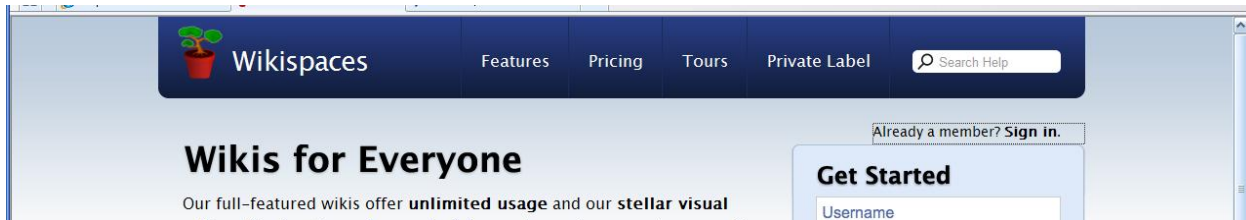


# USING WIKISPACES

1. Go to <http://www.wikispaces.com/> (note – make sure you have the ‘s’ in WikiSpaceS or you’ll go to the wrong place)
2. You should see the following screen (look for the flowerpot symbol). Click “SIGN IN” over near the right side.

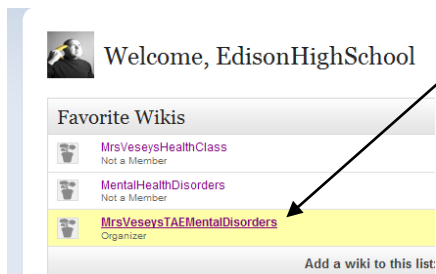


3. Log in using the following:

User Name:

Password:

4. Select Mrs.VeseysTAEMentalHealth Disorders from the list.



*OR* you can just go to [www.heightsschools.com/taelibrary](http://www.heightsschools.com/taelibrary) and click on the link for Mrs. Vesey's Health Class

5. Click on one of the topics from the links on the left-hand menu to add information.
6. To Edit the page find the button at the top of that page, on the left or right, that says **Edit** or **Edit This Page**. Click that button to enter editor mode and then just start typing. *Don't forget to save when you are done or you'll lose your changes!*
7. Changing the look of the text on a page in Wikispaces is a lot like using a simple word processor . Use the **bold**, *italic*, and underline buttons for simple formatting, or use the **Color and Style Editor** button to change your text's size, *color*, font, and more.



**Remember – EDIT, WRITE, SAVE!**

Don't forget Mrs. Vesey and I can see who is making what changes so *please*, be appropriate.

## How Do I link to another Web site?

1. Highlight the text or image that you would like to make into a link.
2. Select the **Link** icon from the editor toolbar.
3. Select the **External Link** tab.
4. Type or paste the URL into the **Address** field.
5. Click the **Add Link** button.
6. Save the wiki page.

## How do I add an image?

1. Place the cursor where you would like the image to appear.
2. Select the **File** icon from the editor toolbar.
3. Click the **Upload Files** button.
4. Page through your files, search by file name, or sort by tag.
5. Click on the image to place it on the page.
6. Click on the image to get the **File Properties** popup, and adjust the alignment and size of your image, or add a caption.
7. Save the wiki page.

## How do I add a file?

1. Place the cursor where you would like the link to your file to appear.
2. Select the **File** icon from the editor toolbar.
3. **Upload Files.**
4. Page through your files, search by file name, or sort by tag.
5. Click on the file to place it on the page. Images, videos, and audio clips can be embedded directly into the page. For other file types — including PDFs, Word docs, Excel spreadsheets, and PowerPoint presentations — the **Embed File** option will place a link to the file on the page.
6. Save the wiki page.

## How do I embed a video from another site?

1. Place the cursor where you would like the video to appear.
2. Select the **Widget** icon from the editor toolbar.
3. In the **Widgets** tool, select **Video** from the side menu and choose your video service or click **Other**.
4. In a separate browser window or tab, navigate to your video. Look for something that says “Embed” (or maybe "Share"), followed by a piece of code. Copy this code.
5. Back on your wiki page, paste the copied code into the field in the **Widget** tool. Hit **Save**.
6. Click on the embedded widget (in editor mode, it will be a blue square) to get the **Widget Properties** popup, and adjust the alignment and size of your video.
7. Save the wiki page.