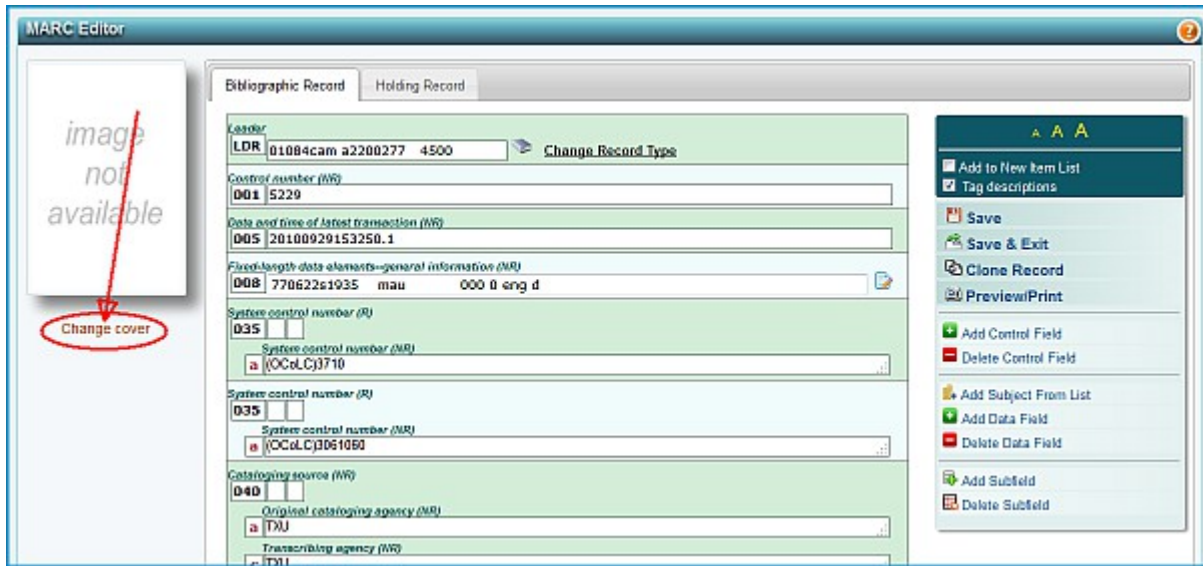


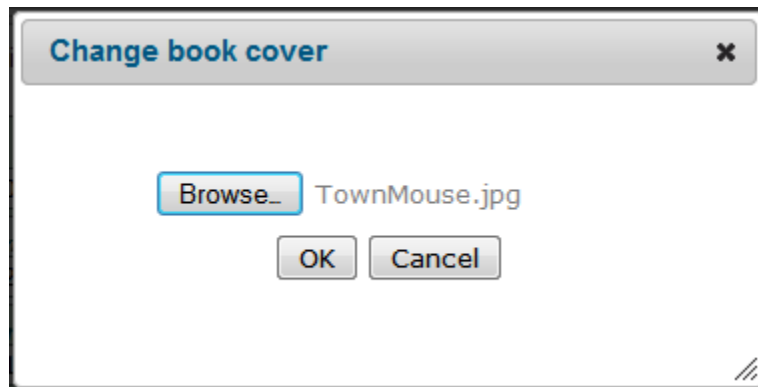
Add your own thumbnail

If your ISBN is correct but the cover is not or is missing, you may add your own image of the cover, or one you copy from another site.

When cataloging or editing a resource, the image appears. If an image cannot be found, or if the image is not that of the edition you have at hand, click the “Change cover” link below the “thumbnail.”



Browse” the local files on your computer to find and retrieve the image you would like to import (I suggest creating a folder on your desktop for these///mine is called Book Covers). Once you have selected the desired thumbnail, the selected file’s name will appear in the pop-up box next to the “Browse” button. If the file name described the desired image, click “OK”



The retrieved image will be loaded to the OPALS thumbnail archive, linked to your MARC record.

- Save the record.
- The uploaded image will display when this item is retrieved by a search

How to retrieve images:

From a web page

Images are often available when searching the title or ISBN of the publication in your Internet browser.

1. If you see the image you desire, then Right Click the mouse and choose (Save Image As...)
2. Your file browser will open with a image name and location to save the file.
3. Be sure you know where you are saving the image so that you can easily retrieve it later.

Scan your cover

1. You can scan a cover, (no greater than 400 x 600 resolution).



Save that image to a local drive as JPG or PNG format. (Be sure you know where you are saving the image so that you can easily retrieve it later)