

Creating a Lightbox in PhotoShelter

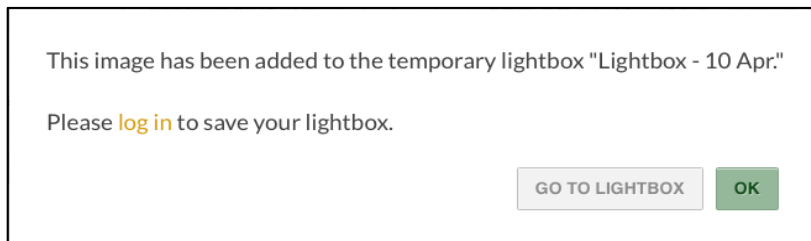
The Lightbox is a tool to collect and view various images together. These images can come from one Gallery or from many different ones. Lightboxes are typically used for collaboration. You might use a Lightbox to collect and share your image choices for a particular project. Several people may want to use ratings or comments to work on a project together.

You must be logged in to make a Lightbox. The Lightbox owner can choose to share it with others by emailing a link. If it is not shared, only the owner of the Lightbox can view it. Although you can share a Lightbox with anyone, any images in the Lightbox can only be viewed by someone with permission to access the particular photos.

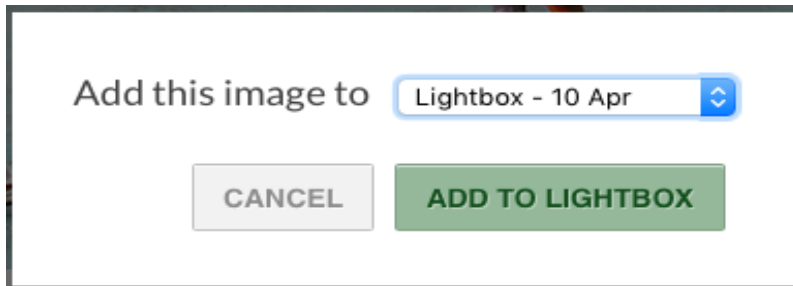
Adding images to a Lightbox

When viewing any image within the Library, click *Add to Lightbox*  in the lower right corner.

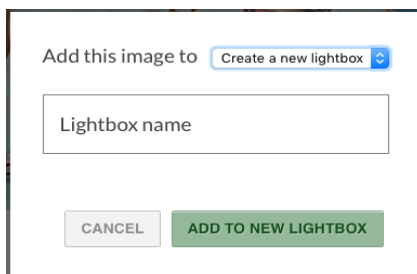
If you're not logged in, you will save the image to a temporary lightbox. Login to save your selections to a lightbox for future reference.



If you have already logged in and save an image to a lightbox, select an existing lightbox.



Or, you can choose *Create a new lightbox* and name the new lightbox you'll add the image to.



From the confirmation box, you can go directly to the Lightbox or close the window by clicking *OK*.

Most of this content can be found on the PhotoShelter/Libris Help site: <https://getlibris.zendesk.com/hc/en-us/articles/115000057093-Use-Lightboxes-for-Collaboration-with-Invited-Users-and-Admin-Editors>

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Accessing the Lightbox

After you've logged in to the Libris Portal, click *Lightboxes* in the top navigation.

Using the Lightbox

The primary functions of a Lightbox are to **rate** and **comment on** the images contained within it. You can share lightboxes with other Library Staff or Invited Users so that they can also rate and comment on the images. If the image is deleted from the Libris Library (something your user role does not have control over), it will also be deleted from all lightboxes.

Rate and Comment on Images

While viewing thumbnails, you can click on the stars to assign a rating. Click the X to reject the image. Ratings live on the images while they are in the lightbox and will not be applied to the images in the Library.

Home Media ▾ Admin ▾ Sell ▾ View Portal

[Lightboxes](#) » My Lightboxes

Lightbox - 15 Feb

2 images

Share Rate Add to... Remove Ratings Matrix

Select: Viewable All None (0 selected)

Details ▾ Comments (0) Sharing (0)

2016_07_08-Va...
x | ★★★★★
Excellent

PS Staff 2016...
x | ★★★★★

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Alternately, if you click a thumbnail, you can view, rate and leave comments on images individually.



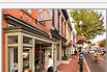
The screenshot shows a PhotoShelter Lightbox for the image 'PS Staff 2016.JPEG'. The interface includes a navigation bar at the top with links for Home, Media, Admin, Sell, and View Portal, along with user information for Marie. The main content area features a large group photo of staff members. To the right of the image is a 'Download Permissions' panel with a dropdown menu set to '(no downloads allowed)'. Below this is a section for 'this is my headline' and 'this is my caption', followed by 'Marie Demo Account' information and a list of metadata including copyright and PhotoShelter ID. A 'My Rating' section shows a 5-star rating labeled 'Excellent'. At the bottom right, there are links for 'ABOUT', 'BLOG', 'HELP', 'CONTACT US', and 'LEGAL', along with a copyright notice for 2005-2017 PhotoShelter Inc.

Viewing others' ratings

When other Invited Users have rated images within the Lightbox, you can view their ratings.

- Click *Ratings Matrix*. You can view all users' ratings for the images contained within the Lightbox.

The screenshot displays a 'Lightbox Ratings Matrix' for a 'Brochure Project'. It features a table with three rows of image thumbnails and two columns of user ratings. The first row shows a building image 'kittner-324.JPG' with Marie Frei rating it 4 stars and Farah Visslailli rating it 5 stars. The second row shows an interior image 'kittner-114.JPG' with Marie Frei rating it 4 stars and Farah Visslailli rating it 4 stars. The third row shows a street scene image 'kittner-199.JPG' with Marie Frei rating it 4 stars and Farah Visslailli rating it 4 stars. A legend indicates that the star icons represent ratings by the photographer.

	Marie Frei	Farah Visslailli
 kittner-324.JPG	x ★★★★★	x ★★★★★
 kittner-114.JPG	x ★★★★★	x ★★★★★
 kittner-199.JPG	x ★★★★★	x ★★★★★
	Marie Frei	Farah Visslailli

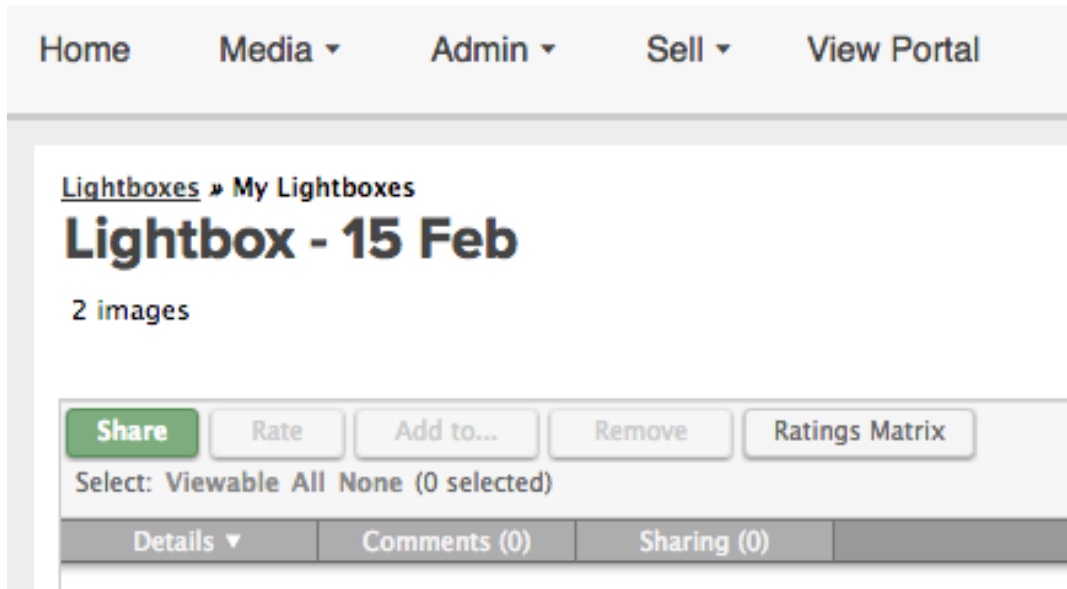
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Sharing a Lightbox

Sharing a Lightbox allows others to see and interact with the contents. You can provisionally grant access to invite others or remove/rate/sort/comment on images. For example, if you would like the Administrator or Editor of this Libris account to grant you download access to the images you've added to your Lightbox, the first step is to Share your Lightbox with the *Photographer/Image Owner* and request this access.

- Click the green *Share* button.



- Enter the email address of the person with whom you'd like to share.
- Check the appropriate access controls. If you want the Invited User to be able to remove, rate, or comment, be sure to check that box.


Share Lightbox

Select a Photographer/Image Owner:

Enter an E-mail address:

TIP: First names, last names or email addresses from your Address Book will automatically appear as you type them.

Message for invitation e-mail (optional):

Allow person to invite others
 Allow person to remove, rate, sort and comment on images 
 Email me a copy of this invitation

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The user will receive an email with a link to the Lightbox and must login in order to access the lightbox.

Caveat Emptor

If you cannot see the images in a lightbox that has been shared with you ("N/A" (not available) images), you will need to contact the Libris account Administrator or Editor so that you can be granted access to see these images. This is a security measure to prevent embargoed images from being distributed.

Download Request for Villanova Images

Please send this lightbox to the photography inbox by choosing "Villanova University" from the "Photographer/Image Owner" Drop down. Please include usage information in the comments, and check off the top 2 boxes at the bottom of the info box. (see attached screenshot.)

Share Lightbox

Select a Photographer/Image Owner:
Villanova University (2 images)

Enter an E-mail address:
TIP: First names, last names or email addresses from your Address Book will automatically appear as you type them.

Message for invitation e-mail (optional):
Please include usage information here.

Allow person to invite others
 Allow person to remove, rate, sort and comment on images
 Email me a copy of this invitation

CANCEL SHARE LIGHTBOX

Depending on the images requested and their usage, your lightbox may be shared with other departments on campus for approval.

College requests: Your lightbox will be shared with your Communications Director for approval
Departments without Communications Directors: Images will be reviewed by University Communication and Marketing.

We may also share lightboxes with the Office of the President to get permission for any imagery of the Executive Council. We review lightboxes to ensure that images being sent out meet current guidelines and legal requirements. There are issues that fluctuate from semester to semester, and we do our best to ensure that all imagery meets legal and academic standards.

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