

SPOTDocs How To Guide: Part II: Creating and Editing Content in SPOTDocs

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SPOTDocs How To Guide - Creating and editing content

Description: How to use SPOTDocs to create, edit and share information.

Audience: All SPOTDocs users.

Welcome to SPOTDocs - we're glad you're here!

In Part II of the [How To Guidance](#) for SPOTDocs, learn how you can create and edit content on the wiki.

Create a new page

- Select the 'Create' button to the right of the page title to open the Create Page wizard.

SPOTDocs / QCUL / Collaborative Futures

Create Page

TITLE
Title of the new page
NewPage

LOCATION
Location in the page hierarchy where this new page will be created.
/ SPOTDocs / QCUL / Collaborative Futures /

TYPE
Select the kind of page that you want to create
Type to filter...


Default (1)
Blank page
Standard empty page


Templates (2)
CF Policy
Preferred title format: Policy or Best Practice Title (e.g. "Loan Period for Students") ver. X
Meetings
Preferred title format: YYYY-MM-DD [Group] Meeting

TERMINAL PAGE
Advanced: Create a terminal page instead. This type of page will not be able to have children and is generally used in applications, development or in older versions of XWiki.

Create Cancel

- Enter the desired title of the new page in the Title field. **A title is required to create a page.**
- Select the type of page that you want to create. The default is 'Blank page.'
 - Depending on the area of SPOTDocs you are in, there are options to select from page templates (e.g., Meeting minutes, Collaborative Future policies, or How To articles).
- Select the 'Create' button to be directed to your new page and start adding content.

 *When you create a new page, it will automatically be created as a child page of the current page you are on. Double check that you are in the desired location of the wiki when*

you create a new page. If you find that the new page is not located in the intended spot, there is an option in the  'Page Actions' menu (located to the right of the 'Create' button) to [move the page](#).

Naming conventions for page titles

The side-navigation menu lists pages alphabetically. At present, this is the default and cannot be changed. Pages that start with a number are ordered from smallest to largest. As a result, inconsistently applied naming conventions (E.g., '2023-02-03 Meeting' and 'Meeting notes for 2023-04-03') will impact how pages display in the navigation tree menu.

- For page titles:
 - Use specific and descriptive titles.
 - Include dates (YYYY-MM-DD) or years (YYYY) where relevant.
- For meeting minutes:
 - Include the date and group abbreviation in titles.
 - Example: *YYYY-MM-DD [Group name or acronym] Meeting*
- For attachments (files):
 - Use concise and meaningful file names.
 - Include the date of creation, associated group, contents of the file, and version (where applicable).
 - Use underscores and hyphens to communicate spaces.
 - Avoid periods or special characters (e.g., ! # \$ % @ + [] +)
- For links:
 - Use clear and descriptive text for links.
 - Include the format type in the descriptive text
 - Example: View the Collaborative Futures report (PDF).
 - See: [Accessibility tips for links](#)

Edit content on a page

- Select the 'Edit' button to the right of the page title to open the page in edit mode. If you do not see this button, it means you do not have editing permissions for this page. To request editing access please email docs@scholarsportal.info, the relevant Scholars Portal Service lead, or ocul@ocul.on.ca.
- When you are in edit mode and click anywhere within the page content window, two toolbar menus will appear:


1. Editor toolbar (top of content window)

Note: The editor toolbar will shift to display at the bottom as you edit further down the page.

The default editor for the wiki is 'WYSIWYG' (What You See Is What You Get), and it uses a modified version of CKEditor 4. WYSIWYG is a type of editing software that displays the content as it looks on a webpage, printed document, or interface.



2. Save toolbar (bottom of content window)

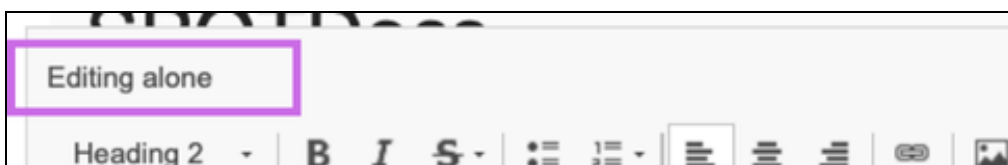
 If you want to **autosave** what you have written, you need to turn on this setting. We recommend doing this **at the start** of your editing session.

To turn on autosave, specify how often you would like the autosave to be performed, then check the 'Autosave' box. Each autosave will create a new version of the page. You can check the 'Minor edit' box if you do not want the version to display prominently in the 'History' tab.

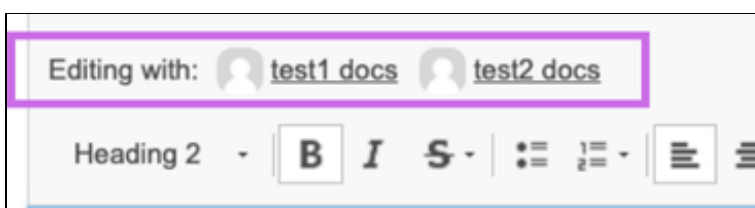
Collaborative editing

As of August 2025, **collaborative editing** is now available on SPOTDocs. This means multiple users can now edit pages in real time, making teamwork smoother and more efficient. Collaborative editing is powered by the [Realtime WYSIWYG Editor](#) extension, and is now the **default editing mode** when editing in SPOTDocs.

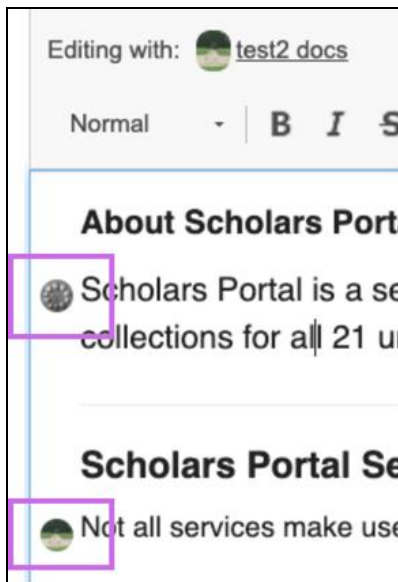
- If you are the only user editing the page, a message will appear in the editor toolbar indicating you are "Editing alone".



- If multiple users are editing the same page as you, a message will appear in the editor toolbar indicating you are editing with other users and showing their profile icon and display name.

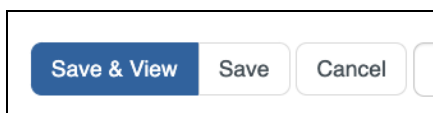


- Editing users' profile icons will display on the left of the row where they are performing their edits.

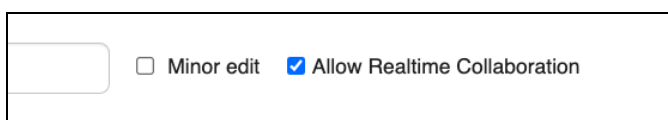


Guidance for collaborative editing

- The collaborative editor can be turned off (notes below), however we recommend to **stay in collaborative editing mode**, particularly if you know others will also be editing the page you are on. When you want to 'leave' the collaborative session, select '**Save & View**' to finish your edit and have your changes saved alongside others' edits.



- If you have not made any edits, you can select 'Cancel' to leave the editing session. You will need to refresh the page to view others' edits to the page once you have left the session. Note: If you start making changes to the page, your edits will be saved anytime another editor saves the page, regardless of whether you select 'Cancel'.
- At the bottom of the editor toolbar, there is an 'Allow Realtime Collaboration' checkbox. This box is checked by default. In most cases, *do not* uncheck the 'Allow Realtime Collaboration' button as this will potentially create multiple versions of the page, [editing conflicts](#), and unmerged changes. Only uncheck this button if you know you will be the only editor for the page and want the option to auto-save your edits every few minutes.



- If you know you will be the only user editing a page, you can opt to uncheck the 'Allow Realtime Collaboration' box in the editor tool bar. This will prompt an auto-save option to appear. If you will be editing the page for several minutes, we recommend checking the 'auto-save' box and selecting the frequency of the auto-save. The default is every 5 minutes.
- If you uncheck the 'Allow Realtime Collaboration' while others are editing the page, a yellow warning message will display indicating that multiple users are editing the page and there is a risk of content loss.


Multiple users are editing this document concurrently.

You risk losing content if other users edit the document at the same time.

You can prevent these problems by copying or saving your changes and then [enabling realtime collaboration](#).

- If a user goes to edit a page where collaborative editing has been turned off by another user, the new user will be asked if they want to force edit the page. This may result in [editing conflicts](#) as edits you make while not in collaborative editing mode may be overwritten by any users who are also editing that page. For this reason, we do not recommend turning off collaborative editing if you anticipate other users will also be editing the page at the same time.

Version History

- Every time you save a page in SPOTDocs, a new version is created.
- The person who saves the page is credited as the author of the edits in the version history.
 - Note: It is currently not possible to determine individual edits made by each user when in collaborative editing mode.
- You can view all previous versions of a SPOTDocs page by opening the **History** tab at the bottom of the page.
- To compare two versions:
 - Select the versions you want to review.
 - Click **Compare Selected Versions** to see the differences in either raw or rendered mode.
 - **Green highlighting** shows added content.
 - **Red highlighting** shows deleted content.
-  More information: [Version Control in XWiki](#)

Known limitations with collaborative editing

The collaborative editing feature has undergone extensive improvements since it was first developed, however there are still some [known limitations](#):

- Safari users may encounter issues editing certain pages. We recommend using Chrome or other Chromium-based browsers for the best editing experience.
- Attachments, comments, and annotations are not synchronized in real time.
- Some WYSIWYG macros may not render correctly during collaborative sessions.

- Conflict resolution is limited—simultaneous edits to the same content block may result in unexpected behavior.
- Performance may degrade with a high number of concurrent editors.



Further [improvements](#) to the editor have been proposed and may be available in future upgrades of SPOTDocs.

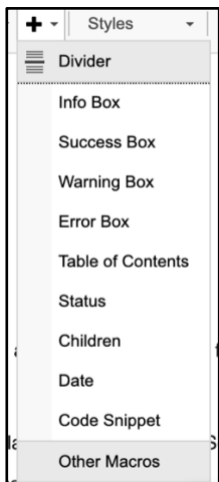
Tips for creating accessible content



- Aim to make content clear and understandable by using [plain language](#). Avoid jargon or unnecessarily complex terms.
- Use headings to convey structure and content organization, instead of changing the colour or size of the text.
 - A heading is a title or a subtitle displayed in a document or on a webpage. Headings are created with the <h1> to <h6> HTML tags, where <h1> is the main heading and <h6> is the lowest level heading.
 - All page titles in SPOTDocs are automatically assigned the <h1> heading. Do not use the <h1> heading elsewhere on the page.
 - Avoid skipping heading levels (e.g., going directly from h2 to h5) as this impacts how a screen reader and other forms of assistive technology will communicate the information.
- Link text should be descriptive and explain the content of the link that the user will be taken to. Avoid directly adding the hyperlink to the page without some display link text.

Visit the [Accessible Content Creation](#) page in the SPOTDocs Help area for more guidance.

Editing in WYSIWYG mode

- Typing the / forward slash anywhere in edit mode will open a pop-out menu of 'Quick Actions' (e.g., assigning a header, inserting a macro). Continue typing or press the delete key to close the menu.
- Add formatting, and/or insert dates, tasks, tick-boxes, or other types of content by selecting the desired option from the Editor toolbar horizontal menu.
 - Click **Paragraph Format** to open a drop-down menu and assign a text format or heading. The default for page content is 'Normal' (i.e., standard paragraph text). Do not select Heading 1, as this should be reserved for page titles.
 - Click the  **Image** icon to insert an image.
 - Click the  **Table** icon to insert a table.



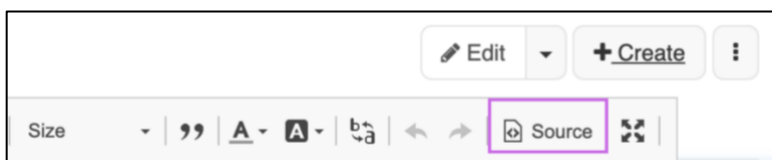
- Click the  **Calendar** icon to insert a date and time button.
- Click the **Checkbox** icon to insert a checkbox. You can also use this feature to add a task by including the assignee (start typing in the 'Responsible' field to see a list of suggested users) and a due date.
- Click the  **Four arrows** icon to edit the page in full-screen mode.
- Click the **+** **plus sign** icon to see options to insert one of the following macros:
 - Divider: Add a horizontal divider (line)
 - Box: Add an info, success, warning or error box
 - Table of Contents: Display table of contents based on headings
 - Status: Indicate the status of an item with custom text/colour
 - Children: Display a list of child pages for the current page
 - Code snippet: Insert a formatted section of code
- The remaining XWiki macros are listed under 'Other macros'.
 - Some macros listed under 'Other macros' are unavailable or deprecated. It is recommended to prefer using macros that are available from the main drop-down menu.



 A note on macros

Macros are akin to plug-ins and allow you to add extra functionality or insert dynamic content. For example, inserting a table of contents or displaying a list of recently modified pages.

Editing in Source mode

If you prefer to edit page content via the source editor (instead of the WYSIWYG toolbar), click the 'Source' button to switch into this editing mode. The default syntax that will be applied to new pages is Markdown 2.1. Collaborative editing is not available when editing in source mode.



XWiki also has its own syntax: XWiki 2.1. You can switch the syntax by selecting 'Information' from the  Page Actions menu or the tab at the bottom of the page and clicking the  pencil icon beside the 'Syntax' field to see a list of available syntaxes (XWiki 2.1, HTML 5 and the default Markdown 2.1).

Click the checkmark button to save your choice, then open the Source editor and begin editing. Click 'Save' to publish your changes and continue editing in Source mode. Click 'Save & View' to view the published page in WYSIWYG mode.

Insert an image

- Click the image icon in the editor toolbar to open the Select Image wizard.
- Select the 'Upload' tab to upload a new image.
 - Click the 'Choose File' button to select an image file from your computer.
 - Click the 'Upload' button, then click the 'Select' button to edit the image.
 - Under the 'Standard' tab, add alt-text and/or a caption.
 - Switch to the 'Advanced' tab to adjust the size, add a border and/or adjust the image alignment on the page.
 - Click the 'Change Image' button to replace the image.
 - Click the 'Insert' button to add the image to the page.


Accessibility tips for images: alt-text

All images added to SPOTDocs should have alt-text. Alt-text is what screen readers use to read aloud the information about on-page images. Alt-text also displays in place of an image if the image file cannot load.

- Focus on describing the content and purpose of the image.
 - I.e., What the image *communicates*, not what it looks like.
- Avoid adding "Image of..." or "Photo of..." as assistive technology will automatically identify and announce the content as an image.
- Keep descriptions brief for simple images (1-2 sentences max.).
- Provide longer descriptions and add supplementary page text for complex images, such as maps and graphs.
- Leave alt-text blank if the image is decorative.
- Visit the [SPOTDocs Accessibility Guide](#) for more information on creating accessible content.

 Recommended resource: Harvard University Digital Accessibility Services - [Write helpful Alt Text to describe images](#)

Insert a table

- Select the  Table icon from the editor toolbar to insert a table.
- A 'Table Properties' box will open with options to specify the number of rows, columns, and additional formatting specifications:

- **Headers:** Assign 'First row', 'First column' or 'Both' as headers.
- **Width:** Leave blank and table will automatically spans the width of the page (same as setting to 100%)
- **Cell Padding:** Set to '3' to provide adequate space around the data in each cell.
- **Summary:** Add a description for the table by entering information in the Summary box.
- Click 'OK' to register your changes.

For larger and more complex tables, consider using a dedicated spreadsheet application (Excel, Google Sheets) and include a link to the table in the wiki.

Known table issues in XWiki

The following issues have either been reported to XWiki by the SPOTDocs support team or by members of the XWiki community. We are actively monitoring these issues and will update this guide accordingly.

- The 'responsive' table style causes display issues on mobile. It is recommended to use 'bordered' or 'striped' table styles instead.
- 'First column' or 'Both' (first column and first row) header styles are not saved in the editor, however they do get applied to the page.
- There is currently no horizontal scroll bar. The default is to have the browser handle scroll functionality.
 - Horizontal scrolling is handled by the browser using the left/right arrow keys when keyboard focus is inside the table.
 - This functionality is available in Firefox and has recently been added to later versions of Chrome (v. 125). You may need to update your browser for these changes to take effect.

💡 Accessibility tips for tables

- Use tables for displaying data, not as a stylistic choice.
- Always assign a column header.
- Assign a title and consider adding a description for the table to provide additional context for the information presented.


- Prefer simple tables that do not require merging or splitting cells, which impact the readability of the information for those using screen readers.
- Visit the [SPOTDocs Accessibility Guide](#) for more information on creating accessible content.

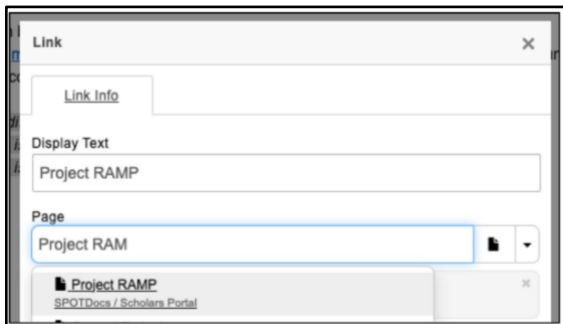
Insert a link

On any page, there are options to create a link or link existing text or images.

- The default option is to create a link to a SPOTDocs page. Select the arrow to the right of the page icon to open the drop-down menu to choose from 'Page', 'Attachment', 'URL' or 'Email'.
- The 'Email' option creates a mailto:[address] link that, when clicked, will open the viewer's mail client to send an email.


Insert a link to a SPOTDocs page

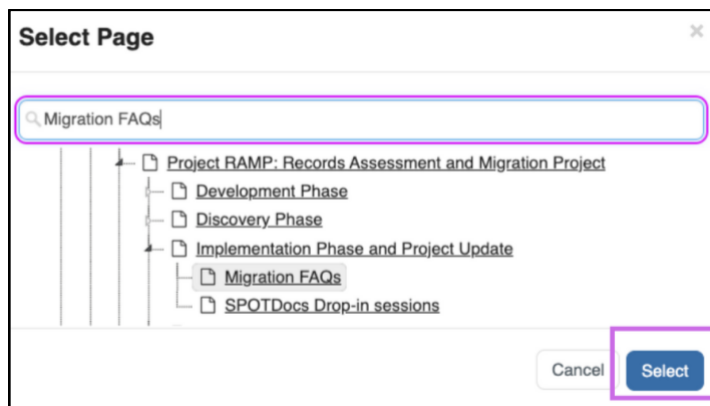
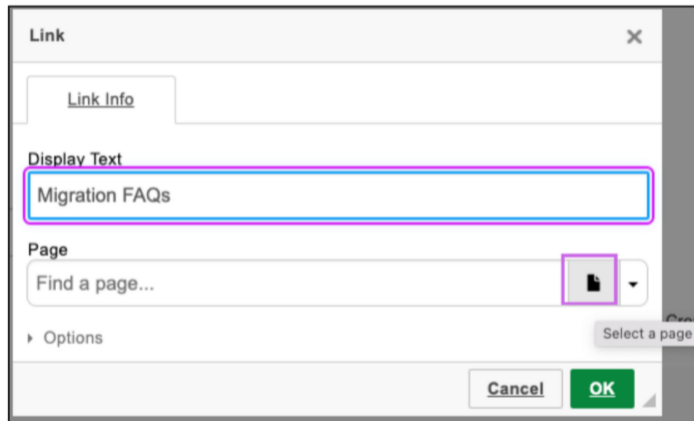
- Select the location on the page where you want to insert a link or select existing text or an image to add a link.
- Click the  Link icon in the editor toolbar to open the Link editor pop-out box.
- In the Link Info tab, add a descriptive label for the link in the Display Text field and begin typing the title of the desired page in the Page field to see a drop-down list of suggested pages.





The suggestions are based on the page title. A breadcrumb menu shows the page location and is helpful for confirming the correct page is selected. Note that there is a limit to the number of suggestions that will display and only pages that you have permissions to view will show in the results.

If the desired page does not appear in the drop-down menu, you can also choose to select the page from within the SPOTDocs page tree.


- Click the  paper icon to the right of the Attachment search bar to open the 'Select Page' menu, which displays the SPOTDocs page tree. Enter the page title in the finder menu at the top of the window to search and locate the page within the tree.



- Alternatively, if you know where the page is located, you can navigate through the page tree and expand the tree items to find the desired page.
- Select the desired page from the list and click the 'Ok' button to create the link.

 *If you have selected the text that you want to hyperlink, this text will auto populate in the Page field when you select the  Link icon. Press the backspace bar from the end of the text to initiate the suggested page search.*

Insert a link to an attachment

- Select the desired location for the link or select the text to hyperlink and click the  Link icon in the editor toolbar to open the Link pop-out box.
- Select 'Attachment' from the drop-down menu to the right of the Page icon.
 - **To upload a new attachment:**
 - Select the 'Upload' tab in the Link pop-out box.
 - Click the 'Choose File' button to select a file from your computer.
 - Click the 'Send it to the Server' button to upload the attachment.
 - In the Link Info tab, add a descriptive label for the link in the Display Text field and select 'OK' to create the link.


Accessibility tips for links

In SPOTDocs, links are automatically underlined and appear in a different colour than the surrounding text. Underlined text is helpful to identify links for a wide range of users, including those who are colourblind.

All links will open in the same tab to prevent any disorientation or disruption to the browsing experience. If you prefer to open a link in a new tab or window, right click on the link and select “open in new tab (or window)” from the menu.

Good practices for creating links

- Use clear and descriptive text; the purpose/topic of the link should be evident from the text.
- Always add text instead of the link URL.
 - Example: [W3C Web Accessibility Initiative](#) instead of <https://www.w3.org/WAI/>
- Avoid text such as “Click here” or “Read more”; these labels can be confusing for screen readers as they do not convey any meaningful information about the link without reading the surrounding text.
- For email addresses, create mailto:[address] links and use the email address as the display text.
 - Example: docs@scholarsportal.info instead of ‘Email the team.’
- Include the format type in link descriptions for attachments so users know what to expect when they click the link.
 - Example: [Web Accessibility 101 \(PDF\)](#)

 Recommended resource: A11y collective - [Creating the perfect link](#)

Embed a video from a link

- On the page where you want to add a video, select the **'Edit'** button.
- Navigate to the area on the page where you want to embed the video file.
- From the editor toolbar, select the **+ plus sign** icon and select **'Other macros'**.
- Search for **'JW Player'** in the search box and select the corresponding macro from the list.

Edit Macro ×

JW Player
The JW Player is an open-source embeddable media player for web sites, supporting many commonly-used audio and video formats. The player is easy to configure, customize and extend.

Attachment *
The reference to the attached media file that should be played. The reference is resolved relative to the current document. E.g.: Space.Page@video.mp4 or Page@video.mp4 or even simply video.mp4


Width
The player width, in pixels. If not defined, the player tries to determine automatically the width from the played media file.

Height
The player height, in pixels. If not defined, the player tries to determine automatically the height from the played media file.

▶ [More](#)

- Enter the video link (e.g., a YouTube URL) in the 'Attachment' field.
 - If desired specify the width and height in pixels (e.g., enter '500' for half page width). If you do not enter anything in either field, the player will take the default specifications from the video.
 - Select the 'More' button to choose if you want the video to autostart or repeat.
- Click the **'Submit'** button.
- **'Save and view'** the page to see the embedded video on the page.

Upload and embed a video file

- Start by uploading your video as an attachment. On the page where you want to add a video, select the **'Attachments'** tab at the bottom of the page or select 'Attachments' from the  Page Actions drop-down menu to the right of the 'Create' button.


- Select the '**Choose Files**' button to select the video file you want to upload from your computer. A progress bar will appear and show a green checkmark when the attachment upload is complete.
- Follow the steps above to select the '**JW Player**' macro. In the 'Attachment' field, enter the exact file name for the attachment that you already uploaded to the page, specify the width and height (in pixels) if desired.
- Click the '**Submit**' button.
- '**Save and view**' the page to see the embedded video on the page.

Save and publish a page

- When you are finished editing the page, select from the following actions:

The image shows a toolbar for editing a page. It contains the following elements from left to right: a 'Save & View' button (highlighted in blue), a 'Save' button, a 'Cancel' button, a text input field labeled 'Add summary...', and a 'Minor edit' checkbox. Below these is an 'Autosave every' section with a dropdown menu set to '5' and the word 'minutes'.


- **Save & View** (button)
 - Select this button to save your changes and reload the page. Click 'Cancel' to discard your edits and return to the page-view mode.
- **Save** (button)
 - Select this button to submit the current changes and remain in page editing mode.
- **Cancel** (button)
 - Select this button to discard all unsaved changes to the page.
- **Summary** (field)
 - This field provides an option to enter a short description of changes made to the page in the version that is being saved. Any information entered in the Summary field will be displayed in the page history (available from the 'History' tab at the bottom of the page).
- **Minor edit** (checkbox)
 - Check this box if you have performed minor (superficial) changes to the page. These changes may include but are not restricted to: spelling error corrections or re-formatting. By default, minor edits do not display in the page history, however there is an option to 'Show minor edits' in the page history section (available from the 'History' tab at the bottom of the page).
- Clicking 'Save' or 'Save & View' will publish the page and make it visible to anyone with associated view rights. There is currently no option to create a [draft](#) on XWiki, however there may be options to restrict access to the page until it is ready to be shared more widely.
- To revert to a previous version of the page, select the 'History' tab at the bottom of the page. Click the 'Rollback' button to revert to the desired previous version.

 As outlined in the [Editing content](#) section: pages do not automatically save. You can turn on this feature from the Save toolbar by checking the 'Autosave' box. If you plan to make significant additions or edits to a page, we recommend turning the autosave feature on at the start of your editing session. Note that every 'autosave' will create a new version of the page.

Editing migrated content from the previous SPOTDocs

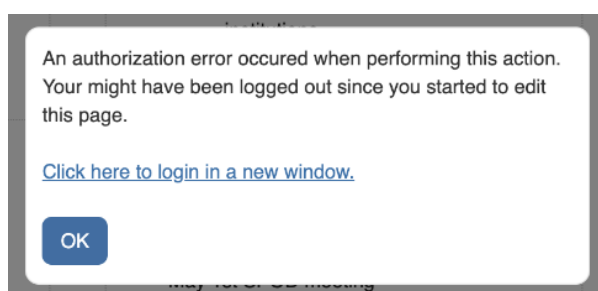
As you navigate SPOTDocs, you may find that some migrated content does not display exactly like it did in the previous SPOTDocs platform. This can happen for several reasons depending on how content was created/formatted previously and minor incompatibilities between the previous platform (Confluence) and our current one (XWiki). Scholars Portal and OCUL staff, led by the SPOTDocs support team, are working to reformat content on an on-going basis. If you notice any missing or broken pages (that display the message: 'Page could not be found'), please email docs@scholarsportal.info so we can replace the missing content.

We invite SPOTDocs users (e.g., OCUL governance groups) with editing permissions to participate in gardening activities around our new home. If you are comfortable fixing broken links or reformatting content, please do so. If you would like assistance editing content or have difficulty accessing and viewing content on the new platform, please email docs@scholarsportal.info, the relevant Scholars Portal Service lead, or ocul@ocul.on.ca.

 Migrated attachments will download by default (except for image files which open in a lightbox viewer). Moving forward, uploaded files will open or download according to your web browser settings.

Error messages and known issues when editing

- 'Failed to save the page. Reason: Server not responding.'
 - In some instances, saving a page on the first try may return an error message: "Failed to save the page. Reason: Server not responding." If you encounter this message, click the Save button again to resolve the issue.
- Authorization error message
 - If you encounter an authorization error message you have been logged out since beginning your edit, click the link ('Click here to login in a new window'). The page you are currently editing will remain open (with your edits) in the original window. You can close the login window once you have successfully logged in again.



- Issues saving changes to image size
 - We have noticed a recent issue where resizing actions taken on images (either by dragging the image to resize it or setting the width and height pixels under the 'Advanced' tab of the image editor) do not always save properly. We are investigating this issue and will update the guide with more information as it becomes available.
- Duplicate text created when using backspace key
 - If you have been in edit mode on a page for a considerable amount of time, you may encounter a situation where use of the backspace key duplicates the preceding text in the paragraph. This is a known issue with CKEditor 4 and Chrome or Firefox browsers and has been reported to the XWiki community.
 - If this issue occurs, highlight the duplicated text and click the delete key instead of the backspace key. You can also save and refresh the page, then click the 'Edit' button to start a new editing session.

Resolving editing conflicts

If you turn off [collaborative editing](#) and start editing a page (only recommended if you know other users will not be editing the page at the same time), a lock is put on the page until you either save (e.g., autosave), cancel the editing session or close the browser window. If you keep the page open in the browser without performing any save action, the lock will stay active for ten minutes. Anyone else trying to edit a page where collaborative editing is turned off will be informed that the page is 'locked' and given the option to 'Force Edit' the page. If someone has edited and saved the page while you are also editing the page, a 'Version Conflict' box will appear with options to merge all, none, or a selection of your edits.

 More information: [Editing conflicts in XWiki](#)

 A note on drafts

There is currently no 'draft' mode in XWiki. If you need to create a draft or private page, we recommend creating the draft outside of SPOTDocs until it is ready to be shared with appropriate members of the SPOTDocs community, or emailing the SPOTDocs team: docs@scholarsportal.info who can assist in restricting access to a draft page.

Renaming page titles and URLs


In XWiki, you can have a different page (display) title and page URL. This can be helpful if you want to have a shorter URL (e.g., CF) and more descriptive page title (e.g., Collaborative Futures) that displays to users in the page tree and in search results. Changing the page title from the editor will not automatically change the URL, so an additional action is required.

While it can be desirable to either have the page title and URL match, or be distinct, there are a few steps that may need to be taken to achieve the desired outcome.

 *Note: When creating any new page, the page title and URL will be the same by default.*


Rename a page title but not the URL


- Select the 'Edit' button on the page to enter edit mode.
- Type in the new page title.
- Select 'Save & View' from the bottom editor toolbar to save your changes and reload the page.
- The page title will now also be updated in the navigation menu and in search results.

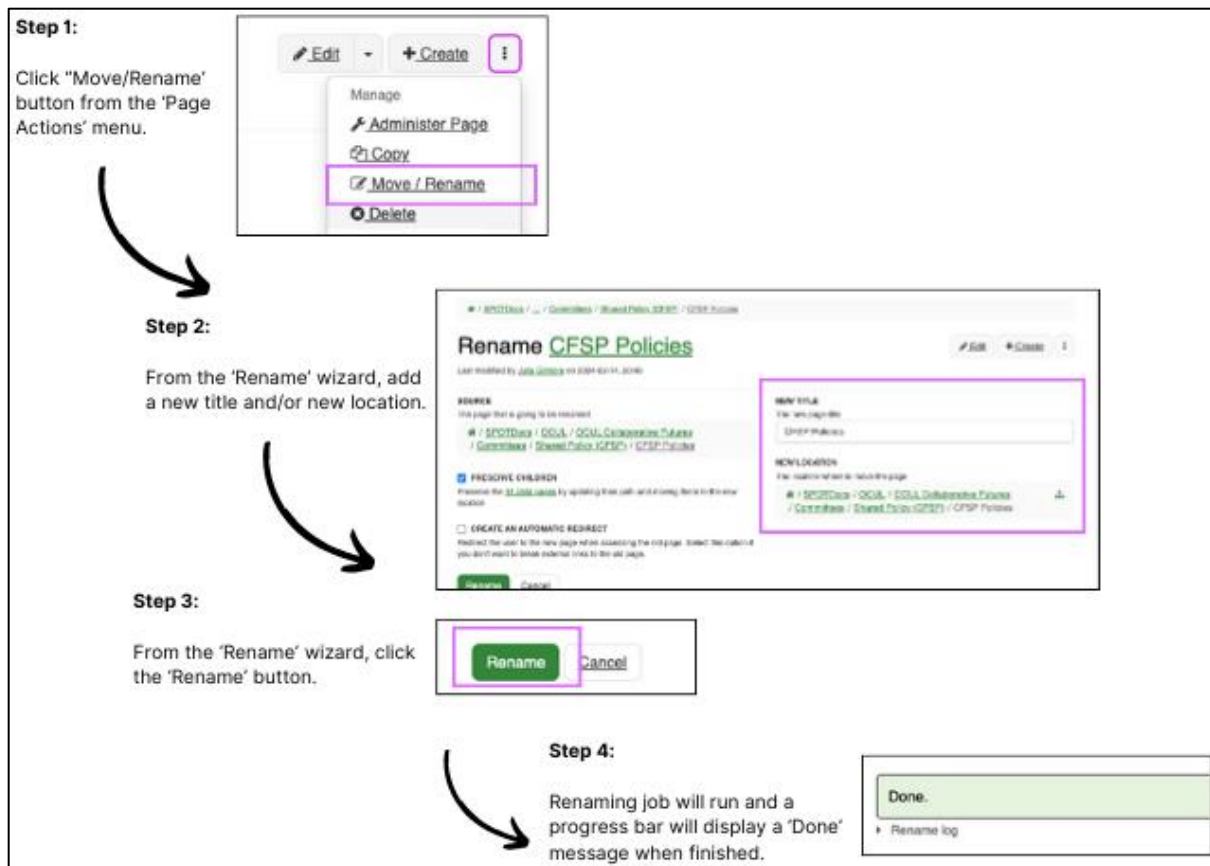
 *When you change the page title in page editing mode, the title that displays will change but the URL will stay the same.*

Rename a page title *and* the URL

Renaming a page URL works similar to moving a page.


- Select "Move / Rename" from the  Page Actions drop-down menu to the right of the 'Create' button to open the 'Rename' wizard.
- Select the new title, which will become the page title and URL. From the 'Rename' wizard, there are options to specify actions taken for the page you want to rename. The default options (from left to right) are:
 - Create an Automatic Redirect = No (unchecked)
 - No action required. We do not recommend checking this box.
 - **New Title** = Displays current page name
 - In the New Title field, enter the new name for the page.
 - The new page title will be applied to both the URL and the display name. If you want to change the display name, you can do so by editing the page.
- Select the 'Rename' button to run the renaming job. A progress bar will appear and display a 'Done' message when the page rename is complete.
- Select the newly renamed page from the 'New Location' menu to go to the page.

 *Performing rename, move or delete actions may take a few minutes if the page has a significant number of child pages.*





Change a page URL to match the page title

If you change the page title when editing a page, you may also want to change its URL to match. The following example and steps outline how to do this.



- Select "Move / Rename" from the  Page Actions drop-down menu to the right of the 'Create' button to open the 'Rename' wizard.
- The current page title will auto-populate in the New Title field even though it is not the current URL. Manually re-enter the page title (copy and paste) in this field.
 - Note: if you leave the auto-populated title as is, an error message will appear when you try to rename the page. The 'Move / Rename' actions are performed by the same wizard, meaning you could keep the same page title but move the page location, or vice versa. If no actions are taken to either assign a new page title (which will also update the URL) or a new page location, the error message will appear.
- When you have re-entered the page title, select the 'Rename' button to run the renaming job, which will update the URL.


Move a page

- Select 'Move / Rename' from the  Page Actions drop-down menu located to the right of the 'Create' button to open the 'Rename' wizard.

- Select the new location and a new title (page title and URL), if desired. From the 'Rename' wizard, there are options to specify actions taken for the page you want to move. The default options (from left to right) are:
 - Create an Automatic Redirect = No (unchecked)
 - No action required. We do not recommend checking this box.
 - We do not recommend checking this box as it will cause a hidden page to be created in the previous location (i.e., where you moved the page from).
 - New Title = Current page name
 - No action is needed if you want to keep the same page title when you move the page.
 - If you want to move *and* rename the page at the same time, enter a new title in the field. Changing the page title here will also change its URL.
 - **New Location field** = Desired location to move the page to.
 - Select the  page hierarchy icon to open the page tree and choose the desired parent page that you would like the current page to be moved under. Use the finder bar to search within the page tree and select the location you want to move the page under.
- Click the 'Rename' button to run the move job and move the page to the new location. A progress bar will appear and display a 'Done' message when the page relocation is complete.
- Click the newly renamed page from the 'New Location' breadcrumb menu to view the page.

Copy a page


- Select 'Copy' from the  Page Actions drop-down menu located to the right of the 'Create' button to open the Copy Page wizard.
- Edit the 'Copy Title' field to assign a new title for the copied page. If you are changing the location of the copied page, you are not required to rename the page as the URL will be different.
- From the 'Copy Location' field, select the  page hierarchy icon to open the page tree and choose the desired parent page where you would like the copy to be created.

 *By default, any child pages nested under the current page will also be copied to the new location, preserving the existing page hierarchy. Uncheck the 'Preserve children' box if you do not want to copy the child pages.*

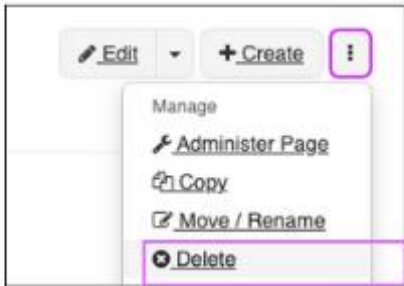
- Click the 'Copy' button to create the copy. A progress bar will appear and display a 'Done' message when the page copy job is complete.

- Click the copied page from the 'Copy Location' breadcrumb menu to open the copied page.


Delete a page

- Select 'Delete' from the  Page Actions drop-down menu located to the right of the 'Create' button to open the Delete Page wizard (this is a separate page).
- On the wizard page, there are options to specify actions taken for the deleted page. The default options are:
 - Affect Children = No
 - Deleting a page will not delete any child pages.
 - **IMPORTANT:** Check this box if you want to delete any child pages as well as the current page.
 - New Target = No (blank)
 - No existing page is specified as the new target.
 - If you have incoming links to the page you are deleting, you can pick an existing page to redirect the links to by searching for the page in the search field.
 - Create an Automatic Redirect = No (unchecked)
 - No action required. We do not recommend checking this box.
- Select the 'Delete' button to move the page to the SPOTDocs recycling bin. Note that this action is reversible and will not cause the page to be permanently deleted. Administrator rights are required for permanent deletion of any pages.
- Delete job will run. A progress bar will indicate when the deletion is finished and display a 'Done' message. This may take a few minutes if there are many child pages to delete as well.

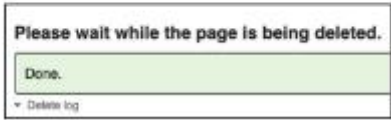
Step 1:
Click 'Delete' button on the page




Steps 2 and 3:
Review default 'Delete' actions and make any changes if desired. Click the 'Delete' button to start the deletion job.




Step 3:
Delete job will run. Progress bar will indicate when the deletion is finished = 'Done'.




 SPOTDocs administrators can restore or permanently delete pages from the wiki. If you delete a page by accident, please email docs@scholarsportal.info or ocul@ocul.on.ca.

Share a page

- Select 'Share by email' from the  Page Actions drop-down menu located to the right of the 'Create' button to open the 'Share this page' pop-out box.
- Enter the SPOTDocs username or email address of the desired recipient and click the 'Send' button.

Export a page

- Select 'Export' from the  Page Actions drop-down menu located to the right of the 'Create' button to open the Export pop-out box.
- Select 'PDF' as the format type.
- Check the boxes to choose any child (nested) pages that you wish to export in addition to the current page or click 'Select all' to include all child pages. Click the 'Export' button.

Request help or report an issue

We value your feedback, which helps us continue to improve SPOTDocs for our community. If you encounter a problem creating or editing content on SPOTDocs, please email docs@scholarsportal.info. Depending on the type of issue, the SPOTDocs team can provide direct assistance or report a bug / request an improvement to the XWiki developers.