

The Commons Workflow by Mike Dickson

Imagine you have a selection of photos of one particular thing: a statue, a protest march, a historic building. Here is a workflow you could use to deploy these photos throughout Wikimedia platforms, increasing their visibility and doing a good deed for the world. It involves working with Wikimedia Commons, Wikidata, and Wikipedia.

1. Select a batch of “Commons-worthy” photos: cropped, straightened shots, with potential educational, historic, or media use.
2. Search Wikipedia to see if there’s a relevant article. If there’s a photo there, click through and see what categories it’s using in Commons.
3. Also search Commons for the subject of your photos, to see what’s already there and what categories are being used.
4. And search Wikidata to see if the subject of the photo is in there.
5. Start the upload. (Don’t worry if a photo looks like it’s rotated 90°, it will all come right.)
6. Commons will ask if there’s any copyrighted works by someone else in the photo, like a poster or hand-drawn graffiti—this is a problem if so!
7. Think about the licence: how many restrictions do you really need? CC BY ensures you get credited whenever the photo’s reused, and doesn’t restrict the licence used by someone else.
8. Pick a short, sensible, generic filename, maybe with your initials to personalise it. A filename is not a description. Double check the spelling!
9. The caption is a basic 255-character description: imagine it’s the text under a picture in an infobox. You can’t format a caption.
10. Try if possible to create a fuller description: a short paragraph giving context, with Wiki-formatting, and specific info about this photo.
11. Add the Wikidata item for the main subject visible in the photo; what’s called *structured data*.
12. Add a specific category for a batch of photos, even if it doesn’t exist yet.

As we’ll see it really helps if all these photos are of the same thing—or could use the same general caption/description and category.

Categories (+): Donald Judd |
Outdoor sculptures in Australia |
Public art in South Australia



IMG_3149.JPG

*If there’s no specific Commons category, work out what it **should** be called using another similar object as a guide; we’ll create it later on.*

*If there’s no Wikidata item, go to **A: Creating a Wikidata Item** instructions.*



IMG_3154.jpeg

Uploading...

Remove

☒ Creative Commons Attribution 4.0 ([learn more](#))
(requires the person using this media to give appropriate credit)

Title

Donald Judd Untitled Adelaide MRD

English

1974–75 concrete sculpture Untitled by Donald Judd, Art Gallery of South Australia

English

The triangular concrete sculpture "Untitled" created by US artist Donald Judd, and controversial at the time, is situated behind the Art Gallery of South Australia.

Main subjects visible in this work (optional)

Q133857138

Untitled (Q133857138)

public artwork in Adelaide by Donald Judd

Untitled (Donald Judd, 1974–75, Adelaide) e.

The category shown in red does not exist.

13. Check there's a date and location.
14. Use the copy information option to copy down all those fields (except date/time and location, which can differ from photo to photo); this also generates an automatically-numbered title.
15. Publish the uploads; **ignore the warning** about missing categories.
16. Go back through and tweak descriptions as needed, and add any additional categories particular photos might need.
17. Go back and check each photo to see if there's any extra stuff depicted, like buildings or geographic features in the background, and edit descriptions as needed.
18. If there's a repeated typo in your upload text, you can use the Perform Batch Task tool to fix it. But if the filename is wrong, you'll need to request renaming with the Move tool.
19. Pick one of your uploaded photos and set it as the Wikidata image; portrait-oriented ones look better in Wikidata-generated infoboxes.
20. If you used a red-linked non-existent category now go through **B: Creating a Commons category**.
21. Once Wikidata and Commons categories are sorted, you can go on to **C: Deploying in Wikipedia**.

 2025-04-11 16:34:59

^ Copy information to other uploads

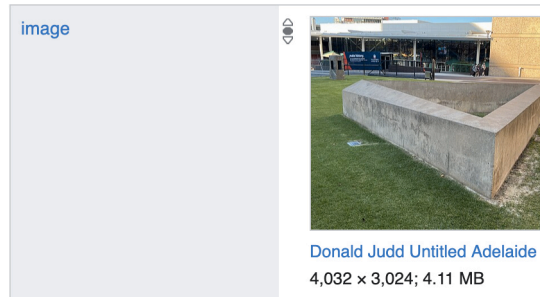
☒ Title (automatic numbering will be added to keep title unique)

 Copy selections to other uploads

File:Donald Judd Untitled Adelaide MRD 03.jpg [\[edit\]](#)

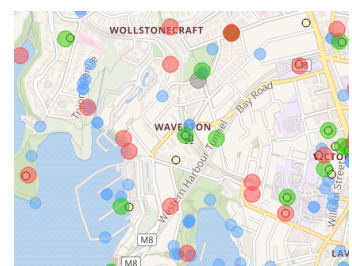
[File](#) [Discussion](#) [Read](#) [Edit](#) [Edit source](#) [View history](#)

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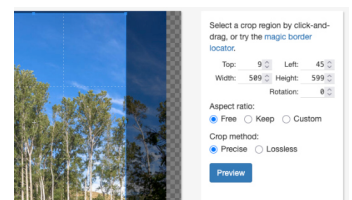
WikiShootMe!

This Magnus Manske tool (wikishootme.toolforge.org) displays nearby Wikidata items on a map, indicating whether they have an image or not, as well as any Commons photos with map coordinates. It's a good way for beginners to get started, as opening the website on a smartphone lets one take a photo and automatically upload it to Commons and attach it to a Wikidata item, turning the red circle green. Use it for photo walks and community Wikimedia meetups.



CropTool

In your Commons Tools menu is CropTool, which lets you both crop and rotate images in Commons. Feel free to crop and straighten your own photos, but if you do it to others you should probably upload the result as a new file, rather than overwriting (see [guidelines](#)). Note that uploading a new file with CropTool won't copy over the caption or structured data.



A: Creating a Wikidata Item

First make extra sure the subject doesn't exist in Wikidata already; search for different versions of the name, search for a Wikipedia article and look for the Wikidata item in the Tools menu, even check the spot in WikiShootMe.

1. Find a very similar Wikidata item to act as a template so you can see what properties to use.
2. Create a new item using sensible properties. The *moveClaim* tool (in Gadgets) is very handy for copying across properties from a similar item.
3. Find one reasonable online source you can use as a reference and copy it to all your claims using *DuplicateReferences*.
4. Copy the Wikidata Q number and add it to the "Main subjects visible" field for your ongoing Commons upload.

Untitled (Q113178974) ...

public artwork in Münster by Donald Judd

Untitled (Q133857138) ...

public artwork in Adelaide by Donald Judd
Untitled (1974–75)

Base your new item on a similar but well-worked-out one.

☒ *moveClaim*: A tool to move or copy a statement from one enti

genre public art

creator Donald Judd

reference URL <https://www.agsa.sa.gov.au/whats-untitled/>
retrieved 11 April 2025

☒ *DuplicateReferences*: Adds a link to copy references and ad

B: Creating a Commons category

Commons does not have consistent and sensible categories, so do some research, find photos very similar to yours, and take note of how they're categorised.

1. Open one of your recently-uploaded photos with a red non-existent category.
2. Copy the description text to use as the category description.
3. Click on the red category to create a new Category, and add {{Wikidata Infobox}} to the top.
4. Paste your description text into that, and style the subject's name bold like a Wikipedia article.
5. Add the categories, using [[Category:]], that you sorted out at the beginning of this process.
6. Publish, and check the results. The Wikidata infobox won't be working yet. Copy the full category name.
7. Go to the Wikidata item and add the property "Commons category" and the category name (*without* the word Category), and down in Multilingual Sites add Commons and the category name. Go back to the Commons category and refresh if there's no infobox yet.

Category (+): **Untitled (Donald Judd, 1974–75, Adelaide)**

Description English: The triangular concrete sculpture *Untitled* crea
is situated behind the Art Gallery of South Australia, Ad

{{Wikidata Infobox}}
The triangular concrete sculpture ''''Untitled
situated behind the Art Gallery of South Austra
[[Category: Donald Judd]]
[[Category: Art in Australia]]
[[Category: Public art in South Australia]]

NO WIKIDATA ID FOUND!

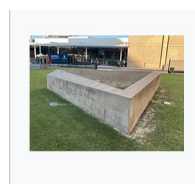
Commons category **Untitled (Donald Judd, 1974**

Multilingual sites (1 entry) ✓ ✕
commons Category:Untitled (Donald Judd, 1974
wiki Category:Untitled (Donald Judd, 1974–

C: Deploying in Wikipedia

You can add a photo to an appropriate article with a missing image, or replace a worse (badly lit, lower resolution) image.

1. Copy the filename of your favourite image in the batch.
2. In the article, click Edit, then Insert an image. By default it'll be a right-aligned thumbnail.
3. Write a short caption that matches other captions in style (e.g. there's usually no author credit, but place and date matter), and link to appropriate Wikipedia articles.
4. You can also double-click on an infobox and replace the filename of the image with your own one, correcting the caption if any. Portrait-oriented images look best here.
5. If you have multiple images that should be displayed side-by-side, add an image gallery from the Insert menu, and pick a selection of your photos. The [Gallery Tag help](#) has good examples of changing the waste space around the images and their size.
6. Don't be shy when adding/replacing images; and don't take it personally if someone else moves, deletes, or edits yours—there's probably a reason.



Donald Judd Untitled
Adelaide MRD 01.jpg
4,032 × 3,024; 4.11 MB

Insert ▾ Ω

Images and media

Untitled (1974–75), [Art Gallery of South Australia](#), Adelaide

Link ✕ [Edit](#)

 **Art Gallery of South Australia**
Art gallery in Adelaide, Australia

Also go back and add this image to the Wikidata item, by adding an Image property and pasting in the file name.

kānuka (*Kunzea ericoides*), māhoe (*Melicope ramiflora*), lowland ribbonwoods (*Plagianthus regius*) and especially tītiki (*Alectryon excelsus*).^[1] abundance of even-aged tītiki in the reserve is its most notable feature, and these make up one of the largest stands of the species surviving in Canterbury.^[1] Kawakawa (*Piper excelsum*), New Zealand passion vine (*Passiflora tetrandra*) and both species of native jasmine (*Parsonsia cap* and *P. heterophylla*) are also present.^[6] The native stinging nettle ongaonga (*Urtica ferox*) is common along path edges.^[7]



Mature work [[edit](#) | [edit source](#)]

In the early seventies Judd started making annual trips to [Baja California](#) with his family. He was affected by the clean, empty desert and this strong attachment to the land would remain with him for the rest of his life. In 1971 he rented a house in [Marfa, Texas](#), where he would later buy numerous buildings and acquired over 32,000 acres (130 km²) of ranch land, collectively known as Ayala de Chinati.^[16] During this decade, Judd's art increased in scale and complexity.^[17] He started making room sized installations that made the spaces themselves his playground and the viewing of his art a visceral, physical experience. Throughout the 1970s and 1980s he produced radical work that eschewed the classical European ideals of representational sculpture. Judd believed that art should not



Untitled (1974–75), [Art Gallery of South Australia](#), Adelaide

Commons Workflow Handout

By Mike Dickison (User:Giantflightlessbirds) • mike@rove.wiki • Available at www.rove.wiki/resources and [Wikimedia Commons](https://commons.wikimedia.org/wiki/Wikipedia:Commons) • Version 1.0 • April 2025 • CC BY 4.0 International • DOI:10.5281/zenodo.15208512

Credits

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