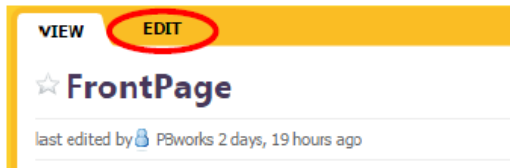


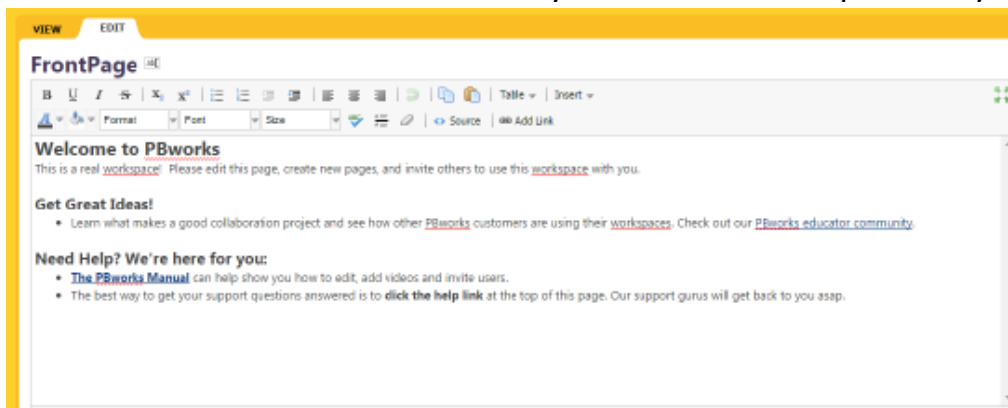
# Common Tasks in PBWorks

## Editing Pages

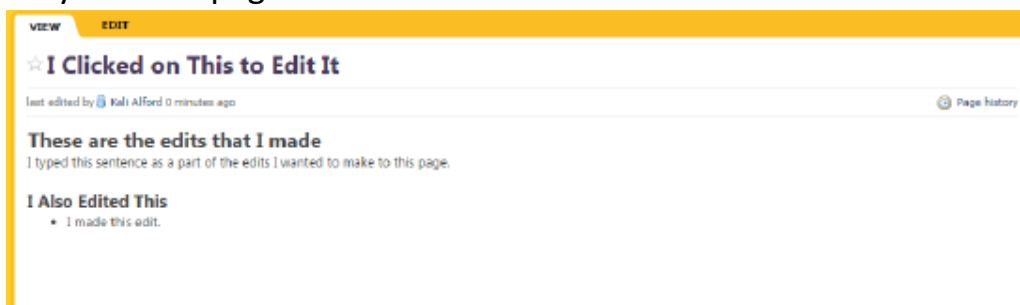
1. Click “Edit” in the top left corner of the page you wish to edit.



2. This will take you to an editable version of the same screen. Much of the text and pre-existing elements of the page will be contained in fields for you to edit. Other elements, such as the title can be edited once you click on them specifically.



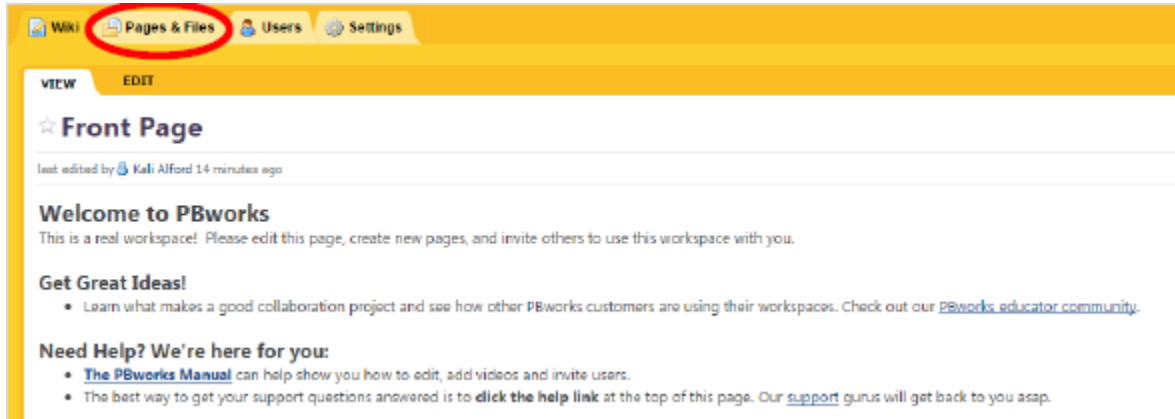
3. As you are making the edits to your page, you can click “Save and Continue” to save your progress if you want to take a break or go away from the page. If you are finished making your edits, click “Save” to return to the page that your students will see when they visit the page.



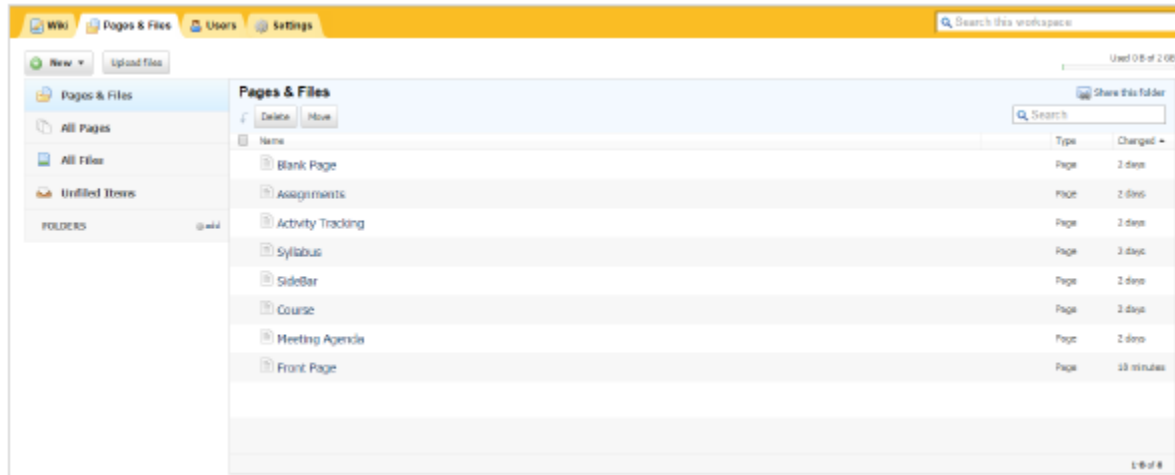
**Note:** If you are collaborating on this workspace with a colleague, it may be a good idea to describe the edits you made in the text field below the two buttons on the edit screen. If you want to undo the edits, click “Page History” then click the “X” button next to the edits you made.

## Deleting Pages, Adding Pages, & Uploading Files

1. Click the “Pages and Files” tab in the top left corner of the main page.



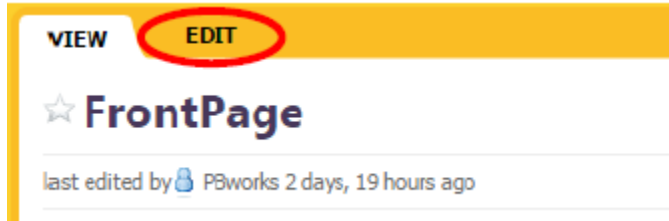
2. From this page you have the option of deleting or adding pages.



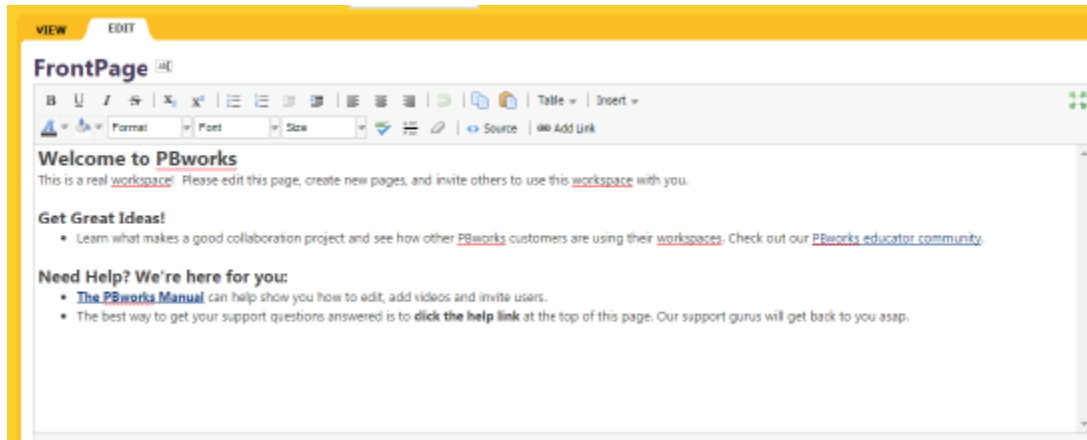
3. To delete pages, select the page(s) and click “Delete.” To add pages, click “New.” A box will appear asking you to name your new page. To upload files, click “Upload Files.” Because your campus account limits you to 40GB of storage, you should be mindful of the files you upload since some types of files can be large and consume much of your storage space.

## Adding Elements

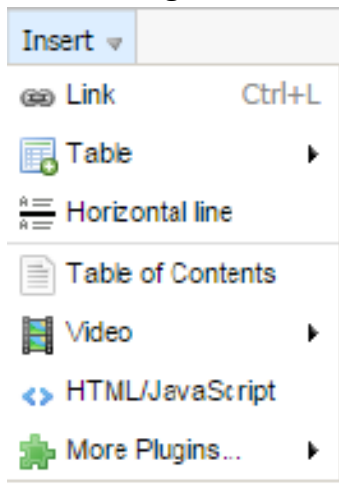
1. Click “Edit” in the top left corner of the page you wish to add elements to.



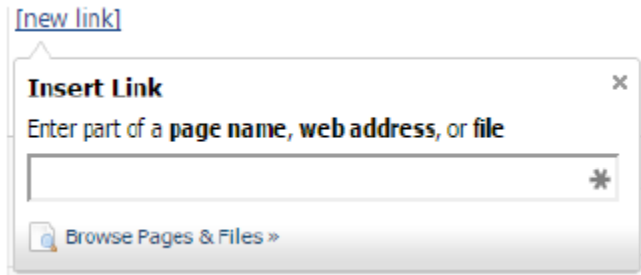
2. On the editable page that will come up, you have several ways of adding elements. The simplest way is to click “Insert” at the top of the screen.



3. The drop-down menu that appears has a variety of features. For our purposes we'll work through the link and video elements.

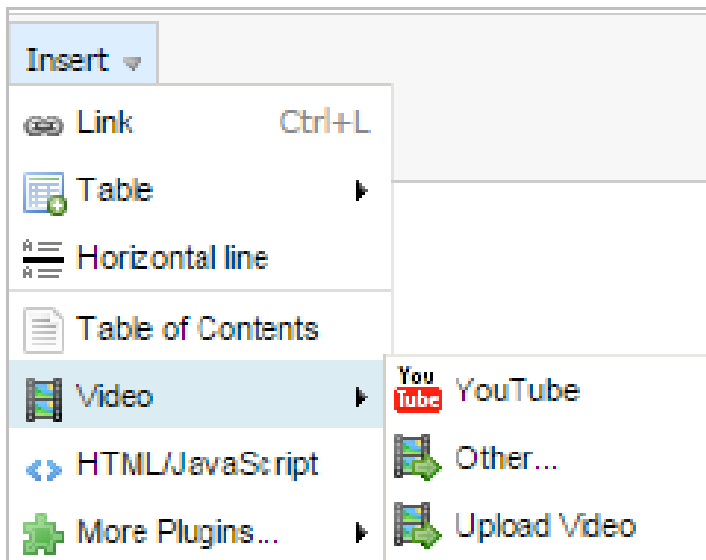


- By clicking the “Link” button a pop-up screen will open in the main text field of the screen. Depending on whether the hyperlink you are creating is to a page within your wiki, another website, or a file that you have saved within your account, you will either put the title of the page/document or URL in this field. Once you have entered the information into the field a hyperlink will be added into the main text field on the page.



**Note:** If you already have text in the main field and you want a word or words to be a hyperlink, highlight the word(s) and click “Add Link” on the main menu. Insert the title of the page/document or URL in this field and the highlighted word(s) will become the hyperlink.

- By hovering over the “Video” button, a submenu will appear with a few more options for adding video.

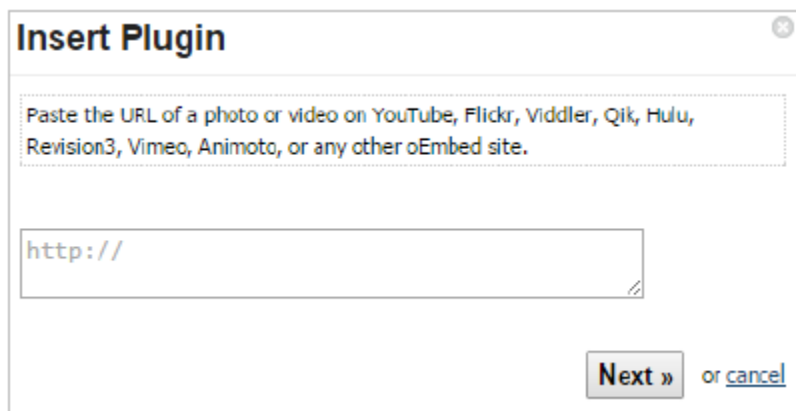


6. Clicking “YouTube” will open a pop-up menu. Enter the URL of the YouTube video you want to add in the field. A plugin box will be added to the main text field. If you want to align the plug-in box, click it and then click the desired alignment on the main menu.



The screenshot shows a dialog box titled "Insert Plugin" with a close button in the top right corner. Inside the dialog, there is a dashed-line box containing the text: "Find the video you want on [YouTube](#), copy the Embed code or URL, and paste it here:". Below this text is a large empty text input field. At the bottom right of the dialog, there are two buttons: "Next »" and "or cancel".

7. If the video you want to add is not on YouTube, click “Other.” A box will appear giving you the option to enter URLs from several other specific video hosting websites. Other popular sites not listed, including Daily Motion, may also work.



The screenshot shows a dialog box titled "Insert Plugin" with a close button in the top right corner. Inside the dialog, there is a dashed-line box containing the text: "Paste the URL of a photo or video on YouTube, Flickr, Viddler, Qik, Hulu, Revision3, Vimeo, Animoto, or any other oEmbed site.". Below this text is a text input field containing the text "http://". At the bottom right of the dialog, there are two buttons: "Next »" and "or cancel".

8. The last option, “Upload Video”, should be chosen if you want to upload a video directly to PBWorks. This option is available once your account is added to the KSU campus account. Because your campus account limits you to 40GB of storage, you should be mindful of the videos you upload since many video files can be large.

**Note:** Video plugins cannot be viewed from the edit screen. A plugin box will appear in its place until you save the page and return to the viewing tab of the page.

Instructions created by Kali Alford, February 2015.

Updated to Word by Mitchell Januchowski, May 2019