Editing Wikipedia: The Basics



WIKIPEDIA The Free Encyclopedia

Slides by Wikimedia DC

## **Greetings from Wikimedia DC!**

Ariel Cetrone - Institutional Partnerships Manager Wikipedia Username: @Ariel Cetrone (WMDC)

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.

More about the Wikimedia Affiliates Model

# Greetings from National Agricultural Library

Jamie Flood - Wikipedian-in-residence Wikipedia Username: @Jamie-NAL

USDA National Agricultural Library is the world's largest collection devoted to agriculture and related sciences.

My work at the library focuses on training NAL & USDA employees in editing and sharing NAL/USDA resources and research via editing/linking/resource sharing.

## Navigate to Wikipedia/ Create Username or Log-in 1. Go to en.wikipedia.org 2. Create username or log-in (top right)

	Not logged in Talk Contributions Create account Log in
Special page	Search Wikipedia
Log in	
Username	

Enter your username

Password

## Navigate to the Wiki Event Page

## Search WMDC-Editing top right search bar

#### @WikimediaDC

#### Learn to Edit Wikipedia - Social Distancing Edition

Join us for a fully remote Wikipedia editing training session. Learn about Wikipedia's policies and the basics of editing. This workshop will take place on Zoom. Attendees will receive a dedicated link to Zoom prior to the workshop. If you don't already have a Wikipedia username, please create one before proceeding to Zoom.

This workshop is presented by Wikimedia DC, the DC region's official Wikipedia affiliate.

Wikimedia DC will continue to offer remote workshops over the course of the next few weeks. Like our regular in-



Shortcut WMDC-Editing



## 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)

6+ million articles, 270+ languages

75k active editors/month, 11k very active editors/month

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# 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 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

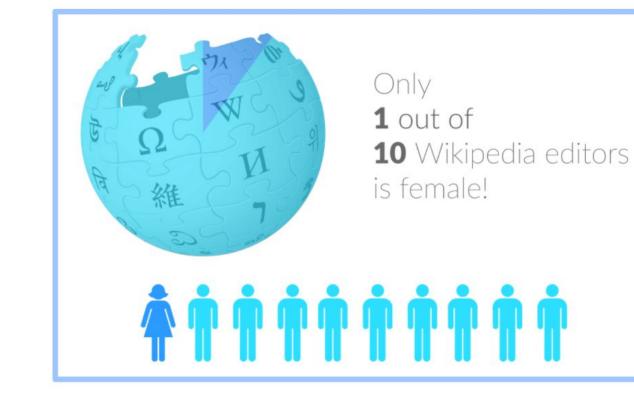
# Wikipedia's Gender Gap

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 March 2020 18.27% **15% English** language **English** language Wikipedia Wikipedia

### How Can We Fix This?

- Engagement through edit-a-thons, training opportunities and <u>Wikiprojects</u> <u>like Women in Red. (Example: NMWA event featured the BBC)</u>
- 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'.

\*Source The White House Project's 2009 report, *Benchmarking Women's Leadership*,

# Set Preferences

Photo: Vietnam-Era US Coast Guard Records Editing Workshop National Archives

Source: Wikimedia Commons



#### **Set Editing Preferences: Activate Visual Editor**

# Open the Wiki event page or any Wikipedia article Select 'Preferences' (Top right of the page)



Shortcut: WP:DCMEET

#### **Set Editing Preferences: Activate Visual Editor**

#### 3. Select the 'Editing' tab

#### Preferences

For information about the settings on this page, see Help:Preferences.

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4. Scroll down to 'Editor'

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> <mark>6. Save</mark> (Bottom left)

#### Preferences For information about the settings on this page, see Help:Preferences. User profile Appearance Editing Recent changes Watchlist Search Gadgets Beta features Notific General options Enable section editing by right clicking on section titles Edit pages on double click Enable showing appreciation for other users with the WikiLove tab Enable parser migration tool This adds a sidebar link giving access to a tool for migrating page text to new versions of the MediaWiki parser. Editor rea ont style: Edit Monospaced font \$ Prompt me when entering a blank edit summary Warn me when I leave an edit page with unsaved changes Show edit toolbar (requires JavaScript) Enable enhanced editing toolbar Tomperarily disable the viewal aditor while it is in beta Editing mode: Show me both editor tabs

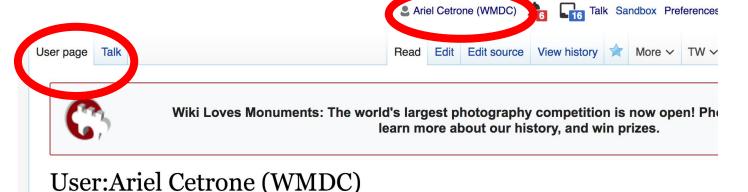
# User Page



#### **User Page**

#### All users/editors are assigned a user page

#### Access user page by selecting your username (top right)



From Wikipedia, the free encyclopedia



Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.

#### **User Page**

# Opportunity to share information and interests Use is optional Ariel Cetrone (WMDC) Talk Sandbox Preferences User page Talk



#### User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia



Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.



#### 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'



#### Elizabeth Catlett [edit | edit | source ]

ORES predicted quality: TA (5.14) A C-class article from Wikipedia, the free encyclopedia

**Elizabeth Catlett** (April 15, 1915<sup>[2]</sup> – April 2, 2012)<sup>[3]</sup> was an African-American graphic artist and sculptor best known for her depictions of the African-American experience in the 20th century, which often focused on the female experience. She was born and raised in Washington, D.C. to parents working in education, and was the grandchild of freed slaves. It was difficult for a black woman in this time to pursue a career as a working artist. Catlett devoted much of her career to teaching. However, a fellowship awarded to her in 1946 allowed her to travel to Mexico City, where she worked with the Taller de Gráfica Popular for twenty years and became head of the sculpture department for the Escuela Nacional de Artes Plásticas. In the 1950s, her main means of artistic expression shifted from print to sculpture, though she never gave up the former.

Her work is a mixture of abstract and figurative in the Modernist tradition, with influence from African and Mexican art traditions. According to the artist, the main purpose of her work is to convey social messages rather than pure aesthetics. While not very well known to the general public, her work is heavily studied by art students looking to depict race, gender and class issues. During her lifetime, Catlett received many awards and recognitions, including membership in the Salón de la Plástica Mexicana, the Art Institute of Chicago Legends and Legacy Award, honorary doctorates from Pace University and Carnegie Mellon, and the International Sculpture Center's Lifetime Achievement Award in contemporary sculpture.



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Contents [hide]

1 Early life

Elizabeth Catlett, 1986 (photograph by Fern

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## **Exploring Tabs: Article history**

#### View all edits ever made by selecting 'View History'

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

# Discuss the article with other editors Use is optional



From Wikipedia, the free encyclopedia

This article is of interest to the following WikiProjects: [his							
WikiProject Biography / Arts and Entertainment	(Rated C-class)	[show]					
WikiProject United States / District of Columbia	(Rated C-class, Low-importance)	[show]					
WikiProject Chicago	(Rated C-class)	[show]					
WikiProject Visual arts	(Rated C-class)	[show]					
Archives of American Art project	(Rated C-class, Low-importance)	[show]					
WikiProject African diaspora	(Rated C-class, Top-importance)	[show]					
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fact from this article was featured on Wikipedia's Main Page in the On this day... section on April 2. 2017.



s article is or was the subject of a Wiki Education Foundation-supported course assignment. Further details are

Discussion

### **Sections: Lead Paragraphs**

#### Elizabeth Catlett [edit | edit | edit source]

ORES predicted quality: TA (5.14) A C-class article from Wikipedia, the free encyclopedia

#### Lead paragraphs

**Elizabeth Catlett** (April 15, 1915<sup>[2]</sup> – April 2, 2012)<sup>[3]</sup> was an African-American graphic artist and sculptor best known for her depictions of the African-American experience in the 20th century, which often focused on the female experience. She was born and raised in Washington, D.C. to parents working in education, and was the grandchild of freed slaves. It was difficult for a black woman in this time to pursue a career as a working artist. Catlett devoted much of her career to teaching. However, a fellowship awarded to her in 1946 allowed her to travel to Mexico City, where she worked with the Taller de Gráfica Popular for twenty years and became head of the sculpture department for the Escuela Nacional de Artes Plásticas. In the 1950s, her main means of artistic expression shifted from print to sculpture, though she never gave up the former.

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Main photo or Infobox placement

Elizabeth Catlett



Elizabeth Catlett, 1986 (photograph by Fern

Contents [hide]

#### **Sections: References**

#### Early life [edit | edit source]

Catlett was born and raised in Washington, of three children. Both of her parents worked in University, the then D.C. public school syster support the household.<sup>[2][4][6]</sup>

Catlett's interest in art began early. As a chil school, she studied art with a descendant of

References [edit | edit source]

1. A a b c d e f g h i Boucher, Brian (April 3, 2012), "Elizabeth C in America magazine. Retrieved February 11, 2015. ∧abcdefghijklmnopqrstuvy v z aa ab ac ad Karer 2012), "Elizabeth Catlett, Sculpte ive on Social Issue References or York Times, Retrieved Febru 3 ∧abcdefghijklmno notes Mexico City: CONACULTA/IN (Inline citations) 4. A a b c d e f g h i j k "Elizabeth Cat b-2012" R. National Museum for Women in the Arts. Retrieved February 11, 2015.

C.<sup>[3][4]</sup> Both her mother and father were the children of freed slaves, and her grandmother told her stories about the capture or placks in Africa and the hardships of plantation life.<sup>[4][5][6]</sup> Catlett was the youngest cation; her mother was a truant officer and her father taught in Tuskegee ther died before she was born, leaving her mother to hold several jobs to

> me fascinated by a wood carving of a bird that her father made. In high Douglass.<sup>[5]</sup>

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  - 15. A "Catlett Residence Hall | Campus Maps & Tours" R. maps.uiowa.edu. Retrieved 2018-08-10.
    - 16. ^ a b c d e f g h i j k "Elizabeth Catlett: The power of form". The World & I. 13 (7): 118-123. July 1998.
    - 17. ^ a b c "5 Things to Know About Elizabeth Catlett". Scholastic Art. 42 (4): 10. February 2012.
    - 18. ^ a b c d e f Keyes, Allison (February 12, 2012). "Black, Female And An Inspirational Modern Artist" &. National Public Radio. Retrieved February 11, 2015.
    - 19. ^ "Fallece la escultora y grabadora Elizabeth Catlett: MÉXICO OBITUARIO". EFE1

#### **Additional Sections**

Further reading

[et l edit source]

... Elizabeth Catlett in Mexico. Seatle 2000.

- LaDuke, Betty. "African/American Sculptor Elizabeth Catlett: A Mighty Fist for Social Change," in *Women Artists: Multicultural Visions*. New Jersey, 1992, pp. 127–144.
- Merriam, Dena. "All History's Children: The Art of Elizabeth Catlett," Sculpture Review (vol. 42, no. 3, 1993), pp. 6–11.
- Tesfagiogis, Freida High W., "Afrofemcentrism and its Fruition in the Art of Elizabeth Catlett and Faith Ringold", in Norma Broude and Mary D. Carrard, eds. *The Expanding Discourse: Feminism and Art History*. New York, 1992, pp. 475–86.

External links

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Listings for over 25 works produced by Elizabeth Catlett during her time at the Taller de Gráfica Popular can be viewed at Gránica Mexclana 2.



- Elizabeth Catlett Online ⊘. ArtCyclopedia guide to pictures of works by Elizabeth Catlett in art museum sites and image archives worldwide.
- African American World . Arts & Culture . Art Focus IPBS 🕫 [permanent dead link] Elizabeth Catlett page of the Social Activism section of the PBS article on African-American artists



# Editing Existing Articles

Photo: Category: 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' **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 Edit buttons Edit = Visual Editor, Edit Source = Code Formatting buttons Edit source View history 🟠 More 🗸 TW 🗸 Search Wiki Edit Article Talk 2 Ξ× Insert v O Publish changes.. **G**Cite Paragraph • Visual editing Elizabeth Catlett [edit | edit | edit | source ] [1] Source editing ORES predicted quality: $rac{1}{2}$ FA (5.14) A C-class article from Wikipedia, the free encyclopedia

**Elizabeth Catlett** (April 15, 1915<sup>[1]</sup> – April 2, 2012)<sup>[2]</sup> was an African-American graphic artist and sculptor best known for her depictions of the African-American experience in the 20th century, which often focused on the female experience. She was born and raised in Washington, D.C. to parents working in education, and was the grandchild of freed slaves. It was difficult for a black woman in this time to pursue a career as a working artist. Catlett devoted much of her career to

Elizabeth Catlett

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

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At Howard University, Catlett's professors included artist Lois Mailou Jones and philosopher Alain Locke.<sup>[3]</sup> She also came to know artists James Herring James Wells and future art historian James A. Porter <sup>[4][10]</sup> Her tuition was paid for by her mother's savings

### **Adding Sections**

#### Career

Very carry in her career, <u>Catlett</u> accepted a Public Works of Art Project assignment with the federal government for unemployed artists during the 1930s. However, she was fired for lack of initiative, very likely due to immaturity. The experience gave her exposure to the socially-themed work of Diego Rivera and Miguel <u>Covarrubias</u>.<sup>[4]</sup>

Much of her career was spent teaching, as her original intention was to be an art teacher. After receiving her undergraduate degree, her first teaching position was in the Durham, NC school system. However, she became very dissatisfied with the position because black teachers were paid less. Along with Thurgood Marshall, she participated in an unsuccessful campaign to gain equal pay.<sup>[9]</sup> After graduate school, she accepted a position at Dillard University in New Orleans in the 1940s. There, she arranged a special trip to the Delgado Museum of Art to see the Picasso exhibit. As the museum was closed to blacks at the time, the group went on a day it was closed to the public.<sup>[1]</sup> She eventually went on to chair the art department.<sup>[4]</sup> Her next teaching position was with the George Washington Carver School, a community alternative school in Harlem, where she taught art and other cultural subjects to workers enrolled in night classes.<sup>[4]</sup> Her last major teaching position was with the Escuela Nacional de Artes Plásticas at the National Autonomous University of Mexico



Sharecropper, 1952, printed 1970

## **Adding Sections**

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#### Awards and recognition

Durina Catlett's lifetime she received numerous awards and recoanitions.<sup>[9]</sup> These include First Prize at the 1940 American Nearo Exposition in

## **Create links between articles**

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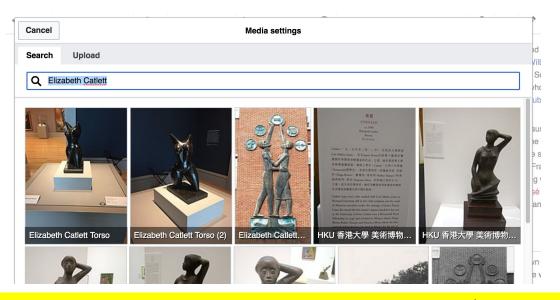
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### **Adding Photos with Wikimedia Commons**

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### **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

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atlett moved to New Orleans to work at Dillard University, spending the summer breaks in Chicago. During her summers, she studied ceramos at the Art nicago and lithography at the South Side Community Art Center.<sup>[2][9][13]</sup> In Chicago, she also met her first husband, artist Charles Wilbert White. The couple 41.<sup>[2][4][16]</sup> In 1942, the couple moved to New York, where <u>Catlett</u> taught adult education classes at the George Washington Carver School in Harlem. She ithography at the Art Students League of New York, and received private instruction from Russian sculptor <u>Ossip Zadkine</u>,<sup>[2][9][13]</sup> who urged her to add ients to her figurative work.<sup>[1]</sup> During her time in New York, she met intellectuals and artists such as Gwendolyn Bennett, W. E. B. Dubois, Ralph Ellison, ghes, Jacob Lawrence, Aaron Douglas, and Paul Robeson.<sup>[4][5]</sup>

ett received a Rosenwald Fund Fellowship to travel with her husband to Mexico and study.<sup>[3][13]</sup> She accepted the grant in part because at the time was trending toward the abstract while she was interested in art related to social themes.<sup>[4]</sup> Shortly after moving to Mexico that same year, Catlett divorced 1947, she entered the Taller de Gráfica Popular, a workshop dedicated to prints promoting leftist social causes and education. There she met printmaker

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

Publish changes...

### **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

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From Wikip	edia, the free encyclopedia								

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## **Or...**

## **Start a Draft Article with Article Wizard**

### Use the Article Wizard (Wikipedia: Article Wizard) • Follow prompts

## Publish in draft form

Wikipedia Article Wizard Welcome

Thank you for your interest in contributing to Wikipedia!

Before starting the process of creating an article, you can get the hang of things by first editing in **your sandbox**. It's a great way to practice your editing skills without affecting live articles.

If you need some help along the way, check out our editing guide.



**Edit sandbox** 

## **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

	Search Wikipedia	<mark>Article title</mark>	Q
15.			$\otimes$



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## **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** Ways to Edit

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

Source: Wikimedia Commons



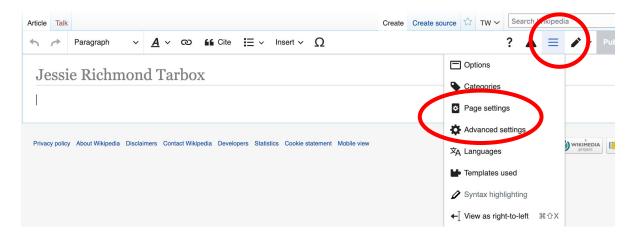
### **Adding Categories**

Category: American sculptors 5 births (-) (±) 2012 deaths (-) (±) Mexican sculptors (-) (±) Activists for African-American	rican civil rights (-) (±)
American emigrants to Mexico (-) (±) American sculptors (-) (±) African-American sculptors (-) (±) African	n-American artists (–) ( $\pm$ )   Feminist artists (–) ( $\pm$ )
Howard University alumni (-) (±) University of Iowa alumni (-) (±) School of the Art Institute of Chicago alum	mni (–) (±) Artists from Washington, D.C. (–) (±)
Naturalized citizens of Mexico (-) (±) Delta Sigma Theta members (-) (±) Escuela Nacional de Pintura, E	cultura y Grabado "ta Loneralda" alumni (-) (±)
American women printmakers (-) (±)   20th-century American women artists (-) (±)   20th-century American p	printmakers (–) $(+)$ (+)

- 1. Leave Editing mode
- 2. Select +
- Type the category name into the field, i.e. 20th-century American women artists . Only existing categories will appear in the list of options. You may create new categories.
- 4. Select 'Apply Changes'

### Redirects

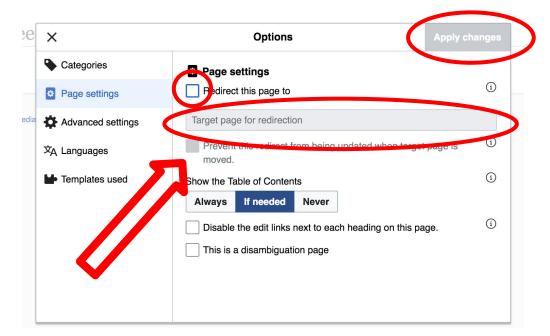
- Identify target article 'Jessie Tarbox Beals'
   Create a new article. Name it the alias. 'Jessie Richmond Tarbox'
  - To Redirect, select icon w/ three lines.
     4. Select Page settings.



### **Redirects cont.**

5. Select 'Redirect page to'

6. Enter name of the target article (Ex. Jessie Tarbox Beals) 7. Select Apply changes 8. Select 'Apply changes



## Uploading Photos to Wikicommons

Photo: Sumner School Archive Editing Workshop

Source: Wikimedia Commons



## Adding Photos 1. Go to commons.wikimedia.org 2. Select Upload



### **Adding Photos**

#### 3. Select media files to share

Special page

#### 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	>
		/		



Back

## Adding Photos4. 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

Next

○ This file is not my own work.

Back

### **Adding Photos**

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

Temple Israel Portsmouth New Hampshire   Description *   English   Temple Israel Portsmouth New Hampshire   Add a description in another language   Date work was created or first published *   Date work was created or first published *   1   1   2018-07-08 12:47:06   Categories   (1)   Synagogues in the United States × Add a category   * Add location and more information   Latitude   Longitude   Heading   43.076563888889   -70.755905555556   186.83913043478262   Other information   (1)	Title *			í
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	Other information			í

## Exploring Collections from home!

Jamie Flood Wikipedian-in-Residence, National Agricultural Library @Jamie-NAL on Wikipedia email-jamie.flood2@gmail.com

## **Staying home?**

There are still a lot of great collections that can be remotely/virtually accessed
 Some of them are only available online!

**Online Collections** 

•Great opportunity for resources for writing & editing articles

Opportunity to find online publications written by someone you admire
 Even if you feel like you can't add content to an individual's article – you can still add and link to publications by or about them that are found online! Example:
 <u>Foster Mohrhardt</u>

### **Digital Public Library of America**

- 36,807,992 images, texts, videos, and sounds from multiple collections and partners from across the United States
- Online Exhibits that can give great ideas for editing gaps!
- Primary source sets around historical moments/topics
- Entire collection is searchable

### National Agricultural Library

<sup>o</sup><u>Digital Collections</u> - full text materials, primarily USDA research and historical publications

 <u>Digital exhibits</u> – Highlighting our general collections – another great way to get some ideas for editing topics

•<u>Special Collections</u>- access to our rare books and manuscripts collection – lots of historical photographs!

<u>Government Documents</u> (mostly agricultural in nature)

### **Biodiversity Heritage Library**

 The world's largest open access digital library for biodiversity literature and archives

•Multiple contributing partners

•Hundreds of thousands of volumes from the 15<sup>th</sup>-21<sup>st</sup> Century!

•Many pubic domain items but some in-copyright materials are openly available.

### **Internet Archive**

•Non-profit open source library

•Millions of free books, movies, software, music, websites, and more!

You \*can\* access institutional pages like <u>National Agricultural Library</u>