

Put it here—Paste Images in Item Management

Tip for January 7, 2019

You know you can drag and drop image files from your desktop to Item Management to upload cover art.

You know you can go to the Actions menu to Browse for Item Picture.

(I hope you know these things.)

But did you know that in version 7 you can also *paste* cover art directly in Item Management?

The screenshot shows the 'Item Management' interface for a library catalog. The 'Publication' tab is selected, displaying details for 'Harry Potter and the Chamber of Secrets'. The interface includes a sidebar with navigation options like Circulation, Items, Patrons, Tools, Researcher, and Support. The main area displays fields for Title, Author, Non-Filing, Volume, Edition, LCCN, ISBN/ISSN, Place, Publisher, Year, Extent, Call Number, Policy, Medium, Genre, and a checkbox for 'Don't Show in Researcher'. A book cover image is visible on the right.

Field	Value
Title	Harry Potter and the Chamber of Secrets
Author	by J.K. Rowling ; illustrations by Mary Grandpre
Non-Filing	None
Volume	Harry Potter
Edition	
LCCN	98046370
ISBN/ISSN	0439064864
Place	New York, NY
Publisher	A.A. Levine
Year	1999
Extent	viii, 341 p. : ill. ; 24 cm.
Call Number	FIC ROW
Policy	Fiction
Medium	[book]
Genre	Fantasy fiction
Don't Show in Researcher	<input type="checkbox"/>

Here's how:

1. Select an image on your desktop or on the web, and copy it: Command-C for Mac, Control-C for Windows.
2. In **Item Management**, select an item record.
3. Make sure the record is unlocked.
4. Click the **cover art** field.
5. **Paste** the image: Command-V for Mac, Control-V for Windows.
6. **Save** your changes.

It's the little things that make life easier, isn't it?

On version 6 but want this feature? [Learn about switching from v6 to v7!](#)

[Switch to Alexandria 7 ARCHIVED](#)