**OER Images and Figures Directions**

*This set of directions are to be used alongside the* ***OER Images and Figures*** *tab of the* [*OERFSJ Deliverables 1-5 spreadsheet.*](https://lmu.box.com/s/nr373cqlsegfls6cww28xbai6m780rp2)

*View a completed* [*OER Images and Figures worksheet*](https://lmu.box.com/s/r54yhw1qlulra1g5ksvermdyuqxi8v0o)*.*

While images and figures are something you will add after the OER text is written, as you are looking for other OER portions you may come across images you want to use later and then forget where you found them. Use the OER Images and Figures tab to help keep track of the images you plan to use.

This OER Images and Figures template is crucial to the creation of your OER, as each image you use will require a stated licensing within your OER that includes **TASL**:

**T**itle – the name of the image or object

**A**uthor – the original creator of the object

**S**ource – a link to where you found the image or object

**L**icense – its Creative Commons license

Having links to all images and their TASL will save you hours of work and frustration down the road. In the OER Images and Figures section of the spreadsheet:

1. Find the chapter or chapter section in which you plan to use the image or figure.
2. In the **Title** column, state the title of the image or figure.
3. In the **Author** column, state the author/creator of the image or figure.
4. In the **Source** column, paste the source link where you found the image or figure.
5. In **License** column, state the license of the image or figure. *You will want to make sure your images are part of the public domain or licensed with an open license, such as Creative Commons (CC) licenses.*

**Table 1:** OER images and figures example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter or Chapter Subheading** | **Title** | **Author** | **Source** | **License** |
| ***Example:***  *Chapter 2* | *A 17th Century Engraving of a Poodle* | *Wenceslaus Hollar* | [*https://en.wikipedia.org/wiki/Poodle#/media/File:Wenceslas\_Hollar\_-\_A\_poodle,\_after\_Matham.jpg*](https://en.wikipedia.org/wiki/Poodle#/media/File:Wenceslas_Hollar_-_A_poodle,_after_Matham.jpg) | *Public Domain* |

The **OER Images and Figures** tab is something you will continue to add to as you work on your OER. You may have one person assigned to finding or creating all the images, or you may look for images as a team. Either way, keep track of them here. You’ll thank us later.

This **OER Images and Figures** tab will become a Deliverable once your OER content has been written in your chosen platform. For now, use it to track images and figures you may want to use.

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