Wikipedia Workshop and Edit-a-thon

Ottawa Public Library
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Outline

- Introduction

- Wikipedia editing (policy)

- Wikipedia and the OPL

- Opening an account

- Starting to edit (practical)

- Edit-a-thon

- Conclusion (tally contributions for day)

Introduction

- Welcome. Introduce speaker(s)

- Admin (fire exit, washrooms, food and drink)

- Roundtable intro (Wikipedia experience, goals)

- Seating (experienced users, sit next to a newbie)

What is Wikipedia?

● *"A world, in which every single human being can freely share in the sum of all knowledge."* (Jimmy Wales)

● The online encyclopedia with almost 5.5 million articles and 32 million registered editors.

Why edit?

- Sharing knowledge makes you happy.

- You expand your knowledge while editing.

- Your communication skills will improve, as you will engage in lively discussions and debates.

- You may meet new people who are interested in the same topics as you.

- As we all use Wikipedia, then why not help it grow.

The Five Pillars of Wikipedia editing

- Wikipedia is an encyclopedia

- Wikipedia has a neutral point of view

- Wikipedia is free content

- Wikipedia has a code of conduct

- Wikipedia has no firm rules

Wikipedia is an encyclopedia

● Combines many features of general and specialized encyclopedias, almanacs and gazetteers

● Not a soapbox, advertising platform, or vanity press

● Not an experiment in anarchy or democracy

● Not an indiscriminate collection of information, or web directory

● Not a dictionary, newspaper, or collection of source documents

Neutral point of view

- Document and explain major points of view

- Give due weight to prominence of view

- Maintain an impartial tone, avoid advocacy, instead characterize information and issues

- All edits must strive for verifiable accuracy

- Cite reliable, authoritative sources, especially for biographies

- No personal experiences, interpretations or opinions

Wikipedia is free content

- All editors freely license their contributions to the public

- Anyone can use, edit and distribute

- No editor "owns" an article

- Must respect copyright laws

- Do not plagiarize from other sources

Code of Conduct

- Treat fellow editors with respect and civility

- Discuss article content, not other editors

- Seek consensus

- Avoid edit wars

- Do not disrupt Wikipedia to make a point

- Act in good faith, assume good faith in others

Wikipedia has no firm rules

- Policies and guidelines exist, but also evolve over time

- Principles and spirit matter more than literal wording

- Be bold, but not reckless in updating articles

- Easy to revert mistakes

Wikipedia and the OPL

- A wealth of "reliable sources" available for your research

- *Ottawa Room* – local reference material

- Access to online academic journals

- Online magazines and newspapers (*G&M*, *NYT* etc)

- Interlibrary loans

Accounts

- Optional, but has benefits:

- Gain user page with sandbox for practicing edits

- Can communicate with other editors via talk page

- Can start new pages, rename pages, or upload images

- View a list of your contributions

- Track selected articles for changes

- Edit without revealing IP address

Editing

- Wikipedia article layout

- Page layout

- Visual editor/Source editor

- Adding citations

- Adding images

- Other pages

Article layout

- Title/Redirect/Hatnote

- Article introduction

- Table of contents

- Main paragraph/sub-paragraphs

- See also/References/External links

- Categories

Page layout

- Article/Talk tabs

- Read/Edit/View history/Watchlist star/More tabs

- Search Wikipedia box

- Top right menu – User page/Alerts/Notices/User talk page/Sandbox/Preferences/Beta/Watchlist/Contributions/Logout

- Left-hand menu - Home page/Help page (links to Tea House)

Visual editor/Source editor

- Go to User sandbox, select visual editor

- Type in 3 sentences of text, hit "Show Preview"

- Add edit summary, hit "Save edit"

- Edit sandbox, add paragraph headings

- Fix typo, select "Minor edit"

- Can check page history and user contributions

- Try "undo" your edit (self-revert)

More editing

- Bold/Italics/Font size

- Link/Bullets

- Indent talk page with colons

- Use colons with "no-wiki" button

Adding citations

- Move cursor to end of sentence, after period. Click "Cite".

- Insert web address, click "Generate".

- If successful, click "Insert", then "Save Changes" (top right).

- Add edit summary (eg. Added ref.) and click "Minor edit", then Save changes".

- If URL or DOI will not auto-generate, then can add details maually (separate tab).

- Can "re-use" a ref for brevity.

Adding images

- Click edit and move cursor to desired location

- Find "Insert" (top tab near "Cite") and open drop-down menu

- Select "Media"

- Type search term in box (eg. Frog) and select image

- Click "Use this image" (top right of Media settings box)

- Add caption (display on page) and alternative text (description for accessibility) and click "Insert"

Other pages

- Re-direct pages: eg. type "Libary"

- User talk pages (eg. User talk:username)

- Policy pages (eg. WP:RS)

- Project pages (eg. WP:BIRD)

- Tea House

- Manual of Style (MOS:topic)

Conclusion

- Remember the Five Pillars of Wikipedia

- Now have the basics – be bold, go forth and edit.

- If it's not perfect, don't worry, someone will fix (or revert) it

- If stuck, ask for help

  "Wikipedia is a continuous, endless process..."