



## Contributor Instructions

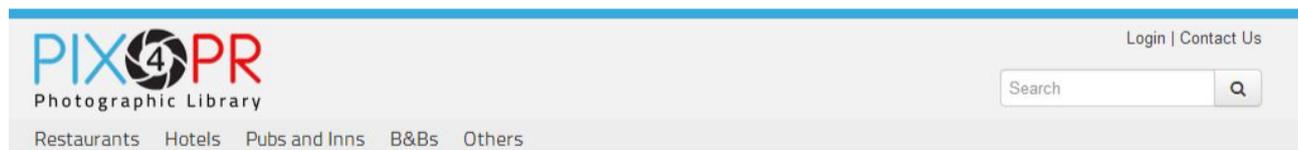
### WHAT TO DO

Are you a contributor? Do you want to put your pictures on this site? If so, here is your **comprehensive guide**.

### STEP ONE

You need to register and create an account on Pix4PR. (This means you accept the Privacy Policy and Terms of Use).

Your area is **BLUE** throughout the website. The Media area is **RED**.



#### Register as Contributor

Please fill the form to register. Fields marked with \* are required.

**Personal Information**

Title \*

First Name \*

Last Name \*

Familiar Name \*

Job Title \*

Company Type \*

Company Name \*

Company Address \*

Town / City \*

Postcode \*

County

Country \*

Best Contact Number \*

### STEP TWO

When registered, you can log in using your email and password.

“Remember my email on this device” gives a permanent “cookie” on the browser so you don’t need to re-enter your email each time.

Your password must be entered each time you log in.

The screenshot shows the Pix4PR website interface. At the top left is the logo 'PIX4PR Photographic Library'. To the right is a search bar and a 'Login | Contact Us' link. Below the logo is a navigation menu with links for 'Restaurants', 'Hotels', 'Pubs and Inns', 'B&Bs', and 'Others'. The main content area is titled 'Members Login' and includes the instruction: 'If you are an existing user, enter your email and password to access your account.' There are two login forms: 'Login as Contributor' (highlighted with a black border) and 'Login as Media'. Both forms have fields for 'Email:' and 'Password:', a checkbox for 'Remember my email on this device', and a 'LOGIN' button. Below the forms are links for 'Forgot your password?' and 'Not a member yet? Register here'. The footer contains an 'Information' section with links for 'About Us', 'Contributor Instructions', 'FAQs', and 'Contact Us'; a 'Legal' section with links for 'Terms and Conditions' and 'Privacy and Cookies Policy'; and a copyright notice: '© 2008-2014 Pix4PR. All Rights Reserved.'



## Contributor Instructions

### STEP THREE

Once you've logged in to Pix4PR, you arrive at "My Account". This summarises your account and links you to the [Blue](#) (contributor) area.

From here you can:

- add new businesses
- edit existing businesses
- upload new images
- edit profiles and account details
- purchase new image-upload packages
- see which publications have downloaded your images

The screenshot shows the 'My Account' page on the Pix4PR website. At the top left is the PIX4PR logo and 'Photographic Library'. At the top right is a navigation bar with 'Welcome | My Account | Logout | Contact Us' and a search box. Below the navigation bar are links for 'Restaurants', 'Hotels', 'Pubs and Inns', 'B&Bs', and 'Others'. The main content area is titled 'My Account' and includes the text 'You can manage your account here.' Below this are five cards: 'My Businesses' (1 active), 'My Images' (18 images), 'My Profile' (update profile), 'My Finance' (purchase packages), and 'Downloads' (6 times). At the bottom is a footer with 'Information' and 'Legal' links, and a copyright notice: '© 2008-2014 Pix4PR. All Rights Reserved.'

**PIX4PR**  
Photographic Library

Welcome | My Account | Logout | Contact Us

Search

Restaurants Hotels Pubs and Inns B&Bs Others

### My Account

You can manage your account here.

#### My Businesses

You have 1 active businesses in your account.

[Manage Businesses](#)  
[Add New Business](#)

#### My Images

You have 18 images in your account. You can upload 12 more images.

[Manage Images](#)  
[Add New Image](#)

#### My Profile

Here you can update your profile, account email and password.

[Update Profile](#)

#### My Finance

You can purchase image upload packages and track your expenses here.

[Purchase Package](#)  
[My Purchase History](#)

#### Downloads

Your images have been downloaded 6 times.

[View Downloads](#)

**Information**  
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### STEP FOUR

#### My Images

You manage your businesses and images here in one, combined page. Each business is displayed with its corresponding, uploaded images.

A red border around an image means it has incomplete metadata\* or descriptive information. It is essential to have your images well captioned therefore we have put on a red border to remind you.

To remove the red border click the Edit Icon  and update the missing information.

The Image Icon  opens a window showing image information or metadata.

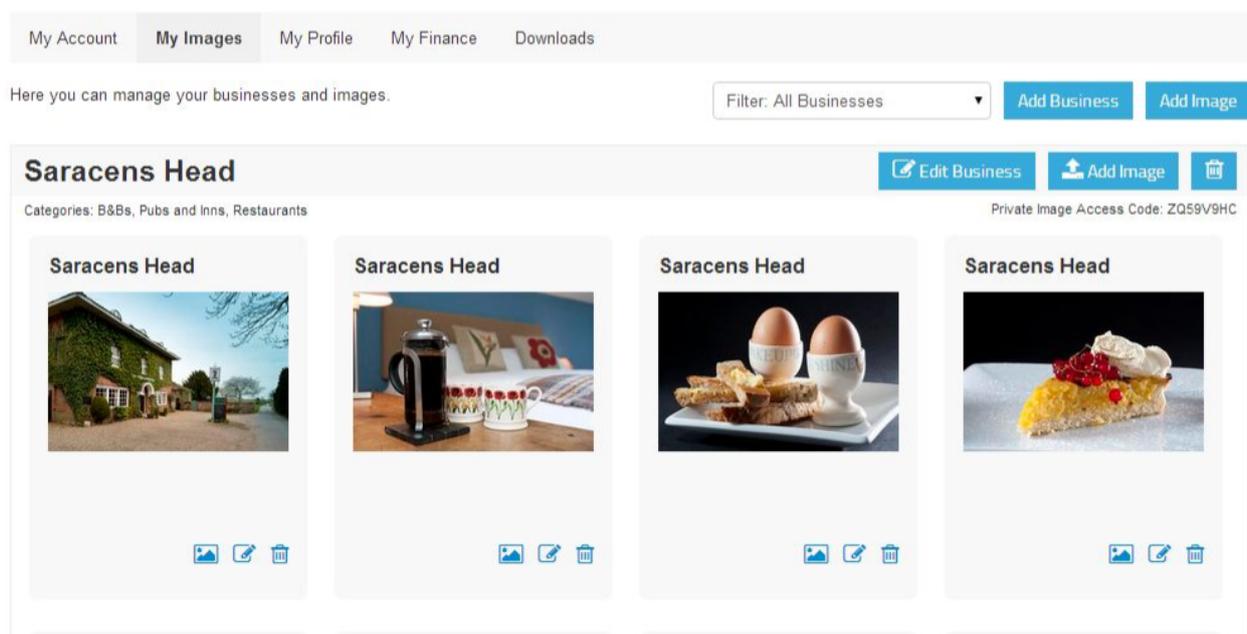
The Edit Icon  allows you to edit information or metadata.

The Delete Icon  allows you to delete the selected image.

The Edit Business Button links you to the page where the businesses information can be changed.

The Add Image Button links to the page where you can add single or multiple images for the selected business.

The Delete Business Icon  deletes the selected business and all images related to that business.



The screenshot shows the 'My Images' section of the PIX4PR interface. At the top, there is a navigation bar with 'My Account', 'My Images' (selected), 'My Profile', 'My Finance', and 'Downloads'. Below this, a message states 'Here you can manage your businesses and images.' To the right of this message is a filter dropdown set to 'All Businesses' and two buttons: 'Add Business' and 'Add Image'. The main content area is titled 'Saracens Head' and includes a sub-header 'Categories: B&Bs, Pubs and Inns, Restaurants' and a 'Private Image Access Code: ZQ59V9HC'. Below the title, there are four image cards, each titled 'Saracens Head'. The first card shows the exterior of a building, the second shows a coffee machine, the third shows two eggs on a plate, and the fourth shows a slice of cake. Each card has three icons at the bottom: a red-bordered image icon, an edit icon, and a delete icon.

### STEP FIVE

#### Add New Business

This form is to register each new business. Enter contact details plus the business's name and category.

Please note the name of the PR Representative and their best contact number are shown on the metadata of the image. These are available to the public to make contact with you regarding your Private Access Code . Please only use publicly available business numbers

Your Website URL (address) is most important. It is automatically copied from here and used as part of the copyright declaration in the caption or metadata attached to each image, as below:

Download, use and future use of this image is strictly subject to the agreed licence terms set out here . NB: This also means the image can only be used with an article about the related business, or with a credit stating "Picture Courtesy of [ **Business Website URL** ]".

Your Website URL is also used on the Lightbox page where the Media download chosen images.

PIX4PR  
Photographic Library

Welcome | My Account | Logout | Contact Us

Search

Restaurants Hotels Pubs and Inns B&Bs Others

My Account **My Images** My Profile My Finance Downloads

#### Add New Business

Please fill the form to add your business. Fields marked with \* are required.

Business Name \*

Business Category \*   
Restaurants  
Hotels  
Pubs and Inns  
B&Bs

Business Address \*

Town / City \*

Postcode \*

County

### STEP SIX

#### Purchase Annual Licence My Finance

Before uploading any images you will need to purchase your annual licence for that business. This can be done by going to “**My Finance**” found in ‘**My Account**’ Here you can click on “**Purchase Package**” where you can choose your annual subscription. Once purchased you will be able to upload images for any of your businesses.

[Hospitality](#) [Theatres](#) [Museums](#) [Galleries](#) [Events](#) [Independents](#)

#### My Account

You can manage your account here.

##### My Businesses

You have 1 active businesses in your account.

[Manage Businesses](#)  
[Add New Business](#)

##### My Images

You have 4 images in your account. You can upload 96 more images.

[Manage Images](#)  
[Add New Image](#)

##### My Profile

Here you can update your profile, account email and password.

[Update Profile](#)

##### My Finance

You can purchase image upload packages and track your expenses here.

[Purchase Package](#)  
[My Purchase History](#)

##### Downloads

Your images have been downloaded 0 times.

[View Downloads](#)

#### Information

[About Us](#)  
[Contributor Instructions](#)  
[Media Instructions](#)  
[Glossary of Terms](#)  
[FAQs](#)  
[Contact Us](#)

#### Legal

[Terms and Conditions](#)  
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### STEP SEVEN

Before adding new images, you need to select the relevant business for that image. Once selected from the dropdown menu, click on the “Continue” button.

PIX4PR  
Photographic Library

Welcome Danny | Admin | My Account | Logout | Contact Us

Search

Hospitality Theatres Museums Galleries Events Independents

My Account **My Images** My Profile Downloads

#### Add New Images

Please select the business you would like to upload images for.

Business \*

Business not in the list? [Add new business](#)

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About Us  
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Media Instructions  
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FAQs  
Contact Us

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## STEP EIGHT

Here you can upload one or more images from your local device (usually computer) by clicking on “Add Files” or by dragging and dropping the files onto the “Image Upload” panel.

The “Access Type” gives you, as the Contributor, a choice. Do you want the images to be “Public” or “Private”?

“Public” means the image(s) can be accessed and downloaded by any registered Media user.

“Private” means the images can be seen on the site but not downloaded until the Media user adds the access code for that Business. This code is provided by the Contributor.

A new access code is automatically generated for each Business. The code can be found next to each Business in the “My Account” area. Any Media user wanting to use a picture will contact the Contributor using the details on the image.

The speed of the image upload will, of course, depend on the number and size of the images and local broadband/network speeds.

*\* metadata – simply, “ data about data” – on this site the word refers to data about containers of data*

My Account
My Images
My Profile
Downloads

Add New Images

Please select the images to upload.

Business Pix4PR (Private Image Access Code: )

Images \*

+ **Select files**  
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

+ Add files
↑ Start upload

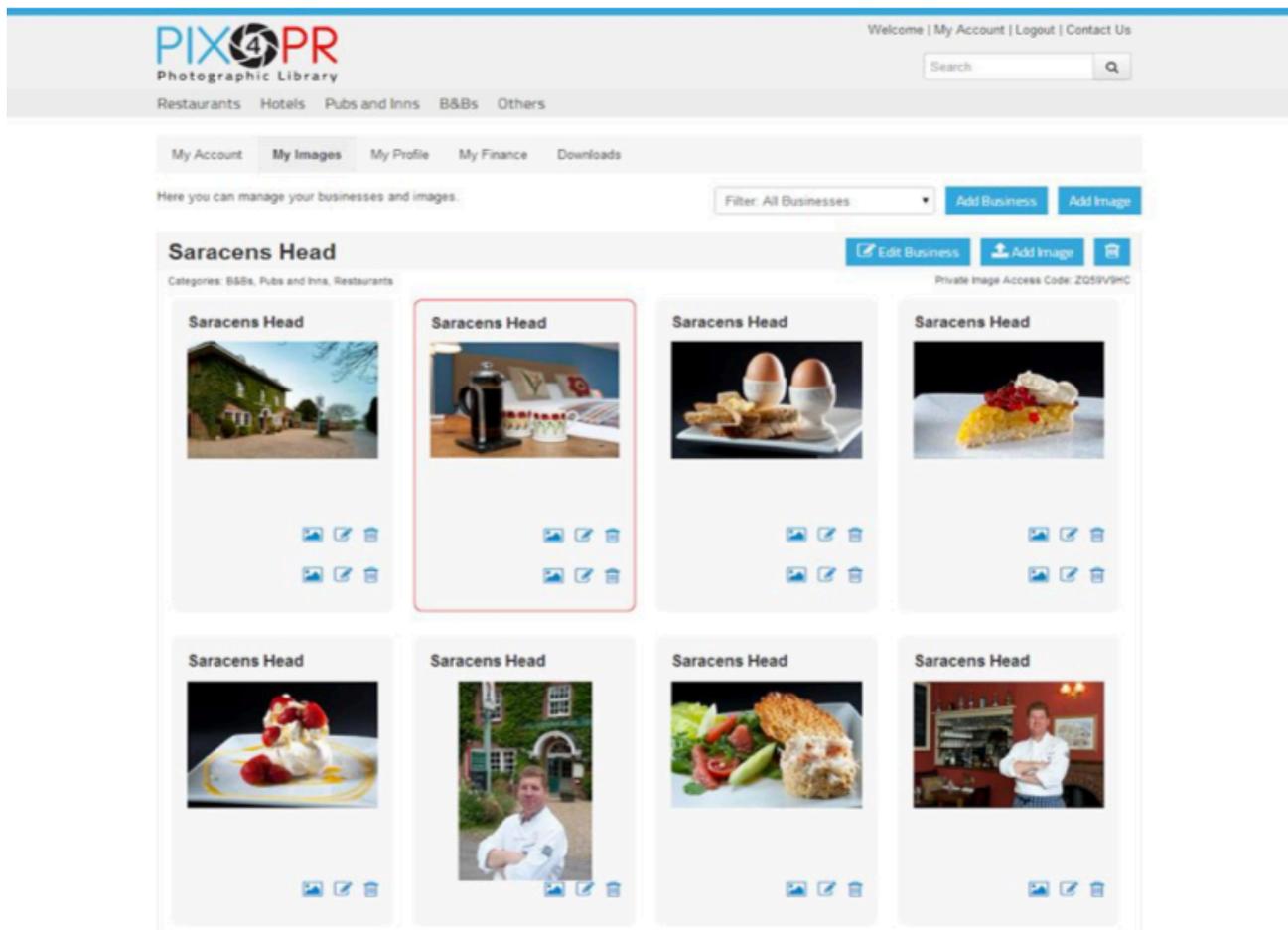
0 b 0%

Access Type \* Private ⓘ

### STEP NINE

When your picture is being uploaded, you need to provide the **caption**, **keywords** and **photographer's details**. These are automatically **captured and stored** in the Pix4PR library. Providing this information is highly recommended when using Pix4PR, your image is far more valuable to the Media with a caption. The photographer who created the picture also deserves recognition

A **Red** border shows this information is **incomplete** and serves as a reminder to fill in the missing details using the **Edit Icon**  below the image



The screenshot displays the Pix4PR Photographic Library interface. At the top, the logo 'PIX4PR' is visible alongside navigation links for 'Welcome | My Account | Logout | Contact Us' and a search bar. Below the logo, categories like 'Restaurants', 'Hotels', 'Pubs and Inns', 'B&Bs', and 'Others' are listed. The user's account menu includes 'My Account', 'My Images', 'My Profile', 'My Finance', and 'Downloads'. A message states 'Here you can manage your businesses and images.' with a filter set to 'All Businesses' and buttons for 'Add Business' and 'Add Image'. The main content area is titled 'Saracens Head' and shows a grid of eight images. The second image in the top row, depicting a coffee machine, is enclosed in a red border. Each image has a set of three icons below it: a pencil (edit), a magnifying glass (search), and a trash can (delete). The interface also includes an 'Edit Business' button, an 'Add Image' button, and a 'Private Image Access Code: Z059V9MC'.

## STEP TEN

You can also edit **all picture information** as soon as the picture is uploaded.

Red border or not, the caption, keywords, photographer and Access Type can be **added or altered** using the Edit Image page. This can be done **at any time** .

This information is **overridden** each time it is changed.

You may also replace the image at any time using the “Replace Image” icon. This is a continuation of the annual licence

Replace This Image



Welcome Danny | Admin | My Account | Logout | Contact Us

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Hospitality Theatres Museums Galleries Events Independents

My Account
My Images
My Profile
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### Edit Image Details

Please fill the form to update image details.

Business: \* Pix4PR

Caption: \*

Download, use and future use of this image is strictly subject to the agreed licence terms set out here (<http://www.pix4pr.com/Page.aspx?page=4>) including that the image may only be used with an article about the related business or with a credit stating: Image Courtesy of: pix4pr.com. Please accredit the photographer and www.Pix4PR.com.

Keyword Tags: \*

Photographer: \*

Access Type: \* Private ▼

Date Photo Taken: 12/01/2023 00:00:00

Date Photo Uploaded: 19/10/2023 16:38:52



Replace This Image

### STEP ELEVEN

#### My Downloads

**Have your pictures been used?** You can access the download history of your pictures at any time in the **Downloads** section.



PIX4PR  
Photographic Library

Welcome | [My Account](#) | [Logout](#) | [Contact Us](#)

Q

[Restaurants](#)
[Hotels](#)
[Pubs and Inns](#)
[B&Bs](#)
[Others](#)

[My Account](#)
[My Images](#)
[My Profile](#)
[My Finance](#)
Downloads

**Downloads**

Your images have been downloaded 6 times.

Image	Business	Downloaded By	Downloaded On
	Saracens Head	Pix4PR Danny Elwes	04/07/2014 15:51:05
	Saracens Head	Pix4PR Danny Elwes	27/06/2014 18:21:11
	Saracens Head	Oreon Interactive Limited Hilmi Sunay	13/06/2014 00:08:32
	Saracens Head	Oreon Interactive Limited Hilmi Sunay	13/06/2014 00:08:32
	Saracens Head	Pix4PR Danny Elwes	11/06/2014 19:13:39
	Saracens Head	Pix4PR Danny Elwes	09/06/2014 17:44:15

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