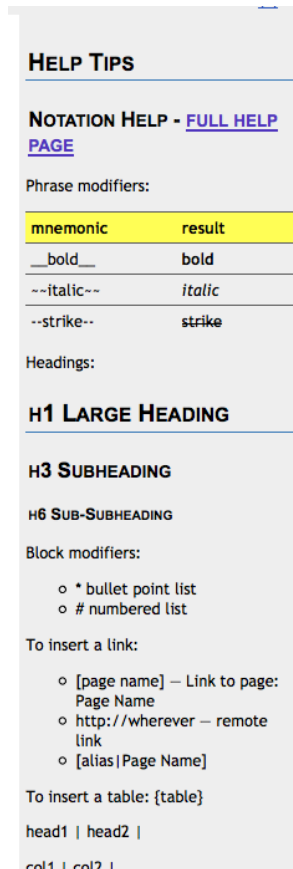


Using the Wiki Feature of Vspace

Edit Pages and Link to a file in your Wiki.

1. Now that you have your file uploaded, go back to the Wiki page you would like to add it to.
2. At the top of the Wiki Page you will see an Edit button.
3. Click the 'Edit' button to modify the Wiki page.
4. Once you click edit, your page display will change to a 'code' view, and on the right side of the page you will see the Wiki Help Menu (shown below).



HELP TIPS

NOTATION HELP - [FULL HELP PAGE](#)

Phrase modifiers:

mnemonic	result
<code>__bold__</code>	bold
<code>--italic--</code>	<i>italic</i>
<code>--strike--</code>	strike

Headings:

H1 LARGE HEADING

H3 SUBHEADING

H6 SUB-SUBHEADING

Block modifiers:

- o * bullet point list
- o # numbered list

To insert a link:

- o [page name] – Link to page: Page Name
- o http://wherever – remote link
- o [alias|Page Name]

To insert a table: {table}

head1 | head2 |

col1 | col2 |

In the Vspace Wiki Help Menu, you will find formatting tips for creating common types of page content, such as headings, sub-headings, formatted text, and links to site resources, pages or external sources.

– **To create a new page** simply type the page name inside of square brackets, like so:
[Page 2]

– **To link to an external site**, type the web address to the site including the http:// preceding the domain name. For example, a link to SVSU's website would look like:
http://www.svsu.edu

– **To format text**, use phrase modifiers as shown to the left before and after the text to be formatted.

Example:

`__bold__` = **bold**

`--italic--` = *italic*

– For headings, place the size heading desired before the text. (Example: **H1** Welcome!)

Notice the link at the top of the Vspace Wiki Help Menu next to the text "Notation Help" that will display the **Full Help Page**.

To add a resource to link to:

1. Open the 'Resources' area of your course.
2. Browse the folder you would like to add your file.
3. Click on the 'Add' button to display the dropdown menu and select 'Upload Files' as shown below.

My Workspace Student Technology Center

Home
Schedule
Announcements
Resources
Assignments
Drop Box
Chat Room
Wiki
Presentation
Site Info
Discussion and Private Messages
Help

Users present: STC

Resources
Site Resources | Upload-Download Multiple Resources | Permissions | Options

Location: Student Technology Center Resources

Copy | Remove | Move

Title	Access
Student Technology Center Resources	Add Actions
Brochure	Add Actions Entire site
Photos	Add Actions Entire site
Software Tip Sheets	Actions Entire site
Student Employment Documents	Actions Entire site
Student Pictures	Add Actions Entire site
STCTechBro.indd	Actions Entire site
STCTechBro.pdf	Actions Entire site

4. After clicking on 'Upload Files' in the dropdown menu, browse to the file that you would like to add in the window that opens and click 'Upload Files Now'.

My Workspace Student Technology Center

Home
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Wiki
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Help

Users present: STC

Resources
Upload Files
Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button want to upload.

Location: Student Technology Center / Photos /

File To Upload: /Volumes/KINGSTON/_SVSL Browse...

Display Name: CardinalLogo.small.profile.png Add details for this item X

Add Another File

Email Notification: None - No notification

Upload Files Now Cancel

You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.

5. Your file will now be available in the resources area to link to from your Wiki (shown below).

My Workspace Student Technology Center

Home
Schedule
Announcements
Resources
Assignments
Drop Box
Chat Room
Wiki
Presentation
Site Info
Discussion and Private Messages
Help

Users present: STC

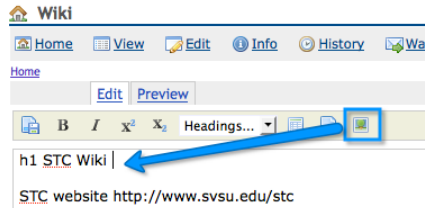
Resources
Site Resources | Upload-Download Multiple Resources | Permissions | Options

Location: Student Technology Center Resources

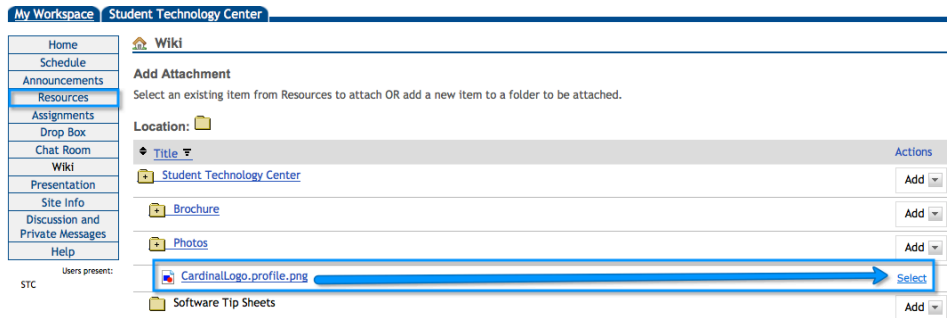
Copy | Remove | Move

Title	Access
Student Technology Center Resources	Add Actions
Brochure	Add Actions
Photos	Add Actions
CardinalLogo.small.profile.png	Actions

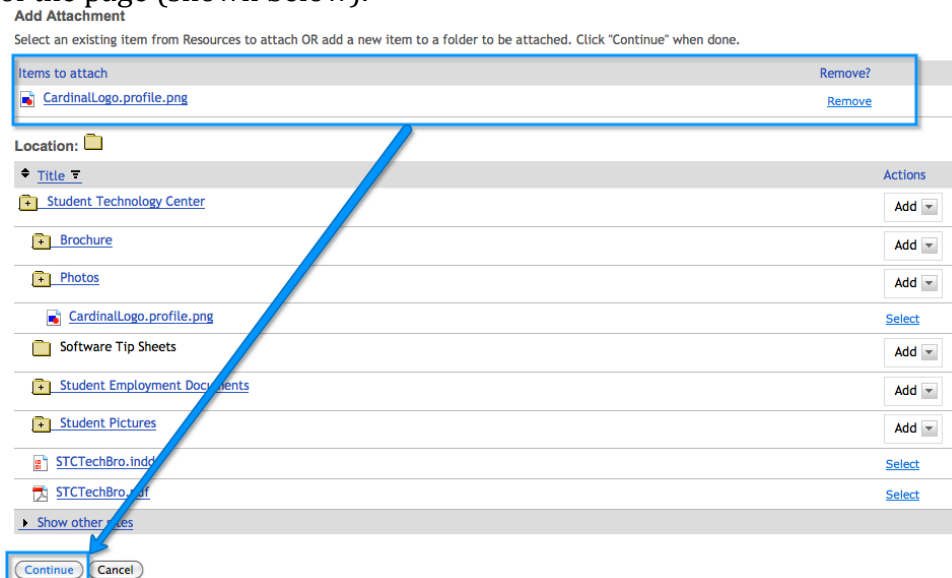
- Now that you have uploaded a file that you wish to display (an image) or link to (some other file), you can add it to your Wiki to share with the class!
- Go back to the Wiki area of the site by clicking on 'Wiki' in the sidebar on the left.
- Next, click on the 'Edit' tab at the top of the Wiki page that you wish to add your file to.
- After the edit view is displayed, **place your cursor** where you would like the link to your resource or image to appear on the page and then click on the **'add image'** icon in the menu at the top of the page (shown below).



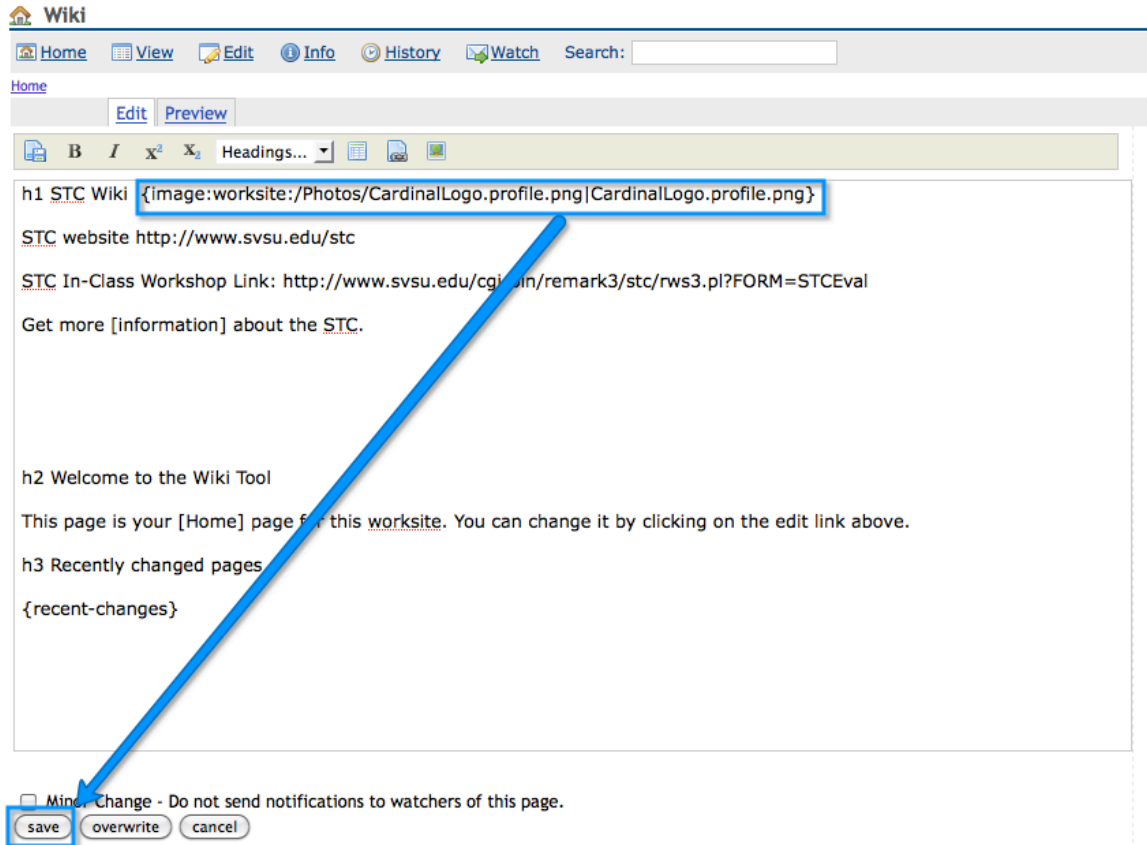
- This will open the **Resources** area of the site and prompt you to **select** the file or image to add. **Hint: Expand your folders** and you will see a **'select'** button next to each file.



- Click on the select button next to the file or image you wish to add to your Wiki page.
- You can select more than one file at a time. Notice the list of selected files at the top of the page.**
- When you are done selecting files, **click the 'Continue' button** at the bottom of the page (shown below).



14. After clicking '**Continue**', you will be returned to your Wiki page. You will see some new code for the file or image you just added (shown below).



15. If you are finished making changes to your page or to view your newly added file on the Wiki page, click '**Save**' at the bottom of the page.
16. This will close the Edit view and you will be able to see how the changes you made will appear to others viewing your Wiki page.
17. For additional help, read the Full Help Page offered in the sidebar of the Vspace Wiki area when in edit mode (shown on page 1).

Need more help???

We can assist you in the Student Technology Center on the 2nd Floor of Zahnow Library, or contact us at (989) 964-2299 or techtutor@svsu.edu.

Helpful information is also posted to the STC website and weblog at the links below:

Student Technology Center Official Website: <http://www.svsu.edu/stc>
Student Technology Center Weblog: <http://cardinaltech.blogspot.com/>