

New Thumbnail Handling - January 2025

Summary

The Ex Libris developers provided a way to update the thumbnail for digital titles in Alma:

1. Go to "**View full representation list**" from the "**Digital Representation**" section in the repository search.
2. Go to the "**Properties**" tab
3. Upload a thumbnail or press on "**Select thumbnails from files**" and select the thumbnail you want.

Screenshots

The following example was used to make changes to [MMS ID 991011553203204641](#), a letter titled: [Jimmy Ley to Mr. and Mrs. W. E. Ley – March 12, 1942](#)

A portion of the Jimmy Ley collection in Primo before changes. The image is in the middle row, right side.



Showing the title's digital files in Alma.

Institution Record

Digital Representations (1 - 4 of 4)

Representation ID	Usage Type	Library	Actions
12319023120004641	Primary	Burling Library	Viewer Files (2)
12319023090004641	Primary	Burling Library	Viewer Files (2)
12319023100004641	Primary	Burling Library	Viewer Files (2)
12319023110004641	Primary	Burling Library	Viewer Files (2)

Add Representation

View full representations list

After clicking "View full representation list".

Digital Resource Editor

Jimmy Ley to Mr. and Mrs. W. E. Ley - March 12, 1942 Ley, Jimmy Grinnell College 1942-03-08

Properties Representations

Thumbnail Upload Select thumbnail from files Change to default thumbnail

After choosing "Properties" tab and "Select thumbnail from files".

All titles ▾ MMS ID ▾ 991011553203204641 Cancel Save

Digital Resource Editor

Digital Files

Digital files ▾ MMS ID ▾ * Advanced

1 - 8 of 8

Thumbnail	File Name:	MMS ID:	File ID:
	grinnell_11526_OBJ.tif	991011553203204641	133190327800046 41
	grinnell_11528_OBJ.tif	991011553203204641	133190326800046 41
	grinnell_11526_OBJ.tif	991011553203204641	133190327800046 41
	grinnell_11528_OBJ.tif	991011553203204641	133190326800046 41
	grinnell_11526_OBJ.tif	991011553203204641	133190327800046 41
	grinnell_11528_OBJ.tif	991011553203204641	133190326800046 41
	grinnell_11526_OBJ.tif	991011553203204641	133190327800046 41
	grinnell_11528_OBJ.tif	991011553203204641	133190326800046 41

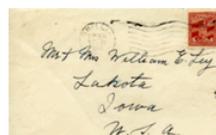
The portion of the Jimmy Ley collection in Primo after saving changes to the record.



TEXT RESOURCE
Edna M. Smith to Lucille Ley -
November 13, 1944



TEXT RESOURCE
Edna M. Smith to Lucille Ley -
December 14, 1944



TEXT RESOURCE
John L. Smith to Lucille Ley -
November 10, 1944



TEXT RESOURCE
John L. Smith to Lucille Ley -
November 13, 1945



TEXT RESOURCE
John L. Smith to Lucille Ley -
December 14, 1944



TEXT RESOURCE
John L. Smith to Lucille Ley - June
29, 1945



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
September 22, 1940



TEXT RESOURCE
Ruth Ley to Jimmy Ley - January 17,
1944



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
October 16, 1942



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
March 12, 1942



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
September 19, 1942



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
August 20, 1942



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
September 21, 1942



TEXT RESOURCE
Ruth Ley to Jimmy Ley - February 1,
1944



TEXT RESOURCE
Jimmy Ley to Mr. and Mrs. W. E. Ley -
November 2, 1942