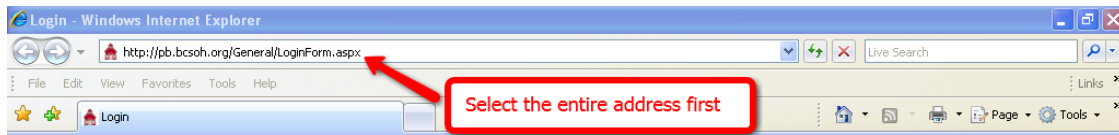


## How to add a website to PBworks

Step 1: Go to the website you are planning on adding to PBworks. (If you already know the web address you want to add, skip to step #4)

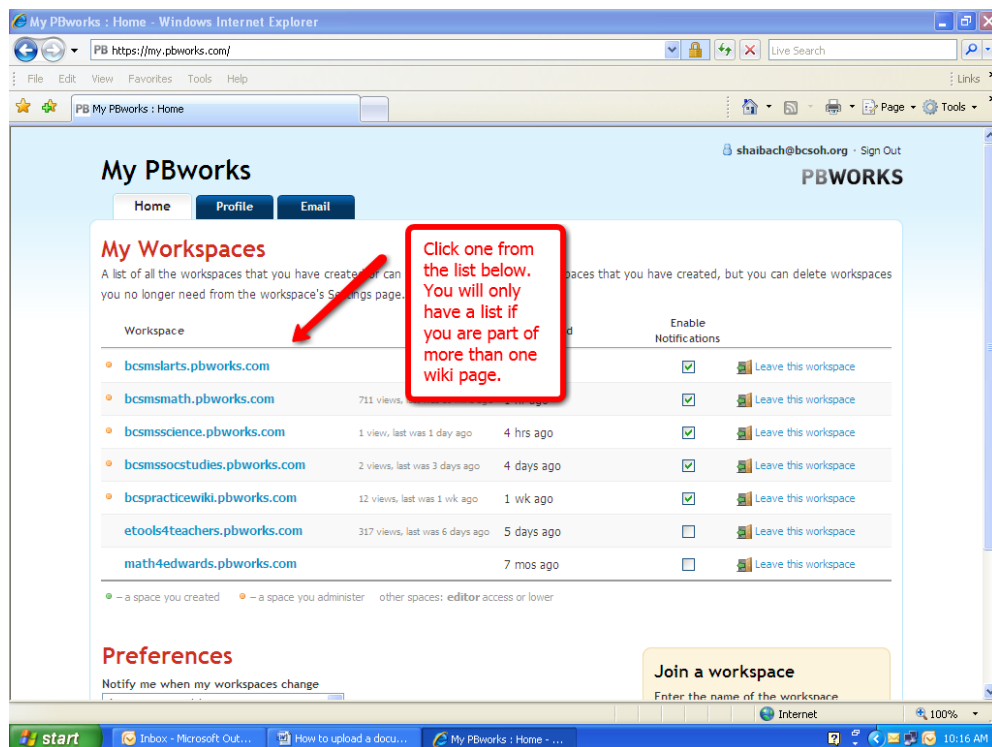
Step 2: Select the entire address on the address bar.



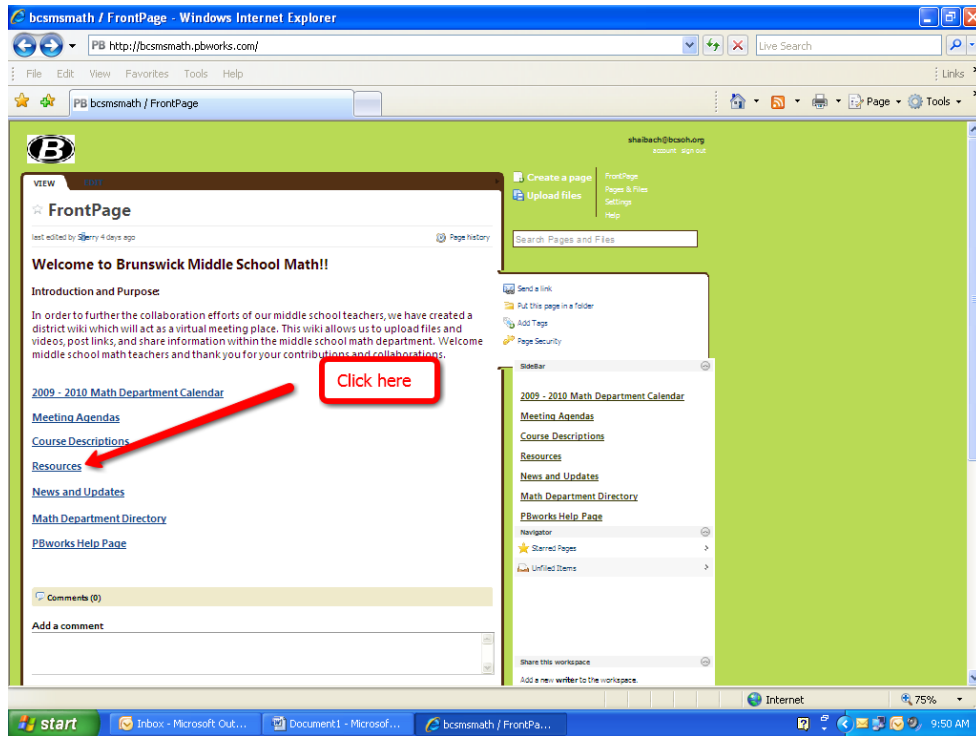
Step 3: Right click on the blue selected area. Choose Copy from the drop down menu

Step 4: Log in to <https://my.pbworks.com>

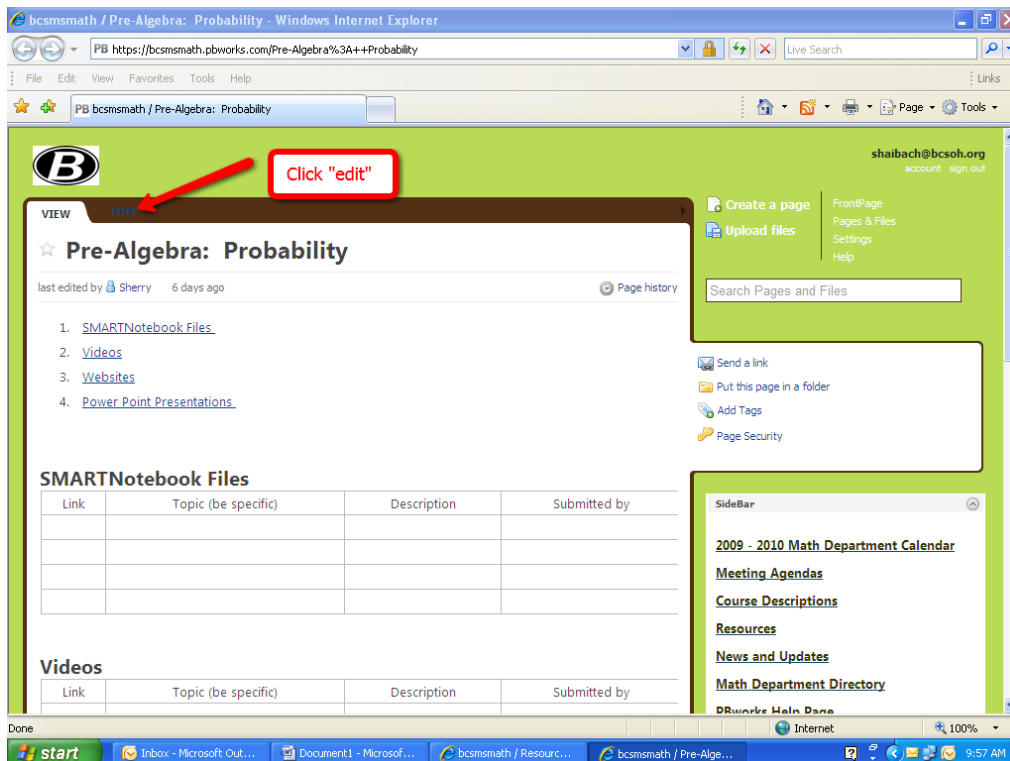
Step 5: From the "My Workspace" list, click on the appropriate workspace



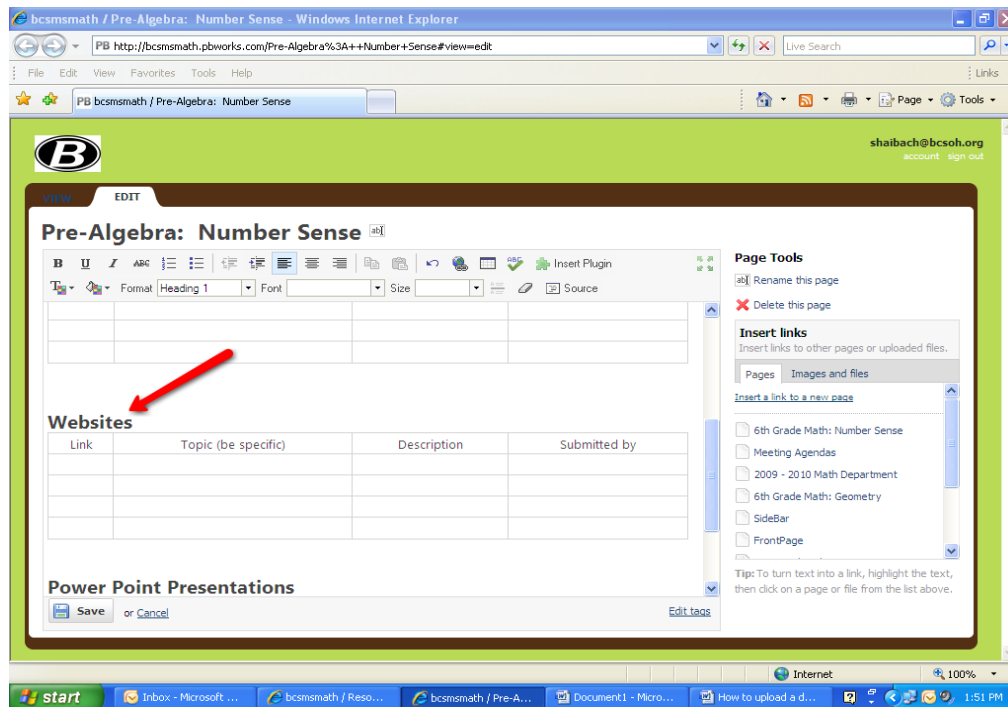
Step 6: From the FrontPage, click on "Resources" and select the appropriate grade level and topic where you want to insert your website to



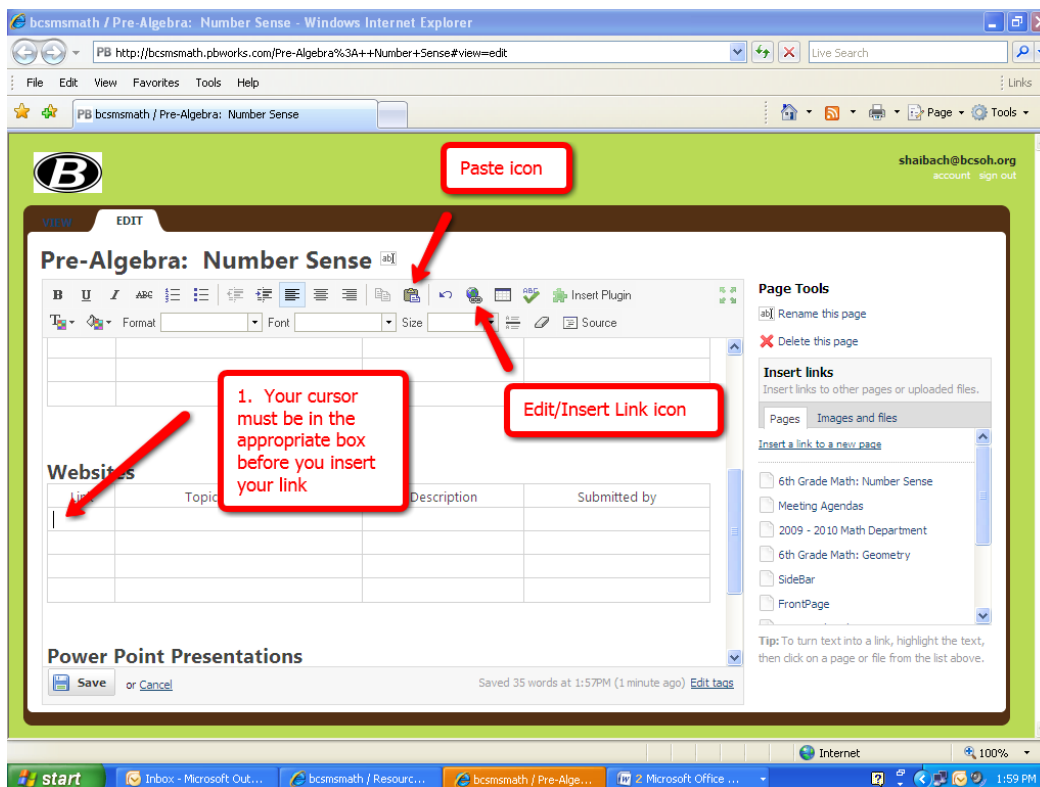
Step 7: Once you are on the correct page, click "Edit", which always appears after "View" (I promise it's there!)



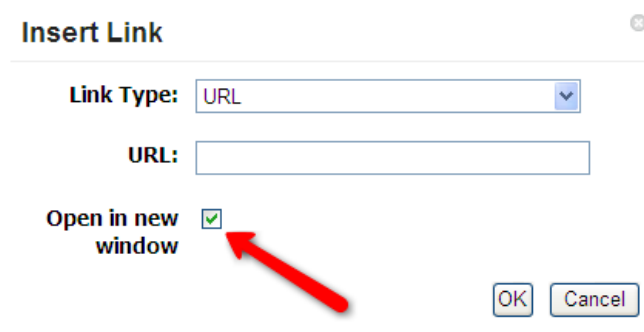
Step 8: Once in Edit mode, scroll down to "Websites". Click inside the appropriate link box. The cursor will appear.



Step 9: Paste your website by clicking on the "Paste" icon. If you already know your web address, you can insert your link by clicking on the Insert/Edit Link icon.



Note: If you are using the edit/insert link icon, a pop up will appear. Select URL from the drop-down list and type the web address into the URL box. Check mark "Open in new window" then click ok.



**Insert Link**

Link Type: URL

URL:

Open in new window

OK Cancel

Step 10: SAVE!!!