

## Bookmark Fact Sheet

# How to Create a CPAC Website

March 2023

### CPAC: Cloud-based Public Access Catalogue

With CPAC, your Bookmark database can be put onto the Internet.

CPAC is search-catalogue-only.

CPAC uses a special cut-down database that contains items only. No borrower data. CPAC uses a website with a unique URL to your library database.

CPAC can be used by any device that is connected to the Internet with a browser like Microsoft Edge, Google Chrome, Brave, Firefox or Safari. This includes PC's, laptops, tablets, iPads, Chromebooks, Macintosh, Linux, mobile phones, even smart TV's.

The CPAC website exists on a cloud-server managed by the Bookmark help desk.

CPAC is available in two "levels": Basic and Custom.

A Basic CPAC website consists of a basic search-entry page, a page that lists titles found by the search, a details page that shows all the details about one item and the special CPAC database. The Basic form is always created first. It can later be redesigned into the Custom form.

### How to Create a New CPAC Website

Open Cataloguing.

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

If you have already created a CPAC site, the management menu is presented. See the *Managing your CPAC Website* section.

**Create CPAC website**

CPAC username:

Background colour:

Heading text:

Choose search area  Icons  
using:  Radio buttons

Format to list titles found:  Tiles (grid)  
 Rows  
 Columns

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

Requests:  Include Requests button on Item Details page

Cover images location:  Upload covers to public folder (recommended)  
 Upload covers to private folder

\* Refer to the CPAC manual for instructions on setup and other 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.
- Keep it short! Initials of the site name, such as fhps, hepcsa, bps, mpps, are good. Full names like bookmarklibrary or myschool can be used but shorter ones are preferred and easier for your users.

If you enter a username that is already taken, a notice appears. Try a different username.

### **Background colour**

Text and page colours affect readability. Some combinations can be difficult or impossible to read. Black text on cream background produces the best contrast for reading text, but you may prefer another colour combination. The default background colour of the pages is white. To have a different background page colour, use the Choose button. Light colours are strongly preferred! The background colour here is used on all pages.

### **Heading**

The heading is the text that appears at the top of the page in large size font. This is the site name entered into Bookmark, but it can be changed by simply typing in the Heading editbox. To change the colour of the text, use the Colour... button. The text colour chosen here is used for all pages.

## **Search Entry**

This is where users type in their query. Two 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](#)

## **Results Page List**

When a search is made, items are listed. Three different formats are available for listing. Put a dot against the type of display to list titles found by the search. "Tiles" is default. Tiles and Rows includes book cover images. Column format is text-only, although a custom change can be made to include image thumbnails next to the rows in the column format.

## **Copy Info**

When a title is selected, information about the item is displayed on the Item Details page. This includes a list of all copies. Choose the data to be shown in this list.

## **Requests**

With the Request button, your users can make a request for an item. The request is reported in Bookmark itself. Tick the box to include the Request function. It appears beneath the book cover image on the Item Details page.

## **Covers**

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

## **Click on *Make new CPAC website***

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

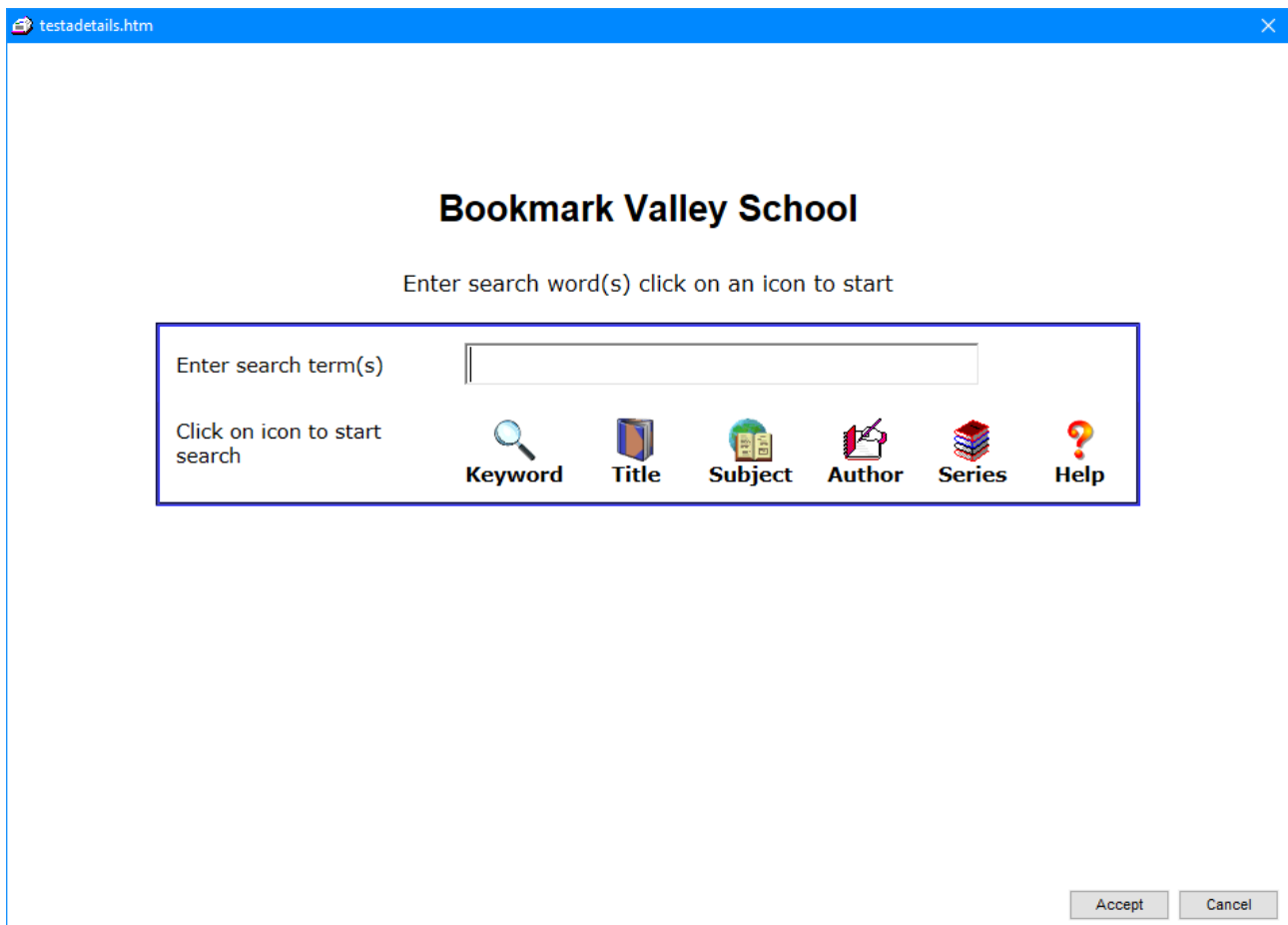
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**email**

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

**website**

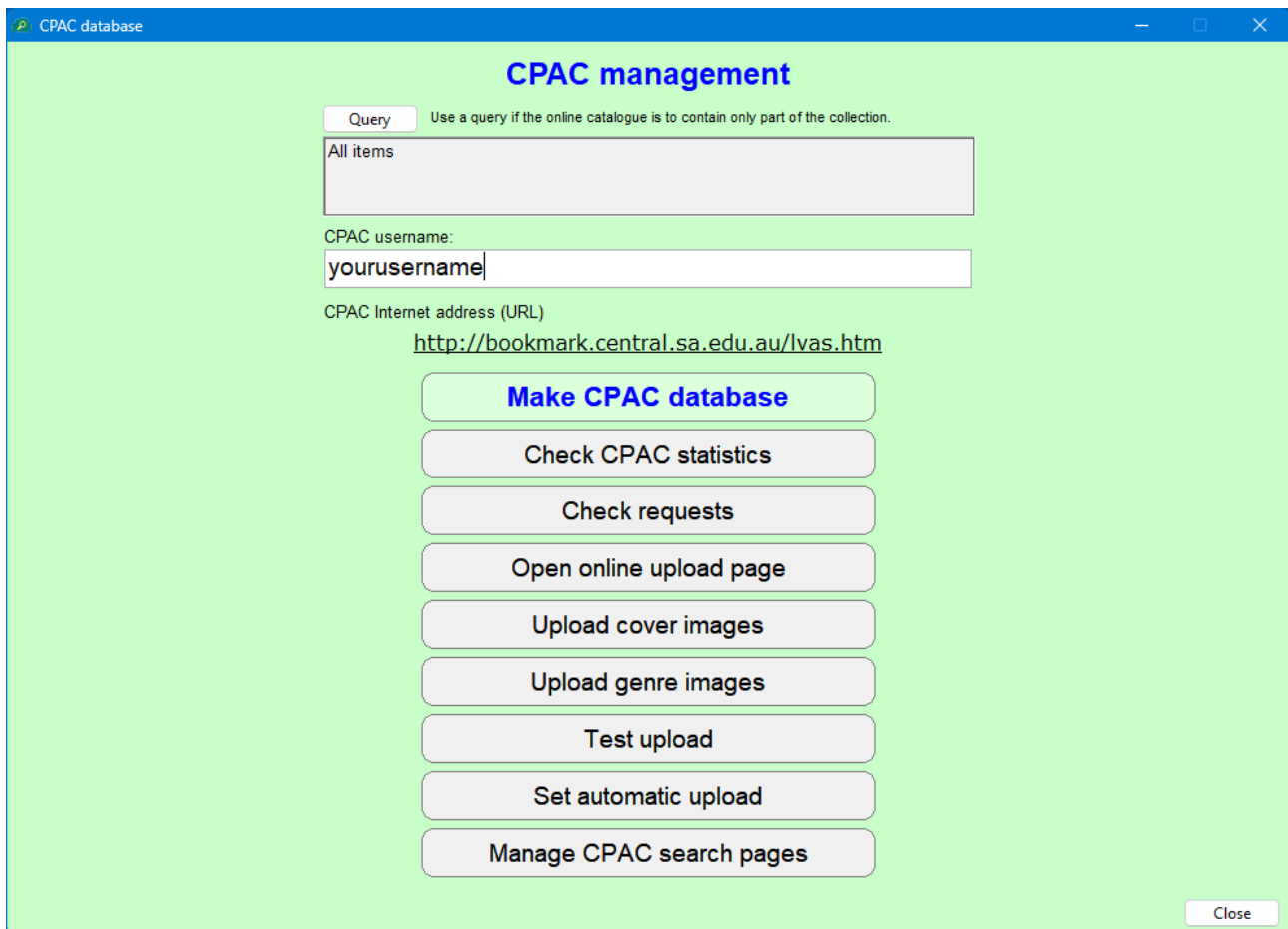
<http://bookmark.central.sa.edu.au/>



When you click on Accept, Bookmark will send the page templates through the Internet to the Bookmark webserver, creating the website. A blank database is also created. Note: this may not work if uploading from Bookmark directly to the Internet is *blocked by network policies*. In some cases, a proxy may need to be specified. Go to Controls > Settings > System to test direct uploading and entering a proxy if it is needed and you know it. In most cases a proxy is not needed, but it is in some – e.g. DfE schools in Victoria.

If you are unable to upload directly from Bookmark, contact the Bookmark help desk. A CPAC site can be created for you by them and instructions for uploading data via a browser can be given.

After creating a site, the CPAC management menu appears instead of the Create menu.



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

Note: https can be used as well as http.

Click on Make CPAC database. Bookmark will extract catalogue data from your database and create a special CPAC version. That version can then be uploaded to the Bookmark CPAC webserver in the cloud. If direct uploading is blocked, the "Open upload page" option is available.

As CPAC uses a separate database to your normal one, be sure to regularly update the CPAC database. Just click on Make CPAC database to do this. Or set an automatic upload time.

The CPAC pages can be redesigned at a later date. See the CPAC manual for instructions on how to design your own pages. They are designed in Word, provided to the Bookmark help desk, who then codes them for you.