

How to – Insert Pictures into a Wiki Page.

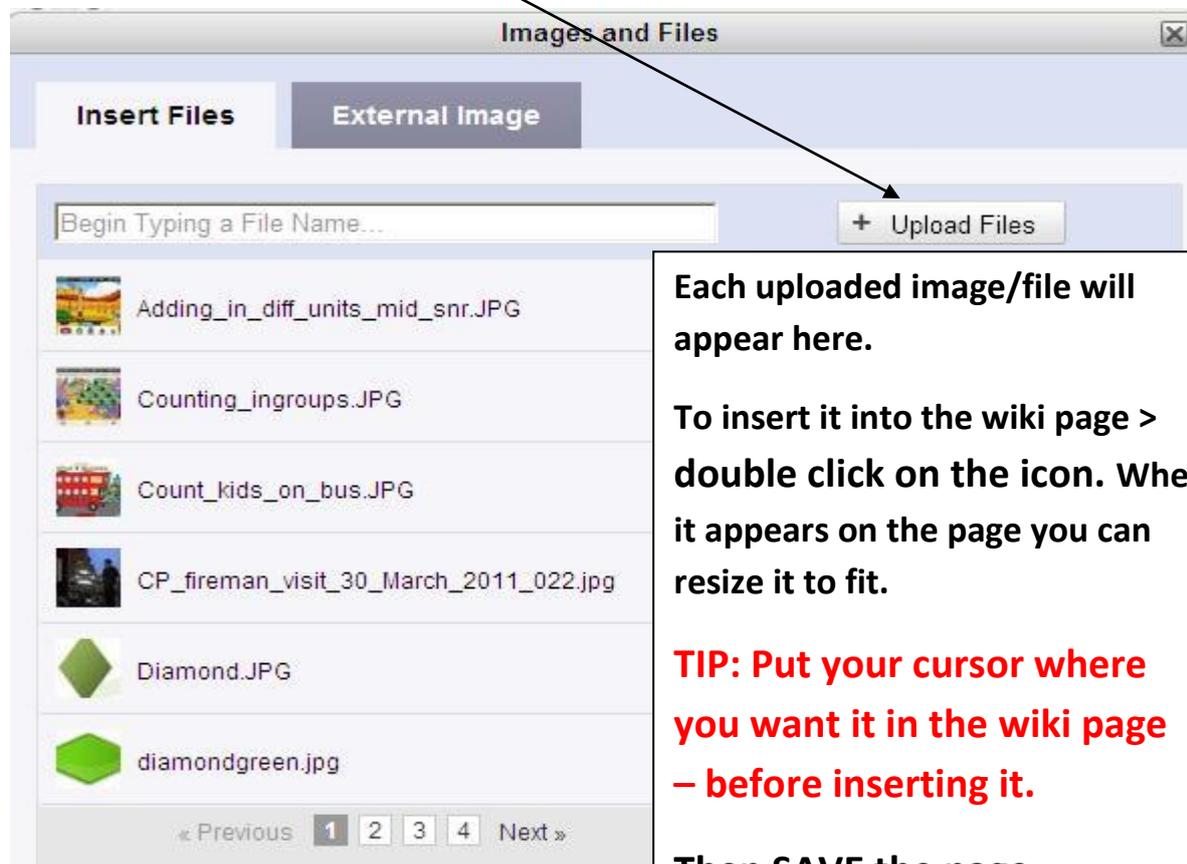
Handy Tip: You can work in MS Word and copy and paste text (size, font and colour) and tables directly into your open wiki page.

1. First choose the pictures/icons you will use for each group eg: triangles, circles, tigers, turtles etc. Save each icon as a “.jpg “ in a folder on your computer.

2. Upload each of these to your wiki. Log in and click on the EDIT button. Then click on the FILE button.



3. Click on UPLOAD FILES, and select the images you wish to upload from your folder.

A screenshot of the 'Images and Files' dialog box. It has two tabs: 'Insert Files' (selected) and 'External Image'. Below the tabs is a search bar with the text 'Begin Typing a File Name...'. To the right of the search bar is a '+ Upload Files' button. Below the search bar is a list of files with their names and small thumbnail icons. The files listed are: 'Adding_in_diff_units_mid_snr.JPG', 'Counting_ingroups.JPG', 'Count_kids_on_bus.JPG', 'CP_fireman_visit_30_March_2011_022.jpg', 'Diamond.JPG', and 'diamondgreen.jpg'. At the bottom of the dialog box are navigation buttons: '<< Previous', '1', '2', '3', '4', and 'Next >>'. A black arrow points from the 'Upload Files' button in the dialog box to the '3. Click on UPLOAD FILES...' text above it.

Each uploaded image/file will appear here.

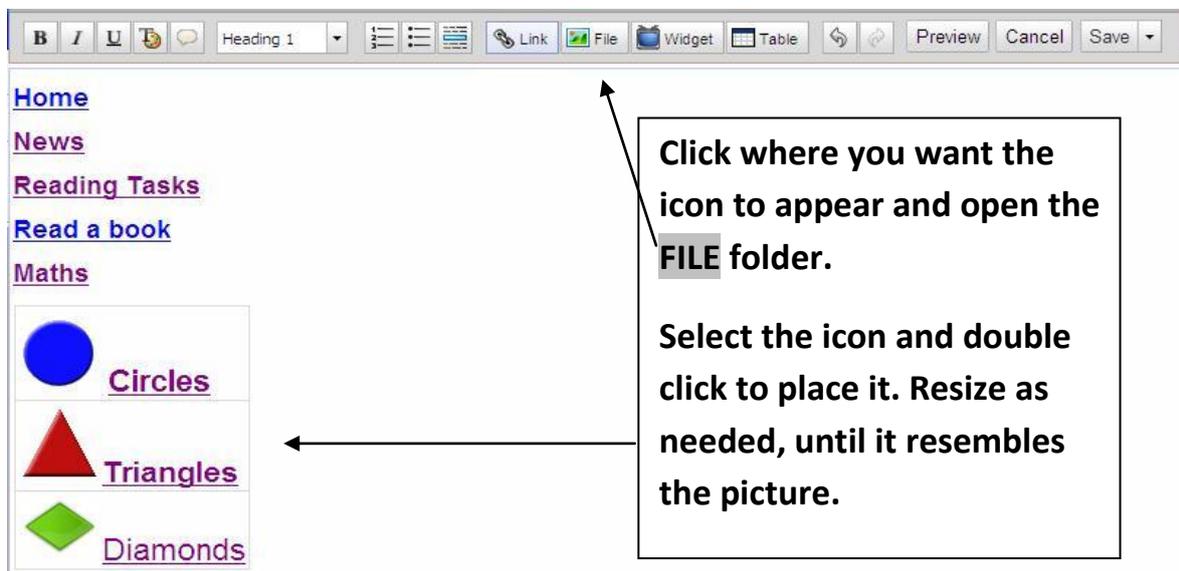
To insert it into the wiki page > double click on the icon. When it appears on the page you can resize it to fit.

TIP: Put your cursor where you want it in the wiki page – before inserting it.

Then SAVE the page.

How to – Set up Activities for Groups in your Class Wiki.

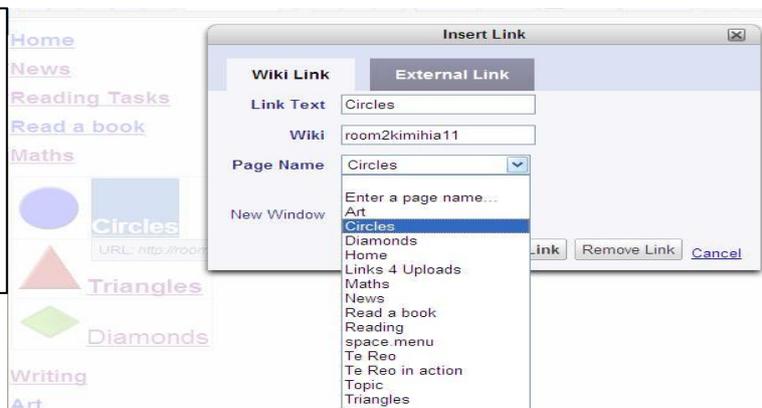
1. First, open a page in MSWORD and create a TABLE (2 columns and one row for each group icon). Make it small enough for the navigation bar. Write the name of each group in one cell and leave the other for the icon.
2. Click on **EDIT NAVIGATION** to open the page (bottom left on Navigation Bar).
3. Copy the table from WORD and paste wherever you want it in the Wiki Nav Bar.



The screenshot shows a Wiki navigation bar editor interface. At the top is a toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Table, Link, File, Widget, and Preview. Below the toolbar is a navigation bar with links for Home, News, Reading Tasks, Read a book, and Maths. Under the Maths link, there is a table with three rows and two columns. The first row has a blue circle icon and the text 'Circles'. The second row has a red triangle icon and the text 'Triangles'. The third row has a green diamond icon and the text 'Diamonds'. A text box on the right contains instructions: 'Click where you want the icon to appear and open the FILE folder.' and 'Select the icon and double click to place it. Resize as needed, until it resembles the picture.' Arrows point from the text box to the 'FILE' button in the toolbar and to the table area.

4. Click on the text or icon to create a link from there to your group page.

Choose the page you wish the link to Navigate to and click "ADD LINK".
Then SAVE the page.



The screenshot shows the 'Insert Link' dialog box in a Wiki editor. The dialog has two tabs: 'Wiki Link' and 'External Link'. The 'Wiki Link' tab is selected. The 'Link Text' field contains 'Circles'. The 'Wiki' field contains 'room2kimihia11'. The 'Page Name' dropdown menu is open, showing a list of pages: 'Circles', 'Diamonds', 'Home', 'Links 4 Uploads', 'Maths', 'News', 'Read a book', 'Reading', 'space.menu', 'Te Reo', 'Te Reo in action', 'Topic', 'Triangles', and 'Writing'. The 'Circles' page is selected. The dialog also has buttons for 'Add Link', 'Remove Link', and 'Cancel'.