

For more information on navigating around Wikispaces, see the Basic Navigation Card.

Manage wiki

The “Manage Wiki” option is on the left hand side of the screen, right above the search box. After you click on this, a new page appears. At the top of this page it lists some current information about the wiki, like who created the wiki, who the members are, and who the organizers are. The rest of the page is divided up into sections with icons:

Managing Content

Pages: you can access all the pages on the non-default pages on the wiki. Here is where you can easily access the history to all pages (under the “Revisions” column) and see when they were last edited (under the “Latest Edit” column). Under the “Actions” column at the right hand side of the screen you can **print a page**.

Files: you can upload files/images from your computer to be used in the wiki. You can also do this in the “Files and Images” button on the edit toolbar while editing a page. This is where you actually insert the file into the page. The “Files” page is where you can **upload images/files** to the wiki.

Templates: **controls templates** for the wiki.

Tags: shows you **all the tags** on your wiki.

Managing People

Members: allows you to view the members and organizers of your wiki. You can also see how many invitations to join have been sent and not yet accepted or declined. Under the “Actions” column at the right side of the page you can **remove yourself** from the wiki’s member list

Permissions: allows you to **view the wiki type** (protected, private, public or custom).

Invite People: allows you to **invite many people at once** to become members of your wiki. You can do so by sending a request to their account on Wikispaces or sending them an invitation email. When using the email option, you can customize what you want the message to say.

Leave Wiki: lets **you remove yourself** from the wiki member list

Editing

To edit a page, all you need to do is click on the “edit this page” box. It will take you to a page that looks similar to what you find in Microsoft Word. In this page, you can type in whatever you’d like and change fonts, size, etc. on the tool bar above.

On the bar, there are several icons to click on, each with a different function. Going from left to right, here are the actions you can take:

- Change the text to **bold**, *italicized*, and underlined
- Change the **font color**
- Change the **font size**
- <-- You can **insert bullets**
- **Insert a horizontal rule** (breaking the page up)
- **Insert a link to another website** such as <http://www.wikispaces.com> It is important to use this icon when inserting a link, as wikispaces uses their own coding and normal html doesn’t always work.
- **Remove a link**
- **Insert images & files**
- **Embed a widget**, a nifty piece of coding which can run on itself within the page. It can bring in “live” content, in which the owner of the site that the widget is in doesn’t have to change anything for the content of the widget to change.
- **Insert a table**, such as

| | |
|------|------|
| This | This |
| This | This |

- **Insert special characters** like roman numerals or letters with adaptations to them
- **Insert HTML coding**
- **Preview what the page will look like WITHOUT** saving the content
- **Save the page**

Down at the bottom of the page, there are two boxes which you can enter text into.

- You can put in the top box a **message about the current changes** that you are making. This will go into the history log of changes.
- **Tag a page**. These can be used in the corresponding section of the “manage the wiki” page.

Discussion

The discussion tab can be used if we want to have **additional discussion** not shown on the actual page itself about a particular topic. To create a new discussion, type in the box under post message, think of a subject, and write down the first response. For example, if we want to have additional debate about life-changing experiences, you can write “life changing experiences” under the subject and post an initial reply to it. To post future replies, click on the subject, then write in the text box under reply.

Reverting Pages

Reverting a page is changing a wiki back to a past form. In other words, if you make an edit you don't want, you can change it back as if you never edited it. This is also good in case you accidentally delete information or someone puts up something that doesn't belong.

To **revert a page**:

Go to the wiki

Go to the "history" tab

Select the edit you want to revert it to (usually the one before the edit that will be deleted)

To the right of actions, hit revert to this version
