



Exploring Wikipedia Content Creation

Training Manual

A collaboration between Wikimedia Australia and
the State Library of Queensland



WIKIPEDIA
The Free Encyclopedia

Date:

Name:



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Background Information

1 - About the collaboration between Wikimedia and the State Library of Queensland

In 2010 Wikimedia Australia approached the State Library of Queensland (SLQ) to work collaboratively to build content in Wikimedia Commons (<http://commons.wikimedia.org>), the repository of images and resources that Wikipedia authors use to support their articles.

The State Library agreed to share 50,000 Queensland images from its copyright free collections and as a result Wikimedia are now actively seeking content from other libraries, galleries, museums and archives, especially content from regional communities.

The State Library has a leading role in ensuring that Queensland's documentary heritage is made accessible to all communities throughout Queensland and that each community has the opportunity to engage with its collections and create their own content. Having SLQ images on Wikipedia increases the State Library's potential engagement on a global scale. To put this in perspective, the State Library's images are accessible via the State Library website which received 16 million page requests in 2010-11. In comparison, Wikipedia gets an average of 300 million hits per day. In addition to wider community exposure, the Wikipedia community uses State Library's images to illustrate their articles, their captions and article content, these are reported on to actively help describe and identify SLQ images, and this enhanced metadata will be incorporated back into the record for the item.

Wikimedia Australia benefits from the partnership by gaining access to new, reputable content through libraries and the ability to utilise this content to enhance their current articles and create new ones. Through working with Queensland's public libraries Wikimedia Australia will get the chance to promote their product throughout the state and gain access to local knowledge and content creators, living and working in regional communities.

2 – Wikipedia: the benefits for your community

Wikimedia Australia is committed to growing regional Australian content within Wikipedia, and recognises that public libraries have the local knowledge and contacts required to generate the articles needed to enhance the Queensland subject coverage of Wikipedia. This approach also supports the State Library's goal of creating a statewide distributed collection of Queensland Memory and gives regional Queensland communities a practical way of promoting their own local history and showcasing their collections online.

By creating Wikipedia articles on your local community's stories, people and places, you have the opportunity for your content to be searchable and linked into other articles on Wikipedia, the world's 5th most searched website. Wikipedia will also give your public library and its community the ability to promote itself on the world stage with a website that has a well known international reputation. By creating content you will also get the opportunity to partner with other similar organisations both locally and further afield. (E.g. Local museums, historical societies etc)

This training manual will give you the skills to create new articles for Wikipedia (<http://www.wikipedia.org>) and enhance existing articles using images from your local collections as well as from the 50,000 images available from State Library. By learning how to use Wikipedia you can then transfer these skills to other interested people in your community such as; local historians, museums, art galleries, family history groups, public librarians, teachers or anyone who has knowledge of the local community and wants to be part of one of the most searched encyclopedias in the world.



Louise Denoon, Executive Manager Queensland Memory, handing over the State Library's donation of 50,000 copyright free images to Wikimedia Australia's Treasurer, Craig Franklin.



Craig Franklin, Treasurer Wikimedia Australia assisting participants from the Western Downs community at the Miles pilot of Wikipedia Training.

Using Wikipedia will benefit your local community by:

- Providing locals with the skills they can use, wherever and whenever they are online, to create, edit and link articles in Wikipedia about local landmarks, locations, historical and contemporary events and notable people from your area, accessible on a global basis.
- Allowing your community to access a platform where your digital collections and expert knowledge can be uploaded and made available to all Wikipedia authors who then use them in new articles and add value to the images through their own knowledge and research.
- Enhancing the local profile and attractions of your area on Wikipedia through the development and expansion of the Wikipedia articles that have already been written regarding your community.
- Providing an opportunity to network with likeminded local knowledge specialists and library services within the region as well as a professional development opportunity for all library staff.
- Placing the library in the centre of this initiative, as host, content provider and facilitator

3 – The world of Wiki

What is a Wiki? - A Wiki is a website whose users can add, modify or delete its contents via a web browser using simplified markup language or rich text editor. These websites are developed collaboratively by a community of users, allowing any user to edit and add content.



Wikimedia Australia (<http://wikimedia.org.au/>) – is the Australian branch of the international Wikimedia Foundation. Wikimedia Australia is an independent, not-for-profit organisation which hosts and supports a range of projects that contain information about Australia and Australians. These projects use the Wiki software.

Below are some of the Wikimedia projects that would be of interest:



Wikipedia (<http://en.wikipedia.org/wiki/Wikipedia>) - is a free collaborative, multilingual internet encyclopedia supported by the non profit Wikimedia Foundation. Its 20 million articles have been written collaboratively by volunteers around the world. Almost all of its articles can be edited by anyone with access to the site and it has about 100,000 regularly active contributors. As of February 2012, there are editions of Wikipedia in 283 languages. It has become the largest and most popular general reference work on the internet, ranking as the 6th most popular website on internet and having an estimated 365 million. It's estimated that Wikipedia receives 2.7 billion monthly page views from the US alone.



Wikimedia Commons (<http://commons.wikimedia.org>) – Often shortened to just “Commons”, this website is an online repository of free-use images, sounds, videos and other files. The scope of the material uploaded to the site is limited to educational material that is available under a free license. Photographs of your family BBQ are not in the scope! Wikimedia Commons however does have a good collection of historical public domain photos, wildlife and nature photography and images of buildings and architectural features.



Wiktionary (<http://en.wiktionary.org>) – similar to Wikipedia, *Wiktionary* is a free multilingual internet dictionary with meanings that can be created by anyone. *Wiktionary* has grown beyond a standard dictionary and now includes a thesaurus, a rhyme guide, phrase books, language statistics and extensive appendices. The site aims to include not only the definition of a word, but also enough information to really understand it. Thus etymologies, pronunciations, sample quotations, synonyms, antonyms and translations are included.







Wikisource (<http://en.wikisource.org>) – *The free library* – is a growing free content library of source texts, as well as translations of source texts in any language. *Wikisource* is material not published by the Wiki project and can be viewed as a library of public domain works.



Wikibooks (<http://en.wikibooks.org>) – While Wikisource focuses on collecting material published outside of the Wiki projects, *Wikibooks* is a collection of open content text books, annotated texts, instructional guides, and manuals written by the projects contributors themselves. These materials can be used in a traditional classroom, an accredited or respected institution, a home-school environment, as part of a **Wikiversity** (http://en.wikiversity.org/wiki/Wikiversity:Main_Page) course or for self-learning.

Other Wikimedia projects include

-  **Wikispecies** – (<http://species.wikimedia.org>) – Info on all forms of species, animals, plants, fungi, bacteria etc
-  **Wikinews** – (<http://en.wikinews.org>) – News written by Wiki Authors
-  **Wikiquote** – (<http://en.wikiquote.org>) – Quotes
-  **Wikiversity** – (<http://en.wikiversity.org>) – Self learning tools and courses

4 – Wikipedia and its reliability

Wikipedia has the reputation of being an un-reliable source for information. However when referencing, research students should never use information on Wikipedia (or any other online encyclopedia) for formal purposes (such as school essays) until they have verified and evaluated the referenced sources. For this reason, Wikipedia, like any encyclopedia, is a great starting place for research but not always a great source for information itself. The reliability of a Wikipedia article is dependant on its external references. As you will learn though this manual only new Wikipedia articles with well sourced, reliable references get approved to go live. There are also multiple ways Wikipedia editors can monitor articles and revert edits which helps remove vandalism quickly. Having the ability to be edit articles also makes Wikipedia's content as up to date as it can be, especially compared to published sources of information. This project is another example of how Wikipedia is trying to make its content more reliable by encouraging subject specialist and those with local knowledge to become Wikipedia authors and contribute information and external sources to articles. More information, including results of studies done on Wikipedia's reliability can be found at http://en.wikipedia.org/wiki/Reliability_of_Wikipedia and <http://en.wikipedia.org/wiki/Wikipedia:FAQ/Schools>.

Step-by-step Procedures for using Wikipedia

1. - Creating an Account

1.1- Steps for creating your Wiki Account

Wikipedia has been described as the “encyclopaedia that anyone can edit”, and in most cases doing so requires nothing more than visiting the site, selecting Edit, and making your changes (See the editing part of this manual for procedures, pg 10).

However having a Wiki account will give you the ability to create new articles, upload files and edit most articles, including those that have been semi protected (a move generally used to avoid vandalism within an article). You will also be able to customise how you view Wikipedia through your browser, gain access to specialised editing tools; track changes to articles you are interested in watching; and build a reputation as a valued contributor. In addition, through the use of one logon, your Wiki account can be used to edit all Wikimedia projects including – Wikipedia, Wikimedia Commons, Wiki Dictionary, Wiki Source, Wiki Books etc.

Follow the below instructions to create your own Wiki account:

1. Load the Wikipedia website on your browser - <http://en.wikipedia.org>.
2. Click on the **Log In/Create** account link in the top right corner of the webpage.



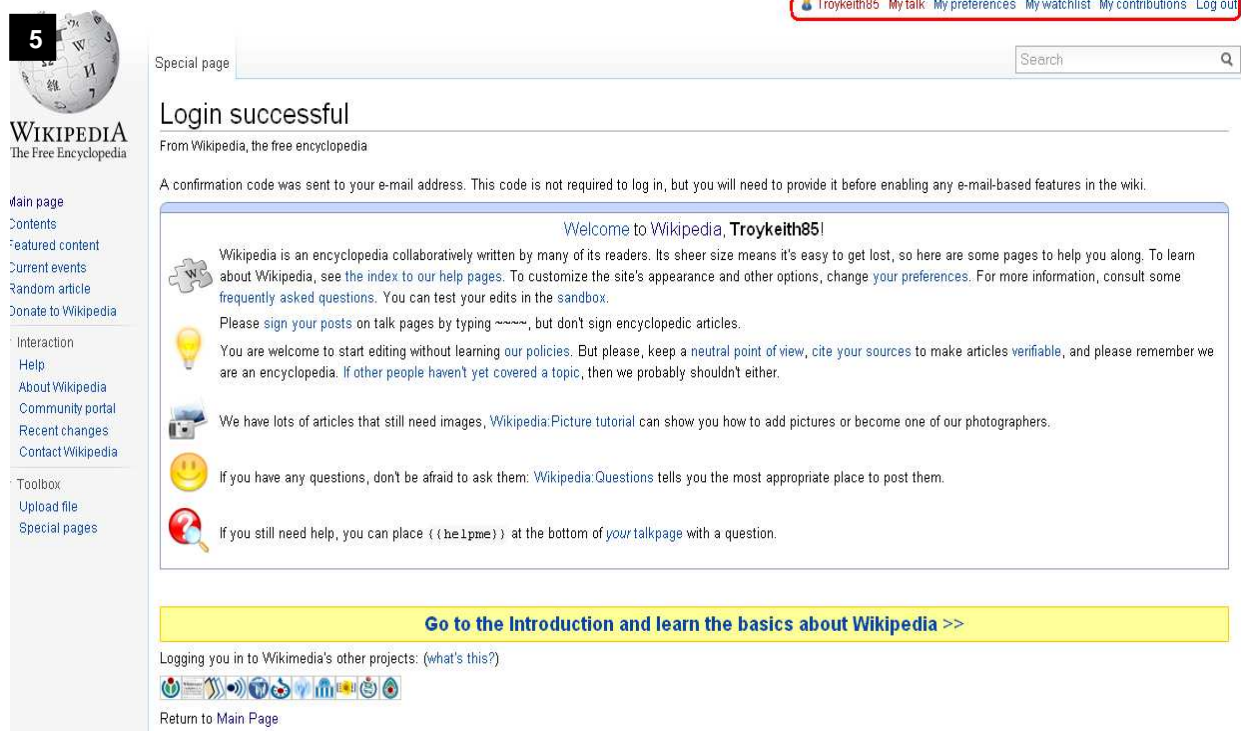
3. This will bring you to the log in page which will give you the option to *Log In* or *Create an Account*. Click on the **Create One** link which will take you to the page where you will enter your details.



4. When you come to the Create an Account page, read through the rules regarding creating an account then go to the bottom of the page and enter your details. First decipher the text in bold and enter it in the box provided. This is used to prove that you are creating a genuine account and not a computer creating an automated account. Then enter your details; choose a Username, password, then re-enter the password and enter your email address. You don't have to enter an email address however if you forget your username or password you won't be able to receive an email generated unlocking notification.

5. Congratulations you now have a Wiki account. Write your username and password down somewhere safe so you don't forget it. You will now be directed to the below screen. You will notice the following new links available at the top right corner of your screen:

- **Your username** – links to your personal user page
- **My Preferences** – allows you to customise your personal settings for using Wikipedia.
- **My Watchlist** - allows you to bookmark pages you wish to edit or contribute to.
- **My Talk** – links to a page you can receive and respond to messages from other Wiki contributors.
- **My Contributions** – details all the edits you have made to Wikipedia since you created your account.
- **Log Out** – the log out button for when you wish to leave your Wiki account (recommended to do when




More detailed information on *Creating an Account* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:Logging_in#Creating_an_account.

1.2- Creating your User Page

One of the first things you may wish to do is create your own user page. You can add as much or as little information as you wish - generally it is recommended that you do not include personal information, but you might consider adding some general information about yourself.

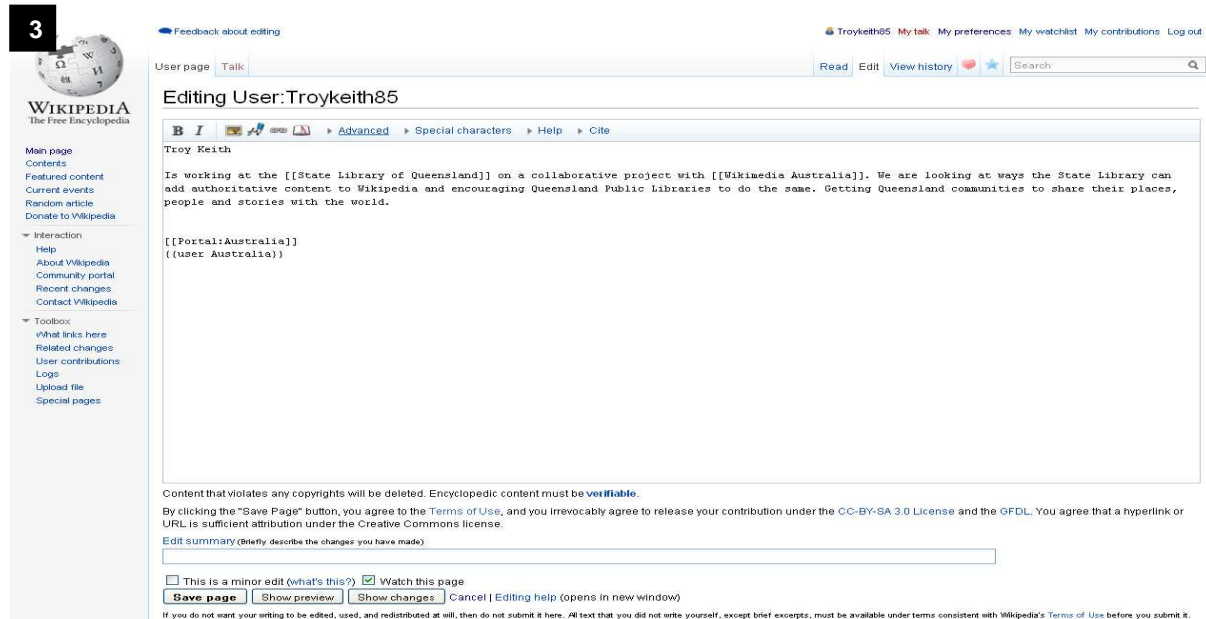
1. Click on your Wiki username link on the top right corner of your screen.
2. Click on **Start the User:** link.



- You will now be taken to a page with a form where you can create your user page. Feel free to write a bit about yourself. If you want to link words in your statement to other Wikipedia articles, use the **Link** button  in the toolbar. To get started, consider putting some information about the country you are editing from. Try adding two lines of text to the page:

- `[[Portal:Australia]] -`
- `{{user Australia}}`

The first provides a link to a page that provides information of interest to Australian contributors, while the second adds a small box stating that you are editing from Australia. You can check your changes at any time by selecting **Show Preview**, and select **Save Page** when ready.



- Now that you have a User page you can try adding a category using HotCat. If HotCat has been enabled (through My Preferences), at the bottom of your user page should be a small blue link saying **Categories**. To the right of the link should be a “+” sign, clicking on that will open a text box in which you can add your chosen category. To start with, add “**Wikipedians in Australia**” to the box and click save. Once it’s there you can select the category and have a look around at some of your fellow contributors. Have a look at their user pages, you may find some interesting people and gain some good ideas as to how to further develop your own page.

More detailed information on *User Pages* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:User_page

2 – My Wiki Account – Some special features

2.1 - My Preferences

Clicking on the **My Preferences** option mentioned above will bring you to a page where you can change how you view Wikipedia, and provide some additional functionality that can be useful. The first tab, **user profile** will give some basic information about your account - how long you have been editing, any special permissions you may have, your email account and the ability to change your password.

To make editing easier, make sure the following two settings are activated.

- The **Date and time** tab will allow you to set the timezone in which you reside. This will automatically adjust some information (such as the times that appear on your watchlist) to your local time.
- The **Gadgets** tab provides extra features to make editing easier: in particular, **HotCat** is worth enabling, as it streamlines the all-important process of adding categories to pages.

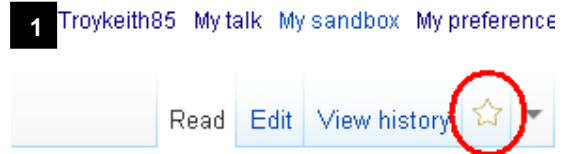
More detailed information on *My Preferences* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:My_preferences

2.2 - My Watchlist

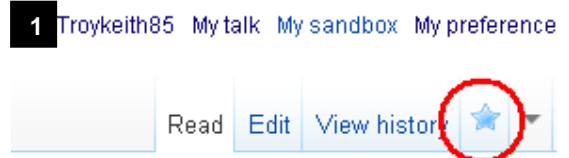
Watching pages allows you to keep a list of "watched" pages and to generate a list of recent changes made to those pages. This way you can keep track of and react to what's happening on pages you have created or are otherwise interested in.

The two easiest ways to add pages to your watchlist are:

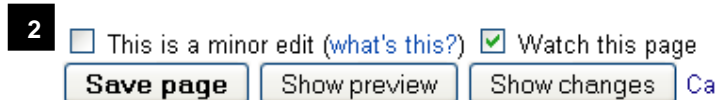
1. When viewing a page, click the star sign between the 'View history' tab and the search box at the very top of the page. The star will turn blue meaning your chosen article is now listed on your Watchlist.
2. When editing a page, check or uncheck "Watch this page" before saving (above the 'Show preview' button)



The star is clear, indicating this pages is NOT on the users Watchlist.



The star is Blue, indicating this page is now included in the users Watchlist.



To view your Watchlist click on the **My Watchlist** tab that appears at the top right corner of your screen when logged in. Any recent changes made to the articles you are watching will be shown. Each line shows details of each edit: whether minor (**m**), whether made by a bot (**b**), if a new page was created (**N**), the time, a link to the page, a link to the difference ("**diff**") made by the edit in question, a link to the page history ("**hist**"), the editor's user name or IP address, the increase (green) or decrease (red) in the number of bytes (the computer file size of the article)

To view the list of the articles you are watching or to edit the list and remove an article from your watch list click **View and Edit Watchlist** below the Watchlist title (see below).

More detailed information on *My Watchlist* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:My_watchlist

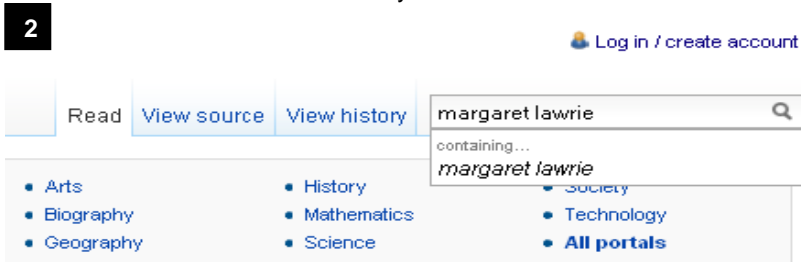
2.3 - My Contributions

Similar to *My Watchlist* except this list focuses only on the pages you have worked on, edited or created. It allows you to find out whether there have been any subsequent edits. This can be a useful alternative to accessing your watchlist, particularly if your watchlist contains a large number of pages.

More detailed information on *My Contributions* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:My_contributions

3 - Creating a new article

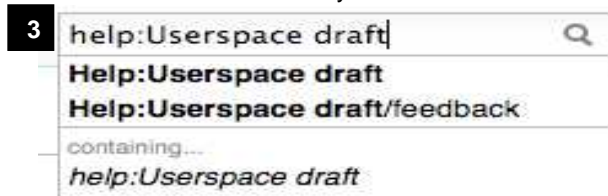
1. The first step is to decide what you want to write an article about. Research your topic, and check that it is not already on Wikipedia! Ensure that you have online references, so that the authenticity of the article can be verified. Books can also be used as a reference, with the usual bibliographic details including the ISBN. Choose very specific topics, not general. For example, an article on frogs in Queensland is considered too broad, but an article on the green tree frog (*Litoria caerulea*) is acceptable. When putting together the structure of your article remember the following writing style points:
 - **NPOV – Neutral point of view** – write your article in a factual, informative way and not promotional.
 - **NOR – No original research** – All the content in your article should be referenced and the information should come from valid sources.
2. Wikipedia already has a lot of articles. Before creating an article, you should search to check that there is no similar article that already exists. If there isn't continue to Step 3.



If there is an article on the topic you want to create, you can add your content by editing the current article. For instructions on editing an article see the **Editing** part of this manual pg 10. If there is an article similar to yours and, it's just under a different name or spelling, create a **Redirect** page. A Redirect page can be created like any other page, following these instructions except in Step 4. When the editing box is displayed don't write any text about your topic, instead just type **#REDIRECT [[xxx]]**, replacing "xxx" with the title of the target page you want to redirect too. Make sure there is no text *before* the #REDIRECT keyword, or the redirect will not work. The edit summary box can be left blank; the summary will then be automatically generated stating that the page has been redirected to the given target. Click **Save As**.

More detailed information on *Redirecting* can be found through Wikipedia at <http://en.wikipedia.org/wiki/Help:Redirect>

3. If no article exists. Now's your chance to create one. Type in the search box **help:Userspace draft..**



4. This will bring you to the Userspace help page. Articles are best drafted in Userspace as they can be stopped and started then accessed later by clicking on the **My Contributions** tab in the top right corner of the page. Once you are happy with your draft article in Userspace you can then submit it to be included on Wikipedia. Type the name of your new article in the **create a userspace draft text box** and click on the **Create a userspace draft** button to confirm. Make sure your page name is spelt correctly and you are happy with it before confirming.



5. Scroll down to the edit box and follow the instructions of the Userspace draft page. There will already be text in the edit box, as mentioned previously in *Formatting pg 13*, this is the Mark Up language of Wikipedia which creates the title and headers for the article. If you want to have a look what the page will look like in the real Wikipedia click **Show Preview**.


Start by placing the name of your article in the *"New article name goes here"* text box and then start writing the content of your story, immediately after this where it says *"New article content"*. This is standard formatting for Wikipedia articles, the first mention of the title of your article should be in bold.

Alternatively you can highlight a word, click the bold button **B** in the tool bar and it will add the *" "* Mark Up to the word you have highlighted.

Eg - *"Margaret Lawrie"* was a respected anthropologist of the Torres Strait. – As shown in the edit box
 - **Margaret Lawrie** was a respected anthropologist of the Torres Strait. – As shown in Preview

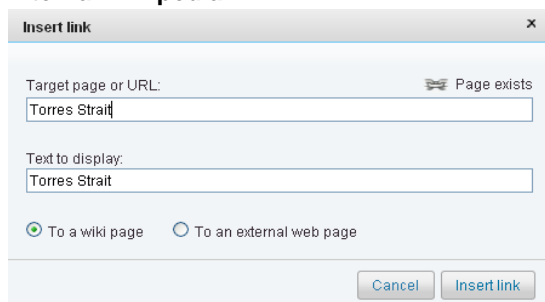
If you want to use any formatting that doesn't have a quick use button in the tool bar (such as Bold, Italics, Links) refer to the formatting table mentioned previously, pg 13 to find out the Mark Up code to use. Have a look at other similar Wikipedia pages for guidance on layout, style and type of content.

6. **Linking:** When you have your content written down go through your article and look for possible subjects to create links to so people will be able to go from your article to other articles on related topics.

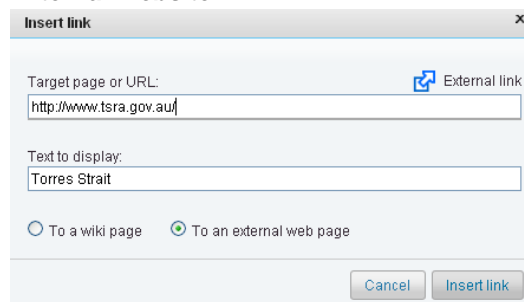
Highlight the related topics in your text and click on the link button in the tool bar.  A pop up box will appear letting you know if an article exists in Wikipedia. If it does you can link to it by clicking **insert link**. The link button will add `[[]]` to your highlighted subject in the Wiki edit box e.g. `[[Torres Strait]]`. You can also link to external websites by doing the same steps, placing the URL of the site you want to link to in the text box under Target page or URL, click on the **To an external web page** tick box and click **Insert Link**.

If you have any related links to external web pages also list them under `== External links ==` at the end of your article. Use the mark up text `[URL Name of Website]`. **Eg.** `[http://www.slq.qld.gov.au State Library of Queensland]`.

Internal Wikipedia Link



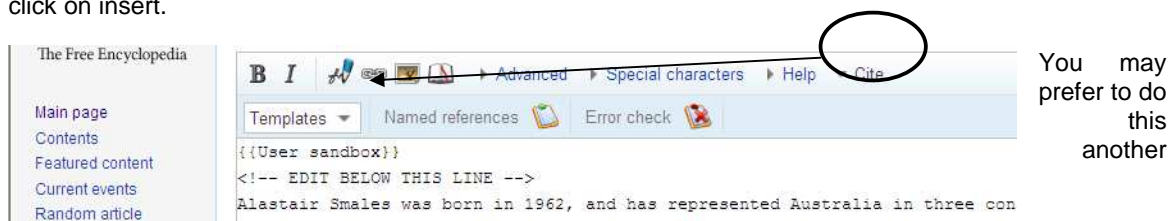
External Website Link



More detailed information on *Linking* can be found through Wikipedia at <http://en.wikipedia.org/wiki/Help:Linking>

7. **Referencing:** A good article has lots of sources and you must cite at least one published, specific, third party source for the information you are using, such as a book or a page on a reputable website. Please provide a URL or link if you wish to use an internet source. Personal knowledge is not acceptable.

The easiest way to reference is by using the refToolbar. To reference a sentence or a paragraph, put the cursor at the end of the sentence or paragraph that you wish to reference. Then click on the "cite" button at the top right, underneath the article heading. This will bring down the template on the left hand side, which will allow you to choose the citation type eg newspaper. When you have filled out the template, click on insert.



way. At the end of the sentence or paragraph you are referencing use the Mark Up signs `<ref>....</ref>` (**E.g.** `<ref>Lawrie, Margaret, (1970), Myths and Legends of the Torres Strait, "University Queensland Press", pg 2</ref>`) When you click on **Show Preview** you will see a number (**E.g.** ^[1], ^[2]) has been placed at the end of the sentence which links to the Reference sub heading of your article where you will find the material you referenced listed.

A reference can also be made by typing a standard bibliographical citation in the area under the ==References== part of your edit box. Use the Mark Up signs `<ref>....</ref>` before and after your citation. **E.g.** `<ref>Lawrie, Margaret, (1970), Myths and Legends of the Torres Strait, "University Queensland Press", pg 2</ref>`.

If you are referencing a book, please add the ISBN number at the end of the reference. Wikipedia will automatically add a link from the ISBN number to a search page where the viewer can do a library catalogue search to find a copy of the book nearest them.

More detailed information on *Referencing* can be found through Wikipedia at <http://en.wikipedia.org/wiki/Help:Referencing>. Information on Footnotes can be found at <http://en.wikipedia.org/wiki/Wikipedia:Footnotes>.

- Adding Images:** To make your article look better visually you can add an image. First you must make sure your image is uploaded to Wikimedia Commons, See the Wikimedia Commons part of this manual for more information on how to do this. When you have found your Wikimedia Commons photograph you can add it to your article by using Mark Up text and the image's Wikimedia Commons file name -

E.g. `[[File:Example.jpg|thumb|this is where the caption goes]]`
`[[File:Margaret Lawrie.jpeg|thumb|Portrait Margaret Lawrie, State Library of Queensland]]`

Example – Article in Preview

The screenshot shows a Wikipedia article in draft mode. At the top, there is a navigation bar with the user's name 'Troykeith85' and options like 'My talk', 'My preferences', 'My watchlist', 'My contributions', and 'Log out'. Below the navigation bar, the article title is 'User:Troykeith85/Margaret Lawrie'. A prominent notice states: 'This is not a Wikipedia article: It is an individual user's work in progress page, and may be incomplete and/or unreliable. For guidance on developing this draft, see Wikipedia:So you made a userspace draft. This draft was last edited 0 seconds ago. Finished? Submit the page!'. The main text of the article describes Margaret Lawrie as a respected anthropologist of the Torres Strait, known for capturing and retelling myths and legends. It mentions her work between 1964 and 1973 and notes that the State Library of Queensland holds her collection. A portrait of Margaret Lawrie is included with the caption 'Portrait Margaret Lawrie, State Library of Queensland, Neg TR1791-0409-0002'. Below the text, there is a 'References' section with three entries: a URL to a Queensland government page, a link to the Margaret Lawrie Collection at the State Library of Queensland, and a link to a digitised version of her book 'Myths and Legends of the Torres Strait'. An 'External links' section follows, listing the State Library of Queensland, the Australian Memory of the World Register UNESCO, and a retold version of her stories. At the bottom, there are category tags for 'Torres Strait Island culture'.

Example – Article written in Mark Up text

The screenshot shows the Wikipedia edit interface for the article 'Margaret Lawrie'. The page is titled 'Editing User:Troykeith85/Margaret Lawrie'. The main content area contains the following text:

```

<!-- Please leave this line alone! -->
[[File:Margaret Lawrie.jpeg|thumb|Portrait Margaret Lawrie, State Library of Queensland, Neg TR1791-0409-0002]]

'''Margaret Lawrie''' was a respected [[anthropologist]] of the [[Torres Strait]]. She was famous for capturing and retelling many of the myths and Legends of the Torres Strait Islander people.

Margaret Lawrie was interested in the history and cultures of the Torres Strait Islander peoples and spent significant periods within the various Torres Strait Islands communities. She gathered information and material about the myths, legends, languages, history, art and culture of the region between 1964 and 1973.

The [[State Library of Queensland]] now holds this collection of information. Contained within the collection are the manuscripts of the two works she published, Myths and legends of the Torres Strait and Tales from Torres Strait. The former work was published in both Australia and the United States and although out of print, is still widely considered an iconic work.

The Margaret Lawrie Collection complements the earlier work done by [[Alfred Haddon]]. His expedition team from [[Cambridge University]] visited the Torres Strait in 1898 publishing the results of their regional ethnography in six volumes between 1901 and 1935. <ref>http://www.slg.qld.gov.au/coll/apts/lawrie, (accessed on 31 Jan 2011)</ref>

The Margaret Lawrie Collection has been included on [[UNESCO]]'s Australian [[Memory of the World Register]].

== References ==
{{Reflist}}
* http://hdl.handle.net/10462/eadarc/3939, OM89-02 Margaret Lawrie Collection, John Oxley Library, State Library of Queensland
* Lawrie, Margaret, Myths and Legends of the Torres Strait, 1970, ''University of Queensland Press'' - Digitised version at http://hdl.handle.net/10462/cosp/1677

== External links ==
* [http://www.slg.qld.gov.au State Library of Queensland]
* [http://www.aaw.org.au/content/margaret-lawrie-torres-strait-island-collection-0 Australian Memory of the World Register UNESCO]
* [http://www.slg.qld.gov.au/find/online/reold Record: A re-telling of stories and songs from Myths and legends of the Torres Strait]

<!-- Categories -->
[[Category:Articles created via the Article Wizard]]
[[Category:Torres Strait Island culture]]

```

At the bottom of the edit area, there is a section for 'Edit summary' with a text box containing 'New page about Margaret Lawrie.' and a 'Save page' button.

- Once you are happy with your article, have looked it over in **Show Preview**, fill out the **Edit Summary** with what you have done **Eg**. Created new page on..... and click on **Save Page**.

Edit summary (Briefly describe the changes you have made)

New page about Margaret Lawrie.

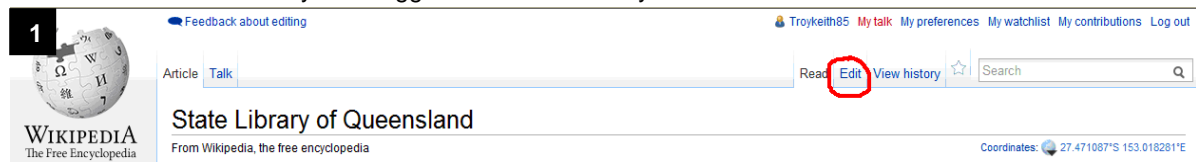
This is a minor edit ([what's this?](#)) Watch this page

Save page [Editing help](#) (opens in new window)

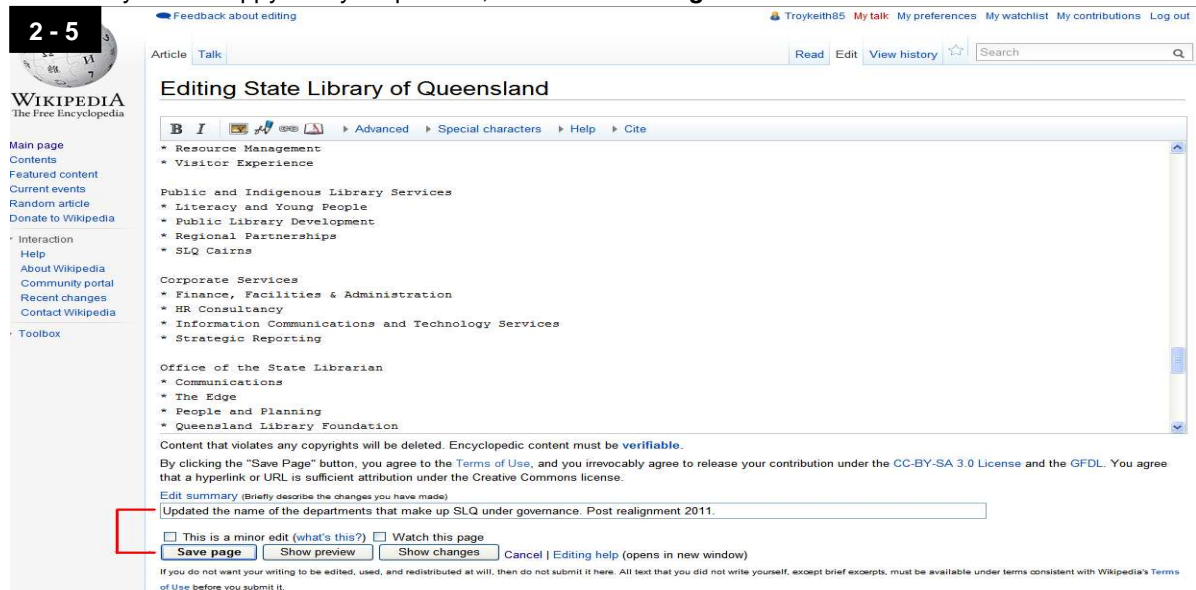
More detailed information on *Creating a New Article* can be found on Wikipedia at http://en.wikipedia.org/wiki/Help:Creating_a_new_page and information on *What makes a good Wiki Article* at http://en.wikipedia.org/wiki/Wikipedia:Your_first_article

4 - Editing an Article

1. With the exception of a few protected articles, every page has an **Edit** tab which lets you edit the article you are looking at. It's Wikipedia's most basic feature, and allows you to make corrections and add extra content to articles. Make sure you're logged in beforehand if you have an account.



2. After clicking on edit you will come to a screen with the edit box, you will see the article is written using Wiki Mark Up language (For more information see 5 – Formatting and Writing using a Wiki pg 13). Make the edits you wish within the article.
3. Any time you make an edit to a page it's considered good etiquette to enter an explanation of your changes in the **Edit Summary** box, which you will find below the edit window. You can state a general reason for your update or keep it short. For example, if you are making a spelling correction, you might just type typo. If the change you have made to a page is minor, such as correcting a spelling or grammar error, it's helpful if you tick the box "**This is a minor edit**". (This box is only available if you have logged in.)
4. You should then always click on the **Show Preview** button. This function lets you see what the page will look like after your edit, before you actually save it. We all make mistakes; this feature helps you catch them before other people see them. Using *Show Preview* before saving also lets you try format changes and other edits without cluttering up the page history.
5. Once you are happy with your preview, click the **Save Page** button.



More detailed information on *Editing* can be found through Wikipedia at <http://en.wikipedia.org/wiki/Help:Editing>

5 – View an Article’s History and Reverting an Edit

1. Every editable article on Wikipedia has an associated article history. If you want to have a look at the edit history and see what edits other people have made to an article click on the **View History** tab on the top right corner of your screen.
2. This will bring you to a listing of all the edits made to the article you are viewing. In View History:
 - To view a specific edit or version, click the date.
 - To compare an old version with the current version, click **cur**.
 - To compare a version with its predecessor, click **prev**.
 - To compare two specific versions, tick the left-column radio button of the older version and the right-column radio button of the newer version, and then click the "Compare selected versions" button.
 - Minor edits are denoted as **m**.

The screenshot shows the Wikipedia interface for the article "State Library of Queensland". At the top, the user "Troykeith85" is logged in, with navigation links for "My talk", "My preferences", "My watchlist", "My contributions", and "Log out". Below this is a navigation bar with "Read", "Edit", and "View history" tabs. The "View history" tab is highlighted with a red circle. A search box is visible to the right of the tabs. The main content area shows the "Revision history of State Library of Queensland" with a "View logs for this page" link. Below this is a "Browse history" section with filters for "From year", "From month", "Tag filter", and "Deleted only". A legend explains the notation: "(cur) = difference from current version, (prev) = difference from preceding version, m = minor edit, → = section edit, ← = automatic edit summary". A "Compare selected revisions" button is present. The list of revisions includes entries with dates, times, and user names, such as "20:50, 26 January 2012 Figaro (talk | contribs) m (10,175 bytes) (added link) (undo)" and "09:41, 26 January 2012 Ninjabaja (talk | contribs) (10,171 bytes) (←History: correct spelling Sydney) (undo)".

More detailed information on *View History* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:Page_history

3. In some cases for example, if a page has been vandalised or you don't agree with an edit that's been made you may need to revert an edit to a previous version.
 - 3.1. Click the **View History** tab (see instructions above)
 - 3.2. Find the edit you wish to revert to. Click on the **Undo** button at the end of the listing.

3.2

The screenshot shows the 'Revision history of State Library of Queensland' page. At the top, there are navigation links for 'Article', 'Talk', 'Read', 'Edit', and 'View history'. Below this is a search bar. The main heading is 'Revision history of State Library of Queensland', with a sub-heading 'View logs for this page'. There is a 'Browse history' section with a form to filter revisions by year and month, and a 'Go' button. Below this, there are several revision entries, each with a date, time, user name, and a brief description of the change. One entry from 09:41, 26 January 2012 by user 'Ninjabaja' is circled in red, with the text '(→History, correct spelling Sydney) (undo)'. The left sidebar contains various Wikipedia navigation links.

3.3. This will bring you to a screen comparing the edit and the previous version. The Wiki software will attempt to create an edit page with a version of the article in which the undesirable edit has been removed, but all later edits are retained. Review the changes to make sure you are happy to revert. Click on **Save As** at the bottom of the screen and the edit will be reverted.

3.3

The screenshot shows the 'Editing State Library of Queensland' page. At the top, there are navigation links for 'Article', 'Talk', 'Read', 'Edit', and 'View history'. Below this is a search bar. The main heading is 'Editing State Library of Queensland'. A warning box states: 'The edit can be undone. Please check the comparison below to verify that this is what you want to do, then save the changes below to finish undoing the edit. If you are undoing an edit that is not vandalism, explain the reason in the edit summary. Do not use the default message only.' Below this, there is a comparison table with two columns: 'Latest revision' and 'Your text'. The table shows a comparison of line 65, with the user's text highlighted in green. Below the comparison, there is a text area for the user's edit, followed by a 'Save As' button. The left sidebar contains various Wikipedia navigation links.

In some cases (for example, if a vandal added or removed text, and unrelated constructive edits have been made since), the easiest way to undo past edits may simply be to edit the current page, deleting wrongly added text or restoring wrongly deleted text (this can be copied and pasted from a past version of the page).

More detailed information on *Reverting* can be found through Wikipedia at <http://en.wikipedia.org/wiki/Help:Reverting>

6 - Formatting, writing using a Wiki

If you have a compatible browser, an edit toolbar can be automatically displayed, provided that this has been set in your preferences. The tool bar is similar to a word processor tool bar and has the basic formatting functions as buttons – eg bold, italic, links etc. This functions partly as a typing aid and partly as a reminder of the available functions. Example below:



When using buttons from the edit tool bar you will see the Wiki uses Mark Up symbols in the output of the edit box. Wikipedia uses text codes to create particular elements of the page (e.g., headings). This mark-up language is known as *Wikitext* (or Wiki-markup) and is designed for ease of editing. Writing in plain text is good, because when making simple alterations, such as spelling corrections, text is all we need to use. However, problems emerge when we want to add special formatting – if only plain text can be included, how do we add bold, italics, or headings? The answer is Wikipedia's use of text formatting; see the table below for a list of what to use when formatting and an example below:

5.1 - Formatting Cheat Sheet

Description	What you type	What you get
Italic text	"Italic"	<i>Italic</i>
Bold text	"Bold"	Bold
Bold and Italic text	''''Bold and italic''''	<i>Bold and Italic</i>
Link to another Wikipedia page	[[William Shakespeare]]	William Shakespeare
Link to another Wikipedia page with adjusted title	[[name of page adjusted title]] Eg [[William Shakespeare Shakespeare]]	Shakespeare
Link outside Wikipedia (external link)	[http://www.abc.net.au ABC website]	ABC website
Add an image with caption	[[File:Example.png thumb this is where the caption goes]]	
Add a page to a category	[[Category: Name of Category]]	Categories: Name of Category The Category name will display in a bar at the end of the page when the page is saved.
Bulleted list	* One * Two ** Two point one * Three	<ul style="list-style-type: none"> • One • Two <ul style="list-style-type: none"> ○ Two point one • Three
Numbered list	# One # Two ## Two point one # Three	<ol style="list-style-type: none"> 1. One 2. Two <ol style="list-style-type: none"> 1. Two point one 3. Three

Section headings	<pre>== Level 2 == === Level 3 === ==== Level 4 ==== ===== Level 5 ===== =====Level 6 =====</pre> <p>(do not just =Level 1= reserved for titles)</p> <p>A table of contents is automatically generated if you have four or more headings.</p>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p style="text-align: right; margin: 0;">Contents [hide]</p> <p style="margin: 0;">1 Level 2</p> <p style="margin: 0;"> 1.1 Level 3</p> <p style="margin: 0;"> 1.1.1 Level 4</p> <p style="margin: 0;"> 1.1.1.1 Level 5</p> <p style="margin: 0;"> 1.1.1.1.1 Level 6</p> </div> <p>Level 2</p> <p>Level 3</p> <p>Level 4</p> <p>Level 5</p> <p>Level 6</p>
Insert a reference into the page content so it will be automatically added into the references section.	<p>This fact is true <ref>Encyclopedia Britannica</ref> as well as this one <ref>www.abc.net.au</ref></p> <p>References: <references/></p>	<p>This fact is true ^[1] as well as this one ^[2]</p> <p>References:</p> <ol style="list-style-type: none"> 1. [^] Encyclopedia Britannica 2. [^] www.abc.net.au
To add additional text to a reference, to be displayed in the references list	<p>This fact is true <ref>Encyclopedia Britannica, such a good book</ref> as well as this one <ref>www.abc.net.au, such a good network</ref></p> <p>References: <references/></p>	<p>This fact is true ^[1] as well as this one ^[2]</p> <p>References:</p> <ol style="list-style-type: none"> 1. [^] Encyclopedia Britannica, such a good book 2. [^] www.abc.net.au, such a good network

5.2 - Example of Text (Mark Up)

Input (Mark Up text you use)	Output
<pre>==Example== This is an example of text for a wiki. It has both "bold"and "italics", and contains: # One # Two ## Three numbered points – one of which is at the second level. It also links to the article about the [[Big Banana]].</pre>	<p>Example</p> <p>This is an example of text for a wiki. It has both bold and <i>italics</i>, and contains:</p> <ol style="list-style-type: none"> 1. One 2. Two <ol style="list-style-type: none"> 1. Three <p>numbered points – one of which is at the second level. It also links to the article about the Big Banana.</p>

More detailed information on *Formatting and Wiki Mark Up* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:Wiki_markup

More detailed information on the *Edit Toolbar* can be found through Wikipedia at http://en.wikipedia.org/wiki/Help:Edit_toolbar

7 – Adding Categories to your article

Categories are intended to group together pages on similar subjects. Categories are normally found at the bottom of an article page. Clicking the category name brings up a category page listing the articles (or other pages) that have been added to that particular category. To help guide traffic to your page add some categories to your article, it's similar to adding metadata to a webpage.

1. Find your article by clicking on the **My Contributions** tab at the top left corner of your screen. Find your draft article and load it by clicking on the listing.

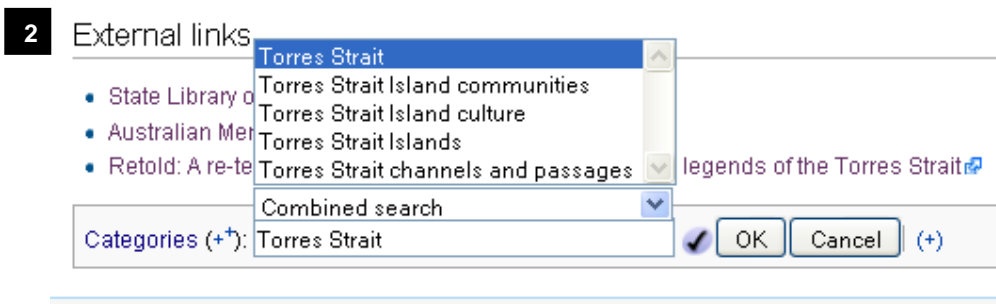
The screenshot shows the Wikipedia user page for Troykeith85/Margaret Lawrie. The page is a draft article. At the bottom of the article content, there is a red box around the text: "Categories (+): State Library of Queensland (-) (t) | (+)".

2. Down the bottom of your screen you will see the categories tab. Click on the **(+)** button and start typing a name of a category subject you think your article might be placed under. A drop down box will appear when you are typing offering suggested categories. Select one, in this case we have selected Torres Strait Islander Culture. Click **OK**. This article will now be listed under that subject heading as an article of interest for people researching Torres Strait Islander Culture.

For ideas on what Categories exist on Wikipedia click on the **categories** link before the text box - <http://en.wikipedia.org/wiki/Special:Categories>. This will take you to a web page listing all Wikipedia categories in alphabetical order and has a search function allowing you to browse the categories available to use.



- The **Categories** link takes you to a Categories search page and the **(+)** lets you add categories to your article.



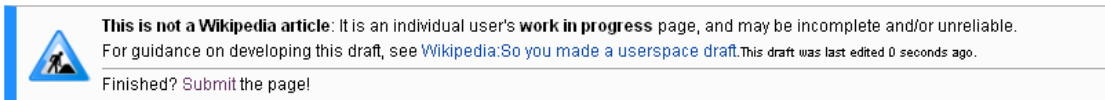
More detailed information on adding Categories can be found on Wikipedia at <http://en.wikipedia.org/wiki/Help:Category>

8 – Submitting your draft article

So you're happy with your Wikipedia draft article. It has lots of internal Wiki links, the content has been referenced, you have external links for people who want more information, it has a picture and the article has been given categories. It's now time to submit the article to be reviewed by the Wiki community and if it's approved the article will become live.

1. Find your article by clicking on the **My Contributions** tab at the top left corner of your screen. Find your draft article and load it by clicking on the listing.
2. In the middle of your article will be an alert box as pictured below. This is to alert you your article is still a draft. If you're want more information about what makes a good Wiki article, click on the **Wikipedia: So you made a userspace draft** link (http://en.wikipedia.org/wiki/Wikipedia:So_you_made_a_userspace_draft).
3. If you are 100% happy with your article and ready to make it available to the world, click on the **Submit** link. The link will then bring you to a page that looks like the edit page. Don't edit anything, all your information is already loaded, just hit **Save Page**.

2



This is not a Wikipedia article: It is an individual user's **work in progress** page, and may be incomplete and/or unreliable. For guidance on developing this draft, see [Wikipedia:So you made a userspace draft](#). This draft was last edited 0 seconds ago. Finished? [Submit the page!](#)

4. You will then get a gold box at the bottom of your page saying your article is in **Review Pending** stage. Other editors of Wikipedia can now look over your page and approve it. The box will tell you how many other pages are also waiting to be reviewed. The submission might take a few hours or a few days depending on how many other articles are waiting to be approved and how many Wiki authors are reviewing pages.

4



Review pending.
This submission is waiting to be reviewed. This might take several hours, or even days, at busy times.
There are currently 558 submissions waiting for review at [this page](#).

- If the submission is **accepted**, then this page will be moved into the article space.
- If it is **declined**, then the reason will be posted here. You may like to check back here later to see the outcome of your request.
- In the meantime, you can continue to improve this article by pressing the "Edit" tab at the top of the window.
- If you require extra assistance, you can visit our [live chat](#).

How to improve your article [\[show\]](#)

Reviewer tools

- [Instructions](#) • [Margaret Lawrie](#) (talk: + bio) (log) • Move: [To project space](#) • [Run Reflinks](#) • [Run Citation Bot](#) • Search: [Google](#) [W/P](#) • Submitted 1 second ago by [Troykeith85](#) (talk: H D +) • Last edited 0 seconds ago by [Troykeith85](#)
- Warning: this page should probably be located at [Wikipedia talk:Articles for creation/Margaret Lawrie \(move\)](#).

5. When your page has been reviewed you will get a message. A message notification will appear on your home page when logging in.

5 Login successful

From Wikipedia, the free encyclopedia

You have **new messages (last change)**.


You have successfully signed in to **Wikipedia** as "**Troykeith85**".


For help using Wikipedia, please see the [help page](#).

Logging you in to Wikimedia's other projects: ([what's this?](#))





6. If your article has been **approved** you will get a text box that looks like the image below. Congratulations you now have a live Wikipedia article available to the world to read and to continuing editing. Your article will now always be available to access via the **My Contributions** tab and you will be alerted if further changes are made by other Wikipedia authors. You should be proud that your content is now accessible through one of the world's most popular websites.

6 **Margaret Lawrie, which you submitted to Articles for creation, has been created.** 

- You are more than welcome to continue making quality contributions to [Wikipedia](#). Note that because you are a logged-in user, you can [create articles yourself](#), and don't have to post a request. However, you are more than welcome to continue submitting work to [Articles for Creation](#).
- If you have any questions, you are welcome to ask at the [Help desk](#) or on the [reviewer's talk page](#) 
- If you would like to help us improve this process, please consider [leaving us some feedback](#).

Thank you for helping improve Wikipedia!

 [Chcz](#)  21:27, 1 February 2012 (UTC)

7. If your article has **NOT been approved** you will get a text book that looks like the image below. Read the reviewers comment and make the edits required to get it up to the standard to go live. Read the following information pages on what makes a good Wikipedia article:

- http://en.wikipedia.org/wiki/Wikipedia:So_you_made_a_userspace_draft
- http://en.wikipedia.org/wiki/Wikipedia:Your_first_article

Once you have made the edits recommended go back through the submitting part of this manual and submit your page again. Good luck!

7 **Review completed.**

Some issues were found with this submission, and therefore it has not yet been accepted. The reviewer left the following comment:

 We're sorry, but we cannot accept unsourced articles, or sources that are [not reliable](#) per the [verifiability policy](#). Please [cite reliable, third-party](#) sources in the article. Third-party sources are needed so the information can be [verified](#), and so the [notability](#) of the topic can be established.

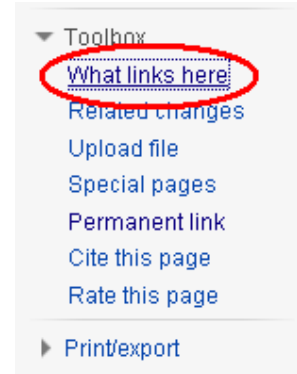
Your submission did not meet Wikipedia's criteria, but if you can address the issues found in the review, you are encouraged to make improvements and resubmit it.

- To edit the submission click on the "edit" button in the top right corner, near the search bar.
- If you have any questions, please feel free to visit our [live chat](#). We would be more than happy to help you.
- When ready to resubmit, [click here](#) and press the *save page* button to request a new review.

The reviewer(s) who declined this submission will be listed in the [page history](#). Last edited by [Hazard-SJ](#) 3 days ago. Reviewer: [Inform author](#)

9 – Cross Linking – Getting online traffic to your page

To get Wikipedia online traffic reading your article why not create a link to your article from another related article. Click edit, add a sentence about your article, then create an internal link. You don't want an orphaned article. If you want to see what articles are linking to your article click on the side tool bar **What links here** link. More information about lonely pages can be found http://en.wikipedia.org/wiki/Wikipedia_talk:Special:LonelyPages



10 – Statistics – How many people are looking at your article?

So you have made a Wikipedia article, aren't you interested to see how many people have read your article?

- 1 It's easy; load your page on the Wikipedia website or find it through **My Contributions**.
- 2 Click on **View History**
- 3 Near the top of your page you will have links to the following statistical reports, however the main ones to have a look at have been highlighted with a *
 10. Revision History Statistics *
 10. Revision History Search
 10. Contributions
 10. User edits
 10. Number of watches *
 10. Page view statistics *

2, 3

Feedback about editing

Troykeith85 My talk My preferences My watchlist My contributions Log out

Article Talk Read Edit **View history**

Revision history of Margaret Lawrie

View logs for this page

Browse history

From year (and earlier): From month (and earlier): all Tag filter: Deleted only Go

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](#) [Revision history search](#) [Contributors](#) [User edits](#) [Number of watchers](#) [Page view statistics](#)

(cur) = difference from current version, (prev) = difference from preceding version, m = minor edit, ← = section edit, ← = automatic edit summary

Compare selected revisions

- (cur | prev) 16:14, 2 February 2012 Tangles (talk | contribs) (4,536 bytes) (Added more information and links to SLQ collections and external resources) (undo)
- (cur | prev) 14:31, 2 February 2012 John Vandenberg (talk | contribs) (2,238 bytes) (remove blank line at top) (undo)
- (cur | prev) 07:28, 2 February 2012 Chzz (talk | contribs) (2,278 bytes) (Cleanup following AFC creation) (undo)
- (cur | prev) 07:27, 2 February 2012 Chzz (talk | contribs) m (2,336 bytes) (moved Wikipedia talk:Articles for creation/Margaret Lawrie to Margaret Lawrie: Created via Articles for Creation (you can help!)) (undo)
- (cur | prev) 14:22, 1 February 2012 ArticlesForCreationBot (talk | contribs) (2,336 bytes) (Removing {{UserSpace draft}} from a page which is not in a userspace) (undo)
- (cur | prev) 14:22, 1 February 2012 ArticlesForCreationBot (talk | contribs) m (2,484 bytes) (moved User:Troykeith85/Margaret Lawrie to Wikipedia talk:Articles for creation/Margaret Lawrie: Moving to AFC space (bot)) (undo)
- (cur | prev) 13:58, 1 February 2012 Troykeith85 (talk | contribs) (2,484 bytes) (←Request review at WP:AFC: new section) (undo)
- (cur | prev) 12:31, 1 February 2012 Troykeith85 (talk | contribs) (2,337 bytes) (added Category:Torres Strait Island culture using HotCat) (undo)
- (cur | prev) 12:16, 1 February 2012 Troykeith85 (talk | contribs) (2,336 bytes) (added Category:State Library of Queensland using HotCat) (undo)
- (cur | prev) 12:13, 1 February 2012 Troykeith85 (talk | contribs) (2,295 bytes) (removed Category:State Library of Queensland using HotCat) (undo)
- (cur | prev) 11:41, 1 February 2012 Troykeith85 (talk | contribs) (2,336 bytes) (added Category:State Library of Queensland using HotCat) (undo)
- (cur | prev) 11:39, 1 February 2012 Troykeith85 (talk | contribs) (2,295 bytes) (Fixed error in mark up for Retold external link) (undo)
- (cur | prev) 11:37, 1 February 2012 Troykeith85 (talk | contribs) (2,294 bytes) (Updated References and External Links) (undo)
- (cur | prev) 17:02, 31 January 2012 Troykeith85 (talk | contribs) (1,978 bytes) (New page about Margaret Lawrie.) (undo)
- (cur | prev) 16:25, 31 January 2012 Troykeith85 (talk | contribs) (1,866 bytes) (←Created page with {{UserSpace draft}}source=ArticleWizard&date={{Subst:CURRENTMONTHNAME}} {{Subst:CURRENTYEAR}}<!-- Please leave this line alone! --> "Margaret Lawrie" was ...)

Compare selected revisions

11 – Wikimedia Commons

Wikimedia Commons (<http://commons.wikimedia.org>) is a media file repository making available public domain and freely-licensed educational media content (images, sound and video clips) to everyone. It allows contributors to freely upload and share media works that have educational value with the wider community. As of February 2012, Wikimedia Commons has over 12 millions media files uploaded.

All media uploaded to Wikimedia Commons must be available under a free licence. This means that each and every file can be used by anybody, for any purpose (including “commercial” use). Wikimedia Commons encourages copyright holders to licence their files under the ‘Creative Commons’ licences and does not use “non-commercial” and “no-derivative” Creative Commons clauses as they are too restrictive and files under these licences are not permitted. Images that are in the Public Domain, and have not owner are very welcome!

Using files from Wikimedia Commons can visually enhance the content in your Wikipedia article. See **6 – Creating a new article, step 8 pg 17** for instructions for adding a media file to your Wikipedia article.

Steps for uploading a media file to Wikimedia Commons.

Uploading single images or small batches of images is very simple using the Commons’ “upload wizard”, however uploading lots of images is complicated. The following instructions focus on uploading images, however uploading other sorts of files (audio, video, etc) follows much the same procedure.

1. Log into Wikimedia Commons using your Wiki account. (<http://commons.wikimedia.org>)
2. Click on the **Upload File** link on the left hand tool bar.

1, 2

The screenshot shows the Wikimedia Commons homepage. In the top right corner, the text "Log in / create account" is circled in red. On the left-hand navigation menu, the "Upload file" link is also circled in red. The main content area features a "Picture of the day" section with an image of Saturn's rings in ultraviolet light, captioned "Saturn's Rings in Ultraviolet Light". To the right, there is a section titled "Contribution by the USA's National Archives and Records Administration" and a "Highlights" section. At the bottom of the page, there are links for "RSS feed", "By email", and "Previous Pictures of the day".

3. Read the information provided to see if your media files complies with the Wikimedia Commons guidelines. Go to the bottom of the screen and click on **next**.

3 Useful Tips When Contributing to Wikimedia Commons

You may upload works that you created entirely yourself

This includes photos and videos of:

- natural landscapes, animals, plants.
- public figures and people photographed in public places

Remember: By sharing your work on Wikimedia Commons, you grant anyone permission to use, copy, modify, and sell it without notifying you.

- useful or non-artistic objects
- original graphs, maps, diagrams and audio.

...with two main exceptions:

You can upload someone else's work if the author granted permission for anyone to use, copy, modify, and sell it.

You can upload your photographs of old art, statues, and buildings (usually over 150 years old).

We can't accept works created or inspired by others

By default, you can't upload someone else's work.

This includes material such as

- logos
- CD / DVD covers
- promotional photos
- screenshots of TV shows, movies, DVDs, and software

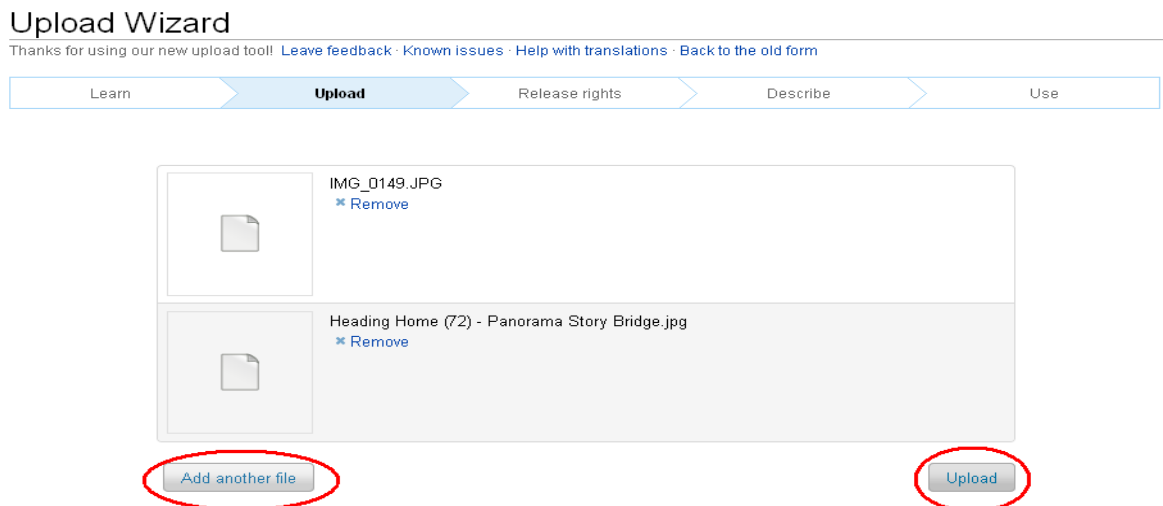
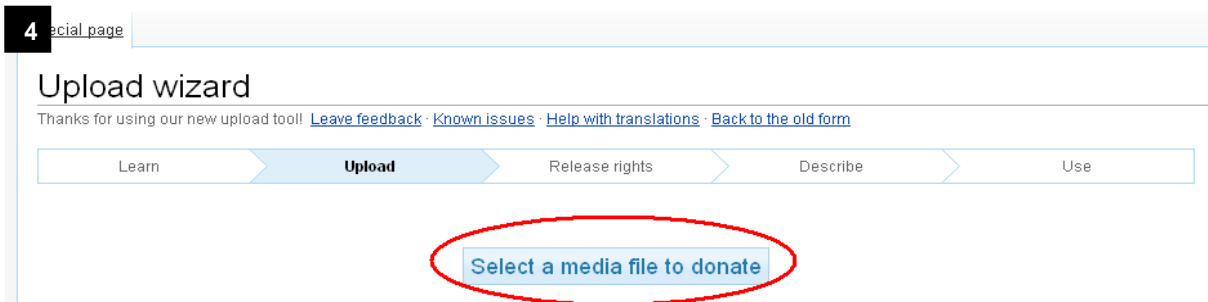
- most pictures published on the Internet
- drawings of characters from TV, comics, or movies — even if you drew them

In conclusion...

You can upload your original works.

We can't accept works from others without their explicit permission. Thank you for your help; this is important.

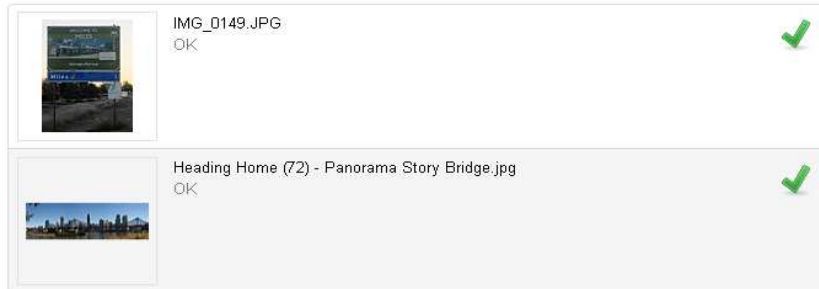
4. Click on the **Select a media file to donate**. You will then be prompted to select your file. Once your file is added under upload you can then add multiple files by clicking on **Add another file**. When you're happy to proceed with uploading your files click on the **Upload** button.



- Once your files have been uploaded you will see a thumbnail picture for each and a green tick. Click on Continue.

Upload Wizard

Thanks for using our new upload tool! [Leave feedback](#) · [Known issues](#) · [Help with translations](#) · [Back to the old form](#)



2 of 2 files uploaded

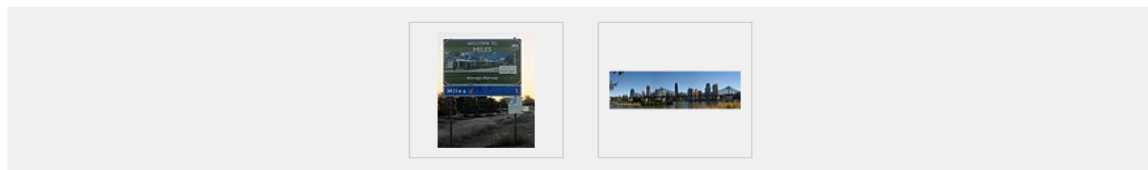
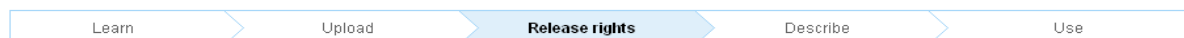
All uploads were successful [Continue](#)

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1. Select ***This file is not my own work.***
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3. If you click on the ***preview*** button an info box will come up detailing the Australian copyright information. Please make sure you comply.



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



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Source [?]

 Author(s) [?]

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- The copyright holder published this work with the right Creative Commons license
- The copyright holder published their photo or video on Flickr with the right license
- The copyright has definitely expired in the USA
- This work was made by the United States government
- Another reason not mentioned above**
 - The license is described by the following wikitext (must contain a valid copyright tag):

{{PD-Australia}}
 - I found it on the Internet -- I'm not sure
 - I believe this work is freely licensed or legally in the public domain. I understand that if I do not add the necessary licensing information in a timely fashion, the file may be deleted.

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Type of material	Copyright has expired if ...
A Photographs or other works published anonymously, under a pseudonym or the creator is unknown:	taken or published prior to 1 January 1955
B Photographs (except A):	taken prior to 1 January 1955
C Artistic works (except A & B):	the creator died before 1 January 1955
D Published editions ¹ (except A & B):	first published more than 25 years ago
E Commonwealth or State government owned ² photographs and engravings:	taken or published more than 50 years ago and prior to 1 May 1969

¹ means the typographical arrangement and layout of a published work. eg. newsprint.

²owned means where a government is the copyright owner as well as *would have owned* copyright but reached some other agreement with the creator.

When using this template, please provide information of where the image was first published and who created it.


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- You now will be asked to describe your images. Create a title for your image and a brief description about what appears in your photograph. You can even add your description in another language by clicking on the **Add description in another language** link. Also don't forget to add categories as this will make your image searchable to other people. For more information on the importance of categorising see **7 – Adding Categories pg 18** earlier in this manual. When you are finished click **Next** and the images will be published on Wikimedia Commons. You will see a green tick next to the images saying the process is complete. You will be then given the file path name which you can use to add the image to your Wikipedia article.

Upload Wizard

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



***Title** ?

***Description** ?
 English ▼

[add a description in another language](#)

***Date created** ?

[fewer options...](#)

Categories ?
 Miles, Queensland * Signposts * Welcome signs *

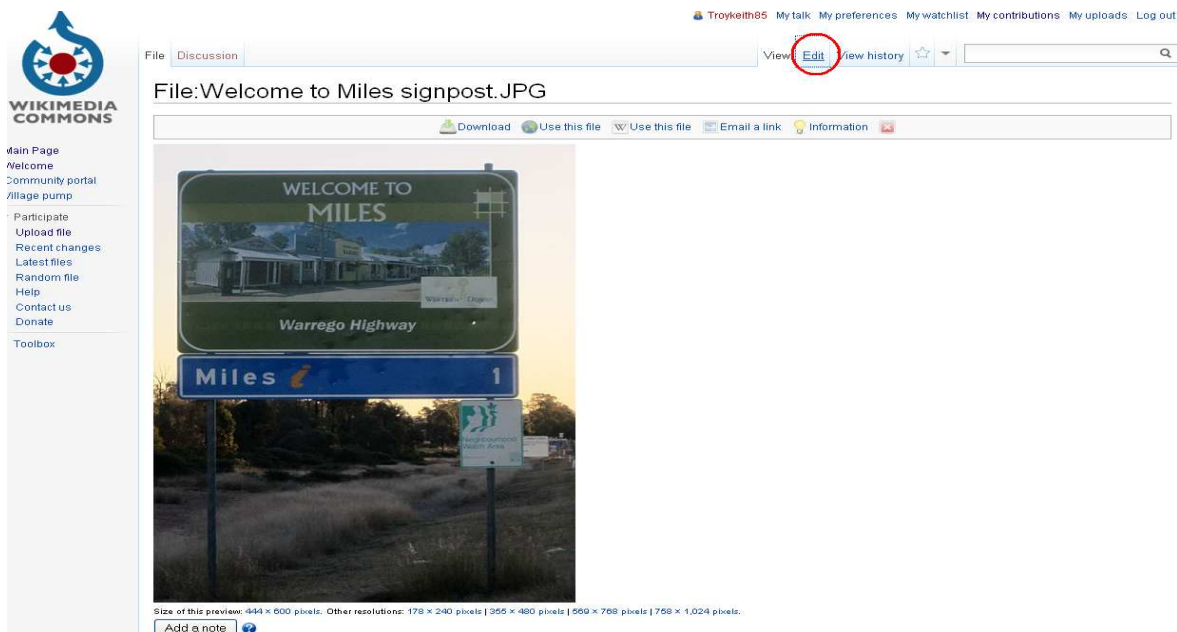
Location ?

Latitude	Longitude	Altitude
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other information ?

- You can always find links to the images you have uploaded by clicking on the **My Contributions** link and clicking on your chosen upload. When your file has been loaded click on **Edit** and using Mark Up text, add the edits you wish to make. When you have finished, make sure you write a sentence in the **Edit Summary** about the changes made and click on **Save Page** when you're finished. **NOTE:** you can not change the file name.

More detailed information and procedures for Wikimedia Commons can be found at <http://commons.wikimedia.org/wiki/Commons:Helpdesk>.



The screenshot shows the Wikimedia Commons interface. At the top right, there are user links for 'Troyketh85', 'My talk', 'My preferences', 'My watchlist', 'My contributions', 'My uploads', and 'Log out'. Below this is a navigation bar with 'File' and 'Discussion' tabs, and a search bar. The main content area shows the file name 'File:Welcome to Miles signpost.JPG' and a toolbar with options like 'Download', 'Use this file', 'Email a link', and 'Information'. A large preview of the signpost image is displayed, showing a green sign with 'WELCOME TO MILES' and 'Warrego Highway', and a blue sign with 'Miles' and a road sign. At the bottom, there is a note about the image size and a link to 'Add a note'.

11 – Useful Links to more information

Wikipedia – Background information – What it is, how it works?

- http://upload.wikimedia.org/wikipedia/commons/f/f0/Welcome2WP_English_082310.pdf
- http://en.wikipedia.org/wiki/File:Wikipedia_video_tutorial-1-Editing-en.ogv
- http://commons.wikimedia.org/wiki/File:Wikipedia_video_tutorial-2-Reliability-en.ogv

Wikipedia Help Pages mentioned throughout this manual

- <http://en.wikipedia.org/wiki/Help:Contents> – Contents of Help articles
- http://en.wikipedia.org/wiki/Help:Logging_in#Creating_an_account – Creating an Account
- http://en.wikipedia.org/wiki/Help:My_preferences – My Preferences
- http://en.wikipedia.org/wiki/Help:My_watchlist – My Watchlist
- http://en.wikipedia.org/wiki/Help:My_contributions – My Contributions
- http://en.wikipedia.org/wiki/Help:User_page – My User Page
- <http://en.wikipedia.org/wiki/Help:Editing> – Editing an article
- http://en.wikipedia.org/wiki/Help:Page_history – View History
- <http://en.wikipedia.org/wiki/Help:Reverting> – Reverting and Edit
- http://en.wikipedia.org/wiki/Help:Wiki_markup – Wikipedia Mark Up
- http://en.wikipedia.org/wiki/Help:Edit_toolbar – Edit tool bar
- <http://en.wikipedia.org/wiki/Help:Redirect> – Redirecting a page
- <http://en.wikipedia.org/wiki/Help:Linking> – Making links within an article
- <http://en.wikipedia.org/wiki/Help:Referencing> - Referencing
- <http://en.wikipedia.org/wiki/Wikipedia:Footnotes> – Making footnote referencing
- http://en.wikipedia.org/wiki/Help:Creating_a_new_page – Info on creating a new page
- http://en.wikipedia.org/wiki/Wikipedia:Your_first_article – Info what makes a good article
- <http://en.wikipedia.org/wiki/Special:Categories> - Categories
- http://en.wikipedia.org/wiki/Wikipedia:So_you_made_a_userspace_draft –Info on a draft Userspace

Helpful online Tutorials and Manuals

- <http://en.wikipedia.org/wiki/Wikipedia:Tutorial> – Overall Wikipedia tutorial
- http://en.wikipedia.org/wiki/Wikipedia:Article_wizard – Article Wizard tutorial
- http://en.wikipedia.org/wiki/Help:Wikipedia:_The_Missing_Manual – An overall Wikipedia help manual
- http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style – Wikipedia Style Manual

Wikimedia Australia Fact Sheets

- http://wikimedia.org.au/wiki/File:Creating_an_Account.pdf – Creating an account
- http://wikimedia.org.au/wiki/File:Editing_Wikis_large_text.pdf – Editing Wiki's
- http://wikimedia.org.au/wiki/File:Wikimedia_Commons_for_photographers.pdf – Wikimedia Commons

