

Wikispaces Tutorial

Getting Started

Register for an Account:

Login to <http://www.wikispaces.com>

Click on Join Wikispaces

Wikispaces

guest · [Join](#) · [Help](#) · [Sign In](#)

Welcome to Wikispaces

Create pages **Edit together** **Build community**

Getting Started

1. [Join Wikispaces](#) for free
2. [Create a space](#)
3. Start editing any page!

Wikispaces is a place where you can easily build web pages with other people. Signing up and creating your own wiki space is fast, free, and easy.

[Sign In](#) [New to the site?](#)

1. Username **2. Password**

[password reminder](#) [Sign In](#)

What can I use Wikispaces for?

Wikispaces is great for any kind of group website. It's for families, classrooms, sports teams, community groups, book clubs, fan clubs, party organizers, wedding planners, and more. [Check out some examples >>](#)

Public Spaces

[Search](#)

[Recent Changes](#)
[Top Spaces](#) · [Directory](#)

Create your Usernames and Password.

Click **YES** for Create a Space

Create your **Space Name** (this will become part of your URL, so no spaces in the name)

Select how Public you would like your space

Click **JOIN** (your account should be active in about 10-15 minutes)

Join Wikispaces

To create a new account with us, please fill in your name, email address, a username, and password. Wikispaces will never sell or release your name or email address to third parties. We also won't show your email address to other members. For more information, please see our [privacy policy](#).

Optionally, you can enter a space name to create a space along with your account.

[Join Now](#) [Already a member?](#)

1. Username
This is how you'll be identified on Wikispaces

2. Email Address
We'll send a confirmation message to this address

3. Password
Enter a password more than 6 characters long

Confirm your password

4. Create a Space? Yes No
You can create a space now or after you join

5. Space Name http:// .wikispaces.com

6. Space Visibility

Public (free)
Everyone can view and edit your pages

Protected (free)
Everyone can view pages, only space members can edit them

Private (30 days free, then \$5/month)
Only space members can view and edit pages

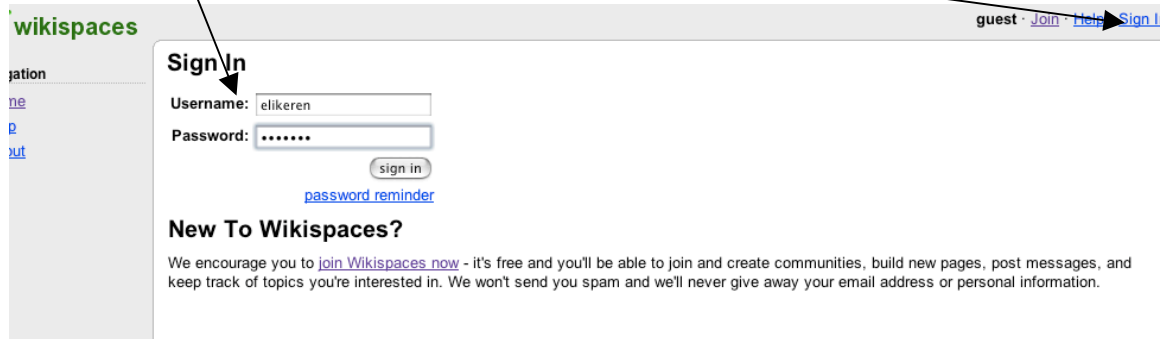
[Terms of Use](#) [Join](#)

If you already have an account but can't remember your password, please visit our [reminder page](#).

After you create your account, go back to the Homepage (wikispaces.com)

Click on **Sign IN**

Put in your Username and Password and hit the SIGN IN button



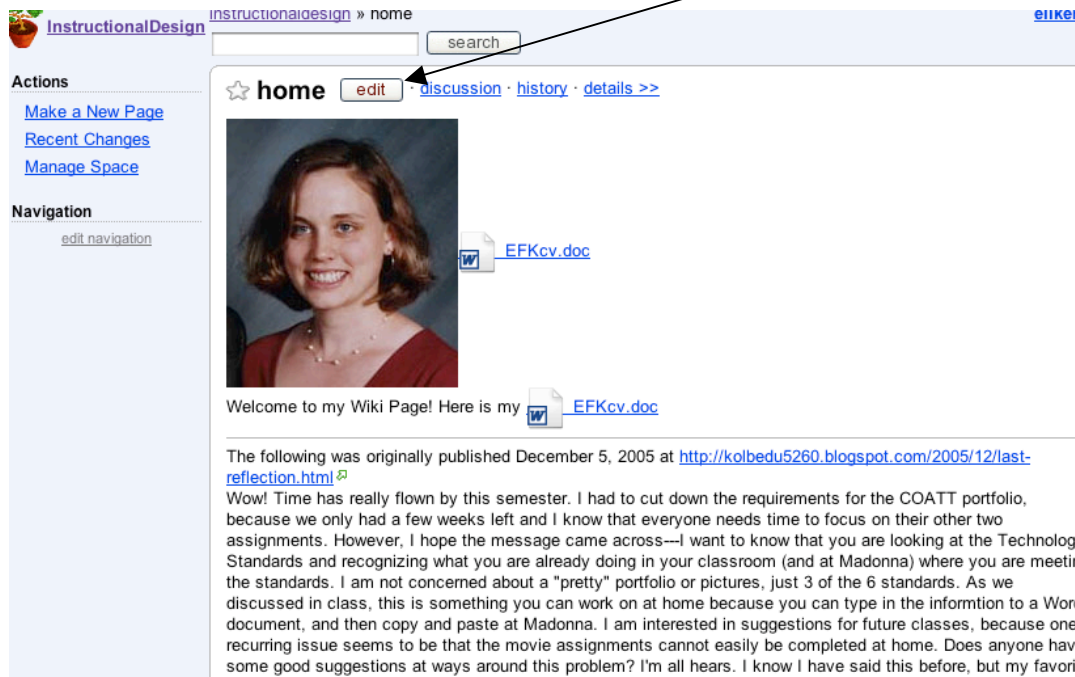
You now have a home.

In your home you should see your new space under **My Spaces** (also note that you can make more wikispaces with the Make a New Space link).

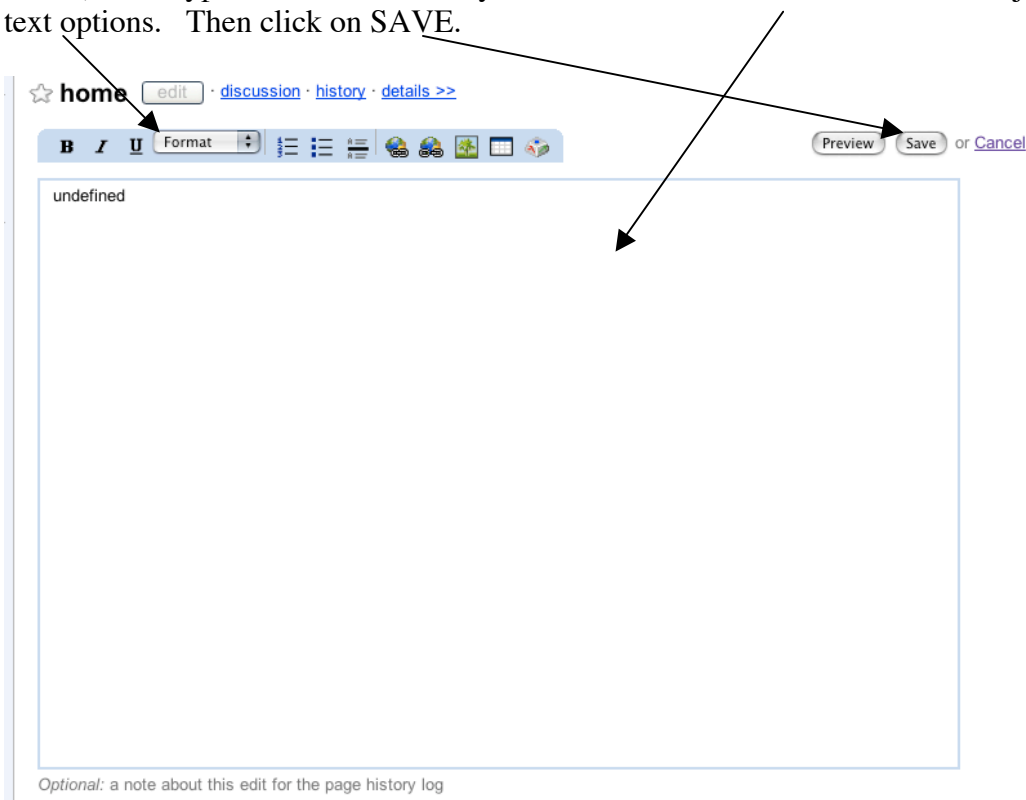
Click on your space.



In your Space, you can Edit the Homepage by clicking on the **EDIT** button.



Once clicked, you are in the editing environment (it works like a Word Document Editor). Just type in the information you want in the document window and adjust the text options. Then click on **SAVE**.



INSERTING PICTURES AND DOCUMENTS

You can also insert pictures and documents in the Text Editor by clicking on the **Picture** button.



This will open up a window on the left, that will allow you to browse for pictures and documents.

Browse for one, then click **UPLOAD FILE**.

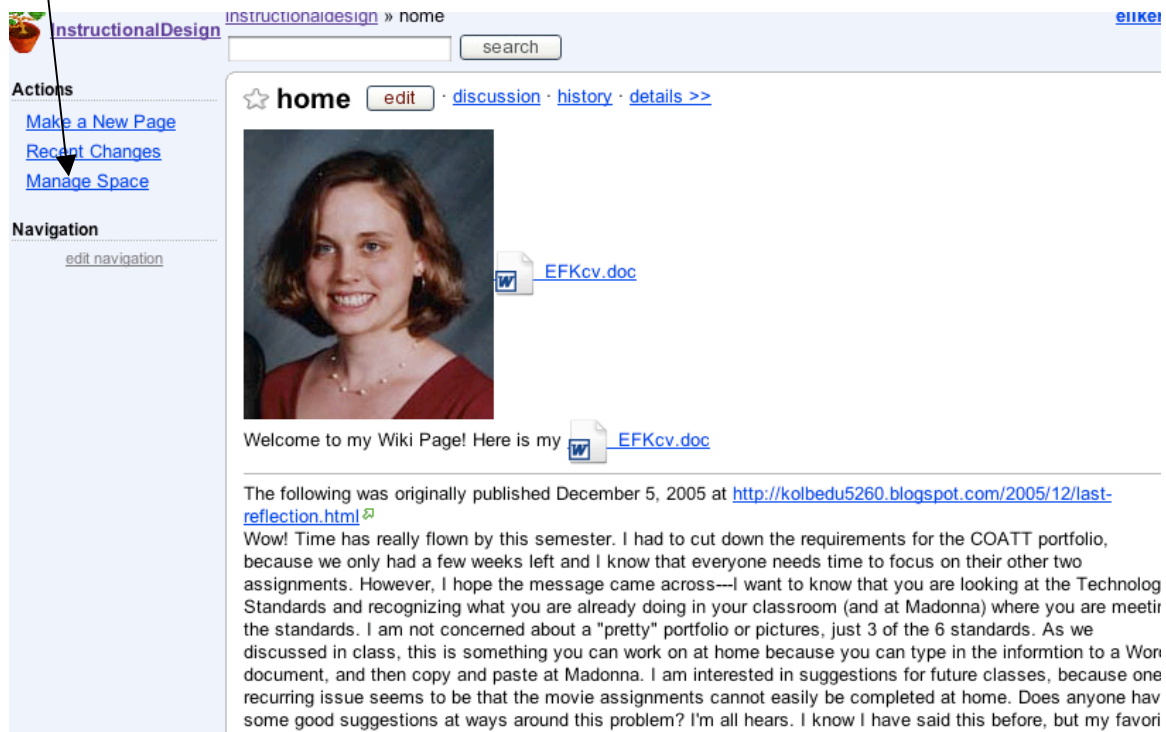
Once uploaded, put your cursor in the document window, click where you want the image or document to go, then **DOUBLE-CLICK** on the image and it will automatically be added to your document window.

Don't forget to hit the **SAVE** button when you are done editing.

A screenshot of the text editor interface. The main window shows a text area with the word 'undefined' and an 'Add Image' button. The right sidebar is titled 'Images & Files' and contains options to show 'All', 'Images Only', or 'Files Only'. It shows two files: 'EFKcv.doc' and 'liz.jpg'. Below this is an 'Upload New File' section with 'Choose File' and 'Upload File' buttons. At the bottom is an 'External Image URL' section with a text input field and a 'Load Image' button. Arrows from the text above point to the 'Picture' button in the toolbar, the 'Add Image' button, and the 'liz.jpg' file in the sidebar. At the bottom of the page are 'Preview', 'Save', and 'Cancel' buttons.

ADJUSTING BACKGROUND AND PREFERENCES

You can adjust the background “look and feel” and membership by click on the **Manage Space** button from your Homepage.



The screenshot shows a MediaWiki page for a space named 'instructional design'. The left sidebar contains a menu with 'Actions' (Make a New Page, Recent Changes, Manage Space) and 'Navigation' (edit navigation). The main content area shows a 'home' link with 'edit', 'discussion', 'history', and 'details >>' options. Below this is a portrait of a woman and a document icon labeled 'EFKcv.doc'. A welcome message follows: 'Welcome to my Wiki Page! Here is my EFKcv.doc'. The main text begins with a reference to a blog post from December 5, 2005, and discusses the author's experience with the COATT portfolio requirements.

The Manage Space window will open up and you can adjust accordingly.

Manage Space: instructional design

About

Created Jan 10, 2006 by [elikeren](#)
Organizers [elikeren](#)
Members: no members
License [Creative Commons Attribution Share-Alike 2.5 License](#)

Space Contents

[Upload Files](#)
[List Pages](#)
[List Files](#)
[Import a Blog Entry](#)
Backup Space [Windows .zip](#) [Unix .tgz](#)

Space Settings

[Look and Feel](#)
[Members and Permissions](#)
[Subscription](#)

Space Promotion

[Invite Members](#)
[Space Badges](#)