RIX Wiki

User Guide

Contents

Logging into your Wiki

You can log into your Wiki in two ways. You can visit the Wiki home page at https://www.rixwiki.org/ and click the padlock icon in the top right-hand corner of the page. Or you can visit the Wiki user login page directly at https://www.rixwiki.org/Account/Login. Both steps will take you to the Wiki user login page. You can login using either your picture password or your text password.

Login

1. Enter your username

Username

Write your username here

2. Enter your password

Picture password

If you want to use your picture password click on the three pictures that make your picture password. Remember to click the pictures in the right order.

Or if you want to use your text password, write it here.

Text password

Remember me

Forgot your password? Reset it.

Lastly click 'Login'

Back

Login

If you'd like your computer to remember your login details, use this slider. Always be web safe, don't do this if other people will use the computer.

Getting to know your Home Page

This is your Wiki's Home page. It is the first page that you will see when you log in. Your Wiki can have up to seven sections. Each section shows as a circle on your home page. When you first login your Wiki is in 'view' mode and will only have one section visible. To start building the Wiki you need to switch to 'edit' mode.

Charlie's Wiki

A **A** A aA

All About Me

About
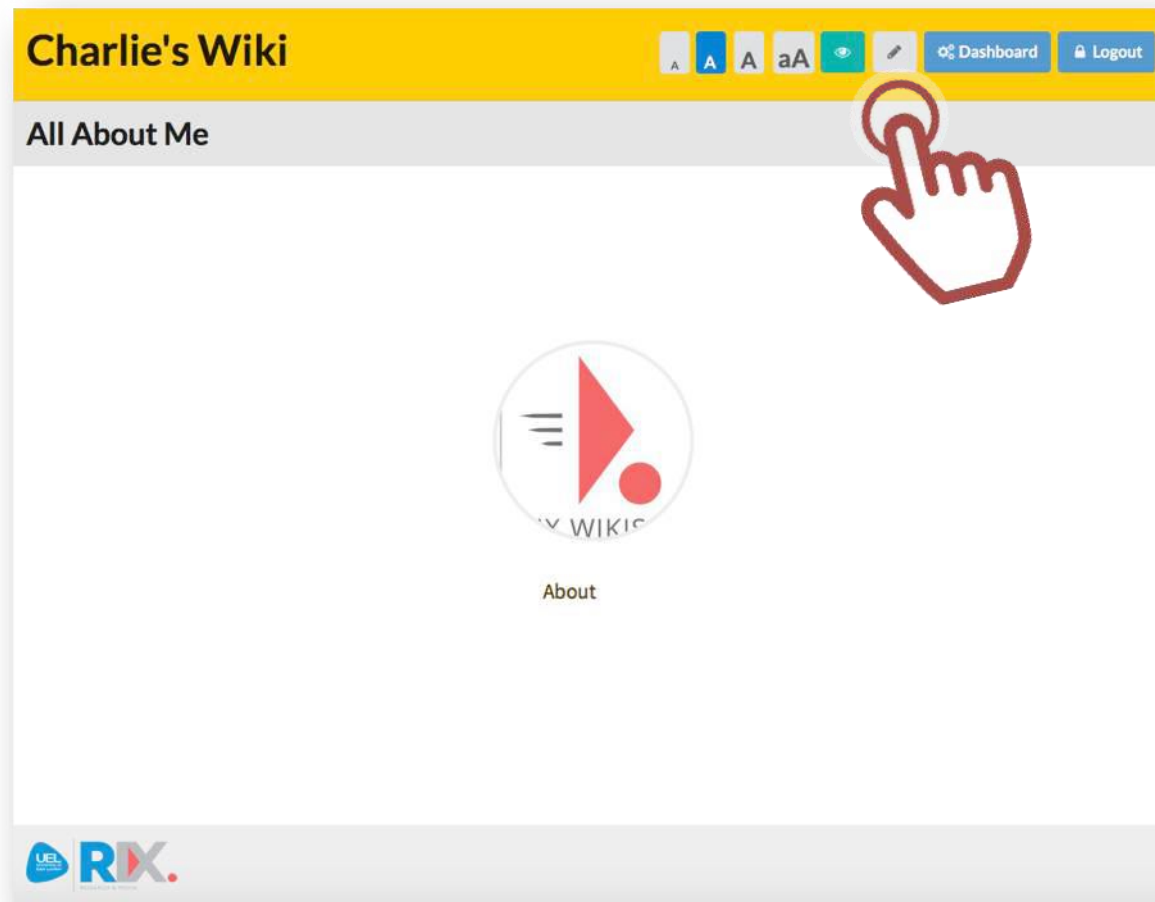
To switch to 'edit' mode and get started building your Wiki, click the pencil icon in the top menu bar. This will make the Wiki editing functions visible.

You can switch back into 'view' mode at any time by clicking the eye icon.

The pencil icons are a shortcut to the Wiki Control Panel, where you can change your Wiki titles, colour scheme and other basic Wiki settings (see page 11).

Make text bigger or smaller, upper or lower case

Use the pencil and eye icons to switch between 'edit' and 'view' modes

Click here to logout of your Wiki

Charlie's Wiki ✏

A **A** A aA 👁 ✏ ⚙ Dashboard 🔒 Logout

All About Me ✏

🚫 This wiki is private. ➤ Invite
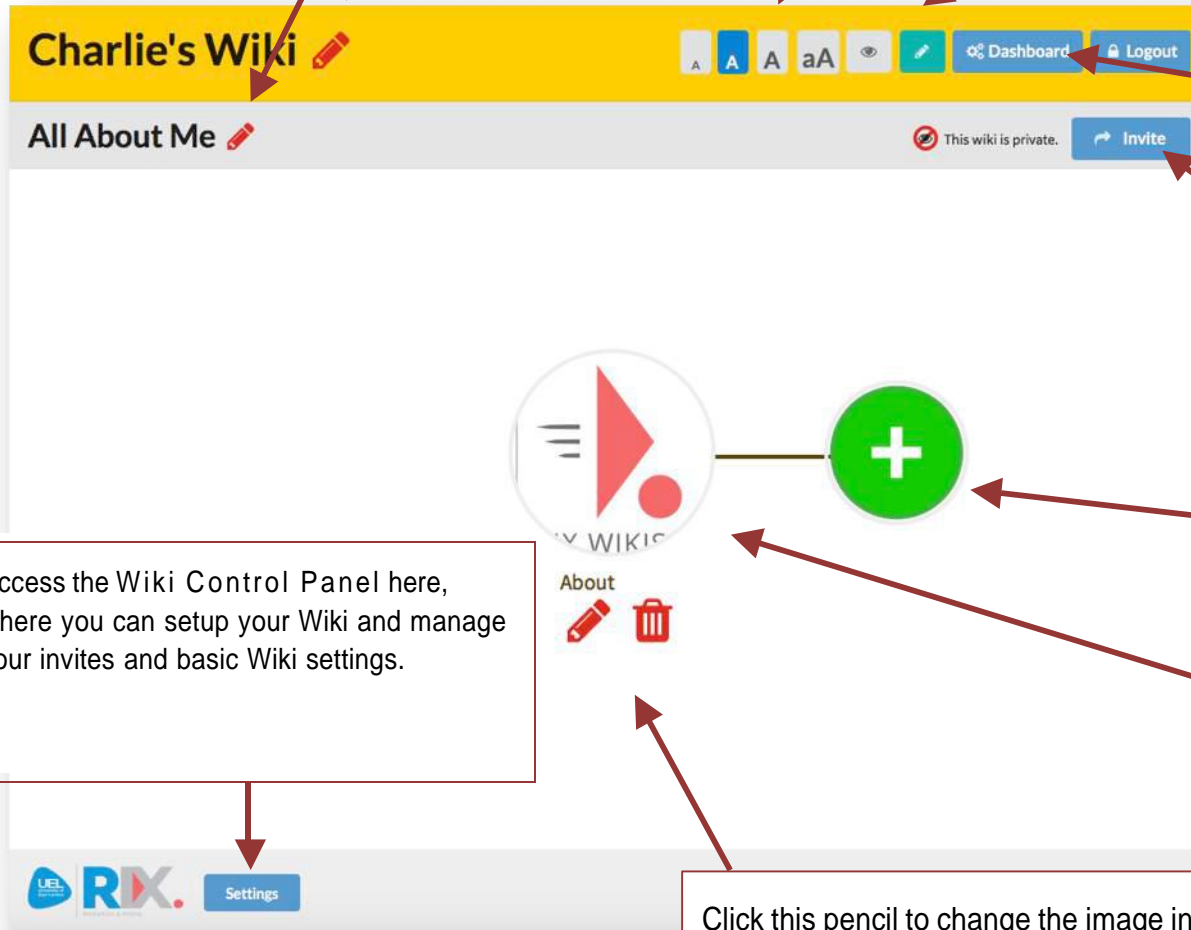
In your Dashboard you can see other Wikis that you own and other people's Wikis that you have been invited to look at (see page 44).

Invite other people to see your Wiki (see page 42).

Access the Wiki Control Panel here, where you can setup your Wiki and manage your invites and basic Wiki settings.

About
✏ 🗑

Settings

Click the green plus circle to create a new section on your Wiki (see page 36).

Click the centre circle to create pages in your first Wiki section (see page 20).

Click this pencil to change the image in the centre circle (see page 17).

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Wiki Control Panel

The Wiki Control Panel is the area of your Wiki where you can do various things – Setup and personalise your Wiki by choosing a title, sub-title and colour scheme; manage your Invites and control who can and can't see your Wiki; add and edit Wiki Settings such as accessibility functions and Youtube and Vimeo account details.
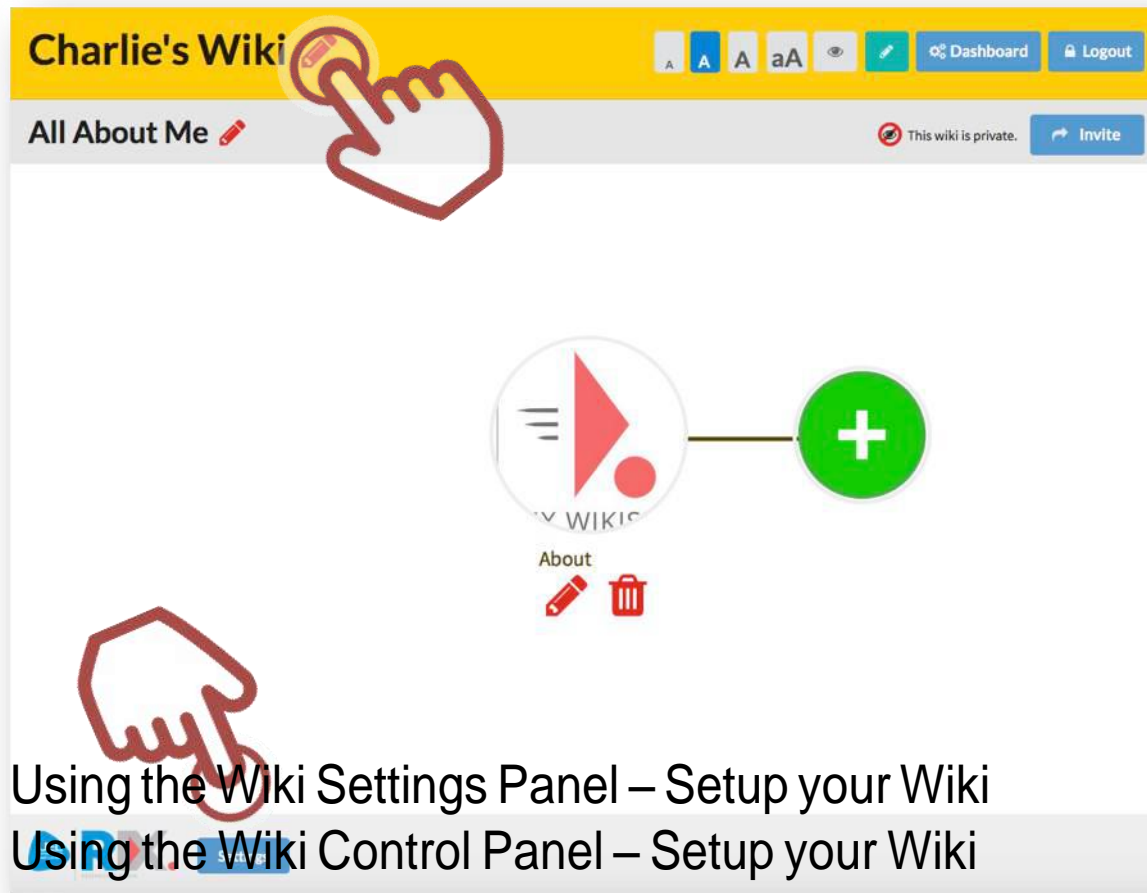
There are two ways to access your Wiki Control Panel.

Click the pencil icon next to your Wiki title at the top of the screen.

Or

Click the blue 'Settings' button at the bottom left of the screen.

Using the Wiki Settings Panel – Setup your Wiki

Using the Wiki Control Panel – Setup your Wiki

Before you start to add content to your Wiki you can personalise your Wiki by choosing a title, sub-title and colour scheme for your Wiki and audio for your home page. The colour you choose will show at the top of your Wiki.

Charlie's Wiki

All About Me

Setup

Invites

Settings

Back

Set Up Your Home Page

Title * — Charlie's Wiki

Title audio — Choose File... — Nothing uploaded

Subtitle — All About Me

Subtitle audio — Choose File... — Nothing uploaded

Colour scheme * — Click to open the colour picker

Cancel or Save

Add the title of your Wiki here.

Choose an audio file to go with your title and sub-title by clicking the 'Choose File' buttons & browsing your computer or device for the files you want to use.

Add the sub-title of your Wiki here.

Click on the colour bar to change the colour of your Wiki. This will open the colour picker. Move your cursor or finger across the colour picker to choose the colour you want.

When you are finished, click 'Save'

My Plan 🔊 ✏️

Planning my future 🔊 ✏️

🚫 This wiki is private. → Invite

About
✏️ 🗑
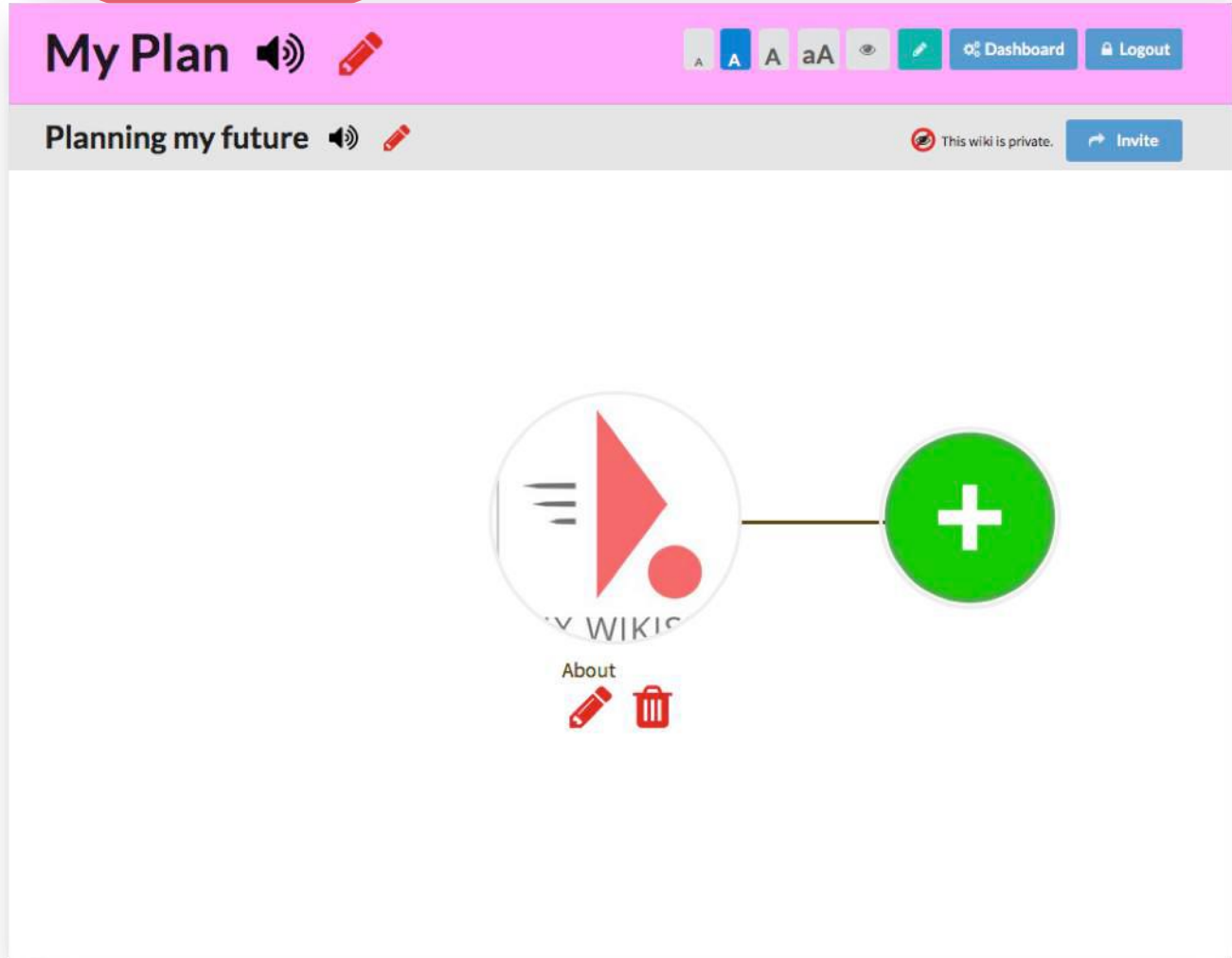
Your Wiki home page is now personalised and shows your new title and sub-title.

If you have uploaded sound files you will see a sound icon next to your Wiki title and sub-title. You can play the sound by clicking on the sound icon.

The bar at the top of the page shows your new colour scheme.

Using the Wiki Control Panel – Manage Invites

You can also manage your invites list in the Wiki Control Panel. Make sure you have clicked the 'Invites' tab on the Control Panel. This will show you a list of all the people you have invited to view your Wiki.

If you want to completely remove someone's access to your Wiki, click on the blue 'Delete' dustbin icon next to their name.

If you want to change which parts of your Wiki an invitee can see, click the blue pencil icon next to that invitee's name.

Setup

Invites

Settings

Back

Edit Invite

Use this form to invite someone to view your wiki. They will be notified via email.

My Plan ☑

Section: My Future

Page: Istanbul ☑

Page: Woolwich Station ☑

Page: Cat ☑

Page: My Dream Holiday ☑

Document: Holiday Brouchure ☑

Link: Rix Media Website ☑

Section: My Hobbies ☑

Page: Your First Page ☑

Section: My Home Life ☑

Page: Your First Page ☑

Section: My City ☑

Page: Your First Page ☑

Cancel or **Save**

Click the boxes to un-tick or tick the parts of your Wiki that you want the invitee to have access to.

When you are finished click 'Save'

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Using the Wiki Control Panel – Change your Wiki Settings

In the Wiki control Panel you can manage some of your basic Wiki Settings – like adding and editing the YouTube and Vimeo account details attached to your Wiki, or turn certain accessibility features on or off. Make sure you have clicked the 'Settings' tab on the left-hand Control Panel.

My Plan 🔊

A **A** A aA ⚙ Dashboard 🔒 L

Planning my future 🔊

Setup ✏
Invites ↱
Settings ⚙
Back ↰

Change Your Wiki Settings

Youtube username

Vimeo username

Text Tools * Off ▼

Image manipulation

Google maps

Cancel or Save

Adding your YouTube or Vimeo username here will allow you to play videos from your YouTube or Vimeo account in your Wiki sections.

Turn on 'Text Tools' if you want to be able to make words in your Wiki **bold** or underlined.

Move the 'Image Manipulation' slider to blue if you want to rotate & crop images when you add them to your Wiki. Some users may find this kind of functionality difficult, so if you don't want it switched on move the slider to red.

If you want to embed Google Maps into your Wiki move the slider to blue. If not move it to red.

Lastly click 'Save'

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Adding Content to Your Wiki – Editing & Content Symbols

Content means pictures, words, video clips, sound, web-links and files, like Word or PowerPoint files. You can add all of these things to your Wiki. Each type of content has a corresponding symbol:

Picture 📷	Words ✏️	Video 🎞️	Sound 🔊	Link 🔗	File 📄

Let's look at the different editing symbols you will find on your Wiki.

Add something – Wherever you see this plus symbol it means you can add something.

Change something – Wherever you see this pencil icon it means that you can change or edit something. You can change any of your content at any time.

Delete something – Wherever you see the dustbin symbol it means you can delete something. Always think carefully before you delete something.

Adding Content to Your Wiki – Uploading files from a computer

Wherever you are able to upload content to your Wiki you will see the blue 'Choose File' button. The process for choosing a file will be different depending on whether you are using a computer or tablet or mobile device. If you are using a computer…
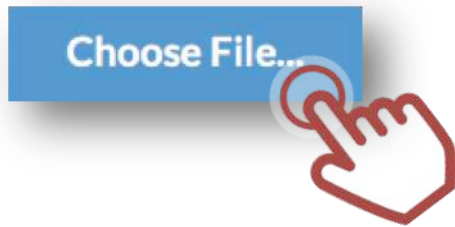
Click 'Choose File'.

This will open your computer's usual browser window.

Browse your computer for the file you wish to upload. Select the file and click 'Open'.

Adding Content to Your Wiki – Uploading files from a tablet or mobile device

Wherever you are able to upload content to your Wiki you will see the blue 'Choose File' button. If you are using a tablet or mobile device…
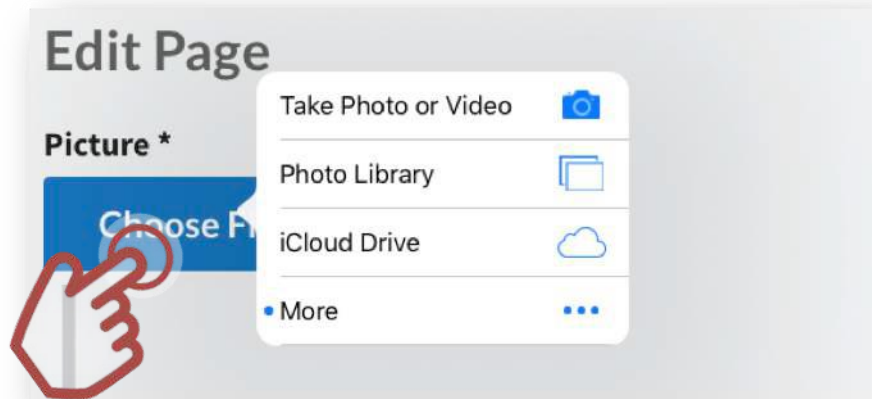
Click 'Choose File'.

A browser menu will appear showing the different places on your device that you can upload a file from.

If you are adding a photo or video to your Wiki the menu will give you the option to 'take a photo or video', which can then be directly uploaded to the Wiki.
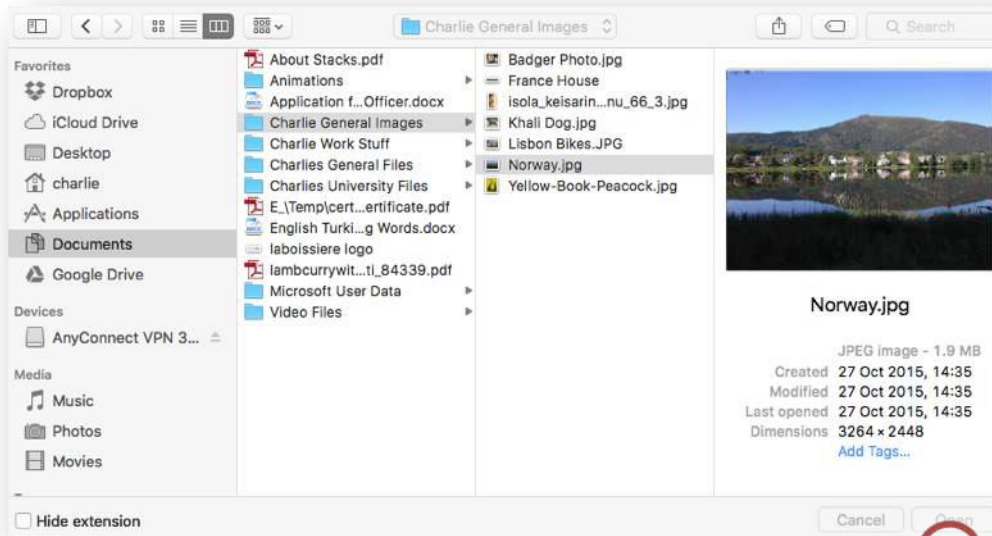
If you have photos or videos already stored on the device the menu will give you the option to choose the photo/video file from your photo or media library.
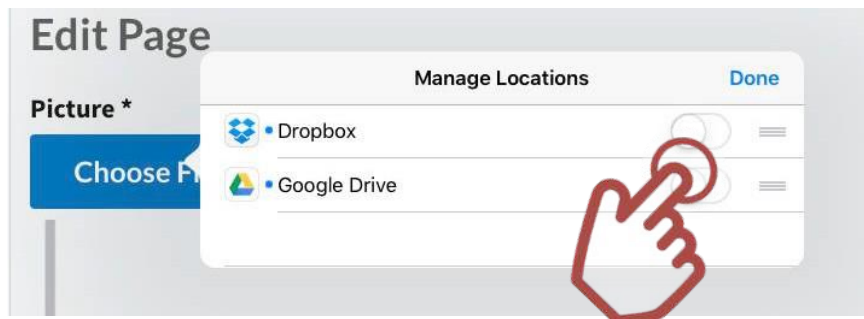
If you have other Apps that store files online or in the cloud like Google Drive and Dropbox, these will also be shown in the menu.

If you don't see your cloud Apps you may need to click 'More', which will open the 'Manage Locations' menu. You can then use the slider to activate those Apps so that you can upload files from those locations onto your Wiki.

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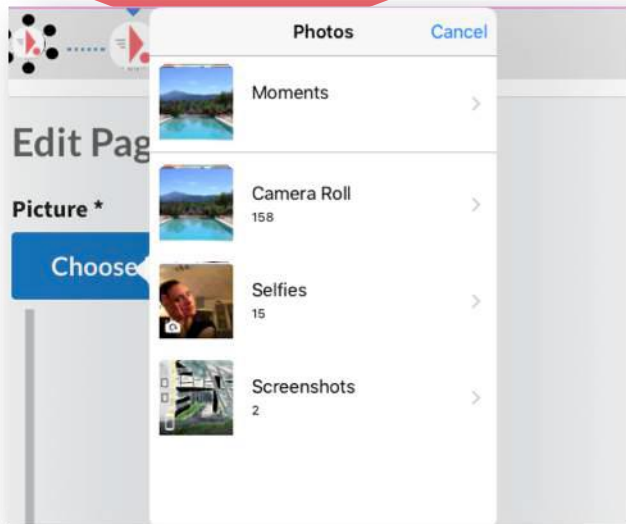
You can either…

Browse your media library or Apps for the file you wish to use.

Click on the file you want to use to select it.
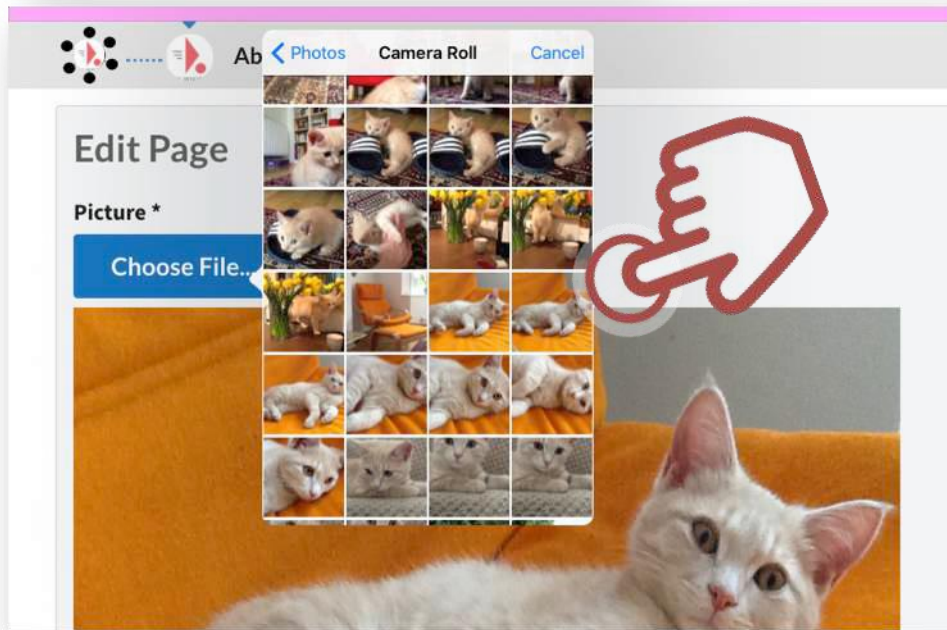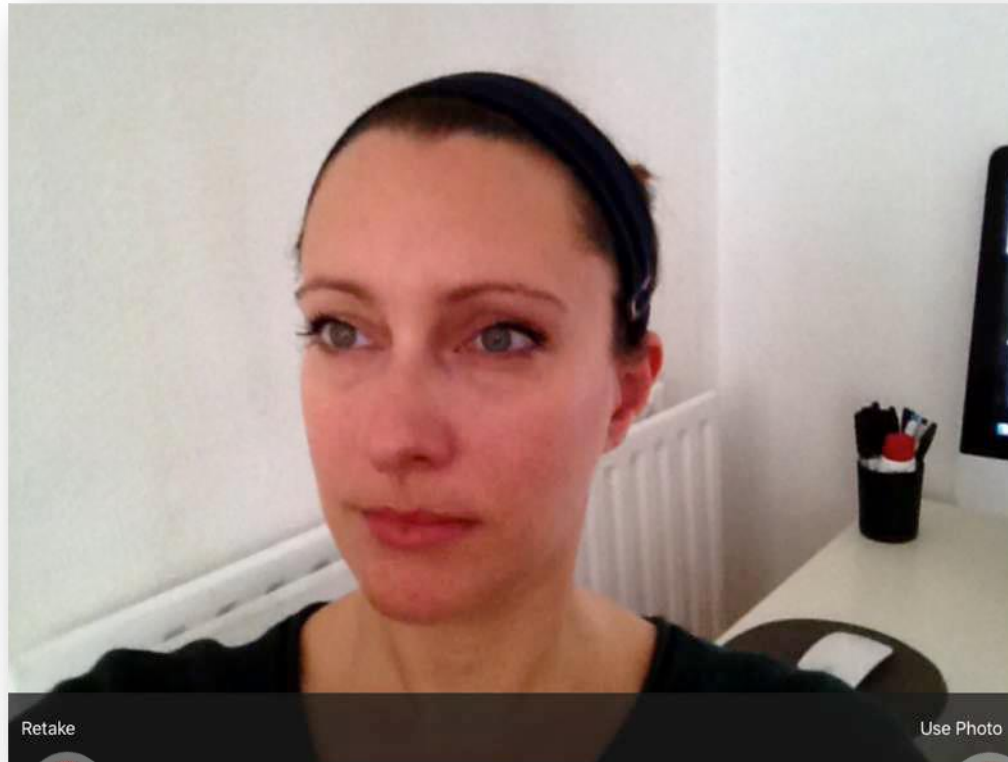
…Or click 'Take photo or video'.

Take a photo or video using your device.

If you are happy with the photo or video, click 'Use Photo' in the bottom right-hand corner.

If you are unhappy with the photo or video, click 'Retake' in the bottom left-hand corner and re-take the photo or video.

Adding Content to Your Wiki – Editing the centre circle

Your Wiki is automatically created with one centre circle section, which shows the Rix Wiki logo as a default image and the word 'About' as the default text.
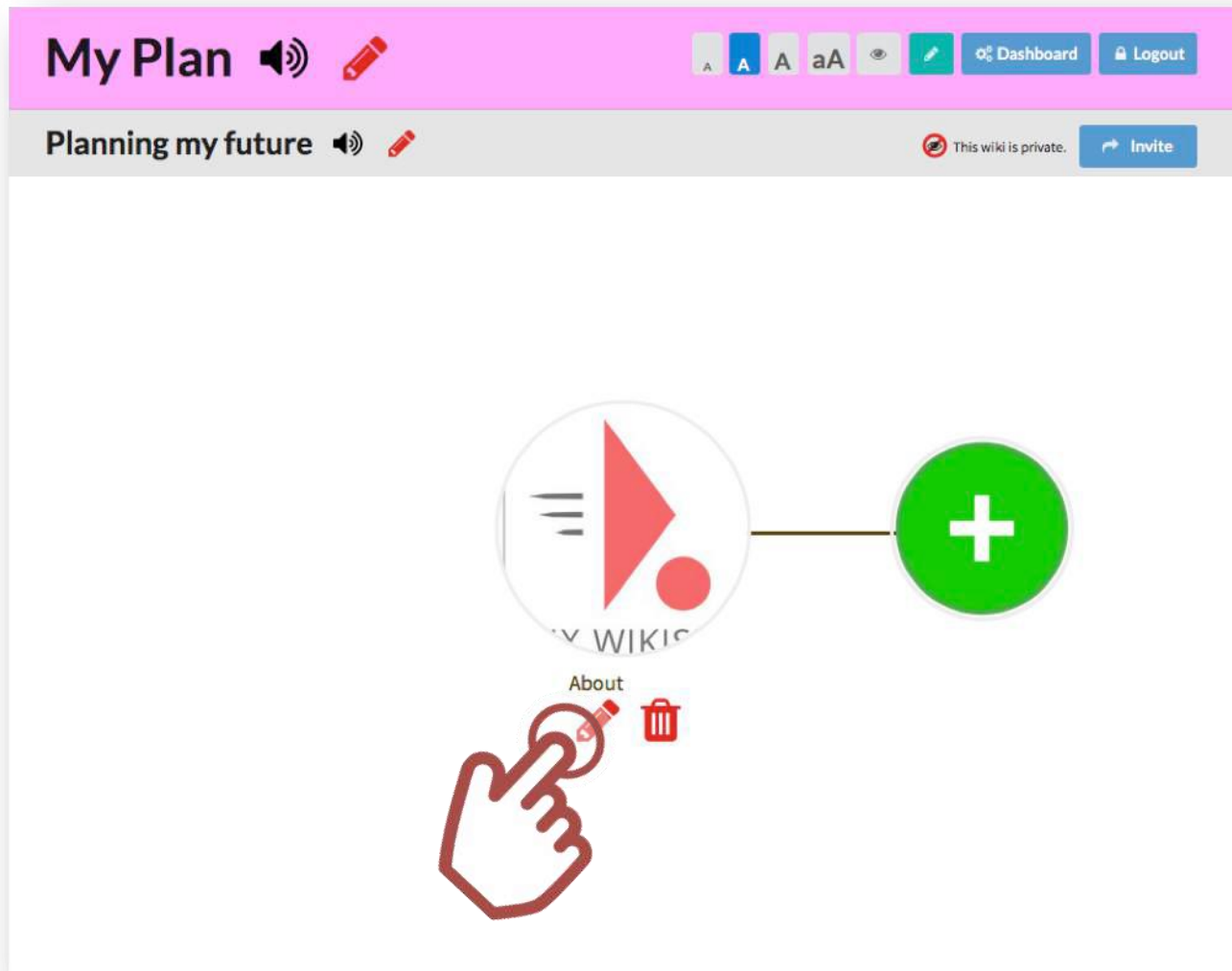
Click on the pencil icon to change the image and words for the centre circle.

You can also add a sound file to go with the image in the centre circle.

My Plan 🔊

About

Edit Page

Picture *

Choose File...

Rotate

Title *

About ❓

Audio

Choose File... Nothing uploaded ❓

Cancel or Save
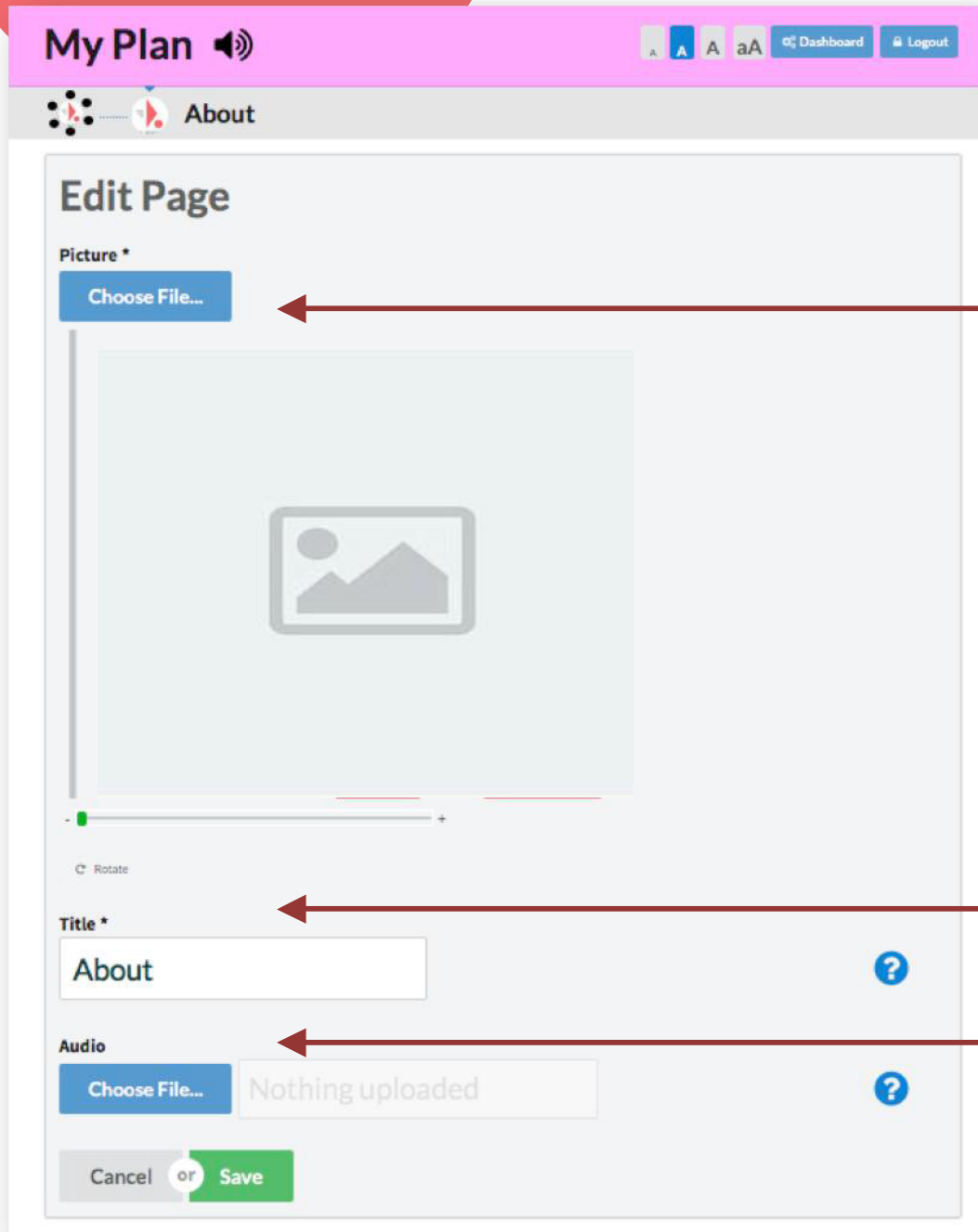
To change the picture in the centre circle click 'Choose File'.

Upload the picture that you want to use (see pages 13 to 16).

You can use the Adjust Picture tools to make your picture look better. You can rotate, resize and crop your picture (see page 40). This picture will appear in a circle, so you should use these tools to make sure that the part of the picture you like best appears in the middle of the circle.

The words you put here will appear under the centre circle on your Wiki home page.

You can upload an audio file here. The sound will appear underneath the centre circle on your Wiki home page.

My Plan 🔊

A **A** A aA ⚙ Dashboard 🔒 Logout

⋮⋮ ⋯⋯ 🔊 About

Edit Page

Picture *

Choose File...

− ●————————————— +

↻ Rotate

Title *

| My Future | | ❓ |

Audio

Choose File... | My Plan.mp3 | ❓ |

Cancel **or** Save

When you have added your picture and your words and added your sound file – Click the green 'Save' button.

Here's how the new content will actually look on your home page:

My Plan 🔊

A **A** A aA 👁 ✏ ⚙ 🔒

Planning my future 🔊

My Future 🔊

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Adding Content to Your Wiki – Making a page

As soon as you have added your picture to the centre circle (see page 17) you will be prompted to create your first page. This is the first page of your centre section.
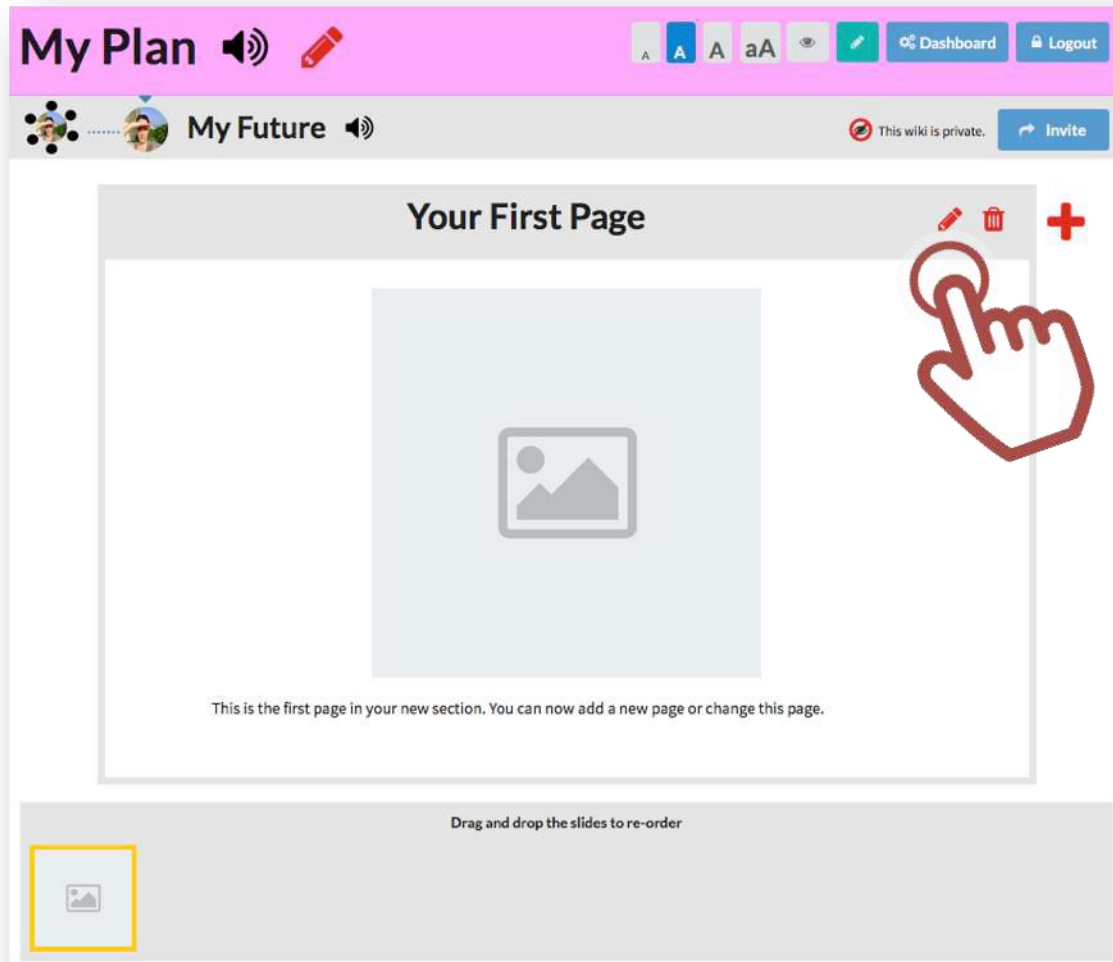
Now you will see the first page of the centre section. The page shows a placeholder picture and some default text.

To change the picture and text on the page click the pencil icon.

My Plan 🔊

A **A** A aA ⚙ Dashboard 🔒 Logout

My Future 🔊

Edit Page: Your First Page

Choose what you want to change

Picture 📷   Words ✏

Choose what you want to add

Sound 🔊   Link 🔗   File 📄

Cancel
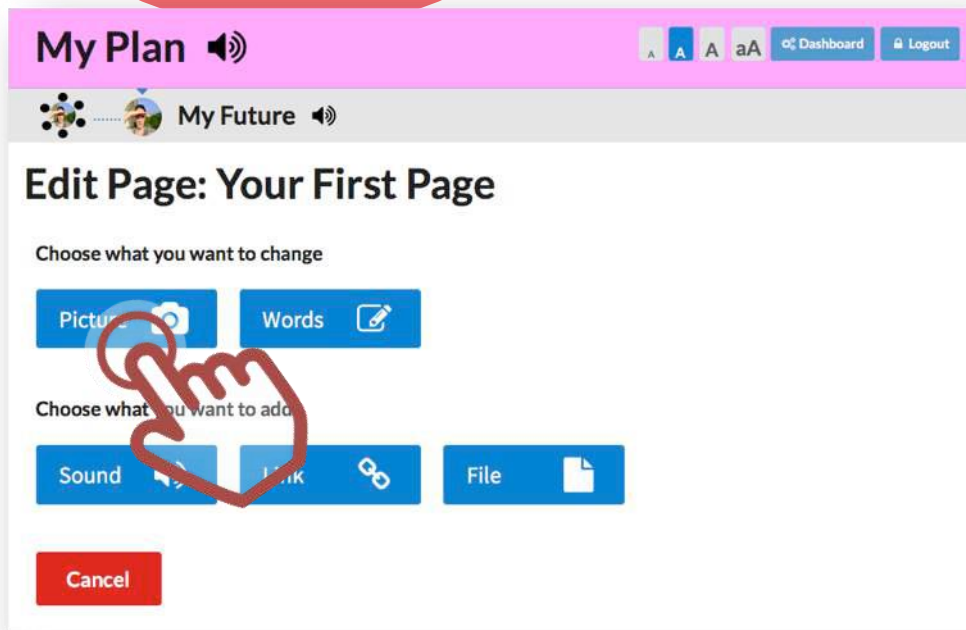
Follow the instructions on the page and choose what you want to change.

It is usually best to start by changing the picture. To do this, click the 'Picture' button.

Edit Page: Your First Page

Picture *

Choose File...

Label *

Your First Page

Cancel or Finish

You will now be asked to choose a file and label your image.

Click 'Choose File' and upload the picture that you would like to use (see)

Now add a label to the picture. The label helps anyone who is viewing your Wiki using a screen-reader to understand what the picture looks like.

In the 'Label' field you should add a description of your picture. Say what it is. For example, if it is a picture of a brown dog you could add the label 'brown dog'.

My Plan 🔊

A A A aA ⚙ Dashboard 🔒 Logout

My Future 🔊

Edit Page: Your First Page

Picture *

Choose File...

– ▮ ——————— +

↻ Rotate

Label *

houses reflected in a lake

Cancel or Finish

When you have added your picture and label, click the green 'Finish' button.

22

Your picture is now displayed on your page.

The label has been added above the picture as the default title.

You should change the title to something more meaningful. Click the pencil icon to edit the page and change the words (see).

Adding Content to Your Wiki – Editing a Page
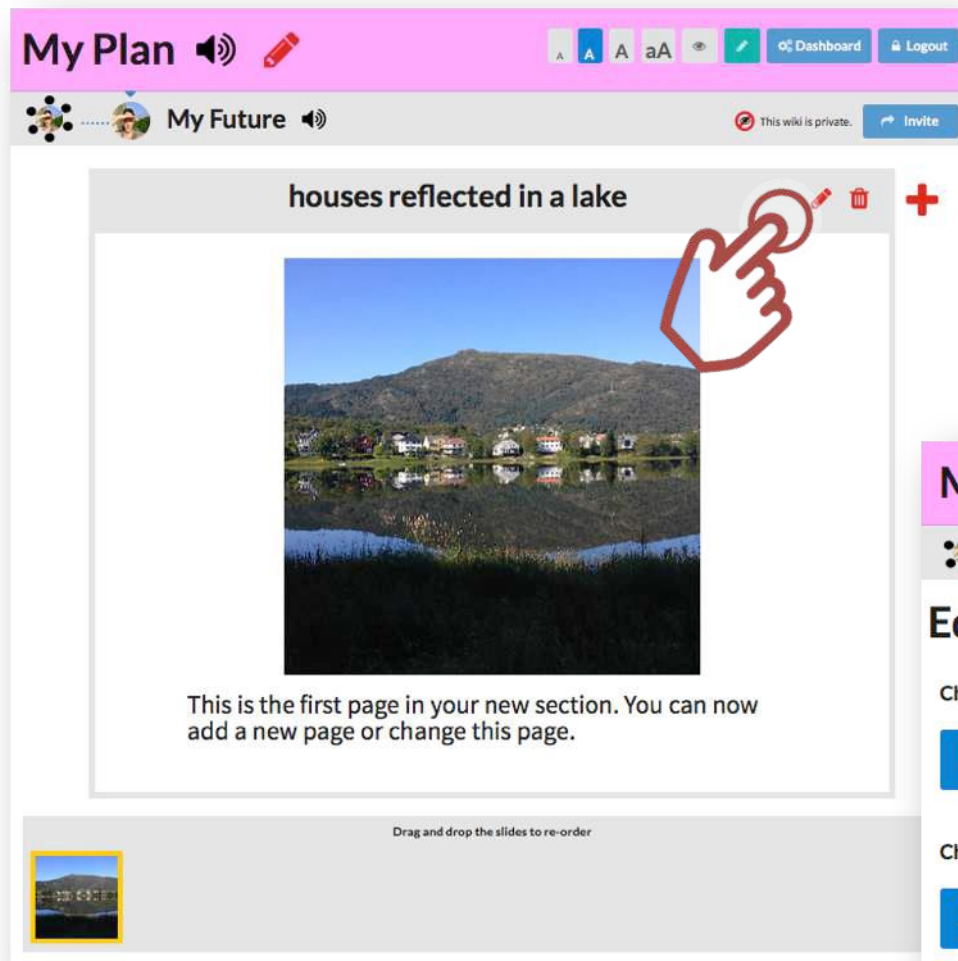
To change anything on a page, always click the pencil icon. This will bring up the 'Edit Page' menu.

You can choose to change your picture and add or edit words (page 25), sound (page 26), links (page 27) and files (page 29). Click on the button for the type of content you want to add or change.
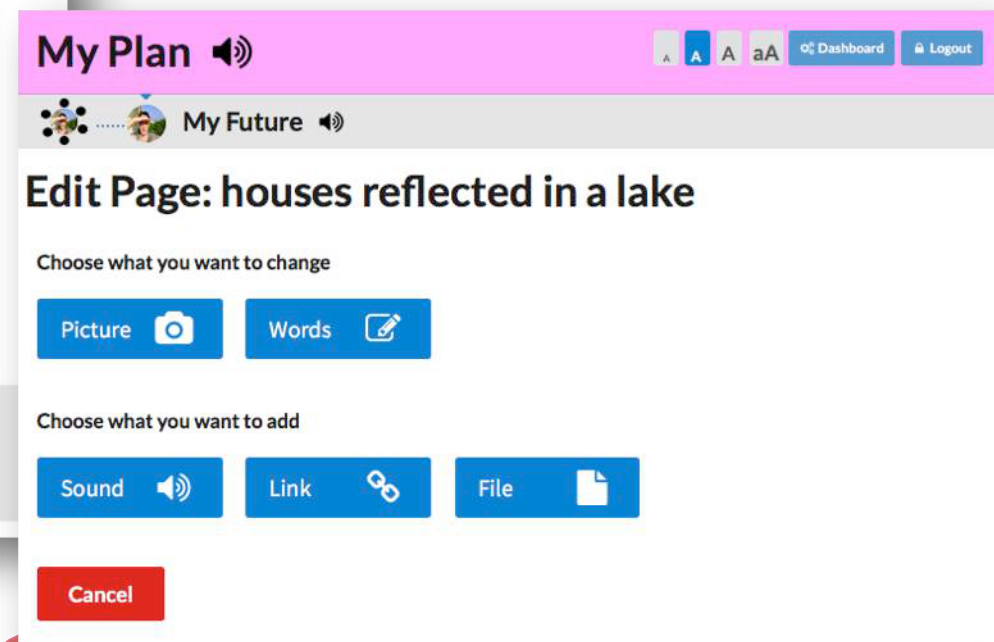
Adding Content to Your Wiki – Editing a Page: Words

Click the pencil icon on the page you want to edit and then click the 'Words' button on the Edit Page menu.

Edit Page: houses reflected in a lake

Change Words

Title *

My Dream Holiday

Words to go under the Picture

In the future I would like to go on holiday to Norway. I would like to plan how to make this happen for me.

Cancel or Finish

In the 'Title' field add a meaningful title.

Add words to go with your picture or video in the box underneath the picture. Click 'Finish'

The title and words are now displayed on your page.

My Dream Holiday

In the future I would like to go on holiday to Norway. I would like to plan how to make this happen for me.

Adding Content to Your Wiki – Editing a Page: Sound

Click the pencil icon on the page you want to edit and then click the 'Sound' button on the Edit Page menu. You can use MP3 or MP4 sound files.
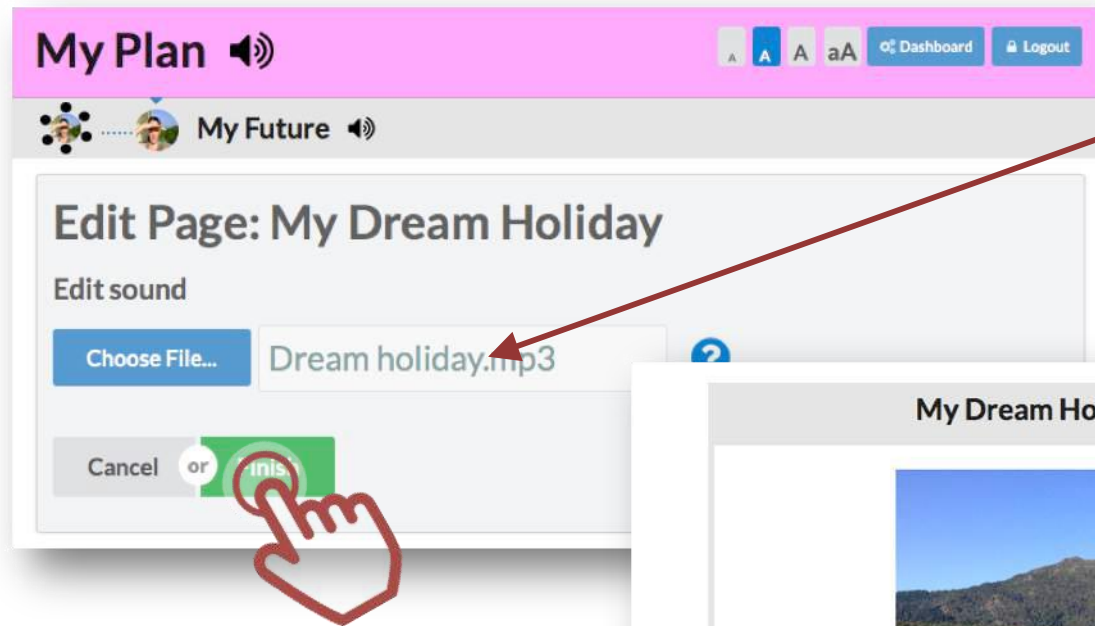
Click 'Choose File', browse your computer or device for the sound file that you would like to use (see) and then click 'Finish'.

A sound icon will now appear next to your page title.

Please Note: ipad and iphone users cannot currently add sound files to their Wiki using these devices.

Adding Content to Your Wiki – Editing a Page: Links

Click the pencil icon on the page you want to edit and then click the 'Links' button on the Edit Page menu.

Edit Page: My Dream Holiday

Add a link

Link	www.rixmedia.org
Name your Link	Rix Media Website
Easy read	

Delete

\+ Add Another

Cancel or Finish

Write a weblink in the 'Link' box.

Add an easy to understand name for your link in the 'Name your Link' box.

If the website you are linking to is Easy Read, move the slider to blue. If not, leave the slider on red.

Click 'Add Another' if you want more than web link on your page.

My Dream Holiday 🔊

✏️ 🗑️ ➕

In the future I would like to go on holiday to Norway. I would like to plan how to make this happen for me.

🔗 Rix Media Website 🗑️

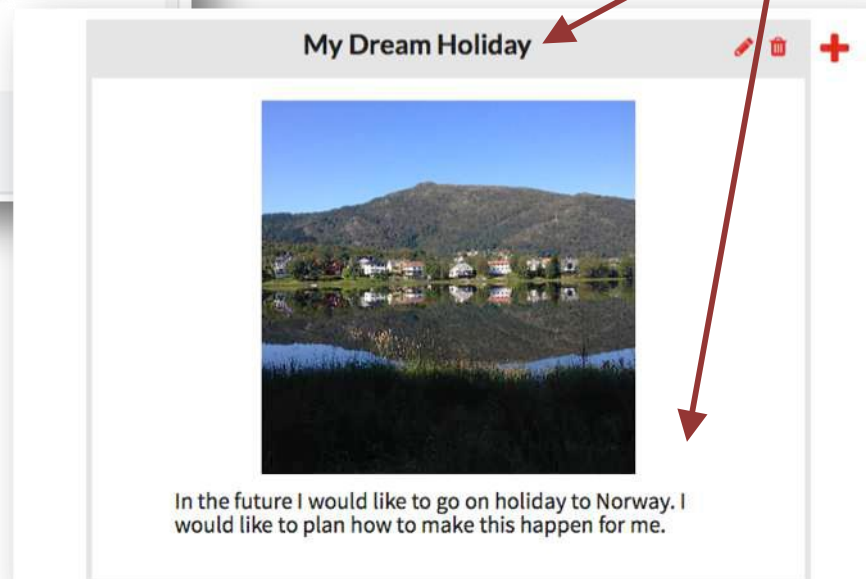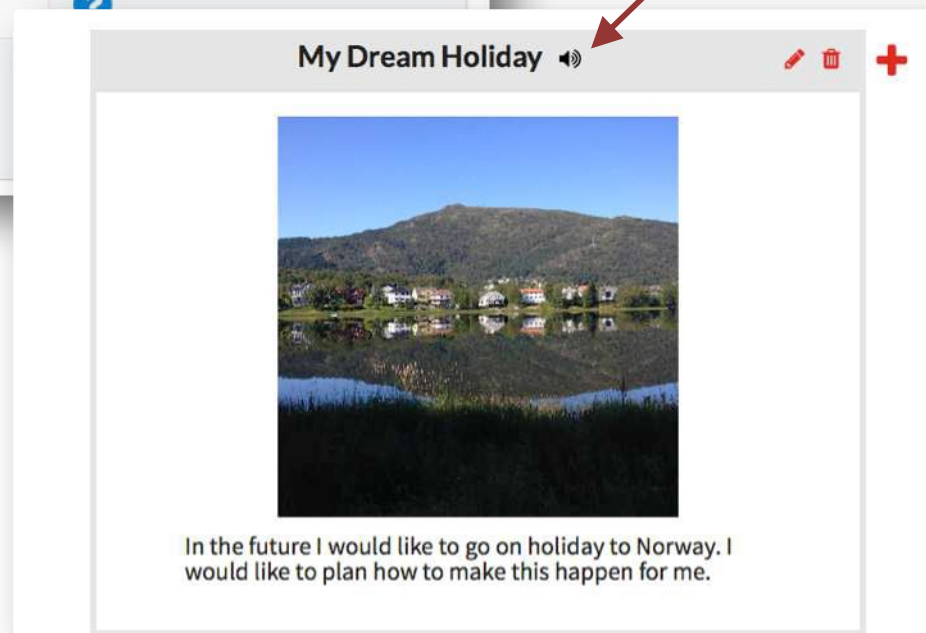Your weblink is now displayed at the bottom of the page.

Adding Content to Your Wiki – Editing a Page: Files

Click the pencil icon on the page you want to edit and then click the 'Files' button on the Edit Page menu. You can attach the following file types to your page: Word documents, PDFs, PowerPoint presentations, Excel spreadsheets and all other common file types.

Edit Page: My Dream Holiday

Edit a File

File   **Choose File...**

booking form 2014 1.pdf

Name your File   **Holiday Brouchure**

Delete 🗑

+ Add Another

Cancel   or   Finish

Click 'Choose File' and browse your computer or device for the file you want to use (see page 13).

Add an easy to understand name for your file.

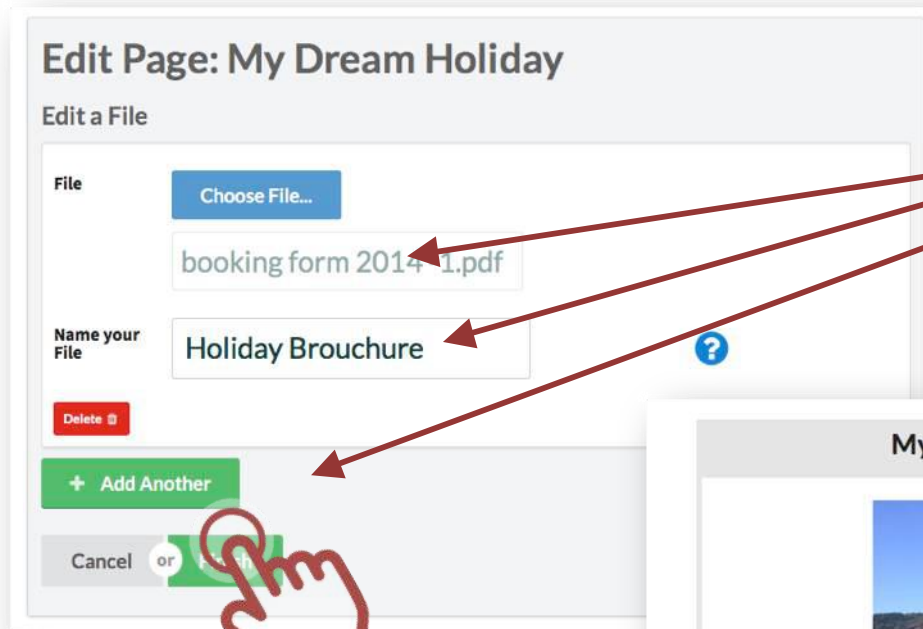Click 'Add Another' if you want to attach more files.

Click 'Finish'.

My Dream Holiday 🔊

In the future I would like to go on holiday to Norway I would like to plan how to make this happen for me.

🔗 Rix Media Website   🗑   📄 Holiday Brouchure   🗑
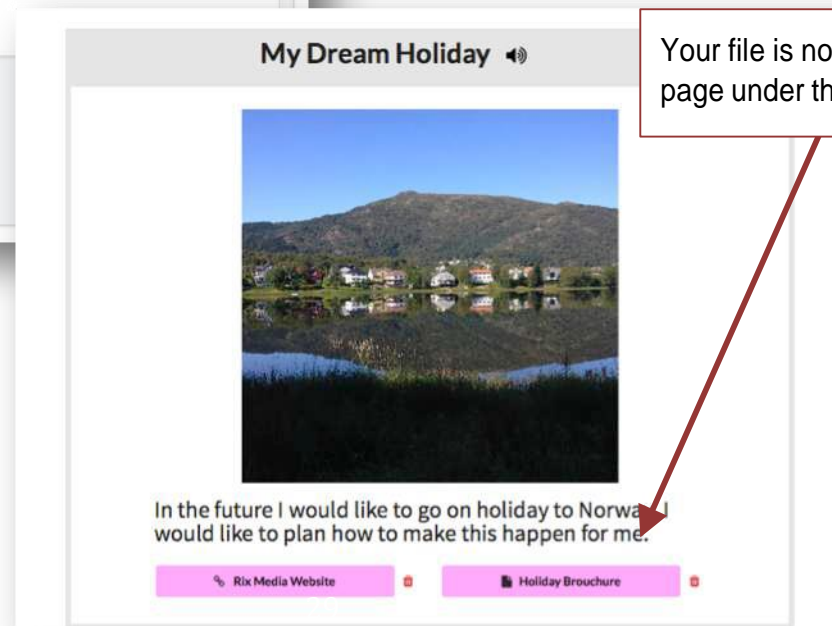
Your file is now displayed at the bottom of the page under the words.

Adding Content to Your Wiki – Adding a new page

You can add as many new pages to a section as you want. They can be picture pages (like the one shown below), video pages or map pages. You can add words, sound, links and files to all of these types of page.
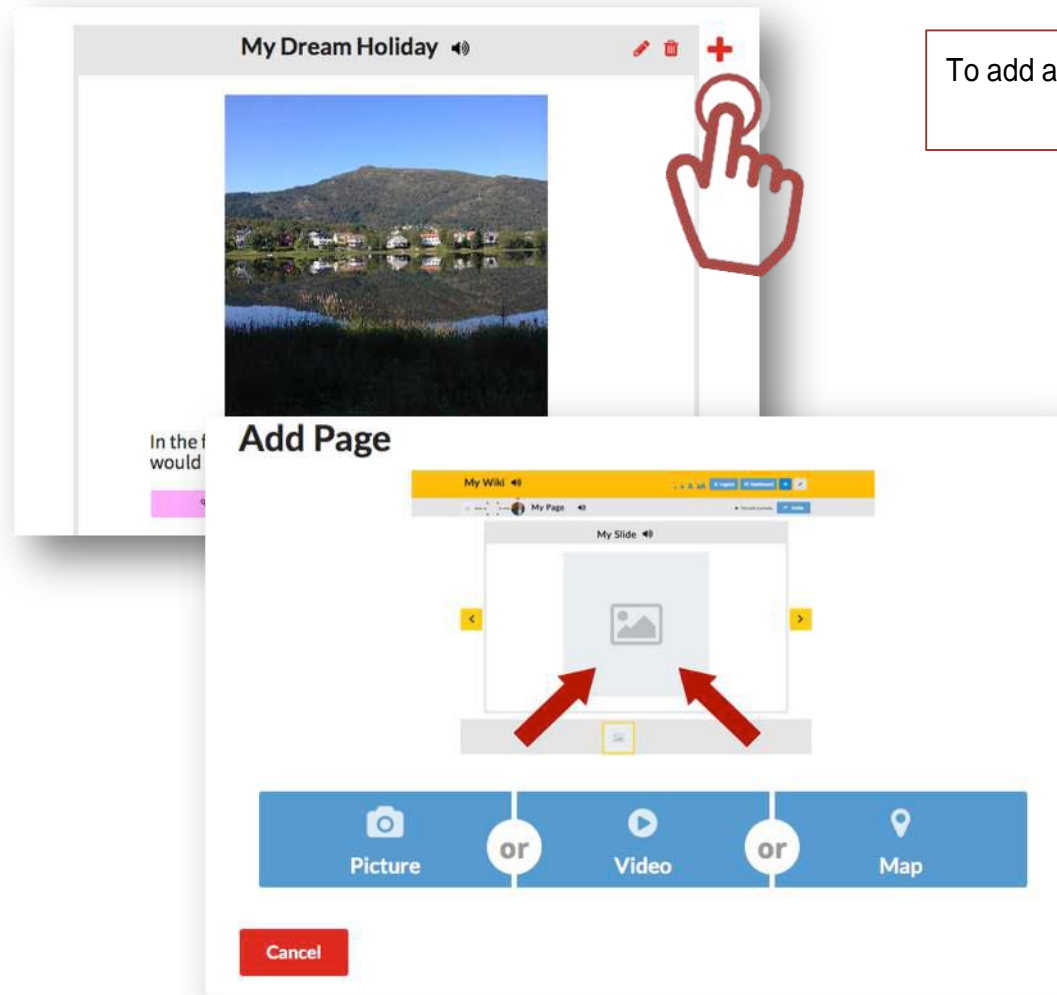
To add a new page to a section click the plus icon.

Then on the 'Add Page' screen choose the type of page you want: Picture (page 13), Video (page 31) or Map (page 34)

Adding Content to Your Wiki – Making a video page

Click 'Video' on the 'Add Page' screen.

Choose whether you want to upload your own video clip, or if you want add a Youtube video clip or a Vimeo video clip ().
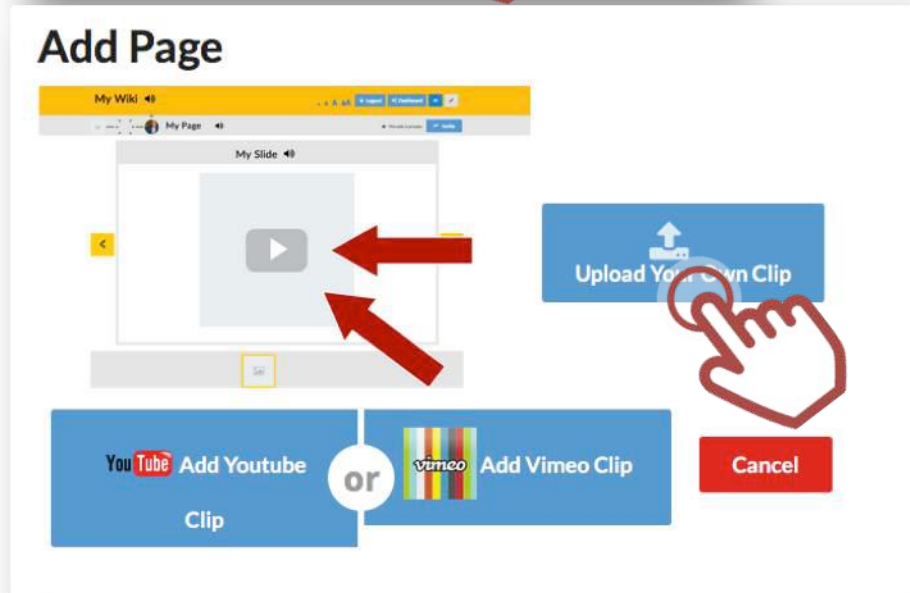
Tip – If you are uploading your own video clip make sure that it is…

- No more than 2 minutes long

Add a Video

Video *

Choose File... | Istanbul Cats.m4v

Title *

Istanbul

Cancel or Finish or Next

Add Words

Title *

Istanbul

Words to go under the Video

I visited Istanbul. I would like to go back one day.

Cancel or Back or Finish or Next

Istanbul

Processing Video

I visited Istanbul. I would like to back one day.

Drag and drop the slides to re-order

Browse your computer for the video file you want to use.

Add a title for your video page

If you want to just add the video click 'Finish'. If want to add words under your video click 'Next'. Then add your words in the box.

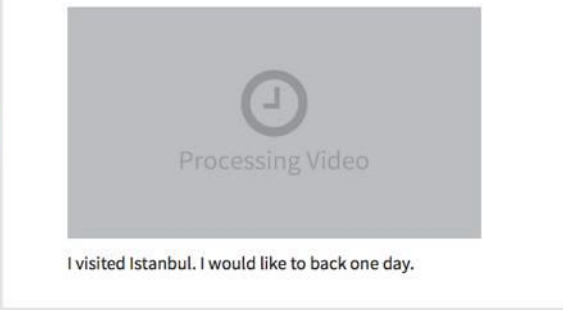Keep clicking 'Next' if you want to continue adding sound, links and files to your video page

Once you click 'Finish' your video will show on your page as processing.

Be patient, your video may take a few minutes to upload.

Add a Youtube Video

Add a link from *

Youtube 🔗

Select a video from RixCentre1 channel.

RIX Promo Film

Sharing Shane's Wiki

APEX and the Singing Neurons London Tour 2014

RIX Wikis at Swiss Cottage Roadmap for Life Conference

Mental Capacity Act Using The Key Principles In Care Planning

Title *

Cancel or **Finish** or **Next**

If you choose to add a YouTube or Vimeo video you will see a page like this.

If the YouTube account has videos uploaded to it you will see a selection of the videos here.

You can choose one of the videos shown, or you can paste a link for a YouTube video into the box.

Tip – Make sure that a valid YouTube or Vimeo username has been added to your Wiki Settings (see page 11), otherwise you won't be able to add a YouTube or Vimeo video to your Wiki.
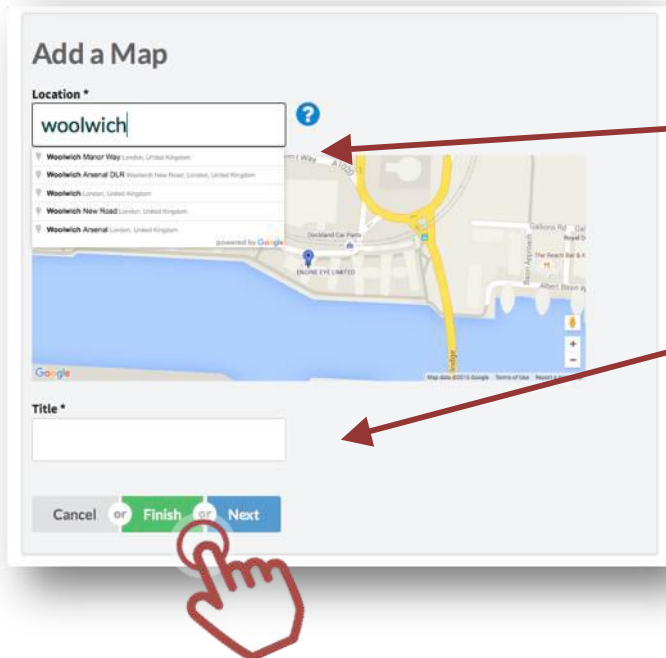
Now add a title for your video page.

If you want to just add the video click 'Finish'. If want to add words, sound, links or files to your video page keep clicking 'Next'.

Adding Content to Your Wiki – Making a map page

Click 'Map' on the 'Add Page' screen.

Type the name of the place that you want to show a map of.

As you type a list of suggested locations will appear…choose the location you want from the list.

Write a meaningful title in the 'Title' box.

If you want to just add the map click 'Finish'.

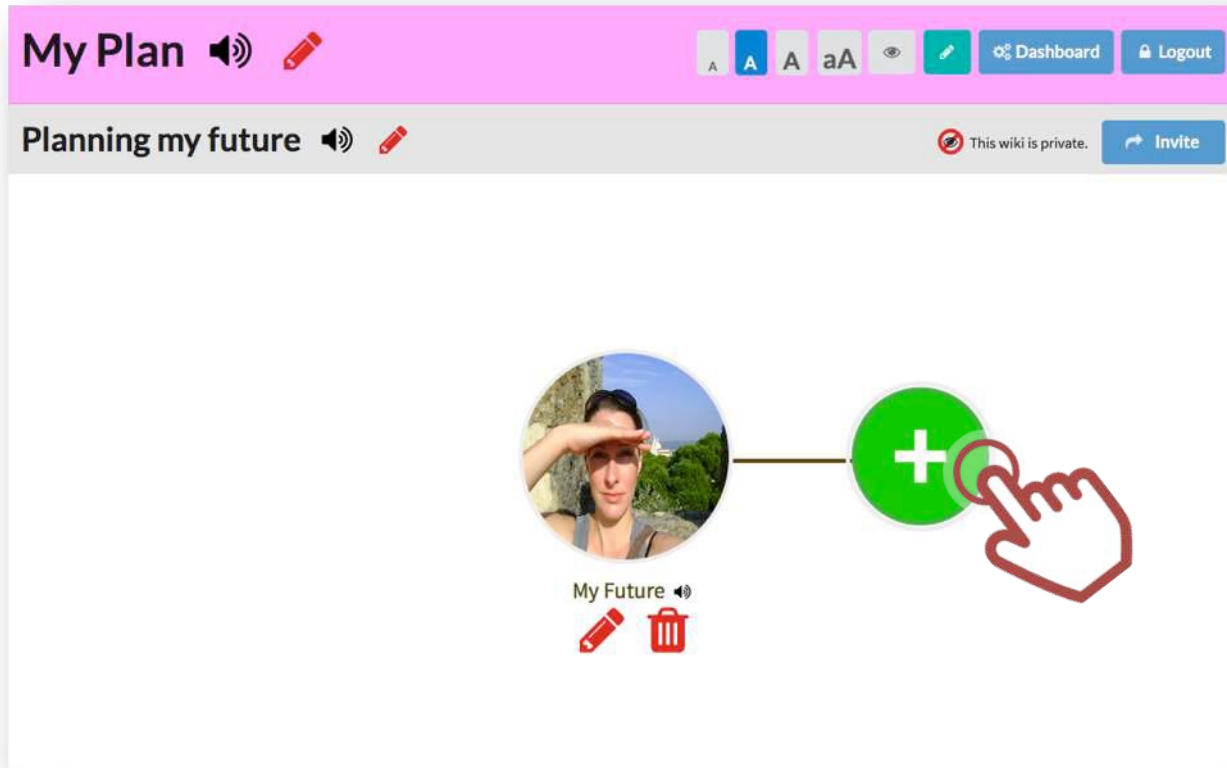If want to add words, sound, links or files to your video page, keep clicking 'Next'.
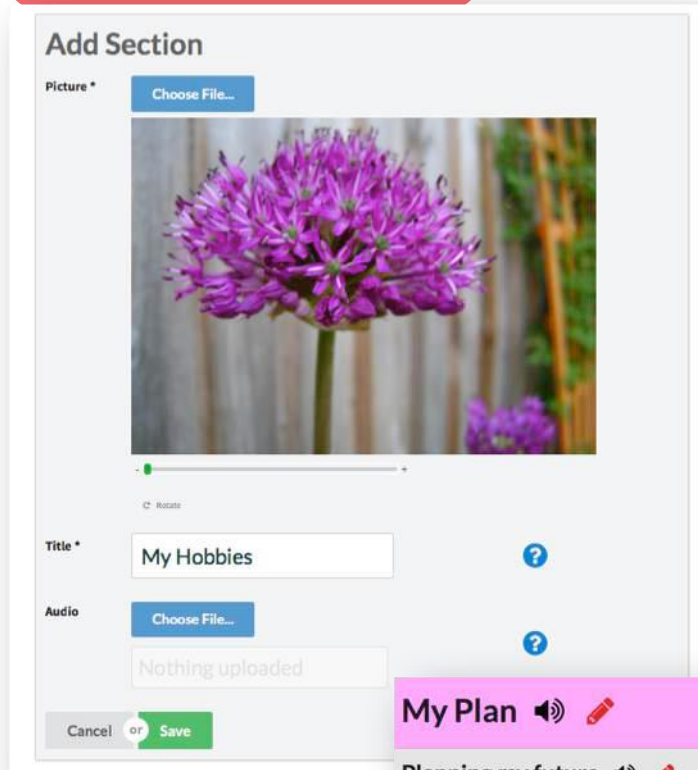
Your finished map page will look like this.

Adding a New Section

On your Wiki Home page click the green plus icon to add a new section.

Add Section

Picture *   [Choose File...]

– ● ———— +

↻ Rotate

Title *   My Hobbies   ❓

Audio   [Choose File...]   ❓

Nothing uploaded
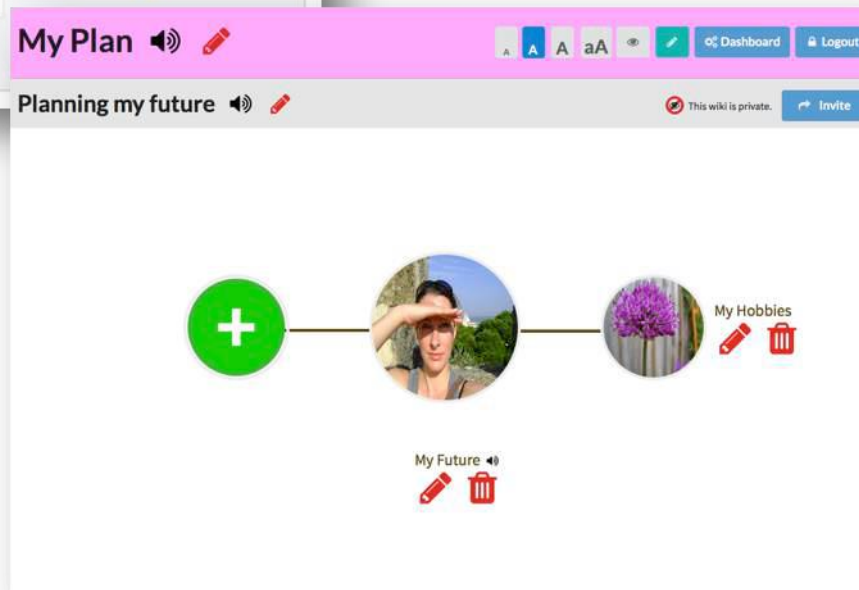
Cancel   or   **Save**

Now on the 'Add Section' page choose or take the picture that you want to use.

Give your section a meaningful title.

Add a sound file to go with the section.

Click 'Save'

My Plan 🔊 ✏️   A **A** A aA 👁 ✏️   ⚙ Dashboard   🔒 Logout

Planning my future 🔊 ✏️   🚫 This wiki is private.   ➔ Invite

My Hobbies
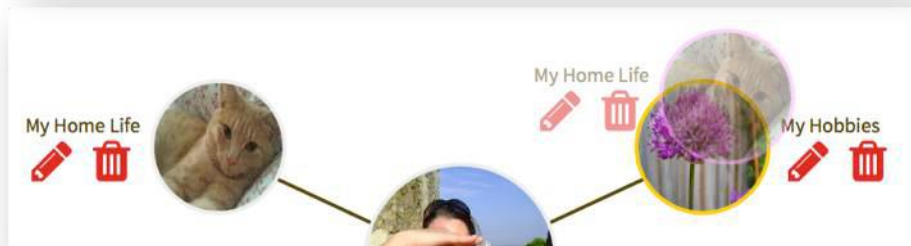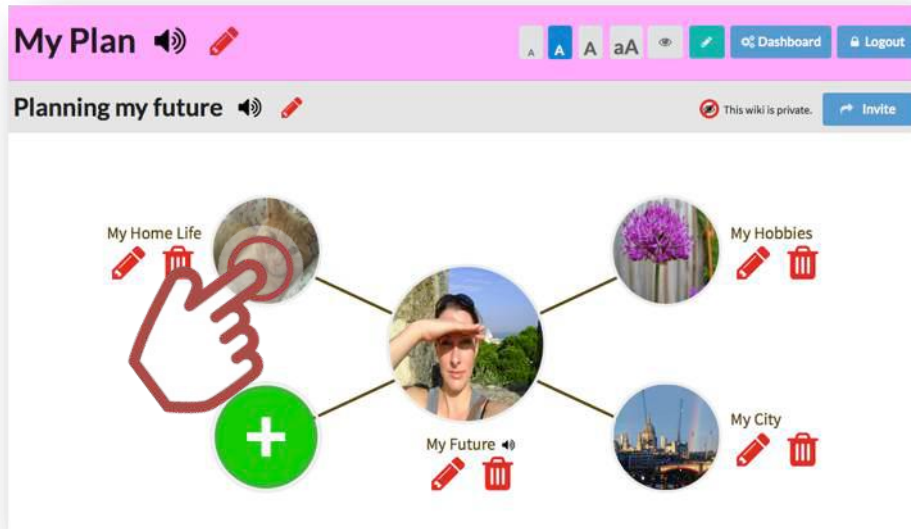✏️ 🗑

My Future 🔊
✏️ 🗑

Your new section will appear on your Wiki Home page.

You can make up to six sections in addition to the centre circle section.

Just click the green plus icon to add more sections.

For guidance on adding pages to your new section see page 30

Re-organising circle sections

Once you have two or more you can re-organise the circle sections on your home page at any time.

To re-organise the sections click on the section that you want to move.

Hold the button and drag the circle to hover above the other circle you want to move it to, then let go.

The section you dragged will swap places with the other section.

Reorganising Pages

You can change the order of your page slides at any time.

Just click on the slide you want to move, hold your finger down and drag the slide to the place you want it to be.

Using the Adjust Picture Tools

In your Wiki Settings Control Panel you can switch on Adjust Picture tools

If Adjust Picture tools are switched on it means that whenever you upload a picture to your Wiki, you will be able to adjust the picture to make it look better.

You can click and drag a picture to re-position it within the square frame, so that the part you want is displayed, like in the above example.

You can zoom into a picture using the slider so that the part you want is more clearly displayed in the square frame.

In the example above the picture has been zoomed into and then clicked and dragged so that the baby fills the frame.

Picture *

Choose File...

C Rotate

Picture *

Choose File...

C Rotate

You can also rotate a picture so that it appears the way you want it to. Just click the 'Rotate' button.

Sharing Your Wiki – Using the invite feature

You can share your private Wiki with family, teachers, professionals and even friends by using the Invite feature. The Invite feature lets you invite people to see your whole Wiki, or just the parts of your Wiki that you want them to see.

People you invite will only be able to see your Wiki, they will not see the editing functions or symbols. They will not be able to change your Wiki. You can remove their access to your Wiki at any time in the Wiki Control Panel (see page 6)
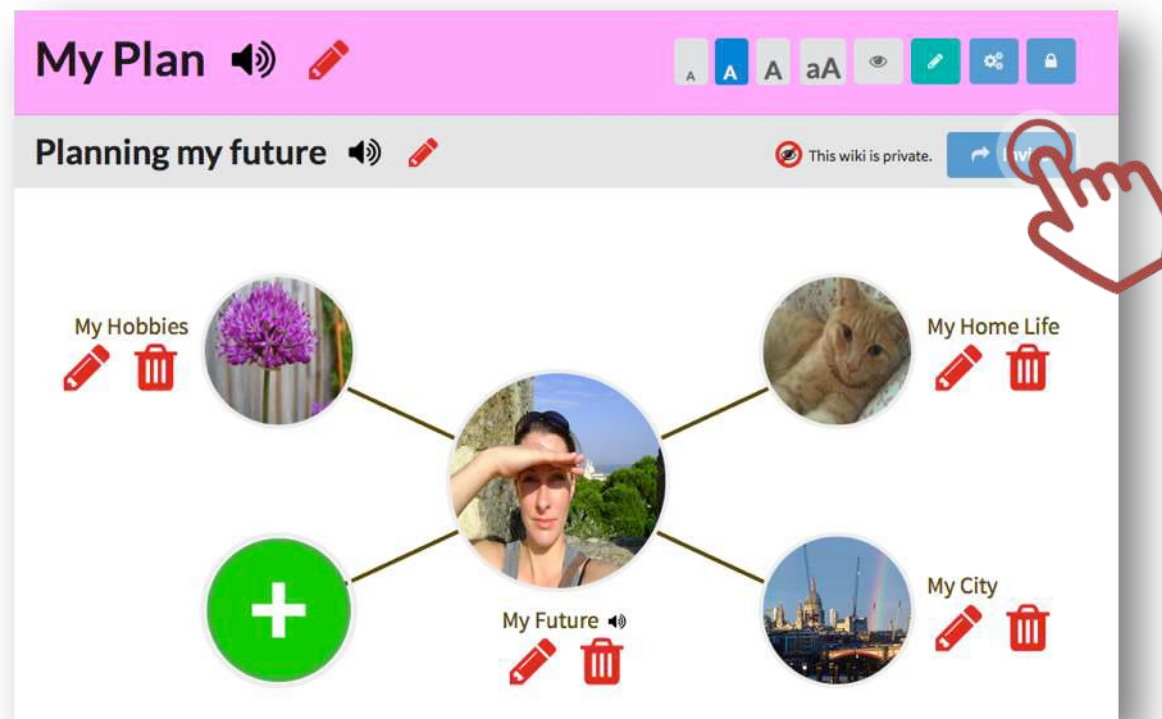
To use the Invite feature, click the 'Invite' button, which appears on every page of your Wiki.

Invite to Wiki

Use this form to invite someone to view your wiki. They will be notified via email.

Email *

My Plan ☐

Section: My Future ☑

Page: Istanbul ☐

Page: Woolwich Station ☐

Page: Cat ☐

Page: My Dream Holiday ☑

Document: 📄 Holiday Brochure ☑

Link: 🔗 Rix Media Website ☐

Section: My Hobbies ☐

Page: Your First Page ☐

Section: My Home Life ☑

Page: Your First Page ☑

Section: My City ☐

Page: Your First Page ☐

Cancel or Save

Write the email of the person you want to invite.

Now click the boxes next to the parts of the Wiki that you want them to see.
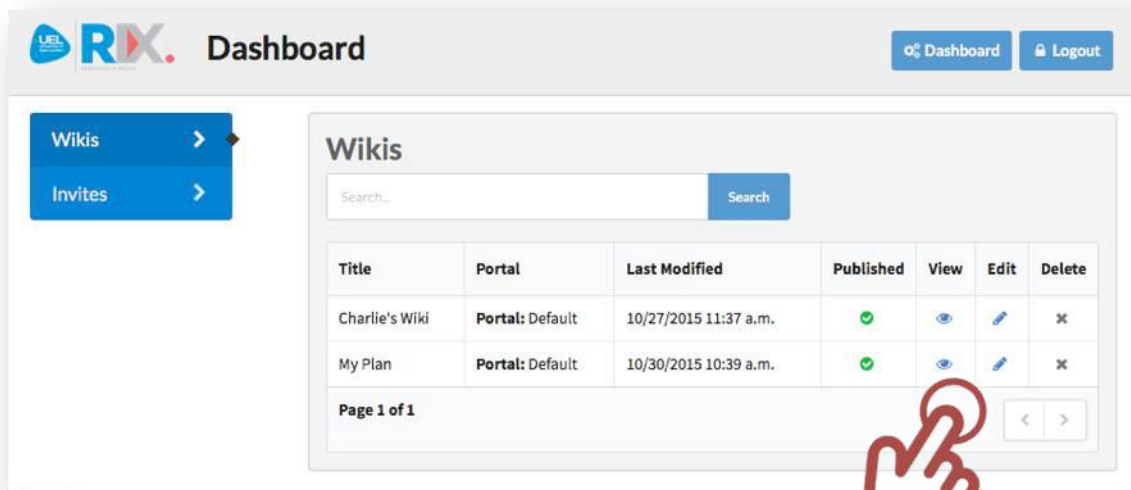
When you are ready click 'Save'.

The person you have invited will be sent an automatic email telling them how to login and see your Wiki.

Tip – You can quickly see and manage who the list of people you have invited in your Wiki Control Panel (see)

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Your Wiki Dashboard
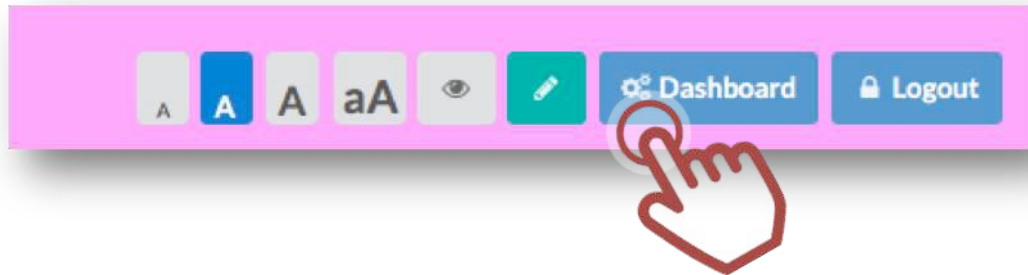
Click the 'Dashboard' button at the top of your Wiki to access your RIX Wiki dashboard.

On the Wikis tab you will see a list of all the Wikis that you own.

You can instantly visit any of your Wikis by clicking the blue eye icon next to that Wiki in the list.

You can go directly to the Wiki Control Panel of any of your Wikis by clicking the blue pencil icon next to that Wiki in the list.

On the Invites tab you will see a list of all the other people's Wikis you have been invited to see.

You can instantly visit any of these Wikis by clicking the blue eye icon next to that Wiki in the list.