

Website Design with Wikispaces!

Your task: While learning how to use wikispaces as a tool, you will need to create an “All About Me” page. Use these instructions as well as the wiki help button to create your space. While the final product will be looked at, your overall goal is to learn how to use this tool. You may struggle. Your job is to persevere and use the resources available to you to problem solve. Good luck!

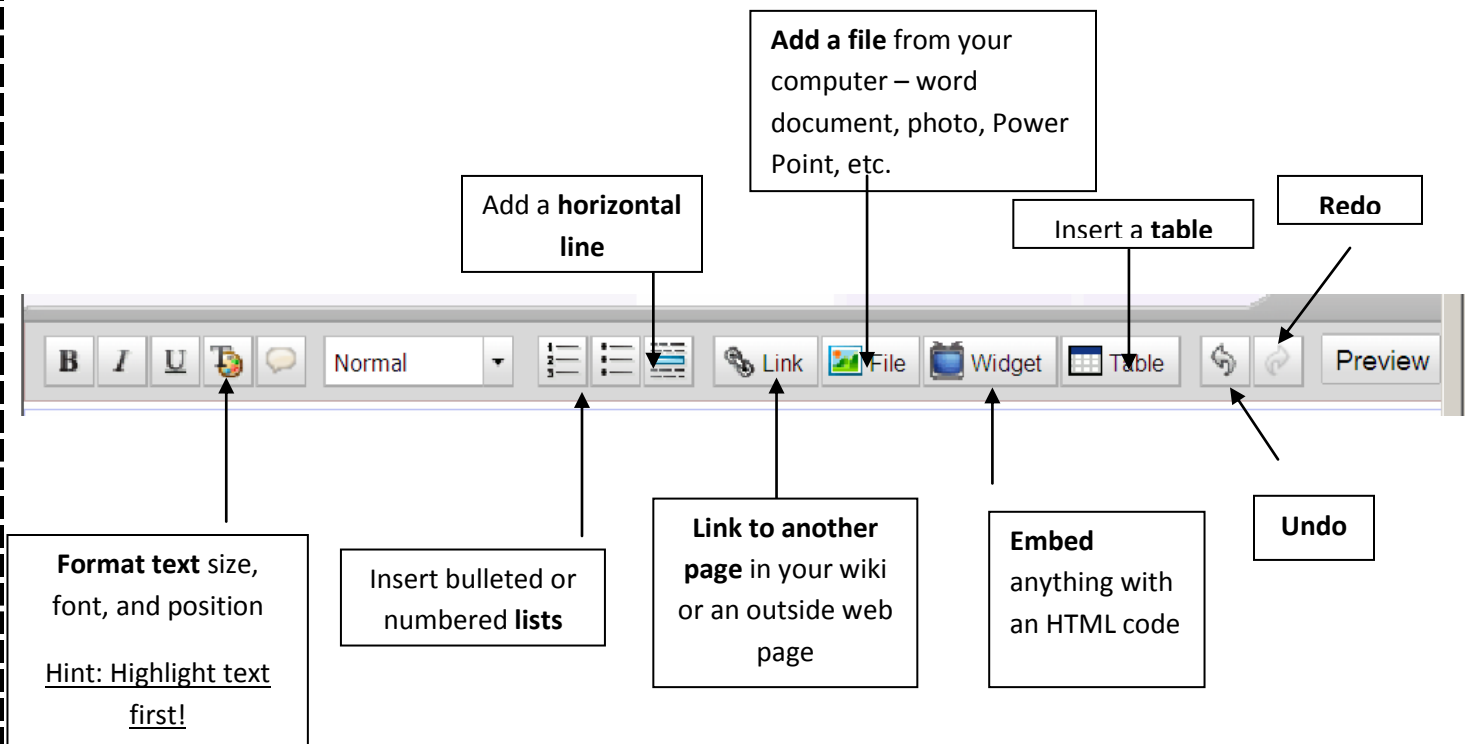
1. Go to www.wikispaces.com
2. In the upper right corner, click on the green link that says “Sign In”
3. Enter the user name and password given to you in class.
 - a. User Name: _____
 - b. Password: _____
4. Once you log in, you will need to click on the name of the wiki that you will be working on.
5. Navigate to the page your teacher has designated for your ‘all about me’ project.

Your Page Will Need to Include:

- *A headline or title in which you modify the size, color, and font of the text
- *A paragraph (4 sentences minimum) introducing you to your class mates. Be sure to only use your first name. You might want to consider talking about your interests and hobbies, some of your favorite book or movies, goals for the future, etc. Helpful Hint: Wikispaces does not yet have a spell check feature. It would be wise to type text into Microsoft Word first and then copy and paste it into your wiki.
- *One image of your choice
- *One widget of your choice
- *One external link of your choice
- *An internal link back to the class home page

Making Changes to Your Wiki Page

- In order to make **any** changes to your page, you must click the “edit” button in the upper right corner. To see how those changes will appear to outside viewers, you must click the “save” button in the toolbar.
- The editing toolbar (displayed below) will allow you to insert text, images, video, and more onto your page



Inserting Text

- Click on the edit button in the upper right corner of your page so that your editing toolbar is displayed
- Both type text directly onto the page or copy and paste it from Microsoft Word.
- To change the font, size, and look of the text, highlight it and click on the Format Text button in your editing toolbar.

- The “Color and Style” box will allow you to select a font, increase or decrease size, select a color, and align the text on the page. Do not forget to click on the “Apply Styles” button when finished!

Inserting Images:

- First locate an image that you would like to use and save it to your computer or flash drive. This can be an image found online or one you have taken with a digital camera.
- To get the image from the computer to your wiki, follow these steps:
 - Click the “file” button on the editing toolbar
 - In the “Images and Files” box, you will need to click on the “Upload File” button
 - Locate your image in your computer and click on it
 - The image will now appear in the list of files in the “Images and Files” box
 - Double click on it to insert it to your page.
 - Manipulate the size and position of your image and add a caption if you wish
 - Hit “Save” in the editing toolbar to see how the image will appear on your page to other viewers.
- Helpful hint: Rename your images so that you can quickly find them again when you need them. Because we are all sharing this wiki, the list of files will get very large. You may wish to start your file name with your initials to avoid duplicating or rewriting someone else’s files.
- Want to try something fun to enhance your page? (not required...just for fun)
 - Go to <http://cooltext.com>
 - Create your own banners and buttons
 - Save the button/banner as an image file
 - Add it to your page the same way you would add a picture

Embedding Widgets:

- A widget is something that exists elsewhere on the web that you are displaying live on your page. A widget can be a YouTube video that plays from your site or a Google Map embedded to your page. Anything with an HTML code for sharing can be embedded as a widget
- To embed a widget: Click on the widget button on the editing toolbar. Explore the different widget possibilities. Choose one that interests you – maybe a flickr slideshow or a YouTube video – and follow the onscreen instructions for getting it into your page.

Creating External Links:

- An external link is a link to a webpage outside of your wikispace. They lead readers away from your wiki and into other content on the web.
- Choose “insert link” on the toolbar. Click the “external link” tab.
- Line Text: refers to the words that will appear on your page. Users will click on these words to take them elsewhere on the internet.
- The URL address should be copied and pasted directly from the site to avoid any errors
- Always click the “New Window” button so that the new webpage will appear in its own window and users will not lose your wiki.
- Helpful Hint: Hit “save” in the editing toolbar, and then check your own link to make sure it works properly!

Creating an Internal Link

- An internal link takes readers from one page of the wiki to another. They help viewers move from one page to another within your site.
- Choose “insert link” on the toolbar. Click the “internal link” tab.
- Line Text: refers to the words that will appear on your page. Users will click on these words to take them to another one of your wiki pages. For this assignment, the word “HOME” would suffice.
- In the “page name” box, begin typing the name of the page you would like to link to. You can also choose to browse your list of pages with the pull down menu instead.
- Click “save” in your editing toolbar.
- Helpful Hint: Check your link!