

# **PBWORKS - Student User Guide**



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

**Spring and Fall 2011**

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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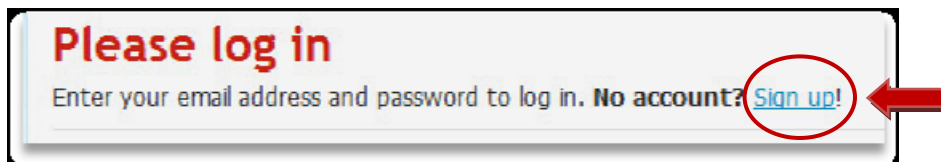
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**Creating an Account**

1. Go to [www.pbworks.com](http://www.pbworks.com). Click on “Log in” at the top-right corner of the home page: 

You are creating a new account, so click on the “Sign up” link as shown in the screenshot below.



2. The sign up form will look like this. Fill it out and click: **Create Account**.

## 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 the Home tab of “My PBworks”. This page shows you all the workspaces (wikis) you have joined. If you don’t see any workspaces listed in your dashboard, you need to “Join a workspace”.

### 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
<span style="color: orange;">•</span> <a href="#">busi4940-02.pbworks.com</a> 9 views	2 mos ago	<input type="checkbox"/> <a href="#">Leave this workspace</a>
<span style="color: orange;">•</span> <a href="#">busi4940-03.pbworks.com</a> 44 views	2 mos ago	<input type="checkbox"/> <a href="#">Leave this workspace</a>

### Joining a Workspace

To join a new workspace, type the name of the workspace you wish to join in the “Go to a workspace” box on the login page. When the next page comes up, just click on “Request Access”.

#### Join a workspace

Enter the name of the workspace

[Create a new workspace](#)

➔

You aren't a member of this workspace.

Logged in as [brett.patchen@unt.edu](#)  
[Use a different account](#)

[or view my workspaces](#)

**Request access to**  
**edsp5350.pbworks.com**

Your email address

Message (optional)

An optional message that will be sent to the administrator of this workspace.

Confirm by entering the letter **G** here

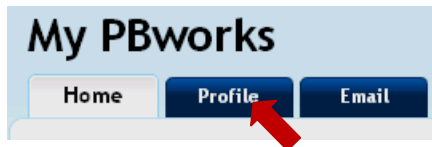
**Send to administrator**

You will be notified by email when your request is approved.

To get in touch  
[Contact the workspace owner](#)

**Note:** You have to confirm your request by entering a letter in the confirmation box. You may also add a message to the instructor if you like. Lastly, click on: “Send to administrator”. The workspace you requested will be added to your dashboard as soon as your instructor approves. You will need to log out and sign in again to see it.

## Editing your Account



When you log in, you will see three tabs at the top. To edit your profile, email information, or view your list of workspaces, click on the appropriate tab. **It’s important that you fill out your profile page.** Make sure that your name -not your email address- is in the *Name* window. Here is where you can upload a photo of yourself that will appear in your discussion threads. It is also where you can delete your account from Pbworks after your course is completed, if you prefer.

## Signing out

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



## Viewing Pages

Every time you enter a workspace, you will first see the front page. You may view any of the workspace pages listed unless access has been denied by the site administrator. You can access workspace pages in several different ways: (1) Click on the *Pages and Files* tab located at the top (2) Type in tags (keywords) in the search window. (3) Use the navigator menu on the sidebar.

Wherever you are in the workspace, click on the **Wiki tab** at the top left of the page to return to the front page. Click on **Pages & Files** to see all of the pages, files and folders in the workspace.



These two tabs appear at the top of every page.

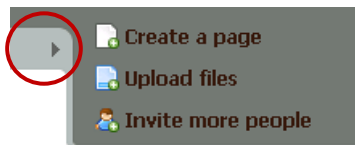
## Side Menu Panel



1. Search window
2. Create a page
3. Share a page with a group member
4. Add tags to a page
5. Navigator area to access folders, pages and files
6. Sidebar area – links to important pages

## Viewing a page - full screen

To view the full screen of your page, you can hide the side menu panel top by clicking on the small arrow next to Create a page.




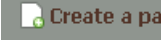
## Restoring the Side Menu Bar

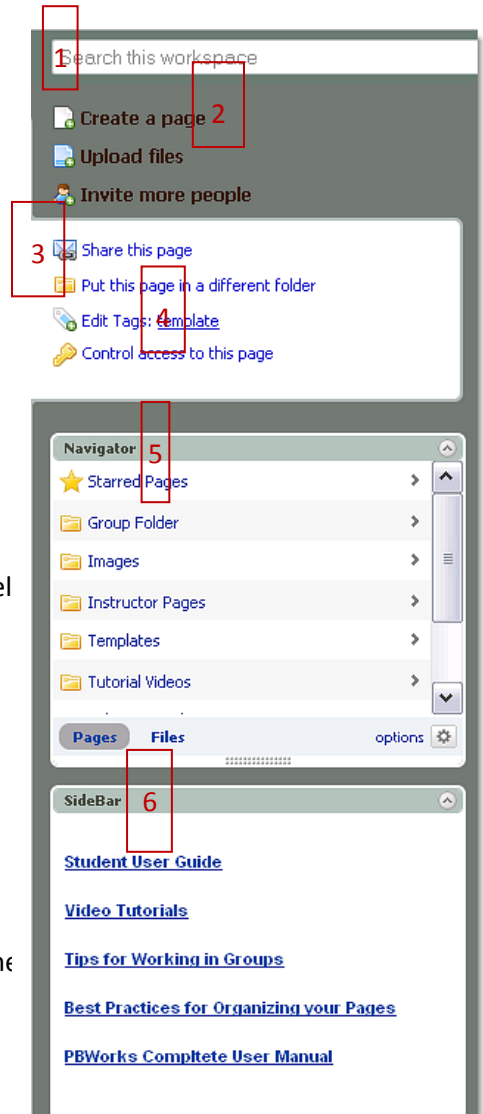
To make the menu panel reappear, click on the same little arrow at the side and near the top of the page.



## 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 workspace. 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.

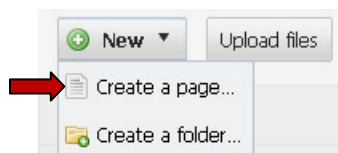
1. Click on the “Create a page” link at the top of your side menu.  
2. Give a specific name to your page and then click on the [more options](#) link if showing.
3. Choose *Blank page* or (*template if you want to use a pre-designed page*)
4. Put the new page in your group’s folder (Important!)



5. Use default security
6. Click the “Create page” button. (See screen shot below)

## Creating a page (2<sup>nd</sup> option)

1. Click on the Pages & Files tab at the top of the page. 
2. Click the “New” button at the top left 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. Choose if you want to create a blank page or use a template
5. Select your group’s folder in the drop-down list
6. Choose “default security”
7. Click “Create page”

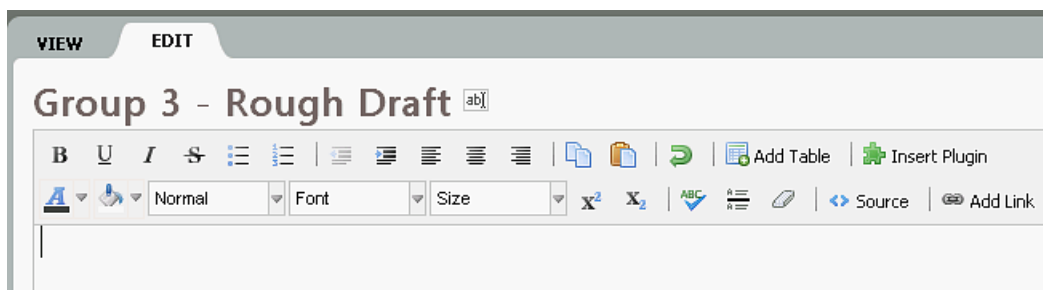
## Creating or editing content

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 links, 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.



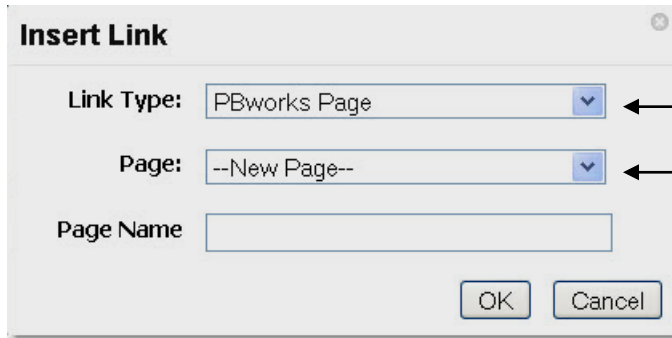
## Copy and paste content

Text or tables 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 Links

PB Works allows you to create hyperlinks to pages inside the workspace, to files, folders, email addresses, or other web sites. Click on the “Add link” button at the end of the lower toolbar to create a link. In the window that appears, choose what type of link you wish to insert: PBworks page, a file, an outside URL, etc.

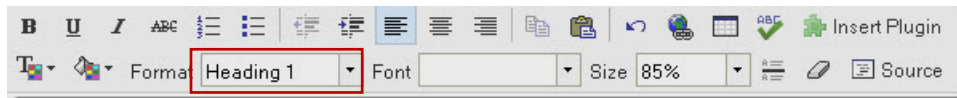




Use the drop down menus to insert different types of links

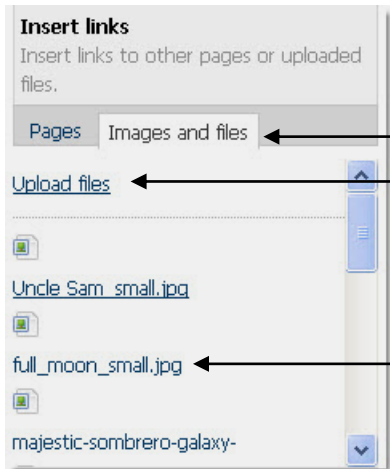
## Formatting Text

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

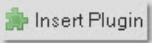
Click on the file name to insert it on the wiki page

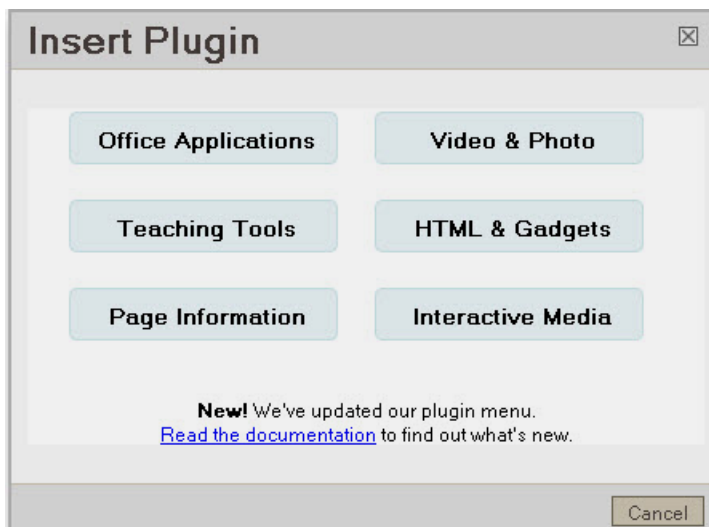
## Inserting a Horizontal Line

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

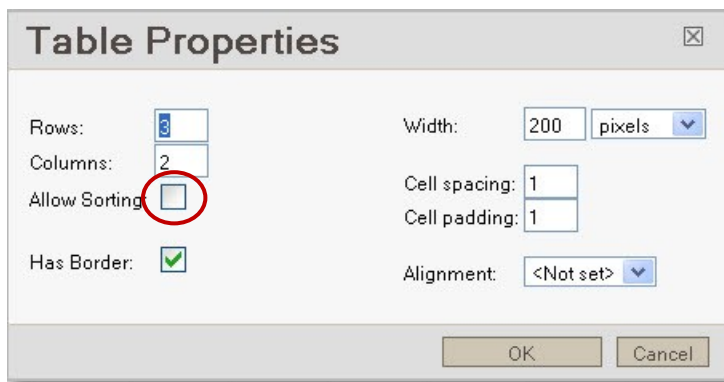


4. A new window will pop up to ask you a few questions about customizing your plug-in
5. Click on the preview when you are done
6. Click “OK” to insert the plug-in on the page\*.

\* **Note:** you won’t see the real plug-in until you save your 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.



**Note:** Edit or customize your table in many ways by right clicking on the table and clicking on the items listed in the dropdown menu.

## Saving your work

**Make sure you save your work frequently.** Click  at the bottom of the page to save yet remain working on the edit page. Once you are done with all of you changes, click on  to view your work. 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 workspace 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.

## 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 workspace.

### 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")

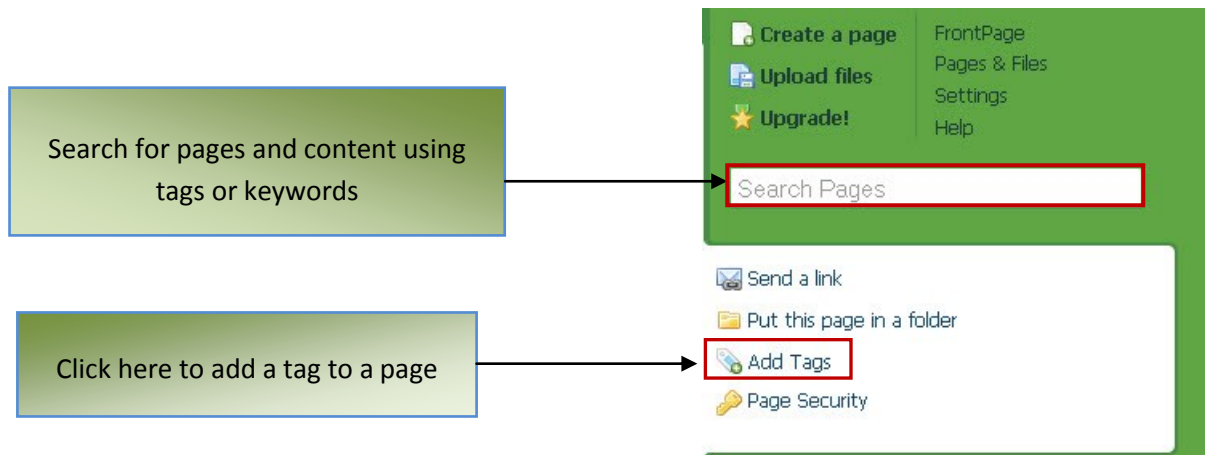
Quotes ("" ) around a phrase returns that exact phrase (eg: "brown cow" returns pages that include the exact phrase "brown cow")

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.

## Creating a Table of Contents to a page

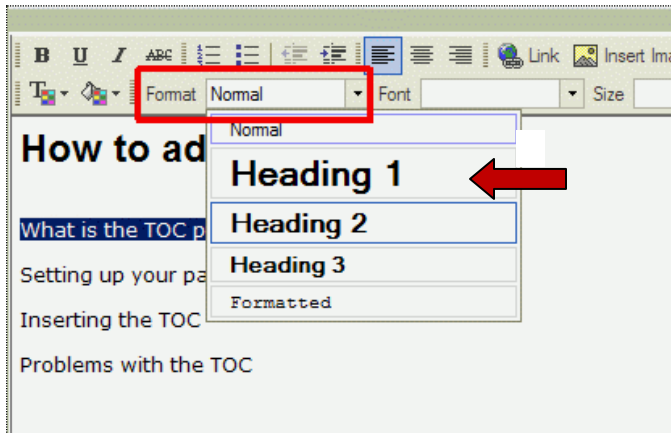
The table of contents plugin (TOC) allows you to display linked titles at the top of the page. Clicking on the hyperlink in the TOC takes you to the place in the wiki page that contains that information. Below is a screen shot example of a TOC. If you clicked on any of the hyperlinks, it would take you 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 create content on your page, be mindful of the headings you want to use. If you have a heading you want to appear in your table of contents, you must choose either the **H1**, **H2**, or **H3** headers from the formatting toolbar. Only titles that are formatted using these header formats will show up in the table of contents.

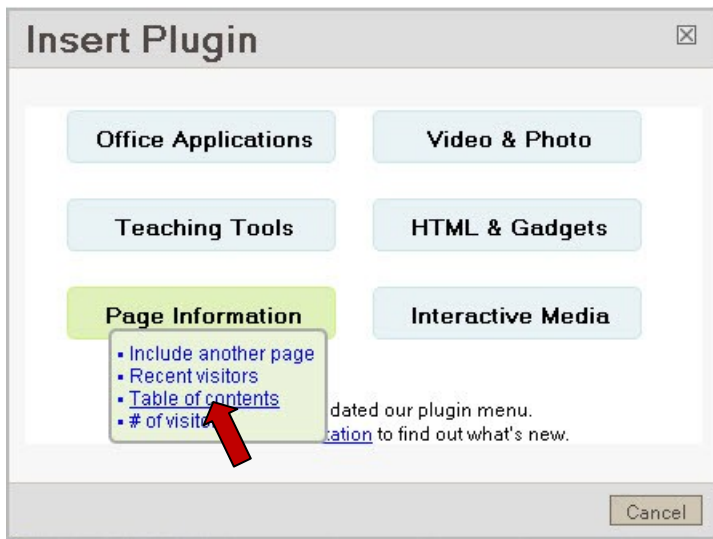
**Example:** In the illustration below, the header sections are set up to create a table of contents. H1 is chosen for the most important (title section) part and H2 or H3 for the less important sub sections in the TOC.



\*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 pages

One of the nice features in the workspace 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.

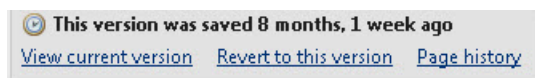


**Revisions of [\(Apex Consulting\)-AHB-Part1](#) (4):**

<input type="button" value="Compare"/>	<input checked="" type="radio"/>	<input type="radio"/>	November 6, 2008 at 9:59:56 am by <a href="#">Brett Patchen</a>	<input type="button" value="Delete"/>	(Current Revision)
	<input type="radio"/>	<input checked="" type="radio"/>	November 6, 2008 at 9:59:15 am by <a href="#">Brett Patchen</a>	<input type="button" value="Delete"/>	
	<input type="radio"/>	<input type="radio"/>	November 5, 2008 at 3:29:08 pm by <a href="#">Edna Monterrosa</a>	<input type="button" value="Delete"/>	
	<input type="radio"/>	<input type="radio"/>	November 5, 2008 at 2:51:51 am by <a href="#">Haruko</a>	<input type="button" value="Delete"/>	
<input type="button" value="Compare"/>					

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.



## Coordinating Page Editing with Others

More than one person can work in the Pbworks workspace 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 asking you if you want to STEAL THE LOCK on the page. **Don't steal the**

**lock! If you do this, the person working on the page may lose his/her work.** Instead, contact this person by phone or email to see when she/he will be finished editing, or visit the page at a later time.

\*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

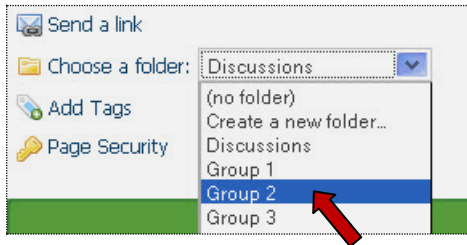
When you create a new page, make sure you create it within your group's folder. This will make it so that only the members in your group and your instructor(s) can access the page. To create a page, first click on **Create a page**. Name your page and choose the folder where you want it placed. If you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

The screenshot shows the 'Create page' interface. At the top, there is a text input field labeled 'Name your page' with the text 'Group 2 - Summary Report' and a 'Create page' button to its right. Below this is a link for 'fewer options'. 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' (which is highlighted in blue), 'Group 3', and 'Sandbox'. A green callout box with a white arrow points to the 'Group 2' option in the dropdown. The callout box contains the text: 'Select the folder in which you want to place your page.' At the bottom of the dialog, there is another 'Create page' button.

### 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.)

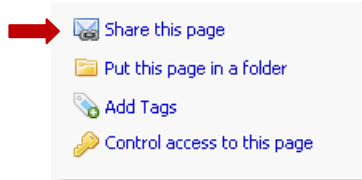




**Note:** If you no longer have access to a page you created, you need to contact your instructor and have them move the page back into your group's folder. If you see a page that you don't think should be in your folder, inform your instructor so the page can be deleted or reassigned to the correct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

## Notifying group members about changes to a page

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 "Share this page" link on the side menu bar.



In the **To** window, just type the name of the person you want to contact. The person's email should come up once you start typing. Just hit Enter on your keyboard to put them in. To add more names, just repeat the process. Type in a brief message and click on **Send notification** when you are done.

### Share this page

Let other people on the workspace know about changes you've made.

To

The user list only contains users who have access to this page. [Add all workspace members with access.](#)

**\*If you notice any errors within this document, please send an email to: [brett.patchen@unt.edu](mailto:brett.patchen@unt.edu)**