



HOW TO UPLOAD IMAGES TO MAKE WOMEN VISIBLE ON WIKIPEDIA AND THE INTERNET

Whose Knowledge? | #VisibleWikiWomen Campaign Kit | Updated March 2019 | Licensed CC BY-SA 4.0

Do you have an image of a notable woman and you want to make her visible online? You can add her image to Wikipedia as part of the #VisibleWikiWomen campaign.

Don't know where to start? Here are 5 basic steps.

Step 1: [Go to our campaign page and create an account](#)

Step 2: [Upload your image](#)

Step 3: [Make sure your image can be shared on Wikipedia \(aka Release Rights\)](#)

Scenario 1 - [If the image you are uploading is your own work](#)

Scenario 2 - [If the image you are uploading is not your own work](#)

Step 4. [Describe the image and the woman you are making visible](#)

Step 5. [Celebrate! You just contributed to the #VisibleWikiWomen campaign.](#)

Thank you!

STEP 1: GO TO OUR CAMPAIGN PAGE AND CREATE AN ACCOUNT

Go to the [#VisibleWikiWomen campaign](#) page and create your account on Wikimedia Commons.

#VisibleWikiWomen



Wikimedia projects are still missing so many images of notable women and their work. #VisibleWikiWomen is a challenge to add more images of women to Commons and Wikipedia so that those who have been invisible can be fully seen! If you upload images here, they will be counted towards our challenge and made accessible to the world's largest encyclopedia. Thank you for joining this challenge which runs from 8 March until 8 May, 2019! [Learn more about the challenge](#)

[Create an account and upload!](#)



Why do I need to create an account on Wikimedia Commons before I upload my image? Are Commons and Wikipedia the same thing?

If you want to add an image to Wikipedia, you'll first need to add this image not to Wikipedia itself, but to Commons where all the media files (including images) for Wikipedia are stored.

If you already have a Wikimedia Commons account, just log in and follow step #2.

STEP 2: UPLOAD YOUR IMAGE

Once you are logged in, you can go from the [campaign start page](#) to the [upload page](#):

- Choose *Select media files to share*.

The screenshot shows the Wikimedia Commons 'Upload Wizard' interface. At the top right, there are language and user options (English, Aadele) and utility links (Talk, Preferences, Beta, Watchlist, Uploads, Contributions, Log out). A search bar is present. The main heading is 'Upload Wizard' with sub-links for feedback and alternative methods. A yellow banner prompts users to visit the Commons:Help desk. Below this is a message: 'Thanks for participating in #VisibleWikiWomen!' accompanied by a logo. A progress bar shows the 'Upload' step is active. A large blue button labeled 'Select media files to share' is centered on the page. A 'Back' button is at the bottom left.

- Select the image file from your personal device and then *Continue*.

This screenshot shows the 'Upload Wizard' after a successful upload. The progress bar now highlights the 'Upload' step. Below the progress bar, a thumbnail of the uploaded image is displayed with the caption 'Foto Camila de Moraes 1.png' and the status 'Uploaded'. A red 'Remove' button is next to the image. A green checkmark icon indicates success. At the bottom, there is an 'Add more files' button, a 'Back' button, and a 'Continue' button with the message 'All uploads were successful!'.

STEP 3: MAKE SURE YOUR IMAGE CAN BE SHARED ON WIKIPEDIA (AKA RELEASE RIGHTS)

Now that you have got to the Release rights step, don't let this title scare you away! Wikimedia Commons, which is where the media files from Wikipedia are stored, needs to know that you have the rights or permissions to freely and openly share the image on Wikipedia.

There are two possible scenarios:

Scenario 1 - If the image you are uploading is **your own work**

Scenario 2 - If the image you are uploading is **not** your own work

SCENARIO 1 - IF THE IMAGE YOU ARE UPLOADING IS YOUR OWN WORK

When you create something, like a photo, illustration, song, etc, you are the owner (also known as the copyright or rights holder) of that creative work. This is true whether you are an individual or an organization - and organizations can upload images to Wikimedia Commons too!

You have the right and the choice to share (or not share) what you created. For this campaign, when you decide to add a photo of a woman that is not yet on Wikipedia, you are making the generous choice to offer the rights of that photo to the world, so other people can not only see it but also share, reuse, modify, remix, and basically interact with it in multiple ways, including in educational, non-profit and for-profit contexts. The most important part of the free and open Wikipedia license is that anyone who uses your work, must also acknowledge and attribute your creative contribution in their own use!

***Why does this matter?** Wikipedia is a not-for-profit, free and open online encyclopedia. Anyone can read and modify Wikipedia without seeing ads or sacrificing their safety and privacy. Wikipedia serves the world by providing cultural and educational work that has been collectively created by volunteers from around the world. As we ask you to make more women visible on Wikipedia, we are also asking you to join in Wikipedia's spirit of solidarity and collaboration. Thank you for your generosity!*



Now that you understand what it means to release the rights of your image, you will select the option This file is my own work as seen below. If you are an organization uploading images from your collection, this is also an option you can choose.

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.

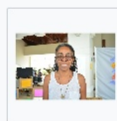
Learn

Upload

Release rights

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, , 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.)

In this example, [this photo](#) of Brazilian activist Jurema Werneck was taken and uploaded by the user Wotancito, and it is Wotancito's own work. She took the photo, and she has decided to share it on Wikipedia under a [free license](#).



Creative Commons is an organization and community that provide authors and right holders of creative work with free licenses when they choose to share their work with the world. These licenses allow any creative work to be shared, reused and remixed. Wikipedia and Wikimedia Commons use Creative Commons licenses, including for image files, because the volunteer community believes in sharing knowledge openly and freely.

You are almost done! Now go to [Step 4: Describe your image](#).

SCENARIO 2 - IF THE IMAGE YOU ARE UPLOADING IS NOT YOUR OWN WORK

Let's say you have [an image you found online](#) and want to add this image to Wikipedia as part of our campaign. But that image is not your own work! When that happens, you should select the option *This file is not my own work* on our campaign page. Then, this is what you will see:

The screenshot shows a multi-step process bar with 'Learn', 'Upload', 'Release rights' (highlighted), 'Describe', and 'Use'. Below the bar is a preview of a photo of a woman. The main form area contains the following elements:

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.

This file is not my own work.

Source
Where this digital file came from — could be a URL, or a book or publication.

Author(s)
The name of the person who took the photo, or painted the picture, drew the drawing, etc.

Now tell us why you are sure you have the right to publish this work:

- ▶ **The copyright holder published this work with the right Creative Commons license**
- ▶ **The copyright holder published their photo or video on Flickr with the right license**
- ▶ **The copyright has definitely expired in the USA**
- ▶ **This work was made by the United States government**
- ▶ **Another reason not mentioned above**

SOURCE

The first thing you will need to add here is where the image (or illustration, drawing, etc) came from. Chances are you've found your image online, so just copy and paste the URL of that image as seen in the example below:

Source

Where this digital file came from — could be a URL, or a book or publication.

<https://www.flickr.com/photos/145674318@N05/32654067698/in/dateposted/>

AUTHOR (s)

Now you will need to add the name of the person (or the organization) who took the photo. Just notice that both people and organizations can be copyright holders for images you may find.

Author(s)

The name of the person who took the photo, or painted the picture, drew the drawing, etc.

Mídia|Ninja

NOW TELL US WHY YOU ARE SURE YOU HAVE THE RIGHTS TO PUBLISH THIS WORK

There are 6 different options you could choose from. In this guide, we will cover the 3 most common cases. Got a tricky case? Email us at visiblewikiwomen@whoseknowledge.org for more help.

- **The copyright holder published this work with the right Creative Commons license.** If the photo has been downloaded from a website and has a Creative Commons license, select the same license used by the copyright holder. If you can, check if the image itself has a free license (some websites have free licenses but not all the images on that website are free!).

▼ The copyright holder published this work with the right Creative Commons license

Not all Creative Commons licenses are good for this site. Make sure the copyright holder used one of these licenses.

If the work is already published online, but not under that license online, or if you aren't the copyright holder of the work, please follow the steps described at [COM:OTRS](#) (the copyright holder has to send an email with relevant permission) and add `{{subst:OP}}` to the "Source" field above.

- Creative Commons Attribution ShareAlike 4.0 ([legal code](#))  
- Creative Commons Attribution ShareAlike 3.0 ([legal code](#))  
- Creative Commons Attribution ShareAlike 2.5 ([legal code](#))  
- Creative Commons Attribution 4.0 ([legal code](#)) 
- Creative Commons Attribution 3.0 ([legal code](#)) 
- Creative Commons Attribution 2.5 ([legal code](#)) 
- Creative Commons CC0 Waiver (release all rights, like public domain: [legal code](#)) 

- The copyright holder published their photo or video on Flickr with the right license. In this case, select the license used by the copyright holder on the Flickr page.

▼ **The copyright holder published their photo or video on Flickr with the right license**

Check the "License" header on the side of the Flickr page. Both the icons and license name that they used have to match one of the choices here.

- Creative Commons Attribution ShareAlike 2.0 (legal code) 
- Creative Commons Attribution 2.0 (legal code) 
- Original work of the US Federal Government

- The copyright has definitely expired in the USA. The image is usually in the public domain - i.e. freely available to the world - if the author of that creative work (the artist, photographer, etc) died more than 70 years ago. Wikimedia Commons only hosts images that are in the public domain in the [United States](#) as well as in the [country of origin](#). It can be really tricky to determine if an image is under public domain so it's okay to be unsure! If that's your case, please email us at visiblewikiwomen@whoseknowledge.org and we'll be happy to help. If you are sure your image is under public domain, go ahead and select the public domain option that best fits as follows:

▼ **The copyright has definitely expired in the USA**

Wikimedia Commons is located in the USA, so the work must be out of copyright in that country.

- First published in the United States before 1923
- First published before 1923 and author deceased more than 70 years ago
- Faithful reproduction of a painting in the public domain because the artist died more than 70 years ago ([learn more](#))

Once you've made your selection, save your work and continue to the next step.



If you have private permission to publish the image online, you'll need to publicly demonstrate that it has been shared under a free license: please follow the steps described in the guide [Getting and giving consent for images on Wikipedia](#) - the creator will need to email a short note giving their consent. Please do this, so that the image is not deleted after you upload it. We don't want your effort to go to waste!

STEP 4. DESCRIBE THE IMAGE AND THE WOMAN YOU ARE MAKING VISIBLE

Now, you'll need to describe the image you are uploading so that everyone will be able to find it. This step is important to make sure that your image gets used and the women you're celebrating get seen!

These are the fields you should fill in:

- **Title:** Name your image something unique and descriptive, using plain language with spaces. If you can, put the name of the woman in your image title.



Image title

Create a unique descriptive title using plain language with spaces. Omit the file extension, if any.

Estela Bezerra

- **Description:** Briefly describe anything you know about the image. For example, you could mention the main things that are depicted, the occasion, or the place it was taken.

Description

Provide all information that will help others understand what this file represents.



Portuguese ▾

Estela Bezerra (PSB) Deputada Estadual na Paraíba.

- **Date:** Say when the work was created or first published, as best as you know. If you know the exact date, we recommend you add it in the YYYY-MM-DD format. If you don't know the date, don't let that stop you. Use the pencil icon to add an approximate date or say you don't have the exact date.

Date work was created or first published

Choose the date this work was created or first published.

  Sat, 8 Dec 2018

*If you are a Commons pro and prefer to upload your image using something other than our campaign uploader, please remember to always use the category **VisibleWikiWomen** or **subcategory** for this **current year** along with other relevant categories, so we can find your images easily. For those using our campaign page, the basic categories will be added automatically for you!*



Once you've completed these fields, click **Publish** and your image will be saved.

STEP 5. CELEBRATE! YOU JUST CONTRIBUTED TO THE #VISIBLEWIKIWOMEN CAMPAIGN. THANK YOU!

You have just helped to make a notable woman more visible on Wikipedia, the most read encyclopedia in the world. And you have made available a common cultural resource for all humanity! :)

WHAT'S NEXT?

Browse all [#VisibleWikiWomen images](#).

Learn more about the [VisibleWikiWomen Campaign](#) and other ways to get involved.



RELATED RESOURCES

- [Getting and giving consent for images on Wikipedia](#)
- [How to find images on the internet to illustrate Wikipedia](#)
- [Dos and Dont's for adding images to Wikimedia Commons and Wikipedia](#)
- [How to create drawings for Wikipedia](#)
- [How to ask for image donations](#)