

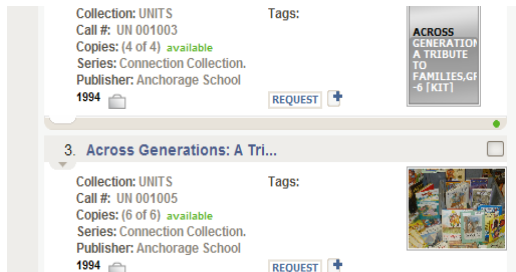
TLC Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Introduction: When the PAC displays a gray book jacket, TLC utilizes the 029 field to display an alternate image. The format has to be sized in the range 320 X 400 pixels – allowance is given to width X height to keep ratio.

The Curriculum Media example is sized 533 X 400 pixels, 168KB. Title: Across the generations to review in the PAC.



How to email book jacket image:

1. ASD email policy; all attachments must be under 10 MB – Megabyte
 - a. Reference point-1000KB (kilobyte) equals = 1 MG
 - b. Resolution settings on the copier can reduce file size but not loose quality
2. The bizhub Fax/Scan option is a fast easy way to send image to Library Resources

Instructions for Konica Minolta bizhub 283

1. Place front of book/item on copier glass
2. Select Fax/Scan
3. Scan settings opens
 - a. Select File Type
 - b. Select JPEG**
 - c. Select OK
 - d. Then select
 - e. Resolution
 - f. Select 300 X 300dpi
 - g. Select OK
4. Review File type is JPEG & Resolution is 300 X 300dpi
 - a. Then select OK
5. Manually email to yourself
6. Select direct input
 - a. Select Email
 - b. Enter address = last_first@asdk12.org
 - c. Select OK
 - d. Review email address
 - e. Hit Start

Review the emailed image – upside down does not matter to the final product.

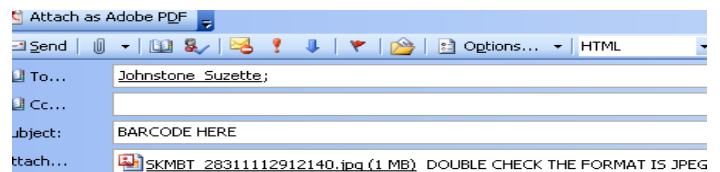
Choices:

1. Save the image for your records
 - a. Then attach in an email to LR
2. Forward email to LR

Both methods – in the subject box scan or type the items barcode

1 image per email to LR

Send to: johnstone_suzette@asdk12.org



Material that cannot be scanned and emailed, please provide a digital photo/alternate scanned imaged and email to Library Resources: johnstone_suzette@asdk12.org

