WOMEN IN FINANCE EDIT-A-THON
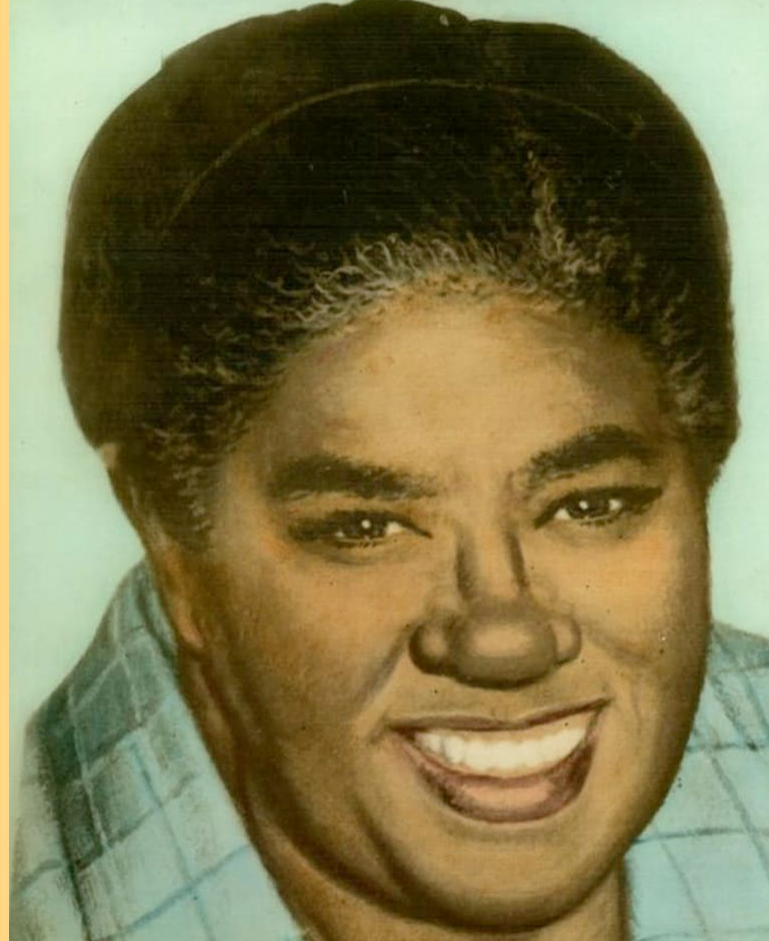
Join us to learn how to contribute to Wikipedia
to tell the stories of entrepreneurs and other
women trailblazers in business and finance.

#BecauseOfHerStory

BECAUSE OF
HER STORY

✹ Smithsonian

Photo: Lena Richard

NOW PLAYING: NOTABLE WOMEN WITHOUT WIKIPEDIA ARTICLES SPOTIFY PLAYLIST
FOR MORE INFO, SEARCH WP:NWPP ON WIKIPEDIA

Smithsonian Women in Finance and Business Wikipedia Edit-a-thon

October 29, 2020

Agenda

1. Welcome, Effie Kapsalis
2. Dr. Crystal Moten, Curator in the Division of Work and Industry at NMAH
3. Editing training, Ariel Cetrone
4. Editing

Wikimedia DC

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

WIKIMEDIA
DISTRICT OF COLUMBIA

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

Today's Objectives and Goals

Attendees will:

- Gain an understanding of Wikipedia's pillars and policies

- Learn how to:
    - edit existing Wikipedia articles
    - create new articles

With the goal of:

- Improving Wikipedia by adding and editing content about women in business and finance

Wikipedia

What exactly is it, anyway???

What is Wikipedia?

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

From Wikipedia (en)

Wikipedia: the 21st-century encyclopedia

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

-Jimmy Wales, co-founder, Wikipedia

About us

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

Created and edited by volunteers

Overseen by nonprofit Wikimedia Foundation

All edits and versions recorded forever (revision history)

6+ million articles, 270+ languages

Free...

All content freely licensed without restrictions

Creative Commons Attribution Sharealike or Public Domain

Written content or image/video/audio uploads

Wikimedia Commons - multimedia repository commons.wikimedia.org

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

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

Wikimedia

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

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

Wikipedia Basics, Policies, and Oversight

Wiki

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

Wikipedia: Five Pillars

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

WP:Pillars

Wikipedia Policies

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

*See also 'Category:Wikipedia notability guidelines'
for more on notability by topic

Engaging GLAMS

Galleries, Libraries, Archives and Museums

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

WP:GLAM

Why Engage GLAMs?

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

User Page: Sample Conflict of Interest Statement

For those editing as past of their professional duties

About Me

I am a paid employee of XYZ organization. We are working to make our resources more accessible to the public by working directly with Wikipedia.

Conflict of interest statement

I am editing Wikipedia as part of my official duties at XYZ organization. I will abide by Wikipedia's accepted practices on conflicts of interest, neutrality, and notability. Because the mission of XYZ organization is in line with Wikipedia's mission to disseminate knowledge, I will not make edits that I do not believe are in accordance with Wikipedia's practices and procedures. If you believe I have made an error or violated Wikipedia's norms, please let me know.

Wikipedia's Gender Gap

Editor gender gap? Unsilence the silent

Only
1 out of
10 Wikipedia editors
is female!
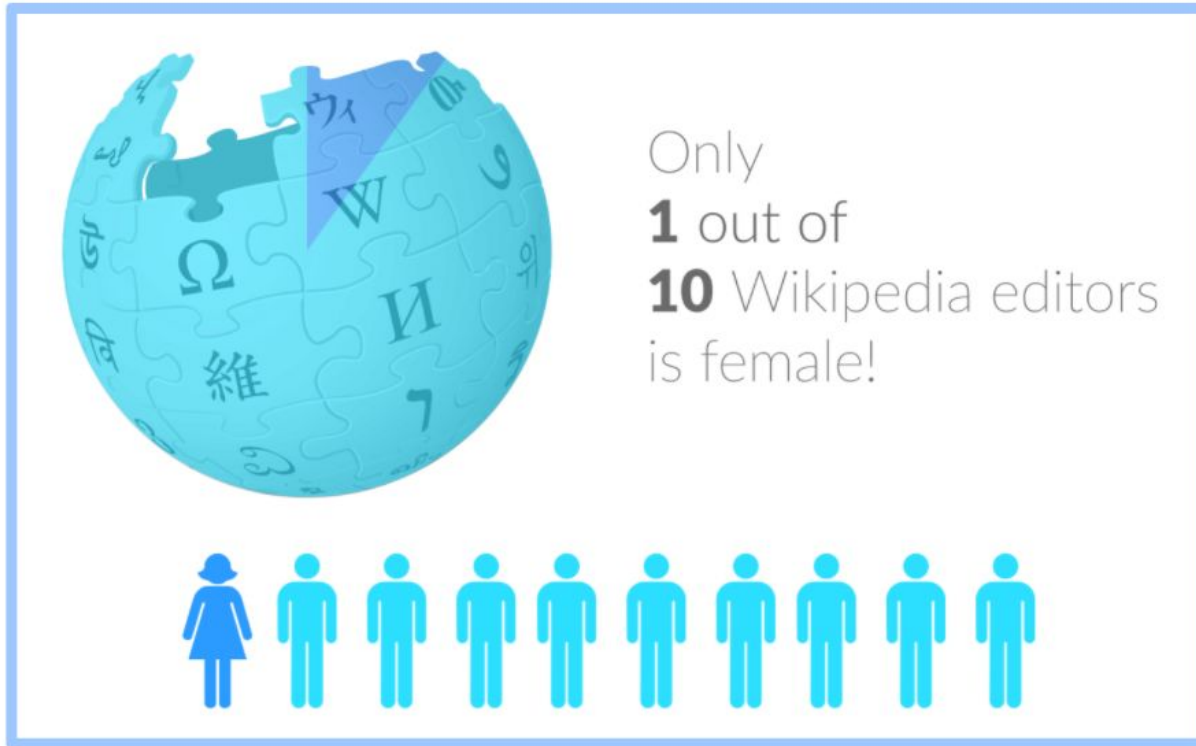
Content gender gap? Make the invisible visible

Percentage of women's biographies

November 2014
15%
English language Wikipedia

October 2020
18.54%
English language Wikipedia

How Can We Fix This?

- Partnerships with nonprofits, colleges/universities, government entities and beyond
- Engagement through edit-a-thons, training opportunities and Wikiprojects like Women in Red and Art+Feminism

WP:WIRED

Event Page and Article Work List

Log in to Wikipedia

1. Go to en.wikipedia.org

2. Create username or log in (top right)

Event page

1. Go to en.wikipedia.org

2. Enter WP:AWHI-Finance into the Wikipedia search bar (top right) or refer to link in the chart

Join us for the...

Smithsonian Women in Finance Edit-a-thon

Save the date for a virtual edit-a-thon on Women in Finance on **Thursday, October 29th from 1:00-3:00pm EST** where we will highlight women who have been trailblazers in finance, business, and entrepreneurship. The histories of women in these spaces is not well documented online, but they deserve to be told. Dr. Crystal M. Moten, curator of African American history in the division of Work and History at the Smithsonian's National Museum of American History, will speak about her work and the importance of telling her stories at the edit-a-thon.

During this training, attendees of all experience levels will learn the basics of how to edit Wikipedia by updating articles related to the history of women in finance and business in the United States. Ariel Cetrone, Wikimedia DC, will lead the Wikipedia tutorial and beginners are welcome.

Wikipedia is an openly editable resource, meaning that you can improve the quality and accuracy of Wikipedia articles. As one of the web's most visited reference sites, Wikipedia serves as a starting point for many individuals looking to learn about art, history, and science. Content on Wikipedia is not even, currently only 18% of biographies are about women. Help us correct that imbalance by editing articles about women on Wikipedia.

This event is collaboratively planned by the Smithsonian American Women's Initiative, a multiyear undertaking to document, research, collect, display, and share the history of women in the United States and Wikimedia DC the regional outreach organization for the Wikimedia projects.

Edit-a-thon at Smithsonian Institution Archives

We Can [edit]!

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Event page

- Wikimedia page with links to Wikipedia policies, practices, and tools. Also includes a list Wikipedia articles for creation or improvement
- This page will remain live and accessible after the event.

Wikimedia [edit source]

- **Wikimedia movement**
- **Wikipedia**, a web-based encyclopedia
- **Wikimedia Commons**, a data repository of media (images, videos and sounds). (See * Wikiproject Wikimedia Commons:GLAM Wikiproject⧉)

- Wikidata, a common source of data, also accessible by the other projects
- Wiktionary, a dictionary
- Wikibooks, educational textbooks
- Wikinews, news articles

- Wikiquote, a collection of quotations
- Wikisource, a library of source texts and documents
- Wikiversity, educational material
- Wikivoyage, a travel guide

- Wikispecies, a taxonomic cata species

Wikipedia Policies [edit source]

- Wikipedia:Username policy
- Wikipedia:Five pillars
- Wikipedia:Core content policies

- Wikipedia:General notability guideline
- Wikipedia:Verifiability
- Wikipedia:Conflict of interest

- Wikipedia:Identifying reliable sources
- Wikipedia:No original research (Examples of Original Research)

- Wikipedia:Citing sources
- Wikipedia:Identifying and usin sources

Quick Editing Tips

Article Worklist Review

Articles to edit and links to potential sources [edit source]

- Mellody Hobson

  For use as external link: Audio of panel featuring Mellody Hobson. Outliers and Outperformers: Women in Fund Manageme
  California records. Hoover Institution Library & Archives, Stanford, CA.

- Dina Powell
- Lillian Vernon (businesswoman)

  Biography, National Museum of American History
  Biography, German Historical Institute Immigrant Entreprenuership project

- Maggie L. Walker

  Biography, National Museum of American History
  Maggie L. Walker National Historic Site, National Park Service

- Mary-Dell Chilton

  Biography, National Museum of American History
  For use as external link: Interview with Mary-Dell Chilton, Genetic Engineering and Society Oral History Project

- Lena Richard

  Biography, National Museum of American History
  Meet Lena Richard, the Celebrity Chef Who Broke Barriers in the Jim Crow South, Smithsonian Magazine

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Event page Sign-in

1. Go to the blue sign-in button

2. School down on the following page and click publish (do not write anything on the empty field)

Please sign in [edit source]

This is for use on the day of the event.

1) Click 'Sign in' here.

2) Scroll down on the page that follows and click 'Save changes'. Your username will then be added to the

Sign in

Set Editing Preferences
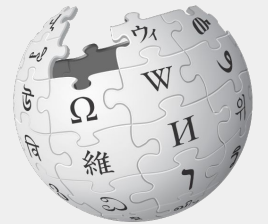
Wikipedia Editing Tools

VisualEditor 'Edit' button	Source Editor 'Edit source' button
VisualEditor is a "visual" way of editing Wikipedia that does not require editors to learn wiki markup. Until Visual Editor, editors had to learn wiki markup to make most edits. VisualEditor works like a word processor. While is simpler to use, the Source Editor can be more effective for some tasks.	Source editor uses Wikitext, also known as Wiki markup or Wikicode, which consists of the syntax and keywords used by the MediaWiki software to format a page.

Set Editing Preferences: Activate Visual Editor

1. **Open the Wiki event page or any Wikipedia article**

2. **Select 'Preferences' (Top right)**

Set Editing Preferences: Activate Visual Editor

3. Select the 'Editing' tab

Preferences

For information about the settings on this page, see Help:Preferences.

User profile | Appearance | Editing | Recent changes | Watchlist | Search | Gadgets | Beta features | Notifications

Basic information

Username: Ariel Cetrone (WMDC)

Member of groups: Autoconfirmed users, Extended confirmed users, Users

Connected apps: Manage 3 connected applications

Set Editing Preferences: Activate Visual Editor

4. Scroll down to 'Editor'

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

6. Save (bottom left)

User Page

WIKIPEDIA
The Free Encyclopedia

User Page

- **All users/editors are assigned a user page**

- **Access user page by selecting your username (top right)**

User Page

- **Share information and interests**

- **Use is optional unless editing as part of official duties**

User Page: Sample Conflict of Interest Statement
For those editing as past of their professional duties

About Me

I am a paid employee of XYZ organization. We are working to make our resources more accessible to the public by working directly with Wikipedia.

Conflict of interest statement

I am editing Wikipedia as part of my official duties at XYZ organization. I will abide by Wikipedia's accepted practices on conflicts of interest, neutrality, and notability. Because the mission of XYZ organization is in line with Wikipedia's mission to disseminate knowledge, I will not make edits that I do not believe are in accordance with Wikipedia's practices and procedures. If you believe I have made an error or violated Wikipedia's norms, please let me know.

Talk Page

- **Receive messages**
- **Communicate with other users**

Tabs and
Article Anatomy

Article Quality Assessment

Article | Talk   Read | Edit | Edit source | View history | ☆ | More ⌄ | TW ⌄ | Search Wikipedia 🔍

Maggie L. Walker [edit | edit source]

ORES predicted quality: ⓒ C (3.72)

A *C-class* article from Wikipedia, the free encyclopedia

This article is about the Virginia businesswoman and first African American woman and first women bank president in the United States. For the poet, see Margaret Walker.

Maggie ... ... 16, 1864 – December 15, 1934) was an African-American businesswoman and teacher. Walker was the first African-American woman to charter a bank and serve as its president in the United States.[2] As a leader, she achieved successes with the vision to make tangible improvements in the way of life for African Americans. Disabled by paralysis and a wheelchair user later in life, Walker also became an example for people with disabilities.

Walker's restored and furnished home in the historic Jackson Ward neighborhood of Richmond, Virginia has been designated a National Historic Site, operated by the National Park Service.

Contents [hide]

1 Childhood
2 Leader
3 Businesswoman, banker
4 Legacy
5 Family
6 References
7 Further reading

Maggie Lena Walker

WP:ASSESS

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Article Quality Assessment

Quality	Importance					
	Top	High	Mid	Low	???	Total
⭐ FA	1,353	2,135	2,079	1,436	169	7,172
⭐ FL	158	593	658	585	104	2,098
Ⓐ A	278	578	743	484	90	2,173
⊕ GA	2,610	5,980	11,887	14,087	1,769	36,333
B	13,916	26,887	42,602	40,496	16,779	140,680
C	13,563	41,586	99,087	164,827	64,349	383,412
Start	18,244	85,951	362,787	1,133,278	368,856	1,969,116
Stub	4,414	32,334	272,215	2,368,469	874,852	3,552,284
List	3,946	14,279	43,376	133,569	75,305	270,475
Assessed	58,482	210,323	835,434	3,857,231	1,402,273	6,363,743
Unassessed	122	535	2,441	16,468	442,437	462,003
Total	58,604	210,858	837,875	3,873,699	1,844,710	6,825,746

All rated articles by quality and importance

WP:ASSESS

Exploring Tabs: Article History

View all edits ever made by selecting 'View History'

Exploring Tabs: Article History

View all edits ever made by selecting 'View History'

| Article | Talk | | Read | Edit | Edit source | View history | ☆ | More ⌄ | TW ⌄ | Search Wikipedia |

Maggie L. Walker: Revision history

View logs for this page (view filter log)

⌄ **Filter revisions**

External tools: Find addition/removal (Alternate) · Find edits by user · Page statistics · Pageviews · Fix dead links

For any version listed below, click on its date to view it. For more help, see Help:Page history and Help:Edit summary. (cur) = difference from current version,
(prev) = difference from preceding version, m = minor edit, ← = automatic edit summary

(newest | oldest) View (newer 5 | older 5) (5 | 10 | 20 | 50 | 100 | 250 | 500)

Compare selected revisions

- (cur | prev) ⦿ 14:00, 6 September 2020 Arjayay (talk | contribs) m . . (14,602 bytes) (+1) . . *(a > an)* (undo | thank)
- (cur | prev) ⦿ 13:06, 2 September 2020 Ro phd (talk | contribs) m . . (14,601 bytes) (-6) . . *(updated language re: disability)* (undo | thank) *(Tag: Visual edit)*
- (cur | prev) ○ 04:21, 26 August 2020 2601:5c4:4300:4a00:ac1c:3ca8:97a5:964b (talk) . . (14,607 bytes) (+11) . . (→*Childhood*) (undo)
- (cur | prev) ○ 18:01, 24 August 2020 2600:8807:8000:3e1:10bd:8c97:4c74:47b0 (talk) . . (14,596 bytes) (+9) . . (→*Leader*) (undo)

Edit summary

Editor username

Date

43

Exploring Tabs: Talk Page - Community Discussion

- **Discuss the article with other editors**

- **Use is optional**

- **Can be used to add suggestions when one believes they have a conflict of interest**

Article Talk

Read Edit source New section View history ☆ More ⌄ TW ⌄ Search Wikipe

Talk:Maggie L. Walker [edit source]

From Wikipedia, the free encyclopedia

	This article is of interest to the following **WikiProjects:**
WikiProject Biography	(Rated C-class)
WikiProject Business	(Rated C-class, Low-importance)
WikiProject Finance & Investment	(Rated C-class, Low-importance)
WikiProject Richmond, Virginia	(Rated C-class, High-importance)
WikiProject Virginia	(Rated C-class, Mid-importance)
WikiProject Women	(Rated C-class)
WikiProject Women's History	(Rated C-class, Mid-importance)

Biography assessment rating comment [edit source]

WikiProject Biography Assessment Drives

With some cites, could be a B.

Want to help write or improve biographies? Check out WikiProject Biography Tips for writing better articles. —**Yamara** ✉
8:23 pm, 13 February 2008, Wednesday (12 years, 8 months, 17 days ago) (UTC–5)

Copyright problem removed [edit source]

Article Sections: Lead Paragraphs and infoboxes

Article Sections: References

References or notes (Inline citations)

Additional Sections

Further reading [edit | edit source]

- Jeffrey, Laura S (1996). *Great American Businesswomen*. Springfield, NJ: Enslow Publishers. ISBN 9780894907067.
- St. Clair, Sadie Daniel. "Walker, Maggie Lena". *CREDO*. Radcliffe College.
- Ward Plowden, Martha; Jones, Ronald (2002). *Famous Firsts of Black Women*. Gretna, La: Pelican Pub Co. ISBN 9781565541979. OCLC 47650434.

External links [edit | edit source]

- NPS Maggie L. Walker National Historic Site website
  - Maggie L. Walker National Historic Site Museum Online Collections
  - Maggie L. Walker Videos on Youtube
- Maggie L. Walker Governor's School for Government and International Studies website
- Enterprising Women Maggie L. Walker Archived webpage from June 17, 2006
- Norwood, Arlisha. "Maggie Walker". National Women's History Museum. 2017.

| Authority control ✎	GND: 129503398 · LCCN: n97044100 · SNAC: w6f79550 · VIAF: 23220401 · WorldCat Identities: lccn-n97044100

v · T · E	**Virginia Women in History**	[show]

Categories (+⁺): 1867 births (–) (±) | 1934 deaths (–) (±) | People from Richmond, Virginia (–) (±) | American bankers (–) (±) | Businesspeople from Richmond, Virginia (–) (±) | American women activists (–) (±) | African-American activists (–) (±) | African-American history of Virginia (–) (±) | American women bankers (–) (±) | African-American bankers (–) (±) | African-American founders (–) (±) | American founders (–) (±) | Women founders (–) (±) | American women business executives (–) (±) | American business executives (–) (±) | 19th-century American businesspeople (–) (±) | 20th-century American businesspeople (–) (±) | Activists from Virginia (–) (±) | 20th-century American businesswomen (–) (±) | (+)

Editing Existing Articles
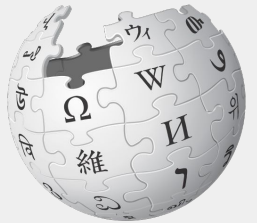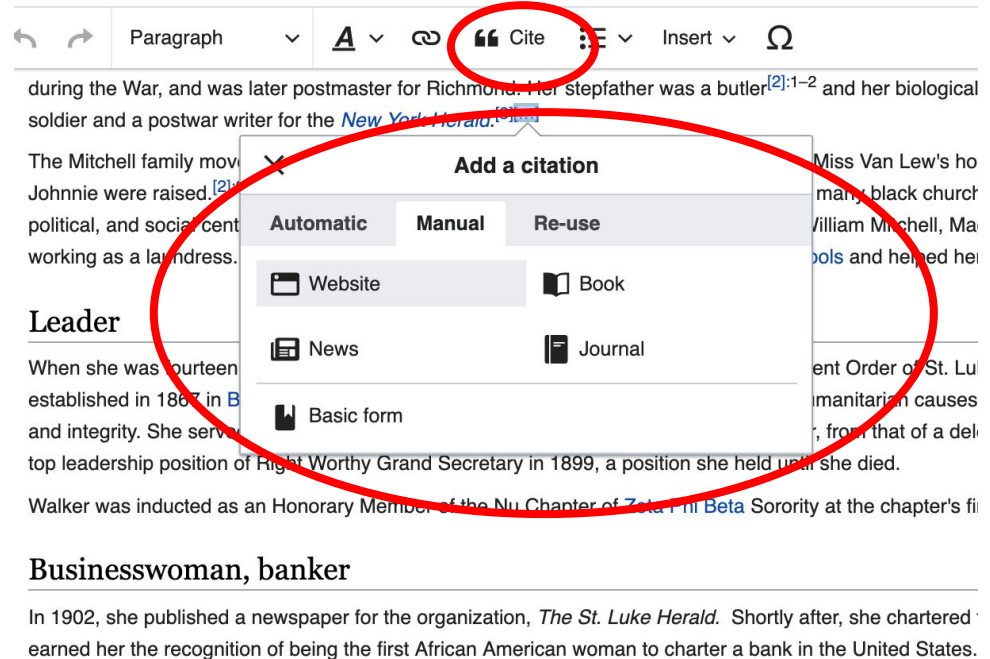
Editing with Visual Editor

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

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

Edit buttons
Edit = Visual Editor, Edit Source = Code

Formatting buttons

| Article | Talk | | | | | | Read | Edit | Edit source | View history | ☆ | More ⌄ | TW ⌄ | Search Wikipe |

↶ ↷ Paragraph ⌄ A ⌄ 🔗 ❝ Cite ☰ ⌄ Insert ⌄ Ω

Maggie L. Walker [edit | edit source]

A C-class article from Wikipedia, the free encyclopedia

👁 Visual editing

[[]] Source editing

🎥▶ **Use mdy dates**

This article is about the Virginia businesswoman and first African American woman and first women bank president in the United States. For the poet, see *Margaret Walker*.

Citing Your Sources

1. **Place cursor in desired location**

2. **Select 'Cite'**

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

during the War, and was later postmaster for Richmond. Her stepfather was a butler[2]:1–2 and her biological soldier and a postwar writer for the *New York Herald*.[2]

The Mitchell family mov[...] Miss Van Lew's ho Johnnie were raised.[2] many black church political, and social cent [...] William Mitchell, Ma working as a laundress. [...] ools and helped her

Add a citation

| Automatic | **Manual** | Re-use |

- Website
- Book
- News
- Journal
- Basic form

Leader

When she was fourteen [...] ent Order of St. Lu established in 186[...] in B[...] manitarian causes and integrity. She serv[...] r, from that of a del top leadership position of Right Worthy Grand Secretary in 1899, a position she held until she died.

Walker was inducted as an Honorary Member of the Nu Chapter of Zeta Phi Beta Sorority at the chapter's fi

Businesswoman, banker

In 1902, she published a newspaper for the organization, *The St. Luke Herald*. Shortly after, she chartered earned her the recognition of being the first African American woman to charter a bank in the United States.

Citing Your Sources

4a.   Populate fields (when selecting 'Automatic' and 'Manual')

4b.   Select source that's already listed (when selecting 'Reuse')

5.   Select 'Insert'

Adding Sections with Headings

Leader

When she was fourteen years old, young Maggie joined the local council of the Independent Order of St. Luke. This fraternal burial society, established in 1867 in Baltimore, Maryland, ministered to the sick and aged, promoted humanitarian causes and encouraged individual self-help and integrity. She served in numerous capacities of increasing responsibility for the Order, from that of a delegate to the biannual convention to the top leadership position of Right Worthy Grand Secretary in 1899, a position she held until she died.

Walker was inducted as an Honorary Member of the Nu Chapter of Zeta Phi Beta Sorority at the chapter's first meeting in 1926.
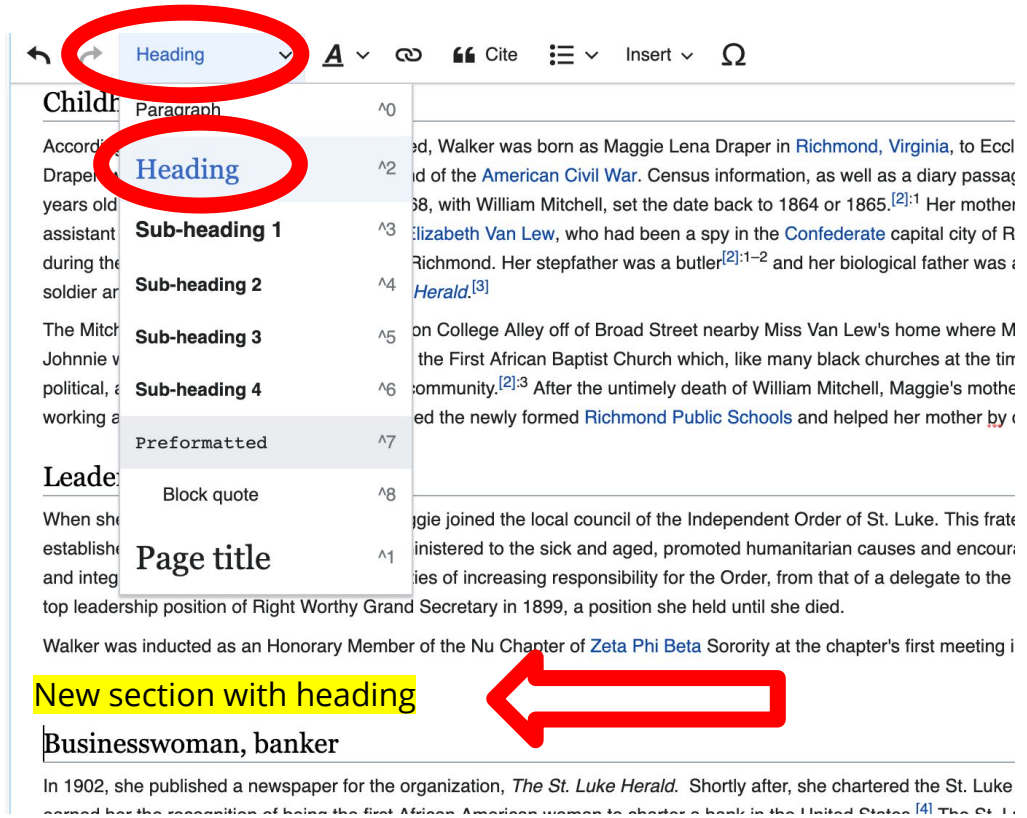
Businesswoman, banker

In 1902, she published a newspaper for the organization, *The St. Luke Herald*. Shortly after, she chartered the St. Luke Penny Savings Bank. Walker served as the bank's earned her the recognition of being the first African American woman to charter a bank in the United States.[4] The St. Luke Penny Savings Bank's leadership also include members.[5] Later Walker agreed to serve as chairman of the board of directors when the bank merged with two other Richmond banks to become The Consolidated Bank which grew to serve generations of Richmonders as an African-American owned institution.

Walker received an honorary master's degree from Virginia Union University in 1925, and was inducted into the Junior Achievement U.S. Business Hall of Fame in 2001.[6

| Occupation | Bank fou teacher, |
| Known for | First wor charter a States[1] |

52

Adding Sections with Headings

1. **Place cursor**

2. **Select 'Paragraph'**

3. **Select 'Heading'**

4. Name heading

5. Hit return/enter to default back to 'paragraph text and begin typing

53

Creating Links Between Wikipedia Articles

1. **Select text**

2. **Select link icon**

3. **Select article and 'Done'**

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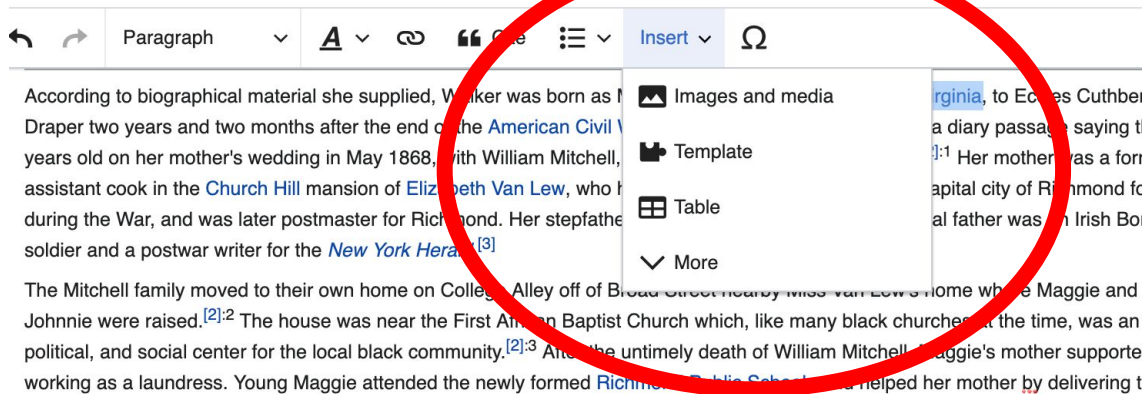
Adding Photos with Wikimedia Commons

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

2. **Select: 'Insert' + Media'**

3. **Enter search term**

According to biographical material she supplied, Walker was born as ... rginia, to E... es Cuthbe... Draper two years and two months after the end of the American Civil W... a diary passage saying t... years old on her mother's wedding in May 1868, with William Mitchell, ...[]:1 Her mother was a form... assistant cook in the Church Hill mansion of Elizabeth Van Lew, who h... apital city of Ri... hmond fo... during the War, and was later postmaster for Richmond. Her stepfathe... al father was ... n Irish Bo... soldier and a postwar writer for the *New York Herald.*[3]

The Mitchell family moved to their own home on Colle... Alley off of Broad Street nearby Miss Van Lew's home where Maggie and Johnnie were raised.[2]:2 The house was near the First African Baptist Church which, like many black churches at the time, was a... political, and social center for the local black community.[2]:3 Aft... he untimely death of William Mitchell, ...aggie's mother supporte... working as a laundress. Young Maggie attended the newly formed Richm... helped her mother by delivering t...

Leader

When she was fourteen years old, young Maggie joined the local council of the Independent Order of St. Luke. This fraternal burial established in 1867 in Baltimore, Maryland, ministered to the sick and aged, promoted humanitarian causes and encouraged indivi... and integrity. She served in numerous capacities of increasing responsibility for the Order, from that of a delegate to the biannual c... top leadership position of Right Worthy Grand Secretary in 1899, a position she held until she died.

55

Adding Photos with Wikimedia Commons

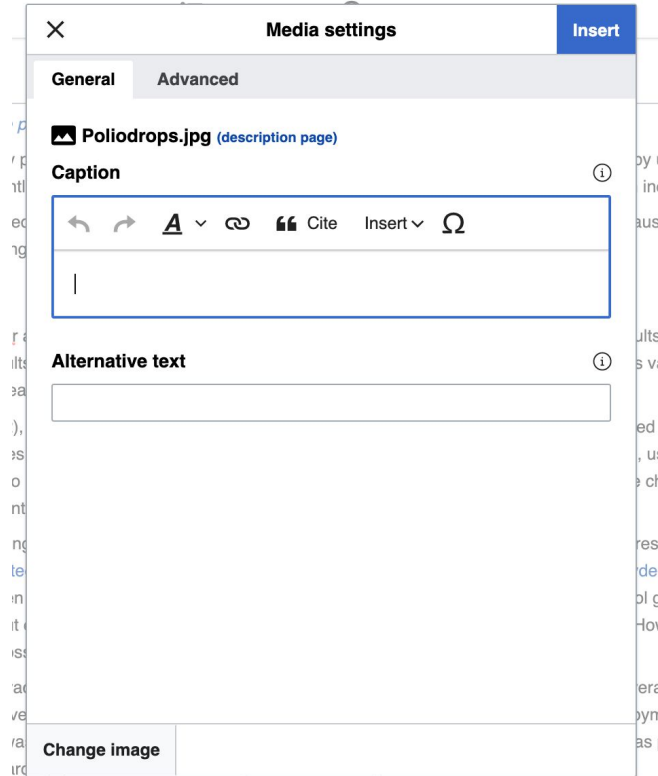4.   **Enter search term**

5.   **Select photo + 'Use this image'**
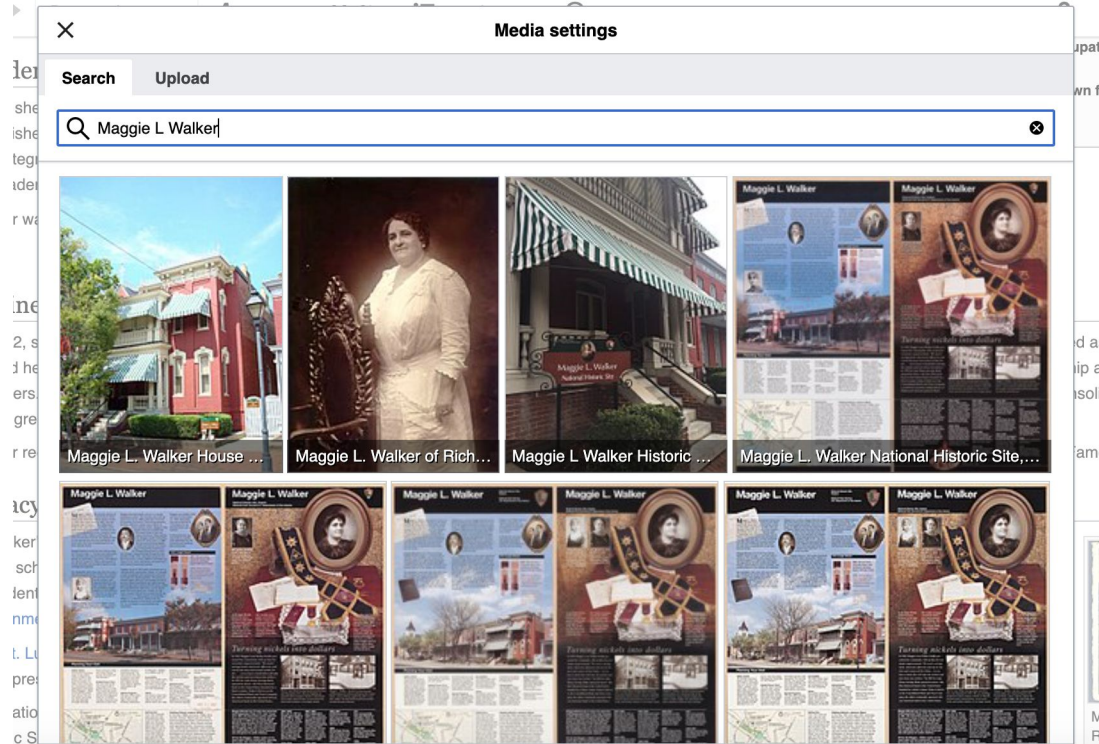
Adding Photos with Wikimedia Commons

6. **Caption your image and add alternative text**

7. **Select 'Insert'**

Adding Categories

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

Categories (+⁺): 1867 births (–) (±) │ 1934 deaths (–) (±) │ People from Richmond, Virginia (–) (±) │ American bankers (–) (±) │ Businesspeople from Richmond, Virginia (–) (±) │ American women activists (–) (±) │ African-American activists (–) (±) │ African-American history of Virginia (–) (±) │ American women bankers (–) (±) │ African-American bankers (–) (±) │ African-American founders (–) (±) │ American founders (–) (±) │ Women founders (–) (±) │ American women business executives (–) (±) │ American business executives (–) (±) │ 19th-century American businesspeople (–) (±) │ 20th-century American businesspeople (–) (±) │ Activists from Virginia (–) (±) │ 20th-century American businesswomen (–) (±) │ (+)

Don't forget to 'Publish' often

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

Additional tips

- Search hyperlinked articles for relevant information

- 'Copy and Paste' is acceptable between WP articles as long as content is relevant and the original articles/editors are credited in the 'Edit Summary' box

- Also a good way to find new sources
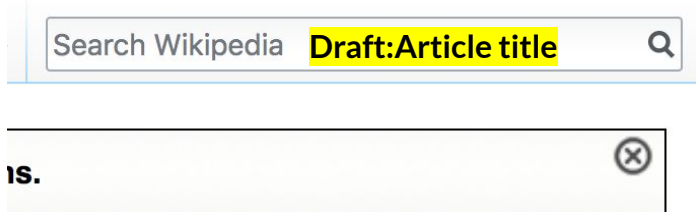
Creating New Articles

Three Methods

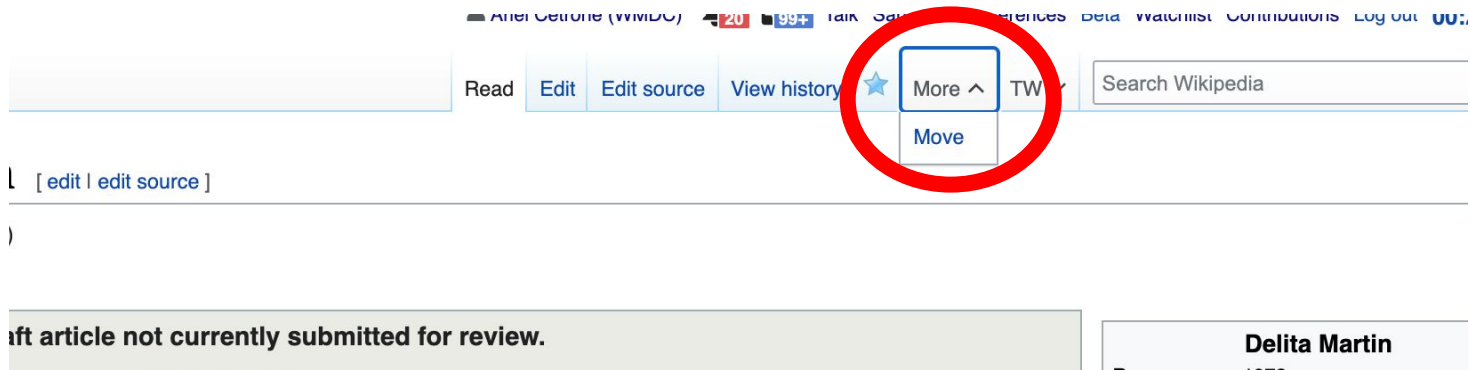# Creating Articles: Drafts

1a. Start a 'Draft'

- **Enter Draft:Article title into WP search bar**

- **Click the red link to start the article**

- **Start writing and publish as you go**

Creating Articles: Drafts

- **When ready to move your draft to Wikipedia mainspace, go to the draft and select 'More' then 'Move'**

Creating Articles: Drafts

- **Select 'Article' from the New Title dropdown menu and check that 'Draft' has been removed from the title**

- **Select 'Move Page'**

← Draft:Delita Martin

Using the form below will rename a page, moving all of its history to the new name. The old title will become a redirect page to the new title. **Links to the old page**

This can be a drastic and unexpected change for a popular page; please be sure you understand the consequences of this before proceeding. Please read Wikiped detailed instructions

Move page

New title:

| Draft | ∨ | Delita Martin |

Reason:

☐ Watch so—page and target page

Move page

Move log

Or...

Creating Articles: Drafts

1b. Use the Article Wizard - (Search Wikipedia: Article Wizard)
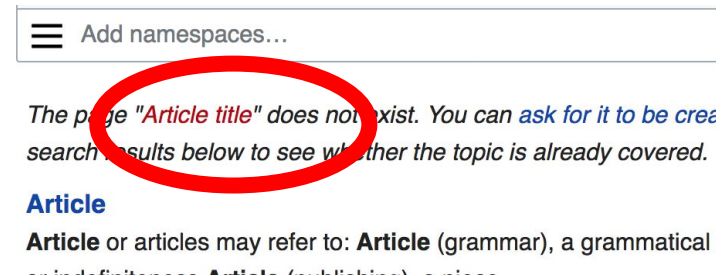
● **Follow prompts**
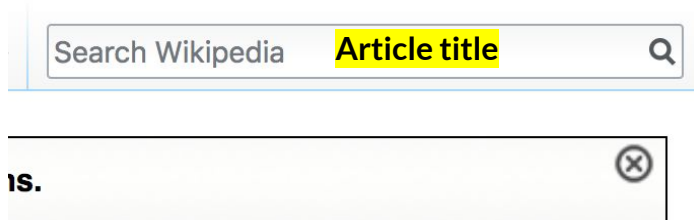
● **Publish in draft form**

Creating Articles: Wikipedia Mainspace

2. **Start a 'Mainspace' article**

● **Enter <mark>Article title</mark> into WP search bar**

● **Click the red link to start the article**

● **Create**

● **Publish**

Creating Articles: Sandbox

3. Practice using your Sandbox

- **Select Sandbox**

- **Select Edit or Edit Source**

- **Create article or section**

- **Copy/Paste Sandbox content into a draft of mainspace article**

Ariel Cetrone (WMDC) 7 23 Talk Sandbox Preferences Beta Watchlist Contri

User page | Talk   Read Edit Edit source View history ⭐ More ⌄ TW ⌄ Search Wikipedia

User:Ariel Cetrone (WMDC)/sandbox

Uploading Photos or Files to Wikicommons

WIKIPEDIA
The Free Encyclopedia

Adding Images or Files

1. **Go to commons.wikimedia.org**
2. **Select 'Upload'**
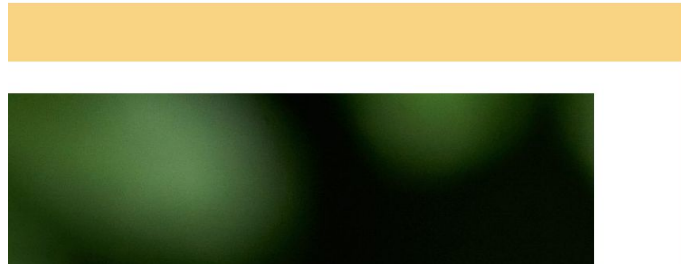
Adding Images or Files

3. Select media files to share

Special page

Upload Wizard

Leave feedback · Alternative upload methods · Back to the old form

Please visit **Commons:Help desk** if you need to ask questions about uploading files.

| Learn | **Upload** | Release rights | Describe |

Select media files to share

Back

Adding Images or Files

4. **Select 'Continue'**

Adding Images or Files

5. **Select Address Copyright**

Adding Images or Files

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

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

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

◉ This file is my own work.

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

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Use a different license

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Back   Next

Adding Images or Files

5b. If not your own work, name the source and select the appropriate Creative Commons license or another reason why it is license-free or in the public domain (Pre-1925, published for the US government, etc.)

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○ Creative Commons Attribution ShareAlike 3.0 (legal code) ⓘ ⊚

Adding Images or Files

6. **Describe the image**

Adding Images or Files

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

8. Publish

Angler's Footbridge C&O Canal Potomac, Maryland

Angler's_Footbridge_C&O_Canal_Potomac,_Maryland.jpg

Items portrayed in this file

depicts

🔍 Search to add items   from Wikidata   ...

Let's Edit!

Use the chat for immediate assistance

Fur future assistance or to inquire about help with your own editing event, contact:
Ariel Cetrone - Institutional Partnerships Manager
Wikipedia Username: @Ariel Cetrone (WMDC)
ariel.cetrone@wikimediadc.org