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)
Navigate to the Wiki Event Page

Search WMDC-Editing

top right search bar

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-
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
Free...

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 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

Only 1 out of 10 Wikipedia editors is female!
### Content gender gap? Make the invisible visible

#### Percentage of women’s biographies

<table>
<thead>
<tr>
<th></th>
<th>November 2014</th>
<th>March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15%</strong></td>
<td>English language Wikipedia</td>
<td><strong>18.27%</strong> English language Wikipedia</td>
</tr>
</tbody>
</table>

English language Wikipedia
How Can We Fix This?

- Engagement through edit-a-thons, training opportunities and [Wikiprojects like Women in Red](http://example.com). (Example: NMWA event featured the BBC)
- Partnerships with nonprofits*, colleges/universities, government entities and beyond

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*75% of nonprofit employees are female. These nonprofits include educational, scientific and literary organizations. It’s time to engage these ‘gatekeepers’.

Set Preferences

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

Source: Wikimedia Commons
Set Editing Preferences: **Activate Visual Editor**

1. Open the Wiki event page or any Wikipedia article
2. Select ‘Preferences’ (Top right of the page)
Set Editing Preferences: **Activate Visual Editor**

3. **Select the ‘Editing’ tab**

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

**Preferences**

<table>
<thead>
<tr>
<th>User profile</th>
<th>Appearance</th>
<th>Editing</th>
<th>Recent changes</th>
<th>Watchlist</th>
<th>Search</th>
<th>Gadgets</th>
<th>Beta features</th>
<th>Notifications</th>
</tr>
</thead>
</table>

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Basic information

**Username:** Ariel Cetrone (WMDC)

**Member of groups:** Autoconfirmed users, Extended confirmed users, Users

**Connected apps:** Manage 3 connected applications
4. Scroll down to ‘Editor’

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

6. Save (Bottom left)
User Page

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

- Opportunity to share information and interests
- Use is optional
Talk Page

- 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

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

Elizabeth Catlett (April 15, 1915[2] – April 2, 2012)[3] 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.
Exploring Tabs: Article history

View all edits ever made by selecting ‘View History’
Exploring Tabs: Talk Page - Community Discussion

- Discuss the article with other editors
- Use is optional

This article was created or improved at an Art+Feminism edit-a-thon in 2015.

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

This article is or was the subject of a Wiki Education Foundation-supported course assignment. Further details are available on the course page. (Assigned student editor(s): Chara J.)
Elizabeth Catlett (April 15, 1915[2] – April 2, 2012)[3] 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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Catlett was born and raised in Washington, D.C. Both her mother and father were the children of freed slaves, and her grandmother told her stories about the capture of blacks in Africa and the hardships of plantation life. Catlett was the youngest of three children. Both of her parents worked in education; her mother was a truant officer and her father taught in Tuskegee University, the then D.C. public school system. Her father died before she was born, leaving her mother to hold several jobs to support the household.

Catlett's 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.

References

9. "Fallece la escultora y grabadora Elizabeth Catlett: MÉXICO OBITUARIO". EFE.
Categories (+/−): 1915 births (−) (±) | 2012 deaths (−) (±) | Mexican sculptors (−) (±) | Activists for African-American civil rights (−) (±)
| American women printmakers (−) (±) | American sculptors (−) (±) | African-American sculptors (−) (±) | African-American artists (−) (±) | Feminist artists (−) (±)
| Honorary degree recipients (−) (±) | University of Iowa alumni (−) (±) | School of the Art Institute of Chicago alumni (−) (±) | Artists from Washington, D.C. (−) (±)
| Naturalized citizens of Mexico (−) (±) | Delta Sigma Theta members (−) (±) | Escuela Nacional de Pintura, Escultura y Grabado "La Esmeralda" alumni (−) (±)
| American women printmakers (−) (±) | 20th-century American women artists (−) (±) | 20th-century American printmakers (−) (±) | (+)

Further reading

External links
- Listings for over 500 works produced by Elizabeth Catlett during her time at the Taller de Gráfica Popular can be viewed at Gráfica Mexicana.
- Elizabeth Catlett Online. ArtCyclopedia guide to pictures of works by Elizabeth Catlett in art museum sites and image archives worldwide.
- 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

Formatting buttons

Edit buttons
Edit = Visual Editor, Edit Source = Code
Cite your sources

1. Place cursor in desired location, select ‘Cite’
2. Follow prompts
Adding Sections

Career

Very early in her career, Catlett 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 Covarrubias.\[4\]

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.\[8\] 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.\[1\] She eventually went on to chair the art department.\[4\] 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.\[4\] Her last major teaching position was with the Escuela Nacional de Artes Plásticas at the National Autonomous University of Mexico.
Adding Sections

1. Place cursor  
2. Select ‘Paragraph’  
3. Select ‘Heading’
Create links between articles

1. Select text  
2. Select link icon  
3. Select article and ‘Done’
Adding Photos with Wikimedia Commons

1. Place cursor in desired location
2. Select: ‘Insert’ + Media'
3. Enter search term
4. Select photo + ‘Use this image’
Adding Images with Wikimedia Commons

- Search for image and select ‘insert’.
- All images must exist in Wikimedia Commons prior to inclusion in Wikipedia.
To quickly abandon changes made to an article, select ‘Read’ (next to Edit/Edit Source) and your edits will not be saved.
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
Need Inspiration?

- Explore Wikiprojects
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
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.

Next
Edit sandbox
2. Start a ‘Mainspace’ article

- Enter **Article title** into WP search bar
- Click the **red link** to start the article
  - Create
  - Publish
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

1. Leave Editing mode
2. Select +
3. 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

1. Identify target article - ‘Jessie Tarbox Beals’
2. Create a new article. Name it the alias. ‘Jessie Richmond Tarbox’
3. 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 Wikicommmons

Photo: Sumner School Archive Editing Workshop

Source: Wikimedia Commons
Adding Photos

1. Go to commons.wikimedia.org
2. Select Upload
3. **Select media files to share**
Adding Photos

4. Address copyright
Adding Photos

4. Name and caption your photo, add category

Title:
Temple Israel Portsmouth New Hampshire

Description:
English
Temple Israel Portsmouth New Hampshire

Date work was created or first published:
2018-07-08 12:47:06

Categories:
Synagogues in the United States

Latitude:
43.07563868889

Longitude:
-70.75905555556

Heading:
186.63913043478262

Next
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: Foster Mohrhardt
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

- **Digital Collections** - full text materials, primarily USDA research and historical publications
- **Digital exhibits** – Highlighting our general collections – another great way to get some ideas for editing topics
- **Special Collections** - access to our rare books and manuscripts collection – lots of historical photographs!
- **Government Documents** (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 15th-21st Century!
- Many public 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 [National Agricultural Library](http://nationalagriculturallibrary.usda.gov)