Adding Creative Commons (CC) Licenses to Documents

Library Factsheet

Why is this useful
Although you can add details of the licence in ePrints Soton, it is also advisable to add a mark to the document. This means the license status is clear – the document is likely to be viewed without the context of the metadata in the ePrints record.

Using the application for Microsoft Office (Word/Excel/PowerPoint)
For a link to the download page see http://wiki.creativecommons.org/Microsoft_Office_Addin

This is available for PCs (not MACs), and iSolutions managed machines are likely to need Admin Rights\(^1\) to install (contact iSolutions Serviceline).

Internet Explorer can block the download – click the yellow bar at the top of the screen, then ‘Download File’.

These instructions show how to use CC Licensing on Office 2007, 2010 and 1013. It is possible to install & use it on earlier versions of Word and details for this can be found at the website listed above. After installing, in recent versions of Office (2007+) there will be a ‘Creative Commons’ tab on the ribbon.

- Select the Creative Commons tab
- Click the Licenses button and select ‘New License....
- This opens a wizard allowing you to select Public Domain and various types of Creative Commons Licenses
  - The wizard explains the options you have with CC licenses
  - Answering Yes to the questions gives a more open licence

\(^1\) Admin Rights – iSolutions managed computers usually restrict downloading software. To do so you either need to request enhanced privileges (Admin Rights) in relation to a specific PC, or to request via ServiceLine the software is installed for you.
- We recommend for the Jurisdiction that you select ‘International’
- The versions on this application are currently up to 3.0

Select where you want the license mark to appear, then choose it from the ‘Licenses’ menu

You now have a mark on the Document looking something like:

![Creative Commons Attribution 3.0 Unported License](cc-license.png)

This work is licensed under a Creative Commons Attribution 3.0 Unported License.

The license tab has changed:

![Creative Commons Attribution 3.0 Unported License](cc-license-tab.png)

Note CC-BY (Creative Commons Attribution) is the license needed to meet requirements of some funders e.g. RCUK.

Applications for other software:
Open Office [http://wiki.creativecommons.org/OpenOfficeOrg_Addin](http://wiki.creativecommons.org/OpenOfficeOrg_Addin)

Adding Licences manually to a document
Add a copy of the appropriate icon from:
[http://creativecommons.org/about/downloads](http://creativecommons.org/about/downloads)

Add some text e.g. ‘This work is licensed under a Creative Commons Attribution 4.0 International License.

Make one or both a link to the appropriate License [http://creativecommons.org/choose](http://creativecommons.org/choose)