

## FINDING IMAGES

*Do not use any images unless you know you have the rights*

### **Best option: Provide your own!**

- Take a photo
- Design an illustration

### **Recommended photo sources:**

- Search the Media Library on our Wordpress site and use a photo there
- SUNY Cortland images are fair game
  - [Sunycortland.photoshelter.com](http://Sunycortland.photoshelter.com)
  - Other images you find on SUNY Cortland sites
- [Pexels.com](http://Pexels.com)
  - These are mostly royalty free images available for anyone to use
  - Best practice is to attribute the photographer/illustrator in the photo's caption
- Google image search > Click "creative commons license" under "tools"
  - Double check image to ensure it has a creative commons license
- There are other royalty free sites out there. Just be careful.

## **WHEN YOU UPLOAD A NEW PHOTO, MAKE SURE YOU**

- 1. Add details in the description boxes so future writers can search for it**
- 2. Properly size it...**

## IMAGE SIZING

Aspect ratio: 3:2

- Aspect ratio can be adjusted using the "Edit image" tool on Wordpress

Ideal size: Under 200KB (good for quicker page loading)

- Downloading the smallest available file is usually a good way to go
- Many photo editors allow for quick resizing
- [Photopea](http://Photopea) is a free online photo editor that can do this

Dimensions: 1000 to 2000 pixels for width

- Dimensions can be adjusted using the "Edit image" tool on Wordpress
- Roughly 1800 x 1200 is a good size for shrinking large photos
- NEVER scale a small picture up

## IMAGE CAPTIONS

Keep it simple but take a moment to add a few words here. This is crucial to allow future writers to find and use your image in the media library.

Alternative text for accessibility

- Give a quick description

Title and Caption

- Quick name and explanation and Photo credit if possible