SPUTNIK
MEDIABANK

User Guide

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).**

▼
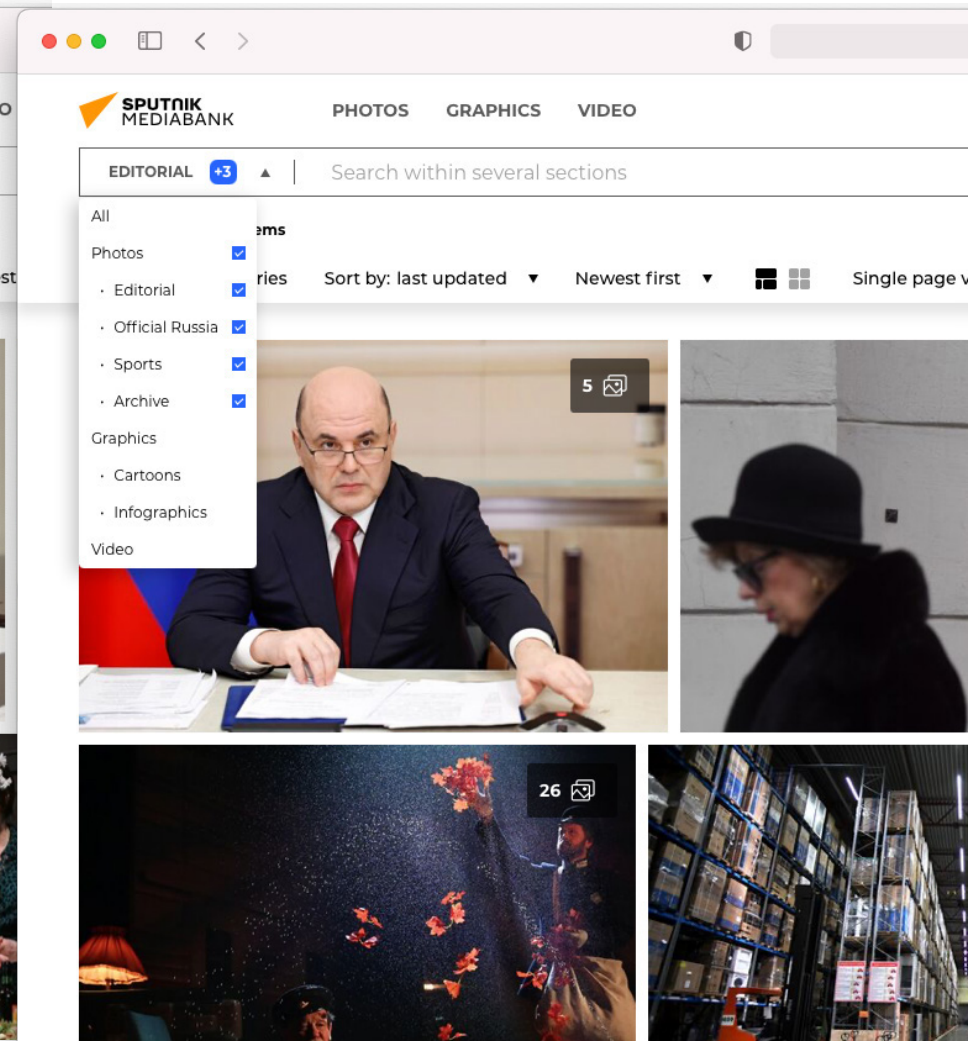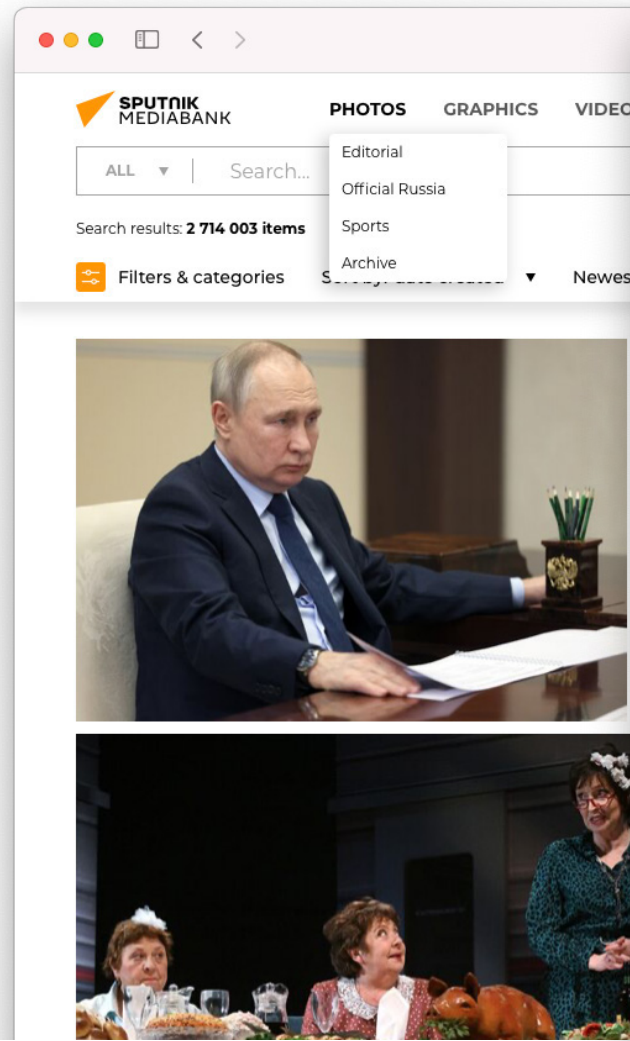
1.2 ADVANCED SEARCH

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.

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.

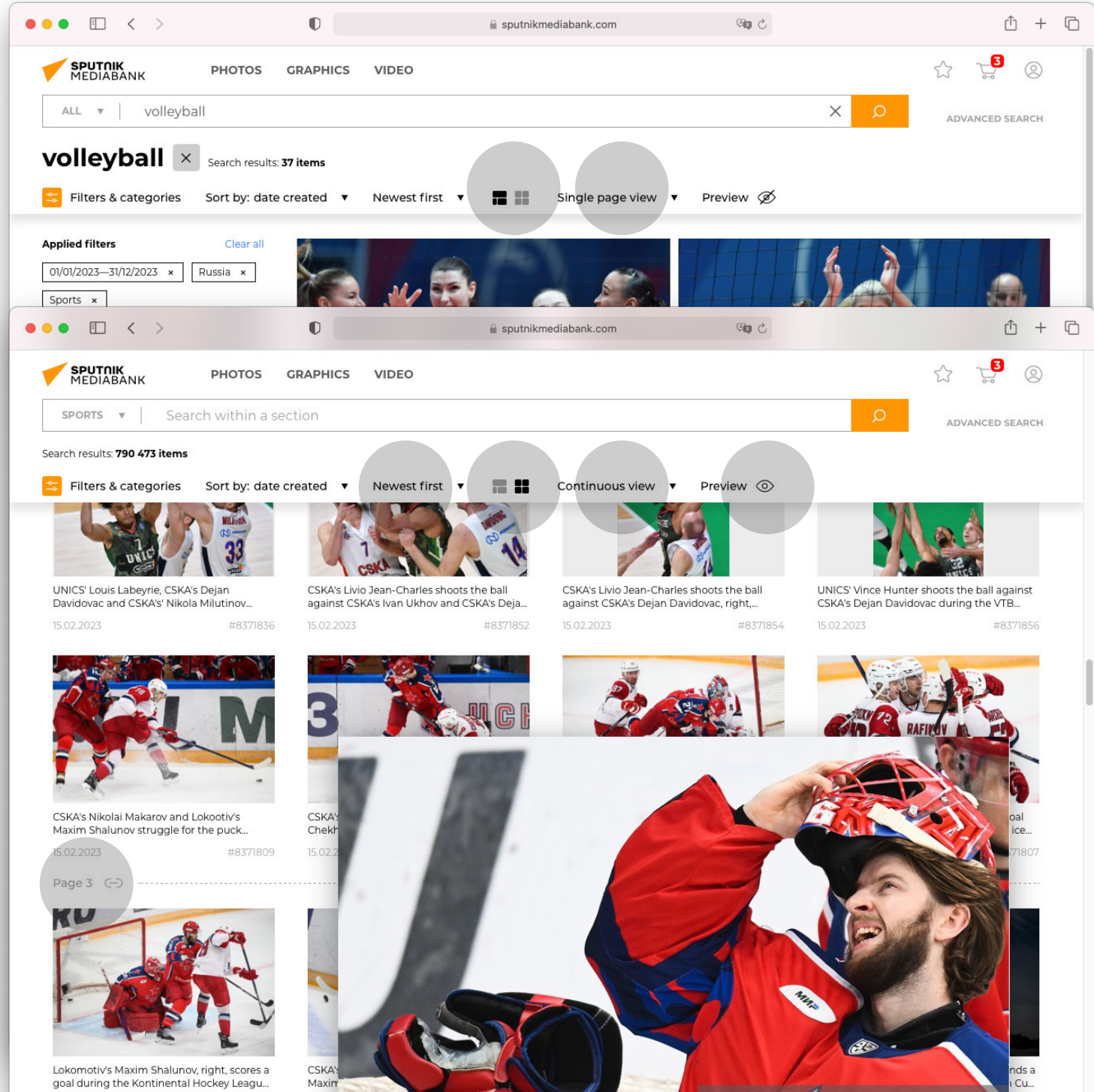You can also switch between two layouts for the page grid:

 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

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.

SPORTS ▾   Search within a section   🔍   ✕ ADVANCED SEARCH

#8371214 ⧉ ⧉

600x376 PX   JPEG   ⬇
4546x2847 PX   JPEG   7 Mb   ⬇

Add to cart

☆ ♡ 🖨

Package: Russia Figure Skating Festival

Categories: Arts, Culture & Entertainment, Sports, Lifestyle & Leisure
Location: Moscow, Russia
Event date: 14.02.2023
Date published: 14.02.2023

Author: Alexander Vilf
Source: Sputnik
Credit: Sputnik
Original: Digital
Media: JPEG, 4546x2847px, 7.3Mb
Job-ID: 7fb53545f2612e85

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with figure skating" festival on St. Valentine's Day, in Moscow, Russia.

Russia Figure Skating Festival   Search results: **107 photos**

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with
14.02.2023   #8371214

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with
14.02.2023   #8371216

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with
14.02.2023   #8371215

Anna Shcherbakova p love with figure skatin
14.02.2023   #8371290

Anton B the Russ
15.02.202

Evgenii session c
15.02.202

An athle training
15.02.202

Anastasia Mishina performs during the "In love with figure skating" festival on St....
14.02.2023   #8371288

Anastasia Mishina performs during the "In love with figure skating" festival on St....
14.02.2023   #8371289

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with...
14.02.2023   #8371214

Singer ZIVERT, right, and figure skater Alina Zagitova perform during the "In love with...
14.02.2023   #8371216

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.

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

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

SPUTNIK MEDIABANK

PHOTOS   GRAPHICS   VIDEO

ALL ▾ | Search...

ADVANCED SEARCH

Cart

Total 6   Selected 6   Select all ☑   🗑   ☆

The view shows a warehouse of the DNS company at the Aviapolis Yankovsky...
16.02.2023   #8372076

The view shows a warehouse of the DNS company at the Aviapolis Yankovsky...
16.02.2023   #8372091

A warehouse worker transports cargo on a loader in a warehouse of the DNS company...
16.02.2023   #8372104

A warehouse worker transports cargo on a loader in a warehouse of the DNS company...
16.02.2023   #8372108

People carry banners and flags as they take part in a rally for the salvation of south...
15.02.2023   #8371920

Yuliana Anfimova as Eve and Maxim Klochnev as Adam perform in a rehearsal of...
08.02.2023   #8367078

My cart   Export in .CSV (6)   Download (6)   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

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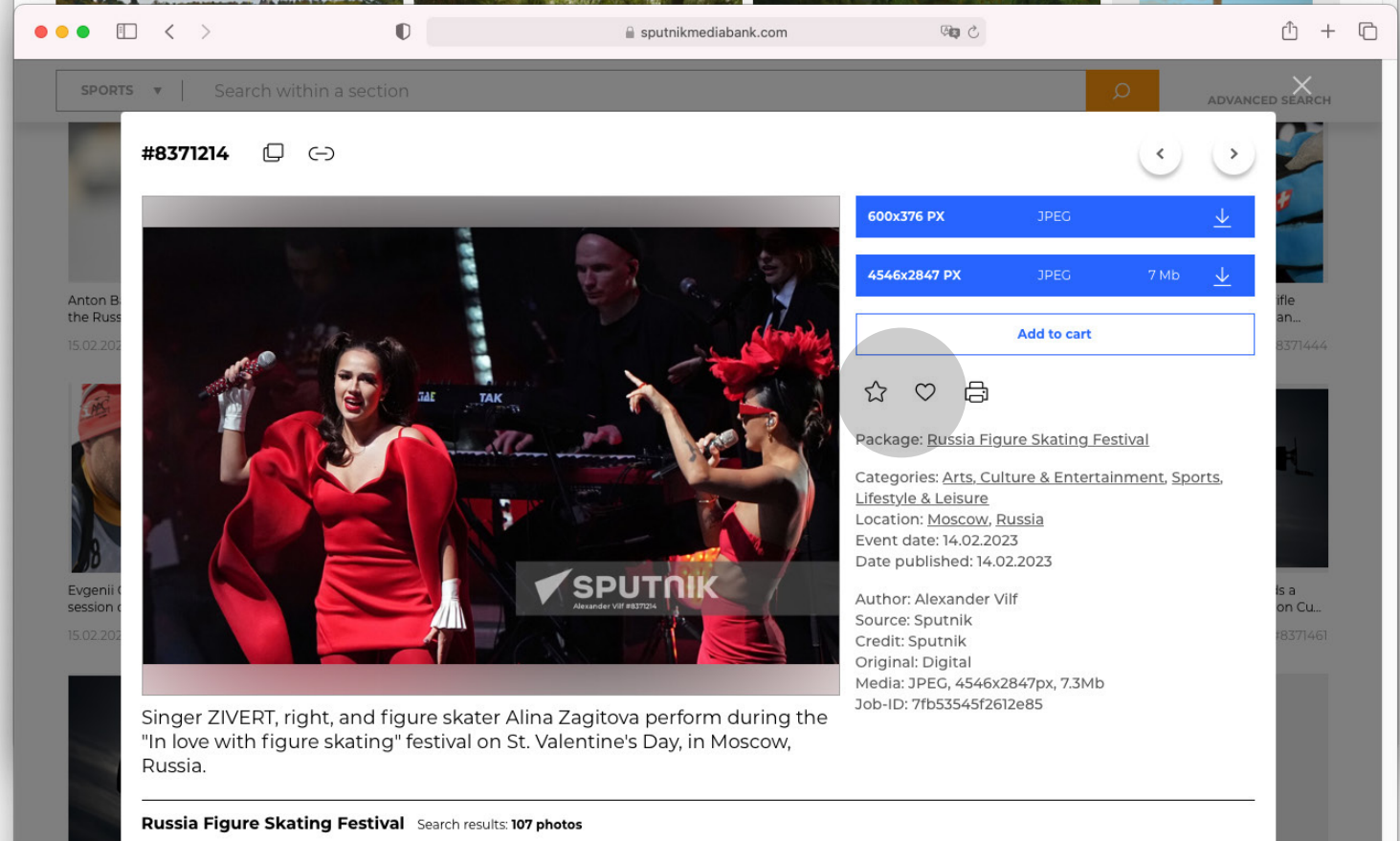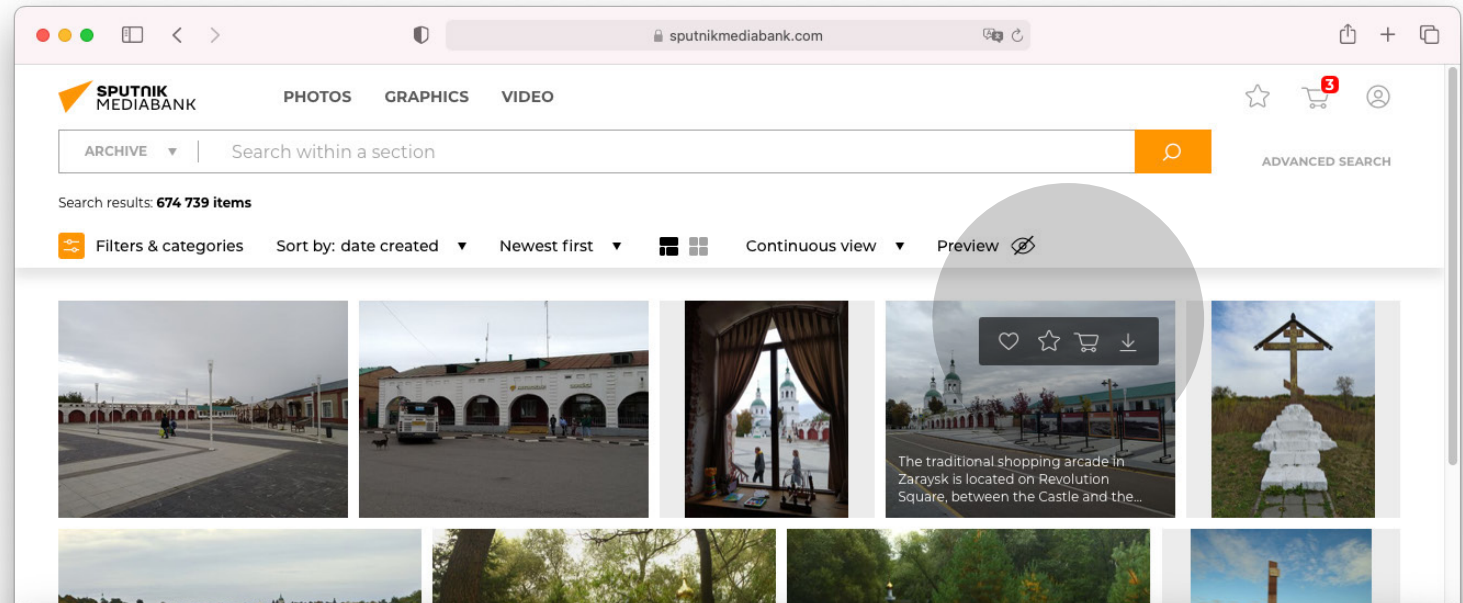
You can create a new lightbox and view the already existing ones by opening the menu at top right.

The menu also allows you to access the **My lightboxes** page where you can see the complete list of your lightboxes.
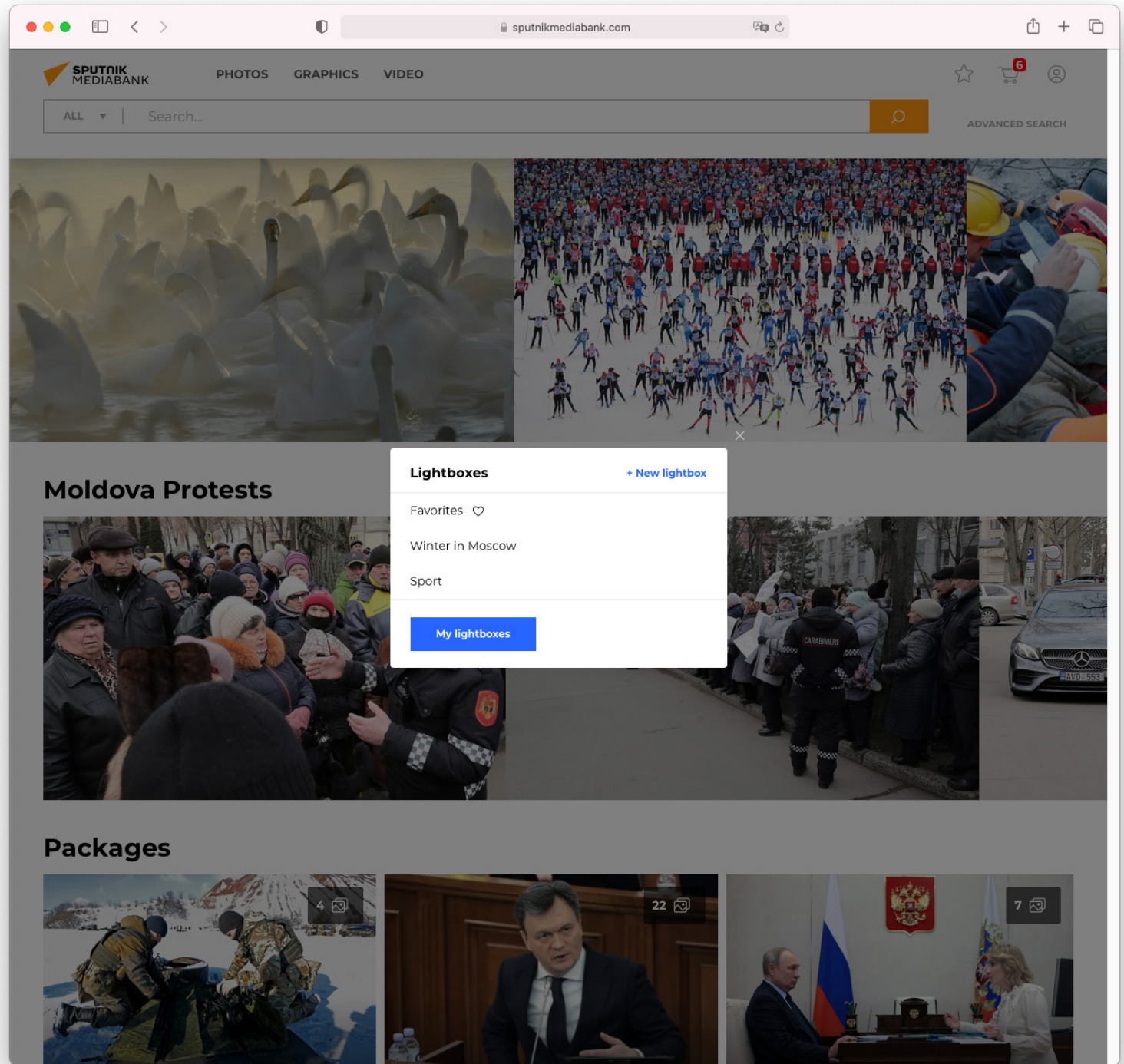
To create a new lightbox while on this page, click the **plus** button next to the page title:

 Create a new lightbox

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PHOTOS   GRAPHICS   VIDEO

| ALL ▾ | Search... | 🔍 | ADVANCED SEARCH |

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:

Add note

For more information, please see our
Help section