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.

Open Existing Project	
Open an existing project CONTENT dm server URL: http://collections.carli.illinois.edu/ Collections: A Test Collection CARLI Collections CARLI Test Collection (CAR Steve Balkin Photographs of IWU Historical Collections (I Wesleyana Yearbooks (Illinc Struggle and Progress, Afric Architecture Collection (Lew	Projects: Photographs Project 1
Open	Cancel

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.

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CONTENTION Administration	Identif	ier				
		solution				

Figure 1: Select Permissions from the item's editing screen.

Administer Item Permissions				
The following users have permissions to view this item:				
Everyone	Add Delete			
The item can only be viewed from the following internet addresses:				
All IP addresses	Add Delete			
Only require permission for image. Metadata is open to public.				
Restore Defaults OK	Cancel			

Figure 2: You may restrict viewing of an item, or allow metadata only.

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.

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.

Administer Item Permissions				
The following users have permissions to view this item:				
	Add			
	Delete			
The item can only be viewed from the following internet addresses:				
All IP addresses	Add			
	Delete			
Only require permission for image. Metadata is open to public.				
Restore Defaults OK	Cancel			

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**:

General Settings	Images and Thumbnails - Photographs			
Metadata Templates	Specify settings for items you import			
Metadata Field Types Images & Thumbnails	Display Image Size & Type Specify settings for the display images generated			
Processing	File type: JPEG2000			
OCR	Lossy compression			
Project Options	By compression ratio			
Find in Collection				
	By quality			
	Maximum			
	Advanced			
	Image Rights (Watermark, Branding, Banding)			
	Manage image rights settings Image Rights			
	Thumbrial Settings			
	Specify the thumbnail images to use with file types Thumbnails			

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

Image Rights	
Choose or add an image	rights option to apply when items are imported into the project
Current Settings	No image rights are applied to incoming items.
Image Rights Options Options available in col	
Preview	Name Apply Create None: (Do not use image rights)
	OK Cancel

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.)

mage Rights	- Add				
Use the image rights you create to copyright items in your collection. After the new option is saved, you can use it when you import images into any projects that are part of the current collection.					
O <u>W</u> atermark	« Centered, grayscale image				
<u>N</u> ame:		(Name not displayed)			
Image File:		Browse			
Opacity:		30			
Brand: Log	go or image placed lower-right on items				
Na <u>m</u> e:		(Name not displayed)			
Image File:		Browse			
• B <u>a</u> nd: Colo Name:	r band with text across bottom of items	(Name not displayed)			
Band Height:	30 pixels	·			
	Always size font to fit text to band height				
Band <u>C</u> olor:	LightBlue				
Band Te <u>x</u> t:	©CARLI. All rights reserved	Eont			
	1	Sa <u>v</u> e Cancel			

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.