OUR NEW REUTERS PICTURES WEBSITE IS DESIGNED TO MAKE SEARCHING, SELECTING AND BUYING PICTURES EASY

REUTERS PICTURES USER GUIDE

Jump to: Browse » Search » Keywords » Search Tips » Select » Manage » Buy » User Journeys
INTRODUCING OUR NEW REUTERS PICTURES WEBSITE

Access an archive of 6 million pictures, with 1,600 added daily, from over 600 photojournalists

Login at reuters.com/pictures

If you do not have a username and password, register online at reuters.com/pictures or contact your Reuters representative. Existing customers can use their same login details.

Our redesigned homepage gives you access to more of our best packages at a glance. Other features include:

1. COVERAGE
   Find out what our global team will be covering today.

2. ABOUT US
   Learn about Reuters history, our team, operation and products.

3. PROJECTS
   Browse our latest visual projects.

4. BLOG
   Read the latest photographer blogs and find related packages.

5. CONTACT US
   Contact us with sales queries.

6. MY LIGHTBOXES
   View and manage your lightboxes.

7. CART
   Buy multiple images at once. View and manage contents in your shopping cart.

8. MY ORDERS
   View and manage your order history. Orders are organised into those pending authorisation, authorised for purchase and completed. You can modify usage rights, request a credit and download a picture again.

9. YOUR ACCOUNT
   Update your account details, date format and reset your password.

10. SEARCH
    Enter your search terms or image number into the box to begin your search.

11. ADVANCED SEARCH
    Search using additional filters including Date Range, Topic, Region/Country, Picture Orientation and Photographer. You can also access Saved Searches and set the Sort Order for your search results.

12. VIEW ALL PACKAGES
    Direct access to all our latest and best picture packages from all leading topics, such as Business, Conflict, Health, Environment, Travel, Society, Entertainment, Politics, Pictures of the Month and more.

Tick Remember Me to automatically login every time.
Click on **View All Packages** on our homepage for direct access to all our latest, best and most illustrative picture packages from leading topics, such as:

- **24 HOURS**
  The 24 Top Pictures packaged daily.

- **CONFLICT**
  Including the latest stories, Top Pictures and retrospective packages, with sub-topics on specific conflicts.

- **BUSINESS**
  Featuring the latest stories, illustrative picture packages with sub-topics of Business profiles and Commodities.

- **SOCIETY**
  Focusing on social issues with sub-topics including Immigration, Youth, Women, Crime, Food and Drink, Education, Labour and more.

- **ENVIRONMENT**
  The latest stories and Top Pictures with sub-topics on sustainable energy.

- **PROFILES**
  Global personalities from the worlds of Politics, Sport, Business and Entertainment.

- **CREATIVE USE**
  The best illustrative pictures packaged from subjects including Crime, Children, Labour, Food, Health Issues, Medical, Alcohol, Commodities, Energy and more.

- **REUTERS BOOKS**
  Selections from our celebrated books.

- **PICTURES OF THE YEAR**
  Easy to use annual packages of the best pictures from 2001 to 2012.

- **AWARD WINNERS**
  Gallery of all Reuters images awarded prizes throughout the year.

- **GRAPHICS**
  We have a searchable archive of fully editable graphics – updated daily, featuring top world news events and topics such as Business, Sport, Entertainment, Conflict, Society, Disaster, Environment, Health, Sci-Tech, Elections and History.

Sign up to receive daily picture package alerts of your choice direct to your inbox. Contact your sales representative for more details.
BEGIN YOUR SEARCH

Our new website offers you improved search functionality, whether you are initiating a search or wanting to refine your results.

The Search box appears at the top right of all pages, enabling you to run a search easily from wherever you are.

1 SEARCH
When typing in the Search field, a number of suggested search terms will appear that correspond to our captions and keywords. Keywords are applied to our best images to enable better searching.

2 For example, if you type Oil, you will see the relevant search terms: Oil, Oil and gas, Oil by-products, Oil crisis, etc. You can either choose one from the list or continue writing your own search terms.

3 ADVANCED SEARCH
The Advanced Search function can be accessed by clicking the link just below the search box and includes functions to help filter your search by Date Range, Topic, Region/Country, Picture Orientation and Photographer, as well as Saved Searches and set the Sort Order for your search results.

SEARCH TIP
Select Save As New Search if you perform the same search regularly.
REFINE YOUR SEARCH RESULTS

You can filter your results post-search – enabling you to drill down to find exactly what you are looking for.

REFINING YOUR SEARCH

Your search terms will be displayed across the top of the results page, with the number of results for each media type displayed in the Refine Your Search filter bar to the left. By default, this will be set to All Results for each search, but you can filter this to just view Images, Graphics or Packages. The number in brackets is the number of search results that will be displayed if the filter is selected.

There are also a number of other search filters to help refine your search by image ranking, topic, composition etc.

DISPLAY LAYOUT

To change the layout of your results, click the Display link at the top of the results page at any time and you can go to the more traditional Grid display. The images in this display are smaller than the Fixed Height display option.

SORTING YOUR SEARCH

The Sort Order of picture results can be displayed from Newest to Oldest, from Oldest to Newest or by Ranking, which is a sort order determined by our Editors to show the best images rather than the latest. You can change your Sort Order at any time.
Keywords are a powerful tool which can be used at any stage of your search.

All Top Pictures and Pictures of the Month are keyworded, plus an extended edit of the best illustrative, newsworthy and generic pictures. All packages are keyworded too with the main themes and subject matter.

» BUSINESS

» CONFLICT
War, Insurgency, Gun Battle, Bombing, Victim, Anti-War, Protest, Riot, Firearms, Confront, Crime, Criminal, Violent Crime, Mafia, Gang, Trafficking, Illegal Drugs, Arrest, Police, Prisoner, Law Court.

» DISASTER
Natural Disaster, Earthquake, Volcano, Mudslide, Forest Fire, Aftermath, Disaster Relief, NGO, Plane Crash, Train Crash, Stampede, Vehicle Accident, Industrial Disaster.

» ENERGY

» ENTERTAINMENT
Celebrity, Royalty, Actor, Music Artist, Art, Performance, Concert, Theatre, Award Ceremony, Red Carpet, Press Pack, Facial Expression, Clothing, Clothing Accessory.

» ENVIRONMENT

» FASHION
Fashion Show, Fashion Model, Fashion Designer, Catwalk, Oddly Fashion.

» HEALTH
Medical, Hospital, Medical Emergency, Hygiene, Disease, Injury, Unhealthy, Overweight, Smoking, Addiction, Medical Profession, Childbirth, Medical Treatment, Surgery, Exercise, Mental Health.

» ODDLY
Oddly Enough, Strange, Bizarre, World Record, Largest, Longest, Smallest, Highest.

» POLITICS
Politician, Political Rally, Political Advertising, Elections, Election Campaign, Vote, Pressing The Flesh, Communism, Far Right Politics, Global Economy.

» RELIGION

» SCI-TECH
Science, Technology, High Tech, Space, Invention, Medical Science, Scientist, Genetic Science, Space Exploration.

» SPORT
Funnies, Speed, Action Shot, Crash, Foul, Tackle, Score, Win, Lose, Disappointment, Pitch Invasion, Hooligan, Training, Injury, Ouch!

» SOCIETY
Daily Life, Street Scene, Leisure, Lifestyle, Social Services, Child Welfare, Sexuality, Modern, Traditional Life, Westernised, Nightlife, Immigration, Migrant Worker, Overpopulation, City, Housing, Education, School, College, University, Nursery, Teacher, Classroom.

» TRAVEL
CONTEXUAL KEYWORDS

Some examples of keywords which you can use to search relating to the content and composition of pictures

» DESCRIPTIVE, ACTION AND CONCEPTUAL


» PEOPLE

Empty, Exciting, Faith, Fall Down, Emotional, Fear, Fight, Friendship, Fun, Glamour, Goodbye, Happy, Humorous, Hunger, Indifference, Jump, Laugh, Listen, Look, Love, Baby, Boy, Girl, Teenager, Youth, Man, Woman, Middle Aged, Elderly, People, Family, Mother, Father, Couple, Wedding, Gay, Civilian, Victim, Survivor, Black African, White European, South Asian, East Asian, Arab, Latin American, Mixed Race, Bare Chest, Beard, Hairy, Lookalike, Tattoo, Piercing, Muscle, Overweight, Perspire, Makeup, Gesture, Hand Gesture, Facial Expression, Candid, and many more.....

» PHOTOGRAPHIC COMPOSITION

Contrast, Combination Picture, Copy Space, Full Length, Headshot, Low Angle Shot, Panoramic, Posed, Rear View, View From Above, and many more.....

SEARCH TIP
You can click on the hyperlinked keywords of an image to see a gallery of related images.

KEYWORDS: Celebrate, Chicago, Confetti, Head and shoulders, OBAMA Barack, Presidential election, Smile, Top Pictures, UNITED STATES, Win
By using the right keywords in your search, you can pinpoint the image you are looking for – quickly and easily. For example:

<table>
<thead>
<tr>
<th>COPY SPACE</th>
<th>Indicates when a picture has space within the frame that can potentially be used for copy or text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRAST</td>
<td>Looks for two contrasting elements within the same picture, such as rich and poor, young and old etc.</td>
</tr>
<tr>
<td>GENERIC</td>
<td>Looks for general views of different geographic locations, famous buildings, landmarks, logos etc.</td>
</tr>
<tr>
<td>DAILY LIFE</td>
<td>Focuses on the general aspects of everyday life including street scenes, shopping, commuting etc.</td>
</tr>
<tr>
<td>NOBODY</td>
<td>Looks for pictures which feature no humans or animals. If there is a single figure within the image, you can search for empty or alone.</td>
</tr>
<tr>
<td>UNRECOGNISABLE</td>
<td>Indicates that the identity of the subject is obscured, e.g. as a silhouette or their head is out of frame.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>SEARCH REQUIRED</th>
<th>EXPLANATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search terms</strong></td>
<td>Enter the individual terms as a string. The system will find all individual mentions of the words, as well as where they appear together. You may look for alternative words or phrases by using OR between the terms.</td>
<td>e.g. Hollywood premiere will find Hollywood AND premiere as well as Hollywood premiere. e.g. American OR British Soldiers Afghanistan will find pictures of either American OR British Soldiers in Afghanistan.</td>
</tr>
<tr>
<td><strong>Phrase search</strong></td>
<td>To find a specific phrase where all words have to appear together in the order written enter the phrase in inverted commas.</td>
<td>e.g. “George Clooney”.</td>
</tr>
<tr>
<td><strong>Exclusions</strong></td>
<td>To exclude specific terms from your search use NOT before the term. You may also use the NOT operator alone without other search terms.</td>
<td>e.g. “George Clooney” NOT Oscars. e.g. to find all images from Latin America, except those from Argentina, enter NOT Argentina into the search box and select Latin America in the Region drop-down in Advanced Search.</td>
</tr>
<tr>
<td><strong>Truncation</strong></td>
<td>To find alternative endings of a word if you are not sure how it will be written.</td>
<td>e.g. crash* will find crash, crashes, crashed and crashing.</td>
</tr>
<tr>
<td><strong>Image numbers</strong></td>
<td>To find any image by using its reference number.</td>
<td>In the Advanced Search panel, enter the reference number into the Image Number box, e.g. RTR7N9Q You can search for multiple images at the same time by adding a list of numbers separated by commas.</td>
</tr>
</tbody>
</table>
SELECT YOUR PERFECT PICTURES
The easiest way to manage your picture selections is to create a lightbox

Lightboxes help you manage your picture selections.

When searching, use the drop-down list to select a lightbox or create a new one.

You can access all your lightboxes from the Lightbox link or My Lightboxes.

You can use the Actions drop-down list to view, resequence, buy, empty or delete a lightbox.

Click Add to Lightbox to save a picture to the active lightbox.

You can also download a low res comp to use as a placeholder image.

Hover over an image to see summary information and quick links to Lightbox, Cart and Download, or click to view more in-depth information and actions.
MANAGE YOUR PICTURES

From your lightbox you have complete control of your picture selections

**MANAGE**

From your lightbox, you can:

- **Manage** your selection by adding and removing images
- **Print** images and captions using flexible formats. You can also save as a PDF
- **Email** images
- **Buy** images
- and much more...

**SHARE**

Instantly share your lightbox by emailing your search results to a colleague, either as a link or a slideshow. Alternatively, you can send it to yourself and manage distribution from your own email account.

Use **Sharing Options** to collaborate in real time within a lightbox.

**PRINT**

Create a contact sheet of images and captions at various sizes. Save or open as a PDF before printing.
BUY AND DOWNLOAD A SINGLE PICTURE

When you’ve made your selection, buying your picture is quick and easy

1. To buy and download a single image, click **Buy/Download** on the picture panel.

2. A new panel will appear. Select the specific details relating to the intended usage of the image.

3. An authorisation panel will then appear. By selecting **Request Authorisation**, one of our Reuters representatives will contact you regarding the purchase.

   You can skip this step and download instantly if you have an agreement. **Contact** your sales representative for further details.
BUY AND DOWNLOAD MULTIPLE PICTURES

The shopping cart enables you to buy multiple pictures at once

You can add pictures to your shopping cart from search results, packages and lightboxes.

1. You can select multiple images to move to your cart by ticking the Select box underneath the image and then clicking Copy to Cart.

2. Alternatively, add the entire contents of your lightbox by clicking Copy All to Cart.

3. You can review the contents of your cart at any time by clicking Cart on the main menu.

4. When buying an image in your shopping cart, you will need to select the specific details relating to the intended usage of the image using the drop-down menus.

5. An authorisation panel will then appear. By selecting Request Authorisation, one of our Reuters representatives will contact you regarding the purchase.

You can skip this step and download instantly if you have an agreement. Contact your sales representative for further details.

6. To save you time when buying multiple images with the same usage, you can select Copy to All Items. Once purchased, your images will be downloaded in one or more zip files.
APPENDIX
USER JOURNEYS
“I’m updating our online news website. There has been an increase in fighting in Syria in the past 24 hours. I need to find the latest image to tell the story of what’s going on out there.”

1. Click Advanced Search underneath the search box on the homepage.
2. Enter ‘Syria’ into the Region/Country search box; select the relevant Document Date ranges; use the drop-down menu underneath Sort Order to filter the search result with Newest pictures displayed first.
3. Browse the relevant search results to find your perfect image.
"I'm working on a feature article for a weekend magazine. The feature focuses on what it's like to be a child growing up amidst the conflict in Syria, so I need an iconic image for the story."

1. Click Advanced Search underneath the search box on the homepage.
2. Enter 'child' into the Free Text box and 'Syria' into the Region/Country search box; select the relevant Document Date ranges; use the drop-down menu underneath Sort Order to filter the search result with Ranking pictures displayed first.
3. Browse the relevant search results to find your perfect image.
user journey c: graphic

industry: editorial  |  user: editor

“i’m writing a newspaper article about doping in sport. i would like to see what graphics could help me illustrate the issue.”

1. enter the search subject into the search box on the homepage.
2. once the search results are displayed, click graphics in the panel on the left to filter out all images and packages from the search results.
3. browse the search results. hover over graphics to see summary information and quick links to lightbox, cart and download, or click to view more in-depth information and actions.
“I’m creating an advertorial for a client and need an unusual image depicting the world of fashion with lots of space for copy.”

1. Enter the search terms into the search box on the homepage.
2. Tick the Unrecognisable option in the Refine Your Search panel on the left to filter the search results.
3. Browse the search results. Hover over images to see summary information and quick links to Lightbox, Cart and Download, or click to view more in-depth information and actions.