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This document describes first the installation procedure for the single-user version, then the installation procedure for the server version.

The installation of the demo version is the same as for the commercial version. If you only want to evaluate the program, we recommend that you install only the single-user version, that will give you already a good idea of the program's possibilities.

In the opposite list, click on the topic you are interested in.

Required configuration

Before you install the software, please check that your computer(s) have the minimal configuration described on our web site :

<http://www.bibliomaker.ch/en/downloads>



Single-user version

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This chapter describes the installation process of BiblioMaker's single-user version.

In the opposite list, click on the topic you are interested in.

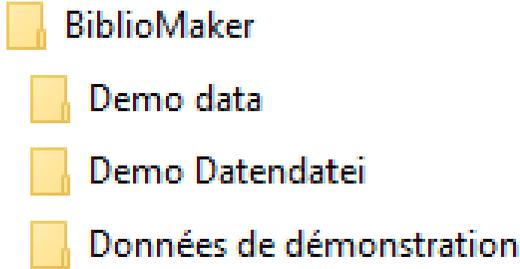
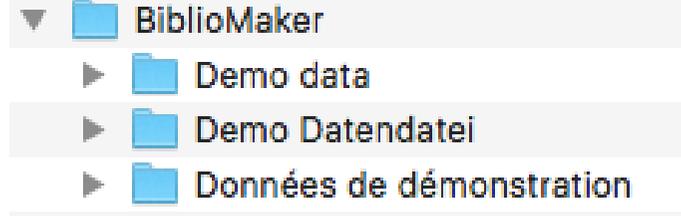


Installing the single-user version

Download the software from our web site <http://www.bibliomaker.ch/en/downloads>.

Install the software by launching the downloaded installation program.

Windows	macOS
 <p>The installation program creates a folder called BiblioMaker in <i>C:\Program Files(x86)\BiblioMaker\</i>.</p>	 <p>The installation program creates a folder called BiblioMaker in the Applications folder at the root level of the hard disk and put the BiblioMaker application inside it.</p>
<p>After you have installed the software, you find in your personal folder Documents the following hierarchy of subfolders:</p>	<p>After you have installed the software, you find in your personal folder Documents the following hierarchy of subfolders:</p>

Windows	macOS
 <p>BiblioMaker Demo data Demo Datendatei Données de démonstration</p>	 <p>BiblioMaker Demo data Demo Datendatei Données de démonstration</p>
We suggest that you save your own data file(s) in a subfolder of the BiblioMaker folder.	We suggest that you save your own data file(s) in a subfolder of the BiblioMaker folder.
The setup program creates a shortcut for the BiblioMaker application in the Start menu and in the task bar.	If you wish, create and put an alias for the BiblioMaker program on the Desktop or in the Dock.

BiblioMaker includes a function for automatic updates: when an update is available, you are informed and can start up the update with a single mouse-click.

Please don't forget that your antivirus software could disturb a future automatic update and we recommend that you minimize this risk, for example by configuring the software so that it does not prevent changes in the **BiblioMaker** folder inside the programs folder. Please read the documentation delivered with your antivirus software.

Creating the data file

A demo data file contains fictive data and is used to evaluate the software.

If you want to only evaluate the BiblioMaker program, you can skip this step.

After the program has been installed, create the data file you will use.

Launch BiblioMaker: the software automatically opens a demo data file. Call the **New data file...** command in the **File** menu. A dialog box is displayed and you can give the data file a name. The data file is saved in the *Documents\BiblioMaker* folder of the current user account.

Please note that only the current user will be able to access the data file with the single-user version of BiblioMaker. If you want several users of the computers to have access to the data file independently of the opened session, please drag it to a shared folder (for instance *C:\Users\Public\Public Documents* under Windows or *Macintosh HD:Users:Shared* under macOS).



The data file cannot be saved in the same folder as the application or in the folder containing the installed programs. Don't save either your data file in a folder shared «in the cloud» (such as *Dropbox*, *One Drive*, *iCloud Drive*, etc.), because the synchronization operations of such folders are not compatible with BiblioMaker. You could damage your data file or work with a file version that is not updated.

When creating a data file, the program asks for an activation key. You have received this key (a code with letters, symbols and numbers) with the program. Please enter your address and the activation key. If you got the activation key as a file with the *.lic* extension, click on the **Import** button in order to import the key.

Demo data file

When you launch the software for the first time, the demo data file containing fictive data is automatically opened, so that you can try the software.



You can enter data in the demo data file, but don't enter data «for real». Indeed, if you eventually decide to buy the software, you will have to create your own data file and won't be able migrate to the new file the data entered in the demo data file.

After the software has been launched, do not hesitate to read the handbook by calling the **Consult documentation...** command in the **File** menu.

Server version

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This chapter describes in a short way the installation procedure for the server version 6 of BiblioMaker. It is destined to the server administrator, who should have a good knowledge of a computer's use and of its operating system.

This document doesn't address particular cases, such as the installation of several BiblioMaker Server programs on the same computer, or the use of a BiblioMaker Server in a mixed network (network with Macs and PCs under Windows).

In the opposite list, click on the topic you are interested in.



Overview of the installation steps

The BiblioMaker Server program is installed in several steps:

1. [Installing BiblioMaker Server](#)
2. [Creating the data file](#)
3. [Configuring and startup of BiblioMaker Server](#)
4. [Installing BiblioMaker Client on the server](#)
5. [Copying the BiblioMaker Client setup program on a file server](#)
6. [Installing BiblioMaker Client on the client computers from the file server](#)
7. [Connecting to the server from the client computers](#)

Steps 1 to 5 are performed on the server, steps 6 and 7 on the client computers.

Before installing the program, please check that you have the following elements:

- Installation software for BiblioMaker (downloaded from our web site) :
 - Installation software for the server version
 - Installation software for the client version
- Activation key for BiblioMaker

Installing BiblioMaker Server

Launch the installation program called **Install BiblioMaker Server**.

Windows	macOS
 <p>The setup program creates a folder called BiblioMaker Server in the C:\Program Files\BiblioMaker\ folder.</p>	 <p>The installation program creates a folder called <i>BiblioMaker</i> in the <i>Applications</i> folder at the root level of the hard disk and put the <i>BiblioMaker Server</i> application inside it.</p>
<p>The setup program creates a shortcut for the BiblioMaker Server application in the Start menu and on the Desktop.</p>	<p>If you wish, create a shortcut for the BiblioMaker Server program and put it onto the Desktop or into the Dock.</p>

Creating the data file



After the software has been installed, create the data file you will use.

Launch BiblioMaker Server. During the first launch, the software displays a dialog box for opening a file on the hard disk, so that you can choose a data file. Click on the **New database...** button. In the following dialog box, specify the name and location of the new data file.

You cannot save the database in the application folder or in the folder containing the installed programs. For instance, create a new folder called **BiblioMaker** in the **Documents** folder of the current user. Please note that only the current user will be able to access the data file locally on the server: if the data file must be accessed by several server administrators, save the data file in commonly accessible folder.



Don't save the data file in a folder that is shared on the network. Indeed, the data file is shared by the BiblioMaker Server application using its own protocol and not Windows' or macOS' filesharing protocol. By saving the data file in a shared folder, there would be a risk that a user accesses the data file from the network using the filesharing function and damages the file.



Don't save the data file in a folder shared «in the cloud» (such as *Dropbox*, *One Drive*, *iCloud Drive*, etc.), because the synchronization operations of such folders are not compatible with BiblioMaker. You could damage your data file or work with a file version that is not updated.

Configuring and startup of BiblioMaker Server

Your computer network must use the TCP/IP protocol. By default, BiblioMaker Server communicates with the following TCP port numbers :

Software	Client-server	SQL*	Reserved*	PHP*	HTTP*	HTTPS*
BiblioMaker	19813	19812	19814	8002	8080**	8443

* Not used by default, but reserved by the application. An error message can be displayed by BiblioMaker Server when starting up if the port number is already in use by another application.

** The port number for the online catalogue (WebOPAC) can be freely defined.

You can change the TCP port numbers used by the BiblioMaker Server software (read on).

If a firewall protects your server, open the above mentioned port numbers so that the client computers can connect to the server. If you don't open the TCP ports used by BiblioMaker Server, the client computers will be able to «find» the server, but cannot connect to it (error message with Nr -10'002).



In this chapter, the **Database settings** are often mentioned, as they contain many settings. We recommend that you change only the mentioned settings and leave the other ones alone, in order not to make the software unstable.

Memory allocation



When you call the **Database settings**, don't choose the **Structure settings**, as these settings could be lost after a software update.

If more than 5 client computers will connect simultaneously to the server or if the data file size is or will be over 500 MB, the memory settings by default should be changed :

Launch BiblioMaker Server (during the first launch, BiblioMaker asks for the data file's path) and define the cache memory's size in the **Database settings>User settings**, available from the **File** menu (macOS) or **Edit** menu (Windows). You define the cache's parameters under **Database > Memory** tab.

You can choose between two kinds of settings :

- the “forced cache” (the check box **Calculation of adaptive cache** is not ticked). You define a size for the cache memory without taking the available machine resource into account.
- the “adaptive mode” (the check box **Calculation of adaptive cache** is ticked). The cache memory is calculated dynamically depending on the available free memory.

With the adaptive mode, you set up the size of the **memory to be reserved for other applications and for the system** (this memory size is used by the operating system and by other applications running concurrently, BiblioMaker Server will not use it for its cache), the **percentage of available memory used for cache**, its **maximum** and **minimum size**.

Ideally, the cache memory should be equal to the data file's size. If the server doesn't have enough RAM, give a smaller amount of cache memory. The cache memory should not be smaller than 1/3 of the data file size.

Resizing the cache memory requires a restart of BiblioMaker Server in order to be taken into account.

NB: the size of your data file is dependent on the data quantity it holds. This size will grow as time goes by. When you create the database, the file size is under 5 MB, but it could grow as big as tens or hundreds of megabytes. Therefore, it will be necessary to regularly check the cache memory's size or the total server's RAM and compare it with your data file's size.

Automatic backups

Server versions of BiblioMaker include a backup tool for automating backups.

This backup tool lets you choose between two complementary backup strategies :

- Full backup of the data file. This strategy is sufficient if the number of daily changes is not too big.
- Incremental backup : all changes brought to the data file, such as adding, modifying and deleting records are saved in a log file. This strategy is useful if the number of daily changes is fairly big.

Setting up backups

Launch BiblioMaker Server and if necessary choose the data file to open.

In the Administration window, **Maintenance** theme, you can check the date and time of the last full backup, the date and time of the next full backup and the needed and available space.

Click on **Preferences...** in order to change the backup settings.

In the **Scheduler** tab, set up the backups frequency.

In the **Configuration** tab, define the backup contents. Only the data file and the user structure file need to be backed up (the structure file with the **.4DC** extension correspond to the BiblioMaker application ; should you restore the program, we recommend to download if again and not from a backup).

Define then the path of the backups with the ... button (of course, we recommend to save the backups on another physical disk than the disk used for hosting the original data file).

In the **Backup & Restore** tab, define general settings.

If you'd like to set up the second backup strategy (incremental backups), tick in the **Configuration** tab the **Use log file** check box and define its path on the disk (we recommend that you choose another physical disk than the disk hosting the original data file ; nevertheless, avoid file servers : in fact, the log file is continually on use and any network interruption would make it useless). The log file sports the name of the data file followed by the **.journal** extension (for instance **BiblioMaker.journal**).

A log file is always synchronised with a full backup file, as it contains only the changes brought to the data file after the last full backup. By the next full backup, the log file is archived and a new log file is created. The current log file always sports the same name. On the other hand, the archives of log files sport the name of the log file followed by a number, so that you may identify with which full backup a log archive is synchronised (for instance **BiblioMaker[0004].4BL**).

After you have validated the Database properties, a full backup starts automatically.

Each backup file sports the name of the original data file followed by the backup number in brackets and then finally the *.4BK* extension (for instance ***BiblioMaker[0001].4BK***). The backup number is incremented by each full backup and lets the administrator quickly find the most recent full backup.

Incremental backups

The incremental backup saves in a second file all changes brought to the data file (adding, modifying and deleting of records) since the last full backup. It lets you restore the last full backup and integrate all operations that happened after the full backup, until the crash happened. This file is called the *log file*.

The incremental backup is synchronised with the full backup. This is why it is necessary to setup and perform a full backup before setting up an incremental backup.

Activating the incremental backups is described in the previous chapter.

A log file is always synchronised with a full backup file, as it contains only the changes brought to the data file after the last full backup. By the next full backup, the log file is archived and a new log file is created. The current log file always sports the same name. On the other hand, the archives of log files sport the name of the log file followed by a number, so that you may identify with which full backup a log archive is synchronised (for instance ***BiblioMaker[0004].4BL***).

Please note that the first archive of a log file sports the number ***0000***, as the data contained in the first log file have been entered before the first full backup.

Restoring a backup

In case of an incident with the data file, you can of course restore a data file backup. Please read the document *Office Maker/BiblioMaker Administrator handbook*.

We recommend that you restore a backup at least one time as an exercise. By doing so, you can check that backups are OK and you get the experience if a real incident happens.

Client-Server connections

TCP Port numbers

As a reminder, BiblioMaker Server uses the following TCP port numbers :

Software	Client-server	SQL	Reserved*	PHP*	HTTP*	HTTPS*
BiblioMaker	19813	19812	19814	8002	8080**	8443

* Not used by default, but reserved by the application. An error message can be displayed by BiblioMaker Server when starting up if the port number is already in use by another application.

** The port number for the online catalogue (WebOPAC) can be freely defined.

These port numbers can be changed in the **Database settings>User settings** of BiblioMaker Server, under the following themes :

- **Client-Server**
- **Web**
- **SQL**
- **PHP**

Please note that changing the *Client-Server* port automatically changes also the *Reserved* port: its value is always 1 unit higher than the Client-Server port.



When you call the **Database settings**, don't choose the **Structure settings**, as these settings could be lost after the next software update.

Automatic startup

Under Windows, BiblioMaker Server can be registered as a service, so that the program starts up even if no session has been opened on the server.

Windows	macOS
<p>In the File menu of BiblioMaker Server, select the Register as service command.</p> <p><i>Notice : if this command is not active, you must quit BiblioMaker Server and run the software as an administrator (in the Windows Explorer), make a right click on the software icon and choose Run as administrator).</i></p> <p>Then, open the Services control panel, display the Properties of the <i>4D Server:BiblioMaker</i> service. Define the Startup mode as Automatic.</p> <p>The program will then be launched automatically after each computer's boot. BiblioMaker Server will continue to run even after an administrator has logged out.</p>	<p>This function does not exist under macOS. You can nevertheless configure your server so that BiblioMaker Server automatically starts up after the login : open the System preferences>Accounts, select the corresponding account and in the Login items tab, add BiblioMaker Server to the list of applications to be started.</p> <p>You can also configure the computer to automatically open a session when starting up : open the System preferences>Accounts and in the Login Options, choose the account to open in the Automatic login.</p>

Power saving

You can activate the Display sleep.

Prevent unwanted disconnections between the server and the clients by setting up the server, so it never falls asleep :

Windows	macOS
Open the Power management Control panel, set the Power schemes on Always on, Turn off hard disks on Never and System standby on Never.	Open Energy saver in the System preferences . Do not put the computer or the hard disk to sleep. Otherwise, the communication with the client computers would be interrupted as soon as the server falls asleep.

This is also valid for client computers. The communication with the server is interrupted when the client computer falls asleep (error -10'002).

Automatic updates

BiblioMaker includes a function for automatic updates: when an update is available, you are informed and can start up the update with a single mouse-click.

Please don't forget that your antivirus software could disturb a future automatic update and we recommend that you minimize this risk, for example by configuring the software so that it does not prevent changes in the **BiblioMaker** folder inside the programs folder. Please read the documentation delivered with your antivirus software.

With the server version, the information about an update is displayed on a client computer. But if a user starts an update, the download and software update are performed on the server. This is why it is important the server to have access to the Internet and be able to connect to our web server *bibliomaker.ch*. Please set up your server so that updates are not blocked.

Installing BiblioMaker Client on the server

We recommend to install the BiblioMaker Client software on the server in order to define some software parameters and to access the data file locally. Download the installation program from the [BiblioMaker web site](#), then launch it. Then follow the instructions given on screen.

After the software has been installed, launch it and connect to the BiblioMaker Server software. You can thus check that the server can be reached from the client computers.

When creating a data file, the program asks for an activation key. You have received this key (a code with letters, symbols and numbers) with the program. Please enter your address and the activation key. If you got the activation key as a file with the *.lic* extension , click on the **Import** button in order to import the key.

Don't forget to quit BiblioMaker Client in order to let the client computers connect to the server.

Copying the BiblioMaker Client setup program on a file server

We recommend to create a shared folder on a file server, folder that will contain the installation program for BiblioMaker Client. You will then install the client software over the network.

Copy the BiblioMaker Client installation program (file *Install BiblioMaker Client* downloaded from the [BiblioMaker web site](#)) into the shared folder on the file server.

The operations on the server are over. Keep your installation program and activation key should you need to repeat the installation process eventually.

The following operations are executed on the client computers. You must connect to the file server or download the BiblioMaker Client installation program from the [BiblioMaker web site](#).

Installing BiblioMaker Client on the client computers



We recommend that you perform this step with an Administrator account.

Copy onto the client computer the setup program for BiblioMaker Client and launch it. By default, a folder ***BiblioMaker Client*** will be created inside the **C:\Program Files (x86)** folder (Windows) or **Applications:BiblioMaker** folder (macOS). You can create a shortcut (alias) of BiblioMaker Client and put it onto the Desktop, in the task bar (Windows) or into the Dock (macOS).

Connecting to the server from the client computers



We recommend that you perform this step with an Administrator account, then repeat it with the usual user account.

Launch BiblioMaker Client. The connection with the server is automatically established. If BiblioMaker Client doesn't find the BiblioMaker server on the network, a connection dialog box containing three tabs is displayed. In the **Available** tab, the BiblioMaker server should be displayed in the list. Double-click on the BiblioMaker server in order to establish the connection.

If the server does not show up, click on the **Custom** tab and enter the server's name (for instance *BiblioMaker* and IP address followed by the port number.

The right syntax for the IP address is [server IP number or server name]:[Port number]. Example: *192.168.1.23:19823* or *server.mylibrary.ch:19823*

Click on the **OK** button in order to establish the connection.

After an update of BiblioMaker Server, the client software will be automatically updated during the subsequent connection.

BiblioMaker

Technical support

In case of an issue, please call our Support department:

0900 576 900 (from within Switzerland)
(Fr. 3.13/minute from the Swiss landline network)

++41 (0)21 651 77 68
(not overtaxed call,
only for users with an update subscription)

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