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DEFENSE TECHNICAL INFORMATION CENTER

8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6218

IN REPLY
REFER TO: DTIC-R (FOIA 2016-130)

JUL 19 2016

Mr. John Greenewald
[REDACTED]

Dear Mr. Greenewald:

This is in response to your email dated June 30, 2016, requesting information under the Freedom of Information Act (FOIA) (enclosure 1). Under Department of Defense rules implementing the FOIA, published at 32 CFR 286, your request was categorized as "other."

Attached you will find a copy of the DoD User Guide. It is approved for public release.

To date, there are no assessable fees for services from DTIC. Please understand that other members of the public may submit a FOIA request for copies of FOIA requests received by this office, or the names of those who have submitted requests. Should such occur, your name and, if asked for, a copy of your request will be released; however, your home address and home telephone number will not be released. Other private citizens who have obtained your name by using such a request may contact you; however, correspondence from the DoD about your request will be on official letterhead. Please contact me at (703) 767-9204 if you have any questions. Thank you for your interest in obtaining information from DTIC.

Sincerely,

Michael Hamilton
FOIA Program Manager

2 Enclosures

Hamilton, Michael A CIV DTIC RM (US)

From: John Greenewald <john@greenewald.com>
Sent: Thursday, June 30, 2016 2:10 AM
To: foia@dtic.mil
Subject: FOIA REQUEST

This email was sent from a non-Department of Defense email account. Please verify the identity of the sender, and confirm authenticity of all links contained within the message.

To whom it may concern,

This is a non-commercial request made under the provisions of the Freedom of Information Act 5 U.S.C. S 552. My FOIA requester status as a "representative of the news media." I am a freelance television producer often working on documentaries related to my FOIA requests, my work is commonly featured throughout major news organizations, and I freelance writer for news sites as well. Examples can be given, if needed.

I prefer electronic delivery of the requested material either via email to john@greenewald.com or via CD-ROM or DVD via postal mail. Please contact me should this FOIA request should incur a charge.

I respectfully request a copy of any and all manuals and procedures for employees or other members of the intelligence community that explain the use of the DoDTechipedia. This includes, but is not limited to, employee manuals, instruction manuals etc.

Thank you so much for your time, and I am very much looking forward to your response.

Sincerely,

John Greenewald, Jr.



Sincerely,

John Greenewald, Jr.

The Black Vault

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Government Secrets

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Phone: (805) 32-VAULT



DoDTechipedia

User Guide v5.0

March 2014

Defense Technical Information Center
8725 John J. Kingman Road
Fort Belvoir, VA 22060

Version History

Date	Version	Comments	Contributor
27 March 2014	5.0	<ul style="list-style-type: none">Updated the 2010 User Guide for the newly upgrade and redesigned DoDTechipedia.Version is labelled “5.0” to coincide with the version of Atlassian Confluence being used.	Meganne Lemon

Please send your comments,
corrections, and suggestions to
dodtechipedia@dtic.mil.

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Chapter 1: Introduction

1.1 Background

DoDTechipedia is the Department of Defense's (DoD) enterprise-wide knowledge management platform designed for communication and collaboration among DoD scientists, engineers, acquisition professionals, warfighters, DoD employees, DoD contractors, federal government employees, and federal government contractors.

Several DoD organizations are working together to develop, maintain, and govern DoDTechipedia, including the Under Secretary of Defense for Acquisition, Technology, and Logistics [USD(AT&L)], the Assistant Secretary of Defense for Research and Engineering [ASD(R&E)], Networks and Information Integration and Department of Defense Chief Information Officer (NII/DoD CIO), and the Defense Technical Information Center (DTIC),

DoDTechipedia was launched in 2008 as a social software platform for the Department to facilitate collaboration and increase communication. In 2013, DoDTechipedia joined DTIC's Research and Engineering (R&E) Gateway as the DTIC's premier knowledge management tool.

1.2 Purpose

The purpose of this document is to provide DoDTechipedia users with an overview of the site, basic instructions, and tips for navigating and contributing to the wiki.

1.3 Scope

The scope of this user guide is to provide DoDTechipedia users with a reference document to assist in navigating and performing functions throughout the site. The guide provides users with basic and advanced function using the Confluence Editor.

Chapter 2: What is DoDTechipedia?

2.1 DoDTechipedia is...

DoDTechipedia is DTIC's knowledge management platform, in which users can use the resources and features of DoDTechipedia to collect and store the information on which they need to collaborate or to generate collaboration.

In this capacity, DoDTechipedia is the premier knowledge repository for the DoD's S&T community's collaborative research. Use DoDTechipedia as a repository for your completed research; publish what you know and have learned. Use others' content to propel your research with new ideas and possibilities.

2.2 DoDTechipedia is not...

In accordance with DoDTechipedia's content management strategy, DoDTechipedia is not:

- A repository for terms and acronyms. Unless research relating to the defined term or acronym is provided, add your information to the DoDTechipedia dictionaries.
- A place to test the editor. If you're curious about new features or the editor, use your personal space or the DoDTechipedia sandbox to try new things.
- A place to discuss opinions. DoDTechipedia collects fact-based knowledge; unless your opinion can be proved by research, use your personal space or your personal blog for discussing opinions. You may, however, speak freely about your opinion on an article using the comments if your statements contribute validly to the overall article and discussion.
- A repository for links. If you must add a link, find related topics and share your links there, rather than to create new pages for only one link. Consider using browser bookmarks or your personal space to recall links to websites and webpages.
- A place for announcements or solicitations, unless research or additional knowledge is provided or the solicitation is presented via the DoDTechipedia Forum. Contact DoDTechipedia's Content Manager to post an announcement on DoDTechipedia's home or menu pages.
- A repository for formally-published documents such as journal articles or scholarly reviews. DoDTechipedia content may certainly reference these articles or feature informal versions of these works, but initial distribution of formally-published articles needs to occur in or be executed through the DTIC Collections.

DoDTechipedia is not the preeminent collaborative platform at DTIC, though collaboration is possible via the DoDTechipedia communities. You may certainly use us for collaboration, but DoDTechipedia is more successful in knowledge management, serving as your repository by which collaboration is generated.

Users are advised that content in DoDTechipedia violating the content management strategy, as outlined above, will be removed at the discretion of DoDTechipedia's Content Manager and without notice to the user.

Chapter 3: General Wiki Page Features

The following are features commonly found on all DoDTechipedia pages.

3.1 R&E Gateway Header

The R&E Gateway connects DoDTechipedia users to the DTIC Enterprise.

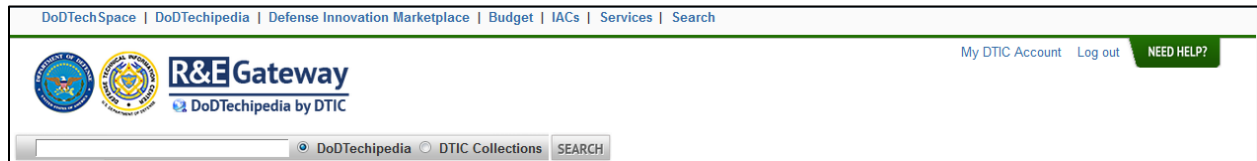


Figure 1: R&E Gateway Header

3.1.1 Enterprise Navigation



Figure 2: Enterprise Navigation in the R&E Gateway Header

The R&E Gateway Enterprise Navigation connects DoDTechipedia to its sister products at DTIC:

- DoDTechSpace
- Defense Innovation Marketplace
- Budget
- IACs
- Services – Discover the services DTIC offers.
- Search – Search DTIC’s collections and databases for documents and reports.

3.1.2 R&E Gateway Masthead

The R&E Gateway Masthead features the seals of the Department of Defense and of DTIC, and the R&E Gateway emblem. The current product the user is on is identified as part of the emblem. Selecting the masthead from any location in DoDTechipedia will return the user to the DoDTechipedia home page.



Figure 3: R&E Gateway Masthead. Selecting this will always return you to the DoDTechipedia home page.

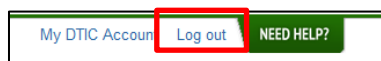
3.1.3 My DTIC Account

Users can sign into their DTIC account to update their DTIC profile.



3.1.4 Log Out

Log out of DoDTechipedia and the R&E Gateway.



3.1.5 Need Help

Request help from DTIC service departments.

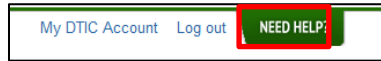


Figure 4: Need Help Module Collapsed

Figure 5: Need Help Module Displayed. Input your information into the required fields and submit your request.

3.1.6 Search

Search DoDTechipedia or the DTIC Collections. DoDTechipedia's search is autocomplete and provides suggestions.

Figure 6: DoDTechipedia Search

Figure 7: Search Autocomplete with Prepopulated Content Suggestions

3.2 Classification Reminders

Classification reminders (also referred to as Distribution Statements) are located at the top and bottom of each wiki page. The top banner contains information detailing what can and cannot be posted to the wiki. The bottom banner reminds users that only unclassified information should be posted.

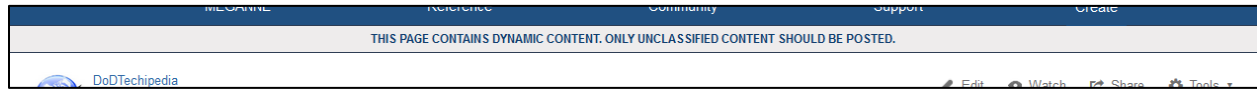


Figure 8: Classification Statement in the Header

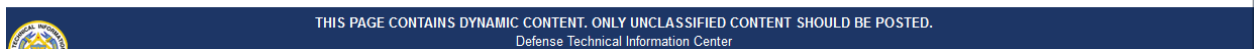


Figure 9: Classification Statement in the Footer

3.3 Page Title Block

The page title block contains helpful information about the page.



Figure 10: DoDTechipedia Page Title Block

3.3.1 Breadcrumbs

Breadcrumbs identify each DoDTechipedia page and the hierarchy of each page within the wiki. This feature is located above the page title block on each DoDTechipedia page.

3.3.2 Page Title

The page title.

3.3.3 Added by/Last edited by

Each wiki page contains the name of the user that initially added the page, the name of the user that made the last change to the page, and the date of the most recent change.

3.3.4 Hover Profile

The Hover Profile, which appears as an interactive popup when a user hovers over another user's name, provides quick access to key information about other DoDTechipedia users, their User Profile features, and network functions.

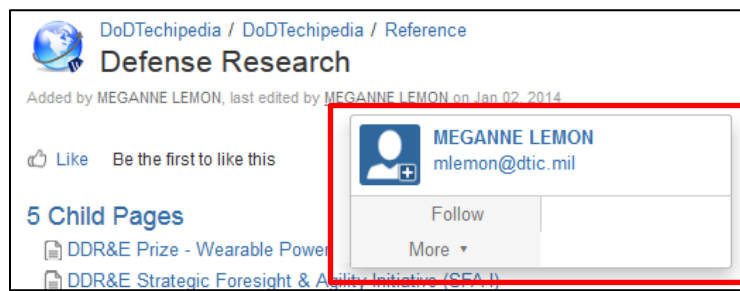


Figure 11: The Hover Profile, which appears when you hover over another user's name.

3.4 User Options

DoDTechipedia users have four buttons that represent what users can do with the content. These buttons are located in the upper right corner of each wiki page under the navigation menu.

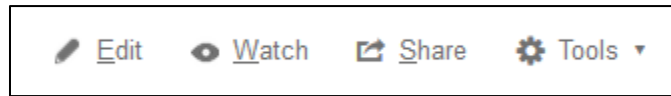


Figure 12: User Options for Working in DoDTechipedia

3.4.1 Edit

Selecting “Edit” will open the DoDTechipedia editor. (The editor is discussed beginning on page 28.)

3.4.2 Watch

Selecting “Watch” will allow users to receive notifications of any changes made to the designated wiki page. When a user creates and publishes a new page, a watch is automatically set to the page.

By default, publishing changes to a page will automatically notify watchers of the edits. Editors can opt to disallow notifying the watchers in the Editor’s save toolbar.

Users have the option to choose whether to watch the specific page or to watch all pages in the current space when selecting “Watch.” To remove a watch, users should select the “Watch” button of the specific page desired and deselect the appropriate checkbox in the popup.

3.4.3 Share

From the “Share” button, a popup box appears that allows users to send messages to other registered DoDTechipedia users with page links. It is not yet known if this application facilitates email and messages to non-DoDTechipedia users via email.

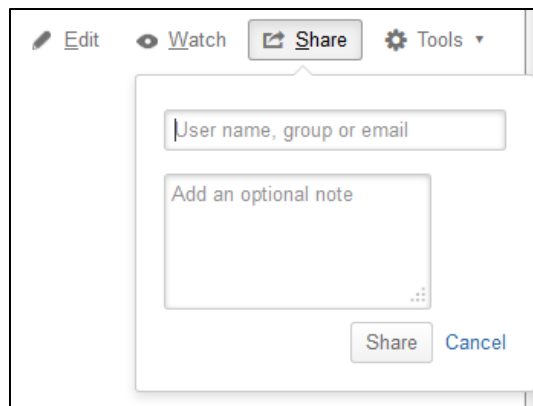


Figure 13: Sharing pages on DoDTechipedia

3.4.4 Tools

From the “Tools” dropdown menu, users can choose to make a page a favorite, print, view mark-up, export the page content to Word or PDF, view the page in DoDTechipedia’s hierarchy, apply restrictions if desired, and access keyboard shortcuts.

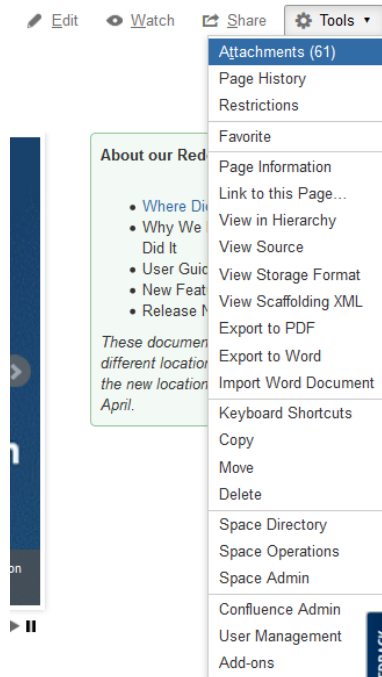
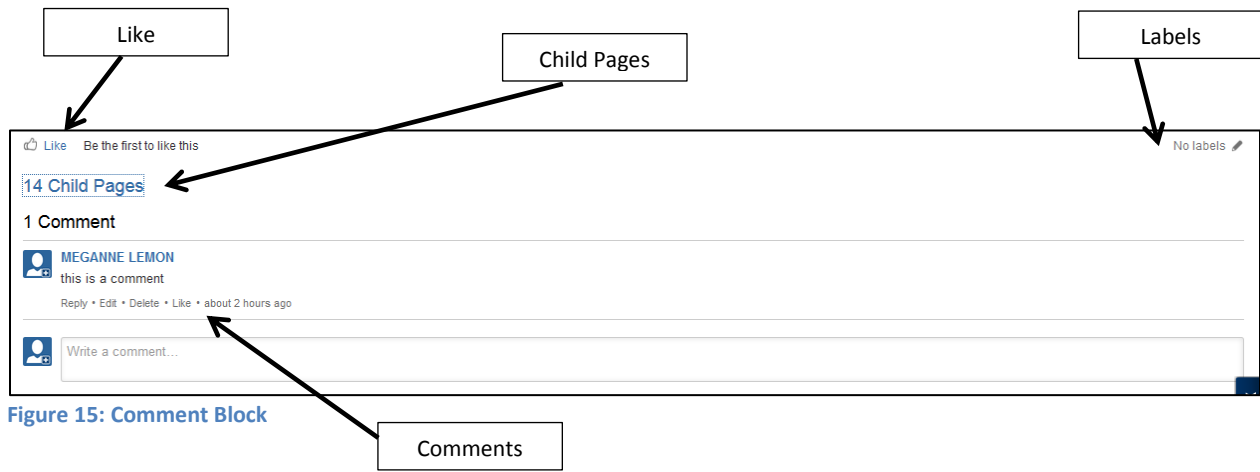


Figure 14: Tools Dropdown Menu for Advanced User Options

Please note that Space Operations and Space Admin and/or Confluence Admin, User Management, and Add-Ons are only available if you have Space Administrator and/or Confluence Administrator permissions. Most users will not. For more information on Space and/or Confluence Administrator permissions, contact dodtechipedia@dtic.mil.

3.5 Comment Block

Each page has a comment block, which incorporates several different features located at the end of the page content.



3.5.1 Labels

Clicking on the label icon or text will allow users to add labels that describe the information on the page. Labels can also be added via the Editor module or by selecting L on the keyboard while viewing the page.

3.5.2 Like

Click the Like button to let people know that you agree with or enjoy a page, blog post, or comment. Click Unlike to remove your name from the list of people who like the content.

3.5.3 Child Pages

The child page counter displays how many children the current page has. Selecting the child page counter opens a list of the child pages' page titles to facilitate navigation and browsing.

3.5.4 Comments

Comment on pages and blog posts, or respond to previous comments. Comments are displayed in chronological order so that newest comments are at the bottom of the page.

Users have the option to become page watchers when they add a comment. Comments by the original page author are annotated with an "author" tag.

3.6 R&E Gateway Footer

The R&E Gateway Footer contains DTIC’s address and important links to DTIC policies, including Freedom of Information Act content, privacy, security, copyright, Section 508 accessibility, disclaimers, and guidelines.

DoDTechipedia users will also be able to anonymously submit feedback to DTIC on our products and services and their experience using DoDTechipedia through the R&E Gateway Footer’s Feedback button.

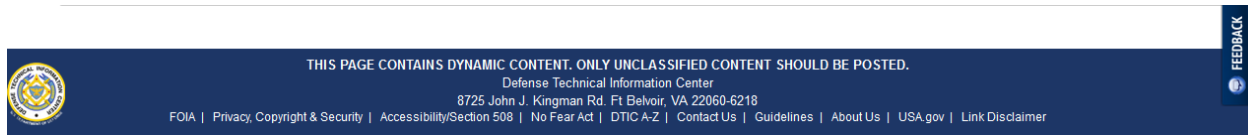


Figure 16: DoDTechipedia Footer

Chapter 4: Navigation

The DoDTechipedia home page will launch users into their DoDTechipedia experience. The home page features dynamic images that show latest DoD research being studied, produced, and discussed in the news media.



Figure 17: DoDTechipedia Home Page (<https://www.dodtechipedia.mil>)

4.0.1 DoDTechipedia Menu

Navigating around DoDTechipedia is facilitated by the horizontal menu located between the page title block and the R&E Gateway header in the blue banner. The five menu links represent five main areas within DoDTechipedia.

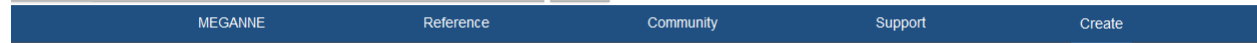


Figure 18: DoDTechipedia Navigation

The first option, available on the menu's left, is the user dashboard. This is represented by your first name in the menu. See Section 4.1 for more information on the User Dashboard.

Reference is the encyclopedic content in DoDTechipedia, or the wiki. See Section 4.2 for more information.

Community is the collaborative environment in DoDTechipedia, populated by user-requested and user-administered communities. See Section 4.3 for more information.

Support is the help area in DoDTechipedia, where users can find more resources, frequently asked questions, training, release notes, and the DoDTechipedia Sandbox. See Section 4.4 for more information.

Create is how DoDTechipedia users add pages and content to DoDTechipedia. See Section 4.5 for more information.

On page scroll-down view, the menu will change to reflect new features. The page scroll-down view of the menu will be fixed to the top of the browser window to facilitate navigation and browsing.



Figure 19: DoDTechipedia Navigation on Page-Down View

DoDTechipedia branding (the name and logo) will appear to the left of the user name. Selecting this will return users to the main DoDTechipedia homepage.

Future work anticipated to the menu will include adding Search. Search is a dynamic menu option that will appear only when users have scrolled down the page past the R&E Gateway header. DoDTechipedia users can use this option to search for more content in DoDTechipedia or in the DTIC Collections without having to scroll to the top of the page. See Section 4.6 for more information.

4.1 User Dashboard

Clicking on the user name takes the user to the user dashboard. There are three activity zones on the user dashboard, representing five different user activities.

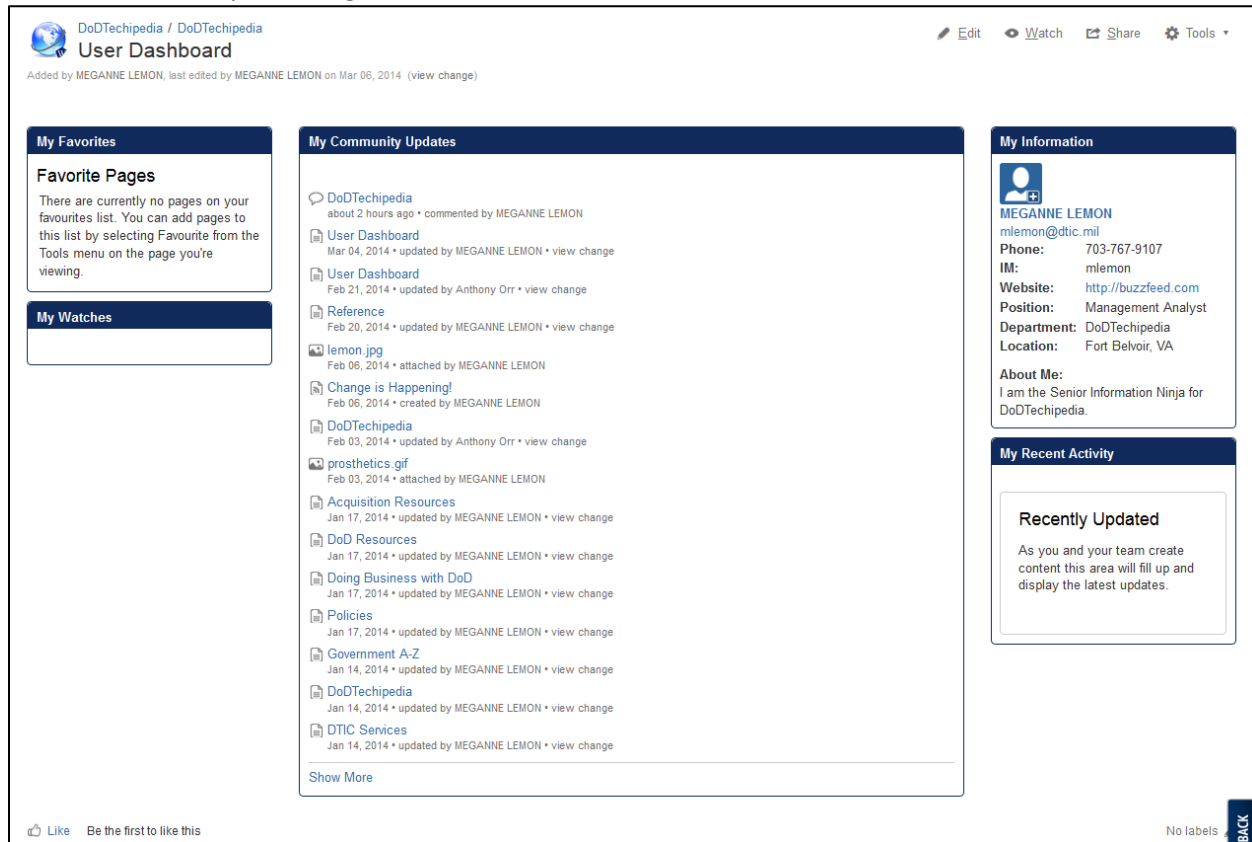


Figure 20: User Dashboard. Please note the R&E Gateway Header, the DoDTechipedia menu, and the Footer have been removed to show the entire User Dashboard page.

4.1.1 Menu Dropdown

Hovering over the user's name in the main menu bar yields a dropdown of user options. This provides the user with links to update their status, create or view their personal space, see the pages and activity they have recently viewed or accomplished, and access their profile and network.

4.1.2 My Favorites

The user's list of favorited pages within DoDTechipedia.

4.1.3 My Watches

The user's list of watched pages within DoDTechipedia.

4.1.4 My Community Updates

All recent activity in DoDTechipedia.

4.1.5 My Information

The user's profile information.

4.1.6 My Activity

The user's activity in DoDTechipedia, across all visits and log-ins.

4.2 Reference

Clicking on “Reference” takes the user to the “encyclopedic” content of DoDTechipedia’s wiki. This area of DoDTechipedia focuses specifically on the wiki articles that users may reference for their research or to support collaborative endeavors. There are three activity zones: the menu dropdown, content categories by which the articles are organized, and reference research tools.

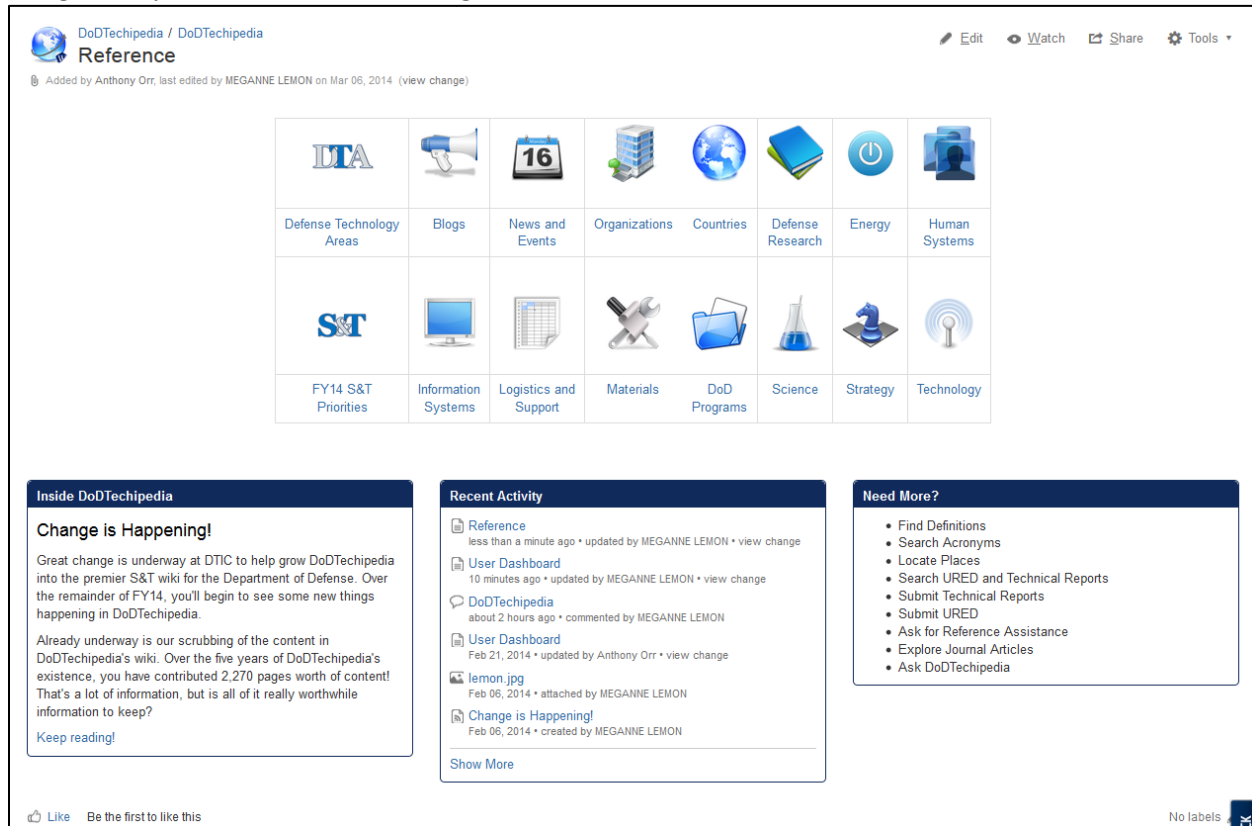


Figure 21: Reference -- Please note that the R&E Gateway, DoDTechipedia menu, and the Footer have been removed from this screenshot.

4.2.1 Menu Dropdown

Hovering over “Reference” in the main menu bar yields a dropdown of user options. These links correspond to the links available on the main “Reference” launch page.

4.2.2 Content Categories

The sixteen content categories represent the main subjects by which the articles published in DoDTechipedia discuss. These categories may also reflect research goals of the Department of Defense.

4.2.2.1 Defense Technology Areas

A page that discusses the content available in DoDTechipedia and in DTIC’s collections about the Defense Technology Areas.

4.2.2.2 Blogs

Portal to the different types of blogs found on the wiki. All users have the ability to create their own personal blogs in their personal spaces in the user dashboard. If users want to have a non-personal blog, they must request the blog from DoDTechipedia Administrators.

4.2.2.3 News and Events

Portal to content in DoDTechipedia that discuss or feature DoD efforts and initiatives in the news on various R&E and S&T topics and related events such as conferences and meetings.

4.2.2.4 Organizations

Portal to DoD research organizations, affiliated academic institutions, DoD contractor organizations, and other related government organizations that support the S&T, acquisition, and/or R&E communities.

4.2.2.5 Countries

Portal to bibliographies and content discussing DoD efforts and initiatives in other countries, with particular emphasis on countries in which the U.S. and/or the DoD is currently engaged. These bibliographies contain references to reports within DTIC's Collections.

4.2.2.6 Defense Research

Portal to DoDTechipedia articles and content featuring Defense-sponsored research. In particular, these pages discuss the value of Defense-sponsored research, provide overviews on Defense research initiatives that may be in progress, or identify resources used to assist in newsgathering. Topics include Armed with Science podcasts, arctic resources, military spinoffs, and awards for research sponsored by the DoD, such as Nobel prizes and patents.

4.2.2.7 Energy

Portal to DoDTechipedia articles and content discussing energy and power. Topics include energetic materials, expeditionary energy, energetic weapons, and dark energy.

4.2.2.8 Human Systems

Portal to DoDTechipedia articles and content featuring information about human systems. Topics include human performance, models of human behavior, and behavior modeling.

4.2.2.9 Concepts of Change

A page that discusses Mr. Shaffer's R&E strategy for a future-thinking and innovative Department of Defense. Each new R&E strategy shows related content in DoDTechipedia, in DTIC's collections, and in general news media.

4.2.2.10 Information Systems

Portal to DoDTechipedia articles and content discussing information systems and related computer technologies. Topics include information assurance and operations, networking, critical infrastructure protection, data, semantic web, and cloud computing.

4.2.2.11 Logistics and Support

Portal to DoDTechipedia articles and content discussing logistics and support efforts/initiatives for deployed warfighters. Topics include battlefield trauma management, fatigue management, situational awareness, weaponry, soldier baggage and burden, physical readiness, and warfighter physiology.

4.2.2.12 Materials

Portal to DoDTechipedia articles and content discussing materials and materials science. Topics include advanced electronics, advanced and composite materials, engineered materials, and rare earth minerals.

4.2.2.13 DoD Programs

Portal to DoDTechipedia articles and content discussing Defense Programs. Programs can be historical or legacy, on-going, or future planned. These programs include military firefighting, small business, military working dogs, environmental cleanup, quality assurance, acquisitions and the services' S&T strategies.

4.2.2.14 Science

Portal to DoDTechipedia articles and content discussing scientific research and/or scientific knowledge. Topics include cyber science, basic science, foundational science, medicine, nanoscience, and STEM (Science, Technology, Engineering, and Mathematics) communities.

4.2.2.15 Strategy

Portal to DoDTechipedia articles and content discussing Defense strategies for missions, research, and/or supporting the warfighter. Topics include anti-submarine warfare, DoD capabilities, cyber defense, electronic warfare, open government, and the department's S&T Priorities.

4.2.2.16 Technology

Portal to DoDTechipedia articles and content discussing non-computer and non-information technologies. Topics include aviation technology, communications technology, engineering technology, naval technology, ground technology, RADAR technologies, and unmanned systems.

4.2.3 Research Reference Tools

4.2.3.1 Inside DoDTechipedia

A blog by the DoDTechipedia Team and/or DTIC staff that discusses and highlights activities behind the scenes of DTIC and DoDTechipedia and may also feature new S&T articles and ongoing DoD research. The module features excerpted information. All users have access to read and comment on Inside DoDTechipedia blog posts, but cannot create blog posts unless authorized by DoDTechipedia administrators.

4.2.3.2 DoDTechipedia Activity

Recent activity within the Reference area of DoDTechipedia.

4.2.3.3 Need More?

Links the user can access for more information or research tools, such as the DoDTechipedia dictionaries, URED and Technical Reports collections, reference assistance, journal databases, and the DoDTechipedia forum.

4.3 Community

Clicking on “Community” takes the user to the collaborative communities within DoDTechipedia. This area of DoDTechipedia focuses specifically on the user-requested and user-administered communities. There are five activity zones: the menu dropdown, Defense Communities, IACs, announcements, and Other Communities.

Community

Added by [MEGANNE LEMON](#) last edited by [MEGANNE LEMON](#) on Mar 12, 2014 (view change)

Defense Communities

34 CBCS SCON	Jordan Nash
402d Electronics Maintenance Group Exit Interview	Gary Lister
ACPAT Legacy Data Repository	Justin Jones
Acquisition Information Repository (AIR)	Register for AIR
Air Force JCETD	JR Smith
ARDEC SED	Michael Venos
Army Product Data and Data Rights Topics	John Campbell
ASD(R&E) Communities of Interest	Jammi Cash
ASD(R&E) DOE Data Call	Kevin Wooden
ASD(R&E) S&T Comprehensive Reviews for FY2011	Kevin Wooden
CBRN Defense	Patricia Estep
Coalition Warfare Program	Christa Cochran
Code 30 Fires	Brian Jones
DLA Logistics R&D Programs	Matt Hutchens
DLA Research, Review and Analysis	Earl Dennis
DLA Strategic Materials	Michael Steurer
DoD STEM Implementation	Lorien Benson
DoD UXOCOE	Larry Hinton
Executive Secretary to the DoD	Joseph McCarthy

IACs

- Advanced Materials, Manufacturing, and Testing Information Analysis Center (AMMTIAC)
- Chemical, Biological, Radiological & Nuclear Defense Information Analysis Center (CBRN IAC)
- Chemical Propulsion Information Analysis Center (CPIAC)
- Cyber Security and Information Systems Information Analysis Center (CSIAC)
- Military Sensing Information Analysis Center (SENSIAC)
- Reliability Information Analysis Center (RIAC)
- Survivability Vulnerability Information Analysis Center (SURVIAC)
- Weapon Systems Technology Information Analysis Center (WSTIAC)

Community Announcements

To request a community space of your own, contact dodtechipedia@dtic.mil for instructions and procedure.

To request access to a Community, contact via email the person indicated with your request, contact information, and justification for access as prompted.

Other Communities

AFMC Test	Jeffrey Mavel
ASD(R&E) Research Directorate	Kevin Wooden
Blast M&S Team Space	John Wright
COCOM S&T Community	Tanva Deen
Combat Rations Network	Matt Hutchens
Defense Logistics Agency	Michael Gilroy
DoD HRPP Working Group	Patricia Decot
DTIC Customer Business Center	Ron Shackelford
Executive Secretary to the Department of Defense	Sandy Scroggs
GSID Materials for Ground Platforms	Lisa Franks
IAC TAT	Christopher Smith
IACS Steering Council	Jammi Cash
Interagency Advanced Power Group	Jammi Cash
Novel Powder Consolidation	Lisa Franks
Power Sources Technical Working Group	Matt Hutchens
Productivity Performance Measures	Jammi Cash
RDA Task Force Dashboard	DoDTechipedia
RPN 9030 Facilities and Security Management	Jammi Cash
Science, Mathematics & Research for	Christopher Manzer

Figure 22: DoDTechipedia Communities. Please note that the R&E Gateway, DoDTechipedia menu, and the Footer have been removed from this screenshot.

4.3.1 Menu Dropdown

Hovering over “Community” in the main menu bar yields a dropdown with community links. Selecting one of these links will take the user to the community access points.

4.3.2 Defense Communities

A list of all Defense Communities and their corresponding space administrator from whom users can request access. Selecting a Defense Community will take the user to the community in DoDTechipedia Defense Communities, a separate wiki for DoD employees and DoD contractors only. DoDTechipedia Defense Communities is CAC-accessible only.

Note: While all users will see all community names and corresponding administrators, they will only be able to access and connect to the Defense Communities for which they have previously been approved. If a user selects a community to which he or she does not have access, the user will see an error message indicating the lack of approval for access.

4.3.3 IACs

A list of all IAC (Information Analysis Center) communities and pages to highlight their contributions to DoD, DTIC, and DoDTechipedia.

4.3.4 Community Announcements

Announcements specifically relating to the DoDTechipedia Communities that include how to request a new community be set up, how users can request access to a community, as well as any user-requested maintenance alerts.

4.3.5 Other Communities

A list of non-Defense Communities. These communities can be accessible without a CAC.

Note: While all users will see all community names and corresponding administrators, they will only be able to access and connect to the DoDTechipedia Communities for which they have previously been approved. If a user selects a community to which he or she does not have access, the user will see an error message indicating the lack of approval for access.

4.4 Support

Clicking on “Support” takes the user to the section of DoDTechipedia that focuses on providing links to all major support and help topics. There are two activity zones: the menu dropdown and the support topics.

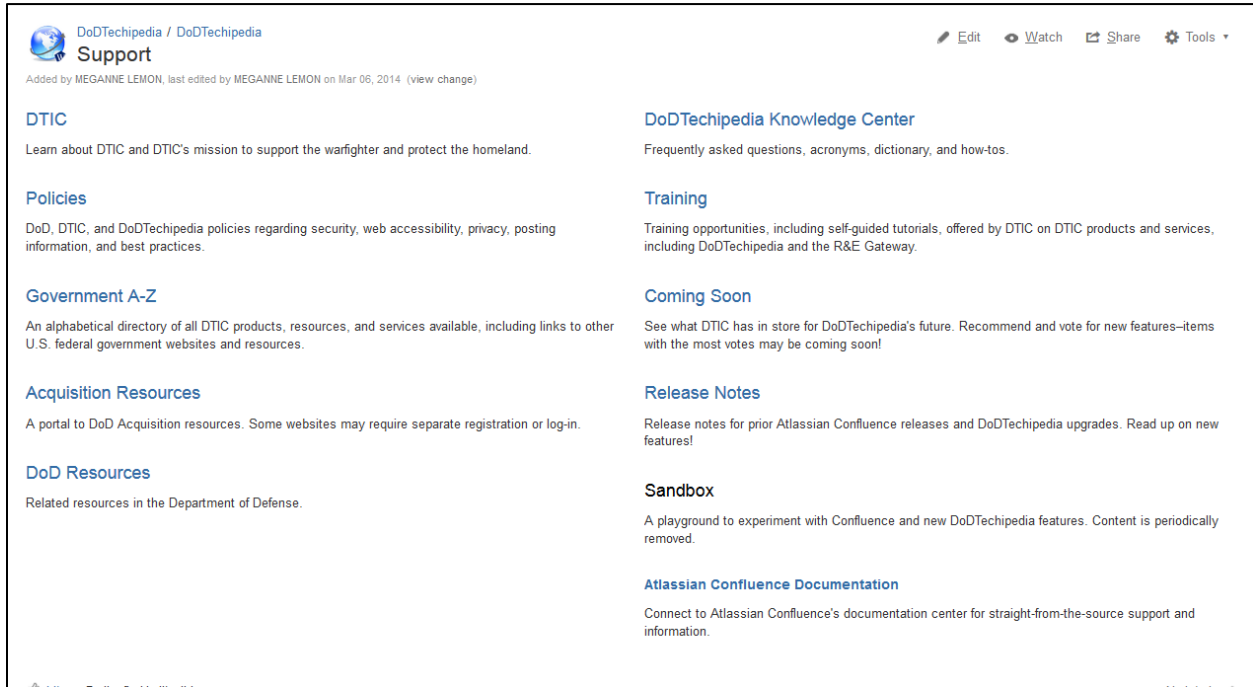


Figure 23: Support Center. Please note that the R&E Gateway, the DoDTechipedia menu, and the Footer have been removed from this screenshot.

4.4.1 Menu Dropdown

Hovering over “Support” in the main menu bar yields a dropdown with links to the main support categories available. These are non-inclusive, but represent the major areas typically requested for user support and assistance.

4.4.2 Support Topics

4.4.2.1 DTIC

Access information about DTIC and DTIC’s mission to support the warfighter and protect the homeland.

4.4.2.2 Policies

DoD, DTIC, and DoDTechipedia policies regarding security, web accessibility, privacy, posting information, and best practices.

4.4.2.3 Government A-Z

An alphabetical directory of all federal government resources and services, including links to other U.S. government websites .

4.4.2.4 Acquisition Resources

A portal to DoD Acquisition resources. Users may need to separately register or log-in for some websites.

4.4.2.5 DoD Resources

Related resources in the Department of Defense, not hosted at or by DTIC.

4.4.2.6 DoDTechipedia Knowledge Center

Frequently asked questions, DoDTechipedia dictionaries, and how-to articles for using and working in DoDTechipedia.

4.4.2.7 Training

Training opportunities for users, including self-guided tutorials, offered by DTIC on DTIC products and services, including individual DTIC applications and the R&E Gateway.

4.4.2.8 Coming Soon

A page where users can see what DTIC and the DoDTechipedia team has planned for DoDTechipedia. Users will be able to recommend and vote for new features.

4.4.2.9 Release Notes

Release notes for prior DoDTechipedia upgrades and Confluence releases.

4.4.2.10 Sandbox

DoDTechipedia's playground to experiment with Confluence and new DoDTechipedia features, if users do not want to use their personal spaces.

Note: Content is periodically removed from the sandbox.

4.4.2.11 Atlassian Confluence Documentation

Link to connect users to Atlassian Confluence's documentation center for straight-from-the-source support and information.

4.5 Create

Selecting “Create” will activate DoDTechipedia’s new “add page” popup module. Users will be able to add pages from pre-existing templates if so desired. In the communities, administrators may choose to develop their own page templates for their users.

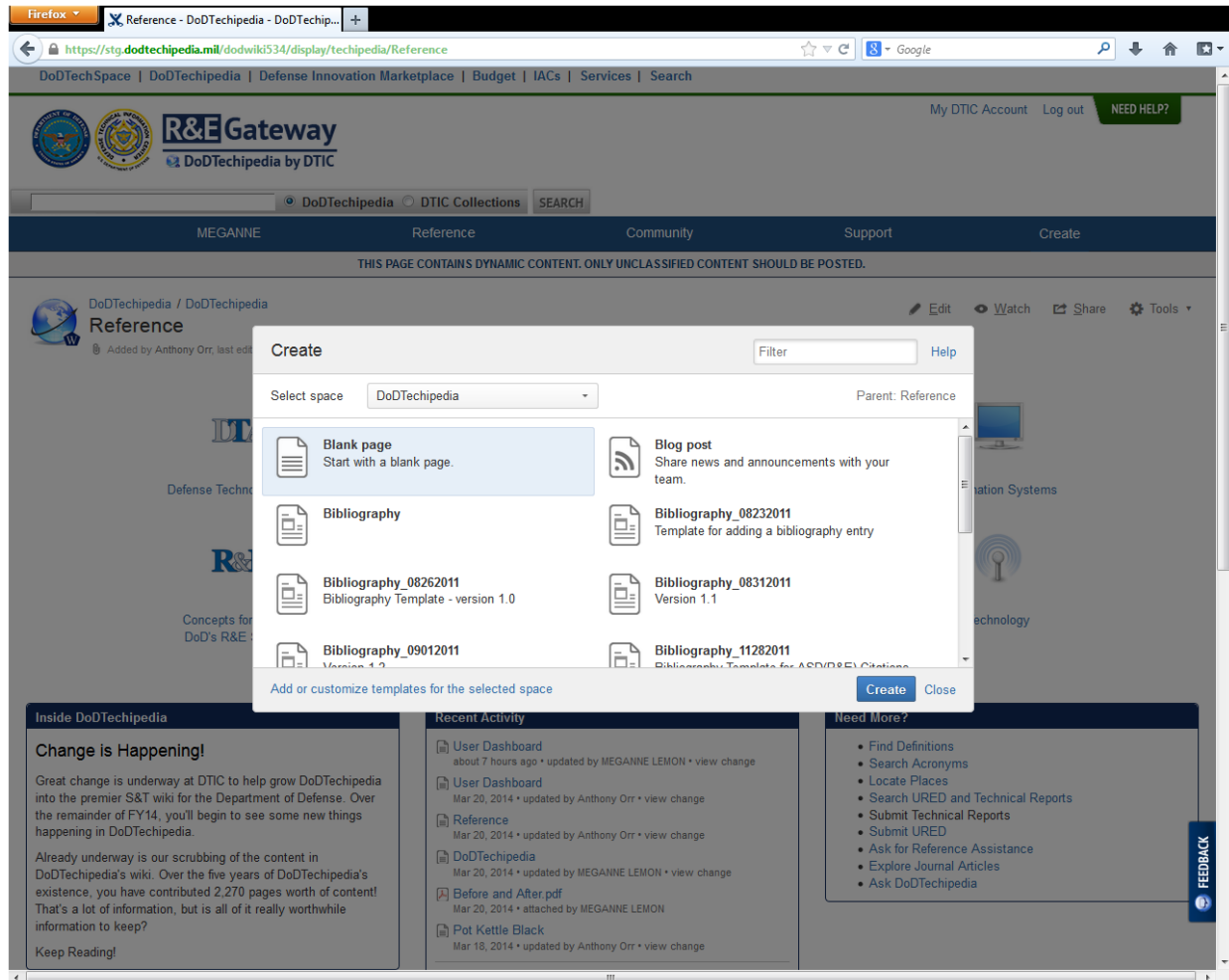


Figure 24: Creating New Content on DoDTechipedia. The "Create" module, in which users select which page template they would like to use for their new page/content.

4.6 Search

When users scroll down the page, the R&E Gateway will disappear and the DoDTechipedia menu will appear fixed to the top of the page. Only on a scroll-down view, the Search tab will appear. It replicates the same functionality of the R&E Gateway search, providing users with a search query field and toggle options to search DoDTechipedia or the DTIC Collections.

Please note that this is an anticipated future enhancement to DoDTechipedia, expected to be released April 2014.

Chapter 5: Working in DoDTechipedia

5.1 Adding Pages

Position yourself on the page you wish to add a page to and click “Create” in the menu bar. After selecting the template you wish to use, a new page will appear in edit mode. Type in a title for the page in the field that says “New Page” and add text in the text box below the formatting toolbar.

5.2 Editing Pages

The edit mode allows you to make changes to the content of a page, add graphics, add tables, et cetera. To edit a page, access the page you wish to edit and click on the “Edit” button in the right corner of the page.

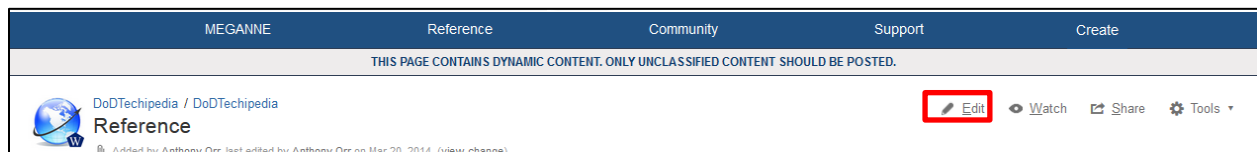


Figure 25: Selecting "Edit"

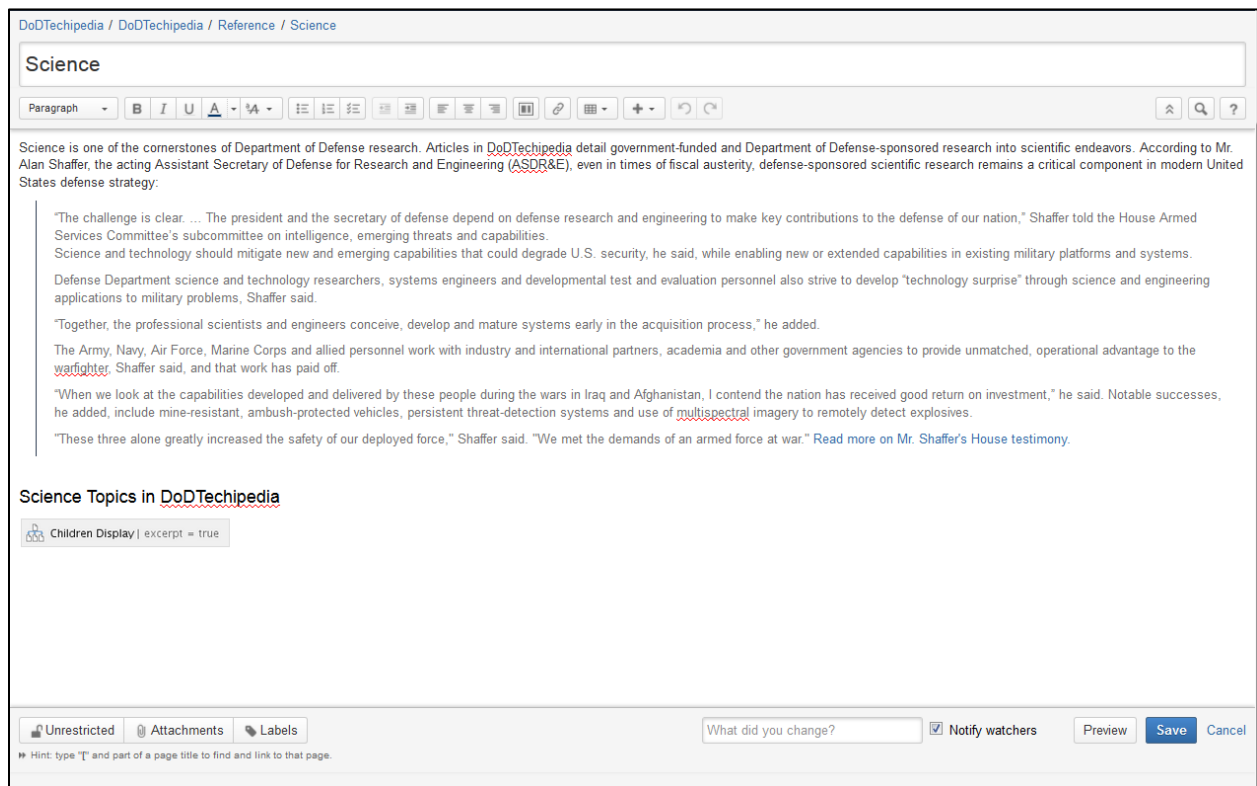


Figure 26: DoDTechipedia Editor

5.3 Working with the Editor

5.3.1 The Formatting Toolbar

When using the editor, you have access to a formatting toolbar containing a number of functions similar to other word-processing programs that allow you to format text and add characters, graphics, and tables to the page.



Figure 27: DoDTechipedia's Editor Toolbar

5.3.2 Formatting Text



Options available for formatting text include:

- Headings: Use to create different heading levels within text. Use of headings will also generate the table of contents if the macro is added.
- Bold: Bold text
- Italicize: Italicize text
- Underline: Underline text
- Text Color: Change the text color
- Additional Text Formatting
 - Superscript
 - Subscript
 - Strikethrough
 - Monospace
 - Clear Formatting
- Bulleted Lists: Create bulleted lists
- Numbered Lists: Create numbered lists
- Task Lists: Create tasklists. Tasklists can be updated (i.e., tasks marked as complete) on “view” mode without opening the editor.
- Left align: Align text to page left. If selecting “left align” with an image, the text will appear around the left of the image.
- Center: Align text or graphics to the center of the page or section.
- Right align: Align text to page right. If selecting “right align” with an image, the image will appear in line to the right of the text.
- Sections: Create sections to organize your content and change your page layout. Use one layout template, or mix a combination.

Note: Using general keyboard shortcuts (like CTRL+B or asterisk-space) that users might use in word processors will also work in the DoDTechipedia editor. See 6.8 for more on keyboard shortcuts.

5.3.3 Inserting Hyperlinks



You can hyperlink text or graphics on a page to link to other pages within the wiki and to external sites. To add a hyperlink to your content, click the link button.

Note: Using the general keyboard shortcut, CTRL+K, will also prompt the link popup to appear.

5.3.3.1 Internal Hyperlinks

To create links to pages within DoDTechipedia, highlight the text or graphic that will be the hyperlink. Click on the Insert Link button in the toolbar. In the popup, type the name of the page you want to link to in the query field. The search is autocomplete and should prompt you with matching suggestions. Select the appropriate page and click “Insert.”

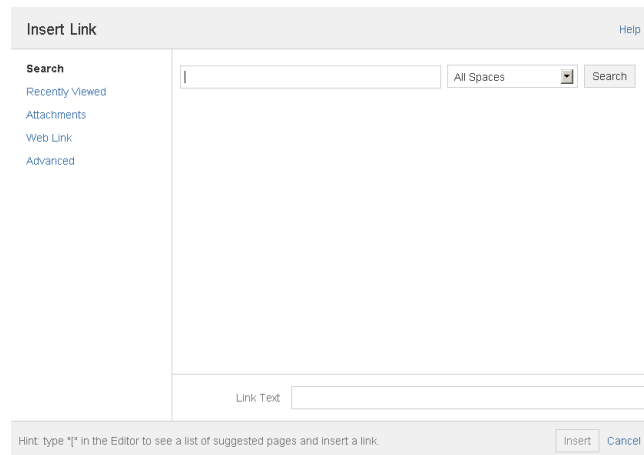


Figure 28: Module Pop-up to Insert DoDTechipedia-Internal Links

5.3.3.2 Attachments

To create links to your page’s attachments, highlight the text or graphic that will be the hyperlink. Click on the Insert Link button in the toolbar. In the popup, select “Attachments” from the link menu. Click on the appropriate attachment file and select “Insert.”

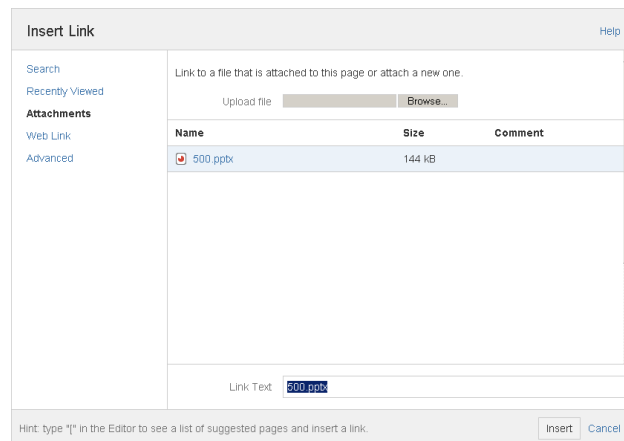


Figure 29: Module Pop-up to Insert Link to Page Attachments

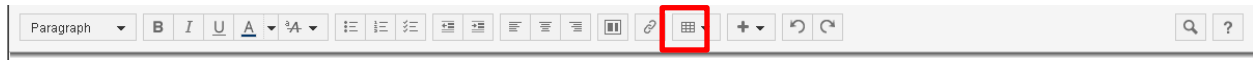
75.3.3.3 External Hyperlinks

To create links to sites or webpages outside DoDTechipedia, highlight the words you want to hyperlink. Click on the Insert Link button in the toolbar. In the popup, select “Web Link” from the link menu. Paste or type the appropriate URL or email address into the field and select “Insert.”

The screenshot shows the 'Insert Link' dialog box. The title bar is 'Insert Link' with a 'Help' button on the right. The left sidebar contains the following links: 'Search', 'Recently Viewed', 'Attachments', 'Web Link' (which is bolded and highlighted), and 'Advanced'. The main content area has two input fields. The first is labeled 'Address' and has a placeholder text 'Web, email or any other internet address'. The second is labeled 'Link Text' and contains the text '500 ppx'. At the bottom of the dialog, there is a hint: 'Hint: type "f" in the Editor to see a list of suggested pages and insert a link.' and two buttons: 'Insert' and 'Cancel'.

Figure 30: Module Pop-up to Insert Links to External Websites and Webpages

5.3.4 Inserting Tables



5.3.4.1 Adding a Table

To insert and format a table, select the table dropdown. Drag your cursor to the size of your table in order to add the table to the page. To add a table without a header row, press and hold SHIFT while sizing the table.

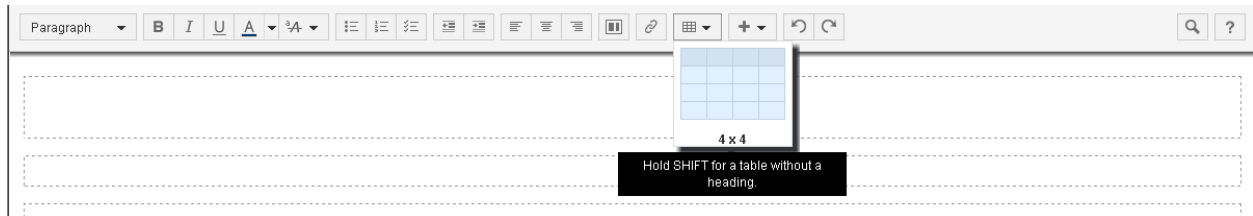


Figure 31: Adding a Table via Drag-and-Click

A table formatting toolbar will appear once the table has been added to the page, as indicated below.

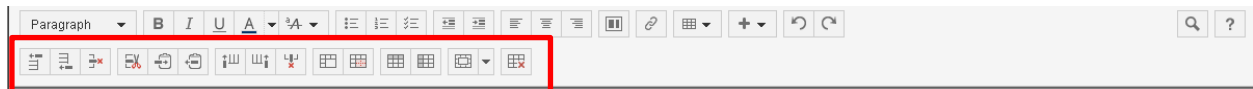


Figure 32: Table Formatting Toolbar

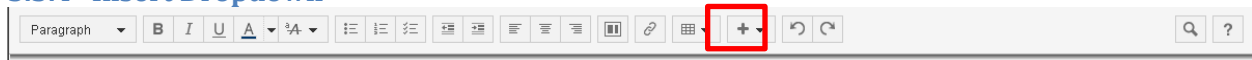
5.3.4.2 Formatting a Table

Options for formatting the table are:

- Add/Delete Row
- Copy/Paste text, table, row, or column
- Add/Delete Column
- Merge/Unmerge table cells
- Add a Header Row
- Add a Header Column
- Change the Header Color
- Remove Table

Standard text formatting options (headings, colors, alignment, and lists) will work inside table cells.

5.3.4 Insert Dropdown



Use the insert dropdown to insert links, graphics, special characters, and macros. The dropdown displays as indicated below.

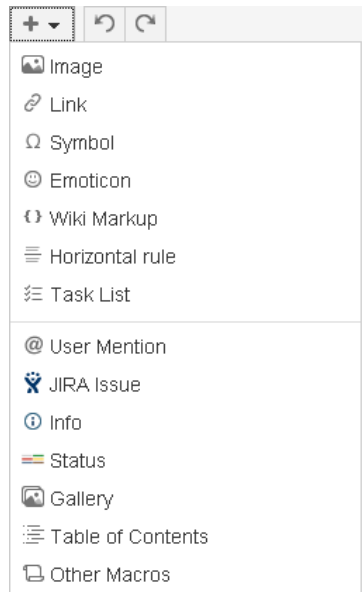


Figure 33: "Insert" dropdown menu options

Options from the "Insert" dropdown:

- Insert Image: Add a graphic to your page content.
- Insert Link: Add a hyperlink to your content.
- Insert Symbol: Insert a symbol or special character.
- Insert Emoticon: Add emoticons to your content.
- Insert Wiki Markup: Insert text via a popup window that allows you to add text in bulk using wiki markup. The editor will also convert wiki markup text input directly into the editor as it is written.
- Insert a Horizontal Line: Insert a horizontal line within the text to create sections or divisions.
- Insert a Tasklist: Create a tasklist for your content.
- Insert macros: Insert macros, or browse through the macro menu ("Other Macros") to enhance your content.

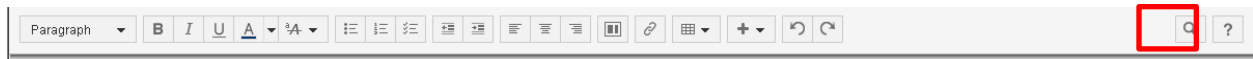
5.3.5 Undo/Redo



Use these buttons to undo changes or to redo something accidentally deleted.

Note: Using general keyboard shortcuts, CTRL+Z (undo) and CTRL+Y (redo), will also work in the editor.

5.3.6 Find/Replace



Use this button to find and replace text within your content. Selecting it will yield the find/replace menu in the formatting toolbar, as indicated below.



Figure 34: Find and Replace Formatting Toolbar

5.4 Adding Attachments

In DoDTechipedia, you can add attachments, graphics, presentations, documents, or short videos to any wiki page. There are five ways to add attachments to a page.

5.4.1 Add Attachment via Attachments module

When in “view” mode of the page onto which you want to add an attachment, select (if available) the paperclip underneath the DoDTechipedia logo next to the add/last edited feature in the page title block. It will open the Attachments page, to which you can add attachments via the Browse Desktop button.



5.4.2 Add Attachments via the Attachments page

When in “view” mode of the page onto which you want to add an attachment, select the “Tools” dropdown and then select “Attachments.” It will open the attachments page, to which you can add attachments via the Browse Desktop button.

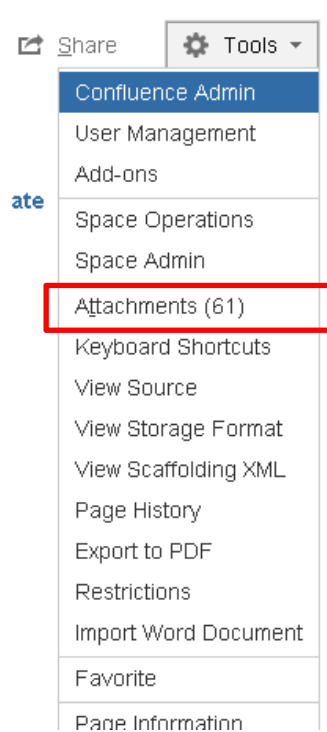


Figure 35: "Attachments" in the Tools Dropdown Menu

5.4.3 Add Attachments via the “Link” button.

See page 32 for instructions.

5.4.4 Add Attachments via the “Insert” Dropdown

Add attachments via the “Insert” menu dropdown, as discussed on page Y, while in edit mode.

5.5 Embed Graphics

To embed a graphic into a wiki page, click “Edit.” Place the cursor where you want the graphic to appear, and select “Image” from the “Insert” dropdown on the editor toolbar.

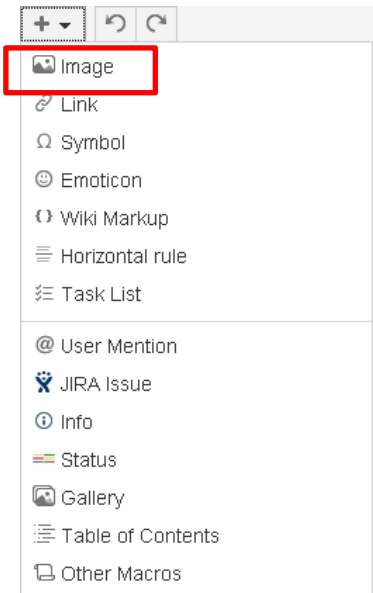
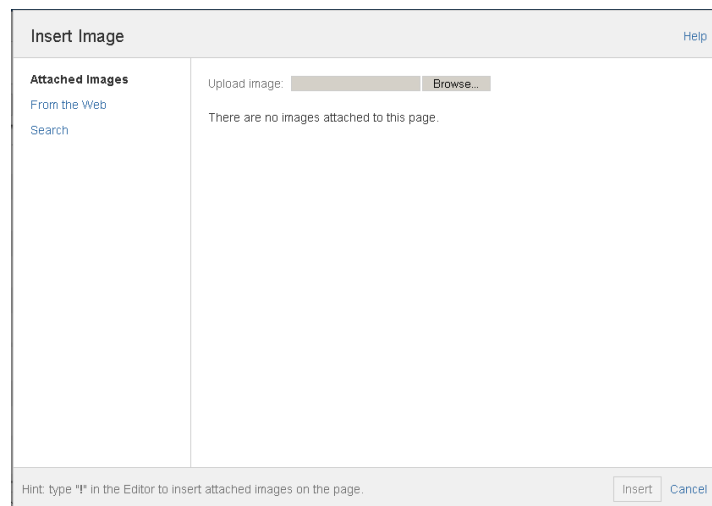


Figure 36: Inserting an Image via "Insert" Dropdown

A module to attach or select previously-attached graphics will appear, as indicated below.



Users can opt to upload the graphic via the browse button, upload the graphic via web URL, or to search for the graphic on another DoDTechipedia page. Select “Insert” when finished. The graphic will appear on the page.

5.5.1 Formatting Graphics

When a graphic is inserted into the page content, a graphic formatting toolbar will appear as a popup over the page next to the image, as indicated below.

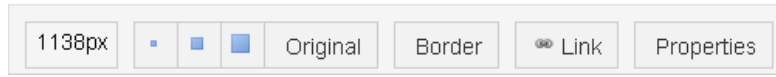
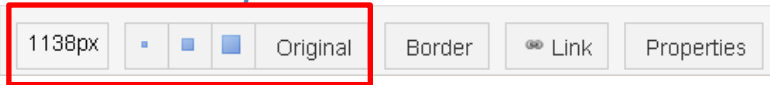


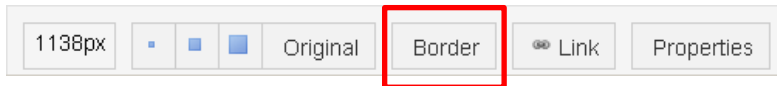
Figure 37: Graphics' Formatting Toolbar

5.5.1.1 Resize Graphic



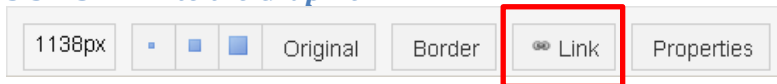
Resize the graphic by editing the pixel size manually or selecting a pre-formatted size (small, medium, large, or original size).

5.5.1.2 Add a Border



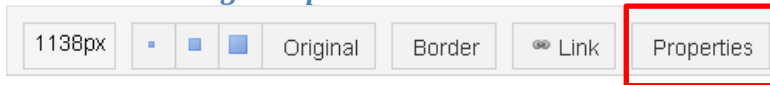
Add a border to your graphic.

5.5.1.3 Link to the Graphic



Use your graphic to link to other DoDTechipedia content, attachments, email addresses, or general websites and webpages.

5.5.1.4 Add Image Properties



Change the way your graphic displays by adding advanced formatting.

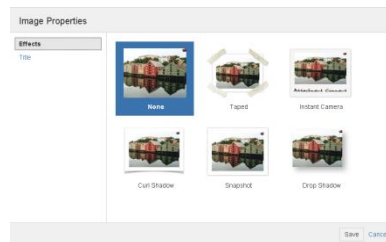


Figure 38: Image Effects

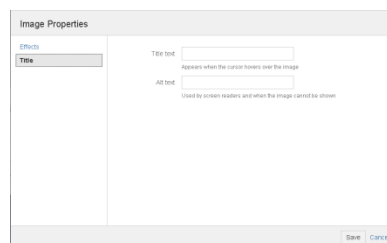


Figure 39: Add Properties for Screen Readers

5.7 Macros

Macros allow users to implement “advanced” formatting options, such as banners, insert charts, and view-file options. The macros discussed here are neither exhaustive nor inclusive, but simply represent the most-frequently used macros by the DoDTechipedia user community. To access the macro menu, select “Insert” from the editor formatting toolbar, and then select “Other Macros” from the dropdown choices.

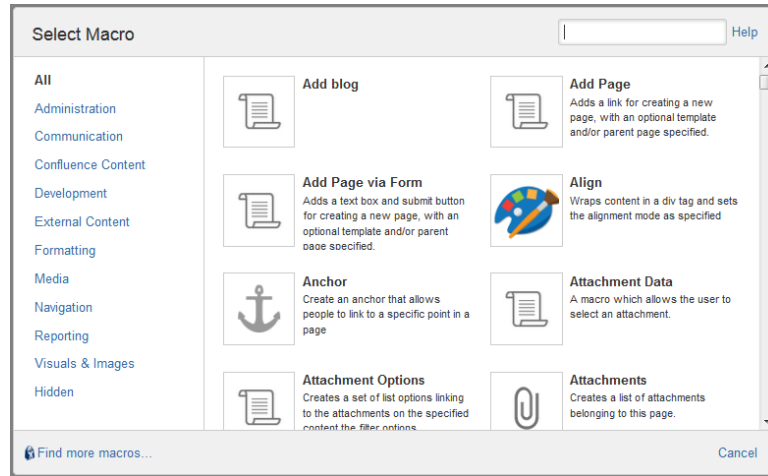


Figure 40: Macro Menu

On the macro menu, users can browse through the available macros or simply search via keyword query for the macro desired. The macro titles are indicated next to the reference number (5.7.x) in the following discussion.

Note that for all macros allowing user-input text into the macro box, all text formatting options can be used.

5.7.1 Attachments

Use the Attachments macro to display a list of the page’s attachments directly on the page. This macro also provides another option for users to upload attachments.

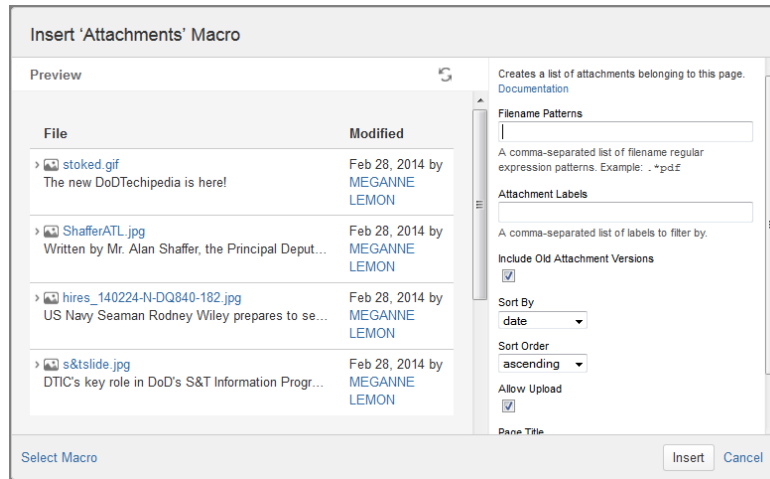


Figure 41: Attachments Macro Menu

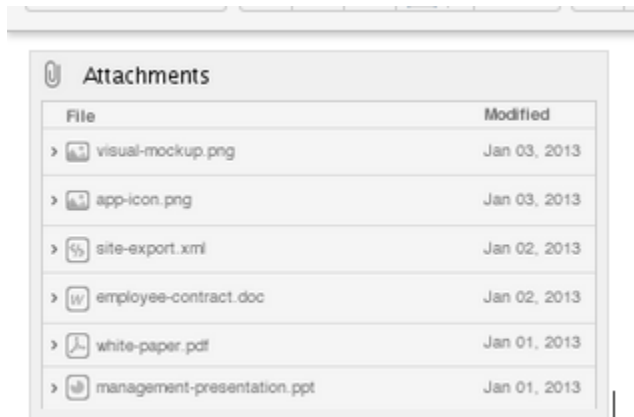


Figure 42: Attachments Macro in Edit Mode

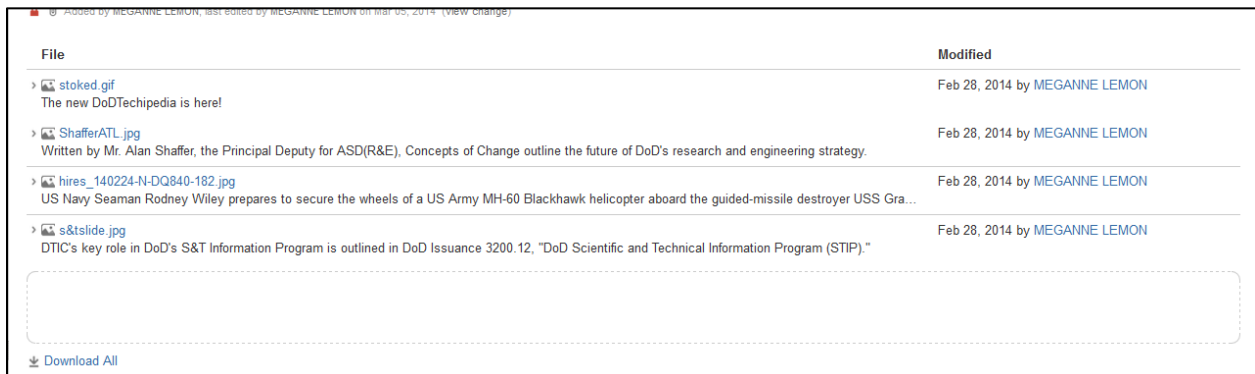


Figure 43: Attachments Macro in View Mode

5.7.2 Children Display

Use the Children Display macro to display a list of the page's child pages. Users can choose whether to allow further descendants (i.e., a child page's child pages).

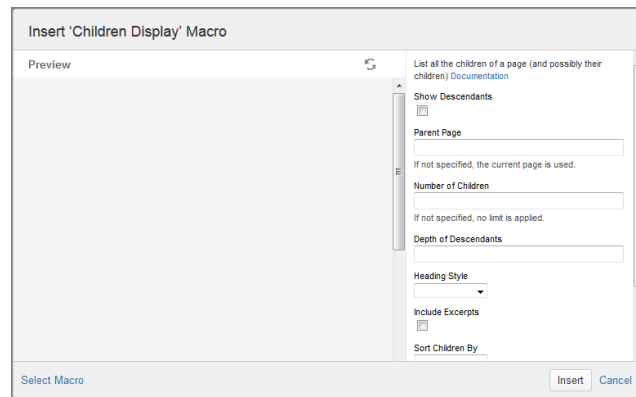


Figure 44: Child Display Macro Menu

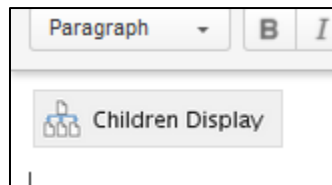


Figure 45: Child Display Macro in Edit Mode

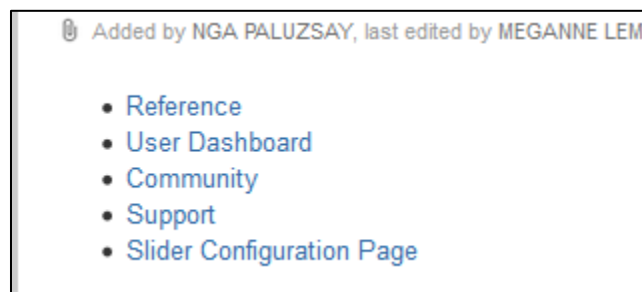


Figure 46: Child Display Macro in View Mode

5.7.3 Expand

Use the Expand macro to show/hide additional descriptive text. Users can change the linked text that will trigger the show/hide. Add the macro to the page, and type the show/hide text into the macro box.

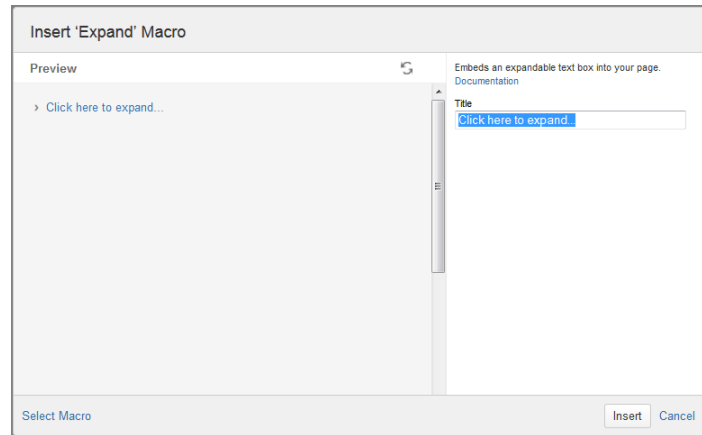


Figure 47: Expand Macro Menu

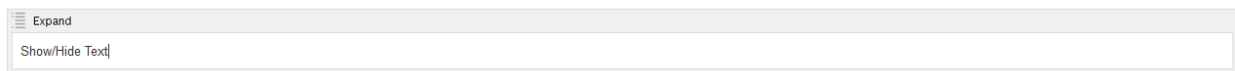


Figure 48: Expand Macro in Edit Mode

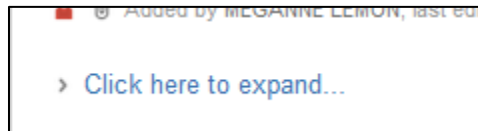


Figure 49: Expand Macro in View Mode (Text Collapsed/Hidden)

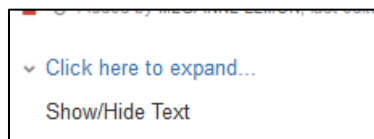


Figure 50: Expand Macro in View Mode (Text Displayed/Shown)

5.7.4 Highlight

Use the Highlight macro to highlight text on your page.

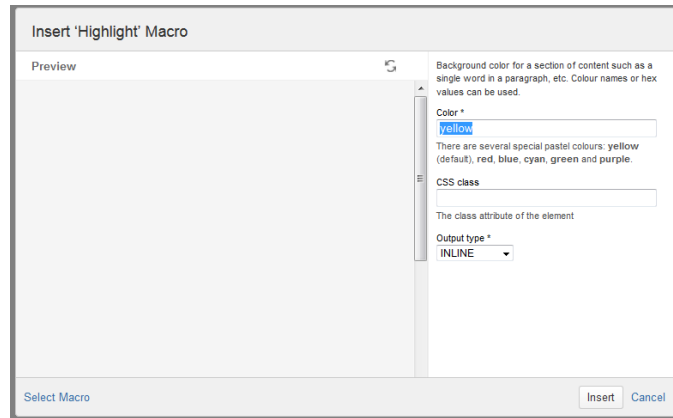


Figure 51: Highlight Macro Menu.

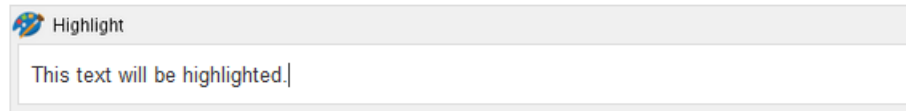


Figure 52: Highlight Macro in Edit Mode

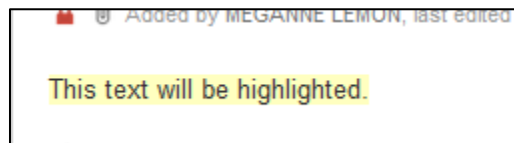


Figure 53: Highlight Macro in View Mode

5.7.5 Info

Call attention to certain information by using the Info macro, which creates a blue-bordered box on your page. Add the macro to the page, and insert the important information into the macro box.

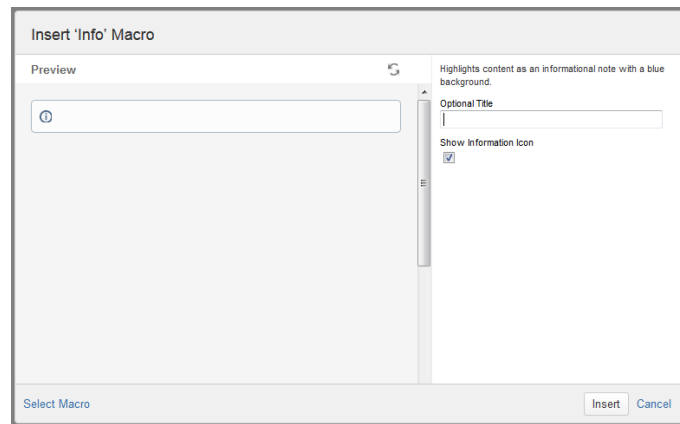


Figure 54: Info Macro Menu

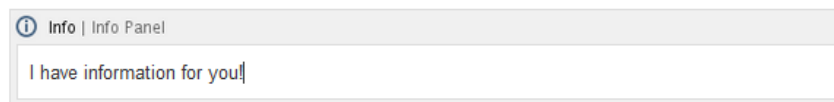


Figure 55: Info Macro in Edit Mode

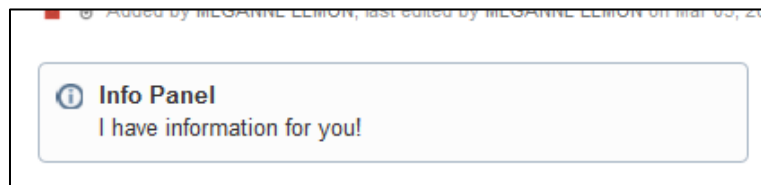


Figure 56: Info Macro in View Mode

5.7.6 Note

Call attention to certain information by using the Note macro, which creates a yellow box on your page. Add the macro to the page, and insert the important information into the macro box.

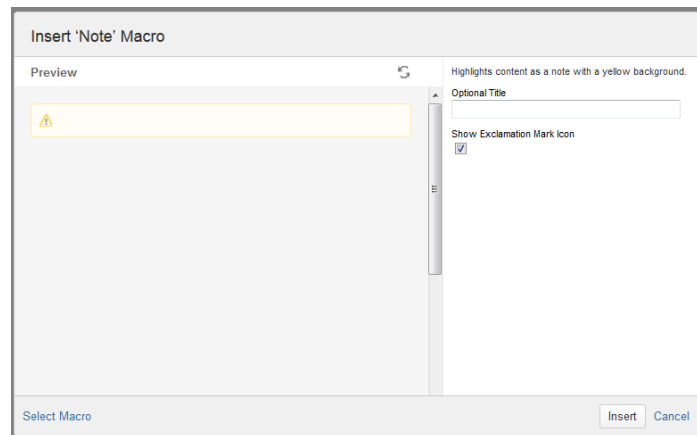


Figure 57: Note Macro Menu



Figure 58: Note Macro in Edit Mode



Figure 59: Note Macro in View Mode

5.7.7 Office PowerPoint

Embed your Microsoft PowerPoint presentation directly onto your page and allow users to view the slideshow without directly opening the attachment. You must have a Microsoft PowerPoint file attached to the page in order for the macro to work.

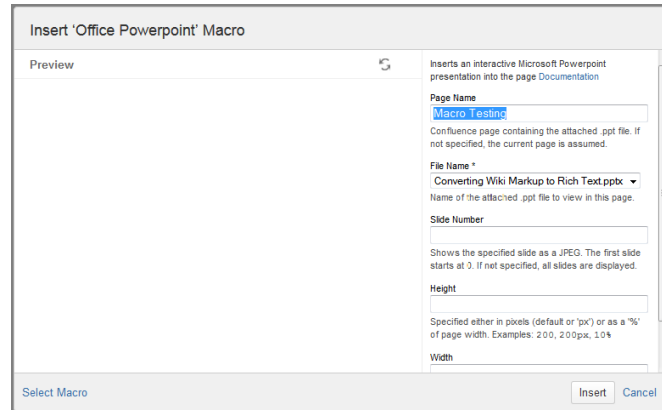


Figure 60: Office PowerPoint Macro Menu



Figure 61: Office PowerPoint Macro in Edit Mode

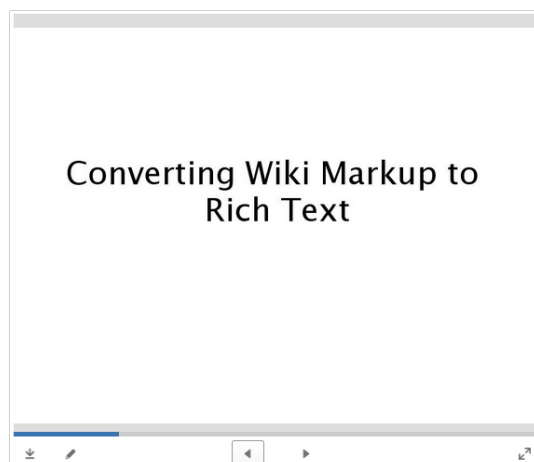


Figure 62: Office PowerPoint Macro in View Mode

5.7.8 Office Word

Embed your Microsoft Word document directly onto your page and allow users to read the document without directly opening the attachment. You must have a Microsoft Word document attached to the page in order for the macro to work.

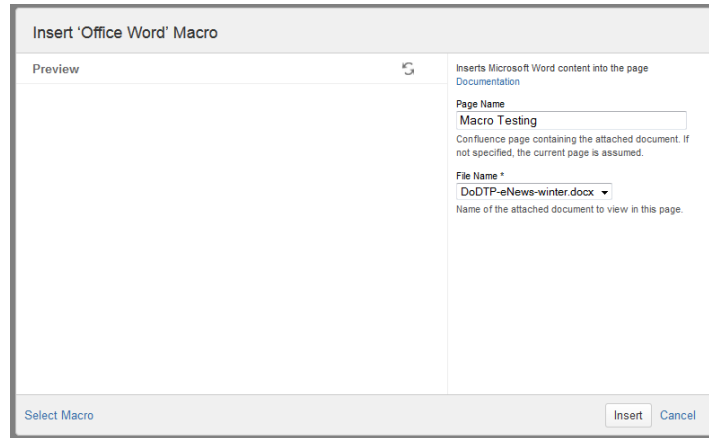


Figure 63: Office Word Macro Menu



Figure 64: Office Word Macro in Edit Mode

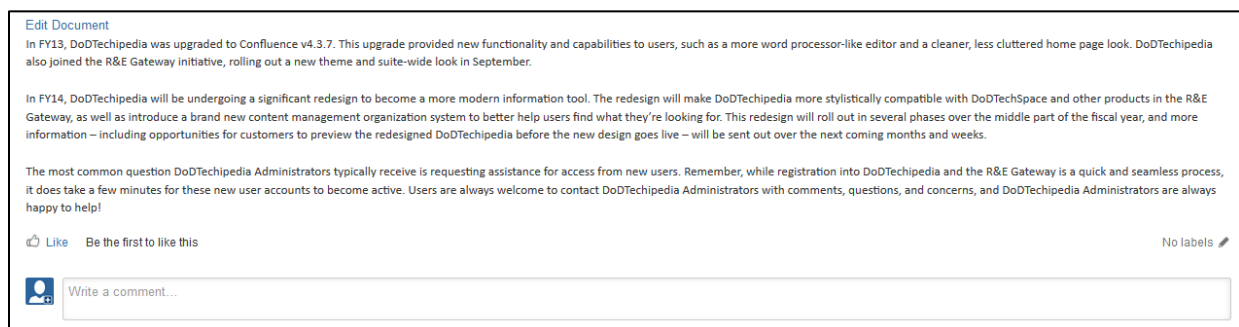


Figure 65: Office Word Macro in View Mode

5.7.9 Panel

Display a block of text within a customizable panel. Users can designate the colors and style for the panel borders and backgrounds.

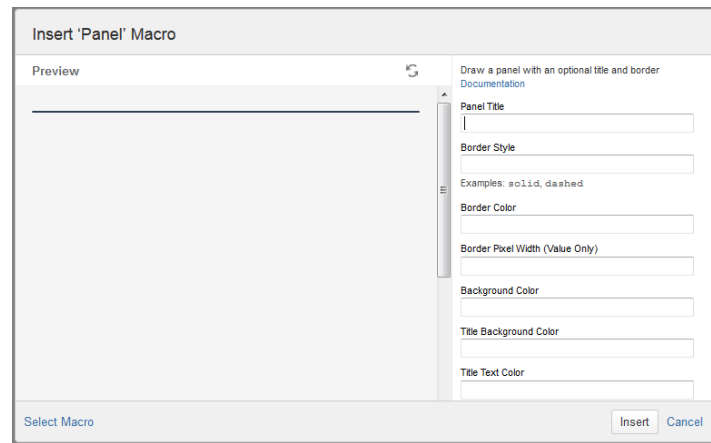


Figure 66: Panel Macro Menu

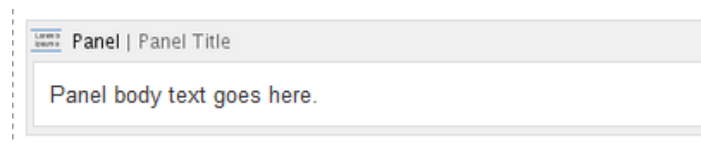


Figure 67: Panel Macro in Edit Mode

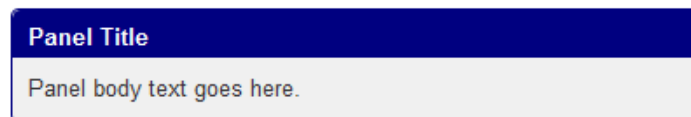


Figure 68: Panel Macro in View Mode

5.7.10 PDF

Embed your PDF document directly onto your page and allow users to view/read the document without directly opening the attachment. You must have a PDF document attached to your page in order for this macro to work.

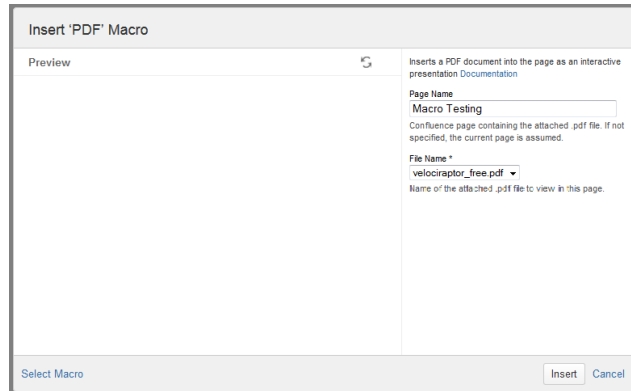


Figure 69: PDF Macro Menu



Figure 70: PDF Macro in Edit Mode



Figure 71: PDF Macro in View Mode

5.7.11 Table of Contents

Insert a table of contents to provide readers with page navigation for your content. This macro only works if editors and authors have used page headings.

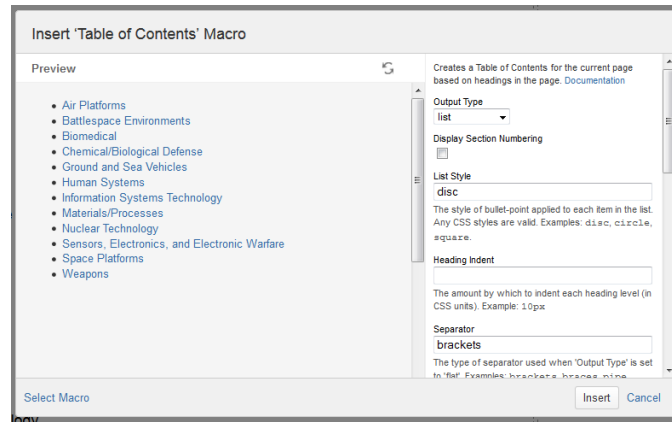


Figure 72: Table of Contents Macro Menu



Figure 73: Table of Contents Macro in Edit Mode

Air Platforms	• Air Platforms
Battlespace Environments	• Battlespace Environments
Biomedical	• Biomedical
Chemical/Biological Defense	• Chemical/Biological Defense
	• Ground and Sea Vehicles
	• Human Systems
	• Information Systems Technology
	• Materials/Processes
	• Nuclear Technology
	• Sensors, Electronics, and Electronic Warfare
	• Space Platforms
	• Weapons

Figure 74: Table of Contents Macro in View Mode. Notice that the text in headings (left) populate the links in the table of contents (right).

5.7.12 Tip

Call attention to certain information by using the Tip macro, which creates a green box on your page. Add the macro to the page, and insert the important information into the macro box.

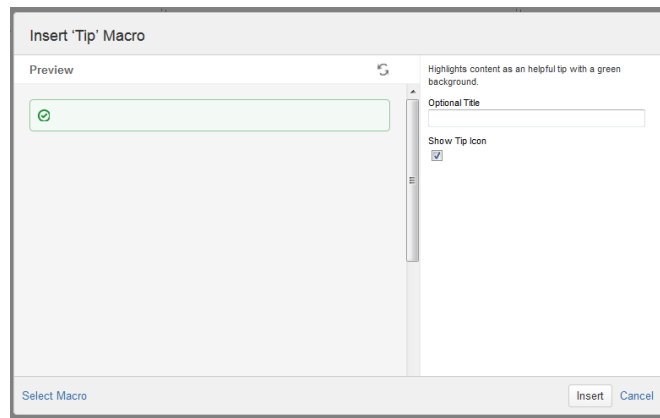


Figure 75: Tip Macro Menu

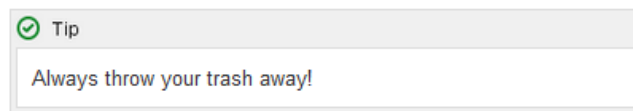


Figure 76: Tip Macro in Edit Mode

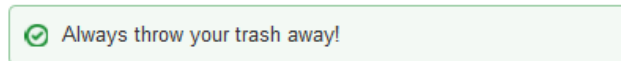


Figure 77: Tip Macro in View Mode

5.7.13 Warning

Call attention to warn or give notice about certain information by using the Warning macro, which creates a red box on your page. Add the macro to the page, and insert the important information into the macro box.

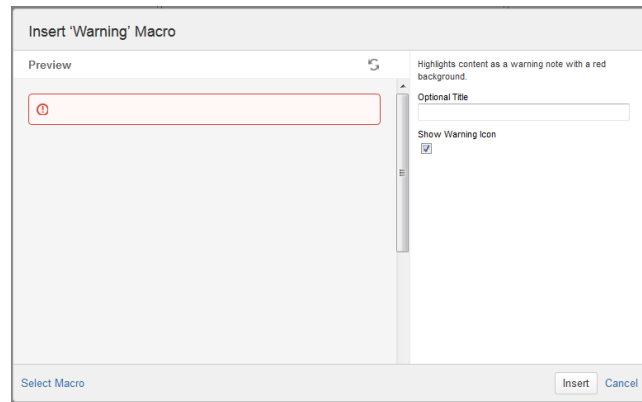


Figure 78: Warning Macro Menu

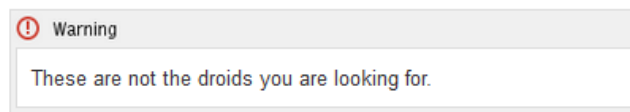


Figure 79: Warning Macro in Edit Mode

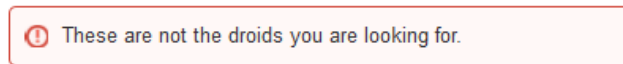


Figure 80: Warning Macro in View Mode

Chapter 6: Advanced Features

6.1 Permissions

6.1.1 Space Permissions

Space permissions are the general permissions a user can have in DoDTechipedia. These permissions determine the access settings of users in DoDTechipedia and are controlled by space (or community) administrators.

Space permissions are as follows:

- **View:** user can view this space's content, including the space's details, and its pages and news items (blog posts)
- **Pages:**
 - Add – user may create and edit pages in this space.
 - Restrict – user may apply page-level restrictions.
 - Delete – user may delete pages in this space.
- **Blog:**
 - Add – user may add and edit blog posts in this space.
 - Delete – user may delete blog posts in this space.
- **Comments:**
 - Add – user may make comments in this space.
 - Delete – user may delete comments from this space.
- **Attachments:**
 - Add – user may add attachments in this space.
 - Delete – user may delete attachments from this space.

All DoDTechipedia users within DoDTechipedia proper (i.e., not in Defense or Other Communities) will be able to add and restrict content. Only government employees – DoD and Federal Government – are able to delete content. DoD and Federal Government contractors who need content removed must request the deletion from DoDTechipedia Administrators.

DoDTechipedia users may be permissioned into communities within DoDTechipedia as part of a group or as an individual. If a user is assigned more than one permission (i.e., if a user has access to a community as an individual and as part of the DoD employee group), then the more powerful permission will prevail; if the user has more permissions as an individual than as a group member, then the user's space permissions will default to the individual settings and vice versa.

Space Administrators are advised to contact dodtechipedia@dtic.mil for a more detailed explanation of space permissions.

6.1.2 Page Restrictions

Page restrictions allow you to control who can view or edit individual pages in a space. To add or remove restrictions to a page you will need to have permissions to edit the page and 'Restrict' or 'Admin' permission in the space.

6.1.2.1 About Page Restrictions

Confluence permissions are hierarchical, so page restrictions will not override any space permissions for the user or group. For example, if you restrict viewing or editing a page to a user who does not have 'view' permissions for the space, they will not be able to see the page, as the page level restrictions cannot override their space permissions.

Some page restrictions are inherited. If you restrict viewing a page to a user or group, all children of that page will also be restricted to the user or group. Edit page restrictions are not inherited.

6.1.2.2 Adding Restrictions to a Page

You can restrict viewing a page or editing a page to a specific user or group.

1. Go to the page and choose Tools > Restrictions.
2. Choose Restrict viewing of this page or Restrict editing of this page.
3. Enter part of user or group name, and then choose the appropriate user or group from the autocomplete drop down. You can add multiple users and groups.

The page restrictions have now been applied:

- Viewing the page is now restricted to the users and / or groups listed. All other users will not be able to view the page. Any children of this page will inherit the viewing restrictions.
- Editing the page is now restricted to the users and / or groups listed. All other users will be able to view, but not edit, the page.

6.1.2.3 Viewing the Current Page Restrictions

Confluence displays a padlock icon on the byline when a page has current viewing or editing restrictions.

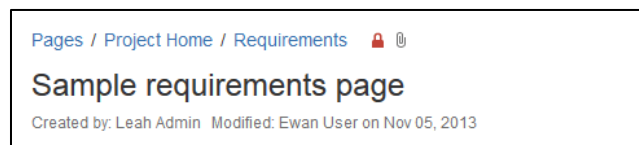


Figure 81: Page Title Block of a Restricted Page. Note the padlock icon next to the attachments icon.

To view the restrictions, choose Tools > Restrictions or the padlock icon in the page title block, as indicated above. The Page Restrictions dialog appears, listing the users and / or groups that have restrictions applied.

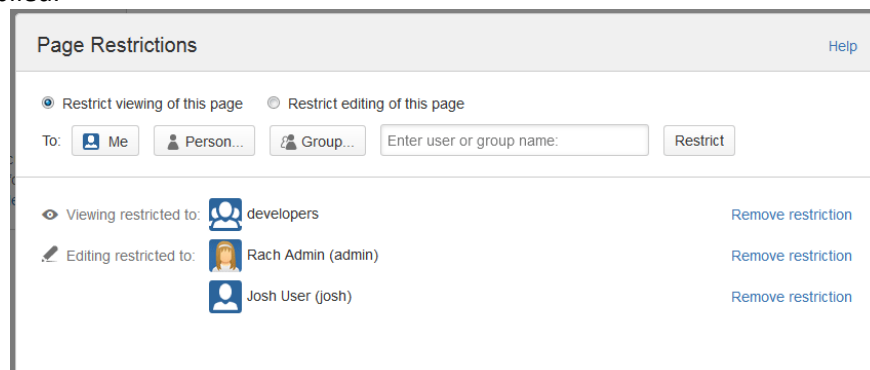


Figure 82: Page Restrictions Module

6.1.2.4 Removing Restrictions from a Page

To remove restrictions from a page, choose Tools > Restrictions or the padlock icon in the page title block. Choose Remove next to each restriction you would like to remove.

6.2 Import Word Document

The “Import Word Document” option allows users to import Microsoft Word documents directly into DoDTechipedia. To import a word document, access the page where you want the document to be located. Note that if users select pages that already have content, the original content will be replaced by the imported content. Users are advised to create new blank pages to minimize the risk of replacing content.

In the Tools dropdown menu, select “Import Word Document.” Browse your desktop to find the document and click “Next” to configure the page. Select the appropriate options, and then click “Import.”

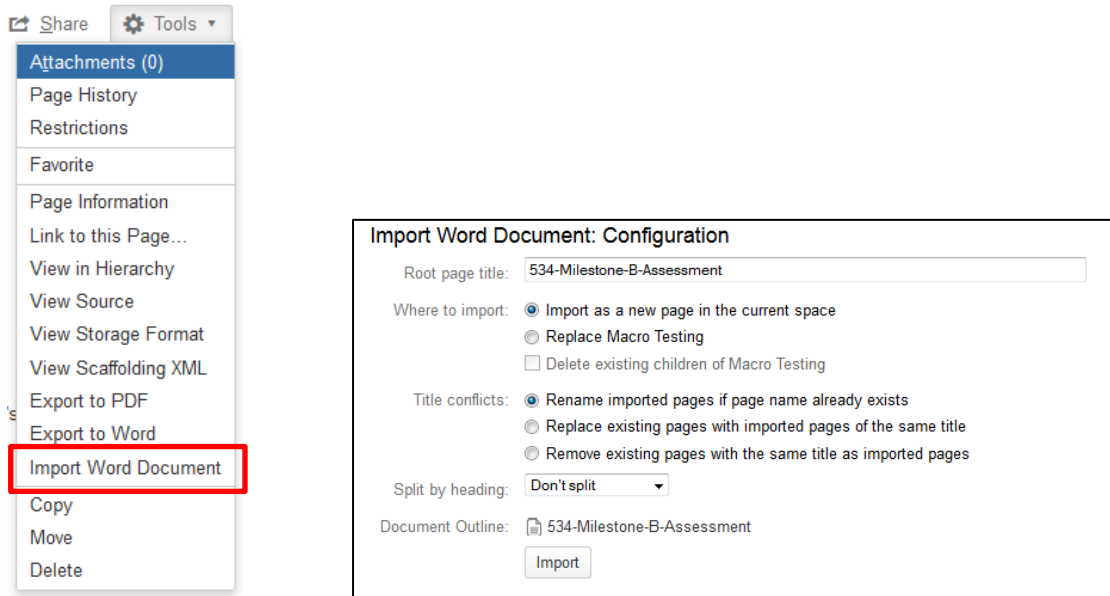
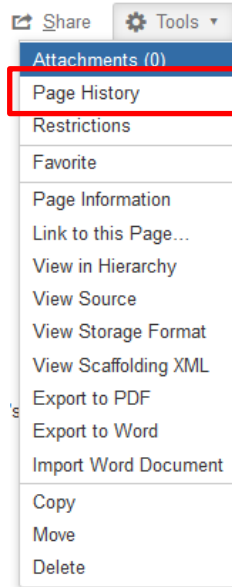


Figure 83: Configuring the Imported Word Document

6.3 Reverting to a Page's Previous Version

Every page in DoDTechipedia has a history that users can view to see who has made changes and when those changes were made. Users also have the ability to revert pages to previous versions. To revert the page to a previous version, click “Page History” in the Tools dropdown menu.



From the Page History, you can view a previous version of the page, compare versions, and/or choose to restore a version. To restore a previous version, simply find the appropriate version and click “Restore this version.”

Page History			
Compare selected versions			
Version	Date	Changed By	Operations
<input type="checkbox"/> CURRENT (v. 55)	Feb 24, 2014 08:12	MEGANNE LEMON	
<input type="checkbox"/> v. 54	Feb 10, 2014 10:53	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 53	Feb 10, 2014 10:53	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 52	Feb 04, 2014 12:55	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 51	Jan 31, 2014 13:17	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 50	Jan 29, 2014 11:05	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 49	Jan 29, 2014 08:55	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 48	Jan 29, 2014 08:48	MEGANNE LEMON	Restore this version Delete
<input type="checkbox"/> v. 47	Jan 28, 2014 08:10	MEGANNE LEMON	Restore this version Delete

Figure 84: Revert the Page to a Previous Version, Page History

6.4 Finding People

When viewing pages in the wiki, users may want to contact other contributors. To search for another user, type the user's name in the search box (making sure the toggle is selected for DoDTechipedia). The search will provide an autocompleted list of pages, communities, attachments, and user names that match the query. Select the appropriate user from the autocomplete list.

6.5 Footnotes

Sourcing information is important. While DoDTechipedia used to have a macro that automatically formatted footnotes, that macro is no longer available. A suitable workaround is to use superscript text formatting, as described below.

To insert footnotes into a page or blog, type a numerical or special character following the quoted or paraphrased sentence. Highlight the character and select superscript from the text formatting dropdown in the editor toolbar. Add the footnote text or the citation to the bottom of the page.

The **Defense Technical Information Center (DTIC)** is a repository of scientific and technical documents for the United States Department of Defense. According to the organization, DTIC "serves the DoD community as the largest central resource for DoD and government-funded scientific, technical, engineering, and business related information available today."¹

DTIC is a Defense Field Activity reporting to the Assistant Secretary of Defense for Research & Engineering ([ASD\(R&E\)](#)).

Figure 85: Paragraph text annotated with a footnote.

References

¹ "DTIC Infobox" <http://www.dtic.mil/dtic/>

² [Thomas_Bio.pdf](#)

³ Canter, Louis. "The Impact of Documentation on the Research Library" (in English). Special Libraries. Retrieved on 1 August 2008.

⁴ Often, dates will be slightly different in different sources. For example, the DTIC website states that ADRC was founded in 1945 and ASTIA was founded in 1952, while other sources have them founded in 1944 and 1951 respectively.

⁵ "Air Documents Research Center" (in English) 18. Retrieved on 2008-08-01.

Figure 86: The bottom of the DTIC page, showing the footnoted references.

6.6 Personal Spaces

6.6.1 Setting up Personal Spaces

All DoDTechipedia users have a personal space where they can create personal pages and a personal blog. To create a personal space, scroll over your user name in the menu and click on “Add Personal Space” in the dropdown.

This action will yield a popup that explains how to use a personal space. Click “Create” on the popup.

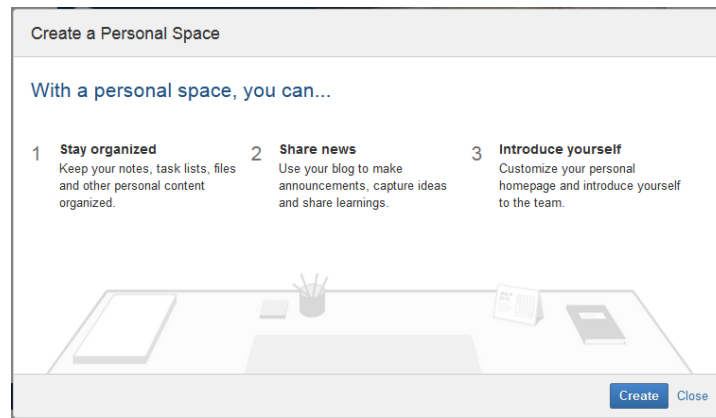


Figure 87: Want to create a personal space? Click "Create."

6.7 Removing Content

Registered DoDTechipedia users who are DoD or Federal Government employees have the ability to remove content on DoDTechipedia. DoD or Federal Government contractors do *not* have the ability to remove DoDTechipedia content and must request removal from DoDTechipedia Administrators.

Be sure that you delete only the content that belongs to you. Deleting other people’s content, without permission, may result in loss of the ability to remove content.

6.7.1 Deleting a Page

Access the page to be deleted. Click “Tools” and choose “Delete.” Confirm the action as prompted.

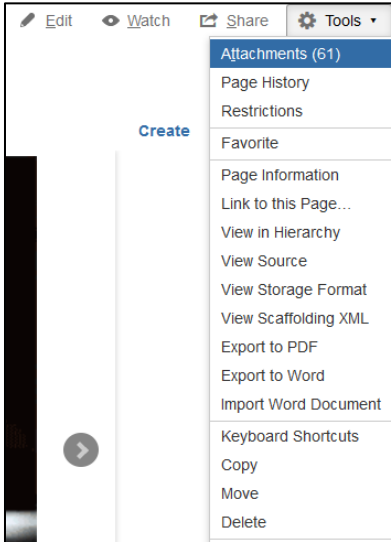


Figure 88: Delete a Page

If a page is deleted by mistake, contact the DoDTechipedia Administrators to have the page restored.

6.7.2 Delete a Page Version

Access the page history (see Tools > Page History). Choose “Delete” next to the version you want to delete. Confirm the action as prompted.

Page History			
Compare selected versions			
Version	Date	Changed By	Operations
<input type="checkbox"/> CURRENT (v. 55)	Feb 24, 2014 08:12	Unknown User (lemonm0000)	
<input type="checkbox"/> v. 54	Feb 10, 2014 10:53	Unknown User (lemonm0000)	Restore this version - Delete
<input type="checkbox"/> v. 53	Feb 10, 2014 10:53	Unknown User (lemonm0000)	Restore this version - Delete
<input type="checkbox"/> v. 52	Feb 04, 2014 12:55	Unknown User (lemonm0000)	Restore this version - Delete

Figure 89: Delete a Page Version

A deleted page version is unrecoverable. Please ensure that the version being deleted is the correct version.

6.7.3 Deleting a Blog Post

Access the blog post to be deleted. Click “Tools” and choose “Delete.” Confirm the action as prompted.

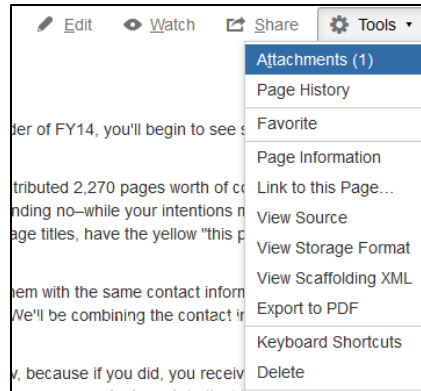


Figure 90: Delete a Blog Post

If a blog post is deleted by mistake, contact the DoDTechipedia Administrators to have the page restored.

6.7.4 Deleting an Attachment

Access the page that contains the attachment. Click “Tools” and choose “Attachments.” Select “Delete” next to the attachment you want to delete. Confirm the action as prompted.

Attachments						
Name	Size	Creator	Creation Date	Labels	Comment	
> testplans.png	1 kB	Unknown User (lemonm0000)	Feb 24, 2014 08:12	No labels		Properties Delete
> metrics.png	1 kB	Unknown User (lemonm0000)	Jan 31, 2014 13:17	No labels		Properties Delete
> DoDTP Developers.pdf	611 kB	Unknown User (lemonm0000)	Jan 29, 2014 11:05	reference_guide		View Properties Delete
> Using the Exterminato...	729 kB	Unknown User (lemonm0000)	Jan 29, 2014 08:47	exterminator reference_guide		View Properties Delete
> Task Manager.pdf	477 kB	Unknown User (lemonm0000)	Jan 28, 2014 08:09	tasks reference_guide		View Properties Delete
> developer.png	1 kB	Unknown User	Jan 27, 2014 08:44	No labels		Properties Delete

Figure 91: Delete an Attachment

Deleted attachments are unrecoverable and cannot be retrieved by DoDTechipedia Administrators. Please ensure that the attachment you are deleting is the correct one and that, if necessary, a copy of the file has been saved to your desktop.

6.7.5 Deleting a Comment

Access the page containing the comment. Scroll down to the comment. Select “Delete” from the comment options. Confirm the action as prompted.

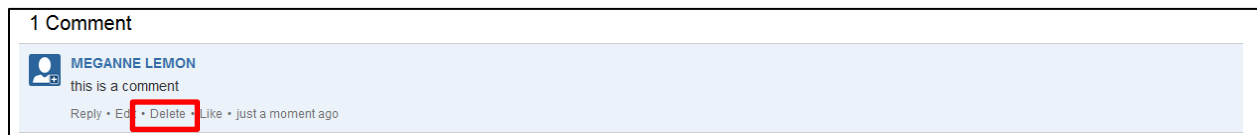


Figure 92: Delete a Comment

Deleted comments are unrecoverable and cannot be retrieved by DoDTechipedia Administrators. Please ensure that the comment you are deleting is the correct one.

6.8 Exporting Pages

DoDTechipedia users have the ability to export DoDTechipedia pages and blog posts to PDF or Microsoft Word documents. To export, access the page or blog post desired. Choose “Tools” and select either “Export to PDF” or “Export to Word.” Select to open or save the file.

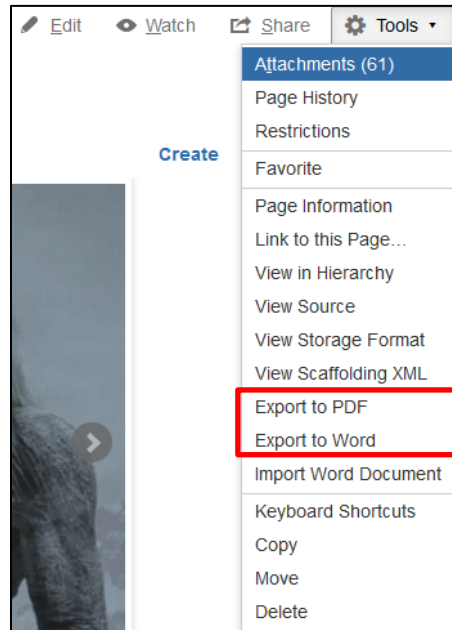


Figure 93: Exporting Pages

Please be advised of the following regarding page exports:

- Exported pages with columns via the section options (from the editor; see 5.3.2) may not display columns properly and instead show the page content in one single column.
- Only image attachments that have been inserted into a page are included in an export.
- To export multiple pages in a single document, contact DoDTechipedia Administrators with your request and identify the pages or communities to be exported.

6.9 Keyboard Shortcuts

All DoDTechipedia users can access the keyboard shortcuts menu via the Tools dropdown or press “Shift+?” on your keyboard. The keyboard shortcuts enabled are discussed below, as found in Atlassian Confluence’s main documentation.

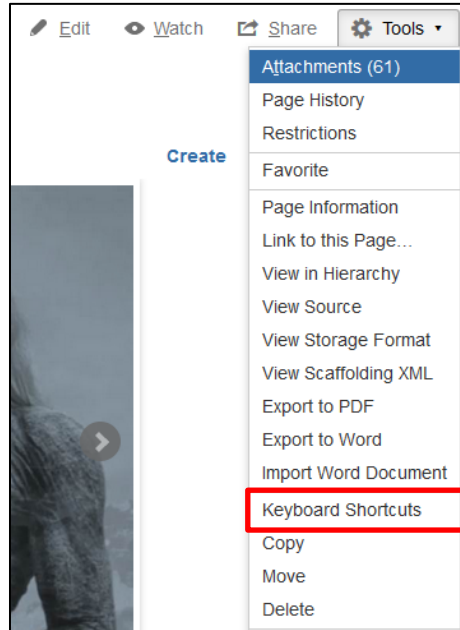


Figure 94: Keyboard Shortcuts in the "Tools" Dropdown

Safari/Mac users, please substitute Control (CTRL) for Command (CMD), as indicated.

6.9.1 All Screens

The following keyboard shortcuts work on all screens across DoDTechipedia.

Windows	Action	Mac OS X
/	Enable the quick search	/
Ctrl+S	Submit (where a form is active). Editor -- save the Confluence page. Outside the editor -- save the browser page.	Cmd+S
G then S	Browse the current space	G then S
G then G	Position cursor in the search box.	G then G
Shift+?	Open the Keyboard Shortcut help	Shift+?

6.9.2 Editor Shortcuts

These are shortcuts to use while working in the editor.

Windows	Action	Mac OS X
[then]	Start a list of tasks. More about tasks...	[then]
Ctrl+0	Apply the paragraph style.	Cmd+0
Ctrl+7	Apply the preformatted style.	Cmd+7
Ctrl+8	Apply the block quote style.	Cmd+8
Ctrl+(1–6)	Apply a heading level (of the number chosen) to the current line.	Cmd+(1–6)
Ctrl+I (letter I, not number 1)	Make the selected text <i>italic</i> .	Cmd+I (letter I, not number 1)
Ctrl+B	Make the selected text bold .	Cmd+B
Ctrl+K	Insert a link. (Opens the Insert Link dialog.)	Cmd+K
Ctrl+M	Insert an image. (Opens the Insert Image dialog.)	Cmd+M
Ctrl+S	Save the page you are editing.	Cmd+S
Ctrl+Shift+A	Open the Macro Browser.	Cmd+Shift+A
Ctrl+Shift+B	Format text as a bulleted list.	Cmd+Shift+B
Ctrl+Shift+D	Insert wiki markup. (Opens the Wiki Markup dialog.)	Cmd+Shift+D
Ctrl+Shift+E	Preview the page you are editing.	Cmd+Shift+E
Ctrl+Shift+F	Hide the tools at the top and bottom of the page, giving you a much larger editing area (a full-screen editor).	Ctrl+Shift+F
Ctrl+Shift+K	See a list of suggested pages or other locations to link to from your page.	Cmd+Shift+K
Ctrl+Shift+M	See a list of suggested images, documents and other files to embed in your page.	Cmd+Shift+M
Ctrl+Shift+N	Format text as a numbered list.	Cmd+Shift+N
Ctrl+Shift+S	Format text with a strike through.	Cmd+Shift+S
Ctrl+U	Make the selected text <u>underlined</u> .	Cmd+U
Ctrl+Y	Revert an action that was undone.	Cmd+Y
Ctrl+Z	Undo the most recent action.	Cmd+Z
Shift+Enter	Force a line break without a paragraph break. This is a line break with no extra space.	Shift+Enter
Shift+Tab	'Outdent' current line (only in bulleted lists and numbered lists).	Shift+Tab
Tab	Indent current line (only in bulleted lists and numbered lists).	Tab

6.9.3 Table Shortcuts

These are shortcuts for working with tables in the editor.

Windows	Action	Mac OS X
Ctrl+Shift+c	Copy the current table row, or the selected rows.	Cmd+Shift+c
Ctrl+Shift+i	Insert a table. (Opens the Insert Table dialog.)	Cmd+Shift+i
Ctrl+Shift+v	Paste the table rows from your clipboard, placing them above the current row.	Cmd+Shift+v
Ctrl+Shift+x	Cut the current table row, or the selected rows.	Cmd+Shift+x
Alt+Up Arrow	Add a row above the current row.	Alt+Up Arrow
Alt+Down Arrow	Add a row below the current row.	Alt+Down Arrow

6.9.4 Autocomplete Shortcuts

These are shortcuts to trigger autocomplete suggestions while working in the editor.

Key	Action
!	See a list of suggested images, multimedia files and documents to embed in your page.
@	See a list of suggested users to mention.
[See a list of suggested pages or other locations to link to from your page.
{	See a list of suggestions as you begin typing a macro name.

6.9.5 View Shortcuts

These are shortcuts to use while viewing (published) pages in DoDTechipedia.

Windows	Action	Mac OS X
B	Create a blog post.	B
C	Create a child page of your current page.	C
E	Edit a page or blog post, or return to Edit mode when previewing.	E
K	Open the Link To dialog.	K
L	Add or edit labels.	L
M	Add a comment to a page or blog post.	M
S	Share the current page	S
T	View attachments.	T
V	Return to page view (only if you are viewing page attachments).	V
W	Add or edit watchers.	W

6.10 Drafts

At regular intervals, the wiki automatically saves a draft of the page you are editing. If a network failure or a system error prevents you from saving your page, you can retrieve its last saved draft and continue working on the page where you left off. Each time a draft is saved, the editor is time-stamped with the time of the last save displayed near the “Save” button on the editor.

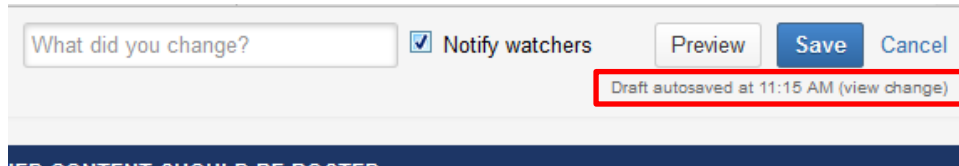


Figure 95: Draft Autosave Message

When a draft saves, it saves to your “Drafts” page in your user dashboard.

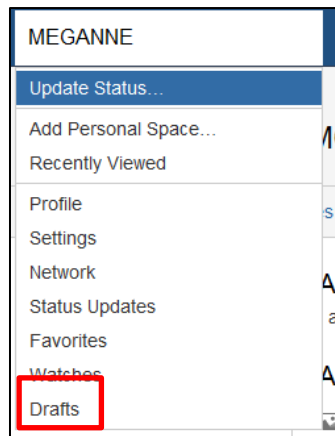


Figure 96: Accessing Drafts

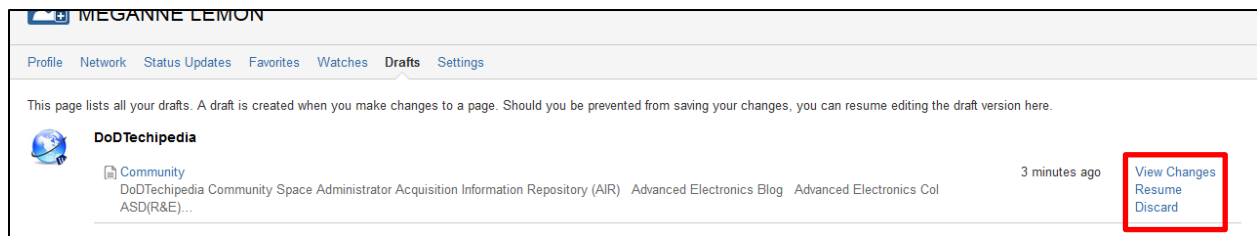


Figure 97: Accessing a Saved Draft

You can choose to view the changes you were making, continue editing the page, or to delete the draft. These options will also appear in a banner should a draft time out and not save or should someone editing the same page save before you were ready.

6.11 User Preferences

Users can modify the settings to change how often they receive emails from DoDTechipedia and to disable or enable autocomplete or autoformatting in the editor. Users can update and change their settings as often as they desire.

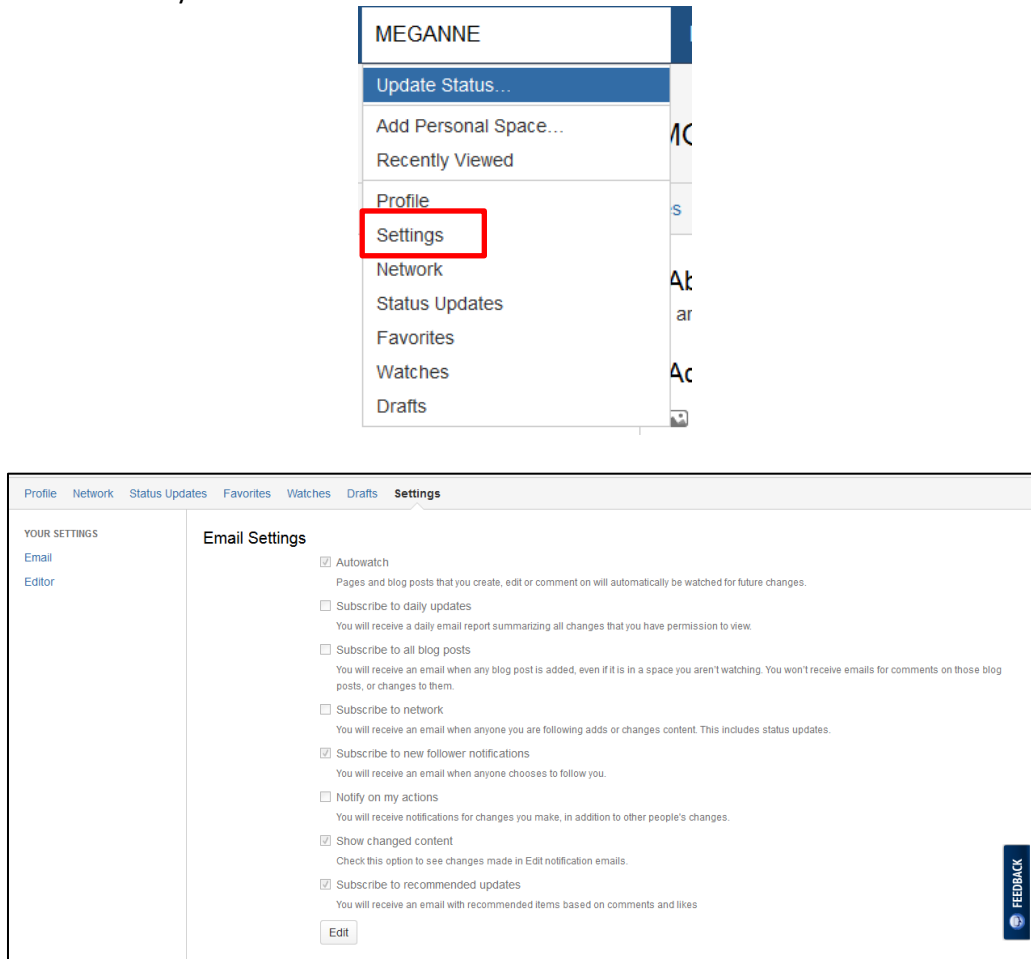


Figure 98: Editing Email Preferences. Click "Edit" to make changes.

6.12 DoDTechipedia Forum

The DoDTechipedia Forum is a place where DoDTechipedia users can ask questions to or solicit research assistance from the general DoDTechipedia user community. To access the forum, search for “Ask DoDTechipedia” or go to “Reference” and select “Ask DoDTechipedia” from the “Need More?” panel.

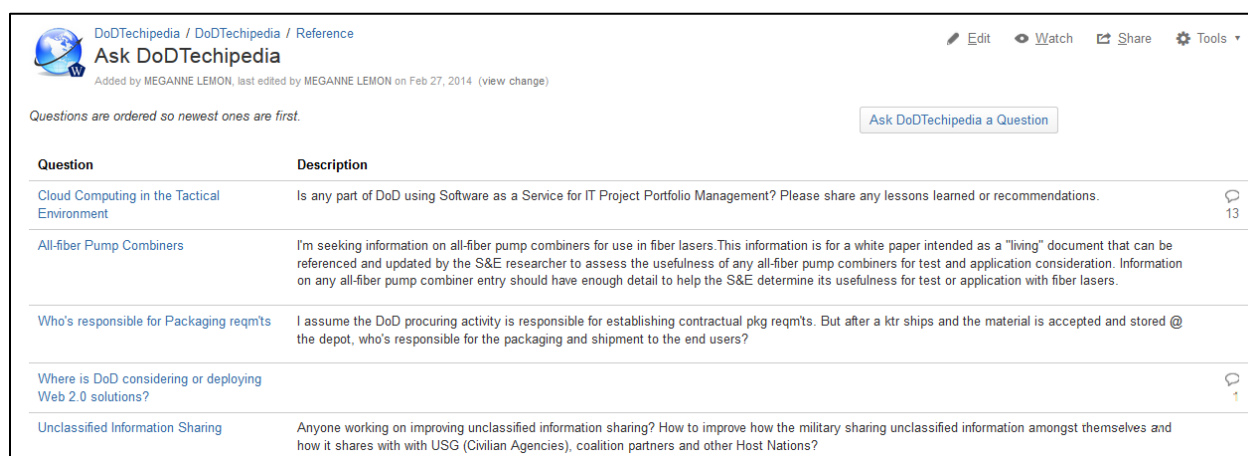


Figure 99: DoDTechipedia Forum

The “Ask DoDTechipedia” page serves as the DoDTechipedia Forum. Users can view previously-asked questions and brief descriptions of the research effort on this page. Responses to the inquiries are indicated by the text bubble on the right side of the description (the number of responses is below the text bubble). To view a question and the community’s response(s), access the linked question text.

To ask DoDTechipedia a question, select the “Ask DoDTechipedia a Question” button to access a form. Follow the instructions on the form to complete it and select “Save” to submit your question and publish it to the forum’s home page.

For space administrators in Defense and Other Communities interested in duplicating this functionality to their targeted user community, please contact dodtechipedia@dtic.mil.

Glossary

Administration Console

The Administration Console is the interface for the global administration of DoDTechipedia. Only administrators can access the Administration Console.

Administrators

DoDTechipedia and DTIC staff who have full administrative access to DoDTechipedia.

Atlassian Confluence or Confluence

The software powering DoDTechipedia. Confluence may be used to refer to DoDTechipedia or the DoDTechipedia development team at DTIC.

Blog Posts

A blog post may be a journal entry, status report or any other timely information pertaining to a space.

Change Comment

A change comment is a short description entered during the edit of a page to record the changes being made in the edit.

Child Pages

Creating child pages is a means of hierarchically organizing content in Confluence. A child page can only have one parent page.

Comments

A comment may be a remark, question, or any other additional information you wish to add to a page pertaining to the topic the page covers. You can comment on any page or news item in Confluence.

Community

A community is an area within DoDTechipedia, containing your pages, blog posts and other content. You can think of each community as a sub-site, or mini-site, each with its own home page. To create a non-personal community, contact DoDTechipedia Administrators (dodtechipedia@dtic.mil). Communities are also interchangeably called “spaces.”

Hover Profile

The hover profile is the pop-up you see when the mouse pointer pauses over a Confluence user's name. Use the hover profile to follow the user, visit their profile, and more.

Keyboard Shortcuts

Keyboard shortcuts are combinations of two or more keys (on a keyboard) that can be used to perform a task that typically require a mouse. DoDTechipedia has enabled specific keyboard shortcuts, in addition to general text formatting keyboard shortcuts. To read more on keyboard shortcuts, see page 65.

Labels

Labels are user-defined tag words assigned to pages to categorize content in Confluence.

Macros

A macro is a command wrapped inside curly braces {...} used to perform programmatic functions and generate more complex content structures in Confluence.

Notifications

A notification is an email message sent to you updating you of changes to pages and spaces you choose to 'watch'.

Orphaned Pages

An orphaned page is a page without any incoming links.

Pages

Pages are the primary means of storing information in Confluence and are the building blocks of spaces.

Parent Page

A parent page is a page that has one or more child pages. It may itself be a child of another page.

People Finder

The People Directory contains a list of all users in your Confluence site. Each user's name links to their personal space.

Permalink

A permalink is the URL used to link to specific content items like comments.

Personal Spaces

Personal spaces belong to users, and are accessible from the user dashboard.

RSS Feeds

An RSS feed is a format for delivering summaries of regularly changing web content. RSS is read by RSS newsreader programs. You will need an RSS reader to subscribe to feeds within DoDTechipedia and DoDTechipedia acts as an RSS reader for feeds from outside sites.

RSS Reader

An RSS reader is a specialized RSS program (also called aggregator) that displays the contents of RSS feeds for you. To subscribe to RSS feeds within Confluence, you will need an RSS reader.

Space Administrators

A space administrator is a user with the 'Space Admin' permission for the space. A user with this permission can perform a host of functions relating to the management of a space and has complete access to the space regardless of any other control settings or permissions. Permissions for a space are only assigned and modified by space administrators.

Spaces

A space is an area within DoDTechipedia, containing your pages, blog posts and other content. You can think of each space as a sub-site, or mini-site, each with its own home page. To create a non-personal space, contact DoDTechipedia Administrators (dodtechipedia@dtic.mil). Spaces are also interchangeably called "communities."

Templates

A template is a pre-defined page that can be used as a prototype when creating pages. Templates are useful for giving pages a common style or format.

Thumbnails

All images on the page that aren't links are displayed as thumbnails: when you click on an image the full-size image is displayed in a pop-up.

Tiny links

A tiny link is the shortened URL of a page which is useful when sending links to the page, for example, via email.

Undefined Links

An undefined link is a link to a page that has not yet been created. Clicking on the page link allows you create the page.

User Dashboard

The dashboard is the user's space in DoDTechipedia. It provides a general overview of the user's activity in DoDTechipedia and displays a list of the most recently updated content within them.

User Profile

Every user account in Confluence is linked to a profile that contains user related information and options to configuring user preferences.

Watching

When you watch a page, you receive an email notification whenever that page has been modified. When you watch a space, you receive an email notification whenever content is added or modified in that space.

Wiki

Pioneered by Ward Cunningham, and named after the Hawaiian word for 'quick', a wiki is a website that makes it easy for anyone to contribute pages, and link them together.

Wiki Markup

This is the specialized markup formerly used to write and edit page templates. Specialized knowledge of wiki markup is no longer required to use DoDTechipedia, but users who wish to write in wiki markup may do so via the Wiki Markup macro. Users writing in wiki markup will not be able to edit their text in wiki markup once the initial macro is saved and applied to the page content.

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Please send your comments, corrections, suggestions, and requests for technical assistance to dodtechipedia@dtic.mil.