**Cut and Paste Templates for adding information to AquaPedia**

**INTRODUCTION/ SETUP**

Information is added to AquaPedia by using webforms that are similar to the comment boxes on sites like Facebook or news sites that allow comments on articles.

Most of the time, it’s easiest to write the paragraph style material you want to add in a word processing program like Microsoft Word, OpenOffice.org or Google Drive and then cut-&-paste it into AquaPedia

There is one exception: Most wordprocessing programs use “” curly smart quotes. AquaPedia can’t interpret these correctly when they are used in references. If you are using a word processing program, you should change your Options/Tools setting for AutoCorrect to not use “smart quotes”

In Word try: Tools >> AutoCorrect >> Auto Format as you type >> .. and then uncheck “straight quotation marks with smart quotation marks” The menu options for getting here change in different versions of word. A quick google search can help if these instructions don’t apply to your word processing software.

**Water Project type Article – Planning Template**

Before starting, you should log into AquaPedia and find the article you want to update.

Click on "Edit" or "View Form" and familiarize yourself with the 4 tabs.

"FACTS" "DESCRIPTION/HISTORY/OTHER"

"ASSOCIATED PROJECTS" "EXTERNAL LINKS" and

"ARTICLE REVIEW"

You can edit anything, but nothing will be saved until you click "*Save all changes to this page*"

***This Planning Template is to help you organize information before entering it into AquaPedia. It should help making entering information EASIER.***

**For the FACTS tab**

You'll need to answer some basic questions:

**If it is a BUILT project (a dam, canal, water treatment plant, etc)?**

**Which country is it in?**

**which basin is it in?**

*Also, you should look in the FACTS tab for AquaPedia. After selecting the type of project, you are given options for entering numeric facts (such as capacity of a reservoir or average production of a desalination plant). If you can find values for these questions, you should answer them.*

**If it is an ORGANIZATIONAL project (like a commission)**

 **What is its purpose?** (pick as many as apply)

* make decisions related to a resource or group of resources
* implement decisions made regarding a resource or group of resources
* coordinate on matters related to a resource or group of resources
* provide education or outreach
* advisory committee
* formal commission
* other governance structure
* other advisory structure

**What basin is this organization in?**

**What Region is this project in?** If you don't know, you can look at the UNSTATS page for a list of countries in each. http://unstats.un.org/unsd/methods/m49/m49regin.htm

Eastern Africa

Middle Africa

Northern Africa

Southern Africa

Western Africa

Caribbean Central

America South

America Northern

America Central Asia

Eastern Asia

Southern Asia

South-EasternAsia

Western Asia

Eastern Europe

Northern Europe

Southern Europe

Western Europe

Australia and New Zealand

Melanesia

Micronesia

Polynesia

Antarctica

**Are there start or end dates for this project? Include the years**

**References for data**

Keep track of all the references you've used for any numeric values above. Either enter them in the box, or you can use them to cite any facts from above that you write up in the main article.

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| --- |
| TECHNICAL HINTS - Formatting ReferencesYou can include inline references that automatically format for the web. This is the hardest part of formatting information for AquaPedia. It is also very similar to HTML:For each reference used for the information you'll want to replace all the CAPS text with your own values. The quotes MUST be there!Entering the text:This is the sentence for which I would like to provide a citation. <ref name="UNIQUE REFERENCE NAME" > REF TITLE, SOURCE, ETC. YOU MAY INCLUDE LINKS http://whatever.com or [http://whatever.com A Title for Whatever Site]</ref>Formats as This is the sentence for which I would like to provide a citation. [1]…And the citation number links to the actual reference text at the very end of the article. Remember: you can reuse any reference again using <ref name="UNIQUE REFERENCE NAME" />after the first definition of the reference. Note the '/' – it must be there or else it won't work. This is the most common error made in wikitext.  |

**DESCRIPTION/HISTORY/OTHER Tab**

**OVERVIEW**

This is where you can put in a quick, short summary of all the information in your article.

If there isn't one already included, write a paragraph that includes many of the facts you've already gathered that would provide a good introduction to the water feature to someone who didn't know much about it. Make sure that you insert references for facts that need to be cited.

**EXTENDED DESCRIPTION**

This is your article text. Some water projects already have some information here, but some do not. Your job is to improve upon whatever is already there. You can include or re-write aspects of the existing article as you add your additional information and references to it.

You should make sure this addresses relevant aspects of the assignment. You should prepare and proofread your article for grammar, spelling, accuracy, and use of references before trying to add it to AquaPedia.

|  |
| --- |
| TECHNICAL HINTS You can include headings in your article by using=Heading Name=Subheadings can be included by adding additional '=' signs to either side of a heading. ==Level 2 Subheading=====Level 3 Subheading===Each of these headings will automatically add an item to the table of contents for your articleYou can make a bulleted list by adding '\*' in front of each line of textYou can make a numbered list by adding '#' in front of each line of textStray blank spaces at the start of a line make it indent, like a block quote. |

|  |
| --- |
| Reminder: Your assignment requires that you address relevant information on*Relevant historical chronology**Economic data**Agreements Relative to the water body or region or basin**Relevant stakeholders**Cultural Interests associated with this case**Important local knowledge* |

**EXTERNAL LINKS Tab**

If you find any really good online resources for learning about the water feature, you might want to share that link with others. In this tab, you can add new links with descriptions. Some examples: An article about a U.S. River might link to the appropriate USGS streamflow data download page. An article about the Niger might link to the official site for the Niger River Basin. An article about the Kosi might link to a video that shows the river project, the geography and people, produced by a reliable source, such as the World Bank. Make sure to include a working link, a good title, and include information in the description so that people know why they would want to visit that resource. When adding these links you should make sure you think about these questions

 *What's the likelihood that this link will work next year?*

 *Is this information useful to a wide range of people trying to learn about this topic?*

 *Is the information source a reliable source?*

*What is the likelihood that someone would contest the accuracy and relevance of the information that this link provides?*