#WikiForHumanRights 2024

The Knowledge we need for a sustainable future

Introduction to Wikipedia

Understanding the principles, misconceptions, and learning how to edit Wikipedia articles

3:00 PM WAT, Friday, 5th of July 2024

WIKIMEDIA FOUNDATION

BARAKAT ADEGBOYE

I am a Nigerian Wikimedian, Programs Lead (Intern) WUGN and former General Secretary at Wikimedia Fanclub, University of Ilorin actively enhancing the visibility of African content on Wikimedia projects.

Find me on META @User:Ridzaina, **LinkedIn** @Barakat Adegboye

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- Wikipedia basics
- Principles and facts
- Misconceptions of Wikipedia

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Overview and Misconceptions of Wikipedia

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Overview

Wikipedia basics, its principles and facts.

Wikipedia Basics

- Wikipedia is coined from the words wiki and encyclopedia.
- A Wiki however, is a website which allows collaborative editing of content and structure by its users.
- Created on January 15, 2001 by Jimmy Wales and Larry Sanger.
- Over 60 million articles in 334+ languages across different Wiki pages, as of June 2024 .
- It’s not a finished project! It’s always evolving!
- The English Wikipedia has the most articles of any edition, at 6,839,278 as of June 2024.

Wikipedia: Core content policies

- **Neutral point of view (WP:NPOV)** – All Wikipedia articles (about waste management, agriculture in Nigeria, climate change, environmental sustainability etc.) must be written from a neutral point of view, representing significant views fairly, proportionately and without bias.

- **Verifiability (WP:V)** – sections and paragraphs within this articles challenged or likely to be challenged, and all quotations, must be attributed to a reliable, published source e.g online or offline information sources. In Wikipedia, verifiability means that people reading and editing the encyclopedia can check that information comes from a reliable source.

- **No original research (WP:NOR)** – Wikipedia does not publish original thought of editors: all articles on Wikipedia must be attributable to a reliable, published source. Avoid Shameless Self-Promotion

Wikipedia: Policies & Guidelines

- **POLICIES:**
  - NPOV (Neutral Point of View)
  - Verifiable information
  - No original research
- For anyone or topic to be on Wikipedia they must meet this criterion:

A. GNG:General Notability Guidelines
   i. Presumed
   ii. Significant coverage
   iii. Reliable
   iv. Sec Sources
   v. Independent of the subject

b. SNG:Subject Notability Guidelines
   i. Organisations
   ii. Events
   iii. People etc.
   -

Five Pillars of Wikipedia

1. Wikipedia is an encyclopedia.
2. Wikipedia is written from a neutral point of view.
3. Wikipedia is free content that anyone can use, edit, and distribute.
4. Wikipedia editors should treat each other with respect and civility.
5. Wikipedia has no firm rules.

5 pillars of Wikipedia

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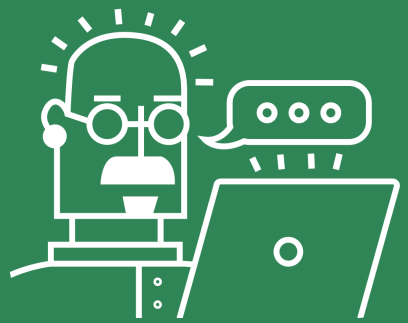
Misconception of Wikipedia

What Wikipedia is not...

Common Misconceptions of Wikipedia

Wikipedia is a secondary source.



- Wikipedia is a tertiary source (Reference material)whose entries are gotten from reliable secondary sources such as Newspapers, journal articles, books, among others. See the Wikipedia library for more information about the databases consulted when editing on Wikipedia. https://wikipedialibrary.wmflabs.org/
- quick "ready reference", to get a sense of a concept or idea with links to resources that contains detailed information about the topic or concept of discourse.

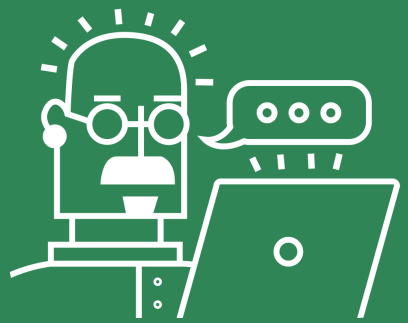
Common Misconceptions of Wikipedia

Anyone can add their opinion to Wikipedia and claim it as fact.

- Opinions are not allowed on Wikipedia.
- If someone adds content that doesn’t follow this rule, it will be removed by a subject specialist who has over 10 years experience as Administrators and Reviewers on Wikipedia.
- To prove me wrong; try and publish an article on Wikipedia today without any reference and wait to see the thousands of messages on your talk page, if you don't get blocked or banned from editing.

Common Misconceptions of Wikipedia

Edits done to a Wikipedia article cannot be reversed.



Wikipedia articles are dynamic and continuously improved. New edits can be deleted or reversed and old edits can be restored if necessary. https://en.m.wikipedia.org/wiki/Wikipedia:Reliable_sources

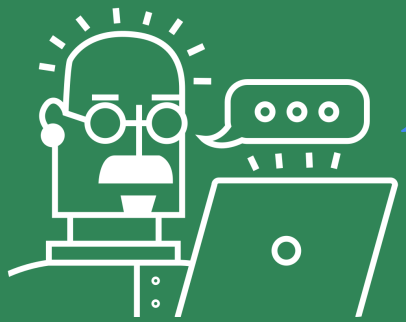
Common Misconceptions of Wikipedia

All Wikipedia Articles are unreliable and unverifiable

Specifically, we have categories for all articles on Wikipedia which also determines the readability and usability by academia and readers. Kindly visit the grading scheme to learn more https://en.m.wikipedia.org/wiki/Template:Grading_scheme

Common Misconceptions of Wikipedia

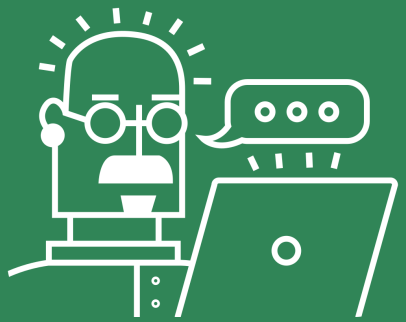
All Wikipedia Articles are prone to vandalism.



controversial, sensitive or vandalism-prone pages have been protected to varying degrees.[1][2] A frequently vandalized article can be "semi-protected" or "extended confirmed protected", meaning that only "autoconfirmed" or "extended confirmed" editors can modify it.[3] A particularly contentious article may be locked so that only administrators can make changes.[4]

Common Misconceptions of Wikipedia

Wikipedia makes people lazy, they're more likely to commit plagiarism.



When properly introduced and explained, Wikipedia actually empowers individuals to do self-directed research using the encyclopedia as a starting point. It can facilitate the development of key 21st-century skills that prevent them from committing plagiarism.

Getting Started and setting editing tools

CC by SA 4.0, Daramlagon

Joining Wikipedia

Creating a Wikipedia account, and user profile

Wikipedia main page

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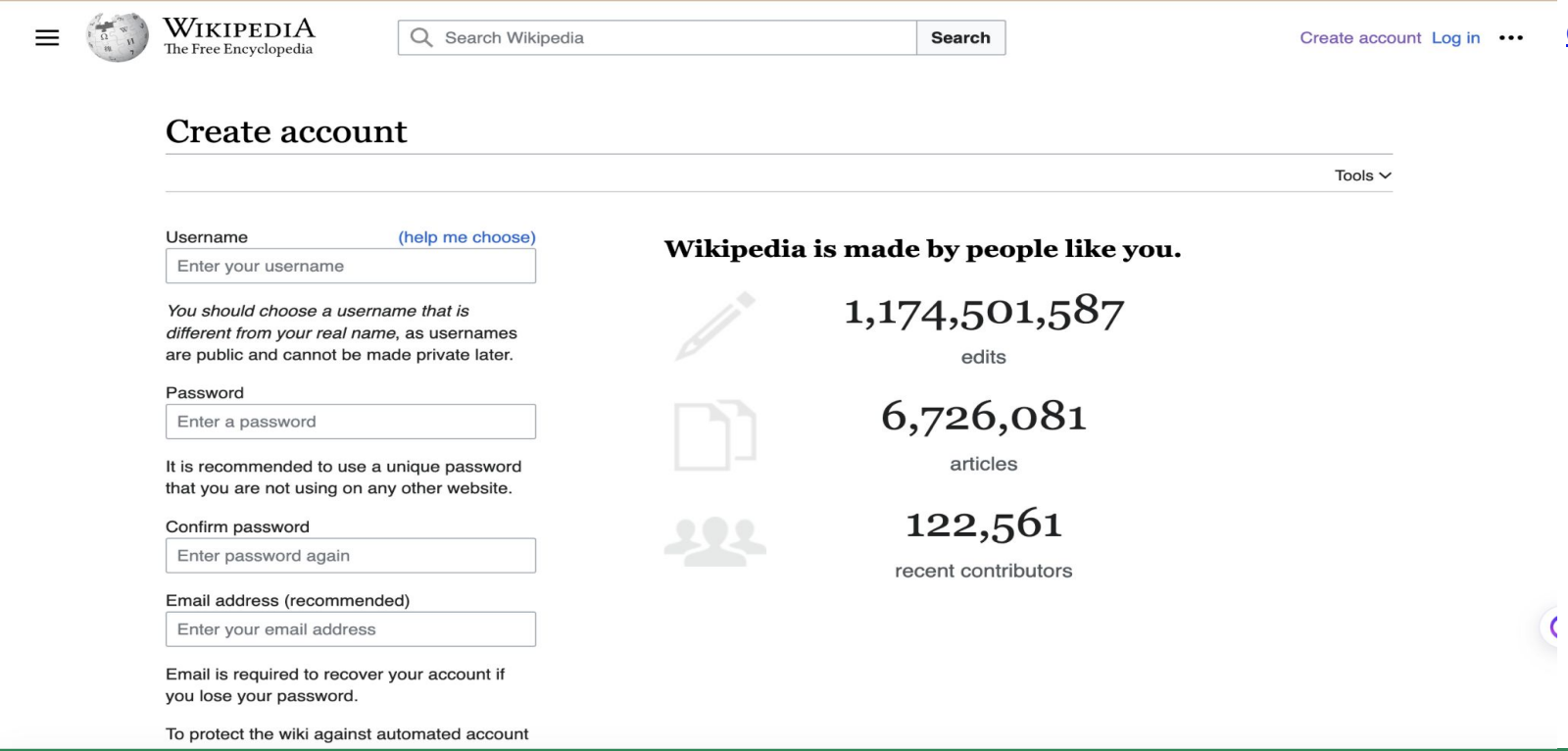
Wikipedia the free Encyclopedia

On your browser search for Wikipedia using the URL above. It will redirect you to this main page as seen on the slide. You can use the search box to find articles in different languages on various subjects and topics.



Create account on Wikip

Account Creation on Wikipedia

To create an account use the URL above to automatically redirect to this page where you can create your own account by completing the blank boxes. Use a username and password that you can easily remember.

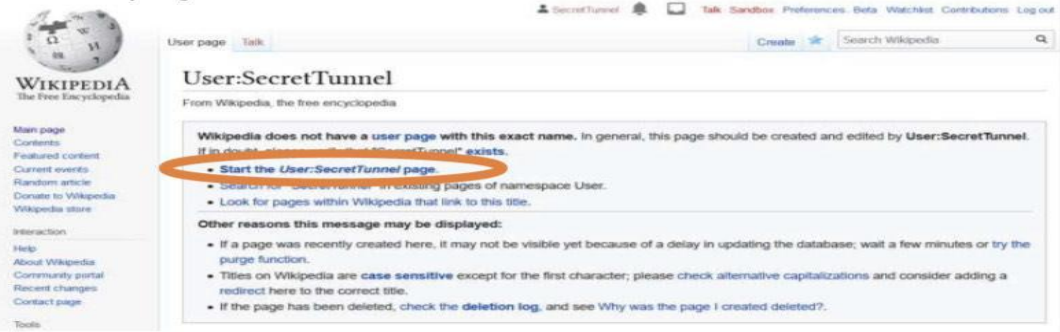
Confirm your account as a user:

*To confirm your **account** as a user, do the following:*

- Click on your user name at the top right hand side (red in color)
- Click on create your own (this will take you to a new window to describe or write something about yourself)
- Scroll down and type in the space
- Click on show preview to see how your information will appear, if satisfied then
- Click publish.

Log in to Wikipedia and look at the top of the page – click on your username, in red.

You'll see a message that appears whenever you click a redlink – **it tells you that the page doesn't** exist. Click on the top, bold bullet point to create the page



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Creating a user profile on Wikipedia

The pencil is used for switching the editing mode you want. Click on "start editing to create your user profile.

User:James Moore200 [edit]

38 revisions since 2020-03-10 (+6 days), 1 editor, 52 pageviews (30 days), created by James Moore200 (857) · See full page statistics

Olúwadámiláre James Pópóọlá

Executive Director, Open Future Africa,
2021/2022 Academic Session President, Wikimedia Fan Club, University of Ilorin,
Member, Wikimedians for Sustainable Development
Founder/Lead, Wiki Loves Sustainable Development Goals Nigeria,
Co-Founder, The WikiVibrance

"...I can't live for things around me to suffer."

About me

I am a global innovator, speaker, author, facilitator and the founder of Open Future Africa. I served as the 5th President of the Wikimedia Fan Club, University of Ilorin during 2021/2022 Academic Session. I am a final year student, studying History and International Studies at University of Ilorin, Ilorin, Nigeria. I am enthused about open source tools and technologies and glad to help widen the internet ecosystem both in my country (Nigeria) and beyond. I am passionate about technology and motivating others to succeed in life. I believe it takes people like me to make that great impact. I am a servant-leader and I have served for more than 10-years within areas of academic, social impact, faith-based organisations and lot more.

My work

See my contributions to all Wiki projects here.

Contact me

- *You can leave me a message by clicking here or e-mail me*
- Email: popoolaojames@gmail.com
- @TheJamesPopoola on Twitter
- @TheJamesPopoola on Instagram
- Facebook on Facebook
- LinkedIn on LinkedIn
- on English Wikipedia
- List of Funded Rapid Grants Proposals

This user comes from Africa.
This user comes from Nigeria.
This user is a Participant of the Wikimedians for Sustainable Development User Group
This user is interested in Climate

User language
yo-N Onise yii ede abinibi re ni Yoruba.
en-3 This user has advanced knowledge of English.
Users by language

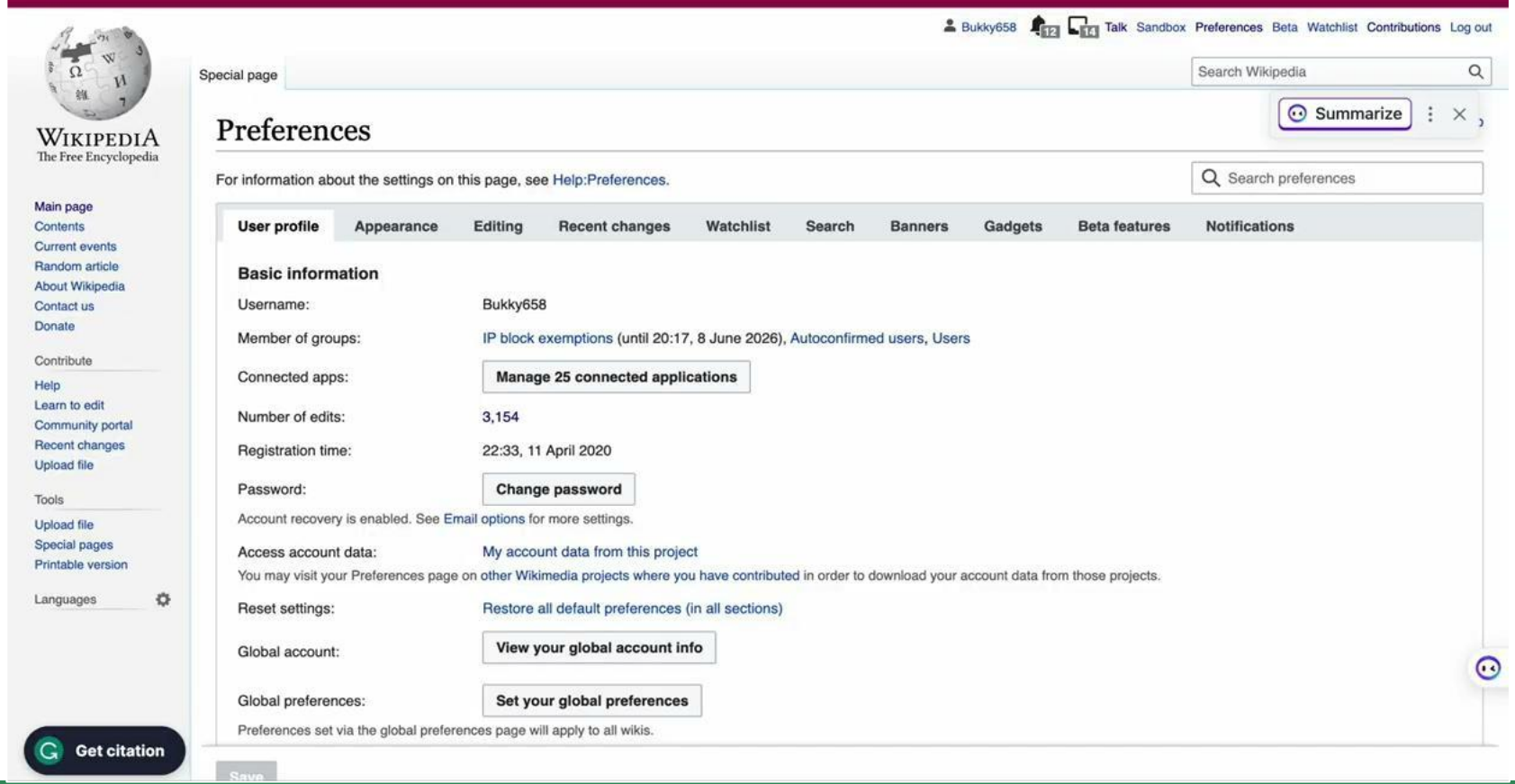
Gallery [edit]

Selected activities' gallery [edit]

Led a team of four to organise the Wikimania 2022 Watch party at Noktel Resorts, Ilorin, August 12-14, 2022

Co-facilitator at Kwara State University Fan Club Launching, 11th May, 2022

Your account will be confirmed as a user account (your username will now change from red to blue) only after this stage.



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Set all Wikipedia preference

Editing Interface

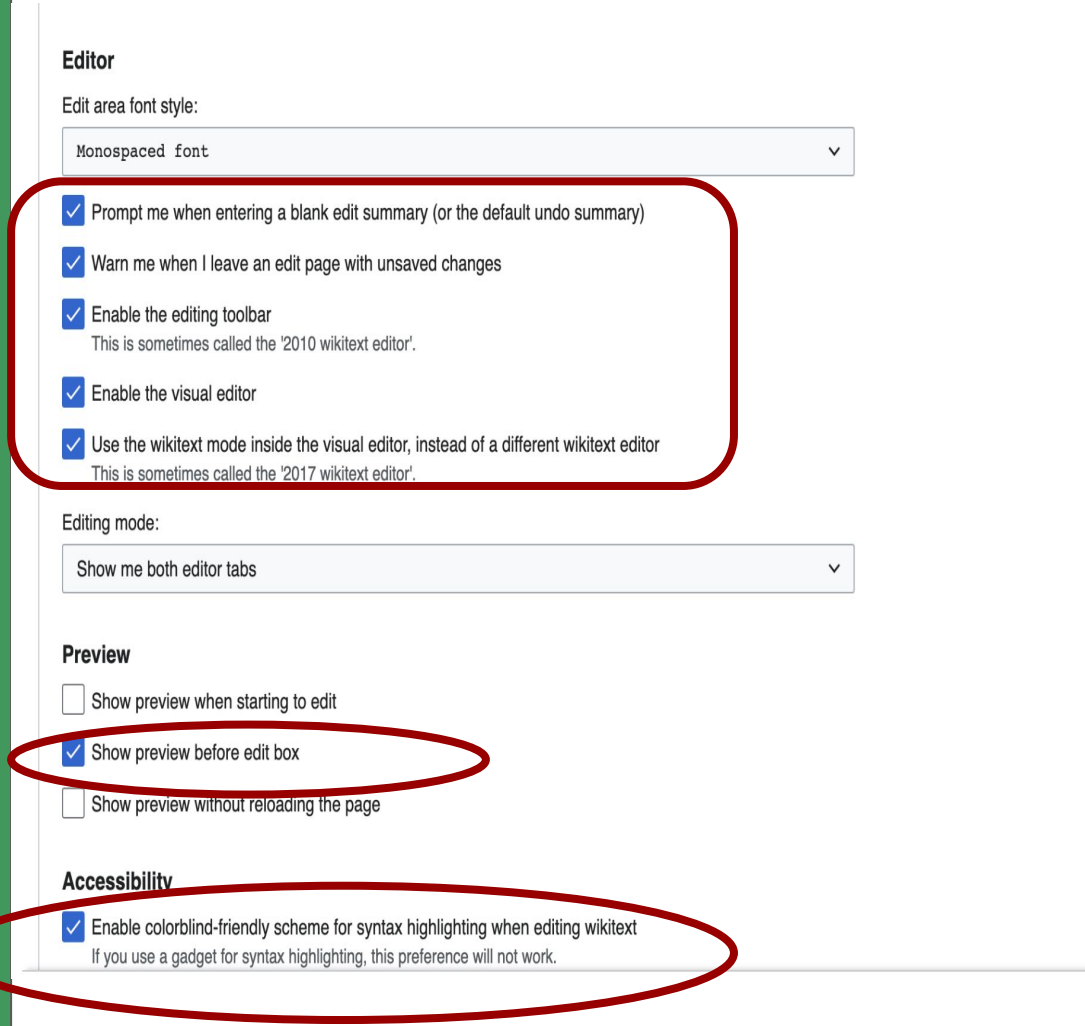
Wikipedia uses two interface methods

1. Classic editing through wiki markup (wikitext),
2. a new Visual Editor (VE).

Access to both editors:

To have access to both interfaces, do the ff:

1. Click on Preference at the top right side on the screen
2. Click on editing
3. Scroll down to Edit mode
4. Check the box: Set a local exception for this global preference.
5. Click on the drop down menu and select : Show me both editor tabs



Hands-on Demonstration I

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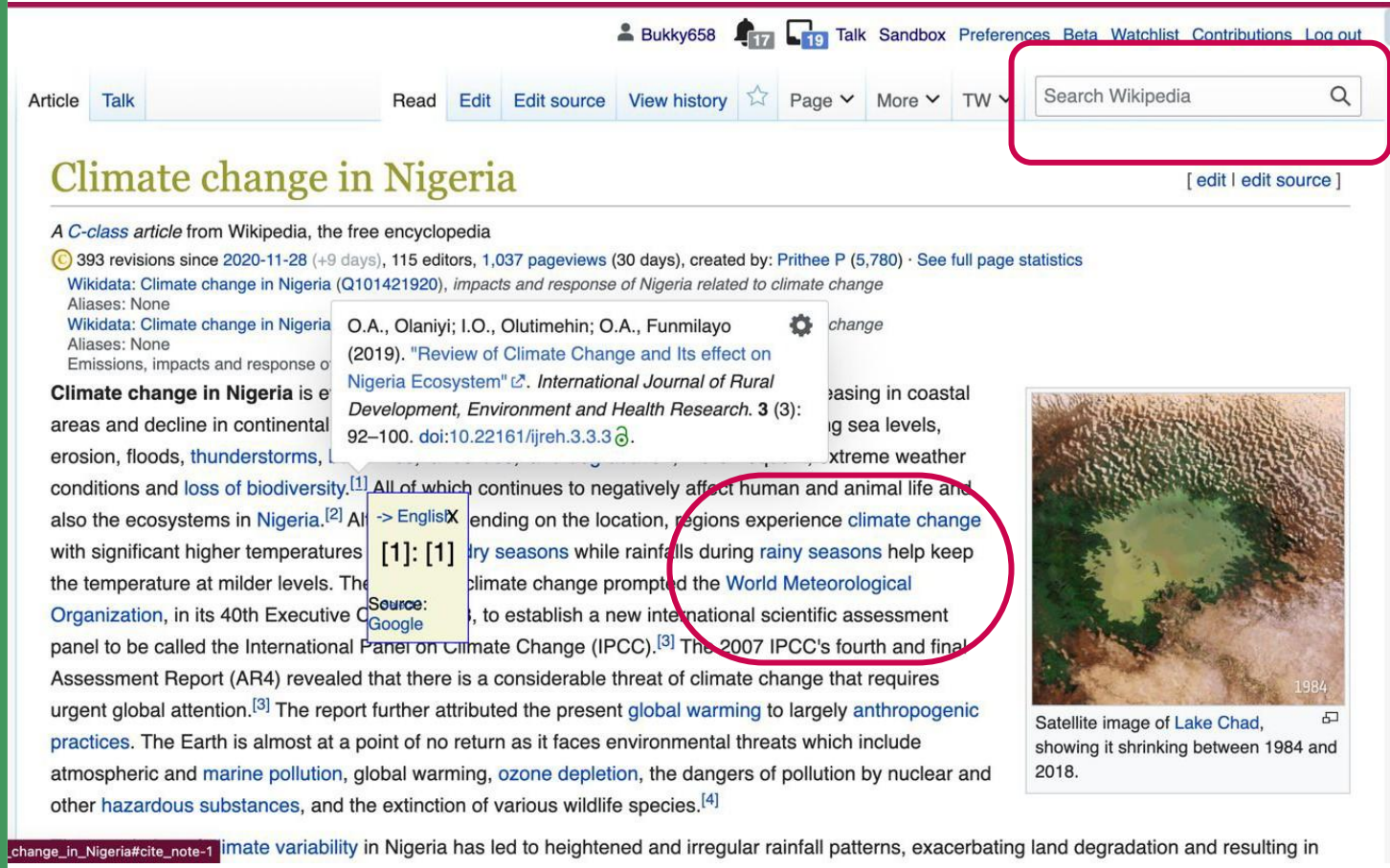
Anatomy of Wikipedia

Exploring more element of a Wikipedia article

Anatomy of a Wikipedia article

1. Use the search box to look for more information without leaving Wikipedia.
2. Blue links allow you to explore more Wikipedia articles related to the topic.
3. Red links indicate that the page does not exist yet but it probably should!



Anatomy of a Wikipedia article

- Certain badges on the top right corner can highlight the outstanding quality of an article after going through a structured peer review process.
- For example, this article is marked with a bronze star representing its status as a Featured Article - some of the best articles you can find on Wikipedia.
- Similarly, you can encounter warning banners indicating areas of improvement for an article, citations needed, or potential conflicts.

Climate change

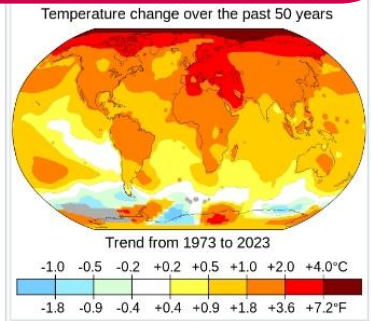
154 languages

Article Talk Read Edit View history Tools

From Wikipedia, the free encyclopedia

"Global warming" redirects here. For other uses, see Climate change (disambiguation) and Global warming (disambiguation). This article is about contemporary climate change. For historical climate trends, see Climate variability and change.

In common usage, **climate change** describes **global warming**—the ongoing increase in global average temperature—and its effects on Earth's climate system. Climate change in a broader sense also includes previous long-term changes to Earth's climate. The current rise in global average

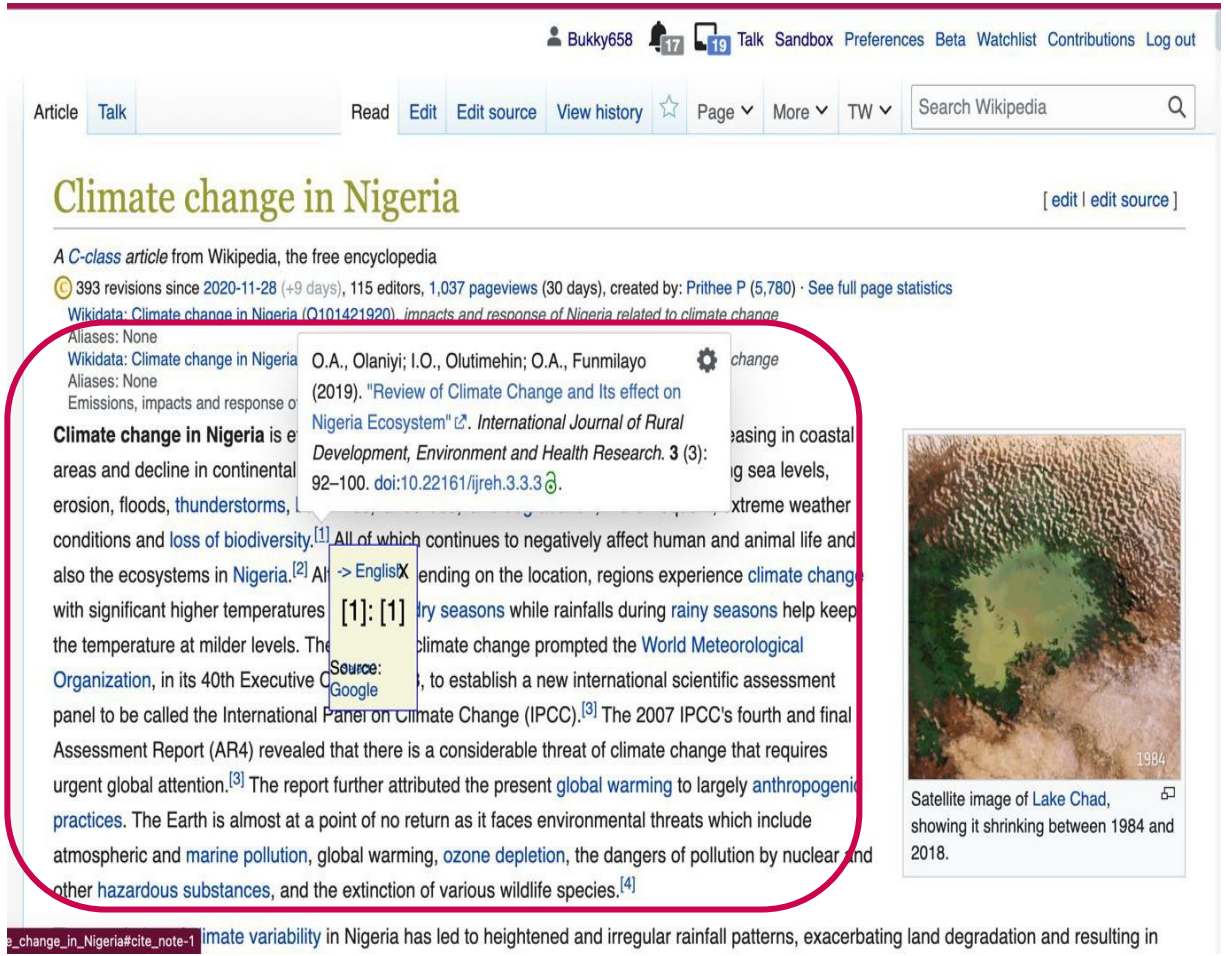


Changes in surface air temperature over the past 50 years.[1] The Arctic has warmed the most, and temperatures on land have generally increased more than sea surface temperatures.

Global surface temperature

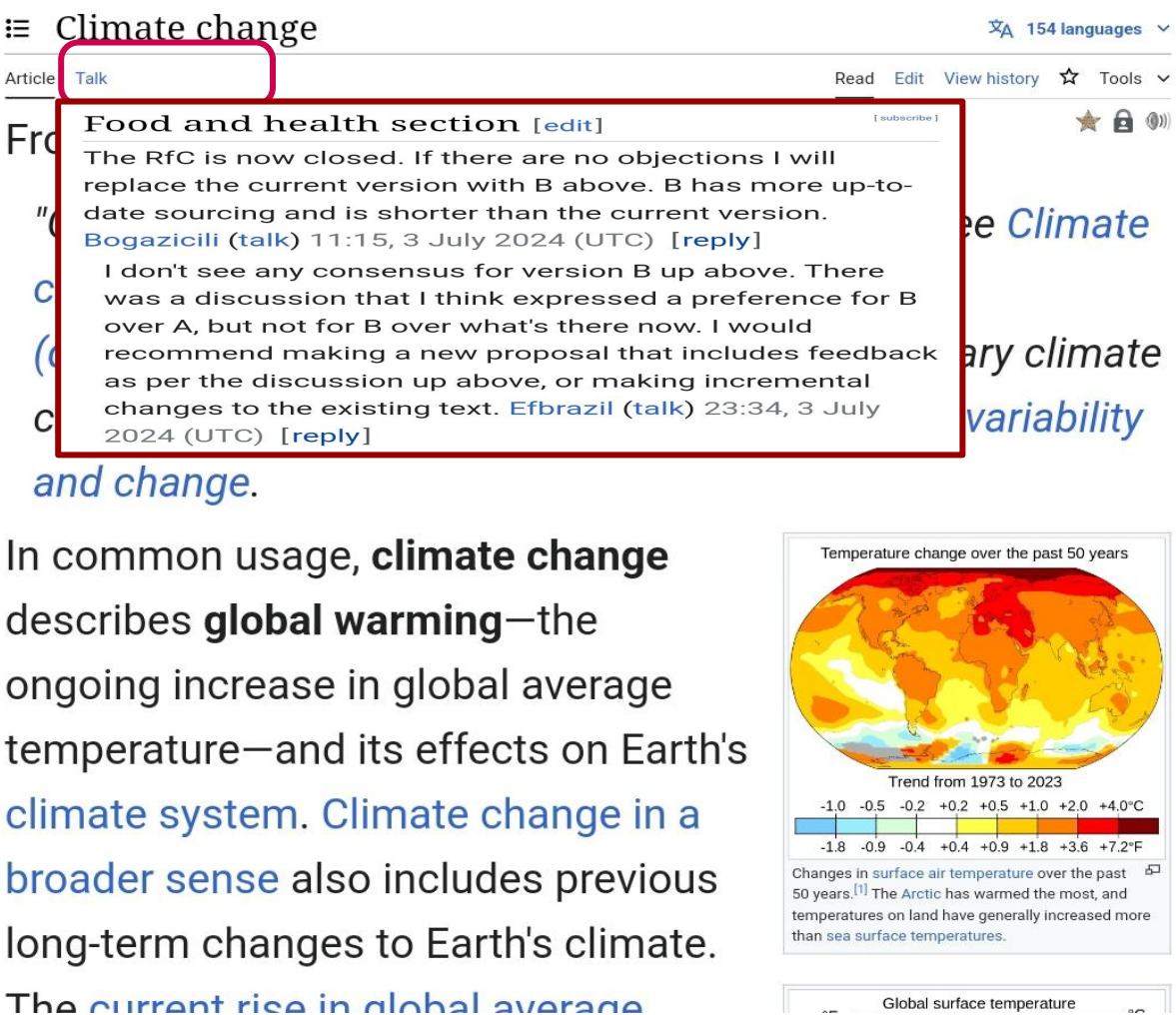
Anatomy of a Wikipedia article

- The lead section summarizes the article's key points.
- It provides students with an initial overview of the topic.



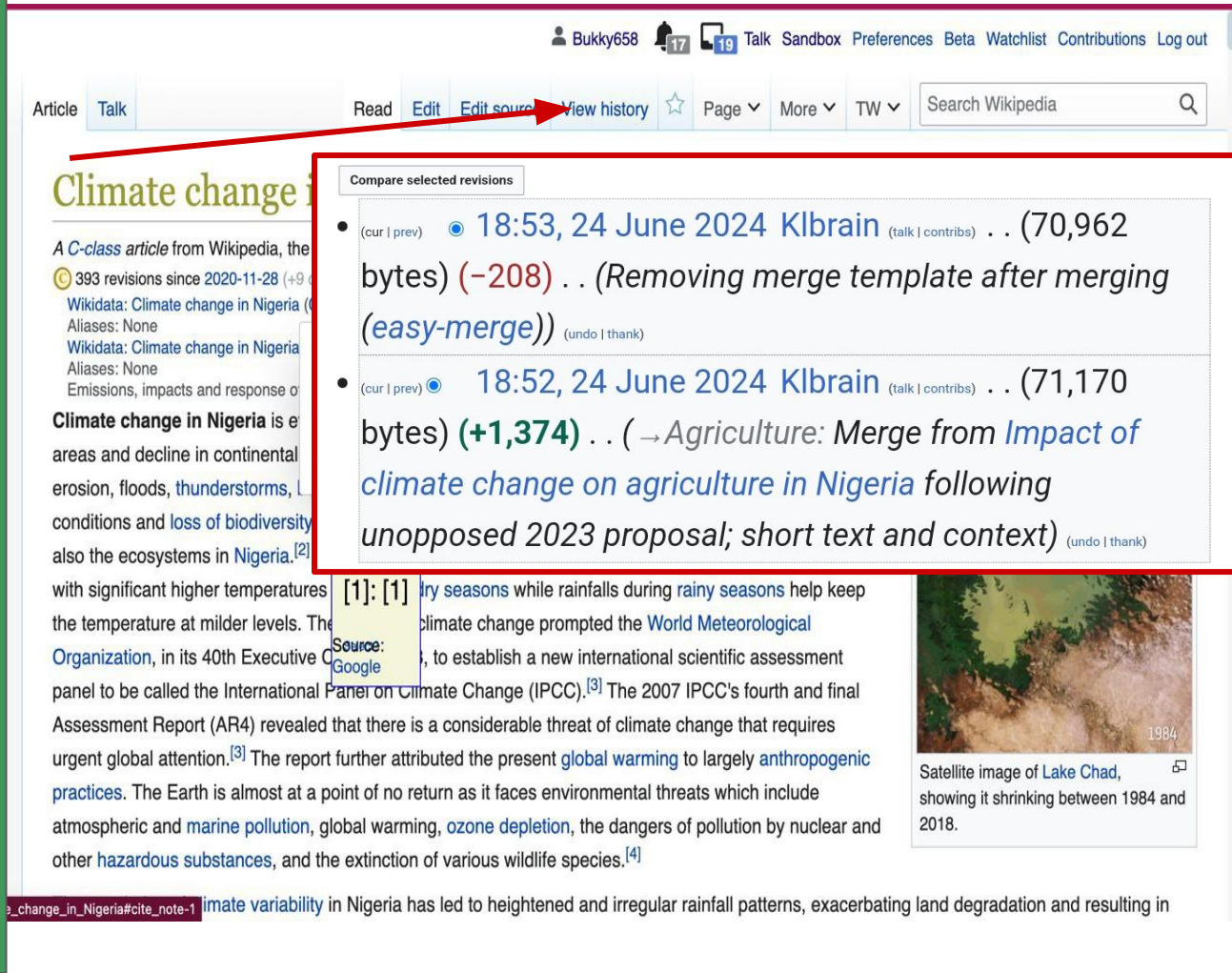
Anatomy of a Wikipedia article

- The "Talk" section shows discussions around the article's content: disputes around facts or sources, suggestions for improvement, etc.
- It shows how knowledge is constructed through informed exchanges, civil discussions, and collaboration.



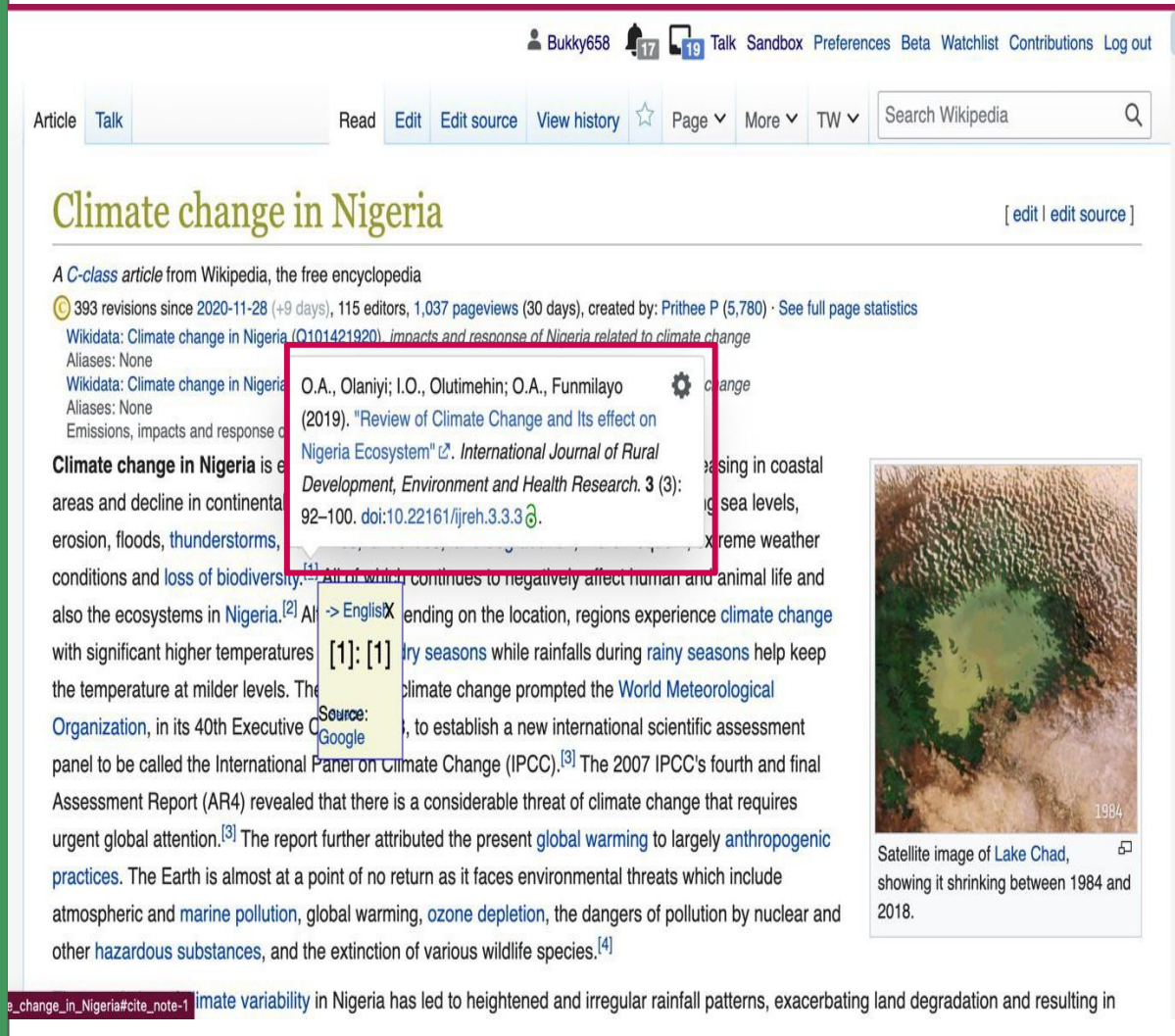
Anatomy of a Wikipedia article

- If you click on the “View History” tab you can see the development of a Wikipedia article through a list of the contributions done by different volunteer editors.
- Since everything is timestamped you can see how the article has evolved over time and how up-to-date the content is.



Anatomy of a Wikipedia article

- The numbers found along a Wikipedia article indicate the sources used to create it.
- You can see a quick glimpse of the source by hovering the mouse over the numbers. If you click on them you will be taken to the References section where you will find all the sources listed.
- Articles can be assessed according to the number and quality of sources they have.



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Editing Wikipedia

Choosing editing styles, creating sections and performing edits

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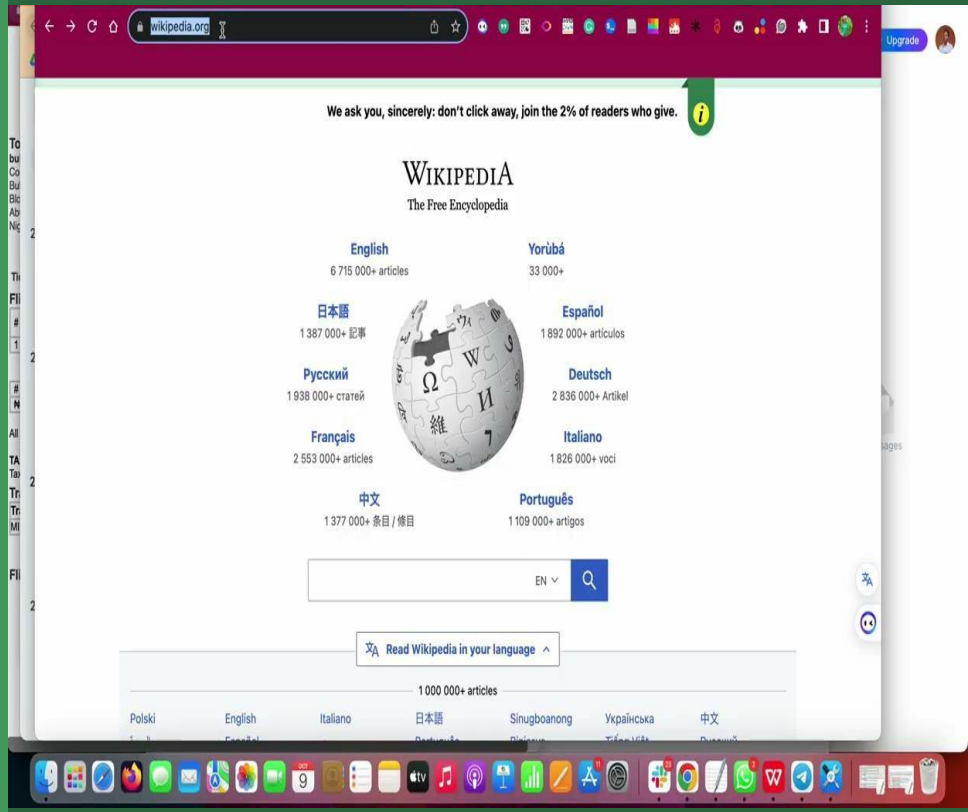
How to search for Articles to edit

- Login as a user
- Click on categories: Subject of your interest on the right side of the screen (on the same row with Welcome to Wikipedia) e.g. Arts, History, Geography etc.

- clicking on all portals will give you access to all the subjects.
- Click on any subject and choose an article of your choice
- You can edit a section of an article or the whole article.

OR

- Take this self paced course;https://en.wikipedia.org/wiki/Help:Introduction

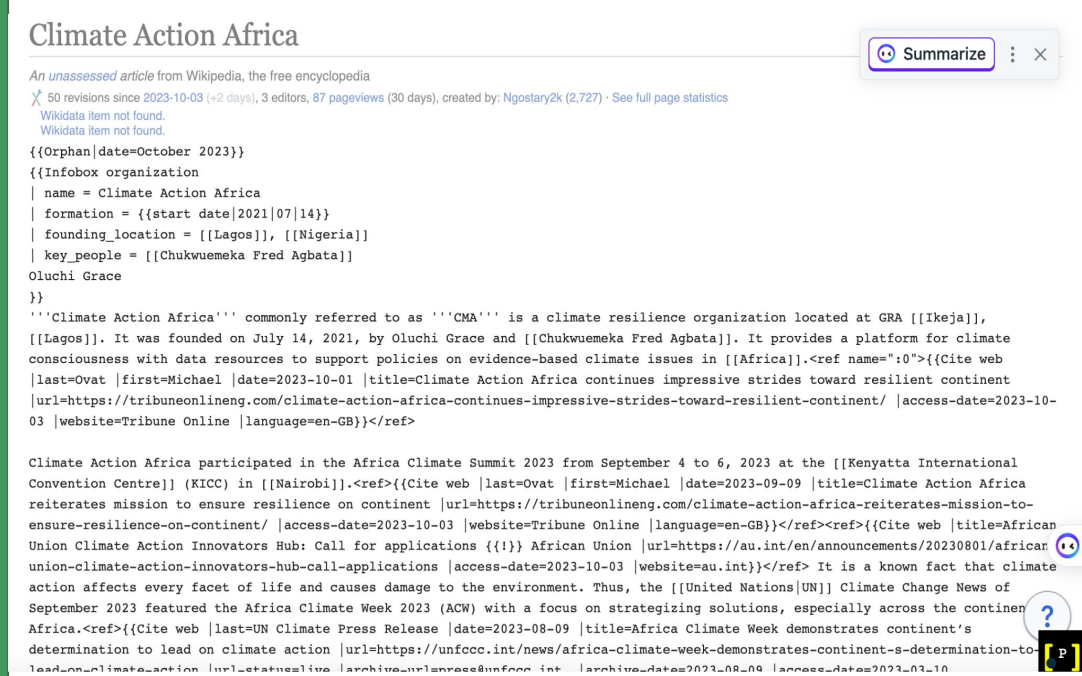


Wiki Markup

1. To edit in the Wiki markup interface, which takes you to the background.

2. Click on Edit Source at the top right of a Wikipedia page (or on a section-edit link). This will take you to a new page containing the editable contents of the current page.

3. Wiki markup is used extensively throughout Wikipedia for such things as hyperlinks, tables and columns, footnotes, inline citation, special characters and so on.



Note: Wiki Markup is good for persons who understands hypertext markup language (HTML).

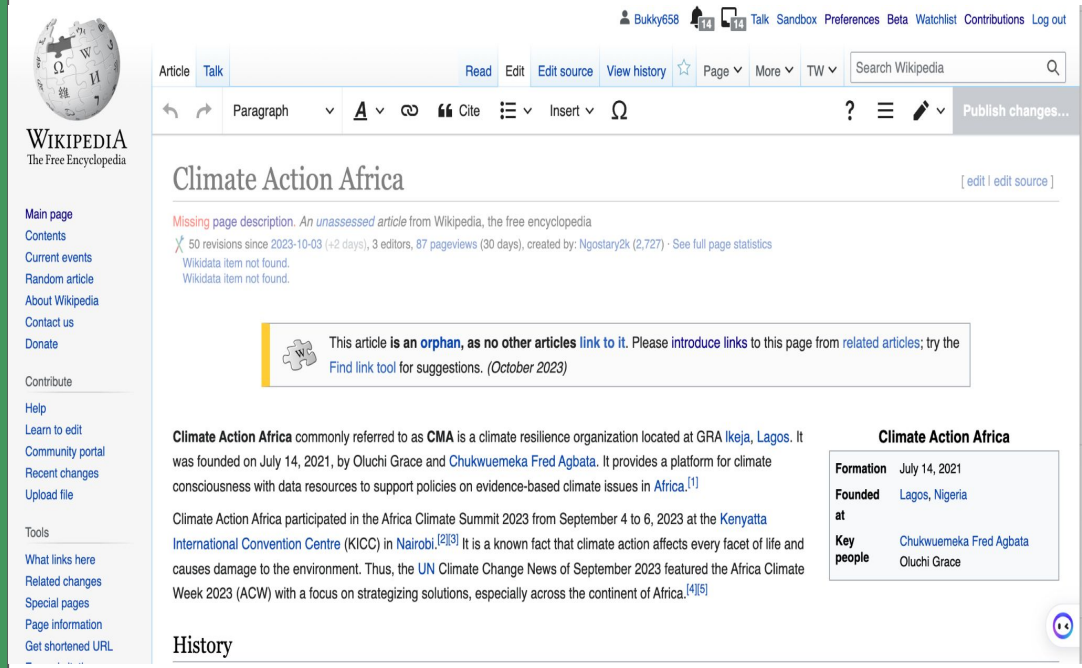
Visual Editor

https://en.wikipedia.org/wiki/Wikipedia:VisualEditor/User_guide

1. The Visual Editor option is user-friendly, "What You See Is What You Get" (WYSIWYG) The system allows you to edit pages without learning the wikitext "markup".

2. To edit a page using Visual Editor, click on the "Edit" tab at the top of the page or on each section.

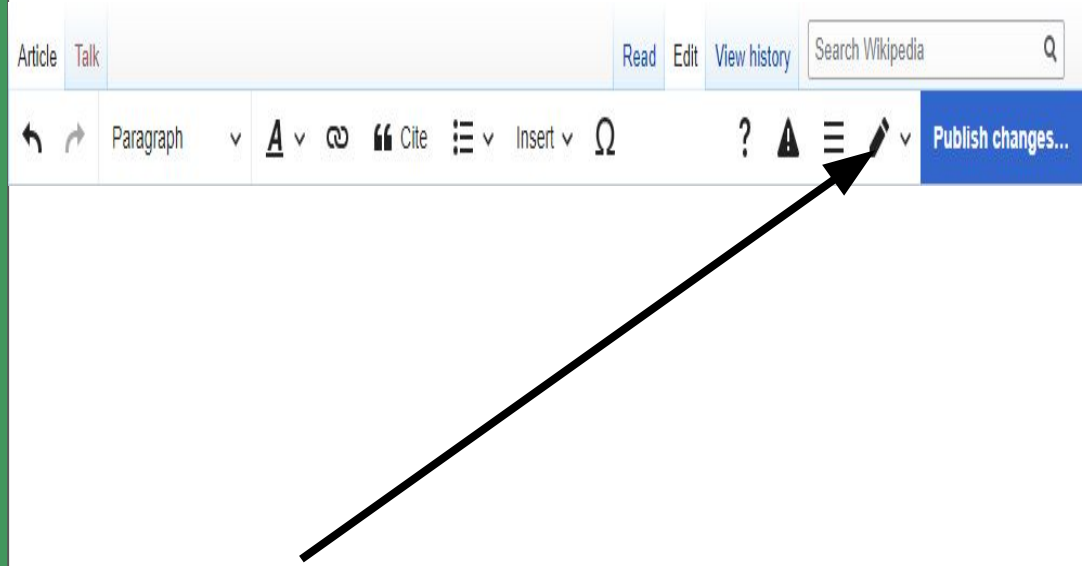
3. It may take a few seconds for the page to open for editing, and longer if the page is very long

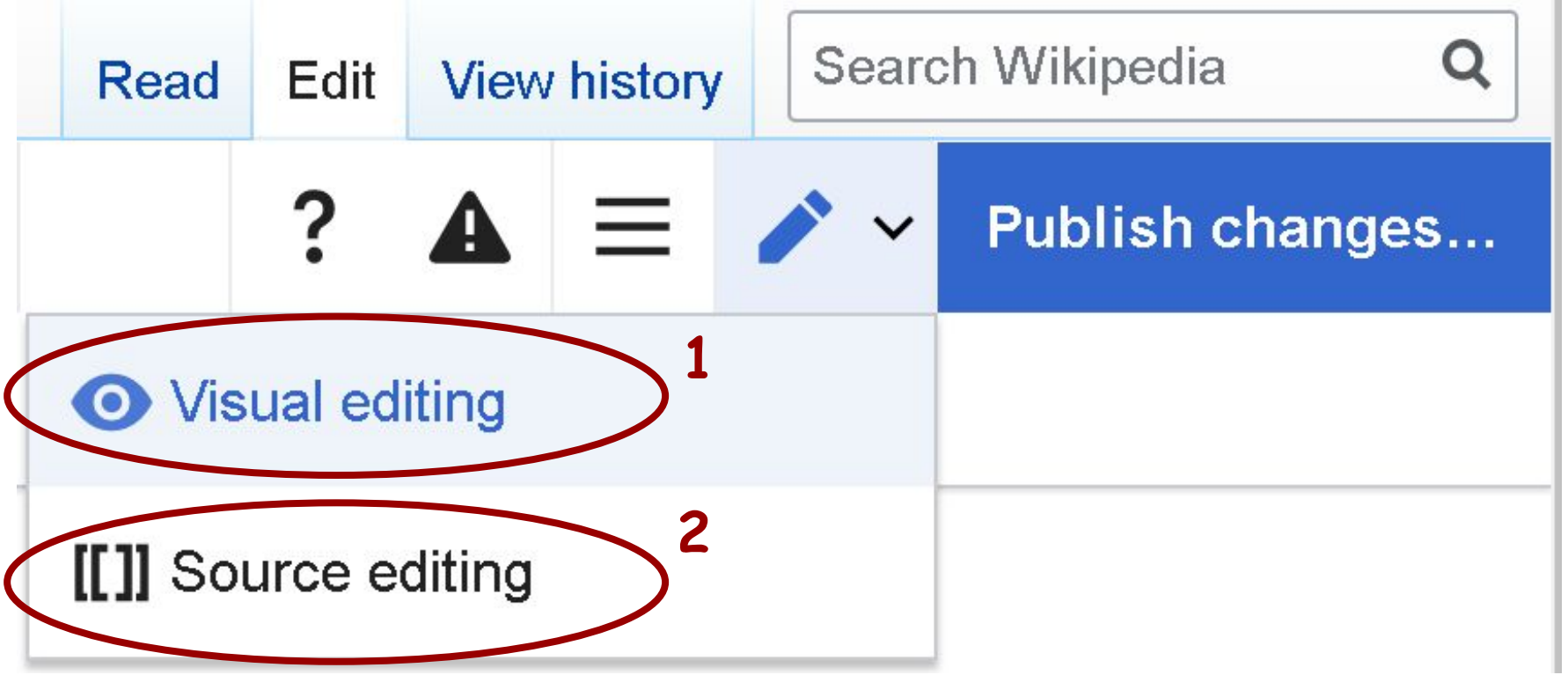


Visual Editor

- The VisualEditor toolbar appears at the top of the screen when you begin editing. It includes some familiar icons on MS word or google doc.
- Paragraph / Style / Hyperlink
- Structure e.g bullet
- Insert: table, image, templates etc.
- Special Characters
- Help / Options

VisualEditor_toolbar





Switching between Editors

- To switch between the two editing modes above
- Click on the drop down sign close to the pencil lik
image near the publish changes.
- Select between the modes
- Note: it appears in both wiki markup and Visual Editor modes if activated.

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Features to use

1. **Show Preview**

The "Show preview" button is next to the "Publish changes" button, below the edit summary field.

✔ It allows an editor to see how the article will appear to users.

2. **Show Changes**

✔ It divides the preview into two columns to show the new changes made.

3. **Publish Changes**

✔ It is the final step after you have provided an edit summary and previewed the page. Click "Publish changes" and the work will be published.

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Hands-on-Demonstration II

How to create Wiki-links and Categories on Wikipedia articles

Building a Brilliant Wiki Page

Whether you are making a new page, or improving an existing one, there are some key features that can help to make it useful & navigable.

They include:

- Lead section
- Heading
- WikiLinks
- References
- Categories
- Infoboxes
- Pictures
- Succession boxes
- Library resources
- Sisters projects
- Authority control
- Other templates

Building a Brilliant Page

Whether you are making a new page, or improving an existing one, there are some key features that can help to make it useful & navigable.

To make your page really useful, think about structure, and how to present readers with key information.

Lead section

A Lead section is the first paragraph or two of an article, and it comes before the table of contents and the first heading. Information from the lead section often shows up in search engine previews of topics, so it's especially important to include the key information.

The Lead section is also the first thing other Wikipedians will read, so make sure to establish the subject's notability here - then they'll know why the article is important, and may even be inspired to help improve it!

Things to include in the Lead section: Who, What (happened), When, Where, Why, How?

For more on this, search Wikipedia for "Wikipedia:How to create and manage a good lead section" or click here.

Headings

Adding headings helps to structure the information on your page. Use pages on similar people/places/things as inspiration for what sections to include. To add headings:

- in the Visual editor, click Paragraph
- in the Source editor, add equals marks either side of the heading text, like this: ==Heading== Add extra equals marks to make subheadings.

Wikilinks

Wikilinks are the main way that pages are connected and your readers can find related information. There are two main ways to make a link between pages:

- in visual editor, just highlight the word you want to link and click the link sign:
- in the Source editor, you can link using square brackets. Put them around the words you want to link to, [[like this]]. If your sentence requires a plural, you can put the "s" outside brackets, like this: [[general practitioner]]s. If it's helpful to use an entirely different form, put the link words first, then a pipe (straight vertical line), e.g. [[Fellow of the Royal College of Physicians|FRCP]].

References

Make sure to reference all of the information in your article as thoroughly as possible, especially quotations, any contentious points, or material relating to living people. Sources that you reference should be reliable, third-party, published sources: read more at "Wikipedia:Verifiability" (here).

- To cite references in the Visual editor, use the Cite button: Cite You then have the option of Automatic citation by pasting in a URL or DOI, Manually entering information (do this if the Automatic method misses out key information), or Re-using a citation that's already been used in the article.
- If you'd like to cite references in the Source editor, you can find a full guide and templates to use at "Wikipedia:Citation templates" here.

At the bottom of the page, add a References heading, and underneath that, type {{reflist}} (or {{reflist|30em}} for columns) so that they appear tidily.

Categories

Categories are located at the bottom of the page. Putting your page into categories helps people to find it. The best way to find relevant categories is to find another page on a similar person/place/thing, and see what categories that page is included in.

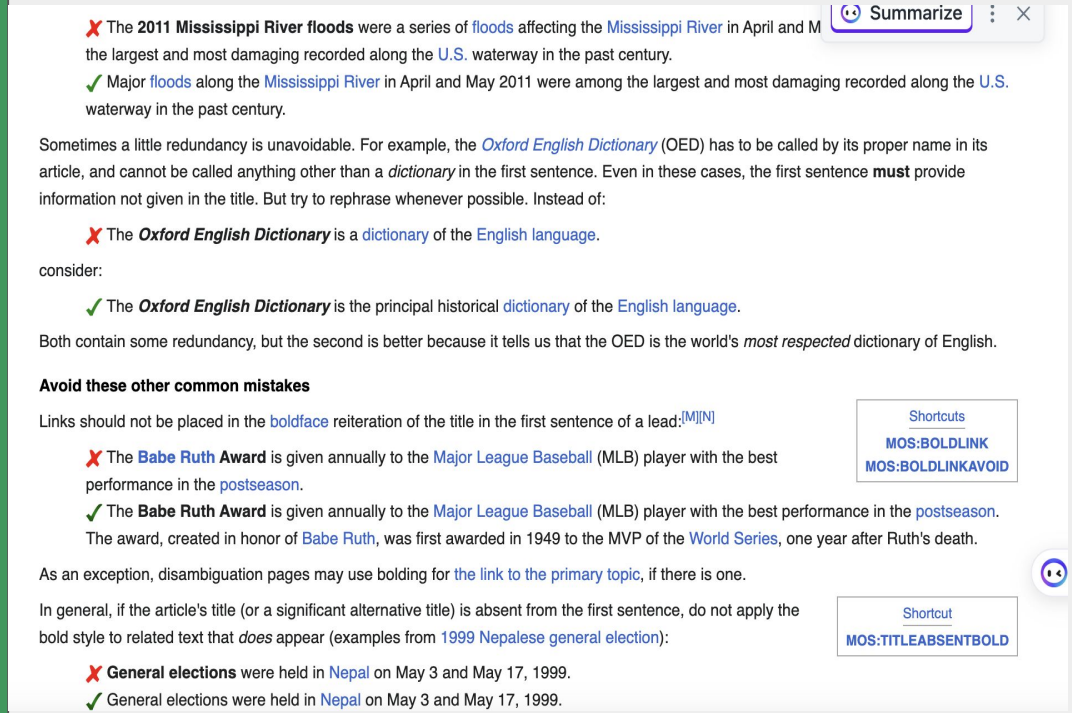
- You can add categories in the Source editor (copy them from another page and paste them in!).
- You can also change your Preferences - select the tab Gadgets and, under the heading Editing, check the box to enable HotCat. When you return to your article, you'll see + and - signs beside the categories to add and remove them!

Creating a Lead Section

The Lead section is the introductory paragraph(s) of an article, preceding the table of contents.

- Its content is vital as it appears in search engine previews, emphasizing key details.
- It establishes the article's importance to other Wikipedians, showcasing its notability.
- Essential components of the Lead: Who, What, When, Where, Why, and How.
- For guidance, refer to Wikipedia's "How to create and manage a good lead section.

[Wikipedia Manual_of_Style/Lead_section]



Summarize

✗ The **2011 Mississippi River floods** were a series of floods affecting the Mississippi River in April and M
the largest and most damaging recorded along the U.S. waterway in the past century.

✓ Major floods along the Mississippi River in April and May 2011 were among the largest and most damaging recorded along the U.S. waterway in the past century.

Sometimes a little redundancy is unavoidable. For example, the *Oxford English Dictionary* (OED) has to be called by its proper name in its article, and cannot be called anything other than a *dictionary* in the first sentence. Even in these cases, the first sentence **must** provide information not given in the title. But try to rephrase whenever possible. Instead of:

✗ The ***Oxford English Dictionary*** is a dictionary of the English language.

consider:

✓ The ***Oxford English Dictionary*** is the principal historical dictionary of the English language.

Both contain some redundancy, but the second is better because it tells us that the OED is the world's *most respected* dictionary of English.

Avoid these other common mistakes

Links should not be placed in the boldface reiteration of the title in the first sentence of a lead:[M][N]

Shortcuts
MOS:BOLDLINK
MOS:BOLDLINKAVOID

✗ The **Babe Ruth Award** is given annually to the Major League Baseball (MLB) player with the best performance in the postseason.

✓ The **Babe Ruth Award** is given annually to the Major League Baseball (MLB) player with the best performance in the postseason. The award, created in honor of Babe Ruth, was first awarded in 1949 to the MVP of the World Series, one year after Ruth's death.

As an exception, disambiguation pages may use bolding for the link to the primary topic, if there is one.

In general, if the article's title (or a significant alternative title) is absent from the first sentence, do not apply the bold style to related text that *does* appear (examples from 1999 Nepalese general election):

Shortcut
MOS:TITLEABSENTBOLD

✗ **General elections** were held in Nepal on May 3 and May 17, 1999.

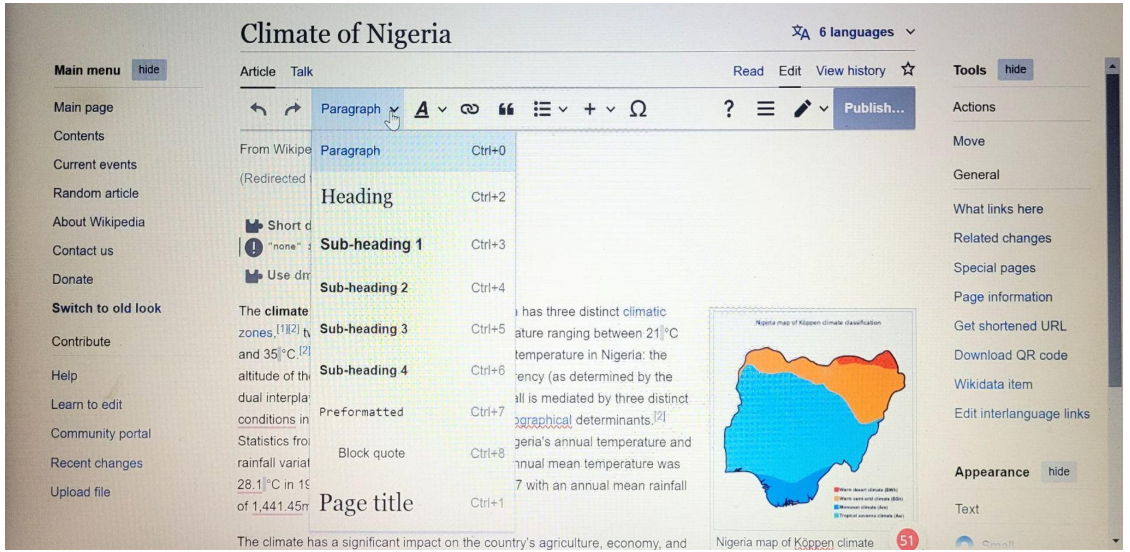
✓ General elections were held in Nepal on May 3 and May 17, 1999.

Headings

- Adding headings helps to structure the information on your page.
- Use pages on similar people/places/things as inspiration for what sections to include.

- To add headings:
- In the Visual editor, click
- In the Source editor, add equals marks either side of the heading text, like this: ==Heading== Add extra equals marks to make subheadings.

[Wikipedia Manual of Style/Heading]

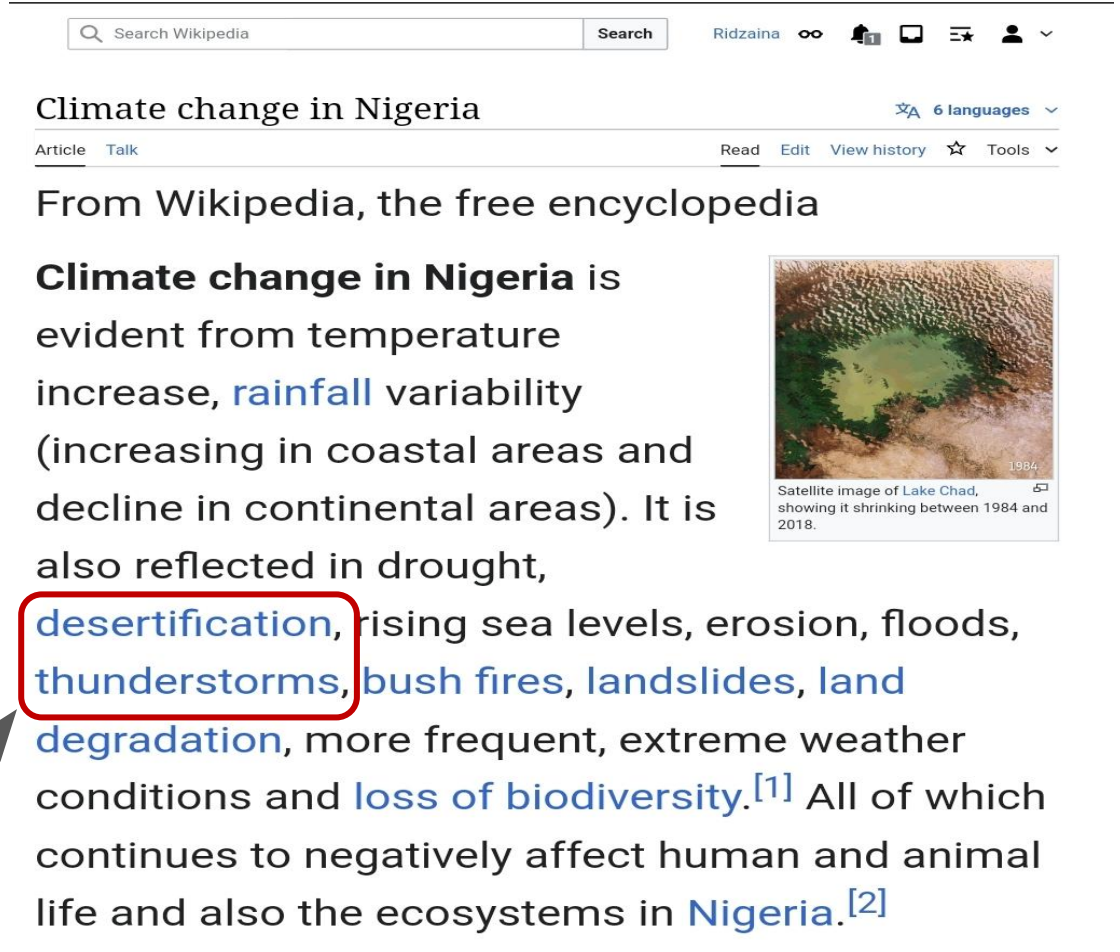


Markup	Renders as
`= Heading 1 =`	Heading 1
`== Heading 2 ==`	Heading 2
`=== Heading 3 ===`	Heading 3
`==== Heading 4 ====`	Heading 4
`===== Heading 5 =====`	Heading 5
`====== Heading 6 ======`	Heading 6

Wikilinks-1

- Wiki Linking is the practice of creating hyperlinks between different pages or articles within a wiki website.
- A wiki is a collaborative platform that allows users to create, edit, and link content easily.
- In the context of a wiki, a wiki link is a link that connects one page to another, allowing users to navigate between related topics, articles, or sections within the wiki.
- Wiki Linking is a fundamental feature of wikis, enabling users to build a web of interconnected knowledge.

Wiki-Linking



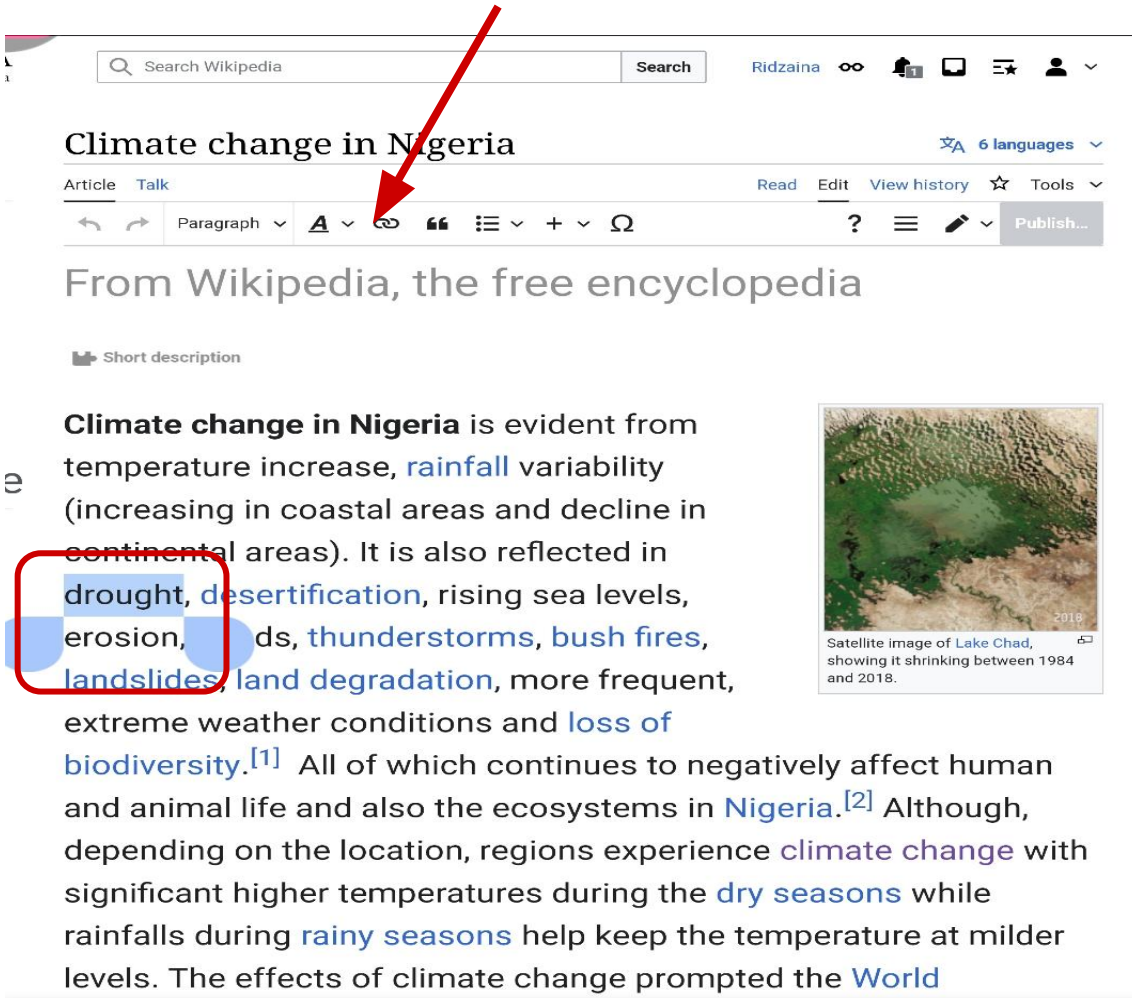
Wikilinks-2

1. **Edit the Page:**
First, navigate to the page where you want to create the wikilink. Look for an "Edit" button or a similar option to enter the editing mode of the page.

2. **Select the Text:**
In the visual editor, find the text that you want to turn into a wikilink. Click and drag your cursor to select the text.

3. **Insert/Edit Link:**
Look for a button or an option that looks like a chain link icon in the toolbar of the visual editor. This button is usually used to insert or edit links.

Special:UploadWizard



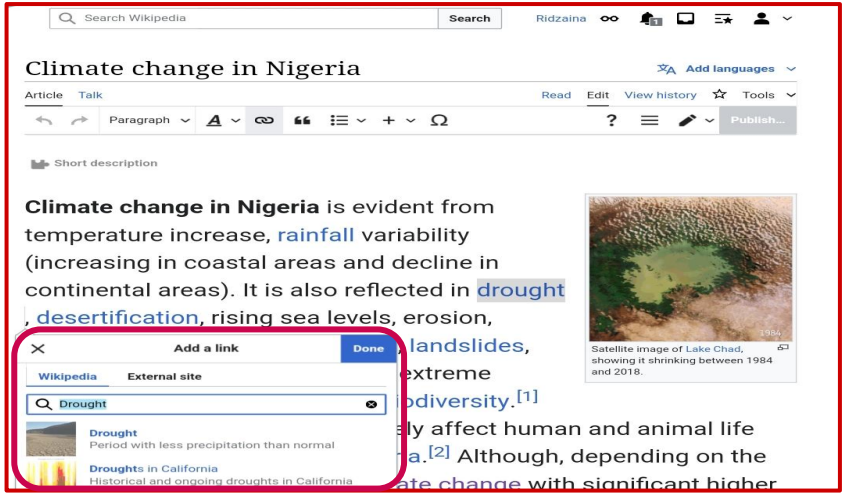
Wikilinks-3

4. **Enter Link Details:**
Click the link button, and a dialog box or a dropdown menu should appear. In this dialog box, you can enter the link target. If you want to link to another page within the same wiki, start typing the name of the page, and the editor should provide suggestions. Select the appropriate page from the suggestions. If you want to link to an external website, enter the full URL.

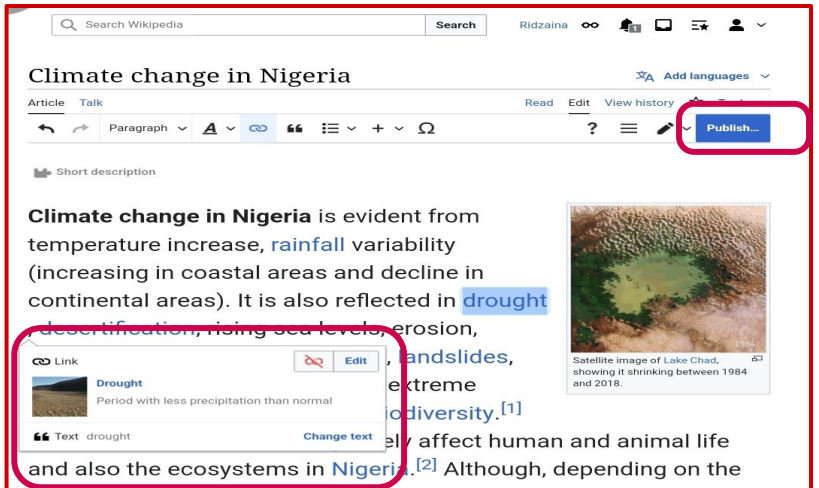
5. **Save the Page:**
Once you have entered the link details, click "OK," "Insert," or a similar button to create the wikilink. After creating the link, make sure to save your changes to the wiki page.

Special:UploadWizard

1



2

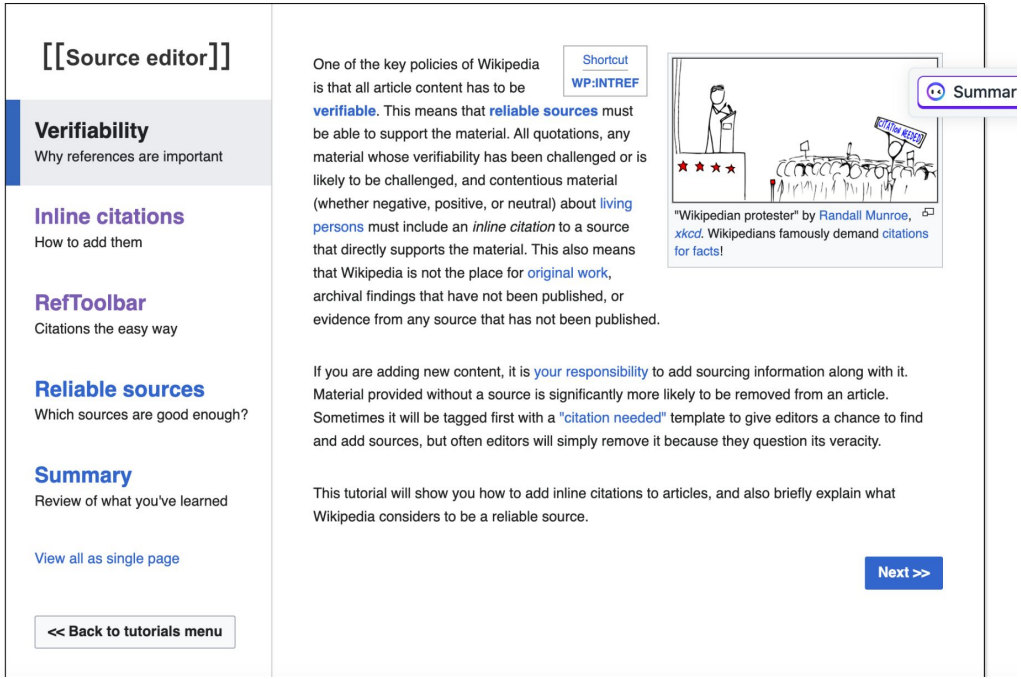


3

Citing sources on Wikipedia

- **Verifiability Principle:** All Wikipedia facts must be sourced from reliable references, such as books, peer-reviewed journals, or mainstream articles.
- **Citation Importance:** Facts, quotes, statistics, or contentious claims require citations. Unreferenced info risks deletion.
- **Avoid Original Research:** Don't combine information from different sources to imply new conclusions. Find a source that states the conclusion directly.

[Wikipedia:Verifiability]



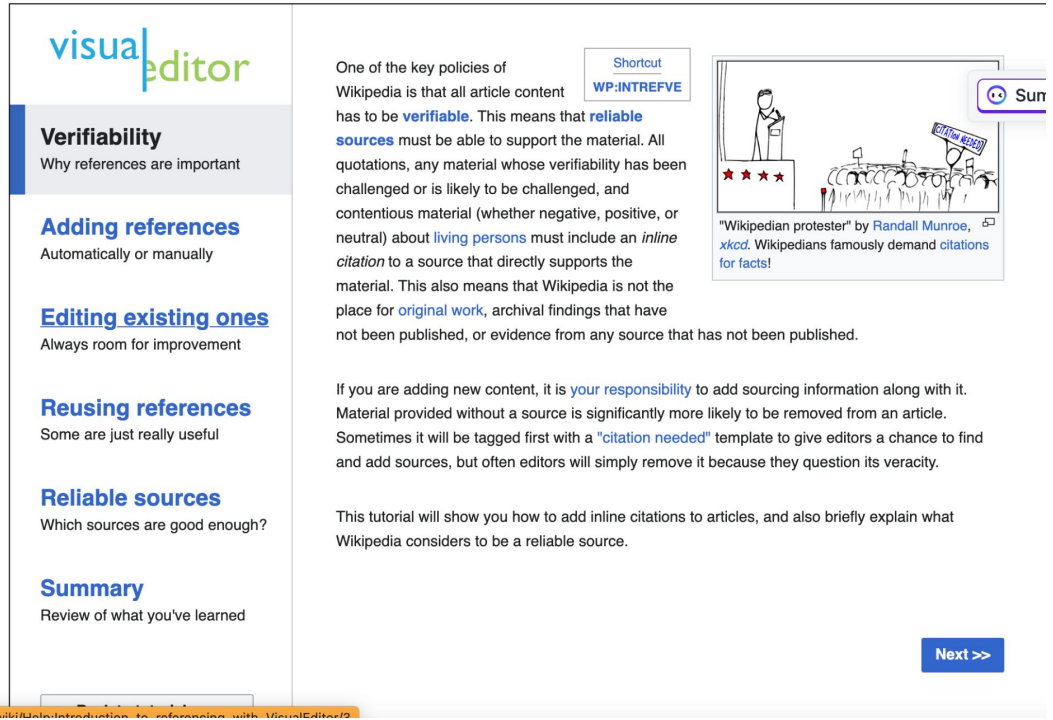
Citing sources on Wikipedia

- **Citation Styles & Tools:** There's no fixed style like on Wikipedia. However, consistency is crucial.
- Use the "Cite" toolbar for easy referencing.
- **Adding References:** At the article's end, add a 'References' section. Type {{Reflist}} for automatic listing of all citations added.

For further reading:

- Reliable Sources: http://enwp.org/WP:RS
- Referencing for Beginners: http://enwp.org/WP:REFB
- More on Citing Sources: http://enwp.org/WP:CITE

[VisualEditor#Adding_a_new_reference]



Citation-2

1. **Place your cursor:**

Go to the point in the article where you want to add a citation. Place your cursor at the end of the sentence or phrase that you want to cite.

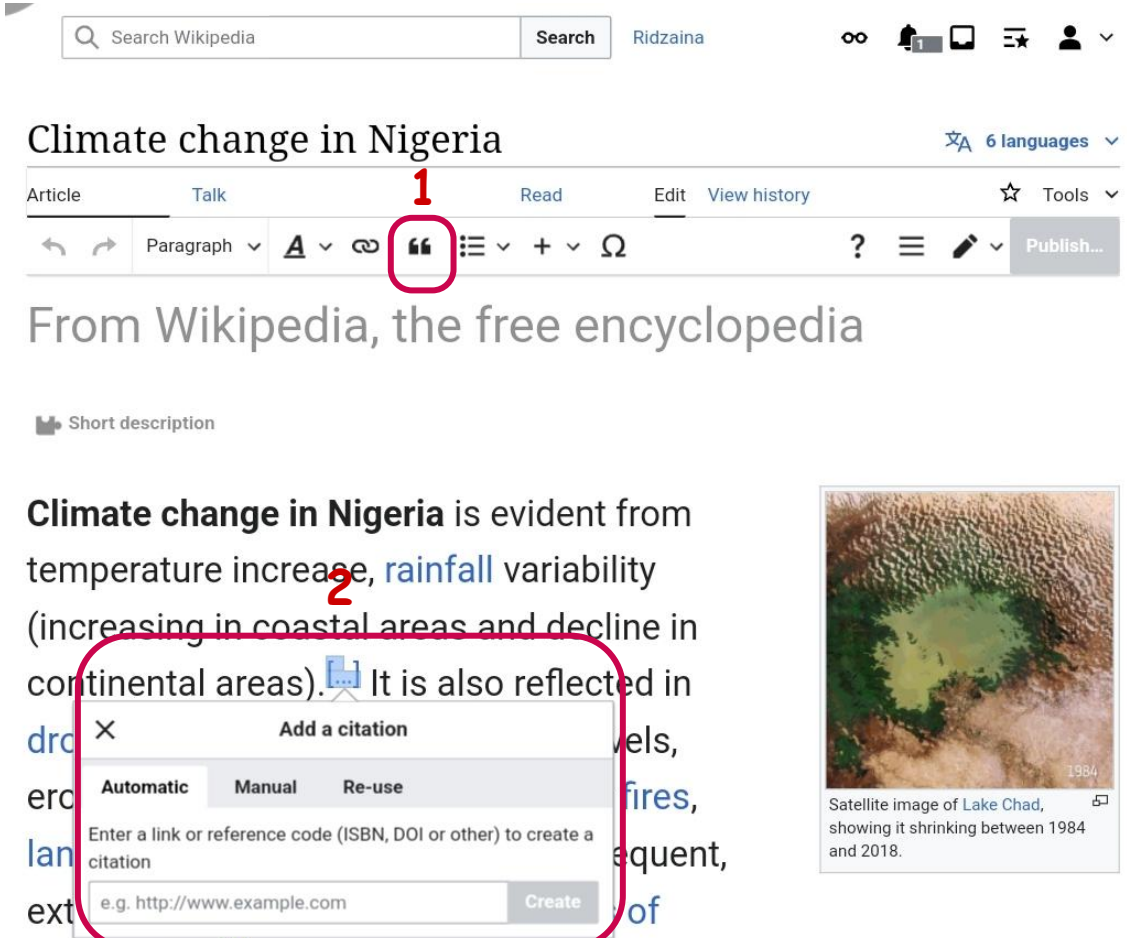
2. **Cite button:**

In the toolbar above the editing area, you will find a button that looks like a book. This is the "Cite" button. Click on it.

3. **Choose your source method:**

You will be presented with options for different method of adding a sources, such as . Select the appropriate source Automatic, Manual and Re-use.

Special:UploadWizard



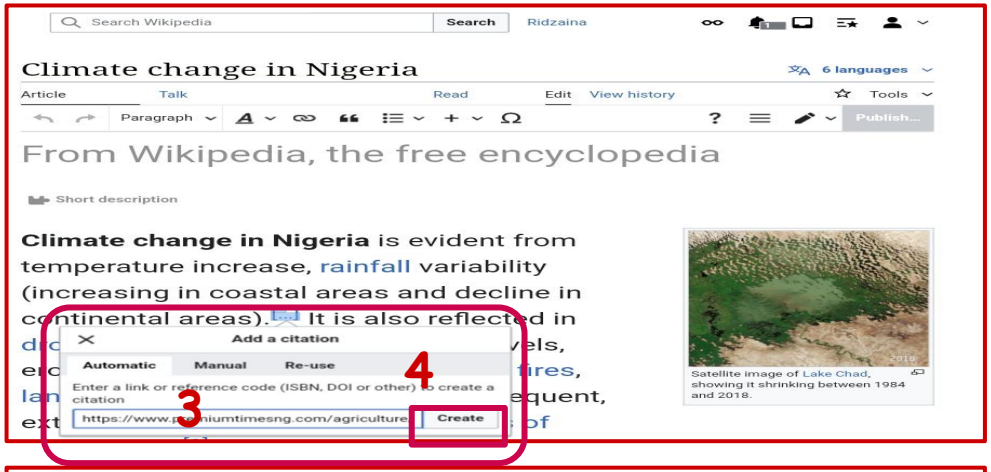
Citation-3

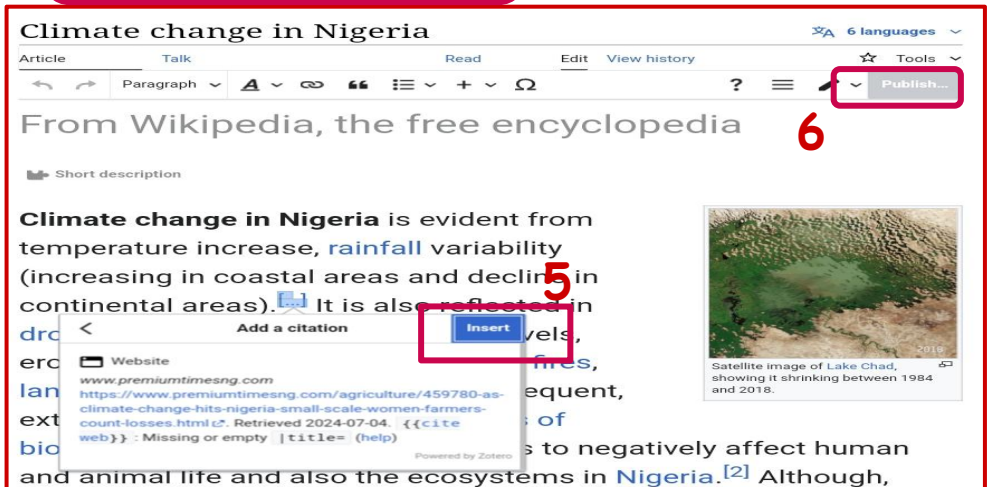
4. **Fill in the details:**
Using the Automatic method, a form will appear where you can enter the URL link of your source. After pasting the link, click on generate.

5. **Insert the citation:**
After entering the details, click the "Insert" button. The VisualEditor will generate a citation and place it at the cursor location in the article.

6. **Save your edits:**
If everything looks good, save your edits. The citation is now added to the Wikipedia article.

Special:UploadWizard



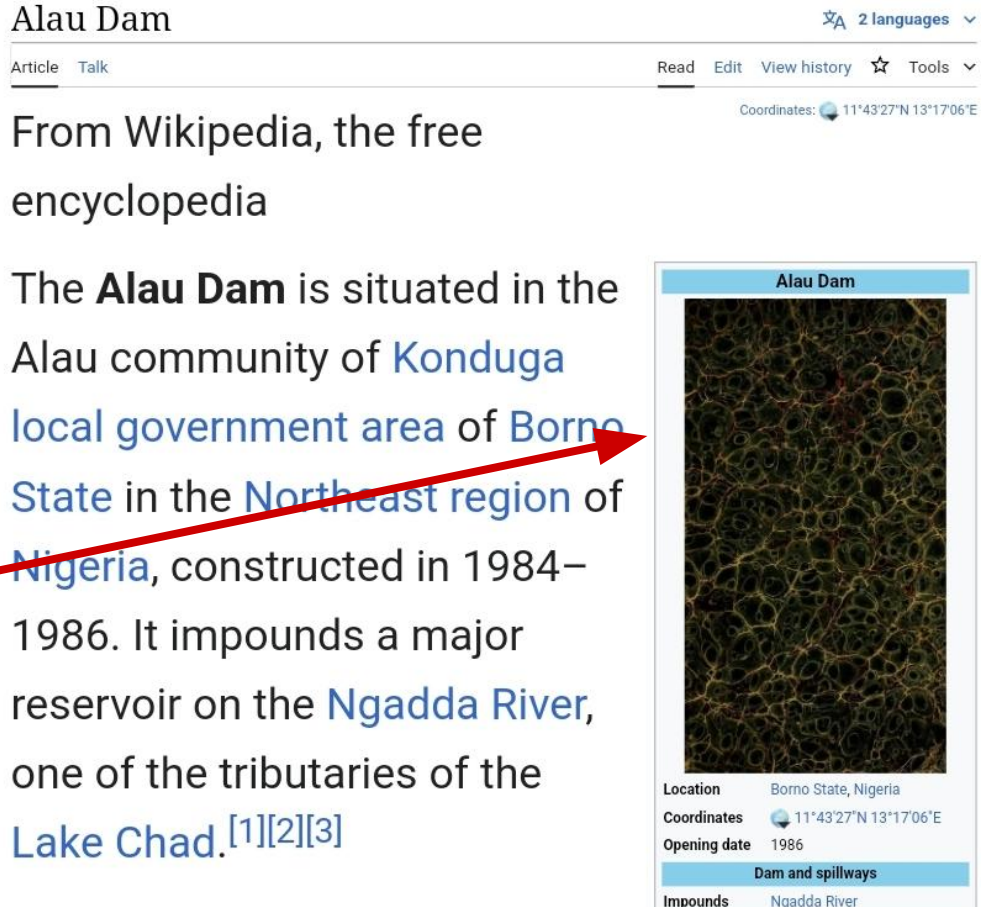


Infoboxes

- These are summary sections on the right of pages offering key details.

- **Editing an Existing Infobox:** Click on it and fill in the provided fields.
- **Adding a New Infobox:** Borrow a template from a related page, copy in Source editor, then paste and populate it on your page.
- **Common Infobox Templates:** Examples are Template:Infobox place and Template:Infobox organization.
- **Full List of Infoboxes:** Refer to “Wikipedia:List of infoboxes” for more.

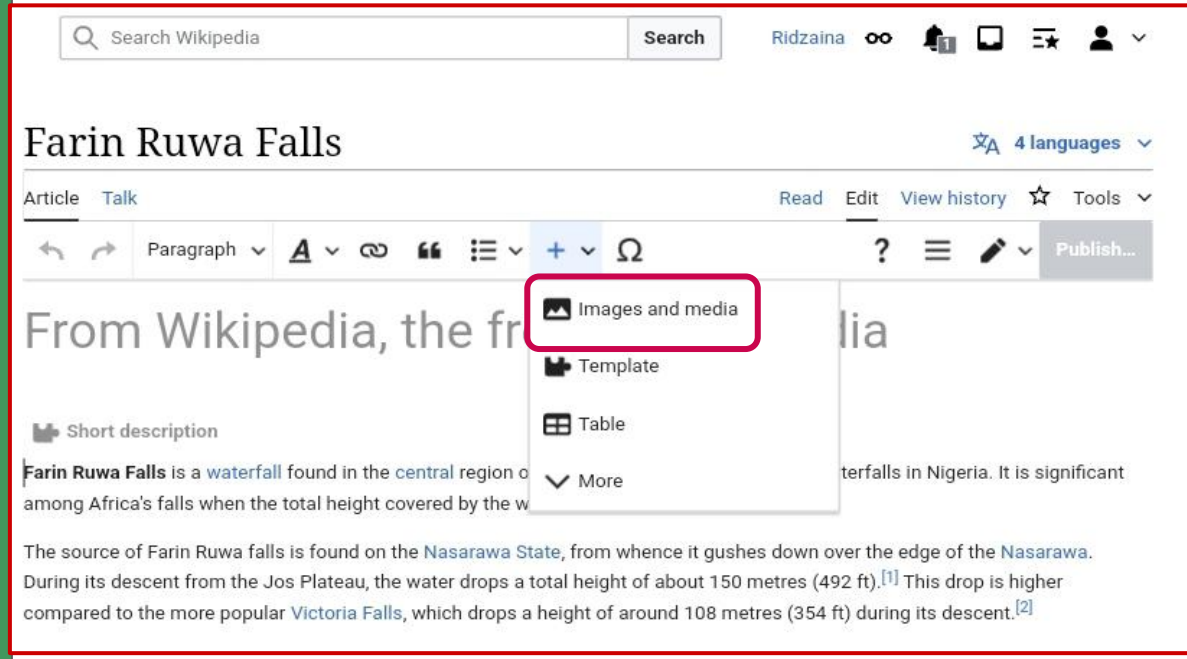
Wikipedia:List_of_infoboxes



Pictures

- Pictures enhance articles by offering visual engagement and diverse information.
- Finding Images: Search on Wikimedia Commons.
- Inserting in Visual Editor: Click 'Insert', then 'Media'. It assists with image search, captioning, and positioning.
- Inserting in Source Editor: Click the picture logo, then input the image title from Wikimedia Commons, adjusting captions and alignment.
- Uploading Images: Use the Wikimedia Commons Upload Wizard.

[Special:UploadWizard]



Categories

- What is it?
- What is the essence?
- Where is it applicable?

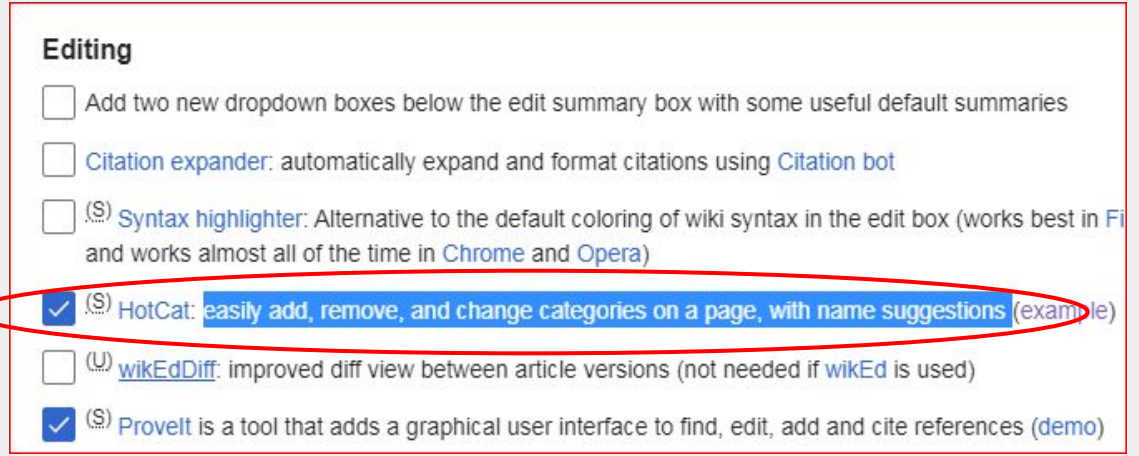
Categories

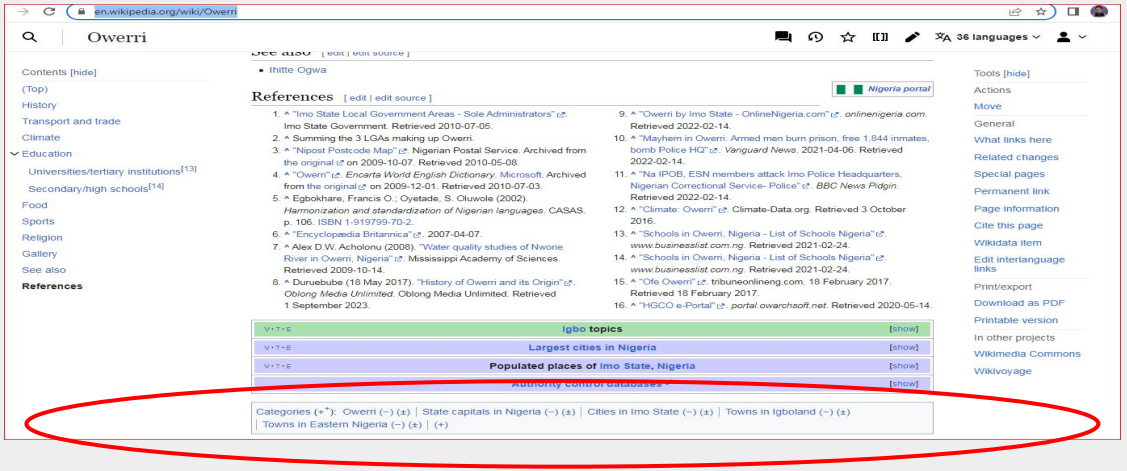
- Simply put, category is the primary way to organise and find files on the Wikis for easy discovery and visibility.
- It is a software feature of MediaWiki, a special page which its sole purpose is to group related pages and media.
- In practice, it implies associating a single subject with a given class, be it on Wikipedia.
- The sole purpose of category is for linking, easy access and identification on the wiki pages...that no wiki page should be left an orphan!
- It is mostly applicable on Wikipedia, Meta, Wikicommons, etc.

Categories

- **Purpose of Categories:** Found at the page's bottom, categories help in improving discoverability.
- **Finding Relevant Categories:** Look at similar pages to see which categories they belong to.
- **Adding in Source Editor:** Simply copy and paste categories from another page.
- **Using HotCat:** In Preferences under Gadgets, enable HotCat. This will show '+' and '-' signs next to categories for easy addition or removal.

Preferences#mw-pref section-gadgets





Tips on Creating New Categories

Understanding the proper means of using/creating categories.

https://bitly.ws/UIXa

Creating a new category [edit]

To create a new category:

1. Do a thorough search, to be sure there isn't an existing category that will serve the purpose.
2. Find images (or a gallery or other pages) which should be put in the new category. Edit this page, and at the end insert the new category reference. e.g. `[[Category:Title]]`. Save the edited page. The new category appears as a red link at the bottom of the page.
3. Click on that red link. The new, empty, category page appears for editing. You can now edit the category like any other wiki page.

A category page should contain the following information (in order of importance):

- Category-links that put it into one or more parent categories. At the bottom of the new page, insert lines of the form `[[Category:Relevant categories]]`.
- A short description text that explains what should be in the category, if the title is not clear or unambiguous enough on its own. Descriptions in particular languages can be tagged e.g. with the template `{{ab|...}}` for description in Abkhazian, `{{en|...}}` for description in English, etc., as listed in Commons:Language templates); or using the `{{Multilingual description}}` template to show only the description in the user's preferred language if there is one.
- Interwiki or interlanguage links to the article or category with the same topic in Wikipedia by adding the appropriate sitelinks on the corresponding Wikidata page. After creating the category page, click "Add links" under "In Wikipedia" on the bottom of the sidebar to the left to add them.

See also #How to categorize: guidance by topic for guidance on specific classes of category, e.g. categories about #People.

Sorting categories [edit]

If a category should be sorted according to a different string than the category title, there are two ways:

Defining a sortkey (sort string) *for all* parent categories:

```
{{DEFAULTSORT:sortkey}}
[[Category:Parent category A]]
[[Category:Parent category B]]
```

This will sort the category into all parent categories under the specified sortkey. For instance, the title of a category about a person would not be the right sort string. For such categories, insert just before the categories a line with the correct sort string like:

```
{{DEFAULTSORT:Lastname, Firstname}}
```

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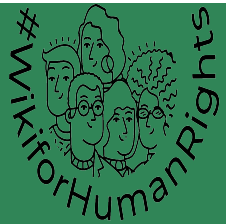

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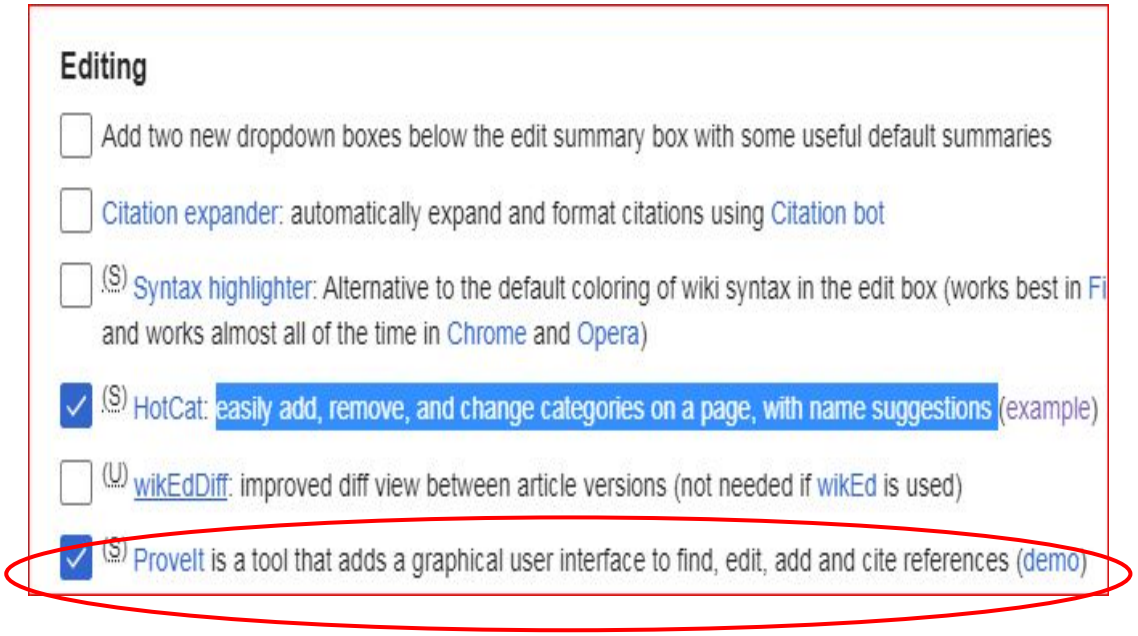
- Click on that red link. The new, empty category page appears for editing. You can now edit the category like any other wiki page.
- Remember always to put your uploads into categories and/or gallery pages according to topic, so your contributions can be found and used by others.

Activating ‘HotCat’ Tool

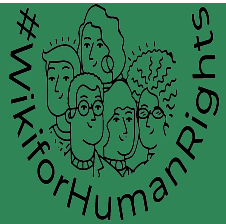
https://bitly.ws/UoRT

Enabling the ‘HotCat’ grants an editor the access to:

- Identify the presence/absence of categories on wiki pages.
- Easily add,
- Easily remove ; and
- Easily change categories on a wiki page, and even with name suggestions.



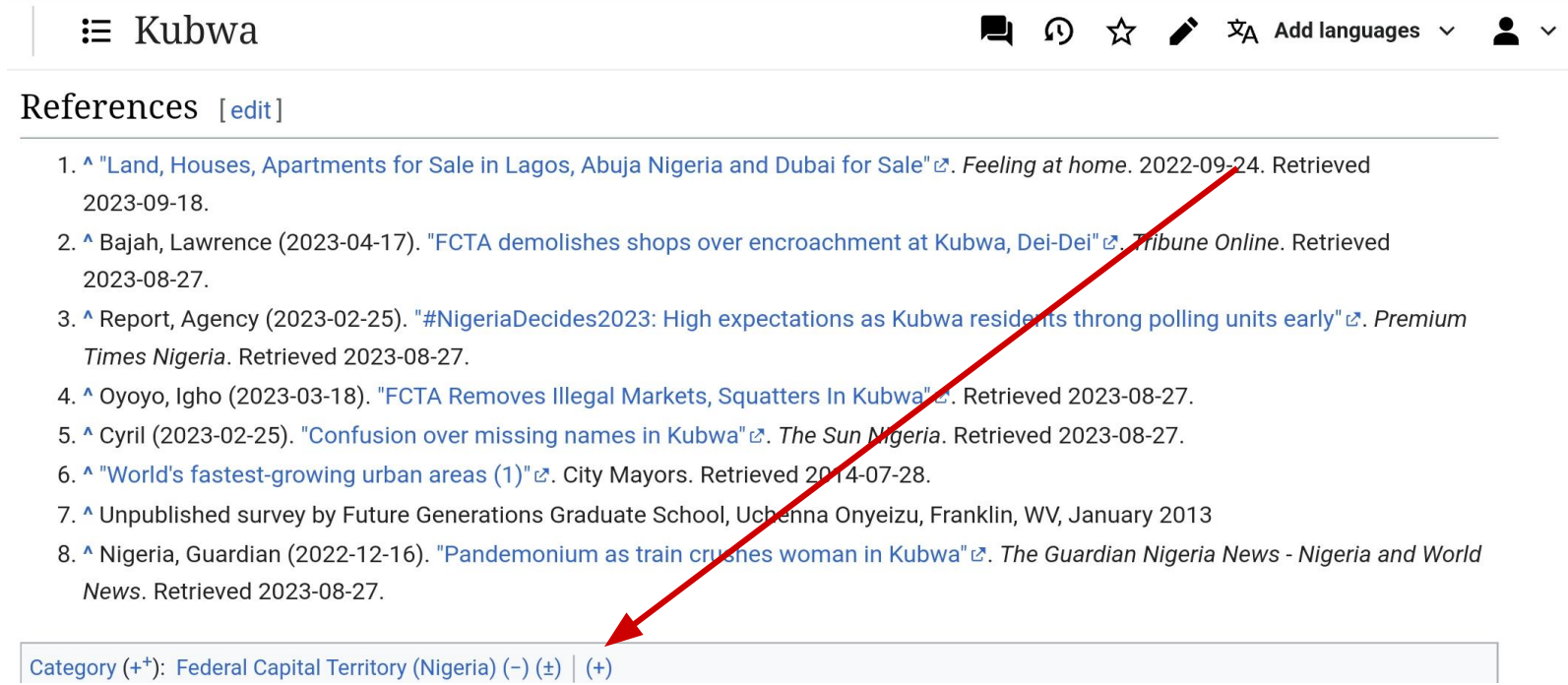
https://bitly.ws/UoV9



Identifying Categories On Wikipedia

The circled area all represents the categories that the article is linked to on the Wikipedia page.

https://bitly.ws/UoUU

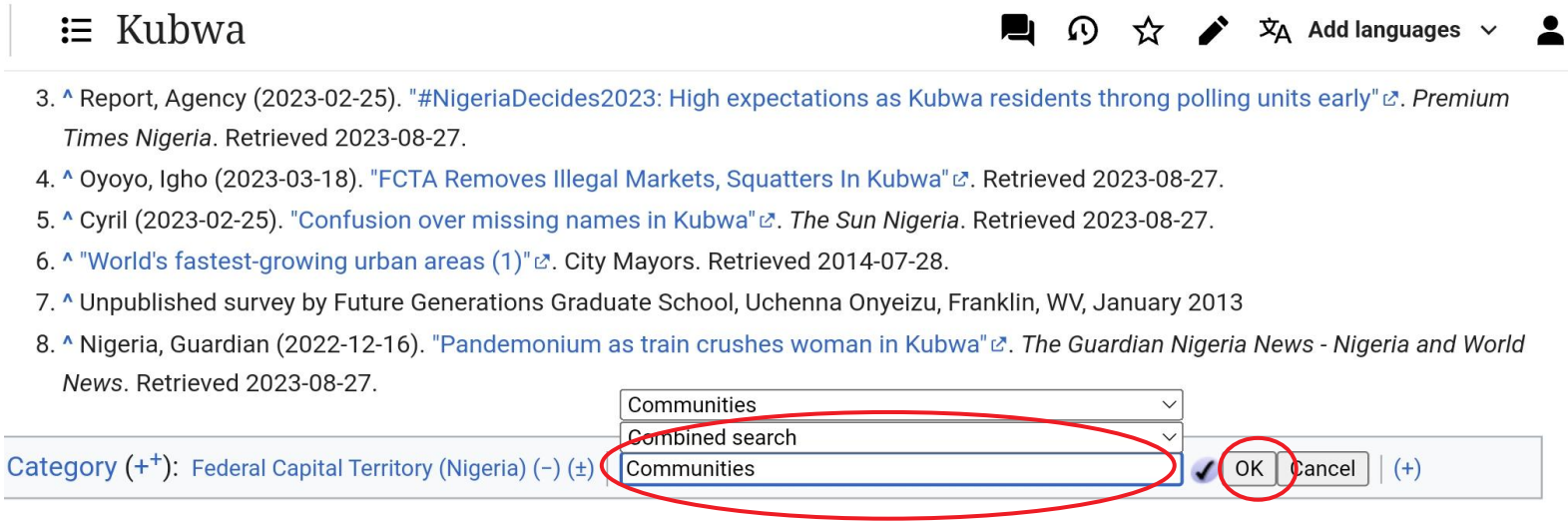


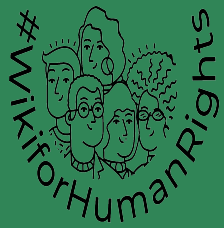
#WikiforHumanRights

Adding Existing Category on Wikipedia

- Click on the ‘ + ’ icon

https://bitly.ws/U





Adding Existing Category on Wikipedia

- Search if category exist to avoid duplication
- If the category exist, you will see ✓ icon, select it.
- Then click on ‘ ok ’

How can you contribute to Wikipedia as part of this campaign?

- Create new articles on topics around sustainable agriculture, environmental sustainability, clean water, waste management and environmental protection.
- Translate existing articles on the topic lists.
- Improve existing articles by adding a new section and or expanding an article with wiki links, info boxes, categories, and references.
- Add existing images from Commons to articles without any images on the said topics.

WIKIMEDIA FOUNDATION

Be bold and creative!

Use the campaign as a way to reach new communities and explore new topics!

WIKIMEDIA FOUNDATION

Want clarify anything?

Now is the time to ask Questions or share Comments.

CAN Europe CC-BY-SA

Thank You!

We look forward to your contributions!

WIKIMEDIA FOUNDATION + UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER

Special thanks to!

unicef UN environment