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United States Department of State

Washington, D.C. 20520

Case No. F-2013-02680

Segment: ODNI-0001

SEP 20 2013

John J. Greenewald, Jr.



Dear Mr. Greenewald:

I refer to your request dated September 21, 2009 to the Office of the Director of National Intelligence, for the release of certain material under the Freedom of Information Act (Title 5 USC Section 552). Of the relevant documents retrieved in response to your request, one was considered to be of primary interest to the Department of State, and was therefore referred to us for appropriate action.

We have determined that the document may be released in full. It is enclosed.

Sincerely,

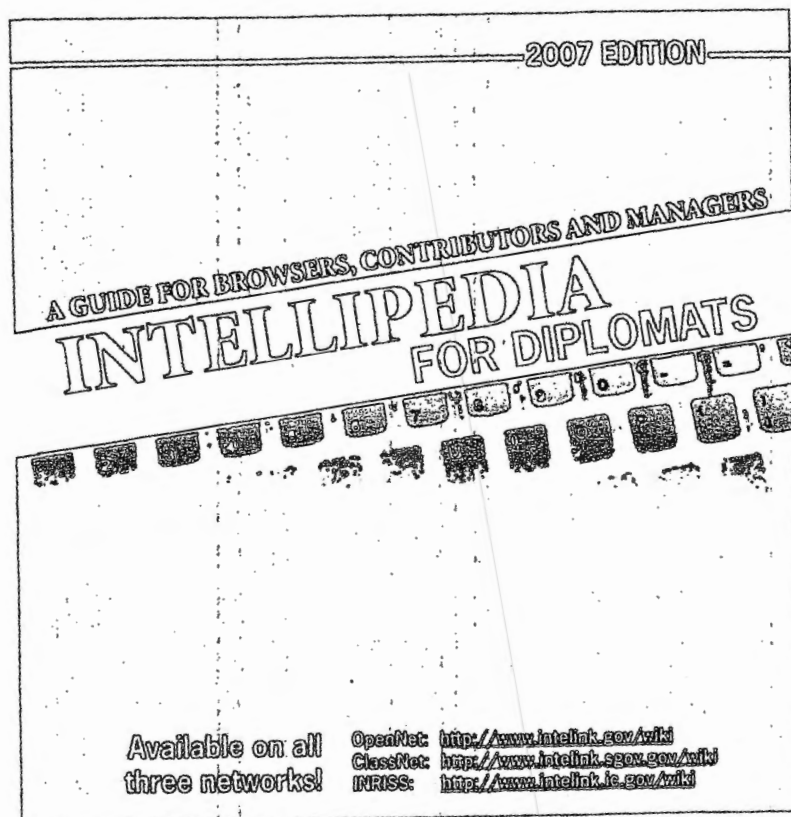
A handwritten signature in black ink, appearing to read "Sheryl L. Walter".

Sheryl L. Walter, Director
Office of Information Programs and Services

Enclosures:

As stated.

RELEASED IN FULL



REVIEW AUTHORITY: Steve Blodgett, Senior Reviewer

WHAT IS INTELLIPEDIA?

Intellipedia is the United States Government's wiki on:

OpenNet (Intellipedia-U): <http://www.intelink.gov/wiki>
ClassNet (Intellipedia-S): <http://www.intelink.sgov.gov/wiki>
INRISS (Intellipedia-TS): <http://www.intelink.ic.gov/wiki>



Intellipedia vs. Wikipedia



No anonymous edits Only logged in users can edit Intellipedia.	Anonymous editing Anyone can edit anything.
Attributed point of view (APOV) Original thinking and research is encouraged so long as it is attributed to an agency, bureau, office or individual.	Neutral Point of View (NPOV) No original thinking or research is allowed. Everything must be sourced.
A Collaboration Tool Articles can be used for any kind of collaborative work.	An Encyclopedia Only encyclopedic articles are allowed.

GETTING A PASSPORT ACCOUNT

Anyone on the network can look at Intellipedia articles, but to edit or create articles, you need to register for an Intelink Passport Account.

Intelink Passport is an enterprise-wide user authentication service you can obtain using a self-registration process. In addition to Intellipedia, a Passport logon lets you use blogs, forums, Net-Centric Diplomacy, web based email and a host of other services.



How do I get an account?

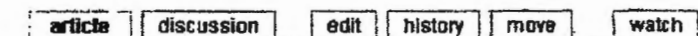
Signing up for an Intelink Passport account only takes a few minutes.

- Click on the "Log in via Passport" link at the top right-hand corner of Intellipedia
- Click on the "New Account Registration" link
- Fill in the requested information (remember to use the appropriate e-mail address for the network you are on)

Passport will immediately send you an e-mail with a link to activate your account. Upon activation you will be able to use the account right away.

STRUCTURE OF ARTICLES

The following tabs appear at the top of each article in Intellipedia:



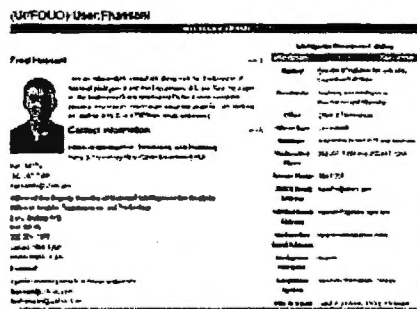
- **article/user page/intellipedia:** this tab displays the current version of the article
- **discussion:** a page to discuss the content of the article
- **edit:** allows registered users to edit the content of an article
- **history:** provides a list of all previous versions of the article
- **move:** allows you to rename the article
- **watch:** click it and Intellipedia will notify you by e-mail of any change made to this page

Tracking Changes

The **history** tab lets you see previous versions of the article and review the changes between the versions. It is a powerful tool that lets you see exactly who did what to the article and how the present version came to be. It is easy to revert to a previous version by opening that version, clicking the edit tab, and saving the article.

SETTING UP A USER PAGE

Intellipedia automatically creates a special "User Page" for every registered user. Your user page gives other Intellipedians a way to track the changes you make to Intellipedia by linking every change you make to this page.



Don't leave your user page blank! At a minimum you should include some basic contact information and notes on your current work activities.

Just like other articles, your user page has its own discussion page. On this page it is used to post messages to you (like the "wall" in Facebook).

Your Space

Your user page is always just a click away. Use it for article links, rss feeds, and other information you want to be able to get to quickly. Other Intellipedians will know who you are by your user page. Personalize it like you would your physical workspace. Look at other people's user pages to get ideas.

USER PREFERENCES

Clicking on the "my preferences" link at the top of the screen will give you a series of pages that will let you customize the way Intellipedia works for you. There are several options you may want to change right away.

User profile | Skin | Math | Files | Data and time | Editing | Recent changes | Watchlist | Search | Misc |

- **User profile:** This tab lets you change your profile information including your name and e-mail address. Your "nickname" on this page will replace your PassportID as your "signature."
- **Editing:** If you check the "**Prompt me when entering a blank edit summary**" option you will be reminded to fill in the edit summary field whenever you edit articles.
- **Watchlist:** You can choose settings here that will automatically add any article you edit to your watchlist. Your user page, and articles you create are added to your watchlist by default.

Once you become more familiar with Intellipedia, you will probably want to return to these preferences to customize them to better suit the way you work.

DISCUSSION PAGES

Every article within Intellipedia has a corresponding discussion page. This page serves as a forum for users to discuss or debate issues related to the article. You get to an article's discussion page by clicking on the "discussion" tab at the top of the article. Editing a discussion page works the same as editing an article, however there are a few important things to keep in mind:

- **Sign your comments:** When you edit a discussion page you should always sign what you write by typing four tildes (~~~~) after your entry. When you save the page, Intellipedia will convert these tildes into a time and date stamp along with a link to your user page.
- **Stay organized:** Some articles will have multiple ongoing discussions so it is important to keep the discussion page organized. To begin a discussion on a new topic, click the plus sign (+) tab at the top of the page and type in a topic and your comment. Intellipedia will convert your topic into a new section heading when you save the change. If you are responding to another user's post, enter a colon (:) before your entry to indent the text.




CREATING A NEW ARTICLE

Creating a new article in Intellipedia is easy! But before you create anything, take a few minutes to search Intellipedia to see if a similar article already exists and to figure out how your new article will fit into what is already there.

There are two ways to create new articles in Intellipedia:

- Method 1:** Type the article name in the search box and click "Go". If no article exists with that exact name you will be provided with a list of similar search results and a link labeled "create this page". Clicking on the link takes you to an edit screen where you can type in your article.


- Method 2:** Create a link to your new article at an appropriate place in an existing article. For example, let's say we want to create a new article to discuss agricultural issues associated with Turkey. We might go to the Turkey country article and enter the following text at an appropriate location:

[[Turkey Agriculture]]
- Text placed inside of double brackets creates a link to an article with that exact name. When you save the page you will see that this link is red, which simply means that the article doesn't exist yet. Click the red link and you can start editing your new article.

EDITING AN ARTICLE

There are two ways for registered users to edit articles:

- **Click on the edit tab at the top of an article:** This opens the entire article in an editing window.
- **Click on the section edit link:** The small "edit" link to the right of the section heading causes only that section to open in an editing window.

When you are finished making your edits, scroll down to the bottom of the edit screen and click the **"Show preview"** button to see what your page will look like. If you like what you see, scroll back down and enter a brief comment in the summary field explaining your change. This description will appear on the history page of the article. Consider if your edit has changed the overall classification of the article, and if so, make the necessary classification changes and then click the **"Save page"** button to save your changes.

Although most edits you make in Intellipedia will be plain text, to do special formatting and linking you need to know about "Wikitext", Intellipedia's markup language. A cheat sheet is provided on the back of this manual. More advanced tutorials where you can learn how to build tables, create templates and do other advanced tasks can be found on Intellipedia and Wikipedia.

ADDING ATTACHMENTS

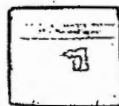
You can upload almost any type of file including text documents, spreadsheets, presentations, and even video and sound files. To attach a file to an article, go to the location in the article where you want the link to appear and type:

[[Media:filename.extension|Link Description]]

The file name can be anything you want, just remember to put the appropriate extension at the end for the type of document you are uploading. For example if it is a Word document you would use .doc or for an Excel file .xls and so on. After the extension type a "pipe" character (Shift+Backslash) and the text for the link, then save your change.

You will see that the link you just created appears in red. Click on the link and you will be taken to the upload file screen. Follow the on-screen instructions and upload. When the upload completes you will be taken to the Image page for the file. Scroll down to the bottom of this page and you should see a link back to your article. Click this link to return to your article and your link should now be blue indicating that it was uploaded correctly. Click it and your uploaded file should open.

News Items



E-mails



Correspondence



Presentations



Photos



CATEGORIES

Categories are a way to group articles. Articles can belong to as many categories as makes sense. When a category is added to an article a link to that category page is displayed at the bottom of the article so users can quickly find other articles in that category.

Let's say you were writing an article about the Labour Party in the United Kingdom. You would probably want to add the article to the United Kingdom category as well as the Political Parties category. To add these categories to the article just add the following text to the article:

[[Category:United Kingdom]]
[[Category:UK Political Parties]]

The page will now appear on both of these category pages.

Category pages themselves can belong to categories of their own. If you edit the "UK Political Parties" category page and add it to the more general category "Political Parties" it will become a subcategory of that page.

The best way to understand categories is to experiment with them and notice the novel and useful results you can create.

IMAGES

Images are uploaded like any other file (see Adding Attachments). To make the image itself appear on the article—instead of just linking to the image file—change the word “Media” to “Image” in the link, so that it looks like this:

[[Image:filename.jpg]]

The file name can be anything you want, but remember to include the correct file extension. Use .jpg .gif or .png formats for images you want to display.

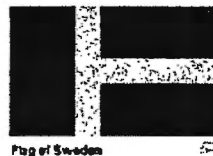
Size Matters

You can customize the way the image looks on the page by changing its alignment and size. In this example, the image will be 150 pixels wide and will appear on the right side of the article:

[[Image:filename.jpg|right|150px]]

Here is an example of how to display a thumbnail instead of the full-sized image. The thumbnail feature also lets you add a caption below the picture.

[[Image:Flag-Sweden.jpg|thumb|Flag of Sweden]]



MANAGING CONTACTS

As part of the initial stand-up of the Secret-level Intellipedia, almost 13,000 biographical articles along with over 50,000 associated attachments were captured from hard-copy records in Embassy safes and imported into Intellipedia.

Intellipedia-S was chosen as the place for foreign contact information so that there would be a single place for these files.



The biography portal on Intellipedia-S lets you browse the articles by region, country, or last name.

Take a look at the biographical template that has been created for these articles. You will find it on the guidelines page accessible from the Biography portal.

See the Biography Portal on Intellipedia-S at:
<http://www.intelink.sgov.gov/wiki/Portal:Biography>

DELETING AN ARTICLE

Although any user can create and edit articles, only an administrator can permanently delete articles. Administrators (known as SYSOPS) will delete articles based on the consensus of the community.

The Deletion Process

Nominate for deletion – If you think an article should be deleted, put the delete template on it by adding `{{Delete}}` at the top of the text of the article. This banner will appear on the article.



This article has been selected for deletion.

Please see the discussion page for details

Provide justification – explain why you think the article should be deleted in a comment on the article's discussion page.

Debate – other users may debate the merits of your nomination for deletion. "Watch" the page so that you'll be notified of comments and can respond to them.

Delete – SYSOPS usually allow at least five days for debate before taking action, however they may delete the article sooner under special circumstances.

HELP!



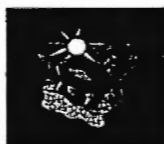
Intellipedia Tutorial

You can find a link to an on-line tutorial on the Intellipedia Main Page. The tutorial walks you through setting up your passport account and making basic edits.



Gardeners

Experienced Intellipedians are known as "Gardeners" and can be an excellent resource for new users. If you get stuck and need help, call or email one of them.



Sandbox

There is no substitute for just trying things out. The "Sandbox" link in the left-side navigation box takes you to an article you can edit with reckless abandon.



Wikipedia

Since Intellipedia uses the same software as Wikipedia, you can learn wiki markup language from the help resources provided on Wikipedia on the Internet.

Email Assistance for State Department users:

OpenNet: Intellipedia_Help@state.gov

ClassNet: Intellipedia_Help@state.sgov.gov

BASIC WIKI MARKUP

What you type	What it does
<code>"'italic'"</code>	<i>italic</i>
<code>"'bold'"</code>	bold
<code>"'bold and italic'"</code>	<i>bold and italic</i>
<code>== heading ==</code> <code>=== level 2 ===</code> <code>==== level 3 ====</code>	Heading Level 2 Level 3
<code>* One</code> <code>* Two</code> <code>* Three</code>	<ul style="list-style-type: none">• One• Two• Three
<code># one</code> <code># two</code> <code># three</code>	<ol style="list-style-type: none">1. One2. Two3. Three
<code>[[Link to another wiki page]]</code> <code>[[Link different title]]</code>	Internal link to another Intellipedia page Internal link using "different title" as the link
<code>http://www.test.org</code> <code>[http://www.test.org Text]</code>	External link Link with description
<code>[[Image:File.jpg Text]]</code> <code>[[Image:File.jpg frame Text]]</code> <code>[[Image:File.jpg thumb Text]]</code>	Image with alternative text Image framed with caption Thumbnail with caption
<code>[[Media:File.ogg]]</code>	Link to uploaded media file
<code>----</code> <code>~~~~~</code>	Signature (link to userpage) Signature with timestamp
<code>[[Category:Example]]</code>	Adds article to category "Example"