

## HOW TO CREATE A WIKI PAGE FOR YOUR INTERVIEW/STORY

1. Open Safari or Firefox.
2. Click on Northside Wiki.
3. Log in using your first name and password.
4. Go to **Create a Page**.
5. **Name your page** (Student)'s Story; for example, Darlene's Story.
6. Put this page in the folder called **Book Club Student Interviews**. (You may need to click on **more options** first.)
7. Click on **create page**.
8. Click on **save**.
9. Use this new page to add your MP3 file with your interview/story. (Refer to interview format handout for suggestions.)
10. Click on **Edit**.
11. On the far right, click on **Images and files**.
12. Next, click on **Upload files**.
13. When you see the **Upload a File** window, click on **Choose File**.
14. Find the MP3 file you want to add, and click on **Choose**. That file will then appear at the top of the list of uploaded files.
15. Put your cursor on the Wiki page where you want to add your file and click.

16. Go back to the file you just uploaded and click again. Your file should now be on the Wiki page as a link.
17. Click **Save** at the bottom of the Wiki page.
18. Click on the link you just created to make sure you can hear what you recorded. **CONGRATULATIONS, YOU DID IT!**
19. You can use the same process to add a picture to your page.
20. You can also add any text you would like to introduce your story or identify the people in your picture.