LIGHTBOXES

By default you have a Lightbox called Your Lightbox. You can add files to this lightbox, or you can create multiple Lightboxes and give them names of your choice. Your Lightbox (default) cannot be deleted, but you can change the name by clicking on the downward arrow>edit.

Creating a Lightbox

- Open the Lightbox dropdown menu by clicking on the downward arrow button in the title bar of the Lightbox panel.
- Select New Lightbox.
- Enter a name for the new Lightbox.
- Select Create.
Adding files to a Lightbox

Adding a Single File

- If you have more than one Lightbox ensure that the one to which you want to add the Files is open.
- Open a Folder and hover over the thumbnail image of the File you want to add.
- Right-click your mouse and select Add to Lightbox or click on the Add to Lightbox button that appears in the toolbox beside the file.
- Files added to the open Lightbox are visible in the Lightbox panel and are also indicated by the placement of a lightbulb icon in the bottom-left corner of thumbnail images.

Adding Multiple Files

- If you have more than one Lightbox ensure that the one to which you want to add the Files is open.
• Open a folder or do a search.

• If you only want to add some files in the folder to the Lightbox:
  
  o Click the selection box beside for each of files you want to add.

  o Click **Add to Lightbox** in the Actions Menu

• If you want to add most of the Files in the Folder to the Lightbox:
  
  ▪ Click **Select All** in the Actions menu.

  ▪ Uncheck the selection box ✔️ beside each of the files that you don’t want to add to the Lightbox.

  ▪ Click **Add to Lightbox** in the Actions menu.

• Open as many Folders and add as many files to Lightboxes as you need to.
Removing Files from a Lightbox

Removing a Single File

- Hover over the thumbnail of the file you want to remove.
- **Right-click** your mouse and select Remove *From Lightbox* in the list of options.
Removing Multiple Files

- Click the selection box beside each of the files you want to remove from the Lightbox.

- Click **Remove from Lightbox** in Actions menu.
Removing Most of the Files

- Click **Select All** in the Actions menu.

- Uncheck the selection box beside each of the files that you don’t want to remove.

- Click **Remove from Lightbox** in the Actions menu.
Empty a Lightbox

- Click the downward arrow on the top right of the Lightbox on display
- All of your Lightboxes are listed under Your Lightboxes
- Select the Lightbox you wish to empty
- Select Empty
- The Lightbox is not deleted but all of the files it contains are removed from it.
Delete a Lightbox

• Click the upside down arrow at the top of the Lightbox panel

• All of your Lightboxes are listed under Your Lightboxes.

• Then select **Delete** next to the Lightbox you wish to delete.

• The Lightbox is deleted. Any users with whom you shared this Lightbox will no longer have access to it. When a light box is deleted, it is not added to the Recycle Bin. To re-create the lightbox you will have to do so manually.
Sharing Lightboxes

The IMS Library uses Lightboxes. Lightboxes are groups of files that have been added to a temporary storage folder. IMS Library users have complete control in creating, managing and deleting these folders/lightboxes. Lightboxes can easily share files no matter how large the content is.

You can share a Lightbox with other IMS Library users and at any time, by sending them a link to the lightbox. Use conversation feature to chat about it online. You can share with any number of users at the same time, without having to download files or replicate files for each participant.

How to Sharing Lightboxes

• Ensure the Lightbox you want to share is active (displayed).

• Click Open Lightbox on the bottom right of the Lightbox.

• Click the button Add People - located along the top of the chat box.

• Message page will open with the following options:

  Subject

  • This will show the name you have already assigned to the Lightbox. You can take the opportunity to change the name, doing so does not affect the content or access by the people with whom you have shared in any way other than the name changing. You may want to add a message to the effect you have changed the name, to avoid any confusion.

  Add People

  • Click inside the Add People box to add users or email addresses. A list of users will be provided so you can select the users you want. BAC staff and students can share lightboxes with one another. Should you need to share a lightbox with an External person, contact imssupport@the-bac.edu for assistance.
Message

- Enter a message into the Add Message box.
- You can use this ‘private’ message to summarize the conversation to date for example without repeating it for all the other sharers who were party to it. The private message does not become part of the general conversation all the sharers can see.

- Finally, click Send.

Remove People from a Lightbox

- You can remove access to your Lightbox from any of the sharers at any time.

- Open the Lightbox.

- Locate the sharers name among the names displayed across the top of the Conversation box.

- Click the downward arrow icon beside the name.

- Click the Remove button.

- The user will no longer have access to the content of the Lightbox or associated messages.

Flag a File in a Lightbox

- You can 'flag' files in a Lightbox to highlight and draw particular attention to them. Flagged files are added to the Flagged Files box with the name of the person that flagged them, so others can quickly see which files have been flagged and who flagged which files.

- To flag a file, click the flag icon located on the thumbnail of the file you want to highlight. When you flag a file the flag icon turns from grey to blue.

- To unflag a file, click the flag icon located on the thumbnail of the file you want to highlight. When you unflag a file the flag icon turns from blue to grey.