ArchivesAt: Using Wikidata to Enhance Access to Archives

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Creating Items

1. In the left menu, select “Create a new Item”1:

1 Before you create a new item, double check to make sure that it doesn’t already exist in Wikidata.
2. Fill out the fields for **Language**, **Label**, and **Description**. Optionally, fill out the **Aliases** field. Select “Create”:

![Create a new Item](image)

3. Your Wikidata item page should load, and look something like this:

![Wikidata Item Page](image)

*Notice your item’s unique identifier (Q prefix)*
4. Next, you’ll need to link your item page to other Wikidata items. To do this, you’ll need to add statements. Start by clicking “+ add statement”:

<table>
<thead>
<tr>
<th>Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wikipedia (0 entries)</td>
</tr>
</tbody>
</table>

5. To create a statement, you’ll first be prompted to add a **property**:

Start by typing in the property you are looking for. You should see a drop-down menu of properties, which you can select from. In this example, **instance of (P31)** is the property being used.

6. Your statement needs a value. Type in the value you are looking for and select the correct one.

The above statement reads that the **Mykhailo Kotsiubynskyi Museum (item)** is an **instance of** **(property)** a **museum** (value).
7. Next, you’ll want to add a reference for each statement that you make.
   To do this, click “add reference”:

   ![Image of statements with an option to add reference]

8. You’ll be prompted to add a property for your reference:

   ![Image of statements with a field for property]

   In the “Property” field, type in “Reference URL” and select the top option:

   ![Image of statements with a reference URL option highlighted]
9. In the field beside “reference URL,” paste in your URL. In this case, I am linking to the official website for the Mykhailo Kotsiubynskyi Museum:

   ![Reference URL field with http://kotsubinsky.vn.ua/](image)

10. For each statement reference, you’ll also want to add when you retrieved the reference. To do this, select “+ add”:

   ![Reference URL field with retrieved date](image)

11. After you select “+ add,” you will see a line for another property and value. In the “Property” field, type in “retrieved” and select the property. In the adjacent field, type in today’s date:

   ![Reference URL field with retrieved date](image)
12. Finally, select “publish” to complete your statement:

13. Your new item has its first statement:

14. Add more statements by selecting “+ add statement” and repeating Steps 5-12, but with new properties and values.