

**Gbif.es**



# Setup instructions for Bibmaster

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Spanish Node of the Global Biodiversity Information Facility

Coordination Unit

GBIF Spain

Year 2017



**Installation:**

**A.- Extract the files from the .zip to a directory for this purpose**

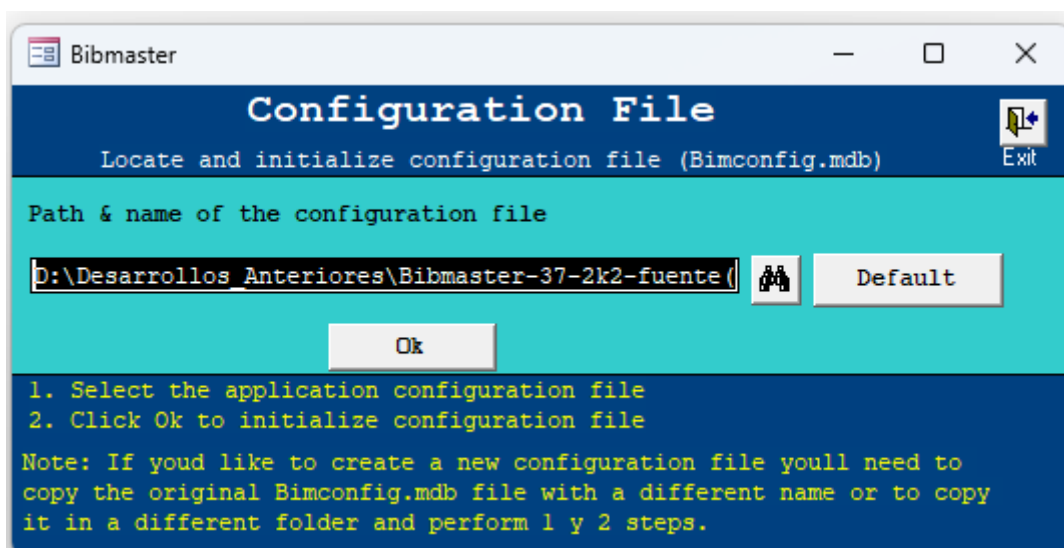
The .ZIP file is copied to the PC and the files are extracted to a directory for that purpose. Installation is simplified if this directory is "C:\BIBMASTER", so **users are recommended to install the application in this directory**. In any case, the files (.mdb, .doc,.hlp) must be located in the same directory.

**B.- Configure Bibmaster**

Double-click on the "Bibmaster.mdb" icon, or enter MS Access© and open the corresponding database "Bibmaster.mdb".

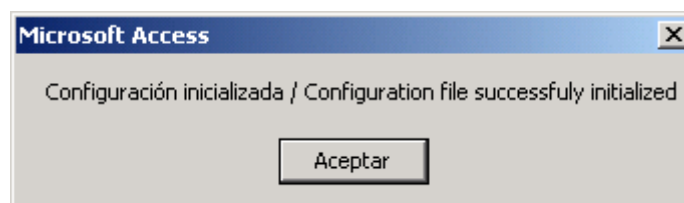
**1.- Initialize configuration file**

The first time you open Bibmaster in a new installation, you may see this screen:



If we do not want to indicate a custom directory, click on "Default" and then on "Locate and initialize configuration file". This allows Bibmaster to self-configure depending on the directory where it has been installed.

If all went well, we will see:

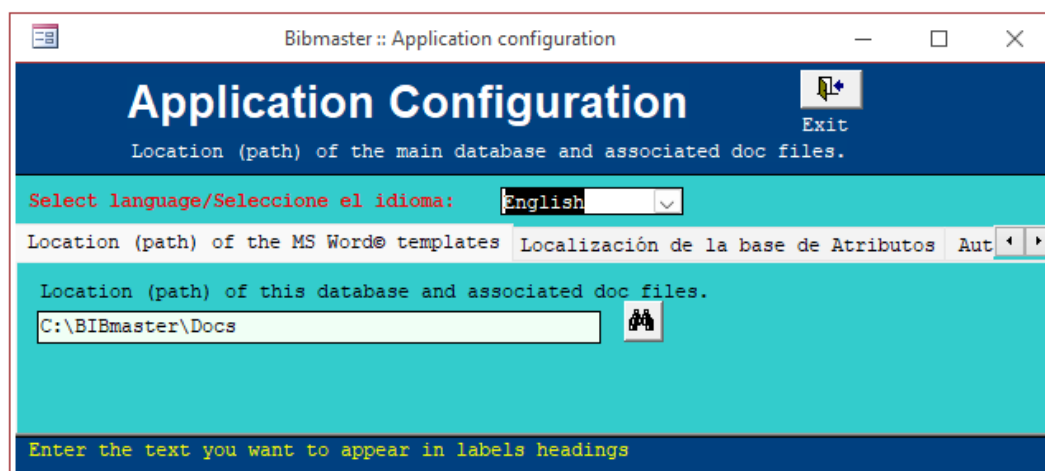


and then the screen with the Main Menu:



## 2.-Set the language and other parameters of Bibmaster

The next step is to select the language and verify that the localization of the Microsoft Word® templates (necessary for the production of lists, catalogs, etc.) is correct. To do this we will press "Application configuration", which will show us to the following screen:

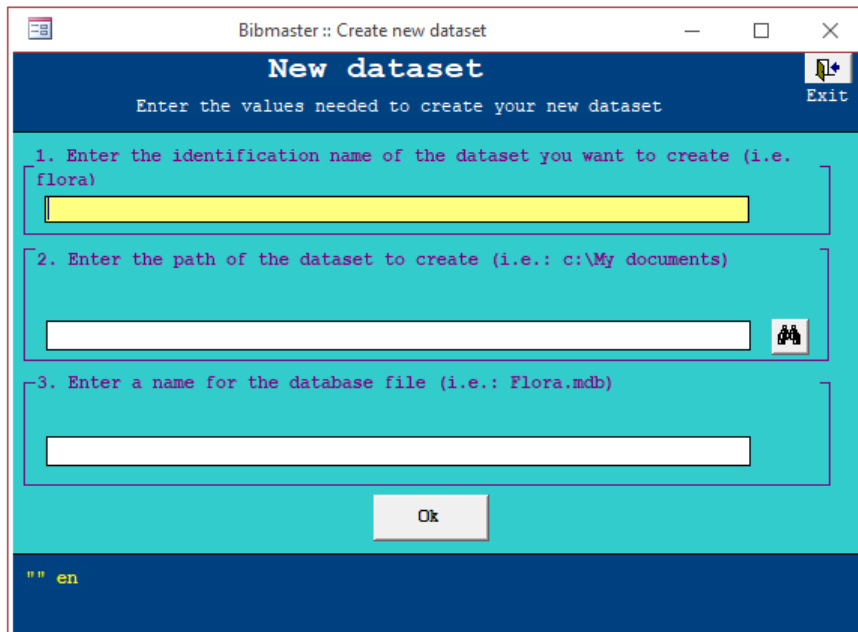


You can also set from this screen the text that will be included in the headings of the herbarium labels.

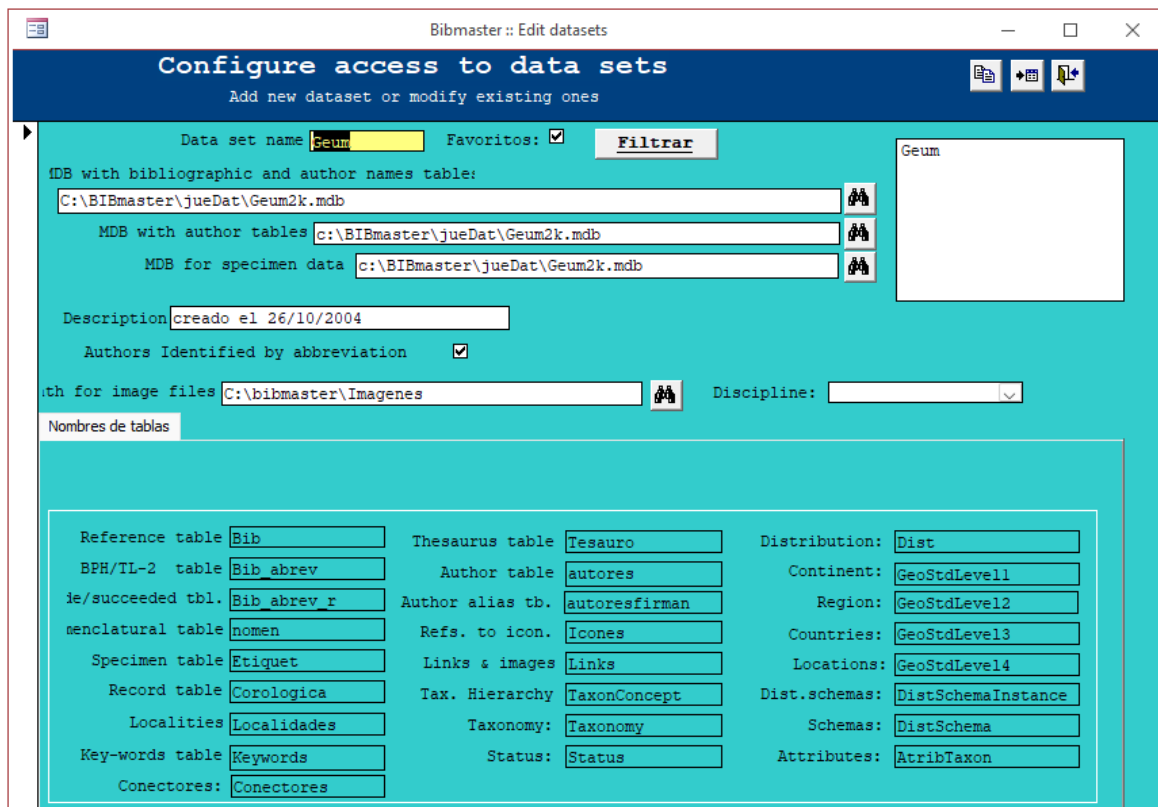
We leave this screen and the following is:

### 3.- Create a dataset (empty)

We must press "New dataset" in the main menu so we can access the following screen:



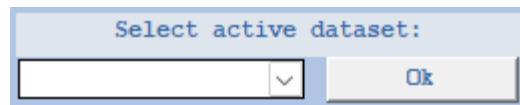
Once the dataset is created, we can view or edit its parameters with the option "Dataset configuration". Following the example shown in the previous screen, we would obtain the following information:



In this screen it is not necessary to change anything, if we do not want it. If what we want is to implement datasets of projects that overlap to a greater or lesser degree, it would be necessary to edit data. You can see several examples of these types of configurations in the **BIBMASTER documentation**.

#### 4.- Select data set for use

At this point, we just have to select the data we are going to work with. This action is possible in the main menu, at the lower right corner.



The image shows a small dialog box with a light blue border. At the top, it says "Select active dataset:". Below this is a white rectangular area containing a dropdown menu with a small downward-pointing arrow on the right side. To the right of the dropdown menu is a button labeled "Ok".

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