Setup Drakeapedia Account and Wiki

Once you have received an email inviting you to the Drakeapedia Wiki, follow the directions to register with WikiSpaces. This includes creating a username/password.

After you have registered, sign into the Drakeapedia Wiki to make your own wiki:

* Go to <My Account> at the top
* Select <Make a new wiki>
* Create wiki name – use the following format (LastNameFirstInitial) [note this is the URL for the wiki]
* Select the Wiki Permission as <Private>
* Read through the ‘Getting started’ (if you wish – you can return to it later from the <help> tab)

Edit your new wiki’s home page:

* From the ‘Welcome to your new wiki’ Page – select edit in the top right corner
* Select all content in the editing area and delete
* Type in content BEFORE changing the style/font/etc. Content being your name, home city, and major. Then change the style/font/color/etc.
* Select <Preview> - make changes as needed
* Select <Save>

Create a new page in your wiki:

* Select <New Page> from the right margin list
* Type ‘Biography’ in the title of the page
* Select <Create>
* It automatically opens in the editing mode – type in your birth date, parent’s names, sibling names
* Select <Save> **[If you don’t create content and save, the new page will NOT be created]**

Add members to your new wiki:

* Select <Manage Wiki> on the right margin list
* Under <People> select <Invite People>
* Initially enter: Claudia.Frazer@drake.edu; Susan.Breakenridge@drake.edu
* Edit the message
* Select <send>

Change your wiki look and feel:

* From the <Manage Wiki> page – Under <Settings> select <Look & Feel>
* Select <Themes & Colors>
* Your choice of what you prefer – when done select <Apply>
* NOTE the changing of themes mean’s the navigation bars may be located in different places so if you refer to the above directions again, it won’t apply exactly.
* Use the back button or <Back to Manage Wiki> to return to previous menus.