Installation and Usage Guide

Creative Commons Add-in for Microsoft Office

v1.4

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Installation Guide

This version of the Creative Commons Add-In for Microsoft® Office contains the documentation and features that you need to associate licenses with documents that you create in Microsoft Office Word® 2007, Microsoft Office Excel® 2007, and Microsoft Office PowerPoint® 2007, Microsoft Office Word 2010, Microsoft Office Excel 2010, Microsoft Office PowerPoint 2010, Microsoft Office Word 2013, Microsoft Office Excel 2013, and Microsoft Office PowerPoint 2013. By using Creative Commons licenses, you can express your intentions regarding how others can use your works.

To learn more about Creative Commons, visit [www.creativecommons.org](http://www.creativecommons.org).

To learn more about the choices among the Creative Commons licenses, visit <http://creativecommons.org/licenses/>.

Installing the Creative Commons Add-In

**Note:** You must close all Microsoft Office programs before installing this add-in.

1. Click the **Download** button on the [Office Add-in: Creative Commons Add-in for Microsoft Office](http://www.microsoft.com/downloads/details.aspx?FamilyId=113B53DD-1CC0-4FBE-9E1D-B91D07C76504&displaylang=en) page and save the CreativeCommonsOfficeAddins.msi and Setup.exe files to a local directory.
2. Close all Microsoft Office programs, including Microsoft Office Outlook®, before proceeding.
3. To start the Setup program, double-click the setup.exe program file in the directory where you saved it.
4. Follow the instructions on the screen to complete the installation.

**NOTE: For installation on Windows 7 or Windows 8, with Office 2007:**

1. Ensure that Office 2007 SP1 or SP2 is installed.
2. Manually install the [Microsoft Knowledge Base patch 976477](http://support.microsoft.com/kb/976477).
3. Close all Microsoft Office applications before proceeding.
4. Open the CCSetup.zip compressed folder.
5. Double-click the setup.exe program file on your hard disk to start the setup program.
6. Follow instructions for pre-requisites installation.
7. Your computer may restart after the pre-requisite installation.

After installation, you may need to re-start your machine, then continue to install Creative Commons from the saved location.

Uninstalling the Creative Commons Add-In

To uninstall the Creative Commons Add-In for the Windows Vista®, Windows 7 or Windows 8 operating system:

1. On the **Start** menu, point to **Control Panel**, and then click **Programs and Features**.
2. In the list of currently installed programs, select **Microsoft Creative Commons Office Add-In**, and then click **Uninstall**.
3. Click **Yes** to confirm that you want to uninstall the program.
4. If a dialog box appears, follow the instructions in the dialog box to uninstall the program.

**To uninstall the Creative Commons Add-In for the Windows® XP operating system:**

1. On the **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. In the list of currently installed programs, select **Microsoft Creative Commons Office Add-In**, and then click **Remove** or **Add/Remove**.
4. Click **Yes** or **OK** to confirm that you want to uninstall the program.
5. If a dialog box appears, follow the instructions to uninstall the program.

Release Notes

You use this add-in to insert a Creative Commons license into a document that you create by using Office Word 2007, Office Excel 2007, Office PowerPoint 2007, Office Word 2010, Office Excel 2010, or Office PowerPoint 2010, Office Word 2013, Office Excel 2013, or Office PowerPoint 2013.

Supported Operating Systems

* Windows XP with Service Pack (SP) 2 and Office version 2007 or higher.
* Windows Vista
* Windows 7 (32 and 64 bit)
* Windows 8 (32 and 64 bit)

Prerequisites

One of the below mentioned Office versions,

* 2007 Microsoft Office system (Word 2007, Excel 2007, PowerPoint 2007), with Service Pack 1 or Service Pack 2, and [Microsoft Knowledge Base patch 976477](http://support.microsoft.com/kb/976477).
* 2010 Microsoft Office system (Word 2010, Excel 2010, PowerPoint 2010)
* 2013 Microsoft Office system (Word 2013, Excel 2013, PowerPoint 2013)

All of the below mentioned components (Installer will request for permission to install) are also required.

* Windows Installer version 3.1
* Microsoft .NET Framework version 3.5
* Microsoft Visual Studio® Tools for the Microsoft Office system (version 3.0 Runtime) or Microsoft Visual Studio® 2010 Tools for the Office runtime

Supported File Formats

* .doc
* .docx
* .xls
* .xlsx
* .ppt
* .pptx

Supported Languages

English (U.S.)

Known Issues

1. License image and text will not be removed from .ppt, .pptx, .xls, and .xlsx documents when the license is removed.
2. Word wrap and similar settings can change the appearance of a Creative Commons license.
3. This version of the Creative Commons Add-In for Microsoft Office will not recognize licenses inserted from the 2003 version of the add-in because of differences in license versions.
4. The add-in requires Internet access to connect to the Creative Commons Web site.

Usage Guide

When you insert a license into a Word, Excel, or PowerPoint document, you are associating a Creative Commons license with the document. Unlike Digital rights management (DRM) features of Microsoft Office, a license is a deed and is not enforceable, but does indicate the rights you are giving others with regard to your document.

The Creative Commons Add-In inserts an icon, text, and a hyperlink into the document to show that a license has been associated with the document. This visual element is retrieved from the Creative Commons Web site as a part of the license information, and it provides a link that points to the actual license. The add-in also inserts properties into the document’s metadata.

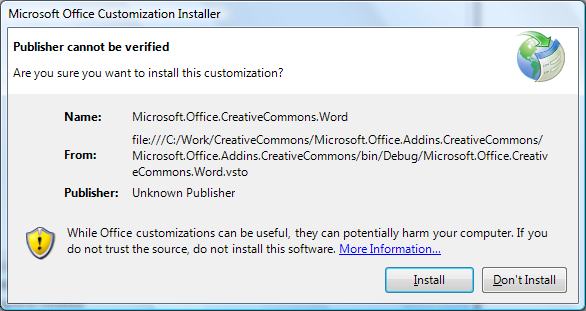
The following illustration shows the icon and text that appear in the document.



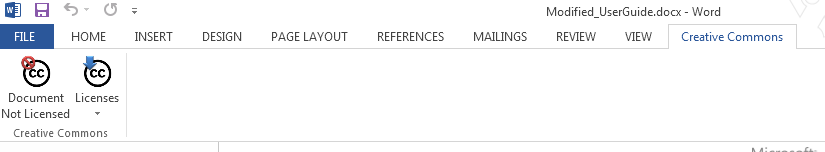
Using the Add-In

To associate a license with a document, you must first install a new tab on the ribbon in the Microsoft Office system.

1. Start Word, Excel, or PowerPoint.
2. In the **Microsoft Office Customization Installer** dialog box, click **Install** to install the **Creative Commons** tab on the ribbon.



1. Click the **Creative Commons** tab to view the two toolbar buttons, **Document Not Licensed** and **Licenses**, that you will use to add or remove a license from a document or to view whether a license has been associated with a document.



Downloading a License

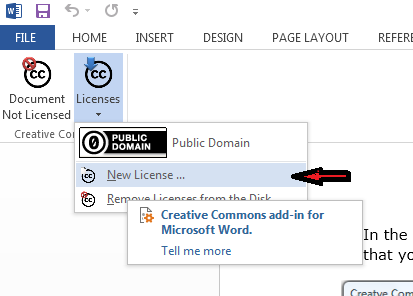
The add-in downloads a Creative Commons license from the Creative Commons Web site, and caches it in a special file on your computer’s hard disk. The add-in maintains a disk cache for each user on the computer.

When you open the New License wizard, it connects to the Creative Commons Web site to download the license information. The license information is updated if any of the cached information is older than 60 minutes. After the information is downloaded, the add-in can associate a cached license with a document at any time without connecting to the Creative Commons Web site again.

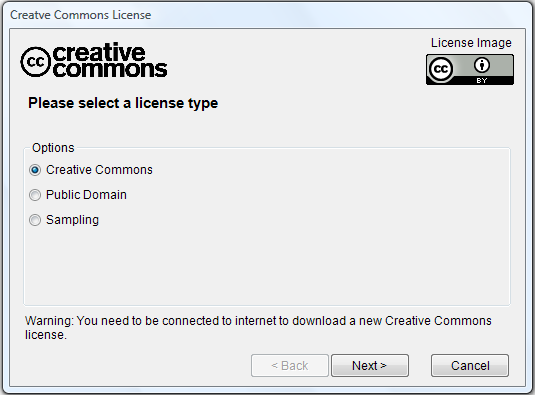
**Note:** The add-in requires Internet access to connect to the Creative Commons Web site.

To download license information:

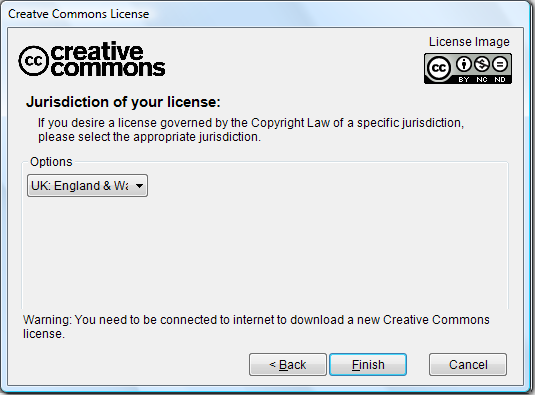
1. On the **Creative Commons** tab, click **Licenses**.
2. At the bottom of the list, click **New license**.



1. In the **Creative Commons License** dialog box, select the type of license that you want.



1. Complete the steps in the wizard, and then click **Finish**.



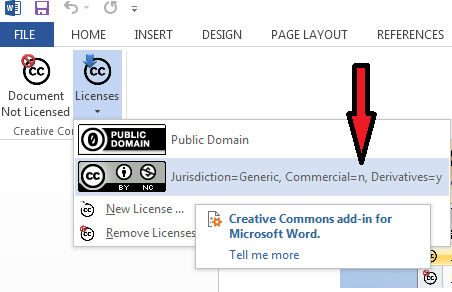
The wizard downloads the license that you selected based on the answers that you provided.

**Note:** If you previously downloaded that license, a message appears and indicates that the license already exists in your disk cache.

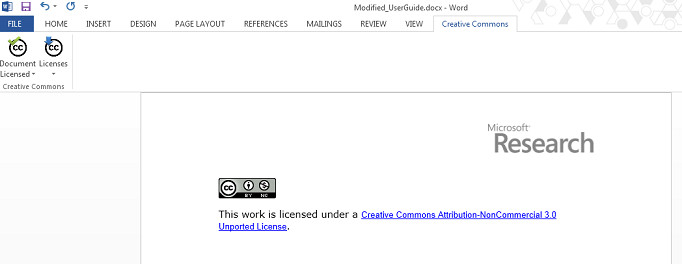
Associating a License with a Document

To associate a license with a document in the Microsoft Office system:

1. On the **Creative Commons** tab, click **Licenses**, and then select the license that you want to associate with your document.



A visual element, consisting of a logo and text with a hyperlink that points to the license, is inserted in your document at the cursor.



Note that the **Document Not Licensed** toolbar button has changed to **Document Licensed** and has a green check mark to indicate that a license has been associated with your document.

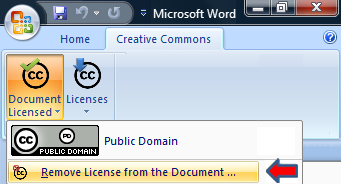
When you associate a license with your document, the Creative Commons Add-In also adds properties to the document’s metadata, indicating your license selection. If you attempt to license the same document twice, the add-in will ask whether you want to overwrite the existing license information.

**Note:** You can associate only one Creative Commons license with a document at a time. If you copy and paste a license logo from another document, that license will not be associated with the current document. You must insert the license by associating it with the document.

Removing a License from a Document

To remove a license from a document in the Microsoft Office system:

1. On the **Creative Commons** tab, click **Document Licensed**.
2. Click **Remove License from the Document**.



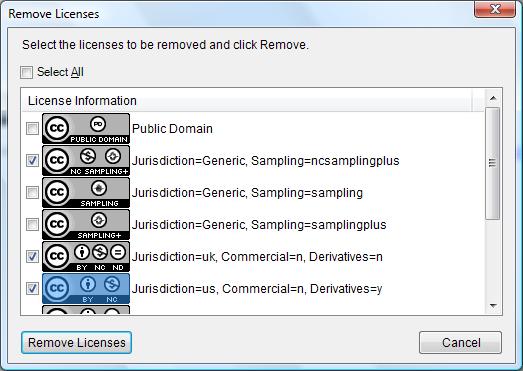
1. Click **Yes** to confirm that you want to remove the license from the document.

**Note:** The logo, text, and hyperlink will not be automatically removed from an Excel or PowerPoint document (regardless of version) or from a Microsoft Office Word 2003 document, although the custom properties will be removed from the document’s metadata. Word 2007, Word 2010, and Word 2013 are the only programs that remove the logo, text, and hyperlink when you remove a license from a document. You can manually remove the logo, text, and hyperlink from Excel, PowerPoint, and older Word documents.

Removing Downloaded Licenses from the Disk Cache

To remove downloaded licenses from the disk cache:

1. On the **Creative Commons** tab, click **Licenses**, and then click **Remove licenses from the disk**.
2. In the **Remove Licenses** dialog box, select the licenses that you want to remove, and then click **Remove Licenses**.



**Note:** If you remove a downloaded license from the disk cache but you do not remove the logo with the text and hyperlink from your document, the logo, text, and hyperlink will still exist in your document. By removing the downloaded license from your disk cache, you keep your existing license associations, but you will not be able to associate that license with another document unless you download the license again.

Creative Commons Add-In FAQ

Q. Why do we need an Internet connection?

A. The add-in downloads Creative Commons licenses from the Creative Commons Web site and caches them in special files on your computer’s hard disk. The add-in maintains a disk cache for each user on the computer. When the New License wizard opens, it connects to the Creative Commons Web site to download the license information. After the information is downloaded from the Creative Commons Web site, the add-in can associate a cached license with a document at any time without connecting to Creative Commons Web site again.

Q. What is cached and what is not?

A. When you open the New License wizard for the first time, it connects to the Creative Commons Web site to download the questions to use in the wizard and the license information that you select in the wizard. Because the questions that appear in the New License wizard are cached, you do not need to connect to the Creative Commons Web site to display the questions in the wizard when you reopen it. However, you will need to connect to the Creative Commons Web site if you want to download a new type of license. When you reconnect, the New License wizard downloads the questions if the cached questions are more than 60 minutes old.

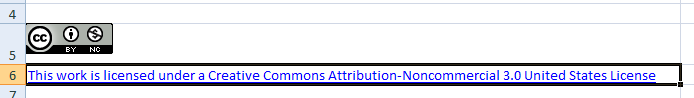
The license images are also cached. After an image is downloaded, it is always retrieved from the disk cache.

Q. Why does the add-in behave differently in Word, Excel, and PowerPoint?

A. Because Word, Excel, and PowerPoint operate differently, the Creative Commons Add-In logo, text, and hyperlink that are inserted into the document look different. The following figures show how the visual content looks in each program.

Word

Excel



PowerPoint



In addition to a slightly different appearance in each program, the logo, text, and hyperlink must be manually removed from Excel and PowerPoint. Word 2007 and 2010 are the only programs that remove the visual content from a document if you remove a license from a document. Excel and PowerPoint and older Word documents will not remove the visual content from the documents, although the custom properties will be removed from the metadata. You can manually remove the logo, text, and hyperlink.

Q. What happens if I remove a license from an old Word, Excel, or PowerPoint document?

A. The visual content will not be removed when a license is disassociated from the document. Disassociating a license will only remove the custom properties from the document.

Q. Can I view the custom properties that the Creative Commons Add-In has written?

A. Yes. Because the Creative Commons Add-In for Microsoft Office reads and writes custom properties to a document when a license is associated with it, an Office Open XML (OOXML) developer can view the properties without opening the document or even having Word installed.

To view the custom properties that the Creative Commons Add-In for Microsoft Office has written:

1. Open the document in an application that can open it, such as WinZip or WinRAR.
2. Go to the docProps folder.
3. Open the custom.xml file.

The custom.xml file looks like the following example.

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>

<Properties

xmlns="http://schemas.openxmlformats.org/officeDocument/2006/custom-properties"

xmlns:vt="http://schemas.openxmlformats.org/officeDocument/2006/docPropsVTypes">

<property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="2" name="CreativeCommonsLicenseID">

<vt:lpwstr>standard&amp;commercial=y&amp;derivatives=y&amp;jurisdiction=</vt:lpwstr>

</property>

<property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="3" name="CreativeCommonsLicenseURL">

<vt:lpwstr>http://creativecommons.org/licenses/by/3.0/</vt:lpwstr>

</property>

**<property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="4" name="CreativeCommonsLicenseXml">**

**<vt:lpwstr>&lt;?xml version="1.0" encoding="utf-8"?&gt;&lt;result&gt;&lt;license-uri&gt;http://creativecommons.org/licenses/by/3.0/&lt;/license-uri&gt;&lt;license-name&gt;Attribution 3.0 Unported&lt;/license-name&gt;&lt;rdf&gt;&lt;rdf:RDF xmlns="http://creativecommons.org/ns#" xmlns:dc="http://purl.org/dc/elem</vt:lpwstr>**

</property>

</Properties>

All the properties are URL encoded. The **CreativeCommonsLicenseXml** property contains a Word document property of type **string** (the <vt:lpwstr> element), the value of which is the URL-encoded XML representation of the license information. One of the elements is the Resource Description Framework (RDF) version of the license.

**Note**: Other programs may write other properties.