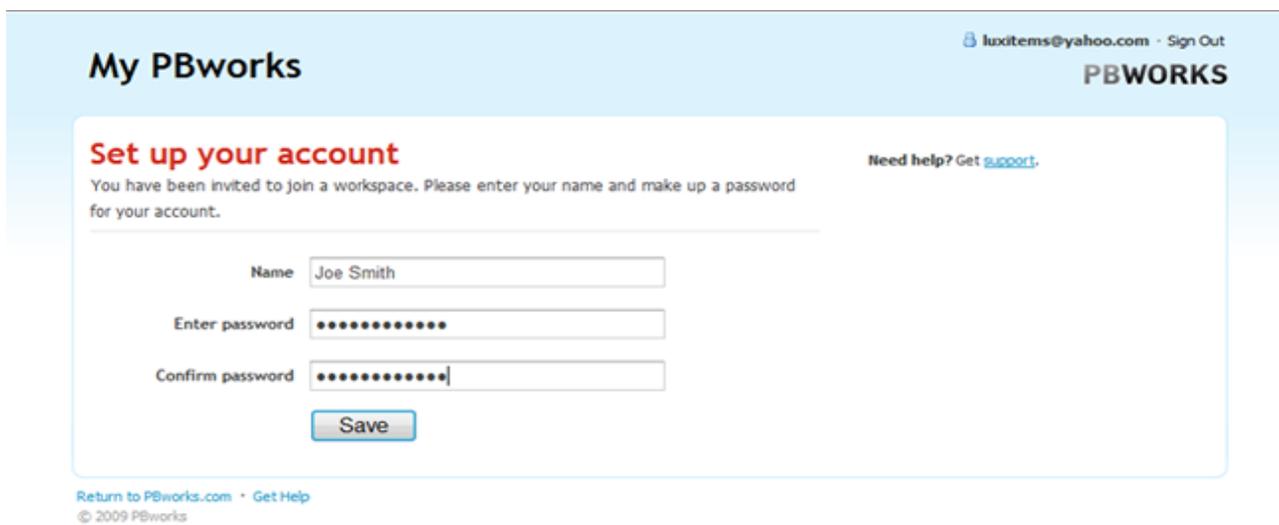


## Arizona CASA Wiki Instructions

To facilitate the sharing of ideas in a forum environment, we have setup a website called a “wiki” (<WICK-ee> <WEE-kee>). The term “wiki” is derived from the phrase “WikiWiki”, which is the Hawaiian word for “quick”. A wiki is a type of website that allows users to add, remove, or edit written narrative on a common web page. It’s a collaborative tool for invited users to share information. It’s easy to use and in our case its password protected and therefore can’t be viewed by the general public. In fact, you must receive an invitation from the administrator before you are able to access the wiki.

If you wish to access the Arizona CASA Wiki or have any questions regarding the wiki please call Rand at (602) 452-3595 or email [rosenbaum@courts.az.gov](mailto:rosenbaum@courts.az.gov).

**Step 1:** After you receive an email invitation to join the Arizona CASA Wiki just click on the link in your email and it will take you to a PBworks account setup page. Then follow the instructions by typing in your name and password. When you click on the “Save” button it will then take you to a new page.



My PBworks luxitem@yahoo.com · Sign Out **PBWORKS**

**Set up your account** Need help? Get [support](#).

You have been invited to join a workspace. Please enter your name and make up a password for your account.

Name

Enter password

Confirm password

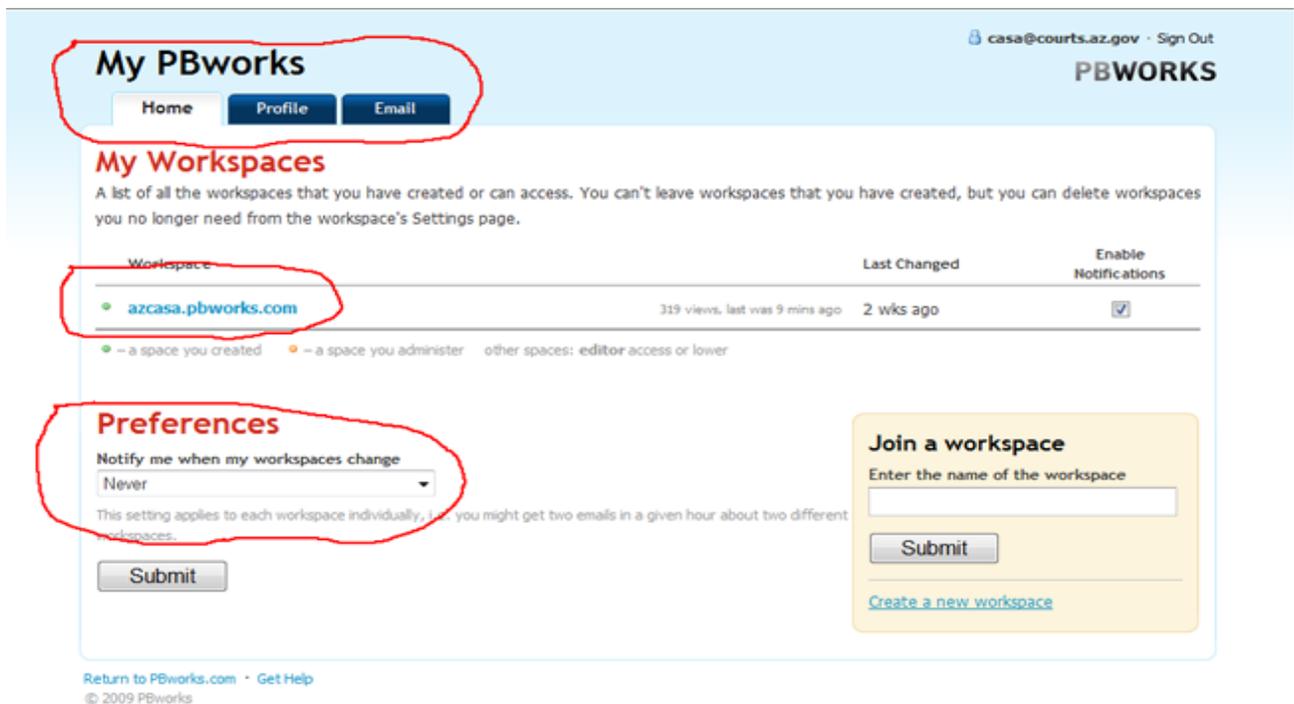
[Return to PBworks.com](#) · [Get Help](#)  
© 2009 PBworks

**Step 2:** The page you are viewing is your “account” page. You will find three tabs on the top of the page – Home, Profile and Email.

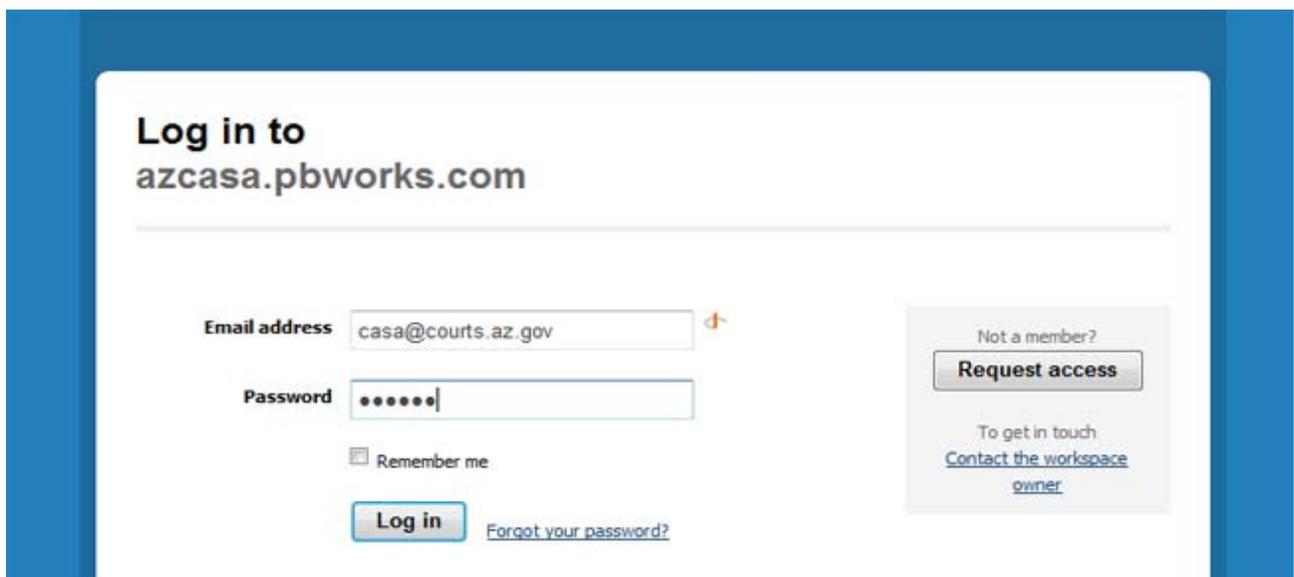
Under the “Home” tab you will find a list of wiki accounts that you have permission to access. You will see the Arizona CASA Program listed there as: “azcasa.pbworks.com”. By clicking on that link you will be able to enter the wiki. You will also find a “Preference” option which allows you to determine if you want to be notified when a change is made to the Arizona CASA Program wiki. You can receive notices “right way”, various increments of times or “never”.

Under the “Profile” tab you have the option to change your name on the account and your email address. If you wish, you can also upload an image that is associated to your profile.

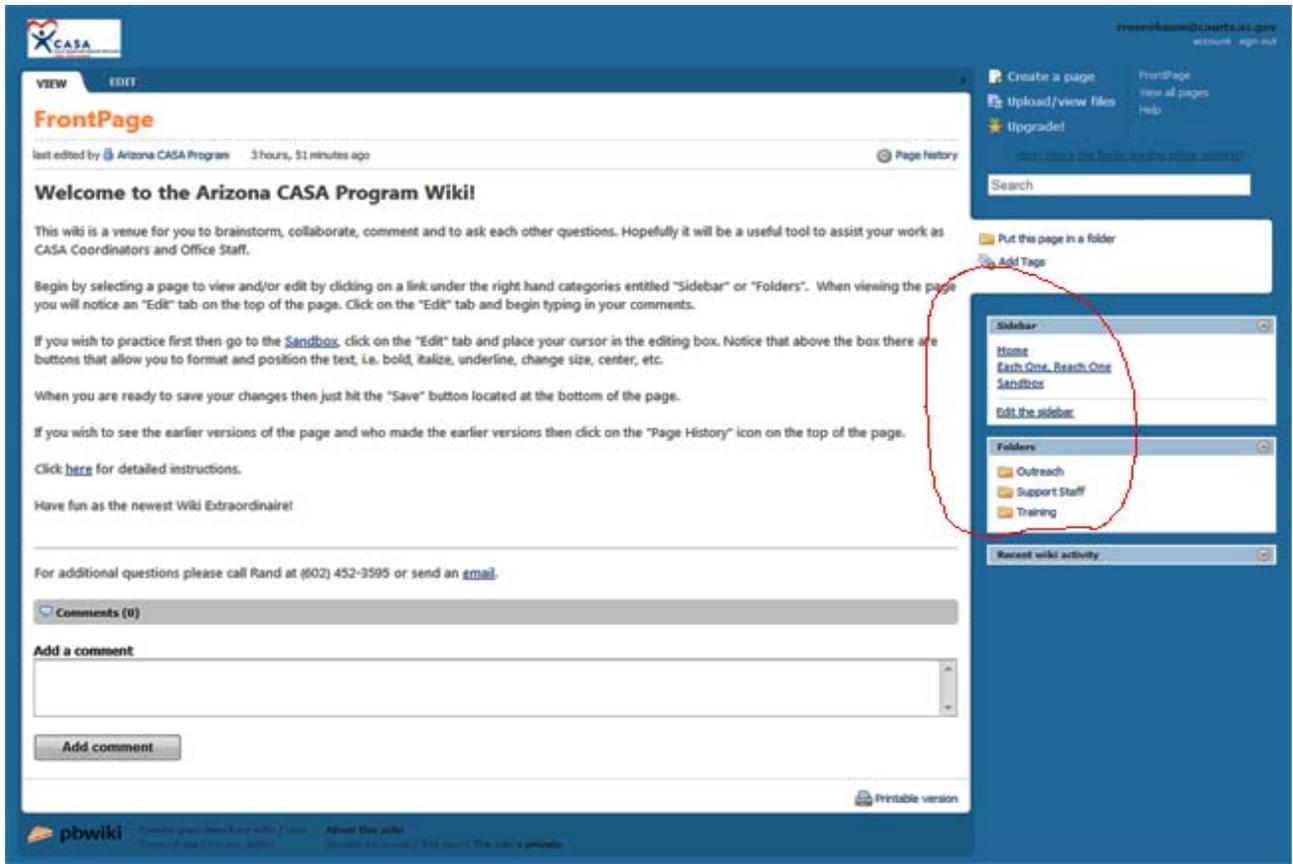
Under the “Email” tab you may change your email address or your password.



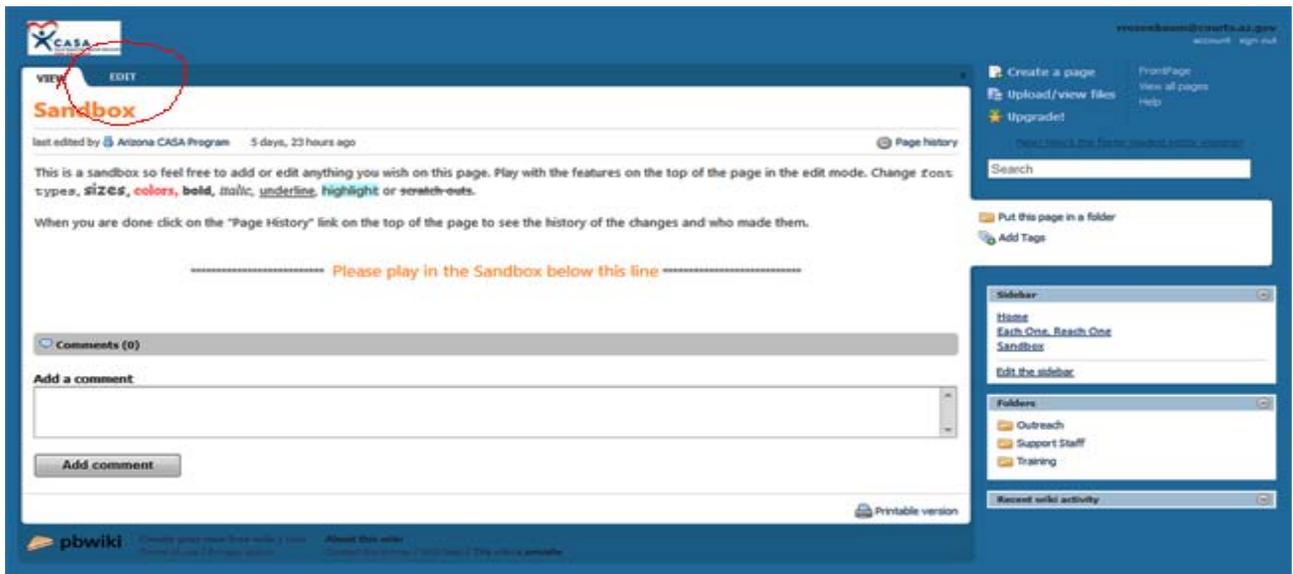
**Step 3:** To log into the Arizona CASA Wiki you can either click on the azcasa.pbworks link if you are still in your PBworks account or in the future go directly to <https://azcasa.org.pbworks.com> and it will ask you to enter in your user email address and password. (see below) Hint: You can always go to azcasa.org and log into the Resource Center to find both the wiki link and instructions.



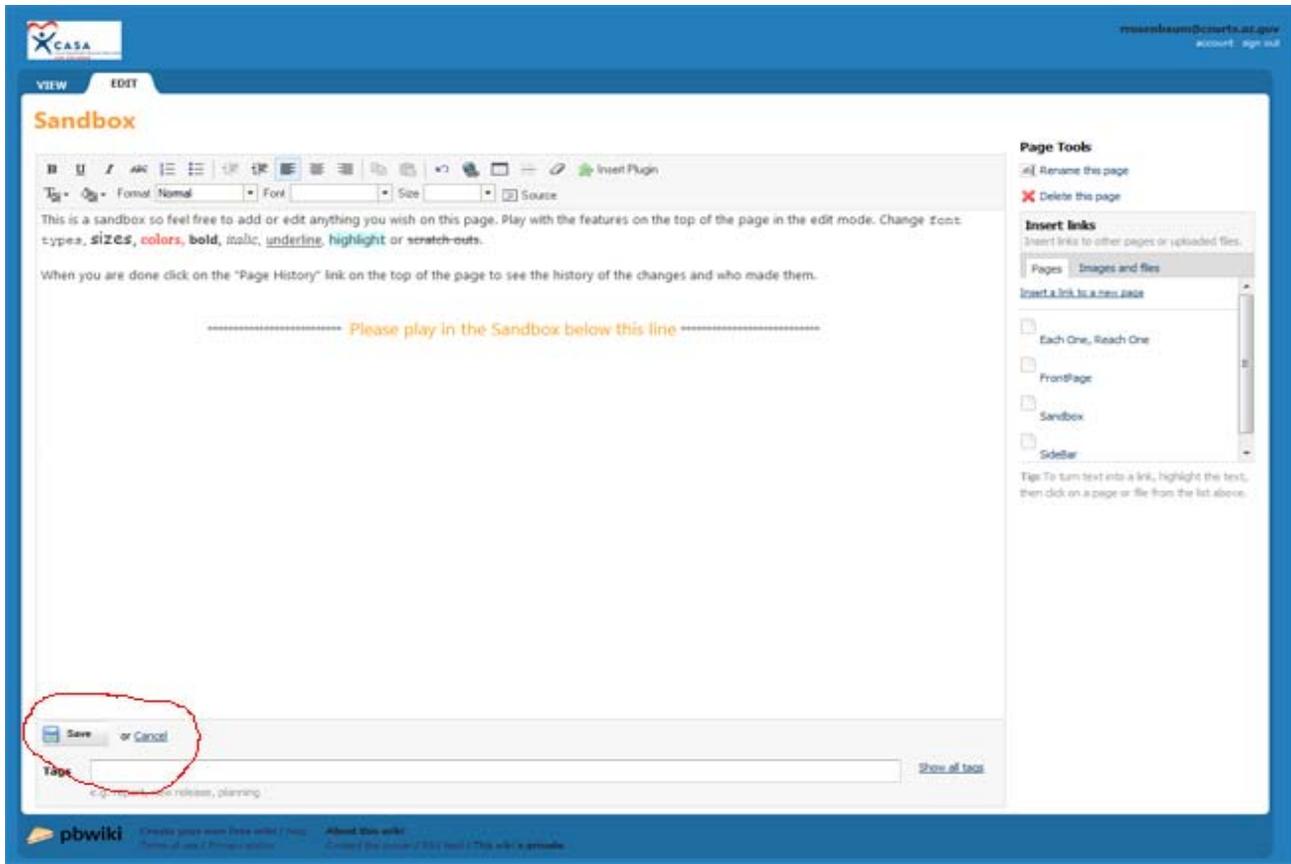
**Step 4:** Once you have logged-in you will be taken to the “home page” of the Arizona CASA Wiki. At first it looks like any other website but you will see the difference in a moment. There will be an introduction and general instructions on the home page. Look to the right hand side of the page for a menu. Click on the topic or folder link that you would like to view. Notice that one of the pages is entitled “Sandbox”. This is an area of the website where you can “play” with the technology. Let’s proceed to the “Sandbox” for a demonstration.



**Step 5:** After you have clicked on the “Sandbox” link look to the top of the page for the “Edit” tab. Click on the tab and it will take you into an editing mode.



**Step 6:** This is where the real fun begins! Just place your cursor in the box and begin typing. Play with the features on the top of the page. You can highlight the text and change font types, sizes, colors, bold, italic, underline, or do scratch outs. This works very similar to typing into a software program such as Microsoft Word. When you are finished with your writing or editing then just click on the “Save” button on the bottom of the page or click on “Cancel” if you decide not to keep the changes.



**Step 7:** You are one step closer to becoming a Wiki guru! Now it is time to explore some of the other features of the wiki. On the top right of the page you will see an icon with the words "Page History". Click on that and it will bring you to a page that allows you to view earlier versions of the page and find out who made them. There is a "compare" feature that allows you to select two different versions and see what the actual changes were.

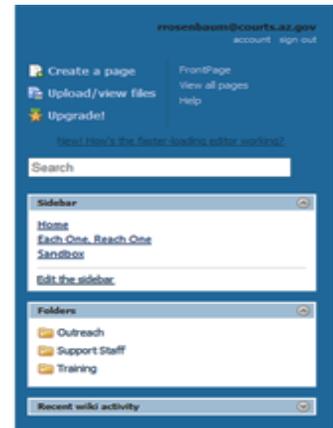
[Home](#) » [Search](#)

Tip: use quotes to group terms, - to exclude terms, and = to include them! [\[more\]](#)

**Revisions of [Sandbox](#) (2):**

<input type="button" value="Compare"/>	<a href="#">August 7, 2008 at 2:57:08 pm by Arizona CASA Program</a>	(Current Revision)
<input type="button" value="Compare"/>	<a href="#">August 7, 2008 at 2:46:22 pm by Arizona CASA Program</a>	

Don't like our new Search? Help us make it better.



Other wiki options are located on the top right hand side of the page. You can do a word search within the wiki, upload a file, view all pages, create a new page or seek help.

On the bottom of each page you will find a comment section where you can post a comment for others to see. You will also find a print button that allows you to print that particular page.

The screenshot shows the 'FrontPage' of the Arizona CASA Program Wiki. At the top, there's a blue header with the CASA logo on the left and user information 'mmonkaam@casaaz.gov' on the right. Below the header, there are tabs for 'VIEW' and 'EDIT', and a 'FrontPage' title. The main content area has a heading 'Welcome to the Arizona CASA Program Wiki' followed by a paragraph explaining the wiki's purpose: 'This wiki is a venue for you to brainstorm, collaborate, comment and to ask each other questions. Hopefully it will be a useful tool to assist your work as CASA Coordinators and Office Staff.' Below this, there are three paragraphs of instructions: 1) 'Begin by selecting a page to view and/or edit by clicking on a link under the right hand categories entitled "Sidebar" or "Folders". When viewing the page you will notice an "Edit" tab on the top of the page. Click on the "Edit" tab and begin typing in your comments.' 2) 'If you wish to practice first then go to the [Sandbox](#). click on the "Edit" tab and place your cursor in the editing box. Notice that above the box there are buttons that allow you to format and position the text, i.e. bold, italicize, underline, change size, center, etc.' 3) 'When you are ready to save your changes then just hit the "Save" button located at the bottom of the page.' A fourth paragraph says: 'If you wish to see the earlier versions of the page and who made the earlier versions then click on the "Page History" icon on the top of the page. Click [here](#) for detailed instructions. Have fun as the newest Wiki Extraordinaire!' Below the instructions, there's a line for contact: 'For additional questions please call Rand at (602) 452-3595 or send an [email](#).' At the bottom left, there's a 'Comments (0)' section with an 'Add comment' text box and an 'Add comment' button. At the bottom right, there's a 'Printable version' link. On the right side, there's a sidebar with sections: 'Sidebar' containing 'Home', 'Each One, Reach One', and 'Sandbox'; 'Folders' containing 'Outreach', 'Support Staff', and 'Training'; and 'Recent wiki activity'. A top navigation bar includes 'VIEW', 'EDIT', and 'FrontPage' with sub-links 'View all pages' and 'Help'. There are also buttons for 'Create a page', 'Upload/view files', and 'Upgrade!'. A search bar is located below the sidebar.

I think that you will find the wiki to be a fun and purposeful tool to collaborate and share ideas!