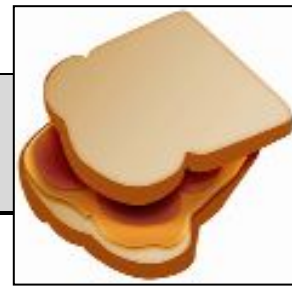


PBworks

Make a wiki as easily as a peanut butter sandwich!



Overview

Wikis are part of the Web 2.0 applications that allow people to collaborate and publish online and making it all very easy! All the instructions for adding multimedia to *PBworks* are here!

“Yellow wiki” – <http://carlatech.pbworks.com>

This is the wiki with the links, examples, and more information!

“Blue wiki” - <http://demo395.pbworks.com>

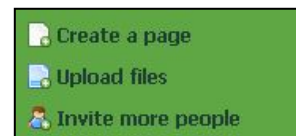
This is the wiki we will use for practice during the workshop.

Wiki Editing Basics

See the *PBworks* videos online for lots of great help! <http://pbworks.com/content/supportcenter>

Make a new page

1. Click “Create a Page” – give your page a name.
2. Choose your folder to keep all new pages and files
3. Click **Create Page**.



Edit a page



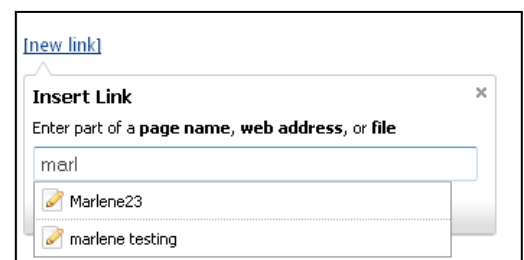
1. Click the **Edit** tab at the top of the page.
2. Now you can edit like you would in a word processor – add text/delete/bold, etc.
3. **IMPORTANT!!** Click the **Save & Continue** button frequently.
Click the **Save** button at the bottom to finish!



Create a hyperlink to another page (wiki or web)

OK, you have created some wiki pages and now you want to link to them from another (maybe an index?) page in the wiki.

- In Edit mode, click to place the cursor in the wiki page where you want the link to be.
- Click the **Add Link** button.
- Start typing the name of your page, and a list will show up below the box.
Otherwise, click the **Browse Pages & Files** link to find your page.
- Choose your page and click.
- **SAVE** your page.



Notice that you can also paste the URL from a webpage here.

Highlight the words that you want to be clickable, then follow the same **Add Link** procedure.

Adding Multimedia to PBworks

How to add a Graphic

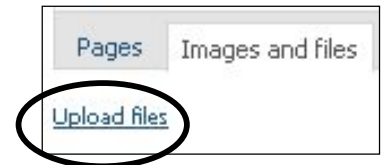
Use photos from Flickr or other places on the web - linking saves space!
Both Flickr and Google Image advanced search have a choice for Creative Commons usage.

1. Find and “isolate” your graphic on the web (right-click on the image, and “view image”)
2. Now the image should be by itself on the page. Copy the URL
3. Enter **Edit** mode in your wiki page
4. Click where you want to place the image
5. Under **Insert Links**, choose the **Images and Files** tab
6. Scroll to the bottom of the list, and click the **Insert image from URL** link
7. Paste the URL into the box in the popup window.



Upload your own digital photos to the wiki

1. Preparation –
 - Find the photo you want to use
 - Resize or crop the photos, if needed, using Picnik.com
1. On your wiki page, enter Edit mode and click where you want to position the image
2. Under **Insert Links**, choose the **Images and Files** tab
3. Use the **Browse** button to find your file on your computer
4. Click **Upload**
5. Click on your photo in the list and it will appear on your page

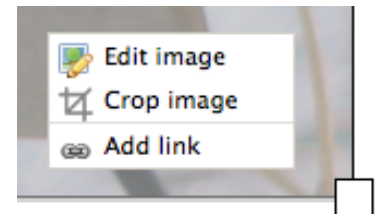


How to edit a Graphic

1. Click and drag the white box at the bottom right corner to change the overall size of the graphic.
2. Right click on the graphic for the **Edit**, **Crop**, or **Add link** options.

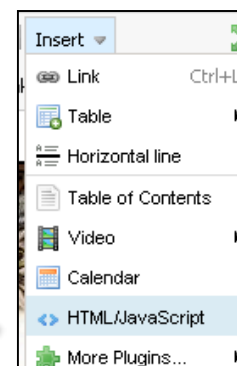
In **Edit**, you can change the following:

- *Border* – a black line around the graphic sets it off nicely
- *Margin* – the amount of space around the graphic (try about 8 pixels)
- *Alignment* – whether the graphic sits on the right or left (and the text will wrap around it), or the center (with no text to either side of it).



Embed a movie from YouTube, VoiceThreads, etc.

1. Find and copy the “embed” code.
2. Back in *PBworks*, enter Edit mode on your wiki page.
3. Choose **Insert** → **HTML/JavaScript**.
4. Paste the code into the box.
5. Click **Next** and then **Insert Plugin**.



Working with Tables

Tables do not revise easily:

1. Tab only sometimes works to add a line.
2. Right-click on the table to add a row or column, also other table properties.
3. **Merge cells** only works horizontally, but in **Cell properties** you can span 2 rows.

Use a table to get better page layout.

Table properties:

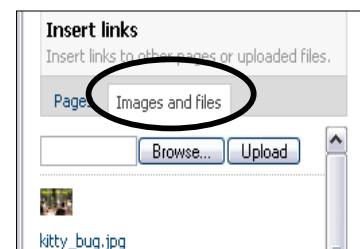
- set width to 100%.
- set border to 0 for invisible lines.

Do NOT DRAG to move gadgets or movies INTO a table.

- It messes up the code.
- Create the table *first*, then embed the movie, or put other contents into the table.

Upload a document and link it into your page

1. In **Edit** mode, click **Images and files**.
2. Then click **Upload files**.
3. Find the file on your machine and click it.
4. Then click the **Open** button and your file should upload.
5. Click in your wiki page where you want the link to be.
6. Click on your file's name and the image should appear in your page as a link (or you can also click **Add Link** and choose your page alphabetically).
7. **SAVE** your page.



Using the Wiki for Peer Editing

1. Students can use the highlight to mark something that needs changing.
2. Students can use a different-colored text for their suggestions for changes.

Using the Comments Box

1. At the bottom of every wiki page, you will see the comments section.
2. Type your comment into the **Add a comment** box.
3. Click the **Add Comment** button to add it to the page.

Your students may need help writing constructive comments:

- a. Comments should start with a positive – but more details than just “good job”
- b. Comments should state what needs changing with a suggested solution.
- c. See also <http://carlatech.pbworks.com/Constructive+Comments>

How to create a template

Do you have others submitting things to the wiki that you would like to have in a fairly standard format? Then this will help.

1. Create the standard formatted page as a new page in the wiki.
You may want to have the headings with brief instructions as to the content underneath.
2. In Edit mode, look for the “tags” link at the bottom right of the page, and click it.
3. Type “template” – with a lowercase “t” – in the blank.
4. Save the page.
5. Teach your users to create a new page using the template (see next section).

How to create a page using a template

1. Click **Create a page**.
2. Give your page a name.
3. Click **more options** or it will say **fewer options**.
4. Click **Use a template**.
5. Choose the template from the pull-down menu.
6. Choose a folder, if you have one.
7. Click **Create page**.

Email notifications of changes to the wiki

To find out how to turn them off – or on if you want them! – there are great instructions on the *PBworks* Manual pages. <http://usermanual.pbworks.com/Notifications+-+My+PBworks>
You can set notification on/off for the wiki as a whole, or each individual wiki member can set how often they receive them, if notifications are turned on.

Student logins

There is a way to create logins for students without using their email – and for you to have a list of those logins in case they forget what they are...

1. Go to the **Users** tab at the top of any of your wiki pages.
2. Click **Add More Users**.
3. Look for the yellow flag and link ("create accounts for your students").
It will give you step-by-step instructions from there.

To invite collaborators to a “private” wiki

These instructions might be helpful to you later, to “invite” students or colleagues if you are using their emails rather than the student accounts explained above.

The “invite” email

You/the Administrator send a message from the wiki inviting students/parents to join. Just enter the emails (one on each line) from the **Users** tab at the top of the page.

These are the instructions for the invitees:

1. When you receive the “invite” email, click on the link in the email and you will be taken to a login window.
2. Create an account if you need to, otherwise login.
3. To create an account, you need to use the same email that the invitation came to.
4. **Make-up a password** that you will use for *PBworks*. Then log in.

If you lost or did not receive the “invite” email.

1. Go to the wiki and click the **Request access** button.
2. Fill in your email (message is optional).
3. Put the letter requested in the box.
4. Click the **Send to Administrator** button.
5. Once the Administrator has granted your request, you can log in.
6. If you do not yet have an account for *PBworks.com*, you will be requested to do so.
You will also receive an email about logging in.

You/the Administrator will be notified by email that someone is requesting access. You can approve it in the **Users** tab at the top of any wiki page.