# WEBSITE LIGHTBOX USER GUIDE
collections.vhec.org

LIGHTBOX

- The Lightbox feature enables users to create, share and download their own collection of items selected from the VHEC's online catalogue. A Lightbox is created by saving catalogue records.

- Only registered users can use the Lightbox feature.

- Only item-level records can be added to the Lightbox (library items, museum works, testimony and archival items)

- Archival collections or fonds, series, files and non-collections records cannot be added

- To access the Lightbox feature, click the 👤 **person icon** and select Lightbox from the menu.
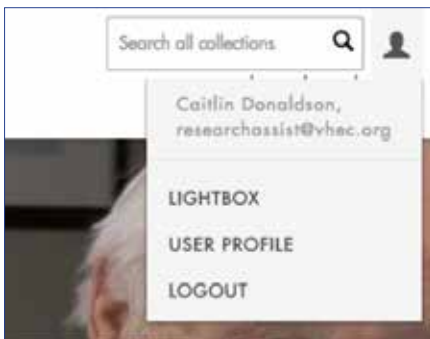

- All of your previous Lightboxes are saved here. The **Activity Stream** shows changes and comments to any of your Lightboxes or collaborative Lightboxes shared with other users.

- To create a new Lightbox click the ⚙ **cog icon** to the right of the word Lightbox to open the menu.
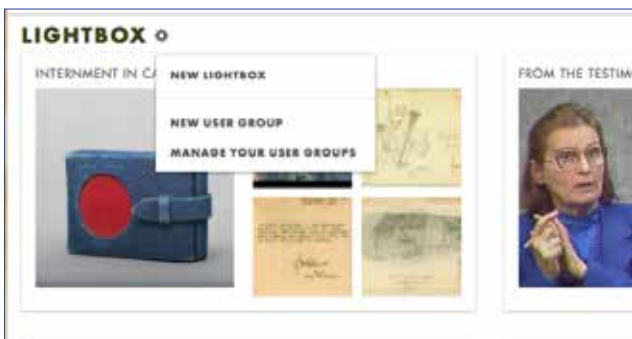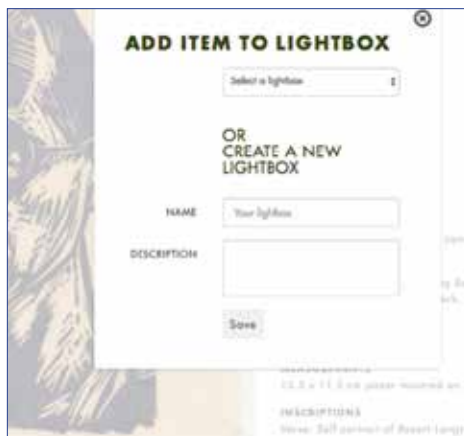

- Name your Lightbox and add a description. Click **save**.

- Add items to your Lightbox by clicking on the 🧳 **suitcase icon** that appears directly under the image of on a record.
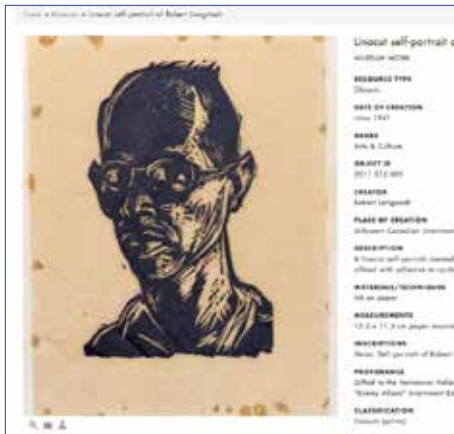
- Select the Lightbox to which the item should be added.
- If you haven't already created a Lightbox or would like to create a new one, you can do so from this screen.


- Items may also be added from the search or browse results page by:
  - Hovering over the tiles the results page and clicking the **suitcas**e, or
  - Clicking the cog icon at the top of the results page and selecting **Add all** or **selected results**
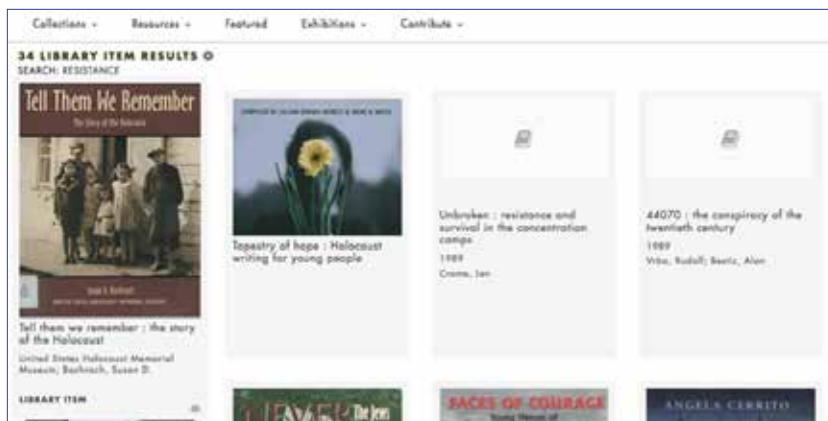
- **Filter** items in a Lightbox using the facets on the right of the screen.

- Change how items in a Lightbox are displayed by clicking on the ⊞ **gallery** and ☰ **list icons** in the top right corner of the screen.

- If museum works in your Lightbox are associated with a geographical location you can view them on a map. To access this map, open your Lightbox and click on the 🌐 **globe icon** at the top right corner of the screen. Once the map appears, you can click on the map's red location markers to reveal descriptions of the associated items.

- Items in a Lightbox can also be viewed on a timeline according to the item's date of creation. To access the timeline, open you Lightbox and click on the 🕐 **clock icon** at the top right corner of the screen. Once the timeline appears, you can navigate through the items on the timeline by clicking the arrows on the screen. You can also click on the item name to reveal its description and date of creation.

- Click the ⚙ **cog icon** alongside the title of the Lightbox to sort items in a Lightbox, edit the name or description of the Lightbox and to view all your Lightboxes.
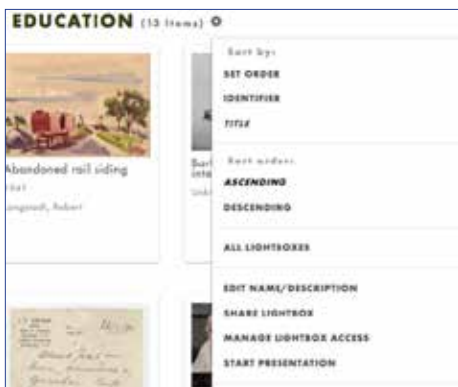
- Lightboxes also allow for collaboration among registered Lightbox users. Click "**Share Lightbox**" in the menu to allow individuals or groups access to your Lightbox. You can specify "**Can Read**" or "**Can Edit**" permissions for what you share.
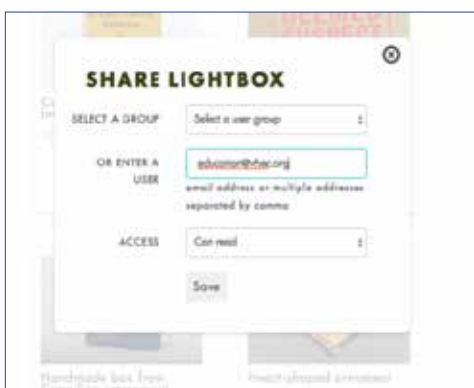
- If you have permission to access the Lightbox of another user, you can comment on that user's Lightbox.

  - You can make comments on a specific item in the Lightbox by hovering over the item and clicking the **speech bubble**.

  - *NOTE: changes or comments you make within a Lightbox will not alter the original catalogue record in any way. Comments can only be viewed by registered users with access to that Lightbox.*

- Users can create web-based slide shows of items in their Lightbox by clicking "**Start Presentation**" from the cog icon.