

PBWORKS - Student User Guide



**Center for Learning Enhancement,
Assessment, and Redesign**

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This guide provides the basic information you need to get started with PBworks. If you don't find the help you need in this guide, please refer to the online [PBworks manual](#).

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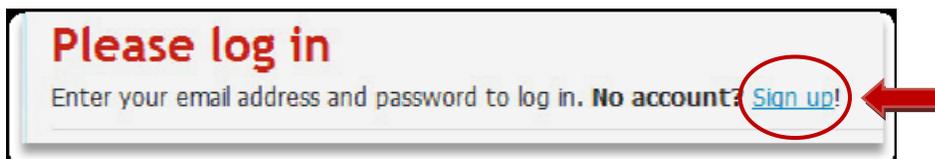
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Creating an Account and Logging in

1. Go to www.pbworks.com. Click on “Log in” at the top-right corner of the home page.

If you already have an account, log in by typing your email address and password. If you are logging in for the first time, click “Sign up”.



2. The sign up page will look like this. Just fill out the form shown below.

Create a PBworks account

A PBworks account will let you manage your settings and the workspaces that you participate in.

Name

Email address

Password

Re-enter Password



3. After you sign in, you will come to “My Workspaces”. This page shows all the wikis you have joined.

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
<ul style="list-style-type: none"> • busi4940-02.pbworks.com 9 views 	2 mos ago	<input type="checkbox"/> Leave this workspace
<ul style="list-style-type: none"> • busi4940-03.pbworks.com 44 views 	2 mos ago	<input type="checkbox"/> Leave this workspace

If you want to join a new wiki (now called a workspace), type the name of the wiki you wish to join in the “Join a workspace” window. (See below).

Join a workspace

Enter the name of the workspace

[Create a new workspace](#)

Your request will be sent to the administrator of the wiki. If she or he approves your request, the new wiki will appear in your list the next time you sign in.

Editing your Account

To edit your profile, email information, or return to your list of workspaces (wikis) click on the **account** link and the top, right corner of the page. This will take you to your profile page. There you will see three tabs at the top. Click on any of these to edit your profile. Click on home to see enter back into your wiki.



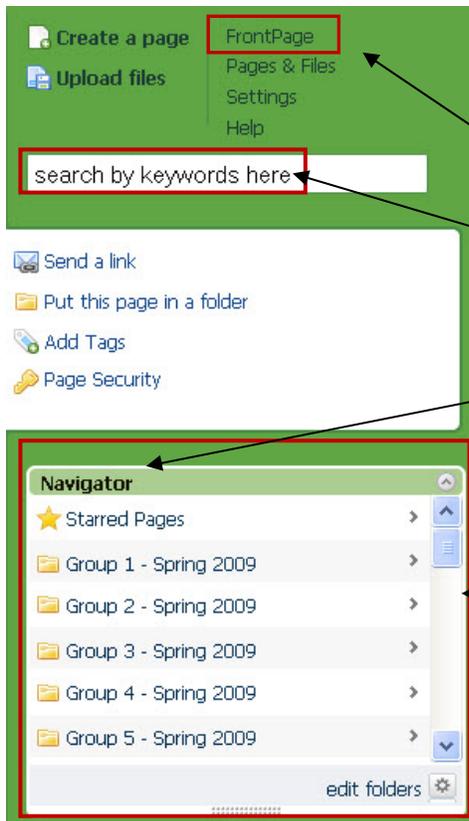
Signing out

It is important to sign out of your wiki or workspace when you are done. To do this, just click on the *sign out* link at the top right corner of the page.



Viewing Pages

Every time you enter a wiki, you will see the front page first. You may view any of the wiki pages listed unless access has been denied by the wiki administrator. You can access wiki pages in several different ways: (1) Click on the *Pages and Files* link located at the top right corner of the menu bar. (2) Type in tags (keywords) in the search window. (3) Use the navigator menu on the sidebar. Go ahead! Click on some of the links or folders to see how you can explore the site. Remember to click on the home icon at the top left of the wiki to return to the front page.

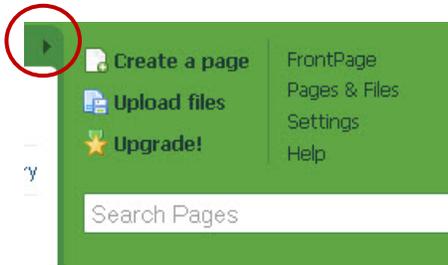


Here are some ways to navigate within the wiki

Using Navigator, click on your folder. Then, click on the page you want to open.

Viewing a full screen

To view the full screen of your wiki page, you can hide the wiki menu bar on the right by clicking on the arrow at the top of the menu as shown below.



Restoring the Menu Bar

To make the menu bar appear again, click on the little arrow at the top, far-right corner, of the wiki page.



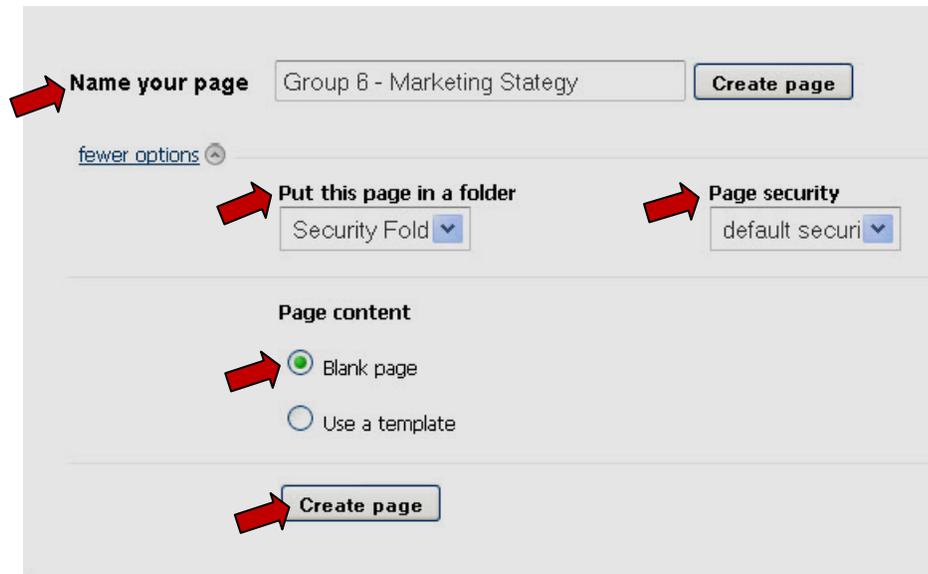
Front page

Click on the home icon  at top left of the wiki to return to the front page of your wiki.

Creating Pages

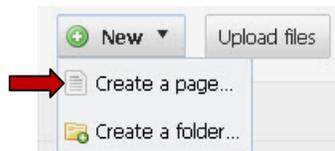
As a student, you will have authority to create and edit pages in your assigned group. You may or may not have permission to create or edit pages in other parts of the wiki. Everything you create or edit is recorded, so you can always go back to previous versions of a page if you desire. To create a new page, follow these steps.

1. Click on the “Create a page” link at the top of your wiki menu bar. 
2. Give a specific name to your page and then click on the **more options** link.
3. Choose the folder that belongs to your group.
4. Select “default security”
5. Choose *Blank page* or (*template if you want to use a pre-existing template*)
6. Click the “*Create page*” button. (See screen shot below)



Creating a page (2nd option)

1. Click on the Pages & Files link at the top of the menu bar. Pages & Files
2. Click the “New” button at the top of the page and choose “Create a page”



3. Type the name of your new page (Give it a name unique to your group)
4. Select your group’s folder in the drop-down list (If you don’t see it, click on **more options**)
5. Choose “default security”
6. Choose if you want to create a blank page or use a template
7. Click “Create page”

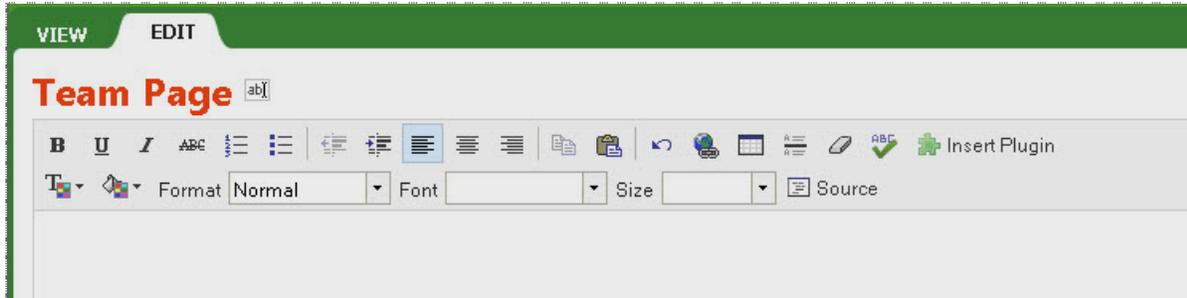
Creating or editing content

Create or edit content on a wiki page by clicking “Edit” at the top of the page.



Using the HTML Editor

The *Edit* page features tool bars at the top to help you format text, create hyperlinks, create tables, insert Plugins or create a horizontal line. You can also click "Source" on the tool bar to view or edit the actual HTML code.



Copy and paste content

Text can be copied and pasted from an outside document to the wiki page, or it can be copied and pasted within the wiki itself. Use the copy and paste buttons on the toolbar or right click your mouse to copy and paste.

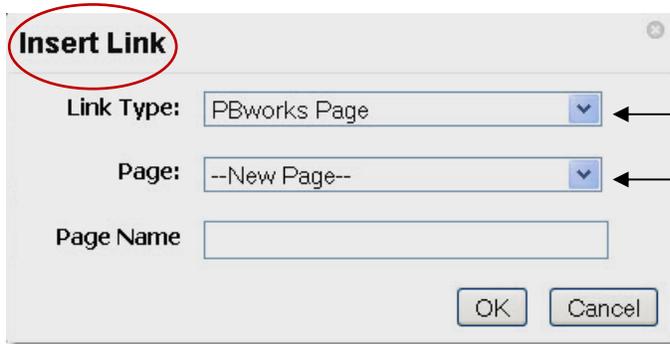
Creating your own template

You can tag any page as a template and it will appear in the list of templates the next time you create a page. Make sure to use a lowercase "t" for "template".



Creating Links

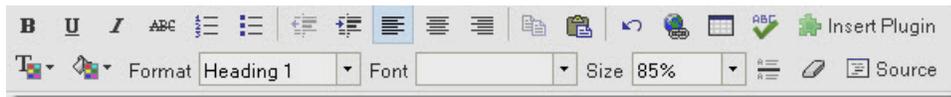
PB Works allows you to create hyperlinks to pages inside your wiki, to files, folders, email addresses, or other web sites. Click on the insert link icon  on the tool bar of your HTML editor. In the window that appears, choose what type of link you wish to insert: wiki page, a file, web URL, etc.



Use the drop down menus to insert different types of links

Formatting Text

Text is formatted very similar to other word processors you have used in the past. Highlight the text and then format it according to your preference for size, color, style etc. You can easily format the headings of your page by highlighting your heading and selecting one of the heading formats in the dropdown menu on the tool bar.



Inserting a file

1. Make sure you are on the *Edit* page
2. Place the cursor where you wish to insert the file
3. On the right side menu, look for the **Insert Links** section.
4. Click on the tab that says "Images and files".
5. Click "Upload files" to get the file from your computer
6. Once uploaded, the file will then appear in your list of files (scroll down to see them all)
7. Click on the file's name to insert it into the page.



Click on the Images and files tab and then browse for the file you wish to upload

Click on the file name to insert it on the wiki page

Inserting a Horizontal Line

Inserting horizontal lines is useful for creating sections to organize the content on your page. To create a horizontal line, click on  on the tool bar. If you would like a thicker horizontal line, copy and paste this code in the html source view: `<hr style="width: 904px; height: 3px;" />`

Inserting a Plugin

PB Works allows you to install various “Plugins” into your pages. These plugins range from calendars and spreadsheets to YouTube videos and Google gadgets. To install a plugin, follow these steps.

1. Make sure you are on the *Edit* page
2. Click on the  button at the end of the top tool bar.
3. Choose a plug-in from the categories shown

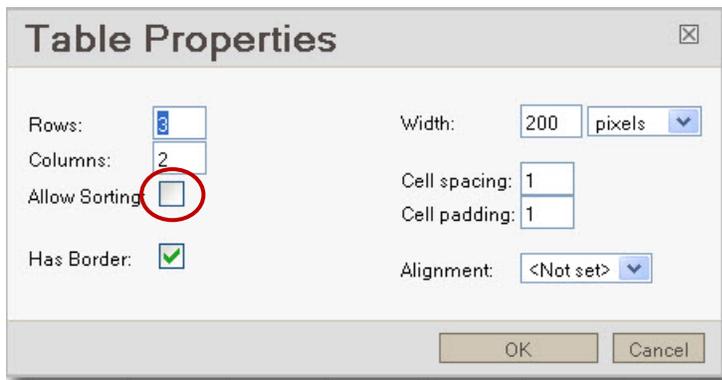


4. A new window will pop up to ask you a few questions about customizing your plug-in
5. Click on the preview when you are done
6. Click “OK” to insert the plug-in on the page*.

* **Note:** you won't see the real plug-in until you save your wiki page.

Inserting a Table

Click the table button on the top tool bar . A table properties window will appear to help you create your table. If you want to sort information in the table, make sure you check the “Allow Sorting” box.



Saving your work

Make sure you save your work frequently. Click the  button at the bottom of the *Edit* page. It is recommended that you create your work in Word or some other word processing program first and then paste it to your wiki page. This will prevent you from losing any content if the wiki goes down or your Internet connection is disrupted.

Spell Check

You can spell check the text on your wiki pages. Highlight the text you want to check and click on the spell check button on the toolbar.

Edit Lock

Edit lock is a feature PBworks uses to prevent two people from editing the same wiki page at the same time. There is no way to turn it off. If you are editing a page, no one else will be able to interrupt unless one of these things happens:

- You save the page.
- You hit cancel and don't save your changes.
- You make no changes on the page for five minutes or more.

If you leave the page alone for more than 5 minutes, another user can "steal" editing privileges from you. This cancels your changes and they can make their own changes.

Organizing and locating information in PBWorks

As you create more pages in your folder, you may desire ways to find information faster. You can do this by using tags in the workspace search engine and by creating tables of contents within your pages. To facilitate successful searches, please give the material you create descriptive tags or names that belong only to a particular page, section or item. This will speed up your search for information in the wiki.

Using the Search Feature

PB works offers a fairly robust search engine. Use these search tips to fine-tune your results:

A plus sign (+) before a word means it must be included in search results (eg: brown +cow returns pages that may contain "brown" but must contain "cow")

A minus sign (-) before a word means it must be removed from search results. (eg: brown -cow returns pages that contain "brown" but not "cow")

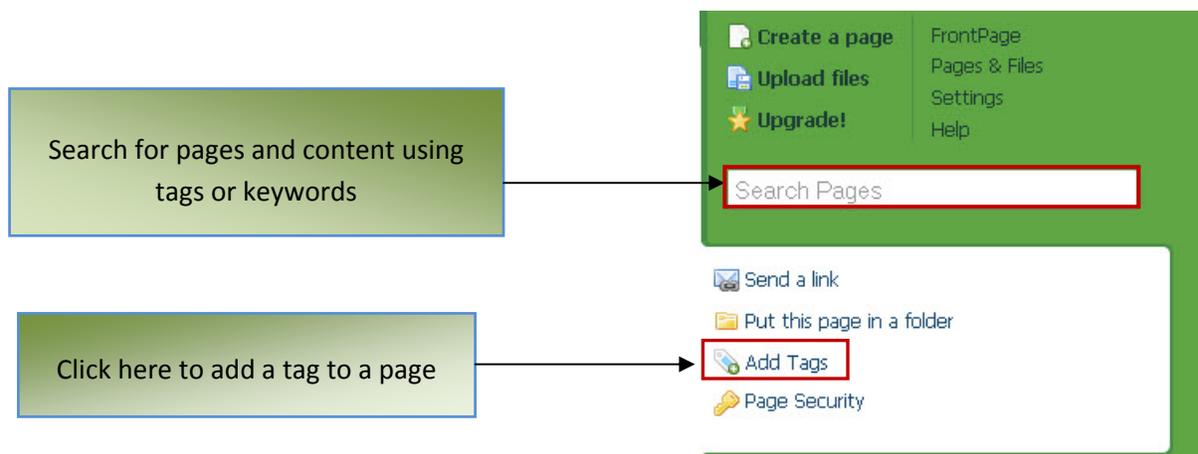
Quotes ("") around a phrase returns that exact phrase (eg: "brown cow" returns pages that include the exact phrase "brown cow")

Also, search results are sorted by weight, which means that a page with a lot of the mention of the keyword will show up at the top of the list.

*You may also search for files you have attached to your pages by typing in the name of the file.

Using Tags

Tags are labels you can create to describe contents in your page; for example, "Monroe Doctrine" or "2008 sales report." Tags can help you locate material faster. Just type the tag you are looking for in the search box. You can create tags for each wiki page by clicking the "Add Tags" link on the menu bar. (See illustration below)



* You may also add or edit your tags at the bottom of the *Edit* page by clicking on the [Edit tags](#) link in the lower right-hand corner. You can create several tags for a page, but be sure to separate your tags by commas.

Adding a Table of Contents to a page

The table of contents plugin (TOC) allows you to display linked titles at the top of the page. Clicking on the hyperlink in the TOC takes you to the place in the wiki page that contains that information.

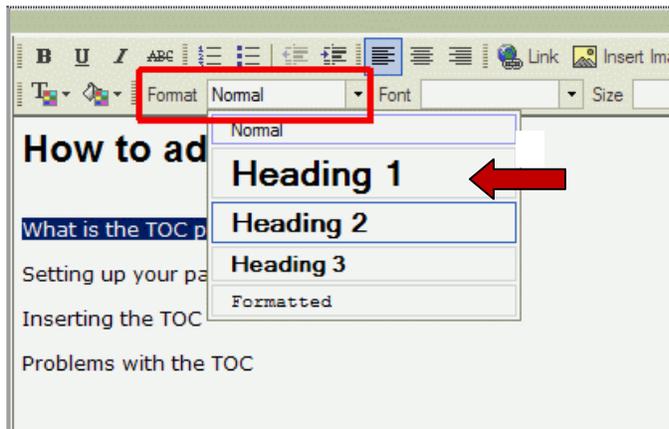
Below is a static example of a TOC. If you clicked on any of the hyperlinks, it would take you to that section of the page.

1. [How to add a TOC to a page](#)
 - a. [What is the TOC plugin?](#)
 - b. [Setting up your page to use a TOC](#)
 - c. [Inserting the TOC](#)
 - d. [Problems with the TOC](#)
 - e. [Adding a Return to Top of the Page link](#)

Preparing a page for a Table of Contents

When you add content to your page, keep in mind the major headings you want to use. If you have a heading you want to appear in your TOC, you need to choose the **H1**, **H2**, or **H3** header format. Only words that are formatted with these header formats will show up in the TOC.

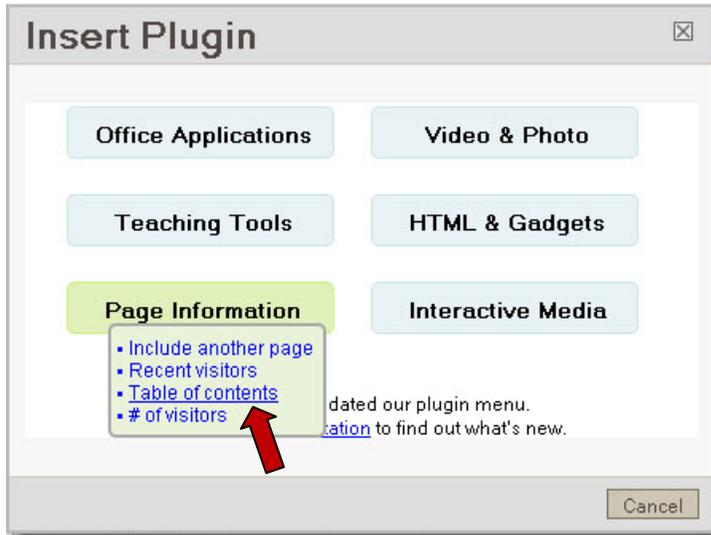
Example: In the illustration below, the header sections are set up to create a table of contents. H1 is chosen for the most important (title section) part and H2 or H3 for the less important sub sections in the TOC..



*Typically, the major titles in the table of contents are H1 headers and the subsections are H2 headers. H3 is used less often, but you may want to use it to create further subsections in your table of contents.

Inserting the TOC

After you have created your H1, H2 or H3 headers on your page, you can insert the TOC plugin. Just click the "Insert Plugin" button  and chose [Table of contents](#) as shown below.



Warnings about TOC

1. Don't use too many H1, H2 or H3 headers in your wiki page. Complicated TOCs are not helpful. Try to keep your page headers short, not more than a single line of text. Don't format an entire paragraph with H1, H2 or H3.
2. If you want a header to appear in the TOC, don't put a page link or URL link on that header. It may not work right, and it may be confusing if it does work.
3. Be careful with applying other formatting to the headers. Try not to change the color of the text or make it bold or italicized.

Tracking changes in your wiki pages

One of the nice features in wikis is that you can track the history of changes that were made on every page. Each page retains a record of the authors' work on the page, what they did, and when they did it. To view the page's history, just click on the "Page history" link on the top-right side of the page. You can also receive updates by email when changes have been made if you like. See illustration and comments below.



Revisions of [\(Apex Consulting\)-AHB-Part1](#) (4):

The screenshot shows a table of page revisions. At the top left is a 'Compare' button. The table has four rows, each representing a revision. Each row contains a radio button, a timestamp and author name, a 'Delete' button, and a status indicator. The first row is selected, with its radio button filled and the text '(Current Revision)' to its right. Below the table is another 'Compare' button.

Radio Button	Timestamp and Author	Delete	Status
<input checked="" type="radio"/>	November 6, 2008 at 9:59:56 am by Brett Patchen	Delete	(Current Revision)
<input type="radio"/>	November 6, 2008 at 9:59:15 am by Brett Patchen	Delete	
<input type="radio"/>	November 5, 2008 at 3:29:08 pm by Edna Monterrosa	Delete	
<input type="radio"/>	November 5, 2008 at 2:51:51 am by Haruko	Delete	

From the screen shot above, observe that you can compare different versions of the page. Or, you can just click on a date to see that version of the page.

When you click on one of the previous dates, you will have the option to return to the current version, revert to this version, or go back to the Page history list.

A notification box with a clock icon and the text 'This version was saved 8 months, 1 week ago'. Below the text are three links: 'View current version', 'Revert to this version', and 'Page history'.

Coordinating with other users

More than one person can work in the wiki at the same time as long as these persons are not working on the same page. If you try to enter a page where someone is currently working, you will receive a pop-up message saying that someone else is currently editing that page. If you are the one editing a page, no one else will be able to interrupt you unless one of the following happens:

- You save the page.
- You hit cancel and don't save your changes.
- You make no changes on the page for five minutes or more.

If you leave the page alone for more than 5 minutes, another user can "steal" editing privileges from you. This cancels your changes and they can make their own changes.

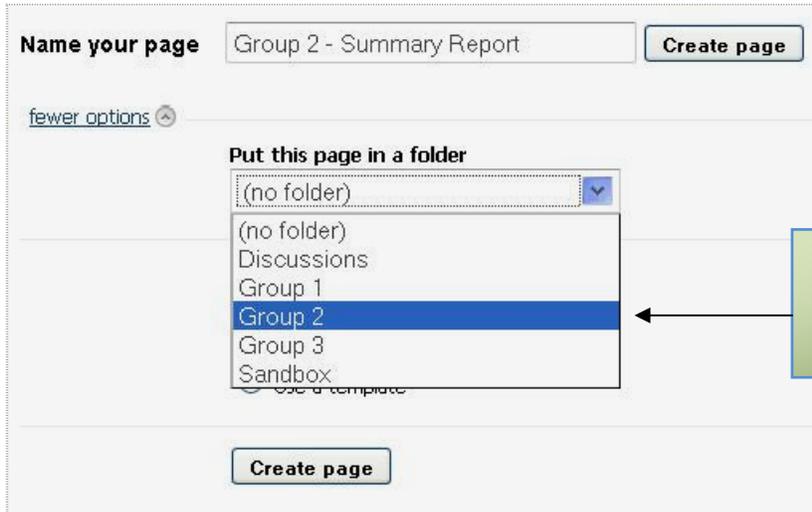
*It is best to avoid page access wars by pre-scheduling the time when each member of your group will be online to work on specific pages.

Setting Page Security in PBworks

In order to keep pages secure, you must place them within your group's folder. Below are instructions on how to create your pages with proper security. At the end of this section, there are directions on what to do if you have created a page that is currently outside your folder.

Creating pages with proper security

When you create a new page, make sure you create it within your group's folder. This will make it so that only the members in your group and your instructor(s) can access the page. To create a page, first click on **Create a page** at the top of the wiki menu bar. Name your page and choose the folder where you want it placed. If you don't see the folder drop-down list, click on the [more options](#) link.



The screenshot shows the 'Create page' form. At the top, there is a text input field labeled 'Name your page' containing the text 'Group 2 - Summary Report' and a 'Create page' button. Below this is a 'fewer options' link. The main section is titled 'Put this page in a folder' and contains a dropdown menu. The dropdown menu is open, showing a list of folders: '(no folder)', 'Discussions', 'Group 1', 'Group 2', 'Group 3', and 'Sandbox'. The 'Group 2' option is highlighted in blue. A 'Create page' button is located at the bottom of the form.

Select the folder in which you want to place your page.

Moving pages to different folders

If you didn't place your page in the correct folder, you can move your page to a different folder, provided you still have access to it. Here's how: (1) Open the page from its current location. (2) Click the link on the menu bar which says: "Put this page in a different folder" (3) Choose the folder you want from the drop-down list. (See illustration below.)



Note: If you no longer have access to a page you created, you need to contact your instructor and have them move the page back into your group's folder. If you see a page that you don't think should be in your folder, inform your instructor so the page can be deleted or reassigned to the correct group.

Notifying group members about changes

If you want to inform a group member or members about recent changes you've made to a page, you can send them an email notification. Just click on the "Send a link" link on the menu bar.



***If you notice any errors within this document, please send an email to: brett.patchen@unt.edu**