pbwikimanual: The Editor

Last edited by Adam - PBwiki Support 5 days, 7 hours ago

Editing a page

To edit a page on your wiki, simply click the "Edit" tab at the top left of your screen or hit the "E" key on your keyboard. Make your edits and then click "Save" to finalize and publish those changes.

What is the Point-and-Click editor?

The Point-and-Click editor offers a simple way to create wiki pages. You can edit pages just as you would if you were doing word processing. In this WYSIWYG (what-you-see-is-what-you-get) editor, text and graphics appear exactly as when viewed on the wiki page. Even better, you can use PBwiki Plugins to easily insert a shared calendar, a YouTube video, stock chart, photo slideshow, or almost anything else.
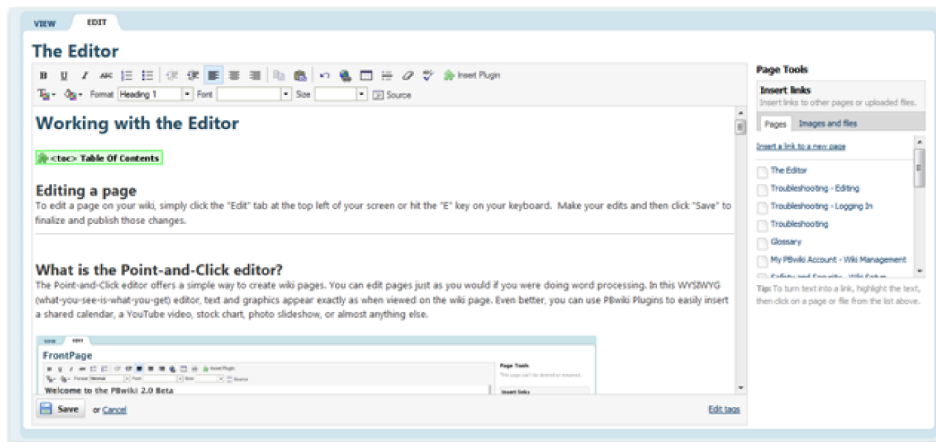
A screenshot of this page in Edit mode.

Format Text Tools

Below is the current selection of tools available in the Editor's toolbox. You may recognize some of the tools, as many of them are universal tools used in word processing and other WYSIWYG programs. You can add emphasis to text by using the Bold, Underline, Italic tools. Striking through text allows you to mark mistakes or changes that you've made.

Bold, Underline, Italicize, and Strikethrough
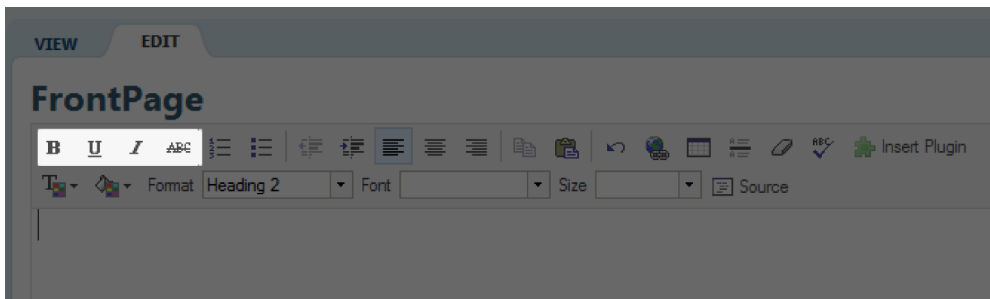
To use these formatting tools, simply select the text you want to change, and click the button on your Editor toolbar. If you'd like to remove the formatting, simply select the text and click the appropriate button to undo the formatting. For example, to remove the Bold formatting from a text, select the bolded text and click the Bold button on the Editor toolbar.

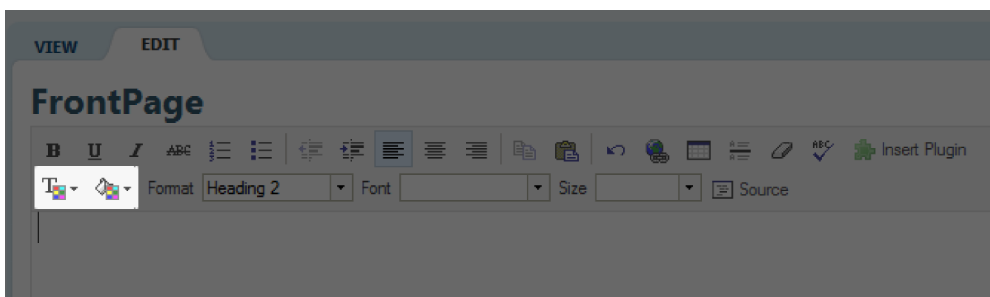| Button	Example Text
B Bold	**The quick brown fox jumped over the lazy dog.**
<u>U</u> Underline	<u>The quick brown fox jumped over the lazy dog.</u>
I Italicize	*The quick brown fox jumped over the lazy dog.*
ABC Strikethrough	~~The quick brown fox jumped over the lazy dog.~~

Text Color

There are two buttons which let you control the foreground and background text color. You can use text color to make your text stand out, or to simulate a highlighter.

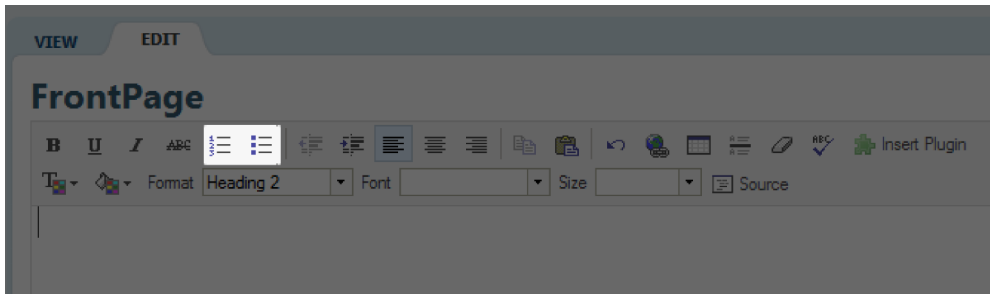| Button	Example Text
Text Foreground Color	This text's foreground was turned red.

Text Background Color   This text's background was turned yellow.

Bulleted and Numbered Lists

To create a bulleted or numbered list, simply type the content of the list first, pressing Return or Enter at the end of each item. Then select all the contents of the list and press the appropriate button to bullet or number the list.

Button	Example Text
Bulleted List	• Item #1 • Item #2 • Item #3 • Item #4
Numbered Lis	1. Item #1 2. Item #2 3. Item #3 4. Item #4

Bulleted and Numbered List Options

Once you've made a bulleted or numbered list, there are a few options you can set for each kind of list. Simply right-click (or Control+click on the Mac) the listing you want to change and select "Bulleted List Properties" or "Numbered List Properties" to set the different options.
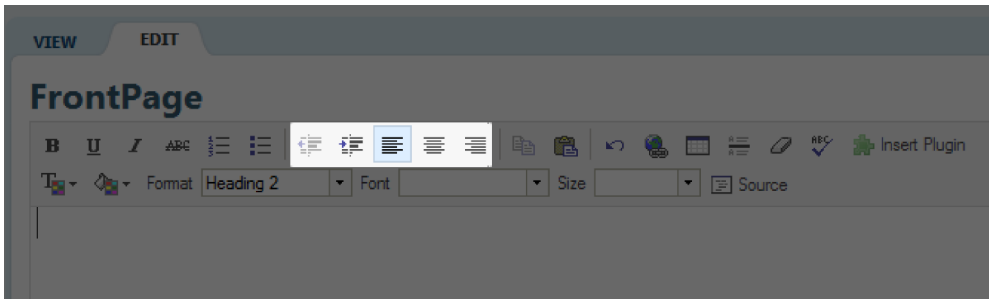
For bulleted lists, you can set the bullet markers to be empty white circles, filled discs, or squares:

Circle	Disc	Square
o Item #1 o Item #2 o Item #3 o Item #4	• Item #1 • Item #2 • Item #3 • Item #4	▪ Item #1 ▪ Item #2 ▪ Item #3 ▪ Item #4

For numbered lists, you can set the kind of numbering system, and where that numbering starts:

Starting from another value	Letters (upper and lower case)	Roman Numerals (upper and lowercase)
32. Item #1 33. Item #2 34. Item #3 35. Item #4	A. Item #1 B. Item #2 C. Item #3 D. Item #4	I. Item #1 II. Item #2 III. Item #3 IV. Item #4
	a. Item #1 b. Item #2 c. Item #3 d. Item #4	i. Item #1 ii. Item #2 iii. Item #3 iv. Item #4

Indentation and Text Alignment

For greater control of your page content's layout, you can set indents and align text, images, and plugins either left, center, or right.

Button	Example Text
Indent	The quick brown fox jumped over the lazy dog. The next line is indented on the same level.
Unindent	The quick brown fox jumped over the lazy dog. The next line is indented one less level than the last line. (This button is disabled if there is not enough room to unindent.)
Align Left	This text is aligned to the left margin.
Center	This text is centered.
Align Right	This text is aligned to the right margin.

Copy and Paste Tools
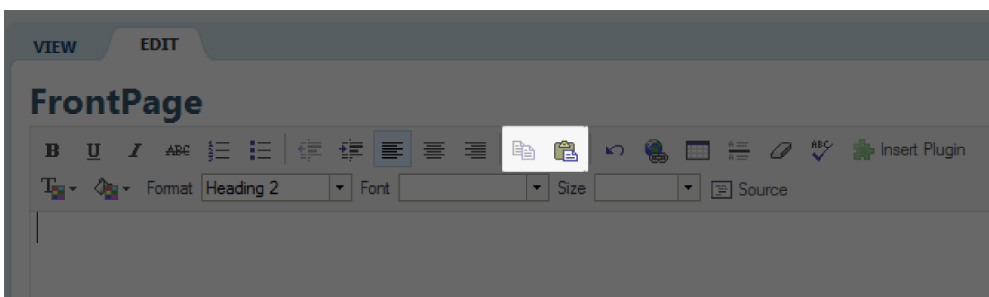
You can use the copy and paste tools to move links or page content from one wiki page to another.

Button	Function

Copy	Copy the selected text, and put it into the computer's memory. This text can be then pasted anywhere using the "Paste" command. (Ctrl+C on the PC, Apple+C on the Mac)
Paste	Paste the text in the computers memory into your wiki editor. (Ctrl+V on the PC, Apple+V on the Mac)

Pasting Safely

When you want to add content from an external source to your wiki, sometimes pasting is an easy way to do this, but please be aware that there's a safe way to paste information. Pasting text, tables, or other information from MS Word, Excel, or other websites can insert a significant amount of HTML code that can interfere with your wiki page's code and cause undesired effects.

Pasting Text

To safely paste text into your wiki page, please first paste the text into Notepad (for Windows), TextEdit (for Macs, need to choose plain-text format setting) or another plain-text editor and then copy the plain text and paste that into your wiki. Running text through the plain text editor strips the information of any formatting or other HTML that can upset the proper functioning of your wiki page

Adding Tables

The safe way to add a table from MS Excel (or another spreadsheet program) is to use your wiki's Spreadsheet plugin. You can find more information on this here.

Adding Images

To safely add images from other sources to your wiki, please upload the images and then use the "Images and files" tab in the "Insert Links" Page Tool that appears on the right-side of The Editor screen. Click here for more information.

Adding Sounds or Video

You can use available plug-ins to safely insert sounds or video to your wiki page. For additional information on adding sounds or music, please click here and if you want to know more about inserting video, please click here.

Special Tools
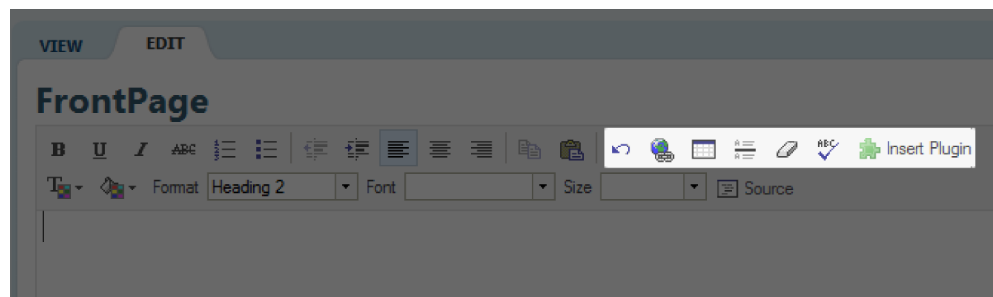
Button	Function
Undo	Make a mistake or aren't satisfied with the change you just made? We've got you covered with the Undo tool (or Ctrl-Z). This button is disabled if there is nothing to undo in the editor.
	The Insert/Edit Link tool

Icon	Description
Insert Link	allows you to easily insert links to wiki pages, folders, external URLs, or e-mail addresses.
Insert Table	Use this tool to create a new table. To edit an existing table, simply right-click (or Control+Click on Mac), to edit the Table properties.
Insert Horizontal Line	The Horizontal Line tool allows you to make clear separations between different sections of content on your page. Example:

This text is seperated from the rest by a horizontal line.

Icon	Description
Remove formatting	Removing Formatting will set selected text back to default formatting.
Spell Check	Spell Check is a tool not yet released for all wikis. You must be a part of the Alpha Team (a special group of wikis that get to test new, almost-released features) in order to use it. Click here for more information on joining the Alpha Team.
Insert Plugin	The Insert Plugin tool allows you to select from a number of productivity and enhancement plugins. For more information on Plugins, please check out this page.

Format | Heading 1 ▼ | Font ▼ | Size ▼ | ☰ Source

By changing the format, you can create quick headings, which will also allow you to create a Table of Contents (find out more here). Changing the font style or size can enhance the impact and energy of your words. For those familiar with HTML, the Source tool allows you to edit your page content from within the HTML Source Code.

Can I switch back to the old editor (WikiStyle)?

No. PBwiki 2.0 does not support the Classic Editor. However, clicking on the "Source" button will allow you to access the HTML Source view to create content by entering text and HTML tags, if you prefer to give your mouse a rest.

How can I customize my wiki pages with CSS?

Premium wiki owners can use the Custom CSS & JavaScript feature to change the overall look and feel of the wiki. Be sure to check out the colors and logos section of your wiki page to discover the customization options to be found there. See Admin Settings for details. We also offer professional services if you're

interested in getting a PBwiki expert to help you out.

Which browsers are supported?

Currently you may use PBwiki 2.0 with Internet Explorer, Firefox, Safari, or Google's Chrome browser. If you're having trouble with your wiki, please try upgrading your browser. You may also use a mobile device to view (but not edit!) your wiki. We support using the G1, iPhone, and Blackberry.

How can I add, modify or remove pages?

See Managing Pages

Can I delete multiple comments at once?

Comment deletion is an irreversible operation on your wiki (you can't get them back once they are gone), so only users with Administrator and Editor permission on a wiki can delete comments. It is not possible to delete multiple comments at one time.
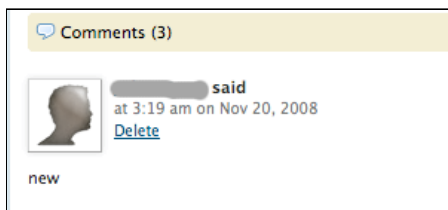
Wiki shortcuts

Save youself some time with a few handy hotkeys:

While In View Mode

- Ctrl-/ puts keyboard focus in the search box
- Ctrl-E opens the Point-and-Click Edito
- Ctrl-U will exit Edit mode as long as keyboard focus isn't in the edit box.

While in Edit Mode

- Ctrl-L insert a link
- Ctrl-C to copy selected text
- Ctrl-V to paste selected text
- Ctrl-Q insert a signature
- Ctrl-B bold selection
- Ctrl-I italic selection
- Ctrl-U underline selection
- Ctrl-S save the page

Edit Lock

The edit lock is a feature we have in place to prevent two people from editing the same wiki page at the same time. There is no way to turn it off. If you are editing a page, no one else will be able to unless one of these things happens:

- You save the page.
- You hit cancel and don't save your changes.
- You make no changes on the page for five minutes or more.

If you leave the page alone for more than 5 minutes, another user can "steal" editing privileges from you. This cancels your changes and they can make their own

changes.