

# PBWORKS

## Using Your Wiki Tutorial

1. Choosing Your Email Preferences
2. Pages and Files
3. Folders
4. Edit a Page
5. Review Recent Activity
6. Using the Sidebar
7. Uploading Files

# Choosing Your Email Preferences

To set the email preferences, click on  
“Notifications and RSS” under Access Controls  
in the Settings screen

Browser address bar: PB https://mrleacy.pbworks.com/w/settings/notifications

Page title: PB mrleacy [licensed for non-c...]

Navigation: My PBworks Workspaces ▾ mrleacy

User: Paul Leacy account log out help

Search: Search this workspace

Left sidebar menu:

- BASIC SETTINGS
  - About This Space
  - Colors
  - Logo
  - Export
- ACCESS CONTROLS
  - Workspace Security
  - Notifications & RSS
  - Classroom Accounts
- ADVANCED SETTINGS
  - Developer Interface
  - Delete...
  - License

Main content area: Notifications & RSS

- ☒ Enable email notifications for this workspace ([learn more](#))
- ☒ Allow users to access this workspace's RSS feed ([learn more](#))
- [Save](#)

Yellow callout boxes:

- Click "Notifications & RSS"
- You can set your notifications options (receiving emails when the workspace is changed)

Footer:

PBWORKS PBworks Release #547 / Help About this workspace  
Terms of use / Privacy policy Contact the owner / RSS feed / This workspace is private

Taskbar: Windows 7 taskbar with various application icons and system tray showing 00:09 18/03/2011

# Pages and Files

If you are in your Settings click on the “Pages and Files” tab

If you are on the homepage (or other pages in the wiki), click on the “Pages and Files” link on the top right corner of the screen

When you first create your wiki, PBWorks provides example pages. You can select and delete everything except the FrontPage and the SideBar

My PBworks Workspaces mrleacy Upgrade Now! Paul Leacy account log out help

Wiki Pages & Files Users Settings

New Upload files

Pages & Files

All Pages All Files Unfiled Items

FOLDERS add

Pages & Files

Delete Move

Name Activity Tracking Edit - Rename

Assignments Edit - Rename

SideBar Edit

Syllabus Edit - Rename

Meeting Agenda Edit - Rename

Course Edit - Rename

Blank Page Edit - Rename

FrontPage Edit - Rename

Last changed Revs

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

1-8 of 8

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00:24 18/03/2011

"Pages and Files" Tab

These are sample pages. You can click the box beside "Name" to select all

Deselect FrontPage and SideBar before deleting the sample pages

# Creating Folders

Click “New” on the Page and Files screen

You will see a drop down menu for “Create a page” and “Create a folder”

Once the page or folder is selected, you will be asked to name the page and choose either a blank page or a template

Choose "Create a Page"

My PBworks Workspaces mrleacy Upgrade Now! Paul Leacy account log out help

Wiki Pages & Files Users Settings Search this workspace

New Upload files

Create a page... Create a folder... All Pages

All Files Unfiled Items FOLDERS add

Pages & Files

Delete Move

Name	Last changed	Revs
SideBar Edit	03/17/2011 12:06 pm by PBworks	1
FrontPage Edit - Rename	03/17/2011 12:06 pm by PBworks	1

Share this folder Search

Used 0 B of 2 GB

1-2 of 2

PBWORKS PBworks Release #547 / Help About this workspace  
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http://mrleacy.pbworks.com/w/browse/

00:32 18/03/2011

My PBworks Workspaces mrleacy Upgrade Now! Paul Leacy account log out help

Wiki Pages & Files Users Settings Search this workspace

New Upload files Used 0 B of 2 GB

Pages & Files

Pages & Files

Delete Move

Name

SideBar Edit

FrontPage Edit - Rename

FOLDERS

Share this folder Search

Last changed Revs

03/17/2011 12:06 pm by PBworks 1

03/17/2011 12:06 pm by PBworks 1

1-2 of 2

**Create a new page**

Name your page

Page content

☒ Blank page

☐ Use a template

Put this page in a folder

(no folders on this workspace)

Create page Cancel

Choose whether you want a "Blank Page" or you want to "Use a Template"

Type in the Name you wish the new page to have

Finish by clicking "Create Page"

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00:34 18/03/2011



# Edit a Page

To edit any pages in your wiki, click on the “Edit” tab

You may want to create text in Word first, and then copy and paste onto the wiki page. (I would recommend this to my students as the editing options are more familiar in Word)

Click on "Edit" to work on any page in the wiki. You may want to copy and paste from a Word document

The screenshot shows the PBworks FrontPage interface. At the top, there's a navigation bar with 'My PBworks', 'Workspaces', and 'mrleacy'. Below this is a sub-navigation bar with 'Wiki', 'Pages & Files', 'Users', and 'Settings'. The main content area has a 'VIEW' tab and an 'EDIT' tab. A yellow callout bubble points to the 'EDIT' tab with the text: 'Click on "Edit" to work on any page in the wiki. You may want to copy and paste from a Word document'. The main content area displays 'FrontPage' with a 'last edited by PBworks 12 hours, 32 minutes ago' timestamp. Below this is a 'Welcome to PBworks' message and a 'Get Great Ideas!' section. A 'Need Help? We're here for you:' section follows. At the bottom, there's a 'Comments (0)' section and an 'Add a comment' form. The right sidebar contains a 'Search this workspace' box, a 'Create a page' section with options like 'Upload files' and 'Invite more people', a 'Share this page' section, and a 'Navigator' section showing 'Starred Pages and Files' with 'FrontPage' and 'SideBar' listed. The bottom of the page features a 'PBWORKS' footer with release information and a Windows taskbar at the very bottom.

My PBworks Workspaces mrleacy Upgrade Now Paul Leacy account log out help

Wiki Pages & Files Users Settings

VIEW EDIT

☆ FrontPage

last edited by PBworks 12 hours, 32 minutes ago

Welcome to PBworks

This is a real workspace! Please edit this page, create new pages, and invite users.

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)

Add a comment

Add comment 0/2000

PDF version

PBWORKS PBworks Release #547 / Help Terms of use / Privacy policy About this workspace Contact the owner / RSS feed / This workspace is private

Search this workspace

Create a page

Upload files

Invite more people

Share this page

Put this page in a folder

Add Tags

Control access to this page

Copy this page

Navigator

Starred Pages and Files

- FrontPage
- SideBar

Pages No Files options

SideBar

This is your Sidebar, which you can edit like any other page in your workspace.

This Sidebar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.

[Edit the sidebar](#)

Share this workspace

Add a new writer to the workspace.

Browser address bar: PB http://mrleacy.pbworks.com/w/page/37875281/FrontPage#view=... PB mrleacy [licensed for non-c...

Navigation: My PBworks Workspaces mrleacy Upgrade Now! Paul Leacy account log out help

Wiki Pages & Files Users Settings Search this workspace

VIEW EDIT

# FrontPage

Format Font Size Add Source Add Link

## 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!

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### Need Help? We're here for you:

- [The PBworks Manual](#) can help show you how to edit, add videos and invite users.
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Describe your changes: 0/2000 (hide this)

Save Save and Continue or Cancel Edit tags

**Page Tools**

abx Rename this page

**Insert links**

Insert links to other pages or uploaded files.

Pages Images and files

[Insert a link to a new page](#)

☐ FrontPage

☐ SideBar

Tip: To turn text into a link, highlight the text, then click on a page or file from the list above.

When you've finished working on the page, click "Save"

# Reviewing Recent Activity

Use the recent activity option to track your students' work and interaction with the wiki

You can sort and view by pages, comments, and edits and see who made the changes to the workspaces

The recent activity bar is located on the bottom right of the screen (this shows the most recent changes). To see older changes, click “More Activity”.

Browser address bar: PB http://mrleacy.pbworks.com/w/page/37875281/FrontPage

Page title: PB mrleacy [licensed for non-c...

Left sidebar:

Add a comment

Add comment

0/2000

PDF version

PBWORKS

PBworks Release #547 / Help  
Terms of use / Privacy policy

About this workspace  
Contact the owner / RSS feed / This workspace is private

Right sidebar:

Pages No Files options

SideBar

This is your SideBar, which you can edit like any other page in your workspace.

This SideBar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.

[Edit the sidebar](#)

Share this workspace

Add a new **writer** to the workspace.

[Add](#)

[User settings](#)

Recent Activity

- Blank Page**  
removed by Paul Leacy
- Course**  
removed by Paul Leacy
- Meeting Agenda**  
removed by Paul Leacy
- Syllabus**  
removed by Paul Leacy
- Assignments**  
removed by Paul Leacy
- Activity Tracking**  
removed by Paul Leacy

[More activity...](#)

Yellow callout boxes:

- Recent activity shows you the recent changes and the member (by username) who made the change
- To see more activity, click on "More Activity"

Windows taskbar:

00:46 18/03/2011

# Using the SideBar

The SideBar can be used to provide links to frequently used websites, wiki pages, or resources.

You may also want to use it as a navigation bar for the workspace

Browser address bar: PB http://mrleacy.pbworks.com/w/page/37875281/FrontPage

Page title: mrleacy [licensed for non-c...]

Navigation: My PBworks Workspaces ▾ mrleacy

Tools: Wiki Pages & Files Users Settings

Search: Search this workspace

Actions: Upgrade Now! Paul Leacy account log out help

VIEW EDIT

# FrontPage

last edited by PBworks 12 hours, 43 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!

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## 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)

Add a comment

Add comment

0/2000

PDF version

**PBWORKS** PBworks Release #547 / Help Terms of use / Privacy policy About this workspace Contact the owner / RSS feed / This workspace is private

**SideBar**

Starred Pages and Files

- FrontPage
- SideBar

Pages No Files options

This is your SideBar, which you can edit like any other page in your workspace.

This SideBar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.

[Edit the sidebar](#)

Share this workspace

Add a new **writer** to the workspace.

00:50 18/03/2011

The SideBar can be used for navigation or to show frequently used websites or other resources. To edit the SideBar, click the link

# Uploading Files

- You can upload images and files to your wiki
- When in “Edit”, you will see an option on the right side of the screen to “Insert Links” to files
- Click on the type of file you want to upload or link (“Pages” or “Images and Files”)
- Follow the prompts to complete the upload



Browser address bar: PB http://mrleacy.pbworks.com/w/page/37875281/FrontPage#view=

Navigation: My PBworks Workspaces mrleacy

Page Header: Upgrade Now! Paul Leacy account log out help

Wiki Pages & Files Users Settings

Search this workspace

VIEW EDIT

# FrontPage

Rich text editor toolbar: B, U, I, A, Normal, Font, Size, Source, Add Link, Table, Insert

## Welcome to PBworks

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

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### 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.

Describe your changes: 0/2000 (hide this)

Buttons: Save Save and Continue or Cancel Edit tags

**Page Tools**

- Rename this page

**Insert links**

Insert links to other pages or uploaded files.

Pages Images and files

[Insert a link to a new page](#)

- FrontPage
- SideBar

Tip: To turn text into a link, highlight the text, then click on a page or file from the list above.

**Callout 1:** Click here to insert a link or upload an image or file

**Callout 2:** When you finish uploading your file, click "Save"