



## MangoApps 4.0 Project Wikis

### Concept, Application and Usage

Wikis are new to MangoApps 4.0 and are a long-awaited collaboration feature and formatted web documentation tool. Walk through MangoApps wikis in this article and learn about their concept, application, creation and usage in MangoApps while answering following questions:

- What are Wikis in MangoApps?
- How do I create a new MangoApps wiki?
- How do my project colleagues get notified of wiki my activity?
- How do I use the MangoApps wiki WYSIWYG editor?
- How does the table of contents for wikis work?
- How do I create page hierarchies in MangoApps?
- How do I navigate between wiki pages in MangoApps?
- Who can edit my wiki and how many people can edit a wiki at the same time?
- Can more than one person edit a wiki at the same time?
- How do I compare two versions of the same wiki and how do I roll back changes?
- Can I save my wiki as a PDF for printing?
- Are there limits on page length or the number of wikis?

## What are Wikis in MangoApps?

Wikis are formatted, collaborative web documents that are authored by one person and can be revised by many people. Wikis are as easy to use as a text editor and contain powerful document authoring tools to create attractive web documents.

Wikis maintain a version history so that changes that are rejected by the by the author or an admin can be rolled back to undo the rejected change.

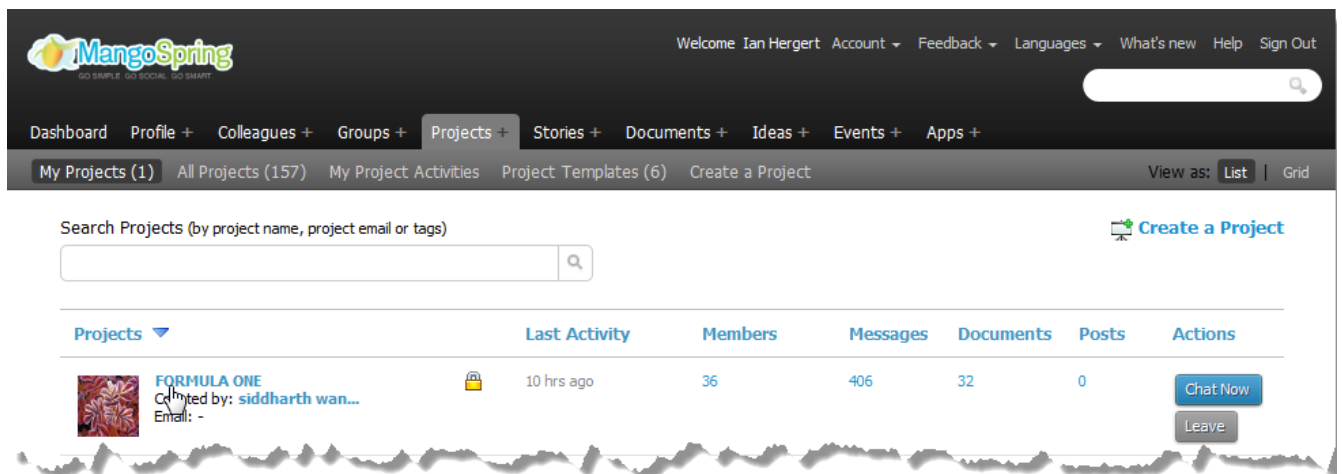
Wikis have a hierarchical navigation structure. Pages can be a starting point for many related wikis. MangoApps wiki navigation uses the familiar left-side navigation hierarchy to jump to a specific page.

## How do I create a new MangoApps wiki?

Wikis are a sub-feature to MangoProjects, so every wiki in your MangoApps domain will be associated with a project. Every project can have multiple hierarchical wikis. The steps to create a new wiki are:

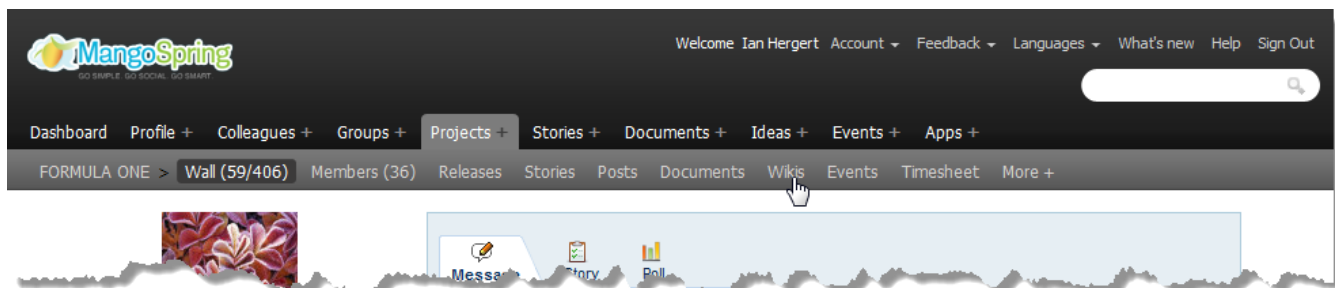
1. Join or create the project for the wiki.

To create a new wiki, you must first find or create the project from the “Projects” feature that will be associated with the wiki. If you’re not a member of the project, “Join” the project (if it is public) or ask the project administrator to invite you to the project (if it is private).



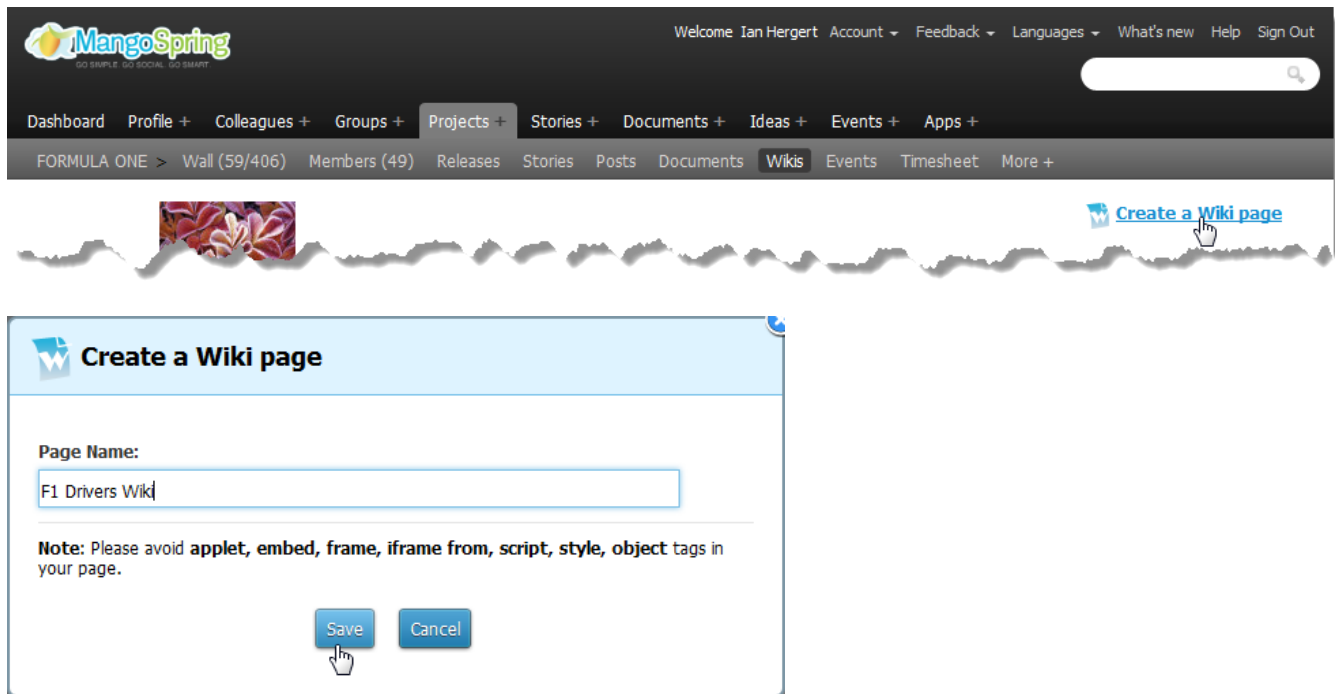
2. Go to the Wiki Composition Tool.

In the MangoApps Web Client, click on the “Projects” -> “My Projects” menu item, find the project in your list of projects that you will be creating a new wiki for and click its project link. Then choose the “Wikis” sub-tab.

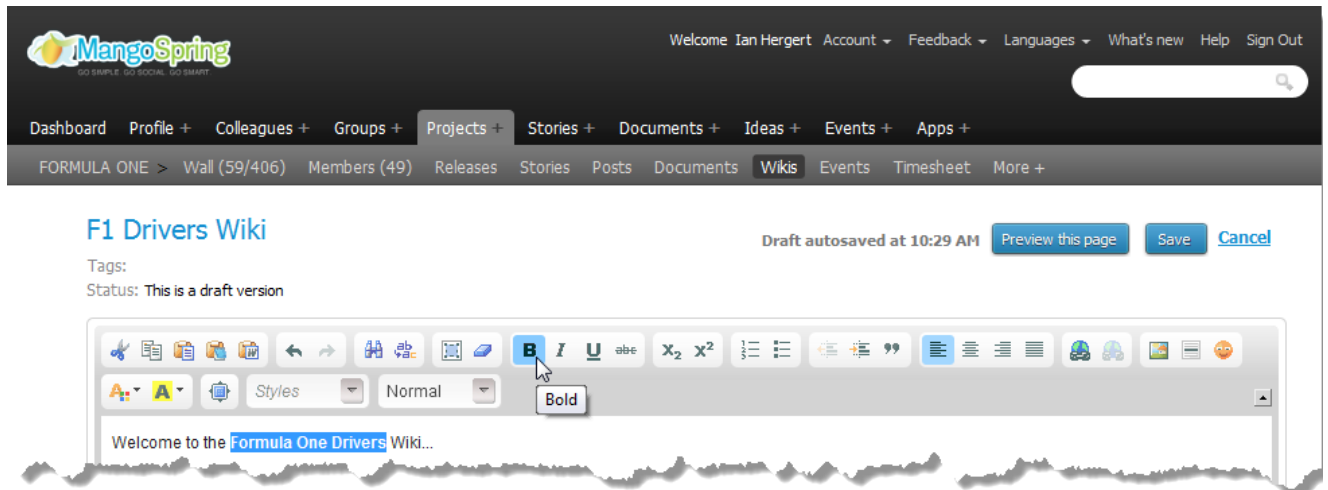


3. Create and name your wiki.

To begin creating your new wiki page, click the “Create a Wiki page” link. The “Create a Wiki page” dialog will pop up. Type the name of your wiki page into the box provided, then click the “Save” button.



4. Use the WYSIWYG editor controls to add, format and customize your wiki document.



A detailed description of each WYSIWYG tool is below in the next section: *How do I use the MangoApps wiki WYSIWYG editor?*

# How do my project colleagues get notified of my wiki activity?

Colleagues will be notified of wiki activity in more than one way including:

## Project Feed Notification

Within the project, the feed will be updated when wiki activity occurs, including when wikis are created or edited. Edits to wikis appear as comments to the initial feed when the wiki was created. Users will see the activity as a feed which they can comment on, like, watch, or view the wiki page. The same feed will show on the user's dashboard.

The screenshot shows the MangoSpring project interface. At the top, there is a navigation bar with the MangoSpring logo and user options like 'Welcome Anup Kejrival', 'Account', 'Feedback', 'Languages', 'What's new', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Profile', 'Colleagues', 'Groups', 'Projects', 'Stories', 'Documents', 'Ideas', 'Events', and 'Apps'. The main content area is divided into two columns. The left column shows the project 'FORMULA ONE' with a 'Leave Project' button and a 'Project Status' section indicating 'Health: Critical' with 12 total stories, 12 pending, and 0 completed. Below this is a 'Manage Project' sidebar with options like 'Project Description', 'Project Type', 'Project Actions', 'Project Releases & Stories', 'Project Timesheet', 'Project Tags', 'Project Statistics', 'Project Reports', and 'Project Members'. The right column features a 'Message' box for sharing updates with project members, followed by a 'Mark all as read' button and a 'Show: All Unread' filter. The feed below shows two entries by 'Ian Hergert' regarding the creation and update of a private wiki page titled 'F1 Drivers Wiki'. Each entry includes a 'Send IM' button and options to 'Comment', 'Like', or 'View details'.

## Email Notification

All members of the project can choose if they are notified via email of wiki activity. To change wiki email notification settings, click the "Account" -> "My Notification Settings" menu item and place check marks in the boxes for the wiki activity section

The screenshot shows the MangoSpring user interface. At the top left is the MangoSpring logo with the tagline "GO SIMPLE. GO SOCIAL. GO SMART." and a "1 new!" notification badge. The top right contains user information: "Welcome Ian Hergert", "Account", "Feedback", "Languages", "What's new", "Help", and "Sign Out". A search bar is located below the user information. The main navigation bar includes "Dashboard", "Profile +", "Colleagues +", "Groups +", "Projects +", "Stories +", "Documents +", "Ideas +", "Events +", and "Apps +". Below this is a secondary navigation bar with "Profile", "Email Notifications", "Appearance", "Password", "Facebook & Twitter", "Language & TimeZone", and "Hidden Feeds". The "Email Notifications" section is active, showing the email address "ianh@mangospring.com" and a "Getting Started" link. Under "Send a Notification:", there are two categories: "Wikis" and "Tasks". The "Wikis" category has five notification options, each with a checkbox: "When someone publishes a new wiki page in any of my projects", "When someone creates a new version of a wiki page I published in any of my projects", "When someone creates a new version of any wiki page in any of my projects", "When someone writes a comment on a wiki page I published in any of my projects", and "When someone writes a comment on any wiki page in any of my projects". The "Tasks" category has one notification option: "When someone assigns a new task to me".

## How do I use the MangoApps WYSIWYG editor?

The MangoSpring WYSIWYG editor provides users the same ease of use found in any word processor. The ability to control text formatting, font customization and image insertion help wiki authors create robust and attractive wiki documents.

## How does the table of contents for wikis work?

When formatting text using headings and styles from the Preset Text Styles Drop-Down menu, a right-side table of contents is automatically created for easy navigation. Clicking on any of the table of contents links immediately takes you to that section of the wiki.

The screenshot shows a MangoSpring wiki page for 'F1 Drivers Wiki'. The page has a dark header with the MangoSpring logo and navigation links like 'Welcome Ian Hergert', 'Account', 'Feedback', 'Languages', 'What's new', 'Help', and 'Sign Out'. Below the header is a search bar and a navigation menu with options like 'Dashboard', 'Profile', 'Colleagues', 'Groups', 'Projects', 'Stories', 'Documents', 'Ideas', 'Events', and 'Apps'. The main content area features a 'Navigate Pages' sidebar with links to 'F1 Drivers Wiki', 'New Wiki page', 'ToC Test', and 'Top'. The main heading is 'F1 Drivers Wiki' with a '+Add' tag button. Below the heading is a large section titled 'Welcome to the Formula One Drivers Wiki' followed by a paragraph of placeholder text. To the right of this section is a table of contents with links to 'Welcome to the Formula One Drivers Wiki', 'Leading Drivers', '2011 Leading Drivers', '2010 Yearly Results', 'Spectacular Pile-Ups', 'The Most Drivers Involved in a Single Wreck', and 'The Most Serious Collisions'. Below the welcome section is another heading 'Leading Drivers' and a sub-heading '2011 Leading Drivers', followed by another paragraph of placeholder text.

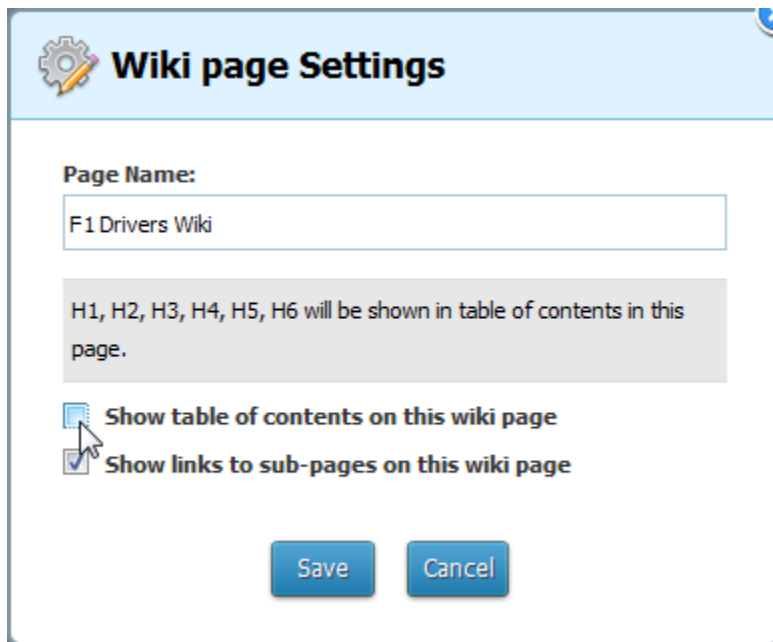
## Hiding the ToC

The table of contents can optionally be hidden using by changing the default setting. To hide the table of contents from a wiki article:

1. Click on the “Page Options” drop-down menu and choose “Page Settings



2. Uncheck the “Show table of contents on this wiki page” setting and click the “Save” button



## How do I create page hierarchies of in MangoApps?

There are two ways to create page hierarchies in MangoApps: moving a page so that its parent is another page and adding a sub-page to an existing page.

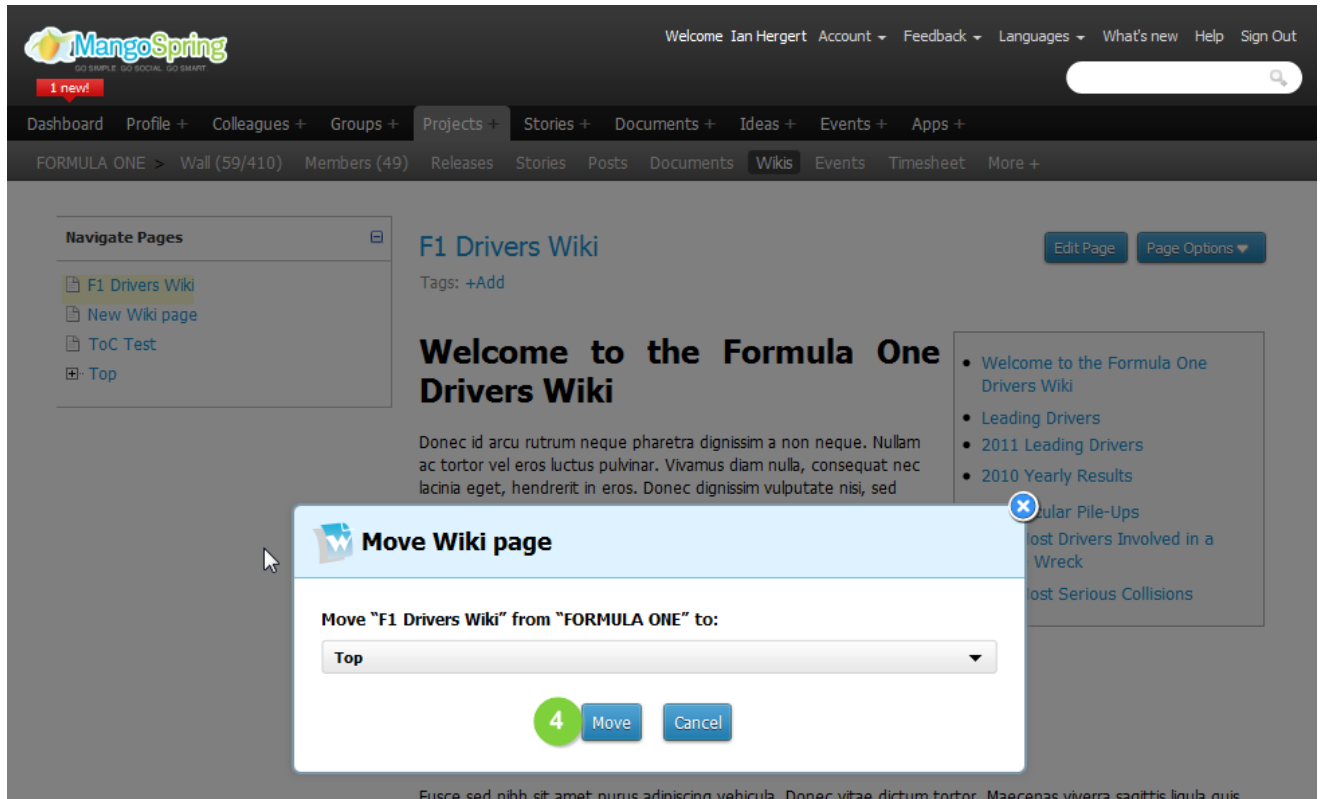
### Moving Pages

In your project, when you have more than one page, you can create a page hierarchy by moving one page to be the child page (subpage). To move a page:

1. Navigate to the “Wikis” sub-page of one of your projects.
2. Click on the wiki page from the left-side menu (as long as there’s more than one) that you want to move.
3. Click the “Page Options” button and select “Move this page”.

The screenshot shows the MangoSpring user interface. At the top, there is a navigation bar with the MangoSpring logo, user information (Welcome Ian Hergert), and various utility links (Account, Feedback, Languages, What's new, Help, Sign Out). Below this is a secondary navigation bar with tabs for Dashboard, Profile, Colleagues, Groups, Projects, Stories, Documents, Ideas, Events, and Apps. The main content area displays the 'F1 Drivers Wiki' page. On the left, a 'Navigate Pages' sidebar lists 'F1 Drivers Wiki', 'New Wiki page', 'ToC Test', and 'Top'. The main content area features the title 'F1 Drivers Wiki' and a list of links including 'Welcome to the Formula One Drivers Wiki', 'Leading Drivers', '2011 Leading Drivers', '2010 Yearly Results', 'Spectacular Pile-Up', 'The Most Drivers In Single Wreck', and 'The Most Serious Crashes'. A 'Page Options' dropdown menu is open on the right, listing actions such as 'View Revision History', 'Add a Sub Page', 'Duplicate this Page', 'Generate PDF for this Page', 'Get Link to this Page', 'Add/Edit Tags to this Page', 'Enable email notifications', 'Page Settings', 'Move this page', and 'Delete this Page'. The 'Move this page' option is highlighted with a mouse cursor.

4. In the resulting “Move Wiki Page” dialog, choose the page that will be the parent of the page that you are moving then click the “Move” button.



## Adding Sub-pages

After there is at least on wiki page created in your project, you can create a sub-page. To create a sub page:

1. Navigate to the “Wikis” sub-page of one of your projects.
2. Click on the wiki page from the left-side menu that you want to create a sub-page under.
3. Click the “Page Options” button and select “Add a Sub Page”.



- Name your new subpage, choose the location (which should already be correct if you followed these steps) and click “Save”.



**Create a Wiki page**

Page Name:  
Mark Webber

Select location:

- Create as a sub page of **F1 Drivers Wiki**.
- Create page in the top level.

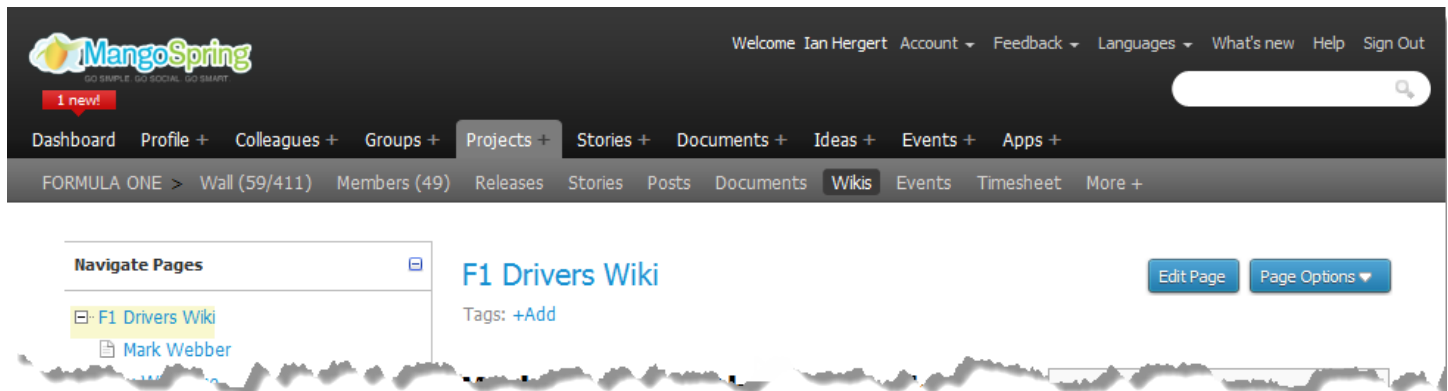
**Note:** Please avoid **applet, embed, frame, iframe from, script, style, object** tags in your page.

Save Cancel

- Continue to create your new page as you would with any other wiki page.

## How do I navigate wiki pages in MangoApps?

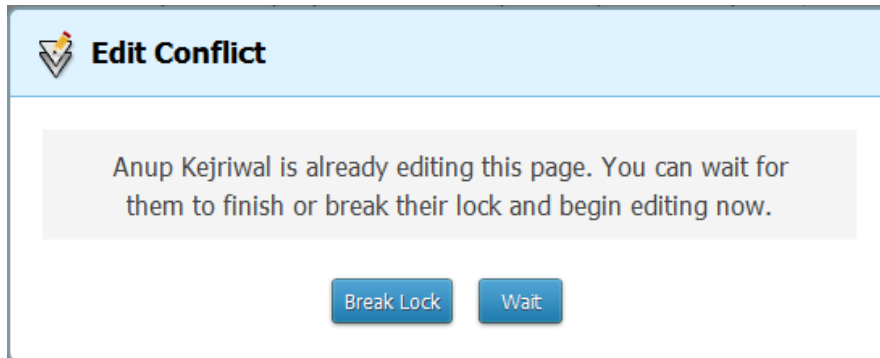
Now that you’ve created a wiki page in your project and moved pages around or added subpages to create a hierarchy, we’ll talk about navigation. Any member of the project that comes to the “Wikis” page will be presented with a left-side navigation menu for the hierarchy of the wiki. Every link helps organize the hierarchy and serves as a quick way to jump to the content that you’re looking for. For example, a user could quickly jump from the “F1 Drivers Wiki” to the “Mark Webber” wiki from the left-side hierarchy in the picture below.



## Who can edit my wiki and how many people can edit a wiki at the same time?

Since wikis are intended to be collaborative, formatted web documents, any member of the project can edit your wiki.

MangoApps wikis employ page locking so that only one person may edit a page at a time. If more than one person attempts to edit a page that is already being edited, they will receive a message similar to:



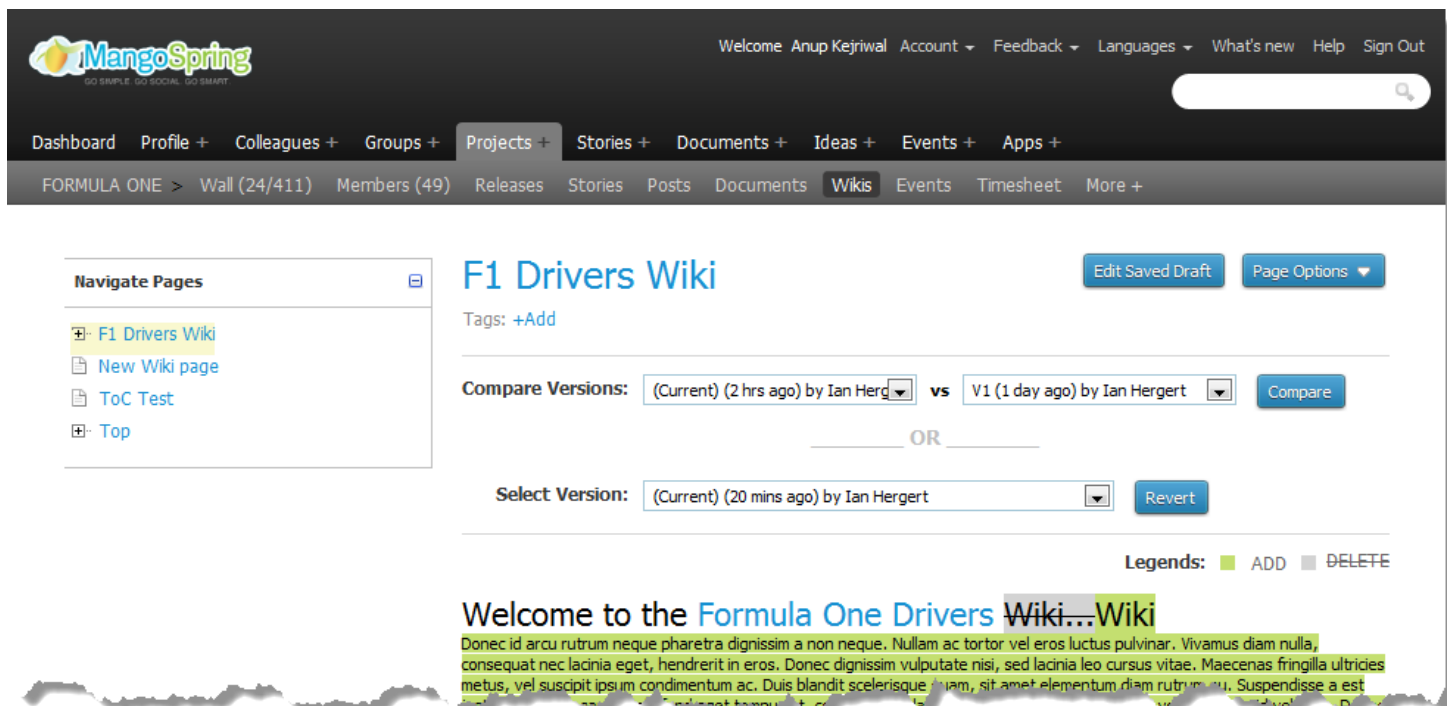
**IMPORTANT:** When locks are broken, there is a potential risk to the previous lock owner of losing their recent changes. Breaking locks should be a last resort.

Wiki changes may always be reverted or “rolled back” to a previous version.

## How do I compare two versions of the same wiki and how can I roll back changes?

If there has been edits to a wiki since it was originally posted, you can compare the versions and decide if the changes are warranted or unnecessary. Comparing versions is quick and easy in MangoApps following these steps:

1. Go to the wiki that you want to compare versions and click on the “Page Options” button.
2. Choose “View Revision History” to bring up the “Compare and Revert” UI.
3. Begin comparing by choosing one version in the “Compare Versions” dropdown menu and a different version in the “vs.” dropdown menu. Then click the “Compare” button.



The screenshot shows the MangoSpring interface for the 'F1 Drivers Wiki' page. At the top, there is a navigation bar with the MangoSpring logo and user information. Below the navigation bar, there is a search bar and a list of navigation options. The main content area displays the 'F1 Drivers Wiki' page with a 'Compare Versions' section. This section includes two dropdown menus for selecting versions to compare, a 'vs' separator, and a 'Compare' button. Below this, there is a 'Select Version' dropdown menu and a 'Revert' button. The page also features a 'Navigate Pages' sidebar on the left and a 'Legends' section at the bottom right.

The comparison results are color annotations that show unchanged text as normal, deleted text with gray background and strikethrough and added text with green background.

If the changes are acceptable, do nothing. However, based on the changes you see, you may want to reject the changes and rollback to a previous version.

After following the steps above, changes to your wiki can be rolled back. To roll back the current version to a previous version:

1. Choose the version that you want to revert to from the “Select Version” drop-down menu.
2. Click the “Revert” button.

Both versions will always be available for comparison and review.

## Can I save my wiki as a PDF for printing?

You can easily convert your wiki to a PDF file for sending to colleagues or printing. To do so:

1. Navigate to the wiki that you want to roll back and click the “Page Options” button.
2. Click the “Generate PDF for this page”.



The screenshot shows the MangoSpring wiki interface. At the top, there is a navigation bar with the MangoSpring logo, a search bar, and user information (Welcome Ian Hergert). Below the navigation bar, there are tabs for Dashboard, Profile, Colleagues, Groups, Projects, Stories, Documents, Ideas, Events, and Apps. The main content area displays the 'F1 Drivers Wiki' page. The page title is 'F1 Drivers Wiki' with a '+Add' tag. The main heading is 'Welcome to the Formula One Drivers Wiki'. Below the heading is a paragraph of placeholder text. On the right side of the page, there are two buttons: 'Edit Page' and 'Page Options'. The 'Page Options' menu is open, showing a list of actions: View Revision History, Add a Sub Page, Duplicate this Page, Generate PDF for this Page (highlighted), Get Link to this Page, Add/Edit Tags to this Page, Enable email notifications, Page Settings, Move this page, and Delete this Page. On the left side, there is a 'Navigate Pages' sidebar with a list of pages: F1 Drivers Wiki (selected), New Wiki page, ToC Test, and Top.

Depending on the length of the wiki page, the PDF generation process may take time. The PDF will open in it's own window and you can save it to your local computer, optionally in your [MangoApps Document Hot Sync Folder](#).

## Are there limits on page length or the number of wikis?

There are no limits on the length of wiki pages or limits to the number of wikis you can create in a single project. There are also no limits to the number of revisions a page can have.

## Questions about MangoApps?

If there are questions regarding MangoApps Wikis or any other topic, please contact us via email: [support@mangospring.com](mailto:support@mangospring.com) or phone: +1 (425) 443-5909.