**Wiki Spaces How To Cheat Sheet**

**How to create a Wiki Page**

1. Go to [www.wikispaces.com](http://www.wikispaces.com)
2. Click on “Wikis for Individuals and Groups”
3. Enter in a Username, Password, and Email and click “Join Now”
4. Enter in a “Wiki Name” (recommend using school name with staff such as: northportstaff.wikispaces.com).
5. Click on “Protected” dot
6. In the “Wiki Type” drop down menu, select “k-12 Education (Primary and Secondary)”
7. Click the “Create” button.
8. You now have a Wiki space!

**How to add a document/image**

While in your selected wiki page

1. Click “Edit” (upper right hand corner of page)
2. Click cursor on the area you would like to add the document or image.
3. Click “File” tab at the top of the page
4. Click on “+Upload Files” button
5. Find saved document or image and click “Open”
6. Document or image will be uploaded and will show in list.
7. Click on document/image and it will load up on your Wiki page.
8. Click “Save” (upper right corner)
9. Document/image is now posted

**How to add a link**

1. Click “Edit” (upper right hand corner of page)
2. Click cursor on the area you would like to add the link
3. Click “Link” tab at the top of the page
4. Select “External Link” tab
5. Enter in link text and link address
6. Check the “New Window” box if desired
7. Click “Add Link”
8. Link will be displayed on your Wiki page according to the link text you provided.

**How to add a link to a picture**

1. Click “Edit” (upper right hand corner of page)
2. Select the picture you uploaded (refer to “How to add a document/image” for uploading the picture)
3. Click on “Add Link”
4. Click on “External Link”
5. Enter “Address”
6. Check the “New Window” box if desired
7. Click “Add Link”
8. Your image is now linked to the desired website

**How to add a video (Youtube)**

1. Click “Edit” (upper right hand corner of page)
2. Click cursor on the area you would like to add the link
3. Click “Widget” tab at the top of the page
4. Select “Video” tab (top of left side menu)
5. Select video type (usually Youtube)
6. Enter web address for the video in the large box after #4.
7. Click on “Save”
8. You will want to resize the image of the video by minimizing it using the boxes that show up when selecting the image.
9. Click “Save”
10. Video is now uploaded.

**Note:** In the live site, if you click on the video once, it will play as a small video within the Wiki page. You need to double click on the video link in order to open it in it’s own page. This makes it a lot easier to view the video.

**How to add a page**

1. Click “New Page” (upper left hand corner of page – depending on what “page layout” you choose.
2. Enter “Page Name”
3. Click on “Create” button
4. Enter desired content into new page
5. Click on “Save”
6. New page is new created and will show up in the list of pages.