

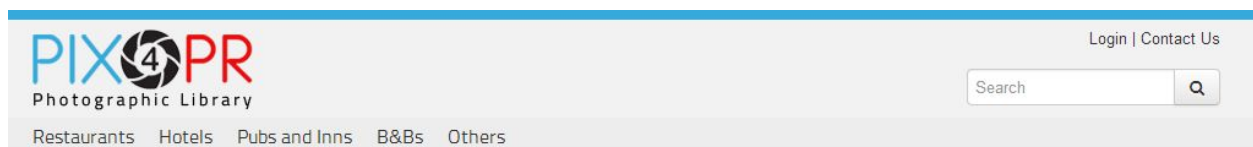
WHAT TO DO

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**.



The navigation bar features the PIX4PR Photographic Library logo on the left. On the right, there are links for 'Login | Contact Us' and a search box with a magnifying glass icon. Below the logo, a horizontal menu lists categories: Restaurants, Hotels, Pubs and Inns, B&Bs, and Others.

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 *

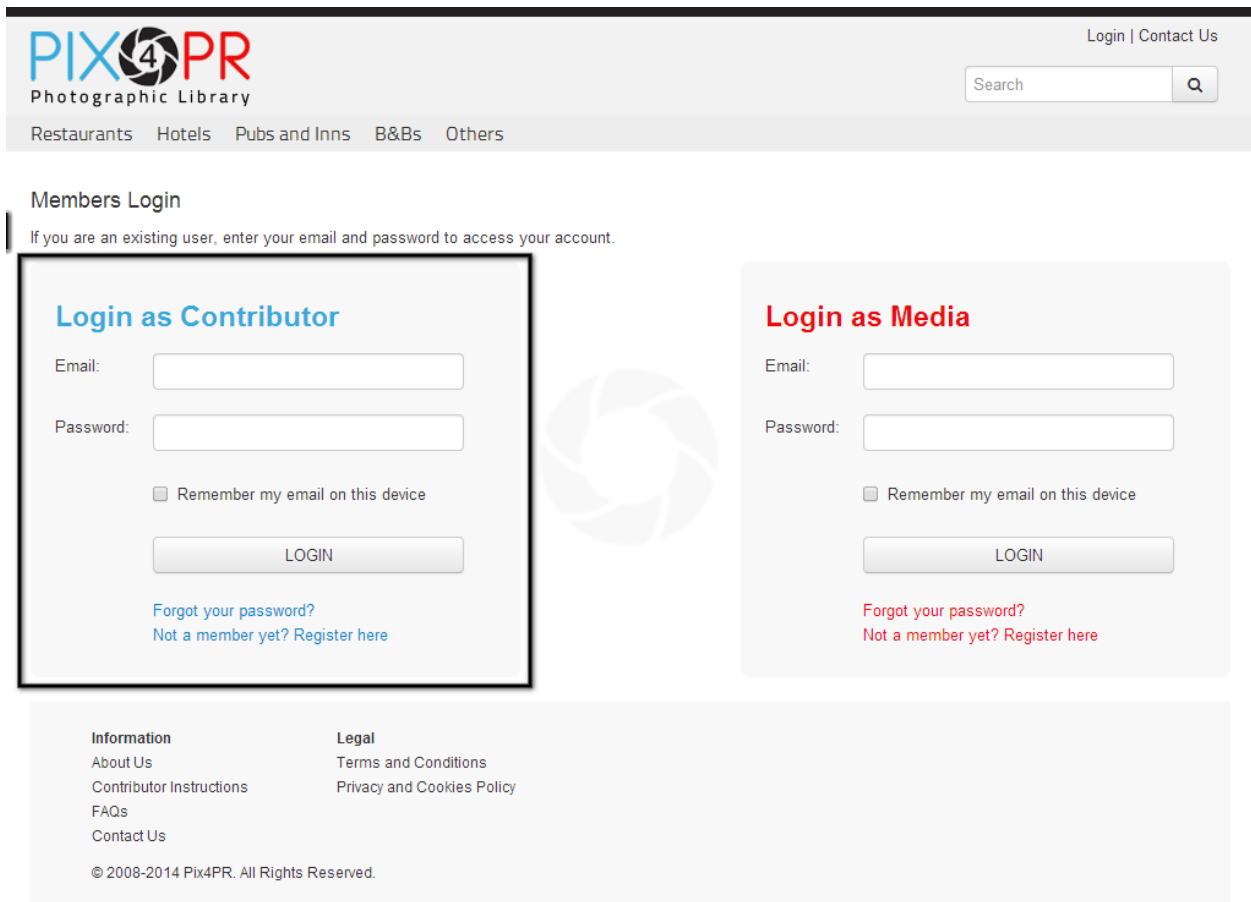
Best Contact Number *

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.



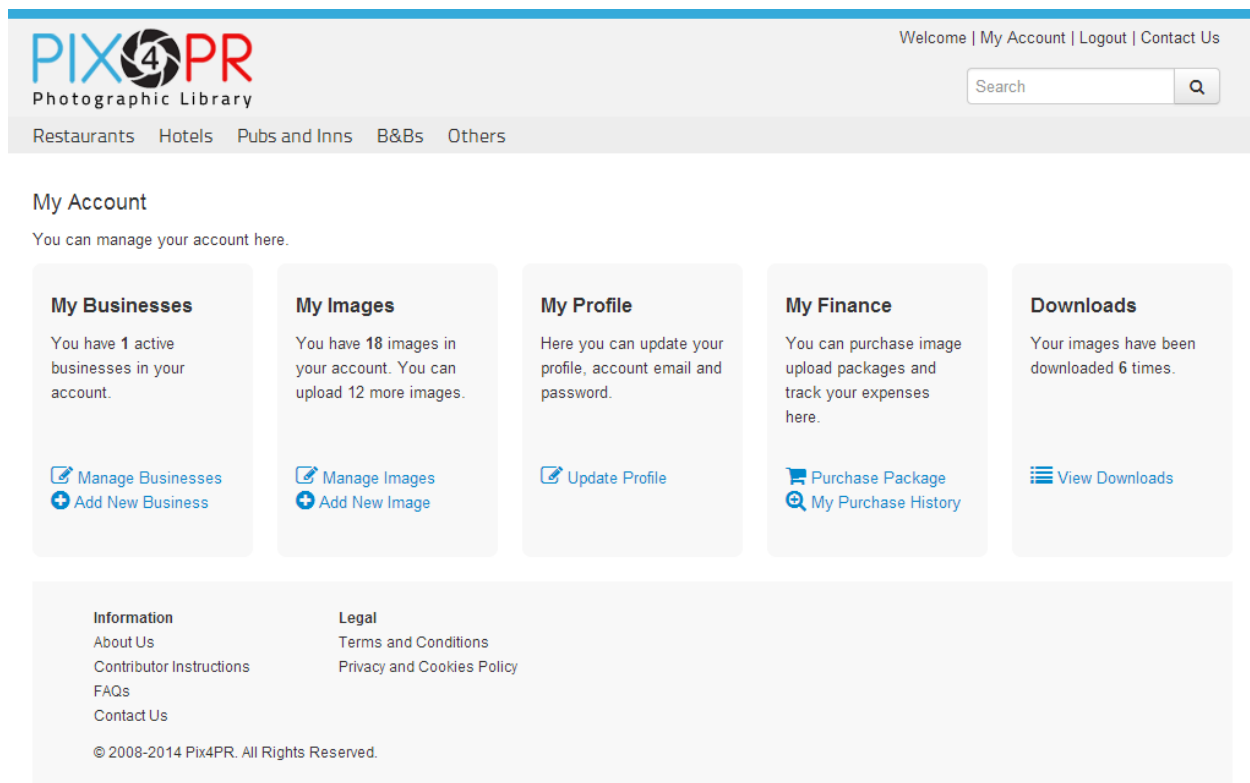
The screenshot shows the Pix4PR website's login interface. At the top, the Pix4PR logo and 'Photographic Library' text are on the left, and 'Login | Contact Us' is on the right. A search bar is also present. Below the header, there are navigation links for 'Restaurants', 'Hotels', 'Pubs and Inns', 'B&Bs', 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'. Each form has fields for 'Email' and 'Password', a 'Remember my email on this device' checkbox, and a 'LOGIN' button. Below each form are links for 'Forgot your password?' and 'Not a member yet? Register here'. A large, faint camera shutter icon is centered between the two forms. At the bottom, there is a footer with 'Information' and 'Legal' sections, and a copyright notice: '© 2008-2014 Pix4PR. All Rights Reserved.'

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 of the Pix4PR Photographic Library. At the top, there is a navigation bar with the Pix4PR logo on the left and 'Welcome | My Account | Logout | Contact Us' on the right. Below the logo is a search bar and a navigation menu with categories: Restaurants, Hotels, Pubs and Inns, B&Bs, and Others. The main content area is titled 'My Account' and includes a sub-header 'You can manage your account here.' Below this are five main sections: 'My Businesses' (1 active business), 'My Images' (18 images, 12 more uploadable), 'My Profile' (update profile, email, password), 'My Finance' (purchase packages, track expenses), and 'Downloads' (6 times). Each section has a list of links with icons. At the bottom, there are links for 'Information' (About Us, Contributor Instructions, FAQs, Contact Us) and 'Legal' (Terms and Conditions, Privacy and Cookies Policy). A copyright notice '© 2008-2014 Pix4PR. All Rights Reserved.' is at the very bottom.

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
About Us
Contributor Instructions
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Legal
Terms and Conditions
Privacy and Cookies Policy


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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 and cannot be listed on the website until updated.


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 a user interface for managing images. At the top, there is a navigation bar with tabs: '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 representing a different image for 'Saracens Head'. Each card has a title 'Saracens Head', an image, and a set of three icons at the bottom: an 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. The category can be multiple. If, for example your pub or restaurant offers bed and breakfast you can select both and the pictures will be displayed in both on the site.

Your business logo and press release can be uploaded and stored here.

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.


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

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 *
Hotels
Pubs and Inns
B&Bs

Business Address *

Town / City *

Postcode *

County



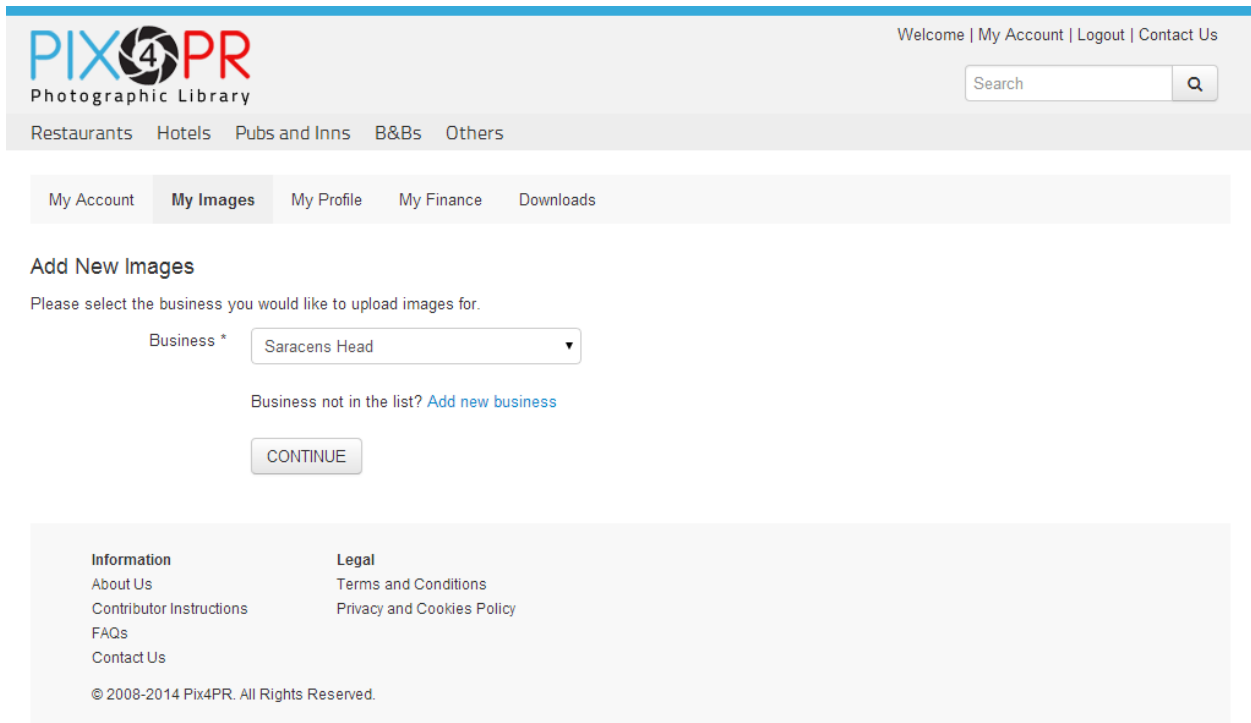
STEP SIX

Purchase Annual Licence

Before uploading any images you will need to purchase your annual licence for that business. Once purchased you will be able to upload images for that business.

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.



The screenshot shows the PIX4PR Photographic Library website. At the top, there is a navigation bar with the PIX4PR logo on the left and links for 'Welcome | My Account | Logout | Contact Us' on the right. Below the logo is a search bar with the text 'Search' and a magnifying glass icon. Underneath the search bar are several category links: 'Restaurants', 'Hotels', 'Pubs and Inns', 'B&Bs', and 'Others'. A secondary navigation bar contains links for 'My Account', 'My Images' (which is highlighted), 'My Profile', 'My Finance', and 'Downloads'. The main content area is titled 'Add New Images' and contains the instruction: 'Please select the business you would like to upload images for.' Below this is a dropdown menu labeled 'Business *' with 'Saracens Head' selected. A link 'Business not in the list? Add new business' is provided. A 'CONTINUE' button is located below the dropdown. At the bottom of the page, there is a footer section with two columns: 'Information' (containing links for 'About Us', 'Contributor Instructions', 'FAQs', and 'Contact Us') and 'Legal' (containing links for 'Terms and Conditions' and 'Privacy and Cookies Policy'). A copyright notice '© 2008-2014 Pix4PR. All Rights Reserved.' is at the very bottom.

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 My Finance Downloads

Add New Images

Please select the images to upload.

Business Saracens Head (Private Image Access Code: ZQ59V9HC)

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 * Public ?

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.

NB: this information is obligatory when using PixPR.

A **Red** border shows this information is **incomplete** and the picture **cannot be listed** (or published) until these details are included.

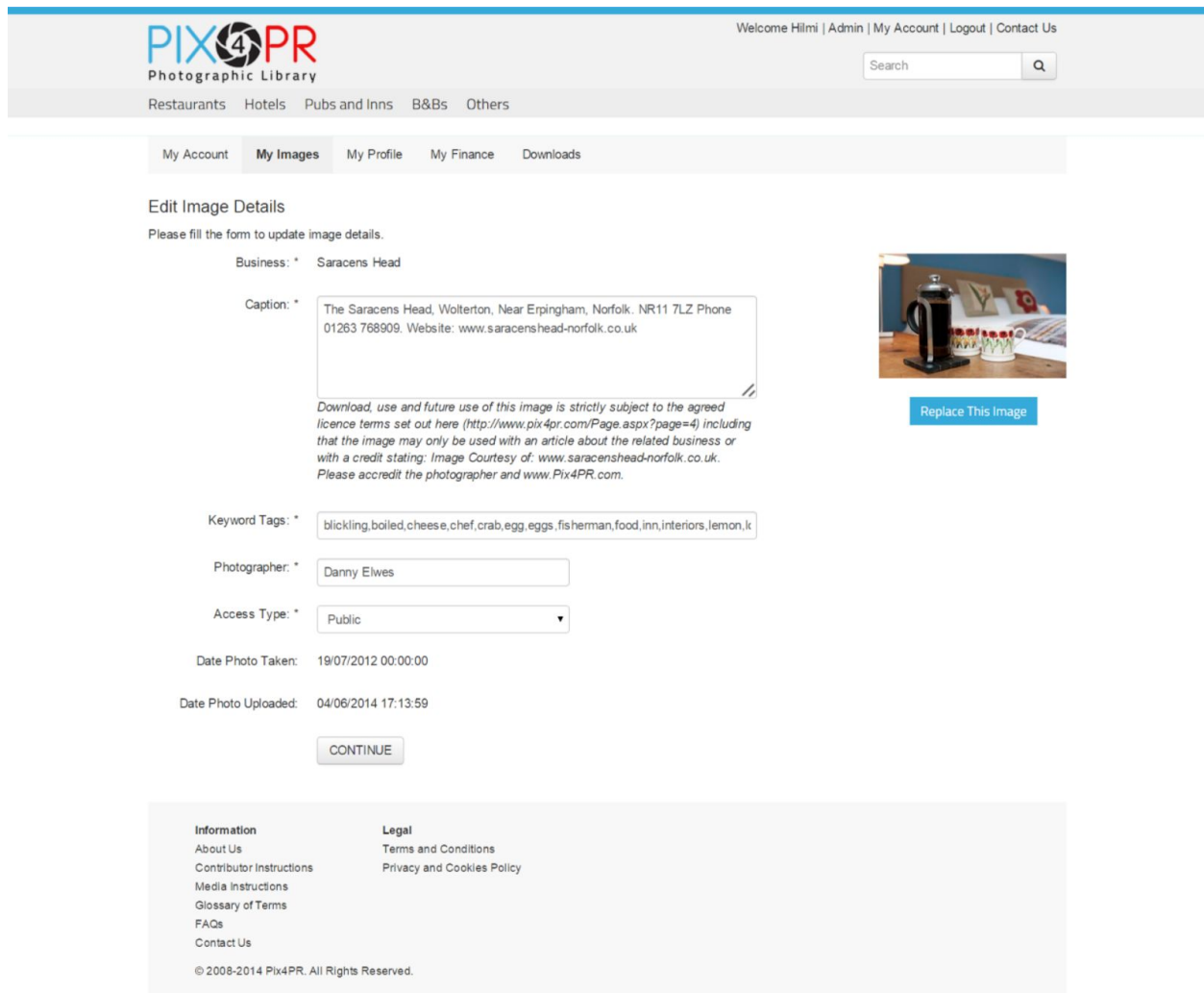
The screenshot shows the Pix4PR web interface for a user named 'Saracens Head'. The page displays a grid of 12 image uploads, each with a title 'Saracens Head' and a set of icons for editing, deleting, and sharing. The second and eighth items in the grid are highlighted with a red border, indicating that their information is incomplete. The interface includes a search bar, navigation tabs, and a filter dropdown set to 'All Businesses'. The page also shows the user's account information and a private image access code: ZQ59V9HC.

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.



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

Search

Restaurants Hotels Pubs and Inns B&Bs Others

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

Edit Image Details

Please fill the form to update image details.

Business: * Saracens Head

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: www.saracenshead-norfolk.co.uk. Please accredit the photographer and www.Pix4PR.com.

Keyword Tags: *

Photographer: *

Access Type: *

Date Photo Taken: 19/07/2012 00:00:00

Date Photo Uploaded: 04/06/2014 17:13:59

Information

- About Us
- Contributor Instructions
- Media Instructions
- Glossary of Terms
- FAQs
- Contact Us

Legal

- Terms and Conditions
- Privacy and Cookies Policy

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STEP ELEVEN

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

Restaurants Hotels Pubs and Inns B&Bs Others

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

[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

Information

- [About Us](#)
- [Contributor Instructions](#)
- [FAQs](#)
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