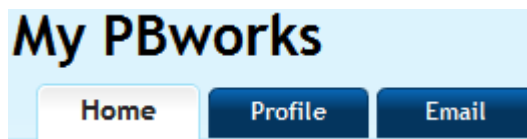


# Getting Started with PBworks

PBworks (PeanutButter “it just works”) is an easy to use application to create wikis! What’s a wiki anyway? A wiki is a website that allows multiple users to create, modify and organize web page content (source: [www.govst.edu/elearning/default.aspx](http://www.govst.edu/elearning/default.aspx)). This instructional handout does not cover creating a PBworks account.

## My PBworks

Once you have signed up and logged into PBworks at [www.pbworks.com](http://www.pbworks.com), you will be directed to the My PBWorks homepage. This page contains the links for all wikis in which you have administrative, viewing or editing access. Use the tabs across the top to manage your account settings. This page can always be accessed using the account link that appears at the top of the page below your email address.



## Getting Started

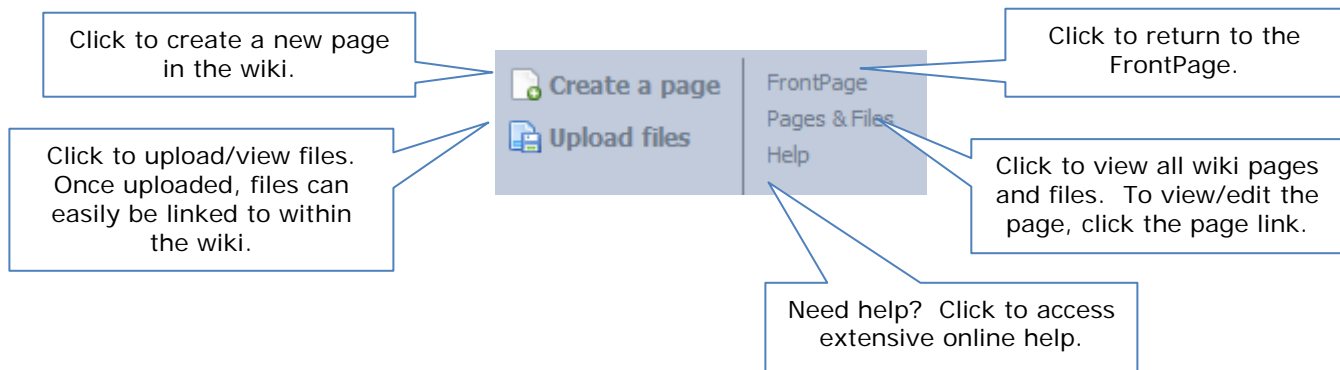
1. Click on the Home Tab.
2. Click on the link for the wiki you want to work on under the “Workspace” column
3. You will be directed to the FrontPage for the wiki.

## Basic PBworks Navigation

There are two tabs across the top left of the wiki – View and Edit. You will use these two tabs to switch between webpage (view) and construction (edit) modes. To make changes to the wiki page, click the Edit tab. To view the wiki page, click the View tab.



The editing tools are located on the upper right hand side of the window. NOTE: these tools are only accessible when in VIEW mode.



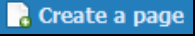
## Wiki Access Settings

**Readers:** Can read pages and files but may not modify them. Readers can request RSS feeds and can see the history of changes.

**Writers:** Most users have access to folders and pages as Writers. This allows you to read, edit, revert pages to previous versions, upload files and to create new pages.

**Editors:** In some cases, users can be Editors of folders or files. This is usually reserved for the person(s) who is in charge of the folder or area (e.g. committee chairs, department admins, etc.). Other functions Editors can perform include renaming files, delete files and folders.

## Creating a New Page (Editors & Writers)

1. Click the Create a page link. 
2. Enter a name for the page in the "Name your page" field.
3. Click the more options link to view advanced options (this is useful if you have created folders and know in which folder the new page should be created).
4. Click the create page button.

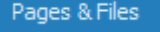
Name your page

Create page

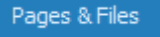
[more options](#) 

5. You will be directed to the Edit tab of the new page.

**-OR-**

1. Click the Pages & Files link from the upper right hand side of the window. 
  - The "Pages and Files" area of the workspace will display.
2. From the New button, select Create a page.
3. Enter a name for the page in the "Name your page" field.
4. Click the more options link to view advanced options (this is useful if you have created folders and know in which folder the new page should be created).
5. Choose the folder you where you want this page saved.
6. Click the create page button.

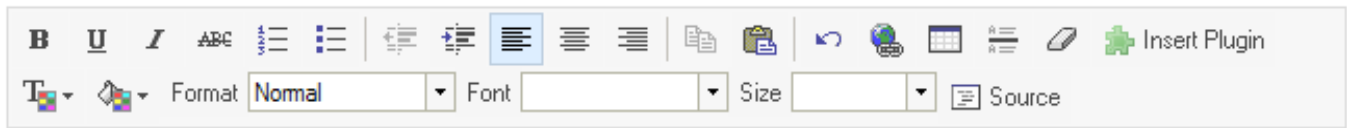
## Viewing and Editing a Page (Editors & Writers)

1. Click the Pages & Files link from the upper right hand side of the window. 
  - The "Pages and Files" area of the workspace will display.
2. Click the desired page name to view and edit the page.

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Page editing is very similar to using a word processor. When you are in edit mode, you will see an editing toolbar across the top of the page that contains common formatting options (such as bold, alignment, numbers and bullets, tables, and colors).

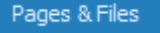



The **Save** button at the bottom of the text editor should be used often! You can also create “tags” that can be used to search for content on your wiki. Saving the page takes you to VIEW mode – you will have to click the EDIT tab to continue modifying the page.

### Managing Pages

Did you create a page you don't need, or perhaps don't like the page name anymore? Just how **do** you navigate among all of your wiki pages? Use the Pages & Files link to view and modify pages. To access this tool you must be in VIEW mode. NOTE: you can also delete and rename pages while viewing the page in EDIT mode.

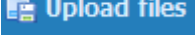
### Renaming, Moving and Deleting Pages (Editors)

1. Click the Pages & Files link from the upper right hand side of the window. 
  - The “Pages and Files” area of the workspace will display.
2. Select All Pages from the navigation on the left side of the page.
3. Use the Rename link to modify the page name. 
4. Use the Delete button to permanently delete a page; use the Move button to place the page into a folder.



### Uploading/Viewing Files (Editors & Writers)

You may want to upload files to the wiki (images, pdfs, presentations, documents, handouts, forms, etc.). Once files are uploaded, it is simple to link to them from a wiki page. To access this tool you must be in VIEW mode.

1. Click the Upload files link from the upper right hand side of the window. 
  - The “Pages and Files” area of the workspace will display.
2. Click the Upload files button.
3. Navigate to the desired file(s) by browsing the computer, flash drive, CD, etc. To add more than one file at a time, hold down the control key while selecting the files.
4. Click the Open button.

### Managing/Removing Files (Editors)

It is simple to rename or remove files that have been uploaded.

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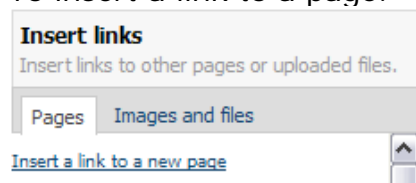
1. Click the Upload Files link from the upper right hand side of the window.
  - The “Pages and Files” area of the workspace will display.
2. Use the Rename link to modify the file name.  
Rename
3. Use the Delete button to permanently delete a file; use the Move button to place the file into a folder.



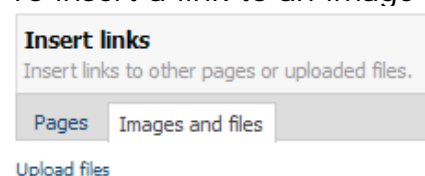
## Inserting Links and Images (Editors & Writers)

What would a webpage be without links to other wiki pages, webpages or content? It is simple to insert links. While in edit mode, you will use the “Insert links” options (these display on the right side of the page).

To insert a link to a page:




To insert a link to an image or file:



## Inserting links to a wiki page (Editors & Writers)

1. Highlight the text that should be the link.
2. From the list of pages on the Insert links bar, click the name of the page to link to.
3. You can insert a link to a new page using the “Insert link to a new page” link.

## Inserting links to a webpage (Editors & Writers)

1. Highlight the text that should be the link.
2. Click the hyperlink icon on the toolbar.
  - The insert link window will display.
3. Select URL from the Link Type drop-down menu.
4. Enter the complete URL in the URL field.
5. Decide whether the page should open in a new window.
6. Click OK.

## Inserting images (Editors & Writers)

1. Click the Images and files link from the Insert links bar.
2. If you haven't already added the image to the Pages & Files area of the workspace, click the Upload files link to browse and select the desired file.
  - The uploaded file will display in the Images and Files list.
3. Place the cursor in the wiki page where you want the image to be located.

4. Select the image link from the Images and Files list on the right side.

### Inserting links to files (Editors & Writers)

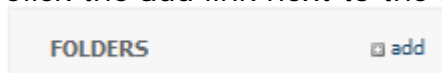
1. Highlight the text that should be the link.
2. Click the Images and files link from the Insert links bar.
3. If you haven't already added the file to the Pages & Files area of the workspace, click the Upload files link to browse and select the desired file.
4. Select the file from list.

### Wiki Folders (Editors)

You can create organizational folders, which are useful to file topic-specific pages, files and images. If you are creating a wiki with multiple topics, each topic can have its own folder. Folders can be deleted and renamed. All of the following tasks are performed from the Pages & Files area of the wiki. The link (located in the upper right hand side of the window) is only accessible from view mode.

### Creating a folder (Editors)

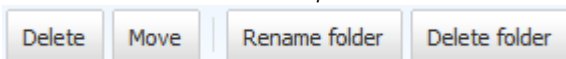
1. Click the Pages & Files link from the upper right hand side of the window.
2. Click the add link next to the folders area from the left side of the page.



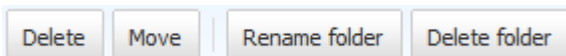
3. Enter a folder name and press the enter key.

### Modifying a folder (Editors)

1. Click the Pages & Files link from the upper right hand side of the window.
2. Click a folder name from the list on the left side of the page.
3. To rename the folder, click the Rename folder button and enter a new name.



4. To delete the folder, click the Delete folder button. At the confirmation window, select the delete folder button once more.



5. To create a new page in this folder, select create a page from the new drop down menu on the left side of the page.

### Adding pages to a folder (Editors & Writers)

1. Click the Pages & Files link from the upper right hand side of the window.
2. Click the all pages area from the list on the left.
3. Click the checkbox for the page you want to file into a folder.

4. Click the Move button.

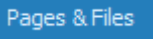


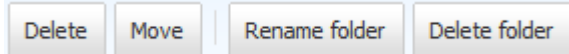
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5. Select the appropriate folder from the Choose a folder window.
6. Click the Move button.

### Removing pages from a folder (Editors)

1. Click the Pages & Files link from the upper right hand side of the window. 
2. Click a folder from the list on the left side of the page.
3. Select the page you want to remove (removing from a folder is not the same as permanently deleting the page).
4. Click the Move button to remove the page from the folder.

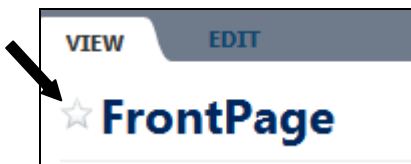


### Bookmarking pages (Editors & Writers)

You can bookmark pages you frequently use in order to return to them quickly.

When you navigate to any page, initially there is a star emblem to the left of the page title that is unchecked. Simply click on the star to check it and the star turns yellow, the page is bookmarked.

Unchecked



Checked



When you log back into the wiki and want to see the page again, click on your account name in the upper right corner of the main page.



You will see all the pages you have bookmarked. To reverse the process, uncheck the star.

