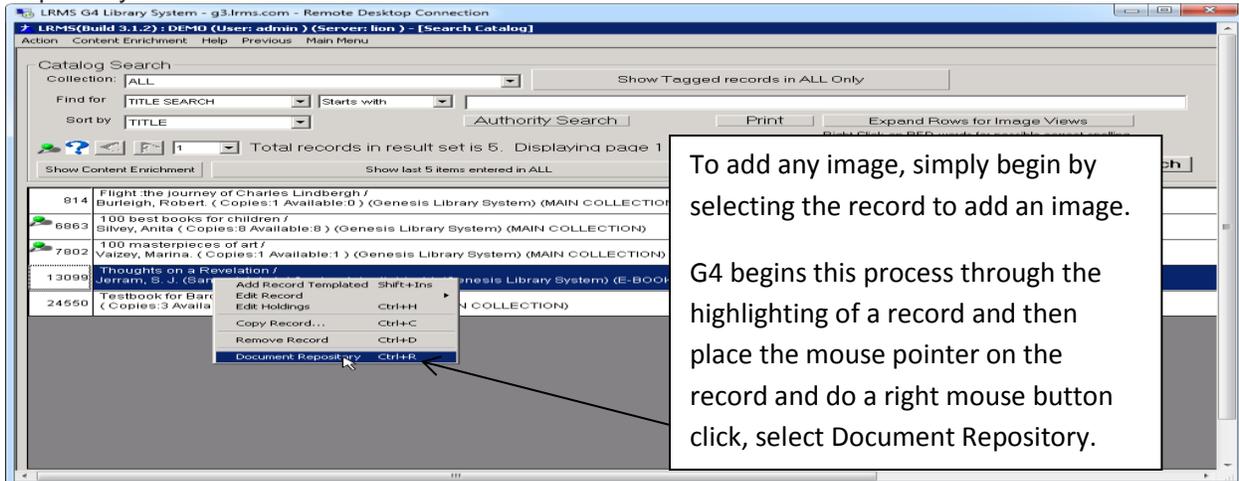


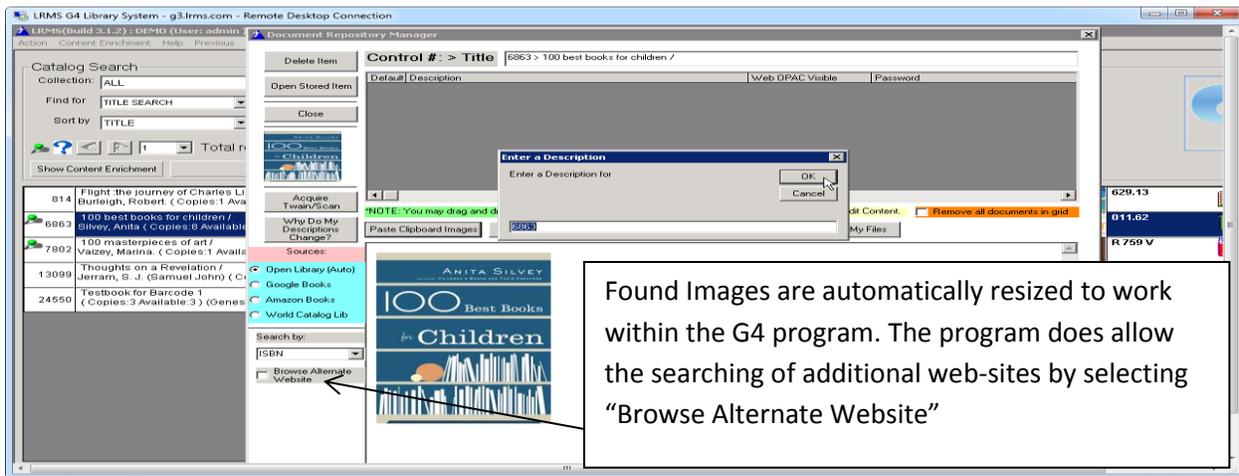
## G4 - Adding Image's to MARC Records

Adding images has just become easier! A change was made to this area known as the Document Repository.



Gathering Images is now defaulted to lookup using the ISBN number as this is a more accurate method of finding an exact image. We also added a forth image location (OPEN Library) for free images, if this default location does not contain the image you can click on any of the remaining locations to see if there is an ISBN match.

- If your record does not contain an ISBN number the program will not find a match, switch to a Title search using the three remaining sources. This will always find a Title match, however be sure that the Author is a match when a Title is located.
- Those who have used this feature in our earlier version will find a few less steps are necessary to retrieve images. Now when you copy and paste an image the program automatically assigns the proper record control number and when you click the OK button that appears; the program completes the addition of the image and for it to display in the library catalog (OPAC).



- Step 1 – Locate the record you want to add an image too.
- Step 2 – Place your mouse pointer highlighting the record, use a Right Mouse button click and pick the "Document Repository" option.
- Step 3 – If an image is found, copy it and select the "Paste Clipboard Image"
- Step 4 – When the Enter a Description Box appears, simply click the "OK" button
- Step 5 – Click the "Close" button