# Wikipedia



WIKIPEDIA The Free Encyclopedia

# Women in Red



Cambridge

**Clem Rutter** 

8 March 2017

### **Table of Contents**

1Welcome to Wikipedia	3
2A wikipedia edit	4
3Editing	
4Visual Editor: Your user page	
5Source editor: Talk to me	
6Tweaking the user page- source editor then visual	9
7Wikipedia rules and Wikipedia has rules	
8Writing an article	
9Using in Visual Editor	
10Wiki-markup cheat sheet	
11Policies and guidelines	
12Visual editor map	
13 Submitting	

## **1** Welcome to Wikipedia

Wikipedia is used by everyone on this planet-- and several more too.

Everyone can edit wikipedia. Every edit is monitored to some extent. Every edit is saved- so you can rollback if something goes very wrong. Every article has a talkpage where ideas can be discussed, and a edit history page-where you can find links to each edit and each editor.

Every lecturer in the world tells their students not to use Wikipedia because everyone can edit itbut every lecturer in the world uses it to prepare their lectures and course notes.

Wikipedia is fun- and the social life is good too.

Wikipedia is the product-

Wikimedia is the organisation/legal entity-

Mediawiki is the software.

# 2 A wikipedia edit

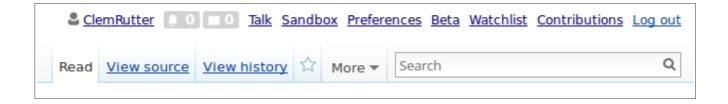
A wikipedia edit has three parts

- Writing an interesting fact
- Saying where that fact can be found (a reference)
- Leaving an edit summary to tell your co-writers what you have just done

A wikipedia article can be as simple as you like (a stub), or a major piece of referenced writing. You are seriously advised to look at similar articles before you start.

### **2.1 Managing the edits**

All editors have a **watchlist** so we know immediately that an edit has been made- who made it- and what the differences are. All editors have a **contribution list**- which gives us quick links to the articles we are editing. We are also given a **sandbox** where we can try out ideas or even draft new articles.



A group of volunteers monitors all new articles- they look for who has made the edit, how many edits they have made before, and try to find out a bit about the editor. They look for links and references. If the tentative new article looks dodgy then they just delete it.

This is a bear trap for new editors-so it is best to create a little history and street-cred before attempting your first new article.

### 2.2 Registering

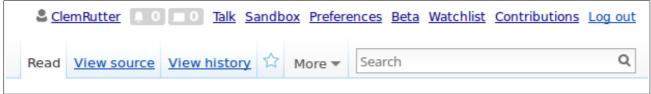
Wikipedia is another web application, so registering and logging on is similar to all other sites.

Choose a user name- try to be a bit serious here. If you want to remain anonymous- and have no other ideas. Try a street name where you have lived- followed by a number say a bus route. Password don't need to be too secure- there's no money involved here.

You are now a wikipedian.

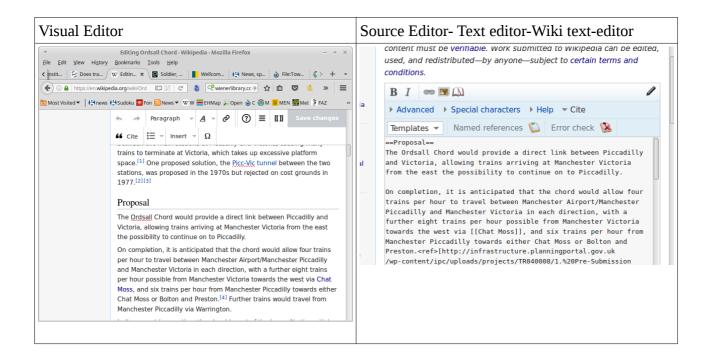
Log on, look at the screen.

Look at the top- there is your name, - two icons and seven options.



# 3 Editing

Wikipedia gives you the choice of two editors. One is similar to Google docs and can be used to write the articles. The second is a text-editor, that can be used anywhere. It requires you to use a simple markup code- but experienced editors have used it for years, and will automatically use it if you ask them for help. We need both.



## 4 Visual Editor: Your user page

We will use the **Visual Editor.** Your user page is yours- click on your name- then click on Edit.

- Ja- 71 0					20	ClemRu	itter 💂		Talk Sandb	ox F	Preference	s Beta	Watch	list Co	ntributions Log out
A DO W	User page	Talk			Read	Edit	Edit sourc	e Vi	iew history	*	More 🔻	Searc	h Wiki	pedia	Q
1 11 7	* *		w	<u>A</u> -	Ø	66	Cite 🔚		Insert 👻	S	2	0	≡	CC 11	
WIKIPEDIA The Free Encyclopedia Main page Contents Featured content	From Wi	:Clem	free ency			source	e ]								

The visual editor will (eventually) load. Click + Insert paragraph and start typing.

Quite simply this will tell the vandal patrol that you are are a serious new contributor.

Barn .					🚨 CI	emRutter 🏾		Talk San	dbox	Preference	8 Beta	Watch	list Cor	ntributions Log out
	User page	Talk		Rea	d Edit	Edit sourc	e View	history	•	More 🔻	Searc	<mark>h W</mark> ikij	pedia	Q
1 11 7	← →	Paragraph	w	<u>A</u> -	Ø	Gite	:≡ -	Insert	- 5	Ω	0	≡	U D	Save changes
WIKIPEDIA The Free Encyclopedia	User	:AvianLe	ee											
Main page Contents	From Wi	kipedia, the free	ency	lopedia										
Featured content Current events Random article	-	ne is Lee Saund Itter, into the w												

This is a user page so you don't need to add a reference! Save changes



In the edit summary write:

Describe what you changed Starting a new page introducing myself.

Save changes That's the process. We have a User page . And we can tweak it later

# 5 Source editor: Talk to me

Type into the search box:- User talk:ClemRutter. Select New section and write me a message.

This time you must use the **wiki source (wikitext) editor.** 

User page Talk	Read Edit	New section	View history	* N	lore ▼	Search	٩			
Editing User talk:Clem	Rutter (new sec	ction)								
This is a <u>talk page</u> . Please respect th	This is a <u>talk page</u> . Please respect the <u>talk page guidelines</u> , and remember to <u>sign your posts</u> by typing four tildes (~~~~).									
Content that <u>violates any copyrights</u> wi used, and redistributed—by anyone—si				<u>ble</u> . W	/ork sul	bmitted to Wikipe	dia can be edited,			
Subject/headline										
Course February										
$\mathbf{B} \ I  \text{$$\$!} \ \mathfrak{S} \ $	<b>B</b> $I  \text{special characters} \rightarrow \text{Help} \rightarrow \text{Cite}$									
Templates - Named references	칠 Error check 🔞									
Hi, I am on your course.										

At this point I won't have a clue who has written it, so click on the pencil and a little wikicode is added. Yes, four tildes.

Preview it (down at the bottom) then save it. I now have your user name so I can write back

Preview
This is only a preview; your changes have not yet been saved!
Course February
Hi, I am on your courseAvianLee (talk) 18:53, 7 January 2016 (UTC)
Subject/headline
Course February
Subject preview: (→Course February: new section)
B I 🖋 ∞∞ 💌 → Advanced → Special characters → Help → Cite
Hi, I am on your course~~~

Save. That is the process and your user name has appeared.

## 6 Tweaking the user page- source editor then visual

Click on your user name- click on source edit- type this,

```
{{guideline list}}
```

Click <u>Preview</u>, and then click <u>save</u>. You have copied in (transcluded) a list of useful links. That is a **template**. You call a template by using the squiggly brackets.

Onto visual editor. In visual think you want to insert a template. Click on Insert. Click on Template. Type in its name and save. It gives you a nonsense message- ignore it and save. It works the second time.



This it really is easier in source edit

Click again on your user name to get to page - click on source edit- type this,

```
[[User:XXXXXX]]
[[User talk:XXXXXX]]
[[User:XXXXXX/Sandbox]]
[[Special:Contributions/XXXXXXXX]]
```

Click **Preview**, it is all bunched up, try adding an extra line between them and they will align, preview and then try the three changes below. Previewing each time

```
:[[User:XXXXXX]]
:[[User talk:XXXXXX]]
:[[User:XXXXXX/Sandbox]]
:[[Special:Contributions/XXXXXXXX]]
```

Colons: This shows you how to indent the line.

\*[[User:XXXXXX]]
\*[[User talk:XXXXX]]
\*[[User:XXXXX/Sandbox]]
\*[[Special:Contributions/XXXXXXXX]]

**Stars:** Give you bullet points.

**The** | **(pipe) character:** The bit before the pipe gives us the link address and the bit after the pipe is what the reader sees.

```
*[[User:XXXXXX|This page]]
*[[User talk:XXXXXX|My talk page]]
*[[User:XXXXXX/Sandbox|My sandbox]]
*[[Special:Contributions/XXXXXX|My contributions]]
```

In the edit summary write- adding links, preview and save. We now have a useful user page.

23/03/2017

# 7 Wikipedia rules and Wikipedia has rules

Wikipedia has an awesome collection of policies and rules. Wikipedia has Help pages, Talk pages and Draft Space. Each user has a sandbox where they can work-up ideas without worrying too much about getting it wrong.

### 7.1 Choosing your topic- WP:GNG- Notability

For historical reasons each new article has to be notable- the inclusionists amongst us are very tolerant- but other editors are far more caution. This is what we need to consider **[[WP:GNG]]**. So before we start we check if:-

The subject has received **significant coverage** in **<u>reliable sources</u>** that are **<u>independent</u> of the subject.** 

- "Significant coverage" addresses the topic directly and in detail, so that <u>no original</u> <u>research</u> is needed to extract the content. Significant coverage is more than a trivial mention, but it does not need to be the main topic of the source material.
  - The book-length history of the subject is obviously. A passing reference as a cowriter just isn't. We will always be somewhere in-between.
  - To be safe I look for two sources.
- "Reliable" means the sources need editorial integrity. Generally broadsheet newspapers, and peer reviewed academic journals are, and tabloids and most local newspapers are not. There are guidelines [[WP:RS]] the reliable source guideline. The source may be in any language providing one copy is available somewhere. Sources may encompass <u>published</u> works in all forms and media, and <u>in any language</u>.
- "**Sources**" should be secondary sources, as those are the most objective. There is no fixed number of sources stated but multiple sources are generally expected. Multiple publications from the same author or organization are usually regarded as a single source.
- "Independent of the subject" excludes works produced by the article's subject or someone affiliated with it. This is a tricky one as the employer- usually the university would not be considered independent. Articles in the professional journal describing the subjects work would be independent- one written by the subject or the subjects colleagues would not be. Advertising, press releases, autobiographies, and the subject's website are never considered independent.

Significant coverage in reliable sources **[[WP:RS]]** creates an assumption, not a guarantee, that a subject should be have an article. It may be better to include them as a paragraph in another article.

If she passes that test- we write the article. Each fact in the article does need 'one' reference to say where we found it, but we don't have to apply the notability test in full- particularly non-independent primary sources are often good enough

### 7.2 BLP- Biography of Living Persons

Writing about living persons needs special sensitivity and care and Wikipedia's lawyer have thought long and hard how we should do it. **[[WP:BLP]]** writes it out in full.

- <u>Presumption in favour of privacy</u>
- <u>Neutral point of view</u> (NPOV)
- <u>Verifiability</u> (V)
- <u>No original research</u> (NOR)
- •

We must get the article *right*. Be very firm about the use of high-quality <u>sources</u>. All quotations and any material **challenged or likely to be challenged** must be supported by an <u>inline citation</u> to a reliable, published source.

Contentious material about living persons (or, in some cases, recently deceased) that is unsourced or poorly sourced—whether the material is negative, positive, neutral, or just questionable—should be **removed immediately and without waiting for discussion**.

A long authoritative discussion can be read at **Wikipedia:Biographies of living persons** or **[[WP:BLP]]** 

Writing style	Reliable sources
Tone	Challenged or likely to be challenged
Balance	Avoid misuse of primary sources
Non aggressive	Avoid self-published sources
	Using the subject as a self-published source
Privacy issues	Avoid gossip and feedback loops
Avoid victimization	Remove contentious material that is unsourced
Privacy issues for.Public figures	or poorly sourced
Privacy of personal information and using	Balance in Further reading, External links, and
primary sources	See also
Privacy for people who are relatively unknown	
Privacy for subjects notable only for one event	
Privacy for people accused of crime	
Privacy of names	

So what should we consider?

### 7.3 MOS- Manual of Style

It comes as no surprise that we have one. [[WP:MOS]] will take you there. I have added these two links to my user page so I can find them easily

#### {{Style}} {{guideline list}}

Wikpedia's Manual of style is based on The Harvard |Manual, and the Guardian Manual of style, which both are derived from Fowler's Modern English Usage.

Being bold:

Just write the way you normally write- and that will be close enough. A wikignome will come along and knock it into shape for you later.

You may write using Anerican English, Oxford spelling or	Manual of Style	(MoS)	Wikipedia guidelines	
Cambridge Standard British			Guidelines list • Policies list	
English- but you must be	Search the Mos	5	Behavioral guidelines Assume good faith - Conflict of interest	
consistent within an article.	Content	[hide]	Courtesy vanishing · Disruptive editing     Don't bite the newbies · Don't edit to	
{{Use British English}} {{Use dmy dates}}	Accessibility • Biograp Disambiguation pages • Hio Infoboxes • Linking • Self-re Words to watch	dden text •	make a point • Etiquette • Don't game the system • User pages • Other behavioral guidelines • WMF friendly space policy Discussion guidelines	
		[hide]	Talk page guidelines • Signatures	
These tags are often put at the top	Formatting Abbreviations · Capitali		Content guidelines	
of the article to make things clear.	Dates and numbers • Prone Proper names • Spell Text formatting • Tit	Citing sources • Identifying reliable sources (medicine) • Fringe theories • Notability • Non-free content • Offensive material •		
	Images	[hide]	Don't copy long texts •	
There seems to be a current trend	Captions · Galleries · Icons	s • Images	Don't create hoaxes • Patent nonsense • External links • Other content guidelines	
to over-hyphenate. No doubt it is	Layout	[hide]	Editing guidelines	
well meaning, but will soon	Layout • Lead section • Trivia sections	Tables •	Article size • Be bold • Edit summary • Shortcuts • Understandability •	
become well-meaning before	Lists	[hide]	Other editing guidelines	
resolving itself as <i>wellmeaning</i> !.	Embedded lists • Lists • Lists	s of works •	Organization guidelines	
resorving risen as weinnearing.	Road junctions • Stand-al	one lists	Categories, lists, templates • Categorization • Disambiguation •	
Remember a wikipedia edit is:	Legal	[show]	Subpages	
an interacting fact	By topic area	[show]	Style guidelines	
• an interesting fact	Related guidelines	[show]	Manual of Style (contents • lists • tables)	
• a solid reference	Overview · Directory	• Tips	Deletion guidelines Deletion process · Speedy keep ·	
			Deletion guidelines for administrators	
• an edit summary.		V·T·E	Other guideline categories	
			Naming conventions - Notability	
If unsure you can write: New facts of	on Peppa -pls help MOS		V·T·E	

i ansure you can write. Itew facts on reppu<sup>-</sup> pis help incos.

Or put a similar comment in the text <!-- pls help that this complies with MOS -->

# 8 Writing an article

This is why we are here. You will already have a title, and a couple of books or webpages you can use for references. On your user page there are links to a plethora of advice pages so:

- Jump straight in or do a draft in your sandbox.
- **Put in some references.** we just say where others can find the facts
- Get someone to check it- just send me message on my talk page
- **Transfer it to main space**-Use the {{subst:submit}} code.

### 8.1 A look at the page structure.

Every article has different headings we can be very flexible. [

A normal biography page will contain:

```
<!-- A summary called the lead \rightarrow-->
==History==
===Early life===
===Working life===
===Legacy===
==Works==
==Exhibitions==
==See also==
==References==
;Footnotes
{{notelist}}
;Notes
{{reflist}}
;Bibliography
==External links==
[[Category:Artists from Greater Manchester]]
[[Category:Articles written at the XXXXX editathon]]
```

But we can start with almost no sections

```
Put in what you know- along with a reference to show where you can see that fact.
==See also==
==References==
;Notes
{{reflist}}
;Bibliography
==External links==
```

### 8.2 Type in the facts

Type in the facts under the headings you have created. This takes time. You can do this bit off-line in notepad or gedit while commuting and copy and paste it into the editor when you are ready. As always Preview, tidy up a bit and save.

### 8.3 Inserting references

We need a reference for each paragraph. At the top or the editor there is a link cite which opens a new bar.

<b>B</b> $I \implies Mathematical Advanced \rightarrow Special characters \rightarrow Help \neg Cite$
Templates 👻 Named references Ѽ Error check 🔇
<pre>cite web v of {{convert 39 /ha /acre}}; that is {{convert 195 PD/ha PD/acre}}</pre>
cite news
cite book
cite journal

#### **Books:**

Click on the template and select book. Just fill in the boxes- if you can fill in ISBN first you save yourself a lot of typing.Preview and if it works great, if not, get someone else to fix it.

JK. JUSI		
BN first	Book citation X	:
	Last name First name	
eview	Title Date	)
eone	Publisher Location	
	ISBN Page?_	
	Pages Edition	
	URL Access date	
	Ref. <sup>?</sup>	
	Ref name Ref group	)
n a book.	Insert Show/hide extra fields Preview Cancel Reset form	//.

#### **Collections of essays:**

If you are refering to an essay within a book. Select Cite journal.

If you are referencing medical articles select cite journal. You see the template and immediately paste in the DOI or PMID. It will fill in all the rest and you can save and move on to the next one.

#### **Information signs:**

If you want to cite an interpretive panel in a museum there is a template called {{cite sign}}. You will have to type this in directly. Here is an example.

```
<ref>
{{Cite sign
|title=The Underwater Archaeology Centre |url=
|date=2006
|medium=Plaque outside museum
|publisher=The Hampshire and Wight Trust for Maritime Archaeology
|location=[[Fort Victoria (Isle of Wight)|Fort Victoria]] }}
</ref>
```

### 8.4 Inserting references in Visual Editor

	, it was origin	uny e	u congre	gution	ui citurci			
Cancel	Add a cit	atio	n		i			
Automatic	Manual	Re	-use					
URL, DOI or PMID	)		Cancel	]	Add a d	citati	ion	i
e.g. http://www.	example.com		Automa	atic	Manual	R	le-use	
nilectore Ther	e ere len eet w	les.	🗖 Web	site		Ф	Book	0 a
			Rew	s		Ξ	Journal	c ā
			🖪 Basi	c form				1: e
Cancel (	Cite journal		Insert s	At the ISBNs		does	not autofill	from
Last name		(i) 🍵	ps	150143	•			
First name		IC 11	s it: a					
Year of publication		II 11	ne					
Title *		I( )]						
URL		* [(]]			-	-	have alread	y typed in is list.
Journal *		I( )]	C di					

Any reference is better than none-- if uncertain write as much as you can in comment brackets instead example <!-- in preface of Fowlers third edition, but no printed in the fourth  $\rightarrow$ 

To see the references at the bottom of the page. Put the code

{{**reflist**}} or if you want two columns {{**reflist**|30em}}

### 8.5 Inserting links- wikilinks

Think of the reader- what links they may want. Go through the text converting

```
.....words to [[words]] or to [[an article name|words]].
```

Putting in a raw link is allowed in the External links section- but nowhere else. It uses a single square bracket.

[an website address (URL) what you want it to say]. There is no pipe!

### 8.6 Inserting images

Think of the reader- the image should be relevant.

```
[[Image:frog 8124.jpg|thumb|what you want the caption to say]]. or
```

```
[[Image:frog 8124.jpg|thumb|upright|What you want the caption to say]].
```

You can set its size or how you want it positioned- but please **don't.** A tablet user or a mobile phone will have a different sized screen and formatting just confuses.

#### [[Image:frog 8124.jpg|thumb|180px|what you want the caption to say]]

Putting in some alt-text for screen readers is a good idea

[[Image:frog 8124.jpg|thumb|180px|alt=Frog in water|what you want the caption to say]]

### 8.7 Inserting categories

Choose one from a similar article. The code is: [[Category:Textile machinery]]

If you are at a Wikipedia event you will be given a category name to include .

Extra categories can be added later, by using the new category widgets at the bottom of the page

	Women academic administrators	
	Women academics	tills - C
	Women academics by nationality	
	Women accountants	Cromp
	Women activists	
2	Combined search	ugh (-) (
	Women academic admin	
	Women academics by nationa Women academic administrat Women historians Women musicologists Subcategories Women academics	

# 9 Using in Visual Editor

### 9.1 Inserting links- in Visual Editor

This is a dream- highlight the word and click on the chain icon . A box opens giving you suggestions.

# 9.2 Inserting images – in Visual Editor



÷	*	Paragra	aph	Ŧ	A	~	Ø	66 Cite	≣			
		:Avia kipedia, th			clope	edia						
_								ent. I am world of				
С	ancel			Lin	k			Done				
s	earch	pages	Ex	terna								
C	<b>L</b> Use	er:ClemRu	tter									
	User:ClemRutter											
		User:Clei	mRuti	ter/m	onot	ook	.js					

Select the Media option

### 9.3 Inserting categories- in visual editor

Not obvious- but look for the Options Icon = – and link through categories. Predictive texting will help you find the spelling used.

				Cancel	Options	Appl
ര	=	if 11	Save changes	Page settings	Categories	
Ŷ	_	FF 13	Sare changes	Advanced settings	Lace - Add a category	
				Categories		
				ŻĄ Languages	Sort this page by default as	
					Lace machine	

## 9.4 Inserting templates- in Visual Editor

Cancel	Add a template	In	
guid		Add template	1

This is a dream to use. It will help you find the template name, then list the fields you are allowed to fill in.

# 10Wiki-markup cheat sheet

''italic''	Italic	Italic			
'''bold'''	bold	bold			
''''bold and italic''''	bold and italic	bold and italic			
==heading 1== ===subheading 2=== ====subsub 3==== =====level 4=====	Headings in different sizes	Heading 1 subheading 2 <i>Subsub 3</i> level 4			
[[Marie Curie]] [[Marie Curie Marie Skłodowska Curie]]	Wikilink to another page -wikilink showing different text	Marie Curie Marie Skłodowska Curie			
[http://www.test.org ] [http://www.test.org Wow]	External link Link with description	<u>http://www.test.org</u> <u>Wow</u>			
[[Category:Test]]	Add article to category "Test"				
* one * two * three	Bullet list	• one • two • three			
<pre># one # two # three</pre>	Numbered list	1. one 2. two 3. three			
[[ <u>File:File.jpg thumb </u> caption]]	Thumbnail image (normal)				
[[ <u>File:File.jpg thumb left </u> caption]]	Thumbnail image aligned left with caption				
[[ <u>File:File.jpg thumb </u> upright caption]]	Tall thumbnail with caption				
[[ <u>File:File.jpg</u> [caption]]	Image fullsize with caption				
[[File:File.ogg]]	Include a sound file				
{  class= "wikidata" !header1 !! header2	Table with two columns, a header row and two normal	header1header2row1 cell1row1 cell2			
row1 cell1  row1 cell2	rows.	row1 cell1 row1 cell2 row2 cell1 cell2			
-  row2 cell1    cell2  }	Each cell can have class= ""  or style="" before it.				

# 10.1 More mark-up

<pre>#REDIRECT [[Other article]]</pre>	Redirect to another article	
	horizontal line	
<pre><s></s> <sup></sup> <sub></sub> <code></code> <pre></pre> <blockquote></blockquote></pre>	raw html (webpage) tags	
{{#tag:ref  group="nb"  name=""}} {{Reflist}} <references></references>	our reference system	
<includeonly></includeonly> <noinclude></noinclude> {{DEFAULTSORT:}} <nowiki></nowiki> →<br <span class="plainlinks"> </span>	for writing instruction- and examples on a talk page	

# **11Policies and guidelines**

WP:3RR	Three Revert Rule
WP:AFC	Articles For Creation
WP:AFD	Articles For Deletion
WP:AGF	Assume Good Faith
WP:AN	Administrator's Noticeboard
WP:AP	Arbitration Policy
WP:BOT	Bots
WP:BCRAT	Bureaucrats
WP:CIVIL	Civility
WP:D	Disambiguation
WP:DEL	Deletion Policy
WP:NEW	New user log
WP:NOR	No Original Research
WP:NOT	What Wikipedia is not
WP:NPA	No Personal Attacks
WP:NPOV	Neutral Point Of View
WP:PD	Public Domain
WP:PN	Patent Nonsense
WP:PROD	Proposed Deletion
WP:SELF	Avoid self-references
WP:V	Verifiability
WP:VAND	Vandalism
WP:VIE	Voting Is Evil

# 12Visual editor map

User page	Talk	Read	Edit	Edit source	e View	history	۲	*	More 🔻	Searc	h Wikij	pedia	Q
• >	Paragraph 💌	<u>A</u> -	Ø	66 Cite	:≡ -	Insert	v	S	2	1	≡	(I 1)	Save changes

Paragraph 👻 🔏 👻	<i>©</i> 6	<b>A</b> → Ø <b>66</b> Cite	i = 🗸 Ins	Insert – Ω			
<ul> <li>Paragraph</li> </ul>	Ctrl+0	B Bold	Ctrl+B	🗖 Media			
Heading	Ctrl+2	I Italic	Ctrl+I	- Template			
Sub-heading 1	Ctrl+3	x <sup>1</sup> Superscript	Ctrl+.	🖽 Table			
Sub-heading 2	Ctrl+4	x, Subscript	Ctrl+,	• Comment			
Sub-heading 3	Ctrl+5	<b>-S</b> Strikethrough	Ctrl+Shift+5	₽ Hieroglyphs			
Sub-heading 4	Ctrl+6	{} Computer code	Ctrl+Shift+6	<> Code block			
Preformatted	Ctrl+7	<u>U</u> Underline	Ctrl+U	A Musical notation			
Block quote	Ctrl+8	<b>☆A</b> Language		×_Q Your signature			
Page title	Ctrl+1 (	<b>‡A</b> Big		Gallery			
		A Small		Σ Formula			
		S Clear styling Ct Ct	rl+ Ctrl+M	🖬 Graph			
				References list			
				▲ Fewer			
Indentation and Bulleter	l list	⑦ ≡ [[1] Sav		Options Including adding a category			
E Bullet list     Generation Shift	+Tab, Ctrl+[	Help Options Wikitext					
► Increase indentation	Tab, Ctrl+]	Save		Cancel Options Apply changes			
Special Characters				Advanced settings     Lace      Add a category     Categories     Sources     Sources     Sources			
In         In<	¢ ¢ \$ d D <sub>p</sub> €			Sort this page by default as Lace machine LLLLI SWATCH TO WARTER CAL			

# 13Submitting

So the article has been checked and you want to make it into a real page. There are three methods:

23/03/2017

• At the top of the draft page or sandbox page, type

```
{{subst:submit}}
==Title of page==
```

and it will (eventually) be done for you)

- Go to the search box and type in the **new articles title.** There will be no page- and Wikipedia will invite you to create one. Click the link and you have a blank canvas. You can safely copy the contents of your sandbox and paste it in and preview, tidy a little and save.
- The better method is to put a link to the imaginary page into some other page, preview and save. It will give you an ugly **redlink**. Click the link and you have a blank canvas. You can safely copy the contents of your sandbox and paste it in and preview, tidy a little and save.

Have fun, and you can start to improve other articles, look at other tricks and add more to your page.

This booklet was produced for training session at the Wellcome Library, Euston Road, London, given by the Wikimedia Community

at

in November 2016.

and extended for

Women in Red editathon at

#### Newnham College, Cambridge

on

8 March 2017

The text is released under terms of the Creative Commons License CC-BY-SA 4.0 which may be found at <u>http://creativecommons.org/licenses/by-sa/4.0/</u>

The Wikimedia logos remain under copyright.