



# Gecina library

## User guide

September 2022

**gec**ina

# 1. How to create an account?

Gecina is happy to offer you access to its new media library entirely dedicated to journalists and press professionals, subject to prior registration.

This space is available at the following address : [mediatheque.gecina.fr](https://mediatheque.gecina.fr)



**gecina** English ▾

Welcome to Gecina's digital media library.  
Find all the photos, pictograms and logos of  
the Gecina group.

## Log in

Gecina employees only

 AUTOMATIC CONNECTION VIA SSO

## External connection and press

Fill yours username and password



Create an account for external and press only



1 Select English version

2 To access the media library, two cases:

### New user

To access our photo library, click on "create an account for external and press only" at the bottom of the home page. Click on "Create an account" and fill in the form. It will be manually validated by our team within 24 working hours to allow you to access our media library.

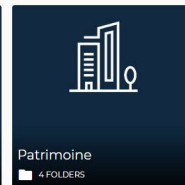
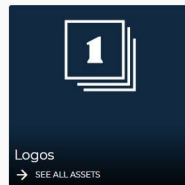
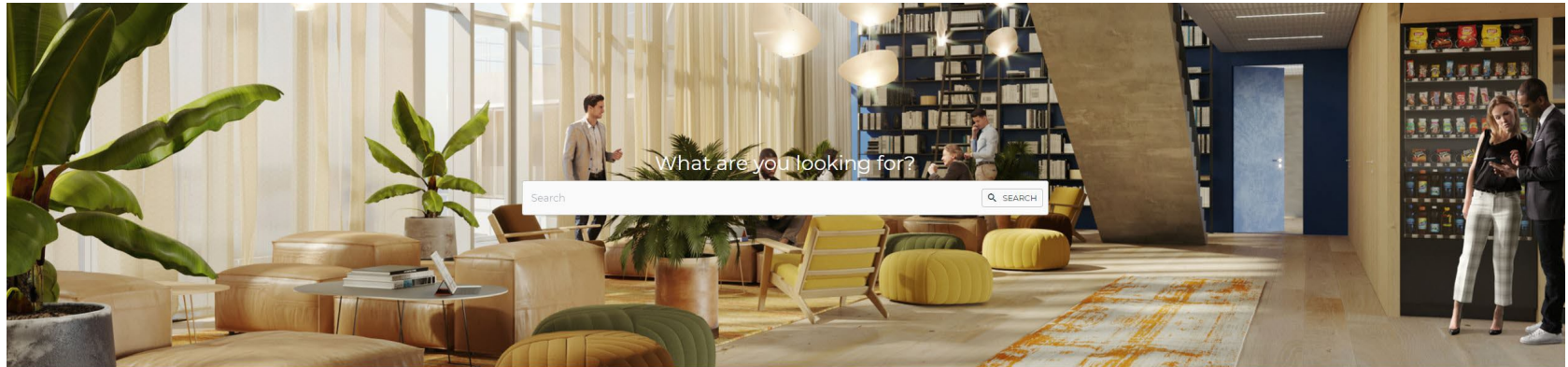
### Registered user

To access the media library, click on "External connection and press" and connect to your account with your login and password previously assigned.

## 2. How to search a photo?

After logging in to your account, you are on the media library's home page.

You can search for a photo by typing the name of the building or the executive director in the search bar or by clicking on one of the blocks below.



## 2. How to search a photo?

You arrive on a photo gallery. You can search the photo with keywords, create baskets of photos and download pictures.

Please, do not forget to check the rights and legal mentions on the right of the photo you have selected before downloading it.

The screenshot shows a web interface for a photo gallery. At the top, there is a search bar with the text "Search" and a "SEARCH" button. Below the search bar, there is a breadcrumb navigation: "Accès public > Patrimoine > 1.Bureaux" with a "SHOW ALL" button. A menu icon is on the left, and a "195 assets" button with a "SELECT ALL" checkbox is next to it. To the right, there are "DOWNLOAD (0)" and "ADD TO BASKET (0)" buttons, and a sorting option "Sorted by nom du média ↑".

A sidebar on the left is titled "Filter current results" and contains several sections:

- MOTS-CLÉS** (Keywords): A list of checkboxes for various categories: YouFirst Bureau (101), Marque (2), Ville (4), Salon (7), Rooftop / Terrasse (7), Parties communes (2), Nature (2), Jardin (12), Hall (14), and Espace vert (16). A "MORE CHOICE" link is below.
- EXTENSION DE FICHER** (File extension): A list of checkboxes for file formats: jpg (191), png (2), and tiff (2).
- DATE DE FIN DES DROITS** (End of rights date): A section with a "Period" dropdown and "From date to date" text.
- From** and **To** date pickers.

The main area displays a grid of 16 photo thumbnails. Each thumbnail includes a preview image, a title, and a file size. The thumbnails are arranged in two rows of eight. The first row shows interior office spaces and exterior courtyard views. The second row shows exterior building facades and interior office spaces.

Thumbnail	Title	File Size
1	Immeuble 1 oeuvre - Sky56 (13)	3PG, 2,9 Mo
2	1 immeuble 1 oeuvre - Sky56 (8)	3PG, 3,6 Mo
3	10-12 Place Vendôme (1)	3PG, 16,6 Mo
4	10-12 Place Vendôme (2)	3PG, 19,2 Mo
5	101 Champs-Élysées (001)	3PG, 4,8 Mo
6	101 Champs-Élysées (004)	3PG, 6,3 Mo
7	157 CDG (36)	3PG, 9,9 Mo
8	157 CDG (42)	3PG, 8,4 Mo
9	157 CDG (52)	3PG, 6,9 Mo
10	157 CDG (58)	3PG, 12,5 Mo
11	16 Montmartre (12)	3PG, 2 Mo
12	16 Montmartre (22)	3PG, 1,4 Mo
13	16 Montmartre (25)	3PG, 2 Mo
14	16 rue des Capucines (104)	3PG, 3,6 Mo
15	16 rue des Capucines (119)	3PG, 3,1 Mo
16	16 rue des Capucines (119)	3PG, 1,9 Mo

# 3. Contacts

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