How to upload images to Wikimedia Commons

Got an image that you want to add to Wikipedia or another Wikimedia project? You'll need to start by uploading it to Wikimedia Commons. Here are 5 basic steps to get it done.

Step 0: Create an account

Step 1: Upload

Step 2: Release rights
- If you own the rights of the images
- If you find an image freely licensed by others
- If you find an image under public domain

Step 3. Describe

Step 4. Use
- Illustrate a Wikipedia article
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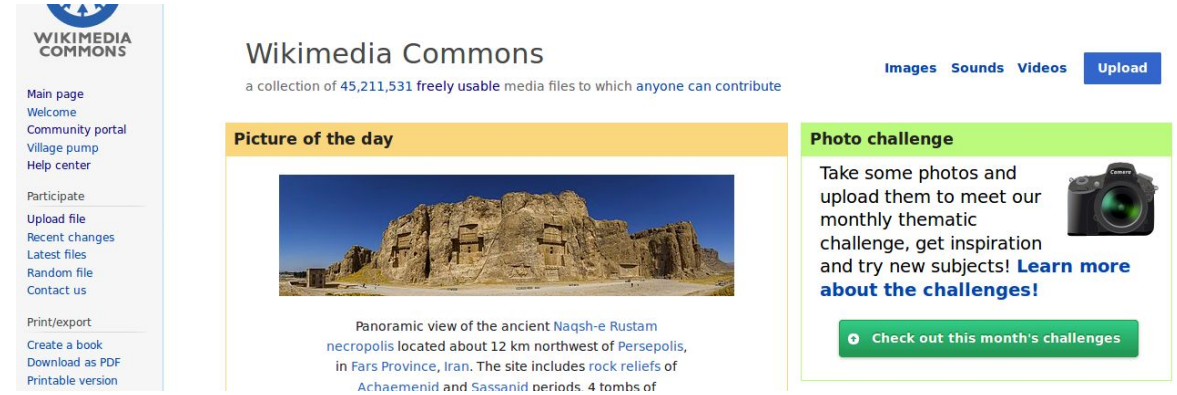
Step 0: Create an account

If you don't have a Wikimedia Commons account yet, create one. It takes just a few seconds.

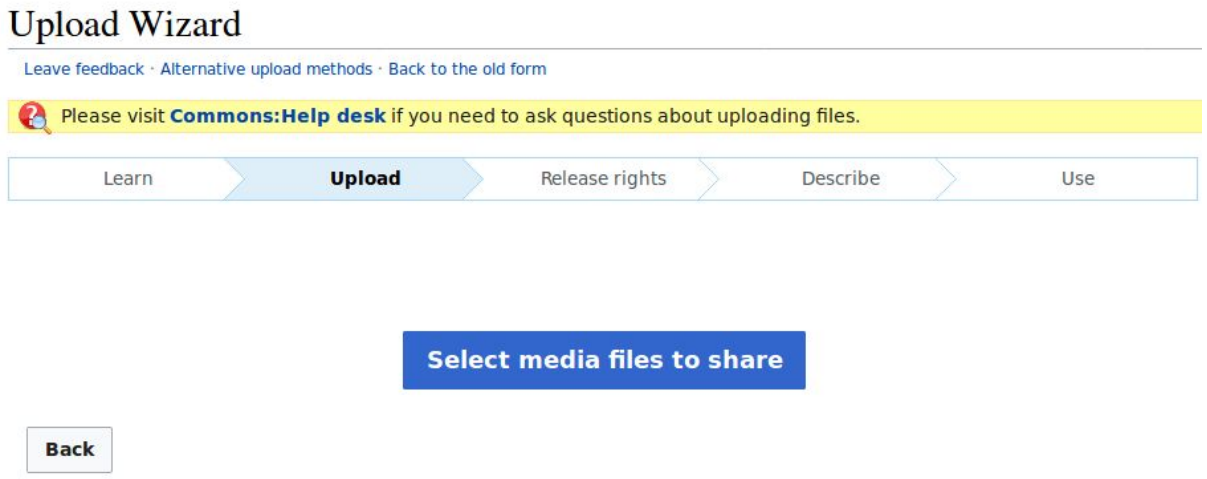
Step 1: Upload

Use the Upload Wizard in order to select an image from your computer.

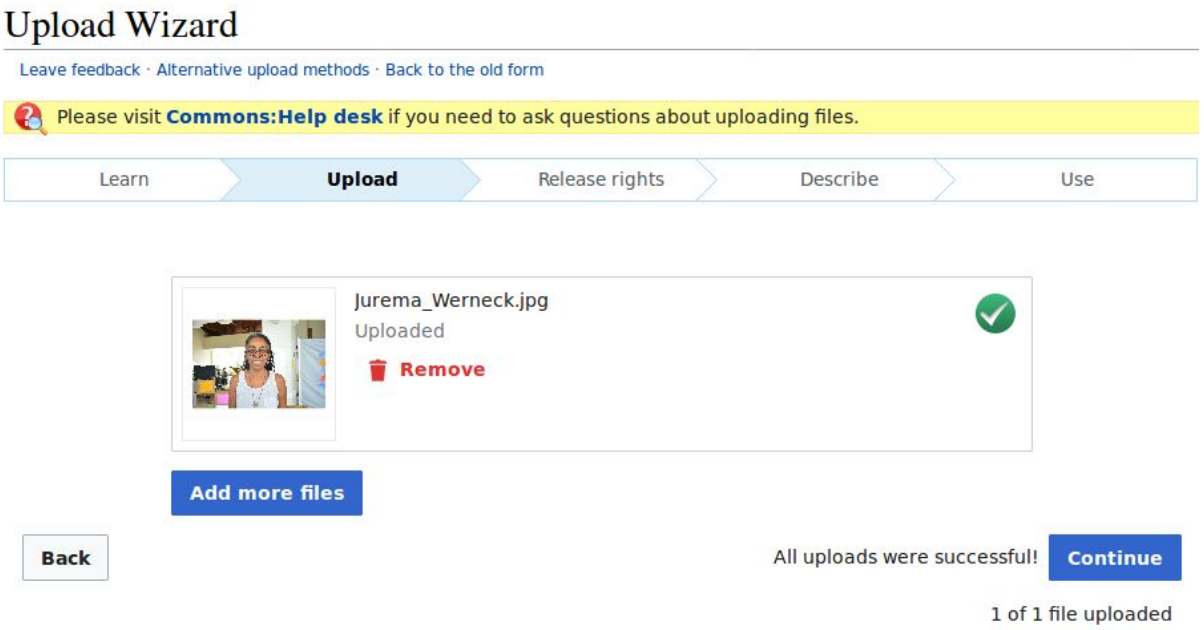
- Go to *Upload*



- Choose *Select media files to share.*



- Select the file and *Continue*.

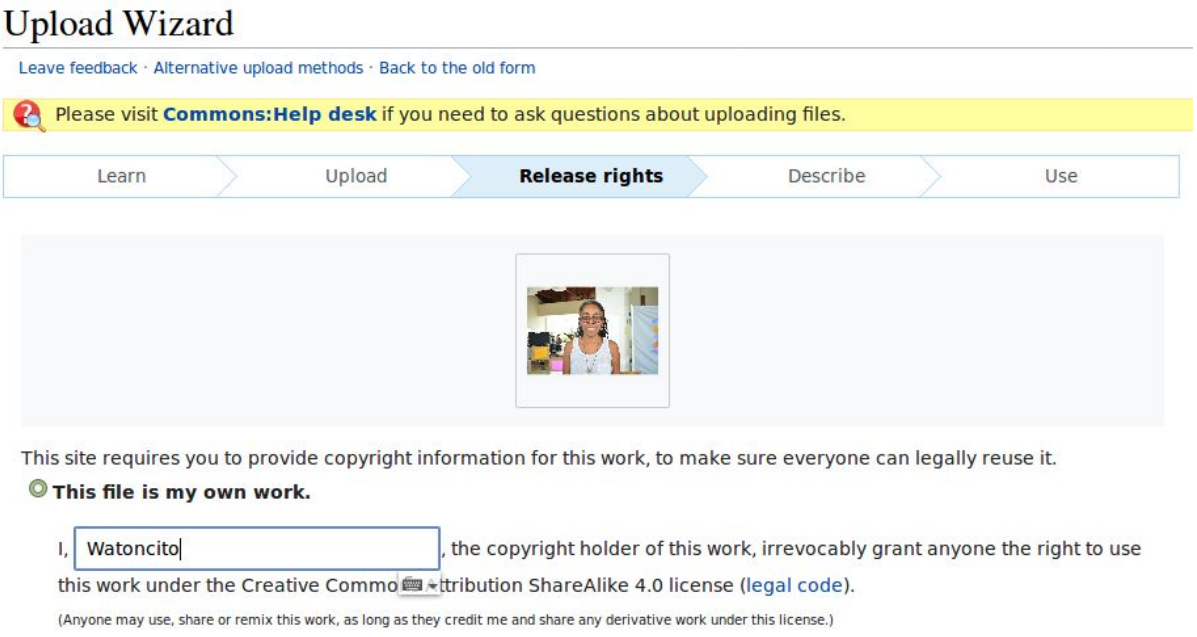


Step 2: Release rights

Provide copyright information for the work, to make sure everyone can legally reuse it. You can upload to Wikimedia Commons images of **your own authorship**, or material by other author under **public domain** or under a **free license**. There are some differences that we have to take into account. Let's see…

If you own the rights of the images

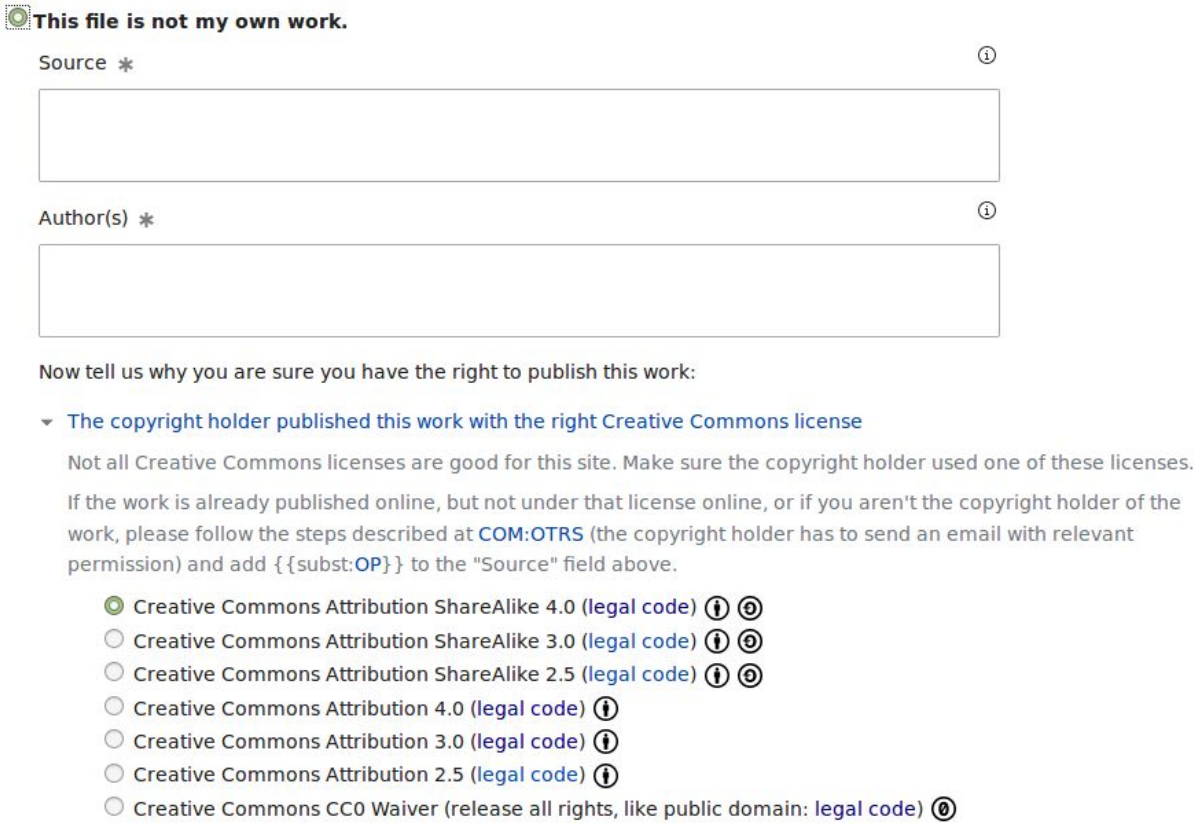
This photo of the Brazilian activist Jurema Werneck, was taken and uploaded by the user Wotancito, and it is her own work. She took the photo, and she has decided to put it under a free license. Let's see how she did it.



The user (author of the photo) just chose the first copyright option: *This file is my own work*. The work is then shared under the Creative Commons Attribution-ShareAlike 4.0 license.

If you find an image freely licensed by others

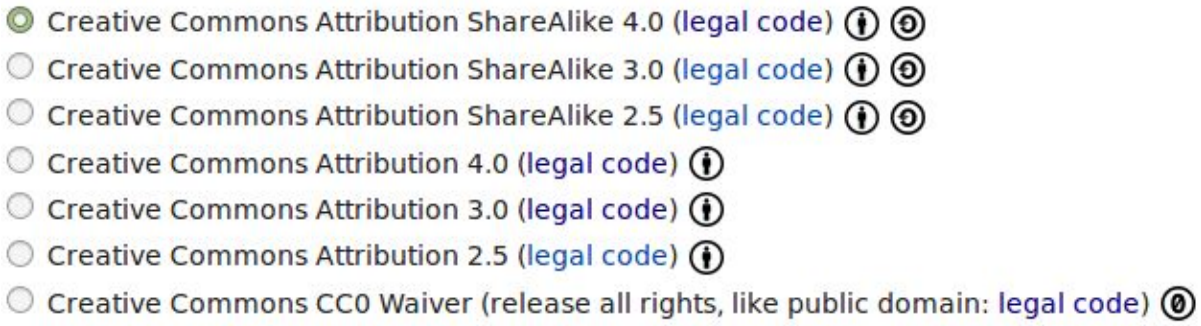
This photo of Espérance Nyirasafari, Minister at Rwanda, was uploaded by the user Señoritaleona, using as a source a file previously released under a free license by its author.



The user (who is not the author of the photo) just choose the second copyright option: *This file is not my own work.*

Next, it is necessary to complete:

- Source: where this digital file came from — it can be an URL, or a book or publication.
- Author: the name of the person who took the photo, or painted the picture, drew the drawing, etc.
- Creative Commons license: select the license used by the copyright holder. Make sure the copyright holder used one of these licenses:



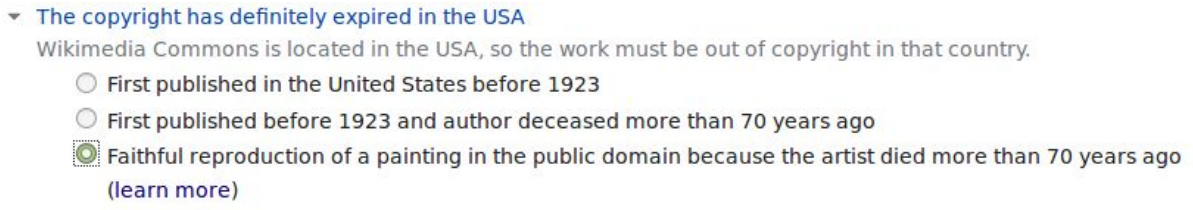
- If the photo has been downloaded from Flickr, select the license used by the copyright holder on the Flickr page:

- If the work is already published online, but not under one of these licenses, please follow the steps described at COM:OTRS (the copyright holder has to send an email with the permission) and add {{subst:OP}} to the "Source" field above. Read the guide: *Giving Consent for Images on Wikipedia* for more details.

If you find an image under public domain

This portrait of the British painter Elizabeth Emma Soyer was made by the artist Henry Bryan Hall.

The image is under public domain because the artist died more than 70 years ago (in 1884). The right copyright option for this work is:



In order to be hosted on Commons, all works must be in the public domain in the United States as well as in their source country. But if you are sure that the work is in the public domain in its country of origin, you can choose the option *Another reason not mentioned above* and use a tag, as in this example.

In the example above, the tag corresponds to Egypt. To find tags for other countries, check this page.

When done, save your work and continue to the next screen.

Step 3. Describe

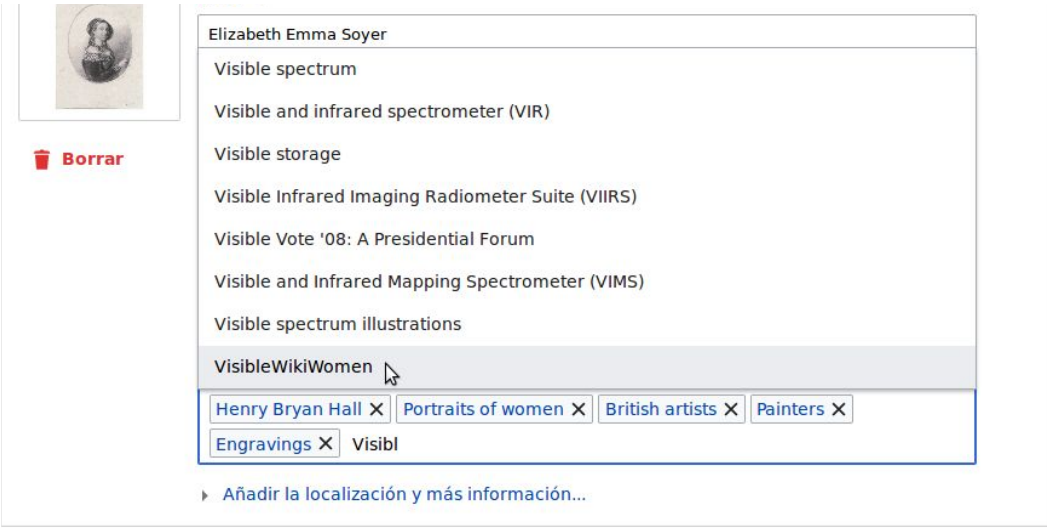
Next, you'll want to fill in some fields that describe the image so that everyone will be able to find it. This helps ensure your image gets seen and used!.

These are the minimum fields you should fill in:

- **Title**: Name your image something unique and descriptive, using plain language with spaces. This might just be the name of the woman in the image, for example "Jurema Wernek."
- **Description**: Briefly describe anything you know about the image. For example, you could mention the main things that are depicted, the occasion, or the place it was taken.
- **Date**: Say when the work was created or first published, as best as you know. You can choose the date this work was created or first published from the calendar, or input it in the YYYY-MM-DD format.
- **Category**: Add in the category VisibleWikiWomen so we can find your image later, ensuring it is counted towards the #VisibleWikiWomen challenge! Categories help

others find your image for use in Wikipedia and elsewhere. You might also add other categories that fit the topic of your image, for example, Portraits of women, or Women basketball players from Argentina. A good categorization should answer simple and basic questions: *what?, whom?, where?, who?, how?* For more information, visit the official policy for Categories on Wikimedia Commons.

For this challenge, always use the category **VisibleWikiWomen** (and add other relevant categories if you like) in order to group all the images that are part of the challenge.



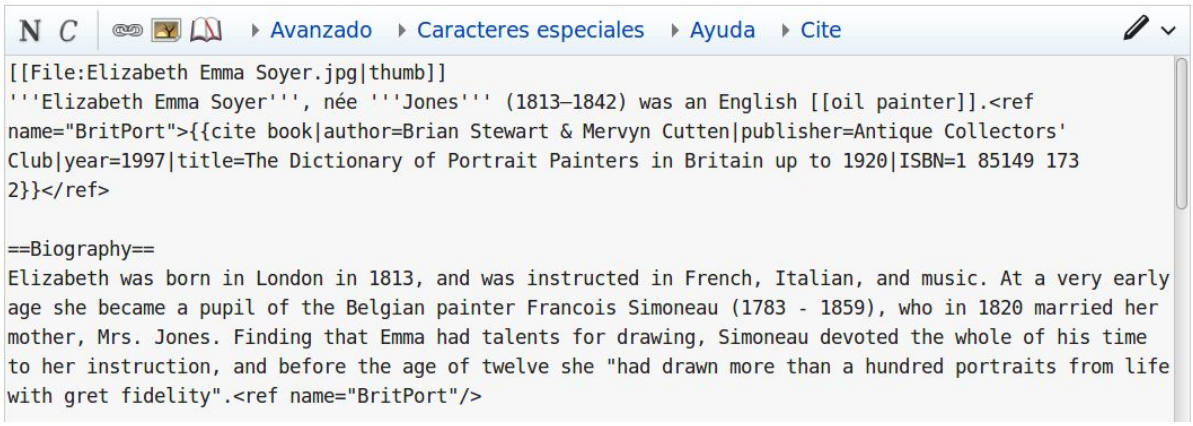
Once you've added whatever information you can share in these fields, click Next and your image will be saved. Thanks for donating an image to Wikimedia Commons!

Step 4. Use

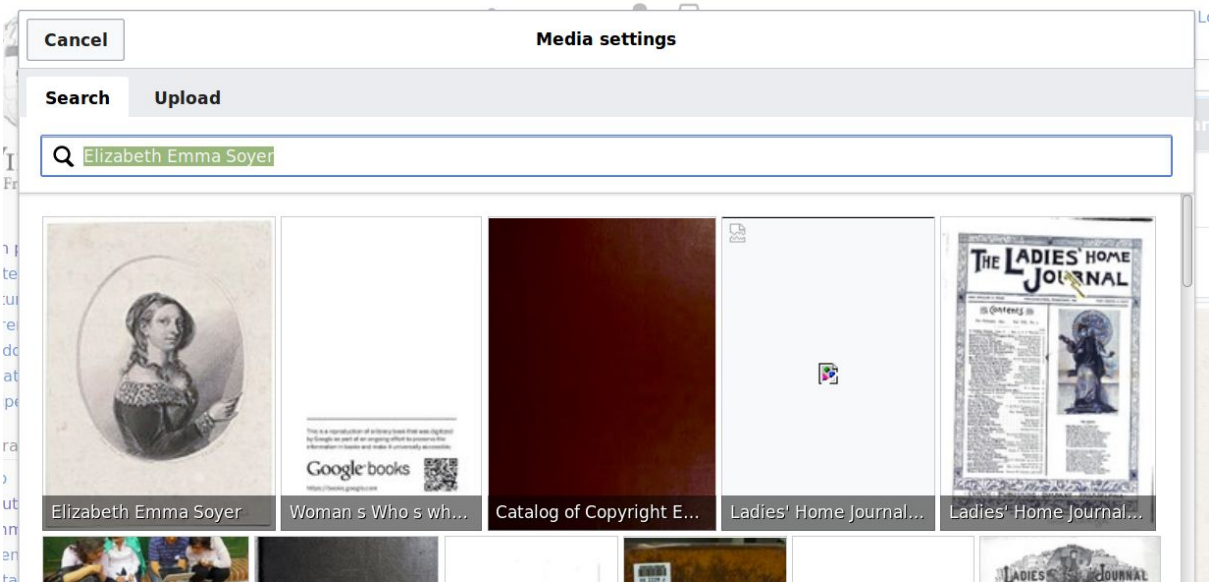
Once the image is uploaded, it can be used on Wikipedia and sister projects! We suggest at least two things you could do after uploading an image: illustrate a Wikipedia article, and link the image with it's associated item on Wikidata.

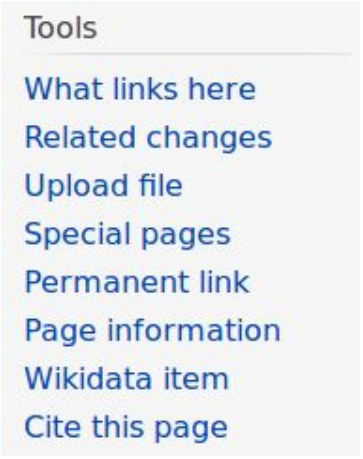
Illustrate a Wikipedia article

- Search for the Wikipedia article you want to illustrate, and click on *Edit.*
- If you are using the code editor, just paste a code like:
  [[File:**Filename.jpg**|thumb]]



- If you are using the visual editor, click on *Insert* - *Media* and search for the image you want.



Link the Wikidata item

- Click on *Wikidata item* in the sidebar of the Wikipedia page, under *Tools*.