CITIZEN ACT
Wikiblog tutorial

Access to my wikiblog

If you don't have your private login and password, you will receive it soon. If you don't have it even if the game has started, please send us an email at citizen.act@socgen.com.

To connect to your wikiblog:
- Click on "Restricted Area" on the top of your wiki,
- Enter the same email used when you validated your participation to the game,
- The password will be sent to you.
- Click on ok to connect

You have now access to everything, now you can:
- Create, modify or delete sections and pages
- Create content in every pages
- Organize your work
- Post comments
- Manage people
- Post news

Please note that anyone can access to your wikiblog if you give them the URL address of your wiki. They will be able only to leave comments!

Do not forget to download your promo pack under the administration panel!

How is my wikiblog structured?

Your wikiblog is categorized by **sections**, then by **pages**. The number of sections is unlimited, so as the number of pages under a section.

Create sections and pages
Click on the "add section" button or add a page to a section by clicking on "add page". Be careful, there is one add page button per section, do not mistake it.

Organize your work
For example, you can move a page up or down in a section by clicking on the little up/down black arrows. The way of doing this is the same for sections.

Move a page from one section to another
To do so, click on the circle arrows before a page title, select the new section and click "ok" to validate your modification.

Change the section and page title
You just have to click on the section title situated on the left part of your wikiblog, change the title, then click on modify. To change a page title, click on the title, change it and click modify. It is very easy!

Delete a page or a section
You only have to click on the "delete section" or "delete page" button to do that. Please note that you can restore a page within the history option (we explain this point below)

Write on my wikiblog

Every page has two content boxes:
- The **"let's talk about it"** box
- The **"wiki"** or **"project"** box

The **"let's talk about it"** (LTAI) box is here for you to motivate people on leaving comments. It can be used to introduce a new page or just to make people react.

The **"wiki"** box is where the real thing starts. You will use this space to write your CITIZEN ACT from A to Z. Every page can store text, pictures, files and videos.

Write something
To write something, either on the LTAI or wiki box, you just have to double click on the text. A WYSIWYG (what you see is what you get) text box opens; this is where you can enter your text. When you are done modifying a page, click "save" and your page is saved!

Change the text format
To change your text into bold, italic or underline, select the word or sentence or paragraph, then click on B, I o U. It's as easy as in Office.

Insert a link
To insert a link, select the text to be linked, then click on the little chain button.
- Link URL: type your address here, do not forget the ***http://***
- Target : if you want your link to open a new window or not, select this option
- Title: if you want to give a title to your link, it will be here. It is not very useful in a private wikiblog, so you will never use it.

Delete a text format or a link
Select the text to be modified, and then click again on the button to delete the effect.

Insert a picture

If your picture is already stored **somewhere on Internet**, follow this way of doing:

- Put the cursor where you want the picture to be
- Click on the little tree button

- On the “image URL”, you will copy and paste the picture address (for example, like http://www.citizenact.com/mypicture.gif)
- Give it a description
- Align it
- Change its dimension if needed (basically, the largest picture has to be around 350 pixels wide, otherwise your wikiblog appearance will be crushed in an instant)
- Border, vertical space and horizontal space are disabled for now
- Click on “insert”
- Click “ok”
- The picture is in your wikiblog

If your picture is **on your computer**, you will have to upload it first.

- At the bottom of your page, click “upload a picture”
- Select the file on your computer
- Click “ok” to upload the picture
- The wikiblog will give you the picture URL to be used in the process above (it will look like this: images_folder/IMG_2654bis.jpg). Use this address to insert a picture.

Please note that the maximum picture size is 100kb and the maximum should be 425 pixels.

Insert a video

You can only insert a video from video sharing platforms like Youtube or Dailymotion. It is impossible to upload a video.

- Get the “embed code” of the video. Every video has one, it should look like this (on Youtube for this one) :

```
<object width="425" height="355"><param name="movie"
value="http://www.youtube.com/v/dMH0bHeiRNg&rel=1"></param><param
name="wmode" value="transparent"></param><embed
src="http://www.youtube.com/v/dMH0bHeiRNg&rel=1" type="application/x-shockwave-
flash" wmode="transparent" width="425" height="355"></embed></object>
```

- At the bottom of the page, click on “insert a video”
- Paste the code
- Click “insert”
- The video will be screened at the bottom of the page

Upload a file
To upload a file, click on “select a file” at the bottom of the page, find your file, then click on “upload”. The file will be accessible at the bottom of the very bottom of the wiki content (after the videos)

Manage people on my wikiblog

There are four kinds of people to use your wikiblog:

- you, with your **administrator access,**
- **people leaving comments** only,
- **people looking at the wikiblog,**
- and **people invited to write directly** on your wikiblog. They are called editors.

To invite those people to be editors

- Click on the “administration panel” button located before the last comments
- In the text box, fill you friend last name, first name, their email, and create a password
- Click on “promote” to send them an email with the login information

To remove an editor
Just click on “remove editor”, so this people will never be able to use the logins sent to him.

Manage comments

- Comments can be hidden by clicking on “hide”. This will change the comment to offline, so you will be **the only one to see it**.
- Comments can be deleted by clicking on “delete”. Please note that a deleted comment is deleted forever and **cannot be restored**.
- Comments can also be edited by clicking on “edit”.

How to restore a page?
If someone deletes a page unintentionally, you can restore it by clicking on the “history” link next to the page title:

- Click on “view deleted page” and click “restore”.
- You will have to give your authorisation do to so, so click on “ok” then.
- The last page has been restored. Note that if you restore a page that contains modifications only the very last one can still be restored.

Still need help?

Write us an email at citizen.act@socgen.com