Cheat sheet Visual editing on Wikipedia

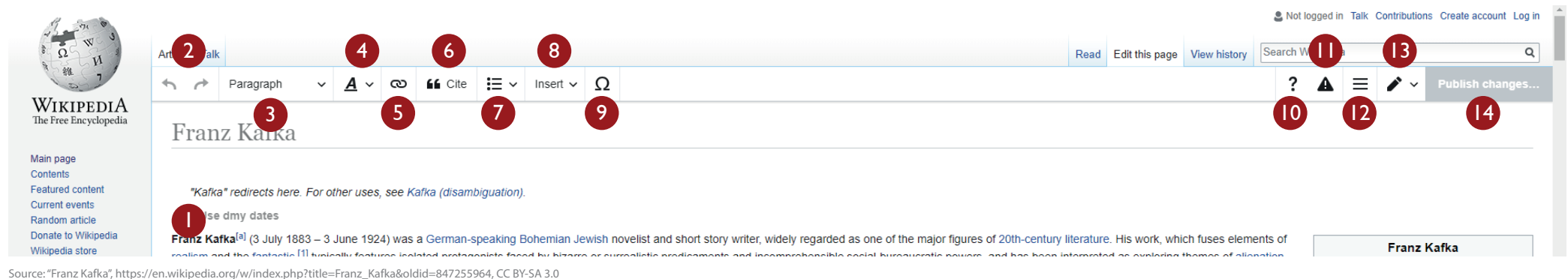**WIKIMEDIA NEDERLAND**

1. Place the cursor in the text and start typing.
2. Left arrow: Undo an operation. Right arrow: Redo an operation.
3. Insert heading: place the cursor on a new line, select the type of heading you want to insert (for example, Heading or Sub-heading 1) and type the name of the heading. Press Enter and on the next line the text layout changes to Paragraph again.

4. Bold and italic text: first select the text, then choose the format you want to add. You can choose other formatting styles like superscript or you can erase styles.
5. Insert link: select the word in the text, click on this symbol and you will immediately receive suggestions. Select the correct one. Is the article you are looking for not listed? Type the name of the item you are looking for and then select it.

6. Cite reference: place the cursor where you want the footnote to appear. Click here and add the URL, DOI or ISBN from the source. Click on 'Generate' and then on 'Insert'. With the 'Manual' option you can enter your own data, for example for a source that does not have a URL, DOI or ISBN. With the 'Re-use' option you can again refer to previously created references.

7. Add list: place the cursor on a new line, choose 'Bullet list' or 'Numbered list' and enter the items. End the list by pressing Enter on an empty line.
8. Insert image: place the cursor in the right place in the text. Choose 'Insert' and then 'Media'. Type a search term and select the correct image. Add a caption (what's on the image?). Click on 'Insert'.

9. Insert symbol: use this button to insert symbols and special characters.
10. Online help, shortcuts and feedback option.
11. Notification that you edit without being logged in on Wikipedia. Your IP address will then be saved and visible to everyone.
12. Options such as adding categories.
13. Switch to Source editing, another way to edit Wikipedia.

14. Finished editing? Then click on 'Publish changes' (this button will be blue). Briefly indicate what you have changed in the Edit summary (for example 'spelling mistake improved'). Click 'Review your changes' to see again what you have changed. Satisfied? Click on 'Publish changes' and your operation will be permanently saved. Congratulations! You helped to make Wikipedia better!