

# Use of images on CEH website and multisite

Staff have to add images to the CEH website via the [CEH image catalogue](#).

This limits copyright images being added to the CEH website - and we have a record of all the metadata associated with the image, e.g. image location, species, etc.

## Steps to take:

- Step1: Upload the image to the [image catalogue](#)
- Step2: Add metadata to the image record
- Step3: IMPORTANT: click the checkbox that saves the image in the 'EIDC catalogue' - this ensures that the image can be viewed externally and cannot be deleted from the website
- Step4: Produce and post your CEH page with images from the CEH catalogue - see the [How to video](#) which takes you through these steps.