

# Wiki top tips

✔ Use your wiki as a central information repository (for example an intranet or a project wiki) and include signposts and links to documents stored elsewhere, for example in Google Shared Drives and on websites.

✔ Plan your wiki before you start creating it. This [Wiki Planner](#) outlines some of the things you might like to think about.

✔ Spend an hour or so working through this [beginners' exercise](#) to familiarise yourself with some basic techniques for putting together a wiki.

✔ Whilst drafting your wiki pages, restrict access to yourself and any co-editors. When ready, you can then give access to your approver if needed, before making your pages visible more widely.

✔ Use the wiki in conjunction with the Google Suite and create a [wiki front-end menu](#) for Google Drive folders and docs to improve navigation and make searching easier.

✔ To make your page more attractive and easier to read, use the Page layout button to divide it horizontally into columns or vertically into sections.

✔ Use the 'Expand' macro to save space on your page, for example when compiling a list of questions and answers.



✔ Create a simple team directory using the 'Panels' macro. See the [Enterprise Projects Team Profiles](#) for an example.

✔ Use the [Colors](#) website to generate colour schemes and get html colour codes for pasting into panels.

✔ Explore other non-restricted York wiki 'spaces' for ideas - try browsing the [Space Directory](#) for examples.

✔ Use the 'Watch' option to see when collaborators have updated sections of your wiki space.

✔ Include a search function and restrict it to your wiki space - see macros for different search options. If you need to know your Space Key you can find it at [Space tools!](#) Overview.

✔ Include a [Google Form](#) on your wiki to collect feedback or queries to help users and build in ongoing user-directed improvements.

✔ Ensure that your wiki pages are accessible - use features such as the built-in header and paragraph styles, and use colour with care. See the [Creating Accessible Documents](#) page for more information.

✔ Give your wiki a logical, hierarchical, structure by adding 'child' pages to 'parent' pages in the appropriate places.

✔ Occasionally when inserting a URL for a web link, the Insert button is greyed out. Pressing Return at the end of the URL should resolve this.

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