

Boeinglmages.com Website User Guide

The bold new Boeing Images website makes searching, selecting, and purchasing from our breathtaking collection of beautiful imagery easier than ever before.



Quick Links: <u>Getting Started</u> » <u>Browse</u> » <u>Search</u> » <u>Packages</u> » <u>Lightboxes</u> » <u>Purchasing</u>

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Symbol Legend:



Lightbulb: Tips, tricks, and miscellaneous [but useful!] tidbits of information.



Airplane: Bulleted items that briefly describe various sections of the website – usually items depicted in screenshots.



Circled Number: Corresponds with same number in a list on the page [e.g.: 05.] - the item in the list describes the object to which the arrow is pointing.

Getting Started » Login / Registration

Welcome to the new Boeing Images website! BoeingImages.com is the official website in which you can purchase commercial use licenses for photos and videos.

We've created this document to help you better navigate and use our new Boeing Images website. If you're looking for a specific topic, go to our <u>Table of Contents</u> on the previous page to jump to the topic of your choice.

The new Boeing Images website is best viewed in Mozilla Firefox.

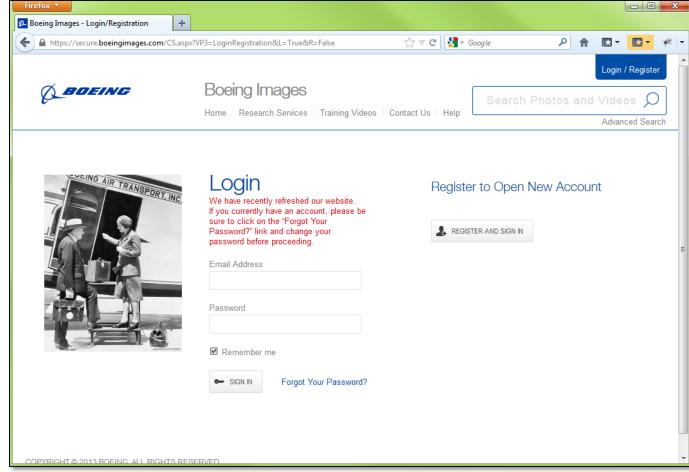
Login / Registration Instructions

Login: To begin, navigate to www.Boeinglmages.com in your browser. Clicking on the Login / Register button will redirect you to our secure logon page, where you may login with your username [email address] and password.

If you had an active account with our old site, your login information remains the same and will work on our new site.

Can't remember your password? No problem.

Click the "Forgot Your Password?" link to begin the reset process.



Register: If you have not yet registered, click on the "Register and Sign In" button on the Login / Register page. Fill out the Registration form, click "Submit," and you will receive confirmation that you have created a new account.

After logging in for the first time, please be sure to accept our Terms & Conditions and Privacy Policy when prompted.

Getting Started » New Homepage Features

Below is a brief overview of our new homepage.

- **01.** Research Services: Got a special project but don't know where to begin? We're happy to help.
- **02. Training Videos:** Check out our "5S" training videos here.
- **03.** Contact Us: Contact our Licensing Specialists with your questions or concerns.
- **04.** Help: Includes our most frequently asked questions.
- 05. Search: Type in at least two characters and our system will bring up results using autocomplete. Click the magnifying glass icon to search our entire collection.
- **06. My Lightboxes:** Create, view, and edit your Lightboxes here.
- 07. Cart: Number in parentheses (0) indicates number of items in your cart. Click here to access your cart.



- **08. My Orders:** Access detailed information about your order(s) here.
- 09. Your Account: Once you're logged into the site, your first name will appear here. Hover over your name to access your account settings.
- 10. Advanced Search: Use our advanced search functionality to better narrow down your search results.
- 11. Browse Predefined Categories: Click on any one of these images to view a collection of images that fall under their respective categories.

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Browse » Explore Imagery by Category

Are you curious about our expansive collection of breathtaking imagery?

If you're not looking for anything specific and just want to explore, use our **Browse** feature.

There are four "Browse" categories:

- Travel: Imagery related to commercial airliners, freighters, and business jets.
- X Explore: Imagery related to space, unmanned vehicles, and future technologies.
- ₹ Defend: Imagery related to defense aircraft, missiles, munitions, and spacecraft for military use.
- Tiscover: Imagery related to historic aerospace products and milestone events.



Discover

Historic Aerospace Products and Milestone Events.

During the last 100 years, humans went from walking on Earth to walking on the moon. They went from riding horses to flying jet airplanes. During the 20th century, five companies charted the course of aerospace history in the United States. They were the Boeing Airplane Co., Douglas Aircraft Co., McDonnell Aircraft Corp., North American Aviation and Hughes Aircraft. The companies began their journey across the frontiers of aerospace at different times and under different circumstances. Their paths merged and their contributions are the common heritage of The Boeing Company today. Use the Advanced Search tool to find additional products and imagery.



















There is a plethora of fascinating, beautiful images in every category, just waiting to be discovered! We have quite a few interesting videos in our collection as well.



To Browse:

- **01.** Click on the image that corresponds with the category of imagery you'd like to browse. This will redirect you to the page containing the content of your choice.
- **02.** Below is an example of a Browse page featured here is the Discover category. As depicted in the screen capture below, each page contains access to many subcategories that are related to each of the four Browse categories. In addition, an interesting description related to each category displays above the available imagery.
- Hovering over each small image on the right hand side of the page will bring up a brief description of each category.
- The "Browse" functionality is available on our homepage, as well as a static <u>Browse webpage</u> that contains access to all four categories.

Search » Basic Search Functionality

Although there are several ways to search for media at Boeinglmages.com, you may wish to start with a basic search. Here's how:

01: Enter at least two characters in the **Search** box at the top right hand corner of the page. If the characters you entered match up with similar or the same characters, a dropdown menu will automatically populate. Type more characters to narrow down your search, or click on one of the displayed options to continue to the search results page.

02: After clicking on an option in the initial dropdown list, you will be automatically redirected to the search results page. In this example, "aerial views" was selected. All photos tagged with the phrase "aerial views" display on the search results page.

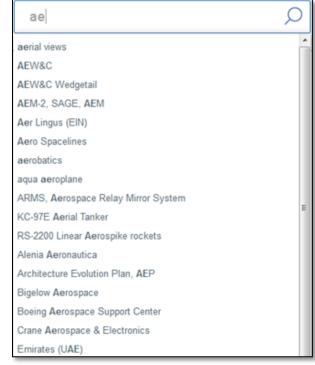
The "Search Photos and Videos" function is available throughout the entire website.

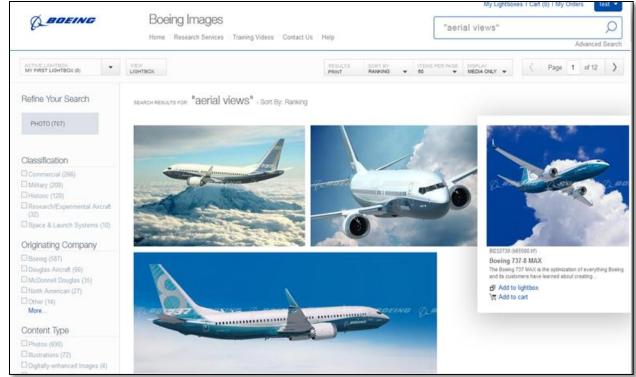
Hovering over an image brings up a popup window with a brief description as well as the image title. In addition, you may add the image to your Lightbox(es) or cart by clicking on the links provided.

If you're looking for multiple subjects, try using "OR." For example, if you are working on a project involving Chinooks (CH-47 model) and Hummingbirds (A160 model), you could "ch-47 or a160" (without quotes) in the Search box. The search result page would contain all imagery that have been tagged with "CH-47" or "A160."

Please note that at this time, it is not possible to search for image names with their file extensions. For example, searching for "milkweapon.tif" will not yield any results.

Note: Numerous features are available on the search results page. These items are detailed on the following page in this document.





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Oldest

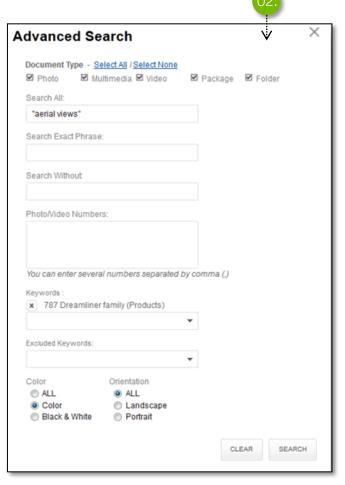
Indoors (4)

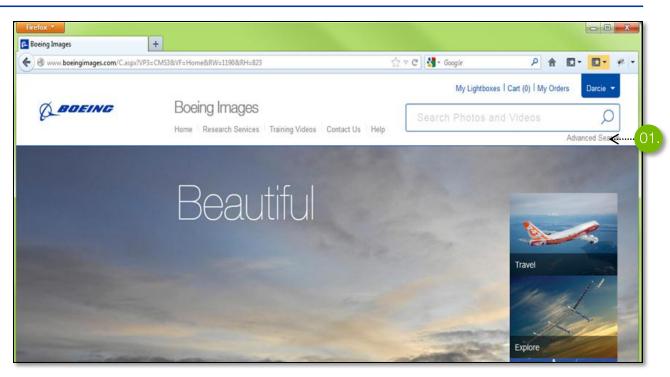
available for filtering.

Search » Advanced Search

Do you know what you're looking for and want to more efficiently narrow down your results? Use our Advanced Search feature to customize results.

01. Initiate an Advanced Search: An "Advanced Search" link is located on the top right hand corner of the screen underneath the basic search box. Click the link to bring up the Advanced Search form.





- **02.** Complete the Advanced Search Fields: After clicking the Advanced Search link, a new window will pop up. In this window, you may fill out whichever fields you wish to further customize your results. See details about each criterion below:
 - ★ Document Type: Specify whether you want results to include photos, multimedia, videos, packages, folders, some, none, or all.
 - Search All: Functions the same as the basic search. Enter keywords and a dropdown menu will appear with autocomplete choices.
 - Search Exact Phrase: Type in a phrase to search, such as "Dreamliner take off." This will return results with an exact phrase and/or variations of the phrase "Dreamliner take off" such as "Dreamliner taking off."
 - **Search Without:** Enter keywords or phrases you wish to exclude in the search results.
 - → Photo / Video Numbers: If you know the identification number of the photo or video, you may enter it here.

Identification numbers begin with "BI" following with a series of numbers; for example: "BI123456."

- Keywords: Click on the down-facing arrow to bring up a dropdown menu with choices, such as "737 MAX 9 (Products)." You may add multiple keywords.
- **Excluded Keywords:** Choose keywords you wish to exclude from the search results.
- ₹ Color: Choose all, Color photos only, or Black & White photos only.
- → Orientation: Choose all, Landscape only, or Portrait only.

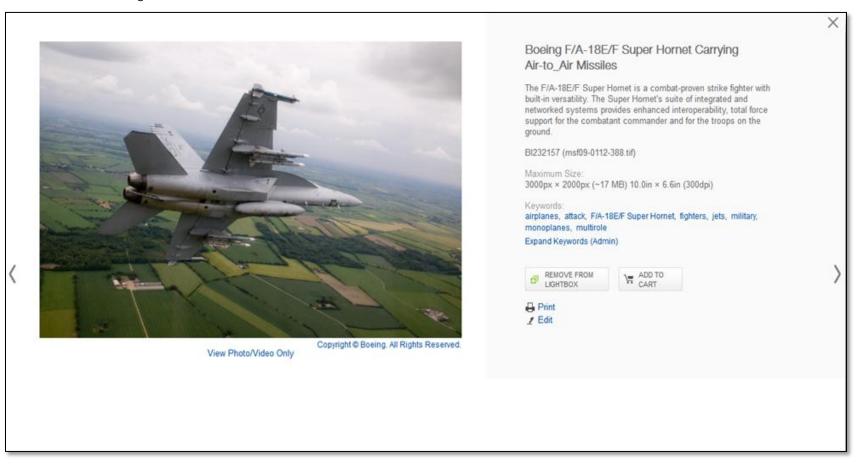
If an Advanced Search does not return any results, simply click the Advanced Search link to begin again.

Search » Using Keywords to Find Imagery

Use keywords to make finding imagery on BoeingImages.com even easier.

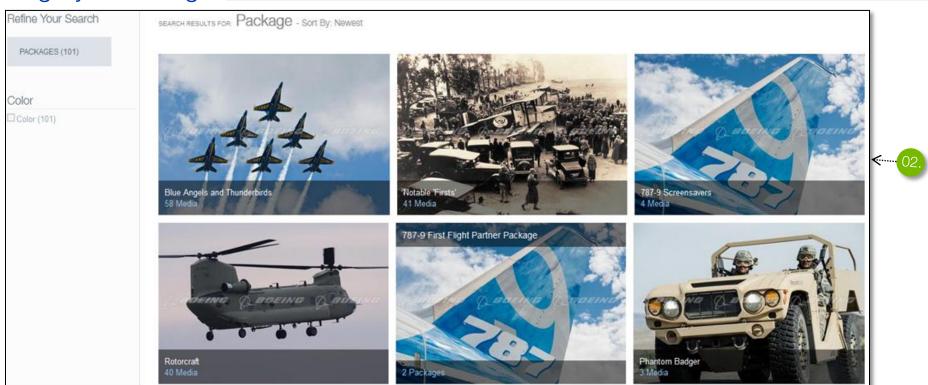
- Keywords on BoeingImages.com: We have defined numerous keywords on our website, which are then assigned to imagery. Some examples of keywords on the website are: airplanes, commercial, jets, CH-47 Chinook.
- **X** Using Keywords in Searches: Keywords can be helpful in narrowing down search results in both advanced and basic searches. To learn more about conducting searches, please see the previous sections: <u>Basic Search</u> and <u>Advanced Search</u>.
 - Imagery Tagged with Keywords: Every image on BoeingImages.com has been tagged with at least one keyword (and most have multiple keywords). To see the keywords associated with a particular image, click on the image to bring up its detailed description (pictured below). Note the "Keywords" section on the lower right hand side of the image.

For example, the F/Aimage pictured below has the following keywords associated with it: airplanes, attack, F/A-18E/F Super Hornet, fighters, jets, military, monoplanes, and multirole. These keywords are also hyperlinked, which allows you to click on a keyword to find other associated images. Clicking on F/A-18F/F Super Hornet will take you to a page with all images with tagged that keyword.



It would be impossible to list all of the existing keywords in this document, as Boeinglmages.com has over 16,000 photos and more than 90 videos available!

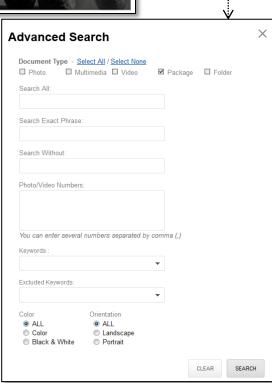
Imagery » Packages



What are Packages? A package is essentially a collection that contains imagery that may be related to one another. Examples of existing packages are: "Notable Firsts," "Rotorcraft," and "C-17 Australia." Over 100 packages exist on Boeinglmages.com, and they are searchable by keyword.

Why are Packages Useful? Packages typically group images that have something in common with one another. If you're looking for something in particular, but are not finding exactly what you want, try searching for an associated package to find other similar images. An example is detailed below.

- **01. Search for Packages:** One way to search for all packages on Boeinglmages.com is to perform an <u>Advanced Search</u>. Click on the Advanced Search link to bring up the popup box. Under "Document Type" at the top of the popup, simply ensure that only "Package" is checked. Click the Search button to be directed to a results page containing available packages.
- **02. View Packages:** To look at the contents of a package, click on the cover image. This will take you to a new page with all contents of the package displayed.



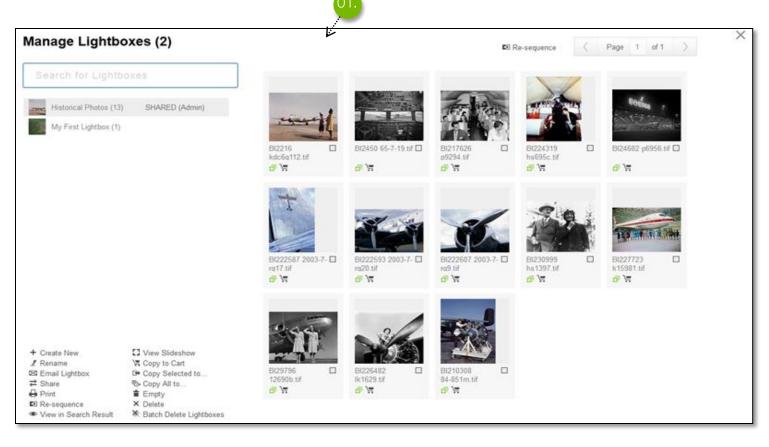
Imagery » Managing Your Lightboxes

- **What is a Lightbox?** For the purpose of Boeinglmages.com, think of a Lightbox as a folder in which you can organize imagery.
- Why are Lightboxes Useful? Lightboxes are very convenient for several reasons: you can save them from session to session no need to recreate (unless you want to); you can easily collaborate with your colleagues by sharing them; they allow you to effortlessly copy imagery to your cart for purchase, etc.
- 01. Access and Manage Lightboxes: To access your Lightboxes, click on the My Lightboxes link at the top right hand corner of the website. This will bring up a new window in which you may access and manage your Lightboxes. Here you may do a number of things including, but not limited to creating, renaming, sharing, printing, emptying, and deleting your Lightboxes.

By default, your account will have an empty Lightbox titled "My First Lightbox." You may keep this as is and add imagery to it, or you can rename it, or delete it.

02. Create New Lightbox: To create a new lightbox, click on "Create New," which will prompt you with a popup box. Give the lightbox a descriptive name, add notes if you wish, and then click "Create."



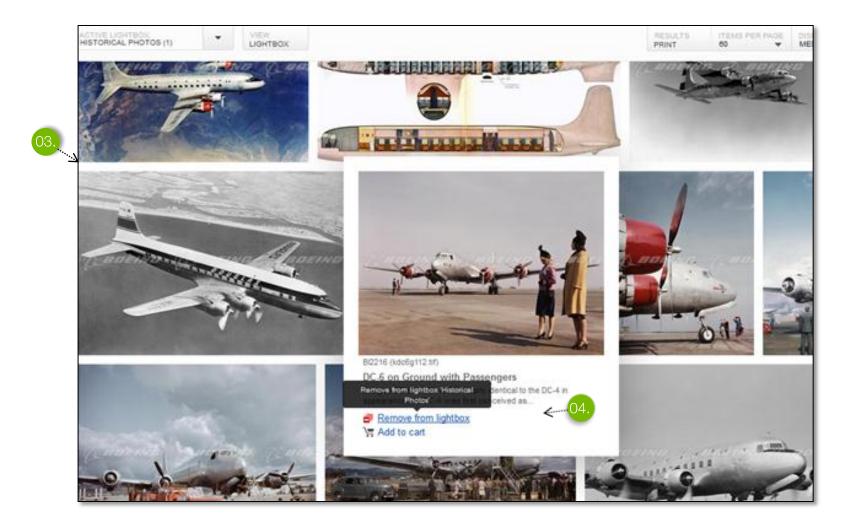


Imagery » Managing Your Lightboxes [Continued]

03. Add Imagery to a Lightbox: To add imagery to your Lightbox, simply browse for imagery, hover over the image you wish to add, and then click on "Add to Lightbox." The image will then be added to your Active Lightbox.

While looking through imagery, you will notice that you have an "Active Lightbox" in the upper left hand corner of the page. As its name implies, this is the Lightbox to which all imagery will be added. To change which Lightbox is active, click on the down-facing arrow, and click on the name of the Lightbox that you want to use. All imagery will be added to that Lightbox until you change it again.

04. Remove Imagery from a Lightbox: If you no longer want an image in your Lightbox, you may remove it directly from the Lightbox, or find the image itself and click "Remove from Lightbox." [Pictured below.]



Imagery » Sharing Your Lightboxes

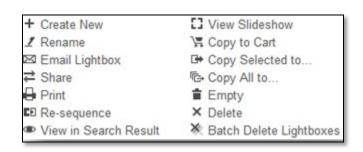
As you know, organizing imagery for your projects is easy and convenient with the use of Lightboxes. Perhaps the most advantageous feature of Lightboxes is the ability to collaborate. This section details emailing and sharing your Lightboxes.

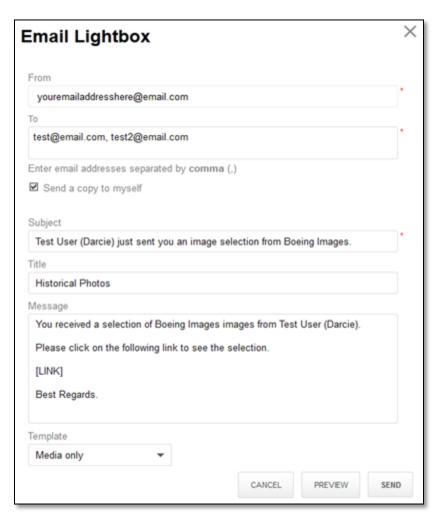
₹ Email Lightbox: This feature allows you to provide "read-only" access to your Lightbox with any person who has a BoeingImages.com account.

If you email a link to your Lightbox to someone who does not have an account, they may simply click the link embedded in the email, which will direct them to the Login / Register page. At this page, they may create a new user account and easily view your Lightbox at any time. {Note: This applies to Sharing Lightboxes as well, detailed in the following section.}

The person (or people) emailed will able to see your collection of images, the image descriptions, and they may add the selected images to their carts. However, they may **not** delete or add imagery to your Lightbox (see the Sharing section below for details on that topic).

- **01.** Access Your Lightbox: First, go to "My Lightboxes" and select the Lightbox that you wish to send. In the lower left hand corner of the popup window, click "Email Lightbox."
- **02. Complete Form:** Another form will display with most fields automatically filled out for you. Simply enter the email addresses (separated by commas) of the people with which you want to share, add details to the message, and click "Send." The system will then email a link to the recipients that you chose, inviting them to view the Lightbox.





Imagery » Sharing Your Lightboxes [Continued]

- Share Lightbox: Do you want to share a Lightbox with someone, while having the ability to control exactly what they can do with it? The "Share Lightbox" feature will allow you to do just that.
- **01.** Add Contacts: To share a Lightbox, begin by going to "My Lightboxes," and then select the Lightbox that you wish to share. Once in the selected Lightbox, click on the "Share" option in the menu on the lower left. This will bring up a new window in which you may add email addresses of people with which you wish to share. Enter the email address (separated by comma if entering multiple addresses). Click "Add These Contacts" to share with these individuals.
- **02.** Set Permissions for Individuals: After you've added contacts, you will see their email addresses below, along with your email address at the very bottom. Select permissions for individuals by checking the boxes under each choice. As shown to the right, you may allow contacts to view only, modify, or have full control. After setting a contact's permissions, click "Save." The system will generate an automatic email to the individual with a link to the Lightbox.

You may change these settings at any time – simply alter settings accordingly and be sure to save them.



Ordering » Process for Purchasing Photos + Videos

Are you ready to make a purchase?

This section details the purchasing process: adding imagery to your cart, entering usage parameters, and submitting your order.

Boeinglmages.com Ordering Process Simplified



















Complete usage details and submit order.

Licensing Specialist approves order.

Make payment via credit card.*

Download imagery.

Use imagery according to license terms!

*If you require a different form of payment, please contact a Licensing Specialist prior to ordering.

- **01.** Add Images to Your Cart: You may add any image or video to your cart by clicking the little cart icon. Note: You may add any image or video to your cart regardless of whether or not it resides in a Lightbox. Continue adding imagery until you are ready to place your order.
- **02.** Access Your Cart: You may access your cart by clicking on the Cart link at the top right hand corner of the website, or go to http://www.boeingimages.com/mycart.
- **03.** Enter Usage Parameters [Mandatory]: Begin by selecting a high-level Usage Parameter by clicking the down-facing arrow under "Usage." Note that each type of Usage will require a variety of different parameters, depending on what type of Usage you select. Continue choosing applicable usage parameters. **{Continue to next page for a visual of the usage form.}**

Be sure to select the most accurate usage parameters as possible – this will ensure a more accurate license fee. If you believe that your usage needs do not match our predefined criteria, check out our <u>Research Services</u> page for more assistance.

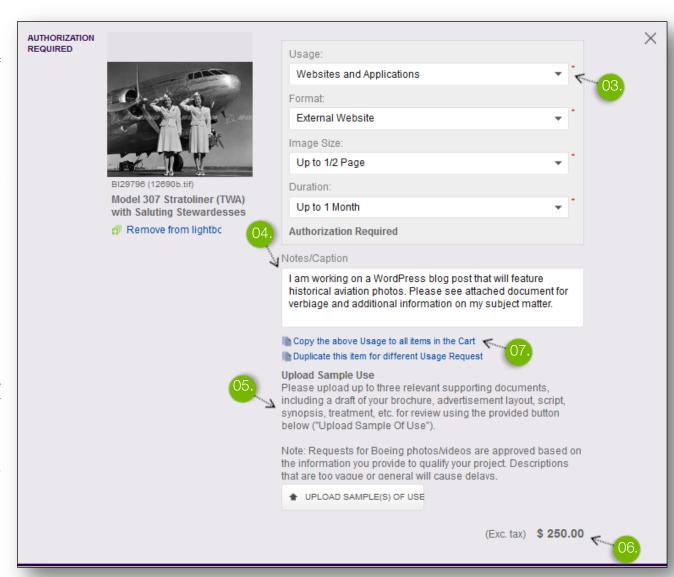


Ordering » Process for Purchasing Photos + Videos [Continued]

- **04.** Enter Notes / Caption(s) [Recommended]: If you know that there will be a caption corresponding with the image, enter it here. Enter any additional notes, if necessary.
- Please be as specific as possible to ensure a smooth and efficient ordering process.
- **05.** Upload Samples of Use [Optional]: Use this to upload a draft of the product that will contain the image, or any other relevant supporting documents.
- **06.** Review Estimated Cost: After you have chosen usage parameters, the estimated cost will display for each image in the lower right hand corner of the form.

07. Additional Features:

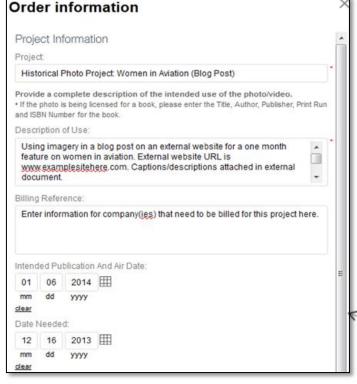
- Copy Usage to All Items in Cart: If your usage parameters are the same for all imagery in your cart, use this feature to copy usage information to all items. This is a great way to save time!
- ▼ Duplicate Item for Different Usage Request: Do you need to use one image for multiple purposes? Click this link to create another form for the same image. You can then enter different usage parameters according to your needs.

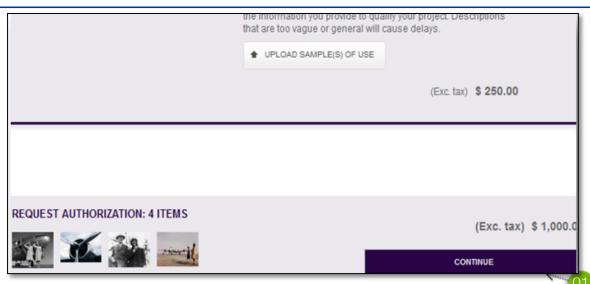


Ordering » Checkout Process

01. Begin Checkout Process: If you've completed all of the forms for each image, scroll down to the bottom of your Cart to view your estimated total cost. Your estimated total license fee cost is displayed at the bottom above the Continue button (See image to the right: estimated cost is \$1,000.00.) When you're ready to check out, click "Continue."

To ensure that your order can be completed on time for your needs, please place your order as early as possible.





02. Order Information: Upon clicking Continue, the Order Information form will display. Fill out this form as thoroughly as possible:

- ₹ Project: Enter your project's title here.
- → Description of Use: Provide a detailed (but overarching) description of use of the photo(s)/video(s) for your project.
- ★ Billing Reference: If you're working on behalf of someone else or a company, please enter contact information for the billing in this section.
- ▼ Intended Publication and Air Date: Choose the date in which the photos/videos will be used in your project.
- ★ Date Needed: Select the date by which you need the imagery.

₹ Contact Information: If you have a Boeing contact, please enter their information in this

section.

★ A Note on Business Relationships: If you are a supplier to Boeing, specify whether you are Tier 1 or Tier 2. [Tier 1 Supplier: These companies supply (for example, plane parts) directly to Original Equipment Manufacturers (OEM), such as Boeing. Tier 2 Supplier: These companies are the primary suppliers to Tier 1 suppliers, and they do not supply directly to an OEM.]

03. Order Confirmation: Upon clicking submit, you will see a message confirming your order. You'll also receive a confirmation email that contains a link to begin the payment process.

Contact Information

Please identify your Boeing contact. This could be the person at Boeing that buys your products if you are a Boeing supplier. If you supply to Boeing through another company, provide contact information for that company. Also provide Boeing contact information if you have another business relationship at Boeing.

Contact Name (Enter "None" If This Doesn't Apply):

Test User

Contact Email:

test email

Contact Phone:

314.555.5555

Business Relationship:

Enter supplier info here (if applicable)

Ordering » Checkout Process [Continued]

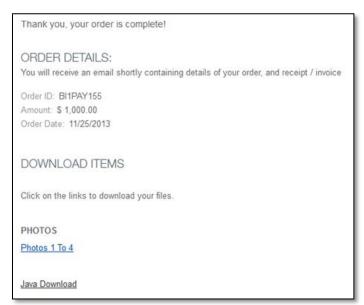
Now that you've submitted your order, the licensing approval process will begin. Continue reading this section to learn more about making a payment and downloading your imagery.

- If your order is **denied**, you will receive an email confirmation with an explanation.
 - Where possible, our Licensing Specialists will attempt to work with you in the event of a denial.
- If your order is approved, you'll receive an email confirmation letting you know. The confirmation email will contain a link to the imagery approved for purchase.

Payment Process

- **01.** Access Your Approved Orders: Either by clicking the link provided in the email or by going to My Orders. Scroll through the imagery authorized for purchase; if you are satisfied, continue to the Checkout process.
- **02.** Checkout Process: Be sure to agree to our Licensing Terms and Conditions, then

click Checkout. Ensure that your billing address is correct, then proceed through the payment process using your credit card. You will receive a notification email confirming your purchase. Once the payment has gone through, you'll be able to download your imagery.



READY FOR CHECKOUT



Model 307 Stratoliner (TWA) with Saluting Stewardesses

Remove from lightbox

This Order:

BI10RD289 (11/12/2013)

Usage Terms:

Photo Order, Websites and Applications, External Website, Up to 1/2 Page, Up to 1 Month

Project:

Historical Photo Project: Women in Aviation (Blog Post)

Notes/Caption

I am working on a WordPress blog post that will feature historical aviation photos. Please see attached document for verbiage and additional information on my subject matter.

(Exc. tax) \$ 250.00

Scroll down to Checkout

4 ITEMS



(Exc. tax) \$ 1,000.00

☑ I agree to the Terms And Conditions

CHECKOUT

The preferred method of payment is via credit card. We accept all credit cards – American Express, MasterCard, Visa, Discover, etc. Your payment will be processed securely via CyberSource. [Note: We do not store any credit card information on BoeingImages.com.]

- *IMPORTANT* Note: If you need to pay via invoice, please let us know either in your order request or via email before submitting the order.
- **03.** Download Imagery: When you're ready to download your imagery, you have two options: 1) download the standard way from the browser itself, or 2) use the Java Download link. After you've successfully downloaded your imagery, you are ready to use the imagery according to your agreed upon licensing terms!

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Miscellaneous » Research Services

Research Services [Special Orders]: If you have a project that you feel does not match any of the predefined usage parameters, check out our Research Services page.

You may utilize our Research Services in special situations, such as:

- You are interested in an image or video that exists on another Boeing site, but not Boeinglmages.com;
- You need research on imagery for a specific subject you have ideas for your project, but aren't sure where to begin.

Please be sure to accurately provide your contact information so that we can respond to you in a timely manner.

O1. Utilize Research Services: Once you're logged in, simply fill out the form provided with as much information as you can, then click "Submit." Our staff of licensing specialists and subject matter experts will review your submission and respond to your inquiry as soon as possible.

Note: The Special Orders form pictured here to the right is simply one large form on the Research Services page. However, it has been broken into two sections to depict in completion in this document.

Part II of the Special Orders form:

mm dd <u>clear</u>	yyyy
brochure, adve	Ie Use up to three relevant supporting documents, including a draft of your tisement layout, script, synopsis, treatment, etc. for review using the below ("Upload Sample Of Use").
	s for Boeing photos/videos are approved based on the information you fy your project. Descriptions that are too vague or general will cause
♠ UPLOAD S	AMPLE(S) OF USE
Please identify your products company, prov	ormation your Boeing contact. This could be the person at Boeing that buys f you are a Boeing supplier. If you supply to Boeing through another de contact information for that company. Also provide Boeing contact but have another business relationship at Boeing.
Please identify your products company, prov information if y	your Boeing contact. This could be the person at Boeing that buys f you are a Boeing supplier. If you supply to Boeing through another de contact information for that company. Also provide Boeing contact
your products company, prov information if y	your Boeing contact. This could be the person at Boeing that buys f you are a Boeing supplier. If you supply to Boeing through another de contact information for that company. Also provide Boeing contact ou have another business relationship at Boeing. (Enter "None" If This Doesn't Apply):
Please identify your products company, prov information if y Contact Name	your Boeing contact. This could be the person at Boeing that buys f you are a Boeing supplier. If you supply to Boeing through another de contact information for that company. Also provide Boeing contact ou have another business relationship at Boeing. (Enter "None" If This Doesn't Apply):

Part I of the Special Orders form:

Project Information	
Project:	
Photo/Video ID Number(s) or Description:	
	*
Photo/Video URLs:	
Enter Licensed Use Terms	
What Type Of Order?	
*	
Description of Use:	
·	*
Intended Publication and Air Date:	
Best Way to Contact You:	
● Email ○ Phone ○ Fax	
Distributor (If For Video Broadcast):	

Miscellaneous » 5S Training Videos

5S Training Videos: Need to know more about the principles of 5S? Or, do you have a team with which you'd like to share 5S concepts?

01. About 5S Training Videos: We offer three <u>5S Training Videos</u> that will explain all you need to know about the 5S's @ Boeing: Sorting, Simplifying, Sweeping, Standardizing, and Self-Discipline. To learn more about each video, read the brief description under each video title.

After purchase, you may download the 5S videos, or have them shipped to you in either DVD NTSC or DVD PAL format.



Note: If you want the videos shipped to you, be sure to specify which DVD format you need + your preferred shipping method.

Available Videos

The 5S's @ Boeing

"The 5S's @ Boeing" has repeatedly been cited as one of the simplest, clearest, and most practical explanations of the principles of 5S by companies and industry publications worldwide. Through the practice of the five steps of sorting, simplifying, sweeping, standardizing, and self-discipline, the video reveals how dramatic improvements in efficiency are achieved. The video demonstrates application of a 5S program in both a factory and office environment and shows that regardless of the setting, the program achieves remarkable results.

Total Running Time - 24:40, Closed Captioned.

5S's: What's Next?

"The 5S's @ Boeing" provides an overview of the principles of 5S and demonstrates that dramatic improvements in efficiency can be achieved in the workplace organized by this principle. "5S: What's Next?" expands on the first title by examining 'levels of excellence' experienced by groups that work toward having a self-sustaining and constantly process-improving work environment.

The levels of excellence commonly experienced are:

- 1. Business as usual or "it's always been done that way" (prior to initiating program)
- 2. Understanding the principles of 5S (program initiated)
- 3. Efficient work environment
- 4. Processes are documented and process improvement is introduced
- 5. The area is documented and well organized; quality, efficiency, and safety are at their best, process improvement is continuous and the 5S achievements are sustainable.

Each element of 5S - Sorting, Simplifying, Sweeping, Standardizing, and Self-discipline – is also discussed in further detail and in relation to the five levels of excellence. The program provides a clear understanding of how a fully implemented 5S program develops and is maintained into the future. Appropriate for any work environment whether factory, office or laboratory.



BI169452 [Reference this number in your order.]



BI169501 [Reference this number in your order.]

- **02.** Preview 5S Videos: To watch a preview of a 5S video, click on the screenshot that corresponds with each video. This will bring up a dialog box with a short preview of the video so that you can learn more before making a purchasing decision.
- **03.** Add 5S Videos to Your Cart: After you've previwed the video, click on "Add to Cart" to place the video preview in your cart. Continue shopping or navigate to your cart to check out. Usage Details are listed on the following page.

Please note the number below the screenshot of each video on the Training Videos page (BI169452, for example). You'll need to reference the number that corresponds with the video that you choose in your order.



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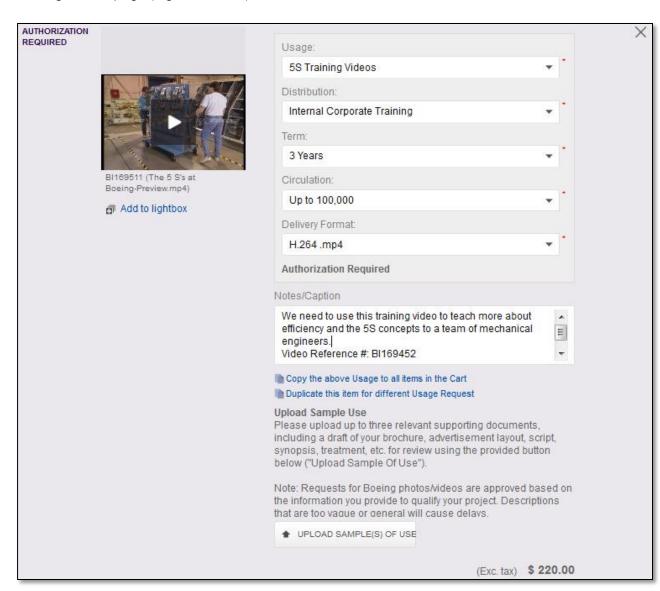


Miscellaneous » 5S Training Videos [Continued]

04. 5S Training Videos Usage Details: The usage authorization process for training videos is very similar to that of a regular photo/video order. After you have added a training video to your cart, begin filling out the usage parameters for each video. Add any additional relevant notes to the Notes/Caption section. Be sure to reference the number associated with the video on the Training Videos page (e.g. BI169452).

Be sure to select "5S Training Videos" under Usage at the top for Training Videos.

- **05. Place Your Order:** After completing the usage details, click Continue. The same Order Information form that you'd see in a regular photo/video order will appear. Fill it out and click Submit your order is complete. You will receive an order confirmation email upon placing the order.
- **06.** Receive Your 5S Video: Once we receive your order, we'll review your usage details and either approve or deny a usage license for the 5S training video(s) you selected.
 - If you chose the .MP4 video format, you'll be able to download the video after approval.
 - If you selected DVD, check out the shipping and handling details under Formats + Fees (at the top of the Training Videos page).



Miscellaneous » Account Management

Need to view or update your user account information? This section details how to do just that.

01. Access Account Information: To access your account information, begin by hovering over your username in the upper righthand corner of the webpage. Click on the "My Account" link – this will direct you to your account management page.

02. Profile: Your Boeing Images Profile contains two sections: My Details and Preferences. My Details includes all of your contact information – go here to view/change your name, address, phone number, etc.

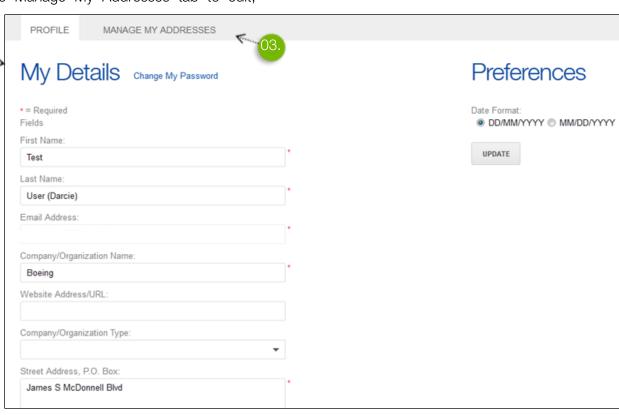
You may also update your password in this section.

Preferences simply includes how you wish to view the date format: DD/MM/YYYY, or MM/DD/YYYY. Any time you change profiel information, be sure to click the Update button to save your changes.

03. Manage My Addresses: Click on the Manage My Addresses tab to edit,

remove, or add new addresses.





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