



BOOKMARK FACT SHEET

How to Design a Custom CPAC Site

May 2020

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

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

There are two forms of CPAC websites:

- Basic
- Custom

See the CPAC manual or the fact sheet How to Create a CPAC Basic Website for information on the Basic site. Setting up a Basic site first is recommended, but you can jump directly to a custom site.

Designing a Custom CPAC Website

A CPAC website consists of three pages and a database. The Basic site is created in Bookmark. The custom site, is designed by you, following rules set out in the manual and application form. The Bookmark team then creates the pages and sets up the site. Custom sites allow greater flexibility in the design and functions.

Before designing your Custom CPAC site, look at the examples available via the Bookmark website. Go to <http://bookmark.central.sa.edu.au>. Click on the CPAC menu then the Examples link. It is only necessary to look at the search-entry pages to get feel for choices and design elements.

Below are the basic steps to follow.

1. Download the Application Form. It is a Word document to fill out.
2. Choose one of the example sites to act as your guide. This is not necessary but helps with the design. It is requested on the application form.
3. Design your own search page. A mockup made in Word is very helpful and strongly recommended to assist with the page creation. Do not make the mockup in Publisher or Excel. Only in Word.

4. Fill out the application form.
5. Email the completed form to Bookmark. education.bookmark@sa.gov.au.
6. Attach to the email any graphic images to be included on the pages. These are *in addition* to the Word mockup.
7. If you already have created a Basic CPAC site, included the username in your email. If not, the Bookmark team will assign one for you.
8. When the pages are ready, an email will be sent back with the username and URL of the site.
9. Next step is to begin uploading your catalogue data to CPAC.

Uploading Data to CPAC

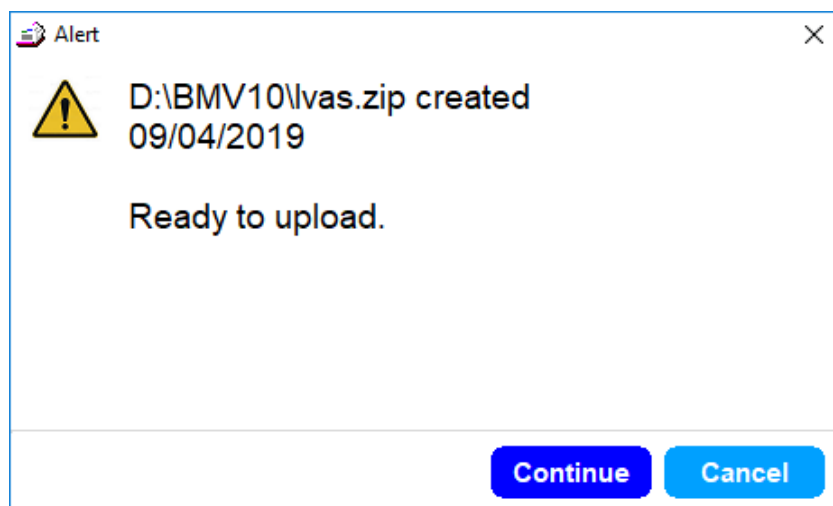
CPAC does not have access to your live bookmark database. This is due to the way the Internet works and to firewalls on your local network. Instead, a procedure is used to generate the special CPAC database from the Bookmark one. The CPAC database is then uploaded to your site.

To create the CPAC database, in Bookmark go to Cataloguing then CPAC.

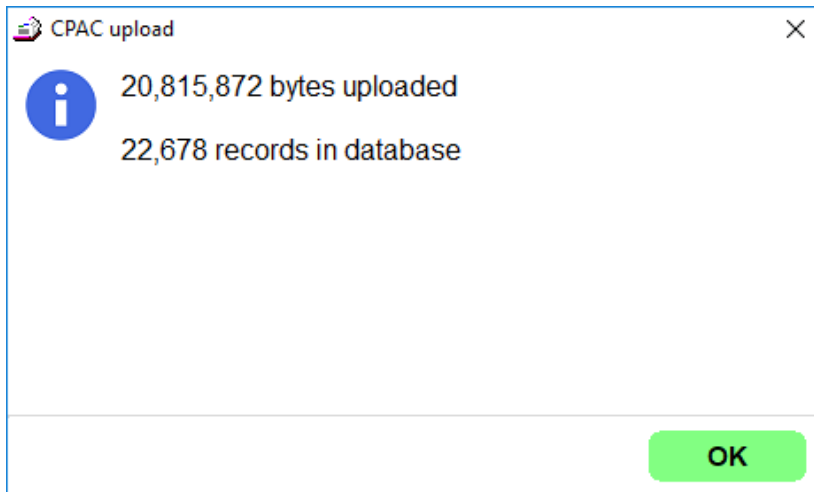
If you do not wish to upload the entire catalogue, create a Query to produce a filter that will only include part of the catalogue. If no query is made, everything is included.

Click on *Make database and upload* .

Bookmark will go through steps to first export the records, then put them into a CPAC database then compress that database into a zip file. When that is finished a popup dialog indicates it is ready to upload.



If you click on Continue, Bookmark will attempt to upload the data directly. If successful, the number of records uploaded is displayed.



Note: uploading may be blocked at your site! If so, the upload will not be successful.

If unsuccessful, Click on the *Open upload page* button. This goes onto the Internet to a page that can be used to upload the compressed file. Enter your username, select the file, and submit. This method usually works if the direct upload is blocked.

Note: If Bookmark is located at a UNC-style address (begins with two backslashes), it may not be accessible. Bookmark should have a drive-letter style path. You may need to copy the compressed file to an accessible drive. The Bookmark folder can be opened by going to the Main Menu in Bookmark and pressing any function key (F1 to F10) or doing a right-click to get a popup menu, then selecting Bookmark Folder on the popup menu.