Using PBWorks

FrontPage
Use this area to welcome readers and contributors. It’s also a good place to state the topic and purpose for your wiki.

✴ Click the Edit Tab to add content to the page.
✴ Click Save when finished.

Settings
Go to the Settings page to see a variety of options for customizing your wiki. A few items, such as setting up custom domains, are available only to users of the paid versions.

_Basic Settings_ — Refers mostly to the "look and feel" of the wiki pages. You can also backup your wiki space as a “zipped” file; other options are for premium subscribers only.

_Access Controls_ — Allows you to select whether your wiki is public or private and to set up user access.

_Advanced Settings_ — Delete the workspace.

Editing

_Toolbar_
Every editing page has a toolbar where you'll find buttons for typical editing functions (much like you’d see in a word processor).

_Upload files_ 
You can upload and add files directly while editing pages, but the Upload/view files page provides a central location for managing both files and folders.

To add items—
✴ Click the _Upload files_ button.
✴ Navigate to the item you want.
✴ Click the _Select_ button to add it to the list of files.

You can also add folders here and move items from one folder to another.

_Create a page_
✴ Click Create a page on the right
✴ Choose from a list of templates, or no template, for creating another page in your wiki.

_Adding tags_ 
Tags act as keywords and are useful if you want your wiki to be searchable. Add tags when you edit a page. The tags area is located at the bottom of the page.

_Creating folders_ 
Folders are optional but can be a great way to provide organization to your wiki.
✴ Click either _Upload files_ or _edit folders_ from the right-hand column. Both will take you to the Upload files page (see above).
✴ Type a name for your folder.
Add pages to a folder
* Navigate to the page you want
* Click Put this page in a folder (also on the right)
* Choose the appropriate folder from the drop-down menu

Edit the sidebar
Clicking this link will take you to an editor view that can be edited like pages. Anything you add/remove/change here, however, shows up on the sidebar on ALL pages

Inserting Links
You can insert links to pages on other web sites by clicking Insert a link to a new page on the column to the right of any editing page.

Plugins
A plugin is small widget or program that can be viewed by your browser and displays various types of content.

Note! There's a glitch in the link to get to the Google Gadgets code. It's best to get the code first by going here: http://www.google.com/ig/directory?synd=open
* Click the Add to Your Web Page button
* Click the Get the Code button
* Copy the revealed code and paste it into the widget box back in your PBWorks editor

Resources
Online guide to the Page Editor (printable)
How to navigate to the guide
* Click Help on the upper right corner of the Front Page
* Click Workspace Basics
* Click Editor Display

Online guide to Organizing Your Workspace
http://usermanual.pbworks.com/Organizing-Your-Workspace
A good way to become familiar with editing the wiki is to create a practice page, click the Edit tab and just try out all the buttons.

Wikis in Plain English—Commoncraft.com video
http://www.commoncraft.com/video-wikis-plain-english

PBWorks Support Center Videos
http://pbworks.com/content/supportcenter-viewall

Wiki Examples
Stanford Learning Spaces
http://wiki.zsr.wfu.edu/social_stratification/index.php/Home
Wake Forest University
Examine the structure used here. Note elements such as the separate Photos page.