



Wiki Contributor Training Handout

Session 17: Submitting Images – Contributor

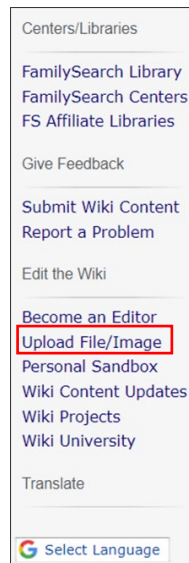
You must take these sessions before taking this training:

- Session 7b: Basic Editing Functions – Wikitext
- Session 10: Content Allowed in the Wiki
- Session 11b: Internal and External Links – Wikitext

Below is information and examples pertinent to this training session.

- Requirements for Submitting Images:
 - Relevant to genealogy
 - Comply with Wiki Purpose, Policies and Procedures
 - Noncommercial and not advertise or promote products
 - Legal and not infringe on intellectual property rights
- Images Not Allowed:
 - Collection of images related to indexed records
 - Images of personal ancestors
 - Scenic pictures of places
 - Images not related to genealogy
 - Artificial Intelligence (A.I.) generated images are not allowed
- Image Licenses Allowed:
 - Images released to public domain
 - Images with Creative Commons licenses
 - Images not covered by copyright such as government
 - Non-copyrighted images, such as documents or maps
- Copyright Licenses:
 - Exceptions – Copyright licenses:
 - FamilySearch Historical Records Collection Images
 - FamilySearch Library Handouts
 - FamilySearch Images
 - Logos

- Accepted Images:
 - Churches, archives, libraries, etc.
 - Maps of places, including those with jurisdiction boundaries
 - Flags of countries or other localities
 - Images relating to historical events, genealogical records, or documents
 - Logos of societies and other organizations
 - Handouts for classes
 - Document images to illustrate examples of record types for different locations
- File formats Accepted:
 - png
 - jpg
 - jpeg
 - bmp
 - PDF
- Process for Submitting Images:
 - Use the Upload File/Image link



- This takes you to the Upload File/Image form

Upload File/Image

All Files/Images Must be Reviewed and Uploaded to the Wiki by FamilySearch Staff [\[edit source\]](#)

- Images will be reviewed for appropriateness and copyright status.
- All images should follow the guidelines set forth in the [Image Use page](#).
- NOTE: There is a limit size of 5mb for files/images.

How to Submit Files/Images [\[edit source\]](#)

Note: You must first log into your FamilySearch account to submit an image/file. [Create a FREE Account](#)

- Fill out the form found below.

Fields with red asterisk (*) are required to be filled out

***Name or title of file/image:**

You can give a title to your file/image for identification in the Wiki.

- Fill out the form with the appropriate information
- Provide your name or username to get credit for submitting the image
- Images will be reviewed for appropriateness and copyright status
- Ignore “Approved by Moderator” question
- Complete the process by pressing “Save page”
- Images approved will appear on the Wiki and the user will be notified within 2 business days

Note: There is a limit size of 5mb for files/images

For more information go to:

- [Image Upload](#)
- [Wiki Policies and Procedures](#)
- [Manual of Style](#)
- Wiki Administration: wikisupport@familysearch.org
- Session 17 Assessment Quiz: <https://forms.office.com/r/mkWp2ubrHt>