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# Guide 4: Navigating the Wikipedia Interface

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Wikipedia interfaces can appear complicated at first, but don't worry, you will get the hang of it quickly.

Wikipedia provides a step-by-step tutorial and there is a large amount of additional material available to guide you through.

This guide provides a condensed overview, with links to further detailed information.

- **Further reading and links**

- **Wikipedia: Tutorial**  
<https://en.wikipedia.org/wiki/Wikipedia:Tutorial>
- **Wikipedia: Cheatsheet**  
<https://en.wikipedia.org/wiki/Help:Cheatsheet>
- **Visual Editor: User Guide**  
[https://www.mediawiki.org/wiki/Help:VisualEditor/User\\_guide](https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide)
- **Wikipedia Article Wizard**  
[https://en.wikipedia.org/wiki/Wikipedia:Article\\_wizard](https://en.wikipedia.org/wiki/Wikipedia:Article_wizard)
- **Wikipedia: Inline citation/examples**  
[https://en.wikipedia.org/wiki/Wikipedia:Inline\\_citation/examples](https://en.wikipedia.org/wiki/Wikipedia:Inline_citation/examples)
- **Wikipedia: Referencing for Beginners**  
[https://en.wikipedia.org/wiki/Help:Referencing\\_for\\_beginners](https://en.wikipedia.org/wiki/Help:Referencing_for_beginners)
- **Wikipedia: External Links**  
[https://en.wikipedia.org/wiki/Wikipedia:External\\_links](https://en.wikipedia.org/wiki/Wikipedia:External_links)
- **Wikipedia: Editing Policy**  
[https://en.wikipedia.org/wiki/Wikipedia:Editing\\_policy](https://en.wikipedia.org/wiki/Wikipedia:Editing_policy)

## Editing interfaces

There are two different editing interfaces – wikitext and the visual editor. Each has its advantages and disadvantages and it is easy to shift between them.

New users who are not familiar with coding are likely to find the visual editor easier to use, particularly when adding citations and references.

- **Wikitext editor**  
This is the standard Wikipedia draft page and editing interface. It requires you to manually insert formatting commands, such as the heading hierarchy, formatted lists and tables, using wikitext.
- **Visual editor**  
This alternative editor interface is a 'visual' or online rich-text editor that allows you to write an article as it will appear on Wikipedia.

### 1. Using wikitext

Wikitext (also known as wiki markup or wikicode) is the syntax and keywords used to format a page.

The Wikipedia cheatsheet explains how to access this, outlines the commands used, how these will appear in the final page, and how to save and edit.

You can preview the formatting, citations and inserted content of your draft article by clicking 'show preview' at the bottom of the draft page.

- **Refer to Wikipedia: Cheatsheet**

## 2. Using visual editing

The visual editing mode for draft and existing articles is activated as follows:

1. Click 'BETA' in the top right corner of the page.
3. Tick 'Visual Editing'
4. Save the changes.

Once visual editing is activated you can choose to edit using this or wikitext.

- Click on 'edit' to use the visual editor.
- Click on 'edit source' to use wikitext.

• Refer to *Visual Editor: User Guide*

## Creating a new article

First-time contributors should consider using the Wikipedia Article Creation Wizard. This takes you through key concepts, such as notability, sources and plagiarism, and finishes on a page where you can start your article.

• Refer to *Wikipedia: Article Creation Wizard*

## 3. Getting started

Follow these steps to create an article in the Article Creation Wizard.

1. On the 'Ready for Submission' page enter your article title and click the blue 'create new article draft' button. This takes you to the 'Create Draft: [article name]' page, where you can enter copy and save the page to create a draft.
2. Activate Visual Editing (if you wish to use it) using the instructions on the previous page.
3. To return to your draft, click 'Contributions' (in the top right corner of the page). Your draft you have just created will be at the top of the list.
4. Click on your article and select 'edit' in the toolbar. Paste in your text and use the tool bar along the top to add formatting.

## 4. Adding citations

It is important to properly cite all sourced information used to write your article. This helps establish the notability of the topic and helps to avoid plagiarism.

• See *Guide 2: Selecting a Topic/Subject* for a list of appropriate and relevant sources.

Citations are semi-automated in the Visual Editing mode. In the Wikitext editing mode you need to manually cite your sources and compile a reference list at the end of your article.

### Adding citations in Visual editor

1. Highlight the text that you wish to cite and click the 'Cite' button in the toolbar.
2. Select one of the three options for adding citations: 'Automatic', 'Manual' and 'Re-use'.
  - **Automatic** uses the URL.
  - **Manual** provides a list of source formats – including Website, Book, News, Journal and other via Basic form – which prompt you to add the relevant information before automatically generating a correctly formatted citation.
  - **Re-use** is for citing sources that have already been added to the article – you simply select this from the list of existing references rather than resubmitting the details.
3. To insert a reference list for the citations, scroll to the end of your typed text and select 'References list' from the 'Insert' drop-down list in the toolbar.

### Adding citations in wikitext

- To add citations and a reference list in Wikitext
  - Refer to *Wikipedia Referencing for Beginners*
- For a range of citation types, and how they will appear in the published article
  - Refer to *Wikipedia:Inline citation/examples*

## 5. Adding external links

In addition to citing information, it is useful to add external links within the body of your article.

### Adding external links in visual editor

1. Highlight the text that you wish to turn into a link and click the link icon on the toolbar.
2. Select the 'external link' tab, paste the URL address, then click done.

### Adding external links in wikitext

- To add external links in Wikitext
  - Refer to [Wikipedia External links](#)

## 6. Adding Further Reading

The 'Further Reading' list at the end of an article reading allows you to provide links to other websites relevant to the subject, that may or may not be included in the reference list.

- For instructions on how to format a 'Further Reading' list, and criteria for suitable material
  - Refer to [Wikipedia: Further reading](#)

## 7. Adding internal links

Internal links allow your article to be found on, and link to, related Wikipedia pages. It is important to link to as many Wikipedia pages as possible to avoid your article being disconnected from others.

### Adding internal links in visual editor

1. Highlight the text that you wish to hyperlink.
2. Click the 'link' icon from the toolbar. From here you can search and select relevant Wikipedia pages and content based on the term selected.

### Adding internal links in wikitext

- For instructions on linking to another Wikipedia page in wikitext
  - Refer to [Wikipedia Manual of Style: Linking](#)

## 8. Adding images

Images are an important complement to Wikipedia articles. To add an image to your article, you first need to upload it to Wikimedia Commons.

Remember to ensure that you have copyright clearance on any image you upload. ● See [Guide 2: Selecting and researching a topic/subject](#).

### Adding images in visual editor

1. Click the 'insert' button on the toolbar and select 'media' from the drop down list
2. Search using the title of the saved image
3. Select the image and review it's details before clicking 'Use this image'
4. Enter caption details and specify the format of the image in General and Advanced settings
5. Drag the image into position. Clicking the image brings up the editing options if you wish to adjust the caption or format attributes.

### Adding images in wikitext

- To add an image in Wikitext
  - Refer to [Wikipedia Picture tutorial](#)

## 9. Adding category links

It is important to link your article to relevant categories. This allows you to connect your article to wider subject groups and provides another route for Wikipedia readers to find your article.

These lists are also important for developing a stronger Wikipedia presence for women in architecture and the built environment.

The following list should give you an idea of relevant categories for WikiD – use this to explore other relevant categories for your region and topic.

- [20th century German architects](#)
- [Australian architects](#)
- [American architects](#)
- [Women architects](#)
- [Australian women architects](#)
- [American women architects](#)
- [Queensland architects \(& other regions\)](#)

It is important to add women to general ‘architect’ categories as well as to ‘women architect’ categories.

You can also link to other non-architectural categories, for example

- [19XX births and/or 19XX deaths \(add the relevant year for your subject\)](#)
- [Academics](#)
- [Australian academics \(& other regions\)](#)
- [Living people](#)
- [Members of the Order of Australia \(& other awards\)](#)
- [University of Sydney faculty \(& other universities\)](#)
- [Urban planners](#)
- [Designers](#)

#### **Adding category links in visual editor**

1. Select the icon with three horizontal lines at the far right of the toolbar.
2. From the drop-down list, select ‘categories’.
3. From here search for relevant existing groups to add your article to, or create new categories.

#### **Adding category links in wikitext**

- For instructions for adding a category link to your article using wikitext [Refer to Wikipedia: Categories.](#)

#### **Creating a new category**

- [Refer to Wikipedia: Categories.](#)

## **10. Use the WikiD hashtag**

Please put #wikiD in the edit summary of any article you write or edit (this is at the bottom of the page).

This means your work will register through Wikipedia metrics as part of the #wikiD project. This is a condition of our funding from the Wikimedia Foundation and allows us to understand the flow-on effects of the project and training.

## **Editing existing pages**

Wikipedia is an ongoing project and everyone is encouraged to edit existing articles, either to resolve ambiguity or to add to or correct existing articles.

1. [Log into your Wikipedia account.](#)
2. [Search for the existing article.](#)
3. [Select ‘edit’ from the toolbar above the article.](#)
4. Before making any change, open ‘page history’ to assess previous edits. If this has a lot of discussion between editors, the page may be considered ‘controversial’ – you should be aware of this before proposing further changes. If you are a new user, a less controversial article might be a better place to start.
5. If you wish to proceed, edit the article using the same approach as for new articles.
6. Use the edit summary to note the changes made. If you have undertaken a minor edit that could not be disputed (such as correcting a typo) you can just tick the ‘This is a minor edit’ checkbox rather than detailing the edit.
7. Whether you have undertaken a significant edit or minor one, remember to put #wikiD in the edit summary.

- [Refer to Wikipedia: Editing Policy](#)

# Disambiguation

Disambiguation in Wikipedia is the process of resolving the conflicts that arise when a single term or name is ambiguous or refer to more than one topic. For example, the name ‘Louise Cox’ may refer to the American painter or the Australian architect. Disambiguation pages, such as the ‘Architecture (disambiguation)’ page, provide a directory for all of the possible pages that could relate to the ambiguous term, in this case ‘architecture’.

If there is already a page on Wikipedia with the same title as your proposed article but for a different topic or subject, a disambiguation page will be needed to direct readers to the correct article.

To determine a unique title for your article, which will be linked to from the disambiguation page, you must determine a suitable tag to accompany the ambiguous term. This term should be chosen to create a clear distinction between the multiple meanings. For example, for the Louise Cox example, the two pages were respectively titled ‘Louise Cox (painter)’ and ‘Louise Cox (architect)’. Once you have determined an appropriate name for the page, you should use this to create a new page.

A disambiguation page may already exist, or you may need to create one (see below)

## 11. Editing disambiguation pages

### Editing disambiguation pages in wikitext

- For the style guide and wikitext instructions for editing disambiguation pages
  - Refer to [Wikipedia Manual of Style: Disambiguation pages](#)

### Editing disambiguation pages in visual editor

- To edit an existing disambiguation page in the visual editor, simply apply the same formatting using the editing toolbar.

## 12. Creating a new disambiguation page

If there is only one other article on Wikipedia with the same title as your proposed article, you will need to both create a new disambiguation page entitled ‘ambiguous term’ and rename the existing ‘ambiguous term’ article to ‘ambiguous term’ (‘tag’).

- For detailed instructions on how to complete these tasks ● Refer to [Wikipedia: Disambiguation](#)

## 13. Troubleshooting

Once you have uploaded your content you may need to respond to queries and challenges from other Wikipedia editors.

- [Go to Guide 5: Troubleshooting](#)