How to Create and Edit your own Wiki

Step 1 (Create your wiki)

1. Watch the youTube video "Wikis in Plain English"
2. Go to http://wikispaces.com
3. **Sign up** providing a username and password.
4. Once you have received a confirmation message **Sign in**
5. A page appears with the message "Welcome (your username)"
6. Click **"New Wiki"** on top right.
7. A window appears and asks for your wiki's name. This is the URL (electronic address) of your wiki. Wikis do not accept capital letters and do not take www in front.
8. Think of a name that can be easily remembered or it is connected to your project idea.
9. Click the **"Protected"** button (if it is not selected by default). Everyone will be able to view your wiki but only wiki members will be able to edit it.
10. Choose the **appropriate wiki type** from the list by clicking on the arrow (K-12 is usually the default).
11. Click the box "**I certify this wiki will be used for K-12 education**". This means it is used by teachers working in Primary and/or Secondary Education.
12. Click "**Create**"
13. Write down your wiki's URL (it appears on top, where you usually write the address of a website you want to visit), in case you forget its name. Your wiki's URL should look something like http://----------.wikispaces.com

Step 2 (Edit your wiki)

You are on your **Wiki's Home page** and you can see "Home" on top. If not, Click "Wiki Home" on the right.
Now, you can make your wiki a bit "glamorous"
Go to www.glitterfy.com
1. Click **"Glitter words"** on the top bar
2. Select the **Glitter Button** you prefer (stars, hearts, cash money etc.)
3. Select the **Font Button** (I personally like "Handwriting"). By clicking on the arrow next to the font you selected, you can change the colour (it applies to specific fonts).
4. You can see a text box under Customize. Write **Home Page** in the first box.
5. Go to **Align** underneath. By clicking onthe arrow, you decide where "Home Page" will appear (center, left, right).
6. Go to the **Size** button underneath. Click on the arrow to select the size of your word (small, medium, large).
7. Click "**Glitterfy Text**"
8. On top of the page your word appears and underneath **"My Space/Website Code"**
9. **Select the code, right Click and Copy.**
10. Go back to your wiki.

11. Click the **"Edit"** button on the top bar.
12. Click on **"Widget"** (a picture with a TV) on the top bar. A window opens.
13. Click **"Other"** at the bottom. A new window opens and asks you to paste the code you had copied. Right click and paste.
14. Click **"Save"**
15. A box with the message "Other widget" appears on your screen.
16. Click **"Save"** on the top horizontal bar. The word "Home" (glittered as you made it) should appear on top of your page.

Step 3 (Edit your wiki)
1. Click the **"Edit"** button of your Home Page. A type of word document tool bar appears on top.
2. Write **your project's information**
3. You can change the **word format** of your text by clicking the arrow of the first box on the second sidebar above (It ranges from normal to Heading 1)
4. You can change the **font** (Normal, Arial, etc) and the **size** by clicking the arrow next to the other boxes.
5. You can make your letters **Bold (B), Underlined (U) or Italics (I)** by clicking the respective icon on the sidebar above.
6. You can align your text (left, right, center) by clicking on the "lines" icon, next to the "Undo" button.
7. You can add **"Bullets"** or "**Numbers"** by clicking the respective icons on the top bar.
8. If you make a mistake, you can click the **"Undo"** button (the icon with the arrow) on the top bar and correct it.
9. After you have finished, click **"Save"** on top of the page.
10. Click "**Manage wiki**" on the right. Find "**Invite People**". Write your guest's e-mail in the box and click "**Submit".**

Step 4 (Create Pages and Upload Files)
- **Wiki Pages** help you organize your work. They are the **contents of your wiki**.

Let's start:
1. Type your wiki's URL (address).
2. Sign in with your username and password (You can skip this step, if you are already logged in).
3. Click **"Manage wiki"** on the right.
4. Click **"Pages"** (first row, first icon on the left).
5. Click **"New Page"** on top right.
6. A box appears. **Write your page's name in the box**, e.g. "Worksheets"
7. Click on "**Create**".
8. A blank page appears. Click **"Edit"** to add material (e.g. write a sentence about the page's content).
9. Click the **"File icon"** on the top bar.
10. Click "**Upload Files"** on the right.
11. A window opens and connects you with your computer. **Find the file you want to upload.**
12. **Click on the file** you want to upload.

13. Wait for some seconds till the file is uploaded. The box with the file's name changes colour.
14. Click on the file's name that has been uploaded. The file will appear on the page, at the point where your cursor was placed.
15. Click **"Save".**
16. You can see your uploaded file on the "worksheets" Page. If you click on it, you can open or save it.

 Note: Follow the same steps to create more pages.

Step 5 (Upload YouTube videos)
1. Go to www.youtube.com
2. Use the **search button** on top to locate a video relevant to your project. Click on the video.
3. Click on**"Share"**.
4. Click on "**Embed**".
5. Copy the embed code.
6. Go back to your wiki and Click "**Manage wiki"**.
7. Click **"New Page"** on top.
8. Give a name to your page.
9. Click on**"Create"**.
10. A blank page appears. Write some page information.
11. Click on **"Widget"** (the icon with the TV on the top bar).
12. Click on**"Other"** at the bottom of the second column.
13. **Paste** the copied code.
14. Click on **"Save"**
15. The YouTube video should appear on your page.

Step 6 (Upload Photos)
1. Go to your wiki and sign in (if necessary).
2. Select the page to upload your photo.
3. Click on**"Edit"** and put your cursor at the point you want your photo to appear.
4. Click on **"File"** icon.
5. Click on "**Upload Files"**.
6. Locate your photo on your computer and click on it.
7. Your photo's name appears in the box. Wait a few seconds for the upload to finish.
8. Click on the name and it should appear on your page.
9. Click on "**Add Caption"** at the bottom of the photo and give a title to your photo.
10. Click on **"Save"** next to the caption box.
11. Click on "**Save"** on the top bar to save your photo.

You may find useful information and ideas at http://edublogs.org
Edublogs is a blog-hosting site that allows professors, K-12 teachers, and students of all ages to easily host their own blogs, even if they're not technologically inclined**.**