

# How to Use Wikis in SharePoint 2010

## Overview

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A wiki can help your team collect ideas, assemble content from numerous sources, and plan together as a team. For example, your team can use a wiki to collect information for new team members, to plan a conference, or to collect ideas for a large document or manual.

After someone creates a page, another team member can add more content, edit the content, or add supporting links. The community of authors helps to ensure the accuracy and relevance of the content. Wikis continue to evolve as people add and revise information.

## WIKI IS EVERYWHERE

The default page type on team sites, and many other types of sites, is a wiki page. So in that sense, wiki is everywhere. What that means is you don't need a special site to create a wiki.

Because the home page of a team site and the new pages that you create there are automatically wiki pages, you can create a wiki right on your team site. By default, new pages are created in the Site Pages library on a team site. This is important to remember when you need to manage all of your pages.

## WIKI CONSIDERATIONS

If you know you will be creating many wiki pages or if you want to manage permissions separately for your wiki than for the rest of your site, you should consider creating a wiki page library and keeping your pages there. A wiki page library is tailored to managing wiki pages and includes special commands on the ribbon for managing page history, permissions, and incoming links to pages.

Although initially creating the site is similar to any other site, adding content to a wiki site is different from how you add content to other types of sites. On a wiki site, you usually start by editing the home page and adding placeholder wiki links to other pages that do not exist yet. You can create those other pages as you go or create them later. When you want to create the page that corresponds to a placeholder link, click the link. The page opens in Edit mode where you can add text and other content such as images.

## WHO CAN CREATE A WIKI?

You must have permission to create a site, library, or pages. Permission levels can be customized, but for most sites, you must have the Full Control permission level to create a site or library, or your administrator must enable self-service site creation. By default, members of the *Site Name* Owners group have the Full Control permission level, but your site may be set up differently. On most sites, you can create a page if you have the Contribute permission level. By default, members of the *Site Name* Members group have the Contribute permission level.

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## Create a wiki page library

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By default, a team site is a wiki. That's also true of other types of sites. Therefore, you can start from your team site or another type of site and begin creating wiki pages there. If you use this method, each new page is created in the Site Pages library. If you prefer to manage your wiki separately, you can create a wiki library that is separate from the Site Pages library.

1. On the site where you want to create the wiki page library, click **Site Actions**, and then click **More Options**.
2. In the Create dialog box, click **Wiki Page Library**.
3. In the **Name** box, type a name for the library, such as **Wiki Pages**.
4. Click **Create**.

**NOTE** You can configure the settings for the wiki page library, such as permissions, page history, and incoming links, from the **Page** tab on the ribbon.

## Edit a wiki page

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When you first create a wiki page library, the home page contains sample content about wikis. You can edit it or replace it with your own content. The easiest way to start adding content to your wiki is to edit the home page and add placeholder links to pages that you will create later.

**NOTE** To edit wiki pages, people need permission to contribute to a wiki. Find links to more information about managing access to a wiki in the **See Also** section.

1. On the wiki page that you want to edit, click **Edit**.
2. Type any text you want.
3. Use the buttons on the ribbon to format text, and insert other content, such as pictures, tables, hyperlinks, and Web Parts.
4. To add wiki links to other pages, type the name of the page surrounded by double square brackets: **[[Page Name]]**

For example, to add a wiki link to a page named "Project Dates," type: **[[Project Dates]]**

**NOTE** If the page that you are linking to does not exist yet, a placeholder link with a dotted underline will appear on the page (after you save the edited page).

5. When you are finished editing the page, click **Save & Close**.

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**TIP** You can add more content later or change content that you have entered by clicking **Edit**. If you created a placeholder link, you can later click the link to create and edit the page.

## Check out a wiki page for editing

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When you check out a wiki page, you ensure that others cannot make changes to the page while you edit it. While the page is checked out, you can edit and save it, close it, and reopen it. Other users cannot change the page or see your changes until you check it in.

1. From the wiki page that you want to edit, click the **Page** tab on the ribbon.
2. Click the **Check Out** button.

**NOTE** To check in the wiki page after editing, click the **Check In** button. To discard checkout, click the arrow under the **Check In** button, and then select **Discard Check Out**.

## Add a picture to a wiki page

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You can add a picture from your computer or from a Web address directly to your wiki page.

1. With the page in edit mode, click where you want to insert the picture, and then click the **Insert** tab on the ribbon.
2. To insert a picture from your computer, do the following:
  - a. Click the **Picture** button, and then click **From Computer**.
  - b. Browse to the picture on your computer, select the library that you want to upload the picture to, and then click **OK**.
3. To insert a picture from a Web address, do the following:
  - a. Click the arrow beneath the **Picture** button, and then click **From Address**.
  - b. In the **Address** box, enter the Web address where the picture is located.
  - c. In the **Alternative Text** box, type alternative text to describe the picture. Alternative text appears as tooltip text when readers point to the picture. Alternative text also helps people with screen readers understand the content of pictures.

## Add a wiki link to another wiki page

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You can use wiki links to link pages together by simply using the page name surrounded by double square brackets. You create wiki links the same way whether you are linking to existing wiki pages or pages that do not exist yet.

For example, if your team will be creating a link later for Training Issues, you can go ahead and insert the link to the page now by typing **[[Training Issues]]**. After you save the page, the link to your future page appears with a dotted line under it.

To create the page later, someone can click the underlined placeholder link and then click **Create**.

1. If you are not already editing the wiki page, click **Edit**.
2. Click where you want to insert a wiki link.
3. Type **[[** and then begin typing the name of the page. The wiki will suggest page names that start with what you are typing.
4. Do one of the following:
  - To select one of the suggested pages, use the arrow keys and then press ENTER, or use the mouse.
  - Type a new page name followed by **]]**. If you type a new page name, you will create a link to a page which has not yet been created.

Your finished page name should be surrounded by double square brackets, like this: **[[Page Name]]**

**TIP** To quickly add a link from a wiki page back to the home page for your wiki, type **[[Home]]**. You can link to many objects in SharePoint, not just pages. Here are some examples of links:

- **[[Dogs]]** : A link to a page named Dogs in the same folder.
- **[[Animals/Dogs]]** : A link to a page named Dogs in a subfolder called Animals.
- **[[List:Announcements/Welcome]]** : A link to the item called Welcome in the Announcements list on this site.
- To display double opening or closing brackets without making a link, type a backslash before the two brackets. For example, **\[[** or **\]]**.