Multimedia Uploader's Guide for Wikimedia Commons

Applicant Name: *Pankaj Yadav*

Wikimedia Username: *The open draft*

Project Title: Multimedia Uploader's Guide for Wikimedia Commons

Target Audience: New Wikimedia Commons contributors

Duration: 1 Week

Proposed Start Date: *30th July 2024*

Proposed End Date: *2nd November 2024*

Project Summary

The **Multimedia Uploader's Guide for Wikimedia Commons** aims to serve as a practical resource for new contributors interested in adding valuable multimedia content to Wikimedia Commons. By providing a step-by-step guide on proper file uploading, categorization, and best practices for tagging and descriptions, the project will enable new contributors to create meaningful media that's both useful and easily accessible. This guide will help improve content organization on Commons and encourage more community members to engage with multimedia uploads effectively.

Project Goals

1. **Educate New Contributors**: Provide a user-friendly, step-by-step guide for new Wikimedia Commons users, detailing the correct process for uploading and organizing images and videos.
2. **Enhance Discoverability**: Help users apply accurate descriptions, tags, and categories to make multimedia content easier to find and integrate into Wikipedia articles and Wikimedia projects.
3. **Increase Media Quality**: Encourage high-quality media contributions by sharing examples of effective uploads and common mistakes to avoid.
4. **Boost Community Engagement**: Foster a sense of involvement and achievement among new contributors by simplifying their initial upload experience, making Wikimedia Commons more accessible.

Project Methodology

The guide will consist of four main sections: **Introduction to Wikimedia Commons**, **Uploading Media**, **Best Practices**, and **Resources for Continued Learning**.

Section 1: Introduction to Wikimedia Commons

- **Overview**: Briefly introduce Wikimedia Commons, its purpose, and the value of multimedia contributions.
- **Resource Example**: *[The open draft](#)*.

Section 2: How to Upload Media

- **Step-by-Step Instructions**:

Step 1: Access the Upload Wizard

1. **Log in to your Wikimedia account**.
2. Go to **Wikimedia Commons** and click on the **Upload file** option in the main menu or navigate to Commons Upload Wizard.
3. This will open the **Upload Wizard**, which is a user-friendly tool designed to guide you through the upload process.

Step 2: Selecting the Media File

1. **Click "Select Media Files to Share"** and choose the image(s) or video(s) from your computer.
2. Review Wikimedia Commons' **licensing and copyright requirements** to make sure your file is allowed for upload (e.g., your own work or public domain media).
3. Once selected, click **Continue**.

Step 3: Choosing a Clear, Descriptive Title

1. **Keep the title descriptive and specific** to make your media easy to identify.
   - **Example**: For an image of the Qutub Minar, instead of "IMG_1234.jpg," use "Qutub_Minar_New_Delhi_Sunset.jpg."
2. Avoid overly generic titles like "Nature" or "Landscape."
3. Titles should be concise but informative enough to provide basic information about the media.

Step 4: Writing Effective Descriptions

1. **Describe the subject, location, date, and other relevant details** to add context.
   - **Example**: "Qutub Minar in New Delhi, India, captured at sunset in October 2024. The historic minaret was built by Qutb-ud-din Aibak in 1193."
2. Include any **unique aspects or points of interest**.
3. **Descriptions should ideally be in English** to reach a broad audience. You can add translations if you know additional languages.

Step 5: Adding Relevant Categories

1. **Categories help users find your content** more easily and connect it to related files.
2. Use the **search bar in the categories section** to find relevant categories. Start typing keywords, and it will suggest existing categories.
3. **Choose both broad and specific categories**.
   - **Example for Qutub Minar**: Categories could be "Qutub Minar," "New Delhi," "Historical buildings in India," and "Minarets."
4. Avoid creating new categories unless necessary. Stick to existing ones for consistency.

Step 6: Tagging and Categorization Tips

1. **Tags** act as keywords that further enhance the discoverability of your media.
2. Use **relevant keywords** that someone might use to find this media on Commons.
   - For the Qutub Minar photo, tags could include "India," "landmark," "architecture," "minaret," and "history."
3. **Do not over-tag** with irrelevant terms, as this could clutter search results and affect the accuracy of the platform's categorization.

Step 7: Add Licensing Information

1. Select the appropriate **license type** that applies to your work. Wikimedia Commons primarily accepts freely licensed or public domain media.
2. If you're unsure which license to choose, Commons provides a guide within the Upload Wizard for reference.
3. Licensing details clarify how others can legally use your work, so be sure to select correctly.

Step 8: Review and Publish

1. Double-check all entered information—especially the title, description, tags, and categories.
2. Click on **Publish** once everything is in place.
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- **Examples of Media with Good Titles and Descriptions**: https://commons.wikimedia.org/wiki/File:Reading_the_news_under_the_temple%27s.jpg .
- **Screenshot Guide**: Include clear screenshots of each stage in the upload process, illustrating specific tips for titles, descriptions, and tags.

Section 3: Best Practices

- **Tagging and Categorization**:
- **Accuracy**: Ensure tags and categories accurately reflect the content. Avoid generic tags that may not directly relate to your media.
- **Specificity**: The more specific your categories and tags are, the easier it is for others to find. Aim for around 3-5 tags that describe the primary aspects of your media.
- **Community Standards**: Review similar media on Commons to understand community conventions for categorization and tagging, and aim to follow those standards for consistency.
   - **Example**: An image of an Indian landmark could include tags like "Indian heritage," "Architecture of [specific century]," and categories like "Landmarks in [city]."
- **Avoiding Common Mistakes**: Highlight common pitfalls such as vague descriptions or irrelevant tags, and provide solutions.
- **Featured Examples**: https://commons.wikimedia.org/wiki/File:Reading_the_news_under_the_temple%27s.jpg

Section 4: Resources for Continued Learning

- **Phabricator Tasks**: Encourage new contributors to start with beginner tasks on Wikimedia Phabricator, which can help them learn more about Wikimedia Commons.
- **WikiProjects**: Guide users to join relevant WikiProjects, such as WikiProject India, where they can collaborate and learn.
- **Support and Community**: Link to the Commons Help Desk and relevant support groups where they can ask questions.

Anticipated Outcomes

1. **Improved Multimedia Quality**: Contributors will produce more useful and well-organized media uploads, enhancing the overall quality of Wikimedia Commons.

2. **Enhanced Accessibility**: Through better categorization and tagging, this guide will make media more discoverable, benefiting Wikipedia articles and Wikimedia projects in need of multimedia.
3. **Increased Community Engagement**: This resource will lower the entry barrier for new contributors, encouraging continued engagement and learning through multimedia contributions

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Conclusion

The **Multimedia Uploader's Guide for Wikimedia Commons** will empower new contributors to upload meaningful and high-quality multimedia content. By focusing on tagging, categorization, and descriptions, this project aims to improve the accessibility and usability of media files on Wikimedia Commons and foster a welcoming environment for new contributors.