



# Wikispaces Training Camp

1

Go to your wiki: \_\_\_\_\_

2

Log in:

1. Go to the upper right-hand corner of the page and click **Sign In**.
2. Enter your username and password.
3. Click **Sign In**.

3

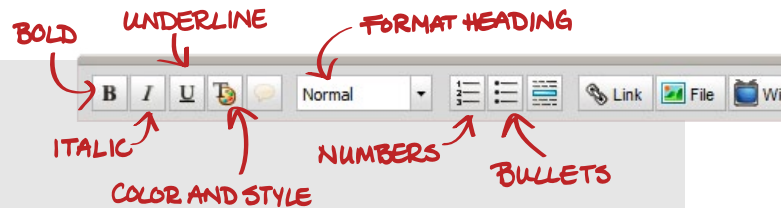
Create a new page:

1. Click the **New Page** link at the top of the actions menu.
2. Type your name (or group name) into the **Page Name** field.
3. Click the **Create** button.

4

Learn the text tools.

1. Type your name (or group name) at the top of the page. On the next line, write, "My favorites." then list your favorite color, animal, city, and food — each on its own line.
2. Move your cursor back to the top line. Use the drop-down list in the editor toolbar to format this as **Heading 1**.
3. Highlight the four lines with your favorite color, animal, city, and food. Use the **Bullets** button on the editor toolbar to turn them into a bulleted list.
4. Highlight your favorite color. With the **Color and Style** button in the editor toolbar, change the background color to your favorite color.
5. Highlight your favorite animal. Using the button on the editor tool bar, set it in **Bold**.
6. Highlight your favorite city. Using the button on the editor toolbar, set it in *Italic*.
7. Highlight your favorite food. Using the button on the editor toolbar, give it an Underline.



5

Add links.

On a new line, type "Now I will link to home, new, and Wikispaces." If your new line still has a bullet, leave the cursor on the line then click the **Bullets** icon in the toolbar to turn the bulleted list off.

**Link to the home page.**

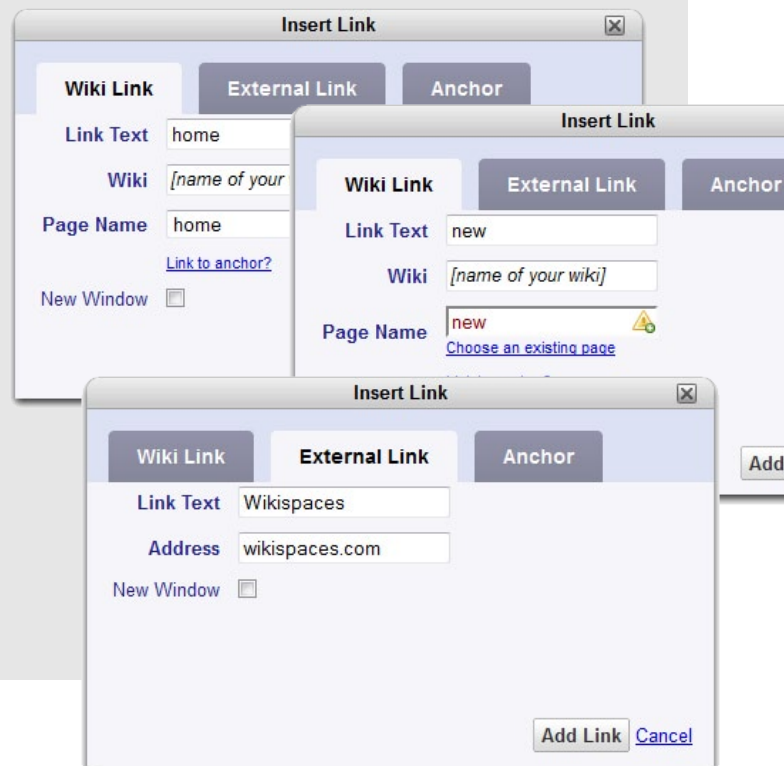
1. Highlight the word "home" and click the **Link** icon in the toolbar.
2. Click **Add link**.

**Create a new page with a link.**

1. Highlight the word "new" and click the **Link** icon in the toolbar.
2. The alert in the **Page Name** field lets you know that this page doesn't exist yet. Once you've saved the page, this link will be red instead of the usual blue. To create the page called "new," follow that red link and start editing.
3. Click **Add link**.

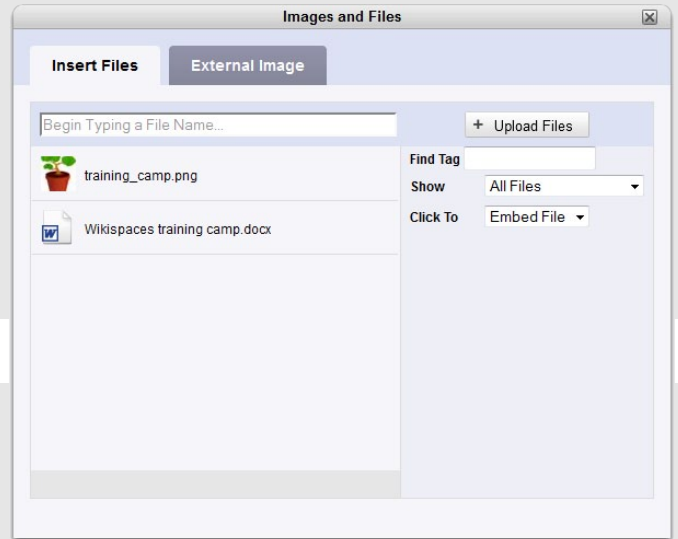
**Link to a page outside the wiki.**

1. Highlight the word "Wikispaces" and click the **Link** icon in the toolbar.
2. Switch to the **External Link** tab.
3. Type "wikispaces.com" into the **Address** field.
4. Click **Add link**.



## 6 Add an image.

1. Go to a new line and click the **File** icon.
2. Locate the file \_\_\_\_\_ on the list, or type it into the search field.
3. Click the file name.
4. Click on the image so that the image options popup bar appears.
5. Change the image size with the - and + buttons.
6. Move the image to the center of the line with the **center align** icon.



## 7 Add a file.

1. Go to a new line and click the **File** icon.
2. Locate the file \_\_\_\_\_ on the list, or type it into the search field.
3. Click the file name.

## 8 Add a video.

### Find the code.

1. Open a new tab or browser window.
2. In the new tab or window, go to the home page of your wiki.
3. On the home page of the wiki, click the link for "Training camp video."
4. Look for a link or button that says "Share," "Embed," "Post to your blog," or something similar. Follow it to the embed code. It should look sort of like this:

```
<iframe width="425" height="349" src="http://www.youtube.com/embed/-dnL00TdmLY" frameborder="0" allowfullscreen></iframe>
```

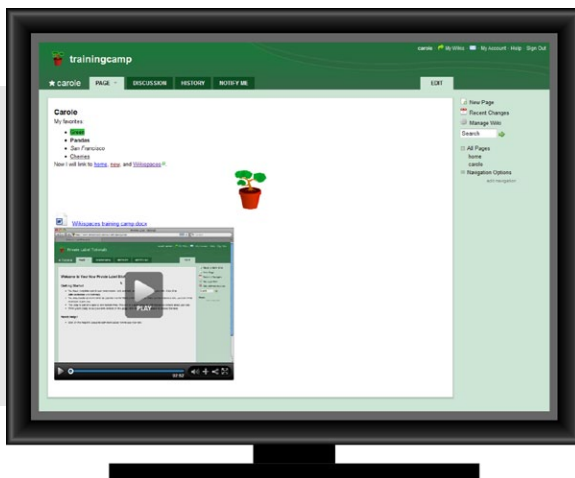
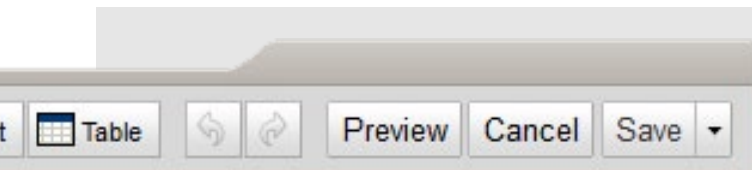
5. Copy the code.

### Embed the video.

1. Go back to your original tab or browser window, where you are still editing the wiki page.
2. Start a new line and click the **Widget** button in the editor toolbar.
3. Find and click **Video** in the menu.
4. If your video came from one of the listed services, click that button. Otherwise, click the **Other** link.
5. Paste your copied code into the box.
6. Click **Save**.

## 9 Preview and save the page.

1. On the editor toolbar, click the **Preview** button.
2. Review the page and make sure that the formatting is correct.
3. Click **Save**.



**CONGRATULATIONS**  
...you're a wiki expert!

