

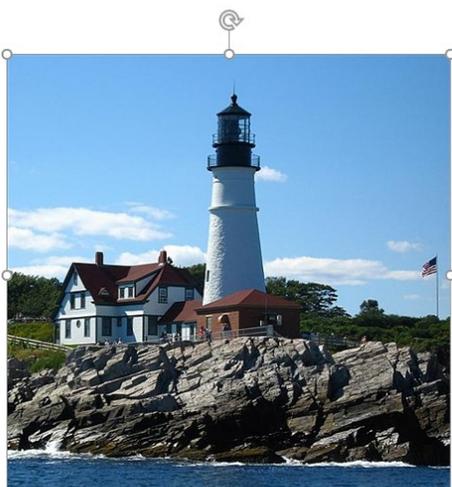
Inserting Photos/Illustrations in Microsoft Publisher

Since Microsoft did away with built-in photos/clipart in its Programs, it's much more difficult to find photos/clipart that are not protected by copyright. You cannot just use any photo that you see on the Internet. That's why it's important to do a proper image search. One thing to remember is that most anything published by the U.S. Government is considered in the public domain and may be used without giving credit. There are also public domain image sites where you can find images. Here's an example notice from the National Park Service: "Copyright law does not protect "any work of the U.S. Government" where "a work prepared by an officer or employee of the U.S. Government as part of that person's official duties" (See, 17 U.S.C. §§ 101, 105). Thus, material created by the NPS and presented on this website, unless otherwise indicated, is generally considered in the public domain." The same goes for most other government sites.

There are other Creative Commons licenses for using images. All the Creative Commons licenses require that attribution be given when using a licensed image. The most general one, and probably the best to look for, is the CC BY License. This type of license just requires that you credit the creator of the image and you can adapt it as necessary. On the last page of this document are all the various types of licenses there are.

If you get to a point where you need help, you can call the library for assistance at 301-784-5269 during the open hours as listed on the library website: <http://library.allegany.edu/polaris/>. You can also email libraryhelp@allegany.edu.

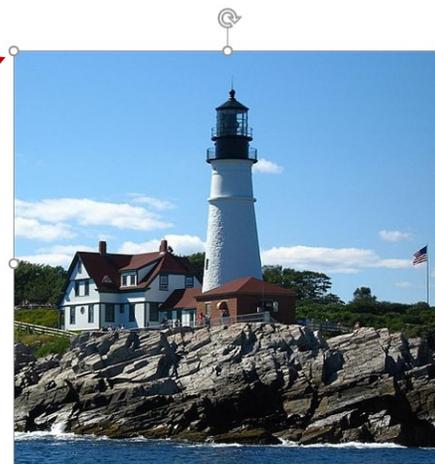
Before you start, here are some helpful tips to remember:



<https://commons.wikimedia.org/wiki/File:PortlandHeadLight.jpg>
Xltel (Tom Holland) / CC BY-SA (<https://creativecommons.org/licenses/by-sa/3.0>)

In Publisher, it's not necessary to wrap text around a photo the way it is in Word. Simply draw several text boxes on the page wherever you want your text to be. (See instructions on next page for drawing text boxes.)

When resizing a photo, be sure to drag a circle in one of the Corners. If you drag any other circle it will not reduce or enlarge proportionately.





In Publisher, after you insert your photo, you can drag it to wherever you want in your document by left-clicking and holding down the mouse button. If you want to change the size, click on the photo and then click on and drag one of the little circles in the corner to resize it.

Sample attribution

<https://commons.wikimedia.org/wiki/File:PortlandHeadLight.jpg>
Xitel (Tom Holland) / CC BY-SA (<https://creativecommons.org/licenses/by-sa/3.0>)



To insert a text box under the photo, click on the Home tab and then Draw Text Box.

Place the cursor underneath the photo and left-click and drag to make the size box you want. You can reduce the font size to make the text fit better



You can add as many text pages on your page as you like.

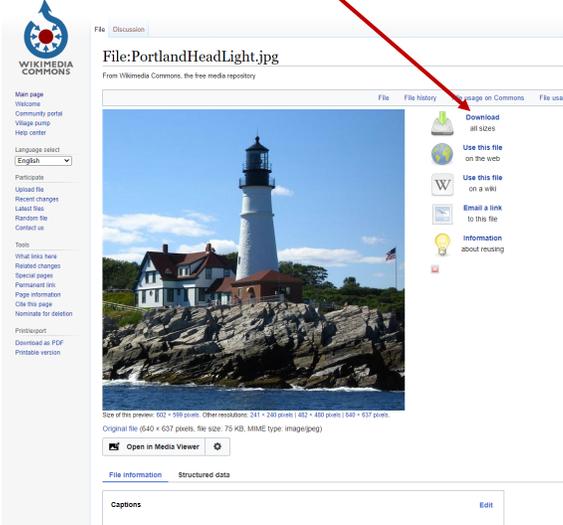
Websites for finding photos:

Wikimedia Commons: <https://commons.wikimedia.org/>

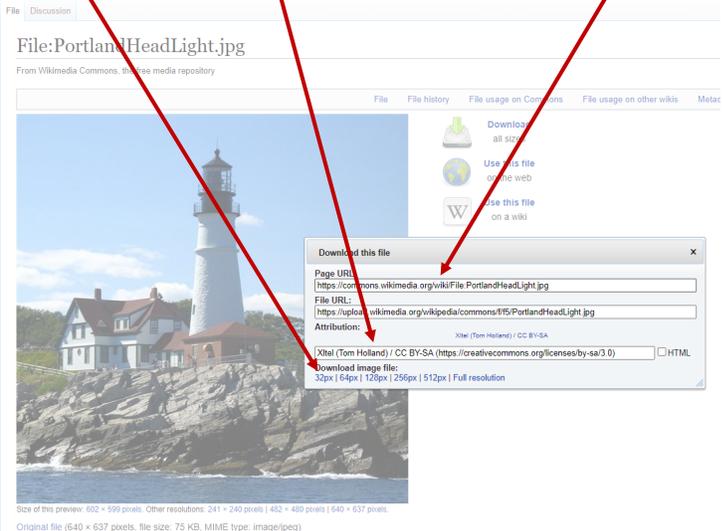
Say you're looking for a lighthouse photo. When you go to Wikimedia Commons, enter a search term, such as "Portland Head Lighthouse" and press enter. A list of photos will appear and you can scroll through until you

After you click on the photo you want to use, it will open up a page similar to the one below. If you like the photo, click "Download" for options.

You can select what size image file you want to download. You can either copy and paste the image into your document or save it to a file.



You must also give attribution and link to file. Simply click each area, then right click and copy and paste in your document



Creative Commons: <https://creativecommons.org/>

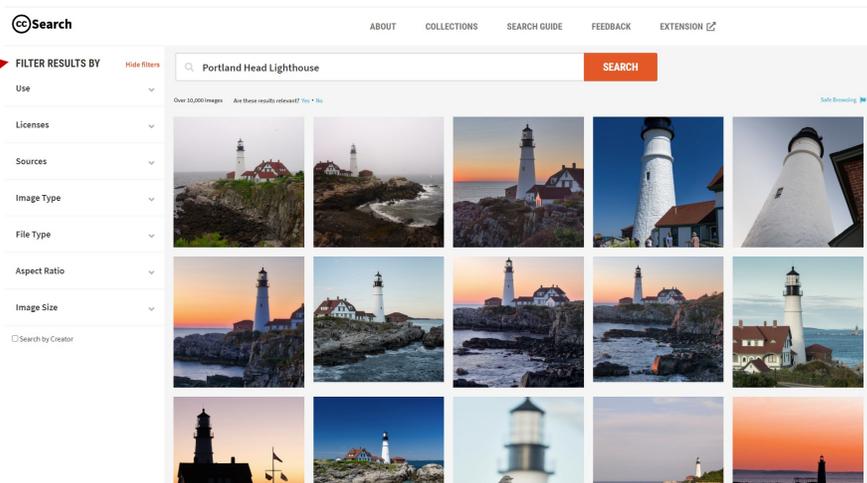
To find photos on Creative Commons, click on Search for CC images at the top of the page.



Enter your search term, such as Portland Head Lighthouse and press enter. You will get results similar to this:

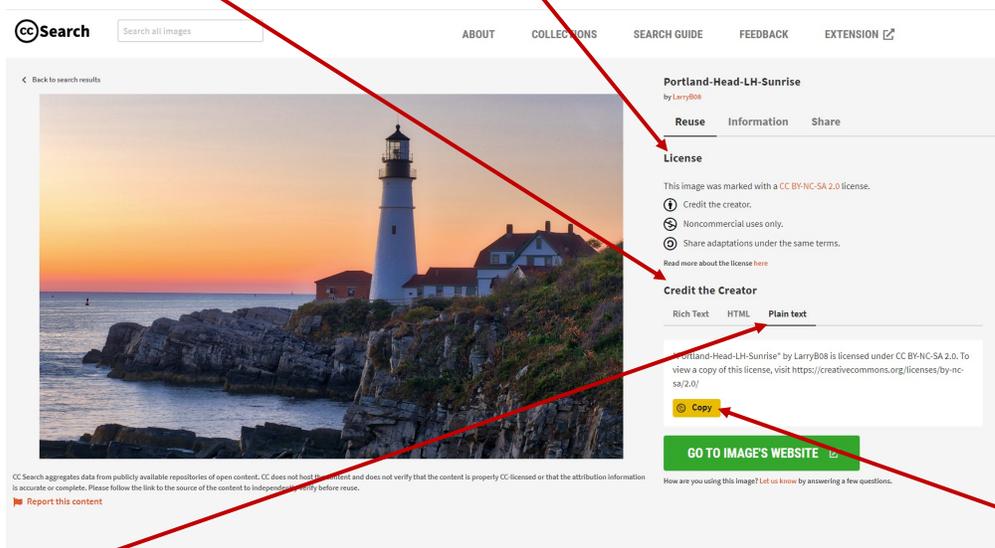
If your search produces a huge amount of results, you can filter your results by clicking the down arrow next to the categories on the left. You can also select the type of license you want. The simplest ones are CC0 and CC-BY. When you see a photo you like, click on it to open up the photo details page.

See next page for detailed instructions on using a Creative Commons photo.



The Creative Commons photo detail page gives you all the information you'll need to use the photo in your project. License information about how you are allowed to use the photo.

Giving proper attribution.



Click on Plain text to copy the attribution information to use in a document that will be printed. Click Copy.

If you're using the photo in a document that will be read on a computer, you can click on the Rich Text tab and copy that information and paste it in your document. The hyperlinks will stay active so the reader can just click on them to read the attribution.

The rich text will look like this when you copy and paste it in your document:

["Portland-Head-LH-Sunrise"](#) by [LarryB08](#) is licensed under [CC BY-NC-SA 2.0](#)



This is what plain text will look like.

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