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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 against 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:

You can go directly into advanced search mode by clicking this button to the left of the search box.

You can choose to search either for individual items, packages or collections by using one of the three 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 within one specific field in the item description, as well as by category (topic). The filters will differ depending on the search mode you select.

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
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:

![Single page view](image1)

- **Continuous view.** More search results will be displayed automatically as you scroll down the search results page, but they will be split into 'virtual' numbered pages, and you can copy the page link for sharing by using the button next to the page identifier:

![Continuous view](image2)

You can also switch between two layouts for the page grid: **Tile or Mosaic.** In the Mosaic mode you can add any item to Favorites (see below). In the Tile mode, items can be downloaded, added to cart, added to Favorites or a custom lightbox.
You can also use the toolbar to order search results by the latest or earliest date relevant to the selected search mode.

**Preview mode** can be turned on to display an enlarged view of the thumbnail when hovering over an item, without opening the item detail view.

### 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 for sharing by clicking the button next to it.

The **section at 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.

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

Use the **copy link button** to share the item in an email, text message or
Item detail view also contains the button for adding the item to a lightbox (see 5. Lightboxes), detailed information about the item and its keywords.

3. ACCOUNT

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

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

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 have access to your Download history or Order history.

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:

You can access your cart via the icon at top right.

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 below).
5. LIGHTBOXES (USER COLLECTIONS)

A lightbox is a tool for storing and organizing content for later use. You need to register and sign in to be able to add items to existing or new lightboxes.

- Any media type can be added to a lightbox
- You can add content to the default lightbox called Favorites or create new lightboxes of your own
- New lightboxes can have custom titles and descriptions
- You can add a custom text note to every item in a lightbox
- Items can be copied and moved between lightboxes
- You can share your lightbox with other users as a link

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

- Use this button to quickly save content to Favorites
- Use this button to save content to a user created 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.
Lightbox page

You can find the following buttons at the top of the lightbox's 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 note button below the item preview and enter your text in the field. The note will be saved automatically.