Wikipedia Tutorial for Beginners

Step 1 - Accounts

To begin, login to your account. If you do not already have an account, you can create one on this page: https://en.wikipedia.org/w/index.php?title=Special:CreateAccount&returnto=Wikipedia:Why_create_an_account

Please note, you have to have had an account for 4 days and have made at least 10 edits before you will be allowed to start new pages, rename pages or upload images. You can submit a proposed article through the Articles for Creation (https://en.wikipedia.org/wiki/Wikipedia:Articles_for_creation) process if your account is new and you’d like to start a new article.
Step 2 – Decide What Content You Would Like to Contribute


Choose an Indigenous Canadian artist who doesn’t currently have a biography on Wikipedia, or an artist whose existing biography could use some expanding by searching Wikipedia first.

The National Gallery of Canada’s Library and Archives will make available biographical reference material as well as lists of suggested artists to help you.

Step 3 – Start Creating or Editing

You can use the Article Wizard found on this page https://en.wikipedia.org/wiki/Help:Your_first_article to create a new article. It’s also a good idea to look at an existing article that you think is well-written as a template, for example the one for artist Rosalie Favell:

Rosalie Favell

From Wikipedia, the free encyclopedia

Rosalie Favell (born 1958) is a Métis (Cree/English) artist from Winnipeg, Manitoba currently based in Ottawa, Ontario, working with photography and digital collage techniques. Favell creates self-portraits, sometimes featuring her own image and other times featuring imagery that represents her, often making use of archival photos of family members and images from pop culture.
If you are editing an already existing page, click on the **Edit** button at the top of the page and proceed to make your changes.

We recommend using the Visual Editor when making any edits; like a word processing application such as Microsoft Word, it is text-based (rather than code-based) and simplifies the addition of links and references to your article, as well as formatting changes. If you find yourself in the **Source Editing** editor, click on the pencil icon at the top right of the article to switch to the Visual Editor:

For an excellent user guide to VisualEditor, please see this page: [https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide](https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide)

It is essential that you include citations to reliable sources in your article or it will be deleted; please use the material the NGC Library and Archives has made available. For additional information on including references, please see the Wikipedia article Help: Referencing for beginners ([https://en.wikipedia.org/wiki/Help:Referencing_for_beginners](https://en.wikipedia.org/wiki/Help:Referencing_for_beginners)).
When you are finished editing an existing page or creating a new one, click on **Publish Changes** at the top right. A dialogue box will appear allowing you to include a brief summary of the changes you have made, and to indicate if it’s a minor edit.

It’s a good idea to review your changes, and if you are happy with them, click **Publish changes** again. Congratulations, you have successfully made your first edits!

**Additional Wikipedia Resources:**


Editing Kit (from Art + Feminism) [http://www.artandfeminism.org/editing-kit/](http://www.artandfeminism.org/editing-kit/)