

# Wikipedia



WIKIPEDIA  
The Free Encyclopedia

## Clitheroe Beginners

### Editing Notes



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## 1. Welcome to Wikipedia

Wikipedia is used by everyone on this planet-- and several more too.

Everyone can edit wikipedia.

Every lecturer in the world tells his students not to use Wikipedia because everyone can edit it- but every lecturer in the world uses it to prepare his lectures and course notes.

Wikipedia is fun- and the social life is good too.

Wikipedia is the product- Wikimedia is the organisation/legal entity-Mediawiki is the software

## Some basics

We copy facts from **secondary sources**- we don't copy them from original papers. (That's would be original research **WP:OR**). We don't add our own commentary to the debate (**WP:POV**)

We copy facts- we don't cut and paste someone else's work (unless they have been dead for over 100 years). (**WP:PLAGIARISM**)

We respect copyright in all cases- no matter how ludicrous. (**WP:COPYVIO**)

We don't bite new editors. (**WP:BITE**)

## Keyboard tips

- Ctrl+C          Copies the highlighted text to a hidden buffer, the clipboard
- Ctrl+V          Copies the text from hidden the clipboard back onto the page
- Ctrl+X          Moves the highlighted text to a hidden buffer, the clipboard, leaving nothing on the page
- Ctrl+Z          Undoes the last paste
  
- Ctrl+A          Highlights all the text in that box or section. Ctrl+C          can be used to copy it.

## 2. Wikipedian Tools

### *Discussion*

#### *Your watchlist*

I have this page bookmarked on my toolbar. This is the normal way I enter Wikipedia. It shows all the changes to the pages I am watching, the pages I am interested in and the Users I work with.

To bookmark a page

#### *Your user page*

This is a page which tells the world about you. It can also be used to keep copies of sources you often use off wiki, and a switchboard (or index) to pages and sub-pages you wish others to find.

#### *Your talk page*

Users and bots will write here. It is like your email inbox- but you also can post replies.

#### *Your contributions page*

When you have a lot of articles on your talk page, you can click here to rejoin an article you have been editing.

#### *Your sandbox*

Build up your new pages here- experiment with new ideas. When you are ready to launch your article- just copy and paste the text from here

#### *Google maps*

Helps to work out the geographical coordinates needed for many articles.

### 3. A Wikipedia edit

There are three stages to a Wikipedia edit:

write down **interesting facts**,

write down a **reference** from a notable source where the fact can be checked

leave an **edit note** to say what we have done.

Our Manual of style is similar to the Guardian Manual of Style (**WP:MOS**)

Our references are ideally in the Harvard format- but templates take care of that. (**WP:HARV**)

#### *Interesting facts, references and edit notes*

The screenshot shows the Wikipedia edit interface. At the top, there's a text area with instructions: "===Adding a reference=== What does a reference do? Lets us verify the fact. We don't do original papers- we are not or a secondary one- we just report from secondary sources. Stops the fact being deleted.Gives us street cred. Ties the article into the mainstream of academic publishing". A box labeled "The interesting fact" points to the text "That green book, page 27". Below this, another box labeled "The reference" points to the code "<ref>Jones,2003,pp 27-29</ref>". The bottom part of the screenshot shows the "Edit summary" field with the text "/\*Adding a reference\*/ Tidy the section, +2 new ref" and a box labeled "The edit note" pointing to it. The interface also includes a rich text editor toolbar and a "Save page" button.

Write **the fact** in a register that would appeal to the 'general reader'. I interpret her/him to be a second year undergraduate student.

The **reference** is trickier but the rule of thumb is anything is better than nothing- put in as much as possible. It is important:it is explained later.

The **edit-note** will be recorded in the page history- it can be terse, **more, tweak, remove, revert** or merely an abbreviation like **+, tw, rm rv.** - it can be full like **More text on consequence of marriage**, or in small changes like a short reference just a copy and paste of the change.

In the edit note, typos and indiscretions can never be corrected.

## 4. Article structure

Think of a typical wikipedia article.

```
{{infobox}}
```

The lede section where the rest of the article is summarised

```
==Context==
```

```
==History==
```

```
==Description==
```

```
==Location==
```

```
==See also==
```

```
==References==
```

```
{{notelist|}}
```

```
{{reflist|}}
```

```
===Further reading===
```

```
==External links==
```

```
{{commons|commonslink}}
```

```
{{navbox template}}
```

### Discussion

The choice of headings is extremely variable. Look at similar articles for inspiration. As quick rule of thumb, the articles are assessed on the talk page. Look for C, B, GA (good article), A class and FA (featured). Or use your gut instinct.

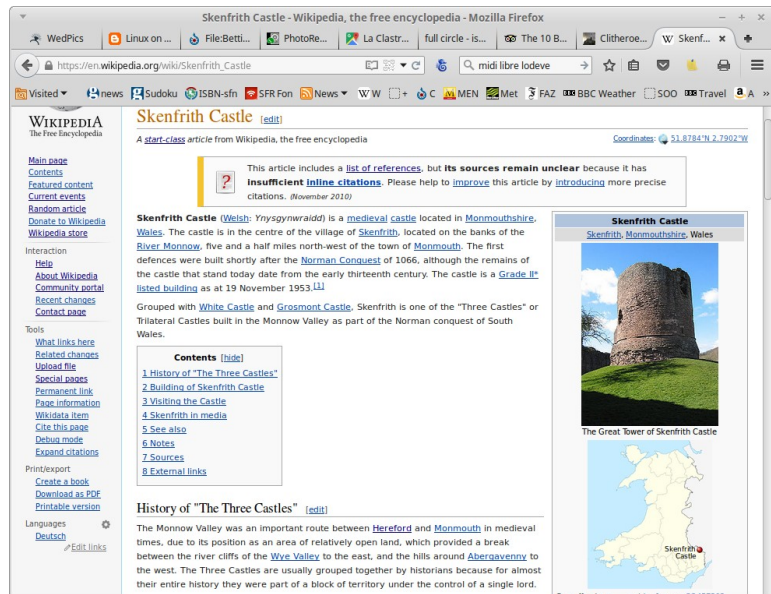
**See: [[House sparrow]]** : this is a Good Article

**See: [[Pendle Witches]]** : this is a Featured Article (one of the best)

### Further help

See: [[WP:MOS]]: This is the Wikipedia manual of style- it gives the final answer.

See: [[WP:UKTOWNS]]: this page is written by a project group, with advice on UK settlement articles. There are similar pages for other interests.



## 5. Using tables

```
{| class="wikitable"
|+ The table's caption
! Header 1
! Header 2
! Header 3
|-
| row 1 first cell
| row 1 second cell
| row 1 third cell
|-
| row 2 first cell 1
| row 2 second cell 2
| row 2 third cell 3
|-
| Row 3 cell A || Row 3 cell B || Row 3 cell C
|}
```

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

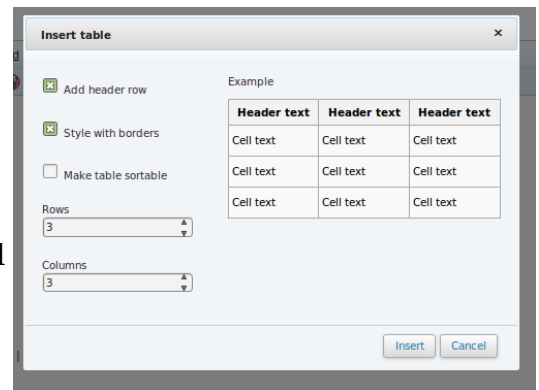
### Discussion

Note how the header lines use a '!' exclamation mark!

There is a button on the Advanced Toolbar that copies a small table into the text which you then customise.

You can allow sorting using the word sortable

```
{| class="wikitable sortable"
```



You can add a touch of *style* to your table by editing the first line.

```
{|style="width: 80%; margin-top: 8px; font-size: +1.1em; margin-left: auto;
margin-right: auto; background-color:#cedff2; padding: 20px; border-radius:
9px;"
|-- etc
```

OR

The table's caption		
Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

`|style="background-color:red;" | row 2 second cell 2`  
 applies this to individual cells- this is advanced wikipedia editing using something called css

Go easy on this feature. Wikipedia has a house style, and many pages are viewed on phones and Android tablets where the layout is entirely different.

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2b	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

### Further help

See: [\[\[Help:Table\]\]](#)

## 6. Using images



The basic tag for an image is

```
[[File:Beamish museum.jpg|thumb|Entrance to museum  
caption text]]  
[[File:Machinery at Chatham Dockyard 3.jpg|thumb|left|upright|Hammer caption ]]
```



You can set the width but please don't.

```
[[File:EnsdorfDampfhammer.jpg |thumb|center|360px|The caption ]]
```

### *Finding an image*

Most images are stored on Wikimedia Commons. Click on any image to go there. Now look for your image.

### *Discussion*

You can choose whether your image is

center|left|right

and exactly how wide you want it to be.

360px

This is a pain- it looks great on your screen but is **terrible** on a mobile phone or a tablet

The template `{{-}}` can be useful to force the text below an image-use sparingly.

Please only include images that illustrate some point in the article- not just because you have found one with similar name.

You may have a camera full of images for your article then these must be uploaded to Wikimedia Commons first -see a separate page.

### *Further help*

See: [\[\[WP:IMAGESYNTAX\]\]](#)

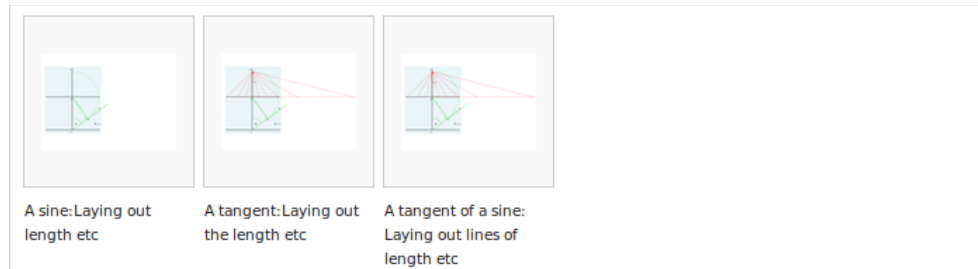
See: [\[\[Wikipedia:Picture tutorial\]\]](#)



## Using Galleries

Group pictures together in a row. The key words are `<gallery></gallery>`

### Example



### The markup

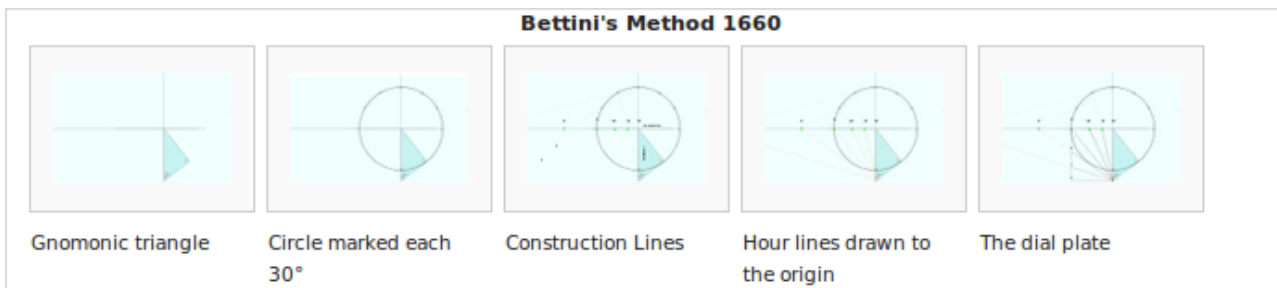
```
<gallery>
File:Dürer method (1525)-(2).svg|A sine:Laying out length etc
File:Dürer method (1525)-(3).svg|A tangent:Laying out the length etc
File:Dürer method (1525)-(3).svg|A tangent of a sine: Laying out lines of
length etc
</gallery>
```

### Discussion

That is the basic gallery, but you can add titles (known as the gallery-captions), footers and colour by changing the `<gallery>` tag.

```
<gallery mode=packed heights=150px style="text-align:left" caption="Sample gallery">
```

### Example



### Markup

```
<gallery caption="Bettini's Method 1660" heights=80px>
File:Bettini(1660)-(1).svg|Gnomonic triangle
File:Bettini(1660)-(2).svg|Circle marked each 30°
File:Bettini(1660)-(3).svg|Construction Lines
File:Bettini(1660)-(4).svg|Hour lines drawn to the origin
File:Bettini(1660)-(5).svg|The dial plate
</gallery>
```

### Further help

See: **Help:Gallery tag**      Many extra ideas such as width control, titles and footers.

[https://en.wikibooks.org/wiki/Editing\\_Wikitext/Pictures/Images\\_in\\_Containers](https://en.wikibooks.org/wiki/Editing_Wikitext/Pictures/Images_in_Containers)  
**#The Image Gallery** (on line) A wikibooks essay on galleries and images in tables.

## Using pie charts

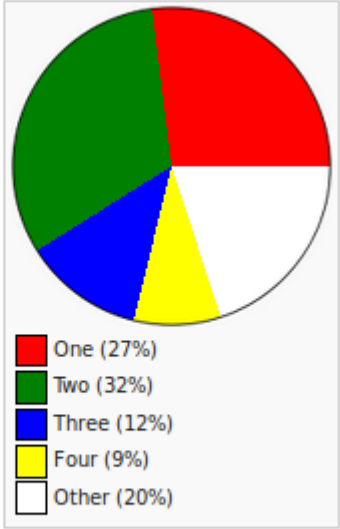
**Pie chart** [\[edit\]](#)

`{{Pie chart}}` is an *experimental* graph-drawing template that produces a [pie chart](#) 200 pixels wide in the article.

Setting the `other` parameter to `yes` will pad the chart so that the values total to 100.

This example was created by typing the following code:

```
{{Pie chart
|other = yes
|value1 = 27
|label1 = One
|value2 = 32
|label2 = Two
|value3 = 12
|label3 = Three
|value4 = 9
|label4 = Four}}
```



<span style="color: red;">■</span>	One (27%)
<span style="color: green;">■</span>	Two (32%)
<span style="color: blue;">■</span>	Three (12%)
<span style="color: yellow;">■</span>	Four (9%)
<span style="color: white;">■</span>	Other (20%)

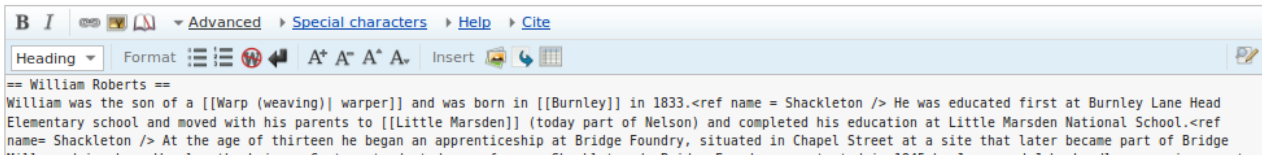
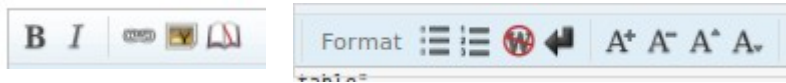
Up to nine wedges can be included.

### *Further help*

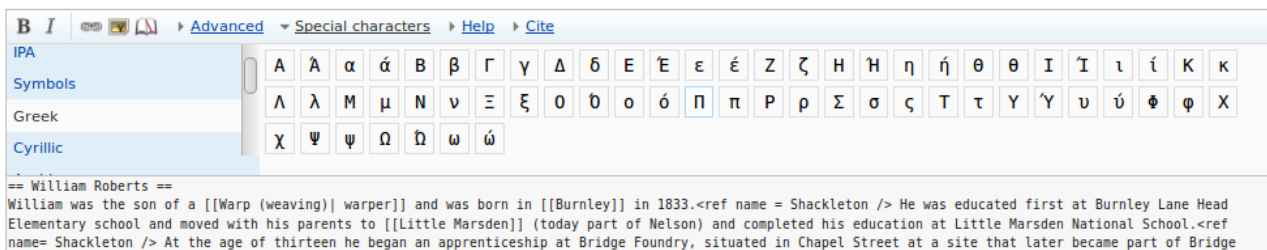
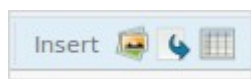
See: [\[\[Wikipedia:Graphs and charts\]\]](#)

## 7. Look again at the editor

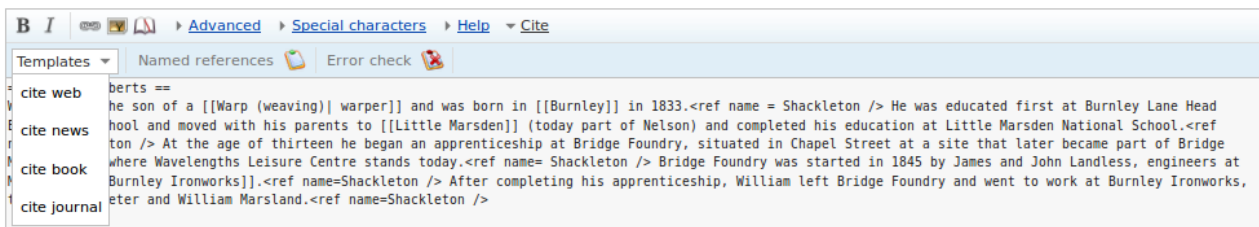
The editor does all the obvious things-- and a lot of other things.



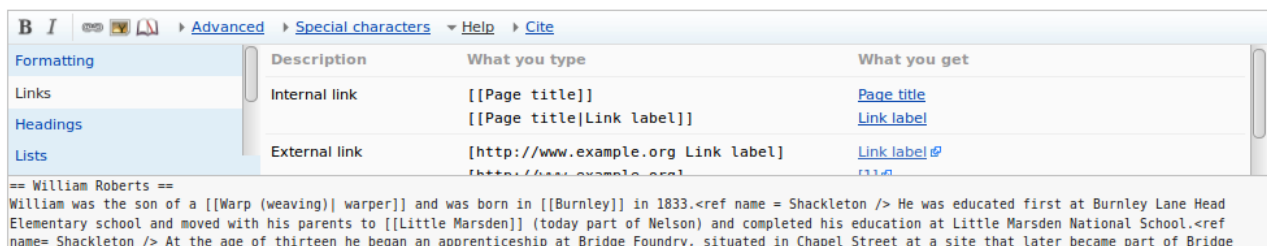
The *Advanced* link opens and closes the second bar. Note the three icons after the word insert- they mean **insert pictures** , **redirect** and **insert a table**.



The *Special characters* link gives a click list of other alphabets and more

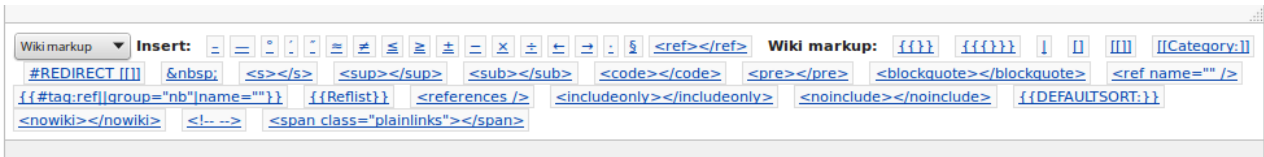


*Cite* gives us the templates we need for references.

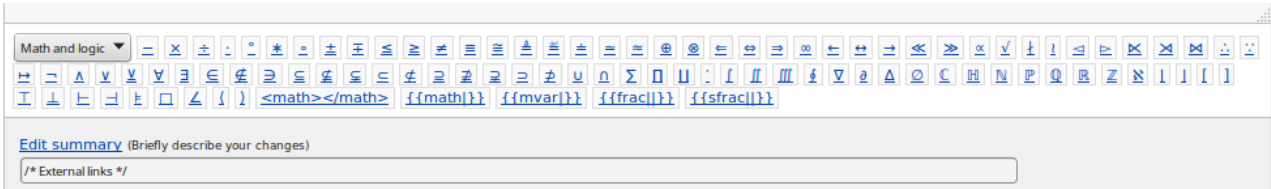


*Help* gives us a list of all the mark-up codes

## Look at the bottom



This can be changed to give maths symbols and many more



## Discussion

Tip: When editing, open a text file (with **gedit** or **notepad**) which you call **scratchpad**- you can copy and paste stuff here that you might need later. Other Wikipedians open another tab on the browser- and keep their sandbox open there.

## Further help

### Add wikilinks

Wikilinks are coded between `[[..]]` brackets.

... can be found in `[[Beamish museum]]`

if you want different wording in the link- type the pagename then a pipe and your text.

..The `[[European robin| redbreast ]]` was standing on his `[[Reliant Robin|car]]`

### Add some useful templates

Templates are written with sqiggly brackets- a bit like a Word Macro. Some are very small but powerful.

`{{convert|196|mi||km}}`- show the distance in miles and in km

`{{Coord|53.87379|-2.39008|display=inline}}`- to include the latitude and longitude and a link to a map

### Trying out wiki code

Confused? You have a pewrsonal sandbox where you can try out your ideas

Open your sandbox in another browser tab, and practise there

## 8. Uploading an image

### Discussion

Images are kept separately from text in Wikipedia:Commons. It is closely linked to all wikipedias Commons will not accept an image without knowing the author, the copyright status and the source. Images are far more useful if they have a meaningful name, a full description, the date and a geotag. They should be put in one or more categories so people can find them.

You must verify that you own copyright (a cut and paste from another website is a big no-no), describe how you are releasing your copyright, give link to you as the author and provide a description including a geotag where possible- and say what categories this may fit into- yes that is a lot - to help there is a link to the **Upload Files** methods on the left side bar.

Permitted file types: png, gif, jpg, jpeg, tiff, tif, xcf, mid, ogg, ogv, svg, djvu, oga, flac, wav, webm.

File description

Destination filename:  Name of the file at Commons after the upload. Use a descriptive file name (tips).

Original source:  Where does this file come from? (more)

Author(s):  Who created this file? Also, if it shows some artwork, who created that?

Date of the work:  Date of creation and/or first publication of the work ("YYYY-MM-DD" format).

Description:  English

Other versions:

Permission:  If this is not your own file, or the work was already published elsewhere, use {{OTRS pending|month=September|day=8|year=2015}} and send permission by e-mail. The field can also be used for specialized license tags.

Additional info:  Use for geolocation tags and other specialized information (such as {{consent}} for images of identifiable living people).

Licensing:  None selected (add a license tag in the permission field above, or this file will be deleted)

Categories:  (+) Click (+) to add categories.

This is a quick route for single files found at <https://commons.wikimedia.org/wiki/Special:Upload>

### Further help

You are spoilt for choice- find a method you enjoy and bookmark it.

## 9. Inserting a simple reference

### *Context*

Every thing we write has to have a given reference, and a space at the bottom of the page to display it. Better a poor reference than none is the rule- but there are many ways that we add a reference and many ways we format the bottom of the page so they are displayed. Often we are adding to a page so we have no choice about the display method- but if we are writing a new page we must ensure that somewhere there is the template **{{reflist}}**.

### *Example*

```
<ref>George Serle, Dialling, 1653, p=17</ref>
The first time the reference is used.
<ref name="GS 19">George Serle, Dialling, 1653, p=19</ref>
Further use,<ref name="GS 19"/>
Subsequent use.<ref name="GS 19"/>
```

This will display in the **{{reflist}}** bit as

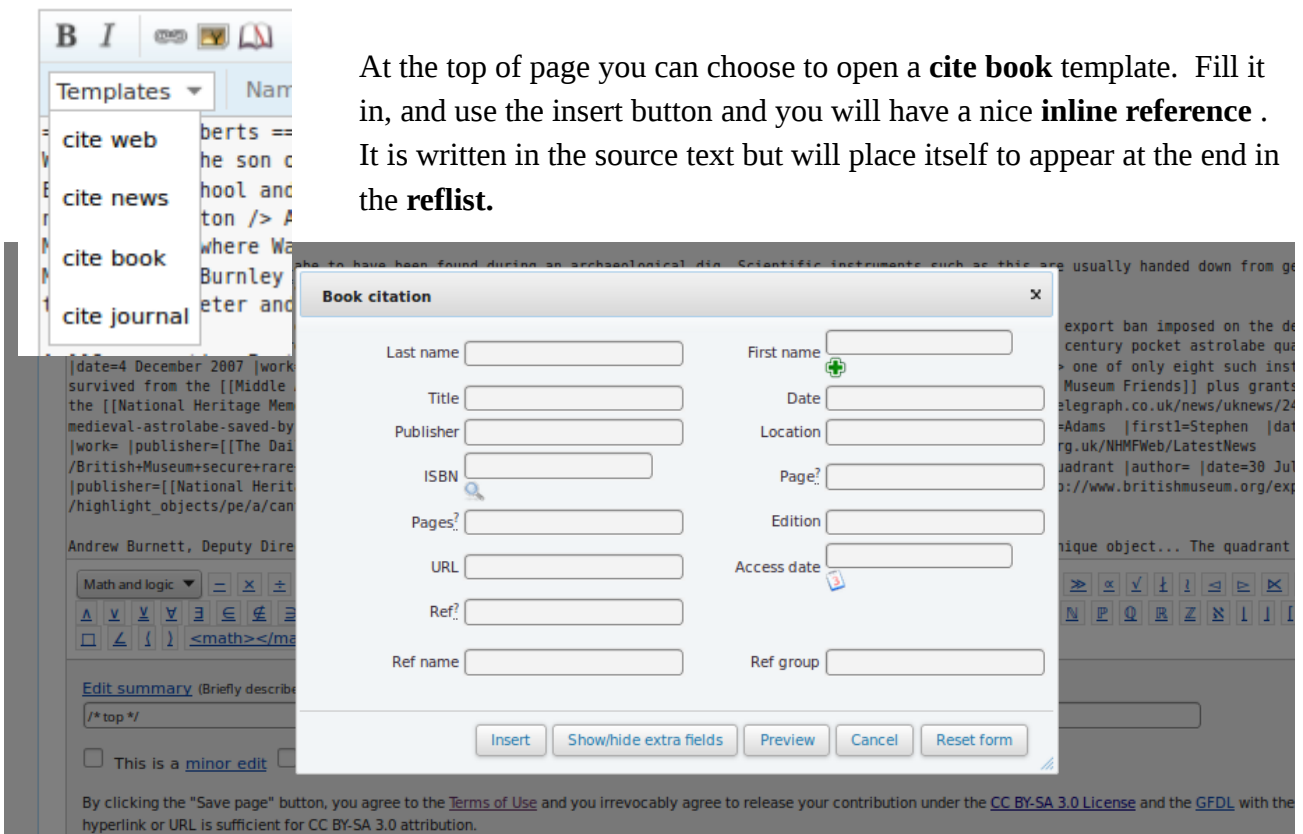
1. George Serle, Dialling, 1653, p=17
2. a, b, c George Serle, Dialling, 1653, p=19

### *Discussion*

### *Further help*

See the next few pages- this is so important that editors have added many ways that achieve the same result. Rule of thumb: Anything is better than nothing- wikipedia is co-operative, do the best you can and other editors will clean up the mistakes.

## Inserting a drop down box reference



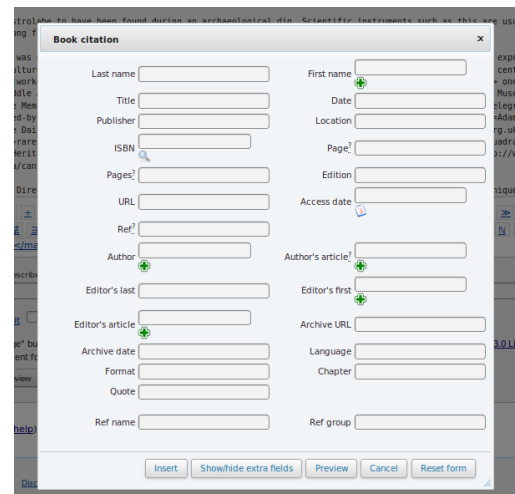
At the top of page you can choose to open a **cite book** template. Fill it in, and use the insert button and you will have a nice **inline reference**. It is written in the source text but will place itself to appear at the end in the **reflist**.

### Discussion

Those are the common fields: fill in as many as you can.

There are more fields – just click the Show more fields button (second button).

Life can be made a lot simpler by typing in the ISBN first and selecting autofill. This feature can be a bit shaky.



### Further help

## 10. Inserting a bibliography type reference

### *Context*

There are two bits to do here.

1. Add an inline link.
2. Add the full reference at the bottom in the bibliography

### *In-line link*

```
<ref name=R1921>{{harvnb|Roberts|1921}}</ref>
```

or use

```
{{sfn|Roberts|1921}} (Read more on the next page.)
```

### *At the bottom in the bibliography*

```
*{{citation |url=http://oneguyfrombarlick.co.uk/viewtopic.php?t=7259|title= Arthur Robert's Engine List|publisher=One guy from Barlick-Book Transcription|last=Roberts|first=A S|year=1921|work=Arthur Roberts Black Book.|accessdate=2009-01-11|ref=CITEREFRoberts1921}}
```

or use a dropdown template (see previous page)- strip out the `<ref></ref>` brackets- and put a '\*' in front

### *Discussion*

The top example is how we used to do it in the olden days- and some of us still do!

Academics will be familiar with this Harvard style referencing, and will have used it in writing dissertations.

We judge the quality of the article by the quality of the references. Some things we find on line like fanzines and blogs are not accepted.

### *Further help*



# Using sfn efn type references

## *In the text*

Pure joy, sfn (short footnotes).

```
{{sfn|Gregory|1903}}
{{sfn|Sawyer|2012|p=33}}
{{sfn|Sawyer|2012a|p=36}}
{{efn|During the revolution, the months were give alternative names}}
```

## *At the end- in references and bibliography*

```
==References==
;Notes
{{notelist}}
;Footnotes
{{reflist|2}}
==Bibliography==
*{{cite journal|name=Sawyer| ... |ref=harv}}
```

## *Discussion*

To make the items in the bibliography, use the editor cite templates, then erase the `<ref>` and `</ref>` but add by hand a field `|ref=harv` usually after the `|year=`. This will make the link.

When the author has published more than one text in a year- add on 'a', 'b', 'c' etc.

We separate the notes from the footnotes at this point. The **efn** (extended footnotes) will go in a separate section, in a `{{notelist}}` The **sfn** (short footnotes) go in the `{{reflist|2}}`. `{{reflist|2}}` means it will arrange itself in two columns `{{reflist|30em}}` does the same but is mobile phone friendly.

Sometimes we have no author but still wish to make a link- `|ref={{sfnRef|Guardian|4}}` will provide a link that we can cite as `{{sfn|Guardian|4}}`.

## *Further help*

There are other ways to lay out your end sections as described next.

## 11. At the foot of the page

In an ideal world the bottom of the page includes these sections. There are many choices!

We need the template `{{reflist}}` to display all our references. We need `{{notelist}}` to display footnotes.

Simple version	Alternative	Full version	Full version alternative
<pre> ==See also== ==References== {{reflist}}  ==External links== </pre>	<pre> ==See also== ==References== &lt;references/&gt;  ==External links== </pre>	<pre> ==See also== ==References== ;Footnotes {{notelist}} ;Notes {{reflist}} ;Bibliography ;Further reading ==External links== </pre>	<pre> ==See also== ==References== ===Footnotes=== {{notelist}} ===Notes=== {{reflist}} ===Bibliography=== ===Further reading=== ==External links== </pre>

### Discussion

The **See also** section is used for links to **similar wikipedia articles**, and when included, it is always positioned **above** the references.

The **External links** section goes at the end and contains links to non-wikipedia articles, using the single bracket format.

The `===Notes===` creates a subsection that appears in the Table of Contents (TOC) while the **semi-colon** (;) as in `;Notes` just gives a pleasant highlight. Both can be used- its your call.

### Further help

## Notes

This booklet was produced for training session  
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in  
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