

## Frequently asked questions

#### How do I add a new page on my wiki?

You can create unlimited new pages to your wiki.

There are two ways to create a new page. The recommended way is to do so while in editing mode. The second way is to click the **New Page** button while in viewing mode.

Here are instructions on how to create a new page in editing mode:

- 1. Login to your PBwiki.
- 2. Click the **Edit Page** button. Edit page
- 3. Type a word and highlight it.



4. Click **Link** button in the toolbar.

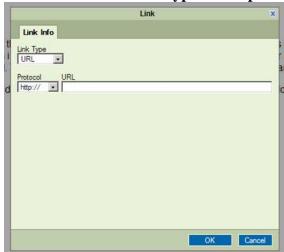


- 5. Click **OK**.
- 6. Click the Save button. Save
- 7. Finished! Click on the link to your new page and begin editing it.

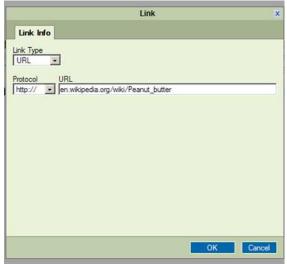
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#### How do I create a link to a webpage outside of PBwiki?

- 1. Login to your PBwiki.
- 2. Click the **Edit Page** button.
- 3. Type up a word or text that you want to link.
- 4. Highlight the word.
- 5. Click on the **Link** button link
- 6. Select URL as the Link Type and http:// as the Protocol



7. Type in the address of the link in the **URL** box.



8. Click OK.

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9. Click the **Save** button. Save

Note: Alternatively, you can create a link by simply typing up the address on the wiki page in edit mode.

#### How do I use plugins?

The best way to use plugins is to insert whatever plugins interest you or appear to be useful. We encourage you to experiment and play around with our continually growing plugin list.

To insert a plugin:

- 1. Login to your PBwiki.
- 2. Click the Edit Page button. Edit page
- 3. Click on the **Insert Plugin** button.



4. Mouse over the category you want to explore.



5. Click the **plugin**, click through the next few screens, and click **save**. Your plugin will be live on your wiki page.

### How do I delete or rename pages?

1. Login to your PBwiki.

2. Click on the link **Show all pages** at the bottom of the wiki.



3. Open up the page revisions by clicking on the plus sign (+) next to the page title.



4. You will see **Delete** and **Rename** buttons next to the page revisions.



5. Finished! Just click the **Delete** or **rename** button on the page you want to delete or rename.

### How do I delete or rename files or pictures?

1. Go to your files page from viewing mode.

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2. Click the  $\mathbf{X}$  next to a file to delete it, or  $\mathbf{R}$  to rename

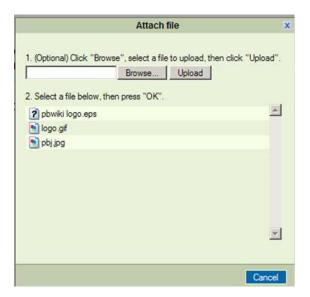


#### How do I attach a file to a wiki page?

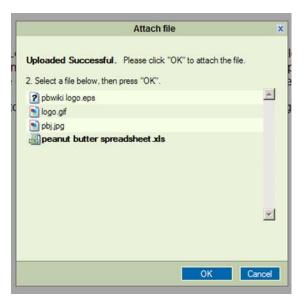
1. Click **Attach file** in the editing toolbar.



2. Click **Browse** to find the file on your computer.



3. When you locate the file and select it, then click **Upload**. After uploading, the file will appear in the files list.



4. Select it and click **OK** to put the file into your wiki.



Note: If you want to see a list of your files and pictures without going into editing mode, click the **Files** button while viewing the wiki. From here you may also rename and delete files or pictures.

## How many wikis can I create?

You can create as many PBwiki's as you'd like! Create a wiki for every group belong to! Here are some ideas for creating your next wiki: <a href="http://yummy.pbwiki.com/Ideas-for-using-PBwiki">http://yummy.pbwiki.com/Ideas-for-using-PBwiki</a>

# Where do I go to for additional help?

If you have additional questions regarding PBwiki there is several online resources you can check out:

- 1. PBwiki forums (<a href="http://forums.pbwiki.com/">http://forums.pbwiki.com/</a>) Read or ask questions from PBwiki users. Topics such as PBwiki tips and tricks, feature requests, and major PBwiki updates and announcements are all located here.
- 2. PBwiki FAQ (<a href="http://newfaq.pbwiki.com/">http://newfaq.pbwiki.com/</a>) Check out the PBwiki FAQ for an extensive list of questions on editing with PBwiki, detailed plugin information, safety and security.
- 3. Contact PBwiki support (<a href="http://yourwikiname.pbwiki.com/help.php">http://yourwikiname.pbwiki.com/help.php</a>) Still have questions? Go through our automated support page to help resolve your issue. We can help you solve your problem on the spot, or, get in touch via e-mail.