

Steps for adding images to Wikidata items

1. Go to https://commons.wikimedia.org/wiki/Category:Potential_image_for_Wikidata_item
2. There is a bulleted list with years, linking to files uploaded in that year's Wiki Loves Monuments competition. Pick one to work with.
3. PetScan will load. If a list of file names does not appear, click the button labelled 'Do it!'
4. The file names will usually be descriptive, eg: [File:Little Burstead - Coopers Cottage - 20190915115852.jpg](#) Use the descriptive part to search Wikidata. In this case [Little Burstead - Coopers Cottage](#)
5. Open the Wikidata item
 - a. *If the item already has an image, skip to step 10*
6. Scroll down the page to find 'add statement' (above the 'Identifiers' section) and click on it
7. You will be prompted to add a property. Type 'image' or select it if the option appears
8. A new field will appear; paste in the name of the image including the extension; in this example Little Burstead - Coopers Cottage - 20190915115852.jpg
9. Click publish
10. Go back to the file on Commons and remove the category 'Potential image for Wikidata item' by clicking edit at the top of the page, deleting the relevant line of text, and clicking 'Publish changes'
11. If there are any other images of the same place, remove the category 'Potential image for Wikidata item' from those as well