

## Using Lightboxes and Bulk Actions in Vault

### Creating a Lightbox in Vault

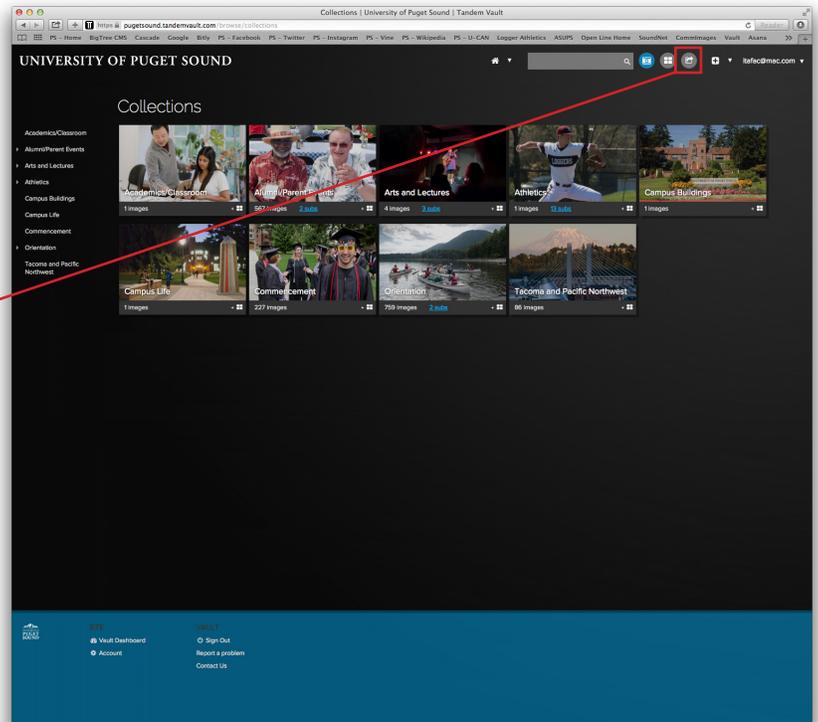
You can create lightboxes from the collections screen or from within a collection or search results.

#### From the Collections Screen

1. Click on the Lightboxes icon in the Vault toolbar at the top of the screen.

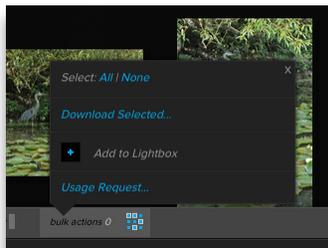


2. Select "Create New Lightbox."

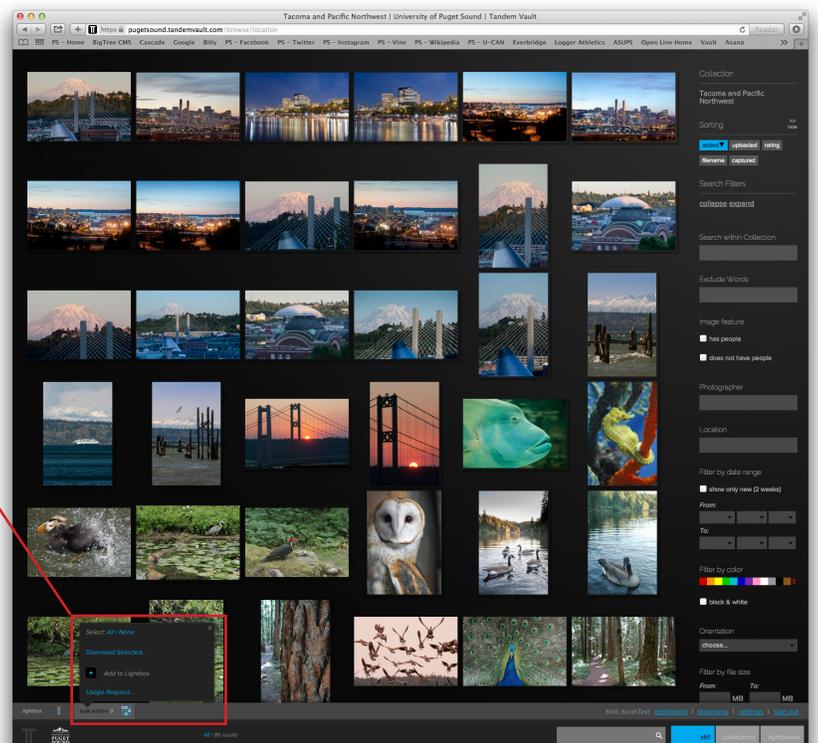


#### From Within a Collection or Search Results

1. Click on the Bulk Actions button at the bottom of the screen, opening the bulk actions menu.



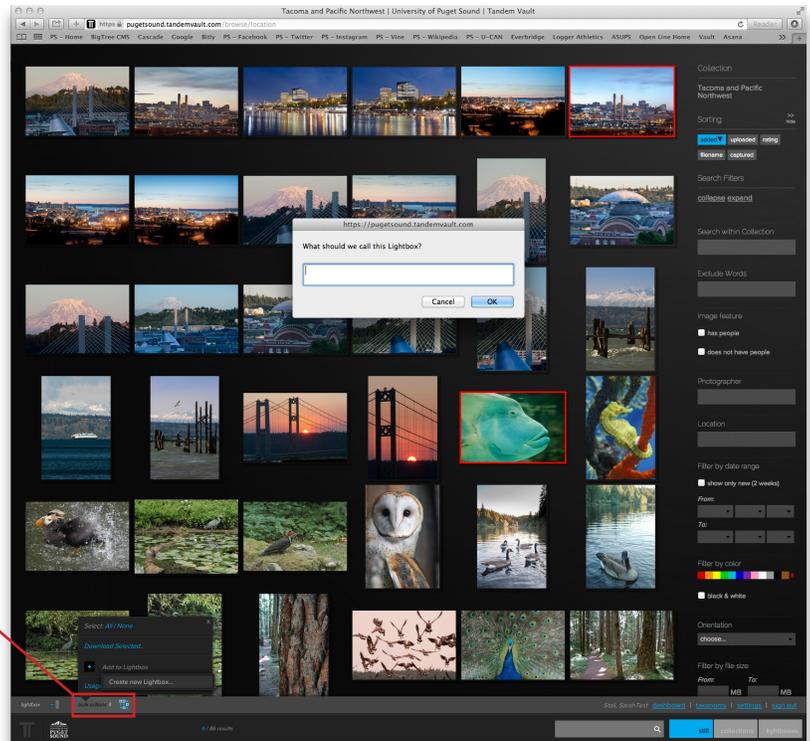
2. Once the bulk actions menu is visible, select the images you want to add to your lightbox. They'll become outlined in red.
3. Click "Add to Lightbox" in the bulk actions menu. If you don't have any lightboxes, you can create one from here.



### Creating a Lightbox in Vault, continued

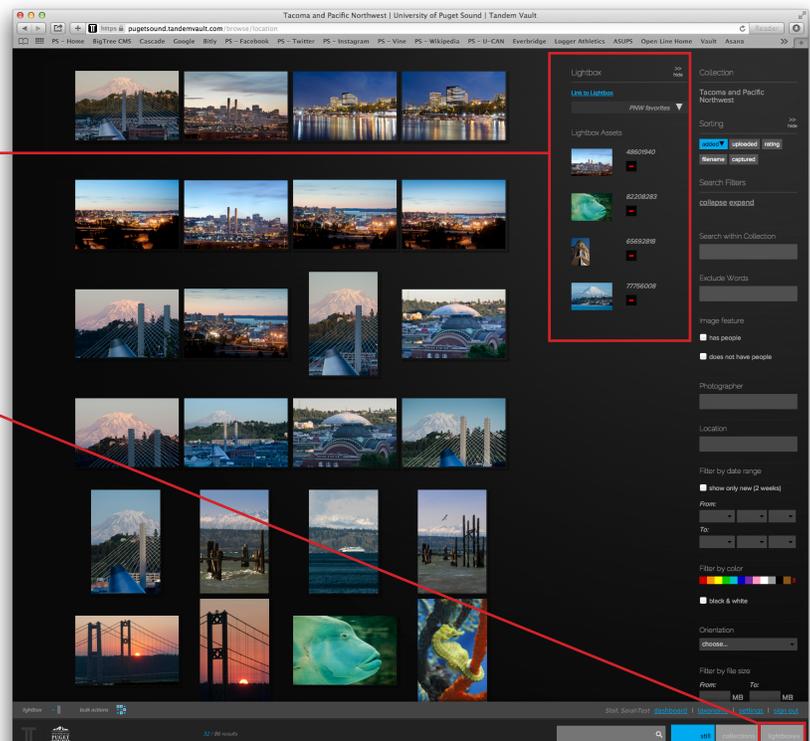
**TIP:** Only you can see your lightbox (unless you share it with another Vault user) so name it something meaningful. If you have more than one lightbox, Vault will alphabetize them by the first letter of the first word of the name.

**TIP:** Once you've named your lightbox and added photos to it, click the Bulk Actions button again to clear the bulk actions menu from the screen.



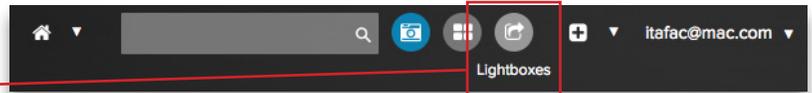
Once created your lightbox will remain visible. Continue to add images to (or remove them from) the lightbox as you browse the collection.

**TIP:** Navigate between lightboxes from within a collection or search results by clicking on the Lightboxes button at the bottom of the screen.



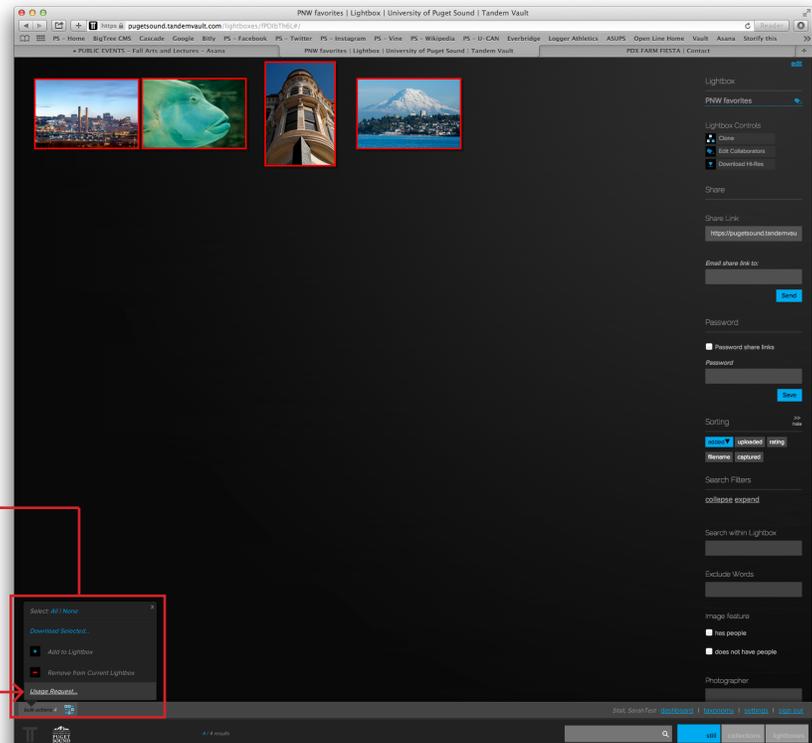
### Requesting or Downloading a Lightbox

Navigate to your lightbox by clicking on the Lightboxes button in the toolbar.



With your lightbox open, click the Bulk Actions button at the bottom of the screen to see the bulk actions menu.

To request all the images in your lightbox, select All in the bulk actions menu.



**TIP:** If you only want to order some of the images in your lightbox, once the bulk actions menu is open, select only those images. (They will be outlined in red to indicate that they are selected.)

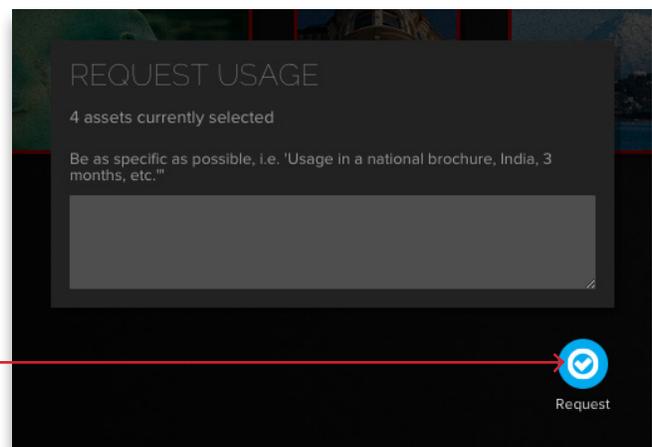
Once you select the images you want to download, click "Usage Request" in the bulk actions menu.

In the Usage Request dialog box that appears onscreen, type in how you intend to use the images, and click the blue Request button.

### Download Your Lightbox

If all the images in your lightbox are from commissioned collections you own (i.e., have permission to download from), you do not need to submit a usage request.

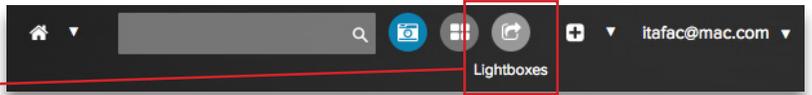
Once your images are selected, click "Download Selected" from the bulk actions menu and select the version of the images you want to download from the Bulk Download dialog box.



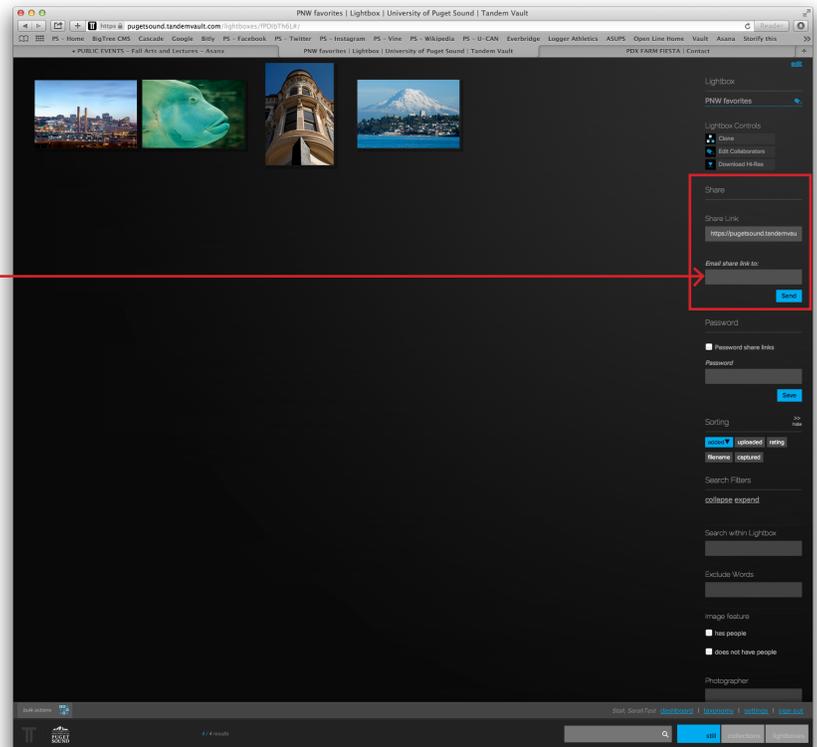


## Sharing Your Lightbox

Navigate to your collection by clicking on the Lightboxes button in the toolbar.



Type the email address of the person you want to share your lightbox with in the email field under the Share options on the right side of the screen.



**TIP:** Want to share your lightbox with multiple people, or include the link in a message you've drafted in Outlook? Just copy the lightbox Web address and paste it into your email message.