

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 in version 7. On the left is a sidebar with icons for Circulation, Items, Patrons, Tools, Researcher, and Support. The main area is titled 'Titles' and 'Copies'. The 'Publication' tab is selected, showing details for 'Harry Potter and the Chamber of Secrets' by J.K. Rowling. The cover art is displayed on the right, and the status '1 of 2 copies available' is shown below it. The interface includes various input fields for title, author, LCCN, ISBN/ISSN, place, publisher, year, and extent. The 'Non-Filing' dropdown is set to 'None'. The 'Call Number' is 'FIC ROW'. The 'Policy' is 'Fiction', 'Medium' is '[book]', and 'Genre' is 'Fantasy fiction'. There is a checkbox for 'Don't Show in Researcher'.

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](#)