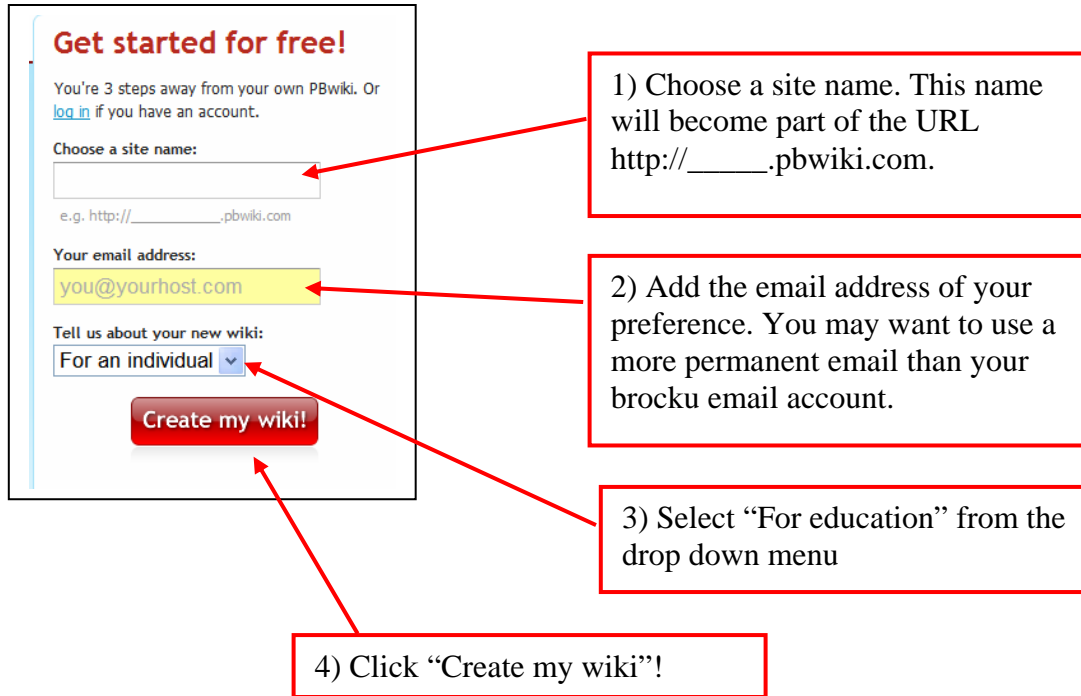


QuickSteps 5: Setting Up Your First WIKI

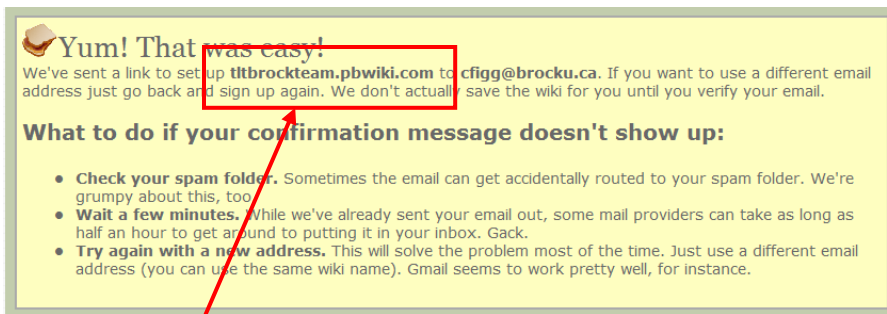
Step 1: Go to <http://pbwiki.com/> and make the three choices below:



The screenshot shows the PBwiki registration form with the following elements and callouts:

- 1) Choose a site name. This name will become part of the URL `http://____.pbwiki.com`.** Points to the "Choose a site name:" input field.
- 2) Add the email address of your preference. You may want to use a more permanent email than your brocku email account.** Points to the "Your email address:" input field.
- 3) Select "For education" from the drop down menu** Points to the "Tell us about your new wiki:" dropdown menu.
- 4) Click "Create my wiki!"** Points to the "Create my wiki!" button.

You should see a message like this:



The screenshot shows a confirmation message with the following content:

Yum! That was easy!
We've sent a link to set up titbrockteam.pbwiki.com to cfigg@brocku.ca. If you want to use a different email address just go back and sign up again. We don't actually save the wiki for you until you verify your email.

What to do if your confirmation message doesn't show up:

- **Check your spam folder.** Sometimes the email can get accidentally routed to your spam folder. We're grumpy about this, too.
- **Wait a few minutes.** While we've already sent your email out, some mail providers can take as long as half an hour to get around to putting it in your inbox. Gack.
- **Try again with a new address.** This will solve the problem most of the time. Just use a different email address (you can use the same wiki name). Gmail seems to work pretty well, for instance.

Record the **URL** for your WIKI! Keep it in a safe place! ☺

Step 2: Activate your account by checking your email and clicking on the link to verify your email account.

Step 3: Go your WIKI URL. You are now ready to explore the features of the WIKI tool. Check out the Help section first by clicking on the Help link in the upper right hand corner.



The screenshot shows the navigation bar with the following links: Home, Edit page, New page, Comments, Files, Log out, Add features, Settings, and Help. The Help link is highlighted with a red box and a red arrow pointing to it.

The Help Guide begins with a list of commonly asked questions:

PBwiki: Get Help

1. Top 5 Frequently Asked Questions

How do I make a new page on my wiki?
You can add a new page by clicking the "New Page" button when viewing your wiki. The other way to add a page is through your Point-and-Click editor. While editing, highlight the text that you want to link to, click the link button and select "new page" under "Link to wiki page".

2. **What can I do with my wiki?**
See our [PBwiki tour](#) or our list of [pre-made templates](#).

3. **How do I change the name/delete my wiki?**
Simply [contact support](#). Be sure to include the current name of your wiki and, if you want to change the name, the new wiki name that you want.

4. **How do I let certain people edit my wiki, but not others?**
For free wikis, share your password with others and they'll be able to edit your wiki. For premium wikis — which get advanced access control capabilities — see our [Permissions FAQ](#).

5. **What does upgrading to premium get me?**
With a premium wiki, you get **gigabytes of space, no ads, more customization, advanced sharing capabilities, and more**. All for just a few bucks.

[Upgrade now!](#)

[See all FAQs](#)

Be sure you visit the PBwiki tour listed in #2!

Step 4: Begin editing your own WIKI! Just return to your home page and click on the Edit Page button in the tool bar:

Home **Edit page** New page Comments Files [Log out](#) [Add features](#) [Settings](#) [Help](#)

The Edit Page tools are similar to others that you have seen in WebCT or your blogging tool.

Format Font Size Source Attach file **Insert Plugin**

Type the information here that you want to appear on your page. You can add images, attach files, change the color, size and style of your font—and more. The “Insert Plugin” allows you to add video, photos, chat, spreadsheets and so much more. Click on the button to see the options here!

Save Cancel Add new features instantly! Hide page Lock page

When you click the **Save** button, your information become a web page that others can edit as well!

Need ideas for what to include on your WIKI? Check out the PBWIKI page for educators at <http://pbwiki.com/edu.wiki> and read some of the Educator White Pages.