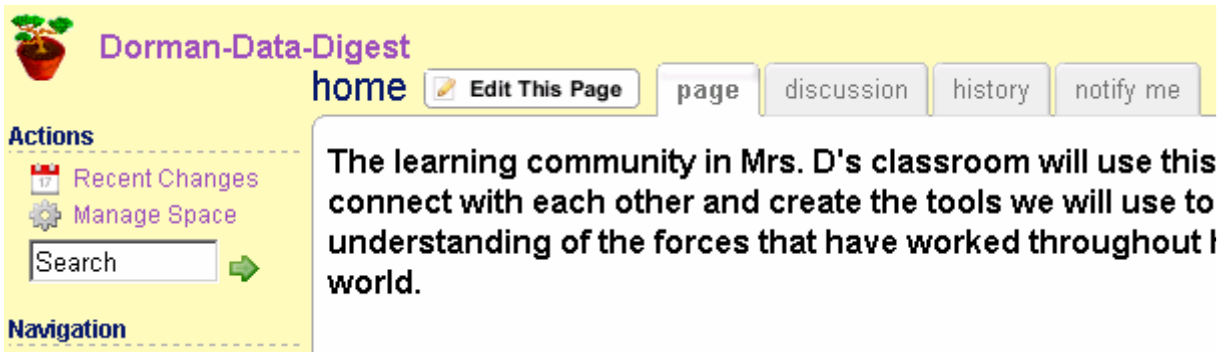
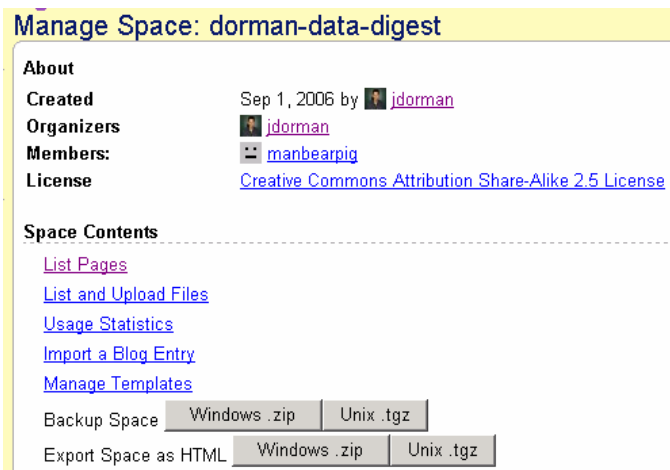


# Directions for Uploading Documents to Wikispaces

1. Sign in to Wikispaces
2. Click “Manage Space”



3. Click “List and Upload Files”



- 4a. If you are adding a new file, scroll to the bottom of the screen, “Browse” for your file, and click “Send File.”

## Upload a new file






Enter a file to upload to the dorman-data-digest space. The file cannot be larger than 10 MB (10240 KB). Note that files may be of any type, however images must be:

- of type JPEG, PNG, or GIF
- up to 2048x2048 pixels

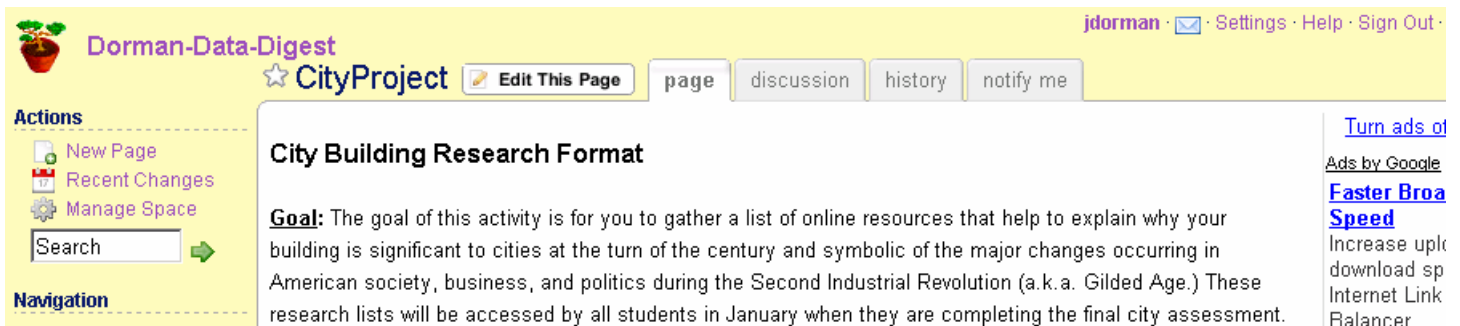
Once your file is uploaded, you'll be able to link to it from pages using the file tag, e.g. `[[file:filename.extension]]` or include it as an inline image using the image tag, e.g. `[[image:my_image.jpg]]`. To reference a file uploaded to another space, add the space name: `[[image:my_space:my_image.jpg]]`. For all the image tag options (size, placement, border, caption, etc.), see [image tags](#).

File:


4b. If you are editing or revising an existing file that has already been uploaded to Wikispaces, click on the icon for the file. Make your changes to the document, save it under a unique name, and follow the 4a directions to upload it.

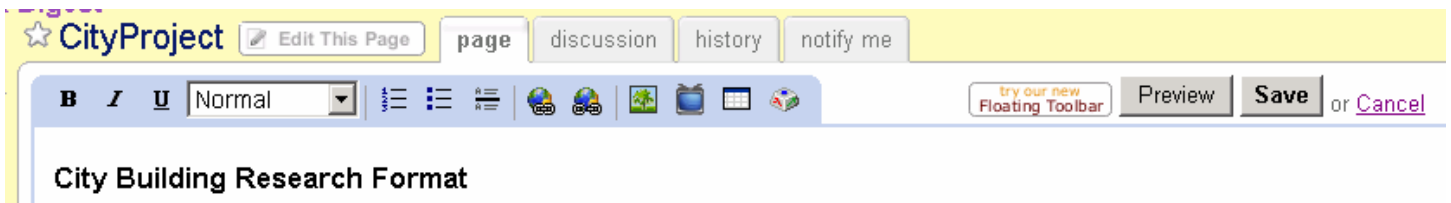
	9th Grade Assessment Group Form.doc	Monday, 2:37 pm	application/msword
	Audacity tutorial.pdf	Sep 4, 2006 3:48 pm	application/pdf
	audacity.pdf	Sep 4, 2006 3:47 pm	application/pdf
	Building Research List.doc	31 minutes ago	application/msword
	CB Directions.doc	Nov 1, 2006 11:27 am	application/msword

5. Click on the sidebar link for the wiki page to which you would like to add your document. Click Edit this Page



The screenshot shows the Wikispaces interface for a page titled "CityProject". At the top right, the user "jdorman" is logged in, with links for "Settings", "Help", and "Sign Out". Below the page title, there are buttons for "Edit This Page", "page", "discussion", "history", and "notify me". The main content area displays the title "City Building Research Format" and a paragraph of text starting with "Goal: The goal of this activity is for you to gather a list of online resources that help to explain why your building is significant to cities at the turn of the century and symbolic of the major changes occurring in American society, business, and politics during the Second Industrial Revolution (a.k.a. Gilded Age.) These research lists will be accessed by all students in January when they are completing the final city assessment." On the right side, there is an advertisement for "Faster Broader Speed" with the text "Increase upload speed, download speed, Internet Link Balancer". On the left sidebar, under "Actions", there are links for "New Page", "Recent Changes", and "Manage Space", along with a search box. Under "Navigation", there are icons for "Home", "Recent Changes", "New Page", "Recent Changes", "Manage Space", and "Search".

6. Click on the icon that looks like a tree. 



The screenshot shows the Wikispaces editing toolbar. It includes buttons for "Edit This Page", "page", "discussion", "history", and "notify me". Below these are buttons for "B", "I", "U", "Normal", and a dropdown menu. There are also icons for "List", "Table", "Image", "Link", "Unlink", "Help", and "Preview". The "Save" button is highlighted, and there is a "Cancel" button. The text "City Building Research Format" is visible in the main content area.

7. Place your cursor on the stop of the wiki where you want your document to appear and double click the icon for the document from the Images and Files window. The document will appear in text code on the wiki page.



**Task:**

- You and your group members should search online and find resea
- As you find good resources, you should complete the Building Re
- At the end of class, you should upload your group's research list :

[[file:Building Research List.doc]]

8. Click save when you are finished.

