



# Webopac

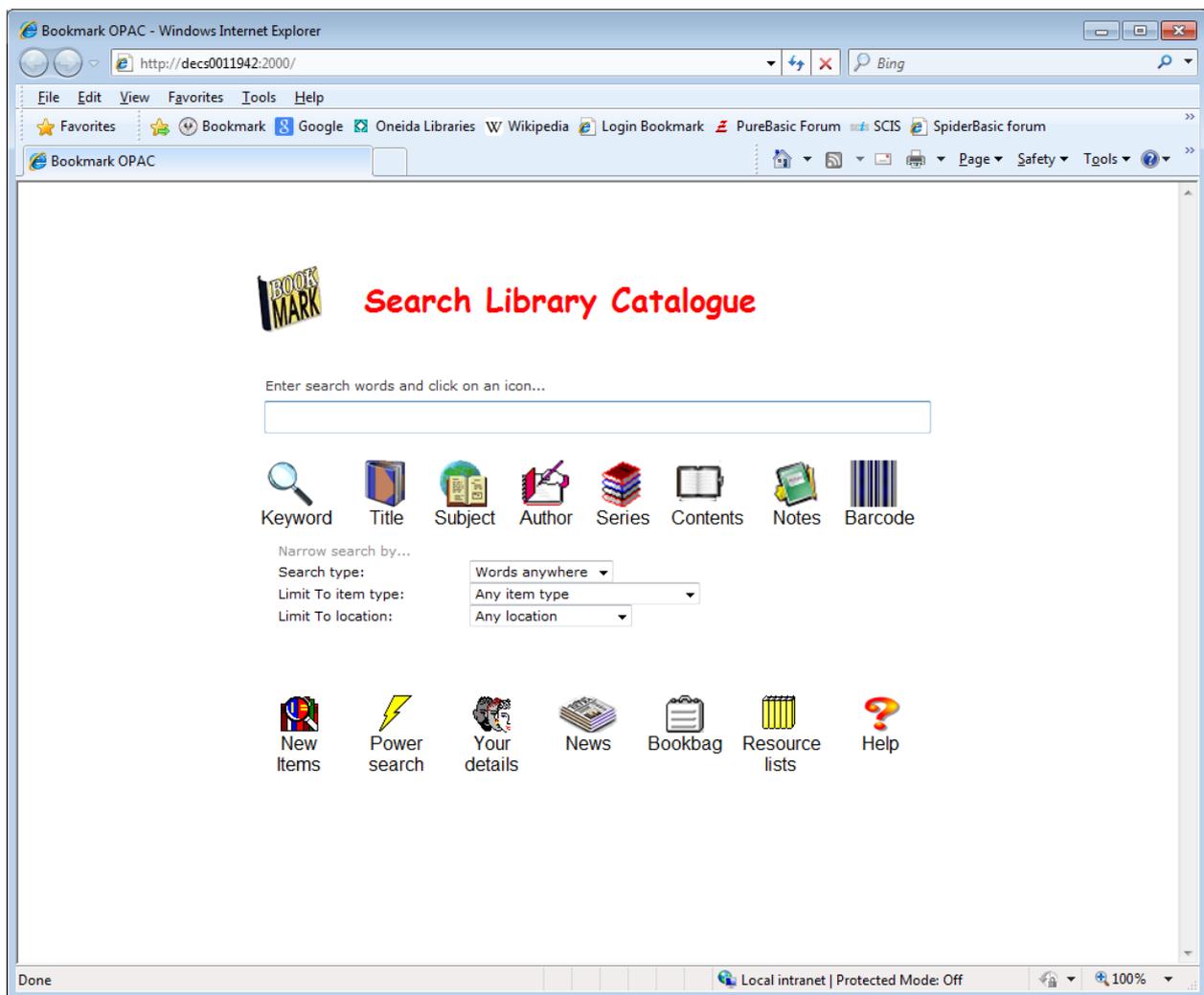
Revised 08/08/2023

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# Introduction



Bookmark's Search module allows users to easily search the library catalogue from a *Windows* program. It must be opened on a Windows-compatible device – i.e. desktop PC, laptop, tablet. Macintosh only with a Windows emulator. Not iPad or Chromebook.

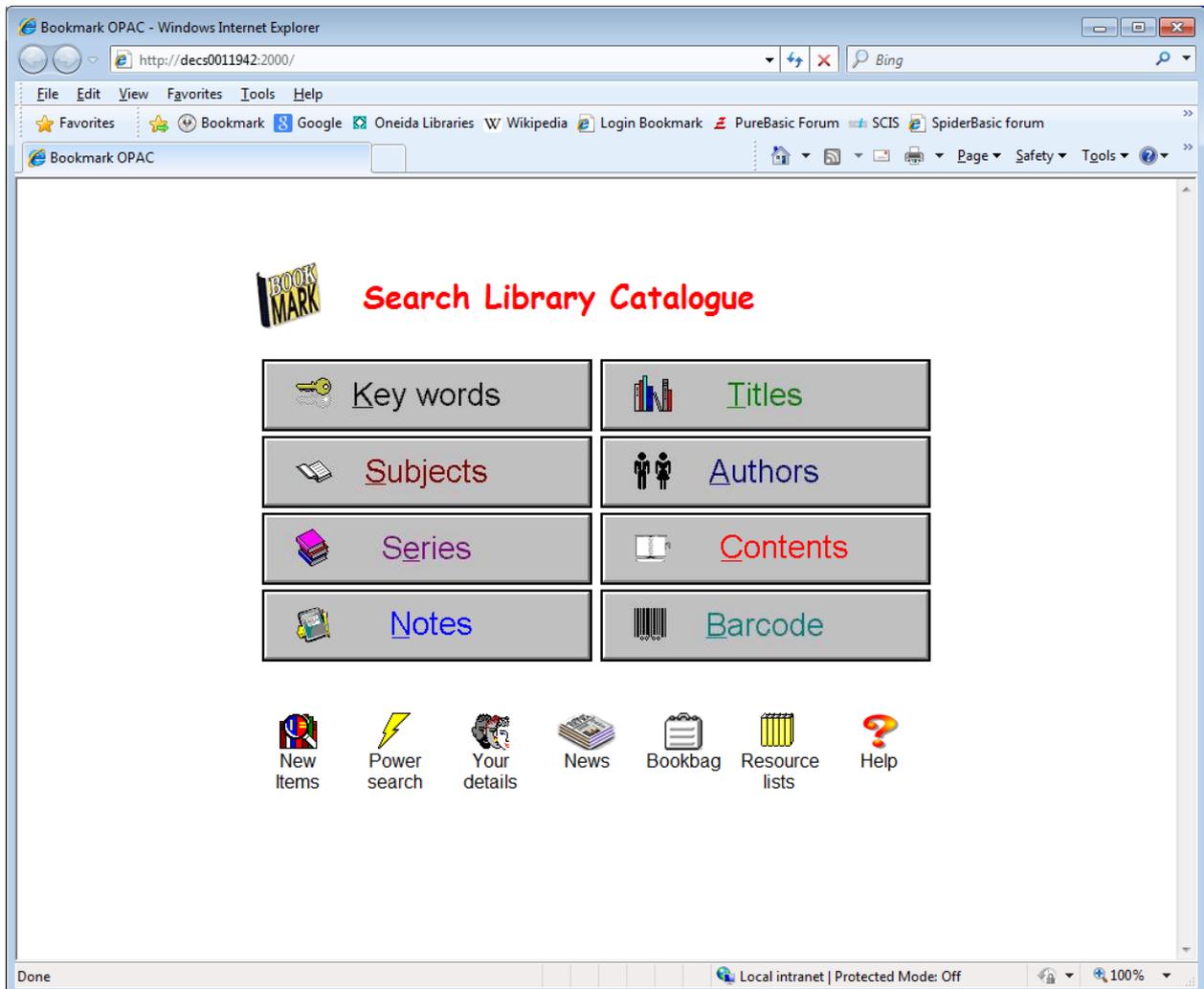
Webopac, however, provides the same search functionality but does so through a *browser*, such as Chrome, Firefox or Edge. It can be used on non-Windows devices like iPads and Chromebooks.

The term 'Webopac' was originally used in Bookmark in 1998 for its first online catalogue search system. This later became known as CPAC. The Webopac term still refers to the Intranet part of Bookmark. It is therefore an BPAC (Browser-based Public Access Catalogue).

## OPAC = On-line Public Access Catalogue.

OPAC is an old term that refers to the search program offered by the library management system (LMS). (See [https://en.wikipedia.org/wiki/Online\\_public\\_access\\_catalog](https://en.wikipedia.org/wiki/Online_public_access_catalog)) Bookmark's Windows-based Search program is an OPAC.

Webopac is the modern term for an OPAC that operates through Internet browsers.



Webopac offers most of the same set of functions as Standard Search, although it may work slightly differently.

Webopac has several advantages:

- It can be used on any computer on the network regardless of type – e.g. Windows, Macintosh or Linux
- It can be used by android and windows tablets, iPads and even smartphones that can access the network
- An icon is not required
- The URL can be stored in Favourites (bookmarks)
- A link to Webopac can be made from the library's online page
- Or the search entry area can be embedded as part of the library's online page.

# Installation

See the Setup Guide manual for instructions on how to install Webopac.

## Webopac Controls

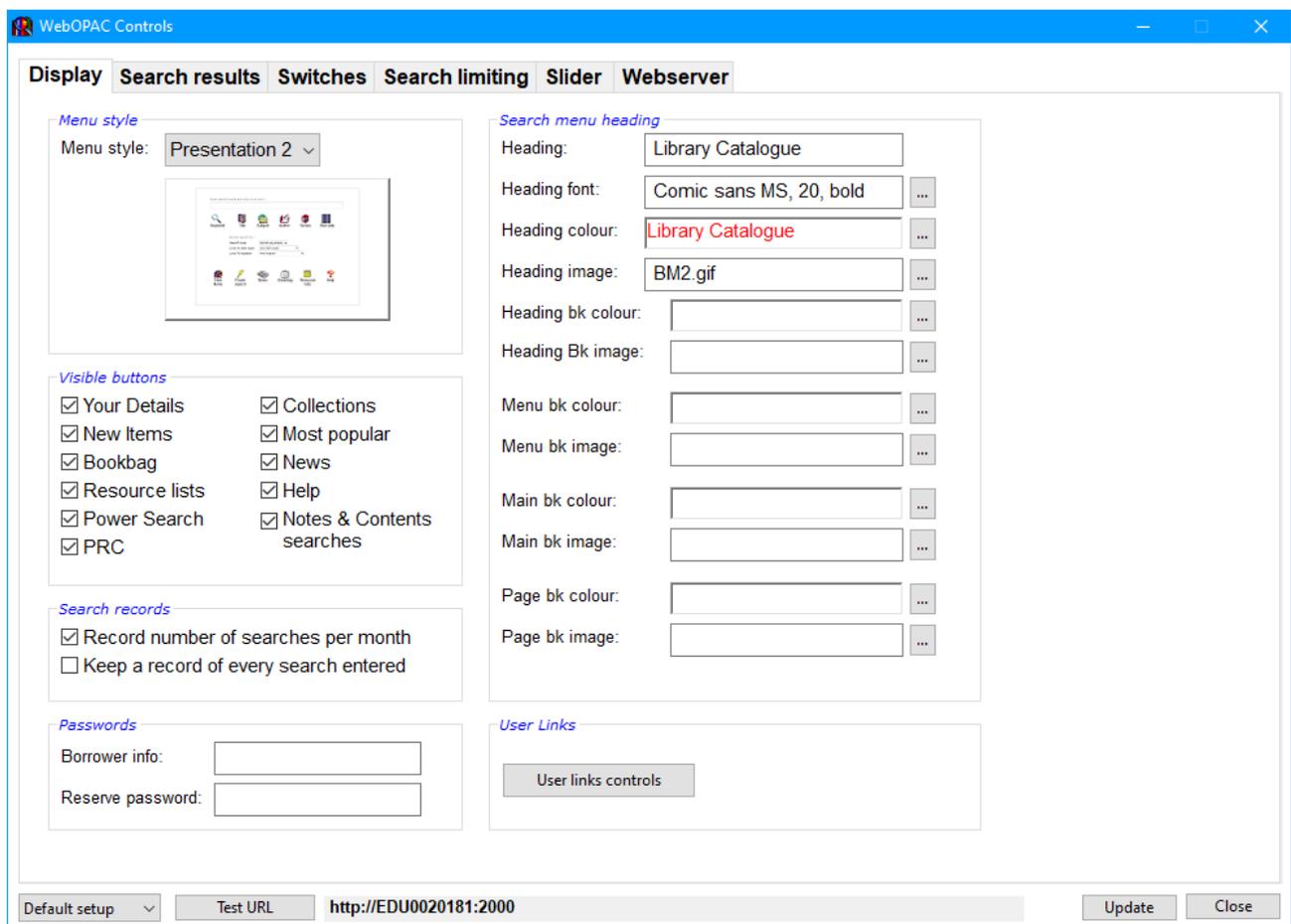


Many options are available for library staff to customize the appearance and behaviour of Webopac, just like for the Windows based Search module.

Webopac Controls is located in Bookmark itself.

Open Bookmark. Click on *Controls* and enter the password if requested.

Click on *Search Controls*.



All changes are automatically saved when the window is closed.

*Update* saves changes without closing the window.

# Search Setups



Like Circulation and Search, Webopac can have up to 4 different search configurations. This allows customized screens for different types of users.

The lower left corner of the Controls window shows the current *Search Setup*. Setups are numbered from 0 to 3. Setup 0 is the default. Setups 1, 2 or 3 can be used to create unique configurations – e.g. different presentations, search limiting, etc. Each setup saves settings into a different file.

## **To create a different Setup**

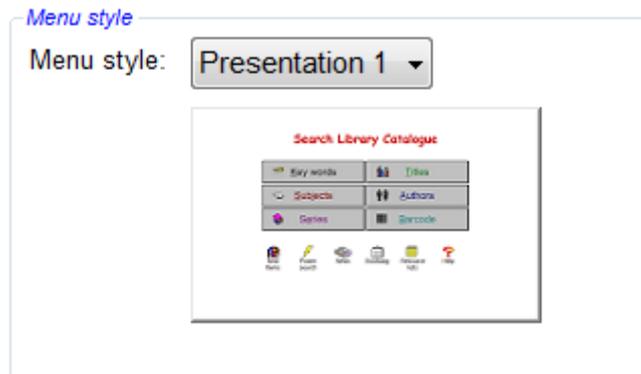
Click on the down arrow key to the right of *Default setup*. Select the number of the setup. Adjust settings and save via Update as normal.

Setups 1, 2 and 3 generate special pages. The URL used to launch is slightly different to the normal URL. See the Webopac Setup Guide for information about the URL.

The current Setup is automatically saved when changing to another setup.

# Display

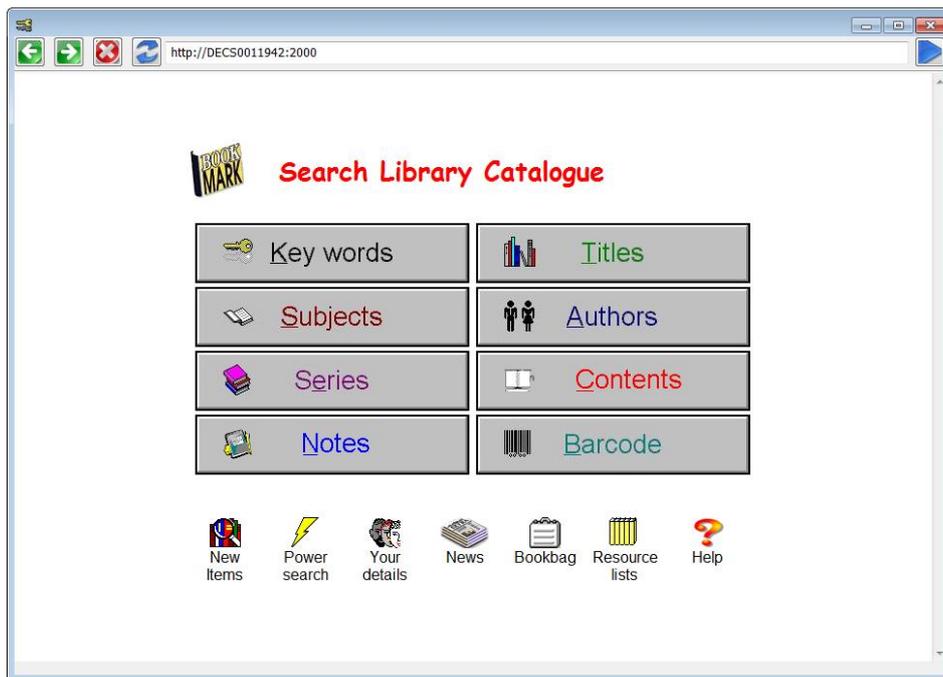
## Menu style



Six styles of the search page are available:

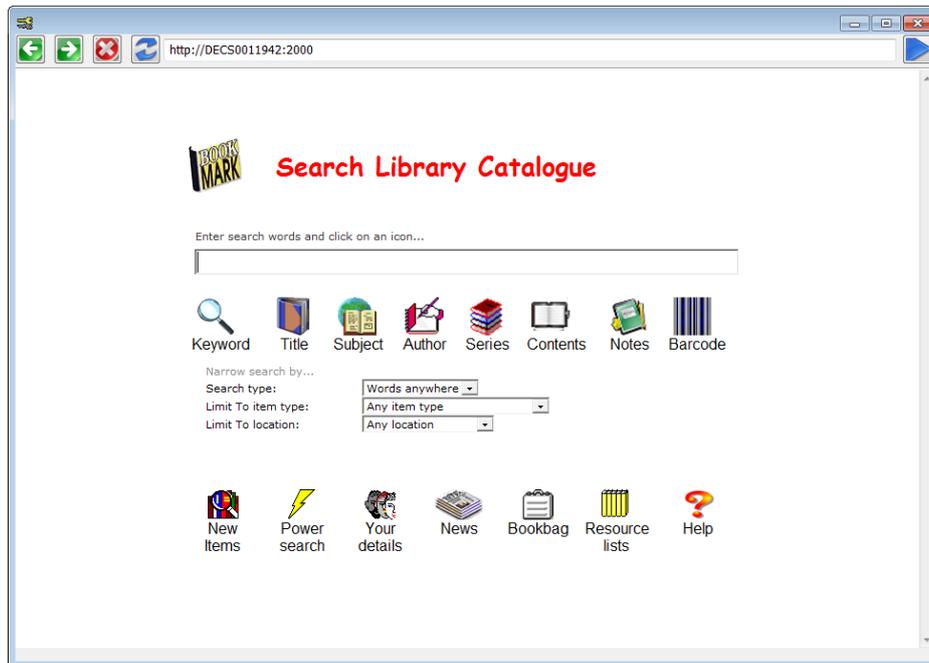
### Presentation 1 - Large button menu style

With this style, clicking on any of the large buttons opens another screen on which to enter a search. These buttons determine which field is to be searched.



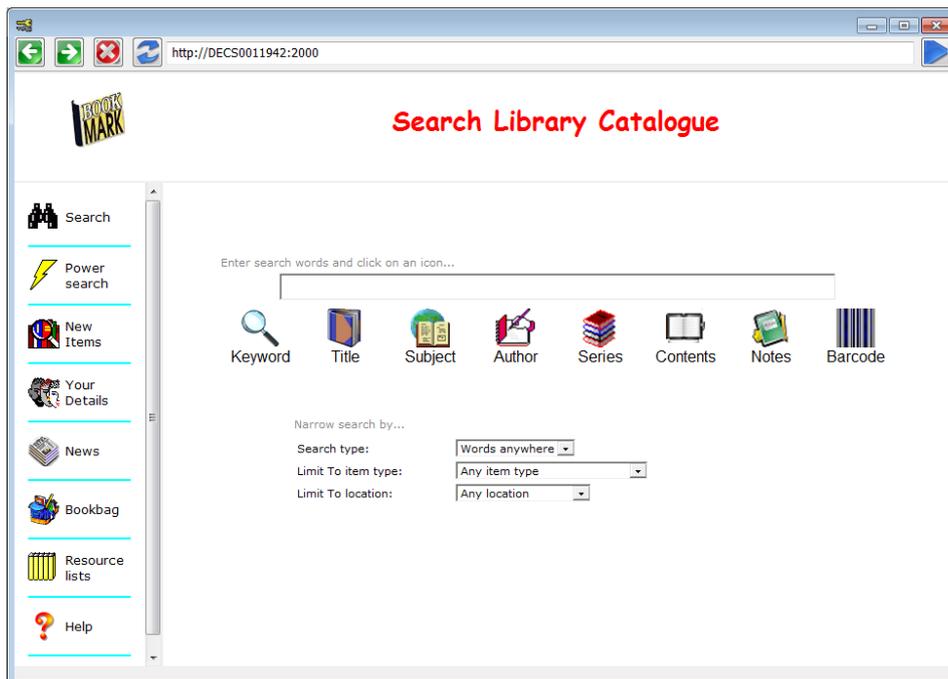
### Presentation 2 - Integrated

This screen integrates both the menu and entering a search, thus reducing one layer. The search is typed in then an icon is clicked on to start the search. If enter is pressed, a Keyword search is performed.

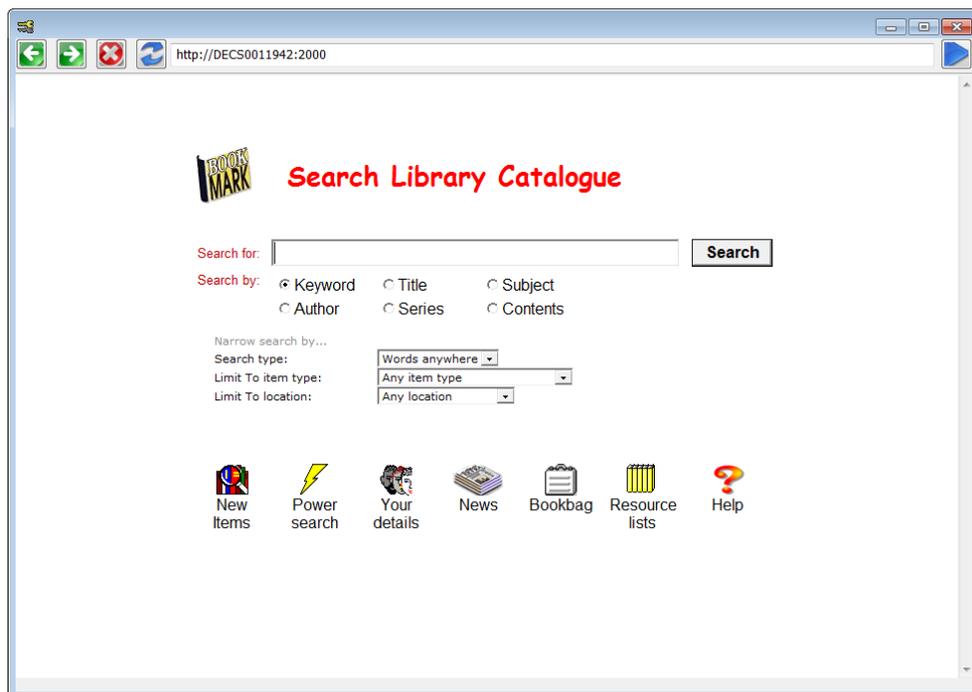


### Presentation 3 - Frames

This style breaks the display into three parts: a top banner section, a left menu and the main search entry and results area.

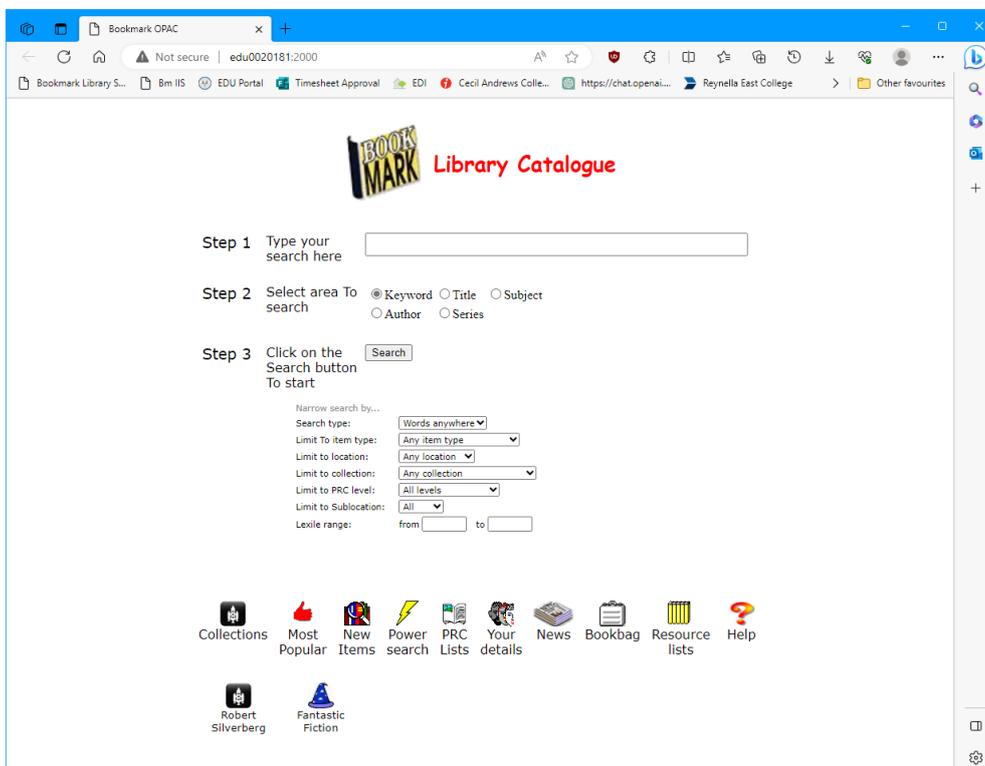


## Presentation 4 – Radio buttons

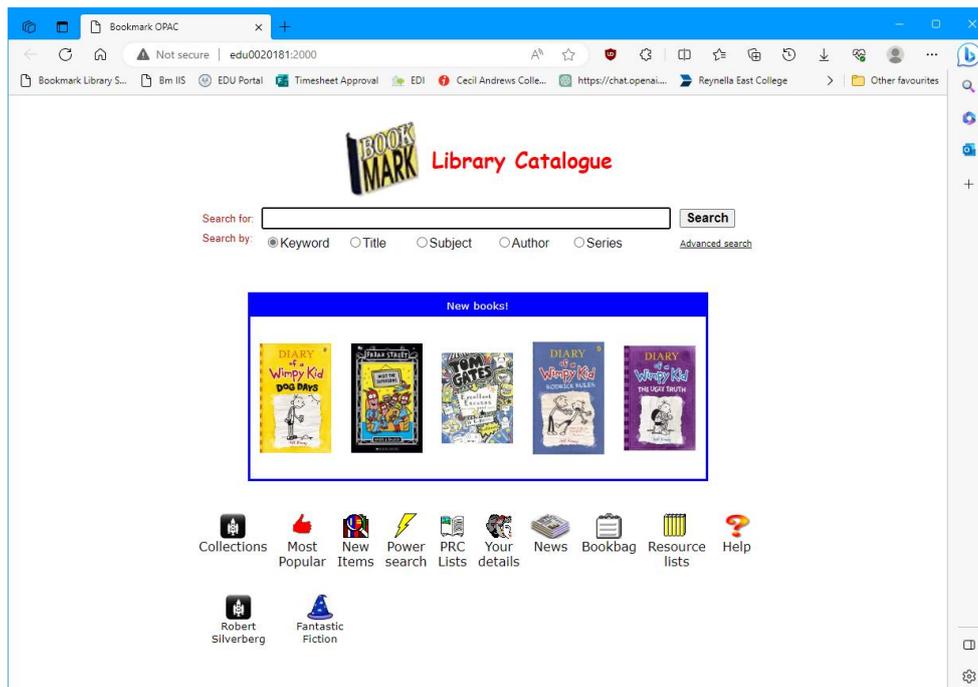


This style uses "radio buttons" instead of icons to select the search field.

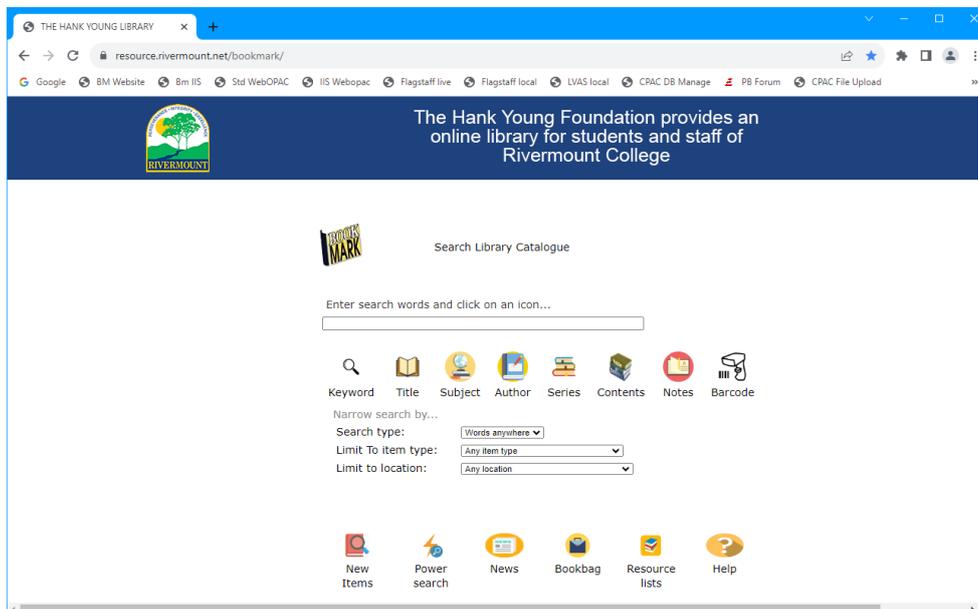
Presentation 5 – The search entry process is presented in “Steps”.



Presentation 6 – Fewer radiobuttons. This example does not include the search limiters but does have the slider.



## Custom



Custom allows users with knowledge of HTML coding to set up with their own presentation. When Custom is selected, Bookmark produces a basic start page called Webopac.htm. This page can be modified. See the Custom Screen section at the end.

## Visible Buttons

*Visible buttons*

<input checked="" type="checkbox"/> Your Details	<input checked="" type="checkbox"/> Collections
<input checked="" type="checkbox"/> New Items	<input checked="" type="checkbox"/> Top 10
<input checked="" type="checkbox"/> Bookbag	<input checked="" type="checkbox"/> News
<input checked="" type="checkbox"/> Resource lists	<input checked="" type="checkbox"/> Help
<input checked="" type="checkbox"/> Power Search	<input checked="" type="checkbox"/> Notes & Contents searches
<input checked="" type="checkbox"/> PRC	

Placing ticks into these boxes determines which icons appear.

*Your Details* gives borrower information such as items on loan, in history, reserved and in resource lists. This can be password protected for privacy. Removing the tick hides this icon so borrower searches cannot be made.

*New items* displays a list of items deemed "new" to the collection based on a criteria.

*Bookbag* allows selected items to be collected by multiple searches. The list can be printed or saved or used to create or add to a resource list.

*Resource lists* presents users with pre-defined public lists of items established by teachers or library staff.

*Power Search* allows searching several fields at one time. It can be used when basic searching is insufficient.

*News* is library news, the same as can be displayed in Circulation. It can be edited Controls.

*Help* presents a simple help screen.

*Notes and Contents Searches* adds icons or buttons for searching just those fields.

*Collections* may also appear as *Genres* depending on a setting in General Controls. By default this button is not active.

PRC shows the items in the catalogue that match those in the PRC book lists. Thumbnails of covers is optional.

PRC lists

Not secure | edu0018486/bmv10/bmopac.exe?task=prc\_list

Apps Google SpiderBasic SCIS Bookmark Library S... Home - Dropbox Std WebOPAC IIS Webopac BM9 WebOPAC PureBasic Forum

**PRC lists** [Search Menu](#)

Items 1 - 56 of 1,113 Page **1** [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#)

Early Years (R-2) All categories All formats All authors All series Go

1,113 titles

PRC ID	Title	Author	Call Number	Series
 2274	The Duck Catcher	AARON, Moses	PF Aar	
 16793	Ben & Duck	ACTON, Sara	PF Act	
 17343	Hold on Tight	ACTON, Sara	PF Act	
 17692	Poppy Cat	ACTON, Sara	PF Act	
 15464	The Pencil	AHLBERG, Allan	JF Ahl	
 723	Chicken, Chips and Peas	AHLBERG, Allan	PF AHL	Fast Fox, Slow Dog
 737	Each Peach Pear Plum	AHLBERG, Allan	PF Ahl	
 946	Peepo!	AHLBERG, Janet	PF Ahl	
 10494	Some Dogs Do	ALBOROUGH, Jez	PF ALB	
 13157	Hit the Ball Duck	ALBOROUGH, Jez	PF Alb	

## Search Records

*Search records*

Record number of searches per month

Keep a record of every search entered

Webopac can be set to track either just the number of searches made per month and/or keep a record of every search entered. See Search Reports in the Reports manual.

## Passwords

*Passwords*

Borrower info:

Reserve password:

These passwords are used within the Webopac only. Search contains its own separate passwords.

*Borrower info* is an alternate password which can be given out on a need-to-know basis. It can be used as well as a borrower's Privacy Code or the Main Password. This password is required if the Borrower Privacy in Your Details switch is ticked otherwise the privacy code is ignored.

*Reserve password* is also an alternate password. It is used in conjunction with the *Privacy code required to make reservations* switch and works similarly to the Borrower info password but for making reservations.

## Search menu heading

*Search menu heading*

Heading:

Heading font:  ...

Heading colour:  ...

Heading image:  ...

Heading bk colour:  ...

Heading Bk image:  ...

Menu bk colour:  ...

Menu bk image:  ...

Main bk colour:  ...

Main bk image:  ...

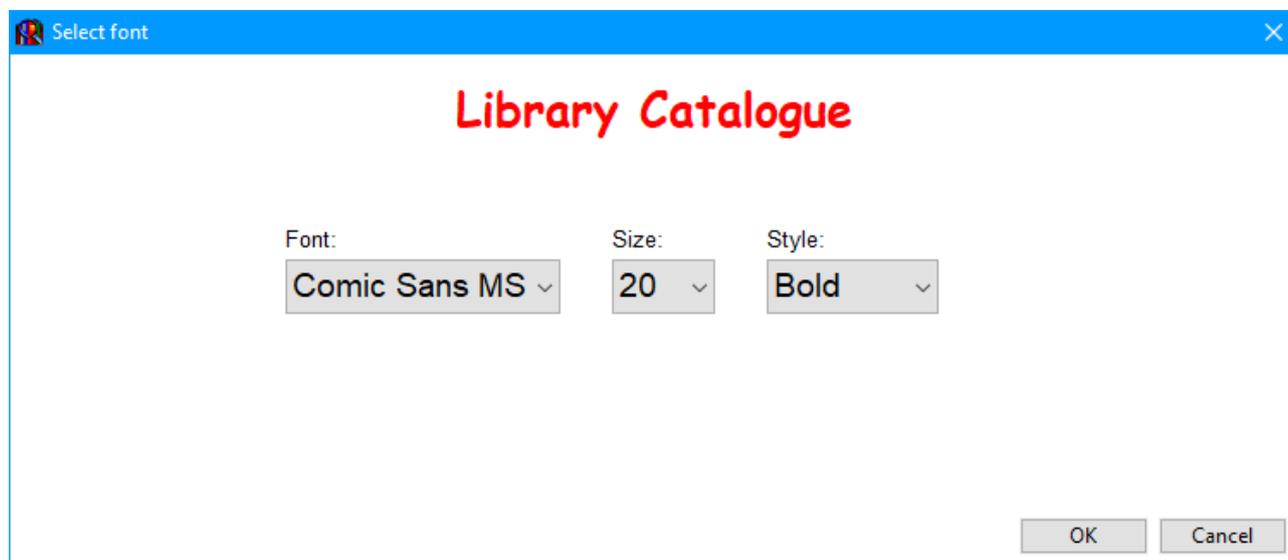
Page bk colour:  ...

Page bk image:  ...

The heading displayed and colours and fonts can be set here.

*Heading* refers to the words that appear above the search entry area. By default this is "Search Library Catalogue". Here, the words can be changed or removed.

*Heading font* sets the font to be used. A limited set of "web safe fonts" are offered. These are Arial, Arial Black, Verdana and Comic Sans MS, which is the default. Use the dropdown list to select.



Choose the font size and style (Regular, Bold, Italic) and click OK.

*Heading colour* is used to set the colour of the heading text.

*Heading image* is the icon that appears left of the heading text. By default it is the Bookmark logo, but another image, such as a school logo graphic, can be used. Note: if the heading text is omitted (is blank), then the image is assumed to take up the entire heading area at the top of the page, and not just on the left side. This is useful for a banner, which would span the page. Width is fixed but the height will vary in proportion to the image file.

*Heading bk colour* is the background colour behind the heading text.

*Heading bk image* can be set to show an image instead of a colour. The image is wallpapered within the heading space. With care, this can be a banner, which can be used instead of a heading image and text.

*Menu bk colour* is the background colour of the area where the search is entered.

*Menu bk image* is an optional background wallpaper that can be used instead of a solid colour. It opens the Images folder at Bookmark's location. Several files beginning with "BKG" are available as backgrounds. You can set your own background by copying the image file to the Images folder then selecting here.

*Main bk colour* is the background colour used outside the search area and also on all subsequent pages.

*Main bk image* is the wallpaper graphic used instead of a solid colour.

# User Links

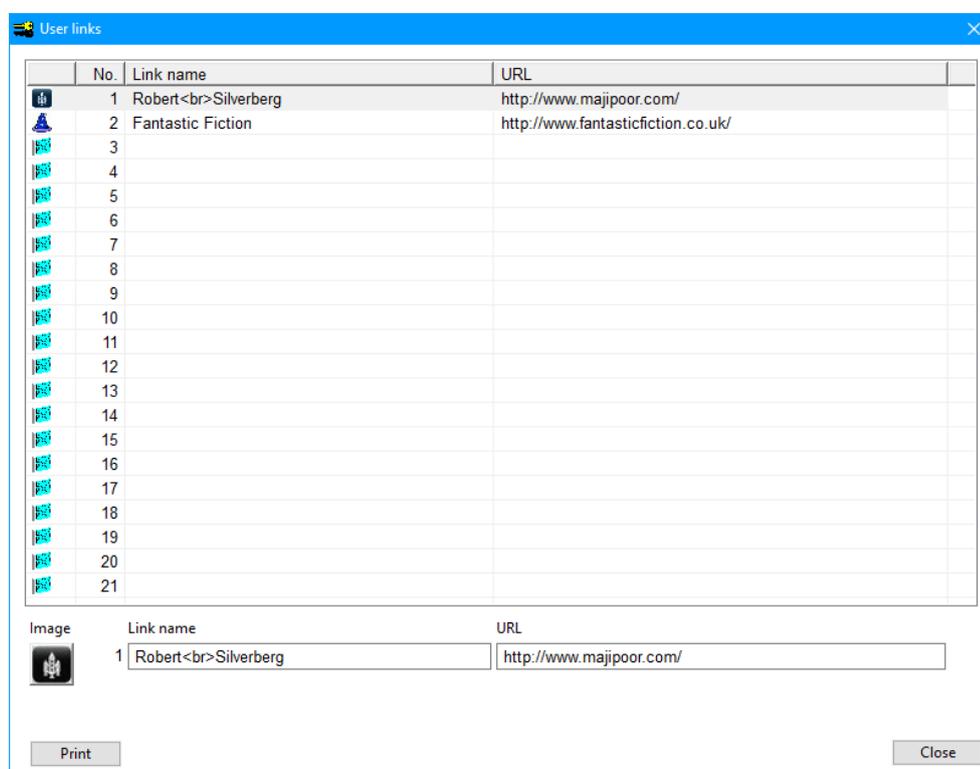


User links is a list of handy websites library staff can add to the Webopac search screen.

User links are not available to the Windows Search module, only to Webopac.

User links appear beneath the last row of icons.

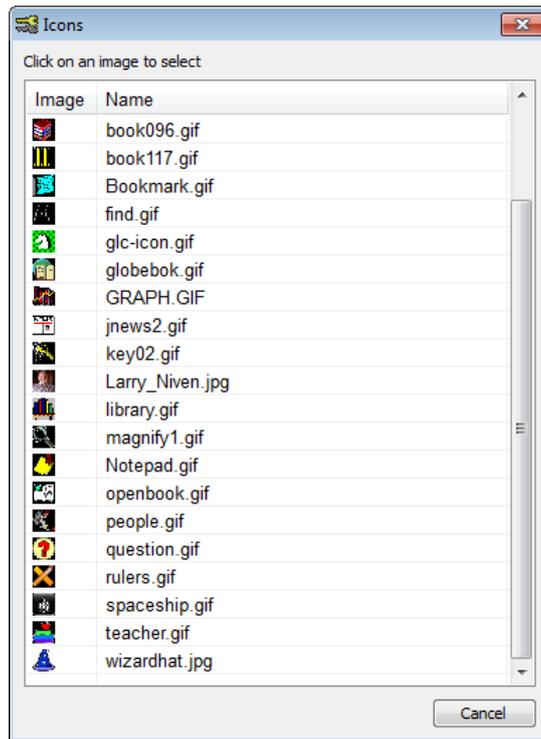
A maximum of 21 are allowed. The links can be to any online location.



To create a User Link, click on a number then enter the name that will appear beneath the icon then, next to it, enter the URL.

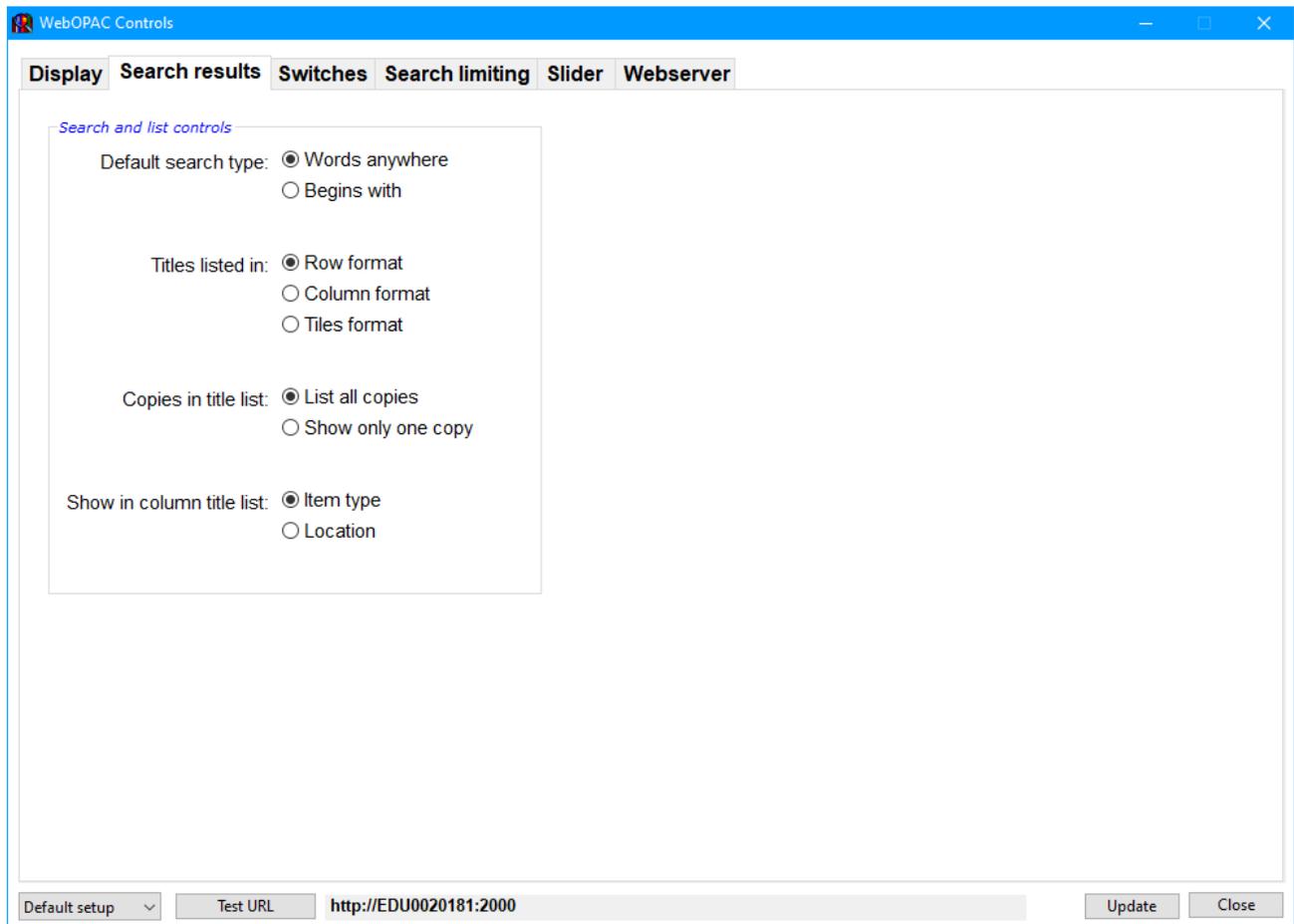
Note: to deliberately force text to the next line down, use <br> to indicate a line break.

Click on the Image on the left side and select an icon to use for the link.



The icons used for User Links are stored in a folder called Webopac at Bookmark's location. You can add your own icons to that folder. They can be any type of image: bmp, ico, jpg, gif, webp, or png. Once added to the folder, they will appear in the list and are available for use.

# Search Results



The screenshot shows a web browser window titled "WebOPAC Controls" with a blue header bar. Below the header are five tabs: "Display", "Search results", "Switches", "Search limiting", "Slider", and "Webserver". The "Search results" tab is active. Inside the main content area, there is a section titled "Search and list controls" with a minus sign icon. This section contains four groups of radio button options:

- Default search type:  Words anywhere,  Begins with
- Titles listed in:  Row format,  Column format,  Tiles format
- Copies in title list:  List all copies,  Show only one copy
- Show in column title list:  Item type,  Location

At the bottom of the window, there is a "Default setup" dropdown menu, a "Test URL" input field containing "http://EDU0020181:2000", and "Update" and "Close" buttons.

These settings control the appearance of the search-entry and results screens. The Switches controls can also set some appearances as well.

*Default Search type* is the default search strategy used by Title, Series, Author and Subjects searches.

*Titles listed in* Titles can be listed in either Row or Column or Tiles formats. Unlike the Windows Search module, users cannot change the format.

Row format can display book covers and more information about each title.

---

	<p><b>Alby and the Cat</b> Author: DAVIDSON, Leanne ; DALE, Rae Classification: BF Dav Series: Ripper Reads Publisher: Rowville, Vic.: Five Mile, 2008</p>	<p>Item type: <b>BF Bridging Fiction</b>  Location: <b>Library</b> Copies: <b>1</b> Status: <b>Available</b> Barcode: <b>32857</b> <a href="#">Add to bookbag</a></p>
---	--	--

---

Column format shows a summary and one line per title. Up to 30 titles are displayed on a page.


Searched for 'cats'
Printer friendly   Search Menu

---

Items 1 - 30 of 386      Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)   Sort by: Title      0 items in Bookbag

Barcode	Title	Call Number	Item type	Status	
 21313	<b>100 Things you Should Know About Big Cats</b>	599.75 DeL	NF Non-Fiction	Available	<a href="#">Add to bookbag</a>
 21243	<b>100 Things You Should Know About Cats &amp; Kittens</b>	J636.8 Par	JNF Junior Non-Fiction	Available	<a href="#">Add to bookbag</a>
 29626	<b>The Adventures of Mrs Pepperpot</b>	JF Pro	JF Junior Fiction	Available	<a href="#">Add to bookbag</a>
 32857	<b>Alby and the Cat</b>	BF Dav	BF Bridging Fiction	Available	<a href="#">Add to bookbag</a>
 21464	<b>All Cats have Asperger syndrome</b>	616.85 Hoo	NF Non-Fiction	Available	<a href="#">Add to bookbag</a>

*Copies in title list* This shows either all copies or only one copy only without listing others. If *Include all copies* is selected, the status and barcode of each copy is displayed on the right. If not the number of copies and the number available is shown.

	<p><b>Cock-a-Doodle-Do!</b>            Author: MORPURGO, Michael ; RAYNER, Shoo            Classification: BF Mor            Series: Mudpuddle Farm            Publisher: London, U.K.: HarperCollins Children's, 2008</p>	<p>Item type: <b>BF Bridging Fiction</b>            Location: <b>Library</b>            Copies: <b>1</b>            Available: <b>1</b>  <a href="#">Add to bookbag</a></p>
	<p><b>The Collector</b>            Author: HAWKE, Rosanne ; PIGNATARO, Anna            Classification: BF Haw            Series: Start Ups            Publisher: South Melbourne: Lothian, 2004</p>	<p>Item type: <b>BF Bridging Fiction</b>            Location: <b>Library</b>            Copies: <b>1</b>            Available: <b>1</b>  <a href="#">Add to bookbag</a></p>
	<p><b>The Collector</b>            Author: HAWKE, Rosanne ; PIGNATARO, Anna            Classification: CS BF Haw 1/7            Series: Start Ups            Publisher: South Melbourne: Lothian, 2004</p>	<p>Item type: <b>CS Class Sets</b>            Location:            Copies: <b>7</b>            Available: <b>7</b>  <a href="#">Add to bookbag</a></p>
	<p><b>Come Down, Cat!</b>            Author: HARTNETT, Sonya ; MASCIULLO, Lucia            Classification: JF Har            Publisher: London, U.K.: Penguin, 2011</p>	<p>Item type: <b>JF Junior Fiction</b>            Location: <b>Library</b>            Copies: <b>1</b>            Available: <b>1</b>  <a href="#">Add to bookbag</a></p>

In the example above, "The Collector" has 7 copies, all of which are available for loan. Another copy is shown because it has not been linked to the others.

*Show in column title list* only applies to Column format. It determines whether Item Type or Location appears.

Tile format is useful when plenty of book cover images are available.

The screenshot shows a web browser window displaying search results for the keyword 'cats'. The page is titled 'Searched for 'cats'' and shows 'Items 1 - 50 of 335'. The results are presented in a grid of 12 tiles, each representing a book. Each tile includes a book cover image, the title, a call number, and the number of copies available. The books shown include '1,000 facts about dinosaurs, fossils, and prehistoric animals', '125 true stories of amazing pets', '400 minutes of danger', 'The 65-storey treehouse' (two copies), 'The abandoned kitten', 'Adorable pom pom animals', 'Aim for the top', 'All cats have Asperger syndrome', 'Allison', 'Amazing animals', and 'The animal adventure'. The browser's address bar shows the URL 'deans/bmv10/bmopac.exe?send=search&task=search&searchfor=cats&send=Search&field=keyword&type=word'.

Book Title	Call Number	Copies
1,000 facts about dinosaurs, fossils, and prehistoric animals	567.9 DAN	1
125 true stories of amazing pets : inspiring tales	636.08 ONE	1
400 minutes of danger	F HEA	1
The 65-storey treehouse	F GRI *	2
The 65-storey treehouse	F GRI *	2
The abandoned kitten	F MON	1
Adorable pom pom animals : dogs, cats and other animals	745.59 ITO	1
Aim for the top	F DAR	1
All cats have Asperger syndrome	616.85 HOO *	1
Allison	F SAY	1
Amazing animals	590 AMA	1
The animal adventure	F CHA	2

# Switches

A switch is OFF when there is no tick in the checkbox and ON when the tick is present.

WebOPAC Controls

Display Search results **Switches** Search limiting Slider Webserver

Switches

- Read Book Reviews
- Write Book Reviews
- Display the last borrower in Item Details
- Display empty cover image if no cover
- Include Sublocation as well as Location in titles list
- Borrower privacy code required in Your Details
- Borrower photo visible in Your Details
- Can make reservations
- Privacy code required to make a reservation
- Bookbag is available
- Resource list is available
- Hide 'Limit search by item type'
- Hide 'Limit search by location'
- Hide 'Limit search by collection'
- Hide 'Limit search by PRC level'
- Hide 'Limit search by lexile'
- Hide 'Type of search'
- Show limit search by sublocation
- Show cost in item details
- Display Collections instead of location in titles list
- Enable linking to PDFs
- Show full barcode
- Show barcode on title list (row display only)
- Show cover thumbnails in PRC list

Default setup Test URL http://EDU0020181:2000 Update Close

**Read Book Reviews.** If this is is On, users can read any reviews written against items. If it is OFF, Reviews are hidden and not available.

**Write Book Reviews.** Tick this On to allow users to write reviews. See Reviews Controls in the Controls documentation for more information about how to restrict writing and reading reviews.

**Display last borrower in item details.** If On, the most recent or current borrower's name appears on the Item Details display. If Off, the name does not appear. There is no ability to display it. It can be displayed using the Windows Search module.

**Display empty cover image if no cover.** If On, this image is shown if there is no book cover graphic available.



If Off, a blank appears instead.

**Include Sublocation as well as Location in titles list.** If ticked, the sublocation/site data is included in the Row format along with Location.

**Borrower privacy code required in Your Details.** If this is ticked, in Your Details Webopac asks for the user's "security code" as well as their barcode. If not ticked, the code is not required, only the barcode. The code is the borrower's individual privacy code or the main password or the borrower privacy password (set in Circulation Controls). Your Details can be completely omitted from Webopac by removing the check next to "Your details" in the Visible Buttons section on the left side of Webopac Controls. A "Borrower info" password must be entered for this function to work.

**Borrower photo visible in Your Details.** If ticked and borrower photos are available they will be displayed in Your Details borrower searches. Not ticked, no photos are shown.

**Can make reservations.** Ticked adds a Reserve option on the Item Details page. If not ticked users cannot make reservations.

**Catalogue Details** Go back

Copies: 1  
Available: 0  
Reservations: 0

**Digger : the dog who went to war**  
Mark Wilson.  
Classification: JF Wil \*

**Subjects:** Dogs - Fiction  
Animals - War use - Fiction  
Soldiers - Australia - Fiction  
World War, 1914-1918 - Australia - Fiction

**Publisher:** Sydney, N.S.W.: Hachette Australia, 2015  
**Description:** 32 unnumbered pages : colour illustrations  
**ISBN:** 9780734415745  
**Supplier:** ASO  
**PRC:** 3-5  
**Collection:** Animals;Historical;  
**Purchased:** 09/03/2015  
**Accessioned:** 09/03/2015

**Synopsis:** Summary: Matthew, a young Australian soldier, smuggles his beloved dog, Digger, onto the troop ship when he leaves to fight in World War One. At the front, Matthew works as a stretcher-bearer and Digger helps him rescue the wounded. Together, they face the triumphs and tragedies of the Western Front. Based on the true story of Driver, a puppy that was smuggled onto an Australian troop ship during World War One, this heartfelt story shows that the bond of love and devotion between a man and his dog cannot be broken, even by the tragedy of war.

To reserve the above item, enter your barcode below then click on the Reserve button:

Barcode:

**Where to find it**

Barcode	Location	Status	Last or Current borrower	Class	Call / Dewey Due Date
35071	Library	On loan	NIELSEN, Helen	STAF	JF Wil * 26/06/2015

**Privacy code required to make a reservation** If ticked, the user must enter their privacy code or correct password in order to make a reservation.

To reserve the above item, enter your barcode and password below then click on the Reserve button:

Barcode:

Privacy Code:

**Bookbag is available.** Makes the Bookbag available or not.

*Resource list available.* Makes accessing Resource Lists from the Bookmark available.

*Hide ...* Ticking any of the four 'Hide' functions hides the user's ability to limit a search based on that criteria. By default, item type and location are available.

*Display Collection (Genres) instead of Location in titles.* Normally the location is included in the list of titles found but ticking this box causes collections to be shown instead.

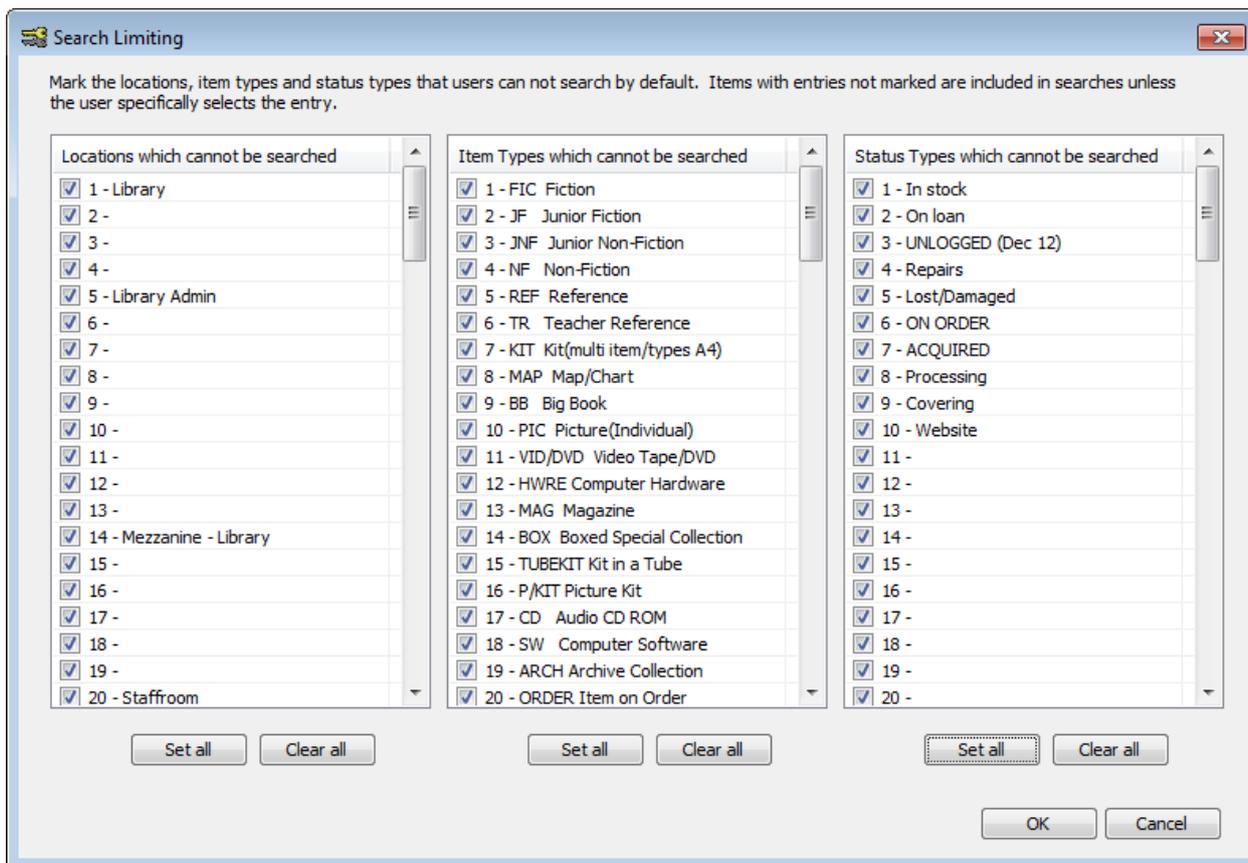
*Enable linking to PDFs.* If ticked, PDF documents can be linked. Most Internet browsers, like Edge, Chrome and Firefox, can display these.

*Show full barcode.* If ticked, the full barcode is shown against items rather than just the item number.

*Show cover thumbnails in PRC list.* If the PRC button is ticked in the Display tab, this function tells the system whether or not to include cover image thumbnails. Displaying these images can take some time, particularly if using the IIS version of Webopac.

# Search Limiting

Click the Search limiting button to define the available areas for including in the search.



Search limiting automatically hides certain items from search results. There are two ways to do this:

1. Every item has a "Visible in Search" checkbox which is seen in Cataloguing, Add/Edit Items. If it is not ticked, that particular item will not appear in Search results. This can be set in Add/Edit Items or via a Cataloguing Global change.
2. Ticking boxes on the Search Limiting dialog. Items which *do not match* the ticked Status types, Locations and Item Types are shown. Any *ticked* are *not* displayed. Leave blank any areas that can be visible. Clearing an entire list unrestricts that area.

## Hiding items from Search

On the Add/Edit Items or Import MARC Records windows, remove the tick next to "Visible in Search" to hide the entire item. It will not be found by a search unless then + symbol is used to prefix the search terms. The item is not hidden from a barcode search.

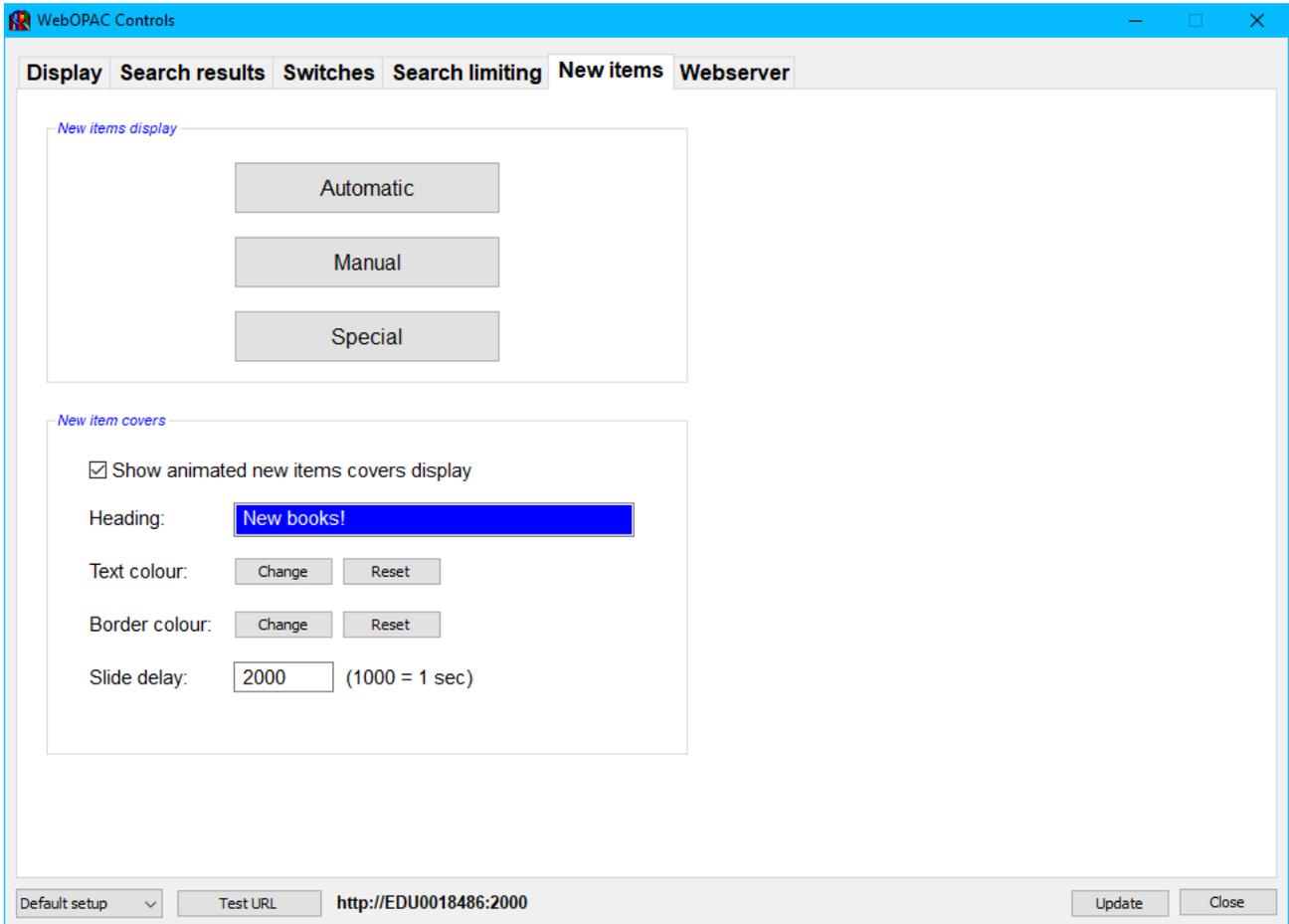
If the % symbol appears at the beginning of many fields, that data is not included in key word searches. This especially affects Notes, Contents and Synopsis. The contents of these fields, however, is still visible on the item details display.

The ! prefix symbol can be used to hide the contents of a field. If a note is not to be visible on the item details display, prefix it with a ! symbol.

Both % and ! can be together to make data in a cataloguing field both non-searchable and hidden from the display.

# New Items

Webopac contains a special slider function to display the book cover images of new items.



New Items can be selected for display either here or in the regular New Items section on the Controls Menu. (See the Controls manual.)

*Show animated new items covers display* activates the slider gadget.



The cover images "slide" to the left at a specified interval. Default is 1500 milliseconds or 1.5 seconds.

The heading is the text that appears above the images.

Border colour is the colour of the border and heading strip. Default is blue or #0000ff.

Text colour is the colour of the text, default is white.

This feature is not available in the Windows Search module, only in Webopac.

If the Special new items list is empty, then the regular new items are displayed.

If the Special new items list is not empty, then only those items are displayed.

This arrangement allows a different new items list to a "hot list" of selected items. It is a good idea to have at least 5 items in the hot list, otherwise covers are repeated.

Clicking on a cover opens a tab displaying the item's details.

# Webserver

*Webserver controls*

Port:

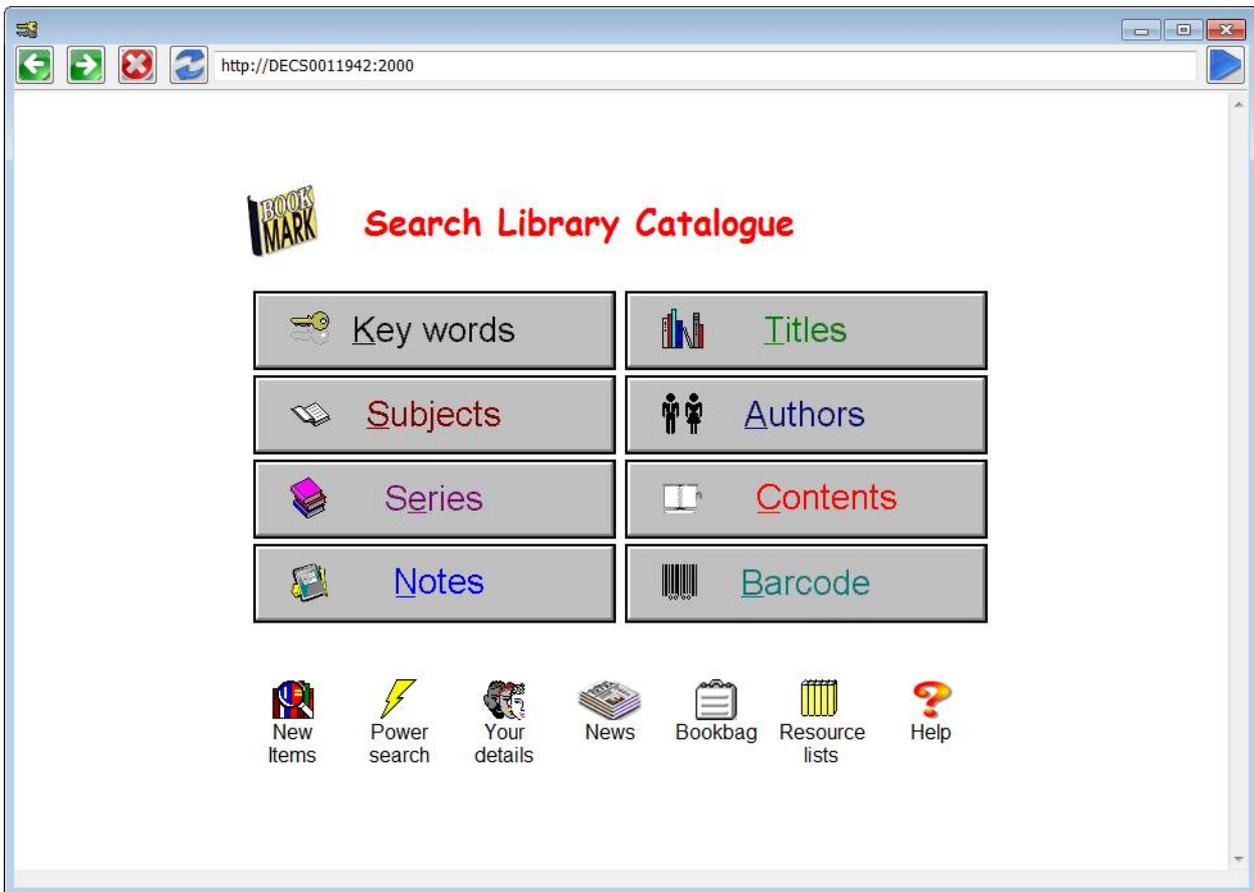
Open:  Normal  
 Open minimized  
 Open in System Tray

Host: DECS0011942

The webserver controls are used to set a port number and how the webserver itself opens. The URL is also shown. They are discussed in the Installation and Setup section at the start of this document.

# Test URL

Once the webserver is open and running on the host, the pages can be tested in Webopac Controls by clicking on **Test URL**.



*The webserver must be open on the host computer for this to work.*

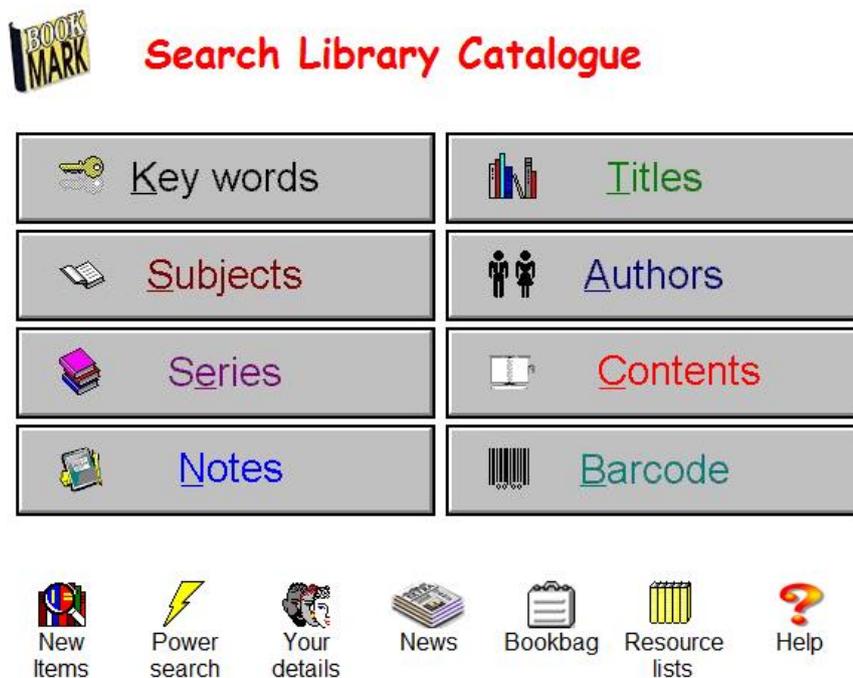
The default browser is used to display the test.

# Searching

## How to enter a search

The exact steps to follow to enter a search depends on the Presentation.

*Presentation 1 - Buttons menu:*



With style 1 users click on the type (field) of search first – e.g. Key word, Title, etc. The next window is used to enter the search itself.

Presentation 2, 3, 4 and 5:



## Search Library Catalogue

Enter search words and click on an icon...



Narrow search by...

Search type:

Words anywhere ▾

Limit To item type:

Any item type ▾

Limit To location:

Any location ▾



The other style menus combine the first two screens from the style 1 menu into one screen.

Search words are entered into the white box. Clicking on an icon beneath determine which area is searched. If Enter is pressed, a Key Word search is performed.

The same options are available using either style.

Presentation styles 3, 4 and 5 are similar to 2 but vary in the way fields are selected.

## Key Word Searches



Type your search below then click on the Search button to start.

### Advanced search limiters

Limit to item type:

Limit to location:

[Back to Search Menu](#)

Key word searches are the simplest and easiest type of search and they are powerful.

Items are found if the words appear *anywhere* within the Title, Series, Author, Subjects, Call number, Volume, Notes, Contents, Synopsis, Lexile, Level or PRC fields.

Just type in the word or words to search for then press <Enter> or click on the *Search* button.

A list of titles found by the search is then displayed immediately.

### Advanced Key Word Searching: Boolean Searching – And, Or, Not

Webopac and Search recognize AND, OR, and NOT as special commands rather than searchable words. If these appear between the other words, they alter how the words are treated by the search. (If they appear at the beginning or end, they are treated as words.)

AND means that both words (on either side of AND) must both be present for an item to be found. The words do not have to be next to each other and they can even be in different fields – they just have to be present somewhere in the data of that record. AND is also the default if it is omitted between words. It *narrows* search results. ENERGY AND SOLAR and SOLAR ENERGY both give the same results.

OR means *either or*. If *either* word is in an item's data, it is found by the search even if the other word is not present. Example: FOOTBALL OR CRICKET finds everything with either the word Football or the word Cricket present, even if only one of the words is there but not the other.

NOT is used to omit things if they are present. ENERGY AND SOLAR NOT NUCLEAR will search for Solar Energy but it will exclude anything that has the term Nuclear even if the others are present.

### **Nearest Word Searching – "Fuzzy logic"**

Bookmark automatically adjusts words behind-the-scenes so variations are included. Searching for Otters also finds Otter, Reading includes Read. It does not cover Mouse and Mice, however. To avoid confusion, Author names are not adjusted but searched for 'as is'.

### **Advanced Key Word Searching: Truncated Word Searches**

The special \* (asterisk) character allows "truncated word searching". Words starting with the letters before the asterisk are found. STR\* will find all entries having words starting with the letters STR.

### **Advanced Key Word Searching: Stop Words and Punctuation**

Stop words are words ignored in searches.

By default, Bookmark includes all words. None are ignored.

The stop word list can be changed in Controls / Stop Words. Once changed, Reindex Words in Cataloguing is required to fully readjust the search indexes.

Punctuation symbols are automatically removed. The special symbols \* ( ) and " are used for commands.

### **Advanced Key Word Searching: Brackets**

Brackets can be used to group words in searches.

Example: dogs or (cats not otters)

### **Advanced Key Word Searching: Phrases**

Double quote marks can be put around groups of words to identify a phrase.

All cats without the quotes returns many items but "All cats" returns only items with those two words together in that order.

### **Search Limiting**

Sometimes it is necessary to search for certain types of resources - e.g. videos or items in a particular location such as an office.

By default, searches automatically include everything from all item types and locations. However, searches can be *automatically restricted* to exclude certain types, locations and statuses. See the *Search Limiting* section in Controls / Search Controls.

A hidden command can also be used to search for everything regardless of automatic restrictions. Type a + symbol at the start of the search. +Space Travel will include all item types and locations even if they are automatically restricted. This hidden command can be offered to users on a need-to-know basis.

## Title Searches

Searching based on titles only is similar to Key word but with one extra option: *Type of Search*.



Type your search below then click on the Search button to start.

### Advanced search limiters

Type of search:

Limit to item type:

Limit to location:

[Back to Search Menu](#)

The *Type of Search* option list allows searching by

- Words anywhere in the title
- Title begins with

*Type of Search* offers users two strategies.

The Words anywhere type search is identical to Key word in all aspects, including Boolean terms, wild cards and stop words, but is restricted to examining Titles and Subtitles field only.

A *Begins with* search returns items that have terms in which the field *starts with what is entered*. Entering SPA returns items in which titles begin with the letters SPA. The asterisk symbol is not used for Begins searches (they are ignored), only word style. If the search terms are not found, entries starting with the *nearest matching three beginning letters* are displayed. Begins searches are therefore more tolerant of misspelling than Word style searches. SPAX, for example, returns everything starting with SPA.

## Subject, Author and Series Searches



Type your search below then click on the Search button to start.

### Advanced search limiters

Type of search:

Limit to item type:

Limit to location:

Genres:

[Back to Search Menu](#)

Searches made for subject, series and author all operate identically. The same rules and strategies used for Title searches apply as well, however these searches are restricted to just the subjects, or authors or series fields.

The main difference is that these searches first return a list of subject, author or series entries before showing titles.

One or more of those is then selected to view the items.

*View All* displays all titles for all entries.

Controls / Webopac Controls includes a setting that shows all titles directly from the authority search without the intermediate list of subjects, authors or series.

## Genre Searches

A "genre" search can be added using a checkbox in Webopac Controls. By default this is hidden.

The droplist shows all Genre headings in the authority list. Selecting one immediately searches for that heading.

Genre headings will also appear in normal subject searches, too, and can be spotted by their + prefix.

## **Cross References: SEE and SEE ALSO**

Authority-based searches also offer cross-references, if these are present in the authority list. These are shown above in red and green and contain the words SEE or SEE ALSO.

SEE references direct users to more correct terms. (Green)

SEE ALSO references direct users to related entries. (Red)

In both cases, if selected, the heading which appears after SEE or SEE ALSO is used instead of the heading on the left side.

"Space flight SEE ALSO Astronomy" redirects to Astronomy and lists titles with that heading.

"Space flight to the Moon SEE Space flight" redirects users to the correct term Space Flight.

# Titles Found by Searches

Items found by the search are listed on the “Search Summary” page.

There are three different presentations available which are set in Webopac Controls: Columns, Rows or Tiles.

Rows format.

The screenshot shows a search results page for the query 'cats'. At the top, there is a search bar with a magnifying glass icon and the text 'Searched for 'cats''. To the right is a 'Search Menu' link. Below the search bar, it indicates 'Items 1 - 30 of 384' and 'Page 1' with navigation arrows and links for pages 2 through 13. A 'Sort by: Title' dropdown menu and a 'Go' button are also visible. The results are listed in a table-like format with five entries. Each entry includes a cover image, the title, author, classification, series, publisher, item type, location, copies, status, and barcode. An 'Add to bookbag' link is provided for each item.

Item	Author	Classification	Series	Publisher	Item type	Location	Copies	Status	Barcode	Action
	DE LA BEDOYERE, Camilla	599.75 DeL	100 Things You Should Know About	Great Bardfield: Miles Kelly, 2006	NF Non-Fiction	Library	1	Available	21313	<a href="#">Add to bookbag</a>
	PARKER, Steve	J636.8 Par	100 Things You Should Know About	Great Bardfield: Miles Kelly, 2007	JNF Junior Non-Fiction	Library	1	Available	21243	<a href="#">Add to bookbag</a>
	PROYSEN, Alf ; OFFEN, Hilda	JF Pro		London, U.K.: Red Fox, 2011	JF Junior Fiction	Library	1	Available	29626	<a href="#">Add to bookbag</a>
	DAVIDSON, Leanne ; DALE, Rae	BF Dav	Ripper Reads	Rowville, Vic.: Five Mile, 2008	BF Bridging Fiction	Library	1	Available	32857	<a href="#">Add to bookbag</a>
	HOOPMANN, Kathy	616.85 Hoo		London, U.K.: Jessica Kingsley, 2006	NF Non-Fiction	Library	1	Available		<a href="#">Add to bookbag</a>

Clicking on the title or cover image opens details about the item.

Click on the arrows at the top to go to the next page or previous page. Clicking on a page jumps to that page number.

*Add to bookbag* adds the item to the temporary bookbag.

*Bookbag* accesses the Bookbag feature. (See below.)

*Sort by* allows changing the order of the results.

# Item Details

Selecting an item opens the Item Details page.

## Catalogue Details

Copies: 1  
Available: 0  
Reservations: 1



### The amazing story of Adolphus Tips /

Michael Morpurgo ; illustrated by Michael Foreman.

Classification: F MOR

Subjects: Cats - Fiction.  
World War, 1939-1945 - England - Fiction.  
World War, 1939-1945 - Evacuation of civilians - Fiction.  
Adventure stories.

Publisher: London : HarperCollins Children's, 2005.

ISBN: 0007182457

**Synopsis:** A heartwarming tale of courage and warmth, set against the backdrop of the second world war, about a cat who survives against the odds. Something's up. Something big too, very big. At school, in the village, whoever you meet, it's all anyone talks about. It's like a sudden curse has come down on us all. It makes me wonder if we'll ever see the sun again. It's 1943, and Lily Tregenze lives on a farm, in the idyllic seaside village of Slapton. Apart from her father being away, and the 'townie' evacuees at school, her life is scarcely touched by the war. Until one day, Lily and her family, along with 3000 other villagers, are told to move out of their homes -- lock, stock and barrel. Soon, the whole area is out of bounds, as the Allied forces practise their landings for D-day, preparing to invade France. But Tips, Lily's adored cat, has other ideas -- barbed wire and keep-out signs mean nothing to her, nor does the danger of guns and bombs. Frantic to find her, Lily makes friends with two young American soldiers, who promise to help her. But will she ever see her cat again? Lily decides to cross the wire into the danger zone to look for Tips herself...Now, many years later, as Michael

To reserve the above item, enter your barcode below then click on the Reserve button:

Barcode:

#### Copy information

Barcode	Location	Status	Last or Current borrower	Class	Due Date
11413000013	Library	On loan	"CHINCHEN", "Di"	STAF	26/06/2015

#### Reviews

To write or edit a review enter your barcode then click on the button:

# Power Search

Power search

Not secure | edu0020181/bmv10/bmopac.exe?task=power\_search\_page

Power Search Go back

- Choose -

And  Or  BUT Not

*Advanced search limiters*

Limit to item type:

Limit to location:

Limit to collection:

Limit to Sublocation:

Limit to PRC level:

Lexile range: from  to

Choose the fields to be searched and in the boxes type the words that are important to your search.

**Example:** To find a book by Klein With Boss in the title, search for **Klein** in Authors And **Boss** in Titles.

You can use *And*, *Or*, *Not* to link the words Or phrases of each part of your search.

When ready to search, click on the Search button.

A Power Search can be used for more advanced searches. It allows up to four different fields to be tested at the same time as well as the additional fields of Call number, ISBN, Publishing, Notes, Lexile and Level.

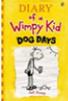
Items are found containing the data entered in the specified fields.

A "link" must be used to connect each search line. This can be and, or or but not.

# Websites, Goodreads and Author Links

Bookmark allows cataloguing electronic resources such as websites, weblinks, ebooks, documents and other resources available on the local network or Internet. See the Cataloguing document for details on how to catalogue these resources. Webopac allows linking directly to any valid Internet or Intranet URL. Correct item types and icons help users.

*If an item has a yellow W icon next to it, it is a website.*

	<p><b>Desert Dog</b>            Author: LOWE, Pat ; PIKE, Jimmy            Classification: LOW            Publisher: Broome, W.A.: Magabala, 1997</p>	<p>Item type: <b>F Fiction</b>            Location: <b>Novel</b>            Copies: 1            Available: 1  <a href="#">Add to bookbag</a></p>
	<p><b>Diary Of A Wimpy Kid : Dog Days</b>            Author: KINNEY, Jeff            Classification: KIN            Series: Diary Of A Wimpy Kid            Publisher: Camberwell, Vic.: Puffin, 2009</p>	<p>Item type: <b>F Fiction</b>            Location: <b>Novel</b>            Copies: 2            Available: 2  <a href="#">Add to bookbag</a></p>
	<p><b>Dog breeds</b></p>	<p>Item type: <b>WL Weblink</b>            Location: <b>Weblink</b>            Copies: 1            Date due:  <a href="#">Add to bookbag</a></p>
	<p><b>A Dog Called Bear</b>            Author: MURRAY, Martine ; DUBUC, Franck ; PARTRIDGE, Franc            Classification: MUR            Publisher: Milsons Point, N.S.W.: Random</p>	<p>Item type: <b>F Fiction</b>            Location: <b>Picture Book</b>            Copies: 1            Available: 1  <a href="#">Add to bookbag</a></p>
	<p><b>Dog Den Mystery</b>            Author: ODGERS, Darrel ; ODGERS, Sally            Classification: ODG            Series: Jack Russell, Dog Detective            Publisher: Lindfield, N.S.W.: Scholastic, 2005</p>	<p>Item type: <b>F Fiction</b>            Location: <b>Novel</b>            Copies: 1            Available: 1  <a href="#">Add to bookbag</a></p>

To link to the website or on-line resource, either click on the website item type icon, or click on the cover image or the title.

 **Catalogue Details**

---

Copies: 1    **Dog breeds**  
 Available: 0    Subjects: Dogs  
 Reservations: 0


Website

Copy information					
Barcode	Location	Status	Last or Current borrower	Class	Due Date
16009	Weblink	Weblink			06/12/2010

**Reviews**

To write or edit a review enter your barcode then click on the button:

Write a Review

To open the website or weblink, click on the *Open Website* button.

If the item's URL contains the term "goodreads", it is assumed to be a link to a Goodreads entry for the book. The button on the Item Details page then says "Goodreads" instead of Website.

## Catalogue Details

Copies: 1  
Available: 1  
Reservations: 0



### Ringworld

by Larry Niven

Classification: F NIV

Series: Known Space

Publisher: Ballantine Books, 1970

ISBN: 9780575077027

Goodreads

Author

#### Copy information

Barcode	Location	Status	Last or Current borrower	Class	Due Date
11413000039	Library	Available			11/05/2015

#### Reviews

To write or edit a review enter your barcode then click on the button:

Write a Review

If the author's website has been entered into the Author Authority List in Cataloguing, the button "Author" appears offering a link to that website.

Note: non-website electronic resources – such as videos, pdf's, images – can also be accessed. These are called "shortcuts". Their address will be a location on the local network. There is, however, a limitation on the types of files which can be accessed via Webopac. (Windows Search does not have this limit!) The limit is imposed by Internet Browsers themselves: Internet Explorer, Edge, Firefox, Google Chrome, Brave, Safari, Puffin, Opra, etc. Browsers do not allow executable files to be opened, which means the files associated with the applications cannot be opened, either. This includes Word documents, possibly some ebooks, and anything else that requires a program to be viewed. Other types of files may be blocked, too, unless the browser contains an extension or add-on.

# Book Reviews

Two settings in Webopac Controls allows the Book Reviews feature to be available.

- Read Book Reviews
- Write Book Reviews

The first allows users to read reviews but not write any. The second activates writing of reviews as well.

*Note: writing reviews also depends on the user's computer logon permissions. If the user has read-only access, then writing reviews is automatically blocked even if this switch is set. Read-write access is required to write reviews, make reservations and any other activity involving saving data.*

When a search is performed, any items that already have a review are marked. In the Row format the word Reviews appears.

 **Searched for 'oakleaf'** [Search Menu](#)

---

Items 1 - 1 of 1      Sort by: Title          0 items in [Bookbag](#)

---

	<b>Oakleaf Bearers : Book 4 - Ranger's Apprentice</b> Author: FLANAGAN, John Classification: F Fla Series: Ranger's Apprentice Publisher: Random House Australia, 2006 Reviews	<b>Item type: FIC Fiction</b>  <b>Location: Library</b> <b>Copies: 1</b> <b>Status: Available</b> <b>Barcode: 14919</b> <a href="#">Add to bookbag</a>
---	---	--

---

In Column format, a + symbol appears next to the title.

 **Searched for 'oakleaf'** [Search Menu](#)

---

Items 1 - 1 of 1      Sort by: Title          0 items in [Bookbag](#)

---

Barcode	Title	Call Number	Item type	Status	
 14919	+ <b>Oakleaf Bearers : Book 4 - Ranger's Apprentice</b>	F Fla	FIC Fiction	Available	<a href="#">Add to bookbag</a>

Click on the title or cover to view Details and read reviews.

Copies: 1  
Available: 1  
Reservations: 0



**Oakleaf Bearers : Book 4 - Ranger's Apprentice**

**Classification:** F Fla  
**Author:** FLANAGAN, John  
**Series:** Ranger's Apprentice  
**Subjects:** Fantasy  
Knights and knighthood - fiction  
Koala (literacy prize) shortlist 2010  
**Publisher:** Random House Australia, 2006  
**ISBN:** 1741660823

**Copy information**

Barcode	Location	Status	Last or Current borrower	Class	Due Date
14919	Library	Available	Caleb CUTMORE	6SR	03/07/2013

**Reviews**

1 Review

To write or edit a review enter your barcode then click on the button:

1	Reviewed 12/03/2008	The Fourth in the Ranger's Apprentice series. Will and Evanlyn are about to escape from Skandia, when Evanlyn is kidnapped by six Temujai Warriors. Will sets out to rescue her, with the help of Halt and Horace. After Evanlyn has been rescued, Will realises that the Temujai warriors are only the advance guard for a massive invasion. Can the Araluans work with their sworn enemies the Skandians to defeat the invaders?
---	------------------------	--

To write a review, enter the user's barcode and click on *Write a Review* button.



**Write a Review for**  
***Oakleaf Bearers : Book 4 - Ranger's Apprentice***  
Reviewer: WEBBER, Jane (1)

Note: only reviews that are *approved* can be viewed. Approval is made in Reviews Controls.

Reviews Controls are covered in the Search manual.

# Bookbag and Resource lists

The Bookbag is a temporary list of items collected by a user from their searches.

A Resource List is a more permanent list and is created from the Bookbag.

## Using the Bookbag

Items found in searches can be placed into the Bookbag. Click on the [Add to Bookbag](#) link next to a title to add.

Many searches can be performed and items added to the Bookbag.

To view the collected list, click on the Bookbag icon on the Search menu or the Bookbag button on the bottom of the titles list screen.

The Bookbag is available on the computer on which it is made. Shifting to another computer will not list the same Bookbag contents.



### Bookbag

3 items in Bookbag

[Printer friendly](#) [Clear bookbag](#)

Barcode	Title	Author	Call Number	Remove
27570	100 Facts on Space	BECKLAKE, Sue	J523 Bec	<a href="#">Remove</a>
33141	Alien Planets	STILLE, Darlene R.	523.24 Sti	<a href="#">Remove</a>
21222	The Amazing International Space Station		629.44 Ama	<a href="#">Remove</a>

To add to a public list or create or edit your list, click on the button below.

[Resource Lists](#)

The Bookbag can be hidden by making the menu button invisible in Webopac Controls.

To see an item's details, click on the title.

[Remove](#) can be used to remove an entry from the list.

*Clear bookbag* empties the entire Bookbag.

# Resource lists

Resource Lists are more permanent.

Borrowers may have one or more resource list.

Items collected into a Bookmark can be transferred into a Resource List. To do this, click on *Resource Lists*.

## Access Resource List

To access an existing Resource List, choose it from the dropdown list then enter your barcode and the list password. To create a new Resource List, enter its new name in the Create List name box and your barcode and a password for the list. A barcode and password are not needed for open lists.

Choose resource List:  ▾

Create New List name:

Barcode:

A new Resource List can be created or an existing list can be accessed.

To open an existing list, use the dropdown list.

To create a new list, type in the list's name next to Create New List name. This is the name that will appear in the droplist, not the name which may be displayed publically. It is also the name which appears in Manage Resource Lists in Search Controls. The name always appears as upper case.

Also, enter the user's barcode.

**IMPORTANT!** Contents of the Bookbag are not automatically transferred into the opened Booklist. Click on the *Add from Bookbag* link to do this.

 **DEANS LIST**

---

8 items in this resource List [Printer friendly](#)

Public List title (others can view it):   Open List (anyone can add)

[Add 3 items from Bookbag](#)

Barcode	Title	Author	Call Number	Remove
28512	The Accidental Blast-off : Book 4 - Nanny Piggins	SPRATT, R.A.	F Spr	Remove
22736	Adrift in Space	ODGERS, Sally LIN, Matthew	GF Out	Remove
30628	Alien Attack : Book 1 : Star Fighters	CHASE, Max HADLEY, Sam	BF Cha	Remove
31997	The Alien Brainwash : Book 5 - Space Scout	BADGER, H. BENNET, C.	BF Bad	Remove
33141	Alien Planets	STILLE, Darlene R.	523.24 Sti	Remove
2225	All About Space Amazing Cosmic Facts	GRAHAM, Ian	522 Gra	Remove
1166	A Carp For Kimiko	KROLL, Virginia	JF KRO	Remove
24256	The China Book : A People, a Place, a Culture	HUNG, Li-Yu	951 Hun	Remove

There are three types of resource lists:

*Private*

Private lists are the default type. They require a borrower number or barcode to be accessed. Private lists are not visible in the public Resource Lists button on the Search menu.

*Public*

A public list is available for others to view via the *Resource Lists* button on the Search menu. To make a list public, give it a title then click on Submit.

A public list cannot be changed by anyone other than its owner.

*Open*

The Open Resource List is one which must be created by an authorized borrower but once created can be viewed and amended by anyone from a Bookbag containing items. Items can only be deleted by the originator of the list or the librarian in Manage Resource Lists in Controls but anyone can add to the list.

# Your Details

The *Your Details* icon allows borrower searches. This button can be hidden in Webopac Controls.



Display a list of items on loan to you and items previously borrowed.

Enter your barcode here --

Enter your security code here --

Enter or scan the borrower's full barcode or their number.

If the "borrower password" function is switched on, then the borrower's privacy code or the librarian's password must be entered as well.

Click on the *Display* button to see the borrower's details.

For privacy reasons, borrowers cannot be searched for by name. A barcode or borrower number is required.



**WEBBER, Jane**

Barcode: 1 Class: STAF Year: S

#### Items on Loan 2

Barcode	Title	Call number	Due Date	Note
<a href="#">29610</a>	The Shallows : How the Internet is Changing the way we Think, Read and	303.4833 Car	01/06/2015	overdue
<a href="#">33479</a>	The Freedom Merchants	F JOR *	01/06/2015	overdue

#### Reservations and/or Holds 1

Barcode	Title	Date reserved	Que
<a href="#">33479</a>	The Freedom Merchants	15/06/2015	1

#### Loan history 3

Barcode	Title	Call number	Date borrowed
<a href="#">33479</a>	The Freedom Merchants	F JOR	21/05/2015
<a href="#">29610</a>	The Shallows : How the Internet is Changing the way we Think, Read and	303.4833 Car	21/05/2015
<a href="#">500</a>	Wolfie	F BAR	21/05/2015

#### Premier's Reading Challenge history for 2015

Barcode	Title	Call number	Date borrowed
<a href="#">33479</a>	The Freedom Merchants	F JOR *	21/05/2015

Click on the underlined barcode number of an item to see its cataloguing details.

If a photo of the borrower is available, it may be displayed. Photos can be turned off in Webopac Controls.

# New Items

The New Items link displays a title list page of all items in the New Items list, which is set up in Controls.

 **New Items** [Search Menu](#)

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Items 1 - 30 of 117  Page [1](#) [2](#) [3](#) [4](#) Sort by:   3 items in [Bookbag](#)

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	<p><b>Toys and games: then and now</b> by Charles Hope. Classification: J688.72 Hop Series: Then and now Publisher: Clifton Hill, Vic.: Wild Dog, 2015</p>	<p>Item type: <b>JNF Junior Non-Fiction</b>  Location: <b>Library</b> Copies: <b>1</b> Status: <b>On loan</b> Date due: <b>26/06/2015</b> Barcode: <b>35248</b> <a href="#">Add to bookbag</a></p>
<hr/>		
	<p><b>Stories</b> Susie Brooks. Classification: 701.1 Bro Series: Get into art Publisher: London: Kingfisher, 2015</p>	<p>Item type: <b>NF Non-Fiction</b>  Location: <b>Library</b> Copies: <b>1</b> Status: <b>Covering</b> Barcode: <b>35249</b> <a href="#">Add to bookbag</a></p>
<hr/>		
	<p><b>Meet Banjo Paterson : Book 7 - Meet</b> written by Kristin Weidenbach ; illustrated by James Gulliver Hancock. Classification: JF Pat Series: Meet Publisher: North Sydney, N.S.W.: Random House Australia, 2015</p>	<p>Item type: <b>JF Junior Fiction</b>  Location: <b>Library</b> Copies: <b>1</b> Status: <b>Covering</b> Barcode: <b>35250</b> <a href="#">Add to bookbag</a></p>

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# User Links

Up to 21 special links can be added to the Search Menu. These appear beneath the other icons.



## Search Library Catalogue

Step 1 Type your search here

Step 2 Select area To search

**Keyword**
 **Title**
 **Subject**  
 **Author**
 **Series**

Step 3 Click on the Search button To start

Narrow search by...

Search type:

Limit To item type:

Limit To location:



In Webopac Controls / Display tab, click on the User Links button.

**User links**

No.	Link name	URL
1	Campbelltown Library	<a href="http://sapin.ent.sirsidynix.net.au/client/en_AU/campbelltown/">http://sapin.ent.sirsidynix.net.au/client/en_AU/campbelltown/</a>
2	Fantastic Fiction	<a href="http://www.fantasticfiction.co.uk/">http://www.fantasticfiction.co.uk/</a>
3	Wikipedia	<a href="http://en.wikipedia.org/wiki/Main_Page">http://en.wikipedia.org/wiki/Main_Page</a>
4	Free Dictionary	<a href="http://www.thefreedictionary.com/">http://www.thefreedictionary.com/</a>
5	State Library of SA	<a href="http://www.catalog.slsa.sa.gov.au/">http://www.catalog.slsa.sa.gov.au/</a>
6	Trove (National Library)	<a href="http://trove.nia.gov.au/">http://trove.nia.gov.au/</a>
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Image	Link name	URL
	1 Campbelltown Library	<a href="http://sapin.ent.sirsidynix.net.au/client/en_AU/campbelltown/">http://sapin.ent.sirsidynix.net.au/client/en_AU/campbelltown/</a>

Print Close

Each link requires a name that is displayed beneath the icon, a complete URL address, and an icon.

The Link Name is normally displayed on one line. To force it to be split, add <br> - e.g. Robert<br>Silverberg. It will then appear as two lines.



## Icons

You can add your own icons to use with User Links by saving image files to the folder Webopac in Bookmark's location.

The files can be of jpg, gif, png or bmp type.

A normal icon measures 32 x 32 pixels in rectangular size. Images of different sizes are resized to fit but it is recommended to stick to this size if possible.

All image files in the Webopac folder are available to choose from for User Links.

# Custom Designing Your Own Webopac Search Page

In addition to the built-in presentations, Webopac also allows for a custom-designed start page.

*Knowledge of HTML coding is necessary.*

Webopac is deliberately simple. It uses basic CGI forms to access the search engine.

The first step is to create a temporary page that can then be altered.

Go to Webopac Controls. Choose a Setup. Select Custom presentation. Click on Update. A page called "Opac.htm" is created at Bookmark's location. Use the HTML code in this page to create the custom page. The filename of the custom page should be opac.htm (for the default setting).

Note: the 6 built-in presentations generate a page called Webopac.htm.

*Opac.htm is the custom design page.*

The custom page can be accessed either via the Bookmark webserver or another webserver like IIS. For the Bookmark webserver, the URL is something like <http://bmserver/Opac.htm>

The basic page first created uses Presentation 2. It can then be modified or replaced.

## Search Entry

Entering searches requires a Form statement:

```
<form action="bmopac.exe" method="get">
<input type="hidden" name="send" value="search">
<input type="hidden" name="task" value="search">
```

The Input statement used to enter search text must contain the name "searchfor":

```
<input type="text" class="a14blue" name="searchfor" size="65" maxlength="100">
```

The name identifies the field: keyword, title, subject, author, series, contents, notes and barcode.

```
<input type="image" src="images/magnify.gif" name="keyword" width="40" height="40">
```

The lines can be entered:

```
<!-- SEARCH LIMITING -->
<!-- OTHER FUNCTIONS -->
<!-- USER LINKS -->
```

These identify where code for search limiting and other functions and user lines will be added when the Update button is clicked. Omit any of these to not show that function.

The following code generates a basic search page using a dropdown list to select the field.

```
<html>
<head>
<title>Bookmark OPAC</title>
</head>
<body>
<form action="search" method="get">
<input type="text" name="searchfor" size="35" maxlength="50">
<Select name="field">
<option value="keyword" selected>Keyword</option>
<option value="title">Title</option>
<option value="subject">Subjects</option>
<option value="author">Authors</option>
<option value="series">Series</option>
</Select>
<input type="submit" value="Search">
</form>
<br />
<br />
<!-- OTHER FUNCTIONS -->
</body>
</html>
```

**Note:** changing the Presentation does not remove the custom design. The page will remain in place unless it is deliberately deleted.