

CUSTOMIZING THE VISUAL SEARCH ON WEBOPAC

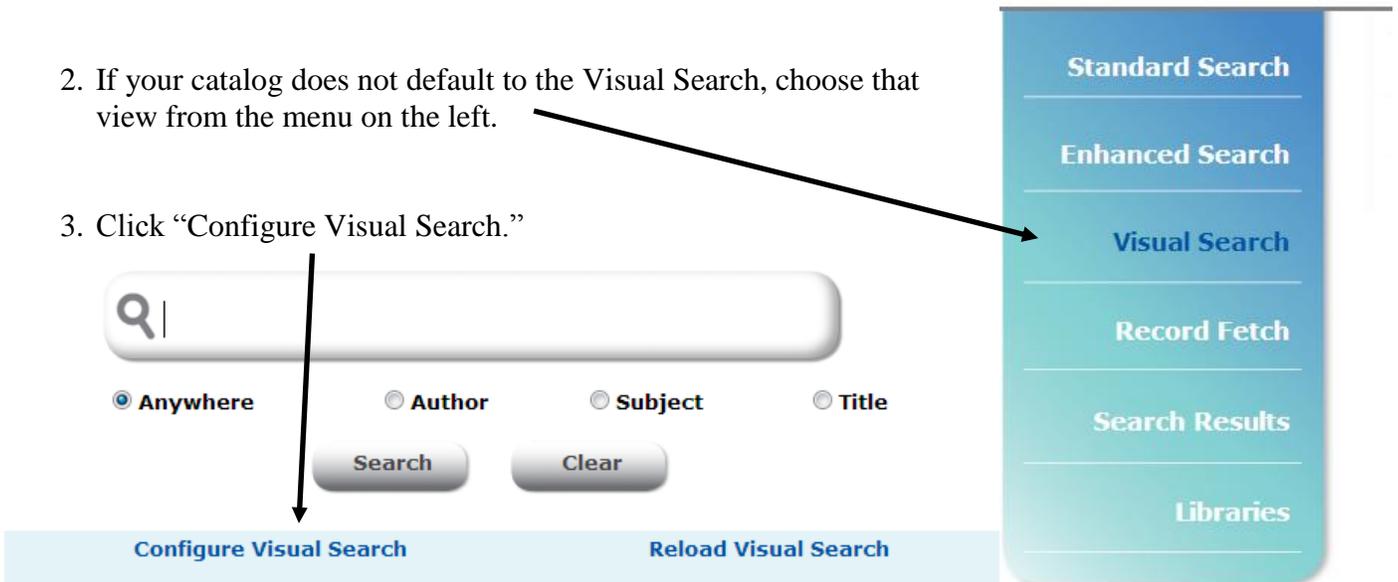
I. ACCESSING THE CONFIGURATION MODE

1. On your WebOPAC page, click the “Sign In” link in the upper right corner and use the same logi& password you use to get into cataloging or circulation.



2. If your catalog does not default to the Visual Search, choose that view from the menu on the left.

3. Click “Configure Visual Search.”



4. It will ask you sign in again. Once again, use the same login/password you use to log in to cataloging/circulation and click the Login button.



Login name/barcode

Password

II. EDITING THE LINKS

1. Deleting a button

- a) Click “Configure” on drop-down list immediately above the button you wish to remove. Click “Delete.” (NOTE: YOU CANNOT UNDO THIS!)



2. Moving a button:

- a) Click “Configure” on drop-down list immediately above the button you wish to move. Click “Move left” or “Move right.”



- b) Re-select the button and repeat these steps till the button is where you want it.

3. Modifying a button

Click “Configure” on drop-down list immediately above the button you wish to change. Choose “Modify...” and make your changes in the ensuing pop-up box.

4.



4. Adding a button

a) Choose your component type:

- Topic component – like a subject heading; this link will take you to another list of subtopics. Used for grouping like items together. [see figure 1]
- Query component – runs a specified query on items in your catalog, such as searching for all holiday books, etc. [see figure 2]
- Link component – launches a website or other external program. [see figure 3]

b) Click one of the configuration links.

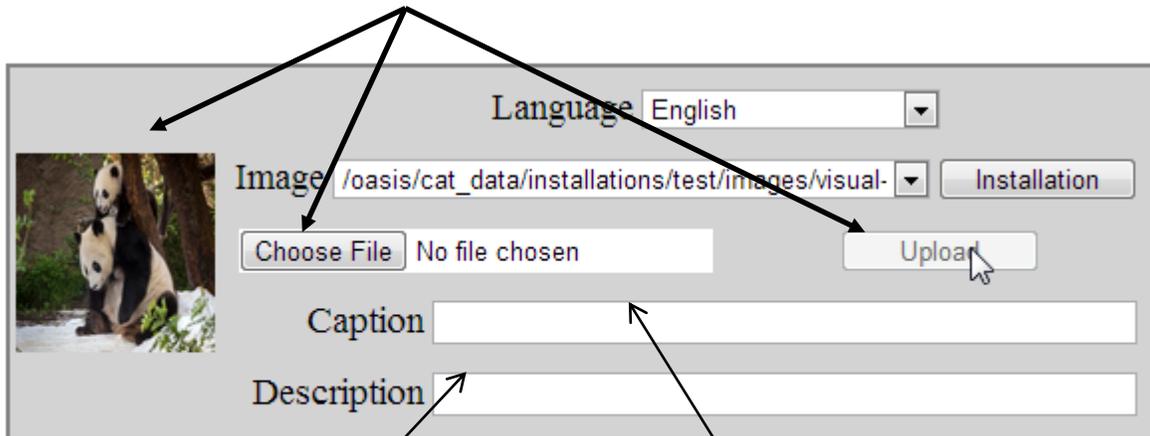


5. An empty button will appear on the page. Click the Configure drop-down menu, and choose Modify.



Figure 1: Topic component

6. Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.



Add a description, if desired.

Save

Type a caption for your button here.

7. When you are finished, click Save.

Figure 3: Link component

- Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.

Visual Search

The screenshot shows a form titled "Visual Search" with a blue underline. At the top right, there is a "Language" dropdown menu set to "English" and an "Application" button. Below this is an "Image" section with a dropdown menu and a "Choose File" button. To the right of the "Choose File" button is a text box containing "No file chosen" and an "Upload" button. Below the "Image" section is a "Caption" text input field and a "Description" text input field. Arrows point from callout boxes to the "Image" dropdown, the "Caption" field, and the "Description" field.

Type a caption for your button here.

Add a description, if desired.

The screenshot shows a search query builder interface with several rows of search criteria. Each row consists of a dropdown menu for the search field, a text input box for the search term, and a dropdown menu for the Boolean operator. The first row has a "Subject" dropdown and an empty text box. The second row has an empty dropdown, an empty text box, and an empty operator dropdown. The third row has a dropdown menu with "AND", "OR", and "NOT" options, a text box containing "Abstract", and an empty operator dropdown. The fourth row has an empty dropdown, a text box containing "Abstract", and an empty operator dropdown. Below the search criteria is a blue "Save" button. Arrows point from a callout box to the search criteria rows.

Enter your search terms to query your catalog in these boxes. You can choose which fields to search and also change your Boolean operators.

- When you are finished, click Save.

10. Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.

Visual Search

The screenshot shows a web form titled "Visual Search" with a blue and yellow underline. The form includes a "Language" dropdown menu set to "English", an "Image" dropdown menu, and an "Application" button. Below these is a file selection area with a "Choose File" button, a text field containing "No file chosen", and an "Upload" button. Further down are three text input fields labeled "Caption", "Description", and "Link". A blue "Save" button is positioned below the "Link" field. Three callout boxes provide instructions: one for the "Caption" field, one for the "Link" field, and one for the "Description" field. Arrows from the top of the form point to the "Image" dropdown, the "Choose File" button, and the "Upload" button.

Language English

Image Application

Choose File No file chosen Upload

Caption

Description

Link

Save

Type a caption for your button here.

Enter your web address here (beginning with http://)

Add a description, if desired.

11. When you are finished, click Save.