

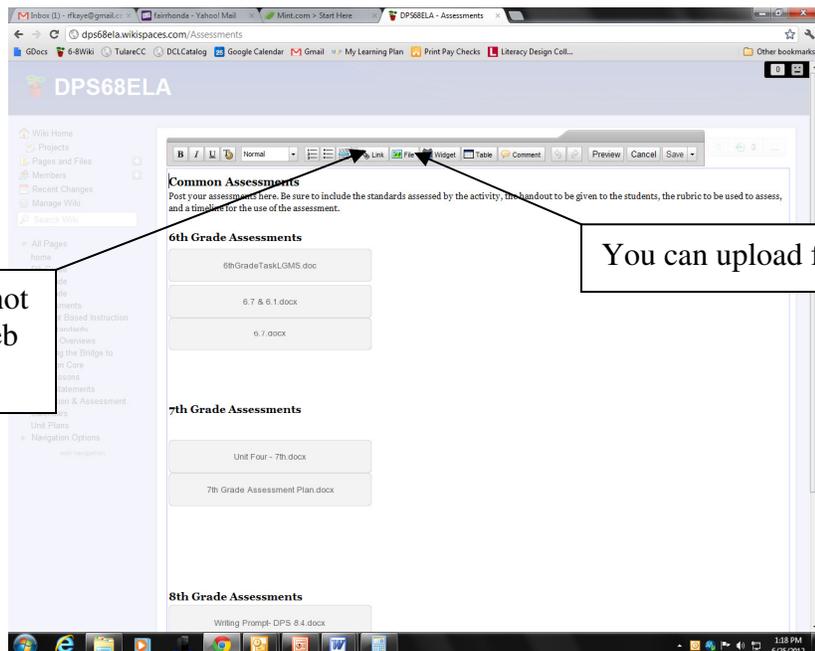
How Do I Use The Wiki?

1. Go to <http://dps68ela.wikispaces.com>
2. Log in or request membership.
 - To request membership:
 1. At the top of the page, click “Join.”
 2. Choose a Username and Password. (Your DPS credentials work nicely, but you can use anything you are likely to recall.)
 - Username: _____
 - Password: _____
 3. When you create your account, you can make your own wiki or not.
 4. On the next screen, click “Send request.”
 5. Once I get your request, you will be all set!

3. Navigate to the page you would like to edit. (You can use the listing in the left hand sidebar to help you jump from page to page.

4. Click “Edit” at the upper right hand side of the screen.

5. The page will not function much like a Word document, with a few exceptions.
 - The text editing is limited – so there are not many font/style choices.

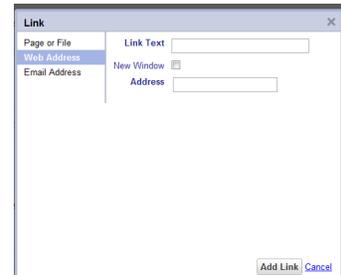


You can create hot links to other web pages.

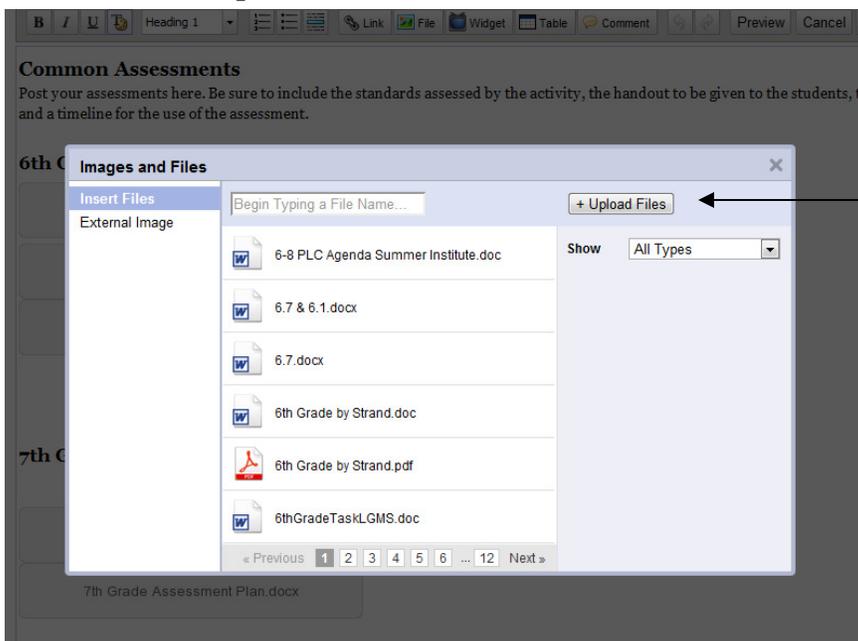
You can upload files to share.

To add a link to a web page:

1. Position the mouse where you want the link to go.
2. Click the “Link” button at the top of the Editable page.
3. Click “Web Address” it’s a webpage.
4. In the “Link Text” box, type what you want to be VISIBLE on the page.
 - Ex. Read, Write, Think
5. In the “Address” box, type the URL of the page. (Be sure to include the http://)
 1. Ex. [http:// www.readwritethink.org/](http://www.readwritethink.org/)
6. Click “Add Link”
7. Viola!
8. Make sure you save your changes by clicking “Save” in the upper right hand corner. SAVE EARLY, SAVE OFTEN!



To upload a document to share:



1. Position the mouse where you want the file to go.
2. Click the “File” button at the top of the Editable page.
3. Click on the “Upload File” button.
4. Navigate through your files to locate the file you want to share. Click on the file, then click “Open.”
5. Wait patiently while the file uploads. It could take a while if it’s a big file.
6. Once the file has uploaded, (*Hint: It’s uploaded once the icon shows up next to the name.*), click on it once. It will be inserted into the page.
7. Make sure to save your changes by clicking “Save” in the upper right hand corner.