

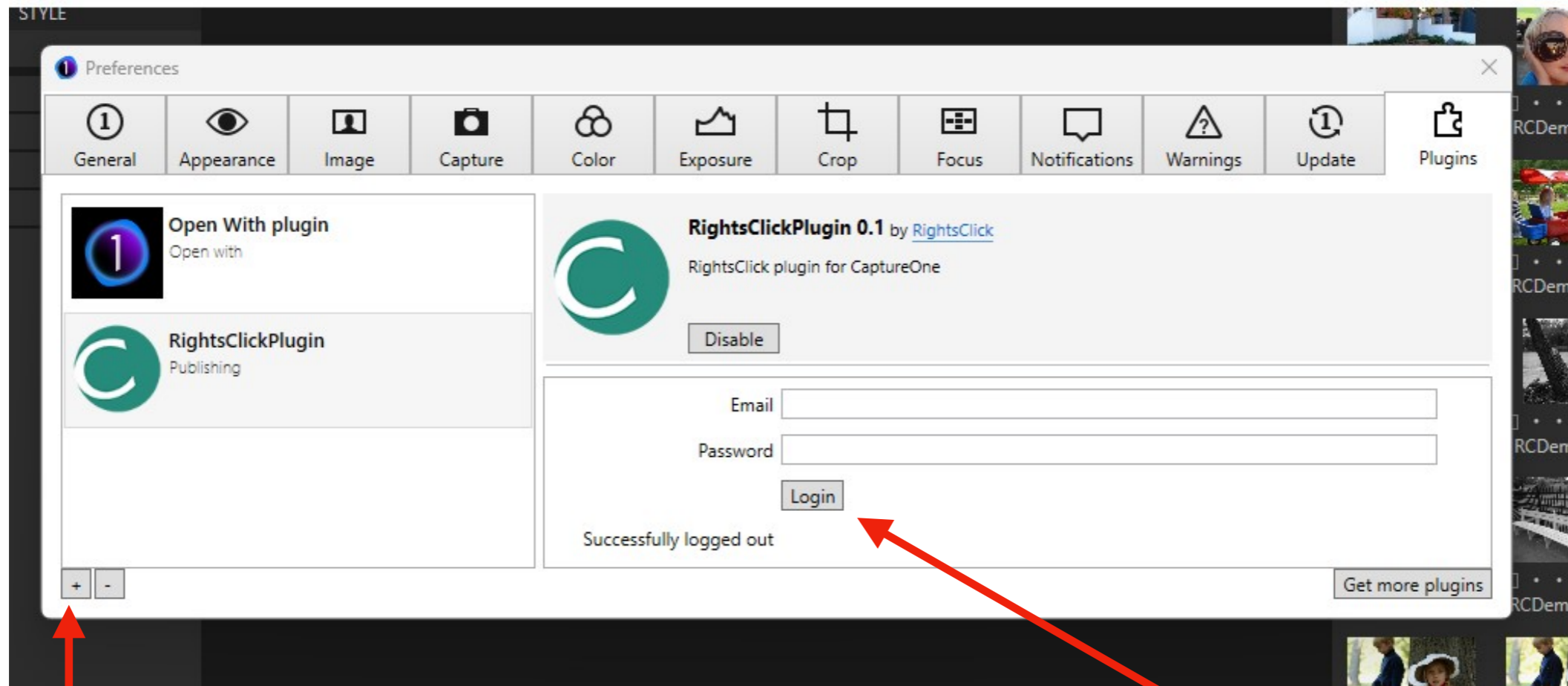


CAPTURE  ONE & RightsClick 

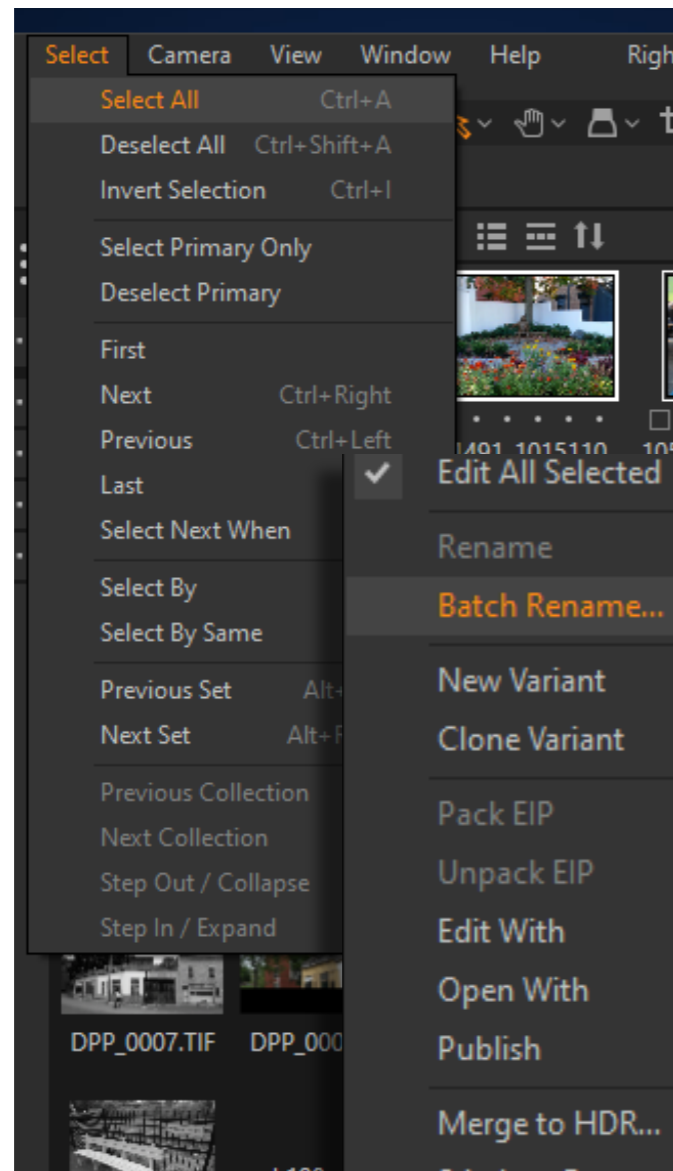
# Overview/Step-by-Step



1. Download the RightsClick plugin.
2. Launch Capture One. In “settings.” Click the “+” in the lower left and select the RightsClick plugin file to add it.
3. Enter your RightsClick log-in credentials.
4. In Capture One, select the photos you want to Publish to RightsClick.
5. We recommend short file names. Please do not use punctuation marks or other non-alphanumeric characters. Also, please do not use foreign language characters. Underscores are acceptable.
6. In Windows: right-click on any image in the group of selected images and choose “Publish to RightsClick.”
7. In Mac: Click the “Image” tab, select “Publish,” and then “Publish to RightsClick.”
8. In RightsClick, select “Fetch from Plugins” in the main menu. If all your images do not immediately load, wait a moment and click “Refresh List.”
9. Once all your images load, you can choose either “Add To Existing Project” or “Create New Project.” In the new project, you will see the background data update status.
10. Use the check-boxes to select all or some of the images in the Project, and use the Update Selected tool to assign title data such as creation date to the selected group.
11. To submit your photos for copyright registration, click “Register” in the Main Menu. Then, select “Register Title,” and choose the name of the Project containing the photos you want to submit. Use the check-boxes on the left to select all or some of the images in the Project.
12. Answer the questions on the next few screens.
13. When you are done, review the information. If it is all correct click “Accept and Sign” in the lower left and then “Pay and Submit” in the lower right.
14. RightsClick will submit your application to the U.S. Copyright Office and keep you updated on its status.
15. If you are unsure about the meaning of any terms, please see the Glossary under Help in the Main Menu. You can also review the steps in our video tutorial.

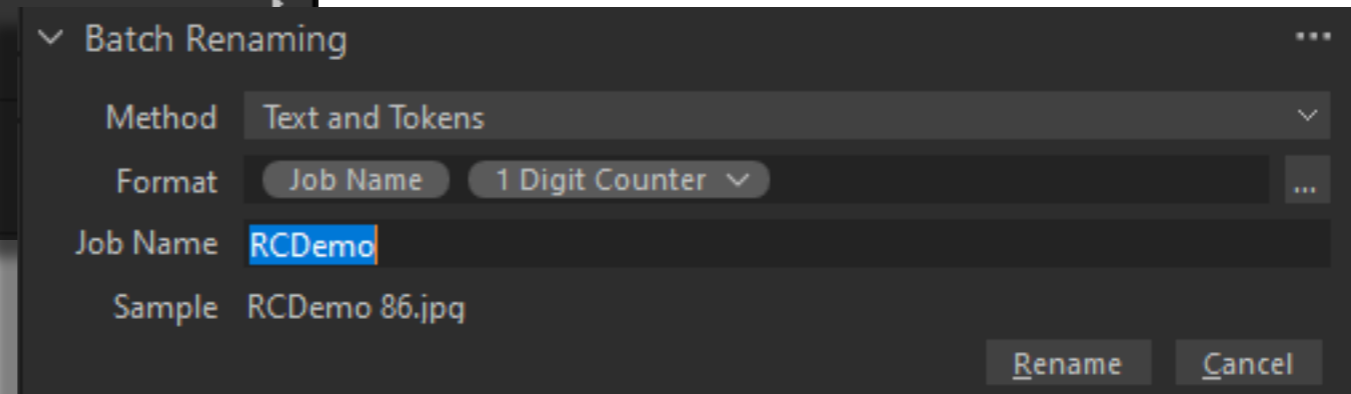


Add the RightsClick plugin to Capture One and log in to link your account.



If you will Batch Rename, do this first. Try to keep names simple and short, if possible.

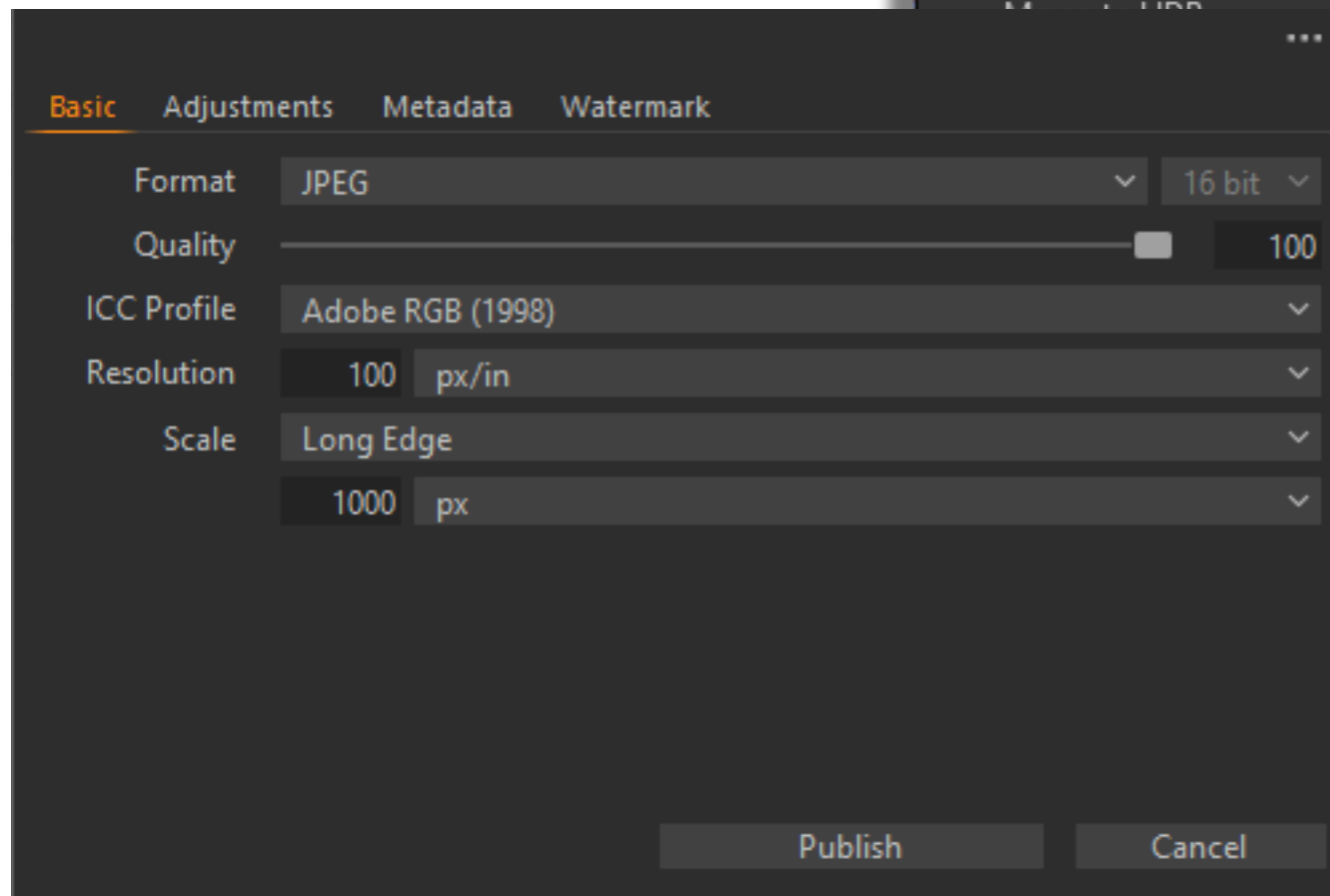
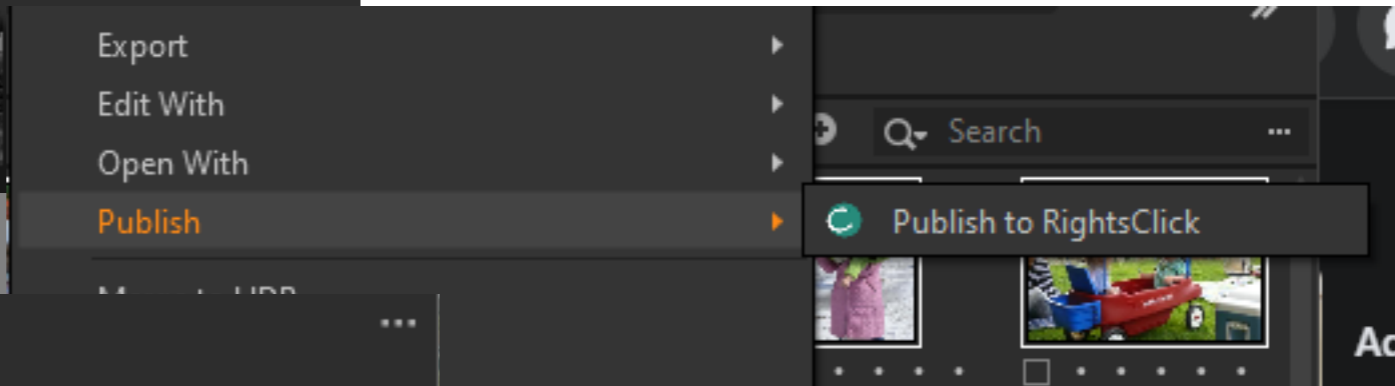
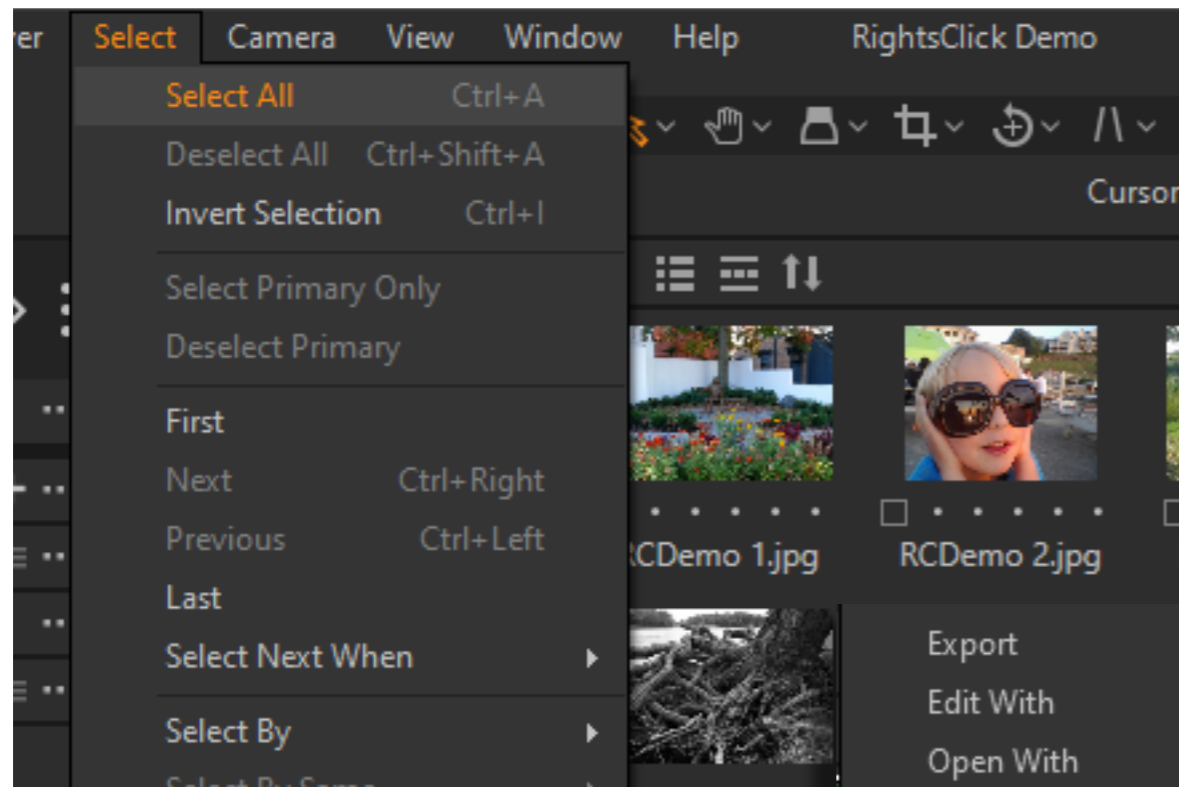
Please use Latin characters only, and please avoid punctuation and other non-alphanumeric characters.



Select All images in your Catalog.

**Mac:** Click the “Image” tab, select “Publish,” and then “Publish to RightsClick.”

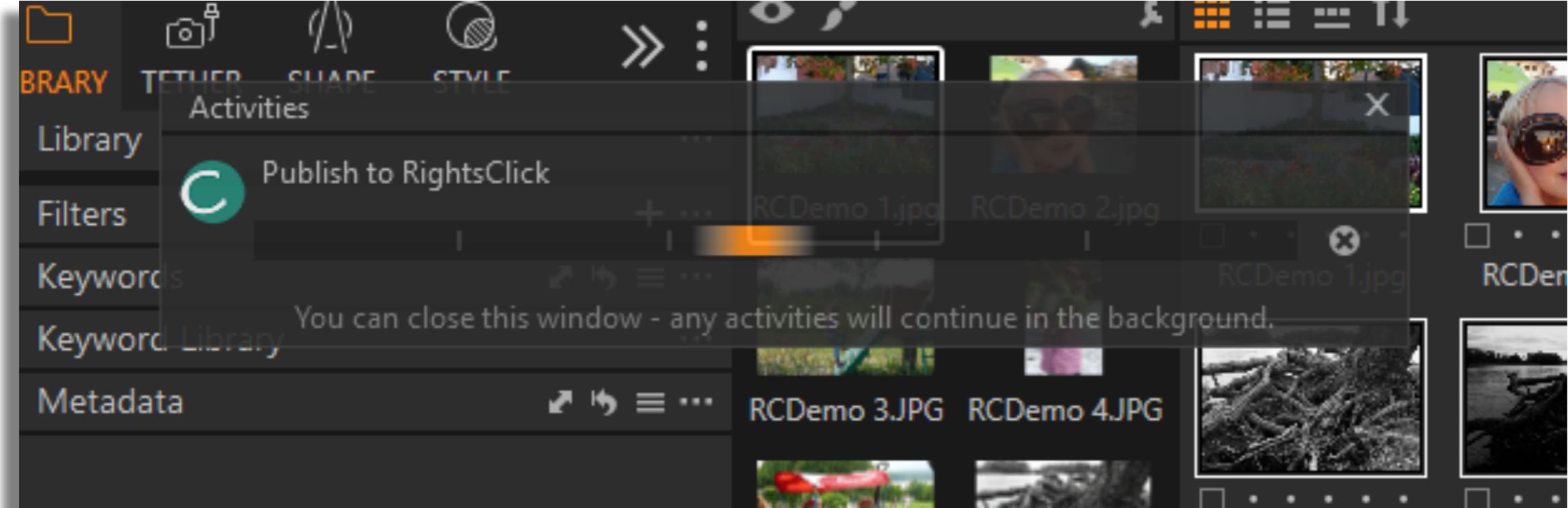
**Win:** Right-click on any image in the group, Select “Publish to RightsClick.”



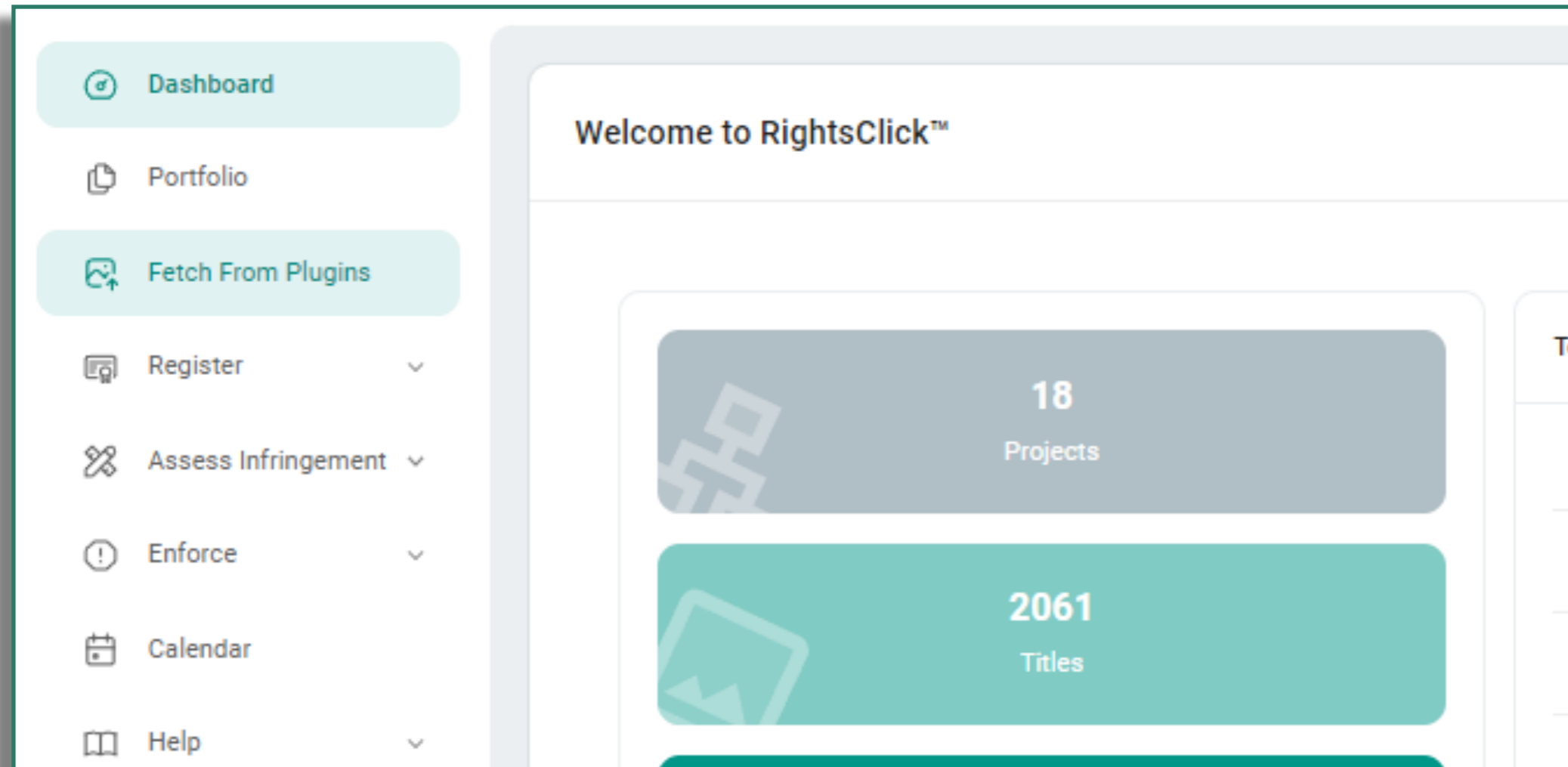
We recommend JPEGs output to produce files of 3mb or less.

High-Resolution files are not required. The key is that the entire image is clearly visible.

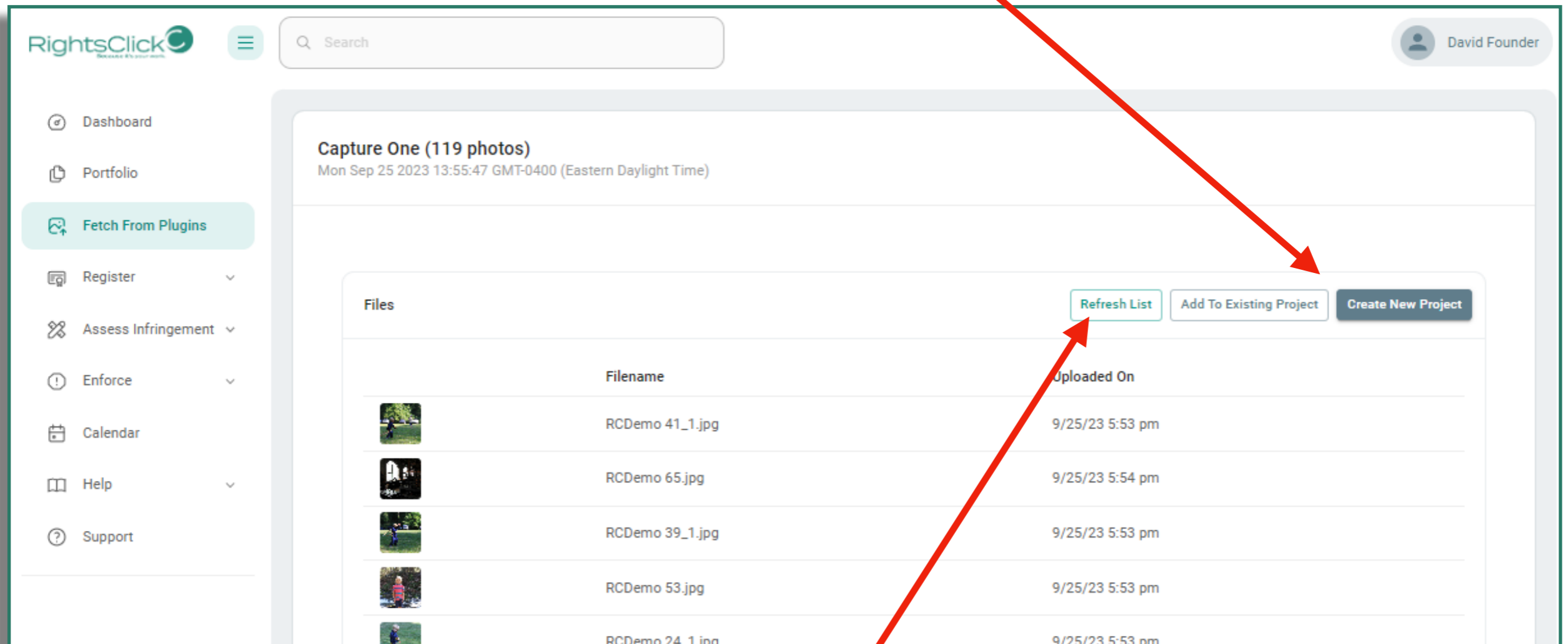
It should only take a few minutes to publish your images to RightsClick, depending on computer speed, network connection, and number of Titles in your project. Once the Publish process is complete, go to RightsClick.



In RightsClick, select Fetch From Plugins in the Main Menu.



The correct number of photographs will appear on the Fetch page. From here, you can create a new project or add the photos to an existing project.



The screenshot shows the RightsClick interface. On the left is a navigation menu with items: Dashboard, Portfolio, Fetch From Plugins (highlighted), Register, Assess Infringement, Enforce, Calendar, Help, and Support. The main content area is titled 'Capture One (119 photos)' with a timestamp 'Mon Sep 25 2023 13:55:47 GMT-0400 (Eastern Daylight Time)'. Below the title is a 'Files' section with a table of files. At the top right of the files section are three buttons: 'Refresh List', 'Add To Existing Project', and 'Create New Project'. Two red arrows point to these buttons from the text above.

Filename	Uploaded On
RCDemo 41_1.jpg	9/25/23 5:53 pm
RCDemo 65.jpg	9/25/23 5:54 pm
RCDemo 39_1.jpg	9/25/23 5:53 pm
RCDemo 53.jpg	9/25/23 5:53 pm
RCDemo 24_1.jpg	9/25/23 5:53 pm

Large projects should appear quickly. If the correct number does not load immediately, click the Refresh List button.



If you create a new Project, name it, select the work Type, and click Submit.

The screenshot shows a 'Create New Project' dialog box overlaid on a background interface. The dialog box is white with rounded corners and a dark border. It contains the following elements:

- Title:** 'Create New Project'
- Name:** A text input field containing 'RightsClick Demo 2'.
- Type:** A dropdown menu with 'Photograph(s)' selected.
- Notes:** A large, empty text area.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom.

The background interface is dimmed and shows a 'Files' section with a list of image thumbnails and dates (9/25). One file is labeled 'IMG\_3982\_1.jpg'.

RC Demo 2 Back Delete Project Export Data Edit

Please use Latin characters only for all Titles and Project names, and please avoid punctuation and other non-alphanumeric characters. Use of incompatible characters may delay registration applications.

Name  Type  Project Creation Date

Notes

**Project Updating**

Your project is being created. This page will automatically refresh, and all Titles will appear below.

**Job #1 - 60/119 Titles updated**

The new Project will appear and the images will load in the background until complete.

**Project Updated**

1 background jobs have completed recently.

**Job #1 - 119 files successfully imported**

**119 Titles**

Now, it's time to add copyright-relevant information. In most cases, you will want to batch edit to prep for group registration. To do this, Select All the photos in the Project and click Update Selected.

119 Titles (19 selected) Filter by Registration Status Update Selected

<input checked="" type="checkbox"/>	Name	ID	Type	Creation Date	Registered	Published	Actions	Status
<input checked="" type="checkbox"/>	RCDemo 41_1	10415	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 65	10416	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 39_1	10417	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 53	10418	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 24_1	10419	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 79	10420	Photograph		No Status	No	0	active
<input checked="" type="checkbox"/>	RCDemo 39	10421	Photograph		No Status	No	0	active

Answer the questions in the Update tool and select Change.  
(You do not need to select Type/Photograph(s) again.)




The image shows a web interface with a modal window titled "Update Title Data". The modal is overlaid on a list of 119 titles, all of which are selected. The modal contains the following fields and options:

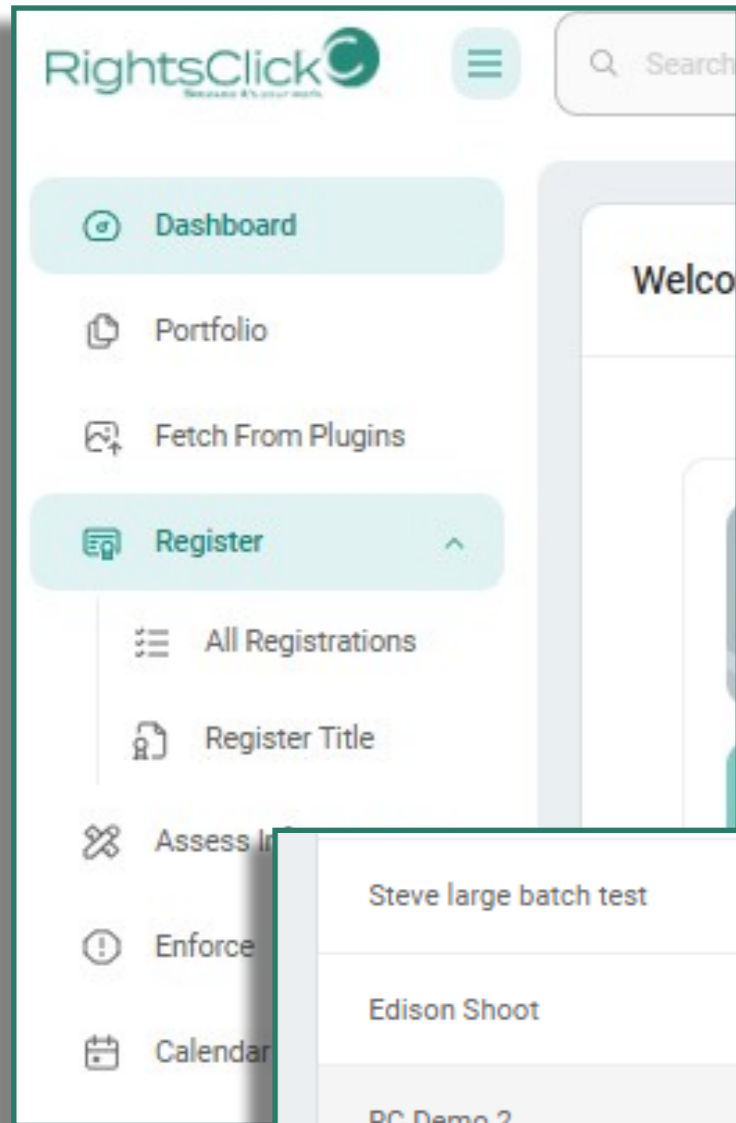
- Title Type:** A dropdown menu currently set to "Type".
- Registration:** "Is the work registered with the U.S. Copyright Office?" with radio buttons for Yes, No (selected), and It's in progress.
- Publication:** "Is the work published?" with radio buttons for Yes and No (selected).
- Authorship:** "Is the author of the work a citizen or resident of the U.S., or was the work first published in the U.S.?" with radio buttons for Yes (selected) and No.
- Author Information:** "Please tell us about the author of this work" with radio buttons for I am the sole author (selected), I am a joint author, and I am not the author.
- Creation Date:** "When was this title created?" with a date input field showing "08/31/2023" and a calendar icon.

At the bottom of the modal are "Cancel" and "Change" buttons. The background interface shows a table with columns for "Name", "Actions", and "Status", with "active" status indicators for each row.

All the Titles in the Project will be updated. You can confirm the update is complete by using the sort columns functions and Refresh List button to see that all Titles have a Creation Date and show a status of Unregistered.

119 Titles Refresh List Add Title Manually Upload Titles From File

<input type="checkbox"/>	Name	ID	Type	Creation Date ↑	Registered	Published	Actions	Status
<input type="checkbox"/>	 RCDemo 41_1	10415	Photograph	08/31/23	Unregistered	No	0	active
<input type="checkbox"/>	 RCDemo 65	10416	Photograph	08/31/23	Unregistered	No	0	active
<input type="checkbox"/>	 RCDemo 39_1	10417	Photograph	08/31/23	Unregistered	No	0	active









Go to Register in the Main Menu, select Register Title, and select the Project.

Steve large batch test	89	Photograph	09/15/23
Edison Shoot	9	Photograph	03/16/23
RC Demo 2	113	Photograph	09/25/23

The Project will open in the Registration section.  
Select All and click Register Titles.

The screenshot shows a web interface for registering titles with the U.S. Copyright Office. At the top, there is a header "Choose Title or Titles to Register With the U.S. Copyright Office" with "Back" and "Register Titles" buttons. Below this is a paragraph of text and a "Pricing Chart" button. A section titled "Select all of the titles that you wish to register: 119" includes a "Filter by Registration Status" dropdown and a "Refresh List" button. A table below lists several titles, each with a checked checkbox in the first column. A red arrow points from the text above to the first checkbox, and another red arrow points from the text above to the "Register Titles" button.

<input checked="" type="checkbox"/>	Name	ID	Type	Creation Date	Registered	Published	Actions	Status
<input checked="" type="checkbox"/>	 RCDemo 41_1	10415	Photograph	08/31/23	Unregistered	No	0	active
<input checked="" type="checkbox"/>	 RCDemo 65	10416	Photograph	08/31/23	Unregistered	No	0	active
<input checked="" type="checkbox"/>	 RCDemo 39_1	10417	Photograph	08/31/23	Unregistered	No	0	active
<input checked="" type="checkbox"/>	 RCDemo 53	10418	Photograph	08/31/23	Unregistered	No	0	active
<input checked="" type="checkbox"/>	 RCDemo 24_1	10419	Photograph	08/31/23	Unregistered	No	0	active
<input checked="" type="checkbox"/>	 RCDemo 79	10420	Photograph	08/31/23	Unregistered	No	0	active

Answer the questions on the Registration screens.

The screenshot shows the RightsClick registration interface. At the top left is the RightsClick logo and a search bar. On the right is the user profile for David Founder. A progress bar at the top of the main content area shows four steps: 1 Author (active), 2 Preexisting Material, 3 Contact, and 4 Confirmation.

**Group Registration - Photographs**  
These photographs may be registered in Groups of 750 Titles per application. You have identified 119 Titles to register. The Copyright Office fee is \$55 per application, plus our processing fee fee of \$30 per application.

**First we need to confirm information relating to the the author of these titles**  
You are registering an unpublished group of titles (119) classified by the US Copyright Office as a "works of the visual arts" and have indicated that you are the sole author of this group.

Yes  No

**Title**  
Enter the title of this work, or the name by which registration may be referenced:  
Registration Name  
RC Demo 2

Please enter the citizenship or the country where the author currently resides:  
Country  
United States of America

Is the author of this work anonymous?  
 Yes  No

Do you want to register this work under a pseudonym?  
 Yes  No

**NOTE -** Choosing "Yes" will designate the work(s) as a pseudonymous work. If you want to register the work(s) in your name and a pseudonym ALSO appears on the work(s), select "No" and please write a Note to the Examiner (last page), in the following format:  
*Author's pseudonym <pseudonym> appears on the copy of this work.*



Limit of Claim does not apply to Group Photo registrations.

The screenshot shows the RightsClick user interface. At the top left is the RightsClick logo and a search bar. At the top right is the user profile for David Founder. A left-hand navigation menu includes Dashboard, Portfolio, Fetch From Plugins, Register (highlighted), All Registrations, Register Title, Assess Infringement, Enforce, Calendar, Help, and Support. The main content area is titled 'Copyright Registration' and features a progress bar with four steps: 1. Author (checked), 2. Preexisting Material (current step), 3. Contact, and 4. Confirmation. A message states: 'This section does not apply to group photo registration. Please proceed to the next section.' Below the message are 'Back' and 'Next' buttons. A 'Cancel' button is located in the top right corner of the registration panel.

Indicate whether you are the person to contact to obtain rights to use your material and/or if the Registration Certificate should be mailed to you. You can assign other parties like agents or attorneys, if you prefer.

The screenshot shows the 'Copyright Registration' form in the RightsClick interface. The form is titled 'Copyright Registration' and includes a 'Cancel' button in the top right corner. A progress bar at the top of the form shows four steps: 1. Author (checked), 2. Preexisting Material (checked), 3. Contact (current step), and 4. Confirmation. Below the progress bar, the form contains the following sections:

- Final Confirmations:** A heading 'Please enter these final confirmations before we can apply for copyright registration' followed by a disclaimer: 'By registering through RightsClick™ you agree that you are the person to contact if the Copyright Office has any questions regarding your application.'
- Rights Contact:** A heading 'Rights Contact' followed by the question 'Are you the person to contact about obtaining rights and permissions to use this work?' with radio buttons for 'Yes' and 'No'.
- Mail Certificate:** A heading 'Mail Certificate' followed by the question 'Are you the correct person send the registration certificate to?' with radio buttons for 'Yes' and 'No'.
- Mailing Address:** A heading 'Please confirm the address where the registration certificate for this work should be mailed:' followed by a text input field containing '45 West High Street, Agloe, NY, 56482, United States'.
- Note to the Copyright Office:** A heading 'Note to the Copyright Office' followed by the instruction 'Please enter any notes you wish to convey to the Copyright Examiner regarding this application:' and a large text area labeled 'Examiner Notes'.

Confirm the information in the summary, agree to allow RightsClick to process the application, and click Pay & Submit.

The screenshot shows a web interface for registering a copyright application. A progress bar at the top indicates four steps: Author, Preexisting Material, Contact, and Confirmation (the current step). The left sidebar contains navigation options: Dashboard, Portfolio, Fetch From Plugins, Register (highlighted), All Registrations, Register Title, Assess Infringement, Enforce, Calendar, Help, and Support.

**Confirmation**  
You have stated the following:

- You are registering an unpublished group of titles (119) classified by the US Copyright Office as a "works of the visual arts" and have indicated that you are the sole author of this group.
- The Author of this work is an individual. It has not been specified when the author was born, and is still alive today.
- This title has not yet been published.
- The titles that you are registering do not contain any preexisting material.
- You are rights and permissions contact for the work(s) being registered and your contact information is as follows: 45 West High Street, Agloe, NY, 56482, newhoffd@me.com.
- The certificate will be mailed to David Founder at the following address: 45 West High Street, Agloe, NY, 56482, United States

The Application must be certified by the author, copyright claimant, or owner of exclusive right(s), or by the authorized agent of any of the preceding.

**17 USC 506(e):** Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided by section 409, or in any written statement filed with the application, shall be fined not more than \$2500.

**Signature**  
I certify that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work and that the information given in this application is correct to the best of my knowledge.  
I also acknowledge that I will be charged \$70. This constitutes a non-refundable USCO Filing Fee of \$55 and a RightsClick™ processing fee of \$15.  
I also grant RightsClick, Inc. permission to file this application with the U.S. CopyrightOffice by signing my name on my behalf.  
RightsClick will notify you upon receipt of this application and will update your Title(s)once the application is submitted to the Copyright Office.

**David Founder**  
Accepted And Signed

Back Pay & Submit

The screenshot shows a web form for registering a photograph. At the top left is a thumbnail of a photograph of a modern interior. Below it is a link that says "Click to view whole image". To the right of the thumbnail are several input fields: "Type" with a dropdown menu set to "Photograph(s)", "Date Work Created" with a date picker set to "08/31/2023", and "Date Added To RightsClick™" with a date and time set to "9/25/23 1:56 pm". Below these is a "File" section with a file name input field containing "RCDemo 65.jpg". The form then has several sections with radio button options: "Registered with the U.S. Copyright Office" (Yes, No, In progress), "Publication" (Published, Unpublished), "Author" (Only Myself, Not Me, Joint), and "US Work" (Yes, No). The "In progress" and "Unpublished" options are selected. Below these are two date and case number fields: "Application Date" set to "09/25/2023" and "Case #" set to "1010101010". Two red arrows point from the bottom of the page to these two fields. At the bottom of the form is an "Assessments/Actions" section with the text "No Actions or Infringement Assessments".

You will receive updates as your application is processed. Once submitted to the Copyright Office, the Titles will be automatically updated with the application date and the Case Number(s).



Dashboard

Portfolio

Fetch From Plugins

Register

Assess Infringement

Enforce

Calendar

Help

Support



## CAPTURE ONE & RightsClick

RightsClick has tools other than copyright registration. Please explore the app, watch the [demo videos](#) on our website, and/or write to [Support](#) with questions.

Please contact RightsClick for plugin support.