



## BOOKMARK FACT SHEET

### How to Create a CPAC Basic website

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CPAC puts your library catalogue on the Internet. Your users can search the catalogue on any device that is connected to the Internet.

See the CPAC manual for a more detailed description and other options.

A Basic CPAC website consists of three pages and a database. The basic website is created in Bookmark.

Open Cataloguing

Click on the CPAC button to open the CPAC management window.

Click on the Create CPAC Search Pages button.

CPAC database

### Create CPAC site

CPAC username:

Background colour:

Heading text:

Search entry type:  Icons (default)  
 Radio buttons  
 Dropdown list

Title list style:  Rows (with cover images)  
 Columns

Copy info shown:  Barcode, Location and Status  
 Barcode, Location, Status and Call number  
 Barcode and Location (no status)  
 Barcode, Site, Location, Status, Call number  
 Barcode, Location, Sublocation, Status, Call number

Requests:  Include Requests option on Item Details page

Cover images:  Upload covers to public folder (default)  
 Upload covers to private folder

\* Refer to the CPAC manual for instructions on setup and options

### **CPAC Username (required)**

Make up your own username. Enter it on the top line. It will appear in the URL and the database. *The username can consist of only lower case letters.* No blank spaces. No symbols or numbers. Initials of the site name such as fhps, hepcsa, bps, mpps. Full names like bookmarklibrary or myschool can be used but shorter ones are preferred.

Note: when clicking on the "Create" button, if an existing username is entered, a notice appears. Try a different username.

### **Background colour**

By default the background is white. Use the Choose button to select a colour. Light colours are preferred for contrasts as text is always displayed black.

### **Heading**

The heading appears at the top of the page. To change the colour of the text, use the Colour... button.

### **Search Entry**

This is where users type in their query. Three types of "search entry" are available. Put the dot next to the one you would like to have on the page.

*Icons (default)*

Enter search term(s)

Click on icon to start search



**Keyword**



**Title**



**Subject**



**Author**



**Series**

**Help**

*Radiobuttons*

**Search for:**

**Search**

**Search by:**



**Keyword**



**Title**



**Subject**



**Author**



**Series**

[Help With searching](#)

*Dropdown list*

**Search for:**

**Keyword**

Title

Subject

Author

Series

**Search**

### **Results Page List**

Put a dot against the type of display to list titles found by the search. "Rows" is default and it includes any available book cover images.

### **Copy Info**

Information about copies is displayed on the Item Details page. Choose the data to be shown.

email

[education.bookmark@sa.gov.au](mailto:education.bookmark@sa.gov.au)

website

<http://bookmark.central.sa.edu.au/>

## **Requests**

Tick the box to include the Request function.

## **Covers**

The public folder is strongly recommended. Only use private if you require your images to be separate.

## **Click on *Create CPAC search database and page***

A sample of the generated search entry page appears. Click on Accept if OK. Click on Cancel if you would like to change something.

Bookmark will send the page templates through the Internet. Note: this may not work if *blocked by the network*. In which, case use the Custom Designed Search Page method and have a CPAC site made for you. See later.

The URL of the page is shown on the previous window. The URL will look something like <http://bookmark.central.sa.edu.au/gps.htm>. *The letters before 'htm' are the username*. This is the URL to use to access the CPAC search.

The page can be changed. No data is lost when changing as long as the same username is used.