

GETTING STARTED



MY-PICTUREMAXX 5

ONE SEARCH. ONE PLATFORM.

picturemaxx

MY-PICTUREMAXX

For editors, advertising agents and marketers

my-picturemaxx...




























...is a comprehensive media search engine. Using a single interface, you can now search, download and license photos, videos, audio and text from hundreds of agencies, portals and media companies.

- Media search engine, network, marketplace
- Connect directly to all media sources
- Search simultaneously across all providers
- Compare, select and use media
- Next-generation search filters
- Supports all types of virtual teams
- For professionals, by professionals



MY-PICTUREMAXX

Important icons & buttons

- | | | |
|---|---|---|
|  Images |  Sorting |  My account / administration |
|  Videos |  Change view |  Thumbnail |
|  Audio |  my-picturemaxx Services |  Preview |
|  Text |  Zoom |  High-res |
|  Start search |  View series |  Lightbox info |
|  Search today |  Add to lightbox |  Share lightbox |
|  Advanced search |  Add to cart |  Open projects panel |
|  50 Max results per channel |  View prices |  Create lightbox |
|  Last searches |  Show supplier's profile |  Create project folder |

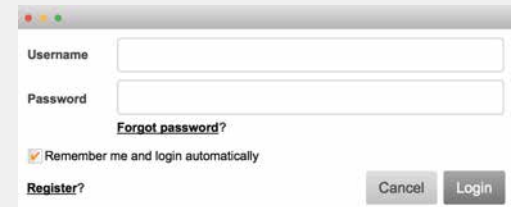
MY-PICTUREMAXX

Access the picturemaxx Media Network

LOG IN TO MY-PICTUREMAXX AND ACTIVATE ACCESS

To log in to my-picturemaxx, you first need to register for a personal account. You can register at any time for free.

1. Go to www.my-picturemaxx.com and **download** and **install** my-picturemaxx.
2. Click **Register** and fill in the requested info.
3. Enter the emailed **activation code**.
4. **Log in** with your newly registered data.



A screenshot of a web browser window showing a registration form. The form has a title bar with three colored dots (red, yellow, green). It contains the following elements: a 'Username' label followed by a text input field; a 'Password' label followed by a text input field; a link labeled 'Forgot password?'; a checked checkbox with the text 'Remember me and login automatically'; a 'Register?' link; and two buttons labeled 'Cancel' and 'Login'.

THREE OPTIONS TO UNLOCK AN ACCESS ID

If an administrator sent you **user activation credentials**, then enter this data. – or –

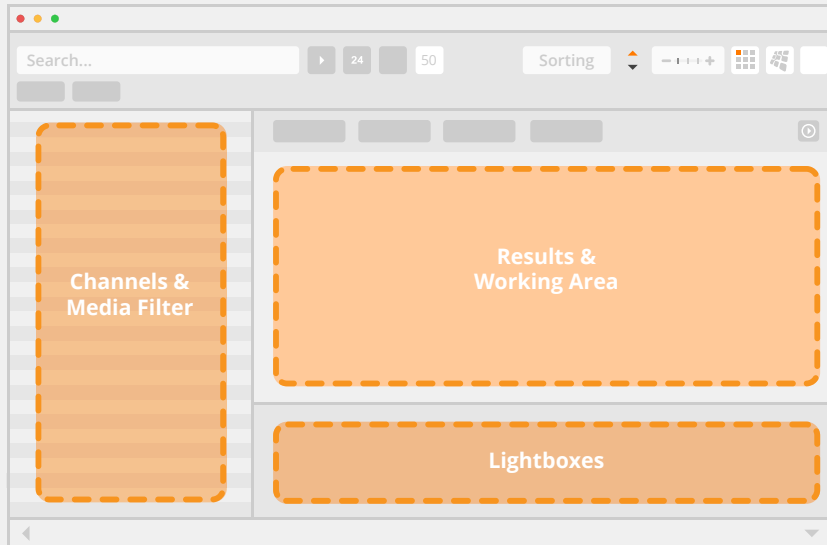
Communicate your **username and email** to your administrator, so they can give you access. – or –

If you're an administrator and have master credentials from picturemaxx, fill in the **master credentials**.

MY-PICTUREMAXX

Organization

CHANNELS, SEARCH RESULTS AND LIGHTBOXES



Select specific media suppliers in the left-side “Channels” panel, enter keywords in the upper-left search field and hit **ENTER**.

Find search results and various settings on the right. Lightboxes are on the bottom.

Access important features – such as download – via **right click** or **Ctrl + click (MAC)**, or via the top menu bar.

MY-PICTUREMAXX

Channels

SELECT MEDIA SUPPLIERS

Before submitting a search, select one or more media suppliers in the “Channels” panel.

Select picturemaxx Media Network

If you don't select specific suppliers, all are searched.

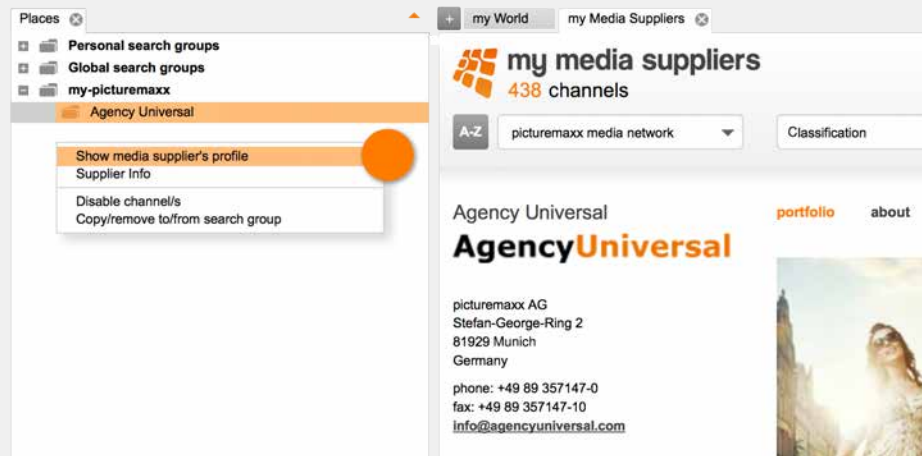
Select one or more suppliers

Only the selected suppliers are searched. Select several suppliers via **Ctrl + left click** or **CMD + click (MAC)**.

Tip! View media supplier contact details

Select a media supplier's name in the “Channels” area. **Right click** or **Ctrl + click (MAC)** and select **Show media supplier's profile**.

The profile includes “about” text, contact details and example images.



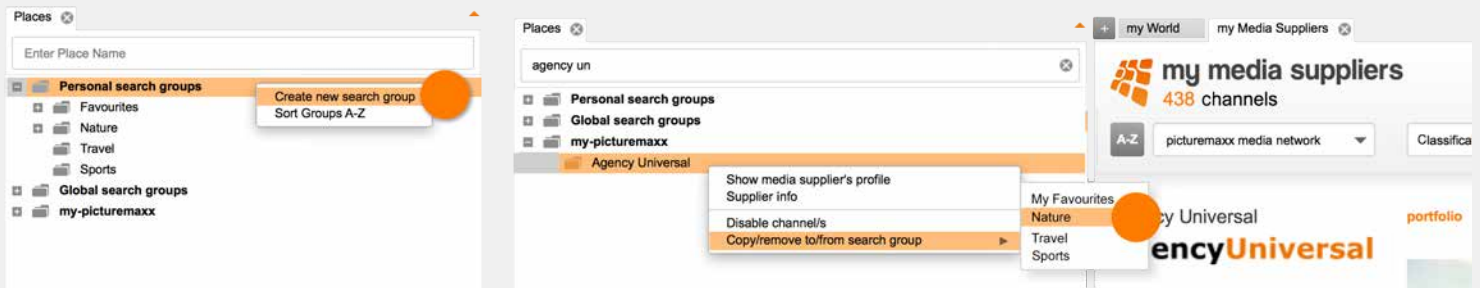
MY-PICTUREMAXX

Effortlessly organize all media sources

CREATE GROUPS OF SUPPLIERS FOR SEARCHING

To speed up and optimize your search, you can add media suppliers to groups, e.g., organized by topics or popularity. Before searching, just select the desired group. To create a new group:

1. Go to **Channels** and select **Personal search groups**.
2. **Right click** or **Ctrl + click (MAC)**.
3. Select **Create new search group**. **Right click** the new group, select **Rename group** and enter a **name**.
4. Highlight specific media suppliers.
5. **Right click** or **CTRL + click (MAC)** and select **Copy to search group**.
6. Select the name of your new group.



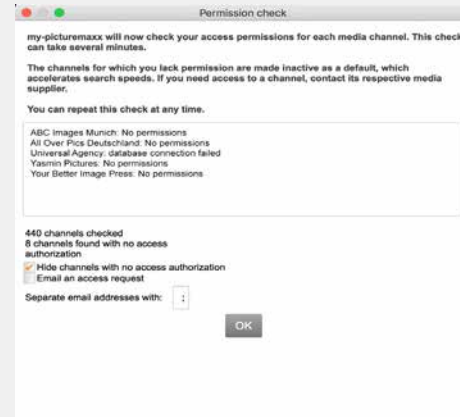
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Connect with media suppliers and additional settings

CHECK ACCESS TO SUPPLIERS

Submit missing-permissions request directly to suppliers:

1. In the **Channels** area, select **picturemaxx Media Network**.
2. **Right click** or **Ctrl + click (MAC)**.
3. Select **Check accessibility to channels**. You'll then see a list of suppliers for whom you lack access.
4. To request access, select **Email an access request > OK**.
This opens an email with those suppliers Bcc'd.
5. Enter a message and send.



CHECK IMPORTANT SETTINGS

Customize my-picturemaxx to your liking:

1. In the top menu bar, select **File > Preferences (PC)** or **my-picturemaxx > Preferences (MAC)**.
2. Check the various settings, including important ones such as:
Display > User-interface language and **Download > Default folder for downloads**.

MY-PICTUREMAXX

Search by keyword and with filters

SEARCH FOR MEDIA

Enter search terms on the top left.

Multiple terms are AND'ed together.

Using the Media Filter

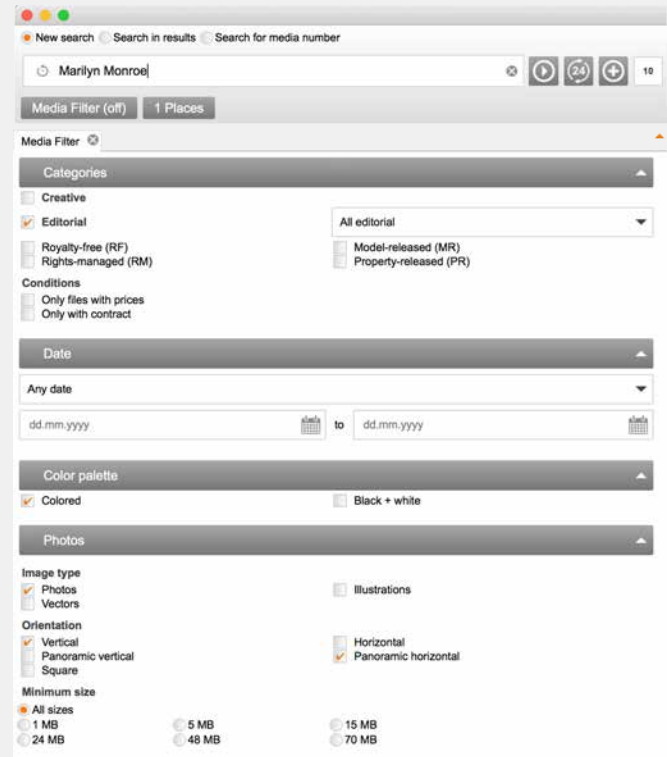
The “Media Filter” lets you refine your search. You can select a license type, release types, a date range, images sizes, etc.

Opening previews

Search results show as thumbnails. Double-clicking a thumbnail opens a larger version (preview) of the selected file. Video previews can be played.

Searching for media

Enter search terms into the upper-left input field. Start the search by hitting ENTER or clicking the arrow button.



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Select and compare files

EFFICIENT GROUPINGS

Manage lightboxes and project folders

You can create an unlimited number of lightboxes and add files either through drag & drop, or via a thumbnail's star icon. Lightboxes appear in the bottom panel. If you don't see this panel, go to the main menu and select [Lightbox > Lightboxes](#).

You can group lightboxes into "Projects," organizing relevant lightboxes together.

The screenshot displays two panels from the MyPictureMaxx application. The left panel, titled 'my World Manage projects and lightboxes', shows a table of lightboxes under the 'Special' project. The right panel, titled 'Projects', shows a list of project folders.

Lightbox	Media file	Creator	Creation date	Last modified	Receivers	Permission	Received from
Special Favoriten		0 Maxx	07.06.16	07.06.16	0	administrate	
Special Marilyn Monroe		0 Maxx	07.06.16	07.06.16	0	administrate	
Special Golden Gate Bridge		0 Maxx	07.06.16	07.06.16	0	administrate	

The 'Projects' sidebar on the right shows a list of project folders, including 'Special', 'Special Favoriten', 'Special Golden Gate Bridge', 'Special Marilyn Monroe', 'Stories 2016', 'Animals', 'Received Light Boxes', 'Today', 'Celebs', 'Travel', and 'New Project'.

To open a project, go to the main menu and select [Lightbox > Manage Lightboxes](#); select the project from the [Current project](#) menu. Or, to open a sidebar "Projects" panel, select [Lightbox > Projects](#), or the folder icon in the "Lightboxes" panel. Click the [plus \(+\)](#) icon to add a new project.

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Download directly

DOWNLOAD FILES FROM A SEARCH RESULT OR LIGHTBOX

Option 1 – download directly via right click

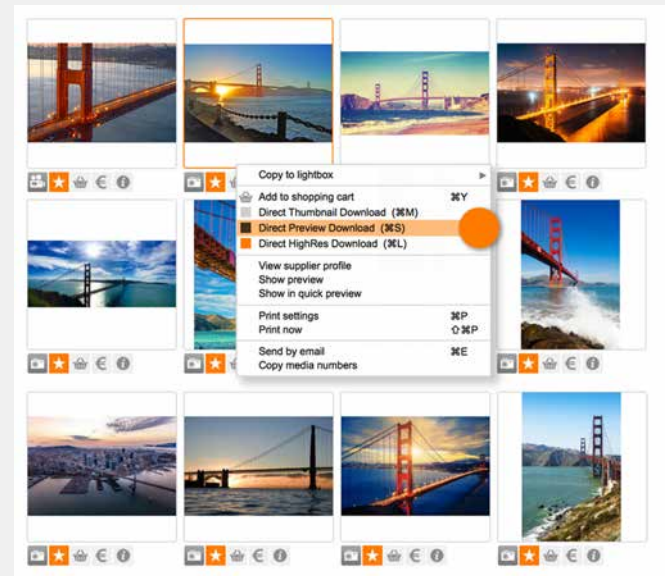
1. From search results, select one or more thumbnails.
2. **Right click** or **Ctrl + click (MAC)**.
3. Select from the **Download** options.

Option 2 – collect media in the cart

1. **Select** one or more thumbnails.
2. Click a thumbnail's **shopping cart icon**.
3. Enter an intended usage, select a size and click **Download**.

Option 3 – download directly using the menu

1. **Select** one or more thumbnails.
2. In the top-level menu, select **File** or **my-picturemaxx (MAC)**.
3. Select a **Download** option.



Display a “Downloads” panel by selecting **View > Downloads** from the main menu. Administrators also have an extended **Downloads overview** – which includes all staff downloads – under **File > Administration (PC)** or **my-picturemaxx > Administration (MAC)**.

MY-PICTUREMAXX

Creative services with a click

OVERVIEW OF ALL MEDIA SUPPLIERS

Services > my Media Suppliers

my-picturemaxx is completely transparent, showing you exactly where you're shopping. Every supplier has a profile with contact details and info on what they offer. Search suppliers by location or subject category. Click into a profile, and you can add the supplier's channel to your search groups.

The screenshot displays the 'my media suppliers' interface. At the top, there are tabs for 'my World' and 'my Media Suppliers'. Below the tabs, the text 'my media suppliers' is followed by '438 channels'. A search bar contains 'picturemaxx media network'. To the right of the search bar are dropdown menus for 'Classification', 'Keyword search', and 'Random order'. The main content area shows a grid of five media supplier profiles:

- AWL Images**: SY13 3AQ Shropshire, United Kingdom. Main image shows a person snowboarding down a mountain.
- Runway Manhattan**: 55902 Duluth, MN, United States. Main image shows a woman in a dark red dress.
- One Shot (New Zealand)**: 7048 Mapua, New Zealand. Main image shows a tent pitched in a mountainous landscape at night.
- Redux Pictures**: 10005 New York, NY, Vereinigte Staaten von Amerika. Main image shows a man and a woman sitting on a red sofa.
- Venus Stock**: 90041 Los Angeles, CA, United States. Main image shows a woman's face with a 'FRAGILE' sticker on her forehead.

MY-PICTUREMAXX

Creative services with a click

RESEARCH SERVICE

Services > my Requests

Using the Requests service, you can describe a specific need and send the request to a selection of media suppliers. You'll see the answers – in the form of search results – directly in my-picturemaxx.

The screenshot shows the 'my request' service interface. At the top, there are tabs for 'my World' and 'my Requests'. The main header includes the 'my request' logo, a 'Request to 388 channels' indicator, and buttons for 'Make a request' and 'Inbox (0)'. Below the header, there are three input fields: a dropdown menu for 'picturemaxx media network', a 'Classification' dropdown, and a 'Keyword search' field with a search icon. On the left side, there is a 'Here's how it works:' section with a numbered list of five steps: 1. Enter your request in the form on the right and submit; 2. Provide additional information and urgency; 3. If needed, attach an example image to clarify your request; 4. Check inbox; 5. Select a response and click!. Below this are two dropdown menus for 'Advanced options' and 'Urgency'. The main content area is titled 'My request Recipients (388)' and features a 'Subject' input field. Below the subject field, there is a text area containing the request: 'We are searching for an image of Albert Einstein during his stay in Caputh. There shouldn't be any persons on the image, but the landscape, a House or something'. At the bottom of the form, there is an 'Attach sample media files' field with a three-dot menu icon. A 'Send request' button with an envelope icon is located at the bottom right.

my World my Requests

my request
Request to 388 channels

Make a request Inbox (0)

picturemaxx media network Classification Keyword search

Here's how it works:

1. Enter your request in the form on the right and submit
2. Provide additional information and urgency
3. If needed, attach an example image to clarify your request
4. Check inbox
5. Select a response and click!

Advanced options

Urgency

My request Recipients (388)

Subject

We are searching for an image of Albert Einstein during his stay in Caputh. There shouldn't be any persons on the image, but the landscape, a House or something

Attach sample media files

Send request

MY-PICTUREMAXX

Creative services with a click

FEATURED SETS WITH UP-TO-THE-MINUTE REPORTING

Services > my Offers

my-picturemaxx gives you a front-row seat at the world's biggest events. Just watch what's showing up in the "my Offers" area, from the hottest red-carpet images to videos of the latest goal. Offers are featured sets that are compiled specially and include the most up-to-date media of important news or events in politics, sports, entertainment and more. You can view and download files from an offer the same way as from a search result.

The screenshot shows the 'my offers' interface. At the top, there are navigation tabs for 'my World' and 'my Offers'. Below the 'my offers' logo, there are filters for 'Layout', 'Relevance', and '10 offers per channel'. A search bar contains the text 'Offers from today' and '07/19/2016 to 07/19/2016'. The main content area displays a list of offers under the heading 'Bloomberg Photo Service'.

Date	Source	Offer Title	Count	Image Preview
07/20/2016	Bloomberg Photo Service Bloomberg	The 2016 Republican National Convention	16	
07/20/2016	Bloomberg Photo Service Bloomberg	A 3,000-Year-Old Pea Could Solve India's Inflation Woes	19	
07/20/2016	Bloomberg Photo Service	General Economy As Mongolia's Budget Deficit	19	

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Creative services with a click

INTEGRATED EVENT AND CALENDAR SERVICE

Services > my Calendar

Browse the my-picturemaxx calendar, and you won't miss a date or anniversary. Simply click a date to get inspired. my Calendar displays important national and international events. You can also search for specific topics. Every calendar item provides you with a preview of matching sets, as well as a search link.

The screenshot displays the 'my Calendar' interface. At the top, there are navigation tabs for 'my World', 'my Offers', and 'my Calendar'. The main header shows 'my Calendar' with the date 'June, 08, 2016'. Below this is a search bar with a 'Keyword search' field and a 'Descending chronological order' dropdown menu. A sidebar on the left contains a monthly calendar for 2016, with 'Jun' highlighted. Below the calendar are filters for 'Jubilees related to the year', 'Birthdays', 'Death days', and 'Events'. The main content area shows search results for 'Memorial Day' on 06/18/2016, with a 'This year' tag. Below the date are four columns of event cards, each with a title and a preview image: 'International Yoga Day', 'International Picnic Day', 'National Eat all your Veggies Day (USA)', and 'Tag des Gartens (Germany)'.

MY-PICTUREMAXX

We're here to help

IF YOU NEED HELP

Help > Email support request

Whenever you encounter an issue, or have any questions, send a support request directly through the program. Your message will be sent to our friendly service staff, along with important technical details.

Support Request

How can we help you?

Please provide as much detail as possible.

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105001 my-picturemaxx v5.0.0 8479 Mac OS X Version 10.11.3 (Build 15021)

Include my session history

Cancel Send

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KEY TERMS

CHANNELS

Each searchable collection in my-picturemaxx is called a “Channel”, and the complete list is in the “Channels” panel. Each media supplier offers one or more channels. When you select a channel and submit a search, your request is sent directly to the database of the associated media supplier.

ACCESS / ACCESS ID

Each user who wants to search or download files from my-picturemaxx must be associated with an Access ID for the picturemaxx Media Network. An Access ID is identified uniquely by its number. To use my-picturemaxx, a single Access ID must be selected. Media buyers who are members of the same project, desk, department or cost center are usually organized under one Access ID. Media suppliers can then manage permissions and determine invoicing based on this Access ID. The Access ID currently in use is always displayed in the title bar of my-picturemaxx, and on the top right of the screen. If a user has more than one Access ID, they can switch between them when needed. This allows a user to search and download under a specific project, desk, department or cost center.

PERSONAL PICTUREMAXX ACCOUNT

Every my-picturemaxx user needs to register a personal user account to log in to my-picturemaxx. Based on the registration, an administrator can grant permissions and control that user’s downloads. A personal picturemaxx account can be connected with several Access IDs (for example, from different employers, publications, or clients).

PICTUREMAXX MEDIA NETWORK

The users of the my-picturemaxx media search engine and its media suppliers together form a unique, international network of media professionals – the picturemaxx Media Network.

SEE YOU SOON IN
MY-PICTUREMAXX



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