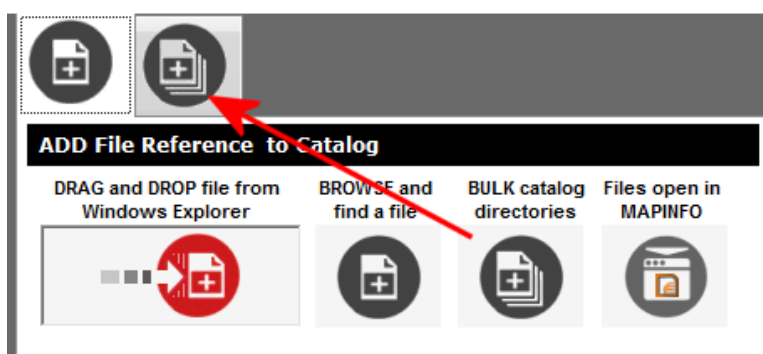


KB3005: How to BULK Add Files to a MAAD2gO Catalog Library

This document outlines the process to bulk add spatial files for a folder or directory (or sub-directories) to a MAAD2GO Catalog. If you are cataloguing MapInfo TAB files, a requirement is to have MapInfo Professional open and active.

1. From the Geo-Search tab, then select the **Add File(s) to a Catalog** button. Select the BULK catalog directories button, which displays the BULK Add Directory to Catalog Tab.

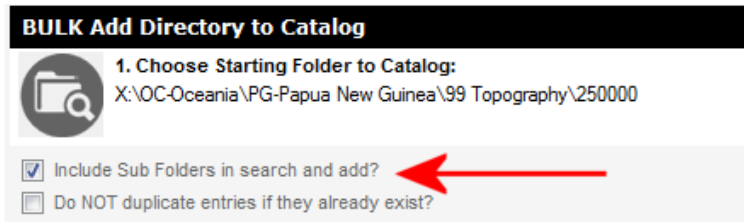


2. Browse and select the directory to start the cataloguing process from;

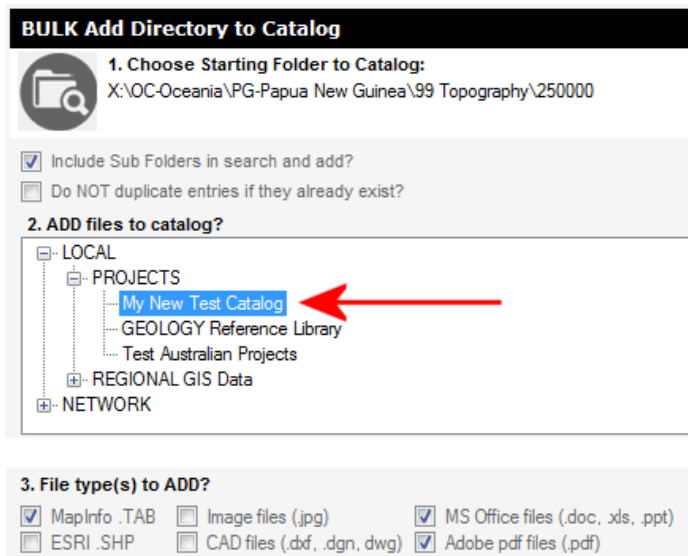


If required, the option to copy and paste a directory path can be achieved, and can be particularly helpful if networks are large in size or network speeds are slow.

3. The option to include Sub Folders or directories in the search to add is automatically set to true, however the option to ignore (don't add) a file reference that already exists in a catalog is not. To set these options, simply untick (or tick) the corresponding check boxes.



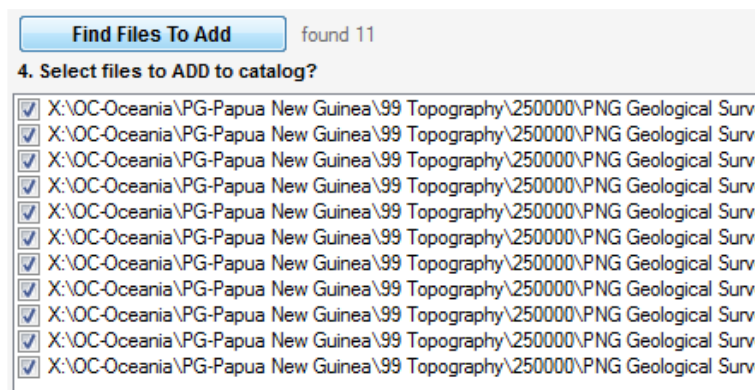
- The next steps are to Choose the catalog the files are to be added to, followed by the type of files to add (Note: MapInfo Professional requires to be open for adding MapInfo .TAB files that are not of Latitude\Longitude projections). Finally, select the **Find Files To Add** button to display a list of the files that are to be added.



- A checkbox list is displayed of all the files found within the primary search directory, and its corresponding sub directories.

By default, all the files are selected (ticked) and will be added. To remove a file to be catalogued, un-tick the file's corresponding reference and it will not be included in the cataloguing process.

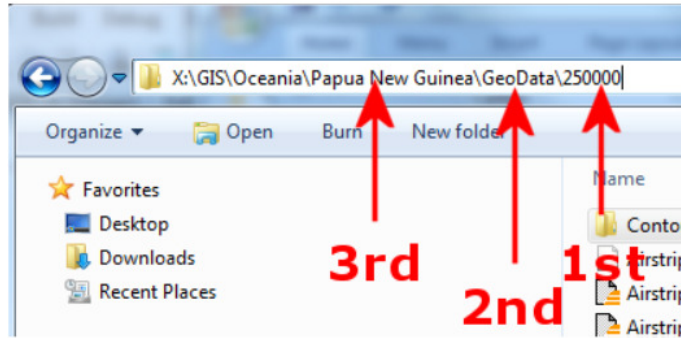
NOTE: It is at this point you can cancel the operation. If you decide to proceed, the files will be added to the nominated catalog and the only method to delete a reference is to individually remove the entry.



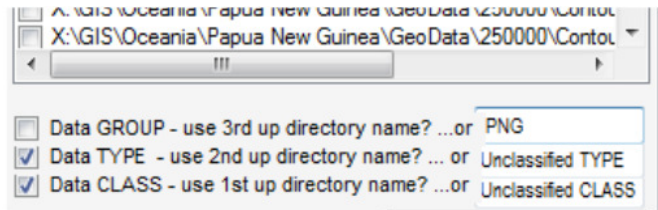
If non spatial files are selected (Microsoft Word documents, Adobe PDF, etc), the spatial extents will be set to the current MAAD2map window extents. These extents need to be set before running this application, and no option is provided to set the extents during this process.

- The next option before adding the files, is to choose the Data Group and file type classifications that will be available via the Catalog Search option.

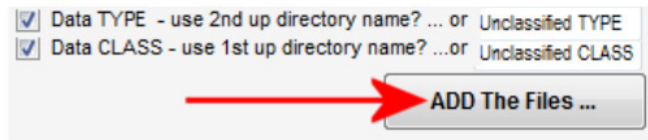
By default, the directory and subdirectory names are used, where the 3rd directory up from the corresponding file location is the Data GROUP, the second is the Data TYPE, and the first is the Data CLASSIFICATION.



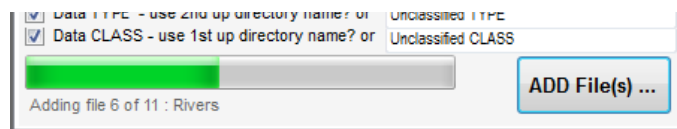
These classifications can be changed by unselecting the corresponding checkbox, and inserting the required classification text.



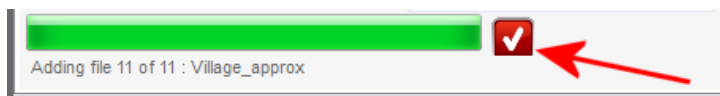
- To ADD the selected files, select the **ADD The Files** button found at the bottom of the panel.



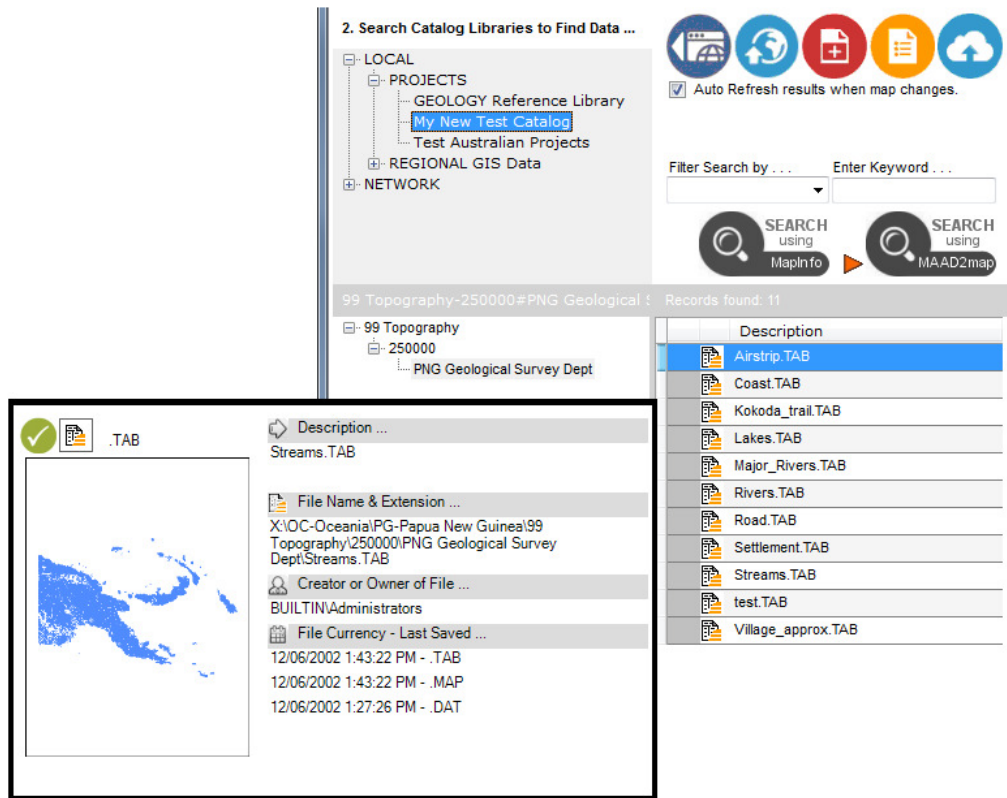
- The progress of the cataloguing procedure is shown at the bottom of the panel.



Please be patient when using this function, as lots of files to catalog can be timely. Please try this function on a small subset before trying on a larger one so you can gauge the time required for this process.



- Once the process is finished (100%), the results can now be viewed under the Catalog Search function.



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