

Editing your Wikipage

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Using Wikispaces and Editing a Page




How to EDIT a page

- You must be a member of the wikipage to edit – you need to ‘join this wiki’ and then be approved by the wiki organiser
- Once approved, you can click EDIT on the right hand side of a page to bring up the EDIT toolbar and start editing.
- If you have problems editing, ie, it says ‘Error’ in the command bar, close down Internet Explorer, and open with Mozilla or another program.

EDIT TOOLBAR FEATURES



The Edit feature of Wikispaces works similar to MS Word in many ways:

- **B** = bold text
- **I** = italicise text
- **U** = underline text
-  The **T palette** – allows you to change font colour, size, type, strikethrough etc
-  The **speech bubble** allows you to leave a comment (similar to the Review Comments in MS Word) on selected text/pictures/features of a wikipage
- **The drop down box** – select style for text eg Heading, Subheadings, Normal text
- **Numbered bullets**
- **Point form bullets**
-  The **blue line** icon allows you to insert a border to separate sections of text

After editing anything on your page, it is important to **SAVE** your work.

Click **SAVE** in top right corner of the toolbar.

INSERTING A PICTURE

Note: the picture must be saved to your computer, you cannot copy+paste from the internet.

1. Enter EDIT mode for the page
2. Click FILE on the toolbar
3. Click UPLOAD
4. Click BROWSE
5. Select the picture file saved on your computer.
6. Click UPLOAD FILE
7. Click the uploaded file from the box
8. The picture should appear on your page.
9. You can move the location / add a caption to your picture
 - a. Select alignment option on the picture toolbar
 - b. Click Add Caption to create a tag/label/description
10. Ensure you **SAVE** on the Edit Toolbar

Creating a New Page

1. Click **New Page** link in the navigation bar.
2. In the space provided, enter a page name which is unique

If you enter something standard like 'discovery' other students in the class may accidentally link to your page and vice versa. Hint: if it's a page on the discovery of Iceman, don't just make the page title 'discovery' add 'iceman' eg 'discoveryiceman' or 'disciceman' to make the page name unique.

3. Click CREATE.
4. Enter some text on the new page, eg the title of the page, and click SAVE.
5. Your new page is created.

Linking to a Page

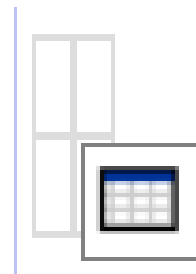
- You need to have created the new page first, before you link to it. See above instructions.
- Highlight the text which you wish to be the link to the page.
- Click LINK on the EDIT toolbar.
- Click CHOOSE AN EXISTING PAGE link
- Select from the drop down box the name of the page you created for this link
- Check the NEW WINDOW box if you wish the new page to open in a new window/tab rather than replacing the current window. Otherwise, leave blank.
- Click Add Link to complete the link

Suggestions:

- On every new page you create and link to, it is advisable to create a 'Back to Main Page ' link to avoid confusion. You could title it specifically such as: 'Back to Main Page – Iceman'
- You could add a row/contents of links to all key pages in your wiki, on every page you make to ease navigation. Eg 'Discovery' 'Preservation' 'Lifestyle' 'Death' etc
- You might like to add a Back To Main Wikispace link – ie to the classes main wikispace
- Ensure you SAVE on the Edit Toolbar

Creating a Table

1. Click the TABLE button on the Edit Toolbar
2. Select the number of rows and columns you want in your table.
3. The table 'skeleton' will appear on your page.
4. You can start entering data or format your table.
5. To format:
 - a. Click the Table icon which hovers next to the table frame on the wiki
 - b. Click on the feature you wish to format, eg the single cell, the whole row, the column or the table as a whole
 - c. Select on the option:
 - i. Change alignment to left, right, centred
 - ii. Add column, add row etc
 - iii. Add header to a column or row
 - iv. Merge Cells together



Adding a Video Clip from You Tube.

- Have the video open in a separate window/tab on You Tube.
- Click SHARE underneath the video.
- Click EMBED which appears underneath the video link.
- Copy the HTML video code which appears in the box.
- Go back to your wikipage and place the cursor where you want the video to appear.
- Click WIDGET in the tool bar.
- Select VIDEO from the list on the left.
- Click YOU TUBE button
- In the box under step 4, PASTE the embed code from You Tube
- Click SAVE.
- The video should now appear on your page.
- Due to DET restrictions and some Internet Explorer restrictions, the video may not play. Mozilla will play videos when IE fails to.
- Click SAVE on the edit toolbar

INSERTING A FILE

To insert a file such as a Word Document, Spreadsheet etc as a download file link, follow the same steps as inserting a picture.

INSERTING SPREADSHEETS, SLIDESHOWS ETC

1. Your spreadsheets need to have been uploaded to either
 - a. Google Docs and Spreadsheets
 - b. Num Sum
 - c. Edit Grid
2. Slideshows need to have been uploaded to Flickr or Slide
3. Click WIDGET on the toolbar
4. Select either Spreadsheet or Slideshow
5. Select the online software you uploaded your spreadsheet or slideshow to
6. Enter the EMBED code or URL as required by the prompt

Alternatively, you can upload spreadsheets, slideshows as a file *see inserting a file* instructions previously. This will allow viewers of your wiki to download the file and view, rather than have it displayed and open on the wiki.

OTHER WIDGETS

The WiDGET feature also allows you to upload

- * polls
- * a calendar from Google
- * a map from Google Maps
- * a poster you create from Glogster
- * Chat and Instant Messaging features