How to use the UNECE Statistics wikis

The UNECE wikis operate using software called Confluence. As of October 2014 we are using version 5.4.4 of this software

- What is a wiki? What can I use it for? Who can use it?
- How can I add or edit a page?
- How can I add documents to a page?
- How can I link to attached files, to other pages or to external websites?
- How can I add pictures, slideshows, tables etc.?
- How can I rearrange the layout of elements on my page?
- I made a mistake: what can I do to reverse it?
- How can I keep track of changes to my pages or spaces?
- Other things you might want to know about

What is a wiki? What can I use it for? Who can use it?

introduction to our wikis

How can I add or edit a page?

adding a page

editing a page

How can I add documents to a page?

adding attachments

How can I link to attached files, to other pages or to external websites?

Sources for help:

- Confluence Users' Guide: a guide to the main features and functions of the wikis
- Confluence documentation: the main portal for all the user guides, administrator guides, knowldge bases, forums etc. managed by Atlassian, the manufacturers of Confluence.
- Tutorial videos: these go hand-in-hand with the documentation to help you understand the main functions of wikis by watching them in action
- Atlassian University: self-paced training on the basics of Confluence: navigating, creating, sharing, discussing, searching etc.

creating links

How can I add pictures, slideshows, tables etc.?

images, tables etc.

How can I rearrange the layout of elements on my page?

page layouts

I made a mistake: what can I do to reverse it?

page history

How can I keep track of changes to my pages or spaces?

watches and notifications

Other things you might want to know about

Obtaining a user account for a new user

Staff members of the UNECE Statistical division should ask a member of the Statistical Management and Modernization unit to create new user accounts for members of task forces, working groups etc that will be using the wiki. New user accounts will be set up according to a standard system for assigning usernames and passwords, and *new users should be encouraged to change their password* to one of their choice as soon as they log in. A full name and email address are required for the creation of a user account.

Individuals from outside UNECE wishing to have a user account should contact support.stat@unece.org to request one. Staff of national and international statistical organizations will be given accounts, with viewing and editing permissions dependent on their involvement in UNECE work streams. Other requests will be considered on an individual basis.

Resetting your password if you have forgotten it

If you forget your password you can click on 'Forgot your password?' on the login screen to request a new one: you will need either your username or the email address that is connected to your wiki account. Alternatively, send an email to support.stat@unece.org and a staff member will reset your password for you. We cannot retrieve a forgotten password, we can only reset it.

Changing permission settings

Spaces and individual pages can have restrictions set on viewing, editing, or both (as well as more detailed settings such as the right to add or remove attachments, comments, etc.). Restrictions can be set by the 'space administrator': usually the person who is in charge of the work to which the space relates, e.g. the UNECE staff member that provides secretarial support for a task force or the person co-ordinating the drafting of a document on a wiki.

- Examples and tutorials from the University of Iowa. These are extremely clear and helpful, but bear in mind that they refer to a different platform to ours: they might not update their software when we do, and they might have some minor differences in the plugins they have installed. In general, however, these tutorials are highly recommended for beginner and intermediate users.

Full user guide pdf:

- You can download a very comprehensive (775 page!) user guide for full details of everything you ever wanted to know about using Confluence. Much of this is beyond the needs of everyday users, but some advanced users may find useful information.

The members of the UNECE Statistical division's Statistical Management and Modernization unit are all 'Confluence administrators' and can alter permission settings on any space.

If you wish to make a page or selection of pages private to a specified group of people, or if you think you should be able to see or edit a page and can't, please contact support.stat@unece.org.

Hiding likes, comments, 'last edited by', etc.

By default, all pages have the facility for liking, adding comment threads, labelling, and showing who was the last person to edit a page and when. These are all useful features, but sometimes you don't want them on your page: for example if you want a page to look more like a traditional static web page. You can hide these and other features of individual pages using the 'css stylesheet' macro. Type 'CSS Stylesheet' inside curly brackets to create the macro. Within the macro, type the following to disable, for example, the comments section:

```
#comments-section {display: none;}
```

For the code for other things that can be hidden in the same way, see this page.

Working with templates

A template is a convenient way to make a whole series of pages with the same basic format. It is also useful if you want a set of pages to function like a form, where users have to fill in information in specific places, e.g. responding to questions in a survey or filling out pre-defined sections of a standard-format case study.

The easiest way to design your template page is to base it on one that already exists. Staff of the UNECE Statistical division could look at the templates used in the statistical glossary, the knowledge base for data editing, the training library, the common metadata framework, or the database of capacity-building activities, for models upon which to base new templates.

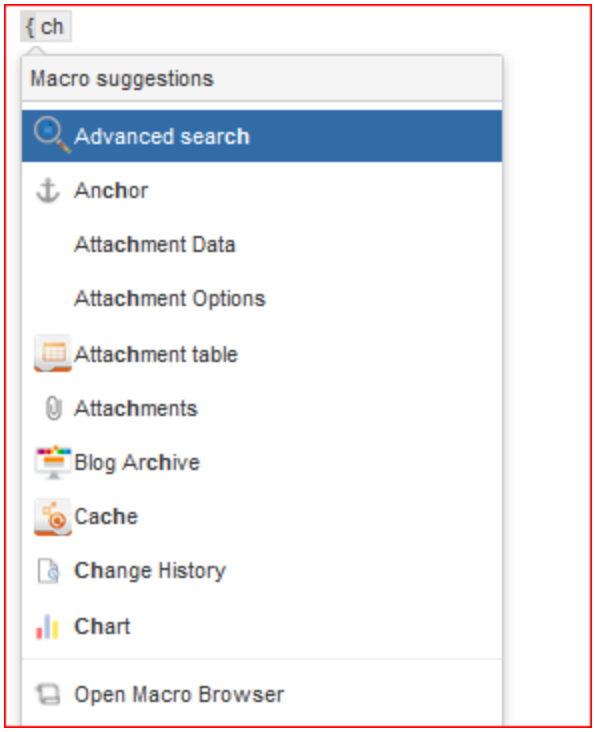
Templates are most useful if you use the 'live template' function. This will mean that all pages created from the template will be dynamically linked to the original template: so if you change the template, the pages change too. If you don't use the live template function, the pages will remain unchanged. To make use of the live template button, type 'live-template' between curly brackets, then click on the macro to enter the name of the template you wish to use. You can also make an 'add page' button on the parent page and set the add-page macro to use a live template (simply check the 'live template' box). This is a good way to ensure that everyone who will be creating pages with the template will choose the correct one.

Other fancy stuff, and where to look for help or ideas

The sections above outline some of the most essential features of Confluence. However, it is possible to do a lot more with the wikis if you wish to, in order to improve both the functionality and the appearance of your pages.

Most advanced features are achieved by inserting macros. There are many built-in macros in Confluence, and others come packaged in groups called plugins or add-ons. The UNECE Statistical division has many plugins already installed, and can request intsallation of new ones. Contact the Statistical Management and Modernization unit if you would like to discuss installation of a new plugin.

You can insert a macro by typing a curly bracket and then beginning to type the name of the macro. Confluence will show you a list of potential matches, e.g.:



Choose the one you want and it will be inserted. For many macros you can edit various parameters by clicking on the inserted macro and choosing your settings in a popup box.

If you are not sure what macro you need to achieve your goals, or how to arrange the macros to do what you need them to do, there are numerous websites available to help you. Try some of the following:

- Most popular add-ons for Confluence
- Plugins made by ServiceRocket (Scaffolding, Reporting, Composition)
- ServiceRocket Community (Forums to pose and answer questions amongst other users)
- Atlassian Answers (as above, for Atlassian products).
- User macros (a place where people share their own user macros which they have written to fulfil specific functions when they can't find a plugin to suit their needs)