



amandawilsonkennard



These instructions were designed for London
Metropolitan University to show how to set up a
page in Wetpaint Wiki

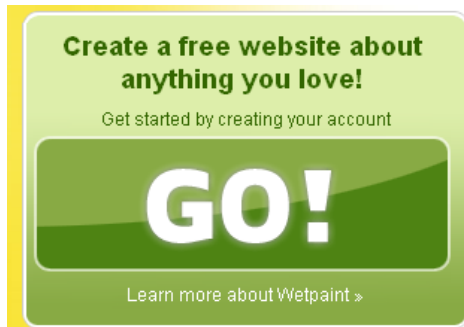




Setting up a Wiki site for collaboration with colleagues, peers or friends could not be simpler than with Wetpaint, follow the instructions below to set up an account, send invites and investigate the controls.

STEP 1: Set up an account

1. Go to <http://wetpaint.com> and select **Go** to create free wiki website



2. Click **Sign Up** for a new account



Want a Wetpaint account? [Sign Up](#)

3. **Complete** the fields with your details, make a note as you will need these each time you need to log in.

Sign up for a Wetpaint account

Username	<input type="text" value="kennarda"/>	✓
	<small>This is the name others will see on this site.</small>	
Email	<input type="text" value="a.wilson-kennard@londonmet.ac.uk"/>	✓
Password	<input type="password" value="••••••"/>	✓
Retype Password	<input type="password" value="••••••"/>	✓
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male	
Birthday	July 30 2002	
	<input type="button" value="Sign Up Now >"/>	
	<small>By signing up, I accept the Wetpaint Terms of Service and Privacy Policy.</small>	

4. Click **Sign Up Now**



5. Complete the **the easy part** fields as follows:



- a. Complete the **Create a site name** field
- b. Complete the **Create a URL/Address** field
- c. Enter a brief description of your site in the **What's your site about?** field
- d. **Select a category for your site** – only one

1. name and describe your website

= Required Fields

Create a site name Your name will appear in the upper left hand corner of your site. Be descriptive. You can change it later. Example: "Seattle Mountain Bikers"

Create a URL / Address .wetpaint.com Example: "mountainbike"

What's your site about? A concise explanation of what the site is about. Use full sentences rather than a list of descriptive words. Example: "The Seattle Mountain Bikers site tracks commuter routes..." [How is this used?](#)

Select a category for your site Categories help people find your site.

<input type="radio"/> Arts	<input type="radio"/> Entertainment	<input type="radio"/> Hobbies	<input type="radio"/> People	<input type="radio"/> Sports & Recreation
<input type="radio"/> Auto	<input type="radio"/> Family	<input type="radio"/> Lifestyles	<input type="radio"/> Politics	<input type="radio"/> Technology
<input type="radio"/> Business	<input type="radio"/> Games	<input type="radio"/> Music	<input type="radio"/> Photos & Videos	<input type="radio"/> Teen
<input checked="" type="radio"/> Education	<input type="radio"/> Health & Fitness	<input type="radio"/> Organizations	<input type="radio"/> Shopping	<input type="radio"/> Travel
				<input type="radio"/> Other

e. Choose **who can edit your site**

2. tell us who can edit your site (you can change it later)

Anyone can read your Wetpaint site, but who can edit it?

Everyone, even anonymously [more info](#)

Anyone who joins your site [more info](#)

Only writers [more info](#)

You can send invitations to others at the end of this process.

[I'm not sure what to pick — help me choose](#)

[Cancel](#)

[Continue to Step 2: the fun part](#)

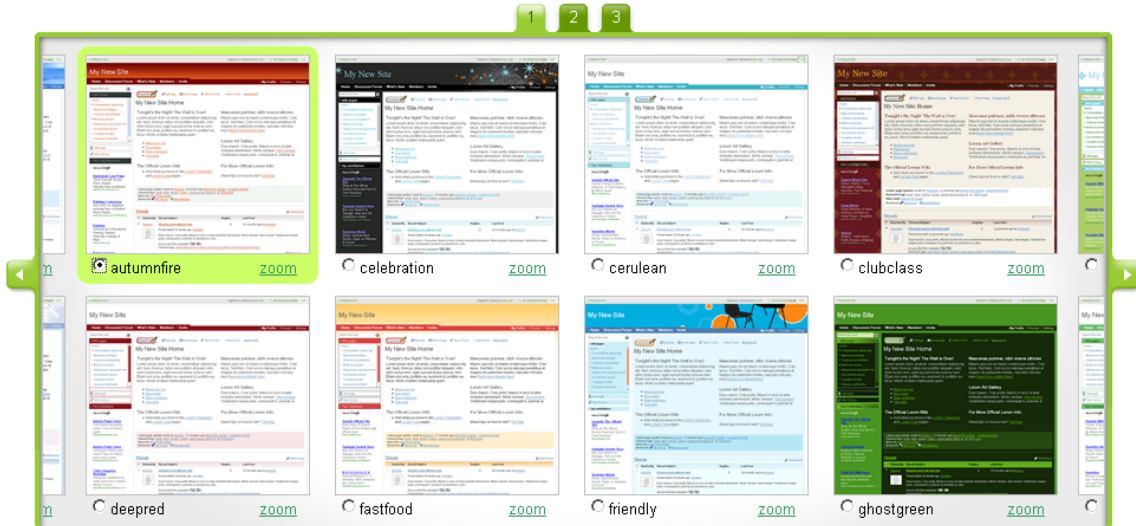
6. Click **Continue to Step 2: the fun part** button



1. select a style for your site (you can change it later)



- 7. Choose a layout for your Wetpaint website from the available designs
 - 1. select a style for your site (you can change it later)



- 8. Customise your page by changing the display name, add an image of your choice through the Upload a **New Image** button or leave as the default
 - 2. preview and customize your site name (you can change it later)



- 9. Click **Continue to Step 3: the other part** button
- 10. Enter the security words as they are displayed i.e flaky inspire



- 11. Click **Create my site** button



12. The confirmation page below appears



Congratulations we're creating **Amanda Wilson-Kennard** now.



Check your inbox

We sent an email to the address you provided.
(If it doesn't arrive in your inbox, please check your
junk/spam folder.)

Did you know...

Wetpaint offers Premium Services like ad removal and
custom web addresses. Visit your site Settings to
learn more.

13. When the page appears fully, click the **Take me to my site** button



Take me to my site

14. If you would like others to contribute to the site, enter their details in the **Invite others to lend a hand** window and click **Send Invitation** button. You can do this at a later date from **Invite** from the main menu shown in step 21.

Invite People

Invite others to lend a hand

From (how you would like your name to appear)
Jane Doe

To (separate email addresses with commas)
j.bloggs@londonmet.ac.uk
Or [import email addresses](#) from Live, AOL, Gmail, Yahoo, etc.

Personal Message
This site would be better with you here!

Send Invitation Cancel

Note to Students

Invite your tutor's to join your wiki so they can view, contribute and provide feedback to your work. Consider inviting the colleagues you are working with on the presentation.

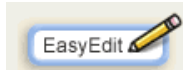
Note to Tutors

You may wish to invite colleagues to contribute to your wiki, invite them here.



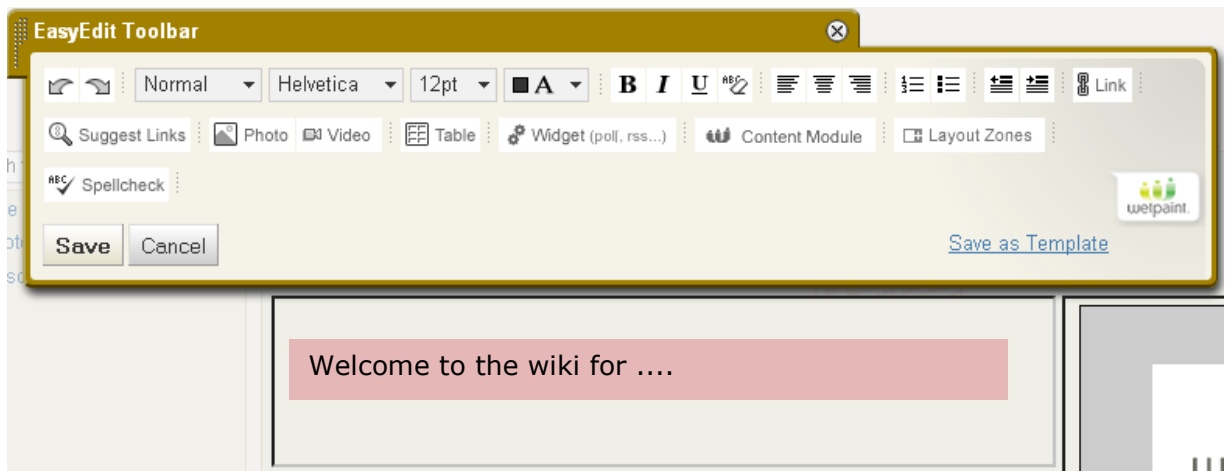
STEP 2: Editing the site

15. Close the window shown below as this is just an advertisement



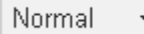
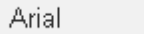




















16. Click  to start adding content to the website

17. Enter the text required into the text field and use the **EasyEdit toolbar** to format the text



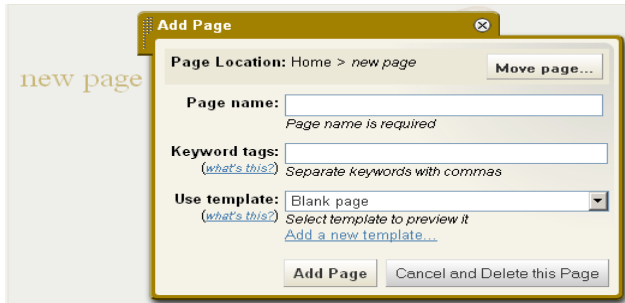
18. Using the toolbar to format your text, add links etc to the wiki.

- a. Undo  and Redo 
- b. Text font   , colour  and format **B** **I** U 
- c. Text alignment   , outdent  or indent , Numbered  or bullets 
- d. Links to the web , , images  and 
- e. Creating a  for formatting content
- f. Widgets such as **YouTube, Google** etc 
- g. Add  such as **Hot discussions, Related content, New Gallery Photos** etc
- h. Format the page for 1 or 2 

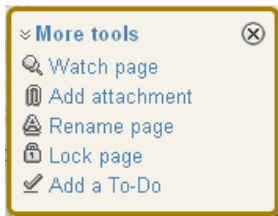
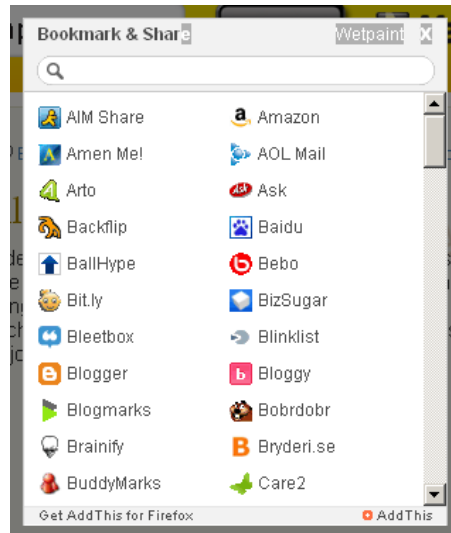
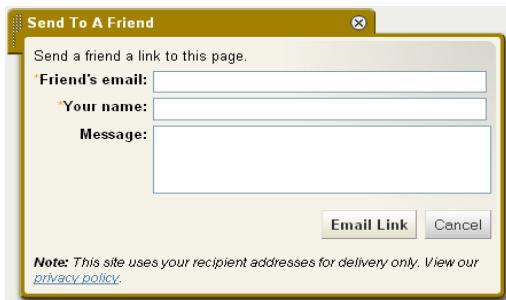
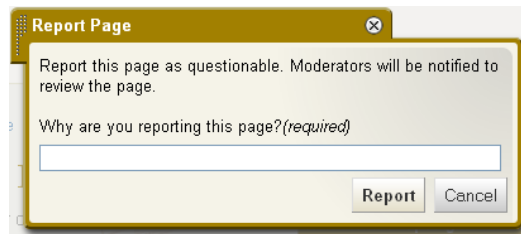
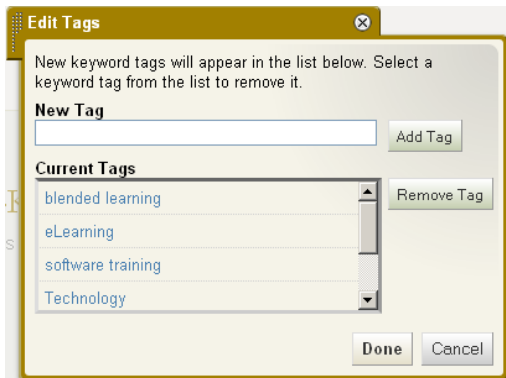


i. Run Spellcheck before saving the page

19. To add other pages click  enter a name and complete the fields shown below



20. Use the other buttons to customise the site



21. Navigate round the site and modify/edit pages when required, investigate adding discussions, videos etc or invite members from the menu.

