
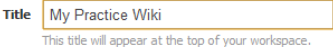


HOW TO CREATE A WIKI

1. Go to <http://pbworks.com>.
2. Click on **Sign up**.
3. Click on **Select** beneath the heading for the Basic service. 
4. Complete the form to create your wiki and set up your account:
 - a. Choose your address: This will become the web address for your wiki page.
 - b. Tell us about your workspace:
 - i. What is this space for? Choose **for education**.
 - ii. Company type: **K-12 Classroom**
 - iii. Workspace purpose: Choose whatever you want.
5. Complete the form to create your account. Click on **Next**.
6. Check your email for the confirmation email. Click on the link in the email to confirm your account.

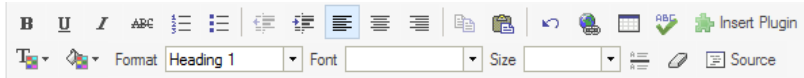
We won't finish actually making your workspace until you log in, so please do that now. To finish creating your workspace, click below:
<http://justtestingwiki.pbworks.com/?e=athaker%40smartsolutionsonline.com&pwd=aie4ffhkmP>
7. Choose your workspace's security settings:
 - a. Who can view this workspace? Choose **anyone** if you want your wiki to be open to the public to view. Choose **only people I invite or approve** if you want your wiki to be private. You can change this later if you change your mind.
 - b. Who can edit this workspace? **Anyone with an account** allows anyone with a PDWorks account to edit your page. **Only people I invite or approve** will let you control who can make changes.
 - c. Check the box to agree to the terms of service.
 - d. Click on **Take me to my workspace**.

HOW TO CHANGE THE PAGE HEADING

1. Click on **Settings** in the upper right-hand corner of the page.
2. Change the title in the box. 
3. Click **Save**.

HOW TO EDIT A WIKI PAGE

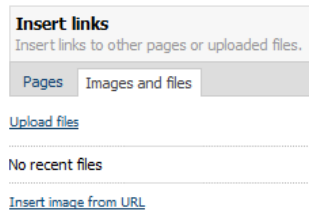
1. Click **Edit**.
2. Write in the text box. Use the toolbar to change the formatting.



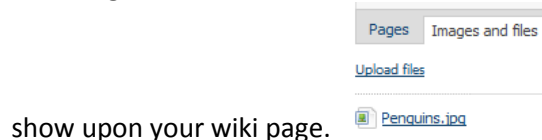
3. Click **Save**.

HOW TO UPLOAD AND INSERT IMAGES

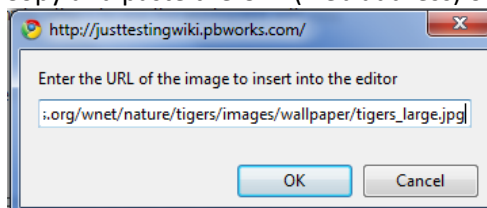
1. Click **Edit**.



2. Click on **Images and files**.
 - a. If you already have the image saved on your computer... click on **Upload files**.
 - i. Select the image file you want from your computer and click **Open**.
 - ii. The image will now be listed in the list of files. Click on the file name. The image will



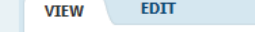
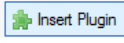
- b. If you want to insert an image from a website... click on **Insert image from URL**.
 - i. Copy and paste the URL (web address) of the image into the box and click **OK**.



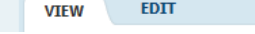

HOW TO COMMENT ON A PAGE


1. Find the box that says **Add a comment** at the bottom of the page. Write your comment in the box.
2. Click **Add comment**.

HOW TO INSERT PLUGINS

1. Click **Edit**. 
2. Click **Insert Plugin** 
3. Select the plugin you would like to insert and click **Preview**.
4. Click **OK**.

HOW TO HYPERLINK TO A WEB PAGE

1. Click **Edit**. 
2. Highlight the word or phrase that you want to make a link. 

3. Click the **Insert/Edit Link** icon. 
4. Select URL as the Link Type. Complete the form and click **OK**.

Insert Link

Link Type:

URL:

Open in new window

HOW TO HYPERLINK TO ANOTHER WIKI PAGE

1. Click **Edit**. 
2. Click the **Insert/Edit Link** icon. 
3. Select **PBWorks Page** as the Link Type. Select **New Page**. Write the **Page Name**. Click **OK**.

Insert Link

Link Type:

Page:

Page Name:

HOW TO CREATE A NEW PAGE ON YOUR WIKI

1. Follow Steps #1-3 for “How to Hyperlink to Another Wiki Page”
2. Click on the link you just created.
3. Click **Create page**. **Name your page**
4. Type something in the text box. Click **Save**.

HOW TO ORGANIZE PAGES

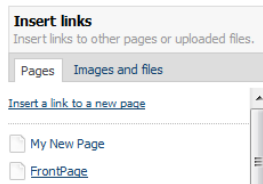
SideBar

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](#)

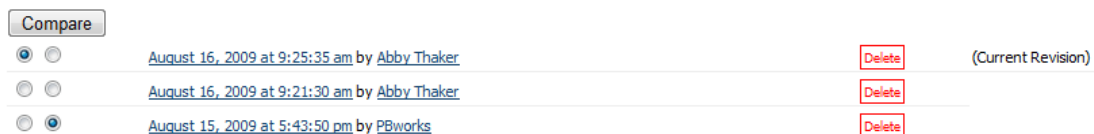
1. Find the Sidebar on the right-hand side of the page. Click **Edit the sidebar**.
2. Highlight and delete the text that is already on the page.
3. The pages in your wiki are listed on the right-hand side. (Some examples from PBWorks are also listed.)



4. Click on the page name to insert the link in the Sidebar.
5. Click **Save** when you are finished.

HOW TO COMPARE VERSIONS

1. Click **Page History**.
2. Select the versions you want to compare and click **Compare**. The differences between the two versions will be shown in **green**.



3. Click **Delete** to delete a revision.

HOW TO EDIT WIKI SECURITY SETTINGS

1. Click **Settings** in the upper right-hand corner of the page.
2. Click **Workspace security**.
3. Select the security settings for who can view, edit, and comment on your wiki page.

Workspace Security

Who can view this workspace? Anyone Only people I invite or approve

Who can edit this workspace? Anyone with an account Only people I invite or approve

Let people request access to view or edit the workspace
Administrators will be notified when someone requests to join the workspace.

Disable commenting for readers

4. Click **Save**.

HOW TO INVITE OTHERS TO YOUR WIKI

1. Find the **Share this workspace** box on the right-hand side of the page.
2. Click **User settings**.
3. Enter the email address of the new user.
4. Select the permission level. Click **Learn more about permission levels** to compare.

Share this workspace

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

user@email.com

[User settings](#)

Email address [Add Multiple Emails](#)

Permission level

Users (1)


5. Click **Add user**. The new user will receive an email from PBWorks notifying them that you have invited them to the wiki.

HOW TO CHANGE THE COLOR OF YOUR WIKI

1. Click on **Settings** in the upper right-hand corner of the page.
2. Select a color.
3. Click **Save color scheme**.

HOW TO CREATE CLASSROOM ACCOUNTS

1. Find the **Share this workspace** box on the right-hand side of the page.
2. Click **User settings**.
3. Click **create accounts for your students**. (Tip: Before you create the accounts, make sure you have access to a printer so you can print out the usernames and passwords.)

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

4. Choose the number of students and the permission level. Click **Continue**.
5. Enter your student names and usernames. (Tip: Change the Usernames from the generic names to your student first names so you can easily tell who has edited the wiki.)

Name (optional)	Role	Username	Password
<input type="text" value="Sally"/>	<input type="text" value="Writer"/>	<input type="text" value="sally"/>	<input type="text" value="bear3fig"/>
<input type="text"/>	<input type="text" value="Writer"/>	<input type="text" value="wikiuser0002"/>	<input type="text" value="turtle5lemon"/>

6. Click **Continue**.
7. Check your spelling. Click **Create accounts**.
8. Click **Print account list**.

STUCK? HERE'S SOME HELP

Go to <http://pbworks.com/content/supportcenter> to view 30-second video tutorials from the PBWorks Support Center.