

WikiSpaces Cheat Sheet

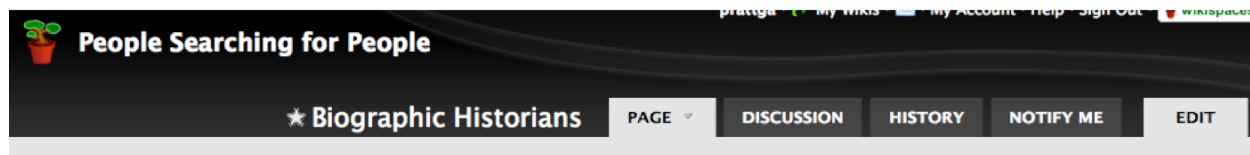
<http://lis608.wikispaces.com>

This site will help you with the process of creating a Literature Review and will be used **only** for this purpose. Any announcements or information about LIS608 will **not** be posted to this site, but to the class website and blog (<http://lis608.wordpress.com>).

Once logged into the site, at the top of the left-hand navigation you will see New Page, Recent Changes and Manage Wiki options. You should not need to use any of these links. If you think you do need to create a new page or manage the wiki, please contact prattga@gmail.com first.

To begin:

Go to your group's section (Biographic Historians, Genealogists & Family Historians or Social Network Communities) and you will see four tabs at the top of the page: Page, Discussion, History, Notify Me and on the far right, Edit. Below are descriptions of what each of the tabs do.



Page

This is the “Homepage” for your group, where you will display your annotated bibliography. You can add your contributions by selecting the “Edit” tab on the far right and a text editor will pop-up. Each entry of the annotated bibliography should include a complete reference (in APA style) of the reviewed article or book chapter, the related abstract if possible, and your annotations. Please add your name at the end of each entry.

Discussion

Here is where you can discuss strategy or details with your group, and/or add articles as you find them. If you come across a relevant article for another group, feel free to post it on their discussion board! You can add a discussion topic by clicking on the “New Post” button on the page. You can respond to a specific post by clicking on the subject line and scrolling to the bottom of the post and using the “Reply” box.

History

This is where every saved version of your homepage has been stored. You can see who has been editing the page and when. A potentially useful feature of this section is that you can compare two versions of the same page to see where changes have been made. You can do so by clicking the “Select” button then the “Compare” button on another page version.

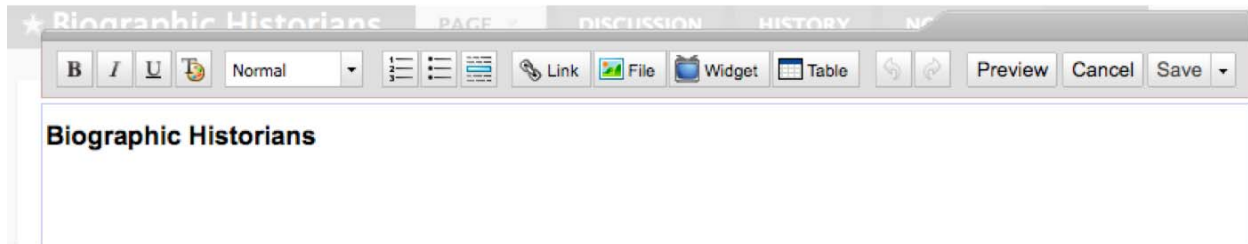
Notify Me

Here you can sign up for notifications of site updates.



EDIT

The Edit tab only appears when you are on the Homepage of your section (or the wiki homepage). As with most editors, **only one person can save changes at a time**. You will be notified if someone else is editing. To avoid overwriting someone else's work, do not save your work if someone else is working on the page; wait until they are done, then edit the newer version of the page. All versions of a page that are saved are saved in the History, so if your information is accidentally overwritten it should be available in the History tab as long as you saved it in the editor. **Please be sure to back-up your work** (in a Word document, etc.).



The editor has basic text editing functionality, including bold, underline, italicize, color and size. Bullet points and automatic numbering is available, as is adding a line. There are options of adding a hyperlink, a file/image, a widget (from a list of WikiSpaces widgets) and a table.

If you have any issues or questions with the editor, please contact prattga@gmail.com or the Tech Tutor at techtuto@pratt.edu.