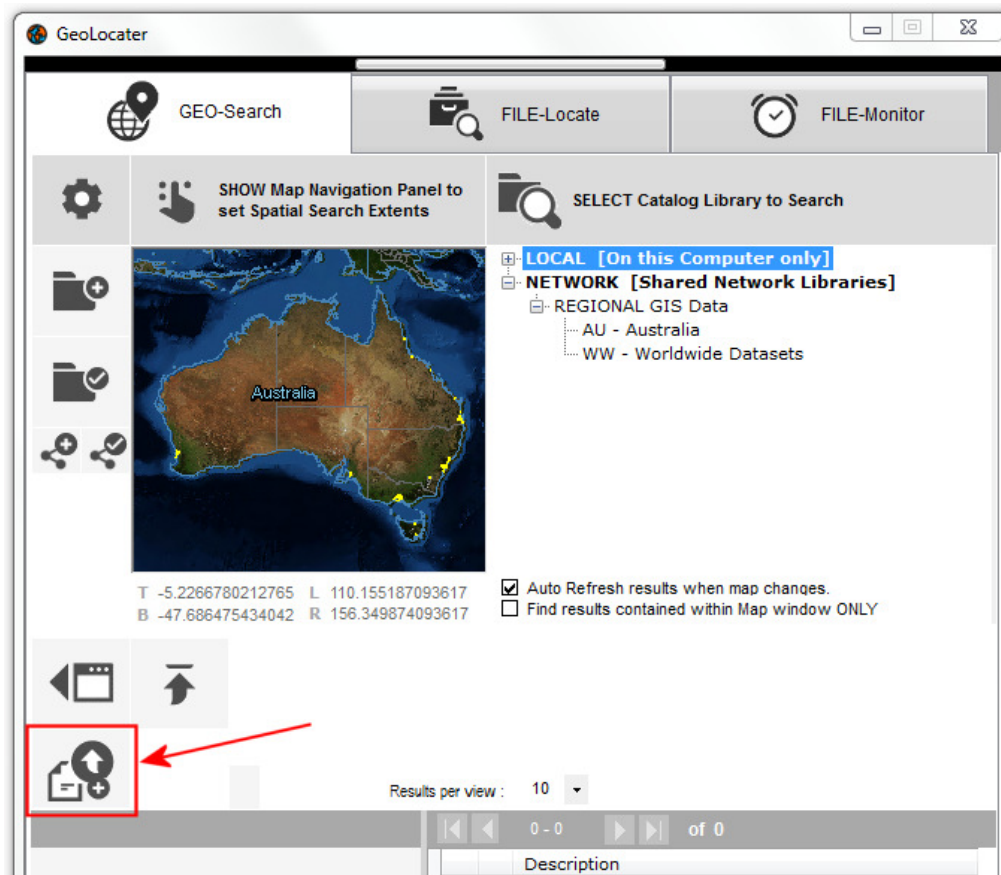




## KB3004: How to Add Files to a MAAD2gO Catalog Library.

*This document outlines the process to add files to a standard MAAD2GO Catalog Library.*

To add files to a MAAD2gO Catalog, select the **Add File(s) to a Catalog button**, found on the **Geo-Search** tab.

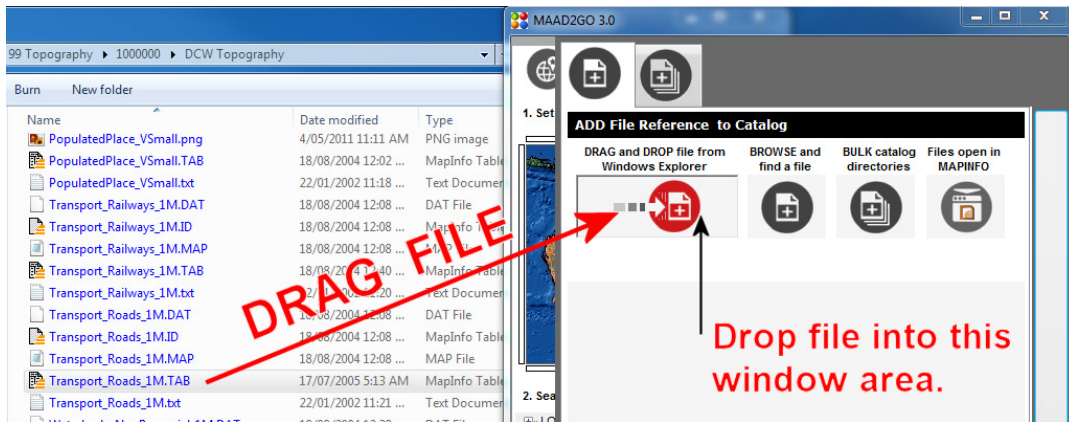


There are 3 ways to add files to a catalog (excluding bulk cataloging);

- By File Drag and Drop,
- Browse and find the file to add,
- Or if MapInfo Professional is active and tables are open, select from a dropdown list.
- *Note: How to bulk catalog files is provided in another document – KB3005.*

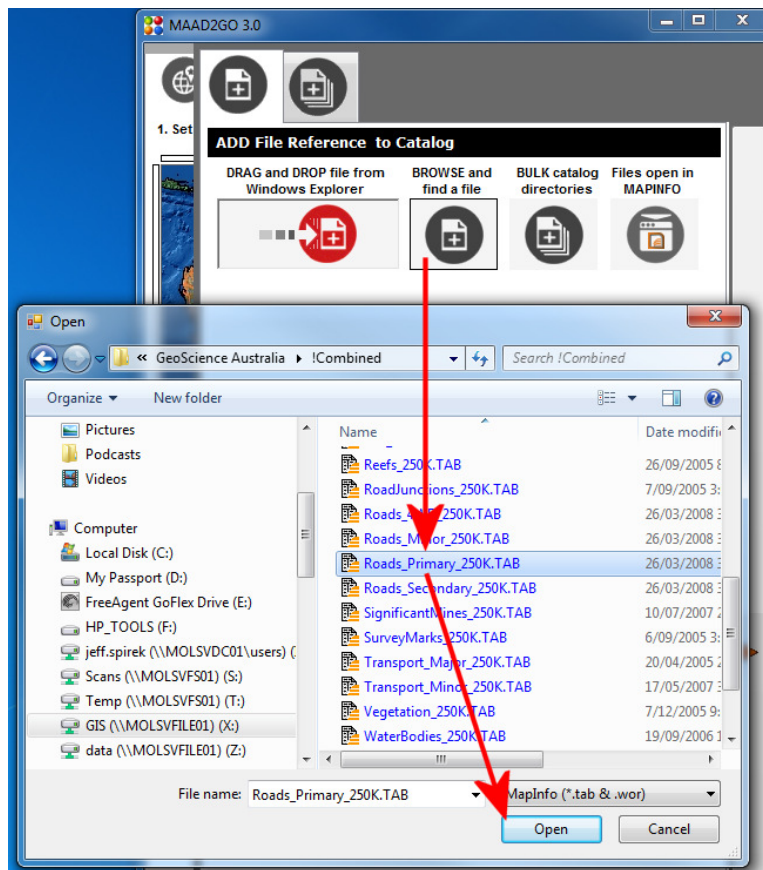
## File Drag and Drop

To activate this function, physically select and drag a file (from a program like Windows File Explorer) and drop it into the drop box provided.



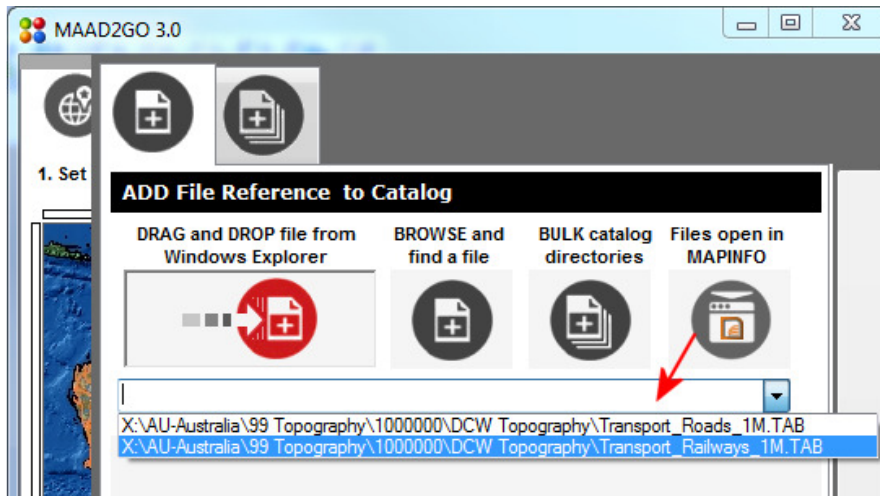
## File Browse and Find

Select browse, navigate through your file directory and choose an appropriate file to add.

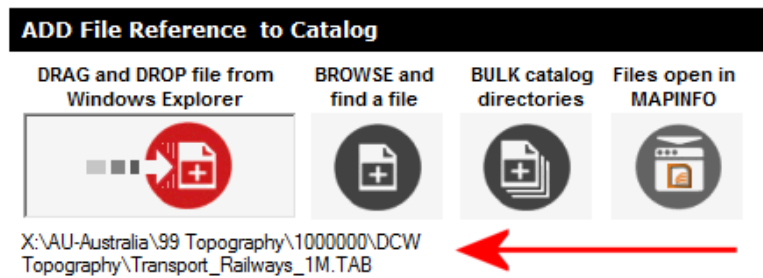


### MapInfo Open Tables

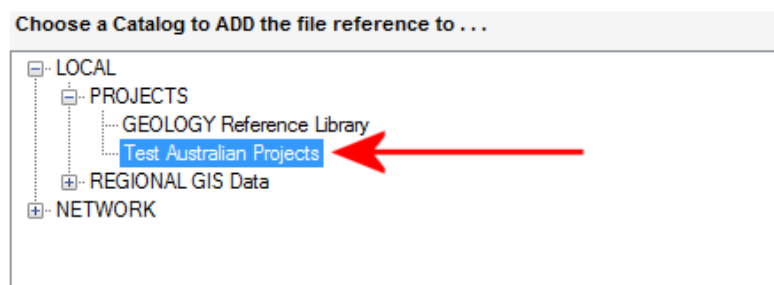
All MapInfo tables that are active on the desktop, are displayed in the dropdownlist. Select one to continue.



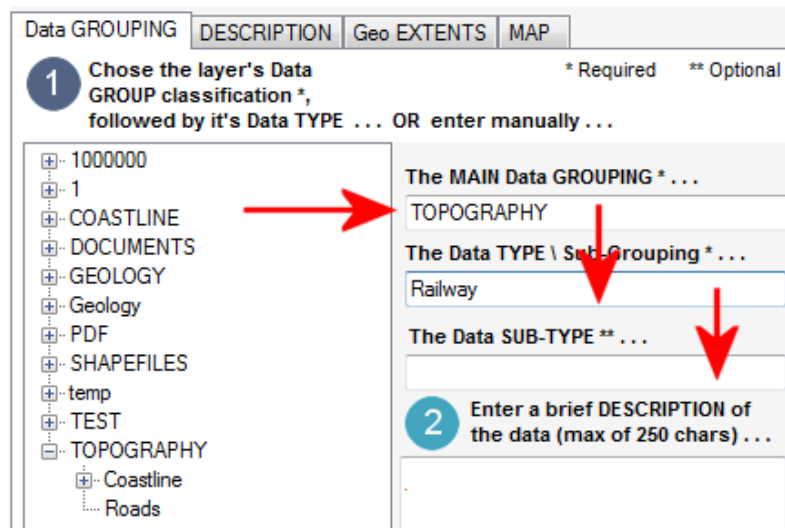
1. Once the required file to catalog has been selected (to replace the selected file with another, simply repeat the above method you used to select the initial file), the following steps are required;



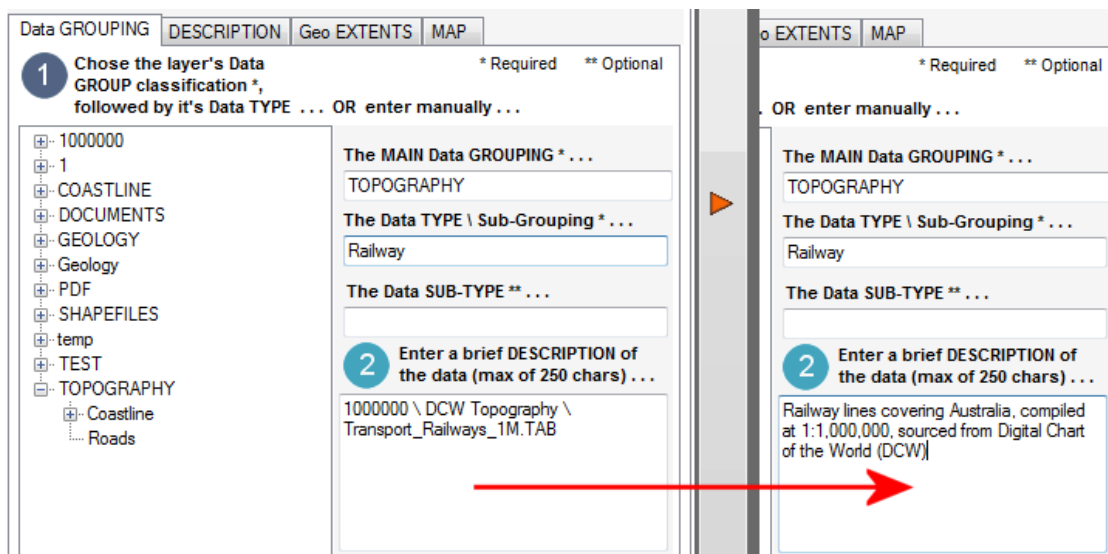
2. Choose the catalog the file reference is to be added to.



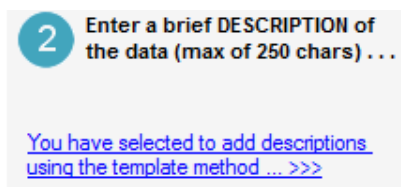
3. Next, supply a Data Grouping and Data Type to the file. This describes the files contents at a high level, making it easier to identify files of like type when undertaking a search. You can select from pre-existing Data Groups for consistency, or manually enter new ones.



4. At this point, you could just add the file, however there is an option to add a 'nice' description of the file being added. Select the File's Description tab to see that the default file and 2 directories above where the file is stored is provided as the default description. This can now be changed. If another file is added where this interface has not been closed, the description reverts to the new filename.



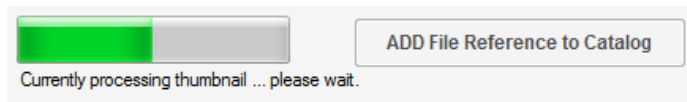
If the option to use a template to add the description, you must navigate to the DESCRIPTION tab. A link from the Data GROUPING tab is provided.



The template is provided to aid or prompt the when adding the file to a catalog for important descriptive information about the file. The template is then converted into a single description

string when the file is added. The template cannot be customized at this stage to include more fields, however it is something that is to be included in future releases.

5. If the file to be added is a non spatial file (ie Microsoft Work, PDF, etc), to provide a geographical reference the file requires association with a Project Extent. To associate a project with a non-spatial file, select the Geo EXTENTS tab and select from one of the choices available. Subsequently, adding additional non-spatial files retain the selected Geo EXTENT settings until another is selected.
6. Select the button to add the file. A progress bar is displayed notifying of the actions progress.



When the file has been added, notification of its success is displayed.



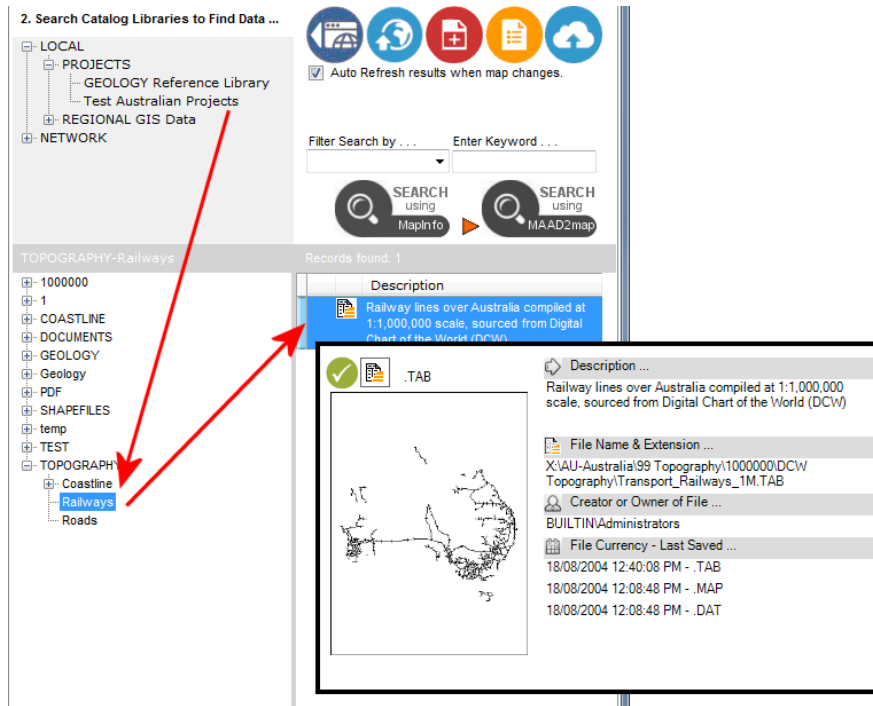
At this stage, the interface can remain open and another file added. Preset items (such as data classifications) are not altered, resulting in a very rapid method to add many files quickly.

A small thumbnail file is created, (.png), and is named the same as the file being catalogued. This file resides in the same directory as the catalogued file. If MAAD2GO is set to insert the thumbnail into the catalog, as well as displaying the thumbnail from the catalog, this small .png file can be deleted – however it is significantly faster to display a thumbnail from a pre-existing image that reading one from a database.

7. At anytime, the interface can be cancelled by selecting the long arrow button.



To see the results, action a catalog search over the area the files were cataloged to.



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