BIS Help Guides

Ethical Use of Images

Learn how to ethically use an image.
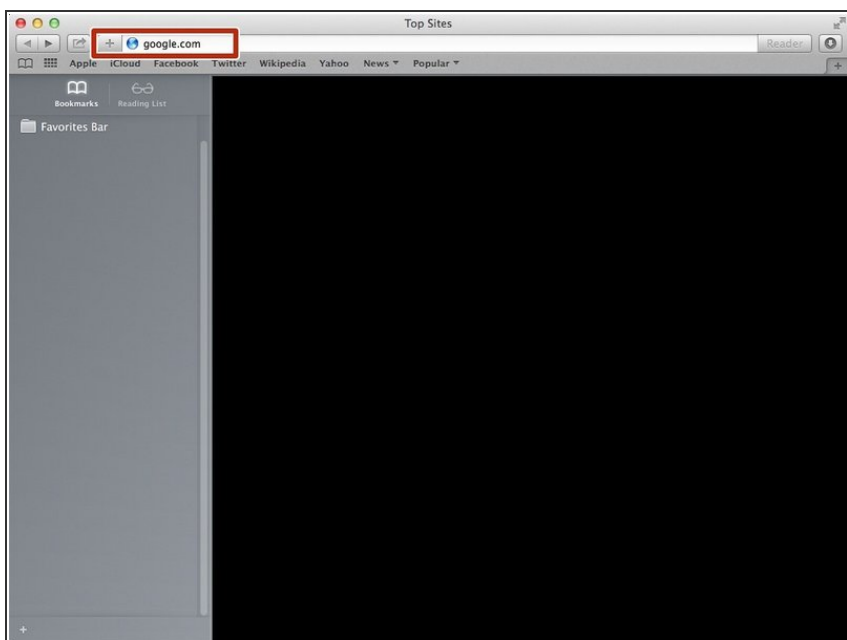
Written By: Alex Spencer

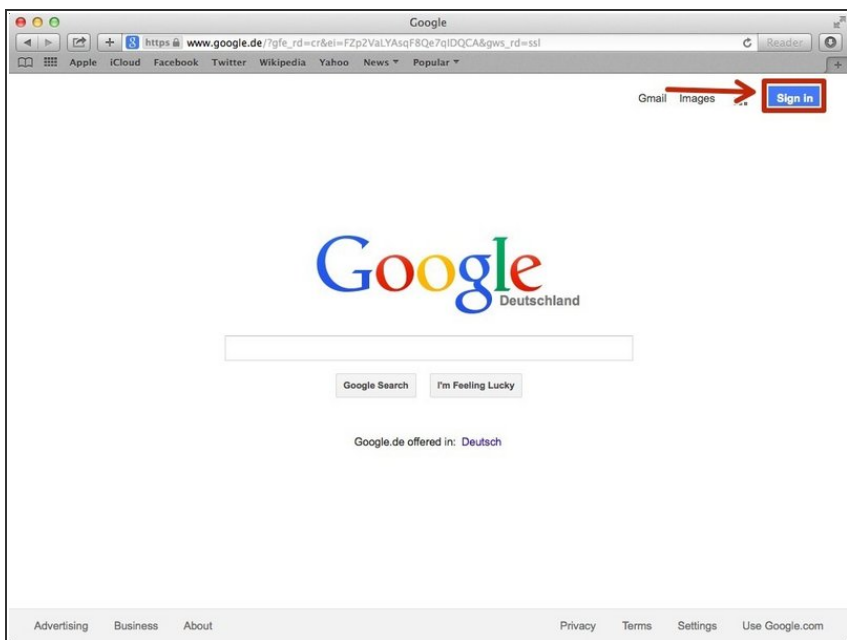This document was generated on 2022-01-14 08:21:01 PM (MST).

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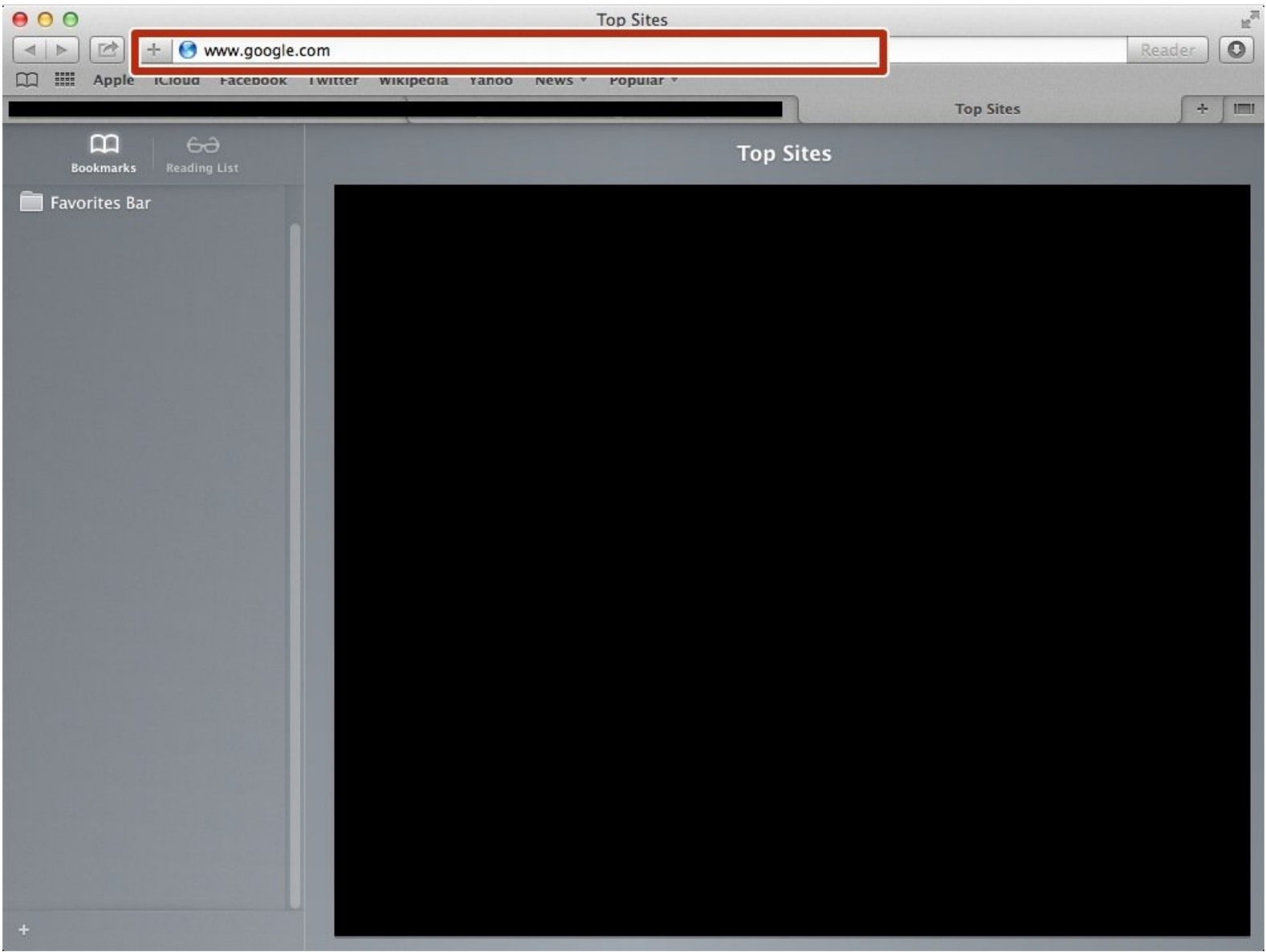
INTRODUCTION

Learn how to ethically use an image.

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Step 1 — How To Access Google.com

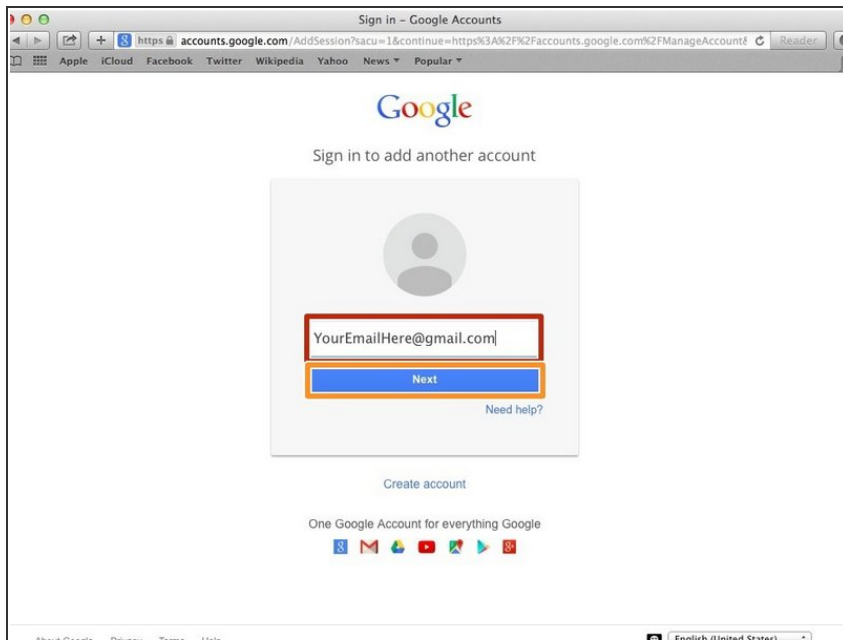- Type "google.com" in the address bar to go to the google website
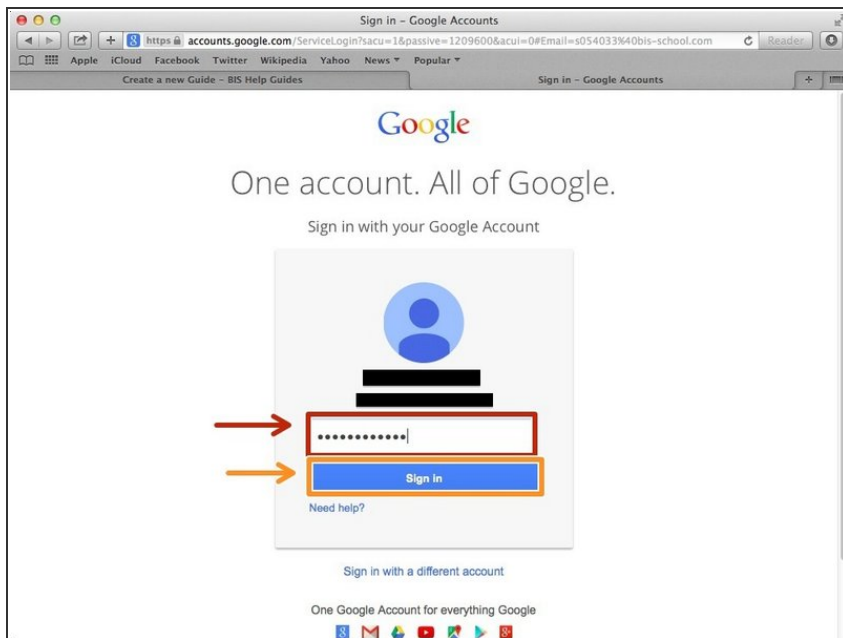
Step 2 — Finding The Sign In Button

- Click on the "Sign In"button to sign in to your google account

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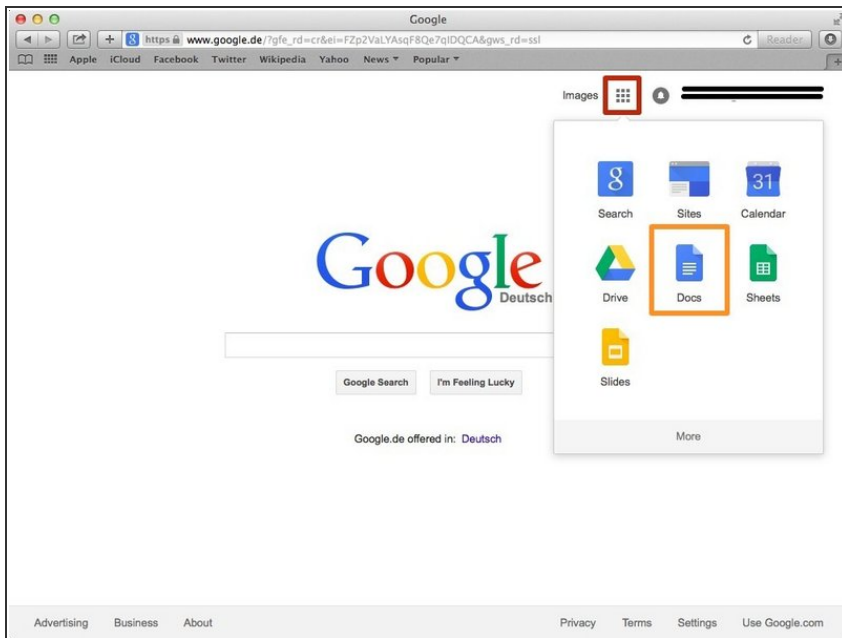
Step 3 — Entering In Your Email

- Type your email address into this box

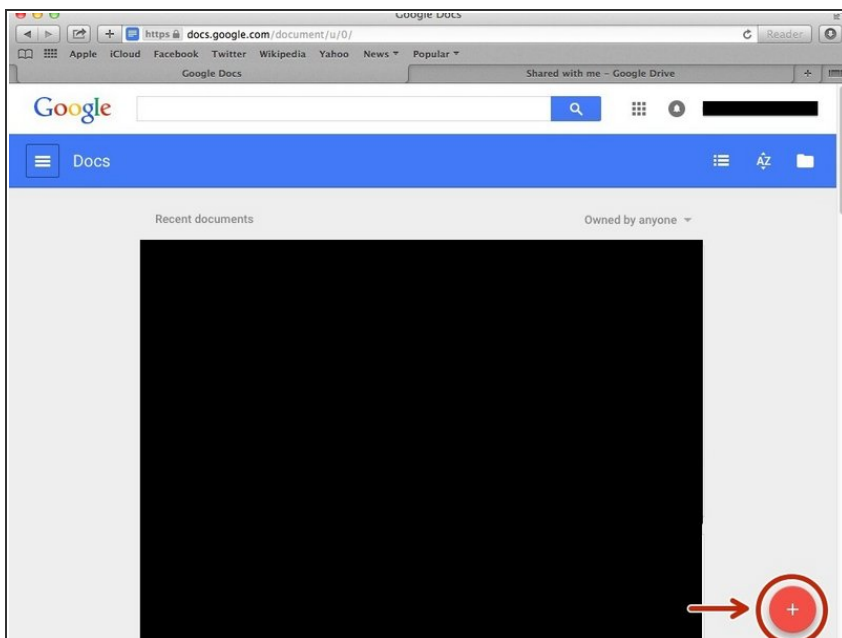- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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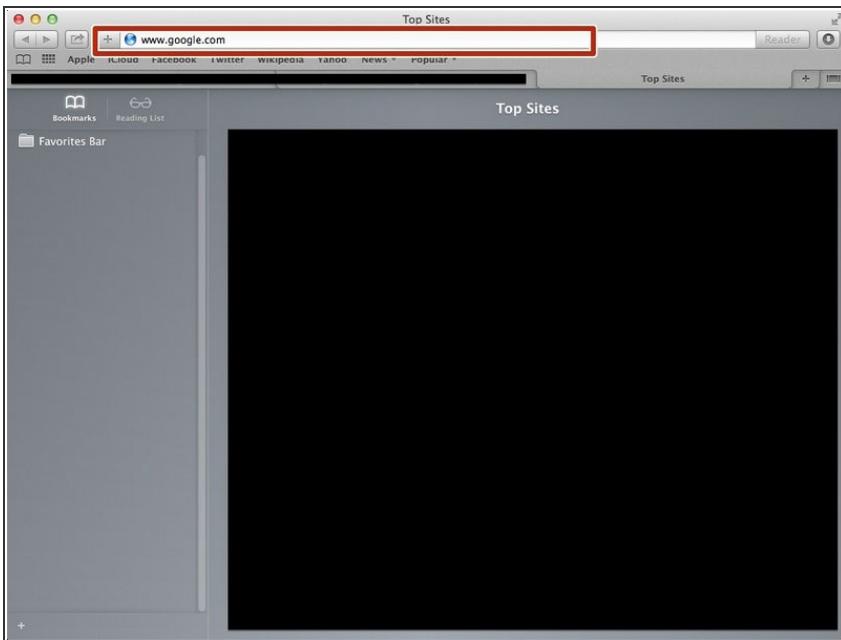
Step 5 — Opening Google Docs

- Click on this button to open a menu of options

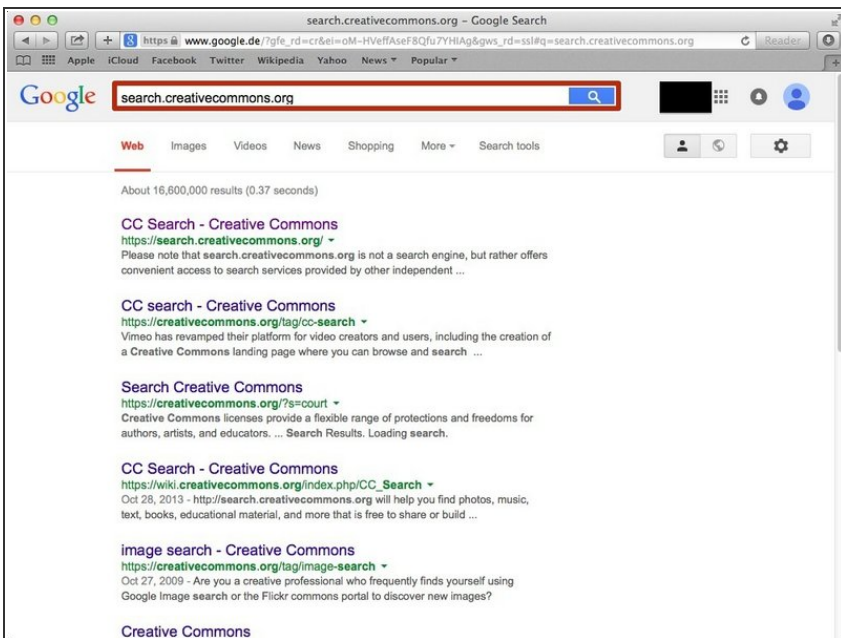- Click on the "Docs" Button

Step 6 — Creating New Google Docs

- Click on the red "+" button on the bottom right of the screen to make a new google doc

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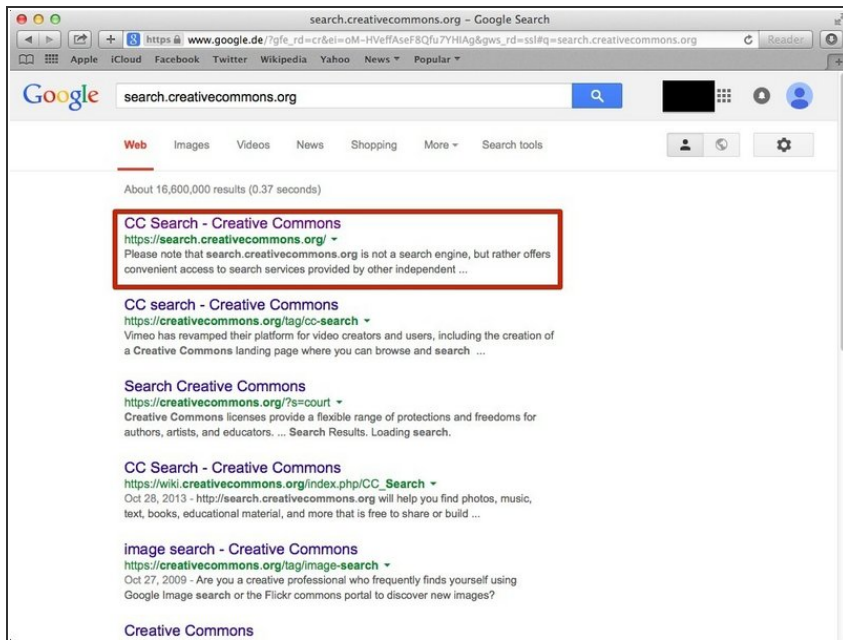
Step 7 — Finding the Google Homepage

- Enter in the search bar "www.google.com"
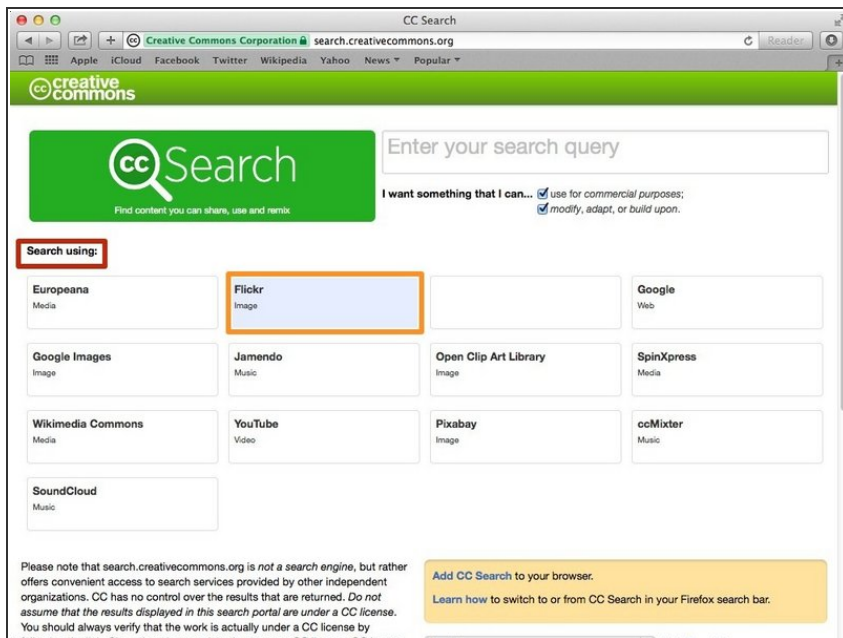
Step 8 — Finding an appropriate website

- Search in the google search bar "search.creativecommons.org". (example website)

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Step 9 — Finding the webpage

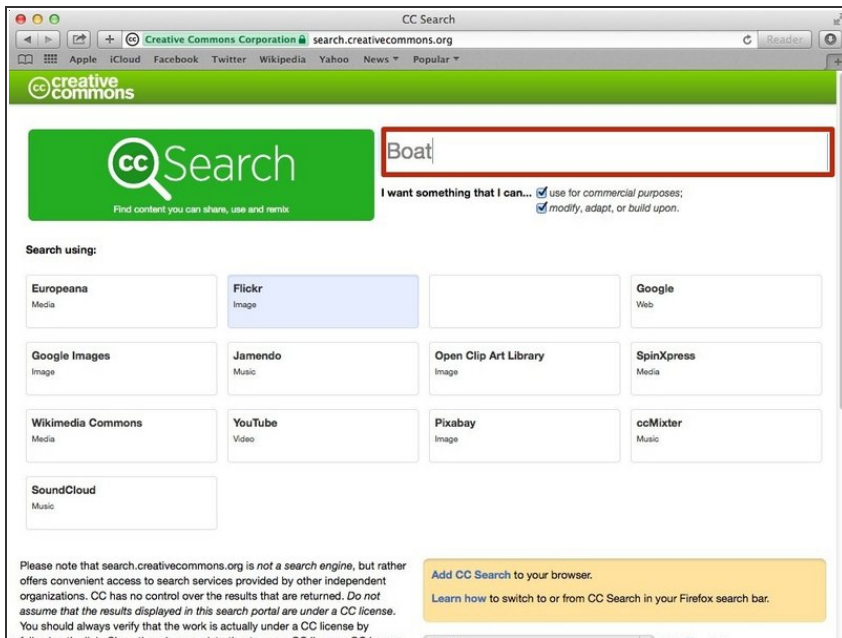- Click on the first link to access the webpage

Step 10 — Selecting your search engine

- Select from any of the search engines presented under the "search using" heading

- Once you have selected one, it will be highlighted in blue

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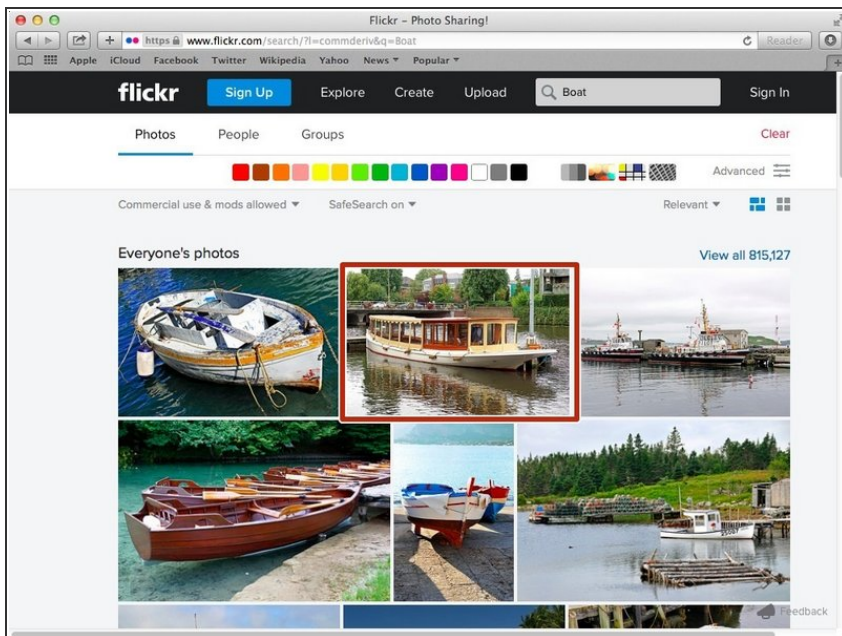
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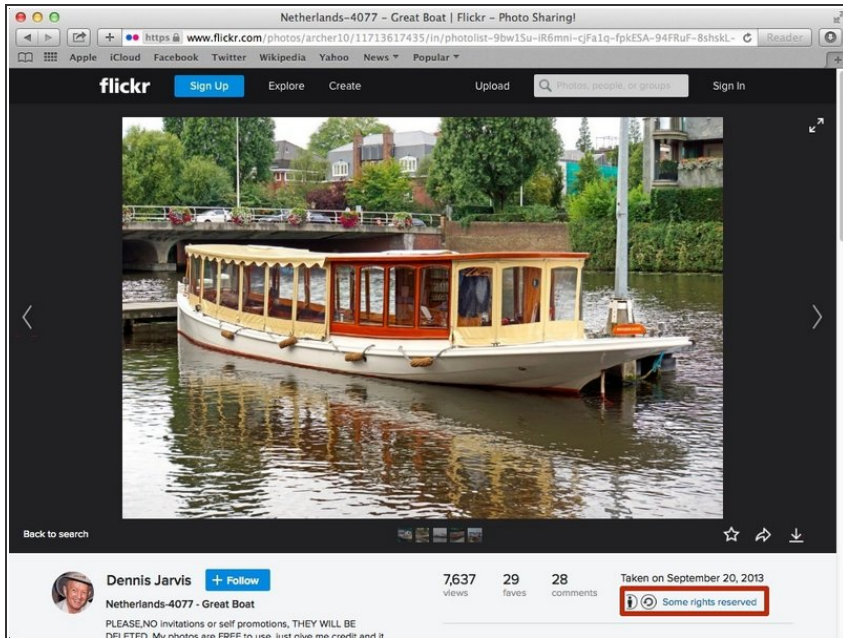
Step 11 — Entering your search query

- Enter your search query in the search box. An example search query is "boat".
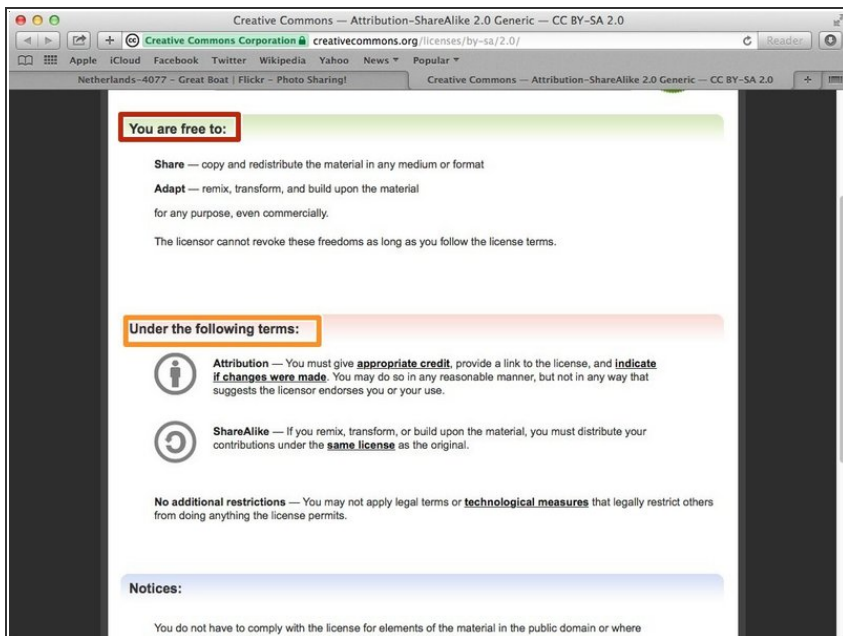
Step 12 — Selecting an Image

- Once you have found the image you would like to use, select it by clicking on it
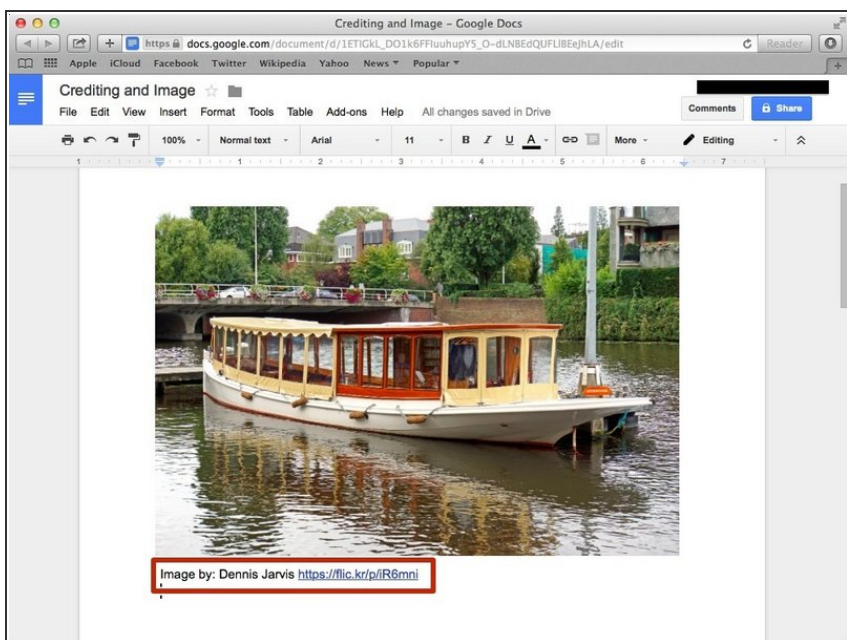
Step 13 — Copyright Information

- To view the copyright information about the image, click on "some rights reserved".

Step 14 — Details

- Here it tells you what you are allowed to do with the image

- Here it tells you what terms you must follow in order to use the image

- **Note:** That you will need to provide a link, authors name, as well as indicate if you made any changes to the image, and it **must** be done in a way that does not suggest the image belongs to you.

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Step 15 — Formatting

- When crediting the image it should be placed next to the image whether it be underneath or to the side. The formatting is: Image by: (author's name) (hyperlink to image)