

pbwikimanual: PagesTagsFolders

Last edited by Rachel Pennig 3 weeks ago

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How do I add a page?

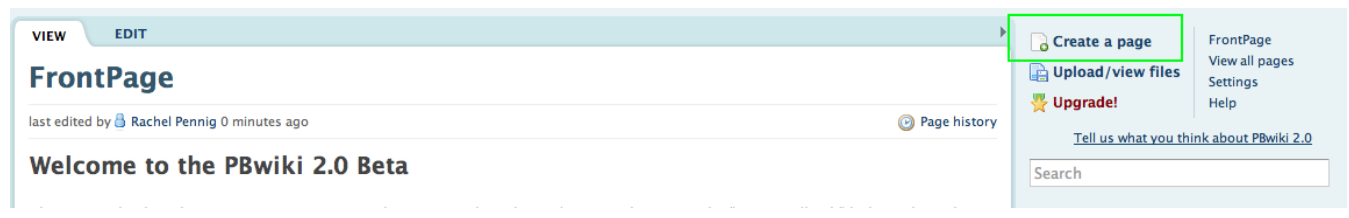
The recommended way to create a new page is to do so while in editing mode. It's possible to click the "new page" button while in viewing mode, but this new page will not automatically be linked to any other page on your wiki and can only be found by clicking the "Show All Pages" link if you forget to add a link to it on an existing wiki page.

To create a new page in editing mode

The screenshot shows the PBwiki 2.0 Beta editing interface. At the top, there are 'VIEW' and 'EDIT' tabs, with 'EDIT' selected. Below the tabs, the page title 'FrontPage' is displayed. A rich text editor toolbar is visible, including buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source. The main content area contains the text 'Welcome to the PBwiki 2.0 Beta' and a paragraph: 'This is a real wiki! Please create pages, invite others to use the wiki, and enjoy. Please use the "Beta Feedback" link on the right to send us feedback.' On the right side, there is a 'Page Tools' panel. It contains the text 'This page can't be deleted or renamed.' Below this is an 'Insert links' section with the text 'Insert links to other pages or uploaded files.' There are two tabs: 'Pages' and 'Images and files'. Under the 'Pages' tab, there is a button labeled 'Insert a link to a new page' which is highlighted with a green rectangular box. At the bottom of the panel, there is a 'FrontPage' link.

1. Click "Insert a link to a new page." This link is located on the right panel of your screen.
2. Name your Link
3. Click "OK"

To create a new page by clicking "Create a page"



How many pages can I create?

Unlike most other wiki solutions, there is no limit to the number of pages you may create. If, however, we find that you've used a script to automatically create 50,000 pages about Viagra, we might have a chat with you about your use of the service. But we don't limit people who are not deliberately trying to abuse our service.

What characters are not allowed in page names?

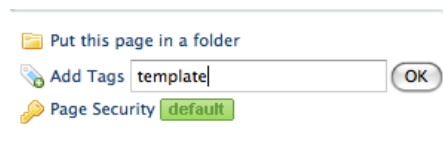
The following characters are not allowed in page names. It's a good idea to keep them out of folder and file names as well: [], ? , & , | , / , \ , ' , " , #

Using templates

Templates are a great way to reduce repetitive actions and save time when working with your wiki.

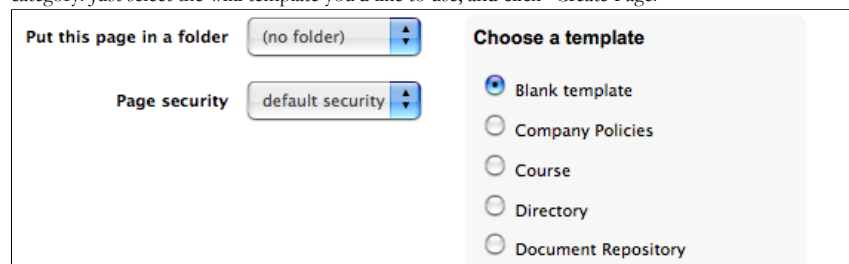
Creating your own template

You can tag any page as a template and it will appear in the list of templates the next time you create a page. Make sure to use a lowercase "t" for "template".



Creating a page with a template

To create a page using a user-created template, follow the steps outlined above to create a template. If you want to use a PBwiki template, you're set. Just click the "Create a page" link at the top of your wiki. Name your page, then look at the list under "Choose a Template." The PBwiki templates may vary based on your wiki category. Just select the wiki template you'd like to use, and click "Create Page."



Deleting a user-created template

To delete a user-created template, go to the wiki page that has been templatized, and click "Edit Tags". You can then remove the word "template" to have this template removed from your list of wiki templates.

Put this page in a folder

Edit Tags:

Page Security

Deleting a PBwiki-created template

Unfortunately you will not be able to delete PBwiki-created templates at this time.

How do I delete or rename pages?

1. Log in as an Administrator or Editor.
2. Click on the link "View all pages" at the top right of your wiki
3. You will see "Delete" and "Rename" buttons next to the page revisions.
4. Click on the button you need.

All Pages

Showing 5 pages — sort by [\[date|name\]](#)

Name	Last Changed	Latest Revision	Revisions		
FrontPage	3 minutes ago	Rachel Pennig on 04/23/2008	3 revisions		
NewPage	1 month ago	Rachel Pennig on 03/18/2008	1 revision	<input type="button" value="Delete"/>	<input type="button" value="Rename"/>
SideBar	1 day ago	Chris Yeh on 04/22/2008	2 revisions	<input type="button" value="Delete"/>	
Support Page	1 day ago	Chris Yeh on 04/22/2008	1 revision	<input type="button" value="Delete"/>	<input type="button" value="Rename"/>
Test Page	23 hours ago	Chris Yeh on 04/22/2008	5 revisions	<input type="button" value="Delete"/>	<input type="button" value="Rename"/>

How do I find earlier versions/revisions of pages?







Method 1

1. Log in as a Reader or higher.
2. Navigate to the page your interested in.
3. Click on Page History.

Method 2

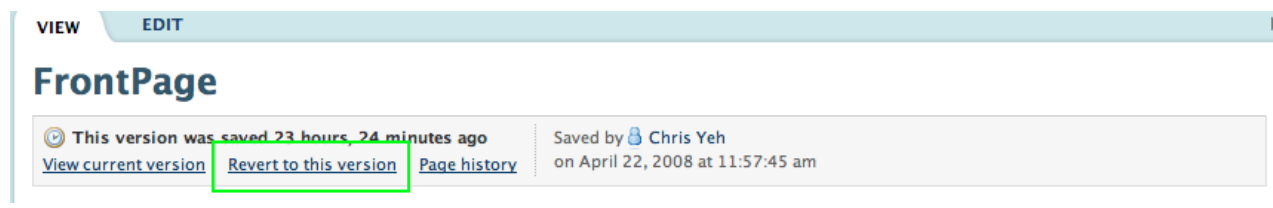
1. Log in as a Reader or higher.
2. Click on the link "View all pages" at the top right of your wiki
3. Click on the "X Revisions" link corresponding to the page you want, where X is the number of revisions PBwiki has stored for that page.

Revisions of [FrontPage](#) (3):

Compare	
 	April 23, 2008 at 11:15:38 am by Rachel Pennig Delete (Current Revision)
 	April 22, 2008 at 11:57:45 am by Chris Yeh Delete
 	March 3, 2008 at 7:11:02 pm by PBwiki Delete
Compare	

How can I change a page back to an earlier version? (revert)

1. Log in as the administrator.
2. Click on the link "View all pages" at the top right of the wiki.
3. Open up the page revision
4. Click the page with the date and time to which you want to revert.
5. You'll be allowed to view that revision, and will see a button to commit to reverting. If it's the revision you want, click the button. If not, go back and choose another.



VIEW EDIT

FrontPage

This version was saved 23 hours, 24 minutes ago

View current version **Revert to this version** Page history

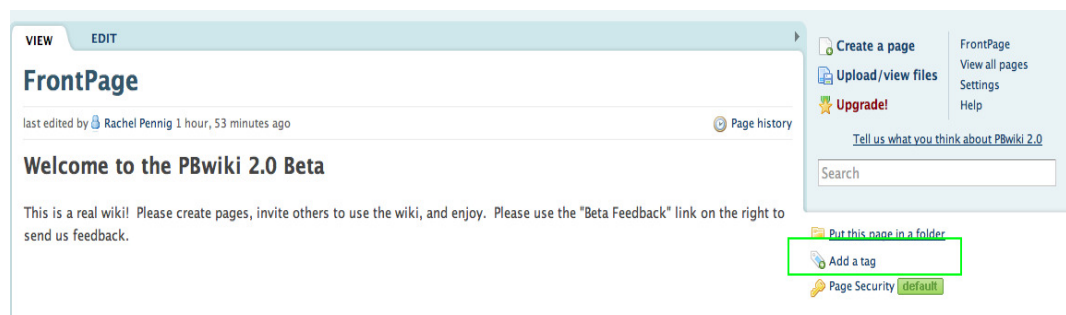
Saved by [Chris Yeh](#) on April 22, 2008 at 11:57:45 am

Adding links, images, tables, plugins and HTML to a page

See these pages: [Links](#), [Images](#), [Tables](#), [Plugin Information](#), [HTML](#)

What are page tags?

They're simple text labels that describe a page; for example, "animals" or "cooking tips." Check it out by logging into your wiki and looking at the right panel You can add more tags onto your wiki page by clicking the "Add a tag" link on your right panel.



VIEW EDIT

FrontPage

last edited by [Rachel Pennig](#) 1 hour, 53 minutes ago Page history

Welcome to the PBwiki 2.0 Beta

This is a real wiki! Please create pages, invite others to use the wiki, and enjoy. Please use the "Beta Feedback" link on the right to send us feedback.

Create a page
Upload/view files
Upgrade!

FrontPage
View all pages
Settings
Help

Tell us what you think about PBwiki 2.0

Search

Put this page in a folder
Add a tag
Page Security [Default](#)

Tag clouds

Unfortunately, we don't offer tag clouds with PBwiki. However, please visit the [Page tags](#) page to learn more about using tags to categorize and locate pages on your wiki.

Tag as template

If you tag a wiki page with the word "**template**" (no quotes) it will show up in your list of templates when you create a new page. A great way to reduce repetitive actions, this is especially good for invoices, grading rubrics, or anything else you can imagine!

How can I add a Table of Contents to my wiki page?

A table of contents is a great way to organize information on a large wiki page. Check out these instructions for adding one to your wiki. The TOC (table of contents) plugin allows you to display a linked table at the top of the page. Clicking on lines in the TOC takes you to a point in the wiki page with the same title.

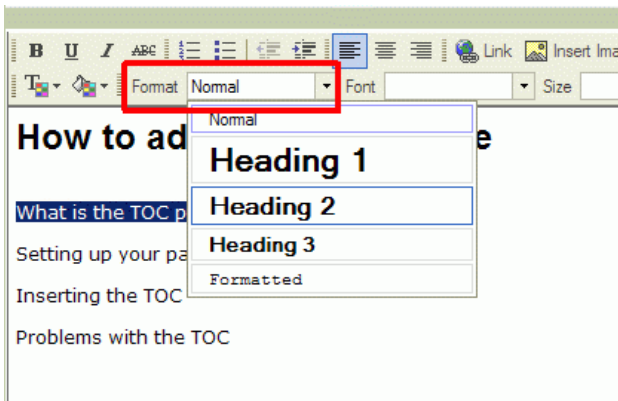
Here is the TOC for this page. Notice when you rest your mouse cursor over any of the lines in the TOC, you can click them and jump to that section of the page.

1. [How to add a TOC to a page](#)
 - a. [What is the TOC plugin](#)
 - b. [Setting up your page to use a TOC](#)
 - c. [Inserting the TOC](#)
 - d. [Problems with the TOC](#)
 - e. [Adding a Return to Top of the Page link](#)

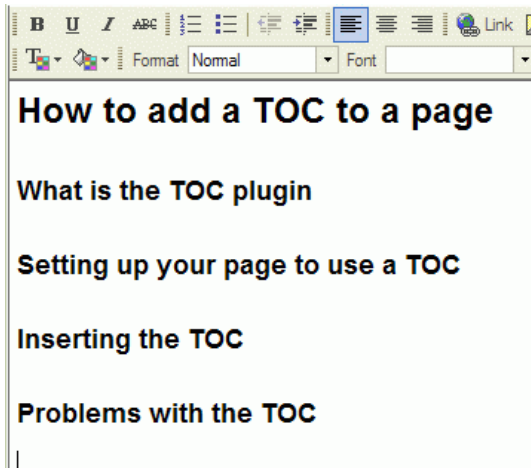
Setting up your page to use a TOC

When you are typing stuff into your page, keep in mind the major sections you want to divide it into. When you have a section you want to make appear in your TOC, you need to format it with the the Format option in the editor Toolbar. Choose the **H1**, **H2**, or **H3** format. Only lines that are formatted with the Hx will show in the TOC.

Here I am setting up the sections on this page for the TOC. I choose H1 for the most important (title section) part. and H2 or H3 for the less important sections.

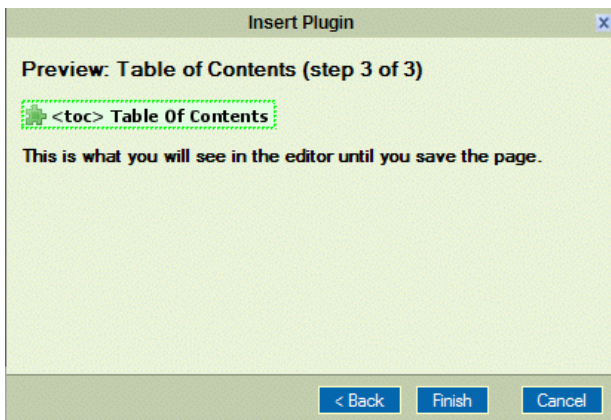


When I'm done, the title is H1 and the subsections of the page are H2. I rarely use H3, but you may find it handy to have sub-subsections.



Inserting the TOC

After you have your page formatted with the H1, H2 or H3 formats, you can insert your TOC plugin. Just click the "Insert Plugin" button as shown below:



Problems with the TOC

1. Never use too many H1, H2 or H3 formats in the page. Nobody likes a complicated TOC. Try to keep the Hx formats to a single line of text in each position. Don't format an entire paragraph with H1, H2 or H3.
2. If you want a line to appear in the TOC, don't put a Page link or URL link in it. It may not work right and it may be confusing if it does work.
3. Be very careful with other formatting on the Hx lines. Try not to change the color of the text or make it bold or italics.
4. If you are using the Classic Wiki-Style editor, the command for adding the TOC is `<toc>`, using only lower case letters. The commands for H1, H2, and H3 are `!` or `!!` or `!!!` at the beginning of the line of text.

How can I add a **Return to Top of the Page** link?

Whatever the address of your page is ... example: <https://pbwikimanual.pbwiki.com/TOC#>
See the pound sign at the end?

Just grab the page address from your browser's address bar and add the pound sign at the end. Use our link button and choose the URL type of link. Paste in the

address and you should have it. The pound sign tells the browser to go to the top of that page.

If you change the link text, you can make it look something link this (below).

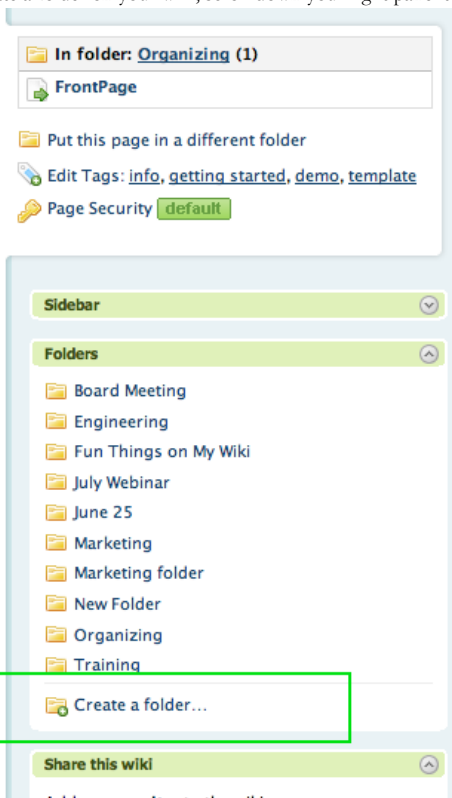
[Go to the top](#)

Folders

Folders allow page categorization to better organize your wiki. A godsend for large wikis!

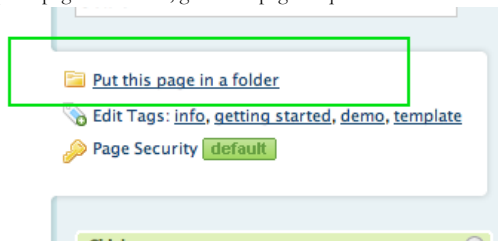
Create a Folder

To create a folder on your wiki, scroll down your right panel to the "Folders" section. Click "Create a folder," type in the wiki name, and click enter.

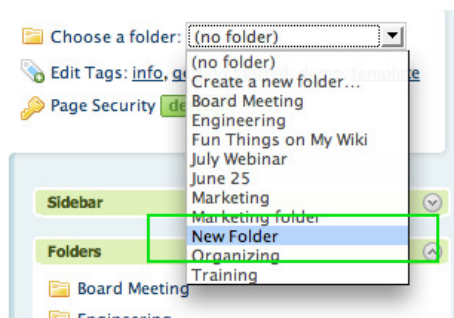


Put a Page in a Folder

To put a page in a folder, go to the page in question and click "Put this page in a folder":



Next, just click on the folder you'd like to place your page into:



Rename a Folder

To rename a folder, click on the folder name. Enter the new folder name in the "Rename folder" field and click the "Rename" button.

Folder Settings: My screenshots

PAGES SECURITY

To add an existing page, go to the page and choose "Put this page in a folder" from the page tools.

Create a new page in this folder Delete this folder

Page Name	Last changed	Revisions
There are no pages in this folder.		

Rename folder

My screenshots Rename

Delete a Folder

To delete a folder, just click on the folder name, and click the "Delete this folder" button. This will delete the folder and any pages within this folder.

Folder Security

To set folder security, click on the folder and then the "Security" tab. You can set custom security, or make a wiki folder public on a private wiki here. Any pages inside your folder will automatically inherit the folder-level security. Any users you add to this folder will have access to all the pages in this folder.

Files in Folders

At this time, it is not possible to place files into folders. Our engineers are working on adding this functionality.

Nested Folders

At this time, it is not possible to nest or use hierarchical folders (placing folders inside of folders). We hope to add this feature in the future.

Search

PBwiki 2.0 offers a more robust search engine. Use these search tips to fine-tune your results:

- A plus sign (+) before a word means it must be included in search results (eg: brown +cow returns pages that may contain "brown" but must contain "cow")
- A minus sign (-) before a word means it must be removed from search results. (eg: brown -cow returns pages that contain "brown" but not "cow")
- Quotes ("") around a phrase returns that exact phrase (eg: "brown cow" returns pages that include the exact phrase "brown cow")
- Also, search results are sorted by weight, which means that a page with a lot of the mention of the keyword will show up at the top of the list.
- The order of search keywords does not affect score / output.
- Adding "tag:foo" anywhere in the search box will constrain the search to only look at pages tagged "foo" (and their comments). You can't yet perform a search that will only look at pages tagged with both "foo" and "bar". (I.e., you can only search with one tag restriction at a time)
- Adding "folder:foo" anywhere in the search box will constrain the search to only look at pages in folder "foo" (and their comments). This doesn't yet apply to files in that folder.
- Searching across attachment content (.DOC, .PDF, .XLS, .PPT, .TXT) is a feature currently available only to paying users.