Image Rights: Restricting Images and Adding Brands, Bands & Watermarks

What you will learn

You will learn how to restrict access to files to certain users, and how to allow the viewing of metadata only. Finally, you will learn how to put an identifying band on the item--a technique that can be used with any import method. These options are set at the Project level, and can be changed at any time.

The Exercise

1) If not already open, open the Project Client either by clicking on the Shortcut on your desktop, or finding it in your **Start/Programs** menu on your computer desktop.

2) Open your *Photographs* project. Choose "Open Existing Project" from the Task Bar or from the "Project" menu at the top of the window. From the *Open an Existing Project* dialog box, select your COLLECTION and then the PROJECT you want to open.
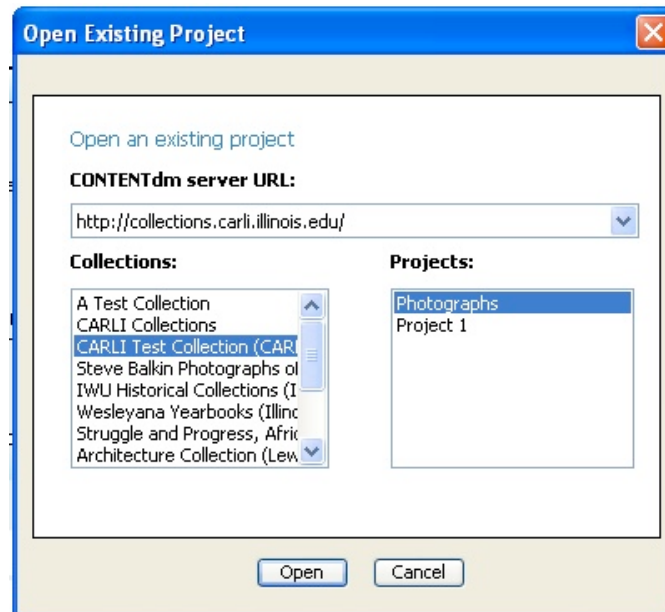

Figure 1: Selecting a Project

3) Click **Open.** This opens your **Project**.

Setting access rights and protecting your images

Access rights

You may restrict the viewing of materials by collection and by item, or display metadata only.

1) **Add** an item in your Project, then double-click on the icon (thumbnail picture) to open its editing tab. Or double-click on an item already in your project.

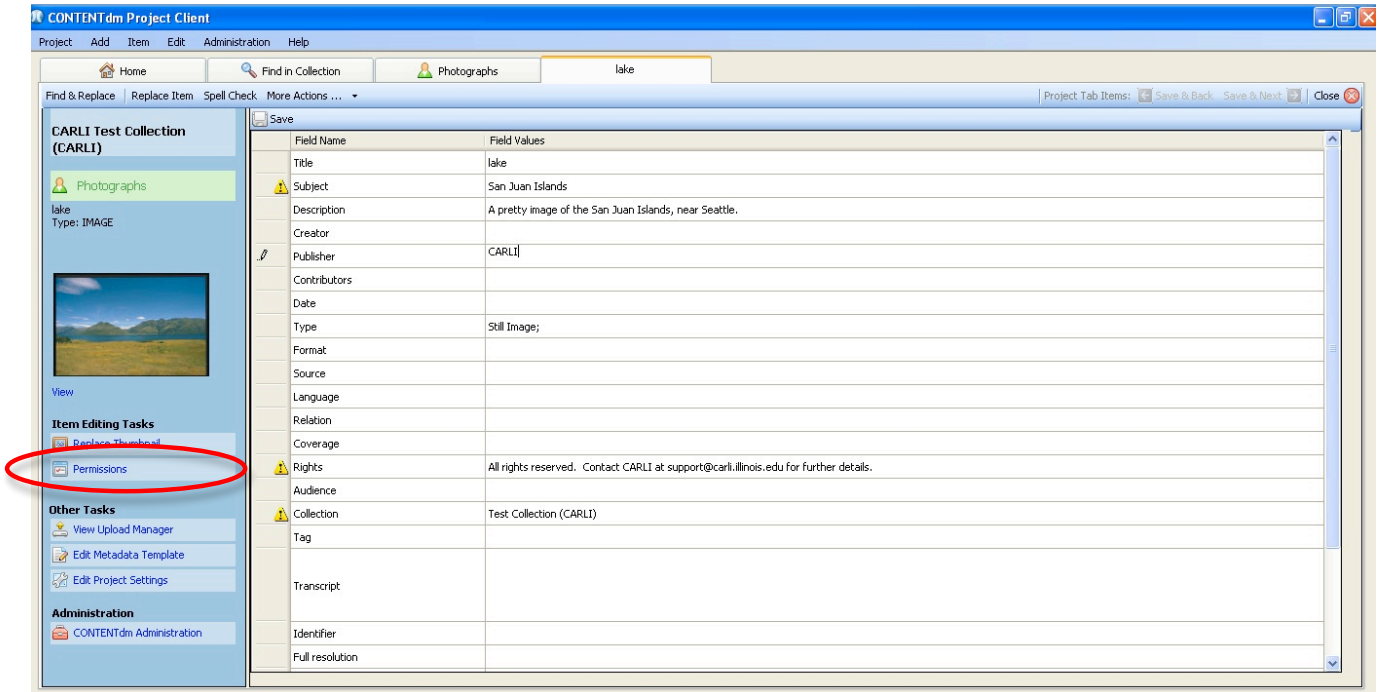**2**) Click on **Permissions** in the task bar on the left.

Figure 1: Select Permissions from the item's editing screen.
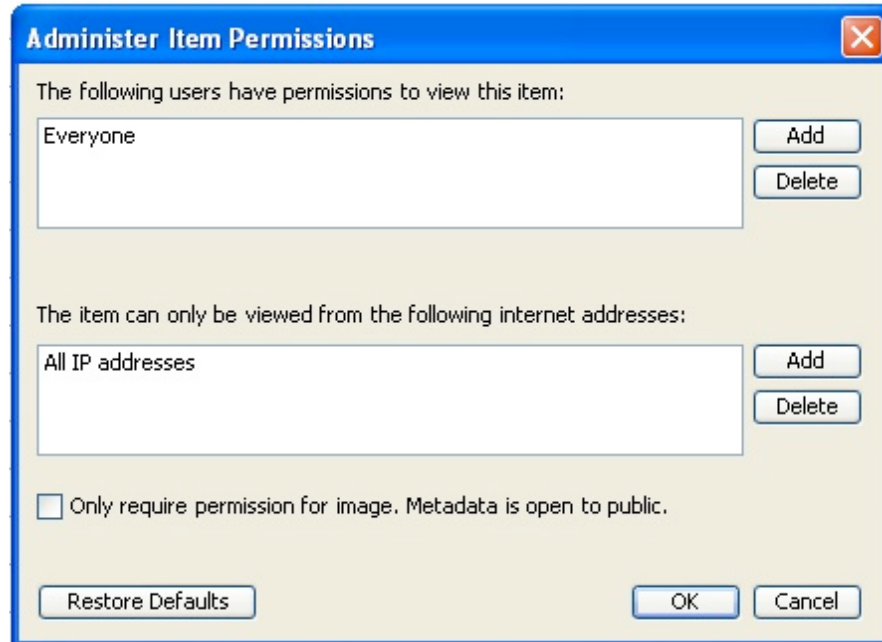
Figure 2: You may restrict viewing of an item, or allow metadata only.

<mark>**Note:** By default all published CONTENTdm collections are accessible to the public, but you have the ability to protect resources from view at the collection and/or at the item level, while allowing IP address permissions to view the items. In addition, you can decide to allow viewing of metadata but require an IP address/range for viewing the actual digital object.</mark>

3) Restrict access so that only you can view the object. Allow everyone to see the metadata. To do this, first click **Add** in the top right.
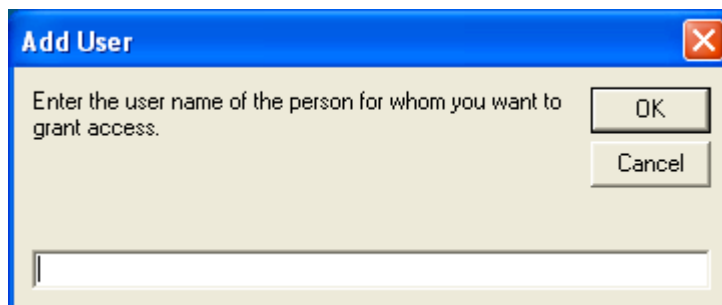

Figure 3: allow certain users to see the digital object.

4) Enter your CONTENTdm **user name** ("xxxcdm") here, and click **OK**.

5) Click the box at the bottom of the dialog to allow metadata viewing; click **OK**.
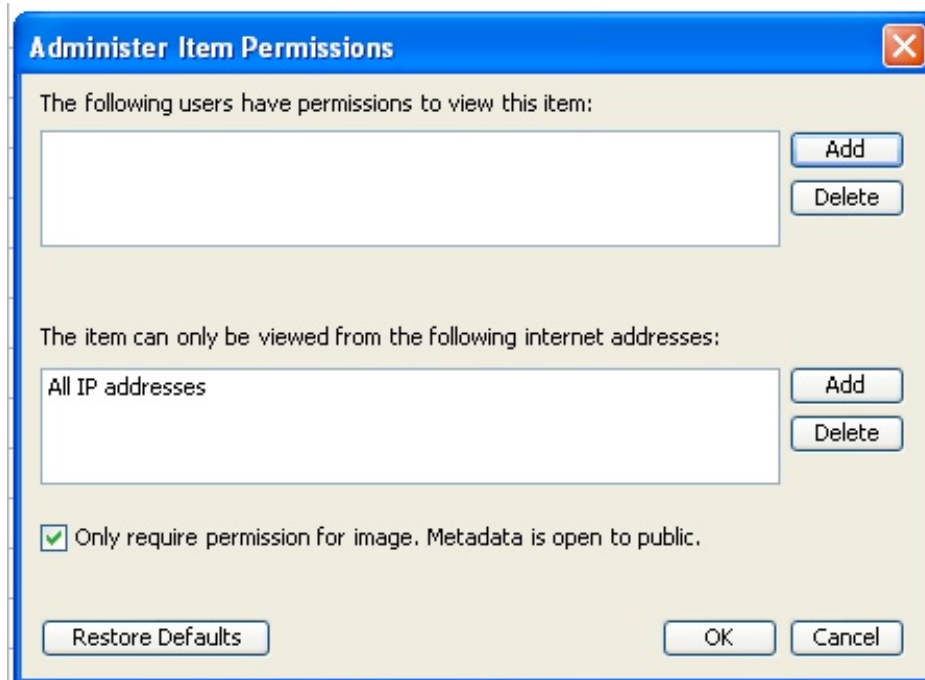
Figure 4: Allow everyone to see the object's metadata.

5) Close the editing tab and **Save** your changes to the item.

Banding, Branding and Watermarking

There is an automatic way to apply an identifying band of text, a "brand" or logo, or a watermark to every item processed within a specific Project. This is found as an Option in the Project Client's Project **Settings Manager**. For purposes of this exercise, you will learn one option: Banding your items. This process must be done before the file is imported into the Project Client, whether you use the Import File or the Batch Add method. (Therefore the item you *just finished* importing will *not* be affected by the next part of this lesson.)

1) From the task bar on the left of the screen, click on **Edit Project Settings.** The dialog box appears as follows; click on the **Images & Thumbnails** option and then on the **Image Rights button**:

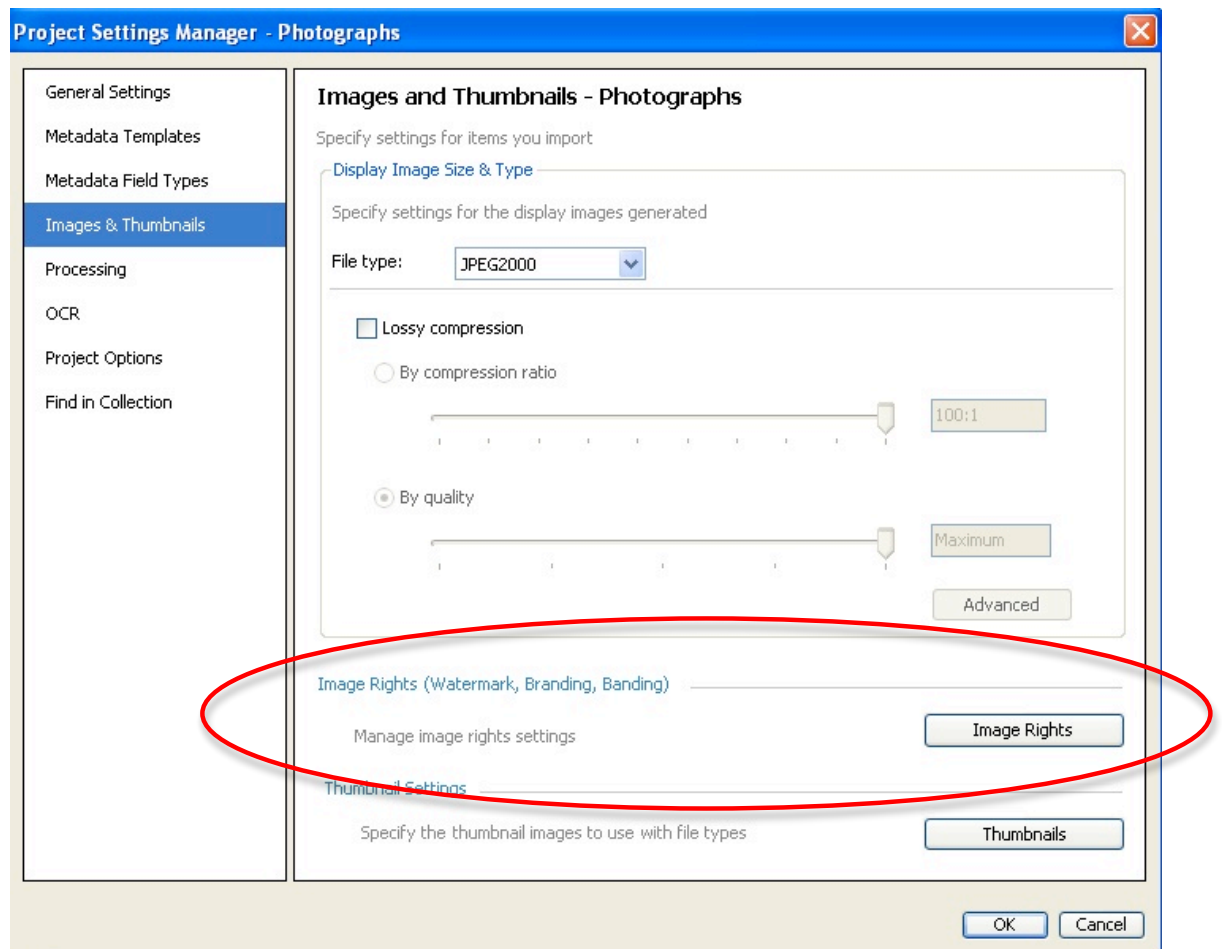

Figure 5: Settings Manager with "Images & Thumbnails" option selected

2) There are no image rights currently set for the project. Click on **"Create"** to create a new band.
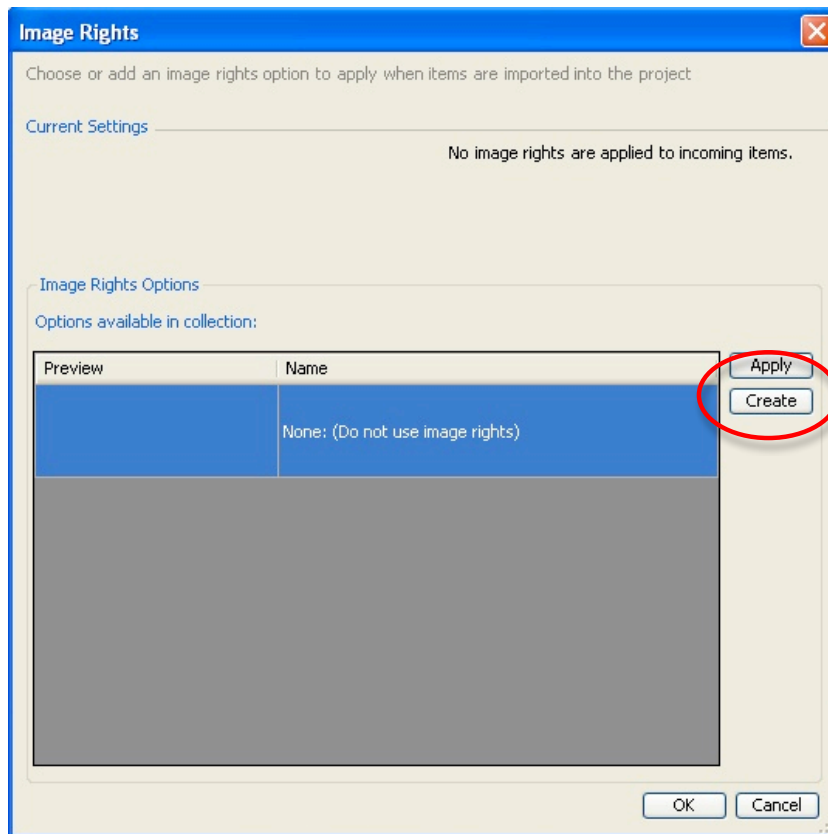

Figure 6: No image rights are current set.

3) The default Image Rights option is a Watermark. Instead of a watermark, select **BAND**. Give the band a name, select the size of the band, the color, and the **Band Text**, which is the text that will appear in the band on your items. Play with the font options if you like. (Hint*: Alt-0169* will insert the © symbol.)

Figure 7: Band Options with customized message, font and color

4) Click **SAVE** to return to the Image Rights options dialog box again.

5) **Select** the band you just created and click **APPLY**. Then click **OK** to close the options box.

Note: this option has now been set for this Project. You may change it at any time. Until you do, the band you have created will be applied to everything you import with this Project.

6) Import another image from the **Exercise Data** folder. Add metadata to this item, upload, index, and approve the item. Note that the band is now added to your image.