

Welcome to the world of wikis!

"Wiki-wiki" means "hurry quick" in Hawaiian. It also refers to a type of fish native to the islands.

We will be using wikispaces as our example throughout this tutorial, but you can create wikis from a number of web sites.

1. What is a wiki?

With a wiki you can create simple web pages that groups, friends, and families can edit and work on together.

2. What can I use a wiki for?

A wiki is great for any kind of group website. It's for families, classrooms, sports teams, community groups, book clubs, fan clubs and more.

- Pupils could create a wiki about their local football team
- Collaborate on an information page about the Tudors
- Create a glossary for computer terms
- Write a 'choose your own path' story
- Our school – pupils research information about the past, present and future of their school and add to the wiki – could include pictures and text.

Have a look at <http://www.wikispaces.com/examples> for some of the ways in which wikis have been used.

3. What does one look like?

Have a look at <http://www.tryme.wikispaces.com> we will be using this wiki later to add our own content.

4. Is this the most extensive wiki?

If you want to see a really large collaborative wiki, have a look at www.wikipedia.com it contains thousands of pages created and edited by users.

5. Where do I get one from?

Wikispaces for teachers provides you with a wiki suitable for classroom use. It is advert free and you can customise the security settings so that you can decide who is allowed to view and edit your wiki space. You can also use wikispaces to create your own personal wiki. Instructions for both are on page 2.

6. Where do I start?

Take a look at the video tour provided by Wikispaces, which will help you to get started in creating your own wiki or follow the notes on page 2.

<http://www.wikispaces.com/site/tour#introduction>

How do I join wikispaces?

Making your own space using wikispaces for education

If your wiki is for personal use set up is very similar, instructions for both are below.

Go to one of these depending on what you want:

Log in page for teachers – advert free with some security controls

<http://www.wikispaces.com/site/for/teachers100K>

- Adam, Dom, and James

Start a Wiki in 30 Seconds

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](#)

1. Pick a **username** that you will use when you login in future
2. Choose a **password**
3. Enter your **email address**
4. Make a Space? **Yes**
5. Choose a **name** for your wiki space
6. Select **visibility option** - Public – you can change these later if you need to
7. Certify that the space is for educational use by clicking the box

Finally – click on **Join**

Log in page for personal use – carries adverts

www.wikispaces.com

Already a member? [Sign in](#)

 **wikispaces**
wikis for everyone

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

"If Google did wikis, they would look like this!"
- Andrew Greig ([more quotes](#))

 Our WYSIWYG editor makes wikis simple and fun to use!

[Take A Tour >](#)
[Pricing >](#)

Join Now - Free!
Fill in three fields below and you're done.

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
Create a wiki now or after you join.

[Terms of Use](#)

News

[Wikis in the Classroom on Tapped In](#)
Yesterday 2:41 pm

[Network Trouble - Update: Resolved](#)
Sep 26, 2006 1:43 pm

[Australian Learning Session](#)
Sep 21, 2006 4:01 pm

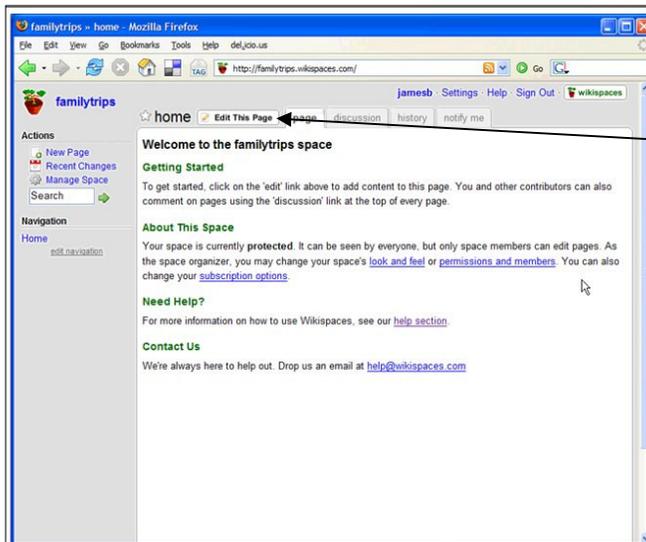
[Read more on the Wikispaces Blog](#)

Questions

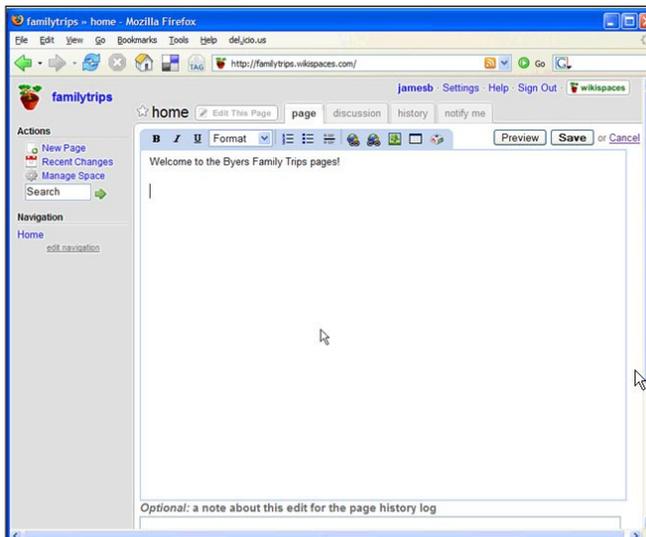
- What is a wiki good for?
Classrooms, work groups, families, sports teams, book and fan clubs, [and more](#).
- What does Wikispaces cost?

1. Pick a **username** that you will use when you login in future
 2. Choose a **password**
 3. Enter your **email address**
 4. Choose a **name** for your wiki space
- Finally – click on **Join**

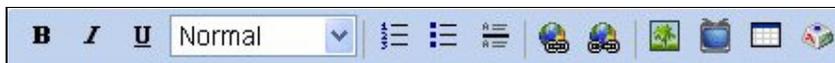
What happens next?



When you have clicked on **Join**, you are ready to get started. This is where you will start to edit your first page. Click on the **Edit This Page** tab at the top.



Adding and editing text in here is a bit like using Word.

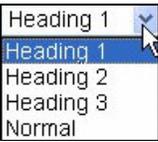


An explanation of the formatting toolbar

 Highlight text and select to make text **Bold**

 Highlight text and select to make text *Italic*

 Highlight text and select to *underline* text

 Highlight text and select a heading style

 Highlight text and select to create numbered list

 Highlight text and select to create a bulleted list

 Select to place a horizontal rule

 Highlight text and select to add a hyperlink



You can link to a page already in your wiki or create a **NewPage** directly from here.

 Select to remove any hyperlinks you no longer want

 Select to add files or pictures to your page

- Click on Browse to find the file you want
- Click on Upload File to add it to your collection in this window
- When you are ready to add it to your page, double click on the thumbnail view from the Images & Files window.

 Select to embed media – this feature is for advanced users

 Select to add a table to your page

 Select to Insert a Special Character



You now have enough information to create your first page. When you have finished editing, click on **Preview**, **Save** or **Cancel**.



What else can I do?

Information courtesy of:

<http://www.wikispaces.com/help>

Creating Spaces

To create a new wikispace simply click on "Make a New Space" in the sidebar at the left of your screen under "Actions". You can create as many spaces as you like. There are no limits on how big your spaces can be!

Space Types

Wikispaces offers three types of space: public, protected, and private

- **Public**
- A public space can be viewed by anyone and can also be edited by anyone.
- **Protected**
- A protected space can be viewed by anyone but can only be edited by members of the space.
- **Private**
- A private space can only be viewed or edited by members of the space.

Changing your space type

- In the 'Actions' menu on the left, click 'Manage Space'.
- Under the 'Space Settings' section click 'Members and Permissions'
- In the 'Space Permissions' section click 'Select' for Public, Protected, or Private

Editing Spaces

There are several changes you can make to your space as a whole.

Changing the space logo

For a space that you've created, you can change the funny little bonsai tree logo as follows:

- In the 'Actions' menu on the left, click 'Manage Space'.
- In the 'Space Settings' section on the page, click 'Look and Feel'
- In the 'Logo' section in the page, click the 'Browse' button
- Browse your hard drive for the image you want to use (jpg, png, or gif, recommended size: 140 x 48 pixels)
- Click the 'Send File' button

Changing the space's background colour

For a space that you are an organiser of, you can change the background colour as follows:

- In the 'Actions' menu on the left, click 'Manage Space'.
- In the 'Space Settings' section on the page, click 'Look and Feel'
- From here you can change the settings for the way your page will look.

Adding members to a space

- Click on "Manage Space" under the "Actions" section in the left menu bar.
- Click on "Members and Permissions" under the "Space Settings" section
- Under the "Invite a New Member" section, enter either the Wikispaces username or the Email Address of the person you wish to add to your space. (Note: If you are unsure whether the person you wish to invite already has a Wikispaces account, or if you are unsure what the person's Wikispaces user name is, enter an email address that you know belongs to the person instead.)
- The person you invite will receive an email notification and once they accept, they will be a member of your space.
- You will then be able to manage their membership status on your "Members and Permissions" page.

Pages

Each wikispace may contain many pages. Each page is a single web page which can contain content and can link to other pages.

Creating Pages

To create a new page within the current space, use the "Make a New Page" link in the sidebar or just create a link to the new page in the editor. When you create a space, you'll start with one blank page called home. Click "edit" to add content to that page.

Editing Pages

Each editable page on Wikispaces has an "edit" button at the top of the page. Click on the "edit" button to bring up the page editor. The page editor allows you to add text and pictures to a page and to format that page.

Linking Pages

To create a link between pages, highlight the text you wish to link and click the earth icon in the toolbar to add a new link.

You can always make links to other web pages by just typing the web address, for example: <http://wikispaces.com>.

Locking Pages

Space organizers can lock pages. A locked page cannot be edited by anyone other than a space organizer.

To lock a page in your space:

Click "Manage Space"

Click "List Pages"

Click "lock" next to the page you want to lock.

Deleting and Renaming Pages

To delete or rename a page in your space:

- Click "Manage Space"
- Click "List Pages"
- Click "delete" or "rename" next to the page you want to delete or rename.

Page History

Each time someone edits a page, we take a visual snapshot of the changes so you can see in a glance how much has changed. Was it one line or the whole page? Click on 'history' at the top of any page to see all changes. Then click on the screenshot to the left of each entry to see a visual representation of the changes.

You can also compare any two versions of a page by clicking "select for comparison" on one version of a page and then "compare to selected" on another.

Wikispaces will keep every version of every page and make it easy for members to revert back to a previous copy. You'll never have to worry about losing changes or being stuck with a new version of a page if someone makes a mistake.

Navigation Bar

On the left side of each page in your space, you'll see a "Navigation" section which you can edit by clicking the "edit navigation" link under the Navigation section.

The content you put on this special page will show up on every page in your space. It's a nice way to have a common menu across all the pages in your space.

It's also just like any other wiki page meaning you can put in links, headings, images, lists - anything that can be on a normal page. The only difference is that bulleted lists will not have bullets displayed in order to preserve space.

Discussion Areas

Each page has its own discussion area to keep your discussions separate from your wiki pages.

Task Sheet

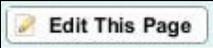
Open this [wiki](#)

(<http://sallys-home.wikispaces.com/>)

Click on the [Try Me](#) link to go to the wiki we will be working on today

1. Add your own comments

Click on the **Oranges** page on the Navigation toolbar

Click on the **Edit This Page** tab - 

Place the cursor on the page and add some information about oranges

Click on **Save** to save your comments

2. Add a picture to a page

Click on the **Apples** page

Click on **Edit This Page** - 

Click on the picture icon on the toolbar - 

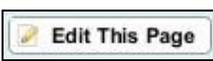
There are already some pictures in there for you to use, double click on a picture to add it to the page. Resize the picture to fit and align it to the left.



Click on **Save** to keep your changes.

3. Add a file to a page

Click on the **Recipes** page

Click on **Edit this Page** - 

Click on the picture icon on the toolbar - 

(Remember to place your cursor in the correct place before you add the file)

There are already some files in there for you to use, double click on the document you want to add.

Click on **Save** to keep your changes.

