

Energypedia Help Manual



energypedia
— connecting knowledge —

Energypedia is a wiki-based platform that allows you to create new pages and edit existing ones easily. you can write articles according to your professional knowledge, technologies, challenges, success stories, monitoring etc. Don't hesitate to revise and optimise other articles, and also do not mind if others will edit or revise or enhance yours. It's the central part of the wiki-idea.

Working with Wiki is based upon two basic steps:

1. **edit** – click „edit“ and enter text or edit existing text.
2. **save** – confirm changes by clicking „save“.

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1. Your Preferences

Important: Some functions of the following chapter will not be displayed in Internet Explorer. Mozilla Firefox will provide best results.

Before you start to work with energypedia it is necessary to take two minutes and set the most important preferences. You will then be able to view and modify texts the most effectively.

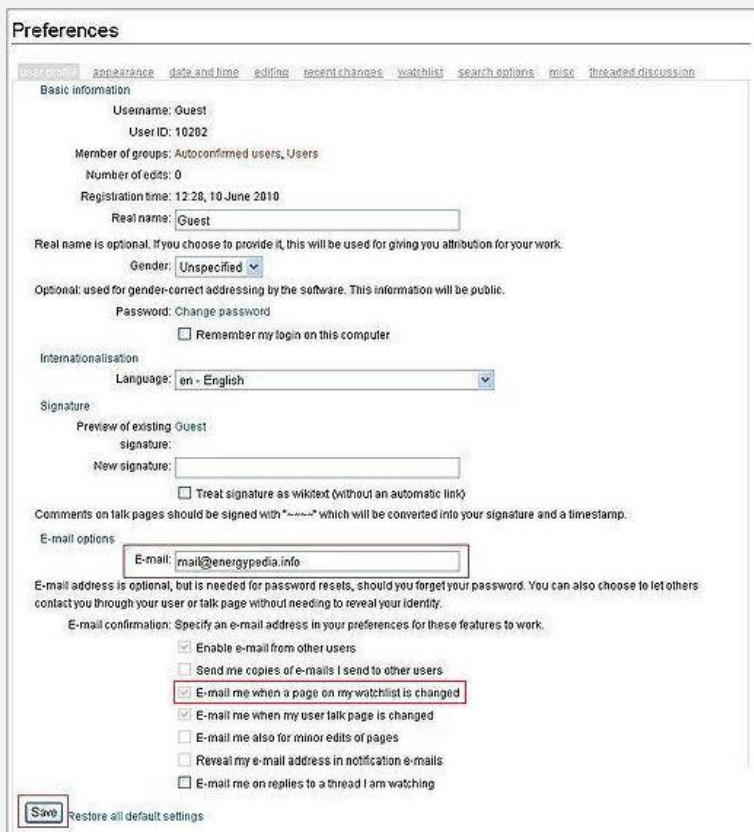
1. At the main page click “*My preferences*” at the top of the screen.



2a. Specify your e-mail address

2b. Click “*user profile*” and tick “*E-Mail me when a page on my watchlist is changed*” at the bottom of the page.

2c. Click Save at the bottom of the page



- Choose “*date and time*” and tick “*No preference*”
Click “*Save*” at the bottom.

Preferences

user profile appearance **date and time** editing recent changes watchlist search options misc threaded discussion

Date format

No preference

16:12, January 15, 2001

16:12, 15 January 2001

16:12, 2001 January 15

2001-01-15T16:12:34

Time offset

Server time: 12:38

Local time: 12:38

Time zone: Other (specify offset)

Restore all default settings

- Choose “*editing*” and tick the following options to ensure a user friendly editing of wiki pages. After that confirm with save.

Preferences

user profile appearance date and time **editing** recent changes watchlist search options misc threaded discussion

Size of editing window

Columns:

Rows:

Advanced options

Edit area font style:

Show preview before edit box

Show preview on first edit

Enable section editing via [edit] links

Enable section editing by right clicking on section titles (requires JavaScript)

Edit pages on double click (requires JavaScript)

Widen the edit box to fill the entire screen

Show edit toolbar (requires JavaScript)

Mark all edits minor by default

Use external editor by default (for experts only, needs special settings on your computer)

Rich Editor

Disable rich editor

Start with rich editor disabled

Open rich editor in a popup

Use toggle to switch between wikitext and rich editor (replace textarea with rich editor)

Remember last toggle state

Disable rich editor within the main namespace

Disable rich editor within the "Talk" namespace

Disable rich editor within the "User" namespace

Disable rich editor within the "User talk" namespace

Disable rich editor within the "energypedia:info" namespace

Disable rich editor within the "energypedia:info talk" namespace

Disable rich editor within the "File" namespace

Disable rich editor within the "File talk" namespace

Disable rich editor within the "MediaWiki" namespace

Disable rich editor within the "MediaWiki talk" namespace

Disable rich editor within the "Template" namespace

Disable rich editor within the "Template talk" namespace

Disable rich editor within the "Help" namespace

Disable rich editor within the "Category" namespace

Disable rich editor within the "Category talk" namespace

Restore all default settings

5. Choose “misc” and make sure non of the boxes is ticked. Confirm with save.

Preferences

[user profile](#) [appearance](#) [date and time](#) [editing](#) [recent changes](#) [watchlist](#) [search options](#) **misc** [threaded discussion](#)

Diff

Do not show page content below diffs

Omil diff after performing a rollback

Restore all default settings

These are the most important settings to ensure a good workflow.

Additionally you can enable a lot more of options and customize your wiki.

2. Read Articles

Important: Best results of the following pages' functions will be obtained in Internet Explorer

1. Choose a topic from the navigation panel on the left by clicking on it.



The screenshot shows the energypedia website interface. At the top left is the logo with the text "energypedia —connecting knowledge—". Below it is a green navigation bar with "energypedia" and "EnDev Wiki" with a lock icon. A "Portals" section is highlighted with a blue header and contains a list of topics: Solar, Hydro, Biogas, Grid, Improved Cooking, Countries, Impacts, and Energy Use. The "Energy Use" item is highlighted with a red border. To the right of the portals is a "Welco" section with a photo of a stone wall and the text "Energy renews and wil". At the bottom of the portals section is a link for "- My Wiki Workspace -".

2. Click “*Category*” to find all related articles in alphabetical order.

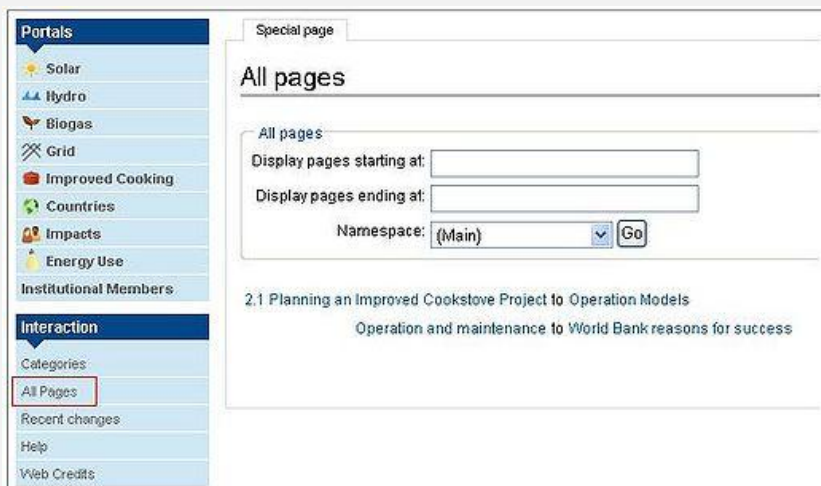


3. Alternatively you can look for articles by using the search panel.



Enter a searchword and click "Title" to get to the requested article (if it exists). Alternatively click "Full text" to search for articles that contain your searchword.

4. Choose "All Pages" on the left to get a complete list of all articles.



2.1 The Watchlist

Add articles to your watchlist to be kept up to date about modifications on articles you are “watching”. All of them are shown in a list and information about recent changes is quoted.

1. To enable your watchlist tick “*Watch this page*” at the bottom of the editor page.



- The article will be listed in your personal watchlist. Click "*My watchlist*" on the very top of the site.

[Guest](#) | [My talk](#) | [My preferences](#) | [My watchlist](#) | [New messages](#) | [My contributions](#) | [Log out](#)

- See all articles you have added to your watchlist here

My watchlist

(for Guest)

[View relevant changes](#) | [View and edit watchlist](#) | [Edit raw watchlist](#)

Watchlist options

2 pages on your watchlist, not counting talk pages.

- Pages which have been changed since you last visited them are shown in **bold**

Show last 1 | 2 | 6 | 12 hours 1 | 3 | 7 days all

[Hide minor edits](#) | [Hide bots](#) | [Hide anonymous users](#) | [Hide logged-in users](#) | [Hide my edits](#)

Namespace: Invert selection

Legend: **N** - new page, **m** - minor edit, **b** - bot edit.

12 July 2010

- [\(diff | hist\)](#) . . [Portal:Solar](#); 10:39 . . (-4) . . [Hellgap](#) ([Talk](#) | [contribs](#))

3. Edit Articles

1. Open the article you want to edit (see Read Articles).
2. Click the “edit” tab to open the text editor that is available for all articles.



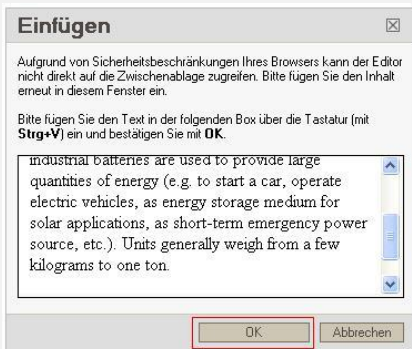
3. A toolbar appears above the textbox. It supports typical features of many office applications.



4. The article appears in the textbox underneath the toolbar and can be edited.

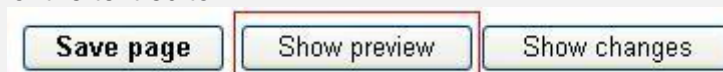
3.1. Compose Articles

1. Write: Enter new text at a preferred position within the article. A window for your text appears. Paste your text and click OK.

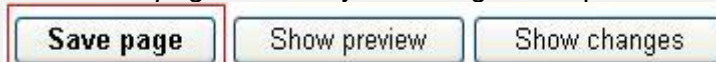


Note: If a popup blocker is activated a message box and an information panel will appear. On the upper side of the screen click on the information panel and choose the option “temporarily enable popups” and confirm with OK.

2. To preview your changes without publishing them yet click “Show preview” at the bottom of the text editor.



3. Click “Save page” to save your changes and publish the article.



3.2 Copy Formatted Text from Word

Note: Best results of the following pages' functions will be obtained in Internet Explorer.

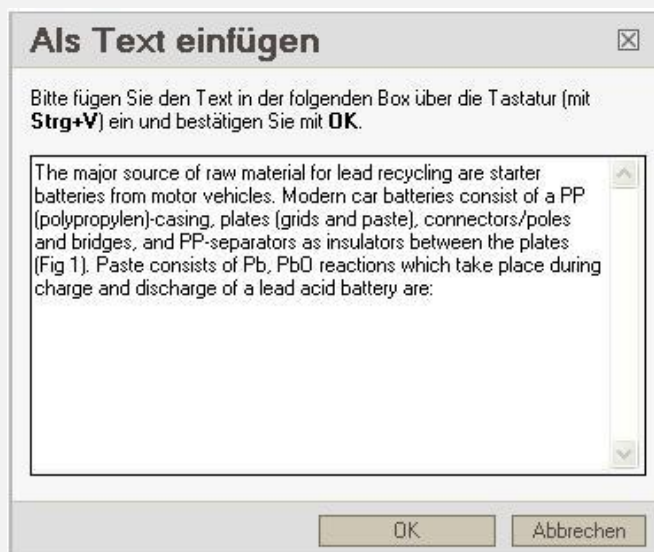
1. Copy the text from your word document (Strg + c).
2. Open the respective wiki page and its editor (see "Edit Articles"). Put the cursor where the text shall be copied to.



3. Click the Paste symbol in the toolbar.



4. Copy your text into the textbox and confirm with OK.



3.3 Copy Ms Word Documents with OpenOffice to Wiki

When copying a word document to Wiki the formatting may cause problems. Therefore it helps to use OpenOffice (Portable). It works well to use OpenOffice to copy a word text into the Wiki; it works more or less well with tables. Please note it doesn't work with pictures and graphs. If you work with a business computer, please use OpenOffice Portable.

OpenOffice portable version:

http://portableapps.com/apps/office/openoffice_portable

http://downloads.sourceforge.net/project/portableapps/OpenOffice.org%20Portable/OpenOffice.org%20Portable%203.1.1/OpenOfficePortable_3.1.1_English.paf.exe?use_mirror=kent

OpenOffice-full version:

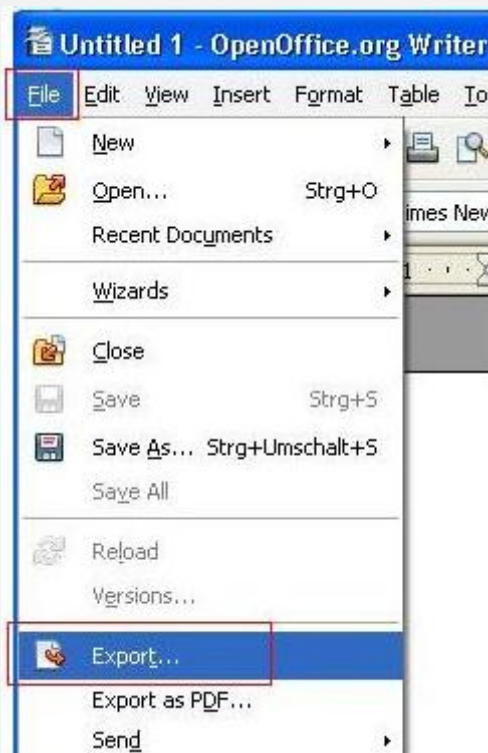
<http://www.openoffice.org/>

http://download.openoffice.org/contribute.html?download=mirrorbrain&files/localized/de/3.2.0/OOo_3.2.0_Win32Intel_install_wJRE_de.exe

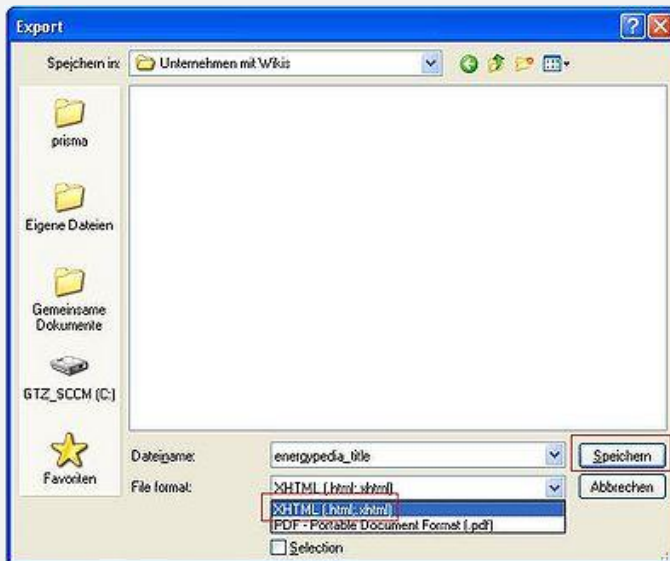
To learn more about downloading OpenOffice to your computer, please check

http://energypedia.info/index.php/Wiki_Manual#Copy_Ms_Word_Documents_with_OpenOffice_to_Wiki or ask your IT-Team.

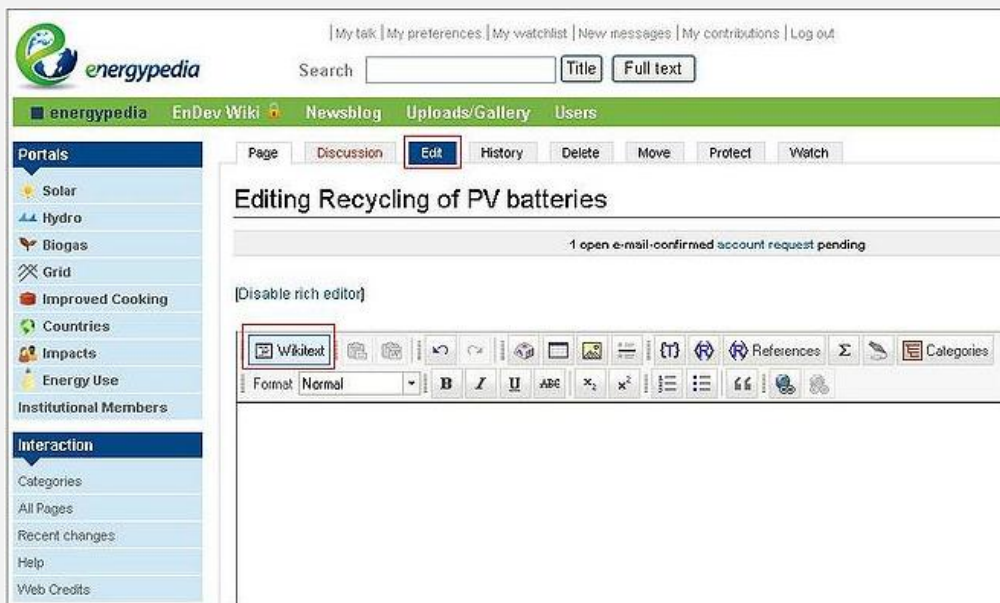
1. Open your word document using OpenOffice. To convert Word to Wikitext click "file", then "export".



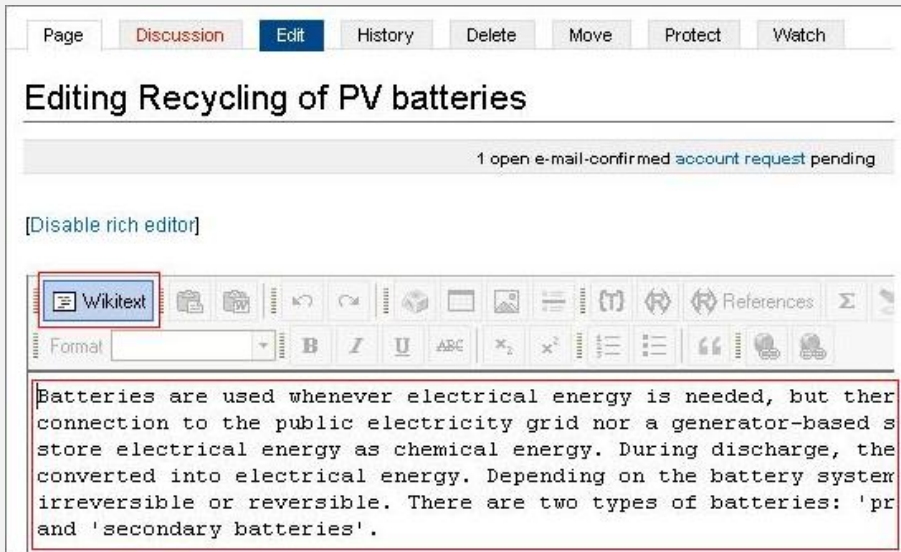
2. Export your article by clicking "File format" and choosing "MediaWiki (.txt) document". Then click save.



3. Close OpenOffice and open your txt-document. Mark the whole text and copy it.
4. Go to the target page or create a new one. Click the "edit", then the "Wikitext" button in the toolbar.

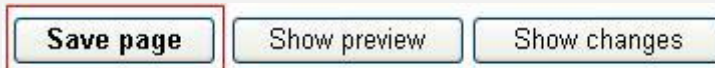


- Paste your text (Strg + v) and click the "Wikitext" button in the toolbar again. Your text has the right formatting.



The screenshot shows the 'Edit' tab of a Wikitext editor. The title is 'Editing Recycling of PV batteries'. A notification bar indicates '1 open e-mail-confirmed account request pending'. Below the title is a '[Disable rich editor]' link. The toolbar includes buttons for 'Wikitext', 'Save', 'Preview', 'Undo', 'Redo', 'Help', 'References', and 'Σ'. The text area contains the following text: 'Batteries are used whenever electrical energy is needed, but their connection to the public electricity grid nor a generator-based store electrical energy as chemical energy. During discharge, the converted into electrical energy. Depending on the battery system irreversible or reversible. There are two types of batteries: 'primary' and 'secondary batteries'.'

- Click "Save page" to save your changes and publish the article.

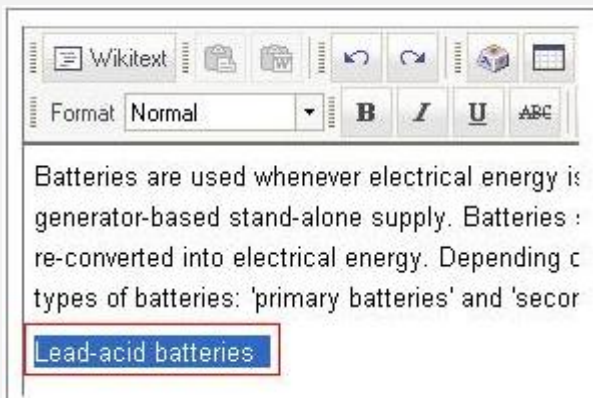


3.4 Format and Structure Text

Please note: To ensure a consistent layout of all articles there is only a limited number of fonts available.

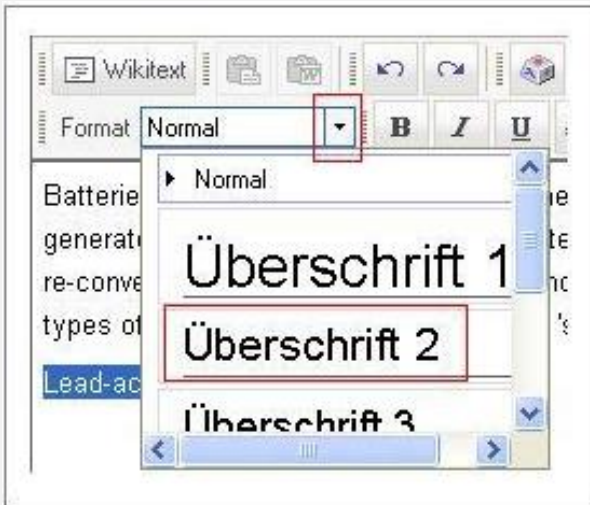
Working with Headlines

- Highlight words to create a headline.



The screenshot shows the Wikitext editor toolbar with the 'Format' dropdown set to 'Normal'. The text area contains: 'Batteries are used whenever electrical energy is generator-based stand-alone supply. Batteries : re-converted into electrical energy. Depending c types of batteries: 'primary batteries' and 'secor'. The words 'Lead-acid batteries' are highlighted with a blue selection box.

2. Click the format's roll-out symbol in the toolbar and choose the desired headline format.



3. The headline appears underlined and in a predefined height. Heading 1 is the largest, Heading 6 the smallest format.

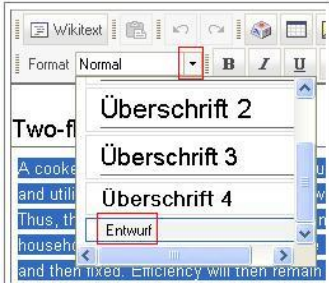
4. If there are four headlines or more, a table of contents (TOC) will be generated automatically and shown after the article's introducing passage. Smaller Headlines (e.g. headline 3) will appear as subitems in the list.

If you want to force the TOC to be shown regardless of the number of headlines, you can put the magic keyword `__FORCETOC__` anywhere on the page. Conversely, the magic keyword `__NOTOC__` (anywhere within the page) will suppress the TOC.

Contents [hide]	
1	The role of information campaigns
2	Developing a communication strategy
3	Reaching target groups
3.1	The public sector
3.2	The general public
3.3	Customers – the main target group

Saving text as draft

1. If you want to save a text as a draft, mark it, then click the format's roll-out symbol and chose "draft" ("Entwurf").



2. The text will than appear with a light grey background.

Two-flame burners

A cooker is more than just a burner. It must satisfy certain aesthetic and utility requirements, which can vary widely from region to region. Thus, there is no such thing as an all-round biogas burner. Most households prefer two-flame burners. The burners should be set initially and then fixed. Efficiency will then remain at a high practical level. Single-flame burners and lightweight cook-stoves tend to be regarded as stop-gap solutions until more suitable alternatives can be afforded.

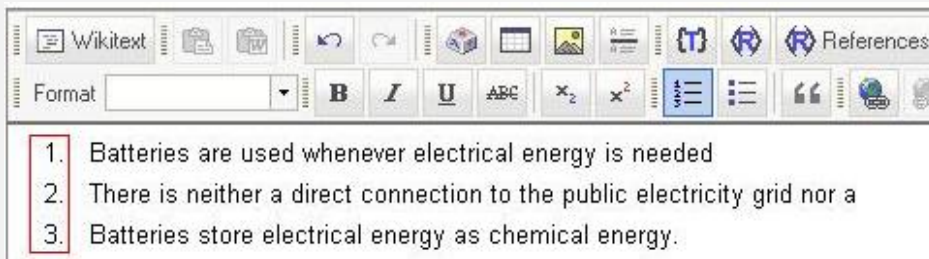
Working with Bulleted and Numbered Lists

1. Click *Numbered List* or *Bulleted List* at the requested position of the article.

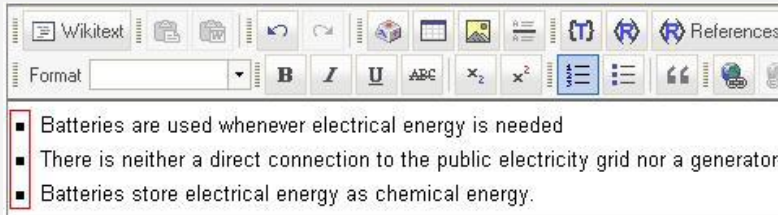


2. An indented number (enumeration sign) appears. Simply enter your text here. To create a new bullet point press enter at the end of the paragraph.

Numbered list:



Bulleted list:



To remove a bullet point click the respective line, then click the bullet point symbol again.

3.5 Upload Pictures, pdfs, Word, etc.

You can upload pictures, pdfs etc. to the gallery in order to copy them into an article.

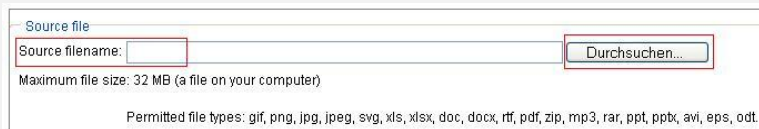
Attention! Before uploading pictures, scale the size to a maximum of 200-300 KB. If you scale your pictures using the wiki, it may alter the original propositions.

Important: If you are editing an article save your current changes as they will get lost in the next step.

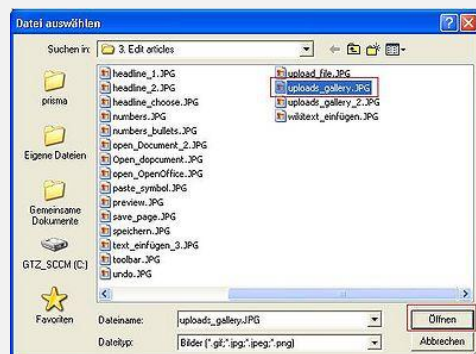
1. Click “Upload file” in the toolbox on the left.



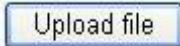
2. Enter the file’s name or click browse to find it.



3. The file browser allows you to choose a file from your computer. Highlight the respective file and click “Open” (Öffnen). The file will be listed in the panel Source filename automatically.



4. Click Upload file.



5. The uploaded file can now be put into any article: Open the article and click Edit.

To insert a picture/pdf as picture preview, see "Insert file as picture/preview" (3.6)

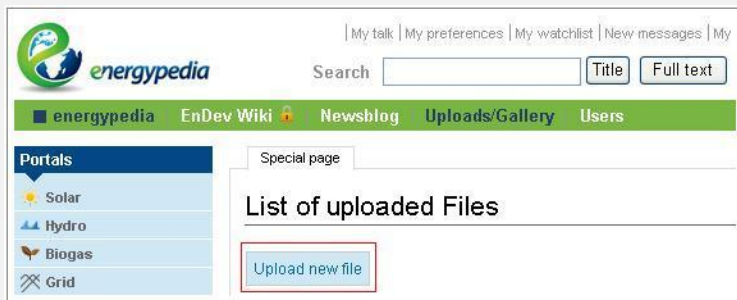
To insert a link to a picture/pdf/word-document, see "Insert file as link" (3.7)

Another way to upload files:

1. Click *Uploads/Gallery* in the upper toolbar.



2. Then click on *Upload new file*.



3. Click "Search" (Durchsuchen) to select the document you want to upload. With "Category" you can categorize your document.

Upload file

1 open e-mail-confirmed account request pending

Use the form below to upload files. To view or search previously uploaded files go to the list of uploaded files, (re)upload log, deletions in the deletion log.

To include a file in a page, use a link in one of the following forms:

- `[[File:File.jpg]]` to use the full version of the file
- `[[File:File.png|200px|thumb|left|alt text]]` to use a 200 pixel wide rendition in a box in the left margin
- `[[Media:File.ogg]]` for directly linking to the file without displaying the file

Source file

Source filename:

Maximum file size: 32 MB (a file on your computer)

Permitted file types: gif, png, jpg, jpeg, svg, xls, xlsx, doc, docx, rtf, pdf, zip, mp3, rar, ppt, pptx, avi, ez

File description

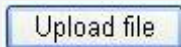
Destination filename:

Summary:

Category:

(Press Ctrl for Multi-Select)

4. Then "upload" the document.



5. After the document is uploaded you'll find it under "File history". Alternatively, click the "Insert/Edit Document Link" to search for the document.

3.6. Insert file as picture/preview into an article

1. Mark the line where the file shall appear. Click the yellow symbol *Insert/Edit* Button in the upper toolbar.



2. Enter the file's name or its first few letters into the search box and choose the correct one from the list.



3. The option Align allows to put the graph right, left or in centre of line.

4. Text entered in the panel "Caption" will be shown when you move the mouse cursor over the graph.

5. Confirm with OK. The graph will appear in the edited text.

6. To change a file's height, alignment, mouseover text or filename right-click it and choose *Image Properties* (Bild-Eigenschaften). Change the properties as desired.



Note: If a popup blocker is activated a message box and an information panel will appear. On the upper side of the screen click on the information panel and choose the option “temporarily enable popups” (see Compose Articles step 3). Confirm with OK.

7. To remove a graph from the article highlight it in the text editor and press *del*.

3.7 Insert file as link:

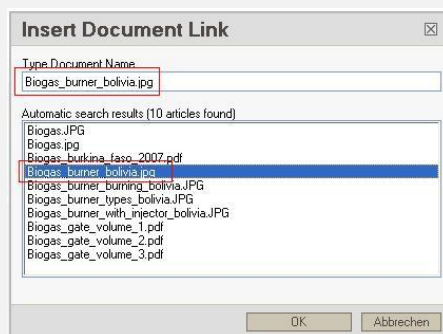
The easiest way to link to documents/pictures:

Note: Your file must already be uploaded. If it's not, please check step 3.5 to learn how to upload a file.

1. Click edit, then the "Insert/Edit Document Link" button in the upper toolbar.



2. Type the name (or parts of it) into the textbox and chose the document you want to link to. Confirm with OK.



3. There will be a link that leads to your desired document/picture.

3.8 Import Tables from Excel

To import Tables from Excel see chapter 3.3 *Copy Ms Word Documents with OpenOffice to Wiki*

Note: the Excel table must be saved in a word document.

Or use the webpage <http://excel2wiki.net/index.php> to copy a table to this webpage and then as [wikitext](#) into energypedia.

1. Copy the table.
2. Paste it into the box on the above mentioned webpage.
3. Copy the text under "result".
4. Paste it to the energypedia page (Editor must be in "Wikitext modus" see step 3.3.2 "OpenOffice")

3.9 Draw Tables

Note: If you are editing an article, save your current changes as they will get lost in the next step otherwise.

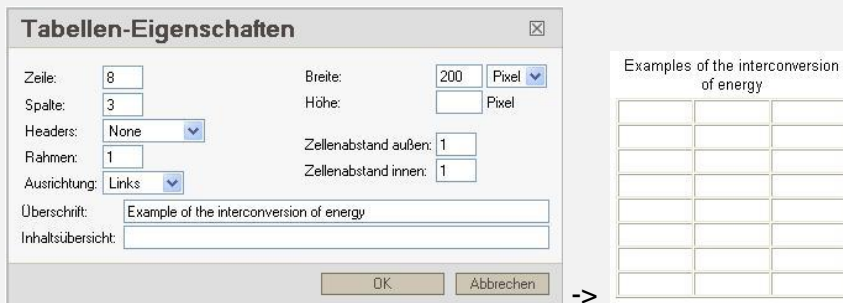
1. To insert a table open the article and click *Edit* (see Edit Articles). Navigate the cursor to the preferred line.
2. Click the symbol *Insert/Edit Table* in the toolbar.



Note: if a popup blocker is activated a message box and an information panel will appear. Click on the information panel on the upper side of the screen and choose the option "temporarily enable popups" and confirm with OK.

3. Choose your desired table properties by entering the number of rows (Zeile) and columns (Spalte) you need.

4. The panel “Border size” allows you to specify the strength of the table gridlines in pixels. “0” hides the grid.

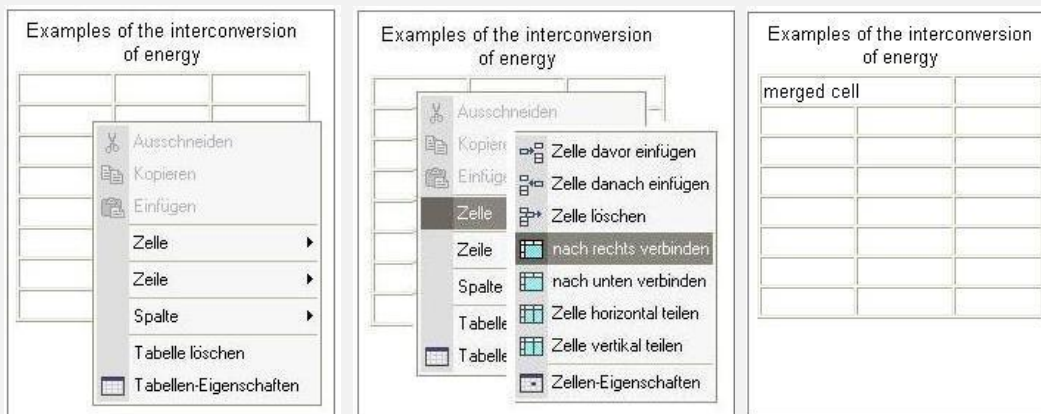


5. Click *Alignment* (Ausrichtung) to choose where to align the table (right, left or centred).

6. You can enter a title in the caption field that will be shown on top of the table. Confirm with OK.

7. To alter the table right-click the cell to get a context menu.

8. For example, you can choose *Merge Right* (or left) to merge two cells to one.



Other possibilities: delete or insert cells, rows and columns etc.

9. To change basic table properties like the strength of gridlines, height, width and alignment click the table’s gridline with the right mouse button. In the context menu choose “Table properties” (Tabellen-Eigenschaften)



Sortable Tables

The Wiki platform also allows the useful feature of sortable tables. To create a sortable table follow two steps: First, create a table as mentioned above. Second, replace the entire top row using the Wikitext editing mode with the following command:

```
[ { | class="wikitable sortable FCK__ShowTableBorders" ] (Without the square brackets)
```

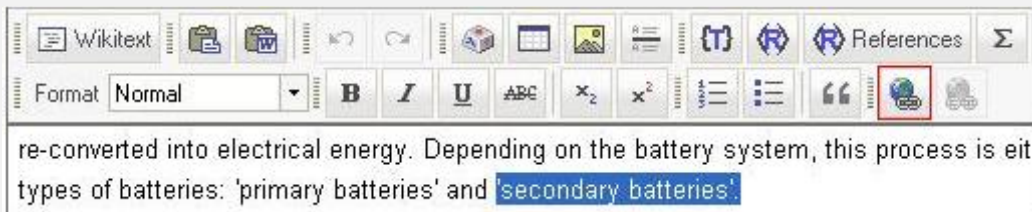
This will result in buttons next to the headings in the top row that sort the entire table alphabetically from A-Z (if pressed once) and from Z-A (if pressed twice).

3.10 Link Articles

Wikis provide the opportunity to link a word in your current article with any other existing wiki article. Usually the word(s) you link match the linked article's title. Especially descriptive texts using a lot more definable words use these links.

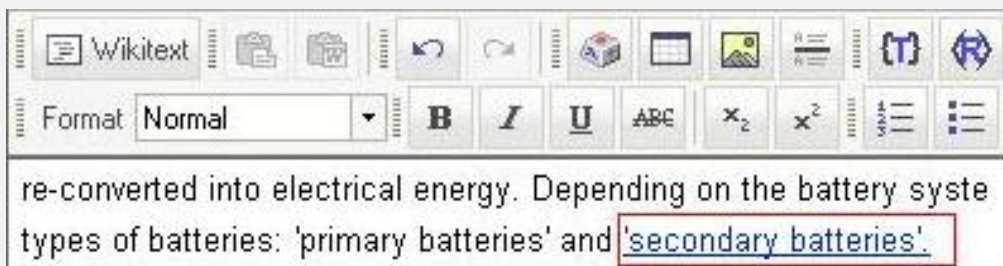
Note: To link a word with another article be sure this article already exists. If it does not exist the link will be displayed in red. This is also a way to create a new article (see Edit Articles).

1. Highlight the word(s) that will build the link later and click the *Edit/Insert Link* symbol in the toolbar.



2. A dialog window appears. Search for an existing article by typing its title or first few letters into the panel "Link". Highlight the title of the preferred article in the list below and confirm with OK.

3. All links are displayed in blue and underlined in the editor.



4. Make sure to save your changes by clicking Save page at the bottom of the page.
5. The article- view displays successfully linked words in blue; links with no existing target are displayed in red.
6. Click a blue link to get to the linked article.

Note: If you click on a link with no existing target (red) you can create the article for that link. This is also a way to create a new article (see Edit Article).

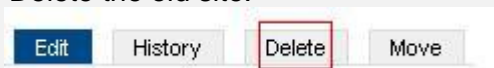
3.11 Change titles of articles

Option 1:

1. Copy the whole text and paste it into a new article.
2. Before deleting the old page, click „what links here“ on the left (in the Toolbox) and link all the links to the new site.

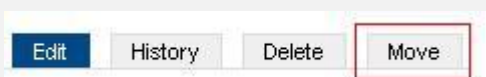


3. Delete the old site.



Option 2:

1. Click „move“ in the menu above the article.



2. Enter the new title and click „move page“.

Move page: **Assistance for Decision Makers on Policy Level**

To new title: Assistance for Decision Makers on Policy Level

Reason:

Leave a redirect behind

Watch this page

Move page

3. There will be a redirect site from the old one.
4. Click „what links here“ and link all the sites to the new one.
5. Delete the old site.

4. Create New Articles

There are two ways to create new articles:

Option 1:

1. To create a new article enter the preferred title in the search panel and confirm with Go.

Search

If it does not exist yet, click "*Create the page*" to do so.

Search results

energy sources

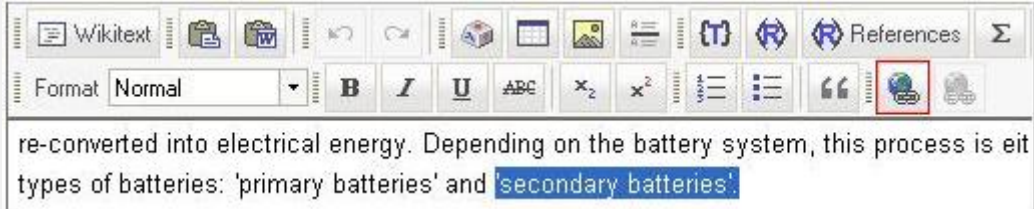
[Content pages](#) [Multimedia](#) [Help and Project pages](#) [Discussions](#) [Eve](#)

Create the page "[Energy sources](#)" on this wiki!

2. You will be lead to the editor of your new article. Enter your text and be sure to click the safe button when finished.

Option 2:

1. Within an article, highlight the word(s) that will build the later link and click the *Edit/Insert Link* symbol in the toolbar.



2. A dialog window appears. Type in the desired name of the new article into the panel "Link". Click OK and the link will be displayed in red. If you click on that red link, you will be lead to your new article's editor that is ready to be created.

5. Additional Wiki Features

5.1 Own Contributions

1. Click on my contributions to get a list of all contributions you shared.



5.2 Recent Changes

1. Click "Recent changes" in the tool box at the left to get to the list with all your recent changes.

