AP Images Quick Reference Guide

Once you log into AP Images you will notice the following content tabs at the top of the page Images, Graphics, Audio, Text and Publicity.

Located under the image tab you will find: Photos, Historical and Event Calendar.

- All the images are located within the photo collection (even historical).
- The historical are photos from 1996 back to the 1800's.
- The Event Calendar is a collection setup by the Associated Press Editorial staff for any event in that month.
- Publicity section is business and public relations photos from the AP. This is a great place to find a photo of a cell phone or an iPod or a company logo.
- At times, major events may occur during a year such as the Olympics or Elections.
  **Red tabs** highlighting major events appear to the right of the standard five media tabs and are created on an as needed basis. These tabs are temporary. Once major event tabs are removed, the photos remain within the photo database.
- You will now see showcases under each sub-category (Domestic News, International News, Financial News and Sports) these change as they are the last 36 hours of current news going on in the world.
**Main Search Bar**- Located directly below the media tab near the top of the screen as shown below. You can also toggle down next to Any Time and you will find various areas to limit your search (today through the previous 12 month). Note - If you leave the search query empty and click on the search button your search will return the most current photos.

**Advance search**- Click to open the Advanced Search window as shown below

Then you will see this field - this field has many purposes.

**Search Terms** - Enter a Key Word, text string or Boolean phrase in the Search Terms window. This is the same as you would do in the Simple Search window. To the right of the Search Terms window, you will see two options: "all" or "any". Click "all" to search for items containing all Key Words listed in the Search Terms window. This is analogous to the AND Boolean Operator. Click "any" to search for
items containing any of the individual Key Words listed in the Search Terms window. This is analogous to the OR Boolean Operator. “All” is selected by default.

**Arrived Within** - The "Arrived Within" option is the same as the Timeline Options for Search on the Main Search Bar with one more option. To select a timeline option for your search, click the arrow on the right side of the Timeline Options window to reveal a dropdown menu listing all timeline options of Any Time, Today, Last Hour, Last 12 Hours, Last 24 Hours, Last 36 Hours, Previous 7 Days, Previous 14 Days, Previous 30 Days, Previous 12 Months, Dated between

*Note - By default, Any Time is selected. Click "Dated between..." to select a beginning and ending date for your search. This is done with the "Created Between" option described below.

**Created Between** - To the right of "Created Between" are two date windows with a calendar icon to the right of each window as shown below:

Created Between: 10/6/2008 , 10/16/2008

Click the calendar icon to select the beginning and ending dates for your search. If you manually enter a date, be sure it is of the same form as shown in the “Created Between” date window.

Also, select "Dated between..." in the “Arrived Within" option.

**People** - Enter a person’s, families, or group’s name in the “People” window. Names may be full or partial and must be newsworthy.

Examples:
Person’s Name - Ronald Reagan
Family name - Kennedy
Group’s name - Beatles

**Event** - Enter an event title in the “Event” window

Examples:
Winter Olympics
Kentucky Derby
Chinese New Year
Brazil Elections
**Photographer** - Enter the name of the photographer who took the photo(s) in the “Photographer” window. Results will return photos taken by that particular photographer.

**City, State, and/or Country** - Enter the location where the photo was taken in the City, State and/or Country - Enter “City, State” windows and/or the “Country” window. If you enter a city and state only, United States is implied.

**Category** - Click on the arrow on the right of the Category window to reveal a dropdown menu listing category choices. Choices are listed below:

- All Events
- Sports
- International News
- Financial News
- US Domestic News

**Media Type** - Click on the arrow on the right of the Media Type window to reveal a dropdown menu listing the media type choices. Media type choices are the same as the Media Tabs, including any major events tabs. Click on your selection to select the general type of media you are interested in.

**Sort** - Sort allows you to sort results. Creation dates are when the photo was taken, while submit dates are when the photo was added to this website. For instance, a photo of Dwight D. Eisenhower could have been taken in 1953 but added to this website last week.

Click on the arrow on the right side of the Sort window to reveal a dropdown menu of all sort options. Sort options are listed below:

- Newest
- Oldest
- Recently Added
- Relevance
- Photographer
- Event A-Z
- Event Z-A
Click on your selection to activate a sort choice for search results. The default sort is “Newest”.

**Source** - Enter the source the photo came from in the Source window. Most photos are from the Associated Press. So you would enter AP in the Source window if you only want photos from the AP to be displayed in your results.

**Image IDs** - Each image has an identification number associated with it. Enter an image ID to search for that particular image.

**Orientation** - This function allows you to restrict the orientation of a photo. Default is “Either” which is unrestricted. Select vertical to allow your search results to return only vertically oriented photos. Select horizontal to allow your search results to return only horizontally oriented photos. Options are shown below:

- **Orientation:**
  - Either
  - Vertical
  - Horizontal

**Color** - This function allows you to restrict the color of a photo. Default is “Either” which is unrestricted. Select Color to allow your search results to return only color photos. Select B/W to allow your search results to return only black and white photos. Options are shown below:

- **Color:**
  - Either
  - Color
  - B/W

**Control Buttons** - There are four control buttons in the bottom left corner of the Advanced Search window: Reset, Clear, Search, and Cancel.

When you are finished using the Advanced Search window, click **Close**, which is located in the top right corner, to close the window. All changes will be saved unless another search is started.

- **Reset** - Click **Reset** to return menu settings and options back to default settings.
- **Clear** - Click **Clear** to clear text from all windows within the Advanced Search window.
- **Search** - Click **Search** to run the search with all selected options.
• **Cancel** - Click **Cancel** to close the Advanced Search window without saving any information and without running the search. You may also click **Close** which is located in the top right corner of the Advanced Search window.

**Search Tips** - Click **Search Tips** to open a window listing search tips as shown below:

**Basic search:**
- Enter keywords or sentences.
- Use " double quotes ' to search phrases.
- Group keywords ( within parenthesis ).

**Narrow your search:**
- Use AND, OR and NOT between keywords
- Add ALL or ANY after keyword(s)
- Add datedwithin <any number> <hours, days, weeks, months, years> after keyword(s) to limit date range.
  
  *example: sports and datedwithin 6hours*

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**SPECIAL SEARCHING**

There are special search features within the individual databases that allow the user to compile results based on pre-defined search criteria developed to encourage a broader view of research.

**CONCEPT SEARCH**

The user can search the database by pre-defined concepts. The concept corresponds to the idea the photograph is displaying. The searchable concepts are: adulation, aggression, amusement, anger, bizarre, boredom, burden, celebration, cold, comic, concentration, concern, confinement, confrontation, content, contrast, curious, cute, defeat, deserted, despair, destruction, determined, devout, diligence, dry, enjoyment, excitement, family, fear, freedom, friendship, grief, happy, hot, humor, isolation, lonely, love, mature, meditative, pain, passion, peaceful, pensive, poor, power, pride, reverence, searching, serene, hock, solemn, spacious, speed, stark, strong, suffer, surprise, tension, thin, tired, tranquil, vanity, violent, weak, wealth, wet, wonder and youth.

  *Example: celebration:concept*

**COLOR SEARCH**

You can also conduct a search by dominant color. The 10 hues represented in the database are: blue, red, yellow, green, orange, white, black, brown, purple and pink.

  *Example: yellow:hue*
**CATEGORY SEARCH**

Category searches are broad searches that may be helpful to find photos in the database that you have a particular interest in. The searchable categories are: sports, international, business, and news.

Example: sports:category

*NOTE: Searching by category in this manner will give different results than selecting a category in the Advanced Search window or than clicking on a category option within the topic panes in the menu to the left of the Preview window.

**PHOTO TYPE SEARCH**

You can also search for a particular type of photograph. The searchable photo types are: portrait, aerial, pattern, silhouette, vertical, and horizontal. Or you can use exact names, places or things to narrow your search down.

Example: JFK and portrait:phototype or portrait:phototype

Example: Statue of Liberty and aerial:phototype or aerial:phototype

**OBITUARY SEARCH**

You may do an obituary search to view photos of people who have passed away.

Enter the key word obit in the Search window. Results will return the full AP database collection of photos of people who have passed away.

You may also search for obituaries using a particular name. Enter the key word obit followed by a colon, then a space, then the name.

Examples: Obit:Reagan

**APTOPIX**

The best photographs from The Associated Press are selected throughout the day by picture editors in New York, London, Tokyo and Mexico City. These are the APTOPIX photos.

Enter APTOPIX in the search bar. APTOPIX photos will appear in the Preview window.

**Preview Window Functionality**

Once a search has been entered The Preview window is shown. The Preview window contains several elements which aid searching as well as viewing and utilizing search results. Features of the Preview window are pointed out in the image below:
Functionality Pertaining to a Thumbnail (Single Image)

Each image thumbnail is composed of several elements and contains multiple functions as shown below:
Thumbnail images are shown for Images (photos), Graphics, Audio, and Publicity. Audio thumbnail images appear as shown below:

*NOTE: Text items also have a selection box in the upper left hand corner and behave similarly. However, the layout is different as shown below:
**Within-Search Groups** - Once you have received search results, the Preview window will display Within-Search Groups, which are shown in red, below the upper gray bar listing the current search as shown below:

To the right of each group is a number in parentheses. This indicates the number of sub-categories within the group.

If you hover your cursor over a group to make a dropdown menu appear listing all sub-categories within the group. The number of images within each sub-category is in parentheses to the right of the item. Shown below is an example of a dropdown window which was displayed when hovering the mouse over *Events*.

**Example:** Click on one of the items in the dropdown menu to view all images labeled with that event title.

**NOTE:** Even with groups listing people, the image titles are called *events*. 
**Similar** – To the right of event groups is a red word, *Similar* as shown below:

Example: Click *Similar* to make a dropdown menu appear listing images (by event name).

**Action Window** – The Action window is located below the Within-Search Groups and above images in the Preview window as shown below:

Example: Click the arrow on the right side of the Action window. A dropdown menu will appear with three choices: View All, Download All, and Clear All. Click on one of the actions which will be applied to all selected images.

*Note* – Click Download All if you want to download all of the selected images to your local computer. A Download window will appear as shown below:
The window will list the number of images that you may download given your subscriber agreement permissions and will also list the total number of images. In the upper right hand corner of the Download window is an area to navigate pages if you have selected more images than fit on one page.

Next, decide if you want each image to remain part of your portfolio of selected images or if you want to deselect the image as soon as it is downloaded. Click the box to the left of "Deselect items on successful download if you want to activate this option. A green checkmark will be in the box as shown below:

☑️ Deselect items on successful download.

If you do not want to activate this option, click the box again and the checkmark will disappear.

Another window will open as follows:

**Action Icons** - Below the thumbnail image are three action icons as shown below:
Download - Click to download the image without an AP watermark to your local computer. A download window will open.

Quick Save - Click to download the watermarked image to your computer. Your internet browser will open a download window asking if you would like to open the file or save it. Select your choice and follow the rest of the browser menu cues. This is the same as selecting low-res download from the Action window using the Action Button on the thumbnail image.

Slide Show - Click to view a slide show of all thumbnails within the Showcase that the selected thumbnail belongs to. This is the same as selecting View Slide Show within the Action window via the Action Button on the thumbnail.

Graphics Database

- Spanish Search - The Graphics database contains more than 1,000 Spanish graphics. To search for graphics in Spanish, use the keyword spangraph in the Search window followed by the word in Spanish you are searching for.
  
  Example: Spangraph and calamar, Spangraph and ciudad, Spangraph and misiones
  
  *NOTE: If you enter spangraph in the Search window with no other key word, the results will retrieve all Spanish graphics.
  
  *NOTE: You may also search for specific Spanish graphics by entering a Spanish word in the Search window.
  
  *NOTE: Many graphics are not tagged as "Spangraphs" but are Spanish graphics. Many of these graphics have a "_s" suffix on the Event Name. For example: Irak_s. If you enter the Boolean phrase search *_s you will see all the graphics with this suffix. But the search results will also return many other graphics which happen to have a _s within the Caption or Event Name, so you will have to scroll through the results to find what you want.

- German Search - The Graphics database also contains German graphics. To search for graphics in German, type the word in German you are searching for.
  
  Example: Olympiad, Gesundheit, Wetter
• **Timeline Search** - The Graphics database contains hundreds of timelines. To search for timelines, use the keyword *timeline* in the Search window followed by the subject area you are searching for.

  **Examples:** timeline and Olympics, timeline and space shuttle, timeline and Iraq

  *NOTE:* If you enter *timeline* in the Search window with no other key word, the results will retrieve all timeline graphics.

• **How-To Search** - The Graphics database contains over 200 "how -to" home improvement projects. To search for projects, use the keyword *apnh* (Associated Press on the House) in the Search window followed by the subject area you are searching for.

  **Examples:** apnh and toilet, apnh and door, apnh and heater

  *NOTE:* If you enter *apnh* in the Search window with no other key word, the results will retrieve all "how-to" graphics.

• **Logo Search** - The Graphics database contains over 700 logos. To search for logos, use the keyword *logo* in the Search window.

  **Examples:** logo and NFL, logo and Olympics, logo and elections

  *NOTE:* If you enter *logo* in the Search window with no other key word, the results will retrieve all logo graphics.

• **Index Search** - The Graphics database contains over 600 indexes. To search for indexes, use the keyword *index* in the Search window.

  **Examples:** index and market, index and economy, index and consumer

  *NOTE:* If you enter *index* in the Search window with no other key word, the results will retrieve all graphics depicting an index

• **House of the Week Search** - The Graphics database contains over 100 houses of the week with drafting plans. To search for House of the Week, use the keyword *hw* in the Search window.

  

  **Audio Database**

  The Audio Database contains AP primary source news clips that date back to the 1920’s. We have added a new showcase:
**Hourly News Cast** - Are hourly headline newscast from AP for the last 36 hours.

**Key Historical Speeches** - This section as a vast array of speeches form historical events:

- **Examples:**
  - Dr. Martin Luther King “I have a dream”
  - JFK “Ich bin ein Berliner”
  - Ronald Reagan “Tear down this wall”.

Click on the AP Audio icon a preview window will open and you will be able to hear your clip. From there you have the option to choose what type of file you would like to download via the dropdown menu. See example below:

**Available for Download (1)**

This content is part of your portfolio.

[Download link]

**Text Database**

Text database items appear differently from other database types. A full view is shown for each item with the item title and a very brief section of text as shown below:
Rising Gay Violence

Summary: Quick Text

NEW YORK (AP) — In an early version of a Dec. 12 story about a rise in attacks on lesbian, gay, bisexual and transgender people, The Associated Press reported erroneously that an alleged attack in Tennessee happened in 1990. Police officers...

Atlanta Courthouse Shooting Death Penalty

Summary: Quick Text

ATLANTA (AP) — A jury’s inability to convict courthouse guard Brian Nichols, who allegedly killed James G. Scott, will be a reason for bringing the death penalty back in Georgia, even if the jury is split on the issue.

AS-Afghanistan

Summary: Quick Text

KABUL, Afghanistan (AP) — British Prime Minister Gordon Brown said Saturday that the U.K. could send more troops to Afghanistan under a U.S.-led military force aimed at stemming terrorism and supporting upcoming Afghan elections.

Culture of Corruption

Summary: Quick Text

CHICAGO (AP) — More than 25 years ago, a visiting small-town judge flashed a tape recorder in his courtroom and came away with shocking evidence of bribery-taking and bargaining in Chicago’s courts. Former Judge Braxton Lockwood was part of an
Quick Text - Click to open the full text item article which will appear on the right side of the screen as shown below:

Click Close to exit the full article and return to the Preview window

*Note: Text items cannot be downloaded. Individual components of a text item are depicted and described below