

Basic Manual about how to use the Media Database



media.msf.org

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INTRODUCTION

MSF's new media server can be found at <http://media.msf.org>

> WHAT IS IT?

This database of digital assets contains MSF's international collection of photos, video and audio recordings. As of January 2017, it contains more than 110,000 photos and over 10,000 videos.

> WHO CAN USE IT?

The database is available for all MSF Staff, in the field and in offices worldwide. It was created to help us share resources, and make our material as accessible as possible across the movement.

Part of this collection is also available, in a restricted form, to the public. It is used amongst others, by journalists, media, researchers & producers, staff of other NGOs, academics and students.

> WHO MANAGES IT?

The media server is an international project, coordinated by the International Office, and managed by a group of Media Producers – experts in photo, video and audio – that control the quality of the material in the database and ensure all material is well labelled.

Media Producers will typically be located in Operational Centres (OC), or offices that generate and commission a lot of photographic and audiovisual material.

Project Manager for the database is the International Photo Editor.
Contact: [Bruno.de.cock@msf.org](mailto: Bruno.de.cock@msf.org) & [media.server@msf.org](mailto: media.server@msf.org)

The screenshot displays the MSF Media Server website interface. At the top, there is a navigation bar with the MSF logo, a search bar, and links for 'HELP', 'MY LIGHTBOXES', 'GIFT (0)', 'DOWNLOADS', and 'Sign in'. The main content area is titled 'THE FOCUS' and features an article about 'CAR in the aftermath of violence'. The article text discusses the conflict in the Central African Republic (CAR), mentioning the 2014-2015 conflict and MSF's response, including the deployment of medical teams and the opening of a paediatric hospital. A large image shows a person standing in a body of water, possibly a river or lake, with trees in the background. Below the article, there is a 'FEATURED PACKAGES' section with a grid of images and captions for various locations: YEMEN, NIGERIA, IRAQ, GUINEA, and DEMOCRATIC REPUBLIC OF CONGO. The 'RECENT PHOTOS' section includes a map of the Central African Republic and several photo thumbnails with captions for CENTRAL AFRICAN REPUBLIC, TANZANIA, IRAQ, and PHILIPPINES. The 'RECENT VIDEOS' section features a video thumbnail titled '3 QUESTIONS' and another titled 'Last year's unsafe abortion caused 50,000 deaths'.

1. MAIN PAGE

The homepage provides direct access to some of our most recent media packages. New material is added weekly, from video/ photo professionals as well as staff members.

Help: a collection of PDF guidelines

My lightboxes view and manage your lightboxes

Cart: view and manage content in your request cart

Downloads: view and manage your REQUEST history

Your personal account name: access to your account details, download our applications

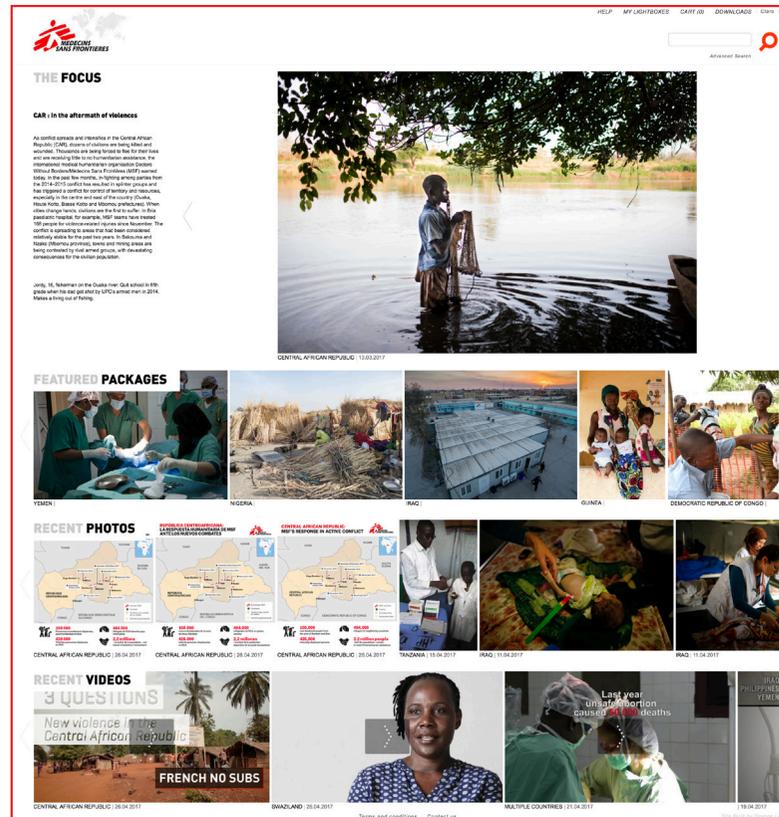
Search: enter a search term or image number into this box to begin your search

Advanced Search: when you want to do a more specific search

Featured packages: featured stories from a variety of MSF projects

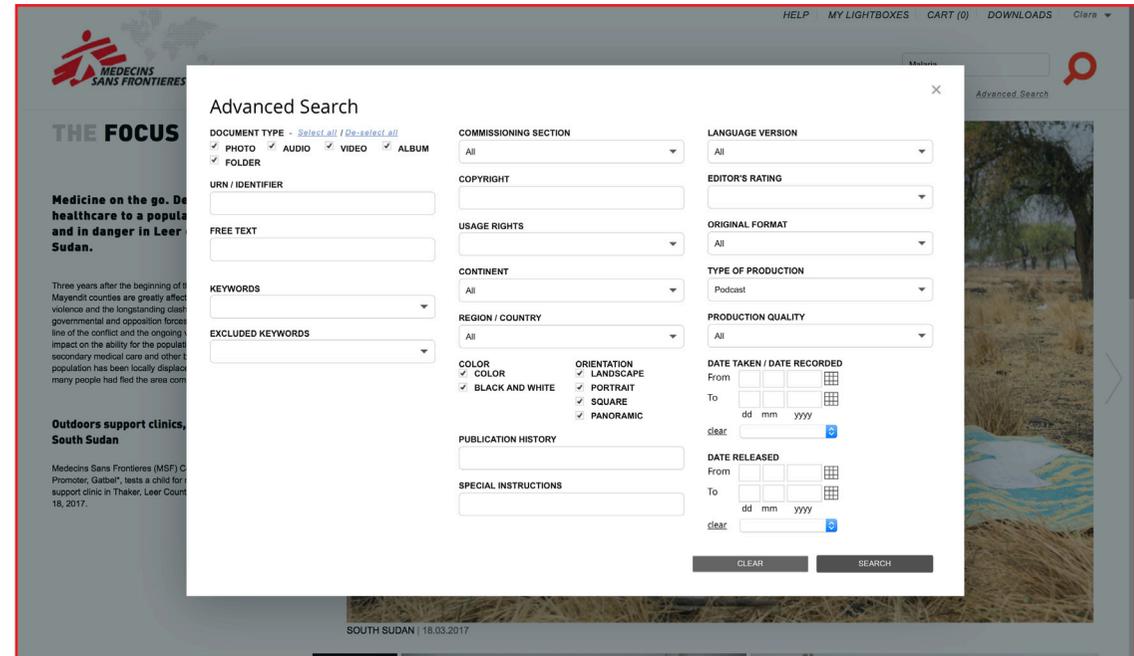
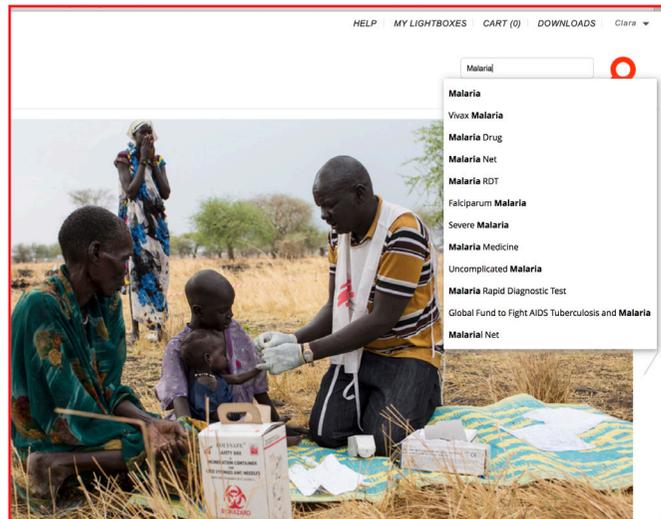
Recent Photos: our most recent images, based on creation date

Recent videos: our most recent footage, based on creation date



2. SEARCH MENU

The MSF media archive offers a variety of search options, for whether you are initiating a search or wanting to refine your search results.



As soon as you start typing in the search field, suggested search terms will appear that correspond to keywords from our thesaurus. For example, if you type malaria, you will see the relevant search terms: malaria, malaria drug, malaria medicine, malaria net, etc. You can either choose one from the list, or continue writing your own search terms.

Access Advanced Search by clicking the link just below the search box. This search method will help filter your search by applying date, country, keyword, picture orientation, photographer, etc.

2. SEARCH MENU

Display Layout: change the layout of your results,
Sorting Your Search: Sort Order of picture results can be displayed from Newest to Oldest or by rating. You can change your sort order at any time

The screenshot shows the search results for 'malaria' on the MSF website. The page includes a search bar with 'malaria' entered, a navigation menu (HELP, MY LIGHTBOXES, CART (0), DOWNLOADS, Clara), and a search filter interface. The search results are displayed in a grid format, showing various media items with their titles, dates, and locations. The left sidebar contains filters for CONTINENT, USAGE RIGHTS, and COUNTRIES. The main content area shows search results for 'malaria' with various media items, including photos and videos, each with a title, date, and location. For example, one result is 'Responding to malnutrition and malaria peak in Southern Niger' by Louise Annaud, dated 17 August, 2016, in Niger. Another is 'JONGLEI STATE, SOUTH SUDAN : VIOLENCE DEVASTATING PEOPLE'S LIVES' by Robin Meldrum, dated 26 November, 2012, in South Sudan. The page also includes a 'REFINE YOUR SEARCH' section with checkboxes for Photos (7355), Videos (339), Folders (113), Albums (61), Multimedia (14), and Audio (5). The 'CONTINENT' filter shows Africa (6643), Asia (647), Middle East (258), Central America (76), South America (52), Oceania (46), Europe (40), and North America (7). The 'USAGE RIGHTS' filter includes MSF Digital Publications (3677), MSF Publications (3599), Social Media (3099), MSF Fundraising (2786), External Media (2636), Advertising Campaign (1278), and Wires (85). The 'COUNTRIES' filter lists Democratic Republic of Congo (1330), Central African Republic (1061), South Sudan (738), Mali (635), Niger (353), Ethiopia (350), Chad (296), Burundi (291), Sierra Leone (284), Nigeria (232), Uganda (230), Sudan (221), India (211), Yemen (200), and Myanmar (Burma) (174).

Your search result provides a faceted search in the left column that enables to filter the result in more detailed facets. By default, this will be set to All Results for each search, but you can filter this to just view photos, videos or audio. Scroll down the column and use the filters to refine your search by photographer, country, license, etc.

This screenshot shows the search results for 'malaria' on the MSF website, focusing on the right sidebar filters. The search bar contains 'malaria' and the page is on 'Page 1 of 130'. The 'REFINE YOUR SEARCH' section has checkboxes for Photos (7355), Videos (339), Folders (113), Albums (61), Multimedia (14), and Audio (5). The 'CONTINENT' filter shows Africa (6643), Asia (647), Middle East (258), Central America (76), South America (52), Oceania (46), Europe (40), and North America (7). The 'USAGE RIGHTS' filter includes MSF Digital Publications (3677), MSF Publications (3599), Social Media (3099), MSF Fundraising (2786), External Media (2636), Advertising Campaign (1278), and Wires (85). The 'COUNTRIES' filter lists Democratic Republic of Congo (1330), Central African Republic (1061), South Sudan (738), Mali (635), Niger (353), Ethiopia (350), Chad (296), Burundi (291), Sierra Leone (284), Nigeria (232), Uganda (230), Sudan (221), India (211), Yemen (200), and Myanmar (Burma) (174). The 'EDITOR'S RATING' filter shows 5 stars (28), 4 stars (85), 3 stars (2708), 2 stars (4947), and 1 star (5). The 'COLOR' filter includes Black and white (574) and Color (7199).

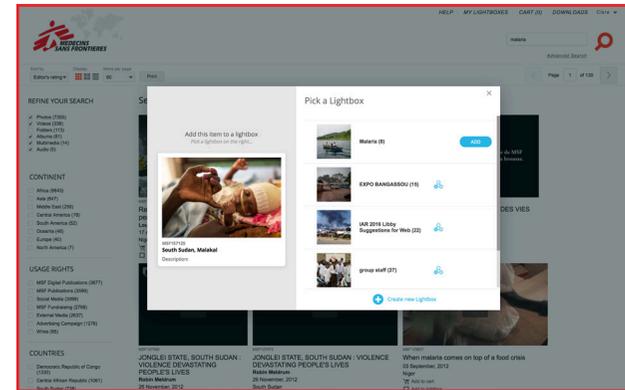
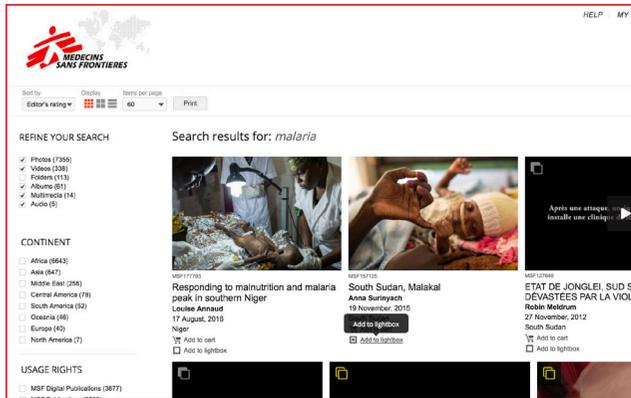
NOTE: In our database we group files into packages. There are currently two types of packages available: **ALBUMS** and **FOLDERS**.

> A **FOLDER** groups all the files from a single trip or reportage so they can easily be found. The purpose being mainly for archiving, this package contains just those photos and/or videos that were shot on a single trip by one cameraman/expat.

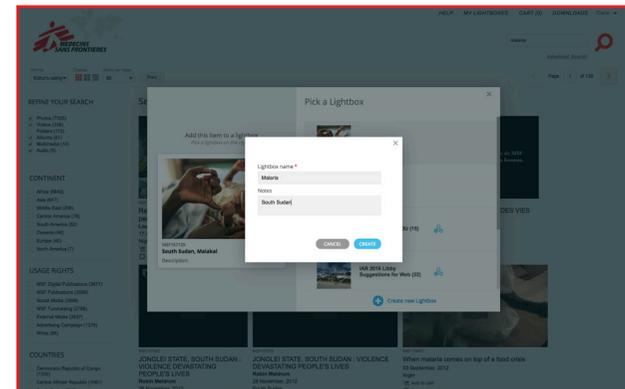
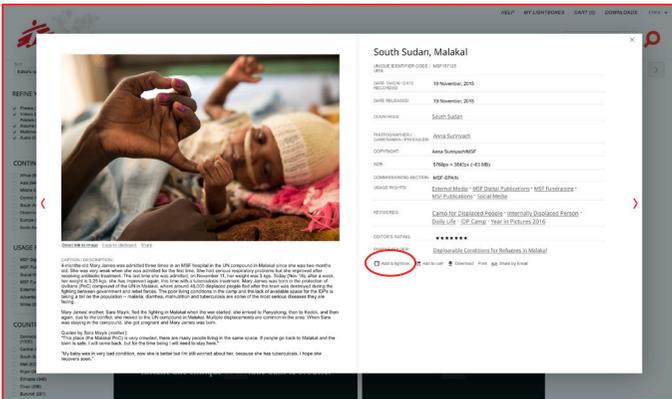
> An **ALBUM** is a set of files that have a common element that requires them to be assembled in a package for easy access. This could be a set of photos, videos and audio files that are selected for use in a campaign or an emergency.

3. USING LIGHTBOXES

The easiest way to manage picture selections is to create a LIGHTBOX. A lightbox is a virtual collection of images and/or videos that you can use to set aside images you wish to use in projects that you are working on.



Each image and has a link on the bottom 'ADD TO A LIGHTBOX'. You will be prompted to select either an existing lightbox or to create a new one.

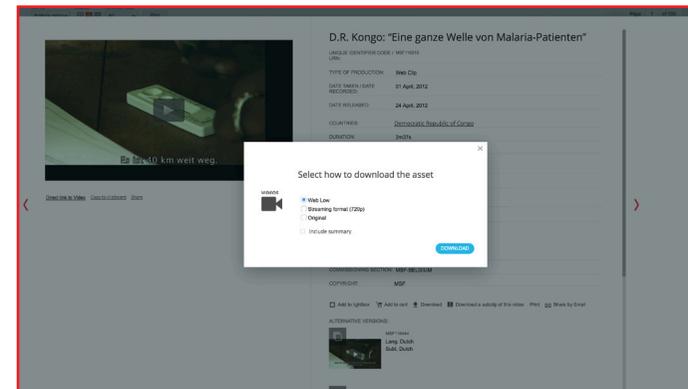
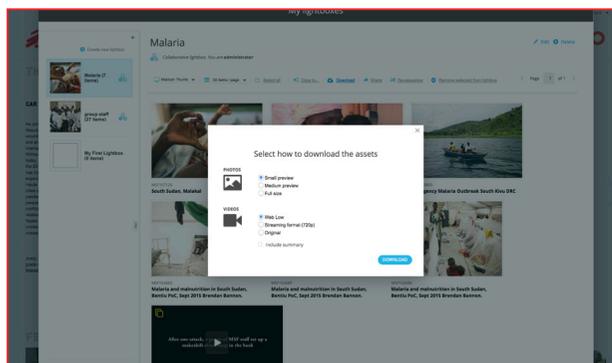
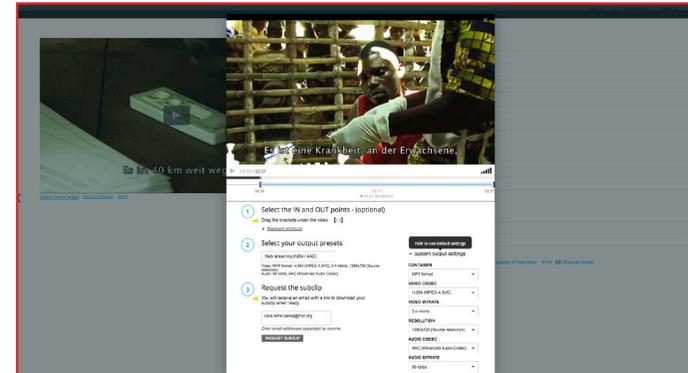
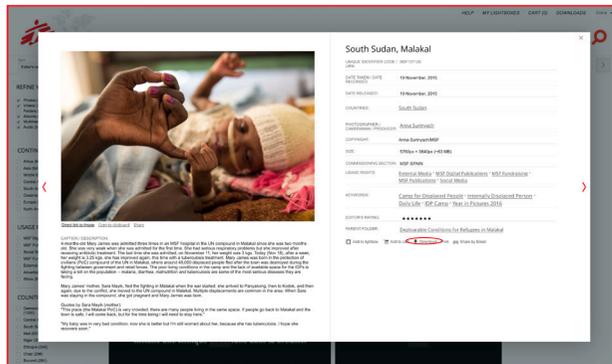
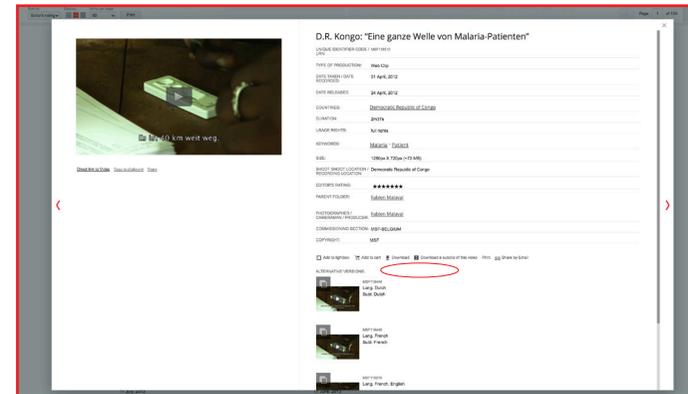


4. DOWNLOAD PICTURES AND VIDEOS

Photos and videos can be downloaded in a variety of sizes

For videos, there is an options or download only a part of the video.

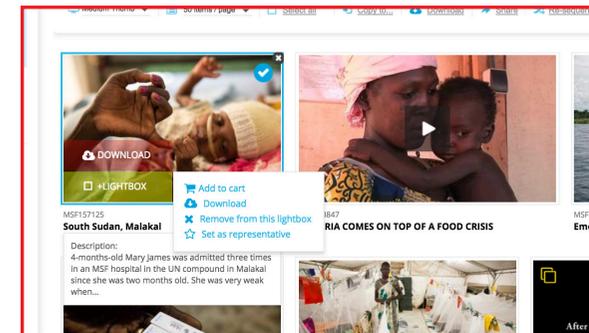
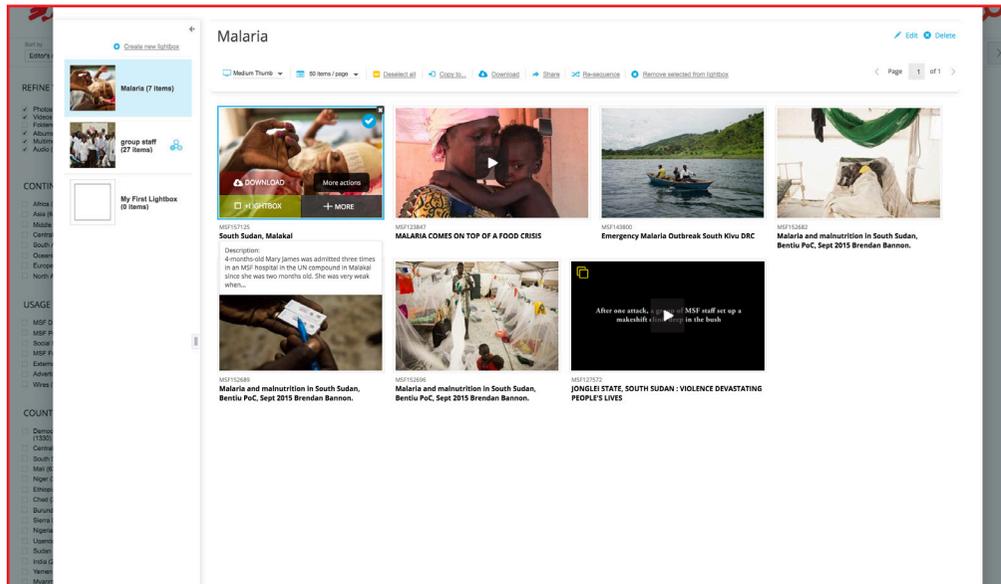
NOTE: If you are searching for multiple photos, add the photos/videos you want to a lightbox first. Click on **ADD TO LIGHTBOX** to create your first lightbox or to add to an existing one.



5. THE LIGHTBOX

From your lightbox you can control your selected visuals. Manage a selection by adding and removing images, email images, request images, print images and captions using flexible formats. You can also save as pdf.

Use the Actions menu to View, SELECT, COPY, DOWNLOAD the Lightbox, SHARE, RESEQUENCE or REMOVE the images, EDIT or DELETE the entire Lightbox



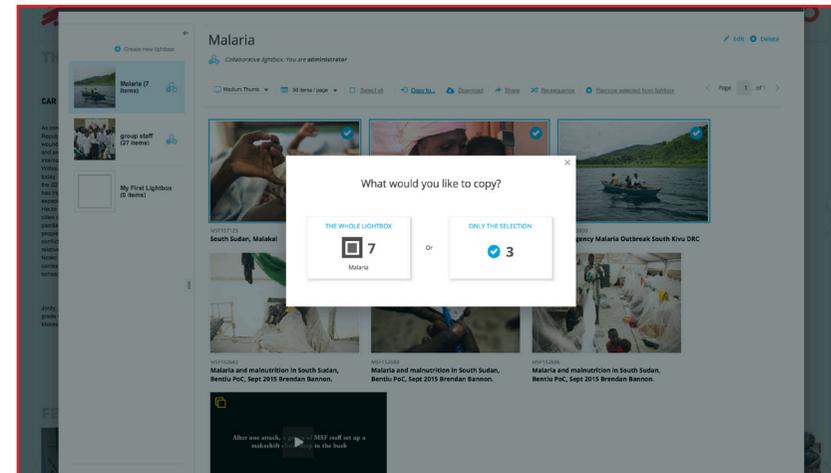
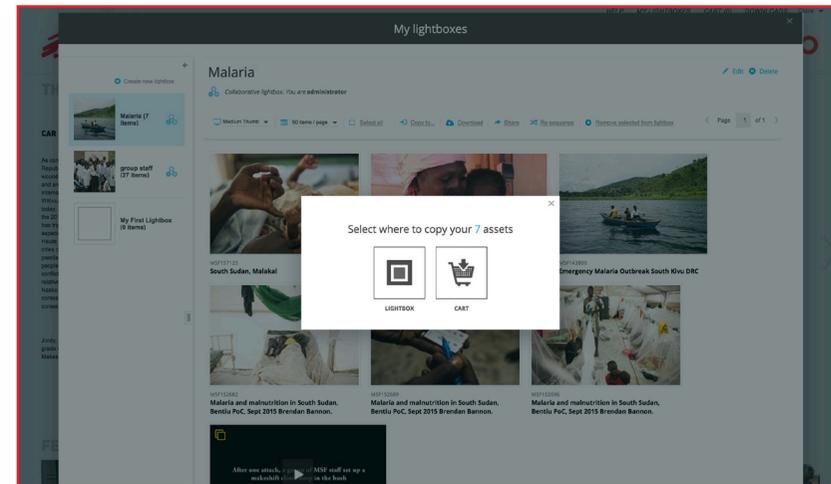
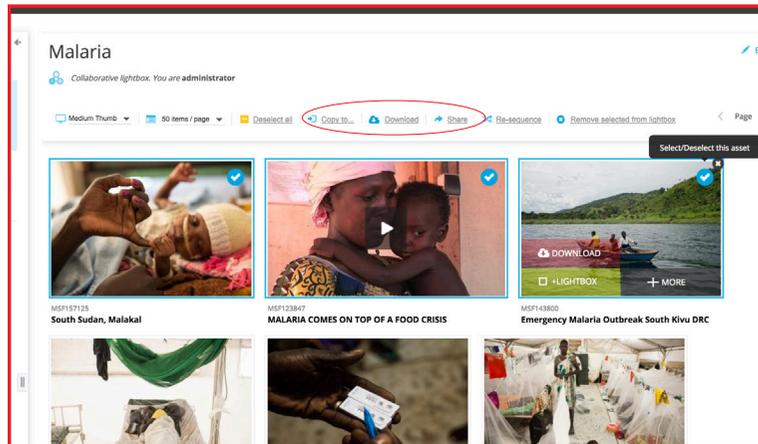
Click on the image to see a submenu that allows you to do similar options as the main menu. DOWNLOAD, ADD into another Lightbox or REMOVE from this Lightbox.

NOTE: 'ADD TO A CARD OPTION' is there for external users

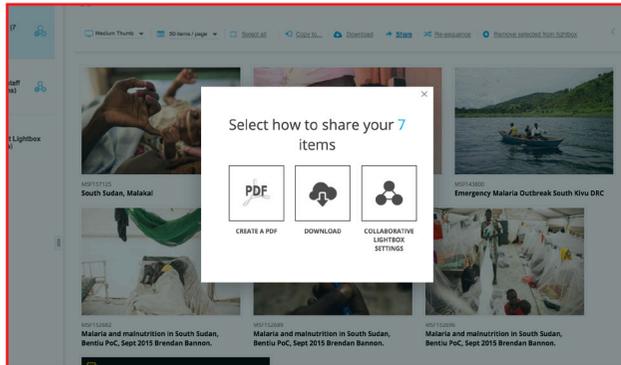
5.1. THE LIGHTBOX: TOOLS

Whether you want to DOWNLOAD, COPY or SHARE, you always have two options: You can Download the entire lightbox or just a selection.

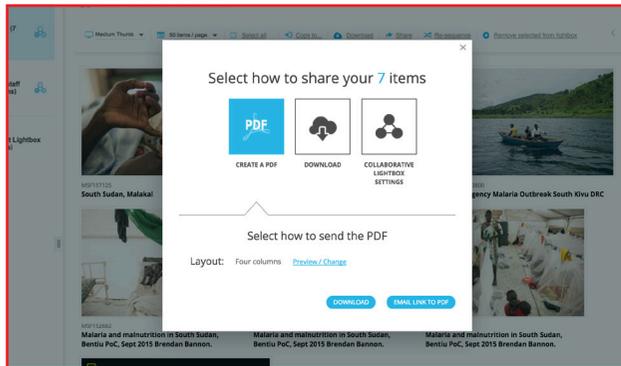
NOTE: These options are available for sharing and copying of images in a lightbox.



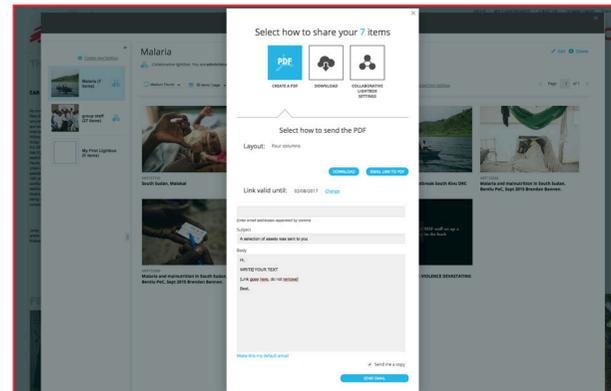
5.2. THE LIGHTBOX: SHARE



Use the share button to access a menu with 3 options to share the selection:
Create a PDF, Download the lightbox, or Add a Contact to collaborate.

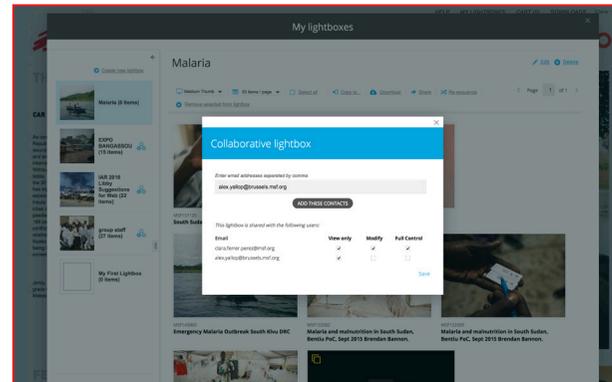


Choose "create a PDF" to generate a PDF from your Lightbox that you can download or email to a contact.



The email can be edited before it's sent, this part supports all characters and is capable of sending emails in your choice of language.

NOTE: You can change the standard text of your email by clicking 'Make this my default email'



"Collaborative Lightbox" settings: here you can add another person to your lightbox, thereby giving them access to view and/or edit the content of your lightbox.

NOTE: You can only add people as collaborator if they have registered on the Media Data Base.