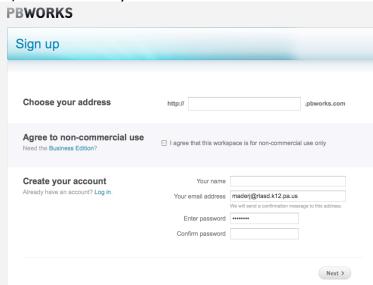
Wikis with PBWorks

Creating your Account and Accessing Others

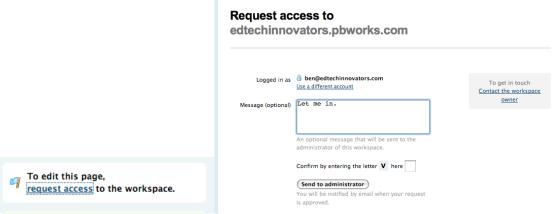
1. Visit PB Works' Homepage and choose Log in or Sign up now:



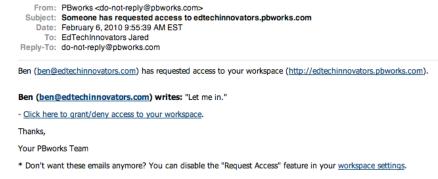
2. If creating your first Wiki (Workspace) be sure to choose a domain that best describes the purpose of the space, while also easy to remember:



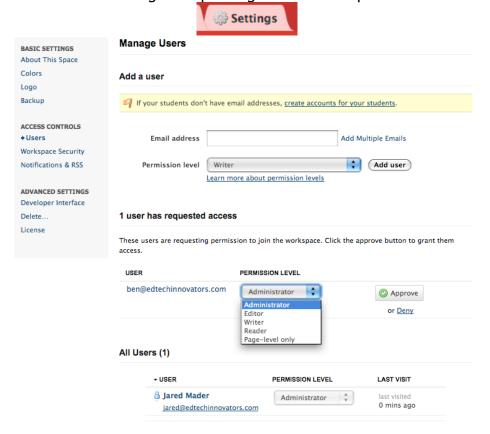
- 3. Now that your account and space has been created, you will be able to begin working on other's spaces as well as editing your own.
- 4. To request membership to another's space, simply visit their workspace and choose:



5. Once you've requested membership, or membership has been requested on your Wiki, you can approve or deny the membership, via email notification:

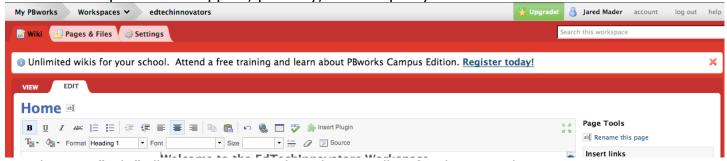


6. You can also add members manually by visiting your Settings page and choosing the Users menu under "Access Controls". In this location you can add users based upon email addresses or use the account creation tool that is provided from teachers. You can also edit the permissions levels of existing or requesting users of the space:



Editing or Adding a Page

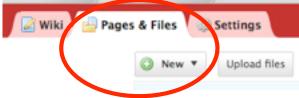
1. Your workspace menus appear, primarily, at the top of your window:



- 2. Choosing "Edit" allows you to view the editing toolbar for the page that your are visiting. As you will notice, this toolbar is very similar to any Word Processing toolbar.
- 3. Once you've finished editing the page, you can choose:



4. In order to add a new page to your workspace, choose:



5. You will be prompted to:

Create a new page



6. This view will also allow you to view, edit, or delete any existing pages in your workspace:



Customizing your Space Settings

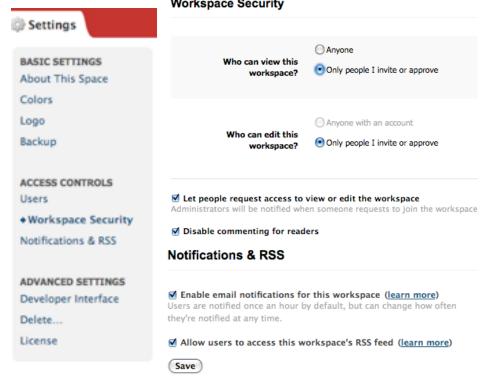
Select the Settings Tab to access all Basic site settings:
 & Files Settings About This Workspace





2. You can also edit the Access Controls to your Site:

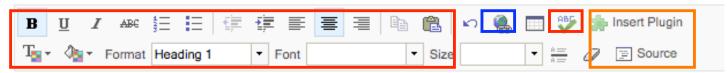
Workspace Security



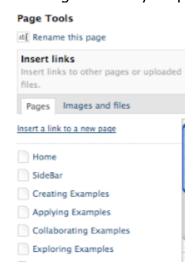
Customizing your Pages

1. When you choose the Edit menu, you will be able to:





- a. Format Font
- b. Add hyperlinks to other pages or URLs
- c. Insert widgets, plugins, or other HTML code
- 2. You can also add links to existing workspace pages and existing files within your space by using the editing menus located at the right side of your page, while in EDIT MODE:



Customizing your Navigation (Sidebar)

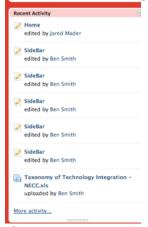
- 1. Once your pages have been created, you can begin linking them in your Navigation Pane, located at the left side of your workspace.
- 2. In order to Edit your Wiki navigation, choose:

Edit the sidebar

3. This will allow for you to edit the navigation, just like it was any other page of your space. You can also link to external URLs through this process.

Reverting to Archived Pagesi

1. At times you may have accidentally edited a page or you may have had a student edit a page that was not meant to be changed. This is okay, as if you visit the right side of the workspace for any page, you can see the recent activity of that page:



2. Choosing "More activity..." will allow for you to compare "versions" of the pages, as well as delete current versions in order to preserve or restore a prior copy:

Revisions of SideBar (19):

