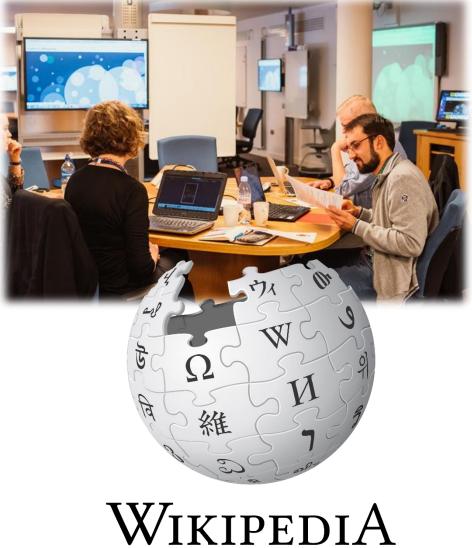




How to conduct Wikipedia Editing Training

– Lesson Plan.



The Free Encyclopedia





Wikipedia, the free online encyclopaedia, is the <u>number one information site in the</u> <u>world</u> 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 <u>295 different language Wikipedias</u> 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 <u>104 million articles</u> 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.



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. <u>WikiProject Women in Red</u> 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 <u>only 3000 or</u> <u>so are considered '*very active*' Wikipedians</u>. 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 <u>research which has found that</u> <u>only 7% of edits are considered vandalism.</u>

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 <u>Wikipedia Adventure</u> 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 <u>Wikipedia Adventure</u>, 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. <u>http://listen.hatnote.com/</u>

Refer to slide 1 (below)







Welcome attendees and explain that **Listen to Wikipedia** is **WIKIMEDIA** 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 <u>research</u> 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.



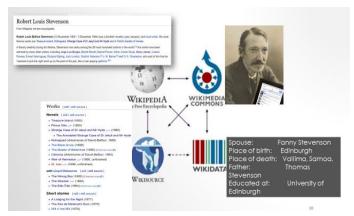
Slide 2: Wikimedia is the charitable foundation which supports 12 projects (pictured). Of which Wikipedia, the free encyclopaedia is the best known.

WIKIMEDIA PROJECTS

- Free
- Multilingual (in over 295 languages)
 Crowd-sourced from volunteers
- Crowd-sourced from
- Open process
- Around two billion contributions
- Around 80,000 regular contributors
- Around 500 million visitors per month
 About 42 million articles & 36 million media files



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).



WIKIMEDIA'S VISION

"Imagine a world in which every single human being can freely share in the sum of all knowledge.

That's our commitment."



Slide 5: Wikimedia's vision Wikimedia's vision wikimedia's vision wikimedia's vision 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.

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So: the current version of this page on Wikipedia	[dismiss] The Free Encodereda
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A dog by which all others ar	e measured.

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.

1 11 11	Article Talk					Read	View source	View history	Search WM	pedu		Q,
WIKIPEDIA	Poodle											
The free Sary dynamic Mars page Zentems Marson of Content Zenetic works Marson arkolo Content to Wicepetia Malgoda score India About Wicepedia Content type About Wicepedia Content type About Ophica Record (Dangas Carrand page	The poodle is a gro (FCI) recognizes fou discussed. Most of the from Dermany as a Ranked second most obedience, tracking Shou ² at the Westim Toy Poodles won "B	suit, see Poole (hs p of formal dog bree sloss of one breed: e literature like the F ipe of walter dog. The intelligent dog breed o herding, dircus per inster Kennel Club Do	ds, the Blandard ds. the Blandard Clistates that the in breed was stand gual behind the B formers or assista og Show in 1991 a in 1995 and 1992	Poodle, Miniature, and 1 poodle descende dardized in Franco lorder Colles, ^[2] Iti more dogs. Poodle and 2002, and at 2. Standard Poodl	e poodle is skillful in ma s have taken top honors he World Dog Show in 2 es achieved the award i	die. The Fédération y coat colors. The tost breed, others hy dog sports and in many conform 2007 and 2010.	n Cynologiau origins of the state that the activities, inc stors shows,	e Internationa e poodles are i breed might o kuding aglity, including "Bes	tin er	Danast Poo	bodie Carlos de Circo	
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Special pages Permanent lins Page information Weidens from Cite this page	word Pudel is derive holds that the pools standardized in Fran	t from the Low Germ s descends from the se, where it was com	an verb meaning * French dog Barbo monly used as a v	to splash about, et and might have water retriever. ^[7]	n of the poodle in Germ and the word Hund (do been crossed with the) The French name Cank	g). The Felderation lungarian water di the comes from the	Cynologique og. The bree e word cane	e Internationale d was (the female of	r roi the	Group 9 Section 2 Poodle #172	nd standards Standard, med miniature, tity (
Create a book Deventional an POP Protection	France, it became e The European main popular image of the	tablished as its natio and had known the p breed in the 15th an	nal breed. ³⁰ oodie long before d 18th centuries. It	it was brought to It was the principa	unting there's to its see England. Drawings by 0 i pet dog of the late 18th	lerman artist Albre n century in Spain,	cht Dürer est as shown by	labilished the the paintings	AKC	Standard Non-sporting Miniature Non-sporting Toy:	Standard, mina and toys?	dara,
other projects Wikinedia Commons					orites during the reign of Schnauzer/ ⁽¹⁰⁾ Standan					Toy Toy Group 7 (Not	- Standard d	
inguages 0	order to either save				iers to improve their app					sporting)	Misiakare gi Toy gi	
Былгароон	Ci								CKC	Standard	Standard-Q	



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.



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ARGH MENU The Internet's Favorite Website 🧜 🍏 🗠

the most popular informational site around.

or so are considered 'very active' Wikipedians.

· The fifth most popular website in the world.

English

日本語

• Trusted more than the BBC, ITV, the Times, the Telegraph The Guardian and more according to Yougov survey (2014).

List of Wikipedias

en 5,326,608 41,316,739 872,113,911

 3,886,629 (P)
 6,923,360
 12,602,625

 sv
 3,782,559 (P)
 7,554,917
 38,679,666

de 2,026,488.9 5,788,969 166,994,095

nl 1,892,06449 3,776,756 49,583,712 fr 1,837,33249 8,562,714 136,562,669

ru 1,369,81349 5,114,597 95,721,686 R 1,331,36849 4,667,646 90,950,101

es 1,311,413@ 5,741,273 96,256,216

pl 1,205,190 2,576,042 48,277,976

vi 1,153,291 2 3,433,514 26,258,780 ja 1,047,626 3,057,225 63,835,394

uk 677.778 2,037,998 19,837,237

war 1,262,104:9 2,872,762

pt 954,900 4,280,047

923,181 4,873,610

nguage ♦ Wiki ♦ Articles ♦ Total ♦ Edits ♦ Admins ♦ Users ♦ Active Users ♦ Images ♦

6,292,63

48,878,82

44,256,34

80,000 regular contributors (of which only 3000

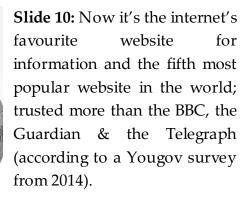
Website

500 million visitors per month
1.5 billion monthly unique devices

The Internet's Favorite

As web traffic shifts toward mobile, a new study finds Wikipedia rem

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 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 <u>Content</u> <u>Translation</u> tool enables articles to be translated simply & easily

from 1 language Wikipedia to another, paragraph by paragraph.

30

Ω

維

1,281 30,096,731 131,152 848,378

45 815,432 4,071 161 2,703,667 17,134

11,226 195,905 8,338 135,256

15,770

12,820

6,742 41,908

6,740

127,848

50,326

84,235

32,318

198 2,571,790

87 2,041,572

71 4,488,970

49 1,173,370 69 1,885,855

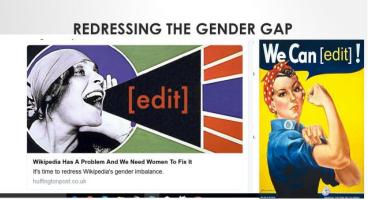
2,337,191

344,850

796,286 4,290

527,733 1,392 22,478

68 531,417 2,950

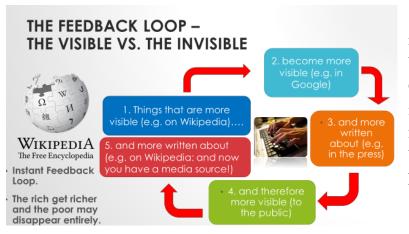


Slide 12: There also are nowhere near enough female editors of Wikipedia. Less than 15% of editors are female. And this skews the content in much the same way as only 16.85% of biographies on Wikipedia are about notable women. That's why it is good that <u>WikiProject</u>

<u>Women in Red</u> 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 Why 13: 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.

Why is this important?

"Knowledge creates understanding – understanding is sorely lacking in today's world."

Katherine Maher, Executive Director Wikimedia Foundation December 2016.

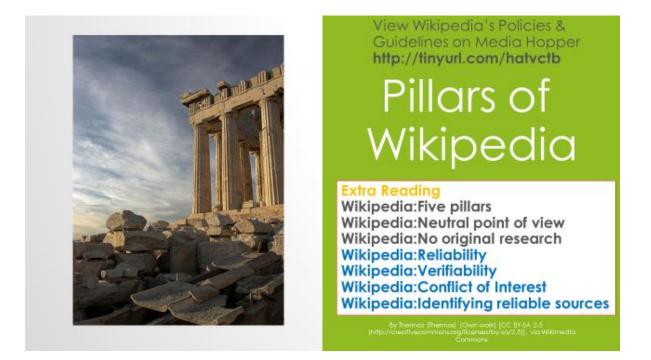
Slide 14: This is important because "knowledge creates understanding [and] understanding is sorely lacking in today's world."



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How Wikipedia works: the 5 pillars





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



Slide16:

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





AV0	OID PEACOCK TER AND WEASEL WORDS	RMS
Examples of peacock te	rms	
an important	one of the most prestigious	one of the best
the most influential	a significant	the great
Examples of weasel word	ds	
Some people say	is widely regarded as	is widely considered It has been
has been called	It is believed that	suggested/noticed/deci ded
Some people believe	It has been said that	Some would say
Legend has it that	Critics say that	Many/some have claimed

Slide 17: In terms of writing neutrally, Wikipedia strongly recommends that you avoid <u>Peacock terms and Weasel</u> 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 <u>original research</u> 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 <u>Conflict of Interest</u> 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 reliable constitutes а Wikipedia? source on Every statement on Wikipedia should be backed up with a citation from a reliable source. The golden rule is that the should source 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.



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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:

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





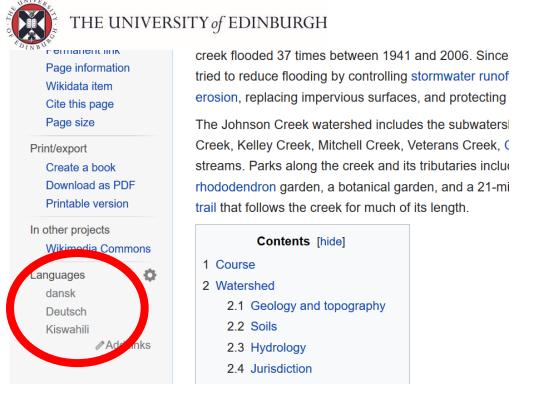


Lead the trainees down the page looking at the formatting that has gone into creating the page and inform them Wikipedia has a <u>Manual of Style</u> to keep articles reasonably consistent.

- 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.

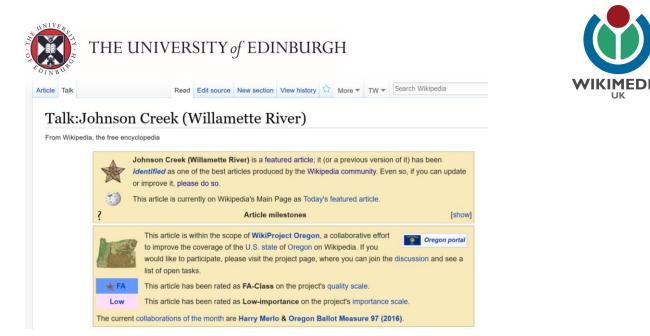


Demonstrate that Wikipedia articles have a **Languages section** on the left hand side that you can click into and see what the article is like in a completely different language. Content-wise, it may have completely different wording from the article you are looking at.

<u>The Talk page</u>



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 <u>WikiProject</u> where editors with a common interest (e.g. WikiProject Oregon) can improve content related to that WikiProject's focus area.

Johnson (Creek (Willa	amette River): Revision history	() He
View logs for this page	•		
 Browse history — 			
From year (and ea	rlier): 2017	From month (and earlier): all <pre> Tag filter:</pre>	Show
xternal tools: Revis	ion history statistics &	te to view it. For more help, see Help:Page history and Help:Edit summa • Revision history search & • Edits by user & • Number of watchers & Pa ev) = difference from preceding version, m = minor edit, → = section edit	age view statistics
external tools: Revis	ion history statistics & m current version, (pre	· Revision history search · Edits by user · Number of watchers	age view statistics
xternal tools: Revis cur) = difference fro newest oldest) Vie	ion history statistics 과 m current version, (pre w (newer 50 older 50	• Revision history search \mathscr{Q} • Edits by user \mathscr{Q} • Number of watchers \mathscr{Q} • P v) = difference from preceding version, \mathbf{m} = minor edit, \rightarrow = section edit	age view statistics
External tools: Revis cur) = difference fro newest oldest) Vie Compare selected re	ion history statistics m current version, (pre w (newer 50 older 50 evisions	• Revision history search \mathscr{Q} • Edits by user \mathscr{Q} • Number of watchers \mathscr{Q} • P v) = difference from preceding version, \mathbf{m} = minor edit, \rightarrow = section edit	age view statistics & , ← = automatic edit summary
External tools: Revis cur) = difference fro newest oldest) Vie Compare selected re • (cur prev)	ion history statistics m current version, (pre w (newer 50 older 50 evisions 16:27, 7 February 20 16:23, 7 February 20	• Revision history search	age view statistics & ← = automatic edit summary iple names false positive)

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 <u>Watchlist</u>. 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 <u>Visual Editor</u> on.

Wikipedia's <u>Visual Editor</u> 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 <u>Preferences menu</u> 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.





Preferences
For information about the settings on this page, see Help:Preferences.
User profile Appearance Editing Recent changes Watchlist Search Gadgets Beta features Notifications
- General options
Enable section editing by right clicking on section titles Edit pages on double click
Editor Editarea font style: Browser default Browser def
 Prompt me when entering a blank edit summary Warn me when I leave an edit page with unsaved changes Show edit toolbar (requires JavaScript)
Enable enhanced editing toolbar Enable wizards for links, formatting, tables, citations, and the search and replace function Temporarily disable the visual editor while it is in beta Editing mode: Show me both editor tabs

Once in the Editing tab, trainees need to:

- 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.

<u>It is very important</u> 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!



The Sandbox is your own personal play area.

This is where you draft articles.

Click on the red 'Sandbox' link at the top of the screen.

This will open the sandbox up.

To edit you can use: Create (Visual Editor) or Create Source (the Source Editor)

Click the 'Create' tab.

Time to create your first page – add the line 'This is my sandbox' then click Save with an edit summary of 'Created my sandbox'.

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.

12 H	User page Talk	Read Edit Edit source View history 🖈 More 👻 TW 👻 Search Wikipedia	Q
WIKIPEDIA The Free Encyclopedia	← → Paragraph		ive changes
Main page Contents Featured content Current events Random article Donate to Wikipedia Wikipedia store	From Wikipedia, the free < User:Stinglehammer		
teraction Help About Wikipedia Community portal		Create or edit your own sandbox here. Other sandboxes: Main sandbox Tutorial sandbox 1, 2, 3, 4, 5 Template sandbox Writing an article and ready to request its creation? Save your work by pressing the "Save page" button below, and a button will appear here allowing you to submit your draft for review.	

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.

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14 7	← ⇒	Paragraph	- <u>A</u> - @	66 Cite 🔚 - Insert - Ω		(?)	=	шIJ	Save changes
WIKIPEDIA The Free Encyclopedia	Use	r:Stin	Resume editing	Save your changes Save change	es				
Main page Contents Featured content Current events	From Wi < User:	kipedia, the fr Stinglehanme	Edit summary (Briefly descr created sandbox	ribe your changes)					
Random article Donate to Wikipedia Wikipedia store			This is a minor edit	Watch this page 24	101 110	user's us mcyclop			
Interaction Help		4	your contribution under the C	CC BY-SA 3.0 License and the GFDL. You agree that a t attribution under the Creative Commons license.	sandbo	x			
About Wikipedia Community portal Recent changes Contact page			Review your changes		ssing the eview.	ne "Save p	page" bi	utton	



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.





1.000		& Escativitz Call Talk Sanchox Preferences Be	ta Watchilat Contributions Log out
1 0 11	User page Talk	Create Casate source 👻 Search	q
WIKIPEDIA	User:EwanVid		
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Main page Contents Featured content Current events Random atticle Conste to Webedia Webedia store	Wikipedia does not have a user page with this exact name. In general, this exists. • Start the User Example page • Scarth for "User Example" in existing pages of namespace User • Look for pages within Wikipedia that link to this title	page should be created and edited by User:EwanVid. If in doubt,	please verify that "EwanVid"
Interaction Help About Witipedia Community portal Recent changes Contact page	Other reasons this message may be displayed: • If a page was recently created here, it may not be visible yet because of a del • Titles on Wagedia are case sensitive except for the first character; please • If the page has been defeled, check the deletion log, and see Why was the plant of the first character.	heck alternative capitalizations and consider adding a redirect here	
Toole What links here User controlutions Logo Upload file Special pages Page information	Pivacy policy About Wildenias Decisioners Contact Wildenia Developers Cuoles addresset Walde ve	-	🗑 wangaa 🔝 kanata

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).

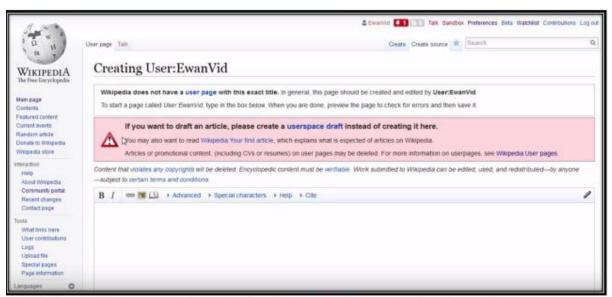
(a)	User page [545]		Overs Create asses 9 Securit
WIKIPEDIA	Creating User:EwanVi	id	
Main page Contents	Willpedia does not have a use To start a page called User Ewark	Welcome to Wikipedia	J by User:EwahVid ors and then same it
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Community portal Recent dranges	B / = 🖼 🖾 + Advance	Thank you for helping the world discover more!	/
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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).

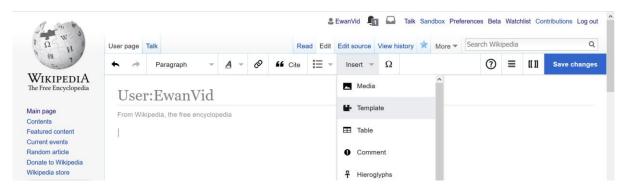






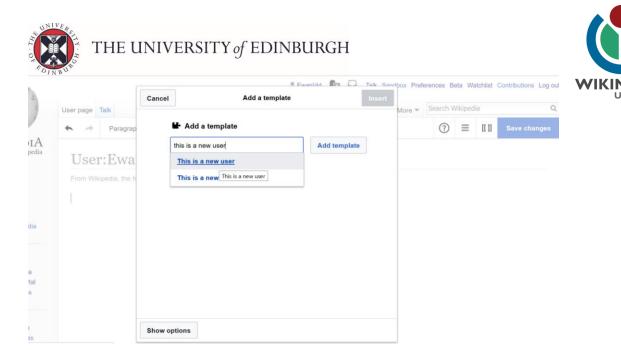
Switch to Visual Editor by clicking the 'Create' tab at the top of the screen.

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.

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		Review	your cha	nges											

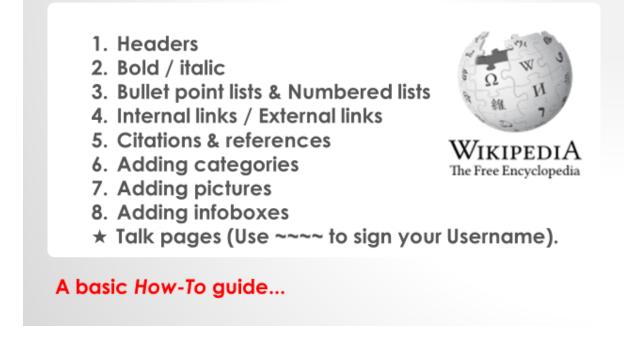
Describe the change you made in the Edit Summary and click 'Save Changes' again.

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 <u>here.</u>

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.





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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.

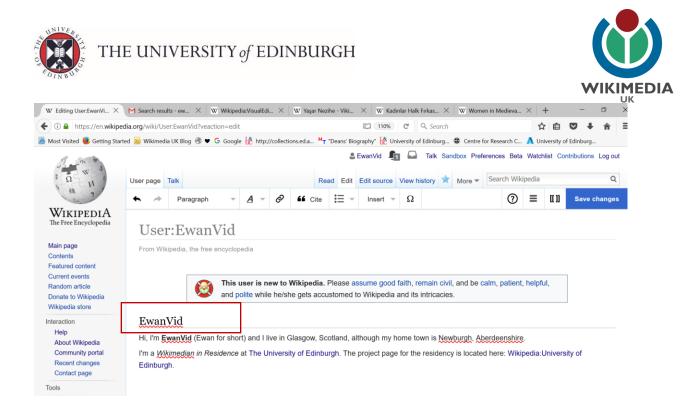
Essentially, we are going to demonstrate what each of the dropdown menus in Visual Editor does going from left to right.

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**.

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This will turn the selected text into a Heading (circled in red below).



Click on the blue 'Save changes' button once more.

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EwanVid	your contribution under th	Igree to the Terms of Use, and you irrev te CC BY-SA 3.0 License and the GFDL ent attribution under the Creative Comm	. You agree that a				
Hi, I'm EwanVid (Ev-	Review your change			th. <u>Aberdeensh</u> ocated here: W			

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.

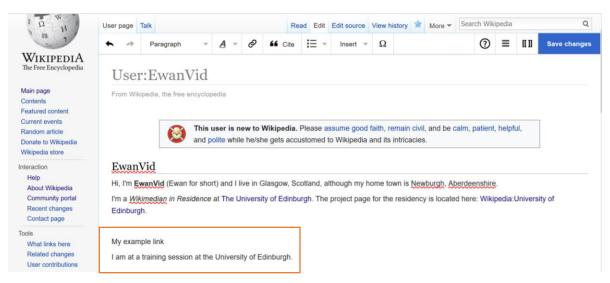
Ask them to click **Edit** once more to go back into Visual Editor and we'll try the next dropdown menus.

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The next dropdown menu with an \underline{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 \underline{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 <u>links</u> to our page. Wikipedia needs links to and from other pages so that articles are discoverable. We don't want to <u>underlink or to overlink</u> but if linking will aid the reader's understanding and the link is relevant then that should be fine.

User page	Talk				Re	ad Edit	Edit source	View histo	ry 🖈 More 🔻	Search W	kipedia		Q	
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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.

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		and poli	te while he/s	she gets acc	ustomed	to Wikipedia	and its intrica	cies.				
EwanVid												
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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).

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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 <u>www.ed.ac.uk</u>) then you can input that in the '**External Link'** tab.

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My example l	By saving changes, you agree to the Terms of Use, and you irrevocably agree to			
I enjoy the following	your contribution under the CC BY-SA 3.0 License and the GFDL. You agree that hyperlink or URL is sufficient attribution under the Creative Commons license.	ta		
Reading	hypenink of one is sumoint autoation and of the oreative commons notice.			

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.

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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.

EwanVid			
Hi, I'm EwanVid (Ewan for short) and I live in Glasgow, Scotland, although my home town is Newburgh, Aberder	onchiro		
	~~~~~		
I'm a Wikimedian in Residence at The University of Edinburgh. The project page for the residency is located here	re: Wikiped	dia:Univers	sity of
Edinburgh.			
Mu anamula link			
My example link I am at a training session at the University of Edinburgh.			
am at a training session at the University of Edinburgh.			
a m at a training session at the University of Edinburgh. My example citation			
a m at a training session at the University of Edinburgh. My example citation			
am at a training session at the University of Edinburgh. My example citation read an interesting article about <u>Bletchley codebreaker</u> . <u>Rozanne Colchester</u> , today.			
am at a training session at the University of Edinburgh.  My example citation  read an interesting article about <u>Bletchley codebreaker</u> , <u>Rozanne Colchester</u> , today			
Add a citation			
Add a citation			
I am at a training session at the University of Edinburgh.  My example citation I read an interesting article about Bletchley codebreaker, Rozanne Colchester, today, I also read an article about Helicobacter pylori. Cancel Add a citation About me Automatic Manual Re-use			

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**.

I read an interesting article about Bletchley codebreake	er, Rozanne Co	Ichester, today.
l also read an article about Helicobacter pylori.	Back	Add a citation
About me	News	Insert
<ol> <li>I have an MA in English (Literature &amp; Languag</li> <li>A postgraduate diploma (PgDig) in Software D</li> <li>A PGDE in English &amp; Media Teaching from Un</li> <li>I also hold a TEFL certificate from I-to-I and ha</li> </ol>	in the second	bert (2010-11-06). "Women spies world war: "It was horrible and wonderful. fair" ". The Guardian. ISSN 0261-3077.
My example list		Powered by Zolero

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'*.





example l at a training set	Resume editing	Save your changes	Save changes
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exam <mark>ple</mark> c	added citation		
d an interesting	This is a minor edit	✓ Watch this page	241
read an article out me	your contribution under the C	ee to the Terms of Use, and you irrevence CC BY-SA 3.0 License and the GFDL attribution under the Creative Comm	. You agree that a
. I have an MA	Review your changes		

Once your citation is saved, it will also generate a **References** section automatically at the bottom of the page.

References	[edit   edit source ]
1. A McCrum, F	Robert (2010-11-06). "Women spies in the second world war: "It was horrible and wonderful. Like a love affair" 📽. The Guardian.
ISSN 0261-3	007 @. Retrieved 2017-02-07.

#### NB: Although you made need to create the **References** heading yourself.

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I'm a <i>Wik</i>	imedian in	Residend	e at Th	e Unive	ersity of Edinb	urgh. The	project page	for the re	sidency is locat	ted here: Wik	ipedia:	Univers	ity of
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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 1111111, by way of example, to generate a citation for an article about Helicobacter pylori.

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	I am at a training session at the University of Edinburgh.														
My example citation															
	I read an interesting article about <u>Bletchley codebreaker</u> , <u>Rozanne Colchester</u> , today. ^[1] I also read an article about <u>Helicobacter</u> pylori. ^[2]														
	Taiso read								- î						
	About	me			Add a	citation									
	1. I ha	ive a 🖬 Jo	a 🖬 Journal 🛛 Insert						Jniv	ersity of Glasgow	<i>I</i> .				
	2. A p	ostgi								Caledonian University.					
	3. A F	GDE the an		•				anada".							
	4 1 2	so hd	the antibiotic resistance of Helicobacter pylori in Canada". Canadian Journal of Gastroenterology = Journal Canadian							es in creative writing & screenwriting.					
	4.10	Canad	an Jour	De Gastroenterologie. 14 (10): 879–882. ISSN 0835-7900.											

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.

am at a training s	ession at the Uni	iversity of E	dinburgh.	
My example	citation			
read an interestin	g article about B	letchley cod	lebreaker, Rozanne Colch	ester, today.[1]
also read an artic	le about Helicoba	acter pylori.	[2][3]	
About me	Cancel	Add	l a citation	
1. I have an	Automatic	Manual	Re-use	iversity of Glasgow.
1. I have an 2. A postgrad 3. A PGDE in	Automatic	Manual	Re-use Book	aledonian University.
2. A postgrad		Manual		

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.





About me	Cancel	Add	a citation	
1. I have an	Automatic	Manual	Re-use	iversity of Glasgow.
2. A postgrad 3. A PGDE il	Q Search v	vithin current cil	tations	aledonian University.
4. I also hold My example I enjoy the followi	second world	d war: "It was	)-11-06). "Women spie horrible and wonderful 7. ISSN 0261-3077. Re	Like a
<ul> <li>enjoy the followi</li> <li>Reading</li> <li>Hiking</li> <li>Swimming</li> <li>Cycling</li> <li>Watching foot</li> </ul>	[2] Fallone, antibiotic res Canadian Jo Canadian De	istance of Hel	1-01). "Epidemiology of icobacter pylori in Can coenterology = Journal blogie. <b>14</b> (10): 879–88 111111.	ada".

# **Creating lists**

Related changes		* *	Paragraph	~	<u>A</u> -	0	66 Cite	Ξ	w.	Insert 💌	Ω		0	≡	ແນ	
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		Cyclin														

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**.

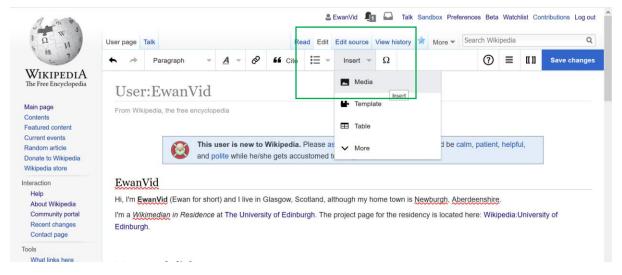
The trainees just need to select their listed text and click on either '*Bullet list*' or '*Numbered list*' in the List dropdown menu. Then **Save Changes** with an edit summary of '*Added a list*'. Click '**Save changes'** once more.



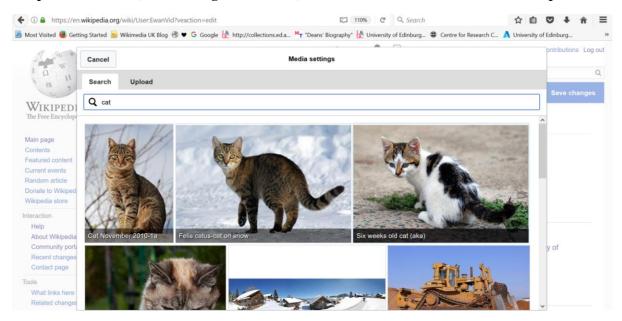


We are almost done but our page is lifeless without an image to help illustrate it.

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.



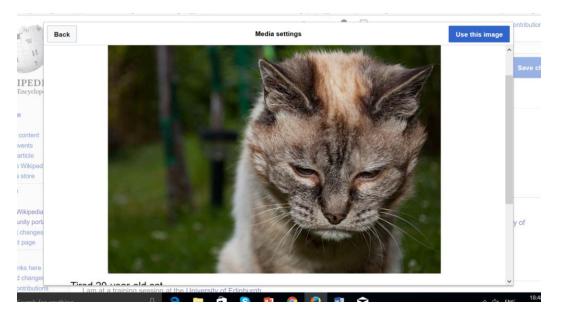
This will take you to a screen like this. You have two options. You can do a keyword search to find an image on Wikipedia's sister project, Wikimedia Commons (which has 37 million media files <u>openly licensed</u> and ready to use) OR you can select the 2nd tab, **Upload**, and you can upload your own image to Wikimedia Commons so long as it is <u>openly licensed</u> and you are allowed to release the image to Commons.





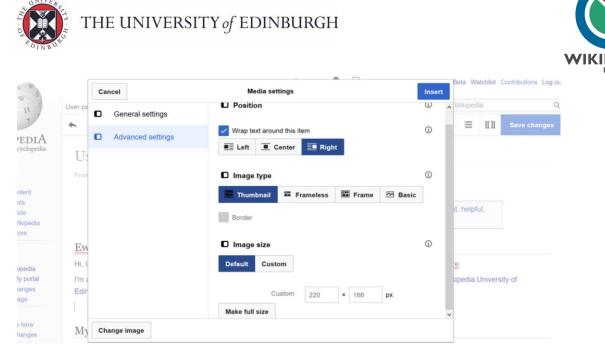
In this example, I have typed the keyword of *'cat'* as I would like a picture of a cat to adorn my userpage but equally I could have chosen something like *'Edinburgh Castle'* or something completely different again.

I select an image I like the look of and click **Use this image**.



The way		Ca	incel	Media settings Insert	Beta V	atchlist	Contributions Log ou
1 Q 11	User po	D	General settings	Tired 20-year-old cat.jpg (description page)	Wikipe	dia [[]]	Q Save changes
WIKIPEDIA The Free Encyclopedia	U	D	Advanced settings	Caption         ④           ▲         →         A         ∞         666         Cite         Insert         Ω			
Main page Contents Featured content Current events Random article Donate to Wikipedia	From	1		A tired cat           A tired cat           Alternative text	it, help	ful,	
Wikipedia store Iteraction Help About Wikipedia Community portal Recent changes Contact page pols	Hi, I I'm : Edir			A tired cat	e. cipedia	Univers	sity of

I give it a caption in the next screen (along with adding the same to the **Alternative text** box.)

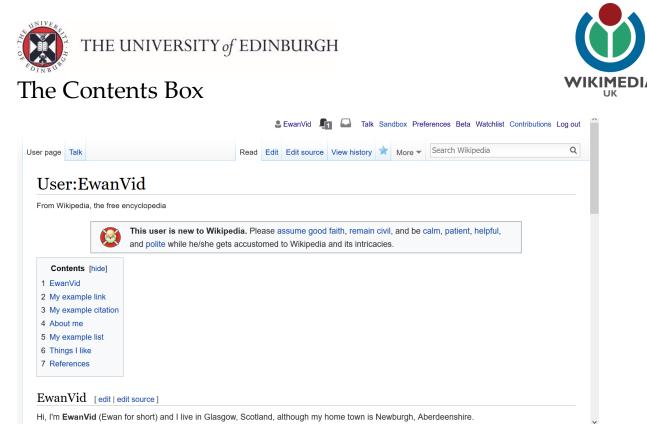


The Advanced Settings tab has a lot more options but I am just going to click Insert.

EwanVid Hi, I'm EwanVid (Ewan for short) and I live in Glasgow, Scotland, although my ho			
Im a Willimedian in Desidence at The University of Ediphyrap. The project page (	for the residency is lo	cated here: Wikipedia:University of	
I'm a Wikimedian in Residence at The University of Edinburgh. The project page 1 Edinburgh.			
My example link			Z
am at a training session at the University of Edinburgh. My example citation			
read an interesting article about Bletchley codebreaker. Rozanne Colchester, too	day.[1]		
also read an article about Helicobacter pylori.[2]		A	
About me	Media		Edit

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*'.

vanVid	Resume editing	Save your changes	Save changes	
m <u>EwanVid</u> (Ev	Edit summary (Briefly des	cribe your changes)		th. Aberdeenshire.
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example 1 at a training set	your contribution under the	ree to the Terms of Use, and you irrev CC BY-SA 3.0 License and the GFDL nt attribution under the Creative Comr	You agree that a	
example c	Review your changes			2162



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 <u>Manual of Style</u> 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.

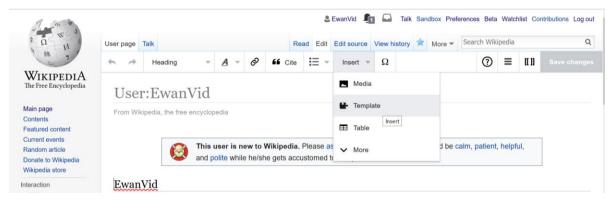






There are many different templates for Infoboxes so it depends on the article you are writing as to whether you should use **Infobox Person**, **Infobox scientist**, **Infobox writer**, **Infobox school**, **Infobox hospital** or many others.

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**.

11 1000			. Ewan\/id	Talk Sar	hox Prefe	erences E	leta Wa	tchlis
	User page Talk	Cancel Add a tem	plate		More 🔻	Search	Nikipedi	a
7	+ -> Heading	H Add a template				0	$\equiv$	[[]]
WIKIPEDIA The Free Encyclopedia		infobox wikipedia user	Add template					
	User:Ewa	Infobox Wikipedia user	lata					
Main page Contents Featured content	From Wikipedia, the fr	Infobox Wikipedia user script/do	dia user					
Current events Random article Donate to Wikipedia Wikipedia store	Ś	Infobox Wikipedia user script Infobox Wikipedia user/doc Infobox about yourself. This temp	late		d be calr	n, patien	t, helpfu	лI,
Interaction Help About Wikipedia	EwanVid Hi, I'm EwanVid (Ev	Infobox Wikipedia user/sandbox Infobox Wikipedia user/testcase			ah, Aber	deenshir	9.	
Community portal Recent changes Contact page	I'm a <u>Wikimedian</u> in Edinburgh.				ocated h	iere: Wik	ipedia:U	Jniv
Tools	My example l					100	30	
What links here Related changes	I am at a training set	Show options				18	10	

Type Infobox Wikipedia user and select the first option. Then click 'Add template'.





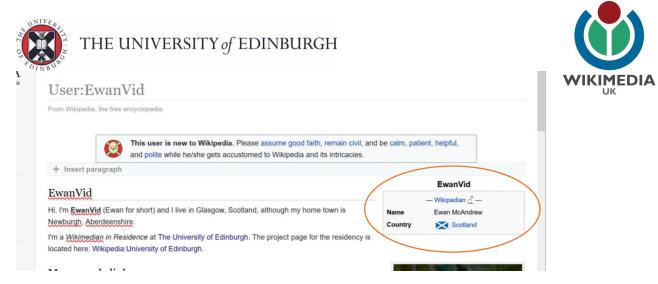
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50 1	+ A Heading	Infobox about y	ourself. This template should only be us	ed on user pages.		?	=	[[ ]]	
WIKIPEDIA The Free Encyclopedia	User:Ewa	There might be user" template o	some additional information about the " on its page.	Infobox Wikipedia					
Main page Contents	From Wikipedia, the fr	C Add more	e information						
Featured content Current events		Q Field na	ame						
Random article Donate to Wikipedia					d be calr	n, patient	, helpfu	ul,	
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Help About Wikipedia	Hi, I'm <mark>EwanVid</mark> (Ev	Honor	ific Prefix	honorific_prefix	th. Aber	deenshire	2.		
Community portal Recent changes Contact page	I'm a <u>Wikimedian</u> in Edinburgh.	™⊡ Show	88 more fields		ocated h	ere: Wiki	pedia:l	Jnivers	ity of
Tools What links here Related changes	My example l	Show options			~		1		Ter/

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).

and and a			sert	ferences E	Beta W	atchlist	Contributions Log
N DO 1	User page Talk		More -	Search	Wikiped	lia	
AU 7	+ + Heading	Infobox Wikipedia user		(?)	=	[[ ]]	
WIKIPEDIA		Infobox about yourself. This template should only be used on user pages.					
The Free Encyclopedia	User:Ewa	There might be some additional information about the "Infobox Wikipedia user" template on its page.					
Main page Contents	From Wikipedia, the fr	Name					
Featured content		Ewan McAndrew					
Current events Random article	(	Gender	d be cal	m, patien	t, helpf	ul,	
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Recent changes Contact page	Edinburgh.	Add more information					
Tools What links here Related changes	My example l	Show options	Ĭ	1	L		NZ.

3 fields selected and text input: name, gender, country.

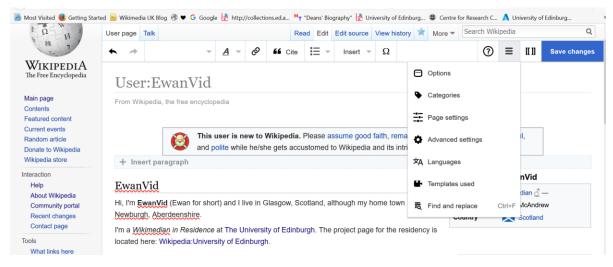
Then click Insert.



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.

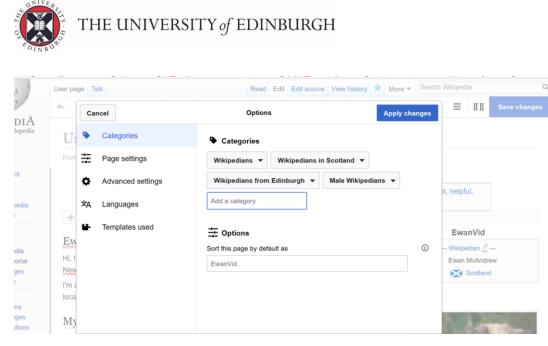
# Adding categories

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.

R	References [edit   edit source]
	<ol> <li>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 P. Retrieved 2017-02-07.</li> </ol>
	<ol> <li>Fallone, C. A. (2000-11-01). "Epidemiology of the antibiotic resistance of Helicobacter pylori in Canada" &amp; Canadian Journal of Gastroenterology = Journal Canadian De Gastroenterologie. 14 (10): 879–882. ISSN 0835-7900 &amp; PMID 1111111 &amp;</li> </ol>
c	Categories: Male Wikipedians Wikipedians in Scotland Wikipedians Wikipedians from Edinburgh

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 <u>Mary Syme Boyd</u> 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 <u>Featured</u> <u>Articles</u>.





VIKIPEDI

The Free Encyclopedia

- 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



## A basic How-To guide...

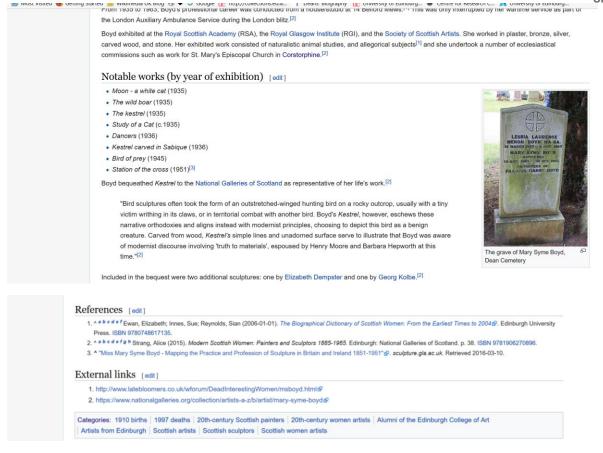
**Slide 28** – It is at this point that I would recap that we had gone through the 'how to' for all 8 steps highlighting the only one we have missed is **Creating a Talk page**.

Ω M H	Article Talk	Read	Edit	View history	Search W	kipedia
KIPEDIA	Mary Syme Boyd					
ee Encyclopedia	From Wikipedia, the free encyclopedia					
bage nts	Mary Syme Boyd (15 August 1910- 30 October 1997) was at the Edinburgh College of Art from 1929-33. She became				M	lary Syme Boyd
red content nt events	exhibited at the Royal Scottish Academy (RSA) and the Ro	and the second		в	orn	15 August 1910 Edinburgh
e to Wikipedia	Contents [hide] 1 Early life and education			D	ied	30 October 1997 Edinburgh
dia store	2 Career				esting lace	Dean Cemetery, Edinburgh
	3 Notable works (by year of exhibition)			N	ationality	Scottish
ut Wikipedia	4 References 5 External links			A	lma mater	Edinburgh College of Art
nmunity portal ent changes				к	nown for	Sculptures in plaster, wood, bronze, silver and stone.
tact page	Early life and education [edit]			N	otable work	· Moon - a white cat (1995
at links here ated changes	Mary Syme Boyd was born in Edinburgh in 1910. Her moth (1875-1961) of Co.Antrim. Her father was Francis Darby Br	linical		<ul> <li>Study of a Cat (1935)</li> <li>Kestrel (1936)</li> </ul>		
ad file cial pages	Medicine at the University of Edinburgh.	yu (1000-1922), ^{co} Professor		linical		<ul><li>Dancers (1936)</li><li>Bird of prey (1945)</li></ul>
bidi pagoo	She attended the Edinburgh College of Art from 1929 to 19	22 There also had access to		all		

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.







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 <u>Manual of Style</u> 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.







- 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.

- 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.

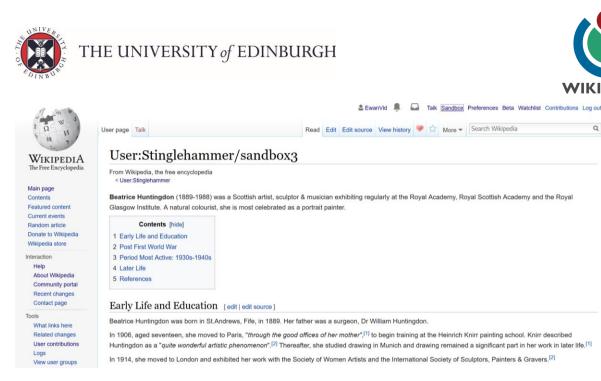
At least 200 words & 3 references
Add {{new user article}} to Talk
Add categories at the bottom!
Read 'Wikipedia:Manual of Style'
Sign talk page messages ~~~~



 Save your work regularly with an 'edit summary' each time.

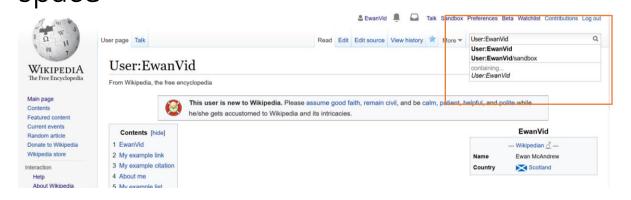
## Editathon tips...

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

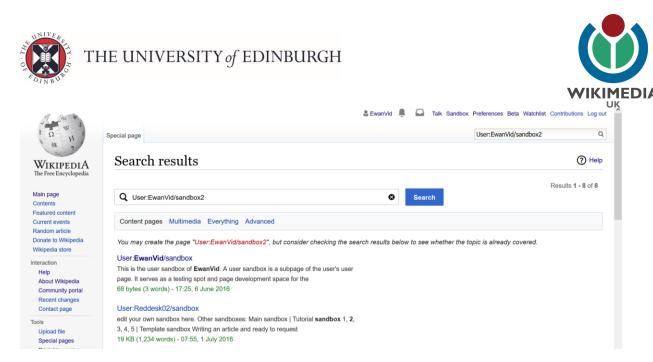


If you are preparing multiple articles you may like to use multiple sandboxes to draft them in. Above is my Sandbox #3. The process for creating another sandbox is the same for adding content to Wikipedia's livespace.

# Creating new pages to Wikipedia's live space



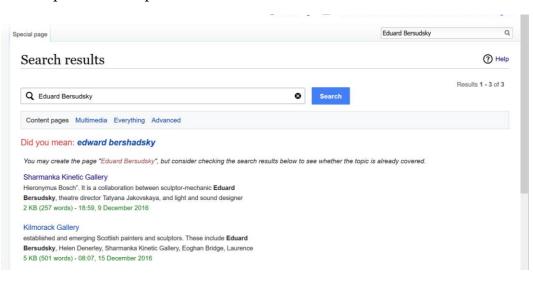
My user account **User:EwanVid** has at present only one sandbox area. To create a new one I just need to search Wikipedia, using the top right hand search bar, for a page that I know does not exist but importantly keeping it linked to my username.



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.

	User page Talk Create source 🗘 Search Wiki											n Wikip	ikipedia Q					
WIKIPEDIA The Free Encyclopedia	• *	Paragraph	т <u>А</u> т	Ø	66 Cite	!≡ -	Insert 👻	Ω					0	⋒	≡	an	Save page	
	User	::EwanV	id/san	dbo	X2													
Main page Contents Featured content	Sandbox	2																
rent events ndom article nate to Wikipedia	Privacy polic	y About Wikipedia	Disclaimers C	ontact W	/ikipedia Dev	elopers Co	okie statement	Mobile vi	ew						WIKIMI		HediaWiki	

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 **WIKIME** 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.

A AN H	A	rticle Talk					Create	Create source		Search Wikipedia	۹
WIKIPEDIA The Free Encyclopedia		Creat	ing Ed	uard Ber	sudsky						
Main page Contents Featured content Current events Random article Donate to Wikipedia Wikipedia store		<ul> <li>You</li> <li>To e</li> <li>Whe dele</li> <li>You</li> </ul>	can also seam xperiment, ple n creating an ted. can also start	ch for an existing a ase use the sandt article, <b>provide re</b> your new article a	box. To use a wizard ferences to reliable	can redirect this title. I to create an article, see published sources. An a duard Bersudsky. There,	article without re	ferences, espe		a biography of a living person, s risk of deletion, ask other edite	
Interaction Help About Wikipedia			and the second s	copyrights will be ain terms and conc		edic content must be ven	fiable. Work sub	mitted to Wikip	edia	can be edited, used, and redisti	ributed—by
Community portal Recent changes		B I	con 💌 🔔	▼ Advanced ▶	Special characters	▶ Help ▶ Cite					1
Contact page		Heading	- Format	i≡ i≡ 🛞 🖊	A* A* A* A*	Insert 🞑 🖕 🎹					21
Tools What links here Upload file Special pages Page information											
Languages 🔅	5										

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.

ns.eu.a... | Deans biography UC university of cumburg... 🖝 Centre for K Creating Eduard Bersudsky A • Before creating an article, please read Wikipedia: Your first article You can also search for an existing article to which you can redirect this title • To experiment, please use the sandbox. To use a wizard to create an article, see the Article wizard. • When creating an article, provide references to reliable published sources. An article without references, especially a biography of a living person, may be deleted. You can also start your new article at Special:Mypage/Eduard Bersudsky. There, you can develop the article with less risk of deletion, ask other editors to help work on it, and move it into "article space" when it is ready. Content that violates any copyrights will be deleted. Encyclopedic content must be verifiable. Work submitted to Wikipedia can be edited, used, and redistributed—by anyone—subject to certain terms and conditions 1 B I ∞ . Advanced > Special characters > Help > Cite Heading 👻 Format 🗮 🧮 🛞 4 A* A* A* A. Insert 🚑 🔖 🎹 P ""Beatrice Huntingdon"" (1889-1988) was a Scottish artist, sculptor & musician exhibiting regularly at the Royal Academy, Royal Scottish Academy and the Royal Glasgow Institute. A natural colourist, she is most celebrated as a portrait painter. =Early Life and Education Beatrice Huntingdon was born in St.Andrews, Fife, in 1889. Her father was a surgeon, Dr William Huntingdon ø In 1906, aged seventeen, she moved to Paris, "''through the good offices of her mother"'',<ref name=":1">{{Cite book|title = In 1906, aged sevenceen, sne moved to Parls, "Chrodyn the good offices of ther mother "Actel name: 1) {(the book)(fife = Beatrice Huntington, William Macdonald: An Exhibition of Paintings, 5-30 January 1990[url = https://books.google.com //books?id=MkQyPAAACAAJ[ublisher = Aitken Dott|date = 1989-01-01[language = en]}/cref> to begin training at the Heinrich Knirr painting school. Knirr described Huntington as a "'quite wonderful artistic phenomenon''".

0





Painters & Gravers. <ref name=":0"></ref>
==Fost First World War==
After the end of World War One, in 1919, Huntingdon had her portrait, "Mrs Mappin" hung at the International in Paris during the
last year that Degas was president. <ref name=":1"></ref> Returning to St. Andrews, Huntingdon went on study in Dundee under William
Macdonald. In 1920, Huntingdon became a member of the Society of Scottish Artists. An article in the Times in 1923, noted Huntingdon's work at the Scottish Artists' Society exhibition in Edinburgh that year in saying: "''Prominent among the figure work
autinguon o work at the societism Arise's society exhibition in Buinburg that year in saying: "From the among the light work are Alec Walker's "Queen and Page", a nucle by David Fogula and Miss Beatrice Runtingdon's study of a Spaniard'."kref}(Cite
news/url = /title = Scottish Artists' Society/last = /first = /date = 20 December 1923/work = The Times [London,
England] access-date = 29 May 2015 via = The Times Digital Archive}}
Insert
Edit summary (Briefly describe your changes)
created page
☑ Watch this page
By saving changes, you agree to the Terms of Use, and you irrevocably agree to release your contribution under the CC BY-SA 3.0 License and the GFDL. You agree that a hyperlink or URL is sufficient attribution under the Creative Commons license.

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 <u>Talk pages</u>. 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.

WikipediA		Sandbox Preferences Beta Watchlist Contributions Log out More
The Free Encyclopedia Main page Contents Featured content	From Wikipedia, the free encyclopedia  This user is new to Wikipedia. Please assume good faith, remain civil, and be calm, p he/she gets accustomed to Wikipedia and its intricacies.	, patient, helpful, and polite while
Current events Random article Donate to Wikipedia Wikipedia store	Contents [hide] 1 EwanVid 2 My example link	EwanVid — Wikipedian 2 — Name Ewan McAndrew
Interaction Help About Wikipedia Community portal Recent changes Contact page	3 My example citation 4 About me 5 My example list 6 Things I like 7 References	Country Scotland
Tools What links here Related changes User contributions Logs View user groups	EwanVid       [edit   edit source ]         Hi, I'm EwanVid (Ewan for short) and I live in Glasgow, Scotland, although my home town is Newburgh, Aberdeens         I'm a Wikimedian in Residence at The University of Edinburgh. The project page for the residency is located here: Note: Not	

### First step.

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

Basmon	😩 EMcAndrew 💄 🚨 Taik Sandbox Preferences Beta Watchlist Contribution:	s Log out
i Q W	User page Talk Create source New section 💘 🏠 TW 👻 Search Wikipedia	Q
WIKIPEDIA The Free Encyclopedia	Creating User talk:EwanCite	
Main page Contents	No messages have been posted for this user yet. To start a page called User talk: EwanCite, type in the box below. When you are done, preview the page to check for errors and then save it.	
Featured content Current events	This is a talk page. Please respect the talk page guidelines, and remember to sign your posts by typing four tildes (~~~~).	
Random article Donate to Wikipedia Wikipedia store	Content that violates any copyrights will be deleted. Encyclopedic content must be verifiable. Work submitted to Wikipedia can be edited, used, and redistributed anyone—subject to certain terms and conditions.	—by
Interaction	B I 𝒴 ∞ ∞ ∞ Advanced → Special characters → Help → Cite	
Help About Wikipedia	Heading 👻 Format 🗮 🗄 🛞 4 A* A* A* A Insert 😹 🖕 🎹	21
Community portal Recent changes Contact page	Hi, this is my Talk page. Feel free to leave me a message some time.	
Tools What links here User contributions		
Logs View user groups		
Upload file Special pages		

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



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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.

Heip About Wikipedia	Heading 👻 Format 🗮 🗮 🛞 4 🛛 A* A* A* Insert 😹 🖕 🎹	2	^
Community portal Recent changes Contact page	Hi, this is my Talk page. Feel free to leave me a message some time.		
Tools What links here User contributions Logs View user groups			l
Upload file Special pages Page information			
Languages 🛟			
		đ	
	Insert $\checkmark$ * ' * * $\neq$ $\leq$ $\geq$ $\pm$ - x + $\leftarrow$ $\rightarrow$ $\circ$ $\notin$ Sign your posts on talk pages: Cite your sources: <ref></ref>		*

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 <u>Userpage</u>.
- Created a <u>Talk page</u>.
- 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 <u>richard.nevell@wikimediaorg.uk</u> at Wikimedia UK if you are planning a training session and they may be able to help.

# Post training session

- After the training session, you should take a scan/photo of the sign-in sheet and email it to <u>karla.marte@wikimedia.org.uk</u> 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 <u>Welcome</u> to their Talk pages. There are lots of <u>Twinkle</u> templates available for you to utilise. Remember to sign your name when leaving a comment on their Talk pages using the ~~~~ **button**.

Hello, Naman W, and Welcome to Wikipedia!			
Welcome to Wikipedia! I hope you enjoy the encyclopedia and want to sta	ay. As a first step, you may wish to read the Introduction.		
If you have any questions, feel free to ask me at my talk page - I'm happy t	to help. Or, you can ask your question at the New contributors' help page.		
Here are some more resources to help you as you explore and contribute to	o the world's largest encyclopedia		
Finding your way around:			
Table of contents / Department directory	The Wikipedia Adventure (a tutorial orienting you with Wikipedia)		
Need help?			
<ul> <li>Questions – a guide on where to ask questions</li> </ul>	Article wizard – a Wizard to help you create articles		
<ul> <li>Cheatsheet – quick reference on Wikipedia's mark-up codes</li> </ul>	<ul> <li>The simplified ruleset – a summary of Wikipedia's most important rules</li> </ul>		
Wikipedia's 5 pillars – an overview of Wikipedia's foundations	Guide to Wikipedia – a thorough step-by-step guide to Wikipedia		
How you can help:			
Contributing to Wikipedia – a guide on how you can help	Community portal – Wikipedia's hub of activity		
Additional tips			
<ul> <li>Please sign your messages on talk pages with four tildes (~~~~). This ways button, on the tool bar above Wikipedia's text editing window, also on the tool bar above Wikipedia's text editing window.</li> </ul>	will automatically insert your "signature" (your username and a date stamp). The 🚧 or		

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

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

#### The helpful booklets from Wikimedia include:

- 1. Editing Wikipedia booklet
- 2. <u>Illustrating Wikipedia booklet</u>
- 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
- <u>Neutral Point of View (NPOV)</u>
- <u>Verifiability</u>
- <u>No original research</u>

- Notability
- <u>Conflict of Interest</u>
- Identifying reliable sources

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





- <u>Citation Hunt</u> a useful tool if you would just like help find references for existing WIK 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.
- <u>Wikivoyage</u> 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?

- <u>http://www.wikilovesmonuments.org.uk/</u> The world's largest photo competition.
- <u>https://meta.wikimedia.org/wiki/WikiShootMe</u> 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 <u>ScotWiki Mailing List</u> now. Everybody is welcome!

All the things covered in the session I have also covered in videos on my <u>Youtube channel</u> and <u>Edinburgh University 'Media Hopper' channel</u> 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.

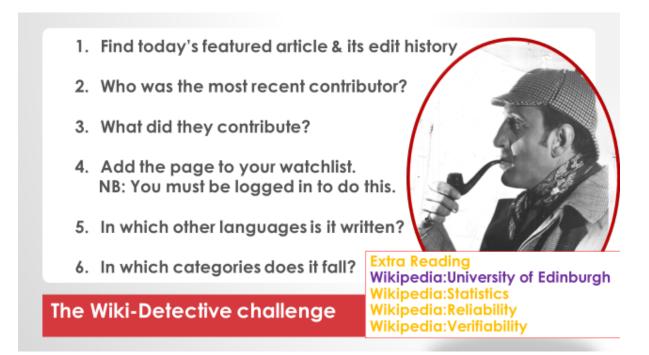
Very best regards

Your name.





# Appendix B: Other things to mention



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.

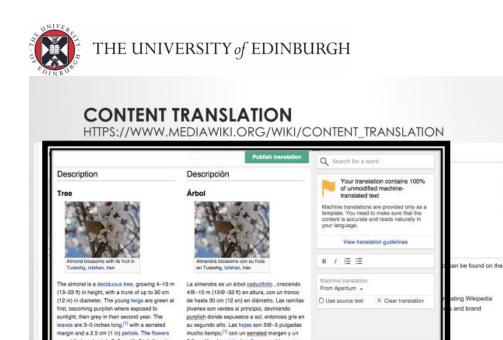
Set them a time limit of 5 minutes then go over the answers as a class.

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 <u>ewan.mcandrew@ed.ac.uk</u> if you would like to run this activity.



## Slide 33 – <u>The Content Translation Tool.</u>

Wikipedia's new <u>Content Translation tool</u> 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. <u>This 3 minute</u> <u>screencast</u> shows you how easy the process is and we have successfully run assignments with <u>Translation Studies MSc students</u> using this tool.



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