

Wikispaces Cheat Sheet (working in an existing Wikispaces)

Creating Pages

- Click the **New Page** link in the sidebar.
- Type a **page name** (better with **no spaces**).
- Click **Create**.
- The new page will open in editing mode.

Enter the name of your new page

awesome_page

Your new page will be created at:

http://butterflychannel.wikispaces.com/awesc

Create or Cancel

Editing Pages

Click **Edit This Page** to open a page in **editing mode**.
(You may need to be logged in to edit pages).



Add and Format Text

Type (or paste) text just as you would in a word processor.

Format Using the Visual Editor

Highlight desired text and click the toolbar

buttons to apply **bold**, *italics*, underlining, **Heading** styles (title text), numbers or bullets.



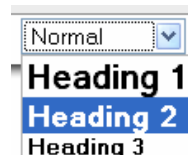
IMPORTANT NOTE: There are **no Cut/Copy/Paste** functions on the toolbar. You must use the **Right-Click Menu** OR **Keyboard Shortcuts** (Ctrl+X, Ctrl+C, Ctrl+V)

To remove formatting, highlight the text and click the toolbar button again.

If you have problems with formatting: Sometimes formatted text "misbehaves," especially if you've pasted text from another document. To fix this, click **Text Editor** and remove any "wikitext" formatting marks (e.g. = or *) from around the "problem" text. Click **Visual Editor** and reformat.

Add a Table of Contents to a Page

Type **[[toc]]** anywhere on the page. Any text you make into a **Heading** (use the drop-down list on the toolbar) becomes a section in the Table of Contents. You can only see the Table of Contents when you Save the page.




Add Links to Websites and Wiki Pages

Pasted Link to a Webpage

Simply **paste** or **type** a URL into the wiki page (including the **HTTP://**) and it will become an active link when you have saved the page.

Embedded Link to a Webpage

- Type and highlight the desired **Link Text** (e.g. Woodward Academy).
- Click the **Link**  button on the toolbar.
- In the **Add Link** window, select **External Link**
- Type or paste the URL in the **Address** field (leave the **http://**).
- Click **OK**.

Pasted links look like this:

Thinkfinity - <http://www.thinkfinity.org>

42eXplore - <http://www.42explore.com>

eThemes - <http://www.emints.org/ethemes/>

 External Link


Address

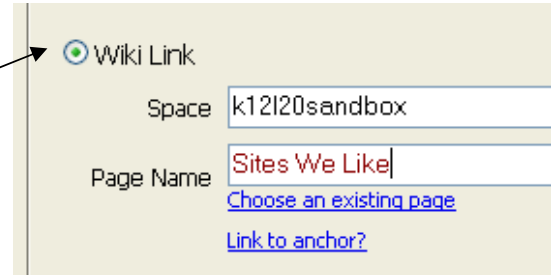
Embedded links look like this:


[Woodward Academy](#)

(continued)

Link to a Wiki Page


- Type and highlight desired **Link Text**.
- Click the **link**  button on the toolbar.
- In the **Add Link** window, select **Wiki Link**.
- Click [Choose an existing page](#), then select the desired wiki page from the **drop-down list**. (You may also type a new page name if needed – preferably with no spaces).
- Click **OK**.




To REMOVE a link, highlight the linked text and click the **Remove Link**  button

Insert a Picture

From a Saved Image File

- Click the **Images and Files**  button.
- Under **Upload New File**, click **Browse...** to locate and select the image file.
- Click **Upload**. An image thumbnail will appear.
- Click your cursor where you want the image to appear on the wiki page.
- Double-click the image thumbnail to insert it.
- Select desired alignment and caption using the **Image Properties** pop-up.

Link to an Online Image

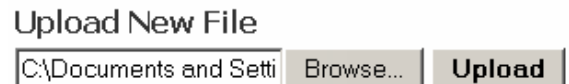
- Copy the URL of the desired online image.
- Click the **Images and Files**  button.
- Paste the image URL in the field under **Insert External Image by URL**.
- Click **Load**. The image appears as a thumbnail.
- Click your cursor where you want the image to appear on the wiki page.
- Double-click the image thumbnail to insert it.
- Select desired alignment and caption using the **Image Properties** pop-up.

To resize an image, simply **click on it** and **drag the corner handles** in or out.

Main window to insert picture or file:



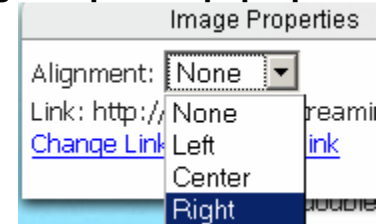
Upload saved image:




Link to online image:



Image Properties pop-up:



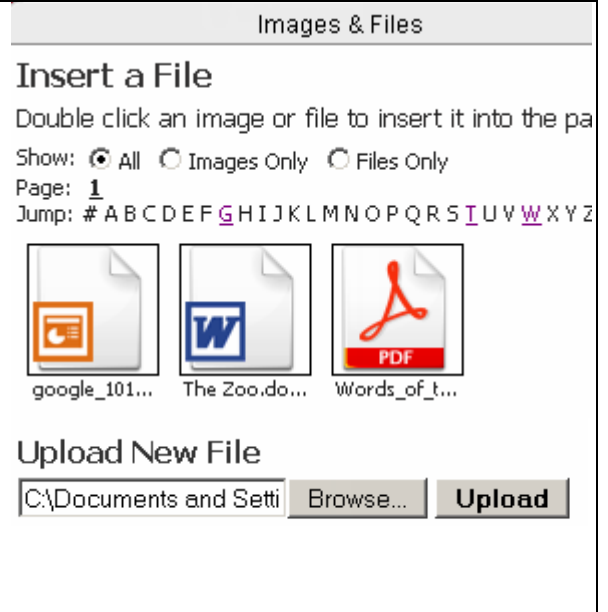
Attach a File to a Page

- Click the **Images and Files**  button.
- Under **Upload New File**, click **Browse...** to locate and select the file.
- Click **Upload**. A file thumbnail will appear.
- Click your cursor where you want the file link to appear on the wiki page.
- Double-click the file thumbnail to insert it.

Manage Uploaded Files

To view, rename or delete uploaded files, go to **Manage Space > List and Upload files**.

Wikispaces provides **2 GB** of free file storage; each uploaded file can be up to **20 MB** in size.



Manage Site Pages

To view and manage all of your wiki pages, go to **Manage Space > List Pages**


From there, you can **print, lock** (ban edits), **delete, rename, or redirect** pages.

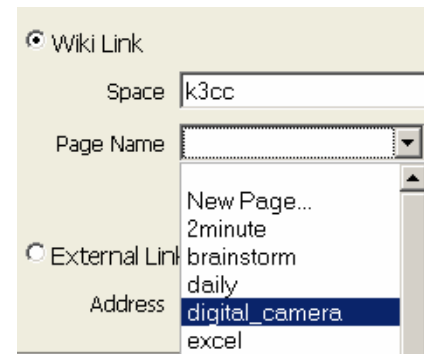
Page Name	Actions
2minute	print lock delete rename redirect
brainstorm	print lock delete rename redirect
daily	print lock delete rename redirect
digital_camera	print lock delete rename redirect

Edit the Navigation Bar (left-hand menu of your wiki site)

Click **Edit Navigation** at the bottom of the left navigation menu. The **space.menu** page will open in **Editing Mode**. Edit text and links as needed, keeping names and items brief.

Add a navigation link to a new or existing wiki page:

- Type and highlight desired **Link Text**.
- Click the **link**  button on the toolbar.
- In the **Add Link** window, select **Wiki Link**, then:
 - Click [Choose an existing page](#), then select the desired wiki page from the **drop-down list**.
 - Or, type a new **Page Name** (no spaces).
- Click **OK**. **Save** the **space.menu** page.

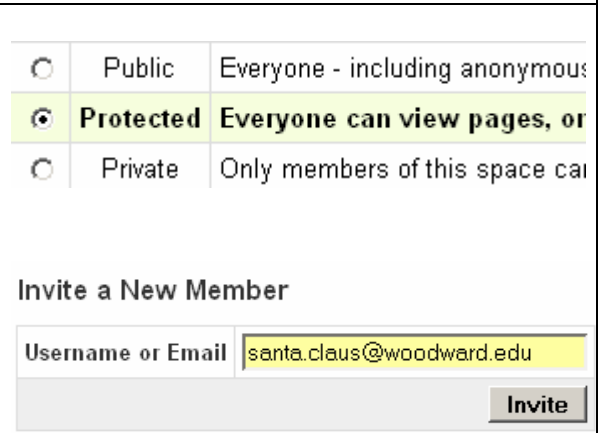


Set Permissions and Add Users

Go to **Manage Space > Members and Permissions**.


Select desired **Space Permissions** and click **Update** (**Protected** is most common).

Type the person's email address and click **Invite**. In the pop-up window, you can customize the invitation and invite additional users.



Add a Table

NOTE: Tables are a bit weird and should be used sparingly. You **cannot** paste a table (e.g. from Word or Excel) into a wiki page.

- Click **Insert Table**  and select desired number of rows and columns.
- Click **Insert Table**.
- Type desired text in the cells.
- Click in any cell to access the **Table Editor**, which allows you to manage the table.


Insert Table pop-up window:

Columns: Rows:

or [Cancel](#)

Example of a table:

Stuff	Still more stuff
More Stuff	Even more stuff




Embed Media into a Wiki Page (e.g. audio, video, photo albums, etc.)

To embed media, you must first retrieve the appropriate HTML code from an embeddable web service (e.g. Bubbleshare, TeacherTube, Google Video, Quizlet, etc).

The steps vary slightly for different services, but there is usually a link on the page that says something like "embed HTML," "add to your site," "get code" or "blog this album."

See **TeacherTube** example below. (Same principles apply to other embed types).

Embed a TeacherTube video:

- While viewing a TeacherTube video, click the **Embeddable** box.
- **Copy the code** (highlight and **right-click>Copy** or press **CTRL+C**).
- Go to your Wikispaces page and click the cursor where you want the album to display.
- Click the **Embed Widget**  button and select **Other HTML**.
- **Paste the code** (**right-click>Paste** or **CTRL+V**) into the big box.
- Click **Preview** to make sure it works.
- Click **Save**.
- You should see a small square image on the page that says **Custom or Media**.
- **Save your wiki page** to see how the media actually looks.

Example of EMBED code:

Embeddable: `<embed src="http://www.teachertube.com/...">`

The Embed Widget window:

Widgets

Add your favorite media clips and applications to your Wikis

- Video
- Audio
- Calendar
- Spreadsheet
- Document
- Polls
- RSS Feed
- Chat and IM
- Slideshow
- Map
- Bookmark
- Other HTML**

1. Go to your favorite video clip, podcast, or embeddable **Google Calendar** to **Odeo** to **YouTube!**
2. Find the HTML code to paste into your site. This will be labeled "Embed", "Embed HTML", "Add to My Site/BI" similar.
3. Paste in the HTML below and click "Preview" to see how it will appear in your Wikispaces page.

```
FF0000&screencolor=0xffff&autostart=false&retch=fit&link=http://www.teachertube.com/viewkey=26cf16cfd124968f2a5b&linkfromdisplay=http://www.teachertube.com/embedplaychid=61"></embed>
```

A note about Page History – To aid collaboration, allow you to track changes, and allow for easy page "fixes," Wikispaces (like other wiki sites) **archives every saved version of every page** from the time you create it. Simply click the **History** tab on any page to view its revisions. From there, you can compare versions of pages, and, if necessary revert to an older version of the page. You can also see user's contributions.