Quick Guide - Editing a Wiki with PBworks

• To get to the Team Yerdon Wiki, enter the URL: https://teamyerdonlo.pbworks.com. This page is what students and parents will see when they come to your site.
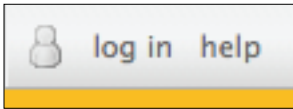
• In order to make changes to your site, you need to log in. Click "log in" found at the top right corner and enter your user name and password that were provided when you requested the site. Below is the main screen you will see once you are logged in.

The Basics
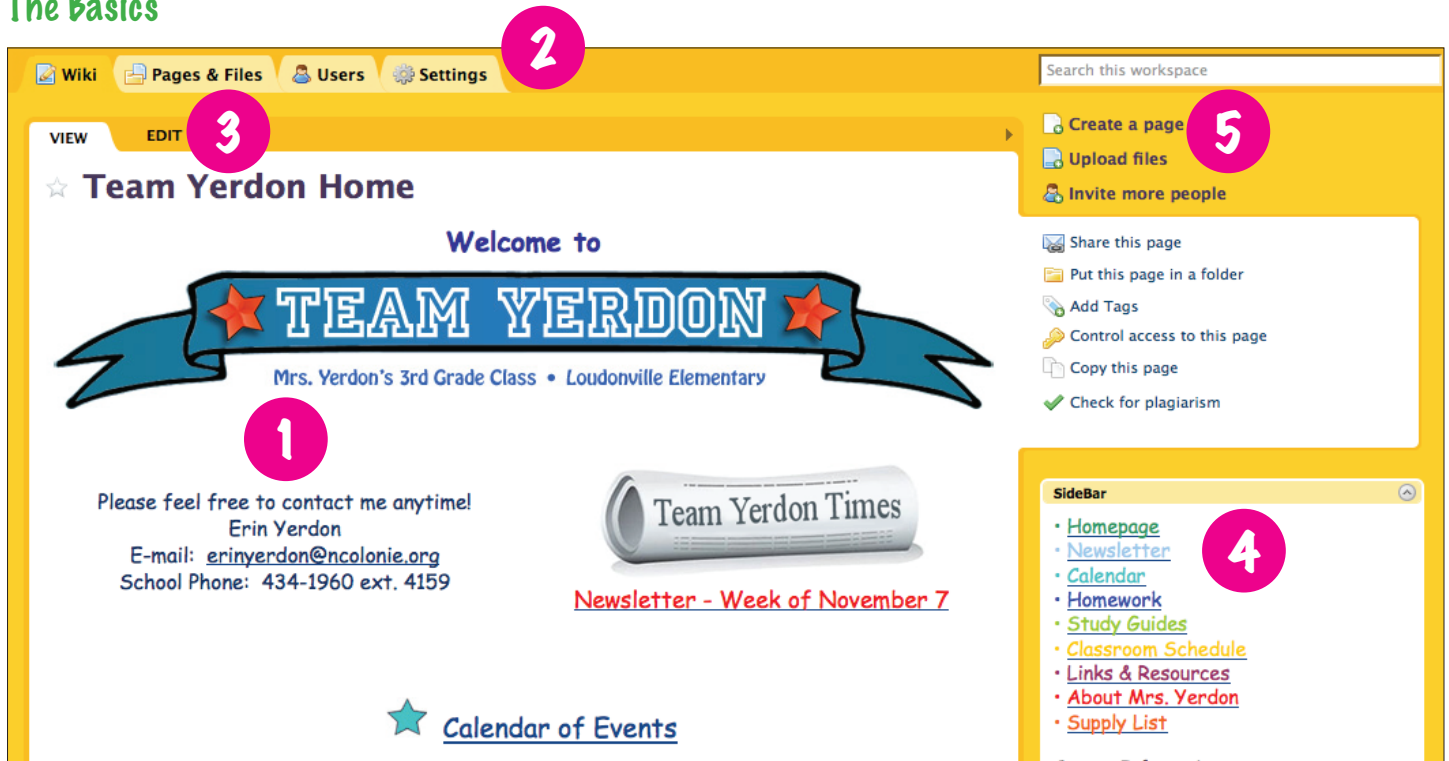
1. Main workspace area.

2. Main site tabs - areas to view all files associate with the site and also change the settings of the site.

3. "Edit" tab - need to select this to actually edit your page. Click "View" to see edits in place as users would see them.

4. Sidebar - displayed on each page.

5. Links to create a new page and upload files to your site.

Settings Tab (#2 in The Basics)

About This Workspace

BASIC SETTINGS
→ About This Space
Colors
Logo
Export

ACCESS CONTROLS
Workspace Security
Notifications & RSS
Classroom Accounts

ADVANCED SETTINGS
CSS & JavaScript
Customization
Developer Interface
Delete...
License

Title   Team Yerdon

This title will appear at the top of your workspace.

Description

This will be shown to users before they log in.

Set the space's time   4:22 PM – Wednesday

Keyboard language   English

Contact email   gcimorelli@ncolonie.org

When visitors want to get in touch with the workspace owner, emails will be forwarded to this address. Not shown publicly.

Save

The settings window is where you can change everything from the color of the sites background to the way that comments are displayed. Here is a look at the most commonly used items in the menu.

About This Space: This includes not only the title of your site but also a place to enter an e-mail where visitors can get a hold of you.

Colors: Change the color scheme of the site. There are several background colors to choose from or you can upload your own color scheme.

Logo: Adds a logo to the header of each page of your wiki.

Export: Export a zip file containing all the content on your site.

Workspace Security: Control who can see your site - will it be open to everyone, or only those you invite? You can also control comment settings here.

Customization: Allows you to control the information that is seen on the site. There are the options to hide or show the sidebar and if you want to include a separate navigation area.

Pages & Files Tab (#2 in The Basics)

This tab provides an easy way to see all the pages and associated files (images) on your site. This section is where you can organize pages and images into file folders, delete files, or rename pages.

Page Details

1. When you rollover a particular file name on the list, a "More" button will appear at the right. Click this button to edit, delete or move that file to a new folder.

2. You can also delete or move a file by selecting the check box next to the file name and selecting the appropriate action above.

Creating a New Page

3. You can create a new page in one of two ways. The first is by clicking the "New" button and then selecting "Create a page." Also, you can select "Create a page" from any page of your site - the button is found in the right hand menu.

Details - Creating a Page

On the pop-up screen, you will need to enter some information about your new page. Type in a name for your page (this will be seen on the top of the page), and then how you will be creating your page's content. You can start with a "Blank page" and input information from scratch, or, if you have the information you want already in a Word document, you can choose to "Import a document." This will take that text from Word and place it into the formatting window. The formatting will probably need to be tweaked a bit to still look as if did in the original Word format. Then hit "Create page."
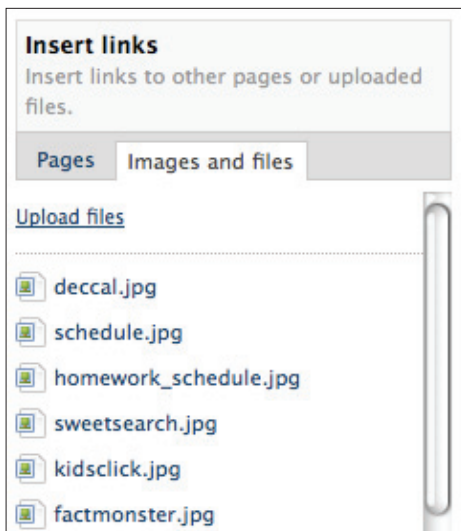

Edit Content

1. Navigate to the page you want to edit and select the "EDIT" tab at the top of the page (you can also get here from the Pages & Files page shown above). You will be brought to your page with a formatting pallet on the top. Formatting here is very similar to how you would format text in Word. Type as normal, and then select text to be made bold, a certain alignment, colors, font types and/or size. 2. The undo button at the top (green arrow) allows you to undo your previous step. 3. When you are done, click "save" at the bottom of the screen. "Save and Continue" will allow you to save but you will stay on the current editing page.

Insert links

Insert links to other pages or uploaded files.

Pages	Images and files

Upload files

- deccal.jpg
- schedule.jpg
- homework_schedule.jpg
- sweetsearch.jpg
- kidsclick.jpg
- factmonster.jpg

Upload Images

You can upload images one of two ways. The first way in from the "Pages & Files" tab - simply go to "Upload Files" on the top left and select your files from your computer. The second can be done from your edit screen. On the right hand side, there is a menu named "Insert links." Click the "Images and files" tab and the "Upload files" link. Again, choose files from your computer.

Tips:
- You can choose more than one file at a time
- When uploading files, organize them all in the "images" folder for easy retrieval later.

Inserting Images

This same menu allows you to then insert images right into your page. Place your cursor where you would like the image and select the image from the list in the left-hand menu (a preview of the image will appear if you hold your mouse over it). The image will be placed in the main edit window, where it can be easily re sized (drag on the corners) and aligned.

Inserting Links
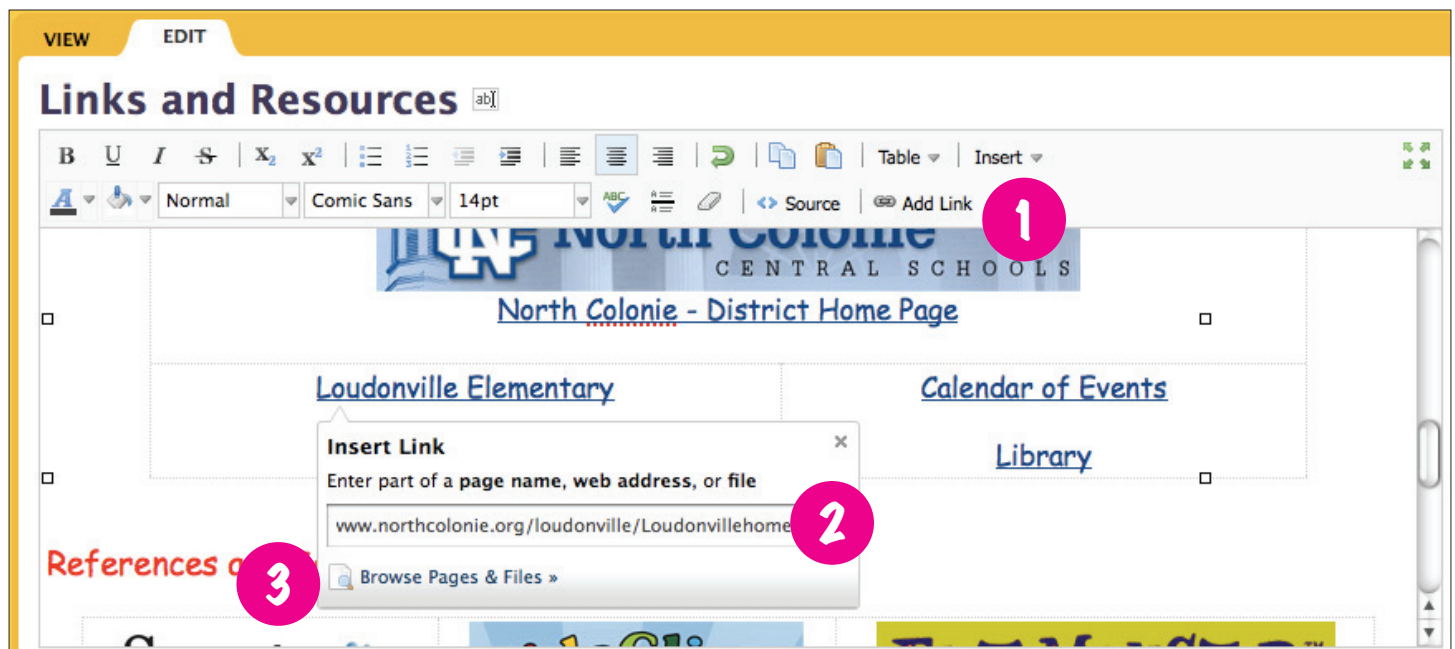
Links to an external site or to another page on your existing site can be added to any text or image. Select the text or image that you wish to make the link from, and from the formatting pallet, select (1) "Add Link." 2. In the pop-up that appears under your selected text, type in the internal page name or external web address you wish to use and hit return. 3. You can also browse your existing files and select the link from here. Once the link is created, click on it in your formatting window to edit it.

Working with Tables
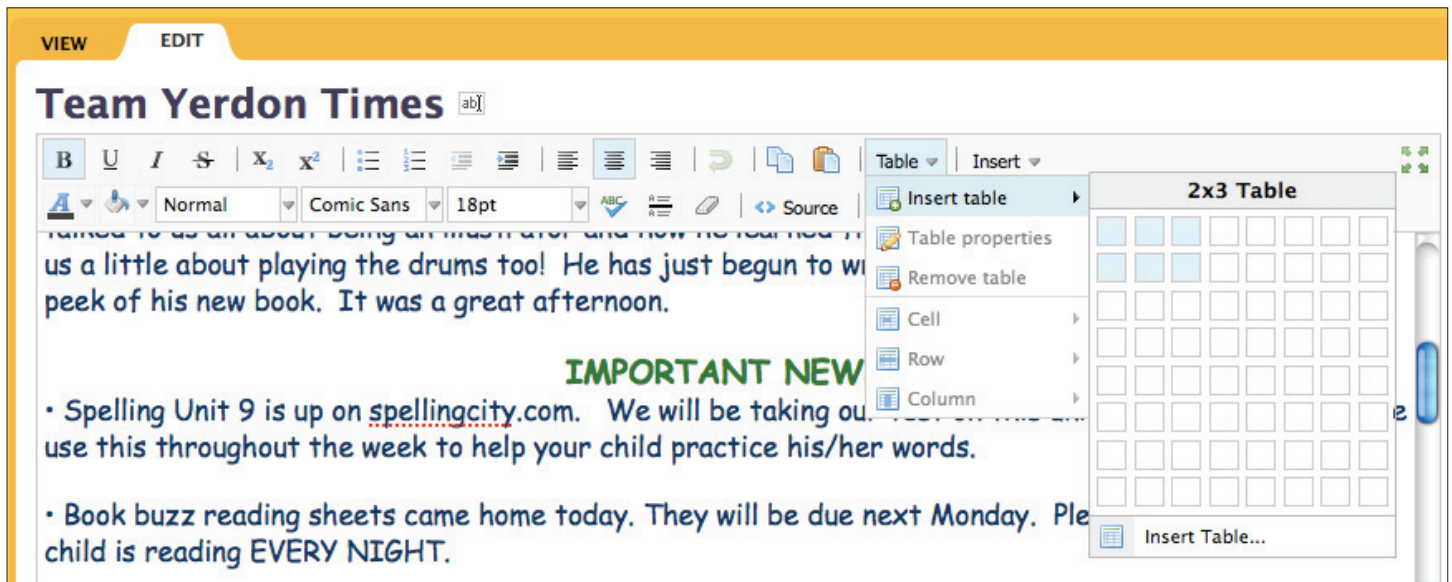
Tables are an easy way to organize information visually on the page. Think of how Excel puts items in columns and rows. On the Team Yerdon site, the Links & Resources page is created with tables so that the rows of logos and links looks organized and appealing to visitors (instead of putting everything in a long row, one after the other).

First, think of how many rows and columns you are going to need (you can always delete and add more later). On the edit page, place your cursor where you wish to have your table, then select "Table" from the formatting menu. Go to "Insert table" and select in the graphs of squares your rows and columns. The example above shows that a table with 2 rows and 3 columns will be created. Once you click on the last square selected, the table will be created on your page. You can then fill each cell with information.
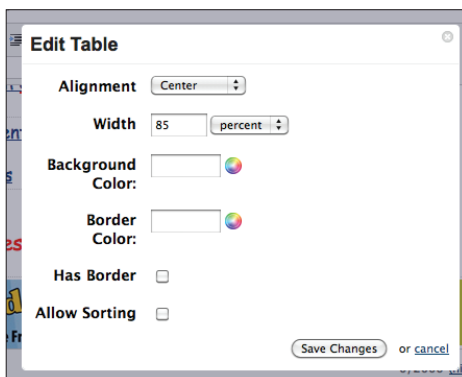
You may notice that the Links & Resources page doesn't appear to have any tables, at least none that can be seen. You can edit the properties of your table by selecting it and then going back up to the "Table" menu - select "Table properties" to bring up a pop-up window. Here you can align the table on the page, adjust its width (which you can also do by dragging the corners in your edit window), and choose if the table will have borders or not.

The SideBar

For the Team Yerdon site, the side bar is used to display a permanent navigation and provide users with contact information on every page. If new pages are added to the site, be sure to add them as a link to this area. Just select "Edit the sidebar" at the bottom of this section and edit with the tools you have learned.

You are now a Wiki Pro! Edit and create with confidence, and don't be afraid to use the "help" (and your colleagues) for assistance!