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When you want to add an image to Wikipedia or donate it to our collection, you have to upload it to our site and give us some information about the image.



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What can I upload?

- You may upload works that you created entirely yourself.
- This includes photos and videos of almost everything as long as they have educational value.
- You may also upload original graphs, maps, diagrams, and audio.



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What is not allowed on Commons

- By default, you can't upload someone else's work. This includes material such as: logos, CD/DVD covers, promotional photos, screenshots of TV shows, movies, DVDs, and software drawings of characters from comics, TV, or movies – even if you drew them
- Most pictures published on the internet.
- Photos of you not taken by you (the copyright holder is the person who took the photograph unless it is a formal work for hire).





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Go to commons.wikimedia.org,
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(Be sure you are logged in.)

Click “Next” at the bottom
right-hand corner of the page.



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Processing files...

0 of 1 file uploaded

1 of 1 file uploaded



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Select whether the file is your own work or someone else's.

If it is someone else's, enter the author and the source, then select the applicable copyright status.

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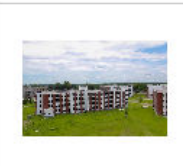
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After completing your upload, you'll find instructions for using it on wiki pages and elsewhere on the web.

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File: Begum Rokeya University Campus.jpg

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Once you've uploaded your file to Wikimedia Commons, you can use the VisualEditor to add it to a Wikipedia article without having to use wikicode. Just follow these steps.

A screenshot of the Wikipedia VisualEditor interface for the article "Begum Rokeya University, Rangpur". The interface includes a top navigation bar with "Article" and "Talk" tabs, and a search bar. Below the navigation bar is a toolbar with various editing tools like "Paragraph", "Text", "Link", "Cite", "List", "Table", and "Insert". The main content area shows the article title "Begum Rokeya University" and a sub-header "Campus". The article text describes the university's location, area, and student body. On the right side, there is a section for "Begum Rokeya University, Rangpur" with a coordinate "Coordinates: 25.7179°N 89.2592°E" and an image of the university's logo. The logo features a green square with a red sunburst in the center, surrounded by Bengali text and the university's name in English.



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Do a search, and click the image you want.

A screenshot of the Wikimedia Commons search interface. The search bar contains "Begum Rokeya University". Below the search bar, a grid of image thumbnails is displayed. The thumbnails include the university's logo, a large building (Academic Building 1 & 2), and a wide view of the campus. To the right of the grid, a sidebar shows the selected image's details, including its coordinates (25.7179°N 89.2592°E) and a description in Bengali: "বেগম রোকেয়া বিশ্ববিদ্যালয়, রংপুর" (Begum Rokeya University, Rangpur). The sidebar also shows the university's logo and the motto "জানই শক্তি" (Knowledge is Power) in Bengali, along with the English translation "Knowledge is Power" and the year 2008.



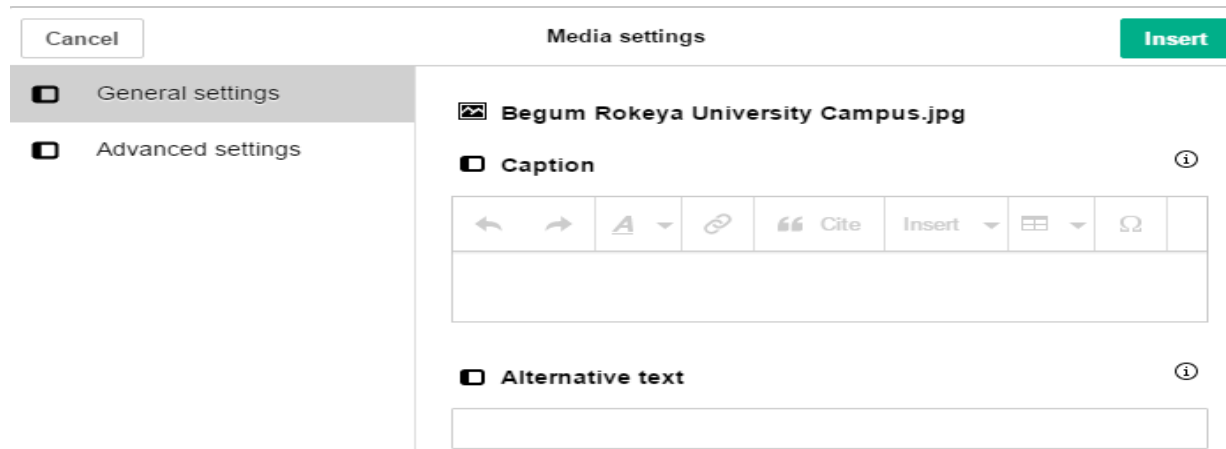
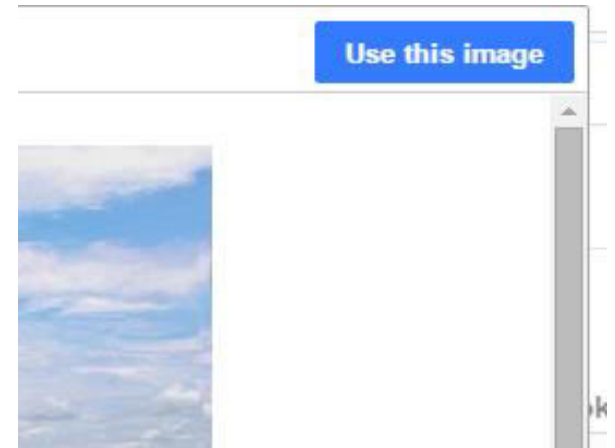
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To caption an image, select it and click the media icon.

Drag the image to reposition it.

Save page.





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Misconceptions about copyright licenses

- “I released my photo under a free license. That means I gave up my copyright.”
- “I own a copy of a photo, therefore I am the copyright holder.”
- “I took the photo of this copyrighted work myself, so it’s not covered by anyone else’s copyright.”
- “I scanned and modified this work, so I own the sole copyright for this version.

NO, YOU DON'T !



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Well, then

Thank you!

See you on Commons 😊

Nahid Sultan

Administrator, Wikimedia Commons