

Toggle menu
Blue Gold Program Wiki

Navigation

- [Main page](#)
- [Recent changes](#)
- [Random page](#)
- [Help about MediaWiki](#)

Tools

- [What links here](#)
- [Related changes](#)
- [Special pages](#)
- [Permanent link](#)
- [Page information](#)

Personal tools

- [Log in](#)

personal-extra

Toggle search

Search

Random page

Views

- [View](#)
- [View source](#)
- [History](#)
- [PDF Export](#)

Actions

How to edit this wiki

From Blue Gold Program Wiki

The printable version is no longer supported and may have rendering errors. Please update your browser bookmarks and please use the default browser print function instead.

Contents

- [1 Basic editing](#)
- [2 How to add hyperlinks](#)
- [3 How to add notes and references](#)
 - [3.1 How to add basic notes/footnote/endnote](#)
 - [3.2 How to add references](#)

Basic editing[[edit](#) | [edit source](#)]

This wiki uses a tool called VisualEditor to allow users to edit wiki pages and it's contents. To edit any page, go to that page, and press the top left **Pencil with an eye** icon, or press **alt+shift+v**.



Figure 1 Opening a page with visual editor.

How to add hyperlinks[[edit](#) | [edit source](#)]

1. The first step is to select the text you want to hyperlink.

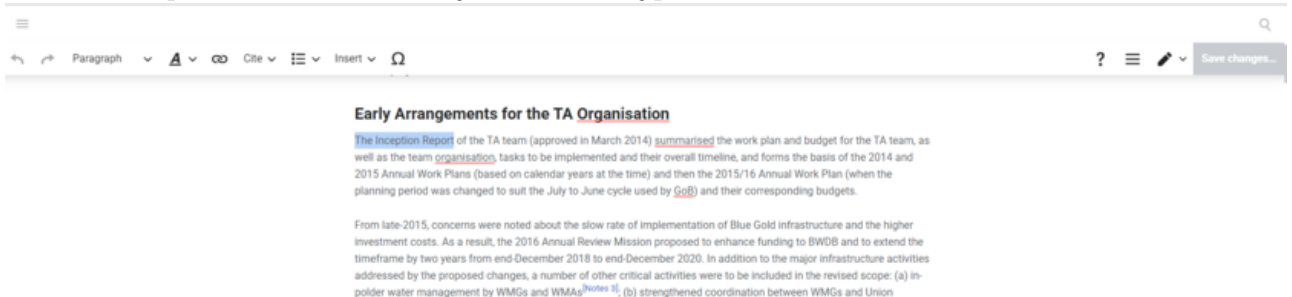


Figure 2 Select the text for hyperlinking

2. Then use **Link** button on the top bar or press **Ctrl+k**.



Figure 3 Press link icon

3. There will be a pop up box with a search box inside.

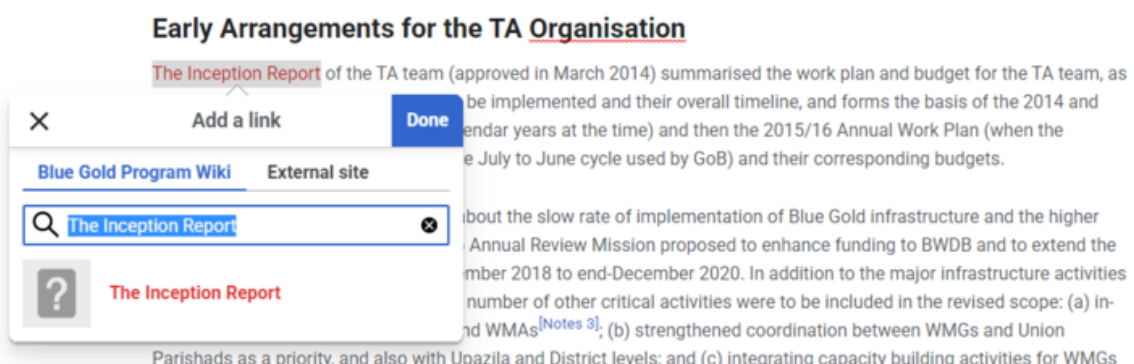


Figure 4 Link popup menu

4. Clear the text in the search bar inside the popup box.
5. To add links within the wiki itself (including the files hosted in wiki):
 - o Open wiki on a separate tab.
 - o Search for the file/page.
 - o Copy the name of the page. *For files you must copy the name with the **File:** in front the of name.*

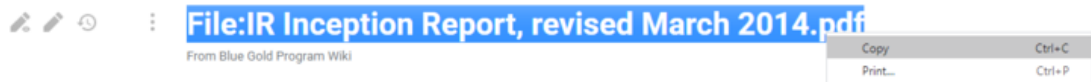


Figure 5 Copying name of the page or file

- o Paste the name back in the pop up box. It should show the file/page with blue text.

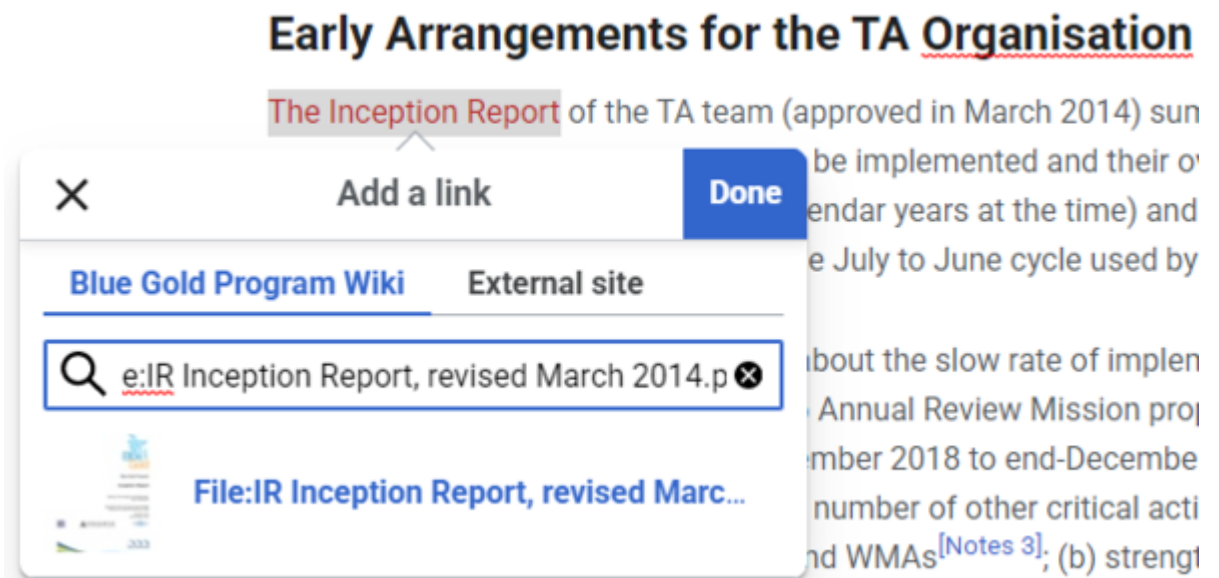


Figure 6 Pasting the name

- o Select the name. It should be hyperlinked. To confirm (while still editing) put your cursor on the linked text and click on the text. It should show another popup with the current hyperlink.



Figure 7 Check hyperlink

How to add notes and references[[edit](#) | [edit source](#)]

How to add basic notes/footnote/endnote[[edit](#) | [edit source](#)]

These are basically notes that doesn't act as references for information. Rather as act footnote, explanation, or important reminder. To add such notes:

1. Place your cursor at the place you want to add the note. From the top bar, click on **Cite** then click on **Basic**.

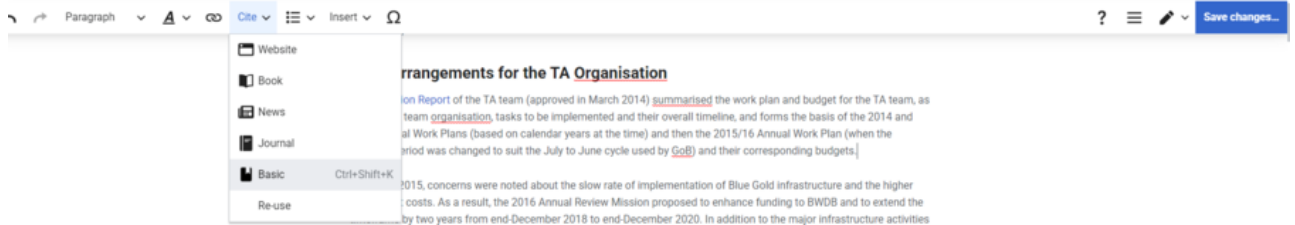


Figure 8 Add basic citation for notes

2. Add your note. You can format the note as a regular text, as well as hyperlink part of it.

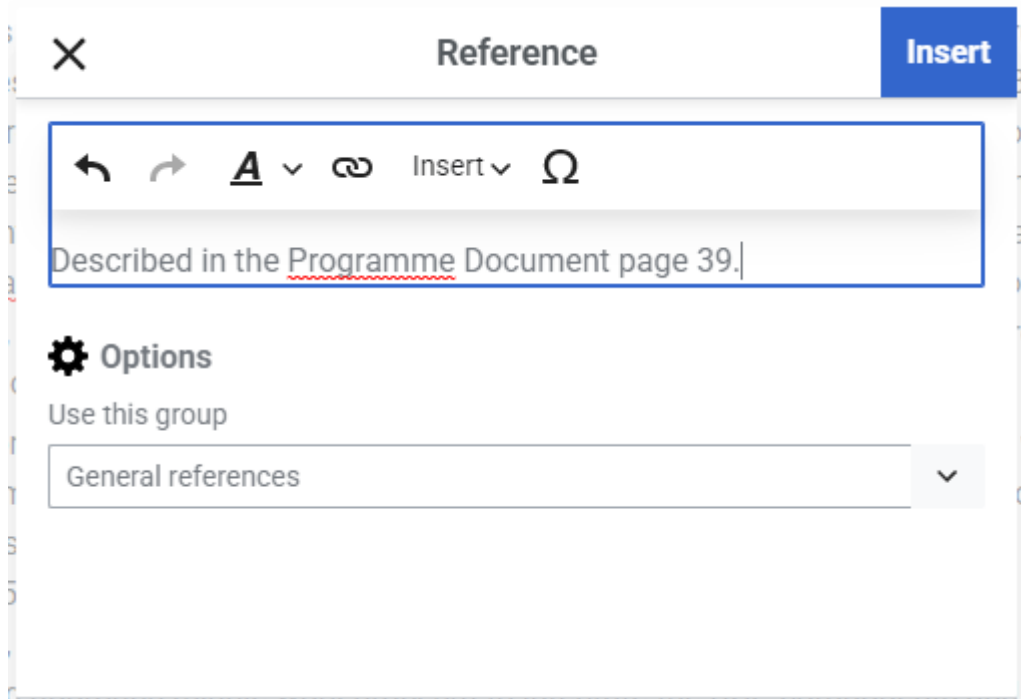


Figure 9 Adding note text

3. **Important:** At the bottom, in the **Options**, select **Notes**. If you do not see **Notes**, write it yourself and mention it while saving.

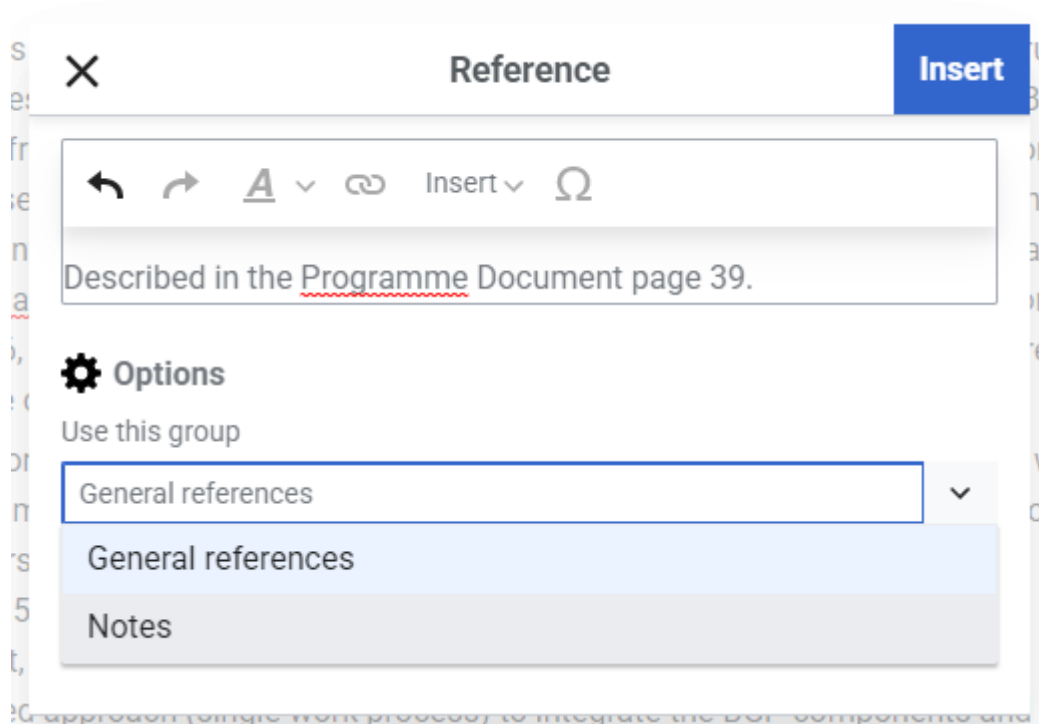


Figure 10 Adding the reference to the Notes section

4. Press **Insert**.

How to add references[[edit](#) | [edit source](#)]

These are direct references. These are slightly more technical and time consuming to add as it has to maintain a certain way of adding the information.

1. Place your cursor at the place you want to add the note. From the top bar, click on **Cite**. In this case we are going to use other ones, not **Basic**.
 - If it is a *Publication* which is being referenced the safest choice is **Book**.
 - If it is a publication in a journal, use **Journal**.
 - If it is a website, use **Website**.
2. Primarily for Publication we will use **Book** citation template. Click on **Book** from **Cite** menu. You will see a pop-up.

The screenshot shows a 'Book' citation form with the following elements:

- Close button:** An 'X' icon in the top left corner.
- Title:** 'Book' centered at the top.
- Insert button:** A grey button labeled 'Insert' in the top right corner.
- Section Header:** 'Cite book' with a book icon.
- Description:** A paragraph explaining the template: 'This template formats a citation to a book using the provided bibliographic information (such as author and title) as well as various formatting options. There might be some additional information about the "Cite book" template on its page.'
- Last name field:** A text box with an information icon (i) and a delete icon (trash) to its right, and a green circular refresh icon (G) at the bottom right.
- First name field:** A simple text box.
- Title field:** A text box with an asterisk (*) at the bottom right, indicating it is a required field.

Figure 11 Citing publications

- There are already some fields (fields are the text boxes to put information and the title of the text box is the name of that field) for information entry shown in the popup window. The required field for **Book** style citations is **Title**. If you scroll at the bottom of the pop up window you will see an option to add more information. This will be frequently used as not all the field we need will be shown directly.

This screenshot shows the 'Book' citation form with additional fields revealed by scrolling down:

- ISBN:** A text box for the International Standard Book Number.
- Location of publication:** A text box for the city or country where the book was published.
- Page(s) cited:** A text box for the specific page numbers from the book.
- Add more information:** A button with a plus sign icon at the bottom left of the form.

Figure 12 Scroll down to add more information

If you click on **Add more information** it will show a search bar, which we will use to find and add fields. You will type the name of the field, the field will show up in a list under the search bar, and then click on the name of the field from the list. Keep a note of it, it will come handy.

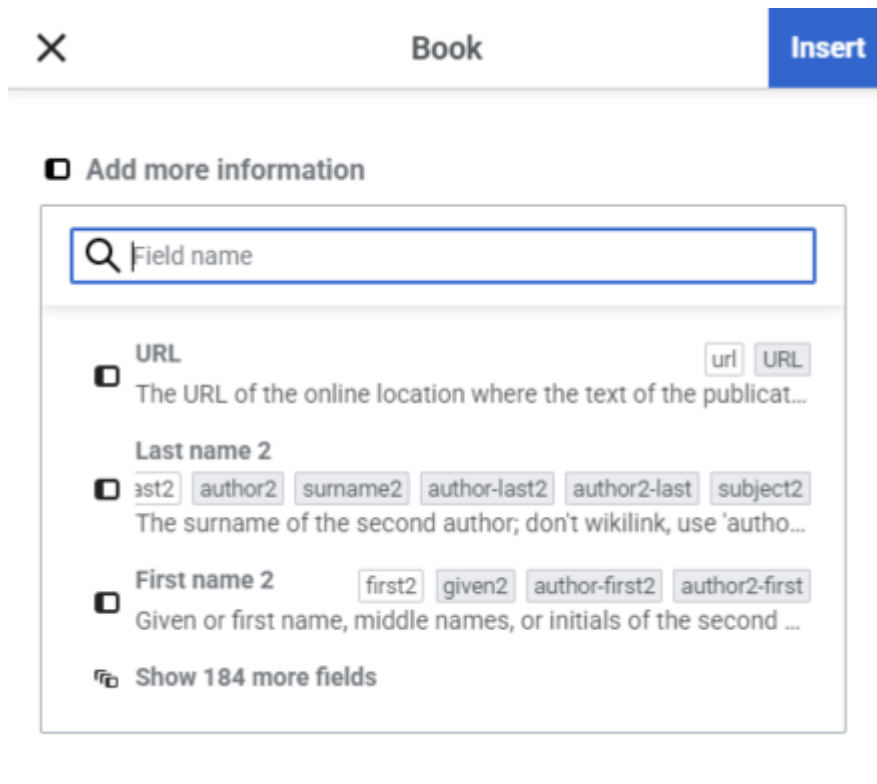


Figure 13 Adding new information

Also if you want to know what each field is, click on the field's input box, and you will see small **i** inside a circle. Click on that, and it will show you the field description.

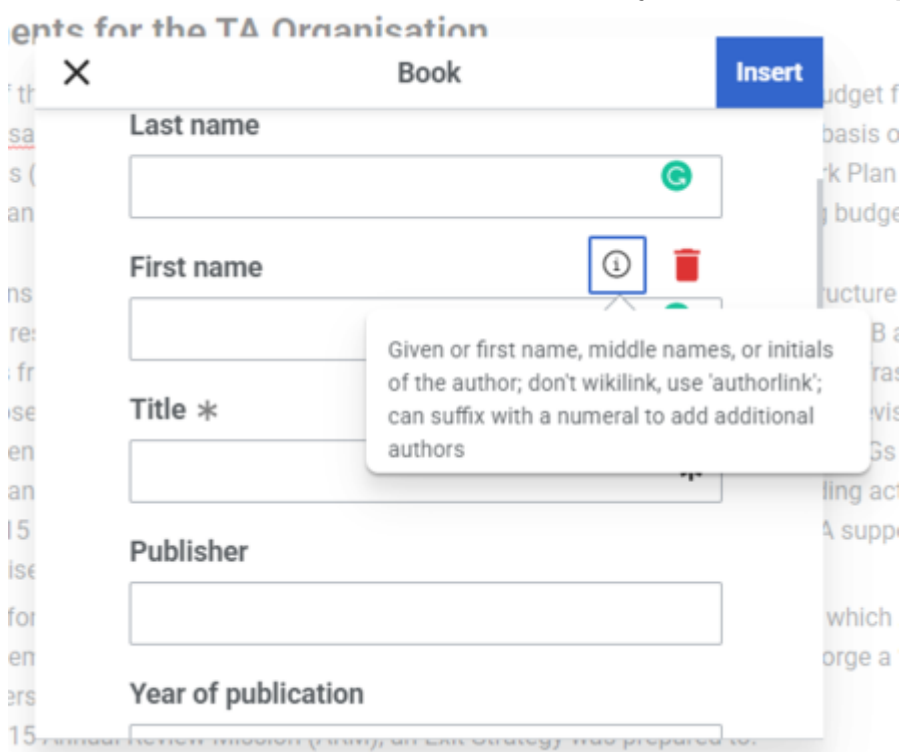


Figure 14 Field description

4. Again, back to **Book** style references. For such references we will use following fields (to find the field on the **Add more information** search bar, please make sure you don't have the colon at the end of it):
 - **Title**: Title or name of the publication
 - **Publisher**: Organisations that published or were stakeholders in creating this publication. In most of the internal BGP publications where there no authors, this field is extensively used to denote stakeholders (e.g. Euroconsult Mott MacDonald, Department

of Agricultural Extension (DAE) etc.)

- **First name:** This is for first author's first name, including their middle names
- **Last name:** This is for first author's last name or surname
- To add more authors search for field **first2, last2, first3, last3** etc. Important thing to note is, you must fill both first name and last name entries.
- **Year of publication:** Here we put just the year of publication. Note that you should not add month or date here, for that you need to use **Date** field. If the date of creation and date of publication is different, use both **Date** and **Publication date**.
- **URL:** To add URL link the publication. If it is a publication inside wiki, on a separate tab search for the file in wiki, open the file page, copy the link and paste the link back into this field.
- **Chapter:** Use this to add the chapter number and name
- **Page(s) cited:** The page range of the reference, can use a single page number.
- For additional information such as editions and volumes, use **Edition** and **Volume**

Blue Gold Program

Department of Agricultural Extension, a department of the Ministry of Agriculture responsible for disseminating scientific research and new knowledge on agricultural practices through communication and learning activities for farmers in agriculture, agricultural marketing, nutrition and business studies.

Retrieved from "https://www.bluegoldwiki.com/index.php?title=How_to_edit_this_wiki&oldid=4636"

Namespaces

- [Page](#)
- [Discussion](#)

Variants

This page was last edited on 24 March 2021, at 13:26.

Blue Gold Program Wiki

The wiki version of the Lessons Learnt Report of the Blue Gold program, documents the experiences of a technical assistance (TA) team working in a development project implemented by the Bangladesh Water Development Board (BWDB) and the Department of Agricultural Extension (DAE) over an eight+ year period from March 2013 to December 2021. The wiki lessons learnt report (LLR) is intended to complement the BWDB and DAE project completion reports (PCRs), with the aim of recording lessons learnt for use in the design and implementation of future interventions in the coastal zone.

- [Privacy policy](#)
- [About Blue Gold Program Wiki](#)
- [Disclaimers](#)

Developed and maintained by Big Blue Communications for Blue Gold Program



[Blue Gold Program Wiki](#)