

## A Step-by-Step Guide to Sharing Your Professional Wisdom through the Virginia Writing Project Wiki on PBWorks.com

You will want to work from a computer where you have access to your personal reflective essay (.doc or .rtf format preferred) and (optionally) a photo of yourself.

### **Step One: Join the Virginia Writing Project Workspace as a Writer**

1. Accept the email invitation to join the Virginia Writing Project workspace. You will need to create a PBworks account.
2. Using your PBworks account, log in to the Virginia Writing Project wiki: <http://vawritingproject.pbworks.com/>

### **Step Two: Upload Your Essay and (optional) Photo**

3. At the top right side of the page, there will be an option to "Upload files." Click on the "Upload files" link. On the new page, click the "Upload files" button and click the "Choose File" button to select your essay file from your computer and upload it. You may want to go through this process again to upload a photograph of yourself.

You may want to refer to the following short video on upload images and files: <http://pbworks.com/content/supportcenter-uploadimageorfile>

### **Step Three: Create Your Page**

4. Click the "Wiki" option at the top left side of the page to go back to the wiki's main page. In the top right corner of the page, click the "Create a page" icon. Name your page with the title of your essay, and click the "Create page" button.

You may want to refer to the following short video on creating a new page: <http://pbworks.com/content/supportcenter-createpage>

5. You will automatically be directed to the "Edit" view of your new page. If you have uploaded a photograph of yourself, look for the "Insert Links" box on the right side of the page. This defaults to the "Pages" view; click "Images and files" instead to insert your photograph. Scroll through the list of files and click on the name of your photo file. Your photograph will appear in the workspace on your wiki page.

You may want to refer to the following short video on editing a page: <http://pbworks.com/content/supportcenter-editpage> or this video on linking to a file: <http://pbworks.com/content/supportcenter-linktofile>

6. Give yourself credit for your work by typing your name and program ("e.g., by Jane Smith, Imaginary County Adult Education"). You are encouraged to include a few sentences about yourself.
7. On your computer, open your essay file. Highlight your first paragraph, and press the Ctrl + C keys to copy the text. Return to your new wiki page and place the cursor underneath the information about yourself. Press the Ctrl + V keys to copy your page title, photo, bio, first paragraph, name of essay, link to essay, hit save.
8. Under your teaser paragraph on your PBworks page, write: "Click here to view the complete essay." Highlight this sentence and look at the right side of the screen for the "Insert Links" box. Click on "Images and Files" and scroll down to find and click on the name of your essay. This will automatically create a link to your essay on your wiki page.

You may want to refer to the following short video on linking to a file: <http://pbworks.com/content/supportcenter-linktofile>

9. **Don't forget to hit the "Save" button at the bottom left side of the screen to save your work!**

#### **Step Four: Add Your Page to the List of Reflective Essays**

10. Click on the "Reflective Essays" link in the "SideBar" box on the right side of the wiki screen. Choose "Edit" at the top of the page, then place your cursor at the end of the page and type your essay title and your name. Highlight the title and look at the right side of the screen for the "Insert Links" box. Under the "Pages" tab, scroll down to find and click on the name of your page. This will create a link to your page from the main "Reflective Essays" page and help wiki viewers to find your work.

You may want to refer to the Example Reflective Essay Page for reference: <http://vawritingproject.pbworks.com/Example-Reflective-Essay-Page>

You may also be interested in viewing other videos that make up the PBworks Support Center: <http://pbworks.com/content/supportcenter>

These include instructions on setting up student accounts and adjusting page security.

**If you need assistance in following these steps, please contact Hillary Major by email at [courses@valrc.org](mailto:courses@valrc.org) or by phone at 800-237-01778 or 804-828-7535.**

**If you would like to contribute to the Virginia Writing Project wiki but do not wish to upload your essay yourself, please contact Hillary.**