

# Graphics Requirements

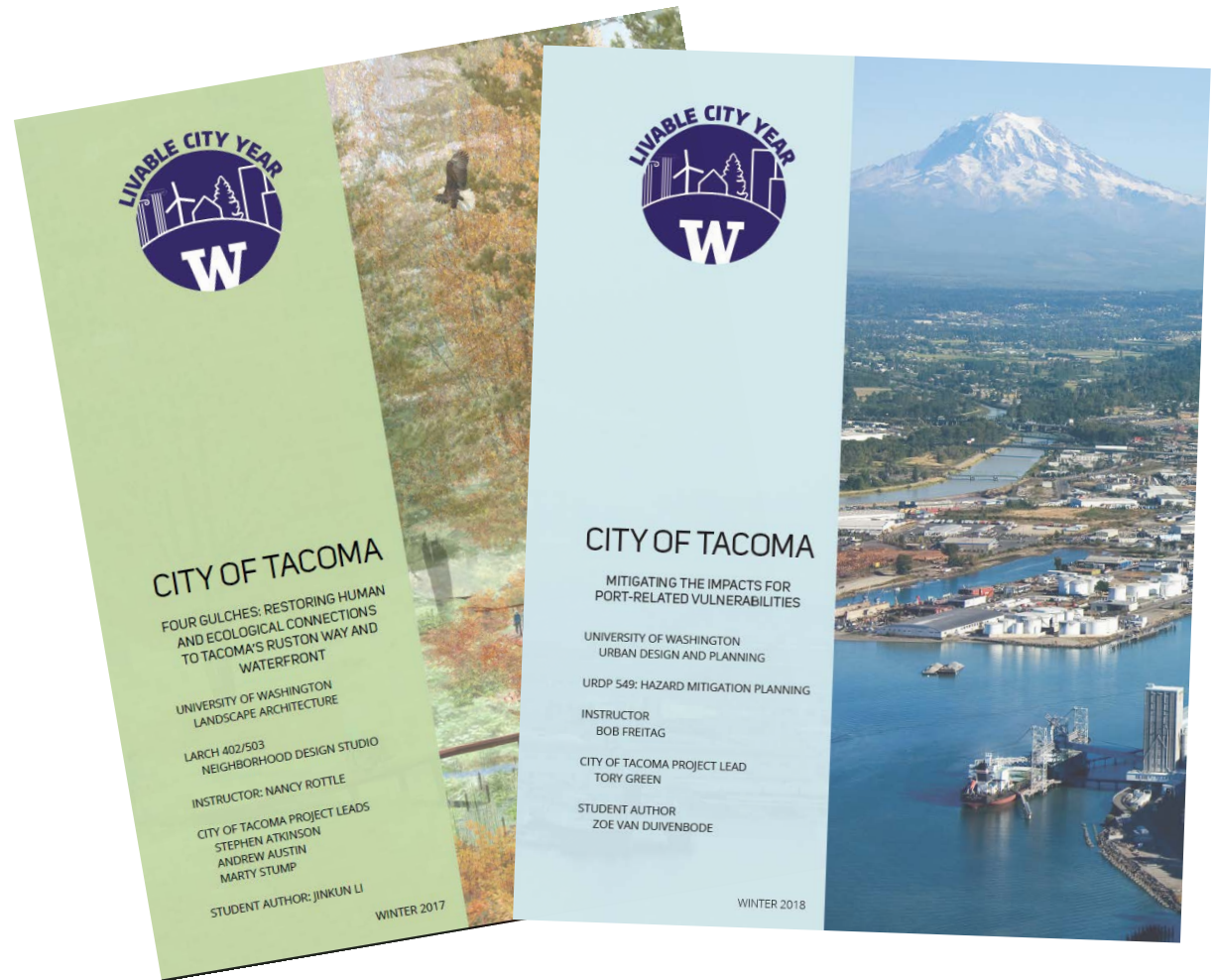


## GRAPHICS ARE AN ESSENTIAL COMPONENT OF YOUR REPORT!

- They aid the reader's comprehension of the text.
- They draw the reader into the written content.
- They enable the reader to grasp key points quickly.

## REPORT AUTHOR'S RESPONSIBILITIES

- Gather and submit all visual elements in high resolution format (photos) or PDF or vector files (tables, charts, maps, diagrams).
- Identify possible pull quotes and sidebars.
- Clearly identify headings and sub-headings.
- Recommend placement of visual elements in the report.
- Organize and log all visual elements in the Graphics Index.



## TABLE OF CONTENTS

Report Graphics Elements	3
Flagging Graphic Elements in Your Text	4
Report Samples	5
Graphics Index	6
Capture the Process	7
Other Important Image Sources	8
Image Quality	9
Charts and Graphs	10
Finding Stock Photos Online from Google	11
Wikimedia Commons	13
Flickr	14
Social Media Images	17
Photos You Take Yourself	18
Poster Requirements	19



## REPORT GRAPHIC ELEMENTS

### TACOMA MALL NEIGHBORHOOD: A COMMUNITY HEALTH PROFILE

#### MAIN HEADING

Concise phrase that embodies the theme of the section

Desire to improve community health metrics in the Tacoma Mall Neighborhood Subarea motivated the City to apply for the WA DNR grant in 2010. The LCY student team hoped to orient this UW LCY project around a similar objective. Thus, the students began by trying to understand the neighborhood's demographics and public health context. The table presented below compares health outcomes of the Tacoma Mall neighborhood compared to that of the City as a whole and demonstrates increased likelihood of asthma and diabetes, in addition to a lower average life expectancy.

An important resource for the students was the Tacoma Mall Neighborhood Subarea Plan's "Healthy Communities and Community Health Needs" appendix, prepared by the Tacoma-Pierce County Health Department. This document calls upon community planners to promote programs and strategies that address the social, psychological, and environmental factors that influence community health outcomes (NW Sound Consulting 2015).

This appendix identifies the Tacoma Mall Neighborhood Subarea as an area exposed to higher health risks than Tacoma, Pierce County, and Washington State averages. Additional demographic information shows the neighborhood experiences a higher rate of poverty and a greater number of children aged 5 years and older. The neighborhood's chronic disease rates for asthma and diabetes are higher than rates for city as a whole. There is also an eight-year gap in life expectancy between the Tacoma Mall neighborhood and the City of Tacoma. Furthermore, the report identifies poor air quality and high lead exposure as priority environmental health concerns. Fortunately, obesity and poor mental health rates are lower than City averages (NW Sound Consulting 2015).

#### Comparison of Health Outcomes

Outcomes	Tacoma Mall	Tacoma
Obesity (adults)	33%	49.5%
Asthma (adults)	25%	21.9%
Diabetes (adults)	23%	14.9%
Poor mental health days (adults)	19%	23.3%
Life expectancy at birth	71.2	79.0

#### FIGURE HEADING

Title is short and descriptive

#### CHART

Relays information in an organized way

#### CAPTION

Explanatory comment that accompanies image/photo

#### PULL QUOTE

A compelling, short excerpt from the text that draws the reader's attention to salient points

#### SIDEBAR

Short, accompanying text that may refer to a case study or news story that adds context to report themes but which would otherwise interrupt the flow of the report's main text

#### IMAGE/PHOTO

Visuals that relate to your report and illustrate key people, communities, organizations, places, and events

#### Tacoma Mall Community Livability Themes

The following represent neighborhood priorities that emerged from public comment:

- Neighborhood safety
- Parking, speeding, and traffic
- Walkability and alternative transportation modes
- Parks and public amenities for youth recreation

The Major Taylor Project operates out of Seattle and serves three high schools and three middle schools in Tacoma. It intentionally establishes itself in neighborhoods, like South Tacoma, with many low-income families. The project provides opportunities for students to ride bicycles; to learn about bike safety, maintenance, and how to build bikes; and to act as advocates for change in their neighborhoods.



Providing urban green space may play an important role in improving neighborhood health outcomes, but it is crucial that community planners weigh that against the urgency of other issues, like limited access to healthy food and the need to improve sidewalk conditions.

#### Environmental Concerns

The Tacoma Mall Neighborhood Subarea Plan refers to a number of environmental issues relevant to the neighborhood. However, some concerns of area residents are not mentioned or addressed.

Mentioned within plan

- Air quality
- Lead exposure
- Sidewalk and road conditions
- Leaf litter maintenance
- Recycling
- Water management

Not mentioned

- Extreme heat
- Carbon emissions





## FLAGGING GRAPHIC ELEMENTS IN YOUR TEXT

### Pull quotes

- Compelling, short excerpts from the text
- Flag with brackets and highlight: **[use the previous sentence as a pull quote]**.

### Sidebars

- Short sections of text that provide additional information on a relevant topic, e.g., a case study
- Flag with brackets and highlight: **[use the previous paragraph as a sidebar]**.

### Figures, Charts, Tables, Diagrams, Maps

- Always provide heading.
- Flag with brackets and highlight: **[Insert Population Map.pdf]**.

### Photos

- Flag with brackets and highlight: **[Insert Grocery Store 35.jpg]**.

### Captions and Credits

- For photos, provide caption and photo credit for every photo.
- For figures, charts, tables, diagrams, and maps, always provide source. Provide caption only if further explanation is required.




REPORT SAMPLES

INTRODUCTION

**PORT OF TACOMA**

The Port of Tacoma (Port) encompasses more than 2,700 acres of industrial tide flat land at the mouth of the Puyallup River in Puget Sound. In 2015, it began jointly operating with the Port of Seattle based on an agreement known as the Northwest Seaport Alliance. Combined, the two ports are the third largest cargo gateway in the United States, handling between 9-13 million tons of cargo and more than \$25 billion in commerce annually. On a typical day, up to 30,000 people move in and out of the Port, including on-site personnel who operate terminals and truck drivers who transport cargo onto and off the site.

Based on its location, the Port of Tacoma is heavily relied upon by local, national and international businesses for trade, financial revenue, and employment. Subsequently, the Port's location also leaves it vulnerable to a variety of natural hazards as it is situated near an active volcano, adjacent to several major fault lines, and within the tsunami inundation zone. In addition, due to historical development patterns involving landfill techniques and on-site hazardous materials, the Port and the surrounding regions are also subject to man-made hazards.



Students met with personnel and emergency managers at the Port of Tacoma to learn more about the natural and man-made hazards that threaten the Port. TERRY THOMSON RANDALL

7 | LIVABLE CITY YEAR

SITE VIST

Photo of LCY student researchers conducting field work. Note: The photo is accompanied by a text caption and credit.

University of Washington graduate students participating in URDP 549: Hazard Mitigation Planning collaborated with the City of Tacoma and the Port of Tacoma to research ways in which they could better protect the viability of Port operations from potential hazards.

The Port's primary goal for the class was to identify strategies that will improve Port safety and ensure continuity of Port mission critical functions after a hazard event. By achieving these two objectives, people's lives can be saved, injury can be avoided, infrastructure damage can be reduced, and the region's economy will be protected. Students produced four different projects based on Port's primary objectives stated above. With the help, expert knowledge, and guidance from professor Bob Freitag, students sought to explore innovative solutions for hazard mitigation at the Port and to develop thoughtful recommendations centered on the concerns and priorities of the City and Port.

While the Port is at risk to a wide range of natural and technical hazards, students reduced the scope of hazards so that each project narrowed in on the same hazard scenarios. Hazard selection was based on high probability of occurrence and severity of impact, both of which result in significant damage to the functionality of the Port and threatens human life and safety. Further, the following hazards represent a diverse portfolio of events that can happen in conjunction with one another, as well as autonomously. The selected hazards include: flooding, earthquakes, tsunamis, and hazardous materials (HazMat). Each of these events have great potential to affect the daily and long-term goals and operations of the Port and were later confirmed by Port of Tacoma Officials and Tacoma Emergency Managers as areas of high concern.

Profiling a hazard is an essential component to the hazard mitigation planning, as it sets the stage by defining the characteristics and thresholds of a hazard. To begin this process, students used a hazard profile matrix (Figure 1) to methodically break down the four identified hazards by threats, impacts, and capabilities. Students used this approach to explore plausible tools and strategies to reduce risk and inform strategic planning and decision making. The following hazard profiles are included to demonstrate the process students used to define and understand each hazard (flooding, earthquakes, tsunamis, and hazardous materials).


PORT-RELATED VULNERABILITIES | 8

Figure 1: Hazard Profile Matrix

Risks and Opportunities = (Change * Impacts / Capabilities)		
Resilience (Ability to self-correct, self-organize, and tolerate and benefit from change)		
No Adverse Impact (NAI) (adverse impacts avoided or mitigated)		
Change*	Impacts	Capabilities
<b>Primary and Secondary</b>	<b>Beneficial or Adverse</b>	<b>Approaches and Tools</b>
Hazards, threats, disturbances, vectors	Consequences, effects, exposures, vulnerabilities, targets	Strategies, tactics, tactics, customs, resources
Thresholds	Interdependencies	Objectives
Chrono/Epic: Location	Human capital	Stakeholder - individual/organizational
Severity (magnitude/intensity)	Manufactured capital	Phases in Emergency Management - prepare/respond/recover
Timing	Natural capital	Approaches (Profile) - restore/accommodate/protect
Frequency	Social capital	Approaches (Profile) - marine stormwater - off-channel/in-channel/transport - coastal - reduce energy - near shore - buffering/shore protection - restore/transport
Disaster: Realized Risk / Benefit: Realized Opportunity		Tools - revenue, grants, regulation, warning

BOB FREITAG

Figure 2: Severity of Flooding to the Port of Tacoma as a Result of Sea Level Rise



LCY STUDENT TEAM

FLOODING

The Port is located on a low-lying waterfront area within the flood zone therefore it is highly susceptible to flooding. The Port of Tacoma is threatened by coastal storm flooding from Puget Sound and riverine flooding from the Puyallup River. An emerging threat to the Port pertains to the regional impacts associated with sea level rise. Based on the National Research Council's sea level projections, the Port of Tacoma by 2100 (from a 1992 baseline), the Port of Tacoma is projected to experience a sea level rise of 2.1 feet. The frequency and severity of flooding in the Port will increase (source). The existing threat of flooding, in conjunction with future sea level rise, can result in a variety of consequences for the Port, increasing the vulnerability of critical infrastructure, business operations, and safety.

9 | LIVABLE CITY YEAR

CHART AND MAP

Always include titles for charts, maps, and other figures and upload PDF files for all tables/charts. Content should be self-explanatory, visually clear, and well-organized.

ECOLOGICAL TOOLKIT

**Vertical Evacuation Berm**

To maintain critical infrastructure after a tsunami event, a vertical evacuation berm can make use of unused, stored shipping containers to provide access to protected high ground in an emergency.

**Living Breakwaters**

Living breakwaters are hard structured habitats, that can function like oyster reefs and rocky habitats, which can reduce and prevent infrastructure damage from storms surges and tsunamis by decreasing wave attenuation. These structures are built to mimic shellfish habitat and oyster beds resulting in an increase in habitat for marine organisms while also protecting the Port and other critical infrastructure from hazards.

**Water Re-Use Systems**

Planted on underwater long lines, native seaweed can be positioned one foot off the bottom of the Puyallup River and channel inlets. Dracofila, a species of native seaweed, metabolizes nutrient pollution and absorbs metals, cleaning waters that have been impacted by debris or material spills from hazardous events. It also tolerates air, and therefore would survive tidal impacts.

**Green Stormwater Infrastructure**

Green stormwater infrastructure (GSI) has been found to be a cost effective strategy for managing stormwater and alleviating flooding (Wang 2013). GSI solutions reduce the amount of stormwater entering stormwater drains by increasing infiltration of water into the soil and, subsequently, the water table. This helps to alleviate system capacity issues during peak runoff, and therefore can reduce the severity of inundation (Foster 2011). There are numerous types of GSI, including bioswales, rain gardens, green roofs, rainwater cisterns, and permeable pavement. Of particular note, bioswales and rain gardens can filter pollutants and settle sediments, thereby keeping contaminants out of waterways like the Puyallup River and Commencement Bay (Sources and Solutions: Stormwater 2017).

**Unreinforced Masonry**

An Unreinforced Masonry (URM) building consists of load-bearing and non-bearing walls composed entirely of brick, adobe, or terra cotta. Due to the engineering of these structures, URM buildings are vulnerable to systemic failure, shearing, and collapse under the stress of seismic activity. These structures therefore pose a threat to those who live and work in their proximity.

The City of Tacoma has many URM buildings within its jurisdiction that also possess historic and cultural significance and belong to the inventory of historic structures. These structures also tend to represent some of the more affordable residential stock in the area, making up a significant portion of affordable housing in the business core (City of Seattle 2017). While these structures are subject to stringent review and design standards on the local, state, and federal levels, many buildings have not yet been requested to withstand a seismic event.

Therefore, the fourth team directed their efforts towards two hazard mitigation challenges associated with URM and fill development. First, the team identified buildings at high risk of failure in two historic districts within the City of Tacoma, based on overlap between URM masonry and earthquake hazard, as well as the age and condition of individual buildings. Second, to further understand the areas in most critical need of reinforcement, they analyzed the history of fill development in the Port by evaluating historic USGS maps.

The team's research indicates that fill development of the Puyallup River Salt Marsh and Commencement Bay were underway in the early 1900s, with the majority of the fill in place by 1950. Under the best circumstances, new fill was comprised of local stone and soils. More likely, fill consisted of whatever material the builders could find - trash, waste from local mills and factories, fallen timber. Due to fill development, there are some areas within the Port that are structurally unstable and are more vulnerable to hazards than others. Effects of erosion during a tsunami or flood will be unpredictable, however the likelihood that land may give way to sinkholes and subsidence are high. Although the Port has implemented retrofitting projects to Port structures in effort to further protect the Port, reinforce vulnerable infrastructure and increase resiliency.

To align with the Port's safety objectives, the team suggests that the Port fortify and strengthen the fill that provides the foundation for buildings.

21 | LIVABLE CITY YEAR

DIAGRAMMATIC REPRESENTATION

Use of a sequence of images to represent change

Displays steps in a process, organization of methods, or key characteristics or elements

PORT-RELATED VULNERABILITIES | 16

RESEARCH METHODOLOGY

Prior to project development, students conducted a preliminary literature review on the federal and state hazard mitigation planning process, various hazards which threaten the Tacoma region, and the Port's significance to the State's economy. Through their research, the class selected two objectives to frame their projects around:

1. Reduce loss of life and injury
2. Ensure retention of core Port mission critical functions after a hazard event

These two were objectives were selected as they were recurring goals and values expressed in various plans, publications, and websites of key stakeholders within the Port of Tacoma such as: The State of Washington, Pierce County, City of Tacoma, Puyallup Tribe, Port of Tacoma, and industry.

Following their initial research, students had the opportunity to meet with Tonyono Green, Deputy Chief Administration for the City of Tacoma, where together, the class and Green selected Port priorities to focus on, discussed hazards of concern, and identified research needs. The inception of students projects stemmed from the conversations had during this meeting, producing four research questions associated with one of the following research topics:

1. Hazard mitigation planning
2. Evacuation and safety
3. Unreinforced masonry (URM) structures
4. Ecological infrastructure

Students divided into four teams and designed their projects with the intent to provide useful information and recommendations for the Port to enhance safety, protect economic vitality, and bolster environmental sustainability.



The Port of Tacoma supports thousands of domestic jobs and public services and infrastructure through local tax production, ultimately generating billions of dollars for Washington's economy. As of 2014, 40% of jobs in Washington State were either directly or indirectly connected to international trades (Port of Tacoma 2016).



Tacoma with Chief of Security Gary Ross. TERRY THOMSON RANDALL

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BULLETED LIST

SIDE BAR

Highlights a case study, news story, or other content related to your report



## GRAPHICS INDEX

### Organization

- Use this spreadsheet to organize all graphical content for your report.
- Include a file name for every item entered in your graphics index.
- You must fill out Filename, Credit/Source, and Caption columns.

Tip: Name each file you pull from the web; default web image names are often arbitrary and non-descriptive.

Project 5 Transit Station Graphic Index.xlsx ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on August 6 by UW Livable City Year

	A	B	C	D	E	F	G	H	I
	Filename	Filetype (e.g. photo, map)	Image DPI	Image Dimensions	Credit/Source (applies to any outside source, do not name students)	Caption	Section	Additional Comments or Info	
1	LincolnDistrictTrees	photo	300	28.44 x 21.33	student	The Lincoln District neighborhood near 38th Street and Pacific Avenue	Title Page		
2	38thAreaArtFenceFlowers	photo	300	21.33 x 28.44	student	The Lincoln Business District, Tacoma, Washington	Executive Summary		
3	38th ConstructionDevelopment	photo	300	28.46 x 21.35	student	The Pacific Avenue corridor and surrounding neighborhood	Executive Summary		
4	occidentalpark1	photo	300	28.44 x 21.33	student	Through design, we can facilitate positive interaction and a	Executive Summary		
5	PPS Great Places	pdf	300	9.17 x 7.08	Project for Public Places	What Makes a Great Place?	Executive Summary		
6	CommEngagementLincoln	photo	300	56 x 42	student	Students conducted multiple site surveys and investigated	Executive Summary		
7	LincolnDistrictRevitalization tras	photo	300	36.35 x 52.11	student	Trashcans and other infrastructure surfaces offer canvases	Executive Summary		
8	Map Pac Ave Corridor and City	map	300	24 x 36	student	The city of Tacoma and the Pacific Avenue corridor with bo	Executive Summary		
9	PlacemakingSession1	photo	300	45.33 x 34	student	Students worked with community members to map neighb	Introduction		
10	Classroomwork2	photo	300	45.33 x 34	student	The studio-centered course was structured to be a co-learn	Introduction		
11	HCTStudyCorridorMap	map	300	4.47 x 10.82	Pierce Transit HCT Feasibility Study	Pierce Transit hopes to establish a North/South HCT link to	Context		
12	Map 56_Pac	map	300	24 x 36	student	Map of 56th Street and Pacific Avenue	Context		
13	Map 38_Pac	map	300	24 x 36	student	Map of 38th Street and Pacific Avenue	Context		
14	Cm Mtg2 panoLHScafeteria	photo	150	175.42 x 51.47	student	The Community Placemaking Sessions took place at locatio	Methods		

Example of well completed Graphics Index. Note: all fields are filled out.

## CAPTURE THE PROCESS

Take pictures to document your project.

- Class field trips
- Site visits
- Interviews
- Community meetings
- Midterm presentations
- Final presentations

Remember to take photos in well-lit spaces.

## PHOTO RELEASE BEST PRACTICES

Community Meetings

- Before the meeting begins, explain to the entire group that you would like to take photos for the class project.
- Invite anyone who objects to being photographed to talk to you. Respect their wishes and frame them out of your shots.
- Individual photo releases are not necessary.

One-on-one interviews with community members, small groups

- Before the interview begins, ask for permission to photograph them.
- Explain that photos are for a class project.
- Obtain a signed photo release (available from LCY office).

Well-lit environment



LCY class presentations. TERI THOMSON RANDALL



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## OTHER IMPORTANT IMAGE SOURCES

If you are having a difficult time collecting graphics, consider the following:

1. Collect photos from classmates.
  - Ask your classmates who also went on field trips and conducted interviews to share their photos.
2. Ask partner organizations/agencies for photos.
  - Send an email requesting photos.
  - Explain that you are creating a report that refers to the organization's mission or work.
3. Brainstorm with your LCY editor and graphic designer.
4. Stock Photos
  - Use stock photos as a last resort if you have exhausted all the options above.

### PARTNER ORGANIZATIONS

Students can reach out to various organizations for supplemental photos for their report.



#### Greater Metro Parks Foundation

The Greater Metro Parks Foundation focuses on remediating disinvestment of the Eastside. While the Foundation's work addresses an array of issues, including the neighborhood's lack of banks and grocery stores, their top priority is to develop a comprehensive, community-oriented program at the new Eastside Community Center. As Dave Lewis of Metro Parks Tacoma noted: "This is not your standard recreation center. This is a community center." In collaboration with Metro Parks Tacoma, Tacoma Public Schools, and the Boys & Girls Club of South Puget Sound, the Metro Parks Foundation seeks to ensure that the Eastside Community Center serves its community as a safe haven for children and families to gather and as a resource for community members to access services and develop skills.



#### Pierce Conservation District (PCD)

PCD, with its three-pronged mission to: 1) conserve natural resources tied to local economy and quality of life, 2) support the local food system, and 3) ensure a sustainable future, supports the City's efforts to create a Food Innovation District in East Tacoma. PCD supports the local food system in its work with community gardens and in its efforts to partner with eleven farmers markets in Pierce County. In addition to strengthening and supporting the Eastside Farmers Market, PCD empowers youth and other community members to act as environmental stewards and to involve themselves in a healthy, sustainable food system.



#### Puyallup Watershed Initiative

The Puyallup Watershed Initiative is a non-profit organization that focuses on core issues that affect local communities. They work in conjunction with other nonprofits, businesses, government agencies, and community members to address issues and topics related to transportation, agriculture, environmental education, forests, industrial storm water runoff, and a just and healthy food system. They identify the goals of a just and healthy food system as:

- Increasing equity
- Building skills, tools and resources to make food available to all people
- Connecting, engaging and supporting communities
- Revaluing food and agriculture

The Puyallup Watershed Initiative is composed of a diverse team of partners, all equipped with the skills, experience, and passion necessary to carry out the recommendations of this report.

#### Tacoma-Pierce County Health Department

The Tacoma-Pierce County Health Department is a vital and critical partner in this project. Their involvement stems directly from their vision statement, "Healthy People in Healthy Communities," and their mission statement, "We protect and improve the health of all people and places in Pierce County." The Health Department participated actively in the development and review of this report. They will play a very important role in implementation, as many of the recommendations will either require their engagement and approval or their partnership. The proposed activities all relate directly to the Health Department priorities: "People are healthy and safe here; people have equitable opportunities for health; and children, families and communities thrive."



#### Tacoma Public Libraries

Tacoma Public Libraries is an important community resource that can be invited to contribute to this project through its educational programs. For example, the Mottet branch, located in East Tacoma, could create a children's summer program focused on healthy eating or on the local food system. In addition, Tacoma Public Libraries can promote upcoming events and projects that require the input of residents.



#### Tacoma Public Schools

Tacoma Public Schools' existing infrastructure and its mission to educate youth can be leveraged to support and facilitate the active involvement of parents and children in an equitable, healthy food system. The schools can serve as a resource for students and parents to learn about healthy food options. Schools can demonstrate their commitment to their students' health by providing locally-sourced, nutritious meals.



#### University of Washington Tacoma

This class was offered jointly at the Seattle and Tacoma campuses, with five students from Seattle and four from Tacoma. UW Tacoma provided classroom space and supported the field work for the project. During the implementation phase, UW Tacoma has been nominated for direct engagement in several of the recommendations, and both students and faculty have a role to play in carrying out many of the others.



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## IMAGE QUALITY

### Photos

- Include clean, unpixelated images.
- Be sure to check keys and legends for pixelation as well.

### Illustrator Graphics

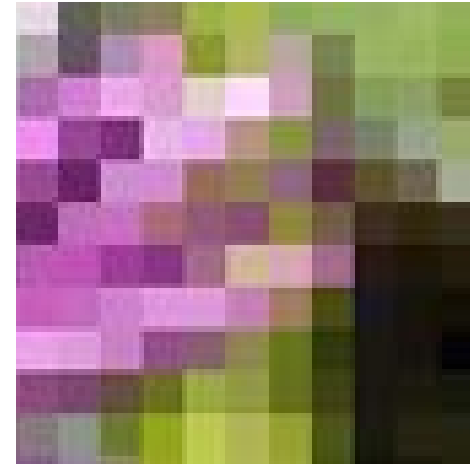
- Submit in Illustrator format (packaged).
- Include north arrow, graphic scale, and key/legend.

### GIS Maps

- Save all GIS files.
- Export as high quality PDF or vector files.
  - For vector format
    - > Export > save as type > Resolution (DPI)
- Do NOT export as compressed images.

### Tips

- Obtain the largest file size available for images.
- Do not crop, edit, or otherwise alter your photos.



*Left column: Example of high quality image*

*Right column: Example of low resolution/pixelated image*

JOHN SMITH

## CHARTS AND GRAPHS

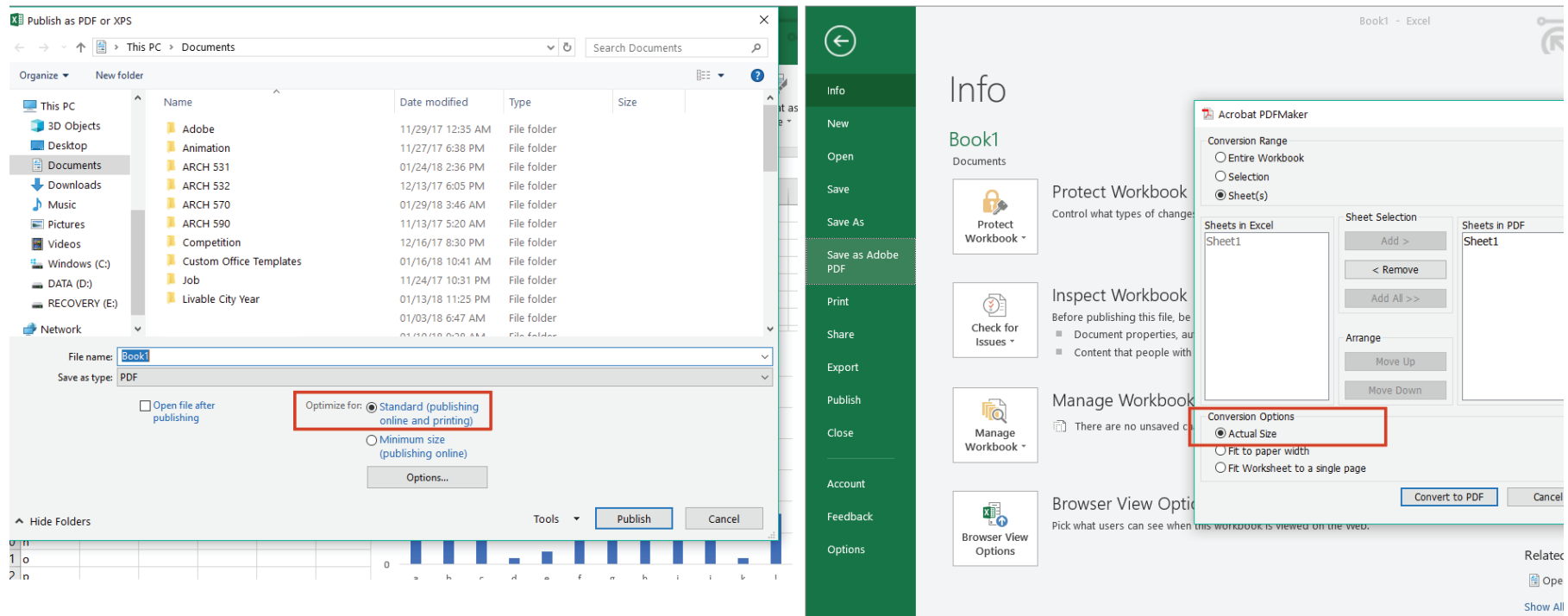
Data collected and formulated in Excel can be used to create charts and graphs.

Avoid screenshots of Excel charts.

Best practice: Submit charts as PDF files.

### Tips

- Look at your images/charts at 100% zoom. Graphics that appear clear at 100% zoom will appear clear in the final, printed report.
- Saving charts/graphs
  - > From Excel, Save as PDF
  - > File > Export > Create Adobe PDF > use settings highlighted in red below ( “Optimize For: Standard” or “Conversion Options: Actual Size”)



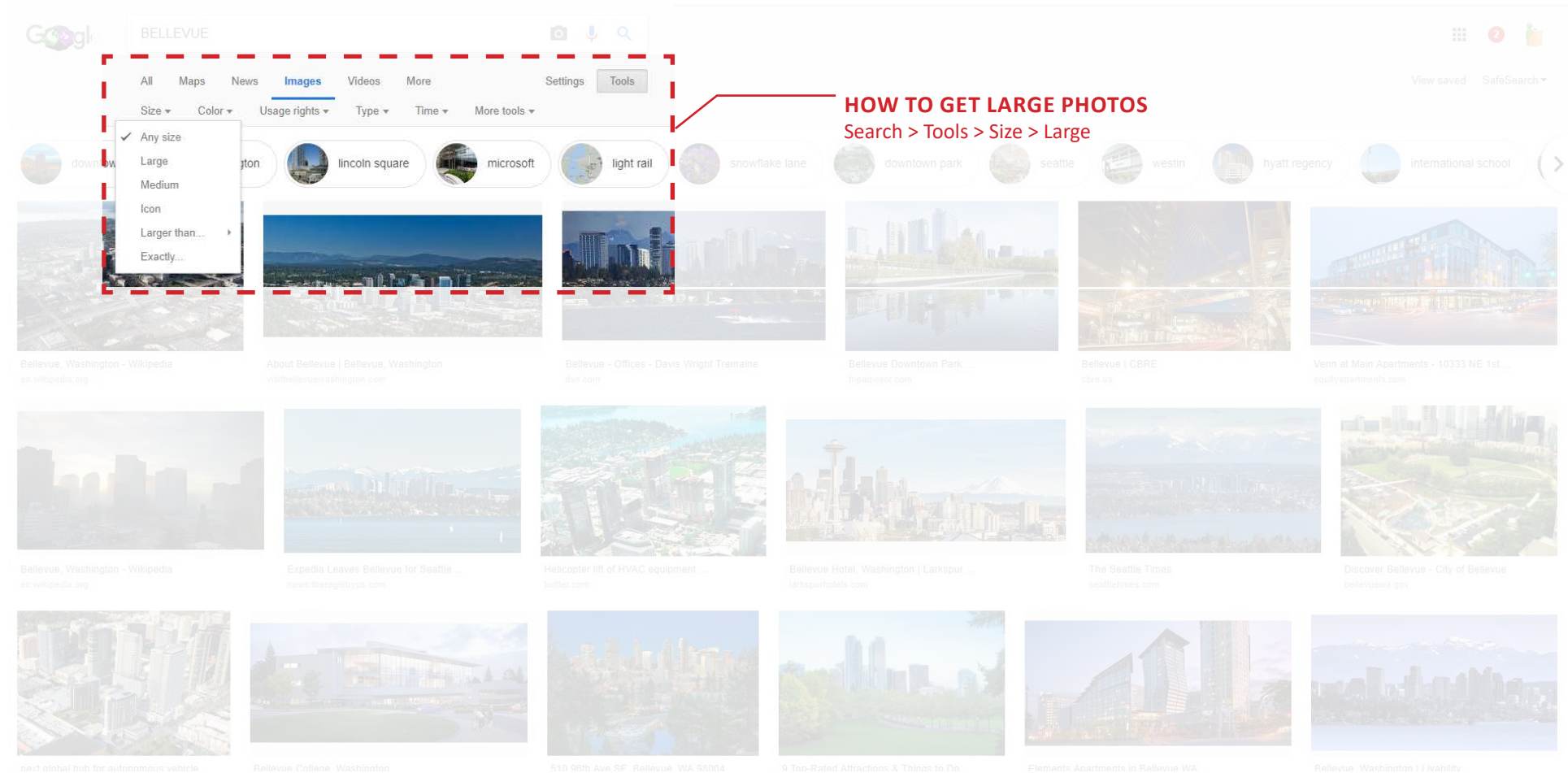


## FINDING STOCK PHOTOS ONLINE

### Images from Google

Step One: Filter for high quality images.

- Google Image Search > Tools > Size > Large
- Note: When saving images, record photo source and author.



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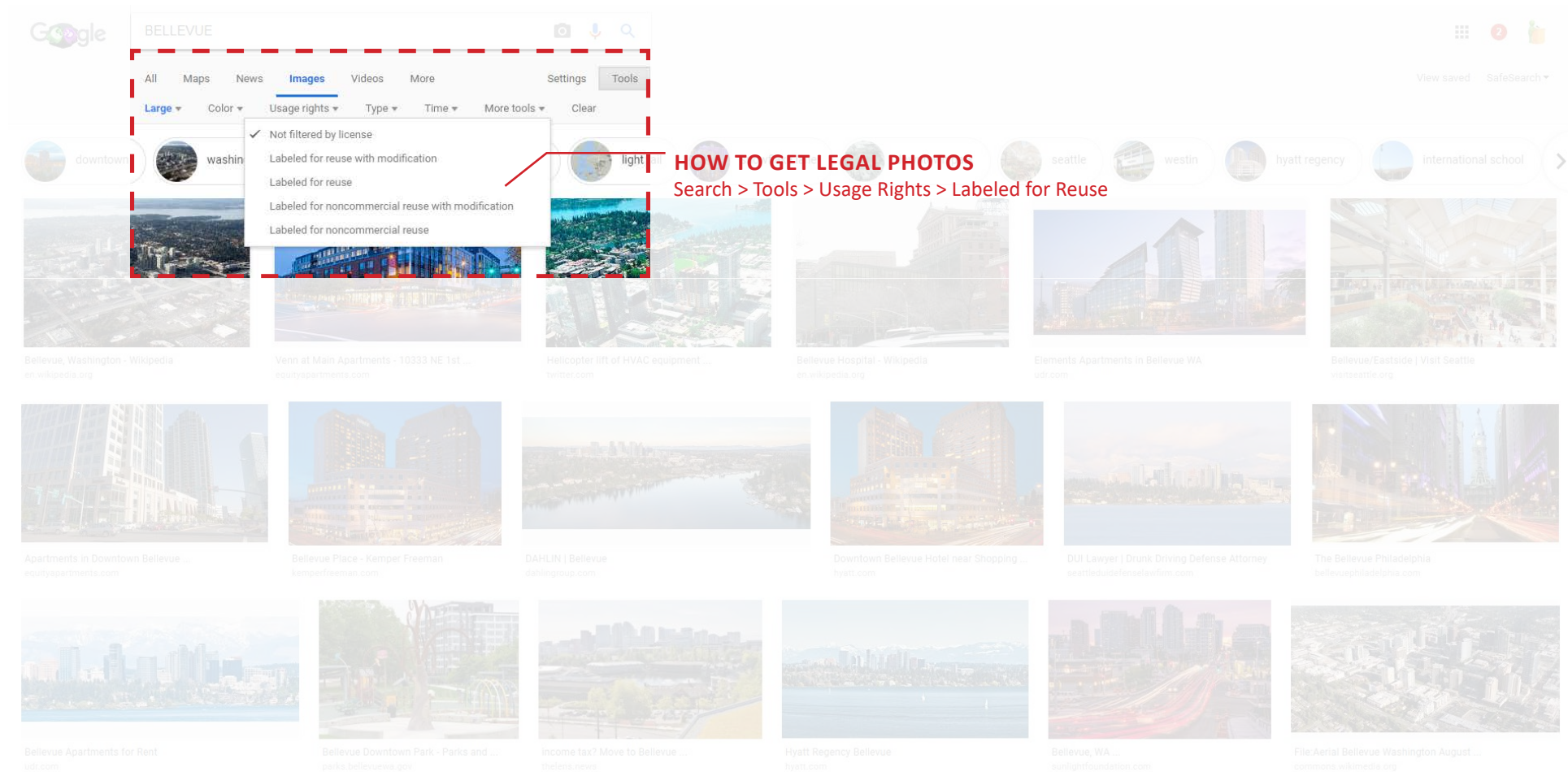
## IMAGE SOURCE ATTRIBUTION

Images from Google. Filter for images that can be used legally.



Step Two: Filter for legally usable images.

- Google Image Search > Tools > Usage Rights > Labeled for reuse
- This search will filter results for images that can be reused.
- Note: All graphics must be credited accurately. Google is not the author of images found on the web.



## IMAGE SOURCE ATTRIBUTION

Images from Google



Step Three: Finding the source and author

- Credit the photo by following the link to the original source.  
(The information provided within the Google search is insufficient.)

Click here to find source information

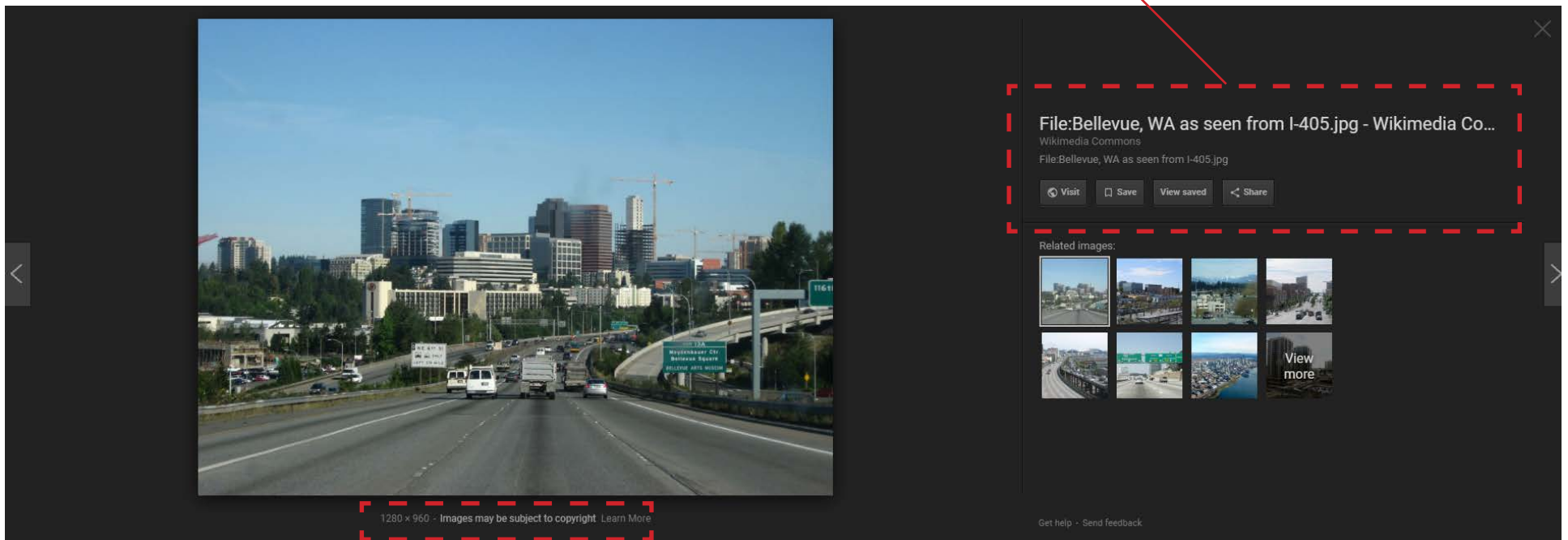


Photo dimensions




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## IMAGE SOURCE ATTRIBUTION

### Images from Wikimedia Commons

- Wikimedia Commons images are ALL fair game for reuse.
- Download largest file sizes possible.
- LCY must credit source/author.
  - Source information found under Summary > Record Author and Permission





Main page  
Welcome  
Community portal  
Village pump  
Help center

Language select  
English

Participate  
Upload file  
Recent changes  
Latest files  
Random file  
Contact us

Print/export  
Download as PDF

Tools  
What links here  
Related changes  
Special pages  
Permanent link  
Page information  
Cite this page  
Nominate for deletion


File Discussion


View Edit History Search Wikimedia Commons


### File:Bellevue, WA as seen from I-405.jpg


From Wikimedia Commons, the free media repository


File File history File usage on Commons File usage on other wikis Metadata




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Size of this preview: 800 × 600 pixels. Other resolutions: 320 × 240 pixels | 640 × 480 pixels | 1,024 × 768 pixels | 1,280 × 960 pixels.  
Original file (1,280 × 960 pixels, file size: 155 KB, MIME type: image/jpeg)

 Open in Media Viewer

Description	Interstate 405 approaching downtown Bellevue, Washington.
Date	24 August 2007, 08:48:45
Source	originally posted to Flickr as Bellevue, WA as seen from I-405
Author	Ken Lund

Download largest file size available.

Credit author.



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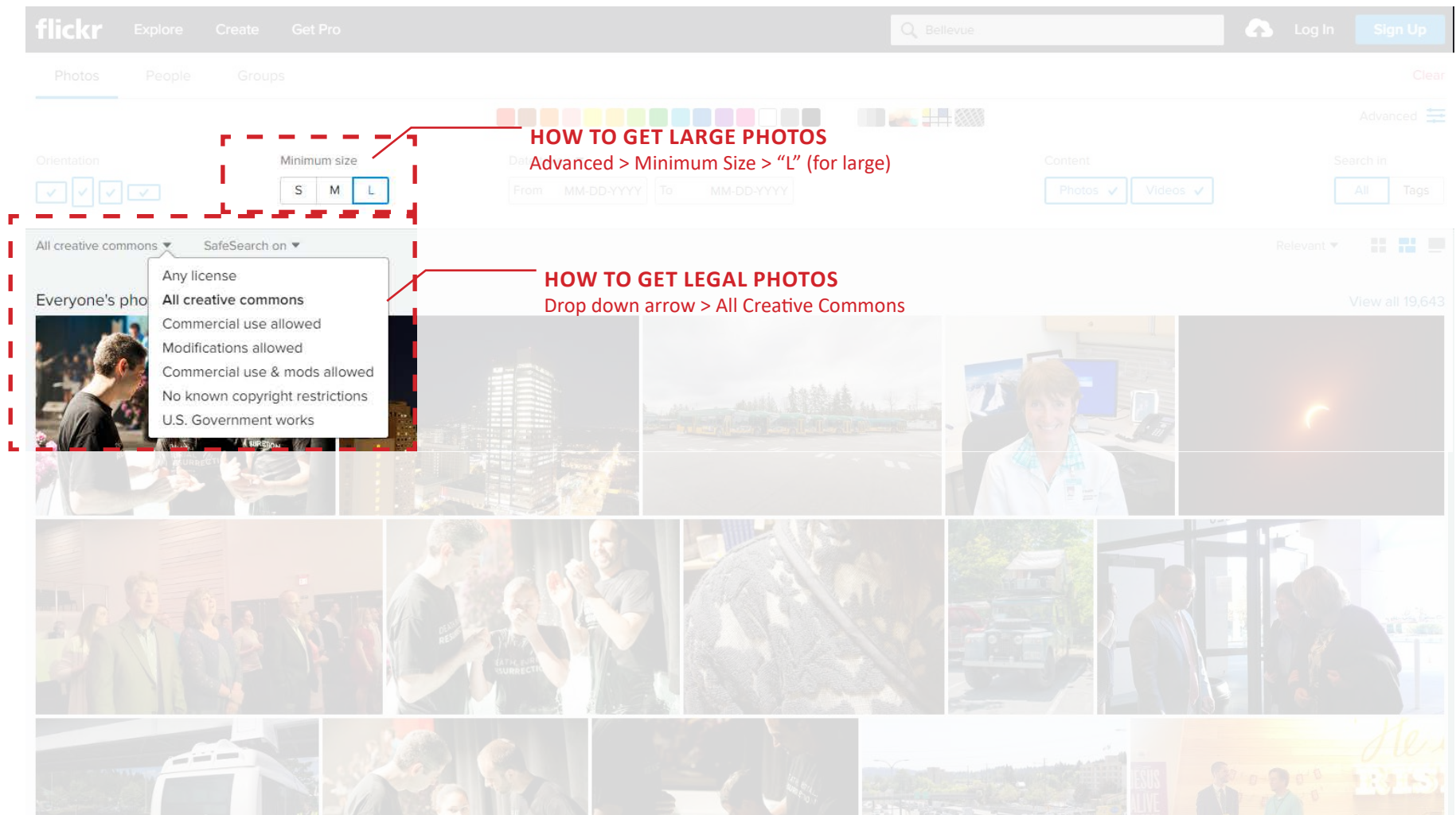
## IMAGE SOURCE ATTRIBUTION

Images from Flickr



Step One: Filter for reuse and largest file size possible.

- Any License (drop down) > All Creative Commons

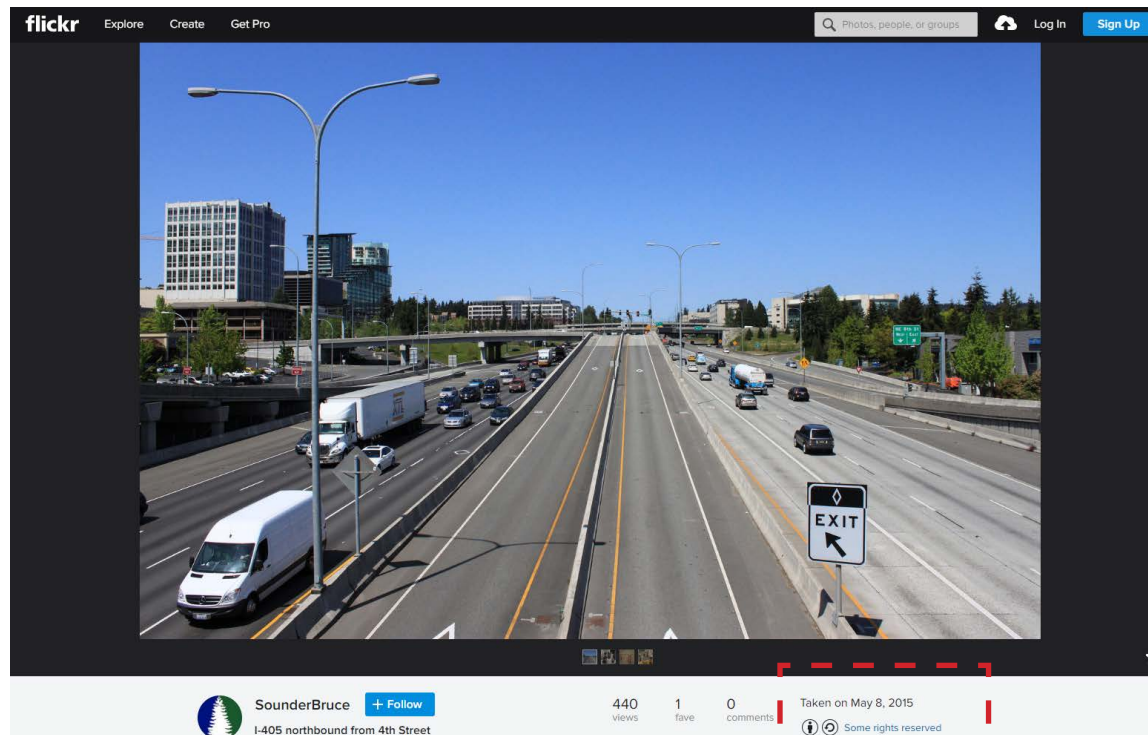


## IMAGE SOURCE ATTRIBUTION

Images from Flickr

Step Two: Can I use this photo?

- If you forget to filter by creative commons license use, check the icons underneath the image.



Click here to double check if you can use the photo.

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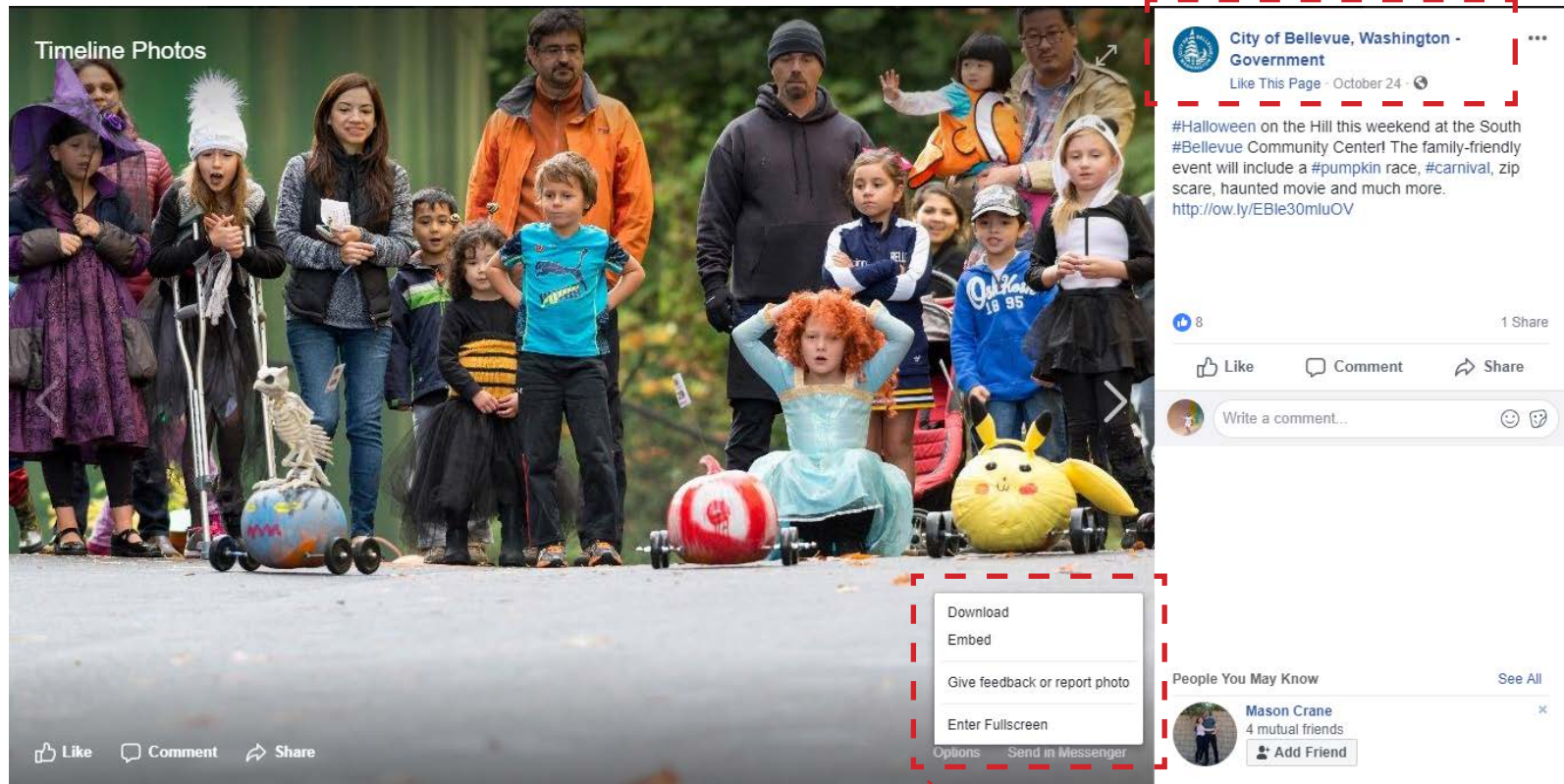


Remember to credit the author.

## SOCIAL MEDIA IMAGES

Facebook, Twitter, Instagram

- Rule of thumb: Usage of images found on social media is allowed only with permission from the owner of the work. Unless a license attached to an image explicitly states it can be used, or an individual or organization grants you specific permission to draw from their social media content, these images cannot be used.



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## PHOTOS YOU TAKE YOURSELF

Options for transferring photos from phone to computer

- Email the photos to yourself.
- Upload to Google Drive.
- Use a USB cable.

Avoid

- Sending the image as a text message (this will compress the file and degrade the photo's quality.)
- Sending the image through social media platforms, i.e., SnapChat, Instagram (this will compress the file and degrade the photo's quality.)



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## POSTER REQUIREMENTS

The final poster will consist of a short summary of your report. Poster components include:

- Introduction
- Methods/Areas of Focus
- Conclusion
- Photos/charts

These elements are derived and abbreviated from your report directly.

Posters will be exhibited at the Year-End Celebration where all LCY projects will be on display to the City of Bellevue.



Example of a final poster