# ThirdLight

QUICK REFERENCE GUIDE

Folders

Your folders are a great way to start organising your files. A sensible folder structure can help users find files by simply browsing. Collections and smart folders expand on this by being able to have references to files from multiple folders in one location, which is great for putting together files for new projects.

Organise your folders to find files quickly and easily

1 Look in your yellow storage **Folders** to find your entire media collection, it can be organised into simple folder structures to help with browsing

2 Click on your red **Collections** folders to find project specific media

3 Use your blue **Smart Folders** to find media from your saved searches
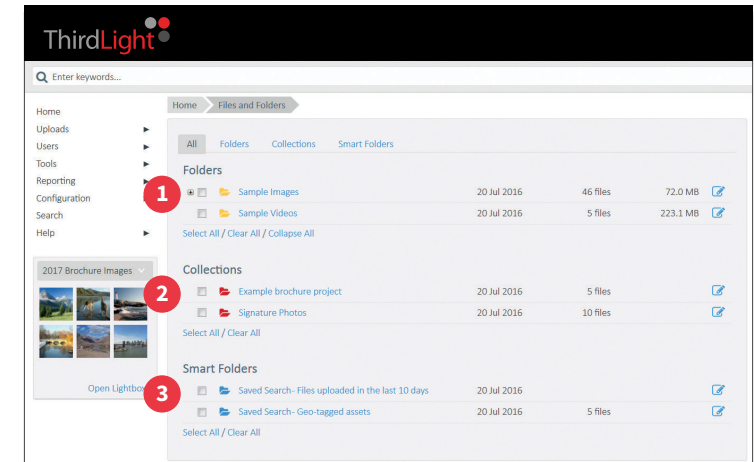
You can choose who can access your files and folders with just a few clicks

1 Right click on the folder to bring up a sub-menu

2 Edit use access by clicking **Edit Access**

3 Click on the box containing a small cross next to **Users**

4 Simply select and deselect users by clicking in the boxes
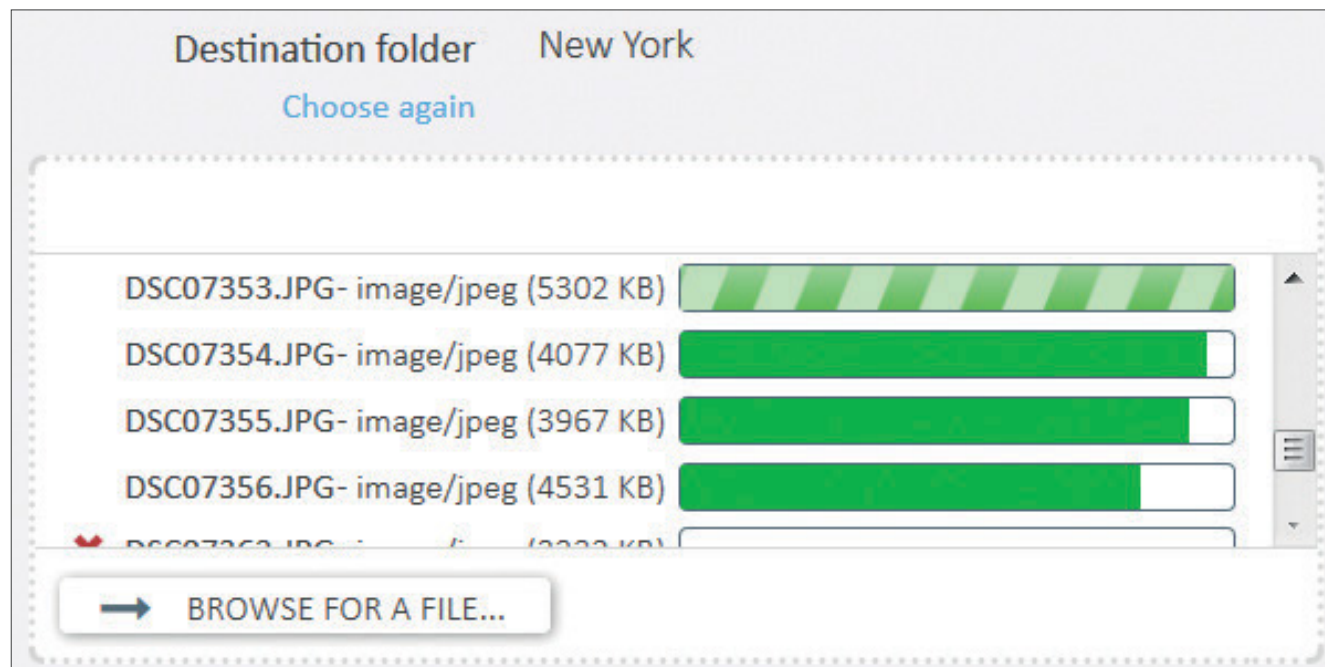
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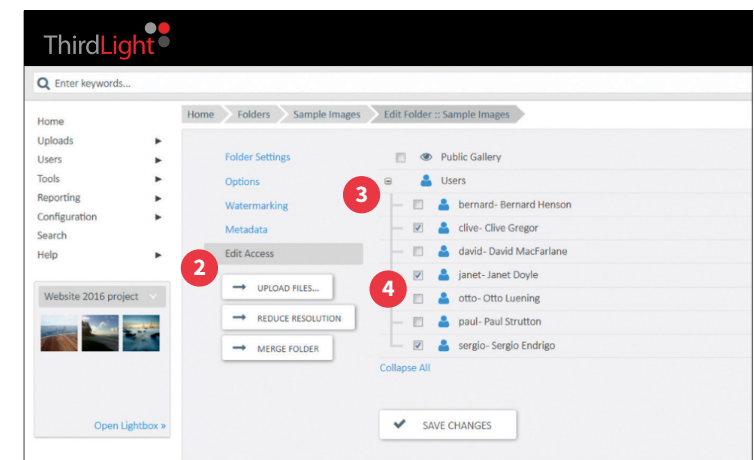
🔺 Upload

The simplest tool for uploading is the Browser Upload tool, but if you want to upload larger files or full folder structures you can use the Desktop Upload tool. Upload location and permission to upload files into your library can be switched on or off.

You can use the quick and easy upload tool to import images into folders

1 Click on **Uploads** in the main left hand menu

2 Choose **Browser Uploads**, select your destination folder and click **OK**

3 Simply drag and drop your images into the folder

4 Watch the progress bar for successful upload

Destination folder   New York

Choose again

DSC07353.JPG- image/jpeg (5302 KB)

DSC07354.JPG- image/jpeg (4077 KB)

DSC07355.JPG- image/jpeg (3967 KB)

DSC07356.JPG- image/jpeg (4531 KB)

➡ BROWSE FOR A FILE...

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☰ Tag

Filling in metadata fields can be set as a required task for a user uploading files. You can add data to multiple files at the same time. Using predefined metadata vocabulary or field types such as dropdowns or trees can make it much easier for users to tag consistently.

Tag assets to make them easy to find using a keyword search

1. You can use standard metadata or add your own fields
2. Navigate to a single asset to view full asset information
3. Tag your assets in a variety of categories to make them searchable
4. Add the words that will help you find your asset by simply typing them into **Keywords**
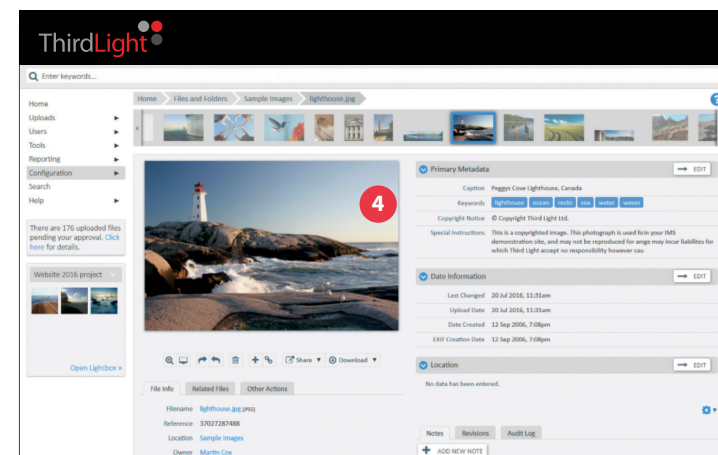
You can also tag multiple files or whole folders with metadata at the same time

1. Navigate to folder view
2. Select several assets by either dragging the cursor over them or selecting each image
3. Go to **Edit** in the right hand menu and add data there
4. Go back to your folder view to tag whole folders at the same time
5. Click **Edit** from right hand menu
6. Right click the folder name and click **Edit** from the sub-menu
7. Select **Metadata** and add keywords and data here
8. Click **SAVE CHANGES** to save them to the entire folder and all sub-folders

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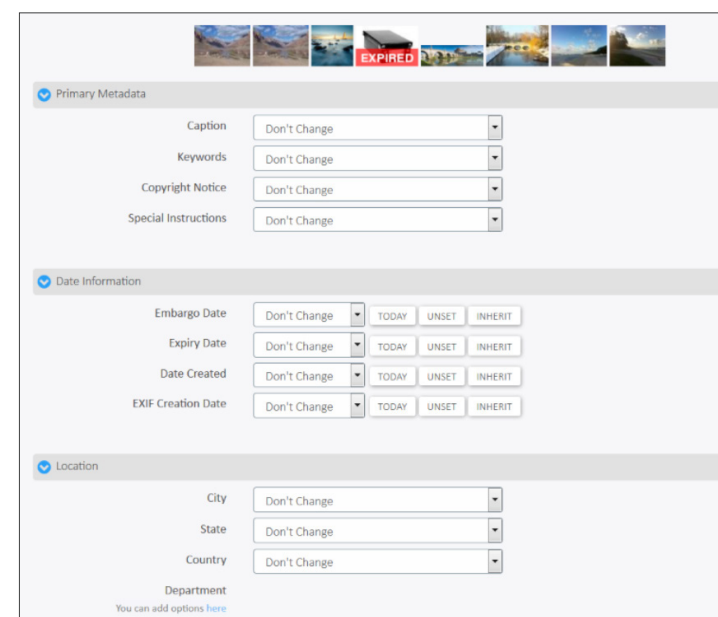
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⬇ Download

Setting up custom download categories means users can get the file in the size and format they need immediately, or with advanced options they can easily set their own custom size and crop images as required.

You'll find the editing option really useful for downloads – convert, format and crop your media

1 Navigate to a single asset to view full asset information

2 Click on the **Downloads** button under the image

3 Choose from the list of built-in download options

4 Click on **DOWNLOAD NOW** to get your image immediately

5 Or you can click on **PROCEED TO CROPPING** to edit your image

Learn how to configure those convenient built-in download options

1 Click **Configuration** in the main left hand menu

2 Select **Download Categories** from the sub-menu

3 Click **Add New Category**

4 Fill in the Category data box and click **Create**

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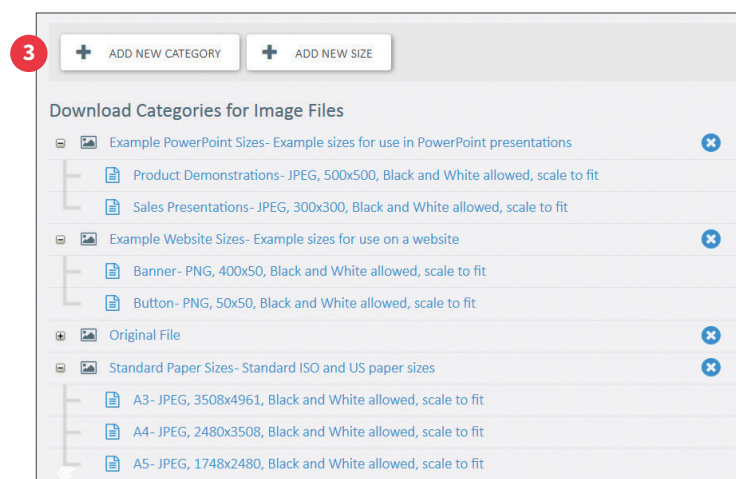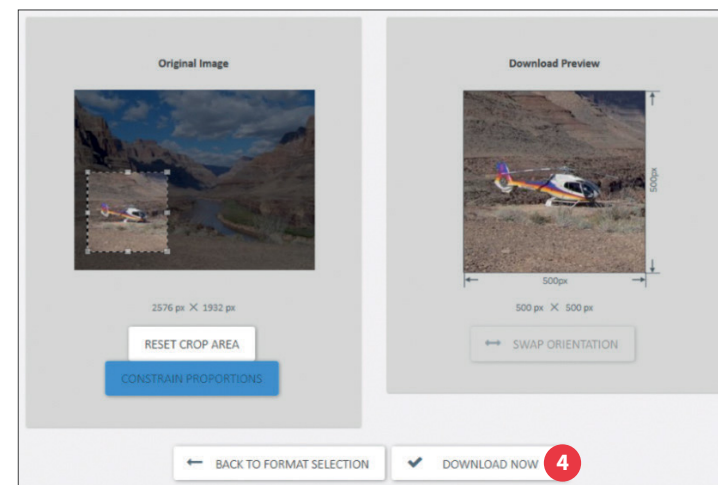
➦ Share

Sharing a file directly from a URL in the media library removes the problems that come with hitting email size limits and prevents users having to use the untested third party software. The system lets you know which files have been shared and by who. They can also be set to become live on a given date and expire if required.

Sharing is a key feature of the software and couldn't be easier

1. Navigate to a single asset to view full asset information
2. Select the **Share** button under the image
3. Choose **Share as a link** then pick your format from the list
4. **Share** will prepare the file
5. You can use the url to host images on websites or copy and paste it into an email

Instantly find out who's used your media, when and how

1. Choose **Reporting** from the main left hand menu
2. Select **Published files** from the sub-menu
3. Select a folder and expand the history by clicking the small box to the left of the image

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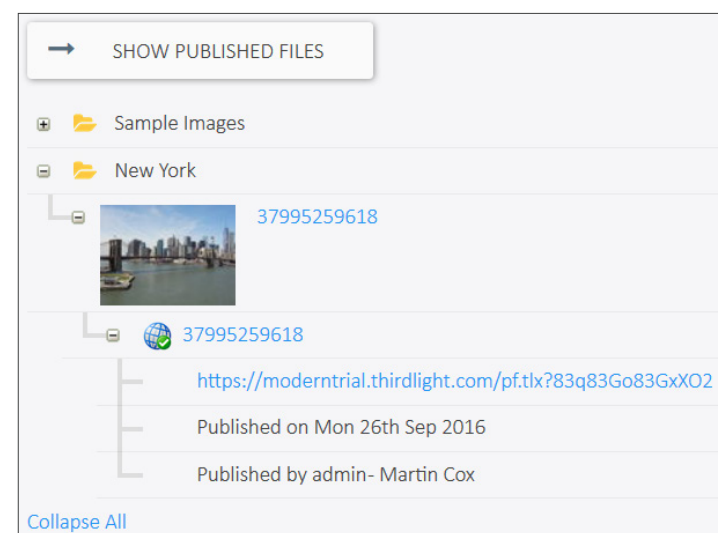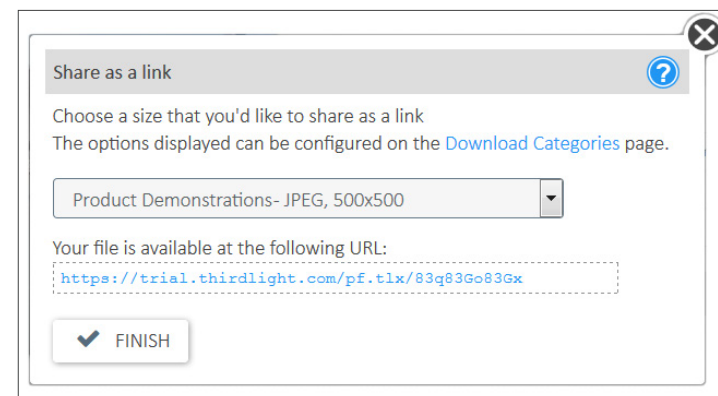
🗨 Lightbox

Lightboxes can be used as a personal project area or shared with both internal and external users of your media library. Inside each Lightbox is a chat function where users are able to discuss and collaborate on ideas and flag files as part of the discussion.

Share media and collaborate with other users using the clever lightbox function

1 Find your lightbox in the bottom left of your screen and click on the grey title box on the arrow to show lightbox actions

2 Select **New Lightbox**, type in a name and click **Create**

3 Navigate into a folder and select images by hovering over them and click the **+** button. You'll see the images appear in your new lightbox

4 Click **Open Lightbox** in the bottom of your lightbox

5 Click the **+ ADD PEOPLE** button above your images

6 Add IMS users or email addresses here and **SEND**

7 You can then post messages in your lightbox chat screen

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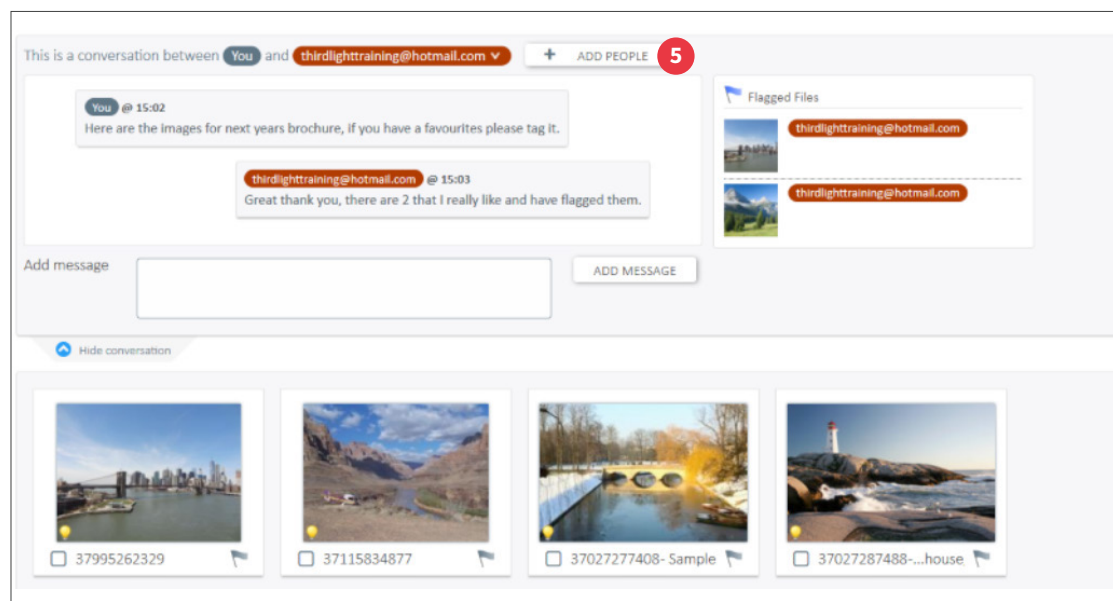
👤 Users

You can set users' permissions to upload, download, tag and also their access to optional management tasks so you can be confident that users have access to the files and the tools they need.

When you've added users and groups you can also set their permissions. You don't pay for users in Third Light, so you can add as many as you like.

1. Select **Users** from the left hand menu, then **Users and Groups**
2. Click the **+ ADD A NEW USER** button top right
3. Complete the data box and click **CREATE**
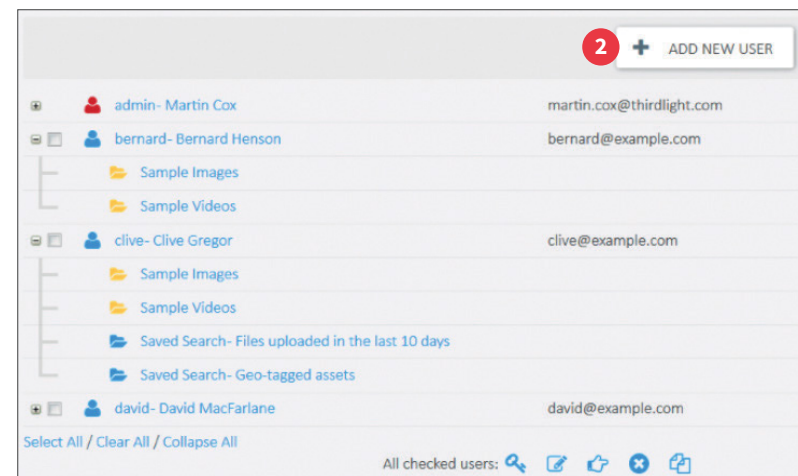
You'll need to add a new user before you can add them to a group. It saves loads of time managing permissions for groups instead of on an individual user basis.

1. Select **Users** from the left hand menu, then **Users and Groups**
2. Switch to groups by selecting **Groups** from the blue left menu
3. Click the **+ ADD NEW GROUP** button top right
4. Complete the data fields
5. Select from the blue left hand menu to set permissions for the group
6. When you're happy click **ADD NEW GROUP**