

Addendum to User's Guide for 20:21 Library Main CD Version 1.01

The following items were not included in the original printed manual. Please check the sections in this document to see if any apply to your situation.

20:21 New Site Information:

The first time you start 20:21 Library a security screen comes up with various fields to fill in. There has been some confusion over what to enter in the various fields. For most people this screen is irrelevant because it is intended for multiuser sites, such as educational institutions with lots of people sharing the CD on a local area network. The Site Code was set up for potential other uses.

There are 3 fields that *require* input:

Organization, Local Site Code and Full Name

You should preferably put your organization name into the Organization field. The Local Site Code was really only applicable if you were locally entering bibliographic records for sharing with other 20:21 sites. This capability may be available at a later date. The field *must* be filled in anyway. Just enter up to 5 characters of your choosing, such as your organization's initials. The Full Name should be the given name and family name of the person responsible for administrating the system (in some cultures there is no concept of a "family name", so enter whatever fits the culture).

The next 4 fields are *optional*:

Group Name, User Name, Password, and "Additional Password allowing any level 8 user to modify access permission for any user"

These fields relate to the "Office" in 20:21 Library, which is accessed by clicking on the Office icon from the Main Screen. The passwords are useful if you need to protect the Office from other users of the Library. For instance, in a multiuser situation on a LAN you would only want the 20:21 librarian or administrator to have access to the Office in order to make changes to the setup of 20:21. You might want to set up different "Groups" with passwords for each to limit access to certain functions of the Library.

If you don't need the security, just hit Enter on each of the four fields, then click on Yes when prompted. Otherwise, use the following guidelines to enter data in the fields. For Group Name it is generally best to accept the default of ADMIN by hitting Enter. User Name is something that you choose, normally your first name. Then choose a Password to go with that User Name and Group. Filling in these three fields gives you access to the Office as a "level 8" user in the ADMIN group. This level of access allows you to change the look of the Library, move collections around within the Stacks, copy individual map files to the hard disk (if you've purchased CD #2), etc. -- in a real sense become the Librarian. The last field to fill in is the "Additional Password...". This is the system password that allows level 8 users to create other ADMIN users or new Groups of users with password protection. You will use the system password when you access Security from the System Maintenance menu in the Office. ***It is very important to write down what you've entered in these four fields and put it in a non-public place for future reference.*** In particular, the system password can never be changed once it has been entered.

Windows 95:

There have been some problems with fonts not installing correctly, which creates problems when first running 20:21 Library. Please use following instructions:

1. Close down all other running programs before running Setup.
2. When the 20:21 Setup program asks at the end whether to restart Windows, click on NO.
3. Close down Windows 95. To do so, click on the Start button, click on Shut Down..., click on Shut down the computer?, then click on Yes.
4. Restart Windows. Click on the Windows 95 Start button at the bottom left-hand corner of your screen. Click on Settings, then on Control Panel. Click on Fonts and a list of your installed fonts will be displayed. After a few seconds the display will update automatically to show 8 new fonts with OD as the first two characters (i.e. OD_Greek, OD_Hebrew, OD_Cyril, ODSophia, etc). Once these appear you can close the Control Panel and run 20:21 Library. If these fonts don't show up, or Operation World Datafiles doesn't run properly, please contact GMI tech support <2021support@gmi.org>.

SHARE.EXE:

We've noticed that on some Windows 3.1 systems, the DOS program SHARE.EXE is not being loaded in AUTOEXEC.BAT (or VSHARE is not enabled in SYSTEM.INI). One of the major components of 20:21 Library is dependent on file sharing being enabled in order to function properly. If you get the error message "Unable to start Folio server. SHARE must be loaded...", do the following:

1. Open C:\AUTOEXEC.BAT with a text editor.
2. Create a new line with the following text: C:\DOS\SHARE.EXE
3. Save AUTOEXEC.BAT and exit the text editor.
4. Reboot your computer.