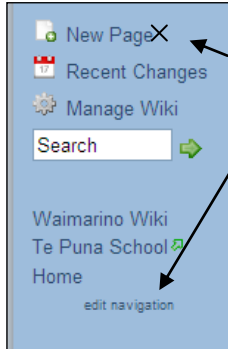


Wikispaces Editing



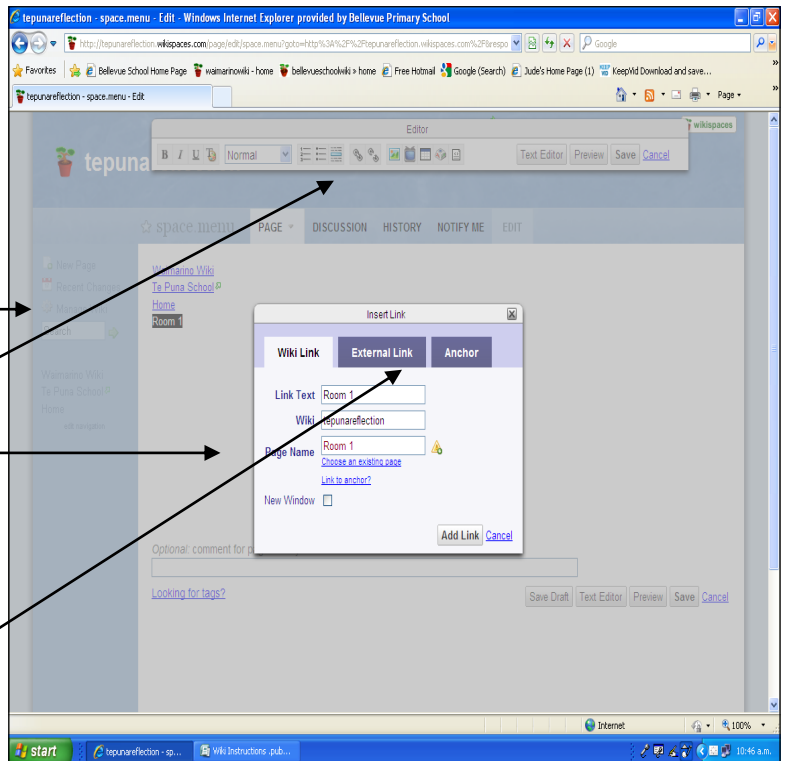
Check that you are signed in before trying to edit or add content to your Wiki



To Create Pages

It is easier to **not** use the 'New Page' link.

- Click edit **Navigation** on the left hand side
- Type your new **page title** (add pages in a list form), then **Highlight** the text
- Click the chain link icon
- The new page will appear automatically so just **click save**.



You can insert any link to a website on the left hand side too.

- Click edit **Navigation** on the left hand side
- Type in the title (list)
- Highlight the text
- Click the chain link icon
- Click the external link tab
- Paste the website address and save

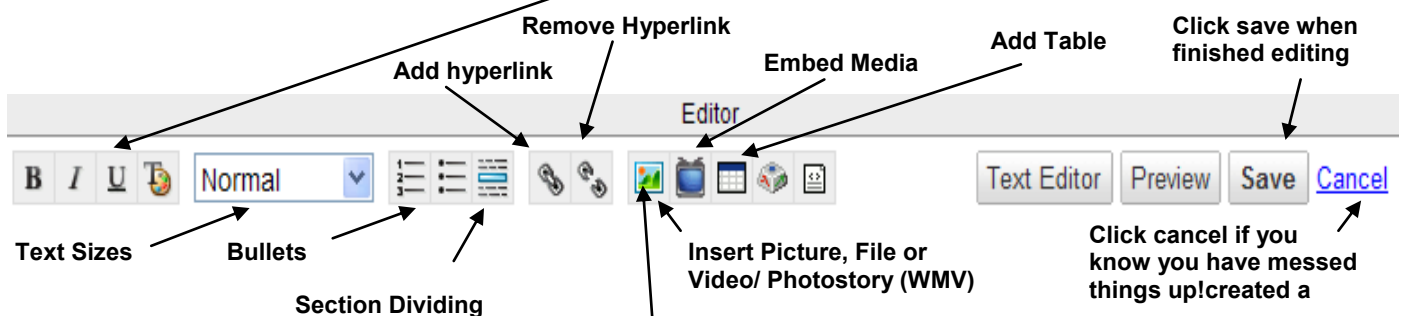


Note: You can also add text in the Navigation (left hand side) that you only want as sub headings and do not want to link to anything.



1 To edit the main page Click → **Edit This Page**

You can then start typing directly onto the page. To format your text you need to highlight the text you want to change and then use the icons on the toolbar.



2. To upload a file: Click



- On the editing toolbar, click the icon that looks like a picture of a tree.
- In the **Images & Files** window, click the **Browse** button to locate the file, and then click **Upload**.
- Make sure **the cursor is where you want the file to be placed** on the page.
- Find the newly uploaded file and **double click**
- You will know the file has been inserted because [[filename]] will appear in the page.
- Close the Images & Files window, and press the **Save** button to save it to the page.






3. Inserting Images

- Upload as in 2, using the tree icon
- Once uploaded click on the image and a pop up window will appear.
- This is where you can change how the text sits around the image.
- You can also click on 'Add link' and paste a website address to link the image to another website.
- To resize, you can drag the handles that appear on the image when you click on it.

4. To insert a link to a website within text etc.

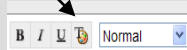
- Copy the website you want to link
- In your wiki select the text that you want to display as the hyperlink.
- Highlight
- Click the chain link icon → 
- Click the external link tab
- Paste the website address and save

5. Embedding a Code or Widget

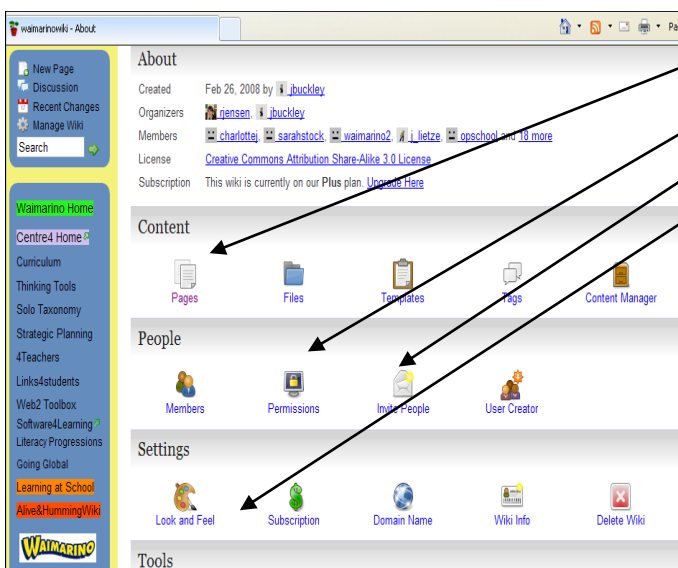
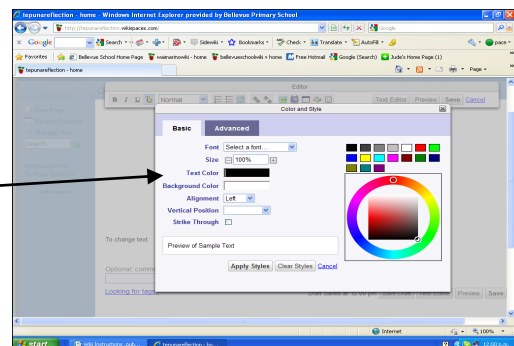
- Click on the TV icon in the edit toolbar - A popup window will open with a list of the types of things that you can add to your wiki page
- If you are adding a widget that does not fit into any of the categories, just click on 'Other HTML' and paste the embed code there.

6. To format text

- Highlight the text
- Click the 'T' icon
- Click on text colour to change its colour
- You can change the size of the font, highlight the font with colour, and change the text position here.



Note: Often wikispaces is only happy to do one change at a time, so to do more than 1 thing to text you may have to apply the style and then highlight it again to do the next change.



Note:

- If you want to change permissions go to the Manage Space Link
- You can lock individual pages so that members don't delete things by mistake
- You can check the members and give them rights
- You can invite people to belong (edit and view)
- You can change the wiki colours and template



Note:

- If unintentionally delete some information and save the page, you can look in the history tab and revert to an older version.

