

Celebrating Women in U.S. Military History Wikipedia Editing Workshop



September 26, 2019

Slides courtesy of Wikimedia DC
wikimediadc.org



Greetings from 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.

This presentation was created by Wikimedia DC for the purpose of training new Wikipedia editors. It may be downloaded at:
[Commons.wikimedia.org](https://commons.wikimedia.org), Search '2019 Virginia Association of Museums'

[More about the Wikimedia Affiliates Model](#)

Agenda

- Housekeeping
- What is Wikipedia?
- Why edit?
- Wiki projects
- Wikipedia's gender gap
- Basics and policies
- Article anatomy
- Adding/Editing Content
- Other ways to edit
- Uploading images



Housekeeping

Wifi, wiki event page, username creation



Create A Username/Sign-in : en.wikipedia.org

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

Search Wikipedia

Special page

Create account

Username [\(help me choose\)](#)

Password

Confirm password

Email address (optional)

[How do we collect data for detecting bots?](#)

To protect the wiki against automated account

Wikipedia is made by people like you.



851,394,955
edits



5,702,628
articles



121,967
recent contributors

Navigate to the wiki event page

1. Go to en.wikipedia.org
2. Enter the following shortcut into the search bar (top right).

WP:WMDC-CMH

3. Bookmark this page. We will use it throughout the day.

Wiki Event Page

@WikimediaDC

[Shortcut](#)
WP:WMDC-USACMH

Celebrating Women in U.S. Military History Wikipedia Editing Workshop

Did you know that Wikipedia is an openly editable resource, meaning that anyone can improve the quality and accuracy of Wikipedia entries? Data has shown that less than 18% of biographies on English-language Wikipedia are about women.

Join us on September 26 and help to close Wikipedia's gender gap by improving and creating articles about notable women in the United States Military. No Wikipedia editing experience is necessary. Training will be provided.

This event is not open to the public.

When

Thursday, September 26, 2019 Time: 10AM - 2PM

Where

United States Army Center of Military History
Fort Lesley J. McNair
Washington, DC 20024

Register

This event is not open to the public.



Contents [\[hide\]](#)

- 1 [Please sign in](#)
- 2 [Presentation](#)
- 3 [Safe Space Policy](#)
- 4 [Wikimedia Projects](#)
- 5 [Wikipedia Policies](#)
- 6 [Quick Editing Tips](#)
- 7 [Tools, Resources and WikiProjects](#)
- 8 [Coordination](#)
- 9 [Suggested Work List](#)
- 10 [Attendees](#)

Wiki Event Page: Sign-in

1. Scroll down to the Sign-in section

2. Click the blue 'Sign-in' button

Please sign in [\[edit source \]](#)

This is for use on the day of the event.

- 1) Select 'Sign in'
- 2) Scroll down on the page that follows and click 'Save changes'.

Your username will automatically be added to the list of attendees.

Sign in

Wiki Event Page: Sign-in

1. Scroll down to the Sign-in section

2. Click the blue 'Sign-in' button

Please sign in [\[edit source \]](#)

This is for use on the day of the event.

- 1) Select 'Sign in'
- 2) Scroll down on the page that follows and click 'Save changes'.

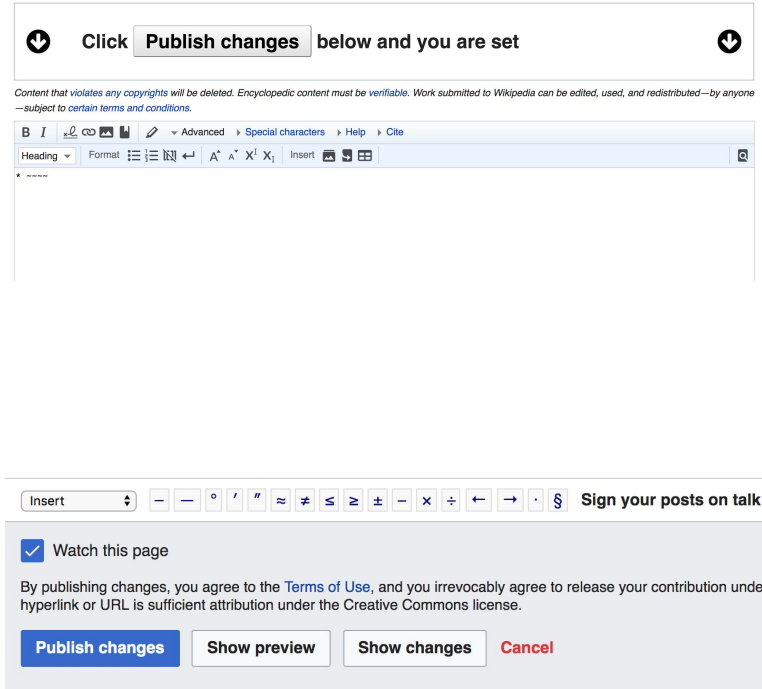
Your username will automatically be added to the list of attendees.

Sign in

Wiki Event Page: Sign-in

3. Scroll down on the following page. Do not type anything.

4. Click the 'Publish' button



Click **Publish changes** below and you are set

Content that violates any copyrights will be deleted. Encyclopedic content must be verifiable. Work submitted to Wikipedia can be edited, used, and redistributed—by anyone—subject to certain terms and conditions.

B I Advanced Special characters Help Cite

Heading Format Insert

Insert Watch this page **Sign your posts on talk**

Watch this page

By publishing changes, you agree to the [Terms of Use](#), and you irrevocably agree to release your contribution under hyperlink or URL is sufficient attribution under the Creative Commons license.

Publish changes **Show preview** **Show changes** **Cancel**



Wikipedia

What exactly is it, anyway???

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)

5+ million articles, 270+ languages

75k active editors/month, 11k very active editors/month



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 Basics and Policies

Photo: Georgetown Slavery Archive Editing Workshop
Georgetown University

Source: [Wikimedia Commons](#)



Wikis

- 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**

Wikipedia Policies

- **Neutral Point of View** - written so all sides can agree
- **Notability** - significant independent sources -> importance
- **Verifiability** - Using reliable sources to reference information
- **No original research** - point to existing scholarship
- **Assume good faith** - start with congenial spirit
- **Conflicts of interest** - disclose and abide by terms of service

Additional policies: [Wikipedia:List of policies](https://en.wikipedia.org/wiki/Wikipedia:List_of_policies)

Why Edit?

Photo: Women's Economic Empowerment Edit-a-thon,
Embassy of Sweden

Source: Wikimedia Commons



Why Edit?

Because #FactsMatter

<https://www.youtube.com/watch?v=xQ4ba28-oGs>

Engaging GLAMS

Galleries, Libraries,
Archives and Museums

Photo: Art and Feminism Wikipedia-Edit-A-Thon
Smithsonian American Art Museum

Source: Wikimedia Commons





The **GLAM-Wiki initiative** ("galleries, libraries, archives, and museums" with Wikipedia; also including botanic and zoological gardens) helps cultural institutions share their resources with the world through collaborative projects with experienced Wikipedia editors.

Why Engage GLAMs?

- Gatekeepers of art, culture and history
 - Subject matter experts
- Access to collections, libraries, images
- Engaged audiences and stakeholders

Why Partner with Wikipedia

- Mission fulfillment
(education, community engagement,
interpretation)
- Share resources and collections
with the world
- Drive millions of WP page views per day
- Measure impact by monitoring article views

*Be mindful of the [Conflict of Interest Policy](#)



Why Partner with Wikipedia

- Document collections in case of emergency
- Quickly mobilize the Wikimedia community

See Article:

[National Museum of Brazil fire](#)

Wikipedians-in-Residence

- Wikipedians who dedicate time to working in-house at an organization
 - Paid staff or volunteers
- Work to lay the foundation for a lasting partnership between the Wikipedia community and an organization

WIR Core Characteristics

A Wikipedian-in-Residence:

- Serves as a liaison between the organization and the Wikimedia community to promote a mutually beneficial cooperation.
- Promotes understanding of Wikimedia among staff through workshops/events.

WIR Core Characteristics

- Works with organizational staff to digitize, compile, and organize resources to be shared with the Wikipedia community.
- Facilitates the improvement of content by the Wikipedia community, rather than directly editing articles as a core goal.

WIR Core Characteristics

- Coordinates events, such as Scan-a-Thons, Edit-a-Thons, or Backstage Passes, that bring Wikipedians on-site to work with staff on content creation and improvement.
- Formally coordinated by the institution for closer relationship with staff

[More about the WIR Program](#)

Link is also provided on the WP:WMDC-VAM19 Event Page.

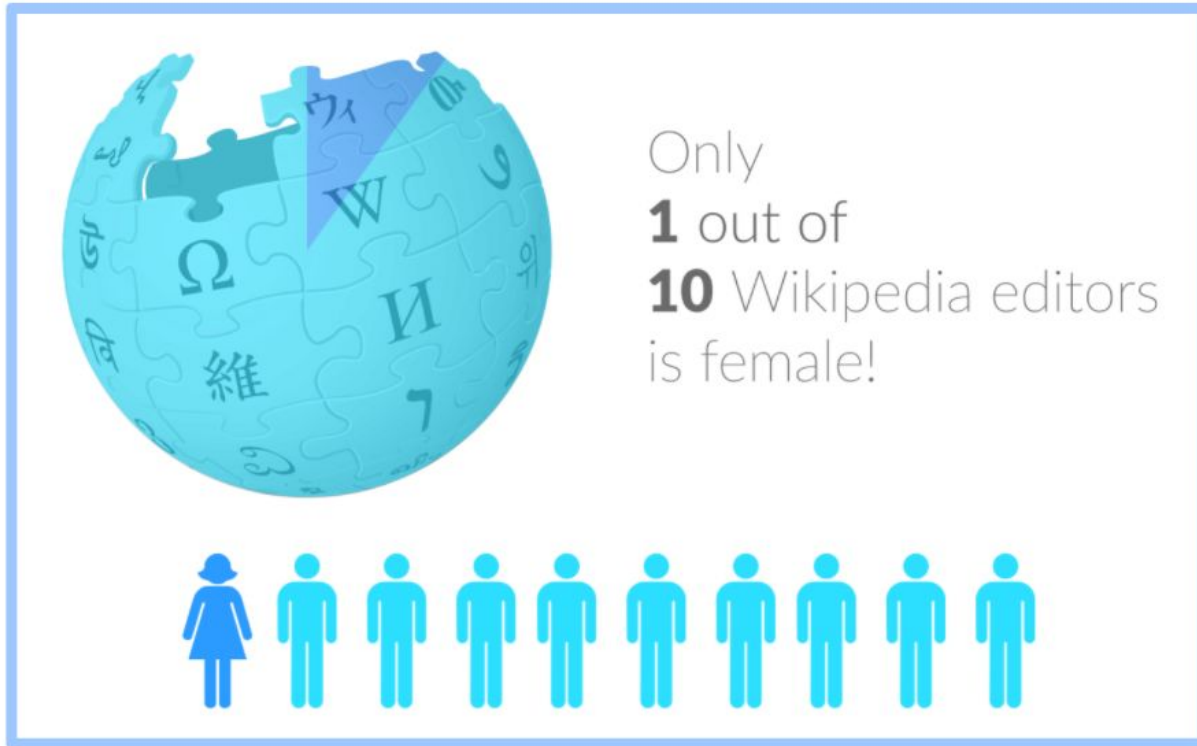
Wikipedia's Gender Gap

Photo: Art and Feminism Wikipedia-Edit-A-Thon
National Museum of Women in the Arts

Source: Wikimedia Commons



Editor gender gap? Unsilence the silent



Content gender gap? Make the invisible visible

Percentage of women's biographies

November 2014

15%

English language
Wikipedia

September 2019

18.01%

English language
Wikipedia

How Can We Fix This?

- Engagement through edit-a-thons, training opportunities and Wikiprojects like Women in Red.

Example: NMWA event featured the the BBC

- Partnerships with nonprofits*, colleges/universities, government entities and beyond

***75% of nonprofit employees are female.**

These nonprofits include educational, scientific and literary organizations. It's time to engage these 'gatekeepers'.

Set Preferences

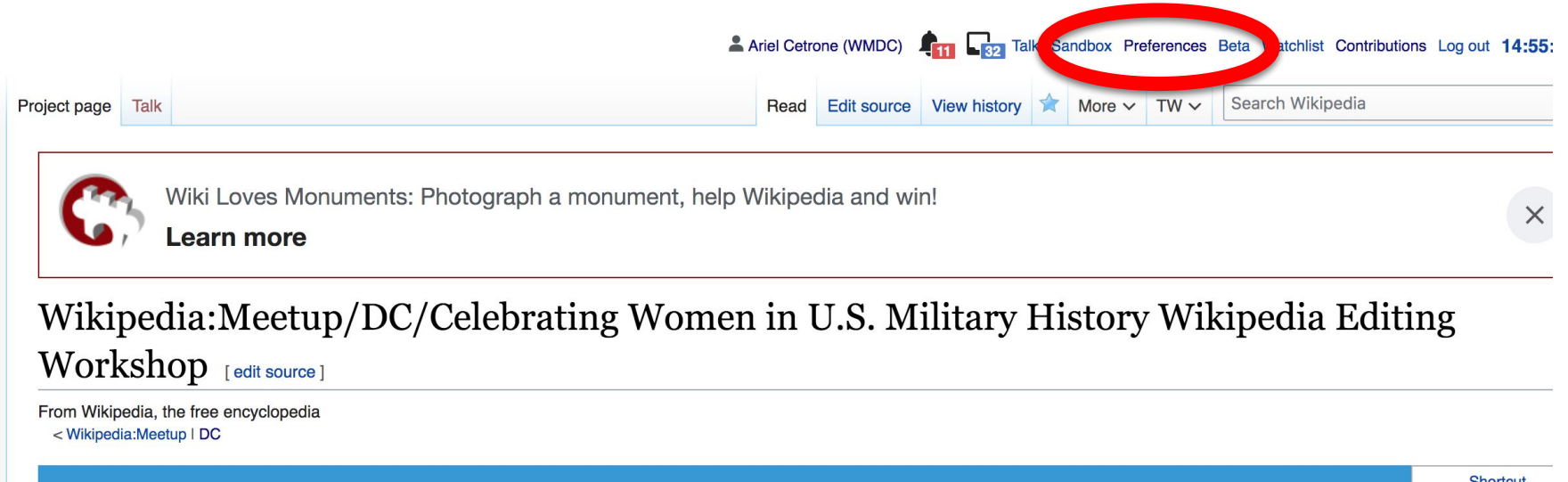
Photo: Vietnam-Era US Coast Guard Records Editing Workshop
National Archives

Source: Wikimedia Commons








Set Editing Preferences: **Activate Visual Editor**



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



The screenshot shows the top navigation bar of a Wikipedia page. The user is identified as Ariel Cetrone (WMDC). The navigation bar includes links for 'Sandbox', 'Preferences', and 'Beta'. The 'Preferences' link is circled in red. Other navigation options include 'Watchlist', 'Contributions', and 'Log out'. The time is 14:55. Below the navigation bar, there is a 'Project page' section with a 'Talk' tab. The main content area features a 'Wiki Loves Monuments' banner with a 'Learn more' link. The page title is 'Wikipedia:Meetup/DC/Celebrating Women in U.S. Military History Wikipedia Editing Workshop'. The footer includes the text 'From Wikipedia, the free encyclopedia' and a breadcrumb trail '< Wikipedia:Meetup | DC'.

Ariel Cetrone (WMDC)   Talk **Sandbox** **Preferences** Beta Watchlist Contributions Log out 14:55:

Project page **Talk** Read Edit source View history  More  TW  Search Wikipedia

 Wiki Loves Monuments: Photograph a monument, help Wikipedia and win!
Learn more 

Wikipedia:Meetup/DC/Celebrating Women in U.S. Military History Wikipedia Editing Workshop [\[edit source \]](#)

From Wikipedia, the free encyclopedia
< Wikipedia:Meetup | DC

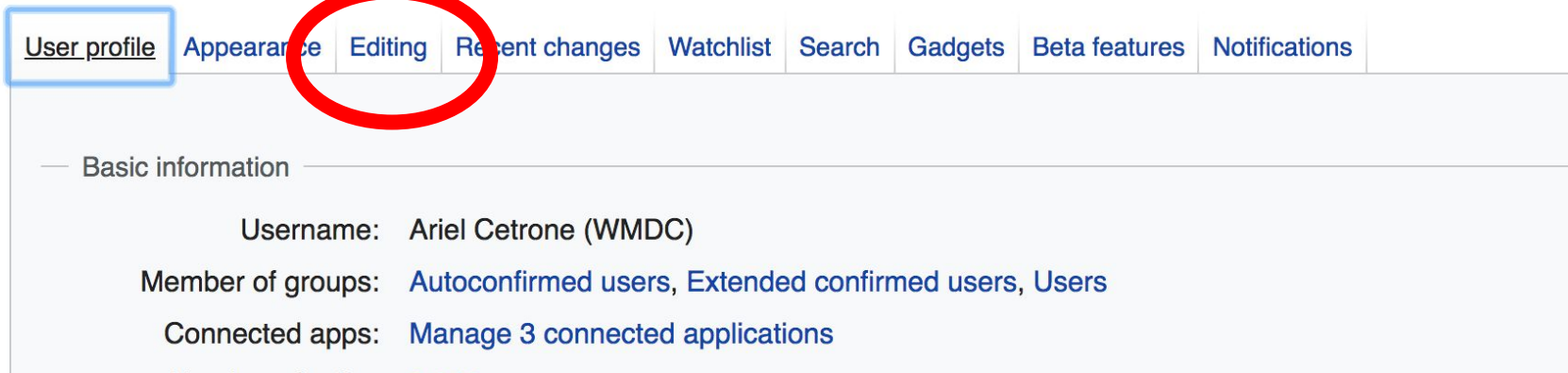
Shortcut

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 with a horizontal navigation bar. The tabs are: [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, showing the user's profile details.

[User profile](#) | [Appearance](#) | [Editing](#) | [Recent changes](#) | [Watchlist](#) | [Search](#) | [Gadgets](#) | [Beta features](#) | [Notifications](#)

— Basic information —

Username: [Ariel Cetrone \(WMDC\)](#)

Member of groups: [Autoconfirmed users](#), [Extended confirmed users](#), [Users](#)

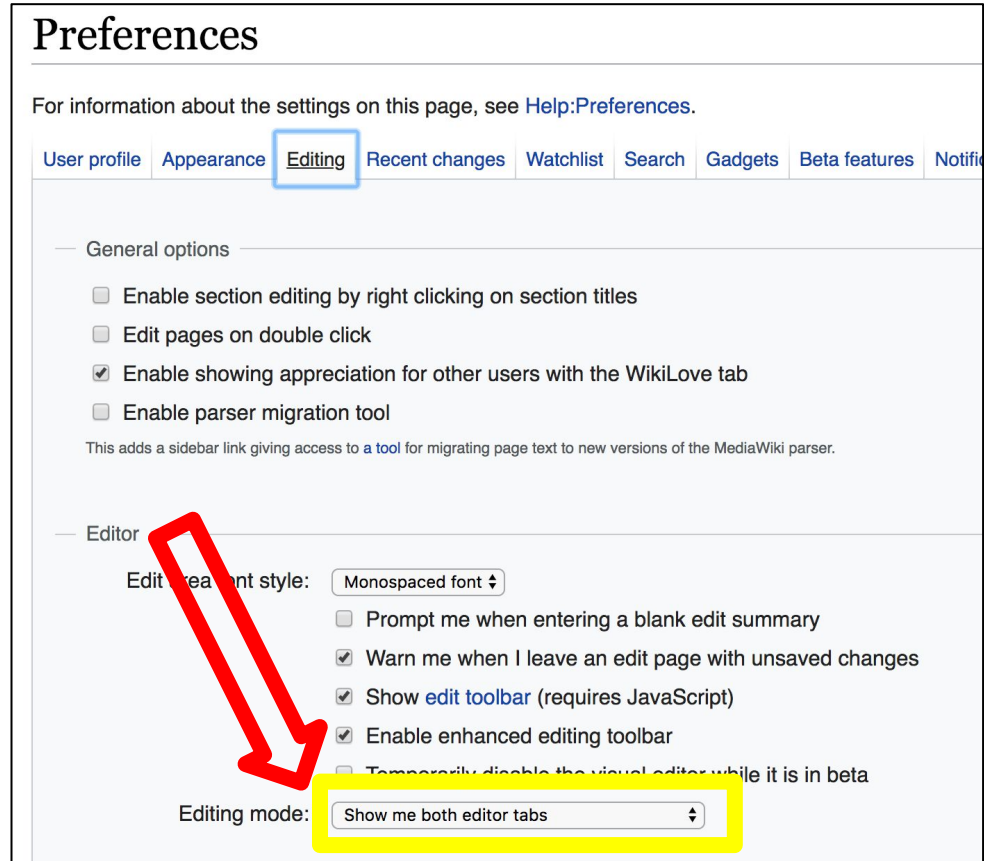
Connected apps: [Manage 3 connected applications](#)

Set Editing Preferences: Editor Type

4. Scroll down to
'Editor'

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

6. Save
(Bottom left)



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 —

Edit content 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:

User Page



User Page

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

The screenshot displays the user page for Ariel Cetrone (WMDC). At the top right, the user's name 'Ariel Cetrone (WMDC)' is circled in red. Below it, there are links for 'Talk', 'Sandbox', and 'Preferences'. A notification icon with the number '6' is also visible. On the left side, the 'User page' and 'Talk' tabs are circled in red. The main content area features a banner for 'Wiki Loves Monuments' with the text: 'Wiki Loves Monuments: The world's largest photography competition is now open! Photo learn more about our history, and win prizes.' Below the banner, the page title is 'User:Ariel Cetrone (WMDC)'. Underneath the title, it says 'From Wikipedia, the free encyclopedia'. The Wikimedia logo and 'WIKIMEDIA DISTRICT OF COLUMBIA' are displayed. At the bottom, it states 'Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.'

User Page

- Opportunity to share information and interests
- Use is optional

User page Talk

Read Edit Edit source View history More TW

Wiki Loves Monuments: The world's largest photography competition is now open! Photographers learn more about our history, and win prizes.

User:Ariel Cetrone (WMDC)

From Wikipedia, the free encyclopedia

WIKIMEDIA
DISTRICT OF COLUMBIA

Ariel Cetrone is Institutional Partnerships Manager for Wikimedia DC.

Talk Page

- Receive messages
- Communicate with other users

User page **Talk** Read Edit source New section View history More TW Search Wikipedia

User talk:Ariel Cetrone (WMDC) [\[edit source\]](#)

From Wikipedia, the free encyclopedia

Contents [\[hide\]](#)

- [Welcome!](#)
- [Hi from the Teahouse!](#)
- [Edit-a-thon](#)
- [Ways to improve Shoomaker's Saloon](#)
- [ArbCom 2017 election voter message](#)

Tabs/Article Anatomy

Photo: Hispanic Heritage Month Edit-a-thon
National Archives

Source: Wikimedia Commons



Sample Article



WIKIPEDIA
The Free Encyclopedia

Main page
Contents
Featured content
Current events
Random article
Donate to Wikipedia
Wikipedia store

Interaction
Help
About Wikipedia
Community portal
Recent changes
Contact page

Tools
What links here
Related changes
Upload file
Special pages
Permanent link
Page information
Wikidata item
Cite this page

Print/export

Ariel Cetrone (WMDC) 15 23 Talk Sandbox Preferences Beta Watchlist Contributions Log out **22:33:45**

Article Talk

Read

Edit

Edit source

View history



More ▾

Page ▾

TW ▾

Search Wikipedia



Anna Mae Hays [[edit](#) | [edit source](#)]

A B-class article from Wikipedia, the free encyclopedia

Anna Mae Violet McCabe Hays (February 16, 1920 – January 7, 2018) was an American [military officer](#) who served as the 13th chief of the [U.S. Army Nurse Corps](#). She was the first woman in the [U.S. Armed Forces](#) to be promoted to a [General Officer](#) rank; in 1970, she was promoted to the rank of [Brigadier General](#).^[2] Hays paved the way for equal treatment of women, countering [occupational sexism](#), and made a number of recommendations, which were accepted into military policy.

Contents [hide]

- Early life
- Career
 - Recognition
- Personal and later life
- Decorations
- See also
- References
- Bibliography

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

Hays was born in 1920 in [Buffalo, New York](#) as the middle of three children in the family.^{[3][2]} Her father's name was Daniel Joseph McCabe II (1881–1939),^{[4][5]} who was from [Ballymurphy, County Carlow, Ireland](#),^[4] while her mother's name was Mattie Florence Humphrey (1885–1961),^{[4][6][7]} who was of Welsh descent;^[8] both her parents were members of [The Salvation Army](#).^[2] During Hays' childhood the family moved several times in the western New York and eastern Pennsylvania areas, but settled in [Allentown, Lehigh County, Pennsylvania](#), in 1932.^{[2][9]} She had an elder brother, Daniel Joseph and a younger sister,

Anna Mae Hays



Born	Anna Mae Violet McCabe ^[1] <div>February 16, 1920</div> <div>Buffalo, New York, U.S.</div>
Died	January 7, 2018 (aged 97) <div>Washington, D.C., U.S.</div>
Cause of death	Complications from a heart attack
Burial place	Grandview Cemetery

Exploring Tabs: Talk Page

- Discuss the article with other editors
- Use is optional



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

Talk:Anna Mae Hays [edit source]

From Wikipedia, the free encyclopedia

This is the **talk page** for discussing improvements to the **Anna Mae Hays** article.
This is **not a forum** for general discussion of the article's subject.

<ul style="list-style-type: none">Put new text under old text. Click here to start a new topic.Please sign and date your posts by typing four tildes (~~~~).New to Wikipedia? Welcome! Ask questions, get answers.	<ul style="list-style-type: none">Be polite, and welcoming to new usersAssume good faithAvoid personal attacksFor disputes, seek dispute resolution	Article policies <ul style="list-style-type: none">No original researchNeutral point of viewVerifiability
--	--	--

 A news item involving Anna Mae Hays was featured on Wikipedia's main page in the *[In the news](#)* section on 10 January 2017. 

While the **biographies of living persons** policy does not apply directly to the subject of this article, it may contain material that relates to living persons, such as friends and family of persons no longer living, or living persons involved in the subject matter. Unsourced or **poorly sourced** contentious material about living persons **must be removed immediately**. If such material is re-inserted repeatedly, or if there are other concerns related to this policy, please see [this noticeboard](#).

Exploring Tabs: Article history

Anna Mae Hays: Revision history

[?](#) Help

[View logs for this page](#)

Search for revisions

From year (and earlier): From month (and earlier): Tag filter:

For any version listed below, click on its date to view it. For more help, see [Help:Page history](#) and [Help:Edit summary](#).

External tools: [Revision history statistics](#) · [Find all revisions by user](#) · [Number of watchers](#) · [Page view statistics](#) · [Dead links](#)

(cur) = difference from current version, (pre) = previous editing version, **m** = minor edit, **→** = section edit, **←** = automatic edit summary

- Compare selected revisions
- | | Date | Editor username | |
|------------------------------|---|--|--|
| (cur prev) | 15:27, 16 February 2018 | Wuerzele (talk contribs) | .. (17,147 bytes) (+38) .. (added <i>Category:Women's rights activists</i> using <i>HotCat</i>) (undo thank) |
| (cur prev) | 15:26, 16 February 2018 | Wuerzele (talk contribs) | .. (17,109 bytes) (+87) .. (expand) (undo thank) |
| (cur prev) | 15:21, 16 February 2018 | Wuerzele (talk contribs) | .. (17,022 bytes) (+105) .. (→See also: add) (undo thank) |
| (cur prev) | 15:19, 16 February 2018 | Wuerzele (talk contribs) | .. (16,917 bytes) (+43) .. (→See also: add) (undo thank) |
| (cur prev) | 15:15, 16 February 2018 | Wuerzele (talk contribs) | .. (16,874 bytes) (+146) .. (→See also: add) (undo thank) |
| (cur prev) | 15:12, 16 February 2018 | Wuerzele (talk contribs) | .. (16,728 bytes) (+129) .. (expand lede per body) (undo thank) |

Sections: Lead Paragraphs, Info boxes



WIKIPEDIA
The Free Encyclopedia

Main page
Contents
Featured content
Current events
Random article
Donate to Wikipedia
Wikipedia store

Interaction

Help
About Wikipedia
Community portal
Recent changes
Contact page

Tools

What links here
Related changes
Upload file
Special pages
Permanent link
Page information
Wikidata item
Cite this page

Ariel Cetrone (WMDC) 15 23 Talk Sandbox Preferences Beta Watchlist Contributions Log out 22:33:45

Article Talk

Read Edit Edit source View history More Page TW

Search Wikipedia

Anna Mae Hays [edit | edit source]

A B-class article from Wikipedia, the free encyclopedia

Lead paragraphs

Main photo or
Infobox
placement

Anna Mae Violet McCabe Hays (February 16, 1920 – January 7, 2018) was an American [military officer](#) who served as the 13th chief of the [U.S. Army Nurse Corps](#). She was the first woman in the [U.S. Armed Forces](#) to be promoted to a [General Officer](#) rank; in 1970, she was promoted to the rank of [Brigadier General](#).^[2] Hays paved the way for equal treatment of women, countering [occupational sexism](#), and made a number of recommendations, which were accepted into military policy.

Contents [hide]

- Early life
- Career
 - Recognition
- Personal and later life
- Decorations
- See also
- References
- Bibliography

Wikidata

Life [edit | edit source]

born in 1920 in [Buffalo, New York](#) as the middle of three children in the family.^{[3][2]} Her father's name was Daniel Joseph McCabe II (1881–1939),^{[4][5]} who was from [Ballymurphy, County Carlow](#), Ireland,^[4] while her mother's name was Mattie Florence Humphrey (1885–1961),^{[4][6][7]} who was of Welsh descent,^[8] both her parents were members of [The Salvation Army](#).^[2] During Hays' childhood the family moved several times in the western New York and eastern Pennsylvania areas, but

Anna Mae Hays



Born	Anna Mae Violet McCabe ^[1] <div>February 16, 1920</div> <div>Buffalo, New York, U.S.</div>
Died	January 7, 2018 (aged 97) <div>Washington, D.C., U.S.</div>
Cause of death	Complications from a heart attack

Sections: References

Personal and later life [edit | edit source]

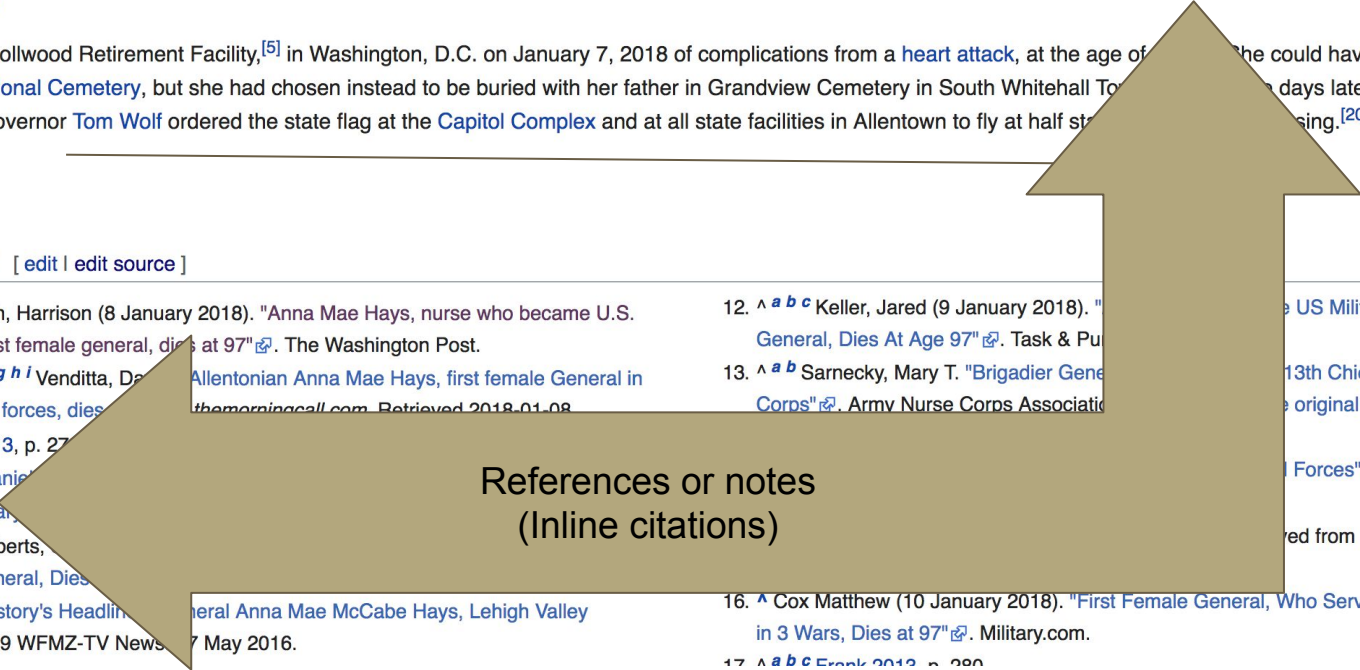
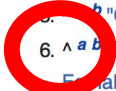
She married William A. Hays, in July 1956, who directed the Sheltered Workshops that provided jobs for disabled people in Washington D.C.^[6] William passed away in 1962/63.^{[7][12][6]}

Hays died at Knollwood Retirement Facility,^[5] in Washington, D.C. on January 7, 2018 of complications from a **heart attack**, at the age of 97. She could have been buried at **Arlington National Cemetery**, but she had chosen instead to be buried with her father in Grandview Cemetery in South Whitehall Township. A few days later, Pennsylvania governor **Tom Wolf** ordered the state flag at the **Capitol Complex** and at all state facilities in Allentown to fly at half staff in mourning.^[20]

References [edit | edit source]

- ¹ [^] ^{abc} Smith, Harrison (8 January 2018). "Anna Mae Hays, nurse who became U.S. military's first female general, dies at 97". *The Washington Post*.
- ² [^] ^{abcdefghi} Venditta, Debra (9 January 2018). "Allentonian Anna Mae Hays, first female General in U.S. armed forces, dies". *themorningcall.com*. Retrieved 2018-01-08.
- ³ [^] Frank 2013, p. 27.
- ⁴ [^] ^{abcd} "Daniel".
- ⁵ [^] ^{ab} "Obituary".
- ⁶ [^] ^{abcd} Roberts, (9 January 2018). "Female General, Dies".
- ⁷ [^] ^{abcd} "History's Headline: General Anna Mae McCabe Hays, Lehigh Valley patriot". 69 WFMZ-TV News. 7 May 2016.
- ¹² [^] ^{abc} Keller, Jared (9 January 2018). "US Military's First Female General, Dies At Age 97". *Task & Purpose*.
- ¹³ [^] ^{ab} Sarnecky, Mary T. "Brigadier General in 13th Chief, Army Nurse Corps". *Army Nurse Corps Association*. Archived from the original on 27 January 2018.
- ¹⁶ [^] Cox Matthew (10 January 2018). "First Female General, Who Served as Army Nurse in 3 Wars, Dies at 97". *Military.com*.
- ¹⁷ [^] ^{abc} Frank 2013, p. 280.

References or notes
(Inline citations)



Additional Sections

See also [edit | edit source]

- [List of female United States military generals and flag officers](#)
- [Timeline of women in warfare in the United States from 1900 to 1949](#)
- [Timeline of women in warfare in the United States from 1950 to 1999](#)
- [Women in the military](#)
- [Women in the military by country](#)
- [Women in the military in Europe](#)
- [Women in the military in the Americas](#)



References [edit | edit source]

Categories

Categories (+⁺): [1900 births](#) (–) (±) | [2018 deaths](#) (–) (±) | [Military personnel from Buffalo, New York](#) (–) (±) | [Recipients of the Legion of Merit](#) (–) (±) | [Female generals of the United States Army](#) (–) (±) | [United States Army Nurse Corps officers](#) (–) (±) | [American nursing administrators](#) (–) (±) | [American people of the Korean War](#) (–) (±) | [Women in warfare post-1945](#) (–) (±) | [Women in war in East Asia](#) (–) (±) | [American women in World War II](#) (–) (±) | [Catholic University of America alumni](#) (–) (±) | [Women's rights activists](#) (–) (±) | (+)

Editing Existing Articles

Photo: Category: Wikimedia DC meetups

Source: Wikimedia Commons



Edit w/ Visual Editor = What you see is what you get (mostly)

1. Locate an article

2. Select 'Edit'

3. Unsure if you are in Visual Editor?

Select the Pencil (red arrow), select 'Visual editing'

4. Edit as you would in a word processor

The image shows a screenshot of a Wikipedia article page for "Anna Mae Hays". The page is in the "Visual Editor" mode. A red circle highlights the "Edit" button in the top navigation bar, which has opened a dropdown menu with two options: "Visual editing" (selected) and "Source editing". A red arrow points to the "Visual editing" option. A callout box above the "Edit" button says "Edit buttons" and "Edit = Visual Editor, Edit Source = Code". Another callout box points to the "Paragraph" button in the editing toolbar, labeled "Formatting buttons". The article text below the title reads: "Anna Mae Violet McCabe Hays (February 16, 1920 – January 7, 2018) was an American military officer who served as the 13th chief of the U.S. Army Nurse Corps. She was the first woman in the U.S. Armed Forces to be promoted to a General Officer rank; in 1970, she was promoted to the rank of Brigadier General.[1] Hays paved the way for equal treatment of women,..."

Cite your sources

1. Place cursor in desired location, select 'Cite'
2. Follow prompts

The screenshot shows a Wikipedia article about Anna Mae Violet McCabe Hays. The 'Cite' button in the top toolbar is circled in red. A 'Cite' dialog box is open, also circled in red, showing options for 'Automatic', 'Manual', and 'Re-use' citation styles. The 'Automatic' section is selected, and 'Website' is chosen. The article text includes a paragraph about her early life and a section titled 'Career'.

Anna Mae Violet McCabe Hays (February 16, 1920 – January 7, 2018) was an American [military officer](#) who served as the 13th chief of the [U.S. Army Nurse Corps](#). She was the first woman in the [U.S. Armed Forces](#) to be promoted to a [General Officer](#) rank; in 1970, she was promoted to the rank of [Brigadier General](#).^[1] Hays paved the way for equal treatment of women, countering [occupational sexism](#), and made a number of recommendations, which were accepted into military policy.

Early life

Hays was born in 1920 in [Buffalo, New York](#) as the middle of three children in the family.^{[3][1]} Her father's name was Daniel Joseph McCabe II (1881–1939),^{[2][3]} who was from [Ballymurphy, County Carlow](#), Ireland,^[2] while her mother's name was Mattie Florence Humphrey (1885–1961),^{[2][4][5]} who was of Welsh descent;^[8] both her parents were members of [The Salvation Army](#).^[1] During Hays' childhood the family moved several times in the western New York and eastern Pennsylvania areas, but settled in [Allentown, Lehigh County, Pennsylvania](#), in 1932.^{[1][6]} She had an elder brother, Daniel Joseph and a younger sister, Katherine Evangeline.^{[2][5]} Hays attended Allentown High School, now [William Allen High School](#), graduating with honours in 1938.^{[7][8]} Hays had a love of music, playing the piano, the organ and the French horn, and wanted to go to [Juilliard School](#) to study music but due to a lack of funds for tuition she decided to pursue nursing instead.^{[1][9]}

Career

Following her high school studies, Hays enrolled in 1939^[5] she graduated in 1941, having obtained a [diploma in nursing](#). She served in India in January 1943, serving with the 20th Field Hospital, stationed at the entrance to Ledo Road, which cut through somewhat primitive; the buildings were made of bamboo, and monsoon seasons. Just over two years later, in April 1945, After serving two and a half years in India, Hays was on the Nurse Corps, she served as an operating room nurse and later as a head nurse at [Fort Monmouth General Hospital at Fort Dix](#), New Jersey; as

Anna M

Born Anna M
Februar
[Buffal](#)

Died Januar
Washi

Cause of death Compl
[attack](#)

Burial place Grand

Occupation Army r

Spouse(s) William
death)

Military

Create links between articles

1. Select text

2. Select link icon

3. Select article and
'Done'

The screenshot shows a Wikipedia article editor interface. At the top, the 'Paragraph' toolbar is visible, with the 'Link' icon (two interlocking circles) circled in red. Below the toolbar, the article text is partially visible, including the 'Early life' section and the start of the 'Marriage and family' section. The text in the 'Marriage and family' section contains the phrase 'Louisiana Purchase', which is highlighted in blue. A 'Link' dialog box is open over the text, featuring a search bar with 'Louisiana_Purchase' entered. Below the search bar, a list of search results is displayed, with the first result, 'Louisiana_Purchase', highlighted. The 'Done' button in the dialog box is also circled in red. The background text is partially obscured by the dialog box.

Adding Sections

Early life

Hays was born in 1920 in [Buffalo, New York](#) as the middle of three children in the family.^{[3][1]} Her father's name was Daniel Joseph McCabe (1881–1939),^[2] while her mother's name was [Matie Florence Humphrey](#) (1885–1961),^{[3][4]} who was of Welsh descent;^[7] both her parents were officers of [The Salvation Army](#).^[1] During Hays' childhood the family moved several times in the western New York and eastern Pennsylvania areas, but settled in [Allentown, Lehigh County, Pennsylvania](#), in 1932.^{[1][5]} She had an elder brother, Daniel Joseph II and a younger sister, Catherine Evangeline.^[4] Hays attended Allentown High School, now [William Allen High School](#), graduating with honours in 1938.^{[6][7]} Hays had a love of music, playing the piano, the organ and the French horn, and wanted to go to [Juilliard School](#) to study music but due to a lack of funds for tuition she decided to pursue nursing instead.^[1]

Career

Following her high school studies, Hays enrolled in 1939^[4] at the Allentown General Hospital School of Nursing, from which she graduated in 1941, having obtained a [diploma in nursing](#). In May 1942, she joined the Army Nurse Corps, and was sent to India in January 1943, serving with the 20th Field Hospital,^[8] to the town of [Ledo](#) in [Assam](#).^{[9][10][11]} The hospital was stationed at the entrance to [Ledo Road](#), which cut through the jungles into Burma.^[12] The living and working conditions were somewhat primitive; the buildings were made of bamboo, and dysentery, leeches and snakes were common, particularly during monsoon seasons. Just over two years later, in April 1945, she was promoted to the rank of [first lieutenant](#).^[7]

After serving two and a half years in India, Hays was on leave in the United States when the war ended.^[5] Remaining with the Corps, she served as an operating room nurse and later as a head nurse at [Tilton General Hospital](#) at [Fort Dix](#), New Jersey, as obstetric supervisor at [Valley Forge](#)

Bo

Die

Bu

Occ

Sp

All

Set

Adding Sections

1. Place cursor
2. Select 'Paragraph'
3. Select 'Heading'

The screenshot shows a text editor interface. At the top, a dropdown menu is open, displaying 'Paragraph' as the selected option. Below it, 'Heading' is also visible and highlighted with a red circle. The main text area contains a paragraph about Anna Marie Hays, with several sub-headings: 'Sub-heading 1', 'Sub-heading 2', 'Sub-heading 3', and 'Sub-heading 4'. A red arrow points from the 'Heading' option in the dropdown menu to the 'Early life' section of the text.

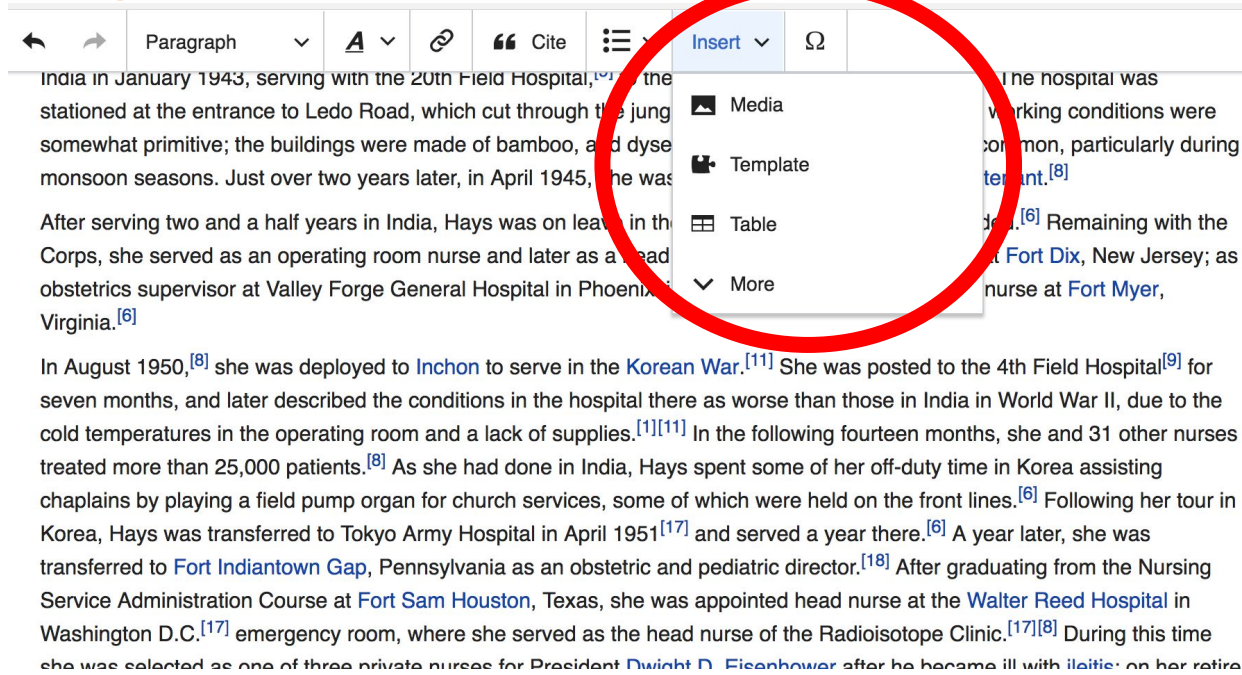
New section with heading



Career

Following her high school studies, Hays enrolled in 1939^[4] at the Allentown General Hospital School of Nursing, from which she graduated in 1941, having obtained a [diploma in nursing](#). In May 1942, she joined the Army Nurse Corps, and was sent to India in January 1943, serving with the 20th

Adding Photos with Wikimedia Commons



The screenshot shows a text editor interface. The 'Insert' menu is open, and the 'Media' option is highlighted with a red circle. The text in the background is partially visible, showing a paragraph about a nurse's service in India and Korea.

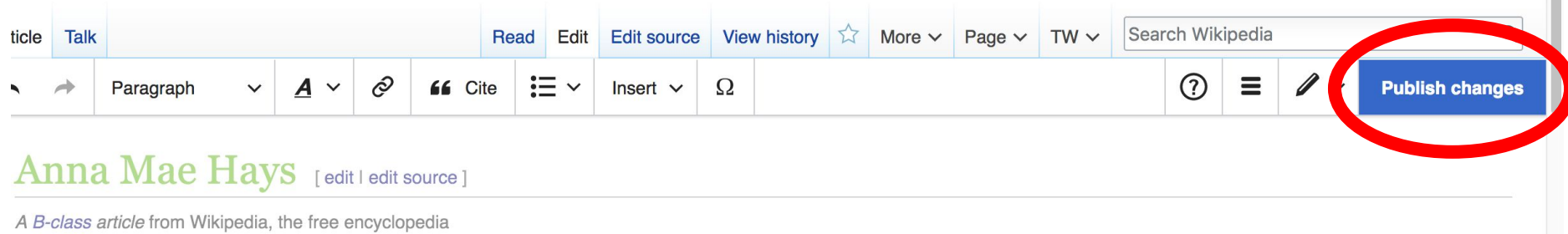
India in January 1943, serving with the 20th Field Hospital,^[9] the hospital was stationed at the entrance to Ledo Road, which cut through the jung working conditions were somewhat primitive; the buildings were made of bamboo, and dys common, particularly during monsoon seasons. Just over two years later, in April 1945, he was tentant.^[8]

After serving two and a half years in India, Hays was on leave in the dr.^[6] Remaining with the Corps, she served as an operating room nurse and later as a head at Fort Dix, New Jersey; as an obstetrics supervisor at Valley Forge General Hospital in Phoenix, nurse at Fort Myer, Virginia.^[6]

In August 1950,^[8] she was deployed to Incheon to serve in the Korean War.^[11] She was posted to the 4th Field Hospital^[9] for seven months, and later described the conditions in the hospital there as worse than those in India in World War II, due to the cold temperatures in the operating room and a lack of supplies.^{[1][11]} In the following fourteen months, she and 31 other nurses treated more than 25,000 patients.^[8] As she had done in India, Hays spent some of her off-duty time in Korea assisting chaplains by playing a field pump organ for church services, some of which were held on the front lines.^[6] Following her tour in Korea, Hays was transferred to Tokyo Army Hospital in April 1951^[17] and served a year there.^[6] A year later, she was transferred to Fort Indiantown Gap, Pennsylvania as an obstetric and pediatric director.^[18] After graduating from the Nursing Service Administration Course at Fort Sam Houston, Texas, she was appointed head nurse at the Walter Reed Hospital in Washington D.C.^[17] emergency room, where she served as the head nurse of the Radioisotope Clinic.^{[17][8]} During this time she was selected as one of three private nurses for President Dwight D. Eisenhower after he became ill with ileitis; on her retire

1. Place cursor
2. Select: 'Insert' + 'Media'
3. Enter search term
4. Select photo + 'Use this image'

Don't forget to 'Publish Changes'



The image shows a screenshot of the Wikipedia editing interface. At the top, there is a navigation bar with tabs for 'Talk', 'Read', 'Edit', 'Edit source', 'View history', 'More', 'Page', and 'TW'. Below this is a search bar labeled 'Search Wikipedia'. The main editing toolbar contains various icons for text formatting, such as bold (A), italic (I), link, and quote, along with a 'Publish changes' button. This button is highlighted with a red circle. Below the toolbar, the article title 'Anna Mae Hays' is displayed in green, followed by '[edit | edit source]'. At the bottom, a line of text reads 'A B-class article from Wikipedia, the free encyclopedia'.

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

[↶](#) [↷](#) Paragraph [A](#) [I](#) [🔗](#) [“”](#) Cite [☰](#) [Insert](#) [Ω](#) [?](#) [☰](#) [✎](#) **Publish changes**

Anna Mae Hays

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

A B-class article from Wikipedia, the free encyclopedia

Explore linked articles

- Search linked articles for relevant information
- 'Copy and Paste' is acceptable between WP articles as long as content is relevant
 - Also a good way to find new sources

Creating New Articles


Photo: University of Maryland iSchool Disability
Justice Editing Workshop

Source: Wikimedia Commons



Create A New Article: Three Ways to Get Started

1. Start a draft using the Article Wizard
(Enter **Wikipedia: Article Wizard** into search bar)
 - Follow prompts
 - Publish in draft form

 **Wikipedia Article Wizard**
Welcome

Thank you for your interest in contributing to Wikipedia!

Before starting the process of creating an article, you can get the hang of things by first editing in **your sandbox**. It's a great way to practice your editing skills without affecting live articles.

If you need some help along the way, check out our **editing guide**.

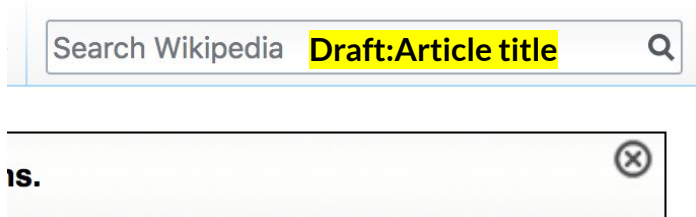
[Next](#)

[Edit sandbox](#)

Or...

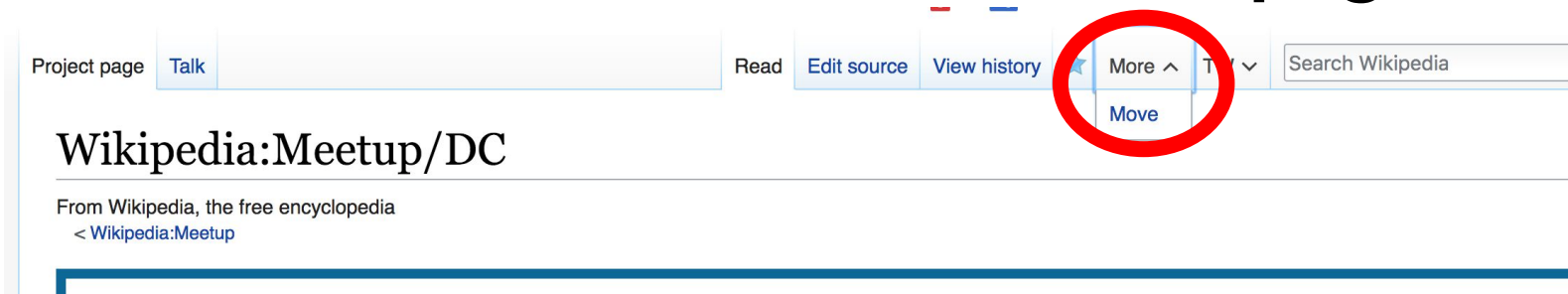
Create A New Article: Three Ways to Get Started

- Enter **Draft:Article title** into WP search bar
 - Click the **red link** to start the article



Draft cont.

- Start writing and publish as you go
- When happy with your draft, select 'More' then 'Move'
- Select 'Article' in menu under New Title, remove 'Draft:' and move page

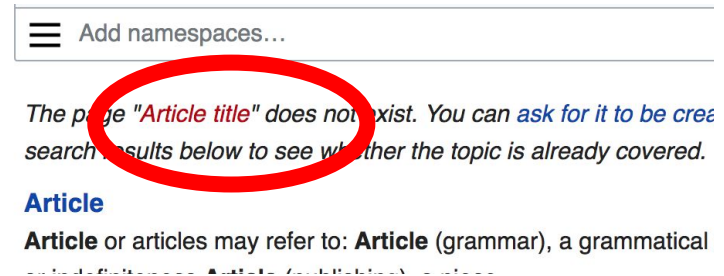
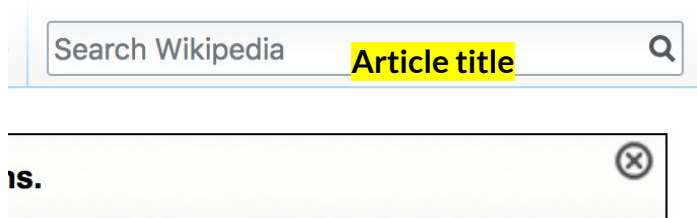


The screenshot shows the top navigation bar of a Wikipedia page. On the left, there are tabs for 'Project page' and 'Talk'. In the center, there are buttons for 'Read', 'Edit source', and 'View history'. To the right of these buttons is a dropdown menu with 'More ^' selected, and a 'Move' option is visible below it, circled in red. Further right is a search box labeled 'Search Wikipedia'. Below the navigation bar, the page title 'Wikipedia:Meetup/DC' is displayed. Underneath the title, it says 'From Wikipedia, the free encyclopedia' and '< Wikipedia:Meetup'.

Create A New Article cont.

2. Start a 'Mainspace' article

- Enter **Article title** into WP search bar
- Click the **red link** to start the article
 - Create
 - Publish



Create A New Article cont.

3. Practice using your Sandbox

- Select Sandbox
 - Select Edit or Edit Source
 - Create article or section
- Copy/Paste Sandbox content into a draft of mainspace article



The screenshot shows the top navigation bar of a Wikipedia user page for 'Ariel Cetrone (WMDC)'. The user's name is on the left, followed by a notification bell with a red '7' and a mobile icon with a blue '23'. To the right are links for 'Talk', 'Sandbox', 'Preferences', 'Beta', 'Watchlist', and 'Contri'. Below this is a secondary navigation bar with 'User page' and 'Talk' tabs. The main navigation bar includes 'Read', 'Edit', 'Edit source', 'View history', a star icon, 'More', and 'TW'. A search box labeled 'Search Wikipedia' is on the right. The page title is 'User:Ariel Cetrone (WMDC)/sandbox'. A red circle highlights the 'Sandbox' link in the top navigation bar.

User page [Talk](#)

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

User:Ariel Cetrone (WMDC)/sandbox

Tips/Other Ways to Edit

Photo: National Rivers and Trails Wikipedia Editing Workshop
Bureau of Land Management

Source: Wikimedia Commons



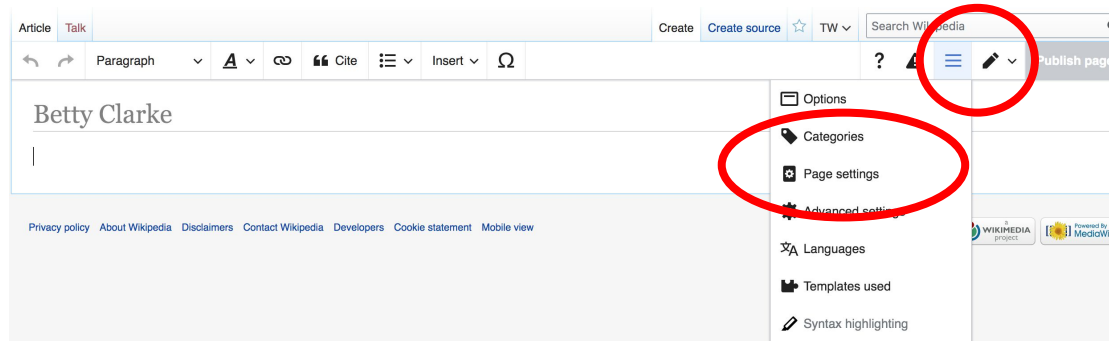
Adding Categories

Categories (+⁺): 1920 births (-) (±) | 2018 deaths (-) (±) | Military personnel from Buffalo, New York (-) (±) | Recipients of the Legion of Merit (-) (±)
| Female generals of the United States Army (-) (±) | United States Army Nurse Corps officers (-) (±) | American nursing administrators (-) (±)
| American army personnel of the Korean War (-) (±) | Women in warfare post-1945 (-) (±) | Women in war in East Asia (-) (±) | American women in World War II (-) (±)
| Catholic University of America alumni (-) (±) | American women's rights activists (-) (±) | (+)

1. Leave Editing mode
2. Select +
3. Type the category name into the field, i.e. **American Women in World War II**. Only existing categories will appear in the list of options. You may create new categories.
4. Select **'Apply Changes'**

Redirects

1. Identify target article -
'Mary E. Clarke'
2. Create a new article. Name it the alias.
'Betty Clarke'
3. To Redirect, select icon w/ three lines.
4. Select Page settings.



Redirects cont.

5. Select 'Redirect page to'

6. Enter name of the target article

(Ex. **Mary E. Clarke**)

7. Select Apply changes 8. Select 'Apply changes'

The screenshot shows the 'Options' dialog box for a Wikipedia page. The 'Page settings' tab is selected, and the 'Redirect this page to' option is checked. The target article name 'Mary E. Clarke' is entered in the text field below. The 'Apply changes' button is highlighted with a red circle. A red arrow points to the 'Page settings' tab. Other options visible include 'Prevent this redirect from being updated when target page is moved.', 'Show the Table of Contents' (with 'Always', 'If needed', and 'Never' buttons), 'Disable the edit links next to each heading on this page.', and 'This is a disambiguation page'.

Uploading Photos to Wikicommons

Photo: Sumner School Archive Editing Workshop

Source: Wikimedia Commons



Adding Photos

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



Commons

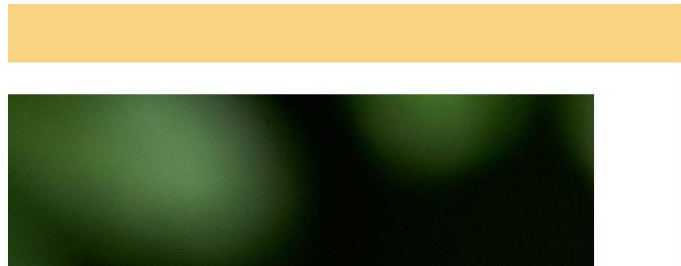
freely usable media files to which anyone can contribute

Images

Sounds

Videos

Upload



Picture of the Year

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



Adding Photos

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 Photos

4. 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.

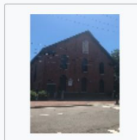
Learn

Upload

Release rights

Describe

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.

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](#)).

(Anyone may use, share or remix this work, as long as they credit me and share any derivative work under this license.)

[Use a different license](#)

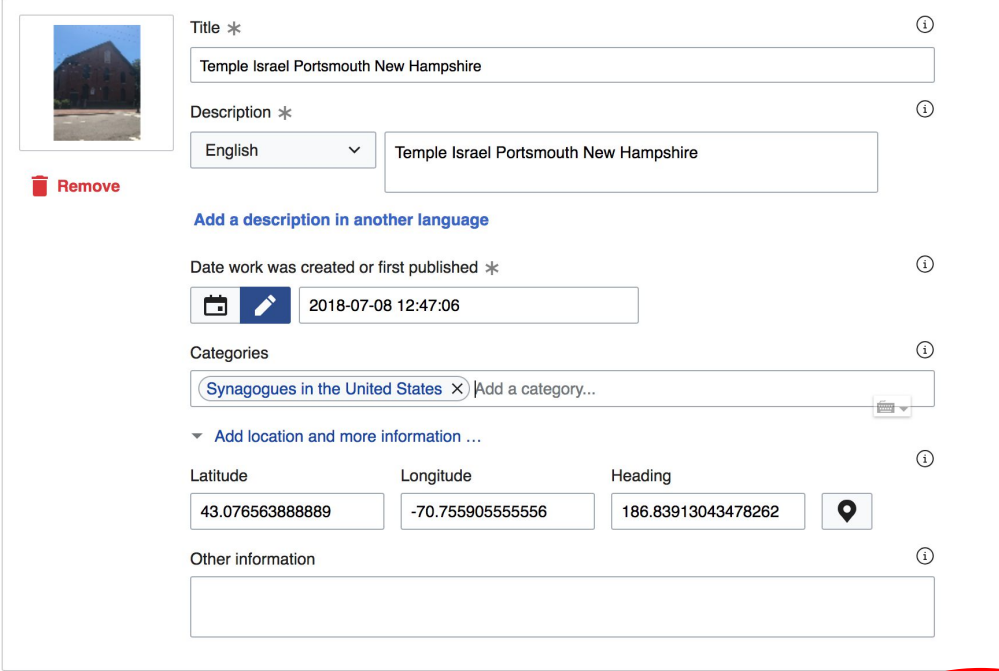
This file is not my own work.

Back

Next

Adding Photos

4. Name and caption your photo, add category



The screenshot shows a form for adding a photo. On the left, there is a photo of a dark building with a red roof, a trash can icon, and the text "Remove". The form fields are as follows:

- Title ***: Temple Israel Portsmouth New Hampshire
- Description ***: English (dropdown), Temple Israel Portsmouth New Hampshire
- Add a description in another language**: (link)
- Date work was created or first published ***: 2018-07-08 12:47:06
- Categories**: Synagogues in the United States (tag), Add a category... (input)
- Add location and more information ...**:
 - Latitude**: 43.076563888889
 - Longitude**: -70.755905555556
 - Heading**: 186.83913043478262
- Other information**: (empty text area)

At the bottom, there are two buttons: "Back" and "Next". The "Next" button is circled in red.