LearnWiki™ video series

Module 16:
"Uploading Original Images to Wikimedia Commons"

Contact:
https://meta.wikimedia.org/wiki/User_talk:Pine

WIDE ANGLE VISUAL
Title card or scene (might be video but probably not due to
resource constraints). Be sure to include images of community
people in small and large groups, as well as a few images of
Wikimedia content.


SOUND EFFECT
Series signature audio cue or music (approximately 5 seconds)


VISUAL: fade to white slide. Fade in black text "Uploading
Images to Wikimedia Commons". Narrator walks into the frame from
the right side. Use chroma keying to support this.


NARRATOR
Hello, my name is X, and my Wikimedia username is Y. In this
video, we will learn how to upload original images to Wikimedia
Commons. Let me emphasize that this video talks about uploading
original images. If you want to upload a modified version of an
image, then please watch both this module and the module about
uploading modified images.


VISUAL: FADE TO a web browser address bar that is at
https://commons.wikimedia.org, then ZOOM OUT to see the full
Commons home page. We are already logged in.


NARRATOR
Wikimedia Commons hosts most of the images that are used on the
Wikimedia projects, including Wikipedia and Wikidata. Commons
hosts images that anyone can use without paying a copyright fee.


VISUAL: as each example is mentioned by the narrator in the text
below, show an image example (the actual images, not the file
pages). Fade from one to the next as the narrator speaks.
  1. Natural objects:
     https://commons.wikimedia.org/wiki/File:Rajasthan-Chittore_
     Garh_15.jpg
  2. Useful objects:
     https://commons.wikimedia.org/wiki/File:Bicycle_in_the_afte
     rnoon_in_a_residential_neighborhood,_Auckland_-_0074.jpg
  3. People in public spaces:
     https://commons.wikimedia.org/wiki/File:Kofi_Annan_2012.jpg
  4. Maps:
     https://commons.wikimedia.org/wiki/File:Carte_physique_simp

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        lifi%C3%A9e_de_la_France.svg
    5. Diagrams:
        https://commons.wikimedia.org/wiki/File:ECEF_ENU_Longitude_
        Latitude_relationships.svg
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NARRATOR
(NOTE: pause briefly between each type of object)
Commons hosts images of thousands of subjects. Examples include
natural objects like flowers, useful objects like bicycles,
people who are in public spaces, maps, and diagrams.

VISUAL: FADE TO the file page for Diagrams:
https://commons.wikimedia.org/wiki/File:ECEF_ENU_Longitude_Latit
ude_relationships.svg (not the image itself). Scroll down to the
list of places where the photo appears. Highlight each language
code of Wikipedia where the image appears, such as
cs.wikipedia.org.

NARRATOR
We can see on an image file's page where it is used on Wikipedia
and other Wikimedia projects like Wikidata and Wiktionary. This
photo appears on the Czech, English, Hebrew, Hindi, and
Serbo-Croatian Wikipedias. Some photos appear only on Commons,
while other photos may appear on dozens of Wikipedia pages.

VISUAL: FADE TO the Commons home page.

NARRATOR
People who are logged in can upload new images to Commons. To
upload a new file, click the Upload button near the top of the
window.

VISUAL: mouse move to scroll over the "Upload" button that has
white text with a blue background. Click the button. We see the
first page of the upload wizard.

NARRATOR
This page provides basic information about what kinds of images
are allowed on Commons. Around the world, laws about images vary
from country to country.

VISUAL: ZOOM IN on the part of the image that starts with "You
may upload works that you created entirely by yourself" and ends
at the blue horizontal line below that.

NARRATOR
We can usually upload images that we have created entirely by
ourselves. Keep in mind that when we upload an image, we grant
everyone permission to use, copy, modify, and sell it. Wikipedia
is free of charge, and images on Commons should have no fees for
use. However, we usually keep an important right called
attribution, which means that anyone who uses the image must
give us a written credit.

VISUAL: PAN and ZOOM TO the portion of the help image that has
at its top "We can't accept works created or inspired by others"
and at its bottom "You can upload your photographs of old art,
statues, and buildings (usually over 150 years old)."

NARRATOR
Many images created or inspired by other people and their work
should not be uploaded to Commons because the images are
**protected by normal copyrights**. If we find an image on the
Internet and the image has no copyright information, then we
usually assume that the image is fully copyrighted. However,
there are two important kinds of images by other people that we
are allowed to upload to Commons.

VISUAL: PAN and ZOOM TO on the portion of the image that says
"You can upload someone else's work if the author **granted
permission** for anyone to use, copy, modify, or sell it."

NARRATOR
If someone grants permissions that are compatible with Commons,
then uploading the image is OK. For example, some governments
permit anyone to reuse images that are official government works
and are released to the public.

VISUAL: Fade to the page
File:Flickr_-_DFID_-_A_female_doctor_with_the_International_Medi
cal_Corps_examines_a_woman_patient_at_a_mobile_health_clinic_in_
Pakistan.jpg (not the image itself). Scroll down to view the
entire "Permission" section. Briefly highlight the entire
subsection that begins with "This file is licensed under the
Open Government Licence v1.0 (**OGL**)."

NARRATOR
Also, some photographers permit their photos to be reused under
a Creative Commons Attribution license.

VISUAL: briefly highlight the entire subsection that begins with "This file is licensed under the Creative Commons Attribution 2.0 Generic license."

NARRATOR
Sometimes images have multiple licenses, such as this image, which has both a Creative Commons Attribution 2.0 license and an Open Government 1.0 Licence.

VISUAL: FADE TO our previous place on https://commons.wikimedia.org/wiki/Special:UploadWizard. PAN RIGHT to the portion of the image that says "You can upload your photographs of old art, statues, and buildings (usually over 150 years old)."

NARRATOR
If an image's **copyright has expired**, then the image is OK to upload to Commons. Length of copyright varies around the world, so we may need to research the copyright rules for a particular image.

VISUAL: Fade to https://commons.wikimedia.org/wiki/File:Villers_Young_Woman_Drawing.jpg (the file page, not the image itself). Scroll down to the License section. Briefly highlight the entire License section.

NARRATOR
Note that this image file is a photo of a painting. **In situations where a photo shows artwork or another object that can be copyrighted, then we need to check the copyright both for the image file and for the object that appears in the image.**

VISUAL: Fade to https://commons.wikimedia.org/wiki/File:Thiruvalluvar_Statue5.jpg (the file page, not the image itself).

NARRATOR
For buildings and objects other than photographs, such as statues, some nations have an exception called "**freedom of panorama**", sometimes called "F.O.P.", that allows people to take new photographs of the object even if the object itself is copyrighted. Freedom of panorama varies significantly around the world. For example, in some countries freedom of panorama applies only to certain parts of buildings, while in other

countries F.O.P. might apply also to some types of statues and paintings. If you want to upload a photo of a copyrighted object, then check whether there is a freedom of of panorama exception that would apply.


VISUAL: fade to a slide that says "A few more notes".

VISUAL: Fade in a bullet point line that says "Images on Commons must have licenses that permit commercial use." (without quotes)

NARRATOR
Some copyright licenses, including Creative Commons licenses, say that using an image is free for **non-commercial purposes**. However, **images on Commons must allow commercial use**.

VISUAL: Fade in a bullet point line that says "Images on Commons **must not be "fair use"**." (without the external quotes)

NARRATOR
There are exceptions to copyright known as "fair use". However, fair use images are not permitted on Commons. On occasion, fair use images are permitted with strict conditions on English Wikipedia, but again, fair use images are not allowed on Commons.

VISUAL: Fade in a bullet point line that says "Be respectful of **privacy and personality rights**." (without the external quotes)

NARRATOR
Be respectful of privacy and personality rights. Privacy rights may include the right of a person not to be photographed when they are inside a private place like their home unless the person gives permission. Personality rights may include the right to be shown honestly. Editing a photo could be dishonest if the edits make important changes to the content, such as changing the appearance of someone's clothing from green to purple.

VISUAL: Fade in a bullet point line that says "Some areas may have **special restrictions on photography**." (without the external quotes)

NARRATORS
In many countries, private property owners and government

officials may place restrictions on taking photos in places like courtrooms, military facilities, and museums. Knowing local laws and customs is important. Sometimes officials in certain facilities may have policies that vary, for example, in the United States some courts allow cameras while others do not, so even if you get permission to take photos in one place you should check whether taking photos is OK in a similar place.

*VISUAL: Fade to a slide that says "How do we know whether an image is copyrighted? * Check the Commons licensing flowchart * If you are uncertain then find a lawyer to advise you, or do not upload the image." (Each bullet point should be on a separate line).*

*NARRATOR*
*Now we have some basic knowledge about copyright and other laws. In the LearnWiki additional materials, there is a flowchart that provides more detailed guidance. However, because copyright laws are so complicated and have so much variation around the world, if you are uncertain whether an image is protected by copyright, three options are (1) to find a lawyer to advise you, or (2) to not upload the image. Most people will choose not to upload the image because getting professional legal advice can be expensive. Each person is solely responsible for their own decisions about uploading images. If you upload an image that a court decides is protected by copyright, then you may receive significant penalties, so be wise when deciding which images to upload.*

*VISUAL: Fade to a white background with the text on it that says: "Commons image decision flowchart" (without quotes) and provides a link to the flowchart page in Additional Materials. ZOOM OUT to show the user's browser window. Show the user opening a new tab. ZOOM IN to the browser address bar. Show the user typing the URL and pressing the "go" button. The page with the flowchart appears. (Flowchart draft is at https://docs.google.com/spreadsheets/d/1LawO4Zc9-yEqsPna7CnGJeiD 73CfqvgFr2p6pR6118A/edit?usp=sharing)*

*NARRATOR*
*In many cases, when we upload images to Commons, we already know the legal status of an image, so we can skip using this flowchart. If we need to research the legal status then the flowchart can provide guidance. Feel free to pause the video here and use the flowchart.*

FADE TO the full screen of
https://commons.wikimedia.org/wiki/Special:UploadWizard.


NARRATOR
Let us say that we already know that our image is allowed on
Commons. With this information, we can continue to the next step
for uploading. At the bottom right corner of the screen, press
the "next" button.

VISUAL: mouse click on the "Next" button at the bottom right
corner of the screen. The "Upload" page of the Upload Wizard
appears.

NARRATOR
Select images to upload.

VISUAL: mouse click on the "Select media files to share" button.
A file manager window appears. Select two files to upload; File
"A.jpg" should be an original work, and file "B.png" should be a
freely licensed US Government work. The files appear on the
Upload Wizard window.

NARRATOR
After the uploads are finished, press "continue".

VISUAL: mouse click on "Continue". The next page appears.

NARRATOR
When we upload multiple files, we can provide copyright
licensing information for all the files as a group, or
separately for each image.

VISUAL: select "Provide copyright information for each file
individually on the next page." Click continue. The license page
for the first image appears.

NARRATOR
Commons will try to fill out some information for us. We should
give the file a meaningful name that will make it easy for other
people to find. The file name can be in any language.

VISUAL: rename the photo to something like "1965 Ford truck"

NARRATOR
Provide a brief description.

VISUAL: in the description, click on the language button and change the language to Vietnamese. Type "1965 Ford xe tải tại một cửa hàng sửa chữa" in the description box.

NARRATOR
We have the option to provide descriptions in more languages.

VISUAL: click the "Add a description in a different language" button. In the description field, type "1965 Ford truck in a repair shop".

NARRATOR
Now we need to declare whether this image is our own work. If it is entirely our own work, click the first button.

VISUAL: click the "This file is my own work" button. Legal information appears.

NARRATOR
The default license is shown on the page. If we want to read more about the license or change the license, we can do that here. If this is our first time using a Creative Commons license, then reading the legal information is recommended.

VISUAL: briefly highlight the "(legal code)" and "Use a different license" links.

NARRATOR
Select the date that the image was first created or published. The numbers show the year, then the month, then the day. Sometimes, Commons is able to detect this information from the file that we uploaded.

VISUAL: type "2017-02-05" into the date field

NARRATOR
This information says that the photo was created or published on February 5th, 2017. Now we need to select categories for the photo. We can begin by typing the name of the main subject in the photo to see if there are any matching categories.

VISUAL: type "Ford truck" into the category field. Matching

options appear, including "Ford trucks".

                    NARRATOR
        This is a good start. Let's select that for now.

              VISUAL: select "Ford trucks".

                    NARRATOR
    Being more specific is better when that is possible. Let's
                search by location or year.

        VISUAL: type "Ford trucks in". Only "Ford trucks in Norway"
                        appears.

                    NARRATOR
  This truck isn't in Norway, so let's delete that. Instead, we'll
                try "1960s Ford trucks".

        VISUAL: delete "Ford trucks in Norway". Type "1960s Ford
                trucks". An exact match appears.

                    NARRATOR
        Great. Now let's see if we can get an exact match.

        VISUAL: type "1965 Ford trucks". A matching category appears.

                    NARRATOR
      This is great. Now we can delete the other two categories,
  because they are more general than the specific category that we
                        found.

        VISUAL: use the mouse to click the X next to "Ford trucks" and
                "1960s Ford trucks".

                    NARRATOR
    Guessing about the names of categories is a good idea until we
                find a good match.

                    NARRATOR
    We are finished with the information for the first image. For
      the second image, let's make the name more specific.

      VISUAL: click on the Title field. Enter "Space Shuttle Discovery
                launch - 31 May 2008".

NARRATOR
Now add the description.

VISUAL: click on the Description field. Add "Space Shuttle
Discovery launches from Kennedy Space Center launch pad 39A at
5:02 p.m. (EDT) on 31 May 2008."

NARRATOR
This photo was originally made by someone else.

VISUAL: click on "This file is not my own work."

NARRATOR
Enter the place where we found the image, and the name of the
creator.

VISUAL: enter (NASA url) in the Source field.

VISUAL: Enter "NASA/Tony Gray & Don Kight".

NARRATOR
Now select the correct license.

VISUAL: Click "This work was made by the United States
Government". Then click "Original work of NASA".

NARRATOR
Add categories.

VISUAL: in the Categories field, add "Space Shuttle Discovery".
Type "Launch Pad 39A", but there is no matching category for
that.

NARRATOR
There was no match for the second category, so we will try
something else.

VISUAL: delete "Launch Pad 39A". Type "Kennedy Space"; the
option "Kennedy Space Center Launch Complex 39A" appears.

NARRATOR
That worked. We know the location where this photo was taken,
and we have the option to add that information.

VISUAL: click "Add location and more information…" Enter the

latitude and longitude.

                          NARRATOR
    Editing the file name, adding descriptions and categories, and
    adding location information can take a little time, but these
     actions will make the image much easier for other people to
                            find.

                          NARRATOR
            We're finished. Press the continue button.

VISUAL: press the continue button. We are taken to the
publication page.

                          NARRATOR
    This is the end of the upload process. Our files are now on
    Commons. There are two ways to access a file. If we want to
    include the file on a page in a Wikimedia site like Wikipedia,
                we can copy the first line of text.

VISUAL: highlight "[[File:1965 Ford truck.jpg|thumb|1965 Ford
truck in a repair shop]]"

                          NARRATOR
     If we want to use the link in an email or on a different
             website, we can use the second line of text.

VISUAL: highlight
"https://commons.wikimedia.org/wiki/File:1965_Ford_truck.jpg"

                          NARRATOR
    We're finished with our uploads, so now we can return to the
   Commons main page. If we want to upload a modified version of
   this image, such as a version without the extra space at the top
     and bottom of the image, then we should watch the separate
     LearnWiki module about uploading modified versions of images.

VISUAL: at the bottom of the screen, click "Go to wiki home
page".


ZOOM OUT TO WIDE ANGLE VISUAL
Page FADES to an information screen that displays "Uploading
Original Images to Wikimedia Commons", the Wikimedia community

logo, links to Additional Materials, and a link to the next
module.


                              NARRATOR
       This is the end of this video module. You can restart the
     module, look at Additional Materials, or watch another module.


MEDIUM ANGLE VISUAL
End credits
     ● This series was funded by an Individual Engagement Grant
        from the Wikimedia Foundation, and produced in cooperation
        with the Wiki Education Foundation and Cascadia Wikimedians
        User Group
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        translators)
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     ● (Copyright/licensing info for the module)