



THE

WIKIMEDIA

LANGUAGE TOOLKIT



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Wikimedia

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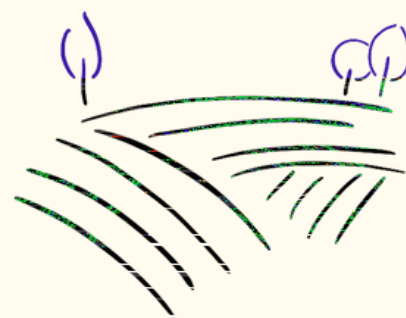
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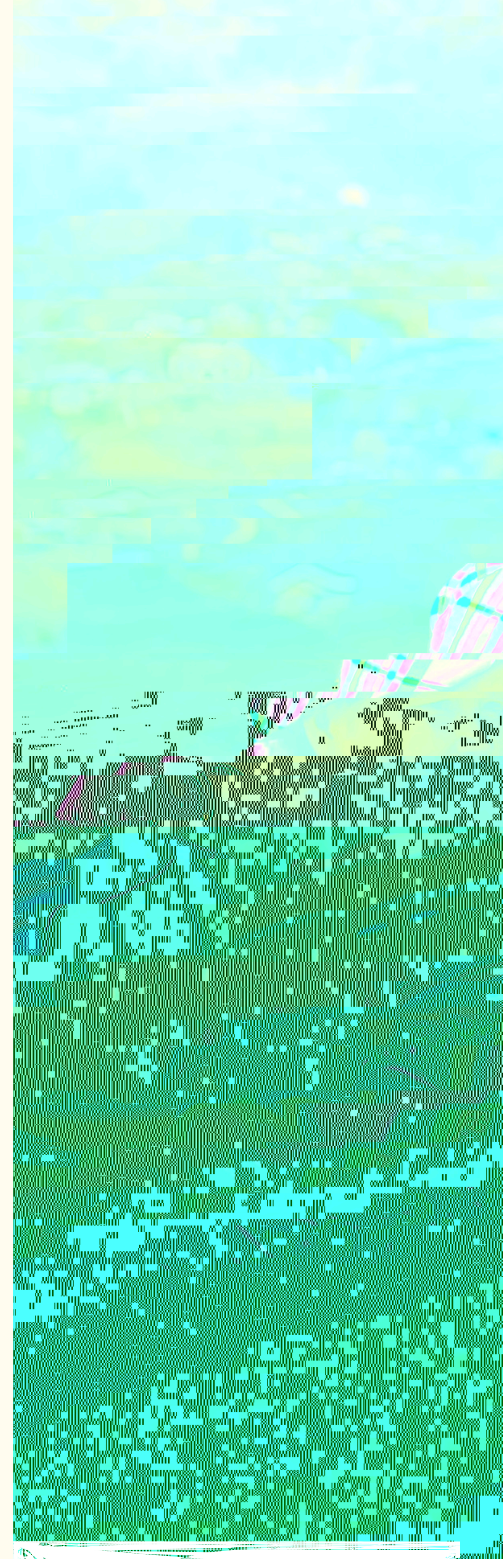
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Welcome to the Wikimedia Language Toolkit! In our digital age, representing Indigenous and minoritized languages online is crucial for preserving cultural diversity and heritage. Wikimedia tools provide a powerful platform for communities to protect their linguistic legacy by creating, sharing, and disseminating knowledge. This toolkit guides you through various Wikimedia resources, equipping native speakers, educators, and language enthusiasts with the tools to document, revitalize, promote, celebrate, and sustain heritage languages for future generations.

Together, let's ensure all languages thrive for generations to come. We hope this guide helps you navigate the rich resources and opportunities within the Wikimedia ecosystem.

Ya gazie!

Tochi Precious & Kristen Tcherneshoff

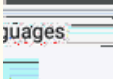
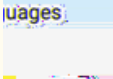










This toolkit is structured to provide a comprehensive, step-by-step guide to utilizing Wikimedia tools for language preservation and revitalization. We start with an overview of Wikimedia, how it developed, and what tools exist today. Each subsequent section delves into specific Wikimedia resources, such as Wiktionary, Wikimedia Commons, and Wikipedia, offering detailed instructions on how to create content in your language, curate media, and engage your community. Practical examples, case studies, and tips from experienced users are included to inspire and inform your efforts. If you already know the basics of Wikimedia, feel free to skip down to the section number

Each of these projects operates under the principles of open access and community involvement, encouraging volunteers from diverse backgrounds to contribute and curate content. Wikimedia has grown into a global movement, supported by chapters, user groups, and a vast network of contributors dedicated to making knowledge accessible to everyone. Today, Wikimedia projects serve as invaluable resources for millions of users worldwide, fostering a culture of knowledge sharing and collaboration across borders and cultures.

Wikimedia Projects

There are 13 Wikimedia projects, as of 2024. You can think of these as different program areas of the larger Wikimedia Foundation; each one has a different focus and is used in different ways.

Logo	Name	URL	Launched	Description	Editions; available in...
	Wikipedia	wikipedia.org	2001-01-15	Free encyclopedia	291 languages
	Wiktionary	wiktionary.org	2002-12-12	Free dictionary	172 languages
	Wikibooks	wikibooks.org	2003-07-10	Free textbooks and learning materials	121 languages
	Wikinews	wikinews.org	2004-11-08	Free news source	33 languages
	Wikiquote	wikiquote.org	2003-07-10	Free quotations	30 languages
	Wikisource	wikisource.org	2003-11-23	Library of source documents and translations	65 languages

	Wikiversity	wikiversity.org	2006-08-15	Educational and research materials and activities	15 languages
	Wikivoyage	wikivoyage.org	2006-12-10	Travel guide	17 languages
	Wikimedia Commons	commons.wikimedia.org	2003-01-15 as a Wikimedia project)	Storage and distribution of multimedia files	200 languages
	Wikimedia Incubator	incubator.wikimedia.org	2006-06-02	Testing possible new languages for existing projects	1 (multilingual)
	Meta-Wiki	meta.wikimedia.org	2001-11-09	Coordination of the other Wikimedia projects	1 (multilingual)
	Wikispecies	species.wikimedia.org	2004-09-14	species data on all forms of life	1 (multilingual)
	Wikidata	wikidata.org	2012-10-30	Knowledge base	1 (multilingual)
	Wikimania	wikimania.wikimedia.org	2005-08-04	Wikimania conference websites	1 for each conference

Wikimedia & You

Creating an Account

One account on Wikipedia works across all other Wikimedia projects.

Step 1: To create an account, you can go to your language Wikipedia or simply use the English edition at en.wikipedia.org.

- For a New User: Click "[Create account](#)" on the top right corner, input your desired username, password and email address.

Note: Usernames are case sensitive and cannot be changed. Please use something you can remember.

Adding your email address is optional but advisable just in case you forget your password.

- As an Old User: Click "[Log in](#)" on the top right corner and input your details.

Create Your User Page

Your userpage is similar to your Facebook profile.

- To create your user page, first click on your username shown in the top corner. A text box/editor will appear.
- Write a brief description of who you are or any other information you would like to share. Anything you write will be public.
- Find and click the publish button. This can be in various locations on the page, depending on your browser.
- Once you've published your page, your username will change from red to blue.

This [short video](#) gives an overview of this process and how to further customize your page.

Wikipedia Articles

Overview

A Wikipedia article is a detailed and well-researched entry that provides information on a specific topic, subject, or concept. Each article is created, edited, and maintained by a community of volunteer contributors who adhere to Wikipedia's guidelines and standards for content creation. The goal of a Wikipedia article is to present information in a neutral, verifiable, and comprehensive manner.

Wikipedia articles typically include several key components:

1. Lead Section: This introductory part summarizes the most important points of the article, providing a quick overview of the topic.

Body: The main content of the article, organized into sections and subsections

Five Pillars of Wikipedia

1. Wikipedia is an online encyclopedia: anyone from any part of the world can contribute to and access Wikipedia as long as they have access to the internet.
2. Wikipedia has a neutral point of view: Wikipedia strives to present information objectively and without bias; in other words, representing all significant viewpoints on a topic fairly and proportionately, avoiding advocacy and personal opinions.
3. Wikipedia is free content: the content on Wikipedia is available to everyone, free of charge. You can read, copy, distribute, and modify it under the terms of the [Creative Commons Attribution-ShareAlike License](#).
4. Wikipedians should interact in a respectful and civil manner: The community of people who contribute to Wikipedia (Wikipedians) are expected to treat each other with respect and civility. This fosters a collaborative environment where everyone feels welcome to contribute.
5. Wikipedia does not have firm rules: While Wikipedia has guidelines and policies to maintain quality and consistency, it operates on a consensus-based approach. This means that rules are flexible and can be adapted based on the community's needs and discussions.

In essence, these five pillars define Wikipedia as a collaborative, free, and unbiased source of information. If you cannot read articles in your language on Wikipedia, this is a great place to get started! (More information on how to do that below).

The Incubator

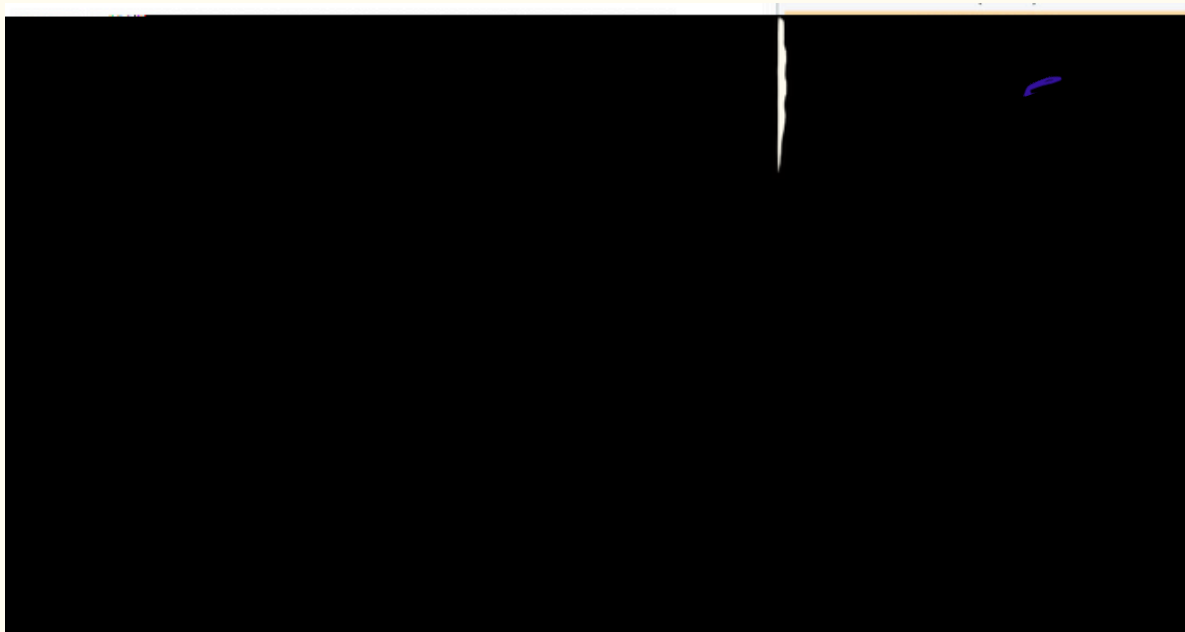
Overview

This section contains a walk through for people wanting to start a Wikipedia edition in a language which does not yet have its own version. For example, you can read the article about mountains in [English](#) or in [Turkish](#), along with many other languages. But not every language is available on Wikipedia yet.

Requirements

Ensure that the language has a valid ISO-639 language code. If the language does not have an ISO-639 language code, you must first [submit a request for a language code](#) with SIL. After an ISO code has been created, you can continue with starting a test wiki within the Incubator.

Are you not sure if your language has an ISO-639 code? Search for your language name on Wikipedia. On the right side, in the data box, you will see a section called 'Language codes' and you can find it there. For example, here is the language code section for the Igbo language:



A heads-up before starting: the rules to get a dedicated wiki at a Wikimedia subdomain are much stricter than the rules to start a test wiki here at the Incubator. For clarity, a Wikimedia subdomain is the portion shown before the dot domain name. For example: [ig.wikipedia.org](#). This means that [ig](#) is a subdomain of Wikipedia. An incubator, on the other hand, is where test projects are carried out.

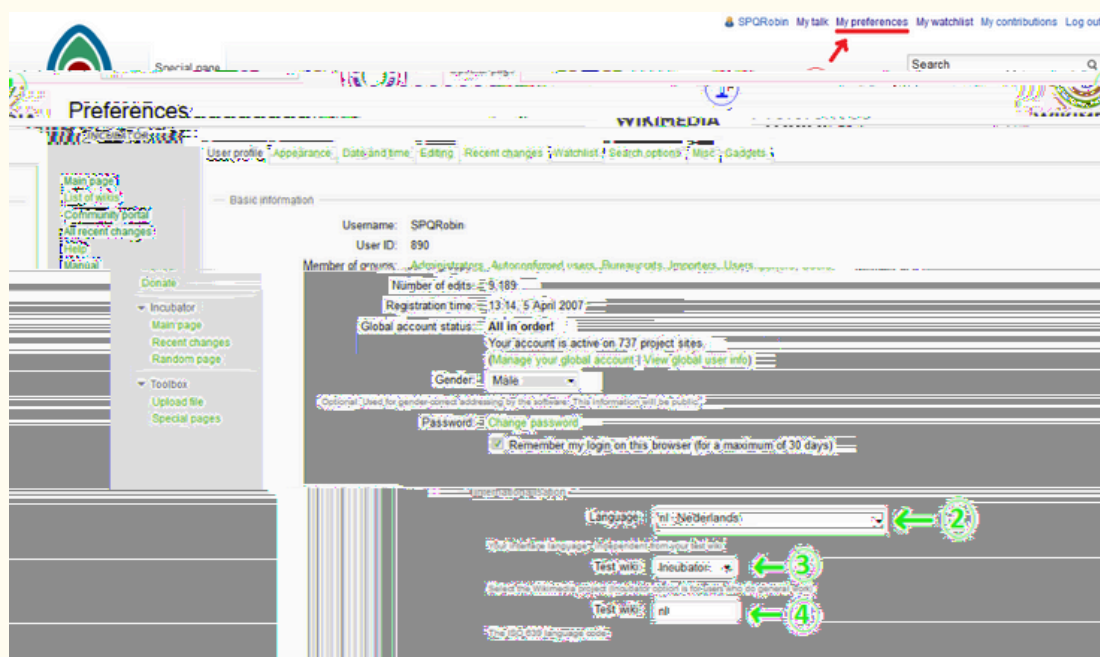
Before you start your work in the Incubator, please be sure you will have enough people who will continue helping you with contributions. We recommend a team of at least six people. If you need help putting together your team, email us or send us a message on our [Meta page](#). (Learn more about talk pages below).

Register and Change Preferences

If you are not yet logged in, please log in or create an account. This will make it easier to keep track of fellow contributors.

- 1) Once logged in, go to preferences.
- 2) In the preferences pages, change your interface language.
- 2) Choose 'Incubator' in the Wiki test settings.
- 3) Select the language code.

The steps can be seen in the screenshot below:



Starting Your Wiki

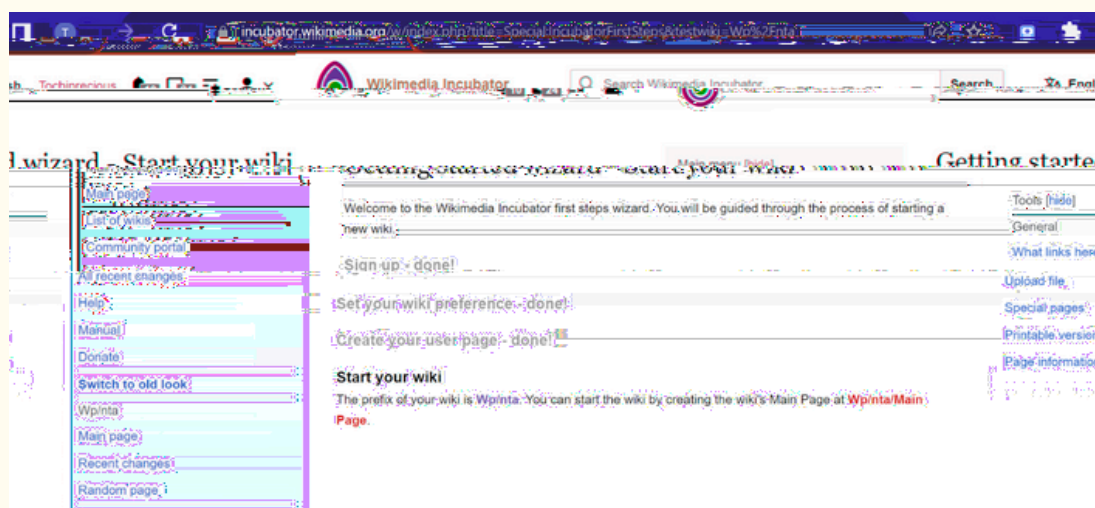
If you are not sure as to whether your language meets the incubator requirements, you can submit your language and receive feedback here:

https://incubator.wikimedia.org/wiki/Incubator:Requests_for_starting_a_test.

If your language is invalid, it may be deleted. If your language is valid, its content will be kept and all work will be moved to the new wiki once the wiki is created.

- In the box, replace "xyz" with your language code. Use a w:ISO 639-1 code, and if it does not exist, use an w:ISO 639-3 code.
- Also replace "Wp" (Wikipedia) if it is for another project (For example, "Wt" = Wiktionary, "Wn" = Wikinews, "Wb" = Wikibooks, "Wq" = "Wikiquote", "Wy" = Wikivoyage).
- Click on the create button above and in the edit form, replace "language name in English". More information can be found at https://incubator.wikimedia.org/wiki/Special:MyLanguage/Incubator:Policy/Test_wiki_info_page.
- After adding the language code and project type, save the page.
- Follow the instructions on the page you just created. You will be asked to create a main page, with the title Project/code/Main_Page.
- You can list the wiki on <https://incubator.wikimedia.org/wiki/Special:MyLanguage/I:Wikis>.

The screenshot below shows the outcome:



Submitting the Request

You can develop a test wiki in the incubator without making a request on [Meta](#), but such a request is necessary if you want the wiki to eventually be moved out of the Incubator. For clarity, Meta is the documentation or project documentation platform of the Wikimedia community. The request can be made [here](#).

- Update the Wx/xyz info page here by changing the parameter "meta" to | meta = yes
- As we already said, the policy to get a Wikimedia subdomain is stricter than to start a test project here. Read the [policy](#) carefully.
- If the test project meets all formal requirements, it will be marked "verified to be eligible". You'll get a notification on the test wiki discussion page once this happens.
- If a lot of time has passed and the status has not been updated, it means a requirement is probably missing. (More below).

In the Incubator

- Content work is the most important thing. Write and maintain your articles. We have a list of [1,000 recommended articles](#) (at the end of this toolkit) to help you get started.
- It can sometimes take a long time before your wiki is approved (6 months or more). Don't be discouraged! If you want feedback during the process, please send us a message at hello@wikitongues.org.
- Most proposals have a status page which easily says what needs to be done before it is approved.
- You can [apply for test wiki adminship](#) to take care of your test wiki. This means that you can apply to be an administrator for your test wiki making sure that people do not mess with it.
- A member of the Language Committee may propose the approval of your test wiki. If they do not, and you think your test wiki meets the requirements, you can propose its approval on their talk page. You can do this through the discussion page on the test wiki.

Basic Guidelines

There are a few rules that all Wikimedia projects must follow. All pages need to be licensed under Creative Commons Attribution-ShareAlike 3.0 Unported License (<https://creativecommons.org/licenses/by-sa/3.0/>) and GNU Free Documentation License (<https://www.gnu.org/copyleft/fdl.html>).

→ *Important: Do not copy texts from other places which are not licensed this way without asking the author.*

- Wikinews projects commonly use Creative Commons Attribution 2.5
- Authors must write from a neutral point of view (NPOV).
- Orthographic practices: if there is more than one way to spell or write your language, you will need rules about it. This can be done on Wikipedia.
- Stylistic conventions: if your language does not have a standardized universal form (the way everybody speaks it to understand each other), you will need to have one or have a rule to tell people which forms or dialects of your language to use.

Localization

The interface needs to be localized into your language. "Localization" includes translating the MediaWiki interface. Translation is one of the requirements before a wiki can be created. You can do this on [Translatewiki](#). It is usually done parallel to the work on the test wiki.

1. If you are not yet familiar with translatewiki.net, please follow the instructions there.
2. Go to "Special:Translate" on translatewiki.net and then start translating. Although it would be even better to translate the entire interface, for a first project in a language you only need to localize the "most used MediaWiki messages". These are the messages that are most important to our readers.


Note: If the interface is not yet available at all in your language — check the drop-down language menu at the top of the page — you will additionally need to translate at least 13% of the core MediaWiki messages in order to activate the interface in your language. (The "most used" messages count towards 13%).

For any subsequent project in a language, all the core MediaWiki messages and the messages of the main extensions used by the Wikimedia Foundation need to be translated. You are encouraged to join the language support team for your language, where you can do things like provide information about your language (such as plural rules) and test functionality. If there is any technical problem, such as a lack of input methods or fonts for your language, do not hesitate to request support through the community portal or on translatewiki.net.

Approval

If approved, the language committee will submit a bug request at Phabricator. From there, your wiki will wait for the developers to create the site. You can track the progress on [Incubator:Site creation log](#).

When the Wiki is Created

 Do not copy the pages from the Incubator to the new wiki. Someone at Wikimedia will import all the pages with their history and without their prefixes.

After the import from the Incubator is done, you can edit everything, create new articles, invite new editors, and do other things to grow the wiki. Graduating from the Incubator is not the end; it is the beginning.

Beautifying Wikipedia Articles

Overview

With tens of millions of files, Wikimedia Commons is one of the largest online repositories of media files. Built from the works shared by thousands of volunteers, Commons hosts educational images, videos, and audio files that are used by Wikipedia and the other projects of the nonprofit Wikimedia Foundation.

Why Contribute to the Wikimedia Commons?

With tens of millions of files, Wikimedia Commons is one of the largest online repositories of media files. Built from the works shared by thousands of volunteers, Commons hosts educational images, videos, and audio files that are used by Wikipedia and the other projects of the nonprofit Wikimedia Foundation. All of the works on Commons are under a “free license.” That means they can be used and shared by anyone, for free, just by following the license rules – usually by giving credit to the author and preserving the license so that others can re-share the work as well.

When you share your photos and other files on Commons and illustrate Wikipedia articles with them, your work might be viewed by thousands – even hundreds of thousands – of people all over the world. And you’re helping to build a common resource that reaches an even wider audience: media from Commons is used by educational websites, news media, bloggers, artists, filmmakers, students, teachers, and many others.

When you share your work on Wikimedia Commons with a free license, you grant anyone permission to use, copy, modify, and sell it (as long as they follow the rules of the license).

What is Allowed on 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 (only with consent in some cases, depending on local laws)
- useful or non-artistic objects
- original graphs, maps, diagrams, and audio

What is Not Allowed on Commons

Commons can't accept work created by or based on the work of others – including photographs of it. 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
- drawings of characters from comics, TV, or movies (even if you drew them)
- most pictures published on the internet

Some Exceptions

- You can upload someone else's work if the author grants permission for anyone to use, copy, modify, and sell it – by releasing it under a free license. Be sure to provide a link to the source where the license is stated.
- You can upload someone else's work if it is in the public domain (usually very old works; for example, Mickey Mouse just went into the public domain in 2024).
- You can upload your photographs of public domain works, such as old buildings, statues, and art.

You can read more about the different licenses [here](#).

To learn more about the Commons, watch this [Introduction to the Commons video](#), recorded at the Arctic Knot conference by [User talk: Dnshitobu](#).

How to Upload to Wikimedia Commons

1. Go to commons.wikimedia.org and click “Upload file.”
2. Click “Next” at the bottom right-hand corner of the page
3. Select a file on your computer/smartphone to upload
4. Select whether the file is your own work or someone else’s.
 - If it is someone else’s, enter the author and the source, then select the applicable copyright status.
5. Enter a unique title that describes the file and a detailed description of it.
6. Add one or more categories that specify the subject of the file.

Adding Categories

Wikimedia Commons has a category feature for collecting related files. For example, Category:Video donations by Wikitongues collects videos of language activists that have been uploaded to Commons. You can add categories during the upload process (the upload page suggests category names while you type), or afterward by editing a file page and adding code like this to the end: [[Category:Video donations by Wikitongues]]

The search bar on Commons returns both files and categories of files with your keyword; files similar to yours are likely to have the categories you need. It is important to categorize all the files you upload so that others can find them when browsing for media on the subject.

For more on the subject, you can watch these resource videos, recorded for this toolkit by [User talk: Dnshitobu](#):

- [Uploading images](#)
- [Uploading videos](#)
- [Adding categories](#)
- [Creating categories](#)

Placing Files Into Wikipedia Articles

Once you’ve uploaded your file to Wikimedia Commons, you can use the Visual Editor (you will learn how to use the Visual Editor in a later section) to add it to a Wikipedia article without having to use Source Editor.

1. Open the article, and go to media by clicking the media icon on the icons bar in your Wikipedia page.
2. Search for what you are looking for and click the image you want.
3. Add caption and click done.
4. Save the Wikipedia page by clicking Publish.

All About Wikidata

Overview

Wikidata is a free and open knowledge base that turns information into structured and machine-readable data.

Wikidata is:

- a repository of the world's knowledge
- a database that anyone can read and edit
- multilingual
- free and open source software
- all data is CC-0 licensed, meaning it can be used by anyone, for any purpose

Why Should You Use Wikidata?

The possibilities are endless! The power of the linked data in Wikidata is how it can be consumed, queried, and visualized in a variety of ways - whether its mapping accused witches in Scotland, uploading large datasets for building complexes, documenting biomedical science information, or digitizing library collections.

What can be Added to Wikidata

In Wikidata, items are used to represent all the things in human knowledge, including topics, concepts, and objects. For example, the "1988 Summer Olympics", "love", "Elvis Presley", and "gorilla" are all items in Wikidata.

You can contribute through Items or Lexemes. Items are explained first in this section, then lexemes.

Wikidata items are said to be notable. This means at least one of three things:

1. It has a corresponding page on a [Wikimedia site](#) such as Wikipedia, Wikivoyage, Wikisource, Wikiquote, Wikiversity, or Wikimedia Commons;
2. It is a clearly identifiable conceptual or material entity that can be described using serious and publicly available references. Resources such as books, journals, newspapers etc.; or,
3. The item fulfills a structural need. For more information look at the [notability policy](#).

How to Add Items

- Go to [wikidata.org](#)
- Before you create a page for an item, it is a good idea to make sure that Wikidata does not already have a page for that item. You can check using the [item by title](#) search.
- If an item is missing, you can create it yourself. You can do this either by clicking on the link provided at the bottom of the [item by title](#) search page when a search is unsuccessful or by clicking "[Create a new Item](#)" on the menu to the left. From either link, you will be taken to a page that asks you to give the new item a [label](#) and a [description](#). If you used the item by title search, the interface will also include the two fields you filled in during the search. If you used the Create a new Item link, don't worry about not having those—you can fill them out at a later stage.
- When you're done, click "Create".

Add Statements to the Item Created

Adding statements is like a more detailed, but short description of the item you've just added.

- Scroll down and click on "Add Statement".
- In the box, type and select Instance of from the drop down menu, then fill the instance of what you just created. This could be human, object, city, etc.
- Click publish on the side.
- Add a reference by clicking on add reference and selecting reference url. Fill in or paste the reference url in the next box. For clarity, Reference sources generally summarize topics or assist in finding secondary literature. These sources provide background information or help you to find other sources. They are also great for quick facts, statistics as it shows that you're not making things up but they can be verified. Reference sources that can be used are: books, journals, TV and Radio shows, Newspapers, notable websites. Sources to avoid: blogs, social media pages, personal websites.

Editing an Item

Have you made a mistake and would like to correct it? Did you remember something else you would like to add to your item?

All four fields -, the label, description, aliases, and sitelinks - are editable. To edit an existing element, click on the "edit" button on the right side and then enter the new or updated information. Then click "publish".

If an alias or sitelink is incorrect, you can remove it. To do this, first click on the "edit" button and then either delete the alias you wish to remove, or click the bin icon for the sitelink you wish to remove. Then click "publish". The element will immediately disappear and be removed from the database.

Deleting an Item

Have you made a duplicate and want to delete one item? Only admins can delete items. Deletions are done via [Wikidata:Requests for deletions](#). Please give a short and brief reason why you want it deleted; for example, if it is a duplicate of another item.

What are lexemes?

A lexeme is a unit of language that represents a single, distinct meaning, and the meaning of this unit cannot be understood from its distinct morphemes. An example of this in English is the lexeme talk, which can be inflected to take many other forms, such as talks, talked, talking. Although not always the case, a good way to understand the concept of a lexeme is to think of the dictionary version of a word.

Lexemes do not contain general data (date of birth, opening date, author, country, coordinates, website, etc.) about the entity or concept to which they refer. If you want to submit general data, you need to [create an Item](#) instead.

How to Add Lexemes

1. Go to wikidata.org
2. As with making an item, it is a good idea to first check if there is already a page for the lexeme. The best way to see if Wikidata already has a page on the lexeme you wish to add is to use the search box.
3. In the search box, type L:(lemma). For example, if you want to add the lexeme cat, you would type L:Cat in the search box.
4. If no results come up during the search, you can continue on to creating the lexeme page. You can do this either by clicking on the link provided at the bottom of the search result when a search is unsuccessful or by clicking "[Create a New Lexeme](#)" on the menu to the left.
5. From either link, you will be taken to a page that asks you to add Lemma (this is the word), Language of Lexeme (this is the language of the word), Lexical category (which is the part of speech (Noun, Pronoun etc.)). If you used the title search, the interface will also include the fields you filled in during the search.
6. When you're done, click "Create".

Notes: you can not delete an item unless you're an admin but to edit an item, follow the same process like the one in Wikidata.

Using Visual Editor

Overview

[VisualEditor](#) is a [What You See Is What You Get](#)-style editor for Wikipedia. It is an alternative to the [Source editor](#), also known as Wikitext, the primary editing interface which works more like a plain text file and allows you to directly edit the wiki markup text (wikitext).

While VisualEditor is simpler to use, the Source editor can be more effective for some tasks.

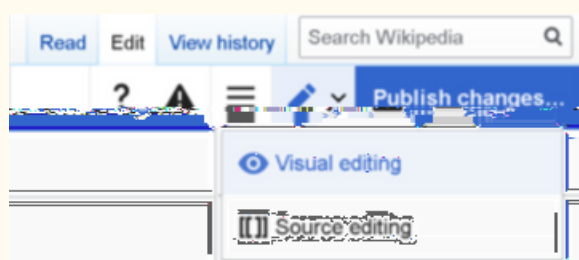
How to Use VisualEditor

If you are registered on Wikipedia, you can opt to make VisualEditor available for editing, by changing [your preferences](#). You'll need a VisualEditor-supported browser (Chrome, Firefox, and Safari all are. A quick Google will tell you if your browser supports it).

In your preferences go to the "Editing" tab and in the "Editor" section find the "Editing mode". Here you can choose to have both the visual and the source editor displayed or only the one you prefer.

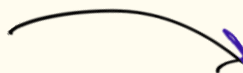
Opening VisualEditor

To edit a page using VisualEditor, click on the "Edit" tab at the top of the page. It can take a few seconds for the page to open for editing, and longer if the page is very large.



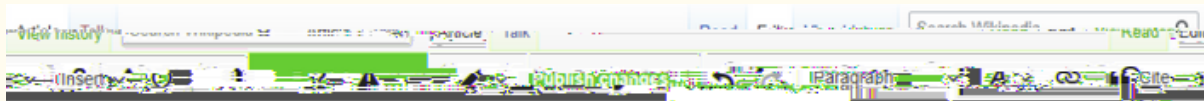
Clicking on the "Edit source" tab will open the classic wikitext source editor.

You can also open VisualEditor by clicking on the "edit" link on each section. Protected pages do not have this link. (Protected pages are controversial articles that have been locked from editing).



Getting Started: VisualEditor Toolbar

The VisualEditor toolbar appears at the top of the screen when you begin editing. It includes some familiar icons (ones that you would see in Microsoft Word or Google Docs, for example):



- Undo and Redo the changes you have made
- Headings drop-down menu: allows you to change how the paragraph is formatted. To change the style of a paragraph, put your cursor in the paragraph and select an item in this menu (you don't have to highlight any text). Section titles are formatted "Heading", and subsections are "Sub-heading 1", "Sub-heading 2", and so on. The normal format for text is "Paragraph".
- Formatting: Clicking the "A" opens a menu.

If you have not selected any text, then when you click the "A" to open the menu, and then select an item, that formatting will apply to the text that you start typing, from wherever your cursor is located.

- Linking tool: The chain icon is the [linking tool](#). Clicking on it (usually after selecting some text) opens the [link dialog](#).
- Cite button: The "Cite" button is used to add inline citations (also called "footnotes" or "references"). The Automatic tab service tries to fill out citation templates automatically. Templates can also be manually added from the Manual tab.
- Lists and indenting: The first two items allow you to format text as either a "Bullet list" or a "Numbered list". The last two items allow you to decrease or increase the indentation level of list items
- Insert: The "Insert" menu may be different on some projects. Below is a list of all options that may appear.
- The "Images and media" icon (a picture of mountains) opens the [media dialog](#).
- The "Template" icon (a puzzle piece) allows you to [edit templates](#).
- The "Invisible comment" item (a speech balloon with a "!") allows you to insert comments that are not visible to readers; these comments can be seen only when in edit mode and are then indicated by an exclamation mark icon.
- The "Table" icon allows you to insert a table.
- The "Gallery" icon (a set of photos) allows you to insert a gallery to the page.
- The "Math formula" icon (Σ) opens the [formula inserter dialog](#).
- The "Hieroglyphs" icon (an [ankh](#) symbol – ☥) allows you to enter the hieroglyphics inserter.
- The "References list" icon (three books) opens a dialog in which you can specify where references will be displayed to the reader. Usually this only needs to be done once on every page.
- Special character insertion: The "Special character" (Ω) icon on the "Insert" menu, when clicked, displays a dialog showing many special characters. By clicking on a specific character, you place it into the text. These special characters include some standard symbols, accents, and mathematical symbols. (This list may be customized locally. See [VisualEditor/Special characters](#) for instructions.)

- The Switch editor button (slanted pencil icon) is to the left of the Publish changes button. It lets you switch from VisualEditor to the classic 'Source Editor' and vice versa without losing the work you've done.
- The Page options menu (hamburger icon) is further left of the Publish changes button. On this menu there are options to adjust page settings, such as whether the page is a redirect, or how it is indexed; to add, edit, or delete categories; and to see, using the "Language" item, the list of articles on the same subject that are in other languages. It also includes a Find/Replace tool.

Note: To remove any inserted image or template, simply select the item and press 'Delete' on your keyboard. To remove a table, select the item and click the red 'delete' button that appears on screen.

Saving Changes

When you're done editing, click the blue "Publish changes" button in the toolbar. If you have not made any changes, the button will be disabled (grayed out). To cancel all your editing changes, just close your browser window or press Esc on your keyboard.

Pressing the blue "Publish changes" button opens a dialog. You can then enter a brief summary of your actions, mark your edit as minor, or add the page to your Watchlist.

Edit Summary Box

The box for the summary is the equivalent of the Edit summary (Briefly describe your changes) field in the wikitext editor.

You can also review your changes using the "Review your changes" button to be sure they will work as intended before saving your changes. This is similar to the "Show changes" button in the Source editor.

The "Resume editing" button returns you to the page you were editing. You can save and publish all of your changes later.

Adding Links through the VisualEditor

Links can be added through the "Link" icon (links in a chain) in the toolbar, or by using the shortcut Ctrl+K on PC (or ⌘ Command+K on a Mac).

If you select (highlight) text and then press the "Link" button, that text will be used in creating the link. For a link that involves just one word, you can either select that word or just put the cursor anywhere within it.

When you use either the button or the shortcut, a dialog will open in which you may type the link. VisualEditor will try to help with internal links (links within Wikimedia) by looking for likely matches. Once you have entered or selected the link, you complete the linking process by pressing ↵ Enter or by pressing the "Done" button. Your link will immediately appear on the VisualEditor page but, as with other changes to the page, it will not be saved until you 'Publish' the entire page.

Link to an External Website (not Wikipedia or other Wikimedia projects)

To link to a web page on another website, the process is similar: Choose the "External site" tab, and enter a URL in the box.

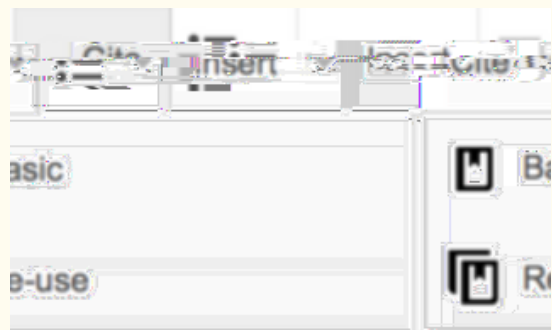
Remove or Change a Link

To change or remove an existing link, click within the text for that link. A dialog box will appear, for editing. (You can also get to the dialog with the Ctrl+K keyboard shortcut.) Click "Edit" to change where the link goes. You can also remove the link altogether by pressing the red chain icon with a line through it.

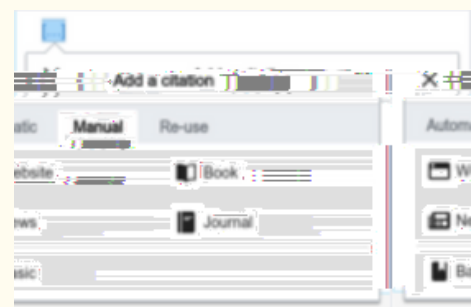
Adding References Using VisualEditor

Depending on your wiki, there are 3 different ways to add a reference.

The one shown to the right is the simplest system, where the "Cite" menu does not include any citation templates. If your wiki uses this system, then all you need to do is to click on Basic and add all your reference information. And to reuse a previous, simply click on Re-use instead of Basic and select the reference you would like to use.



In the second system, you again start by pressing the Cite button. Then a dialog box like the one above opens, which includes several popular citation templates set up for quick access in the "Manual" tab where you can select the type of reference and fill out. If your wiki uses this system, then you will find more details at [Help:VisualEditor/User guide/Citations-Templates](Help:VisualEditor/User_guide/Citations-Templates)



In the third format, you again start by pressing the Cite button. Then a dialog box opens, which includes an automatic citation process using the citoid service under the Automatic tab where you paste your reference URI. If your wiki uses this method, you will find more details at [Help:VisualEditor/User guide/Citations-Full](https://www.wikitongues.org/wiki/Help:VisualEditor/User_guide/Citations-Full).



Adding Images to Your Article

To add a new image (or another type of media file) to the page, click the "Images and media" icon (a picture of mountains) in the "Insert" menu. The image will be added wherever your cursor is.

Adding Categories

On the "Page options" menu, click the "Categories" item. If the tool is not visible, first search for three horizontal lines. That's where it is. See the image above.

To add a category for a page, type the name of the category into the field "Add a category". As you type, VisualEditor will search for possible matching, existing categories. You can either select an existing category, or you can add a category that doesn't yet have its own category page. (Please note that until that category page is created, your new category will show as a red link after you publish all your editing changes.) You can do this by clicking on the red link and typing a brief description of that category in the editing area that would load.

Removing a Category

To remove an existing category, click on it and click on the "Remove" icon (trash can) in the dialog that opens.

Talk Pages

Overview



Talk pages (also known as discussion pages) are administration pages where editors can discuss improvements to articles or other Wikipedia pages. The talk page associated with an article is named "Talk:Example", where "Example" is the name of the article.

Article Talk Pages

If you have a question, concern, or comment related to improving a Wikipedia article, you can put a note on that article's [talk page](#).



You get to the talk page by clicking the "Talk" tab at the top of the article. If the tab shows up in red, it just means no one has commented yet; feel free to start a discussion. When you start a new discussion topic, put it at the bottom of the talk page. The best way to do this is by clicking the Add topic tab at the top of the page. This allows you to enter a new section heading and your comments.


If you are responding to someone else's comments, put your comment below theirs. You can do this by clicking on the [reply] link after their comment. Link to pages you mention with the  icon and mention other editors with the  icon.

Your comments will be signed with your username and a link to your personal talk page, along with the time you saved the page. If you want, you can [customize the appearance of your signature](#).

User Talk Page

A User Talk Page on Wiki is a place where you message people. Think of it as your Facebook profile, where someone can write a message to you on your wall, public for everyone to see.

Everyone contributing to Wikipedia has their own [user talk page](#). On this page, anyone can leave a message for you. People can ask you questions or give you advice. There are also some automated "bots" that can add helpful messages.

When you receive a message, you'll get a notification at the top of your screen. You can reply the same way you would at an article talk page: click the [reply] link after their comment and mention them with the  icon to notify them.

Generally, you can find an editor's user talk page by following the link labeled talk in their signature, located at the end of their messages. You can always reach their user talk page by clicking on their name in the signature, and then clicking on the Talk tab, as you would with an article. You can also reach another editor's talk page by typing User talk: and the name of the user in the search bar.

Come practice by saying hi on our talk pages!

- [User talk: Tochiprecious](#) (the Wikitongues Wikimedian-in-Residence)
- [User talk: Ktchernes](#) (our Programs Director)
- [User talk: Bogreudell](#) (our Executive Director)

Ensuring Sustainability

Overview

Here, you'll learn how to keep your wiki going through some of the tips and suggestions given.

Make it Last

All Wikipedias have stubs (short/brief articles), and no matter whether you use bots or enter them one by one manually, stubs is what you will mostly get, in the beginning. If you can write a title, somebody else will add the content. True, but only up to a point.

There are two categories of contributors: the vertical and the horizontal writer. Vertical writers make very few in-depth articles. Their work is delivered as finished, they prepare an essay and publish it. Others will start to map the planet, by making very short entries of all countries of the world, so that "at least we can link to them". Both are needed, even if the horizontal writers may sometimes be perceived as "human bots". Reality is that without them you'd never have a basic systematic informational surface on which vertical writers can place their essays, link them to other material and make a wiki not just a collection of articles, but a real hypertext.

Size and vandalism is something you have to manage (which is really not that relevant for most small wikis, if they have at least 2-3 users active every day). However, in the beginning, the main problem you face is called systematization. You need to:

- catalog material in terms of categories
- place links to (and from!) other existing articles
- put images in it
- create and manage standards in formatting, etc.
- check that articles titles are proper (which is sometimes far from being easy, if your language has many standards and/or misses widely used native names for many things/places/people)
- keep the articles up to date

When you make an article you create an “administrative debt”, just as when you mortgage a house. That article will require care for many years to come. If you make sensible plans on time expenditure you'll find that your community will kind of naturally start to discuss article maintenance. Plan for sustainability, choose stubs your potential readers are most likely to improve, and make only as many of them as you can manage to maintain.

Get More Readers

Statistically, for major languages, the topics that are prominent in the news are also the topics that are most widely read in Wikipedia. This means that when you read your daily newspaper and then ensure that there is background information to the news in a Wikipedia edition, that endeavor will have a bigger impact than just creating another worthwhile article.

When you write background information for the news, make sure that you use a local paper, preferably in your language, for the subject selection. A local paper has a nice mix of both local and global subjects. When you look for illustration material, Commons has an abundance of material, but do consider that a picture of something that can be found locally gives added local relevance.

Small Wikipedias start from a small number of users, and you have to balance between the interests of this small community (which is all the productivity you have on starting the project) and the interests of the community at large. Some content is more likely to get you exposition in the news (no matter in which language they are written).

What to Focus on

Gi e ha Wi i edia i a e c c edia, he i a e ai i i c dea h a edge. The ei a eed f a ice ab a ,ge g a h ,a ,hi ,e c. The Li f a ice e e Wi i edia h d ha e ca ide e g ida ce; I h , he e a e h eefied e d ec e d f :

- Age e a e ie f cie cea dh a i ie ,f e a e a a ice ab a ,a a ice ab he fa a e ,l aac Ne (b a a e a ice).
- S bjec e e ee he e ,i el e ai a Ci i a C ,Chi a, cea e ,Bi Ga e ,diabe e .
- S bjec e a ed a g age,c e i g i ic c i (ca be e ha i e he e).

Y a c ce a e a ice ab egi , a g age a d i e a e, c e,c af ica f egi ,e c. O he e bjec Wi i edia ca bec e ea g ea a d e e ef eade , hie i bab ca c e e i h he E gi h Wi i edia ab A e ica c ce che ica ee e .H e e ,bef e e i g c i a d a a da d di ec i j beca ei' i e he e, a e he i e a a e ha c i i i i g. Rea c e ha i ci e a dg ide i e ,a da edi i a e i e.

Public Relations

Bef e ha i g i h he edia, be e ha he ba ic f Wi i edia a d a g age edi i a d ha d be a be a e ec e i ;f e a e,h a e ec ib e,a e he e a eade ab , ha ai g a a e,a d .

Align Your Terminology

F e e h d chab Wi i edia i i e c f i g hea diffe e e e i f he a e hi g. Ma e e ha ha e ed "Wi i edia cab a ".T e a e :

- Wikimedia Deutschland once translated local chapter to lokaler Verein, although lokal in German relates only to towns and villages. Make sure that if you translate terms, they make sense in your target language.
- On the other side, determine how you will refer to specific ideas, concepts, or users within Wikimedia. For example, what do you call a person who edits in Wikipedia, but is not logged in with a username? Instead of a username showing, their computer's IP shows. This editor could be called an anonymous user, anon, IP user, IP, unregistered user, or unregistered editor. Determine the terminology you will use beforehand and stick to it.

Show Your Content

When engaging with others who share an interest in your language, a printout of a high-quality Wikipedia article can effectively demonstrate the value of your Wikipedia project. Displaying these articles on a community blackboard or sharing them via email with friends interested in specific subjects can spark interest and engagement. Language association periodicals might even publish selected Wikipedia articles.

Choose the articles carefully, ensuring they are of high quality and relevant to your audience. For instance, a teachers' association would appreciate an article like "History of Writing" over a niche topic such as "Robert Horne (wrestler)." Consider whether the content is easily understandable for young readers, as teachers often seek resources that can be used in the classroom. For ease of distribution and visual appeal, provide and print articles as PDFs, which can be created simply using web browsers like Mozilla Firefox. If presenting a complete article isn't feasible, you can share an excerpt with a note directing readers to the full article on Wikipedia. Additionally, include information about your chapter, contact details, and donation options to further engage your audience.

Produce Flyers and Distribute Them

At the beginning, creating a flyer in your language can be an effective way to promote your Wikipedia project. Look at existing flyers in other languages for inspiration, but remember to adapt the content to reflect your language's unique context and importance. Localize your flyer by highlighting why your language edition is crucial for cultural preservation and community engagement.

When writing a flyer or other promotional materials, focus on three main objectives: informing people about Wikipedia and encouraging them to explore it, motivating them to contribute by writing or editing articles, and inviting them to support your efforts through donations. It's important to keep your message clear and concise, avoiding an overload of information.

Use the Wikipedia and Wikimedia logos with proper permissions, which you can obtain from your chapter or the Wikimedia Foundation. Initially, a simple black-and-white flyer can be effective and cost-efficient. Consider asking your chapter or supporters for financial assistance to cover printing and distribution costs. Plan your distribution strategy carefully—target language meetings, institutions, and associations rather than a broad mail-out to ensure your flyers reach the most influential and interested audiences.

Wikipedia Manual

Many people find it challenging to contribute to Wikipedia due to the need to learn an encyclopedic writing style and navigate technical aspects. While help pages are useful, consider providing a downloadable and printable manual for your language community. Experienced users might work with multiple windows, but beginners often prefer a printed guide they can read offline.

A good Wikipedia manual should be more than a collection of help pages. It needs to be well-structured, with logically flowing chapters that guide the reader smoothly from one topic to the next as well as adding information about your User Group community (explained below) and its activities. Avoid overwhelming your readers with too much information. Focus on the essentials, like the most important Wikipedia codes (e.g., `[[]]` for links), and save more complex topics, like constructing tables, for later.

It's also important not to rush into editing. Begin by explaining the essence of Wikipedia, its general rules, and what it is and isn't. This foundation helps new users understand the context before they start editing, preventing confusion and frustration from quick reverts.

Affiliates

What are Wikimedia Affiliates?

Wikimedia Affiliates are like-minded groups and organizations that work alongside the Wikimedia Foundation to support the global Wikimedia movement. They help in spreading free knowledge and support the Wikimedia projects like Wikipedia, Wikimedia Commons, and others. These affiliates can be broadly categorized into three types:

Chapters

Wikimedia Chapters are independent, non-profit organizations that are recognized by the Wikimedia Foundation to support and promote the Wikimedia movement in a specific geographic region, usually a country. For example: Wikimedia Germany, Wikimedia South Africa, Wikimedia Sweden, and so on. Chapters are legally registered entities in their respective countries and must comply with local laws and regulations. Like the Wikimedia Foundation, they aim to "empower and engage people around the world to collect and develop educational content under a free license or in the public domain, and to disseminate it effectively and globally". There are currently 37 chapters, with at least one in every continent.

Thematic Organizations

Wikimedia thematic organizations are independent non-profit organizations founded to support and promote the Wikimedia projects within a specific focal area or theme. Thematic organizations use a name clearly linking them to Wikimedia and are granted use of Wikimedia trademarks for their work, publicity, and fundraising. There are currently two thematic organizations that exist in the Wikimedia Movement: The Wiki Project Med Foundation (WPMEDF), also known as Wikimedia Medicine, which focuses on contents related to health care, and Amical Wikimedia, which focuses on content related to the Catalan Language.

User Groups

A Wikimedia User Group (WUG) is a community of people who share a common interest in Wikimedia projects and work together to promote, develop, and support them. Wikimedia User Groups are intended to be simple and flexible affiliates that are an alternative to chapters and thematic organizations, which require establishing a separate non-profit. These groups are typically more flexible and less formal than Wikimedia Chapters or Thematic Organizations, allowing them to form quickly and focus on specific interests, regions, or activities. User Groups are highly valued as equal players in the Wikimedia movement. They are meant to empower and engage people around the world to collect and develop educational content under a free license or in the public domain, and to disseminate it effectively and globally.

Recognition from the Affiliations Committee allows a group to apply for using the Wikimedia trademarks and to get certain grants; however, recognition is not required to do any of the work typical user groups do or might do, it is an optional extra step with connected benefits and some requirements.

How to Start a Wikimedia User Group

Starting a Wikimedia User Group (WUG) can be a rewarding experience, but it requires dedication and planning. Here are the main steps for starting a User Group:

1. Gather a core group
 - Identify individuals with a shared passion for Wikimedia projects.
 - Look for active contributors and editors within your community.
 - Build a strong foundation with at least three members who have significant contributions to Wikimedia projects.
2. Define your goals and scope
 - Clearly articulate the purpose of your User Group.
 - Determine your target audience and geographic focus.
 - Identify potential activities and projects—for example: Wikipedia edit-a-thons.
 - Consider collaborating with other local organizations or groups.
3. Choose a name
 - Select a name that reflects your group's identity and location.
 - Ensure it complies with Wikimedia's naming guidelines.
4. Create a Wiki page
 - Establish an online presence for your group.
 - Use a Wikimedia wiki to create a dedicated page for your User Group. This is mostly done on Wikimedia Meta.
 - Share information about your group, members, goals, and activities.
5. Build your community
 - Organize meetups and events to engage with potential members (this can be done remotely, if you are not all located in the same area).
 - Utilize social media and online platforms to promote your group.
 - Collaborate with local educational institutions and libraries.
 - Foster a welcoming and inclusive environment.
6. Apply for recognition
 - Once your group is established and active, submit an application to the [Wikimedia Affiliations Committee](#).
 - Provide information about your group's structure, goals, and activities.
 - Meet the required membership and contribution criteria.

Additional Tips

- Leverage existing resources: Explore the Wikimedia Foundation's resources and support for user groups.
- Collaborate with other Wikimedia User Groups: Connect with other WUGs in your region or with similar interests.
- Focus on impact: Define measurable goals and track your group's achievements.
- Be patient: Building a strong Wikimedia User Group takes time and effort.

For more detailed information, visit the [Wikimedia User Groups Creation Guide](#). And remember, the most important aspect of a Wikimedia User Group is building a strong community of passionate individuals who are committed to improving Wikimedia projects!

Hubs

Wikimedia Hubs are a proposed model (as of 2024) within the Wikimedia movement designed to enhance regional and thematic collaboration and support. These hubs aim to decentralize and distribute resources, providing more localized and specialized support to Wikimedia communities. They focus on addressing specific needs, whether geographic or thematic, and help in capacity building, sharing best practices, and fostering stronger connections between local communities and the global Wikimedia movement. Hubs are envisioned to improve efficiency and responsiveness, allowing for tailored approaches to community growth, content development, and project management, thus bolstering the overall effectiveness and reach of the Wikimedia mission.

As of 2024, there are about 10 hub projects within Wikimedia. One such project, which will be of interest to all reading this toolkit, is the [Language Diversity Hub](#). The Language Diversity Hub is an initiative within the Wikimedia movement aimed at promoting and supporting linguistic diversity on Wikimedia projects. It focuses on enhancing the representation and participation of underrepresented languages in the Wikimedia ecosystem. The hub seeks to address the unique challenges faced by communities that speak and contribute in these languages, providing resources, technical support, and capacity-building activities tailored to their needs.

Key aspects of the Language Diversity Hub include:

1. Capacity Building: Offering training and resources to empower communities to contribute content in their languages and improve their presence on Wikimedia projects.
2. Technical Support: Developing and providing tools and technologies that facilitate content creation, translation, and maintenance in multiple languages.
3. Community Support: Fostering a supportive network for contributors from diverse linguistic backgrounds, encouraging collaboration and sharing of best practices.
4. Outreach and Advocacy: Raising awareness about the importance of linguistic diversity and advocating for the inclusion of more languages within the Wikimedia projects.
5. Research and Development: Conducting research to identify gaps and opportunities in language representation and developing strategies to address them.

Resources

List of Articles

Download the full list as a [PDF here](#).

This list is intended as a guideline for starting and growing Wikipedia projects. The articles should contain at least basic information on the topics they describe, creating a good foundation for others to add to and being a useful reference for readers. The list linked above is limited to 1000 articles, but a much larger list is available at [List of articles every Wikipedia should have/Expanded](#). Keep in mind that this list is a starting guide, you can make articles for any topic you want—and it's encouraged! A lot of the articles on the 1,000 list are geared towards United States and European audiences.

How to use this list

There are several ways to use this list effectively. First, translate the list into your Wikipedia's language and check if you have articles on all these topics. The topics are linked to corresponding items in the Wikidata project. If an article is missing, consider translating it from a familiar language, like English. Language links to Wikipedias covering the topic are at the bottom of each Wikidata item page.

This project aims to create easily translatable versions of these articles, with core information available at [simple:Wikipedia:List of articles all languages should have](#). [Mix'n'match](#) offers more lists, is easier to manage, and provides real-time statistics for all wikis. Another method is to write articles based on "failed searches," where users searched for topics but found no articles.

The easiest tool might be [Not in the other language](#), which sorts missing articles by the number of interwikis. Users can select a familiar source language and start translating top-listed topics. The list is divided into thematic categories, such as geography, history, and political figures, serving as a useful starting point for smaller Wikipedias without dictating the importance of specific topics.

Glossary

Article: A page on Wikipedia containing encyclopedic content about a specific topic.

Chapter: An independent, non-profit organization that supports and promotes the Wikimedia movement within a specific geographic region, typically a country, through various outreach, community support, and partnership activities.

Community: The collective group of editors, contributors, and volunteers who maintain and develop Wikimedia projects.

Contributing: The act of adding content to Wikimedia projects, including writing, editing, and uploading media.

Edit: Making changes to a Wikipedia article or other Wikimedia project pages. This can include adding, modifying, or removing content.

Editor: A person who contributes to Wikimedia projects by making edits and adding content.

Encyclopedic Style: A formal writing style used in Wikipedia articles, characterized by neutrality, objectivity, and verifiability.

Failed Searches: Instances where users search for topics on Wikipedia but find no articles, indicating potential areas for new content creation.

Help Pages: Documentation provided on Wikimedia projects to assist users in learning how to contribute and navigate the site.

Interwiki Links: Links that connect pages on different Wikimedia projects, such as linking an article on English Wikipedia to its counterpart on French Wikipedia.

Language Edition: A version of Wikipedia or another Wikimedia project in a specific language.

Localization: The process of adapting content to fit the cultural and linguistic context of a specific community.

Manual of Style: Guidelines on Wikipedia for writing and formatting articles to maintain consistency and quality.

Media Repository: A collection of media files, such as images and videos, hosted on Wikimedia Commons for use in various Wikimedia projects.

Namespace: Categories of pages in Wikimedia projects, such as "User," "Talk," and "File," which organize content by type and purpose.

Neutral Point of View (NPOV): A core principle of Wikipedia requiring articles to be written without bias, representing all significant viewpoints fairly.

Notability: A standard for determining whether a topic warrants its own Wikipedia article, based on its significance and coverage in reliable sources.

PDF: Portable Document Format, a file format used to present documents independent of software, hardware, or operating systems. Used for easily printable versions of Wikipedia articles.

Sandbox: A personal, test area where users can practice editing and formatting without affecting live articles.

Talk Page: A discussion page associated with a Wikipedia article or user page, used for communicating about content and edits.

Template: Predefined content or formatting structures used to maintain consistency across multiple pages, such as infoboxes or navigation boxes.

Thematic Organization: An independent, non-profit group that focuses on promoting and supporting Wikimedia projects through specialized activities and expertise related to a specific theme or area of interest.

User Group: An association of individuals who collaborate to support and promote Wikimedia projects and the Wikimedia movement, focusing on specific interests, regions, or activities.

User Page: A personal page for registered users where they can introduce themselves, outline their interests, and list their contributions.

Verifiability: A policy requiring that content added to Wikimedia projects must be backed by reliable sources that readers can check.

Wikidata: A structured data repository that provides centralized access to data used in various Wikimedia projects.

Wikimedia Commons: A media repository of free-use images, sounds, and other media files for use across Wikimedia projects.

Wikimedia Foundation: The non-profit organization that supports and operates Wikipedia and other Wikimedia projects.

Wikipedia: The free, web-based encyclopedia that is the largest and most well-known Wikimedia project.

Wikitext: The markup language used to format content on Wikimedia projects, allowing for the creation of links, references, and other elements.

Wiktionary: A collaborative project to produce a free-content multilingual dictionary.

Wikisource: An online digital library of free content textual sources on a wiki, operated by the Wikimedia Foundation.

Wikibooks: A Wikimedia project for collaboratively creating and improving books.