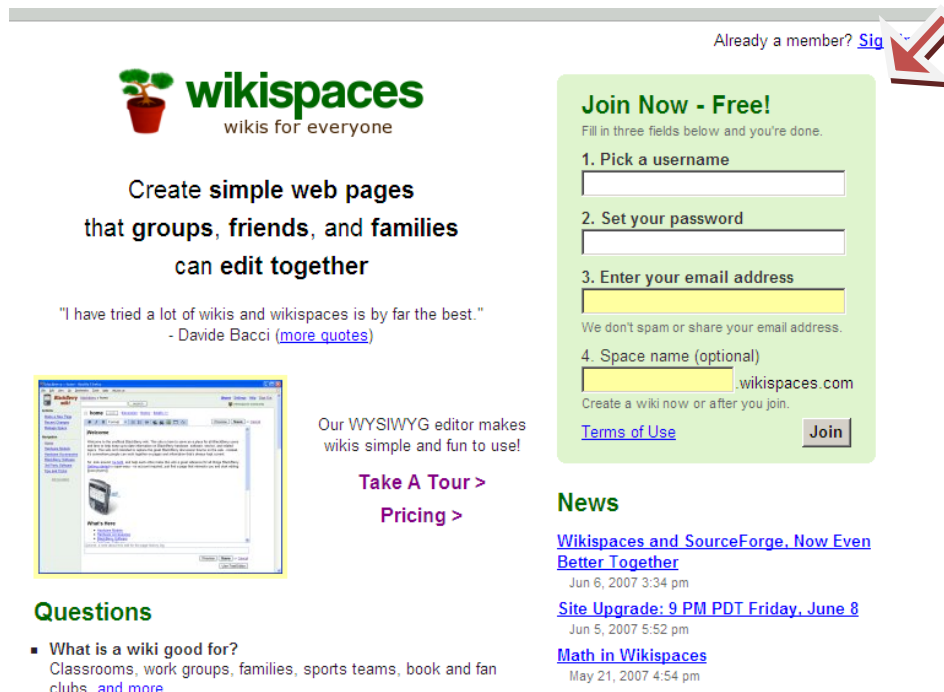


## Setting Up a Wiki Using WikiSpaces

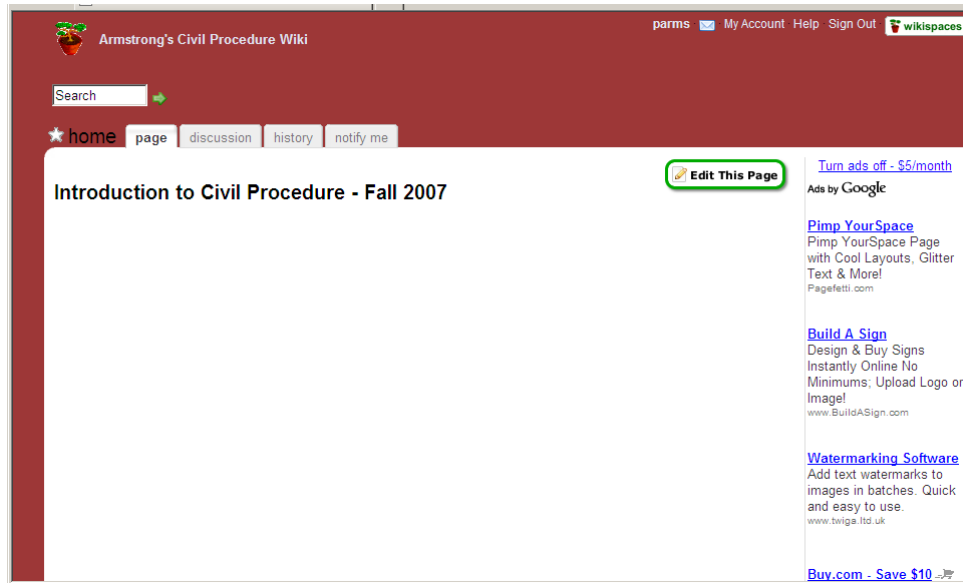
What is a Wiki? A wiki is a web page that can easily be edited by anyone in a predefined community. You go to the page, click edit, and then start editing the content.

1. Point your browser to WikiSpaces – <http://wikispaces.com/>
2. In the top right hand corner, click on **Sign in** and enter your username and password.

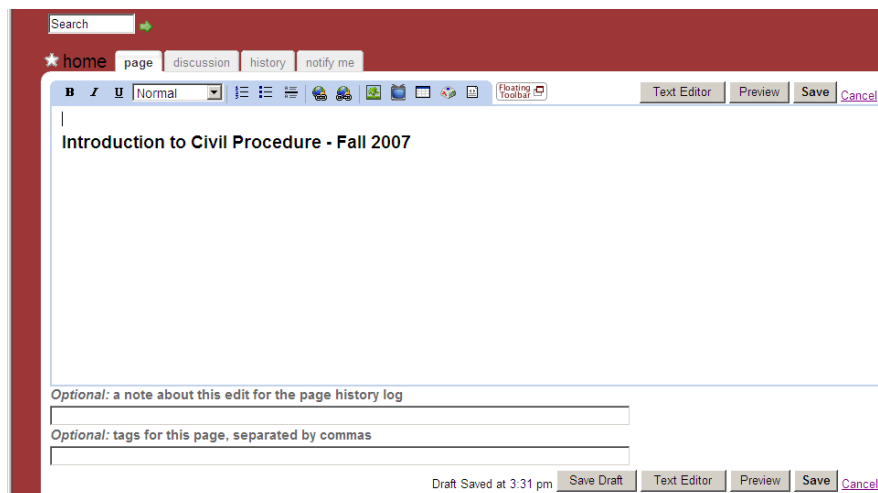


The screenshot shows the WikiSpaces homepage. At the top right, there is a link for "Already a member? [Sig](#)". The main logo features a green plant in a red pot next to the text "wikispaces" and "wikis for everyone". Below the logo, it says "Create simple web pages that groups, friends, and families can edit together". A quote from Davide Bacci is displayed: "I have tried a lot of wikis and wikispaces is by far the best." To the right, a green box titled "Join Now - Free!" contains a sign-up form with four fields: "1. Pick a username", "2. Set your password", "3. Enter your email address", and "4. Space name (optional)". A "Join" button is at the bottom of the form. Below the sign-up form, there are links for "Terms of Use" and "News". The "News" section lists three articles: "Wikispaces and SourceForge, Now Even Better Together" (Jun 6, 2007 3:34 pm), "Site Upgrade: 9 PM PDT Friday, June 8" (Jun 5, 2007 5:52 pm), and "Math in Wikispaces" (May 21, 2007 4:54 pm). On the left side, there is a "Questions" section with a link to "What is a wiki good for?". A small window titled "WYSIWYG editor" is shown, with the text "Our WYSIWYG editor makes wikis simple and fun to use!". Navigation links "Take A Tour >" and "Pricing >" are also present.

3. Under **My Spaces** on the upper left, select the wiki space that you want to access. The page that appears is the front page of your wiki site.



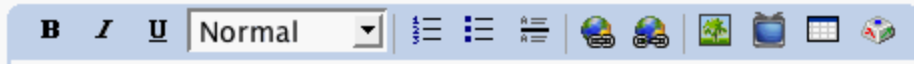
4. To begin editing you wiki page, click the **Edit This Page** button above the page content.
5. When you click to edit a WikiSpaces wiki page, you will see a large scrollable textbox and two single-line textboxes. The scrolling text box is for entering and editing the content for your page. The first single-line textbox, labeled A not about this edit for the page history log. This is a way for keeping notes on why each edit was made. The second single-line text box is for entering tags. These are a type of keyword that can be used to find this page.



6. Entering and editing content.

- Start typing. Text is entered by typing the text into the larger textbox.

- You will see a formatting tool bar above the content window. From here you can: bold, italicize, and underline text. You can set heading sizes. You can create a numbered list or a bulleted list. You can also create a horizontal line on your page to separate content types and topics. You can also create hyperlinks, add images and other media, create a table and enter special characters.



- Most of these formatting features are self-evident. Hyperlinks, however, require some explanation. There are two types of hyperlinks :
  - To create a hyperlink to another page, highlight the text that will be clicked to move to the new page.
  - A small web page will appear with two basic choices, Wiki Link (linking to a new or existing page in your wiki space) and External Link (linking to a web site outside of your wiki space).
  - If you want to create a link to Albany Law School, then click the radio button by External Link, and then enter the URL (www.albanylaw.edu) in the textbox beneath. Finally, click the OK.
  - If you want to create a link to another page in your wiki space, then click the radio button by Wiki Link. Usually you will leave the Space textbox as it is. The Page Name drop down will list all of your existing wiki space pages, if you have any yet. If not, and you want to create a new wiki page as part of your wiki space, then select New Page. The text that you highlighted will be in the New Page Name textbox. You can leave it the same or enter another title that you want for the new page. Click OK and then the Save button. The hyperlink will appear, and when you click it, you will go to the existing page, or WakiSpace.com will create a new page for you to populate.

7. Clicking on the **History** tab allows you to see which users have made changes to each page and when.
8. Clicking on the **Discussion** tab, allows you to post or reply to discussion posts.