PBWorks - Orientation Assignment

> **Instructions:** Create content on a workspace page by following the steps below. You should be able to perform all of these tasks. If you need help performing some of the steps, consult the Student User Guide provided in SideBar or on the front page of the Workspace. This assignment should take about 30 minutes to complete.

1. **Login to your class workspace.**

2. **Open your group's folder if you are already in a group. If not, go to step 3.**

3. **Create a new page using your "first and last name – sandbox" as the title of the page.**

4. **Open this new page.**

5. **Click on the Edit tab at the top of the page.**

6. **Using the toolbars at the top, do the following:**

   - Near the top of your page, type the word "Heading 1". Highlight it and change the heading style to be Header 1 using the **Format** dropdown menu on the lower toolbar.
   - Press the "Enter" key a few times. Then create a Heading 2 and Heading 3 using the same process.
   - Enlarge Heading 1 by using the font size dropdown menu on the lower toolbar.
   - Change the color of Heading 2 to blue and bold.
   - Copy the first three steps for how to insert a calendar from the help manual (find these steps by clicking on the **help** link at the very top right corner of the workspace. Then, type the word "calendar" in the search window and choose the calendar page). Copy these first three steps. Close that window or tab of the help manual. Then, paste the three steps it into your page between Heading 1 and Heading 2. Change the font style of the steps to Verdana using the font style dropdown box on the lower toolbar row. Make the text bold.

   Save your work by clicking on the Save button at the bottom of the page. Preview your work.

7. **Insert an image.** (Click on the **Edit tab** again at the top.)

   - **Upload an image from your computer**. Click on the "Images and files" tab on the menu bar on the right side of the page (it looks like a link). Then, click on the link underneath which says, "Upload files". Find the file you want on your computer and click "Open". The new image will appear in the list of images in the side menu.

- **Insert the new image between Heading 2 and Heading 3.** First, position the cursor between Heading 2 and Heading 3. Then, click your mouse on the name of the image you want to insert from the side menu bar.
- **Center and resize the image**. You can resize your image by clicking on it and dragging one of the corner handles with your mouse. Center the image by clicking the align center button on the top toolbar.
- Hit the Enter key once and type a caption under you image. Highlight the text and change the font style to Verdana. Then press the Enter again. Put your cursor back on the left side of the page by clicking the "align left" button on the top toolbar.

8. **Insert a horizontal line** (located next to the eraser icon on the toolbar).

9. **Create a hyperlink.**

- After Heading 3, press the Enter key twice. Then, type "Hubble Telescope Images".
- Go to this URL: **http://heritage.stsci.edu/gallery/galindex.html**. Copy the URL and then highlight "Hubble Telescope Images".
- Turn this text into a hyperlink by clicking on the "Add link" button on the lower toolbar. Choose the **Link Type** as **URL** in the drop down menu. Paste in the URL in the required window. Check the box to have it open in a new window. Click OK to finish.

   Save your work and test the hyperlink you just created. Close the tab of the new window created and return to your workspace page.

10. **Create a table and paste it.**

- Create a four-column, three-row table in Microsoft Word with headings like **Name**, **Phone**, **Email** and **Major**. You may add coloring or formatting to your table if you wish.
  Click on the Edit tab on your PBworks page.
- Place your cursor at the end of the hyperlink you created, and press the Enter key 4 times.
- Paste your table into your page PBworks page *just one space below* the Hubble Telescope hyperlink. (Note: make sure that you have created a few spaces under your table using the Enter key or you won't be able to continue typing after the table.)
- Type in your name, phone and email address in the table.

11. **Insert a link to a PDF or Word document** on your page two spaces down from your table. (Note: Use the same images and files list that you used to insert the image. Upload a Word file for PDF file and insert it by clicking on it.

   Save your work and test the link to the file you just added. (Hit the back button on your browser to return to your page for PDF files).

12. Copy a paragraph of text that you have written from a Word document.

- Paste it into your page a line or two down from the link to file that you just created.
- Change the font style and size to make the text look good on the page.
- Press the Enter key twice

13. Embed a YouTube Video into your page.

- Click on the Insert Plugin icon located at the end of the top tool bar.
- In the Video and Photo Category, choose YouTube Video. Click on the YouTube link to go to YouTube. Find an acceptable video clip to place on your page. To the right of the video, click on the small window that says "Embed"
- Copy this code and paste it as instructed. Click the Preview button. If this is the correct video, click OK.

  Save your page to view the video.

14. Create a link to another page within your group's folder. (If you are not in a group, just link to another page in the workspace.)

- Click at the top to Edit your page.
- Insert your cursor on the page a few spaces below your embedded video.
- Click on the hyperlink icon on the upper toolbar. **Linked Type:** will default to a PBworks page. In the second window in the box, choose a page that is within your group's folder or the Front page. Then click OK.
- Highlight the link and make it bold, size 12.
- Save your work. Test to see if the link works correctly. Hit the back button on your browser to return to your original page.

15. Rearranging contents on the page.

- Copy the three steps for making a Calendar between Heading 1 and Heading 2. Paste it below your YouTube video.
- Highlight and cut the link you created to the file and paste it below the Hubble Telescope link.
- Drag the YouTube Video to be the last item on the page. **Save your changes.**

16. Share your page with your instructor. After you have saved and previewed your page. Send a message to your instructor to evaluate your work.

- Click on the "Share this page" link near the top of the side menu bar.
- In the **To**: field, type in the name of your instructor. Type a brief message in the **Message** field. Click on the "Send the notification" button. Done!