FACT SHEET

Bookmark 10 New Setup Guide to a single computer   May 2017

This document covers the installation of Bookmark version 10 to a new computer.

If upgrading Bookmark from version 9 to 10, refer to the *Version 9 to 10 Upgrade Guide*.

Refer to the *Networking Guide* for details on using Bookmark on multiple computers connected to a local network.

Windows versions
Bookmark works on 32 and 64-bit versions of Windows XP, 7, 8, 10 and Server 2003 onwards. It does not work on Windows 2000 or older. It will operate on Windows tablets and on Windows-capable Macintosh computers using an emulator.

Screen Resolution
Bookmark requires a minimum screen resolution of 1024 x 768 pixels or greater, compatible with many laptops and tablets. A higher resolution on desktop computers is an advantage. With the exception of Circulation and Search, Bookmark's windows cannot be resized. Circulation and Search can be set either to the standard size or "full screen mode". They default to window mode.

Installation Procedure

The Bookmark installation file can be downloaded from a webpage (contact the Bookmark help desk for the URL).

The steps below detail installation to a single computer. Refer to the *Setup Guide* for details on how to access Bookmark from other computers on a network.

Bookmark does not require installing any other software such as a database engine.

1. Locate and open the downloaded Bmsetup.exe program.

2. Click on **Next.**

3. Specify the location where Bookmark will be installed. This is normally **C:\BOOKMARK**. *Do not change this unless absolutely essential! Do not install to the Program Files folder (it does not work from there).* Click on **Next**.
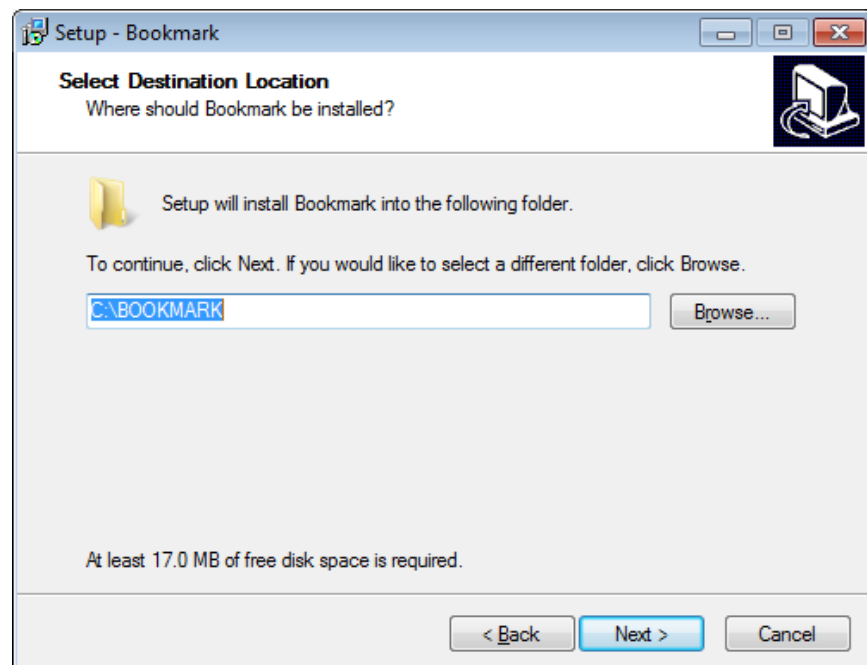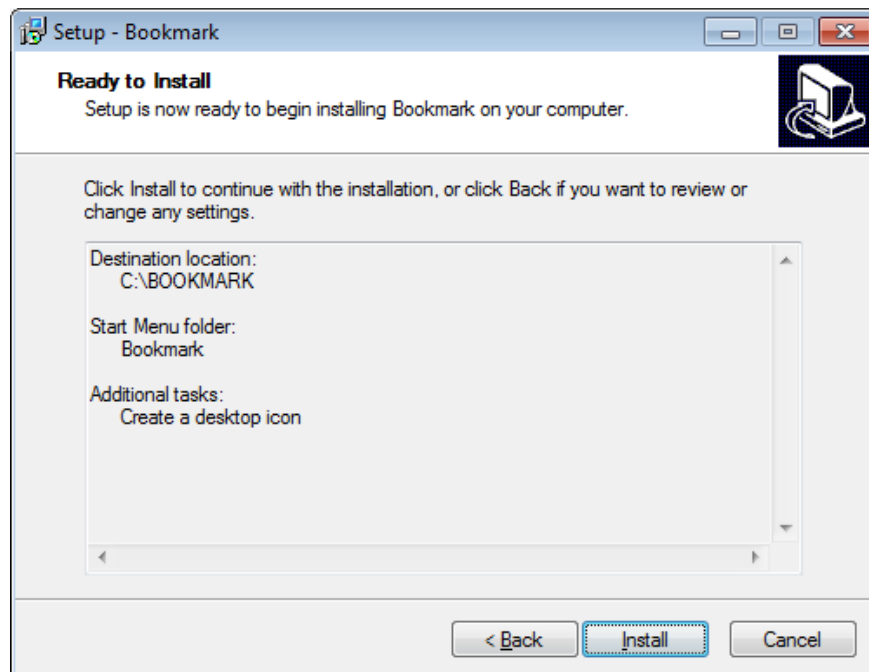
4. The next display (below) asks where and what to call the entry that will be placed in the Start-Programs menu. This is normally **Bookmark**. Click on **Next** to proceed.
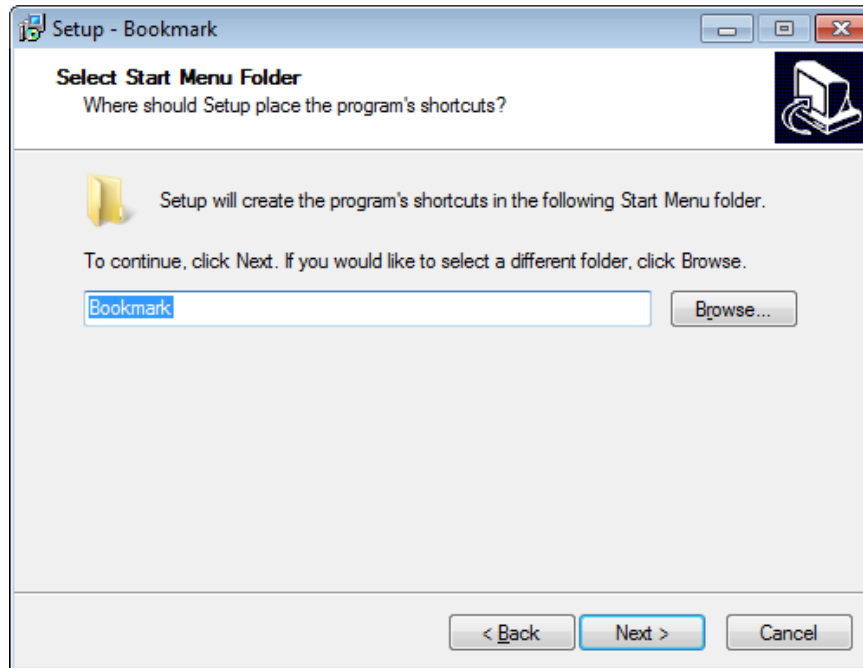
5. The next display asks if you wish to create a desktop icon. Leave the checkbox ticked. Click on **Next**.
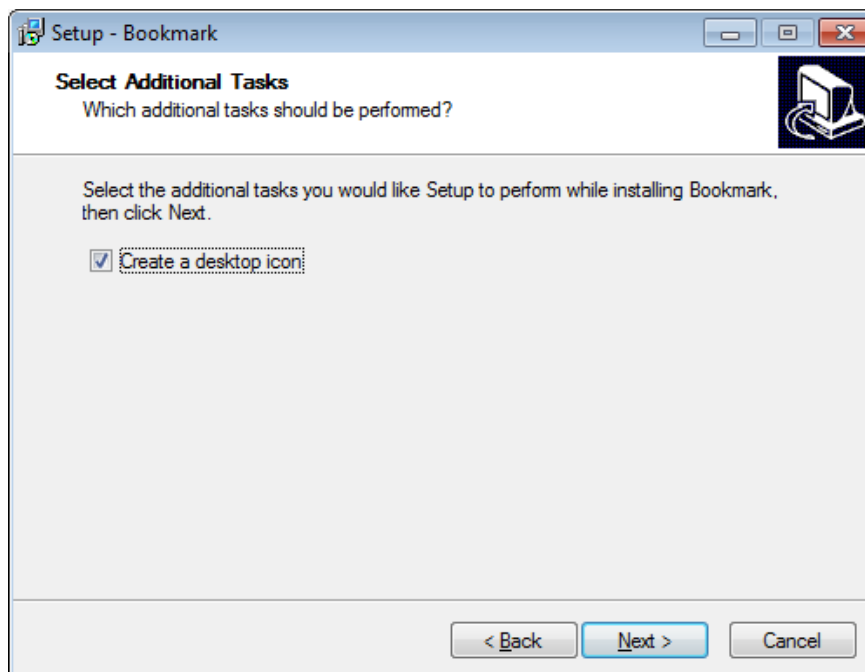
6. The next display is a summary of what has been chosen. If everything is correct, click on **Install**.


7. Bookmark is then installed. This step normally takes seconds.

8. When installation is finished, click on **Finish**.

This completes the installation.

A cyan-coloured icon for Bookmark titled "Main Menu" is placed on the desktop and a program group for Bookmark is placed in the "Programs" section of the **START** button. Also, a red icon titled "BM Webserver" is also placed on the desktop.

Double clicking on the Main Menu icon starts Bookmark.
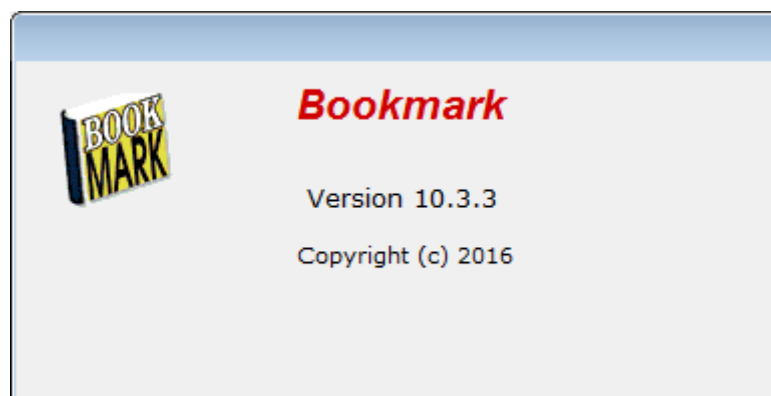
The first time Bookmark is run, it unpacks many files, sets up a blank database and requests a "site name". The site name is usually the name of the school or institution. It is case sensitive and it will be displayed *exactly* as entered. (It can be changed later.)
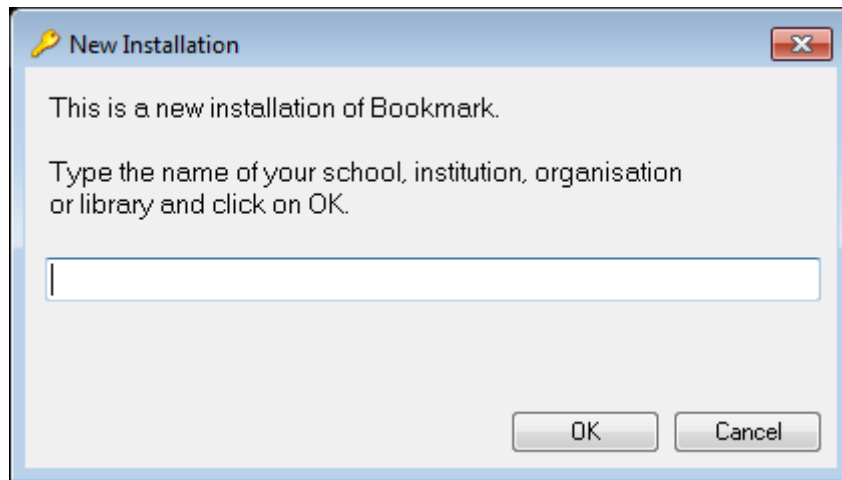
After entering the site name, a request for a registration code appears.
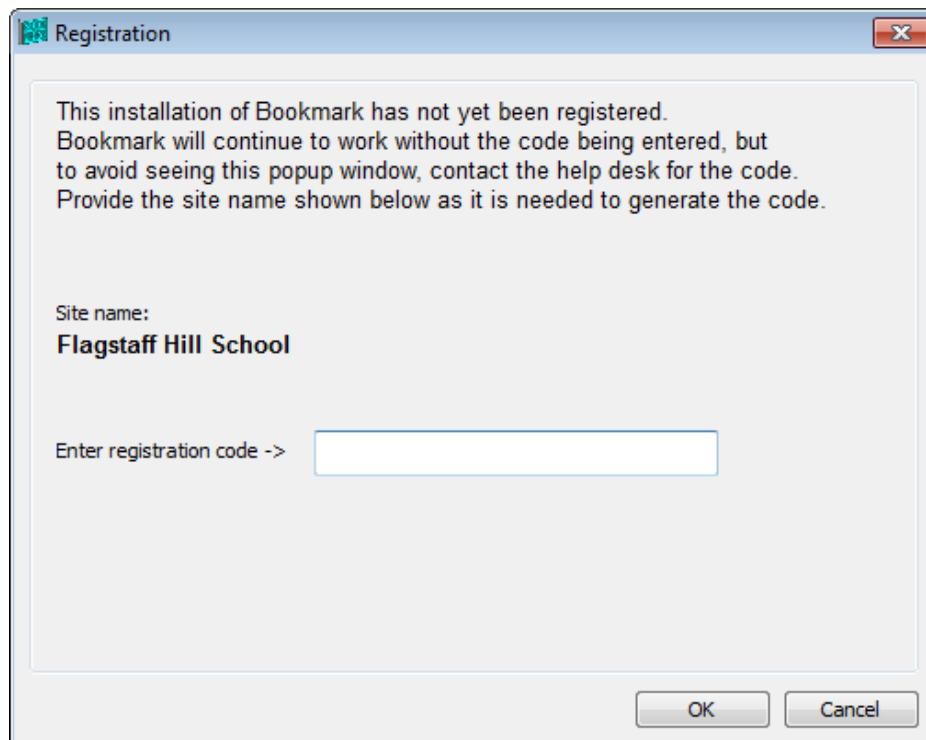
Contact the Bookmark Help Desk to obtain the code. Please provide the site name as it is necessary to generate the correct code.
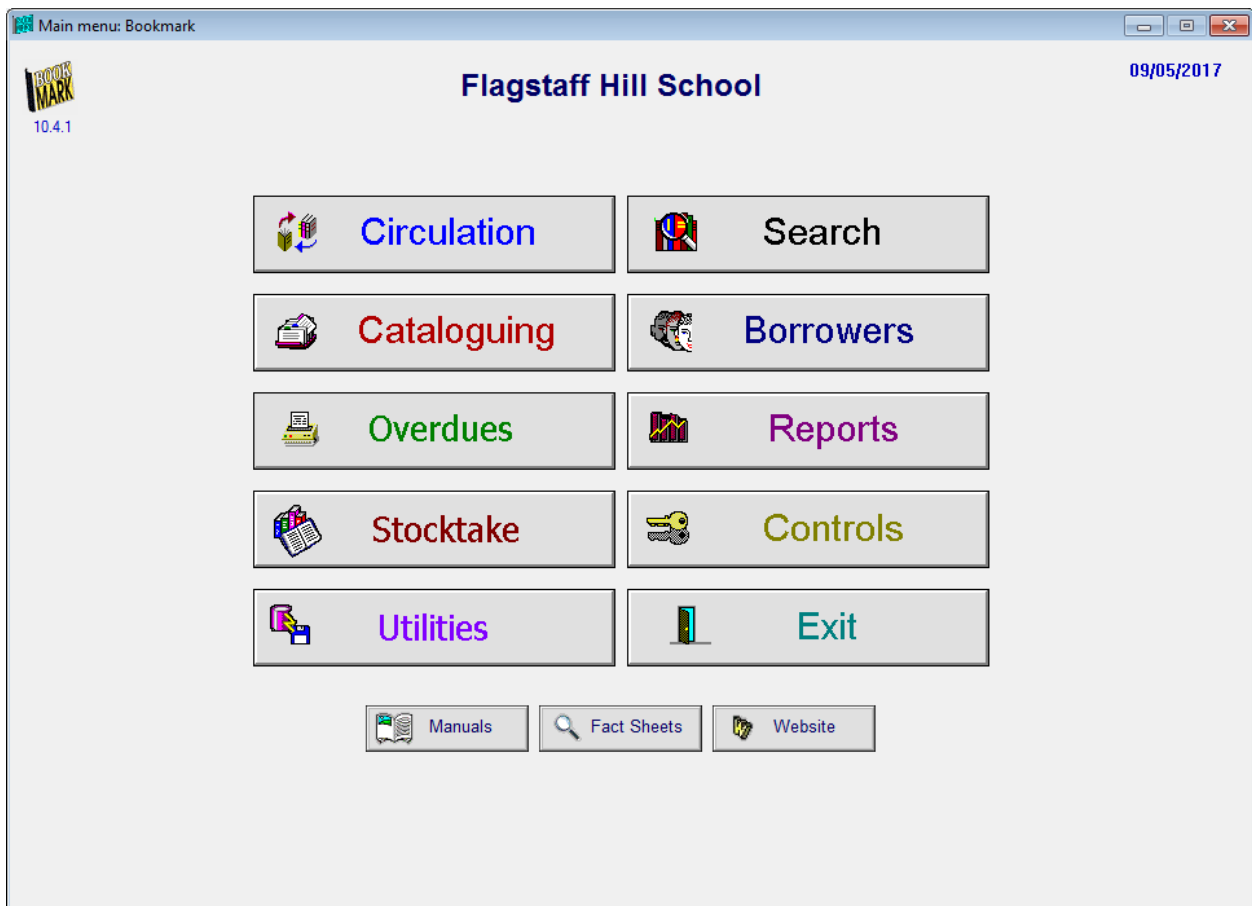
Click on the Manuals button at the bottom to access the documentation. The manuals are PDF documents stored in the DOCS folder in Bookmark's location. This folder can be copied elsewhere for easy access – e.g. MyDocuments.

Refer to the *Getting Started* manual for information on how to begin using Bookmark.