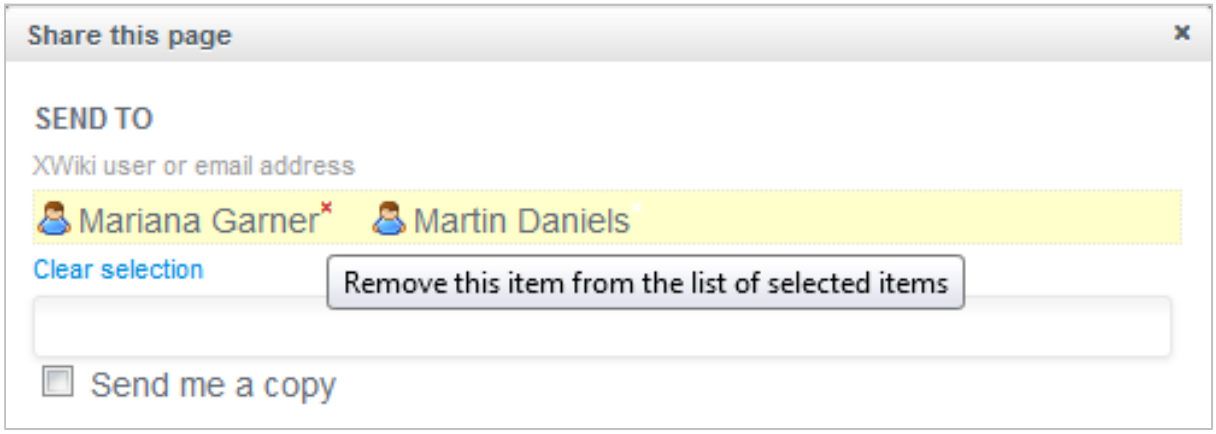
XWiki Enterprise comes with a User Picker which is used by default by all the XCLASS properties of type "List of Users". The picker displays the user avatar and it allows you to add multiple users in one step.

Moreover, when you are in a sub-wiki, the "Send to" dialog displays a scope toggle that allows you to control whether the suggested users are local or global.



If you are in local scope, the icon will be , whereas in global scope, the icon will be .

In case you want to remove an user from the list, just hover it and click on the red "X" in the top right corner.



You may remove all users at once by clicking on the "Clear selection" link.

You can also customize the message you want to send and it is also possible for you to receive a copy if you select the "Send me a copy" check-box.

Click on "Send" and you are done.

Related Pages

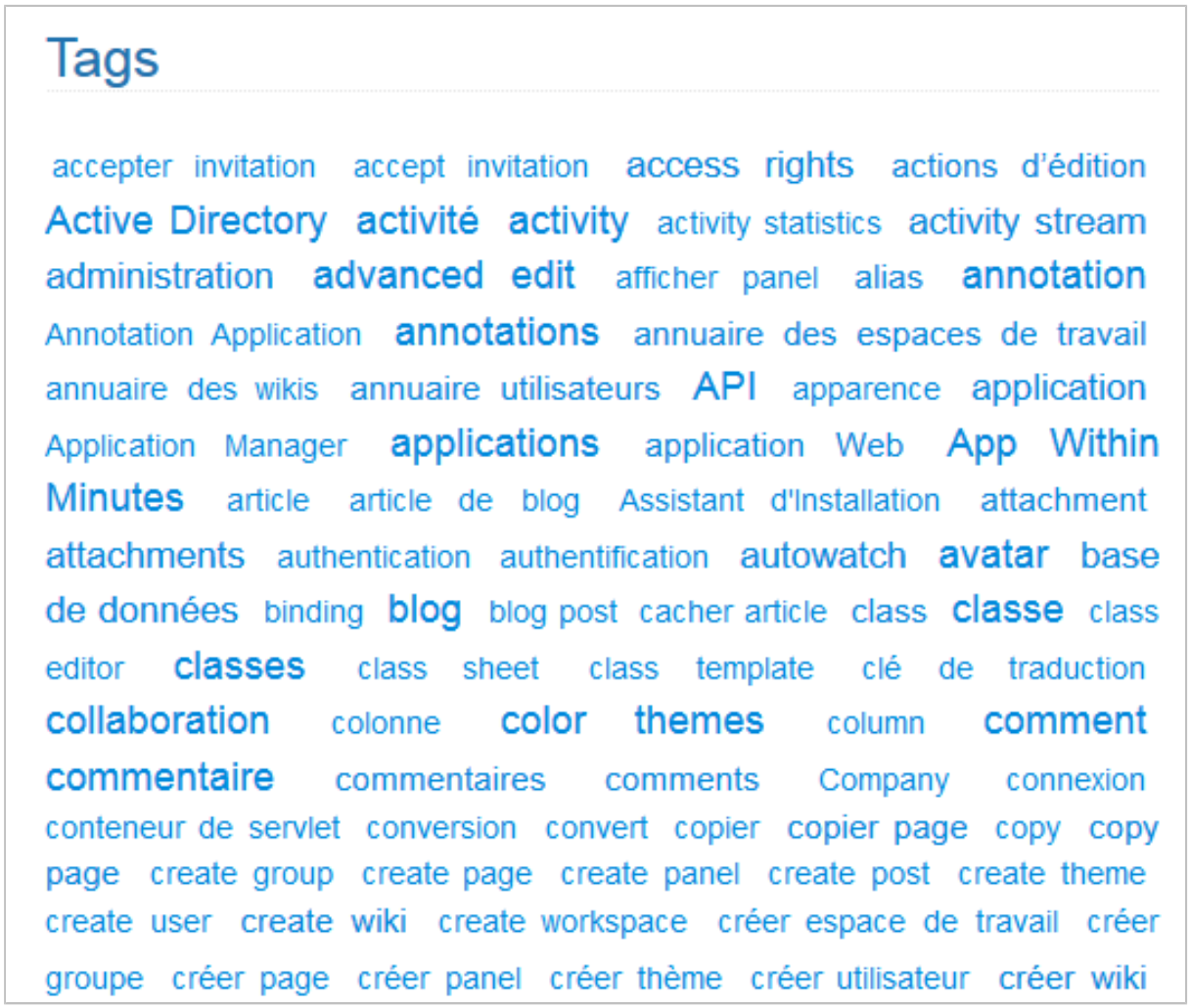
- **User Guide**
  - XWiki Watchlist Application
  - Watch a Page
  - WYSIWYG Editor
  - Tags Application
  - Simple and Advanced Editing
  - Pages and Spaces Overview
  - Page Attachments
  - More Page Actions
  - Customization Overview
- **Programming Guide**
  - Mail Sender Plugin
- **Admin Guide**
  - Configure SMTP Server

Tags Application

- View the Tag List
- Add Tags
- Rename a Tag
- Delete a Tag

View the Tag List

The existing tags are displayed by default in a tag cloud located on the main home page.

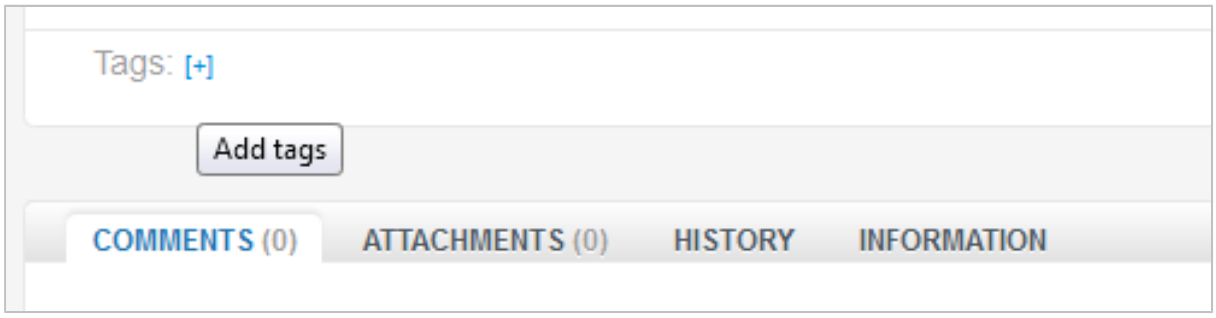


In case you have customized your wiki dashboard so it wouldn't display the tag cloud, you can navigate to "Main.Tags".

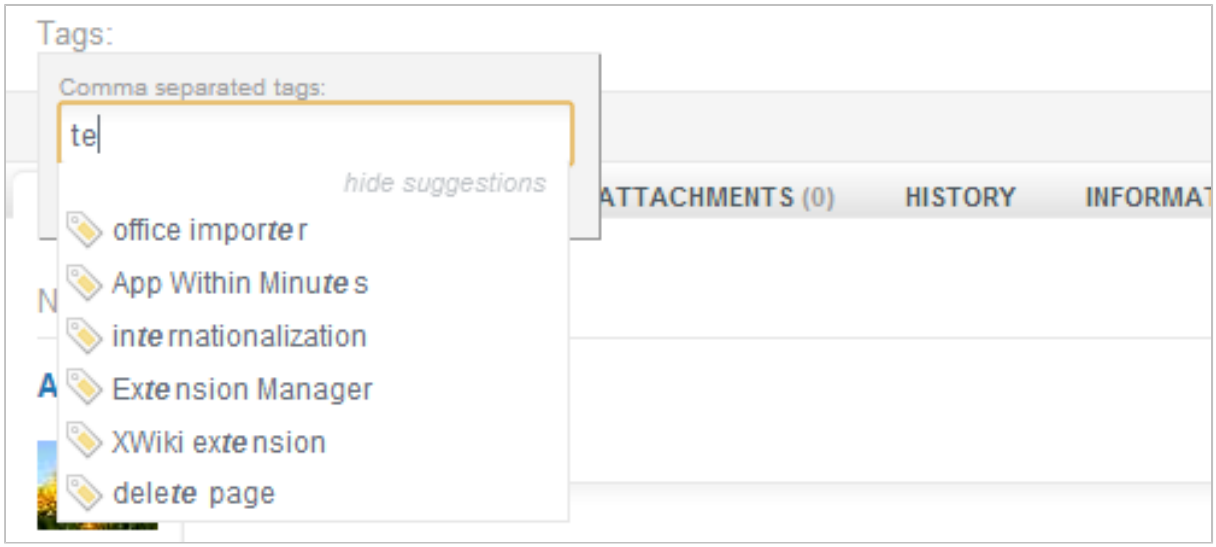
Given that tags are stored in objects attached to the original document, it is not possible to filter them by language. This means that for instance the same tag cloud will display all the existing English and French tags.

Add Tags

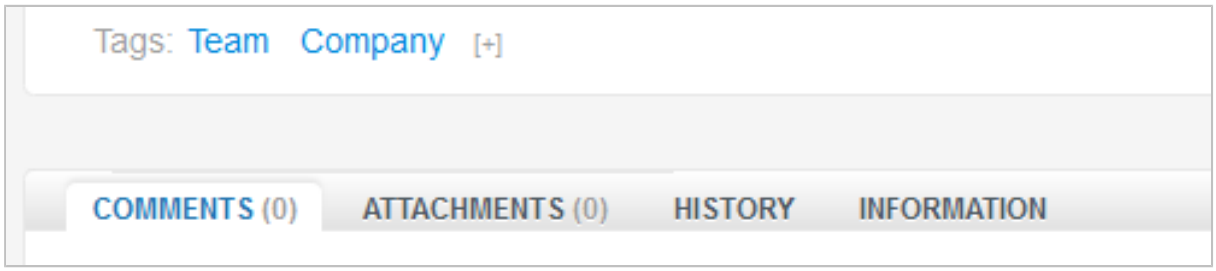
In XWiki you can add tags to all pages which are then stored in "XWiki.XWikiTags" objects. To do so, go to the bottom of any page and click on **[+]**.



Type in the page tags separated by commas and click on the "Add" button. The suggest feature will help you by displaying the list of all the existing tags that match the entered characters.

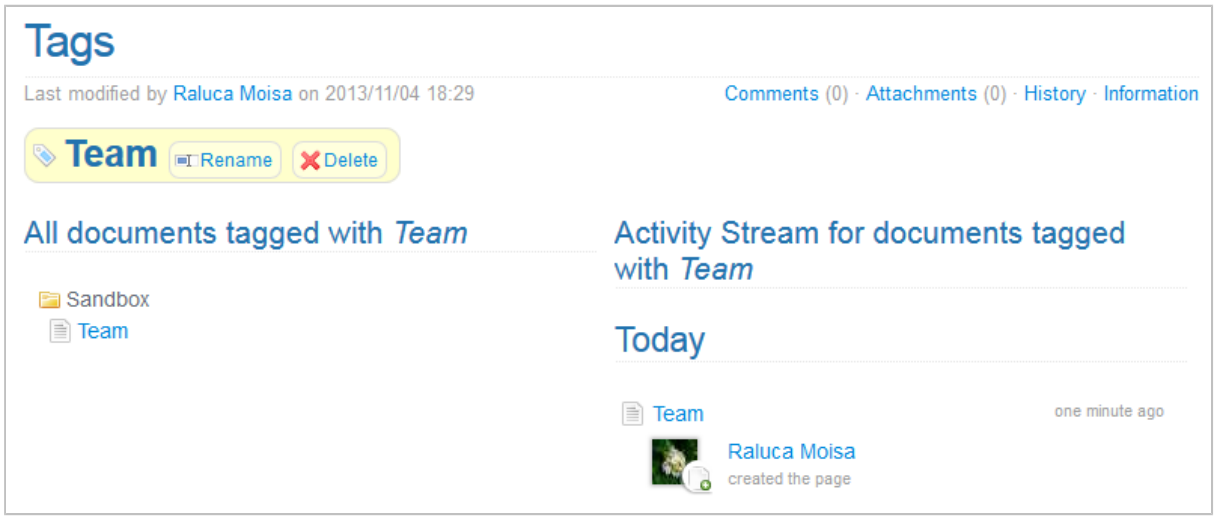


You can now see the tags you have just entered.

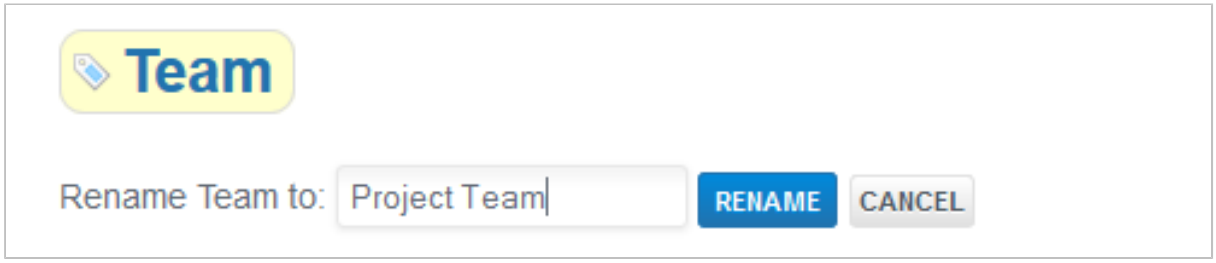


Rename a Tag

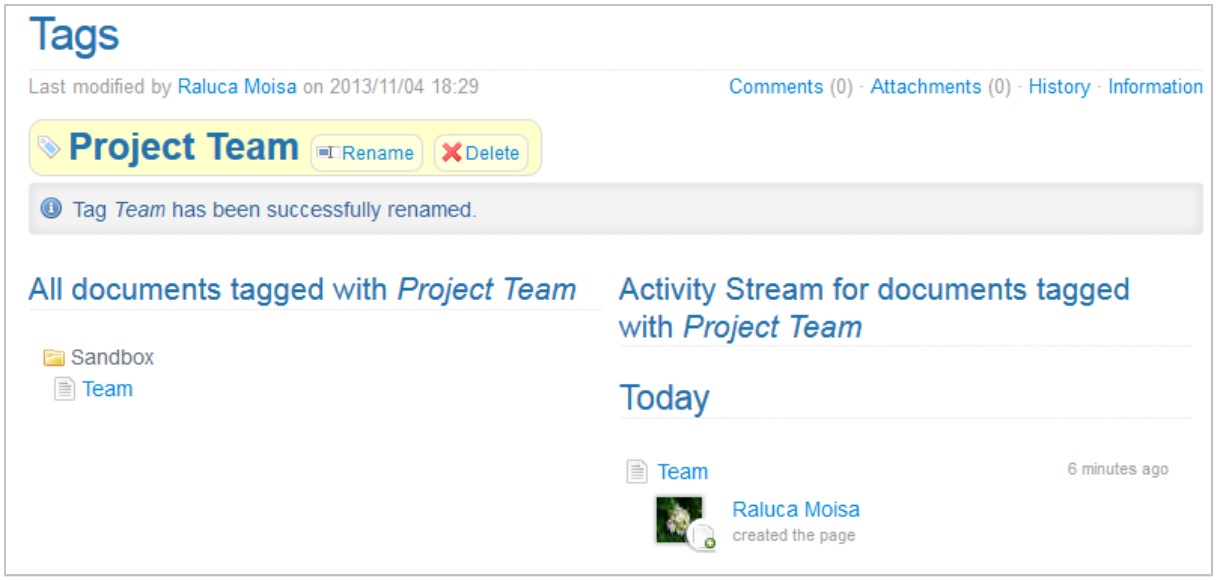
Scroll down to the bottom of the page and click on the tag you wish to rename. You will be redirected to the page "Main.Tags" which displays the list of pages tagged with the selected item, along with the activity stream of documents containing that specific tag.



Next, click the "Rename" button, enter the new tag name and click again on "Rename" to confirm.

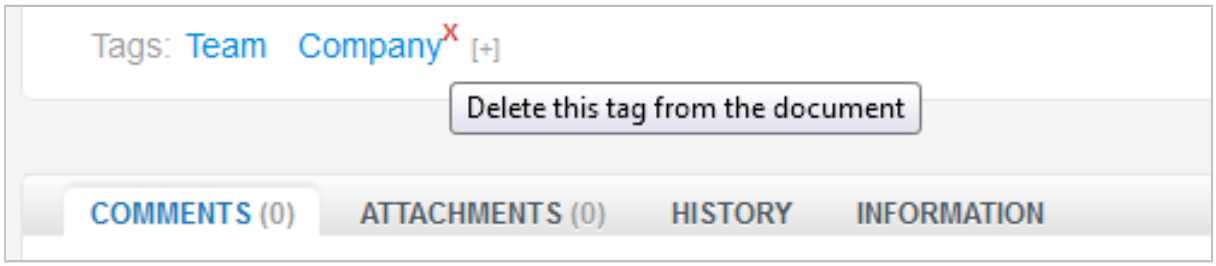


The changes will also reflect on the documents listed by the "Main.Tags" page.

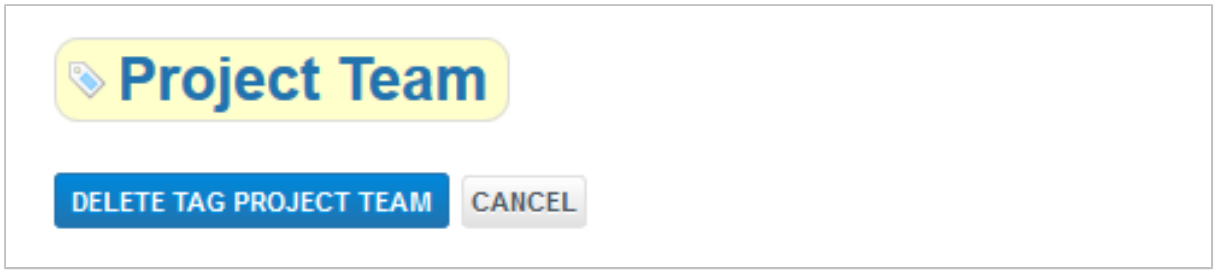


Delete a Tag

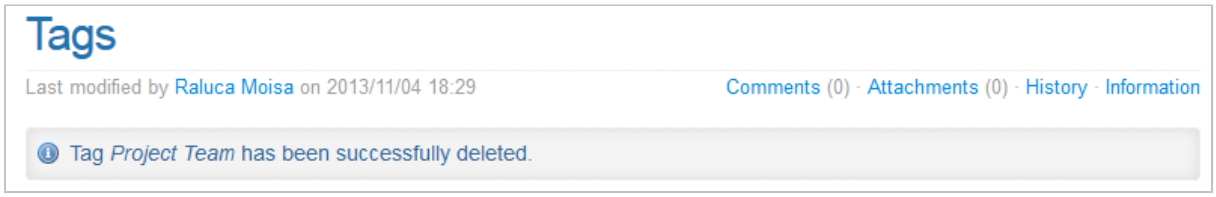
To remove a tag, scroll down to the bottom of the page, hover the tag and click on the red **X** button located on the top right corner.



Another way is to click on the tag you wish to delete. You will be redirected to the page "Main.Tags" which displays the list of pages tagged with the selected item, along with the activity stream of documents containing that specific tag. Next, click the "Delete" button, then again on "Delete Tag <TagName>" to confirm.



You will be redirected back to the tag list page which will also display a success message.



Related Pages

- **User Guide**
  - WYSIWYG Editor
  - Simple and Advanced Editing
  - Share Page by Email
  - Pages and Spaces Overview
  - Page Attachments
- **Programming Guide**
  - Tag Plugin
  - Tag Cloud Macro

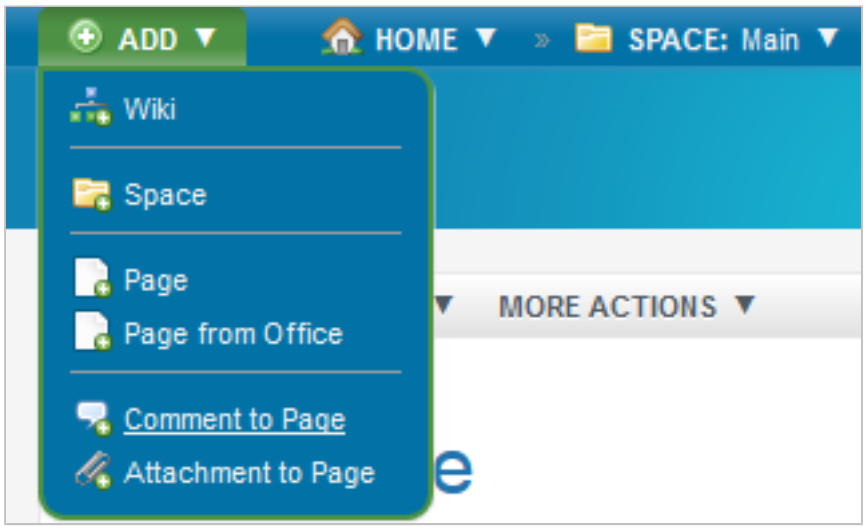
Page Comments

- Create or Reply to a Comment
- Edit or Delete a Comment
- Use Comments with Annotations

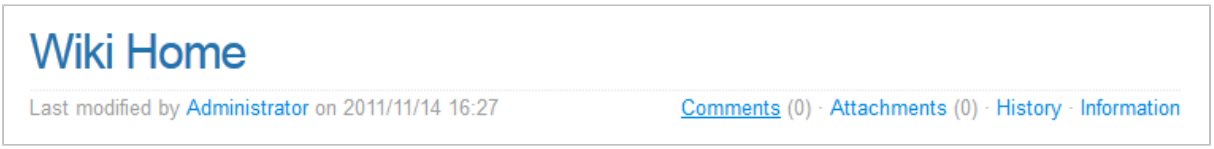
Users with the comment right can leave comments on pages. This way even if you don't have edit rights but you have comment rights, you may still provide feedback.

Create or Reply to a Comment

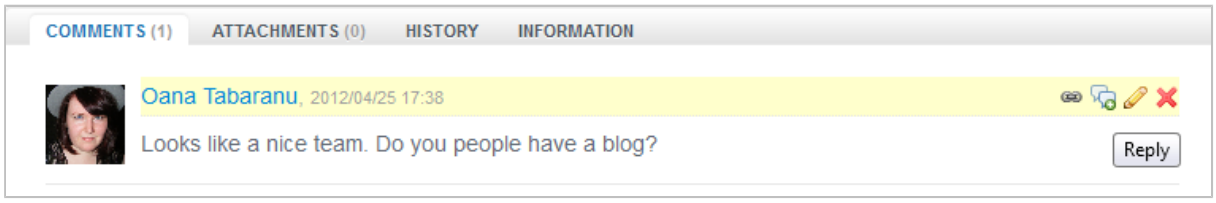
The comments area is located in the first tab at the bottom of the page. To add a comment, simply enter the text then click on "Add comment". Another way is by hovering the "ADD" menu in the top left corner and by clicking on "Comment to Page" which will redirect you to the bottom of the page



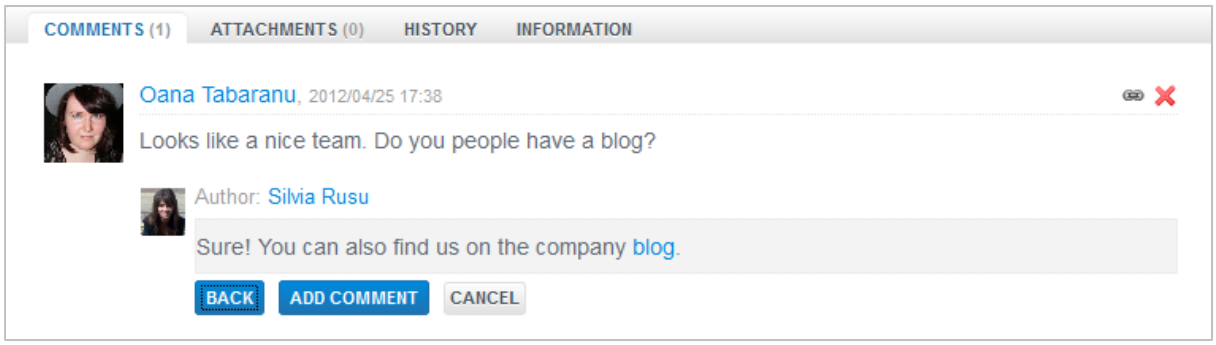
or by clicking on the "Comments" link in the Document Information bar.



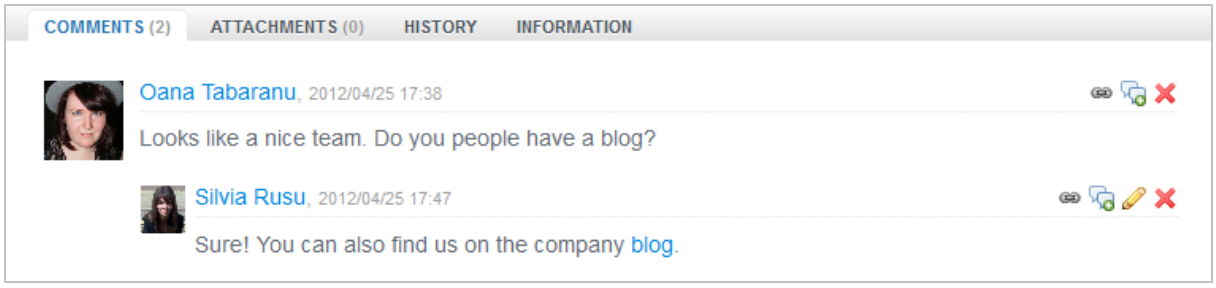
To reply to a comment, click the "Reply" icon and note that in addition to plain text you may also use XWiki syntax in the content.



To preview your comment click on the "Preview" button after you have entered the content.



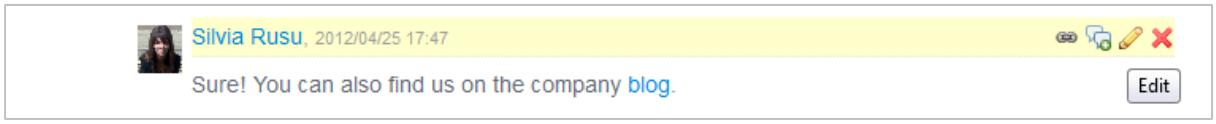
Should you want to go back and edit your comment further, click "Back". To discard the comment altogether click "Cancel". If you are ready to submit your comment click on "Add Comment".



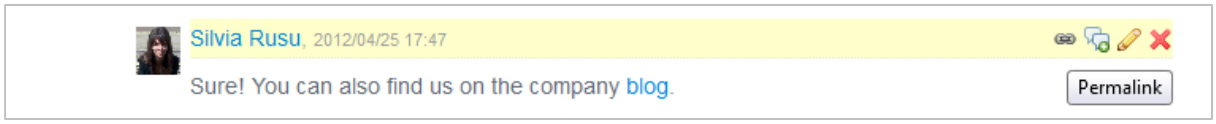
Edit or Delete a Comment

Note that in order to be able to edit or delete your comments, you need to have edit rights on the page containing them. Also, only an administrator has the privileges to edit or delete other users' comments, whereas normal users can only perform these actions on their own comments.

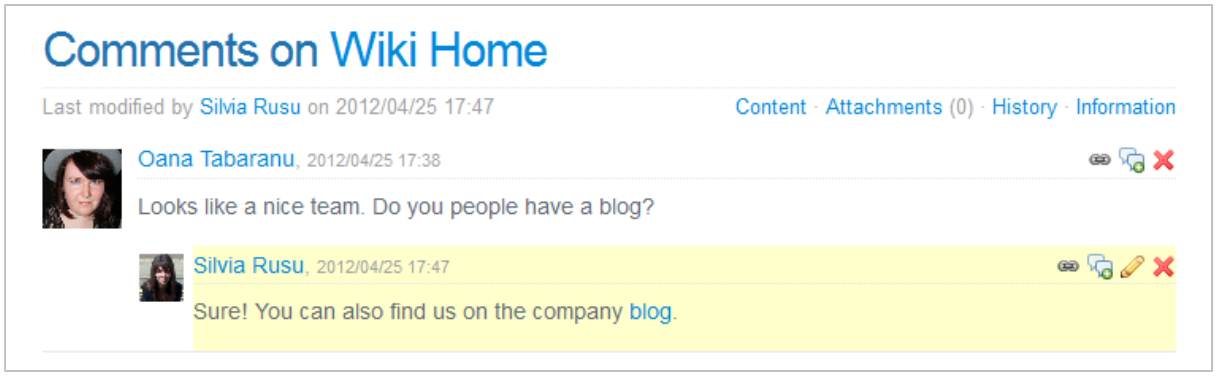
You may change the comment you made at a later time by clicking the "Edit" pen icon.



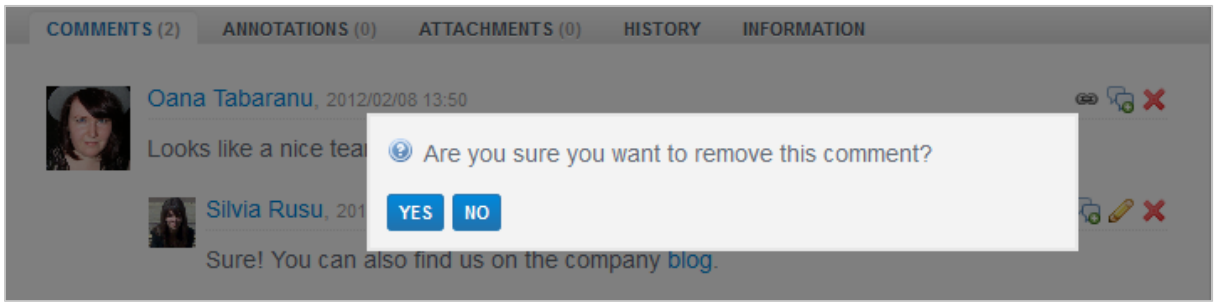
You may also create a permanent link to point to a specific comment by clicking on the "Permalink"* icon.



Click on the "Go to permalink" button to view the comment in a separate page or on the "Hide" button to go back.



To delete a comment hover it then click on the red "X" icon and confirm.



Use Comments with Annotations

Given that annotations have been merged with comments, you can also reply to an annotation. This is the reason why, the "Annotations" tab has been removed and all annotations are now displayed in the "Comments" tab.

To learn about how to reply to an annotation, follow the steps described in the dedicated documentation page.

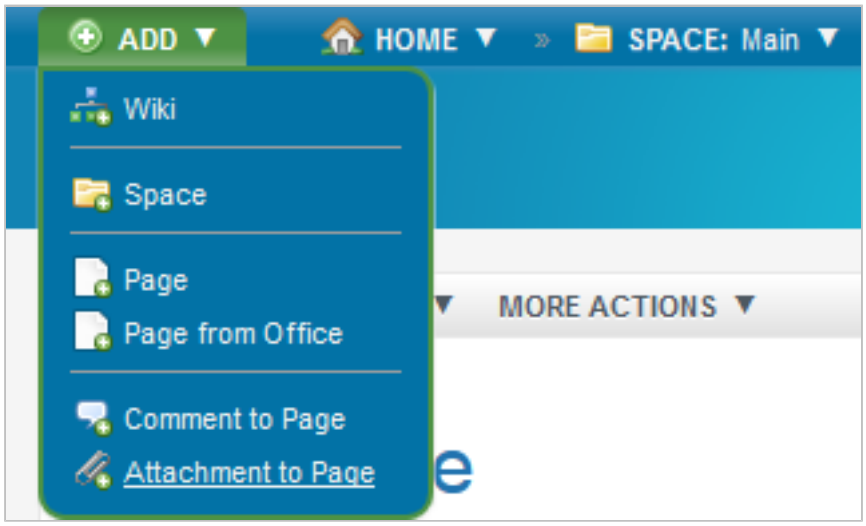
Related Pages

- **User Guide**
  - Pages and Spaces Overview
  - Annotations Application
- **Programming Guide**
  - The "xwikicomments" Table
  - Comment Macro
- **Admin Guide**
  - Configure Annotations

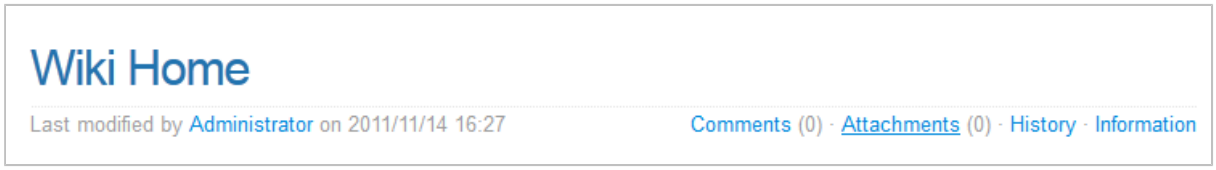
Page Attachments

To attach a file to a wiki page you have 3 options:

- hover the "ADD" menu in the top left corner then click on "Attachment to Page"

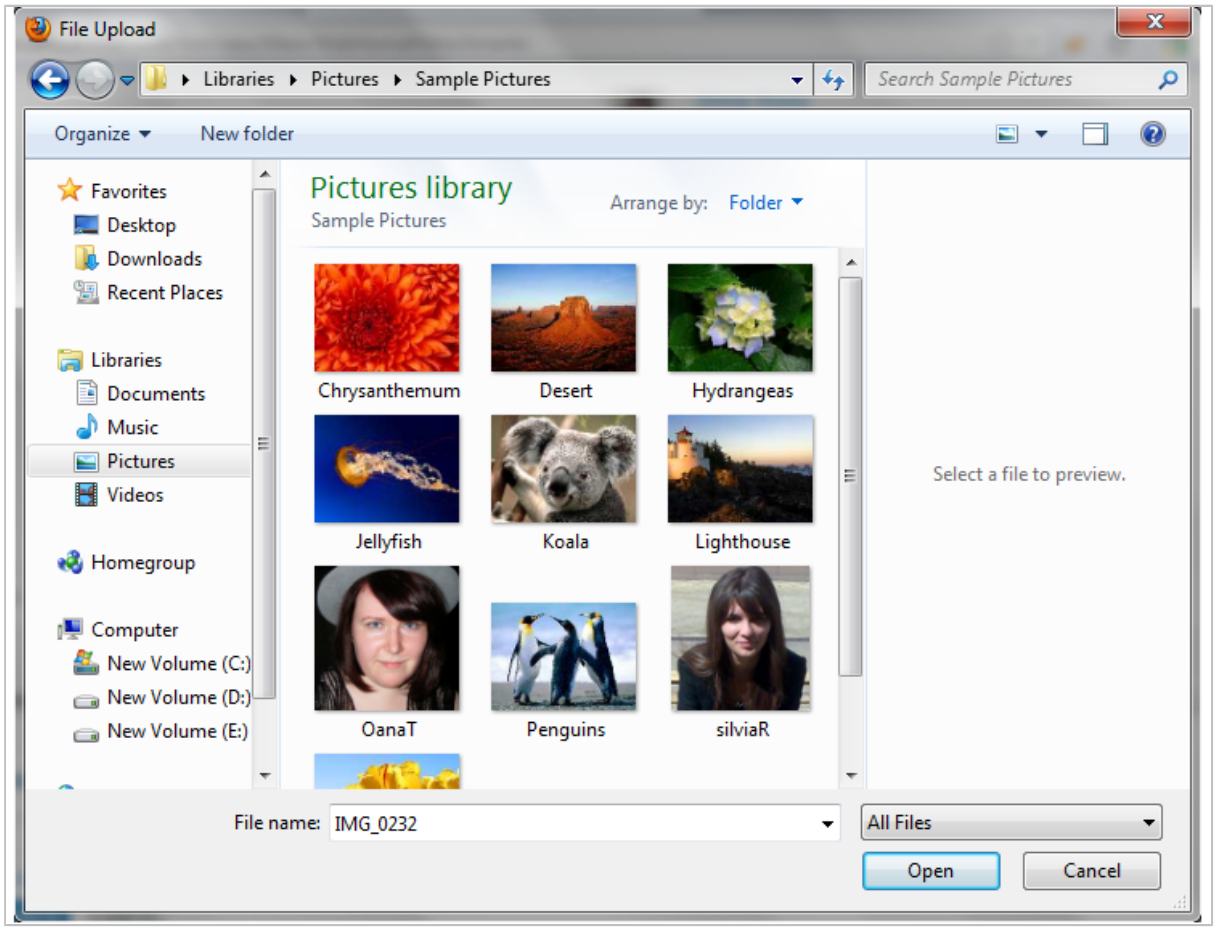


- click on the "Attachments" link in the Document Information bar



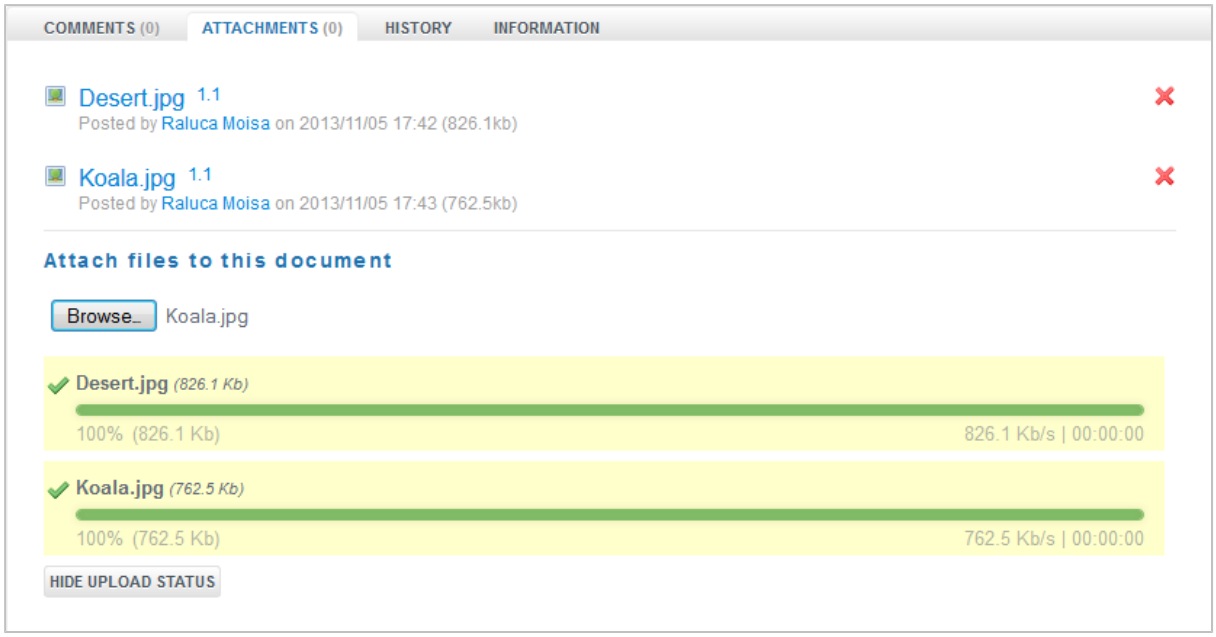
- go to the bottom of the page and click on the "Attachments" tab.

Click on the "Choose file/Browse" button (depending on the Browser you are using), select the file from your computer and click on "Open". At this point you may choose to attach another file. Once you are done adding all items click the "Attach" button.

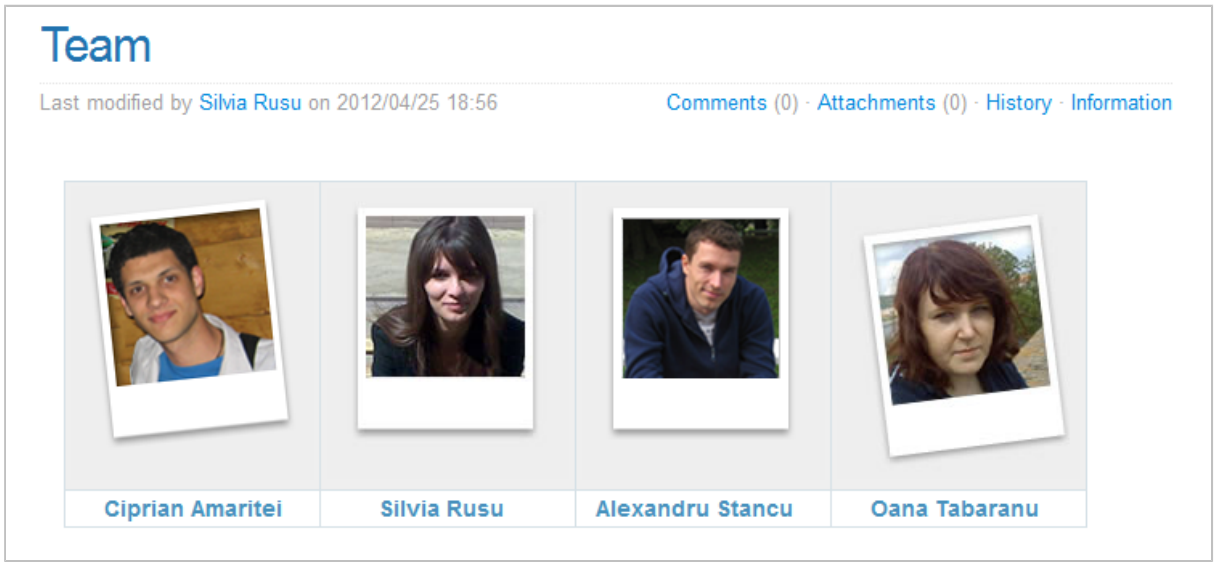


You will now see in the same tab a list of the files you have attached.

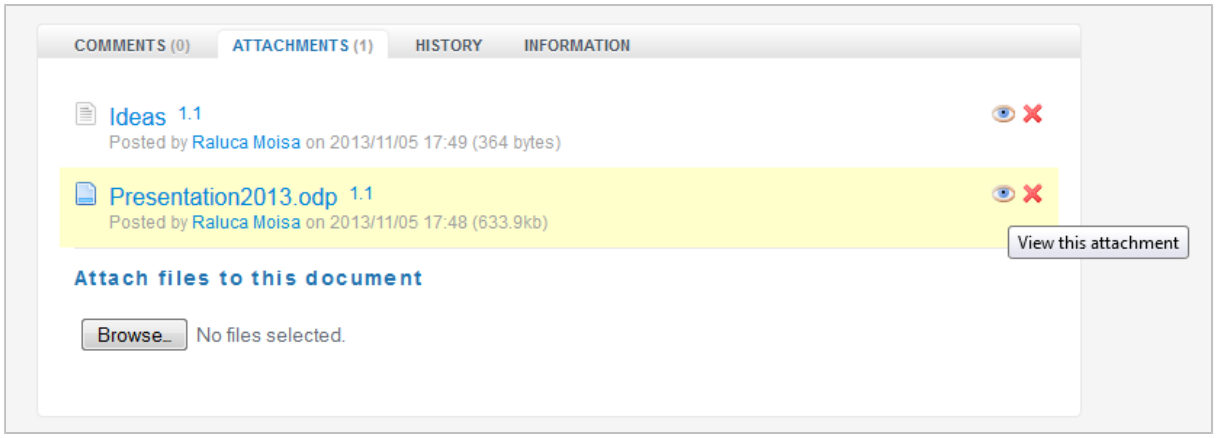
Non-ASCII characters are not filtered anymore from the file name when uploading an attachment which means that from now on the name of the attachment can contain special characters.



Notice the File Upload widget which provides an interactive upload User Interface in order to enhance the HTML `input` elements of type `file`. To hide the upload related information, just click the "Hide Upload Status" button. To learn more about the configuration options, go the "File Upload Widget" documentation page which is listed in the "Related Pages" section.



Moreover, for text or Office documents, you have the possibility to view the attachment by clicking on the "Eye" icon.



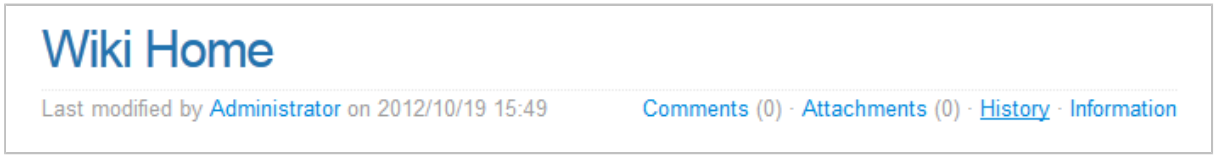
Office files will be opened using the {{office /}} macro which is bundled with XWiki Enterprise. In order to view PDF files, you can install the PDF Viewer Macro using the Extension Manager wizard, as explained in the dedicated documentation page.

Related Pages

- **User Guide**
  - WYSIWYG Editor
  - Tags Application
  - Simple and Advanced Editing
  - Share Page by Email
  - Pages and Spaces Overview
- **Programming Guide**
  - Zip Explorer Plugin
  - Office Macro
  - HTML5 File Upload Widget
  - Attachment Selector Macro
- **Admin Guide**
  - WebDAV
  - Import
  - Attach Large Files

Page History

To see the previous versions of a document, click on the "History" link in the "Document Information" bar



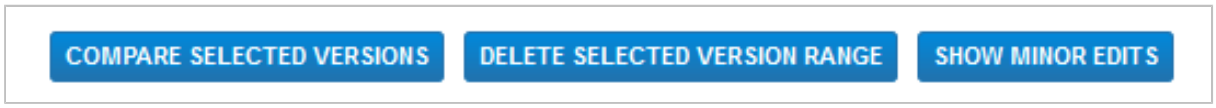
or scroll to the bottom of the page and click on the "History" tab.

You can also see who last modified the document and the date of the last change, along with a summary which displays the reason why the document was modified:

FROM	TO	VERSION	EDITOR	DATE	SUMMARY		
		3.1	Silvia Rusu	2012/04/25 18:53	Upload new image Team.png	Current version	Delete
		2.14	Silvia Rusu	2012/04/25 17:47	Added comment	Rollback	Delete
		2.13	Silvia Rusu	2012/04/25 17:46	Deleted object	Rollback	Delete
		2.12	Silvia Rusu	2012/04/25 17:45	Added comment	Rollback	Delete
		2.11	Silvia Rusu	2012/04/25 17:43	Deleted object	Rollback	Delete
		2.10	Silvia Rusu	2012/04/25 17:43	Edited comment 1	Rollback	Delete
		2.9	Silvia Rusu	2012/04/25 17:42	Edited comment 1	Rollback	Delete
		2.8	Silvia Rusu	2012/04/25 17:42	Edited comment 1	Rollback	Delete
		2.7	Silvia Rusu	2012/04/25 17:42	Added comment	Rollback	Delete
		2.6	Oana Tabaranu	2012/04/25 17:38	Added comment	Rollback	Delete
		2.5	Administrator	2012/04/25 17:32	Added tag [Team,Company]	Rollback	Delete
		2.4	Administrator	2012/04/25 17:05	Deleted object	Rollback	Delete
		2.3	Administrator	2012/04/25 17:04	Deleted object	Rollback	Delete
		2.2	Administrator	2012/04/25 17:04	Added comment	Rollback	Delete
		2.1	Administrator	2012/04/25 17:03	Added annotation on "work"	Rollback	Delete
		1.1	Administrator	2011/11/14 16:27	Imported from XAR	Rollback	Delete

Besides listing the document versions, the history page can be used to perform other actions as well:

- Compare any two versions
- Set an older version as the current version by clicking the "Rollback". Note that this option is available only if the user has edit rights on the document
- Delete a version from the history (useful for removing spam, for example). Note that this option is available only if the user has administration rights
- Delete a selected version range



By default, minor edits do not appear in the document history. The option "Show minor edits" lists all versions, including minor ones.

Comparing two versions highlights the differences between them, grouped by the affected part of the document: content, metadata, attachments, comments, objects, class definition.

Changes for document Wiki Home

Last modified by Silvia Rusu on 2012/09/21 17:53 Content · Comments (2) · Attachments (3) · History · Information

From version 1.1
edited by Administrator
on 2011/11/14 17:27

To version 7.2
edited by Silvia Rusu
on 2012/09/21 17:53

Change comment: There is no comment for this version

Metadata changes

Parent
XWiki.WebHome

Document author
XWiki.AdmSilviaRusu

Attachment changes

- livetable.xls: Attachment has been added
- Team.xcf: Attachment has been added
- TranslationKeysProposal.txt: Attachment has been added

Comment changes

Comment number 0 added

Author
XWiki.Admin

Date
21/09/2012 15:18:45

Comment content

```
... ... @@ -1,0 +1,1 @@
      1 +Hello!
```

Comment number 1 added

Author
XWiki.SilviaRusu

Comment target
Main.WebHome

Comment state
SAFE

Date
21/09/2012 17:49:12

Comment content

```
... ... @@ -1,0 +1,1 @@
      1 +test
```

Selection

```
... ... @@ -1,0 +1,1 @@
      1 +spaces
```

Object changes

Object number 0 of type XWiki.StyleSheetExtension added

Caching policy
short

Use this extension
onDemand

Parse content
No

Object number 1 of type XWiki.StyleSheetExtension added

Caching policy
long

Use this extension
currentPage

Object number 0 of type XWiki.XWikiRights added

Users
XWiki.XWikiGuest

Allow/Deny
Allow

Levels
view

Related Pages

- **User Guide**
  - XWiki Watchlist Application
  - Version Control
  - Common Edit Actions
- **Programming Guide**
  - The "xwikircs" Table
- **Admin Guide**
  - Import

Version Control

All the changes made to a document are saved under version control. The previous versions of a document are available by clicking on the "History" tab to the bottom of the document or by clicking on the "History" link in the "Document Information" bar. Moreover, it is possible to see the last author and the date of the last modification.

As the image shows, the document version consists of two numbers, separated by a dot: `<Major>.<Minor>`. The XWiki versioning system allows the distinction between major and minor edits. When editing a page, the user can decide whether his edit brings major or minor changes to the document. Saving a major version will increase the first component and reset the second to "1", while a minor version will just increase the second component.

Clicking on "History" in view mode displays all the previously saved versions.

Besides listing the document versions, the history page can be used to perform other actions:

- compare any two versions
- restore an older version by clicking on the "Rollback" link; note that this option is available only if the user has edit rights on the document
- completely delete a version from the history, available only if the user has administration rights
- delete a selected range of versions from the database provided the user has administration rights

By default, minor edits do not appear in the document history. The "Show minor edits" option will list all the versions, including the minor ones.

Compare two versions

Comparing 2 versions highlights the differences between them, grouped by the affected part of the document: the content, metadata, attachments, comments, objects or class definitions.

In order to compare 2 versions, you need to check one of the radio buttons corresponding to the version from which you want to start the comparison, located in the **From** column. You will then need to check the radio button corresponding to the version you want to compare the previously selected version against, located in the **To** column. You may choose to include minor edits in the comparison. After selecting the 2 versions you wish to compare, click on the "Compare selected versions button". Depending on the changes you have made, you will get a result similar to the image below:

Changes for document Wiki Home

Last modified by Silvia Rusu on 2012/09/21 17:53 Content · Comments (2) · Attachments (3) · History · Information

From version 1.1
edited by Administrator
on 2011/11/14 17:27

To version 7.2
edited by Silvia Rusu
on 2012/09/21 17:53

Change comment: There is no comment for this version

Metadata changes

Parent
XWiki.WebHome

Document author
XWiki.AdmSilviaRusu

Attachment changes

- livetable.xls: Attachment has been added
- Team.xcf: Attachment has been added
- TranslationKeysProposal.txt: Attachment has been added

Comment changes

Comment number 0 added

Author
XWiki.Admin

Date
21/09/2012 15:18:45

Comment content

```
... ... @@ -1,0 +1,1 @@
      1 +Hello!
```

Comment number 1 added

Author
XWiki.SilviaRusu

Comment target
Main.WebHome

Comment state
SAFE

Date
21/09/2012 17:49:12

Comment content

```
... ... @@ -1,0 +1,1 @@
      1 +test
```

Selection

```
... ... @@ -1,0 +1,1 @@
      1 +spaces
```

Object changes

Object number 0 of type XWiki.StyleSheetExtension added

Caching policy
short

Use this extension
onDemand

Parse content
No

Object number 1 of type XWiki.StyleSheetExtension added

Caching policy
long

Use this extension
currentPage

Object number 0 of type XWiki.XWikiRights added

Users
XWiki.XWikiGuest

Allow/Deny
Allow

Levels
view

With red you will the content that has been removed since the earlier version wheres the new content will be colored in green.

Related Pages

- **User Guide**
  - XWiki Watchlist Application
  - Page History
  - Common Edit Actions
- **Programming Guide**
  - The "xwikircs" Table
- **Admin Guide**
  - Import

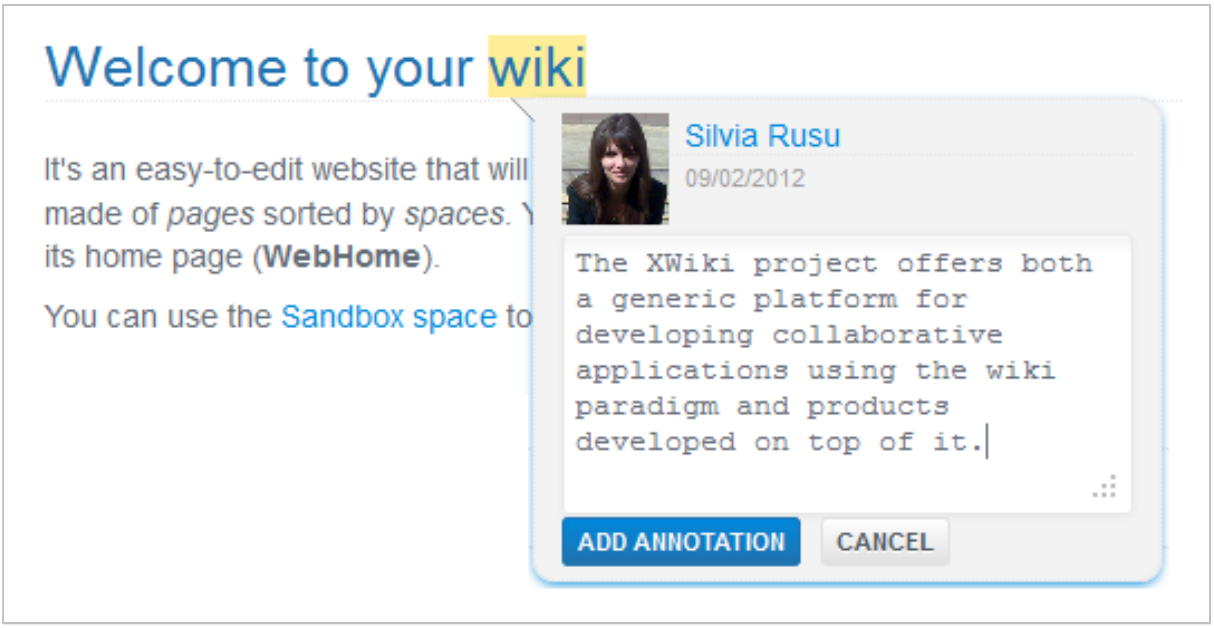
Annotations Application

- Create Annotations
- Edit Annotations
- Reply to an Annotation
- Display Annotations
- Filter Annotations by Author
- Delete Annotations
- Configure Annotations

The Annotations Application allows users to annotate text in a XWiki document.

Create Annotations

To annotate a piece of text you just need to select it, hit `Ctrl + M` (or `Meta + M`) and enter the text you want to associate with the selection in the dialog window. Next, click on "Add annotation" and you are done.

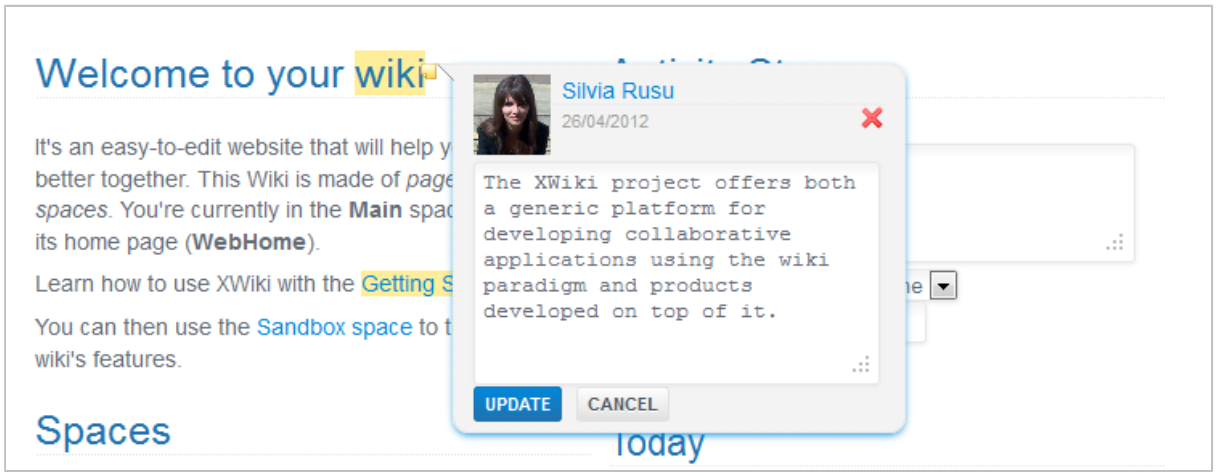


Edit Annotations

In order to be able to edit your annotations, you need to have edit rights on the page containing them. Also, only an administrator has the privileges to edit other users' annotations, whereas normal users can only edit their own.

There are two ways of editing an annotation:

- straight from the page by hovering the annotation and clicking on the yellow pen icon; once you are done with the changes click on "Update".

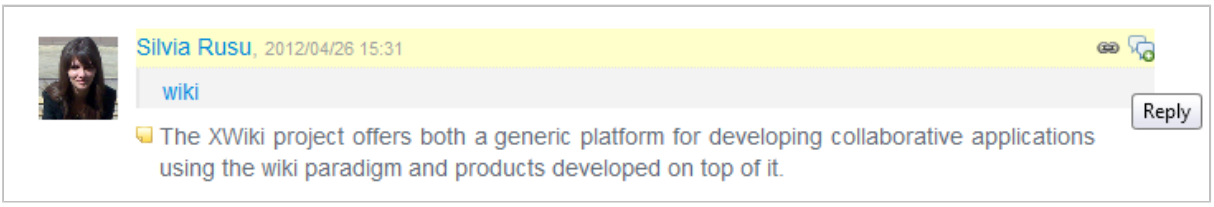


- go to the "Comments" tab at the bottom of the page, click the yellow pen icon, change the text, then click on "Save Comment".

Reply to an Annotation

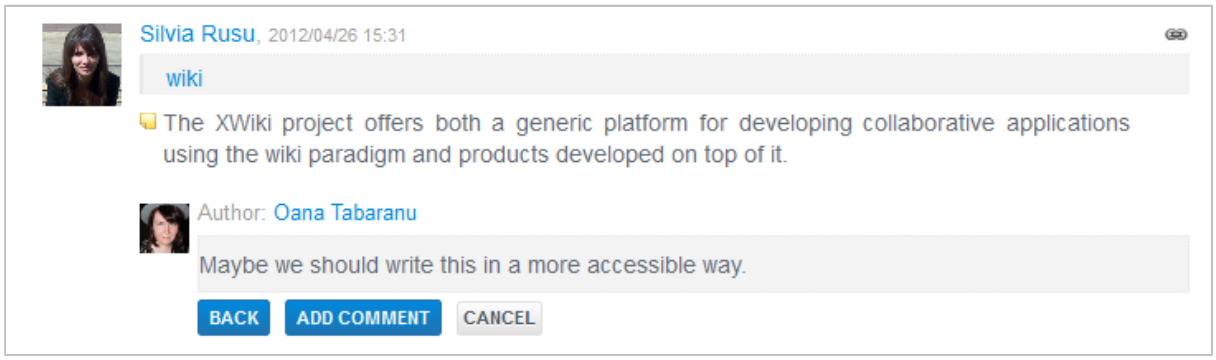
Annotations have been merged with comments by default which means that you can reply to an annotation. This is the reason why the "Annotations" tab has been removed and annotations are displayed in the "Comments" tab.

To add a comment to an annotation, click on the "Comments" tab at the bottom of the page, then on the "Reply" icon.



In addition to plain text you may also use the XWiki syntax.

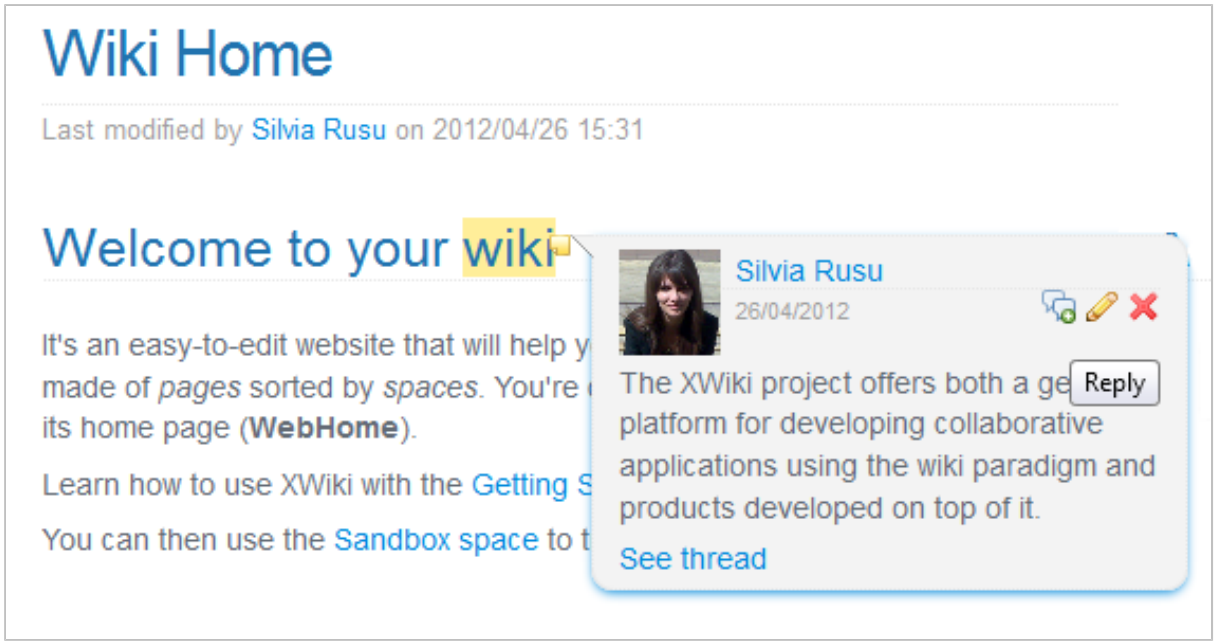
To preview your comment click on the "Preview" button after you have entered the content.



To discard the comment click on "Cancel" or, if you are ready to submit it, click on "Add Comment".

More details about the steps to create a permanent link or to edit/delete your reply are available in the documentation page about "Comments".

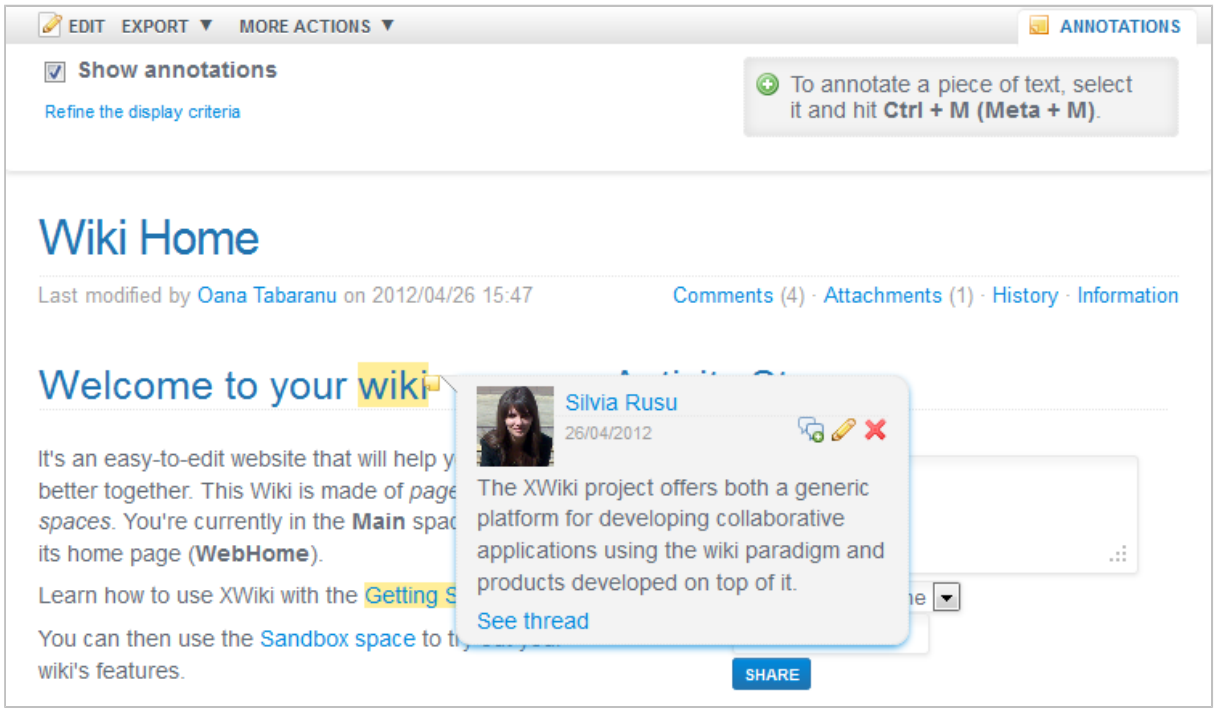
Another way of replying to an annotation is by first displaying the annotated items highlighted as explained in the below section. Then, hover the yellow icon next to the annotated text and click on the "Reply" icon.



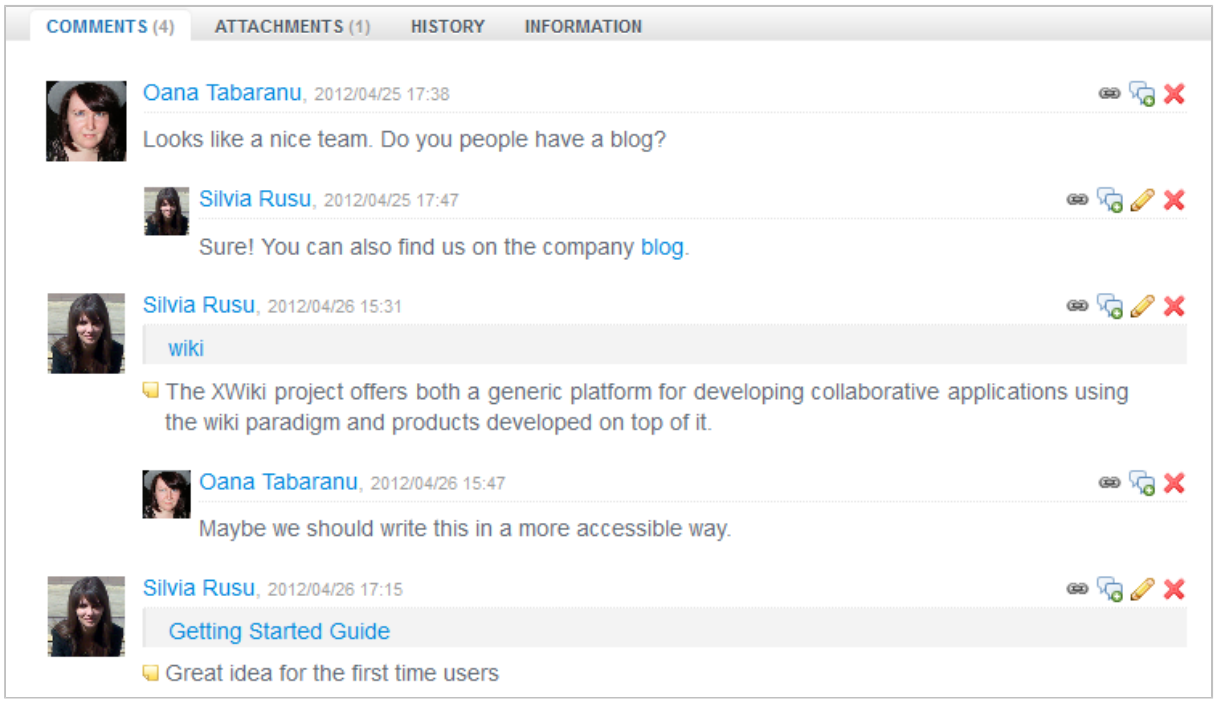
You will be redirected to the bottom of the page where you can follow the same steps described in the above paragraph.

Display Annotations

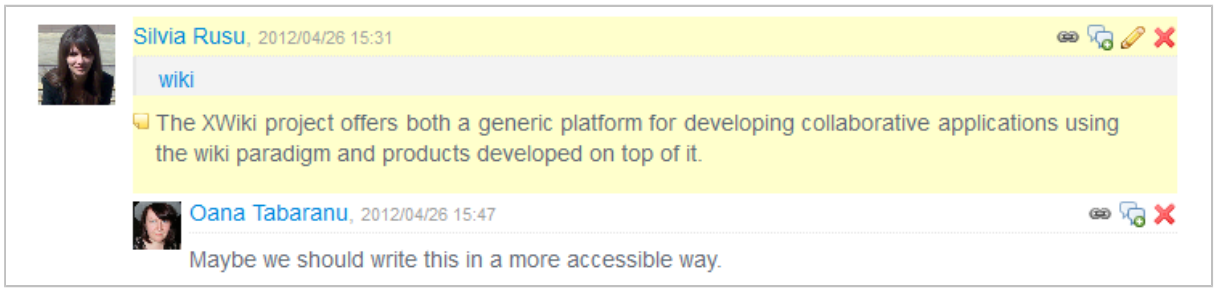
By default annotations are not shown within the page. In order to display the annotated items highlighted, click on the "Annotations" link at the top of the page and check "Show annotations". The annotation for a text item will appear when hovering the yellow icon next to it.



Since annotations have been merged with comments, you can also reply to an annotation. This is why the old "Annotations" tab has been removed and annotations are displayed in the "Comments" tab.



In order to display all the replies to a given annotation, just hover the yellow icon next to the annotated text and click on "See thread". You will be redirected to the bottom of the page where the corresponding annotation will be highlighted.



Filter Annotations by Author

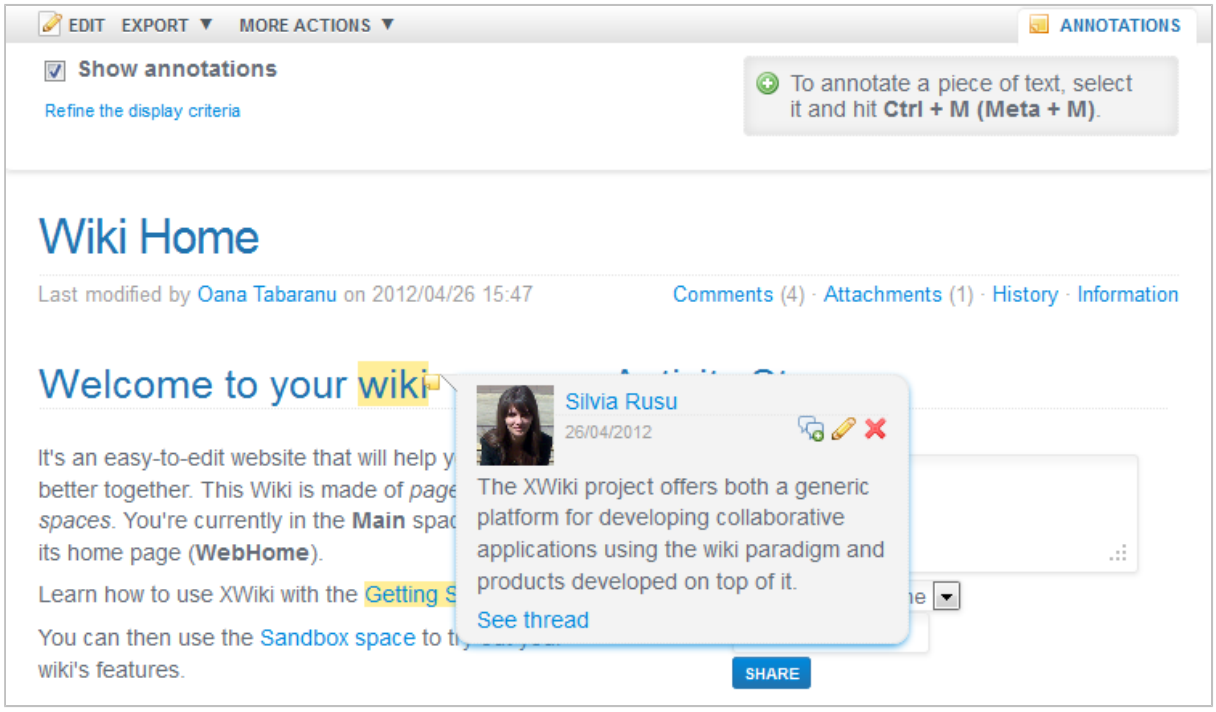
Filtering annotations by user means you will be able to see the annotations authored by a specific user. To do so, click on the "Annotations" tab at the top of the page and check "Show annotations". Next, click the "Refine display criteria" link and check the user for whom you want to see the annotations. By doing so, only the annotations of this specific user will be highlighted in the page content.

Delete Annotations

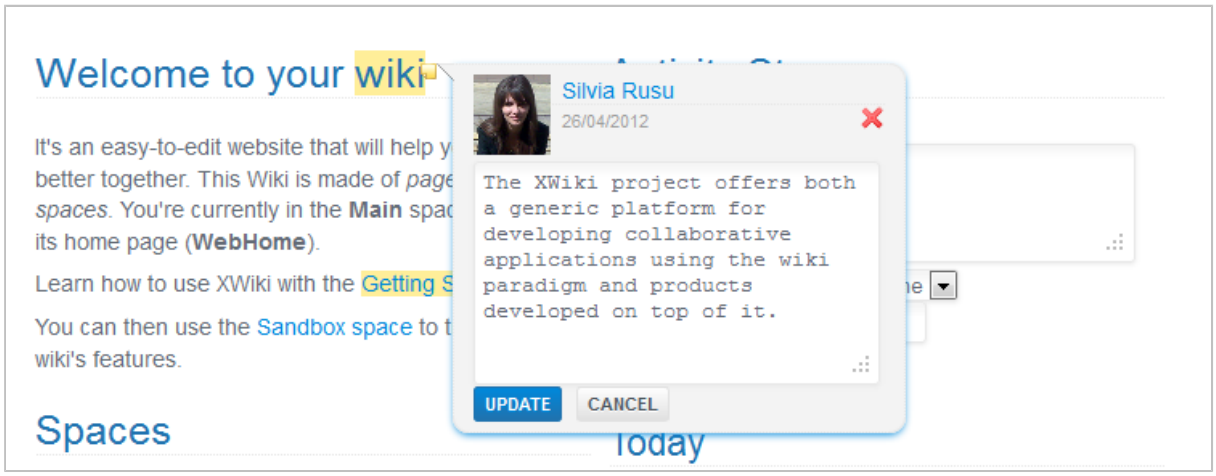
To be able to delete your annotations, you need to have edit rights on the page containing them. Also, only an administrator has the privileges to delete other users' annotations, whereas normal users can only delete their own.

There are three ways of deleting an annotation:

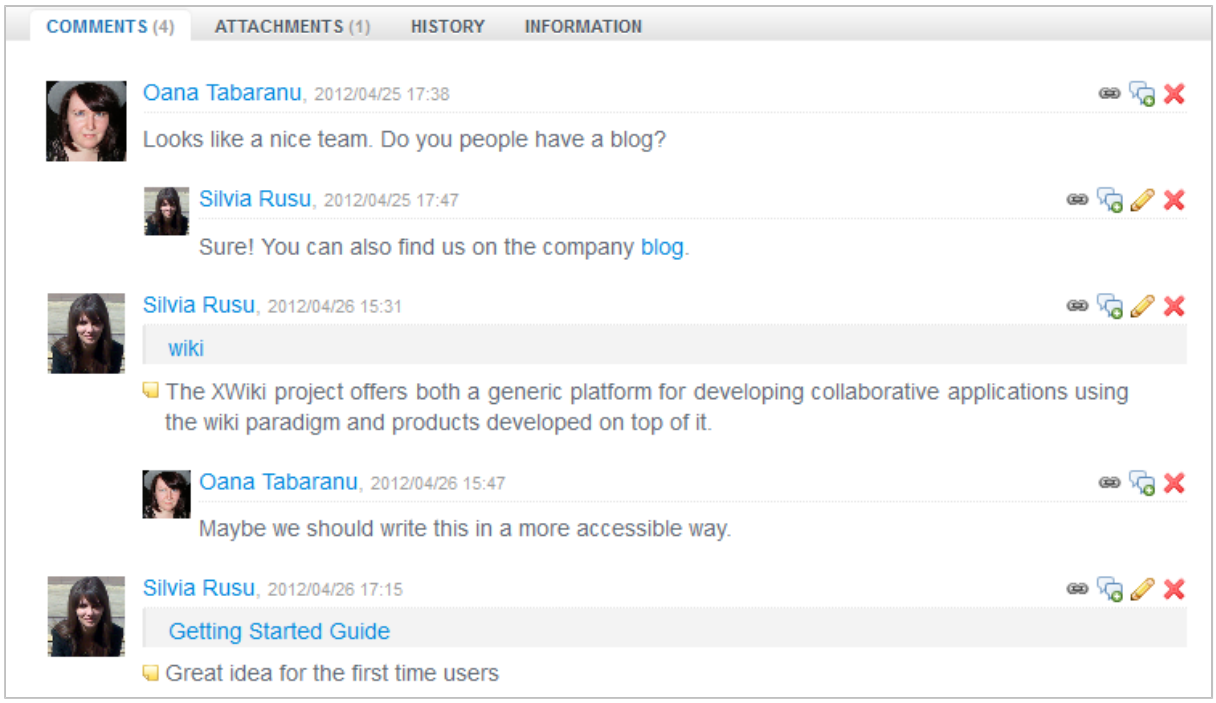
- hover the annotation and click on the red **X** button



- edit the annotation from the page and click on the red "X" icon



- go to the "Comments" tab at the bottom of the page and click on the **X** button next to the annotation



Configure Annotations

Annotations can be customized from the wiki administration page, provided you log in with an user having administration rights. To know more, check the "Configure Annotations" documentation page listed in the "Related Pages" section.

Related Pages

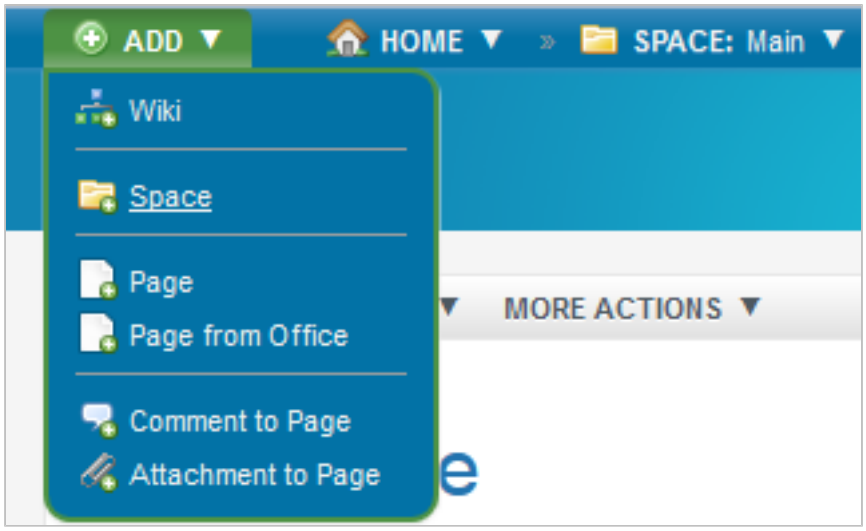
- **User Guide**
  - Pages and Spaces Overview
  - Page Comments
- **Programming Guide**
  - The "xwikicomments" Table
  - Comment Macro
- **Admin Guide**
  - Configure Annotations

Create and Delete a Space

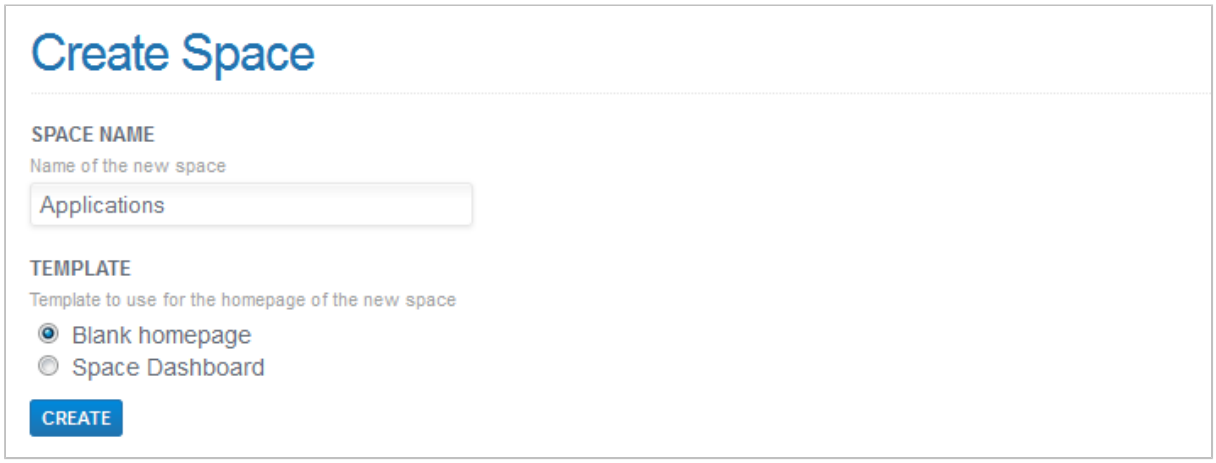
- Create a Space
- Delete a Space

Create a Space

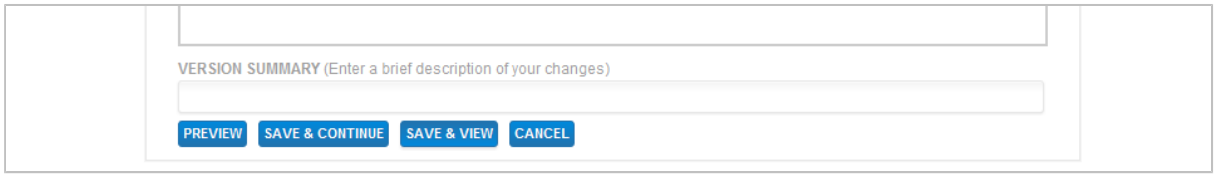
To create a new space, hover the "Add" menu and click on "Space".



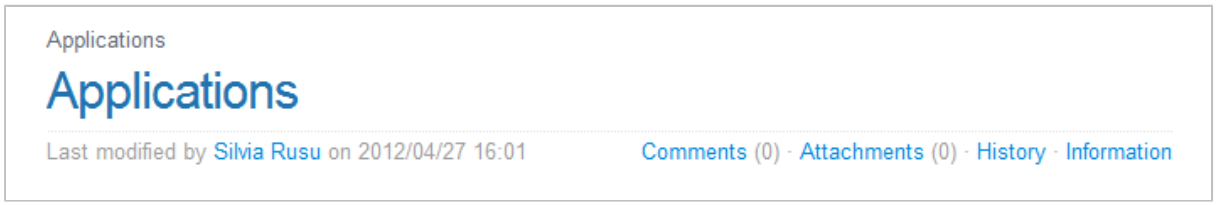
In the "Create Space" dialog are listed all the available templates. By default, XWiki Enterprise comes with a space dashboard template which can be used to create a space home page containing a dashboard. You may also create your own space templates by following the steps described in the dedicated documentation page.



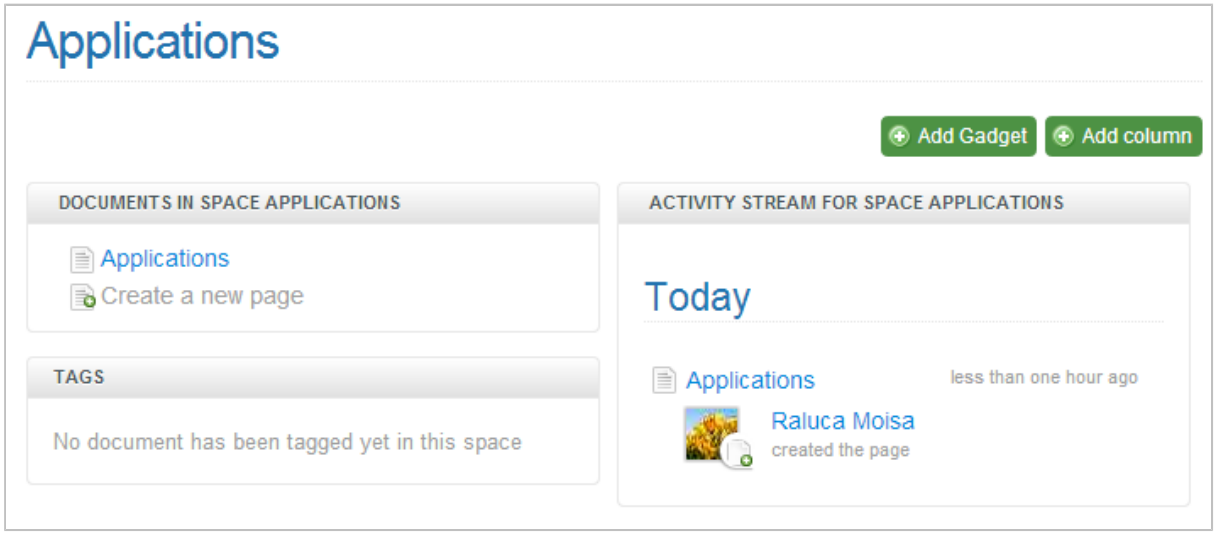
Fill in the space name and the template to use, then click on "Create". If you choose "Blank Homepage" as template, the default editor will load. Once you are done editing the space home page, make sure you save it in order to complete the creation process.



After saving the page, you will notice a menu for the newly created space.

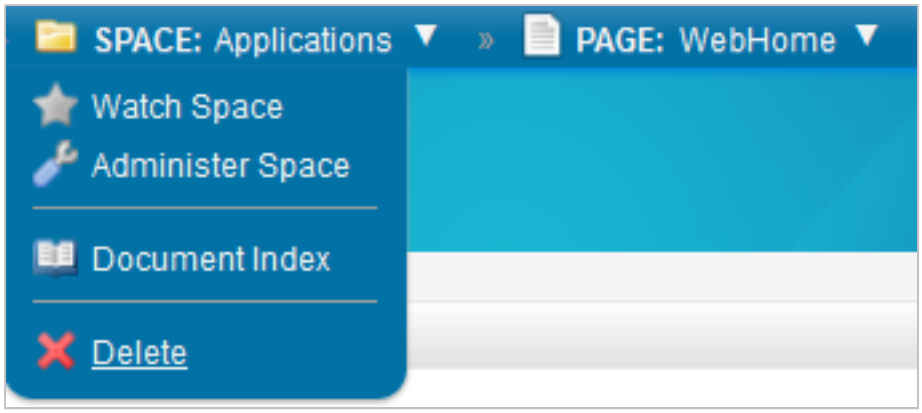


If you choose "Space Dashboard" as template, the dashboard page will open in "Inline" mode. At this point, you may customize the space home page by adding gadgets and columns.

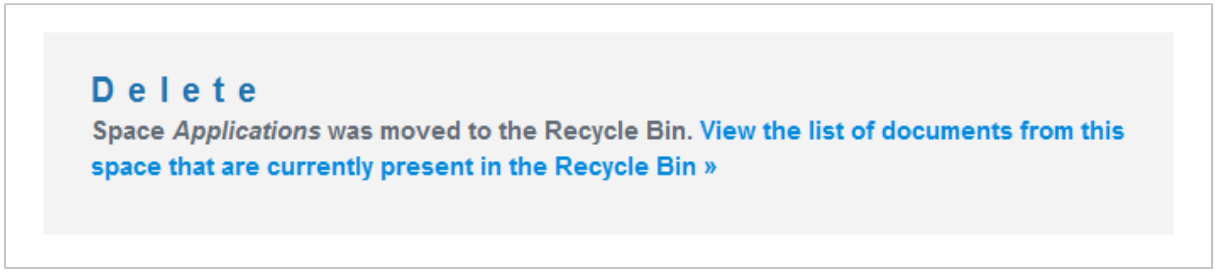


Delete a Space

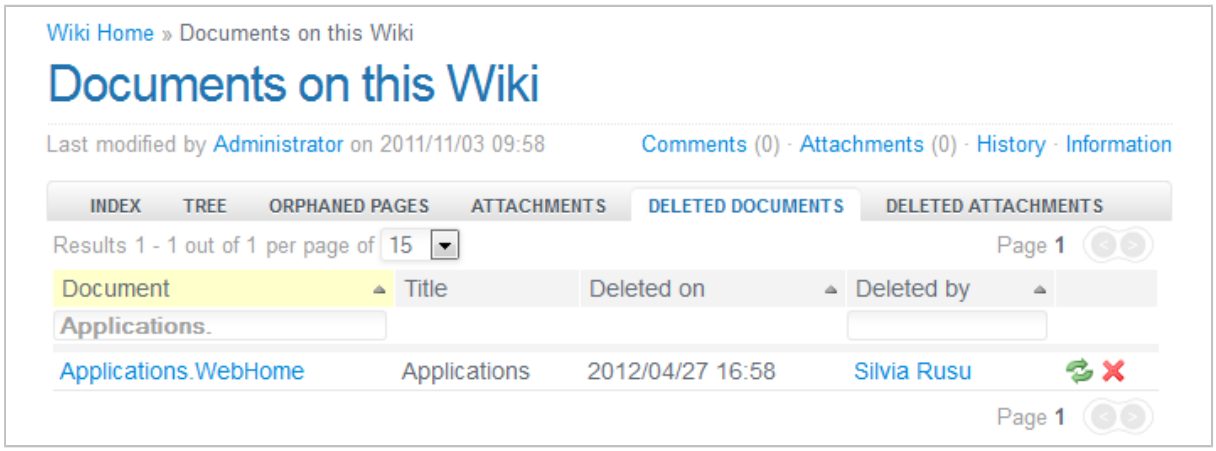
You can delete an entire space by hovering the "Space" menu and clicking on "Delete".



This way, all its pages will be moved to recycle bin. To restore the space, you will have to restore all the pages one by one. To do so, click on "View the list of documents from this space that are currently present in the Recycle Bin".



You will be redirected to "Main.AllDocs" in which the livetable displays the "Deleted Documents" tab. To restore a page, click on the corresponding green icon located in the last column of the livetable.



Related Pages

- **User Guide**
  - XWiki Dashboard Application
  - Watch a Space
  - Pages and Spaces Overview
  - Index Application
  - Customization Overview
  - Create a New Page
- **Programming Guide**
  - Dashboard Macro
- **Admin Guide**
  - Set the Space Access Rights
  - Create a Space Template
  - Create a Panel
  - Create a Page Template

Keyboard Shortcuts

Keyboard shortcuts help you save time since you don't have to take your hands off the keyboard in order to use the mouse.

- View Mode
  - Edit
  - Show
  - Actions
- Edit and Inline Mode
- Preview Mode
- Annotations

XWiki keyboard shortcuts are powered by openjs.org shortcut library.

View Mode

Keyboard shortcuts are only available to advanced users, preventing simple users to get unexpected behavior when pressing keyboard keys by mistake.

Edit

e	Edit the page using the default edition mode
k	Edit the page in wiki edition mode
g	Edit the page using the WYSIWYG editor
f	Inline Form
r	Edit page access rights
o	Edit page objects
s	Edit class

Show

c	Go to page comments
a	Go to page attachments
h	Go to page history
d	View page wiki code

Actions

F2	Rename page
Delete	Delete page

Edit and Inline Mode

Keyboard shortcuts are not available from the wysiwyg edit mode (since the WYSIWYG editor grabs all the key pressed events)

<Alt> + c	Cancel edition
<Alt> + p	Preview the page without saving
<Alt> + <Shift> + s	Save and continue to edit the page
<Alt> + s	Save and view the page

Preview Mode

<Alt> + c	Cancel edition
<Alt> + b	Back to the edition
<Alt> + <Shift> + s	Save and continue to edit the page
<Alt> + s	Save and view the page

Annotations

<Ctrl> + m	Annotate a piece of text

Related Pages

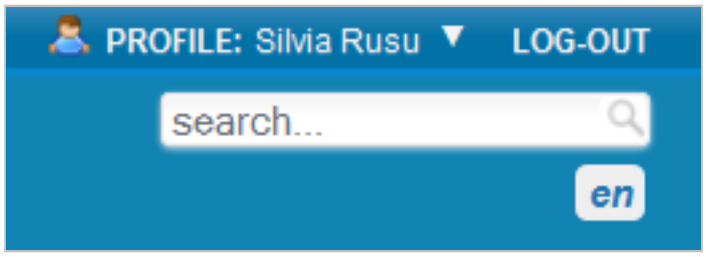
- **Programming Guide**
  - Configure Keyboard Shortcuts

Search Application

- Search Suggest
- Database Search
- Solr Search Application
- Lucene Search Application

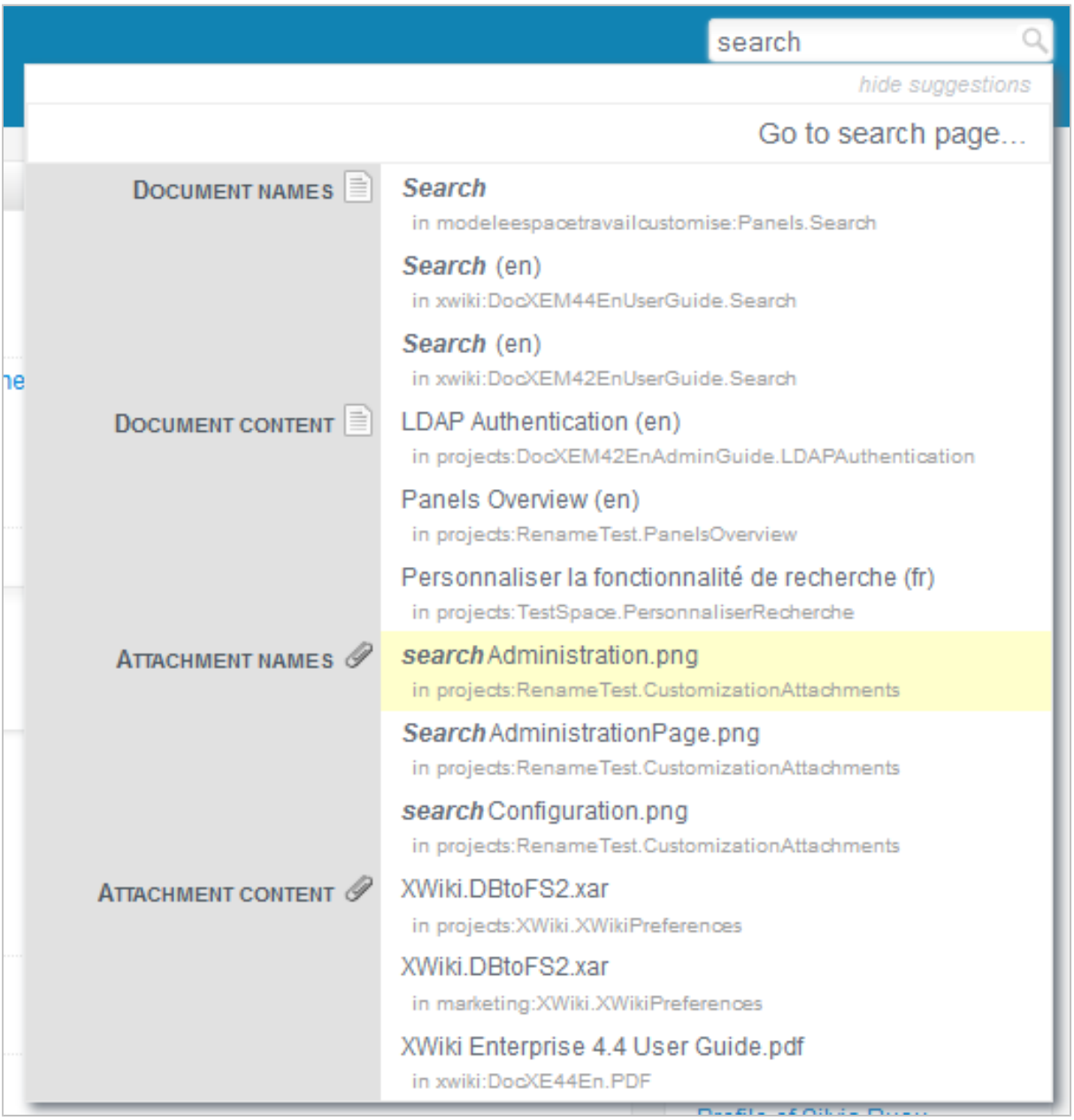
Search Suggest

In order to search the wiki or the entire farm, go to any page, type your query in the text box in the top right corner and hit "Enter".



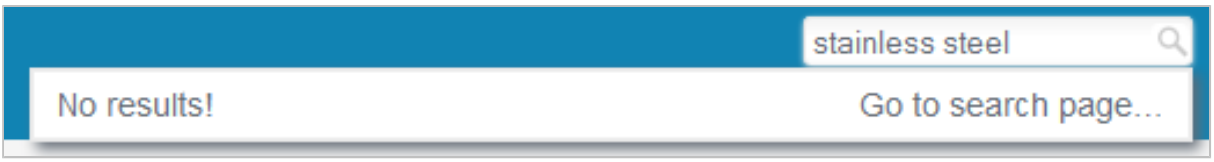
The suggestion as you type feature for the search box will help you by grouping the results as follows:

- Document Name
- Document Content
- Attachment Name
- Attachment Content
- Users
- Wikis



To see the complete list of results, click on "Show all results..." in the top right corner of the suggestion box and you will be redirected to the page `Main.Search`.

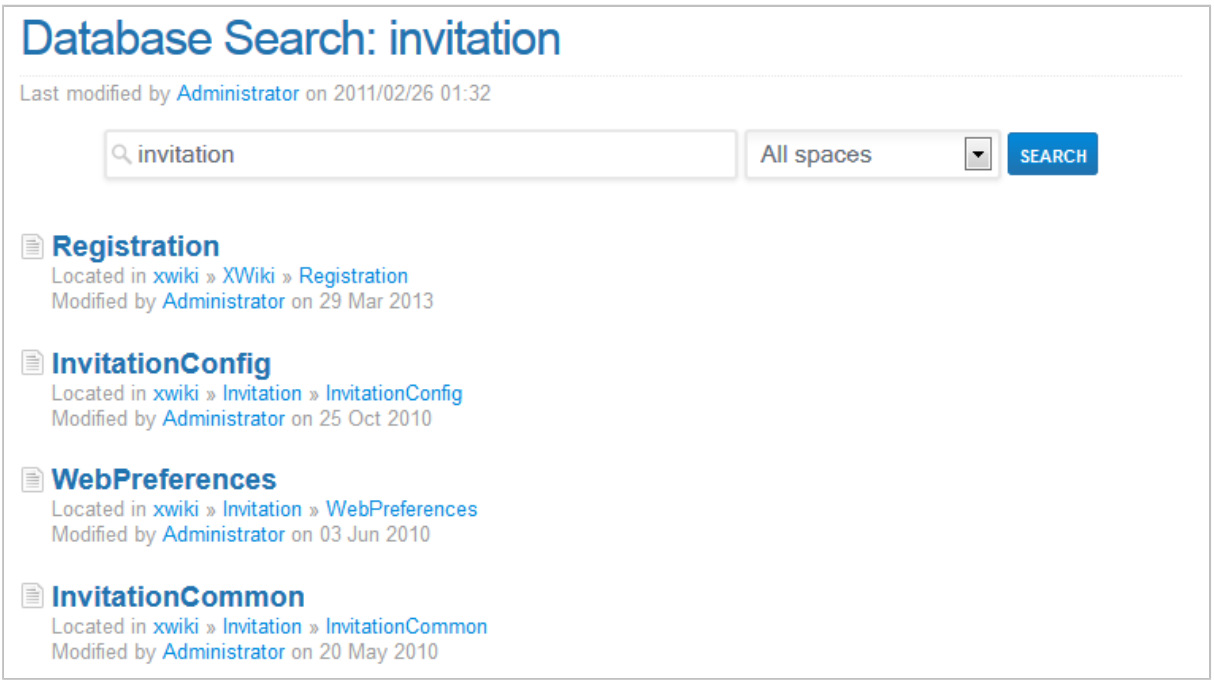
In case no result is found, the search box will display a message and a link to the search page.



The search suggest is using the Solr engine by default, due to the fact that we have created a search suggest service based on Solr. We have also added search suggest sources that mimic the behavior of the existing Lucene-based ones so that now the search suggest takes into account the configured search engine. More information is available in the Search Suggest configuration page.

Database Search

The database search page performs HQL queries in the database and it is available by navigating to `Main.DatabaseSearch`.

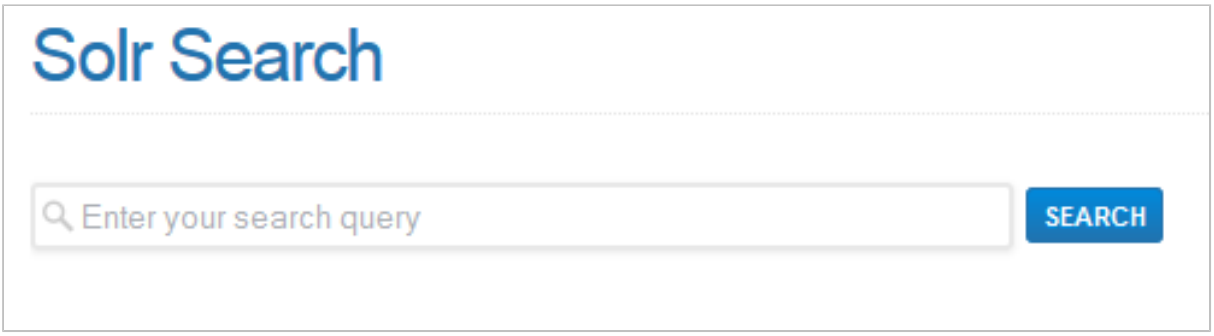


Solr Search Application

The new XWiki Enterprise default search engine is Solr, based on Apache Solr which has its own index, separate from the Lucene index. You may access the Solr search page by navigating to `Main.SolrSearch`.

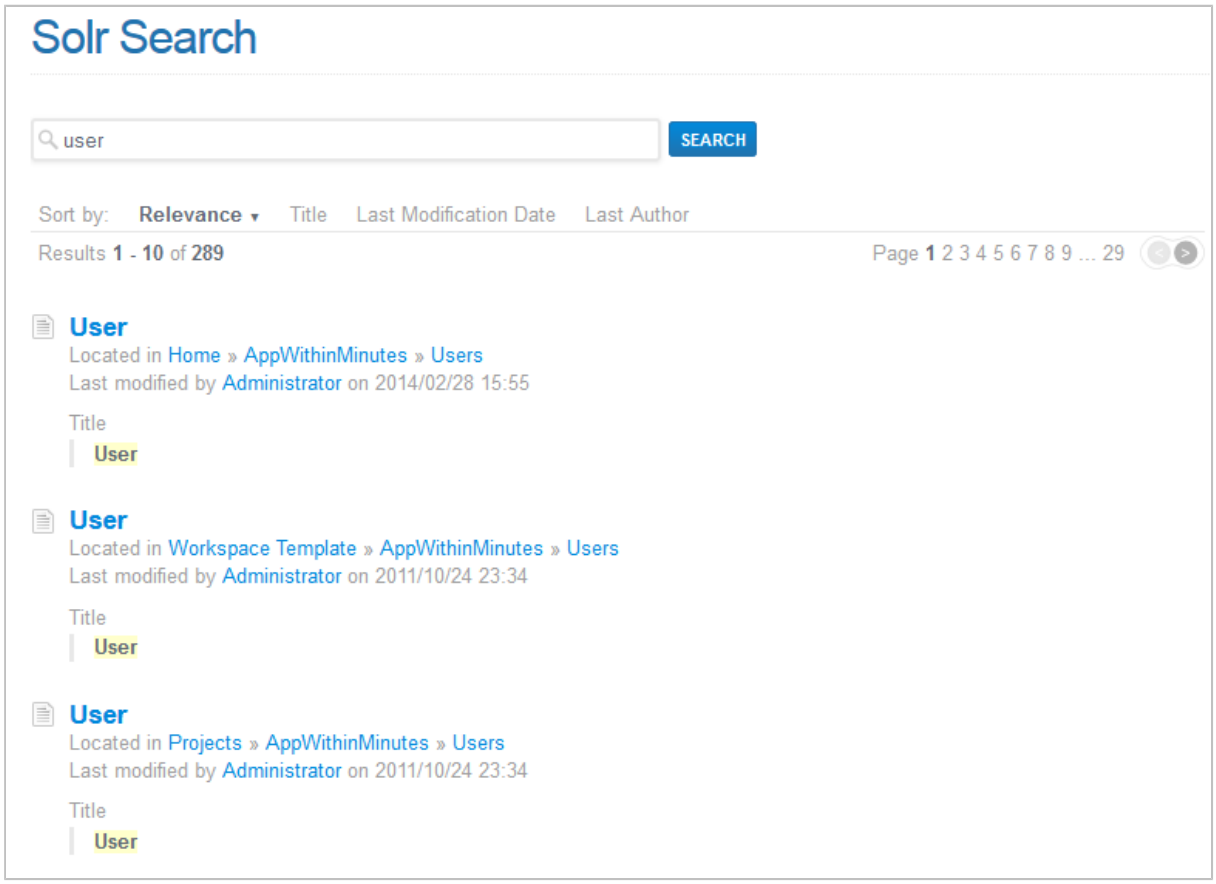
The Solr search module automatically indexes the changes made on the wiki and at each startup a background job checks if the Solr index and the database are synchronized. If not, the job only applies the updates.

The manual indexing is still available because it is more stable so, in case you need to perform it, follow the steps described in the "Search Configuration" documentation page.

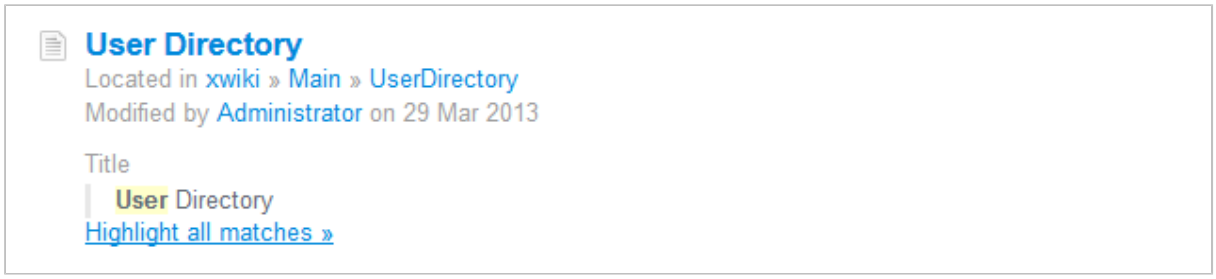


As you may have noticed, the advanced search options have been removed because the way of accessing them wasn't intuitive enough. In exchange, the filters were integrated into the search facets that are detailed below. The query boost option is no longer available but the functionality can be achieved from the query input from the Solr index administration page. A dedicated configuration section will be soon added to the wiki administration page.

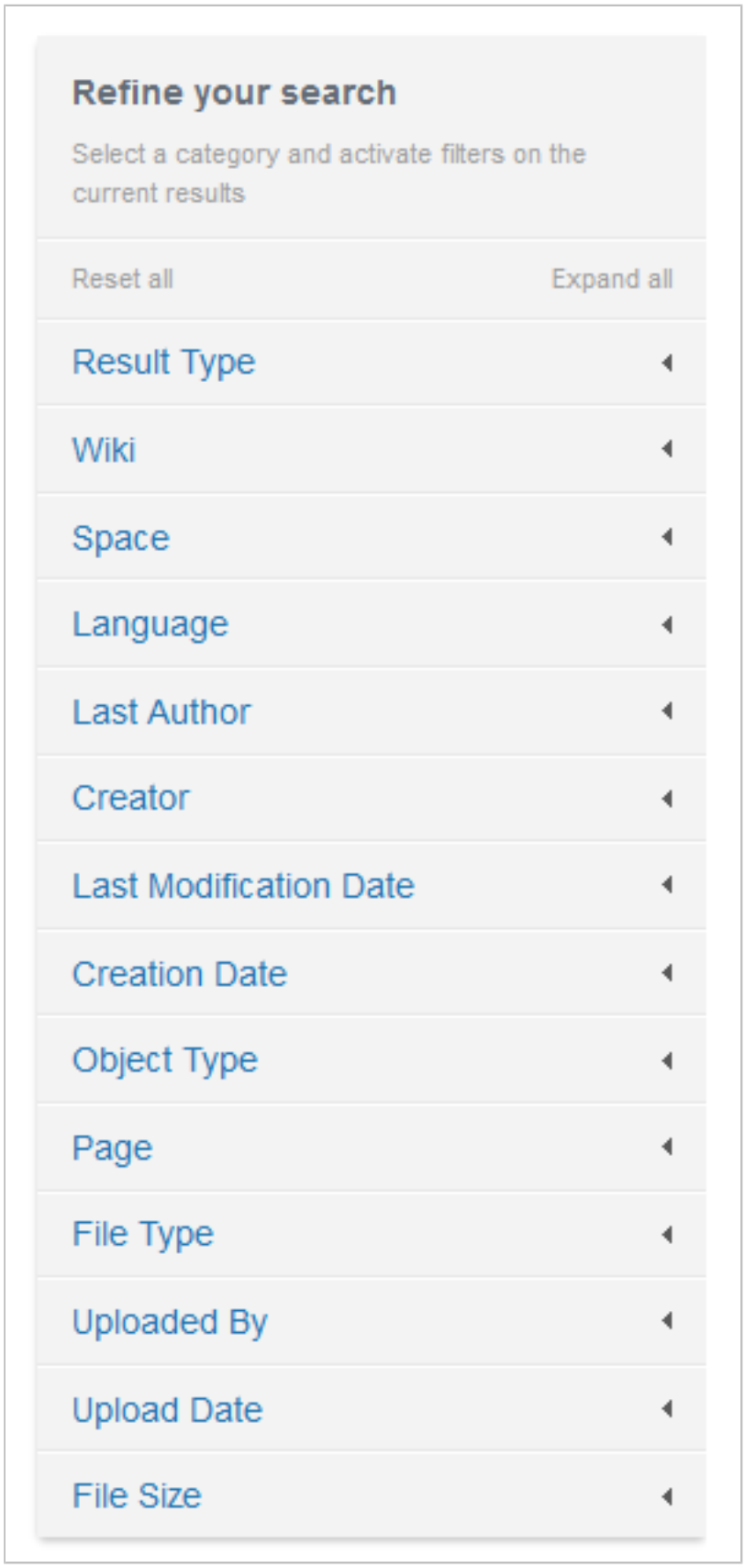
By default, results are sorted by relevance i.e. depending on the scoring of each document. You may also choose to filter the results by title, the last modification date or the last author. If the keyword is not found in the document title, the wiki name or the space name but in content of the wiki document, the search results will also display excerpts in which each occurrence will be highlighted.



Initially, only one match is displayed, but you can view all the matches by clicking on the "Highlight all matches" link.

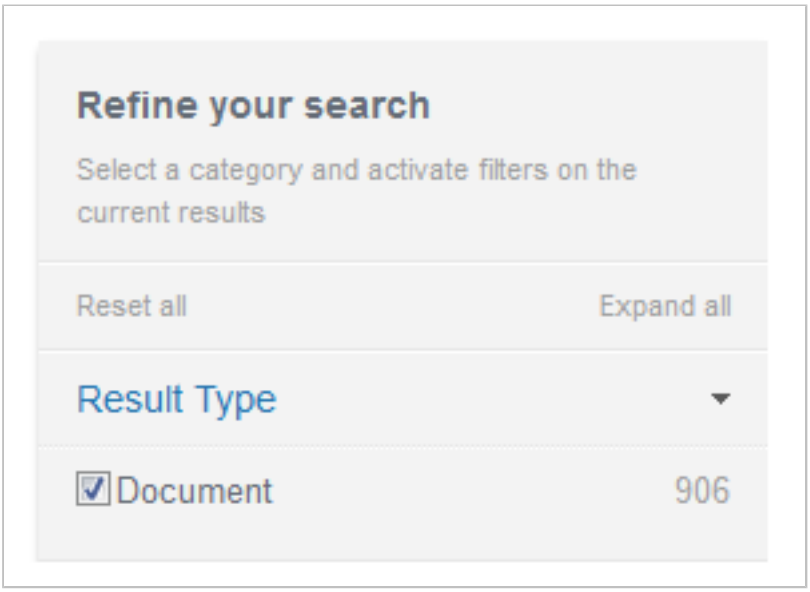


To the right, the "Refine Your Search" panel displays search facets that will help you analyze search results depending on the space and page name, the creation and last edit date, author and creator. The displayed facets are always relative to the current search results and they support multiple selection. Moreover, selecting a value doesn't hide the rest of the displayed values for that facet and you can still see the number of results matching that value. Finally, the facet selection is preserved when performing a new search.



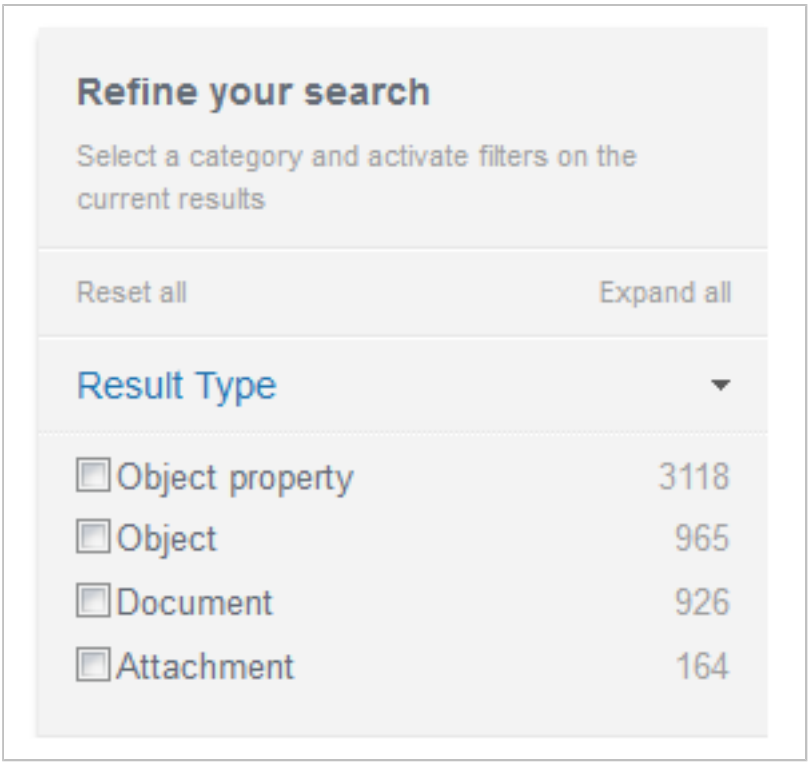
Categories can be expanded or collapsed by clicking on the corresponding "Expand all" or "Collapse all" link in the panel header. You can also clear the current facets by clicking on the "Reset all" link.

The "Results Type" facet defaults to "Document" type. The reason is to keep the consistency with the old "Result Type" filter from the "Advanced Search" options which was set to include by default only documents in the search results.

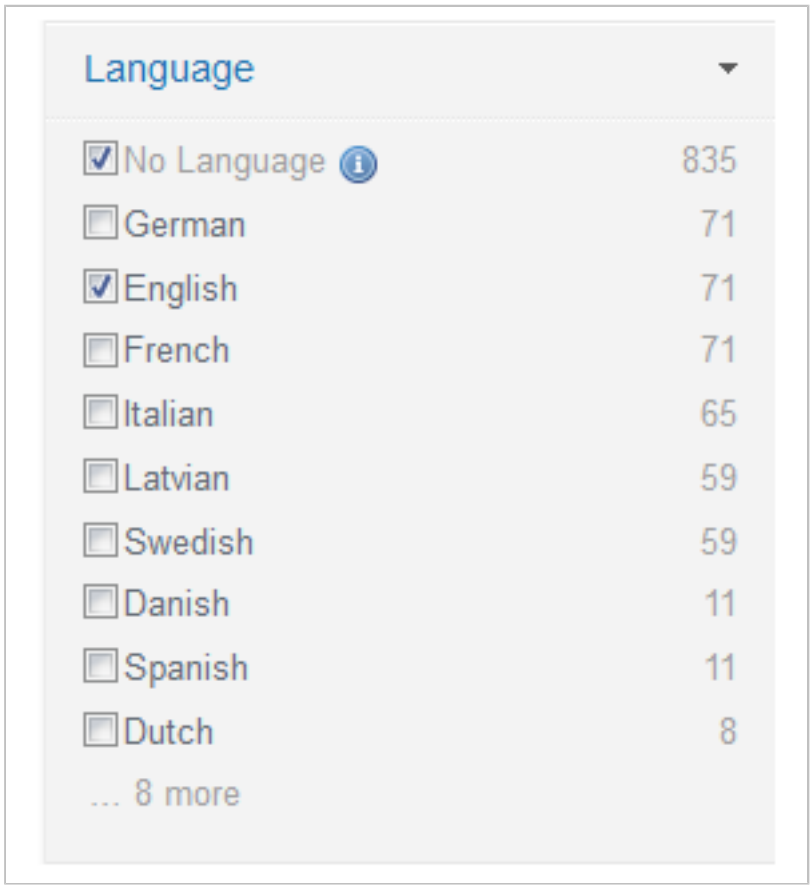


Other possible values are:

- Object
- Object Property
- Attachment



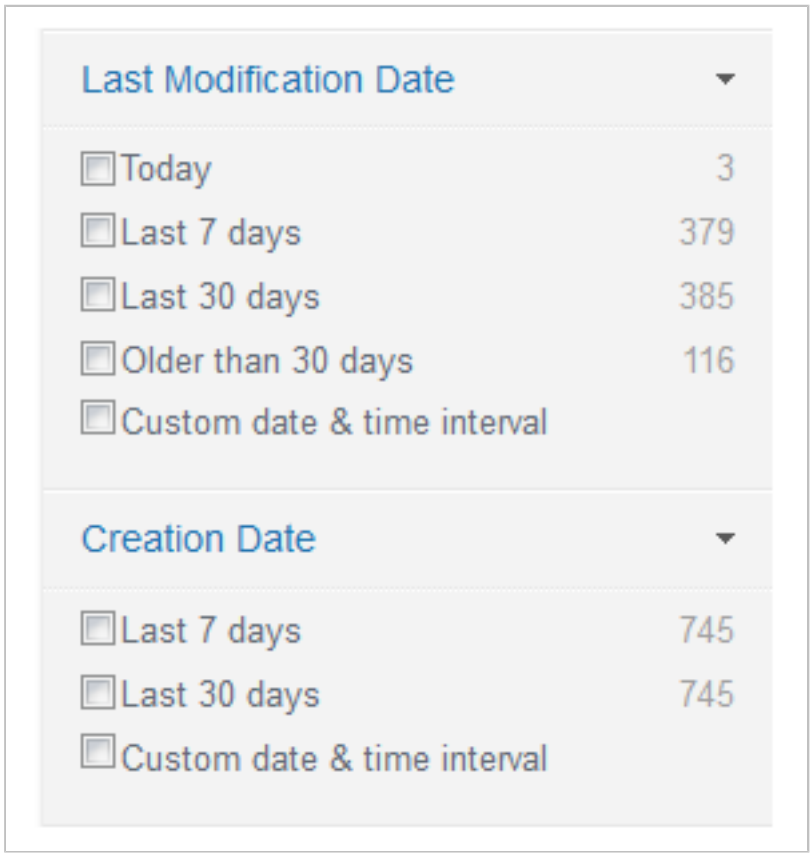
If the wiki is multilingual, you can also select the language in which to perform the search. In case no option is selected, the "No Language" option will be taken into account, along with the default current wiki language, which in this case is "English". We have chose this approach in order to avoid confusion because some documents don't have a default language set (like the ones containing pieces of code) or they are part of the XWiki UI, therefore they are displayed in the current language.



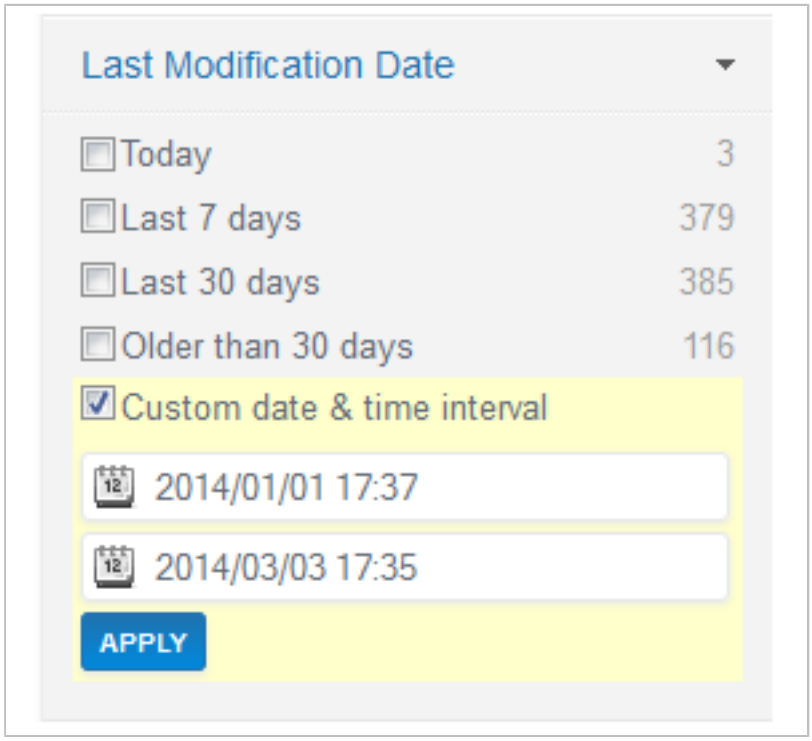
Entities are indexed with the list of supported locales, which means that if your current locale is "fr_FR" you will find all entities that you would have seen when the current locale is "fr_FR".

The "Last Modification Date", "Creation Date" and "Upload Date" facets provide time intervals for an easier navigation like:

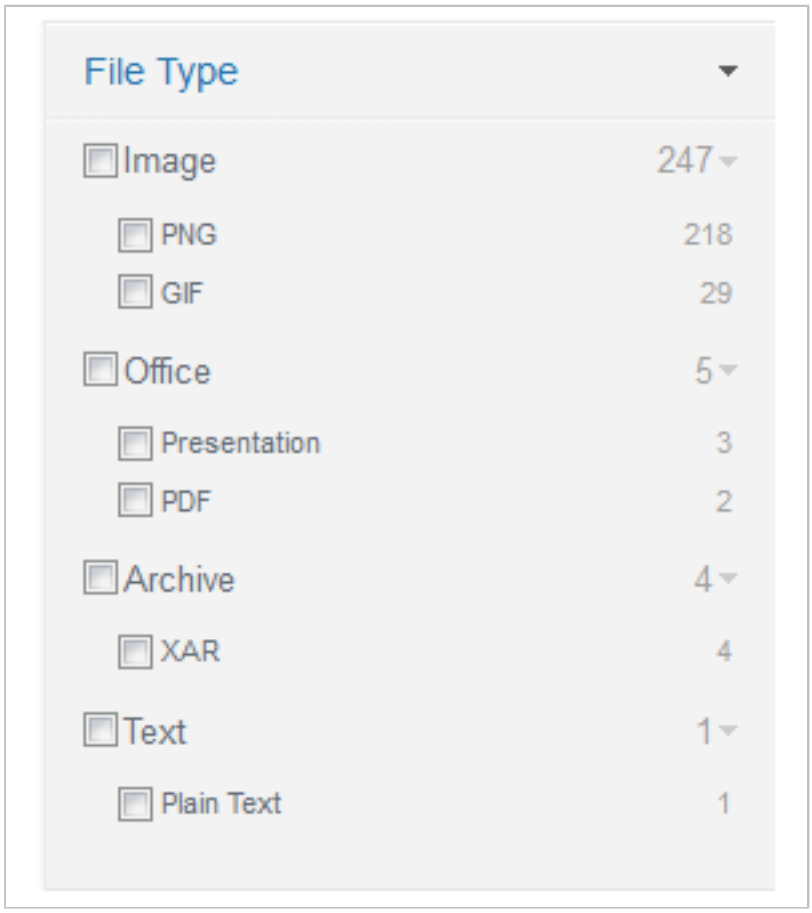
- `Today`
- `Last 7 Days`
- `Last 30 Days`
- `Older than 30 Days`



but also allow you to specify a custom date and time interval using a Calendar Picker.

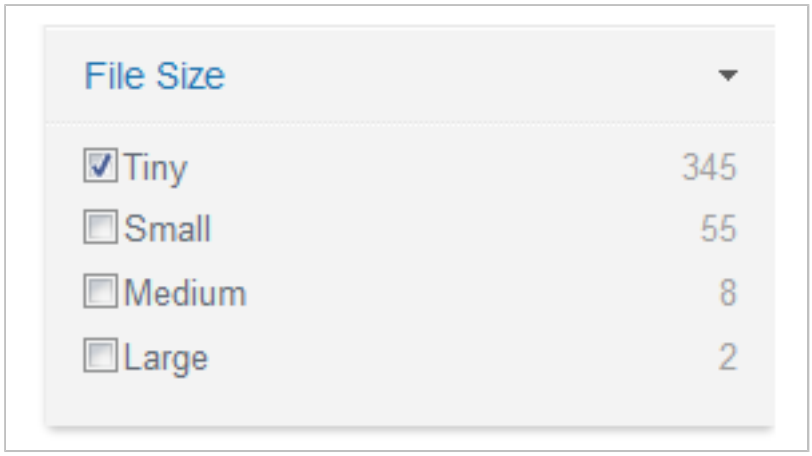


The File Type facet filters results based on the attachment file type. File types are grouped by category like image, text, Office document and you can select either an entire category or a specific file type.

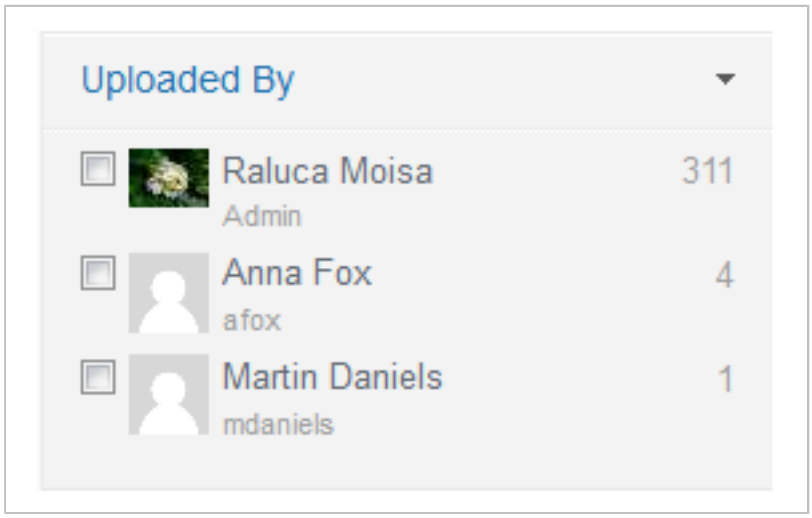


The File Size facet allows you to filter results based on the attachment size. You can now choose between 4 ranges:

- Tiny for less than 10Kb
- Small for sizes between 10Kb and 500Kb
- Medium for sizes between 500Kb and 5MB
- Large for more than 5MB



The "Creator", "Last Author" and "Uploaded By" facets display the full name, alias and user avatar.

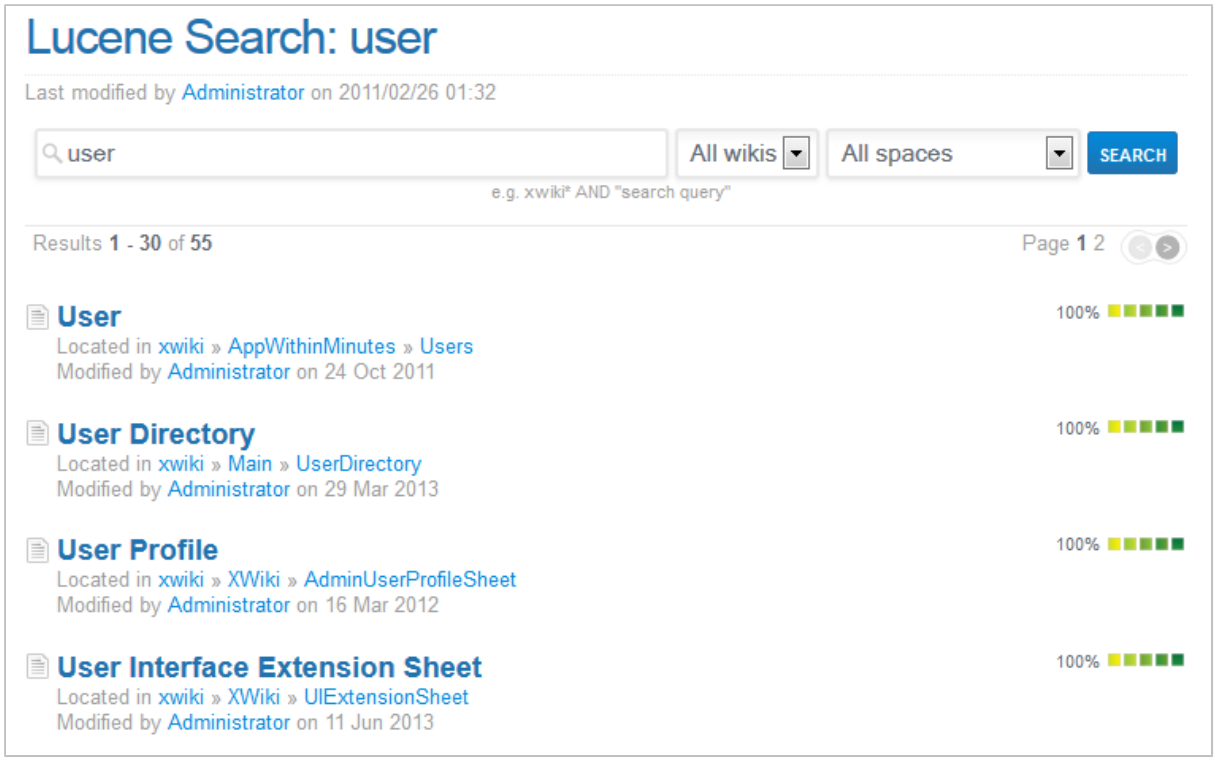


Lucene Search Application

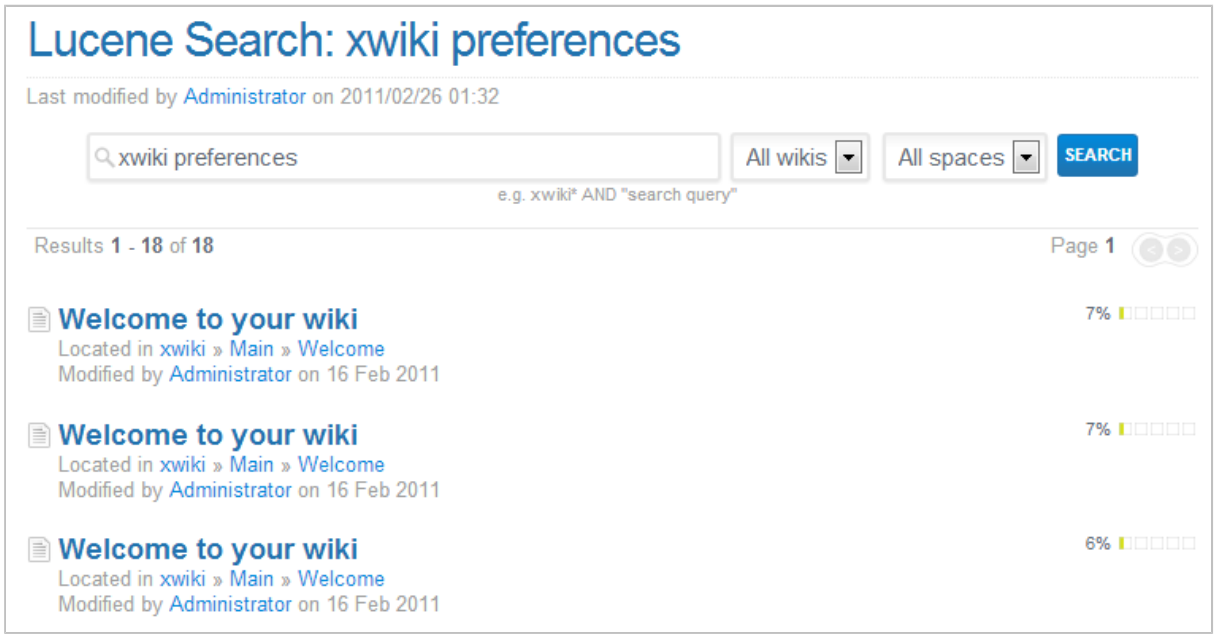
The XWiki Lucene plugin indexes all the content of your XWiki instance and the benefits of using it instead of the database search include:

- it indexes attachments such as PDFs or MS Word documents in order to make them searchable
- it provides a scoring for the search results
- it offers pagination when there are many results
- it supports a strong query syntax

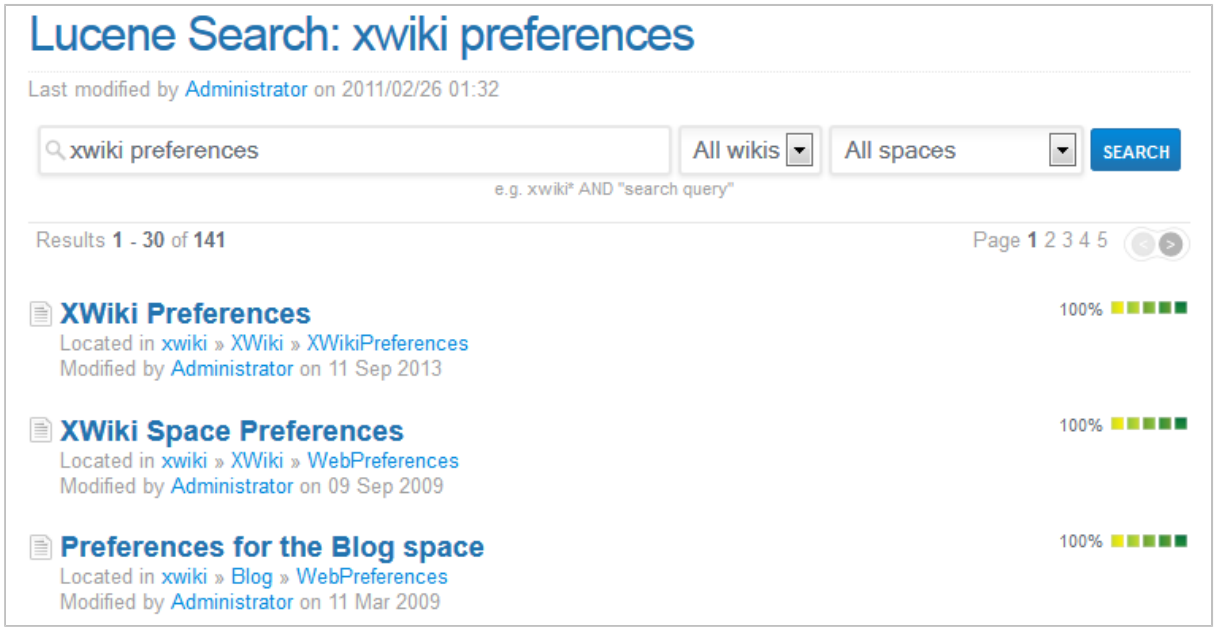
You may access the Lucene search page by navigating to `Main.LuceneSearch`.



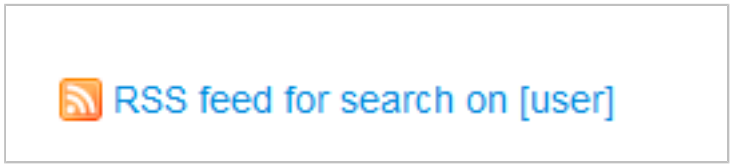
If you don't have administration rights, you will see less results when you make a search, because only the pages matching your access rights will be listed.



If you have administration rights, you will be able to see pages that are restricted to administrators.



You can subscribe to an RSS Feed on the results of your search and from then on you will be informed when the search returns a new result.



Related Pages

- **User Guide**
  - Pages and Spaces Overview
  - Internationalization
- **Programming Guide**

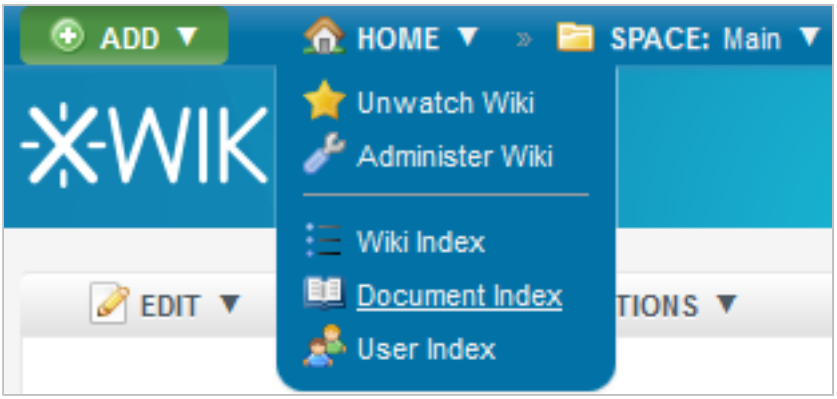
    - Solr Schema and API
    - Lucene Plugin
- **Admin Guide**
    - Search Suggest Sources
    - Customize the Search Feature
    - Customize the Language and Timezone Settings

Index Application

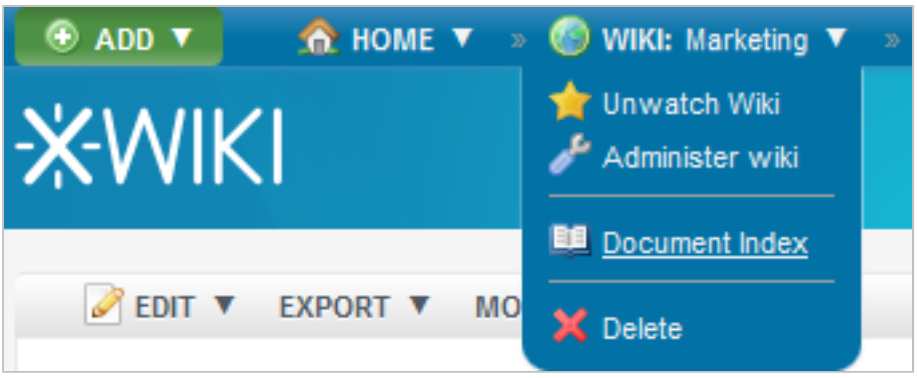
- Document Index
- Space Index

Document Index

The document index offers a quick way of finding and accessing pages and attachments on your wiki and it is available by clicking the "Document Index" link in the "Home" menu for the main wiki



or in the "Wiki" menu for a sub-wiki.



You will be redirected to the "Main.AllDocs" page in which:

- The "Index" tab displays alphabetically all the wiki documents using the {{documents /}} macro and allows you to filter them by different criteria like the name, the space name, the last edit date and the last author. Depending on the user privileges, the "Actions" column displays 4 possible actions for each page: delete, copy, rename and edit the access rights.

INDEX TREE ORPHANED PAGES ATTACHMENTS DELETED DOCUMENTS DELETED ATTACHMENTS

Results 1 - 15 out of 287 per page of 15 Page 1 2 3 4 5 6 7 8 9 10 ... 20

Page	Space	Date	Last Author	Actions
AccountValidation	XWiki	2008/08/27 21:00	Silvia Rusu	copy delete rename rights
Activity	Stats	2007/11/27 11:13	Silvia Rusu	copy delete rename rights
Activity	Main	2011/03/17 17:56	Silvia Rusu	copy delete rename rights
ActivityData	Stats	2007/11/27 12:28	Silvia Rusu	copy delete rename rights
AddClassProperty	Panels	2008/03/20 14:46	Silvia Rusu	copy delete rename rights
AddExtensions	XWiki	2012/01/16 21:23	Silvia Rusu	copy delete rename rights
AddObject	Panels	2006/12/15 12:10	Silvia Rusu	copy delete rename rights

- The "Tree" tab displays a tree view of all spaces, pages and attached documents.

Documents on this Wiki

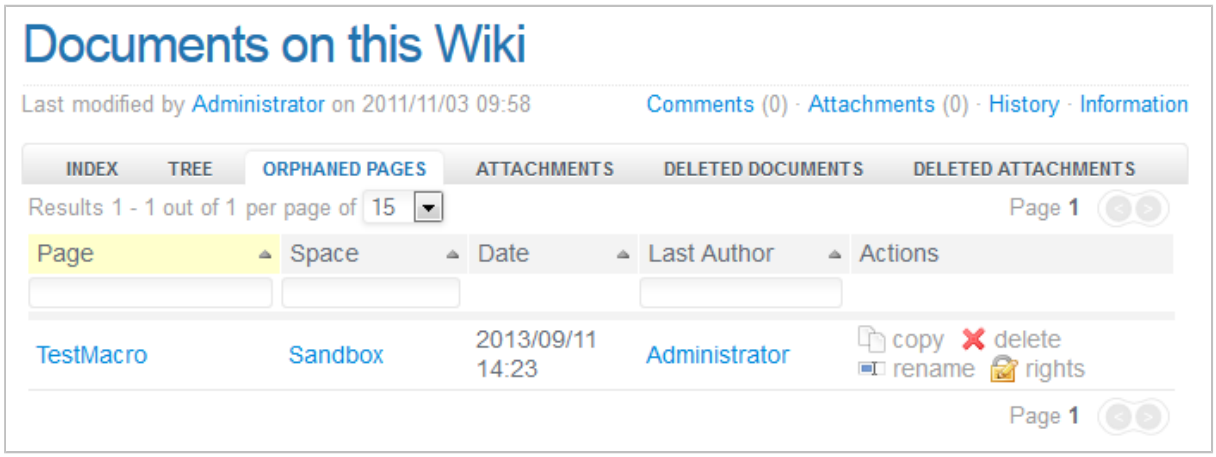
Last modified by Administrator on 2011/11/03 09:58 Comments (0) · Attachments (0) · History · Information

INDEX TREE ORPHANED PAGES ATTACHMENTS DELETED DOCUMENTS DELETED ATTACHMENTS

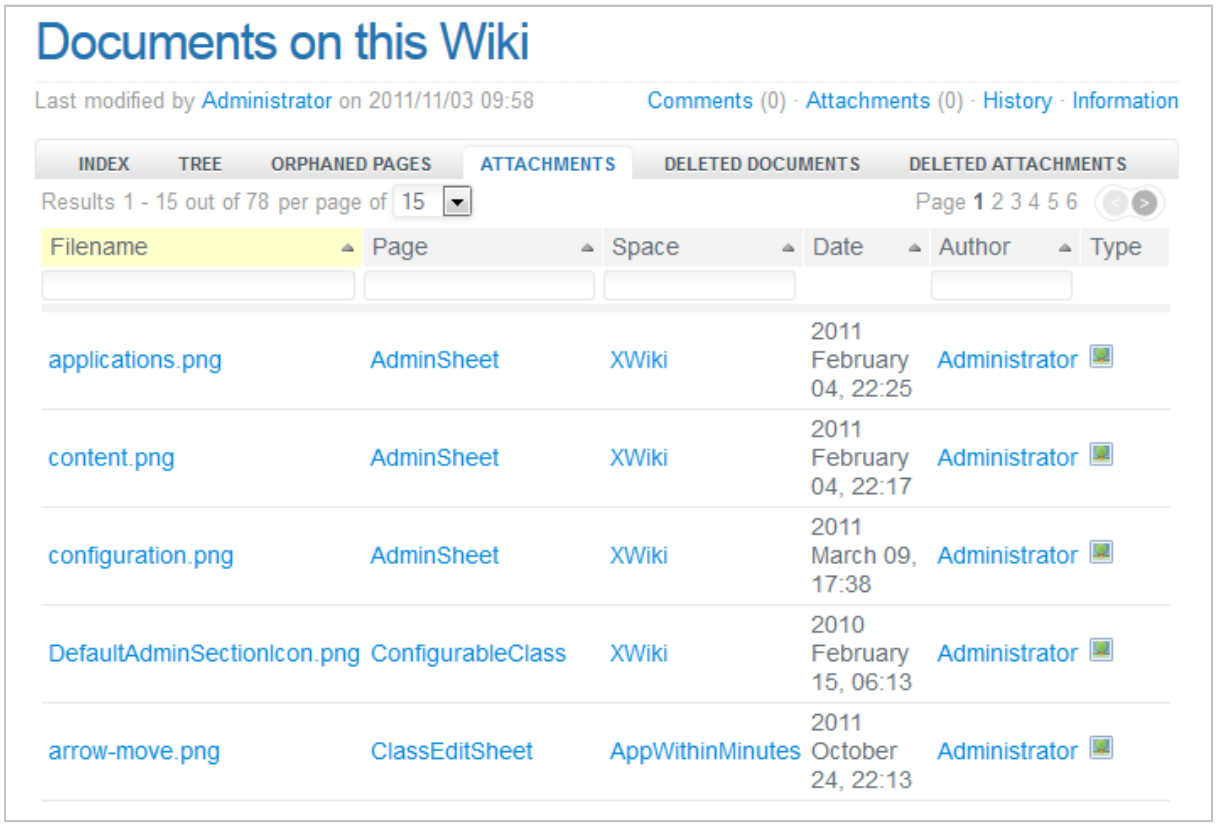
- Blog
- ColorThemes
- Dashboard
- Invitation
- Main
- Panels
- Sandbox
  - TestMacro
  - Sandbox
    - Attachments (Sandbox)
      - XWikiLogo.png
    - Sandbox Test Page 1
    - Sandbox Test Page 2
    - Sandbox Test Page 3

Tags: [+] Created by Administrator on 2013/07/09 12:09

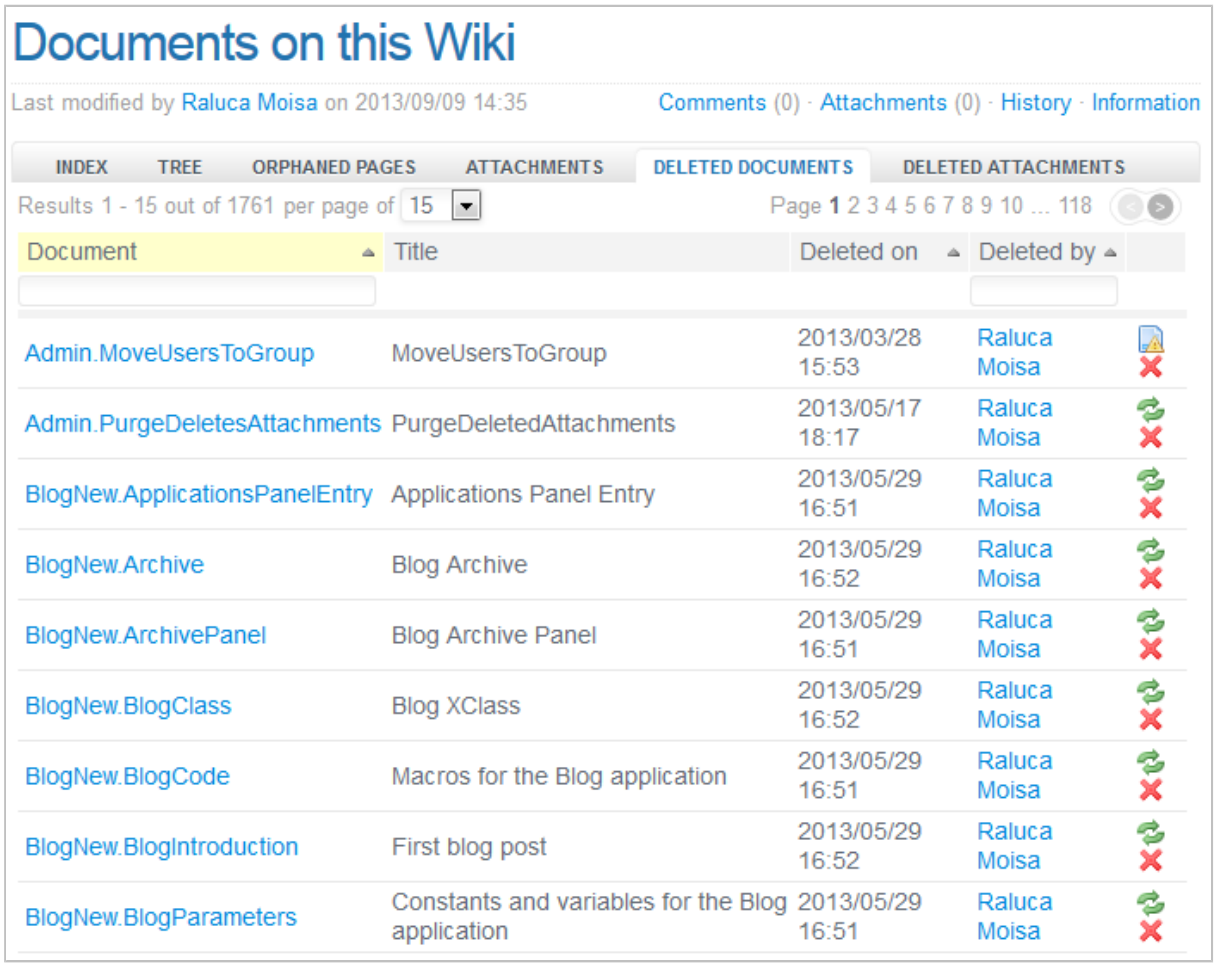
Additionally you may see orphaned pages (with no parent defined),



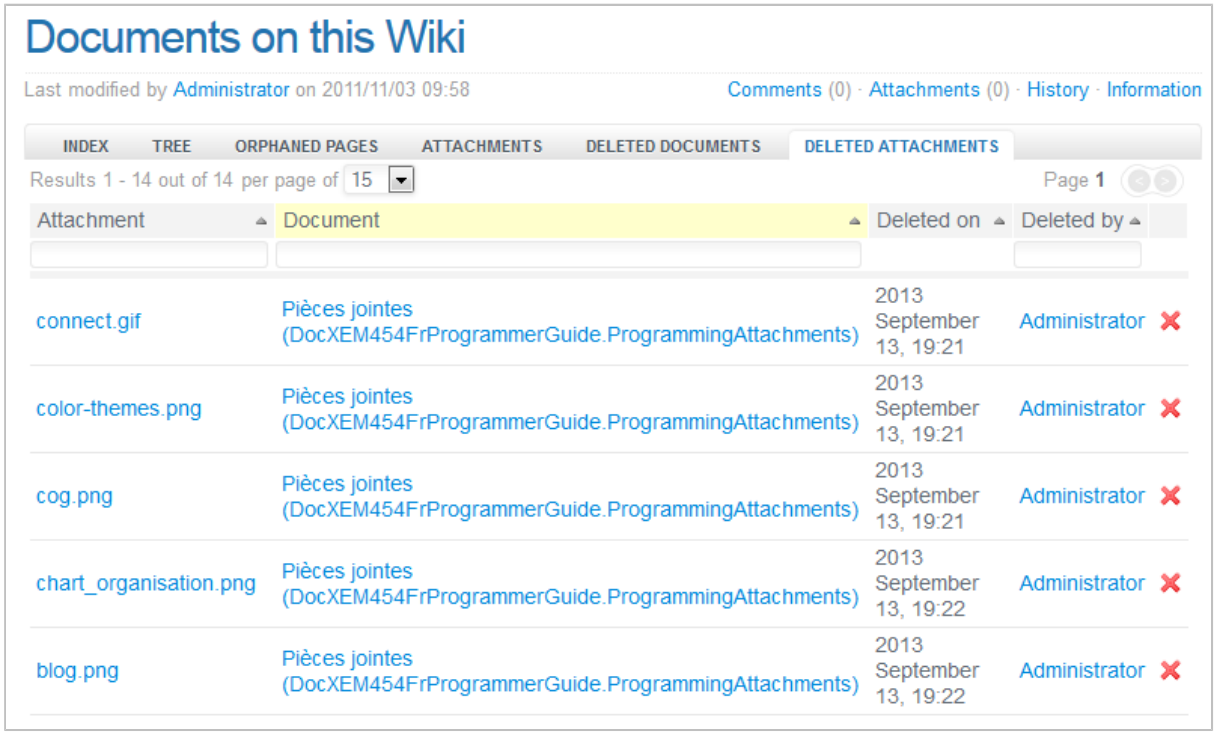
a list of all attachments ordered by file name and type,



deleted documents



and deleted attachments.



Deleted documents and attachments don't exist in the wiki anymore, but they are stored in the database in the "xwikirecyclebin" and "xwikiattrecyclebin" tables. In order to permanently delete a page from recycle bin, click on the red "X"

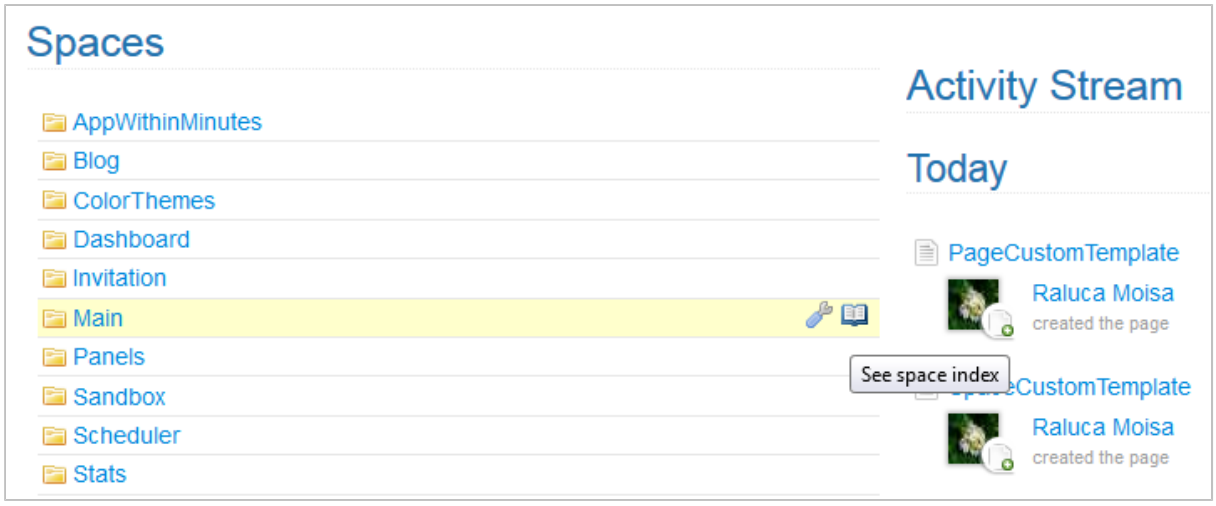
icon in the "Actions" column. In case you need to recover it, click on the green icon. Note that if a new document has been created with the same name, the deleted one cannot be restored anymore.

Regarding deleted attachments, they cannot be restored separately, but along with the deleted page that contained them. In case the page is no longer in recycle bin, the deleted attachment cannot be recovered any more.

You need to be an administrator in order to be able to view the deleted documents and deleted attachments.

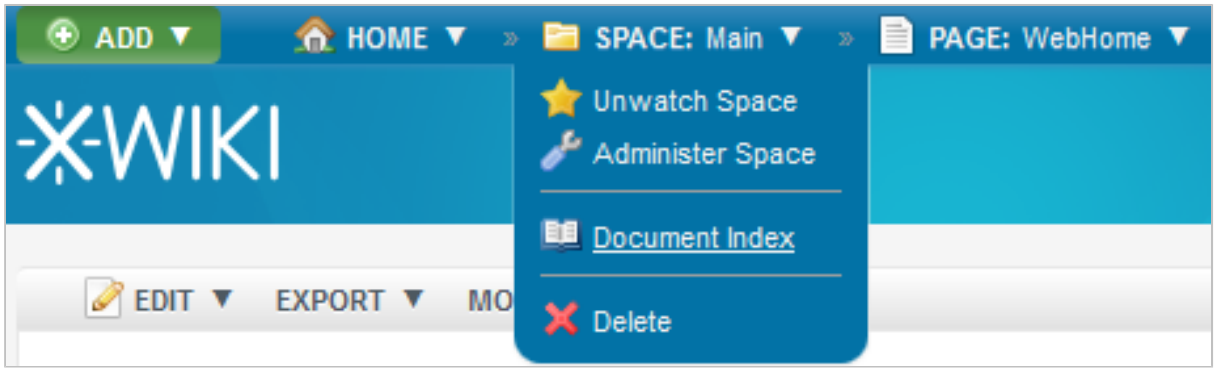
Space Index

The space index offers a quick way for you to see all the pages within that space. To access the space index, go to the "Spaces" macro which is displayed by default on the wiki home page

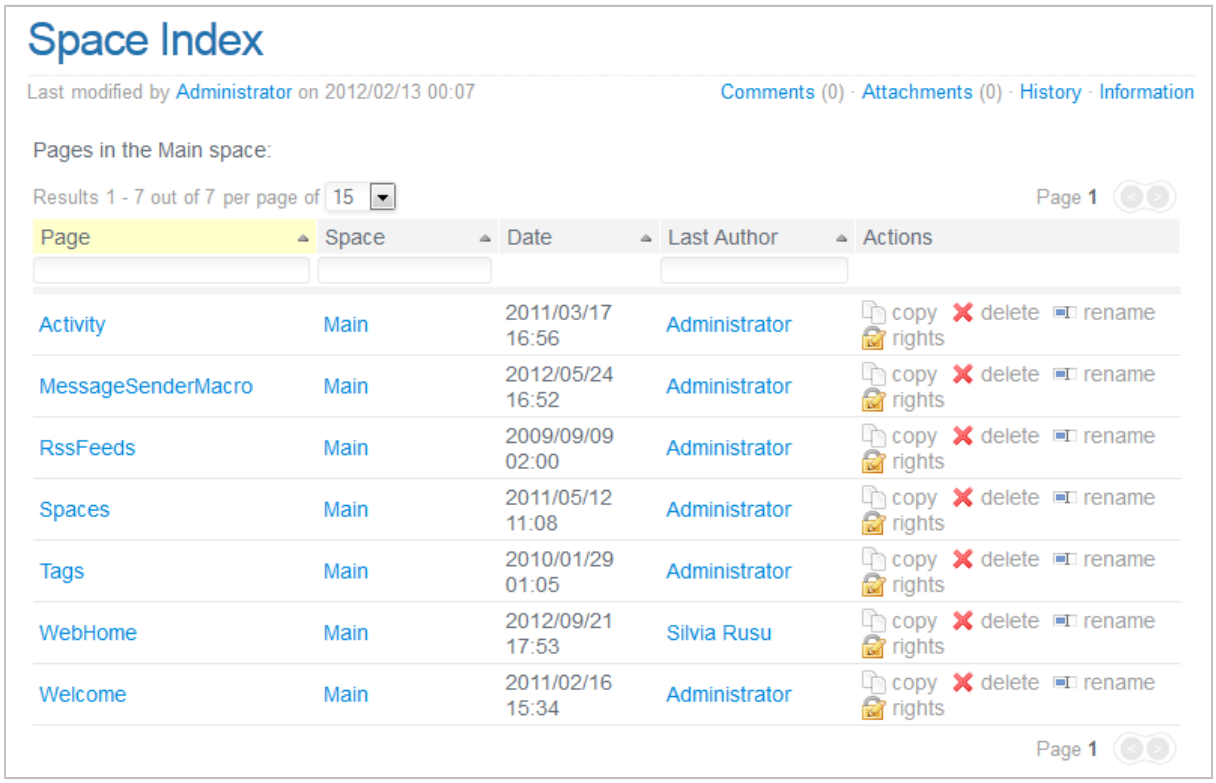


or navigate to the "Main.Spaces" page, hover the desired space and click on the blue book icon.

You can also access the space index by clicking on "Document Index" in the "Space" menu.



On the space index page you may filter documents by different criteria: page name, space name, the last edit date and last author. Depending on the user privileges, you can also copy, delete, rename pages and change the page access rights.



Related Pages

- **User Guide**
  - XWiki Dashboard Application
  - Watch a Space
  - Pages and Spaces Overview
  - Create and Delete a Space
- **Programming Guide**
  - Spaces Macro
  - Space Index Macro
  - Documents Macro
- **Admin Guide**
  - Set the Space Access Rights
  - Create a Space Template
  - Create a Page Template

The Blog Application Overview

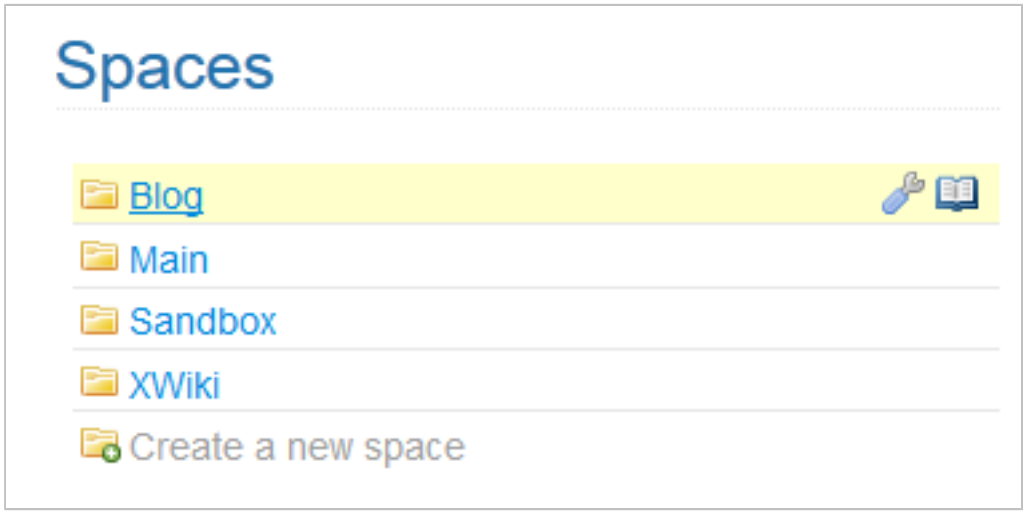
XWiki comes with the Blog application allowing you to easily create blog posts, tag them and organize them into categories. You can publish your blog posts instantly, or at a later date. The XWiki blog has a dedicated set of panels that provide an easy navigation for you and the other readers.

FAQ

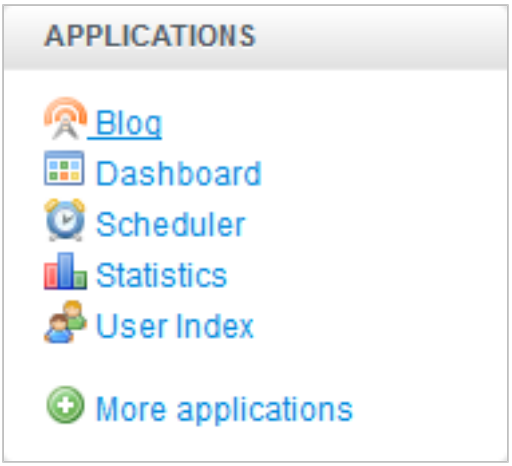
How do I access the blog?
How do I create a new blog post?
How do I add a summary to a blog post?
How do I add a category to a blog post?
How do I publish a blog post?
Can I publish a blog post at a later time?
How do I hide a blog post?
How can I edit a blog post?
How can I add a blog category?
How do I edit a blog category?
How do I delete a blog category?
How do I add a blog subcategory?
How do I subscribe to the blog RSS feed?
How do I subscribe to the RSS feeds of the separate blog categories?

Create a Blog Post

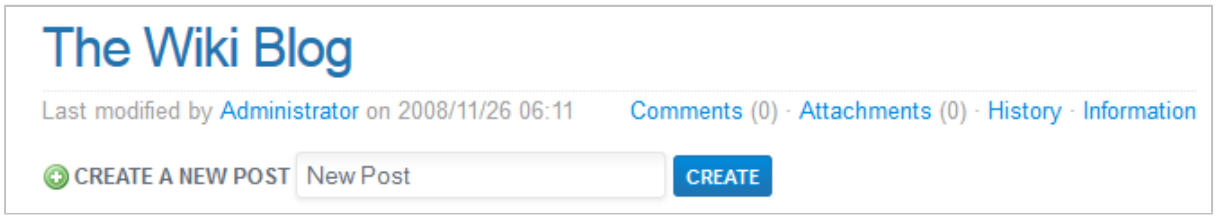
You may access your blog by clicking the "Blog" link from the "Spaces" macro in the wiki home page



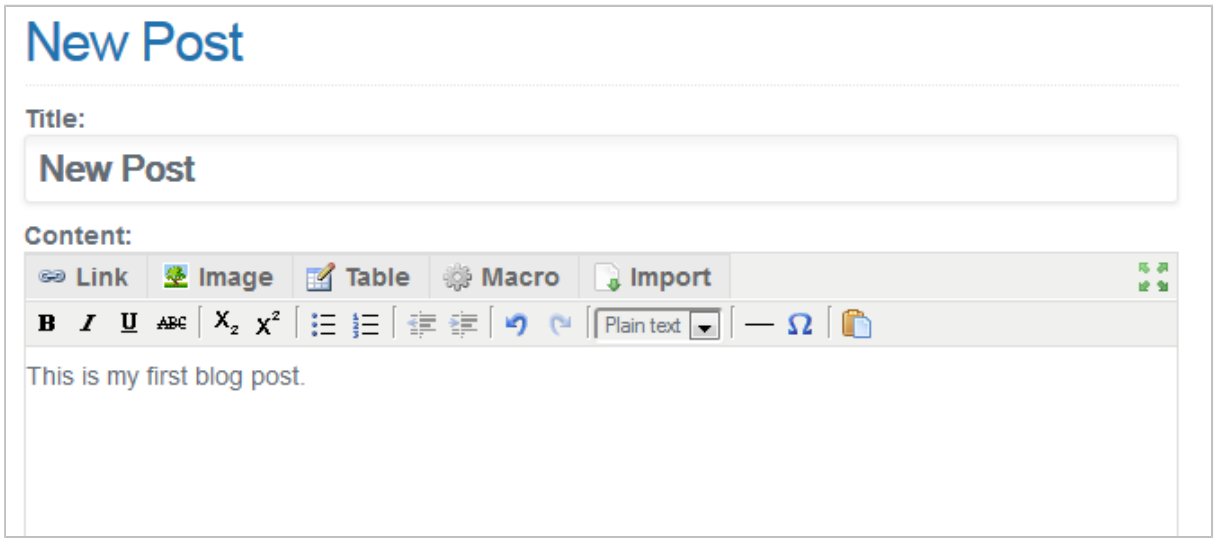
or by clicking the "Blog" link from the "Applications" panel to the right.



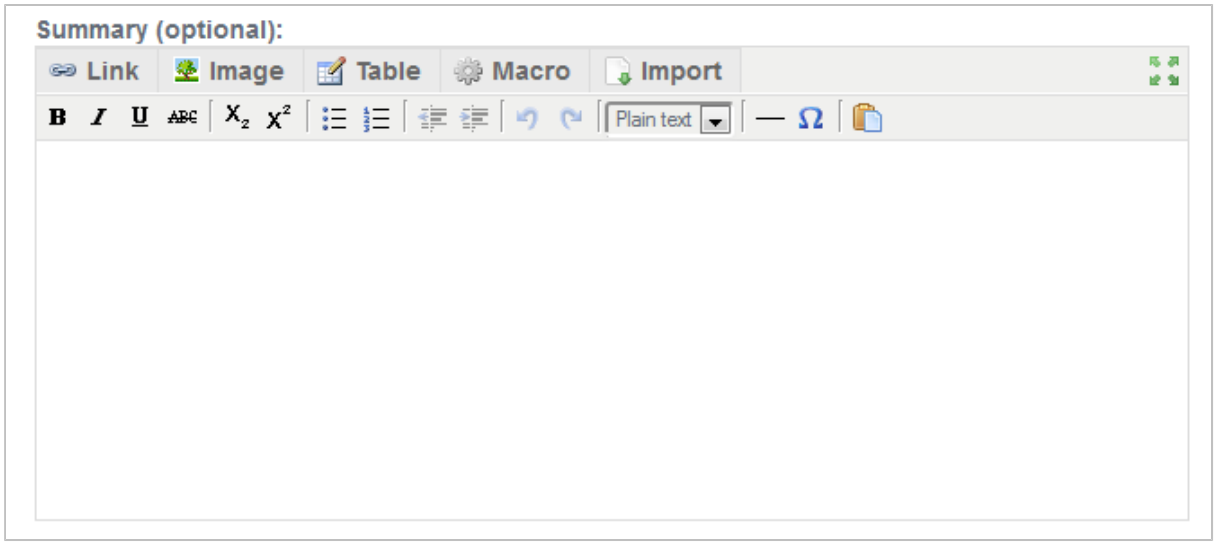
To create a new blog post, go to the Blog space home page, fill in the new post title and click on "Create".



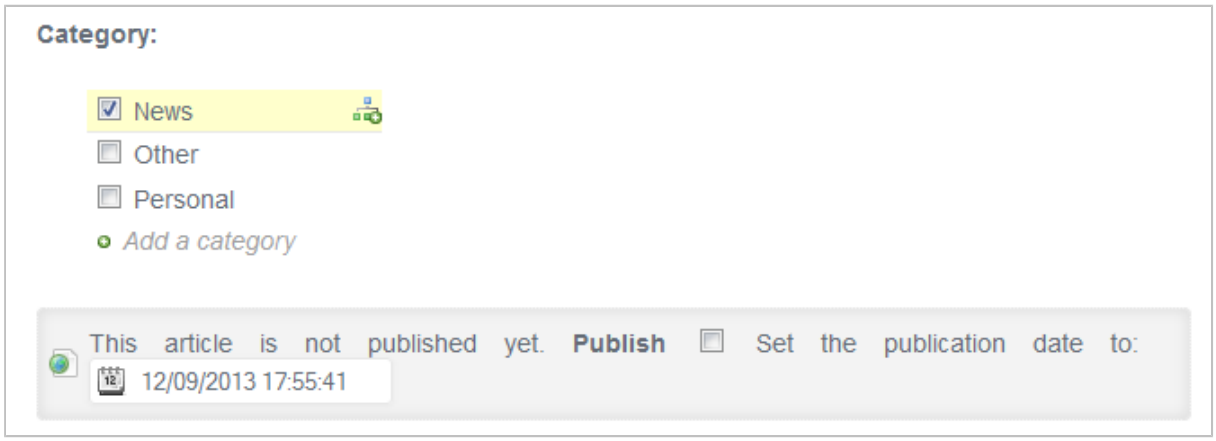
A new page will open in edit mode, allowing you to change the blog post title, add the post content,



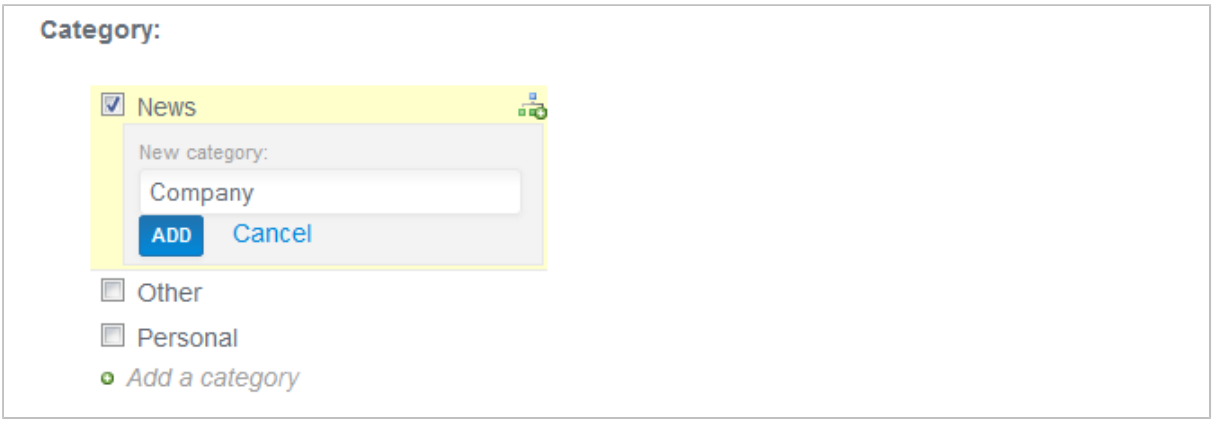
and a summary.



Next, select a category, fill in tags and set the publication date for the blog post.



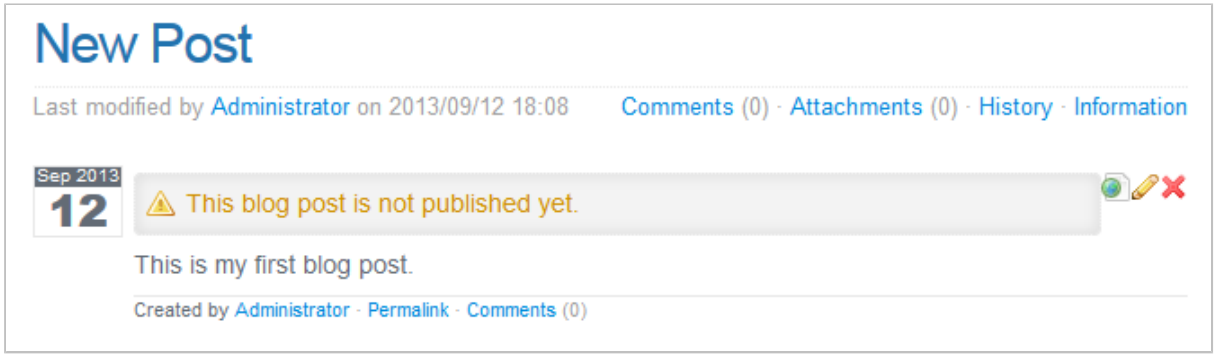
To add a subcategory to a category, hover the category name and click the green tree button. Next, enter the new subcategory name and click on "Add".



To add a category, click on the link with the same name and follow the steps described in the above paragraph.

The new categories will automatically be added to the "Blog Categories" panel.

After you have filled in all the information, click on "Save & View" and you are done. You can see your blog post as the latest entry in your blog.



Related Pages

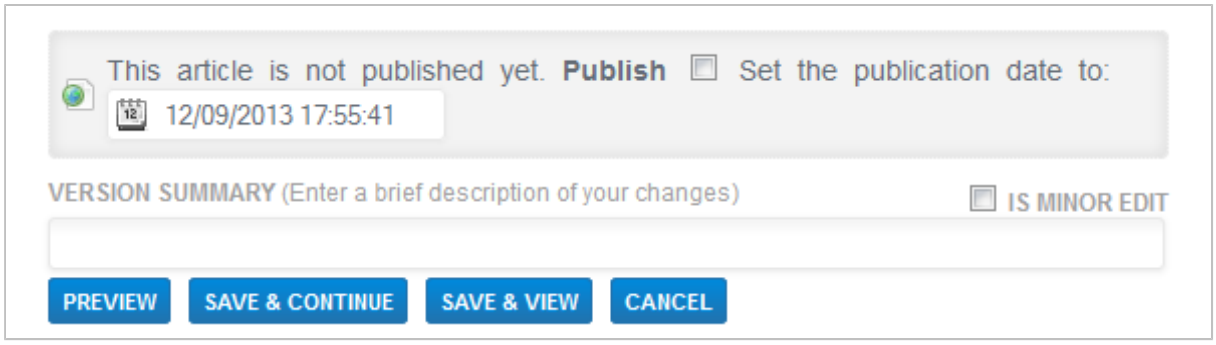
- **User Guide**
  - The Blog Application Overview
  - RSS Feed For The Blog
  - Publish or Hide a Blog Post
  - Manage Blog Categories
  - Edit a Blog Post

Publish or Hide a Blog Post

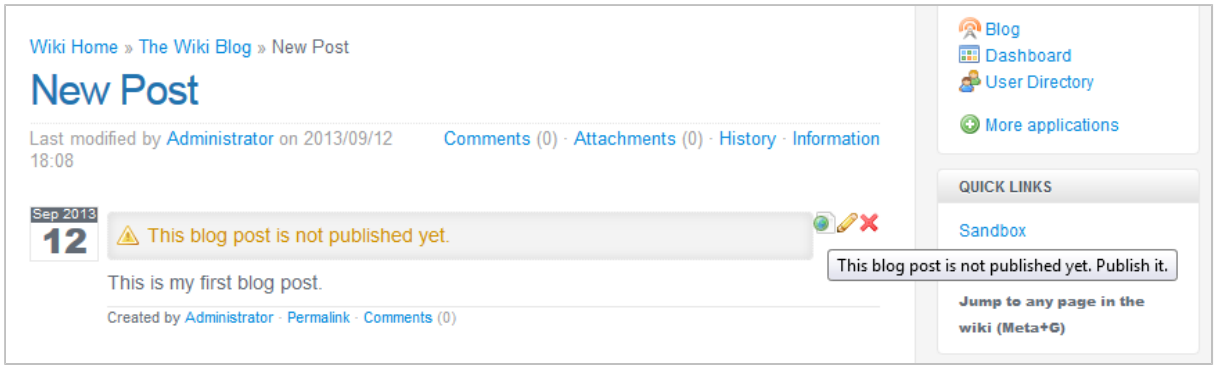
- Publish a Blog Post
- Hide a Blog Post

Publish a Blog Post

You can publish a blog post right after you create it or set a later time for it to be published.

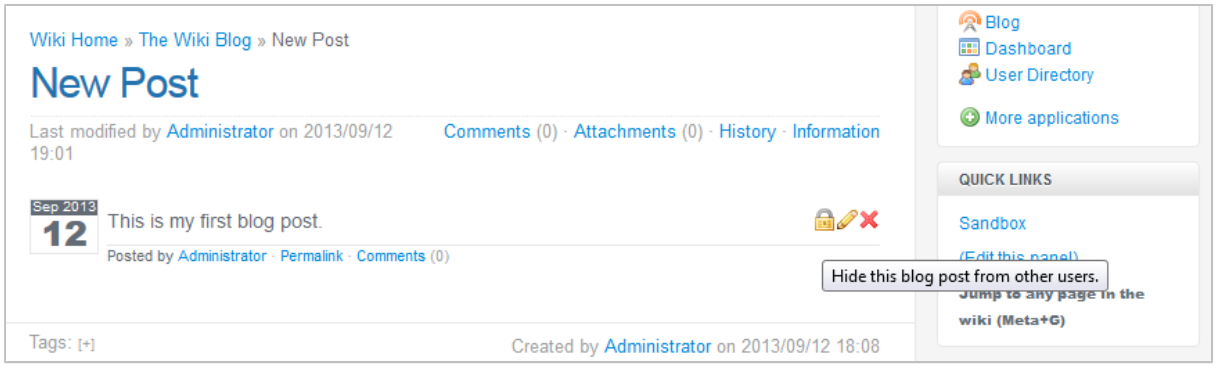


After you have created the post, you can still publish it at any time before the set date by clicking the globe icon, next to the edit pen.

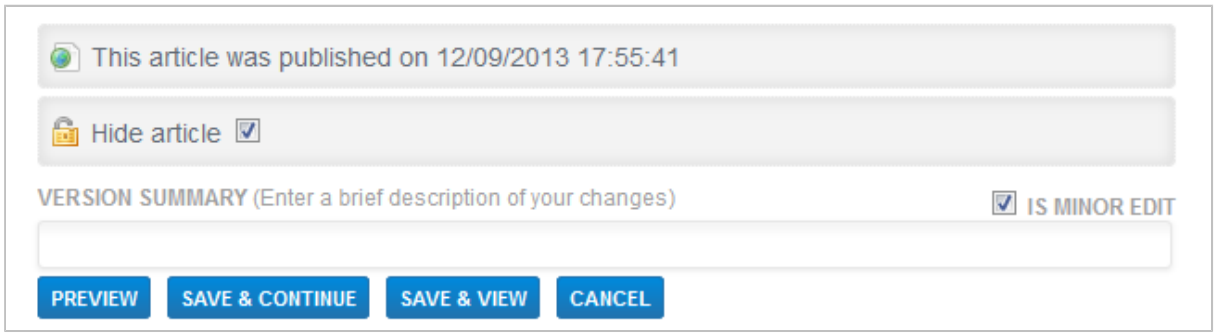


Hide a Blog Post

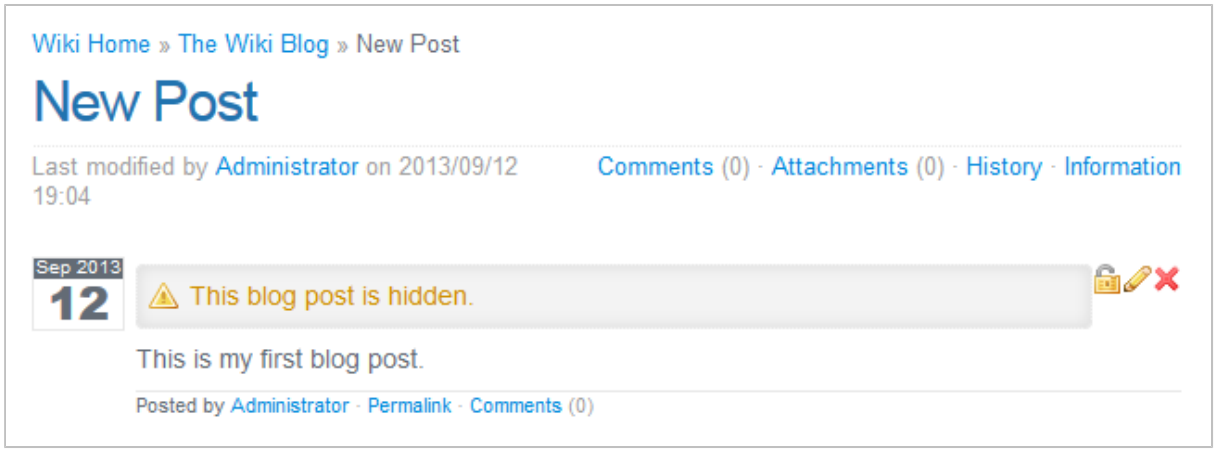
To hide a blog post from other users, click on the lock icon next to the edit pen



or click on the yellow pen icon to edit the article and check the "Hide article" option.



To make the blog post visible again, just click on the open lock icon next to the edit pen.

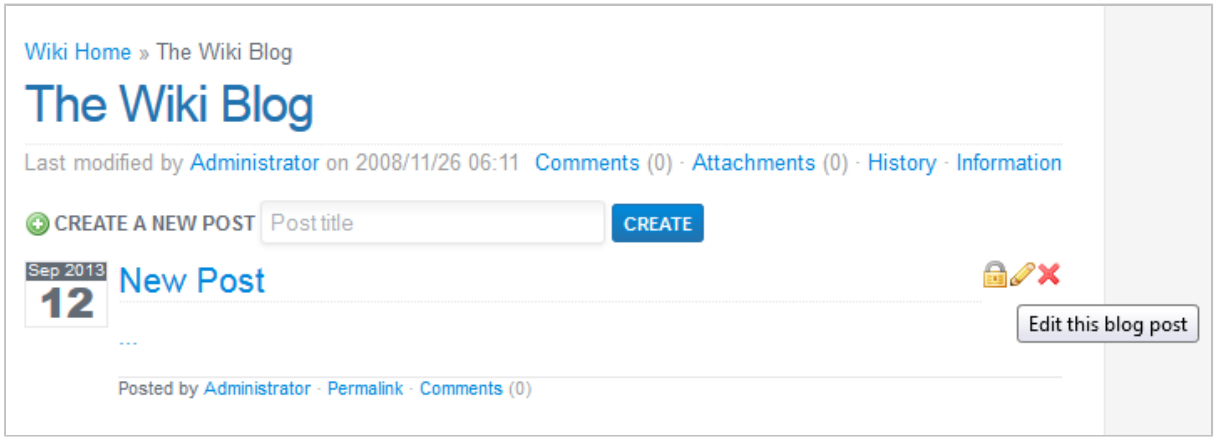


Related Pages

- **User Guide**
  - The Blog Application Overview
  - RSS Feed For The Blog
  - Manage Blog Categories
  - Edit a Blog Post
  - Create a Blog Post

Edit a Blog Post

To edit a blog entry click on the yellow pen located on the top right corner of the post.



The blog post will open in "Inline" mode allowing you to:

- update the content
- add or update the summary
- change the category

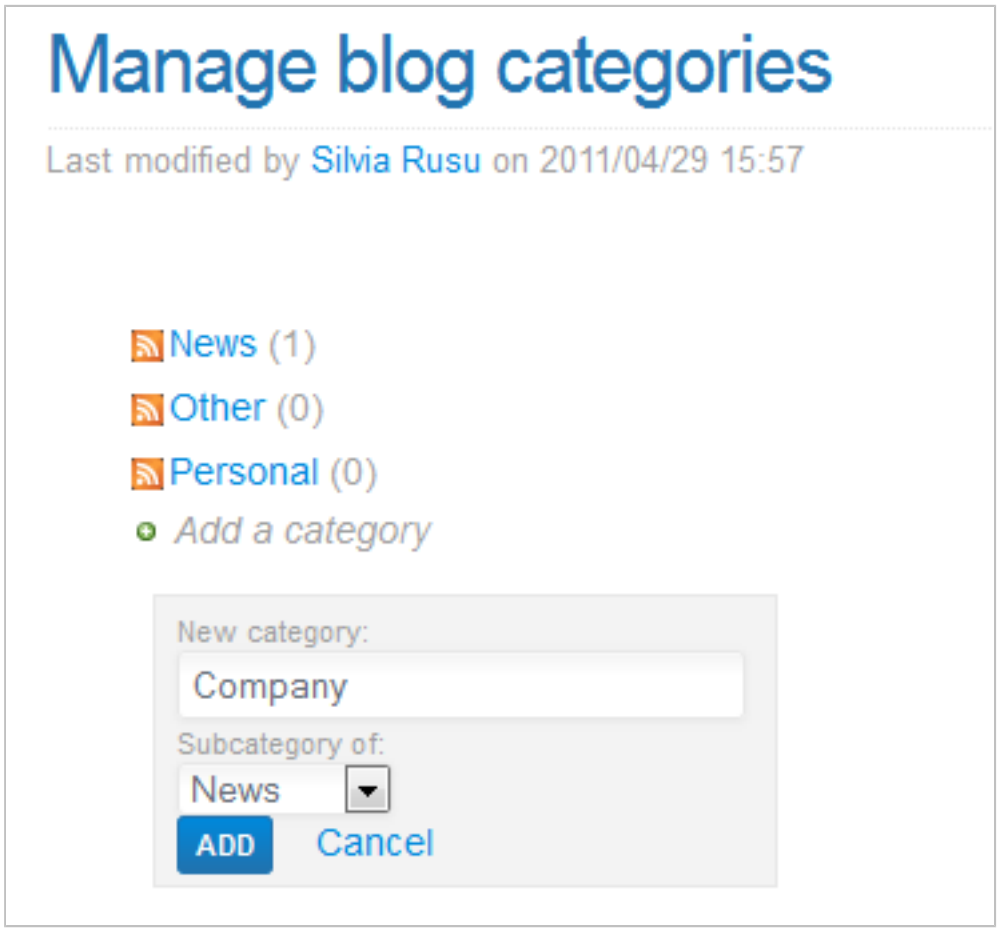
Related Pages

- **User Guide**
  - The Blog Application Overview
  - RSS Feed For The Blog
  - Publish or Hide a Blog Post
  - Manage Blog Categories
  - Create a Blog Post

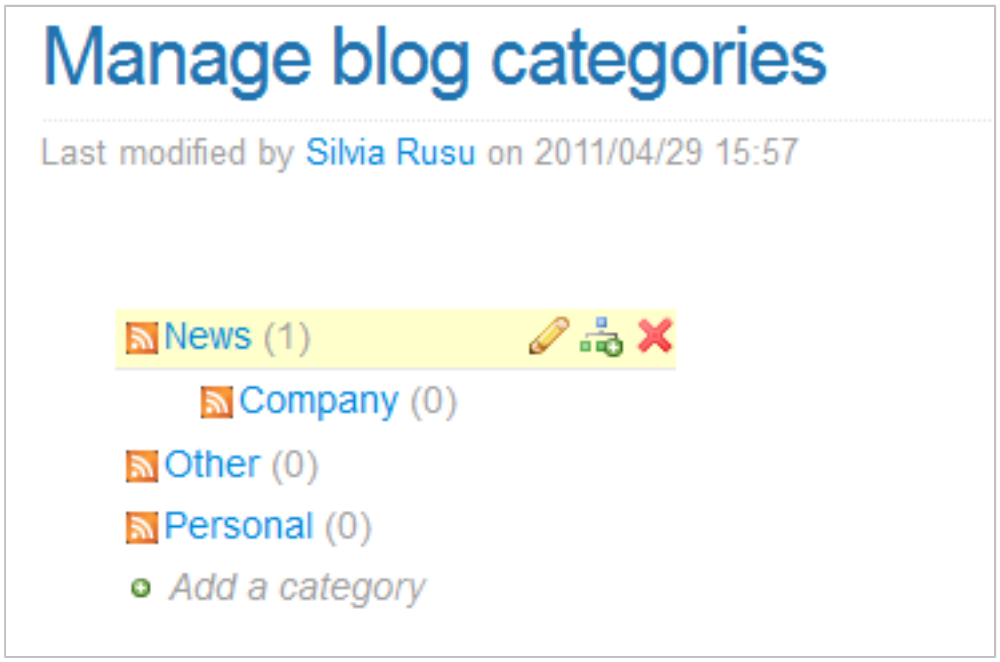
Manage Blog Categories

You can easily filter blog posts by categories by clicking on the category name you are interested in from the "Blog Categories" panel. To edit categories or to add a new category, click on the "Edit Categories" link at the bottom of the panel.

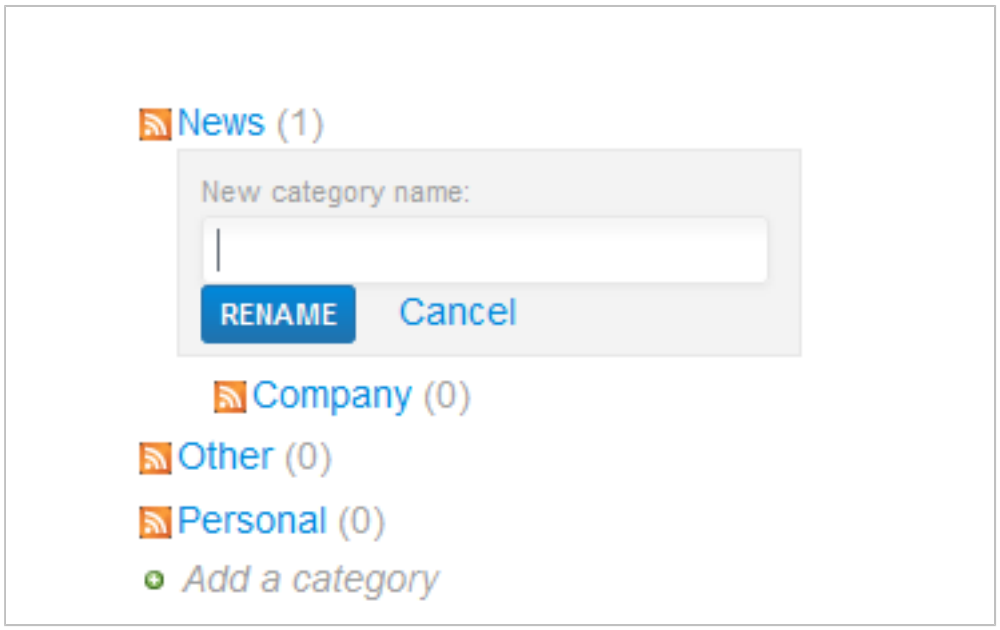
To add a new category click on the "Edit Categories" link, then on "Add a category". Fill in the new category name and click on "Add".



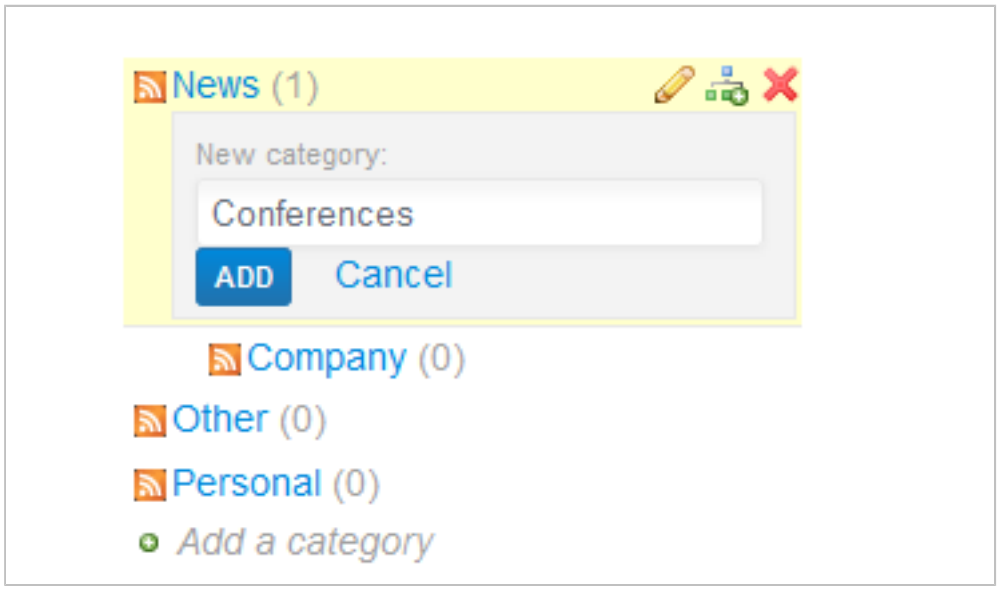
To add a new subcategory, follow the steps described in the above paragraph. After typing the category name, select the parent category from the "Subcategory of" drop-down and click on "Add".



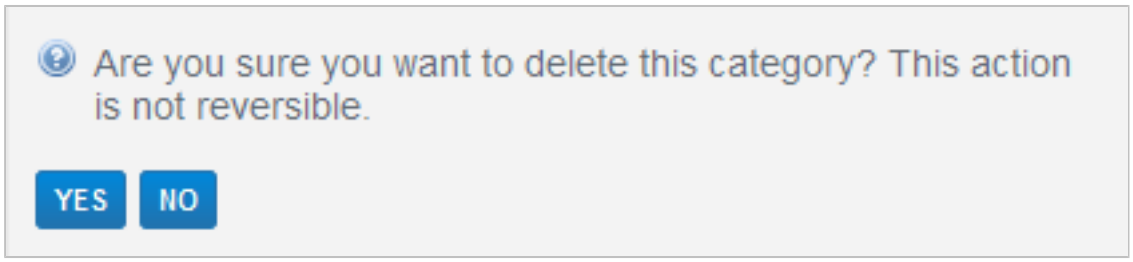
You can change a category name by hovering it and clicking the yellow pen icon.



To add a subcategory to a category, hover the category name and click the green tree button.



To delete a blog category, hover the category name and click the **X** button.



Related Pages

- **User Guide**
  - The Blog Application Overview
  - RSS Feed For The Blog
  - Publish or Hide a Blog Post
  - Edit a Blog Post
  - Create a Blog Post

RSS Feed For The Blog

You can easily subscribe to the RSS feed for the whole blog by typing the following URL in your browser: *ServerName/xwiki/bin/view/Blog/GlobalBlogRss?xpage=plain*.

It is also possible to subscribe to the separate blog categories from any page in the Blog. All you have to do is click on the RSS icons in the "Blog Categories" panel.

Related Pages

- **User Guide**
  - XWiki Watchlist Application
  - The Blog Application Overview
  - Publish or Hide a Blog Post
  - Manage Blog Categories
  - Edit a Blog Post
  - Create a Blog Post
- **Programming Guide**
  - RSS Macro

Activity and Watch Overview

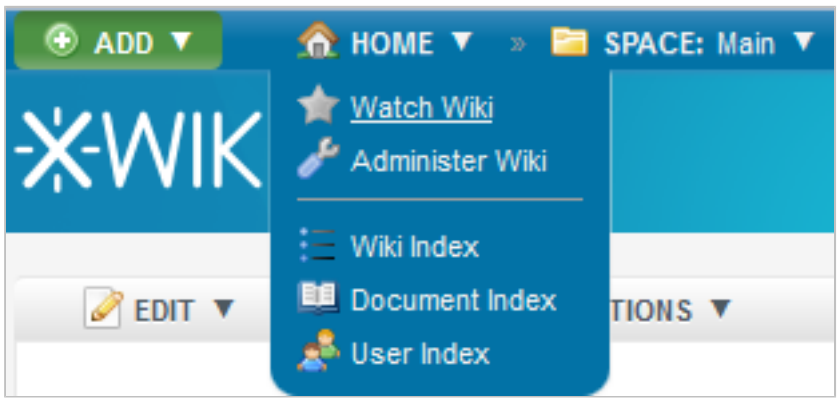
You can stay up to date with the activity on your wiki by watching pages and by following the Activity Stream. When watching a page, a space, or the whole wiki you get periodical emails informing you of the page changes. It is up to you to decide the frequency of these updates.

FAQ

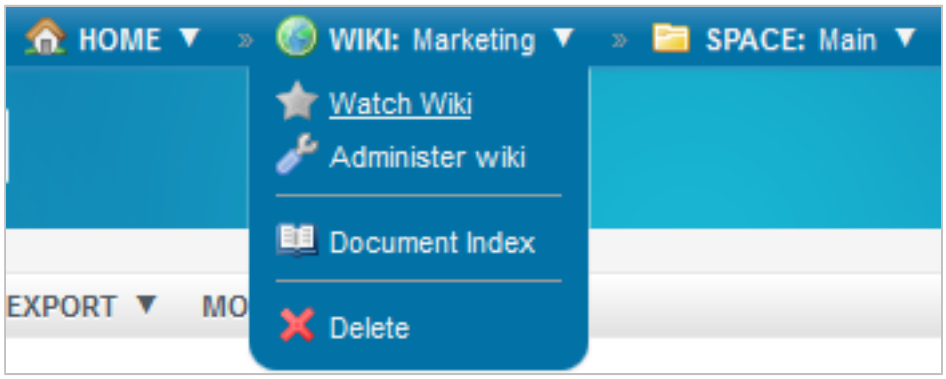
How do I watch a wiki?
How do I watch a space?
How do I watch a page?
How do I see my watch list?
How do I set the frequency of the watch list notifications?
What is the Activity Stream and where can I see it?
How do I share a status message?
How do I follow another users' posts?
How do I see the network activity?

Watch a Wiki

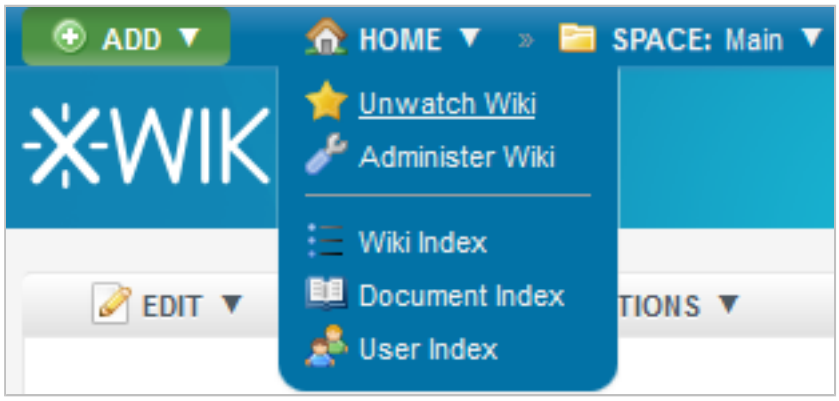
To watch the whole wiki, hover the "Home" menu for the main wiki



or the "Wiki" menu for a sub-wiki and click on "Watch Wiki".



The icon will change, indicating that the wiki is followed.



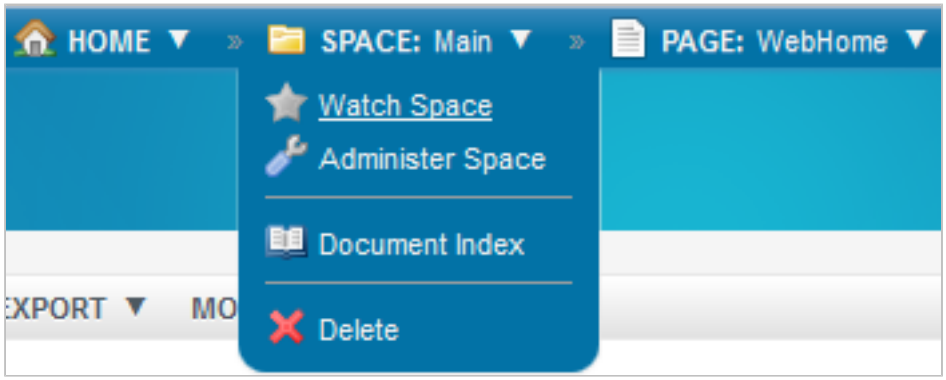
To unwatch the wiki, simply follow the same steps: hover the "Wiki" menu and click on "Unwatch Wiki".

Related Pages

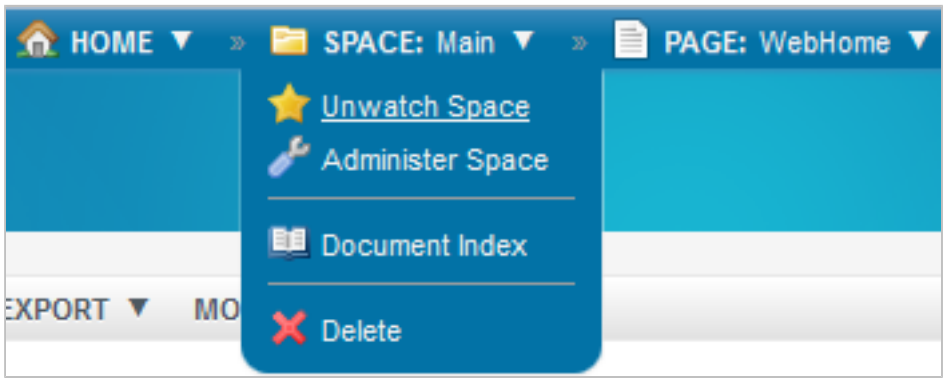
- **User Guide**
  - XWiki Watchlist Application
  - Watch a Space
  - Watch a Page
  - More Page Actions
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - The Watchlist Plugin
  - Mail Sender Plugin

Watch a Space

To watch a space, hover the "Space" menu and click on "Watch Space".



The icon will change, indicating that you are following the space.



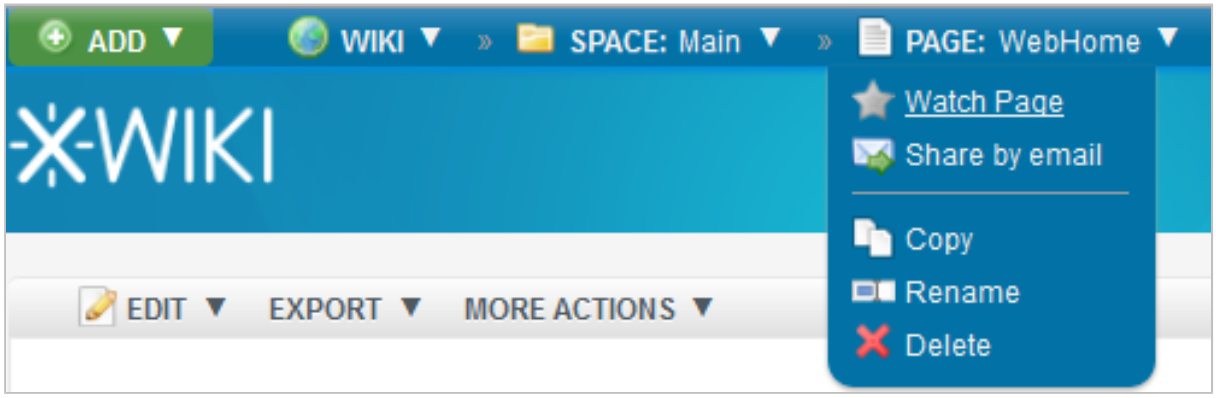
To unwatch the space, hover the "Space" menu and click the "Unwatch Space" link.

Related Pages

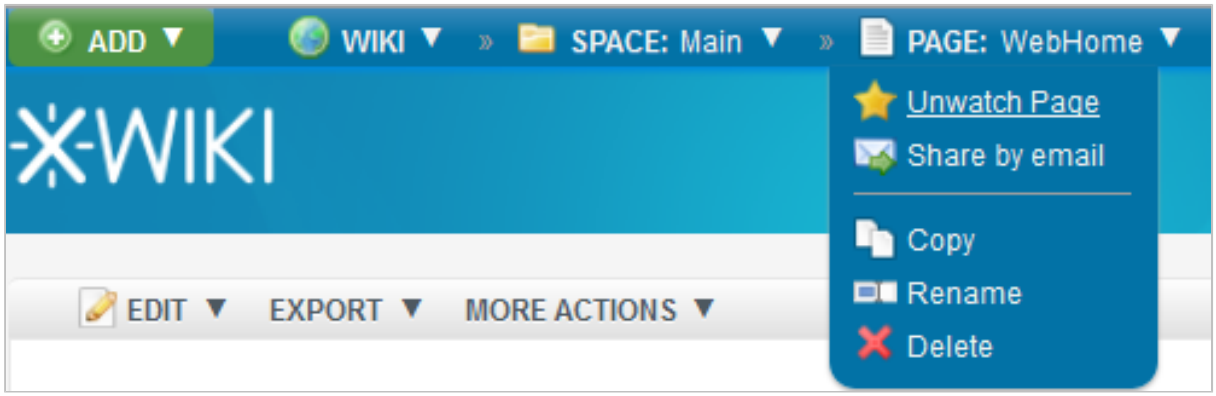
- **User Guide**
  - XWiki Watchlist Application
  - Watch a Wiki
  - Watch a Page
  - Pages and Spaces Overview
  - More Page Actions
  - Index Application
  - Create and Delete a Space
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - The Watchlist Plugin
  - Mail Sender Plugin
- **Admin Guide**
  - Set the Space Access Rights
  - Create a Space Template
  - Create a Page Template

Watch a Page

To watch a page, hover the "Page" menu and click on the "Watch Page" link.



The icon will change, indicating that you are now following the page.



To unwatch the page, hover the "Page" menu and click on the "Unwatch Page" link.

Related Pages

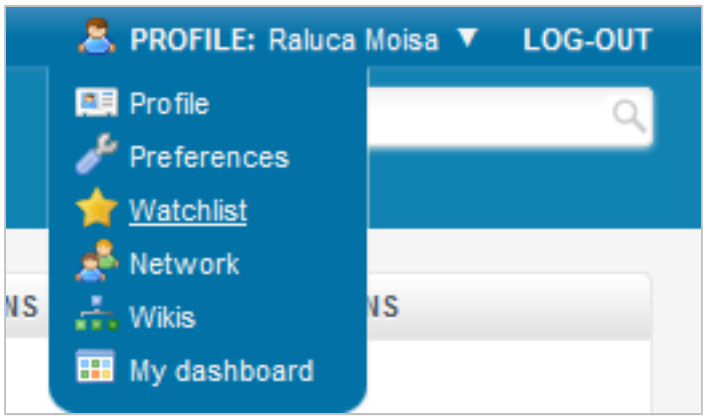
- **User Guide**
  - XWiki Watchlist Application
  - Watch a Wiki
  - Watch a Space
  - Share Page by Email
  - More Page Actions
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - The Watchlist Plugin
  - Mail Sender Plugin

XWiki Watchlist Application

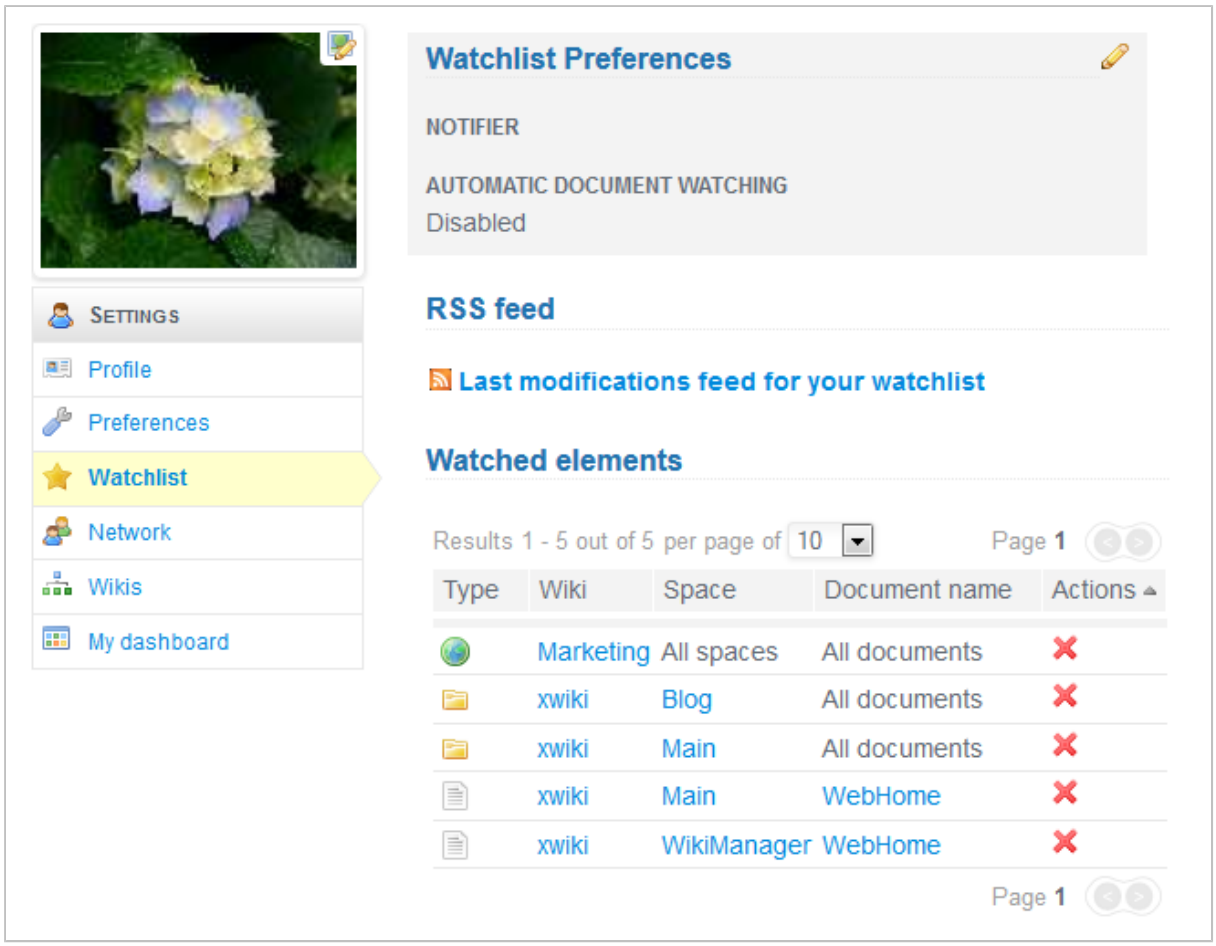
- Browse the List of Watched Elements
- Set the Email Frequency
  - Watch List Email Template
- Automatic Watch

Browse the List of Watched Elements

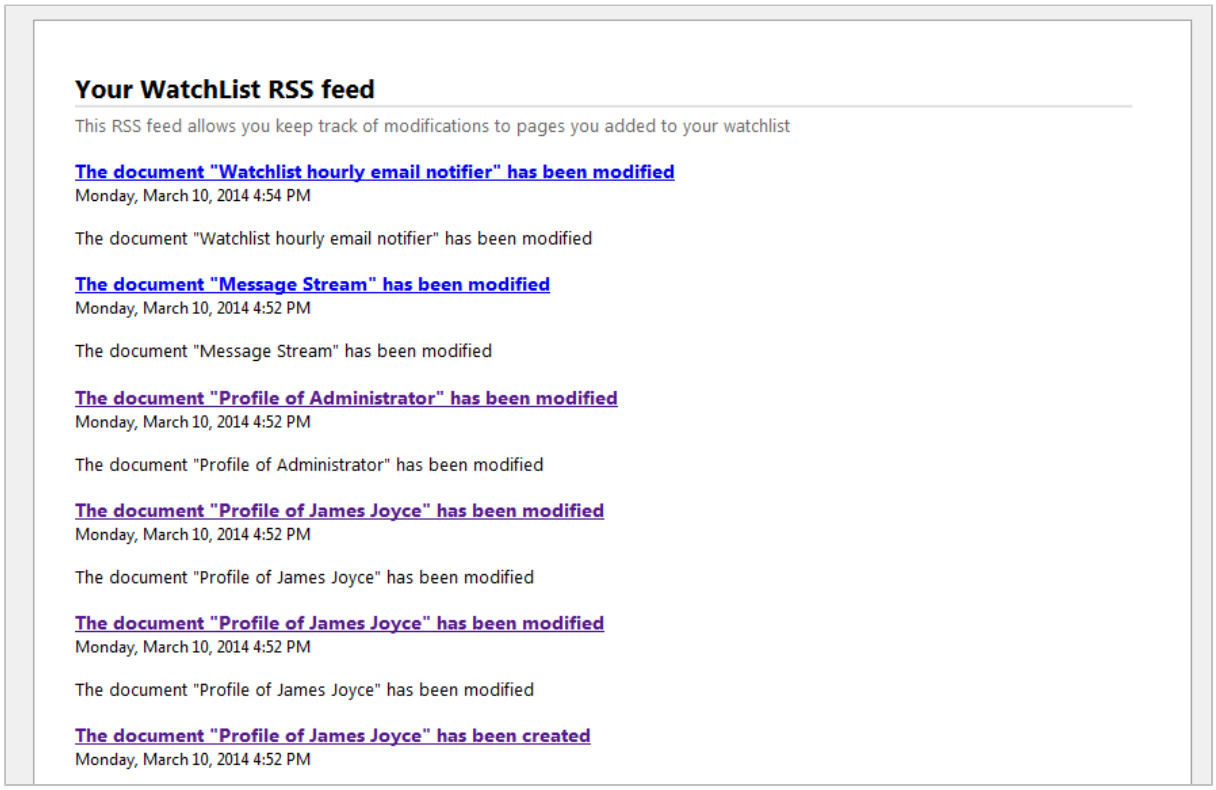
To manage your watchlist, hover the "Profile" menu and click on "Watchlist".



The wikis, spaces or pages added to favorites will be displayed in the "Watched elements" live table on your profile. To remove an element from the list, click on the "X" red icon in the "Actions" column.

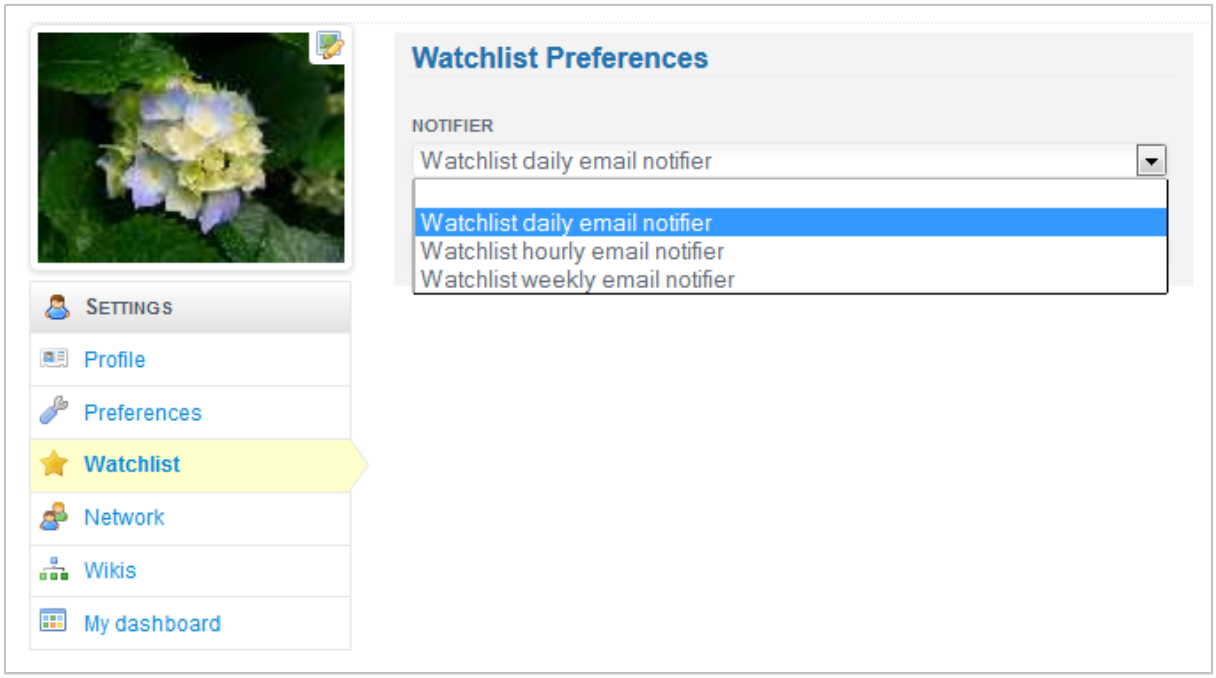


You can get notifications regarding activity on watched elements using RSS feeds by clicking on "Last modifications feed for your watchlist".



Set the Email Frequency

The "Notifier" drop-down list in the "Watchlist Preferences" section allows you to choose the frequency of the email notifications regarding the activity in your wiki or farm. To change the delay, click on the yellow pen located in the top right corner of the section.



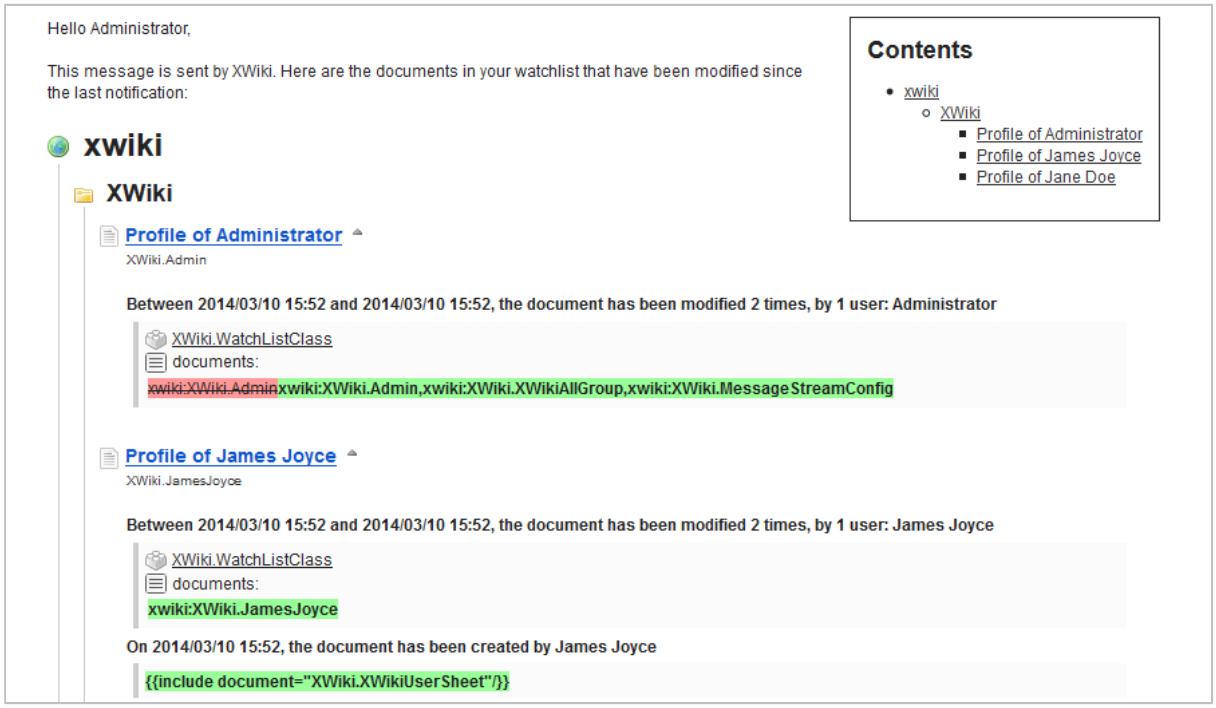
The 3 available options are:

- hourly notifications

- daily notifications
- weekly notifications

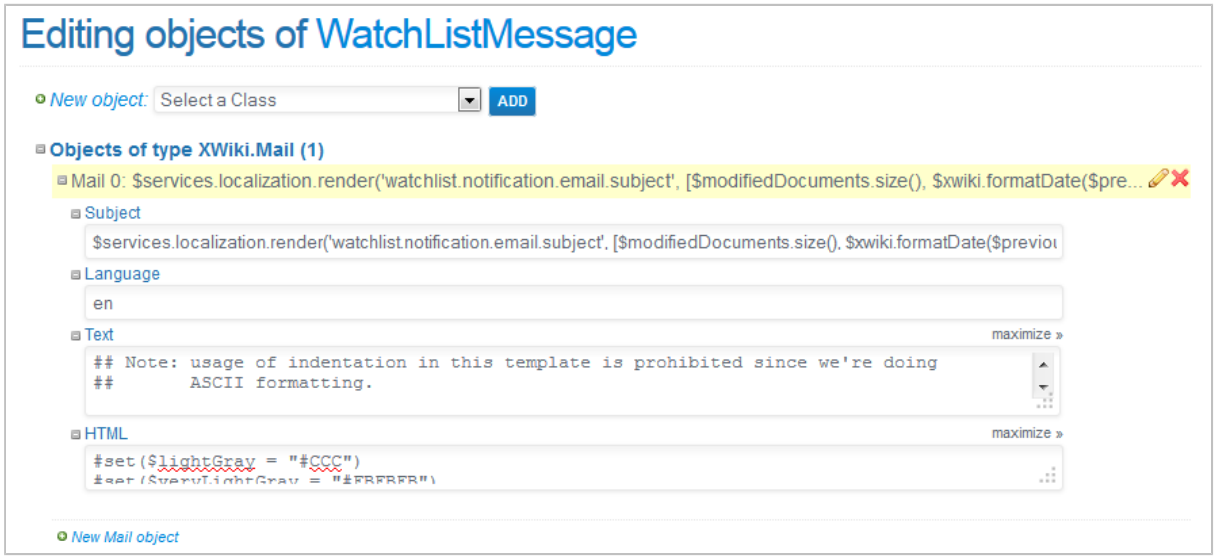
Watch List Email Template

A default email notification message looks like in the image below:



The template used for watchlist notifications is stored in the "XWiki.Mail" object attached to the page "XWiki.WatchListMessage" which has 4 properties:

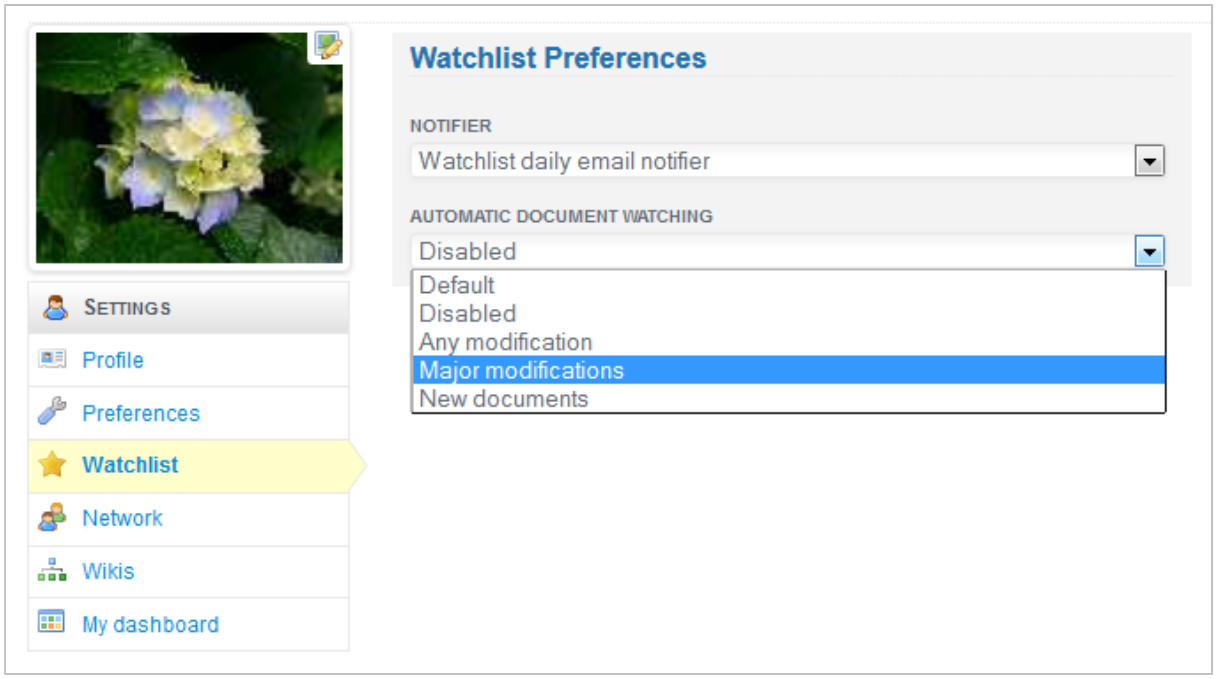
- `Subject` - the subject of the email message
- `Language` - the language of the message. This allows having multiple "XWiki.Mail" objects, each for a given language.
- `Text` - the content of the message for the case when the mail client displays the mail as plain text.
- `HTML` - the content of the message for the case when the mail client displays the mail as HTML.



Automatic Watch

The "Watchlist Preferences" section also contains a drop-down list dedicated to the automatic document watching. By default, the automatic watch feature is disabled, but you can enable it by choosing one of the other 4 options from the "Automatic Document Watching" drop-down list:

- Default - any major edit on a document or any page creation generates notifications
- Any modification - any change on any wiki page generates notifications
- Major modifications - only the major changes generate notifications
- New documents - the notifications are generated only when new wiki pages are created



Related Pages

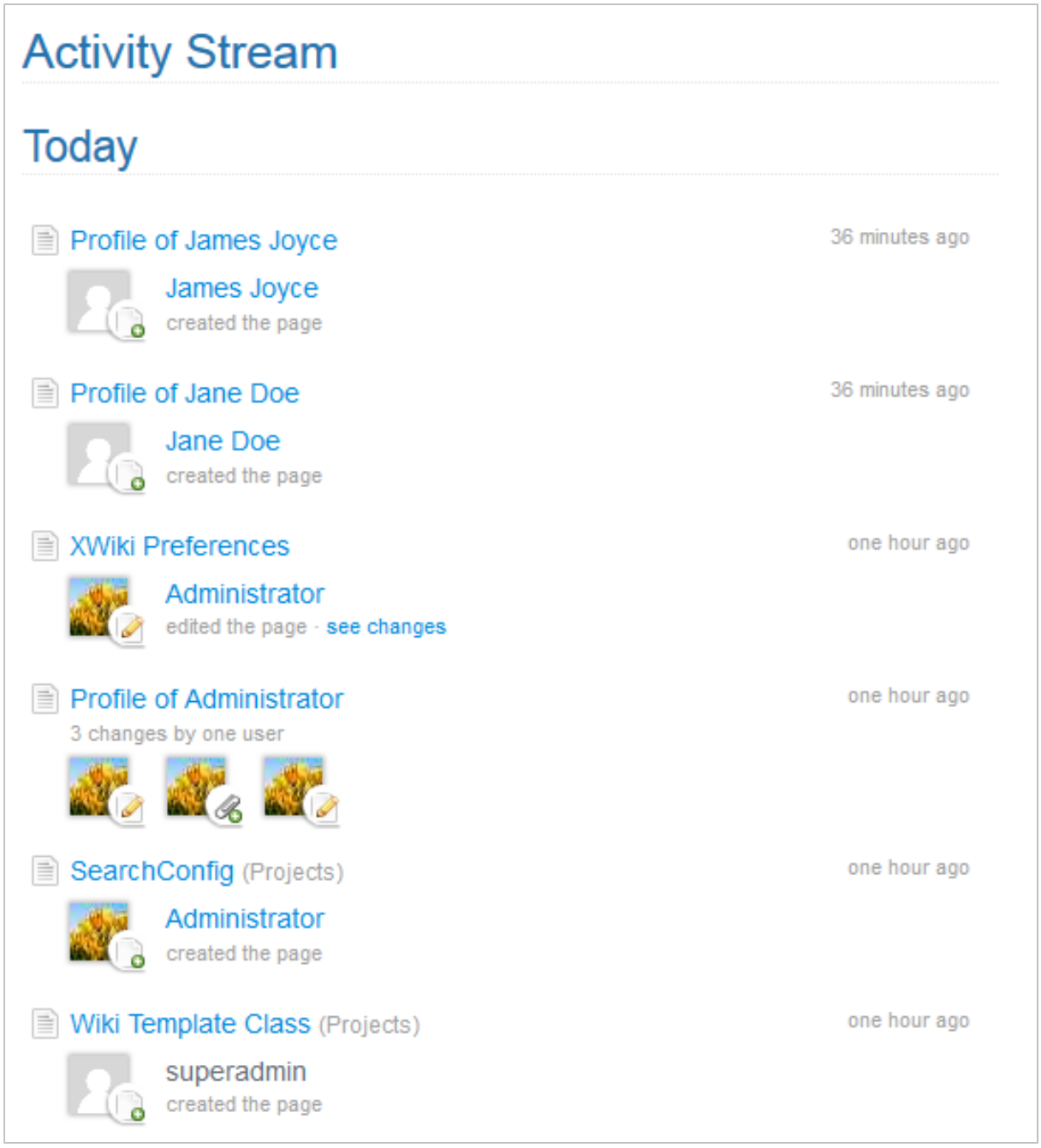
- **User Guide**
  - Watch a Wiki
  - Watch a Space
  - Watch a Page
  - Version Control
  - The Blog Application Overview
  - Share Page by Email
  - RSS Feed For The Blog
  - Page History
  - More Page Actions
  - Customization Overview
  - Common Edit Actions
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - The Watchlist Plugin
  - The "xwikircs" Table
  - RSS Macro
  - Mail Sender Plugin
- **Admin Guide**
  - Configure SMTP Server

Activity Stream

The Activity Stream feature helps you keep better track of what is happening on the wiki and is available by default on the wiki home page. The listed events include:

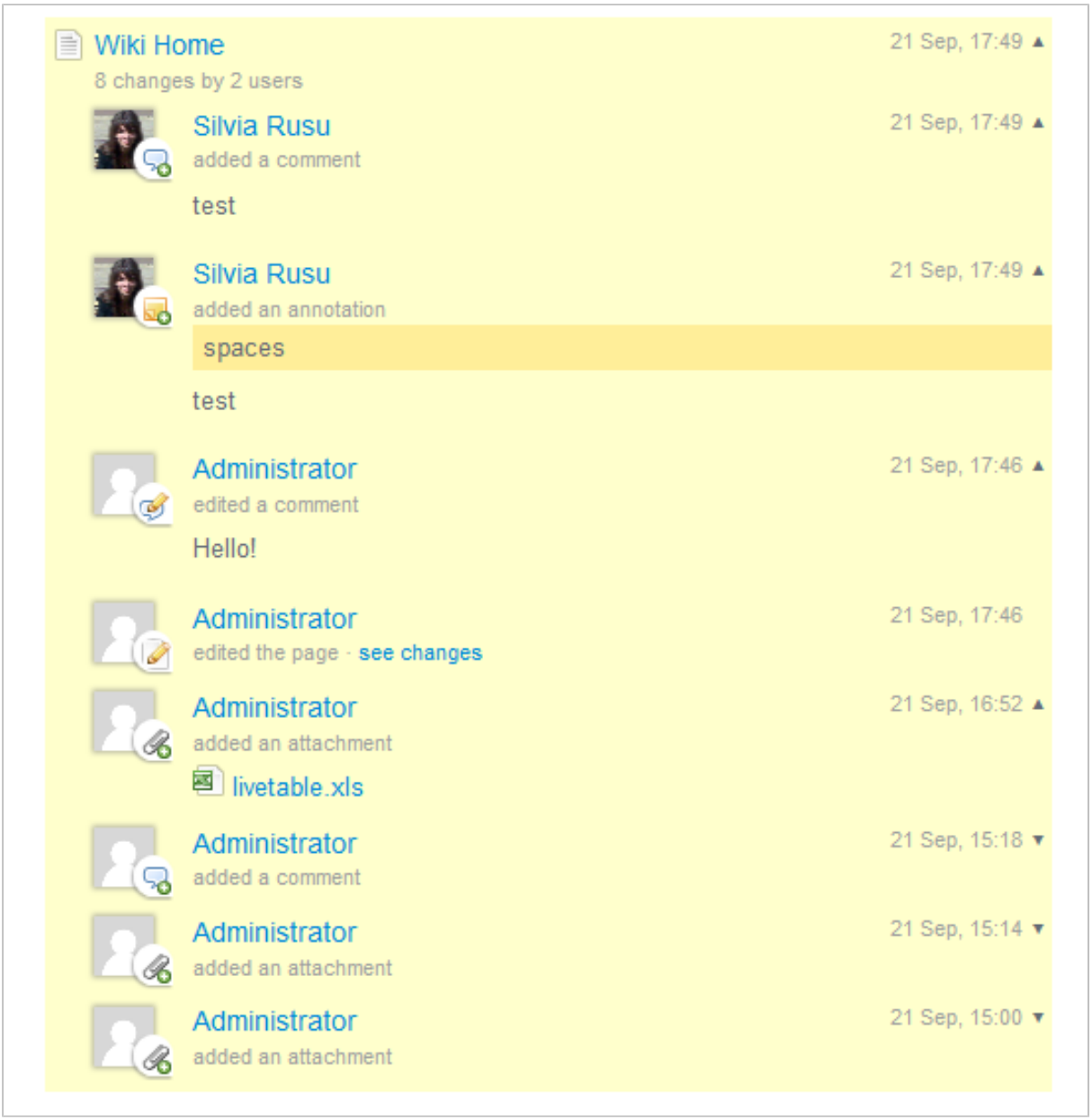
- page creation
- page edit
- page delete
- comments and annotations events
- attachment events
- the posts shared with other users via the {{shareMessage /}} macro.

More information about message sharing and the way you can follow other users' posts is available in the documentation page about the "User Status".



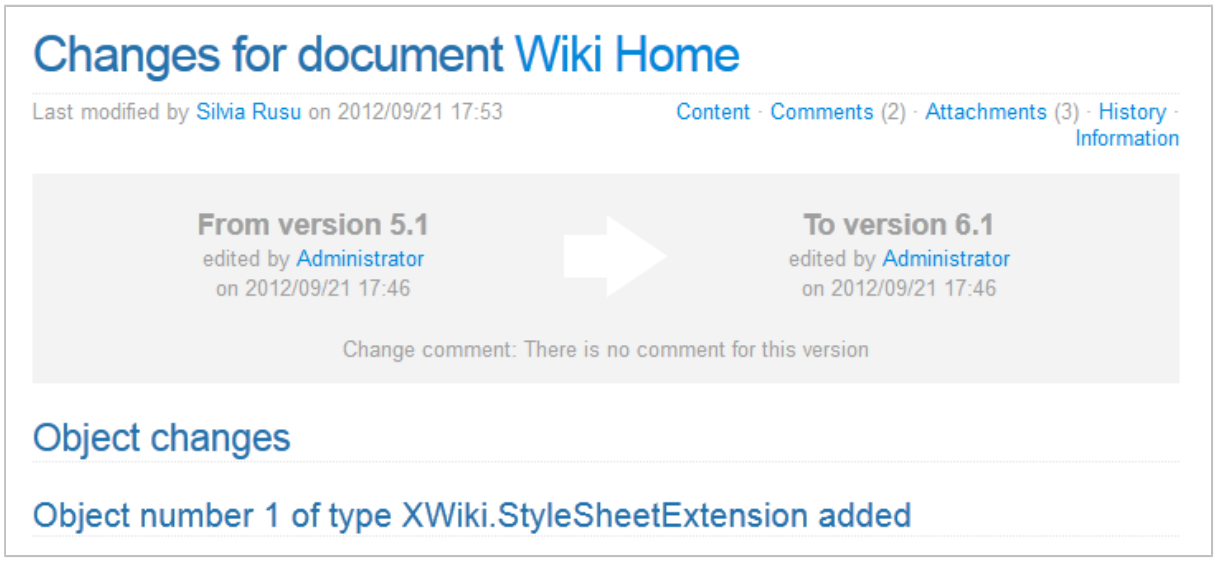
On the main wiki, the Activity Stream displays the events from other sub-wikis, provided the current user has view rights on the documents. Also, the sub-wiki pretty name is displayed next to the page name.

By hovering any event listed in the Activity Stream, you will notice an arrow icon in the top right corner. If you click on it you will be able to see an expanded list containing the changes performed by the user on that particular page: the edits (including the object changes) or the recently added comments, annotations and attachments.



In order to see the new comment, annotation or the name of the attached file, hover the corresponding sub-event and click on the arrow icon in the top right corner.

If you want to see the changes made on the content or the objects of a page, a diff is available by clicking on the "see changes" link next to the corresponding event.



Related Pages

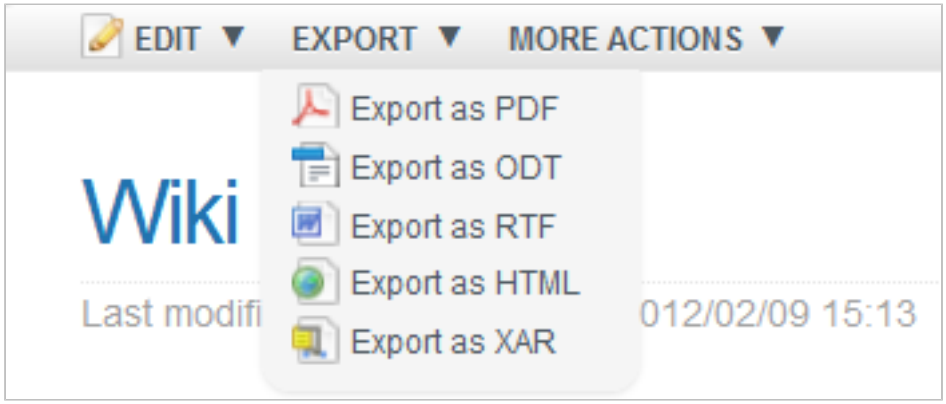
- **User Guide**
  - XWiki Watchlist Application
  - XWiki Dashboard Application
  - Watch a Wiki
  - Watch a Space
  - Watch a Page
  - View the List of Joined Sub-Wikis
  - Users and Groups Overview
  - User Status
  - User Profile
  - User Preferences
  - More Page Actions
  - Activity and Watch Overview
- **Programming Guide**
  - The Watchlist Plugin
  - Mail Sender Plugin
  - Activity Macro
- **Admin Guide**
  - Disable the Message Stream

Import and Export Overview

Page Export Formats

- PDF Export
  - Export Several Pages into the Same PDF
  - URL Parameters for the PDF Export
  - The PDF Options Panel
- ODT Export
- RTF Export
- XAR Export
  - URL Parameters for the XAR Export
- HTML Export
  - URL Parameters for the HTML Export

XWiki offers the possibility to export a single wiki page into several formats. To perform a page export, hover the "Export" menu and select the preferred type.



PDF Export

To export a page as PDF, hover the "Export" menu and select the "Export as PDF" option or type the following URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=pdf

Export Several Pages into the Same PDF

To export several pages into the same PDF, type the following URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=pdf&pages=WikiSpace.WikiPage&pages=Sandbox.ProjectTest&pages=Managers.Leaders&pages=XWiki.MyDashboard

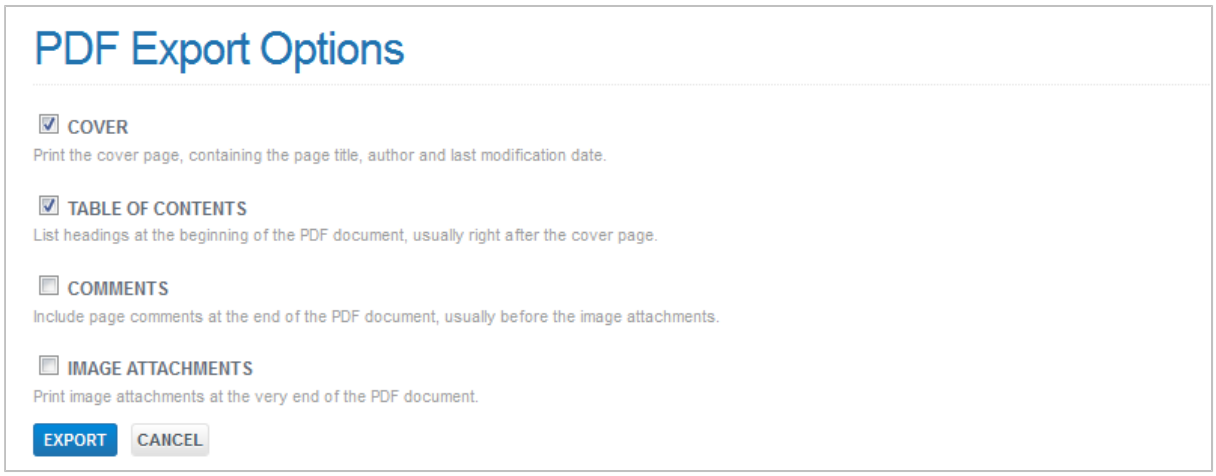
Note that if you are using the `pages` parameter to export several pages, the current wiki page specified in the URL won't be exported, so you will have to specify it again with `&pages=WikiSpace.WikiPage`.

URL Parameters for the PDF Export

- `pages`: you can use it several times, each parameter representing a page to be exported.
- `includechilds`: its numeric value specifies the depth of children pages to include in the PDF export; for instance, if you type `&includechilds=2` in the URL, you will include all the children pages of the page to export (all the pages having this page as parent) and all the children's children.
- `includelinks`: its numeric value specifies the depth of linked pages to include in the PDF export; for example `&includelinks=2` will include all the pages linked from the page to export and the links in those pages.
- `pagebreaks`: if its value is set to `1` then a page break will be inserted between all the exported pages.
- `comments`: if its value is set to `1` then the comments will also be exported.
- `attachments`: if its value is set to `1` then the attached images will also be exported.

The PDF Options Panel

The "PDF Export Options" panel is available when exporting a page as PDF via the "Export" menu. This panel allows you to configure the "Cover", "Table of Contents", "Comments" and "Image Attachments" parameters which were previously available only as query string parameters to the URL or by overriding the PDF templates (as described in the documentation page about the customization of the export look & feel).



ODT Export

If you configure the wiki to work with an Office server like Open Office or Libre Office, you will have a dedicated option available in the "Export" menu. By default, only the "ODT Export" will be exposed, but it is possible to export a page to other office formats supported by the Office server, like the Microsoft Word proprietary .DOC format, by typing the following URL:

ServerName/xwiki/bin/export/Main/WebHome?format=doc

RTF Export

The RTF export works just like the PDF export, the only difference being in the format you specify in the URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=rtf

XAR Export

This option allows you to export pages in the internal XML format used by XWiki. To do this, hover the "Export" menu and click on the "Export as XAR" option or type the following URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=xar

URL Parameters for the XAR Export

- `pages`: you can use it several times, each parameter representing a page to be exported.

Example:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=xar&pages=WikiSpace.WikiPage&pages=Sandbox.ProjectTest&pages=Managers.Leaders&pages=XWiki.MyDashboard
Note that if you are using the `pages` parameter to export several pages, the current wiki page specified in the URL won't be exported, so you will have to specify it again with `&pages=WikiSpace.WikiPage`.

- `history`: if set to `true` (`&history=true`), you will also export the history of the page.
- `backup`: specifies if the XWiki preserves the document author of each page when reimporting it into a XWiki instance.
- `author`: if defined, specifies the author's name in the XAR export; this name can be viewed when reimporting the page into a XWiki instance.
- `description`: if defined, a description will be added to the XAR export; this description can be viewed when reimporting the page into a XWiki instance.
- `license`: if defined, specifies the license to the XAR export which can be viewed when reimporting the page into a XWiki instance.
- `version`: if defined, specifies the version of the export.

HTML Export

This option allows you to export wiki pages as static HTML pages which are independent from the XWiki engine. All pages are exported in view mode so that you won't need a web server to access them.

To export a page as HTML, hover the "Export" menu and click on the "Export as HTML" option or type the following URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=html

URL Parameters for the HTML Export

- `name`: the name of the generated .zip file.
- `description`: the comment in the generated .zip file.
- `pages`: you can use it several times, each parameter representing a page to be exported; for instance if you want to export all the pages from a space of a certain sub-wiki, you will type the following URL:

ServerName/xwiki/bin/export/WikiSpace/WikiPage?format=html&pages=wikiid:pageFullNamePattern

- `wikiid`: the name of the wiki from where to get the wiki pages
- `pageFullNamePatern`: the full name pattern of the page based on HQL "LIKE" comparator. Note that the character `%` has to be converted in `%25` in an URL.

Related Pages

- **User Guide**
  - WYSIWYG Editor
  - The Office Importer Application
  - Import and Export Overview
- **Programming Guide**
  - Office Macro
  - Customize the Look and Feel of the PDF and RTF Export
- **Admin Guide**
  - Import
  - Export Wiki
  - Configure the Office Server

Users and Groups Overview

FAQ

Login and Registration

How do I register to the wiki?
How do I log in?
How do I recover my lost username?
How do I reset my password in case I forget it?

User Profile and Preferences

How do I access my user profile?
How do I add an avatar to my profile?
How do I add information about me to the profile?
How do I link my website, blog or social profiles from my profile?
How do I see my wiki activity?
How can I change the skin?
Where do I change my password from?
Where do I change my default editor from?
How can I make my hidden documents visible?
How can I set my timezone?
How do I share a status message?
How do I delete a status message?
How do I follow other users' posts?
How do I unfollow an user?
How do I see the members of my network?
How do I see the network activity?

User and Group Directory

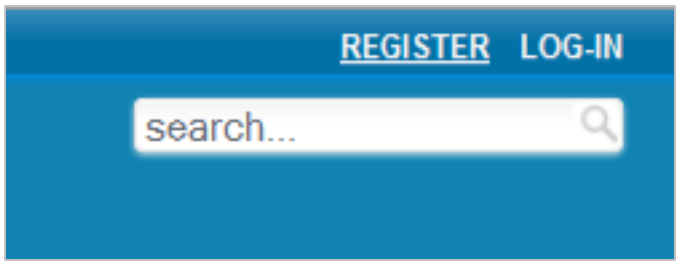
How do I browse the list of wiki users?
How can I customize the User Directory livetable?

Sub-Wiki Membership

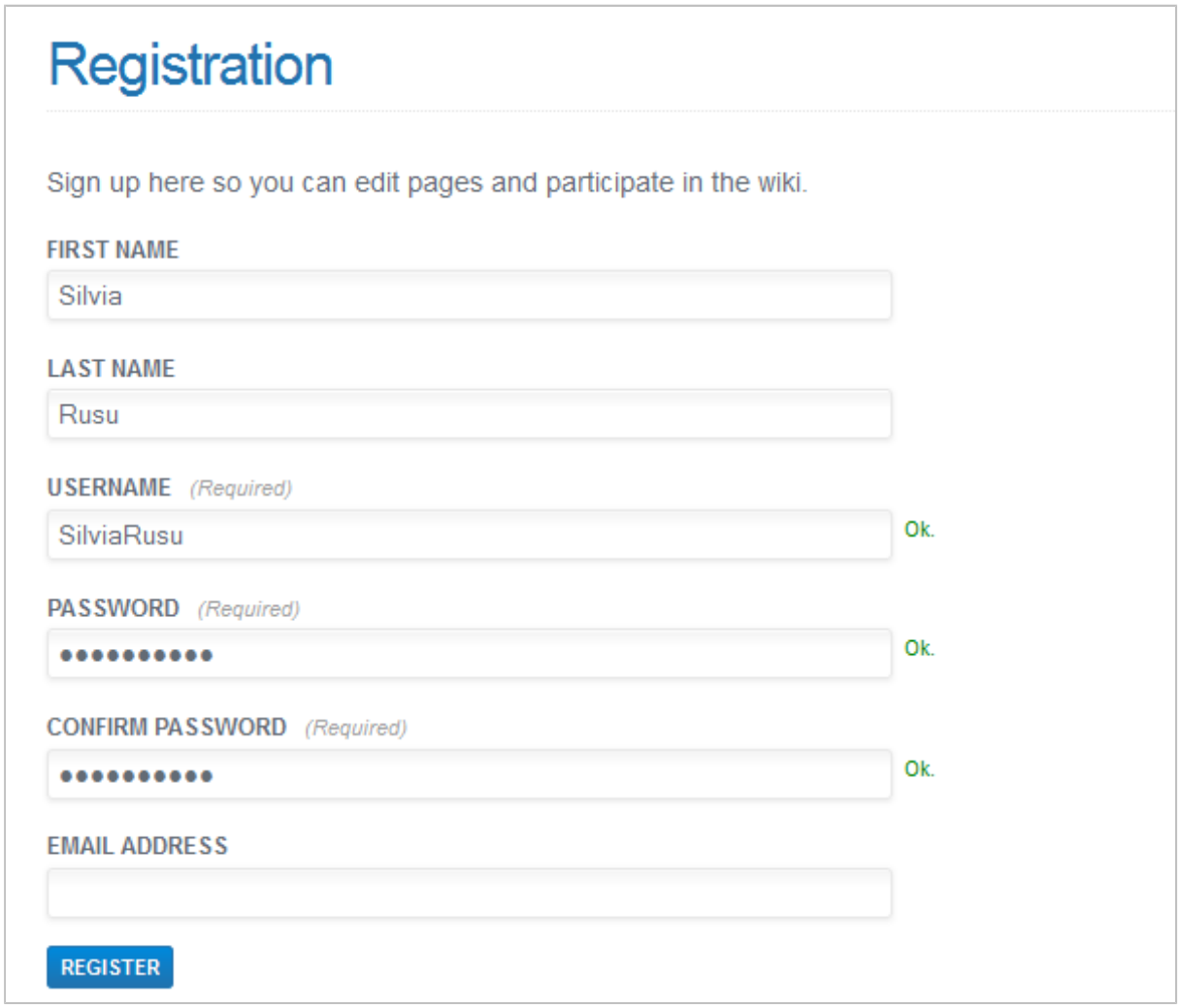
How do I join an open wiki
How do I make a request to join a wiki
How do I check whether I received any invitation to join a wiki
How do I view an invitation?
How do I accept an invitation?
How do I reject an invitation?
How do I postpone an invitation?
How do I see the list of Wikis I am a member of?
How do I see the activity stream of a wiki
How do I leave a wiki

Registration

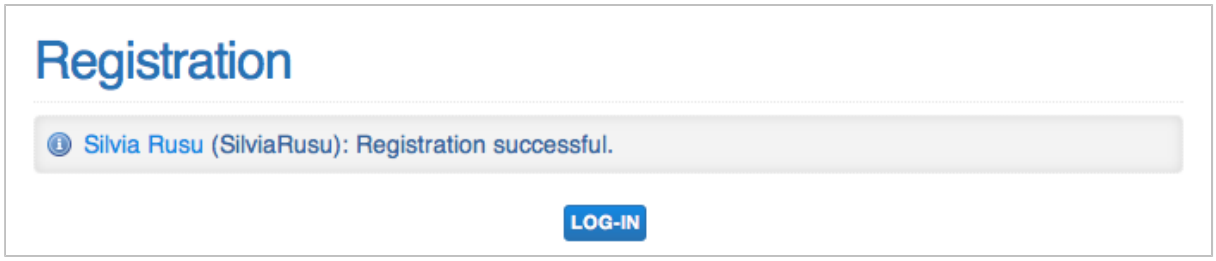
To create a wiki account click on the "Register" link in the upper right corner.



A registration form will appear in order for you to fill in the user information.



Click on "Register" to confirm and you will be notified that the registration had been successful.



Related Pages

- **User Guide**
  - XWiki Login
  - Users and Groups Overview
  - User Status
  - User Directory
- **Admin Guide**
  - The Management of Global/Local Users and Groups
  - Set the Users Access Rights
  - Edit a Global User
  - Edit a Global Group
  - Delete a Global User
  - Customize the User Registration Process

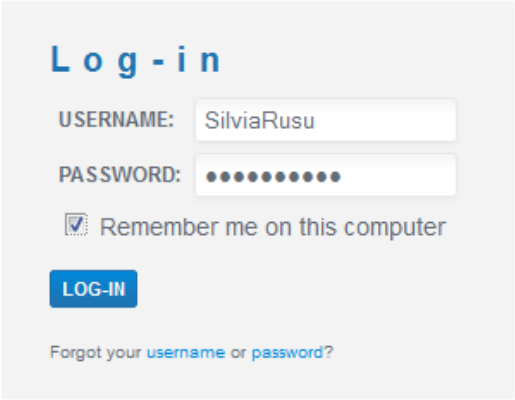
- Create a Global User

XWiki Login

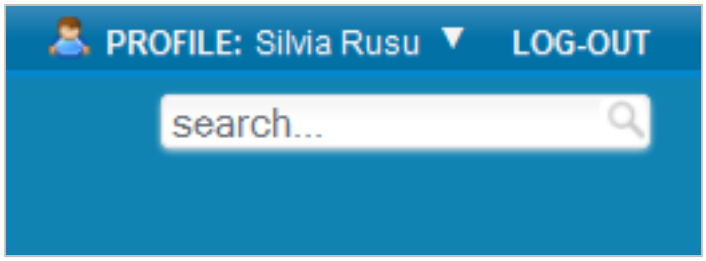
- Login
- Recover Username
- Reset Password

Login

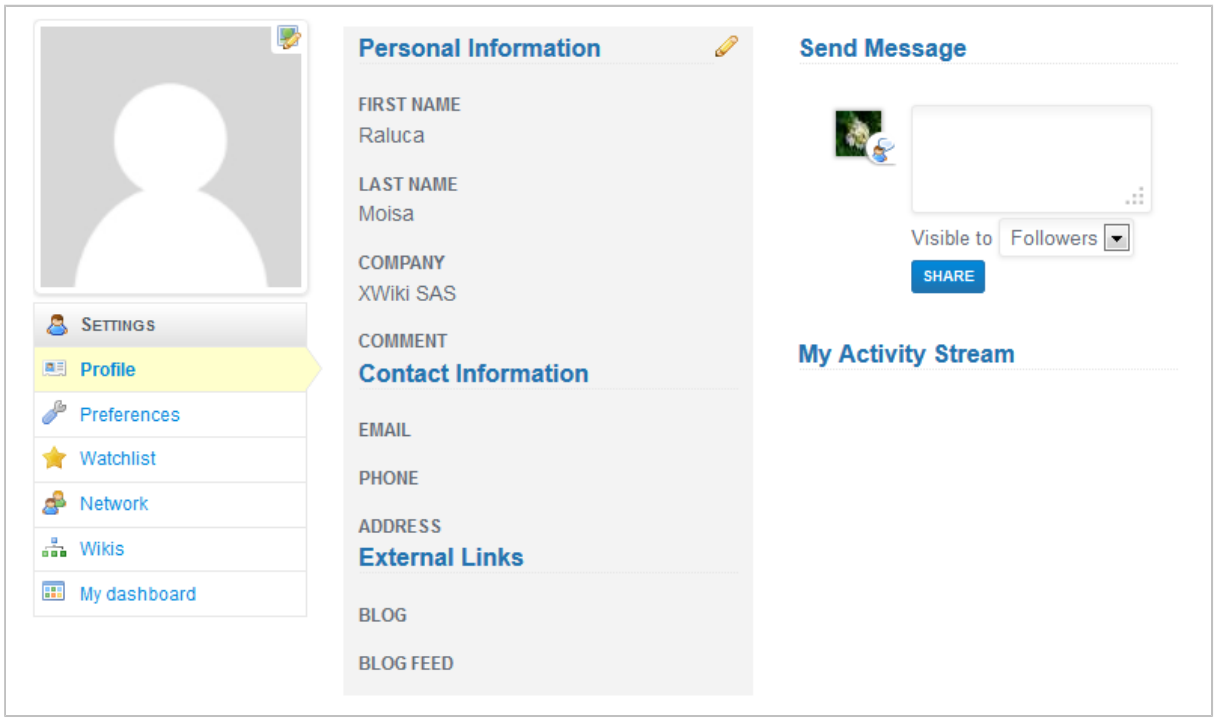
In order to authenticate against the wiki, fill in your username and password in the login window, then click on "Log-in".



Your name is now displayed on the top right corner, along with a "Log-Out" link.

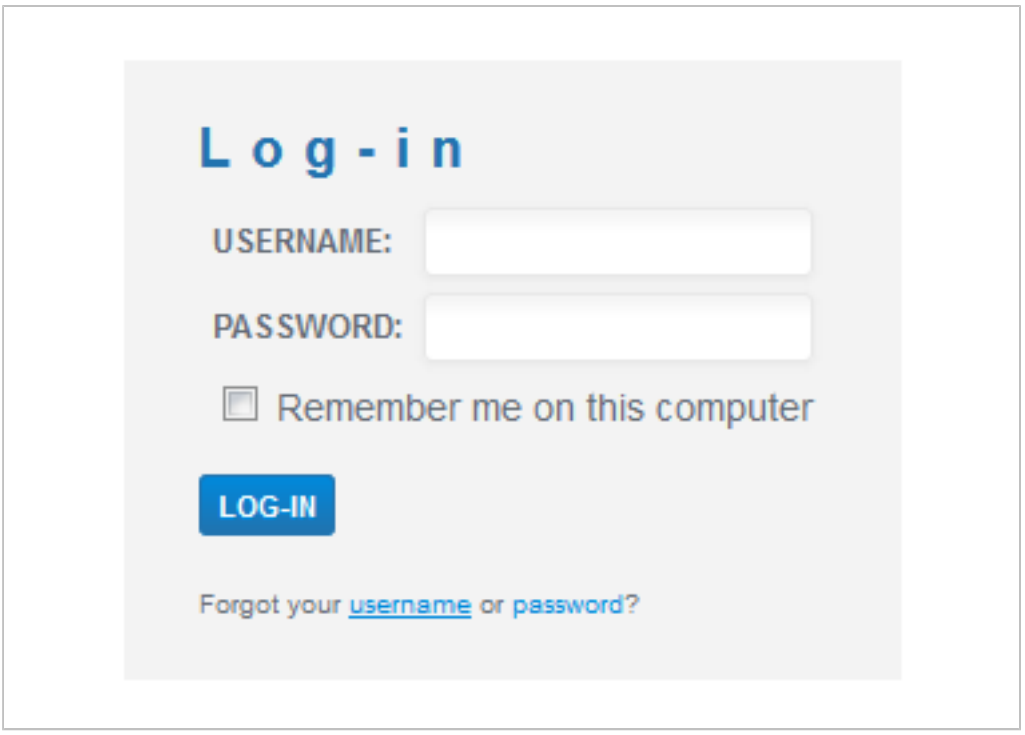


If you click on your user name you will be redirected to the user profile page.

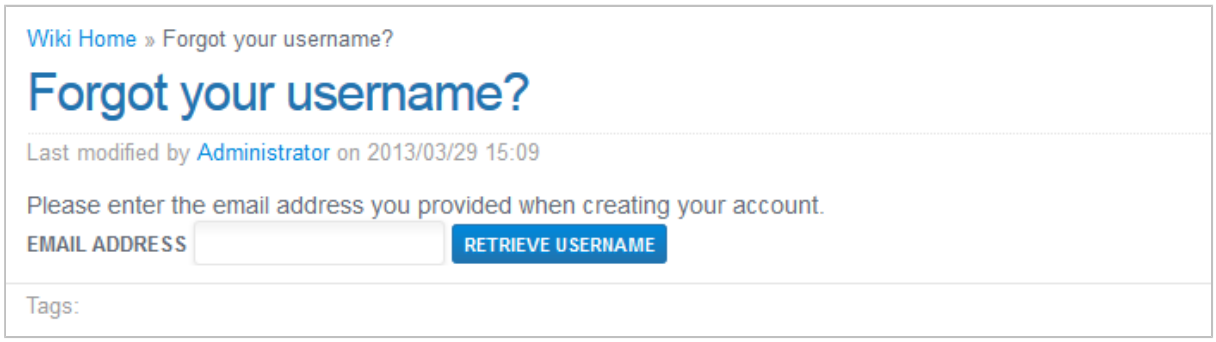


Recover Username

In case you have forgot or lost your username, click on the "Username" link in the Log-in window.



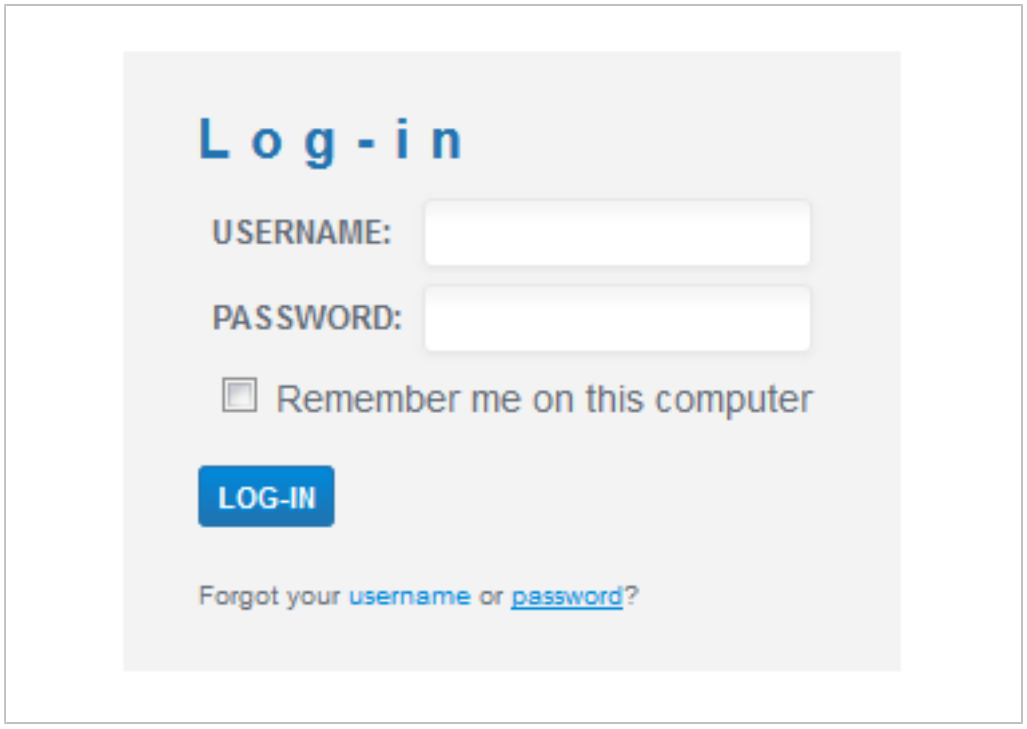
You will then be asked to fill in the email address you provided during the registration.



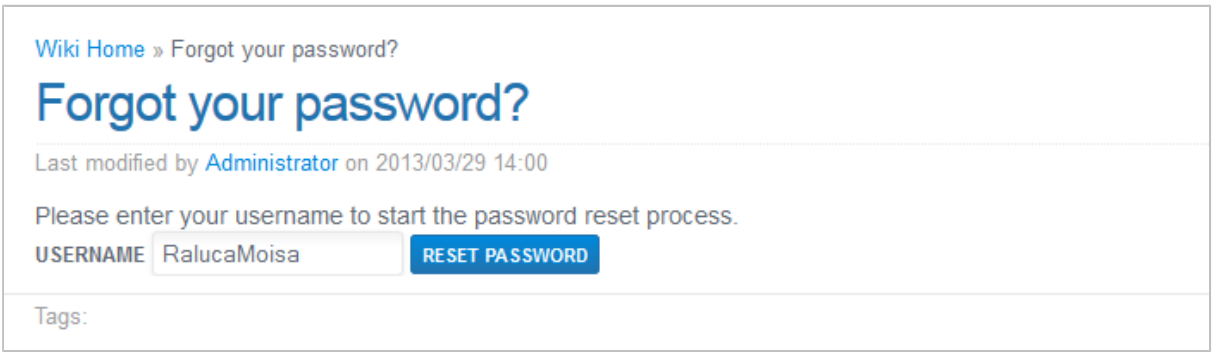
Next, click on "Retrieve Username" and you will receive the username information associated to the email address you provided.

Reset Password

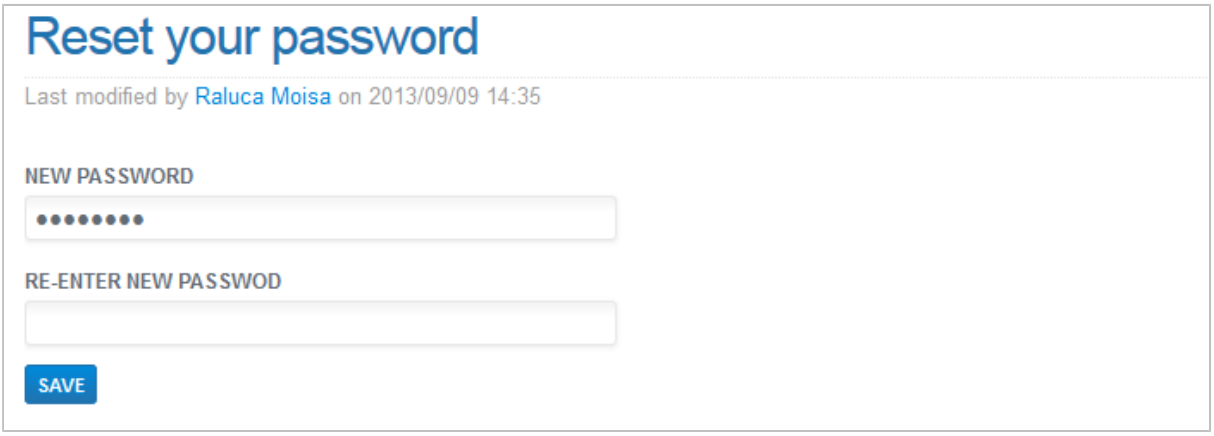
In case you have lost or forgot your password, click on the "Password" link in the Log-in window.



Next, enter your username and click on "Reset Password".



A confirmation message will be then sent to the email address you provided during the registration. After clicking on the confirmation link, you will be redirected back to the wiki and prompted for a new password.



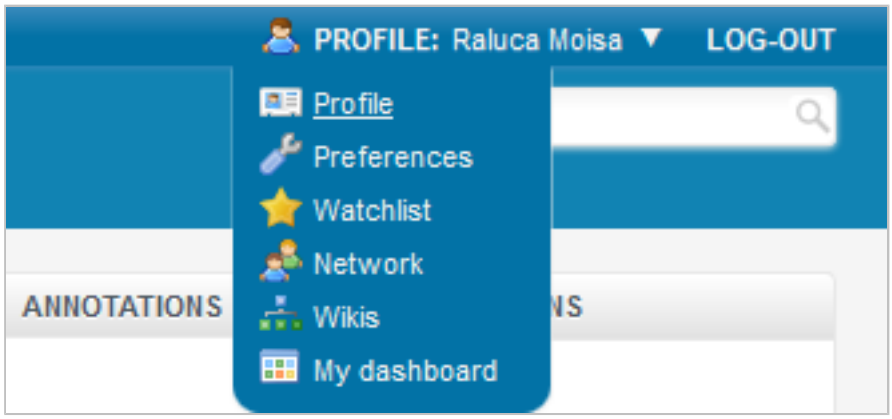
Related Pages

- **User Guide**
  - User Profile
  - User Preferences
  - Registration
- **Admin Guide**
  - XWiki Enterprise Installation and Upgrade
  - LDAP Authentication
  - Customize the User Registration Process
  - Create a Global User

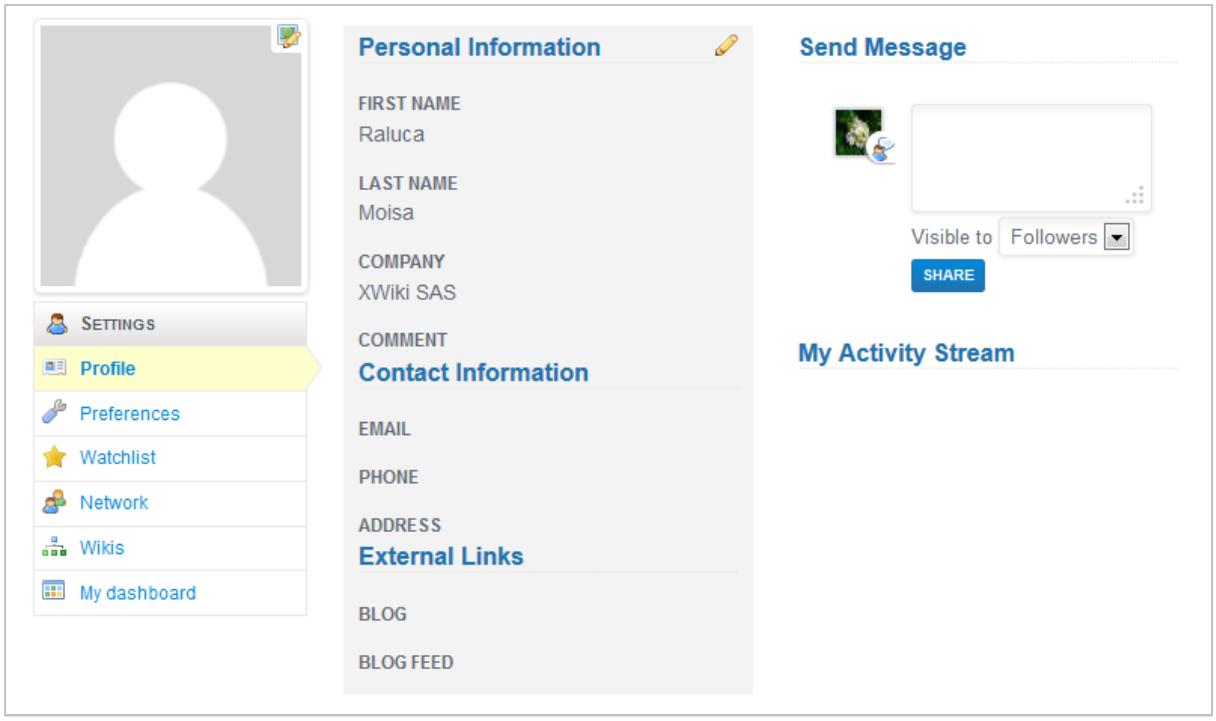
User Profile

- Add an Avatar
- Edit Your Profile Information
- Recent Changes
- Change the Skin

You can easily access your user profile page by clicking on your username in the upper right corner. The profile page is also available by hovering the user name and clicking on "Profile".



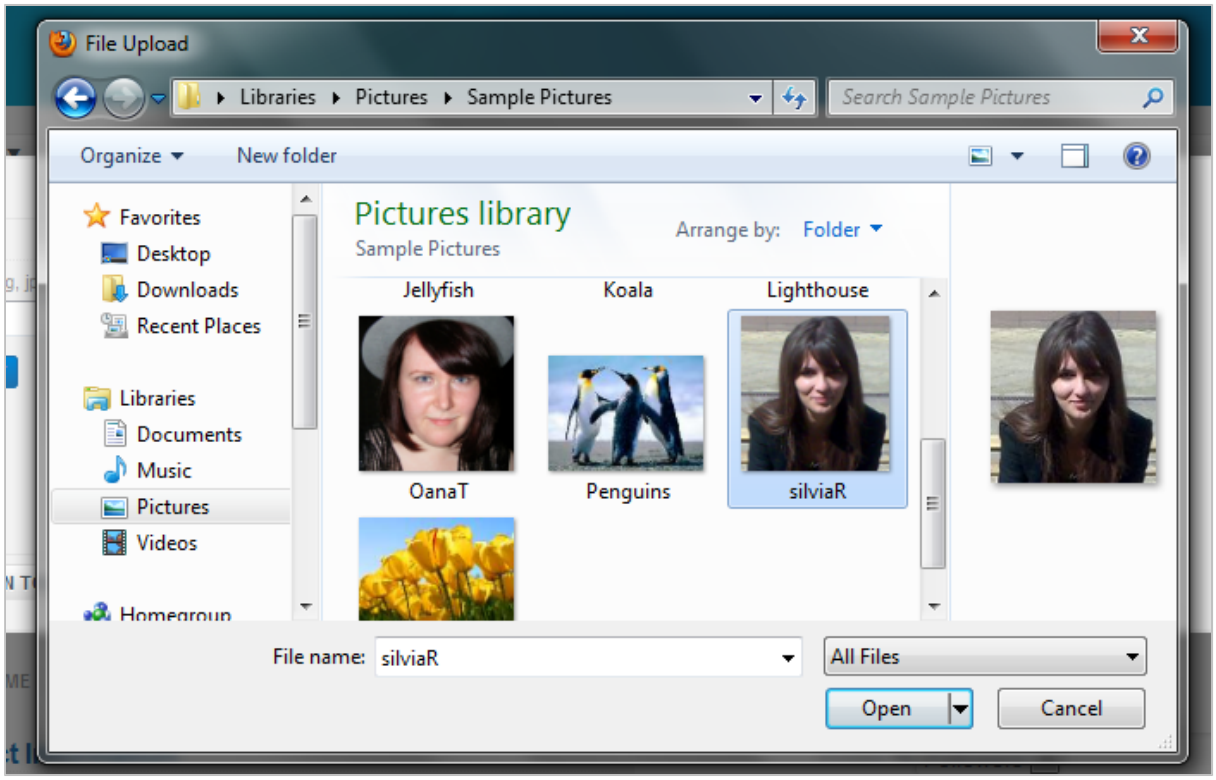
After the registration, your profile will only display your first and last name and an email address in case you provided one.



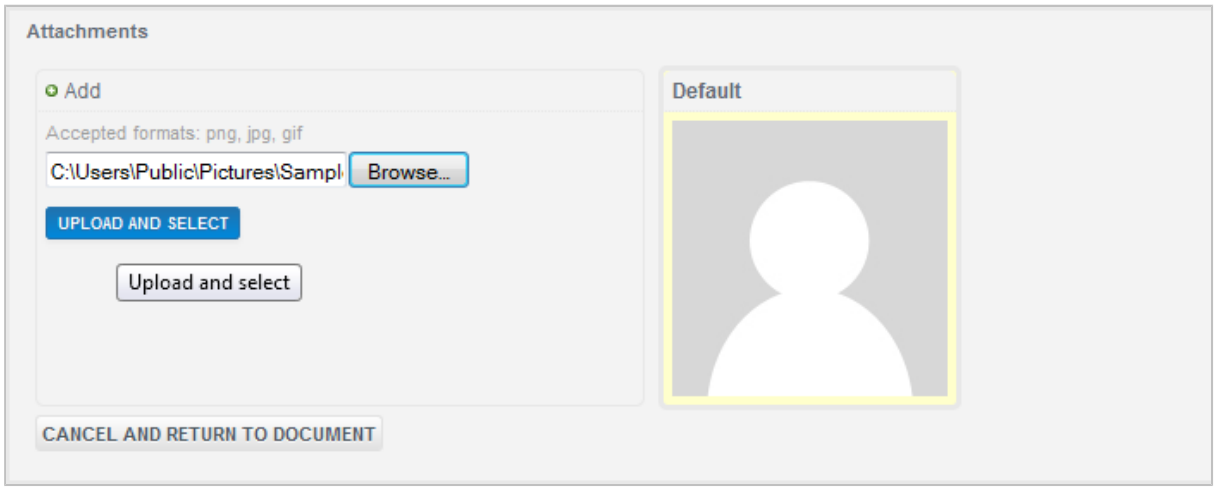
Add an Avatar

You can start customizing your profile by adding an avatar. To do this click on pen icon located on top right corner of the avatar image above the "Profile" tab. Next, click on "Choose file" or on "Browse" depending on your browser.

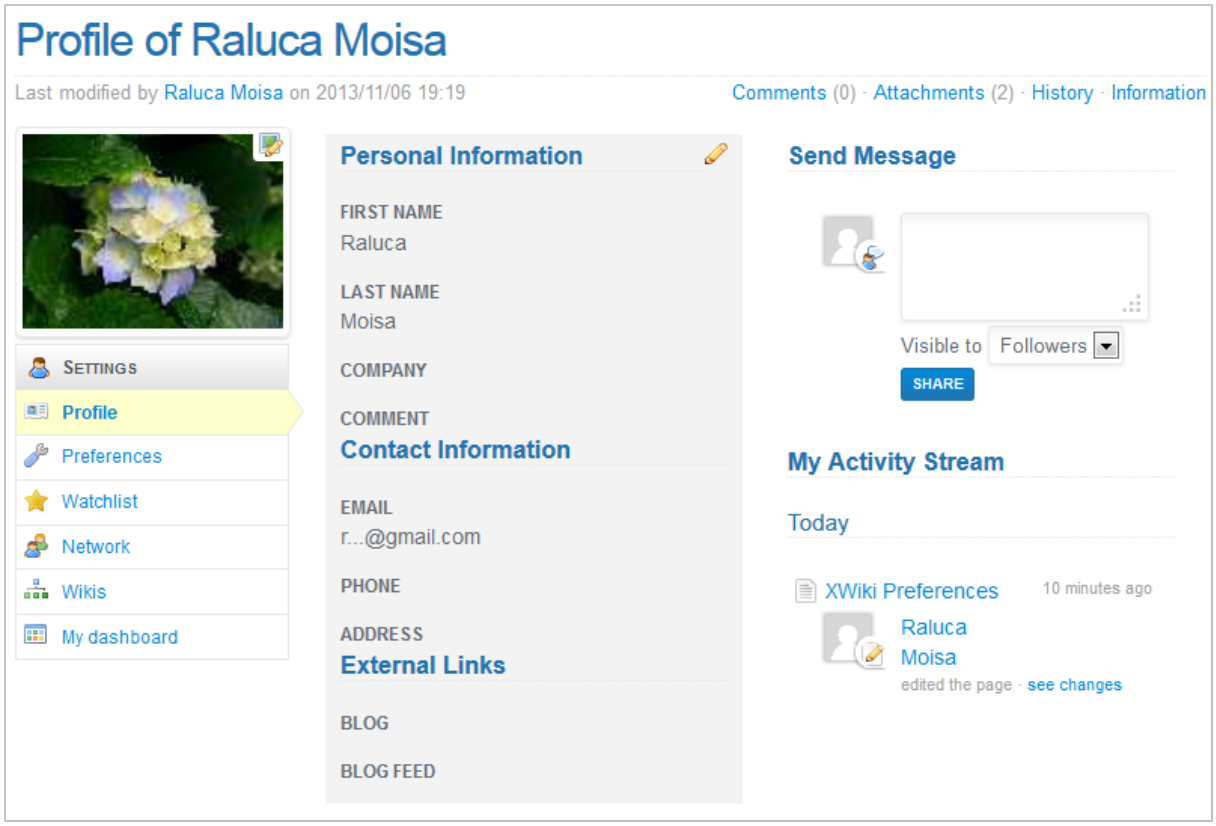
A pop-up will appear allowing you to select an image from you computer.



After you have selected the image click on "Upload and select"

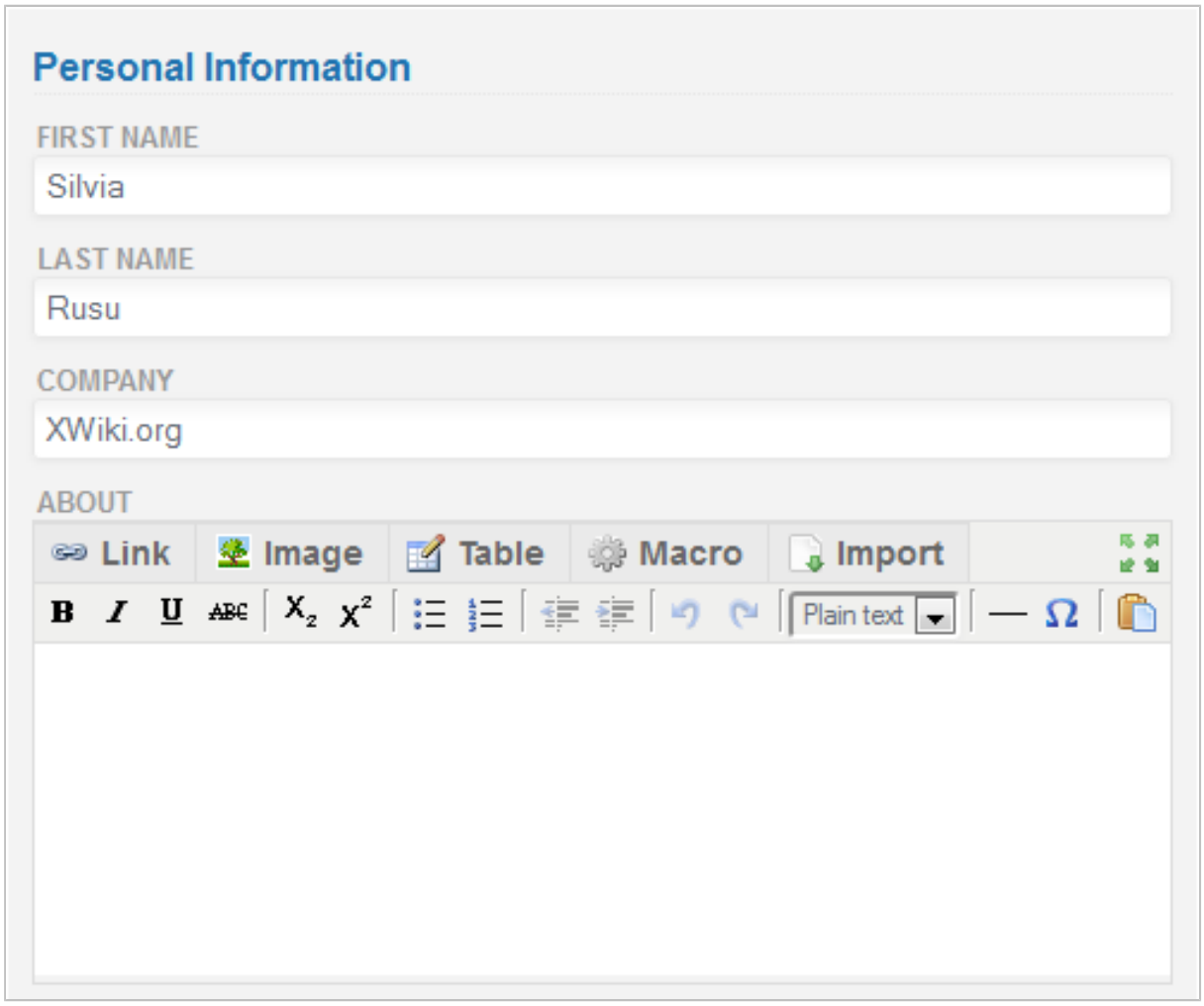


and you will be redirected back to the profile page which will display the new avatar.

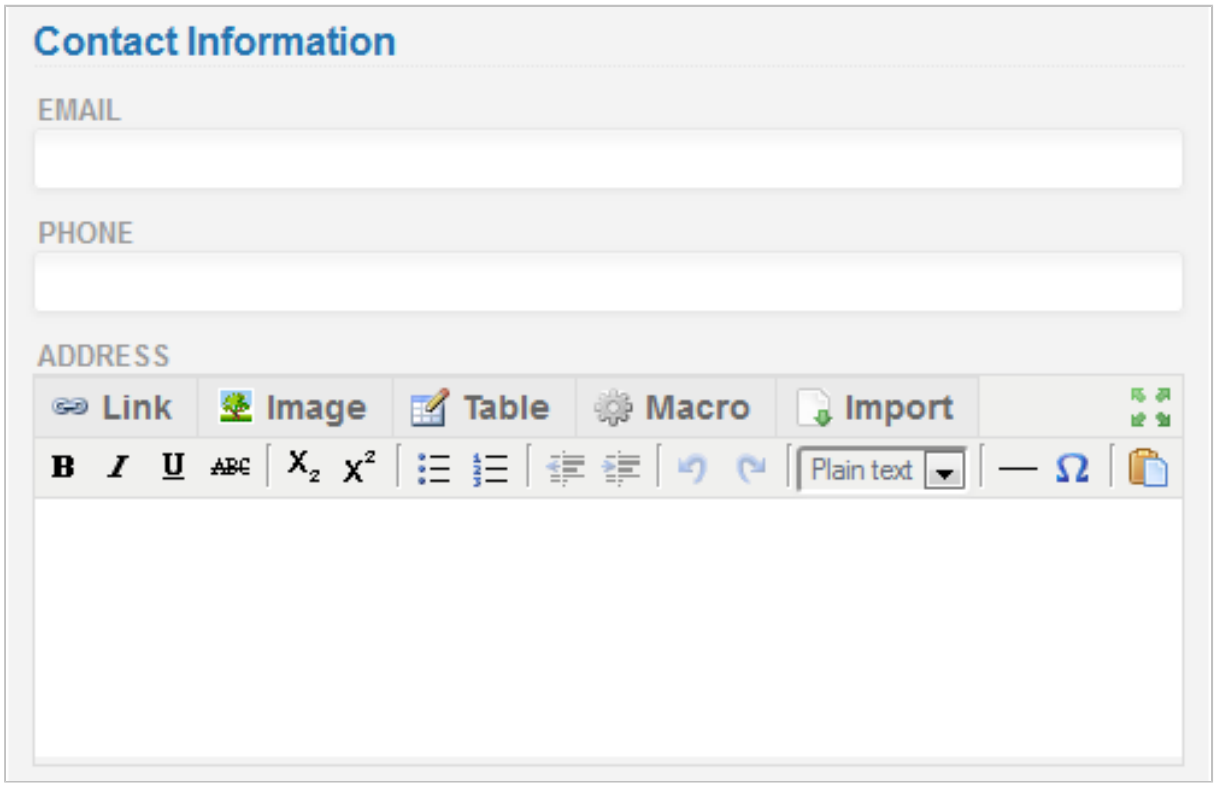


Edit Your Profile Information

To edit your profile information all you have to do is to click on the yellow pen located at the top of your profile. In the "Personal Information" section you may edit your first name, last name, company and write a short description about you.

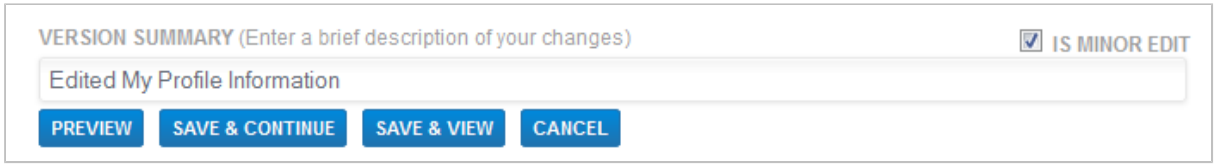


You may also fill in your contact details in the "Contact Information" section by adding your email, phone number and physical address.

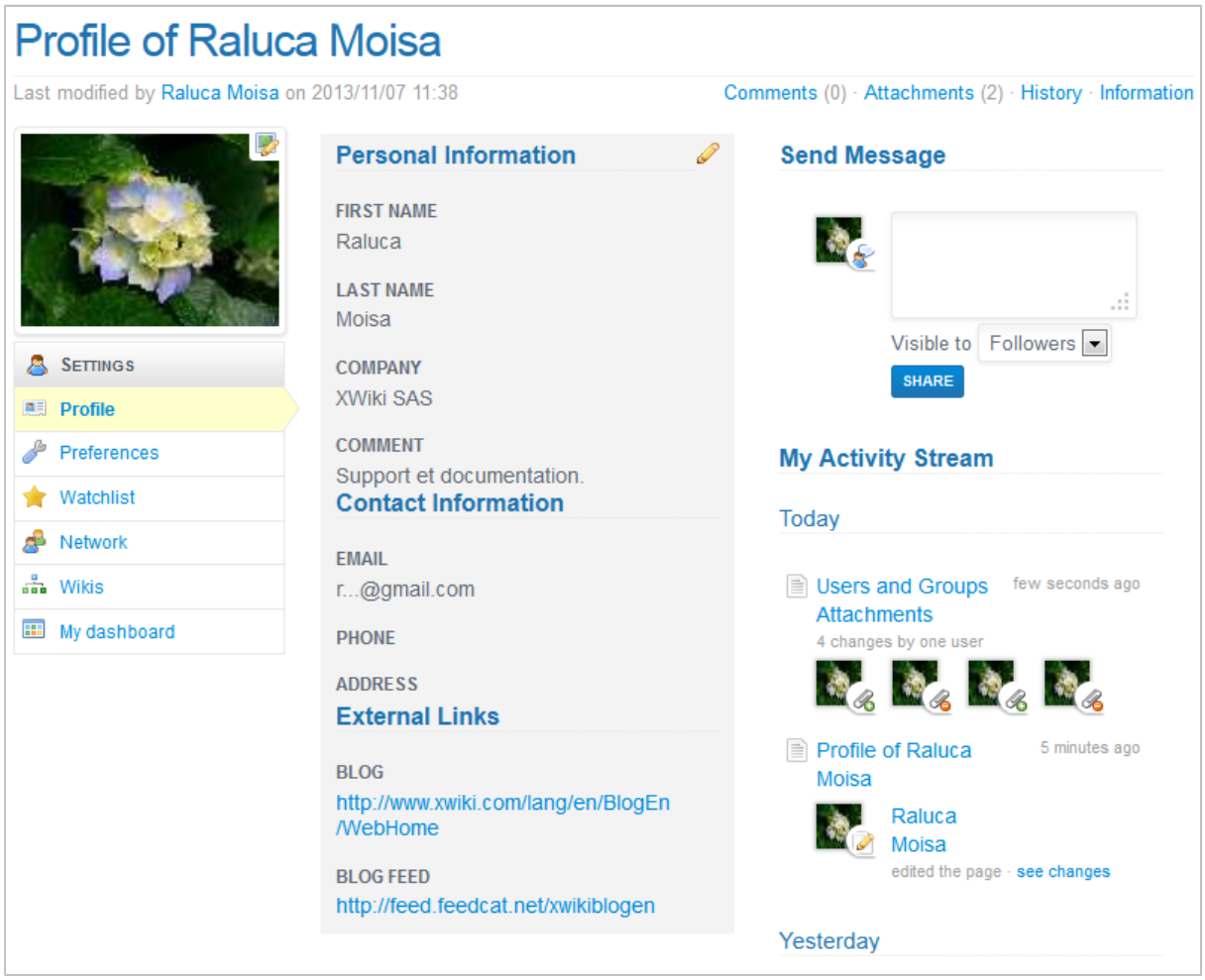


The "External Links" section allows you to add links to your blog and blog feed.

After you are done editing, don't forget to save your changes.

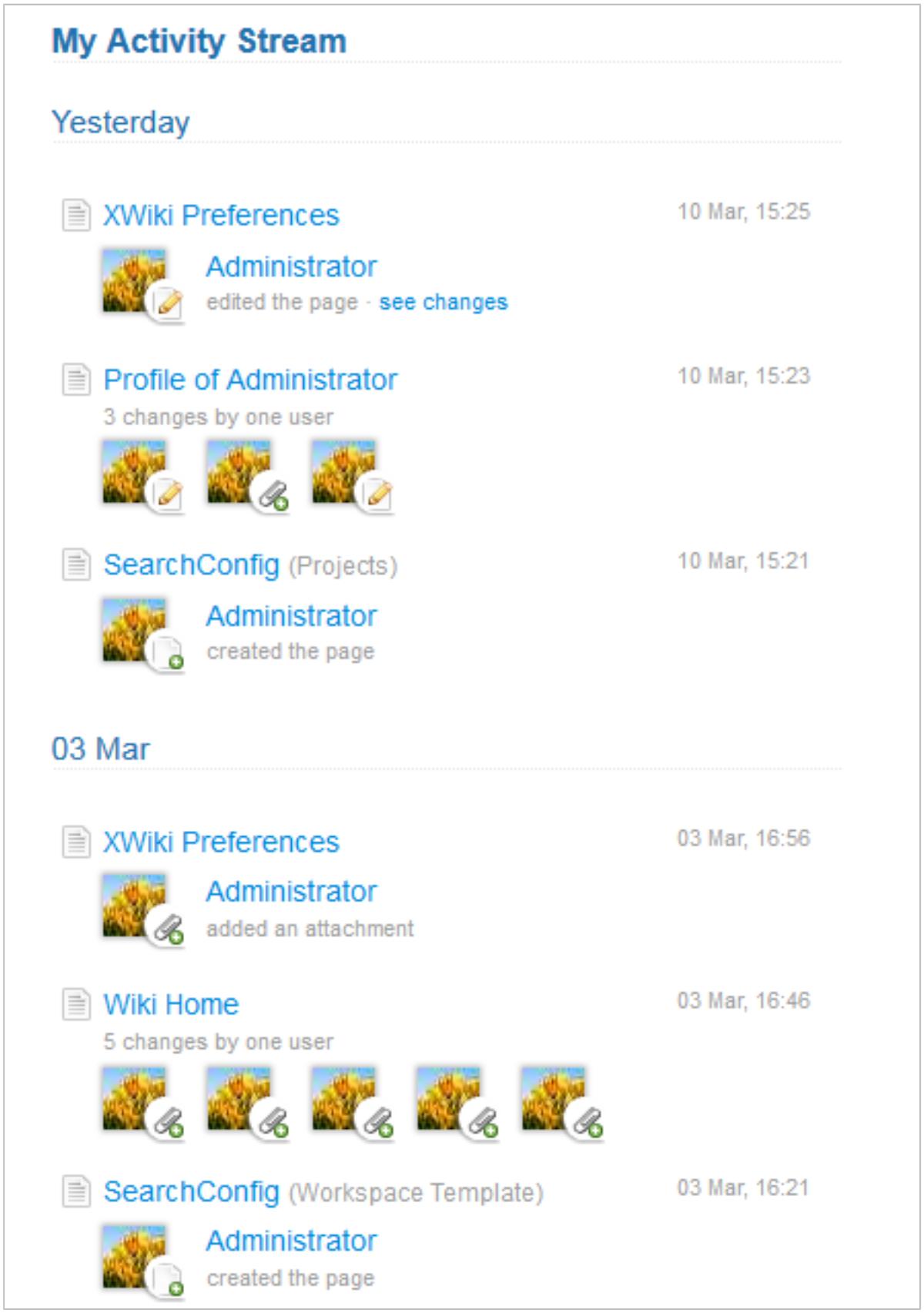


You have now successfully edited your profile to display information about yourself.



Recent Changes

The user profile displays a list of the pages that have been recently modified by the profile owner. This means for example that if you create a new page, the event will show up in the "My Activity Stream" section of your profile.



Change the Skin

Any advanced user can choose which skin to be displayed after login by editing the profile page in "Objects" mode. The skin name is stored in the "skin" property of the `XWiki.XWikiUsers` object and its default value is "colibri".

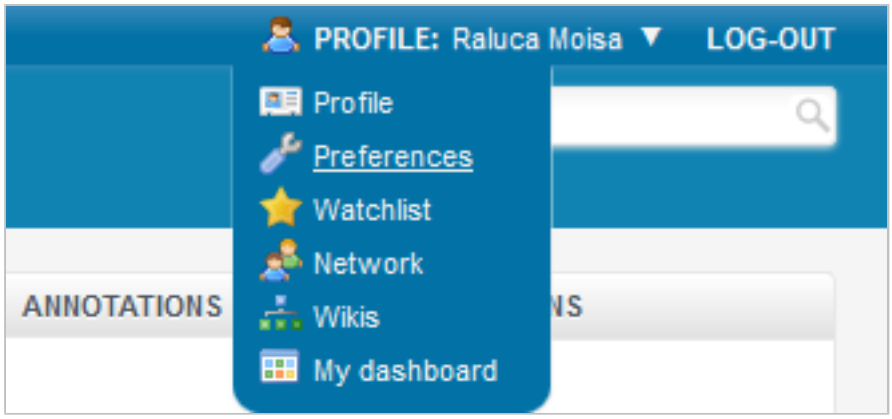
Related Pages

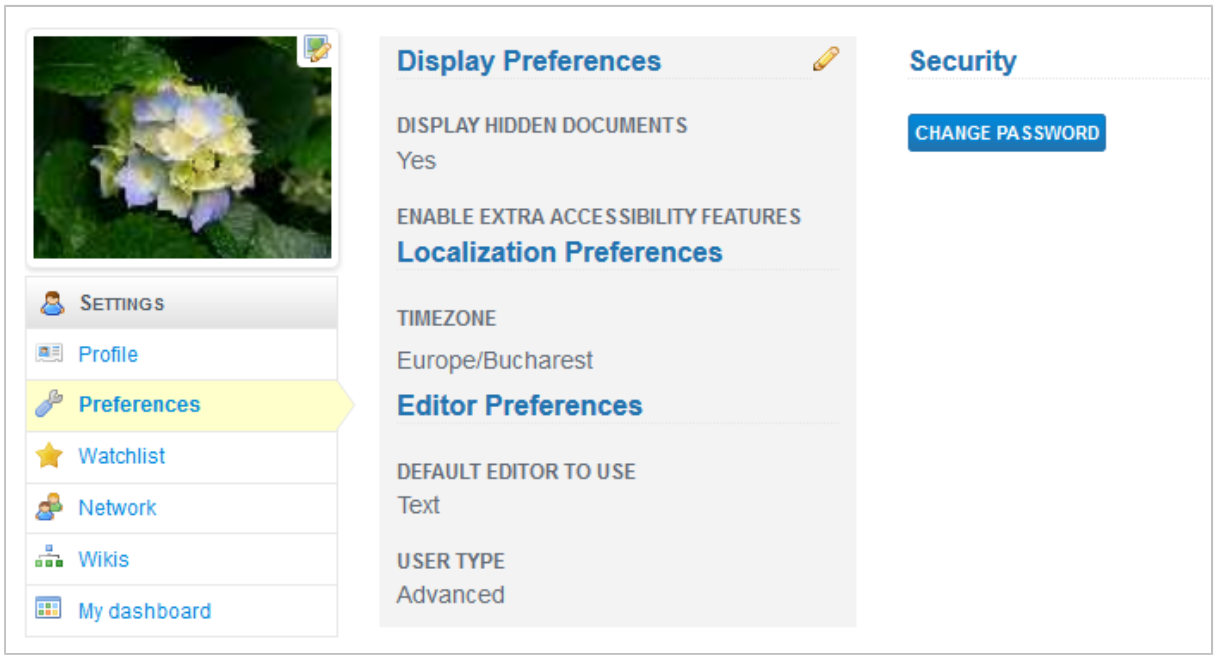
- **User Guide**
  - XWiki Login
  - XWiki Dashboard Application
  - View the List of Joined Sub-Wikis
  - User Status
  - User Preferences
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - User Avatar Macro
  - Activity Macro
- **Admin Guide**
  - LDAP Authentication
  - Edit a Global User
  - Customize the User Profile Sections

User Preferences

- Change Editor Preferences
- Display Preferences
  - Hide Technical Content
  - Extra Accessibility
- Localization Preferences
- Change Password

The "User Preferences" section allows you to configure your default editor and to easily change your password. To access it, hover the "Profile" menu in the top right corner and click on the "Preferences" link.

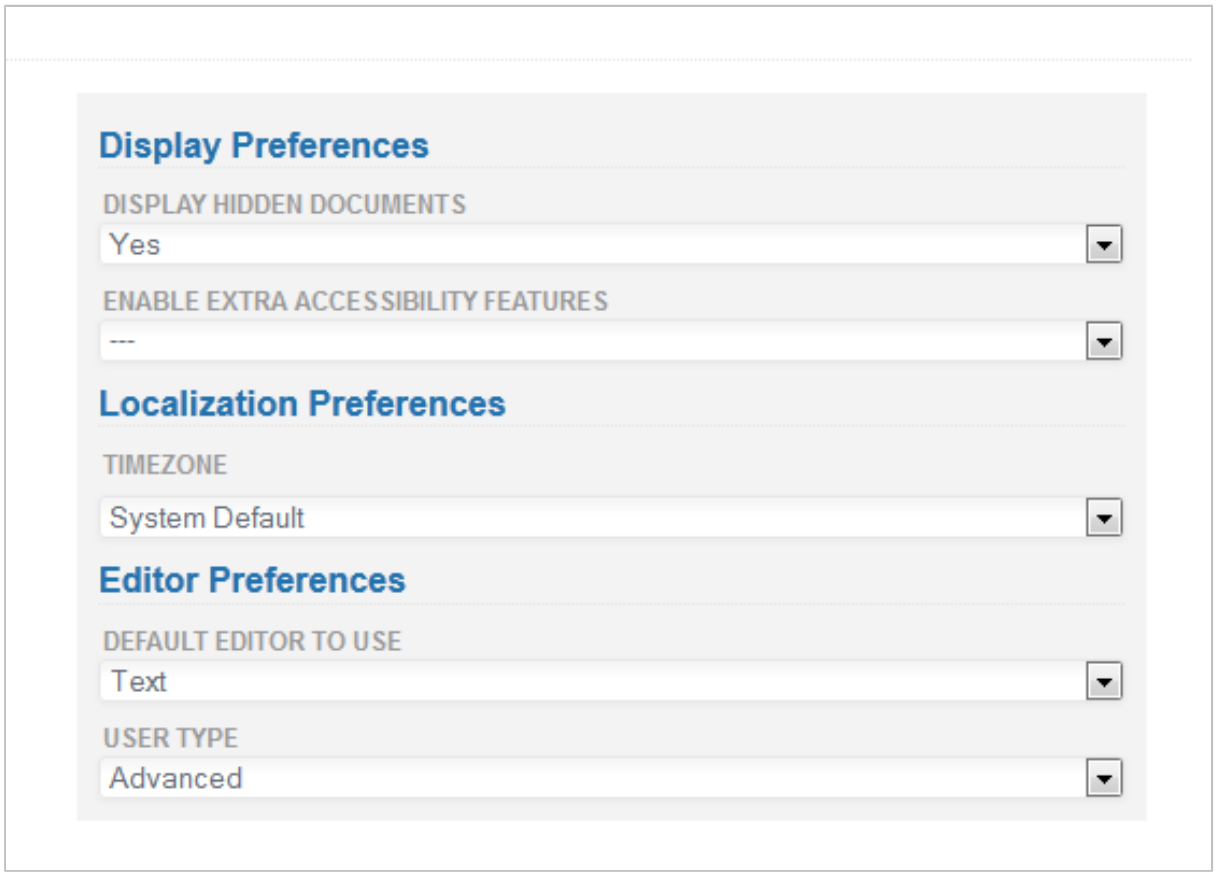




Change Editor Preferences

To change your editor preferences, click on the yellow pen icon in the top right corner. You may choose between "Text" and "Wysiwyg" as your default editor. More details about the editing modes are available in the dedicated documentation page.

You may also select between the simple and advanced user, depending on your wiki needs. By selecting the simple user, you will have access only to the default editor. If you select the advanced user, you have a wide variety of edit options. More information regarding the simple and advanced editing are available in the dedicated documentation page listed in the "Related Pages" section.



Display Preferences

Hide Technical Content

The XWiki users can decide if a document should be hidden which means that no event triggered by it will appear in the Activity Stream. To learn more about this feature, go to the documentation page about the simple and advanced editing.

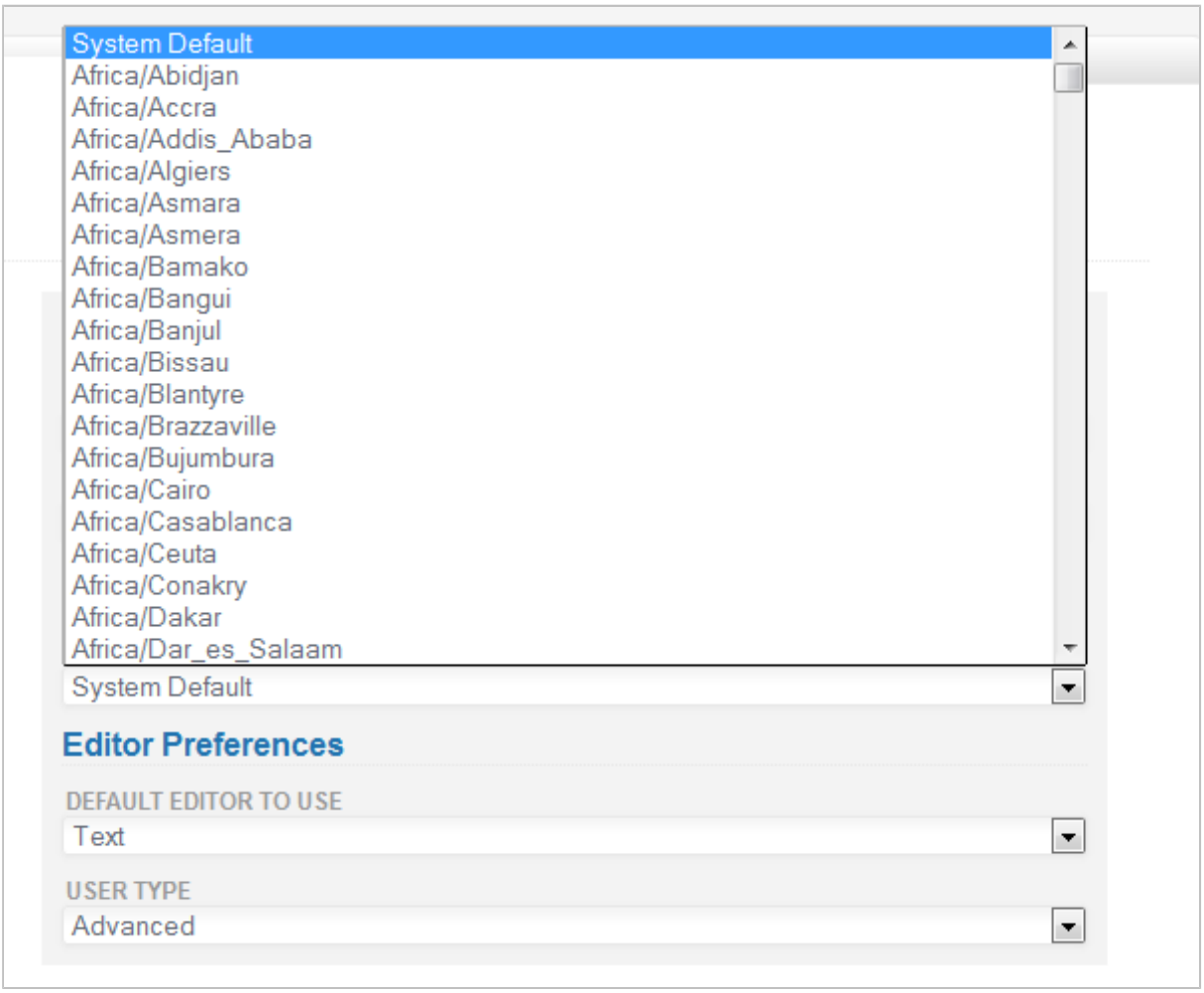
By selecting "Yes" in the "Display hidden documents" drop-down list, the hidden wiki pages and spaces will appear in the search results for you as well as for the other users.

Extra Accessibility

By enabling the extra accessibility features from your user preferences, some visual elements will be added in order to help the visually impaired people navigate through XWiki: the links are underlined, the font is larger and stronger. This option is mostly useful for the screen readers.

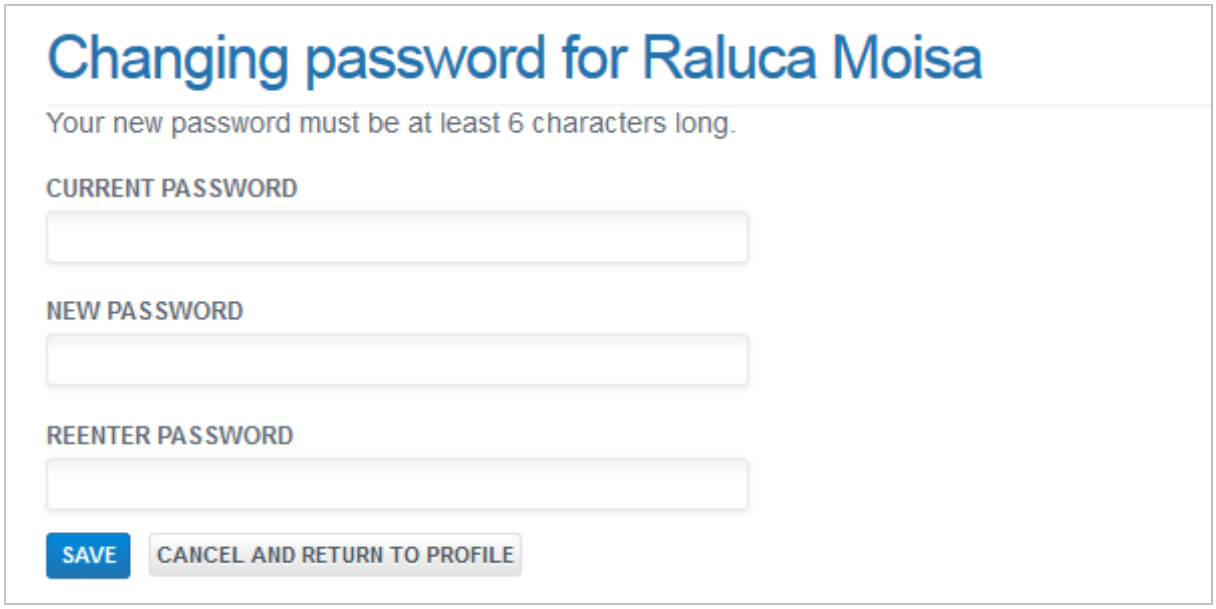
Localization Preferences

You can decide to use a specific timezone so that the dates reflect your current location without the need to make changes on the server. For this purpose, XWiki has introduced the "Localization Preferences" section which contains a drop-down list you can select the timezone from.



Change Password

To change your password, click on the "Change password" button. A new page will appear asking you to fill in the current password and the new password. Click on "Update" and you are done.



If you have administration rights, you won't have to enter your old password.

Related Pages

- **User Guide**
  - XWiki Login
  - XWiki Dashboard Application
  - View the List of Joined Sub-Wikis
  - User Status
  - User Profile
  - Simple and Advanced Editing
  - Editing Modes
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - Activity Macro
- **Admin Guide**
  - XWiki Enterprise Installation and Upgrade
  - The App Within Minutes Application
  - Edit a Global User
  - Customize the Language and Timezone Settings

User Status

- Share A Status Message
  - Sharing on Your User Profile Page
  - Sharing on Another User's Profile Page
- Delete a Status Message
- Follow Other Users' Posts
- Unfollow an User
- See the Members of Your Network
- See the Network Activity

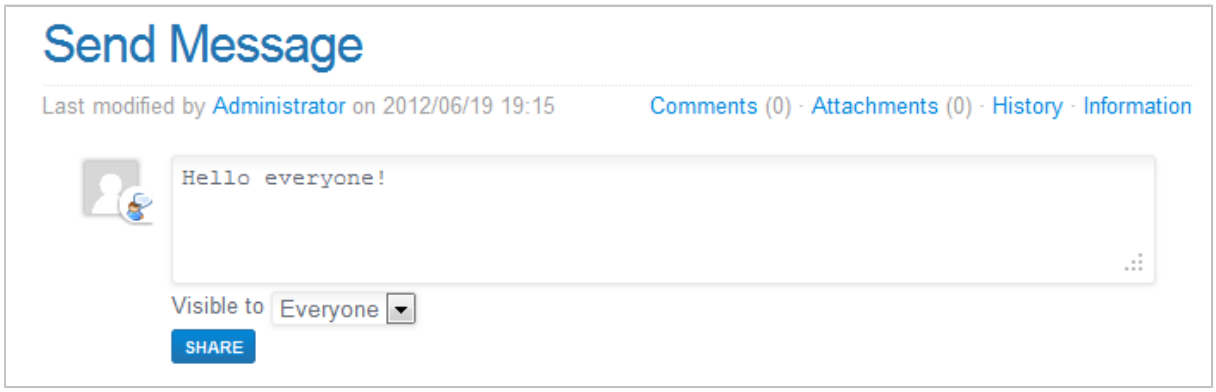
XWiki Enterprise has introduced the "Message Sharing" feature which supports the messaging and networking inside the wiki. Users can now share their status messages which will be visible on their profile pages, as well as on the main dashboard.

Share A Status Message

XWiki Enterprise comes with the {{messageSender /}} macro allowing you to post a message on any wiki page. Your message will still appear on top of the Activity Stream but without using the {{activity /}} macro.

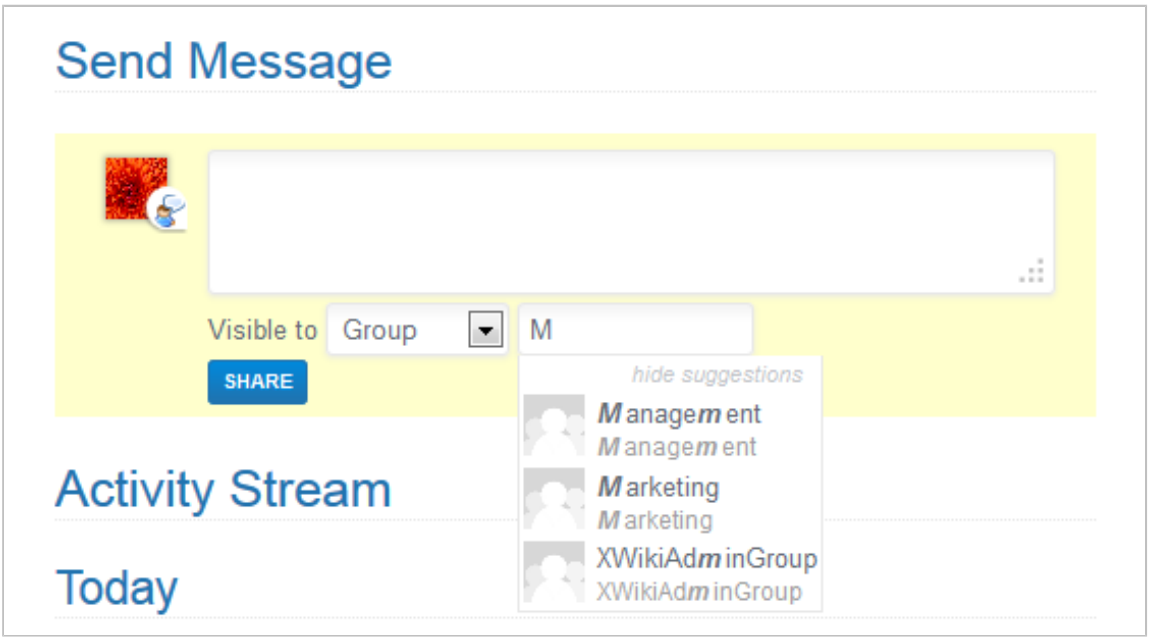
You may insert the {{messageSender /}} macro with the Wysiywg editor or you can edit any page in "Wiki" mode and add the line below:

{{messageSender /}}

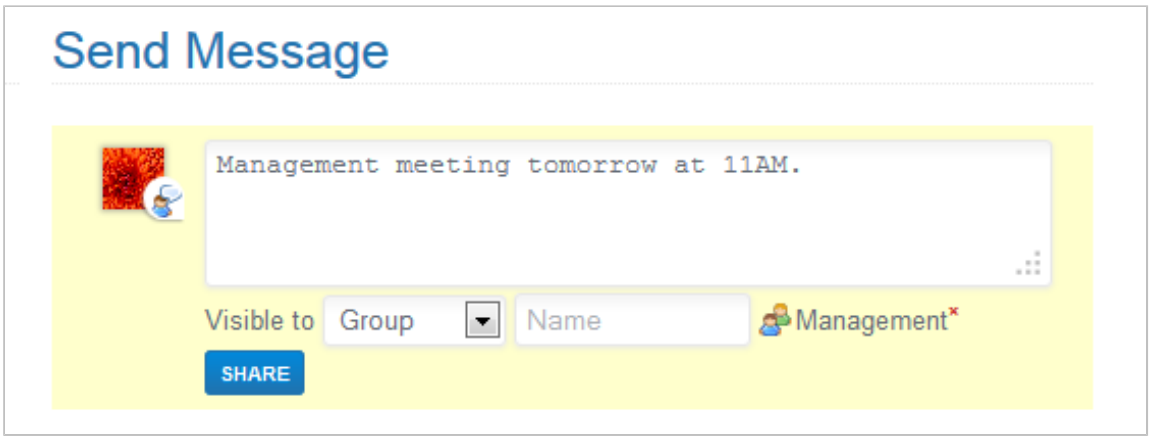


You can share a post on the main home page or by navigating to "Main.MessageSenderMacro". The message can be visible:

- to everyone
- to your followers - you can specify a follower like this: `XWiki.UserName`
- to a specific group (e.g.: `XWiki.GroupName`)

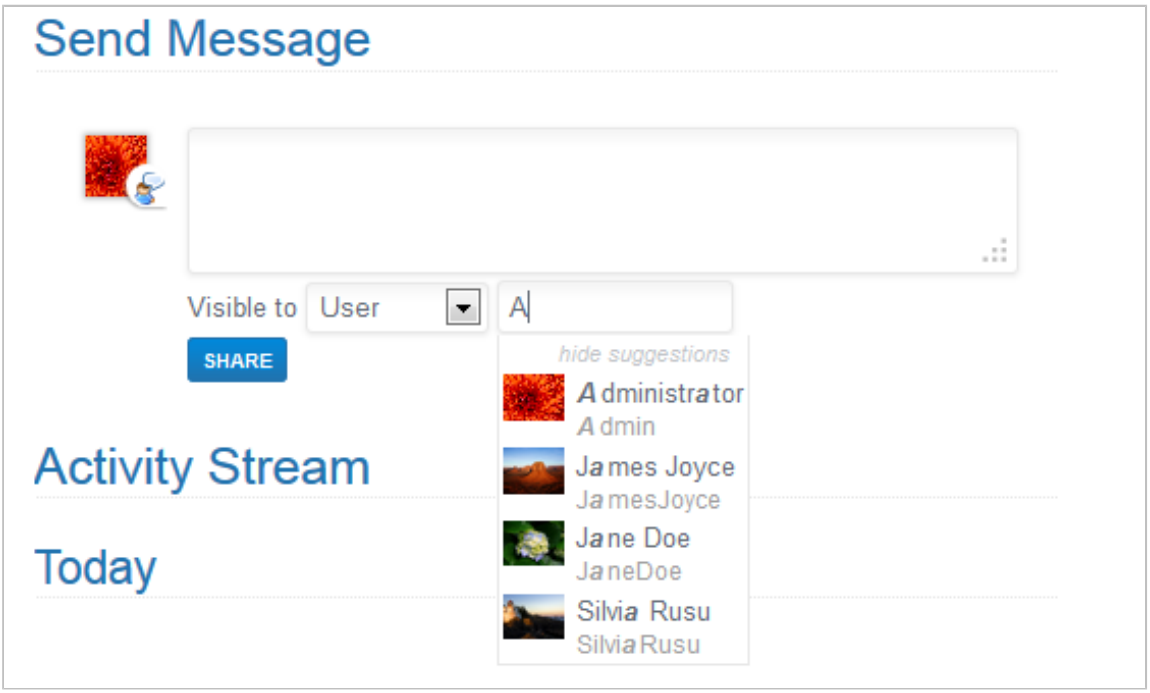


XWiki Enterprise comes with a Group Picker which is used by default by all the XCLASS properties of type "List of Groups". After selecting a group from the drop-down list, it will be added to the right. If you want to remove the selected group, just hover it and click on the red "X" in the top right corner.

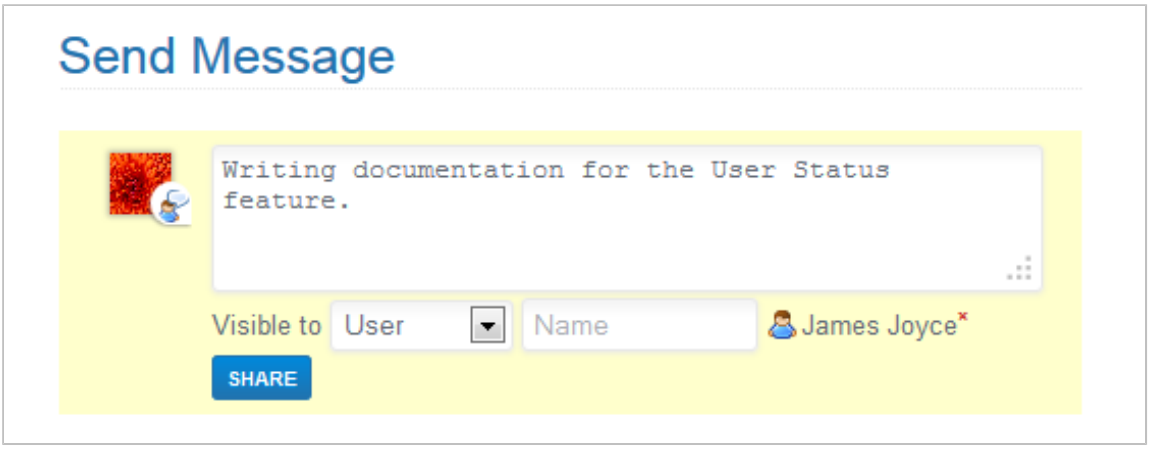


Note that the feature does not allow you to share a message to several groups at once.

- to a specific user (e.g.: `XWiki.UserName`)

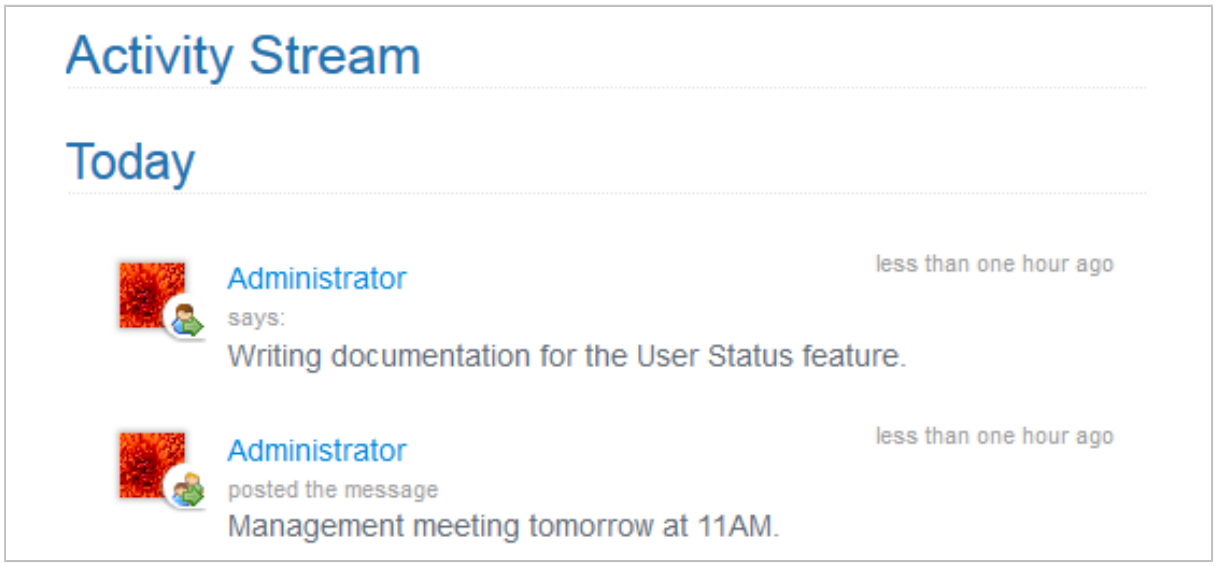


Similarly with the Group Picker, XWiki Enterprise comes with a User Picker which is used by default by all the XCLASS properties of type "List of Users". After selecting the user from the drop-down list, it will be added to the right.



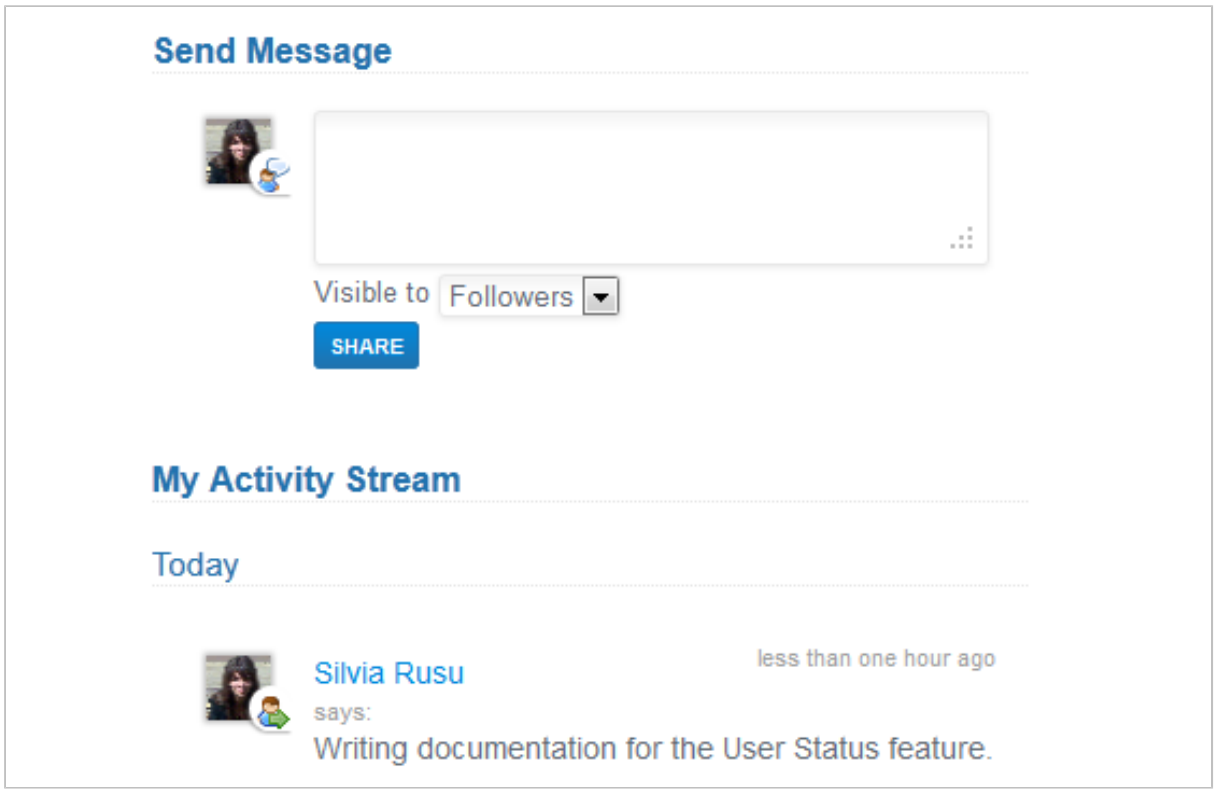
To remove it, hover the username and click on the red "X" in the top right corner. Just like for groups, you won't be able to share a message to several users at once.

The recent posts will appear in the Activity Stream.



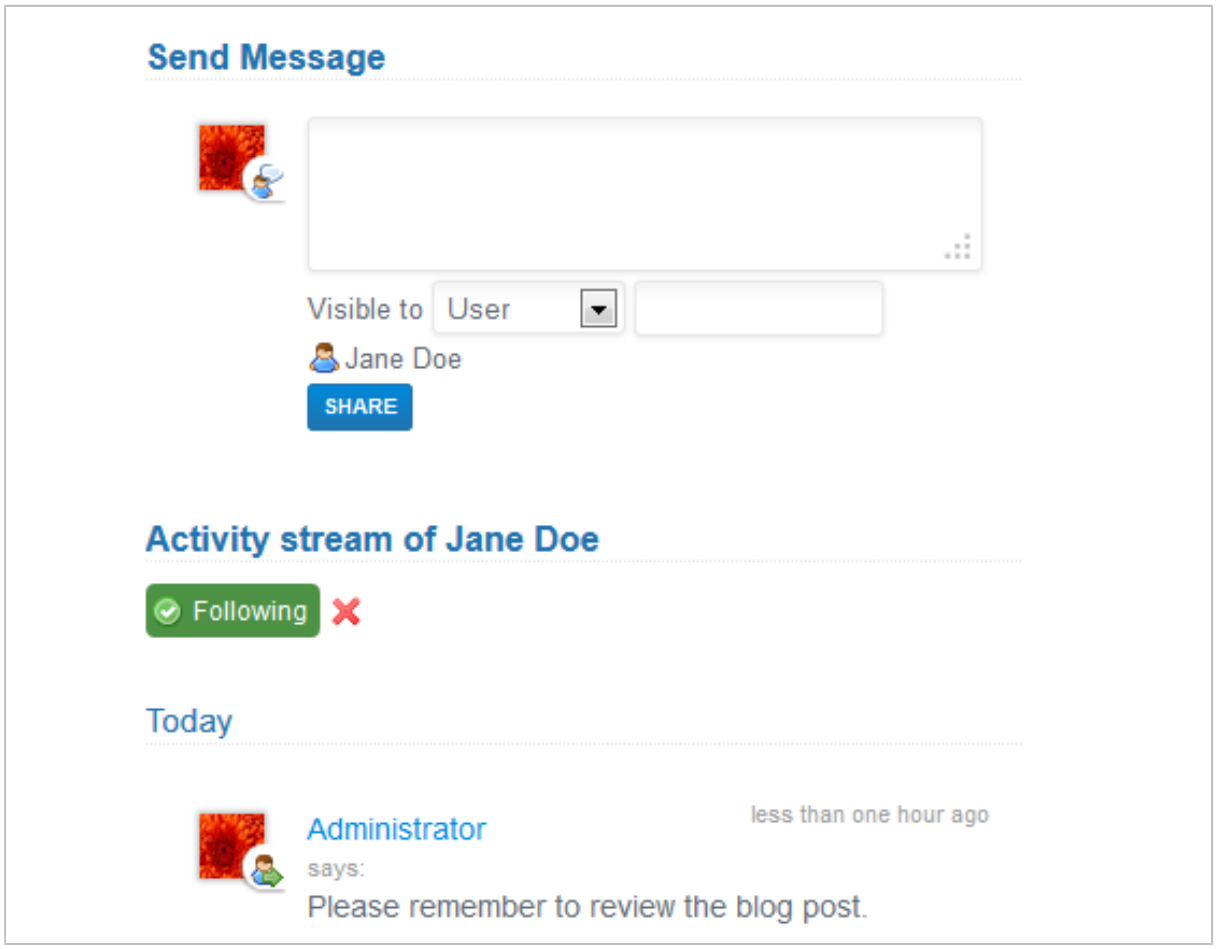
Sharing on Your User Profile Page

You can also share a message on your user profile page by writing it in the "Send Message" text area above "My Activity Stream".



Sharing on Another User's Profile Page

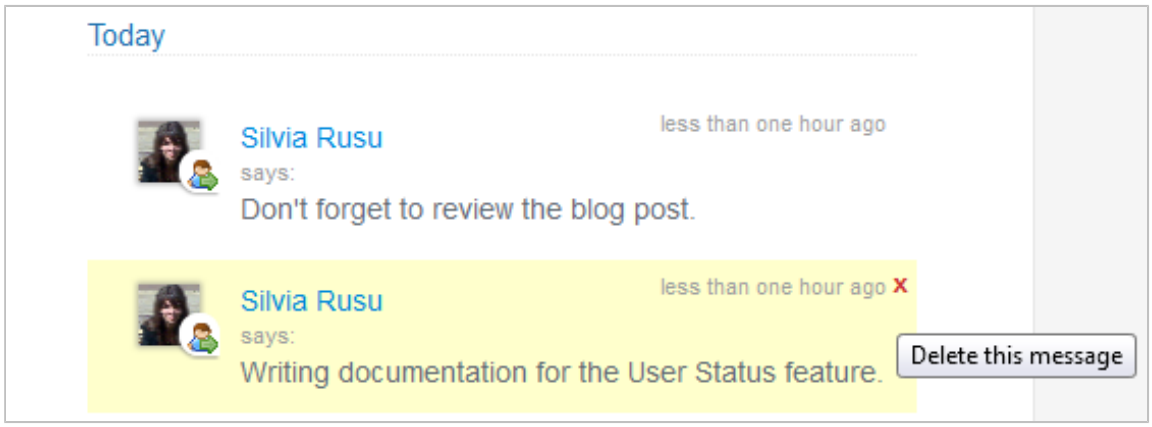
You can share status messages on other user's profile page. The posts will be visible by default only to that user.

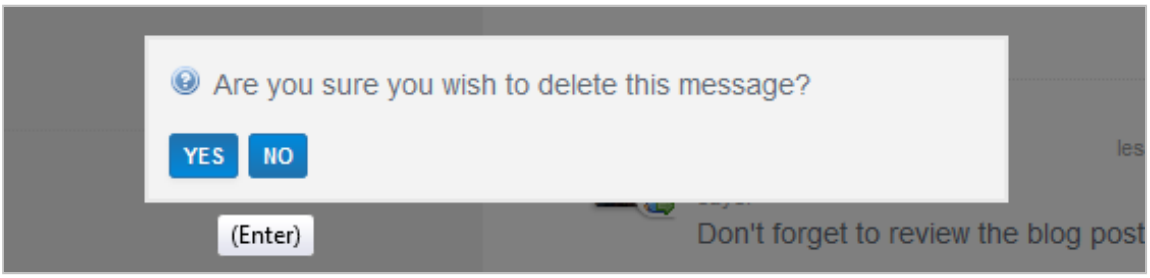


Delete a Status Message

To delete one of your status messages:

- go to the "Profile" menu in the top right corner and click on "Network". Hover the post you wish to delete, click on the red "x" in the top right corner near the creation date and confirm.





- go to the main home page, hover the post you wish to delete, click on the red "x" in the top right corner near the creation date and confirm.

Follow Other Users' Posts

To follow the posts of another user, go his/her user profile page and click on "Follow".

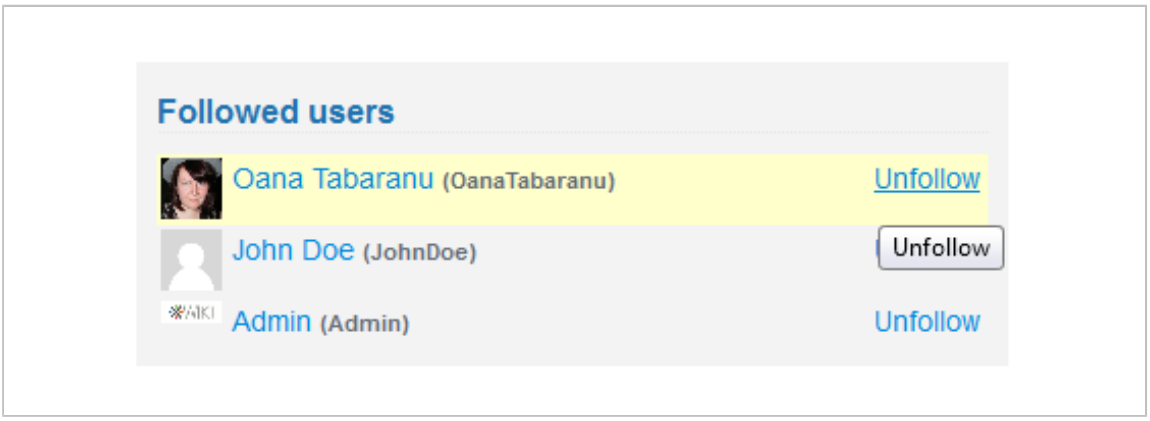
Notice that the "Follow" button is now named "Following".

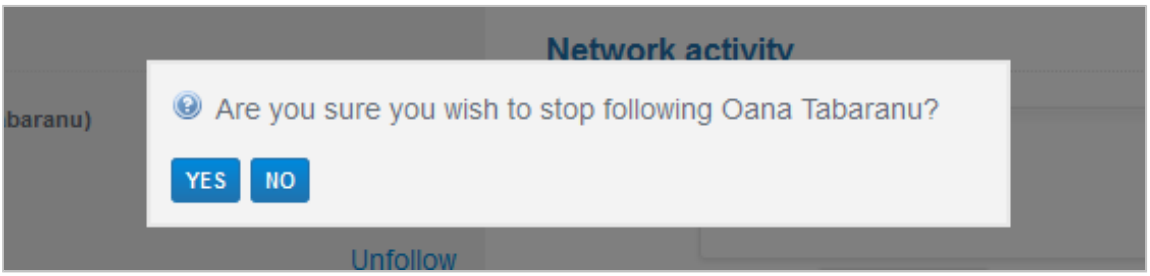
Unfollow an User

To unfollow an user, you have 2 options:

- Go to the user profile page and click on the red "x" to the right of the "Following" button.

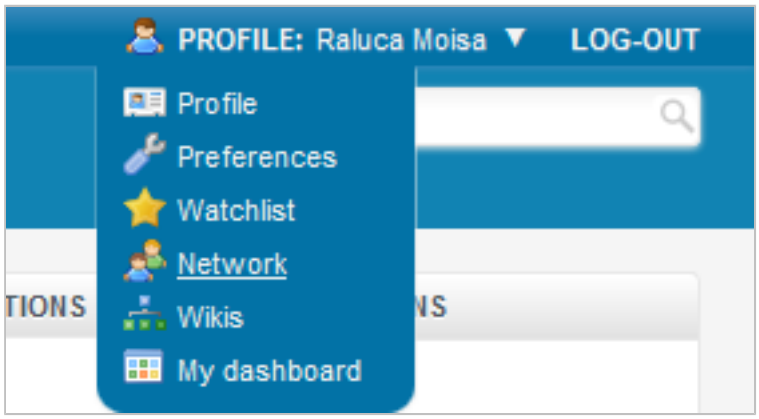
  Notice that the "Following" button is now named "Follow".
- Go to your user profile, choose the "Network" tab, then click on the "Unfollow" link located to the right of the corresponding user and confirm.

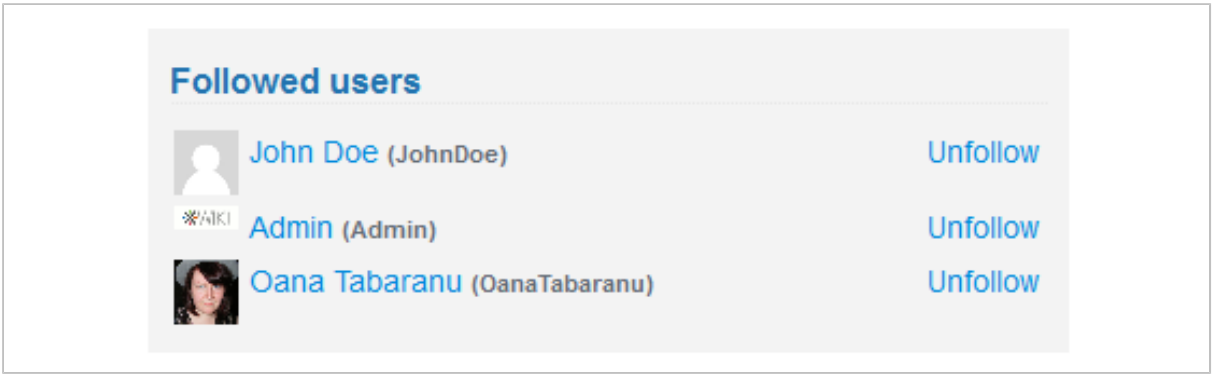




See the Members of Your Network

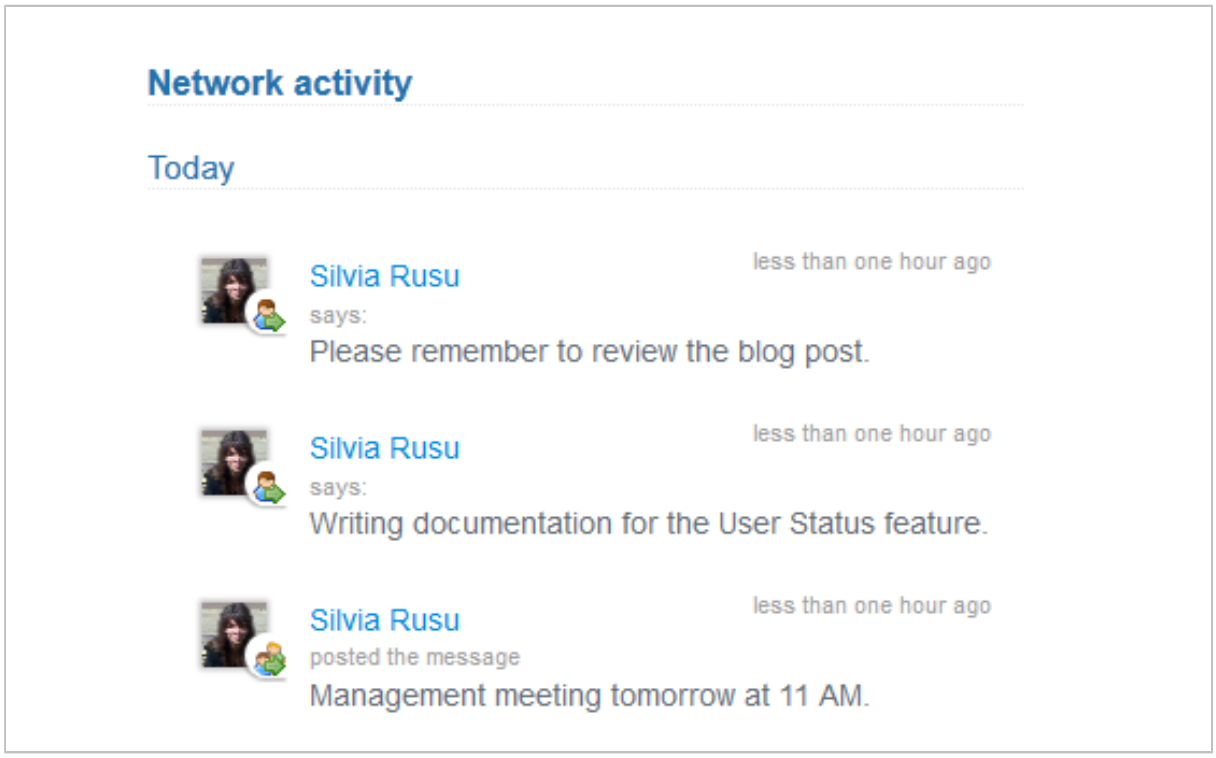
To see the members of your network, go to the "Profile" menu in the top right corner and click on "Network".





See the Network Activity

To see the network activity, go to the "Profile" menu in the top right corner and click on "Network". The status messages are listed in the right column.



Related Pages

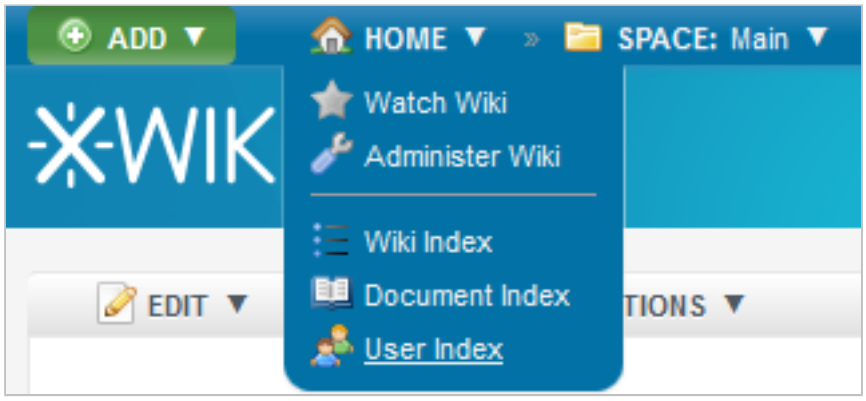
- **User Guide**
  - XWiki Dashboard Application
  - View the List of Joined Sub-Wikis
  - Users and Groups Overview
  - User Profile
  - User Preferences
  - User Directory
  - Registration
  - Activity and Watch Overview
  - Activity Stream
- **Programming Guide**
  - Activity Macro
- **Admin Guide**
  - The Management of Global/Local Users and Groups
  - Set the Users Access Rights
  - Edit a Global User
  - Edit a Global Group
  - Disable the Message Stream
  - Delete a Global User
  - Create a Global User

User Directory

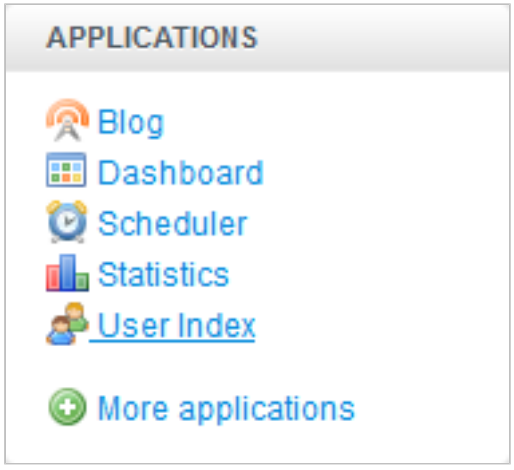
- Access the User Directory
- Customize the User Directory
  - Add a Column
  - Remove a Column
  - Restore the Defaults

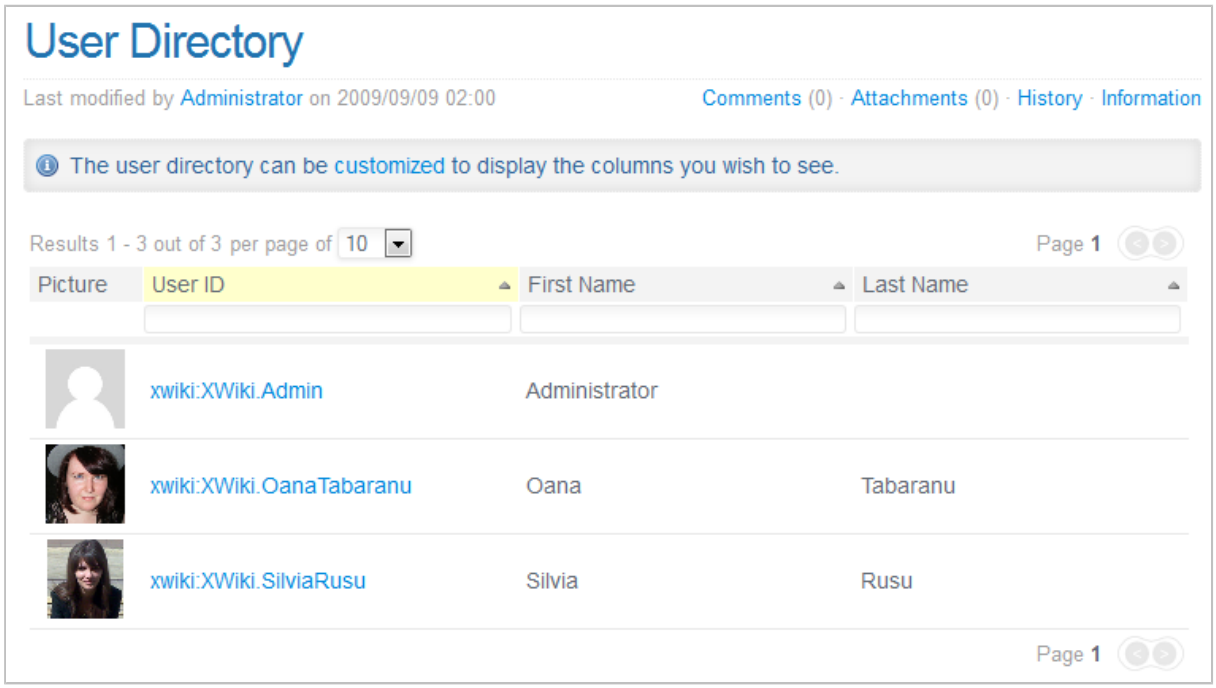
Access the User Directory

The "User Directory" displays the list of registered XWiki users, along with their avatar. To access it, hove the "Home" menu and click on "User Index"



or click on the "User Index" link located in the "Applications" panel.



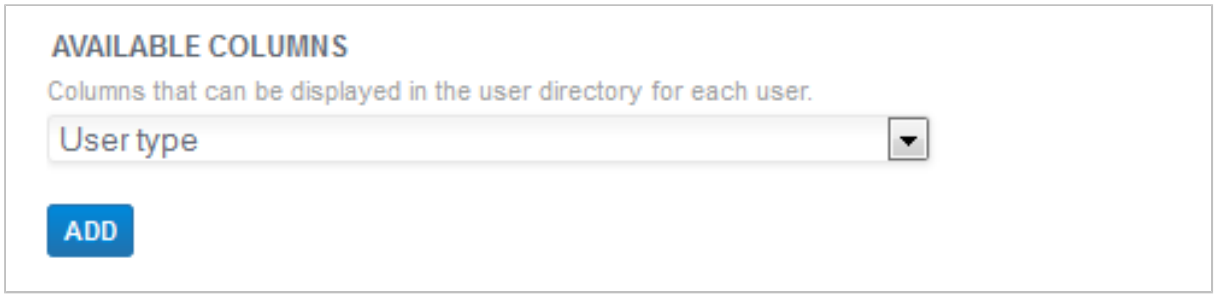


Customize the User Directory

The User Directory can display sortable and filterable `XWiki.XWikiUsers` properties as columns so that any user can customize his view over the User Directory livetable by adding or removing columns. To do so, click on the "customized" link in the info message displayed just above the livetable.

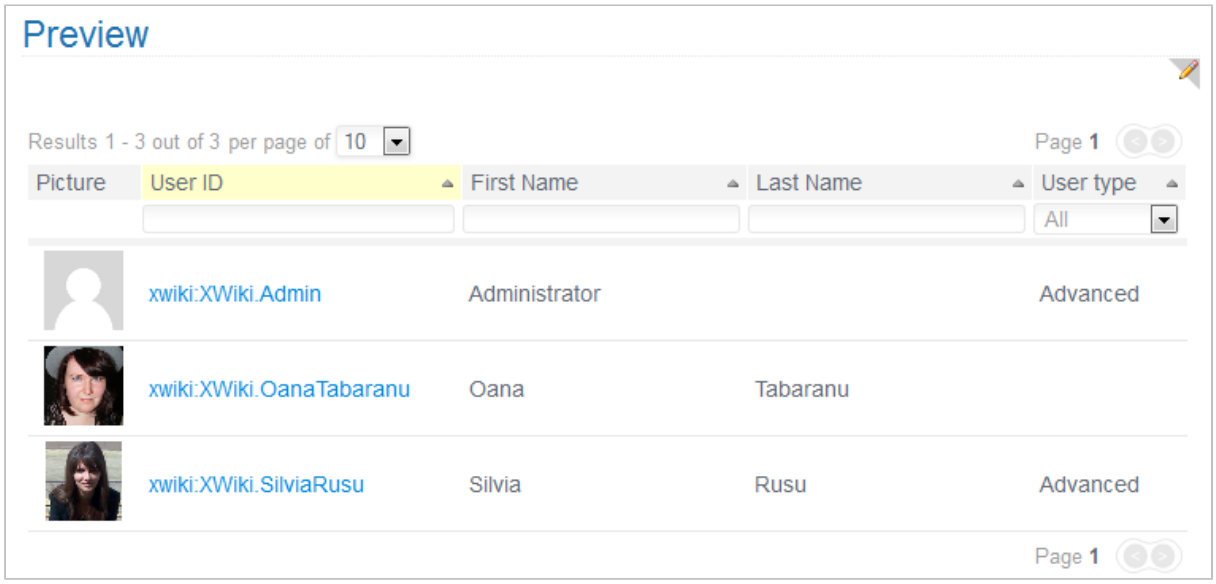
Add a Column

The columns that you may display in the livetable are shown in the "Available Columns" drop-down list. If you want to have an extra column, just select it then click on "Add".

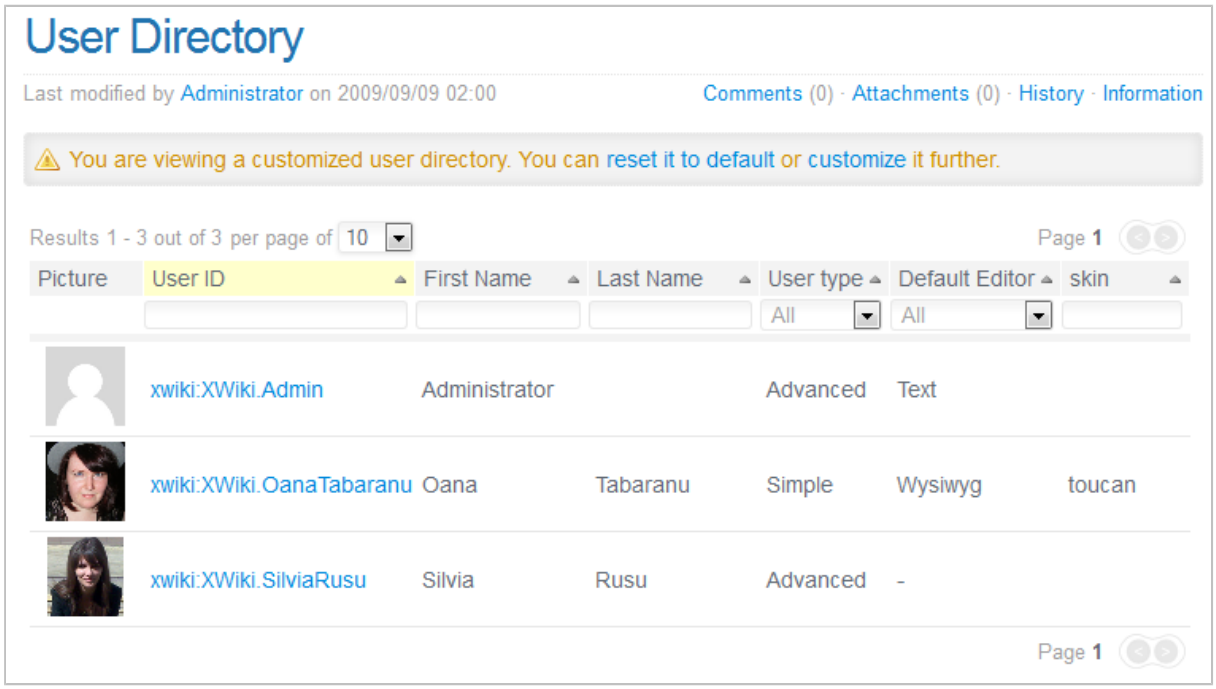


Note that the corresponding `XWiki.XWikiUsers` class property will appear in the "Selected Columns" text-box

and you will also be able so see a preview of the livetable.



In order for the changes to be permanent you will also need to click on the "Save" button. Go back to the User Directory page to see the results and you will notice that the message on top of the livetable has changed to "You are viewing a customized user directory. You can reset it to default or customize it further."



Remove a Column

To remove a column, navigate to the User Directory customization page, delete the name of the corresponding `XWiki.XWikiUsers` class property from the "Selected Columns" text-box then click on "Save".

Restore the Defaults

The columns displayed by default are "first_name", "last_name" and the unmodifiable columns which will always be displayed first: "_avatar" and "doc.fullName". To restore the defaults go to the User Directory customization page and click on "Reset to Default".

Related Pages

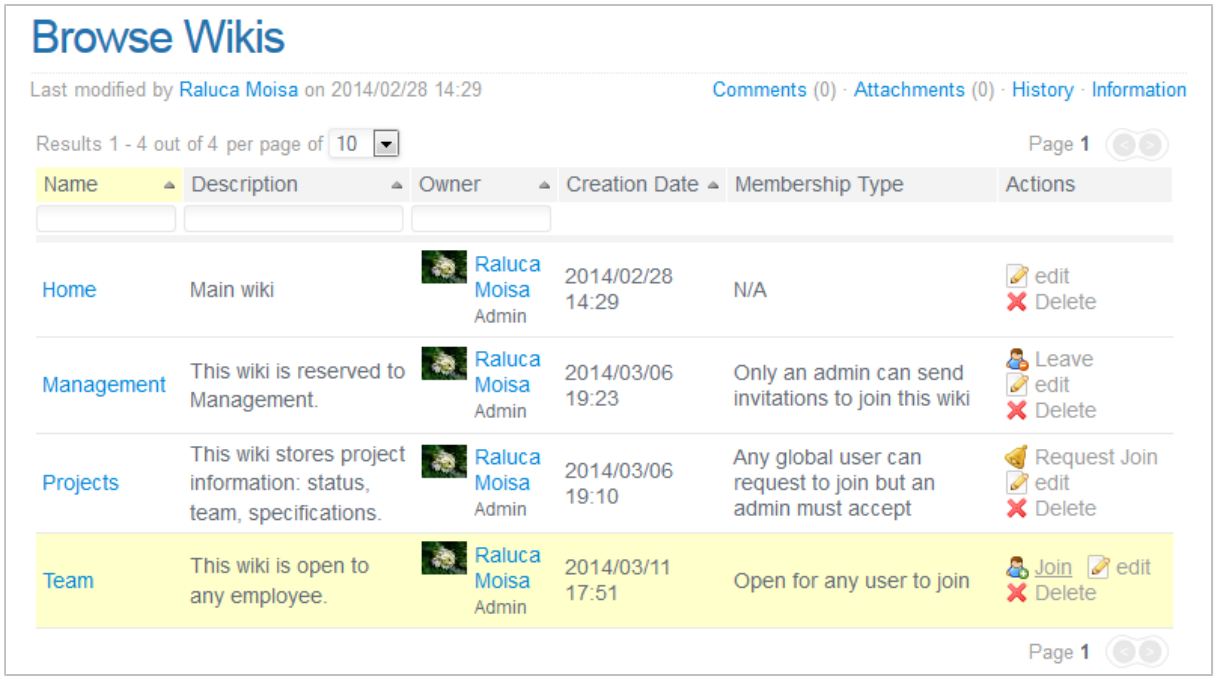
- **User Guide**
  - Users and Groups Overview
  - User Status
  - Registration
- **Admin Guide**
  - The Management of Global/Local Users and Groups
  - Set the Users Access Rights
  - Manage the Sub-Wiki Users
  - Edit a Global User
  - Edit a Global Group
  - Delete a Global User
  - Create a Global User

Join a Sub-Wiki

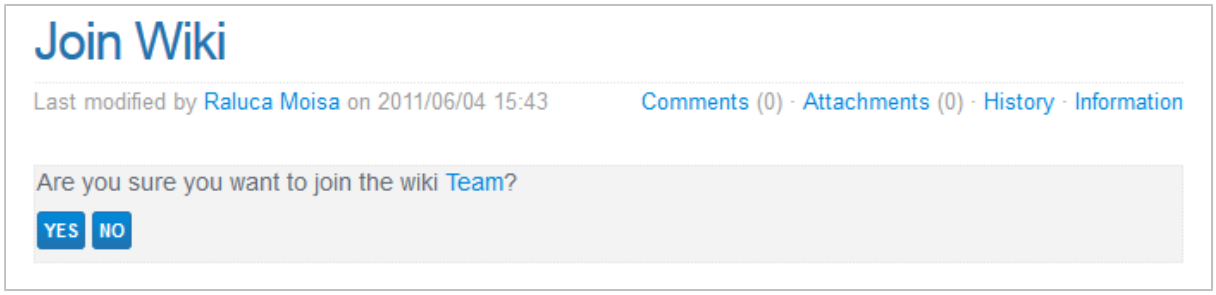
- Join an Open Wiki
- Create a Request to Join a Wiki

Join an Open Wiki

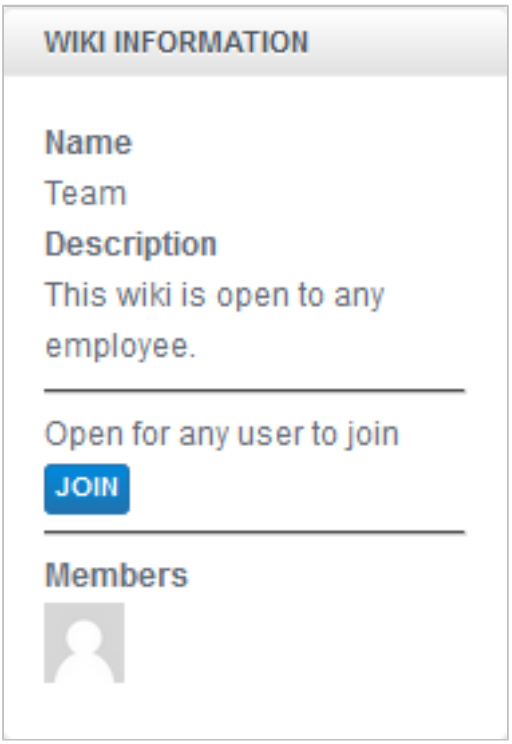
Go to the Wiki Directory and click on "Join" in the corresponding "Actions" column.



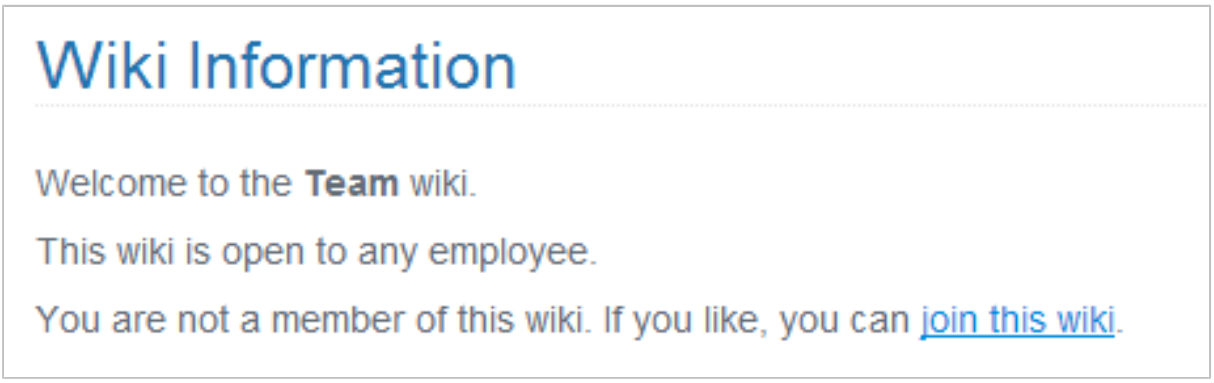
Next, in the "Join Wiki" page, click the "Yes" button to confirm.



Another way of joining an open wiki is by clicking on the "Join" button in the "Wiki Information" panel

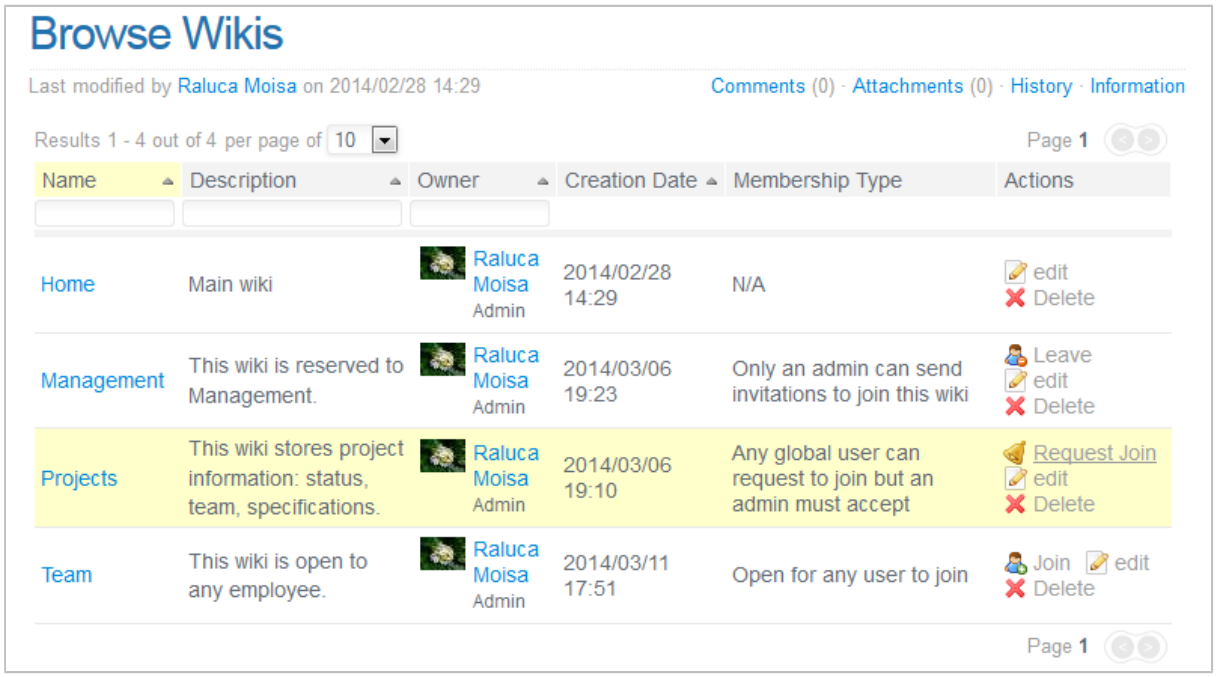


or by clicking on the "join this wiki" link in the "Wiki Information" section from the home page.

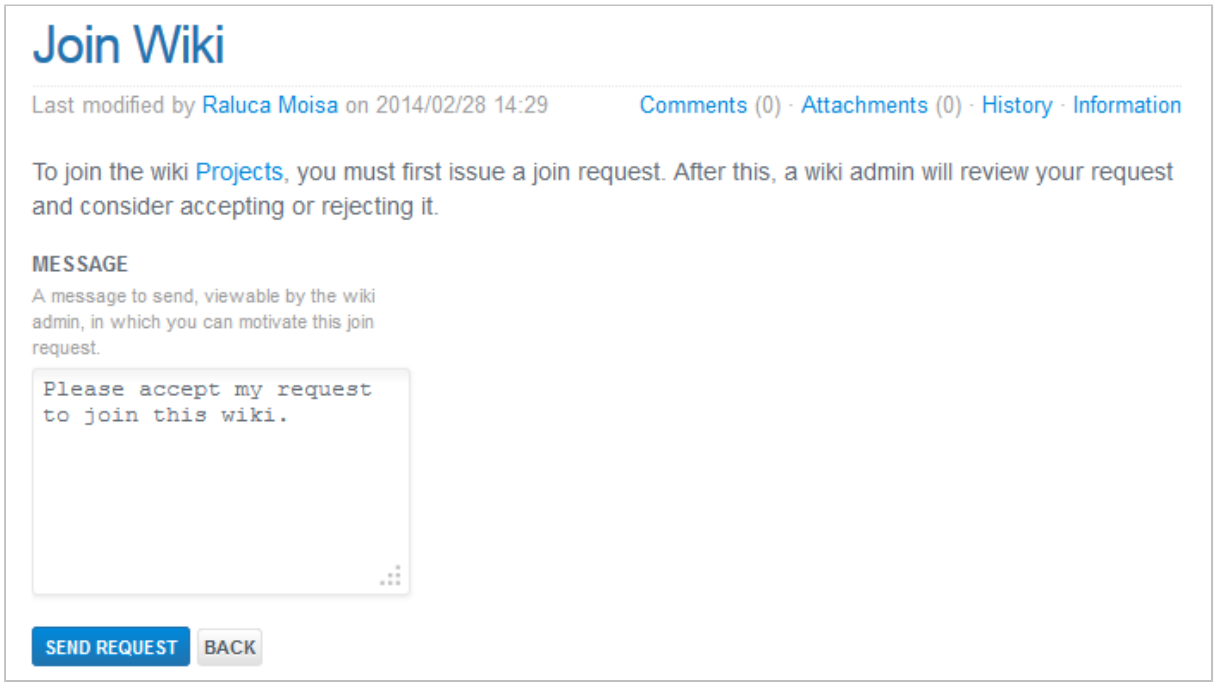


Create a Request to Join a Wiki

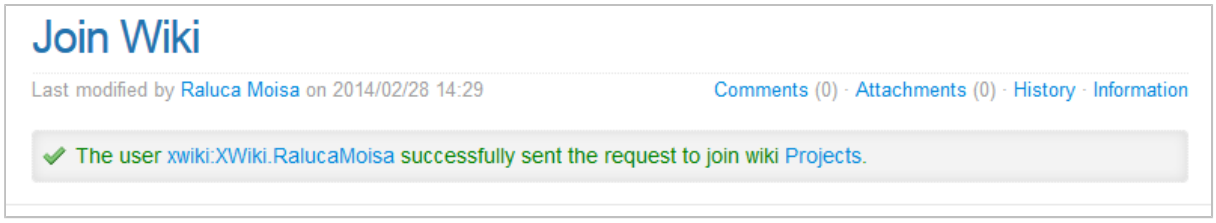
If you want to be a member of a "join-by-request" wiki, go to the Wiki Directory and click on "Request Join" in the corresponding "Actions" column.



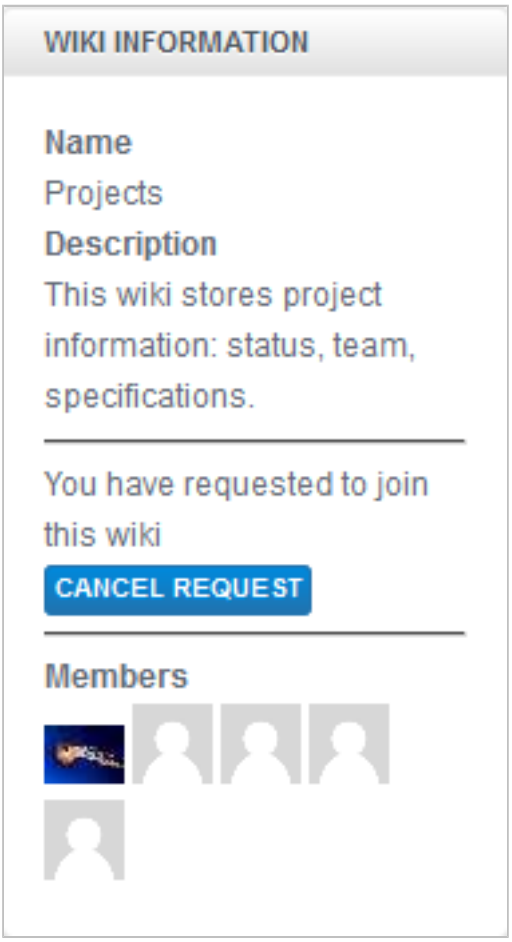
In the "Join Wiki" page, fill in the request message viewable by the administrator of the wiki and click on "Send Request".



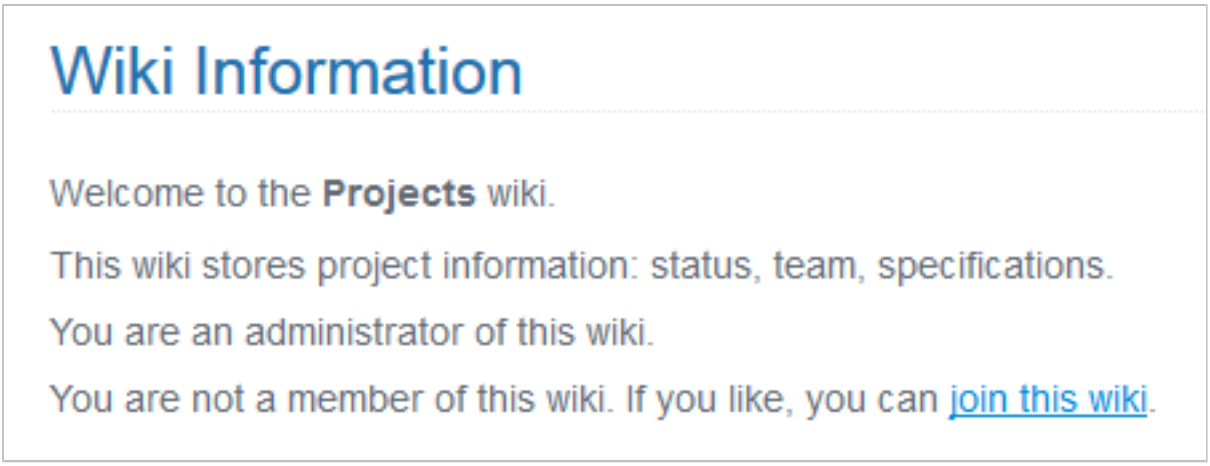
If successful, you will see a confirmation message.



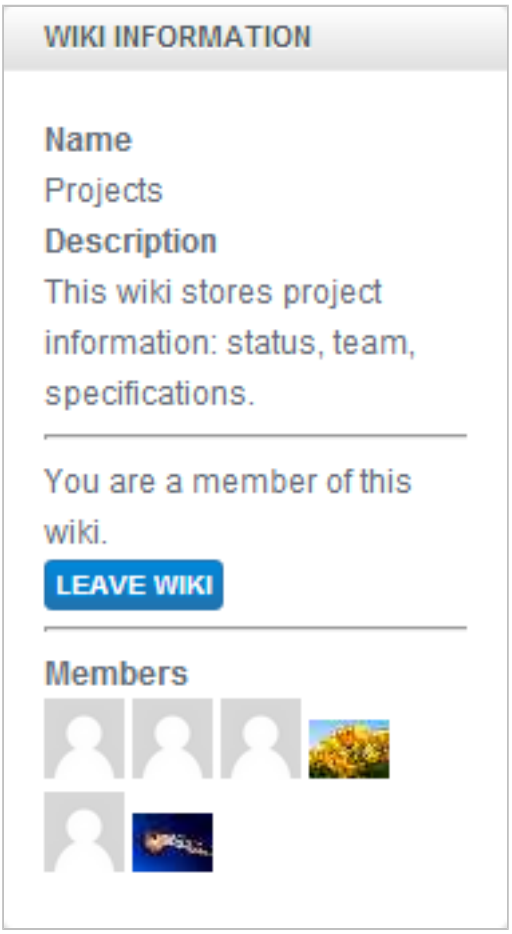
You will know that your request hasn't been accepted as long as see the button "Cancel Request" in the "Wiki Information" panel



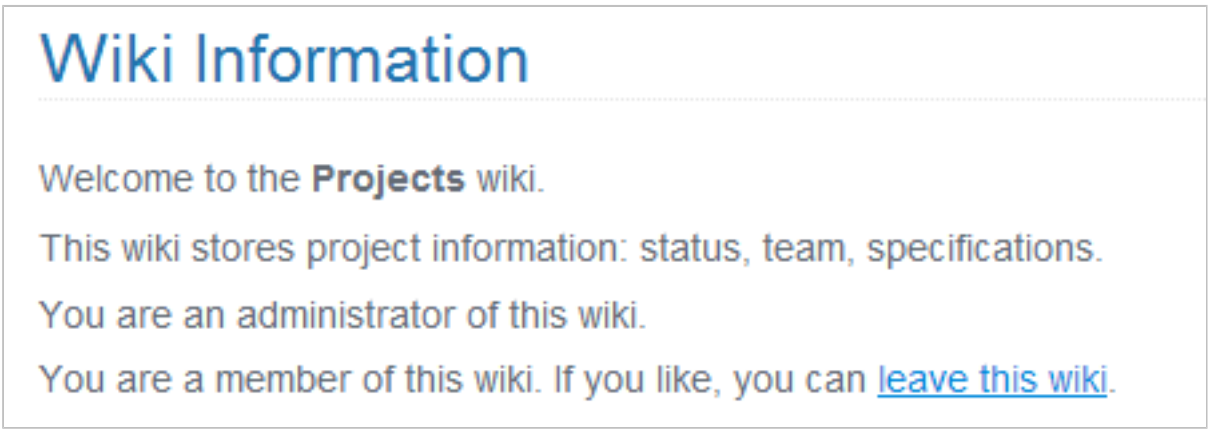
or the message "You are not a member of this wiki. If you like, you can join this wiki." in the "Wiki Information" section from the wiki home page.



Once the administrator accepts your request, the button in the "Wiki Information" panel will become "Leave Wiki" and your profile picture will appear in the "Members" list.



Also, you will see the message "You are a member of this wiki. If you like, you can leave this wiki." in the "Wiki Information" section from the wiki home page.



Related Pages

- **User Guide**
  - XWiki Syntaxes
  - View the List of Joined Sub-Wikis
  - Sub-Wiki Invitations
  - Leave a Sub-Wiki
  - Editing Modes
- **Admin Guide**
  - Wiki Directory
  - The Wiki Manager Application

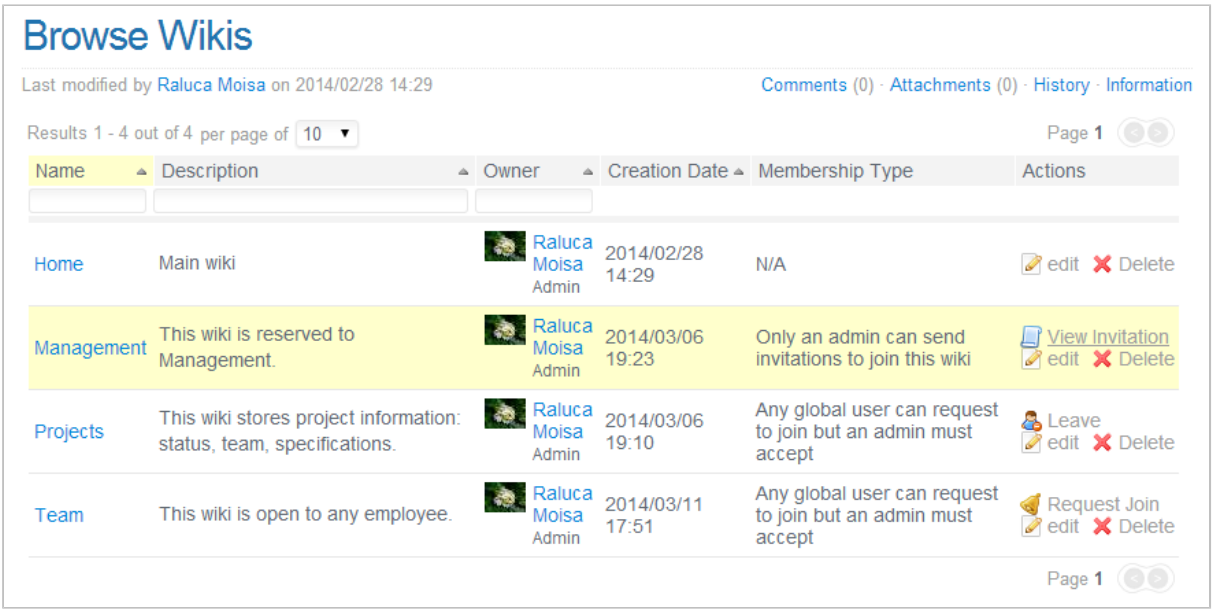
- Set the Wiki Access Rights
- Manage the Sub-Wiki Users
- Edit the Sub-Wiki Settings
- Delete a Sub-Wiki
- Create a Sub-Wiki

Sub-Wiki Invitations

- Check for Invitations
- View an Invitation
  - Accept an Invitation
  - Reject an Invitation
  - Postpone an Invitation

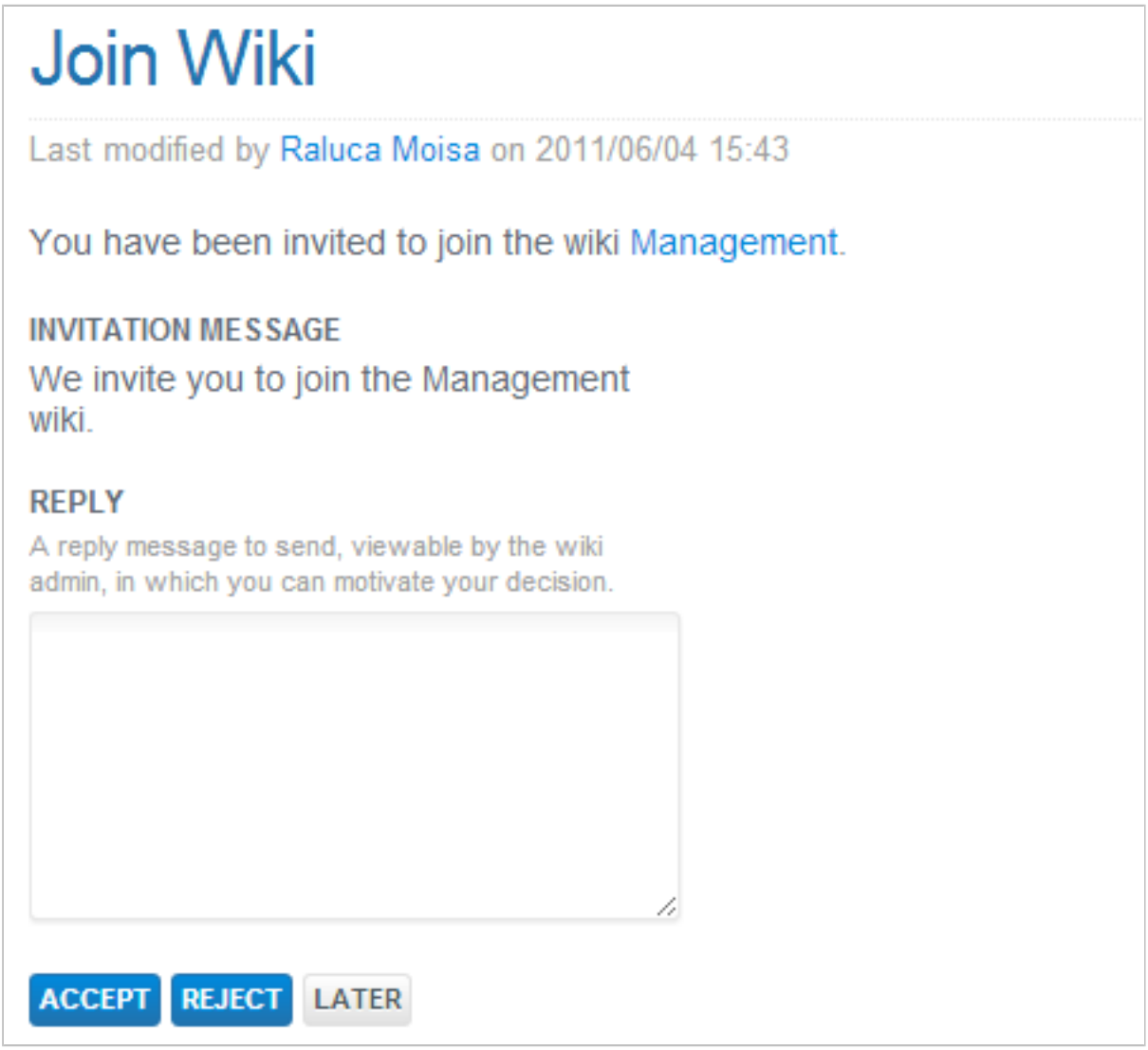
Check for Invitations

To see whether you got any invitation to join an open or an "invitation-only" wiki, go to the Wiki Directory. The invitations are marked by a scroll icon in the "Actions" column of the livetable.



View an Invitation

Go to the Wiki Directory and click on "View Invitation" in the "Actions" column. You will be redirected to the "Join Wiki" page.



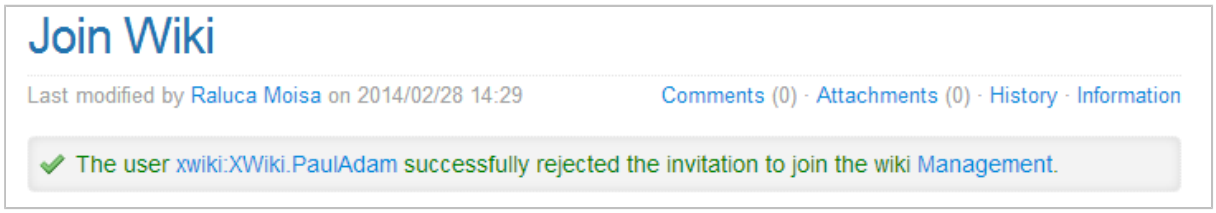
At this point, you have 3 options: accept, reject or postpone the invitation.

Accept an Invitation

Go to the 'Join Wiki' page, fill in a message viewable by the wiki administrator and click on the "Accept" button. If successful, you will see a confirmation message.

Reject an Invitation

Go to the 'Join Wiki' page, fill in a message viewable by the wiki administrator to motivate your decision and click on the "Reject" button. If successful, you will see a confirmation message.



Postpone an Invitation

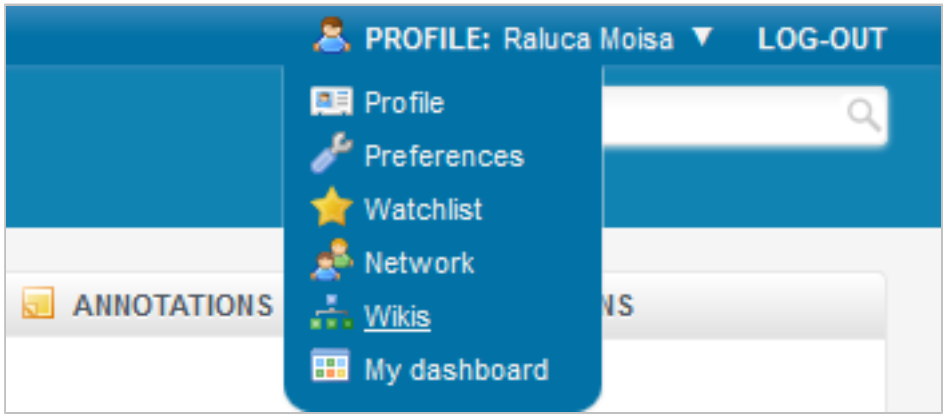
Go to the 'Join Wiki' page, fill in a message viewable by the wiki administrator and click on the "Later" button. You will be redirected back to the wiki directory.

Related Pages

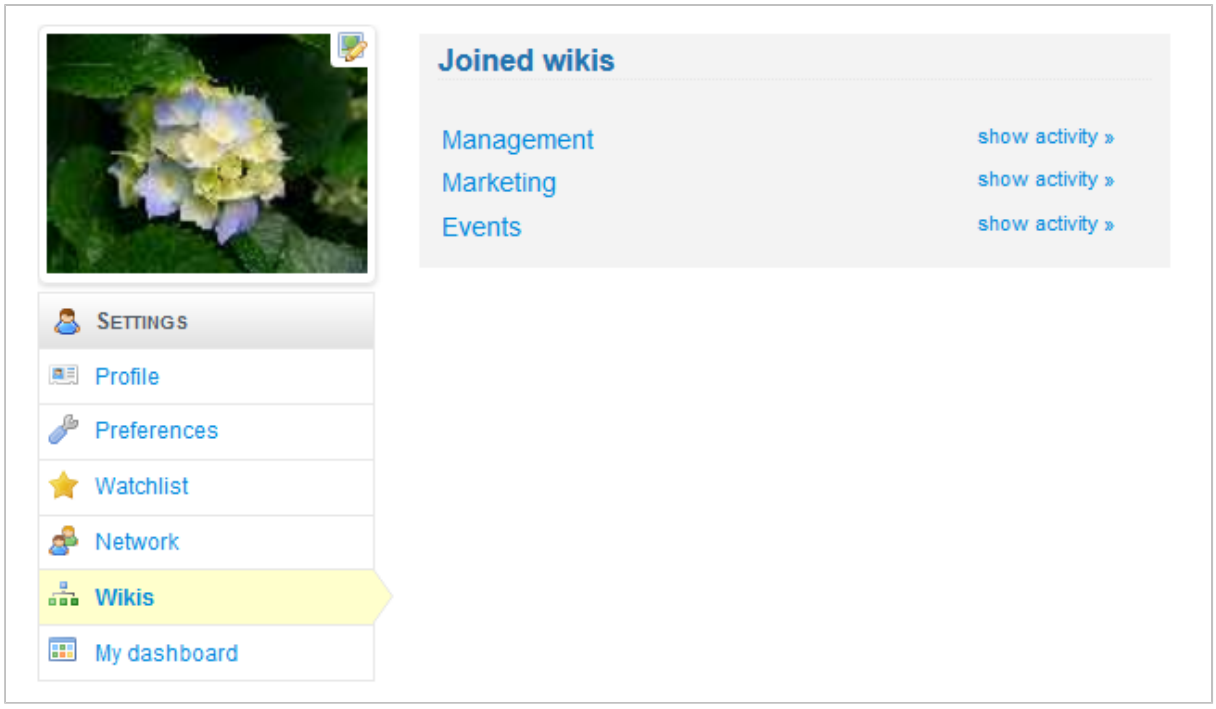
- **User Guide**
  - XWiki Syntaxes
  - View the List of Joined Sub-Wikis
  - Leave a Sub-Wiki
  - Join a Sub-Wiki
  - Editing Modes
- **Admin Guide**
  - Wiki Directory
  - The Wiki Manager Application
  - Set the Wiki Access Rights
  - Manage the Sub-Wiki Users
  - Edit the Sub-Wiki Settings
  - Delete a Sub-Wiki
  - Create a Sub-Wiki

View the List of Joined Sub-Wikis

Hover the "Profile" menu in the top right corner of the page and click on "Wikis".



The wikis you are a member of are listed in the "Joined wikis" section.



See the Activity Stream of a Sub-Wiki

Go to the wiki home page or hover the "Profile" menu in the top right corner of the page and click on "Wikis". Next, in the "Joined wikis" section, click on the corresponding "show activity" link.

You will then see the Activity Stream of the wiki.

Activity of wiki Management

Today

XWikiAllGroup (Management) one minute ago

Raluca Moisa
edited the page · see changes

Raluca Moisa 4 minutes ago
says:
You have been invited to join the wiki 'Management'.
Comment: We invite you to join the Management wiki

Raluca Moisa 11 minutes ago
says:
You have been invited to join the wiki 'Management'.
Comment: We invite you to join the Management wiki

06 Mar

XWikiAllGroup (Management) 06 Mar, 19:27

Raluca Moisa
edited the page · see changes

Profile of Jane Doe (Management) 06 Mar, 19:27

Jane Doe
created the page

WikiUserConfiguration (Management) 06 Mar, 19:27

Raluca Moisa
edited the page · see changes

Related Pages

- **User Guide**
  - XWiki Syntaxes
  - User Status
  - User Profile
  - User Preferences
  - Sub-Wiki Invitations
  - Leave a Sub-Wiki
  - Join a Sub-Wiki
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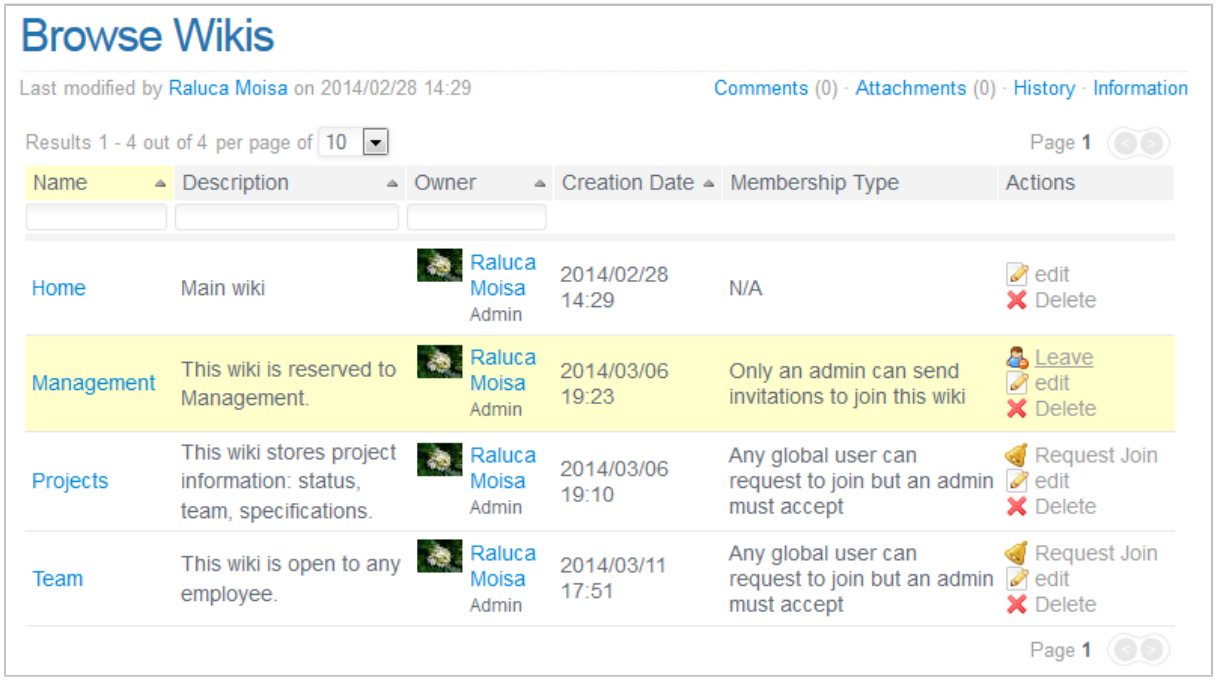
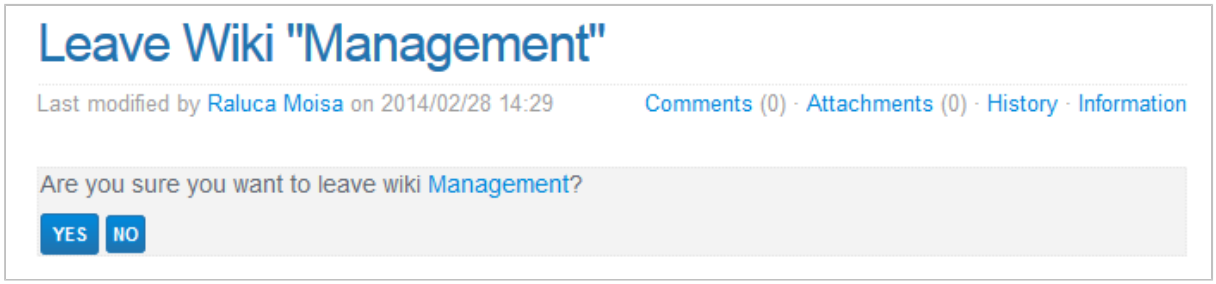
  - Wiki Directory
  - The Wiki Manager Application
  - Set the Wiki Access Rights
  - Manage the Sub-Wiki Users
  - Edit the Sub-Wiki Settings
  - Delete a Sub-Wiki
  - Create a Sub-Wiki

Leave a Sub-Wiki

Go to the Wiki Directory and click on "Leave" in the "Actions" column.

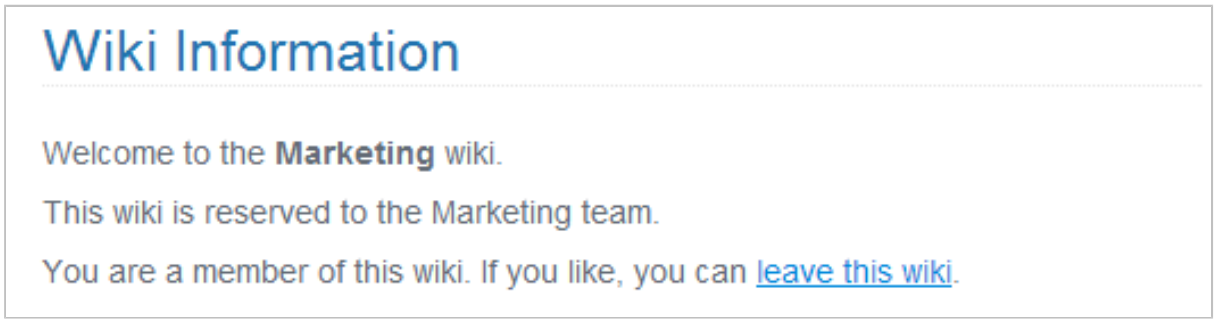


In the "Leave Wiki" page, click on "Yes"

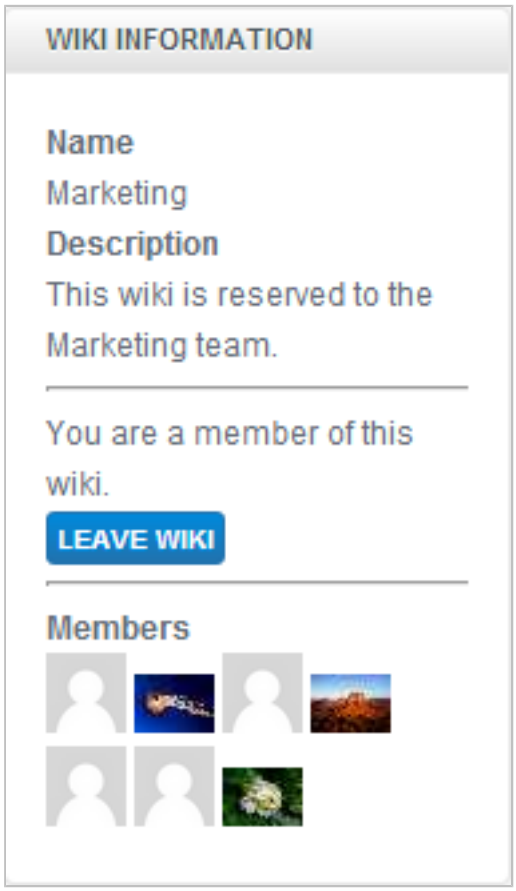


and if successful, you will get a confirmation message.

Another way of leaving a wiki is from the home page. Just click on the "leave this wiki" link from the "Wiki Information" section and confirm



or click on the "Leave Wiki" button in the "Wiki Information" panel.



You will not be able to leave a Wiki if you are its owner but another wiki administrator will have the rights to remove you from the user directory.

Related Pages

- **User Guide**
  - XWiki Syntaxes
  - View the List of Joined Sub-Wikis
  - Sub-Wiki Invitations
  - Join a Sub-Wiki
  - Editing Modes
- **Admin Guide**
  - Wiki Directory
  - The Wiki Manager Application
  - Set the Wiki Access Rights
  - Manage the Sub-Wiki Users
  - Edit the Sub-Wiki Settings
  - Delete a Sub-Wiki

- Create a Sub-Wiki

Customization Overview

FAQ

Dashboards

How do I create a dashboard?
How do I add a gadget to the dashboard?
How do I edit a gadget?
How do I delete a gadget?
How do I add a column to the dashboard?
How to access my personal dashboard?
How do I add gadgets to my personal dashboard?
How do I edit a gadget from my personal dashboard?
How do I delete a gadget from my personal dashboard?
How do I add a column to my personal dashboard?
How do I display my personal dashboard on the wiki home page?

User Preferences

How can I hide my documents?
How can I make my hidden documents visible?

Localization

How can I change the localization preferences?
How do I switch to another language?
How do I edit a translation?

XWiki Applications

An application is a self-contained set of XWiki pages that offers a powerful way to create advanced content within wiki pages. These pages can be exported into a single archive file named a XAR which can be imported again into other wikis.

XWiki Bundled Applications

Scheduler Application
Allows scheduling jobs.

Statistics Application
Provides various panels and pages displaying wiki related statistics.

Office Importer Application
Imports office documents into wiki pages.

Administration Application
Allows to administrate an XWiki Enterprise instance.

Invitation Application
Allows users to send emails, inviting friends and colleagues to join a wiki.

Wiki Macro Bridge Application
Allows creating XWiki macros through wiki pages.

Tag Application
Tag pages with keywords and navigate your wiki using these keywords.

Webdav Application
Allows editing attachments through WebDAV and the documentation page is available in the "Administrator Guide".

Search Application

Allows searching on the full wiki using wildcards, searching by space, getting search result RSS feeds and more.

Lucene Search Application
Allows searching on the wiki using Apache Lucene.

Solr Search Application
Allows searching on the wiki using Apache Solr.

Color Theme Application
Allows fast and easy modifications of your wiki "look and feel". The documentation page is available in the "Administrator Guide".

Annotations Application
Annotation User Interface.

Watchlist Application
Subscribe to pages, spaces and wikis and receive RSS and email notifications when they are modified.

Panels Applications
Provides placeholders to put content located or right of the page's content. The documentation page is available in the "Administrator Guide".

Blog Application
Transforms the wiki into a "bliki" with the ability to add Blog posts and display them.

Extension Manager Application
Used to install, update or remove extensions in/from the wiki. The documentation page is available in the "Administrator Guide".

Application Within Minutes
Helps you create collaborative web applications within minutes, based on XWiki's powerful structured data management system. The documentation page is available in the "Administrator Guide".

Dashboard Application
Provides Wiki and User Dashboards.

Link Checker Application
Displays states of external links found in the wiki.

Index Application
Displays an index of all documents, attachments, orphans, deleted items in the wiki.

Logging Application
An application to review and manipulate XWiki logs.

User Application
Displays User Profiles and controls the user preferences, dashboard, watchlist.

User Directory Application
Displays a directory of all users in the wiki.

Help Application
Provides help within your wiki with xwiki syntaxes and customizing the registration process.

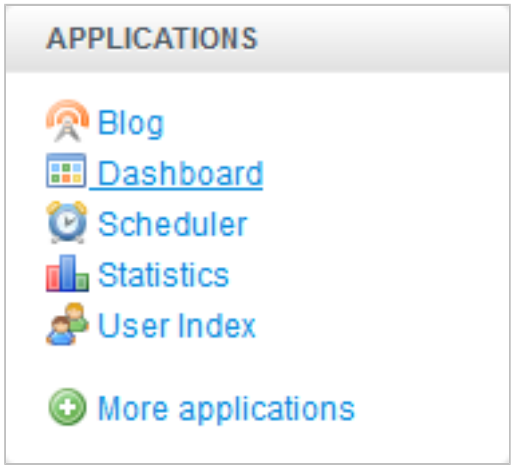
Wiki Application
An XWiki application for creating and managing wikis. The documentation page is available in the "Administrator Guide".

You can find all XWiki applications on the xwiki.org website.

XWiki Dashboard Application

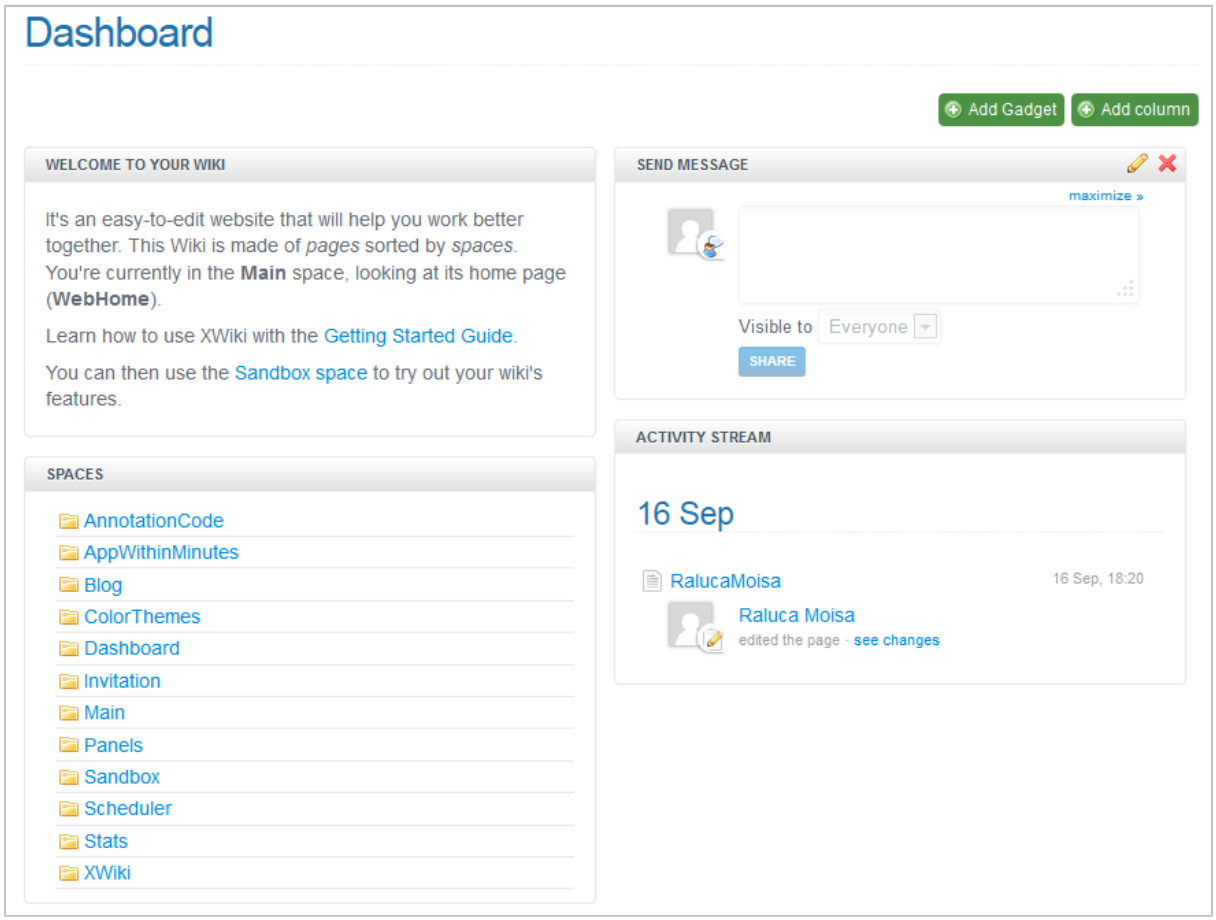
- Edit the Page Containing the Dashboard
- Gadgets
  - Insert a Gadget
  - Edit the Parameters of a Gadget
  - Edit Dashboard in Objects Mode
  - Delete a Gadget
- Columns
  - Add a Column
- Create a Dashboard
- User Dashboards
  - Access Your Personal Dashboard
  - Gadgets
    - Insert a Gadget
    - Edit the Parameters of a Gadget
    - Edit Dashboard in Objects Mode
    - Delete a Gadget
  - Columns
    - Add a Column
  - Display a Personal Dashboard on the Home Page

A dashboard allows you to customize pages by adding gadgets and columns. XWiki Enterprise comes with a visual editor available by clicking on the "Dashboard" link in the "Applications" panel on the right.



Edit the Page Containing the Dashboard

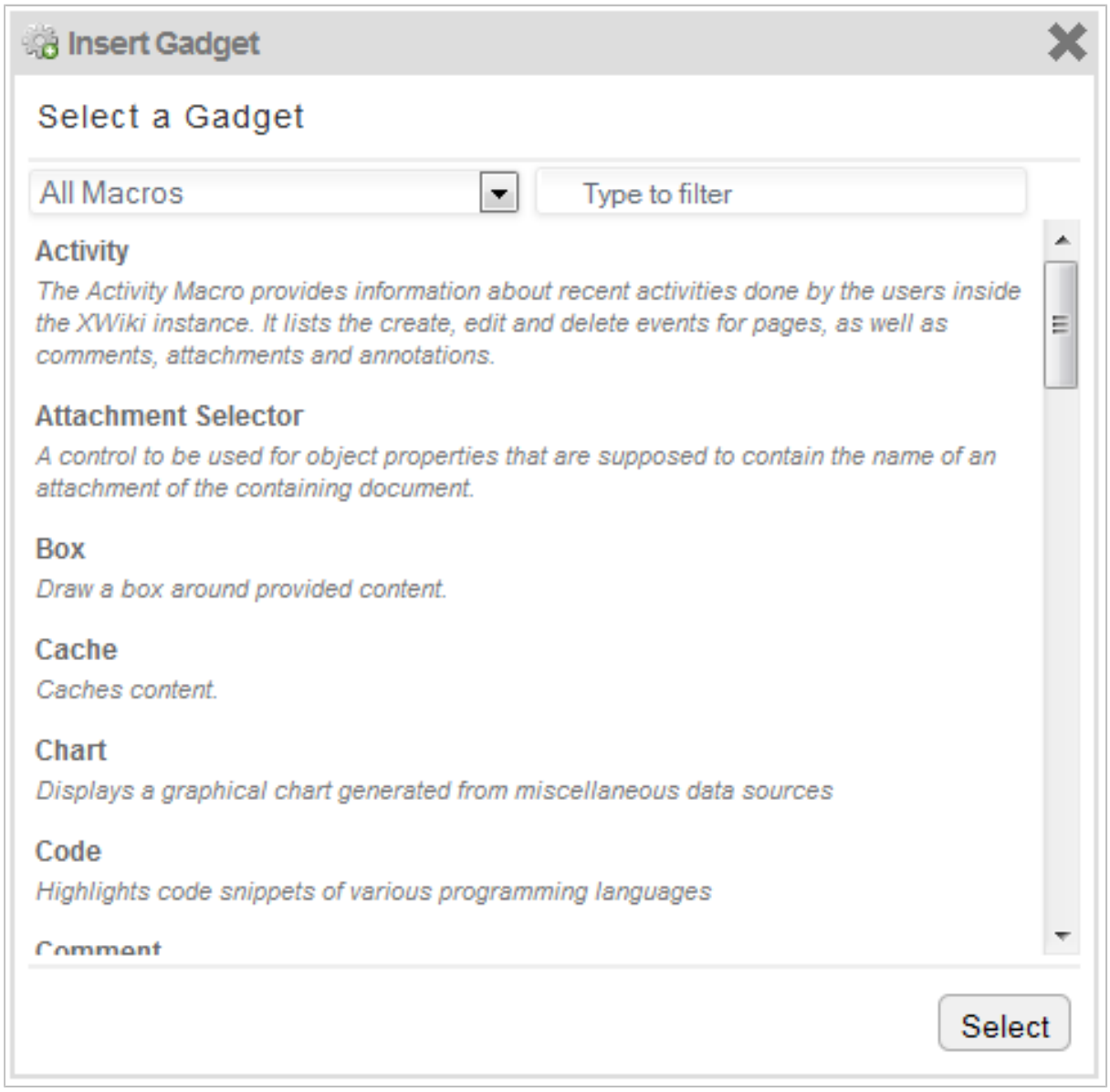
In order for the "Edit" menu to have the "Inline form" option, you will need to make sure you are an advanced user. In Inline mode, the dashboard looks just like in view mode, except for 2 extra buttons: "Add Gadget" and "Add Column". When hovering a gadget, the possible actions, edit and delete, are displayed in the header.



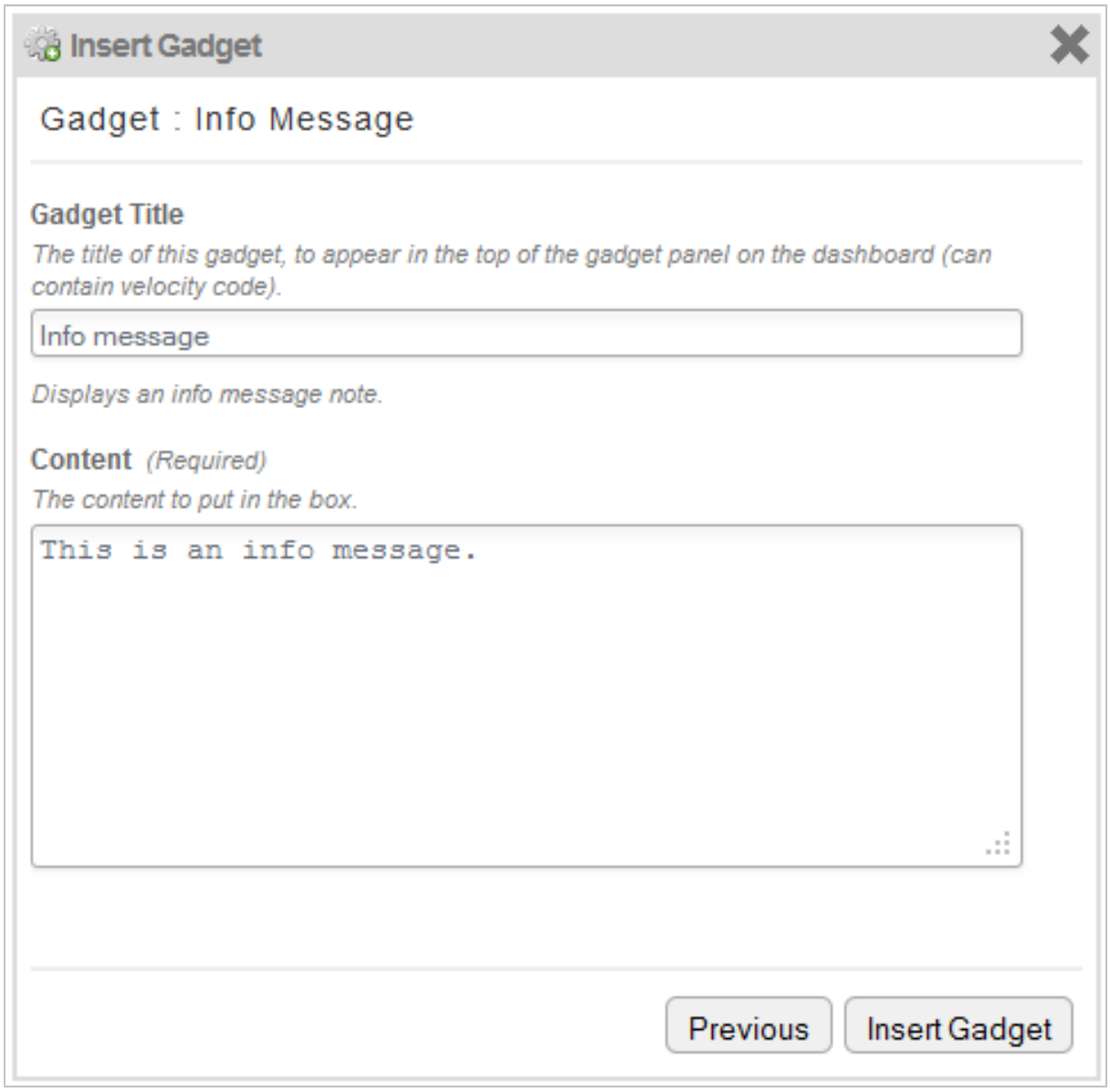
Gadgets

Insert a Gadget

To add a gadget, edit the home page of the "Dashboard" space in "Inline" mode and click the "Add Gadget" button. You will then see a window with all the available macros, each of them containing a short description about its usability.

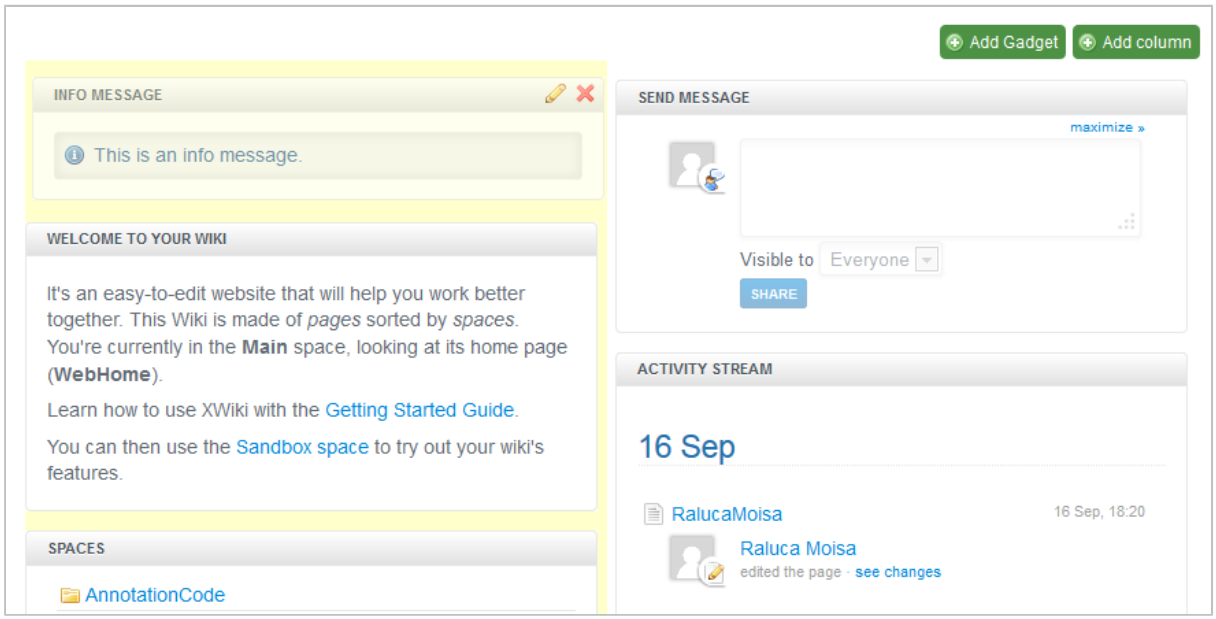


Search for the macro you wish to insert (the "Info Message" macro for instance), then click on "Select".



Fill in the mandatory sections and click on "Insert Gadget".

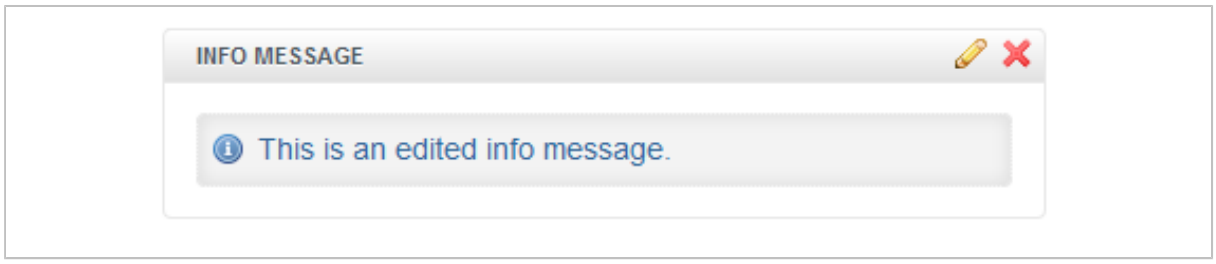
The gadget will be added at the end of the last column, but you can drag it and move it around to different columns of the dashboard.



Edit the Parameters of a Gadget

To edit the parameters of a gadget, edit the home page of the "Dashboard" space in Inline mode, hover the title bar of the gadget and click on the yellow pen icon in the top right corner.

You will then see a wizard similar to the one used for adding the gadget. The new parameters will be automatically saved when clicking on the "Insert gadget" button and the gadget will be placed again at the end of the last column.



Edit Dashboard in Objects Mode

The advanced users can also use the Objects mode for editing the parameters of a gadget. The advantage is that in Objects mode you can place any content inside the gadget, like for instance XWiki syntax or Velocity code.

Delete a Gadget

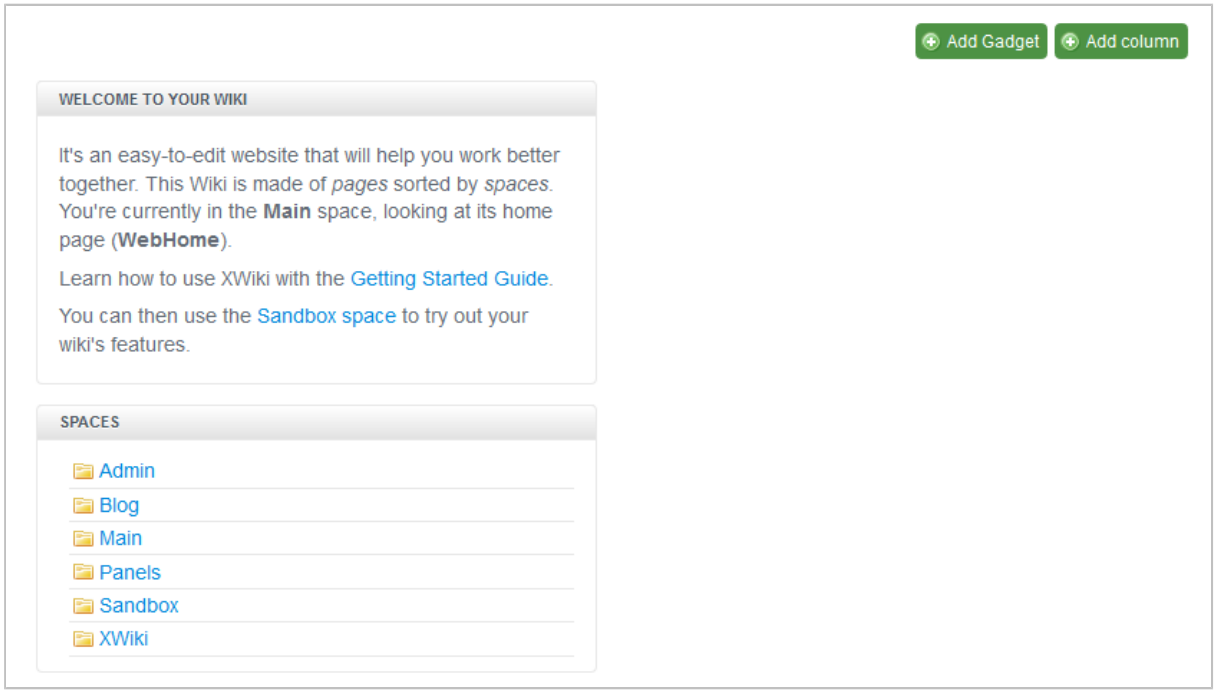
To delete a gadget, you have two options:

- Edit the dashboard page in Inline mode, hover the title bar of the gadget and click on the red "X" icon in the top right corner.
- Edit the dashboard page in Objects mode and click on the corresponding "X" icon.

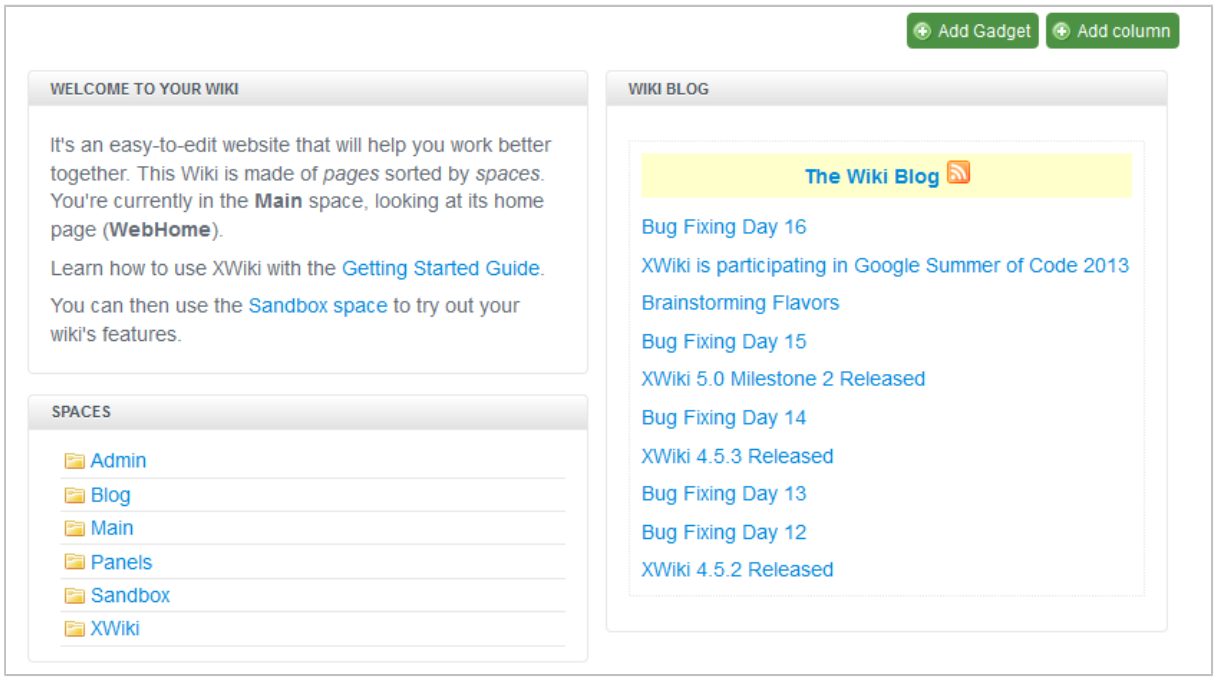
Columns

Add a Column

To add a column, edit the home page of the "Dashboard" space in Inline mode and click on the "Add Column" button in the top right corner.

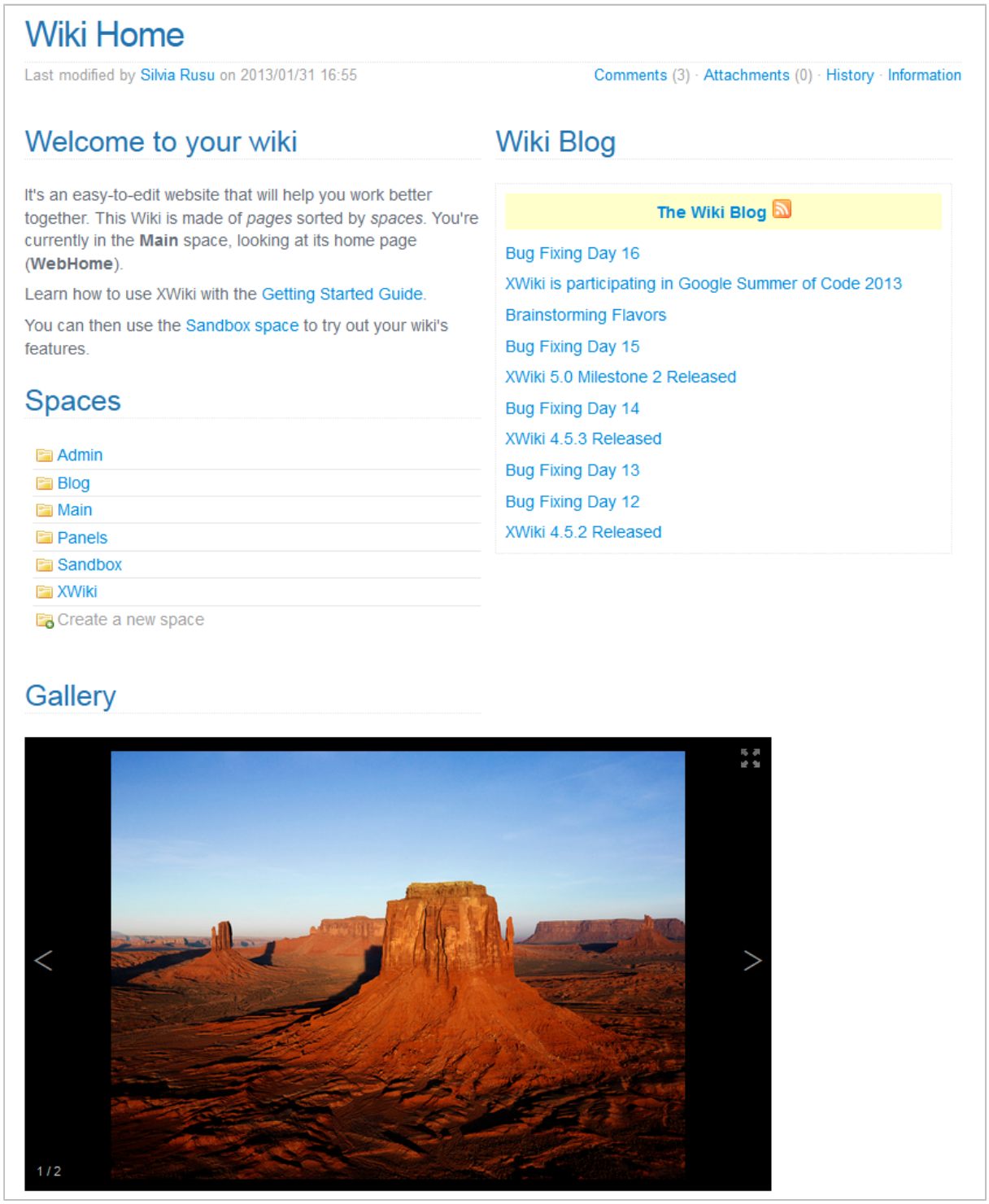


Inside the newly added column, you may perform the same actions described above: insert a gadget, edit its parameters and delete it.



Create a Dashboard

You may create a dashboard in any page by adding the `{{dashboard}}` macro. This can be done via the "Macro" menu of the WYSIWYG editor. If you want to know more about the parameters configuration, go to the dedicated page which is listed in the "Related Pages" section.

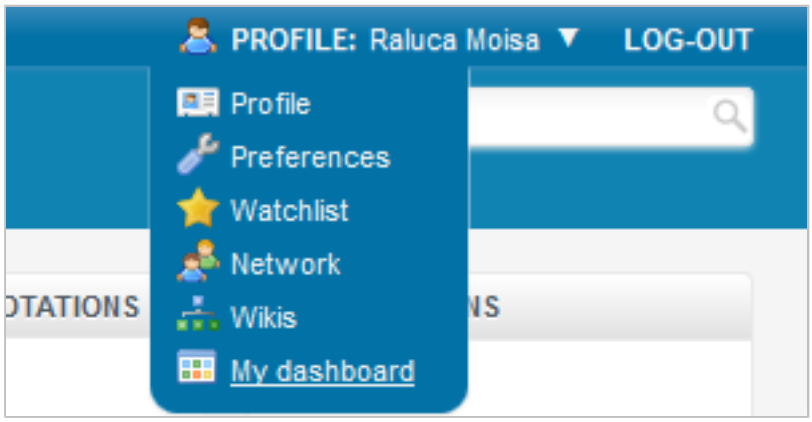


User Dashboards

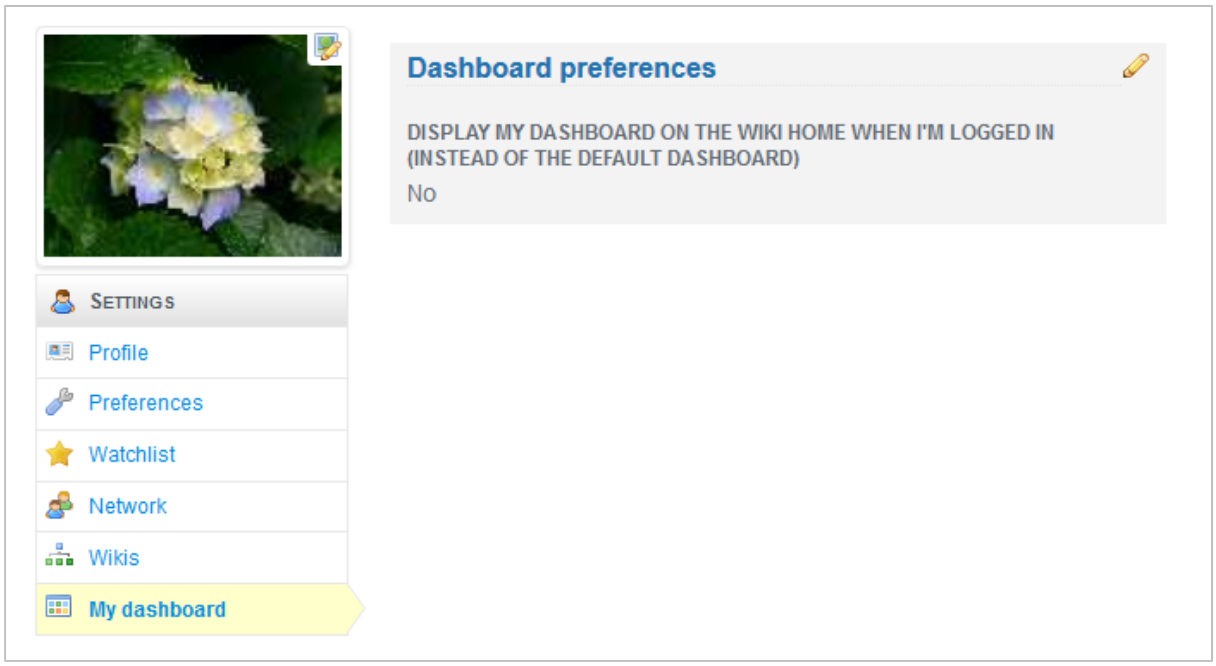
XWiki Enterprise brings support for personal dashboards, allowing each user to define his own dashboard in the profile page and to use it either in the profile document or instead of the dashboard displayed by default the wiki home page.

Access Your Personal Dashboard

In order to define your own dashboard, hover the "Profile" menu in the top right corner and click on "My dashboard".



In your user profile page, you will see a tab named "My dashboard".

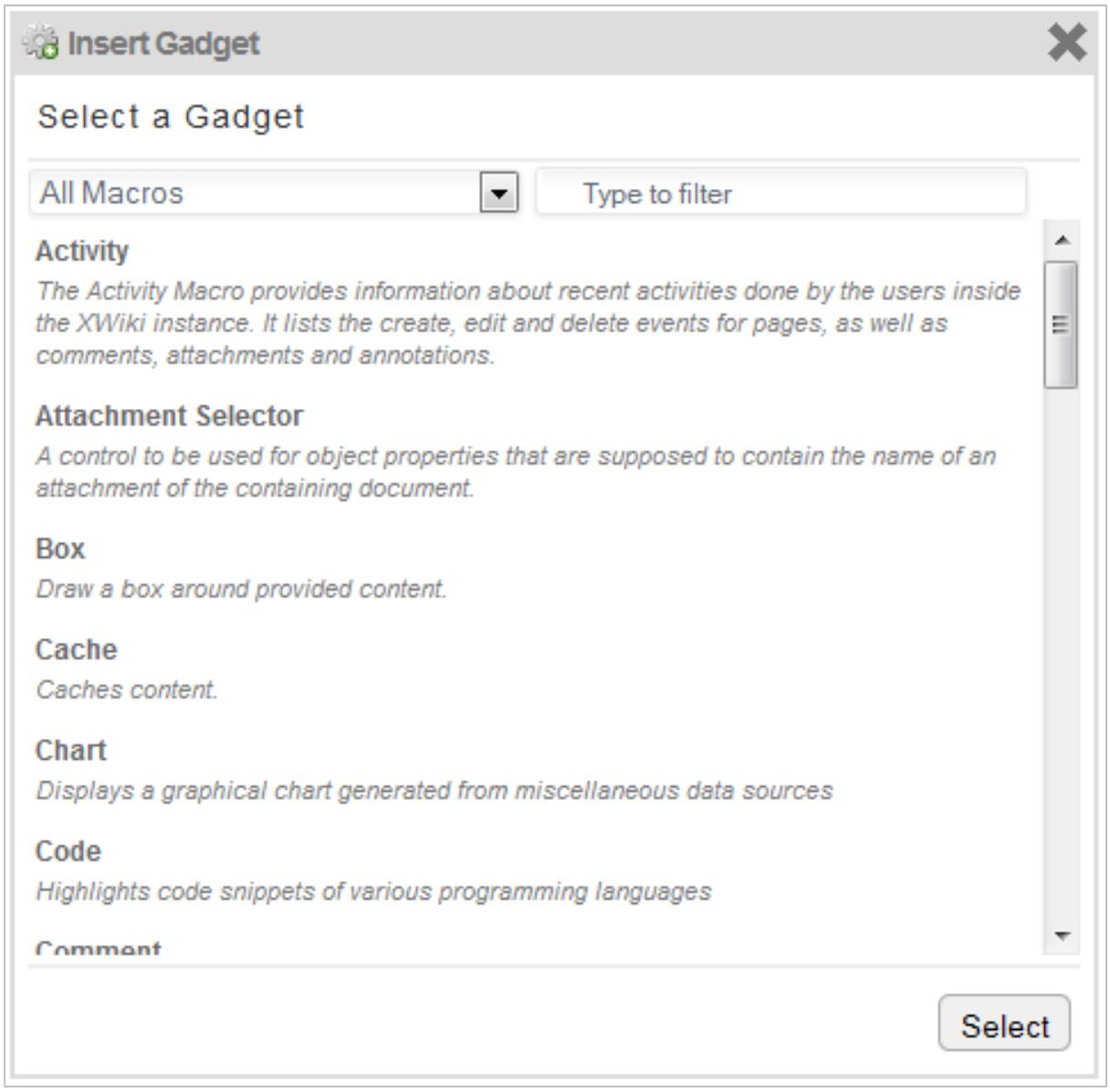


The dashboard can be customized by adding gadgets and columns. To do so, click on the yellow pen in the top right corner of the section "Dashboard preferences". This will make the tab "My dashboard" available for editing in "Inline" mode and you will notice 2 green buttons: "Add Gadget" and "Add Column".

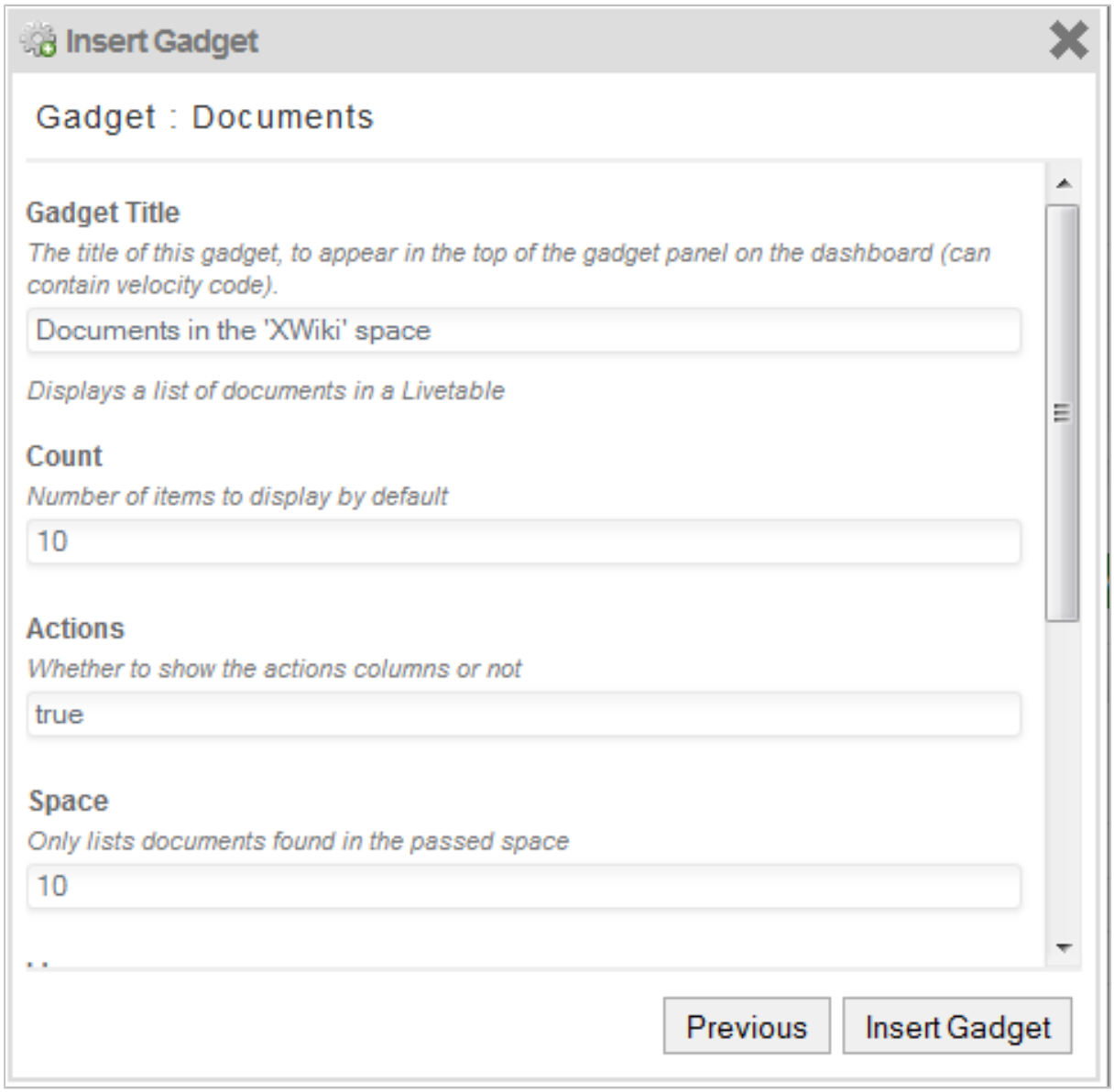
Gadgets

Insert a Gadget

To add a gadget, go to 'My Dashboard' section of your user profile, edit it in Inline mode and click on the "Add Gadget" button. You will then see a window with all the available macros each of them containing a short description about its usability.



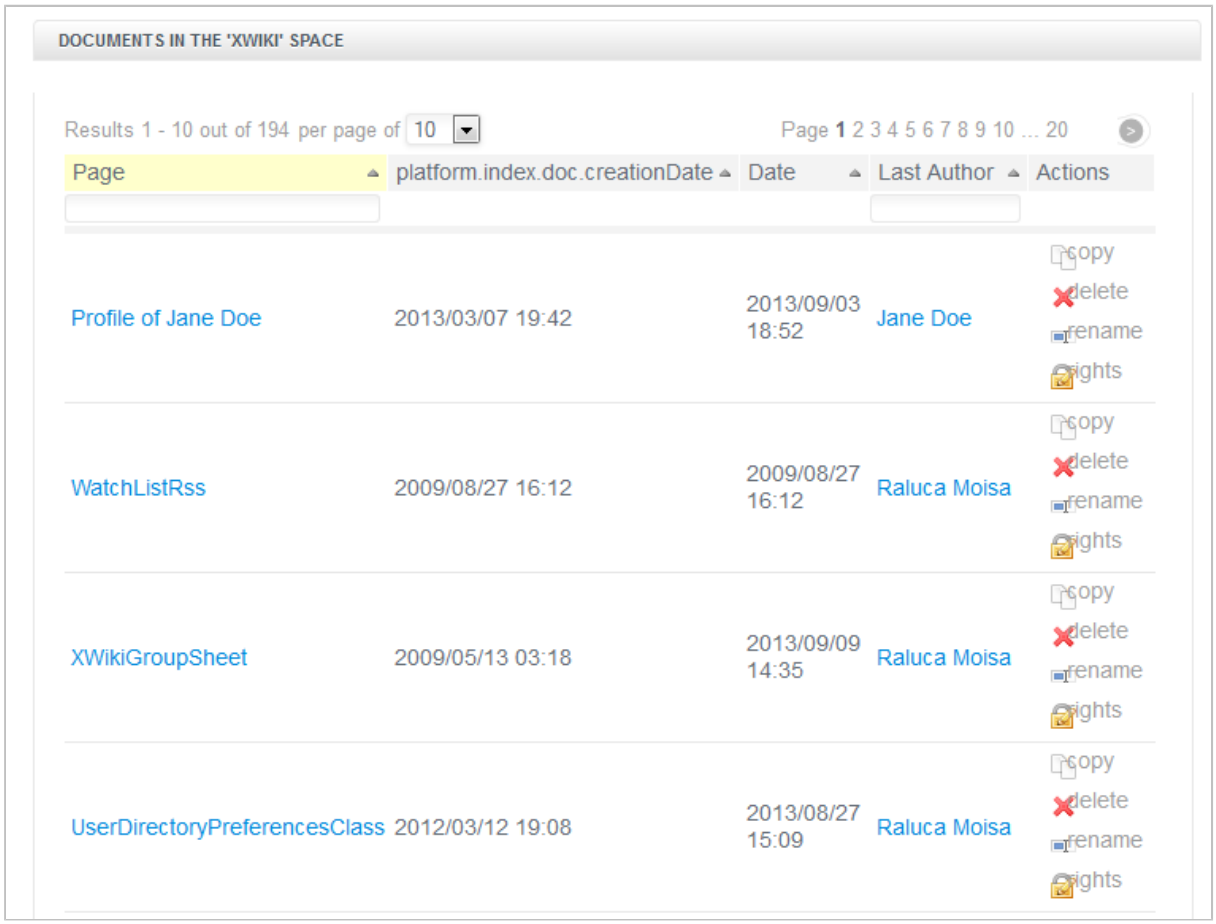
Search for the macro you wish to insert, then click on "Select". We will choose the Documents macro in order to display documents of the "XWiki" space, 10 documents per page.



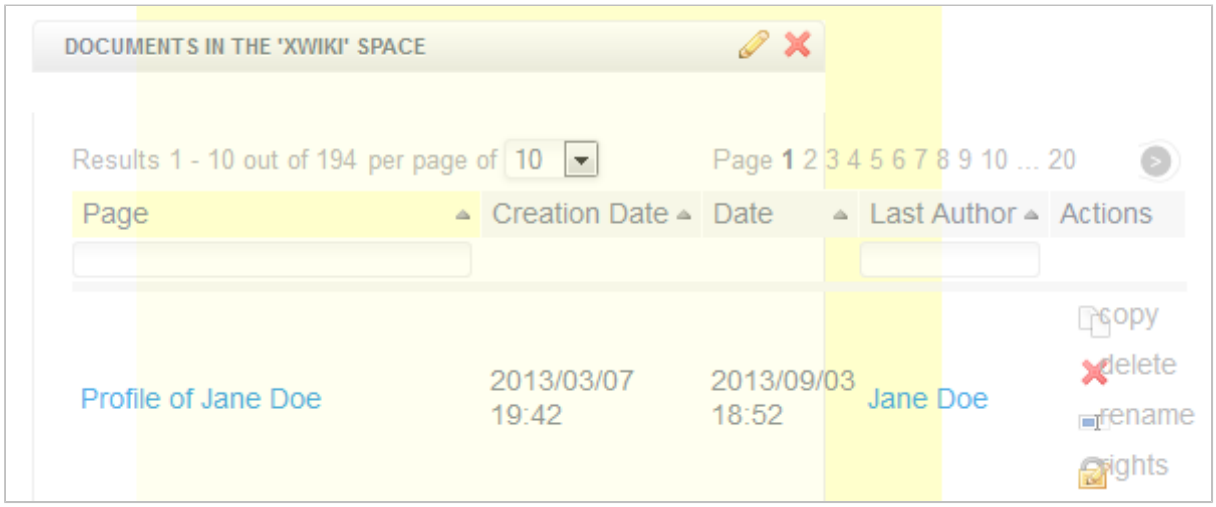
Fill in the mandatory sections and click on "Insert Gadget". For our macro, the displayed columns are:

- the document title: `doc.title`
- the creation date: `doc.creationDate`
- the last edit date: `doc.date`
- the last author: `doc.author`
- the "Actions" column - which means the "Actions" field will be set to "true"

The list of parameters supported by the Documents macro and usage examples are available in the documentation page from the "Related Pages" section.

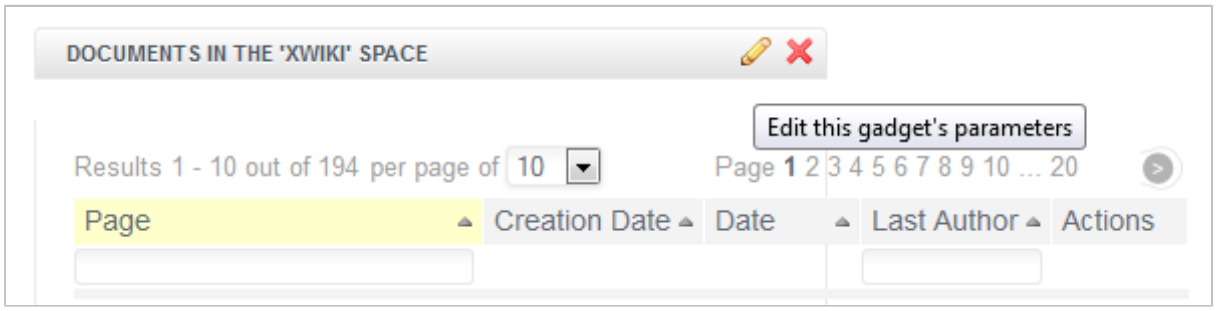


The gadget will be added at the end of the last column, but you can drag it and move it around to different columns of the dashboard. Also, when hovering the gadget, the possible actions, edit and delete, are displayed in the header.



Edit the Parameters of a Gadget

To edit the parameters of a gadget, go to 'My Dashboard' section of your user profile, edit it in Inline mode, hover the title bar of the gadget and click on the yellow pen icon in the top right corner.



You will then see a wizard similar to the one used for adding the gadget. The new parameters will be automatically saved when clicking on the "Insert gadget" button and the gadget will be placed again at the end of the last column.

Edit Dashboard in Objects Mode

The advanced users can edit their profile page in "Objects" mode in order to customize the parameters of a gadget, the advantage being that any content can be placed inside the gadget, like pieces of code or XWiki syntax.

Delete a Gadget

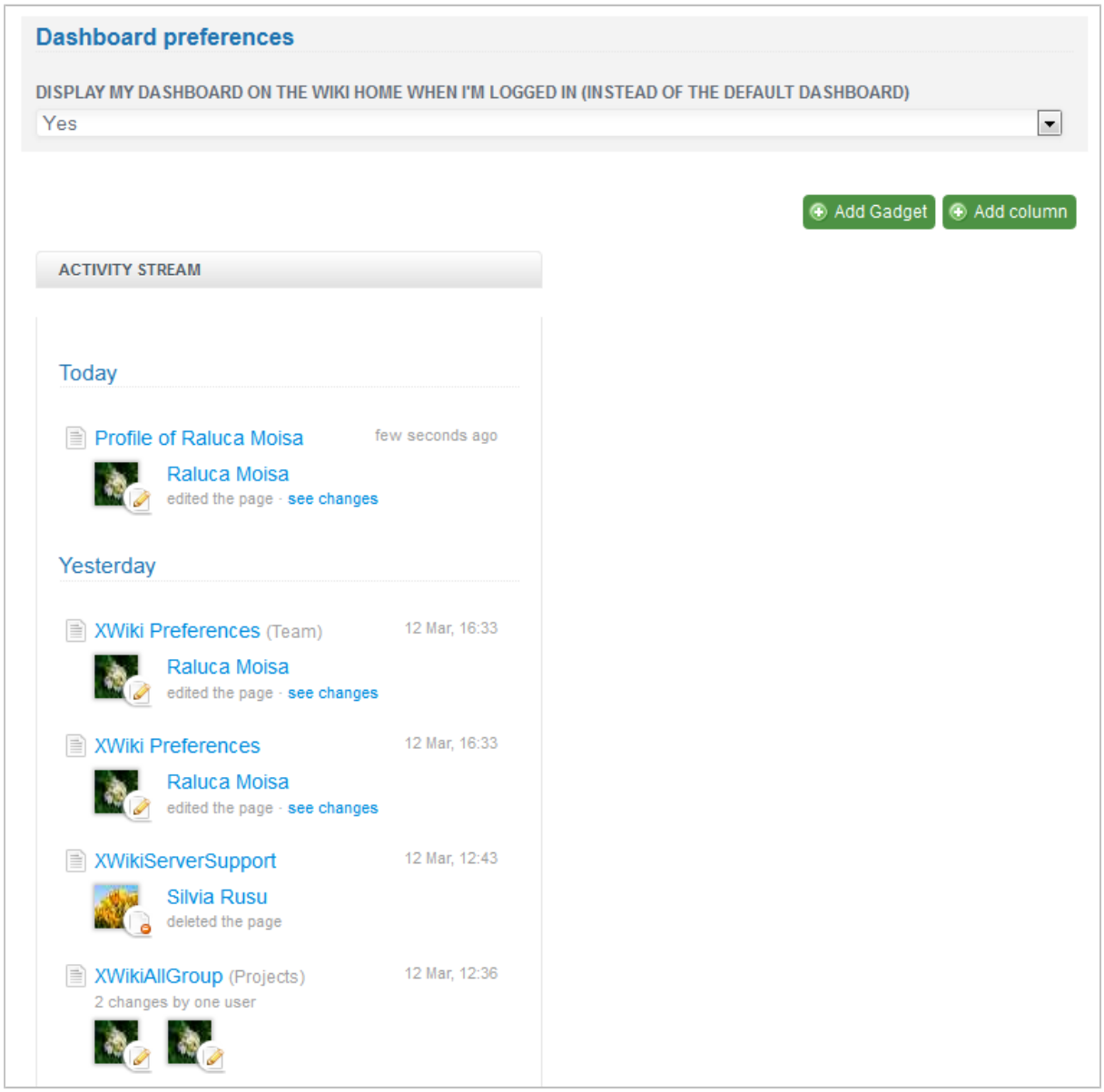
To delete a gadget, there are two options:

- Go to 'My Dashboard' section of your user profile, edit it in Inline mode, hover the title bar of the gadget and click on the red "X" icon in the top right corner.
- Edit your user profile page in "Objects" mode and click on the corresponding red "X" icon.

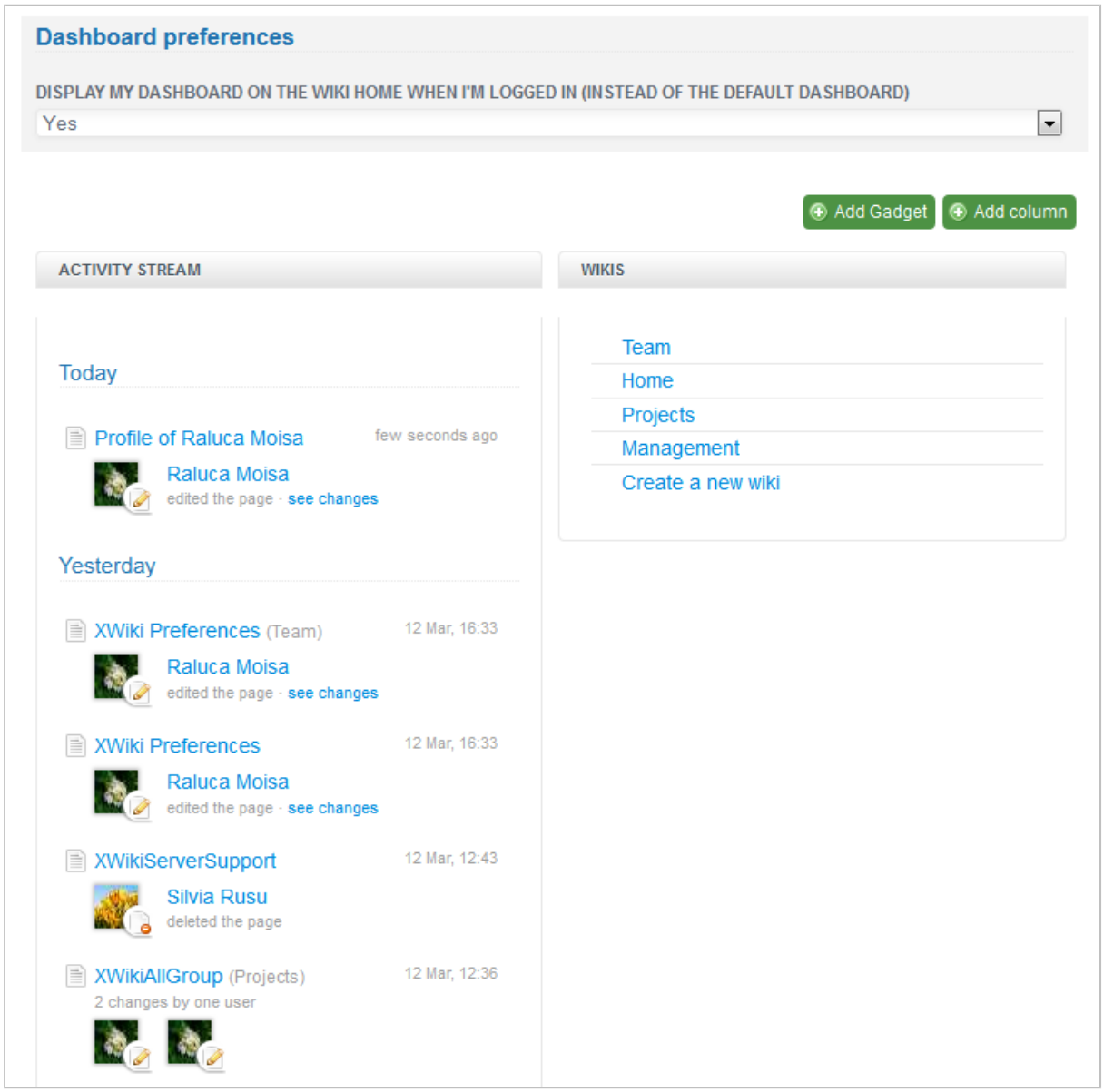
Columns

Add a Column

To add a column, go to 'My Dashboard' section of your user profile, edit it in Inline mode and click on the "Add Column" button in the top right corner.



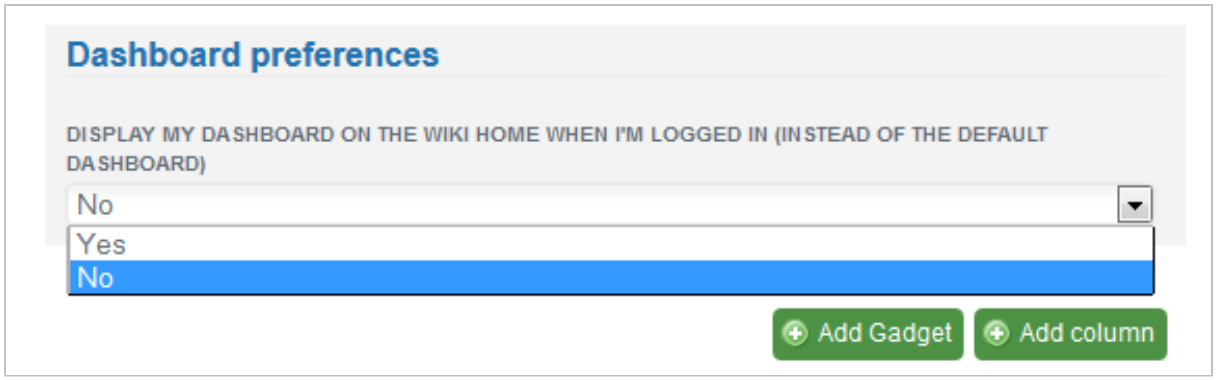
Inside the newly added column, you can perform the same actions described above: insert a gadget, edit its parameters and delete it.



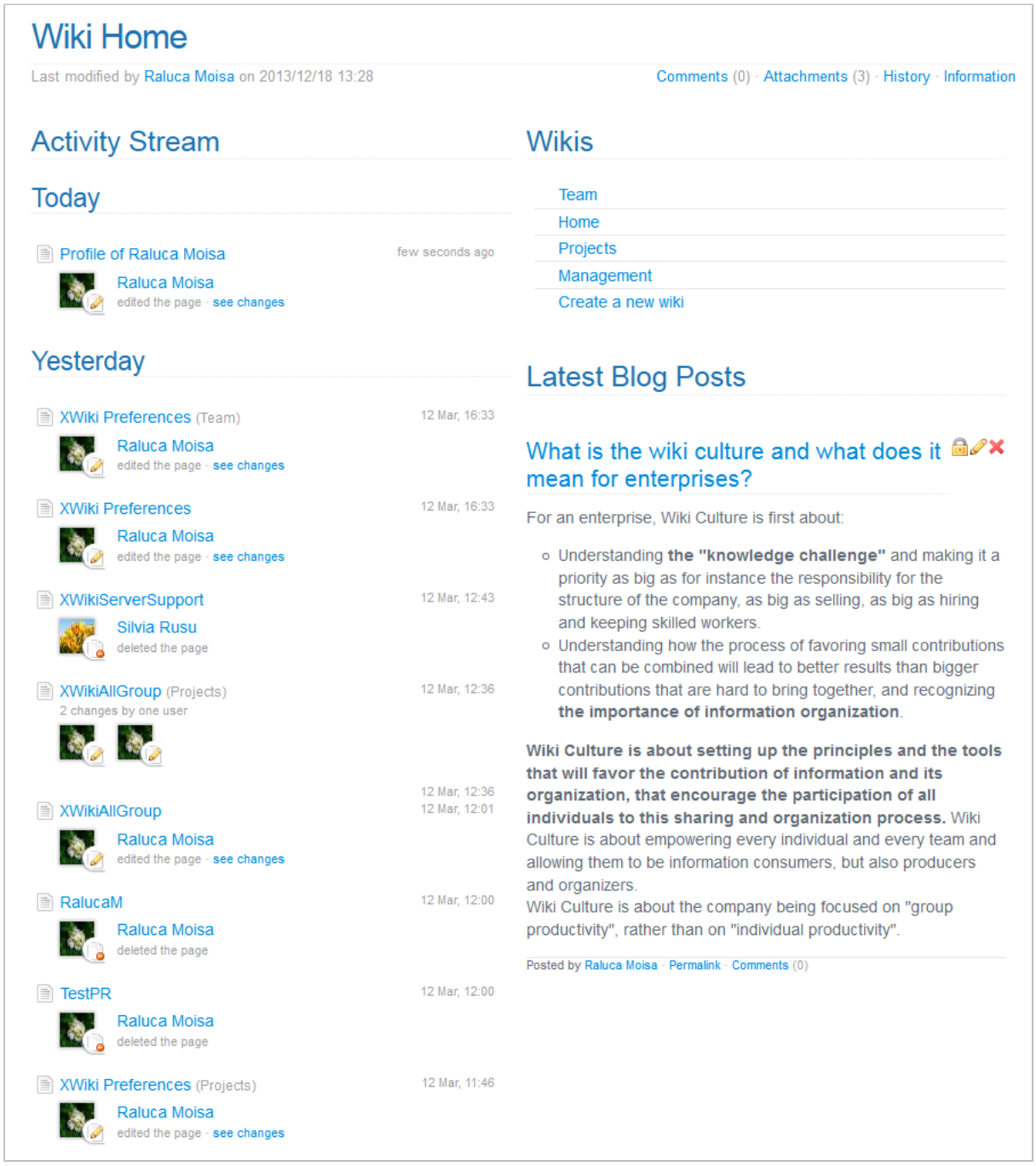
When you are done adding gadgets and columns, click on "Save & View" to see your personal dashboard displayed on the profile page.

Display a Personal Dashboard on the Home Page

To display your personal dashboard instead of the default one from the home page, go to your user profile and click on the "My dashboard" tab. In the "Dashboard preferences" section click the yellow pen in the top right corner. You will then see a drop-down list just below the text "Display my dashboard on the wiki home when I'm logged in (instead of the default dashboard)".



To complete, choose "Yes", then save the page. If you navigate to the wiki home page, you should see your personal dashboard.



To reverse this operation, hover the "Profile" menu and click on "My dashboard". In your user profile page, locate the "Dashboard preferences" text area, then click on the yellow pen in the top right corner, in order to open the tab "My dashboard" in Inline mode. Next, choose "No" in the drop-down list just below the text "Display my dashboard on the wiki home when I'm logged in (instead of the default dashboard)" and save the page to complete the changes.

Related Pages

- **User Guide**
  - Users and Groups Overview
  - User Status
  - User Profile
  - User Preferences

    - Index Application
    - Customization Overview
    - Create and Delete a Space
    - Activity and Watch Overview
    - Activity Stream
- **Programming Guide**
    - Info Message Macro
    - Documents Macro
    - Dashboard Macro
- **Admin Guide**
    - Panels Layout
    - Edit a Global User
    - Disable the Message Stream
    - Customize the User Profile Sections
    - Create a Panel

Internationalization

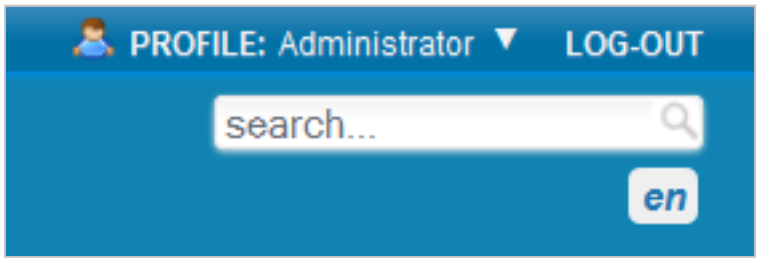
- Switch to Another Language
  - Force a Single Language
- Edit a Translation

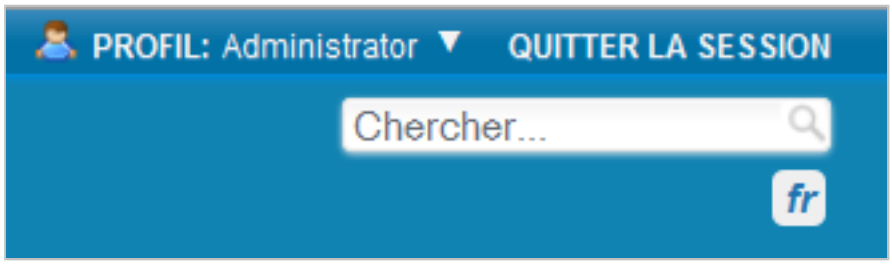
XWiki can be set-up to support one or various languages. XWiki Enterprise now supports 31 languages:

- Brazilian Portuguese (pt_BR)
- Catalan (ca)
- Chinese, Simplified (zh)
- Chinese, Traditional (zh_TW)
- Croatian (hr)
- Czech (cs)
- Danish (da)
- Dutch (nl)
- English (en)
- French (fr)
- Galician (gl)
- German (de)
- Greek (el)
- Hindi (hi)
- Hungarian (hu)
- Italian (it)
- Korean (ko)
- Latvian (lv)
- Norwegian (no)
- Persian (fa)
- Polish (pl)
- Portuguese (pt)
- Kannada (kn)
- Romanian (ro)
- Russian (ru)
- Slovak (sk)
- Spanish (es)
- Swedish (sv)
- Turkish (tr)
- Ukrainian (uk)
- Vietnamese (vi)

Switch to Another Language

By default, the language displayed will be the one coming from the browser. However, on every page you can choose to switch between the different language translations that exist for the page. To do so, click on the language name in the top right corner of the screen as shown in the screenshots below. Note that you can also force a language by suffixing an URL with `language=<2-letter language code>`.





Once you click on a language, you are forcing it and thus all pages which have translations in that language will display these translations by default when you access them.

Force a Single Language

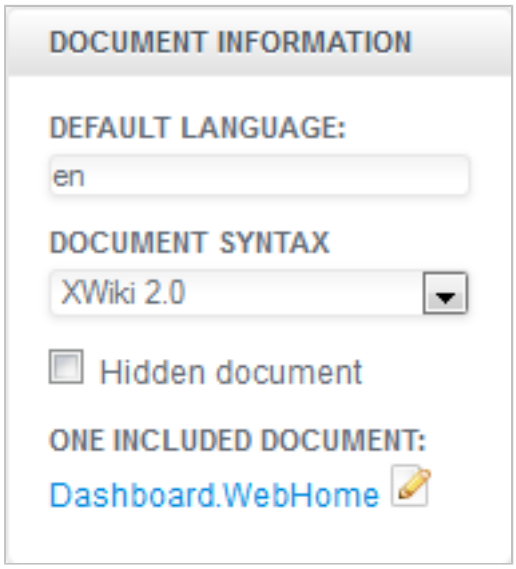
To define the default language for your wiki go to the wiki preferences page and edit it in "Objects" mode *(/xwiki/bin/edit/XWiki/XWikiPreferences?editor=object)*. In the "XWiki.XWikiPreferences" object, locate the "Default Language" property and enter the language code for the language you wish to use. For example: "en" for English, "fr" for French, "de" for German, etc.

You can also force your wiki to display only one of the languages specified in the settings, by editing your `WEB-INF/xwiki.cfg` file. Search for the "Internationalization" section, and you should see two commented settings that you can uncomment and set to 1:

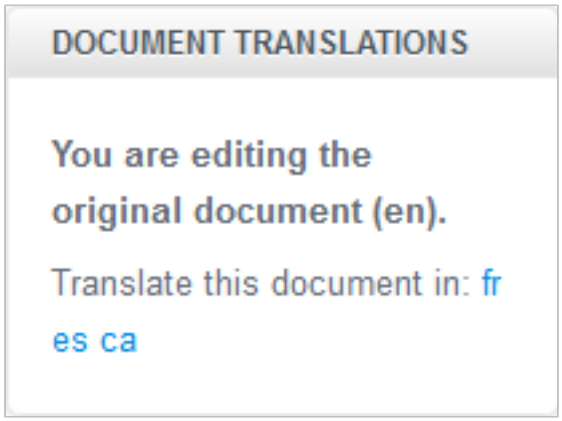
#-# By default, XWiki chooses the language specified by the client (browser) in the Accept-Language HTTP header. This
#-# allows to use the default language of the wiki when the user didn't manually choose a language.
xwiki.language.preferDefault=0
#-# Force only one of the supported languages to be accepted.
xwiki.language.forceSupported=0

Edit a Translation

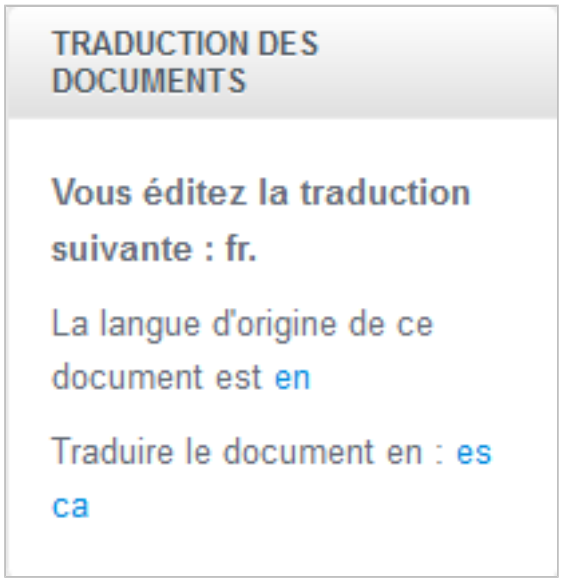
You may edit the page in the default language that is indicated in the "Document Information" panel as shown below:



You can there see the current language you are performing translations in and the alternative languages you may translate your page to. These are the languages you have previously set up in the wiki administration page.



In order to translate your document in a different language, click on one of the languages (e.g. Fr). As a result, you will see the wiki interface translated in that language.



Once you save a document in one of the supported languages, that document becomes the original document and the language it is written in becomes the default language.

Note that all translations of one page share the same set of XWiki objects. As a result it is impossible to have different objects (like tags, access rights etc.) in different translations.

Related Pages

- **User Guide**
  - Search Application
- **Admin Guide**
  - The App Within Minutes Application
  - Customize the Language and Timezone Settings