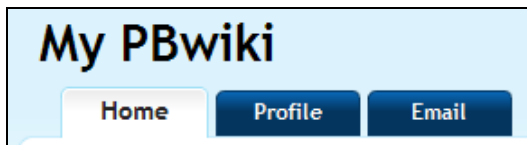


Getting Started with PBwiki

PB Wiki (PeanutButterWiki) is an easy to use application to create wikis! What's a wiki anyway? A wiki is a website that allows multiple users to create, modify and organize web page content (source: www.govst.edu/elearning/default.aspx). This instructional handout does not cover creating a PBwiki account.

My PBwiki Home

Once you login to PBwiki at www.pbwiki.com, you will be directed to the MyPBwiki homepage. This page contains the links for all wikis in which you have administrative, viewing or editing access. Use the tabs across the top to manage your account settings. This page can always be accessed using the account link that appears at the top of the page below your email address.



Getting Started

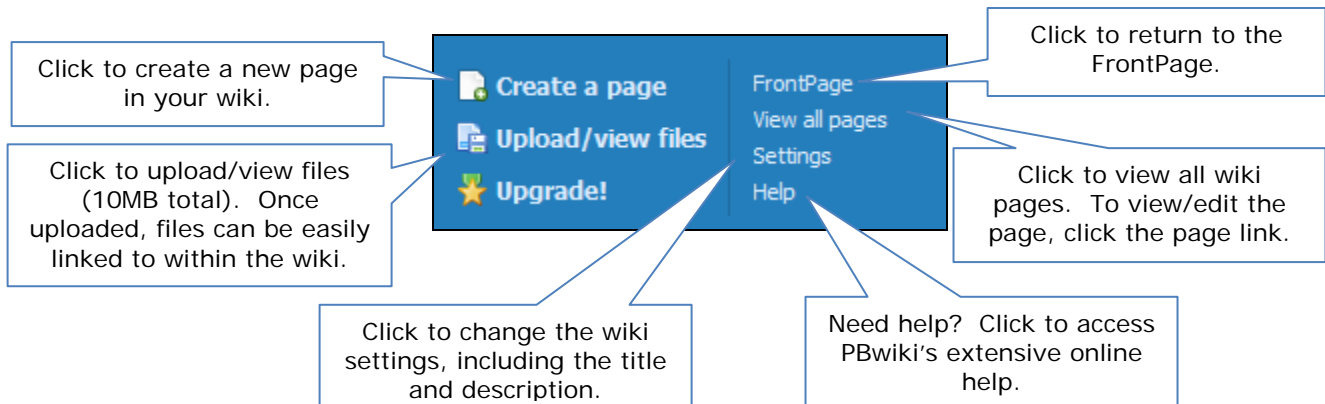
1. Click on the link for the wiki you want to work on from the wiki list on the Home tab.
2. You will be directed to the FrontPage for the wiki.

Basic PBwiki Navigation

There are two tabs across the top left of the wiki – View and Edit. You will use these two tabs to switch between webpage (view) and construction (edit) modes. To make changes to the wiki page, click the Edit tab. To view the wiki page, click the View tab.



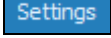
The editing tools are located on the upper right hand side of the window. NOTE: these tools are only accessible when in VIEW mode.



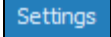
Wiki Settings

Want to change the default color of your wiki or perhaps add people to participate? You will use the Settings options available from the VIEW tab.

Basic Wiki Settings

1. Click the Settings link 
 - The About This Wiki page will display.
2. Make any necessary changes to the title, description and contact email address.
3. Choose a color scheme using the Colors link under "Basic Settings" on the far left of the screen.
4. Click the Home tab to return to the FrontPage.

Setting Wiki Users

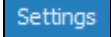
1. Click the Settings link 
 - The About This Wiki page will display.
2. Click the Users link under "Access Controls" on the far left of the screen.
3. Enter the email address of the person you wish to give access to the wiki.
 - To enter multiple addresses, click the add multiple emails link. Enter the addresses one per line or separated by a comma.
4. Select the appropriate permission level from the drop-down menu.
 - There are multiple permission levels (view the "Learn more about permission levels" link to decide which level to give).
5. Click the Add user button.

Email address [Add Multiple Emails](#)


Permission level 
[Learn more about permission levels](#)

6. Click the Home tab to return to the FrontPage.

Wiki Security

1. Click the Settings link 
 - The About This Wiki page will display.
2. Click the Wiki Security link under "Access Controls" on the far left of the screen.
3. Decide if anyone or only those invited to the wiki should be able to view it.
4. Click the Save button.
5. Click the Home tab to return to the FrontPage.

Creating a New Page

1. Click the Create a page link .
2. Enter a name for the page in the "Name your page" field.
3. Click the more options link to view advanced options (this is useful if you have created folders and know in which folder the new page should be created).
4. Click the create page button.

Name your page

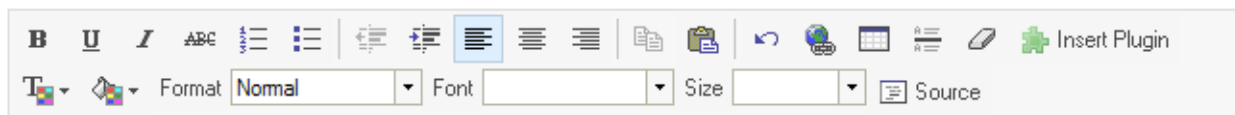
Create page

[more options](#) 

5. You will be directed to the Edit tab of the new page.

Editing a Page

Page editing is very similar to using a word processor. When you are in edit mode, you will see an editing toolbar across the top of the page that contains common formatting options (such as bold, alignment, numbers and bullets, tables, and colors).



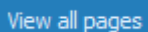
The **Save** button at the bottom of the text editor should be used often! You can also create "tags" that can be used to search for content on your wiki. Saving the page takes you to VIEW mode – you will have to click the EDIT tab to continue modifying the page.

Managing Pages

Did you create a page you don't need, or perhaps don't like the page name anymore? Just how **do** you navigate among all of your wiki pages? Use the View all pages link to view and modify pages. To access this tool you must be in VIEW mode. NOTE: you can also delete and rename pages while viewing the page in EDIT mode.

Viewing Pages

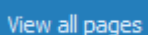
1. Click the "View all pages" link from the upper right hand side of the window.



2. Click the desired page name.

Renaming and Deleting Pages

1. Click the "View all pages" link from the upper right hand side of the window.



2. Use the delete and rename buttons.

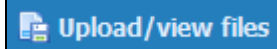




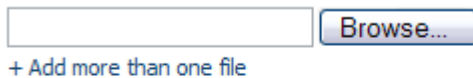
Uploading/Viewing Files

You may want to upload files to your wiki (images, pdfs, presentations, documents, handouts, forms, etc.). Once files are uploaded to the wiki, it is simple to link to them from a wiki page. To access this tool you must be in VIEW mode.

1. Click the Upload/View files link from the upper right hand side of the window





2. Click the browse button to find the file to add.
3. Click the "+ Add more than one file" link to browse for and add multiple files at one time.
4. Click the upload button.



Managing/Removing Files

Once uploaded, it is simple to rename or remove files.

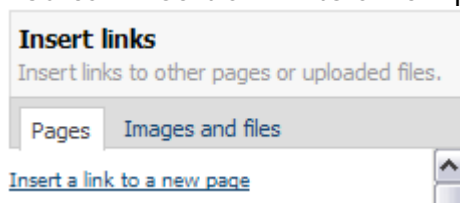
1. Click the Upload/View files link from the upper right hand side of the window.
2. To rename a file, click the  button.
3. To remove a file, click the  button.

Inserting Links and Images


What would a webpage be without links to other wiki pages, webpages or content? It is simple to insert links. In the right page tools bar, there is an option to insert links to pages or to images and files.

Inserting links to a wiki page

1. Highlight the text that should become the link.
2. From the list of pages on the Insert links bar, click the name of the page to link to.
3. You can insert a link to a new page using the "Insert link to a new page" link.



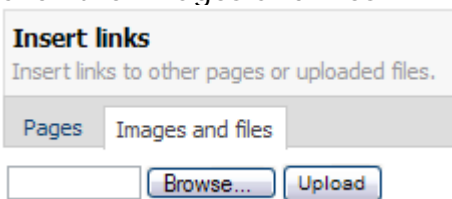
Inserting links to a webpage

1. Highlight the text that should become the link.
2. Click the hyperlink icon on the toolbar 
 - The insert link pop-up window will display.
3. Select URL from the Link Type drop-down menu.
4. Enter the URL in the URL field.
5. Click OK.



Inserting images

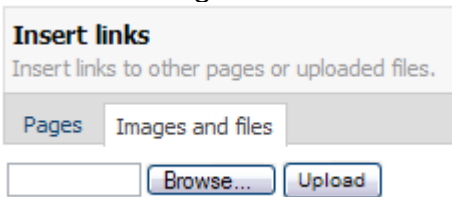
1. Place the cursor where you want the image to be located.
2. Click the Images and files link from the Insert links bar.



3. Click the Browse button to find the file to upload.
4. Select the file from the list to insert the image.

Inserting links to files

1. Highlight the text that should become the link.
2. Click the Images and files link from the Insert links bar.



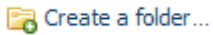
3. Click the Browse button to find the file to upload.
4. Select the file from list.

Wiki Folders

In the right bar, there is an option to create folders. Folders are useful to organize wiki pages. If you are creating a wiki with multiple topics, each topic can have its own folder. Folders can be renamed once created or deleted.

Creating a folder

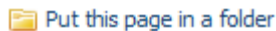
1. Click the Create a folder link.



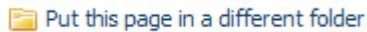
2. Enter the folder name.
3. Click OK.

Adding pages to a folder

1. View the page you want to file into a folder.
2. Click the "Put this page in a folder" link.



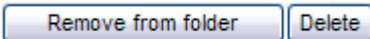
3. Select the appropriate folder from the "Choose a folder" drop-down menu.
4. To change the page to a different folder, click the "Put this page in a different folder" link.



5. Select the appropriate folder from the "Choose a folder" drop-down menu.

Removing pages from a folder

1. Click a folder from the list on the right side bar.
2. The folder settings page will display.
3. Click the "Remove from folder" button to remove the page.



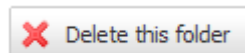
Modifying folders

1. Click a folder from the list on the right side bar.
2. The folder settings page will display.
3. To rename the folder, enter a new name and click the rename button.

Rename folder



4. To delete the folder, click the "Delete this folder" button.



5. To create a new page in this folder, click the "Create a new page in this folder" button.

