



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		
	Photos	Essentials News		▲ About me		
	🗇 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	3 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:

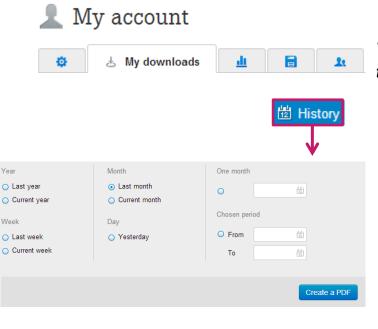
- Photos
- Videos

My personal information Subscribe to alerts by registering your email.

Possible to change the password.

AFP Forum My account – my downloads and quotas



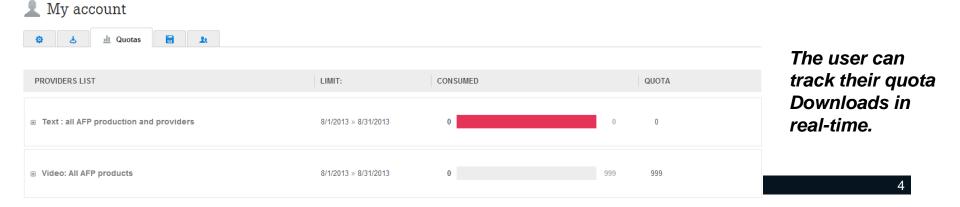


This page displays downloads over the last 24 hours

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

- ✓ By clicking on ^BHistory</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					
LOGIN	CONSUMED	ACCOUNT TYPE	ACCOUNT STATUS	EXPIRES ON	ACTIONS
8 6	view details	Corporate account	~	12/31/9999	
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		
∃ Subscriptions		Graphics in French: Real Time
Graphic Graphics in French: Real Time		
⊟ ☑ Video	10	Set a download limit for this quota
Video: AFPTV Broadcast on	ly in French	
🖃 🗹 Videographic	-	
✓ Videographics in French		
Images: AFP Real Time and	Archive	
⊡ ☑ Text		
Text: Monde (FRS)		

Add user account

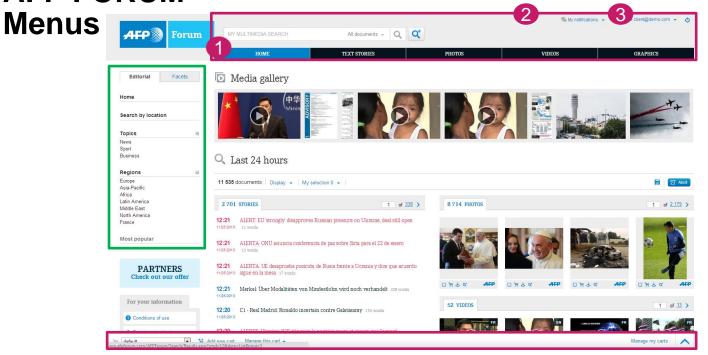
Menus





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

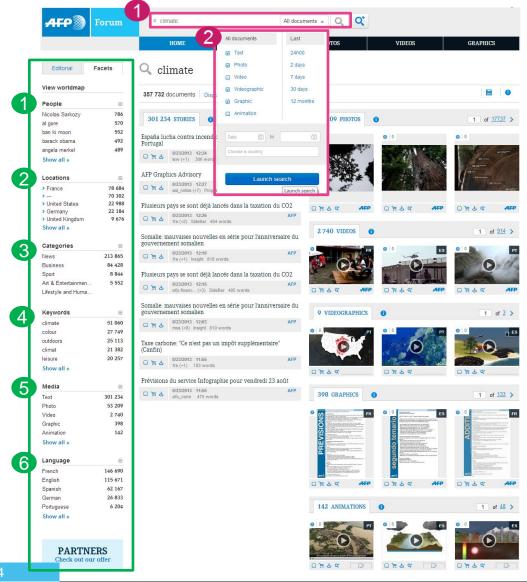
- Save the search
- Display Change to large or standard view
- My selection 4 Shows amount of files in cart
 - S Open file in a new window
 - Copy in clipboard

How do I use the search function?

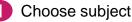


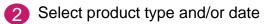
AFP FORUM Quick search in two easy steps?



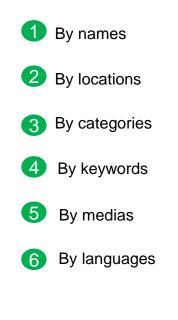


1st step : search by subject





2nd 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

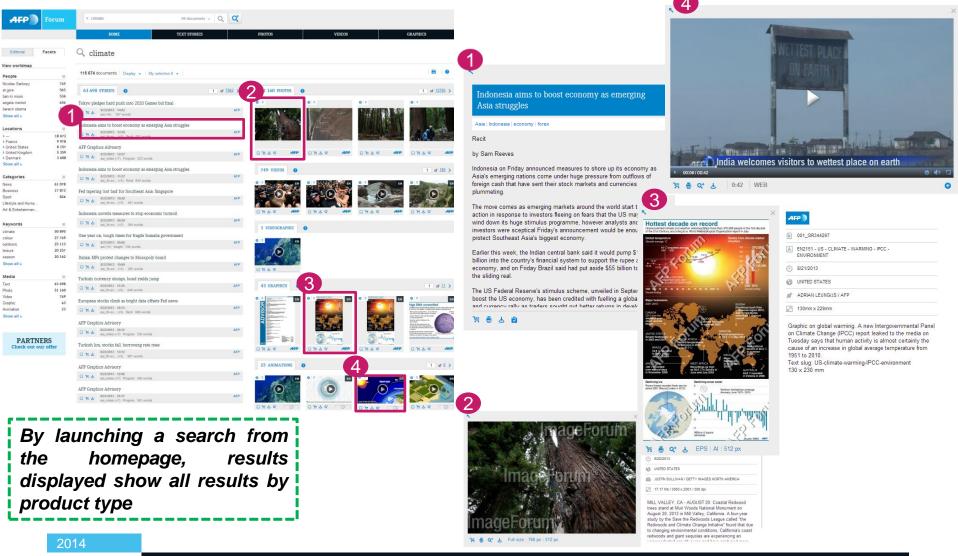
How to browse in a multimedia search?



AFP Forum Multimedia search



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

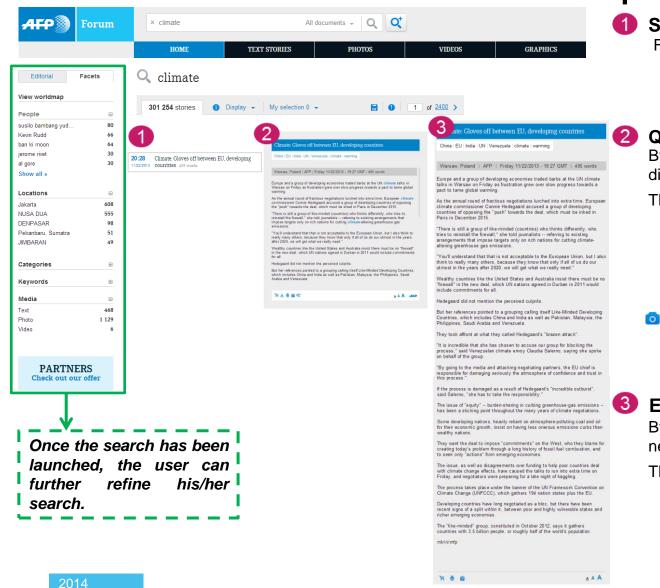


Text





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 🌒

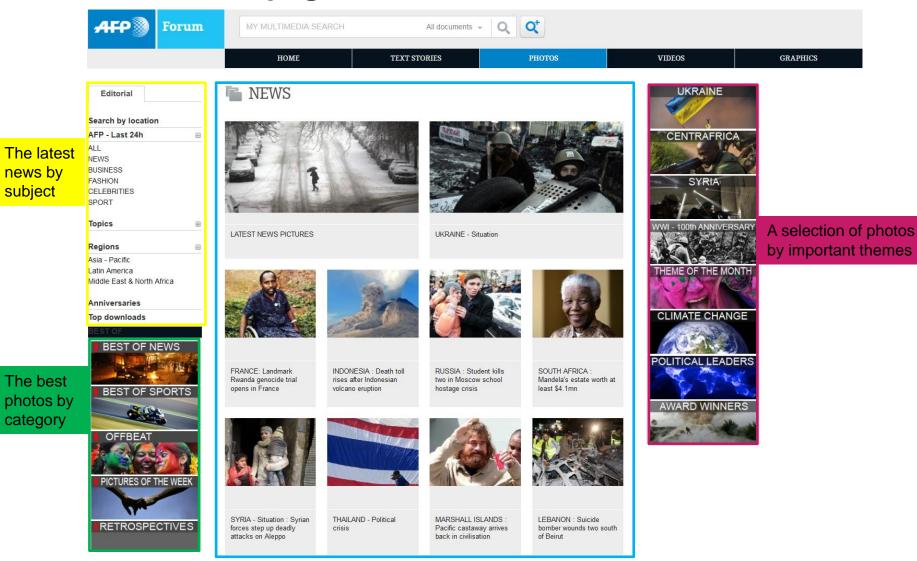
Photos





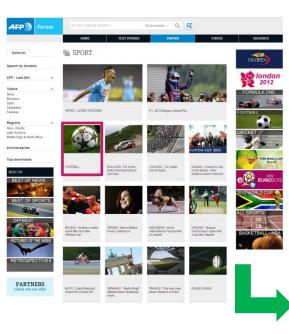
AFP FORUM Photos - homepage



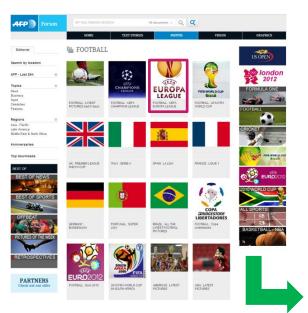


AFP FORUM How do I browse in the Photos menu?





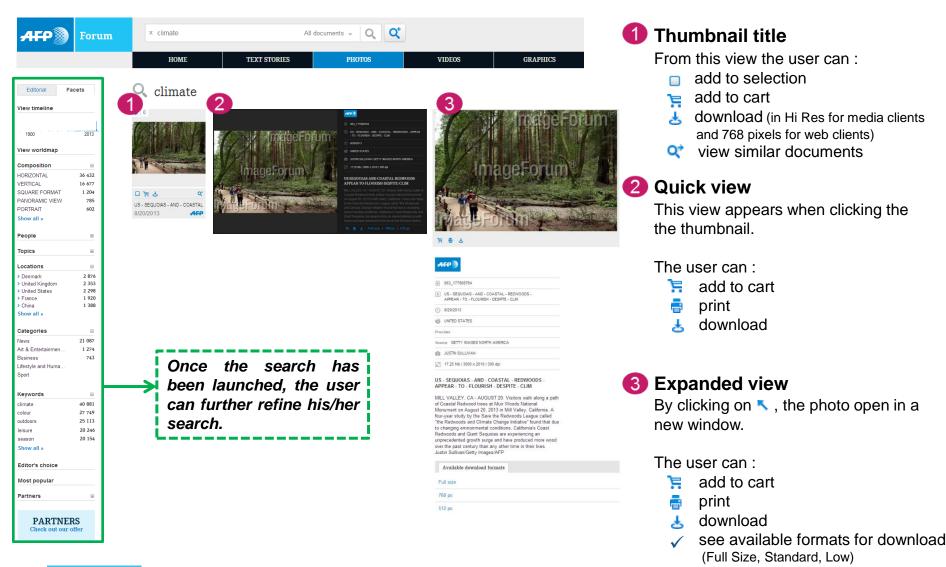
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This enables the user to find his/her desired photo and use the AFP Forum functions ie add to cart, print... etc.

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AFP FORUM Photos - 3 different views with different options





2014

AFP Forum : photos - 3 different views with different options

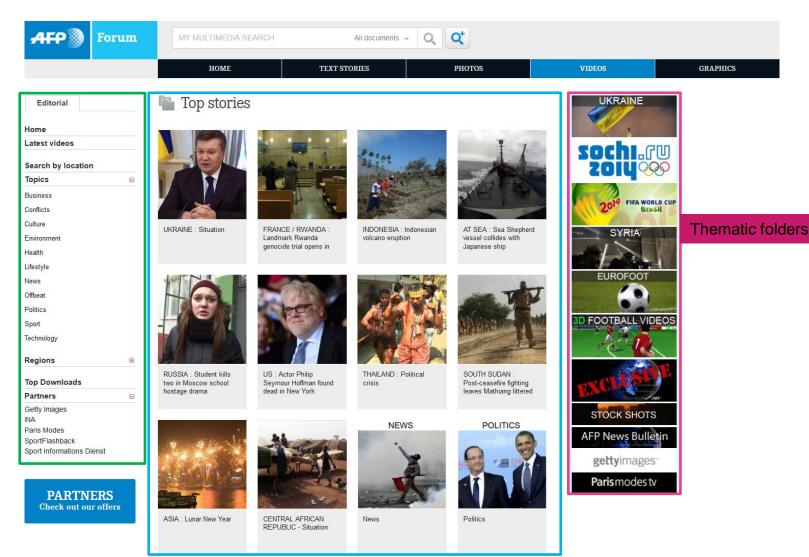
Videos





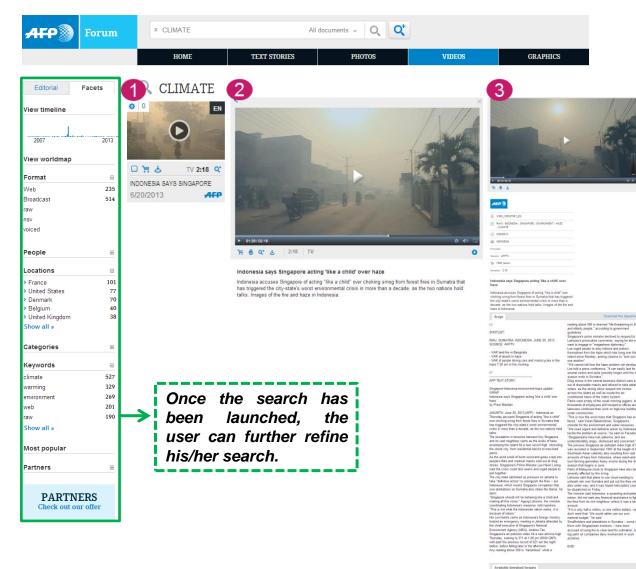
AFP FORUM Videos – homepage





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



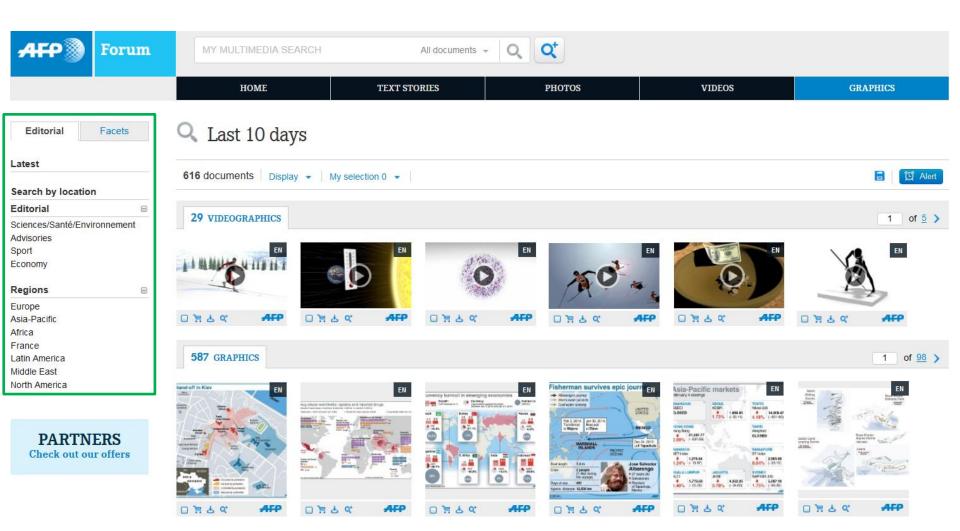






AFP FORUM Graphics – homepage

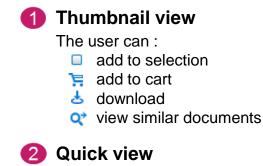




AFP FORUM Graphics







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)

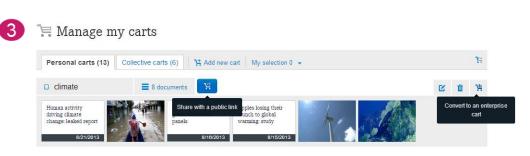


AFP Forum Manage your cart(s)



	i (+5) 362 words			
6			27 GRAPHICS	1 of 9
Add new car	t Manage this cart 🔺			Manage my carts
	 H Add new cart 	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