



User Guide:

A World-Builder's Guide to **PBworks**

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1. Getting Started

1.1 Introduction to PBworks

PBworks is an online workspace designed for creating, organizing, and managing content with the option to collaborate. For world-building, PBworks serves as a powerful platform to centralize research, notes, and project materials, ensuring everything is easily accessible and organized. The functionality of the wiki allows users to interlink pages, create structured hierarchies, and document complex information making it ideal for world-building, writing projects, and creative collaboration.

Operating like a dynamic reference hub, users can document lore, character profiles, timelines, settings, plot outlines, and creative processes. Its ability to interconnect pages makes it easy to reference related content, reducing the risk of losing track of crucial details in complex story worlds.

PBworks shines when you need to manage large volumes of information, especially for expansive projects like novel series, RPG worlds, or detailed lore bibles. Its ability to create a network of linked pages mirrors how real-world information is connected, allowing you to approach world-building intuitively and from a holistic perspective, and with the flexibility to create and modify with your flow, and in whatever direction the inspiration takes you.

1.2 Key Concepts and Terminology

When using PBworks to manage world-building notes, understanding a few key terms will help you navigate the platform efficiently. Here are some of the key concepts and terms to know:

Folders

Folders are containers within a workspace that help group related pages together. They function like file folders on a computer and make it easier to keep large projects organized.

FrontPage

The FrontPage is the default homepage of a workspace which users see when they first visit the wiki. It typically serves as a landing page with key links and an introduction to the workspace.

Livebar

The Livebar is a sticky toolbar in the top right corner of the screen that has the power and scope to access a user's entire network.

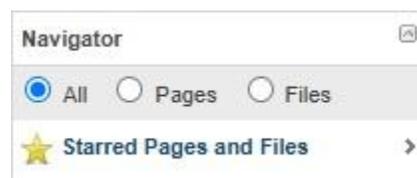


The Livebar enables you to:

- View recent activity.
- Quickly access Starred content.
- View Tasks.
- Add a new wiki, workspace, file, or page.
- Access the network and user settings, profile, and help.
- Log out.

Navigator

The Navigator is sidebar tool that helps users quickly access and organize content within a workspace. It typically displays a hierarchical view of pages and folders, allowing users to browse through the workspace efficiently. The Navigator is an option to locate local pages.



Network

A network refers to the collection of workspaces that a user owns or has access to. It essentially acts as a hub of interconnected projects.

Pages

Pages are individual content documents within a workspace where users can record specific pieces of information and can contain text, images, links, files, and other embedded media. Each page can cover a different topic, such as a character profile, a historical timeline, or a plot point.

Tags

Tags are keywords that can be assigned to pages to help categorize content. Unlike folders, which are strictly hierarchical, tags allow you to create cross-references between pages without limiting them to one folder.

Wiki

A wiki is a web-based platform that allows users to create, edit, and organize content dynamically. Wikis are designed for easy content creation, editing, and navigation, enabling users to access, contribute and update information in just a few clicks, and allow for collaboration with multiple users.

WikiHub

A wiki hub is a centralized collection of interconnected wikis or workspaces that serve as a hub for organizing and managing content. In PBworks, the user account acts as the “hub” and all wikis and workspaces are a part of that network.

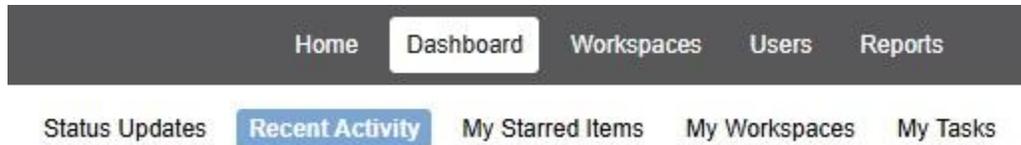
Workspace

A workspace is a lot like a wiki, and acts as a central hub for all your pages, folders, and files for a particular creative project or world-building universe.

1.3 User Interface Overview

An introduction to the interface, including the dashboard, navigation bar, editing toolbar, and search bar.

1.3.1 Dashboard



PBworks has a network-wide Dashboard in the top menu that streamlines access to:

- Status Updates.
- Recent Activity.
- My Starred Items.
- My Workspaces.
- My Tasks.

Status Updates

Status Updates allow users to casually post updates, notes, or share information with everyone on their network. Note that status updates are visible to everyone in the network and cannot be deleted or modified.

Recent Activity

Recent Activity enables you to quickly pick up where you left, or see what other collaborators have been up to. Items are listed in reverse chronological order with the page name, user details of the revision, and date of last revision.

My Starred Items

This quicklink lists all starred items across the network. Important pages, such as glossaries or key systems, can be starred for even quicker referencing.

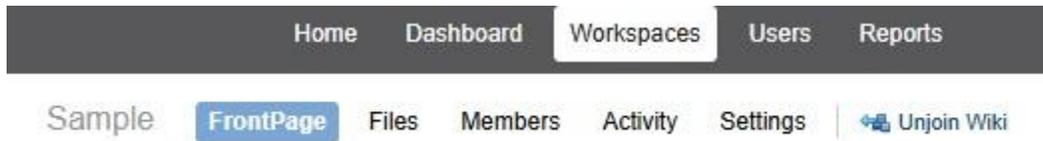
My Workspaces

Where to find and access all wikis and workspaces owned or accessible by the user.

My Tasks

Lists all tasks created by a user, including details and deadline.

1.3.2 Navigation Bar



Each wiki has a menu in line with the wiki title with links to:

- FrontPage.
- Files.
- Tasks.
- Members.
- Activity.
- Settings.

Files

The Files tab opens the database of all folders, sub-folders, pages, and uploaded files, and comes with filter options for more specific search results.

Tasks

Users can create and assign tasks and reminders within the wiki and assign deadlines. Users can also view past, pending, and completed tasks.

Members

The Members tab displays all users with access to that specific wiki or workspace with filter options. User permissions can be edited.

Activity

View all activity and revision history, including work from other collaborators.

Settings

The landing page for Settings allows users to edit wiki details, including name and description, and add branding imagery.

1.4 Create an Account and Log In

1.4.1 How to Create an Account

Creating an account is the first step to accessing a workspace, collaborating with others, and organizing world-building notes. Follow these steps to create your PBworks account:

1. Go to: <https://www.pbworks.com> and press the **Enter** key.
2. Click **Get Started** in the top-right corner of the homepage, and a pop-up will appear.
3. Select **WikiHub** to load the first registration page.
4. Fill out the fields, including:
 - a. Organization Name: If you do not have an organization, you can input your author pseudonym if desired, or a fictional name appropriate to represent your entire body of work. This can be edited later.
 - b. Preferred URL for your network. Note: The URL cannot be changed once it's created.
 - c. Email address.
 - d. Create and confirm your desired password. Choosing a strong password that contains a mix of uppercase, lowercase, numbers, and symbols is recommended.
5. Click **Next** to load the second registration page.
6. Fill out your personal details in the fields, including:
 - a. First Name.
 - b. Last Name.
 - c. Job Title.
 - d. Telephone.
 - e. Organization size.
 - f. How did you hear about Wiki Hub?
7. Check the box to agree to PBworks terms of service. The agreement is hyperlinked to review.
8. Click **Finish** and the confirmation page will load prompting you to check your email to confirm your address.
9. In a new tab, check your email inbox for a message from PBworks with the subject line: **"Verify Your Wiki Hub signup now"**. Be sure to check Junk or Spam if you can't find it in your inbox.
10. Open the email and click the verification link provided. This link confirms your email and should redirect you back to <https://www.pbworks.com> to log in.
11. Enter your email address and password.
12. Click **Log in**.

1.4.2 Logging In

Once your account is created, you can log in easily from the main page.

1. Go to: <https://www.pbworks.com>
2. Click **Login** in the upper right corner beside **Get Started**, and you'll be redirected to the login page.
3. Enter your email address and password.
4. Click **Log in**.

1.5 Create a Wiki

There are two places from which you can create a new wiki once you've created an account, including:

- Home.
- Livebar.

1.5.1 Create a Wiki from Home

Each time you log in, you'll be directed to the Home page. From here, you can create a new wiki.

1. Click **+ Add a Wiki** under **Quick Start**, and a pop-up will appear with a form to create a new wiki.
2. Fill out the Title field. This could be your series title plus "Encyclopedia" if you desire, or the name of your world.
3. Select a Collection from the dropdown menu to be your wiki's destination folder.
4. Write a Description for your wiki if you choose. This is optional and can be edited later.
5. Choose files for Logo and Banner branding if you desire. These are optional and can be updated later.
6. Select your Security preferences. It is recommended to choose "**Only people I invite can view or join this Wiki ("Private")**" to ensure your wiki is kept private.

1.5.2 Create a Wiki from the Livebar

The Livebar is visible in the top right corner of the screen from everywhere inside your network when you're logged in. You can create a new wiki with the Livebar.



1. Click **+** and a dropdown menu will appear.
 2. Select **Wiki** under **Create Workspaces** and a pop-up will appear with a form to create a new wiki.
 3. Fill out the Title field. This could be your series title plus “Encyclopedia” if you desire, or the name of your world.
 4. Select a Collection from the dropdown menu to be your wiki’s destination folder.
 5. Write a Description for your wiki if you choose. This is optional and can be edited later.
 6. Choose files for Logo and Banner branding if you desire. These are optional and can be updated later.
 7. Select your Security preferences. It is recommended to choose “**Only people I invite can view or join this Wiki ("Private")**” to ensure your wiki is kept private.
 8. Click **Create Wiki**.
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2. Setting Up Your Wiki

Open the **Settings** tab in the Navigation bar to explore customization options.

2.1 Edit Details and Description

When you open **Settings** in the Navigation bar, the **Info** tab opens by default.

1. Edit details as desired.
2. Click **Save**.

2.2 Customize Branding

1. Select **Branding** from the left-side menu, and the Branding page will open with a sub-menu under the tab title, with the options:
 - a. Logo.
 - b. Banner.
 - c. Navigation.
2. Select the desired item to customize it.
3. Click **Upload file** to open a browser to search for the desired file.
4. Click **Open**.
5. Click **Save**.

2.3 Personalize Theme

1. Select **Themes** from the left-side menu, and the Themes page will open.
2. Choose desired theme colours.
3. Click **Save**.

2.4 Adjust Global Privacy Settings

1. Select **Security** from the left-side menu, and the Security page will open.
2. Select desired security options.
3. Click **Save**.

2.5 Customize Page Security

Page security can be adjusted independently of the global security option. To customize page security:

1. Open page requiring customized security.
 2. Click ✖.
 3. Select **Security** and a new page will open.
 4. Select customization options.
 5. Click **Save**.
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3. Creating and Editing Pages

3.1 Get Started with Pages

3.1.1 Create a New Page

There are various to create new pages within your wiki, including:

1. Livebar.
2. FrontPage or any Page.
3. Files.
4. Via Hyperlink in an Existing Page.

Create a Page from the Livebar

The Livebar allows you to create a new page for any pre-existing wiki across your network.

1. Click **+** in the Livebar.
2. Select **Generic Page** under **Create Pages** and a pop-up will appear with a form.
3. Enter a page name.
4. Select Type (if applicable/set up).
5. Select Workspace, ensuring the page is created in the correct wiki.
6. Select Folder (if applicable/set up).
7. Click **Create Page**.

Create a Page from the FrontPage or any Page

Pages can be created from any pre-existing page.

1. Click **+** in the top right corner of the page content area (in line with the page title). A dropdown menu will appear.
2. Select **Blank Page** and a pop-up will appear with a form.
3. Enter a page name.
4. Select Type (if applicable/set up).
5. Select Workspace, ensuring the page is created in the correct wiki.
6. Select Folder (if applicable/set up).
7. Click **Create Page**.

Create a Page from Files

1. Click **+** in the top right corner of the Files page content area (in line with the page title). A dropdown menu will appear.
2. Select **Blank Page** and a pop-up will appear with a form.
3. Enter a page name.
4. Select Type (if applicable/set up).
5. Select Workspace, ensuring the page is created in the correct wiki.
6. Select Folder (if applicable/set up).
7. Click **Create Page**.

Create a Page via Hyperlink

When you are in editing mode on a page, you can create a page from a hyperlink. This feature is especially helpful if you are building out a database and have not created all pages yet, but don't want to have to come back to create hyperlinks on previously created pages.

1. Highlight the text on a page you wish to hyperlink.
2. Select **Add Link** and a pop-up window will appear with a search option for existing pages, and a hyperlink to **Create a new page: [highlighted text]**.
3. Select **Create a new page: [highlighted text]** and a smaller pop-up will appear, displaying: **Open page: [highlighted text] - edit - remove**.
 - a. Ignore this pop-up if you'd like to continue editing the current page.
 - b. Edit the newly created page by clicking **edit**.
 - c. If the page was created in error, click **remove** and the action will be undone.

3.1.2 Editing and Saving Pages

Edit a Page

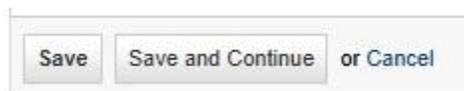
All pages, including the FrontPage, can be edited by clicking the pencil icon in the top right corner of the page content area, in line with the page title. This action converts the page from read-only to editor mode.



Save a Page

In editor mode, it's important to note that pages do not auto-save so it's encouraged to save your work often. Buttons to save your work are at the bottom of the page. The options are:

1. **Save**: This saves your work and converts the page back to a read-only view.
2. **Save and Continue**: This option saves your progress while keeping the page in editor mode.
3. **Cancel**: This option undoes all edits since the last save point, and converts the page back to a read-only view.



3.1.3 Duplicating Pages

You can make a copy of the active page.

1. Click ✨ in the top right corner of the page content area, and a dropdown menu will appear.
 2. Select **Copy** and a pop-up will appear, prompting you to name the copy.
 3. Input a name for the duplicate page.
 4. Click **Copy**.
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3.2 Assign Tags

Assign tags to further categorize pages for an interconnected reference system.

1. Select **edit** beside **Tags** at the bottom of the page and a pop-up will appear.
 2. Enter a tag name in the field and click **Add**. Add as many tags as desired.
 3. Click **Done** when finished.
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3.3 Add Media to Pages

3.3.1 Inserting Horizontal Line

Insert a horizontal line into the page while in editor mode.

1. Place the cursor at the desired location for the horizontal line.
2. Click **Insert > Horizontal line**.

3.3.2 Adding Graphics from Files

Insert graphics into a page with the page in editor mode.

1. Place the cursor at the desired location for the graphic.
2. Click **Images and files** in the **Insert links** menu to the right of the page content area (where the Navigator is in read-only view), and three options come available.
 - a. Upload files: If you select **Upload files**, a window will open to search your device for the desired file.
 - i. Navigate your device folders to locate the graphic.
 - ii. Click **Open**.
 - b. Select a previously uploaded file: If you would like to upload an already uploaded file, simply select it from the list.
 - c. Insert image from URL: If you select **Insert image from URL** a pop-up will appear to input a URL.
 - i. Type in source URL.
 - ii. Press **Enter**.

3.4 Adding Hyperlinks for Interconnectivity

While in editor mode, hyperlinks can be edited into the text of a page in three ways.

1. Add Link button.
2. Highlight text.
3. Insert links menu.

3.4.1 Adding Hyperlinks with the Add Link Button

1. Place the cursor at the desired location for the hyperlink.
2. Click **Add Link**.
3. Type in a page name, URL, or file name.
4. Press **Enter**.

3.4.2 Adding Hyperlinks by Highlighting Text

1. Type text and highlight it, or highlight pre-existing text
2. Click **Add Link**. If a page or file already exists with the same name, it will be listed as a suggestion.
3. Select a link from suggested links.
OR
Click **Browse Pages & Files** to search for a different page.
OR
Select **Create a new page: [highlighted text]** to create a new page and automatically hyperlink to it.

3.4.3 Adding Hyperlinks from Insert links Menu

1. Place cursor at the desired location of the hyperlink.
2. Navigate the **Insert links** menu on the right side of the page content area to find the desired page or file to link to.
3. Click the page or file name and the page or file name will appear as hyperlinked text on the active page, linking to the named page or file.

3.5 Using Plugins for Enhanced Navigation

With the page in editor mode, you can install and use plugins to create menus to anchor links within a page, and create menus for folders.

3.5.1 Insert Table of Contents with Anchor Links

To use this feature effectively, you will need to use Heading hierarchies to label sections and subsections within the page.

1. Place the cursor at the desired location for the Table of Contents.
2. Click **Insert > Table of Content** and an Insert Plugin pop-up will appear.
3. Select depth. This is how many levels deep and is directly reflective of the Heading heirachy (ex: Heading 1, Heading 2, etc).
4. Click **Next** and the plugin shortcode will appear in the pop-up window.
5. Click **Insert Plugin**.

3.5.2 Insert Folders & Folder Contents as Menu

1. Place the cursor at the desired location for the Table of Contents.
 2. Click **Insert > More Plugins > Page Information > Folder Contents** and an Insert Plugin pop-up will appear.
 3. Select Folder to display.
 4. Choose Display Format.
 5. Select Display Types and Options.
 6. Click **Next** and the plugin shortcode will appear in the pop-up window.
 7. Click **Insert Plugin**.
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