# National Museum of American History



Wikipedia Editing Workshop

**January 28, 2020** 

Slides courtesy of Wikimedia DC wikimediadc.org



## **Greetings from Wikimedia DC!**

Wikimedia DC is the regional outreach organization for Wikipedia and the other projects of the Wikimedia Foundation. Our mission is to promote participation in Wikimedia projects in Washington, DC, Maryland, Virginia, West Virginia, Delaware and throughout the United States.

This presentation was created by Wikimedia DC for the purpose of training new Wikipedia editors. It may be downloaded using Wikimedia Commons.

More about the Wikimedia Affiliates Model

# Agenda

- Housekeeping
- What is Wikipedia?
- Why edit?
- Wiki projects
- Wikipedia's gender gap

- Basics and policies
- Article anatomy
- Adding/Editing Content
- Other ways to edit
- Uploading images



**Create A Username/Sign-in:** en.wikipedia.org

Not logged in Talk Contributions Create account Log in Search Wikipedia

#### Create account

Username (help me choose) Enter your username

Password

Special page

Enter a password

Confirm password

Enter password again

Email address (optional)

Enter your email address

How do we collect data for detecting bots?

To protect the wiki against automated account

Wikipedia is made by people like you.



851,394,955

edits



5,702,628

articles



121,967

recent contributors

### Navigate to the wiki event page

- 1. Go to en.wikipedia.org
- 2. Enter the following shortcut into the search bar (top right).

# WP:WMDC-NMAH20

3. Bookmark this page. We will use it throughout the day.

## Wiki Event Page

Shortcut

Wikipedia:WMDC-NMAH20

@WikimediaDC

### National Museum of American History Staff Wikipedia Editing Workshop

Did you know that Wikipedia is an openly editable resource, meaning that anyone can improve the quality and accuracy of Wikipedia entries? Join us for a Wikipedia editing workshop and learn how to edit and contribute to Wikipedia with hands-on training provided by representatives from Wikimedia DC. The training will include tips for sharing NMAH resources and tracking Wikipedia page views on topics of interest.

No Wikipedia editing experience necessary.

Laptops are required. Please bring your own. Lunch will be provided.

This event is open to NMAH staff only.



Tuesday, January 28 Time: 10am - 2pm



#### Contents [hide]

- 1 Please sign in
- 2 Presentation

# Wiki Event Page: Sign-in

- 1. Scroll down to the Sign-in section
  - 2. Click the blue 'Sign-in' button

### Please sign in [edit source]

This is for use on the day of the event.

- 1) Select 'Sign in'
- 2) Scroll down on the page that follows and click 'Save changes'.

Your username will automatically be added to the list of attendees.

Sign in

# Wiki Event Page: Sign-in

- 1. Scroll down to the Sign-in section
  - 2. Click the blue 'Sign-in' button

### Please sign in [edit source]

This is for use on the day of the event.

- 1) Select 'Sign in'
- 2) Scroll down on the page that follows and click 'Save changes'.

Your username will automatically be added to the list of attendees.

Sign in

## Wiki Event Page: Sign-in

3. Scroll down on the following page.Do not type anything.



4. Click the 'Publish' button





# Wikipedia Wikipedia

What exactly is it, anyway???

### What is Wikipedia?

Wikipedia is a multilingual, web-based, free encyclopedia based on a model of openly editable content. It is the largest and most popular general reference work on the Internet. [Wikipedia] is supported by the Wikimedia Foundation, a non-profit organization which operates on money it receives from donors.

From Wikipedia (en)

# Wikipedia: the 21st-century encyclopedia



"Imagine a world in which every single person on the planet is given free access to the sum of all human knowledge. That's what we're doing."

-Jimmy Wales, co-founder, Wikipedia

### **About us**



Free as in beer, Free as in freedom ... gratis et libre

Created and edited by volunteers

Overseen by nonprofit Wikimedia Foundation

All edits and versions recorded forever (revision history)

5+ million articles, 270+ languages

### Free...

All content freely licensed without restrictions

Creative Commons Attribution Sharealike or Public Domain

Written content or image/video/audio uploads

Wikimedia Commons - multimedia repository commons.wikimedia.org

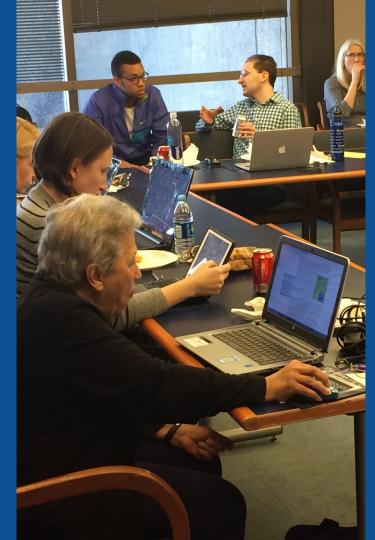
Commercial re-use is absolutely allowed. Google, publishers...



# Wikipedia Basics and Policies

Photo: Georgetown Slavery Archive Editing Workshop
Georgetown University

**Source: Wikimedia Commons** 



### Wikis

- A website where anyone can edit any page at any time
- Meant to be "quick"
- Remembers all versions (nothing ever destroyed)
- Hyperlinks between pages

### Wikipedia Five Pillars

- Wikipedia is an encyclopedia
- Wikipedia is written from a neutral point of view
- Wikipedia is free content that anyone can use, edit, and distribute
- Wikipedia's editors should treat each other with respect and civility
- Wikipedia has no firm rules

### Wikipedia Policies

- Neutral Point of View written so all sides can agree
- Notability significant independent sources -> importance
- Verifiability Using reliable sources to reference information
- No original research point to existing scholarship
- Assume good faith start with congenial spirit
- Conflicts of interest disclose and abide by terms of service

Additional policies: Wikipedia: List of policies

# Why Edit?

Photo: Women's Economic Empowerment Edit-a-thon, Embassy of Sweden

**Source: Wikimedia Commons** 



## Why Edit?

Improve accuracy in Wikipedia

Share useful resources

Help to close content gaps Make the invisible visible

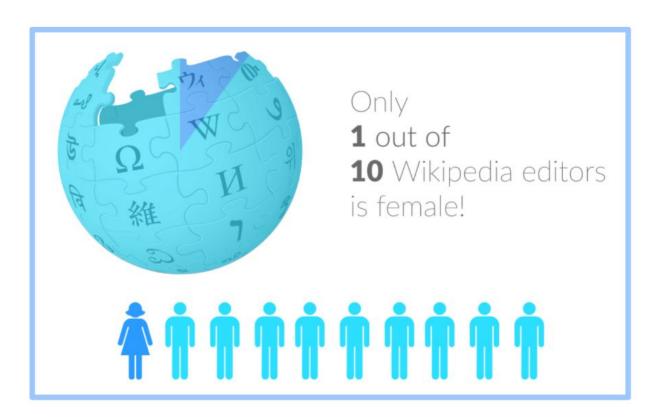
# Wikipedia's Gender Gap

Photo: Art and Feminism Wikipedia-Edit-A-Thon National Museum of Women in the Arts

**Source: Wikimedia Commons** 



### Editor gender gap? Unsilence the silent



### Content gender gap? Make the invisible visible

### Percentage of women's biographies

November 2014

**15%** 

English language Wikipedia January 2020

18.19%

English language Wikipedia

### **How Can We Fix This?**

 Engagement through edit-a-thons, training opportunities and Wikiprojects like Women in Red.

### **Example: NMWA event featured the the BBC**

 Partnerships with nonprofits\*, colleges/universities, government entities and beyond

\*75% of nonprofit employees are female.

These nonprofits include educational, scientific and literary organizations. It's time to engage these 'gatekeepers'.

# Engaging GLAMS

<u>Galleries</u>, <u>Libraries</u>, <u>Archives and Museums</u>

Photo: Art and Feminism Wikipedia-Edit-A-Thon Smithsonian American Art Museum

**Source: Wikimedia Commons** 





The **GLAM-Wiki initiative** ("galleries, libraries, archives, and museums" with Wikipedia; also including botanic and zoological gardens) helps cultural institutions share their resources with the world through collaborative projects with experienced Wikipedia editors.

WikiProject: An area for focused collaboration among Wikipedians.



The GLAM-WIKI project supports GLAMs and other institutions who want to work with Wikimedia to produce open-access, freely-reusable content for the public.

## Why Engage GLAMs?

- Gatekeepers of art, culture and history
  - Subject matter experts
- Access to collections, libraries, images
  - Engaged audiences and stakeholders

## Why Partner with Wikipedia

- Mission fulfillment (education, community engagement, interpretation)
- Share resources and collections with the world
- Drive millions of WP page views per day
- Measure impact by monitoring article views

<sup>\*</sup>Be mindful of the Conflict of Interest Policy

### How Can GLAM Staff Engage with WP

- Host edit-a-thons, editing workshops, scan-a-thons, upload-a-thons, behind the scenes tours
  - Hire a Wikipedian-in-Residence
- Assist WIR or volunteers in accessing your collections
  - Edit on your own while avoiding conflicts of interest

### What is a Wikipedia Edit-a-thon?

- A scheduled time where people edit Wikipedia together, whether offline, online, or a mix of both
- Typically focused on a specific topic, such as science or women's history
  - A way to give newcomers an insight into how Wikipedia works.

### Wikipedians-in-Residence

- Wikipedians who dedicate time to working in-house at an organization
  - Paid staff or volunteers
  - Work to lay the foundation for a lasting partnership between the Wikipedia community and an organization

### **WIR Core Characteristics**

A Wikipedian-in-Residence:

- Serves as a liaison between the organization and the Wikimedia community to promote a mutually beneficial cooperation.
- Promotes understanding of Wikimedia among staff through workshops/events.

### **WIR Core Characteristics**

- Works with organizational staff to digitize, compile, and organize resources to be shared with the Wikipedia community.
- Facilitates the improvement of content by the Wikipedia community, rather than directly editing articles as a core goal.

### **WIR Core Characteristics**

- Coordinates events, such as Scan-a-Thons, Edit-a-Thons, or Backstage Passes, that bring Wikipedians on-site to work with staff on content creation and improvement.
- Formally coordinated by the institution for closer relationship with staff

### **More about the WIR Program**

# GLAM Engagement & Avoiding Conflicts of Interest

Disclose affiliation on user page

Sample Dominic Byrd-McDevitt, Data Fellow,
 Digital Public Library of America

https://en.wikipedia.org/wiki/User:Dominic

# GLAM Engagement & Avoiding Conflicts of Interest

- Do not edit your institution's article. Some non-controversial edits are okay.
- Edit articles about items in your collections Use caution and neutral language
  - Upload photos

# GLAM Engagement & Avoiding Conflicts of Interest

• When in doubt, use an article's talk page to suggest changes.

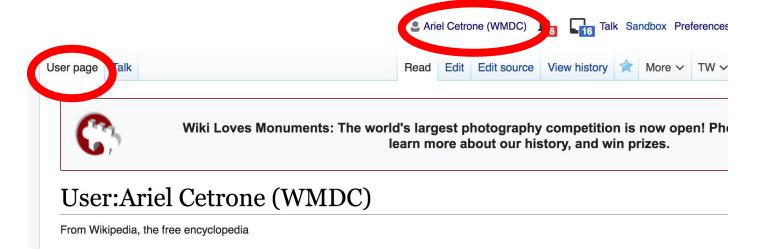
 Share resources with others, i.e, links to collections, secondary sources

# User Page



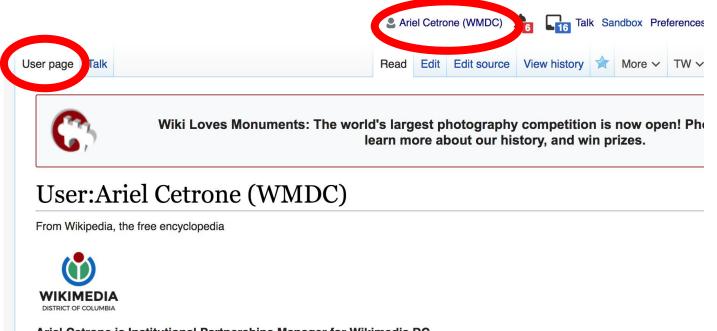
#### **User Page**

- All users/editors are assigned a user page
- Access user page by selecting your username (top right)
  - Share affiliations if you plan to engage as part of your official duties



#### **User Page**

- Opportunity to share information and interests
  - Use is optional



## Talk Page

- Receive messages
- Communicate with other users



# Tabs/Article Anatomy

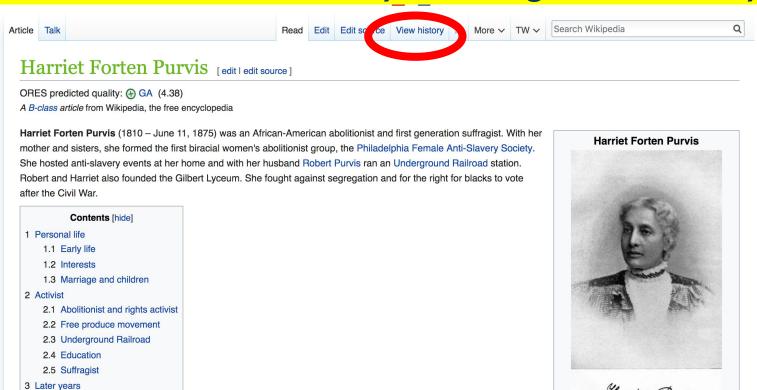
Photo: Hispanic Heritage Month Edit-a-thon National Archives

**Source: Wikimedia Commons** 



# **Exploring Tabs: Article history**

View all edits ever made by selecting 'View History'



# **Exploring Tabs: Article history**

View all edits ever made by selecting 'View History'

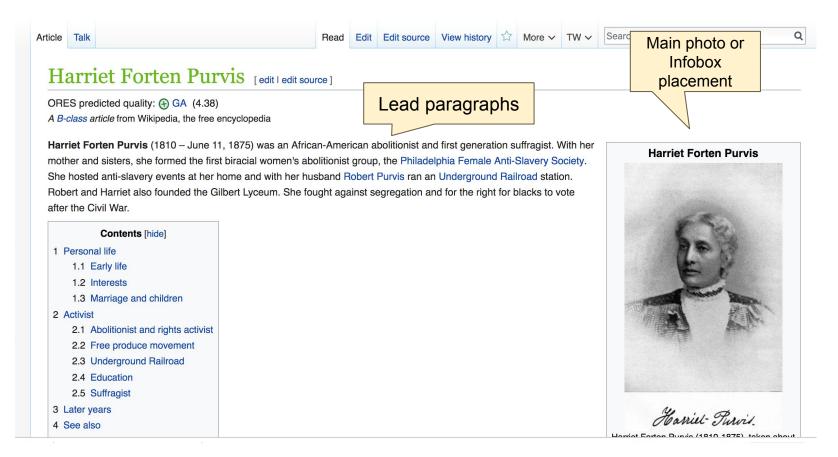


### **Exploring Tabs: Talk Page - Community Discussion**

- Discuss the article with other editors
  - Use is optional



### **Sections: Lead Paragraphs**



#### **Sections: References**

#### Later years [edit | edit source]

In 1873, Robert and Harriet moved to a Mount Vernon neighborhood with Georgianna and Harriet, who were still at home. They kept their Byberry home, Harmony Hall, and rented it to the Pierce family. [7]:186

The family was peselvy a series of illnesses. Three of their sons died, one from meningitis and the others from tuberculosis, which was the cause of Harriet's death on June 11, 1875 [2][7]:186 She died in Washington, D.C., where Robert worked as commissioner of Freedman's Saving Bank, [14] and was buried in Germantown at the Quaker Fair Hill Band Ground [2] at 9th and Cambria. [6]

Two years after the ath, a daughter died. [2] Robert moved to a house in Mount Vernon, Philadelphia. [15] He married the Quaker poet Tacie Townsend, a white woman from Byberry, about 1878. [14]

#### See also editions

African-Amer history

#### References dit | edit source ]

- 1. ^ a b 9 d "Ha Forten Purvis" & Explore PA History. Retrieved March 8, 2015.
- 2. ^ Jk I m n o p q r s t u v w x Julie Winch. "Hariet Davy Forten Purvis".

  The Lite of Our People: Joseph Willson's Sketches of Black Upper-Class Life in Antebellum Philadelphia. Penn State Press. pp. 171–172. ISBN 0-271-04302-4.
- 3. ^ a b c d e f g h i j k l m n Stanley Turkel (January 13, 2005). "Charlotte Forten Grimke".

  Heroes of the American Reconstruction: Profiles of Sixteen Educators, Politicians and Activists. McFarland. pp. 59–61. ISBN 978-0-7864-4250-8.
- 4. ^ a b c d e f Joe Trotter; Eric Ledell Smith (1 November 2010). African Americans in Pennsylvania: Shifting Historical Perspectives & Penn State Press. ISBN 0-271-

- 8. ^ a b c Shirley J. Yee (1992). Black Women Abolitionists: A Study in Activism, 1828-1860 & Univ. of Tennessee Press. ISBN 978-0-87049-736-0.
- 9. ^ a b Dorothy Sterling (1984). We are Your Sisters: Black Women in the Nineteenth Century ☑. W. W. Norton & Company. ISBN 978-0-393-31629-2.
- 10. ^ a b c d Carol Faulkner (May 10, 2011). Lucretia Mott's Heresy: Abolition and Women's Rights in Nineteenth-Century America. University of Pennsylvania Press. p. 193. ISBN 0-8122-0500-6.
- 11. ^ a b c d e f g Charlotte L. Forten (1988). *The Journals of Charlotte Forten Grimké* &. Oxford University Press. p. 10. ISBN 978-0-19-505238-1.

#### **Additional Sections**

External links edit | edit source ]

V • T • E	Underground Railroad	[hide]
People	William L. Chaplin · Levi Coffin · Richard Dillingham · Calvin Fairbank · Thomas Garrett · Laura Smith Haviland · Daniel Hughes · William Cooper Nell · <b>Harriet Forten Purvis</b> · Robert Purvis · John Rankin · Hetty Reckless · Gerrit Smith · William Still · Harriet Beecher Stowe · Charles Turner Torrey · Sojourner Truth · Harriet Tubman · Frances Harper · Delia Webster	* * * * *
Places	List of Underground Railroad sites (houses · churches) · Levi Coffin House · Bialystoker Synagogue · Bilger's Rocks · Wilson Bruce Evans House · Cyrus Gates Farmstead · Sites in Indiana (Allen Chapel · Town Clock Church) · Kelton House · F. Julius LeMoyne House · Negro Fort · John Rankin House · Gerrit Smith Estate · John Freeman Walls Historic Site	
Events	Pearl incident (1848) · Jerry Rescue (1851) · <i>Uncle Tom's Cabin</i> (1852 book) · <i>Dred: A Tale of the Great Dismal Swamp</i> (1856 book) · Oberlin–Wellington Rescue (1858) · Thirteenth Amendment (1865)	
Topics	Songs of the Underground Railroad · Abolitionism in the United States (Abolitionism · opponents of slavery · African-American opponents · publications) · Fugitive slaves · Fugitive slave laws (1850) · Quilts · Signals (lawn jockey) · Slave catcher · <i>The Underground Railroad Records</i> (1872 book)	
Related	Angola, Florida · Fort Mose · Harriet Tubman Underground Railroad National Historical Park · Harriet Tubman Underground Railroad State Park (visitor center) · National Underground Railroad Freedom Center · Harriet Tubman Memorial (Boston) · Negro Fort · The Railroad to Freedom: A Story of the Civil War (1932 book) · A Woman Called Moses (1978 miniseries) · Nicholls Town · Roots of Resistance (1989 documentary) · The Quest for Freedom (1992 film) · Freedom: The Underground Railroad (2013 board game) · Underground (2016 TV series)	
	See also: Slavery in the United States and Slavery in Canada	

Categories (++): 18 births (-) (±) | 1875 deaths (-) (±) | 19th-century African-American activists (-) (±) | African-American abolitionists (-) (±) | Colored Control on people (-) (±) | Activists from Philadelphia (-) (±) | Underground Railroad people (-) (±) | Forten family (-) (±) | American suffragists (-) (±) | (+)

# Editing Existing Articles

Photo: Catergory: Wikimedia DC meetups

**Source: Wikimedia Commons** 

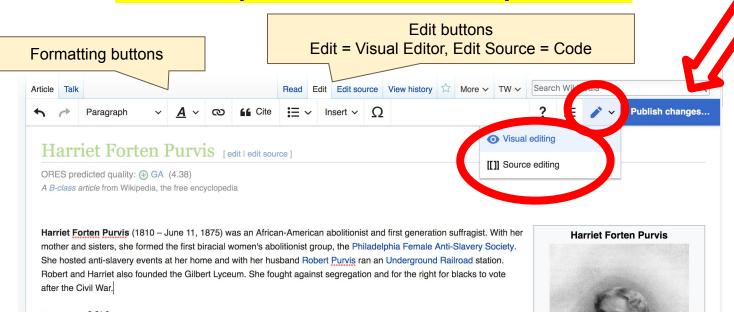


#### Edit w/ Visual Editor = What you see is what you get (mostly)

- 1. Locate article on work list
- 2. Select 'Edit' to use Visual Editor, 'Edit Source' for Source editing
  - 3. Unsure if you are in Visual Editor?

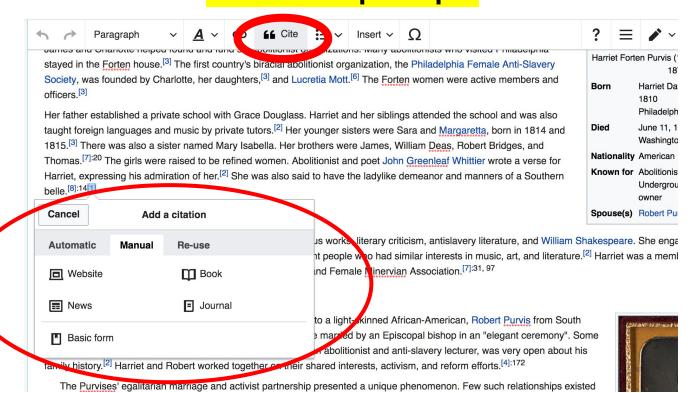
Select the Pencil (red arrow), select 'Visual editing'

4. Edit as you would in a word processor



# Cite your sources

# Place cursor in desired location, select 'Cite' Follow prompts



# **Adding Sections**

#### Later years

In the first and Harriet moved to a Mount Vernon neighborhood with Georgianna and Harriet, who were still at home. They kept their Byberry home, Harmony Hall, and rented it to the Pierce family. [7]:186

The family was beset by a series of illnesses. Three of their sons died, one from meningitis and the others from tuberculosis, which was the cause of Harriet's death on June 11, 1875. [2][7]:186 She died in Washington, D.C., where Robert worked as commissioner of Freedman's Saving Bank, and was buried in Germantown at the Quaker Fair Hill Burial Ground [2] at 9th and Cambria. [6]

Two years after her death, a daughter died. [2] Robert moved to a house in Mount Vernon, Philadelphia. [15] He married the Quaker poet Tacie Townsend, a white woman from Byberry, about 1878. [14]

#### See also

African-American history

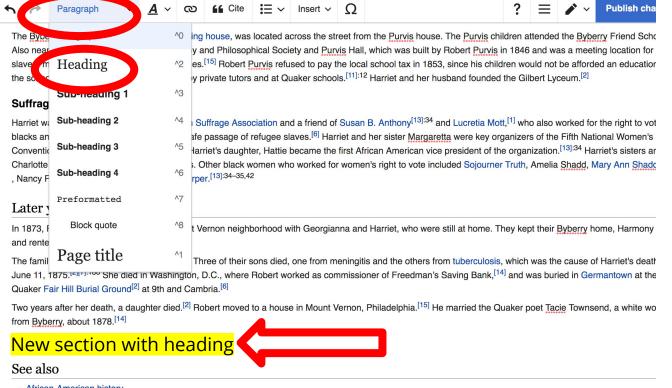
#### References

- 1. ↑ 1.0 1.1 1.2 1.3 "Harriet Forten Purvis" & Explore PA History. Retrieved March 8, 2015.
- ↑ Asante, Molefi Kete (2002). 100 Greatest African Americans: A Biographical Encyclopedia. Amherst, NY: Propertyce. ISBN 978-1-57393-963-9
- 10. † 10.0 10.1 10.2 10.3 Carol Faulkner (May 10, 2011). Lucretia

  Mott's Heresy: Abolition and Women's Rights in Nineteenth-

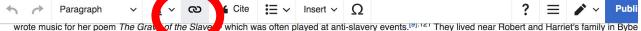
# **Adding Sections**

#### 2. Select 'Paragraph' 3. Select 'Heading' Place cursor



### Create links between articles

#### 1. Select text 2. Select link icon 3. Select article and 'Done'



wrote music for her poem *The Grab of the Slave* which was often played at anti-slavery events. [9].121 They lived near Robert and Harriet's family in Bybe Harriet's brother Robert was left a widow. Left 1840 and his daughter, Charlotte, lived with the Purvis's and received her education from a private tutor. Do segregation in Philadelphia, Robert did not think that she would get a good education in the city. [11]:17 Charlotte "drew personal comfort and intellectual deligation aunt. [11]:10 Charlotte then lived in Salem, Massachusetts with another prominent black family [3] in 1853. [11]:17

Harriet's eight children were one to eighteen years of age in 1850.<sup>[8]:14</sup> Charles Burleigh <u>Purvis</u> was a physician, medical school educator, and the first Africator un a civilian hospital. He attended Oberlin College and Wooster Medical College (Western Reserve). During the Civil War, he served as both a physician for the Union Army.<sup>[12]</sup>

#### Activist

#### Abolitionist and rights activist

Early in their marriage, Harriet had the course mst child and Robert lectured against sick cross the country. Harriet was a member of the Philadelphia I with two of her sisters.[2] In 1838, the convention v Slavery Society and, while pregate , attended the Women's Anti-Slavery Convention in New York in Philadelphia at the new Parasylvania Hall, [2] which was built by the Pennsylvania Anti-Slavery Society, [6] Heart Purvis helped his wife out of the carriage at people who looked on sought that t races.[2] The all was destroyed when it was set on fire Cancel Link **Done** s school.[2][6] Brook and white women participated as ec people who were peslavery. The c organization, whi the races, or misegenation, and were generally conce **External link** Search pages women's interversion in public affair ne was a delegate at the 1838 and 1839 conventions. [6] Not put off by the ot the previous y Q Pennsylvania Anti-Slavery Society. rent a hall in Philad phia in 1839, tl adelphia Womans Anti-Slavery Society fairs, [3] which be and 1861 raised \$32,000 (equivaler of black Sunday schools at the annual: Pennsylvania Anti-Slavery Society School exhibition in Independent After the Thirteenth Amendment wa can Americans. The Female Antislavery Society contin

volved with the Pennsylvania State Equal Rights League and Ameri

resulting approximate [13]:24 Ohan applied for the wight to use for manage [11]:10 and blocks and applied approximation [3]

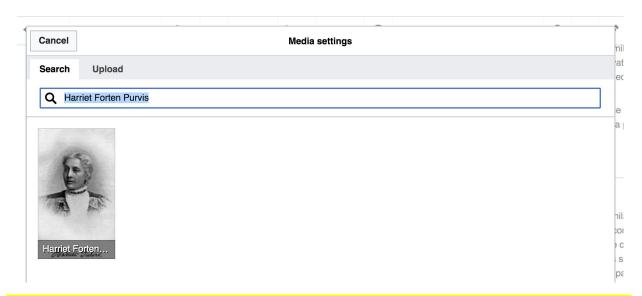
55

### **Adding Photos with Wikimedia Commons**



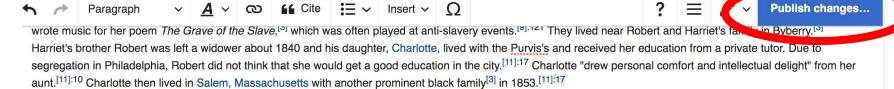
- 1. Place cursor in desired location
  - 2. Select: 'Insert' + Media'
    - 3. Enter search term
- 4. Select photo + 'Use this image'

## Adding Images with Wikimedia Commons



- Search for image and select 'insert'.
- All images must exist in Wikimedia Commons prior to inclusion in Wikipedia

# 'Publish Changes' When Ready



Harriet's eight children were one to eighteen years of age in 1850.<sup>[8]:14</sup> Charles Burleigh <u>Purvis</u> was a physician, medical school educator, and the first African American to run a civilian hospital. He attended Oberlin College and Wooster Medical College (Western Reserve). During the Civil War, he served as both a physician and nurse for the Union Army.<sup>[12]</sup>

#### Activist

#### Abolitionist and rights activist

Early in their marriage. Harriet had the couple's first child and Robert lectured against slavery across the country. Harriet was a member of the Philadelphia Female Anti-

 To quickly abandon changes made to an article, select 'Read' (next to Edit/Edit Source) and your edits will not be saved.

### **Explore linked articles**

- Search hyperlinked articles for relevant information
- 'Copy and Paste' is acceptable between WP articles as long as content is relevant
  - Also a good way to find new sources

# Creating New Articles

Photo: University of Maryland iSchool Disability

Justice Editing Workshop

**Source: Wikimedia Commons** 



# Create A New Article: Three Ways to Get Started

- 1. Start a 'Draft'
- Enter Draft:Article title into WP search bar
  - Click the red link to start the article





#### **Draft** cont.

- Start writing and publish as you go
  - When happy with your draft, select 'More' then 'Move'
- Select 'Article' in menu under New Title, remove 'Draft:' and move page



# Or...

### Start a Draft Article with Article Wizard

# Use the Article Wizard (Wikipedia: Article Wizard)

- Follow prompts
- Publish in draft form



#### Create A New Article cont.

- 2. Start a 'Mainspace' article
- Enter Article title into WP search bar
  - Click the red link to start the article
    - Create
    - Publish





#### Create A New Article cont.

# 3. Practice using your Sandbox

- Select Sandbox
- Select Edit or Edit Source
- Create article or section
- Copy/Paste Sandbox content into a draft of mainspace article



User:Ariel Cetrone (WMDC)/sandbox

# Tips/Other Waysto Edit

Photo: National Rivers and Trails Wikipedia Editing Workshop
Bureau of Land Management

**Source: Wikimedia Commons** 



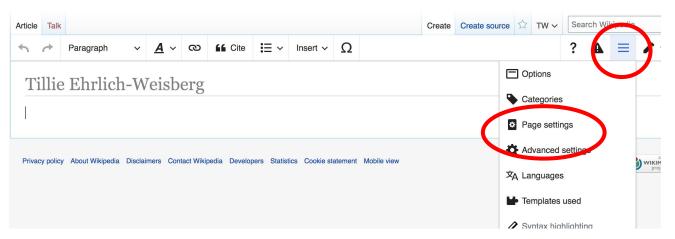
### **Adding Categories**

```
Categories (++): 1810 births (-) (±) | 1875 deaths (-) (±) | 19th-century African-American activists (-) (±) | African-American abolitionists (-) (±) | Sirred Conventions people (-) (±) | Activists from Philadelphia (-) (±) | Underground Railroad people (-) (±) | Forten family (-) (±) | American suffragists (-) (±) | (+)
```

- Leave Editing mode
- 2. Select +
- 3. Type the category name into the field, i.e. American suffragists. Only existing categories will appear in the list of options. You may create new categories.
- 4. Select 'Apply Changes'

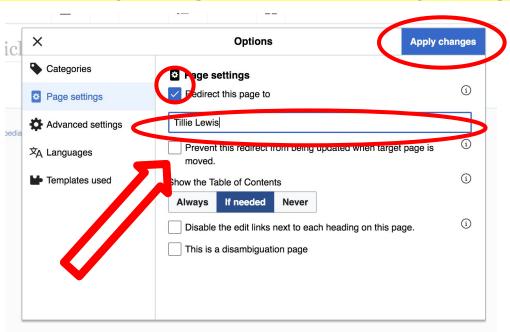
#### Redirects

- 1. Identify target article 'Tillie Lewis'
- 2. Create a new article. Name it the alias. 'Tillie Ehrlich-Weisberg'
- 3. To Redirect, select icon w/ three lines.4. Select Page settings.



#### Redirects cont.

- 5. Select 'Redirect page to'
- 6. Enter name of the target article (Ex. Harriet Forten Purvis)
  - 7. Select Apply changes 8. Select 'Apply changes



# Uploading Photos to Wikicommons

**Photo: Sumner School Archive Editing Workshop** 

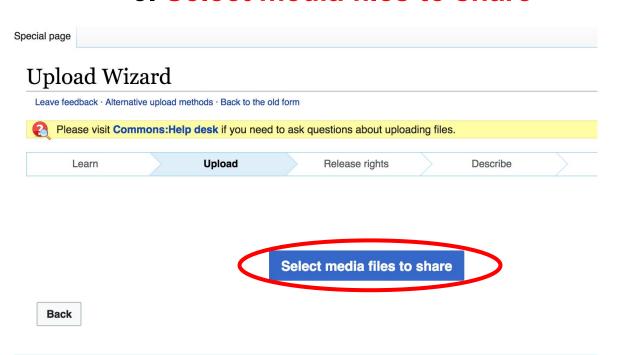
**Source: Wikimedia Commons** 



# Go to commons.wikimedia.org Select Upload



#### 3. Select media files to share



#### 4. Address copyright

#### **Upload Wizard** Leave feedback · Alternative upload methods · Back to the old form Please visit Commons: Help desk if you need to ask questions about uploading files. Release rights Learn Upload Describe Use This site requires you to provide copyright information for this work, to make sure everyone can legally reuse it. This file is my own work. I, Ariel Cetrone (WMDC) , the copyright holder of this work, irrevocably grant anyone the right to use this work under the Creative Commons Attribution ShareAlike 4.0 license (legal code). (Anyone may use, share or remix this work, as long as they credit me and share any derivative work under this license.) Use a different license This file is not my own work. Back

#### 4. Name and caption your photo, add category

