**10 STEPS TO CREATE YOUR WIKI**

1. Decide the purpose of the wiki
2. On a piece of paper create a list of navigation links for your wiki page
3. Sign-up/create an account- in www.wikispaces.com
4. Log on to your wiki
5. On the welcome page, click on the EDIT TAB and write out an introductory note.
6. Click on the link that says EDIT NAVIGATION (left hand bottom corner)
7. Type out your list of navigation links
8. Convert items on your list into links- highlight and click on the LINK tab
9. Once the navigation links appear active, start editing/populating each page by clicking on the link and editing the page
10. Save any entries made before you exit.

**HOW TO UPLOAD ATTACHMENTS**

Click on the EDIT tab

Click on the FILE tab

Upload your file in the window that pops up

Double click on the file in the UPLOAD window when it is ready

Close the window and go back to the page where you wanted to upload the file and it will be there!

**HOW TO ADD LINKS**

Click on the EDIT tab

Click on the LINK tab in the page

In the window that opens, click on the tab that says EXTERNAL LINK

In the window that opens, type in the text which when activated should open the link

Copy-paste the URL in the box below

Click on ADD LINK , Close the window and the link appears on the page