

# Wikispaces Cheat Sheet

(This guide assumes you have a Wikispaces account and a wiki site to work in)

## Creating Pages

### Method 1:

- Click the **New Page** link in the sidebar.
- Type a **page name** (no spaces).
- Click **Create**.
- The new page will open in editing mode.

### Method 2:

- While editing any page, type desired page name, highlight it, then click the **link** button on the toolbar. 
- On the **Wiki Link** tab, type the new page name in the **New Page Name** field.
- Click **Add Link**.
- **Save** the page you are editing, then click the link you created to be taken to the new page.



## Editing Pages

Click **Edit This Page** to open a page in **editing mode**.



## Adding and Formatting Text

Type or paste text just as you would in a word processor.

### Format Using the Visual Editor

Highlight desired text and click the toolbar

buttons to apply **bold**, *italics*, underlining, font and color, **Heading** styles (title text), numbers, bullets and horizontal rules.



### Problems with Text Formatting

Sometimes bullets and headings "misbehave," especially if you've pasted text from another document. To fix this, click **Text Editor** and remove any formatting marks (e.g. = or \*) from around the problem text. Click **Visual Editor** and reformat.

**To remove formatting**, highlight the text and click the toolbar button again.

## Adding Links

### Paste a Link to a Webpage

Simply **paste** or **type** a URL into the wiki page (including the **HTTP://**) and it will become an active link when you have saved the page.

Thinkfinity - <http://www.thinkfinity.org>  
42eXplore - <http://www.42explore.com>  
eThemes - <http://www.emints.org/ethemes/>

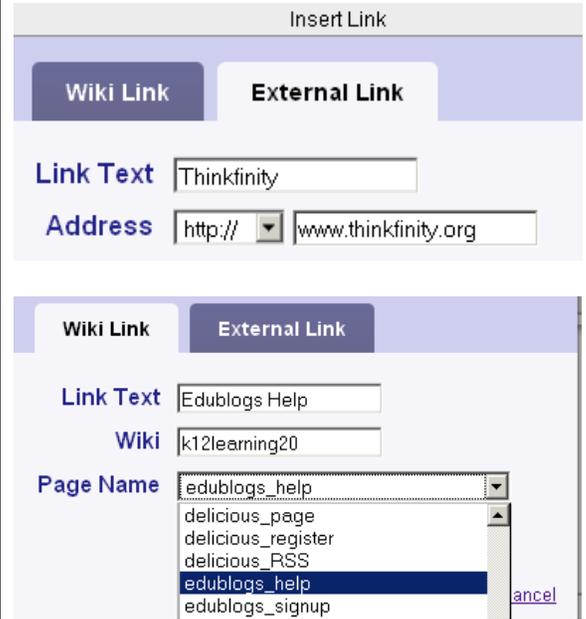
(continued)

## Embedded Link to a Webpage

- Type and highlight desired **Link Text** (words you want people to click on).
- Click the **Link** button on the toolbar .
- Click the **External Link** tab.
- Type or paste the URL in the **Address** field.
- Click **Add Link**.

## Link to a Wiki Page

- Type and highlight desired **Link Text**.
- Click the **link** button on the toolbar .
- In the **Add Link** window, select **Wiki Link**.
- Select the desired wiki page from the **Page Name** drop-down list.
- Click **OK**.



To **REMOVE** a link, highlight the linked text and click the **Remove Link**  button.

## Insert a Picture

First, click your cursor where you want the image to appear on the page. Then:

### Insert a Saved Image File

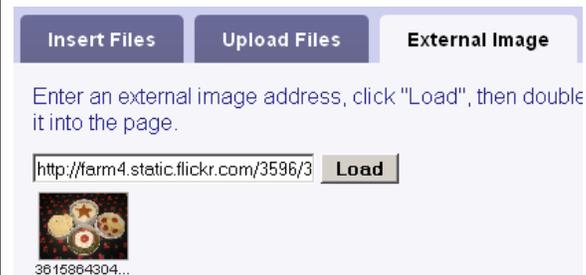
- Click the **Images and Files**  button.
- Under **Upload Files**, click **Browse...** then locate and select the image file.
- Click **Upload**. An image thumbnail will appear.
- Double-click the image thumbnail to insert it.
- Select desired alignment using the drop-down in the **Image Properties** pop-up.

### Insert an Online Image

- Click the **Images and Files**  button.
- Click the **External Images** tab and paste the **image URL** in the provided field.
- Click **Load**. The image appears as a thumbnail.
- Double-click the image thumbnail to insert it.
- Select desired alignment using the drop-down in the **Image Properties** pop-up.

## Image Properties

When you insert an image, you will see the **Image Properties** window, which allows you to set alignment, add a link, resize the image and include a caption under the image.



## Attach a File

- Click the **Images and Files**  button.
- Under **Upload New File**, click **Browse...** to locate and select the file.
- Click **Upload**. A file thumbnail will appear.
- Double-click the file thumbnail to insert it on the page.

## Manage Uploaded Files

To bulk upload, view, rename or delete uploaded files, go to **Manage Wiki > Files**.

Wikispaces provides **2 GB** of free file storage; each uploaded file can be up to **20 MB** in size.



## Manage Site Pages

To view and manage all of your wiki pages, go to **Manage Wiki > Pages**

From there, you can **print**, **lock** (ban edits), **delete**, **rename**, or **redirect** pages.

Page Name	Actions
<a href="#">2minute</a>	<a href="#">print</a> <a href="#">lock</a> <a href="#">delete</a> <a href="#">rename</a> <a href="#">redirect</a>
<a href="#">brainstorm</a>	<a href="#">print</a> <a href="#">lock</a> <a href="#">delete</a> <a href="#">rename</a> <a href="#">redirect</a>
<a href="#">daily</a>	<a href="#">print</a> <a href="#">lock</a> <a href="#">delete</a> <a href="#">rename</a> <a href="#">redirect</a>
<a href="#">digital camera</a>	<a href="#">print</a> <a href="#">lock</a> <a href="#">delete</a> <a href="#">rename</a> <a href="#">redirect</a>

## Edit the Navigation Bar

Click **Edit Navigation** at the bottom of the left navigation menu. The **space.menu** page will open in **Editing Mode**. Edit text as needed, keeping to a single column.

## Add Users & Set Space Permissions

Go to **Manage Wiki > Members**

Type the person's email address and click **Invite**. In the pop-up window, you can customize the invitation and invite additional users.

Go to **Manage Wiki > Permissions**

Select desired **Space Permissions** and click **Update** (**Protected** is most common).

### Invite a New Member

Username or Email

<input type="radio"/>	Public	Everyone, including anonymous users. <input checked="" type="checkbox"/> Allow message posts from anyone
<input checked="" type="radio"/>	Protected	Everyone can view pages, but only members can edit pages. <input checked="" type="checkbox"/> Allow message posts from members
<input type="radio"/>	Private	Only members of this wiki can view pages.

## Add a Table (if you must)

**NOTE:** Tables are a little weird and should be used sparingly. You **cannot** paste a table (e.g. from Word) into a wiki page. An EMBEDDED table from a Google Document or Spreadsheet works better.

- Click **Insert Table**  button and select desired number of rows and columns.
- Click **Insert Table**.
- Type desired text in the cells.
- Use the **Table Properties**  button (appears when you are working in the table) to adjust text alignment and add or delete rows and columns.



### Stuff in a Table

Here's some stuff	More stuff
Yet more stuff	Even more stuff



## Embed Media into a Wiki Page (e.g. audio, video, slideshows, etc.)

To embed media, you must first retrieve the appropriate **HTML code** from an embeddable web service (e.g. YouTube, Animoto, Glogster, Quizlet, assorted Pod players).

The steps vary slightly for different services, but there is usually a link on the page that says something like "embed HTML" or "add to your site."

See **YouTube** example below.

## Embed a YouTube video:

- While viewing a YouTube video, click in the **Embed** box. (UNcheck Include related videos).
- **Copy the Embed code** (highlight and then **right-click > Copy** or **CTRL+C**).
- Go to your Wikispaces page and click your cursor where you want the video to display.
- Click the **Embed Widget**  button and select **Other HTML**.
- **Paste the code** (**right-click > Paste** or **CTRL+V**) into the big box.
- Click **Preview** to make sure it works.
- Click **Save**.
- You should see a small square image on the page that says **Media (or Custom)**.
- Save your wiki page to see how the media actually looks.

Embed `<object width="445" height="364"><param`

After making your selection, copy and paste the embed code above. The code changes based on your selection.

Include related videos  
 Show Border

**Widgets**

Add your favorite media clips and applications to your easy steps:

1. Go to your favorite video clip, podcast, or embedded application from **Google Calendar to Odeo to YouTube!**
2. Find the HTML code to paste into your site. This will be four labeled "Embed", "Embed HTML", "Add to My Site/Blog", "page", or similar.
3. Paste in the HTML below and click "Preview" to see how it you save your changes by clicking the "Save" button, your application will appear in your Wikispaces page.

```
<object width="445" height="364"><param name="m
value="http://www.youtube.com/v/0QWQ87A9zSkch1=
fs=1&rel=0&color1=0x006699&color2=0x54abd6&bord
/><param name="allowFullscreen" value="tr
/><param name="allowscriptaccess" value="
/><param><embed src="http://www.youtube.com/v/0Q
```

Save

**A note about Page History** – To aid collaboration and allow for easy "fixes," Wikispaces (like other wiki sites) archives every saved version of every page from the time you create it. Simply click the **History** tab on any page to view its revisions. From there, you can compare versions of pages, and, if necessary, revert to an older version of the page.