



# The search for media objects



## How to search for media objects

You have 3 possibilities how to search for the requested media objects:

- Quick Search (free text search in all medias)
- Search in Groups
- Search for Groups

### Quick Search

- Enter e.g. a form number or a partial description of the media object (also blanks, big and small letters are recognized automatically).
- Press the „Search“ or Return key.



### Search in Groups

Here you can generate an individual search filter which starts a search in certain groups chosen by you. Therefore you enter the groups in „in selected groups“.

You can activate those groups in the group structure tree by putting a checkmark and thus release for the search.

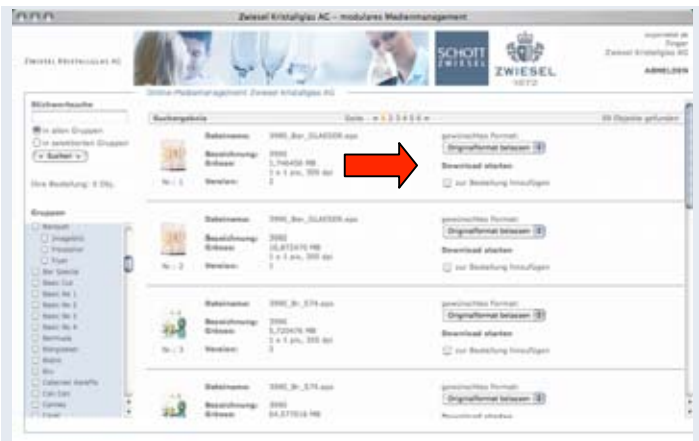


### Search in Groups

This group searching allows you to find the media objects in the different categories „series“ and „media“.

- By clicking on the group name you will get a list of all objects enclosed in this typical group.
- The sub-groups belonging to this group are shown in the structure tree.

# The Choosing of Media Objects



## How to choose the media object

After the successful search, please activate the selection of the desired media object as follows:

- By clicking on „add to order“ you can put the media object in your selected data format into the order sheet.
- You also can download the media object directly WITHOUT using the order sheet. Therefore you first of all have to choose the desired format and then please click on the button „start download“. This process is possible for media objects up to 20 MB.



- You will get more information about the media object by clicking in the respective screen.



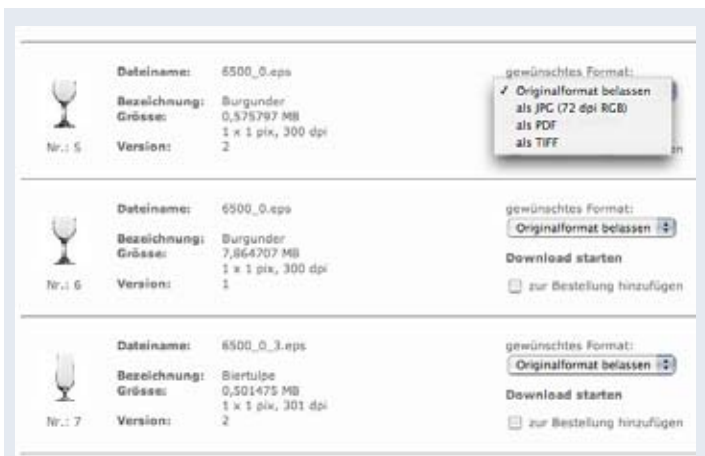
- If you want to have a look at your order, you simply just have to go to „Your Order“ and you can see all media objects you have ordered and also can do some changes if necessary.

- For ordering more media objects, please go back to Search. Your order will be put on hold.

A change in format is still possible later on in the order mask. Further information concerning the different formats are given under page 5.



# The order process



## Automatical conversion of the ordered media objects

- keep the original format (here: EPS)
- as JPG (72 dpi RGB) for Power Point, Word, etc.
- as EPS (printable in general, 300 DPI – please fade out in the menu as the original is already an EPS format)
- as PDF – Converts the chosen data (e.g. catalogue PDF xy) in JPEGs (72 DPI RGB)
- TIFF (printable in general, 300 DPI)

In accordance to the chosen data format the volume is reduced more or less in size.



## Order by Download

- By clicking on the bottom „Start download“, the media object is converted in the chosen format.
- The converting process is shown in seconds.



■ If the process is finished, please click on the link besides „O.K.“ This link shows your data's name, which is also shown in your browser window.

■ You can store the data at your hard disc or other storage media by clicking on this link with the right mouse bottom. Please chose the file where the data should be stored under „Store under...“ (PC) or „Load linked file“ (MAC) and put in where you want to store your data.