

STEP 1: Create a Wikipedia Account (if you don't already have one)

You can pick a user name as long as it is available and unique. Your username is a nickname that will identify your account and all of your edits and contributions to Wikipedia.

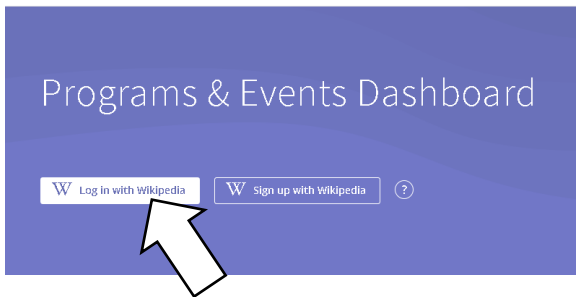
It can be your real name, if you choose, but you should be aware of the risks involved in editing under your real name or a nickname easily traced back to you as these increase the potential for harassment, especially if you edit in controversial subject areas.

Please do not share your account. If more than one person is logged in with the same account at the same time, Wikipedia will automatically block the account.

STEP 2: Log in with Wikipedia to Join the Art and Feminism Grenfell 2020 Dashboard

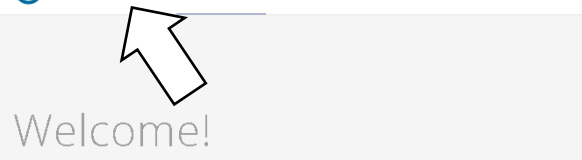
Find Programs Training Documentation Report a problem

<https://outreachdashboard.wmflabs.org/>



1. Click "Find Programs"

Find Programs My Dashboard Training Documentation Report a problem



2. Choose "Art and Feminism Grenfell 2020"

Find Programs My Dashboard Training Documentation Report a problem en A+F Grenfell Log out

Search programs

Results for: 'grenfell'

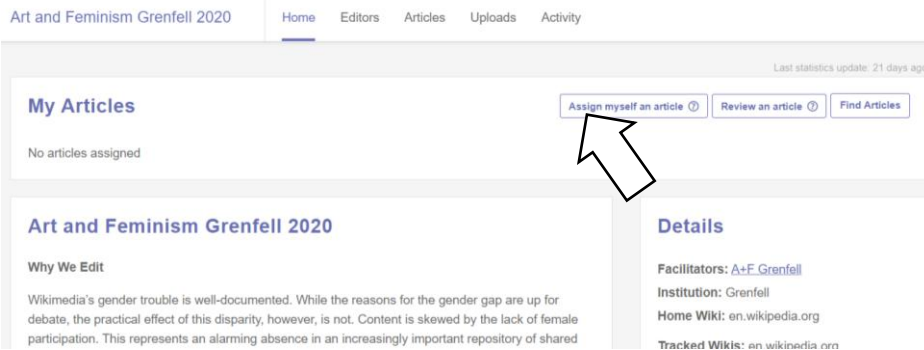
Programs	Institution/When	Recent Edits	Words Added	References Added	Views	Editors
A and F Grenfell Corner Brook	Grenfell Campus - Memorial University	0	2.01K (154 users)	0	63.1K	13 13 training up-to-date 2018-02-21
Corner Brook Art&Feminism 2019	Grenfell	0	1.22K (72 users)	0	11.2K	17 17 training up-to-date 2019-02-05
Art and Feminism Grenfell 2020	Grenfell	0	0 (0 users)	0	0	0 0 training up-to-date 2020-02-16

3. Join our event:



STEP 3: Assign Yourself a Wikipedia Article to Work On

Click “Assign myself an article”



Art and Feminism Grenfell 2020 | Home | Editors | Articles | Uploads | Activity

My Articles

No articles assigned

Assign myself an article | Review an article | Find Articles

Art and Feminism Grenfell 2020

Why We Edit

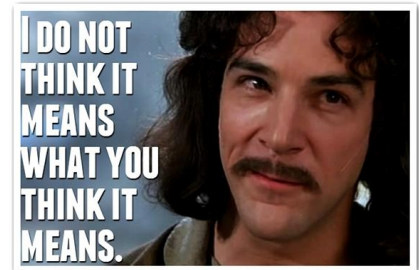
Wikimedia's gender trouble is well-documented. While the reasons for the gender gap are up for debate, the practical effect of this disparity, however, is not. Content is skewed by the lack of female participation. This represents an alarming absence in an increasingly important repository of shared

Details

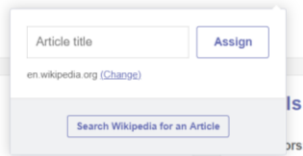
Facilitators: A+F Grenfell
Institution: Grenfell
Home Wiki: en.wikipedia.org
Tracked Wikis: en.wikipedia.org

Do not click on “Review an Article”!!!

This is a specific term for Wikipedia’s formal process of peer-review



Either type the name of the article, OR click on “Search Wikipedia for an Article”



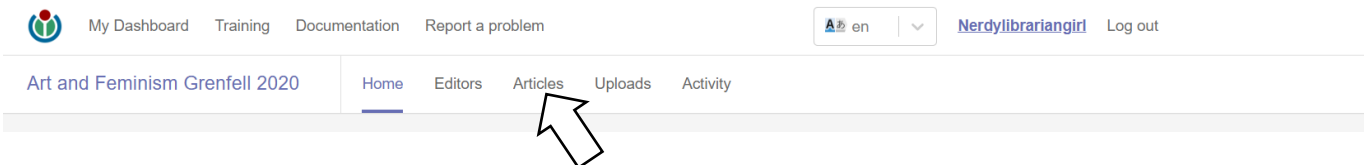
Article title

Assign

en.wikipedia.org (Change)

Search Wikipedia for an Article

Not sure where to start? We have a list of suggestions on our Dashboard page under the “Articles” tab

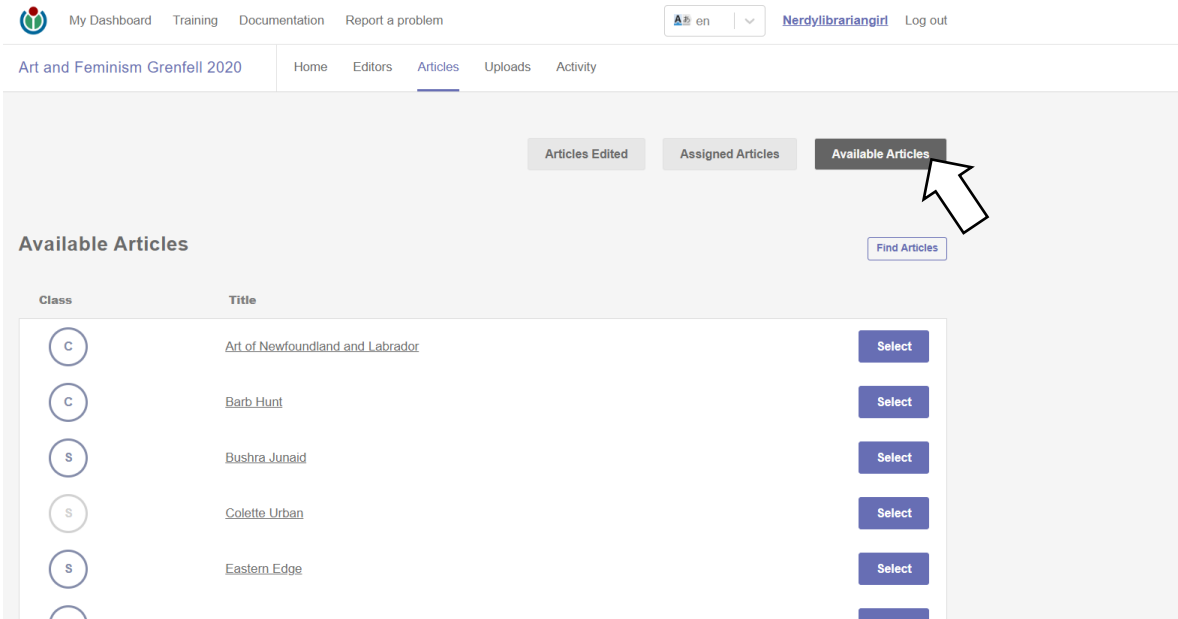


My Dashboard | Training | Documentation | Report a problem

en | Nerdylibrariangirl | Log out

Art and Feminism Grenfell 2020 | Home | Editors | Articles | Uploads | Activity

Click on “Available Articles” and then “Select” the article you wish to edit



My Dashboard | Training | Documentation | Report a problem

en | Nerdylibrariangirl | Log out

Art and Feminism Grenfell 2020 | Home | Editors | Articles | Uploads | Activity

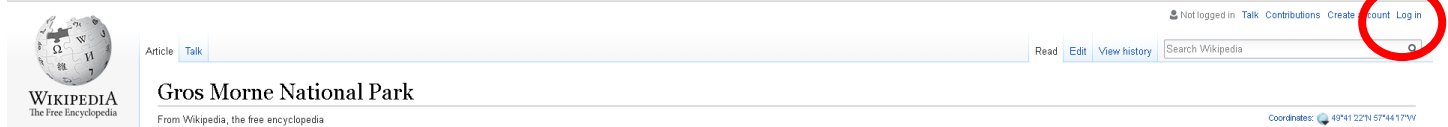
Articles Edited | Assigned Articles | Available Articles

Find Articles

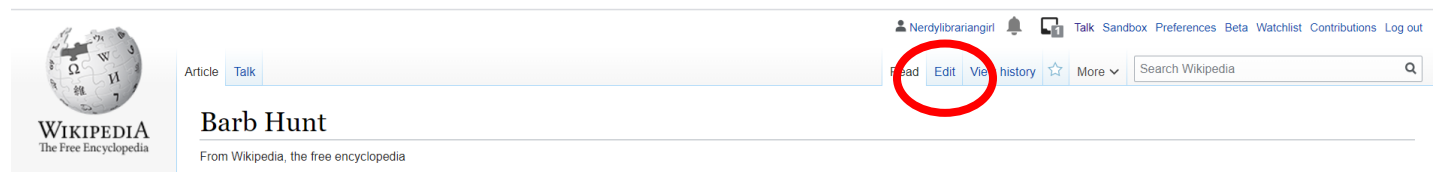
Class	Title	Select
C	Art of Newfoundland and Labrador	Select
C	Barb Hunt	Select
S	Bushra Junaid	Select
S	Colette Urban	Select
S	Eastern Edge	Select
P	Grenfell Art Gallery	Select

STEP 4: Editing a Wikipedia Article

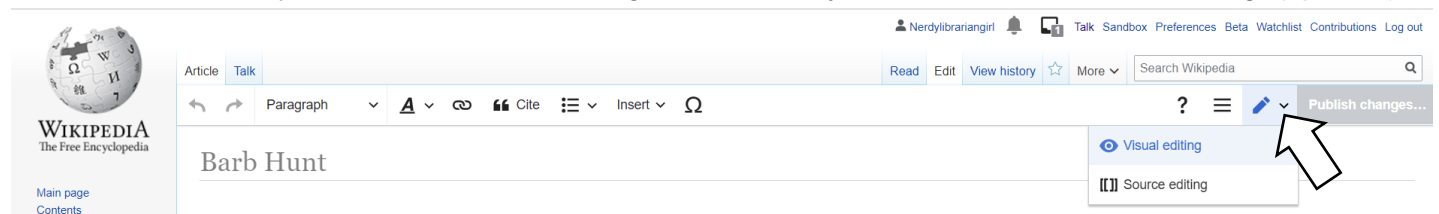
Log in with your Wikipedia account



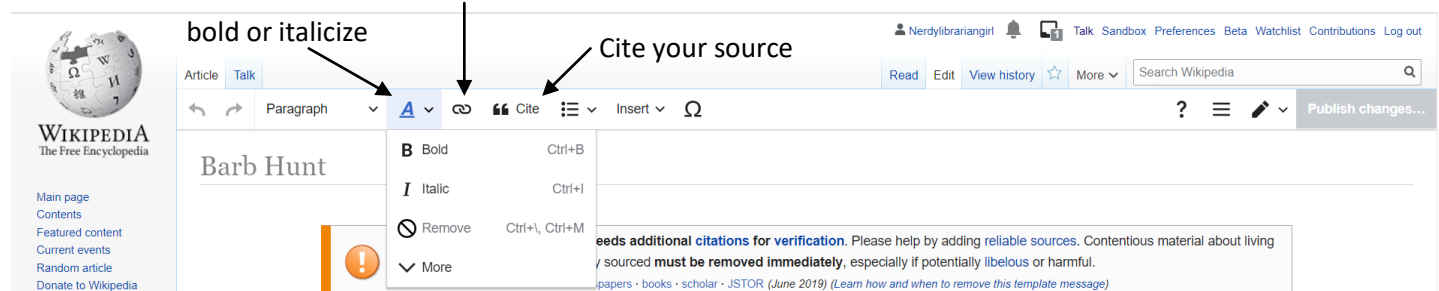
Click the "Edit" tab



Advanced Editors: If you have experience editing source code, you can switch to "Source editing" (optional)

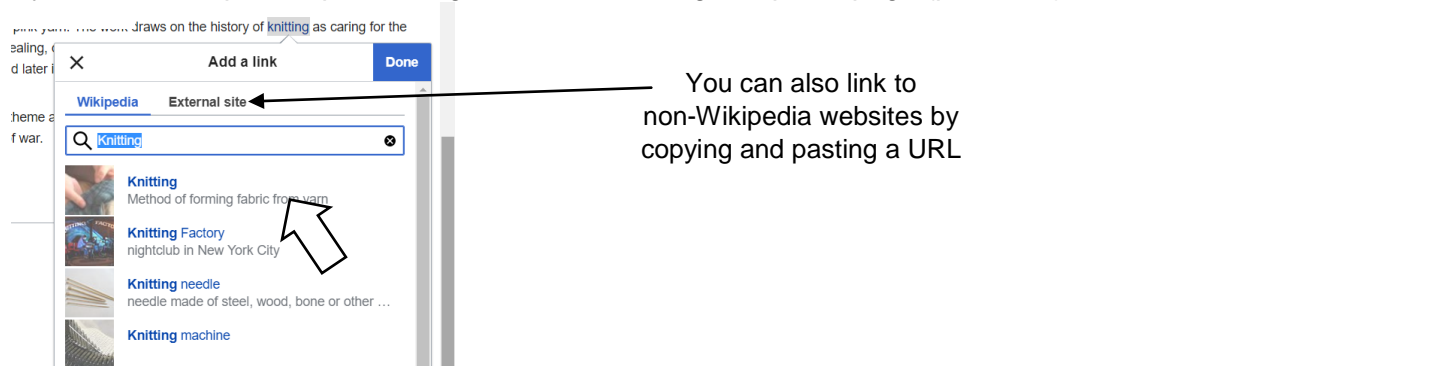


EDITING TIPS



Inserting a Link

If you mention a person/place/thing, link to it's existing Wikipedia page (preferred):



Red Links



Some things do not have a Wikipedia page. If you think they should, click **“Done”** and it will become a **“Red Link”** which indicates it *should* have its own page but currently does not. **Red Links** are helpful because they create subjects for future edit-a-thons!

upportive environment for visual artists. The visual arts of the province developed significantly in the second half of the e first were [Rae Perlin](#), who studied at the [Art Students League](#) in New York, and [Reginald Shepherd](#) and [Helen](#) would establish the province's first art school, the [Newfoundland Academy of Art](#), in a house in downtown St. John's

the 1960s and 1970s attracted a sional artists such as [Anne Meredith](#) ter [Christopher Pratt](#) returned to t [Salmonier](#), [Wesleyville's David B](#) r resides in the province. Newfou leen [Knowing](#), [Peter Bell](#), [Frank](#)

ator, wrote: "There has never been anything remotely resembling an art movement in Newfoundland. There have been no group with a coherent style or philosophy, nor has there been any developmental succession from one artist to



Citing Your Sources

It's important to verify the source of information you add, in order to avoid having your edits deleted.

Place your cursor where you want to insert the citation and then click on **“Cite”**

Under the **“Automatic”** tab, you can simply copy and paste the URL of an online source

For print sources (exhibition catalogues, encyclopedias, books)...

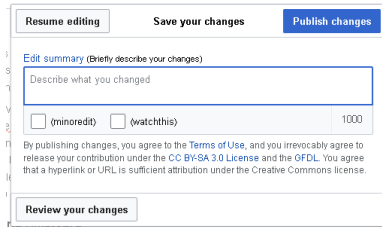
Click on the **“Manual”** tab, select the appropriate format, and fill in as much information as you can



Step 5: Publishing Your Changes

When you're done, you have to **“Publish changes”**

Briefly describe your edits, and select the “(minor edit)” checkbox. Then click “Publish changes.” Your edits will automatically be live! Wa-hoo!



The screenshot shows a form for publishing changes. At the top, there are three buttons: "Resume editing", "Save your changes", and "Publish changes". Below these is a section titled "Edit summary (Briefly describe your changes)". Inside this section is a text input field with the placeholder text "Describe what you changed". Below the input field are two checkboxes: "(minor edit)" and "(watchthis)", and a character count "1000". At the bottom of the form, there is a paragraph of legal text: "By publishing changes, you agree to the Terms of Use, and you irrevocably agree to release your contribution under the CC BY-SA 3.0 License and the GFDL. You agree that a hyperlink or URL is sufficient attribution under the Creative Commons license." Below this text is a button labeled "Review your changes".

Next, what about adding photos...?

Uploading Photos

What can I upload 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.

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

...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).

In conclusion...

You can upload your original works.

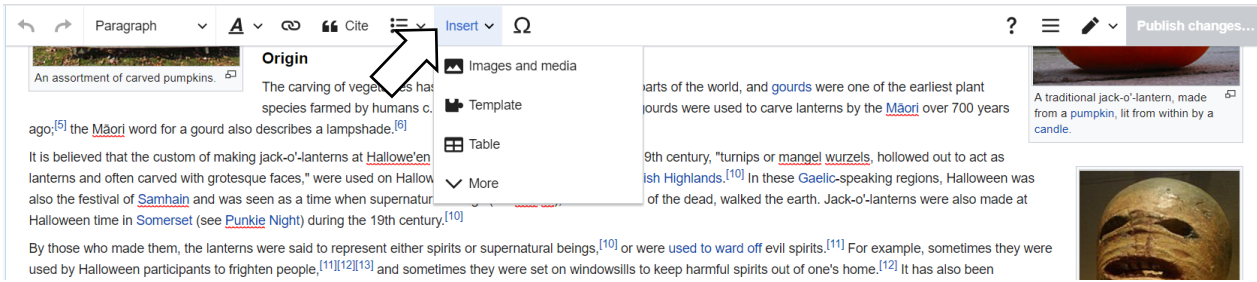
We can't accept works from others without their explicit permission. Thank you for your help: this is important.

Still unsure? Ask the Help desk.



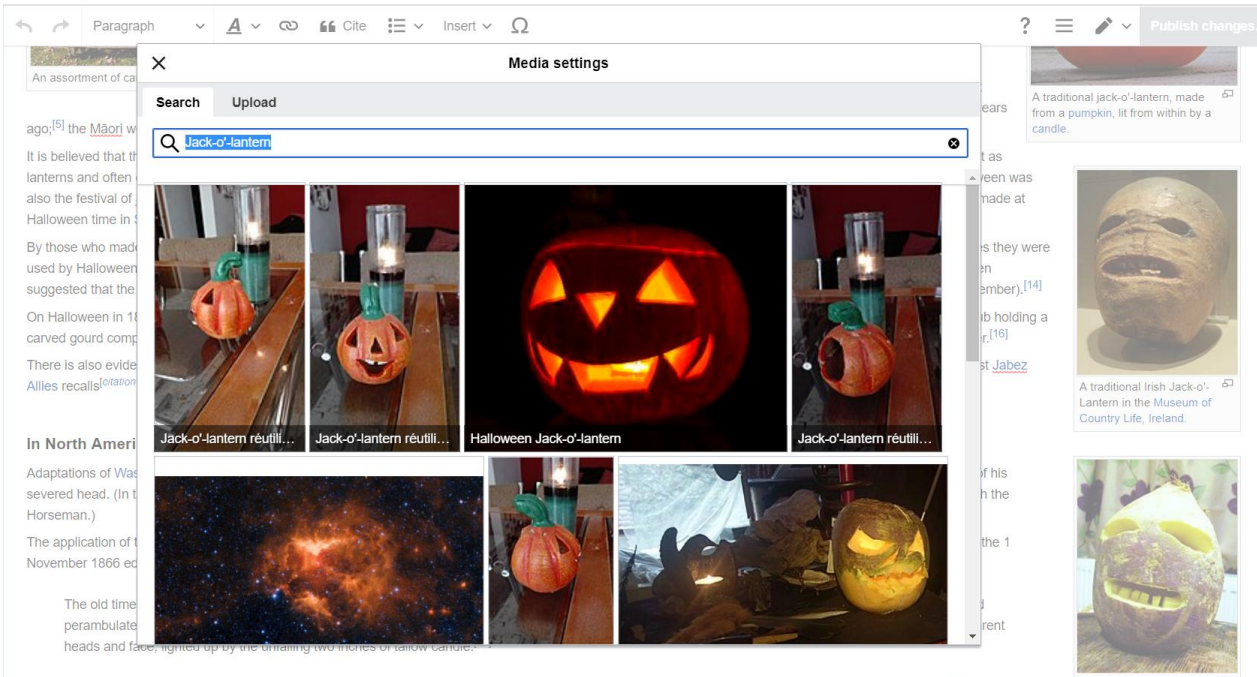
Wikimedia Commons is a collection of 45,461,584 freely usable media files to which anyone can contribute

On the Wikipedia page you are editing, place your cursor where you'd like to add the image and click **"Insert"** then select **"Images and Media"**



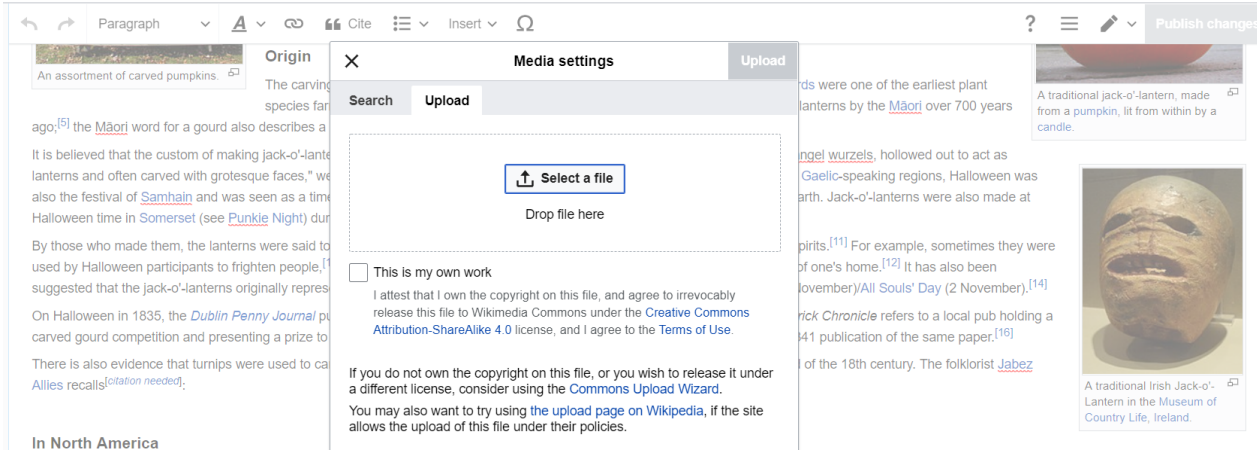
The screenshot shows the Wikipedia editing interface. The 'Insert' menu is open, and 'Images and media' is highlighted. The background text discusses the origin of jack-o'-lanterns, mentioning the Māori word for a gourd and the festival of Samhain. There are several image thumbnails visible, including one of a carved pumpkin and another of a traditional jack-o'-lantern.

You can either search Wikimedia Commons for an image:



The screenshot shows the 'Media settings' dialog box in the Wikipedia editor. The 'Search' tab is active, and the search term 'Jack-o'-lantern' is entered in the search bar. Below the search bar, there are several image thumbnails of jack-o'-lanterns. The background text is partially visible, showing the same article about jack-o'-lanterns.

or upload your own image:



The screenshot shows the 'Media settings' dialog box in the Wikipedia editor, with the 'Upload' tab selected. The 'Upload' section is active, showing a 'Select a file' button and a 'Drop file here' area. Below this, there are checkboxes for 'This is my own work' and a text area for a license. The background text is partially visible, showing the same article about jack-o'-lanterns.

Next, creating a new page...

This is a great time to ask one of the event organizers for help!
 It takes a community to create a new Wikipedia page.
If you hit "publish", your page may be instantly deleted by New Page Reviewers
 if it does not meet Wikipedia's criteria and guidelines for creating a new page.
 Create a DRAFT PAGE that can be communally edited before we submit it
 for review to be considered for possible inclusion in Wikipedia.

Creating a Draft Wikipedia Page (Red to Blue)

First, find a **Red Link** (that indicates a page does not exist for that person/place/thing, but it *should* have a page). While logged in to Wikipedia, click on the **Red Link**. Wikipedia will open a new page:

The screenshot shows the Wikipedia article page for "Kathleen Knowing". The page is currently blank, indicating it is a draft. A notice box on the right side of the page contains the following text:

- Before creating an article, please read [Wikipedia:Your first article](#). We recommend that new editors use the [Article wizard](#).
- You can also search for an existing article to which you can redirect this title.
- When creating an article, provide references to reliable published sources. An article without references, especially a biography of a living person, may be deleted.
- You can also start your new article at [Special:Mypage/Kathleen Knowing](#). There, you can develop the article with less risk of deletion, ask other editors to help work on it, and move it into "article space" when it is ready.

A blue button labeled "CLICK HERE!" with an arrow points to the "Special:Mypage/Kathleen Knowing" link in the notice.

Wikipedia recommends starting your new article as a special **"userspace draft"** with a URL proceeded by your username. You can develop the article with less risk of deletion, ask other editors to help work on it, and move it to "article space" when it's ready.

To create and to save your special draft, click **"Publish page."** (*Don't worry - it won't actually publish it. Drafts are not indexed by search engines like Google so most people will not find them*)

The screenshot shows the Wikipedia user page for "User:Nerdylibrariangirl/Anne Meredith Barry". The page is currently blank, indicating it is a draft. A notice box at the top of the page contains the following text:

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 (purge).

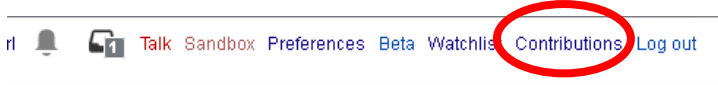
Finished? Save your work by pressing the "Publish page" button below, and a button will appear here allowing you to submit your draft for review.

[[Category:Userspace drafts created via the Article Wizard from {{Subst:CURRENTMONTHNAME}} ({{Subst:CURRENTYEAR}})]] ({{Subst:Null|<=> do not change this line, it will set the date automatically}})

New article name goes here new article content ...

The "Publish page" button is highlighted with a blue box and an arrow.

You can always view your drafts if you click on **“Contributions”** at the top of any Wikipedia page (while logged in):



All done?

Copy and paste the URL of your draft and share it with other editors at the Edit-a-thon.

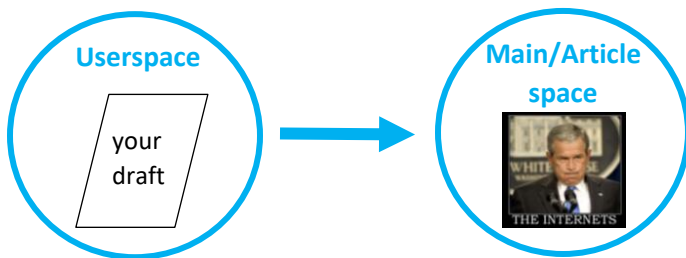
They can access the article, provide editing advice, check citations, and help you add content to it.

Later, we can submit the page for review to be considered for possible inclusion in Wikipedia.

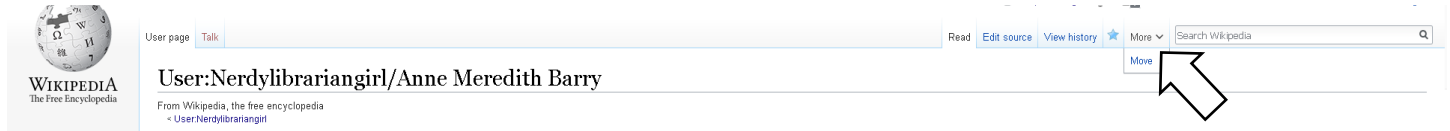
Publishing a Draft Wikipedia Page (ADVANCED)

Caution: Please get assistance from one of our event organizers before attempting to publish a new article. **Your page may be instantly deleted by editors known as “New Page Reviewers” if it does not meet Wikipedia's criteria and guidelines for creating a new page.** It's also a good idea to copy and paste your work into a Word document as a back-up before attempting to publish it.

When we are ready for other Wikipedia Editors (and the world!) to see an article we've created, we can move it from the userspace to the main/article space:



Under **“More”** click on **“Move”**



You want to select “(Article)” from the drop-down menu:

WIKIPEDIA The Free Encyclopedia

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

Interaction

Help
About Wikipedia
Community portal
Recent changes
Contact page

Tools

User contributions
Logs
Email this user
View user groups
Upload file
Special pages
Printable version

Languages

Move User:Nerdylibrariangirl/Anne Meredith Barry

Note: Some browsers are truncating the (Article) namespace selector. Entering a "*" in the namespace area is a temporary workaround. See also [phab:T182602](#).

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 title will not be changed.**

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 [Help:Moving a page](#) for more detailed instructions.

Move page

New title:
User Nerdylibrariangirl/Anne Meredith Barry

(Article)
Talk 1000
User
User talk
Wikipedia
Wikipedia talk
File
File talk
MediaWiki
MediaWiki talk
Template

Important: Remember to remove your username from the new page title:

WIKIPEDIA The Free Encyclopedia

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

Interaction

Help
About Wikipedia
Community portal
Recent changes
Contact page

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User contributions
Logs
Email this user

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Move page

New title:
(Article) Anne Meredith Barry

Reason:
1000

Watch source page and target page

Move page

IMPORTANT!!!

Under “Reason” you need to provide context and justification for why the subject is notable. You have up to 1000 words to justify why your article should be included in Wikipedia. Please see Wikipedia’s guideline’s for notability: <https://en.wikipedia.org/wiki/Wikipedia:Notability> for more information.

WIKIPEDIA The Free Encyclopedia

Main page
Contents
Featured content
Current events
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User contributions
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Email this user

Move User:Nerdylibrariangirl/Anne Meredith Barry

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Move page

New title:
(Article) Anne Meredith Barry

Reason:
1000

Watch source page and target page

Move page

Then click on “Move page.”

Your page will be displayed in Wikipedia’s “New Pages” feed. They will be displayed in Article Space but will not be indexed for search engines until curated by an authorized Wikipedia New Page Reviewer.