

Finding the right image

This guide looks at how to find the image you want from printed and electronic sources, and how to incorporate it in your work. It also lists a number of ideas for finding particular types of image and includes advice on copyright.

Books and journals

Art and design

The Clifford Whitworth library has books in these areas. The emphasis is on modern art and design, particularly contemporary practice.

Looking for books

- Use a Keyword search on the **Library Search** for books on the relevant subject area.
- Read the details of the book carefully to get an idea of whether or not it is illustrated.
- Alternatively, find the shelf number you need from the **Library Search** and then browse the shelves at that number for well-illustrated books.

How to reproduce an image from a book or journal

When you have found the image you want you can:

- Photocopy in colour, or in black and white.
- Enlarge or reduce the image on photocopiers.
- Scan and then print your image – scan and print, in colour or in monochrome.

Searching the web

This is often the best option as it has enormous quantities of images on just about every subject imaginable. Many sites allow you to do a keyword search then give you a screen full of thumbnail (very small) images that you can click on to get a larger picture.

Please note – some images take a while to download and to print out.

Search engines

You can perform a keyword search on any search engine using a word like *picture* or *image* in addition to your subject keyword. You will probably get better results by using one of the search engines or directories that have their own image searching facility, for example:

Google Image <http://images.google.com>

Search by keyword.

Recommended websites

- **Artcyclopedia**
www.artcyclopedia.com – guide to art on the internet.
- **Cartoonstock**
www.cartoonstock.com – searchable database of different types of cartoons.
- **Flickr**
www.flickr.com – useful for images, plus you can limit your search to Creative Commons images, which allow use within the limits of that licence.
- **Seeklogo**
<http://www.seeklogo.com/> – more than 200,000 images suitable for use as logos.
- **Tate Online**
www.tate.org.uk – digitised collection of all works held in the Tate Galleries.
- **Viewfinder**
<http://viewfinder.english-heritage.org.uk> – online image resource for English heritage.

How to use a web image

Either copy the image directly into a document

- Place the cursor over the image
- Right click on the mouse
- Select **Copy Image**
- Open document and place the cursor where you wish to place the image
- Right click on the mouse
- Select **Paste**

Or save the image to use later

- Place the cursor over the image
- Right click on the mouse
- Select **Save image as**
- Click on the down arrow to the right of the Save in box and select your **F drive** (the one that begins with your username)
- Change the filename to one of your choice if you wish
- Click on **Save**

To insert the saved image into an opened document

- Place the cursor where you wish the image to appear
- Click on **Insert** in the menu bar at the top of the screen
- Select **Picture** and then **From file**

- Select your **F drive**
- Select the saved file and click on **Insert**

To manipulate the image

- Select it by placing the cursor over it and left clicking on the mouse
- If you want to move the image around, select and drag it
- To make the image smaller or larger, select it and place the cursor over the sizing handle at one of the corners until the cursor changes to a two headed arrow. Now left click and push or pull.

To find out more about how to position the image in relation to text

- Click on the ? icon in the menu bar at the top of the screen and type your question.

To print the image

- Print in colour or black and white.
- Image files are often large and may take longer to print out than text files. If you require advice on flattening an image or lowering its resolution to speed up printing, please ask at the Library Enquiry Desk.

How to find particular types of image

Please note this list is not exhaustive but it may give you a quick solution to finding certain types of image. In many cases you could also use the more general search methods described above.

Actors and actresses

The *Actors and actresses* volume of *The international dictionary of films and filmmakers*, at 791.430321 INT at Clifford Whitworth, has many black and white photos of performers.

Architectural drawing

For drawings of people, vehicles, trees and furniture, see the books on architectural drawing in Clifford Whitworth library at 720.2.

Artworks

Reproductions of specific artworks or artefacts in books can be found by doing a keyword search on the **Library Search** using the name of the artist/designer, as this will generally appear somewhere in the book title. If we do not have a book on a particular artist/designer, you will need to establish whether he/she is associated with a particular movement, style, period, country or medium. Then use the keyword search to check if we hold relevant material.

Use a similar approach to do a web search, or try the AXIS database: www.axisweb.org which features work by 2,500 British artists and makers.

Artcyclopedia www.artcyclopedia.com and Tate Online www.tate.org.uk are also good for finding work by artists.

– **The Virtual Libraries Museums Pages**

<http://archives.icom.museum/vlmp/> has a list of links to museums and galleries worldwide. As many institutions are now digitizing their collections, this is also a good source of images.

– **Electronic journal resources**

Artists/designers who are new and emerging may only be featured and reviewed in journals. You need to search indexes for references to appropriate journal articles.

Academic Search Premier, Arts & Humanities Full Text and **JSTOR** are available through the **Library Search** link on the Student Channel www.salford.ac.uk/students, then choose from the A-Z list on **Databases**.

They provide full text journal articles on many artists as well as illustrations of their work.

Cartoon drawings

One of the University of Salford's Archive collections, the **Phil May and Leo Cheney** collection, contains cartoons by these late 19th/ early 20th century artists, of a political and satirical nature. Access is by appointment only; contact I.Johnston@salford.ac.uk. For more detail, see http://www.salford.ac.uk/data/assets/xml_file/0016/530503/may-cheney.xml

Design

The Peclers books (see Fashion) can be useful for various aspects of contemporary design.

The **Electronic Journal Resources** mentioned under **Artworks** are useful for all aspects of Design.

LS:N is particularly good for Design images and trend prediction – access from **Databases** on **Library Search**.

The free online **Dezeen** magazine is good for all types of Design images www.dezeen.com

Fashion

The Peclers books, at 746.92 in the Quick Reference section at Clifford Whitworth Library, are essential for fashion trends and images. There are volumes on colour, womenswear and menswear.

WGSN is an essential website for fashion trend analysis, with over 5 million illustrations. To access it, go to the **SOLAR Library Search** link on the **Student Channel** www.salford.ac.uk/students then choose WGSN from the A-Z list on **Databases**.

Please Note: WGSN is available ON CAMPUS ONLY.

LS:N is also good for Fashion trend prediction and images; access from **Databases** on **SOLAR**.

Vogue Archive is great for historical fashion images – again, access from **Databases** on **SOLAR**.

For examples of fashion illustration, see the books in Clifford Whitworth Library at 741.672.

For fashion history (e.g. the 1970s) try Fashion Era www.fashion-era.com . This has a good range of fashion examples from different eras which can be enlarged for printing.

Graphic Design

The John Johnson Collection is very good for 18th, 19th and early 20th century posters and advertising. Access it from the **SOLAR Library Search** link on the **Student Channel** www.salford.ac.uk/students then choose from the A-Z list on **Databases**.

Nature

The libraries have illustrated books on the earth, plants and living creatures at numbers beginning with 551 onwards. See also Stock photos (below).

Photography

The photography books in the 770s at Clifford Whitworth Library contain many examples of work by leading photographers.

Political use of art and design

One of the University of Salford's Archive collections, **British Election Campaign Material**, contains artwork in poster and leaflet form used in political campaigns. Access is by appointment only; contact I.Johnston@salford.ac.uk . For more detail see http://www.salford.ac.uk/data/assets/xml_file/0004/530473/election.xml

Stock photos

These are generic photographs produced by photographic agencies. Clifford Whitworth Library has catalogues of royalty-free stock photos in both the Quick Reference and the main sequence at 778.90216. These are usually arranged in broad subject groups – 'families', 'nature', 'abstract' etc. Can be very useful for animals, plants, landscapes, weather.

University of Salford

Historic photographs of the University from the **University of Salford Photographic Collection** can be viewed online at http://www.salford.ac.uk/data/assets/xml_file/0010/530866/photographs.xml

Copyright and Referencing

Images are subject to copyright law. When photocopying, observe the information on copyright displayed near the photocopier. When using images from the web, check the accompanying text for copyright information. Unless it states that the images are in the public domain or can be used freely, the copyright owner should be asked for permission if you want to use or alter an image for commercial purposes.

If you are using an image from a book, a journal or the web in your written work, please ensure it is **referenced** correctly. See the guide at www.salford.ac.uk/library/help/user-guides/general/Referencing-Images-Feb14.pdf

Please note: Information contained in this General Guide was correct at the time of publication. A more recent version may be available at www.salford.ac.uk/library/help/userguides/