

PBWorks – Guide to using the wiki

<p>Getting started Access PBWorks Register (sign up) for PBWorks Wiki workspaces</p> <p>Wiki pages View and edit your wiki pages Create a new page</p> <p>File management Upload a file Move a file to a folder Create a new folder</p> <p>User management Add new user Edit your profile Delete your account</p>	<p>Commenting Adding and replying to comments</p> <p>Images Insert and image Resize an image</p> <p>Hyperlinks Insert a hyperlink</p> <p>Tables Change table properties Change table width</p>
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How to access PBWorks

1. Start your Internet browser and type in the website address:

pbworks.com

2. If you have registered previously, click

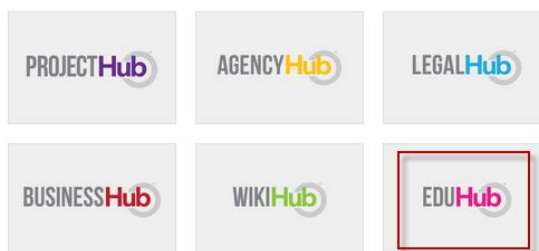
LOGIN

How to register (sign up)

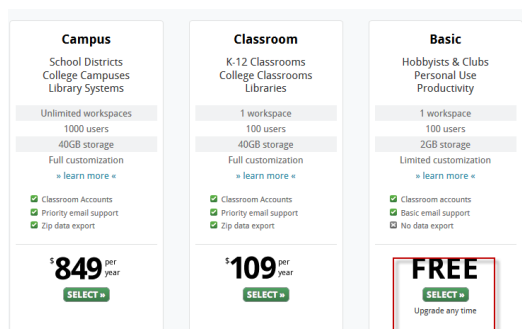
1. If you are a first time user click on

GET STARTED

2. Select Eduhub



3. Click on Free



4. Give your wiki an identity that will appear as part of the website address.
5. Agree that your wiki is for non-commercial purposes by clicking in the checkbox.
6. Enter your name, email address and password (twice) and then click on the **Next**

Create your account
Already have an account? [Log in.](#)

Your name

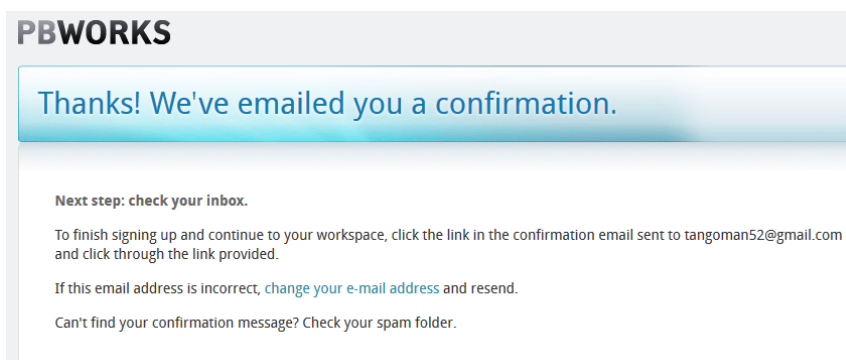
Your email address
We will send a confirmation message to this

Enter password

Confirm password

button.

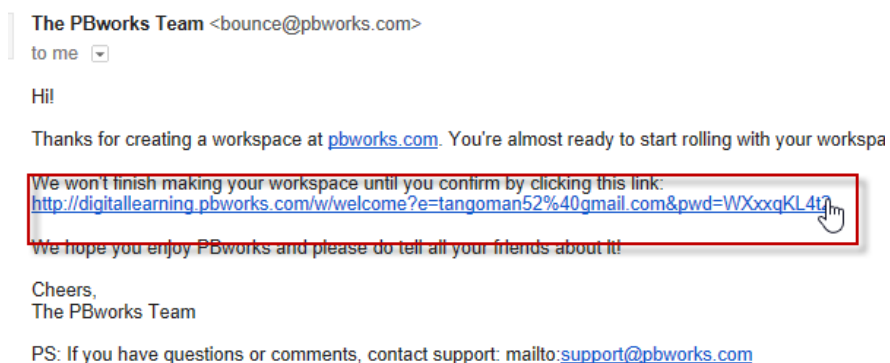
7. You see this feedback indicating that you should check your email inbox.



8. The message in your inbox will be:




9. You must click on the link to verify your email address.



10. Once you click on the link in the email you will returned to the site and asked to set up your workspace security settings. If this wiki is for a collaborative project you probably want only the learning circle members to have access. Click on **Only people I invite or approve**. Then click on **Terms of Service** checkbox and, finally, **Take me to my workspace**.


Welcome to
digitallearning.pbworks.com

 **Choose your workspace's security settings**
You can change these later by going to [Settings](#).

Who can view this workspace?

Anyone

Only people I invite or approve

 **Accept PBworks Terms of Service**

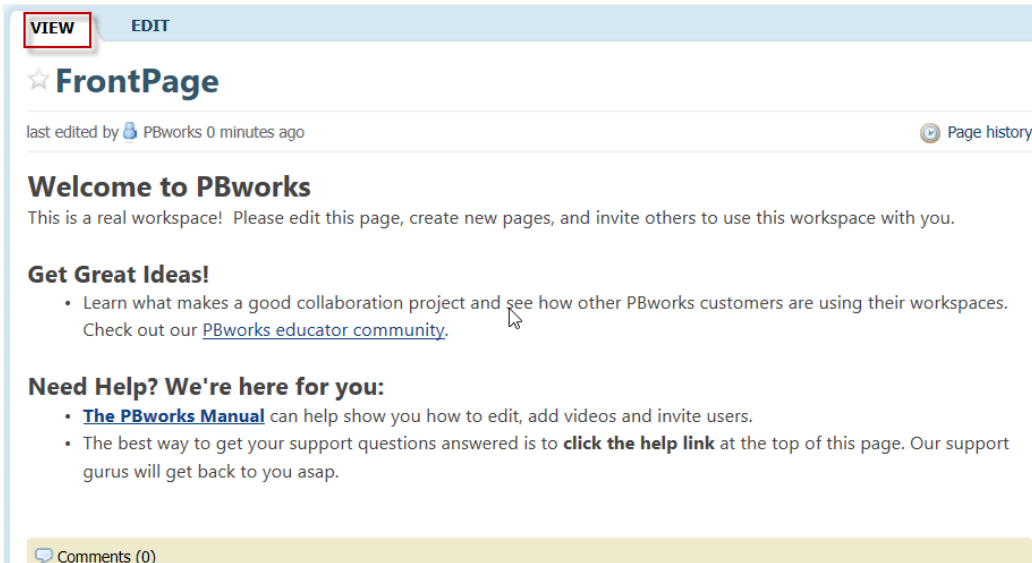
I agree to the PBworks [terms of service](#).

Take me to my workspace

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The View and the Edit mode

1. Your workspace is your wiki. What you will see initially is a view of the opening (front) page. The content on the FrontPage (opening page) should be removed and replaced with content of your choice.



VIEW **EDIT**

☆ **FrontPage**

last edited by  PBworks 0 minutes ago [Page history](#)


Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.

Get Great Ideas!

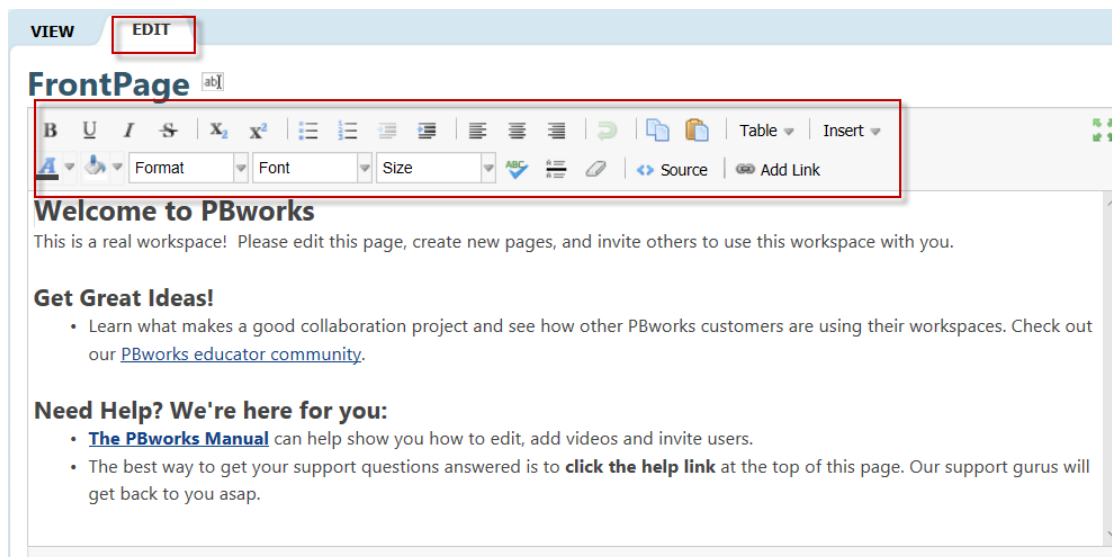
- Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our [PBworks educator community](#).

Need Help? We're here for you:

- [The PBworks Manual](#) can help show you how to edit, add videos and invite users.
- The best way to get your support questions answered is to **click the help link** at the top of this page. Our support gurus will get back to you asap.

 Comments (0)

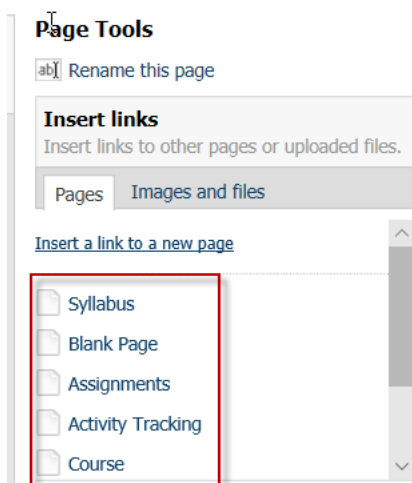
2. Click on the **Edit** tab and you will gain access to editing tools which are similar to that of any text editor.



3. [Top](#)

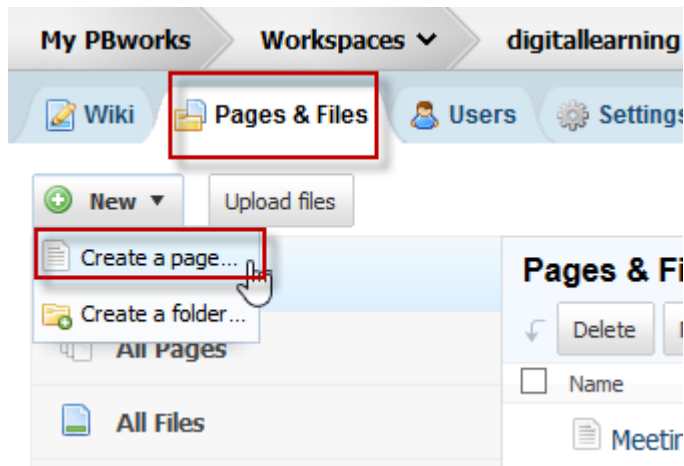
Basic pages

1. The sidebar on the right of the page will provide you with all the page tools, including a list of existing pages that you may find useful. You can delete those which you do not want to keep.

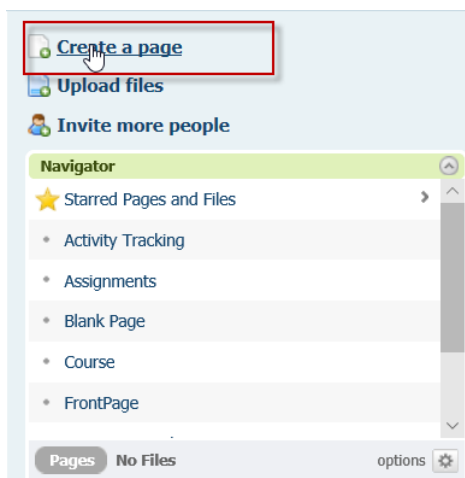


How to add a new page

1. To add a new page, click on the **Pages & Files** tab at the top of the page and then click on **New** and **Create a Page**.



2. An alternative way to create a new page is to click on **Create a page** in the right hand sidebar (you must be in the **View** mode of the wiki).



3. In both case you will give you page a name, specify a folder (if applicable) and click on **Create page**.

Create a new page

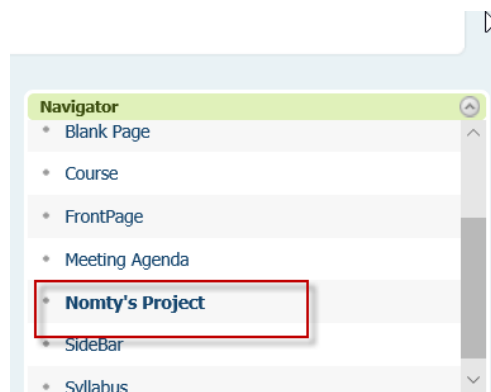
Name your page 1

Put this page in a folder
(no folders on this workspace) 2

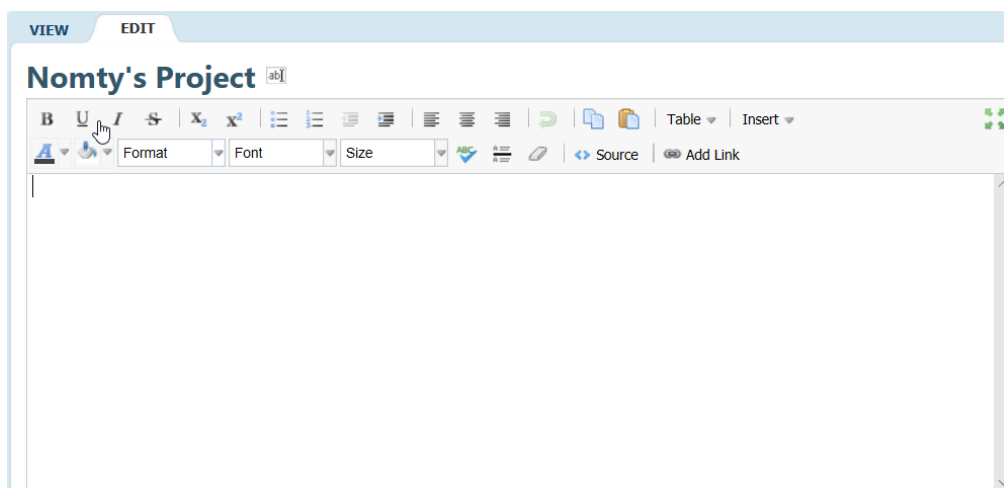
3

[Top](#)

4. The page will appear in the list of page names.

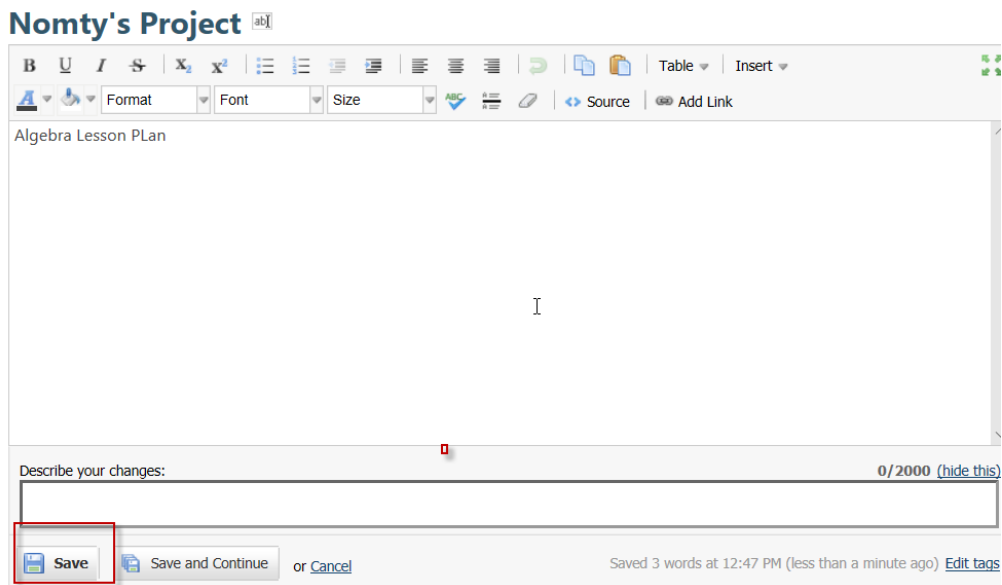


5. Clicking on the page name will open the page.



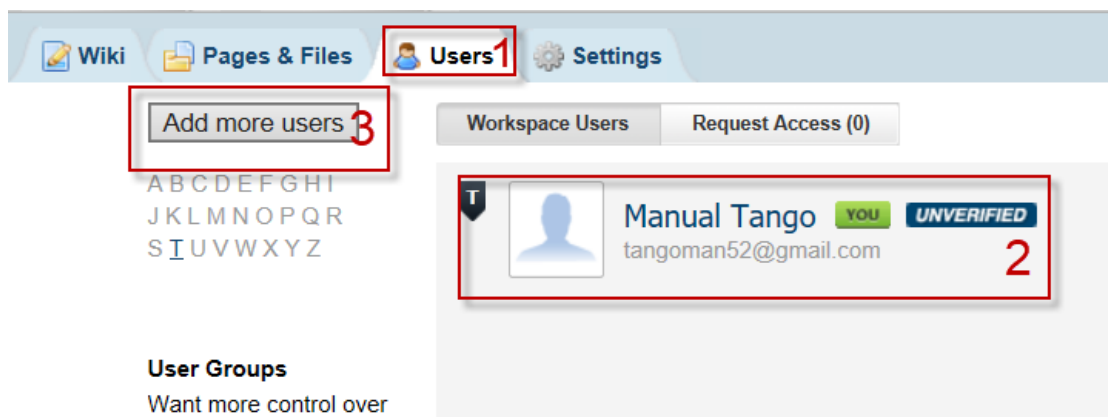
[Top](#)

6. Once you have edited the page remember to click on **Save**.



Adding new users

1. Click on the **Users** tab at the top of the page. You will see a list of existing users on the right hand side of the page.
2. Click on **Add more users**



3. Select the permission level of the users that you are going to add. If they are collaborating they will most likely be writers.

Add Users to digitallearning

Add people to this workspace by entering their email addresses.

If your students don't have email addresses, [create accounts for your students](#).

Users to add

Permission level

- Administrator
- Editor
- Writer**
- Reader
- Page-level only

[Learn more](#)

Add users or [cancel](#)

4. Add the email address of each user. Check the permission level and finally click on **Add users**.

Add Users to digitallearning

Add people to this workspace by entering their email addresses.

If your students don't have email addresses, [create accounts for your students](#).

Users to add

makhonab@gmail.com
thethela34@live.co.za 1

Permission level

Writer 2 [Learn more](#)

Add users or [cancel](#) 3

[Top](#)

- The new users will appear in the user list and they will be marked as unverified until they have responded to an email message asking them to confirm their email address

Workspace Users Request Access (0) Search users

Profile	Name	Status	Role	Last Visited
	Manual Tango tangoman52@gmail.com	YOU UNVERIFIED	Administrator	3 minutes ago
	thethela34@live.co.za thethela34@live.co.za	UNVERIFIED	Writer	never
	makhonab@gmail.com makhonab@gmail.com	UNVERIFIED	Writer	never

Workspaces and preferences

- Change all your workspace and profile settings by clicking on **MyPBWorks**.

If you have many workspaces you can access them from the list on this page

My PBworks PBWORKS

Home Profile Email

My Workspaces

A list of all the workspaces that you have created or can access. You can't leave workspaces that you have created, but you can delete workspaces you no longer need from the workspace's Settings page.

Workspace	Last Changed	Enable Notifications
digitallearning.pbworks.com	9 views, last was 13 mins ago 1 hr ago	<input checked="" type="checkbox"/>

● — a space you created ● — a space you administer other spaces: editor access or lower

Preferences

Notify me when my workspaces change

At most once per day

This setting applies to each workspace individually: you might get two emails in a given hour about two different workspaces.

Submit

Join a workspace

Enter the name of the workspace

Submit

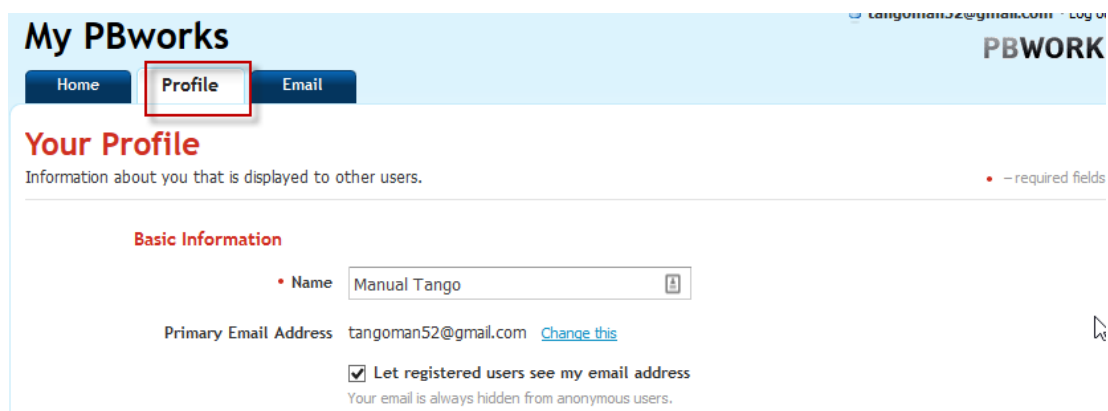
[Create a new workspace](#)

Update your profile

1. Another way to update your profile is to click on **account** in the top right hand corner of the page.

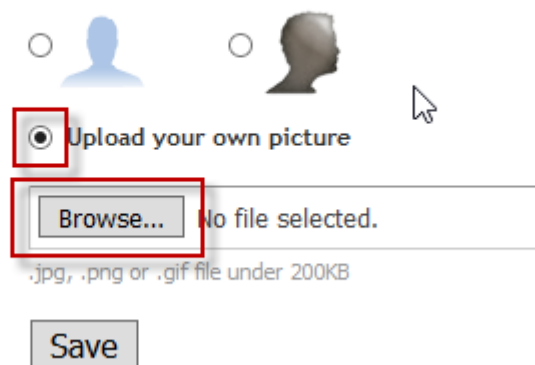


2. This takes you directly to the Profile page.



3. To upload your profile picture click on the button **Upload your own picture** and then click on **Browse** to select the picture from your device.

Profile Picture



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4. Once you have selected your picture click on **Save**.

Profile Picture

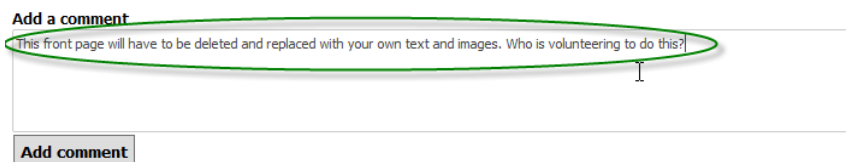


The image shows a profile picture upload interface. At the top, there are two circular icons: a blue silhouette and a grey silhouette. Below them is a radio button labeled "Upload your own picture". Underneath is a file selection box containing a "Browse..." button and the filename "Manual Tango.jpg". Below the file selection box, it says ".jpg, .png or .gif file under 200KB". At the bottom of the form is a "Save" button. Red boxes highlight the "Manual Tango.jpg" filename and the "Save" button.

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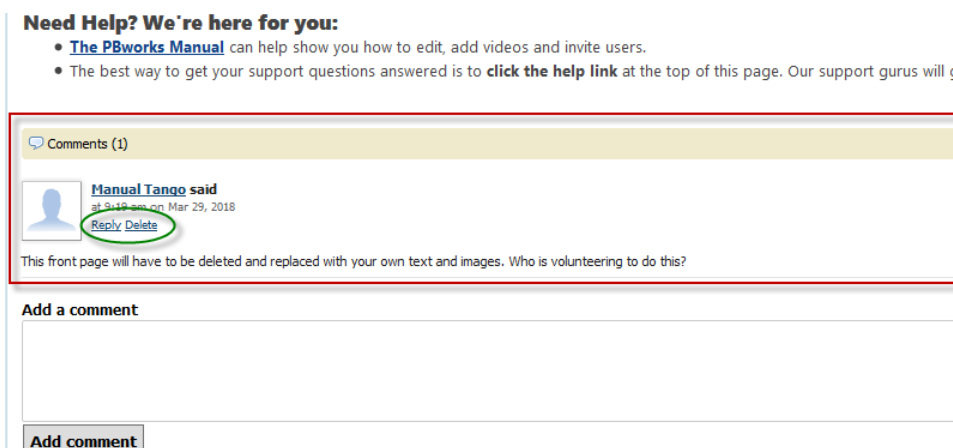
Adding and replying to comments

1. You will see the comment box below the contents of the page. Type your comment in the text field below **Add a comment** and then click the **Add comment** button.



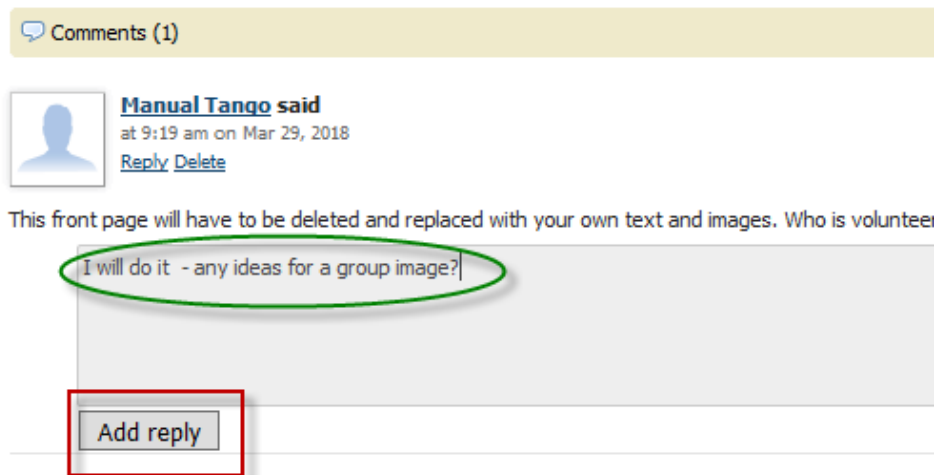
The image shows a comment form. At the top, it says "Add a comment". Below that is a text input field containing the placeholder text "This front page will have to be deleted and replaced with your own text and images. Who is volunteering to do this?". Below the text field is an "Add comment" button. A green oval highlights the text input field.

2. To reply to a comment, Click on **Reply** below the comment



The image shows a comment section. At the top, it says "Need Help? We're here for you:" followed by two bullet points. Below that is a "Comments (1)" header. Underneath is a comment by "Manual Tango" with a profile picture icon, the text "Manual Tango said at 9:49 am on Mar 29, 2018", and a "Reply Delete" button. Below the comment is a text input field with the same placeholder text as in the previous image. At the bottom is an "Add comment" button. A red box highlights the "Reply Delete" button.

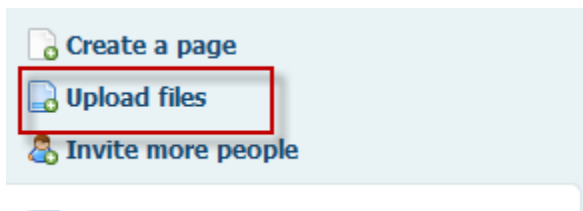
3. Type your response and click on **Add reply**.



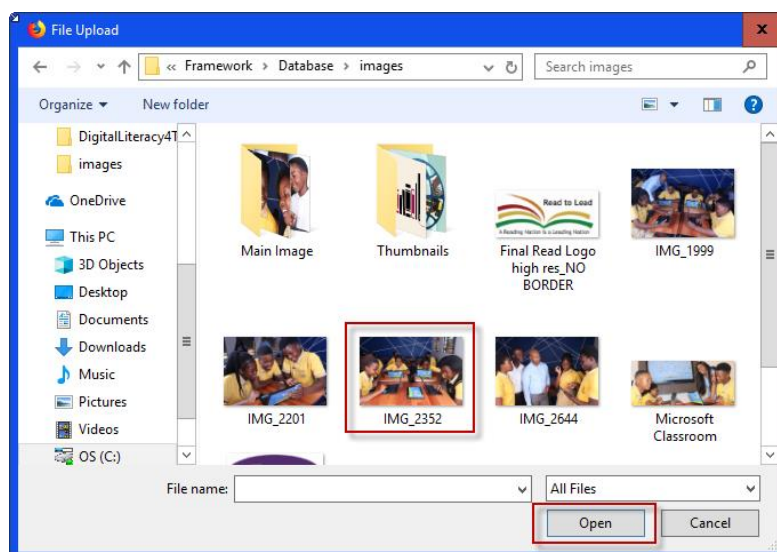
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Upload a file

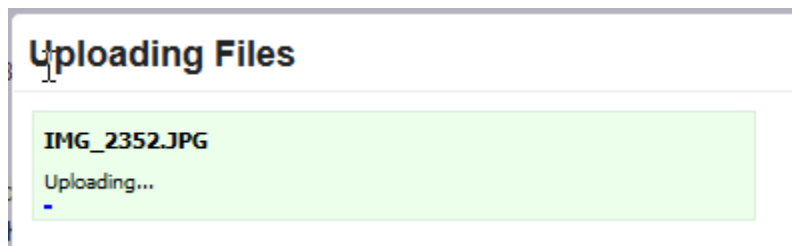
1. To upload a file to your wiki click on **Upload files** at the top of the right hand sidebar.



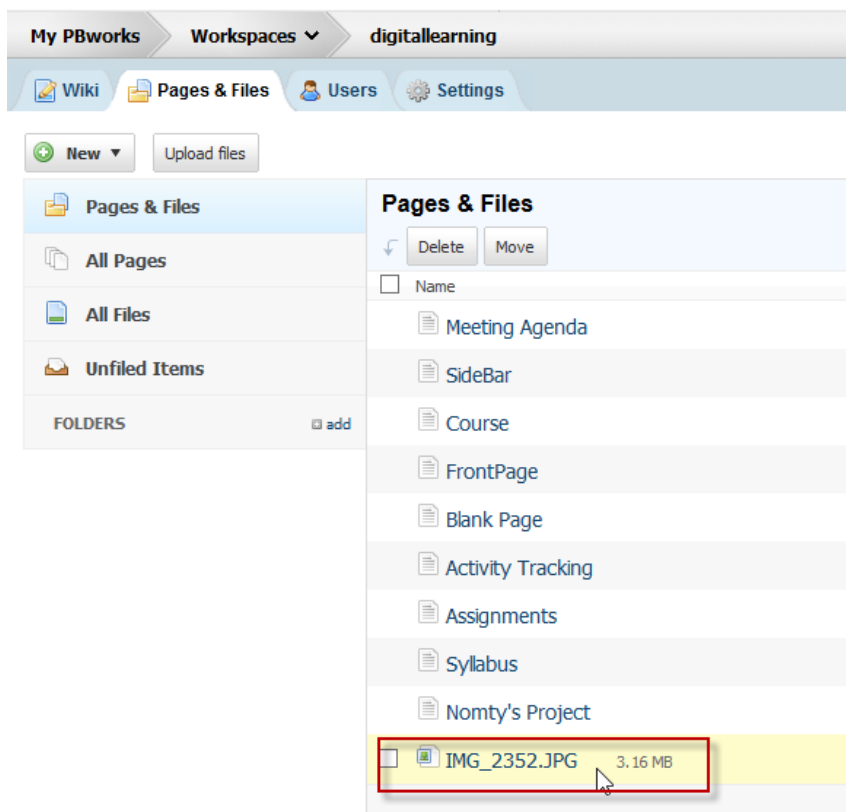
2. Select the file(s) you wish to upload and click on **Open**.



3. The file(s) may take a while to upload.



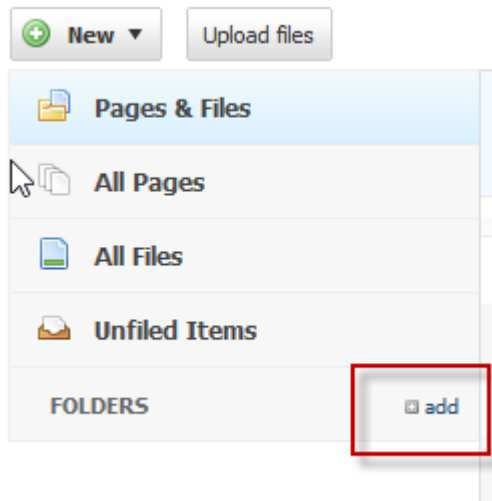
4. The uploaded file(s) will appear in the list of pages and files.



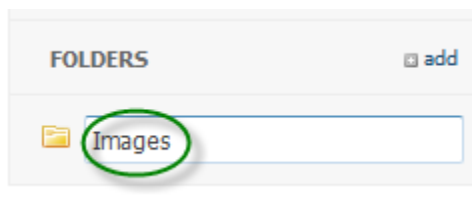
[Top](#)

Create a new folder

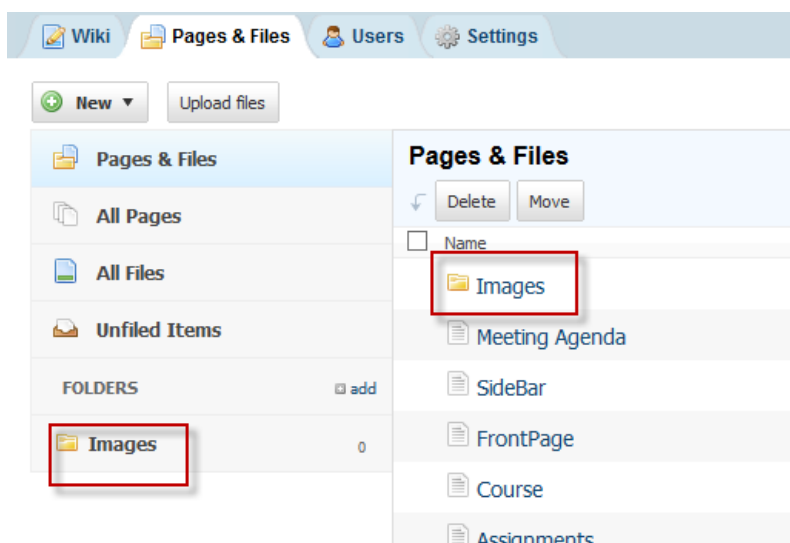
1. To create a folder first click on the **Pages & Files** tab. Then click on **Add** next to FOLDERS.



2. Name your folder.



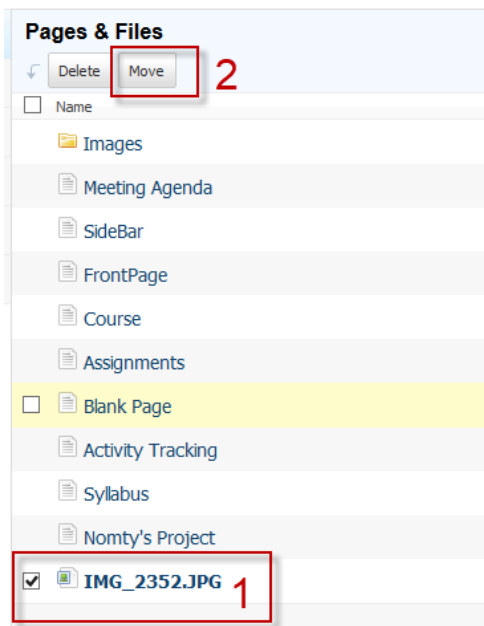
3. The new folder will appear in the list of pages and files.



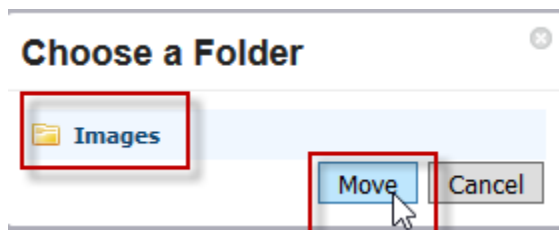
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Move a file

1. At the top of the **Pages & Files** list, first click on the file you would like to move, then click on the **Move** tab.



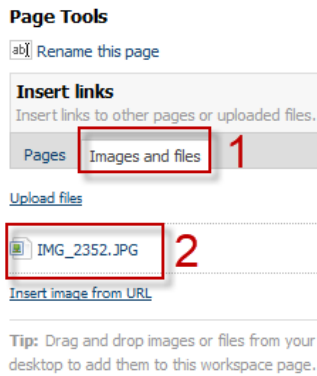
2. Select the folder to which you would like to move the file. Then click on **Move**.



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Insert an image on a page

1. You should be in Edit mode. Click on the **Images and files** tab in the right hand sidebar. If you click once on the image name it will automatically insert in the page.



Resize an image

2. To resize the inserted image click on the image, then find the double arrow at the bottom right of the selected image.

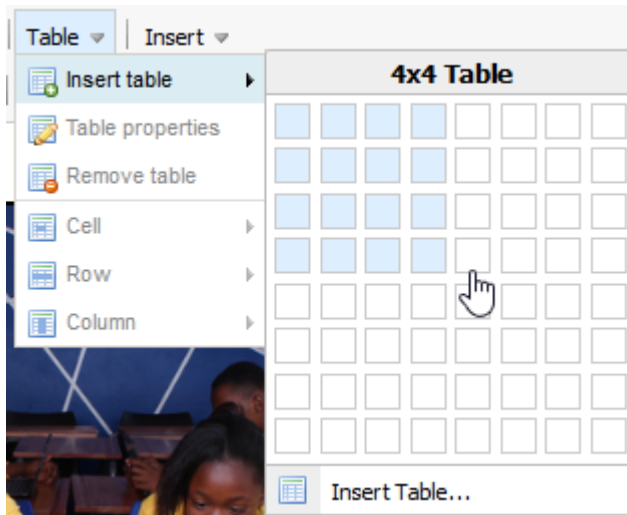


3. Drag and drop the arrow *towards the centre* of the image and release the mouse button or stop the dragging when it is the required size.



Insert a table

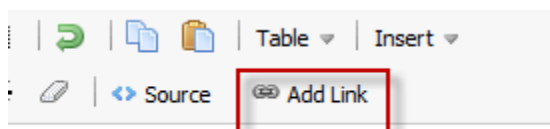
1. To insert a table click on the **Table** tab and then click on **Insert table**. This is similar to the word processor. You can drag across the blank table and select as many rows and columns as you wish.



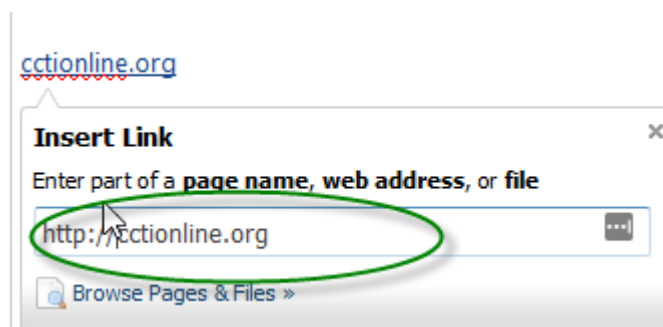
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Insert a hyperlink

1. To insert a hyperlink, select the text or image you wish to link to another page or website.



2. Type in (or paste) the website or page name and press the **Enter** key.

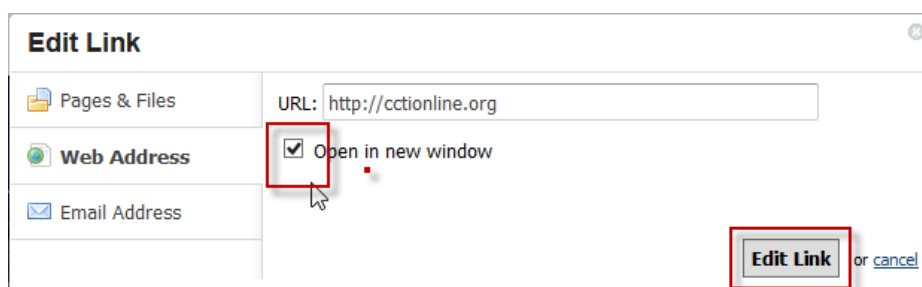


Open link in new window

3. If you want the link to open in a new window, click on the link, then click **Edit**.



4. Then click on the checkbox at **Open in new window**.



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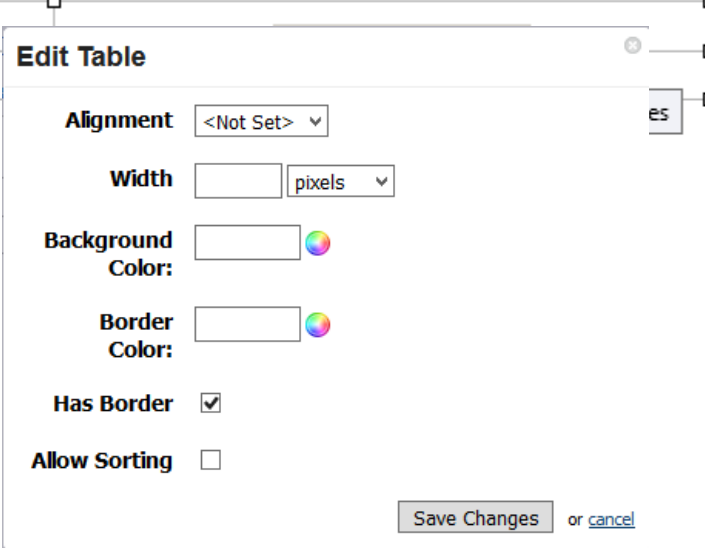
Change table width

1. To change the width of a table, first click on the table, then seek the double arrow by move the cursor over the square on the right hand side of the table. Drag the table to your desired width and release.



Edit table properties

1. Right click on the table to access the **Table properties** menu. Click **Save changes** after you have edited the table properties.



Edit Table

Alignment: <Not Set>

Width: [] pixels

Background Color: []

Border Color: []

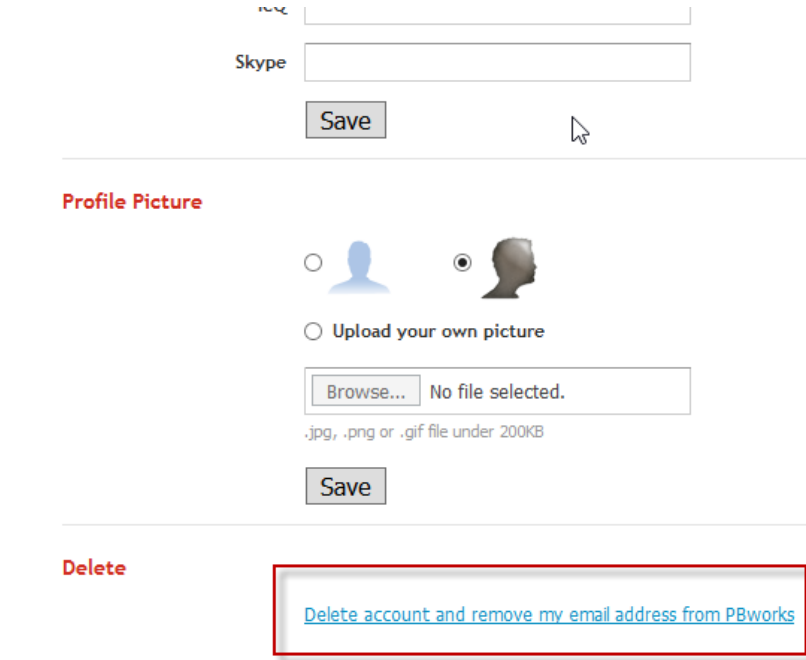
Has Border:

Allow Sorting:

Save Changes or [cancel](#)

Delete your account

1. To delete your account, go to your [profile](#) page and scroll to the bottom, then click on **Delete account and remove my email address from PBWorks**.



Skype []

Save

Profile Picture

Upload your own picture

Browse... No file selected.

.jpg, .png or .gif file under 200KB

Save

Delete

[Delete account and remove my email address from PBWorks](#)

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