



Northern Ireland's Content Pool

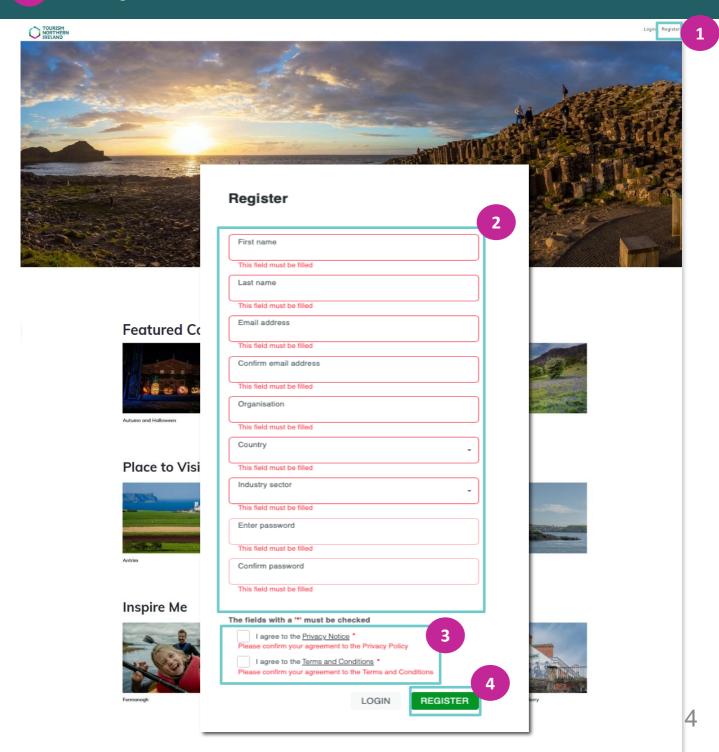
Table of Contents

01	Registration / Login	07	<u>Usage Rights</u>
02	<u>Homepage</u>	08	Downloads
03	Featured Albums	09	Collections
04	Quick Search	10	Sharing
05	The Library	11	Troubleshooting
06	<u>Filters</u>	12	Support



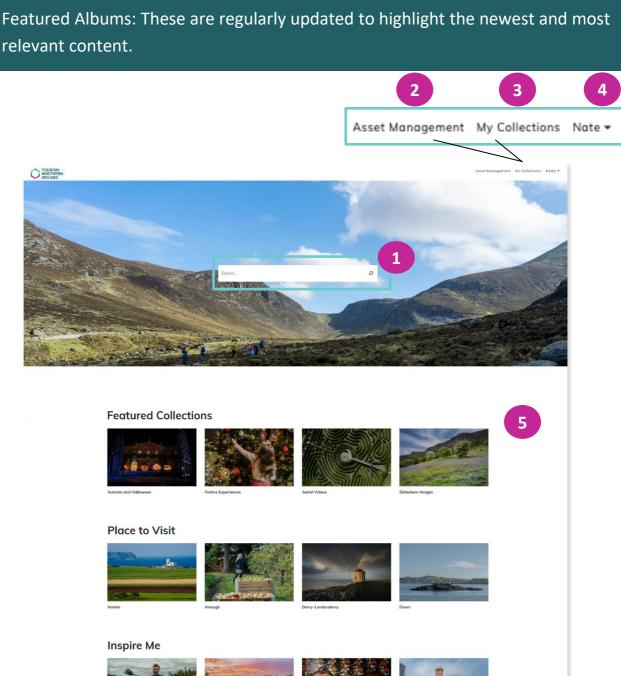
01 Registration

- Once the homepage has loaded, click the register button in the top right corner.
- 2 All fields are required.
- Tick the Privacy Policy + Terms & Conditions to accept.
- 4 Click Register.



02 Homepage

- Search bar for quick searches.
- Click to access All Assets.
- My Collections: Click here to manage your private collections.
- Profile & Profile dropdown.
- 5 relevant content.



03 Featured Albums

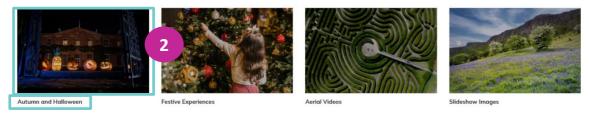
- 1 Featured albums.
- 2 Click on the featured album of your choice.
- 3 Type in your search or use the standard filters to allow you to refine your search.
- 4 Use the View & Sort to change the search criteria and display of assets.

The search will be limited to assets inside the selected featured album. For a wider search, go to All Assets.

Welcome to Northern Ireland's Content Pool

Encourage visitors near and far to experience the beauty of Northern Ireland with these breathtaking images, captivating videos and ready-to-use toolkits.

Featured Collections



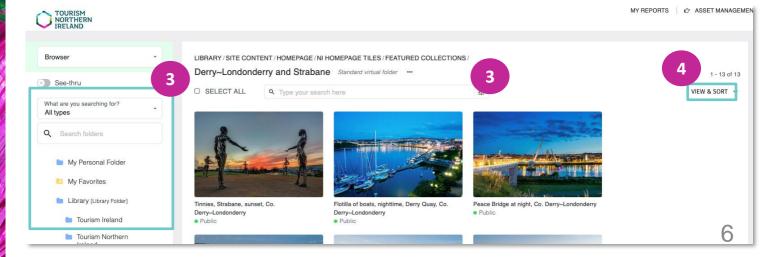
Place to Visit







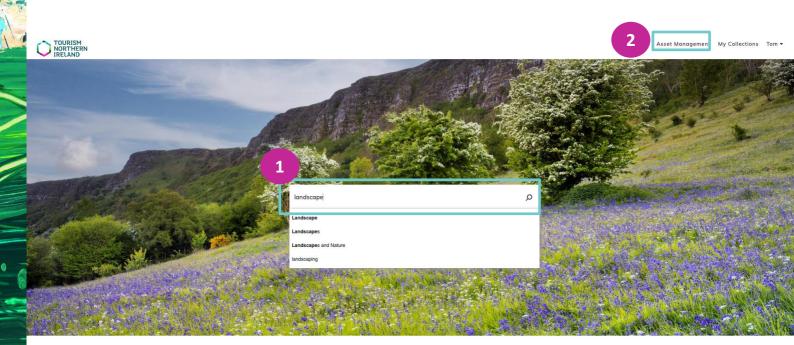


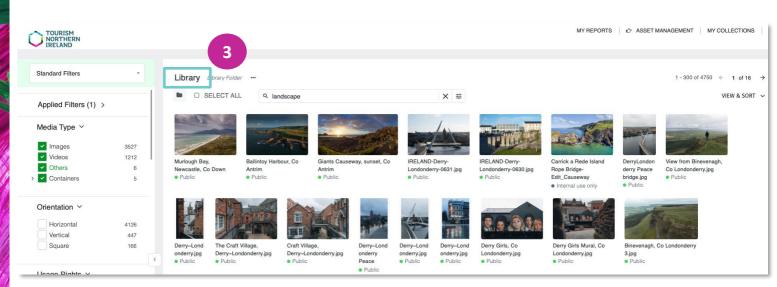


04 Quick Search

There are two ways to start your search.

- 1 Type your keyword in the quick search bar and press enter.
- OR click on Asset Management which will bring you to all of the assets in the library.
- 3 The search result will open in the *Library*.

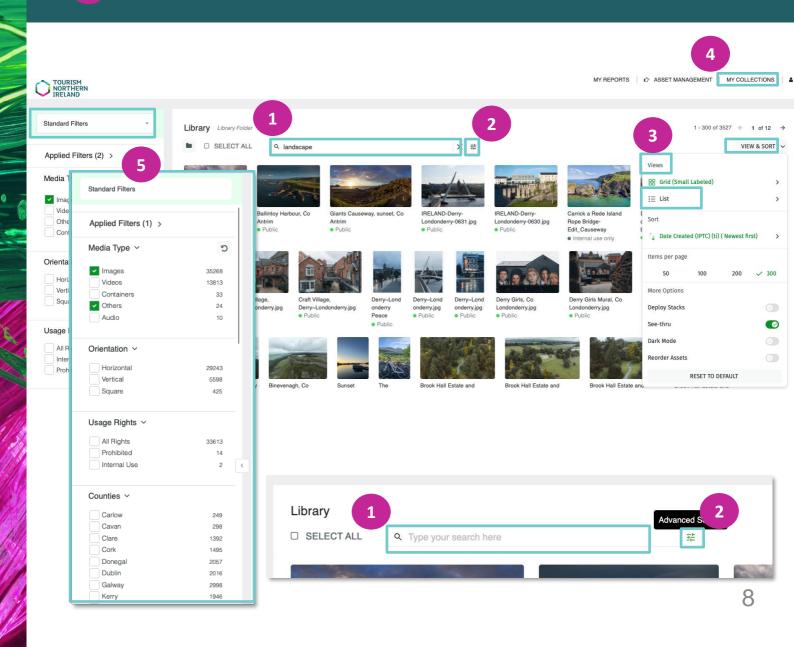




05 The Library

The Library is where you will find all assets.

- SEARCH BAR: enter your search term/keywords into the search bar and press the enter key.
- ADVANCED SEARCH: click on the advanced search icon next to the quick search bar > the advanced search window opens > select specific fields or additional conditions to refine your search.
- VIEW & SORT: Allows you to further improve your search results by selecting different search criteria (i.e. Newest First and Date Created or Relevancy).
- MY COLLECTIONS: this workspace allows you to curate and manage private collections of assets.
- 5 STANDARD FILTERS: See next page.



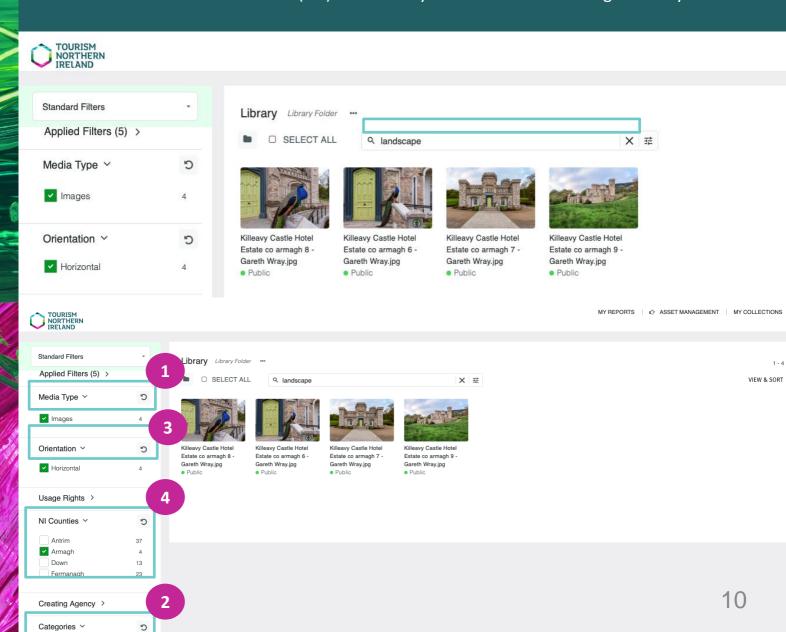
06 Filters

Filters allow you to refine your search. For example, this user ran a search on Landscape with a result of 3,743 assets. The user then refined their search by selecting Filters:

- The user selected a *Media Type (images)*: Clicking on one option will automatically deselect the others.
- Then, they selected the category: Accommodation.
- The user selected Horizontal from the *Orientation* Filter.
- Finally, the user refined by the *County* Armagh.

Accommodation

Using more than one filter narrows your results (AND). Choosing several keywords within the same filter broadens them (OR). The order you add filters also changes what you see.

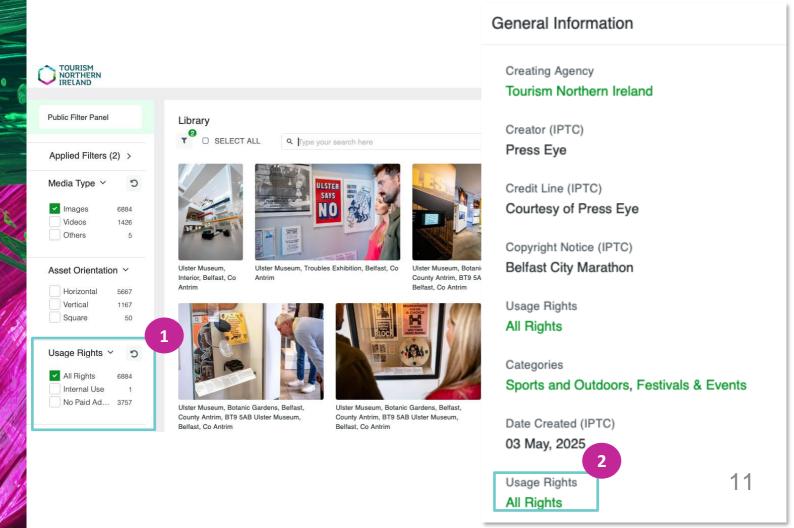


07 Usage Rights

Usage rights define how and where assets can be used. Each asset is tagged with a usage label to help you quickly understand any restrictions:

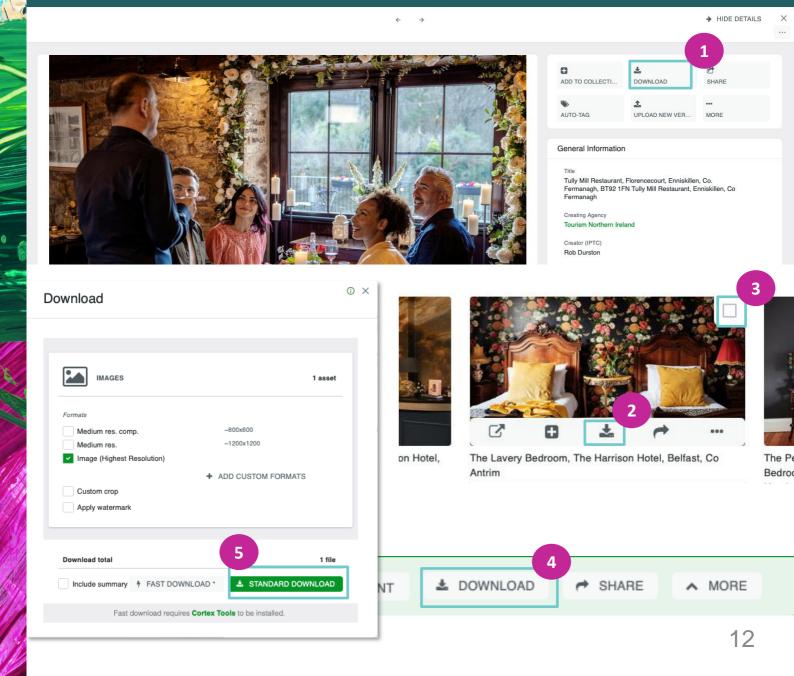
- All Rights: No Restrictions apply. The asset can be used freely without limitation.
- Paid Advertising with Permission: Can be used but not in Paid Advertising without first getting permission.
- No Paid Advertising Use: Can be used but not in Paid Advertising.
- 1 You can filter your search for assets with certain usage rights.
- You can see the Usage Rights of a certain asset by clicking into the asset and looking in the General Information panel.

Always check the usage rights before downloading or sharing an asset to ensure compliance.



08 Downloads

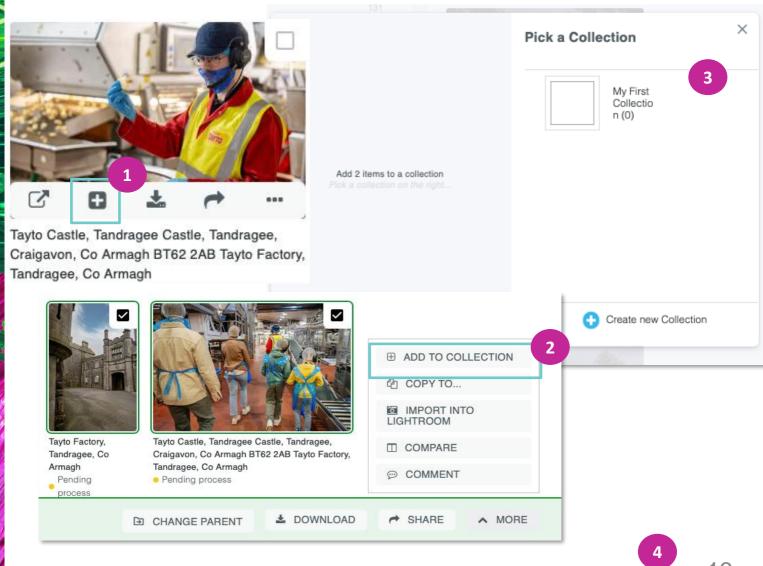
- 1 To download an asset, click on the asset and select *Download*.
- OR hover over the asset > the asset toolbar appears > click *Download*.
- To download multiple assets, select assets individually or Select All.
- 4 A tool bar appears at the bottom of the page > Click on *Download*.
- A dialog box will appear, allowing you to choose the desired file format and versions.



09 Collections

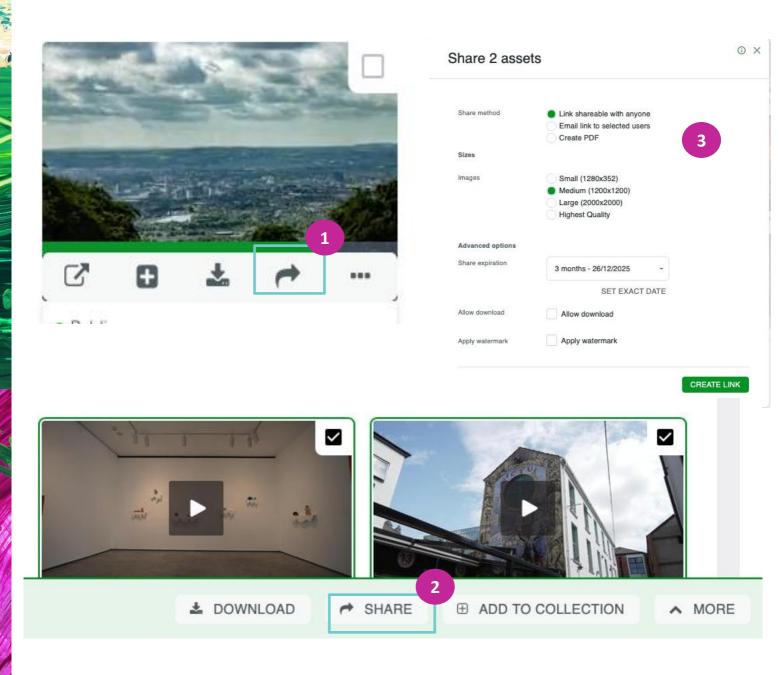
My Collections allows users to create private collections and curate content around a theme or campaign.

- To create a collection, hover over an asset > a toolbar appears at the bottom of the screen > select *Add to collection*.
- OR select multiple assets > a toolbar appears at the bottom of the screen > click Add to collection.
- A dialogue box will appear where you can add to an existing collection or create a new one.
- Once you've created a collection, go to My Collections to manage it—including options to share, delete, and organize your collections. Add assets to 'My Favourites' folder in Browser.



10 Sharing

- To share a single asset, hover over it and click the *Share* button.
- To share multiple assets, select multiple assets > A toolbar will appear at the bottom of the screen > click *Share*.
- A window will appear where you can choose the sharing method, file size, and other options.



11 Troubleshooting

ACTION	WHAT'S HAPPENING	HOW TO FIX IT
Search	No Results Found	Check spelling & keyword accuracy. Clear any applied filters or saved searches.
Search	Too Many Results Found	Consider re-specifying broad keywords. Use standard Filters and advanced search.
Share	Share option is not available	Request appropriate access from medialibrary@tourismni.com Check the asset details for usage rights.
My collections	Cannot find my collection	Assets are no longer available to use or expired.
Download	Download taking too long	Check your internet connection. Switch browsers.



T 12 Support

Whether its a general query or something more specific, support is just a click away.

Please contact us via email: medialibrary@tourismni.com

We endeavour to respond within 72 hours.

