

PBworks Frequently Asked Questions

PBworks allows multiple users to create and edit a website without any special software or web-design skills. The owner(s) of the wiki can track changes, moderate comments, and control who has access to the wiki. These features make PBworks a useful tool for collaborative writing projects.

This guide will answer the following questions:

| | |
|---|----|
| 1. Setup and Access | 2 |
| 1.1. How do I create a new wiki? | 2 |
| 1.2. How do I join an existing wiki? | 3 |
| 1.3. How do I add users to my wiki? | 4 |
| 2. Building Pages | 5 |
| 2.1. How do I create a new page? | 5 |
| 2.2. How do I edit a page? | 6 |
| 2.3. How do I save a page? | 6 |
| 2.4. How do I add an image to a page? | 7 |
| 3. Links and Navigation | 7 |
| 3.1. How do I create a link to another page in my wiki? | 7 |
| 3.2. How do I create a link to a webpage outside my wiki? | 9 |
| 3.3. What is the sidebar and how do I edit it? | 10 |
| 4. Tracking Changes | 11 |
| 4.1. How do I view changes to a page? | 11 |
| 4.2. How do I revert to an earlier version of a page? | 12 |

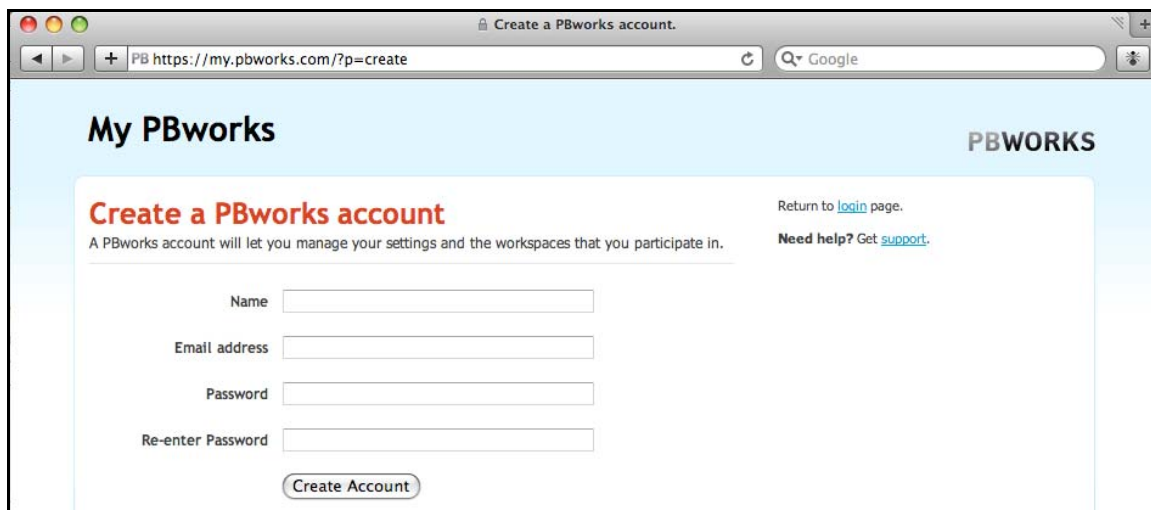
Portions of the information in this guide were obtained from
<http://usermanual.pbworks.com/>.

1. Setup and Access

1.1. How do I create a new wiki?

To create a new wiki, you must first create an account.

Go to <http://my.pbworks.com> and click the Sign Up link. Enter your name, email address, and password and click Create Account.

A screenshot of a web browser window showing the PBworks account creation page. The browser's address bar displays "PB https://my.pbworks.com/?p=create". The page title is "My PBworks" and the PBworks logo is in the top right. The main heading is "Create a PBworks account" in red. Below it, a sub-heading reads "A PBworks account will let you manage your settings and the workspaces that you participate in." To the right, there are links: "Return to [login](#) page." and "Need help? Get [support](#)." The form contains four input fields: "Name", "Email address", "Password", and "Re-enter Password". A "Create Account" button is located at the bottom of the form.

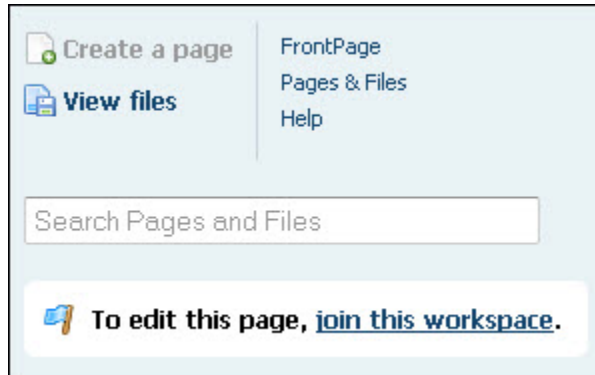
Next, check your email account for a confirmation email from PBworks. Check your Spam/Junk filter if you don't see it in your inbox. Click the link in the confirmation email to complete your account creation.

After confirming your email address, follow these steps to set up your wiki:

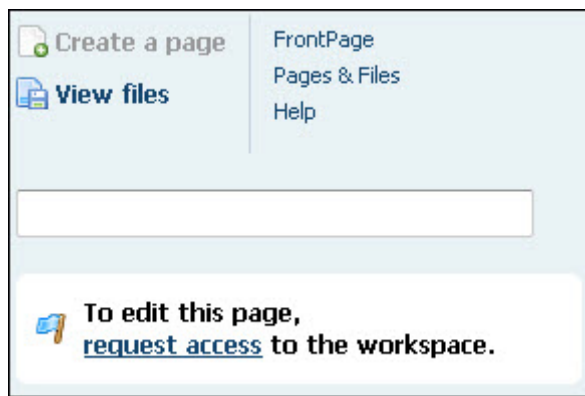
1. Click the **Home** tab in the top-left corner.
2. Click the **Create a workspace** link.
3. Select the **Basic** plan on the next screen.
4. Name your workspace and fill in the other required information. Click next.
5. Select the kind of access you would like other users to have on your workspace.
6. Click **Take me to my workspace**.

1.2. How do I join an existing wiki?

You can join an existing wiki by going to the wiki's address and clicking the join this workspace link on the right.



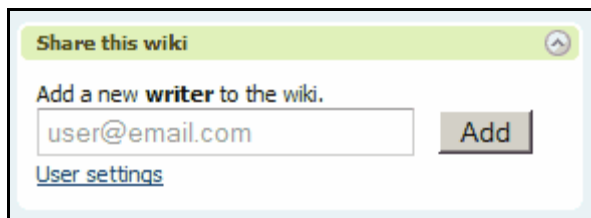
Alternatively, the link may say request access if the workspace creator requires users to be approved to join. Click the request access link and complete the form to request access.



A workspace administrator may also email you an invitation to join a workspace, in which case you need to check your email for the invitation and click the provided link.

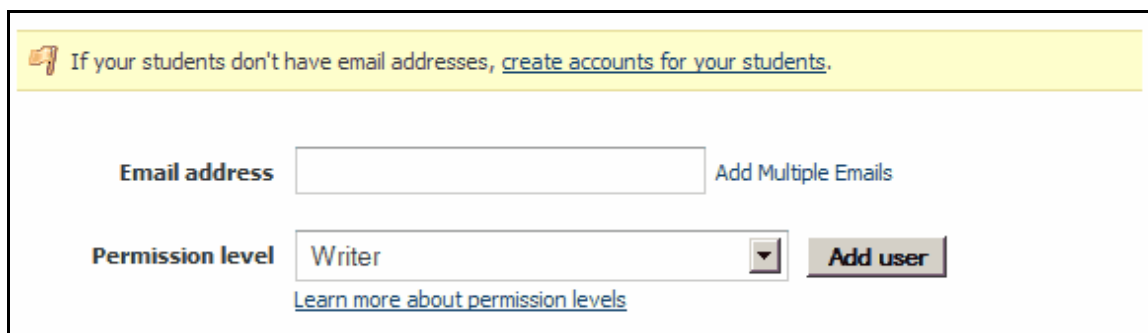
1.3. How do I add users to my wiki?

To share access as a writer, scroll down to the bottom of your right panel, and enter the user's e-mail address into the Add a new writer to the wiki field.



The screenshot shows a panel titled "Share this wiki" with a close button in the top right. Below the title, it says "Add a new **writer** to the wiki." There is a text input field containing "user@email.com" and an "Add" button to its right. Below the input field is a link labeled "User settings".

You can also go into "Settings" at the top-right of your wiki and then select "Users" to add users with other access levels.

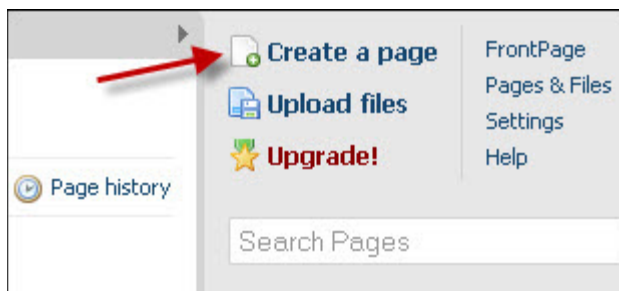


The screenshot shows a settings panel with a yellow header containing a speech bubble icon and the text: "If your students don't have email addresses, [create accounts for your students](#)." Below the header, there are two rows of form fields. The first row has the label "Email address" followed by an empty text input field and a link "Add Multiple Emails". The second row has the label "Permission level" followed by a dropdown menu showing "Writer" and an "Add user" button. Below the dropdown menu is a link "Learn more about permission levels".

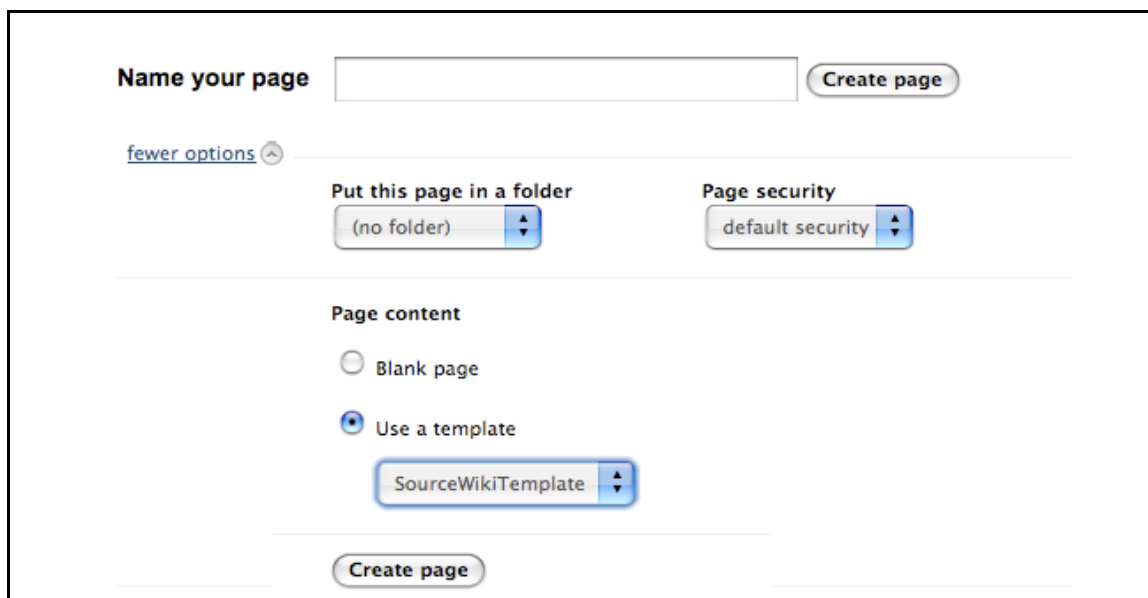
2. Building Pages

2.1. How do I create a new page?

In the top-right corner of your wiki, click the **Create a page** link.



On the next page, name your page and click **Create page**.

A screenshot of the 'Create page' form. At the top, there is a text input field labeled 'Name your page' and a 'Create page' button. Below this is a 'fewer options' link with a downward arrow. The form is divided into two columns: 'Put this page in a folder' with a dropdown menu set to '(no folder)', and 'Page security' with a dropdown menu set to 'default security'. Underneath, there is a 'Page content' section with two radio buttons: 'Blank page' (unselected) and 'Use a template' (selected). Below the 'Use a template' option is a dropdown menu showing 'SourceWikiTemplate'. At the bottom of the form is another 'Create page' button.

You can also create pages in the Pages & Files manager. Click the **Pages & Files** link in the top-right of a page to get to the Pages & Files manager.

2.2. How do I edit a page?

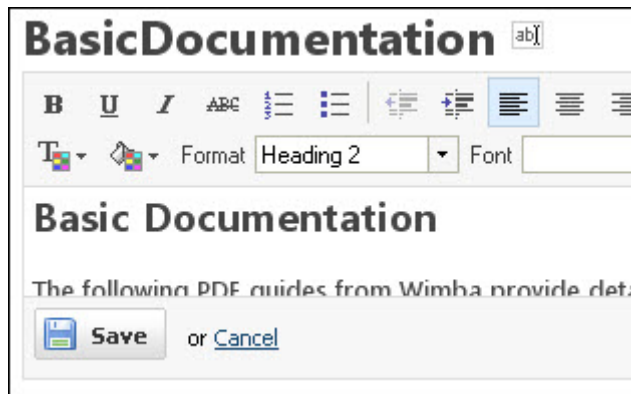
In the upper-left corner of a page, click the **Edit** button to view the page-editing interface. Page content should appear below a text-editing and formatting toolbar similar to those used in Microsoft Word.

Make sure to click the **Save** button at the bottom-left of the page when you are finished editing. Alternatively, you can click the **Cancel** button to prevent any of your changes from being saved.

See <http://usermanual.pbworks.com/Editing> for more detailed information.

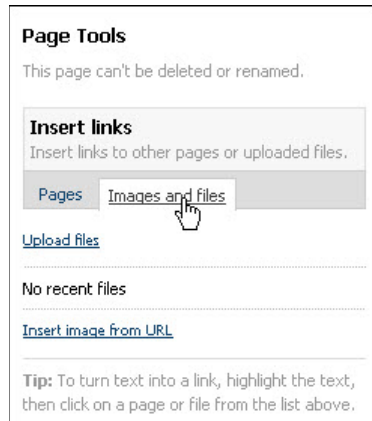
2.3. How do I save a page?

While editing a page, click the **Save** button in the bottom-left corner to save your changes.



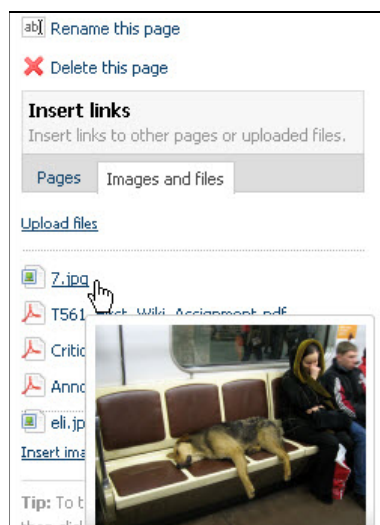
2.4. How do I add an image to a page?

Enter the Edit view for the page you want to add an image to.
To add an image from your computer, click **Images and files** under Insert links on the right side of the page.



Click **Upload files** and navigate to the image you want to upload and click **Open**.

The image will be listed under the Images and files tab on the right. To insert the image, place your cursor where you want the image and click the name of the image you uploaded in the menu on the right.



This will insert the picture where you set the cursor. Click **Save** in the bottom-left corner to save your changes.

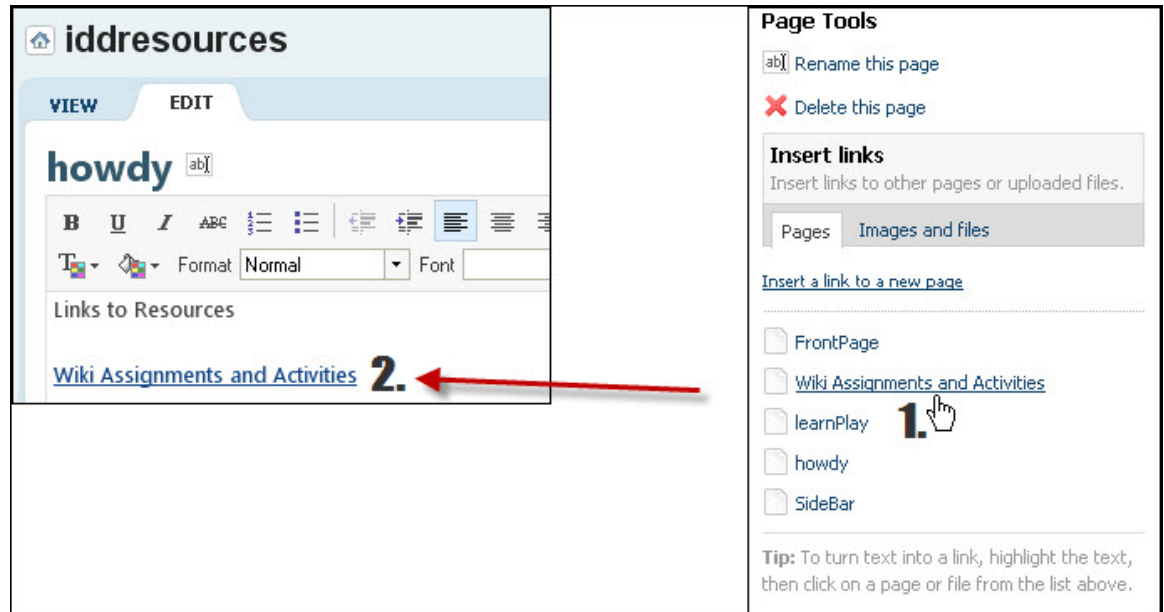
3. Links and Navigation

3.1. How do I create a link to another page in my wiki?

Enter the Edit view for the page on which you want to create a link.

Place your cursor where you want to insert the link.

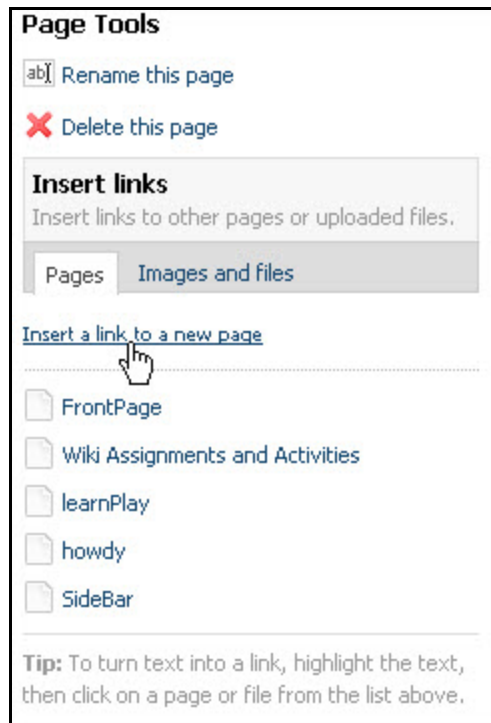
Under the Pages tab, click the name of the page you want to link to. The link will be inserted wherever your cursor was placed on the page you are editing.



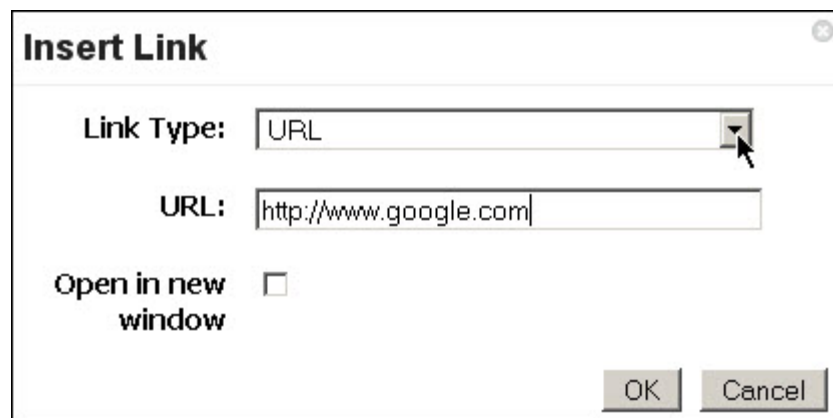
3.2. How do I create a link to a webpage outside my wiki?

Go to the Edit view of the page on which you want to insert the link. Place the cursor where you want to insert the link.

Under the Pages tab, click **Insert a link to a new page**.



Select URL from the Link Type pull down menu in the dialog box that appears. In the URL text field, enter the address for the webpage you want to link to. Click **OK**.



3.3. What is the sidebar and how do I edit it?

The Sidebar appears everywhere on your wiki. You can edit the sidebar just like you would edit any other page in your wiki. However, keep in mind that the sidebar page will always display in a narrow space on the side of your wiki, so it's not an ideal place for images, long text, or other wide content.

The sidebar typically contains the main navigation menu for the wiki. If your wiki is small (e.g., approximately 10 pages or less), you might want to include links to every page in the sidebar. For larger wikis, try to limit the sidebar to the pages visitors will access most frequently so that it doesn't become too long and crowded.

To edit the sidebar, click the **Edit the sidebar** link at the bottom of the sidebar. (You can only see the sidebar when you are viewing a page. If you are editing a page, the sidebar is not visible because the page editing tools are shown instead.)

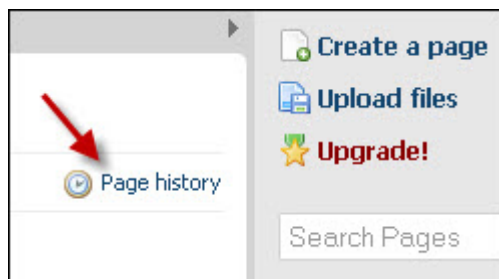
Edit the sidebar as you would any other page.



4. Tracking Changes

4.1. How do I view changes to a page?

Navigate to the page for which you want to see the revisions and click **Page History**.

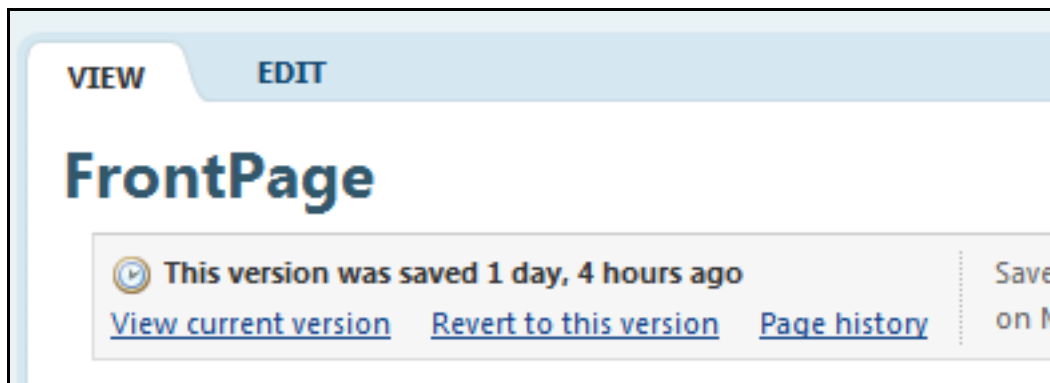


You will be presented with a list of revisions. These dates and times represent every time the page has been changed and saved. Click the date and time of the revision you want to see.



4.2. How do I revert to an earlier version of a page?

If you would like to revert to an earlier version of a page, follow the steps for viewing changes to a page. When you are viewing the page you would like to revert to, click the **Revert to this version** link at the top of the page.



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