wikibook essential guide

1) **To add a new paragraph and related article (page) in an existing section**:

    a. After login go to on Main page and click on "Edit" near the section title. This will take you to the edit page:

Part 4 Experience Elsewhere and a View of the Future [edit]

4.1 Lessons from America

4.2 European Experiences

4.3 Current Challenges and Future Prospects

    b. Now you can edit the section text:

Page | Discussion   Read | Edit | View history | ★ ▼ | Search

Editing Main Page (section)

Wikitext | Preview | Changes   Publish | Cancel

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== Part 4 Experience Elsewhere and a View of the Future ==
[[4.1 Lessons from America]]

[[4.2 European Experiences]]

[[4.3 Current Challenges and Future Prospects]]
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    c. Create a Link to an article that doesn't exist yet: click on the link icon

Wikitext | Preview | Changes

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`== Part 4 Experience Elsewhere a`

d. A popup window will appear where you can write the target page name and the name to be displayed (eg. Page name: "articlexxx" and name to display "4.4 world news"
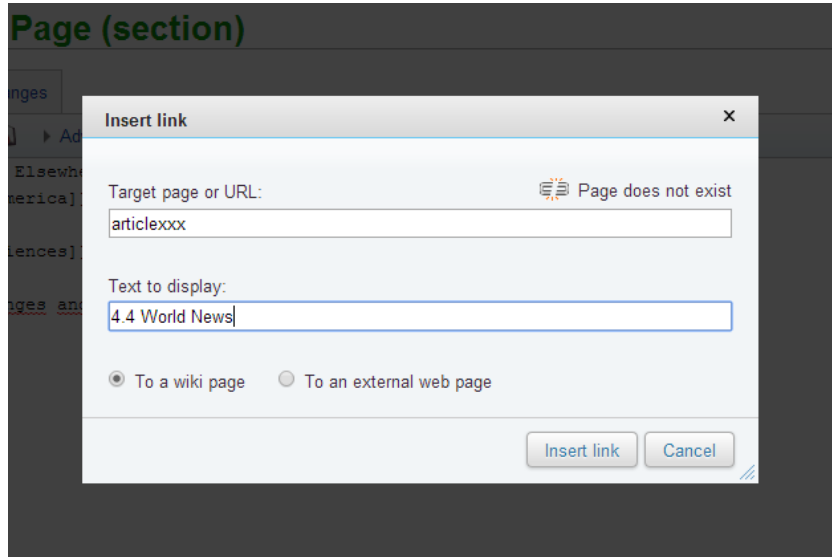
e. Click on "Insert link"

f. You can see a page preview by clicking on "Preview". At the end click on "publish" to publish the page.

g. Now you can write a new article by clicking on the new link in the section.

In general all red links indicate that no article is present there. Clicking on a red link will take you to the edit page for new article. Simply type your text, click save and a new page will be created.

2) To add a new page:
   a. Go to the page where you want to place a link to a new page and click on the "Edit" Tab.
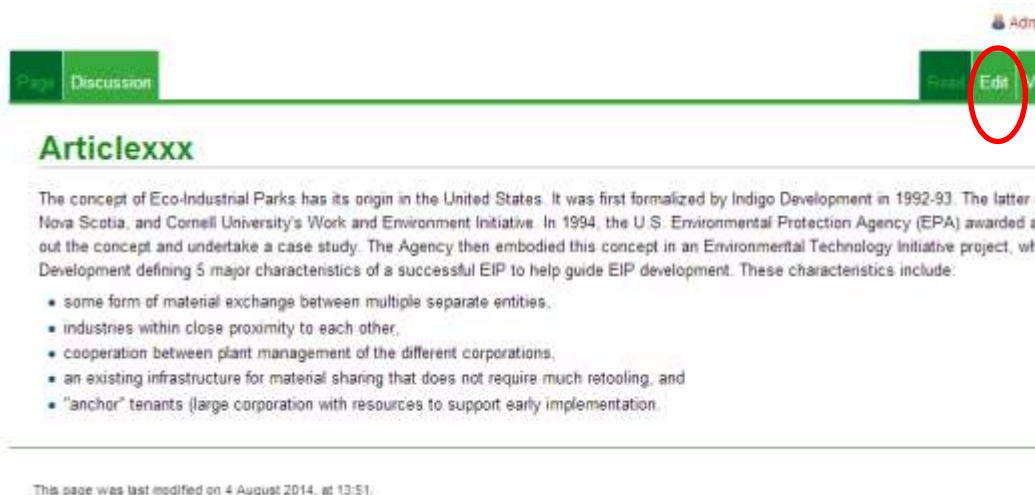
   b. For example, if you want to add a new page with more information about a topic and you want to place a link at the end of the selected page : click at the end of the current page and create a link to a new page (as explained in previous steps c, d and e)
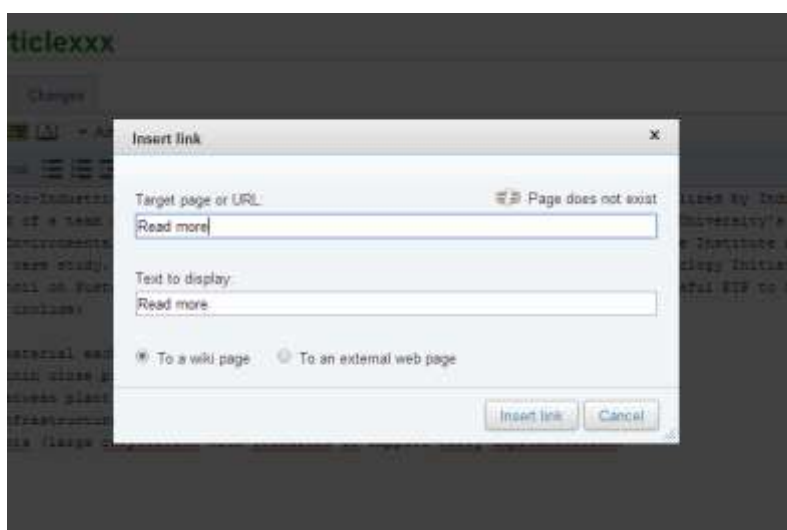
c. Click on the "Publish" button in order to return to the selected page and now clicking on the new link (red link) will take you to the edit page. Type your text, click save and the new page will be created.

d. If you need to link this new page from another existing page, simply go to the page where you want to place the link, click the "Edit" tab , click where you want to insert the link on the page and then click on the link icon.
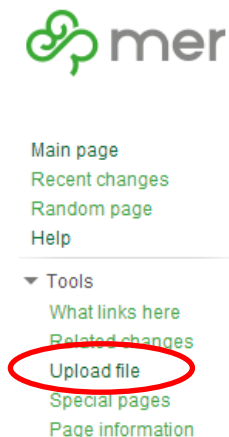

Then digit the page name in the "Target page or URL" line
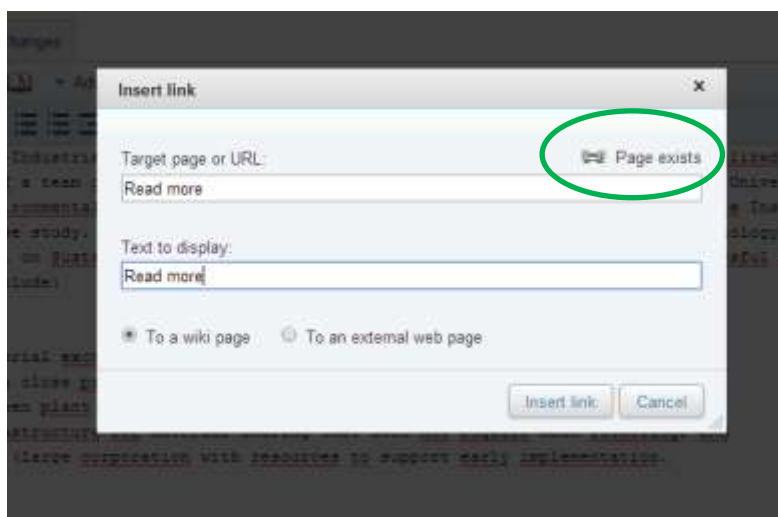
If the name page is right, a "Page exists" sign will appear. Click on "Insert link" below then on save page to publish.

3) Insert an image/PDF file

    a.   After login, on the left hand side of the navigation side bar, click the Upload File link

    b.   On the Upload file page browse for the image you want to upload.
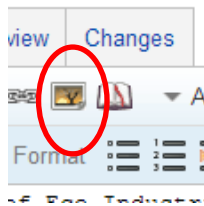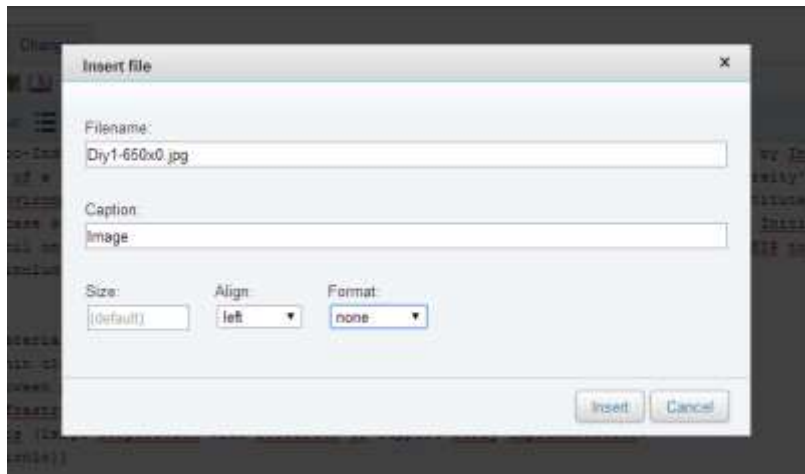

*ANNOTATE "Destination filename" will be necessary when you insert an image in the page.

    c.   Open the page where you want to place an image or PDF document and click on the Edit tab, then click on the area where you want to place the image.

d. click on the image icon

e. A popup will be displayed where you need to write the file name above.

Then click insert and save the page.