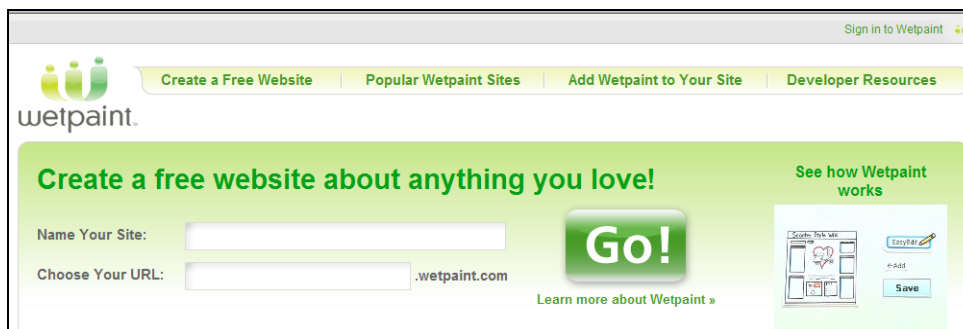


# Practical: Using Wetpaint to create a simple wiki

Open the web browser , go to <http://chilltraining.wetpaint.com> – where a simple 2 page wiki has been created. During this practical session we will create a copy of this wiki individually. If there is time after creating the copy, then please feel free to experiment further.

## Registering to get a wetpaint wiki.


1. Point browser at [www.wetpaint.com](http://www.wetpaint.com)
2. The welcome screen will open:

The image shows the Wetpaint welcome screen. At the top, there's a navigation bar with links: "Create a Free Website", "Popular Wetpaint Sites", "Add Wetpaint to Your Site", and "Developer Resources". Below this, the Wetpaint logo is on the left. The main area has a green header "Create a free website about anything you love!". Underneath, there are two input fields: "Name Your Site:" and "Choose Your URL:". To the right of these fields is a large green "Go!" button. Below the "Go!" button is a link "Learn more about Wetpaint »". On the far right, there's a section titled "See how Wetpaint works" with a small diagram and "Add" and "Save" buttons.

3. Complete the two boxes by selecting a name for the site eg PB's TrainingWiki and a unique URL eg PBTraining. Then click the large Go! Button.
4. The first of three screens will open with the information you've already given filled in. The first screen has 2 sections:

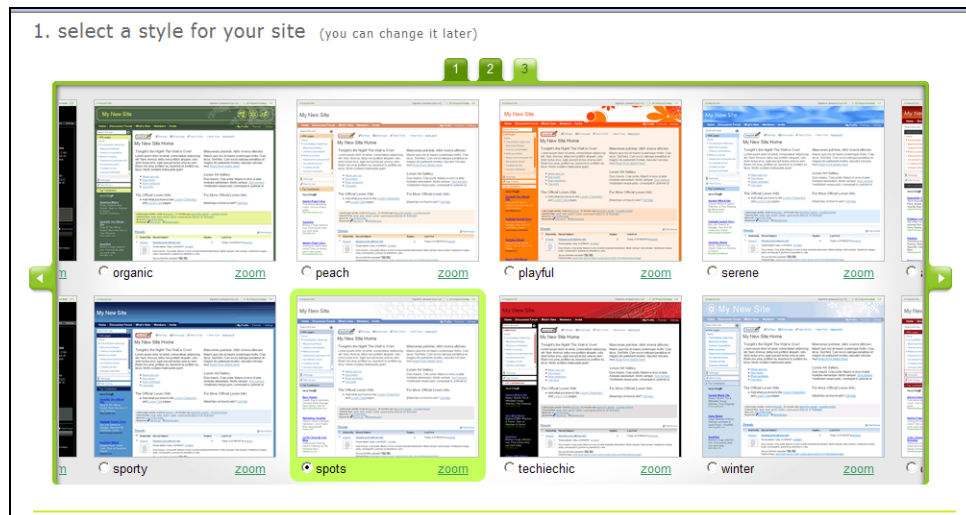
The image shows the first section of the Wetpaint registration process. It's titled "1. name and describe your website". At the top, it says "creating your own free Wetpaint website is as easy as 1,2,3" with tabs for "1. the easy part", "2. the fun part", and "3. the other part". Below the title, there are three input fields: "Create a site name" (filled with "PB's Training Wiki"), "Create a URL / Address" (filled with "http://pbtraining"), and "What's your site about?". To the right of these fields, there are instructions: "Your name will appear in the upper left hand corner of your site. Be descriptive. You can change it later Example 'Seattle Mountain Bikers'", "A concise explanation of what the site is about. Use full sentences rather than a list of descriptive words Example 'The Seattle Mountain Bikers site tracks commuter routes...' 'How is this used?'", and "Categories help people find your site.". Below the "What's your site about?" field, there's a "Select a category for your site" dropdown menu. At the bottom, there's a question "Who can view your site?" with two radio button options: "Everyone: A public site allows anyone on the web to discover, explore and join your site." and "Invited members: A private site is only viewable by people you invite."

5. You need to supply a site description as response to What's your site about? Eg This is a training wiki to learn how to create wikis. You also need to select a category – the most appropriate one is Education. At the bottom of this first section is the question that controls whether this is a public wiki – ie everyone can view or private – restricted to those you invite to the wiki.
6. Now move to second section on the page:

The image shows the second section of the Wetpaint registration process. It's titled "2. tell us who can edit your site (you can change it later)". There are three radio button options: "Anyone can read your Wetpaint site, but who can edit it?" (with a lock icon), "Everyone, even anonymously" (with a key icon), and "Only people I invite" (with an envelope icon). Below these options, there's a green button "I'm not sure what to pick — help me choose". At the bottom, there's a "Cancel" link and a large green button "Continue to Step 2: the fun part". The footer contains links: "About Wetpaint", "Wetpaint Blog", "Press Room", "Premium Services", "Jobs", "Help", "Feedback", "Developer Resources", "Contact Us", and copyright information: "wetpaint.com, inc. © 2009 Privacy Terms of Service".

Select the most appropriate setting for the writing security. Click the large green button to proceed to step 2.

7. In step 2 you can select one of 12 free design themes from the gallery offered:



After selecting the style you want by clicking in the radial button below it. Below this is a section which allow you to preview the top banner of your wiki. At this stage you can change your mind about the name or even replace the name with a logo you've prepared earlier. When you are happy with the top banner, click the large green button which moves you to the third step.

8. The third step is creating a wetpaint account

You need to create a unique user name, select your self a password, give and confirm your email address, opt in or out of mailings and give your date of birth and type to two captcha strings of characters. Then click the final large green button invite friends to help.

You can have more than one wiki and if you are creating a second or third wiki you can simply log in using existing user name and password and type the captchas.

9. Inviting others to lend a hand is optional and today we will not do this, simply scroll to the bottom of the page and click the link "just create my site".

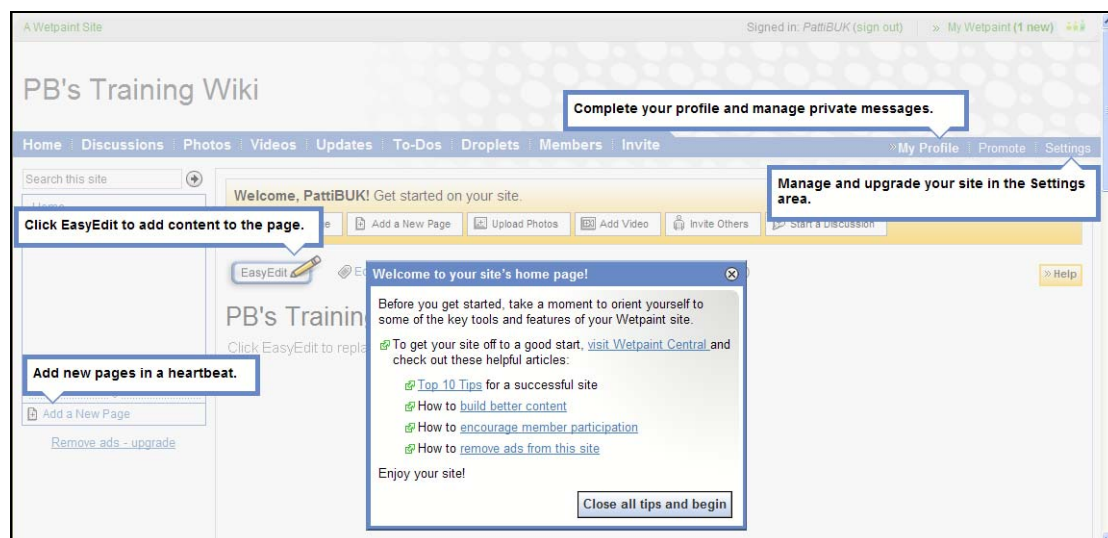
10. The site will then be created and you will see a congratulations message:



11. Click the green button to enter the site.

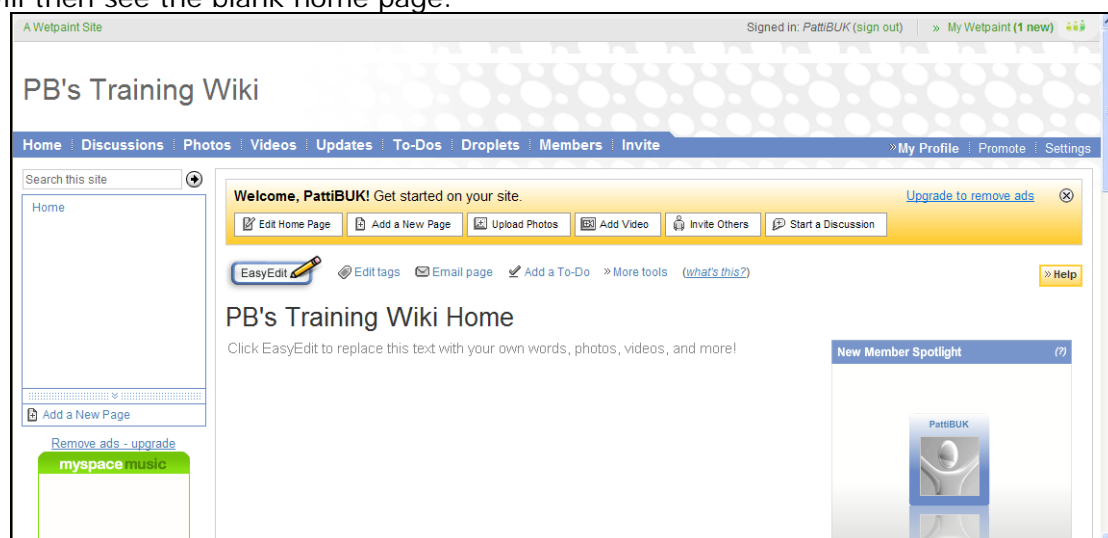
## ***Adding content to your wiki's home page***

The first page of any wiki is its home page. The first time you open it you will see the following messages and annotations:



It is useful to visit Wetpaint Central <http://www.wetpaintcentral.com/> as it has a host of articles, tips and FAQ's which will help you get the most out of wetpaint, but for today's session let's click on the button "Close all tips and begin".

You will then see the blank home page:

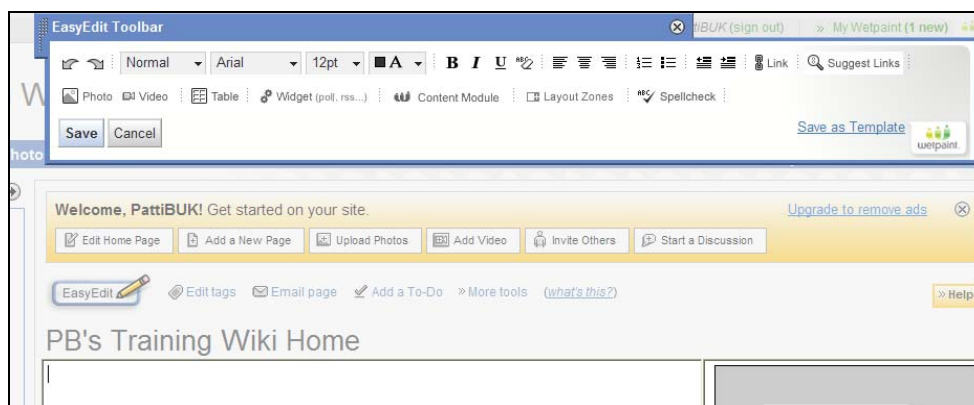


The home page is laid out with:

- left-hand side bar containing
  - search facility,
  - list of the pages in the wiki, appear as nest navigation tree
  - an ad box – this appears on most free wetpaint sites (you can pay & this is removed)
- main text area with function buttons and down the right hand side content modules
  - New member spot light
  - Recent site activity – a list of the edits made
  - New Gallery photos

**Click the "EasyEdit" button** to get started with Wetpaint WYSIWYG editor.

This brings up the EasyEdit toolbar on screen at top of screen – gives many options just like a word processor for text layout and formatting and some additional functions too:



The cursor is sitting in the main text area, type the following text:

This is a simple wiki

Its aim is to demonstrate how easy it is to create web pages using these tools

Wetpaint has a simple 3 step process for creating a wiki:

Choose a name, URL and category

Pick a basic theme from one of 12 offered

Create an account - ie select your own username and password. Give your email address

After the 3 basic steps you can invite others to join in or simply start creating pages.

Wetpaint has a nice simple editor for pages, and also supplies some standard page template too.

You don't need to know html to create a web!

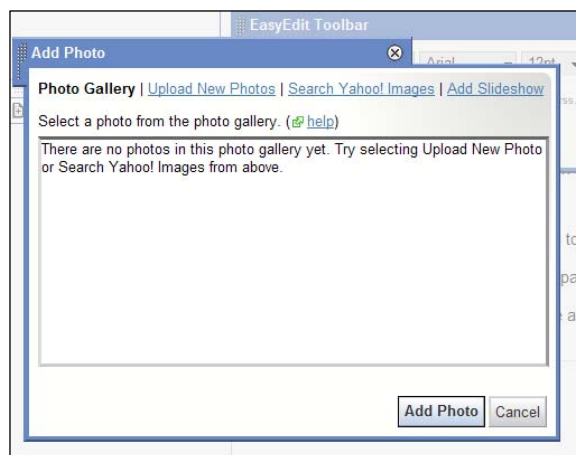
Now use the formatting buttons to make the 3 steps a numbered list and to bullet the last two lines. Experiment also with changing font styles and colours.

Now insert a couple of blank lines.

Next we will **insert a picture** by clicking on the Photo button: it opens a further pop up window on the screen called "Add Photo":

At this point we could upload photos from our computer or add a slideshow, but today we will use the option "Search Yahoo! Images!"

This opens a window which allows us to search for images – try the word Training and select any picture, you will then be prompted to name it, give a description and keyword tags. Then when you click add further options are offered to control positioning of image relative to text, size of photo, clicking Done insert the finalised picture.



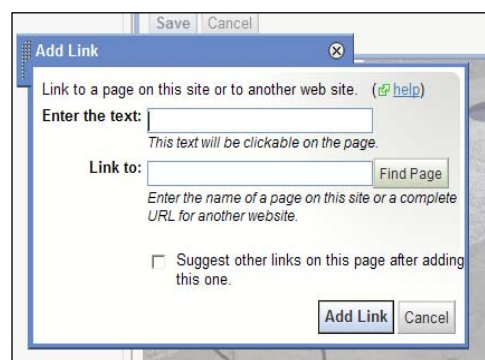
Again insert a couple of blank lines

Finally on the home page let's **insert a link** to another website:

Clicking on Link in the EasyEdit Toolbar brings up the Add Link dialog

In this box you simply type the link text and URL eg CHILL CPD Wiki and <http://chillcpd.pbwiki.com>, then click the "Add Link" button

When you have completed the page simply click "Save" button in the EasyEdit toolbar – you will be offer option to



make a note on the edit, just click "Save" again to exit without adding any note.

## Adding a page to the wiki

Can be done either by:

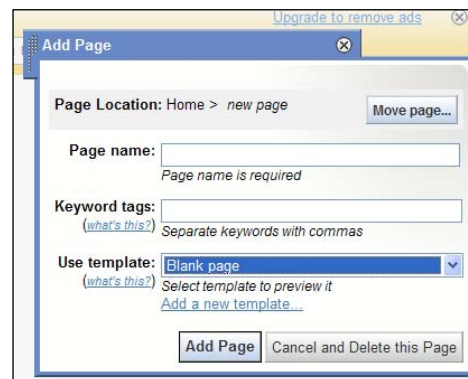
- clicking the "Add a New Page" button in the Welcome bar
- clicking on the text at end of page listing in the side bar on left of screen

It opens the New Page dialog

Here we must supply a page name eg "Wild about wikis course"

Keyword tags are useful but not compulsory

Templates – for this example use the Blank page. There are a number of pre-defined templates like Calendar (weekly or monthly), schedule (for room bookings), photo gallery (option 1 or option 2) & text with photo. You can also define and save own template.



To edit the page again click EasyEdit button

Let's look at some of the other options on the toolbar: click on **Layout zones** – this allow us to set the page to be single column of a wide column and a narrow one – select this second option for this page and click "Save layout zones"

Now click into the **wide column** and type "Course outline" make this appear as a heading by change appearance from Normal to Heading.

Next let's **insert a table**

Go to a new line then click on Table in the EasyEdit toolbar.

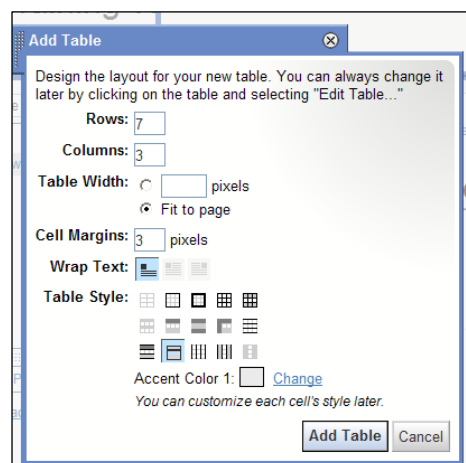
It opens the Add Table Dialog. Here you can set number of rows, columns, width (fixed number of pixels or to fit page), cell margins, text wrap and table style from gallery of 15. You can chose the colours used in the tables too.

Once you have made your selections click "Add Table" button.

A blank table will be inserted ready for you to type data

Headings in table can be centred by using centre button.

You can move cell to cell in the table by using the cursor keys



**Data for table:**

Time	Activity	Leaders
13.45-14.00	Registration	
14.00-14.15	Introduction	Shaun
14.15-15.00	Talks by CHILL members about their wikis	Matt & Louise
15.00-15.20	Refreshments	
15.20-16.30	Practical - Create a simple wiki	Patti
16.30-17.00	Roundup discussion & feedback	Patti & Shaun

Now lets click across into **2<sup>nd</sup> column** on our page

Here we will look at some **widgets**. Click on Widgets and the Add Widget dialog opens.

Let's start by adding a YouTube video, click Select

A search dialog will open and if you use "wiki" as your search term you should easily be able to find a video entitled "Wikis in plain English"

Click to highlight it then click on "Add YouTube Video" button

You can then control the size of the video window and its position in regard surrounding text.



## Finally

Today we have only scratched the surface of what can be done with wiki's, you can experiment further either on the pages already created or make a new page and play around on it.

Wetpaint is just one example of wiki software. It is powerful and allows you to do a lot, however for those control freaks amongst us it has just one minor draw back you can't view or edit the html code directly, which mean that sometimes you can't get exactly what you want.