Individual skills

Resource sheets

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13 May 2016

These sheets form part of a training package that can be used and customised by the trainer

Booklets- printed at A5 or A4 for greater accessability. Booklets are newbie friendly, and can be taken away and kept on the bookshelf as a reminder- our own online Help files are far more comprehensive but inaccessible to the non-computer savvy.

Resource sheets – These have two sides, simply the first side contains an example that the student can copy and modify to circumstance with a discussion section beneath containing links to our online Help sections. The second side goes into further detail often showing all the options- it will be formatted with three sections. In all there will 5 sections per sheet even if some are blank

Wikipedia

Table of Contents

1. Article structure

Think of a typical wikipedia article.

```
{{infobox}}
The lede section where the rest of the article is summarised

==Context==
==History==
==Description==
==Location==
==See also==
==References==
{{notelist|}}
{{reflist|}}
===Further reading===
==External links==
{{commonscat| commonslink}}
{{navbox template}}
```
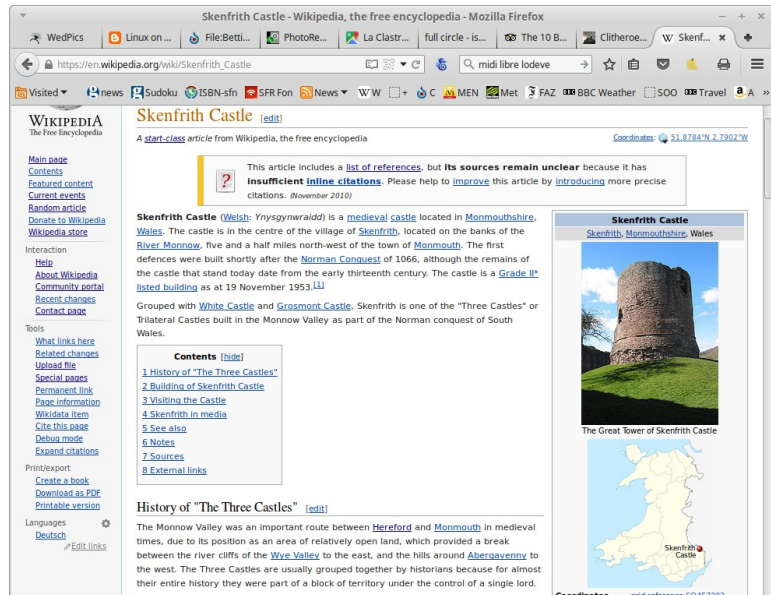
Discussion

The choice of headings is extremely variable. Look at similar articles for inspiration. As quick rule of thumb, the articles are assessed on the talk page. Look for C, B, GA (good article), A class and FA (featured). Or use your gut instinct.

> **See:[[House sparrow]] :** this is a Good Article
> **See:[[Pendle Witches]] :** this is a Featured Article (one of the best)

Further help

See: [[WP:MOS]]: This is the Wikipedia manual of style- it gives the final answer.

See: [[WP:UKTOWNS]]: this page is written by a project group, with advice on UK settlement articles. There are similar pages for other interests.

Wikipedia

Wikipedia

Resource   Sheet 5

WIKIPEDIA
The Free Encyclopedia

2. Look again at the editor

The editor does all the obvious things-- and a lot of other things.
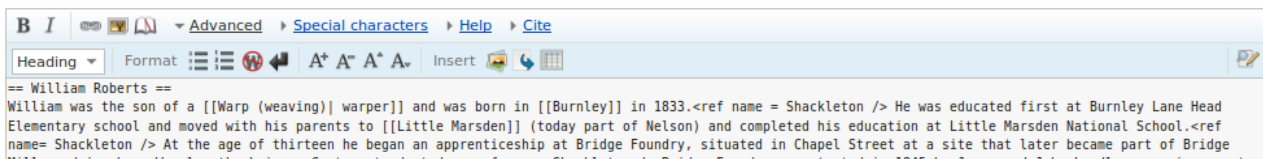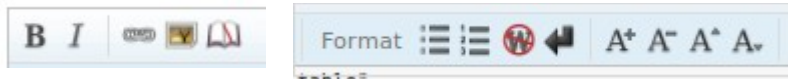
The *Advanced* link opens and closes the second bar. Note the three icons after the word insert- they mean **insert pictures** , **redirect** and **insert a table**.
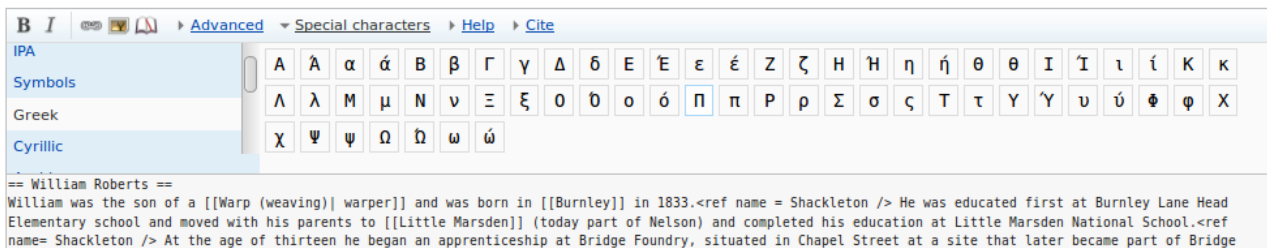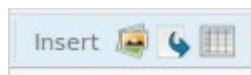
The *Special characters* link gives a click list of other alphabets and more
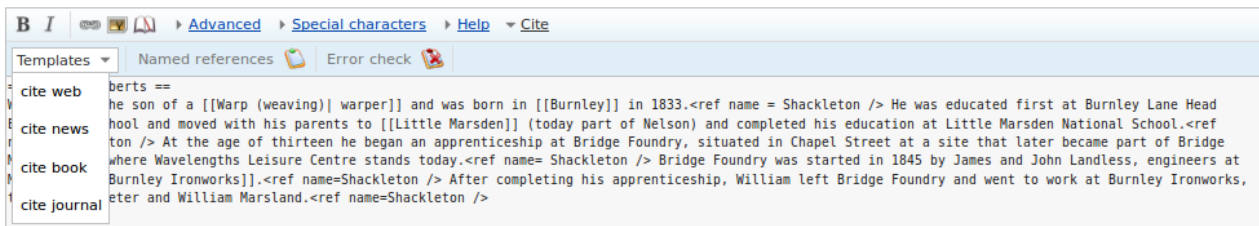
Cite gives us the templates we need for references.
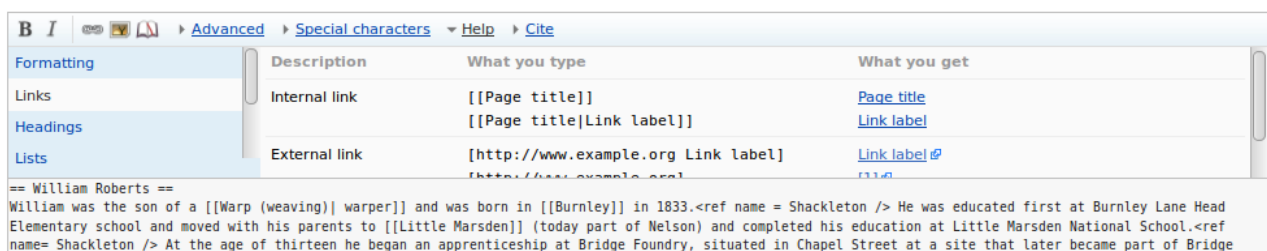
Help gives us a list of all the mark-up codes

Wikipedia

Look at the bottom

This can be changed to give maths symbols and many more
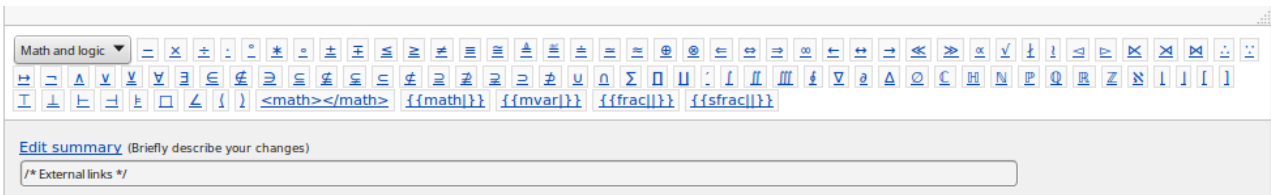
Discussion

Tip: When editing, open a text file (with **gedit** or **notepad**) which you call **scratchpad**- you can copy and paste stuff here that you might need later. Other Wikipedians open another tab on the browser- and keep their sandbox open there.

Further help

Add wikilinks

Wikilinks are written between **[[..]]** brackets.

```
can be found in [[Beamish museum]]
```

if you want different wording in the link- type the pagename then a pipe and your text.

```
The [[European robin| redbreast ]] was standing on his [[Reliant Robin|car]]
```

Add some useful templates

Templates are written with sqiggly brackets- a bit like a Word Macro

```
{{convert|26.2|mi|km}}
{{coord|54.89|-1.66|region:GB_type:landmark|display=inline,title}}
```

3. Using tables

```
{| class="wikitable"
|+ The table's caption
! Header 1
! Header 2
! Header 3
|-
| row 1 first cell
| row 1 second cell
| row 1 third cell
|-
| row 2 first cell 1
| row 2 second cell 2
| row 2 third cell 3
|-
| Row 3 cell A || Row 3 cell B  || Row 3 cell C
|}
```

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

Insert table

☒ Add header row

☒ Style with borders

☐ Make table sortable

Rows
3

Columns
3

Example

Header text	Header text	Header text
Cell text	Cell text	Cell text
Cell text	Cell text	Cell text
Cell text	Cell text	Cell text

Insert   Cancel
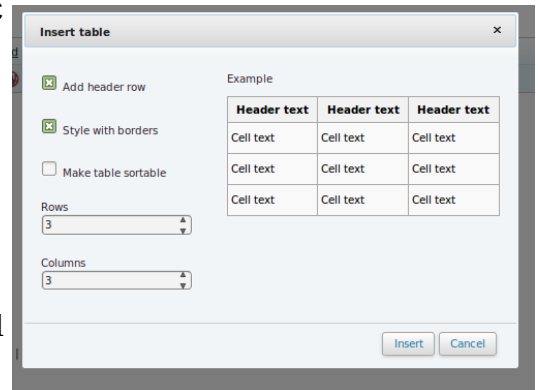
Discussion

Note how the header lines use a **'!'** exclamation mark!

There is a button on the Advanced Toolbar that copies a small table into the text which you then customise.

You can allow sorting using the word sortable

```
{| class="wikitable sortable"
```

You can add a touch of *style* to your table by editing the first line.

```
{|style="width: 80%; margin-top: 8px; font-size: +1.1em; margin-left: auto;
margin-right: auto; background-color:#cedff2; padding: 20px; border-radius:
9px;"
|-- etc
```

or

The table's caption		
Header 1	**Header 2**	**Header 3**
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

```
|style="background-color:red;" | row 2 second cell 2
```

applies this to individual cells- this is advanced wikipedia editing using something called css

Go easy on this feature. Wikipedia has a house style, and many pages are viewed on phones and Android tablets where the layout is entirely different.

The table's caption		
Header 1	**Header 2**	**Header 3**
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2b	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

Further help

See: [[Help:Table]]

4. Using images

Entrance to museum caption text

The basic tag for an image is

```
[[File:Beamish museum.jpg|thumb|Entrance to museum
caption text]]
[[File:Machinery at Chatham Dockyard 3.jpg|thumb|left|
upright|Hammer caption ]]
```


Hammer caption

You can set the width but please don't.

```
[[File:EnsdorfDampfhammer.jpg|thumb|center|360px| Caption ]]
```

Finding an image

Most images are stored on Wikimedia Commons. Click on any image to go there. Now look for your image.

Discussion

You can choose whether your image is

```
        center|left|right
```
and exactly how wide you want it to be.

```
        360px
```
This is a pain- it looks great on your screen but is **terrible** on a mobile phone or a tablet

Please only include images that illustrate some point in the article- not just because you have found one with similar name.

You may have a camera full of images for your article then these must be uploaded to Wikimedia Commons first -see a separate page.

Further help

See: [[**WP:IMAGESYNTAX**]]
See: [[**Wikipedia:Picture tutorial**]]
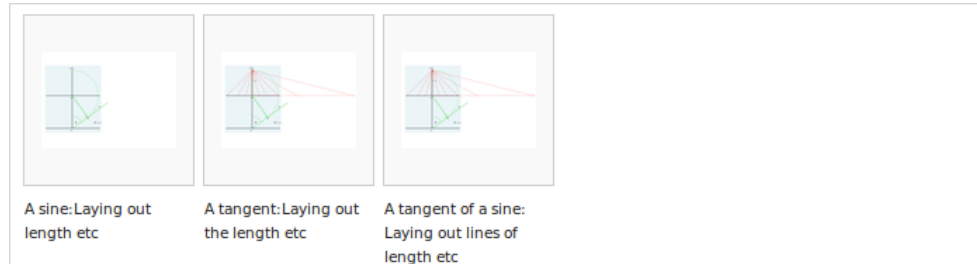
Wikipedia

5. Using Galleries

Group pictures together in a row. The key words are **<gallery></gallery>**

Example

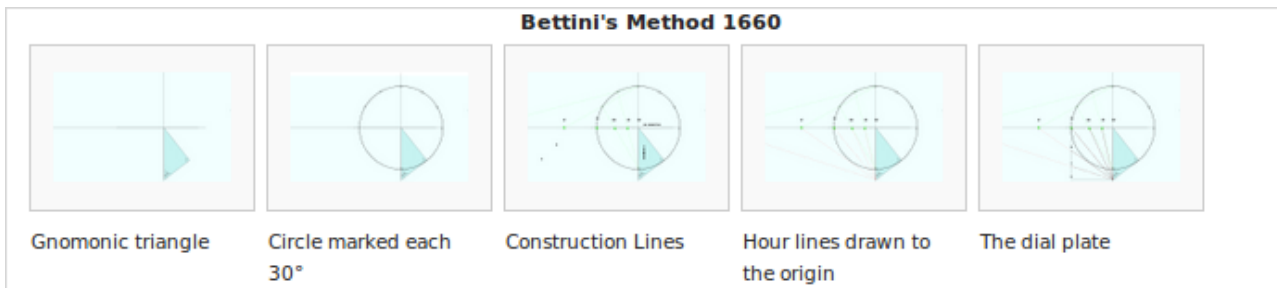*The markup*

```
<gallery>
File:Dürer method (1525)-(2).svg|A sine:Laying out length  etc
File:Dürer method (1525)-(3).svg|A tangent:Laying out the length etc
File:Dürer method (1525)-(3).svg|A tangent of a sine: Laying out lines of
length  etc
</gallery>
```

Discussion

That is the basic gallery, but you can add titles (known as the gallery-captions) , footers and colour by changing the **<gallery>** tag.

```
<gallery mode=packed  heights=150px  style="text-align:left" caption="Sample gallery">
```

Bettini's Method 1660

| Gnomonic triangle | Circle marked each 30° | Construction Lines | Hour lines drawn to the origin | The dial plate |

```
<gallery caption="Bettini's Method 1660" heights=80px>
File:Bettini(1660)-(1).svg|Gnomonic triangle
File:Bettini(1660)-(2).svg|Circle marked each 30°
File:Bettini(1660)-(3).svg|Construction Lines
File:Bettini(1660)-(4).svg|Hour lines drawn to the origin
File:Bettini(1660)-(5).svg|The dial plate
</gallery>
```

Further help

See: **Help:Gallery tag**   Many extra idea such as width control, titles and footers.

https://en.wikibooks.org/wiki/Editing_Wikitext/Pictures/Images_in_Containers #The_Image_Gallery *(on line)* A wikibooks essay on galleries and images in tables.

See: **Template:Gallery**   All the hidden parameters for the second (template) version.

Wikipedia

6. Using math (sic)

Example

The equation of an ellipse whose major and minor axes coincide with the Cartesian axes is: $\left(\frac{x}{a}\right)^2 + \left(\frac{y}{b}\right)^2 = 1$. This can be explained as follows:

$$x = a\cos\theta.$$
$$y = b\sin\theta.$$

Sample markup

```
The equation of an ellipse whose major and minor axes coincide with the
Cartesian axes is: <math> \left(\frac{x}{a}\right)^2 + \left(\frac{y}
{b}\right)^2 = 1. </math>
This can be explained as follows:
:<math>   {x} = {a}\cos\theta. </math>
:<math>    {y} = {b}\sin\theta. </math>
```

Discussion

Publishers and printers use a special markup language when setting maths- this has rolled over into HTML and wikimarkup- and is wrapped in the HTML **$$** tags. It is called TEX: pronounced to rhyme with hi-tech.

It can be a bit fiddly to get it right.

This is essential for setting maths but can be quite handy for just setting the occasional Greek letters.

Syntax

Trig	\sin	\cos	\tan	\cotan		
Greek	\alpha	\gamma	\Gamma	\phi	\pi	\theta
Fractions and brackets	\frac	\left(	\right)	\left[	\left{	^2

Further help

See: [[Help:Math]]

Wikipedia

7. Using pie charts

Pie chart [edit]

{{Pie chart}} is an *experimental* graph-drawing template that produces a pie chart 200 pixels wide in the article.

Setting the `other` parameter to `yes` will pad the chart so that the values total to 100.

This example was created by typing the following code:

```
{{Pie chart
|other = yes
|value1 = 27
|label1 = One
|value2 = 32
|label2 = Two
|value3 = 12
|label3 = Three
|value4 = 9
|label4 = Four}}
```

Up to nine wedges can be included.

- One (27%)
- Two (32%)
- Three (12%)
- Four (9%)
- Other (20%)

Accessing the documentation.

Take the template name you are investigating. Work in you sandbox, rewrite it so:

- **{{Pie chart}}** → **{{tl | Pie chart}}** or **{{t | Pie chart}}** which redirects.
- Click Preview and you get full details. Copy the example into your work and tweak it.

See also

- {{Bar chart}} 4 data series (columns) 25 values
- {{Bar box}}, shows bar chart with a text column after the bar-it uses {{bar percent}} and {{bar pixel}}
- {{Bartable}} adds a composition bar within a wikitable
- {{Composition bar}} for 1 data item between 0 and 100
- {{Pie chart}}, shows upto 15 pie wedges in a circular pie chart
- {{Brick chart}}, 9 blocks- shows brick segments in a rectangular "pie chart"- useful for seats in a council
- {{Vertical bar chart}} 20 bars- with legend
- {{Line chart}} 10 data series- 25 values

Wikipedia

8. Using pie charts and line charts

Pie chart [edit]

{{Pie chart}} is an *experimental* graph-drawing template that produces a pie chart 200 pixels wide in the article.

Setting the other parameter to yes will pad the chart so that the values total to 100.

This example was created by typing the following code:

```
{{Pie chart
|other = yes
|value1 = 27
|label1 = One
|value2 = 32
|label2 = Two
|value3 = 12
|label3 = Three
|value4 = 9
|label4 = Four}}
```

Up to nine wedges can be included.

One (27%)
Two (32%)
Three (12%)
Four (9%)
Other (20%)

Further help

See: [[Wikipedia:Graphs and charts]]

{{Line chart
| color_background = white
| width = 500
| height = 350
| padding_left = 40
| padding_right = 15
| padding_top = 10
| padding_bottom = 20
| number_of_series = 3
| number_of_x-values = 10
| label_x1 = Val. 1 | label_x2 = Val. 2 | label_x3 = Val. 3 | label_x4 = Val. 4 | label_x5 = Val. 5
| label_x6 = Val. 6 | label_x7 = Val. 7 | label_x8 = Val. 8 | label_x9 = Val. 9 | label_x10 = Val.
10
| y_max = 3000
| y_min = 1000
| scale = yes
| interval_primary_scale = 1000
| interval_secondary_scale = 100
| S01V02 = 2200 | S01V03 = 2400 | S01V04 = 2500 | S01V05 = 2600 | S01V06 = 2500
| S02V01 = 1400 | S02V02 = 2000 | S02V03 = 1600 | S02V04 = 1800 | S02V05 = 2400
| S02V06 = 2400 | S02V07 = 2500 | S02V08 = 2000 | S02V09 = 1600 | S02V10 = 1800
| S03V01 = 1800 | S03V04 = 2000 | S03V05 = 1600 | S03V06 = 1800 | S03V07 = 2400
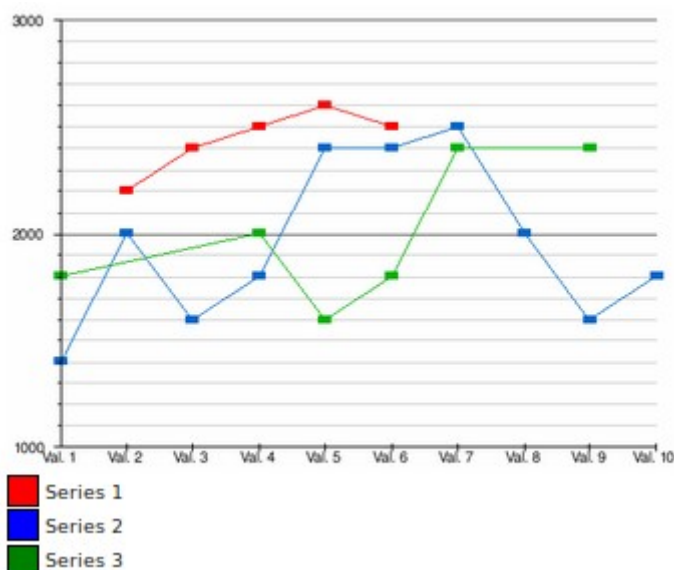**| S03V09 = 2400**
| points = yes
}}
{{legend|red|Series 1}}
{{legend|blue|Series 2}}
{{legend|green|Series 3}}

9. Using bar chart


```
Example with comments  [ edit ]
        Annual revenue passenger statistics
Year    Passengers (% change from prior year)
2003-04    110,649  (+17.8%)
2004-05    130,429  (+17.9%)
2005-06    138,547  (+6.2%)
2006-07    138,844  (+0.2%)
2007-08    149,544  (+7.7%)
2008-09    148,435  (-0.7%)
2009-10    168,147  (+13.3%)
```

```
{{Bar chart
| title      = Annual [[revenue passenger]] statistics
| label_type = Year
| data_type  = Passengers (% change from prior year)
| data_max   = 170,000
| label3  = 2003-04 | data3  = 110,649 | comment3  = +17.8%
| label4  = 2004-05 | data4  = 130,429 | comment4  = +17.9%
| label5  = 2005-06 | data5  = 138,547 | comment5  =  +6.2%
| label6  = 2006-07 | data6  = 138,844 | comment6  =  +0.2%
| label7  = 2007-08 | data7  = 149,544 | comment7  =  +7.7%
| label8  = 2008-09 | data8  = 148,435 | comment8  =  -0.7%
| label9  = 2009-10 | data9  = 168,147 | comment9  = +13.3%
}}
```

Accessing the documentation.

Take the template name you are investigating. Work in you sandbox, rewrite it so:
- **{{Bar chart}}** → **{{tl | Bar chart}}** or **{{t | Bar chart}}** which redirects.
- Click Preview and you get full details. Copy the example into your work and tweak it.

See also

- {{Bar chart}} 4 data series (columns) 25 values
- {{Bar box}}, shows bar chart with a text column after the bar-it uses {{bar percent}} and {{bar pixel}}
- {{Bartable}} adds a composition bar within a wikitable
- {{Composition bar}} for 1 data item between 0 and 100
- {{Pie chart}}, shows upto 15 pie wedges in a circular pie chart
- {{Brick chart}}, 9 blocks- shows brick segments in a rectangular "pie chart"- useful for seats in a council
- {{Vertical bar chart}} 20 bars- with legend
- {{Line chart}} 10 data series- 25 values

10.   Using the line chart generator

This is a two part process. You need to work in **commons.** To switch:-   **:commons:**

Stage one

1. In your **user page** on **commons** write this code.
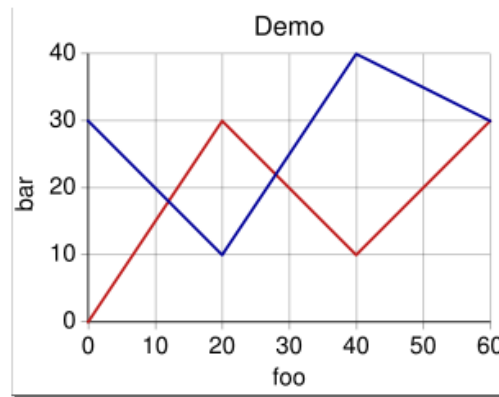
```
{{SVG Chart
| Title        = Demo
| XAxisText    = foo
| YAxisText    = bar
| LegendType   = none
| XMax         = 60
| YMax         = 40
| XAxisMarkStep = 10
| YAxisMarkStep = 10

| Graph1Values =
      0 30
     20 10
     40 40
     60 30
| Graph2Values =
      0  0
     20 30
     40 10
     60 30
}}
```

2. Preview, above the edit window you will find a piece of programming code- that starts like this.

```
<?xml version="1.0" encoding="UTF-8" ?>
<!-- Generator: wikimedia.svg.chart, 2013-08-28 -->
<!-- modify viewBox (x,y,dx,dy) for position (x,y) and size (dx,dy) -->
<svg id="head"
  xmlns="http://www.w3.org/2000/svg"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  version="1.1"
  viewBox="-11.4,-46.9,73.2,57.7"
  width="750" height="590"
  font-family="Helvetica, Arial"
>

<!-- also a workaround for librsvg: a <rect> must be placed somewhere before text  -->
<rect id="imagebackground" x="-11.4" y="-46.9" width="73.2" height="57.7" stroke-width="0.06"
stroke="none" fill="white"/>

<title>Demo</title>
<desc>
   This svg graphic is to save and edit with an text editor, or Inkscape or Illustrator.
</desc>
```

3. Create a file **newfile.svg** outside wikipedia. Copy and paste the code into **newfile.svg.** You can wipe your user page- stage one of the job is done.

Stage two

Upload that file into Wikipedia Commons in the normal way. It is now a standard image is and can be placed in your text with the code

Wikipedia

`[[File:newfile.svg|thumb|A line graph of the situation.]]`

Discussion

- To get onto commons you need to type **:commons: .** That is the word commons, with a colon in front and behind. Alternatively, click on Contributions./Uploaded media!b

- When the .svg file has been created it can be edited raw in a texteditor like gedit of notepad, or in Inkscape and any other vbector graphics editor. Svg code often renders differently in different programs and browsers. This code is fine in Firefox, but shows errors on Libre Office.

- There are many programs that specialise in plotting graphs, that create svg code. These can be used instead of this one if you prefer.

- To load a svg file into commons, click upload file on the left side bar.

Further help

See: [[Wikipedia:Graphs and charts]]
     [[Wikipedia:How to create charts for Wikipedia articles]]
     [[Template:Graph:Chart]] or {{t| Graph:Chart}}

11.   Using the EU opinion polling graph

This is graph is found on **[[Opinion polling for the United Kingdom European Union membership referendum]]** it is placed above a table to which it appears to be connected. It is not.

Technically the graph has a separate dataset which must be manually edited. The graph designer is doing daily up dates of the graphic from the dataset.

Opinion polling on the referendum (updated 22 April)

2016 [edit]

Date(s) conducted	Remain	Leave	Undecided	Sample	Conducted by	Polling Type	Notes
6–8 May	44%	**46%**	11%	2,005	ICM	Online poll	
4–6 May	**42%**	40%	13%	3,378	YouGov [3]	Online poll	Remainder "won't vote".
29 Apr–3 May	44%	**45%**	11%	2,040	ICM	Online poll	
27–29 Apr	43%	**46%**	11%	2,029	ICM	Online poll	
26–29 Apr	**42%**	41%	14%	2,005	Opinium	Online Poll	24% of respondents preferred not to say; the stated percentages are of the other 76%.
27–29 Apr	49%	**51%**		2,000	ORB	Online Poll	
26–28 Apr	**39%**	36%	26%	1,221	TNS	Online Poll	

The data needed is already in the table beneath.

Editing the dataset

- Open the wikipedia page **[[Opinion polling for the United Kingdom European Union membership referendum]]** in edit mode, find the table.

```
<!--
        Please edit also [[:commons:User:T.seppelt/UK EU referendum
polling.csv]] to refresh the diagram
        That is,
https://commons.wikimedia.org/wiki/User:T.seppelt/UK_EU_referendum_polling.cs
v
-->
|-
| data-sort-value="2016-05-09 |6&ndash;8 May ||style="background:white"| 44%
||style="background: rgb(248, 193, 190);"| '''46%''' || 11% || 2,005 ||
[http://uk.reuters.com/article/uk-britain-eu-poll-icm-idUKKCN0Y01OM ICM] ||
Online poll ||
|-
| data-sort-value="2016-05-06" |4&ndash;6 May ||style="background: rgb(153,
255, 153);"| '''42%''' ||style="background:white"| 40% || 13% || 3,378 ||
[https://d25d2506sfb94s.cloudfront.net/cumulus_uploads/document/o7f6u41miv/GM
B_Results_160506_UndecidedVoters_Webstie.pdf YouGov]<ref>{{cite web|
url=https://yougov.co.uk/news/2016/05/09/eu-referendum-remain-lead-two/|
title=Latest YouGov / Good Morning Britain EU referendum voting intention:
Remain 42%, Leave 40%, Don't know 13%|publisher=YouGov}}</ref> || Online poll
|| Remainder "won't vote".
|-
```

- Open the dataset **[[User:T.seppelt/UK EU referendum polling.csv]]** in edit mode, go to the editor.

```
"date","remain","leave","undecided","sample","notes"
2016-05-08,44.00,46.00,11.00,2005,"ICM"
2016-05-06,42.00,40.00,13.00,3378,"YouGov"
2016-05-03,44.00,45.00,11.00,2040,"ICM"
2016-04-29,43.00,46.00,11.00,2029,"ICM"
2016-04-29,42.00,41.00,14.00,2005,"Opinium 24% of respondents preferred not
to say; the stated percentages are of the other"
```

- Duplicate the topline (ignore the headings- it will be mainly numbers).

```
2016-05-08,44.00,46.00,11.00,2005,"ICM"
2016-05-08,44.00,46.00,11.00,2005,"ICM"
```

- On the new top line change the figures to match the numbers displayed in the table.

- Preview, fill in an edit summary, and save.

- Close both pages, and wait till the next refresh.

Notes

- Table lines are pairs formatted with |styling|data|, it is the data we need. If you wish to add a line to table, do the same, copy the top line and change the numbers. You may need to change a few colours too. Look for the |style="background:white"| code.

12.   Using templates

Templates are wonderful things- they start with two **{{** squiggly brackets- then comes its name, a |
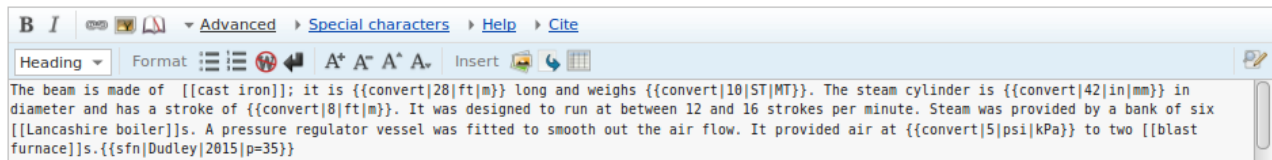pipe character, and the fields (or parameters).

Some fields **[Unnamed parameters]** are recognised by their position, others **[Named parameters]**
need a *dictionary pair* (a *name* then an = , then the *value*).

Templates write (transclude) a block of text onto the page- but can do hidden things as well, like
copy in graphics, clever formatting and complicated arithmetic. Here two of the most common are
used.

Example

```
The beam is made of  [[cast iron]]; it is {{convert|28|ft|m}} long and weighs
{{convert|10|ST|MT}}. The steam cylinder is {{convert|42|in|mm}} in diameter and has a
stroke of {{convert|8|ft|m}}. It was designed to run at between 12 and 16 strokes per
minute. Steam was provided by a bank of six [[Lancashire boiler]]s. A pressure
regulator vessel was fitted to smooth out the air flow. It provided air at {{convert|
5|psi|kPa}} to two [[blast furnace]]s.{{sfn|Dudley|2015|p=35}}
```

The beam is made of cast iron; it is 28 feet (8.5 m) long and weighs 10 short tons (9.1 t). The steam cylinder is 42 inches (1,100 mm) in diameter and has a stroke of 8 feet (2.4 m). It was designed to run at between 12 and 16 strokes per minute. Steam was provided by a bank of six Lancashire boilers. A pressure regulator vessel was fitted to smooth out the air flow. It provided air at 5 pounds per square inch (34 kPa) to two blast furnaces.[1]

```
B  I    ⬚ ▣ ⬚  ▾ ‣ Advanced   ‣ Special characters   ‣ Help   ‣ Cite
Heading ▾  Format ≔ ≔ ⓦ ↵  A⁺ A⁻ A^ A▾  Insert ▣ ↻ ▦                          ✍
The beam is made of  [[cast iron]]; it is {{convert|28|ft|m}} long and weighs {{convert|10|ST|MT}}. The steam cylinder is {{convert|42|in|mm}} in
diameter and has a stroke of {{convert|8|ft|m}}. It was designed to run at between 12 and 16 strokes per minute. Steam was provided by a bank of six
[[Lancashire boiler]]s. A pressure regulator vessel was fitted to smooth out the air flow. It provided air at {{convert|5|psi|kPa}} to two [[blast
furnace]]s.{{sfn|Dudley|2015|p=35}}
```

Discussion

Templates just selectively write the prepared text which can contain markers to include one of the
parameters. The **{{convert|5|psi|kPa}}** template above includes some computer code that does some
maths. Some templates provide links , images and formatting. Two common template families are
the Infoboxes and Navboxes.

Further help

See: **[[Help:Templates]]**

To get the documentation about individual templates, type Template:name in the search box.

See: **Template:Convert**
See **Template:Sfn**
See **Template:SfnRef**

Wikipedia

13.   Using a infobox

```
{{Infobox Historic Site
| name =Gawthorpe Hall
| image =Gawthorpe new.jpg
| caption =Gawthorpe Hall from the front
| locmapin =United Kingdom Borough of Burnley
| latitude =53.8027
| longitude =-2.2948
| location = [[Padiham]], [[Borough of Burnley|Burnley]],
[[Lancashire]],<br /> BB12 8UA
| area =
| built =
| architect =
| architecture =
| governing_body =
| designation1 =Grade I Listed Building
| designation1_offname = Gawthorpe Hall and surrounding
balustrade
| designation1_date = 1 April 1953
| designation1_number = {{English Heritage List entry|
num=1237626|short=y|ps=none}}
}}
```

Discussion

All the parameters here take the form of dictionary pairs. (name=value). Blanks are not printed.

There are many types of infobox for objects, settlements, buildings: each follows the same form. The top line is -double squiggly brackets- Infobox Name, then all the others are the dictionary pairs that the editor writes in. If it is blank nothing is rendered.

The template here is the **Infobox for Historic buildings**. The first dictionary pair is `name =Gawthorpe Hall` . This is not a special box for this building, the building details are the just the contents of the box- and the infobox processes them to produce (render) the panel you can see. Try what happens by changing a few.

Three points:

> * This could all be written on one line- the ' | ' pipe character acts as the separator, the line-break is superfluous!
> * Seeing a parameter-name **designation1** = suggests that we can add a **designation2 =...,** Look below for a complete list
> * in **designation1_number = {{English Heritage List entry|num=1237626|short=y| ps=none}}** we have embedded another template.

Further help

See : [[Template:Infobox Historic Site]]. [[Category:Infoboxes]]

14.   Using a navbox template

Adding one to your page

Navboxes always are the last thing on a page after the commons link template but before the categories. To keep them from remaining open, add "**|state=autocollapse**"

```
==External links==
{{commons category|Gillows of Lancaster and London}}
{{City of Lancaster}}
{{Judges' Lodgings, Lancaster |state=autocollapse}}
```

Images of the result

This is how it looks closed

This is how it looks open


```
{{Navbox
| name = Disability art
|title = [[Disability art]]
| listclass = hlist
| state = {{{state<includeonly>|autocollapse</includeonly>}}}
| group1 = Artists
| list1 =
* [[Marc Quinn]]
* [[Alison Lapper]]
* [[Bobby Baker (artist)|Bobby Baker]]

| group2 = Organisations
| list2 =
* [[Shape Arts]]
* [[Shape Arts#Adam Reynolds' Memorial Bursary|Adam Reynolds' Memorial
Bursary]]
* [[Graeae Theatre Company]]

| group3 = Events
| list3 =
 •   ''[[Nottingham University|Dissimilar Reflections, Photography Exhibition,
    Nottingham]]''
|}
```

Discussion

Often we place a navigation box at the bottom of an article that provides links to similar articles. These are hidden (rolled up into a coloured bar). It has three links **V, T, E** (View|Talk|Edit)

When a navbox is closed there is a button [show]- which will turn to [hide] on display. To edit it we are actually editing a template rather than using one with different parameters.

When we want to add an existing navbox to our page we type its name within squiggly brackets.

```
{{disability arts}}
```
When we want to add a new page to the navbox. We open it, look at it and click on the little 'E'.

Type in a new line such as

```
* [[Bobby Baker (artist)|Bobby Baker]]
```
That is the link | what we wish to see.

Cloning a new navbox

Starting from scratch to type a new navbox is a mugs game- copy and paste the template below onto your sandbox and change all the entries so it matches your data When you think you have got it – copy and paste it back into a new template page and view the results.

Further help

There are full details of how to use the Navbox suite of Templates at [[Template:Navbox]]. An advanced time consuming task.

15.   Using a navbox

Adding one to your page

Navboxes always are the last thing on a page before the categories. To keep them from remaining open, add "|**state=autocollapse**"

```
==External links==
{{commons category|Gillows of Lancaster and London}}
{{City of Lancaster}}
{{Judges' Lodgings, Lancaster |state=autocollapse}}
```

Images of the result

This is how it looks closed

This is how it looks open

Wikipedia

There are full details of how to use the Navbox suite of Templates at **[[Template:Navbox]]**. An advanced time consuming task.

16.   Adding your page to an existing navbox

This essentially involves clicking on the 'E ' icon and locatiing the right line and typing in the link.
This just a part of the process.

```
{{Navbox
|name       = Judges' Lodgings, Lancaster
|state      = {{{state|autocollapse}}}
|title      = [[Judges' Lodgings, Lancaster]
|titleclass = fn org
|bodyclass = hlist vcard
|image      =
|above =
|group1 = Artists
|list1  =
* [[George Romney (painter)|George Romney]]
* [[Armand Guillaumin]]
|group2 = <!-- group merged, leave blank for now -->
|list2  =
|group4 = Gillow collection
|list4  ={{Navbox subgrou
   | group1 = Organisations
   | list1  =
* [[Gillows]]
* [[Waring & Gillow]]
* [[Gillow archives]]
   | group2 = People
   | list2  =
* [[Robert Gillow]]
* [[Richard Gillow]]
* [[Bruce James Talbert]]
* Francis Dowbiggin
   | group3 = Objects
   | list3  =
* [[Lady's Workbox, 1808]]
* [[John Langshaw|Chamber Barrel Organ]]
}}
|group5 = Museum of childhood
|list5  =
* [[Lenci dolls]]
* [[Simon & Halbig]]
<!--|group7 = Paintings & drawings
|list7  = {{Navbox subgroup
         | group1 = [[Joseph Wright of Derby|Joseph Wright]]
         | list1  =
* ''[[Richard Arkwright]]''
* ''[[A Philosopher Lecturing on the Orrery|Orrery]]''
```

> A simple group
> **group1** is its name
> containing the title **Artists**
> In the associated **list1** we find
> `* [[George Romney (painter)|
> George Romney]]
> * [[Armand Guillaumin]]

> Comment using
> <!--   -->
> A blank list- **list2**

> This group4 contains the Gillow collection
> But
> The associated **list4** contains a navbox subgroup.
> This has three subgroups with titles
> **Organisations, People, Objects**
> showing
> * [[Gillows]] * [[Waring & Gillow]] * [[Gillow archives]]
> -
> * [[Robert Gillow]]* [[Richard Gillow]] * [[Bruce James Talbert]] * Francis Dowbiggin
> -
> * [[Lady's Workbox, 1808]]
> * [[John Langshaw|Chamber Barrel Organ]]

> A simple group with 2 items in the list

> This group has been commented out, using
> <!--   -->

```
* ''[[Vesuvius in Eruption (W]
-->
|group10 = Lancashire history
|list10 =
* [[Pendle witches]]
* [[Abraham Rawlinson]]
|group11= Building's history
|list11 = {{Navbox subgroup
    | group1 = Organisations
    | list1  =
    | group2 = People
    | list2  =
* [[Thomas Covell]]
* [[Thomas Cole (Lancaster)|Thomas Cole]]
* [[Robert de Holland, 1st Baron Holand|Robert de Holland]]
}}
|below =
* '''[[Lancaster City Museum]] [[Custom House, Lancaster]]
* '''[[Ashton Memorial]]'''
}}<noinclude>
{{collapsible option}}
[[Category:United Kingdom buildings and structures templates]]
</noinclude>
```

An empty sublist (callout pointing to `| list1 =`)

The footer (callout pointing to `|below =`)

	Culture and infrastructure of the City of Lancaster	[show]
V·T·E		

V·T·E		Judges' Lodgings, Lancaster		[hide]
Artists		George Romney · Armand Guillaumin		
Gillow collection	**Organisations**	Gillows · Waring & Gillow · Gillow archives		
	People	Robert Gillow · Richard Gillow · Bruce James Talbert · Francis Dowbiggin		
	Objects	Lady's Workbox, 1808 · Chamber Barrel Organ		
Museum of childhood		Lenci dolls · Simon & Halbig		
Lancashire history		Pendle witches · Abraham Rawlinson		
Building's history	**People**	Thomas Covell · Thomas Cole · Robert de Holland		
	Lancaster City Museum Custom House, Lancaster · Ashton Memorial			

Discussion

Often we place a navigation box at the bottom of an article that provides links to similar articles. These are hidden (rolled up into a coloured bar). It has three links **V, T, E** (View|Talk|Edit)

When a navbox is closed there is a button [show]- which will turn to [hide] on display.

Cloning a new navbox

Starting from scratch is a mugs game- copy and paste the template below onto you sandbox and change all the entries so it matches your date. When you think you have got it – copy and paste it back into a new template page and view the results. It has the prefix **Template:**, so this one is **Template:Judges' Lodgings, Lancaster,** and access it with **{{Judges' Lodgings, Lancaster}}.** Just to read it **[[Template:Judges' Lodgings, Lancaster]].**

17.   Using geotags

```
{{coord|54.032|-0.593|display=title}}
{{coord|54.032|-0.593|display=inline}}
{{coord|54.032|-0.593|display=inline,title}}
```

Discussion

When we don't have an infobox we use the coordinates tag , **coord**. Remember all latitudes to the west take a minus sign.

It is possible to write a **coord** tag using degrees/minutes/seconds format which you may see.

```
{{Coord|34|1|27.37|N|116|9|29.88|W|display=inline,title}}
```

Wikipedia commons geotags

On commons the tag uses the word location- this is because it tags the location of the photographer while on wikipedia it is the object.

{{location |51.3921|0.5256}} : *an example from Kent.*
{{Location withheld}} *for sensitive locations.*
You can add a heading or write it in old money. Remember that most of the UK is west of Greenwich so you need a minus sign.
{{Location |53.409130|-2.164381|heading:225}} : *an example from Stockport.*
{{Location|34|1|27.37|N|116|9|29.88|W|heading:225}} : *an example from overseas.*

A useful tool is **Google maps**- or **http://thuejk.dk/wiki_maps.html** though is a bit shake for the western hemisphere in Commons.

The purists use **OpenStreetMap** to find coordinates.
        https://www.openstreetmap.org/?mlat=53.4143&mlon=-.1457zoom=15#map=15/53.4143/-2.1457
is in Stockport.

OpenStreetMap tool

Goto any article or image, click on the co-ordinates-select OpenStreetMap. You will get one of two screens depending on your past editting. (You need the one with the search bar.)

* A raw map with no search bar: on this Click on *OpenStreetMap* at the bottom right corner- you now toggle to the map you need

* A map with a search bar: At the top left corner, there is some text in the search bar : *Where am I?,* This gives the values for the centre of the map, which you can cut and paste.
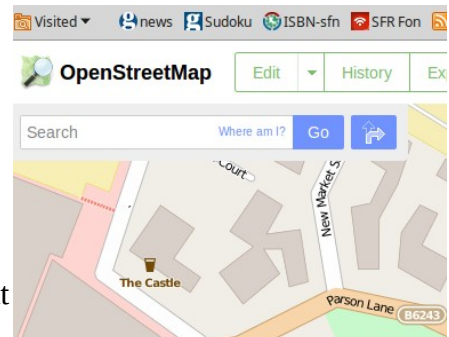
Wikipedia

18.   Using categories

Categories (++): Manufacturing companies of England (−) (±) | Steam engine manufacturers (−) (±) | 1862 establishments in England (−) (±) | 1959 disestablishments in England (−) (±) | Millwrights (−) (±) | Defunct engineering companies of England (−) (±) | Nelson, Lancashire (−) (±) | Companies based in Lancashire (−) (±) | (+)

Discussion

Really a simple task. Sometime the box above is added automatically- but you can type the category in manually and change it you get it wrong. Type: **[[Category: Lancashire]]** for example. There is some order in this chaos, wikignomes are constantly trying to rationalise the categories.

Categories in Commons

You will use these to find the images you need, when you have passed up and down the tree and found the relevant folder, you can paste the name onto the Wikipedia page using

{{commonscat|Shops in Clitheroe}} etc.

Further help

Wikipedia

19. Inserting a simple reference

Context

Every thing we write has to have a given reference, and a space at the bottom of the page to display it. Better a poor reference than none is the rule- but there are many ways that we add a reference and many ways we format the bottom of the page so they are displayed. Often we are adding to a page so we have no choice about the display method- but if we are writing a new page we must ensure that somewhere there is the template **{{reflist}}**.

Example

```
<ref>George Serle, Dialling, 1653, p=17</ref>
```
The first time the reference is used.
```
<ref name="GS 19">George Serle, Dialling, 1653, p=19</ref>
```
Further use,
```
<ref name="GS 19"/>
```
Subsequent use.
```
<ref name="GS 19"/>
```
This will display in the **{{reflist}}** bit as

1. George Serle, Dialling, 1653, p=17
2. a, b, c George Serle, Dialling, 1653, p=19

Discussion

Further help

See the next few pages- this is so important that editors have added many ways that achieve the same result. Rule of thumb: Anything is better than nothing- wikipedia is co-operative, do the best you can and other editors will clean up the mistakes.

Wikipedia

20.   Inserting a drop down box reference
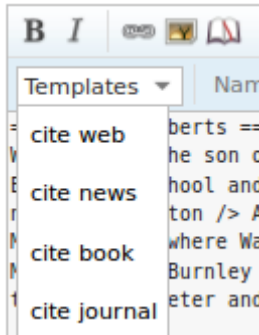
At the top of page you can choose to open a **cite book** template. Fill it in, and use the insert button and you will have a nice **inline reference** . It is written in the source text but will place itself to appear at the end in the **reflist.**

Discussion

Those are the common fields: fill in as many as you can.

There are more fields – just click the Show more fields button (second button).

Life can be made a lot simpler by typing in the ISBN first and selecting autofill. This feature can be a bit shaky.

Wikipedia

21.   Inserting a bibliography type reference

Context

There are two bits to do here.

    1. Add an inline link.

    2.Add the full reference at the bottom in the bibliography

In-line link

`<ref name=R1921>{{harvnb|Roberts|1921}}</ref>`

or use

`{{sfn|Roberts|1921}}`   **(**Read more on the next page.)

At the bottom in the bibliography

```
*{{citation |url=http://oneguyfrombarlick.co.uk/viewtopic.php?t=7259|title=
Arthur Robert's Engine List|publisher=One guy from Barlick-Book
Transcription|last=Roberts|first=A S|year=1921|work=Arthur Roberts Black
Book.|accessdate=2009-01-11|ref=harv}}
```

or use a dropdown template (see previous page)- strip out the **`<ref></ref>`** brackets- and put a **`'*'`** in front

Discussion

The top example is how we used to do it in the olden days- and some of us ttill do!

Academics will be familiar with this Harvard style referencing, and will have used it in writing dissertations.

We judge the quality of the article by the quality of the references. Some things we find on line like fanzines and blogs are not accepted.

Further help

Wikipedia

22.   Using sfn efn type references

In the text

Pure joy, sfn (short footnotes).

```
{{sfn|Gregory|1903}}
{{sfn|Sawyer|2012|p=33}}
{{sfn|Sawyer|2012a|p=36}}
{{efn|During the revolution, the months were give alternative names}}
```

At the end- in references and bibliography

```
==References==
;Notes
{{notelist}}
;Footnotes
{{reflist|2}}
==Bibliography==
*{{cite journal|name=Sawyer| … |ref=harv}}
```

Discussion

To make the items in the bibliography, use the editor cite templates, then erase the **<ref>** and **</ref>** but add by hand a field **|ref=harv** usually after the **|year=.** This will make the link.

When the author has published more that one text in a year- add on 'a ', 'b', 'c' etc.

We separate the notes from the footnotes at this point. The **efn** (extended footnotes) will go in a separate section, in a **{{notelist}}**The **sfn** (short footnotes) go in the **{{reflist|2}}**. **{{reflist|2}}** means it will arrange itself in two columns **{{reflist|30em}}** does the same but is mobile phone friendly.

Sometimes we have no author but still wish to make a link- **|ref={{sfnRef|Guardian|4}}** will provide a link that we can cite as **{{sfn|Guardian|4}}**.

Further help

There are other ways to lay out your end sections as described next.

23.   Sections at the foot of the page

In an ideal world the bottom of the page includes these sections. There are many choices however!

We need the template **{{reflist}}** to display all our references. We need **{{notelist}}** to display footnotes.

Simple version	Alternative	Full version	Full version alternative

`==See also==`
 	
`==References==`
`{{reflist}}`
 	
`==External links==`
	`==See also==`
	`==References==`
	`<references/>`
	
	`==External links==`
		`==See also==`
		`==References==`
		`;Footnotes`
		`{{notelist}}`
		`;Notes`
		`{{reflist}}`
		`;Bibliography`
		`;Further reading`
		`==External links==`
			`==See also==`
			`==References==`
			`===Footnotes===`
			`{{notelist}}`
			`===Notes===`
			`{{reflist}}`
			`===Bibliography===`
			`===Further reading===`
			`==External links==`

Discussion

The **See also** section is used for links to **similar wikipedia articles,** and when included, it is always positioned **above** the references**.**

The **External links** section goes at the end and contains links to non-wikipedia articles, using the single bracket format.

The **===Notes===** creates a subsection that appears in the Table of Contents (TOC) while the **semi-colon** (;) as in **;Notes** just gives a pleasant highlight. Both can be used- its your call.

Wikipedia

24.   Uploading an image

Discussion

Commons will not accept an image without knowing the author, the copyright status and the source. Images are far more useful if they have a meaningful name, a full description, the date and a geotag. They should be put in one or more categories so people can find them.

You must verify that you own copyright (a cut and paste from another website is a big no-no), describe how you are releasing your copyright, give link to you as the author and provide a description including a geotag where possible- and say what categories this may fit into- yes that is a lot - to help there is a link to the **Upload Files** methods on the left side bar.

This is a quick route for single files found at
https://commons.wikimedia.org/wiki/Special:Upload

Further help

See: https://commons.wikimedia.org/wiki/Special:UploadWizard for a hand holding version. Found on Commons.
Or see: https://commons.wikimedia.org/wiki/Commons:Upload

Wikipedia

25.   Uploading many images-Commonist

There are two very useful programs you can use. You must install these programs on your own PC. These help you to fill in the essential fields. Commons will not accept an image without knowing the author, the copyright status and the source. Images are far more useful if they have a meaningful name, a full description, the date and a geotag. They should be put in one or more categories so people can find them.
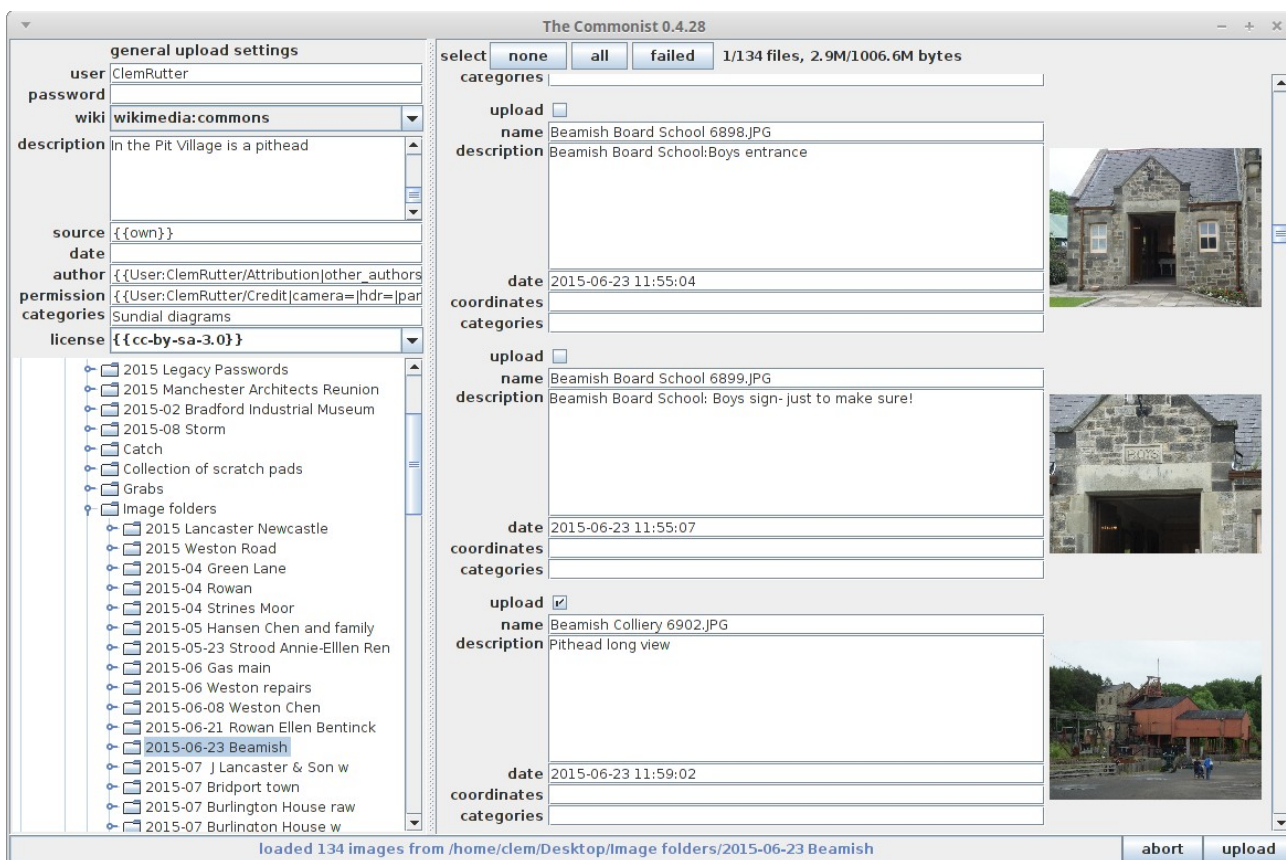
In the left column you put all the details you must provide (and a panel to find the source folder).

User
Password
Target wikipedia
Description: Text that is common to all the files in the upload.
Obligatory legal licensing information

And on the right are the details that specific to individual files.
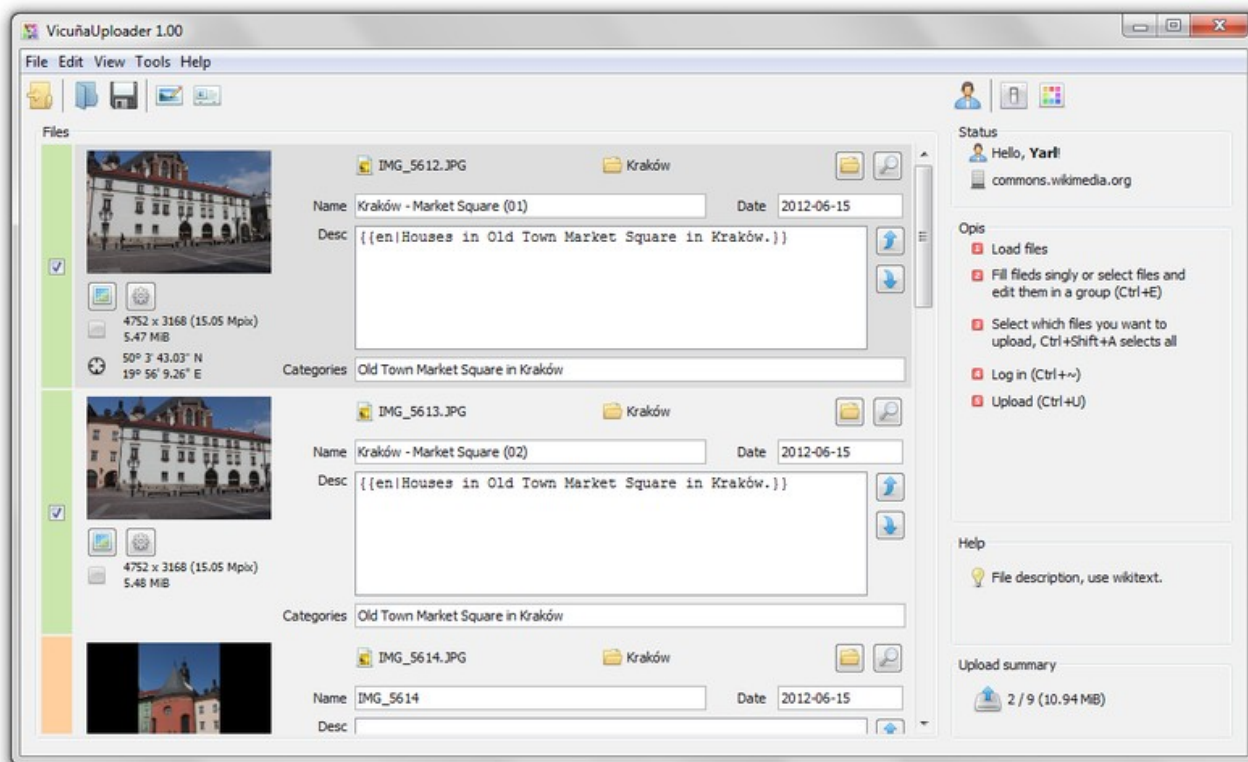
Commonist

This program must be downloaded and installed before you can use it

26.   Uploading many images- VicunaUploader

This is a java program which one downloads from **http://yarl.github.io/vicuna/**

Discussion

There are other tools available- on Android see:
https://github.com/michiel1972/shareWithCommons

Further help

See: [[Commons:Upload tools]]

Wikipedia

27.   Editing css on svg map.
A xml/svg/css skill

On **[[Schengen Agreement]]** article

This map is called with the code.

```
[[File:Schengen Area participation.svg|thumb|
{{legend|#0088cc|EU member states
participating}}
{{legend|#ffff00|EU member states not
participating but obliged to join}}
{{legend|#ff6666|EU member states with an opt-
out}}
{{legend|#7CFC00|non-EU member states
participating}}
{{legend|#FFA500|non-EU member states de facto
participating}}
{{legend|#4B0082|non-EU member states with an
open border}}]]
```

This uses the **{{legend}}** template, and the colours are given using **#7CFC00** etc

Changing colours in the map

- The map is an .svg which technically means that it one
  giant text file. If we can find the relevant bits and
  change them the shapes and colours can be changed.
- So save the svg to your desktop /workspace, and right click to open it with notepad, gedit or
  geaney and you will see the text.
- Here we see a section of css styling- and enough information to see how to change colour.
- Lets change participating states to cyan, **#0088cc to #00cccc** , then give France's an opt-out.

```
10 ⊟ <style type="text/css">
11
12     *          { fill:none; }
13     path       { fill:#b0b0b0; stroke:#000000; stroke-width:10; }
14     circle     { fill:#b0b0b0; stroke:#000000; }
15
16   <!-- EU members participating -->
17   .at, .be, .cz, .dk, .ee, .fi, .fr, .de, .gr, .hu, .it, .lv, .lt, .lu, .nl, .pl
18   {fill:#0088cc}
19
20   <!-- circle aroud malta -->
21   .mt
22   {
23   fill:none;
24   stroke:#0088cc;
25   }
26
27   <!-- EU members not participating but obliged to join -->
28   .bg, .hr, .cy, .ro
29   {fill:#ffff00}
30
31   <!-- EU members with an opt-out -->
32   .ie, .gb
33   {fill:#ff6666}
34
```

Editing the svg text

```
<!-- EU members participating -->
.at, .be, .cz, .dk, .ee, .fi, .fr, .de, .gr, .hu, .it, .lv, .lt, .lu, .nl, .pl, .pt, .sk, .si,
.es, .se
{fill:#0088cc}

<!-- circle aroud malta -->
.mt
{
fill:none;
stroke:#0088cc;
}

<!-- EU members not participating but obliged to join -->
.bg, .hr, .cy, .ro
{fill:#ffff00}

<!-- EU members with an opt-out -->
.ie, .gb
```

The changed text

```
<!-- EU members participating -->
.at, .be, .cz, .dk, .ee, .fi, .de, .gr, .hu, .it, .lv, .lt, .lu, .nl, .pl,
.pt, .sk, .si, .es, .se
{fill:#00cccc}
```

and

```
<!-- EU members with an opt-out -->
.ie, .fr, .gb
{fill:#ff6666}
```

This has to be save-as 'ed and uploaded with the file wizard. The legend colour in the caption will also be cyan #00cccc.

Further help

See: [[Wikipedia:Graphs and charts]]
        [[Help:Cascading Style Sheets]]

28.   Writing templates

For a full description see: **[[Help:Templates]]** <mark>**Items on this page are being changed.**</mark>

Wikipedia (transcludes) includes anypage we wrap in squiggly brackets- **{{**, but goes to anypage we wrap in square brackets **[[**. To write a template we just write a short article and place it on our own **User:MyName/template**, or when experimenting. **User:MyName/sandbox**

We have used templates, and are used to the pattern- with a name then parameters separated by the pipe character, |**.**

> **{{ User:MyName/sandbox|51.50|0.0352|date=1652|decl=26.5|name=Stirrup|type=Vertical}}**

Now we must write one.

Parameter Example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude
{{{2}}} was laid out according to the {{{name}}} method which was published
in {{{date}}}.'''
```

Displays as

> ***This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method which was published in 1652.***

Discussion

The key to writing this template is the words wrapped in triple squiggly brackets. The unnamed parameters are called by their position **{{{1}}}** and **{{{2}}}** etc, and the named parameters are called by their name- **{{{decl}}}** and **{{{name}}}** etc. When displayed, all we see is the contents neatly dropped into place.

Default values, if a parameter is missing it can make a mess of the text- so there is a way to substitute a default value. It is placed after a pipe- for instance **{{{name|very clever }}}**.

Parameter with default example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude
{{{2}}} was laid out according to the {{{name|very clever }}}, method which
was published in {{{date| }}}.'''
```

```
{{ User:MyName/sandbox|51.50|0.0352|date=1652|decl=26.5|type=Vertical}}
```

Displays as

> *This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the very clever method which was published in 1652.*

Wikipedia

29.   Template writing Conditionals

See: **[[Help:Templates]]**

Theses are the **if**- **then**- **else** construct and **switch** statement found in all programming languages.

{{#ifeq: word-1 |word-2| True text| false text }} is the model, word-1 can be text or the display from a parameter. g

Conditional Example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude
{{{2}}} was laid out according to the {{{name|very clever }}} method{{#ifeq:
{{{date|none }}}|none|.|, which was published in {{{date}}}.}}'''

{{ User:MyName/sandbox|51.50|0.0352|name=Stirrup|date=1652|decl=26.5|
type=Vertical}}
{{ User:MyName/sandbox|51.50|0.0352|name=Stirrup|decl=26.5|type=Vertical}}
```

Displays as

This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method, which was published in 1652.
This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method.

Discussion

The switch – allows a parameter to be compare with multiple options, each case has targetted text as in the camera example below

Templates are very powerful when combined with tables as in the example below- as we can add style- such as borders and colours.

Wikipedia

Switch and table with style example

```
{|style="width: 80%; margin-top: 8px; font-size: +1.1em; margin-left: auto;
margin-right: auto; background-color:#cedff2; padding: 20px; border-radius:
9px;"
|-
| {{#ifeq:{{{pd|no}}}|old|This image is in the Public Domain.|This image is
licensed under a {{w|Creative Commons}} Attribution-Share Alike licence }}
|{{#switch: {{{camera|}}}
| HS50 = This image was taken using a {{w|Fujifilm FinePix HS50 EXR)}} bridge
camera.[[Category:Photos by Clem Rutter using a Fujifilm FinePix HS50 EXR|
{{PAGENAME}}]]
| F610 = This image was taken using a Fujifilm F610 compact camera.
[[Category:Photos by Clem Rutter using a Fujifilm F610|{{PAGENAME}}]]
| A920 = This image was taken using a Fujifilm A920 compact camera.
[[Category:Photos by Clem Rutter using a Fujifilm A920|{{PAGENAME}}]]
|[[Category:Photos by ClemRutter|{{PAGENAME}}]]
}}
|}
```

Further help

See: **[[Help:Templates]]**

To get the documentation about individual templates, type Template:name in the search box.

See: **Template:Convert. ,Template:Sfn,Template:SfnRef**
See: **User boxes**