

Lightboxes

Overview

Lightboxes are one of the most powerful marketing tools available to your company. Create lightboxes for individual customers or entire customer groups directly from the archive or in the integrated lightbox module. You can share your lightboxes, make them public, or let your customers download files from a lightbox.

Make the most of the lightbox features to present your media in the best possible light.

Lightboxes / Lightbox 'Green Calendar' 🔔 EK

Back to Overview Edit Fast Functions Fast Functions (Finance) View Select

Back to Search Mask green 🔍 🔄 Language: English (USA) 🇺🇸

29 Results

▼ Selected Media of active Lightbox

Edit Media View Sequencing Select Lightbox as Result

▼ Selected Lightbox Owner

picturemaxx-support (picturemaxx-s)

[View a different user's lightboxes](#)

[View my lightboxes](#)

☐ Override restrictions ?

▼ Lightbox Settings & Actions

Selected Lightbox:

Green Calendar

Website:

1 | Web 1.0

☐ Don't display on Website

[Create a new lightbox](#)

[Rename this lightbox](#)

[Delete this lightbox](#)

[Print this lightbox](#)

Download:

[Download a zip file directly](#)

[Send Lightbox Link](#)

[Email a download link](#)

Share:

[Copy this lightbox \(usernames\) ?](#)

[Copy this lightbox \(access groups\) ?](#)

Lightbox features

Create lightboxes

To create a lightbox, proceed as follows:

1. Navigate to **Media Management > Lightboxes**.
2. In the Lightboxes overview, click **Edit > New**.
3. Enter a name for your lightbox and click **Save**.
4. To add images, within the search field, enter a search term, and click **Enter**.
5. Pick the images you want to add to the lightbox.
 - To multi-select a continuous range: **Shift + Click**
 - To multi-select a non-continuous range: **Ctrl (PC) or Cmd (Mac) + Click**
6. Drag the images into the **Selected Media of active Lightbox** panel below the search results.
7. To share the lightbox with a client, use the **Send Lightbox Link** option in the sidebar. Alternatively, choose **Email a Download Link** to deliver the lightbox as a ZIP file.

-Or-

1. Navigate to **Media Processing**.
2. Perform a media search and then select **View > Lightbox and Download** to transfer the results to the lightbox area for further processing.
3. Pick the images you want to add to the lightbox and drag them into the **Selected Media of active Lightbox** panel below the search results.

Tip

To rearrange media files within the lightbox, simply drag and drop them into the desired position. Additional features are available to support your workflow, refer to the information below for details.

Organize Lightboxes

Backstage offers various options to organize your lightbox:

Menu on the top:

Menu: Edit

The menu contains the following features:

- **Open:** Open a media file for processing. You can also open a file by simply double-clicking it.
- **Batch Process:** Edit multiple media files simultaneously.
- **Print:** Pick the media file you want to export as a PDF, then choose a layout from the available templates.

Note

For more information refer to the **Media Labeling** FAQ.

Menu: Fast Functions

Fast Functions are shortcuts that let you link media files to new or existing collections and define permissions directly within the media processing interface.

Batch Restrictions

Define distribution permissions for media files. (**Media management > Restrictions > Batch Restrictions**)

Series

Create series — a curated collection featuring one or more primary media items that represent the entire set. It is ideal for themed reports or editorial packages (**Media Management > Collections > Series**).

Note

You can learn more about each feature in the corresponding FAQ

Menu: Fast Functions (Finance)

Use this feature to generate a document directly from the media files in your lightbox search results. You can choose from **Price Quote, Order, Delivery Note, or Invoice**.

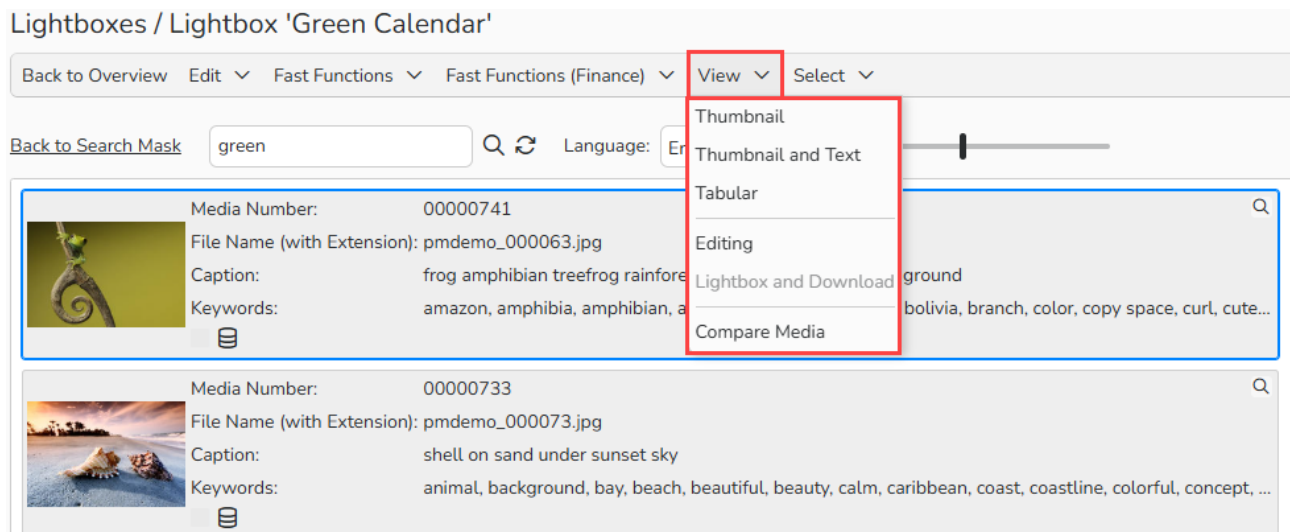
1. Select the media files you want to include.

2. Click **Fast Functions (Finance)** and select a document type.
3. Select the appropriate customer record.
4. The system will automatically generate and open the document for further editing.
5. Click **Save**.

Menu: View

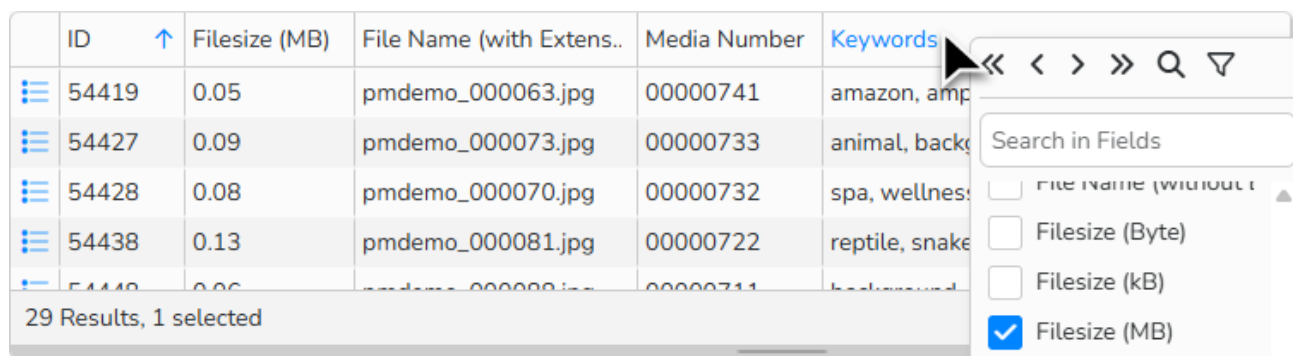
Use the **View** menu to customize your media files display:

- **Thumbnail:** Display all media files as thumbnails, along with their media number, file name, and author information.
- **Thumbnail and Text:** All media appears in the list view with a thumbnail, media number, file name, description, and keywords.
- **Tabular:** All media appears in the table view without thumbnails; you can display selected metadata fields.



The View menu of a Lightbox: files appear as Thumbnail and Text

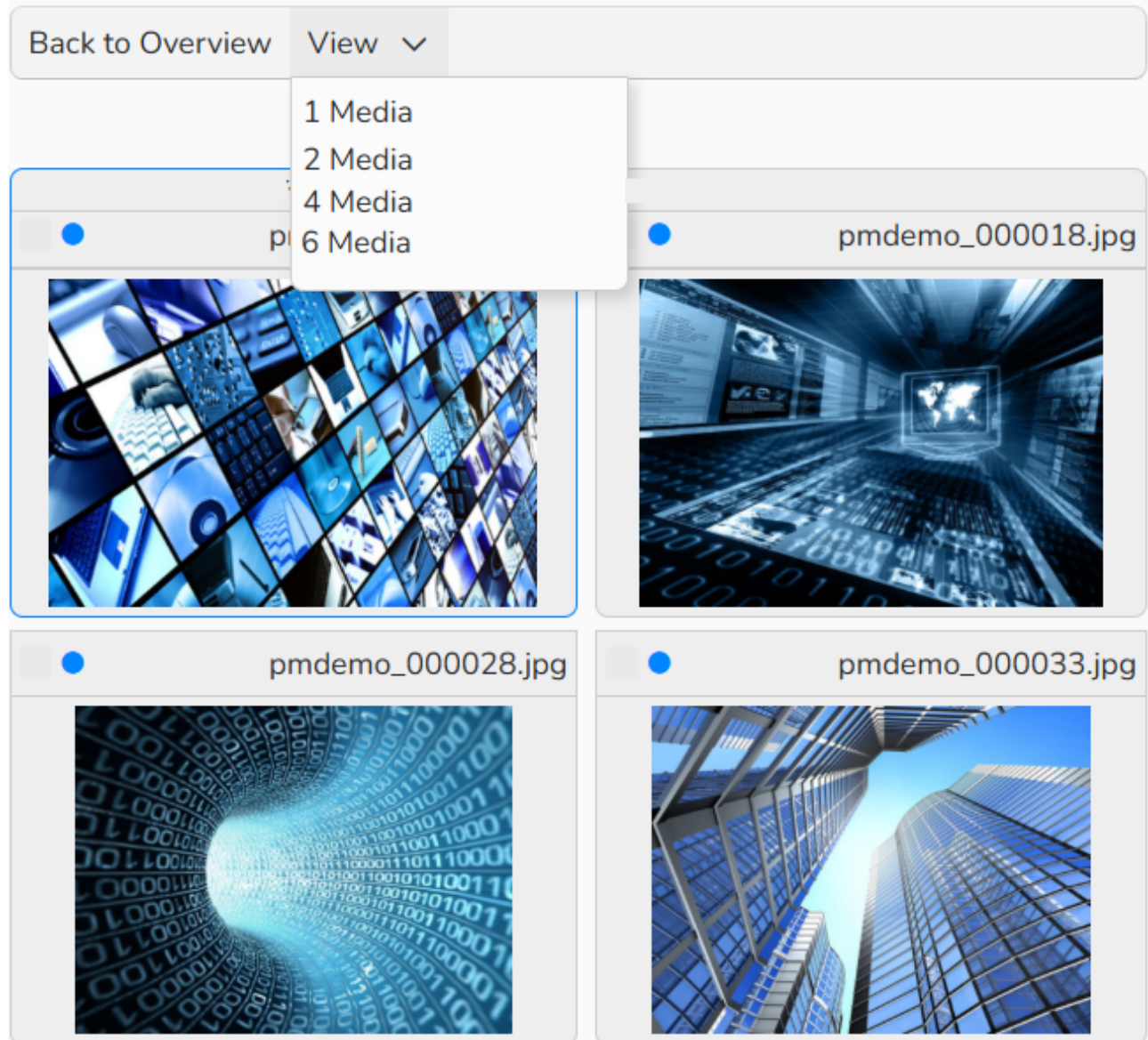
In the **Tabular** view, right-click anywhere on the table column header to access the metadata list and select the fields you want displayed.



Tabular View: table's context menu with metadata fields

- **Editing/ Lightboxes and Download:** Switch between the lightbox view and the archive view.
- **Compare Media:** To compare media files, select up to six items and click **View > Compare Media**. The system will display the files side by side for visual comparison.

Compare Media



Compare Media: four media files selected for comparison

Menu: Select

Use this menu to manage your media selection:

- **Select All:** Mark all media files.
- **Remove Selection:** Clear all current selections.
- **Invert Selection:** Select all unmarked media files and clear currently selected ones.

Image scaling and search controls

Here is a brief description of image scaling and search controls:

	Use the slider to adjust the size of the displayed thumbnails.
Language: English (USA) ▼	Select the metadata language you want to search in. The system will search only the metadata fields in the selected language.
Enter search term(s) ? Q	Start a new full-text search. The system ignores all previously configured search settings.
	Refresh the archive results based on your previous search. For example, newly added media will be included.
Back to Search Mask	Return to the archive search interface to start a new search.

Menu in the sidebar panel

Lightbox settings and sharing

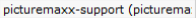
In the **Lightbox Settings & Actions** sidebar panel, you can configure the following:

Selected Lightbox:	Shows the lightbox you're currently working in. Use the dropdown menu to switch between lightboxes within your access.
Website:	Shows the website where the lightbox will appear for the selected access. If you manage multiple websites via Backstage, use the dropdown menu to switch between them.
☐ Don't display on Website	Enable the option to exclude the lightbox from a website. The lightbox will remain available only within the system.
Create a new lightbox	Create a new lightbox.
Rename this lightbox	Rename the lightbox.
Delete this lightbox	Delete the lightbox.
Print this lightbox	Select the media you want to print as a PDF and choose a layout from the available templates.

Download a zip file directly	Download your lightbox directly from the system to reuse the media.
Send Lightbox Link	Share a website link to the lightbox via email. In the Send Lightbox Link dialog, enter the recipient's address and click Send .
Email a download link	Share a download link to the lightbox via email. In the Send Download Link dialog, enter the recipient's address and click Send
Copy this lightbox (usernames)	Copy the lightbox and share it with selected access groups. Each copy can be filled independently.
Copy this lightbox (access groups)	Copy the lightbox and share it with selected access groups. Each copy can be filled independently.

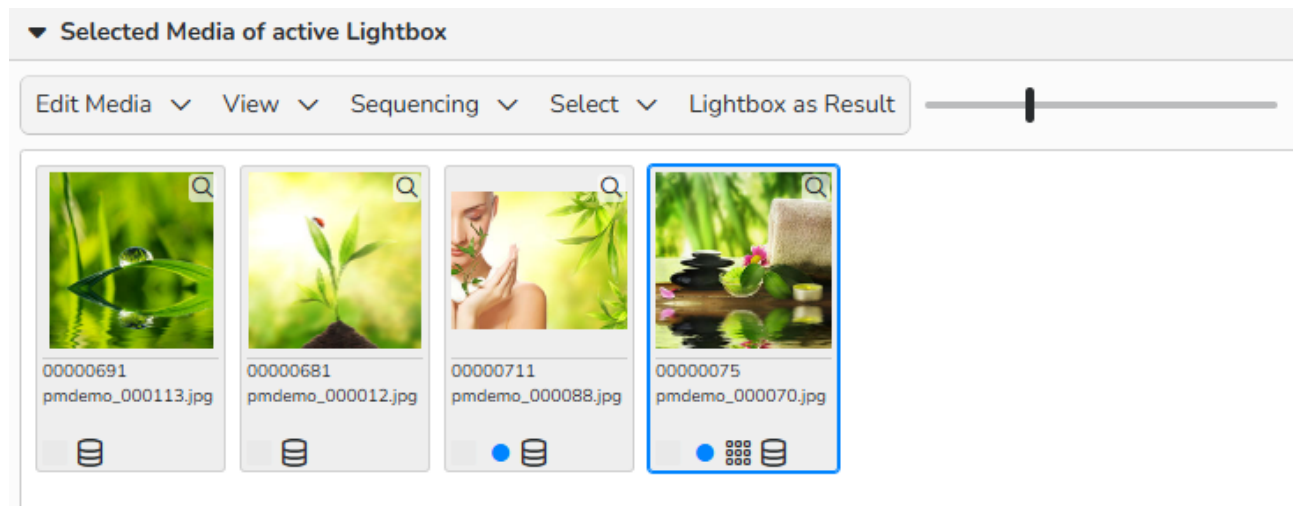
Access another user’s lightboxes

In the **Selected Lightbox Owner** sidebar panel, you can configure relevant access settings:

	View which access will apply when you create the lightbox. This is usually your own access.
View a different user's lightboxes	Create a lightbox under a different access, for example, to add files to a customer's lightbox. You can choose accesses of Sales, Purchasing, and Administration user master data.
View my lightboxes	If you’ve created a lightbox under another access, switch back to your own access here.
☐ Override restrictions 	Some user types, such as Customers, may have restricted access to certain media files. Enable the option to temporarily bypass these restrictions when creating a lightbox. Important: Customers will only see authorized media if you send the lightbox as a download link.

Menu of Selected Media of Active Lightbox

This panel is the actual lightbox where you can collect the selected media for further use.



Lightbox: selected media

Menu: Edit Media

With this menu options you can make various selections:

- **Remove:** Remove the selected media files from the lightbox.
- **Print:** Pick the media you want to export as a PDF, then choose a layout from the available templates.
- **Print Selected:** Export only the currently selected media as a PDF.

Menu: View

Choose a view mode to display your media files:

- **Thumbnail:** Display all media files as thumbnails, along with their media number, file name, and author information.
- **Thumbnail and Text:** All media appears in the list view with a thumbnail, media number, file name, description, and keywords your media files display

Menu: Sequencing

Here you can define the order of media items in the lightbox.

Note

You can also rearrange the media files with drag & drop.

Menu: Select

Use this menu to manage your media selection:

- **Select All:** Mark all media files.
- **Remove Selection:** Clear all current selections.
- **Invert Selection:** Select all unmarked media files and clear currently selected ones.

Menu: Lightbox as Result

You can quickly move your lightbox media into the search results with this option.

Tip

You can view and open lightboxes for individual access directly in the **Lightboxes** tab of a customer/author/user record.

Note

If you search within a lightbox using a specific access, Backstage stores the searches and related downloads under that customer access for statistical purposes.

Manage lightboxes

You can find a list of all lightboxes in **Media Management > Lightboxes**.

Create a lightbox

- Select **Edit > New** from the menu.

Edit an existing lightbox

- Double-click an entry or select it and click **Edit > Open**. Make your changes and click **Save**.

Print a lightbox

- Select the entry you want to print and click **Edit > Print**

Delete lightbox

- Pick the lightboxes you don't need any more and click **Edit > Delete**.

Keyboard shortcuts

The following keyboard shortcuts can be used in the lightbox:

DEL	Deleting a media file
SHIFT+Click	Selection of a range of media
CTRL + Click (Windows) CMD + Click (Mac)	Selection of individual media