Entering Material on the Exploring Science Wiki

More information at Wikidot documentation pages (http://www.wikidot.com/doc).

Some General Tips

- **Keeping on Top of Things ("Watching" the Site)**

  After joining the wiki, go to the bottom of the page and click on link that says something like "start watching site…" (it will appear above the "Edit, Rate, Tags, History, Files, Print, Site Tools, and +Options" buttons. Choose to "watch" this site. Then, as people add pages or make a forum post, you will be notified by email.

- **Create Your Own Personal Page**

  As a member of this site, you can promote networking, discussions, and your professional (current or future) connections. Select a category (see below) from the left sidebar menu that fits with your current situation:

  - Students
  - Educators – Teachers
  - Research & Theorists
  - All Inquisitive Members

  Add the name of your personal page to the index page for one of these categories. This should appear as a link to a new page (your page) in the following format ("members" is a category name that precedes the name of the new page, which is your name – if you have a common name, such as Megan Smith, you may want to name your page something like "megansmith01" to avoid duplicate page names):

  > * [[[members:youruniquename | Your Unique Name]]]

  Once you've added this line to the index page, click on "Preview." If your link appears as "Your Unique Name," click on the "Save" button.

  Now, click on the link to your page. You will see an "error message" with a link at the bottom that says, "create page." Click on this link.

  In the title box at the top, change the name of your page with spaces between words and appropriate capitalization. What appears in this box is what will appear at the top of your page (it doesn't change the "link name" of your page).

  In the large box, you can create a simple bio with photos, graphics, or whatever you'd like to include (follow the instructions below or on the Wikidot documentation pages). Include a section of links to other pages you will create. When you create other project pages, please provide links to them in multiple areas, so that visitors to the site can easily find your pages. For example, create the link in your member page, then copy and paste that link under other appropriate category index pages (that appear in the sidebar menu).

  After creating your personal page, be sure to do 2 things:

  1. **SAVE** your page (you can do this frequently as you work on the page in order to avoid losing your work.
  2. **LOCK** your page so that others cannot change your page. Click on the "+Options" button at the bottom right of the page. A list of additional buttons will appear below. At the right center of these new buttons, click on the "Lock Page" button.

Editing or Adding Material

On most pages, any member can edit or add content.

Click on the "Edit" button at the bottom of the page.
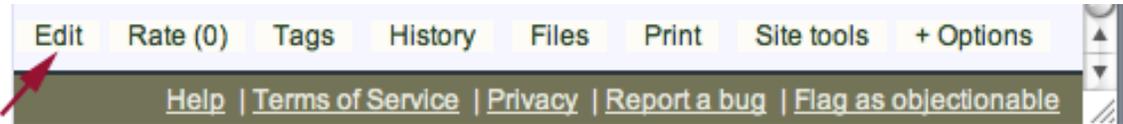
The edit window will appear after the original page content. Editing tool bars will appear between the "Title of the page" box and the page content box. In general, you can highlight the text to which you want to add format tags then click the appropriate formatting button.
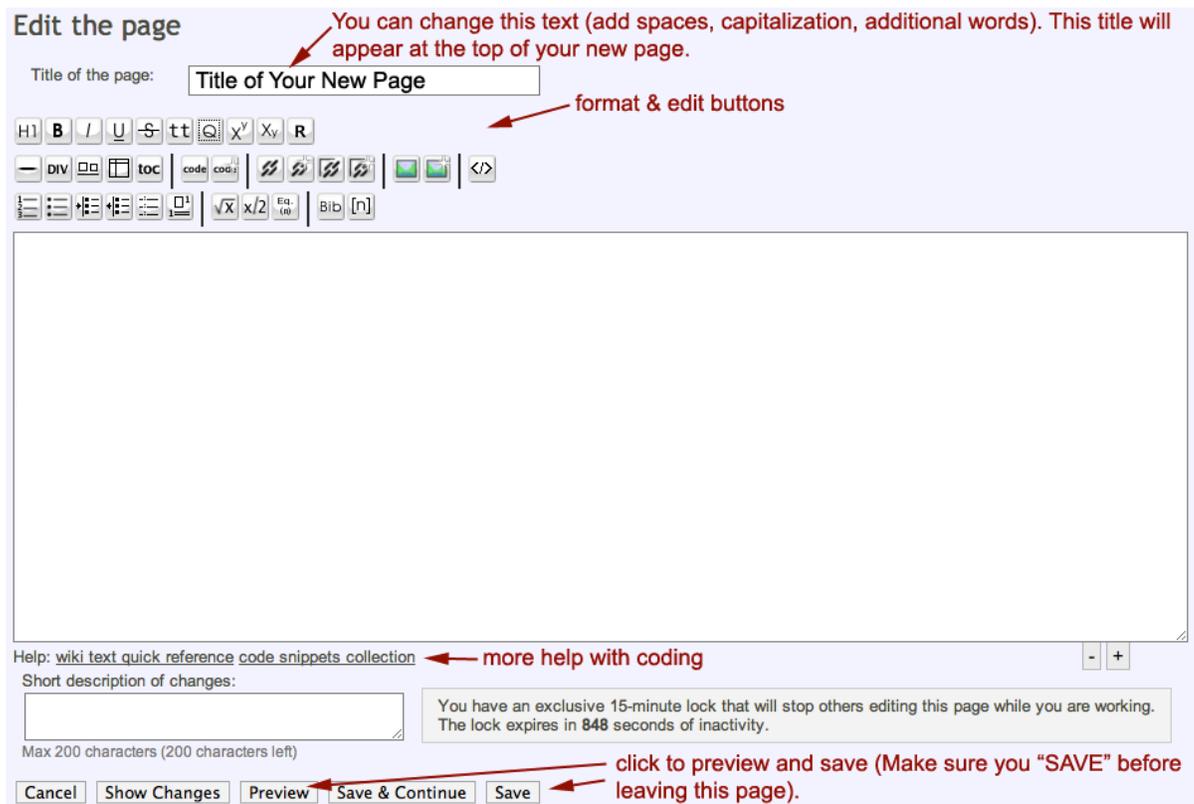
Hold your mouse pointer over a button and the name of the function will appear in a balloon box.

Additional information on formatting tags appears below. A full treatment can be found by clicking on the Wikidot Documentation pages. Go to http://www.wikidot.com/doc.

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 (-) between words.
- All inserted URLs.

- The filenames of files and photos that are uploaded to the wiki.

Naming your Page:

- **IMPORTANT:** Create a unique name for your page, such as "yourname-title" → It is highly recommended that you start the name of your page with your name (first initial and last name).
- 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)

Teacher Education Student Projects = tchredst
Teacher Projects = tchr
Teacher Educator Projects = tchred
Sustainability = sustain
Reflections and Analyses = refl
Videos = videos
News *(Announcements, What's Cool?, etc.)* = news
Members Pages = member

→ The name should look like: tchredst:name-of-my-page

→ Category names help organize the site. Put a category name followed by a colon before the title of your 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.

Steps to Creating a Page

1. Click on the category link for your page in Navigation panel (left side), such as "Explorations" or "What's Cool?." (**AVOID using the "Add a new page" box** in the left side panel. It is more difficult to link your page from the appropriate Index Page).

2. Click on the "Edit" button at the bottom of this index page.

3. Add the title of your new page enclosed in triple square brackets, followed by a vertical line and the Title of Your New Page as you want it to be seen in the index:
   - [[[category:title-of-your-new-page | Title of Your New Page]]]
   - → SEE "Naming Your Page" above.

4. If other pages are already linked, follow the same coding patterns and add your page after the last one or in the appropriate subcategory, if such subcategories are listed.

5. Click on the "Preview" button. Make sure your title appears correctly.

6. Click on the "Save" button.

7. Now, click on the link to your new page.

8. An error message page will appear with a link: "create page." Click on this link.

9. 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 filename**.

1. Click on the "Files" button at the bottom of the page.
2. Click on the "Upload a file from your computer" link at the center bottom of the page.
3. Click on "Select Files."
4. Find your file and add it.
5. Click on "Upload."

10. Copy and paste your page content from your word processing file into the page editing box.

11. 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.

```
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**Post a Comment:**
[[module Comments]]
```

The dotted line (------) adds a horizontal line.

The text enclosed by a pair of double asterisks (**text**) puts the text in boldface.

The code inside the double brackets adds a comment box with appropriate formatting tools.

12. To add your **uploaded photos to the same page in which you want them to appear**, use the "image wizard" button in the tool bars (a green box to the right of center).

13. 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.

14. 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.

15. Go back to the original 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.

16. 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.

Common Wiki Codes

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

FUNCTION	CODING EXAMPLE
Heading – Level 1 (largest)	+ Title Heading
Heading – Level 2	++ Title Heading
Heading – Level 3	+++ Title Heading
Heading – Level 4	++++ Title Heading
Bullet	* Bulleted list item
Numbered item in list	# List item
Block quote text in a paragraph (indents whole paragraph)	> Paragraph in block quote
Italics	//your italicized text//
Boldface	**your boldfaced text**
Superscript	^^superscripted text^^
Subscript	,,subscripted text,,
Centered text	[[=]] text to be centered [[/=]]
Clickable link (just as it appears)	http://exploringsciencewiki.wikidot.com
Linked text	[[[http://exploringsciencewiki.wikidot.com | EcoMind]]]
Linked email address	[joeschmoe@email.com Email Joe Schmoe]
Link to page in this wiki site (use category name when appropriate, followed by colon and page name)	[[[groups:courses]]]
Link to file (file must be uploaded to the page on which it will be linked)	[[file filename.pdf | Name of File]]
Embedded image (uploaded image must be uploaded to the same page)	[[image http://image.someplace.com]] or [[image myphoto.jpg]]
Adjust size of image	[[image nameofimage.jpg width="300px"]]
Float text around the right of the image	[[f>image nameofimage.jpg]]
Float text around the left of the image	[[f<image nameofimage.jpg]]
Center the image	[[=image nameofimage.jpg]]
Embedded video (you can center your embedded image by using: <center>… embedding code… </center> ➔ this should occur between the [[html]]…[[/html]] tags	[[html]] Embedding code from YouTube or elsewhere [[/html]]