

MedRiSSE Wiki Handbook

Version 1.1
November 2022

Online Best Practices Handbook about Using the Learning Repository

MedRiSSE project

Replicable Innovations of **SSE** in the **provision of services**
& creation of **decent jobs** in the **post covid-19** crisis **recovery**



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Version 1.1 - November 2022

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0. About this Wiki Guide

This document has been created for the MedRiSSE Community of Practice, aiming to facilitate your navigation, involvement and contributions within the MedRiSSE Wiki, which main purpose is to share knowledge and experiences developed by the 5 projects funded by the European Neighbourhood Instrument (ENI). This wiki can be a tool for the partners to share experiences and knowledge of other projects or initiatives around the topics present in its structure.

0.1. How to use it

In order to explore and use this guide you can check the contents index and click on the section you'd like to read and learn more about.

We encourage you to start with “The Wiki Environment” section and then move forward with the more practical aspects. Notice that we have included a “Frequent Answers and Questions” section to help you quickly solving the main issues that could arise. We invite you also to pay attention to the advice boxes which we feel can be useful in your Wiki contributor endeavour.

0.2. Acknowledgements

We are thankful for those who have participated in the Wiki Workshops with Esther Molina and Cécile Pinot from Red de Transición, which took place between October 19th and October 26th. Every question and challenge faced has been helpful to give light and life to this document, which will hopefully pave the way for all users, currently and in the future.

Also, in gratitude for the assistance of the technical team of Tier1 in developing the space and the most specialised aspects of the Wiki.



1. An insight to the MedRiSSE Project

MedRiSSE is a cooperation project that seeks to lay the foundations for replicating innovative models throughout the Mediterranean arc that promote the creation of quality jobs, help create social businesses and foster public-private not-for-profit partnerships of social services provision, within the framework of the social and solidarity economy (SSE).

In many Mediterranean countries, the chronic situation of vulnerability has been compounded and amplified by the situation of poverty as a result of the COVID-19 crisis, which further aggravates all structural inequalities. These include particular difficulties in accessing health services, an increase in unpaid work and care for family members, greater vulnerability in the labour market and a higher risk of economic hardship.

In the post COVID-19, it will be necessary to promote social inclusion and fight against poverty through cooperation, offering basic services in a different way, recovering and creating decent employment through diverse and complementary organizational models of production. SSE, by their very nature, are particularly suited to participate in the production of goods and services where labour is the key strategic factor of production.

MedRiSSE will generate clear evidence and solutions to overcome existing identified barriers and provide public institutions, the donor community, SSE practitioners, local partners, and a multitude of other stakeholders with sustainable, low-cost and innovative capacities to deliver quality social services. Supporting the development of national, regional and local social economy ecosystems will be major step in order to boost job creation and innovation, to foster social inclusion.

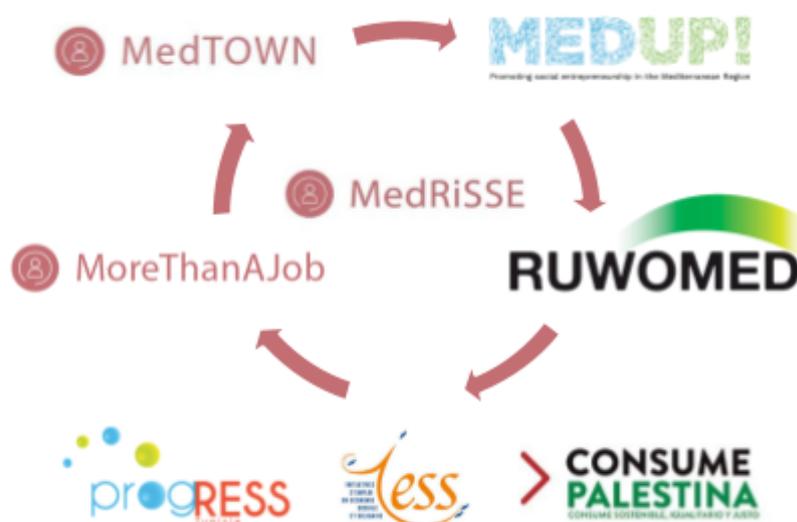
The initiative involves a total of 14 entities -8 partners and 7 associate partners- from Spain, Palestine, Italy, Jordan and Tunisia. It includes a wide range of partnership with a University, Research Institutes, Ministries, Municipalities and other public institutions; SSE agents as well as actors of the private sector (see Table 1). The multi-actor approach intends to combine the potential of all members to generate knowledge, expertise and regulation to establish public-private partnerships encouraging democratic and participatory local governance.



Country	Partner	Associate Partner
Spain	<ul style="list-style-type: none"> • Assembly of Cooperation for Peace (ACPP) • Innovation and Social Economy in the Mediterranean, SCEL (iesMed), Cooperative-Private sector 	<ul style="list-style-type: none"> • Municipality of Barcelona • Municipality of Seville • Municipality of Santa Coloma de Gramenet • REAS Andalucía – Network of Alternative Solidarity Economy
Italy	<ul style="list-style-type: none"> • Oxfam Italia, Development Cooperation and Humanitarian Aid Department • PIN S.c.r.l. Didactic and Scientific Services for the University of Florence 	
Palestine	<ul style="list-style-type: none"> • An-Najah National University • Agricultural Development Association (PARC) 	<ul style="list-style-type: none"> • Municipality of Tubas
Jordan	<ul style="list-style-type: none"> • Jordanian Hashemite Fund for Human Development (JOHUD) 	<ul style="list-style-type: none"> • Ministry of Local Administration
Tunisia	<ul style="list-style-type: none"> • Tunisian Center For Social Entrepreneurship (TCSE) 	<ul style="list-style-type: none"> • Tunisian General Labour Union

Table 1. MedRISSE Actors. [SSE Actors, Private Actors, Public Actors, Research Actors]

[MedRISSE](#) is a Capitalization project that is built on the pre-existing experiences of its partners on five projects funded by the European Neighborhood Instrument (ENI): [MedTOWN](#), [MoreThanAJob](#), [MedUP](#), [RUWOMED](#) and [IESS](#). Through MedRISSE, their innovative approaches, their results and best practices will be highlighted and developed, and their learning communities will be interconnected.



2. The Wiki context and purpose

The Wiki is a knowledge commons for co-production and social innovation of public services and the promotion of Social and Solidarity Economy and social innovation in the Mediterranean.

It is a free and open knowledge database built under [MediaWiki](#) technology– an online learning repository available for innovators, researchers and policy makers to improve their skills in co-production, in the development of an enabled Social Solidarity Economy ecosystem and in the promotion of social innovation for the provision and improvement of social services.

The initial setup includes a content structure and some basic content. However, it can only be a place of actual learning and sharing if it's a living document. This means that active contributors who can feed the knowledge bank, ask others for information and help others find what they need on the Wiki are crucial.

It is managed collectively by the partners of the project MedRiSSE as an innovative open-source tool to maximize the impact, attract potential users, help gain understanding, activate involvement and spread the knowledge generated by 5 Mediterranean cooperation projects. It is part of the Digital Platform for the Mediterranean Co-production Laboratory.

 *Please feel free to experiment, co-learn and co-produce. Every question and mistake is a gift, as every upcoming challenge strengthens our knowledge, learnings and resilience in this community of practice.*

2.1. The Co-Production Laboratory

The Co-Production lab will act as a meeting place to share ideas and best practices to encourage public sector innovation through collaboration with Social and Solidarity Economy (SSE); and to promote cooperation to translate this knowledge into pilot interventions and projects in the Mediterranean countries.



Its vision is to help bring about, through the coproduction of innovative public policies, the political, socioeconomic, and cultural shifts that the countries of the Mediterranean basin require to achieve more sustainable, prosperous, equitable, and democratic communities.

Therefore, the Lab's online presence should serve as a space for meeting, exchanging, researching and co-creating:

- Meeting point between relevant actors of the territories that adhere, public administrations, academic research field and entities of the social and solidarity economy sector so that they can build a network that enables cooperation and collaboration.
- Exchange of best practices, opinions and related knowledge to resolve queries; improve individual and common initiatives; and serve as a training space for agents interested in social innovation, public policies and the SSE.
- Research on SSE, social innovation, decent work and related subjects to serve as a support and documented basis for advocacy and awareness-raising in Mediterranean societies.
- Co-creating demonstrative actions that showcase public sector led innovations that contribute effectively to the necessary social transformation of Mediterranean countries based on the coproduction of social policies with the involvement of citizens or service users and SSE in the design as well as the delivery of public services.

3. The Wiki environment

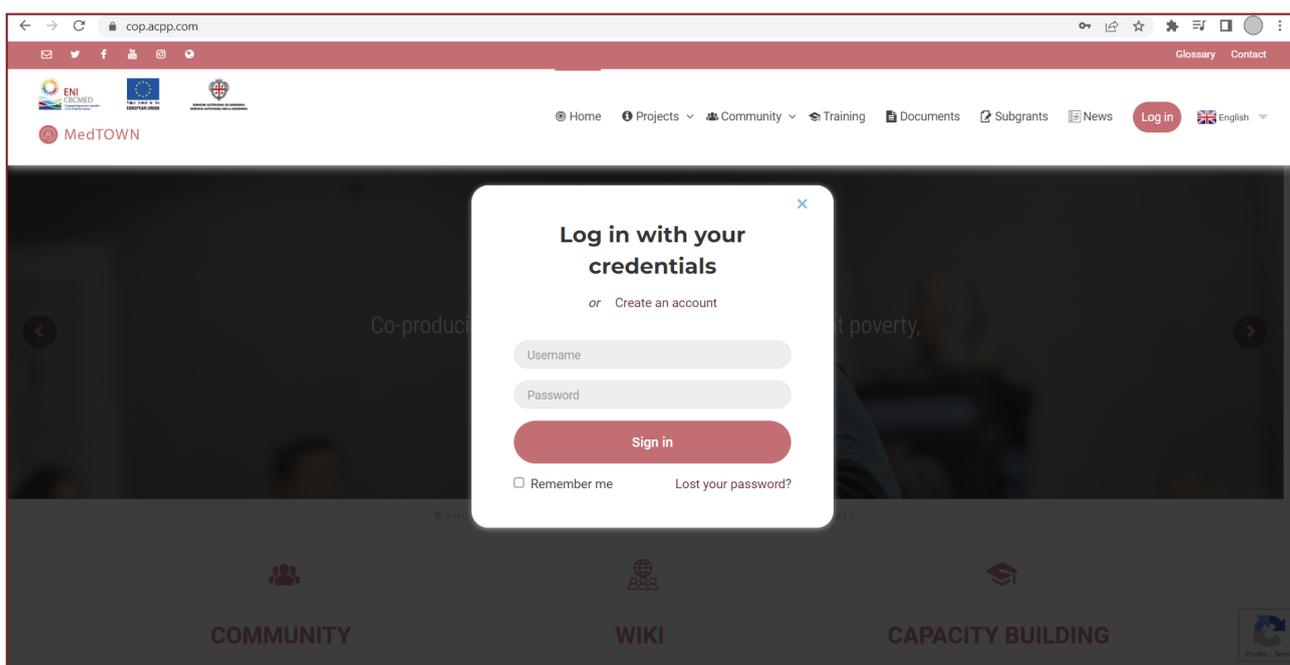
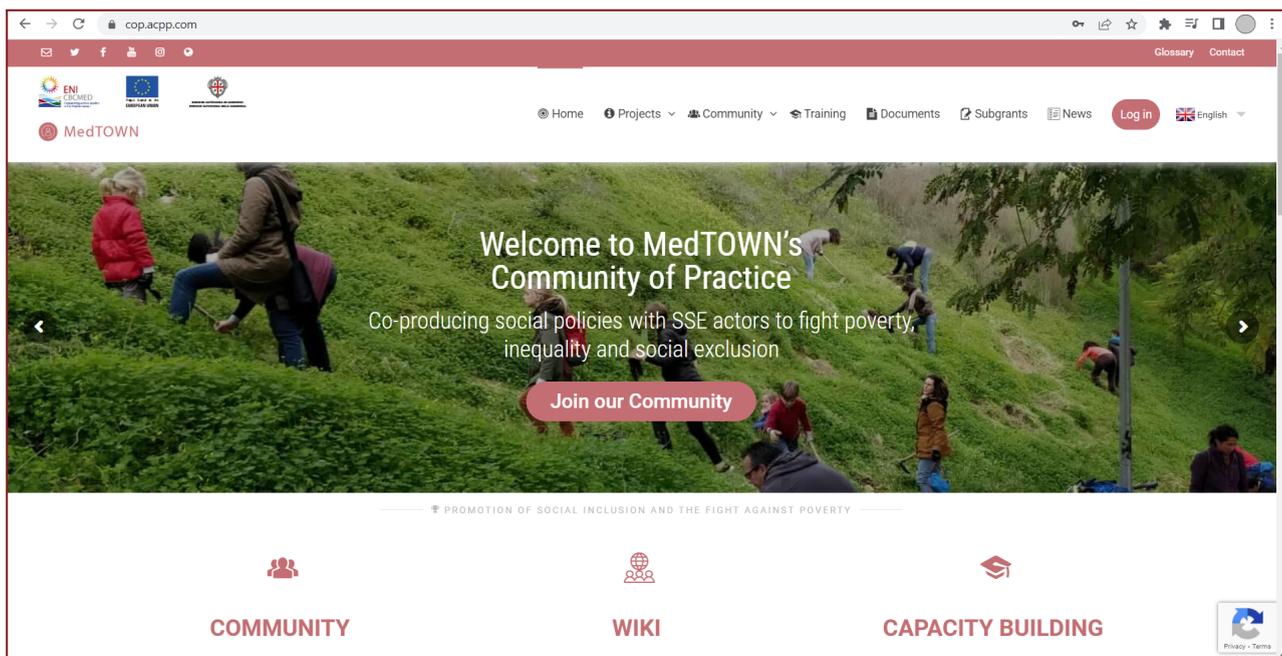
As mentioned above, the MedRISSE Wiki is part of the Digital Platform for the Mediterranean Co-production Laboratory.

For now, only registered and logged in users will be able to contribute and edit content, and all the implemented changes will appear automatically at the recent changes area, associated with each user who worked on them.

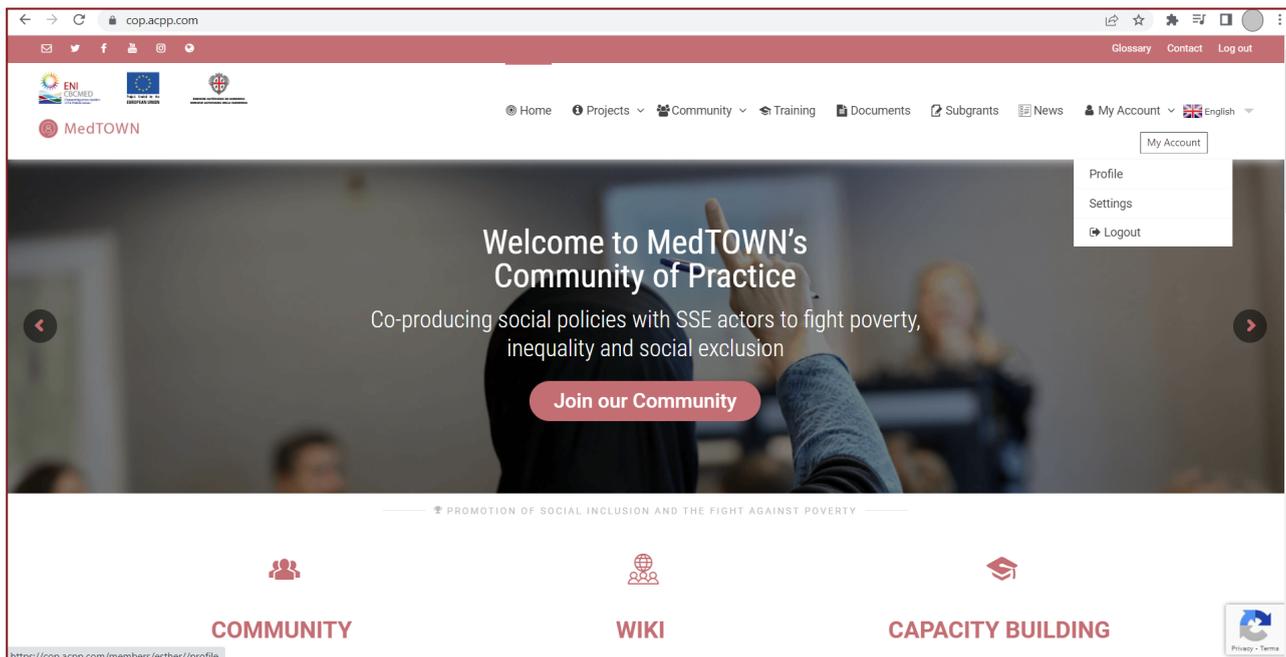


3.1. Logging into your collaborator account

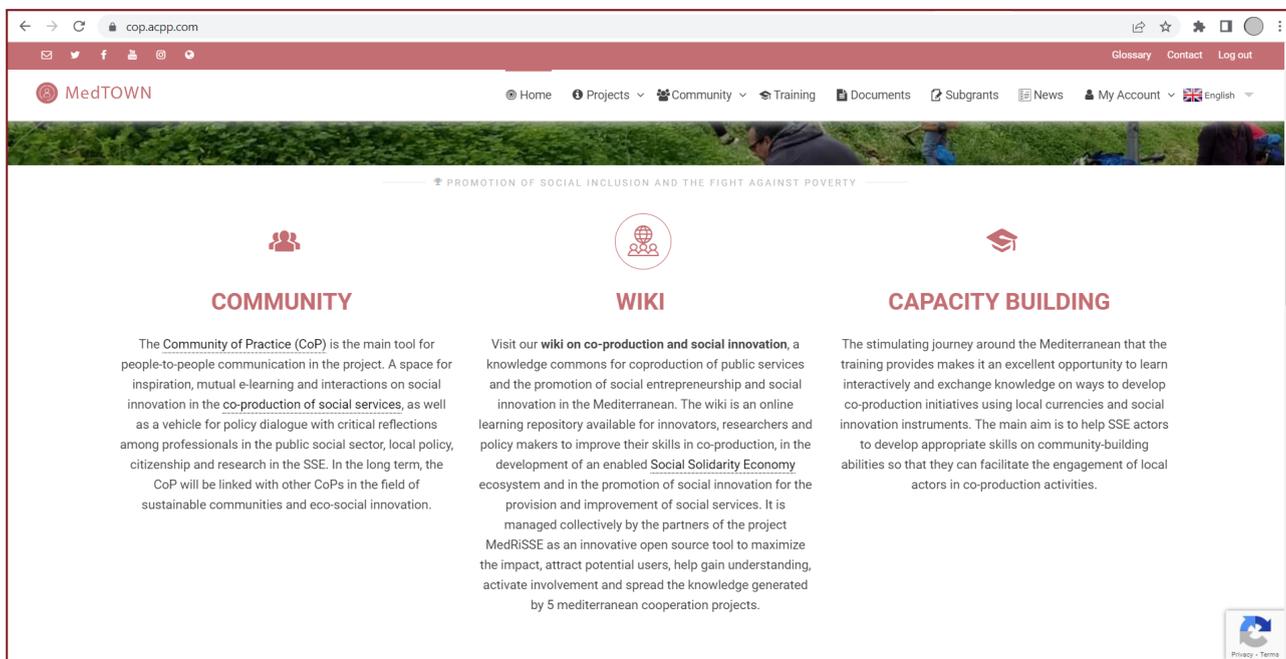
The first step for accessing the Wiki will be logging into your user account at <https://cop.acpp.com/> or, if you don't have any, create a new one from the same webpage and "Log in" button. The new accounts approval proceedings take place manually so it could take up to 48h approximately. Thank you for your patience.



Once logged in, you will be able to see your account details and settings.

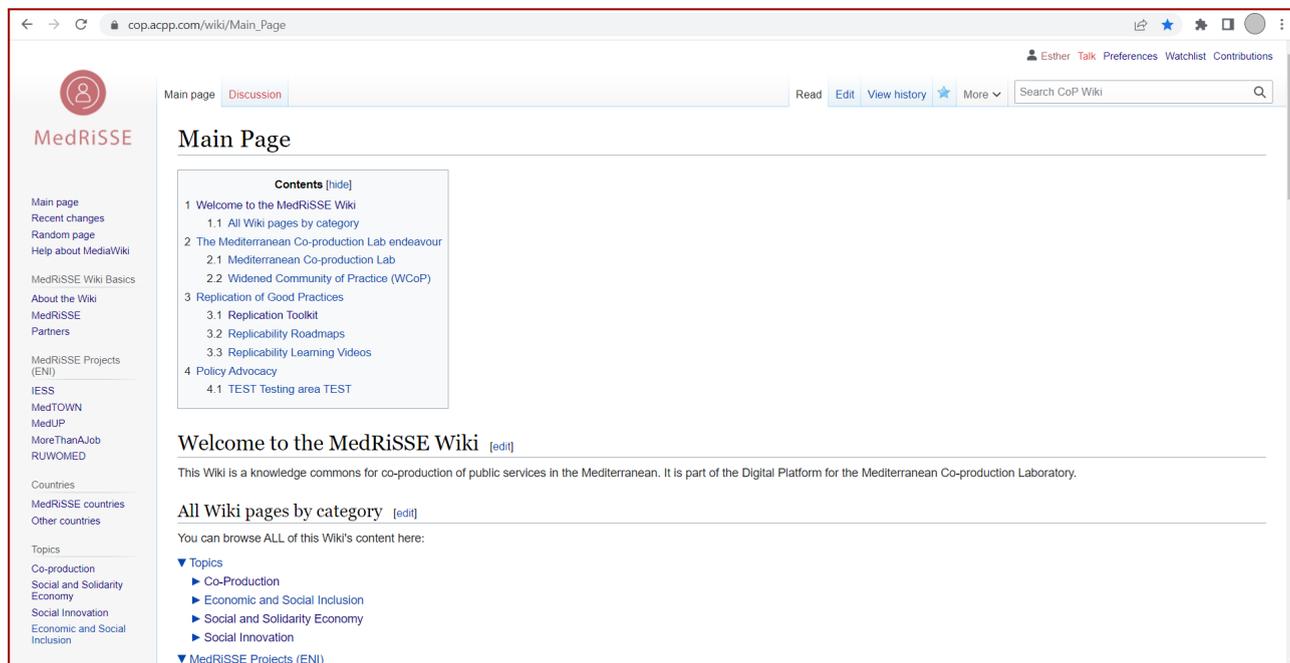


Then, scroll down a bit and click on the "Wiki" icon. You will be redirected to the Wiki webpage.



3.2. The main page and the structure

That is the main Wiki page: https://cop.acpp.com/wiki/Main_Page



Once you're in, please make sure that your username appears on the top right area of the site and that you can also see the "edit" option next to the headings.

At the white area you can have a look at all the content in the Wiki, preceded by a table of contents to enhance your navigation. At the "All Wiki pages by category" you will find a contents tree with every existing page in the MedRiSSE Wiki, followed by some context information about the MedRiSSE project and the Wiki below.

You can also have a look at all your contributions to the Wiki on the "Contributions" button and set up some of your preferences by clicking on "Preferences", also at the top right area of the site.

Below your username there is a searching tool where you can type and search for any key word or content you have in mind.

And finally, let's highlight the existence of a very useful sidebar that allows us to organise and find the information in different ways depending on our moment needs.



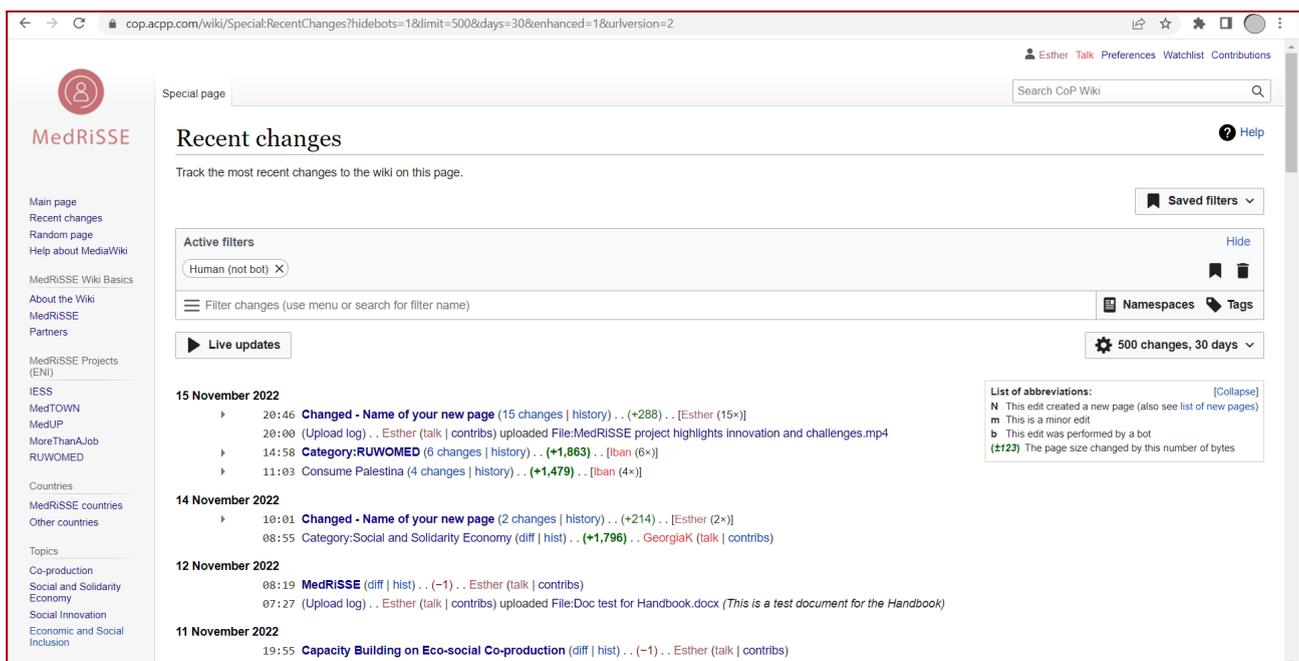
3.3. The sidebar

Let’s dive a bit deeper into the sidebar, as it’s a frequently to be used section. There are 7 different sections: a more general one without any visible title; MedRiSSE Wiki Basics; MedRiSSE Projects (ENI); Countries; Topics; Resources; Tools. They are different ways to organise the information that will be available within the Wiki, at service of contributing and learning from the different experiences and resources that the Community of Practice will be sharing and gathering.

- [Main page](#)
- [Recent changes](#)
- [Random page](#)
- [Help about MediaWiki](#)

The general area includes a button to return to the Main page, the option to have a look at the Recent changes implemented to the Wiki in general, a button to see a Random page and, finally, some Help about MediaWiki—the system that powers the MedRiSSE Wiki.

The “Recent changes” page can be really useful when you haven’t associated any category to a page and it seems unable to be found elsewhere. It will allow you to see the most recent changes implemented by colleagues and other MedRiSSE Wiki users sorted by time and the settings you decide to apply (the number of changes, the time span, a specific word or words).



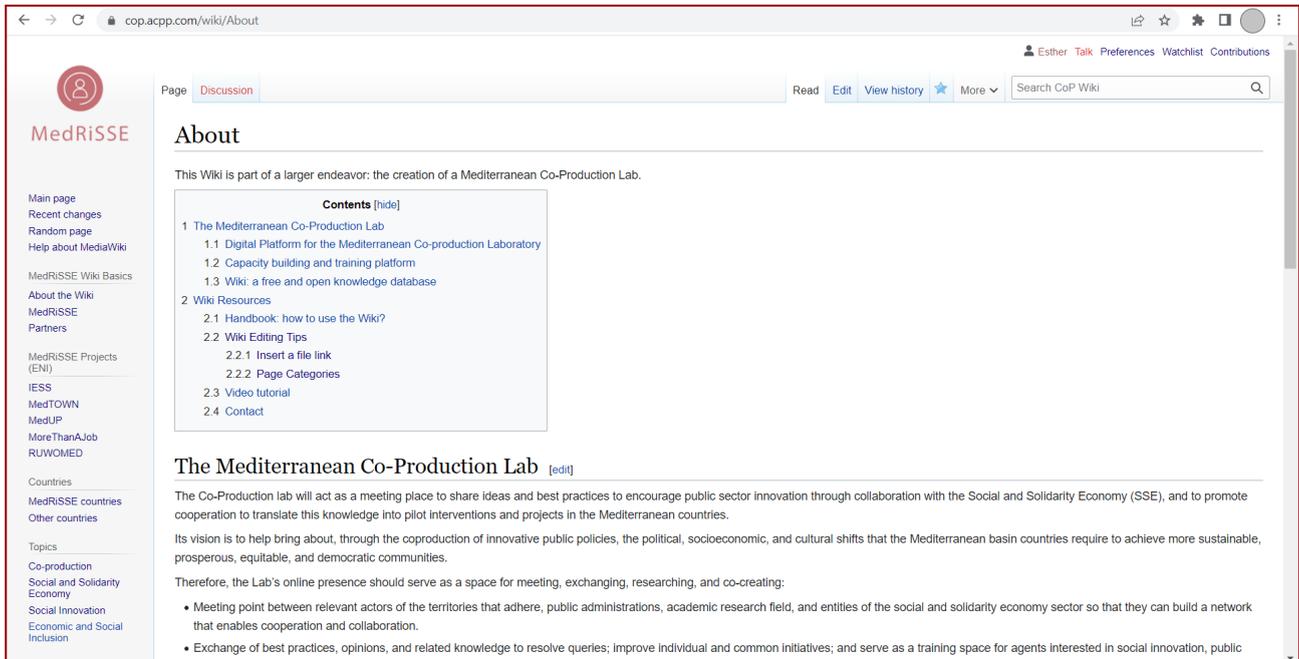
MedRiSSE Wiki Basics

About the Wiki

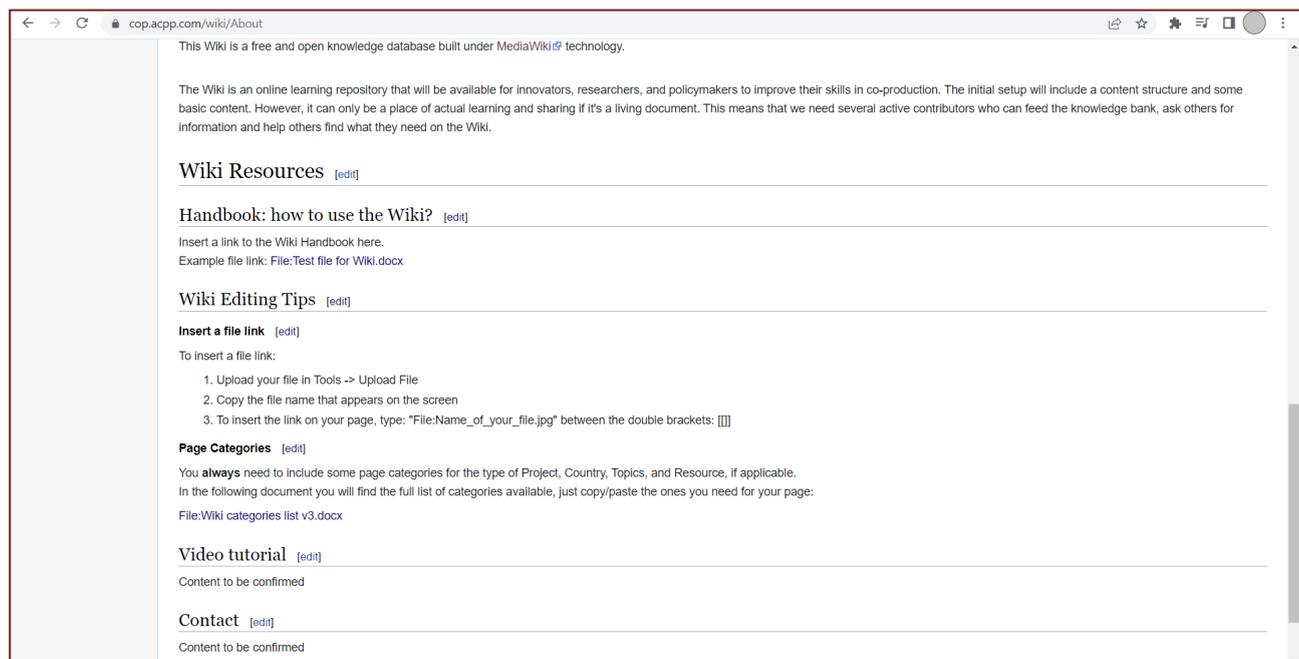
MedRiSSE

Partners

At the “MedRiSSE Wiki Basics” section you will find some information about the Wiki, the MedRiSSE project and the partners. Of special relevance for your collaboration into this virtual space is the “About the Wiki” content.



There you will notice the Wiki Resources area, where this Handbook can be found and downloaded, as well as some tips and tricks to make your Wiki experience a bit easier.

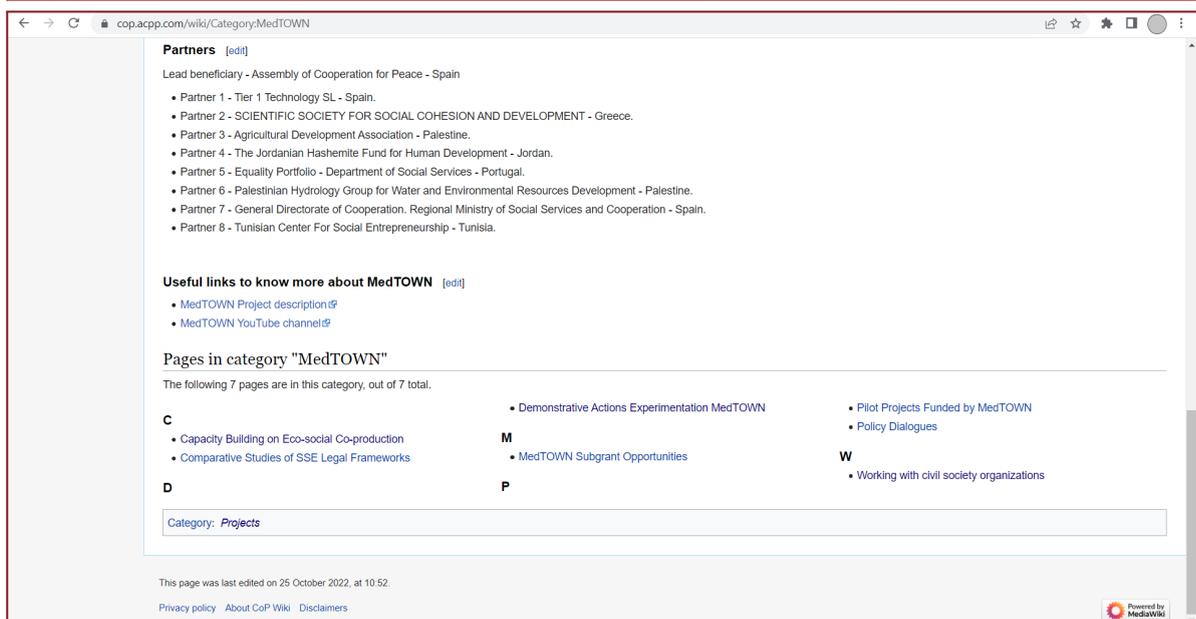
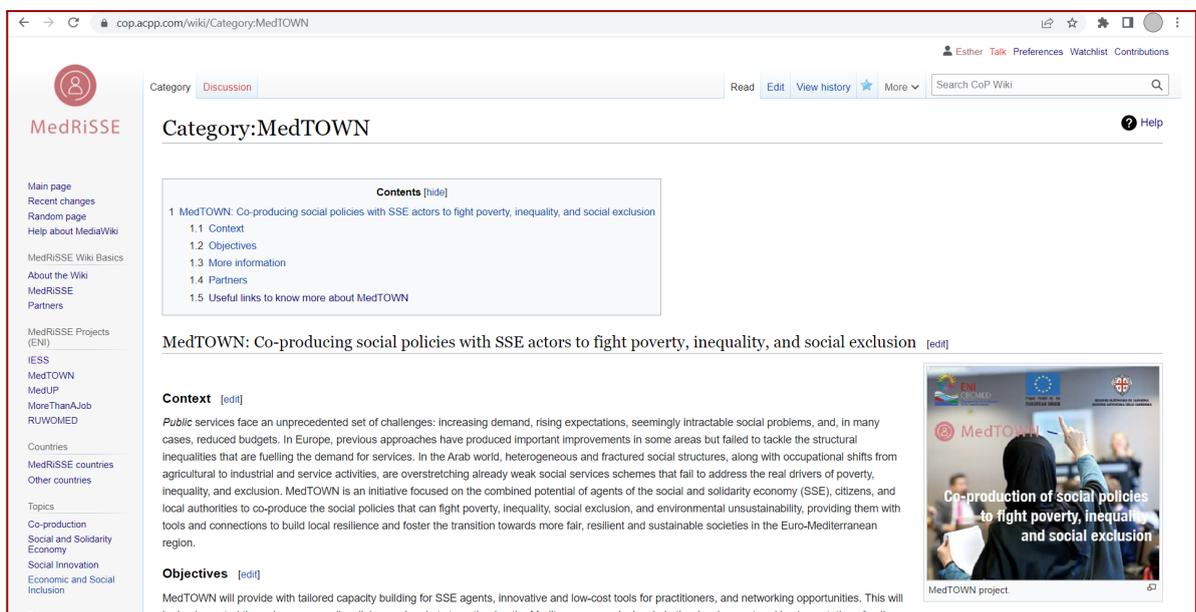


- MedRiSSE Projects (ENI)

- IESS
- MedTOWN
- MedUP
- MoreThanAJob
- RUWOMED

The third area of the sidebar is **MedRiSSE Projects (ENI)**. From there, anyone can have a look at each project page, with several information such as the context, the objectives, some useful links, and other relevant information you would like to display. Also, checking the other topics and resources' pages linked to them is an existing option. Explore how to edit your project page at "4.1. Editing existing pages" of this Handbook.

Here you can see a couple of screenshots from MedTOWN's project page as an example:

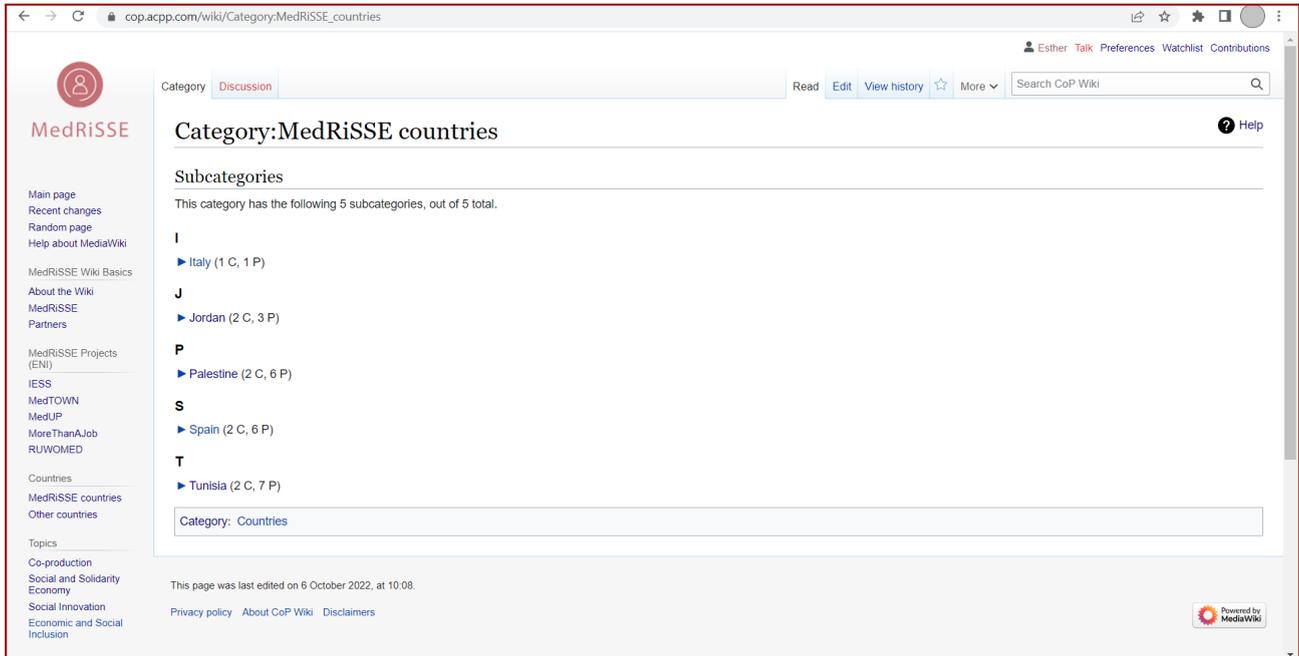


Countries

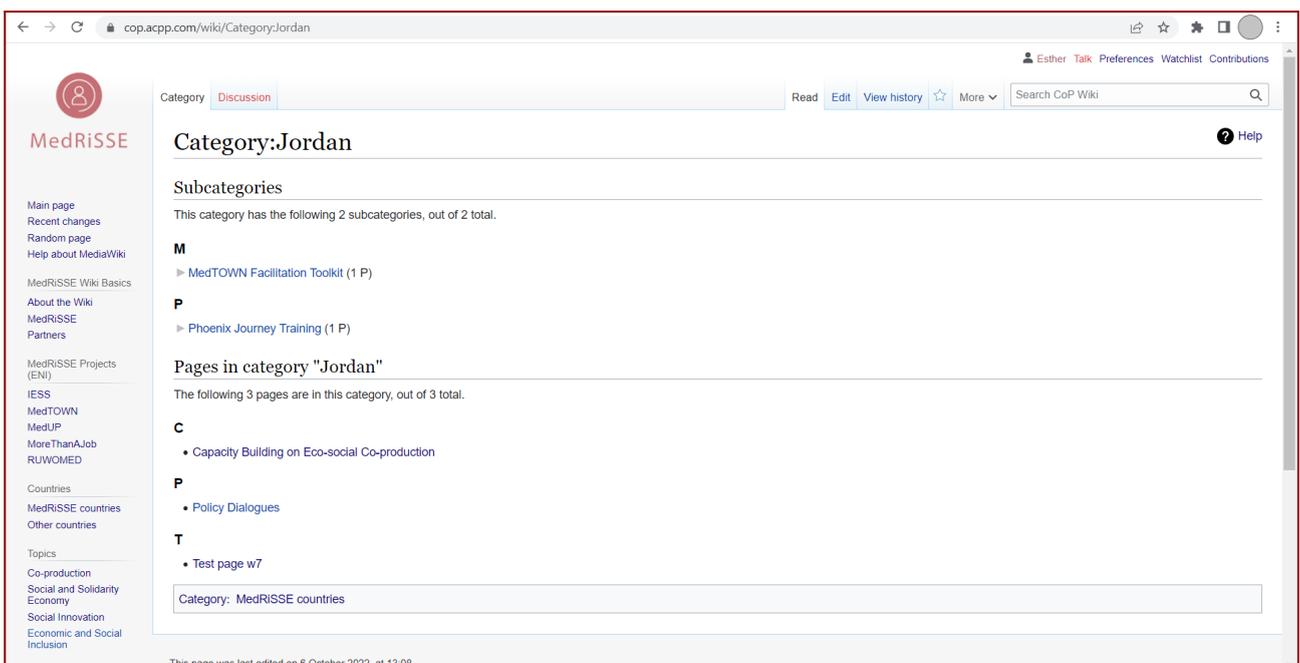
MedRiSSE countries

Other countries

Below the Projects area you will find the **Countries** one. If anyone accessing the Wiki would be interested in getting to know about the projects and resources of a specific country this would be the best way to find them.



Let's have an overview look at the example of Jordan, where we can find several subcategories and pages content under the category "Jordan":



The MedRISSE Wiki contents are also organised within the sidebar by **Topics** (Co-production, Social and Solidarity Economy, Social Innovation, Economic and Social Inclusion) and by type of **Resources** (Case Studies and Best Practices, Training materials, Useful Templates, Learning videos, Policy briefs, Roadmaps, Toolkits). This structure of contents has been designed to result advantageous for both new and more

Topics

- [Co-production](#)
- [Social and Solidarity Economy](#)
- [Social Innovation](#)
- [Economic and Social Inclusion](#)

Resources

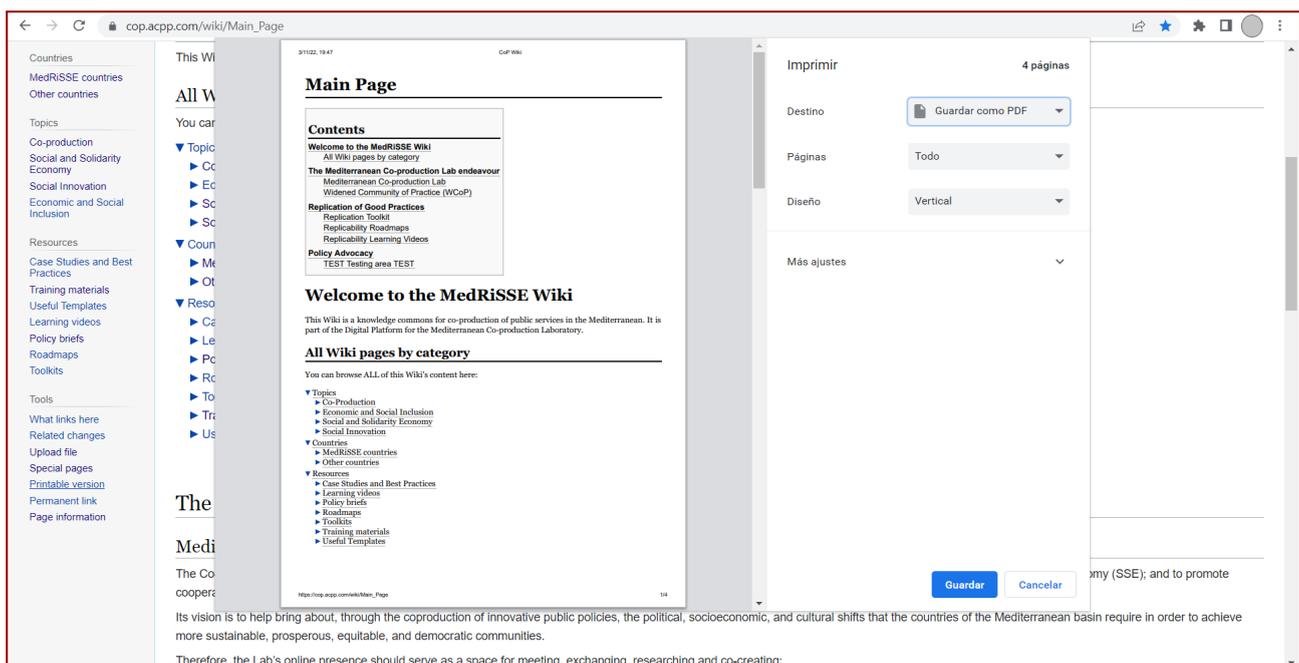
- [Case Studies and Best Practices](#)
- [Training materials](#)
- [Useful Templates](#)
- [Learning videos](#)
- [Policy briefs](#)
- [Roadmaps](#)
- [Toolkits](#)

experienced users, as everybody should be able to find and consult this kind of materials in a quick and easy way. By clicking on one of them, all the pages related to that category will appear in a list. To know more about how your pages can be under these categories and be found through the sidebar please do read the [section 4.5](#) on Categories.

Finally, the last area found at the sidebar is the **Tools** one. The most relevant one for our tasks here is the "Upload file" option, which is explained in detail at [section 4.6](#) of this Handbook, on how uploading and attaching files. With the Printable version button you can also download a specific page as a PDF or print it if needed. Other options regarding pages information and links are available as well, probably less likely to be used.

Tools

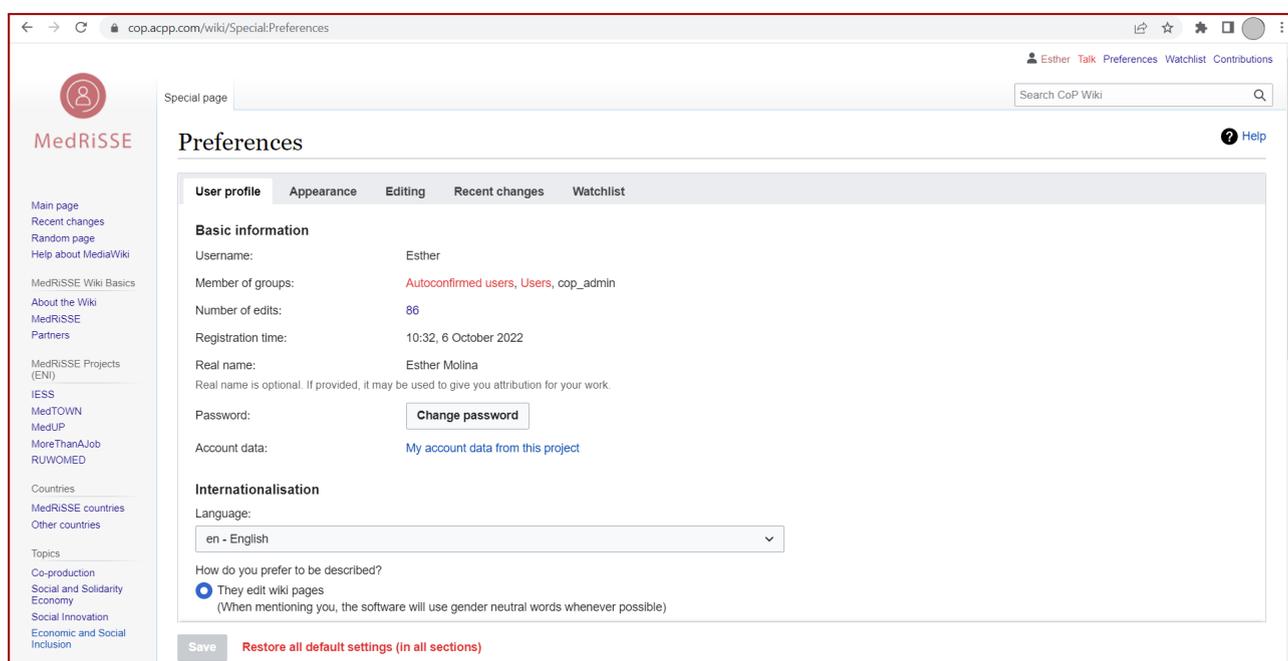
- [What links here](#)
- [Related changes](#)
- [Upload file](#)
- [Special pages](#)
- [Printable version](#)
- [Permanent link](#)
- [Page information](#)



3.4. Wiki Languages

You might want to modify the Wiki navigation language into another one you feel more comfortable than English —which is the default language for all users.

In order to do that, click on “Preferences” at the top right menu. Make sure you are properly logged in before. Your user settings page will be displayed. Under the “Basic information” you will find the “Internationalisation” area. Use the drop-down menu to select the preferred navigation language for all the Wiki experience. Please be aware that some of the words and content could be imprecise, as it is translated automatically by the software.



Regarding the materials, its content and their titles: if you would like to upload documents in different languages you are very welcome to do so, as the Wiki aims to be a helpful and useful space for a diverse public. The variety of languages will also be a mirror of the different realities and backgrounds of the contributors. If you have also the English version of each document uploaded in another language, please upload it as well to ensure it reaches out the widest audience.

Please have a look at the [section 4.6](#) on uploading and attaching files to know more about these steps.



4. Contributing to the Wiki

The following content will be of service on how you can contribute to the MedRiSSE Wiki. You will learn how to edit the existing pages, how to create new ones, how to use the categories and how to upload and attach some files.

If you came across some difficulties and you couldn't find the answers here, please check [section 5](#) on “Frequent answers and questions”.

4.1. Editing existing pages

It is likely that you would like to edit some of the existing pages within the Wiki. To do so, find the page you aim to update. You can do that by using the different page buttons at Sidebar, the “Recent updates” feature (also at the Sidebar) and the search box on top right area of the Wiki. There are other ways of finding pages and information but these three are the most direct and easy ones.

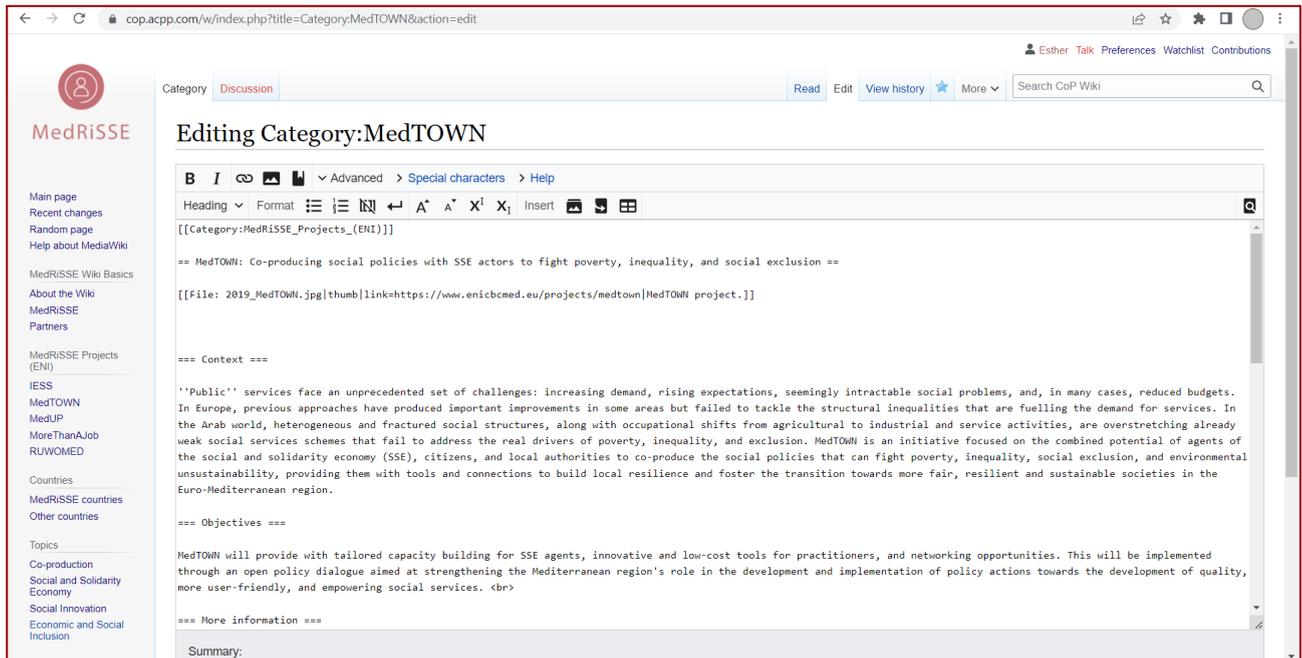
4.1.1. The Edit button

Once you have located the page or page section you'd like to edit, click on the “edit” button. It appears in several places (as you can notice at the example below), and you'll use one or another depending if you'd like to update the whole page – use the top right area of the page, between “Read” and “View history”– or only a section –in which case you will click on the blue “edit” text next to the heading of this particular section of the page.

The screenshot shows a web browser window displaying the MedRiSSE Wiki page for 'Category:MedTOWN'. The page has a navigation bar at the top with a search box and user options. The main content area features a 'Contents' table of contents with links to sections like 'Context', 'Objectives', and 'Partners'. Below this, the 'Context' section is visible, starting with the heading 'MedTOWN: Co-producing social policies with SSE actors to fight poverty, inequality, and social exclusion'. The text describes the challenges of public services and the goals of the MedTOWN initiative. An 'Objectives' section is also partially visible. On the right side of the page, there is a featured image with the text 'Co-production of social policies to fight poverty, inequality and social exclusion' and a caption 'MedTOWN project.'.



The visual editor should now open. This is the appearance of a quite complete page (using MedTown’s as an example) seen from the editor:



4.1.2. The Toolbar

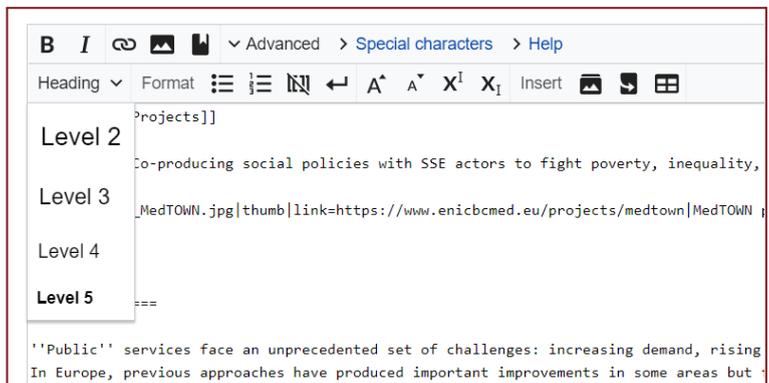
There are several features and options available to edit a page. You find them at the **Toolbar** under the page title. Some of them concern the format (bold, italics, etc), others to the insertion of links, tables of content, special characters, references and headings.

4.1.3. Category tags

On top of the content itself there are —or should be— the **category tags**, which we’ll explore in [section 4.5](#).

4.1.4. Headings

The **headings** (different types of titles and subtitles) are very useful for having the sections well organised. Also, to provide the page of a clear structure and a table of contents, which will be automatically generated by all the headings you use. It will show up



in the “Read” version of the pages. To add the headings, just click on the Heading drop-down button and you will see the different options. When applying them, you’ll be able to see the code for the headings, composed by a different number of equal (=) signs. Just type the title text you’d like to see as a heading between the equal signs. As you will notice, every heading level has a different number of equal signs. Test and experiment with them as you need and also take inspiration and examples from other existing pages. Try to imitate the style and format of the existing pages as much as you can. For instance, have a look at the MedTOWN page. You’ll notice that there are a set of sections (Context, Objectives, More information, Partners, Useful links to know more about MedTOWN) in 3rd level Headings, preceded by a general title for the page (“MedTOWN: Co-producing social policies with SSE actors to fight poverty, inequality, and social exclusion”) in 2nd level Heading style. If you were to edit your project page, please use the same or very similar structure with the same formatting.

4.1.5. Lists

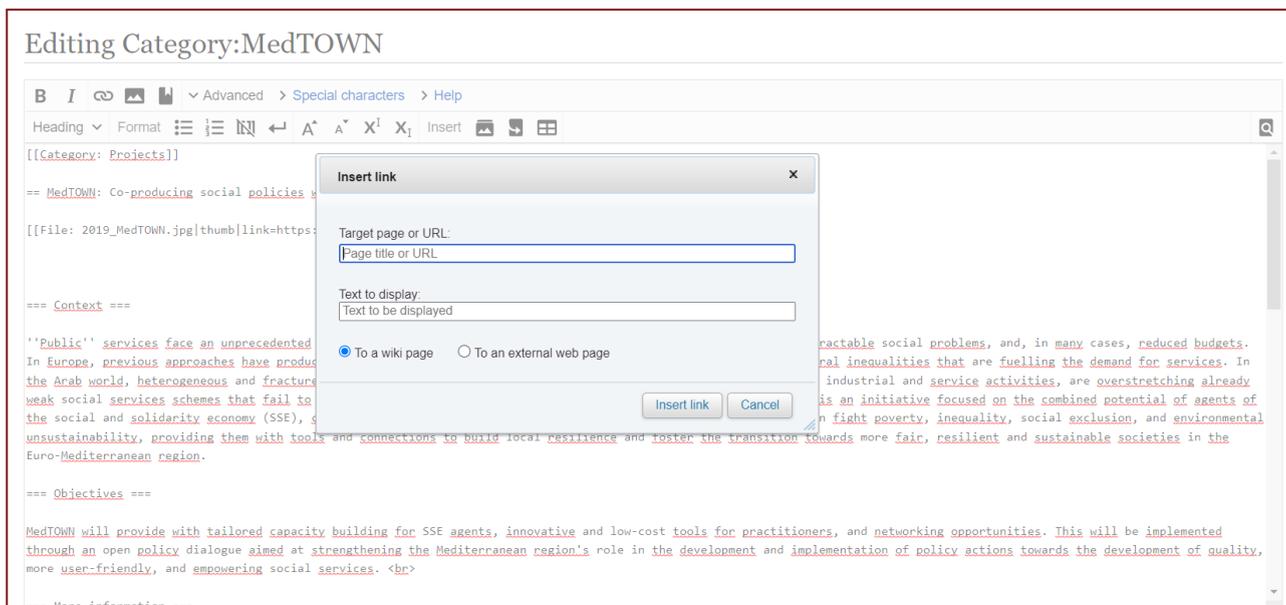
A useful feature you might be wanting to use is the addition of **bulleted and numbered lists**. To do so, use the lists button. If you already have the text of the list within the editing area, select all this portion of text and then click on the button you prefer. Now, the format should be of a bulleted (*) or numbered list (#) depending on which you chose. As you may have noticed, it’s as simple as adding an asterisk (*) or a hash (#) to each text line to transform them into an element of the list. If you’re curious on how lists work at a deeper level, have a look at this [MediaWiki help article on lists](#).



4.1.6. Links insertion

You will be surely inserting some **links** into your project page or other resources pages. If you’d like to link a picture or a file with a specific URL please consult [section 4.6](#) on uploading and attaching files. In order to insert a link in a word or sentence in a paragraph or a list, select the piece of text you’d like to link and click on the chain button. A new smaller window will open. Then, enter the page URL you’d like to redirect to. If you’re redirecting to a MedRISSE Wiki page you don’t need to enter the whole URL, you can type the page title. The “text to be displayed” should appear in its correspondent box, but if it doesn’t you can add it manually. Select the type of page you’re linking below the boxes and click on the “Insert link” button.





A link that works correctly will appear in blue. If there would be something wrong it would likely appear in red or even don't appear in the Read version of the page. Another way to insert a text link is using the code. There are several ways to insert a link and displaying it. To do so, use the following formats in the table:

Type of link	What you type (Edit mode)	What you get (Read mode)
Internal (a page within the Wiki)	[[Page title]]	Page title
Internal (a page within the Wiki)	[[Page title Link label]]	Link label
External link (a webpage that is not part of the Wiki)	[http://www.example.org Link label]	Link label
External link (a webpage that is not part of the Wiki)	[http://www.example.org]	[1]
External link (a webpage that is not part of the Wiki)	http://www.example.org	http://www.example.org

This is a real example of how an existing link within MedTOWN page looks like from the editing area: [https://www.enicbcmcd.eu/projects/medtown MedTOWN Project description]. From the Read mode you can see “[MedTOWN Project description](https://www.enicbcmcd.eu/projects/medtown)” in blue, indicating that this is an operating link and that when you click on that text, it will redirect you towards the external page on that specific topic.



4.1.7. Special characters

If you need to use any special character because of punctuation, language or any other reason, click on the “Special characters” button in the toolbar. Search for the character or symbol you’re looking for using the left list and the right box. Put the cursor where you’d like that to appear within the text. Click on it and it should be right there. If you’d like to close these boxes, click again on the “Special characters” button.



4.1.8. The Help button

The **Help button** within the Toolbar is very useful to work simultaneously with the coding and visual versions. If you’d like to check the formatting codes for bold, italic, headings, lists, etc., click there to see the coding version next to the visual one so you know how it will look like without the need to remember the specific codes.

There are also help pages that MediaWiki provides to the users, you can check them by clicking on the “Help about MediaWiki” at the Sidebar or [here](#).

We’ve also created some content on Frequent answers and questions that you can consult at [section 5](#) of this document.

 Remember that you can experiment with everything you’ve learnt in terms of editing pages without fear. But please be careful and also check other MedRiSSE Wiki pages to see how they’re built, formatted, structured... You can even copy headings, fragments, links, etc and edit them in your own project or resource page.

4.1.9. Previewing and saving changes

Once you’ve finished working on a page for that time, scroll down a bit and click on “Show preview” button to see how it will look like for the readers. You can edit and preview as many times as you’d like. Then, click on “Save changes”. Don’t forget these last steps to avoid losing your contributions.



4.1.10. The Discussion area

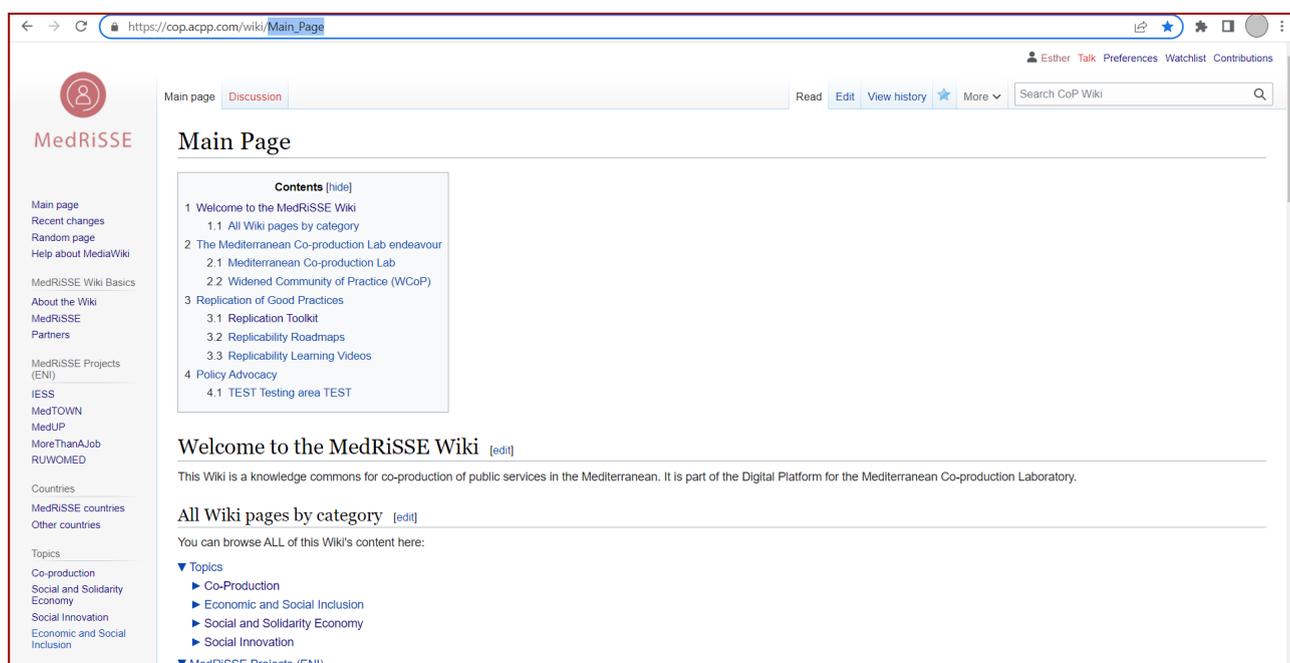
Since it is likely that you will communicate via email or other platforms with your team project on the Wiki contributions, the “**Discussion**” option will not be used. This button (above the page title) leads to a page where you could leave notes on what you’ve been doing and suggestions on how to continue editing the page.

 *Finally, we encourage you to let go any fear you could have of editing, adding, experimenting, or even making mistakes. Everything is part of the learning by doing, and remember, you’re part of a wide Community of Practice to support and be supported by. We’re all learning together.*

4.2. Creating new pages

As you may have noticed, there is no “Create page” button at plain sight in the MedRiSSE Wiki environment. The procedure to create a new page could feel a bit unfamiliar and even a bit funny. The most important thing you need first is the name you’d like to give to your new page. If you’re unclear on this but want to start working on it anyways let’s give it a temporary name, as you’ll be able to modify it later.

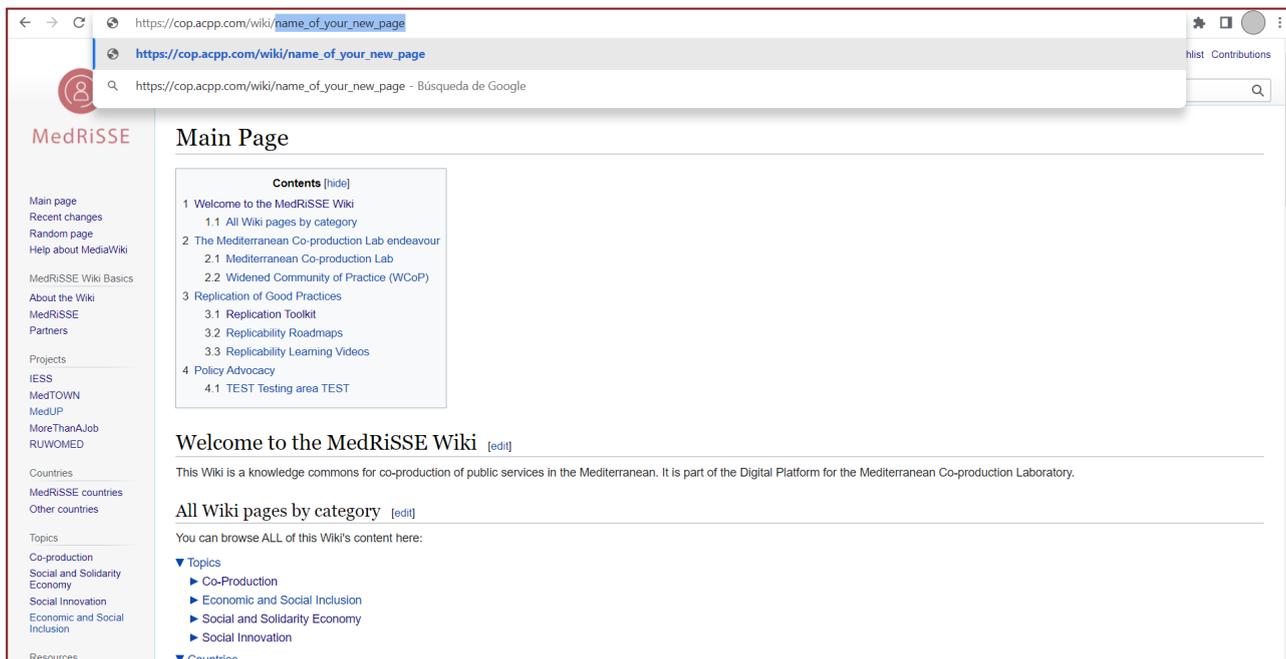
Then, go to the main MedRiSSE Wiki page (https://cop.acpp.com/wiki/Main_Page). In the URL area, delete the text “Main_page”.



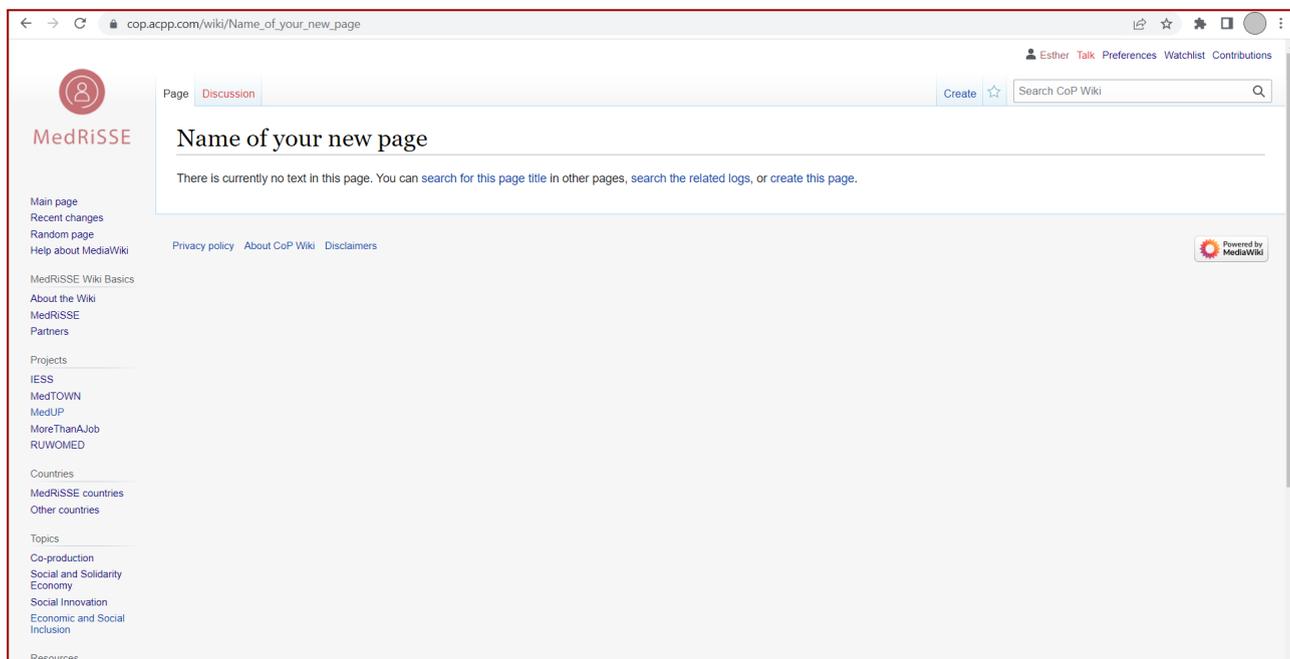
The screenshot shows the MedRiSSE Wiki Main Page in a web browser. The URL bar displays https://cop.acpp.com/wiki/Main_Page. The page features a navigation menu on the left with links like 'Main page', 'Recent changes', and 'Random page'. The main content area includes a 'Contents' table of contents, a 'Welcome to the MedRiSSE Wiki' message, and a section for 'All Wiki pages by category' with a list of topics such as 'Co-Production', 'Economic and Social Inclusion', and 'Social and Solidarity Economy'.



Now, add there the name of the new page you would like to create. Remember to use the underscore (_) for the spaces between words. Now press “Enter” on your keyboard.

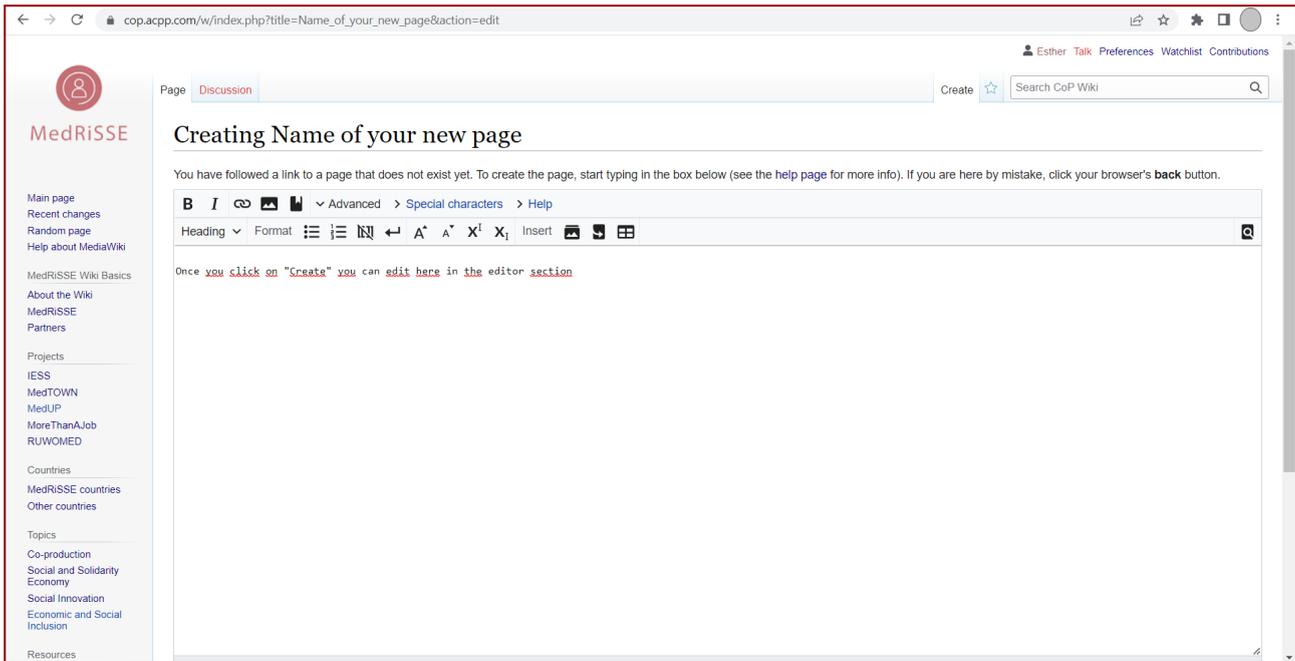


A new page will appear then and you will click on the “Create” button, now visible at the top right menu area, next to the search box.

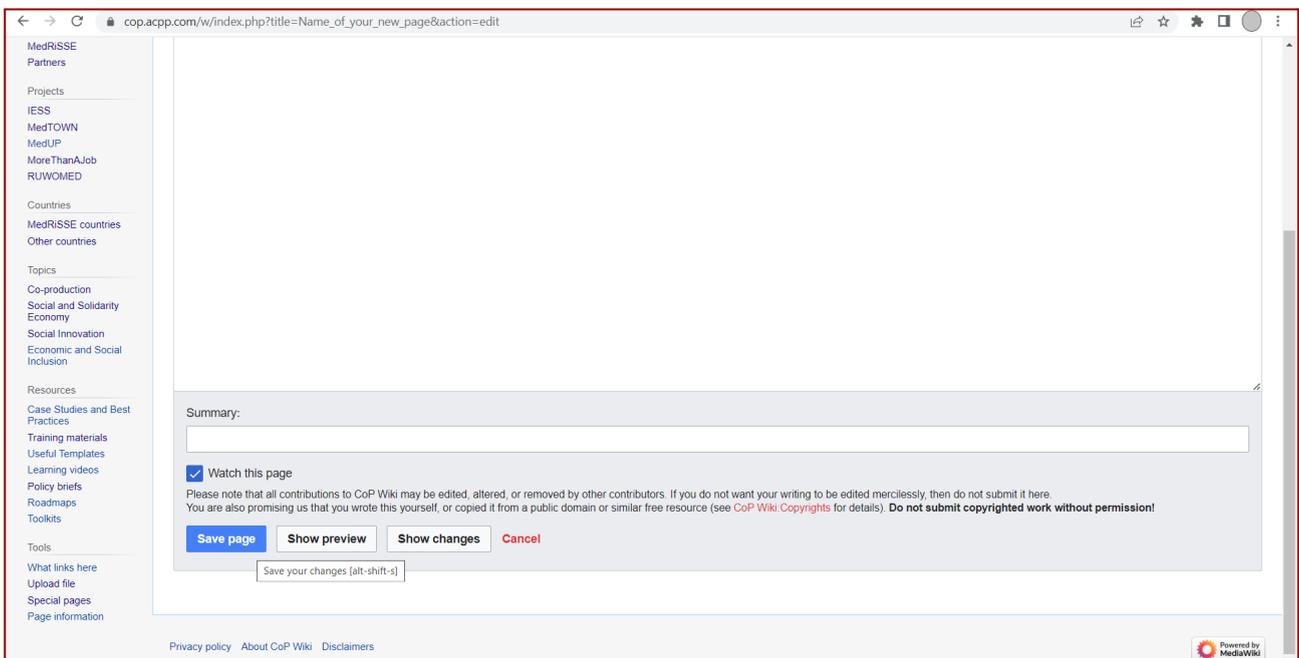


At this stage you will be able to start writing and editing the content of the new page.





Be mindful that until you’ve clicked the button “Save changes” the page will not be completely created so you could change your progress if you forgot that step. You can save the changes right after typing a first sentence to make sure it’s “safe” or maybe later when there’s some sound content there.



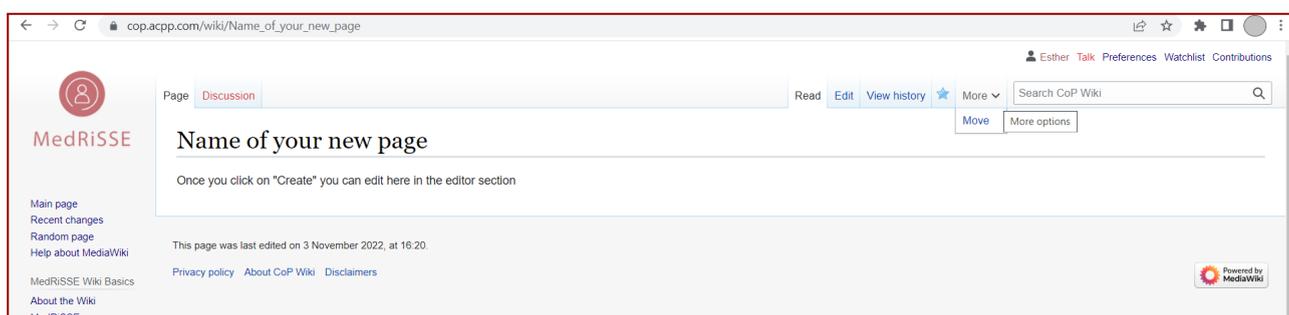
Once the new page is created and saved in the wiki, you can edit it as detailed in [section 4.1](#) of this Handbook and modify its name, too, as explained in [section 4.3](#).



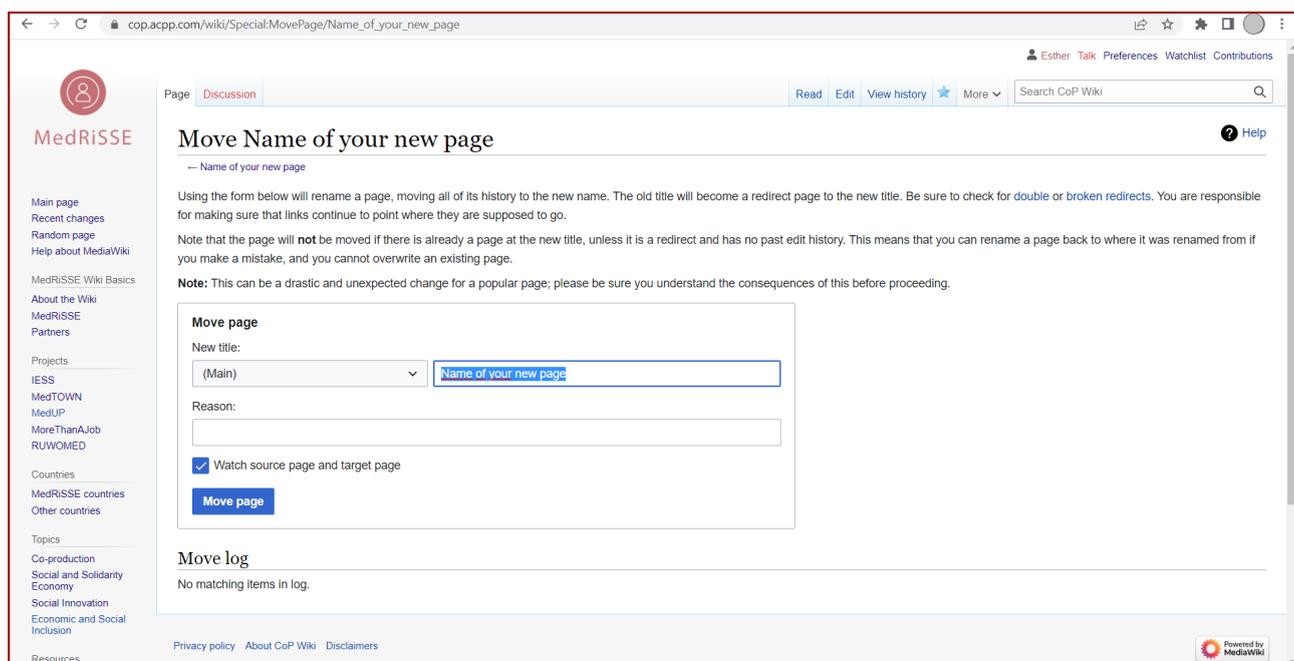
Before leaving the page, it is quite crucial that you add the corresponding category tags to ensure your new page appears under its content categories at the sidebar and in the Main page contents tree. Read more on categories at [section 4.5](#).

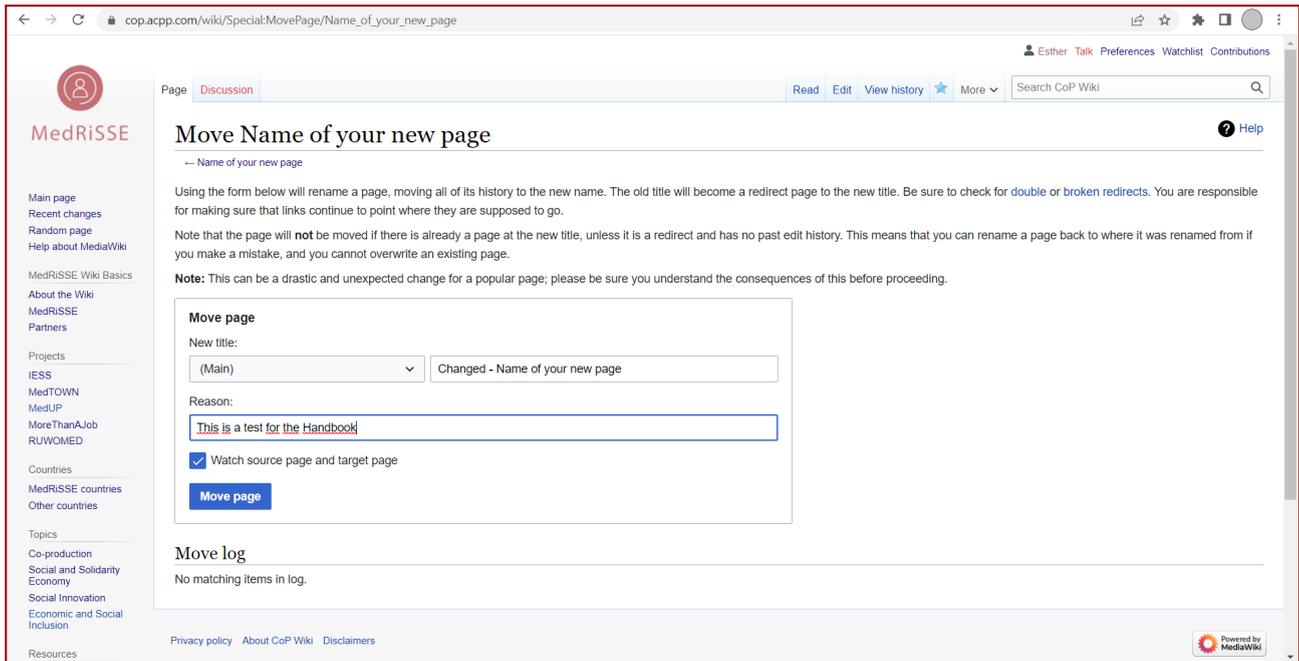
4.3. Changing the name of a page

Ideally, changing the name of a page is a function that we won't be using often. If the case requires it, this is how to proceed: First, locate and open the page which name needs to be changed. Then, place the cursor on the "More" drop-down button and click on "Move".



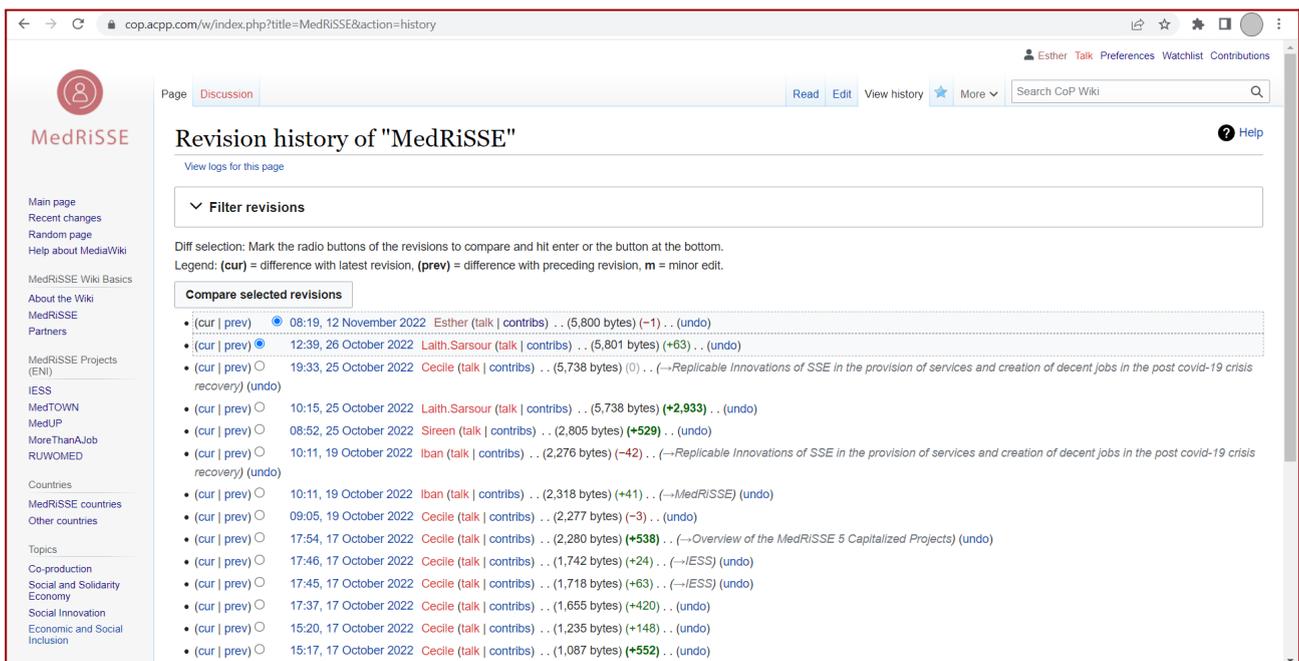
A new rectangular area will appear. Now type the new name of the page where the old one appears. Write the reason for that change to help other users understand which was the intention there.

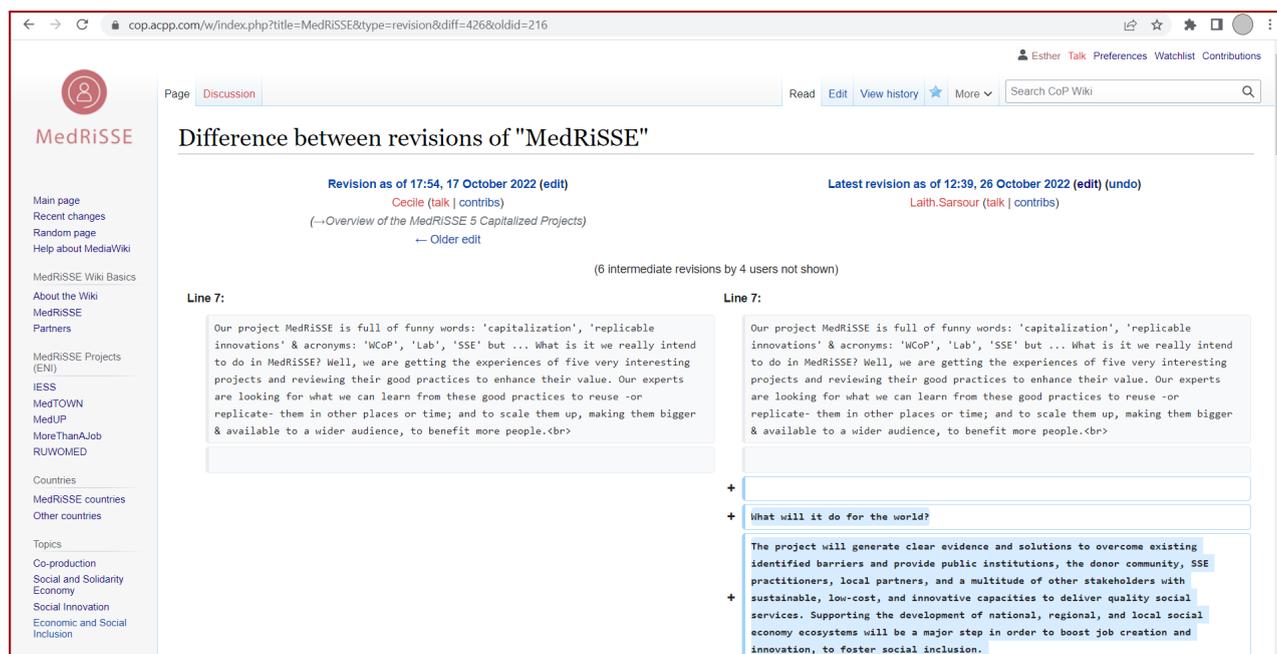




4.4. History updates

The wiki options and features include the history updates. That's a useful place to check and compare different versions of a page, see who implemented each change and when, among other information. To see that, just click at the "View history" button that every page has on the top right menu (next to the search box). If you'd like to compare two specific versions of a page, mark the radio buttons for each of the versions and then click the button "Compare selected revisions".





4.5. Categories

Categories are crucial. A page without any category tag will exist within the wiki but almost invisible, as it won't be found easily by newcomers. If someone new came to the MedRiSSE Wiki and pages wouldn't have category tags, then the sidebar would be useless and the information really hard to find. Category tags help the wiki software to organise the pages into the different areas at the sidebar (which are categories) and also at the tree of contents found at the Main page. This is really important given the purpose of the Community of Practice to learn and co-create collaboratively among the partners and beyond.

How to add category tags? It's as simple as copy-pasting from the list already created, into the contents of a page from the editor. The complete tag category list can be found at the ["About the Wiki"](#) page and also at the [Annex](#) of this document.

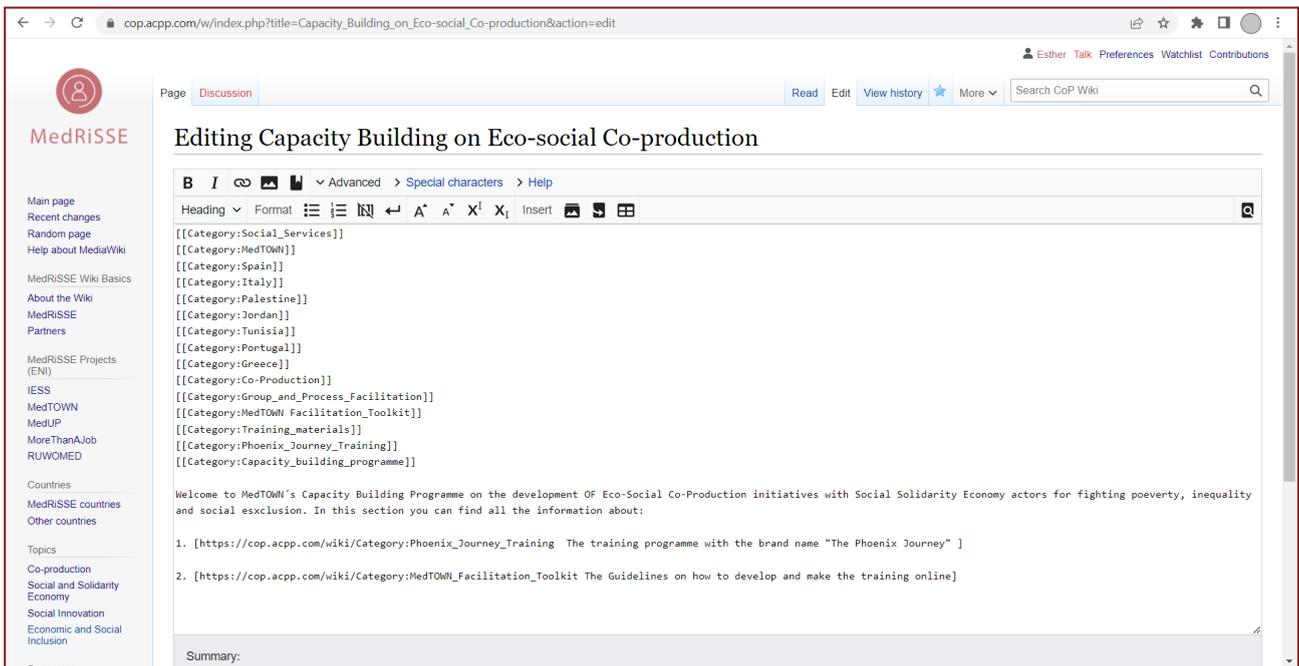
We've split the old "Projects" category into two: one for ENI projects and one for non-ENI projects for when people start creating content outside of the 5 projects:

```
[[Category:MedRiSSE_Projects_(ENI)]]
[[Category:Other_Projects]]
```

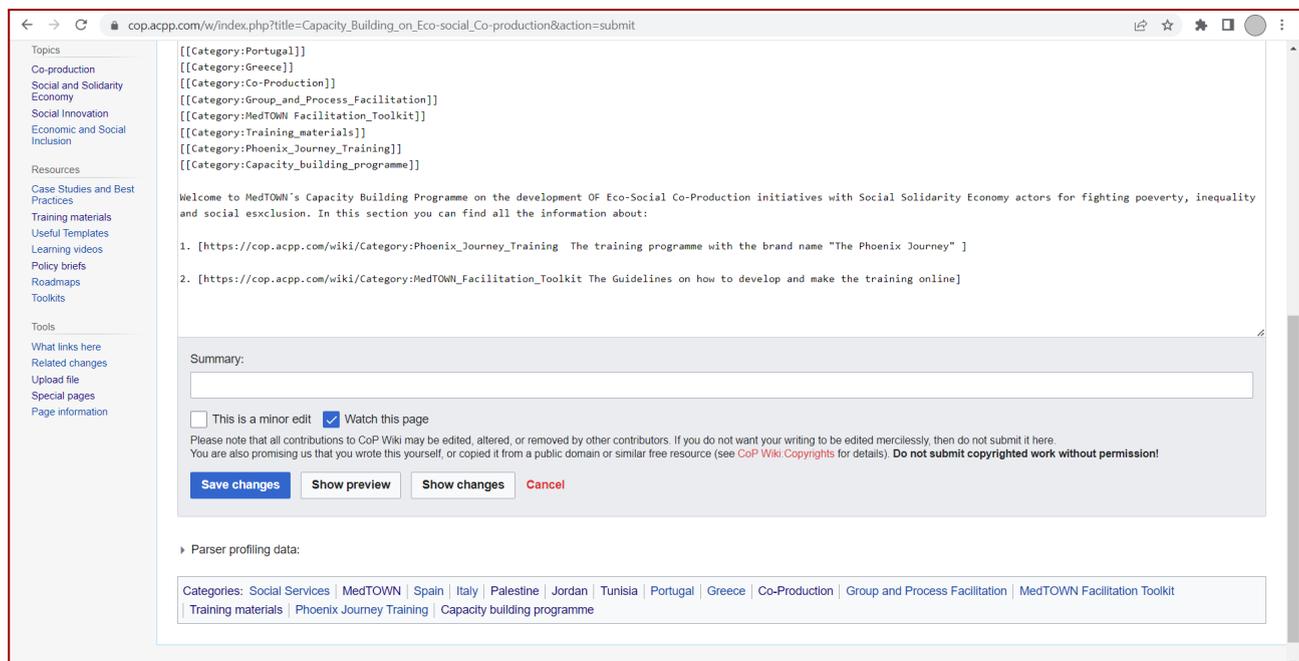
When creating a page, always include the project category (ENI MedRiSSE or other), and the project name in case of MedRiSSE.



Remember that category tags go always below the content text, as you can see in the following example. They won't appear there at the Read version, they'll be at the bottom in a rectangle:



When you've added some category tags and click on Show preview or Save changes, be wary that the categories always appear at the bottom of the page. Have a look at this other example (using the same page):



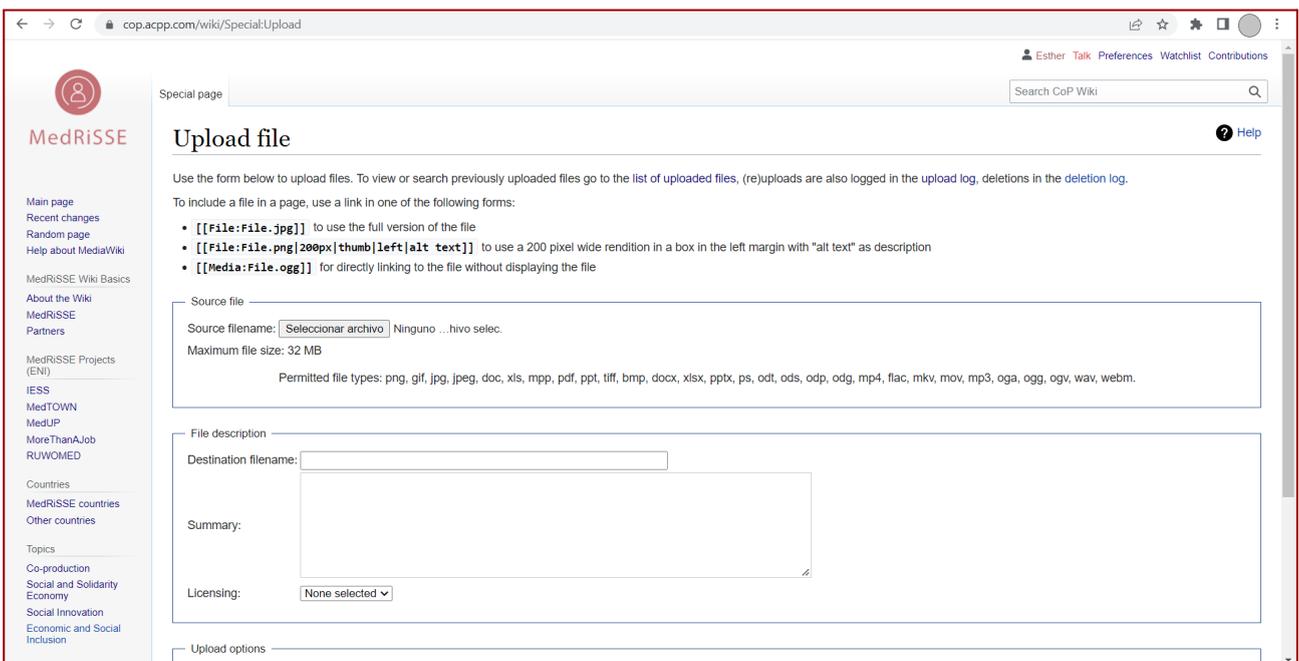
Given the case that you created a new page and forgot to insert the category tags, search for the page using the Search box or the Recent changes feature. Click on Edit and add them.



4.6. Uploading and attaching files

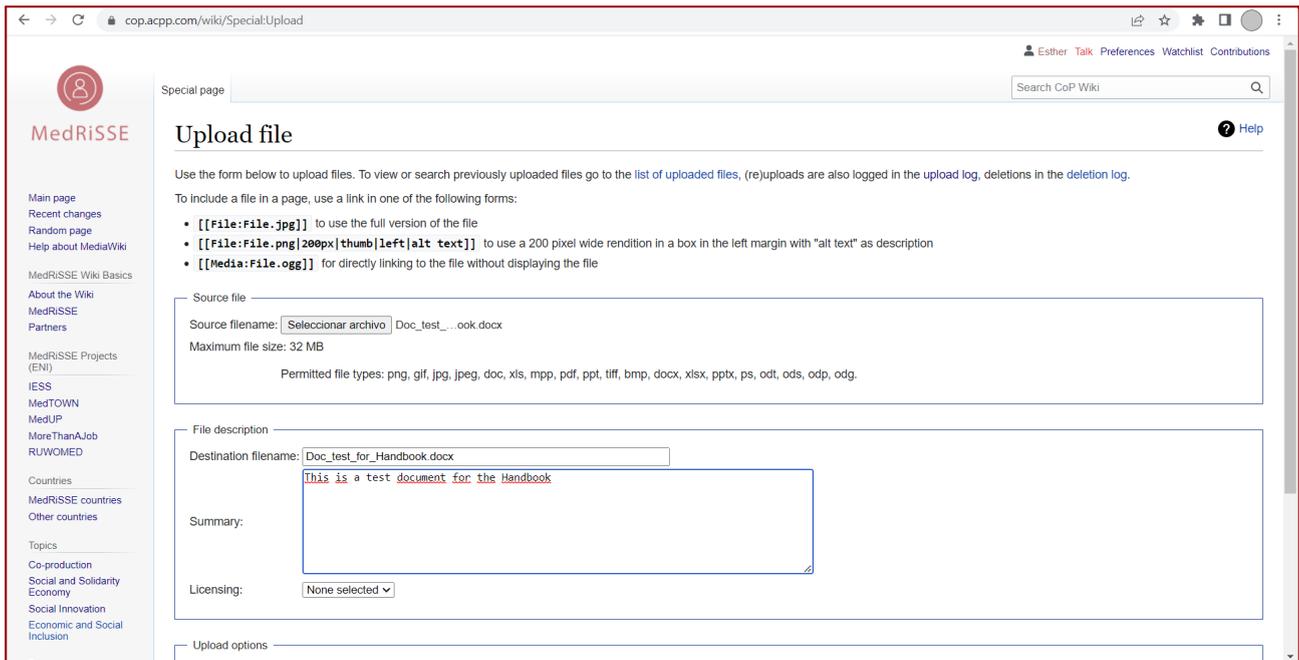
To upload and attach a specific file (document, image, etc) we encourage you to follow the steps provided in this section. The first part is the same for several types of files. Then, depending on whether you'd wish to upload a text document, an image or a video, some final settings could vary.

First, open the page where you would like to see your file included. Then, in another tab, open the Main page of the wiki. Scroll down through it until you find the Tools section in the Sidebar. Now click on "Upload file" and you will see this on your screen:



Once you've proceeded with the previous steps, select the file you'd like to upload from your computer by clicking on the Source file area button. A default destination filename will appear. If you wish to change that, do so in the Destination filename box, within the File description area. Remember to use the underscore for the spaces between words. Write a summary or a brief sentence on what's the document or file about if you wish.

Now, scroll down a bit and click the "Upload file" button. If the upload results successful, a new page will open showing the uploaded document details.



As you might have noticed, there's some code tricks on how to insert or include a file in a specific page. They appeared below the title "Upload file" and you can use them in different ways, let's explore them at the following sections.

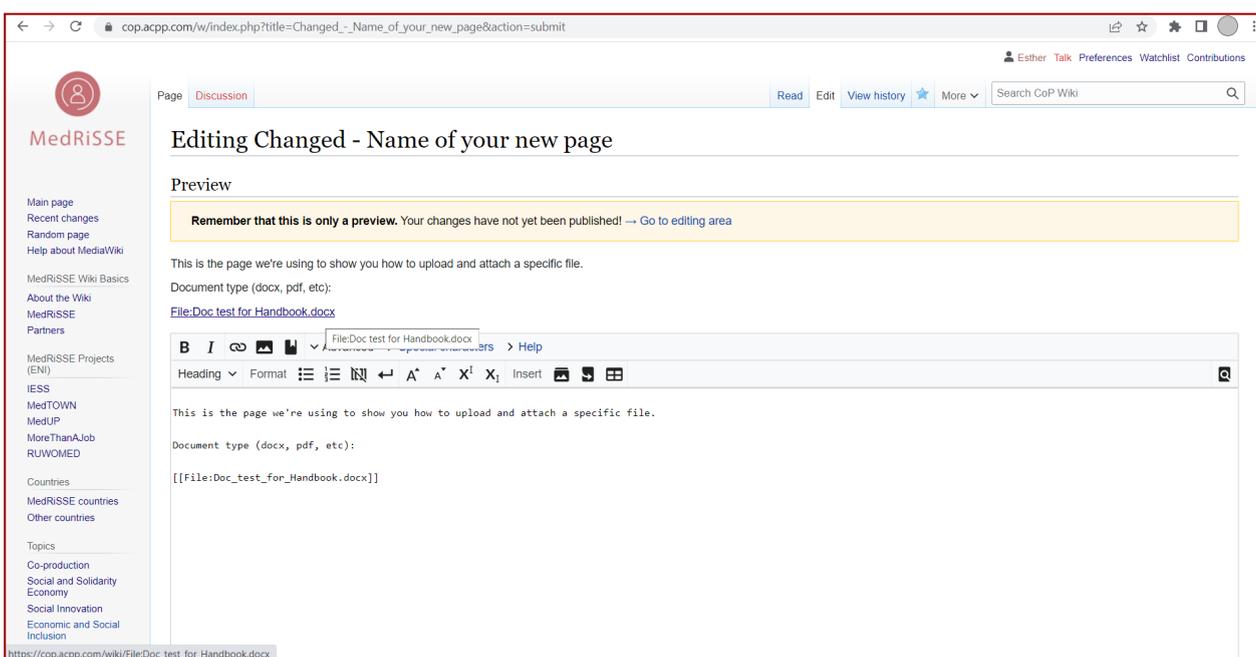
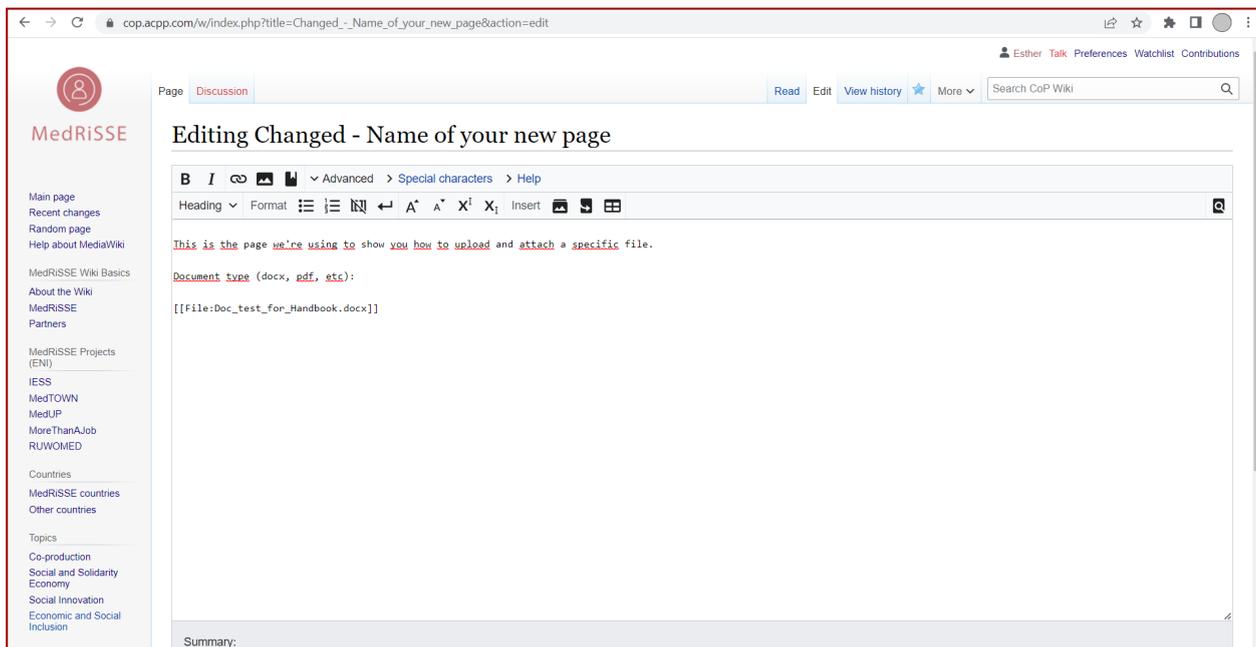
4.6.1. Attaching documents

Now that you've followed the previous steps, your document is uploaded to the Wiki. The only missing step will be including it or attaching it to a specific page.

All you need to do is follow these directions: Copy the destination filename. To insert the document into the page you'd like to host it, open the tab where this particular page is and click the Edit button. Put the cursor where you'd like to insert the file. Type the following code there replacing the destination filename part, including the filetype extension (ex: .doc, .docx, .pdf, etc): `[[File:destination_filename_of_your_document]]`.



Click the preview button to check if the document has been correctly included in the page. The link should appear now in blue, and would redirect to that document page whenever you clicked on it.



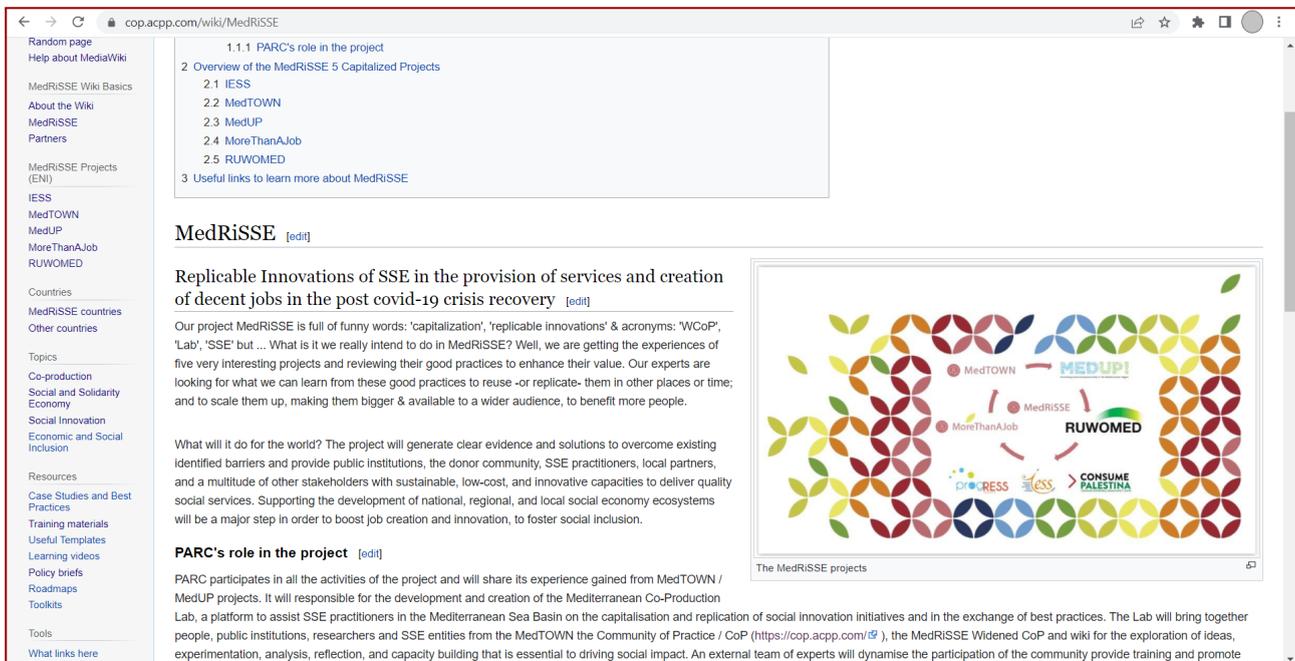
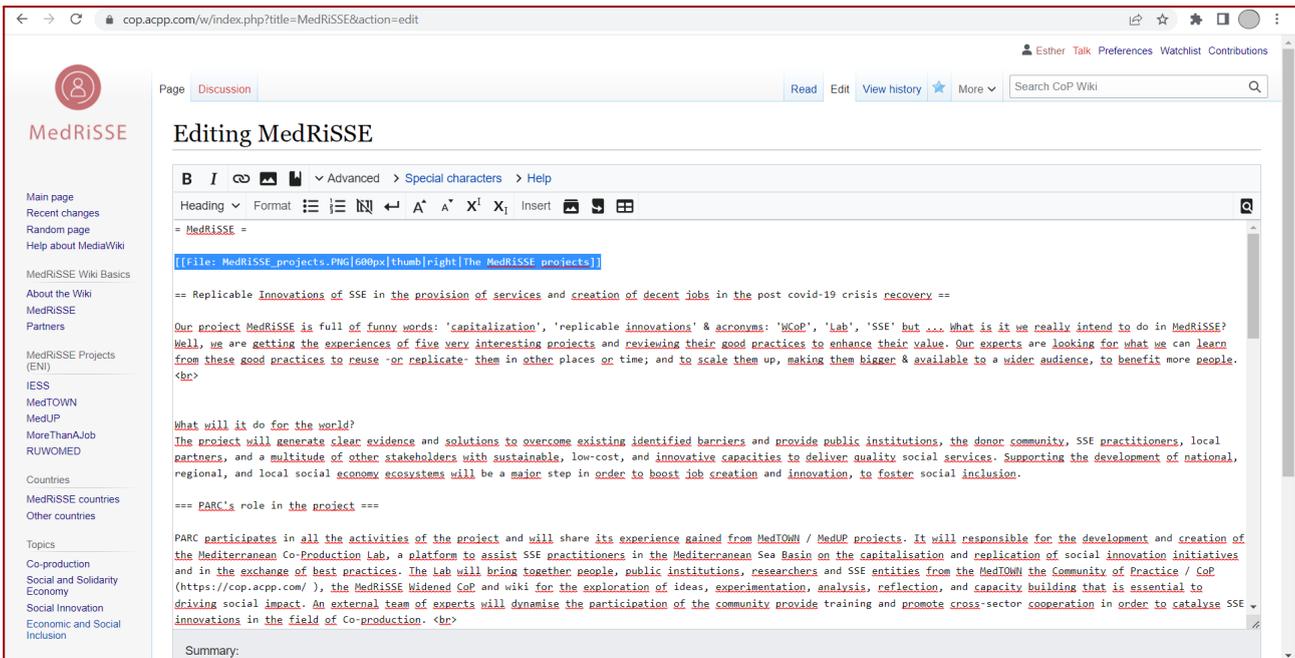
4.6.2. Attaching images

If you followed the steps on [section 4.6](#) your image should be uploaded to the wiki. Now it's time to insert the image in a specific page.



To attach an image without setting up its size or position in a page use the code `[[File:Destination_filename.jpg]]` or `[[File:Destination_filename.png]]`

For choosing the size of the image, the position within the page and its display text, use this code: `[[File: destination_filename | size in pixels | thumb | place | display text]]`. This is a real example `[[File: MedRISSE_projects.PNG|600px|thumb|right|The MedRISSE projects]]` and you can see how it appears in the wiki Edit and Read mode:

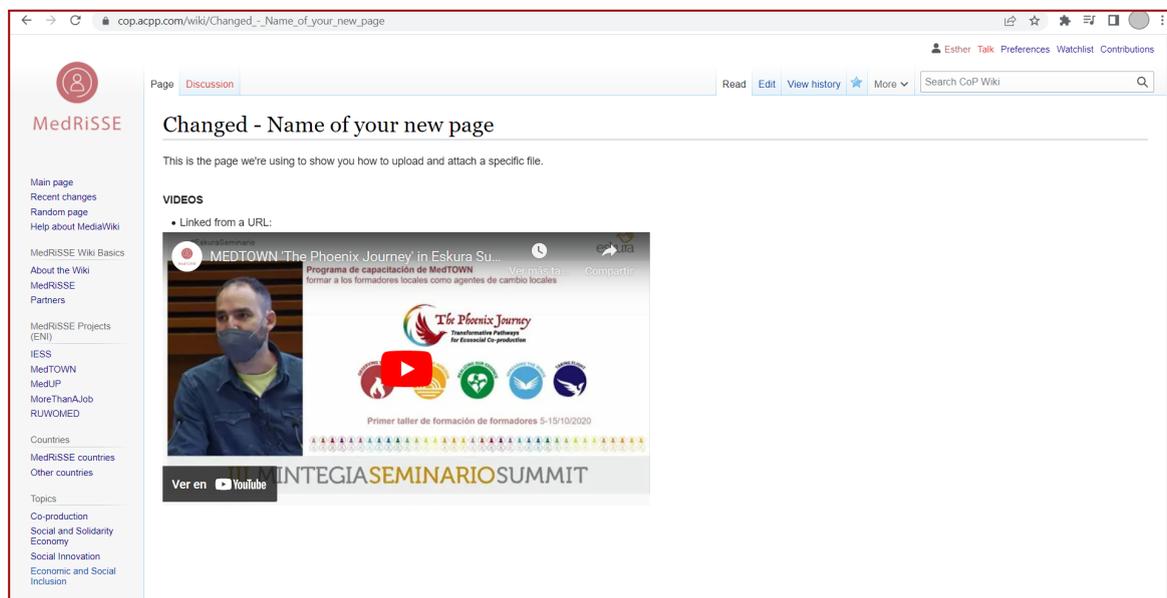


The existing options for the position are left, right and centre. If the original size of the image fits adequately for what you need, don't add the pixels data. If you need to make it look smaller or bigger, try to experiment with different numbers until you find the right fit. Take this image as a reference, it's been attached using 600px, try with 400px or 200px to make your image look smaller, or 800px or 1000px to make it bigger.

4.6.3. Attaching videos

We recommend you to link videos from other platforms where you may be currently keeping and showcasing them (a Youtube channel, a Vimeo channel, etc) instead of uploading them into the wiki. It could be likely that the size of the video exceeded the maximum permitted size (32MB) for a file.

To link them as a URL in different formats use the codes in [section 4.1.6](#). If you'd like to embed them, use the code `{{#evu: URL|alignment=(here you can insert "center", "left" or "right")}}`. This is a real example embedding a video from the MedTOWN youtube channel on the Phoenix Journey. Below, you'll find a visual example on how it looks like: `{{#evu:https://www.youtube.com/watch?v=h-EQ8S8wo4k|alignment=left}}`



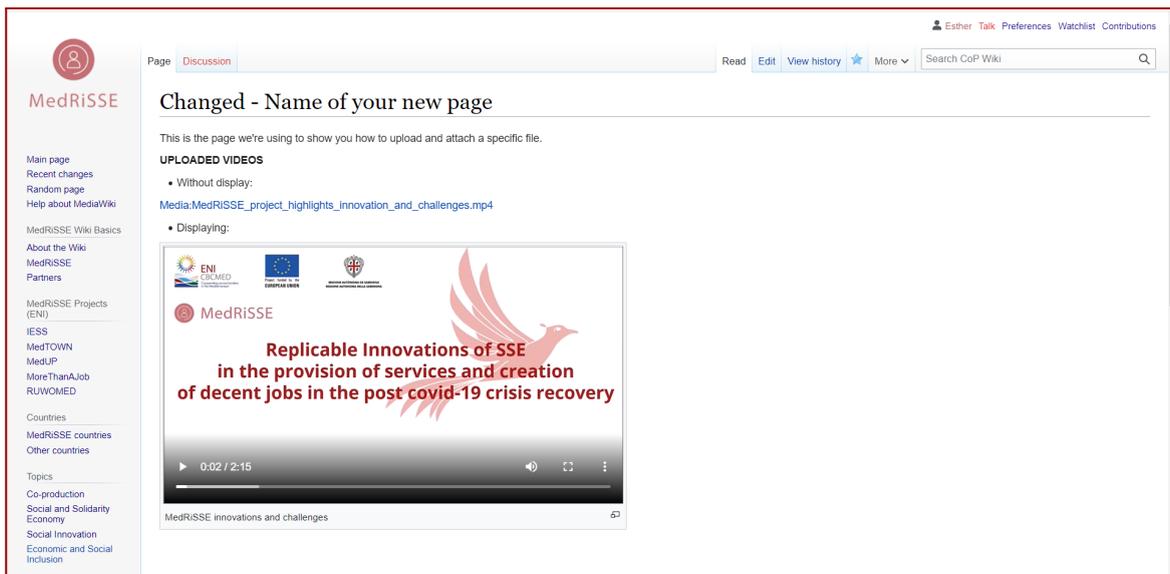
Still, if for any particular reason you needed to upload the video and attach it into one of your pages, make sure that the size is balanced between the permitted size and the resolution, maintaining a good footage quality.



To proceed this way, upload the file as described at [section 4.6](#) and use the following codes: For directly linking to the file without displaying the file `[[Media:Destination_filename.mp4]]` –it will appear as a link. For also displaying the video in the page, use `[[File:Destination_filename.mp4]]`. You can use the same settings that with images here, in terms of alignment, pixels size, and display text below the video. Check the following examples:

Without display: `[[Media:MedRiSSE_project_highlights_innovation_and_challenges.mp4]]`

Displaying the video in page: `[[File:MedRiSSE_project_highlights_innovation_and_challenges.mp4]]`



5. Frequent answers and question (FAQs)

Hopefully this section of the Handbook can be of help in speeding things up when feeling a bit stuck.

5.1. Can't find the "Edit", "Upload file" or other options to contribute

First of all, make sure you are properly logged in from your user account. Remember that you can't be logged in from the very same Wiki website, you need to do that from the Community of Practice website (<https://cop.acpp.com/>). Refresh the pages. Make sure that your username appears at the top right area of the site.

5.2. Can't find the "Create page" option

The option for creating a page is not regularly available at plain sight. It will only appear if you follow the steps on [section 4.2](#) of this Handbook.

5.3. Can't find a specific page I created earlier

Don't worry if you just created a page and lost its URL address or its name. Remember you can always click on "Recent changes" at the Wiki sidebar and you should be able to find it.

Another possible reason for not finding a page is that you might have been working on it but forgot to click the "Save the changes" button before leaving the website.

5.4. Who edited this section and which changes were implemented?

There's two main ways or steps to check the last changes implemented in a specific section of the Wiki: First, click on "Recent changes" at the Wiki sidebar. In that page you will be able to have an overview of the most recent changes implemented to the Wiki as a whole. If you're interested in a specific page or section, click on its name and it will open. Click now on "History updates" button on the top right area and you will be able to compare several versions of the current document, consult the differences and who implemented each change. For more information on the "Recent changes" area please have a look at [section 3.3](#). regarding the Sidebar. For more information on the "History updates" you can check [section 4.4](#). of the Handbook.



5.5. Which document types are admitted to be uploaded?

The permitted file types at MedRiSSE Wiki are the following: png, gif, jpg, jpeg, doc, xls, mpp, pdf, ppt, tiff, bmp, docx, xlsx, pptx, ps, odt, ods, odp, odg. The maximum file size is 32 MB. Remember to use the “Upload file” button at the Tools section of the Sidebar. As an exception, if you could not link a video from a URL such as youtube, vimeo or similar, you could upload an mp4 file but please try not to do this for the stability of the wiki, thank you.

5.6. Trouble uploading pictures

Please check and follow the steps on [section 4.6](#). Make sure that the specific file’s format is among the allowed ones. You can check the previous [section, 5.5.](#), for that. If nothing worked, make sure that you’re not trying to upload a file which has already been uploaded to the Wiki. Use the Search option (it has a magnifying glass and a rectangular box with the text “Search CoP Wiki”) on top right of the Wiki environment to find the file. If that has already been uploaded, you won’t be able to upload it again – probably even if you changed the name of the picture without modifying anything else. When you have found the destination filename of this picture (which will probably have a similar format to “destination_filename.jpg”, copy it and use the coding to insert the file within the page you want to – this will look like `[[File:destination_filename.jpg]]` . Then, you can add some features and adjustments (size, links, etc) with the codes in [section 4.6](#).

5.7. I’d like to learn more / I need support

In case you needed extra support or wanted to learn more about the MediaWiki software, the “[Help About MediaWiki](#)” page (in the first sidebar section) could be what you’re looking for. Please consider that this is quite specific knowledge most likely to be consulted by Administrators of the site. It is part of the MediaWiki public domain pages, linked to the MedRiSSE Wiki as user of the software, but not a page created by the MedRiSSE CoP. Please, do not edit anything in this page unless you’re fully certain of what you’re doing and why.



6. The Wiki for Admins of the space

It is likely that some highly involved users of the MedRiSSE Wiki can be chosen as administrators by the CoP. If you find yourself in that position, with the responsibility that it entails, know that you have more user rights and different settings available to support you in that role. Please read carefully the information contained in this section.

The "[Help About MediaWiki](#)" page (in the first sidebar section) could be also of great help. You'll find some details that will help you in contributing to the space as well as supporting other users. There are different sections and instructions regarding reading, advanced editing, personal customizations and other Wiki admin information. Note that this is part of the MediaWiki public domain pages, linked to the MedRiSSE Wiki as user of the software, but not a page created by the MedRiSSE CoP. Please, do not edit anything in this page unless you're fully certain of what you're doing and why.

6.1. Users' rights

User rights and user groups form the backbone of MediaWiki's user permissions system. User rights give you permission to do certain tasks (editing certain pages, deleting pages, etc).

User rights are bundled into user groups, which correspond to the various roles on the wiki—for example, Users, Administrators, and Bots. All users on a wiki belong to the "users" group by default. Privileged users (normally "bureaucrats") may assign users to one or more additional user groups.

By default, MediaWiki wikis come with the following user groups:

- (all) – applies to every visitor to your site, including those who do not log in
- Users – applies to all logged-in users
- Autoconfirmed users – applies to all logged-in users who meet [certain thresholds](#)
- Bots – can be assigned to bots, in order to allow users to hide bot edits from recent changes or watchlists



- [Administrators](#) – can be assigned to trusted users, giving them permission to perform key administrative tasks such as [deletion](#), [user blocking](#), [page protection](#), and editing the interface
- Bureaucrats – can be assigned to trusted users, giving them permission to assign/revoke user groups
- Suppressors – a group that has permission to suppress (hide) and delete unwanted page revisions and log entries
- Interface administrators – a group that has permission to edit CSS- and JavaScript-defining wiki pages

The first three groups are "implicit" groups, which are assigned to users automatically as required. Only the last five groups can be manually assigned or revoked.

The [Special:ListGroupRights](#) special page lists the user groups that exist on a wiki, and lists the rights that are assigned to those groups.

To check which user groups your account belongs to, do one of the following:

- Visit your Preferences page ([Special:Preferences](#)) and look next to "Member of groups: ".
- Go to [Special:ListUsers](#), enter your username in the box, and click "Show".
- Go to [Special:UserRights](#), enter your username in the box, click "Load user groups", and view the groups you belong to.

The latter two techniques can also be used to view the user groups of other users.

Adding and removing user groups is done using the [Special:UserRights](#) special page.

For regular users, [Special:UserRights](#) is read-only.

If you would like to join a new group or leave one you are already in, contact a bureaucrat on your wiki. A list of bureaucrats can be found at [Special:ListUsers/bureaucrat](#).

You will be able to assign or revoke user groups when at least one of the following applies:

- You belong to a user group with the `userrights` right. This right is assigned to bureaucrats on most wikis.
- You belong to a user group that is specifically allowed to add and/or remove a specific set of user groups.



- You are viewing Special:UserRights for your own account, and you belong to a user group that has permission to assign user groups to your own account only.

Consult the "[Help about MediaWiki](#)" pages for further details.

6.2. Creating and changing categories

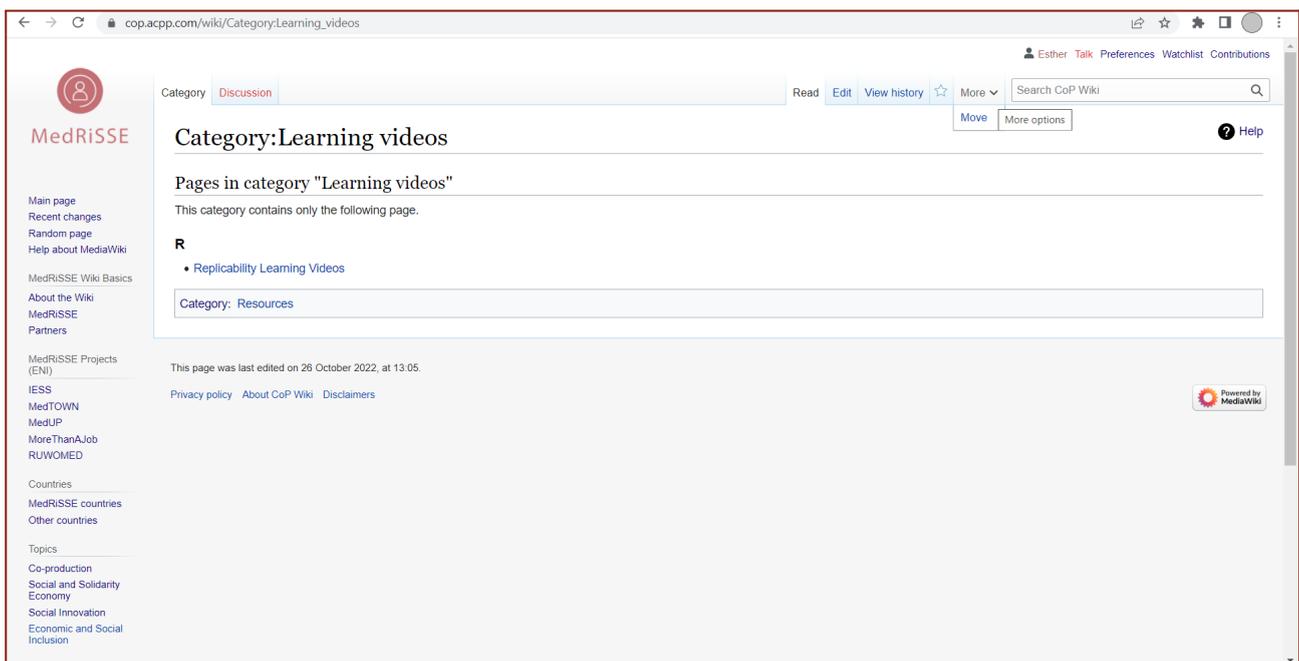
The **categories** have been thought and created consciously in accordance with all the existing materials and the partners' work to ensure a solid structure for the MedRiSSE Wiki. We've implemented a couple of modifications to the categories by request of the Workshops participants but the idea is to work and contribute as it's developed until now. The less modifications the better in terms of stability for the page and to avoid confusing the users.

Nevertheless, if any category needed to be changed or created, take the following information into account:

Creating a category. A category is created by creating a page in the *Category:* namespace. A category page can be created the same way as other wiki pages (see [section 4.2](#)); just add "Category:" before the page title.

To avoid extra work, try searching within your wiki before creating a new category. The list of all categories can be found in "Special pages" in the "tools" box of the sidebar.

Changing a category. To change the name of a category, use the "Move" option (consult [section 4.3](#) for this). Have a look at the example:



We've clicked on "Learning videos" in the sidebar. You can see this is a category because there's the "Category:" before the name page. You would click on More > Move and follow the steps on how changing the name of a page detailed at [section 4.3](#).

Please be very aware that in case that you moved a category (name change), since redirect would not work for categorizing, all category tags would be wrong and will need to be fixed manually.

In case that the **Sidebar** needed to be fixed or updated, check [this specific Manual](#) on this topic.

It is important to bear in mind that if there would be a need to add or change any category, then the Categories list in this Handbook's [Annex](#) and also the Wiki **"Categories_list_v3.docx" document would need to be updated.**



ANNEX 1. Categories list

MedRISSE Projects (ENI)

[[Category:MedRISSE_Projects_(ENI)]]

[[Category:MedTOWN]]

[[Category:MoreThanAJob]]

[[Category:RUWOMED]]

[[Category:MedUP]]

[[Category:IESS]]

Other Projects

[[Category:Other_Projects]]

Country

[[Category:Spain]]

[[Category:Italy]]

[[Category:Palestine]]

[[Category:Jordan]]

[[Category:Tunisia]]

[[Category:Portugal]]

[[Category:Lebanon]]

[[Category:Greece]]



[[Category:Morocco]]

[[Category:Egypt]]

Topics

[[Category:Co-Production]]

[[Category:Social_Services]]

[[Category:Public_Policy]]

[[Category:Policy_Advocacy]]

[[Category:Civil_Society_Organizations]]

[[Category:Governance]]

[[Category:Public_Participation]]

[[Category:Group_and_Process_Facilitation]]

[[Category:Social_and_Solidarity_Economy]]

[[Category:Entrepreneurship]]

[[Category:Communication_Skills_for_SEs]]

[[Category:Business_Skills_for_SEs]]

[[Category:Financial_Strategy]]

[[Category:Innovation]]

[[Category:Resilience]]

[[Category:Social_Innovation]]

[[Category:MedRiSSE_Co-production_Lab]]

[[Category:Collaborative_responses_to_COVID]]

[[Category:Complementary_currencies]]



[[Category:Economic_and_Social_Inclusion]]

[[Category:Monitoring_and_evaluation_indicators]]

[[Category:Women_empowerment]]

[[Category:Employment_and_job_creation]]

[[Category:Social_integration]]

[[Category:Youth_empowerment]]

[[Category:Care_Economy]]

[[Category:Common_Good]]

Resources

[[Category:Case_Studies_and_Best_Practices]]

[[Category:Case_studies_and_success_stories]]

[[Category:Social_schemes]]

[[Category:Municipalities_in_Transition]]

[[Category:MedTOWN_case_studies]]

[[Category:SSE_in_Tunisia]]

[[Category:Case_studies]]

[[Category:Best_practices]]

[[Category:Toolkits]]

[[Category:Social_entrepreneur_support_toolkit]]

[[Category:MedTOWN_Facilitation_Toolkit]]

[[Category:Training_materials]]

[[Category:Phoenix_Journey_Training]]



[[Category:Capacity_building_programme]]

[[Category:Training_for_Social_Entrepreneurs]]

[[Category:Training_for_Public_Administration]]

[[Category:Useful_Templates]]

[[Category:Business_Model_Canvas]]

[[Category:Phoenix_Journey_Templates]]

[[Category:Policy_briefs]]

[[Category:SSE_best_practices_report]]

[[Category:Learning_videos]]

[[Category:Roadmaps]]



