Search and Webopac can display an icon that denotes a genre or location or sublocation.

Icon images such as Syba Signs digital genre images can be used, or any other images as well.

The image appears beneath the book cover image on the item details page.

email
education.bookmark@sa.gov.au

website
http://bookmark.central.sa.edu.au/

D:\BMV10\FactSheets\FSGenreImages.doc

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Each catalogued item can have its own specific genre image.

In addition, genre images can be linked to locations and/or sublocations and/or collections/genres. A linked image is displayed for any item with that location, even if the image file is not assigned to the item.

Two methods can be used to assign the images to specific items:

- AddEdit Items in Cataloguing

- Global Change in Cataloguing

Add/Edit Items
With the item's record visible, click on Record on the top menubar. In the dropdown menu, click on Set Genre Image. A file requester opens. Locate the image file and open it. The file is copied from its current location into Bookmark's Images folder. All blank spaces in the filename are automatically replaced with underscore characters. The image does not flow through to any existing copies, so this process would have to be done for each. However, the image is included when making new copies.

The image does not "stick" until the item is saved. Click on Save or press F1 or press the F2 key to save.

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In AddEdit, clicking on the genre image itself pops open a window to show the picture enlarged. If the image is linked to the item directly, it can be disconnected here or via the Set Genre Image menubar option described above. The item must be saved to be fully disconnected.

Global Change

Global Change can be used to assign an image to many items. Use the query option or scan in to make a list of items. Then select Genre Image as the field. Use the Replace Entire Contents method. Leave Find blank and in Replace, click on the three dots to open the file requester. Complete the global change as normal.

Images can be removed in the same way by replacing the field with nothing (empty).

Linking to Locations and Sublocations and Collections/Genres

In Cataloguing, click on Authority Lists then on the Genre Images button.
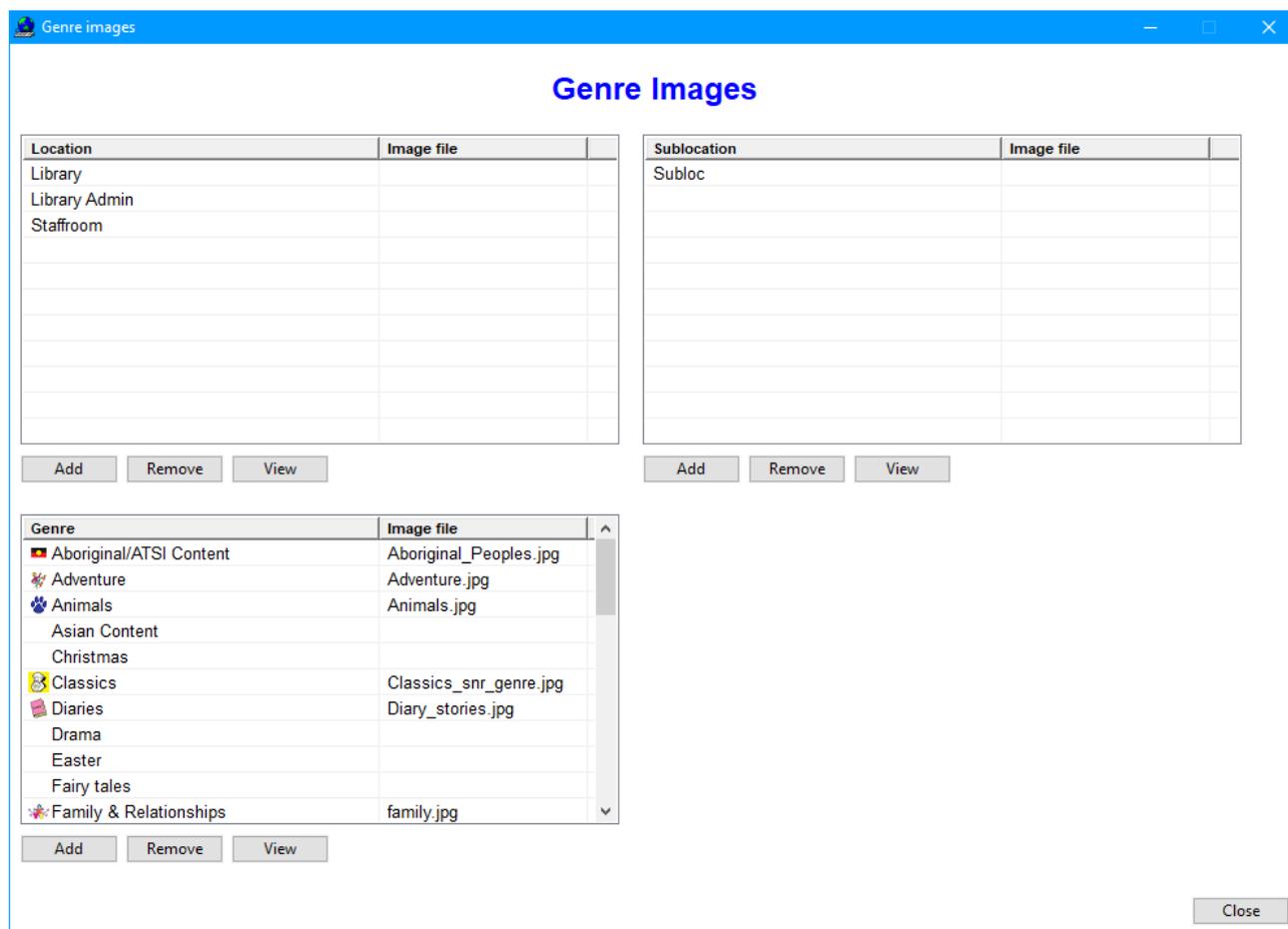
Click on the location or sublocation or collection/genre entry to highlight, then click on Add. Alternately, double-click.

Use the file requester to locate the image to link to the location or sublocation. If images are not located in Bookmark's Images folder, they are copied there.

To delete an image, click once to highlight then click on Remove or press the Delete key. The location or sublocation remains but the image is unlinked.

Image Priority

An image directly linked to an item has priority. It is displayed even if the location or sublocation or genre has an image.

If an item has no directly linked image, then the genre image is displayed. If there is no genre image, then the sublocation image is used, if set up above. If not, then the location image.

Backups

Genre images are automatically copied into Bookmark's *Images* folder. They are backed up with a monthly or annual backup.

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