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INSTALLATION

This chapter describes the steps you should take to install the CatBase system on your computer (or computers, if you have purchased CatBase Multi-User).

CatBase on the Macintosh consists of two files: the CatBase program file, and the CatBase Data file. On Windows there are four files. The program file contains the programming that tells CatBase what to do, and the data file contains the actual data that will comprise your publication. In fact you may have more than one data file; if you produce various entirely different publications, you would probably have one data file for each publication. The installation instructions are broken down into two sections:

1   Single-User Installation Procedure and
2. Multi-user Installation Procedure

Everything you need to install CatBase (single-user version) is on the CatBase CD. If you purchased CatBase Multi-User, you will have also received a box containing 4D Server configured for the number of Users you purchased.

Single-User Installation Procedure

➢ First you must install the security key (sometimes called the dongle). This is a gadget that attaches to any ADB port on a Macintosh, or to the serial port on a PC.

YOU MUST SHUT THE COMPUTER DOWN BEFORE INSTALLING THE SECURITY KEY.

On a Macintosh: Attach the security key to any ADB port -- this could be on the back of the computer, or at the side of the keyboard. Other ADB devices can be "daisy-chained" onto the security key.
On a PC: Plug the security key into the serial port.

Now you can restart the computer.
If the security key is not installed, you will only be able to use CatBase in Demo mode, which means that you will be limited to 50 records per table.

➢ Make sure that you have at least 30 Mb of free space available on your hard disk.
➢ Insert the CatBase CD into your computer's CD drive

➢   Copy the CatBase folder onto your hard disk

The Installer should start; follow the on-screen instructions to install CatBase.

You should now have a folder called CatBase 4, which contains the following items:

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ITEM	MAC	WINDOWS
The CatBase program -- Essential!	One file called CatBase 4.xx PPC ("xx" representing the current version number). This is for use on PowerPC, G3 and iMac computers. One file called CatBase 4.xx 68K. This is for use on other Macintosh computers.	Three files: Catbase4.EXE, Catbase4.4DC, and Catbase4.rsr.
The demo data file	One file called Demo Data	Two files: Demodata.4dd and Demodata.4dr
The plug-ins folder -- Essential!	A folder called Mac4DX	A folder called Win4DX
The Web Site folder	This folder is called HTML	This folder is called HTML
Pictures used in the Demo	A folder called Pictures	A folder called Pictures
The Documentation folder	This documentation in PDF format.	This documentation in PDF format.
Spelling Checker Dictionary	A file called Dictionary	A file called Diction.dic
3rd Party Demos Folder	Demo versions of other programs and plug-ins.	Demo versions of other programs and plug-ins.
New Database -- Essential!	One file called New Database	A folder called NewDatabase, which contains two files. There are also a few other files which must remain in the folder.

New Database is the database that will contain your data for your publication. You must always use a copy of the New Database when you want to start a new database; this is the ONLY way to start a new database.

Demo Data file

The Demo Data File contains some data that matches the examples shown in the Demo manual. We recommend that you work through the Demo Manual, if you haven't already done so, before you start setting up your own database, as this will give you an overview of how CatBase works and what you will be able to do with it.

If you do not need the Demo Data file, you can delete it (on Windows: there

are two files to delete -- DemoData.4dd and DemoData.4dr).

Macintosh Program Files

If you are using the Macintosh version, there are two versions of CatBase: one for PowerPC computers and one for all other (68k) models. You can delete whichever one you do not need.

Now proceed to the section headed **Now We Can Begin**, on Page 1.8

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Multi-User Installation Procedure

You must have a computer set up as a dedicated file server on your network. This can be either a Macintosh, or a PC running Windows NT (we do not recommend using a PC as a file server with Windows 95 or Windows 98). Regardless of whether your server is a Mac or a PC, the workstations can be any combination of Macs and PCs. You will install the 4D Server software, CatBase program, CatBase data file and the plug-ins onto the server. For each workstation that will be using CatBase, you will install 4D Client. 4D Server handles all the file sharing duties of the database; you do not need to have other networking software (such as Novell Netware) installed, although 4D Server is completely compatible with most of them.

Macintosh File Server
➢ Make sure that you have at least 30 Mb of free space available on your server's hard disk.
➢ Insert the 4D Server CD into the CD drive.
➢ Follow the on-screen prompts to install 4DServer.
➢ Insert the CatBase CD into the CD drive.
➢ Open up the folder called CatBase Multi-User and copy all the contents into the 4D Server folder.
➢ We recommend that you assign as much memory as possible to 4D Server, with the minimum calculated as follows: 12MB + 3Mb per workstation. The more memory it has, the faster it will run!

Windows NT File Server
➢ Make sure that you have at least 30 Mb of free space available on your server's hard disk.
➢ Insert the 4D Server CD into the CD drive.
➢ Follow the on-screen prompts to install 4DServer.
➢ Insert the CatBase CD into the CD drive.
➢ Copy the folder called CatBase Multi-User onto your hard disk.
➢ Create a shortcut for 4DServer and put it into the CatBase folder.

Installing 4D Client
➢ 4D Client is the software that your users will use to access the database, so this needs to be installed on each workstation that will require access to CatBase. Using the 4D Server CD, install 4D Client onto the workstations. Note that you can install 4DClient onto any number of computers, but the number that can actually connect to the database at any one time is limited to the number of licenses you have purchased (if you need more, you can easily upgrade; please contact us for information).

On Macintosh, we recommend that you assign a <u>minimum</u> of 12 Mb of memory to the 4D Clients.

You should now have the following items installed on your server:

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ITEM	MAC	WINDOWS
The CatBase program -- Essential!	One file called CatBase 4.xx	Two files: Catbase4.4DC, and Catbase4.rsr.
The demo data file	One file called Demo Data	Two files: Demodata.4dd and Demodata.4dr
The plug-ins folders -- Essential!	A folder called Mac4DX A folder called Win4DX	A folder called Mac4DX A folder called Win4DX
The Web Site folder	This folder is called HTML	This folder is called HTML
Pictures used in the Demo	A folder called Pictures	A folder called Pictures
The Documentation folder	This documentation in PDF format.	This documentation in PDF format.
Spelling Checker Dictionary	A file called Dictionary	A file called Diction.dic
3rd Party Demos Folder	Demo versions of other programs and plug-ins.	Demo versions of other programs and plug-ins.
New Database -- Essential!	One file called New Database	A folder called NewDatabase, which contains two files.
4D Server -- Essential!	A file called 4D Server xxx	A shortcut to 4D Server There are also a few other files, such as some dlls, which must remain in the folder.

New Data File is the database that will contain your data for your publication. You must always use a copy of the New Data File when you want to start a new database; this is the ONLY way to start a new database.

If you want your users to be able to use the spelling checker, you should copy the Dictionary onto each workstation.

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Now we can begin ...

➢ Rename the data file (New Data File) to something more meaningful, such as CatBase Data. You can name it anything you like. You might like to give your data files names that describe different publications or versions of a publication, such as Spring Catalogue Data, Summer Catalogue Data, etc. After you complete the Setup procedures, described in Chapter Two, you should make a copy of the data file and use it as your new data file master for the future.

Starting the Database

Single-User:

➢ Double-click on the CatBase program icon. CatBase will launch. If you see an "Open File" dialogue box, double-click on your new data file.

Multi-User:

➢ Drag and drop the CatBase program onto the 4D Server icon. If you see an "Open File "dialogue box, double-click on your new data file. Shortly you will see the 4D Server screen. If you have not already done so, you must update the 4D Server license (this is explained in the 4D Server booklet). Also, if your file server is Windows NT, it is advisable to register 4D Server as a service (Choose Register as a Service from the File menu). The Server is now ready and CatBase is available on the network.

To launch CatBase on one of the workstations:

➢ Double-click on 4D Client.

Shortly you will see a dialogue box inviting you to choose a Data Server.

➢ Double-click on CatBase.

There may be a short delay while 4D copies some resources across from the server to the workstation.

If this is the first time you have used your new database, you will shortly see a screen into which you must enter your company name.

CatBase will finish launching. When the password screen appears, you can either proceed with setting up your database (as explained in the next chapter), or cancel and close the program.

You are now ready to begin using the program. Follow these steps:

1. If you have not already worked through the Demo manual, you should do so now. You will find it much easier to set up your own data file when you have a basic understanding of how you will be working with CatBase

2. Proceed to Chapter Two, Setting Up Your Database, and follow the instructions in that chapter to begin using CatBase.

Network Speed

Here are some tips for speeding up network performance:

➢ Allocate a larger memory partition to 4D Server and the workstations

➢ Install as fast a hard drive as possible on the file server

➢ Avoid copying large files across the network. If you have many people using the network for different purposes, you might want to consider breaking the network up into zones. For example, if your art department is constantly transferring large graphic files from one person to another across the network, set the art department up with its own zone. That way, their file transfers won't bog down the entire network.

➢ Install additional memory in the server (the more, the better).

➢ Install additional memory in all workstations.

➢ Don't use your database file server for other network jobs such as running the office electronic mail system.

➢ Remove any extensions that are not absolutely essential from all computers on the network, ESPECIALLY unsupported free or shareware software.

➢ On Macintosh: Turn AppleShare off if you can do without it; when AppleShare is running, it continually polls the network to see if it needs to do anything, and this slows the server down.

➢ On Macintosh: turn off the Calculate Folder Sizes option in the Views control panel on the server.

Avoiding Trouble

➢ Make regular backups of your data file. If you are are using CatBase on a daily basis, this means that you must make a backup **every day.** We will be happy to discuss backup plans and options with you. Just give us a call during regular business hours. And be sure to take the backups off-site! If you purchased CatBase Multi-User, you will have received an extremely useful utility called 4D Backup with your 4D Server. **Use it!**

➢ Never use a dodgy computer on the network. If you think there might be something wrong with a computer, such as a power supply going bad (a sure sign of this problem is when the screen starts to fade or flicker), a memory problem, or a hard drive problem, get it off the network and get it fixed!

➢ Install virus detection software on every computer.

➢ Install an uninterruptible power supply on the computer (file server in a multi-user setup).

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