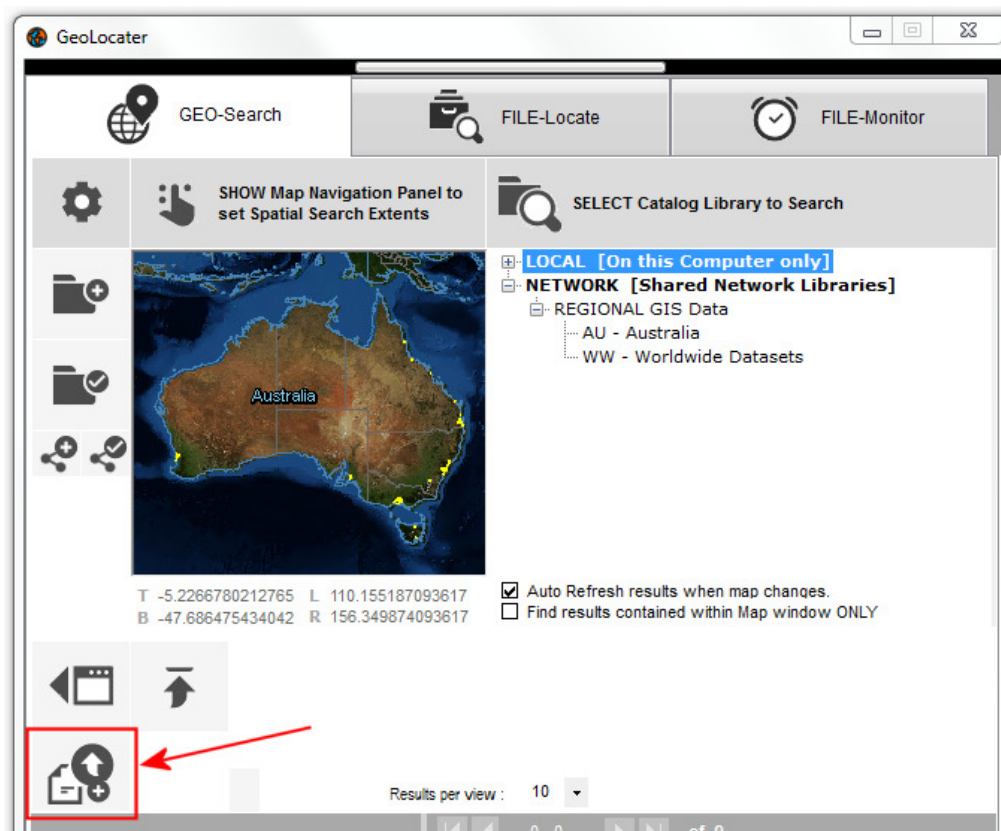


KB3006: How to Add Non-Spatially Referenced Files to a MAAD2GO Catalog Library.

This document outlines the process of how to add non-spatial files to a standard MAAD2GO Catalog Library. A non-spatial file can be a image, an Adobe pdf, a Microsoft Word document, etc. A non-spatial file is different to a spatial file such as a MapInfo TAB or ESRI Shapefile that has the geographic information automatically embedded in the file.

This process uses many of the functionality uses the same steps as described in How to Add Files to a 'Standard' MAAD2GO Catalog Library.

To add non-spatial files to a MAAD2GO Catalog, select the **Add File(s) to a Catalog** button, found on the **Geo-Search** tab.



There are 2 ways to add non-spatial files to a catalog (excluding bulk cataloging);

- By File Drag and Drop,
- Browse and find the file to add,
- *Note: How to bulk catalog files is provided in another document – KB3005.*

1. If the file to be added is a non-spatial file (ie Microsoft Work, PDF, etc) as it is in this case, a reference to a geographical extent that the file requires to be associated with needs to be set.

The geographical extents for any non-spatial file are obtained from the **current extents of the MAAD2map map window.**



The MAAD2map map window extents must be set **before** an attempt is made to add a non-spatial. To find out more about setting the MAAD2map map window extents, refer to **KB2001: Quick Start – Using and Getting to Know the Catalog Search Interface** and the section of **MAAD2map Navigational Controls.**

2. The process used to select files to be added to a Catalog, plus nominate a data classification, refer to steps 1 to 6 in the knowledge base document **KB3004: How to Add Files to a MAAD2gO Catalog Library.**

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