

# **LIBRARY MASTER™**

for Windows

Version 5

## **Network Guide**

**The power tool for creating bibliographies and  
managing references, research notes and catalogs**

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# Chapter 1:

## Features of the Network Version

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The Library Master Network Version allows multiple users to search and edit shared databases on a local or wide area network. Each user can save personal preferences. Security features restrict access to databases and only allow read-only access to online library catalogs and other public databases.

### Network Requirements

The Network Version of Library Master works with most network operating systems compatible with Windows. It works with networks with dedicated file servers, such as Novell, Windows Server (NT, 2000, 2003, Longhorn), as well as peer-to-peer networks, such as Lantastic or any desktop version of Windows. Workstations must run Windows 95, 98, 2000, ME, XP, NT 4.0 or Vista.

### Network Version Special Features

#### Special Capabilities

The Network Version has several capabilities not in the single user version:

- A licensed number of users can run the program at the same time.
- Each user can save personal program preferences.
- A licensed number of users can access the same database at once.
- Multiple users can edit and search the same database at the same time. Changes made by one user are visible to other users.

#### Multiple-User Databases

The networking power of Library Master is unleashed when several users access the same database. Multiple users can search and edit the same database at the same time. There are a few limitations to multiple-user database operation, which are important to understand.

## Full Multiple-User Operations

Multiple users can perform the following operations on the same database:

<b>Operation:</b>	<b>Restrictions:</b>
Browse	A user can browse a database while other users are browsing, searching and generating reports from the database. If another user adds or edits a record, other users will see the changes the next time that the record is displayed. Only one user can browse a particular Subset at a time.
Search	A user can search a database while other users are browsing, searching and generating reports from the database. If another user adds or edits a record, other users will see the changes the next time that the record is displayed. If records are changed, they may no longer meet the search criteria. Only one user can search a particular Subset at a time.
Generate Report	A user can generate a report while other users are browsing, searching and generating reports from the database. If another user adds or edits a record while the report is being generated, the report will reflect the changes only if the record has not already been put in the report. Only one user can use a particular Subset at a time.
Add Records	If two users are adding records at the same time, they are assigned different record numbers. Thus new record numbers may not be sequential. When a record is saved, the record and index entries are immediately available to other users.
Edit Records	Two users can edit different records, but they cannot edit the same record at once. Changes to a record are shown the next time other users view the record.

<b>Operation:</b>	<b>Restrictions:</b>
Delete Records	Two users can delete different records at the same time. A record being edited or deleted by another user cannot be deleted. A record can be deleted while other users are searching or browsing the database.
Export Records	A user can export records while other users are browsing, searching and generating reports from the database.
View Field Contents List	When the cursor is moved in the list, the table is automatically updated to reflect any changes other users made to the database.

### ***Limited Multiple-User Operations***

The following modes can only be used by one user at a time with a particular database:

<b>Operation:</b>	<b>Restrictions:</b>
Merge Records	Other users can use the source database without restriction, while a user is merging from it. Other users cannot add, edit or delete records in the destination database, until the merge is complete. All merged records appear sequentially at the end of the database.
Import Records	Other users cannot add, edit or delete records in the destination database, until the merge is complete. All imported records will appear sequentially at the end of the database. Only one user can edit an Import Filter at a time, but any number of users can import to different databases with the same Import Filter.

### ***Exclusive Operations***

The following operations can be performed by only one user on a database:

<b>Operation:</b>	<b>Restrictions:</b>
Modify Database Structure	No other user can have the database open.

<b>Operation:</b>	<b>Restrictions:</b>
Repair Database	No other user can have the database open.
Rename Database	No other user can have the database open.
Delete Database	No other user can have the database open.
Use Subset	Only one user at a time can browse, search, generate a report, export or save a particular Subset.
Edit Report Layout Files	Only one user at a time can edit a particular Format File, Style Sheet, Sort Order File or Terms Table.
Edit Import Filter	Only one user at a time can edit a file.

## Command Line Parameters

### Starting Library Master from a Command Prompt

When starting Library Master from a command prompt, optional command line parameters may be used. The program can be started from with a command in several ways:

- From the Windows Start Button, select Run, then enter the command.
- Open a command prompt from the Windows Start button, by selecting Start, Programs, Command Prompt. Enter the command at the command prompt.
- Include the parameters as part of the command line in a Shortcut on the Windows Desktop or a program group on the Start menu.

The following sample command prompt opens the Books database as a read-only database:

```
LMW Books /readonly
```

### Opening a Database From a Command Line

It is useful to set up a shortcut to a shared database, such as a library catalog. Put the database name on the command line after the program name:

```
LMW Books
```

You can include a User ID and password, separated by forward slashes:

```
LMW Books/Smith/hg3uw
```

Use quotes around the parameter, if the database name or path has spaces::

```
LMW "library catalog/smith/hg3uw"
```

## General Parameters

The following general command line parameters are useful in many network configurations:

Parameter:	Result:
/readonly	Open the program as a read-only program. Databases can only be viewed, not edited. This is useful for a public library catalog.
/nosplash	The program starts without displaying the Library Master start up splash screen.
/userdir= <i>folder</i>	Temporarily set the User Folder to the specified folder. If the program preferences are changed when the program is started with this parameter, they will be used whenever the program is started again with this parameter.
/system	Run the program using default preferences. Use this to change system-wide defaults for all users. The "SetDefaults" program largely replaces this option.

## Network Version Parameters

The following parameters are only available for the network version:

Parameter:	Result:
/fastread	Speeds up searches on read-only databases. The program will not check for record changes made by other users on the network. This should not be used if the database may be edited by another user.
/single	Start the network version as single user program. This disables network sharing.

## Chapter 2: Installing the Network Version

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In order to best use the database sharing features of the Library Master Network Version, a different installation procedure should be used than that used for the single user version.

### Overview of Network Installation

Installing Library Master on a network requires the following steps:

1. Plan the locations of program files and configure drive mappings to the shared network drive. (See “File Locations”, pp. 7ff.)
2. Log on to the file server with Administrator rights.
3. Shut down any other programs that are running.
4. Install the program on the file server. (See “Installing Library Master on a File Server”, pp. 11ff.)
5. Run the “SetDefaults” program to set default preferences for all program users. (See “Setting Default Program Preferences”, p. 13.)
6. On each workstation, logon as Administrator. Run the “NetSetup” program found in the Library Master program folder. This configures the workstation to run Library Master. (See “Setting Up Workstations”, p. 14ff.)

### File Locations

#### Planning the File Locations

Before installation, plan where you want to install each type of file used by the program. Some files must be installed on a shared drive on the network and others can be on a local drive on the individual workstations:

## File Types

The program uses the following types of files:

<b>File Type:</b>	<b>Description</b>	<b>Location:</b>
Program Files	Library Master program files.	Usually a shared network drive.
Databases	Library Master databases.	Either a local or network drive.
Database Templates	Model database structures used to create new databases.	A shared network drive.
Backup	Backup databases.	Either a local or network drive.
Report Layout Files	Files that define the report layout: Format Files, Style Sheets and Sort Order Files.	Usually a shared network drive.
Reports	Reports generated by the program and documents created by a word processor in which Library Master formats citations.	Usually a folder in My Documents
Import Filters	Files that define the characteristics of files to be imported from other programs.	Usually a shared network drive.
Import Source	Database and text files for other programs that can be imported into a Library Master database.	Either a local or network drive.
User Files	Personal files, such as preferences, Search Criteria Files and Merge Map Files.	My Documents\ LMW\User

## Database Location

### *Using Shared Databases*

A shared database folder should be used if users will be searching and editing the same database. In this example, the program is install on the

UNC path \\server\\LMW:

<b>File Type:</b>	<b>Folder:</b>
Program	\\server\\LMW
Databases	\\server\\LMW\Data
Backup Databases	My Documents\LMW\Backup
Database Templates	\\server\\LMW\Template
Report Layout	\\server\\LMW\Generate
Import Filters	\\server\\LMW\Import
Reports	My Documents\LMW\Doc
Import Source	My Documents\LMW\Source
User Files	My Documents\LMW\User

### ***Using Private Databases***

Private databases are useful if each user will primarily be using personal databases. All file paths are the same as the shared databases example, except that the Databases path would be My Documents\LMW\Data.

## **Network Types**

### ***Using a Dedicated File Server***

The best way to install Library Master is on a network file server with a shared folder for the program and databases.

There are two ways to refer to network shares:

- A virtual drive mapped to a network share (H:\Programs\LMW).
- A UNC path to the network share (\\server\lmw).

References to network shares must be the same for all users. If a virtual drive map is used, it must be mapped the same for all users who run Library Master from the network file server. For example, if the databases are installed to a shared path "H:\Programs\LMW\Data", all users must map to the network share as drive H:

### ***Peer to Peer Networks***

There are two ways to use Library Master on a peer-to-peer network, such as Lantastic or a shared folder on a Windows workstation:

- **Install the program on one workstation and treat it as a file server.** It is critical to use the same virtual drive mapping for all users or use the UNC path. For example, if the program is installed on the shared path C:\LMW and remote users access the share as drive H:, all users should access the program on virtual drive H:. The local user should not run the program from drive C:. Instead create a virtual drive H: on the local workstation and run Library Master from that virtual drive just like the remote users.
- **Install Library Master separately on each computer.** Users can access databases on remote computers, but the virtual drive mapping does not matter. Although this provides more flexibility for users, it offers less control for the network administrator. It also makes installing maintenance versions and upgrades more time consuming since they must be installed on each computer rather than on a single file server.

## Folder Access Rights

After installing the program, you will need to set appropriate user access rights to these folders:

<b>File Type:</b>	<b>Access Rights:</b>
Program Files	Read-only for security.
Databases	Full access rights, if users are allowed to create and edit databases. Read-only if databases are read-only.
Database Templates	May be read-only, unless you want users to create their own Templates.
Backup	Full access rights.
Report Layout Files	Full access rights, if users are allowed to create and edit Format Files, Style Sheets and Sort Order Files. Read-only if users are not allowed to change these files.
Reports	Full access rights.
Import Filters	Full access rights, if users are allowed to edit Import Filters. Read-only if users are not allowed to change these files.
Import Source Files	Full access rights.

<b>File Type:</b>	<b>Access Rights:</b>
User Files	Full access rights.

## Installing Library Master on a File Server

### Required Access Rights

There are two ways you can install Library Master on a file server:

<b>Installation Method:</b>	<b>Required Access Rights:</b>
Log on to file server	Administrator account on server.
Install from a workstation	Administrator account on workstation. All access rights to the network share to which you will install Library Master.

The best method is if you can directly log on to the file server as Administrator.

If you do not have Administrator rights on the file server, you can install to a network share on the file server over which you have full access rights. However, if you choose this method, you must install all future upgrades and uninstall the program from this workstation.

### Installing From the Distribution CD

1. Log on to the file server as Administrator.
2. Close down any programs that are running.
3. Insert the Library Master CD in a CD-ROM drive.
4. The Library Master installation dialog should automatically start. If it does not appear after 20 seconds, go to My Computer, right click on the CD-ROM drive icon, then select AutoRun.
5. Under Install, choose Program. The Setup Wizard starts.
6. On each wizard page, answer the questions, then choose Next. See the detailed instructions below for various installation situations.

### Installing From the Downloaded Installation Program

1. Download the setup program from the Balboa Software Web site.
2. Close down any programs that are running.

3. Double click on the setup program to start it.
4. On each wizard page, answer the questions, then choose Next. See the detailed instructions below for various installation situations.

## Installation Steps

1. Start the installation program as described above.
2. On the Welcome page, click Next to go to the next page.
3. On the License Agreement page, read the license agreement. Choose I Accept the Agreement, then choose Next.
4. On the User Information page, enter your name and organization, then choose Next.
5. On the Serial Number page, enter the Serial Number and Authorization Code provided by Balboa Software, then choose Next.
6. On the Destination Location page, enter the path to the network share where you want to install the program, then choose Next. This must be a path accessible to all users. Use either:
  - A virtual drive mapped to a network share (H:\Programs\LMW).
  - A UNC path to the network share (\\server\lmw).
7. On the Database Sharing page, select where you want to store databases:

Option:	Result:
Shared	Databases are in a shared folder on the file server. This is usually the best choice for a network installation.
Private	Databases will be stored in a private folder for each user. Select this only if you do not plan to have any shared databases.

8. On the Database and Reports Locations page, select the desired file locations and choose Next.
9. On the Components page, select the parts of the program you wish to install, then choose Next.
10. On the Start Menu Folder page, enter where you want the program shortcuts on the Windows Start menu, then choose Next.

11. On the Additional Tasks page, select the desired options:

Option:	Result:
Copy Personal Files From Library Master 4	Personal databases, report files and Import Filters will be copied from your old program installation to the new one.
Register Library Master on the Internet	The Balboa Software Web site will open so you can register your program.
Install Adobe Acrobat	This program lets you view the electronic manuals. If it is not already installed, you will have the option of going to the Adobe Web site to install the Acrobat Reader.

12. The Ready to Install page lists the installation tasks that will be performed. Choose Install to begin the program installation.
13. After installation is complete, run the SetDefaults program to set default preferences for all program users. (See “Setting Default Program Preferences”, p. 13.)
14. On each workstation, logon as Administrator. Run the NetSetup program to configure the workstation to run Library Master. (See “Setting Up Workstations”, p. 14ff.)

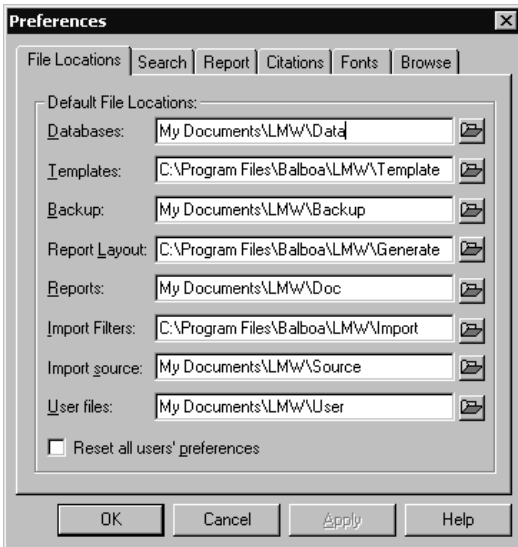
### Setting Default Program Preferences

After installing the program, follow these steps to configure defaults for all program users:

1. Log on to the file server with an Administrator account.
2. With Windows Explorer, go the Setup folder within the Library Master program folder. Double click on the “SetDefaults” program. The Preferences dialog opens.
3. Choose the appropriate tab for the program preferences you want to set for all program users. See the chapter “Selecting Program Preferences” in the *Reference Manual* for the various preferences. Some you might want to consider setting include:

Page:	Option:
Report	Select a Default Word Processor type.

<b>Page:</b>	<b>Option:</b>
Browse	For a library catalog, deselect Save Column Widths and select



4. Click on the File Locations tab.
5. Select Reset All Users' Preferences if you want these settings to replace any personal preferences users have already chosen.
6. Choose OK to save the program preferences.

## Setting Up a Workstation to Use Library Master

### The Workstation Setup Program

It is not necessary to install the Library Master program on each computer that will access the program on the file server. Only a minor configuration is required before running the program on a workstation.

The "NetSetup" Workstation Setup copies necessary DLLs to the workstation, creates personal folders specified during program installation, initializes private user files, sets required Windows registry keys, and sets up a Library Master program group on the start button.

**Do not run NetSetup from the computer that was used to install Library Master on the file server.**

## Setting up a Workstation to Use Library Master

On each computer that will use Library Master, follow these steps to set up the program:

1. Logon as Administrator.
2. With Windows Explorer, find the Library Master program folder on the file server.
3. In all versions of Windows except Vista, double click on the “NetSetup” program. In Windows Vista, right click on the “NetSetup” program and select Run as Administrator. The Library Master Workstation Setup program starts.
4. Follow the Wizard instructions to set up Library Master on the workstation.

## Batch Workstation Setup

If you start the NetSetup program with the “/silent” command line parameter, workstation setup proceeds using the most common choices.

## Upgrading a Network Installation

### General Upgrade Advice

Always install to the file sever from the same computer that you originally used to install Library Master. Always install from an Administrator account.

### Upgrading From Version 5.x

When upgrading from Library Master 5.0 or later, simply install on top of the existing program on the file server. It is not necessary to install the new client software on each workstation.

### Upgrading From Version 4.x

If the Network Version is installed on a file server, it can be installed in the same folder as an existing installation of Library Master 4.0- 4.15F. If it is installed separately on individual computers, it must be installed in a different folder than version 4.

Follow these steps to install the upgrade in the same folder:

1. Back up your databases!

2. Log on to the computer from which you installed Library Master 4. If you installed by logging on to the file server directly, that should be done again.
3. Uninstall the old program version from the file server (see. "Uninstalling the Network Version", p. 16). While uninstalling, you may get a message saying that certain folder is not empty, choose "No" so the folder will not be deleted. This will ensure that your databases, custom Style Sheets and other personal files will not be deleted.
3. Log directly onto the file server and install the Library Master (see. p. 11).
4. Go to each workstation and uninstall the Library Master Client software.
5. On each workstation, run the "NetSetup" program found in the Library Master program folder (see. p. 14). This will install the configure the workstation to work properly with this version of Library Master.

## **Uninstalling the Network Version**

### **To Uninstall Library Master**

To uninstall Library Master, follow these steps:

1. Click on the Windows Start button, go to Settings, then Control Panel.
2. Double click on Add/Remove Programs (or simply Programs in some versions of Windows).
3. Choose the appropriate version of Library Master and select Uninstall. Follow the on screen uninstallation directions.

### **Uninstall Results**

The result of uninstalling the Library Master network version depends on the computer from which the Uninstall program is run:

<b>Computer:</b>	<b>Uninstall Results:</b>
<b>Computer Which Installed the Program on the File Server</b>	The program is uninstalled from the file server. Databases are not deleted.

Computer:	Uninstall Results:
Workstation	The support files on the workstation are uninstalled. The installation on the file server is not affected. Databases are not deleted.

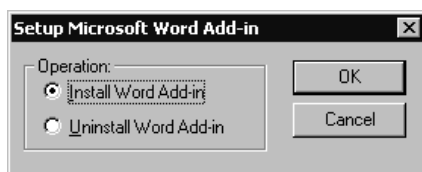
## Uninstalling the Microsoft Word Add-In

When Library Master is uninstalled on a workstation or server, the Word Add-in is uninstalled for the Administrator account. The Add-in must be manually uninstalled for other users on the computer before uninstalling the Library Master client on that computer.

### *Uninstalling the Add-in From Library Master*

To uninstall the Add-in, follow these steps:

1. Make sure Microsoft Word is not running.
2. In Library Master, go to the Edit menu, then choose Preferences.
3. Go to the Report page, then choose Add-in.



4. From the Setup Microsoft Word Add-in dialog, select Uninstall Word Add-in, then choose OK.
5. You may now log on to the workstation with an administrator account and uninstall Library Master.

### *Manually Deleting the Word Add-in*

You can also uninstall the Add-in by deleting the Add-in file from the Microsoft Word Startup folder. The location of this folder depends on the version of Word and Windows, but it will typically be a folder such as C:\Documents and Settings\Administrator\Application Data\Microsoft\Word\Startup. To determine the Word Add-in folder, in Windows open My Computer and search for LibMast\*.dot. You can then delete the Library Master Add-in file that you find.

## Using Read-Only Databases

Read-only databases are useful for online library catalogs and other databases in a public area, where you do not want users to change data.

A read-only database can be browsed and searched, but the contents cannot be changed. A read-only database shows a simplified menu and toolbar without commands for adding, editing and deleting records.

### Running Library Master as a Read-Only Program

Library Master can be set only to allow read-only commands. No databases can be created and no commands are available for changing database contents, regardless of the password used to open a database.

To run the program as a read-only program, start the program with the “/readonly” command line parameter. You can add this parameter to the Library Master program shortcut.

### Using a Database in a Read-Only Folder

If a database is stored on a CD-ROM or in a read-only folder on a network, the Subsets file (\*.lml) is stored in the User folder. Each network user will have their own Subsets on their own local disk drive.

### Creating a Database That Is Always Read-Only

You can create a read-only database that does not require a password to open. See the topic “read-Only Databases” in the chapter “Creating a Database” in the *Reference Manual*.