

HOW TO SET UP A WIKI SITE

With Wikispaces

Written by **Jacqui Sharp**

<http://sharpjacqui.blogspot.com>
<http://jacquisharp.blogspot.com>

WIKISPACES FOR EDUCATORS

<http://www.wikispaces.com/site/for/teachers>

If you are not an educator go to next slide!

Register here if you are a teacher who is going to use this site for educational purposes!

- ✍ Type in a **Username**
- ✍ Type in a **Password**
- ✍ Type in your **Email Address**
- ✍ Type in a **name** for your wikispaces address with no spaces
- ✍ Click on **Protected** or **Private**
- ✍ Click in the box to verify that this space will be used for educational purposes
- ✍ Click **Join**

Join Now

Fill in the fields below and you're done.

1. Username

2. Password

3. Email Address

We don't spam or share your email address.

4. Make a Space?

☒ Yes ☐ No

Create a wiki now or after you join.

5. Space Name

6. Space Visibility

☒ Public (free)

Everyone can view and edit your pages

☐ Protected (free)

Everyone can view pages, only space members can edit them

☐ Private (free for educators otherwise \$5/month)

Only space members can view and edit pages

7. Educational Use

☐ I certify this space will be used for K-12 education.

We may contact you via email to verify use

[Terms of Use](#)

Join

REGISTER



The screenshot shows the Wikispaces registration page. At the top, it says 'Already a member? [Sign in](#)'. The Wikispaces logo is on the left, with the tagline 'wikis for everyone'. Below the logo, it says 'Create simple web pages that groups, friends, & families can edit together'. There are links for 'Tours', 'Pricing', and 'Private Label'. A statistic states 'Over 1,000,000 members and 450,000 wikis!'. A quote from Davide Bacci is also present. On the right, there is a 'Join Now!' section with four steps: 1. Pick a username, 2. Set your password, 3. Enter your email address, and 4. Space name (optional). Each step has a corresponding input field. Below the input fields, there is a 'Join' button and a 'Terms of Use' link. At the bottom, there is a 'Private Label' section with the text 'Wikispaces for your Non-Profit Simple. Secure. Hosted.' and a 'Learn More >' link.

Already a member? [Sign in](#)

wikispaces
wikis for everyone

Create simple web pages
that groups, friends, & families
can edit together

[Tours](#) · [Pricing](#) · [Private Label](#)

Over **1,000,000 members** and **450,000 wikis!**

“ I have tried a lot of wikis and wikispaces is
by far the best. - Davide Bacci ”
[more quotes](#)

Join Now!

1. Pick a username

2. Set your password

3. Enter your email address

We don't spam or share your email address.

4. Space name (optional)
 .wikispaces.com

[Terms of Use](#)

Private Label
Wikispaces for your Non-Profit
Simple. Secure. Hosted.
[Learn More >](#)

✍ Click on
<http://www.wikispaces.com/>

✍ Type in a **Username**

✍ Type in a **Password**

✍ Type in your **Email Address**

✍ Type in a **name** for your
wikispaces address with no
spaces

4. Space name (optional)
 .wikispaces.com

4. Space name (optional)

.wikispaces.com

✍ Click **Join**

THE EDITING PAGE: VISUAL EDITOR

✎ Click on **Edit This Page**



✎ Type in your post

✎ Highlight the text and change the **Font, size and style** by clicking on



B ... Bold

I ... Italic

U ... Underline

A ... Colour of text

 ... Bullets



ADDING IMAGES

Click on the **Image** button

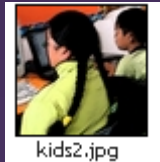


Click on **Browse** 

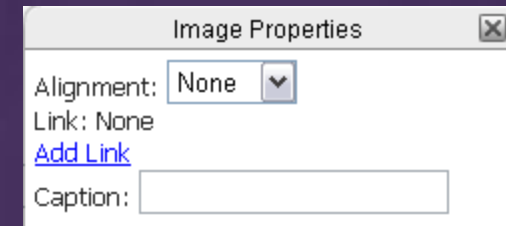
Navigate to the file you want to upload

Click **Upload** 

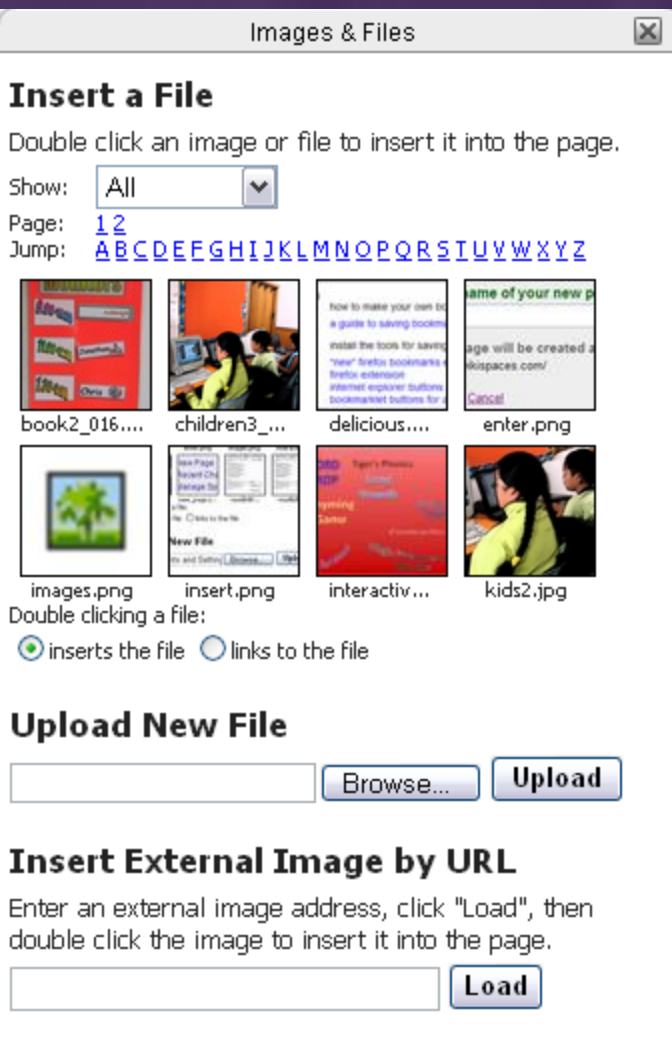
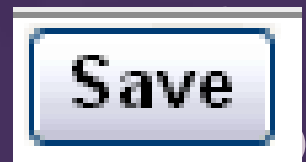
Double click the image to be inserted



Select Alignment, of either **None**, **Left**, **Right** or **Centre**



Click **Save** on the page when finished



NEW PAGE

✍ Click on **New Page**

✍ Type in a name for
your new page

Enter the name of your new page

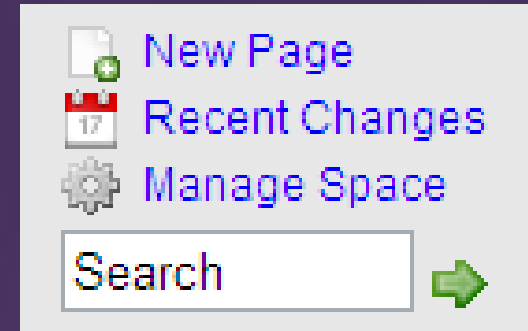
Your new page will be created at:
<http://jsharp.wikispaces.com/>

or [Cancel](#)

✍ Click **Create**

✍ Type in text

✍ Add Pictures



HYPERLINK TO WEBSITES



✎ Copy the Internet address that you are going to link to

Click here

✎ Highlight text that is going to be hyperlinked to a website



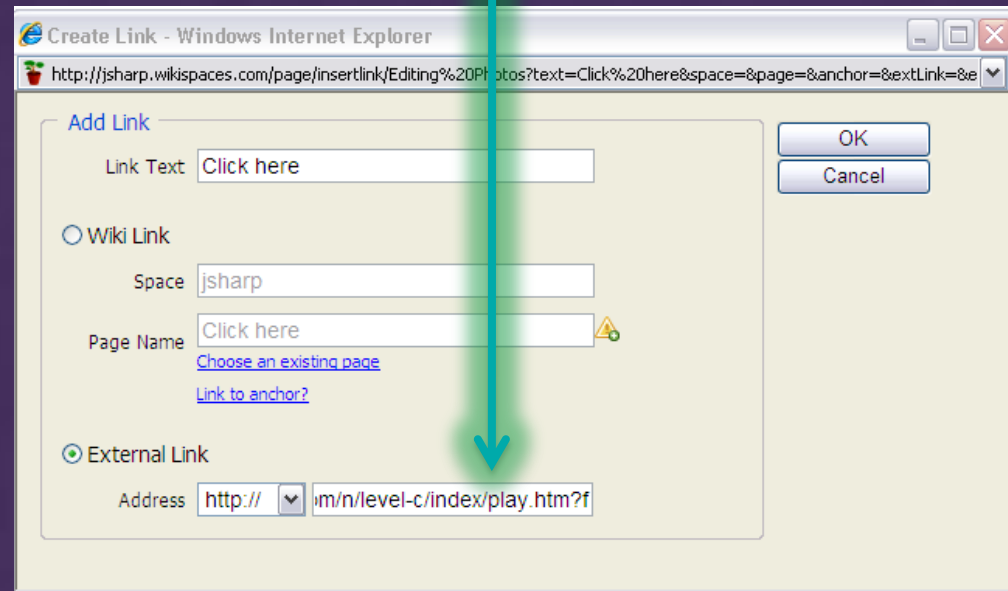
✎ Click on the **Hyperlink** button

✎ Paste the internet address into the **External Link address** box

✎ Click **OK**

✎ The new link will be highlighted

Click here



HYPERLINK TO ANOTHER WIKI PAGE



- Highlight text that is going to be hyperlinked to a website

More ideas on Inspiration

- Click on the **Hyperlink** button

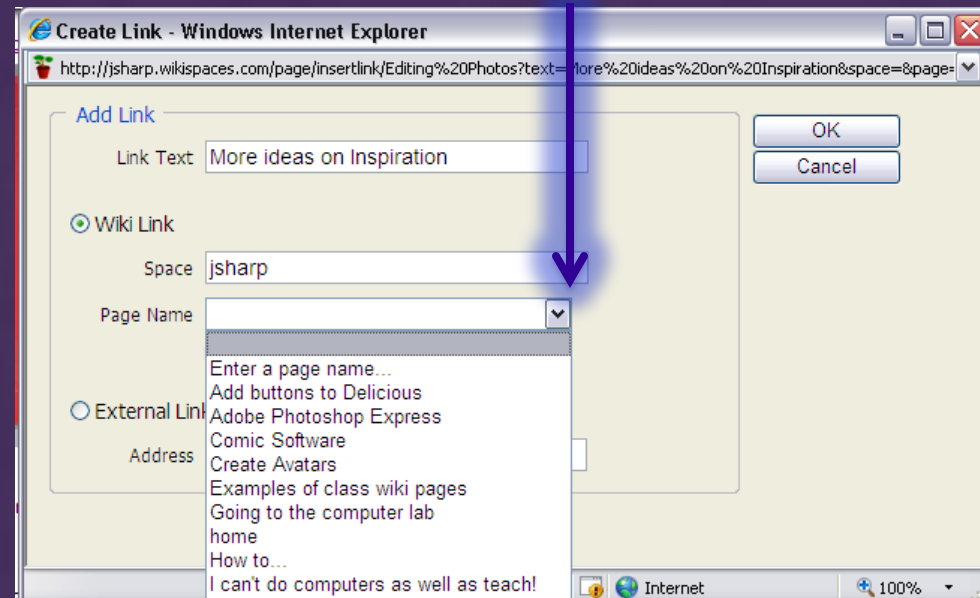


- Click on the drop down menu to choose a page within your wiki

- Click **OK**


- The new link will be highlighted

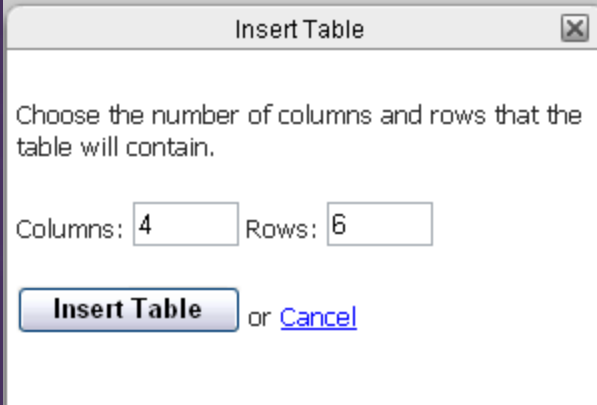
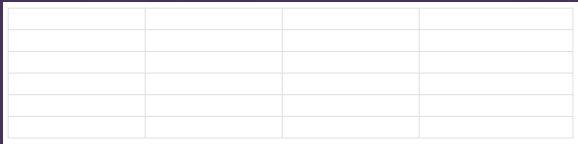
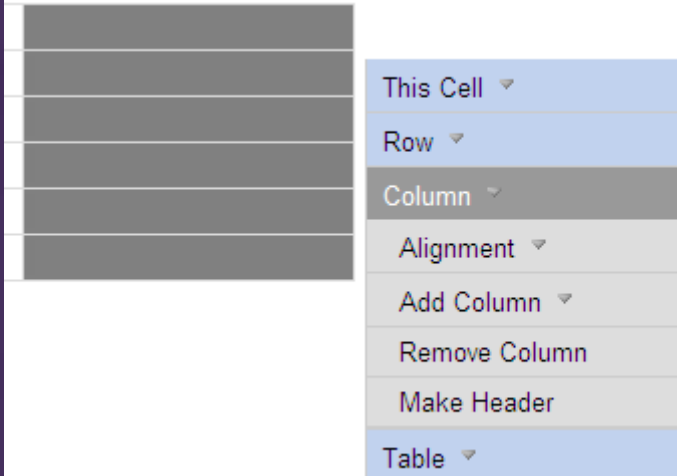
More ideas on Inspiration



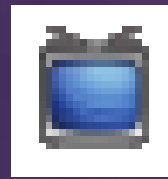
ADDING A TABLE



- ✍ Click on the **Table** button 
- ✍ Type in the number of columns and rows
- ✍ Click on **Insert Table**
- ✍ The table will appear
- ✍ Type in information and/or add graphics
- ✍ Add more rows or columns by clicking in the cell of your choice and then click on the small table icon next to the table
- ✍ Click on the **More Options** arrow next to each choice

A dialog box titled 'Insert Table' with a close button (X) in the top right corner. It contains the text 'Choose the number of columns and rows that the table will contain.' Below this, there are two input fields: 'Columns:' with the value '4' and 'Rows:' with the value '6'. At the bottom, there is a button labeled 'Insert Table' followed by the text 'or [Cancel](#)'.A screenshot of a table with 4 columns and 6 rows, all cells are empty.A screenshot showing a table with 4 columns and 6 rows. The first cell is selected, and a context menu is open to its right. The menu has a blue header bar with 'This Cell' and a dropdown arrow. Below it are 'Row' and 'Column' with dropdown arrows. The 'Table' option at the bottom is highlighted in blue. The menu items include: 'This Cell', 'Row', 'Column', 'Alignment', 'Add Column', 'Remove Column', 'Make Header', and 'Table'.

INSERT A MOVIE

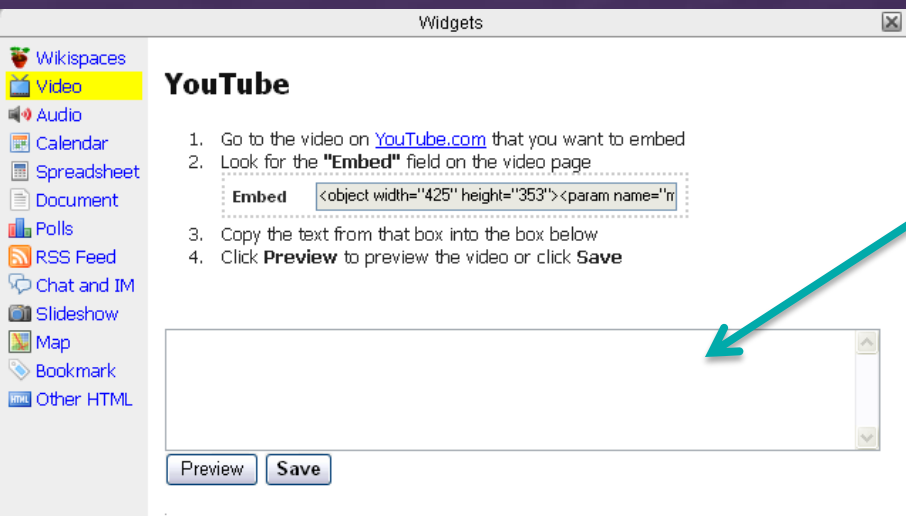
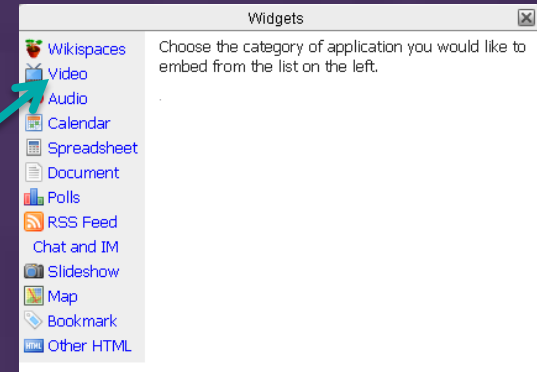


Click on the **Widgets** button

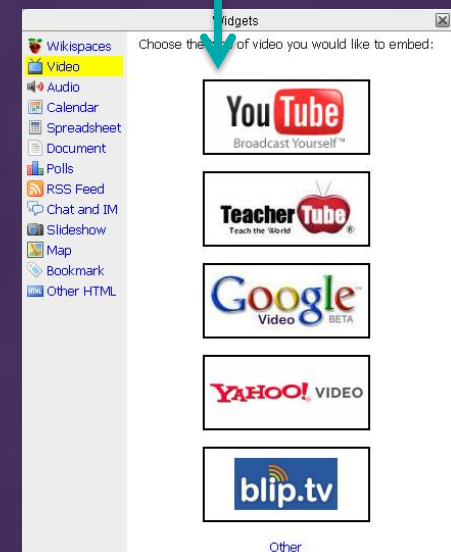
Click on **Video**

Click on the type of movie you want to insert
(i.e. You Tube)

Copy the code from the embed box in
You tube and paste into the box here



Click **Save**



EMBED OTHER ITEMS



Click on the **Widgets** button

Click on **Other HTML**

Paste the code and click **Save**



Examples of other items



Explain the life cycle of a tree.

- First you plant a seed then it grows into a seedling. Then the seedling turns in to a tree. After that the tree grows flowers then the flowers grow in to fruit.

email embed 1 / 15



CHANGE LOOK AND FEEL

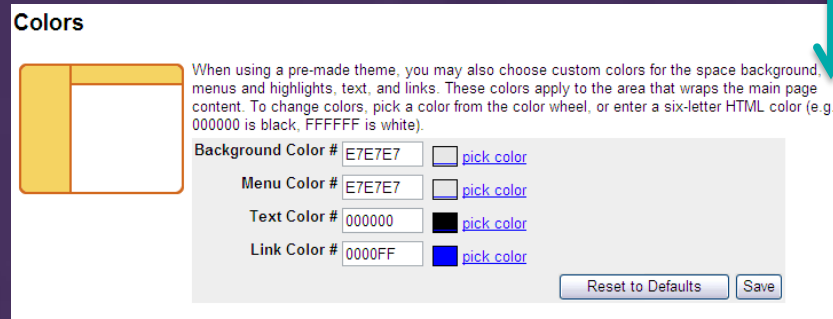
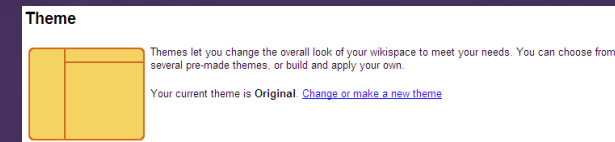
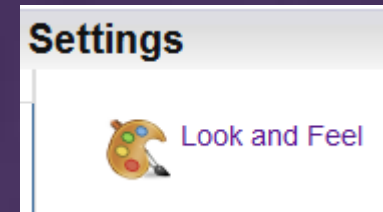
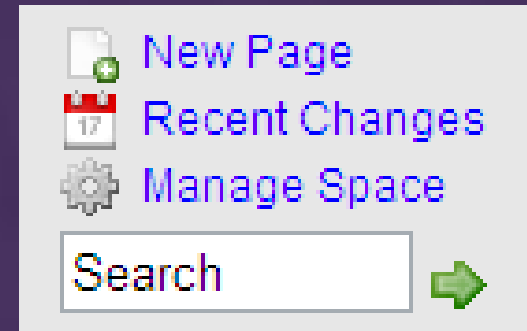
Click on **Manage this Space**

Click on **Look and Feel**

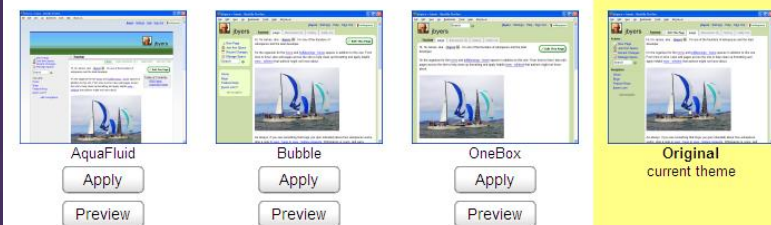
Change your theme by clicking on **Change** or make a new theme

Choose a **Pre made** theme

And/or change your **colours**

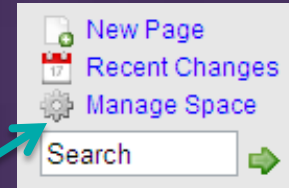


Pre-Made Themes

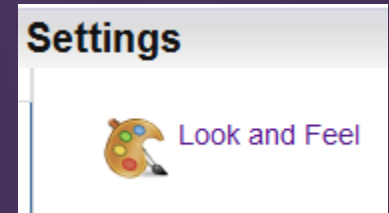


CHANGE LOOK AND FEEL

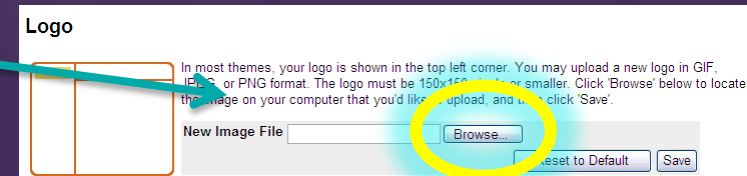
✧ Click on **Manage this Space**



✧ Click on **Look and Feel**



✧ Click on **Browse** in Logo to replace the Wiki logo



✧ Navigate to the picture of your choice

✧ Click **Open** and **Save**

✧ Your icon must be smaller than 150 x 150 pixels

... If you want to use a picture you can use the resize option in **Microsoft Picture Manager** to compress the picture



EDITING YOUR NAVIGATION PANEL

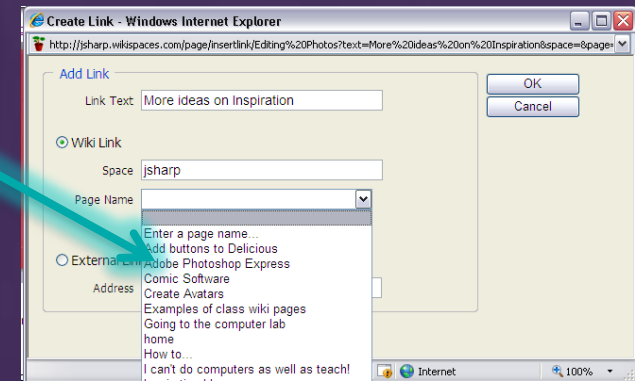
The Navigation Panel is on your left hand side

- By default your pages are added alphabetically to the Navigation panel
- If you want to organise them into headings then you will need to delete the '**include pageList**'. Make a note of your headings in your Navigation Panel first

- Click on  click on  press **Delete** on the keyboard

- Highlight each name and link it to its appropriate page by clicking on the **Hyperlink** button

- Click **Save**

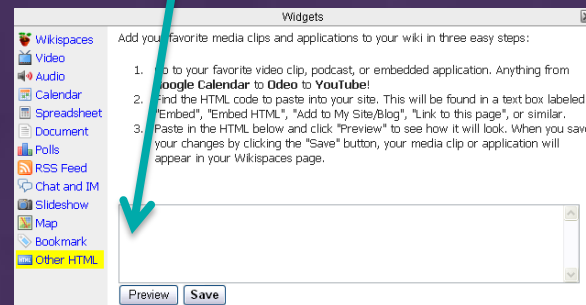


EDITING YOUR NAVIGATION PANEL

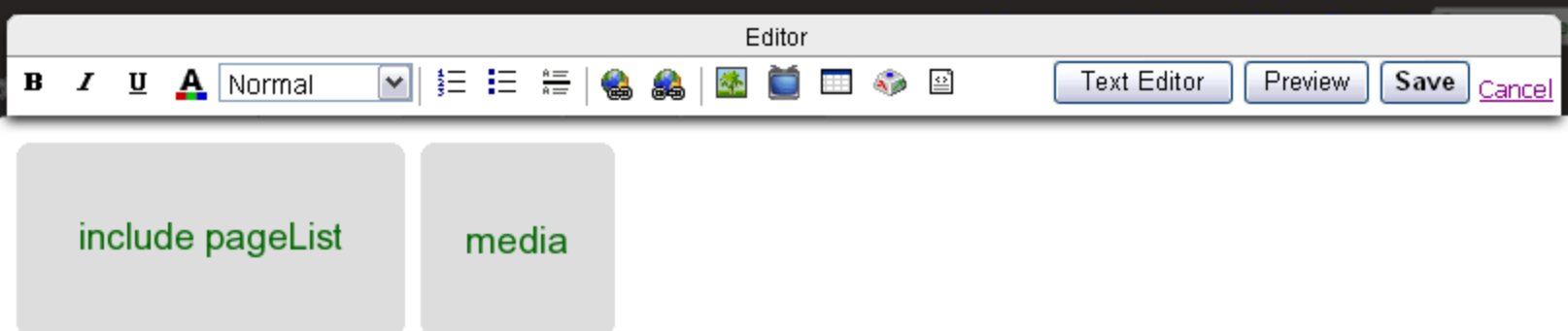
The Navigation Panel is on your left hand side

- ✧ Widgets can be added to your Navigation Panel
- ✧ Click on **'edit navigation'** at the bottom of the Navigation Panel
- ✧ Use the Widgets button through the **Other HTML** to insert page counters etc into the Navigation Panel

edit navigation



The widgets will appear as **'Media'** blocks in the **Editor** page



WIDGETS CREATE A TABLE OF CONTENTS

Table of Contents are particularly useful when you have a large amount of information on one page. You can create links that will jump to different sections.



✎ Click on the **Widgets** button

✎ Click on **Wikispaces**

✎ Click on **Table of Contents**

✎ Click on **Embed Table of Contents**

✎ Any links that need to be added to a **Table of Contents** have to be highlighted and changed to a **Heading** style, they will automatically be added to the Table of Contents

