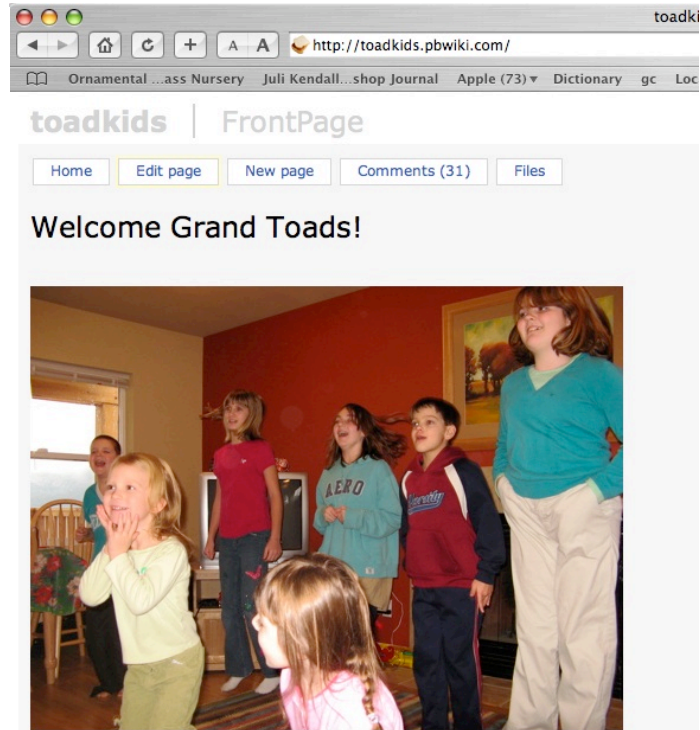


Wiki Wiki Quick Quick

Do you have family who live far away?



Would you like to learn a way to easily communicate with them?

Are you taking a class or working on a team?

Would like to communicate with colleagues on projects and reduce meeting times?

Wiki Wiki Quick Quick Easy Internet Collaboration

Introductory Class
Wednesday, May 9th, 2007
Sheri's Classroom
3:30 p.m.

Wiki Wiki Quick Quick

Three things you can do with a wiki:

1. **Create** web pages using your browser – no special software required
2. **Communicate** with others via a wiki because your work is instantly visible via the web
3. **Collaborate** with other people that have password access to your wiki space so you can make and design content visible via the web. Everybody who is a member can contribute.

Navigating A Wiki.

- **Home** is your wiki main page
- **Edit page** lets you change the contents of the page you are viewing
- **New page** allows you to create a new blank web page within the wiki
- **Comments** section provides your collaborators a chance to make comments about content on your page with out changing it.
- **Files** let's you upload documents and Pictures
- **Log in/out** using your wiki password.
- **Add features** allows additional features with for fee
- **Settings** are the wiki preferences
-

This above text on this page from:

CTAPIV Wiki Wiki Quick Quick Workshop for Teachers

<http://ctap4poetry.pbwiki.com/>

Why?

“Internet research firm Gartner Group predicts that wikis will become mainstream collaboration tools in at least 50% of companies by 2009...At DrKW, [CIO JP] Rangaswami says that among the earliest and most aggressive adopters, e-mail volume on related projects is down 75%; meeting times have been whacked in half.”

—*Business Week*
November 28, 2005

Directions *for using a wiki that is already created:*

Step 1

Go to this url: <http://chinwag.pbwiki.com> This is a public wiki, so you can look at the pages, but to change anything, you need a password. If this were a private wiki, you would need to do the following before even viewing the wiki:

1. You will need to put in a password: *chat*
2. Your Name – your name appears on the page when you edit within the wiki
3. Your email – your email is used as authentication
4. Click Log in

chinwag: Log in

You need a password to proceed.

Password:

This is the wiki-wide password.

Optional
Let those in your group know who made the changes!

Your Name

Your Email

[Notify me of changes\[?\]](#)

[Lost the password?](#)
You can also log in with your [PBwiki Identity](#).

Powered by PBwiki | [Get Help](#) | [Terms of Service](#) | [Privacy Policy](#)

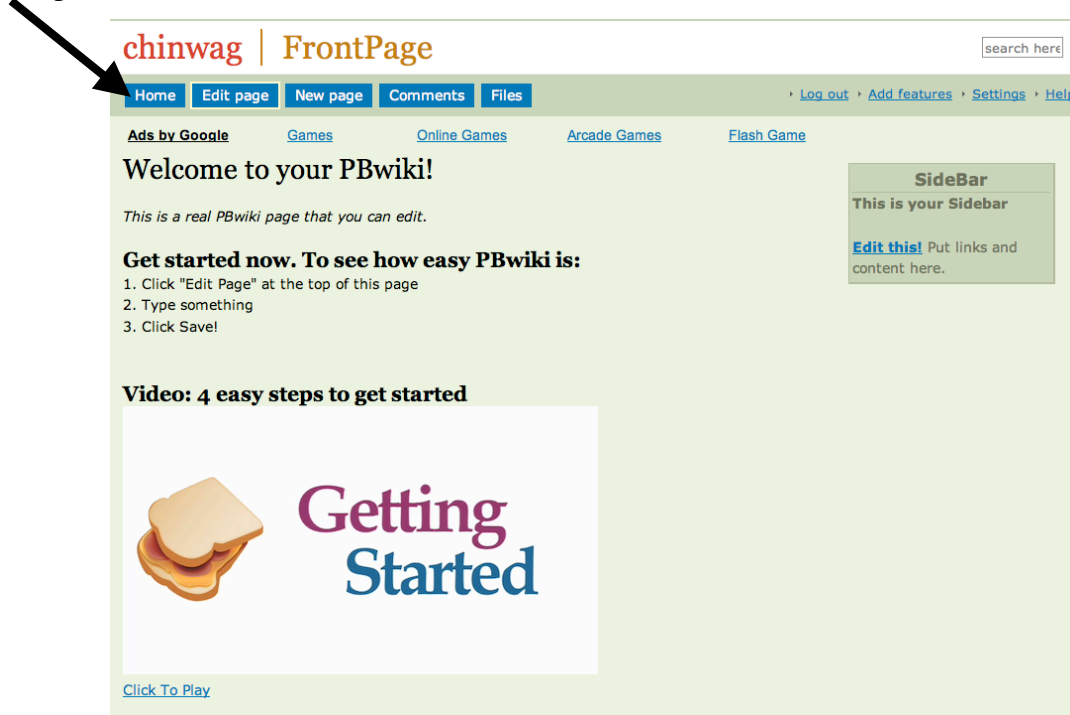
This is what the login will look like when we try to edit or comment on a page.

If you want to be notified of the changes to any wiki, check this box. You will want to do this for your own wiki, but not this one – leave the box blank.

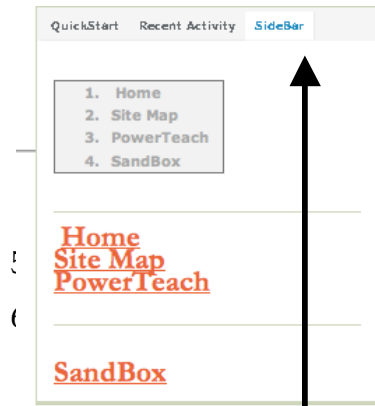
Step 2 Navigate the site

1. This is the home page
2. The navigation bar (Sidebar) on the right appears on all the pages. We'll work with that later to create a menu for your viewers.
3. The top **navigation buttons** start your journey to changing your wiki.
 - a. *Home*: Takes you to the FrontPage, the "Home" page of your wiki.
 - b. *Edit page*: click on Edit page and enter the password if you have not already completed this step.
 - c. *New page*: click to create a new page.
 - d. *Comments*: click to add comments for others to read.
 - e. *Files*: click to add files (pictures, documents). Free wikis have only 10 MB at PBWiki, so watch your use of files. Upload page always tells you how much you have used.
 - f. *Log Out*: log out here
 - g. *Add features*: They cost!
 - h. *Settings*: Free Wikis have limited setting accessibility.
 - i. *Help*: Lots of help available.
 - j. *Ads*: Below the menu bar are the very unobtrusive ads. Other wikis have more ads.
Both Pbwiki and wiki-spaces offer ad-free sites for education wikis.

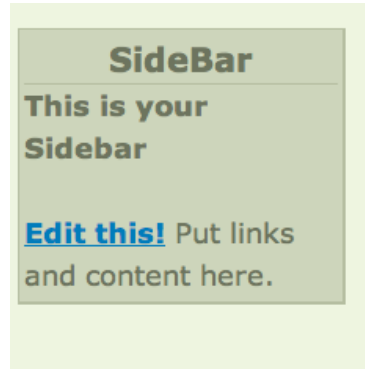
Navigation Buttons:



4. SideBar: Two kinds—

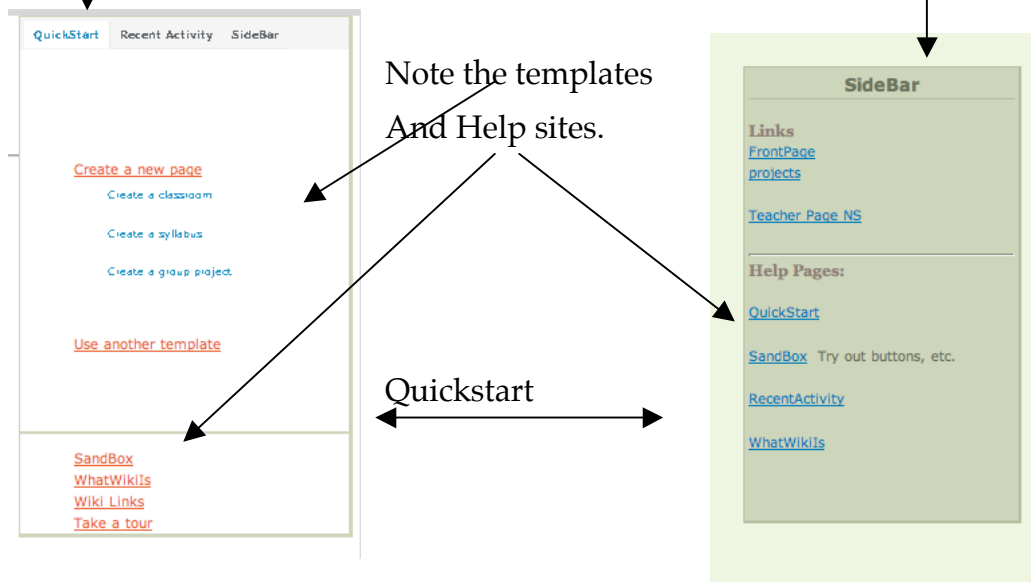


Education Side Bar
Includes tabs (see top).



Other wiki SideBar

7. Quickstart has all the navigation links templates and help pages in the education sidebar. I added them to the chinwag sidebar.

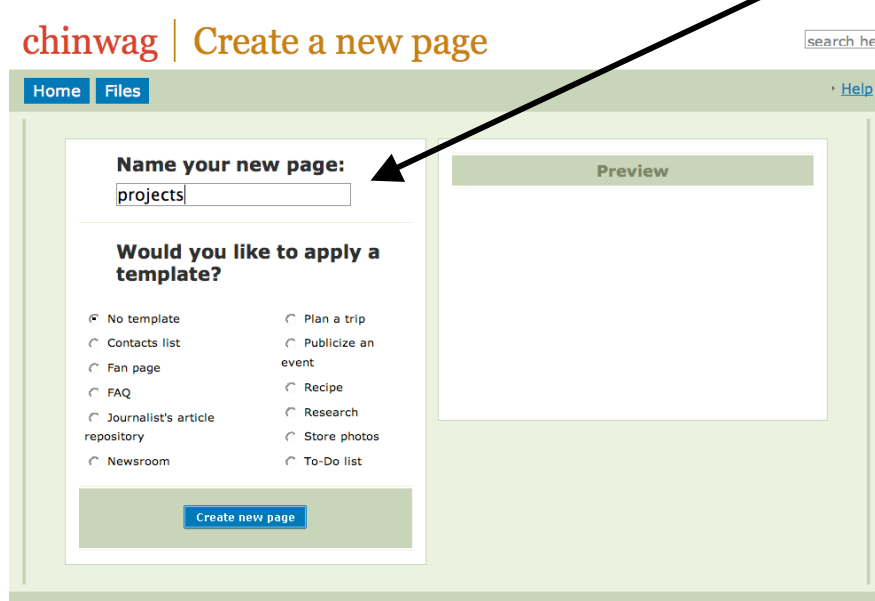


Step 3 New Page

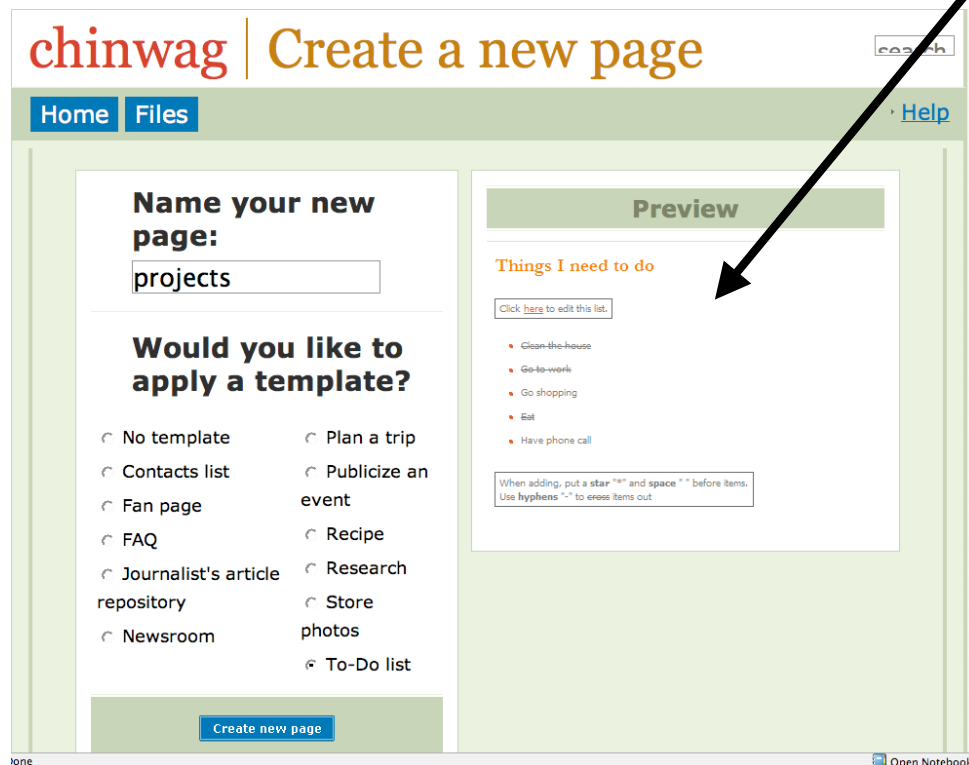
1. Think of a name for your new page.

Start with a letter. Click "New Page" and type your name.

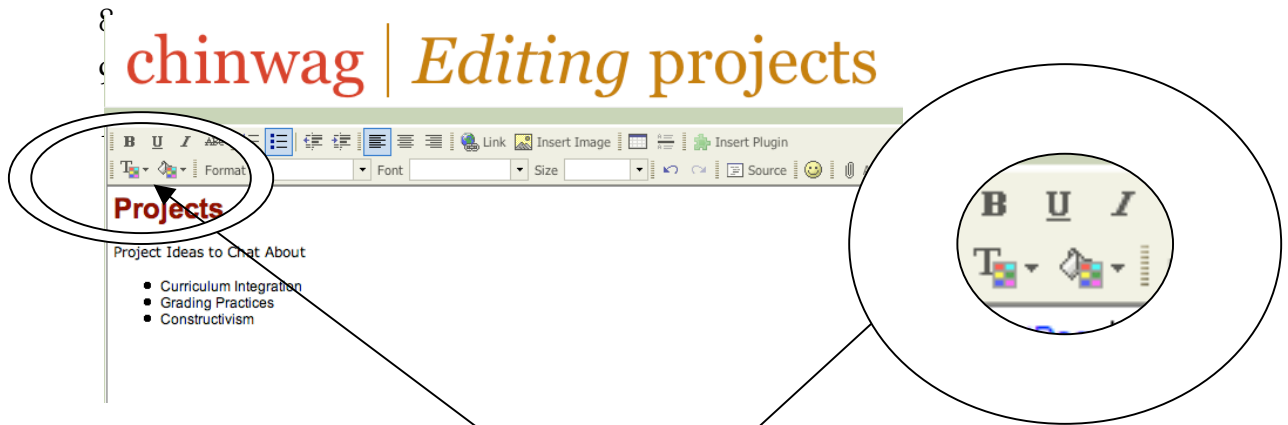
2. Click new page and type in the name. I chose "projects"



I usually choose "no template" and design my own page, but templates are available. If you click in a radio button, a preview appears. Click in "To Do List" and preview displays:



Start with a template to practice. You change the text of the template to fit your site:



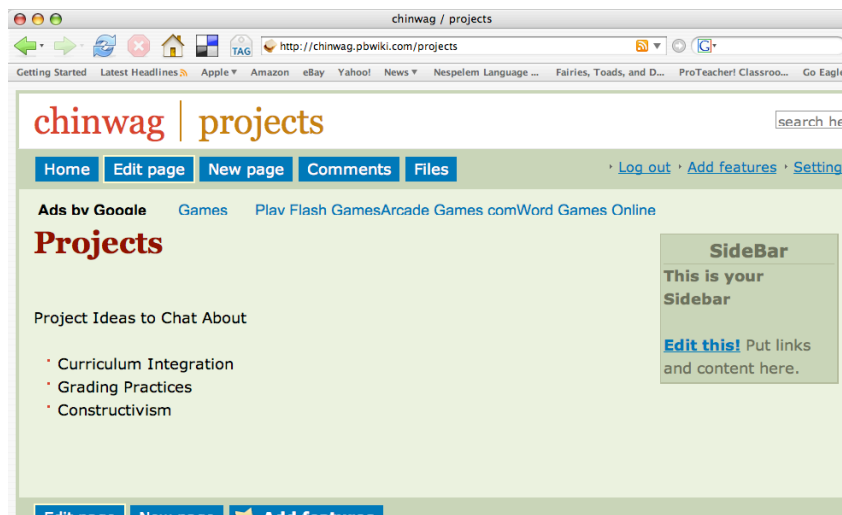
Highlight “Things I need to do” and type Projects.

Keep it highlighted, and choose a text color.

Highlight and change texts.

Notice you can bold, underline, italics, list, justify, add links, insert images, change background and text color as well as font format, type, size. Play around; you can’t hurt it.

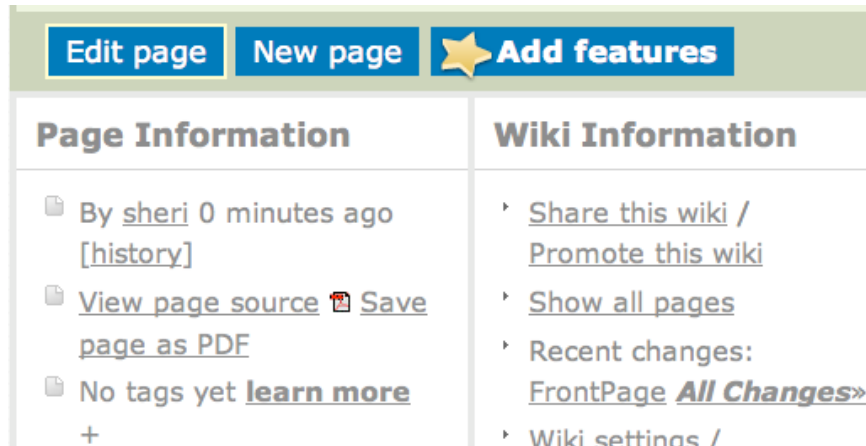
Click “Save” to make changes and view the page as edited:



Wasn’t that easy? And, by searching “recent changes,” you can revert to a former edit. *Recent Activity* shows you which pages have been recently edited.

Step 4 Tips

Look at the bottom of every page for links that will help when you get lost:



The screenshot shows the footer of a wiki page. At the top, there are three buttons: "Edit page", "New page", and "Add features" (with a star icon). Below these are two panels: "Page Information" and "Wiki Information".

Page Information:

- By [sheri](#) 0 minutes ago [history]
- [View page source](#) [Save page as PDF](#)
- No tags yet [learn more](#)
- +

Wiki Information:

- [Share this wiki / Promote this wiki](#)
- [Show all pages](#)
- Recent changes: [FrontPage](#) [All Changes](#)>
- [Wiki settings /](#)

On the right:

If you lose a page, click "Show all pages" for a list of all pages.

If you don't like your changes after saving, click "All Changes" and find your page to revert to a previous edit.

On the left:

→ **Look at history: who did what, where**

View and save a .pdf of your page for backup.

Add tags for others to locate your information (click "learn more" to learn more).

Note: "Add features" add cost!

→ Remember when we checked (or not) "**notification of changes**" box on login? Here's the email with changes: additions in green and red deletions.

From: sheri <notification@pbwiki.com>
Subject: [PBwiki] writer: write7 edited
Date: March 2, 2007 3:41:31 PM PST
To: sunrae1@mac.com

Writer.pbwiki.com/write7 was just edited

sheri (169.204.239.94) changed [write7](#), which you're watching.

The changed portions of the page follow, with **red** indicating removed text and **green** indicating added text.

Keep all previous work on the page. Do NOT erase any work.
Create a link to your new page below.

~~Group Projects~~
~~Sample Links--do not create~~
~~stun~~
~~stun2~~
~~Sample Page+Pages~~
sheemarch

View [write7](#)

Change your [notification preferences](#). You can also [turn off emails](#) completely.

→ **Owners of wikis track changes for appropriateness; use "history," "all changes," and "email notification" (login or settings).**

Step 5 Comments

On any page, click comment and add a comment. To go back click the link (in the sample below, click FrontPage). Notice that any comment can be deleted.



The screenshot shows a web interface for 'toadkids' with a page titled 'Comments on FrontPage'. At the top, there are two buttons: 'Home' and 'Files'. Below them, the page title 'Comments on FrontPage' is displayed. A status line indicates 'Showing 21-31 of 31.' with links for 'earlier', 'later', and 'latest'. A comment is shown from 'Allison Fischer' on 'Apr 29, 5:14 pm', with the text 'did you hear?! jordan and ashlyn cut ashlyns hair!!!!!!!!!! now its shoulder length hee hee tats funny'. A 'delete comment' button is visible to the right of the comment. The user is identified as 'Logged In User'.

Step 5 Editing

1. To edit any page, click the Edit page button. Use the editing tools. Be aware only one person can edit the page at time.
2. Click Save. By clicking the Save button you release the page for viewing and editing to others.

Directions

Starting a New PBWiki

Note: You will want to look at several wiki sites and choose the one for you.
I like PBWiki because 10MB are free, it's easy, the ads are small and unobtrusive.

3. **Think of the name. Think of several.**
 - i. Start with a letter.
 - ii. It's easier to remember with all lower case letters.
 - iii. Have fun.
4. Know your email address. Gmail is free and works well. Gmail is google mail.
5. Go to <http://pbwiki.com> For additional info before you start, click the "educators" "business" "for you" tabs.

Type the name of your wiki Type your email address

pb wiki
Make a free wiki as easily as a peanut butter sandwich.

Note: You've recently edited toadkids.pbwiki.com.

A PBwiki is an easy-to-use web page that multiple people can edit. It's as easy to make as a peanut butter sandwich. 🍪

[Take a tour.](#)

Log In

CREATE YOUR OWN SITE IN 30 SECONDS
Get Started!

Pick a wiki name:
conversation
http://WikiName.pbwiki.com

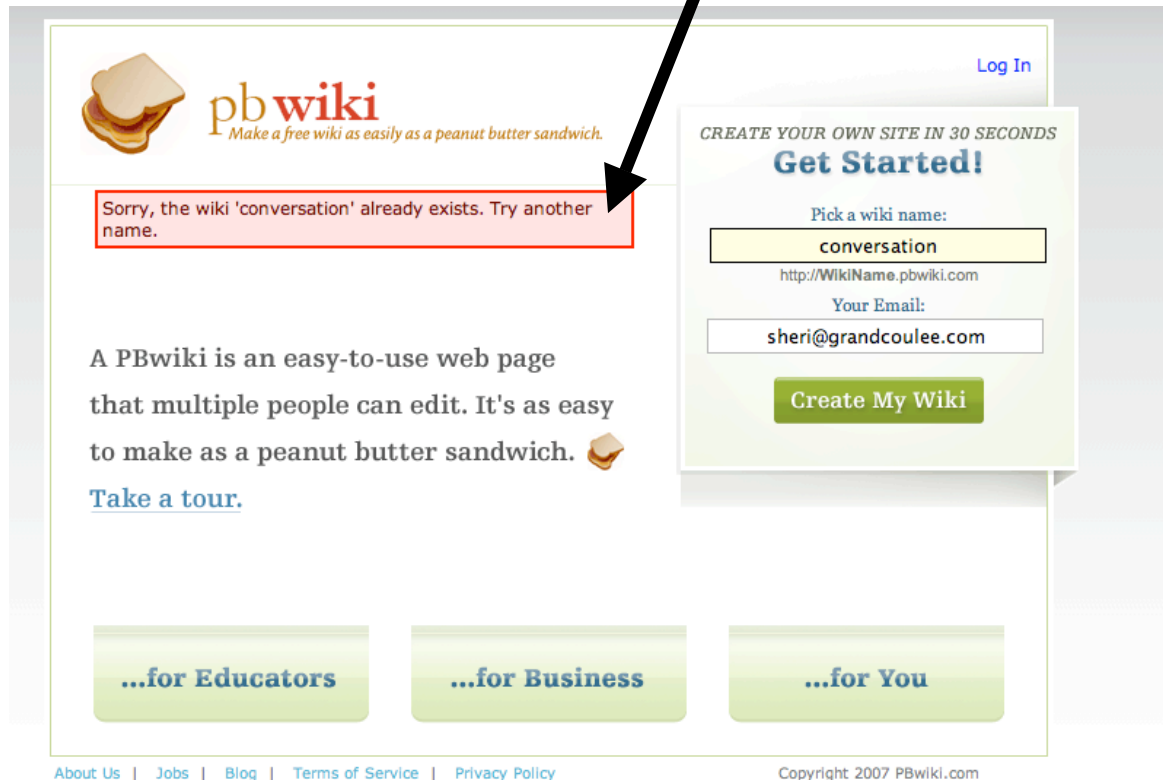
Your Email:
sheri@grandcoulee.com

Create My Wiki

...for Educators ...for Business ...for You

About Us | Jobs | Blog | Terms of Service | Privacy Policy Copyright 2007 PBwiki.com

4. Click "Create my wiki"
Oops! That's name has been taken! Just choose another ☺



If it's not taken, you'll get this message:



Click to play the movie for quick information, and to give your email a chance to receive your confirmation email. You will need to click the link in the email to actually start your wiki.

5. Your email will look like this – click the link to your new wiki.

From: The PBwiki Team <bounce@PBwiki.com>
Subject: Use your new PBwiki (chinwag) now
Date: May 3, 2007 6:52:45 PM PDT
To: Sheri Edwards
Reply-To: The PBwiki Team <support@pbwiki.com>

Hi!

Thanks for creating a PeanutButterWiki at pbwiki.com. You're almost ready to start rolling with your wiki! :)

We won't finish actually making your wiki until you log in, so please do that now. Until you log in for the first time, someone else could still take this name. To finish creating your wiki and set your wiki's password, click below:
<http://chinwag.pbwiki.com/?pwd=imtfAj9b9z>

We hope you enjoy PBwiki and please do tell all your friends about it!

Cheers,
David, Ramit, Nathan & The PBwiki Team

PS: If you have questions or comments, we'd love to hear from you. Please post your thoughts on <http://forums.pbwiki.com/>

6. Now, the set-up screen appears and you will need to choose:
 Password, Usage, Public/Private, Terms of Service, Editor

Here's how:

Think of a really easy **password** so your members will be able to remember it too. Choose your **use** (see picture next page). I chose *social* for this site; it's not for education – it's for conversation. Choose whether or not you want the **public** to see your wiki, or if you want it private. Even if you choose public, no one can change your site or add to it without your password. If you want it public, check the box. Also, read the **Terms of Service** and check the box. You'll want to use the Point and Click **editor**; it's the toolbar that makes using your wiki easy. Click "Take me to my wiki" when done.

Password, Usage, Public/Private, Terms of Service, Editor

chinwag | **Welcome**

Just 3 steps to using your PBwiki

Pick a password

You'll use this to log into your wiki. If you'd like to let friends edit your wiki, you can also share this password with them.

Pick a password:

Confirm password:

What's this wiki for?

Family/Social

Will your wiki be public or private?

Make my wiki public — strongly encouraged. Public wikis make it easy to collaborate, and a password is **always** required to change your wiki.

Agree to our [Terms of Service](#)

New Point-and-Click editor

Take me to my wiki!

(Use 'Settings' to change these later)

What's this wiki for?

Educational
 Church
 Business
 Hobby/Fan
 Family/Social
 Myself
 Just an experiment
 Other...

If your wiki is for education use, PBWiki will not place ads on the site.

The ads that do appear are unobtrusive, however.

Please be true to the usage of wikis and choose the wiki use that best fits your plans for wiki.

7. Now the fun starts: Notice that you are already logged in.

chinwag | FrontPage

Home Edit page New page Comments Files Log out Add features Settings Help

Ads by Google Games Online Games Arcade Games Flash Game

Welcome to your PBwiki!

This is a real PBwiki page that you can edit.

Get started now. To see how easy PBwiki is:

1. Click "Edit Page" at the top of this page
2. Type something
3. Click Save!

Video: 4 easy steps to get started

[Click To Play](#)

SideBar
This is your Sidebar
[Edit this!](#) Put links and content here.

Refer to the previous steps to edit your new wiki. Enjoy the conversations...

"The technique is wonderful. I didn't even dream it would be so good. But I would never let my children come close to the thing."

—Vladimir Zworykin (television pioneer, speaking about television)

Welcome to the 21st Century