

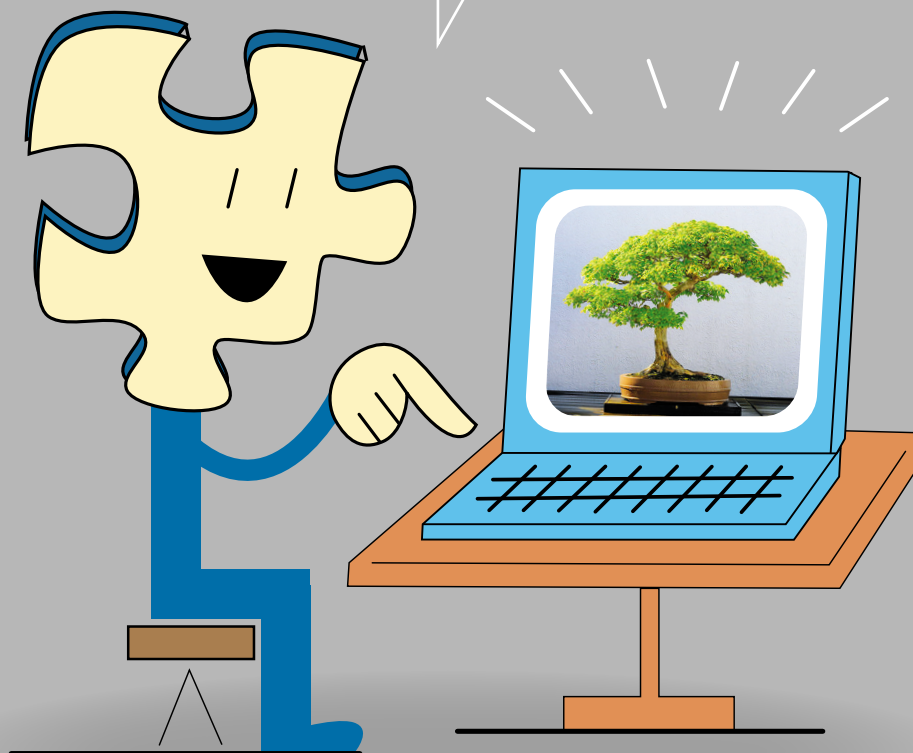
# Illustrating Wikipedia



A guide to contributing content to  
Wikimedia Commons

[commons.wikimedia.org](https://commons.wikimedia.org)

I took this great photo I can  
use to illustrate Wikipedia!  
That means I'll need to upload  
it to 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 licence.” That means they can be used and shared by anyone, for free, just by following the licence rules – usually by giving credit to the author and preserving the licence so that others can re-share the work as well.

### Why contribute to Wikimedia Commons?

Imagine a world in which every single human being can freely share in the sum of all knowledge. Your contributions can be part of that. 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.

Neophron percnopterus - 01 /  
Kadellar / CC BY-SA 3.0



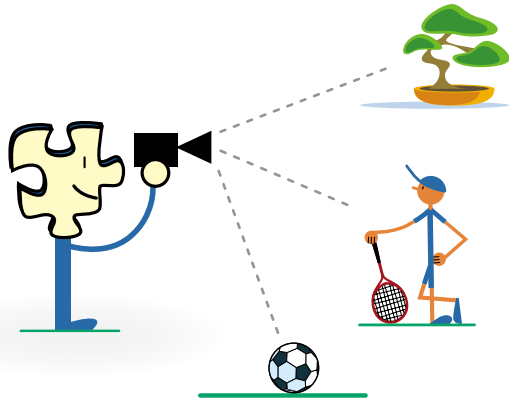
[commons.wikimedia.org](https://commons.wikimedia.org)

Confused about whether something is allowed on Commons? Type [Commons:Help Desk](#) into the search bar on Commons. The wiki community helps to curate the files on Commons, removes files that aren't allowed, and can answer questions like whether a particular file is public domain.



# Contributing to Commons

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



## 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

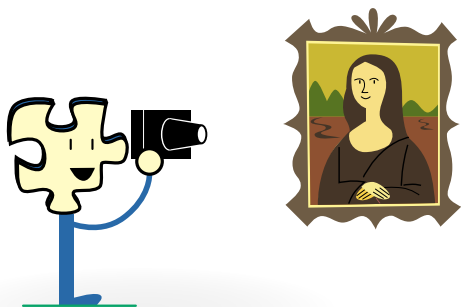
You may also upload original graphs, maps, diagrams, and audio.

## 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



## However, there are some exceptions:

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



# How to upload a file

1 Go to commons.wikimedia.org, and click "Upload file."

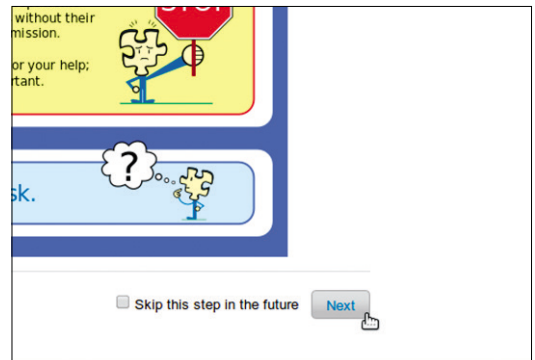
(Be sure you are logged in.)

Cabo Espichel, Portugal, 2012-08-18, DD 08 / Poco a poco / CC BY-SA 3.0



To contribute to Commons, you'll need a user account. If you already have a Wikipedia account, you can use that to log in; otherwise, you can create a new account (which you can also use on Wikipedia and other Wikimedia projects).

2 Click "Next" at the bottom right-hand corner of the page.



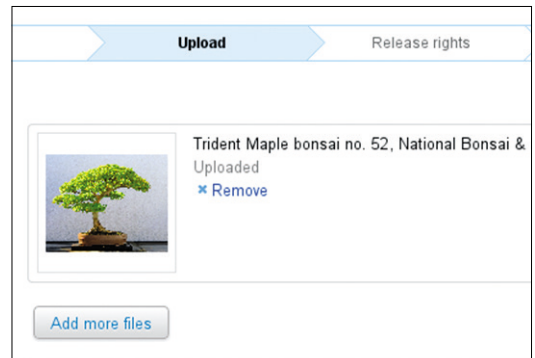
## Accepted file formats

Commons only accepts files in formats that are not restricted by patents. These include:

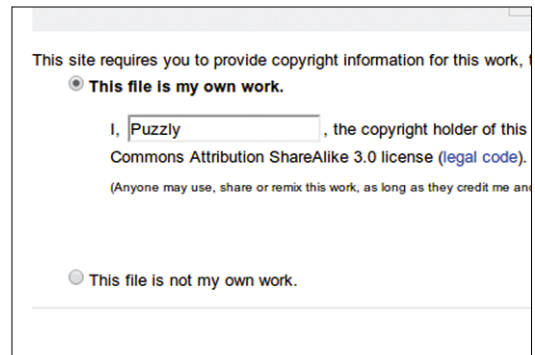
- For photos: .jpg
- For graphics: .svg, .png
- For animation: .gif
- For audio: .ogg (or .oga), .flac
- For video: .ogg (or .ogv), .webm
- For printouts: .pdf

For more detail on what kinds of files Commons can accept, type [Commons:File types](#) into the search bar on Commons.

3 Select a file on your computer 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.



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Enter a unique title that describes the file and a detailed description of it.

Add one or more categories that specify the subject of the file.

The screenshot shows the upload form with the following fields:

- Title:** Trident Maple bonsai no. 52, National Bonsai & Penjing Museum
- Description:** English: Acer buergerianum) bonsai, Japanese Collection 52, on display at National Bonsai & Penjing Museum at the United States National Arboretum. According to the tree's display placard, it has been in training since 1895. It was donated by Prince Takamatsu.
- Date created:** 2008-10-10
- Categories:** Acer bonsai, Acer buergerianum, United States National Bonsai & Pen

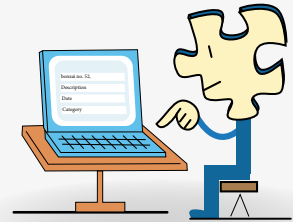
### Adding categories

Wikimedia Commons has a category feature for collecting related files. For example, [Category:Bonsai](#) collects photos of bonsai trees 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:Bonsai]]
```

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 categorise all the files you upload so that others can find them when browsing for media on the subject.

... on display at the National Bonsai & Penjing Museum



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After your upload is complete, you'll find instructions for using it on wiki pages and elsewhere on the web.

You can visit the permanent wiki page for your file by clicking its title.

The title you entered along with the file extension become the name of the file page.

The screenshot shows the file page with the following details:

- Title:** File:Trident Maple bonsai no. 52, National Bonsai & Penjing Museum.jpg
- Description:** English: Acer buergerianum) bonsai, Japanese Collection 52, on display at the National Bonsai & Penjing Museum at the United States National Arboretum. According to the tree's display placard, it has been in training since 1895. It was donated by Prince Takamatsu.
- Date:** 10 October 2008
- Source:** Own work
- Author:** Puzosy
- Camera location:** 39° 14' 45.07" N, 76° 58' 7.87" W
- Licensing:** The copyright holder of this work, hereby publish it under the following license: Creative Commons Attribution-Share Alike 3.0 Unported license.
- File history:** A table showing the file's history, including the date (10 October 2008), user (Puzosy), and comment (User created page with UploadWizard).

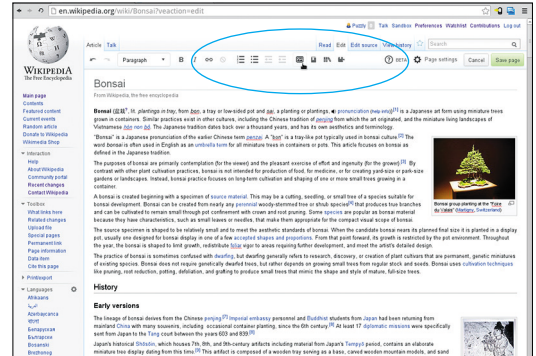
# Placing files into Wikipedia articles

Once you've uploaded your file to Wikimedia Commons, you can use the VisualEditor to add it to a Wikipedia article without having to use wikicode. Just follow these steps.

1  
Click "Edit" and then click the media icon (  )

"Bonsai" / Wikipedia contributors / CC BY-SA 3.0

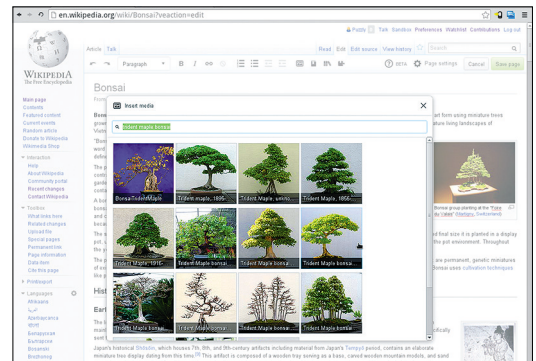
Bonsai IMG 6397 / Dake / CC BY-SA 2.5



2  
Do a search, and click the image you want.

BonsaiTridentMaple / Peggy Greb, USDA / public domain

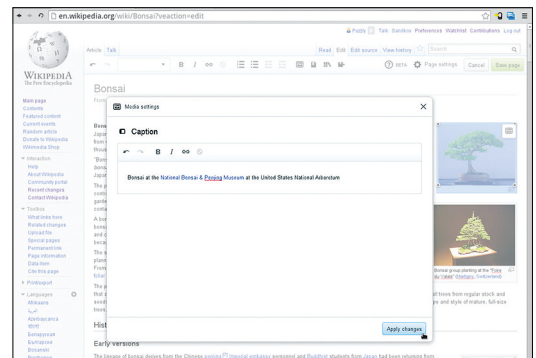
All others / Sage Ross / CC BY-SA 3.0



3  
To caption an image, select it and click the media icon.

4  
Drag the image to reposition it.

5  
Save page.



# Placing files using wikicode

If you're trying to add an image or media file to a wiki page without using the VisualEditor, you'll need to use wikicode. The basic wikicode format for putting images in looks like this:

two opening square brackets

pipes: each option (called a parameter) is separated by one of these

by default, photos are aligned right; left and center are the alternatives

two closing square brackets

```
[[File:John Naka's Goshin, October 10, 2008.jpg | thumb | 260px | right | The bonsai masterpiece "Goshin" ]]
```

the file name: from Commons begins with "File:" and ends with the file extension (such as ".jpg")

thumb: adding this word means to use the standard thumbnail format

size: to make the picture a specific pixel width, you can add that here, or leave it out for the standard size

a caption: the text after the last pipe is the caption

You can copy the basic code for the file from the last page of the Upload Wizard or from the [Use this file](#) link on the file page. Insert the code into any wiki page by placing it within the text, wherever you want it to appear.

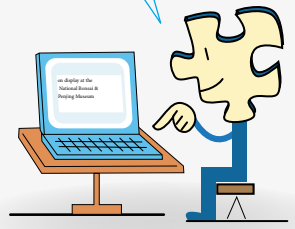
Editing Washington, D.C./Northeast (section)

```
[[File:John Naka's Goshin, October 10, 2008.jpg | thumb|260px|John Naka's bonsai masterpiece "Goshin" on display at the Arboretum's National Bonsai & Penjing Museum]]
```

Let's see ... I'll add my photo right here. Copy the code. Paste it in the article. Add the caption. And ... save page!

"Washington, D.C./Northeast" / Wikivoyage contributors / CC BY-SA 3.0

Once you've added the wikicode, click **Save page**. Your image will now accompany the text.



Other attractions

- Georgetown University** of 800 Florida Ave NE. ☎ +1 202-651-5000. Georgetown is the nation's and the world's first university for the deaf, and remains the world's only university where all classes and services are tailored to the needs of the hearing-impaired. Aside from being the principal institution and center for American Sign Language, the university also comprises a National Historic District, a designation reserved for its several excellent examples of fine old North American High Gothic architecture. The most famous of these is the campus' centerpiece, Chapel Hill. Tours can be arranged to be in spoken English, but only with a good amount of advance notice (they are routinely available in ASL), and are geared at information for prospective students and their families.
- National Arboretum** of Entrance 3501 New York Ave NE & 2400 R St NE. ☎ +1 202-245-2726. 8AM-5PM daily. This is the largest hidden gem of the city (quite literally). The park's sprawling acres of carefully maintained gardens, and its wide collection of trees from around the world are fantastic for getting away from the urban world, and for a picnic. There are several attractions within the park worth making out, including the original columns from the Capitol Building's first incarnation, now standing alone amidst the ruins, a Japanese garden, and a great bonsai collection. This is one of D.C.'s favorite hidden -- "cherry blossom" -- destinations--you can stroll serenely through them, while inwardly checking at the uniformed border: something is not at the standard 70-degree. They are not exclusively of the "sakura" variant downtown. Rather, there is an extensive collection of over 30 different flowering cherry trees, making for an excellent scavenger hunt!
- President Lincoln's Cottage** of 1000 Rock Creek Church Rd & Spoutur St NW | Late | long | directions | phone: 202-820-0450 | tollfree: 1 free | hours: 10AM-5PM daily | price: free | content: President Lincoln and his family summered here from 1862&dash;1864 to escape the awful climate (physical and climatic) of the White House. There he penned the second draft of his Emancipation Proclamation. Recognizing that Lincoln's political acumen was matched by that of his aide, later president James Buchanan, Goshin, B. Hayes, and Chester A. Arthur all lived at the cottage as a summer residence as well. In addition to simply looking lovely, the cottage today contains several exhibits, as well as a reproduction of the desk on which Lincoln wrote his Proclamation. B12, E&H&E-12
- Rock Creek Cemetery** of Rock Creek Church Rd & Wadsworth St NW. ☎ +1 202-726-2000. Dawn-dusk daily. This is the Congressional Cemetery, an Adirondack Cemetery. That is to say, no one has been buried there since the 19th century. But it is a beautifully maintained cemetery, with a High Gothic obituary expressive in quality and quality. The most famous interment here is known to Washingtonians as Goshin, ironically, as the famous sculptor Saint-Gaudens gave it a less catchy title. The *Widow of the Holocaust* and *The Peace of God* (Peace of Washington) are also notable. The grounds are huge, so it's a good idea to get a map from the cemetery office if you plan to look for anything in particular (Goshin is in Section E).
- Atlas Performing Arts Center** of 1333 H St NE. ☎ +1 202-399-7999. Art gallery. "It's a rockstar." The Prospect's "Hidden Gem." The Atlas Theatre was an old 1920s movie palace, and reopened several years ago after extensive renovations turning it into an arts center and performance venue on two big stages. These performances run throughout the whole year, ranging the gamut from dance to musical to cabaret to circus. The building also houses an art gallery open throughout the week.
- Center for Contemporary Art** of 4800 Columbia Ave NW. ☎ +1 202-426-0486. Contemporary art gallery. This is the most fun, most...

John Naka's Goshin, October 10, 2008 / Sage Ross / CC BY-SA 3.0  
Near Northeast map / Peter Fitzgerald / CC BY-SA 3.0



## Using files on other sites

The works on Commons are available for anyone to use on other websites. The file page for a work will indicate its copyright status. For some works, there are no copyright restrictions at all (although some non-copyright restrictions, such as publicity rights for recognisable images of people, may still apply). For works with free licences, you must follow the terms of the licence – typically by providing attribution to the author and preserving the licence. In either case, it's good practice to provide a link to original file on Commons as well.

The best way to use a Commons file on another website is with a credit line like this:



[Pair of Merops apiaster feeding, Pierre Dalous, CC BY-SA 3.0](#)

Title of work as given by its creator

With link to the file page so that others can find and use the original version

Creator's name

With link to their profile page or website, if available

Licence that the creator has assigned to this work

With link to the specific Creative Commons licence



If you want to embed an image file directly from Commons, you can use the code provided by the [Use this file](#) link on the file page.







# How to upload from a mobile device

If you have a smartphone or other mobile device with a camera, you can upload your photos right from your device, using either the Wikimedia Commons app for Android or iOS, or the mobile version of a Wikimedia site.

## Mobile apps

With the Wikimedia Commons app for Android or iOS, you can:

- Upload, describe, and categorise your photos
- View all your uploads

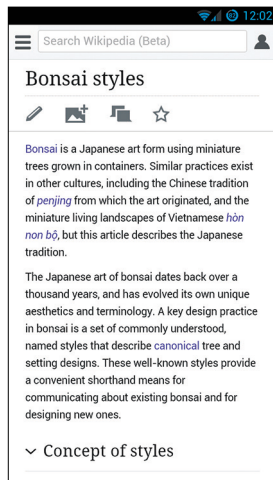


To get the free app, search for “Wikimedia Commons” in the app store of your choice, or scan this QR code.

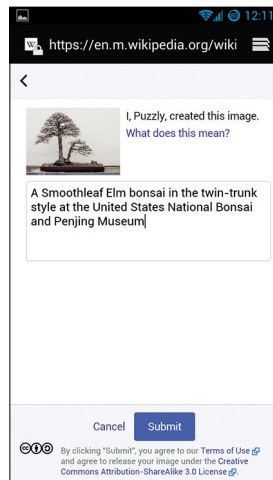
## Mobile web

If you are using the mobile version of Wikipedia or other Wikimedia sites, you can log in and:

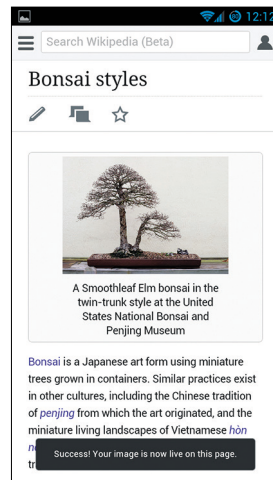
- Upload and add original images directly to unillustrated articles
- Share any educational image you have created to Commons
- View your most recent uploads



1 See where an image would help.



2 Upload and describe your image.



3 See the result.

“Bonsai styles” / Wikipedia contributors / CC BY-SA 3.0  
Small-leaved Elm *Ulmus minor* bonsai 257, December 24, 2008 / Sage Ross / CC BY-SA 3.0





## What is a free licence?

The person who creates a work is the owner of the work's copyright – which literally means “the right to copy” – unless they produced it for their employer or legally transferred the right to somebody else. People use copyright licences to give others permission to use their works.

A free licence is a kind of copyright licence that says the creator will allow anyone to use their work, for any purpose, without asking prior permission. Using a free licence makes it easier to share your work with others.

The Wikimedia Commons default is the Creative Commons Attribution-ShareAlike licence (CC BY-SA), which says that

*for a work released under the licence, anyone may:*

- use it, copy it, and share it; or
  - modify it and share the new work
- as long as the person using it:*
- provides credit (Attribution) to the original author and notes the licence; and
  - releases any modifications under the same licence (ShareAlike, also known as copyleft).

### Misconceptions about copyright licences

✘ “I released my photo under a free licence. That means I gave up my copyright.”

✘ “I own a copy of a photo, therefore I am the copyright holder.”

“I took the photo of this copyrighted work myself, so it's not covered by anyone else's copyright.”

“I scanned and modified this work, ✘ so I own the sole copyright for this version.”

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#### CC BY-SA

The Attribution mark and ShareAlike mark are provided by Creative Commons to indicate you want to be credited for your work, and that any derivatives must be shared under the same terms.



#### CC BY

If you want to get credit when people use your work, but you don't mind if someone modifies or remixes it without sharing their new derivative work under the same terms, you can use the Creative Commons Attribution licence.



#### CC ZERO

To release your work with no restrictions at all without requiring people to credit you for your work, you can use the CC Zero public domain dedication to waive all your rights to it.

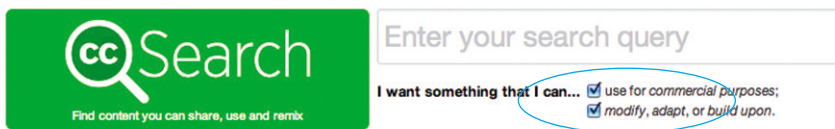




## Finding free photos

There are many places to find freely licenced or public domain photos that could be uploaded to Commons and used in Wikipedia articles. Flickr is a great place for any subject that can be readily photographed, if the subject itself isn't copyrighted. Freely licenced open-access scientific journals, such as the Public Library of Science journals, have many useful scientific and medical illustrations.

When you upload them to Wikimedia Commons, just select "This file is not my own work" and enter the author, a link to the source, and the correct free licence. Try using Creative Commons Search to find freely licenced files: [search.creativecommons.org](http://search.creativecommons.org)



Be sure to check both options: "I want something that I can ... use for commercial purposes; modify, adapt, or build upon."

## Is it public domain?

A work in the public domain is not covered by anyone's copyright. For some public domain works, the copyright term has expired. How and when that happens is complicated, and varies by country and by the type of work. Other works are not eligible for copyright in the first place. And in some cases, the author has voluntarily given up their copyright.

You can upload a work to Wikimedia Commons if it is public domain in both the United States and the work's country of origin.

Here are a few rules of thumb. A work is usually public domain if:

- it was published in the United States before 1923
- it was published outside of the United States and the author has been dead for more than 70 years
- it is a work of the United States Federal Government
- the author explicitly released it to the public domain

For more details on what is and is not public domain, see the page [Help:Public domain](#) on Wikimedia Commons.

## Have fun!

## Modifying existing Commons photos

You may upload modified versions (such as crops or digital restorations) of other Commons photos. For anything except very minor changes, you should upload the modified version with a new file name and link back to the original version.

## Misconceptions about public domain

- ✗ "Content without a copyright notice is not protected by copyright."
- ✗ "Content from before the Internet existed is too old to be protected by copyright."
- ✗ "The author has died, so the copyright has expired."
- ✗ "I didn't have to pay to access this, so it's free of copyright restrictions."
- ✗ "This work is displayed publicly, so it is public domain."
- ✗ "This is a publicity shot, so it is public domain."





# Glossary

## copyright

The exclusive right to copy and utilise a creative work. By default, any creative work is covered by the author's copyright as soon as it is created (even if there is no explicit copyright notice).

## copyright licence

Formal agreement from a copyright owner that gives others permission to use a copyrighted work under certain conditions.

## Creative Commons

A non-profit organisation that distributes the Creative Commons copyright licenses to allow people to share their works. Creative Commons licences include the Attribution licence and the Attribution-ShareAlike licence, which are the two major free licences accepted by Wikimedia Commons. Other Creative Commons licences include those with "No Derivatives" or "Non-commercial" clauses, which may not be used on Wikimedia Commons because they are too restrictive.

## free licence

A public copyright licence that ensures the freedom to use and study a work, to make and redistribute copies of it, to make changes and improvements, and to distribute derivative works, by any person for any purpose. The most common free licences are the Creative Commons Attribution and Attribution-ShareAlike licences (but not the No Derivatives or Non-commercial versions), the Free Art Licence, and the GNU Free Documentation Licence (GFDL). For the full definition of a free licence, see [freedomdefined.org](http://freedomdefined.org).

## public domain

Works in the public domain are free of any copyright restrictions whatsoever. With a few exceptions, a work only enters the public domain once its copyrights expire (which happens many decades after publication).

## Wikimedia Foundation

The non-profit charitable organisation that hosts Wikimedia Commons, Wikipedia, and other educational projects. Wikimedia Foundation is based in San Francisco, California. Its mission is "to empower and engage people around the world to collect and develop educational content under a free licence or in the public domain, and to disseminate it effectively and globally."

## Wikimedia UK

Wikimedia UK is a charity and is the local chapter of the global Wikimedia movement. We exist to support and promote Wikipedia, Wikimedia Commons and the other Wikimedia projects, as well as collect develop and distribute freely licenced knowledge (and other cultural, educational and historic material).

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