



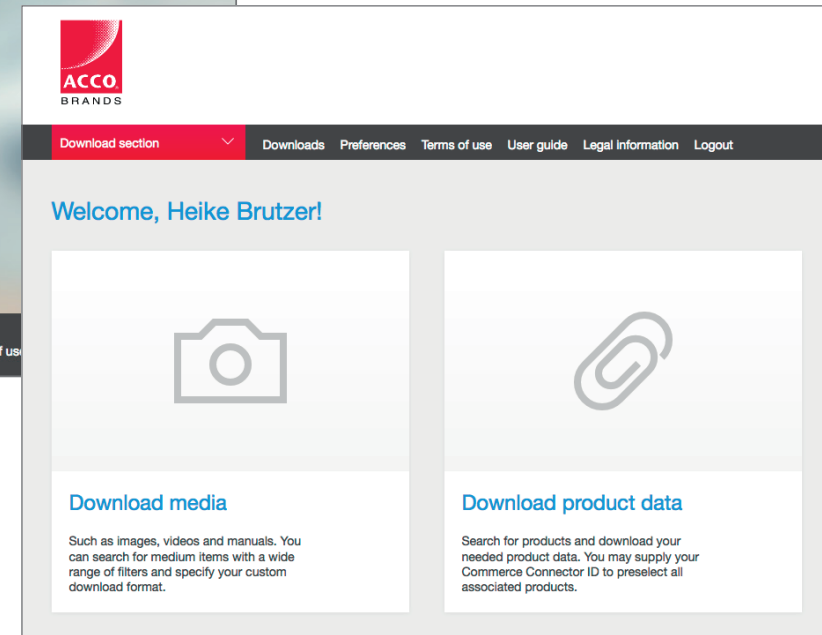
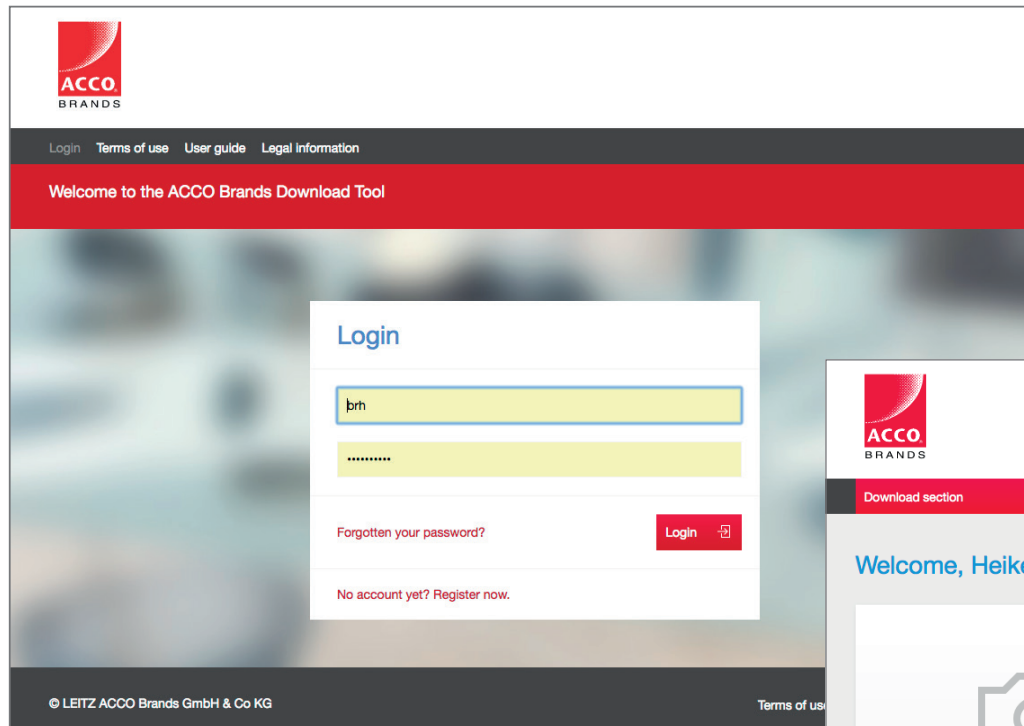
ACCO Brands Content Download Tool

DOWNLOAD SECTION MEDIA

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LOGIN

- URL address for the ACCO Brands Download Tool
www.esselte-download.com
- If you are not registered, please create a new account
- Once you are logged in, you can choose between the media download (media server) or the product data download (copy and customised images)



MAIN NAVIGATION FOR MEDIA DOWNLOAD

1. Search

2. Filter

3. Sort

4. Media Cart

5. Download notifications

ACCO BRANDS

Media Downloads Preferences Terms of use User guide Legal information Logout

wow No filters set Relevance

1.534 items found

Save current search as bookmark Download result list as PDF Add all items to cart

Video: Leitz New NeXXt WOW Metal Office Stapler
File name: Il_5502_WOW_New_Nexx...
Item no. 5502

Video: Leitz New NeXXt WOW Metal Office Hole
File name: Il_5008_WOW_New_Nexx...
Item no. 5008

Video: Leitz Wow Range
File name: Il_movie_WOW.mp4
Item no.

Video: Leitz NeXXt Perforator 5060
File name: V4_Locher_5060_WOW_p...
Item no. 5060
Medium ID 58575

Video: Leitz WOW Desk Organiser with Inductive
File name: Il_movie_desktop_chargin...
Item no. 5365

Leitz NeXXt WOW Electric Stapler

LEITZ COMPLETE MINI MOBILE BLUETOOTH SPEAKER

SEARCH FUNCTIONS

1. Search

- Search by single product code, product name, keyword, file name or media ID



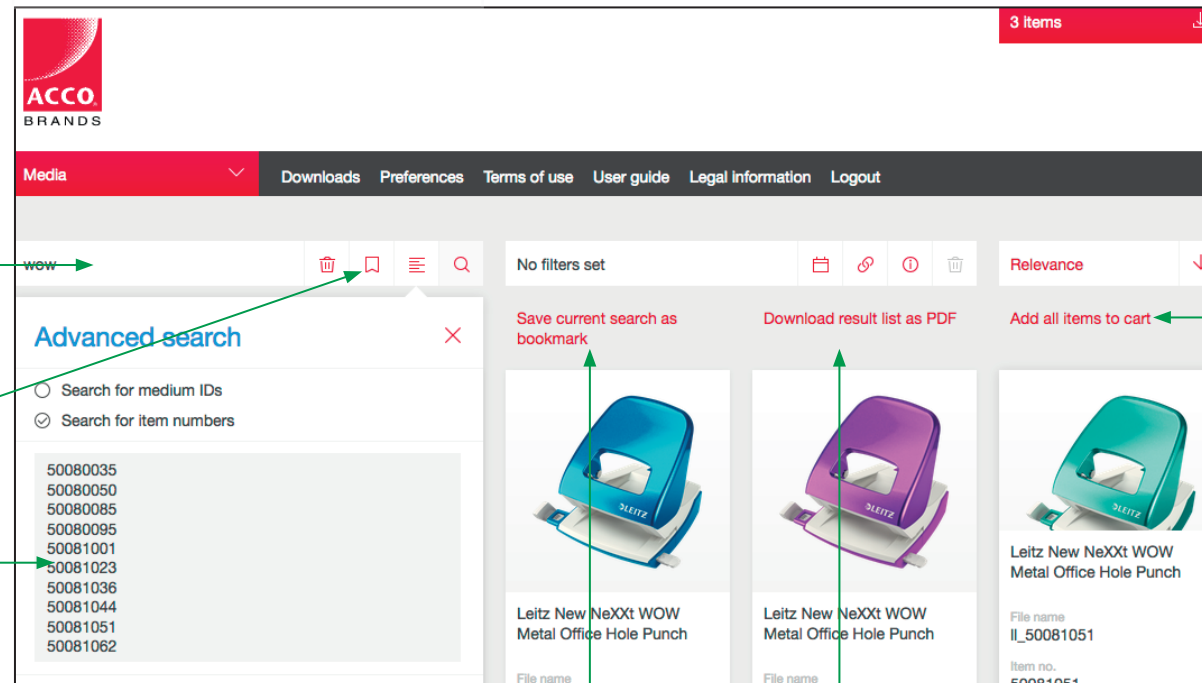
- Search by your own bookmarks



- Fill in a list with product codes or media IDs.
- You have to use the complete code, no parts of it, otherwise you won't get a search result.
- You can copy and paste the codes for example directly from an excel-file.



- Click on the basket icon to reset all settings



- For often used media you can save your search result as bookmark, so that you always have it available for repeated access (detailed description see next page).

- You can create a PDF with your search result and print it.

- You can add all media of your search result in one go to the cart or select them individually.
- You will get a warning message if the data volume is too high.

FILTER THE SEARCH RESULT

2. Filter

- by date:
when created or modified
- by media associations:
media type and media group
- by metadata:
Application shot
Image size
Colour



- Click on the pencil icon to open the filter settings.



- Click on the basket icon to reset the filter settings

- Selected filter will be marked with a blue bar at the bottom.

The screenshot displays a search interface with a main results area and three filter panels. The main area shows a list of items, including a Leitz NeXXt Series WOW Electric Stapler, with details like file name, item number, and a camera icon. The filter panels are:

- Filter by date:** Includes options for 'Created after', 'Created before', 'Modified after', and 'Modified before', each with a trash icon and a pencil icon. A red bar at the bottom says 'Reset all filters'.
- Filter by associations:** Divided into 'Medium types' and 'Medium groups'. 'Medium types' includes 'Drawing', 'Office Documents', 'Picture' (checked), and 'Video with Thumbnail'. 'Medium groups' includes 'Bene', 'Chivago', 'Curtis', 'Derwent', 'Esselte Orgarex', 'Hetzel', 'Kensington', 'Centra', 'Citizen', 'Dataline', 'Esselte', 'GBC', 'Ibico', and 'Leitz'. A red bar at the bottom says 'Reset all filters'.
- Filter by metadata:** Includes 'Application shot', 'Size', and 'Colour'. 'Colour' shows a grid of color swatches with checkboxes. A red bar at the bottom says 'Reset all filters'.

SORT THE SEARCH RESULT

3. Sort by

- relevance
- item name
- item no.
- modification date
- creation date

Interface showing search results for Leitz NeXXt Series WOW Electric Stapler. The interface includes a top navigation bar with icons for filters, bookmarks, list view, and search. A sidebar on the right allows sorting by Relevance, Item name, Item no., Modification date, and Creation date. The main content area displays three product cards for the stapler, each with a file name and item number. A fourth card shows Leitz Safety Instructions. The bottom row displays four additional product images.

Top Bar: No filters set

Actions: Save current search as bookmark, Download result list as PDF

Sort field: Relevance, Item name, Item no., Modification date, Creation date

Product Cards:

- Leitz NeXXt Series WOW Electric Stapler
File name: II_55667044_v1
Item no.: 55667044
- Leitz NeXXt Series WOW Electric Stapler
File name: II_55667036_v1
Item no.: 55667036
- Leitz NeXXt Series WOW Electric Stapler
File name: II_55667023_v1
Item no.: 55667023
- Leitz Safety Instructions
File name: 48402.zip
Item no.:

Bottom Row: Leitz Laminator, Leitz NeXXt Series WOW Electric Stapler, Leitz NeXXt Series WOW Electric Stapler, Leitz NeXXt Series WOW Electric Stapler

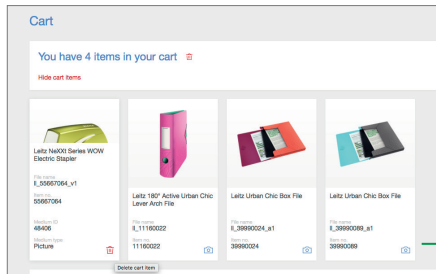
- Hover the mouse over a medium and you will find more information.
- In the right corner you find a symbol which shows you the media type - image, video or document.
- The symbol changes to the download button and you can add the medium to the cart.
- Media which were added to the cart will be marked with a blue bar at the bottom.

The screenshot displays the ACCO BRANDS website interface. At the top, there's a red header with the ACCO BRANDS logo and a '7 Items' indicator. Below this is a navigation bar with links: Media, Downloads, Preferences, Terms of use, User guide, Legal Information, and Logout. The main content area shows search results for 'wow'. It includes a search bar, filters, and a grid of 10 items. Each item is a Leitz New NeXxt WOW Metal Office Hole Punch, shown in different colors. The first item has a download button and a blue bar at the bottom, indicating it's in the cart. The other items have a camera icon at the bottom, indicating they are images. On the right side of the search results, there are links: 'Save current search as bookmark', 'Download result list as PDF', and 'Add all items to cart'. A green arrow points to the 'Add all items to cart' link.

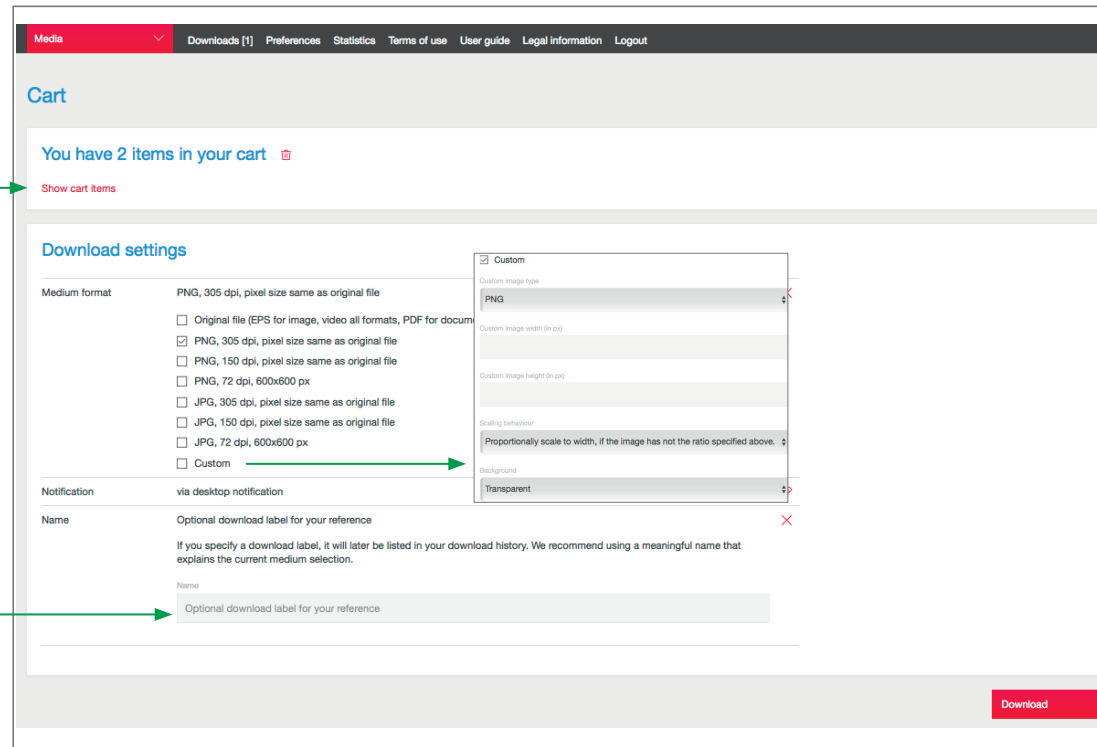
- You can add all media of your search result in one go to the cart or select them individually.
- You will get a warning message if the data volume is too high.

MEDIA CART AND DOWNLOAD

- Check and edit your cart



- You can use your default settings which you have defined in „Preferences“.
- Or choose between different formats.
- Moreover you can customise the image format with special settings.
- You can choose E-mail and/or desktop notification.
- You can label your download, this helps you to navigate through your download history.
- Click on „Download“ to finish the process.



DOWNLOAD AREA

This area informs you about your download files and allows a direct download of your collected data.

- You can download media or your Search Result PDF directly from this area
- If you have chosen E-mail notification you will get a download link by E-mail.
- You can delete downloads
- Click on the icon for detailed information



• Icon for media download

• Icon for PDF Download

Download area

You have 5 items in your download history

		27.01.2017 14:25:08	Ready to download	Complete new		
# items		3				
Medium format		JPG, 72 dpi, 600x600 px				
		27.01.2017 14:24:13	Ready to download	Complete 27 01 2017		
# items		11				
		27.01.2017 13:50:45	Ready to download	stapler electric		
		27.01.2017 13:48:18	Ready to download			
		27.01.2017 13:34:15	Ready to download	WOW products in pink		

PREFERENCES

In this section you can define your personal parameter for the Download Tool.

1. Media format settings

- Choose your preferred media format for all downloads. You can always change it with every download.

2. Product download settings

- Choose your preferred shop and the image type.

3. PDF download settings

- Customise the Search result PDF. How many images and information should be on your PDF document.

4. Share or delete bookmarks



- If you want to share your bookmarks with other people click on the „Share“ icon and fill in the E-mail addresses (separated by semicolon).
- You can also delete bookmarks from your list.

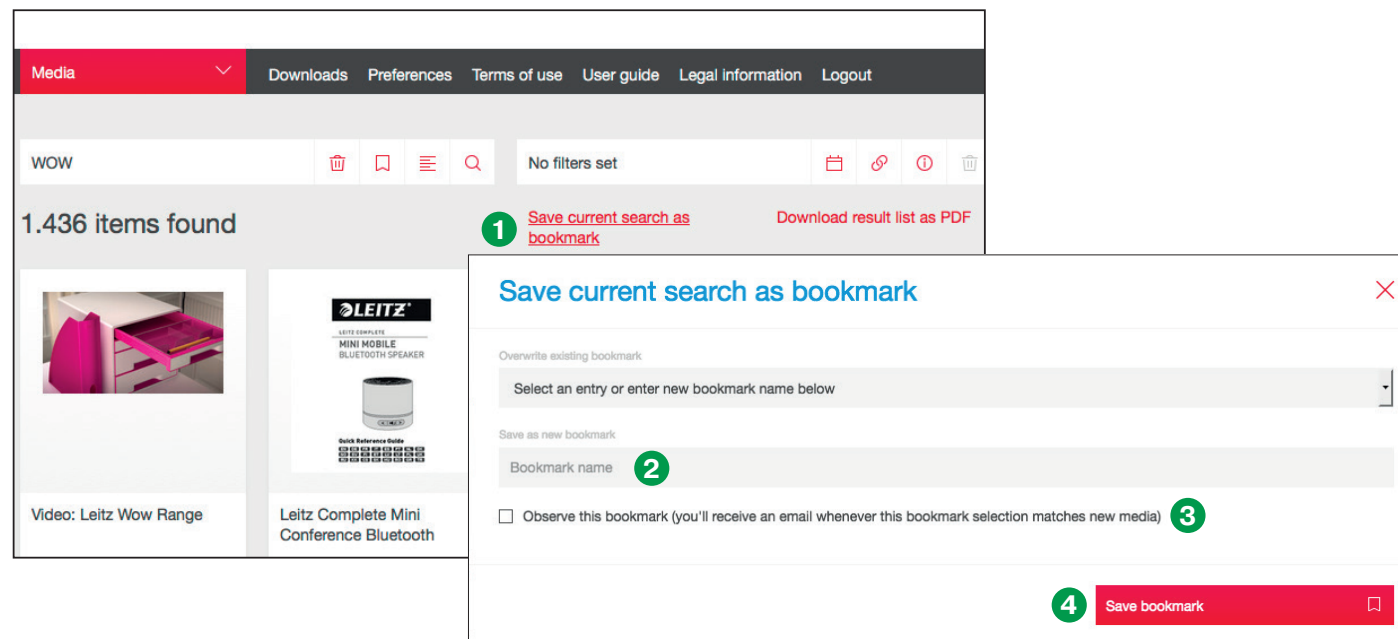
The screenshot displays the 'Preferences' section of the Download Tool interface. The top navigation bar includes 'Download section', 'Downloads [3]', 'Preferences' (highlighted with a green circle), 'Statistics', 'Terms of use', 'User guide', 'Legal information', and 'Lo'. The main content area is divided into several sections:

- Preferences**: A form with fields for 'Company *', 'First name *', and 'Last name *'. Each field has a 'This field is required.' message below it.
- Your default medium download settings** (marked with a green circle 1): A list of checkboxes for different media formats:
 - ☐ Original file (EPS for image, video all formats, PDF for documents)
 - ☒ PNG, 305 dpi, pixel size same as original file
 - ☐ PNG, 150 dpi, pixel size same as original file
 - ☐ PNG, 72 dpi, 600x600 px
 - ☐ JPG, 305 dpi, pixel size same as original file
 - ☐ JPG, 150 dpi, pixel size same as original file
 - ☐ JPG, 72 dpi, 600x600 px
 - ☐ Custom
- Your default product download settings** (marked with a green circle 2): A form with a dropdown for 'Your default shop for product downloads' (set to 'Basic Shop (test)') and a dropdown for 'Image type' (set to 'PNG').
- Your default medium PDF download settings** (marked with a green circle 3): A form with a dropdown for '# columns in the resulting PDF' (set to '6') and a section for 'Fields to include' with checkboxes:
 - ☒ Image
 - ☒ File name
 - ☐ Medium ID
 - ☐ Modification date
 - ☐ Title
 - ☒ Item no.
 - ☐ Creation date
- Medium bookmarks**: A list of bookmarks with their names and icons for sharing and deleting:
 - Leitz Stapler black
 - New Complete products
 - Rapid Tools 22 06 2016
 - URBAN CHIC
 - WOW pink
- Share medium bookmark**: A dialog box with a title bar, a close button, and a form to share a bookmark. It includes a message: 'Please enter the email address(es) you want to share your bookmark 'Rapid Tools 22 06 2016' with.' and a text input field for 'Email address(es)'. A red 'Share' button is at the bottom right.

HOW TO USE BOOKMARKS

Create bookmarks

- For often used images you can save your search result as bookmark, so that you always have it available for repeated access.
- 1. Click on „Save current search as bookmark“.
- 2. Type in a name for your bookmark.
- 3. Optional: If you flag „Observe this bookmark“, you will get an E-Mail notification when your bookmark matches new media.
- 4. Click on „Save bookmark“.



Load bookmarks



- 1. Click on the bookmark icon in the search area.
- 2. Select the requested bookmark.
- 3. Click on „Load bookmark“.

