

Help:Uploading and moving files on Wikimedia Commons

Wikimedia Commons (https://commons.wikimedia.org/wiki/Hlavn%C3%AD_strana?uselang=en) (WC) is a multilingual repository of freely licensed or freely usable media files, used primarily by many wiki projects, including WikiScripts (WL). The process for embedding a file from WC into an article is no different from that for embedding media uploaded directly here. However, if the file is in the WL repository, no other project can use it directly; the file must first be played on WC.

Uploading to WC is only a bit more laborious than to WL and can be done using the intuitive upload form. If the file is already uploaded to WL and meets the conditions listed in the following section, it can be moved to WC.

First, however, at the bottom of the file page, in the *File Links* section, check to see if a copy of the file already exists on WC. If it does, we must distinguish between two cases:

- The file name on WC and WL is the same: use the `{{Delete}}` template to suggest a file in WL to delete as a duplicate.
- The names on WC and WL are different: rename all occurrences in WL to refer to the file on WC, then propose the file on WL for deletion as in the previous point.

Suitable media

Files to be uploaded to WC must satisfy the following two conditions:

- Availability under at least one of the acceptable licenses.
- Realistic usability for other wiki-projects.

Licence

Acceptable

- **Creative Commons** (<https://creativecommons.org/>) – regardless of version (number after the license name) and localization (country name after the number, or *Unported* or *Generic* for the generic version):
 - **Cite the author** (CC BY) (<https://creativecommons.org/licenses/by/3.0/deed.en>) – category *CC-BY files*.
 - **Cite the author-Keep the license** (CC BY-SA) (<https://creativecommons.org/licenses/by-sa/3.0/deed.en>) – category *CC-BY-SA files*.
- **GNU** (<http://www.gnu.org/>):
 - **General Public License** (GNU GPL) (<http://www.gnu.org/licenses/gpl.html>) – Category *GPL files*;
 - **Lesser General Public License** (GNU LGPL) (<http://www.gnu.org/licenses/lgpl.html>) – Category *LGPL files*;
 - **Free Documentation License** (GNU FDL) (<http://www.gnu.org/licenses/fdl.html>) – Category *GFDL files*.
- **Free works** (<https://creativecommons.org/publicdomain/mark/1.0/deed.en>) – Category *PD files*.

This list does not list all the licenses acceptable on WC, but only those that also appear in WL files. If a file is available under multiple licenses at the same time, **at least** one of them must be acceptable. More detailed information can be found at Commons: Licensing.

Unacceptable

- **Creative Commons** (<https://creativecommons.org/>):
 - **Cite the author-Don't use commercially** (CC BY-NC) (<https://creativecommons.org/licenses/by-nc/3.0/deed.en>);
 - **Cite the author-Do not interfere with the work** (CC BY-ND) (<https://creativecommons.org/licenses/by-nd/3.0/deed.en>);
 - **Cite the author-Don't use the work commercially-Don't interfere with the work** (CC BY-NC-ND) (<https://creativecommons.org/licenses/by-nc-nd/3.0/deed.en>).
- files of any other licenses appearing in WikiLectures.
- Unlicensed media.

Usability

files uploaded to WC should be of a broadly educational nature, they should be at least theoretically usable on another project using the repository (for example Wikipedia, Wikidictionary, Wikiquotes, Wikibooks or Wikiversity), even though they may never actually be used on them.

This condition is met almost without reservation by files used in WL main content articles. On the other hand, those used on user pages or in the study guide need to be carefully considered (a map of the path from the gatehouse to the computer lab or photos of it are probably not applicable to other projects). Similarly, most user photos are not

useful for the WC. Exceptions might be users so prominent that an article about them already exists or should be created on Wikipedia, such as university professors.

Moving

When moving from WL, you must first download the file to your computer. Care should be taken not to download a reduced preview from the WL instead of the actual image: it is best to download from the link in blue font just below the file - it will usually say *Full size* or the file name if a larger resolution is not available.

The following is the standard upload to WC, described in the following section.

After successfully uploading the file from WL to WC and sending a license compliance request to the authorized person there, we will add the template `{{Verified|file name on Commons}}`, which is shown v in here (https://www.WikiLecturesa.eu/index.php?title=Soubor%3AP%C5%99esun_na_Commons.png&action=historysubmit&diff=126434&oldid=126284).

Using a template before validation

- `{{Verified|Daniell's article 001.png}}`

This image has been moved to Wikimedia Commons and marked with a template `{{Verified}}`, indicating that the license has not yet been checked by an authorized person there to match the license in WikiLectures.

 However, more than a month has passed since then and it is likely that the Commons verification has already been done, but the file has been forgotten. Please check the Commons verification and, if it has been done, add its date as a second parameter to this template. If not, please ask one of the Czech-speaking administrators there (https://commons.wikimedia.org/wiki/Commons:List_of_administrators_by_language?uselang=cs) to do it.

See help for details on how to move files to Wikimedia Commons.

Recording

To upload files to the WC, you need to log in (<https://commons.wikimedia.org/w/index.php?title=Special:UserLogin&uselang=en>) under your own username and password. If you are registered on any language version of any Wikimedia project (for example Wikipedia, Wikidictionary, Wikiquotes, Wikibooks or Wikiverzita, but not WikiScripts), you can use the login details there, as the accounts are unified (the exception would be if someone was already registered on the WC before the introduction of unified login). If you don't have a username and password yet, or if the WC has been taken before, you can change it on the page for creating an account (<https://commons.wikimedia.org/w/index.php?title=Special:CreateAccount&uselang=en>).



- Show off your successful entry on your personal WL page with a sticker `{{Label|Commons|name=name on Commons}}`.

Forms

The next step is to fill out the upload form (<https://commons.wikimedia.org/wiki/Special:Upload?uselang=en>):

- Select as **source file** the one we downloaded from WikiLectures.
- **Target name** can be any name in any language, but choose one that succinctly describes the contents of the file (not *DSC06831.JPG*, for example). It is important to include the correct extension, the same as in the source file. There is no need to be afraid to choose a Czech or Slovak name, in which case it should be given in the correct transcription, i.e. with diacritical marks. To make it easier to create and upload derivative works, we can end the name with *001*, for example, so that the modified media can be saved as *002* without having to invent another name. For an image containing Czech or Slovak captions, we can also add *en* or *sk*, the Czech or Slovak language codes, after the numeric distinguisher, so that translated versions can be saved neatly with just a change of this code.
- The problem of filling in the **original source** field can be divided into several cases:
 1. **It's our own work:** If this is the case, insert the template `{{own}}`
 2. **This is a work taken by WikiScripts from another source where it has already been published:** In this situation, we will insert an indication of the original WL source on WC as well.
 3. **WL states 'own work' or the file was directly submitted to WL by the author:** In this case, we use the template in this field WikiLectures:
`{{WikiLectures|file name in WL|uploader on WL|upload date on WL}}`
V template, we specify the name of the WL user who uploaded the last version of the file, the one we are moving; also the upload date refers to this version.

- **Author** is taken from WikiLectures; if the contributor is a contributor in person, it is useful to make the name a link to their user page.
- We can also copy the **creation date** from WL, also on WC in the form *YYYY-MM-DD*.
- The **Description** of the file can be taken from WL, of course it can be improved or replaced by your own. If we know some foreign languages, it is advisable to include translations into them as well.
- In the **other versions** field, the names of files derived from the one being uploaded or, conversely, of the original works from which the uploaded file is derived can be entered, if they are present on WC.
- The **permissions** field is used to insert license and verification templates, discussed in more detail in the section on licenses.
- **Additional information** will most often be left blank.
- In the **license** field, if you have already entered a license template in the **permission** field, leave the default *no license*
- Classification into **categories** will be described in more detail in the section on categories.

Licence

As regards the licence, we can again distinguish several situations:

- **It is our own work and we are the copyright owner:**
In this case, we can choose any license (even different from the one in WL, if the work has been uploaded here before), then put the name of the license after the parentheses `self|`, for example `{{self|license template name}}`. We recommend using a license *Creative Commons Uvedte autora 3.0 Česko* (<https://creativecommons.org/licenses/by/3.0/cz/deed.en>) `{{self|cc-by-3.0-cz}}` or *State the Author-Retain License 3.0* (<https://creativecommons.org/licenses/by-sa/3.0/cz/deed.en>) `{{self|cc-by-sa-3.0-cz}}`. The text adapted to Slovak legislation is not yet available. According to the Czech and Slovak copyright law, it is not possible to waive the rights to a work completely and therefore to use the term "free work".
- **This is someone else's work, the first publication was in WL:**
If this is the case, use exactly the same license as the work in WL and insert the verification template after the license template `{{LicenseReview}}`. If they were uploaded directly by the author, check the file history to see if the license has been changed by another person.
- **This is a foreign work, taken into WL from another source:**
In this situation, we will also assume the license under the WL, but critically consider its validity, as a false entry may have been made in the WL. If a link to the primary internet source is available, we will try to trace the license there; if it is a printed publication, we will look at the List of consents to use the work, whether the author's consent has been granted, etc. If there is any doubt about the legitimacy of the licence (for example, an anatomical illustration from a new textbook published in WL), we can raise a query with a Administrator (<https://www.WikiLecturesa.eu/index.php?title=Speci%C3%A1ln%C3%AD:U%C5%BEivatel%C3%A9&group=bureaucrat>). Also in this case, place a verification template in the *permission* field after the license template `{{LicenseReview}}`.

Commons licensing templates

The WC license templates do not always have the same names as those in WL:

- Creative Commons license templates for WC are created from those in WL by replacing all the verticals (|) in the template name after hyphens (-):
 - `{{cc|by}}` → `{{cc-by}}`
 - `{{cc|by-sa}}` → `{{cc-by-sa}}`
 - `{{cc|by-sa|3.0}}` → `{{cc-by-sa-3.0}}`
 - `{{cc|by-sa|3.0|cz}}` → `{{cc-by-sa-3.0-cz}}`
- For loose works, use the template to distinguish why they are loose:
 - `{{PD-old}}` for works whose author has been dead for more than 70 years.
 - `{{PD-Art}}` for photographs of two-dimensional works of art more than 70 years after the artist's death.
 - `{{PD-ineligible}}` for works too trivial to be protected.
 - `{{PD-USGov}}` for works commissioned by the U.S. government.
 - `{{PD-author|author's name}}` for works released by an author living in a country whose laws allow it.
 - `{{PD-user|user name Commons}}` for works released by a WC contributor living in a country whose laws allow it.
 - `{{PD-because|reason}}` for works not protected for any other reason.
- Licensing templates `{{gpl}}`, `{{lgpl}}` a `{{gfdl}}` also exist on WC.
- Více licenčních šablon naleznete v kategorii License tags.

If the file was first published in WikiLectures or was first published there under a free license and is not our own work, we also place a verification template in the *permission* field after the license template `{{LicenseReview}}`, the result will be, for example, the following code:

- `{{cc|by-sa|3.0|en}} {{LicenseReview}}`

Category

On WC, as in WL, we try to label the file with as many appropriate Categories as possible. The following list may help, linking to the equivalent of most of the categories that exist in WL. The links lead to categories on WC, just enter the names of the targets of these links as category names. If we find suitable refining subCategories, it is better to include the file directly in them. Let's also not hesitate to search for another matching Category ourselves, there are plenty of them on WC, some really detailed (e.g. lags with one yellow five-pointed star).

- Anatomy • Andrology • Anaesthesiology • Angiology • Audiologie
- Biophysics • Biochemistry • Biology
- History of medicine • Dermatology • Paediatrics
- Embryology • Endocrinology • Epidemiology • Ethics
- Pharmacology • Phytotherapy • Physical examinations • Physiology • Physiotherapy
- Gastroenterology • Genetics • Geriatrics • Gynecology
- Hematology • Histology • Hygiene
- Chemistry • Surgery
- Immunology • Infectiology
- Cardiology
- Medicinal chemistry • Medical technology • Medical terminology • Medical examinations
- Medical law • Microbiology • Molecular biology
- Nephrology • Emergency medicine • Neonatology • Neurosurgery • Neurology • Nuclear medicine
- Ophthalmology • Onkology • Orthopaedics • Nursing • Otorhinolaryngology
- Palliative medicine • Parazitology • Pathobiochemistry • Pathophysiology • Pathology • Plastic surgery • Pneumology • Obstetrics • Occupational medicine • Primary care • First aid • Psychiatry • Psychology
- Radiology • Rehabilitative medicine • Rheumatology • Rhinology
- Sexology • Forensic medicine
- Sports medicine • Toxicology • Traumatology
- Urology
- Venerology • Public health • Internal medicine
- Health Informatics • Dentistry

Authentication

After uploading the foreign work, to whose license template we added a verification template according to the instructions in the section on licenses `{{LicenseReview}}`, we will contact one of the commons:Commons:List of administrators by language and ask him to verify that the license on the toilet matches the one in thr WL (an example (https://commons.wikimedia.org/w/index.php?title=User_talk%3APodzemnik&action=historysubmit&diff=54682826&oldid=54634474&uselang=en)).

After some time, when we are satisfied that the WC licence has been successfully verified (ukázka (https://commons.wikimedia.org/w/index.php?title=File%3AUk%C3%A1zka_p%C5%99esunu_z_WikiLectures_na_Wikimedia_Commons_001_en.png&action=historysubmit&diff=54682990&oldid=54682210&uselang=en)), add to template `{{Verified}}` on the file page in WL as the second parameter the validation date, which gives the form `{{verified|file name on WC|date of verification}}` (ukázka (https://www.WikiLecturesa.eu/index.php?title=Soubor%3AP%C5%99esun_na_Commons.png&action=historysubmit&diff=126435&oldid=126434)).

Using the template after verification

- `{{Verified|Daniel's article 001.png|2011-05-20}}`

This file is proposed for deletion

This file has been moved to Wikimedia Commons a the license has been successfully checked by the person in charge there against the one in WikiLectures.



Now this file is a duplicate of the copy on the shared repository. Since the media on Wikimedia Commons is directly usable in WikiScripts, the copy here can be deleted.

