



# How do I choose my settings and preferences?





## AFP Forum My account – my settings

1	My account					
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	-					
	SETTINGS 💮 English		(UTC-05:00) Eastern Tim	e (US & Canada)		
G	MY STARTUP PAGES		3	MY PERSONAL INFORMATION		
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	🗇 Videos	Essentials (France)		First name:		
				Last name:		
				Enter an email address to receive alerts		
				Change password		
						Confirm
1 Languages		2 My start	up page	es	<b>3</b> N	ly persona

The platform is available in 5 languages. (English, Spanish, French, German and Portuguese).

The user can choose to configure their homepage based on the following areas of interest:

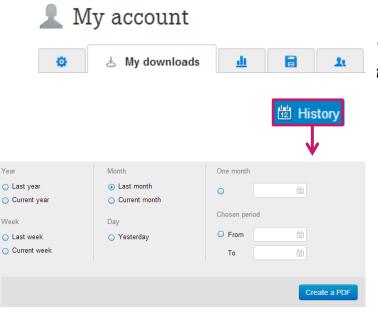
- Photos
- Videos

My personal information Subscribe to alerts by registering your email.

Possible to change the password.

## AFP Forum My account – my downloads and quotas



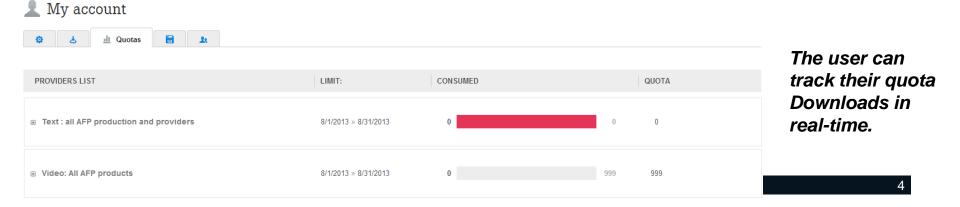


This page displays downloads over the last 24 hours

The user can re-download the files <u>at no extra cost</u> during the 24 hours following the initial download

- ✓ By clicking on <sup>B</sup>History</sup>, the user can display their downloads over a user-designated period of time
- Downloads of the day will only be visible in the History the following day

✓ Click on Create a PDF to download the history in a .pdf



## AFP Forum My account – my saved searches



climate 48 840 documents Display - My selection 0 -🖸 Alert Save this search Create an alert for this search I want to create an alert Save query I WANT TO ENTER A NAME FOR MY ALERT I WANT TO ENTER A NAME Name climate Name climate I WANT TO CHOOSE THE FREQUENCY Hourly O Daily WANT TO ENTER A DESCRIPTION Weekly Description 3 I WANT TO FILL A CART I want the results to be sent to the following cart Cancel Cancel My account 🕸 🛃 🏦 📄 My searches and alerts 🤽 1 Saved search(es) Alerts Suspend all Reactivate all Add a new search climate Hourly, sent to:

#### Launch a search

Once a search has been launched, the user can save it and/or create an alert on it.

### **2** Save query

- $\checkmark$  The user can then rename the alert.
- ✓ Enter a description

#### Create an alert

- ✓ The user can rename the alert.
- Change the frequency of the alert (hourly, daily or weekly)
- ✓ Choose to send automatically the results to a cart

#### **(3)** My saved searches

- ✓ The user can change a search: name/description
- ✓ Modify the criteria (in *advanced search*)
- ✓ Delete one or all searches
- ✓ Modify the frequency of alerts
- ✓ Suspend/unsubscribe from alert
- ✓ Modify the email address

## AFP Forum My account – account manager and managed



👤 My account					
के के मा	1 Users				
Criteria to search for users	Show deactivated accounts Show accounts with 'Text Stories'	Show expired accounts access			Add user account
Search					
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h	view details	Account manager	~	Never	🖆 🛍 Actions 🗸
1	view details	User	~	Never	🕑 🛍 Actions 👻

AFP Forum permits users to create personalized accounts for <u>each</u> user within a company.

#### **Creating an account**

- In « my account », the « Manager » can create and manage all the accounts within their company
- The account manager has unique access to the following features
- ✓ Creating accounts
- ✓ Give download capability to a managed account
- ✓ Delete accounts

2014

USER ACCOUNT PROPERTIES		
USER ACCOUNT PROPERTIES		
Login		CREATED BY
First name:		MODIFIED:
Last name:		USER STATUS -
Account type Regular user		
Display Language		
This account expires on :		
QUOTAS FOR THIS ACCOUNT		
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Graphic Graphics in French: Real Time		
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Video: AFPTV Broadcast on	ly in French	
🖃 🗹 Videographic	-	
✓ Videographics in French		
Images: AFP Real Time and	Archive	
⊡ ☑ Text		
Text: Monde (FRS)		

Add user account

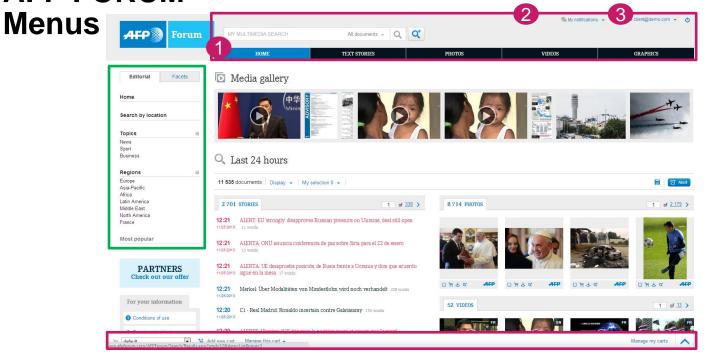
# Menus





# AFP FORUM





#### Horizontal menu - options :

#### Homepage:

- ✓ Access all the products (photos, text... etc.)
- « My notifications » :
- ✓ Access your latest alerts
- 3 « My account » :
  - ✓ Modify settings and alerts
  - ✓ Access your downloads
  - ✓ Track your quotas
  - ✓ Access your saved searches and create alerts
  - Manage downloads cart and accounts
  - ✓ Contact AFP's technical/sales staff

#### Vertical menu - editorial :

When launching a search, show results by:

- Themes
- Regions
- Most-downloaded

## AFP FORUM What do the icons stand for?



- When the lock is closed, only products you are subscribed to will appear
- When the lock is open, all products (regardless of subscription) will appear
- @ Alert Create real time (for text stories only), hourly, daily or weekly alert
  - 🗧 Add file to cart
  - 🖶 Print
  - Bownload file

If the file is not part of your subscription, a window will open with your sales representative's contact information, in order to facilitate sale by adding to your subscription or otherwise

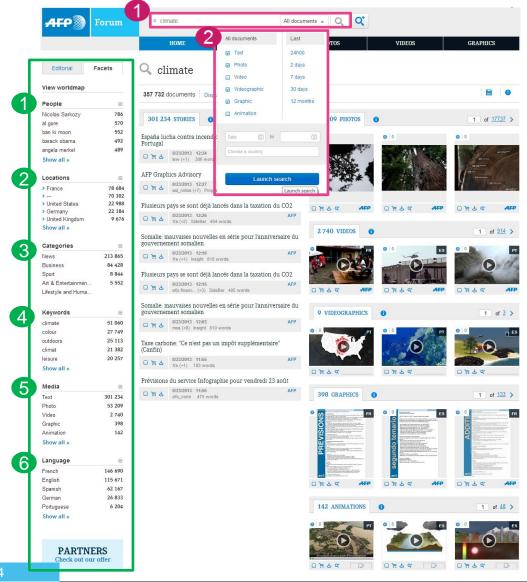
- Save the search
- Display Change to large or standard view
- My selection 4 Shows amount of files in cart
  - S Open file in a new window
  - Copy in clipboard

## How do I use the search function?

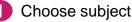


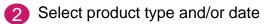
## AFP FORUM Quick search in two easy steps?



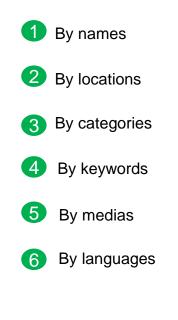


### 1st step : search by subject





#### 2<sup>nd</sup> step : refine search



AFP Forum : quick search in two easy steps?

## AFP Forum Advanced search

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	Click here for more					
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Advanced search can be launched:

- By product: photos, videos, infographics, text
- Prom the homepage, enabling searches with different combinations of products
- 3 Each search, regardless of product, follows the same model :
- ✓ Your search
- ✓ Date, keywords, geo-location, journalist data, tags
- ✓ Providers

Further advanced configurations areavailable in order to help you find<u>exactly</u> what you are looking for

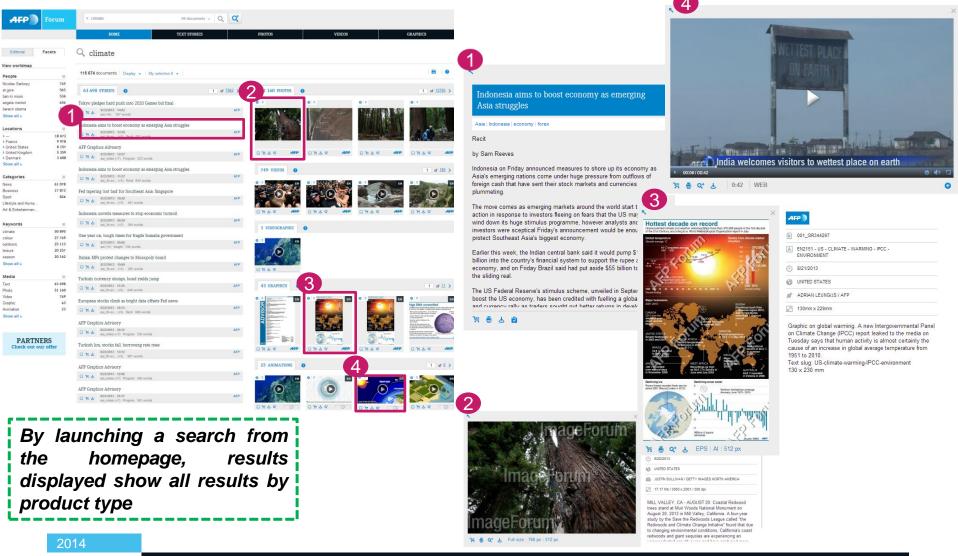
# How to browse in a multimedia search?



## AFP Forum Multimedia search



AFP Forum was created to provide you with the best richmedia search.

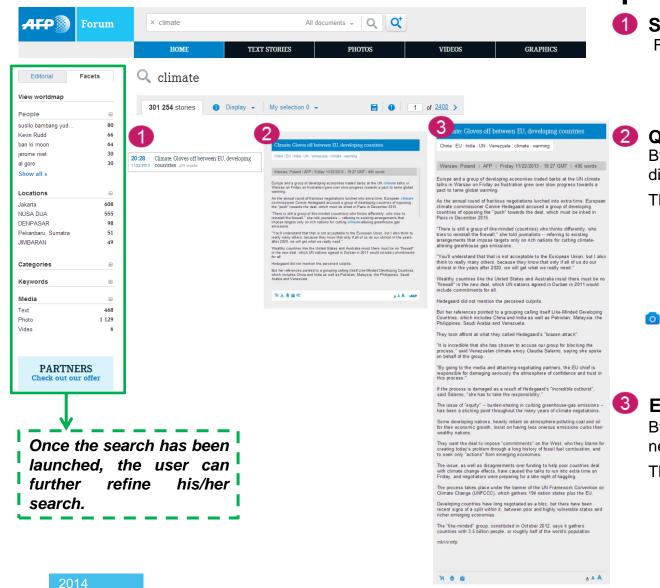


# Text





## AFP FORUM Text – 3 different views with different options



#### Small title

From this view, the user can:

- add to selection
- 📜 add to cart
- 📥 download

#### Quick view

By clicking on the small title the text displays on the right, vertically

The user can :

- 📜 add to cart
- 📥 download
- view
- 🖶 print
- 😂 copy in the clipboard
- 🖿 👝 access related files
  - launch a new search from the linked keywords

#### Expanded view

By clicking on **<** the text opens in a new window:

The user can :

- 📜 add to cart
- 📥 download
- 青 print
- ✓ access keywords
- available download formats

AFP Forum : Text – 3 different views with differe

АГР 🌒

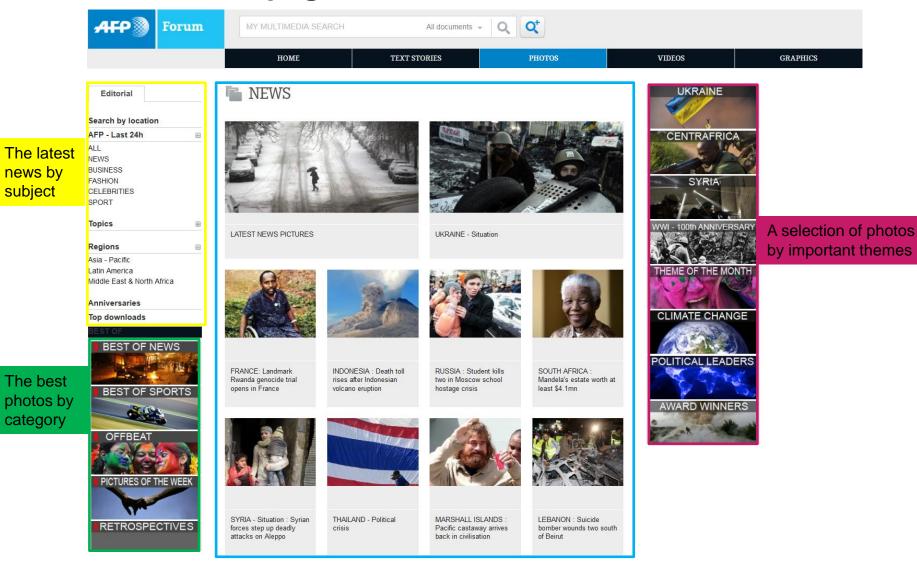
# **Photos**





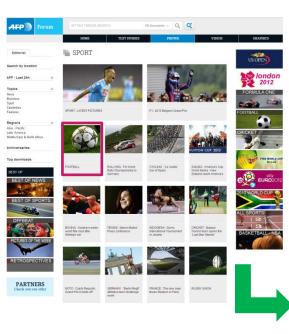
## AFP FORUM Photos - homepage



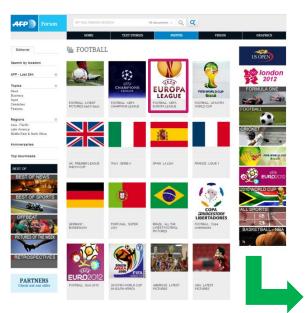


## AFP FORUM How do I browse in the Photos menu?





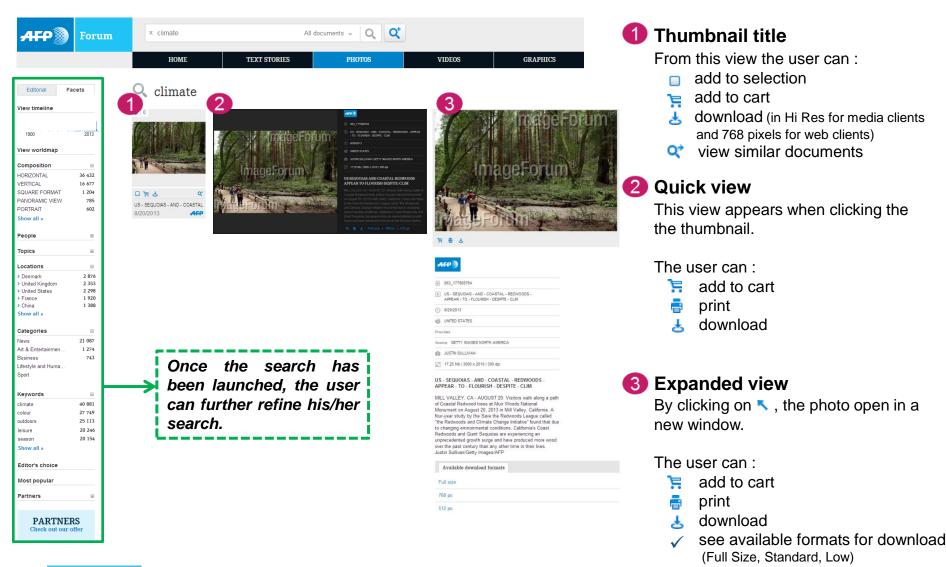
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This enables the user to find his/her desired photo and use the AFP Forum functions ie add to cart, print... etc.

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## AFP FORUM Photos - 3 different views with different options





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#### AFP Forum : photos - 3 different views with different options

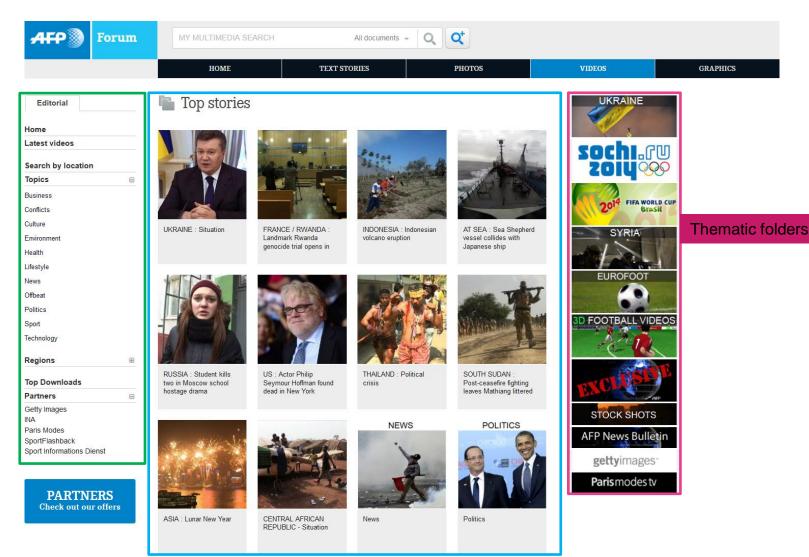
# Videos





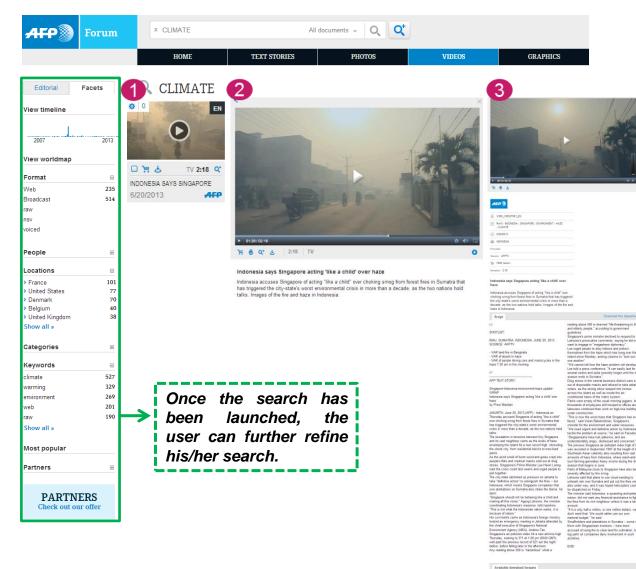
## AFP FORUM Videos – homepage





## AFP FORUM Videos - 3 different views with different options





#### 1 Thumbnail extract

#### The user can :

- add to selection
- 📜 add to cart
- 🛃 download
- 文 view similar documents

#### **2** Quick view

By clicking on the small extract, the video automatically starts playing.

While the video plays, the user can:

- 📜 add to cart
- 青 print
- 🛃 download

#### 3 Expanded view

By clicking on **<** , the video opens in a new window and starts playing from previous position.

The user can then :

- 📜 add to cart
- 🖶 print

168.35 (6

104.00 HD

- 📥 download
- download in available formats



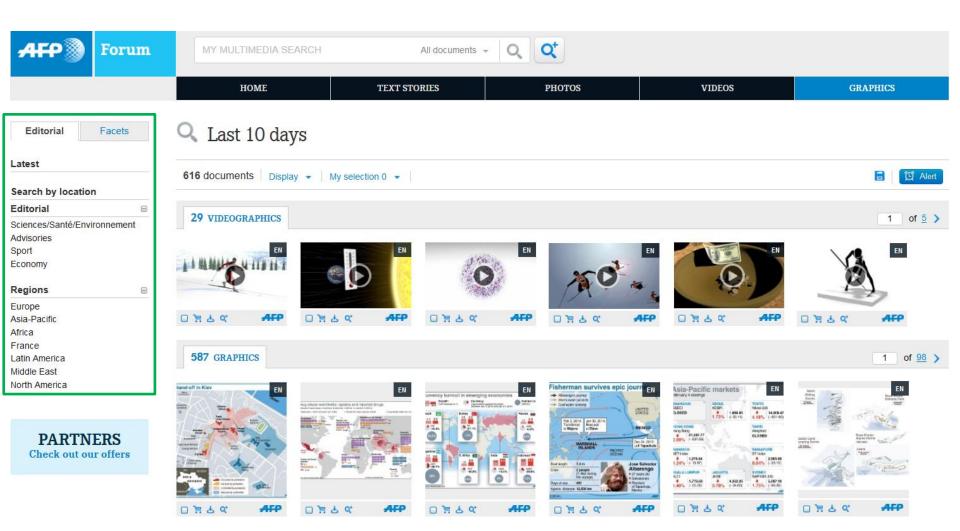






## AFP FORUM Graphics – homepage

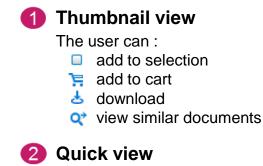




## **AFP FORUM** Graphics







By clicking on the thumbnail, the quick view is activated.

The user can then :

- add to cart ï
- ē print
- ¥ download

#### 3 Expanded view

By clicking on <, the infographic opens in a new window.

The user can then:

- Ë add to cart
- ē print
- Ŧ download
- download in the available formats  $\checkmark$ (Low, AI, EPS2 and JPEG)

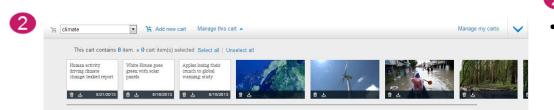
# Manage your cart(s)

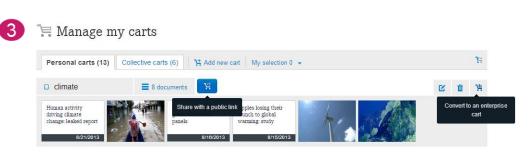


## AFP Forum Manage your cart(s)



	i (+5) 362 words			
6			27 GRAPHICS	1 of 9
Add new car	t Manage this cart 🔺			Manage my carts
	<ul> <li>H Add new cart</li> </ul>	Add new cart Manage this cart 🔺	S It Add new cart Manage this cart ▲	





#### Add to cart

- To add a file to a cart, click on
- By placing cursor on above icon, two options are displayed: add file to an existing cart, or create a new cart

#### Accessing your carts

- Your accounts are available from :
- The horizontal menu « my account » and then « my carts »
- ✓ The lower banner, by clicking on ∧
- 3 From « manage my carts » :
  - ✓ Rename carts
  - ✓ Delete a file or the whole cart
- ✓ Share cart with a public link
- Create a cart to be accessed and used by managed accounts within same company
- Download file or entire cart