

# Create a Wiki with Wikispaces

## Create a free K-12 ad-free Wikispaces:

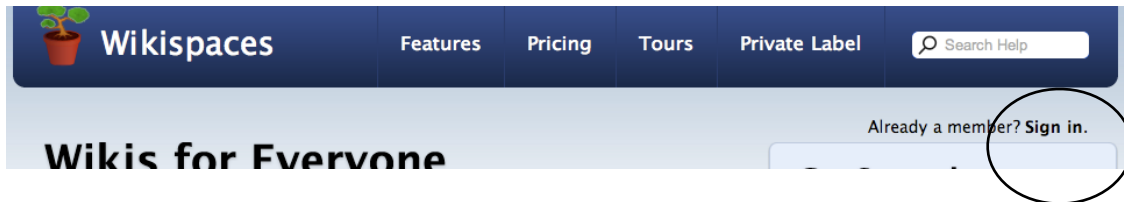
- Go to <http://www.wikispaces.com/site/for/teachers> and scroll down to the form.
- Choose a username and password and write it down! :)
- The Wiki Name will become part of the URL of your wikispaces, so I recommend keeping it short. Try to avoid spaces.
- Choose Protected or Free for Space Visibility. (This can be changed later.)
- Check the box to verify that the wiki will be used for K-12 education.
- Click Join!

The 'Join Now' form includes the following fields and options:

- 1. Username:** example
- 2. Password:** [Redacted]
- 3. Email Address:** barb@example.com
- 4. Make a Wiki?:**  Yes  No
- 5. Wiki Name:** example
- 6. Wiki Permissions:**  Public (free),  Protected (free),  Private (free for educators otherwise \$5/month)
- 7. Educational Use:**  I certify this wiki will be used for K-12 education.

## Sign In to Wikispaces

Go to <http://www.wikispaces.com> and sign in.



## Create a New Page

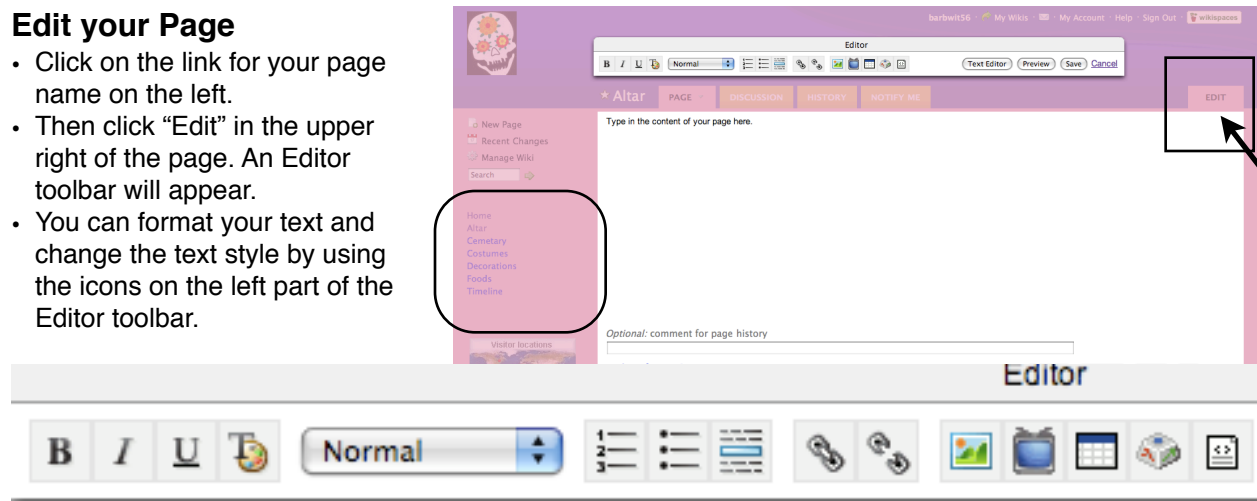
Your “home” page will be created for you when you create your wiki. To add additional pages:

- Click on the New Page link on the left.
- Name your page. Keep it short so it doesn’t “wrap around” to two lines in your navigation area.
- Once you click “Create,” you will see your new page. When you save the new page, a link will appear in the navigation area to the left.



## Edit your Page

- Click on the link for your page name on the left.
- Then click “Edit” in the upper right of the page. An Editor toolbar will appear.
- You can format your text and change the text style by using the icons on the left part of the Editor toolbar.

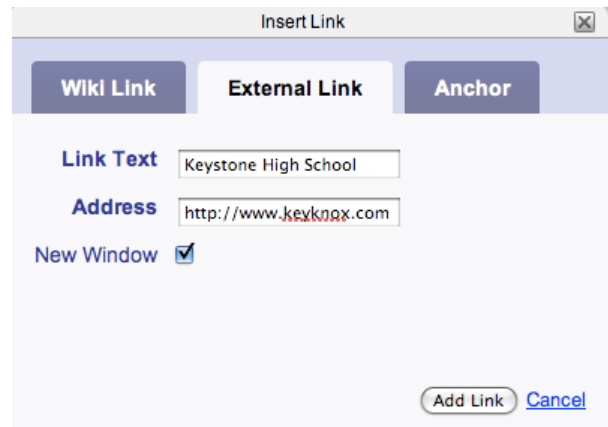


## Saving your Page

**Save Draft** to save without exiting the page. Click **Save** to save and exit.

## To Link to a Web Site Outside the Wiki

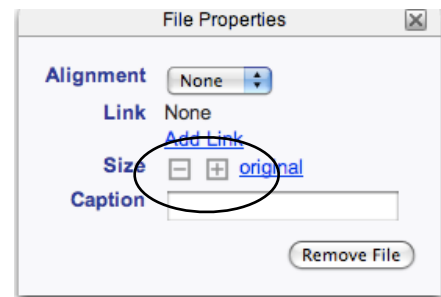
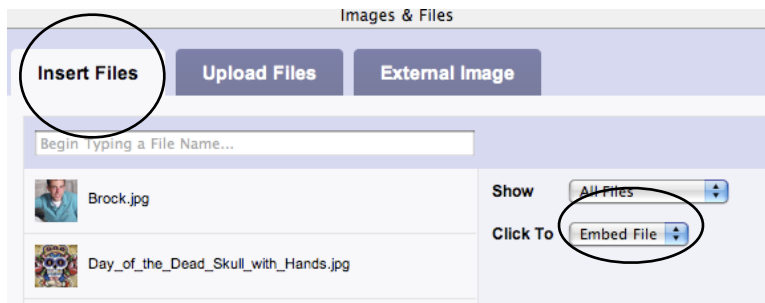
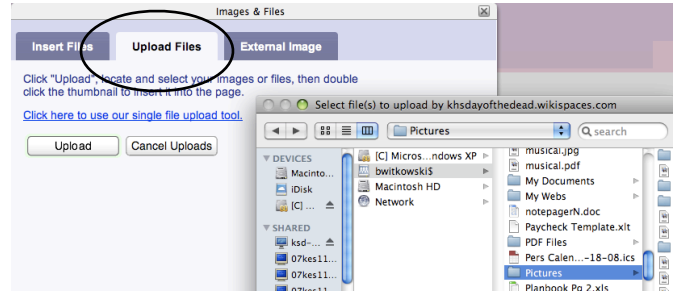
- Type and highlight the text you want to link.
  - Click on chain link icon.
  - An “Insert Link” box will appear. Click on the “External Link” tab. Your highlighted text will appear in the “Link Text” box.
- Type or paste the URL of the outside web site. Click “New Window” if you want the web site to open in a new window.
- Click “Add Link.”
- To remove a link, put your cursor on it and click the BROKEN link icon.



## Adding Images and Files



- Click on Edit in order to launch the Editor toolbar.
- Click on the icon that looks like scenery (“Insert Images and Files”)
- Click the Upload Files tab, click the Upload button, and then browse your computer to locate your image or file.
- The file will be uploaded and will appear under the Upload button.
- Click the “Insert Files” tab.
- Be sure that “Click to” on the right is set to “embed file.”
- Double click on your image or file to embed it. To resize an image, click the plus or minus sign in the File Properties box. You can also align to right, left, or center using the Alignment settings.



## Adding Videos or Other Widgets



- In Edit mode, click on the television icon.
- To embed a YouTube video, choose “other html.” Go to YouTube and copy the embed code for the video.
- Paste the code into the Widgets box of your wiki.

