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# Setting Up A Wiki

## CREATE A PBWORKS ACCOUNT

1. To get to the PBworks website, open a web browser, and type **www.my.pbworks.com** in the address bar.
2. On the "Please log in" page, click the **Sign Up!** link at the top of the page.

**No account? [Sign up!](#)**

3. On the "Create a PBworks account" page, enter in your name, Lesley email and password and click the **Create Account** button.

**Create Account**

4. Check your Lesley email for a confirmation email from PBworks, and click the link provided in the email.
5. Your account will be confirmed and you will be taken to your My PBworks page.



The **Home** tab will give you access to all the wikis you have created or have been invited to join. On this page you can also create a new wiki, known as a "workspace" in PBworks.

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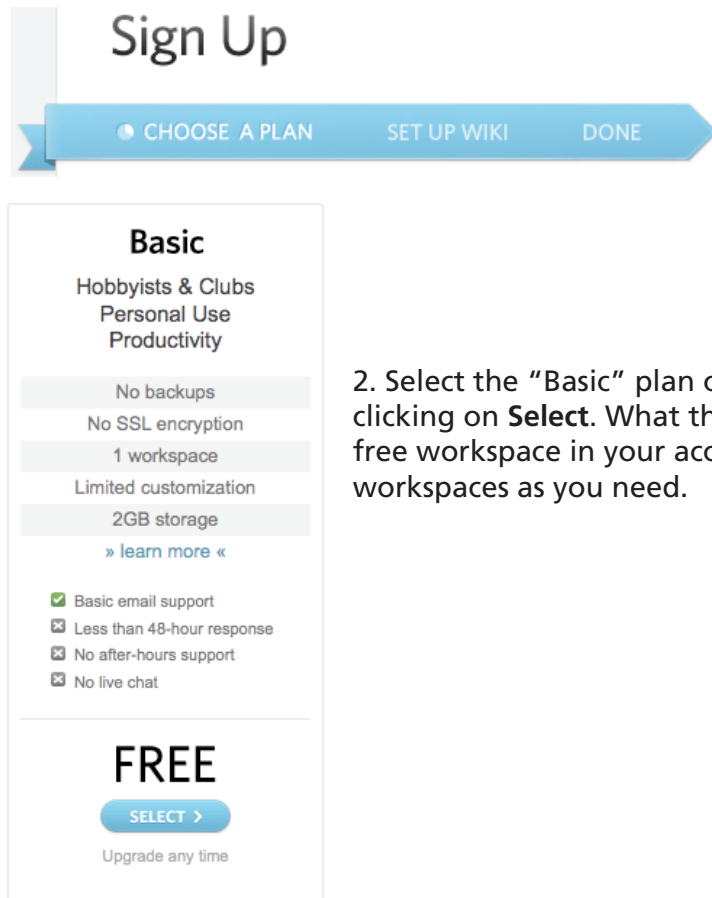
# Setting Up A Wiki (continued)

## CREATE A NEW WORKSPACE

1. On your My PBworks page, click the **Create a new workspace** link located on the bottom right side of the page under "Join a workspace."

[Create a new workspace](#)

The "Sign Up" page will appear on your screen.



2. Select the "Basic" plan on the right side of the page by clicking on **Select**. What this states is that you are creating one free workspace in your account. You can create as many free workspaces as you need.

3. On the next page, create a new workspace address, select what the workspace is for, and click the **Next** button at the bottom of the page.



4. On the final page, specify your workspace security settings by choosing who can view and edit the workspace (this can be changed in your workspace settings area), check off the box agreeing to PBworks' Terms of Service, and click the **Take me to my workspace** button.

**Take me to my workspace**

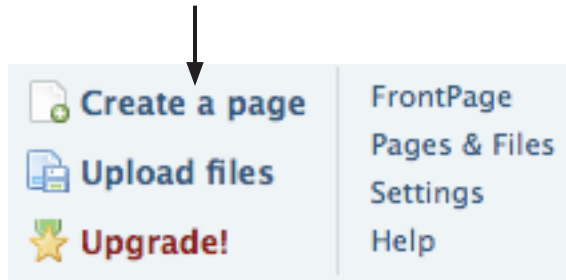
You will be taken to the FrontPage of your new workspace.

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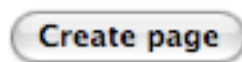
## Setting Up A Wiki (continued)

### CREATE A NEW PAGE

1. Click the **Create a page** link on the top right side to add new pages to your workspace.

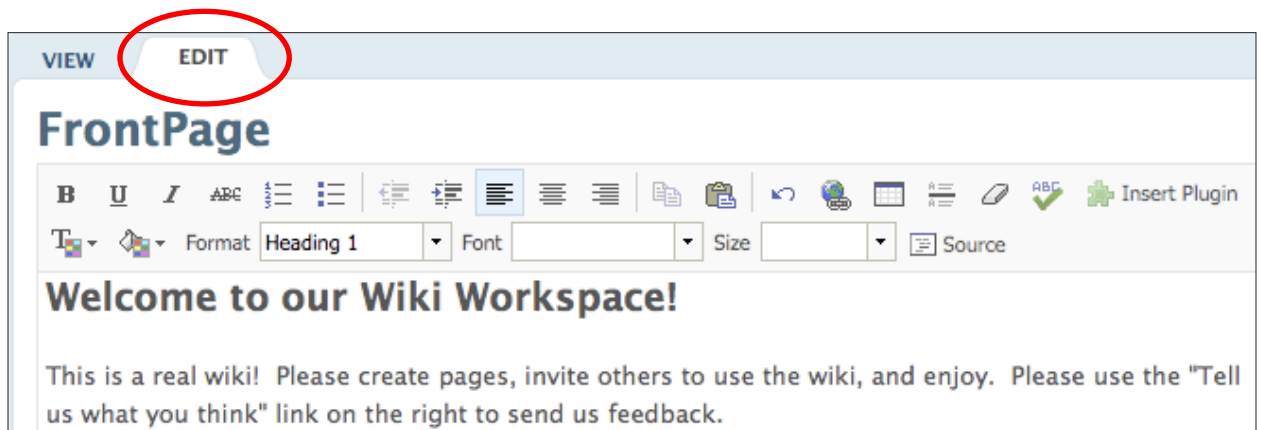


2. Type in a Name for the new page, and click the **Create Page** button next to the text box.

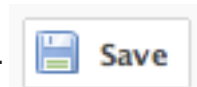


### EDIT YOUR PAGES

1. Select the **Edit** button at the top to add content to your workspace. The page will turn into a text box editor with a standard set of word processing tools.



2. Add and format content for your workspace page, and click **Save** to finish.



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## Setting Up A Wiki (continued)

### EDIT WORKSPACE NAVIGATION

For easier navigation to all your pages, you can add a link to each page in the sidebar of the workspace, which is located on the right side of the page.

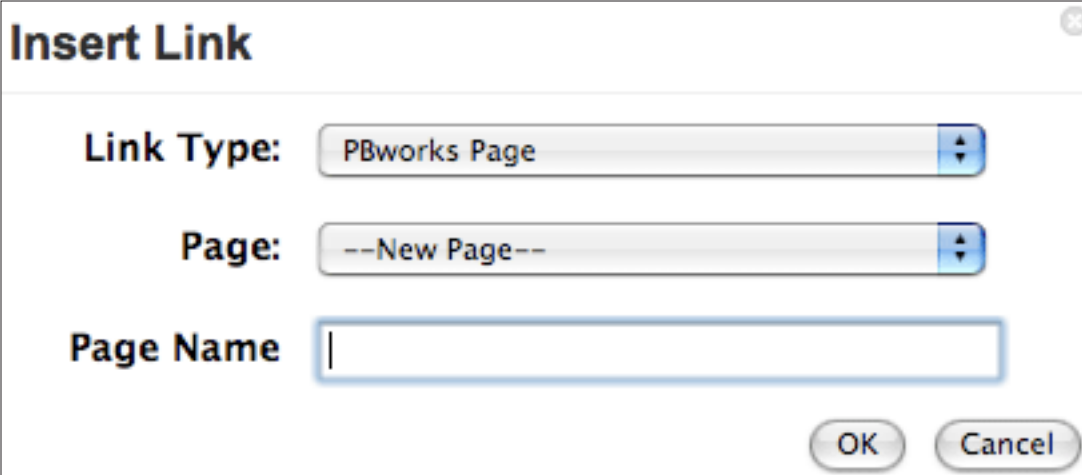
1. Click **Edit the Sidebar**. 

2. Type in the page names as you want them to appear in the sidebar.

3. Highlight the first item.

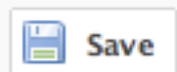
4. Click the link icon. 

The Insert Link box will pop-up on screen.



5. Under "Page," select the workspace page from the drop-down list you want to link to, and click **OK**.

6. Repeat these steps to create links to all of your workspace pages, and click **Save**.



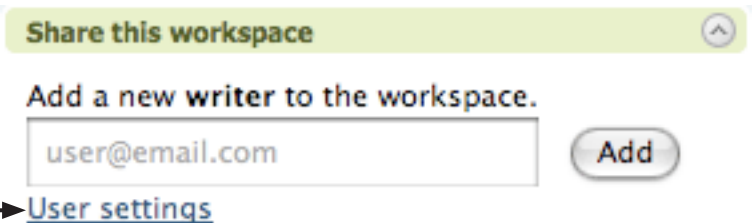
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## Setting Up A Wiki (continued)

### SHARE THE WORKSPACE

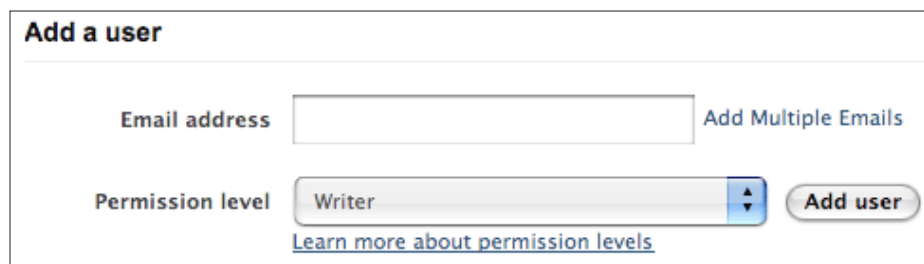
Once you have set up your workspace, you can begin to invite students and/or colleagues to view it.

1. On the right side of the page under "Share this workspace," click on **User Settings**.



This will take you to the "Manage Users" page in the Workspace Settings area.

2. Under "Add a user," type in the participant's email address, specify the editing and viewing level the user will have to your workspace with Permission level, and click the **Add User** button.



An email will be sent inviting the user to view your workspace.