



## EDITING ENVIRONMENTS

You can edit Wikipedia using one of two different kind of editing windows - the **Visual editor** or the **Source editor**. You can edit in either. More advanced editors tend to use the Source editor. The Visual editor is easier to use when you are learning to edit.

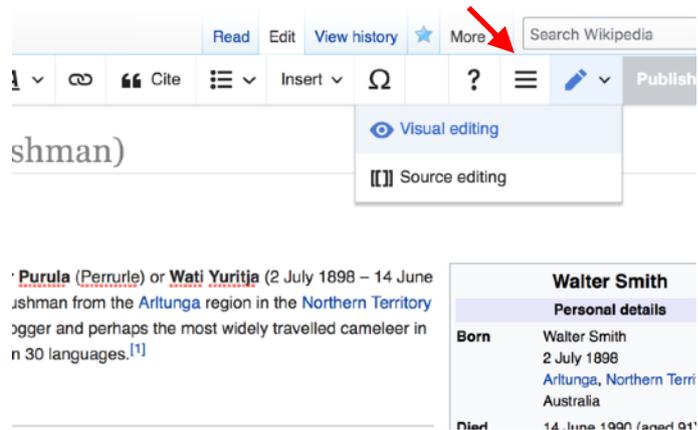
1. To edit a page click on the **'Edit source'** tab



2. In the top right-hand corner of the editing field you will see a little pen icon. Click on this to switch between the Source editor and the Visual editor. The Visual editor page will look just like a normal Wikipedia page and you can edit the text from there. In the Source editor you will see lot of funny looking code.

## EDITING AN EXISTING PAGE

1. Search for the page you wish to edit.
2. Click on the **'Edit source'** tab.
3. In the top right-hand corner of the editing field you will see a **little pen icon**. Switch between the Visual editor or the Source editor, depending on which you choose to use.
4. Make the changes you wish to make.
5. Click the blue **'Publish Changes...'** button in the right hand corner.



6. A pop up window will appear. Add an **Edit Summary**, a couple of words about the changes you made and click the **Publish Changes...'** button in the right hand corner of the pop up window.

## CREATING A NEW PAGE

1. Search extensively in Wikipedia for your subject to make sure there is not already an existing page.
2. If not, search for the exact page you're wanting to create. Make sure your search is case sensitive as this is going to end up being the title of your new page, for example 'Ella Stack'.
3. It will turn up in red when you search for it. It will look like this:

**You may create the page "Ella Stack", but consider checking the search results below to see whether the topic is already covered.**

4. Click on the red text to create the page.

5. If you have prepared your page using the New Page Template, copy and paste your text into the editing field.
6. Press **'Save'**.
7. Remember to add an Edit Summary, like 'Created page'.
8. You will see your page has been created!
9. You can now continue to edit or work on your page in using the Visual Editor.

Remember you need to add at least a few paragraphs justifying how the subject is notable using about three references to ensure your page is not quickly deleted.

## TELL WIKIPEDIA YOU'RE WORKING ON A PAGE!

When you are working on a new page, it is common that your page can be tagged for deletion. Don't worry if this happens to you, it happens to everyone at some stage. You can add a tag to your page to make it clear you are working on your page.

1. Go to **'Edit Source'** to edit your new page. Make sure you are in the Source Editor not in the Visual Editor. If you are click on the little pen button in the upper right hand corner of the tool bar.
2. Copy and paste this in the very top of he article:  
{{Under construction}}.
3. Click the blue **'Publish Changes...'** button in the right hand corner.
4. A pop up window will appear. Add an **Edit Summary**, like 'add tag' and click the **Publish Changes...'** button in the right hand corner of the pop up window.

Remember to follow this process to remove the tag once you have finished your editing session.

## ADD A REFERENCE LIST

If you have prepared your page using the New Page Template, your reference list should already have been created. If it hasn't follow these instructions.

1. Go to **'Edit Source'** to edit your new page. Make sure you are in the Source Editor not in the Visual Editor. If you are click on the little pen button in the upper right hand corner of the visual editing tab.
2. Copy and paste this in:

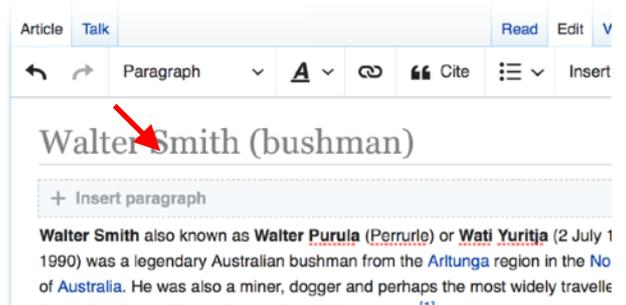
==References==

{{reflist}}

3. Press Save (remember to add an Edit Summary, like 'Add ref section')
4. You have now added a References section to your page which will automatically populate when you add a reference.

## ADD SUB-HEADINGS TO YOUR PAGE

1. Go to **'Edit Source'** to edit your new page. Make sure you are in the Visual Editor.
2. Add the text for the heading you would like to create, for example 'Early life'.



3. Highlight your heading text and select **'Heading'** from the drop down menu entitled 'Paragraph'.
4. Click the blue **'Publish Changes...'** button in the right hand corner.
5. A pop up window will appear. Add an **Edit Summary**, a couple of words about the changes you made and click the **Publish Changes...'** button in the right hand corner of the pop up window.
6. You have now added a sub section to your page. You can continue to edit your new section in the Visual Editor.

## ADD A REFERENCE OR CITATION

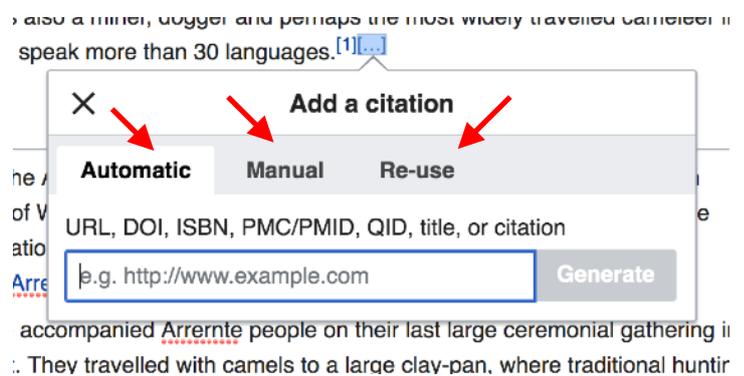
Everything you add to Wikipedia must have a reference! The more the better! To add a reference:

1. Place your cursor in the exact place in your article that you want to add your citation.

2. Then click on the **'Cite'** button at the top middle of your editing window. A pop-up window will appear.

3a. Option: If you are citing a book and have the ISBN number, select the **'Automatic'** Tab and add in the ISBN number. Then click **'Generate'**.

3b. Option: To enter a citation manually, select **'Manual'** Tab, select the type of source you're adding and fill out as many of the fields as you can. You don't need to fill out all of them. Title, author, URL, date and access date, are probably the most important. Then click the blue **'Insert'**.



3c. Option: If you are using a citation you've already added and used before select the **'Re-use'** and select the citation from the list.

4. Wikipedia will then automatically add this citation to your References sections. If it doesn't make sure you have the code `{{reflist}}` below your References section.

5. Save the page! (Remember to add an Edit Summary, like 'Add ref')

6. Click the blue **'Publish Changes...'** button in the right hand corner.

7. A pop up window will appear. Add an **Edit Summary**, a couple of words about the changes you made and click the **Publish Changes...'** button in the right hand corner of the pop up window.

### To add a reference or citation from Trove:

1. Open the Trove article you want to reference.

2. Click on the **(i)** icon on the top of left hand side menu. The word **'Details'** will appear when you hover over it.

3. Find **'Wikipedia citation'** at the bottom of the side tab.

4. Copy the code. It should look something like this:

```
{{cite news |url=http://nla.gov.au/nla.news-article1038031 |title=TENNIS. |newspaper=[[The Mercury]] |
volume=CIV, |issue=14,477 |location=Tasmania, Australia |date=12 May 1916 |accessdate=18 September
2016 |page=8 |via=National Library of Australia}}
```

5. Open the Wikipedia article, select **'Edit Source'** and switch to the Source Editor.

6. Select the exact part of your article where you want to place the Trove reference.

7. At the bottom of the edit field click on the button that says **<ref></ref>**. It's beside the text that says **'Cite your sources'**.

8. Paste the code in between the ref tags, like this:

```
<ref>{{cite news |url=http://nla.gov.au/nla.news-article1038031 |title=TENNIS. |newspaper=[[The Mercury]] |volume=CIV, |issue=14,477 |location=Tasmania, Australia |date=12 May 1916 |accessdate=18 September 2016 |page=8 |via=National Library of Australia}}</ref>
```

8. Press save. Your reference should appear in the reference list.

## UPLOADING PHOTOS

1. Its best to upload photos to Wikimedia Commons. That's Wikipedia's photo database. So head to <https://commons.wikimedia.org/> and log in.

2. Click the blue **'Upload'** button on the right hand corner.

3. Click **'Select media files to share'**. Select your file and wait for it to upload. Then press **'Continue'**.

4. Select whether the photo is your own work or someone else's. This will open a many options. If it is your work, choose what permissions of use you are happy with. If you're happy to it to be shared and used select the latest Creative Commons licence.

5. If the photo is someone else's you will need to specify where you got it from and what permission you have to use it by filling out the **'Source'** and **'Author'** fields. If you are uploading an image out of copyright from a library or museum, select **'Another reason not mentioned above'**. Then enter the Public Domain tag in the field:

```
{{PD-Australia}}
```

And click **'Next'**

6. Give the file a **'Title'**, **'Description'**, **'Date'** and some **'Categories'**. If you are uploading a file from a museum or library, make sure you enter a category like **'Images from the Northern Territory Library'** or **'Files from the State Library of South Australia'**. Then click **'Next'**. Done!

## EMBEDDING A PHOTO ON A WIKIPEDIA PAGE

1. Search for the page you wish to add a photo to.

2. Click on the **'Edit source'** tab and make sure you're in the Visual Editor.

3. Select **'Insert'** from the editing tool bar at the top and select **'Media'**.

4. Search for an appropriate or relevant image, or one you've uploaded previously and select the image.

5. Enter a caption for the image.

6. Select the blue **'Insert'** button and the image should appear.

4. Click the blue **'Publish Changes...'** button in the right hand corner.

5. A pop up window will appear. Add an **Edit Summary**, like 'add image' and click the **Publish Changes...'** button in the right hand corner of the pop up window.

## GET HELP!

Need help? Ask! You can email Caddie: [caddie.brain@wikimedia.org.au](mailto:caddie.brain@wikimedia.org.au)