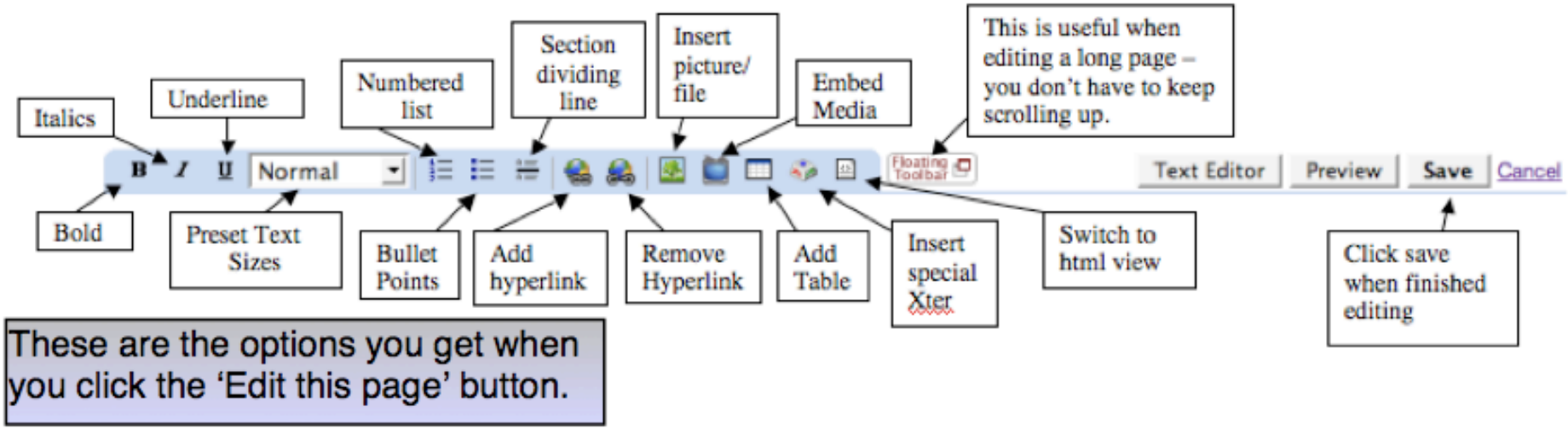
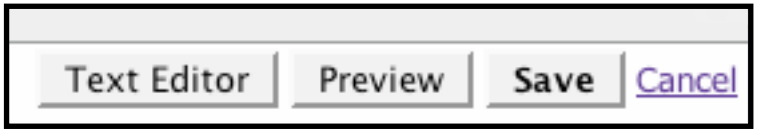
WIKISPACES

Toolbar functions

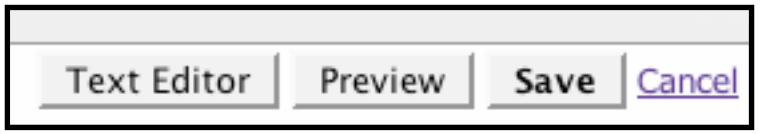


These are the options you get when you click the 'Edit this page' button.

Essential buttons



Editing a Page

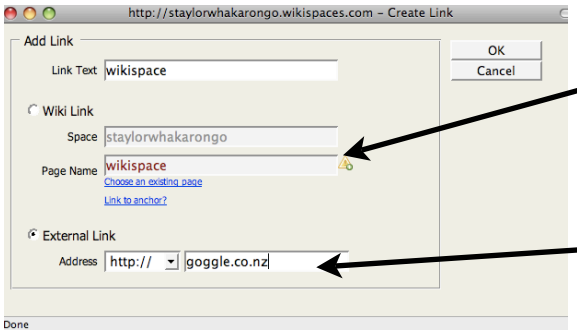


To add content to your page click on the 'EDIT THIS PAGE BUTTON'

The edit toolbar will appear. When you have finished editing click on the SAVE button.

Enable HyperLink

To create a link to another page in your WIKI, or another website click on the first icon.



You have 2 options

1: To make a link to another page in your WIKI

2: To make a link to another website.

When you have finished click on OK.

Disable Hyperlink

To disable your hyperlink highlight the text. You know that it is a hyperlink if it is blue and underlined.

This wikispace will

Click on the second icon with the separated chain.

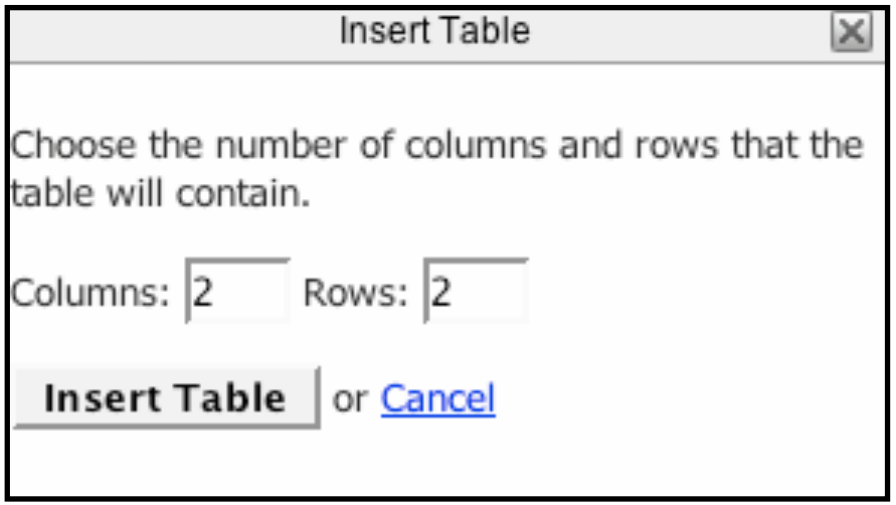
You will notice that the blue text has been disabled and is now black.

This wikispace will

Inserting a table

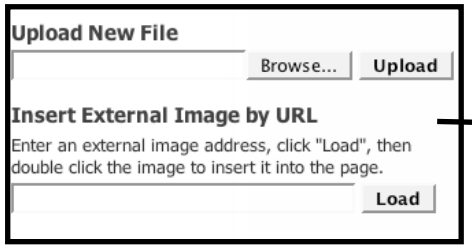
To insert a table into your WIKI click on the graph icon

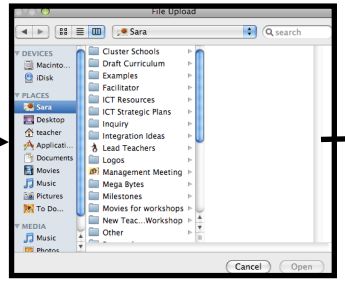
Decide on the number of columns and rows and insert table.

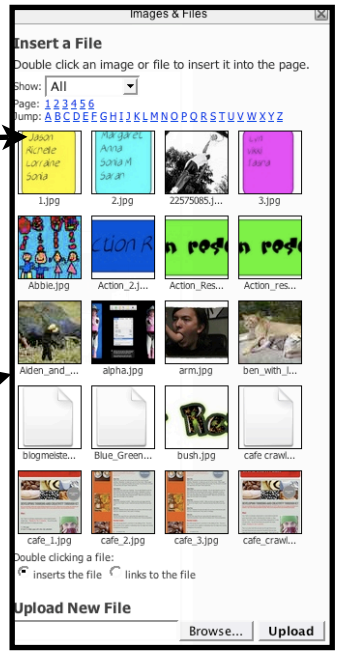


Inserting a graphic or file

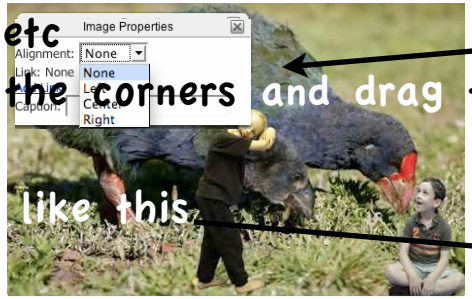
To insert a graphic or a file make sure your cursor is in the right place and on the PICTURE icon.







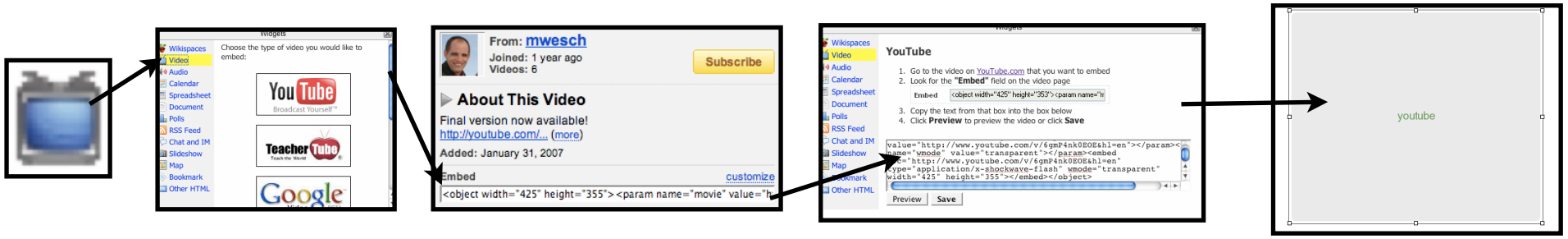
1. Click on browse.
2. Find the picture or file you want to upload, click on open.
3. Click on UPLOAD and wait to see it in the top panel
4. Double click on the graphic or file and it will insert into your wiki page.
5. If it is a graphic a box will show with options for you layout. whether you want it centred etc
6. To resize you image click on the corners and drag them to the correct size
7. If it is a file you will see it like this



[[file:Blue_Green Screening in Umajin.pdf]]

Inserting a video or moving object

To insert a video or a moving image make sure your cursor is in the right place and then click on the TV icon.



1. Click on VIDEO, and then the location of your video e.g. YouTube
2. In YouTube find the embed code for your clip. Copy this by clicking in the box (APPLE C to copy, or CTRL C on PC)
3. Go back to your WIKI and paste the code into the blank box (Apple V, or Ctrl V on PC)
4. Click on SAVE.
5. Your clip will appear grey. You can resize your clip.
6. Your video cannot be viewed until you have saved your page and are out of EDIT mode.
7. You can also add photos from FLICKR this way with the embed code.