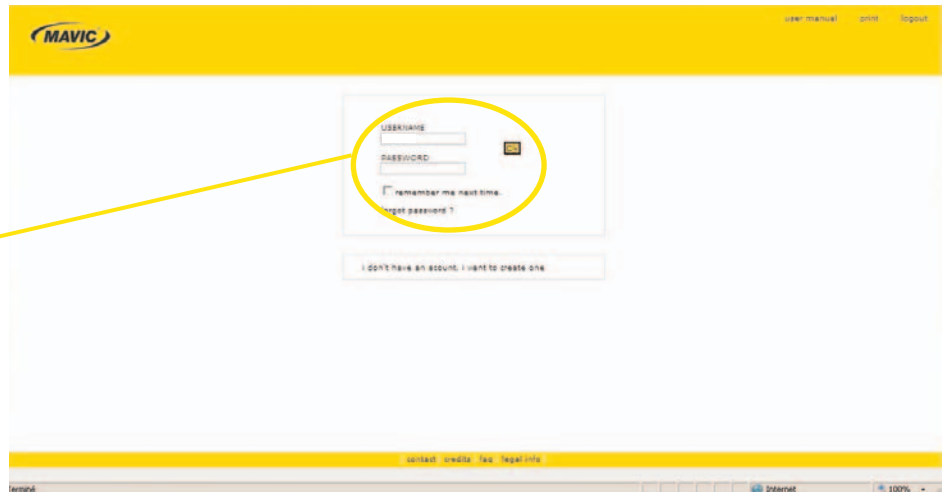




USER GUIDE

HOW TO CONNECT TO www.mavicpro.com/media/press.

On the home page, type in your login (e-mail address) and password.
Click OK to confirm.



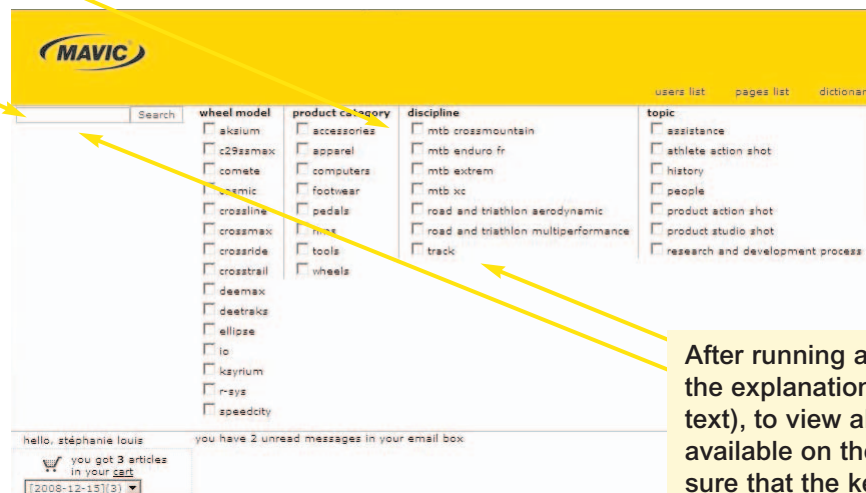
HOW TO FIND A DOCUMENT OR PHOTO

Three different search options are available:
(Text area: More precise)

- by criteria
- by key words
- using a combination of these two search methods

View all images stored on the Media server.

If no criteria is selected and no key word entered, all images will be displayed.



After running a search (refer to the explanation later in the text), to view all the images available on the server, make sure that the key word field is empty and no criteria have been selected (or all criteria are selected).

Search by criteria

In each category, select the required criteria.

The screenshot shows the MAVIC search interface with a yellow header. A search bar is highlighted with a yellow circle. Below it are five columns of criteria, each with a list of items and checkboxes. The categories are: wheel model, product category, discipline, and topic. The 'Search' button is also highlighted with a yellow circle. A yellow arrow points from the 'Search' button to a text box on the right.

If no criteria are selected, or if all criteria are selected, all the photos from the database will appear when you click on the Search button.

In the example below, there are five categories of criteria :

- wheel model
- product category
- discipline
- downloads
- topic

I would like history photos but I don't have any requirements with regard to their type. I would like these photos to be in relation with computers.

I select the criteria that match my query

I click on Search and the results are displayed below

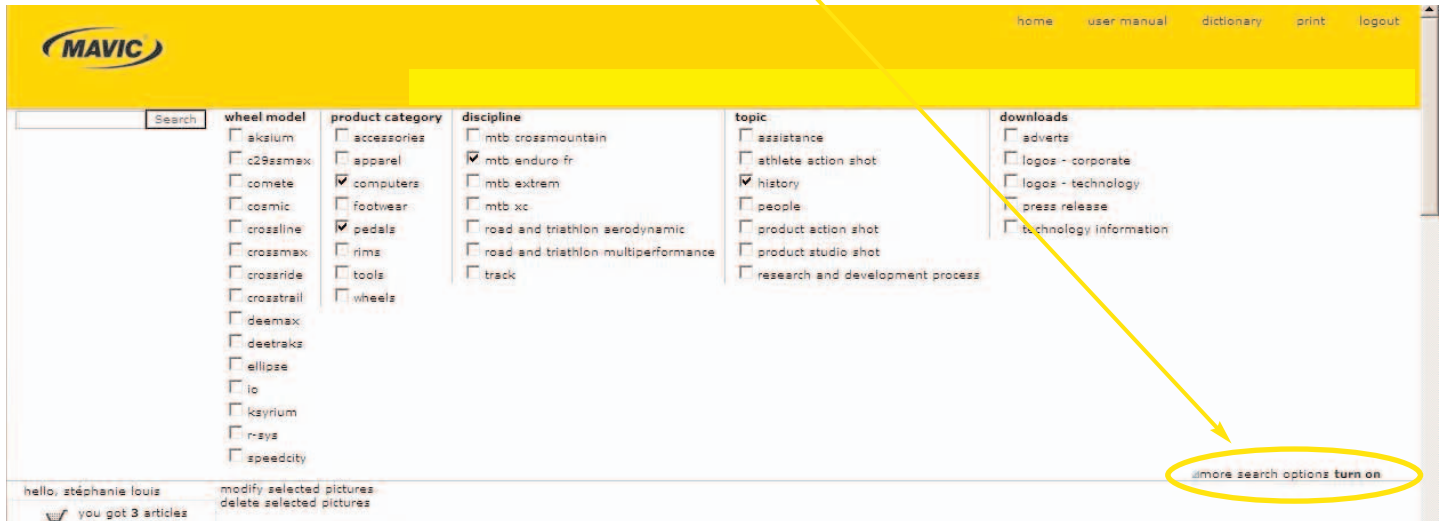
Additional criteria: "More Search Options"

The screenshot shows the MAVIC search interface with a yellow header. The search bar is highlighted with a yellow circle. Below it are five columns of criteria, each with a list of items and checkboxes. The categories are: wheel model, product category, discipline, topic, and downloads. The 'Search' button is also highlighted with a yellow circle. A yellow arrow points from the 'Search' button to a text box on the left. Another yellow arrow points from the 'More Search Options' button to a text box on the right. The 'More Search Options' button is also highlighted with a yellow circle.

The Server Media administrator can add as many categories of criteria as he/she wishes for the image search.

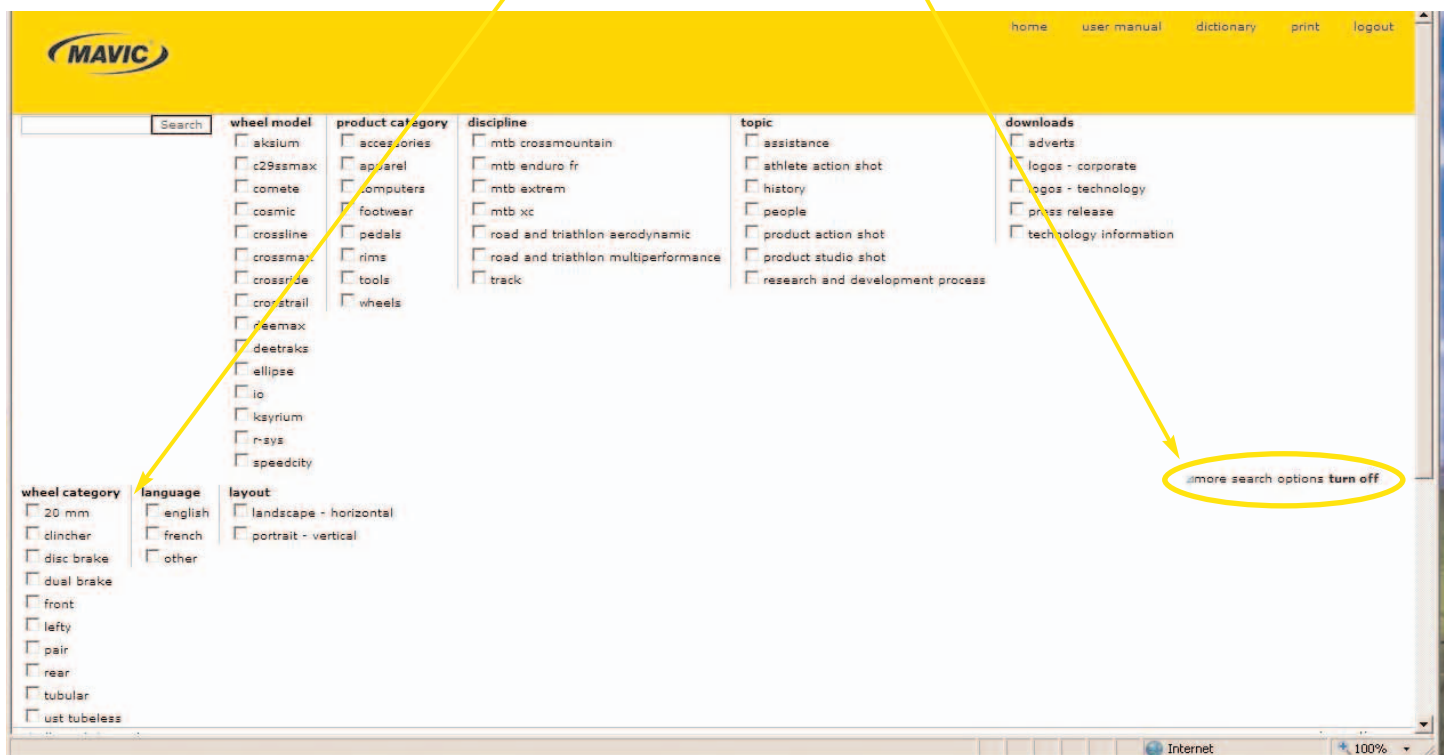
In this case, he/she can leave the general categories on the home page, as we have just seen, while the more specific categories appear in an area entitled "More Search Options".

To view these categories of criteria, click on "More Search Options. Turn On".



The additional categories of criteria appear below the others. They work in exactly the same way as the categories of criteria that we have just explained.

To hide these additional search criteria, click on "More Search Options. Turn Off"



Search by key words:

This search mode is more specific than searching by criteria.

Example:

I would like to access all photos relating to a method of transport.

The search may be too wide and the query may therefore return too many images.

In this case, for greater precision, the best solution is to combine the key word search with the criteria search.

1/ I enter the key word "mtb" in the field provided.

2/ To display all photos containing the key word "mtb", I select ALL criteria, or NO criteria.

3/ I click on Search to display the results.

The screenshot displays the MAVIC website's search interface. At the top, there is a yellow navigation bar with the MAVIC logo on the left and links for 'home', 'user manual', 'dictionary', 'print', and 'logout' on the right. Below the navigation bar, a search bar contains the text 'mtb'. To the right of the search bar are several filter categories, each with a list of sub-categories and checkboxes:

- wheel model:** aksium, c29asmx, comete, cosmic, crossline, crossmax, crossride, crosstrail, deemax, deetraks, ellipse, io, kayrium, r-sys, speedcity
- product category:** accessories, apparel, computers, footwear, pedals, rims, tools, wheels
- discipline:** mtb crossmountain, mtb enduro fr, mtb extrem, mtb xc, road and triathlon aerodynamic, road and triathlon multiperformance, track
- topic:** assistance, athlete action shot, history, people, product action shot, product studio shot, research and development process
- downloads:** adverts, logos - corporate, logos - technology, press release, technology information

Below the filters, there is a search bar with 'mtb' entered and a 'Search' button. The search results are displayed below, showing a grid of images. The first row contains six images of bicycle wheels. Below each image is a caption and a filename:

- aksium silver p 08, aksium_arg_08.jpg
- aksium silver r 08, aksium_arg_ar_08.jpg
- aksium silver f 08, aksium_arg_av_08.jpg
- aksium black p 08, aksium_noir_08.jpg
- aksium black r 08, aksium_noir_ar_08.jpg
- aksium black f 08, aksium_noir_av_08.jpg

At the bottom of the page, there is a footer with the text 'hello, stéphanie louis' and a shopping cart icon indicating 'you got 3 articles in your cart'. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

Search by key words and by criteria:

Serveur Media allows you to combine these two search modes to optimize your searches.

Example:

Going back to the previous example: I would like photos relating to mtb, but my key word search is not specific enough and is returning too many results.

I will therefore refine my search by selecting the criteria of interest to me.

1/ As before, I enter the key word "mtb" in the field provided.

2/ Before launching the search, I select the criteria that match my query: I would like photos of mtb enduro FR. I select only those criteria that match this query.

3/ Then I click on Search to display the results

The screenshot shows the MAVIC website search interface. The search bar contains the keyword "mtb". The search results are displayed in a grid format, showing various bicycle models and their corresponding images. The filters are as follows:

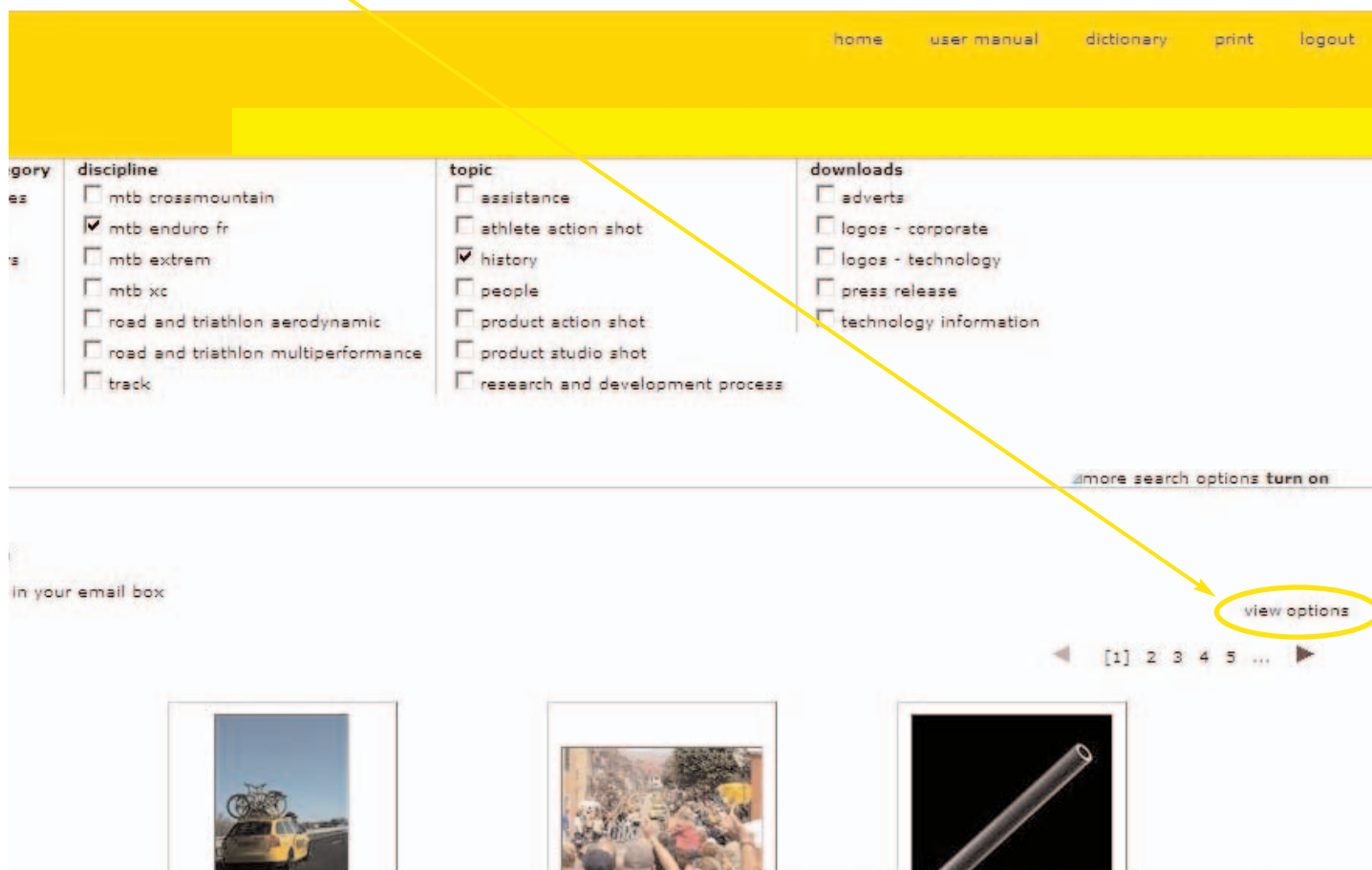
- wheel model:** aksium, c29asmx, comete, cosmic, crossline, crossmax, crossride, crosstrail, deemax, deatraks, ellipse, io, kayrium, r-sys, speedcity
- product category:** accessories, apparel, computers, footwear, pedals, rims, tools, wheels
- discipline:** mtb crossmountain, mtb enduro fr, mtb extrem, mtb xc, road and triathlon aerodynamic, road and triathlon multiperformance, track
- topic:** assistance, athlete action shot, history, people, product action shot, product studio shot, research and development process
- downloads:** adverts, logos - corporate, logos - technology, press release, technology information

The search results show 494 media found. The first six results are:

- aksium silver p 08 aksium_arg_08.jpg
- aksium silver r 08 aksium_arg_ar_08.jpg
- aksium silver f 08 aksium_arg_av_08.jpg
- aksium black p 08 aksium_noir_08.jpg
- aksium black r 08 aksium_noir_ar_08.jpg
- aksium black f 08 aksium_noir_av_08.jpg

VIEW OPTIONS:

To access the view options, click on the “View Options” button



The “View Options” section allows you to change the way in which the search results are displayed:

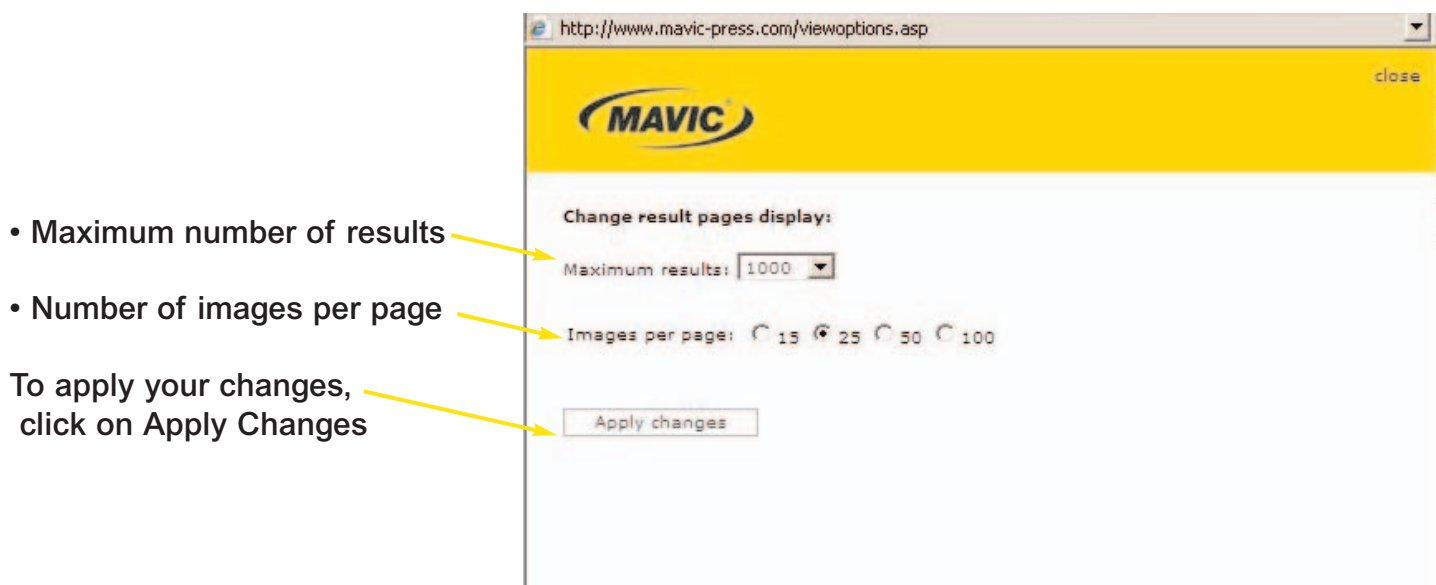
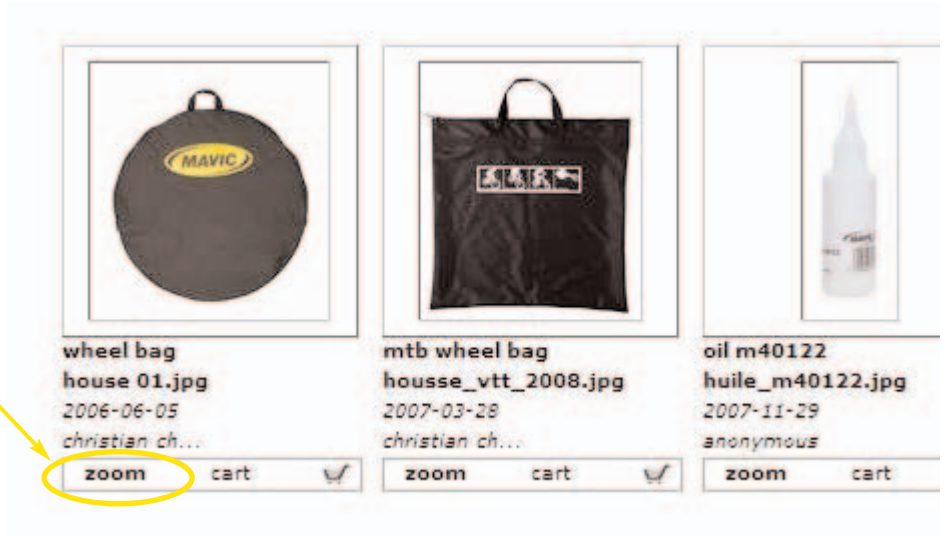


IMAGE DETAILS:

To view an image in detail, click on "Zoom" or on the thumbnail.



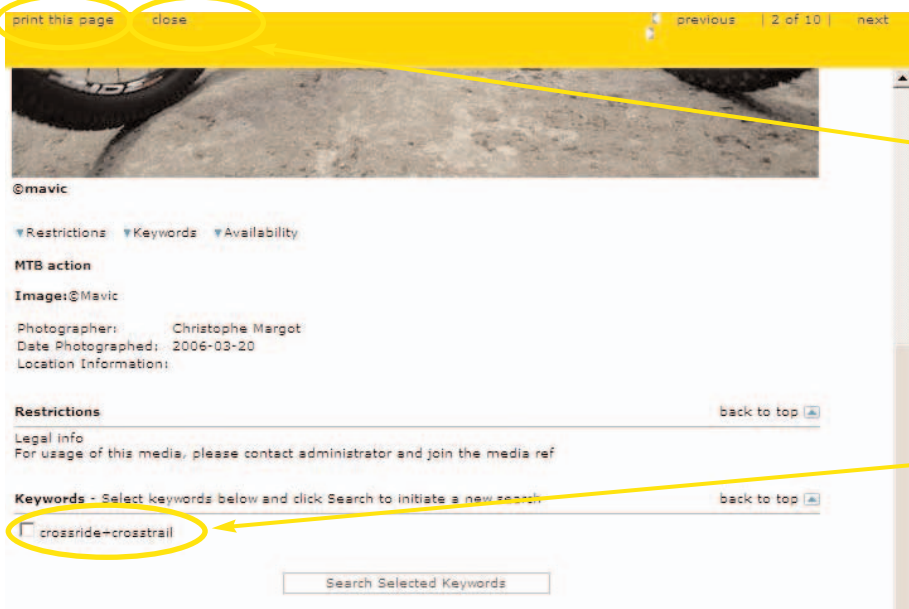
The aim of this page is to provide as much information as possible about the selected media item.

The following information appears in the "Zoom" window:

If entered by the administrator

- A zoom view of the photo
- The title of the photo
- The author
- The publisher
- The copyright
- The usage restrictions
- The date of the shot
- The place
- The description
- The key words
- The availability of the image (High Definition, Medium Definition, Low Definition)

Shortcut button to print the page

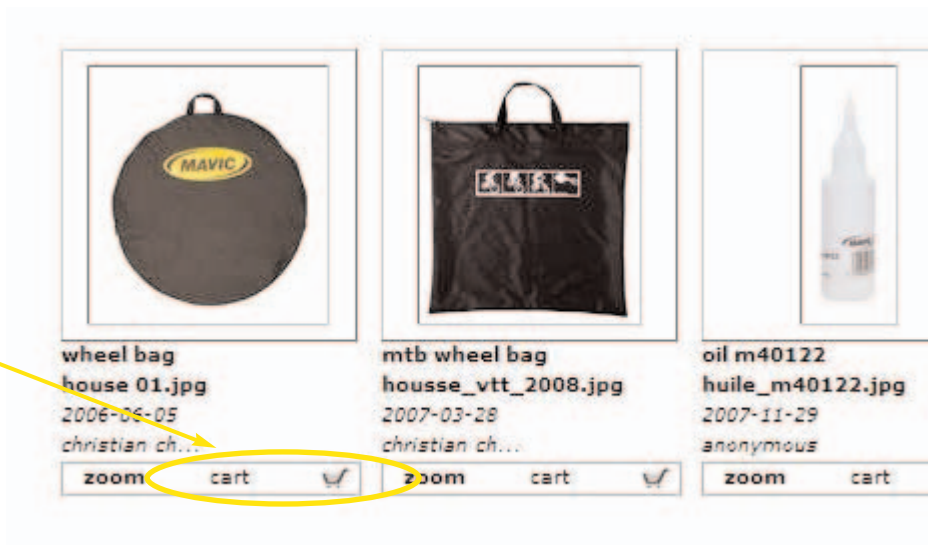


Button to close the page

Key words: This allows you to search for one or more key words assigned to the image. Simply select the keywords. Then click on Search Selected Keywords to launch the search.

ADD AN IMAGE TO THE CART

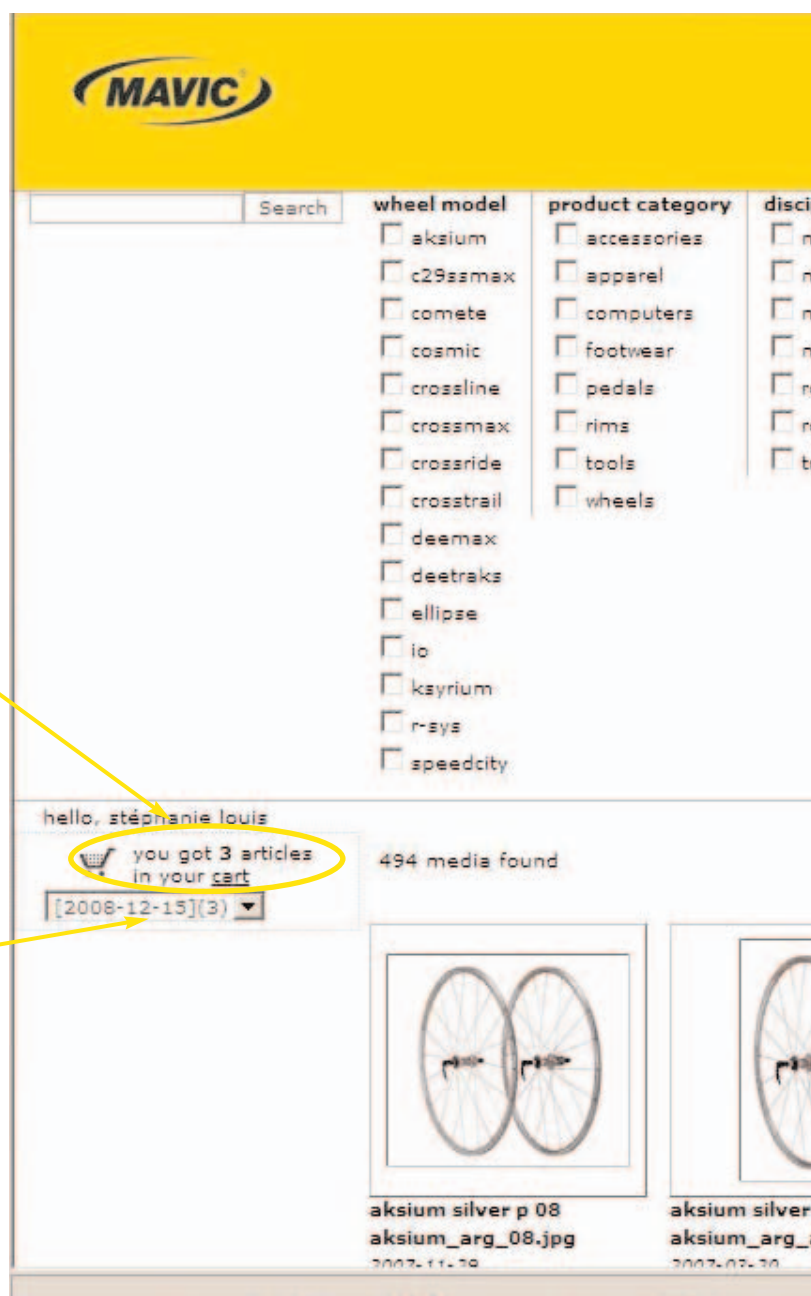
To add an image to the cart click on "cart"



The image is automatically placed in the cart.

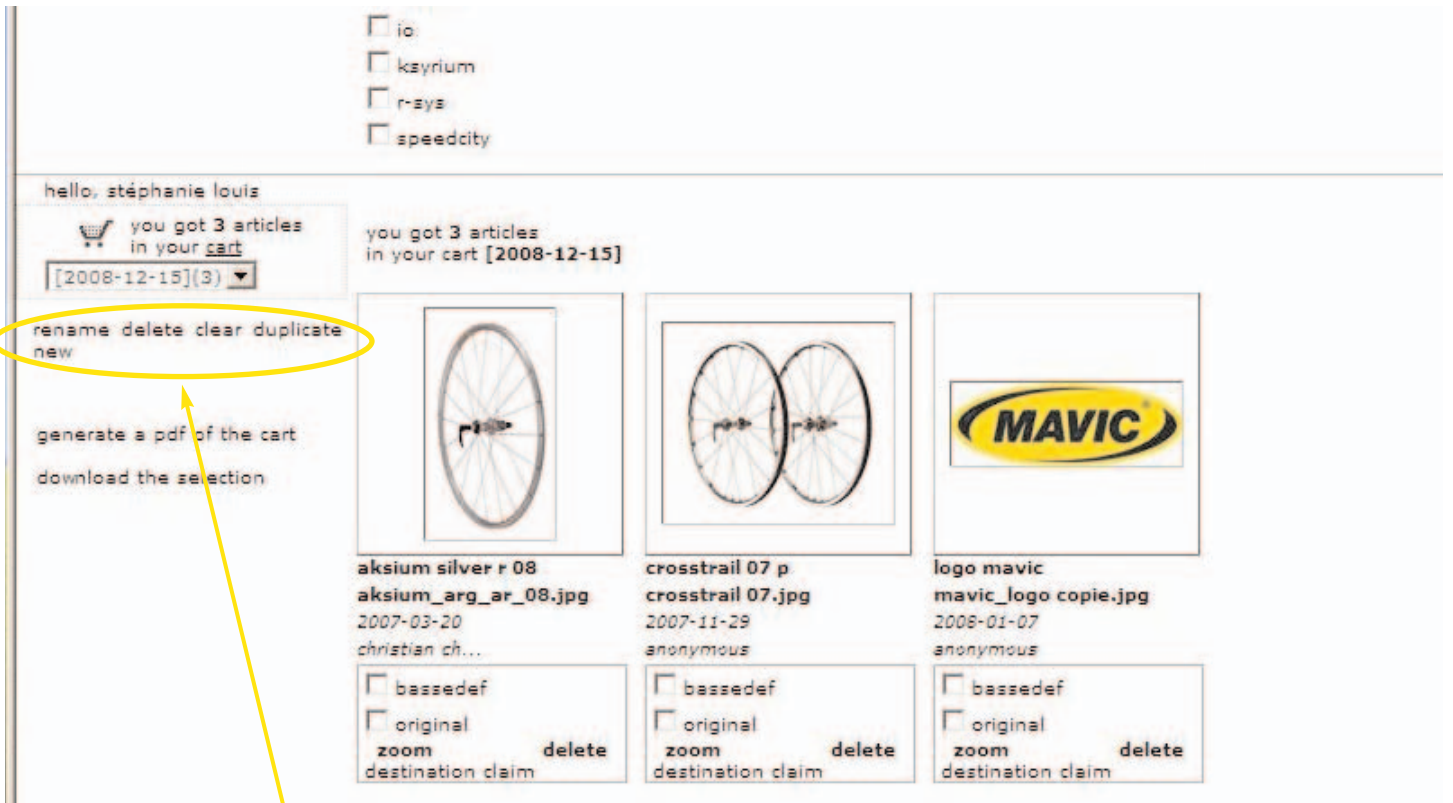
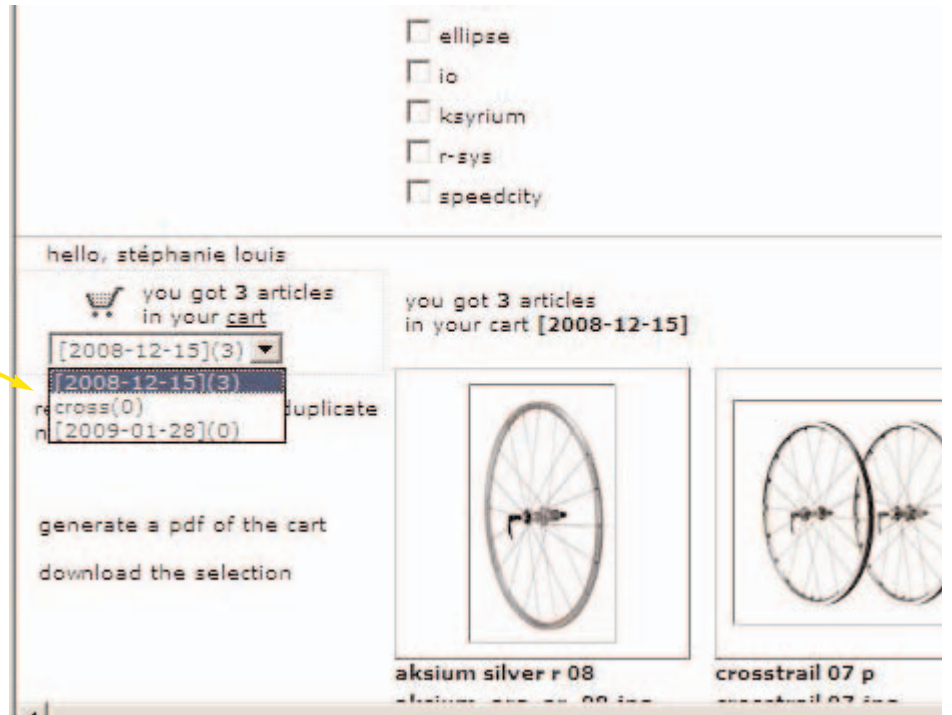
The number of items in the cart is always visible in the top left of the screen.

Below this is a pull-down menu which allows you to choose which cart you wish to work on (view, add media items).



CART MANAGEMENT

In cart page, click on the pull-down menu to display all existing carts.



The following functions are available for each cart:

- "Rename"**: renames the selected cart
- "Delete"**: deletes the selected cart
- "Empty"**: empties the selected cart
- "Duplicate"**: duplicates the cart, creates a copy.
- "New"**: creates a new cart

By default, the name of the new cart is the current date and the number of media items it contains, in the format: [2008-12-15] (3). Click on **"Rename"** to rename it.

GENERATE A PDF:

hello, stéphanie louis

you got 3 articles in your cart

[2008-12-15](3)

rename delete clear duplicate new

generate a pdf of the cart

download the selection

<input type="checkbox"/> io <input type="checkbox"/> ksyrium <input type="checkbox"/> r-sys <input type="checkbox"/> speedcity	you got 3 articles in your cart [2008-12-15]	
aksium silver r 08 aksium_arg_ar_08.jpg 2007-03-20 christian ch...	crosstrail 07 p crosstrail 07.jpg 2007-11-29 anonymous	logo mavic mavic_logo copie.jpg 2008-01-07 anonymous
<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim	<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim	<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim

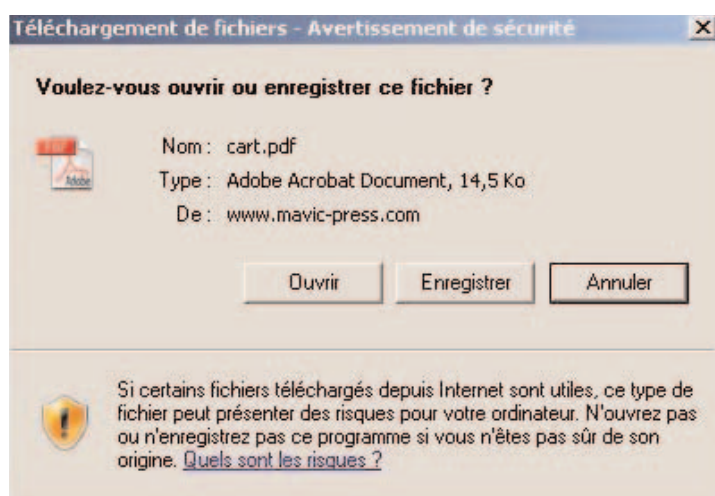
There is no need to select media items. This is a PDF of the entire active cart and all media items will therefore be displayed.

Click on **"Generate a PDF of the cart"**.

The following window appears.

Click on:


- **"Open"** to simply view the media item.
- **"Save"** to save the selection to your computer
- **"Cancel"** if you no longer wish to download the PDF.
- **"More info"** to access the help.



DOWNLOAD AN IMAGE/IMAGES:




io
 ksyrium
 r-ays
 speedcity

hello, stéphanie louis

 you got 3 articles in your cart
[2008-12-15](3)

rename delete clear duplicate new

generate a pdf of the cart
download the selection

		
aksium silver r 08 aksium_arg_ar_08.jpg 2007-03-20 christian ch...	crosstrail 07 p crosstrail 07.jpg 2007-11-29 anonymous	logo mavic mavic_logo copie.jpg 2008-01-07 anonymous
<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim	<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim	<input type="checkbox"/> basedef <input type="checkbox"/> original zoom delete destination claim

Select the image(s) you wish to download by clicking on:

"Basse Def" (Low Def)

or

"Original" (High Def).

Then click on **"Download the selection"**.

LOGGING OUT:

Click on "Logout" at the top right of the screen to log out of serveur Media.

MAVIC

home user manual dictionary print **logout**

Search

wheel model

- aksium
- c29samax
- comete
- cosmic
- crossline
- crossmax
- crossride
- crosstrail
- deemax
- deetraka
- ellipse
- io
- ksyrium
- n-ya
- speedcity

product category

- accessories
- apparel
- computers
- footwear
- pedals
- rima
- tools
- wheels

discipline

- mtb crossmountain
- mtb enduro fir
- mtb extrem
- mtb xc
- road and triathlon aerodynamic
- road and triathlon multiperformance
- track

topic

- assistance
- athlete action shot
- history
- people
- product action shot
- product studio shot
- research and development process

downloads

- adverts
- logos - corporate
- logos - technology
- press release
- technology information

more search options [turn on](#)
view options

hello, stéphanie louis

you got 3 articles in your cart

[2008-12-15](3)

494 media found

[1] 2 3 4 5 ...

aksium silver p 08
aksium_arg_08.jpg
2007-11-19

aksium silver r 08
aksium_arg_ar_08.jpg
2007-02-20

aksium silver f 08
aksium_arg_av_08.jpg
2007-02-20

aksium black p 08
aksium_noir_08.jpg
2007-11-19

aksium black r 08
aksium_noir_ar_08.jpg
2007-02-20

aksium black f 08
aksium_noir_av_08.jpg
2007-02-20