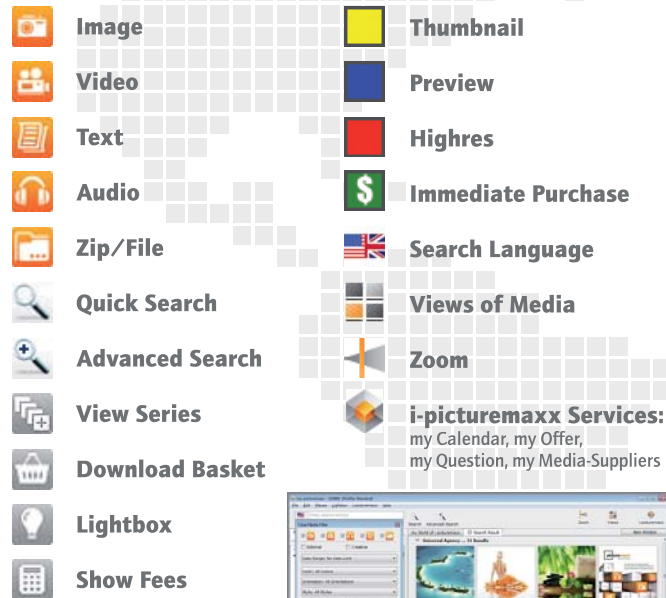


first steps

my-picturemaxx

my-picturemaxx is the world's most comprehensive, neutral media search engine in the professional media market today. my-picturemaxx is only available to professional media buyers like you... giving you the ability to comprehensively search, in one interface, the content (photos, videos, audio and text) from over 2,500 agencies, portals and media companies. We understand that time is the most important variable in your day to day work, start searching more efficiently, now!

Important Icons and Buttons



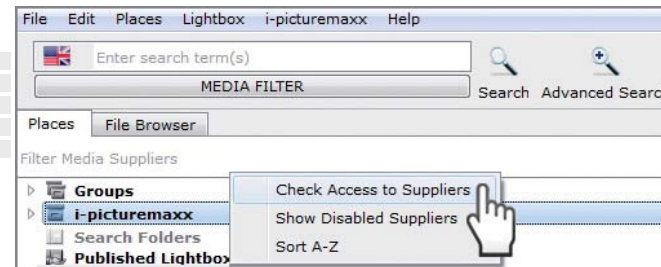
For any questions or suggestions:
support@picturemaxx.com
www.my-picturemaxx.com



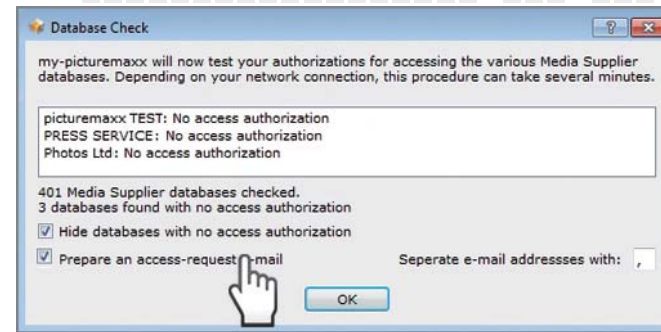
Before you get started

Check access to suppliers

1. Select **i-picturemaxx** in the Places Area
2. **Right click** or **CTRL + mouse click** (MAC)
3. Select **Check Access to Suppliers** and find out which suppliers have not yet given you access authorization



4. Select **Prepare an access request email** ▶ **OK** in order to request access to those suppliers (Email addresses of the respective suppliers will automatically be blind copied on your email)
5. Type in a text to request access authorization



Check important settings

1. Choose **File ▶ Preferences** or **my-picturemaxx ▶ Preferences** (MAC) in the top menu bar
2. Check the most important settings, e.g.:
Tab Display ▶ Language Selection
Tab Downloads ▶ Standard Folder for Downloads
Tab Network ▶ email (configuration) and many more

Everyday basics

What you should do to get the most out of using my-picturemaxx daily

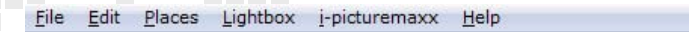


Access to the most important functions per mouse click

The most important tasks can be accessed by **right click** or **CTRL + click** (MAC) in all different areas of the software.

Menu

All tasks are also available in the top menu bar.



Places and other program areas

On the left side of the application you can select media suppliers and type in search terms. This area is called **Places**. **Search results** as well as the different services can be found on the right side. The **Lightbox** area is located at the bottom.

Select media suppliers for a search

Before searching, please make your selection of suppliers in the **Places** area.

Selection of i-picturemaxx:

The search will be carried out over all media suppliers.

Selection of one or more suppliers:

The search will be carried out over the selected suppliers only. Select several suppliers by **CTRL + mouse click**.

Search for media

Please enter keywords for your search into the input field in the upper left corner of your application. A blank between keywords implies a conjunction (AND) of keywords.



Start research

Commence searching by pushing the **enter key** or clicking on the **magnifier** icon after entering of all search terms and filter criteria.



Access Preview

The search result will show as thumbnails. Double-clicking on a thumbnail will open a preview of the selected media file, e.g. a larger version of the image (preview), a video teaser or a text preview.

Download media

1. Mark desired media
2. **Right mouse click** or **CTRL + mouse click (Mac)**
3. Choose **Direct Download**



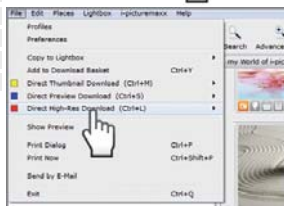
alternatively

1. Mark desired media
2. Click button **Download Basket**
3. Select your media within the basket and start download

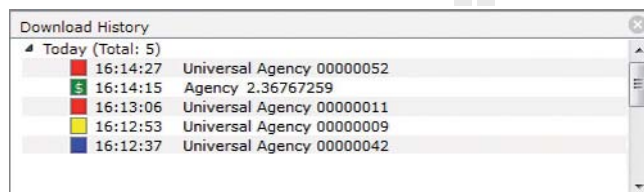


alternatively

1. Mark desired media
2. Select **File**
3. Select **Direct Download**

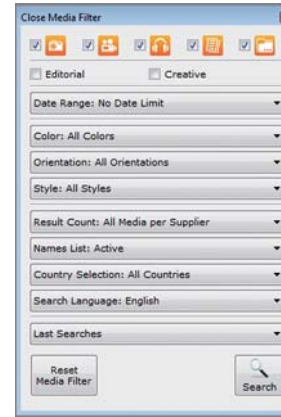


Subsequent to the download process you can show your **Download History**. This menu item can be reached via **Places**.



Using media filter

While entering the search terms the media filter will open automatically helping you to narrow down your search. You can choose between image, video, audio or text files, between editorial and creative content, predetermine color, orientation, style and date range. Also, you will find your latest searches as well as the country selection and the settings for the number of search results per supplier.



Organize media suppliers into groups

You can add media suppliers to groups, e.g. create a group "sports" including all desired sporting agencies or create "favorites" including your preferred agencies. Before searching you will just need to select the desired group.

How to create a group:

1. Go to the **Places** area and choose **Groups**
2. **Right mouse click** or **CTRL + mouse click (Mac)**
3. Choose **New Group** and enter a group name



4. Mark the media suppliers to be part of this group
5. **Right mouse click** or **CTRL + mouse click (Mac)**
6. Choose **Copy to Group**

alternatively

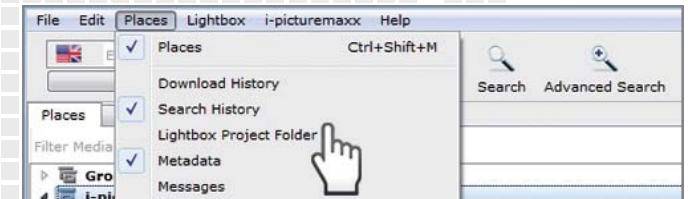
Drag and Drop suppliers into a group



How to manage light boxes and projects

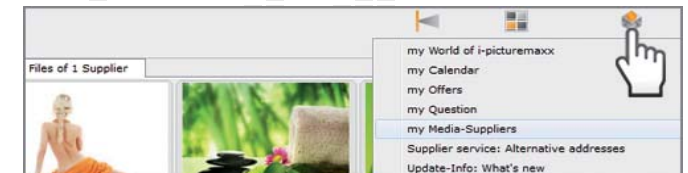
You can create an unlimited number of lightboxes and add thumbnails either by dragging & dropping or via the bulb icon underneath the thumbnail. To open the lightbox area choose **Lightbox > Lightbox** in the menu or click the little squared icon in the lower right corner of your screen.

You can also organize your lightboxes into projects; we understand that often you are working for multiple clients at once and/or on multiple projects at one time. With the project feature you can now group your lightboxes according to projects and more effectively manage your research. To open the Lightbox Project area choose **Places > Lightbox Project Folder** in the menu. It is at all times possible to switch between projects.



View contact details of Media Suppliers

Click the **i-picturemaxx service button** in the upper right corner and choose **my Media-Suppliers**.



Need Help?

Whenever you encounter an issue or have any technical questions, you can send out a support request directly through the program. Choose **Help > E-Mail Support Request** from the menu.

