

## How To Set Up And Use A PBWorks Account For Free

1. You will need Internet access, once you are on the Internet, type in this URL Address:  
<http://pbworks.com/>
2. Click [Sign up](#) at the right-hand corner on the website
3. You should come to this webpage that displays this URL Address:  
<https://plans.pbworks.com/>
4. Scroll down and select the “**Free Basic**” service
5. You should come to a webpage that displays this URL Address:  
<https://plans.pbworks.com/signup/basic20>
6. You will need to name your future PBWorks’ page something unique (i.e. compositionawebb, janethamiltonwriting09) because a more simple name (i.e. joselongoria, beckypena) might already be taken on the server
7. You may select “**For Education**” for your workspace
8. Company Type is “**Higher-ed classroom**”
9. Workspace purpose is “**Collaborative classroom**”
10. Type your first name
11. Type in your email address (you may your university email address or your personal email address if you want to)
12. Create a unique password, then retype it (PLEASE write down your username and your password so that you do not forget it)
13. Click “**Next**” at the right hand bottom corner
14. Open a new TAB and check your email account for a verification email
15. When you check your email, you should receive a message that has this paragraph in it: ***“We won’t finish actually making your workspace until you log in, so please do that now. To finish creating your workspace, click below:”*** Please click on the blue link below this paragraph
16. Once you click on the link, you will be taken to a new screen that reads: “**Choose your workspace's security settings**”
17. For **Who can view this workspace?** PLEASE select “**Anyone**”
18. For **Who can edit this workspace?** PLEASE select “**Only people I invite or approve**”
19. For “**Accept PBWorks Terms of Service**” PLEASE check the box that reads: “**I agree to PBWorks terms of service**”
20. Then click on “**Take Me To My Workspace**”
21. You should come to a webpage that reads your workspace name and says “**FrontPage**”
22. Click “**Edit**” at the top, left-hand corner and select and **delete** all of the writing in the edit box that reads:

### **Welcome to PBworks 2.0**

*This is a real workspace! Please edit this page, create new pages, and invite others to use the workspace with you.*

### **Get Great Ideas!**

*Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our [PBworks educator community](#) (not a support forum).*

### **Need Help? We're here for you:**

**The PBworks Manual** and [30-second training videos](#) can help show you how to edit, add videos and invite users.

*The best way to get your support questions answered is to **click the help link** at the top of this page. Our support gurus will get back to you asap.*

23. Type “**About Your Name** (i.e. About Joanna)” and then select highlight what you typed, go to “Add Link,” and you should get a box that reads – “Insert Link.” Click on “Browse Pages & Files,” then click on “Insert Link” and a new link will be formed. Click “Save.”
24. Click on “**About Your Name**” and will come to a webpage that reads: “**Name Your Page**”
25. Click “**Create page**”
26. You will come to another “**edit**” box, in this edit box I would like you to type something about yourself, answering these questions below:
  - What is your name and where are you from?
  - What is your favorite subject?
  - Why are you interested in this major?
  - What are some things you like to do in your free time?
  - What hobbies do you have?
27. Then click “**Save**”
28. Go to the top, right-hand corner where it reads “**FrontPage**” and click on that link
29. Once you are on your FrontPage, click “**edit**”
30. Cast your eyes to the right-hand of the webpage that reads: “**Insert Links**” and click on “**Images and files**,” then click on “**Upload files**” (NOTE: If you do not have any images of yourself saved on a drive or on a MySpace/Facebook page, take a few seconds to find an image that you would like to put on your PBWorks’ page).
31. If you do have an image, make sure that you put the cursor where you want the image to be on your page and then click “**Upload files**,” a box will open and you can choose the image that you want on your page
32. Once it is done downloading the image, click on the image file name, drag and drop it onto the page (NOTE: You can select the image and reposition it using the left, center, and right alignment options on your toolbar; you can also resize the image once it is on the page) (NOTE: To delete an image once on the page, simply select that image and scroll up to the toolbar right beneath the URL Address bar, click on “**edit**” and then click “**cut**”) (NOTE: Once you have uploaded an image to your page under a certain file name and you want to use that same file but edited, you will need to re-name it and upload that edited file)
33. To upload a MS Word document to your page, click on “**edit**” and type what you want the file to be called on your page (i.e. Joanna’s essay)
34. Next, go over to the “**Images and files**” and select “**Upload files**,” choose the MS Word document that you want to upload and select “open”
35. Next, highlight the text in your box (i.e. Joanna’s Resume) and then click on the recently upload MS Word document (it should automatically link that file with the text you have in your edit box), click “Save”
36. To upload a YouTube or personal video, click “**edit**” and place the cursor in your edit box where you want the video to appear
37. Click “**Insert Plugin**” and select the section that reads: “**Video & Photo**,” choose the type of video it is that you are trying to upload to your page, then once the video appears on your page, click “Ok” at the bottom of that video’s screen (NOTE: The video might look a little funky in edit mode, but it will come out normal once you click save)

38. **My suggestions**: Keep playing around with organizing the documents, pictures, and images on your page until you are content with the way they look, play around with the font sizes and colors, look over the toolbar and see what else you can do (i.e. such as making tables)
39. Please send me the URL Address link (i.e. <http://compositionawebb.pbworks.com>) to your PBworks wiki page so that I can link my PBworks wiki page to yours. Send me your URL link to this email: [adamwebb11@gmail.com](mailto:adamwebb11@gmail.com)