

Instructions for uploading photos to Wikimedia Commons

Step 1: Log in/create a Wikimedia-Account

IMPORTANT: Only **logged in users** with confirmed accounts can upload images:

https://commons.wikimedia.org/w/index.php?title=Special:CreateAccount&uselang=en&returnto=Special%3AUploadWizard&returntoquery=campaign%3DWiki_Loves_Living_Heritage%26fields%255B0%255D%3DQ11706236%26fields%255B1%255D%3DQ183.

Step 2: Go to the following webpage:

https://meta.wikimedia.org/wiki/Wiki_Loves_Living_Heritage/Intangible_Cultural_Heritage_of_Germany and search for the element for which you want to upload an image. Only photos for elements in the Nationwide Inventory of Intangible Cultural Heritage in Germany can be considered for the contest:
<https://www.unesco.de/en/culture-and-nature/intangible-cultural-heritage/nationwide-inventory-intangible-cultural-heritage>.

Step 3: Click on „**Upload image**“ below the respective element.



of **The “Dragon Stab“ of Furth im Wald**

Folk play in Furth im Wald,
Bavaria, Germany

Germany

ry  German Nationwide Inventory
je of Intangible Cultural Heritage

of  View and edit on Wikidata

 Further Drachenstich

 Search Wikimedia Commons

 Further Drachenstich

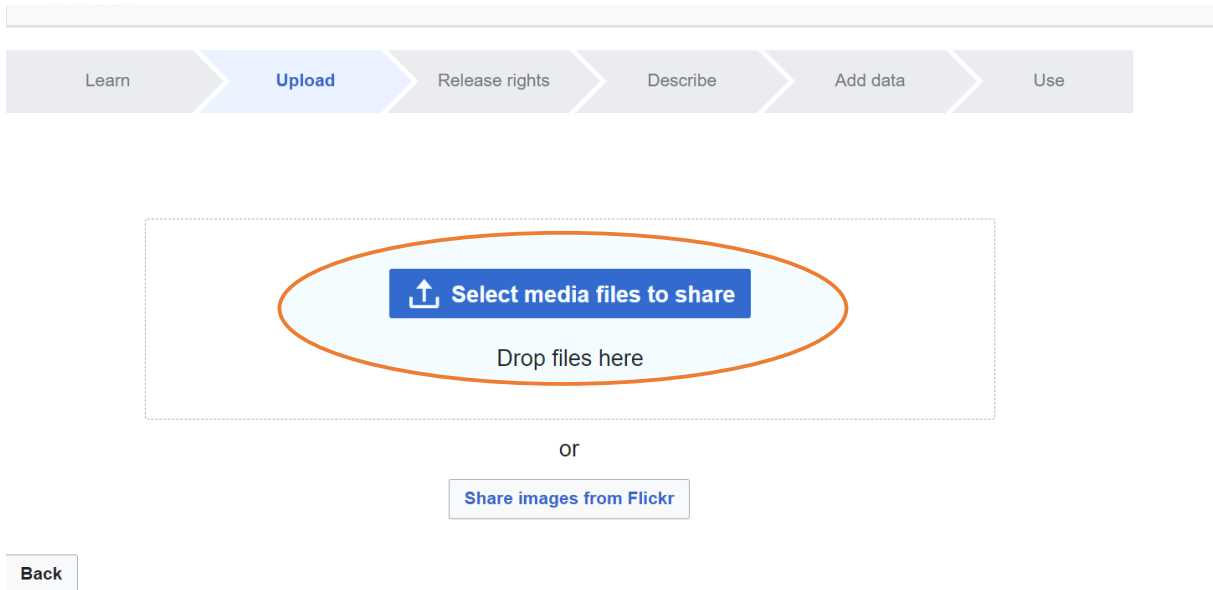
 Create Living Heritage page

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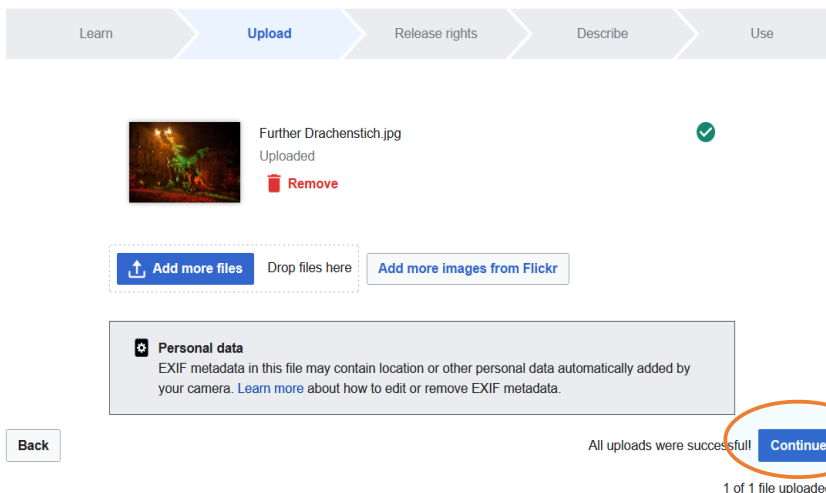
Upload image

Step 4: Read „What can I upload to Wikimedia Commons“ and click on „Next“. Then click on the blue button „Select media files to share“, to select a media file from your computer to upload.

File format: Certain file formats are not accepted by Wikimedia projects and may need to be converted to a supported free format before uploading.



Step 5: When you are done, click on “Continue”.



File name: Some file names (such as very common file names automatically generated by digital cameras) are not allowed, using them will result in an error message.

Examples for good file names:

- " The Dragon Stab of Furth in the Forest- October 2023.jpg"
- " Grand Peace Festival of Augsburg, 203.png"
- " Meeting of stakeholders of modern dance in Berlin.jpg"

Examples for bad file names:

- "image01.png"
- "DSC00001.JPG"
- "30996951316264l.jpg"

Step 6: Choose the correct copyright.

Step 7: Fill in the correct information / description:

This includes: Image Title, Description, Date work was created or first published, etc.

Welcome to upload images to Wiki Loves Living Heritage!

In the following steps you are asked to fill in information about the image. The important part is that you add information about the permission for sharing the image.

Learn > Upload > Release rights > **Describe** > Use




Image title
Create a unique descriptive title using plain language with spaces. Omit the file extension, if any.

Description
Provide all information that will help others understand what this file represents. *Optional*
German

[+ Add a description in another language](#)

Date work was created or first published
Choose the date this work was created or first published.

IMPORTANT: Use the drop-down to select the correct information regarding the consent of the depicted persons:

Choose the permission you have obtained from the depicted people and communities for sharing the image

- Consent for sharing this media file has not been obtained.
- Consent for sharing this media file has been obtained from both individuals depicted in it and the communities whose heritage it represents.
- All persons or communities were photographed without deception, in a place where they had no reasonable expectation of privacy.
- This media file was copied from an external source that has recorded evidence of consent, or that adheres to professional editorial standards.
- This media file does not depict people.

Consent for sharing this media file has not been obtained. ▾

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Step 8: Click on „publish files“ on the bottom right of the page.

DONE!

Wichtige Informationen:

- Note the clear determination of copyright status before uploading images to Wikimedia, as many images are removed due to inappropriate or inaccurate copyright information.
- Images that do not meet Wikimedia's criteria will be removed immediately.
- Be careful when dealing with sensitive images of people to avoid offending them (more information what is allowed and not:
https://commons.wikimedia.org/wiki/Commons:Copyright_rules_by_territory/Germany).
- Images that are copyrighted or may only be used for non-commercial purposes may not be uploaded unless explicit permission has been granted.
- Read and follow the image usage guidelines before uploading.

More information about images and copyrights on Wikimedia can be found here:

https://commons.wikimedia.org/wiki/Commons:Licensing/de#Urheberrechtliche_Regeln.

If you have any questions, please contact:

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