

How to Upload Files to the OLYMPUS Wiki

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1 Introduction

Not everyone knows how to add a file to the OLYMPUS Wiki **and/or not everyone is doing it in a consistent and organized manner.**

For the purposes of this discussion I will use examples based on uploading presentations for the weekly OLYMPUS meetings.

From the main Wiki page there is a link to the Weekly Meetings page. On the weekly meetings page there are links to each date when we had presentations. On the page for a given date there is a list of presentations for that particular meeting. This all makes sense.

Unfortunately the way the Wiki server manages attachments does not force a similar structure. Files are not organized according to the page they are referenced from. However we can organize the attachments ourselves.

When you upload a file or attachment a Media Files window opens. This window shows a directory structure. Clicking on any of the topics shows the files stored under that directory. Under “meetings” there are several pages of files with obscure names, a range of dates and topics, and no clear indication of where they belong in the Wiki.

However, if you click on the “+” sign to the left of “meetings” a sub-directory opens with a list of dates and names of particular meetings like “20130819” or “aps-april-2012”. Clicking on one of these names shows the attachments for that meeting. Makes sense doesn’t it?

In principle it doesn't matter where a file or attachment is stored so long as the link on the Wiki page is correct. But, if someone accidentally deletes a link on a Wiki page or duplicates a page name and over-writes it and it goes unnoticed for a while; finding the file that should be linked can be difficult. (Yes, I know there are old revisions stored but bear with me. Some organization is useful. We don't always have to exist in a state of anarchy.)

Therefore the purpose of this internal note is to describe some simple steps for attaching files.

2 Uploading a File to an Existing Page

For purposes of this tutorial I will assume you want to upload a file to a Weekly Meeting page that already exists. While it looks like there are a lot of steps it is quite straight forward and logical.

From the main Wiki page (<https://olympus-docu.hiskp.uni-bonn.de/dokuwiki/doku.php?id=start>)

1. Click on "Weekly OLYMPUS Meeting".
2. Click on the meeting date to which you want to upload a talk.
3. Click on "Edit this page" (the editor window should open).
4. Position the cursor to the beginning of a new line.
5. Type the following "`␣␣*␣`" where "`␣`" is the space character. This is Wiki code for an item of an unordered list.
6. Click on the "Add images and other files" icon (located just above the editor window, the fourth icon from the right). This will open the Media Files window.
7. Click on the "+" sign to the left of the meetings directory.
8. Click on the date or name of the meeting file you are editing. The Media Files window should now show the files already associated with that date or name.
9. To upload a new file click "select files" and choose the file you want to upload on your local computer. Please use a sensible, descriptive name.
10. Click "Upload".
11. When it finishes uploading click "Done"

12. Now click on the file name you just uploaded. You will be placed back on the edit window and the correct text to link your file has been inserted where your cursor was located.
13. At the end of the link are the characters “|}}”. After the vertical bar | and before the two braces “}}” enter a brief title or description of the file. This will be the highlighted link to the file on the finished page.
14. Position your cursor after the two braces “}}” and click on the “insert signature icon” (left-most icon). This will insert your name and the current data and time.
15. Click “Save”
16. If everything looks as you want you are done. If not; fix it.

3 Creating a New Page

If the page or weekly meeting date that you wish to upload to doesn't already exist you must first create it in both the Wiki and in the Media Files.

From the main Wiki page (<https://olympus-docu.hiskp.uni-bonn.de/dokuwiki/doku.php?id=start>)

1. Click on “Weekly OLYMPUS Meeting”.
2. Click on “Edit this page” (the editor window should open).
3. Position the cursor to the beginning of the top entry and duplicate this line. Either type an exact copy above it or use the normal emacs control key commands to cut and paste: “CTRL k CTRL k CTRL y CTRL y”
4. Change the date or name in **both** locations *i.e.* “20130819” and in the brief description. The first one is the most important as this is the link to the new page.
5. Click “Save”
6. The new page name you just entered will appear in red since it doesn't exist yet.
7. Click on the new page name. It will tell you the page doesn't exist and ask if you want to create it.

8. Click “Create this page” and you will be put into edit mode with a blank window.
9. Type in the page title. Usually “===== Weekly Meeting, August 19, 2013 =====” The six equal signs at the front and back are Wiki code for heading.
10. Click “Save”

The page now exists on the Wiki but there isn’t an sub-directory entry in the Media Files. To create the new subdirectory we need to upload a file in a manner **almost** exactly as above. Follow the following carefully particular the difference in step 7.

1. Click on “Weekly OLYMPUS Meeting”.
2. Click on the meeting date to which you want to upload a talk.
3. Click on “Edit this page” (the editor window should open).
4. Position the cursor to the beginning of a new line.
5. Type the following “_ _ * _” where “_” is the space character. This is Wiki code for an item of an unordered list.
6. Click on the “Add images and other files” icon (located just above the editor window, the fourth icon from the right). This will open the Media Files window.
7. Click on the “meetings” directory **NOT** the “+” sign.
8. To upload a new file click “select files” and choose the file you want to upload on your local computer. Please use a sensible, descriptive name.
9. Enter the desired sub-directory name followed by a colon immediately before the file name. Usually this is something like “20130826:”
10. Click “Upload”.
11. When it finishes uploading click “Done”
12. Click on the “+” sign just to the left of the directory name “meetings”.
13. Click on the name of the new sub-directory you just created.
14. Click on the file name you just uploaded. You will be placed back on the edit window and the correct text to link your file has been inserted where your cursor was located.

15. At the end of the link are the characters “|}” . After the vertical bar | and before the two braces “}” enter a brief title or description of the file. This will be the highlighted link to the file on the finished page.
16. Position your cursor after the two braces “}” and click on the “insert signature icon” (left-most icon). This will insert your name and the current data and time.
17. Click “Save”
18. If everything looks as you want you are done. If not; fix it.