



## Setting Up Your Wiki – The Settings Tab

### About This Workspace

Use the **About This Workspace** option in the **Settings** tab to name your Wiki Project, add a description, and set the current time to track when changes are made to the Wiki. Add your project's gmail acct in the email contacts box. Click **Save**.

Use the **Colors** option to set a color scheme for your Wiki. (The **Logo** option is not available in the free version of PBWorks.) You can use the **Settings** tab to change these settings at any time.

The screenshot shows the 'Settings' tab selected in the top navigation bar. The left sidebar has 'About This Space' selected. The main content area is titled 'About This Workspace' and contains the following fields:

- Title:** GooWi Sandbox (Text input)
- Description:** play area for exploring wiki workspaces (Text area)
- Set the space's time:** 10:25 PM - Sunday (Dropdown menu)
- Keyboard language:** English (Dropdown menu)
- Contact email:** goowi21@gmail.com (Text input)

A 'Save' button is located at the bottom of the form.

The **Export** option allows you to store your wiki pages as offline web pages. The pages are downloaded as a zip file. We will use this as part of the project evaluation process.

The screenshot shows the 'Export your workspace' page. A green notification bar at the top states: "Your request has been queued. Your export will be available in a few minutes." Below this, the page title is "Export your workspace".

The main content area contains the following text:

PBworks can generate a Zip file containing the contents of this workspace. It may take a while for the download to be ready. If your workspace is very large, you may have to download several Zip files to obtain a full export.

Once you generate an export, you will be able to download it for up to one week. You can generate a new export at any time, but you must delete the existing export before you can generate a new one.

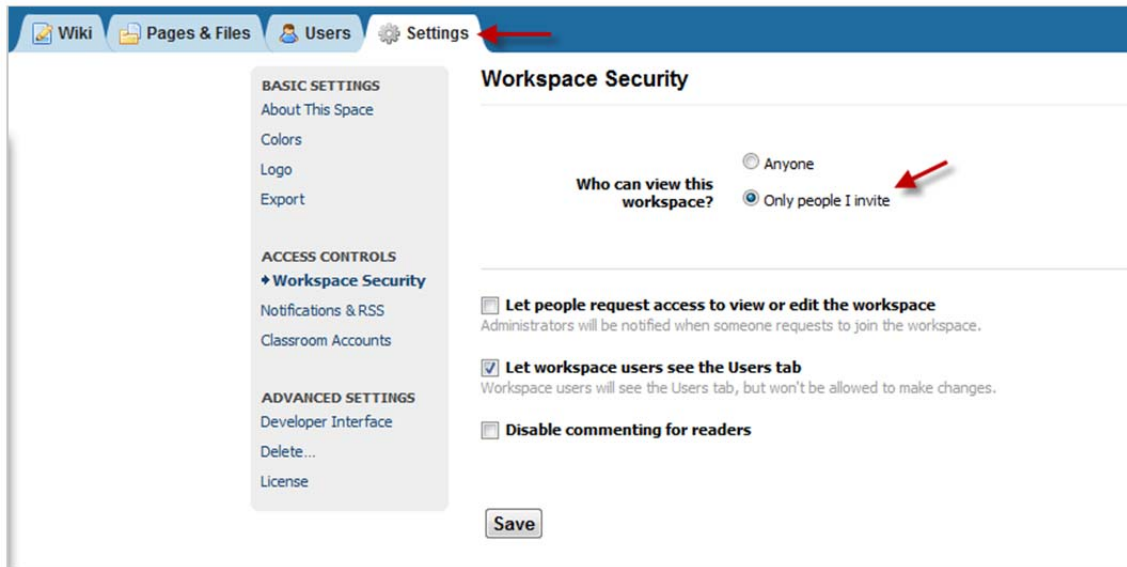
Below the text is a table with columns for 'Export description' and 'Status':

Export description	Status
Current pages only	Complete

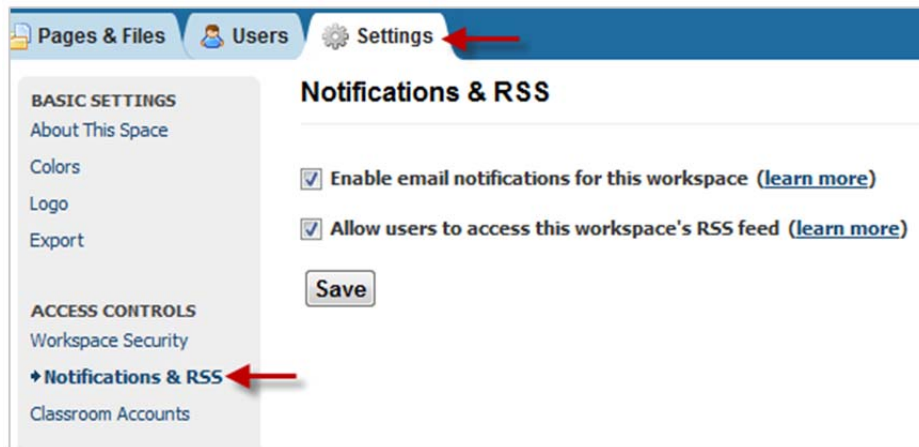
Next to the 'Complete' status, there is a link: [goowisandbox\\_2011\\_12\\_11.1.zip \(20.6 KB\)](#) and a 'Delete this export' button.

## Access Controls

The **Workspace Security** should be set to allow **Only people I invite or approve** to view the workspace.

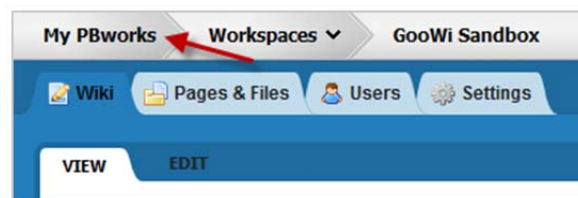


**Notifications & RSS** settings only apply to users who have an email address associated with their account (e.g. teachers, project personnel, etc.). Student accounts are not associated with email addresses.

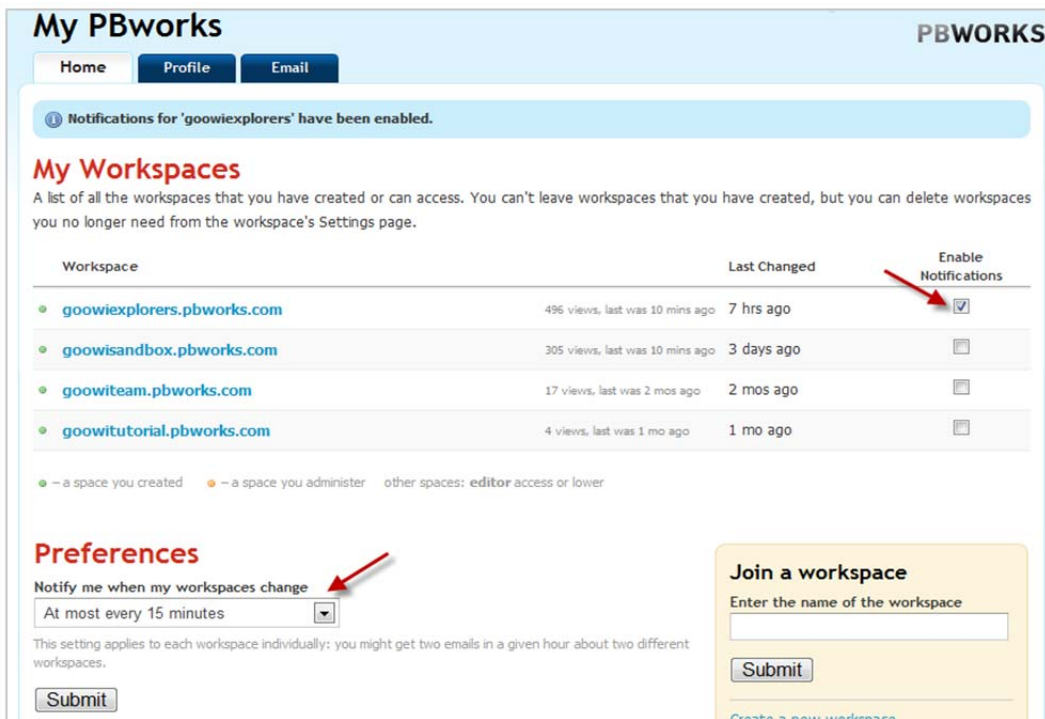


To change your personal notification settings:

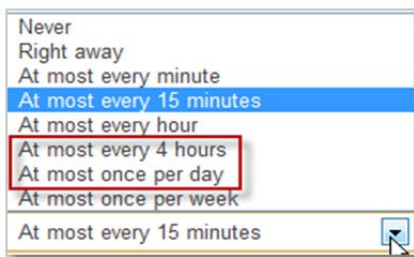
1. Press the My PBworks button to navigate to your home page.



2. **Enable Notifications** by checking the box next to the workspace name.
3. Select a notification preference from the drop down menu.



Note: The settings **At most every 4 hours** or **At most once per day** are good for wikis that are edited many times each day.



4. Press **Submit** to save your changes. Click on the name of your workspace to go back to your wiki.

### Advanced Settings

It is unlikely that you will need to access advanced features of the wiki. To learn about **Advanced Settings**, click the **help** link in the upper right corner of your workspace.

