

Wikis! (an introduction)




What are they?
How do I edit them?
How do I embed media?

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What is a Wiki?

- A **wiki** is a type of website that allows users to easily add and edit content. Wikis are often used to create collaborative workspaces.

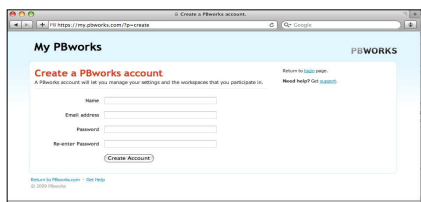
- An example of a wiki you are probably familiar with is Wikipedia.
- Here at the IA, we use a wiki platform called PBworks. 



- *Fun fact: The first wiki (called WikiWikiWeb) was launched in 1995.*

How do I create my PBworks Account?

1. Go to <http://my.pbworks.com> and click "Sign up."
2. Enter your name, e-mail address and password
3. Check your e-mail Inbox for the confirmation e-mail.
4. Your PBworks Account is not set-up until you successfully confirm its creation by clicking on the link contained in the confirmation e-mail.



Editing the Wiki

- Editing the wiki is fairly simple, because it uses a **WYSIWYG** (what-you-see-is-what-you-get) interface.
- The editing icons will probably be familiar to you, and look similar to ones you might see in Word.
- You **must** click on the **EDIT** tab to enter editing mode.



How many people can edit a page at once? JUST ONE.

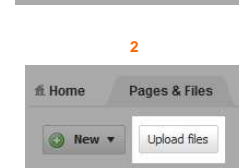
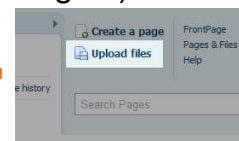


- The **edit lock** is a feature that prevents two people from editing the same workspace page at the same time. There is no way to turn it off. If you are editing a page, no one else will be able to unless one of these things happens:

1. You save the page.
2. You hit cancel and don't save your changes.
3. You make no changes on the page for five minutes or more.
4. If you leave the page alone for more than 5 minutes, another user can "steal" editing privileges from you. This cancels your changes and they can make their own changes.

How to upload files (this includes images!)

1. Click the **"Upload files"** link in the upper right corner of your workspace page.
2. On the files page, click the **"Upload files"** button.
3. Select the file you'd like to upload. (Select up to 10 at a time by holding SHIFT while selecting.)
4. Click the **"Open"** or **"Select"** button to upload the files to your workspace.
5. A window will pop-up to show uploading progress.
6. Your successfully uploaded files will appear in your workspace's list of files.



Add some media: Plugins

• What is a plugin?

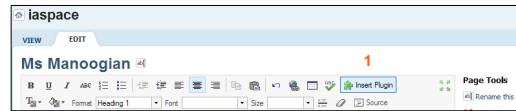
A plugin is small widget or program that can be viewed by your browser and displays various types of content.

Examples:

- PowerPoint slideshows
- YouTube videos
- Google gadgets (e.g., currency converter)
- Voki and Blabberize
- Almost anything that provides HTML embed code

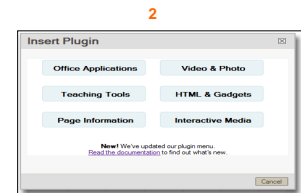


How to embed plugins (part 1)



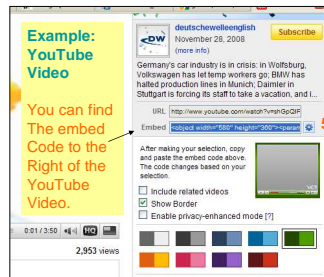
1. Click on the Insert Plugin icon on the editing toolbar. It looks like a green puzzle piece.

2. Select the type of plugin from the popup window. (If you hover your mouse over each category, it will tell you what types of media are included.)



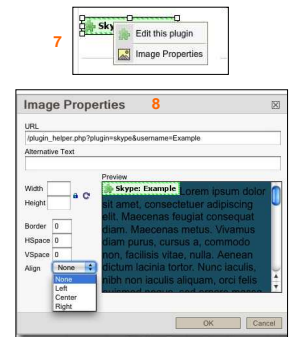
How to embed plugins (part 2)

3. Now you need to insert the HTML embed code.
4. Go to the object you want to insert.
5. Copy the entire Embed code.
6. Paste the embed code into the Insert Plugin popup window in PBworks.



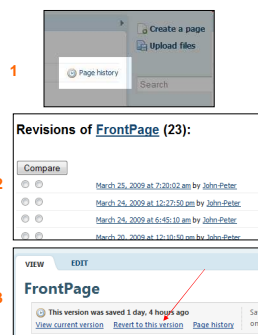
How to embed plugins (part 3)

6. Drag and drop the plugin to where you want it on the page.
7. To edit the plugin, right-click on it.
8. Chose 'Image Properties' to adjust the alignment or size of your plugin.



What happens if I accidentally deleted something??

- **Don't panic.** The entire history of the page is saved, and you can revert to a previous version!
1. Click on the **"Page History"** button.
 2. Select the version you want to go back to from the list.
 3. Click the **"Revert to this version"** link at the top of the page.



Those are the basics...

- Now you should know...
 - What a wiki is.
 - How to create a PBworks account.
 - How to use the editing toolbar.
 - How to upload files (images, documents).
 - How to embed HTML media content using plugins.
 - How to revert to a previous version if you make a mistake.