Utilities

Revised 24/07/2023
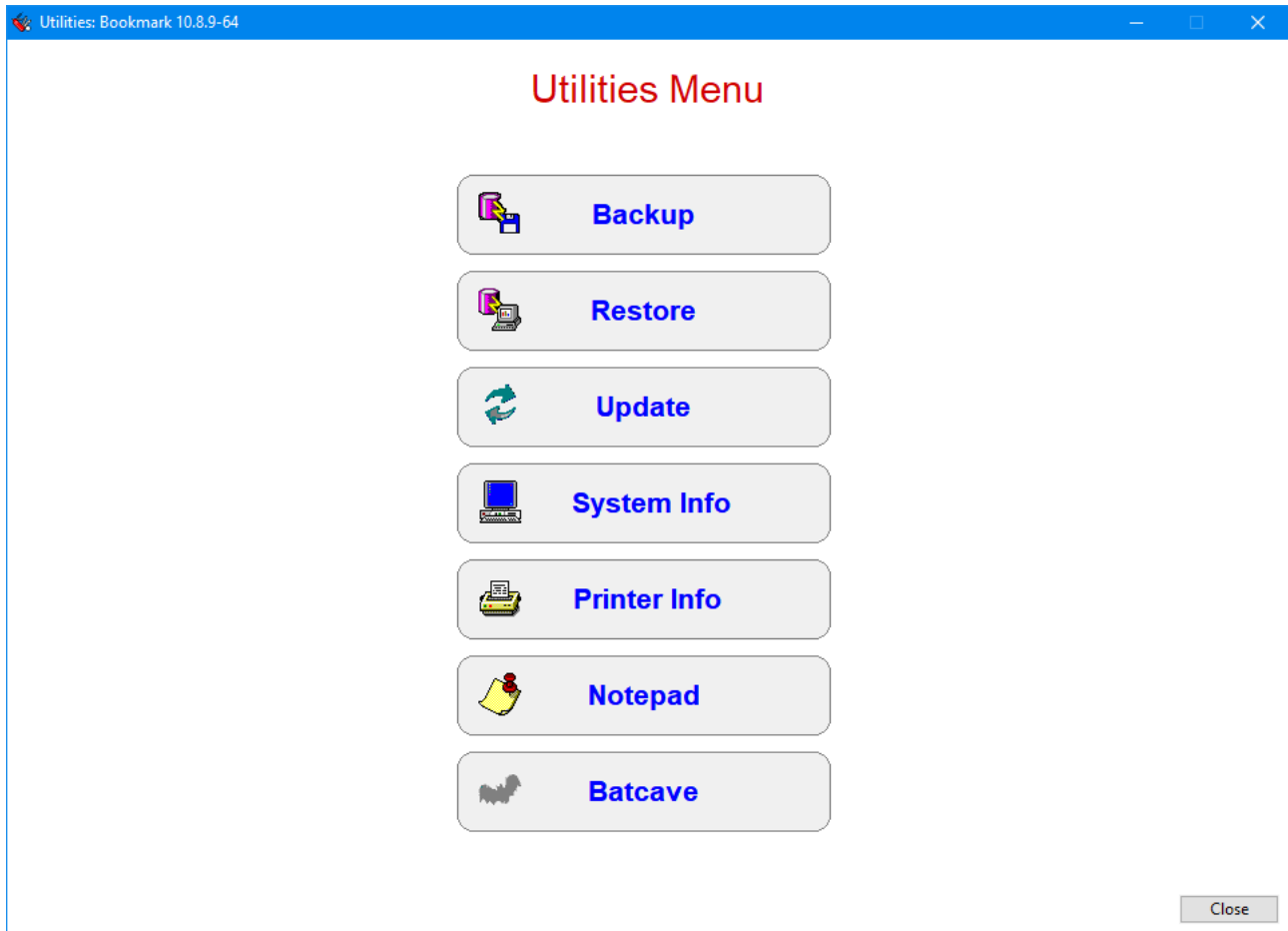
Contents

UTILITIES

The Utilities module contains important tools such as Backup and Restore and Update.

Backup Data

It is extremely important to keep up to date backup copies of your data!!
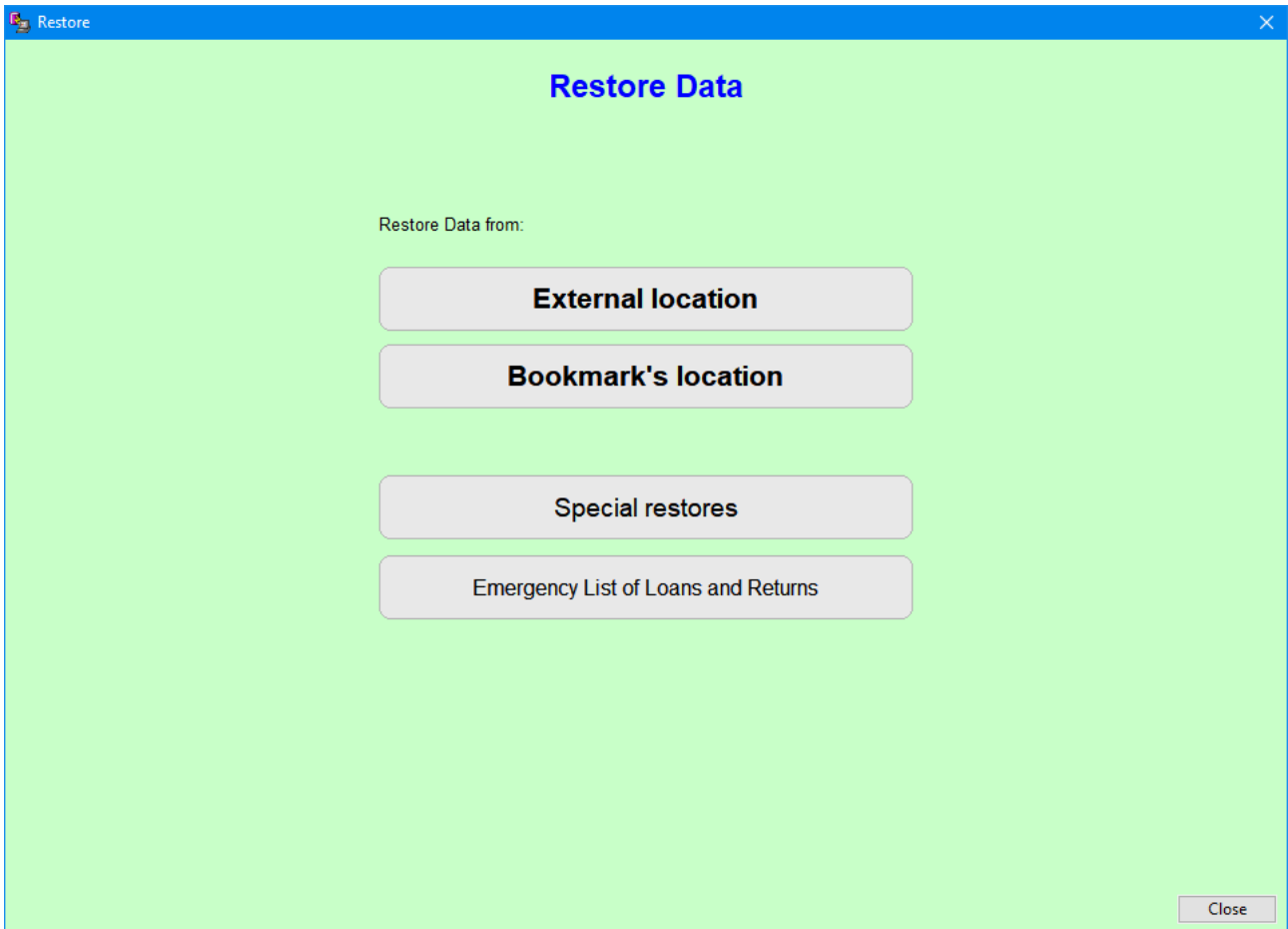
See the Backups manual.

Restore Data

Restore is the opposite of Backup. It brings back saved data.

**Strongly Recommended – Contact the Bookmark Help Desk before restoring.**

Select the appropriate option that corresponds to the backup to be restored.

Restore puts the database back in exactly the condition it was in when the backup was made. Any changes made after the backup are lost when the backup is fully restored.

Exception: the Special Restores allow recovering part of the database without disturbing other parts.

If restoring from an external location, something like the following appears:
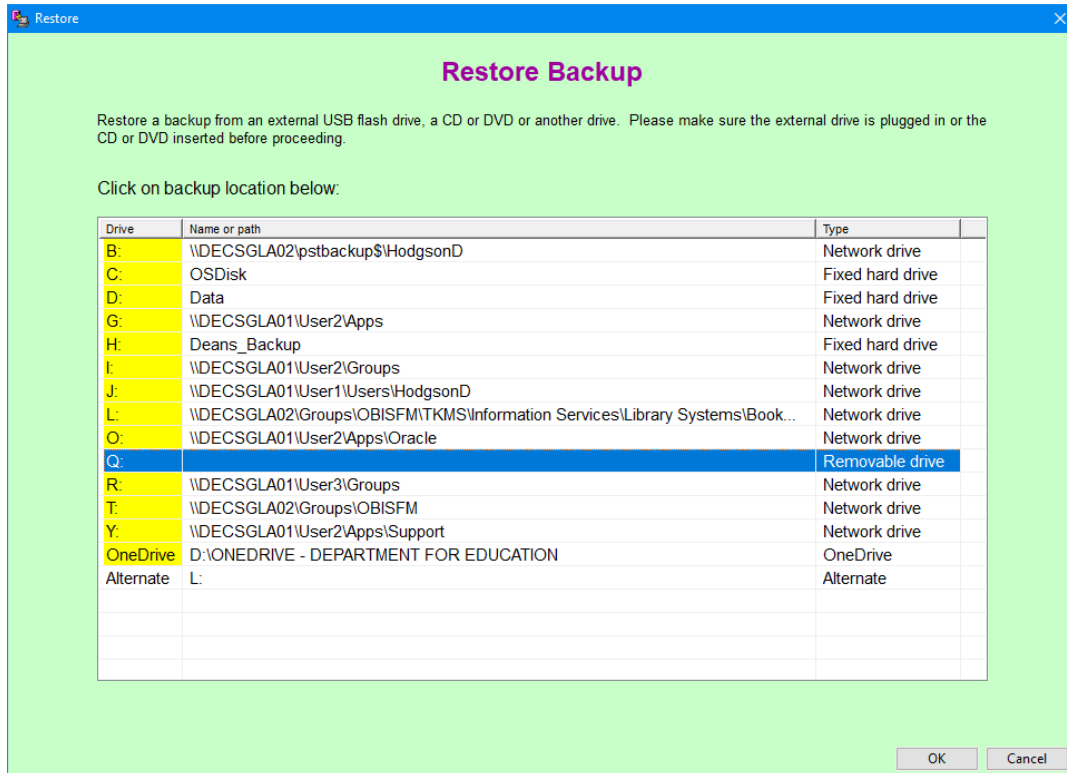
Use this option to restore a backup saved to a USB flash drive, CD, OneDrive or a other location outside the computer. The location can be any device with an assigned drive letter.
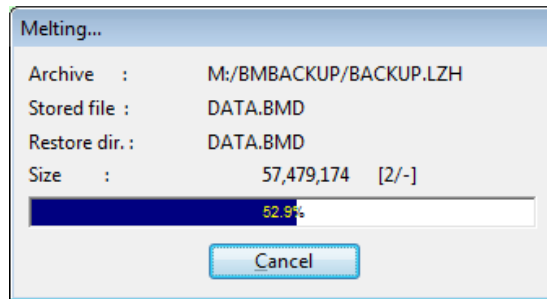
Click on the drive from which to restore.
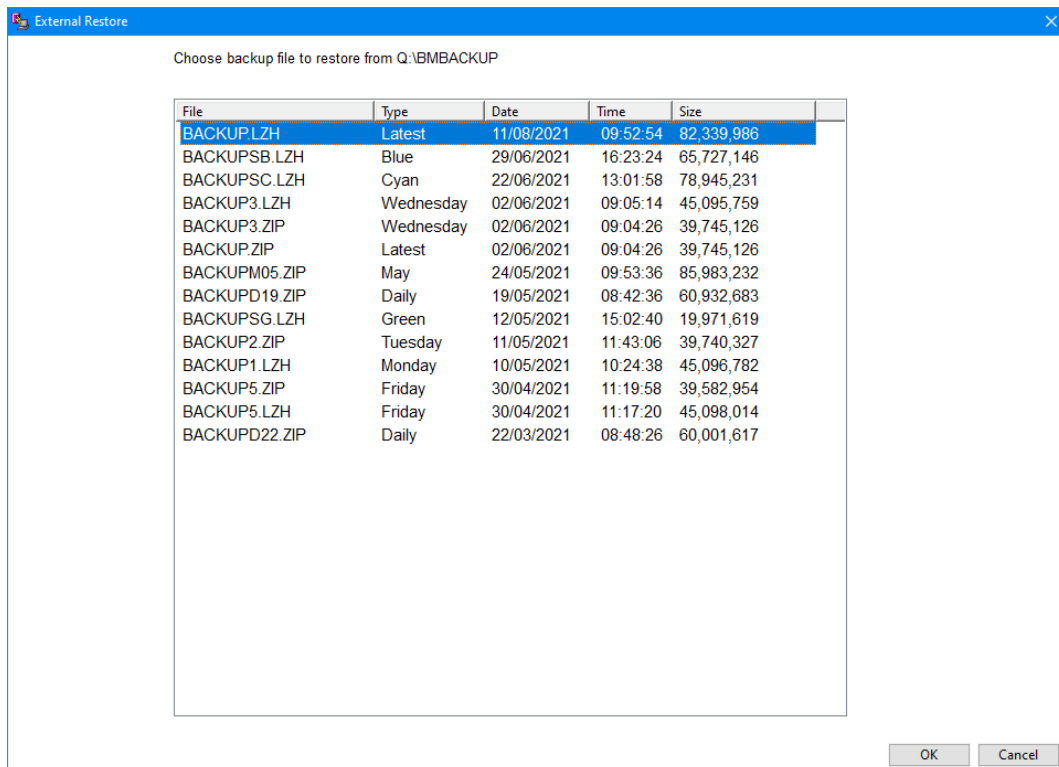
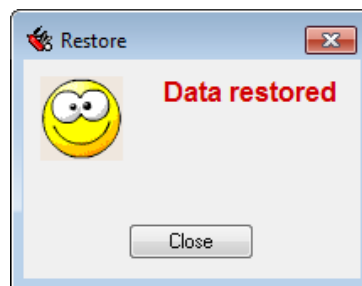The backups are listed from the most recent.

Select the backup to be restored.

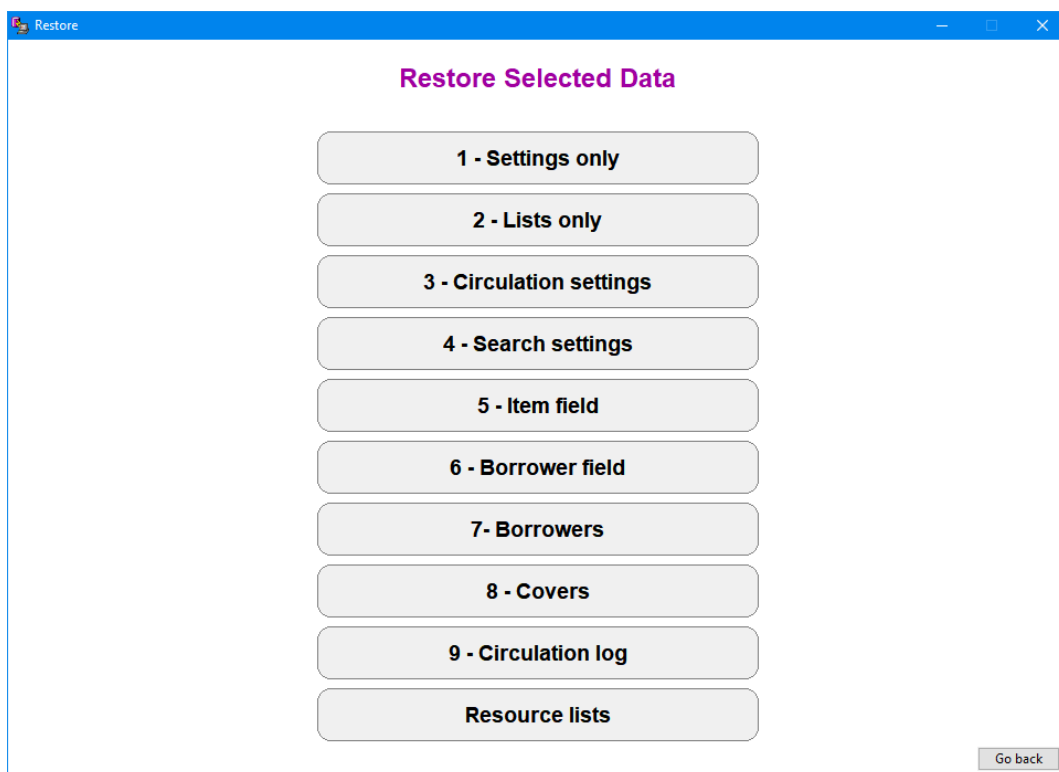The backup is restored directly from the external drive.

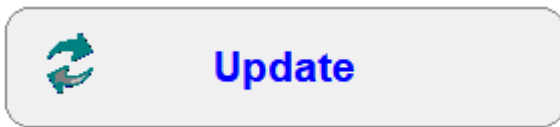If the restore operation is successful a message appears.

Bookmark will close. Reopen to continue.

Special Restores

Special restores are used to restore specific pieces of data without having to restore everything.
Use only on advice from the Help Desk.

Update Bookmark Program

At the start of the day, Bookmark checks via the Internet to see if a newer version has been released.
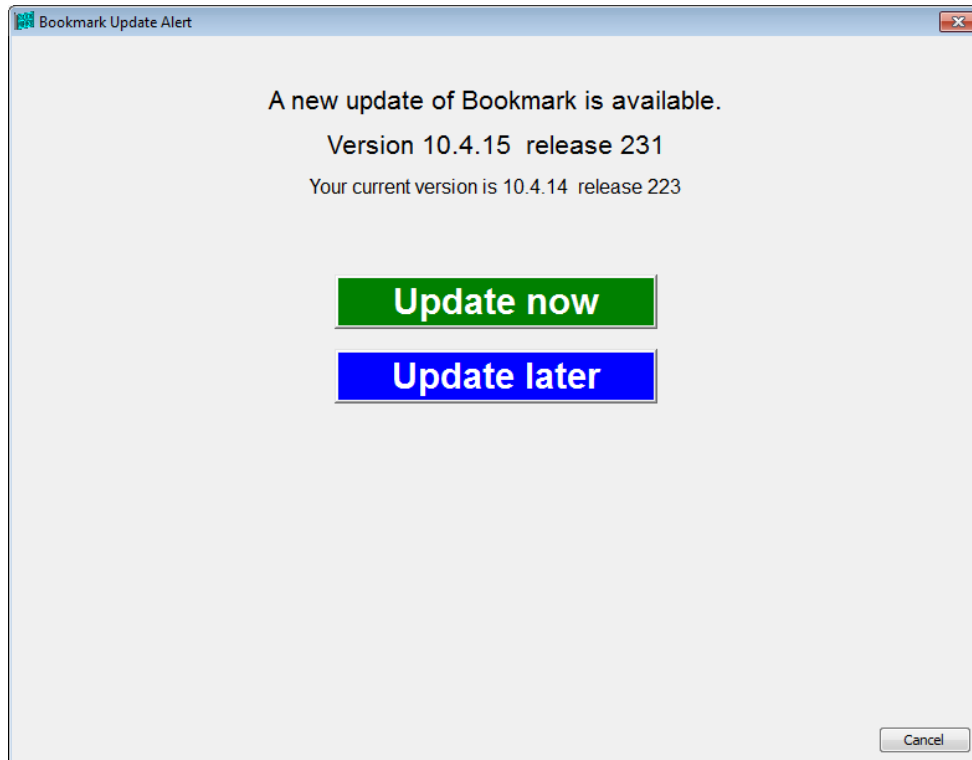
Bookmark can be updated from this menu, or it can be updated in Utilities.

In Utilities / Update, two methods are available for updating.

1. Bookmark downloads then automatically process the update file. The procedure is identical to updating from the start-of-day notice. It is called "Easy update".

2. Manually download and save the update file then manually process it. This requires several more steps.

Update Menu

Current Bookmark version 10.8.9-64 (479)

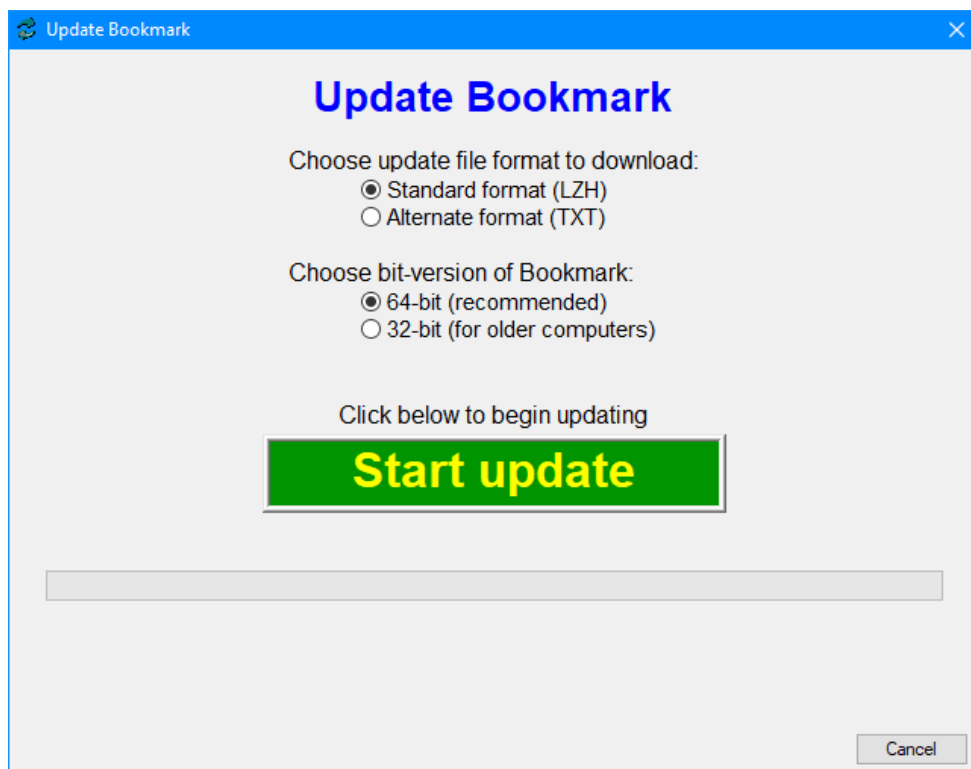| Easy update ('one step update') |
| Download update file only |
| Open a downloaded update file |
| Latest features and changes |
| Download extras file |

Go back

Easy Update (one step)

Update Bookmark

Choose update file format to download:
- ◉ Standard format (LZH)
- ○ Alternate format (TXT)

Choose bit-version of Bookmark:
- ◉ 64-bit (recommended)
- ○ 32-bit (for older computers)

Click below to begin updating

Start update

Cancel

LZH is the normal format. The alternate can be used if LZH is not downloaded properly.

The update file will first be downloaded from the Internet. It is a very large file, over 30Mb. The time needed to download depends on the speed of your Internet connection and local network traffic.

After a successful download, a small window appears and counts to 10.
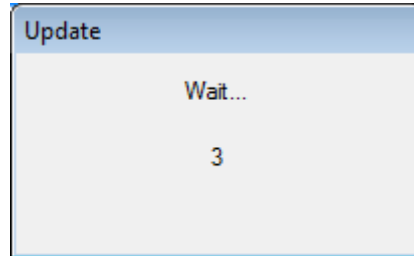
During this time, Bookmark attempts to shut itself down on all computers. If any part of Bookmark is open on any computer on the network, the update will fail.

After the count, the Bookmark program files, documentation and images are extracted from the update file.
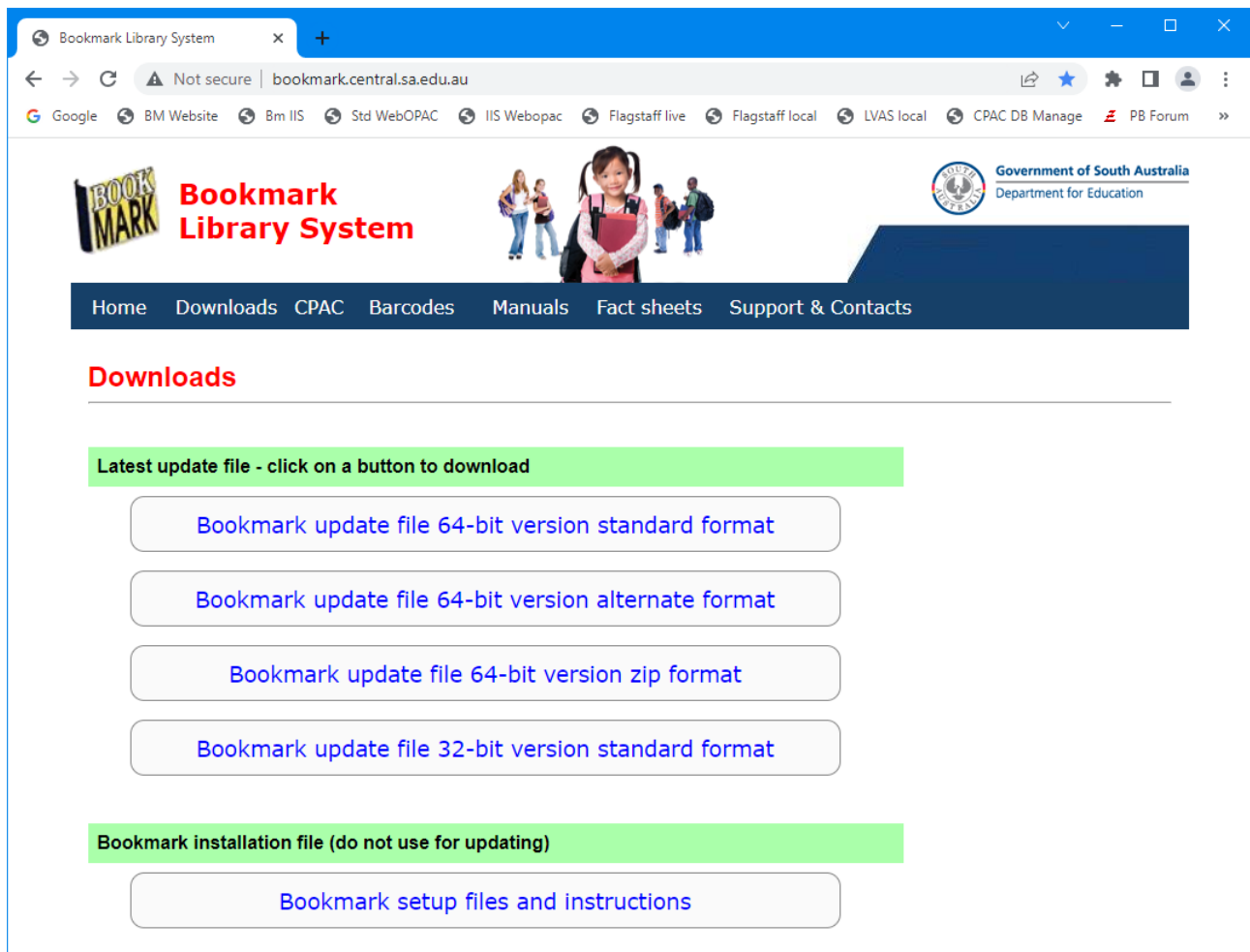
When the update is successful another window pops up showing a smily.

Downloaded Update File only

In some Bookmark installations, the easy one-step update method may not be available due to proxy server or other network settings or lack of Internet connection. The alternative is to manually download an update file then process it separately. The update file can be downloaded and saved even on a different computer.

If the computer is connected to the Internet, then the "Download update file only" may work. It downloads the update file from the Bookmark website but provides an option to not process it.

Alternately, an update file can be downloaded from the Bookmark website.

Be sure to keep track where the file is saved.

Downloading this file does not complete the update procedure. It simply provides the file that contains all of the updated Bookmark modules.

The file then needs to be processed.

After saving use the "Open a downloaded update file" function to process the file (see next section).

Open a Separately Downloaded Update File

After downloading the saving an update file, the third button can be used to manually process it.
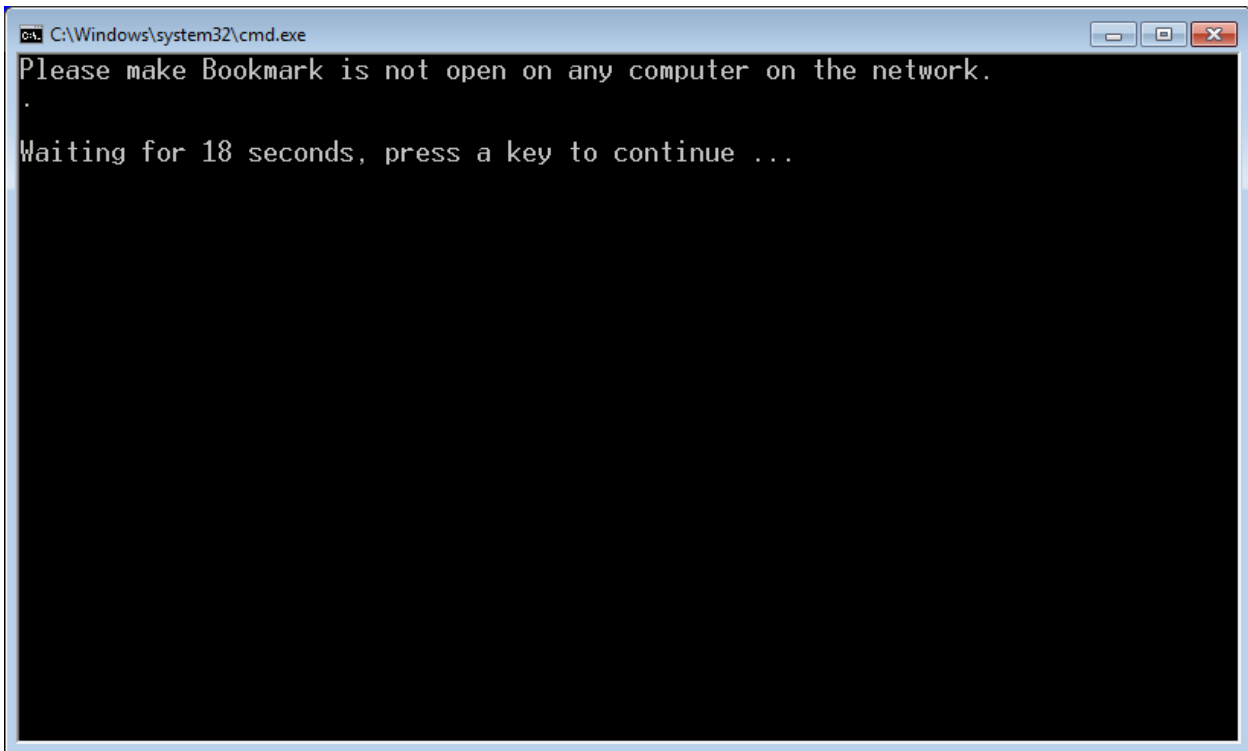
After saving, choose the *Open a Downloaded Update File* option.

A file requestor window appears. Use this to locate the downloaded and saved update file Bmupdate.lzh.
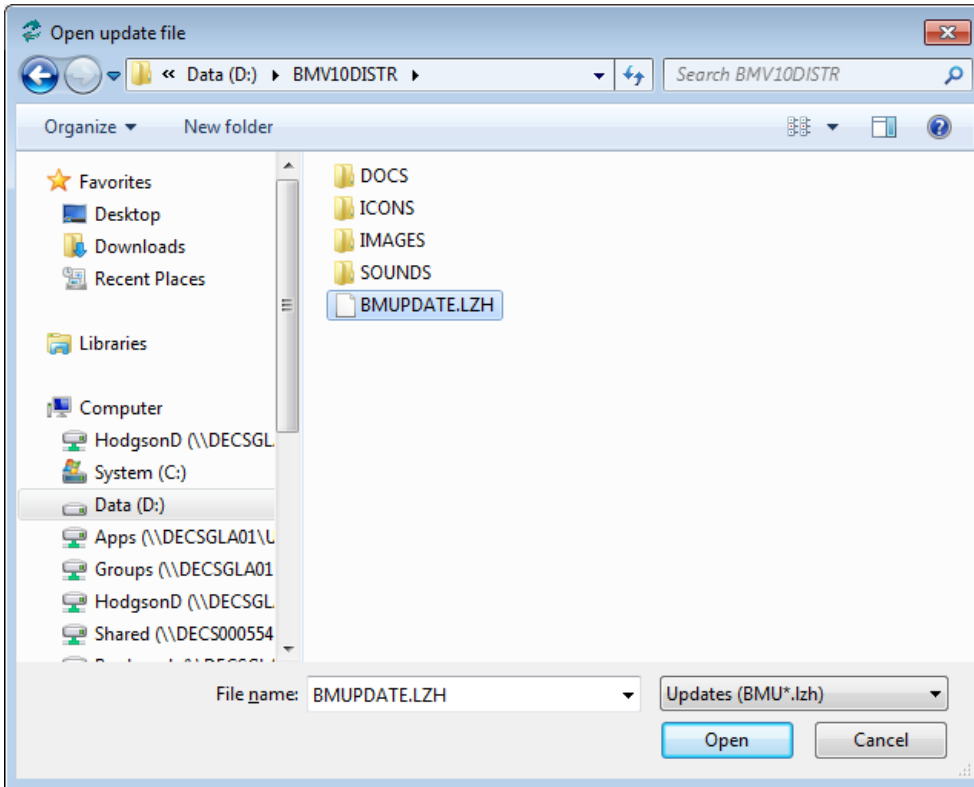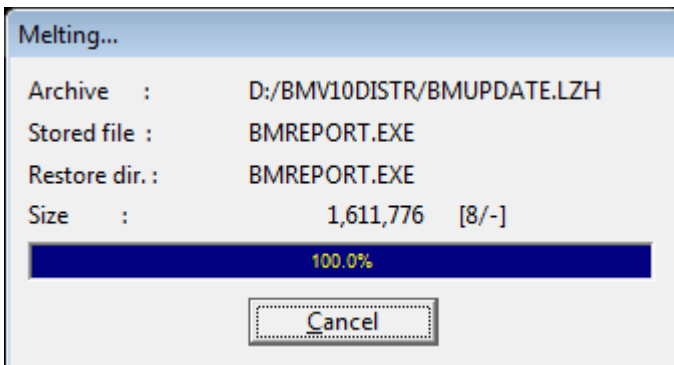

The name of the file will appear in the middle area when found. Click on it then click on Open. *Do not change the filename!*
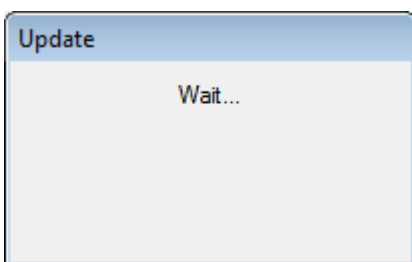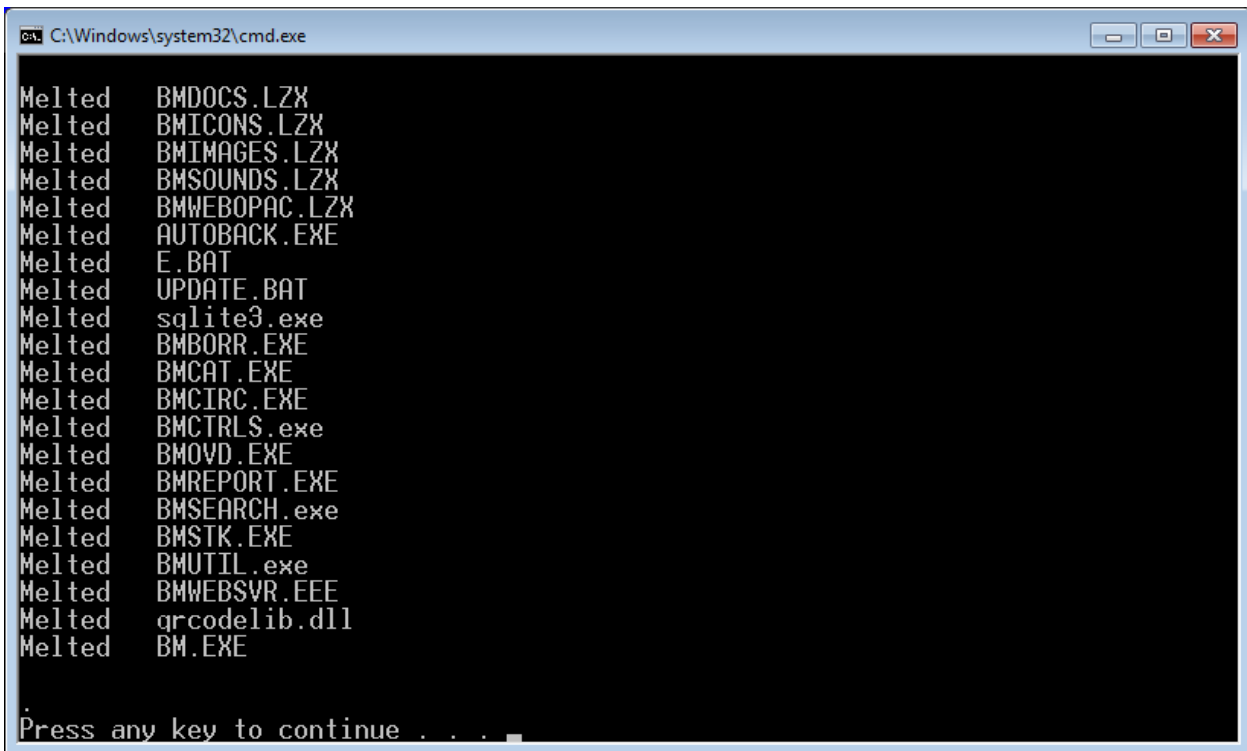
The program modules are then extracted from the update file.

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When finished the screen shows something like this.

"Can't open" or "Skipped" or "Can't create" error messages may indicate a problem updating.

The files LHA32.EXE and UNLHA32.EXE will always have "can't open" messages. This is normal and can be ignore.

Any other error message against any other file is a problem. Usually the error happens because a module has been left open on a computer somewhere. Close the module and repeat.

If everything on the list says, "Melted", press any key to continue.

The black window is closed and Bookmark restarts back to the Main Menu.

The new version number should be visible in the upper left corner of the window.
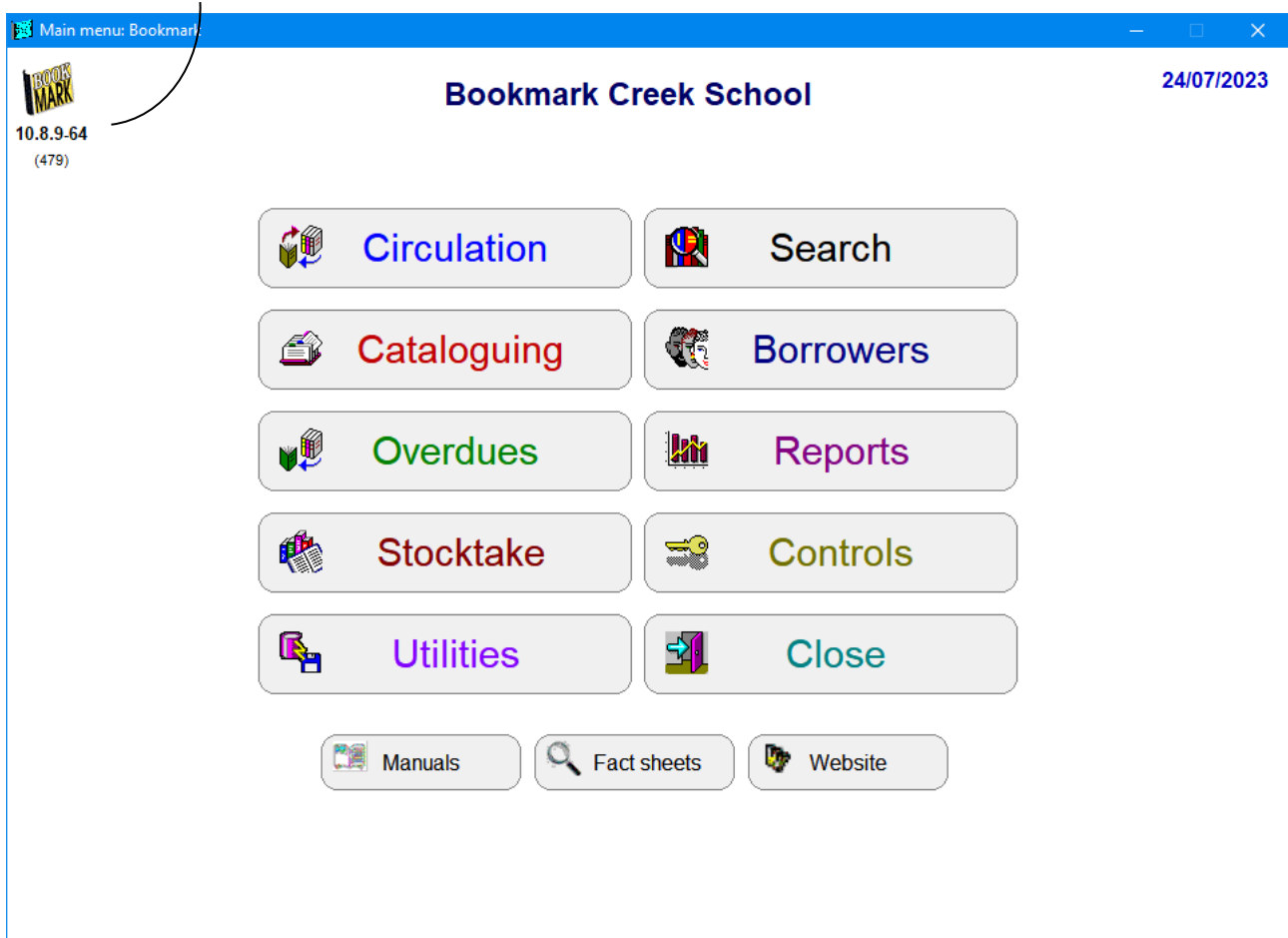
Each version also has a "build number". This is the number in brackets beneath the version.

This number increments faster than the version number.

System Info

System Info provides information about Bookmark and the computer.

"Bookmark's Location" is the path used by the computer to access Bookmark. If the drive letter is C or D, Bookmark is probably installed on the computer's local drive. If it is E: or highter or two backslashes \\ , Bookmark is probably installed on a "host" and the local computer is "feeding" off it to run Bookmark.

Drives A and B should not be used as computer hardware (BIOS) expects these letters to be used for floppy drives, which may result in strange problems.

The "Host" is the computer on which Bookmark is physically installed, not necessarily the computer being used. This address can begin with either a drive letter or two backslashes.

The "Version" contains both the version and build numbers.

The rest contains information about the local device that is useful for support.

Printer Info

Information about the printer. Click on a printer. Properties that come from the printer itself are displayed beneath.

The Test Print produces a Print Preview first. It does everything on one page Bookmark will try to use in its printouts.

System Support (a.k.a. Batcave)

Batcave

This area is for use by the Bookmark Help Desk. It contains technical and housecleaning operations. These functions should only be used upon advice from the help desk.