



Using PB Works

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New York, USA



Natural Resources
Canada

Ressources naturelles
Canada

Canada

Presentation Overview

1. What is PB Works?
2. Contents of the PB Works Site
3. Overview of the Front Page
4. Uploading a Document
5. Commenting on a Document
6. Creating a Page
7. Accessing PB Works

What is PB Works?

- Online, collaborative tool that allows users to share documents, news, comments and ideas.
- Interface is in English only, but content can be in any language.

What are the advantages of its use for PC-IDEA?

- Reduces the need to send mass emails with large attachments.
- Document management system for the project.
- Keeps all members informed about each group's work.
- Contributes lessons learned for the advancement of subcomponent D (Implementation of technological means for discussion related to geospatial data and the role of governments in the management and dissemination of these data)

→ The PC-IDEA Working Group could be a best practice!

Contents of the PB Works site

- Meeting minutes and agendas
- Draft surveys and comments
- Work plans
- Working group contact information
- Reports (drafts, working versions and final)
- Other resources and background information

Overview of the Front Page

Access to the Front Page anywhere on the site

To edit the page

- 2 ways to access the folders :
1. Pages and Files tab
 2. Navigator box

Link to "Recommendations for the Use of PB Works by PC-IDEA" (.doc)

Quick access to each country's folder

Summary of the most recent changes/additions to the site

Links to PB Works instruction manuals and other resources

To post your comments or feedback on any documents or pages, please see the instructions outlined [here](#).

Update about recent activities related to co-leading the PC-IDEA working group

(Last updated: January 2011)

A meeting of the PC-IDEA Working Group on Planning (PC-IDEA GTFPlan) was held on December 1, 2 and 3 2010 in Rio de Janeiro, Brazil. Five of the seven GTFPlan countries were in attendance, while Canada and Colombia participated in the opening and closing sessions via video-conference. A video-conference was also held with two representatives of the Statistics Division of the United Nations to report on GTFPlan progress.

Planning work related to the work plan agreed upon by Chile and Canada commenced and each of the participating countries was assigned the responsibilities for the completion of one sub-component. The assignments are as follows:

1. Institutional capacity building, education and training - Colombia (CAP) [Resolution J]
2. Standards and technical specifications - Mexico (NET) [Resolution J]
3. Best practices and guidelines for the development of SDI - Canada (PRA) [Resolution J]
4. Innovations in national cartographic agencies - Brazil (DNO) [Resolution J]
5. Gather knowledge on topics relevant to the SDI - Guatemala (REL) [Resolution J]
6. Assess the status of SDI development in the Americas - Cuba (DES) [Resolution J]
7. Implementation of technological means for discussion - Chile (TRC) [Resolution J]

Some work on these projects has already begun. According to the action plan, all work on all projects is expected to be completed by May 2011.

In addition to the action on the work plan, it was agreed that:

- Regional vocal coordinators be used to coordinate channel specific activities of the plan;
- With UN support, the GTFPlan countries will update information on the official representation to the PC-IDEA;
- Invitations will be extended to other countries in the continent to join the PC-IDEA network; and,
- There will be coordination between PC-IDEA and the GeoStar Project, which will complement one another in the provision of tools to disseminate geospatial information.

Upcoming Dates

- End of February 2011: Reach consensus on the instrument to be used in the diagnostic information surveys in different subjects.
- April 2011: PC-IDEA GTFPlan meeting in New York, USA.
- August 2011: PC-IDEA meeting in Brazil
- August 2011: Firm deadline for reporting the results of the GTFPlan at the meeting in Brazil.

Important Link:

PC-IDEA Website: <http://www.pcidea.org>



About this Workspace

An online collaborative workspace (Pbworks.com - this site) has been created by the GeoConnections team (Canada). The workspace allows multiple people to collaborate and wait for comments, as well as limit confusion related to document "versioning". An automated email notification feature should allow everyone to keep up to date about the site granting them access to the workspace.

Do you need help? Please visit the reference material section on how to use the site.

- The [PBworks Manual](#) and [20-second training videos](#) can help show you how to edit, upload files, add videos and invite users.
- The best way to get your support questions answered is to click the [help](#) link at the top of this page. Our support gurus will get back to you asap.
- [Google Translate](#) can be helpful to translate entire webpages. Simply type in the website (e.g. <http://www.pcidea.pbworks.com>) and translate.

Search this workspace

Create a page

Uploaded files

Share this page

Put this page in a folder

Add Tags

Copy this page

Page history

Navigator

- ★ Starred Pages and Files
- Agenda for Hearings
- Background Information
- Hearings of the Working Group
- Membership 2010
- PC-IDEA G2I Counterparts List
- Sub A - 1, CAP (Columbia)

Pages: No Files options

Sidebar

SUB A

- Tema 1: [Cuestionario de una encuesta metodológica para la elaboración de - COLOMBIA \(CAP\)](#)
- Tema 2: [Cuestionario de una encuesta metodológica - MEXICO \(NET\)](#)
- Tema 3: [Prácticas recomendadas de desarrollo para el desarrollo de las SDI - CANADÁ \(PRA\)](#)
- Tema 4: [Investigación en los servicios geoespaciales en el territorio de un municipio costero de la península de BRAZIL \(DNO\)](#)

SUB B

- [Reunión semestral de trabajo de temas relacionados sobre las SDI para la región - GUATEMALA \(REL\)](#)

SUB C

- [Trabajo al respecto de desarrollo de las SDI en las Américas - CUBA \(DES\)](#)

SUB D

- [Investigación de los servicios geoespaciales en la península de Iberoamérica al respecto de los servicios geoespaciales en la península de Iberoamérica de los países de América Central - CHILE \(TRC\)](#)

[Edit the sidebar](#)

Recent Activity

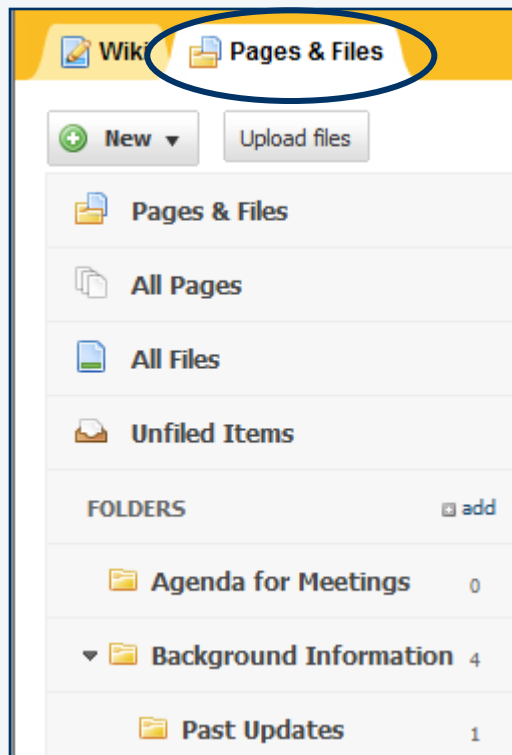
- Minuta_pasequiza_CPEDEA_sobres_inat_Prod_D... uploaded by
- Preguntas CPIDEA Instituto cartografico.doc commented on by
- Questionnaire about creating best practices (... commented on by Anna Lucia Samaco de Freitas

[View activity...](#)

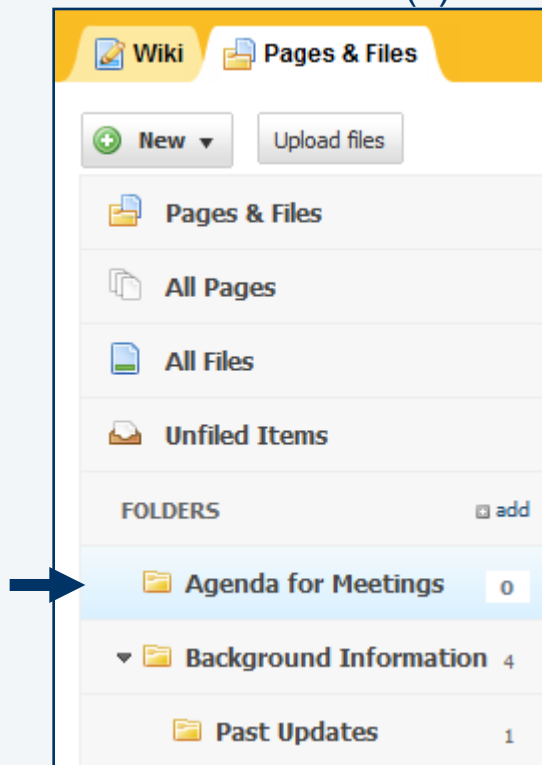
Uploading a Document

PB Works supports many document formats: MS Project, MS Word, MS Excel, MS PPT, PDF and other file types.

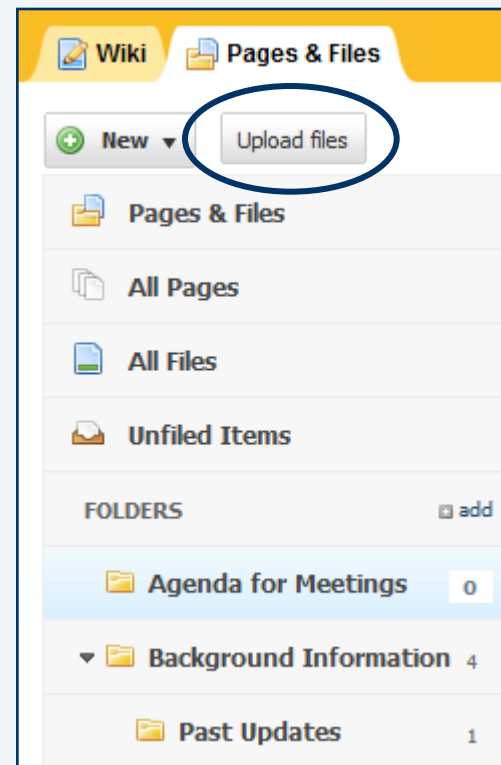
1. Go to the Pages and Files tab.



2. Choose the folder into which you want to upload the document(s).

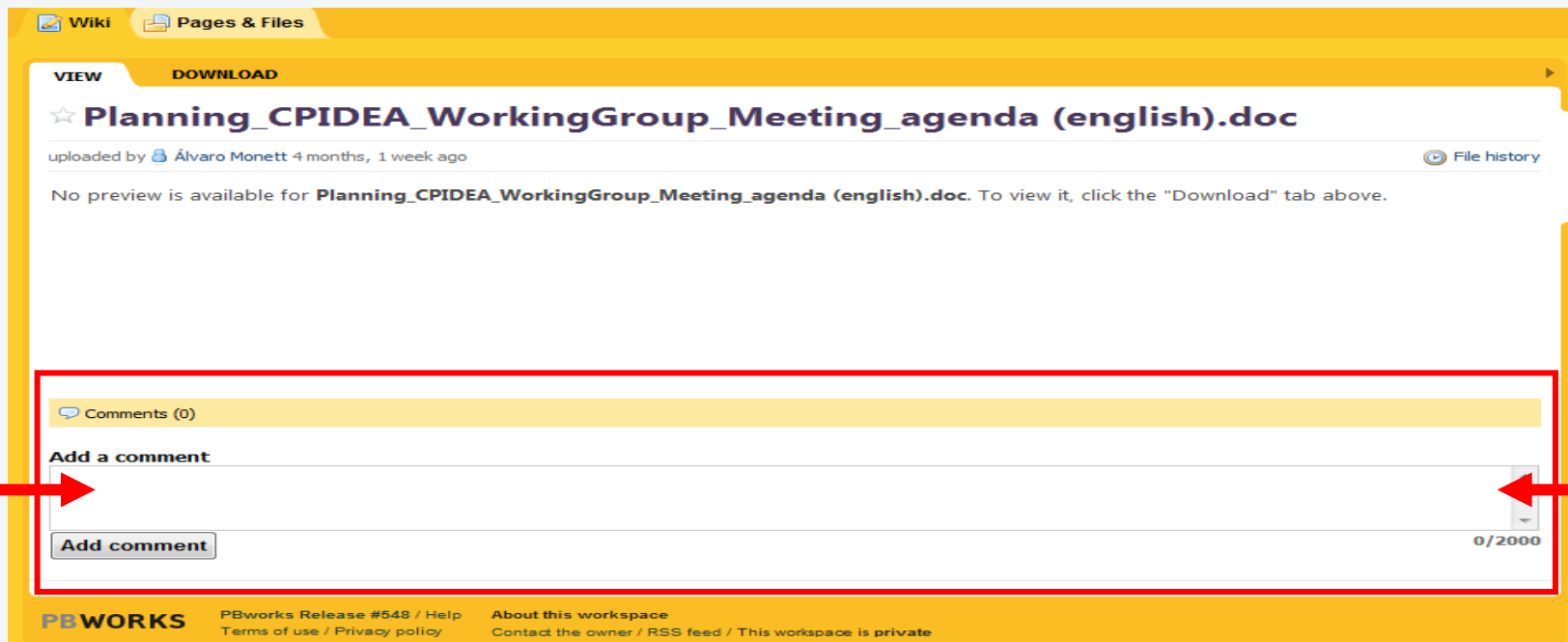


3. Click: "Upload Files". You can only load **up to 10 files** at one time.



Commenting on a Document

- Comments can be made about both documents and pages.
- The comment field is always located at the bottom of the page.
- Comments cannot exceed 2000 characters (including spaces).
- For comments longer than 2000 characters, create a page in the same folder called “*Comments over 2000 – Document Name*”.

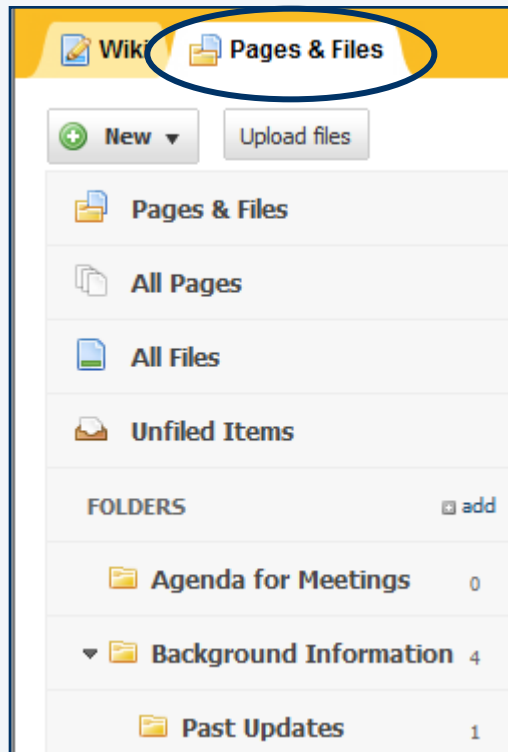


The screenshot shows a document page in PBWORKS. At the top, there are tabs for 'Wiki' and 'Pages & Files'. Below these, there are tabs for 'VIEW' and 'DOWNLOAD'. The document title is 'Planning_CPIDEA_WorkingGroup_Meeting_agenda (english).doc'. It was uploaded by 'Álvaro Monett' 4 months, 1 week ago. A message states: 'No preview is available for Planning_CPIDEA_WorkingGroup_Meeting_agenda (english).doc. To view it, click the "Download" tab above.' At the bottom, there is a 'Comments (0)' section with an 'Add a comment' text area and an 'Add comment' button. A character count '0/2000' is visible on the right side of the text area. Two red arrows point to the left and right sides of the comment text area. The footer contains 'PBWORKS' and various links like 'PBworks Release #548 / Help', 'Terms of use / Privacy policy', 'About this workspace', and 'Contact the owner / RSS feed / This workspace is private'.

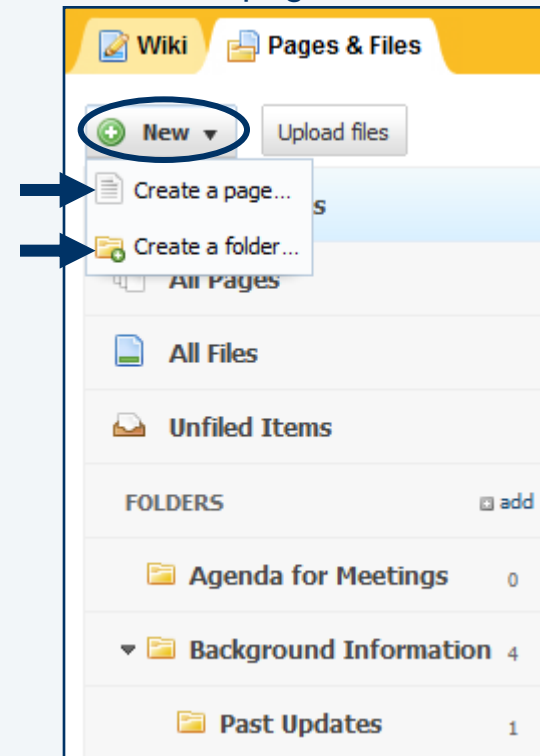
Creating a Page or a Folder

- Pages will be used for informal updates about group work, other specific projects, events and comments longer than 2000 characters.
- Folders group related content together.

1. Go to the Pages & Files tab.



2. Click “New” and choose a new page or folder.



Accessing PB Works

PC-IDEA's PB Works Workspace:

<http://cp-idea.pbworks.com>

If you have not been granted access to the PC-IDEA workspace, go to the website and click on “Request Access”. André Prigent (Canada) will then contact you with your account information.