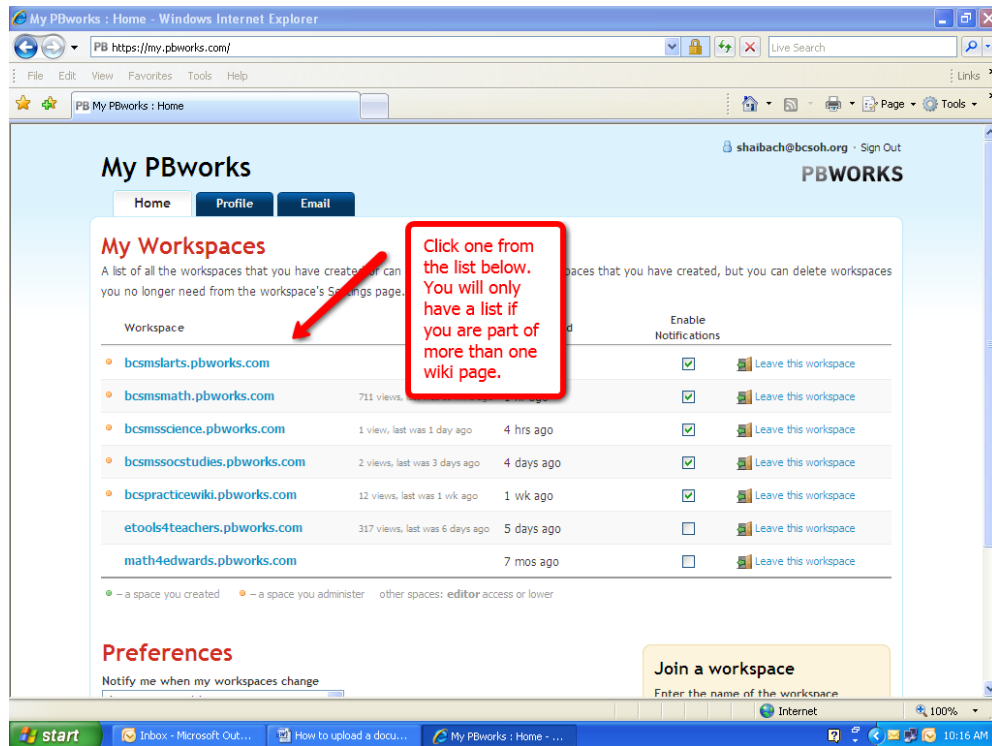


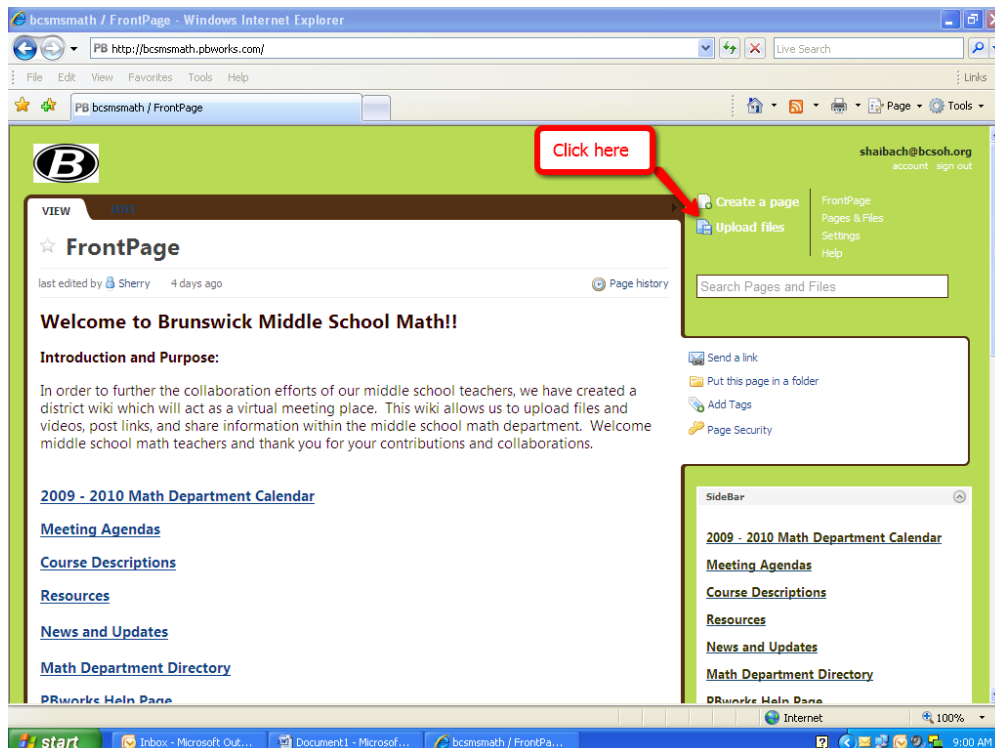
How to upload a document to PBworks

Step 1: Log in to <https://my.pbworks.com>

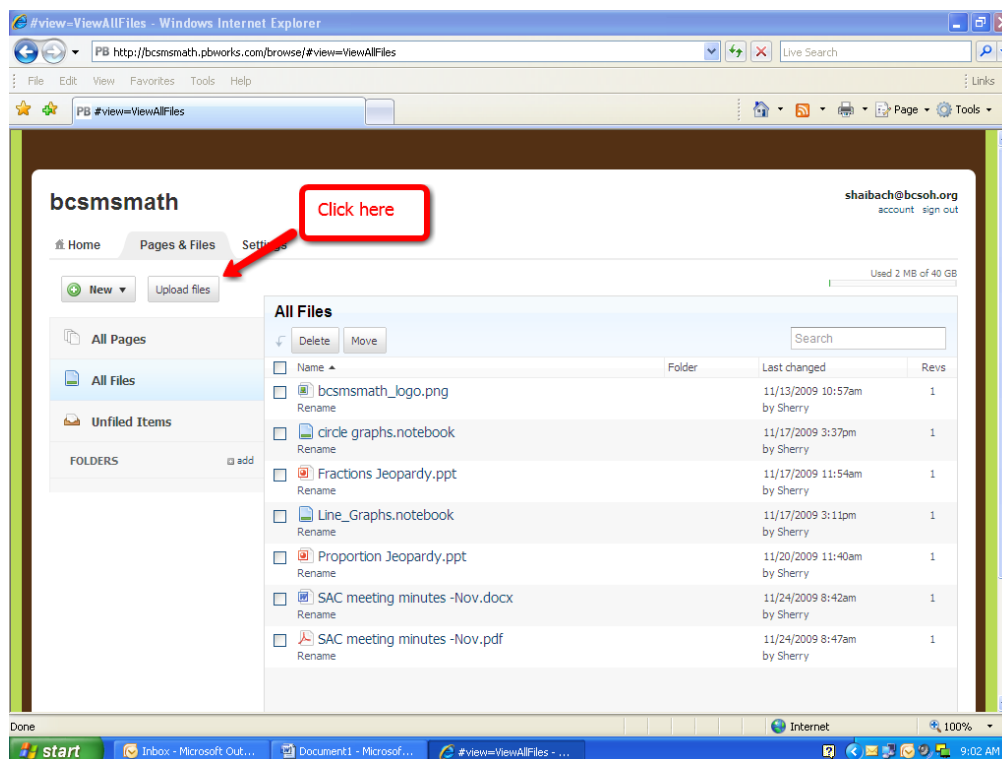
Step 2: From the "My Workspace" list, click on the appropriate workspace



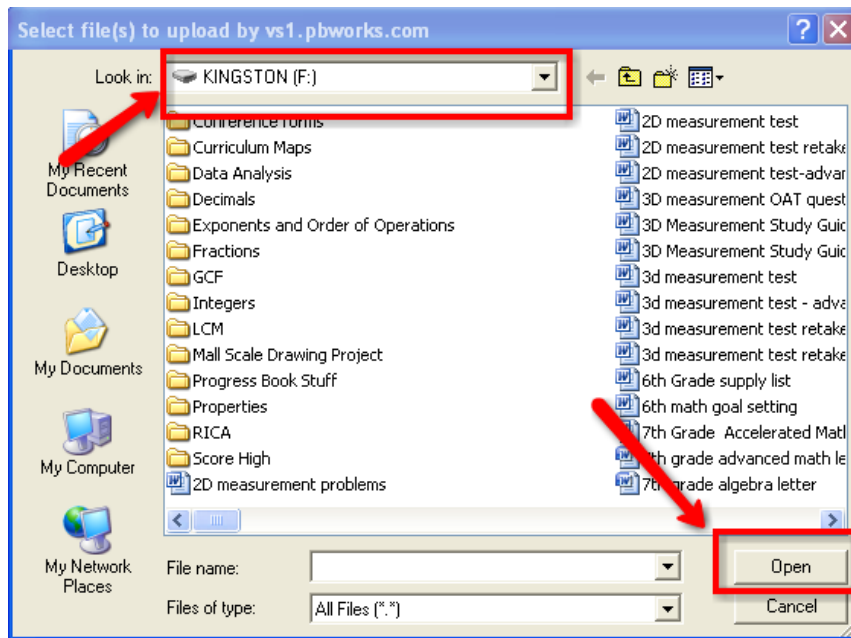
Step 3: Click "Upload files"



Step 4: From the files page, click "Upload files" again



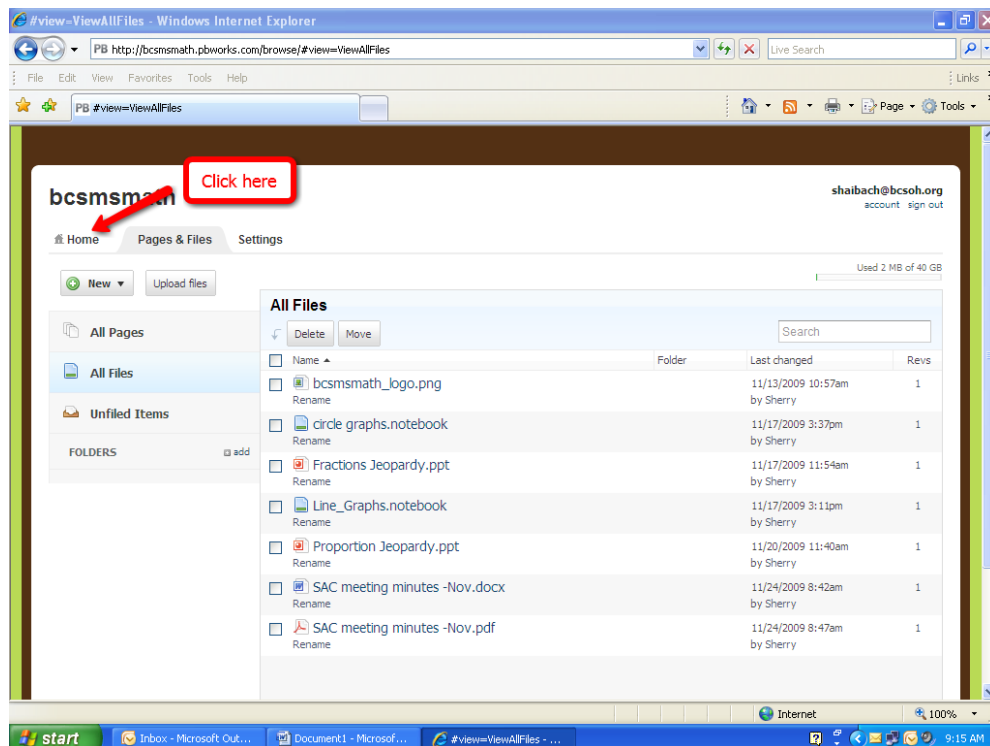
Step 5: A window will appear. Choose the appropriate location and document then click "Open"



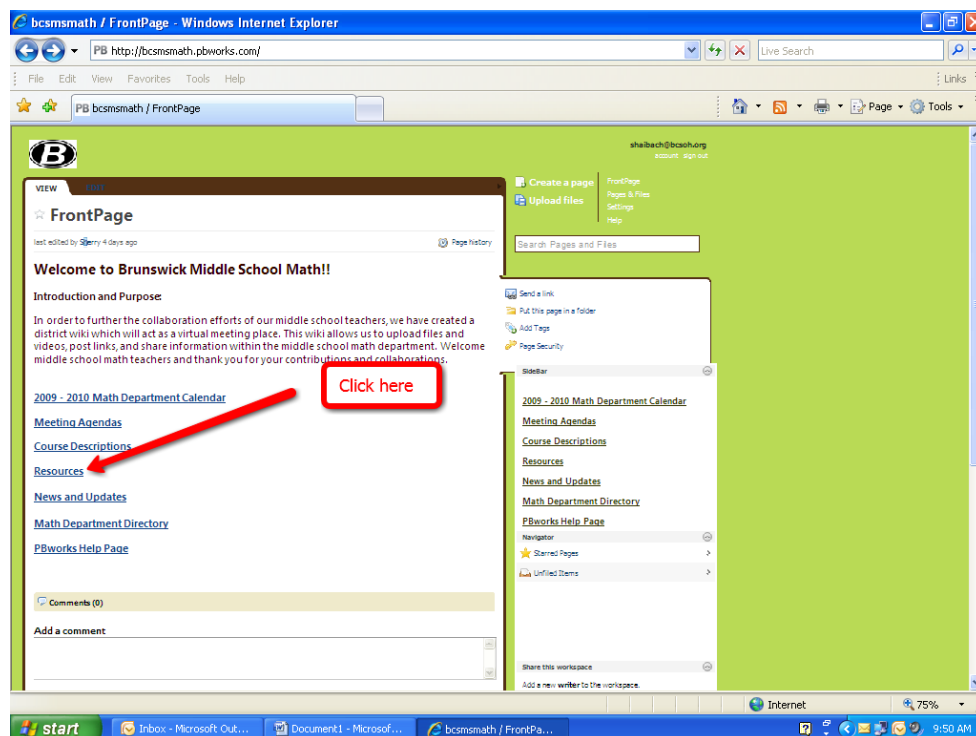
Step 6: Wait patiently for the file to upload!



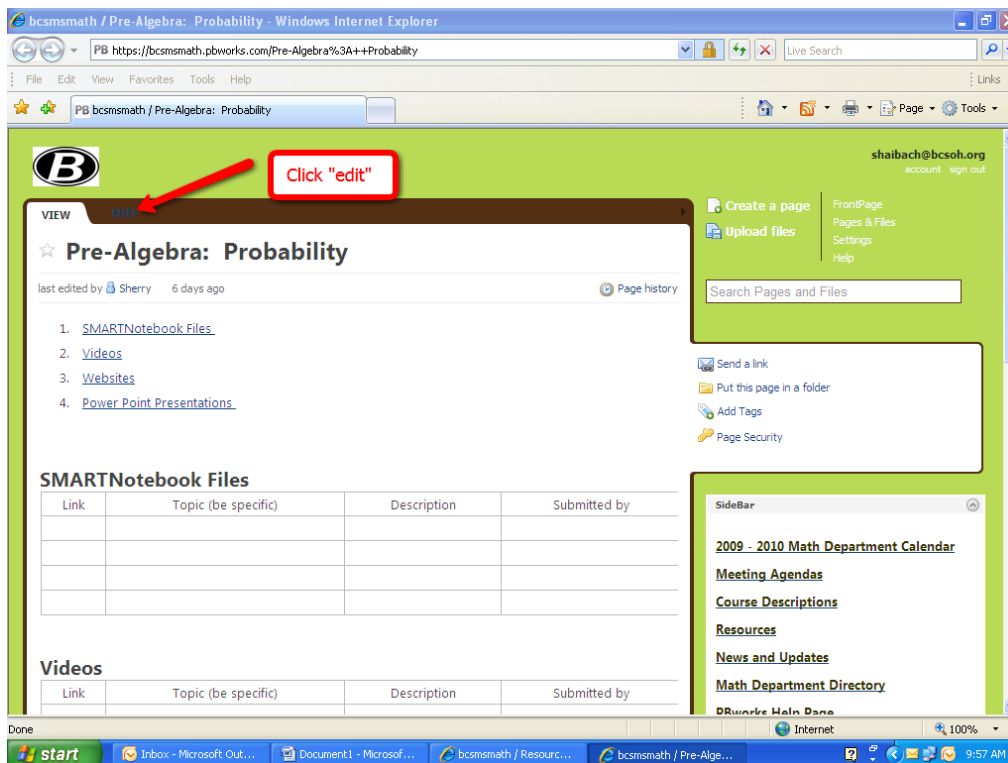
Step 7: Once your document shows up in the list, click on "Home" to go back to the FrontPage



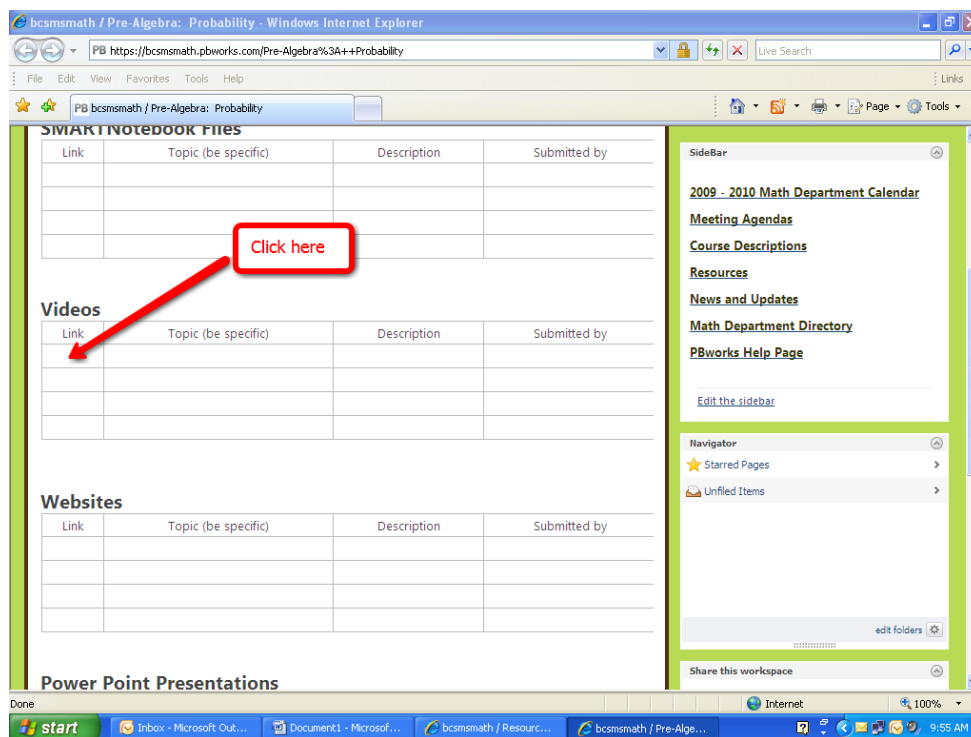
Step 8: From the FrontPage, click on "Resources" and select the appropriate grade level and topic where you want to upload your document



Step 9: Once you are on the correct page, click "Edit", which always appears after "View" (I promise it's there!)



Step 10: Once in edit mode, click inside the appropriate link box. The cursor will appear.



Step 11: Insert your document by clicking on "Images and Files" and clicking on the appropriate document. It will automatically appear in the document.

The screenshot shows a web browser window displaying an online editor for a page titled "Pre-Algebra: Probability". The editor includes a toolbar with various formatting options and a "Page Tools" sidebar on the right. The sidebar has a menu with "Pages" and "Images and Files" options. A list of files is visible in the sidebar, including "SAC meeting minutes -Nov.pdf" and "SAC meeting minutes -Nov.docx". A red box labeled "1. Click here" points to the "Images and Files" menu item. Another red box labeled "2. Click here" points to the "SAC meeting minutes -Nov.pdf" file in the list. A third red box labeled "3. Click here" points to the "Save" button at the bottom left of the editor. The page content includes a "Table of Contents (2 level)" and two empty tables for "SMARTNotebook Files" and "Videos".

Step 12: SAVE!!!!