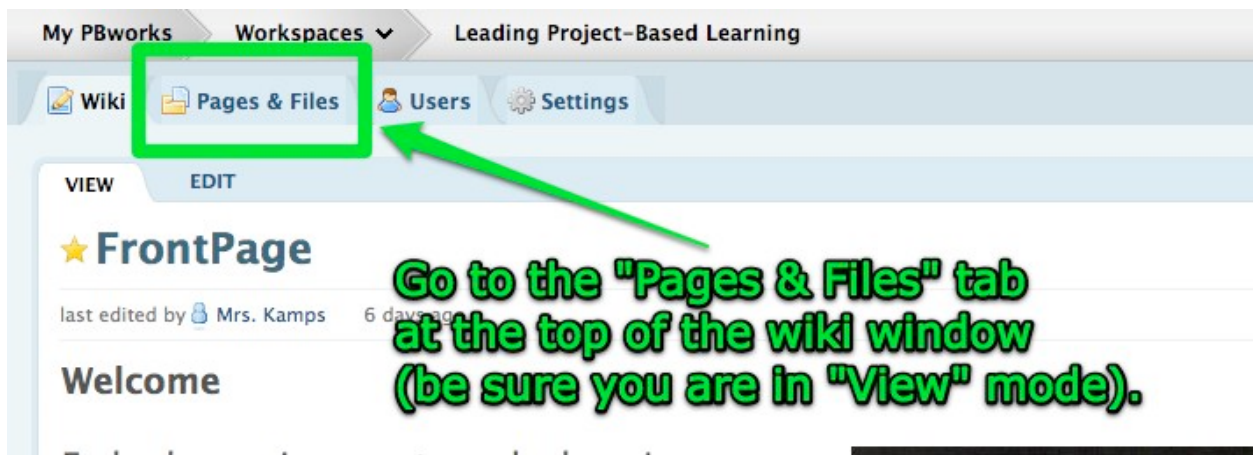


Finding Pages and Files

PBworks differentiates between "Pages" and "Files." *Pages* are the wiki pages that are a part of the workspace. *Files* are images or documents (for example, a PDF or a Word document) that have been uploaded to the workspace. Be sure to choose the correct type of search or the item you are looking for may not appear.

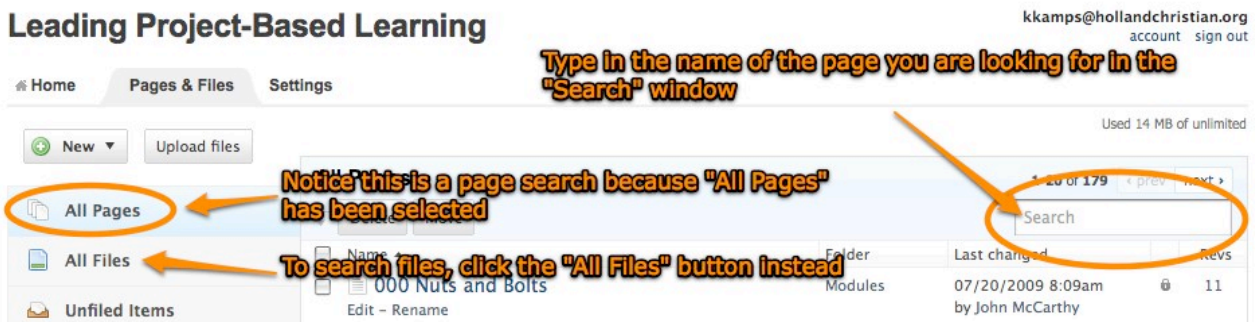
Step 1

Click on "Pages and Files" tab at the top of the wiki window.



Step 2

Type in the name of the page you are looking for in the "Search" box. (Because the "All Pages" button is highlighted, only PBworks pages will be searched. To search for an image or an uploaded document, click the "All Files" button instead.)



Step 3

Hit “Return” and then click on the name of the page (the page name will appear below the “Search” box).

The screenshot shows a web application titled "Leading Project-Based Learning". At the top right, the user is logged in as "kkamps@hollandchristian.org" with options for "account" and "sign out". Below the title, there are tabs for "Home", "Pages & Files", and "Settings". A status bar indicates "Used 14 MB of unlimited".

On the left sidebar, there are sections for "All Pages", "All Files", "Unfiled Items", and "FOLDERS" (with an "add" button). Under "FOLDERS", there is a "Modules" folder containing 28 items.

The main content area is titled "All Pages" and contains a search bar. An orange arrow points to the search bar with the text: "Once you have entered the name of the page, hit 'Return' and your screen will show the name of the page you are trying to find." The search bar contains the text "Administrative Help". Below the search bar, a green bar shows the search results: "Searching page names for Administrative Help | Search workspace Clear".

Below the search results, there is a table with one row of results. The first column is "Name", the second is "Folder", the third is "Last changed", and the fourth is "Revs". The row shows "Administrative Help" in the "Name" column, "Edit - Rename" in the "Folder" column, "07/27/2009 10:51pm by Kristyn K." in the "Last changed" column, and "1" in the "Revs" column. An orange circle highlights the "Administrative Help" text in the "Name" column. A blue arrow points to this text with the text: "When you click on the name, the page will open".