

# Quick Guide to:

## Using images taken from the internet

Before uploading any images you have found on the internet to the website, **please read the copyright advice provided by the Third Age Trust**, which can be accessed either in the [Further Resources](#) section of the Convenors Page of our website, or on the [Documents page](#).

Having said that, there are quite a number of images in our media library that I have taken from the internet. So, with the caveat that it can be quite time-consuming and frustrating, the procedure I would advise is:

- Use your search engine image search set to an option such as “Public Domain”, if it’s offered. (Bear in mind that restricting the search in this way will greatly reduce the number of results, and will probably omit the “best looking” pictures! But better safe than sorry.)
    - Alternatively, the Trust copyright document I mentioned earlier includes this link <https://search.creativecommons.org/>, where something called Openverse is highlighted. If you enter your search term at the top, then on the Openverse results page you can set the filters to Public Domain only:
- A screenshot of a search filter interface. At the top, it says 'FILTER BY' and 'Clear filters'. Under the heading 'Use', there are two unchecked checkboxes: 'Use commercially' and 'Modify or adapt'. Under the heading 'Licenses', there is a checked checkbox for 'Public Domain Mark' and a question mark icon.
- You can also search on a copyright/royalty free site such as Pexels, <https://www.pexels.com/>, Pixabay <https://pixabay.com/>, or Public Domain Pictures <https://www.publicdomainpictures.net/>, all of which I have used
  - **Do double check the licence for each pic before you download it** as these sites do often also display photos that are not strictly Public Domain
  - Wikipedia/Wikimedia is another source I have used – but again, double check the licence first
  - If you use an image covered by Creative Commons licensing, be very careful to follow the attribution requirements exactly (more info here: <https://creativecommons.org/share-your-work/clicenses/>)
- When you have found a suitable picture, download it to your device. If possible, copy the source info at the same time
  - Crop/edit the picture as required
  - Upload it to the Media Library and click on it to open the Attachment details

- crop/edit if required (remember to apply edits and save)
- change the Title from the file name to something more descriptive if necessary
- in the Description box, repeat the title and also add the url of the source (if you copied it while downloading, you can now paste it in). If using a Creative Commons image, state the licence type and attribution requirements here, as well as the source url.
- Leave the Alt Text and Caption boxes empty
- select the category **Stock and Public Domain images** (plus **Christmas** or **Easter** if relevant)

Best practice is to also credit the source when you use the picture on your page. For guidance on how to do this, please read ***Crediting the photographer or image creator*** in the [Further Resources](#) section of the Convenors Page.