

# Getting Started

<b>FREQUENTLY USED PAGES</b>
<a href="#">EVENT CALENDARS</a>
<a href="#">NicDig Submission Form</a>
<a href="#">Student Announcements</a>
<a href="#">Course Reviews</a>
<a href="#">New Student FAQ</a>
<a href="#">Site Map</a>
<a href="#">How To Add Content</a>
<b>Program Advising Resources</b>
<a href="#">Course Reviews</a>
<a href="#">Program Advising</a>
<a href="#">Joint Degree Advising</a>
<a href="#">Other Duke/Durham Courses</a>
<a href="#">UNC/NCSU/NCCU Courses</a>
<a href="#">Nicholas PhD Program (NetID required)</a>
<b>Student Life</b>
<a href="#">Nicholas School Student Council (MEM)</a>
<a href="#">Student Groups and Projects</a>
<a href="#">Life in Durham</a>
<a href="#">Life in Beaufort</a>
<a href="#">Life at Nicholas</a>
<a href="#">International Students</a>
<a href="#">How We Live Green!</a>
<a href="#">North Carolina's Environment</a>
<b>Posting Boards</b>
<a href="#">NicDig Submission Form</a>
<a href="#">Student Announcements</a>
<a href="#">Career Services Postings (NetID required)</a>
<a href="#">Carpool/Rideshare Postings</a>
<a href="#">Lost and Found</a>
<a href="#">Nickslist (Classifieds)</a>

<b>Using Nickipedia</b>
<a href="#">How to Add Content</a>
<a href="#">Site Map</a>
<a href="#">Masthead</a>

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**Need help?** Email [Nicki Admin](#)

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## Getting Started

[Getting Started](#) | [Ground Rules](#) | [For Nicholas Alumni and Guests](#) | [For Current Students and Community Members](#) | [Editing a Page](#) | [Adding a Page](#) | [Adding File and Photo Attachments](#) | ["Oops. Didn't Mean to Do That."](#) | [Adding a Calendar System](#) | [Restricting a Page](#)

## Ground Rules

Nickipedia is intended to foster a closer Nicholas community and the sharing of advice and group wisdom. We kindly request that all users abide by the following three rules:

1. **Defer to an official [Nicholas School](#) or [Dukeweb](#) page in reference to any official information**, such as graduation requirements or instructor course descriptions. Nickipedia content are not substitutes for official policy, but is meant to complement them with student feedback and advice. Use links to guide users to the appropriate information
2. **Abide by the [Duke Community Standard](#) in all Nickipedia activities**. Nickipedia relies on the sharing of valuable advice and useful information. Please help ensure the utility of this resource. Contents and remarks should remain professional and constructive. Edits and deletions should be done with thought and care.
3. **Use this website!** Wiki's are nothing without their users. Use Nickipedia. Edit it. Add to it. Try out new features. Pass on your knowledge and experience to others. Keep Nickipedia going!

And in case you were wondering:

**All Nickipedia contents are publicly viewable and all edits are identifiable by user name.**

**Nicholas and EOS PhD's** and **Nicholas undergrads** are also welcome to use and edit Nickipedia. In fact, we encourage **all members** of the Nicholas community to use Nickipedia tools, especially the Central Calendar, posting lists, and sharing the fine points of Durham/Beaufort life.

We do humbly ask that **faculty and staff** refrain from editing student-written content regarding course reviews and program advising; please email the Nickipedia Admin if have suggestions or you wish to report a Community Standard infraction. **However**, please feel free to use and update the rest of the site!

## For Nicholas Alumni and Guests

At the moment, access to edit Nickipedia is only available to Duke community members with a current Duke net-ID. **However**, we are desperately seeking input from **Nicholas alumni**, especially in course reviews and upcoming events.

To contribute content to Nickipedia, please use the **"Add Comment"** button at the bottom of each page, **or email** your contribution to the [Nickipedia managers](#). Please tell us your full name and class year if possible. We will be sure to incorporate your contribution to that page in future edits.

If your net-ID is still active for whatever reason, please go ahead and follow instructions below for Editing and Adding!

**Prospective students** and other Nicholas guests are also welcome to use the "Add Comment" button. For more opportunities to interact with current students and faculty, please go to the [Nicholas Insider](#) page.

## For Current Students and Community Members

Was a class helpful? Need to advertise the next big event? Here's how to edit and add content to Nickipedia:

## Editing a Page

1. First, **log in** to Nickipedia with your Duke net-id, by clicking "Log In" at the top right of each page.
2. New tabs should now appear at the top left of the page. From left to right, they should read "View", "Edit", "Attachments", etc. Click on **Edit**.
3. It should jump to an Editing Page. You will now see another set of tabs to your top left. From left to right, they should read "Rich Text", "Wiki Markup", and "Preview". The **Rich Text** editing option is automatically chosen for you, and this is the **best** choice for the beginner user.
4. Scroll down the page, and add and edit content as you would using Word. You will see a menu bar with buttons to bold, italicize, make bullets and lists, and add hyperlinks and images.
5. To preview what your changes will look like, click the **Preview** tab. To go back to editing, click on **Rich Text** tab again.
6. One last thing: On the bottom of your editing screen, you'll see a **Comment:** box. Please write a very brief description of what you changed on this page. This helps us greatly track how a page has evolved.
7. When you are done, press **Save** to your top right (or bottom right), and that's it!

### Other quick tips:

**Do not publish exact email addresses.** This makes that email address susceptible to spam. Either type them out (e.g. bjl8 at duke dot edu). Or, use the Hyperlink button (the globe and chain icon). Highlight either the person's name, or a word like "email" or "contact." Click on external links, and then instead of "http://", type in \*mailto:\* and then the email address in full. Click OK, and now that name or word will be hyperlinked to an email address.

To add a hyperlink, simply highlight the word you want, then click the little "globe and chainlink" button on the Rich Text menu bar. A **Link Properties** menu will pop up. Click the **External Link** tab, and paste in the full web address in the "Enter Hyperlink" box. Click "Ok" to finish.

You can also link to an existing Nickipedia page. Instead of choosing "External Link", choose the **Search** tab. Find **Nickipedia** on the drop-down menu, and then in the box to the right, type in a partial name of the page you're looking for (like "mp" or "water"). Click "Search", and a few hits should pop up. Click on the page you want, and then click "Ok" to finish.

Users more comfortable with codes and design language will find the **Wiki Markup** editing option much more useful. A full list of Duke Wiki coding notations is available [here](#) and also will be displayed on-screen when you are in Wiki Markup mode.

## Adding a Page

There are two ways to add a new page.

### From a "Add This Page" Link

**You'll notice that some links on the Nicki are in red**\*, and have a little, green "plus" sign next to them (or if you're not logged in, the entire line is highlighted in pink). This means that this is a page that needs to be created and added.

1. So... click on the link, and let's add the page!
2. You'll now be in the "Add Page" mode, and you'll see a big blank box.
3. Above the big blank box, you'll see a line that says "Select a page template to start from". **Click** this.
4. **Choose a page template.** We've made a few standard layouts for your convenience. Ex: If you are making a class page, choose "Course Page". Then, click "Next."
5. You're now back at the "Add Page" screen, with the template in place. Type away!!!
6. When you are done, press **Save** to your top right (or bottom right), and that's it!

### Other quick tips:

**Do not publish exact email addresses.** This makes that email address susceptible to spam. Either type them out (e.g. bjl8 at duke dot edu). Or, use the Hyperlink button (the globe and chain icon). Highlight either the person's name, or a word like "email" or "contact." Click on external links, and then instead of "http://", type in \*mailto:\* and then the email address in full. Click OK, and now that name or word will be hyperlinked to an email address.

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## From Scratch

You've surfed the Nicki, **and you see the need for a new page**, or see that a link is dead (the words look like they should link to a page, but it's just text). Here's how to do add that page, and place the link to it.

1. Log in with your net ID.
2. Go to the existing Nickipedia page where you think your new page best belongs. Usually, this is a portal page that serves as a list for related links (e.g. Best Restaurants; Duke courses). For example, you need a page for your **new student group**. So click on over to the Student Groups main page to get started.
3. At the top right corner of your screen, you'll see a **"Add Page"** button. Click on it.
4. You'll now be in the "Add Page" mode, and you'll see a big blank box. You should be in the "Rich Text" mode (the tab will be in white).
5. Above the big blank box, you'll see a line that says "Select a page template to start from". **Click** this.
6. **Choose a page template.** We've made a few standard layouts for your convenience. For example, since we're making a student groups page, choose "Student Groups". Then, click "Next."
7. You're now back at the "Add Page" screen, with the template in place. Type away!!!
8. When you are done, press **Save** to your top right (or bottom right).
9. Your page has been created, and "nested" within the page where you clicked "Add Page". But now we need to link it somewhere so it is visible. So, go back to the page where you started, one step up the nesting order. (For example, with our new student groups page, go back to the Student Groups main page).
10. In the top left corner, click the **"Edit"** tab. You are now editing this portal page.
11. **Scroll down** the editing box to a place where your link best fits.
12. Make a new bullet, and type in the text for your link. This would be the name of your student group, or title of your new Wiki entry. Sometimes, someone else will have already written this in.
13. Highlight this text, and then click the little "globe and chainlink" button on the Rich Text menu bar.
14. In the window that just popped up, click the "Recently Modified" tab. You should now see a list of new pages, and find yours. Click on your page, then click OK.
15. Back in the Edit page, your text should now be hyperlinked to your newly created page. Nice work! Thanks for contributing to Nickipedia!!

#### Other quick tips:

Add some **labels** for your new page. Labels allow Nickipedia to index your page for easy reference. Go to the top left of your page, and near the "View/Edit/Attachments" tabs, you'll see where it says "LABELS" and a yellow shaded box that says "Edit." Click Edit. In the blank box that appeared, type in a label that fits your new page (e.g., 3-unit, student-groups, energy, climate-change). Suggestions will appear for you, and try to use labels that exist already. Click "Done" when you're done!

**To add a hyperlink**, simply highlight the word you want, then click the little "globe and chainlink" button on the Rich Text menu bar. A **Link Properties** menu will pop up. Click the **External Link** tab, and paste in the full web address in the "Enter Hyperlink" box. Click "Ok" to finish.

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## Adding File and Photo Attachments

### File Attachments

The easiest way to add files and link to them at the same time is this:

1. **While you are editing the page**, highlight the word or words that you wish to hotlink to a file attachment (as you would when making a hyperlink)
2. Click on the little "globe and chainlink" hyperlink button on the Rich Text menu bar.
3. Click on **Attachments** tab in the pop-up window. This shows a list of files currently attached to this page.
4. At the bottom of page there should now be an **Attach File** box. Find the file on your computer by clicking Browse. Then click **Attach**.
5. The file you just attached should now be at the top of the files list. Click on the file, and this should populate the "Link" box at the top.
6. Click **OK** at the bottom of the pop-up window. The word you highlighted originally should now be linked to your newly-uploaded attachment.
7. Don't forget to save the page!

### Photo Attachments

The easiest way to upload images and insert them at the same time is this:

1. **While you are editing the page**, place the cursor where you want an image to appear.
2. Click on the little **"mountain and sun"** image button on the Rich Text menu bar.
3. This shows a list of images currently attached to this page. At the bottom of page there should now be an **Attach File** box. Find the file on your computer by clicking Browse. Then click **Attach**.
4. A thumbnail (miniature) of the image you just attached should now be displayed in the pop-up window. Click on the image thumbnail, and this should populate the "Link" box at the top.

5. Click **OK** at the bottom of the pop-up window. The image you uploaded should now be inserted in your page.
6. Don't forget to save the page!

## "Oops. Didn't Mean to Do That."

### I ACCIDENTALLY...

#### A) Deleted words/content and then saved the page

That's OK. Just email the [Nickipedia Admin](#), and we'll take care of it. The Wiki tool saves all past changes, so we can revert to an old version.

#### B) Deleted an entire page

This should not be possible. But if you somehow did it, please let the [Nickipedia Admin](#) know which page!

#### C) Deleted a calendar

At the moment, this is the worst thing you can do. We're not quite sure how to recover calendars yet. Don't edit Calendar pages that don't belong to you!! Again, [let us know](#) if this happens.

## Adding a Calendar System

Instructions on how to add events to a Nickipedia calendar are posted on those pages.

To add a new calendar to your personal wiki page, use the code:

```
calendar:id=myCalendar|title=My Calendar|defaultView=week (enclose in squiggly brackets {})
```

Change the "id" to whatever you want to name your calendar.

## Restricting a Page

Certain pages are restricted for editing by Nickipedia Administrators **only**, and cannot be edited by general net-ID users. If you are managing a **student groups page**, career groups page, or similar homepage, and wish to have similar protection authority over your contents, please email the [Nickipedia Admin](#) with your request.

Please provide the following information:

- Your title/position within your organization
- The reasons for your request
- Your protection request:
  - Restrict public editing (only your chosen users can edit your page)
  - Restrict public viewing (only your chosen users can view your page)
  - Restrict public viewing and editing (only your chosen users can view and edit your page)
- A list of net-ID's for all members who will be allowed to view or edit your page and its children.

Thanks! Please note that Nickipedia Admin will still have full access to your protected page.