

How To Use the Conference Wiki

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Conference Home

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Added by [Priva Ollapally](#), last edited by [Jen Sloan](#) on Oct 23, 2009 ([view change](#))

Panels & Agenda

[Agenda](#)

[1. Panel](#)

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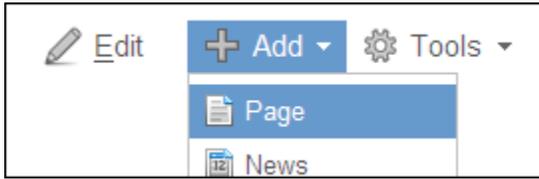
[5. Panel](#)

[6. Panel](#)

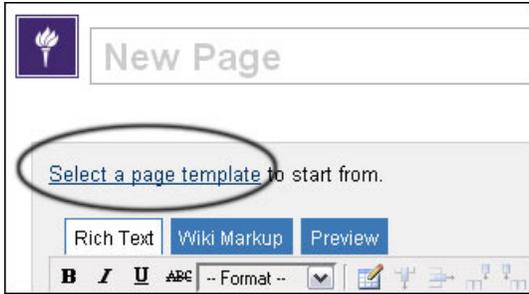


Creating a New Panel

To create a new panel page within your conference, navigate to your specific conference page and click the **Add** button in the upper right corner of the page, then choose **Page**.



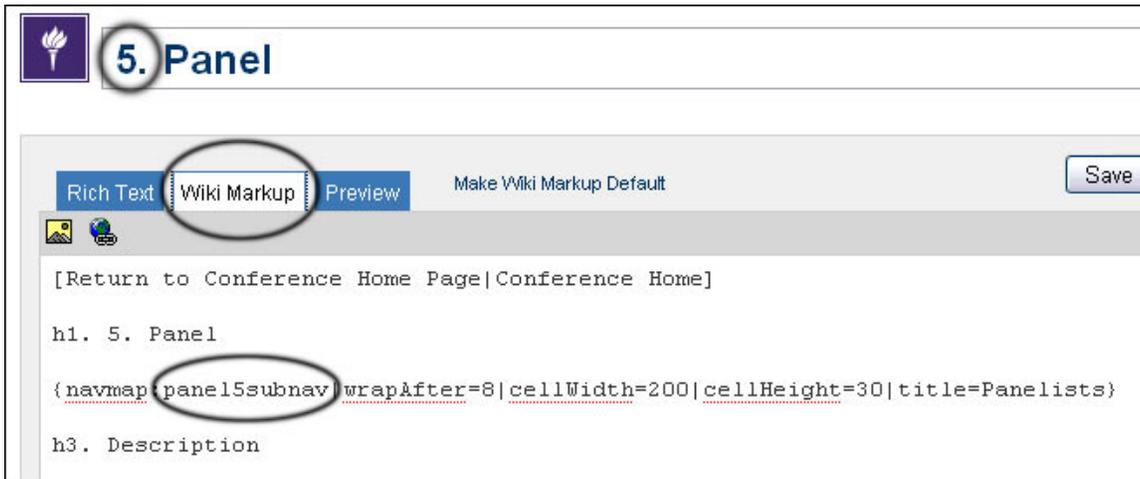
Click on the **Select a page template** link at the top of the page.



From the list given, choose **Panel Template**. Then click **next**.



1. Change the **page title** at the top of the page to a unique name. Be sure to use a number in the name to set the sequence of the panels in navigation. (i.e. 1. XYZ Panel, 2. Keynote or Session 3, Session 4)



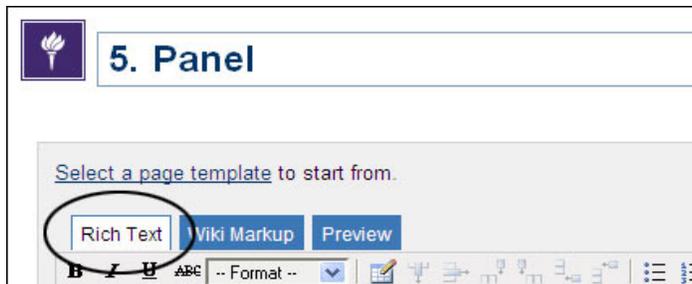
2. Before editing the page, choose the **Wiki Markup** tab, and change the panel number from **panel1subnav** to the correct panel number **prefix_panel1subnav**. Here prefix would be the abbreviation of the Conference title. For example, if this is the 1st panel of the Wiki Tutorial conference, the updated panel name would be "wt_panel1subnav".

3. Next add labels to the page using the Labels box at the bottom of the page. For all pages within a conference (or session pages) add the label "prefix_mainnav". Here the prefix will be abbreviation of Conference Title. i.e. if you want to add a page to the Wiki Tutorial conference main page add the label "wt_mainnav"



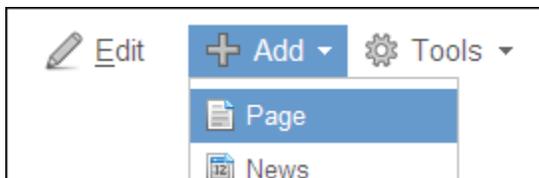
Adding Text to the Page

To start editing a page we recommend using the **Rich Text** mode.



Creating a New Panelist

To create a panelist, navigate to the panel page (or session page) you want to add the panelist to and click the **Add** button in the upper right corner of the page, then choose **Page**.



Change the title at the top of the page to the name of the panelist. Each one should be unique and start with a number or letter to set the sequence of the panelists in the navigation.



To include a panelist in the main navigation bar for the page, add Prefix_panel1subnav label. For example if this is a panelist for the **5th panel** of the **Wiki Tutorial** conference, the label would be 'wt_panel5subnav'.

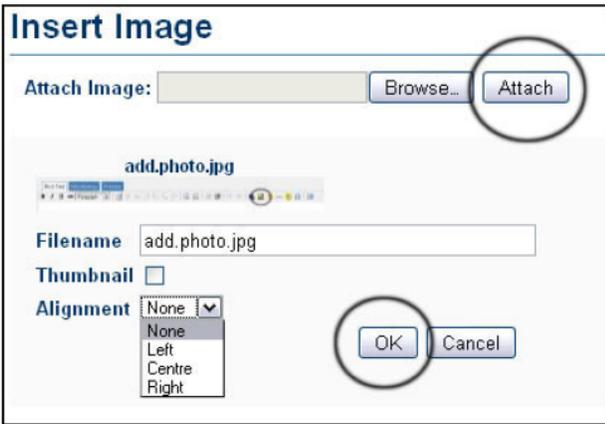


Adding a Photo to a Page

To add a photo, navigate to the page you want to add the photo to and click on **Edit** in the upper-right corner of the page. In the Rich Text tab, place the cursor on the part of the page where you want to **place the photo**. The edit menu includes an **image icon**, click on this and **Browse** for the image on your computer.



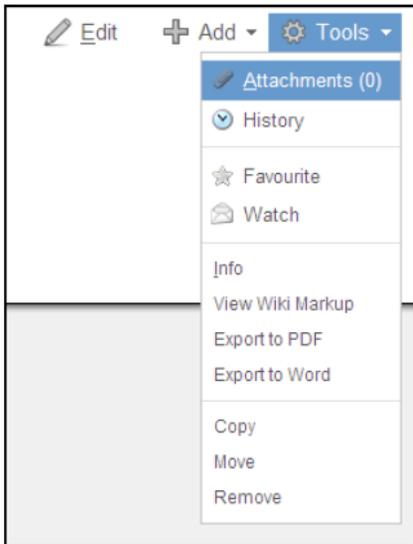
Click **Attach**, when the file name appears select an **Alignment** (none, left, center, or right)



Finish by clicking **OK**, then **Save**, in upper right corner of the page. You should now be able to see the photo on your page.

Attaching a PDF or File

To attach a PDF version of a paper or any other type of file, follow these instructions. Begin by going to the **Tools** icon in the upper right corner of the page and then choosing **Attachments**.



Browse for your attachment, fill in a comment (optional) and then choose **Attach File(s)**. Click the **View** icon in the upper right corner to return to the page.

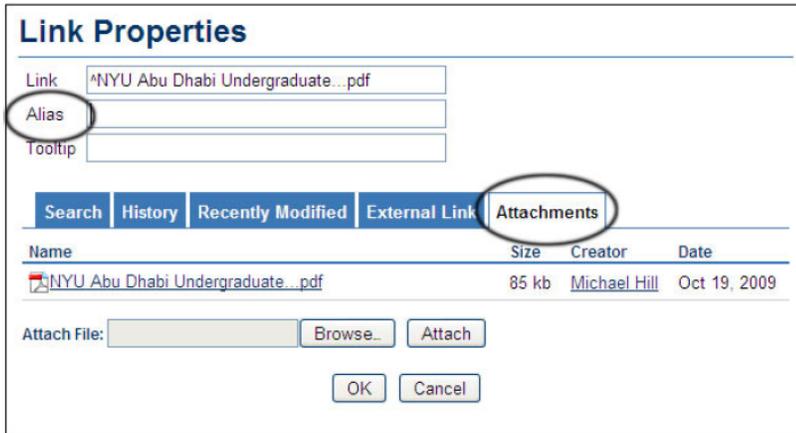
Users can find the PDF by going to **Tools** in the upper right corner of the page and choosing **Attachments**. To make the PDF easier to find you can create a link on the wiki page using the instructions below.

Adding a Link for the PDF or file

Click **Edit** in the upper right corner to edit the page. Create a link by clicking the **link icon** in the formatting bar above the text area.



From this dialog box, click the **Attachments** tab, choose your recently uploaded file, and give the link a name by filling in the **Alias** textbox. Then click **OK**. The **Alias** is the linked text that will appear on your wiki page.



Deleting an Attachment

To delete an attachment, click on **Tools** in the upper right corner of the page and choose **Attachments**. You will be given options to **Remove** or edit your attachments.

Deleting a Panelist or a Panel

To delete a panelist page or a Panel page, navigate to the page. Go to **Tools** in the upper-right corner and choose **Remove**, at the bottom of the list.

