



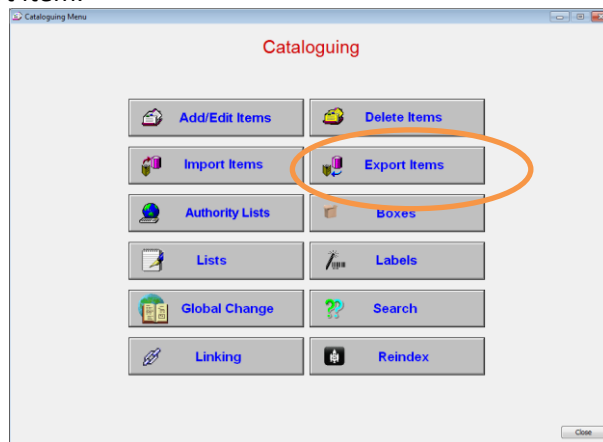
FACT SHEET

Exporting a CPAC file

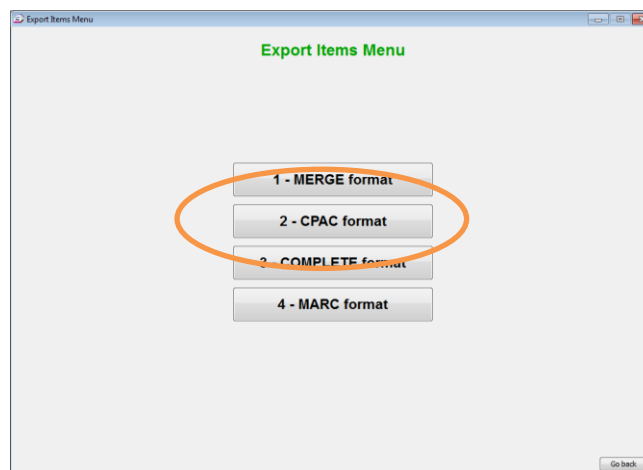
April 2016

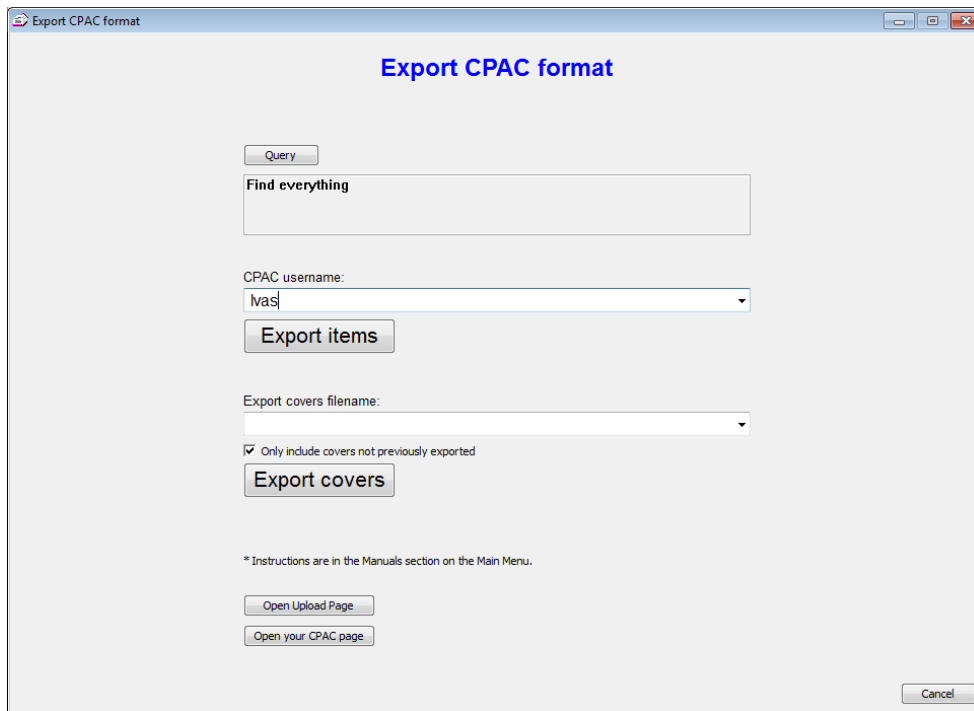
1. For a complete catalogue export

Go to Cataloguing, Export item.



Then choose 2. For CPAC upload

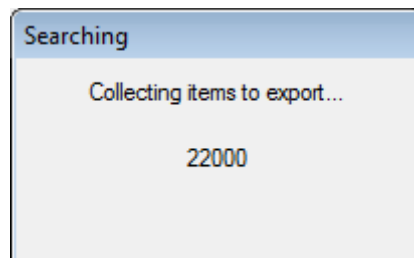




Make a Query if necessary to limit the items being put onto CPAC.

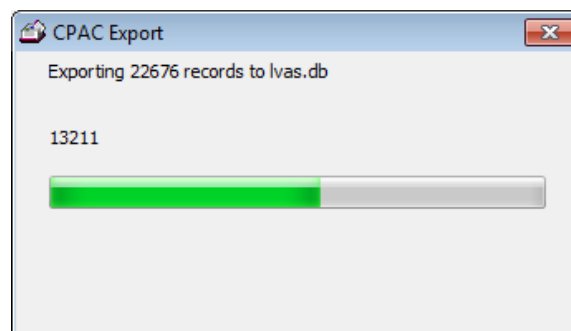
Enter your CPAC username.

Click **Export Items**.

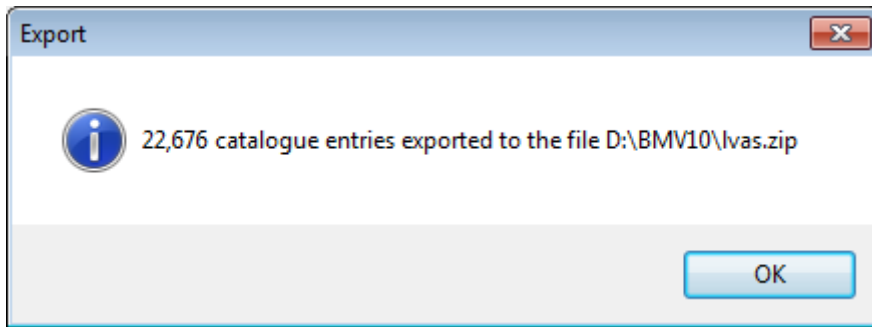


Bookmark first collects the items based on the query.

A database is constructed in CPAC's format and the records are import into it.



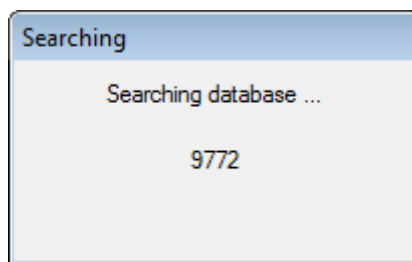
The resulting file is compressed and a message displays where the file is located.



The name of the file is your CPAC username dot zip.

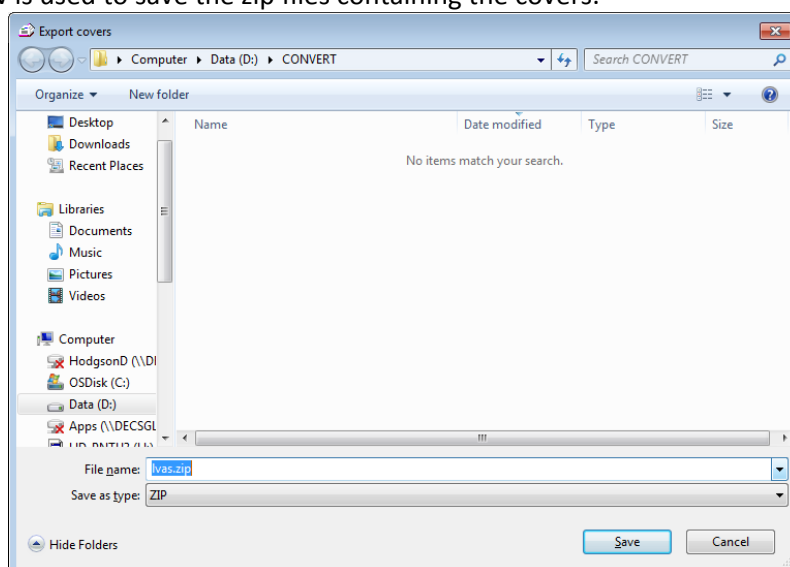
This file contains the text data.

If you wish to upload book cover images, enter the username on that line then click on **Export Covers**.



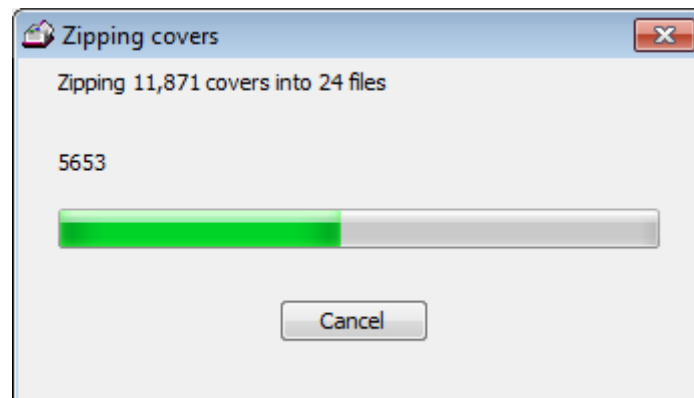
Bookmark keeps track of the filenames of the covers exported so it will never export them more than once. This means each time Export Covers is selected, only the covers that have never been uploaded to CPAC are exported.

The next window is used to save the zip files containing the covers.

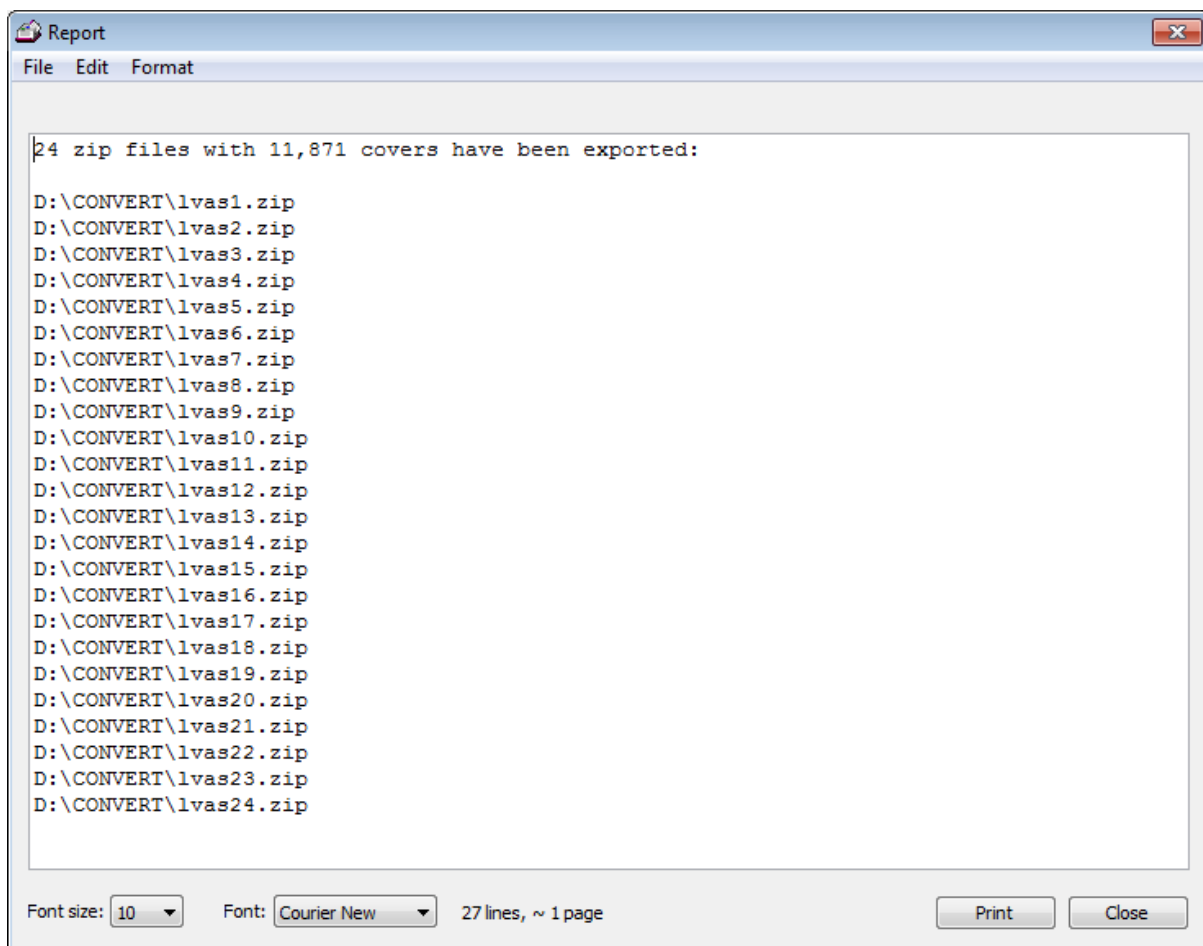


Covers are compressed into a set of zip files. There is a maximum of 500 covers per file.

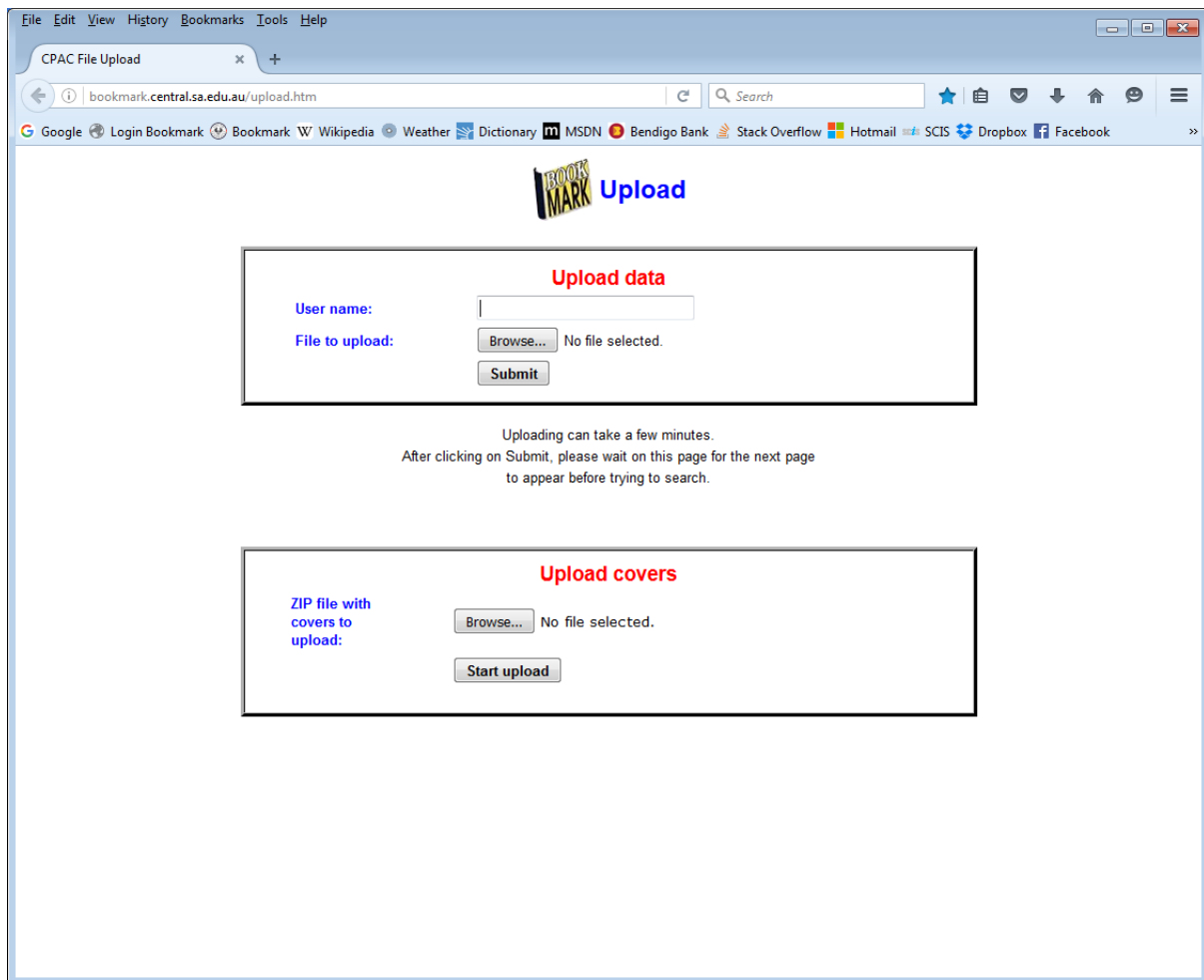
This process can take some time.



When finished, a report is issued showing the path for every file generated. Upload each one to send the covers to CPAC.



Click on the Open Upload Page button to go to the webpage for uploading data and covers.



Use the top box to upload the zipped data file.

Use the second box to upload each covers zip file.