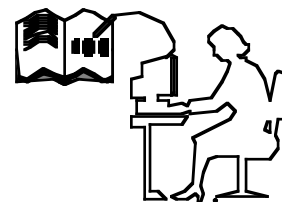


# Book Mark Library Services Newsletter



September 2020

## In this issue:

<i>On-going support</i>	1
<i>Telephone numbers</i>	1
<i>Bookmark stops working</i>	
<i>Previewing Reports</i>	2
<i>SCIS</i>	2
<i>Book covers</i>	2
<i>Latest features</i>	2

## Latest Versions:

*Bookmark 10.6.5 (394)*

## Contact:

Gary 0427 045 896

email:  
[bookmarklibrary@optus.net.com.au](mailto:bookmarklibrary@optus.net.com.au)

### Bookmark Future

A letter regarding future arrangements for Bookmark from the Department for Education, South Australia was recently sent to some schools. The Department will no longer support Bookmark after 31 December 2021 for non SA Public schools. Bookmark Library Services will continue to provide support.

The Department of Education South Australia own the copyright of the Bookmark software. Purchase of Bookmark includes the right to use the software on a local area network and as many stand-alone computers, workstations and tablets within the *one institution* as required. Rights are also granted for librarians to install and use Bookmark on their home computers, provided use is directly related to work.

**You own the licence and can continue to use Bookmark** and Bookmark will continue to work.

Book Mark Library Services Pty Ltd is a registered Australian Company which has sold and supported the Bookmark program for nearly the last 30 years. Book Mark Library Services Pty Ltd do not have any rights to modify or update the Bookmark software. Book Mark Library Services Pty Ltd will continue to provide support to all users of Bookmark.

We will make enquires regarding transferring ownership of Bookmark so development and updates can continue.  
Please call if you wish to discuss your individual situation.

### Telephone Numbers

We no longer have a landline telephone number. Please ring Gary on the mobile number 0427 045 896 or use our website [www.bookmarklibrary.com.au](http://www.bookmarklibrary.com.au) to contact us.

### Working from Home

There are several methods that can be used to allow working from home.

- 1) you may be able to access your school network from home - ask your IT person
- 2) you can have a copy of Bookmark on your home computer and depending on the school situation can use all of Bookmark at home or just do cataloguing and update the school computer later.
- 3) students can search from home using **CPAC** an internet based catalogue.

### Bookmark Suddenly No Longer Opens (or modules don't work)

Some anti-virus programs have suddenly started reporting Bookmark having a virus and quarantines "infected" files. Bookmark does not have a virus and we have written to the anti-virus people asking them to correct this false report. In some cases the Bookmark shortcut stops working in other cases some parts of Bookmark may not open eg Search or Utilities.

This link will give you instructions to avoid these issues and repair Bookmark or call us and we will help directly.

<https://www.dropbox.com/s/won2wk1w6kccy0h/Bookmark%20Not%20Starting.pdf?dl=0>

### Shortcuts for copying an image

There are several ways to copy a screen from Bookmark to Word or other programs.  
eg to email an error message to the help desk.

1. To copy a Window, click on the Window (eg an error message), hold down **ALT** and click **PrintScrn**
2. To copy the whole screen, click the **PrintScrn**
3. Use the **Snipping tool** instructions here <https://support.microsoft.com/en-au/help/13776/windows-10-use-snipping-tool-to-capture-screenshots>
4. Open Word or a new email, then Paste and the image appears.

Using Word, the image can be resized and relocated.

### Previewing a report before printing

Bookmark has 3 options for the printer dialog before printing

- i) **Simple dialog** - just gives choice of printer
- ii) **Standard Windows printer dialog** - all options available, change printer, no. of copies, etc
- iii) **Default printer, no dialog** - goes straight to default printer, no options

The dialog can be changed **Controls - General controls - System**

The standard Windows printer dialog will allow you to choose a printer called **Microsoft print to PDF** which will allow you to save the preview say to the desktop and then double click to open. There may also be a printer called **Preview** which will also give a preview of the printout.

### Cataloguing with SCIS

SCIS is a cataloguing service that provides all the cataloguing data for your books - title, author, subjects, call no. etc. SCIS is a paid service. All Victorian Catholic schools should already have a paid subscription. Government and private schools will need to join. The cost is based on the school enrolment, ring us for details or check here <https://www.scisdata.com/products/scis-data/> enter the number of students **Untick** the box.

The SCIS API allows you to catalogue direct from inside Bookmark without the need to go to the SCIS website. You need to enter your SCIS credentials **Controls - General controls - Cataloguing - SCIS api** and then click **Test**. If the test fails call for help.

Once setup **Cataloguing - Import - SCIS api** Scan in ISBN's, save the file, then **Import MARC records**. See **Fact sheets - Cataloguing - Using the SCIS api** available from the Main Menu.

### Adding Book Covers to the Catalogue

Covers can be obtained from the Bookmark website.

**Cataloguing - Covers/Images - Download Covers - Quick scan** (or Slow scan if you have more time).

If you have a SCIS subscription **Cataloguing - Covers/Images - Mass order from SCIS**

See **Manual - Cataloguing** - (page 164 Mass order from SCIS) available from the Main Menu.

### Images for Genres

You can now add an image for your Genre's.

See **Fact sheets - Cataloguing - Using the SCIS api** available from the Main Menu.

### Latest Updates & changes

Keep up to date with the latest changes to Bookmark.

There is **Fact sheets - General - Latest changes and improvements**

This is worth a read, details of the changes should appear in the Manual or ring us for more explanation.

### Some cataloguing humour to keep your spirits up

<https://www.youtube.com/watch?v=8dZznfGPYRY>