

# A Quick Guide to Wikipedia

## Black Stories at UVa edit-a-thon

Harrison Small Auditorium  
University of Virginia,  
Charlottesville  
November 4, 2015

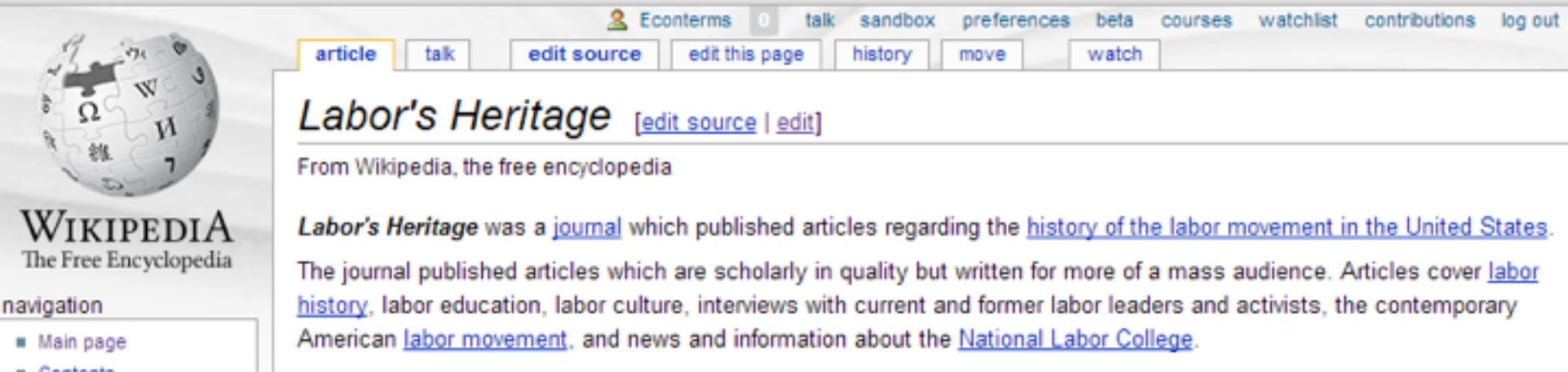
Peter Meyer, Wikimedia DC

To get to this event's page: search for WP:Meetup/DC to get to [http://  
en.wikipedia.org/wiki/Wikipedia:Meetup/DC](http://en.wikipedia.org/wiki/Wikipedia:Meetup/DC)  
then click on this event's name



# Wikipedia: The Free Encyclopedia

- Its content is **freely licensed** for reuse
- And created & maintained by **volunteers**
- **Non-profit educational project**, supported by Wikimedia Foundation (WMF)
- All edits/versions are recorded indefinitely
- “Everything’s in a database.”
- 5 million articles in English
- 250+ languages



The screenshot shows the top portion of a Wikipedia article. At the top left is the Wikipedia logo, a globe with various characters. Below it, the text reads "WIKIPEDIA The Free Encyclopedia". To the right of the logo is a navigation menu with buttons for "article", "talk", "edit source", "edit this page", "history", "move", and "watch". The "article" button is highlighted. The main heading of the article is "Labor's Heritage" with links for "[edit source | edit]". Below the heading is the text "From Wikipedia, the free encyclopedia". The main body of the article begins with "Labor's Heritage was a [journal](#) which published articles regarding the [history of the labor movement in the United States](#). The journal published articles which are scholarly in quality but written for more of a mass audience. Articles cover [labor history](#), labor education, labor culture, interviews with current and former labor leaders and activists, the contemporary American [labor movement](#), and news and information about the [National Labor College](#)." On the left side, there is a "navigation" section with links for "Main page" and "Contents".

A **wiki** is a Web site that:

- is editable from the browser immediately
- remembers its past versions
- has concise links between its own pages

From an article, try out this important tab: “**history**”  
That lists past revisions of the article.

# History of an article

Any user can see the history of changes to a wiki page.

article talk history edit article watch

## Panic of 1907: Revision history

From Wikipedia, the free encyclopedia  
[View logs for this page](#)

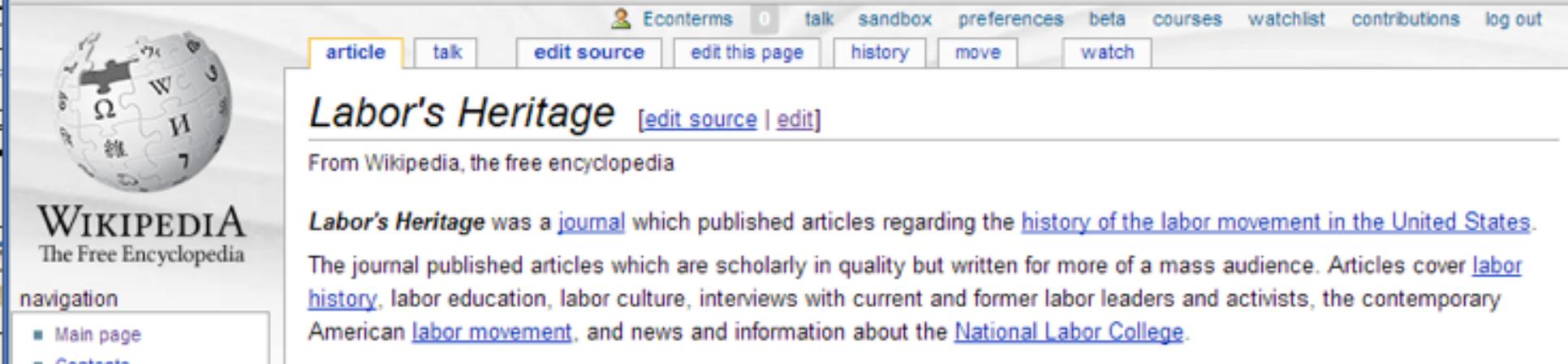
Browse history

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

For any version listed below, click on its date to view it. For more help, see [Help:Page history](#) and [Help:Edit summary](#).  
External tools: [Revision history statistics](#) · [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](#)  
(newest | [oldest](#)) View (newer 100 | [older 100](#)) (20 | 50 | 100 | 250 | 500)

- [\(cur | prev\)](#)  [15:35, 29 May 2013](#) [Tango Panaché](#) ([talk](#) | [contribs](#)) ... (51,329 bytes) (0) ... [\(←See also\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [15:34, 29 May 2013](#) [Tango Panaché](#) ([talk](#) | [contribs](#)) ... (51,329 bytes) (+43) ... [\(←See also\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [05:10, 20 May 2013](#) [Gilliam](#) ([talk](#) | [contribs](#)) [m](#) ... (51,286 bytes) (+2) ... [\(←Pujo Committee: apoc\)](#) ([undo](#) | [thank](#))
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- [\(cur | prev\)](#)  [16:15, 12 April 2013](#) [Kilian41](#) ([talk](#) | [contribs](#)) [m](#) ... (50,824 bytes) (+1) ... [\(Link to different book removed\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [11:41, 5 April 2013](#) [Anastrophe](#) ([talk](#) | [contribs](#)) [m](#) ... (50,823 bytes) (+2) ... [\(←In fiction: correct letter\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [04:51, 11 March 2013](#) [108,201,220,243](#) ([talk](#)) ... (50,821 bytes) (+4) ... [\(←In fiction\)](#) ([undo](#))
- [\(cur | prev\)](#)  [00:00, 20 February 2013](#) [Addbot](#) ([talk](#) | [contribs](#)) [m](#) ... (50,817 bytes) (-515) ... [\(Bot, Migrating 16 interwiki links, now provided by Wikidata on d:q:84449 \(Report Errors\)\)](#) ([undo](#))
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- [\(cur | prev\)](#)  [17:37, 13 January 2013](#) [Tassedathe](#) ([talk](#) | [contribs](#)) [m](#) ... (51,330 bytes) (+22) ... [\(MPCleaner v1.22 - Repaired 1 link to disambiguation page - \(You can help\) - Charles Hamlin\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [21:40, 10 December 2012](#) [Yisbot](#) ([talk](#) | [contribs](#)) [m](#) ... (51,308 bytes) (0) ... [\(clean up, References after punctuation per WP:REFDUNC and WP:CITEFOOT using AHR \(8790\)\)](#) ([undo](#))
- [\(cur | prev\)](#)  [22:03, 21 November 2012](#) [David.morales72](#) ([talk](#) | [contribs](#)) ... (51,308 bytes) (+935) ... [\(Added extra detail and citations\)](#) ([undo](#) | [thank](#))
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- [\(cur | prev\)](#)  [10:10, 3 August 2012](#) [Amsilapay](#) ([talk](#) | [contribs](#)) [m](#) ... (50,430 bytes) (+174) ... [\(added external links\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [15:51, 24 July 2012](#) [Amsilapay](#) ([talk](#) | [contribs](#)) [m](#) ... (50,256 bytes) (+1) ... [\(updated link\)](#) ([undo](#) | [thank](#))
- [\(cur | prev\)](#)  [12:09, 3 June 2012](#) [Tassedathe](#) ([talk](#) | [contribs](#)) ... (50,255 bytes) (+44) ... [\(Disambiguated Richard](#)



The screenshot shows the top portion of a Wikipedia article. At the top right, a user is logged in as 'Econterms' with a '0' next to their name. Navigation links include 'talk', 'sandbox', 'preferences', 'beta', 'courses', 'watchlist', 'contributions', and 'log out'. Below these are buttons for 'article', 'talk', 'edit source', 'edit this page', 'history', 'move', and 'watch'. The article title is 'Labor's Heritage' with links for '[edit source | edit]'. Below the title is the text 'From Wikipedia, the free encyclopedia'. The main text begins with 'Labor's Heritage was a [journal](#) which published articles regarding the [history of the labor movement in the United States](#). The journal published articles which are scholarly in quality but written for more of a mass audience. Articles cover [labor history](#), labor education, labor culture, interviews with current and former labor leaders and activists, the contemporary American [labor movement](#), and news and information about the [National Labor College](#).' On the left side, there is a globe icon with the Wikipedia logo and the text 'WIKIPEDIA The Free Encyclopedia'. Below that is a 'navigation' box with a link to 'Main page'.

- At very top: When I'm logged in, at the top it shows:
- my username (Econterms), linking to my user page
  - my talk page where people can write to me
  - a Sandbox (for editing practice)
  - a Watchlist (a list of links to pages I've edited)
  - and a list of my contributions (edits).

# Anatomy of an article

Lead section, or lede

Notability must be made clear there

Table of contents appears automatically

Infoboxes help people grasp quickly

Images can't have copyright constraints

Footnotes help people delve into topics

Categories, at the bottom, connect related subjects

The image shows a screenshot of a Wikipedia article for Thomas Moran. Several blue arrows point to specific parts of the page:

- Title:** Points to the article title "Thomas Moran".
- Edit view:** Points to the "Edit" and "View history" links at the top right.
- Infobox:** Points to the biographical information box on the right, which includes a portrait of Thomas Moran and his birth and death dates.
- Table of contents:** Points to the "Contents" table on the left side of the article.
- 1st sub-section:** Points to the "Biography" section header.
- Related articles:** Points to the "See also" section.
- Footnotes:** Points to the "References" section.

At the bottom of the page, there are sections for "Sources" and "External links". The "Categories" section at the very bottom lists: "1909 births", "1901 deaths", "British historians", "Harvard University alumni", "People educated at Westminster School, London", and "People of the Royal Observer Corps".

# Who or what merits an article in Wikipedia?

A topic is sufficiently “notable” if it has received significant coverage in reliable sources that are independent of the subject.

For more, search for **Wikipedia:Notability**, or type in search shortcut WP:N

Articles should make notability clear at the top.  
New editors, please get used to making small edits before starting a new article.

# Wikipedia Content Standards

- **Neutral Point of View**
- **Verifiability:** cite reliable sources that can be checked
- **No “original research”** - opinions, speculation, unpublished data
- **Assume good faith** in other editors
- **Avoid conflict of interest:** edit articles about self, employer, ideology with great caution

<b>Wikipedia policy</b>
<b>Principles</b>
Five pillars
What Wikipedia is not
Ignore all rules
<b>Content standards</b>
Neutral point of view
Verifiability
No original research
Biographies of living persons
Article titles
<b>Working with others</b>
Civility
No personal attacks
Harassment
No legal threats
Consensus
Dispute resolution
<b>More</b>
List of policies
List of guidelines

# Neutral point of view (NPOV)

Wikipedia articles should represent diverse views fairly, proportionately, and in non-judgmental language

Don't state opinions or contested claims as facts or vice versa

The policy is careful and sophisticated. To see more, enter search shortcut "WP:NPOV." It's really interesting.

# Glossary

- Article -- the encyclopedia entries
- Editor – any user who makes an edit
- GLAM = Galleries, Libraries, Archives & Museums
- Campus Ambassadors, and Wikipedia Education Foundation for class work
- Local chapters, like Wikimedia DC
- Events: Edit-a-thons, scan-a-thons, meetups
- Vast universe of other policies, projects, roles, newsletters, mediation processes, institutions, and programs
- Bots – software tools that edit outside the browser
- WikiProject – a message board and information center for editors focused on a topic
  - There are WikiProjects for Architecture, Economics, Zimbabwe, Fungi, Visual Arts, Feminism, and Virginia. To find one search for e.g. WP:Virginia

# **We're ready to edit!**

(in a safe place at first)

You can always cancel, without saving,  
or undo a recently saved edit.

# Step 1: Register as an editor

## 1. Click “Create Account”

Your username will be associated with edits you make

## 2. Choose a username and password

Each individual (“editor”) should have only one account. Shared accounts are not allowed. Don’t create an account with the name of an organization.

## Advantages of having an account:

Communicating with others in the community

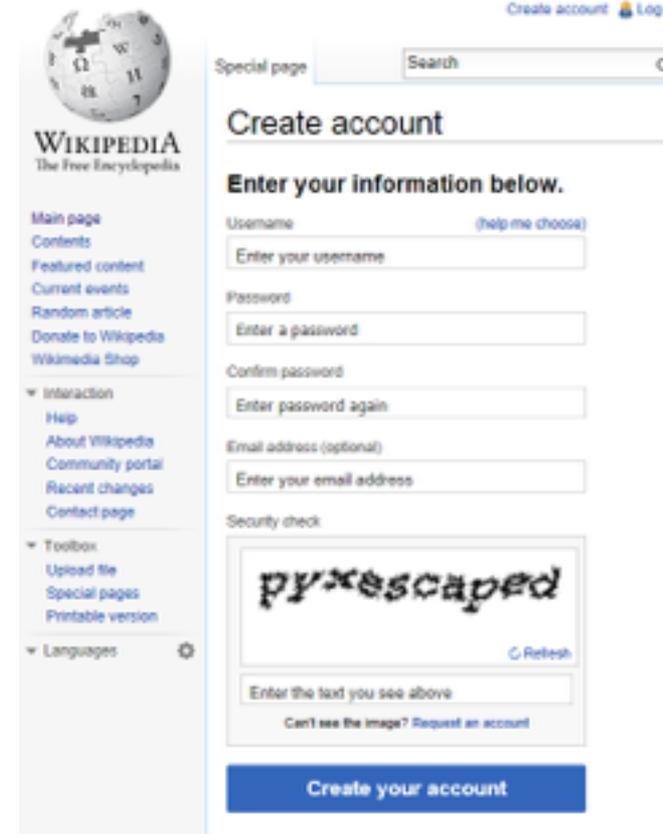
Can create articles, upload images, keep preferences

A record of work builds credibility, confidence, pride

You get your own “sandbox” page to practice editing

More likely to get help from others

Keeps computer’s IP address private.



Special page

Create account [Log](#)

### Create account

**Enter your information below.**

Username (help me choose)

Password

Confirm password

Email address (optional)

Security check

 [Refresh](#)

Enter the text you see above  
[Can't see the image? Request an account](#)

[Create your account](#)

WIKIPEDIA  
The Free Encyclopedia

Main page  
Contents  
Featured content  
Current events  
Random article  
Donate to Wikipedia  
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Interaction  
Help  
About Wikipedia  
Community portal  
Recent changes  
Contact page

Toolbox  
Upload file  
Special pages  
Printable version

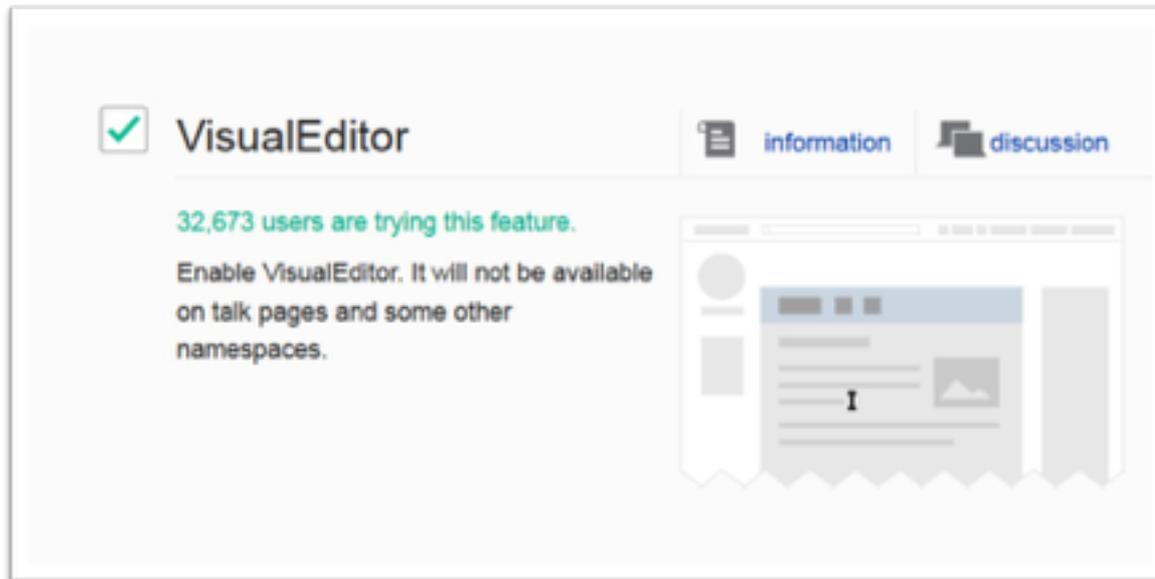
Languages 

# There are two programs for editing

Edit Source	Visual editor
MediaWiki software markup language	What you see is what you get (WYSIWYG)
Type WP:CHEAT in the search box for more information	Type WP:VE/UG in the search box for more information
Relatively simple to learn, especially if you have any experience with HTML	Familiar symbols for formatting, similar to word processing programs
<b>Best for</b> ultimate control and ability to customize the page; working with wiki “templates” {{ }}	<b>Best for</b> making straightforward textual edits, adding links, headings, etc.
<b>Not very good for</b> people who dislike or get confused by markup languages! Also it is easy to lose your place, or make a typo. <i>Always click “Show Preview” before saving!</i>	<b>Not very good for</b> the more complex wiki markup, such as “templates” {{ }}, still a work in progress, so it can be buggy and/or confusing at times.

# Step 2: Turn on “Visual Editor”

1. Click on *Preferences* at the top of the page
2. Visit the *Beta features* tab, scroll down and check the box “*VisualEditor*”



# Step 3: Create a user page

1. Click the link at the top with your username on it.
2. Write something (like “Hello world”) and *click Show Preview*.
3. Leave a comment under Edit Summary explaining what you did. Now you have a user page!

This user page can be personalized as you wish.

If you are editing while employed or affiliated with an institution it is good form to post a conflict of interest statement. (Example: [[User:Sarasays]])

# A user's edit history

**User contributions**  
From Wikipedia, the free encyclopedia  
For Peteforsyth (Talk | block | Block log | Logs | Deleted c

Search for contributions

Show contributions of new accounts only  
 IP address or username:  Namespace:

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

...test | Earliest) View (newer 100) (older 10%) (20 | 50 | 100 | 250 | 500)

- 11:41, July 6, 2008 (hist) (diff) User talk:John Abbe (→Howdy!: r) **(top)** [rollback]
- 11:38, July 6, 2008 (hist) (diff) **m** Talk:Shanghaied in Astoria (moved Talk:Shanghaied In Astoria to Sha
- 11:36, July 6, 2008 (hist) (diff) **m** Shanghaied in Astoria (moved Shanghaied In Astoria to Sha
- 11:36, July 6, 2008 (hist) (diff) **N** Talk:Shanghaied In Astoria (moved Talk:Shanghaied In Asto
- 11:36, July 6, 2008 (hist) (diff) **N** Shanghaied In Astoria (moved Shanghaied In Astoria to Sha
- 11:35, July 6, 2008 (hist) (diff) Shanghaied In Astoria (moved Shanghaied In Astoria to Sha
- 11:26, July 6, 2008 (hist) (diff) **N** James Kelly (crimp) (redir) **(top)** [rollback]
- 11:25, July 6, 2008 (hist) (diff) Shanghaied In Astoria (moved Shanghaied In Astoria to Sha
- 11:19, July 6, 2008 (hist) (diff) Heather Wilson (→Fired U.S. attorney: connect another dot) (
- 11:15, July 6, 2008 (hist) (diff) Heather Wilson (further clarification)
- 10:53, July 6, 2008 (hist) (diff) **m** Heather Wilson (→Fired U.S. attorney: ref tidying)

**time & date of change**

**link to article's history page**

**compare to previous version**

**m = minor edit, N = new article**

**edit summary (grey text indicates section)**

**(top) = page's most recent edit**

**link to page edited; namespace shown before colon (here, User talk:)**

# Citing Sources



WIKIPEDIA  
The Free Encyclopedia

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[What links here](#)

Article [Talk](#) [Read](#) [Edit source](#) [Edit beta](#) [View history](#) [★](#) [More](#)

Paragraph [↶](#) [↷](#) [A](#) [↻](#) [Cite](#) [☰](#)

## Passenger pigeon [\[edit source\]](#) [\[edit\]](#)

From Wikipedia, the free encyclopedia

*For the 1986 Soviet film, see [Wild Pigeon \(film\)](#)*

The **passenger pigeon** or **wild pigeon** (*Ectopis*) is an extinct North American bird. Named after the French word *passager* for "passing b" was once the most abundant bird in North America, and possibly the world. It accounted for more than a quarter of all birds in North America.<sup>[3]</sup> The species lived in enormous migratory flocks until the early 20th century, when hunting and habitat destruction led to its demise.<sup>[4]</sup> One flock in 1866 in southern Ontario described as being 1 mi (1.5 km) wide and 300 mi (500 km) long, took 14 hours to pass, and held in excess of 3.5 billion birds. That number, if accurate, would likely represent a large fraction of the entire population at the time.<sup>[5]</sup><sup>[upper-alpha]</sup>

**Website**  
**Book**  
**News**  
**Journal**  
**Basic**  
**Re-use**

# Creating a new article

1. Do some searching around to confirm the article doesn't exist under a different name.
2. Draft the article stub in your user Sandbox.
3. Search (unsuccessfully) for the exact name of the article you want to create.
4. Click on the resulting redlink to create the page, paste in code from your Sandbox, Save.

***NOTE: “Submit for review” button is not required for registered editors.***

**User talk pages** – These are public pages intended for text messages sent to particular users. A trick to sign one's name is to put ~~~~, which fills out with the username when the edit is saved.

## Article Talk Pages

A place for editors to discuss the topic

Give you a good feel about whether or not the article has issues, controversies

If you feel that part of an article has problems or errors, this is a place where you can make suggestions instead of editing it yourself

Article Talk Read Edit New section View history ☆ ▾

## Talk:Henry Moore

From Wikipedia, the free encyclopedia

This is the **talk page** for discussing improvements to the **Henry Moore** article.

- **This is not a forum** for general discussion of the article's subject.
- **Put new text under old text.** [Click here to start a new topic.](#)
- **Please sign and date your posts** by typing four tildes (~~~~).
- **New to Wikipedia?** Welcome! Ask questions, get answers.

- Be polite, and welcoming to new users
- Assume good faith
- Avoid personal attacks
- For disputes, seek dispute resolution

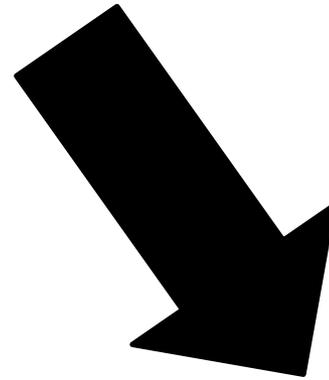
### Article policies

- No original research
- Neutral point of view
- Verifiability



**Henry Moore** is a **featured article**; it (or a previous version of it) has been *identified* as one of the best articles produced by the Wikipedia community. Even so, if you can update or improve it, please do so.

# We can thank other editors for their work!



- (cur | prev) ○ 19:51, March 29, 2013 Sarahobender (talk | contribs) . . (10,203 bytes) **(+569)** . . (undo | [thank](#))
- (cur | prev) ○ 19:46, March 29, 2013 Sarahobender (talk | contribs) . . (9,634 bytes) **(+171)** . . (undo | [thank](#))
- (cur | prev) ○ 19:32, March 29, 2013 Sarahobender (talk | contribs) . . (9,463 bytes) **(-15)** . . (undo | [thank](#))
- (cur | prev) ○ 19:20, March 29, 2013 Sarahobender (talk | contribs) . . (9,478 bytes) **(+1)** . . (undo | [thank](#))
- (cur | prev) ○ 19:12, March 29, 2013 Sarahobender (talk | contribs) . . (9,477 bytes) **(+9)** . . (→*Fortifying The Downtown Gallery*) (undo | [thank](#))
- (cur | prev) ○ 19:03, March 29, 2013 Sarahobender (talk | contribs) . . (9,468 bytes) **(+1,387)** . . (→*Early years*) (undo | [thank](#))
- (cur | prev) ○ 18:42, March 29, 2013 Sarahobender (talk | contribs) . . (8,081 bytes) **(+2,039)** . . (→*Later years*) (undo | [thank](#))
- (cur | prev) ○ 18:29, March 29, 2013 Sarahobender (talk | contribs) . . (6,042 bytes) **(+1,671)** . . (*created two sections*) (undo | [thank](#))
- (cur | prev) ○ 17:56, March 29, 2013 Sarahobender (talk | contribs) . . (4,371 bytes) **(+842)** . . (→*Selling the Modernists*) (undo | [thank](#))

Send a thank you notification to this user

## This brings a positive & collaborative spirit to the community

**This tutorial for was created by Georgina Goodlander (user:bathlander) for the “Wikipedia Edit-a-thon: The Civil War and American Art” event held Feb. 15, 2013.**

**It was adapted from “Introduction to Editing Wikipedia” by User:Sarasays.**

**Peter Meyer (user:econterms) has adapted it further.**

**At some point we can hopefully agree to license it CC-4.0.**

***Please feel free to expand, improve, re-use, and share!***