

Help notes: getting started with finding images that can be re-used for your Newmarket U3A activities

These notes should be read in conjunction with the Newmarket U3A Copyright Advice 2020 document on the [Copyright page](#) of the Newmarket U3A website.

Perhaps the best initial advice for finding images is to use your own pictures, as the copyright belongs to you! Alternatively, you might be able to obtain original images belonging to a U3A colleague that owns the copyright, and will give you permission to use them for a specific purpose.

If you need to obtain images from websites, you must locate those suitable for re-use and comply with any associated licence terms and conditions.

Below are some examples of how you may be able to locate images with copyright options that enable you to use them for Newmarket U3A activities.

These notes are not instructions for finding suitable images, they are simply an introduction and illustration of how you may find images. The notes are not exhaustive, and you may find alternative approaches and websites. Websites may also change their design, so the processes described may require changing with time.

1. Microsoft Office (WORD and PowerPoint)

The process below was established using Microsoft Office Home and Student 2016. It may not work, or may be different with other versions of the software.

- a) With your document open, go to the horizontal tool bar, at the top of the screen.
- b) Select Insert.
- c) Select Pictures.
- d) Select Online Pictures.
- e) A dialog box will appear, with the top line stating Bing Image Search, and a box containing Search Bing, where you can type in the topic you want to search on. For this example, I will use jigsaw as my search term.
- f) Type jigsaw, and click on the search icon.
- g) A new box will appear.
- h) On the left you will see a filter symbol, followed by a tick for Creative Commons only.
- i) Scroll through the images until you find one that suits your needs.

- j) Click on it and an insert box will be highlighted.
- k) Click insert.
- l) The image will appear in your document. Although appearing as one image, by clicking on it you will see that it contains two sections. The image itself, and a text box about the author and licence. These boxes can be moved and re-sized separately (see below.) If you click on the links within the text box you will go to details of the author, and the licence. The licence will tell you what you are able to do with the image, and any terms and conditions for use. If using the image for example, you may need to give credit to the author and give a link to the licence.



[This Photo](#) by Unknown Author
is licensed under [CC BY-NC-ND](#)

2. Wikipedia

If you search for a topic using a web browser (e.g., Google) and then look through the list of options and select a Wikipedia article, you may find images within the article that are suitable for use.

- a) For example, if you use Newmarket as your search term, you will find the following page:
- b) [https://en.wikipedia.org/wiki/Newmarket, Suffolk](https://en.wikipedia.org/wiki/Newmarket,_Suffolk)
- c) Within this article you will find images, such as one of the Jockey club.
- d) To find details of the picture, click on the picture itself.
- e) A large version of the image will appear.
- f) Click on the More Details box, on the bottom right-hand corner, and you will go to a Wikimedia Commons page, giving you details of the image file.
- g) If you scroll down the page you will find details of the author and licence, and what you are free to do, along with any conditions for use.
- h) Clicking on the Download icon at the top of the page will provide various options, as well as giving attributions and licence details that you may need to refer to, and include with the image.

3. Bing for searching Wiki-related, and similar resources

Bing is a web-based search engine owned and operated by Microsoft. It offers the ability to filter your image search according to the type of licence applicable to your intended use of the image.

Bing will find images from a variety of sources, but for some it may be difficult to then go on and find the actual terms and conditions for re-using the images. It may however find images from “Wiki-related resources”, not just those that you see from an initial Wikipedia search, and options for viewing and using these may be more familiar to you.

Similarly, images from other organisations which make their images available through the Creative Commons route will be identified.

The Bing website is:

<https://www.bing.com/>

As an example, to search for images of Newmarket:

- a) Type Newmarket into the search box, and click on the search icon.
- b) When the next page appears, you will see options at the top of the page, click on Images.
- c) On the next page, click on the filter icon, on the far right-hand side.
- d) Further options will appear, on the second line down, click on Licence.
- e) Select the category you want, such as Free to share use.
- f) From the next line down select an appropriate icon, such as Newmarket UK.
- g) The images below will then be filtered according to the selected category, and there should be many you recognise.
- h) Move the mouse over the image of interest, and you will see details of the size and type of image, and its source, such as Wikimedia
- i) Click on the source name and it will take you to the linked website. In the case of Wikimedia, you will transfer to the Wikimedia Commons page. (This is the same as found using a Wikipedia search, as in section 2g) above.)
- j) If you scroll down the page you will find details of the author and licence, and what you are free to do, along with any conditions for use.

- k) Clicking on the Download icon at the top of the page will provide various options, as well as giving attributions and licence details that you may need to refer to.

Alternatively, as another example, if you like an image which gives the source as Geograph Britain and Ireland, such as the picture of the former Newmarket Union Workhouse

- l) Move your mouse over the image and click on Geograph Britain and Ireland, and it will take you to the Geograph website.
- m) You will see your selected image.
- n) Scroll down until you see a grey bar and the text Find out how to re-use this image.
- o) Click on this and you will see how to download the image, along with the credits required by the Creative Commons licence.

4. Website for your specialist interests

If you have a defined area of interest, it may be worth looking at specific organisation's websites. Some of these may have selections of images to download and re-use, according to their own terms and conditions. It may for example be worth looking at websites for relevant museums and scientific institutions. Below are a few examples.

4.1 Museums

Although the Imperial War Museums' website may seem like a place to find images of a strictly military nature, this is not the case, and you may find images of broader social, and even local history interest. For example, a recent search using Newmarket as the search term revealed images of a family playing the card game "Newmarket", refugees in Newmarket Suffolk, and a picture of a mock-up of HMS Newmarket "sailing" down the town's High Street. Some images are not free for use, but others are.

The website can be found at:

<https://www.iwm.org.uk/>

- a) At the top of the page click on Objects & History, then IWM Collections. (You may need to click on the box of horizontal lines, in the top left-hand corner to find these options.)
- b) Where you see Search our collections, type in Newmarket, or whatever else you want to find.
- c) Click on the button to Show only digitised media.

- d) Click on the search icon. (The search process may take a little longer than with other websites, but it is searching a huge archive!)
- e) Scroll through the images until you find one you are interested in, for example one of the “R.A.F. participate in Warship Week at Newmarket” images.
- f) Click on the object title.
- g) You will go to a page giving details of the image, including catalogue number and creator.
- h) Click on the Use Image box on the right-hand side.
- i) You will see descriptions of the ways in which the image can be used, and options for downloading or purchasing a licence, whichever is applicable to your intended use.

4.2 Scientific Institutions

The Medical Research Council Laboratory of Molecular Biology (MRC-LMB) may appear to be an institution for highly specialised, niche interests, but it does have an on-line archive. This makes available information of a more general interest, relating to the history of scientific developments and famous scientists. It contains a selection of royalty free images for non-commercial use, according to defined terms and conditions.

The website can be found at:

<https://www2.mrc-lmb.cam.ac.uk/>

- a) At the top of the page click on ABOUT LMB.
- b) Then in the left-hand column, click on LMB archive.
- c) On the next page, in the left-hand column, click on photographs.
- d) Click on the Browse the Archive button lower down the page, on the right.
- e) On the next page that appears, below the Browse the photo archive heading click on the viewing option to see Viewing only Royalty free images.
- f) There are three pages of images. Click on the image of interest and you will see more details, and the option to download the image, which will also describe the relevant terms and conditions.

(The picture of the MRC-LMB around 1962, on page 2 is a delightful view, almost without cars, of what is now the very busy Addenbrooke’s Hospital site.)

4.3 Places and views in Great Britain and Ireland

If you are looking for images of geographic locations, buildings etc, it might be worth looking at the Geograph website. This is from an organisation that aims to collect photographs of every square kilometre of Great Britain and Ireland. They aim for the images to be available for re-use, provided you comply with their terms and conditions.

The website is:

<https://www.geograph.org.uk/explore/>

The Home menu, with a variety of options appears in the top left-hand side of the page. Alternatively, you can simply type your search request in the Image Search box at the top of the first page, and click on the search icon. Then, click on any subsequent images that interest you. Scrolling down the page will take you to details about re-using the image.

4.4 Health

The Wellcome collection in London is a museum and library about health. It is well worth a visit. Its website also gives on-line access to view much of its collections, and some items can be downloaded for re-use, within its terms and conditions.

The website is:

<https://wellcomecollection.org/>

- a) Click on the Collections option at the top of the screen.
- b) Under Search Collections, click on the Images tab.
- c) Enter your search term and click on the search icon.
- d) Images will appear.
- e) Click on an image of interest and you will see more details, including the licence information.

Stephen Garner

February 2021