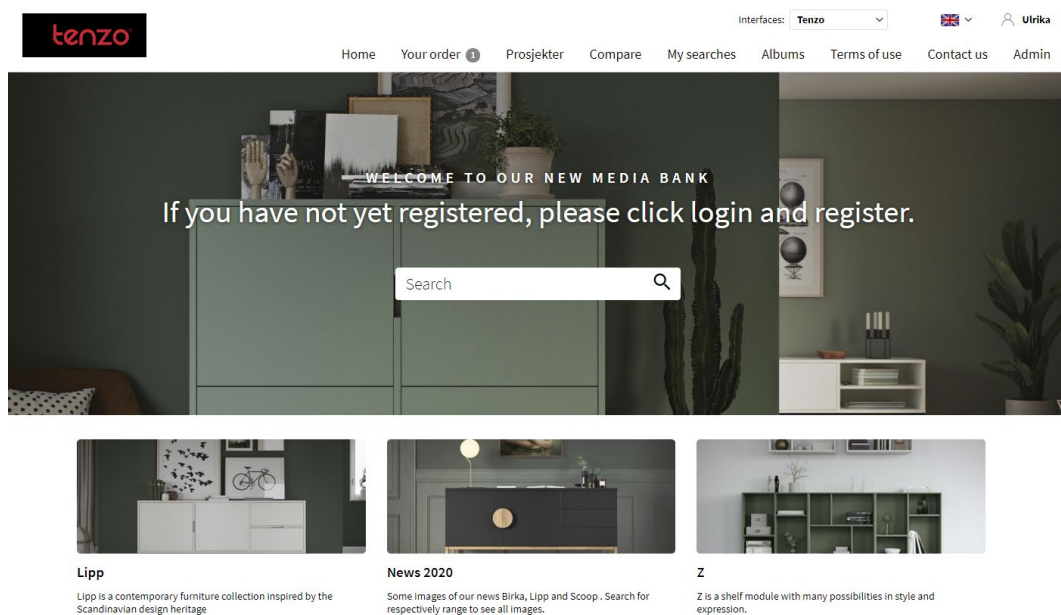


# USER'S MANUAL

# TENZO MEDIABANK



<https://tenzo.imageshop.no//1080291>

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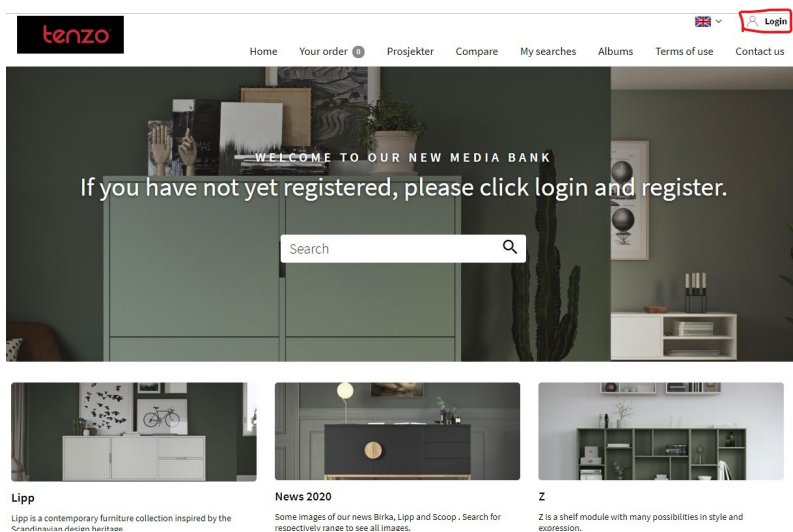
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## Logging in

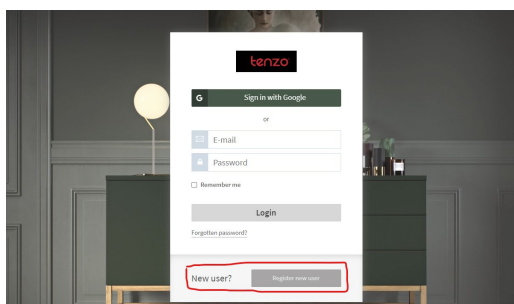
Log in at the top of the screen on button “Login”.



Sign in with your email and password and then press Login.

### First time logging in?

First time you log in, you will have to create a new user via Register new user.



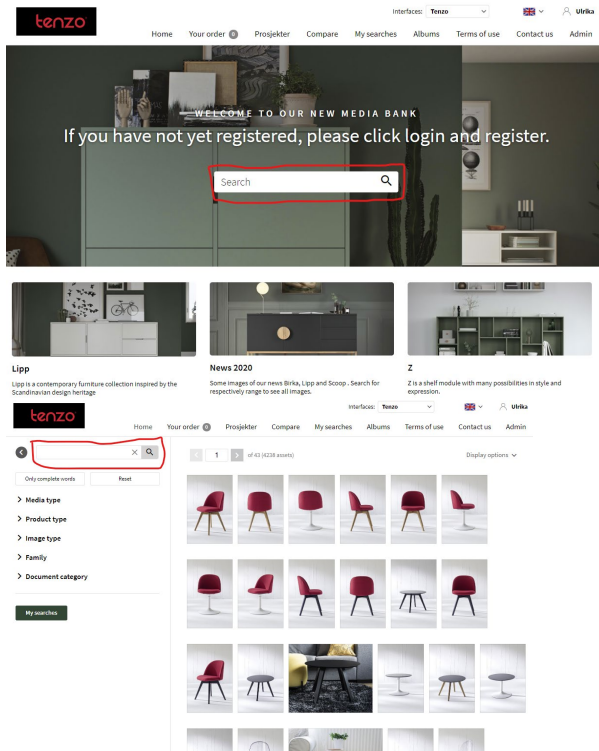
Fill out the fields and follow instructions. It may take up to two working days before you are granted access. If you are in a hurry, let us know and we will expedite your request.

When you are granted access, you will receive a new e-mail.

## Searching and filtering

### Search

Search for images and documents via the search field. Search for name, article number or product type. For example, “Lipp” or “highboard”. Press Enter.



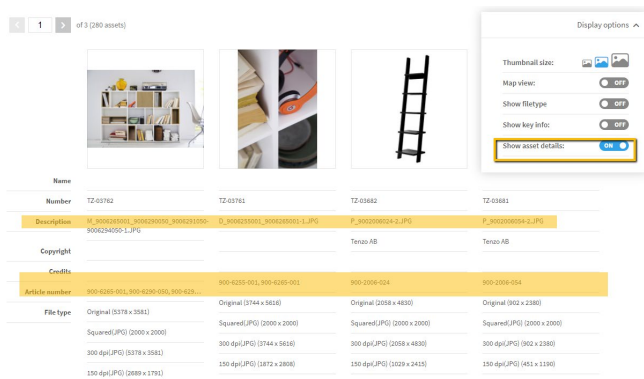
When searching for article number you can use the whole number, with or without 900 prefix, e.g. “9002346072” and “2346072” or the product number, e.g. “2346” followed by a dash, i.e. “2346-” to see all colours in “2346” series.

### Advanced search tips

If you want to see all furnitures in a given colour, search for “-colournumber”, e.g. -067. It’s not a fool proof method but gives you a simple overview. If you want to see all Lipp in the colour Shadow black, search for Lipp -070 and if you want to see all angle pictures of Malibu, search for Malibu -2.

If you want to see a specific c-bar combination it’s easiest to search for seat and leg name, e.g. lux bess, and if you want a certain colour combination you can add both colour numbers with dash before, i.e lux bess -256 -024. You could also search for both article number, e.g. 9359-256 9317-024

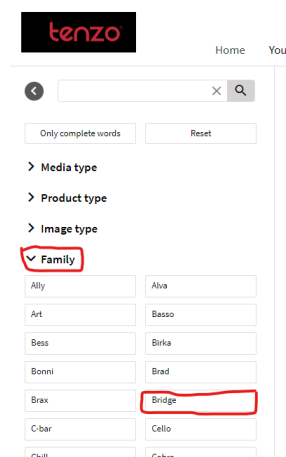
To view more information, such as original filename and article number – change view under Display options to Show asset details.



## Filters

There are filters you can use by themselves or combine with each other and with free text search. There are filters for Product type, Image type, Family and Document category.

If you want to see a whole collection you can also browse via the filter and “Family” group.



If you want to see all Malibu Shoe cabinets for example, you combine the two filters Product type and Family. Choose Product type “Shoe cabinet” and Family “Malibu”, or you can search for Malibu in the search field and choose Shoe cabinet as “Product type”.

Under the filter “Document category” you can choose if you want to see product images, or perhaps overview and sales pitch.

If you just want product pictures with white background or only the mood pictures you can filter via “Image type”.

> Media type

> Product type

▼ Image type

Detail picture	Logotype
Mood picture	Portrait
Product picture	

> Family

> Document category

Remember to Reset your search every time you want to search for something new!

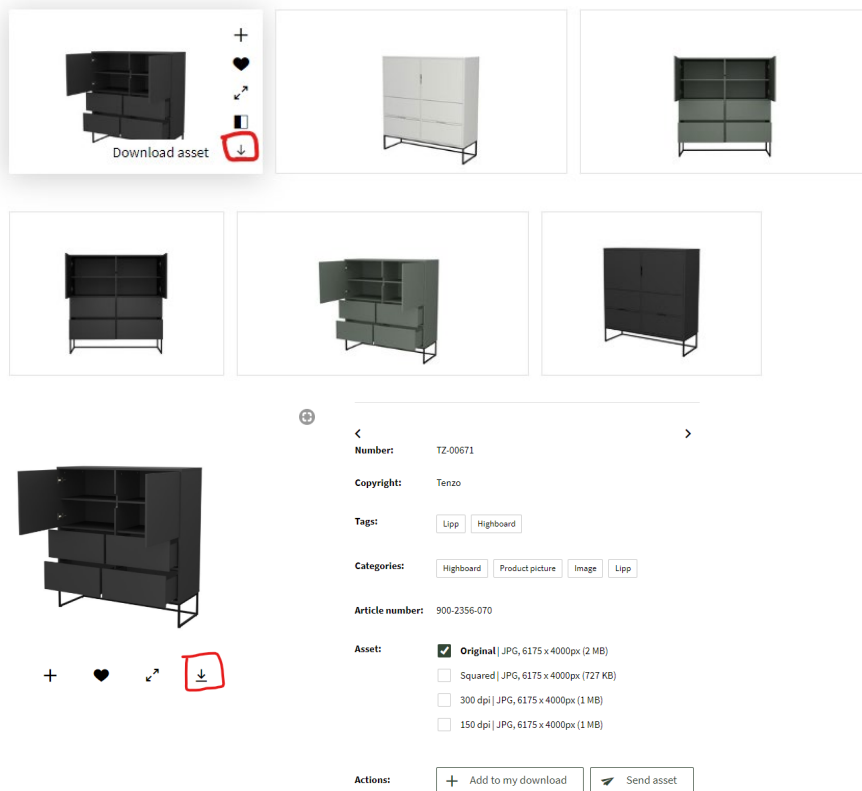
◀  ✕ 🔍

Only complete words

## Adding images to basket/my order and downloading

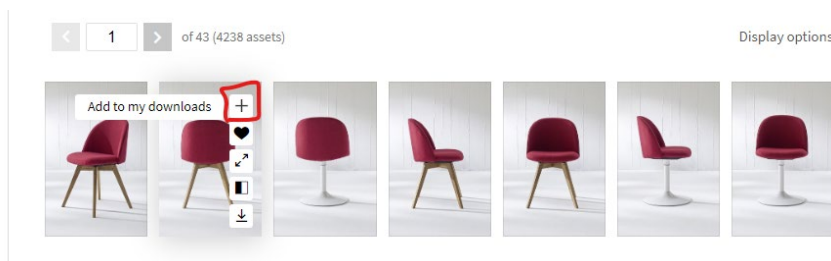
### Download one at a time

If you just want to download one picture you can do this directly. Find your image and press “arrow down” icon from overview or detail page and choose your version. (See more about versions below.)



### Collecting images for simultaneous download

Search for one or more image(s) and document(s) you wish to download. Add them to your “basket”/”my download”/”my order” via the plus sign from the overview page or the detailed page.





tenzo

Home

Your order 1

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Only complete words

Reset

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> Family

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My searches

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of 43 (4238 assets)

Display options ▾


Download

Add to my downloads

Add to project

Send

Cancel

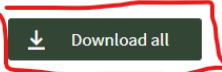

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[Your order 20](#)
[Projekter](#)
[Compare](#)
[My searches](#)
[Albums](#)
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[Contact us](#)
[Admin](#)



You can either download all or one at a time. If you wish to download all, press the Download all button. Otherwise download one at time, via the downloading links on the right side of respectively picture.

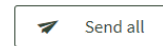
### Download assets

Below is a list of the files you have ordered, specifying the various resolutions and file formats available. You decide which of these you want to download, and all downloading from this page is free of charge.



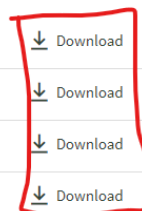
### Send all assets by e-mail

You can send assets to collaborators or partners. They will receive an e-mail with links to the files.



Name:  
Number: TZ-04567  
Credits:  
Photographer:

Format:	<b>Original</b>	RGB, JPG, 3744 x 5616px, (4 MB)
	<b>Squared</b>	RGB, JPG, 3744 x 5616px, (590 KB)
	<b>300 dpi</b>	RGB, JPG, 3744 x 5616px, (4 MB)
	<b>150 dpi</b>	RGB, JPG, 3744 x 5616px, (4 MB)



### Formats and versions

Choose which format you want to use:

Original – our high resolution image in original size. Use for big prints.

300 dpi – Good for advertisements, catalogues and prints.

150 dpi – Good for social media, powerpoints, emails and other screen medias.

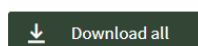
Square – white background is added on the shortest side so that the image will be a square.

### Sending images

You can send your basket or one single image to someone else. Available from “Your order” and the detailed page.

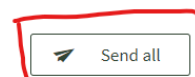
### Download assets

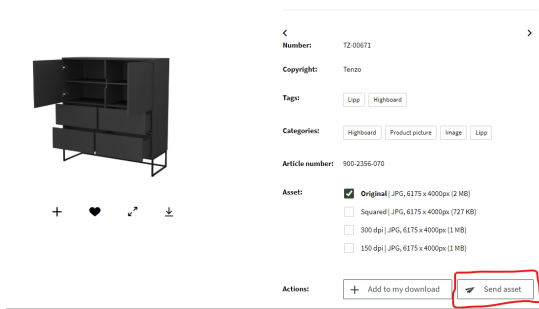
Below is a list of the files you have ordered, specifying the various resolutions and file formats available. You decide which of these you want to download, and all downloading from this page is free of charge.



### Send all assets by e-mail

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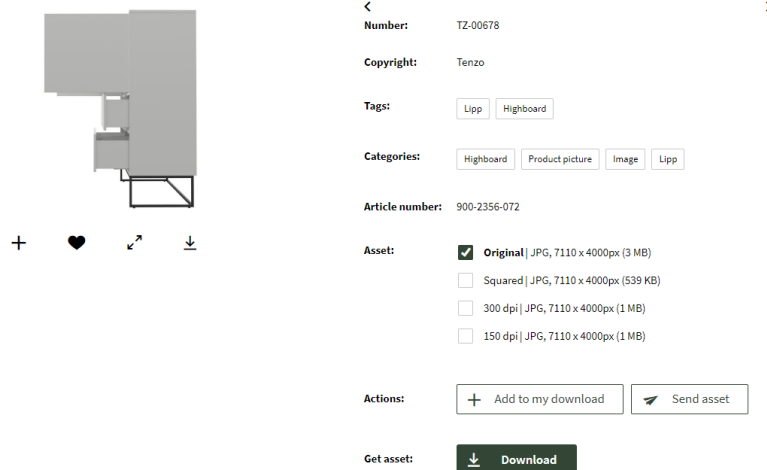
Fill out the receiver, a subject line, your e-mail address, and a message. The user does not have to be registered in our media bank. When you send pictures to someone else you will receive a confirmation email and the receiver an e-mail with a link so they can download the images.

## Details and info

If you want to see the picture a bit larger, press the diagonal arrows from overview page.



To see some more information, click on the picture and you will come to the detailed page.



Here you can also add to you download, download it directly or send the picture directly to someone elses's email.

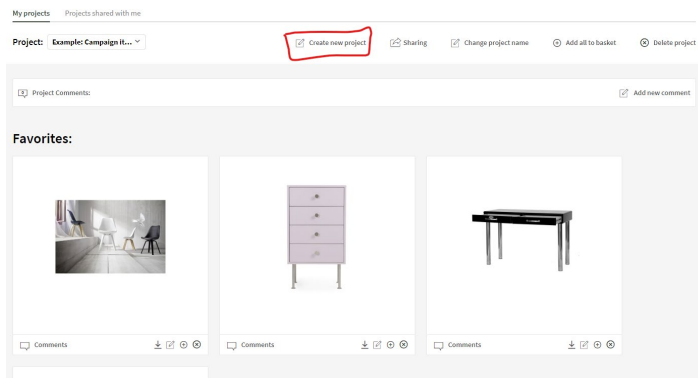
You can also see tags and categories and what article numbers is visible in the picture.

## More functions

### Projects

Projects are like several baskets and saved baskets. You can share them with others and make comments.

Create a new project by pressing “New project” under Projects menu.

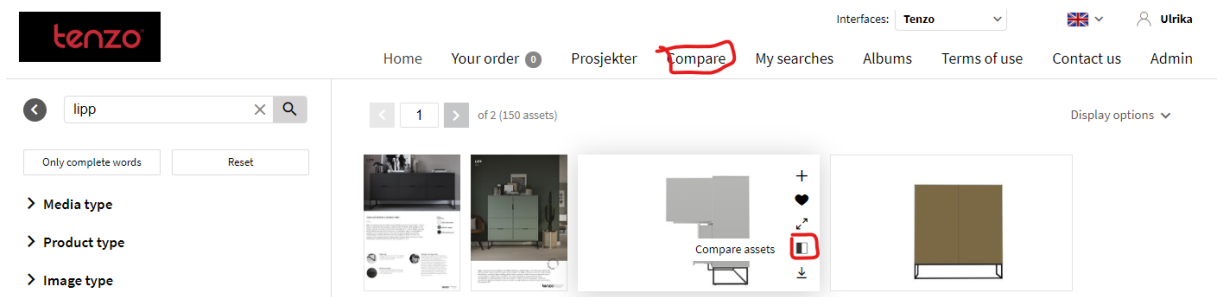


Add to current project via the heart symbol.



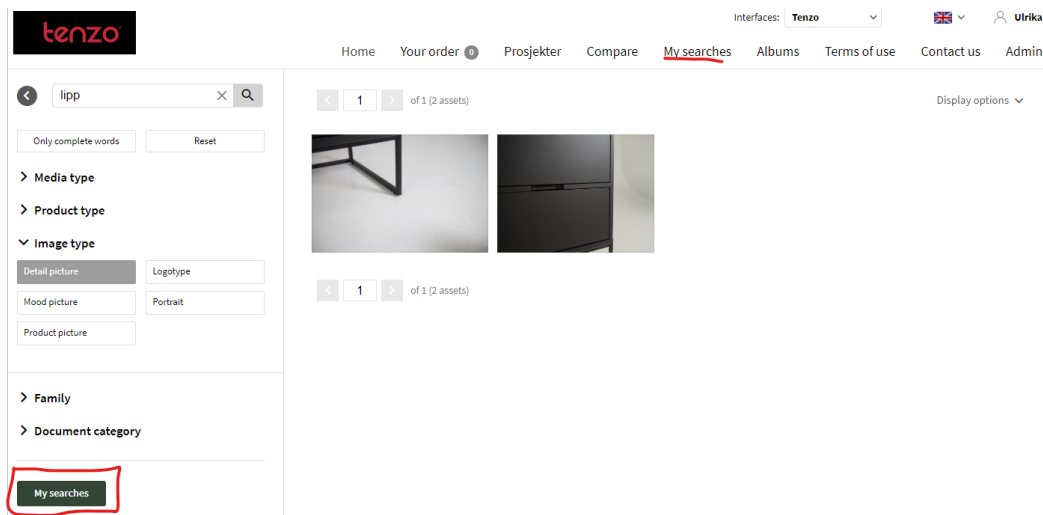
### Compare

The compare function is for comparing images. Select the ones you wish to compare via the black and white icon and then go to Compare.



### My searches

If you have searches you perform often, you can save those under “My searches”. Perform your search and press My searches and name it. It is later available under My Searches in the top menu.



## Contact and more information

Please let us know if you have any questions or problems. Contact us at [info@tenzo.se](mailto:info@tenzo.se)