



Image library instructions for use

The Aquitaine Regional Tourist Board image library can be accessed via the following link after

logging in: <http://photodoc.tourisme-aquitaine.fr/>

From here, you can carry out an image search, choose items to add to a shopping basket and download items in low definition via e-mail.

If you would like to access shopping basket items in high definition, you must place an order which must then be validated by the image library administrator.

The image library allows you to access collections of images stored for you by Aquitaine Regional Tourist Board.

Your account

To request to open an account

- Click on « *Open an account* »
- *Fill in the form*
- Click on « *Send* »

After validation from the administrator, you will receive an e-mail containing your reference number and password.

To change your password

- Click on « *My account* »
- Click on « *Change my file* »
- *Enter the changes*
- *Enter your new password*
- Click on « *Send* »

If you have forgotten your password

- Click on « *Forgotten your password?* » on the login page
- *Enter your e-mail address*
- Click on « *Send* »

Your new password will be sent automatically to your e-mail address.

Searching for images

There are 2 search methods available:

- **Simple search**
- **Advanced search**

Simple search

[A simple search](#) allows you to carry out a "full text" search.

For example: If you type **vine** into the search box, snapshots of all available photos will appear on the screen.

The search engine has various tools available:

➤ ***The Boolean operators And, Or, Except***

1. **and** to narrow the search,

For example : **vine and landscape**

For all searches using 2 terms, and is automatically used by default.

2. **or** to widen the search,

For example: **estuary or river**

3. **except** to limit the search.

For example: **vine except bordeaux**

➤ **Quotation marks can be used to search for an exact phrase.**

For example: **"saint-emilion".**

For all searches for expressions containing hyphens, the search engine will search for the phrase "saint except émilion" if searching for *Saint-Emilion* and will exclude the term *émilion* from the search request. To avoid this happening, you should use quotation marks.

➤ **An asterisk can be used to search for a term beginning with..**

For example: **agri*, will bring up all images indexed as agriculture, agricultural...**

Advanced search

You can use the advanced search to conduct more complex searches.

For example: **vine and horizontal image and Alain Béguerie**

[To carry out an advanced search](#)



- *Click on « **Advanced search** » on the menu*
- *Select one or more terms from the list*
- *Click on « **Search** »*

Shopping basket

After requesting a shopping basket, you can create and save the basket.

Please note: there is a limit of 20 images per shopping basket.

To create a shopping basket:

- Click on 
- You can select all images on a page « **Add the results shown to shopping basket** »
- The selected images in the shopping basket will appear below "contact"
- Click on 
- Give the shopping basket a name
- Click on « **Save** »



Search | My shopping baskets | My orders | Advanced search | Contact

You could download 1 order

médoc Results 16 order by Date

3 ref(s) in the shopping basket 




Please note: there is a limit of 20 images per shopping basket.
262 résultat(s) for: **médoc**
[Add the results shown to shopping basket](#)

-1- 2 3 4 5 6 7 > >>

 2009_0271.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0270.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0269.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0268.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  
 2009_0271.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0270.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0269.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  	 2009_0268.jpg Crédit photo: Th. FLOIRAC/Passion Photo Sport/Surfing Médoc. Surfing Médoc est...  

From your selected shopping basket, you can

- **Print** 




- *Send an e-mail* 
- *Launch a "slide-show"* 
- *Empty the basket* 

After saving, your basket will appear in the list of saved baskets.

To access saved baskets

- *Click on « My baskets »*
- *Click on « My saved baskets »*











































From your saved basket, you can:

-  *see the images in your basket*
-  *load the images in your basket, which allows you to add new images to the basket and give the basket a new name.*
-  *Order images in your basket*



The screenshot shows the top navigation bar of the website. It features a banner for 'L'AQUITAINE Le bon côté du Sud' with a photo of a town and a bridge. Below the banner is a navigation menu with 'My account' and 'Image library' highlighted. A 'Help' link is visible on the right. At the bottom of the navigation bar, there are links for 'Search', 'My shopping baskets', 'My orders', 'Advanced search', and 'Contact'.

Please note: there is a limit of 20 images per shopping basket.

My current basket		My saved baskets		27 basket(s)			
• Wine bordeaux	Basket from 2010-10-25						
• Wine	Basket from 2010-10-25			already ordered			
• Bordeaux 15	Basket from 2010-10-24						
• Bordeaux 12	Basket from 2010-10-24						
• Bordeaux vendredi	Basket from 2010-09-17						
• Test olivier 16 sept	Basket from 2010-09-16						
• Test2	Basket from 2010-09-16						
• Test olivier 22fev	Basket from 2010-02-22			already ordered			
• Panier test	Basket from 2008-03-25			already ordered			
• Walibi	Basket from 2008-03-11			already ordered			
• Test olivier_08	Basket from 2008-01-04			already ordered			
• Foret landaise 3	Basket from 2008-03-11			already ordered			

Placing an order

After saving your shopping basket, you can order the items it contains.

To order a basket of items

- Click on « **Order** »
- Fill in the form,
 1. Indicate the **type of use** of the images
 2. Indicate the **recipient** of the order (CDT, OT, Maison de la France...)
 3. **Describe how the images will be used** (eg: Maison de la France marketing campaign on the German market)
 4. Indicate the **desired resolution** (medium or high definition)

IMPORTANT :

5. **You must accept the image library conditions of use**
6. **Don't forget to click on « Validate »**

After the order has been validated by the administrator via e-mail, you can download your order from "my orders".

From "My orders", you can see the history of your orders:

- « **Orders in progress** »
- « **Validate orders** »
- « **Declined orders** »

You can download your images from "my validated orders".



To download your basket

- Click on « **Download** »
- Select « **Save on disk** »

PLEASE NOTE:

All orders are downloadable for 2 weeks. After this time, orders will be automatically deleted.

Each downloaded order is accompanied by a text file entitled "**Caption**" containing the following for each image contained in the order:

- « **The caption** »
- « **The title** »
- « **The reference** »
- « **The author** ».

If you should encounter any problems, you can contact the image library administrator at chloe.kiner@tourisme-aquitaine.fr

General conditions of use for photographs from the image library

The use of photographs, in whatever form, is subject to the provisions of the laws of 11th March 1957 and 3rd July 1985 relating to literary and artistic property, and is subject to prior authorisation from Aquitaine Regional Tourist Board.

Borrowers agree:

* not to use or re-use the photographs provided for purposes other than those declared on the order form.

* not to share photographs with third parties without our authorisation.

* not to alter the images.

* to indicate the author of images wherever they are used.

* to send proof of publication and web site addresses to Aquitaine Regional Tourist Board when images are published on the internet.

* to return or destroy any digital files used

New authorisation is required for any images to be used or re-used for purposes other than those declared.