

User Guide

- | | | |
|----|-------------------------------|--------|
| 1. | Search | Page 2 |
| 2. | Item detail view | Page 5 |
| 3. | Account | Page 6 |
| 4. | Orders and downloads | Page 7 |
| 5. | Lightboxes (user collections) | Page 9 |

1.1 SEARCH

All items in Sputnik Mediabank are categorised by media type and/or thematic sections.

Photos

- Editorial (contains the majority of news photos)
- Official Russia
- Sports
- Archive (includes photographs taken up to 2010)

Graphics

- Infographics
- Cartoons

Video

You can search for content within one or several sections in two main ways:

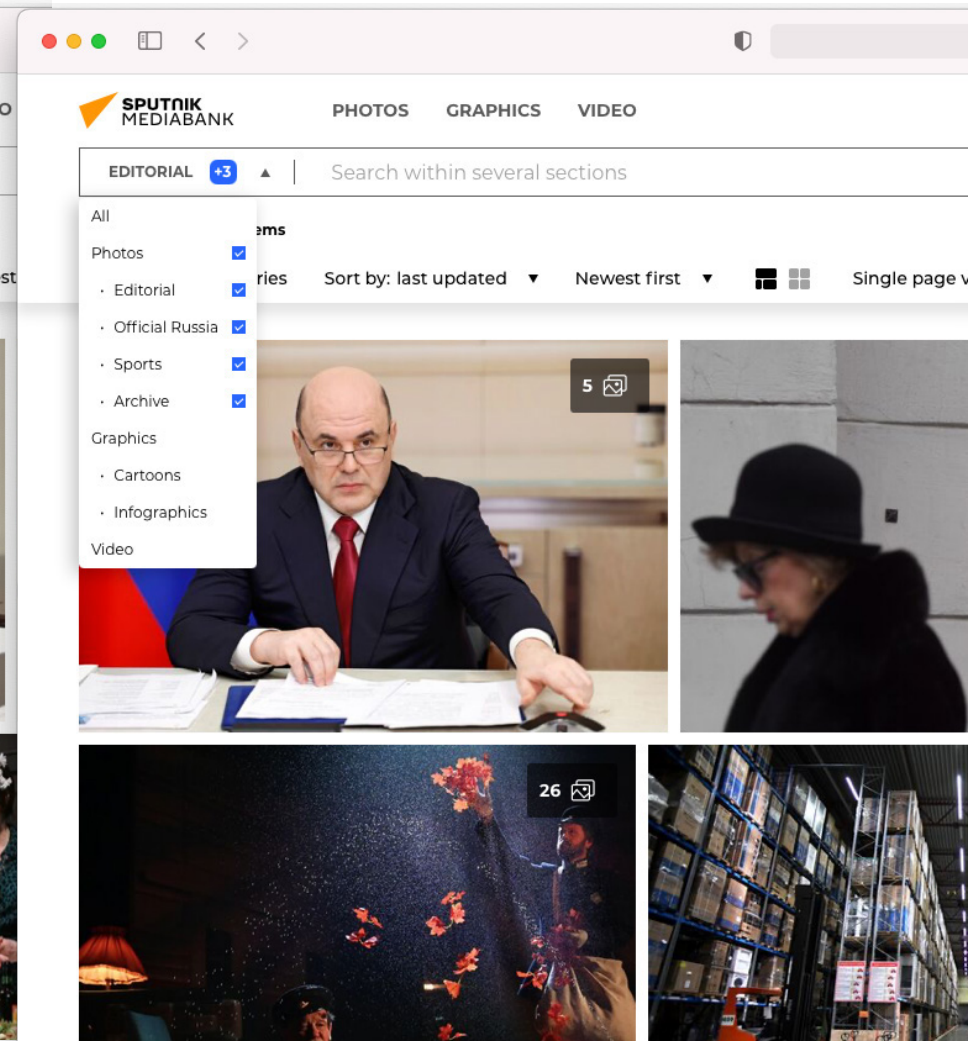
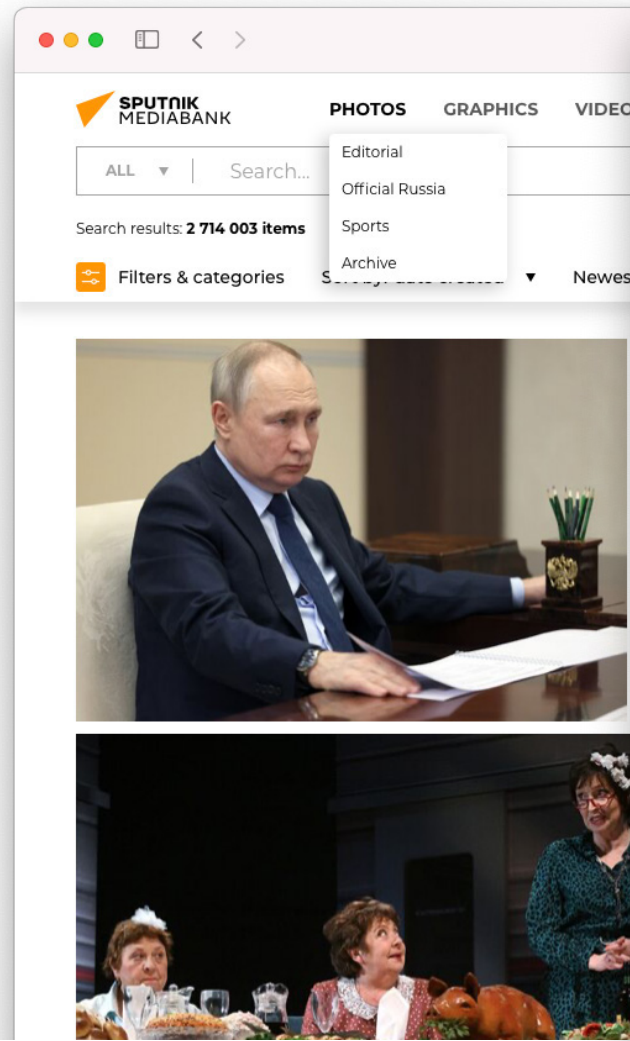
1) Running a quick search within a media type (e.g. Photos or Video) or thematic sections (e.g. Sports or Infographics) by selecting an option in the top panel. This is the best way to view all items belonging to a single media type or a thematic section.



2) Running a search query within one or several sections by using the menu in the search box.

To do so, check the boxes next to one or several media types and/or sections, enter a search query and press Enter or click the Search icon.

By default, i.e. until any boxes are checked, a new search query will yield results across all site content (**All**).



1.2 ADVANCED SEARCH

To narrow down your search or get more relevant results, you can use the filters in the **Filters & categories** panel. To show / hide the panel, use this button on the horizontal toolbar below the search box:



Filters & categories

You can also use the **advanced search** mode by clicking the button to the right of the search box.

Once in advanced search mode, you can choose to search either for individual items, packages or collections by using the respective **search modes**.

! Please note that searching for packages and collections is not available for some media types / sections. You can search for individual items within any media type or section.

You can use the other tools in the **Filters & categories** panel to filter search results by date and location, search only within a single field in the item description, as well as by category (topic). The filters will differ depending on the selected search mode.

All filters selected from the **Filters & categories** panel will be listed in the top part of the panel under **Applied filters**. You can remove any single filter, or remove all filters in one click by using the **Clear all** button.

The screenshot shows the Sputnik Mediabank website interface. At the top, there's a navigation bar with 'SPUTNIK MEDIABANK', 'PHOTOS', 'GRAPHICS', and 'VIDEO'. A search bar contains 'volleyball' and a magnifying glass icon. To the right of the search bar is an 'ADVANCED SEARCH' button. Below the search bar, the results are displayed for 'volleyball' with 37 items found. The interface includes a 'Filters & categories' panel on the left, a 'Sort by: date created' dropdown, and options for 'Newest first', 'Single page view', and 'Preview'. The 'Applied filters' section shows '01/01/2023—31/12/2023', 'Russia', and 'Sports'. The 'SEARCH MODE' section has radio buttons for 'Items' (selected), 'Packages', and 'Collections'. The 'SEARCH IN' section is set to 'All fields'. The 'DATE CREATED' section is set to '01/01/2023—31/12/2023'. The 'DATE PUBLISHED' section is set to 'DD/MM/YYYY—DD/MM/YYYY'. The 'LOCATIONS' section is set to 'Russia'. The 'CATEGORIES' section is set to 'Sports'. The main content area displays a grid of volleyball-related images, including players in blue and pink jerseys, a referee, and a player in a blue jersey with the number 13.

1.3 SORT SEARCH RESULTS

You can sort search results by using the tools in the horizontal toolbar below the search box.

Two view modes are available for displaying search results:

Single page view. Search results will be split into pages. To switch between pages use the left and right buttons on the bottom of the page, or enter a specific page number manually in the page number field.

Continuous view. More search results will be loaded as you scroll down the search results page, split into “virtual” numbered pages. You can share a specific page by copying its link via the button next to the page number.

You can also switch between two layouts for the page grid:

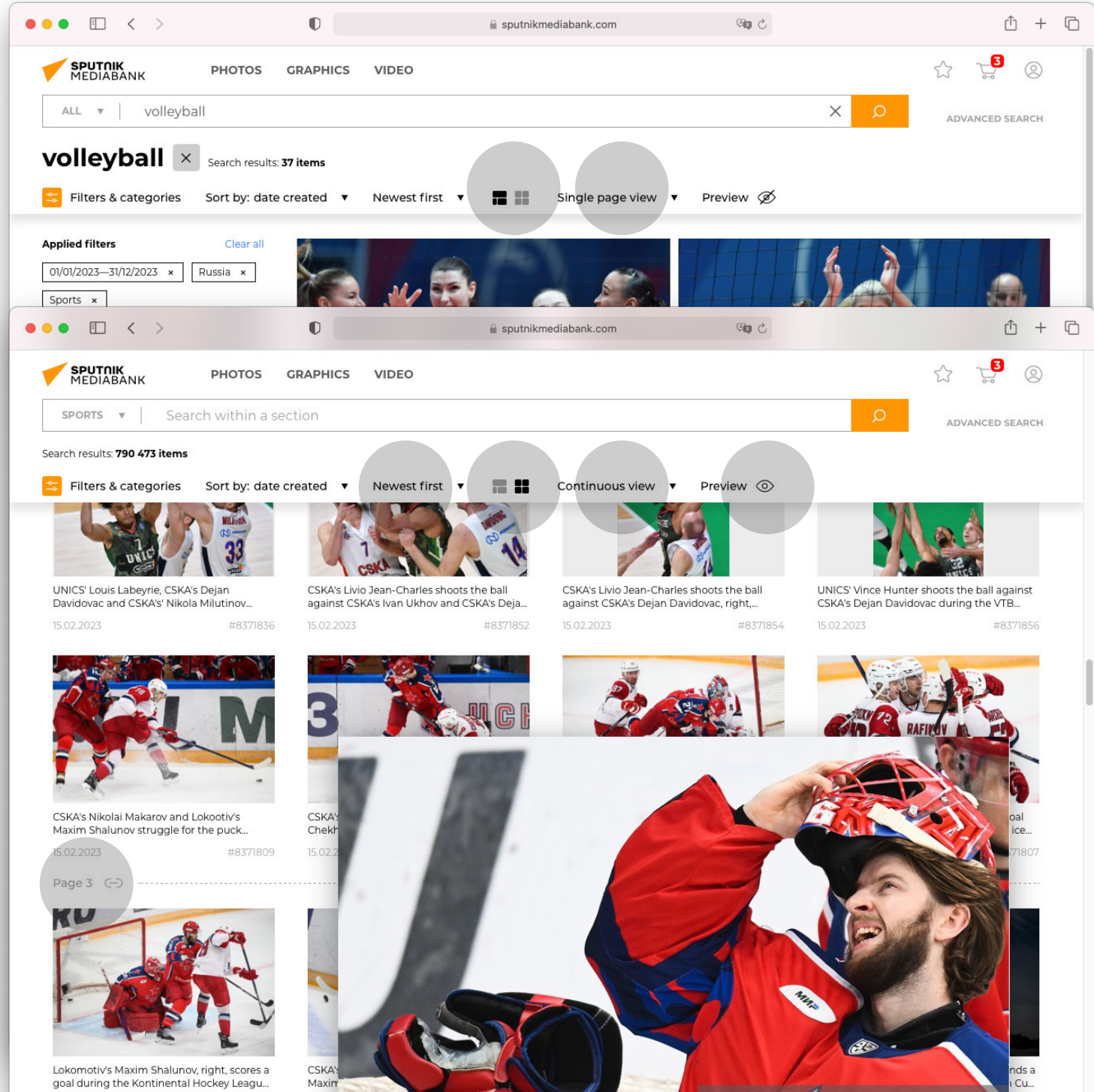
 View as mosaic

 View as tiles

You can use the toolbar to order search results **by the latest or earliest date** relevant to the selected sort mode (e.g. by the date when a photo was created or published).

Preview mode can be turned on to display a larger thumbnail when hovering over an item, without opening the item detail view:

 Preview mode



The image displays two screenshots of the Sputnik Mediabank search interface. The top screenshot shows search results for "volleyball" in "Single page view" mode. The bottom screenshot shows search results for "SPORTS" in "Continuous view" mode. Both screenshots highlight various UI elements with grey circles.

Top Screenshot (volleyball search):

- Search bar: "volleyball" (highlighted)
- Search results: "volleyball" (highlighted)
- Sort by: "date created" (highlighted)
- View mode: "Single page view" (highlighted)
- Applied filters: "01/01/2023–31/12/2023" and "Russia" (highlighted)

Bottom Screenshot (SPORTS search):

- Search bar: "SPORTS" (highlighted)
- Search results: "SPORTS" (highlighted)
- Sort by: "date created" (highlighted)
- View mode: "Continuous view" (highlighted)
- Page navigation: "Page 3" (highlighted)

2. ITEM DETAIL VIEW

Clicking on any item will open its detail view.

Each item has a unique **ID number** displayed in the top part of the detail view window. It can be **quickly copied** to clipboard by clicking the button next to it:



Copy item ID

Use the **copy link button** to share the item in an email, text message or messenger:



Copy link

Depending on the features of your plan, you will be able to **download** and/or **add to cart** the item you are viewing.

Item detail view also contains the description, date, location, keywords and other information about the item, as well as the **buttons for adding items to lightboxes** (see 5. Lightboxes):



Add to lightbox



Add to Favorites

The **section at the bottom** will display content related to the item you are viewing - either your latest search results or a package / collection which the item is part of. You can scroll through the related items by clicking the left and right buttons at top right.

The screenshot displays the Sputnik Media Bank interface. At the top, there's a search bar and navigation options. The main content area shows a large image of a performance by Zivert and Alina Zagitova. To the right of the image, there are two download options: '600x376 PX' and '4546x2847 PX', both in JPEG format. Below these is an 'Add to cart' button. Further down, there are icons for adding to lightbox, favorites, and a print icon. The metadata section includes the package name 'Russia Figure Skating Festival', categories, location (Moscow, Russia), event date (14.02.2023), and author information. At the bottom, there's a section for related items, including search results for 'Russia Figure Skating Festival' with 107 photos.

3. ACCOUNT

You can sign in or register at any time by clicking the **sign in** button:



Sign in

Once signed in, you will be able to access your account from the same part of the menu:



Account

You will find your personal details - name, company name, e-mail and login - on the **Profile** page. You can also use it to update your password.

Depending on the features of your plan, you will be able to review your **Downloads** or **Orders**.

If you have any questions, please reach out to your manager via the **Contact us** page.

The image displays two screenshots of the Sputnik Mediabank website interface. The top screenshot shows a search results page for 'SPORTS' with a grid of image thumbnails and their captions. The bottom screenshot shows the same search results page but with a user profile dropdown menu open, displaying options like Downloads, Profile, Orders, Contact us, and Sign out. The user's name 'Julia Stepanova' is visible at the top of the menu.

4. ORDERS AND DOWNLOADS

Depending on the features of your plan, **Add to cart** and/or **Download** buttons will be available to you when hovering over items:



Download



Add to cart

The screenshot displays the Sputnik Mediabank website interface. At the top, the navigation bar includes the logo, menu items (PHOTOS, GRAPHICS, VIDEO), and utility icons (favorites, cart with 3 items, profile). A search bar is present with a dropdown menu set to 'ARCHIVE' and a search input field. Below the search bar, it indicates 'Search results: 674 739 items'. The main content area shows a grid of photo thumbnails. A circular hover menu is overlaid on one of the thumbnails, containing icons for heart, star, cart, and download. The text below the hovered thumbnail reads: 'The traditional shopping arcade in Zaraysk is located on Revolution Square, between the Castle and the...'. The grid contains various images of historical and cultural sites, including a shopping arcade, a wooden cabin, a park, a monument, and a church.

You can access your **cart** via the icon at top right:



Cart

On the cart page, depending on the features of your plan, you can either directly **download** all items selected by a checkbox or **proceed to checkout** to add items to a new order.

You can also add selected items to a **lightbox** (see next page):



Add to lightbox

The screenshot shows a web browser window at sputnikmediabank.com. The page is titled "Cart" and displays a grid of 6 items, all of which are selected (indicated by blue checkmarks). The items are:

- Item 1: A warehouse of the DNS company at the Aviapolis Yankovsky... (16.02.2023, #8372076)
- Item 2: A warehouse worker transports cargo on a loader in a warehouse of the DNS company... (16.02.2023, #8372091)
- Item 3: A warehouse worker transports cargo on a loader in a warehouse of the DNS company... (16.02.2023, #8372104)
- Item 4: A warehouse worker transports cargo on a loader in a warehouse of the DNS company... (16.02.2023, #8372108)
- Item 5: People carry banners and flags as they take part in a rally for the salvation of south... (15.02.2023, #8371920)
- Item 6: Yuliana Anfimova as Eve and Maxim Klochnev as Adam perform in a rehearsal of... (08.02.2023, #8367078)









At the bottom of the page, there are three buttons: "Export in .CSV (6)", "Download (6)", and "Proceed to checkout (6)".

5. LIGHTBOXES (USER COLLECTIONS)

A **lightbox** is a useful tool for storing and organizing content for later use.


- Any media type can be added to a lightbox
- Any user can create a lightbox
- **Lightboxes** can have custom titles and descriptions
- You can add a text note to any item in a lightbox
- Items can be copied and moved between lightboxes
- You can share your lightbox with other users as a link
- Registered users can also save content to **Favorites** in a single click

The screenshot shows the Sputnik Mediabank interface. The user is viewing their 'My lightboxes (2)' page. The table below shows the details of the two lightboxes.


| No. of items | Title | Date created | Last updated |
|---|---|------------------|------------------|
|  | Sport    Description...  | 12:40 16.02.2023 | 12:42 16.02.2023 |
|  | Favorites   | 09:06 31.08.2022 | 12:38 16.02.2023 |

There are two ways of adding any item to a lightbox:

Use this button to quickly save content to **Favorites**:

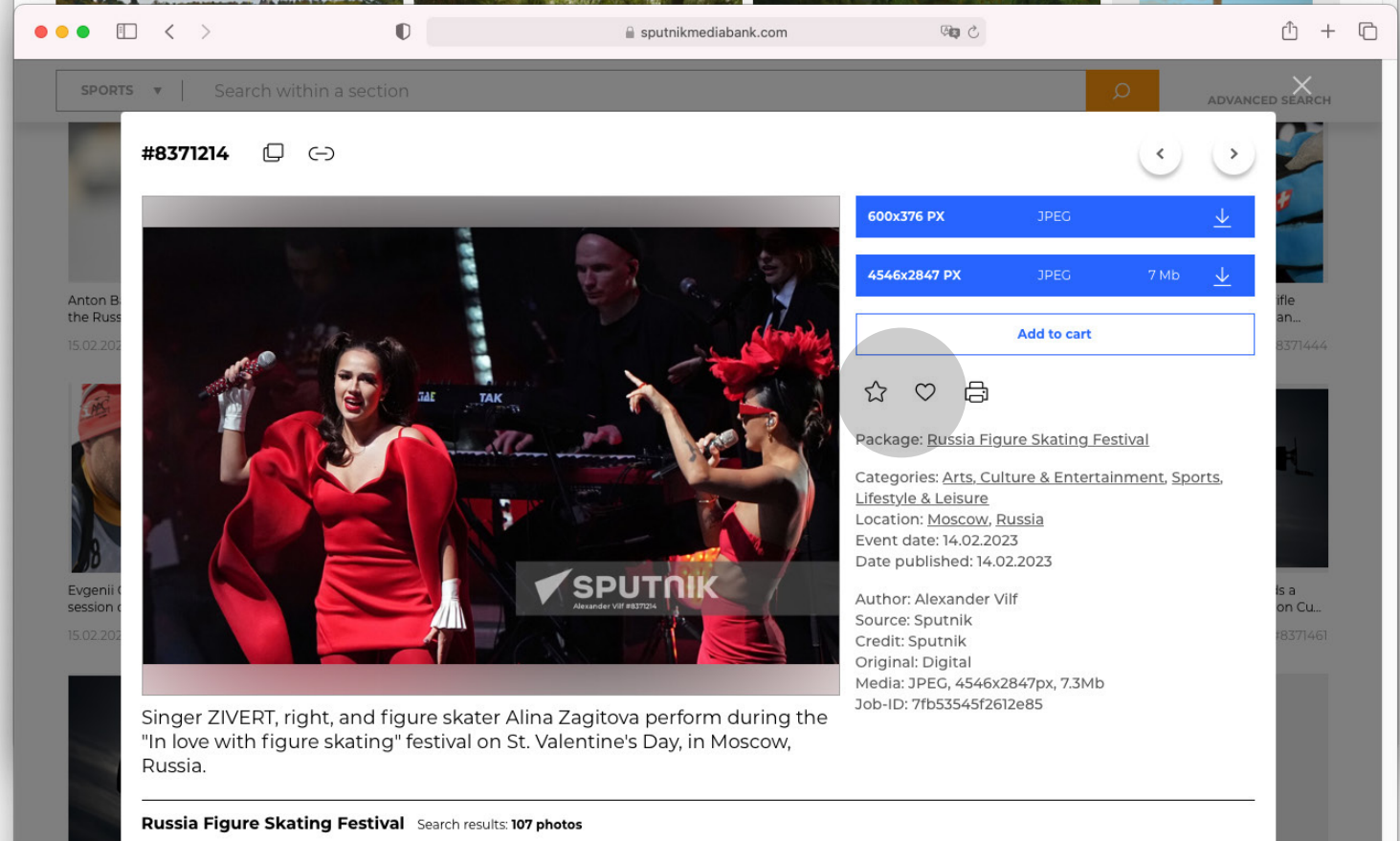
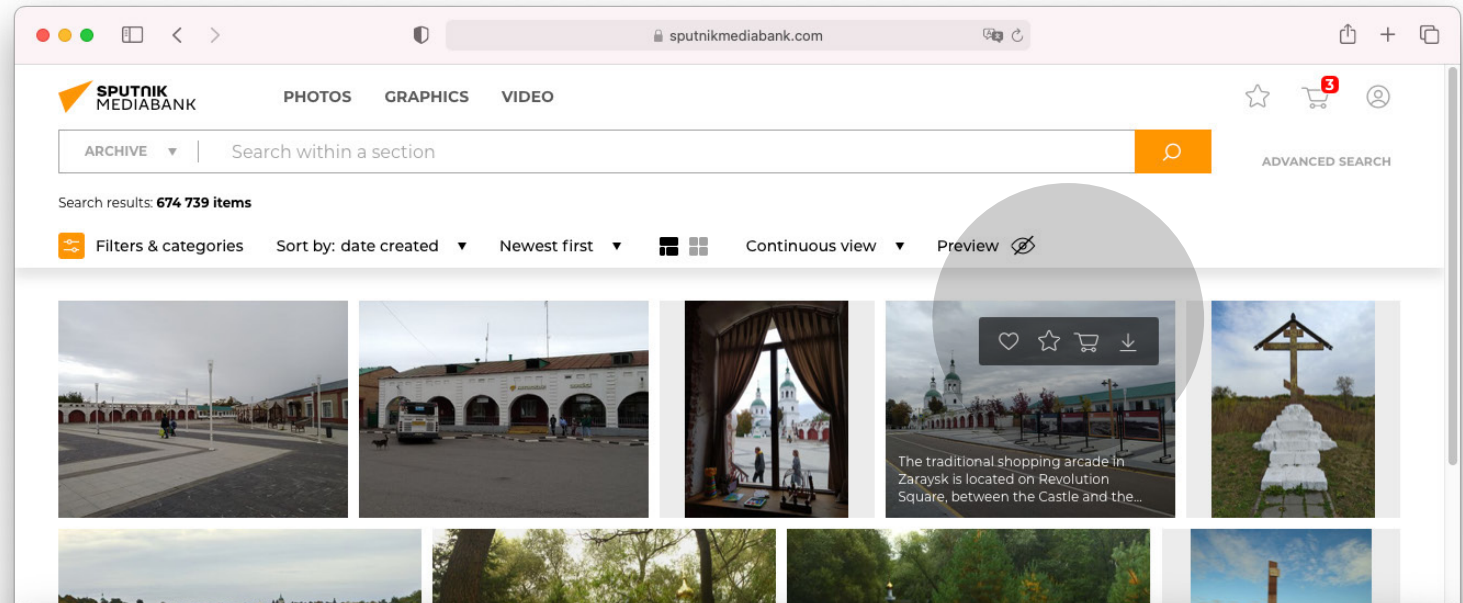
 Add to Favorites

Use this button to save content to a **user-created lightbox**:

 Add to lightbox

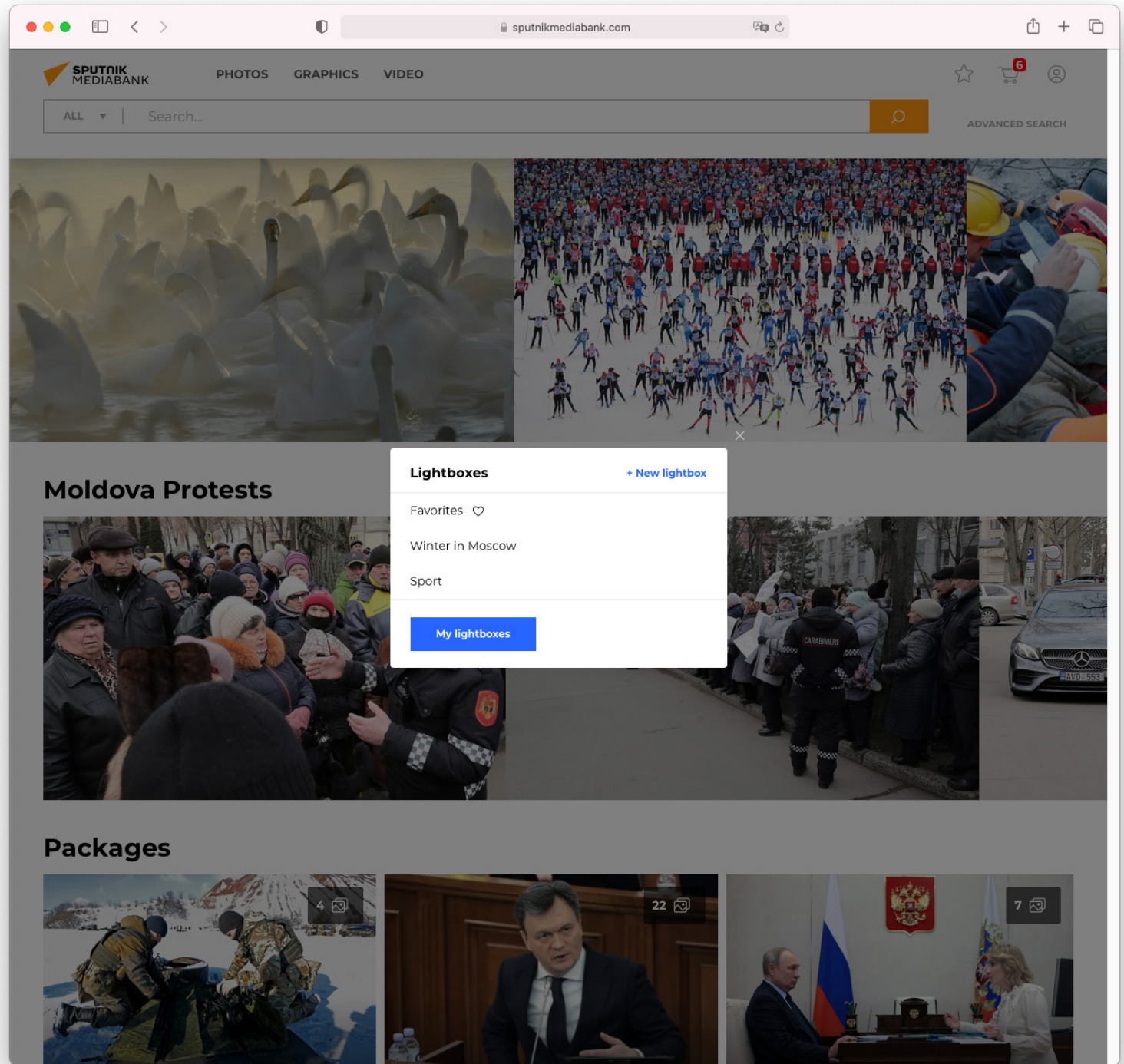
The two buttons are available for every item when hovering.

You can also use the buttons in the item detail view.



You can create a new lightbox and view the already existing ones by opening the menu at top right.

The menu also allows you to access the **My lightboxes** page where you can see the complete list of your lightboxes.



To create a new lightbox while on this page, click the **plus** button next to the page title:











Create a new lightbox

Screenshot of the Sputnik Mediabank interface showing a list of lightboxes.

The interface includes a navigation bar with "SPUTNIK MEDIABANK", "PHOTOS", "GRAPHICS", and "VIDEO". A search bar is present with "ALL" and "Search...". A shopping cart icon shows 5 items, and an "ADVANCED SEARCH" link is available.

My lightboxes (2)

| No. of items | Title | Date created | Last updated |
|---|---|------------------|------------------|
|  | Sport    Description...  | 12:40 16.02.2023 | 12:42 16.02.2023 |
|  | Favorites   | 09:06 31.08.2022 | 12:38 16.02.2023 |

LIGHTBOX PAGE

You can find the following buttons at the top of the lightbox page:

- Edit the title / description of the lightbox
- Copy the link to the lightbox
- Delete the lightbox



You can perform the following actions with any item(s) selected by a checkbox:

- Delete from this lightbox
- Move to another lightbox
- Copy to another lightbox
- Add to cart (at bottom right)



To add a text note to any item in the lightbox, click on the **Add note** button below the item preview and enter your text in the field. The note will be saved automatically:



The screenshot shows the Sputnik Mediabank interface. At the top, there are navigation tabs for 'PHOTOS', 'GRAPHICS', and 'VIDEO'. A search bar is present with a search icon and the text 'ADVANCED SEARCH'. Below the search bar, the title 'Sport' is displayed with edit, copy, and delete icons. A circular callout highlights these icons. Below the title, there is a description field and a 'Description...' label. A toolbar shows 'Total 4', 'Select all', 'Selected 2', and icons for delete, copy, and preview. The main area displays three photo items, each with a preview image, a caption, a date, and a hashtag. A circular callout highlights the 'Add note' button below the first item. A text box with the note 'USED in a new sports feature' is shown above the second item. At the bottom right, there are buttons for 'Export in .CSV (2)', 'Download (2)', and 'Add to cart (2)'. A large grey circle is overlaid on the bottom right corner of the screenshot.

For more information, please see our
Help section