EXTERNAL USERS:
HOW TO DOWNLOAD FILES FROM A LIGHTBOX

So you received an email from a wonderful person at the BAC with a link to a Lightbox that has images that you need to get your hands on.

Here’s what you do:

• Clink on the link in your email.

• Select the file or files you want to download.

• Click on the Download Wizard in the Action Tab on the right side of the page.

• Select a download size you would like to download the file in from the dropdown box.

• Select Advanced Options to select a download format, DPI and color space.

• Many of our files are TIFFs. Please select JPEG as your download format if you are planning to use the images in the following ways:
  
  - Web
  - Social Media
  - Printing (Non-Commercial)

• Next, Click Proceed to Cropping or Download Now. The crop feature is only available when downloading single (individual) files at a time.

• Enter a history note to help us better understand how and where our assets are used.

• Click download now.

• Click Collect Download.

• Check your download folder for the images – locations vary depending on browser.

• If you have questions, please contact imssupport@the-bac.edu