

New Wiki Contributors Training – Lesson 9

13 Oct 2011


Welcome

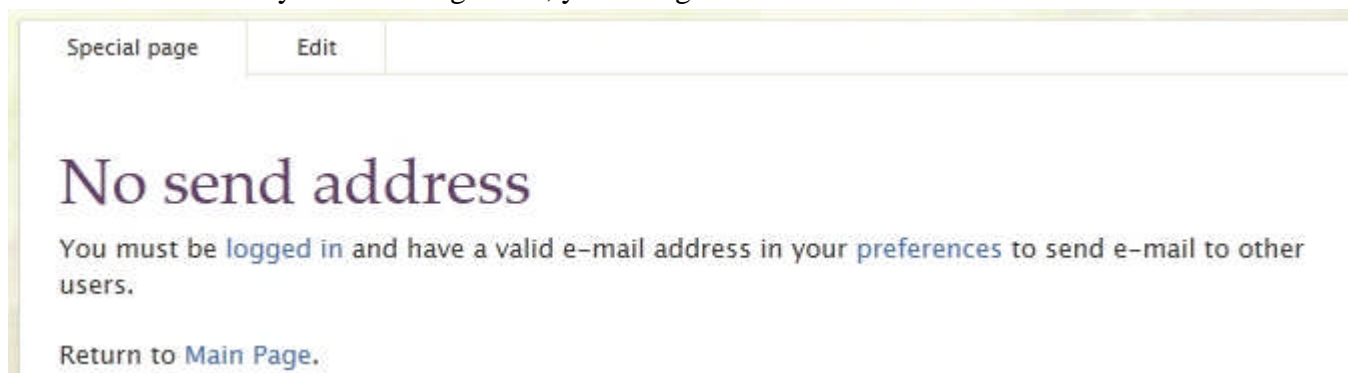
Welcome, everyone, to the ninth lesson, out of twelve, of the New Wiki Contributors Training.

Scheduled Topics

The topics for today are: Uploading images and files; placing images and files and their thumbnails in an article; roles in the Wiki

Uploading Images and Files

1. Search to see if the image or file you want is already in the Wiki
 - a. In a regular search box, type **File:your search terms** or go to the File List page (Nav bar > Toolbox > Special pages > Media report and Uploads section > File list) and use that search box
 - b. If you find one you like that is already in the Wiki, copy the *exact* file name (including its extension)
 - c. If there is not one you wish to use already in the Wiki, search next on Web sites that use the Creative Commons License , such as Wikipedia or WikiMedia Commons, making sure to copy all of the copyright information; or obtain permission from other Web sites as required
 - d. You may also upload something that you have personally created; you may want to first remove hidden, personally identifiable information (right-click the file or image and select **Properties** > click the **Details** tab > at the bottom, click **Remove properties and Personal Information** > on the Remove Properties box that opens, make sure that the **radio button** next to “Create a copy with all possible properties is removed” is selected, and then click **OK**); file names should be clear and descriptive without being excessively long; the maximum file size is 2 MB
2. Upload a new image or file
 - a. For a regular user, upload for approval:
 - i. Go to the file upload page (Nav bar > Toolbox > Upload file)
 - ii. If you are not signed in, you will get this screen:



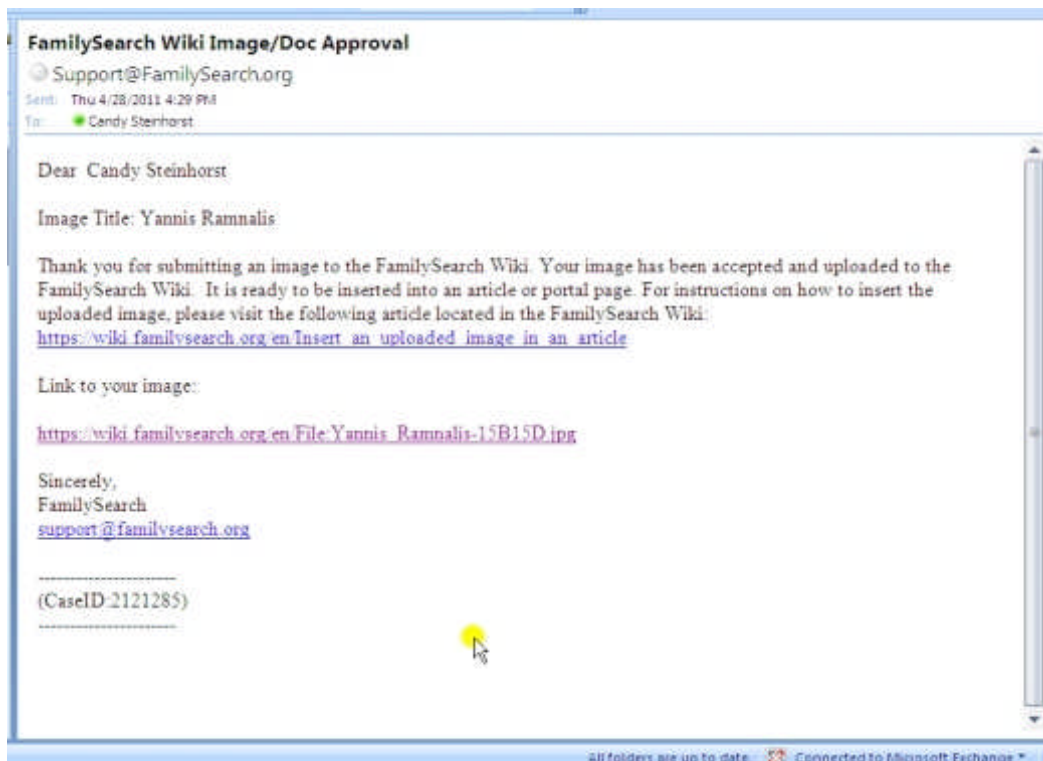
- iii. Once you are logged in, this screen will appear:

Email File for Authorization

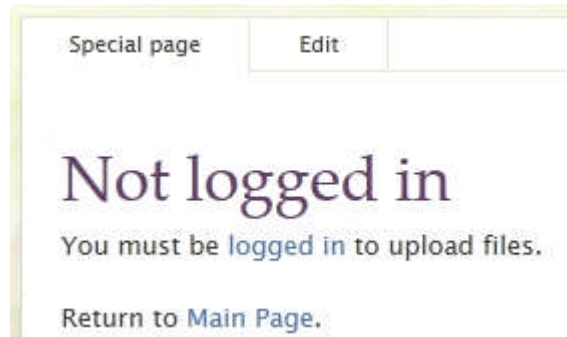
E-mail address:	Your e-mail address automatically placed here.
Name:	Your Display name automatically placed here.
File name:	<input type="text"/> <input type="button" value="Browse..."/>
Title of image:	<input type="text"/>
Date created/taken(if photo):	<input type="text"/>
Description:	<input type="text"/>
	<input type="button" value="Send File"/>

- I certify that I have the right to distribute this picture and that it does not violate the [Terms of Use](#).
- This image is from the Family History Library (FHL) collection and I need help to verify the copyright status of it.

- iv. Browse for and locate the image or file on your computer, and then click **Open**
- v. Fill out the form – in the Description field be sure to also include the location where you found the image or file, list the copyright details (with photographer’s or author’s name, if possible), and list the name of the page where you want to use the image or file
- vi. Choose one of the two options at the bottom regarding copyright status, even if it’s a file and not an image (the second item refers to an image from a FHL record; be sure to include microform numbers or call numbers, as FamilySearch will need to research this item before approval)
- vii. Once the form is completed, click **Send File**
- viii. Once the image or file is approved, you will get an e-mail reply, usually within 24-48 hours
- ix. In the reply e-mail, click the link to your image and write down the name of the file



- b. For someone who has reviewer or moderator rights:
- i. Go to the file upload page (Nav bar > Toolbox > Special pages > Media reports and uploads section > Upload file)
 - ii. If you are not signed in, you will get this screen:



- iii. Once you are logged in, this screen will appear:


A screenshot of the 'Upload file' form. At the top, there is a 'Special page' header. The main heading is 'Upload file' in a large, purple serif font. Below the heading, there is a paragraph of text: 'Use the form below to upload files. To view or search previously uploaded files go to the list of uploaded files, (re)uploads are also logged in the upload log, deletions in the deletion log.' This is followed by another paragraph: 'To include a file in a page, use a link in one of the following forms:' and a bulleted list of three wikitext examples:

- **[[File:File.jpg]]** to use the full version of the file
- **[[File:File.png|200px|thumb|left|alt text]]** to use a 200 pixel wide rendition in a box in the left margin with 'alt text' as description
- **[[Media:File.ogg]]** for directly linking to the file without displaying the file

Below the list, the form is titled 'Upload file'. It contains a 'Source filename:' text input field with a 'Browse...' button to its right. Below this, it specifies 'Maximum file size: 2 MB' and 'Permitted file types: png, jpg, jpeg, doc, xls, ppt, bmp, pdf, pptx, docx, xlsx, gif.' There is a 'Destination filename:' text input field. Below that is a 'Summary:' text area with a vertical scrollbar. At the bottom of the form, there are two checkboxes: 'Watch this file' (checked) and 'Ignore any warnings' (unchecked). Finally, there is an 'Upload file' button.

- iv. Browse for and locate the image or file on your computer, and then click **Open**; it is preferred that documents be in PDF format, otherwise you will have this message associated with your file:

Warning: This file may contain malicious code, by executing it your system may be compromised.

- v. Fill out the form – in the Destination filename field, you may change the name of the image or file, but do not change or remove the file extension at the end; in the Summary field be sure to also include the location where you found the image or file, list the copyright details (with photographer’s or author’s name, if possible), and list the name of the page where you want to use the image or file
- vi. Once the form is completed, click **Upload file**
- vii. After the file has finished uploading, click **Edit this page**
- viii. In the FCK editor, click where you want to add the template, and then click the **Template** icon 
- ix. In the Template Properties pop-up box, on the Edit tab, type: **{{Information}}**, and then click **OK**; or, in the Template Properties pop-up box, on the Manual tab, click the down arrow to the right of the field that says “(Pick up a template manual here),” select the name of the template you wish, and then click **OK**
(Note: If necessary, on the Template Properties Edit tab or in Wikitext mode, add the following:

```

{{Information
| Description =
| Source =
| Date =
| Author =
| Permission =
}}

```

and then fill in the template from here.)

```

{{Information
| Description =
| Source =
| Date =
| Author =
| Permission =
}}

```



- x. Fill in the template; for example:

```

{{Information
| Description = Helpful info from the New Wiki Contributors Training - Lesson __.
| Source = Own work.
| Date = (date of lesson given)
| Author = SuperGenealogist
| Permission = The copyright holder of this file, User:SuperGenealogist, allows anyone to use it for any purpose, provided that the copyright holder is properly attributed. Redistribution, derivative work, commercial use, and all other use is permitted.
}}

```

- xi. Click **Show preview**, and verify that it’s how you want it to look; if you fail to add all of the info, you will receive error messages such as the following:

Description	<div style="border: 1px solid #ccc; padding: 5px;">  <p>This media has no description, and may be lacking other information. Media should have a summary to inform others of the content, author, source, and date if possible. If you know or have access to such information, please add it to the image page.</p> <hr/> <p>Notify the uploader with: <code>{{subst:add-desc-1 1={{PAGENAME}}}}</code></p> </div>
Source	No source specified. Please edit this image description and provide a source .
Date	<code>{{{date}}}</code>
Author	<div style="border: 1px solid #ccc; padding: 5px;">  <p>This media has no author information, and may be lacking other information. Media should have a summary to inform others of the content, author, source, and date if possible. If you know or have access to such information, please add it to the image page.</p> <hr/> <p>Notify the uploader with: <code>{{subst:add-desc-1 1={{PAGENAME}}}}</code></p> </div>
Permission	See below:

- xii. In the Summary box type, “**Added the Information template for this file.**”
- xiii. Click **Save page**
- xiv. Categories should also be added, but will be covered in a later lesson

To submit a new version


1. Sign in to the Wiki
2. Go to the file’s description page (you can usually click the image or the file to get there)
3. Click **Upload a new version of this file**
4. Go thru the above process again to submit the new version; make sure that the file name is identical
5. In the File changes box, type the reason for the change and then upload the file

For reviewers and moderators:


6. After uploading the file, edit the page, and (in Wikitext mode) change the date in the Information template
7. In the Summary box type, “**Changed date in the Information template to correspond to the current version.**”
8. Preview, and then save the page
9. The file description page’s URL and the actual file’s URL should stay the same







Placing Images, Files, and Thumbnails in articles

Each of the images and files has two URL’s associated with it. The first is that of the description page for the image or file. This is where the upload history and information about it resides. Near the top of that page, click the link for the file name (located under the thumbnail and resolution or file size). This will give you the second URL, that of the actual image or file. These are automatically assigned by the Wiki.

1. Find the article page on which you wish to place the image or file
2. Click any of the **Edit** links
3. Link the image or file to the article
 - a. In the *FCK editor*:
 - i. For an image – click where you wish to place the image, click the **Insert/Edit Image** icon , type the name of the image (with its extension), select it in the search results box (a preview of the image should appear), and then click **OK**; before clicking **OK**, you may use any of the following options, if desired:
 - Under Special Type, use the drop-down arrow to select Thumbnail, Frame, or Border
 - Type a caption for the image in the Caption box (which only works with either Thumbnail or Frame selected)
 - Under Align, use the drop-down arrow to select Right, Left, or Center (Center is not working correctly right now)
 - Specify the size of the displayed image (in pixels) in the Width and Height boxes

(Note – you may need to click and drag the image to where you want it, even though you already selected a location.)

To edit the image, click the image and then click the **Insert/Edit Image** icon , making any desired changes; resize the image by clicking it and moving any of the adjustment points

- ii. For a document file – enter the text you wish to use as a link, highlight the text, click the **Insert/Edit Link** icon , type or paste the URL of the file's description page, and then click **OK**; the text will have an external link symbol  next to it, and will bring up the file's page when clicked (you can instead, use the URL of the actual file, which will open the document itself)
- b. In the *Standard editor*:
 - i. For an image – click **Disable Rich Editor**, click where you want the image to go, type the name of the image (e.g. **Example.jpg**), highlight it and then click the **Embedded file** icon 
 - ii. For a file – type and highlight the file name, and then click the **File link** icon  (e.g. **New Wiki Contributors Training – Lesson 1.pdf**)
 - c. Using *Wikitext* mode:
 - i. For an image – click the Wikitext icon  Wikitext, type `[[File:imagenam]]`. For example: `[[File:Example.jpg]]`. To have it show as a thumbnail, type `[[File:Example.jpg|thumb]]`. To have it link to somewhere else, such as the Main page, type `[[File:Example.jpg|link=Main Page]]`.
 - ii. For a file – click the Wikitext icon  Wikitext, type either `[[File:filename]]` or `[[Media:filename]]`. For example: `[[File:New Wiki Contributors Training – Lesson 1.pdf]]` or `[[Media:New Wiki Contributors Training – Lesson 1.pdf]]`. On the article page, these will show either File: or Media: preceding the file name.

If this is unacceptable to you, instead create it as an external link using the format of `[File:descriptionpageURL desiredtext]`. For example:

`[https://www.familysearch.org/learn/wiki/en/File:New_Wiki_Contributors_Training_%E2%80%93_Lesson_1.pdf New Wiki Contributors Training – Lesson 1]`. To

have the link open the actual file, use the format of `[ActualfileURL desiredtext]`. For example:

`[https://www.familysearch.org/learn/wiki/en/images/d/d2/New_Wiki_Contributors_Training_%E2%80%93_Lesson_1.pdf New Wiki Contributors Training - Lesson 1]`.

Roles in the Wiki

Within the FamilySearch Research Wiki, permissions to perform certain operations are assigned to specific roles. Contributors can have one or more roles.

User – anyone who logs in to contribute to the Wiki; either autoconfirmed (already has an LDS Account or FamilySearch Account that was previously confirmed by e-mail) or e-mail confirmed (creating a new account); an autoconfirmed user can edit semi-protected pages

Reviewer – can upload images and files to the Wiki for themselves and others; these are who the e-mails go to

Adopter – an organization that helps with the upkeep of articles in a designated area of the Wiki; their society logo can be placed on the pages they are adopting

Moderator – volunteer or FamilySearch employee given responsibility for helping others within an assigned area of the Wiki; can upload images and files for themselves

Sysop/Administrator - extra functionality given to a group of trusted users called 'sysops' (or known more generally as 'administrators'), intended for use in settling disputes and preventing repeated vandalism. Can block specific users and IP addresses from editing in the Wiki; FamilySearch employees

Bureaucrat – the main thing a bureaucrat can do, which a 'sysop' cannot, is promote users to be sysops (and demote sysops to normal users)

Bot – (normally, a program that updates pages automatically – only with prior permission of FamilySearch) here, someone allowed to run *as* a bot on our Wiki – a few administrators with FamilySearch

Oversighter – someone with a form of enhanced deletion which, unlike normal deletion, expunges information from any form of usual access even by administrators. It is used within strict limits to remove defamatory material, to protect privacy, and sometimes to remove serious copyright violations, from any page or log entry (including, if required, from the list of users)

Next Week

Next week's topics will be: Creating and adding tables; using templates, infoboxes, and userboxes; adding References/Citations to an article

Web links, opened, in this order

1. https://www.familysearch.org/learn/wiki/en/New_Wiki_Contributors_Training
2. https://www.familysearch.org/learn/wiki/en/Main_Page (Wiki home page)
3. <https://www.familysearch.org/learn/wiki/en/Special:ListFiles>
4. http://commons.wikimedia.org/wiki/Main_Page (Wikimedia Commons)
5. https://www.familysearch.org/learn/wiki/en/Help:Submitting_images_for_approval
6. <https://www.familysearch.org/learn/wiki/en/index.php?title=Special:EmailFile>
7. https://www.familysearch.org/learn/wiki/en/Help:Uploading_images_and_files
8. <https://www.familysearch.org/learn/wiki/en/Special:SpecialPages>
9. <https://www.familysearch.org/learn/wiki/en/Special:Upload>
10. https://www.familysearch.org/learn/wiki/en/Template_talk:Information
11. <https://www.familysearch.org/learn/wiki/en/Special:Log/upload>
12. <https://www.familysearch.org/learn/wiki/en/Special:NewFiles>
13. https://www.familysearch.org/learn/wiki/en/Help:Adding_images_to_articles
14. <https://www.familysearch.org/learn/wiki/en/Help:Images> (includes advanced info)

15. https://help.familysearch.org/kb/tutorials/en/fsdemos/FS_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/WikiImages (downloadable demo, 6:58 minutes long; includes Find and Submit an Image @ 0:33 and Add Images @ 5:06)
16. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:User_ID
17. https://www.familysearch.org/learn/wiki/en/Conditions_of_Use
18. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Reviewer
19. <https://www.familysearch.org/learn/wiki/en/Help:Adopt-a-page>
20. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Moderator
21. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Administrators
22. https://www.familysearch.org/learn/wiki/en/Help:Sysops_and_permissions
23. <https://www.familysearch.org/learn/wiki/en/Special:ListGroupRights>
24. <https://www.familysearch.org/learn/wiki/en/Special:ListUsers/>

Reference

1. https://www.familysearch.org/learn/wiki/en/Help:Edit_and_Contribute
2. [https://www.familysearch.org/learn/wiki/en/Help:The_Editing_Tool_\(FCK_Editor\)](https://www.familysearch.org/learn/wiki/en/Help:The_Editing_Tool_(FCK_Editor))
3. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Mentoring
4. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Image_file_names
5. https://www.familysearch.org/learn/wiki/en/Help:Getting_approval_for_Family_History_Library_collection_images_to_be_used_on_FamilySearch_Wiki (for staff reviewers)
6. https://www.familysearch.org/learn/wiki/en/Help:Image_maps (advanced)