

Edit-a-Thon for Democracy: Accountability for Lying to the Courts and Congress

Presented by Protect Democracy with support from Wikimedia DC



November 10, 2021

Wikimedia DC



Wikimedia DC is the regional outreach organization for Wikipedia and the other projects of the Wikimedia Foundation. Our mission is to promote participation in Wikimedia projects in Washington, DC, Maryland, Virginia, West Virginia, Delaware and throughout the United States.

Ariel Cetrone - Institutional Partnerships Manager
Wikipedia Username: @Ariel Cetrone (WMDC)
WikimediaDC.org



Today's Objectives and Goals

Attendees will:

- Learn how to edit existing Wikipedia articles and create new ones

With the goal of:

- Improving/creating the articles on today's work list

Event Management Tools



WIKIPEDIA
The Free Encyclopedia

Event Management Tools: Links in Chat

Wiki Event Page	Event Dashboard	Google Sheet
<p>Wikimedia page that includes:</p> <ul style="list-style-type: none">● links to Wikipedia policies, practices, tools● today's article work list● useful sources● step-by-step editing instructions● today's slide deck <p>The page will remain live and accessible after the event.</p>	<ul style="list-style-type: none">● Allows editors to indicate edit-a-thon participation● Tracks editing progress	<p>Shared sheet used to:</p> <ul style="list-style-type: none">● reserve articles● help prevent cross-editing

Event Page

1. Use link in chat or enter **WP:111021** into the Wikipedia search bar
2. Bookmark this page

Shortcut
WP:PD111021

Edit-a-Thon for Democracy: Accountability for Lying to the Courts and Congress presented by Protect Democracy with support from [Wikimedia DC](#)

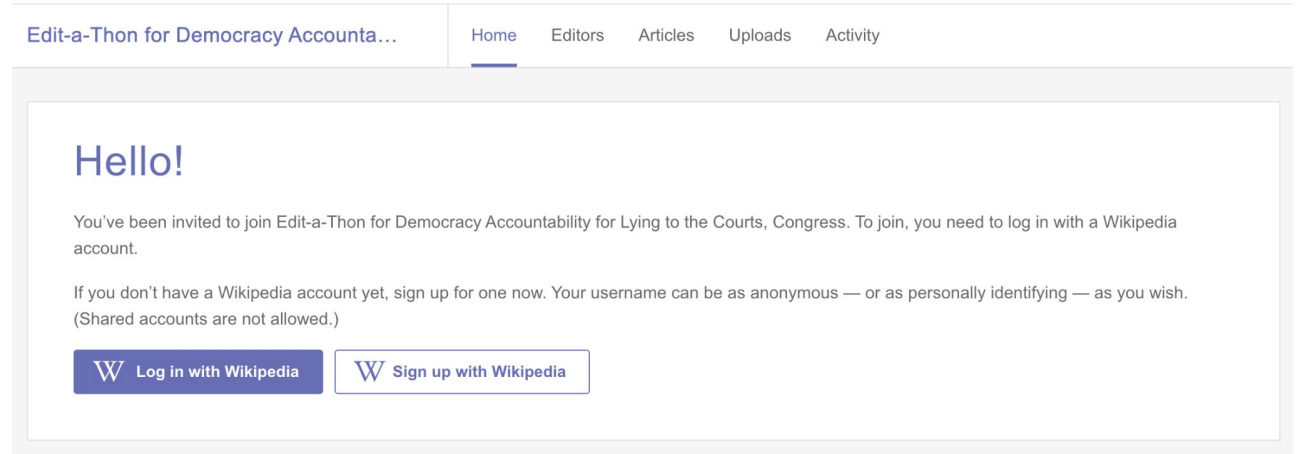
When
November 10, 2021

Registration
[Eventbrite](#)

Event Dashboard
Following these steps at the start of the event.
Step 1: Go to the [DASHBOARD](#)
Step 2: Sign-i
Don't have a Wikipedia account? Select 'Sign up w/ Wikipedia'
Have an account? Select 'Log-in w/ Wikipedia'

Outreach Dashboard

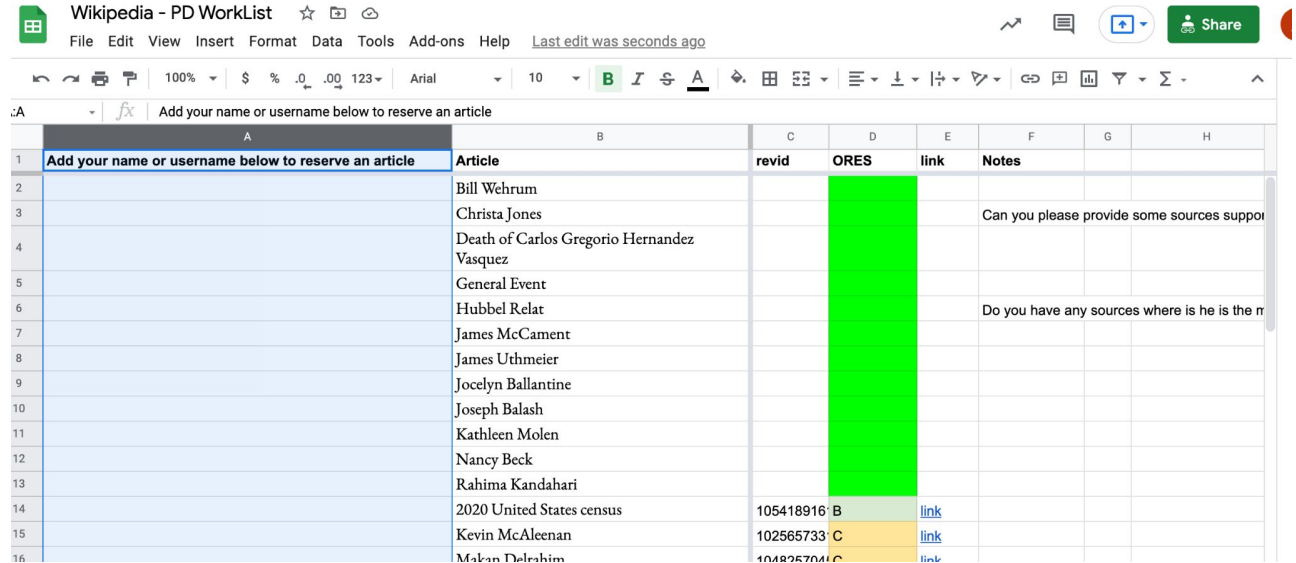
1. Use link in chat
2. Existing editors select 'log in', new editors select 'sign up'



The screenshot shows a web interface for an Edit-a-Thon event. At the top, there is a navigation bar with the following items: "Edit-a-Thon for Democracy Accounta...", "Home" (which is underlined), "Editors", "Articles", "Uploads", and "Activity". Below the navigation bar, the main content area features a large blue heading "Hello!". Underneath the heading, there is a paragraph of text: "You've been invited to join Edit-a-Thon for Democracy Accountability for Lying to the Courts, Congress. To join, you need to log in with a Wikipedia account." This is followed by another paragraph: "If you don't have a Wikipedia account yet, sign up for one now. Your username can be as anonymous — or as personally identifying — as you wish. (Shared accounts are not allowed.)" At the bottom of the content area, there are two buttons: a dark blue button with the Wikipedia logo and the text "Log in with Wikipedia", and a white button with a blue border, the Wikipedia logo, and the text "Sign up with Wikipedia".

Google Sheet

1. Add username next to desired article
2. Create or edit article
3. Remove when done



The screenshot shows a Google Sheet titled "Wikipedia - PD WorkList". The sheet contains a table with the following columns: Article, revid, ORES, link, and Notes. The rows list various Wikipedia articles and their corresponding ORES IDs and links. A green highlight is visible in the ORES column for the first row.

	A	B	C	D	E	F	G	H
1	Add your name or username below to reserve an article	Article	revid	ORES	link	Notes		
2		Bill Wehrum						
3		Christa Jones				Can you please provide some sources support		
4		Death of Carlos Gregorio Hernandez Vasquez						
5		General Event						
6		Hubbel Relat				Do you have any sources where is he is the m		
7		James McCament						
8		James Uthmeier						
9		Jocelyn Ballantine						
10		Joseph Balash						
11		Kathleen Molen						
12		Nancy Beck						
13		Rahima Kandahari						
14		2020 United States census	105418916	B	link			
15		Kevin McAleenan	102565733	C	link			
16		Makan Dolehim	104825704	C	link			



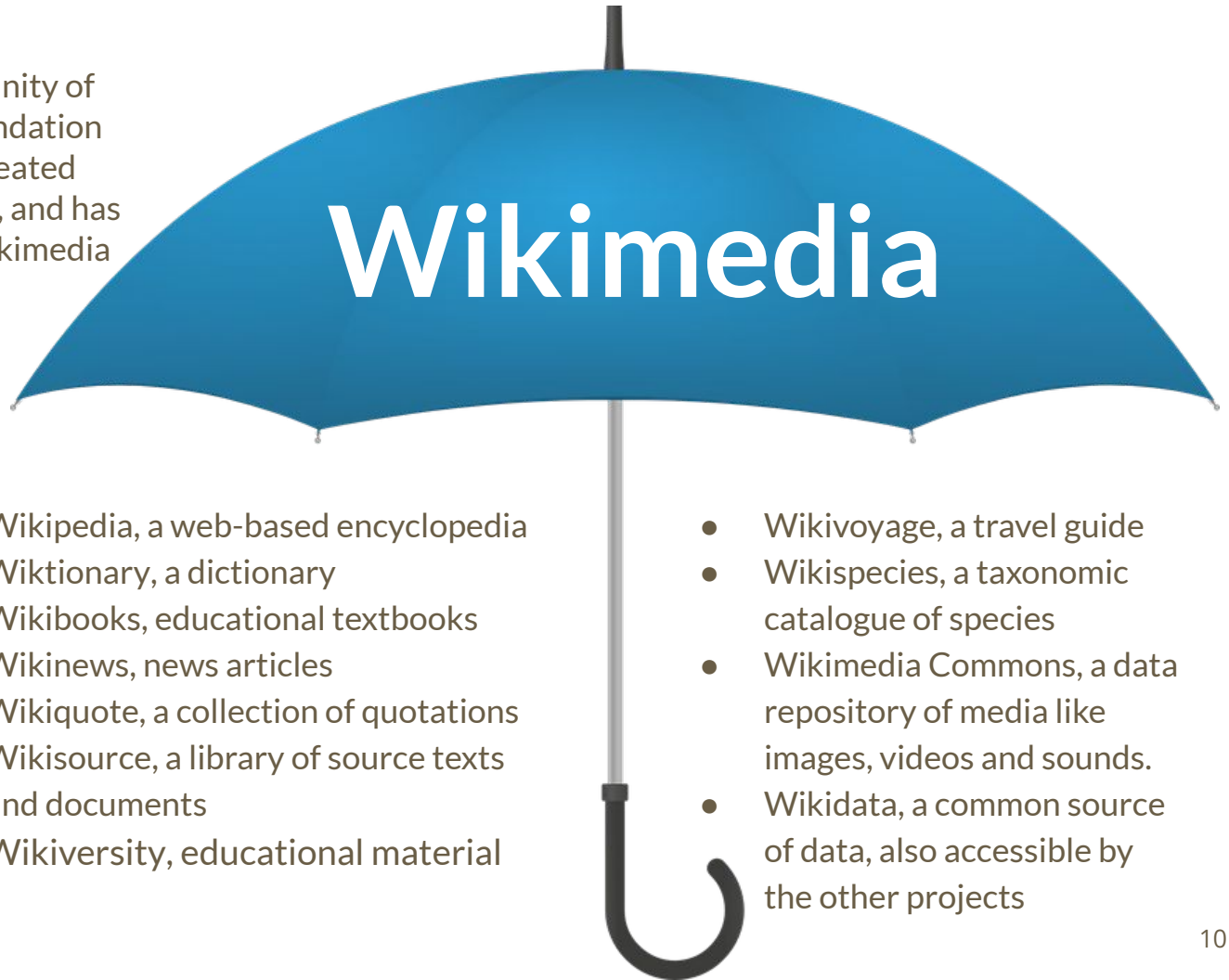
Wikipedia

What exactly is it, anyway???

Wikimedia, is the global community of contributors to Wikimedia Foundation projects. The movement was created around Wikipedia's community, and has since expanded to the other Wikimedia projects.



- Wikipedia, a web-based encyclopedia
- Wiktionary, a dictionary
- Wikibooks, educational textbooks
- Wikinews, news articles
- Wikiquote, a collection of quotations
- Wikisource, a library of source texts and documents
- Wikiversity, educational material



- Wikivoyage, a travel guide
- Wikispecies, a taxonomic catalogue of species
- Wikimedia Commons, a data repository of media like images, videos and sounds.
- Wikidata, a common source of data, also accessible by the other projects

What is Wikipedia?

Wikipedia is a multilingual, web-based, **free encyclopedia based** on a model of **openly editable content**. It is the largest and most popular general reference work on the Internet. [Wikipedia] is supported by the Wikimedia Foundation, a non-profit organization which operates on money it receives from donors.

From Wikipedia (en)

Wikipedia: the 21st-century encyclopedia



“Imagine a world in which every single person on the planet is given free access to the sum of all human knowledge. That's what we're doing.”

-Jimmy Wales, co-founder, Wikipedia

About us



Free as in beer, Free as in freedom ... gratis et libre

Created and edited by volunteers

Overseen by nonprofit Wikimedia Foundation

All edits and versions recorded forever (revision history)

6+ million articles, 280+ languages

Free...

All content freely licensed without restrictions

Creative Commons Attribution Sharealike or
Public Domain

Written content or image/video/audio uploads

Wikimedia Commons - multimedia repository
commons.wikimedia.org

Commercial re-use is absolutely allowed. Google,
publishers...



Wikipedia Statistics

Total page views, October '21

- English Wikipedia: 9B
- All Wikipedias: 22B

5 million edits (En)

2 million edited pages (En)

Active editors (5 edits/month): 41K (En)



WIKIPEDIA
The Free Encyclopedia

Wikipedia Basics, Policies, and Oversight



WIKIPEDIA
The Free Encyclopedia

Wiki

- A website where anyone can edit any page at any time
- Meant to be "quick"
- Remembers all versions (nothing ever destroyed)
- Hyperlinks between pages

Wikipedia: Five Pillars

- Wikipedia is an encyclopedia
- Wikipedia is written from a neutral point of view
- Wikipedia is free content that anyone can use, edit, and distribute
- Wikipedia's editors should treat each other with respect and civility
- Wikipedia has no firm rules

WP:Pillars

Wikipedia Policies

- **Neutral Point of View** - written so all sides can agree (WP:POV)
- **Notability** - significant independent sources -> importance (WP:N)
- **Verifiability** - Using reliable sources to reference information (WP:V)
- **No original research** - point to existing scholarship (WP: NOR)
- **Assume good faith** - start with congenial spirit (WP:GF)
- **Conflicts of interest** - disclose and abide by terms of service (WP:COI)

Wikipedia: Reliable sources

Articles should be based on reliable, published sources. If no reliable sources can be found on a topic, an article should not exist.

Reliable sources

per WP guidelines

- Published scholarship (print or online)
- News organizations
- Vendor and e-commerce sources (Can be used to verify awards won, album length, etc.)
- Biased or opinionated sources (Only when trying to report the existence of one side of a topic, debate, etc.)

Unreliable sources

per WP guidelines

- Questionable sources. (Those with a poor reputation for checking the facts or with no editorial oversight)
- Self-published sources including websites*
- Primary sources*
- Social media sites including LinkedIn

* These can be added to external links section, but should not be cited

Article Quality Assessment

All rated articles by quality and importance						
Quality	Importance					Total
	Top	High	Mid	Low	???	
★ FA	1,367	2,170	2,109	1,464	168	7,278
★ FL	160	598	661	602	104	2,125
⌚ A	286	599	749	484	88	2,206
⊕ GA	2,649	6,070	12,137	14,488	1,716	37,060
B	14,121	27,225	43,432	42,358	17,154	144,290
C	13,828	42,716	102,161	177,465	66,752	402,922
Start	18,396	86,562	367,500	1,169,090	373,528	2,015,076
Stub	4,467	32,387	274,144	2,417,103	869,038	3,597,139
List	4,030	14,528	44,236	138,119	76,071	276,984
Assessed	59,304	212,855	847,129	3,961,173	1,404,619	6,485,080
Unassessed	120	519	1,984	16,450	437,768	456,841
Total	59,424	213,374	849,113	3,977,623	1,842,387	6,941,921

Challenges: Article Editing and Creation

Barriers to article creation include:

- Lack of access to editing training
- Fewer secondary sources due to limited coverage of women's accomplishments
- Absence of freely-licensed images

Solutions include:

- Increasing outreach to new editors through workshops and edit-a-thons
- Publishing verifiable information about women from all eras
- See Project Rewrite

Article Anatomy



WIKIPEDIA
The Free Encyclopedia

Sample Article

Article [Talk](#)

[Read](#) [Edit](#) [View history](#)

Search Wikipedia



Kirstjen Nielsen

From Wikipedia, the free encyclopedia

Kirstjen Michele Nielsen (born May 14, 1972) is an American politician and attorney who served as [United States secretary of homeland security](#) from 2017 to 2019. She is a former [principal White House deputy chief of staff](#) to President [Donald Trump](#) and was chief of staff to [John F. Kelly](#) during his tenure as Secretary of Homeland Security.

Nielsen was confirmed as Secretary of Homeland Security on December 5, 2017. Nielsen is best known for implementing the [Trump administration family separation policy](#). She resigned in April 2019.^[1]

Contents [hide]

- 1 [Early life and education](#)
- 2 [Early career](#)
- 3 [Initial positions in the Trump administration](#)
- 4 [Secretary of Homeland Security](#)
 - 4.1 [Nomination](#)
 - 4.2 [Tenure](#)
 - 4.2.1 [Family separation policy](#)
 - 4.2.2 [Border incidents](#)
 - 4.2.2.1 [Border agents' use of tear gas](#)
 - 4.2.2.2 [Deaths of migrant children in CBP custody](#)
 - 4.2.3 [Asylum request from Anastasia Veshukovich](#)

Kirstjen Nielsen



6th United States Secretary of Homeland Security

In office

Article talk page

Article **Talk** Read Edit source New section View history ☆ More ▾ TW ▾ Search Wikipedia

Talk:Kirstjen Nielsen [edit source]

From Wikipedia, the free encyclopedia

This is the **talk page** for discussing improvements to the **Kirstjen Nielsen** article.

This is **not a forum** for general discussion of the article's subject.

- Put new text under old text. [Click here to start a new topic.](#)
- [Sign your posts](#) by typing four tildes (`~~~~`).
- New to Wikipedia? Welcome! [Learn to edit](#); [get help](#).

- [Assume good faith](#)
- [Be polite and avoid personal attacks](#)
- [Be welcoming to newcomers](#)
- [Seek dispute resolution](#) if needed

- Article policies**
- [Neutral point of view](#)
 - [No original research](#)
 - [Verifiability](#)

Find sources: [Google](#) ([books](#) · [news](#) · [scholar](#) · [free images](#) · [WP refs](#)) · [FENS](#) · [JSTOR](#) · [NYT](#) · [WP Library](#)

This article must adhere to the **biographies of living persons (BLP)** policy, even if it is not a biography, because it contains material about living persons. Contentious material about living persons that is unsourced or **poorly sourced must be removed immediately** from the article and its talk page, especially if potentially **libellous**. If such material is repeatedly inserted, or if you have other concerns, please report the issue to [this noticeboard](#).

If you are a subject of this article, or acting on behalf of one, and you need help, please see [this help page](#).



This page is about an active politician who is running for office or has recently run for office, is in office and campaigning for re-election, or is involved in some current political conflict or controversy. Because of this, this article is at increased risk of **biased** editing, talk-page **trolling**, and simple **vandalism**.



This article is of interest to the following **WikiProjects**:

[hide]

Article Sections: Lead Paragraphs and infoboxes

Article [Talk](#)

Lead paragraph/s:
Emboldened name, DOB,
notability statement/s

[View history](#)

Main photo or
Infobox
placement

Kirstjen Nielsen

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Nielsen was confirmed as Secretary of Homeland Security on December 5, 2017. Nielsen is best known for implementing the [Trump administration family separation policy](#). She resigned in April 2019.^[1]

Contents [\[hide\]](#)

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 - 4.2.2 [Border incidents](#)
 - 4.2.2.1 [Border agents' use of](#)
 - 4.2.2.2 [Deaths of migrant children in custody](#)
 - 4.2.3 [Asylum request from Anastasia Veselukovich](#)

Remainder is mostly chronological
See: **WP:Manual of Style** for guidance

Kirstjen Nielsen



6th United States Secretary of Homeland Security

In office

Article Sections: References

Early life and education [[edit](#) | [edit source](#)]

Kirstjen Michele Nielsen was born on May 14, 1972, in [Colorado Springs, Colorado](#), to Phyllis Michele Nielsen and James McHenry Nielsen, both [United States Army](#) physicians. Nielsen's father is of [Danish](#) ancestry while her mother is of [Italian](#) descent.^[2] The oldest of three children, Nielsen has a sister, Ashley, and a brother, Fletcher. Following Nielsen's birth, the family relocated from Colorado Springs to [Clearwater, Florida](#).^[3]

Following high school, Nielsen attended the [Georgetown School of Foreign Service](#), graduating with a Bachelor of Science

References [[edit](#) | [edit source](#)]

- ¹ [^] Faulders, Katherine (April 8, 2019). "Department of Homeland Security Secretary Kirstjen Nielsen resigns"[☒]. *ABC News*. Archived[☒] from the original on April 11, 2019. Retrieved April 10, 2019.
- ² [^] ^a ^b ^c "That's Not the Kirstjen We Know"[☒]. *POLITICO Magazine*. Archived[☒] from the original on May 17, 2019. Retrieved July 2, 2018.
- ³ [^] "Homeland Security Secretary Nominee Kirstjen Nielsen Testifies Confirmation"[☒]. *COMPAN.org*. Archived[☒] from the original on January 12, 2018. Retrieved January 11, 2018.
- ⁴ [^] ^a ^b Williamson, Eric (October 11, 2017). "Kirstjen Nielsen '99 Tanned for Top Post at
- ⁵⁰ [^] "Was the 'Law to Separate Families' past in 1997 or 'by Democrats?'"[☒]. *Snopes Fact Check*. Archived[☒] from the original on June 19, 2018. Retrieved April 7, 2019.
- ⁵¹ [^] Kopan, Tal. "New DHS policy could separate families caught crossing the border illegally"[☒]. CNN. Archived[☒] from the original on November 14, 2020. Retrieved June 24, 2018.
- ⁵² [^] Kopan, Tal (May 15, 2018). "DHS secretary defends separating families at the border"[☒]. CNN. Archived[☒] from the original on November 14, 2020. Retrieved June 16, 2018.
- ⁵³ [^] ^a ^b Lockie, Alex (June 18, 2018). "Conclusive proof that it is Trump's policy to

Additional Sections

External links [[edit](#) | [edit source](#)]

[Homeland Security bibliography](#)

- [Appearances on C-SPAN](#)



Wikimedia Commons has media related to ***Kirstjen Nielsen***.

Political offices		
Preceded by John F. Kelly	United States Secretary of Homeland Security 2017–2019	Succeeded by Alejandro Mayorkas

V · T · E	United States Secretaries of Homeland Security	[show]
V · T · E	Cabinet of President Donald Trump (2017–2021)	[show]
	Authority control ↗	[show]

Categories (+⁺): [1972 births](#) (–) (±) | [Living people](#) (–) (±) | [20th-century American lawyers](#) (–) (±) | [21st-century American lawyers](#) (–) (±) | [American people of Danish descent](#) (–) (±) | [American people of Italian descent](#) (–) (±) | [Colorado lawyers](#) (–) (±) | [Female interior ministers](#) (–) (±) | [Florida lawyers](#) (–) (±) | [Georgetown University alumni](#) (–) (±) | [People from Clearwater, Florida](#) (–) (±) | [Politicians from Colorado Springs, Colorado](#) (–) (±) | [Trump administration cabinet members](#) (–) (±) | [United States Secretaries of Homeland Security](#) (–) (±) | [University of Virginia School of Law alumni](#) (–) (±) | [White House Deputy Chiefs of Staff](#) (–) (±) | [Women members of the Cabinet of the United States](#) (–) (±) | [21st-century American women](#) (–) (±) | (+)

Logging in to Wikipedia



WIKIPEDIA
The Free Encyclopedia

Logging in to English Wikipedia

Not logged in [Talk](#) [Contributions](#) [Create account](#) [Log in](#)

lk

Read

[View source](#)

[View history](#)

Search Wikipedia



Welcome to Wikipedia,

an online encyclopedia that anyone can edit.

Over 6,373,933 articles in English

- [The arts](#)
- [History](#)
- [Society](#)
- [Biography](#)
- [Mathematics](#)
- [Technology](#)
- [Geography](#)
- [Science](#)
- [All portals](#)

Today's featured article



Giovanni Antonio Grassi (10 September 1775 – 12 December 1849) was an Italian [Jesuit](#) who led many academic and religious institutions in the United States and Europe. Born in [Lombardy](#), he studied at the [Jesuit College in Polotsk](#), where he began his academic career. He was soon ordered to [China as a missionary](#), but after traveling across Europe for two years attempting to secure passage, his orders were rescinded and he instead began

In the news

- The [National Rally of Independents](#), led by [Aziz Akhannouch](#) (*pictured*), wins the most seats in the [Moroccan general election](#).
- [A prison fire](#) in [Tangerang](#), Indonesia, kills 44 inmates and injures 77 others.
- In [Guinea](#), President [Alpha Condé](#) is captured by [armed forces](#) during a



Aziz Akhannouch

User Page



WIKIPEDIA
The Free Encyclopedia


User Page

- All users/editors are assigned a user page
- Access user page by selecting your username (top right)

User page Talk


Ariel Cetrone (WMDC) 6 16 Talk

Read Edit Edit source View history

 **Wiki Loves Monuments: The world's largest photography competition**
learn more about our history, and wir

User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia


WIKIMEDIA
DISTRICT OF COLUMBIA

Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.

User Page

- Select create (new users) or edit (for experienced users) to share information, interests, etc.
- Use is optional unless editing as part of official duties

User page Talk

Wiki Loves Monuments: The world's largest photography competition
learn more about our history, and wir

User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia

WIKIMEDIA
DISTRICT OF COLUMBIA

Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.

Read Edit Edit source View history

Ariel Cetrone (WMDC) 6 16 Talk

Talk Page

- Receive messages
- Communicate with other users

The screenshot shows the top navigation bar of a Wikipedia page. The 'Talk' tab is highlighted with a red circle. Below the navigation bar, the page title is 'User talk:Ariel Cetrone (WMDC)'. Underneath the title is the text 'From Wikipedia, the free encyclopedia'. A 'Contents' table of contents is displayed, listing five items: '1 Welcome!', '2 Hi from the Teahouse!', '3 Edit-a-thon', '4 Ways to improve Shoomaker's Saloon', and '5 ArbCom 2017 election voter message'.

Preparing To Edit: Setting editing preferences



WIKIPEDIA
The Free Encyclopedia

Wikipedia Editing Tools

VisualEditor

'Edit' button

VisualEditor is a "visual" way of editing Wikipedia that does not require editors to learn wiki markup. Until Visual Editor, editors had to learn wiki markup to make most edits.

VisualEditor works like a word processor. While is simpler to use, the Source Editor can be more effective for some tasks.

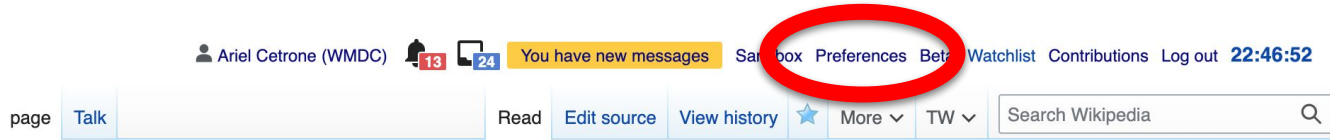
Source Editor

'Edit source' button



Source editor uses Wikitext, also known as Wiki markup or Wikicode, which consists of the syntax and keywords used by the MediaWiki software to format a page.





Set Editing Preferences: **Activate Visual Editor**

1. Open the Wiki event page or any Wikipedia article
2. Select 'Preferences' (Top right)



The screenshot shows the top navigation bar of a Wikipedia article. The user is Ariel Cetrone (WMDC). The navigation bar includes links for 'You have new messages', 'Sandbox', 'Preferences', 'Beta', 'Watchlist', 'Contributions', and 'Log out'. The 'Preferences' link is circled in red. Below the navigation bar, the article title is 'ikipedia:Meetup/DC'. The article content includes the text 'Meet up with Wikipedians in Washington, DC!' and 'All are welcome to attend.' There is also a logo for the event, which is a stylized green and blue figure with a red circle above it.

Ariel Cetrone (WMDC)  13  24 You have new messages [Sandbox](#) [Preferences](#) [Beta](#) [Watchlist](#) [Contributions](#) [Log out](#) 22:46:52


page [Talk](#) [Read](#) [Edit source](#) [View history](#)  [More](#)  [TW](#)  

ikipedia:Meetup/DC

Wikipedia, the free encyclopedia
Wikipedia:Meetup

Meet up with Wikipedians in Washington, DC!
All are welcome to attend.

Shortcut: WP:DCMEET

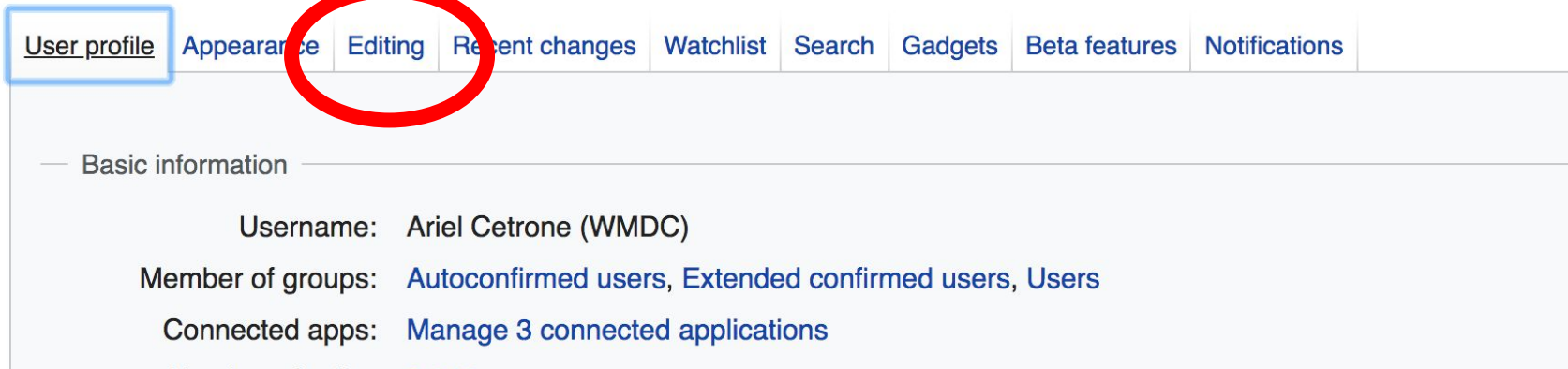


Set Editing Preferences: Activate Visual Editor

3. Select the 'Editing' tab

Preferences

For information about the settings on this page, see [Help:Preferences](#).



The screenshot shows the 'Preferences' page for a user. At the top, there is a horizontal navigation bar with several tabs: 'User profile', 'Appearance', 'Editing', 'Recent changes', 'Watchlist', 'Search', 'Gadgets', 'Beta features', and 'Notifications'. The 'Editing' tab is circled in red. Below the navigation bar, the 'Basic information' section is visible, containing the following details:

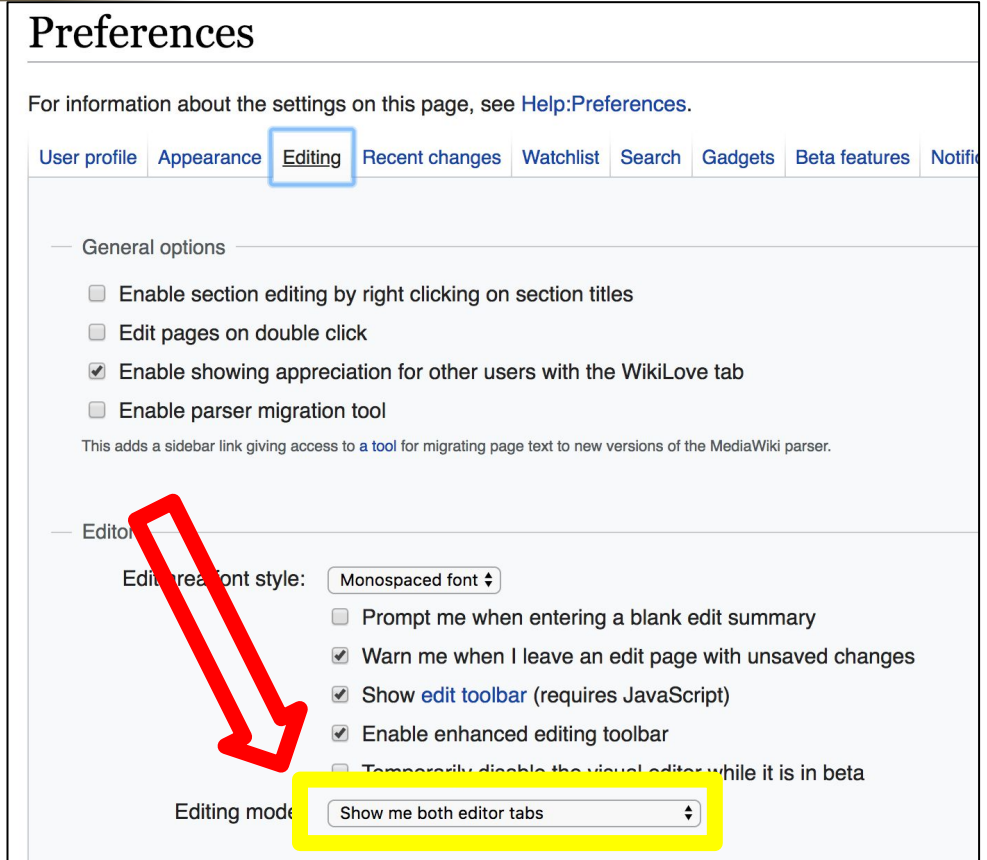
- Username: Ariel Cetrone (WMDC)
- Member of groups: [Autoconfirmed users](#), [Extended confirmed users](#), [Users](#)
- Connected apps: [Manage 3 connected applications](#)

Set Editing Preferences: Activate Visual Editor

4. Scroll down to 'Editor'

5. Select 'Show me Both Editor Tabs' from the 'Editing Mode' dropdown menu

6. Save (bottom left)



The screenshot shows the 'Preferences' page on MediaWiki. The 'Editing' tab is selected and highlighted with a blue box. Under the 'Editor' section, the 'Editing mode' dropdown menu is highlighted with a yellow box and contains the option 'Show me both editor tabs'. A red arrow points from the 'Editing mode' dropdown to the 'Show me both editor tabs' option. The 'General options' section includes checkboxes for 'Enable section editing by right clicking on section titles', 'Edit pages on double click', 'Enable showing appreciation for other users with the WikiLove tab', and 'Enable parser migration tool'. The 'Editor' section includes a dropdown for 'Editor font style' (set to 'Monospaced font'), checkboxes for 'Prompt me when entering a blank edit summary', 'Warn me when I leave an edit page with unsaved changes', 'Show edit toolbar (requires JavaScript)', and 'Enable enhanced editing toolbar', and a checkbox for 'Temporarily disable the visual editor while it is in beta'.

Preferences

For information about the settings on this page, see [Help:Preferences](#).

User profile Appearance **Editing** Recent changes Watchlist Search Gadgets Beta features Notif

— General options —

- Enable section editing by right clicking on section titles
- Edit pages on double click
- Enable showing appreciation for other users with the WikiLove tab
- Enable parser migration tool

This adds a sidebar link giving access to a [tool](#) for migrating page text to new versions of the MediaWiki parser.

— Editor —

Editor font style:

- 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
- Temporarily disable the visual editor while it is in beta

Editing mode:

Editing Existing Articles



WIKIPEDIA
The Free Encyclopedia ⁴⁰

Editing with Visual Editor

1. Open a Wikipedia article
2. Select 'Edit'
3. Add and remove text as you would in a word processor

Unsure if you are in Visual Editor? Are you not seeing the 'Edit' button?
Select 'Edit Source', select the Pencil (red), select 'Visual editing'

Article [Talk](#)

[Read](#) [Edit](#) [Edit source](#) [View history](#) [☆](#) [More](#) [TW](#)

← → Paragraph **A** Cite [Insert](#)

Kirstjen Nielsen [\[edit\]](#) [\[edit source\]](#)

ORES predicted quality: ★ FA (5.36)
A *C-class* article from Wikipedia, the free encyclopedia

Format buttons: Formatting buttons

Edit buttons: Edit = Visual Editor, Edit Source = Code

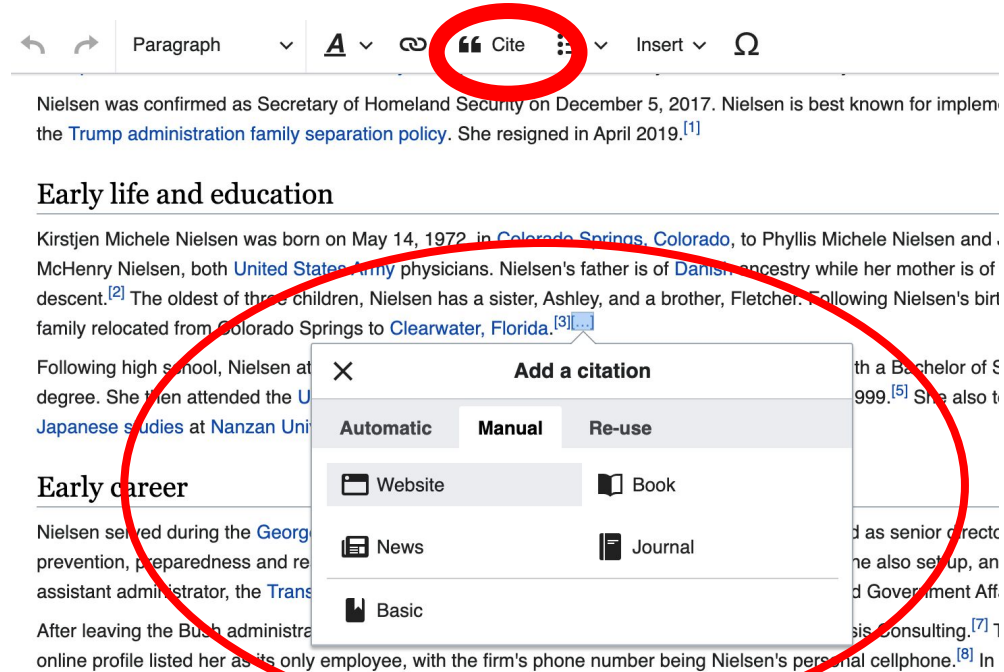
Visual editing (selected)
Source editing

Citing Your Sources

1. Place cursor in desired location

2. Select 'Cite'

3. Select 'Automatic' (for URLs, etc.), 'Manual' (to customize fields), or 'Reuse' (to cite a source that has already been used)



The screenshot shows a Microsoft Word document with the 'Cite' menu open. The 'Cite' menu is circled in red. Below it, the 'Add a citation' dialog box is also circled in red. The dialog box has three tabs: 'Automatic', 'Manual', and 'Re-use'. Under 'Automatic', there are options for 'Website', 'News', and 'Basic'. Under 'Manual', there are options for 'Book' and 'Journal'. The background text in the document is partially obscured by the dialog box.

Paragraph A Cite Insert Ω

Nielsen was confirmed as Secretary of Homeland Security on December 5, 2017. Nielsen is best known for implementing the [Trump administration family separation policy](#). She resigned in April 2019.^[1]

Early life and education

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Following high school, Nielsen attended the University of Colorado at Boulder, where she earned a Bachelor of Science degree. She then attended the University of Colorado at Boulder, where she earned a Master of Science degree in [Japanese studies](#) at Nanzan University.

Early career

Nielsen served during the [George W. Bush](#) administration as senior director of prevention, preparedness and response, and as assistant administrator, the [Transition Management](#) program. After leaving the Bush administration, Nielsen worked for [Pentagon](#) as a senior director of prevention, preparedness and response, and as assistant administrator, the [Transition Management](#) program. Nielsen also worked for [Pentagon](#) as a senior director of prevention, preparedness and response, and as assistant administrator, the [Transition Management](#) program. Nielsen also worked for [Pentagon](#) as a senior director of prevention, preparedness and response, and as assistant administrator, the [Transition Management](#) program. Nielsen also worked for [Pentagon](#) as a senior director of prevention, preparedness and response, and as assistant administrator, the [Transition Management](#) program.

Adding Sections

Early career

Nielsen served during the [George W. Bush](#) administration as special assistant to the president and as senior director for prevention, preparedness and response (PPR) at the [White House Homeland Security Council](#). She also set up, and led as assistant administrator, the [Transportation Security Administration's](#) Office of Legislative Policy and Government Affairs.

After leaving the Bush administration in 2008, Nielsen became the founder and president of [Sunesis Consulting](#).^[6] The firm's online profile listed her as its only employee, with the firm's phone number being Nielsen's personal cellphone.^[7] In September 2013 the company won a federal contract, with an initial award of about \$450,000, to "provide policy and legislation, technical writing, and organizational development" to the [Federal Emergency Management Agency](#).^[8]

Nielsen was a senior member of the Resilience Task Force of the Center for Cyber & Homeland Security Committee at [George Washington University](#) and served on the Global Risks Report Advisory Board of the [World Economic Forum](#).^[4]

Adding Sections with Headings

1. Place cursor
2. Select 'Paragraph'
3. Select 'Heading'
4. Add heading text
5. Select enter/return to continue with regular font



The screenshot shows a rich text editor interface. At the top, a dropdown menu is open, displaying the 'Paragraph' option selected. Below it, a list of options is visible, including 'Paragraph', 'Heading', 'Sub-heading 1', 'Sub-heading 2', 'Sub-heading 3', 'Sub-heading 4', 'Preformatted', 'Block quote', and 'Page title'. The 'Paragraph' and 'Heading' options are circled in red. The main text area below the menu contains a paragraph of text about Kirstjen Nielsen, with several lines of text visible. The text includes: 'Kirstjen Nielsen is an American politician and attorney who served as United States Secretary of Homeland Security during his tenure as Secretary of Homeland Security. Nielsen is best known for her role in the Trump administration. She resigned in April 2019.[1] Early life Nielsen was born in 1972, in Colorado Springs, Colorado, to Phyllis Michele Nielsen and William Nielsen. Nielsen's father is of Danish ancestry while her mother is of Norwegian ancestry. Nielsen has a sister, Ashley, and a brother, Fletcher. Following Nielsen's graduation from high school, Nielsen attended the Georgetown School of Foreign Service, graduating with a Bachelor's degree. She then attended the University of Virginia School of Law, receiving her Juris Doctor in 1999.[4] She then studied Japanese studies at Nanzan University, in Nagoya, Japan.[5] Early career Nielsen served during the George W. Bush administration as special assistant to the president and as senior advisor to the vice president.

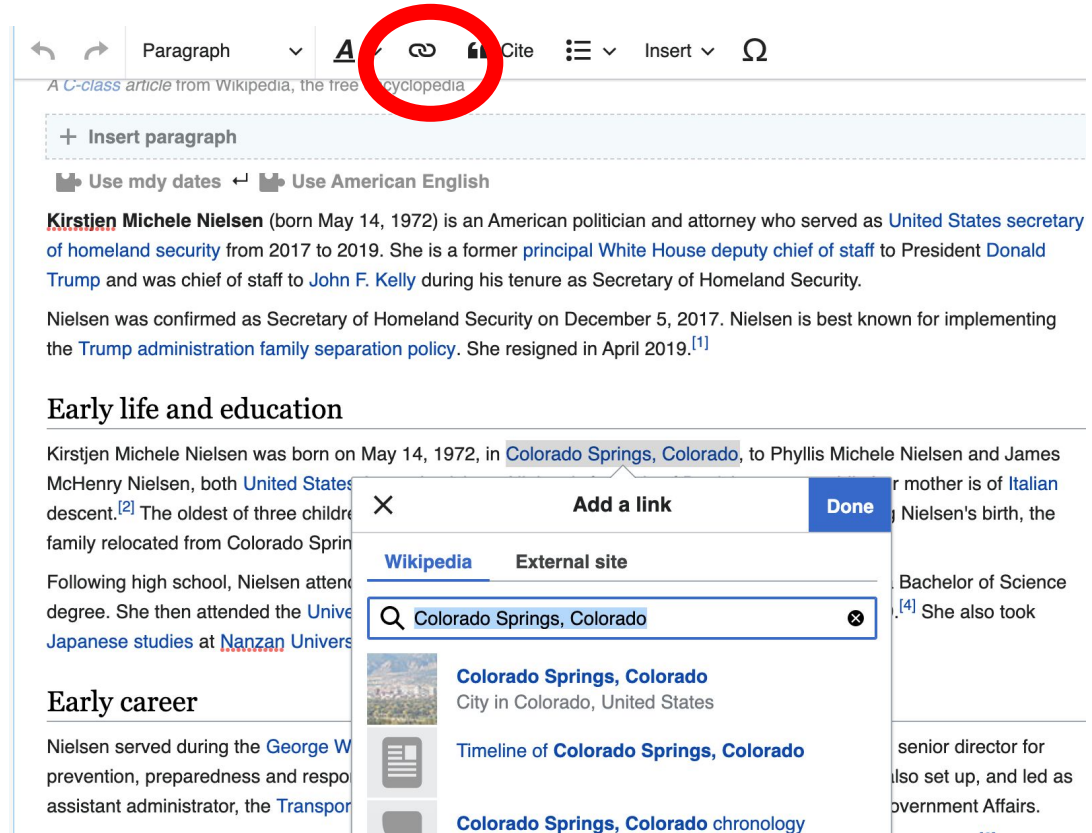
Creating Links Between Wikipedia Articles

1. Select text

2. Select link icon

3. Select article and
'Done'

*When adding an external link in an external links section, enter the title of what you are adding, highlight the text, select the link icon, paste a URL, and select 'Done'.

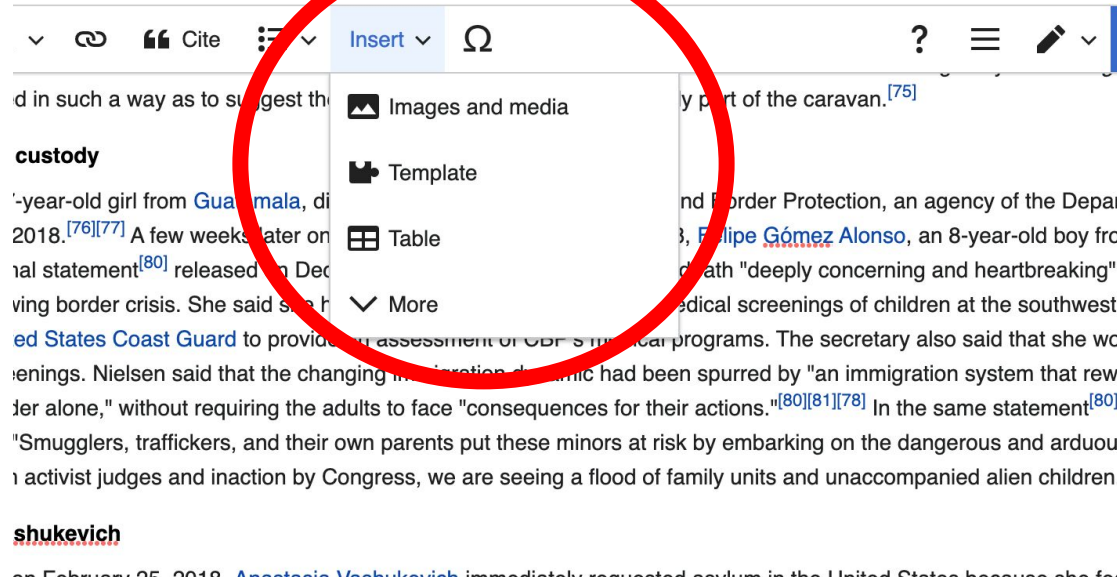


The screenshot shows the Wikipedia article editor interface. The toolbar at the top includes a link icon (a chain link) which is circled in red. Below the toolbar, the article text for Kirstjen Michele Nielsen is visible. A modal window titled "Add a link" is open, showing search results for "Colorado Springs, Colorado". The modal has tabs for "Wikipedia" and "External site". The search results list "Colorado Springs, Colorado" as a city in Colorado, United States, and "Timeline of Colorado Springs, Colorado". The modal also has a "Done" button in the top right corner.

Adding Photos with Wikimedia Commons

1. Place cursor in desired location (left or right)

2. Select: 'Insert' + Media'



The screenshot shows a Wikipedia article editor interface. The 'Insert' menu is open, and the 'Images and media' option is highlighted with a red circle. The background text is partially visible, showing a paragraph about a girl from Guatemala and a boy named Felipe Gómez Alonso. The editor toolbar includes options for undo, redo, cite, and insert.

Insert

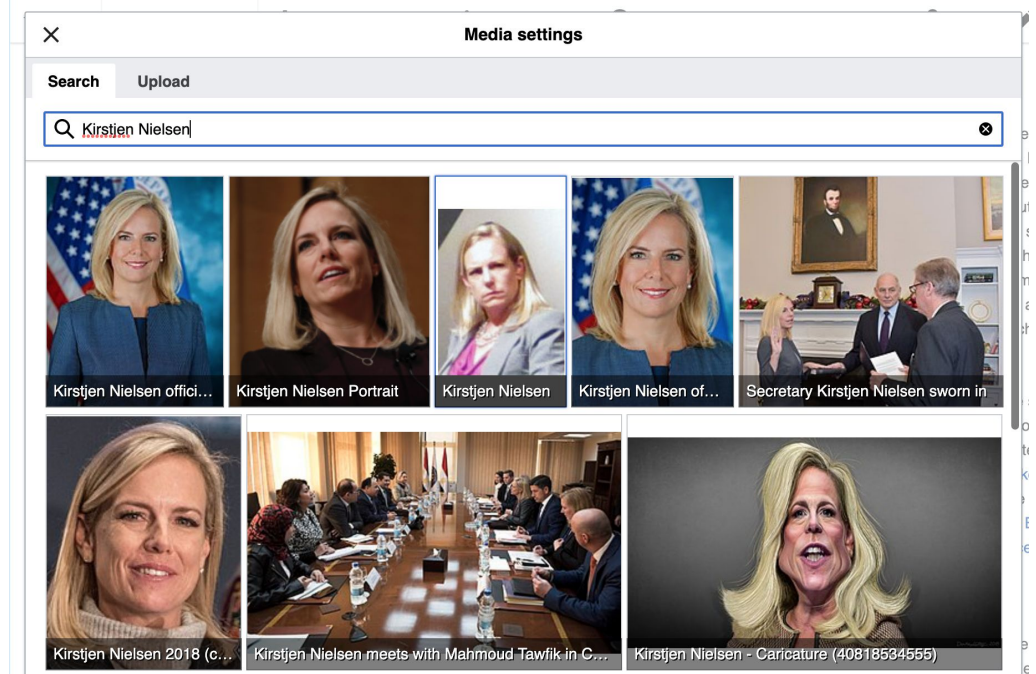
- Images and media
- Template
- Table
- More

shukevich

Adding Photos with Wikimedia Commons

3. Enter search term*

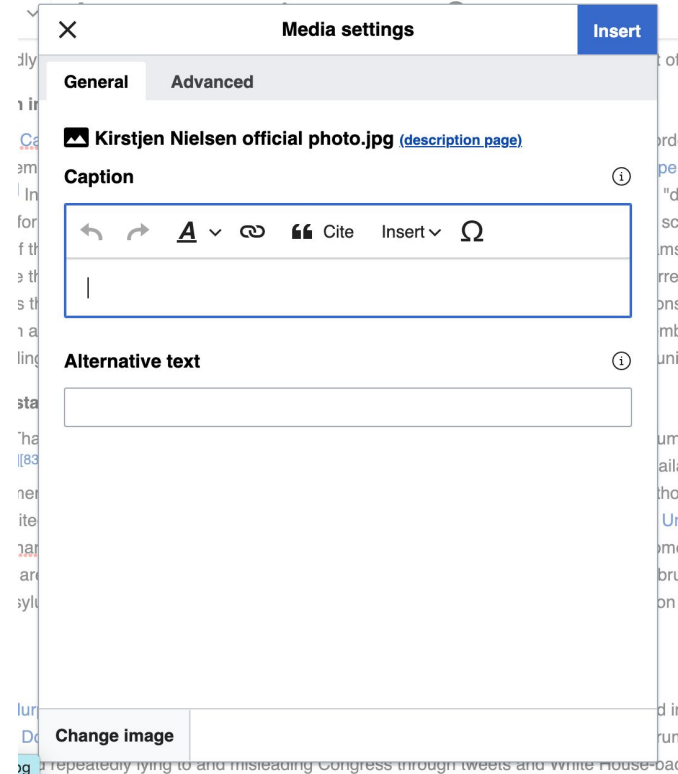
4. Select photo + 'Use this image'



Adding Photos with Wikimedia Commons

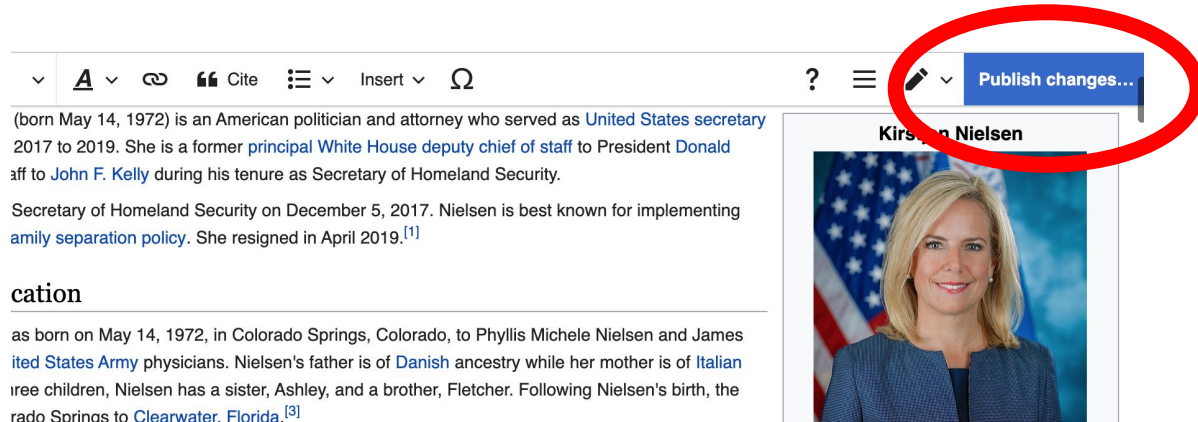
5. Caption your image and add alternative text

6. Select 'Insert'



Publish changes

1. Select 'Publish changes'
2. Add brief not in 'Edit Summary' field
3. Select 'Publish changes' once more



The screenshot shows the top portion of a Wikipedia article editor. The toolbar includes icons for undo, redo, bold, italic, link, unlink, cite, list, insert, and help. The article text begins with "(born May 14, 1972) is an American politician and attorney who served as United States secretary of Homeland Security from 2017 to 2019. She is a former principal White House deputy chief of staff to President Donald Trump and served as deputy chief of staff to John F. Kelly during his tenure as Secretary of Homeland Security. Nielsen is best known for implementing the family separation policy. She resigned in April 2019."^[1]

The name "Kirsten Nielsen" is visible above a portrait photo of her. The "Publish changes..." button in the top right corner is circled in red.

To quickly abandon changes made to an article, select 'Read' (next to Edit/Edit Source) and your edits will not be saved.

Creating New Articles



WIKIPEDIA
The Free Encyclopedia

Creating Articles

1. Reserve the article using the Google sheet
2. Select your article red link from the event page to start a draft
3. Select 'Create' (top right)
4. Explore secondary sources (links)
5. Begin writing, add citations, hyperlinks, etc. Be sure to include section with 'references' header
6. Publish

*Don't hesitate to publish a 'stub' or short article, even if it only consists of a lead paragraph and references section

Creating Articles

To create articles when not participating in an editing event:

- type the article's name into the Wikipedia search bar.
- When no result is produced, select the red link next to 'You may create this page'.

To start a draft:

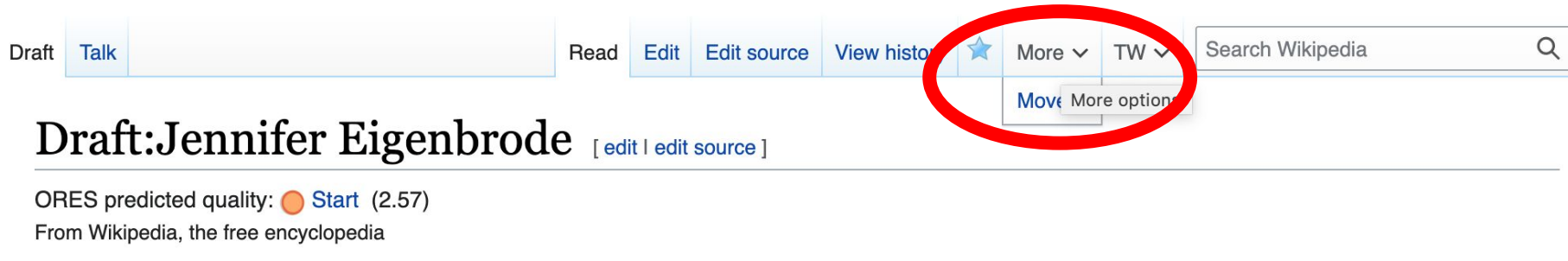
- type the 'Draft:' and the article's name into the Wikipedia search bar.
- When no result is produced, select the red link next to 'You may create this page'.

To write an article in Sandbox



- Login, select Sandbox
- When done, move the page to Wikipedia main space

Moving Draft or Sandbox Articles

1. Go to article
2. Select 'More' then 'Move'



The screenshot shows the top navigation bar of a Wikipedia article page. The article title is "Draft:Jennifer Eigenbrode" with links for "[edit | edit source]". The ORES predicted quality is "Start (2.57)". The navigation bar includes "Draft", "Talk", "Read", "Edit", "Edit source", "View history", a star icon, "More", "TW", and a search box. The "More" menu is open, showing "Move" and "More options". A red circle highlights the "More" menu and its options.

Draft [Talk](#) [Read](#) [Edit](#) [Edit source](#) [View history](#)  [More](#) [TW](#) 

Draft:Jennifer Eigenbrode [\[edit | edit source \]](#)

ORES predicted quality: ● [Start](#) (2.57)
From Wikipedia, the free encyclopedia

Moving Draft Articles

3. Open 'New title' drop down menu and select (Article) then 'Move page'

Move page

New title:

(Article)

Reason:

Move associated talk page

Watch source page and target page

Move page

Uploading Photos or Files to Wikicommons



Adding Images or Files

1. Go to commons.wikimedia.org
2. Select 'Upload'



Commons

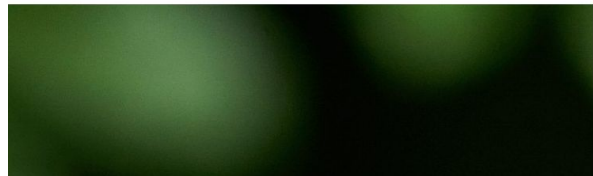
freely usable media files to which anyone can contribute

[Images](#)

[Sounds](#)

[Videos](#)

[Upload](#)



Picture of the Year

Help select the 2017
Picture of the Year. Round
2 ends 22 July.




Adding Images or Files

3. Select media files to share

Special page

Upload Wizard

[Leave feedback](#) · [Alternative upload methods](#) · [Back to the old form](#)

 Please visit [Commons:Help desk](#) if you need to ask questions about uploading files.

Learn

Upload

Release rights

Describe

Select media files to share

Back

Adding Images or Files

4. Select 'Continue'

Upload Wizard

[Leave feedback](#) · [Alternative upload methods](#) · [Back to the old form](#)

! Please visit [Commons:Help desk](#) if you need to ask questions about uploading files.

Learn

Upload

Release rights

Describe

Add data

Use



Angler's footbridge.jpg

Uploaded

 Remove



Add more files

Add more images from Flickr

Back

All uploads were successful!

Continue

1 of 1 file uploaded

Adding Images or Files

5. Select Address Copyright

Upload Wizard

[Leave feedback](#) · [Alternative upload methods](#) · [Back to the old form](#)

! Please visit [Commons:Help desk](#) if you need to ask questions about uploading files.

Learn

Upload

Release rights

Describe

Add data

Use



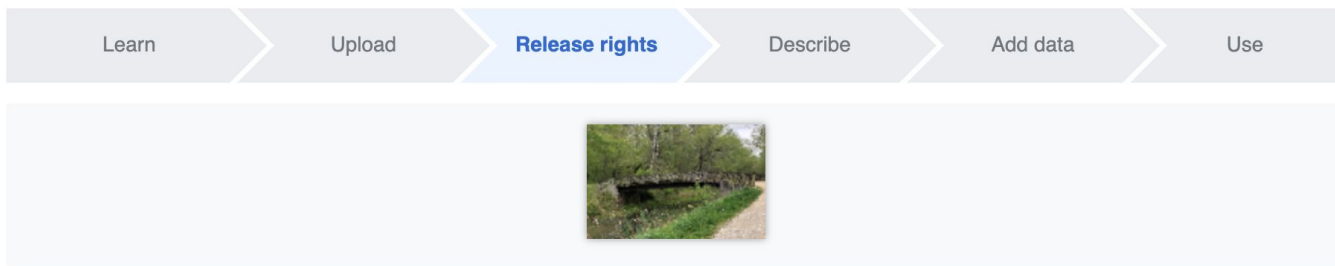
This site requires you to provide copyright information for this work, to make sure everyone can legally reuse it.

- This file is my own work.
- This file is not my own work.

Back

Adding Images or Files

5a. Release the rights if it is your own work



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I, , the copyright holder of this work, irrevocably grant anyone the right to use this work under the Creative Commons Attribution ShareAlike 4.0 license ([legal code](#)).

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[Back](#)

[Next](#)

Adding Images or Files

5b. If not your own work, name the source and select the appropriate Creative Commons license or another reason why it is license-free or in the public domain (Pre-1926, published for the US government, etc.)

This site requires you to provide copyright information for this work, to make sure everyone can legally reuse it.

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 This file is not my own work.

Source

Where this digital file came from — could be a URL, or a book or publication.

Author(s)

The name of the person who took the photo, or painted the picture, drew the drawing, etc.

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- Creative Commons Attribution ShareAlike 4.0 ([legal code](#)) 
 Creative Commons Attribution ShareAlike 3.0 ([legal code](#)) 

Adding Images or Files

6. Describe the image

Learn > Upload > Release rights > **Describe** > Add data > Use




 Remove



Image title

Create a unique descriptive title using plain language with spaces. Omit the file extension, if any.

Angler's Footbridge C&O Canal Potomac, Maryland

Caption

Add a one-line explanation of what this file represents, including only the most relevant information. *Optional*

English  

Angler's Footbridge C&O Canal Potomac, Maryland

[+ Add a caption in another language](#)

Description

Provide all information that will help others understand what this file represents.

Adding Images or Files

7. Add metadata
(optional),
i.e. Depicts Footbridge

8. Publish

Angler's Footbridge C&O Canal Potomac, Maryland

Angler's_Footbridge_C&O_Canal_Potomac,_Maryland.jpg



Items portrayed in this file

depicts

Search to add items

from Wikidata



Moving Draft Articles

2. Open 'New title' drop down menu and select (Article) then 'Move page'

Move page

New title:

(Article) ▼ Jennifer Eigenbrode

Reason:

Move associated talk page

Watch source page and target page

Move page