



LILRC WIKI Workshop Group Activity



1. Select a partner.
2. Go to PbWiki. (<http://pbwiki.com>)
3. **Create a Wiki:**
 1. Choose a wiki name.
 2. Choose a password. (use password **lilrc** for today)
 3. Choose public or private- both need password to edit, private needs password to read.
 4. Agree to the terms of the site.
 5. Click on *choose features* button.
 6. Scroll down and find the link to your free wiki and click activate.
 7. Get the Wiki link from your email.
 8. Activate your wiki. The opening page is called the *FrontPage* and acts like the home page of a website.
4. **Add Content to your Wiki:**
 1. Click **Edit** and delete all information on the page as you would in MSWord.
 2. Add your name.
 3. Add your title or job description.
 4. Add your library's name.
 5. **Save.**
 6. View your new FrontPage.
5. **Collaborate on a Wiki:**
 1. Go to partner's wiki and log in.
 2. Edit that FrontPage.
 3. Make your partner's name bold.
 4. Put the library name in italics.
 5. Add "Collaborator: your name" with a smiley 😊 face.
 6. **Save.**
6. **Compare versions of a Wiki:**
 1. Go to your Wiki.
 2. View the changes your partner has made.
 3. Scroll down to bottom.
 4. Click **History**.
 5. Choose radio buttons for the two different versions.
 6. Click **Compare** to see both versions.

Note: You may revert to a former version at this point.
7. **Create a new page on your Wiki:**
 1. Click **Edit** and then Type *InstructionManual* somewhere on the page.
 2. Highlight the word.
 3. Click the **Link** icon in the tool bar.
 4. Make sure the link type is **WikiPage**.
 5. The link to wiki page is **-new page-**
 6. Click **Ok**.
 7. **Save.**
 8. Note: This did not create the page, just a link to a new page.
 9. Locate the text ***InstructionManual*** on the FrontPage, note that it is dotted red underlined.
 10. Click on the word.
 11. Click **Create New Page**.
8. **Create a link on your Wiki:**
 1. **Edit** your FrontPage.
 2. Enter the name of your library.
 3. Highlight the library name.
 4. On the pull-down menu, choose URL.
 5. Make sure the protocol drop down box says **http://**
 6. Under URL, enter the name of the website.
 7. Click **OK**.