

OPM Federal Training and Development Wiki Quick Reference Guide

Introduction

The [OPM Federal Training and Development Wiki](#) is a collaborative website for government training professionals and managers. The wiki is a general resource for those interested in learning more or sharing what they know about training and development topics like mentoring, coaching, low cost training, training evaluation and other related training areas. Only individuals with a valid “.gov”, “.mil” or “.si.edu” domain can register as a wiki user. All users are encouraged to provide comments, thus making the wiki a “living” and ever-evolving resource. This quick reference guide will give you general guidance on user registration, subscribing, editing and posting content to the wiki.

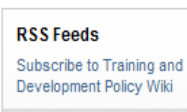
Users

There are 2 groups of individuals with access to the wiki-- users and guests.

- **Wiki Users**
 - May view wiki pages and post content, edit, and comment directly onto the wiki;
 - May subscribe to the wiki to receive periodic updates;
 - May perform other functions within the wiki (e.g. set preferences, upload documents).
- **Wiki Guests**
 - Cannot post content, edit or comment directly onto the wiki;
 - Can subscribe to the wiki in order to receive periodic updates and to view and print wiki content.

Subscribing

Anyone can subscribe to the wiki and receive periodic updates. To subscribe, click on the



“[Subscribe to Training and Development Policy Wiki](#)” link on the left navigation and follow the instructions. In case you get HTML code when subscribing, you can either install a third party reader or use [Google](#) reader.

Registering

To register, click on the “[create one](#)” link in the “**Sign In**” box on the bottom left of the navigation. Fill in all the information on the “**New User Sign-Up page**” then click

 A screenshot of a "Sign In" form. It has two input fields: "Username:" and "Password:". Below the fields is a "Login" button. Underneath the button is a link for "Forgot Password?". At the bottom of the form, it says "If you do not have an account, [create one.](#)".

“**Create Account**”.

Editing

You must be a wiki user and logged in to edit content. At the bottom of every page is an



“**Edit this page**” tab (this is only visible if you are logged in), that allows you to edit the content of the page you are on. If you add information or make corrections to content, please provide references where appropriate. We highly recommend that you use **inline** references to make it easier for other editors and readers to verify the information you add or change. Also, make sure that the sources you use are trustworthy and authoritative. Please

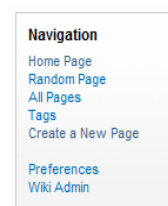
disregard anything below the  “save” bar on the editing page. We will provide instruction on this at a later date.

Commenting



The “**Discuss**” tab allows you to comment on a page. Commenting is restricted to registered users.

Creating new content



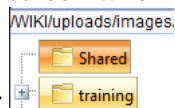
Users may also create a new wiki page by clicking “Create a new page” in the left navigation. You only need to populate the title field and the content. We recommend you create the document within the wiki (as opposed to cutting and pasting from word) and “save and continue” your work as you go. *Anytime you are actively creating new content on a page in the wiki, the page you are working on is locked to other users. You must “save” then close the page*

or click the “cancel” button  in order to unlock it and make it available to other users. If you click “cancel” or close your browser window without first saving your work, any changes you have made will be lost.

Uploading an Image/Document/Media



Users may upload images, documents and media by clicking the appropriate icon in the content editor screen when creating a new page or editing a page. Please upload all files to

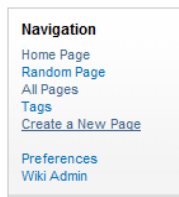


the “training” folder within the content manager. The “shared” folder is not yet accessible. You cannot upload files greater than 20 MB. Please send files greater than 20MB to www.hrdleadership@opm.gov and indicate “WIKI file” in the subject. We will upload the file into the “training” folder in the content manager and notify you when the upload is complete.

If you revise a file that is currently posted on the wiki, please give it a unique name when saving changes as the wiki is currently unable to track a revision history within documents.

Wiki Index

To view a list of all the pages within the wiki, click on the “All pages” link in the left navigation.



Tags

Tags are a way of categorizing information in the wiki. We currently are not using them but we will in the future as we create more pages.

Preferences

User preferences are only available to registered users. Use your user preferences to modify the overall look and feel of the wiki.

Print

Click the “Print”



button at the bottom of the page to print the content on the page.

History

The “History” tab provides a revision history of the page.