The IMS Library is a browser-based, centralized digital media library - also known as digital asset management system (DAM). The IMS Library uses metadata to organize digital media to ensure quick and easy retrieval of files. The IMS Library supports departments across the BAC and systems such as the BAC Website.
To log into the IMS Library go to https://thirdlight.the-bac.edu. Use the instructions below that correlate with the type of IMS Library user you are.

**BAC Member Users**

- People who are considered BAC Member Users:
  - Staff
  - Students
  - Faculty
  - Anyone whose account was setup with a BAC email address

- In the Registered User Login field, enter your username and password:
  
  Sally.Newbury (FirstName.LastName)
  
  Password (BAC Password)

- If you have issues logging in, do not click “lost password”. As a BAC user, this option does not work.

- Please contact the IMS Library Admin at imssupport@the-bac.edu.

**Guest, External Users and Non-BAC Users**

- Once the IMS Library Admin as activated your account, you will receive an email notification with a link instructing you to create a password.

- Click on the link within the email to setup your password and complete the account setup process.
Home Page Features

- **The BAC Logo**
The logo is located on the upper left corner. Clicking on the logo on any page of the IMS Library will bring you back to the home page.
• **Left Hand Navigation**
  The left hand navigation contains the following actions. Please note, actions available in the left hand navigation panel correlate to user permissions and may vary from user to user.

![Left Hand Navigation](image)

• **Lightboxes**
  The Lightbox feature is located under the left hand navigation area. This is where you will create and share lightboxes.

![Lightboxes](image)
• **Folders**
  In the middle of the page are folders, collections, and smart folders. Not all folders will have content.

  - Folder
  - Collections
  - Smart Folder

• **Search**
  The Search field is located on the top right of the IMS Library, and in the left hand navigation under “search”. After a search return – it also appears above the thumbnails and within the “Refine Search” tab.
- **Top Right Menu Features:**
  - Name of the account that is active
  - Recycling bin
  - Account settings
  - Logout

- **Right side View Menu:**
  Use the View Tab to change the way files, thumbnails and folders are displayed.

  - Filter mode
  - View Style
  - Folder Sort Order
• **Actions Menu**

Use the Actions menu when you want to operate on one file at a time or several files at the same time.
• **Refine Search Menu**
  The Refine Search menu is presented after searching for files with the general search or advanced search features.

Refine Search Features:

- **Advanced Search**
  Click on Advanced Options/Magnifying Glass to open

- **Guided Search**
  Click any of the links presented in the Refine Search menu to filter your search further.

- **Text Search**
  Text entered in the Text Search Area will search all metadata fields in the IMS Library.
**File Console**

The File Console page provides a central point of information about an asset and is one of the primary ways to edit metadata. To open a file in the File Console page, click on a thumbnail image of a file you would like to open.

**Filmstrip**

The filmstrip displays a thumbnail for each of the files in the same folder as the open file. You can click on the thumbnails to switch the file displayed, or you can drag the filmstrip with your mouse to navigate left and right through the Folder.

A right-click menu providing access to the toolbox is also available: hover over a thumbnail in the filmstrip and right-click with your mouse.
The preview images shown in the File Console are automatically resized to fit in your web browser. You can view a larger preview image by clicking on the preview.
Tools

You can operate on a file using the Toolbox beneath the preview image, or right-click with your mouse positioned over the preview image. The tools in the toolbox and their uses are as follows:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnifying Glass</td>
<td>This tool enables you to enlarge parts of the preview image – click on the tool and then move your mouse to the area of the preview image you would like to enlarge. To turn enlargement off, click any part of the File Console page outside of the preview image or click the Magnifying Glass button again.</td>
</tr>
<tr>
<td>Slide Show</td>
<td>This tool shows an enlarged preview image of each file in the folder in a pop-up slideshow. Forward, pause and Rewind buttons are provided to navigate the slideshow.</td>
</tr>
<tr>
<td>Edit</td>
<td>Click this button to edit and add to the metadata for the File. The current metadata is displayed in panels. You can also edit the metadata by clicking the Edit button. Refer to Edit metadata.</td>
</tr>
<tr>
<td>Move</td>
<td>Opens a list of the folders and sub-folders to which you have access so you can move the file.</td>
</tr>
<tr>
<td>Rotation</td>
<td>Use these buttons to rotate image assets. The preview image is rotated immediately. The rotation is applied to the original file and is the version of the file that will be seen by all other users. If Version Control is enabled, a new revision is created and becomes the active version. Rotation is not available for video and audio files.</td>
</tr>
<tr>
<td>Delete</td>
<td>Use to move the file to your Recycle Bin. If you are using our eCommerce service, note that you cannot delete a file that is included in an order that has not yet been dispatched. Where an order is blocked because it requires a higher resolution image, you must use the Lightbox Orders page to replace the file, rather than deleting the file and uploading another.</td>
</tr>
<tr>
<td>Lighbox</td>
<td>Use to add or remove a file from your Lightbox</td>
</tr>
<tr>
<td>Share</td>
<td>Provides a dropdown menu of optional ways to share files with others including sharing all the files in your lightbox, sharing to Facebook, Twitter, on a URL and via email. Please refer to Share for more details.</td>
</tr>
<tr>
<td>Download</td>
<td>Provides a dropdown menu of optional ways to download files from IMS. Options include - Download Original File without resizing or reformatting - a selection of predefined formats and sizes to which the file can be converted automatically - Advanced Options which opens the Download Wizard to present all of the options available to you for downloading files including options to resize, reformat and crop as part of the process.</td>
</tr>
<tr>
<td>Email File</td>
<td>Use to email as an attachment. For details please refer to Email File</td>
</tr>
<tr>
<td>Add History Note</td>
<td>Use to annotate the file. History Notes are visible to other Users via the Notes tab displayed in the bottom right of the Console.</td>
</tr>
<tr>
<td>Attach Lightbox to File</td>
<td>Used to associate other files to the file. When used, each file in your active Lightbox is attached to the file. Related File links are displayed in the Related Files tab displayed in the bottom left of the File Console.</td>
</tr>
</tbody>
</table>
Metadata

- Metadata is data - it means data about data. Metadata is any data added to a file – from basic properties to high-level properties. It's what makes a file an asset. As metadata is added to files, the value of the file grows (making it an asset) because the file becomes more accessible – people can find it easier; files with like metadata are easier to manage; but more metadata can create a complex system that needs to be managed. If you need assistance with metadata please contact imssupport@the-bac.edu.

- One of the primary ways to review and edit metadata is in the File Console. It makes it easy to work on one file or work your way through all the files in a folder.

- Metadata is displayed in panels to the right of the preview image. Within these panels are metadata fields. The fields of metadata that have content are displayed in the File Console. Fields with no metadata entered are not displayed, but are available when you select the Edit button.

- Access to metadata varies across users.

How to Edit Metadata:

- To edit the metadata select the Edit button in the metadata panel title bar, or right-click the preview image and select Edit. A form opens in the metadata panel containing fields of metadata that you can edit.
When you edit metadata all metadata fields specified for your IMS Library are displayed even if the fields are empty. When the edit page is not open only the fields that are populated are displayed.