

December 2020

Bookmark update 10.6.8 (400)

10.6.8 is the final update for 2020.

- Stocktaking > Stocktake Setup. A checkbox has been added to hide or show missing items in searches when they are declared missing.
- CPAC. Some extra functionality has been added when uploading book cover images.
- Cataloguing > Authority Lists. A new "Genre Images" button has been added. This links an image file to a location or sublocation. All items having that location or sublocation will display the image in Search on the item details display. The Syba Signs digital images can be used along with any other image files. Note that individually assigned images (done in AddEdit Items) take priority. If an item has an individual image that is shown rather than the image for the location or sublocation. Sublocations take priority over Locations. The Genre Images fact sheet has been revised.

If you encounter *any problem* updating please contact the help desk for assistance.

October 2020

Bookmark update 10.6.6 (395)

10.6.6 is an error correction release. Minor errors have been identified and corrected.

- Cataloguing > AddEdit Items. F8 can be used to see if a book cover can be downloaded, based on the item's ISBN. A problem that caused the download to crash if no cover was found has been fixed. It is also faster to check now. F8 only checks for covers from CPAC. F12 can be used to check for covers from SCIS only. By default checking must be done manually (F8/F12) but F8 can be automatic. For automatic checking: Controls > General Controls > Cataloguing tab. Bottom right corner checkbox "Automatically check online for cover images". Automatic only uses the F8 check. This does not apply to importing from a downloaded SCIS file. That process always brings in covers automatically as the images are included in the file.
- Automatic reindexing at the start of the month has been removed. If two computers tried to do this at the same time, the database could be corrupted. Reindexing cleans the search-word system. It can still be done manually by

going to Cataloguing then Reindex then Reindex search words. This “house cleaning task” is useful if items are not appearing in keyword or title searches.

- Backups. A problem restoring backups in LZH format (64-bit only) has been fixed. Also, a new backup format has been added. Backups are normally made in LZH format. They can be switched to ZIP format, and now to LZM format, too. LZM format produces a much smaller backup file but it takes longer to generate. It is available simply as another option. All formats can always be restored. Utilities > Backup > Settings.

If you encounter *any problem* updating please contact the help desk for assistance.

September 2020

Bookmark update 10.6.5 (393)

It is very important to update to the latest version.

10.6.5 is an error correction release. Several minor errors have been identified and corrected.

- Restore. The LZH format backups were not restoring in build 391. This has been fixed. Both LZH and ZIP format backups can be restored.
- Cataloguing. Delete Items. Items being deleted that were included in resource lists were not being removed properly and the lists were altered. Problem has been fixed.
- Uploading book cover images to CPAC was not packing images correctly into the zip files. Fixed.
- Webopac. Was not linking to PDF shortcuts via the “Open” button. Fixed.
- New fact sheet. Loan Restrictions or how to disallow borrowing of some items to certain types of borrowers.
- CPAC cover images. New. Can delete cover images from a private folder. Not allowed to delete from the shared public folder. Click on Upload Images in the CPAC section of Cataloguing.
- Backups. Please make sure to do regular backups to external locations like USB flashdrives, formatted CD’s or DVD’s, external drives or cloud-folders. Ideally back up at the end of every day Bookmark is used or have regularly scheduled backups. Many schools have lost data and had to re-catalogued everything again because they only relied on Bookmark-location only backups or server-based backups.

If possible update to the 64-bit version of Bookmark. Only update to the 32-bit version if you still have an older 32-bit Windows system. (If unsure which you have, contact the help desk, we can assist with identification.) Bookmark-64 avoids most problems with false virus detection by aggressive anti-virus systems. Critical if possible, have your IT support person “exclude” Bookmark from being scanned by any anti-virus system.

If you encounter *any problem* updating please contact the help desk for assistance.

Bookmark update 10.6.4 (391)

It is very important to update to the latest version.

- Overdues. Overdue notices. The overdue test date now appears as “Current date”. If left as is, whatever is the current date is used. A date can still be entered, too. Also, after “Current date” a minus or plus sign can be entered followed by a number of days. This can help with overdue setups. Example: current date – 14 means to use a date 14 days before now. This is the same as can be used in a full query in Catalogue reports when working with dates. Example 2: current date - 3 weeks would use a date 21 days before now. The words ‘days’ or ‘weeks’ can be used after the value. If omitted, days are assumed. Example 3: current date + 100 is a date 100 days in the future from now.
- Overdues. Saving overdue setups includes the above. Retrieving an overdue setup does not automatically proceed but displays the loaded settings. Click on Proceed to carry on with the retrieved setup.
- Slight change made to Block Copy in AddEdit Items. A menu allows choosing scanning copy barcodes or entering a range of item numbers.
- A problem uploading book cover images to CPAC has been corrected.
- Genre images. Special images attached to items that can appear in searches to help students locate items. See the fact sheet on how to use.
- If you have not yet tried it, Z-Cataloguing and/or the SCIS API is well worth using. Saves time and is easy to use to catalogue new items. Bookmark connects directly to the Internet while in AddEdit Items and downloads catalogue data based on ISBN or title. Can download data from SCIS, the National Library of Australia and the U.S. Library of Congress plus other sources (subject to possible network security restrictions). Fact sheets tell all.
- A number of minor problems have been corrected, too.

If possible update to the 64-bit version of Bookmark. Only update to the 32-bit version if you still have an older 32-bit Windows system. (If unsure which you have, contact the help desk, we can assist with identification.) Bookmark-64 avoids most problems with false virus detection by aggressive anti-virus systems, but does not work on 32-bit Windows systems. Important: if possible, have your IT support person “exclude” Bookmark from being scanned by any anti-virus system.

If you encounter *any problem* updating please contact the help desk for assistance.

This important update corrects a number of issues encountered in the transition from 32 to 64-bit.

- Problems with printing, collections and authority lists related to 64-bit have been corrected.
- Book cover images are no longer automatically downloaded when using Z-cataloguing or the SCIS API. The download function, however, is still available manually. To check manually, in Add/Edit Items, press the F8 key. Bookmark will check online for a cover and download it if available. This does not affect importing MARC records from a SCIS file. Covers are still automatically added with that method. Remember, a mass cover download is available in Cataloguing > Covers > Download Covers > Quick Scan. This is a quick way of obtaining book cover images.
- Importing Lexiles into Bookmark has been improved. It is much faster to import.
- The function to alert borrowers if they are trying to issue an item previously borrowed now uses the history cut-off date to ignore items prior to the date. If no date is in place, all items are checked. Borrowers > Authority Lists > Borrower Types. At the bottom of all borrower type editing popups.
- Z-cataloguing and the SCIS API provide an easy and quick way to obtain cataloguing data online. See the fact sheets.

All Bookmark users with 64-bit Windows systems should update to the 64-bit version of Bookmark. Only update to the 32-bit version if you still have older 32-bit Win systems. (If unsure which you have, contact the help desk.) Bookmark-64 avoids problems with false virus detection by anti-virus systems but does not work on 32-bit Windows. Also, if possible, have IT “exclude” Bookmark from being scanned by any anti-virus system.

If you encounter *any problem* updating please contact the help desk for assistance.

It is very important to update to the latest version.

July 2020

Bookmark update **version 10.6.2** (build 378)

This is a minor update. It corrects a few gremlins found in the new 64-bit Bookmark release. None of these problems exist in the 32-bit release, only the 64-bit. This was due to subtle differences between the two varieties. The following have been fixed:

- Printing is fixed. You can also go back to using the simple printer dialog if you wish. Controls > General Controls > Printer. Either the simple or standard windows can be used.

- Importing SCIS records. If the Copies button is clicked, the window to enter other copies appears at the side and hangs the system. This has been fixed.
- AddEdit Items. The “type ahead” feature on the right side for Status, Item Types and Locations didn’t work. It does now.
- Printing spine labels should work again.
- Cataloguing > Delete Items > Deleted Items List. The Find option is now working.

Important: if possible [update to the 64-bit version of Bookmark](#) and not the 32-bit. This avoids problems with false virus detection by anti-virus systems. Also, if possible, have IT “exclude” Bookmark from being scanned by any anti-virus system.

How to check the “bitness” of Windows – 32 or 64 bit

64-bit programs will only work on a 64-bit version of Windows (7, 8 or 10). 64-bit programs will not open on older 32-bit systems. (However, 32-bit programs work on both.)

How to check the Windows system-type you have to see if Bookmark 64 will work on it:

- Windows 7. Left click on the round Start button at the bottom left corner. On the menu, right-click on Computer then left click on Properties on the popup menu. If that does not work, left click on Computer then on the next window right-click on Computer at the left side.
- Windows 8 and 10: Left click on the yellow “file explorer” folder at the bottom of the screen. Look for “ThisPC” and right-click on it. On the popup menu, left click on Properties.

The middle of the system info window contains the system type or operating type. 32-bit or 64-bit. If it says 32-bit Bookmark 64 cannot be used. If it says 64-bit, it can.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, try again using the normal TXT format. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

Bookmark update **version 10.6.1** (build 376) is now available.

32 and 64-bit versions of Bookmark are now available

The new 64-bit version of Bookmark can be selected when updating. Use this version if all computers that use Bookmark are 64-bit Windows 7, 8 or 10. Otherwise continue to use the 32-bit Bookmark. Bookmark can be changed between the versions by updating again. There is no difference in speed or operation. The 32-bit and 64-bit Bookmarks look and act identical.

How to check the “bitness” of Windows – 32 or 64 bit

The Windows operating system comes in two “system types”: 32-bit and 64-bit. Both types are available for Windows 7, 8 and 10. Software also comes in 32- and 64-bit to match the Windows system type. A 32-bit program will work on both system types. But a 64-bit program only works on a 64-bit type. Trying to open a 64-bit program on a 32-bit Windows system type results in an error. How to check the Windows system-type:

- Windows 7. Click on the round Start button at the bottom left corner. On the menu, right-click on Computer then left click on Properties on the popup menu.
- Windows 8 and 10: Click on the yellow “file explorer” folder at the bottom on the taskbar. Look for “ThisPC” and right-click on it. On the popup menu, left click on Properties.

The middle of the system info window contains the system type or operating type. 32-bit or 64-bit.

New Features and Changes

Cataloguing > Import Items > Import MARC Records. Added defaults for accession date and purchase dates.

- Cataloguing > Add/Edit Items. The F10 key copies the purchase date to the accession date.
- Cataloguing > Add/Edit Items > Block Copy. The manual entry window appears first now. Just scan in each copy's barcode. The range of item number window can be opened from here.
- Cataloguing > Delete Items > Deleted Items List. The new Purge button removes all entries prior to a date. Default date is 7 years ago.
- Cataloguing > AddEdit Items. Dropdown menu Records. The new "Set genre image" function allows attaching an image file to an item. Syba Signs digital genre images can be used as well as any other image. The images appear in Search and Webopac beneath the book cover on the item details display. Use Global Change to assign an image to a block of items, such as a location or collection/genre.

- Cataloguing > Labels > Print Spine Labels > Manually type call numbers. The Image button can be used to print a page of pictures. One picture is used for all stickers on a page.
- Cataloguing > Import > Import Lexiles. The Lexile Code is now included with the lexile number. It appears after a space after the number.
- Overdues > Overdue Notices. The format *Notices As Individual PDF Files* can now be saved to the desktop as well as other locations.
- New Fact Sheets on genre images and entering multiple copies of titles.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, try again using the normal TXT format. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

June 2020

Bookmark update **version 10.5.18** (build 369) is now available.

- Overdues and Reports. "List Overdues" report has been added to Overdues Reports. This lists all overdues issued for a chosen year.
- Remote Access. A link to the LogMeIn remote access system has been added. LogMeIn is used for remote access to South Australian Department for Education schools only. Anydesk should still be used by everyone outside the Department. The new addition makes it possible for the Adelaide help desk to remotely connect to a workstation (with the user's consent) for support.
- Main Menu. Left clicking on the yellow Bookmark icon opens a short support menu.
- Cataloguing > AddEdit Items and Import MARC Records. A default accession date and purchase date has been added.
- Borrower Types. The loan limit editbox now allows up to 5 digit values.
- Cataloguing > AddEdit Items. The F10 key copies the purchase date to the accession date field. It overwrites whatever was in the accession date.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, try again using the Alternate Format. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

May 2020

Bookmark update **version 10.5.17** (build 365) is now available.

- Barcode scanner fact sheet revised.
- Cataloguing > Boxes. View Contents. The display list has been improved.
- Main Menu. Clicking on the Bookmark icon pops up the support menu.
- CPAC is Bookmark's Internet search. Search your catalogue from any device with a browser, anywhere, any time. Students can search from home, the catalogue can be checked when book shopping. See the revised CPAC manual and fact sheets for information on how to create and maintain a CPAC website.
- CPAC. A new *Requests* system is now available. Users can make a request for an item directly from CPAC searches. The request is stored in a file which can be downloaded and examined by library staff. The requests function can be added when a CPAC site is created. If you already have a CPAC website and would like to add the requests function, please see the revised CPAC manual to learn how it works. Then email the Bookmark help desk and ask for Requests to be added to your site and which form you would like.
- All Manuals and Fact Sheets are available in the Bookmark program itself from the Main Menu as well as on the user website.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, try again using the Alternate Format. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

April 2020

Bookmark update **version 10.5.16** (build 360) is now available.

This is a minor update containing few visible changes, but some important behind-the-scenes corrections have been made.

It is important to update. Updates include gremlin eradication as well as new features.

- Controls > Circulation Controls > Returns tab. New checkbox "Do not show overdue message when overdue item is returned". By default, this is not ticked.
- Cataloguing > Authority Lists > Status Types. Every status type now includes a "Can be reserved" option as well as "Can be borrowed" and "Can be returned". This allows certain status types to not be reservable. Default: only type 2 can be reserved. This replaces the Circulation Controls checkbox that allowed reserving items with a status of 1 and items with a status of 3 or greater.
- Borrowers > Authority Lists > Borrower Types. Each borrower type now has two new checkboxes:
 - Popup alert in Loans if borrower has previously borrowed the item
 - Do not allow borrower to reborrow the same item two times in a rowThese replace similar checkboxes that were in Circulation Controls > Loans. The new arrangement allows these function to be specific to certain borrower types rather than everyone. Example: teachers can be exempt but students are not.
- Reports > Catalogue Reports. The columns can now have their justification changed. By default every column is left justified. To change, bring up a report. Click on Edit then on Justification. Click on a column heading to change. Justification can be left (default), right or centre. When a report format is saved, the justification settings are included so they come back when the report is used again. This applies only to user-made reports, shown in red. Built-in reports are pre-justified.
- Cataloguing > Import Items > Import Lexiles. Scholastic changed the format of their csv file that contains the lexiles. Bookmark has been modified so it can import the changed format.
- Cataloguing > Import Items > Import MARC records. Bookmark was automatically checking for book cover images on every item as it was imported. This caused slowness on some systems. The auto-check is now an option and by default it is turned off. To turn it on, go to Controls > General Controls > Cataloguing tab. Lower right in the "Z-cataloguing settings" frame. Tick to get Bookmark to autocheck for covers. Or Cataloguing > Import Items > Import MARC Records. (It is in two places.) This function was introduced for Z-cataloguing as that does not normally include covers.
- In Add/Edit Items or then importing items, press the F8 key to check online for a book cover.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, switch to the Alternate Format and try again. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

March 2020

Bookmark update **version 10.5.15** (build 355) is now available.

- Cataloguing > Import Items > Import MARC Records. “Do not automatically check for covers”. If you are finding importing SCIS records is very slow, tick this box. If it is not ticked, Bookmark automatically goes to the Internet to check for a book cover. In some schools this can be a very slow process. When importing from SCIS, it is not necessary anyway. This window has also been redesigned to allow for more functions.
- Borrowers > Authority Lists > Borrower Types. Up / Down arrows have been added at the bottom. Click on a row to highlight. The arrows can shift it up and down. The borrower type numbers are automatically updated against all borrowers when this happens. Allows for re-ordering the list.
- Controls > Due Dates. The window has been redesigned.
- Cataloguing > Labels > Print Barcode Labels > Print Item Barcodes. Any value entered greater than the highest used will also generate labels above that.
- Cataloguing > Delete Items > Deleted Items List. The Filter now contains a full-blown query.
- Controls > Circulation Controls. An “Exit Returns” password has been added. If not blank, it is requested when anyone tries to leave Returns. Allows for setting up a returns-only workstation.
- Borrowers > Rollover > Import Borrowers. The Dynamic List format for OneSchool (Queensland) has been improved. See the fact sheet for info.
- Numerous gremlins have been reported by alert users and dealt with. Water was not used in their taming.

If you see this email, it means you are on the Bookmark user email list.

If you encounter a problem updating via the Easy Update method, switch to the Alternate Format and try again. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

It is important to update. Updates not only provide new features but also correct errors and improve behind-the-scenes operations.

February 2020

Bookmark update **version 10.5.14** (build 350) is now available.

This update contains very few changes but includes several important error corrections.

- Importing borrowers. Year levels can either have or not have a leading 0 – e.g. 5 and 05 are treated as the same.
- An error in Edit Due Dates in Controls involving holiday dates has been fixed. The error reported no description when one had been entered and could hang. Fixed.
- The One School Student Dynamic List for Queensland schools has been improved.
- Several new online user contact forms have been introduced.
- For schools with slower Internet connections, a new checkbox at the bottom of Import MARC Data (Cataloguing / Import Items) can be ticked. This stops Bookmark always checking for book cover images online. It can speed up cataloguing.

Be sure to fill out the site details in Controls > General Controls. This assists with updating and is related to overdue letters.

If you encounter a problem updating via the Easy Update method, switch to the Alternate Format and try again. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

It is important to update. Updates not only provide new features but also correct errors and improve behind-the-scenes operations.

January 2020

Bookmark update **version 10.5.14** (build 350) is now available.

This update contains very few changes but includes several important error corrections.

- Importing borrowers. Year levels can either have or not have a leading 0 – e.g. 5 and 05 are treated as the same.
- An error in Edit Due Dates in Controls involving holiday dates has been fixed. The error reported no description when one had been entered and could hang. Fixed.

- The One School Student Dynamic List for Queensland schools has been improved.
- Several new online user contact forms have been introduced.
- For schools with slower Internet connections, a new checkbox at the bottom of Import MARC Data (Cataloguing / Import Items) can be ticked. This stops Bookmark always checking for book cover images online. It can speed up cataloguing.

Be sure to fill out the site details in Controls > General Controls. This assists with updating and is related to overdue letters.

If you encounter a problem updating via the Easy Update method, switch to the Alternate Format and try again. If that does not work, please contact the help desk for assistance updating. More than one way to update is available.

It is important to update. Updates not only provide new features but also correct errors and improve behind-the-scenes operations.

Welcome back!

Bookmark update **version 10.5.13** (build 345) is now available.

This update contains very few changes. Borrowers > Rollover > 3 – Assign borrowers to classes in batches has been slightly redesigned to improve use. Most other changes are behind-the-scenes improvements.

If you encounter “Download failed” when trying to update via the Easy Update method, please contact the help desk for assistance updating. More than one way to update is available.

It is important to update. Updates not only provide new features but also correct errors and improve behind-the-scenes operations.