

Responsibly Using Online Images – Kishwaukee College Library

1. **Find an image in Google Images.** Look under “Search Tools,” find “Usage Rights,” and choose “labeled for reuse.” Give a brief description of the image you chose:
2. **Find the owner of the image.** Click on your image, then click “Visit page.” Look for the owner of the image (you might have to click the image on this page too). The owner’s name may be a person’s name, or it could be an online username (like “[lovescats72](#)”). Write the owner’s name below, just as it is listed on the page:
3. **Find the user license for the image.** Many images are protected under Creative Commons (CC) licenses. Creative Commons licenses will look something like this: **CC BY 2.0**
Find the user license for your image, and write it here:
4. **Save the image to your computer.** Right-click on the image and choose “Save Image As.” Save the image in your computer’s Downloads folder.
5. **Place your image into a PowerPoint presentation.** Create a new PowerPoint. On the first slide, click “Insert” on the ribbon, and then “Picture.” Choose your image from your computer’s Downloads folder.



6. **Give credit to the image owner.** Create a caption under your image; you may need to go to Insert on the ribbon and choose Text Box. Begin the caption with “Photo Credit:”

Next, paste in the owner’s name. The easiest way to do this is just to highlight the link (what you wrote for #2), copy it, and paste it into your caption.

Now copy the Creative Commons license for your image, and paste that into the caption as well. It should look something like the image on the left.

Tech Tip:

For **Image Owner** and **Creative Commons License**, be sure to copy and paste the links along with the text

Photo Credit: [Charlyn Wee CC BY 2.0](#)

Image Owner
“Charlyn Wee”
(this is a link)

Creative Commons
License
“CC BY 2.0”
(this is a link)