THE UNIVERSITY *of* EDINBURGH

WIKIMEDIA
UK

How to conduct Wikipedia Editing Training

– Lesson Plan.

WIKIPEDIA
The Free Encyclopedia

Introduction

Wikipedia, the free online encyclopaedia, is the number one information site in the world and the largest reference work on the internet. It is ranked the world's 5th most popular website and is the only non-profit website (100% donation-funded) in the top ten among giants like Facebook, Amazon, Youtube and Google. It receives 15 billion pageviews a month from 1.5 billion unique devices and around 500 million monthly visitors. Wikipedia is visited by 52 million mobile devices alone each month. 7000 new articles are created every day and 5 new pages each minute.

As of January 2017, sixteen years since it first began, there are a total of 42 million articles in 295 different language Wikipedias with English Wikipedia comprising the largest at 5.3 million articles. While this is a remarkable achievement and testament to the generosity of its volunteer editors, it is estimated that there should be at least 104 million articles if Wikipedia was *truly* to represent all the notable subjects in the world. That means that as of this month there are 99 million articles missing.

WIKIPEDIA
The Free Encyclopedia

And that's just in English Wikipedia. Other language Wikipedias have a lot less articles. Arabic Wikipedia, for instance, has 450,000 articles but 420 million speakers. By the year 2100, the African continent is predicted to have a population of 4.4. billion people. Almost half the predicted world population of 10 billion people. Yet pageviews from Africa account for 2% of the total number of Wikipedia pageviews.

On English Wikipedia, less than 15% of Wikipedia editors are female and less than 17% of biographies are about women. WikiProject Women in Red are working to correct this systemic bias and have managed to increase this percentage from just under 15% to 16.83% today but there is clearly much more work to be done. That's why it is important that people engage with Wikipedia.

There is lots of work to be done and of the 80-85,000 regular contributors only 3000 or so are considered '*very active*' Wikipedians. That's about the population of a small village curating the world's knowledge.

Wikipedia has always been predicated on human generosity and the idea that more people want to good than harm. This is borne out by research which has found that only 7% of edits are considered vandalism.

So be in no doubt, you are doing a good thing.

Thank you.

Before you begin

1. The training space will need enough computers connected to the internet for the training participants. Ipads, tablets and mobile devices are not recommended to edit Wikipedia with due to the onscreen keyboard taking up too much of the display.

2. Download the **Wikimedia UK sign-in sheet**. Wikimedia UK, the charitable organisation which supports the development of the Wikimedia projects in the UK requires training sessions to record the Wikipedia usernames and for this information to be passed on to them at the end of the session for reporting purposes.

3. If your number of trainees is likely to number six or larger then ask your participants to create their Wikipedia account prior to the session. This is because Wikipedia limits the amount of new accounts that can be created from the same IP address within a 24 hour period to just six. Creating an account takes two minutes and just asks you to create a username and a password but creating one ahead of time can avoid any complications at a later date.

4. If you have never edited Wikipedia before then you should run through the [Wikipedia Adventure](#) ahead of time. This is a fun tutorial which runs you through how to get started with Wikipedia's Source Editor in 45-60 mins.

5. Finally, once you have complete the [Wikipedia Adventure](#), have a go at the training overleaf so that, when it comes to training others, you remember what the process felt like.

Now you're ready to get started!

Wikipedia editing training

There are 5 steps to Wikipedia editing training.

You should allow 60-90 mins for the training and it is worth spending the extra time in order for participants to feel comfortable.

1. Setting the context: *Listen to Wikipedia* (5 mins)
2. Introduction to the Wikipedia universe (15 mins)
3. Navigating Wikipedia's front page and looking at an example article. (15 mins)
4. Setting up a Wikipedia user page using the new Visual Editor (45 mins)
5. Creating a Talk page (5 mins)

Materials required:

- You should download the Powerpoint that accompanies this training guide (Filename:*Exemplar training powerpoint*)
- The signup sheet (ask attendees to sign in as they arrive).
- Feedback sheet (provide to attendees at the session's close)

1. Setting the context: *Listen to Wikipedia* (5 mins)

As the trainees file in, ask them to sign in on the Wikimedia UK sign-in sheet and log themselves onto a computer.

While they do this, bring up Listen to Wikipedia on the display screen. http://listen.hatnote.com/

Refer to slide 1 (below)

Welcome attendees and explain that **Listen to Wikipedia** is demonstrating what is going on in Wikipedia right now; with the names of Wikipedia pages being edited flashing up in real time.

There are 6 things that you can mention to the trainees here:

1) New usernames of accounts newly created will flash up at the top of the screen. So if the trainees are creating new accounts in the session then they can watch out for their username flashing on the screen.

2) Listen to Wikipedia consists of bell sounds and string sounds creating a very Zen-like experience. The bell sounds signifies a Wikipedia page is having some text added to it. The deeper the pitch of the bell sound, the larger the edit. Same with the size of the circles on the screen: the larger the circle, the larger the edit being made to the Wikipedia page.

3) The string sounds signifies a Wikipedia page is having some text removed from it. The deeper the pitch of the string sound, the larger the edit. Same with the size of the circles on the screen: the larger the circle, the larger the edit being made to the Wikipedia page.

4) The three different colours of circles on the screen indicate the three different types of users editing Wikipedia. The white circles are registered users. People logged into Wikipedia making edits.

5) The green circles indicate anonymous edits. People who are not logged into Wikipedia can still edit Wikipedia too. But there is still accountability as Wikipedia records the IP address of any anonymous edit in the 'View History' tab of an article. So any unhelpful user vandalising Wikipedia can still have their account blocked or banned if they persist with vandalising Wikipedia.

6) The purple circles represent the third type of users editing Wikipedia; automated programmes or 'bots'. Wikimedia developers have constructed 'bots' to patrol Wikipedia and to automate some of the more mundane tasks to tidy up Wikipedia. A lot of vandalism & copyright violation is predictable in nature and can be picked up by a 'bot' so that the Wikipedia page is reverted to its last good state within minutes.

At this point, it may be worth mentioning that Wikipedia has always been predicated on the notion that '*More people want to good than harm*'. Thankfully, this is borne out by research which shows only 7% of edits are considered vandalism.

2. Introduction to the Wikimedia universe (15 mins)

Having shown attendees *Listen to Wikipedia (listen.hatnote.com)* you should segue to Slide 1 of the Powerpoint to introduce attendees to the Wikimedia projects and Wikipedia's main policies and guidelines.

Slide 2: Wikimedia is the charitable foundation which supports 12 projects (pictured). Of which Wikipedia, the free encyclopaedia is the best known.

Slide 3: Wikimedia projects are free, in over 295 active languages, transparent and are visited by 500 million visitors are month.
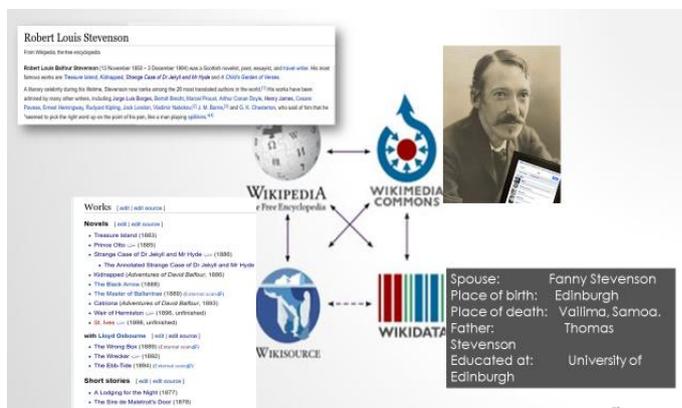
Slide 4: Wikimedia projects are all interlinked as well. You can read a Wikipedia article on Robert Louis Stevenson on Wikipedia, see his image on Wikimedia Commons (the media repository of 36 million openly licensed media files), read his longer out-of-copyright stories on Wikisource (the free content library) and view the structured data about him on Wikidata (the free & open knowledgebase).

Slide 5: Wikimedia's vision is '*Imagine a world in which every single human being can freely share in the sum of all knowledge*' – We've come a long way in the last 16 years but there's still a long way to go.

Slide 6: Wikipedia has come a long way since it started on January 15 2001. At that time it only existed in English. After its first year it had 18,000 articles. Some of which looked like this one; the standard poodle.

Slide 7: Wikipedia has always depended on human generosity; people giving up their time & expertise to share knowledge with the world. It shouldn't work but it does. That's why the Standard Poodle article now looks like this; well-referenced, illustrated, full of detail.

Slide 8: That's why today Wikipedia is the largest reference work on the internet; existing in 42 million articles in 295 different language Wikipedias. And anyone can contribute.

Slide 9: Many eyes make light work and facts matter on Wikipedia. That's why articles like Barack Obama have 449 citations backing up all the statements being made in it.

Slide 10: Now it's the internet's favourite website for information and the fifth most popular website in the world; trusted more than the BBC, the Guardian & the Telegraph (according to a Yougov survey from 2014).

Slide 11: There's still so much to do though. While English Wikipedia has 5.3 million articles (January 2017 figure) many other language Wikipedias have a lot less. That's why it is good that Wikipedia's new Content Translation tool enables articles to be translated simply & easily from 1 language Wikipedia to another, paragraph by paragraph.

Slide 12: There also are nowhere near enough female editors of Wikipedia. Less than 15% of editors are female. And this skews the content in much the same way as only 16.85% of biographies on Wikipedia are about notable women. That's why it is good that WikiProject Women in Red are working to increase the number if biographies about women on Wikipedia and they have been very successful so far. Still a long way to go.
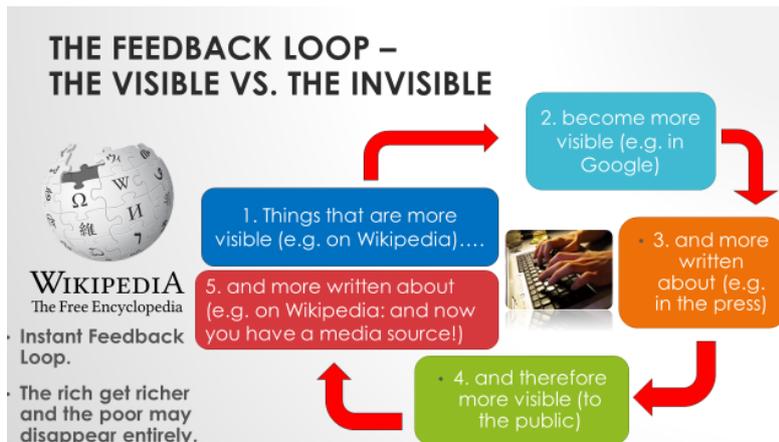
Slide 13: Why this is important. Pages on Wikipedia feature in Google's top ten search results regularly so information missing from Wikipedia is that much harder to find.

Slide 14: This is important because *"knowledge creates understanding [and] understanding is sorely lacking in today's world."*

How Wikipedia works: the 5 pillars
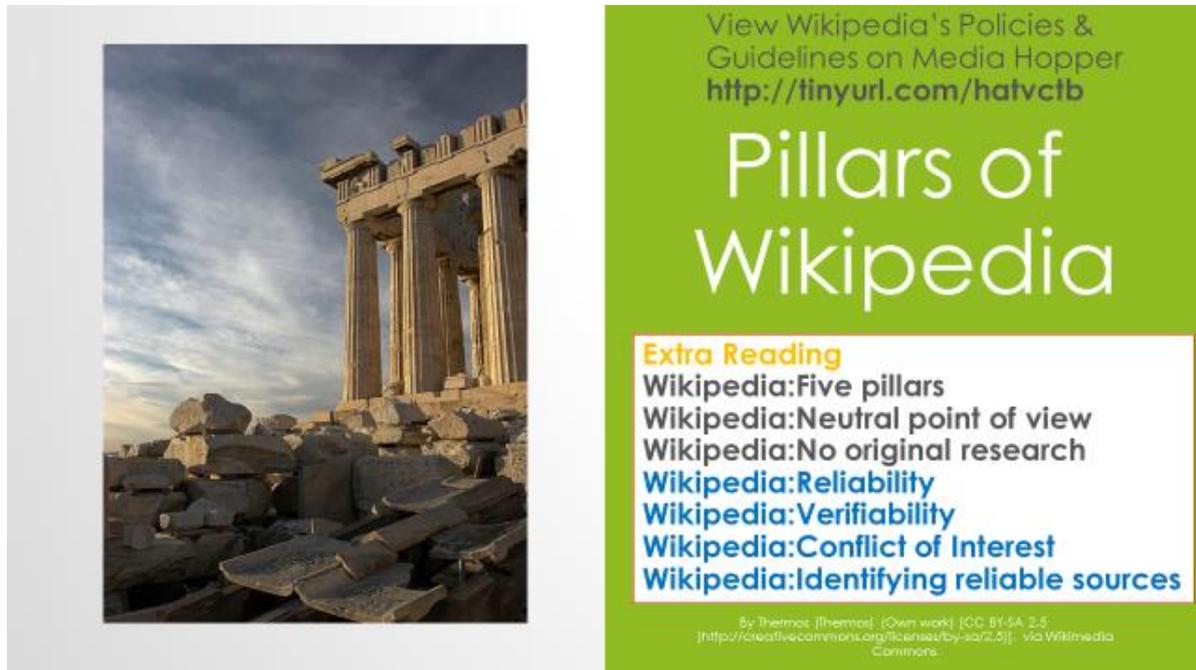
Slide 15: In terms of how it works, Wikipedia has 5 main pillars.

Slide16:

1)   **Wikipedia is an encyclopaedia** so articles should be based on facts & what we can say for certain.

2)   All articles should be written in a **neutral point of view.**

3) Every Wikipedia page has a licence at the bottom which states the page's content is **free for anyone to use, edit & distribute** so no copyrighted material can be included on Wikipedia.

4) Every article on Wikipedia has a Talk page behind it where you can discuss the page's creation. It is important that these discussions should be **respectful & civil.**

5) **No firm rules.** If you are constructing an encyclopaedia that is the sum of all knowledge there must be the flexibility to allow for the occasional exception to the rule. Which you should be able to argue for on the Talk pages.

Slide 17: In terms of writing neutrally, Wikipedia strongly recommends that you avoid [Peacock terms and Weasel words.](#) Unattributed statements or 'puffery' do not belong on Wikipedia. Strip the language down to what you can say for certain.

Slide 18: Not everything belongs on Wikipedia. If you cannot find at least 3 quality references to backup at least 150 words then it is likely not [notable](#) enough for Wikipedia… yet. The first line or two of an article should summarise why the subject is notable or remarkable or important enough for inclusion on the free encyclopaedia.

Wikipedia is not the place for [original research](#) either. Wikipedia is a tertiary source based on high quality secondary sources so if it has not published elsewhere or been through the peer-review process then it should not be included. Personal interpretation is not appropriate.

To keep Wikipedia's integrity intact, Wikipedia has a [Conflict of Interest](#) policy whereby you should not write an article about a subject that you are too close to & therefore your impartial judgment could be perceived as being impaired. So don't write articles about yourself, your family, your friends, your employer or your work colleagues. Paid editing is particularly frowned upon with some editors being banned for not disclosing their Conflict of Interest.

Slide 19 (below): Examples of high profile <u>Conflict of Interest</u> stories in the news.

Slide 20: So what constitutes a reliable source on Wikipedia? Every statement on Wikipedia should be backed up with a citation from a reliable source. The golden rule is that the source should be published and should have a reputation for fact-checking and accuracy. Therefore academic & scholarly material is acceptable, high quality mainstream publications and university-level textbooks too. Articles from reputable news sites, magazines & journals are generally acceptable. Internet blogs tend not to be used as they tend not to be fact-checked to the same degree as other sources and tend to be more opinion-based. If you cannot find at least 2-3 reliable (& varied) sources to establish a subject's *wider* notability then chances are it should not be included on Wikipedia yet.

And that concludes the section on Wikipedia's main policies and guidelines!

Now for the practical look-around Wikipedia.

3. Navigating Wikipedia's front page and how an article is put together (15 mins).

Slide 21: Guide your trainees to bring Wikipedia up on an internet browser. Internet Explorer tends not to work too well with Wikipedia but Chrome, Safari and Firefox seem to work fine.

Trainees should be directed to login to Wikipedia at this point using the 'Login' or 'Create Account' link in the top right hand corner or any Wikipedia page.

Once logged in, direct the trainees to click on the Wikipedia globe in the top left hand corner of the screen. This will take them to Wikipedia's front page. Let the trainees know that, while many people bypass this page to go to the page they are interested in, it is viewed 4 to 5 million times a day and has lots of useful information on it.
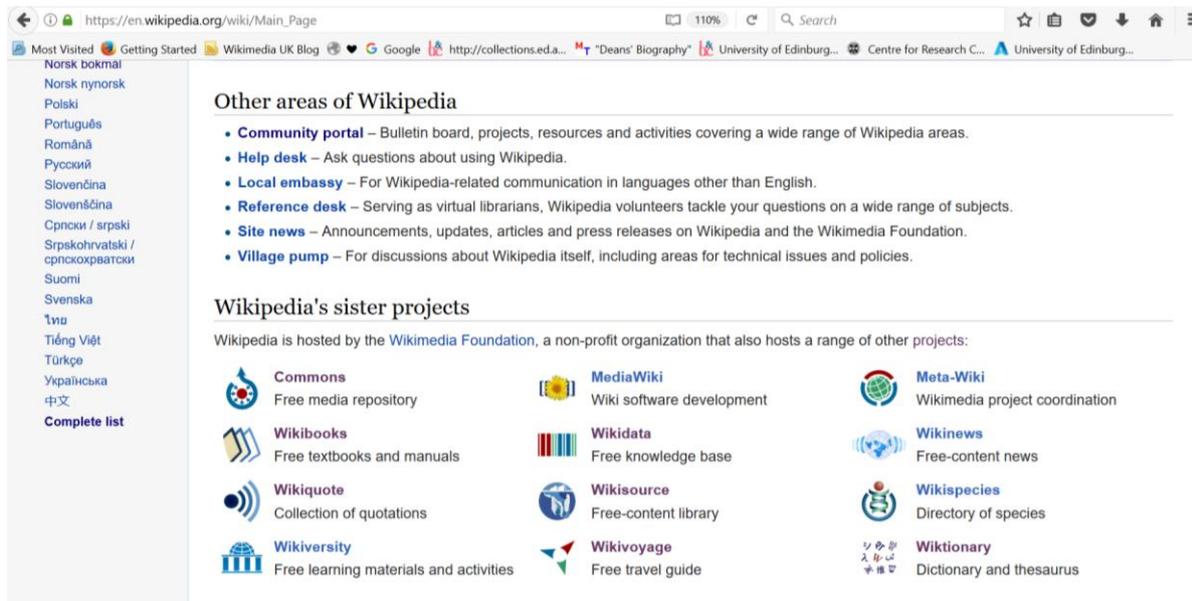
Whilst on the front page, quickly mention some of the more salient features including:

- **The Featured Article:** this changes daily and the Featured Article represents the highest quality of articles found on Wikipedia (only around 5000 articles are ranked Featured Articles out of English Wikipedia's 5.3 million articles).
- The **In the News** section, **Did You Know** section and **On this Day** section.
- The **Featured Picture**: this changes daily too and represents the highest quality images found on Wikipedia's sister project, Wikimedia Commons (the media repository with 36 million image files).
- At the bottom of the page are **links to Wikipedia's sister projects**.
- Above that there are the **Helpdesk** and **Community Portal** areas where new editors can ask for help and find out about the 2000 or so WikiProjects they can join like WikiProject Novels or WikiProject Women in Red or WikiProject Medicine etc etc.

After a quick nosey around the front page, ask the attendees to click into the Featured Article at the top of the page. Today's one is **Johnson Creek (Willamette River).**

Lead the trainees down the page looking at the formatting that has gone into creating the page and inform them Wikipedia has a [Manual of Style](#) to keep articles reasonably consistent.

- Bold font in the first line.
- Lots of internal links to other relevant Wikipedia pages.
- An image inside a summary infobox (pictured).
- The article split into sections using headings.
- Images throughout.
- Citations throughout linked to references at the bottom of the page.
- At the very bottom of the page, there are categories (to aid finding similar articles on Wikipedia) and links to relevant websites outside of Wikipedia in an **External links** section.

Lead the trainees back up the page again to look at the left hand side of the screen.

Demonstrate that Wikipedia articles have a **Languages section** on the left hand side that you can click into and see what the article is like in a completely different language. Content-wise, it may have completely different wording from the article you are looking at.

The Talk page

Show the trainees the **Talk page** behind the article which will demonstrate how comments are left on the Talk page complete with a Wikipedia editor's username & date timestamp.

It will also show how the article has been placed in a relevant [WikiProject](#) where editors with a common interest (e.g. WikiProject Oregon) can improve content related to that WikiProject's focus area.

Next, demonstrate the **View History** tab. This shows how every edit is recorded on Wikipedia to make it easy to keep track of changes (& to revert pages to their last good state if need be). Ask the trainees to note the date & time are recorded for each the edit, the username (or 'bot') that made the edit, the size of the edit made (in bytes) and a brief edit summary on the far right hand side. Ask the trainees to click on **Page View Statistics** to demonstrate how many people have been viewing this page over time.
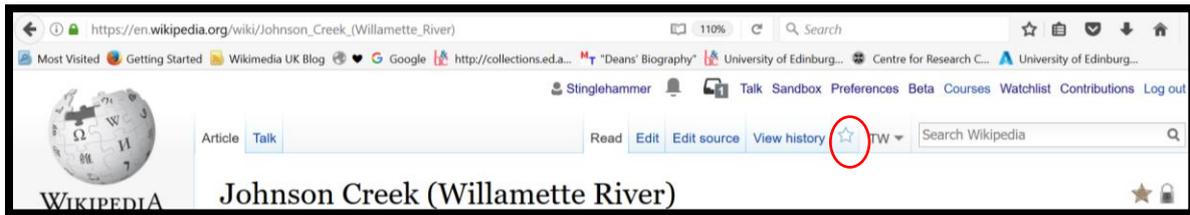
Finally, ask the trainees to click back onto the article itself and then click on the blue star button next to the '**View History'** tab.

The star will turn a solid blue colour and the page will be added to your Watchlist. This bookmarks the page so that you can return to it easily from the Watchlist menu (top right of the screen) but it also notifies you by email if there are any changes made to the article.

NB: This is more likely to be useful if it is an article that the trainee has been created or been involved in improving so make sure they untick the blue star before you move on lest they get inundated with emails about changes made to this featured article!

And that's the tour of Wikipedia complete.

Now to get editing!

4. Setting up a Wikipedia user page using the new Visual Editor (45 mins)

Slide 23: First we need to switch Visual Editor on.

Wikipedia's Visual Editor is the new interface that has made a big difference to new editors as it makes editing Wikipedia much more akin to using Microsoft Word or Wordpress blogs through its use of dropdown menus.

However, it is not enabled by default so the first thing we need to do, once we are all logged in, is go to the Preferences menu in the top right hand corner of the screen to switch the Visual Editor on.
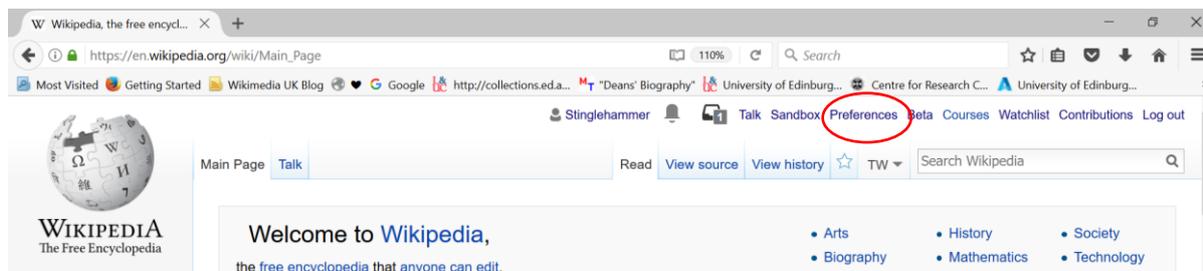
Once in the **Preferences menu,** direct the trainees to the **Editing tab.**

Once in the Editing tab, trainees need to:

1) Untick the box that says '***Temporarily disable the visual editor while it is in beta***' and

2) Select '***Show me both editor tabs***' from the dropdown menu underneath this box.

It is very important that these two steps are followed in order to switch Visual Editor on correctly so do make sure the trainees have all done this. Once they have done this then they should click **Save** in the bottom left corner of the screen. Now Visual Editor is switched on!

Let's create our first page on Wikipedia!

Slide 24: Ask attendees to click on the red '**Sandbox**' link at the top of the screen.

As we have now told Wikipedia we want it to '*Show both editor tabs*' we have the choice of creating our first page with the new Visual Editor OR with the old Source Editor.

Click **Create** at the top of the page to use the Visual Editor.
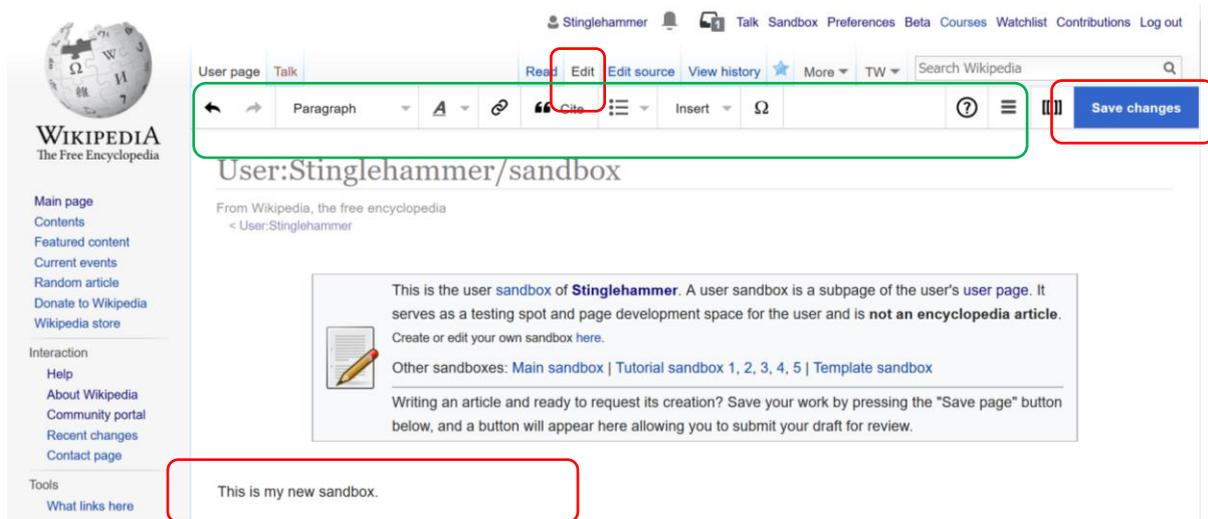
The page (above) does not have **Create** or **Create Source** because the page is *already* created but do click on '**Create**' on your page (It will be located exactly where '*Edit*' appears on my page above)

This will open the Visual Editor and you should now see it has lots of dropdown menus for us to make use of (circled in green above).

To create a new page on Wikipedia, all we need do is type at least one character of text onto the page and then **Save changes** in the blue box in the top right corner to save it. This will turn the page from a red-linked article that does not yet exist into a blue clickable link which does.

So before we save, we need to add some text.

Place your cursor below the grey box and type '*This is my new sandbox*' in the space indicated in the pic above.

NB: Your sandbox is your personal draft space where you can create articles before they are transferred to Wikipedia's live space without fear of being interfered with by other users.

Once you have typed at least one character of text onto the sandbox you can save it.

Click the blue '**Save changes**' button in the top right.
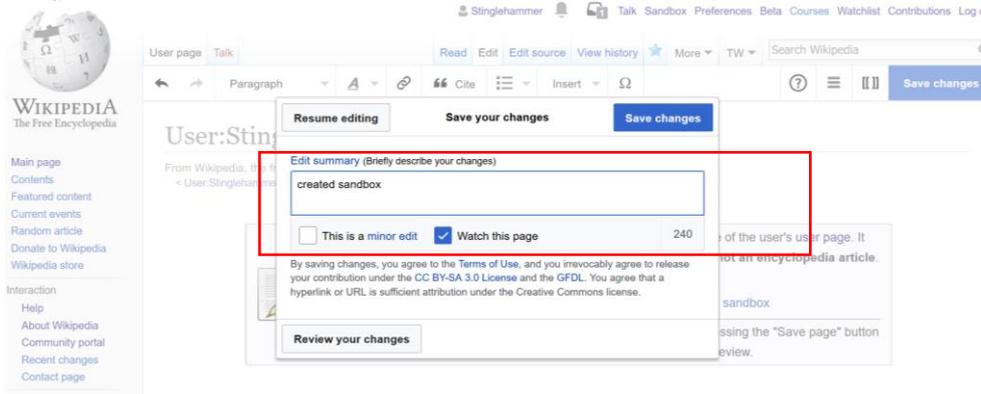
Any time you save on Wikipedia, you should put in a short but descriptive **Edit Summary** e.g. here I have put '*created sandbox*'.

Click '**Save changes**'. Your first page on Wikipedia is now created!

Now that we have created the Sandbox area and the link has turned blue we should create our Userpage next.

Creating your userpage on Wikipedia

Your userpage is your own space for you to tell the Wikipedia community a little about yourself. You can be as open as you like (some people have their whole life story on their userpage while others only have a picture of a cat). It's up to you.

1st step is to click on the username. My username is **Stinglehammer** here and is a blue clickable link because I have already created it but yours will be red-linked until we add some text to it. In the below pic, here's a red-linked user account I created earlier**. User:EwanVid** so we can see what creating a new account looks like for a new user.
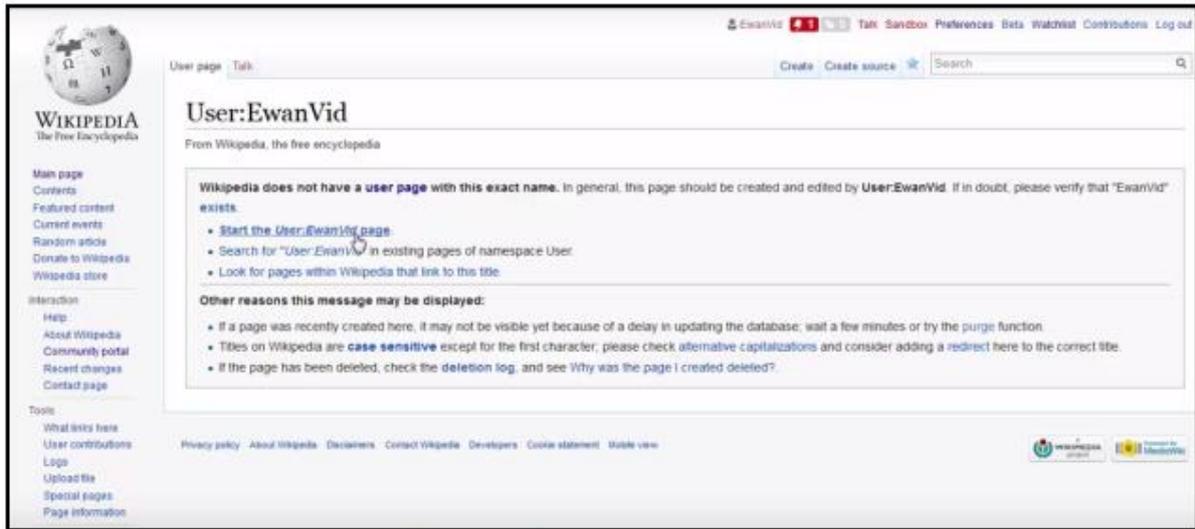
Let's create your userpage now

Slide 25: Because you have clicked on a red-link, Wikipedia cannot find the page you are looking for & is asking if you want to create it. Click on the *first* bullet point; *'Start the User:EwanVid page'.* (although your username will obviously different).
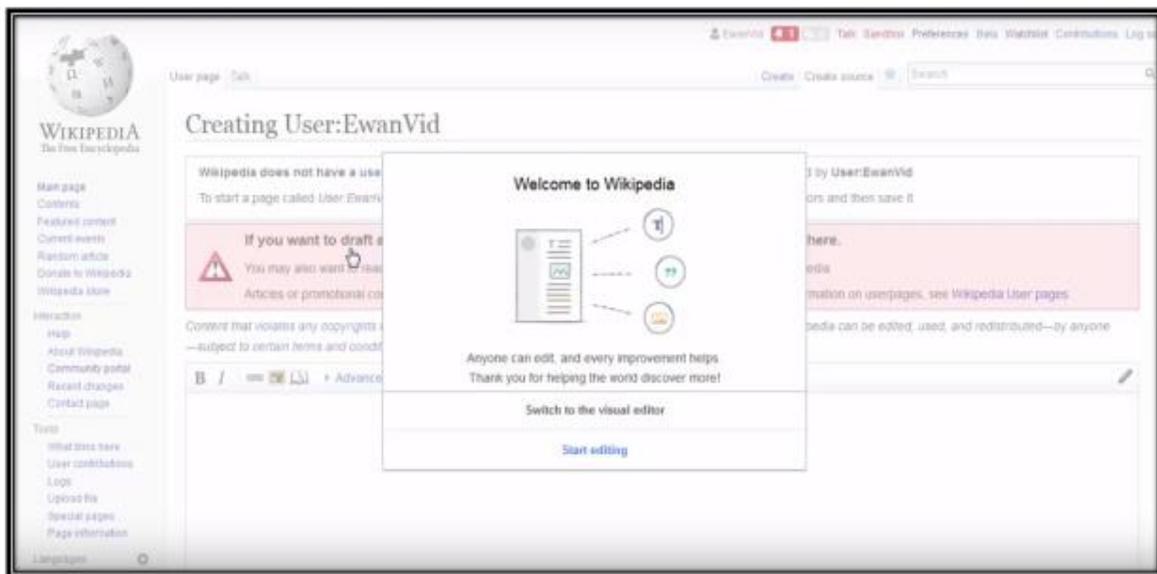
Switch to **Visual Editor** if prompted

Slide 26: When creating new pages for the 1st time Wikipedia will often default to the old HTML Source Editor or ask you if you want to switch to Visual Editing. We definitely do want to switch to Visual Editor, because it is easier to work in Visual Editor. So click on **'Switch to the Visual Editor'** and make sure you are using the **'Create'** tab (Visual editor) and not the 'Create Source' tab (Source Editor).
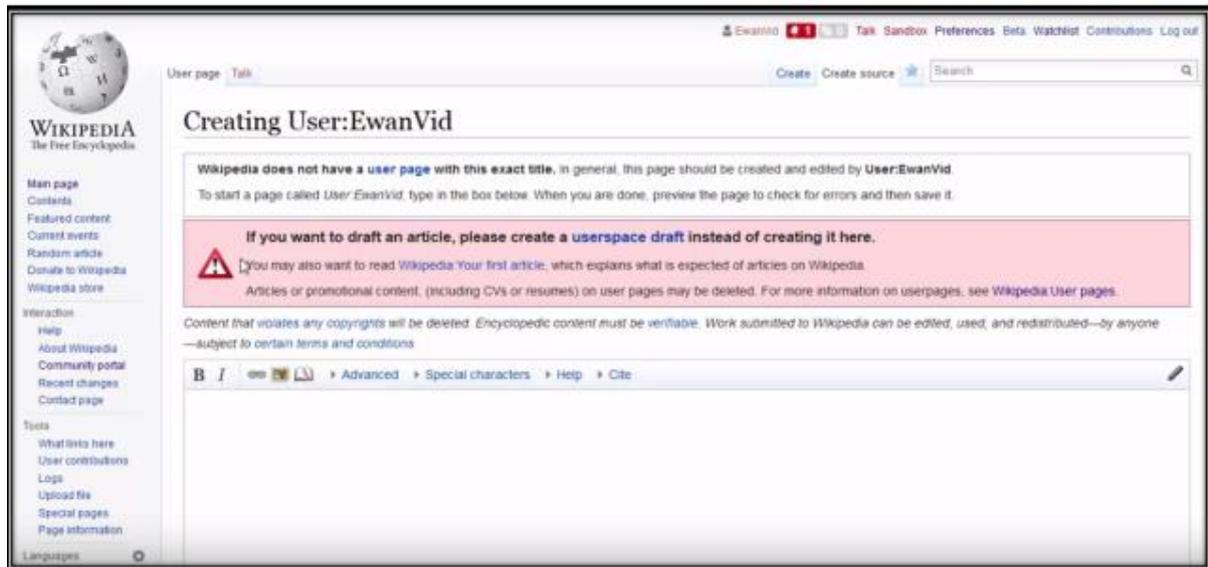
Switch to Visual Editor by clicking the 'Create' tab at the top of the screen.

Slide 27: This is what the old Source Editor looks like. Switch to Visual Editor by just clicking on the 'Create' tab at the top of the screen.
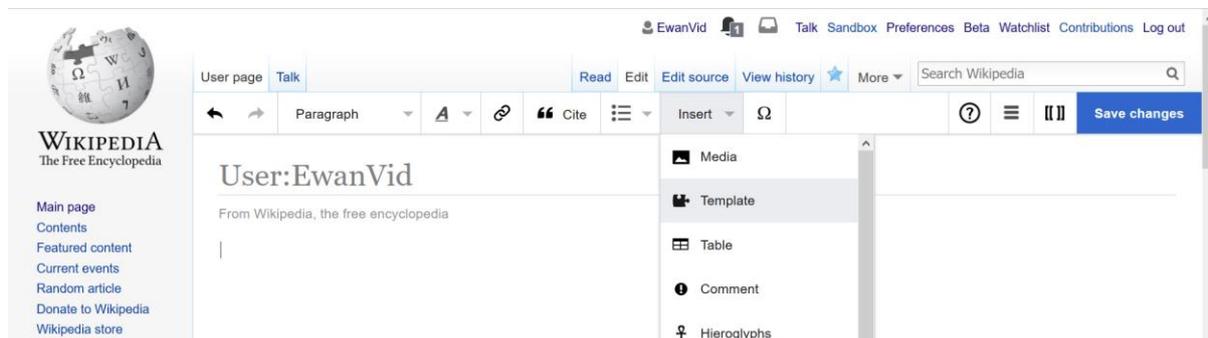
The first thing we want to do in our Userpage now that we are in Visual Editor is add an L-plate to tell Wikipedia users that we are new to Wikipedia and learning the ropes.

To add this particular template, ask attendees to place the cursor in the main area of the box and click on the **Insert** dropdown menu. From the Insert dropdown, select the **Template** option (as pictured).
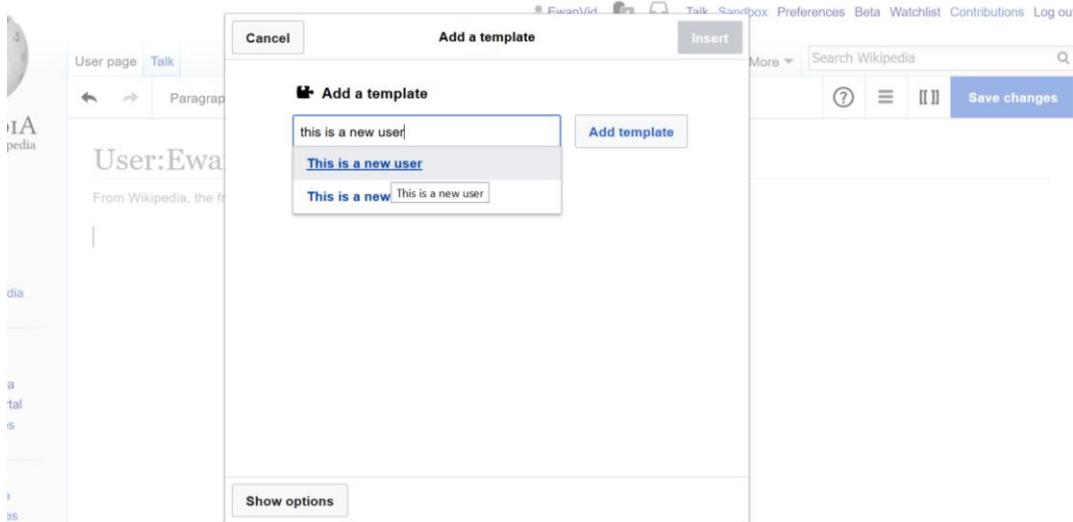
In the next screen, ask trainees to type *this is a new user* and select the top option that appears. Click **Add Template** and on the next screen just hit **Insert.**
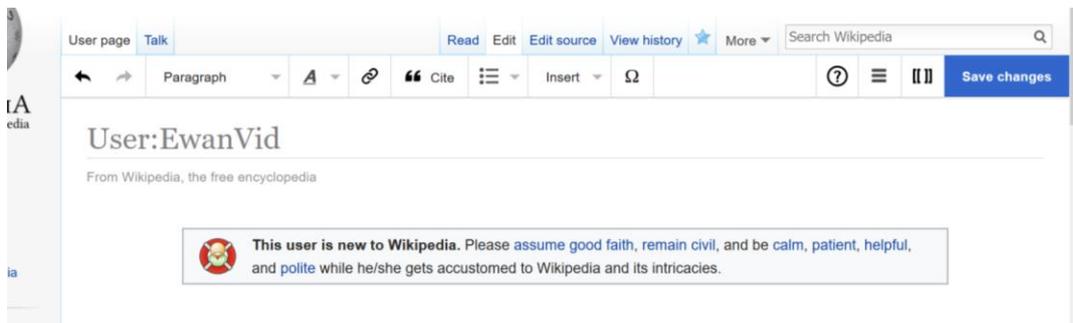
The Wikipedia 'L' plate should now have appeared as above. Click the blue 'Save Changes' in the top right corner.

Describe the change you made in the **Edit Summary** and click '*Save Changes'* again.

Your userpage is now created and your username should now have turned blue.

That's our 2nd Wikipedia page created!

Slide 28: The rest of the training is about getting the trainees used to Visual Editor's dropdown menus in order to create the main eight formatting elements you would expect to see in a Wikipedia page.

A guide to the Visual Editor can be found [here.](#)

Formatting with Visual Editor.

Ask the trainees to click on **'Edit'** at the top of the screen to open Visual Editor once more on their userpage.
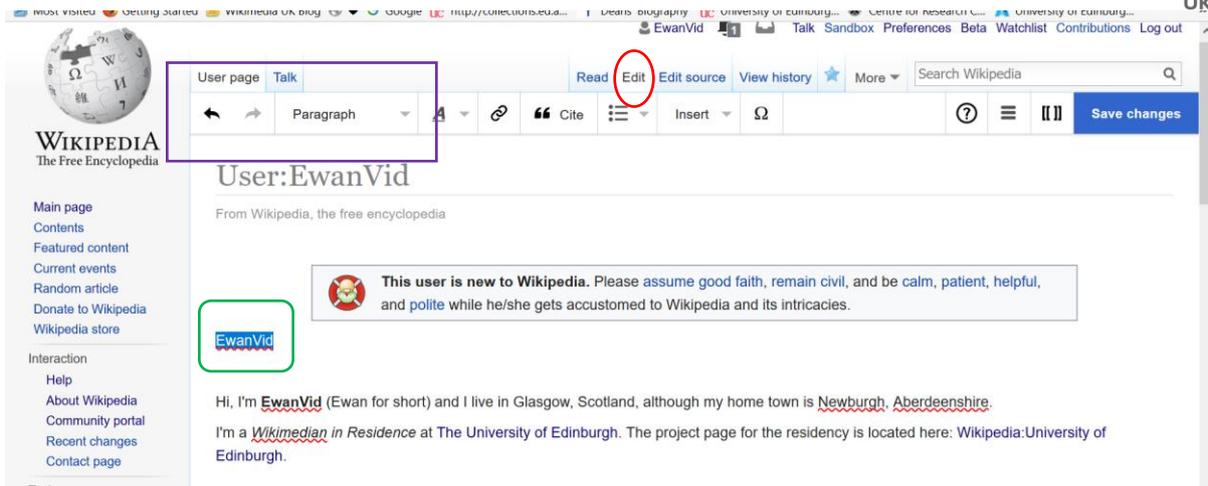
Clicking the '**Edit'** button (circled in red above) will open the Visual Editor once more. Ask the trainees to place their cursor below the newly created L-plate to type their username (circled in green above) and a sentence or two to introduce themselves to the Wikipedia community.

Essentially, we are going to demonstrate what each of the dropdown menus in Visual Editor does going from left to right.

The two arrows first of all (circled in purple above) are the **undo** and **redo** buttons. Next to that is the first dropdown we are really interested in as this creates **Headings** (& subheadings).

Once the trainees have typed their sentences, ask them to select their username (circled in green) so that the lettering is highlighted in blue as above. Then click on the '*Paragraph*' dropdown menu (circled in purple above) and click on **Heading.**
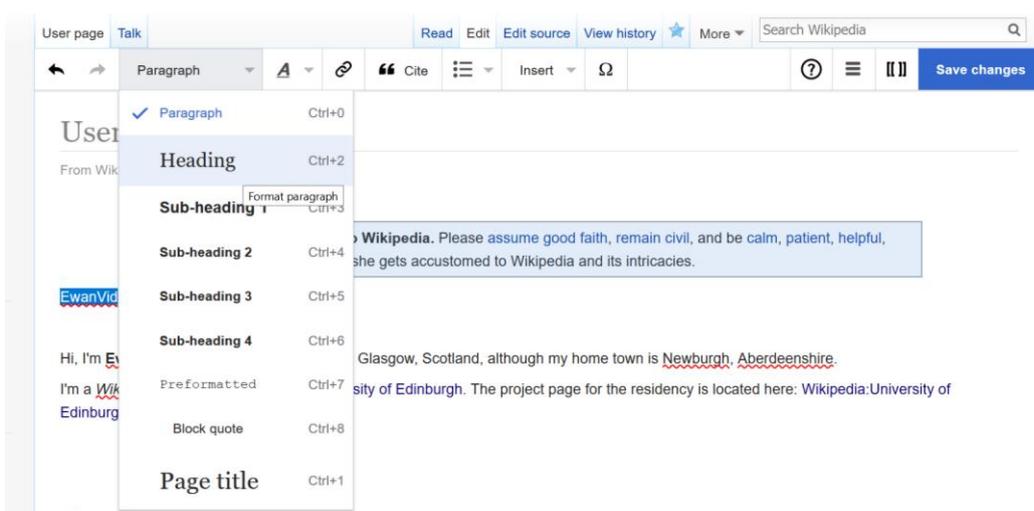
This will turn the selected text into a Heading (circled in red below).
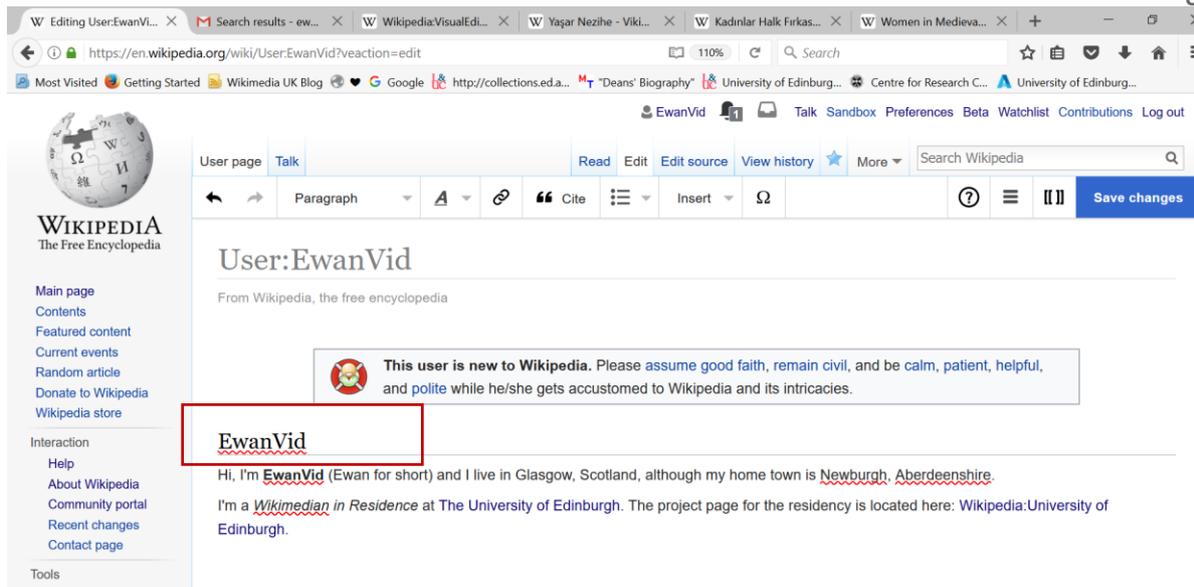
Click on the blue 'Save changes' button once more.
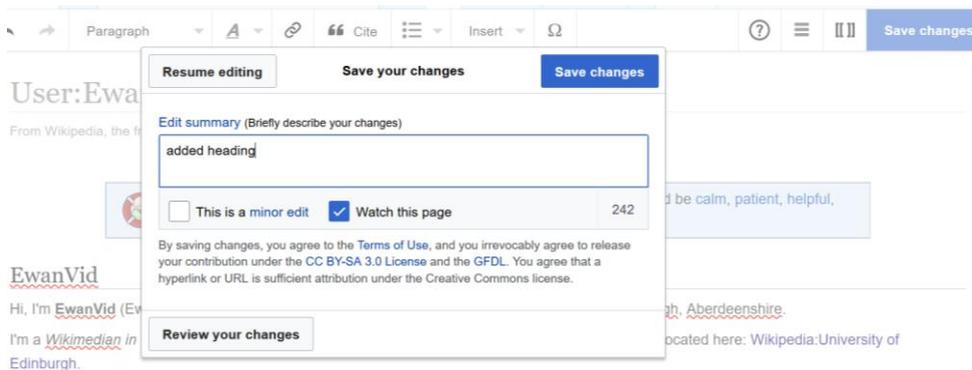
Type in a short but accurate '**Edit Summary'** (as above) and click **Save Changes** once more.

Explain to the attendees that Visual Editor works exactly like this – highlighting text and then selecting a dropdown menu option to format the highlighted text.

Ask them to click **Edit** once more to go back into Visual Editor and we'll try the next dropdown menus.
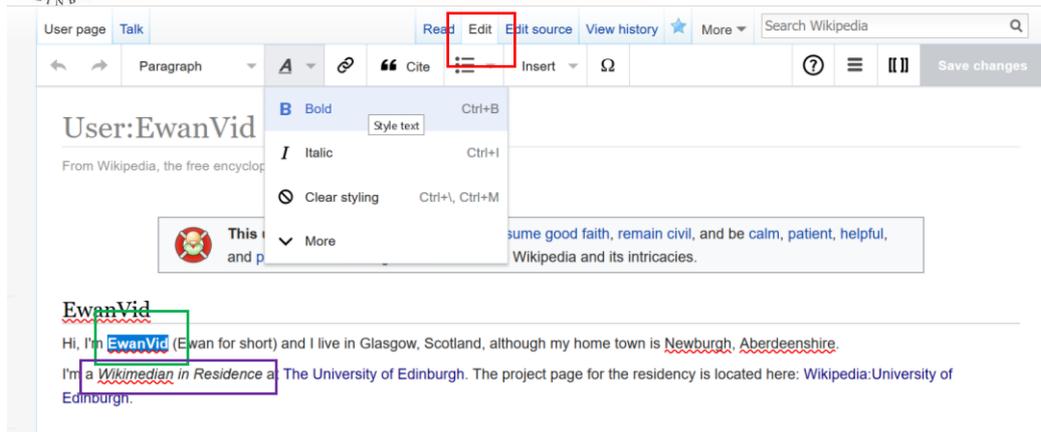
The next dropdown menu with an *A* is the style text menu. Ask the trainees to select a word from their newly written sentences so that it is turns blue (as circled in green above) then ask them to click the *A* dropdown menu and change the text to **Bold** by clicking bold. Get them to do the same with Italics (circled in purple above).

Click '**Save changes'** with and **Edit Summary** of '*added bold & italics'*. Click **Save** again.

Links
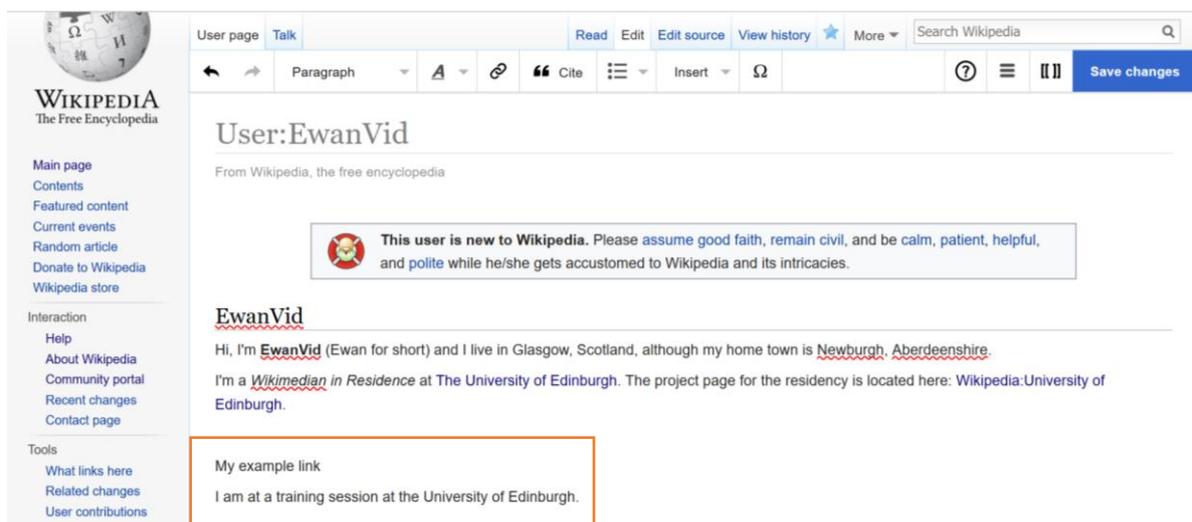
That's two dropdown menus practised with. Let's add some links to our page. Wikipedia needs links to and from other pages so that articles are discoverable. We don't want to underlink or to overlink but if linking will aid the reader's understanding and the link is relevant then that should be fine.
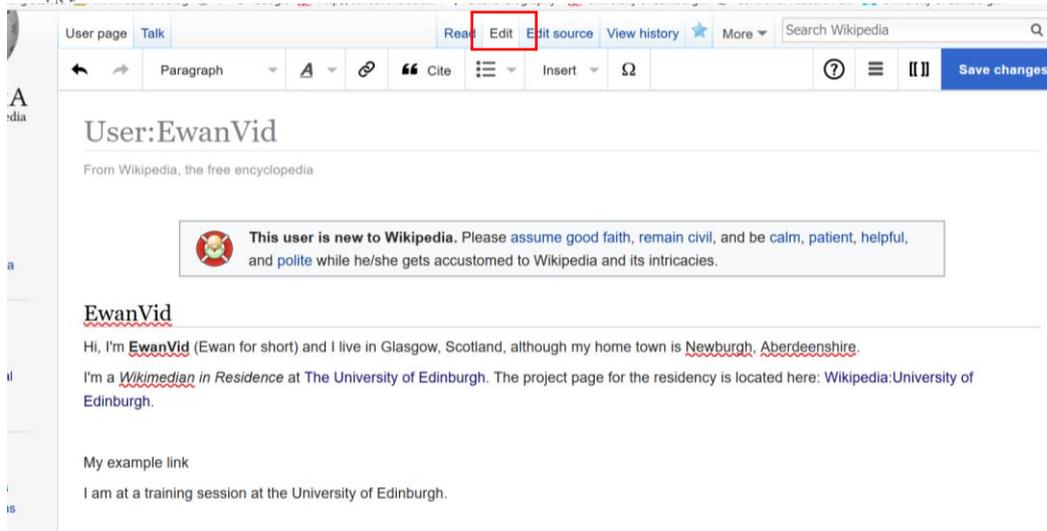
The trainees should click **Edit** once more to open Visual Editor. Then ask them to create a new section underneath called '*My example link'* which we will then turn into a header.
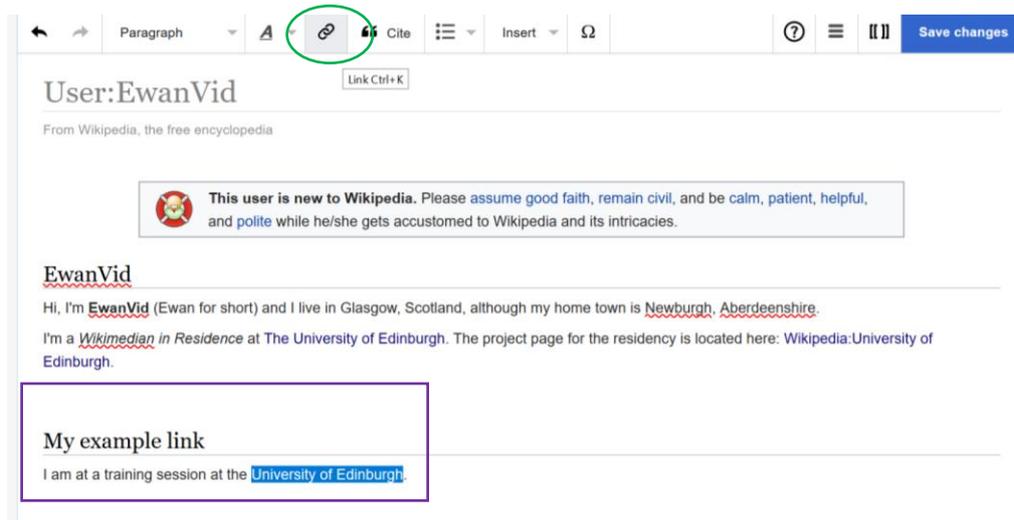
Ask trainees to input a place that they know has a Wikipedia page that we can link to e.g. University of Edinburgh (circled in purple above). Then they should select the word so that it turns blue as above and click the next dropdown with the link symbol (circled in green above).
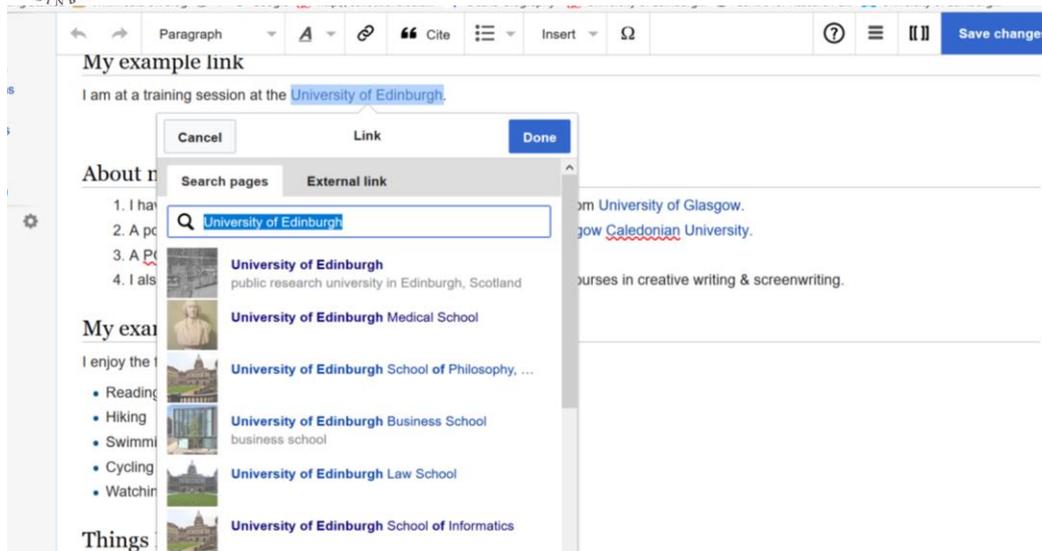
This will open up the **Link** dropdown menu like so. This menu has two tabs. The first allows you to search Wikipedia pages for pages to link to. Select the page you are looking for and click **Done**. Alternatively, if you wish to link to a website outside of Wikipedia (e.g. University of Edinburgh's own website www.ed.ac.uk) then you can input that in the '**External Link'** tab.
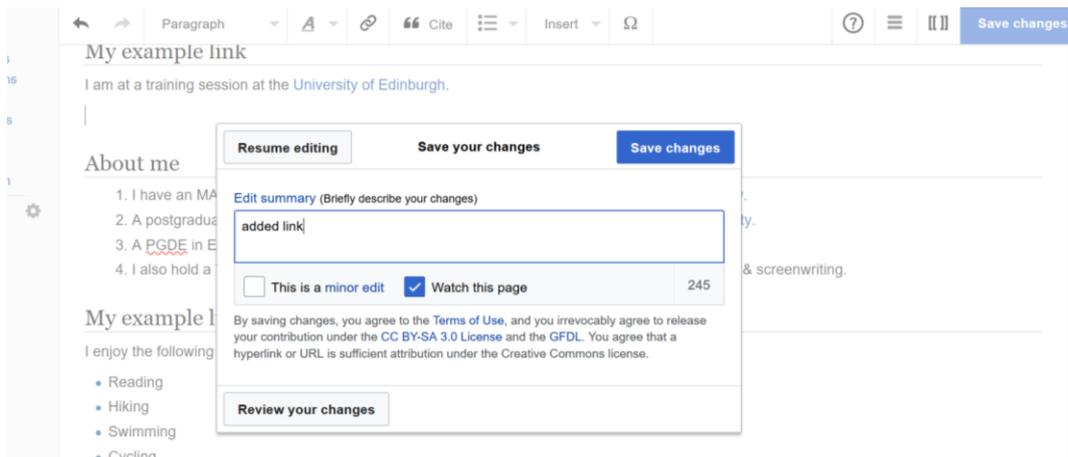
The link should turn into a blue clickable link to the University of Edinburgh page. Click **Save Changes** and add an edit summary of '*added link'* and **Save Changes** again.

Citations

No statement on Wikipedia should stand unless it is backed up with a citation from a reliable source. Ideally you want to have a citation at the end of every line backing up what is being said. Facts matter on Wikipedia. And it has never been easier to add citations thanks to the Visual Editor.

Click '**Edit**' once more to open the Visual Editor up. And ask the trainees to create a new section: **My example citation.**
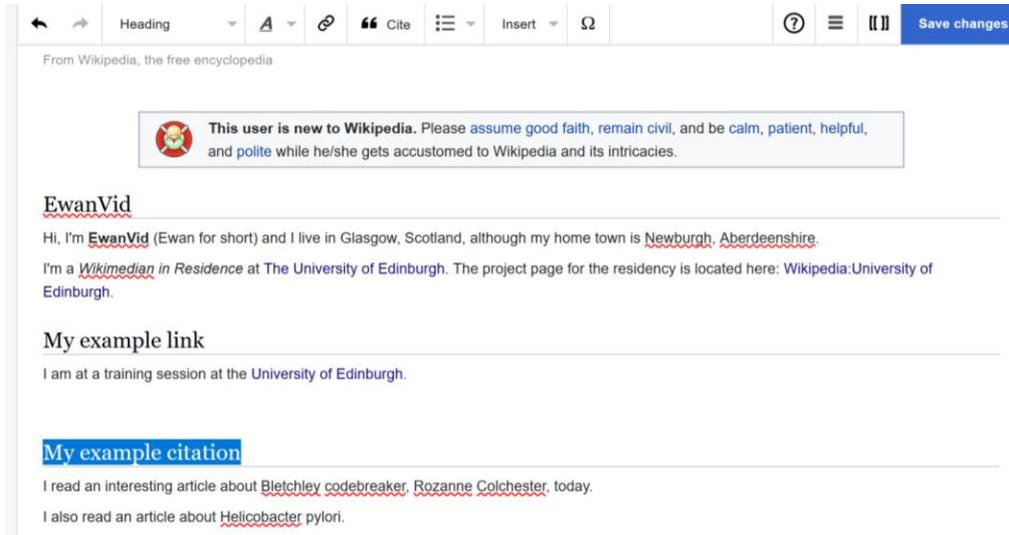
Again, I have created a new heading for this section using the **Heading** dropdown menu.

Ask the trainees to create the heading and add a short sentence like '*I read an interesting article today.*' So that we can practise adding a citation. Place the cursor at the end of the line where you want the citation to go. Then open up a new internet browser window so that we can find a reference to use.

Here I am using the Guardian website but equally another news source such as the BBC would be good for demonstration purposes. Copy the web address of the article

you wish to use as an exemplar reference (circled in red). Then go back to your userpage screen and make sure your cursor is placed at the end of the line.
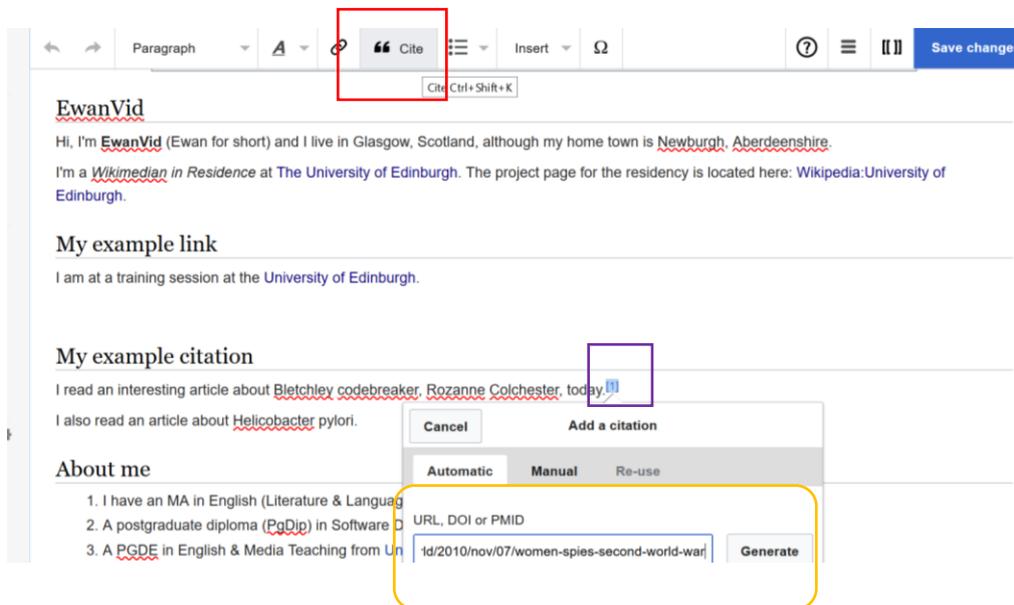
Place the cursor at the end of the line in question (as indicated circled in purple above). Click the **Cite dropdown menu** (circled in red) and paste the Guardian article's web address into the **Automatic tab** of the Cite menu (circled in orange). Once pasted in, click **Generate.**
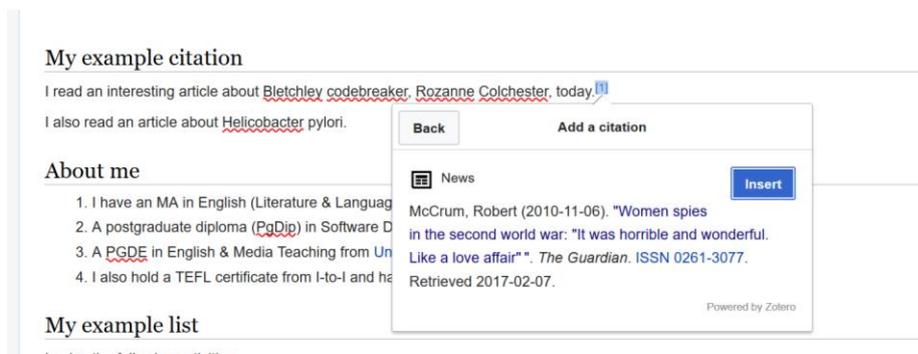
This will generate a citation as pictured. Which you can edit if you want to add more detail. Click **Insert** to insert the citation. And **Save Changes** with an edit summary of *'added citation'*.
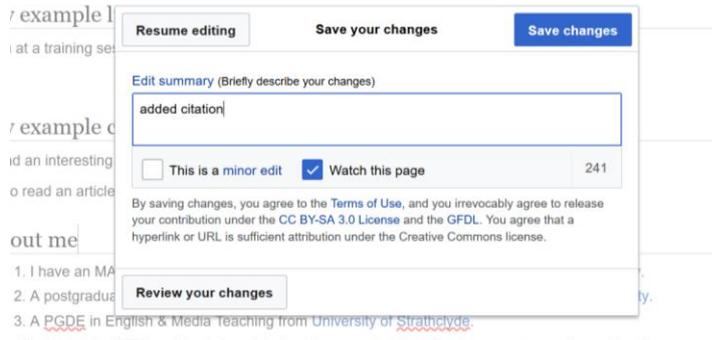
Once your citation is saved, it will also generate a **References** section automatically at the bottom of the page.

References [edit | edit source]

1. ^ McCrum, Robert (2010-11-06). "Women spies in the second world war: "It was horrible and wonderful. Like a love affair" ". *The Guardian*. ISSN 0261-3077. Retrieved 2017-02-07.
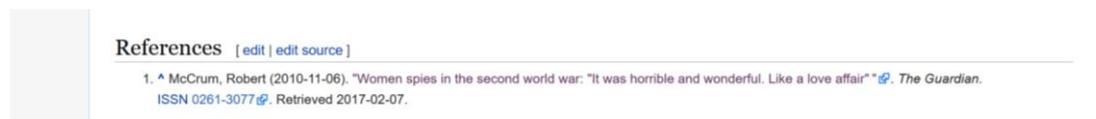
NB: Although you made need to create the **References** heading yourself.
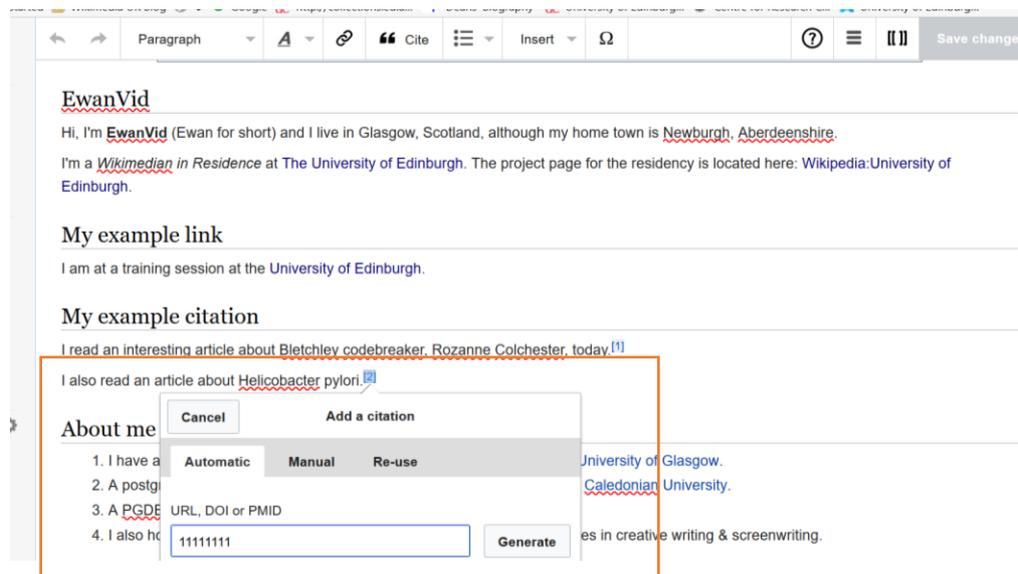
You can also click **Edit** to go back into Visual Editor again to demonstrate that the Cite dropdown menu also works with DOI codes and PMIDs to generate citations. Here I have input the PMID of 11111111, by way of example, to generate a citation for an article about Helicobacter pylori.
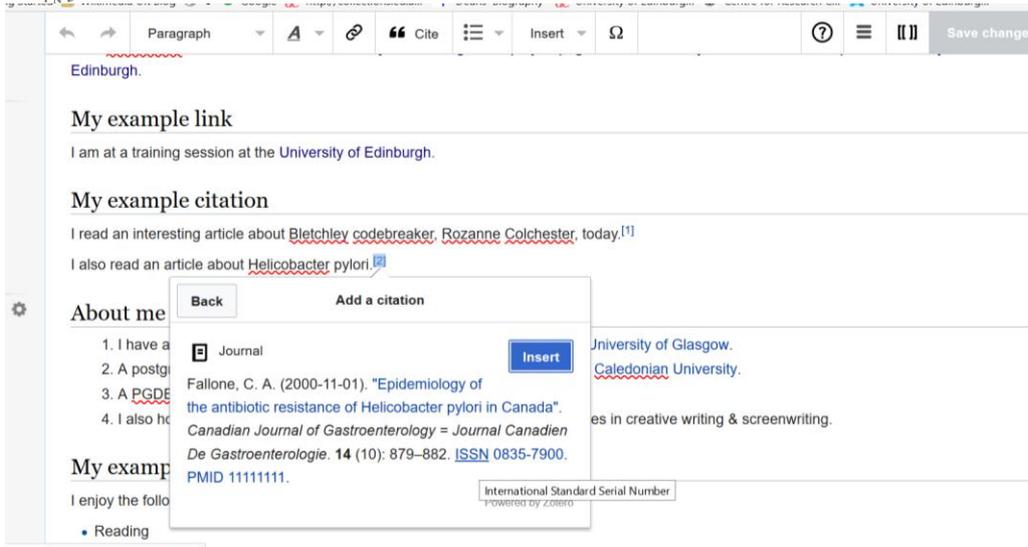
If you don't have a URL address, PMID or DOI code to work with then you can input reference details using the **Manual tab** of the Cite menu.
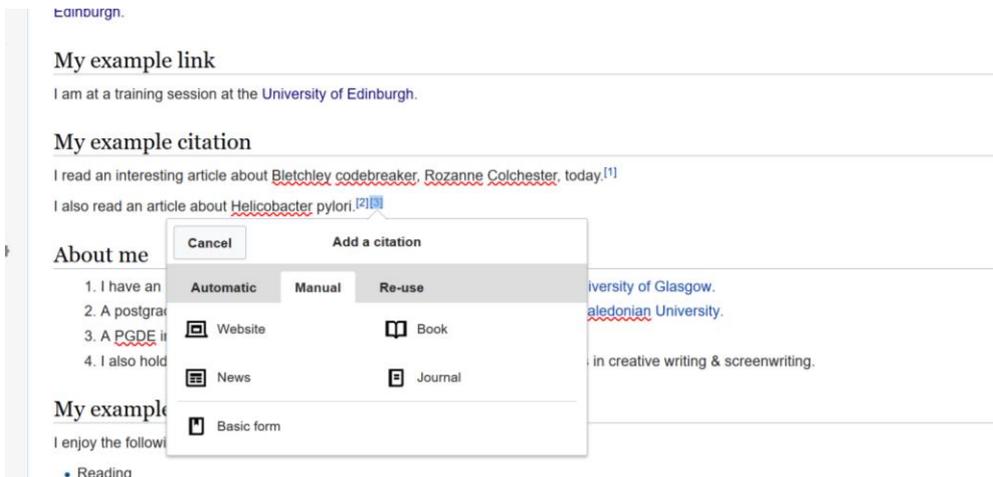
Depending on the type of text being used as a reference, the manual tab will ask you to put in title, author, date, publisher information etc. as necessary.

The good news is that once a reference is input once then you don't need to input it a second time as the Cite menu has a **Re-use** tab in case you want to cite the same source more than once in an article.
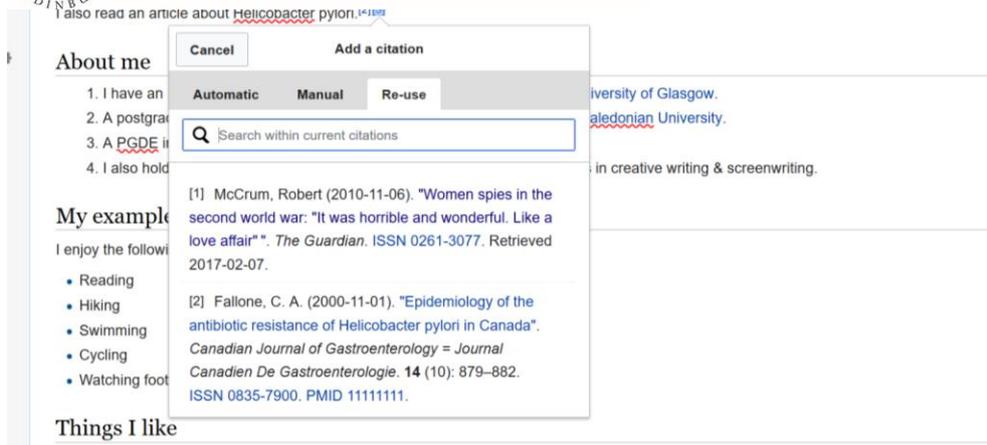
Creating lists
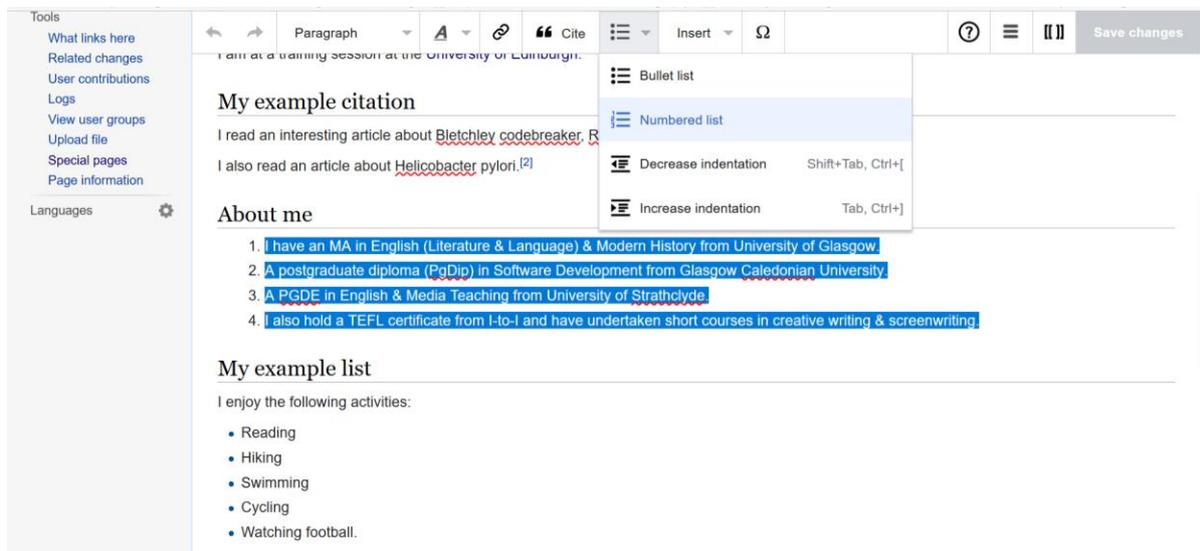
Ask the trainees to click **Edit** to enter Visual Editor once more and underneath their example citation type a short list out of things they enjoy with a heading of '*About me*' or '*My example list*' or '*Things I like*' for instance (as above).

Once they have two or three things on their list. Ask them to highlight the text with their cursor so that the text turns blue. The click on the next dropdown to the right of the Cite dropdown menu. This is the **List menu.**

The trainees just need to select their listed text and click on either '*Bullet list*' or '*Numbered list*' in the List dropdown menu. Then **Save Changes** with an edit summary of '*Added a list*'. Click '**Save changes**' once more.

Adding an image

We are almost done but our page is lifeless without an image to help illustrate it.

To add an image, ask the trainees to click **Edit** to access the Visual Editor once more.
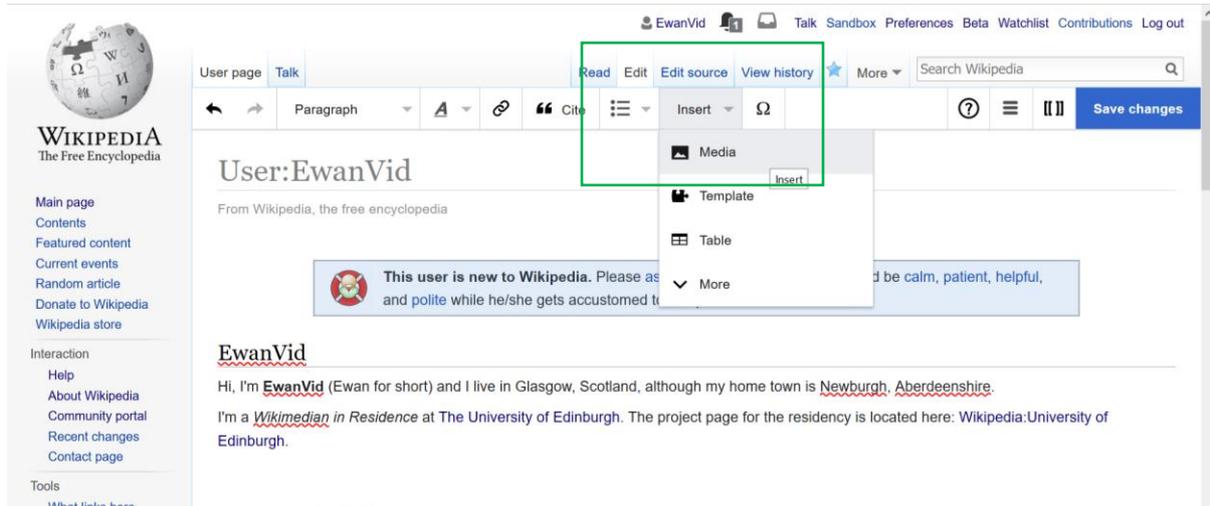
Place the cursor where you want the image to appear on the page. Then click the **Insert** dropdown menu (circled in green above) and select **Media** from the list of option.
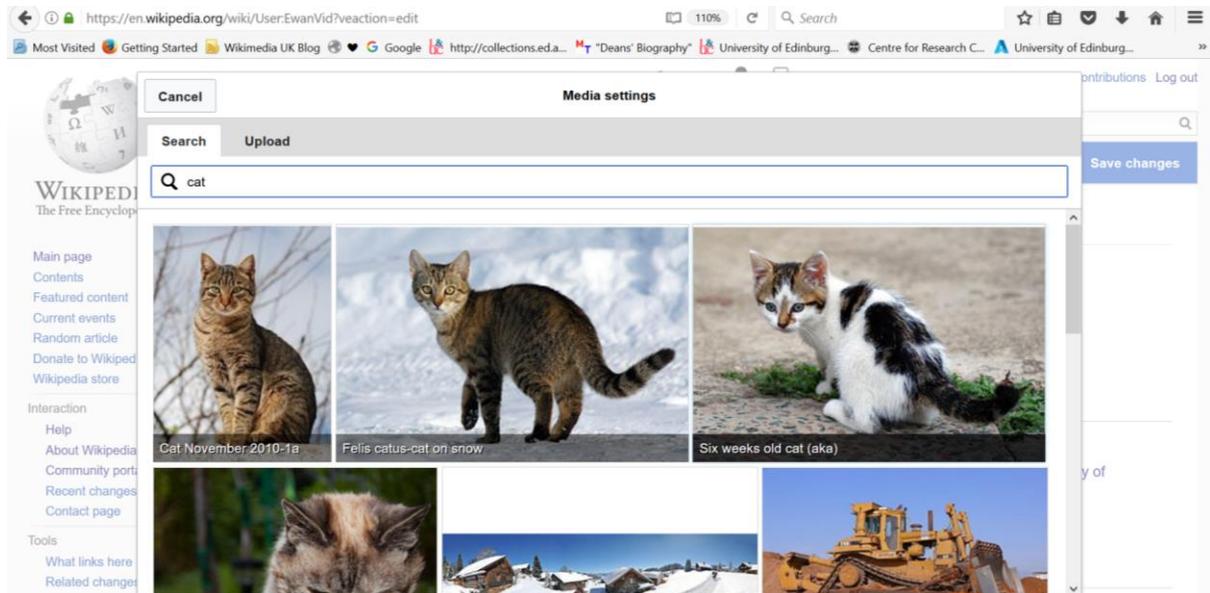
This will take you to a screen like this. You have two options. You can do a keyword search to find an image on Wikipedia's sister project, Wikimedia Commons (which has 37 million media files openly licensed and ready to use) OR you can select the 2nd tab, **Upload**, and you can upload your own image to Wikimedia Commons so long as it is openly licensed and you are allowed to release the image to Commons.

In this example, I have typed the keyword of *'cat'* as I would like a picture of a cat to adorn my userpage but equally I could have chosen something like '*Edinburgh Castle'* or something completely different again.

I select an image I like the look of and click **Use this image**.
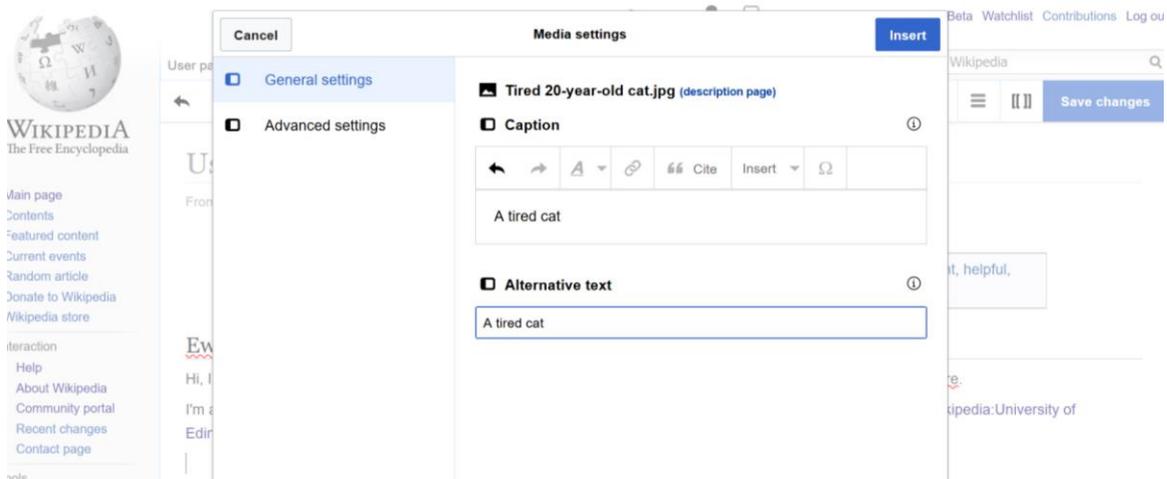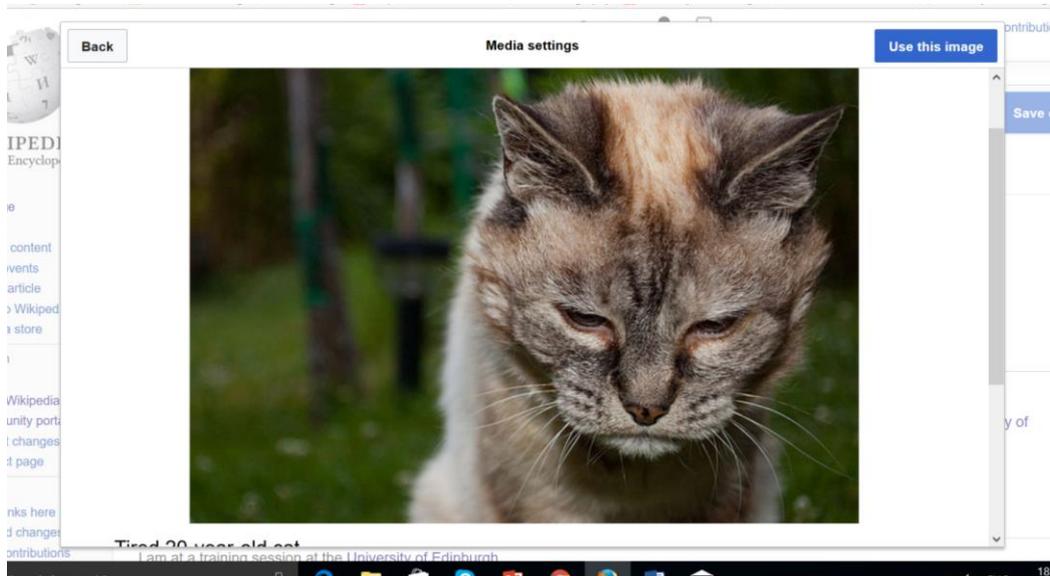
I give it a caption in the next screen (along with adding the same to the **Alternative text** box.)
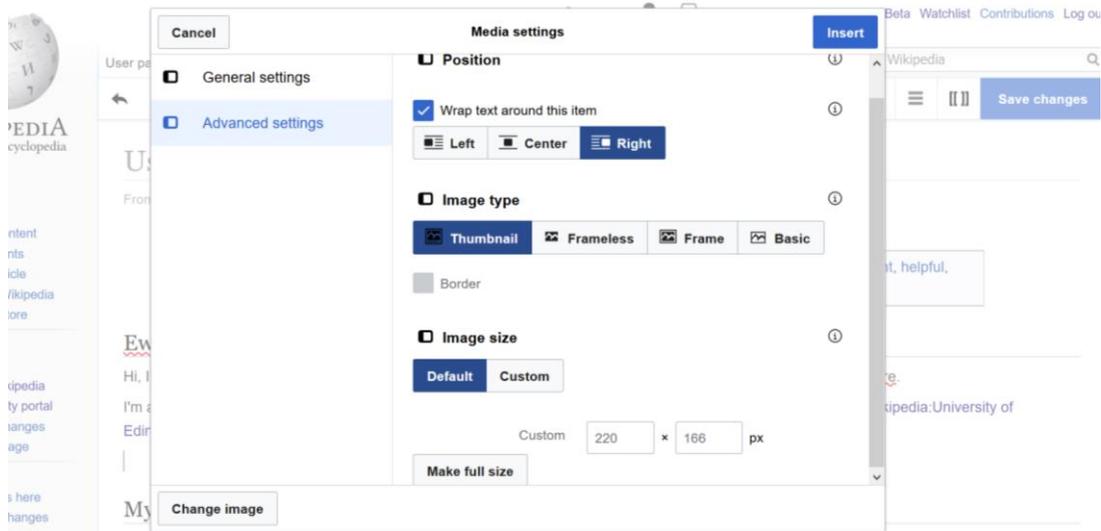
The **Advanced Settings** tab has a lot more options but I am just going to click **Insert.**
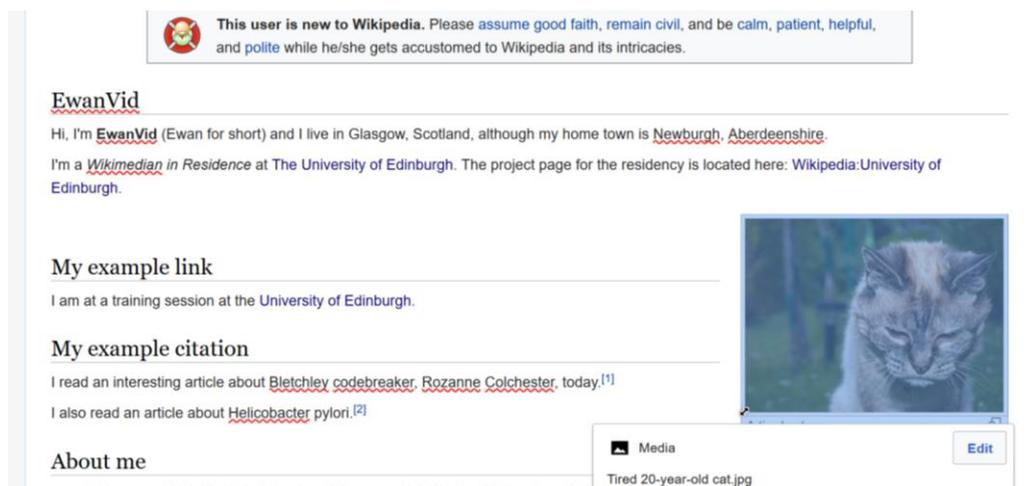
If I am unhappy with the size of the image then I can drag the bottom left corner of the image with my mouse until I am happy. Then click **'Save Changes'** with an edit summary of '*Added an image'*.
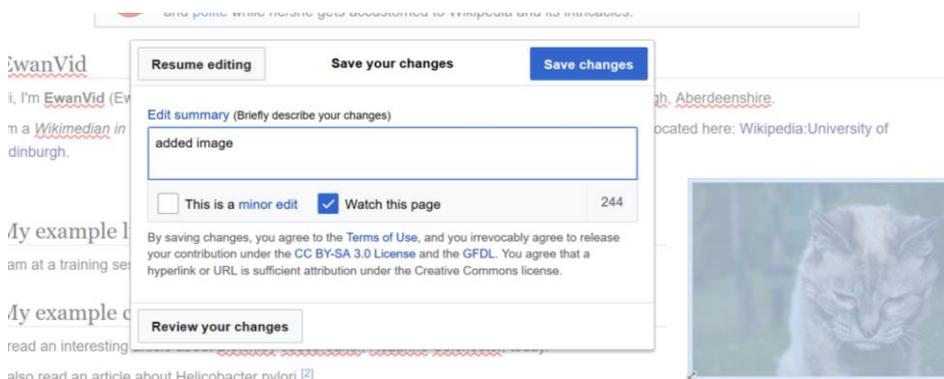
The Contents Box

One thing to note after all this hard work is that a **Contents Box** has magically appeared on our user page. This is automatically generated if you have more than 3 headings in your article. NB: The headings you use when drafting Wikipedia articles in your sandbox will obviously depend on the reliable published sources you find to backup the statements made in the article but the Manual of Style is useful to consult in considering common section headings to use.

The Infobox

Just two things left to go. An infobox appears at the side of a page to provide summary information.

e.g. The Infobox on Barack Obama's page.

There are many different templates for Infoboxes so it depends on the article you are writing as to whether you should use **Infobox Person**, **Infobox scientist**, **Infobox writer**, **Infobox school**, **Infobox hospital** or many others.

As we are creating a Wikipedia userpage, the Infobox we can demonstrate is **Infobox Wikipedia User.**
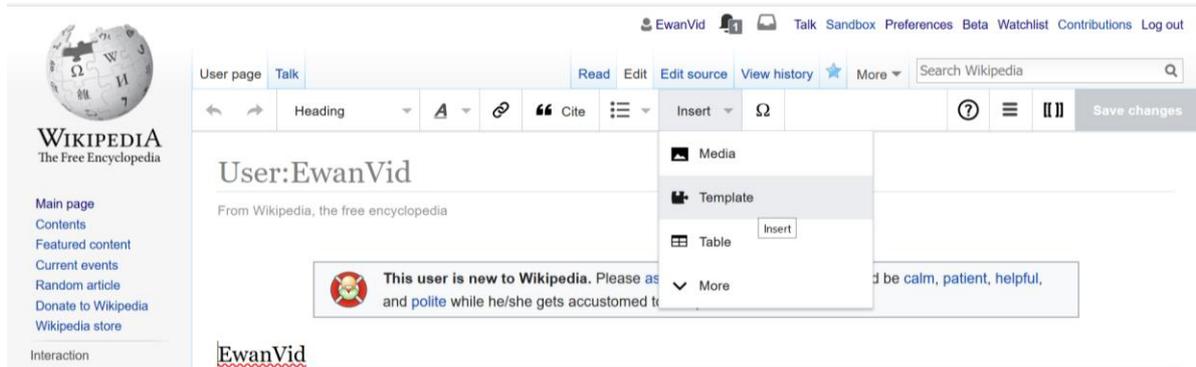
Click **Edit** to enter Visual Editor. In the **Insert** dropdown menu, click on the option for **Template**.
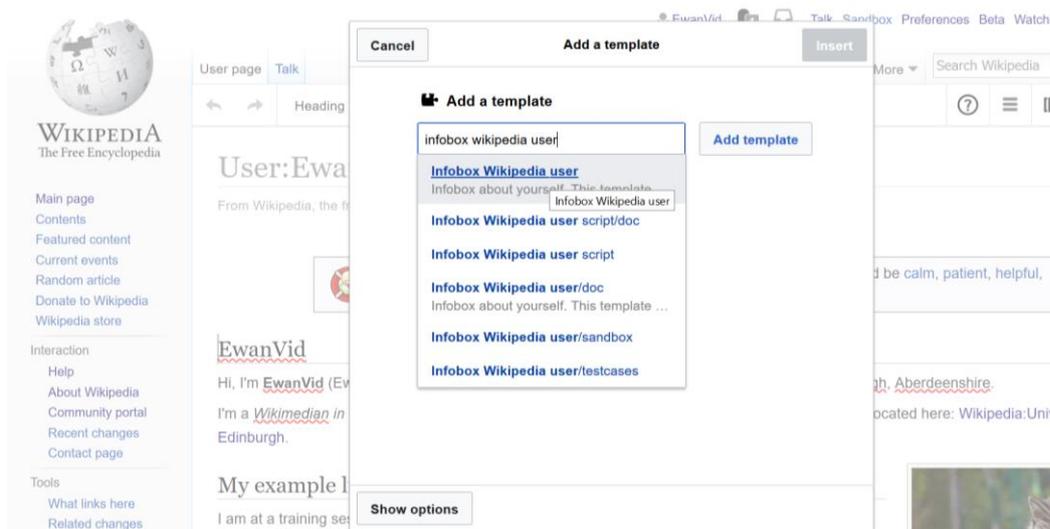
Type **Infobox Wikipedia user** and select the first option. Then click '**Add template'**.
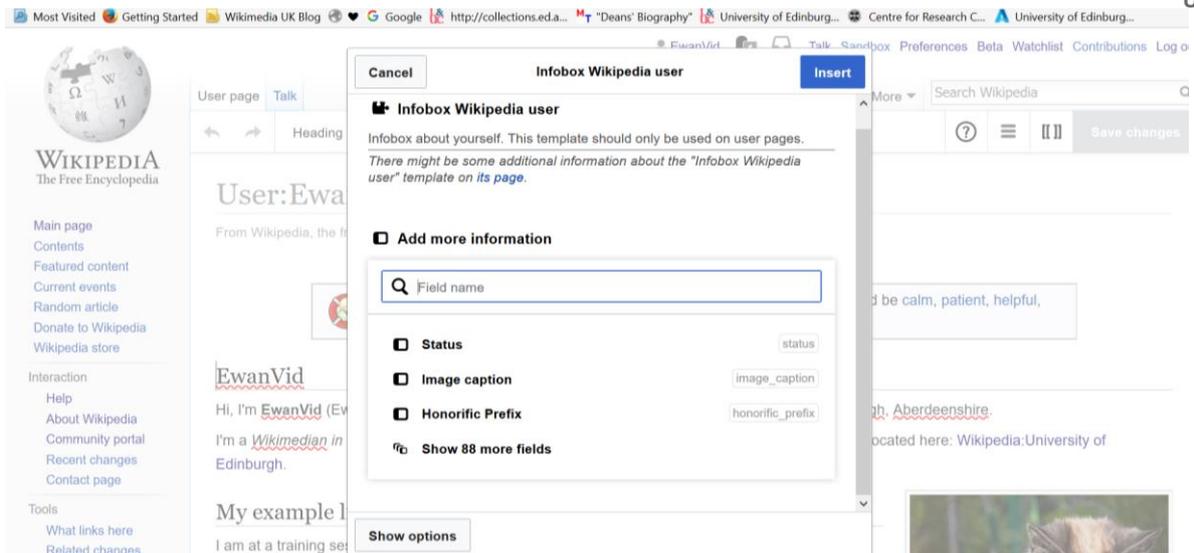
The screen that follows will look like this. It will suggest 88+ fields for you to add to your Infobox. You need only add the fields you feel are relevant and you have information about. During a training session I would only ask attendees to fill out 2-3 fields for starters (e.g. name, gender and country).
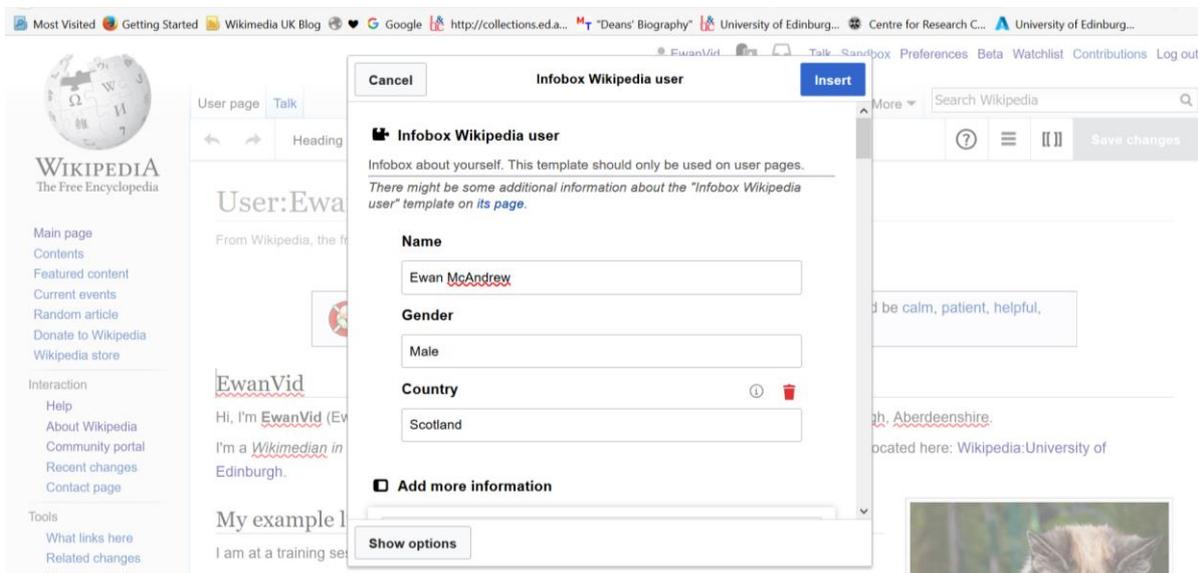
3 fields selected and text input: name, gender, country.

Then click **Insert.**

This will add the Infobox to your page like so. And this can be added to and amended at a later date as your trainees see fit. Click **Save Changes** and add an edit summary of *'added an infobox'*. Click **Save Changes** again.

Adding categories

Categories appear at the bottom of a Wikipedia page and they appear at the far right hand side of the Visual Editor. This is the last step in our formatting training.
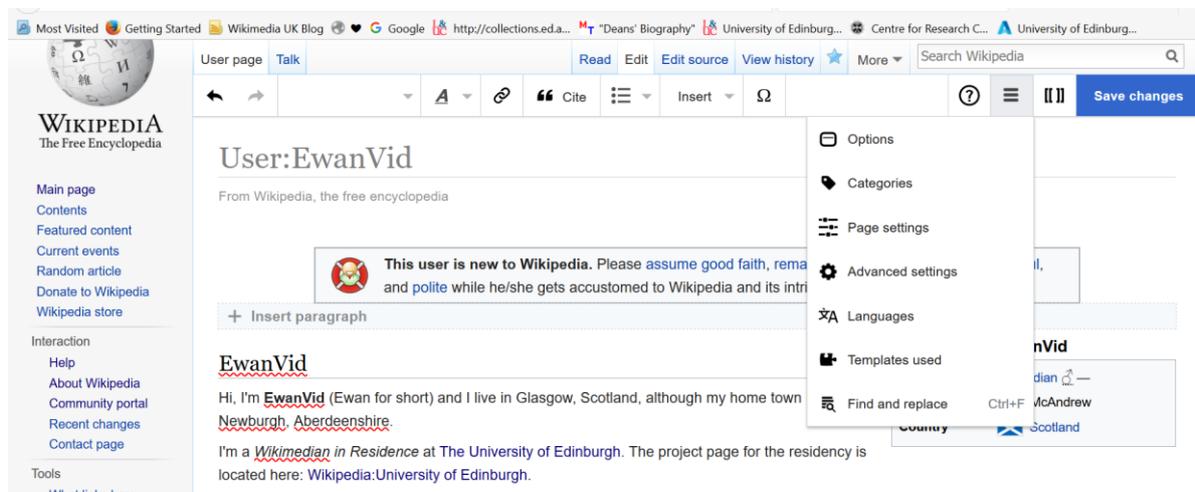
Click **Edit** to enter Visual Editor.

Select the dropdown menu at the far right hand side of the Visual Editor symbolised by 3 horizontal lines. Click on the **Categories** option.
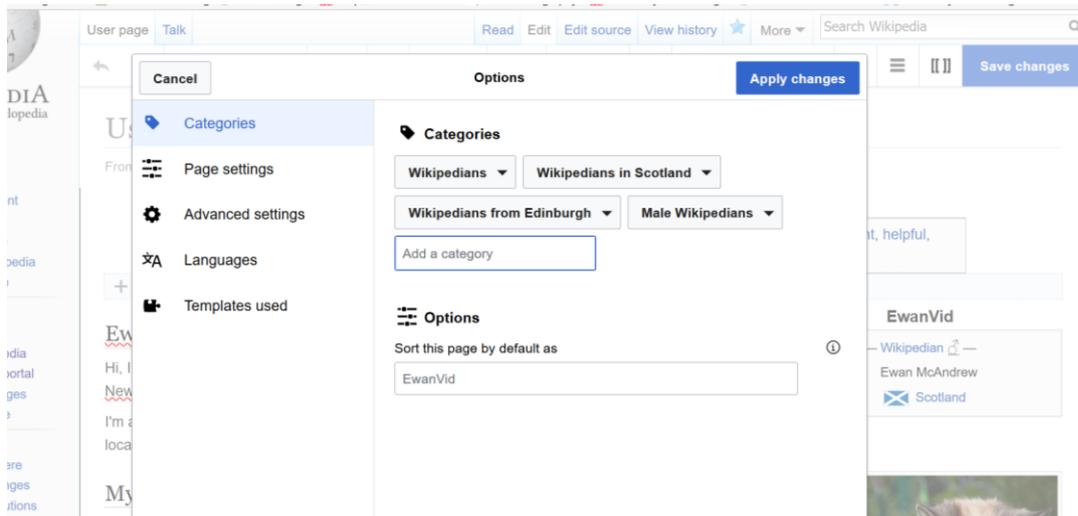
This screen will come up. Ask attendees to add an example category by typing into the box. If the link turns red then click on the red category and use the 'bin' symbol to delete the problem category. NB: Categories need to be spelt exactly as they appear on Wikipedia. If a space is in the wrong place or a capital letter or an 's' at the end of the line is missed out then it will not find the category and it will create a red-linked category. As much as possible we work with existing categories on Wikipedia but in certain circumstances it may be appropriate to create a new category.

Click '**Apply changes'** when one or two categories have been added correctly by your trainees and **Save Changes** with an edit summary of '*added categories'*. These categories should now appear as blue clickable links at the foot of the userpage.

If you are unsure which categories should be added to a Wikipedia page you are drafting then best practice is to check out a similar Wikipedia page to see which categories they made use of and follow suit.

In fact that is true of drafting Wikipedia articles in general. Draft your article in the sandbox and use an exemplar page as your guideline.

I tend to recommend my page for [Mary Syme Boyd](#) as an exemplar to begin with when the target is writing a biography article but it depends what you are writing about and there are many excellent articles out there to keep you right, particularly [Featured Articles.](#)

1. Headers
2. Bold / italic
3. Bullet point lists & Numbered lists
4. Internal links / External links
5. Citations & references
6. Adding categories
7. Adding pictures
8. Adding infoboxes
★ Talk pages (Use ~~~~ to sign your Username).

A basic *How-To* guide...

Slide 28 – It is at this point that I would recap that we had gone through the 'how to' for all 8 steps highlighting the only one we have missed is **Creating a Talk page.**

I would also show them my example article, Mary Syme Boyd, and demonstrate all these 8 elements have gone into constructing this page: bold, headings, Infobox artist, links to other Wikipedia pages, citations, images, bullet-pointed lists, an indented quote, references, categories, external links.

From 1935 to 1963, Boyd's professional career was conducted from a house/studio at 14 Belford Mews.[?] This was only interrupted by her wartime service as part of the London Auxiliary Ambulance Service during the London blitz.[2]

Boyd exhibited at the Royal Scottish Academy (RSA), the Royal Glasgow Institute (RGI), and the Society of Scottish Artists. She worked in plaster, bronze, silver, carved wood, and stone. Her exhibited work consisted of naturalistic animal studies, and allegorical subjects[1] and she undertook a number of ecclesiastical commissions such as work for St. Mary's Episcopal Church in Corstorphine.[2]

Notable works (by year of exhibition) [edit]

The grave of Mary Syme Boyd, Dean Cemetery

- *Moon - a white cat* (1935)
- *The wild boar* (1935)
- *The kestrel* (1935)
- *Study of a Cat* (c.1935)
- *Dancers* (1936)
- *Kestrel carved in Sabique* (1936)
- *Bird of prey* (1945)
- *Station of the cross* (1951)[3]

Boyd bequeathed *Kestrel* to the National Galleries of Scotland as representative of her life's work.[2]

> "Bird sculptures often took the form of an outstretched-winged hunting bird on a rocky outcrop, usually with a tiny victim writhing in its claws, or in territorial combat with another bird. Boyd's *Kestrel*, however, eschews these narrative orthodoxies and aligns instead with modernist principles, choosing to depict this bird as a benign creature. Carved from wood, *Kestrel's* simple lines and unadorned surface serve to illustrate that Boyd was aware of modernist discourse involving 'truth to materials', espoused by Henry Moore and Barbara Hepworth at this time."[2]

Included in the bequest were two additional sculptures: one by Elizabeth Dempster and one by Georg Kolbe.[2]

References [edit]

1. ^ a b c d e f Ewan, Elizabeth; Innes, Sue; Reynolds, Sian (2006-01-01). *The Biographical Dictionary of Scottish Women: From the Earliest Times to 2004*. Edinburgh University Press. ISBN 9780748617135.
2. ^ a b c d e f g h Strang, Alice (2015). *Modern Scottish Women: Painters and Sculptors 1885-1965*. Edinburgh: National Galleries of Scotland. p. 38. ISBN 9781906270896.
3. ^ "Miss Mary Syme Boyd - Mapping the Practice and Profession of Sculpture in Britain and Ireland 1851-1951". *sculpture.gla.ac.uk*. Retrieved 2016-03-10.

External links [edit]

1. http://www.latebloomers.co.uk/wforum/DeadInterestingWomen/msboyd.html
2. https://www.nationalgalleries.org/collection/artists-a-z/b/artist/mary-syme-boyd

Categories: 1910 births | 1997 deaths | 20th-century Scottish painters | 20th-century women artists | Alumni of the Edinburgh College of Art | Artists from Edinburgh | Scottish artists | Scottish sculptors | Scottish women artists

The information you write in your draft article & its structure will depend on what you can backup from the reliable sources you are using. But you should consult Wikipedia's Manual of Style to get a sense of what Wikipedia is expecting in terms of style & structure to keep articles consistent. Use a similar article as your base guideline when drafting a Wikipedia article in your sandbox.

1. **Prepare your article in your Sandbox**

2. **Search for the article title.**

3. **Click "Create"**

4. **Copy & paste…**

5. **Add {{new user article}} to TALK.**

- When beginning a new article first check it hasn't already been written about on Wikipedia by doing a search.

- Then when beginning to write it is always a good idea to use a similar Wikipedia article as your base guideline.

**Slide 29: Prepare your draft article in your Sandbox area.**

★ At least 200 words & 3 references
★ Add {{new user article}} to Talk
★ Add categories at the bottom!
★ Read 'Wikipedia:Manual of Style'
★ Sign talk page messages ~~~~
★ Save your work regularly with an 'edit summary' each time.

We Can [edit]!

Editathon tips…

Slide 30: Prepare at least 200 words backed up with citations from at least 3 references in your sandbox when drafting a new article.

If you are preparing multiple articles you may like to use multiple sandboxes to draft them in. Above is my Sandbox #3. The process for creating another sandbox is the same for adding content to Wikipedia's livespace.

Creating new pages to Wikipedia's live space

My user account **User:EwanVid** has at present only one sandbox area. To create a new one I just need to search Wikipedia, using the top right hand search bar, for a page that I know does not exist but importantly keeping it linked to my username.
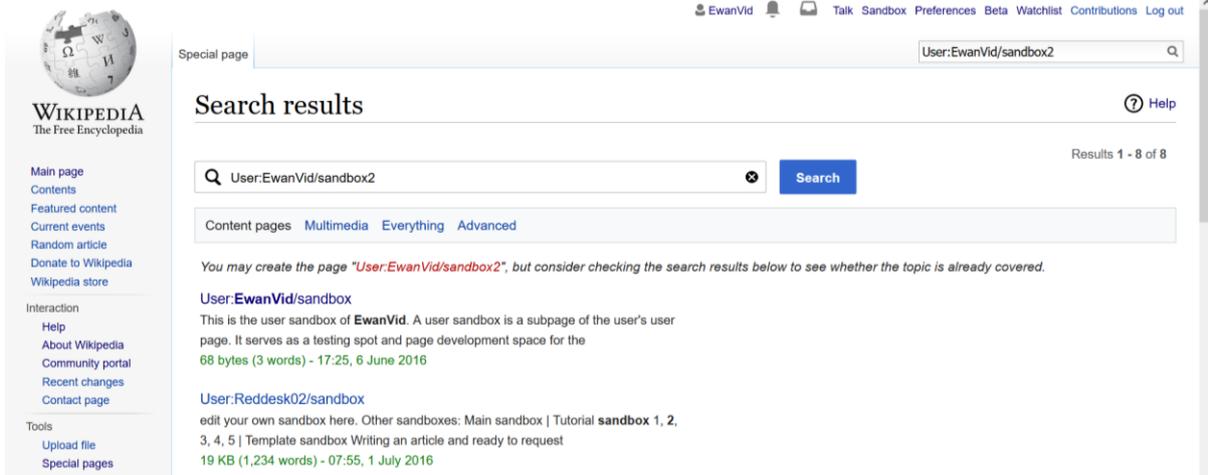
By searching for **User:EwanVid/sandbox2** in the search bar, Wikipedia has returned a result to say it cannot find the page but is asking would I like to create it using the redlink provided. As we did when we first created our userpage and sandbox, I will click on the redlink and all I need to do is add at least 1 character of text & then save the new page in order to create it into a blue clickable link.
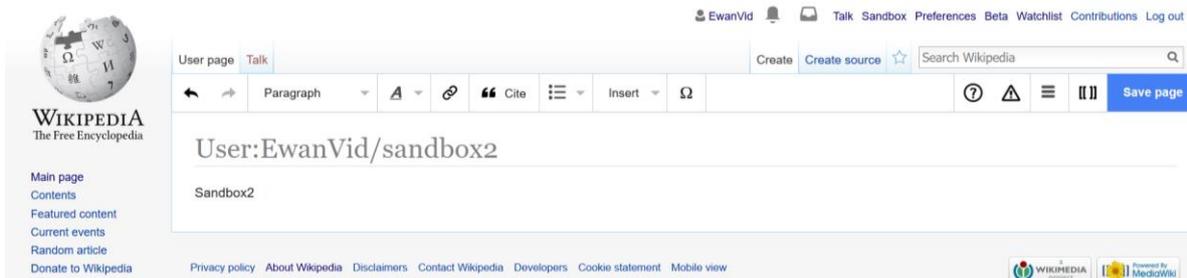
The same applies when I am ready to transfer my drafted content form the Sandbox to Wikipedia's live space.
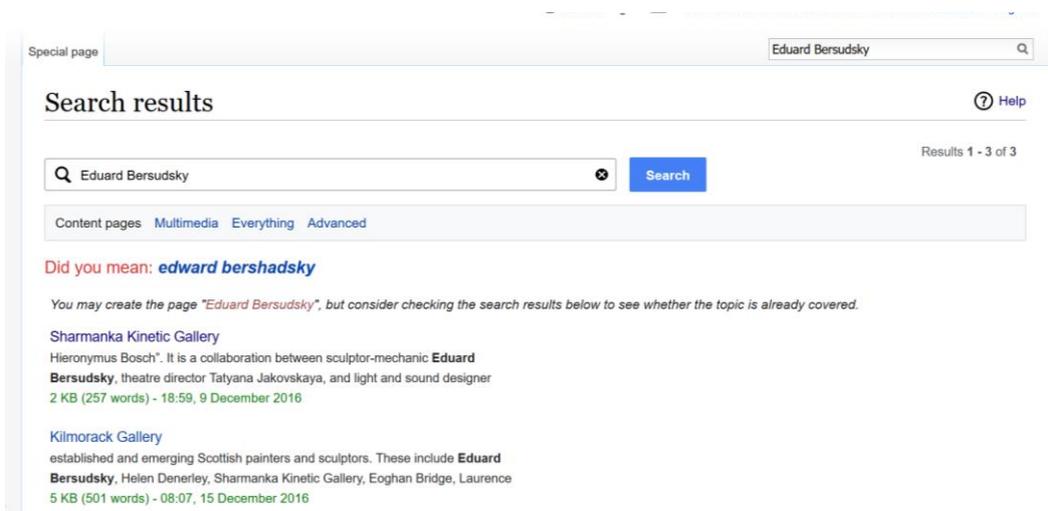
I do a search for the title of an article I know doesn't yet exist (because I have been drafting it in my Sandbox) and I make sure the search term is spelt exactly as I would like the new article to appear on Wikipedia (capital letters for names etc.).

Here (in the pic above) I am searching for the page *Eduard Bersudsky*. Wikipedia cannot find it and offers some pages it believes may be related. I check them to make sure I am not duplicating any other page before I click on the redlink to create the new Wikipedia page.
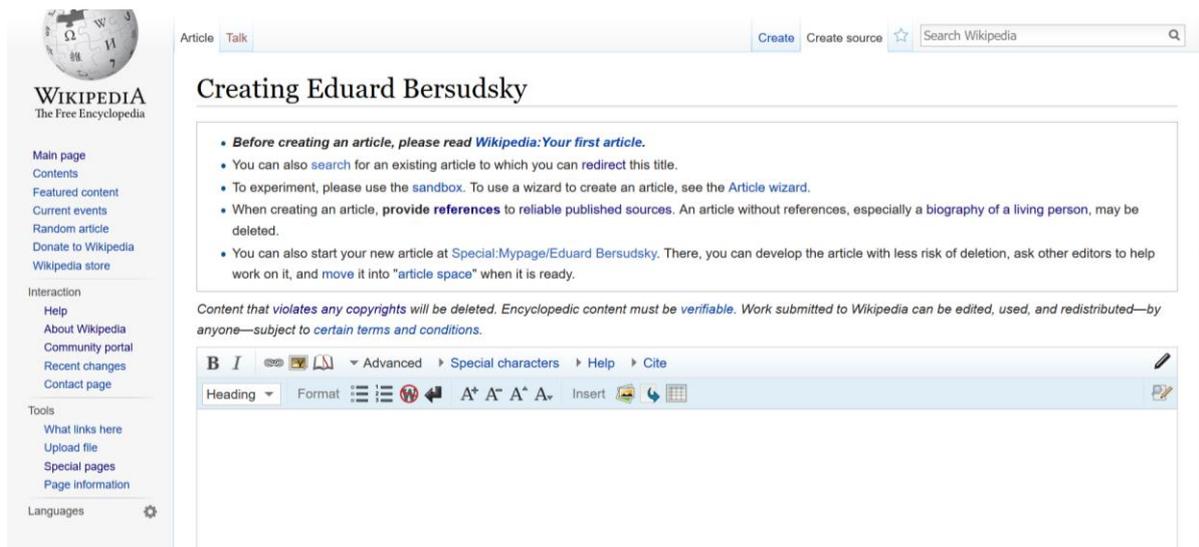
The red-link will take you to this page. Wikipedia defaults to the old Source Editor when you click on a red-link. It is easy enough to switch to the Visual Editor by clicking on the Create tab at the top of the screen BUT the Source Editor is better for copying & pasting text. And that it is how we can get our text from our Sandbox area to this newly created Wikipedia page for Eduard Bersudsky.

Go back to your sandbox area in another tab. This time click **Edit Source** to access the Source Editor and not the usual **Edit** for Visual Editor. The screen should look like this (above). Copy all the text including the HTML code and paste into the newly created page.

Just like the Visual Editor, the Source Editor asks you to provide an **Edit Summary** prior to saving. Put in '*created page*' as your edit summary and click **Show Preview** to double-check how the page looks before you finally click **Save Page** in the bottom left corner.

Once you have clicked the '**Save Page**' then that is your new page created on Wikipedia's live space.

5. Creating a Talk page

Wikipedia is a community of editors and these editors discuss the creation of articles on Talk pages. Each article has its own Talk page and each Userpage has its own Talk page too.

Let's finish by creating our Talk page for our Userpage.

First step.

Go to your userpage and click on the **Talk** page link (circled in orange).

The Talk page will open up with the **Source Editor** (as above).

Ask the trainees to add a short message of welcome: *'Hi, this is my Talk page. Feel free to leave me a message some time.'*

Before they save the message, make it clear that they should always sign their username after leaving a comment on a Talk page so that it is clear who left the message.
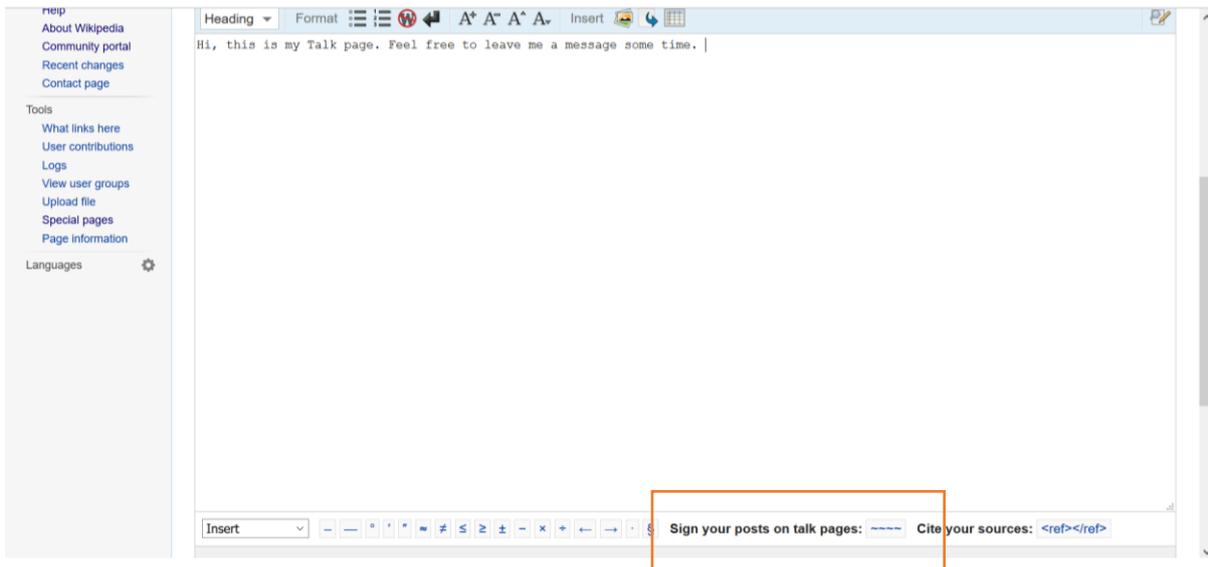
To sign your username on a Talk page, you just need to press the button at the bottom of the Source Editor which has 4 tilde symbols on it. Alternative you can just type the 4 tilde symbols yourself immediately after your comment e.g. ~~~~

Now that you have added your signature we can save the new Talk page with an Edit Summary of '*created Talk page'*.

The page should save with your username and a date & timestamp as below.
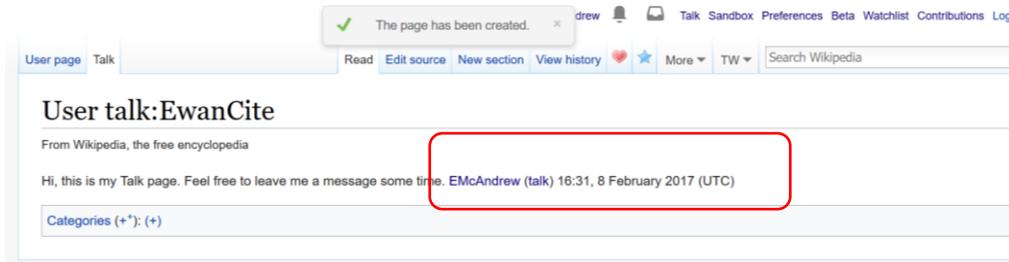
And that's it!

Now you have:

- Created a [Userpage](#).
- Created a [Talk page](#).
- Created a Sandbox page for drafting content.

Slide 31: Thanks attendees for taking part and ensure they have noted their usernames on the sign-in sheet before leaving.

Wikipedia swag materials can also be handed out at this point to thank attendees.

Wikimedia swag includes:

- Wikipedia canvas bags,
- *'How to edit Wikipedia'* booklets,
- *'How to illustrate Wikipedia'* booklets

- Wikipedia pens,
- Wikipedia badges,
- Wikipedia stickers and more.

Email richard.nevell@wikimediaorg.uk at Wikimedia UK if you are planning a training session and they may be able to help.

Post training session

1. After the training session, you should take a scan/photo of the sign-in sheet and email it to karla.marte@wikimedia.org.uk so Wikimedia UK can record metrics & usernames from the event.

2. You should also visit the user pages of the trainees who attended the event and add a message of Welcome to their Talk pages. There are lots of Twinkle templates available for you to utilise. Remember to sign your name when leaving a comment on their Talk pages using the ~~~~ **button.**
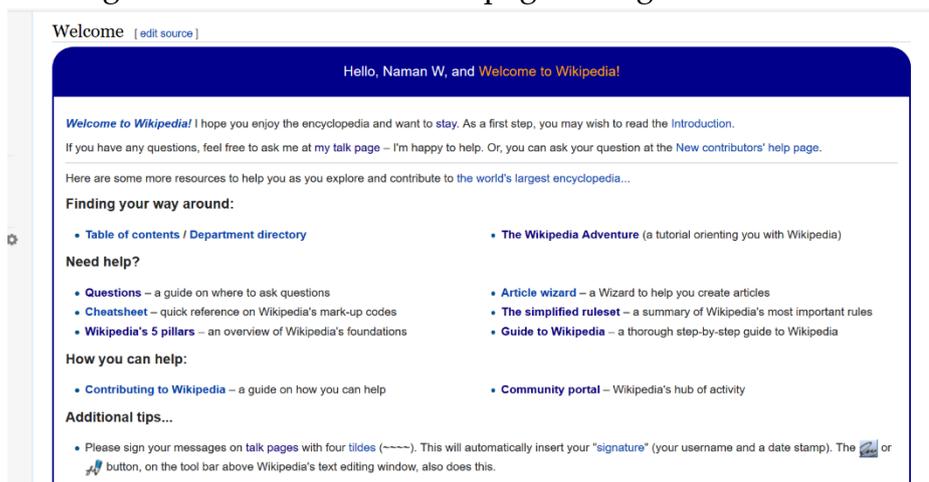
3. Send the trainees an email within the next day or two with a message of thanks and a few details as to what they can do next (See **Appendix A** overleaf for a sample email).

And that's it!

Appendix A: Sample email to trainees.

Hi _____,

Thanks to all who attended the session today. I enclose the slides as requested along with a couple of other documents which may prove of interest. I have left additional useful links on the Talk pages of the usernames I have a note of. If I haven't then please feel free to send me a note of your username and I can add the links accordingly.

The three best links for getting started in my view are:

1. The Visual Editor user guide – Visual Editor is very intuitive but the user guide is there should you need to navigate your way round it.
2. The Wikipedia Adventure – a fun & informative Wikipedia tutorial – This is a great starting point and shows you how the Source Editor works too.
3. Ten simple rules for editing Wikipedia – 3 page guide which is very useful for understanding Wikipedia.

The simplified ruleset is also worth reading while the List of policies has more detailed information and it is good to know where you can ask questions. Although sometimes it is just as helpful to consider: What Wikipedia is not.

The helpful booklets from Wikimedia include:

1. Editing Wikipedia - booklet
2. Illustrating Wikipedia - booklet
3. Case Studies: How instructors are teaching with Wikipedia - booklet
4. How to use Wikipedia as a teaching tool - booklet

Wikipedia's key policies include:

- The five pillars
- Neutral Point of View (NPOV)
- Verifiability
- No original research
- Notability
- Conflict of Interest
- Identifying reliable sources

While the Manual of Style is an excellent page covering most questions on the formatting style of Wikipedia articles. These pages can all be found by typing **WP:** as the prefix e.g. **WP:No original research** in the Wikipedia search bar.

Okay, you know how to edit but don't know where to begin editing.

- The Community Portal has a number of different ways you can get involved – adding images, fixing references, fixing wikilinks, copy editing pages, expanding short stub articles etc.
- The Wikiproject Directory – details all the different Wikiprojects available for editors to join.

- Citation Hunt – a useful tool if you would just like help find references for existing content. You can filter the citations randomly suggested by Citation Hunt to a field of your interest e.g. history by using the drop down menu in the bottom left corner.
- Wikivoyage – View your hometown area on Wikivoyage (Wikimedia's 'Lonely Planet' style travel guide) to see if your hometown area is sufficiently covered. If not, and you know how the page can be improved then just feel free to edit. Be bold! If you have any questions then Wikivoyage has a friendly *Traveller's Pub* section you can ask questions in.
- The Wiki 'To do' tool suggests pages that could do with improvement.

Why not do a search or category search for a topic you are interested in or knowledgeable about? Did you find what you expected? Is the article incorrect? Too short? Non-existent? You should feel free to amend content on Wikipedia as long as you stick to writing objectively and with academic rigour; backing up everything you say with close reference to high quality reliable sources (aim for a citation at the end of each line as much as possible).

Like photography?

- http://www.wikilovesmonuments.org.uk/ - The world's largest photo competition.
- https://meta.wikimedia.org/wiki/WikiShootMe - Helps identify where there are buildings needing photos uploaded.

Edit-a-thons

Overall, sometimes it is beneficial to write articles at an edit-a-thon event. These are gatherings where Wikipedia editors of all different experience levels come together to improve the coverage of a particular topic on Wikipedia. With a Wikipedia trainer there and fellow editors all around you (along with plenty tea, coffee & nibbles) sometimes this is the best way to ensure you feel supported when you are getting started. If that sounds of interest then we have a number of edit-a-thon events coming up including:

- Ada Lovelace Day on 11 October (celebrating Women in STEM),

In the edit-a-thon environment, you would be supported to create & improve articles of your choosing & have copious tea, coffee & biscuits in the process. To keep up to date about Wikimedia events happening throughout Scotland, to learn more about ScotWiki projects, or to publicise your own ScotWiki event or project, join the **ScotWiki Mailing List** now. Everybody is welcome!

All the things covered in the session I have also covered in videos on my Youtube channel and Edinburgh University 'Media Hopper' channel too – videos on the *Policies & Guidelines*, *Navigating Wikipedia's Front Page*, *How a Featured Article is structured*; the 8 steps involved in using Visual Editor (Headers, bullet points, bold/italics, links, citations & references, pictures, infoboxes, categories).

If you need any more information then please do not hesitate to get in touch.

Very best regards

Your name.

Appendix B: Other things to mention
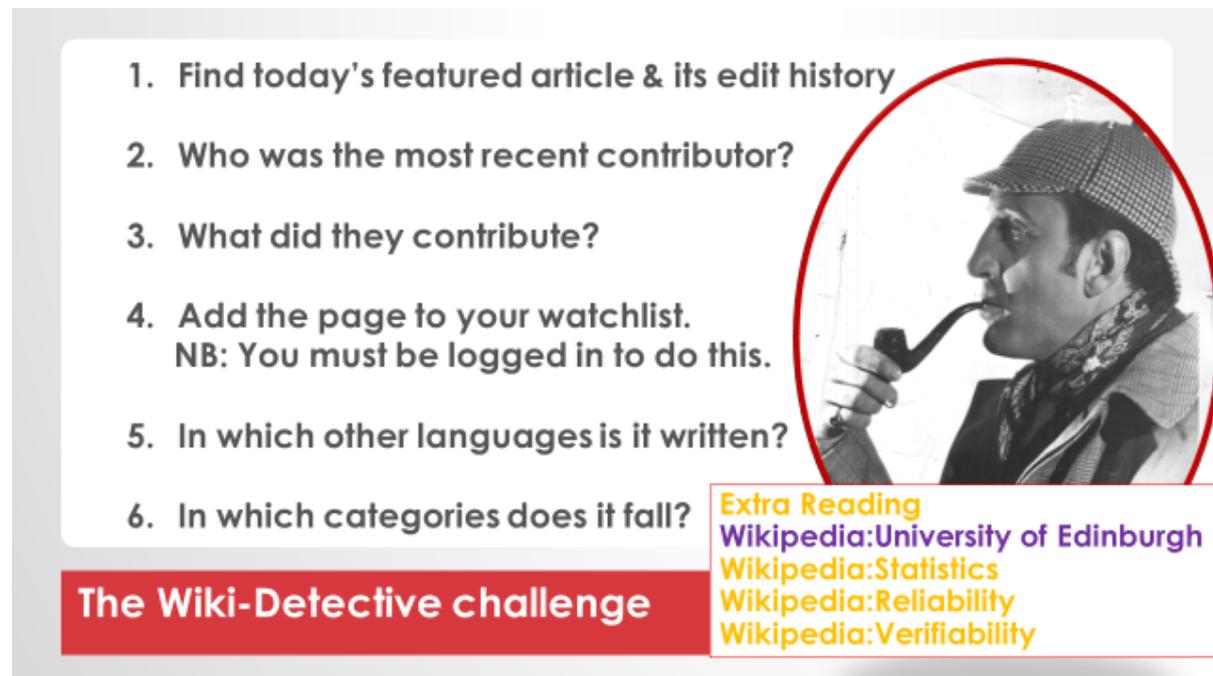
1. Find today's featured article & its edit history

2. Who was the most recent contributor?

3. What did they contribute?

4. Add the page to your watchlist.
   NB: You must be logged in to do this.

5. In which other languages is it written?

6. In which categories does it fall?

The Wiki-Detective challenge

Extra Reading
Wikipedia:University of Edinburgh
Wikipedia:Statistics
Wikipedia:Reliability
Wikipedia:Verifiability

Slide 32: The Wiki Detective game

The Wiki Detective Game is a fun way of asking new trainees to get used to how a Featured Article is structured and find their way around an example Wikipedia page. Just ask the trainees to work in pairs (or own their own if they prefer) to answer the 6 questions on the slide.

Set them a time limit of 5 minutes then go over the answers as a class.

This can be an engaging way to get trainees to get started with Wikipedia.

Additional activity: Annotating a Featured Article (group activity)

Alternatively, I have created a series of Powerpoints of several different types of Featured Articles which can be printed off in segments and then taped together to create a *giant* exemplar Featured Article for students/trainees to annotate all the formatting elements used to create the article using coloured markers.

Email me at ewan.mcandrew@ed.ac.uk if you would like to run this activity.

CONTENT TRANSLATION
HTTPS://WWW.MEDIAWIKI.ORG/WIKI/CONTENT_TRANSLATION
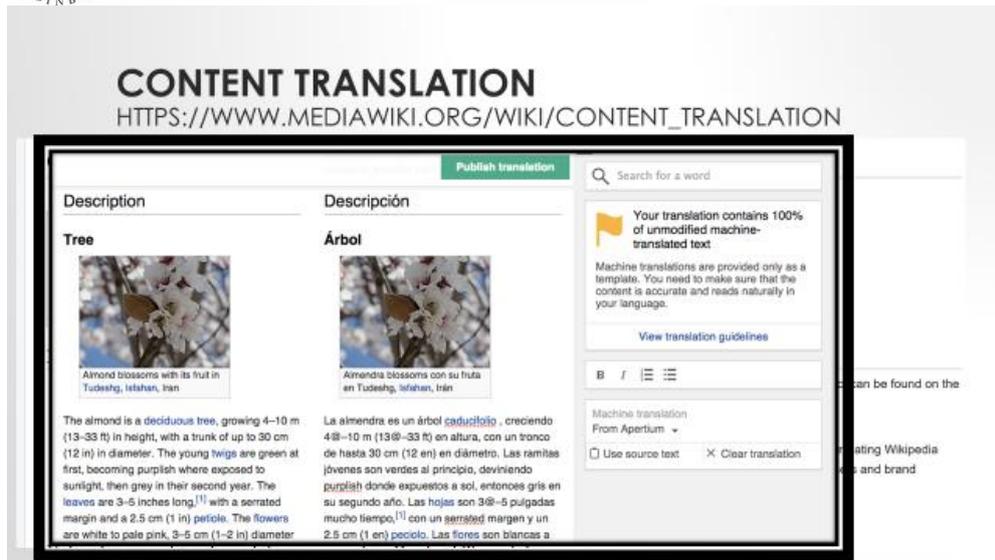
Slide 33 – The Content Translation Tool.

Wikipedia's new **Content Translation tool** enables 1 article in 1 language Wikipedia to be translated paragraph-by-paragraph into a different language Wikipedia. This means that the translator need only focus on the quality of the translation rather than worrying about replicating all the formatting elements as headers, links, categories, citations, references, images etc. are all copied across to the new article. This 3 minute screencast shows you how easy the process is and we have successfully run assignments with Translation Studies MSc students using this tool.

Contant me at ewan.mcandrew@ed.ac.uk