



WHAT TO DO

Are you a **Media User** and want to **select pictures** stored on this site? If so, here is your **step-by-step 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 Media area is **RED** throughout the website.

The Contributor area is **BLUE**.

| | | | Login Contact Us | | |
|-------------------------------------|------------------------------------|---|--------------------|--|--|
| Photographic Library | | | Search Q | | |
| Restaurants Hotels Pubs | and Inns B&Bs Others | | | | |
| | | | | | |
| Register as Media | | | | | |
| Please fill the form to register. I | Fields marked with * are required. | | | | |
| Personal Information | | | | | |
| Title * | | | | | |
| First Name * | | | | | |
| Last Name * | | | | | |
| | | | | | |
| Familiar Name * | | 0 | | | |
| Job Title * | | | | | |
| Company Type * | Select • | 0 | | | |
| Company Name * | | | | | |
| Company Address * | | | | | |
| Company Address | | | | | |
| Town / City * | | | | | |
| Postcode * | | | | | |
| County | | | | | |
| | | | | | |
| Country * | United Kingdom | | | | |



STEP TWO

Log in and give your email and password. After the first time, access becomes easier.

"Remember my email on this device" gives a permanent cookie on the browser, so you won't need to re-enter your email each time.

Your **password** must be entered every time you log in.

| | | Login Contact Us |
|--|-----------|--|
| Photographic Library | | Search Q |
| Restaurants Hotels Pubs and Inns B&Bs Others | | |
| Members Login If you are an existing user, enter your email and password to access your account. | Login | ee Medie |
| | Login | |
| Email: | Email: | |
| Password: | Password: | |
| Remember my email on this device | | Remember my email on this device |
| LOGIN | | LOGIN |
| Forgot your password? Not a member yet? Register here | | Forgot your password? Not a member yet? Register here |
| InformationLegalAbout UsTerms and ConditionsContributor InstructionsPrivacy and Cookles PolicyFAQsContact Us© 2008-2014 Pix4PR. All Rights Reserved. | | |





STEP THREE

Once logged in, you arrive at **My Account**. This summarises your account and links you to the **RED** (Media) area.

From here you can:

- manage your Lightbox
- view your downloads history
- edit your profiles and account details
- search for businesses
- browse businesses by category

| | | ١ | Velcome My Account Log | gout Conta | |
|------------------------------------|---|---|----------------------------|--------------|--|
| Photographic Library | | | | Search | |
| Restaurants Hotels Pub | s and Inns B&Bs Others | | | | |
| | | | | | |
| My Account | | | | | |
| You can manage your account he | ere. | | | | |
| My Lightbox | Downloads | My Profile | | | |
| You have 0 items in your lightbox. | You have downloaded 6 images in total. | Here you can update your profile, account email and password. | | | |
| III My Lightbox | View Downloads | C Update Profile | | | |
| | | | | | |
| Information | Legal | | | | |
| About Us | Terms and Conditions | | | | |
| Contributor Instructions | Privacy and Cookies Policy | | | | |
| Contact Us | | | | | |
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STEP FOUR

To **browse** businesses and images, use the top navigation. This reads **Restaurants**; **Hotels**; **Pubs and Inns** and so on.

These businesses and images can **also** be found via the **Search** textbox on the **top right** of every page.

Either route will lead to a display of images with their linked business names.

Next you will see various icons. Here is what they do.

Image icon information.

Click on Image Click or removes the image to/from the Lightbox. An added image will be highlighted with a **dark-grey border** and a **check-mark icon**.

My Lightbox button : This opens your Lightbox.





STEP FIVE

All images added to the Lightbox are listed on **My Lightbox** page. This can **also** be accessed from **My Account** page.

Once you have picked your image size from the **Select Size** dropdown, choose the **Download Images** button.

Images are downloaded in **one zip file** with the metadata* included. These images will then disappear from **My Lightbox** and reappear in **My Downloads**.

By downloading the images, you automatically agree to the licence terms.

If you find **Private** images in the Lightbox, denoted by $\widehat{}$, you will need to **contact the PR** representative responsible for the image and ask for the **unique access code.** Contact details will be included with the picture. Once entered into the appropriate box this code will allow you to download the image.

| My Account | My Lightbox | My Downloads | My Profile | | |
|---------------|---------------|--------------|---------------------|---|----|
| My Lightbox | | | | | |
| Image | Business | Business | | PR Representative | |
| | Saracens Head | | | Tim 01263 768909 | |
| Saracens Head | | | Tim 01263 768909 | | |
| | | | | Select Size | |
| | | | | By clicking here, you agree that download and use of this image is strictly subject to the licence terms (including as to attribution) set out here. | |
| | | | | Download Images | |
| Private Im | ages | | | | |
| Saracens Hea | d | | | | |
| Image | Business | | | PR Representative | |
| | Saracens Head | | | Tim 01263 768909 | |
| | | | | Please type private access code below to download private images. | |
| | | | | Select Size • | |
| | | | | By clicking here, you agree that download and use of this image is strictly subjec to the licence terms (including as to attribution) set out here. | :t |
| | | | | Download Images | |



STEP SIX

A **comprehensive history** of all your image downloads will appear on **My Downloads**. This will be in the form of **thumbnail image** alongside the relevant business and download date/time.

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

