Women's History Month Wikipedia Edit-a-thon

presented by the Massive Data Institute, Georgetown University Library and Georgetown University Women's Center with support form Wikimedia DC



March 15, 2024

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.

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



Today's Objectives and Goals

Attendees will:

• Learn how to edit existing Wikipedia articles and create new ones

With the goal of:

• Improving and creating Wikipedia articles on our work list

Event Management Tools

Wiki Event Page	Google Sheet
 Wikimedia page that includes: article work list links to Wikipedia policies, practices, tools useful sources step-by-step editing instructions today's slide deck Sign-in button for tracking The page will remain live and accessible after the event.	 Shared sheet that's used to: reserve articles find sources help prevent cross-editing



- 1. Go to <mark>en.wikipedia.org</mark>
- 2. Search WP:Gtown2024

Georgetown University Wikipedia Edit-a-thon for Women's History Month presented with support from Wikimedia DC

When

March 15, 2024 - 1:30pm-4:30pm

Where

Georgetown University, Washington, D.C.

Description

The theme for Women's History Month this year at Georgetown University is "It's all the Rage," where we will engage

Shortcut WP:Gtown2024

Article work list

Articles to create or edit [edit]

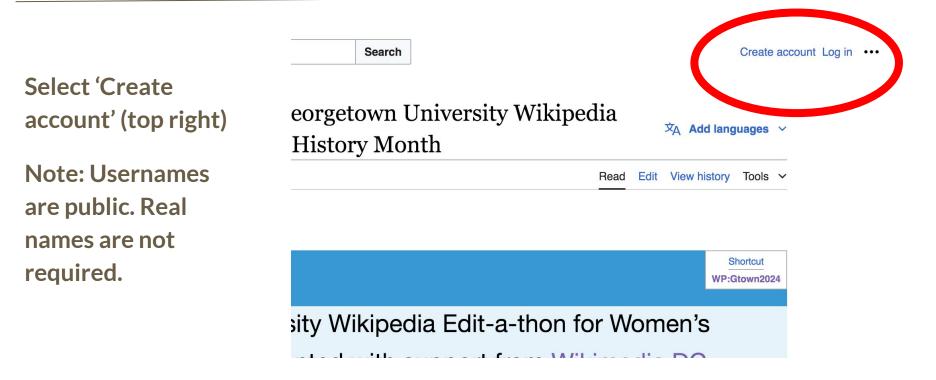
Instructions

- 1. Go to this Google sheet Z and add your username next to the article you would like to edit or crea
- 2. Return here to the event page and select your article's red or blue link. Red=New draft articles for
- 3. Select 'Create' (for new articles), and 'Edit' for existing articles
- For new articles, start by adding a 'References' header at the bottom. Return to the top and start v work.
- 5. Use the sources below each article name to find information and build your article/s. Be sure to cit

Tip: Open this event page in multiple tabs. You will need it quite often (mostly for sourcing) and it'

- Draft:Lily Chin Activist[1] [2] [2] [2] [2] [2]
- Draft:Lena Angevine Warner Activist, nurse[4] 2[5] 2
- Draft:Sondra Freckelton Artist[6] ☑[7] ☑[8] ☑
- Draft:Mae Engron Artist[9] ☑[10] ☑
- Draft:Katja Oxman Artist[11] ☑[12] ☑[13] ☑[14] ☑
- Draft:Binta Diaw Artist [15] ☑[16] ☑
- Draft:Trish Beckman Aviator: First woman to qualify as a crewmember in the F-15E program and the crewmember in the F.A-18D[17] 2[18] 2
- Draft:Adele Y. Schonbrun Ceramic artist[19] [2][20] [2]
- Draft:Marika Gidali Dancer, Holocaust survivor[21] 2[22] 2[23]
- Draft:Ida Gray Hampton Educator and first Black woman to graduate from Gallaudet University[24] E
- Draft:Sandra Jeffcoat First African American woman to become a member of the Boeing Technical E

Log in/Create Account



Event page - Check-in

Create Wikipedia username, log-in and check in for the event [edit source]

Step 1:

- · Create a Wikipedia username if you don't already have one (top right)
- Already have an account? Simply log-in (top right)
- Usernames are public. You do not have to use your real name.

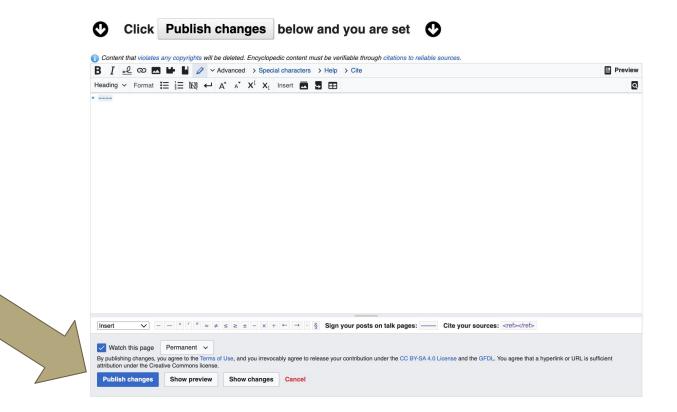
Step 2:

- Check-in for this event using the blue button below. This helps us to track editing progress during the edit-a-thon.
- 1) Select 'Check in'
- 2) Scroll down on the page that follows and click 'Publish changes'. DO NOT ADD TEXT TO THE FIELD.

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

Check in

Event page - Check-in



Google Sheet: Link on Event Page

- 1. Add username next to desired article
- 2. Create or edit article
- 3. Remove name when done

Α	В	_
	Instructions: Add Wikipedia article names below. Articles can exist or need to be created.	
Add your name or username to reserve your article. Remove when done.	Columns B-D will autopopulate if an article exists and stay blank if it doesn't. Feel free to add secondary sources that may be helpful when creating articles that don't yet exist.	
	Article	re
	Lily Chin	Г
	Lena Angevine Warner	
	Sondra Freckelton	
	Mae Engron	
	Katja Oxman	
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	Trish Beckman	
	Adele Y. Schonbrun	



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)

Wikimedia, is the global community of contributors to Wikimedia Foundation projects. The movement was created around Wikipedia's community, and has since expanded to the other Wikimedia projects.

Wikimedia



- Wikipedia, a web-based encyclopedia
- Wiktionary, a dictionary
- Wikibooks, educational textbooks
- Wikinews, news articles
- Wikiquote, a collection of quotations
- Wikisource, a library of source texts and documents
- Wikiversity, educational material

- Wikivoyage, a travel guide
- Wikispecies, a taxonomic catalogue of species
- Wikimedia Commons, a data repository of media like images, videos and sounds.
- Wikidata, a common source
 of data, also accessible by
 the other projects

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



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)

7+ million articles, 280+ languages

Uses and rights



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, Policies, and Oversight



The Free Encyclopedia



- 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 (WP:POV)
- **Notability** significant independent sources -> importance (WP:N)
- Verifiability Using reliable sources to reference information (WP:V)
- No original research point to existing scholarship (WP: NOR)
- Assume good faith start with congenial spirit (WP:GF)
- **Conflicts of interest** disclose and abide by terms of service (WP:COI)

Wikipedia: Reliable Sources

Articles should be based on reliable, published sources. If no reliable sources can be found on a topic, an article should not exist.

Reliable sources per WP guidelines

- Published scholarship (print or online)
- News organizations
- Vendor and e-commerce sources (Can be used to verify awards won, album length, etc.)
- Biased or opinionated sources (Only when trying to report the existence of one side of a topic, debate, etc.)

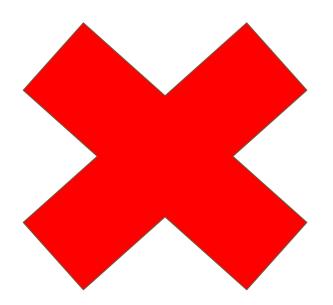
Unreliable sources

per WP guidelines

- Questionable sources. (Those with a poor reputation for checking the facts or with no editorial oversight)
- Self-published sources including websites*
- Primary sources*
- Social media sites including Linkedin

* These can be added to external links section. When writing a biography, the subject's own website is not considered a reliable source.

Plagiarism

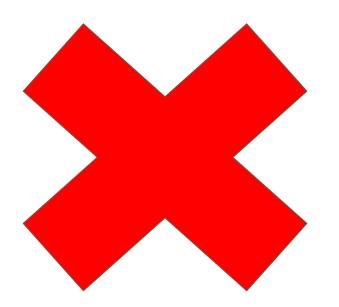


Copying/pasting exact text from a source and adding it to your Wikipedia article is not allowed.

Do not plagiarize from your sources even if you cite them correctly.

Instead, rewrite the information in your own words and cite your sources properly

Conflicts of interest



Do not edit or create articles about:

- Yourself
- Your school
- Colleagues
- Your employer
- An employee
- Close relatives or friends

Article Quality Assessment

	All rated articles by quality and importance					
	Importance					
Quality	Тор	High	Mid	Low	???	Total
🔶 FA	1,489	2,310	2,259	1,683	170	7,911
★ FL	165	619	696	646	107	2,233
() A	322	642	756	538	89	2,347
⊕ GA	2,953	6,711	13,547	16,940	1,680	41,831
В	15,399	29,615	48,033	54,050	17,446	164,543
С	15,438	48,614	119,529	244,019	73,531	501,131
Start	18,699	89,672	392,834	1,388,447	385,819	2,275,471
Stub	4,286	32,009	279,786	2,610,202	826,920	3,753,203
List	4,515	15,727	48,822	167,486	73,788	310,338
Assessed	63,266	225,919	906,262	4,484,011	1,379,550	7,059,008
Unassessed	115	447	1,192	14,996	395,738	412,488
Total	63,381	226,366	907,454	4,499,007	1,775,288	7,471,496

WP:ASSESS

Wikipedia's Gender Gap



The Free Encyclopedia

The "Average" Wikipedian

The common characteristics of average Wikipedians inevitably color the content of Wikipedia. The average Wikipedian on the English language Wikipedia is:

- 1. white
- 2. male
- 3. technically inclined
- 4. formally educated
- 5. an English speaker (native or non-native)
- 6. aged 15-49
- 7. from a majority-Christian country
- 8. from a developed nation
- 9. from the Northern Hemisphere
- 10. likely employed as a white-collar worker or enrolled as a student rather than being employed as a blue-collar worker

More recent estimates are 12%-15%

By Subhashish Panigrahi [CC BY-SA 4.0 (https://creativecommons.org/licenses/by-sa/4.0)], from Wikimedia Commons

Content gender gap? *Make the invisible visible*

Percentage of women's biographies:

November 2014	March 2024
15%	19.76%
English-language Wikipedia	English-language Wikipedia

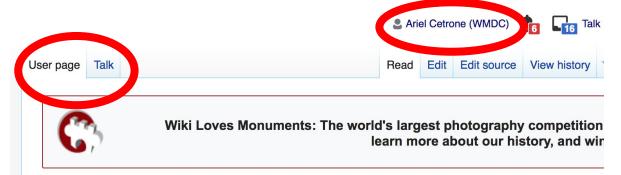
User Page



The Free Encyclopedia



- All users/editors are assigned a user page
- Access user page by selecting your username (top right)



User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia

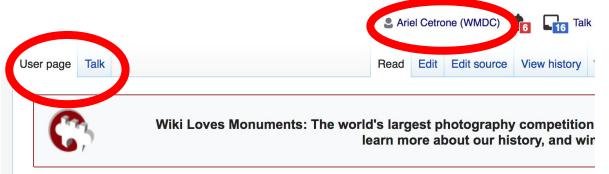


Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.



Select create (new users) or edit (for experienced users) to share information, interests, etc.

 Use is optional unless editing as part of official duties



User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia



Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.



- Receive messages
- Communicate with other users



Preparing to Edit: Setting editing preferences



33

Wikipedia Editing Tools

VisualEditor	Source Editor
'Edit' button	'Edit source' button
VisualEditor is a "visual" way of editing Wikipedia	Source editor uses Wikitext, also known as Wiki
that does not require editors to learn wiki markup.	markup or Wikicode, which consists of the syntax
Until Visual Editor, editors had to learn wiki	and keywords used by the MediaWiki software to
markup to make most edits.	format a page.
VisualEditor works like a word processor. While is simpler to use, the Source Editor can be more effective for some tasks.	

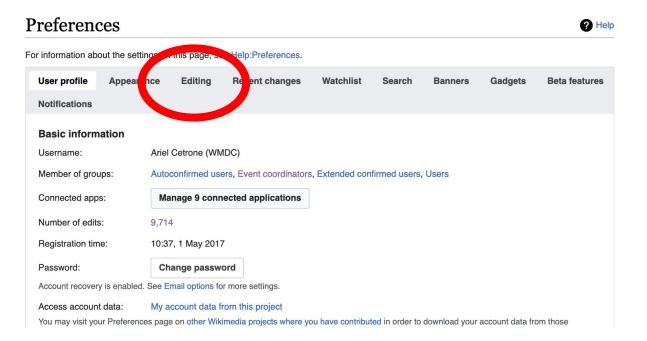
Set Editing Preferences: Activate Visual Editor

- 1. Open Wikipedia
- 2. Select 'Preferences' (top right)

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	WP:TSUUSF What links here
	Related changes
ikipedia Edit-a-thon prese	nted with Special pages
•	Permanent link

Set Editing Preferences: Activate Visual Editor

3. Select the 'Editing' tab



Set Editing Preferences: Activate Visual Editor

4. Scroll down to 'Editor'

5. Select 'Show me Both Editor Tabs' from the 'Editing Mode' dropdown menu

6. Save (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 Notified 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. Edito Edit rea ont style: 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 Temperarily disable the viewal aditor while it is in beta Editing mode Show me both editor tabs

Article Anatomy



ne Free Encyclopedia

Sample Article

Elizabeth Catlett [edit | edit | source]

Article Talk

A B-class article from Wikipedia, the free encyclopedia

Elizabeth Catlett, born as Alice Elizabeth Catlett, also known as Elizabeth Catlett Mora (April 15, 1915^[1] – April 2, 2012)^{[3][4]} was an African American sculptor and graphic artist best known for her depictions of the Black-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 formerly enslaved people. It was difficult for a black woman at 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. Catlett's work can be described as social realism, because of her dedication to the issues and experiences of African Americans.^[5] According to the artist, the main

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ORES predicted quality: (+) GA (4.72)

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Article Talk Page

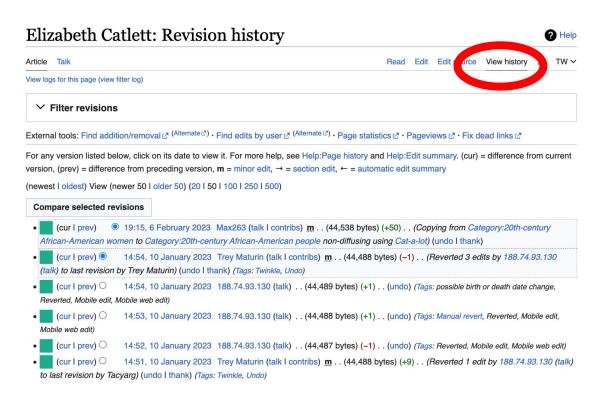
Talk		Read	Edit source	Add topic	View history
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(W	This article is of interest	st to the fol	lowing Wikil	Projects:	[hide]
	WikiProject Biography / Arts and Entertainment	(Rated B-	class)		[show]
	WikiProject United States / District of Columbia	(Rated B-	class, Low-i	mportance) [show]
	WikiProject Chicago	(Rated B-	class)		[show]
	WikiProject Visual arts	(Rated B-	class)		[show]
	Archives of American Art project	(Rated B-	class, Low-i	mportance) [show]
	WikiProject African diaspora	(Rated B-	class, Top-ir	nportance)	[show]
	WikiProject Women artists	(Rated B-	class)		[show]





A fact from this article was featured on Wikipedia's Main Page in the On this day section on April 2, 2017.

History Log



Article Sections: Lead Paragraphs and Infoboxes

Elizabeth Catlett

A B-class article from Wikipedia, the free encyclop

Article Talk

Lead paragraph/s: Emboldened name, DOB, notability statement/s

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Main photo or

Infobox

placement

Elizabeth Catlett, born as Alice Elizabeth Catlett, also known as Elizabeth Catlett Mora (April 15, 1915^[1] – April 2, 2012)^{[3][4]} was an African American sculptor and graphic artist best known for her depictions of the Black-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 formerly enslaved people. It was difficult for a black woman at this time to pursue a career as a

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her main means of artistic expression shifted from print to sculpture. Nough she never gave up the former.

Elizabeth Catlett

View

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Edit source

References

Early life [edit | edit source]

Catlett was born and raised in Washington, D. [3][6] Both her mother and father were the children of freed slaves, and her grandmother told her stories about the capture of their people in Africa and the hardships of plantation life.^{[6][7][8]} Catlett was the youngest of three children. Both of her

References [edit | edit source]

1. ^ a b c d e f g h i j k l m n o p q r s t u v w x y z aa ab ac ad ae Rosenberg, Karen (April 3, 2012). "Elizabeth Catlett, Sculptor With Eye

on Social Issues, Is Dead at 96" 2. New York Times. Retrieved February 11, 2015.

2. ^ *a b c d e f g h i* Boucher, Brian (April 3, 2012). "Elizabeth Catlett, 1915–2012" 2. Art in America magazine. Retrieved Eebruary 11, 2015.

3. A **b** c d e f g h i j k l m n o p q r s t Mujeres del Salón de la Plástica Mexicana. Vol. 1. Mexico City: CONACULTA/INBA. 2014. pp. 60–61. ISBN 978-607-605-255-6.

Hyperlinks

Elizabeth Catlett [edit | edit | source]

Article Talk

A B-class article from Wikipedia, the free encyclopedia

Elizabeth Catlett, born as Alice Elizabeth Catlett, also known as Elizabeth Catlett Mora (April 15, 1915^[1] – April 2, 2012)^{[3][4]} was an African American sculptor and graphic artist best known for her depictions of the Black-American experience in the 20th century, which encode for used on the female experience. She was born and raised in Washington, D.C. to parents working in education, and was the grandenia eccenterity enslaved people. It was difficult for a black woman at 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. thouch she never gave up the former.

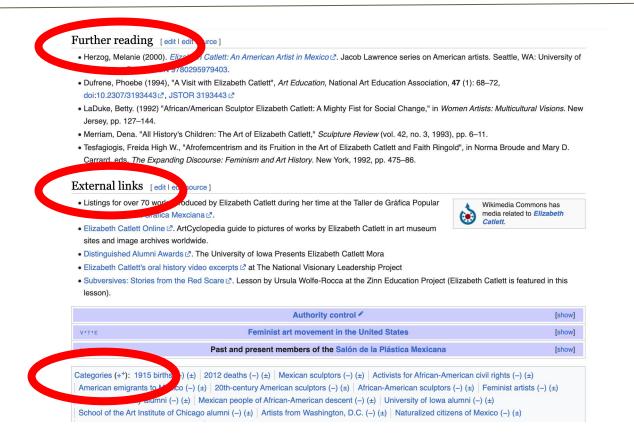
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Additional Sections

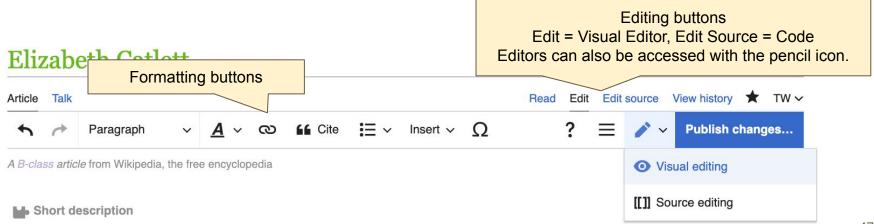


Editing Existing Articles



Editing with Visual Editor

Open a Wikipedia article Select 'Edit' to use visual editor



Add or edit content

3. Place cursor in desired location

4. Add or edit text

When adding new content, you must cite your sources.

4	1	Paragraph	~	<u>A</u>	~	ര	"	≣

and the International Sculpture Center's Lifetime Achievement Award in contemporary sculpture.

Early life

<u>Catlett</u> was born and raised in Washington, D.C.^{[2][5]} Both her mother and father were the children of freed slaves, and her grandmother told her stories about the capture of their people in Africa and the hardships of plantation life.^{[5][6][7]} <u>Catlett</u> was the youngest of three children. Both of her parents worked in education; her mother was a truant officer and her father taught math at <u>Tuskegee University</u>, the then D.C. public school system.^[1] Her father died before she was born, leaving her mother to hold several jobs to support the household.^{[1][5][7]}

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<u>Catlett's</u> interest in art began early. As a child she became fascinated by a wood carving of a bird that her father made. In high school, she studied art with a descendant of Frederick Douglass.^[6]

Education

<u>Catlett</u> completed her undergraduate studies at Howard University, graduating cum laude, although it was not her first choice.^{[1][B]} She was also admitted into the Carnegie Institute of Technology but was refused admission when the school discovered she was black.^{[1][B]} However, in 2007, as Tyra Butler, Board Member of the August Wilson Center for African American Culture in Pittsburgh, Pennsylvania, was giving a talk to a youth group at an exhibition of prominent African-American artists in partnership with

? 🗮 💉 🗸 Publish.

Other names	Elizabeth Catlett Mora
Education	School of the Art Institute of Chicago, South Side Community Art Center
Alma mater	Howard University, University of Iowa
Occupation(s)	Sculptor, art teacher, graphic artist
Employer(s)	Taller de Gráfica Popular, Faculty of Arts and Design
Works	Students Aspire
Spouse(s)	Charles Wilbert White (m. 1941–1946; divorced) Francisco Mora (painter) (m. 1947–2002; his death)
Children	3, including Juan Mora Catlett
Website	www.elizabethcatlettart.com



Citing Your Sources

1. Place cursor in desired location

2. Select 'Cite' (quote icon)

3. Select 'Automatic' (for URLs, etc.), 'Manual' (to customize fields), or 'Reuse' (to cite a source that has already been used) • Paragraph $\sim \underline{A} \sim \mathbf{C}$ if Cite $\mathbf{E} \sim \text{Insert} \sim \Omega$?

Elizabeth Catlett, born as **Alice Elizabeth Catlett**, also known as **Elizabeth Catlett Mora** (April 15, 1915^[1] – April 2, 2012)^{[2][3]} was an African American sculptor and graphic artist best known for her depictions of the Black-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 formerly enslaved people. It was difficult for a black woman at 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 female means of artistic expression shifted from print to

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Creating Links Between Wikipedia Articles

1. Select text

2. Select link icon

3. Select article and 'Done'

*When adding an external link in an external links section, enter the title of what you are adding, highlight the text, select the link icon, paste a URL, and select 'Done'.

Insert ~ 0 Paragraph Cite experience. She was born and raised in Was , D.C., to parents working in education, and was the grandchild of formerly enslaved people. It was difficult for a black woman at 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 t Escuela **Edit link** X Done Nacional de Artes Pl d from print to sculpture, though she Wikipedia External site Her work is a mixture e from African and Mexican art trad of her dedication Q Mexico City ⊗ to the issues and ext purpose of her idied by art work is to convey so **Mexico City** students looking to d Capital and largest city of Mexico eceived many awards and recogniti the Art Institute Mexico City International Airport of Chicago Legends d Carnegie F. Airport in Mexico Mellon, and the Inter mporary sculpture. Mexico City Metro Rapid transit system in Mexico City Mexico City Metropolitan Cathedral Early life Church in Mexico City, Mexico

Adding Sections with Headings

Place cursor

- Select 'Paragraph'
- Select 'Heading' 3.

Add heading text 4.

5. Select enter/return to continue with regular font

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Adding Photos with Wikimedia Commons

- 1. Place cursor in desired location (left or right)
- 2. Select: 'Insert' + Media'

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ct and figurative in the Modernist tradition, we influence from African lett's work can be described as social realism, because of her dedication of African Americans.^[4] According to the artist, the main purpose of her ges rather than pure aesthetics. Her work is heavily studied by art gender and class issues. During her lifetime, <u>Catlett</u> received many ling membership in the <u>Salón</u> de la <u>Plástica Mexicana</u>, the Art Institute cy Award, honorary doctorates from Pace University and Carnegie culpture Center's Lifetime Achievement Award in contemporary

Born

Elizabeth (

Adding Photos with Wikimedia Commons

3. Enter search term*

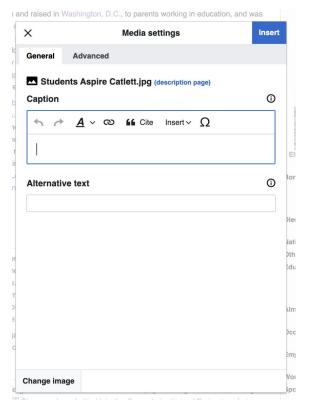
Select photo + 'Use this image'

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1 Contraction			Black Artists Ma Wikipedia Edit-a August 11, 201 Presented by the National Women in the Arts with su Women in the Arts with su	thon 20 Museum of poport from	Rock, Rains Low 	a tut ty
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Adding Photos with Wikimedia Commons

Caption your image and add alternative text

6. Select 'Insert'



Publish

- 1. Select 'Publish changes'
- 2. Add brief not in 'Edit Summary' field
- Select 'Publish changes' once more

ised in Washington, D.C., to parents working in education, and was ad people. It was difficult for a black woman at this time to pursue a devoted much of her career to teaching. However, a fellowship er to travel to Mexico City, where she worked with the Taller de and became head of the sculpture department for the Escuela e 1950s, her main means of artistic expression shifted from print to up the former.

and figurative in the Modernist tradition, with influence from African t's work can be described as social realism, because of her dedication African Americans.^[4] According to the artist, the main purpose of her is rather than pure aesthetics. Her work is heavily studied by art ender and class issues. During her lifetime, <u>Catlett</u> received many ig membership in the <u>Salón</u> de la <u>Plástica</u> <u>Mexicana</u>, the Art Institute Award, honorary doctorates from <u>Pace University</u> and <u>Carnegie</u>



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

Creating New Articles



The Free Encyclopedia

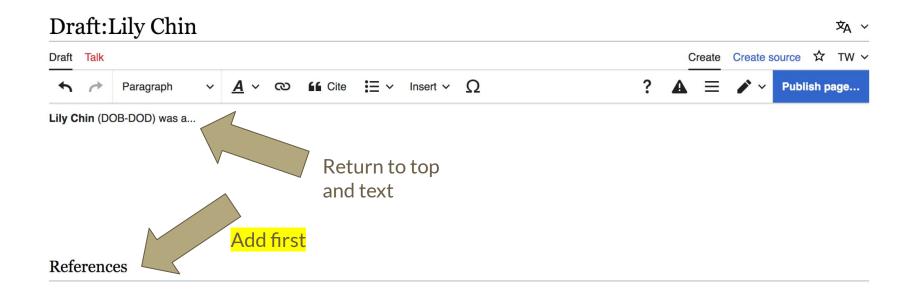
Creating Article Drafts: Today's event

- 1. Go to the event page
- 2. Select a draft red link fron the work lsit to open a blank page
- 3. Add a references header at the bottom
- 4. Return to the top and add text, sources, hyperlinks, etc.
- 5. Publish when ready

- Draft:Lily Chin Activist[1] ☑[2] ☑[3] ☑
- Draft:Lena Angevine Warner Activist, nurse[4] 2[5]
- Draft:Sondra Freckelton Artist[6] 2 [7] 2 [8]
- Draft:Mae Engron Artist[9] ∠ [10] ∠
- Draft:Katja Oxman Artist[11] 2 [12] 2 [13] 2 [14] 2
- Draft:Binta Diaw Artist [15] ☑[16] ☑
- Draft:Trish Beckman Aviator: First woman to qualify as a crewmember in crewmember in the F.A-18D[17] ⊡[18] ☑
- Draft:Adele Y. Schonbrun Ceramic artist[19] [2][20] [2]

Drafts can be moved into mainspace once new editors have published ten edits or have had a username for four days. Articles can also be created directly in WP mainspace by entering the article name in the WP search bar without 'Draft:' and following steps 3-5. This is not recommended for new or inexperienced editors.

Creating Article Drafts: Today's event



Creating Article Drafts: Outside the Worklist

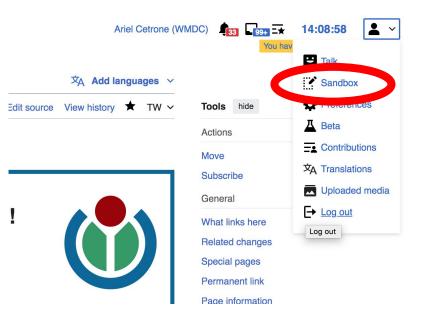
- 1. Enter 'Draft: Article name' into the WP search bar. If it doesn't exist, you will be presented with a red link.
- 2. Select the red link to open a blank page
- 3. Add a references header at the bottom
- 4. Return to the top and add text, sources, hyperlinks, etc.
- 5. Publish when ready

Drafts can be moved into mainspace once new editors have published ten edits or have had a username for four days. Articles can also be created directly in WP mainspace by entering the article name in the WP search bar without 'Draft:' and following steps 3-5. This is not recommended for new or inexperienced editors.

Creating Sandbox Articles

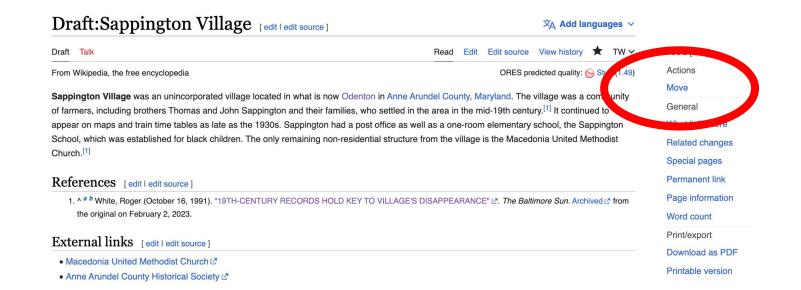
- 1. Select the person icon on the top right
- 2. Select 'Sandbox'
- 3. Add a references header at the bottom
- 4. Return to the top and add text and sources
- 5. Publish when ready

Articles in a sandbox can be moved into mainspace once new editors have published ten edits or have had a username for four days.



Moving Draft or Sandbox Articles

1. When the draft or sandbox page is ready for Wikipedia mainspace, go to the draft article or Sandbox page and select 'Move'



Moving Draft Articles or Sandbox Articles

2. Open 'New title' drop down menu and select (Article)

For sandbox articles, change the name to the appropriate article name

3. Select 'Move page'

Move Draft:Sappington Village Pratt Talk Pread Edit Edit source View history Draft:Sappington Village

Using the form below will rename a page, moving all of its history to the new name. The old title will become a redirect page to the new title. Links to the old page title will not be changed. Be sure to check for double or broken redirects. You are responsible for making sure that links continue to point where they are supposed to go.

Note: This can be a drastic and unexpected change for a popular page; please be sure you understand the consequences of this before proceeding. Please read Wikipedia:Moving a page for more detailed instructions.

		[
(Article)	~	Sappington Village	
Reason:			
Other reason			~
Other/additional reason	:		
Match Source	and target page		
The second s			
Move page			

Uploading Photos or Files to Wikicommons



WIKIPEDIA The Free Encyclopedia

- 1. Go to commons.wikimedia.org
- 2. Select 'Upload'



3. Select media files to share

Special page

Upload Wizard

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Please visit Commons:Help desk if you need to ask questions about uploading files.

Learn	Upload	Release rights	\geq	Describe	\geq
		7			/
		Select media files to	share		
Back					

4. Select 'Continue'

Upload Wizard

Leave feedback · Alternative upload methods · Back to the old form

•	Please vis	sit Commons:	Help desk	if you need to ask	questions about	uploading files.					
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5. Select Address Copyright

Leave feedback · Alterr	ative upload	methods · Back	to the old form					
Please visit	Commons:	Help desk if y	ou need to ask questio	ns about uj	bloading files.			
Learn		Upload	Release right	s	Describe		Add data	Use
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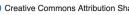
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Add a one-line explanation of what this file represents, including only the most relevant information. Optional

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