

# 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.

The screenshot shows the Alma Production interface. The top bar displays 'All titles', 'MMS ID', and the value '991011553203204641'. The main content area is titled 'Institution Record'. On the left, there is a sidebar with navigation options: Alma Production, Acquisitions, Resources, Discovery, Fulfillment, Admin, Analytics, Show MDE, and Configuration. The main area has a 'Find specific facet' search bar and a list of facets: Material Type (Book (1), Computer file (1), Text (1)), Resource Type (Book - Digital (1), Computer file - Di... (1), Text (1)), Language (English (1)), and Publication Year (1942 (1)). The 'Digital Representations' tab is active, showing a list of 4 digital representations. Each entry includes a Representation ID, Usage Type (Primary), and Library (Burling Library). The 'View full representations list' link is visible at the bottom of the list.

After clicking "View full representation list".

The screenshot shows the Digital Resource Editor interface. The top bar displays 'All titles', 'MMS ID', and the value '991011553203204641'. The main content area is titled 'Digital Resource Editor'. The title of the resource is 'Jimmy Ley to Mr. and Mrs. W. E. Ley - March 12, 1942 Ley, Jimmy Grinnell College 1942-03-08'. The 'Properties' tab is active, showing the 'Thumbnail Upload' section. The 'Thumbnail Upload' section includes a text input field, a file upload icon, and a 'Select thumbnail from files' button. The 'Change to default thumbnail' checkbox is unchecked.

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

Search bar: All titles | MMS ID | 991011553203204641

### Digital Resource Editor

Find specific facet

Material Type

- ☐ Book (1)
- ☐ Computer file (1)
- ☐ Text (1)

Resource Type

- ☐ Book - Digital
- ☐ Computer file - Digital
- ☐ Text (1)

Language

- ☐ English (1)

Publication Year

1942 (1)

From - To

Collections

Properties

Thumbnail Upload

Thumbnail in use

### Digital Files

Digital files | MMS ID | \* | Advanced

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Item	Thumbnail	Title	File Name	Size	Creation Date	Modification Date	MMS ID	File ID	Representation ID
1		Jimmy Ley to Mr. and Mrs. W. E. Ley - March 12, 1942	grinnell_11526_OBJ.tiff	47.73 MB	11/23/2024 22:36:07 CST	11/23/2024 22:40:49 CST	991011553203204641	13319032780004641	12319023120004641
2		Jimmy Ley to Mr. and Mrs. W. E. Ley - March 12, 1942	grinnell_11528_OBJ.tiff	189.61 MB	11/23/2024 22:36:07 CST	11/23/2024 22:40:49 CST	991011553203204641	13319032680004641	12319023100004641

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

<p>TEXT RESOURCE Edna M. Smith to Lucille Ley - November 13, 1944</p>	<p>TEXT RESOURCE Edna M. Smith to Lucille Ley - December 14, 1944</p>	<p>TEXT RESOURCE John L. Smith to Lucille Ley - November 10, 1944</p>	<p>TEXT RESOURCE John L. Smith to Lucille Ley - November 13, 1945</p>	<p>TEXT RESOURCE John L. Smith to Lucille Ley - December 14, 1944</p>
<p>TEXT RESOURCE John L. Smith to Lucille Ley - June 29, 1945</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - September 22, 1940</p>	<p>TEXT RESOURCE Ruth Ley to Jimmy Ley - January 17, 1944</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - October 16, 1942</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - March 12, 1942</p>
<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - September 19, 1942</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - August 20, 1942</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - September 21, 1942</p>	<p>TEXT RESOURCE Ruth Ley to Jimmy Ley - February 1, 1944</p>	<p>TEXT RESOURCE Jimmy Ley to Mr. and Mrs. W. E. Ley - November 2, 1942</p>