

# Picture Database German National Tourist Office

Visit our picture database at <u>www.images-dzt.de</u> to search our library of more than 5000 photographs of Germany's countryside, cities and culture. Please register online to download images in low-resolution (72 dpi) or order images in high-resolution (300 dpi). Please find below some guidelines for using our database.

## » Register:

Click on "new registration" and fill in the form fields. Once you have registered and created a password you can download pictures from our database. Please note that your registration will be approved by the German National Tourist Office. So please fill out the registration form properly.

## » Search for pictures:

There are three different ways to find the picture you are looking for.

**1.** Keyword search: Type the topic you are searching for in the search field in the left navigation bar and click on the small arrow to start your search. All hits will appear automatically. You can also enter a picture number if you already know it. If you do so also check the "picture no" box below the search field.

**2.** Germany map search: Click on the one of 16 states you are interested in (e.g. Bavaria) and you will get a drop down menu of cities in this state (e.g. Augsburg, Nuremberg, and Munich) below the map. You may also choose the drop down menu of the states below the map right away to see all pictures of one state.

**3**. Subject search: Choose one of the categories, main or annual themes suggested in the list of themes on the left and the right side of the website (e.g. Music-Land).

# » Search result:

All hits are shown in your search result. The total number of hits can be found on the top of the site. You can now browse through the results in picture or text view. The picture view gives you a quick overview of your search result. The text view lists all the pictures with the corresponding information. The title, state, picture number, name of the photographer, owner of the picture and picture data (resolution, color format, size) will show up right next to it. This information can also be found in the picture view by clicking directly on a photo or the magnifying glass under the photo.

# » Download or order pictures:

**High-resolution for media use**: Let's start with the possibility of downloading pictures in high resolution, which normally take about 10 to 15 minutes. You can order up to five high resolution pictures per session.

1. Click the shopping cart icon below the picture to add it to your order selection.

**2.** Go to "order" in the top toolbar and all your chosen pictures will show up.

**3.** Before finally ordering the pictures you can sort them in different folders. It is possible to create folders by clicking the button "create new folder". Please click "save modification" after sorting your choice of pictures.

**4.** Fill in the intended use and confirm the copyrights by checking the "I agree" box.

**5.** The pictures will be sent to you via email. First you will receive a confirmation email and afterwards an email with the pictures.

If you need more than five pictures immediately, you may contact our head office in Frankfurt to request an advanced download option. Click on the contact button on the top of the web page, fill

out the subject line and send your message. Your request will automatically be forwarded to the responsible person in Frankfurt and you will be able to download your pictures within 24 hours. If you need the pictures during the following two weeks you may also order a CD-Rom, which will be sent to the address you entered in the registration form or

**Low resolution:** If you are interested in low resolution pictures and have found a picture, you can download it in low-resolution right away by clicking the disc symbol under the picture. Fill in the intended use and save your choice. The download starts automatically. Be aware that all pictures in 72 dpi will have a watermark on them. If you need a low resolution picture without watermark please contact our head office. Click on the contact button on the top of the web page, fill out the subject line and send your message. Your request will automatically be forwarded to the responsible person in Frankfurt and answered within the next 24 hours.

#### » Order Overview

If you want to check on your processed order, click on "User profile" and then on the bottom left hand side on "Order Overview". That will lead you to a listing of all your orders. You can also change your User profile here.

#### » Picture Descriptions:

If you want to print out the information about the pictures you are going to order go to "order" and click on "download pdf" on the right side to create a list including thumbnails and all photo data.

## » Copyrights:

Please note that it is necessary to credit the appropriate person or office listed under each photograph, according to GNTO copyright laws. They will automatically pop up before you check out and you have to confirm them in order to get the downloads. Please find all copyrights as well in the section "usage agreement" - just click the button on the bottom of the web site.

#### » Large Pictures:

If you are searching for larger pictures (e.g. for banners, posters) than the ones offered, type "size" into the search field. All available large photos will show up.

### » Questions?:

Click on the 🔝 icon in the navigation bar at the top of the screen to access the Help function. This takes you through all the main steps in using the picture database. Answers to frequently asked questions you will find in the faq section. For further information you can also contact Miriam Heinz at miriam.heinz@d-z-t.com or 212 661 7200 ext 231.