

BOB MIZER FOUNDATION **COLLECTIONS**

# **BOB MIZER FOUNDATION**

WEBSITE LIGHTBOX USER GUIDE

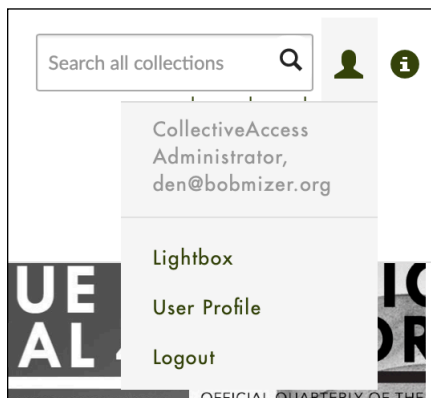
[archive.bobmizer.org](http://archive.bobmizer.org)


## LIGHTBOXES

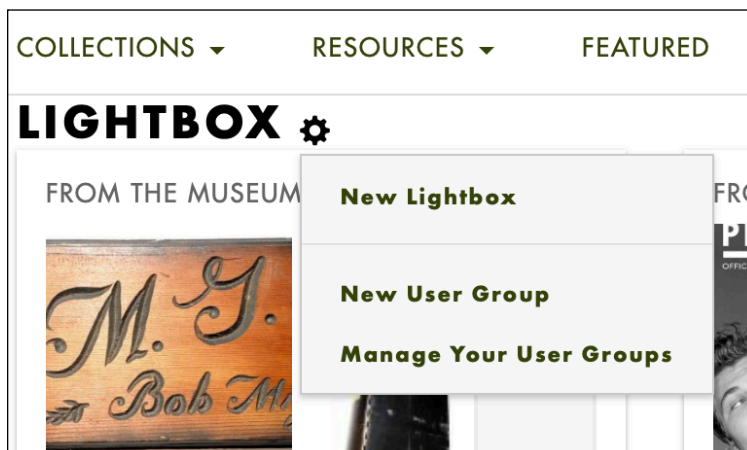
- The Lightbox feature enables users to create, share and download their own collection of items selected from the BMF's online catalogue. A Lightbox is created by saving catalogue records.
- Only registered users can use the Lightbox feature.
- Only item-level records can be added to the Lightbox (library items, museum works, oral history and archival items)
- Archival collections or fonds, series, files and non-collections records cannot be added

## USING THE LIGHTBOX

- 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**.

**LIGHTBOX INFORMATION**

NAME

DESCRIPTION

Save

- Add items to your Lightbox by clicking on the  suitcase icon that appears directly under the image of on a record.

Home > Museum > Wooden plaque with routed AMG [artifact from Mizer's office]



Wooden plaque with routed AMG [artifact from Mizer's office] (2015.2.1)

SHARE

**ACCESS POINTS**

**Wooden plaque with routed AMG [artifact from Mizer's office]**

MUSEUM WORK

**RESOURCE TYPE**  
Objects

**DATE OF CREATION**  
c. 1968

**GENRE**  
Ephemera

**OBJECT ID**  
2015.2.1

**PLACE OF CREATION**  
Los Angeles

- 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.





The screenshot shows a modal window titled "ADD ITEM TO LIGHTBOX" with a close button in the top right corner. Inside the modal, there is a dropdown menu labeled "Select a lightbox". Below this, the text "OR CREATE A NEW LIGHTBOX" is displayed. Underneath, there are two input fields: "NAME" with the placeholder text "Your lightbox" and "DESCRIPTION". At the bottom of the modal is a "Save" button.

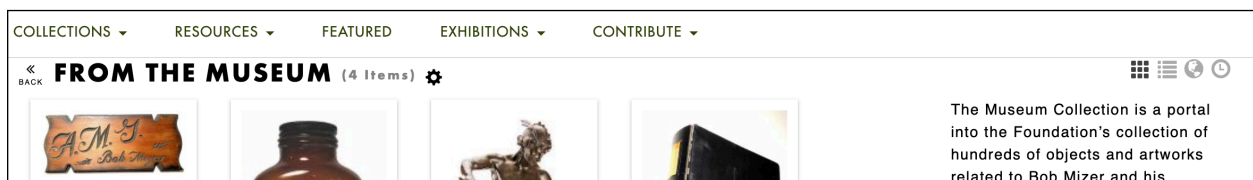
- Items may also be added from the search or browse results page by:
  - Hovering over the tiles the results page and clicking the **suitcase**, or
  - Clicking the cog icon at the top of the results page and selecting **Add all** or **selected results**


The screenshot shows a search results page with a navigation bar at the top containing "COLLECTIONS", "RESOURCES", "FEATURED", "EXHIBITIONS", and "CONTRIBUTE". Below the navigation bar, it says "4 MUSEUM WORK RESULTS" followed by a gear icon. The search term "SIGN" is entered. The results are displayed as a grid of four items:

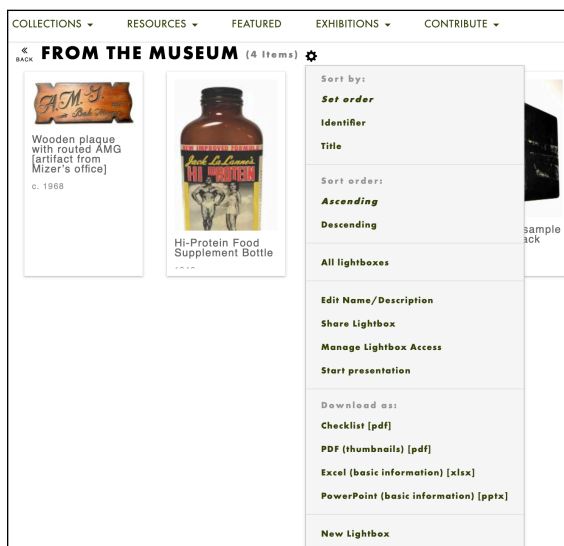
- Item 1:** Hasselblad 500C Medium Format Camera and camera magazine owned by John Paignt... 1957
- Item 2:** Mamiya C330 Medium Format Camera owned and autographed by Lon Hanagan 1970s
- Item 3:** Rolleiflex SL66 Medium Format Camera owned and autographed by Walter Kundzicz... 1966
- Item 4:** Wooden plaque with routed AMG [artifact from Mizer's office] c. 1968

On the right side of the results grid is a "FILTER BY" sidebar with the following categories: RESOURCE TYPE, CREATION DATE, SUBJECT, GENRE, PEOPLE & ORGANIZATION, and CLASSIFICATION. At the bottom of the grid, there is a "MUSEUM WORK" label and a small icon.

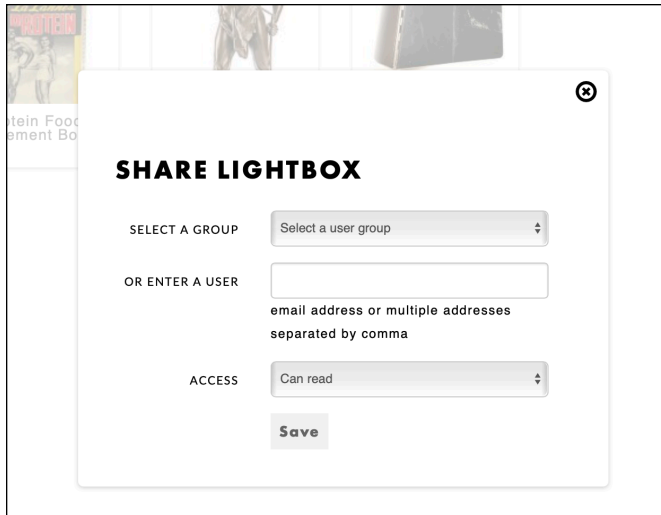
- **Filter** items in a Lightbox using the facets on the right of the screen.
- Change how items in a Lightbox are displayed by clicking on the  **gallery** and  **list icons** in the top right corner of the screen.
- If museum works in your Lightbox are associated with a geographical location you can 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.



**SHARE LIGHTBOX**

SELECT A GROUP

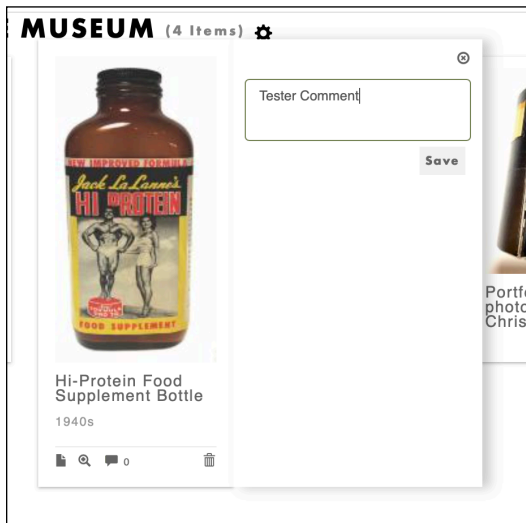
OR ENTER A USER

email address or multiple addresses separated by comma

ACCESS

Save

- If you have permission to access the Lightbox of another user, you can comment on that user's Lightbox.



**MUSEUM** (4 Items)

Hi-Protein Food Supplement Bottle

1940s

Tester Comment|

Save

- 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.

