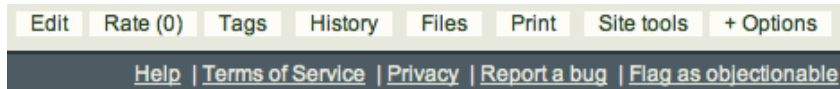


How to Participate on a Wiki Site

EDIT AN EXISTING PAGE:

If you are allowed to edit pages in this Site, simply click on “**Edit**” button at the bottom of the page. This will open an editor.



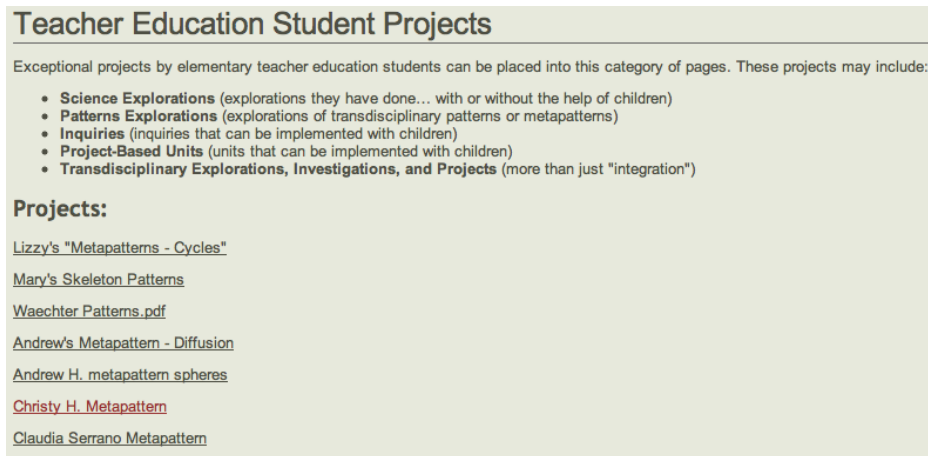
CREATE A NEW PAGE:

There are two ways to create a new page:

1) This way is the easiest, especially in terms of keeping the “internal” organization of the site.

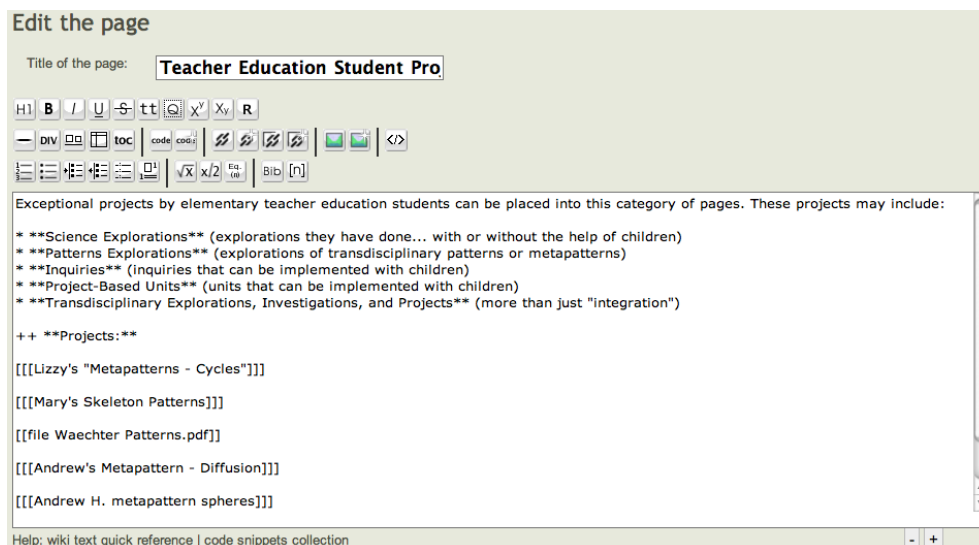
- Go to the menu page from which you would like to add a link to your new page.

Example:



- As in the first part of this page above, click on the “Edit” button at the bottom of the page.

- The following window will appear below the original page.



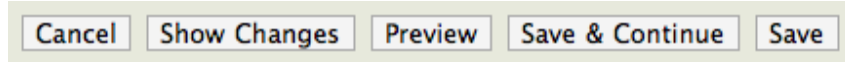
- Go to the bottom of the list of page links and add your new page link by following the coding pattern of the previous links:

→ `[[[My New Page]]]`

or put a category name before the title of your page (PREFERRED—see “**Naming Your Page**” below):

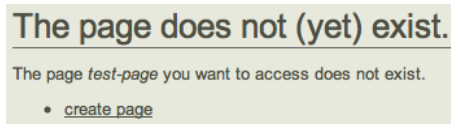
→ `[[[issues:My New Page]]]`

- You can click on the “Preview” button to see what the new link will look like.



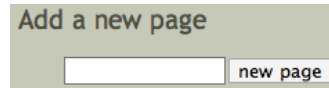
- When you are satisfied, click the “Save” button.
- Now, click on the link to your new page (your page hasn’t been created yet).

→ You will get the following message:



- Click on the “[create page](#)” link to start creating your new page.
- SEE below for more detailed instructions on formatting and coding your page.

- 2) The second way to create pages involves using the “Add a New Page” link. This approach is **NOT RECOMMENDED**.



- Type in the name of your new page, then click on “new page.”
- The problem here is that your page is not connected to a “menu page.” Please avoid using this way of creating a page.

EDITTING PAGES

- After clicking on the “edit” button, the edit window will appear after the original page content. Editing tool bars will appear between the “Title of the page” box and the page content box. In general, you can highlight the text to which you want to add format tags, then click the appropriate formatting button.
- Hold your mouse pointer over a button and the name of the function will appear in a balloon box.
- Additional information on formatting tags appears below. A full treatment can be found by clicking on the “How to edit pages?” link on the left-side navigation section, then clicking on the “Documentation Pages” link.
- Please edit the pages of others with sensitivity. Correcting a type-O is nice, but changing the content, meaning, or expressiveness of the original author is not appropriate.

STARTING A NEW PAGE

Do Not Put Spaces in Names of:

- Page links (titles of the pages that appear as links to your page or other pages). The wiki will automatically put dashes (-) in between words.
- All inserted URLs.
- The file names of files and photos that are uploaded to the wiki.
- Put the following code at the bottom of your page. This code inserts a Comments box:

```

**Comments:**
[[module Comments]]

```

Naming your Page:

- Do not use the following characters in your file name: ? [] / \ = + < > : , ; | * ' “
- Use the appropriate category name followed by a colon and your page name when naming your page.
- Categories = categoryname (SEE list below for category names)

→ For Schools—Teachers—Parents Wiki:

- ***Issues and Concerns*** = issues
- ***Analytical Frameworks*** = analysis
- ***Current Theory*** = theory
- ***Current Practice*** = practice
- ***Resources and Links*** = links
- ***Videos and Multimedia*** = video
- ***Members Pages*** = member

- ***The name should look like:*** issues:name-of-my-page

Generating Content

- Type your content into a word processor first. Your formatting in this document will act as a guide, but will not transfer into your page. You will have to use appropriate formatting codes on your wiki page.
- Please check spelling, grammar, and readability.
- Copy and paste your page content from your word processing file into the page editing box.
- Go through and add formatting codes, URL links, etc. Use the tool bars and/or the codes listed below or in the Wiki Documentation pages.
- Put the following code at the bottom of your page. This code inserts a Comments box.

```

**Comments:**

```

```

[[module Comments]]

```

- To add your uploaded photos to your page, use the “image wizard” button in the tool bars (a green box to the right of center).
- Click the “Preview” button. Check to make sure that your page looks the way you want. Make any changes, then click on the “Save” button.

- Go through you page and check to make sure links work and that there are no other errors. If you need to make corrections, click on the “Edit” button at the bottom of the page.
- Go back to the original category index page. Click on the link to your page. If it does not work, check that the page name in the URL is the same as the name of your page.
- Click on the “Tags” button at the bottom of the page and list several key words that will help your page be found in searches.

Adding Files and Graphics

1. If you have photos or graphics that you want to embed in your page, upload them now. These files need to be **72 dpi** (not 300 dpi) and probably no larger than **10 inches** in any dimension. Save these files as jpegs or gifs. Remember, the names should be relatively short (**less than 27 characters**), with **no spaces** in the file name.
2. Click on the “Files” button at the bottom of the page.
3. Click on the “Upload a file from your computer” link at the center bottom of the page.
4. Click on “Select Files.”
5. Find your file and add it.
6. Click on “Upload.”

Common Wiki Codes

Separate more than one code for an item by a space (in most cases).

Level 1 Heading = +

Level 2 Heading = ++

Level 3 Heading = +++

Level 4 Heading = ++++

Bullet = *

Numbered item in list = #

Blockquote text = >

Italics = //your italicized text//

Boldfaced = **you boldfaced text**

Superscript = ^^your superscripted text^^

Subscript = ,,your subscripted text,,

Center = [[=]]your centered text or image[[/=]]

Clickable link = <http://schoolteachersparents.wikidot.com>

Linked text = [[http:// schoolteachersparents.wikidot.com](http://schoolteachersparents.wikidot.com) Exploring Science Wiki]

Linked email address = [email@email.com Email this Address]

Link to page in this wiki = [[[name-of-page](#)]]

Linked text to page = [[name-of-page | Name of Page]]

Embedded image = [[image url or attachment]]

Embedded video = [[embedvideo]]copy and pasted embedding code from YouTube, etc. [[/embedvideo]]

**Please visit the
Documentation pages (<http://www.wikidot.com/doc>)
to learn more.**