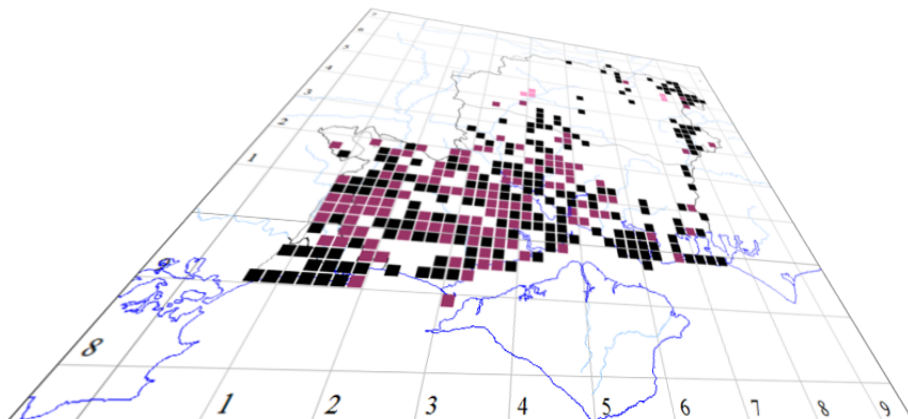# Chapter 1
Installing and Setting Up MapMate

The author of this handbook is pleased to have errors pointed out and to receive suggestions for improvement and other comments.
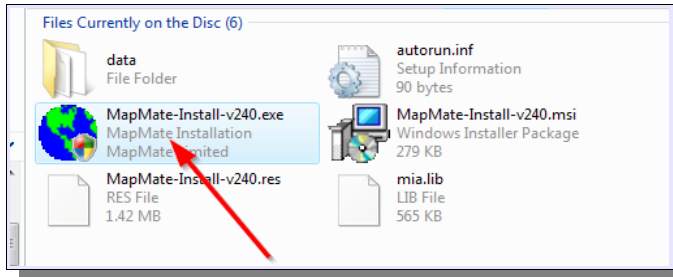
Please send all communications to:
*vc11recorder@hantsplants.net*

Installation

MapMate comes on a single CD, and you should insert this into your CD drive to start installation.

Normally you'll find that the installation process starts automatically; depending on the version of Windows you are running, you may be asked to confirm that the program can be safely run. If installation doesn't start up by itself, you should look for the installer program on the CD and run that manually.
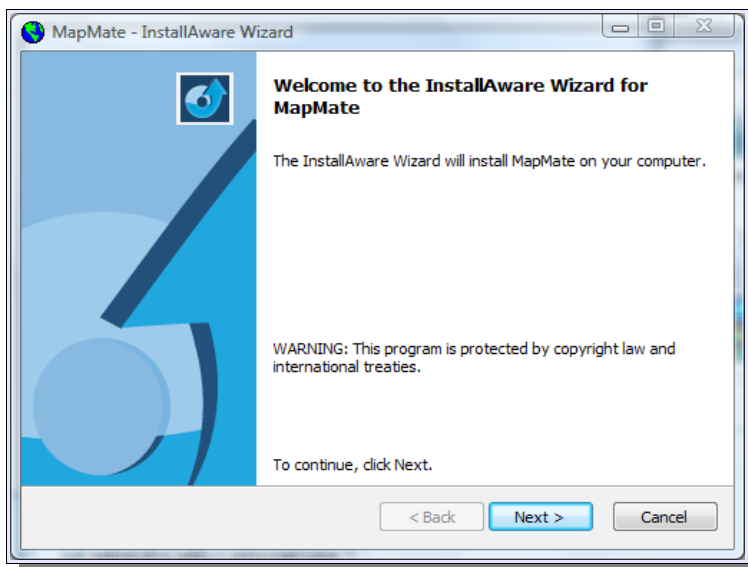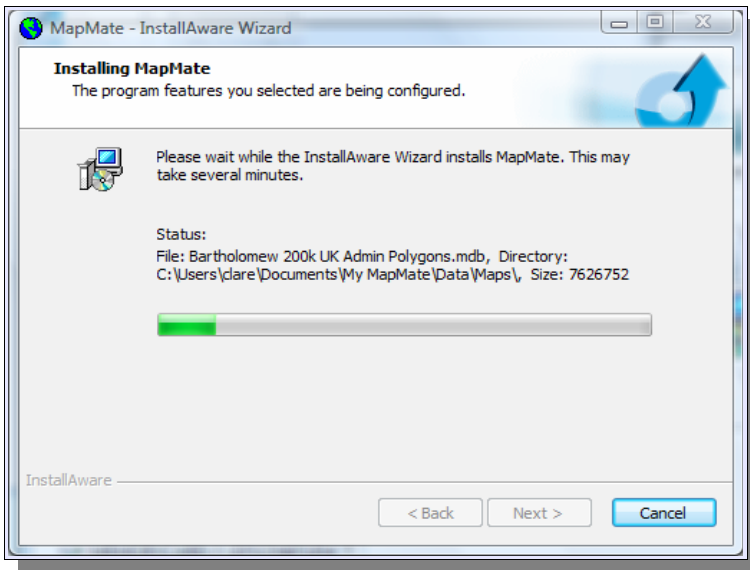

This is the opening screen you should then see. Click on **Next**.
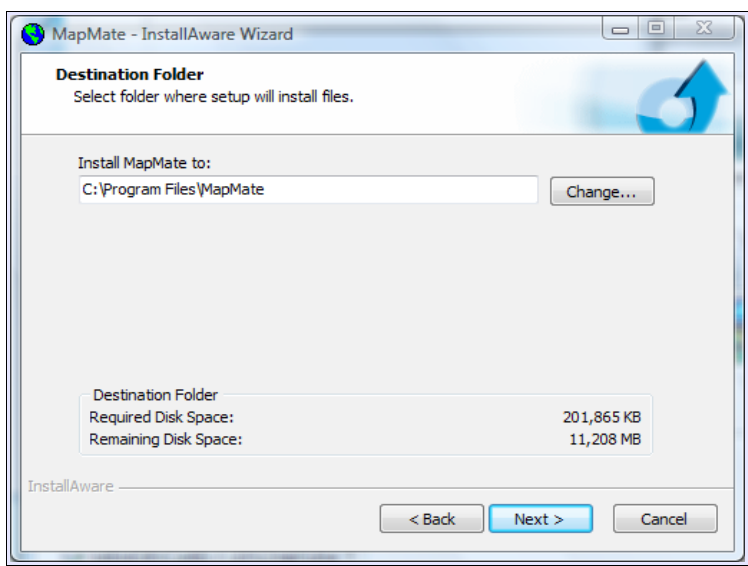

Depending on which version of Windows you are running, you may see a different destination folder name. But you can accept what the installer offers you, and click on **Next** again.
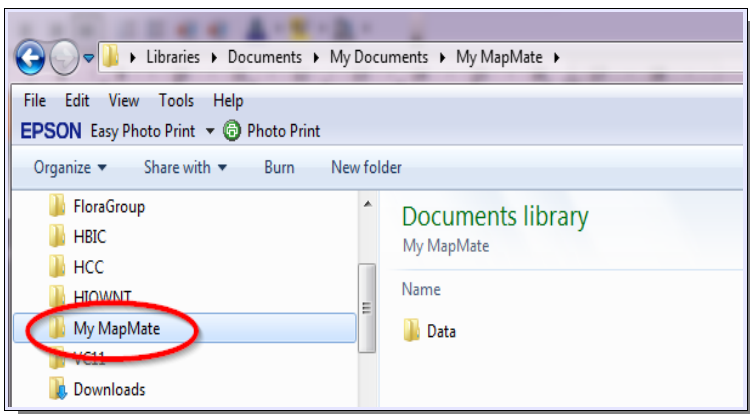
Normally the installation process will take a few minutes. The progress bar is quite "jumpy" and there may be long pauses, but you should eventually see completion and be able to click **Next** again.
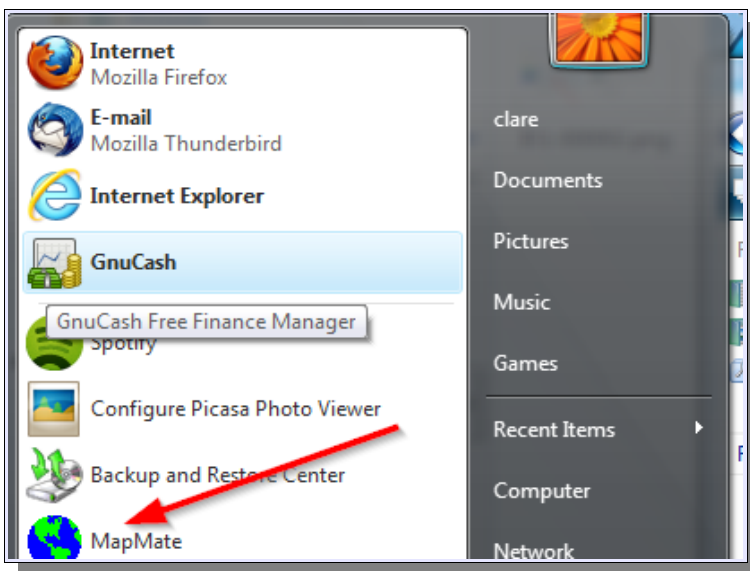
Once you've taken the installation process through its final steps, you will find a MapMate icon installed in your Windows Start menu. And that's it!

On recent versions of Windows, you will also find that you have a new folder under **My Documents** called **My MapMate**. This is where all the data that MapMate uses is stored; that includes the wildlife records you will create. On older versions of Windows, the **Data** folder is a folder in the place where the MapMate software was installed: usually this is **C:\Program Files\MapMate.**

Setting Up MapMate
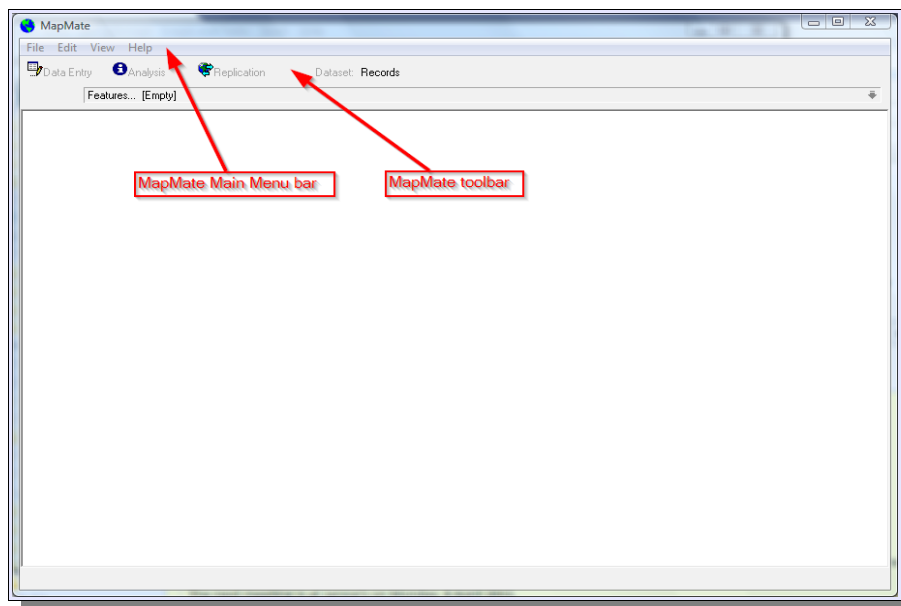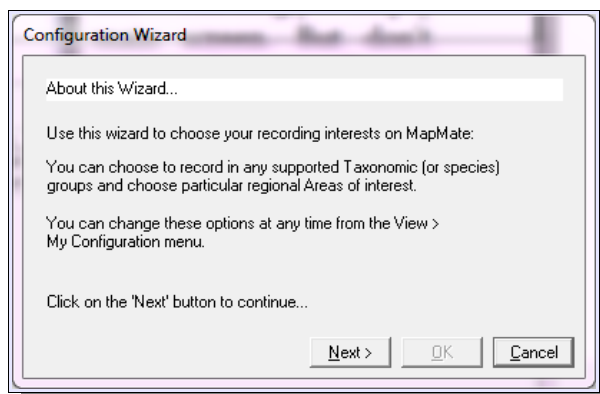

Time now to open the MapMate program and configure it to meet your recording requirements. When you do, you'll see this startlingly empty main screen. But don't worry; this is all you should expect to see at this point. You'll have to wait until Chapter 7 before you can put something more interesting into the MapMate main screen.


When you first run MapMate, you'll automatically be given the chance to declare your interests. This helps to make MapMate more efficient and less cumbersome to use, as you will only see those things that you said you want to see. If you're a botanist only, your plant lists won't be infested by small beetles! If you're not sure which species groups and which parts of the country you'll eventually end up recording in, don't agonise over this for too long. As the screen says, you can always add or remove interests at a later stage.
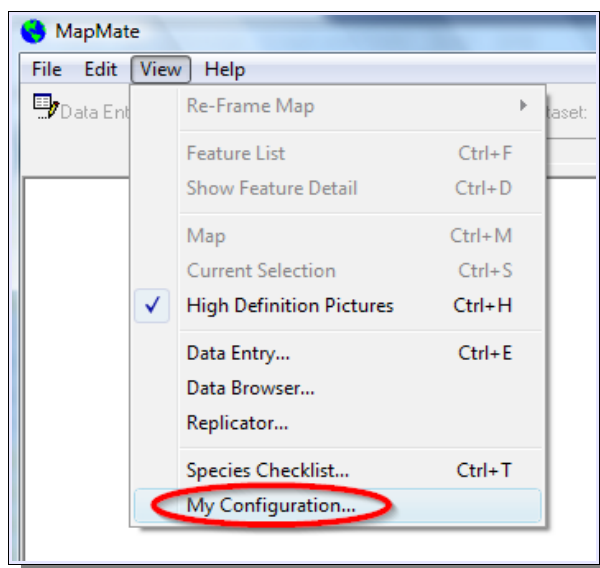
To do this, you make a selection from the MapMate main menu bar. You may also need to do it if you are reinstalling MapMate onto a computer where it was previously installed, as the opening configuration screen may not be displayed automatically.
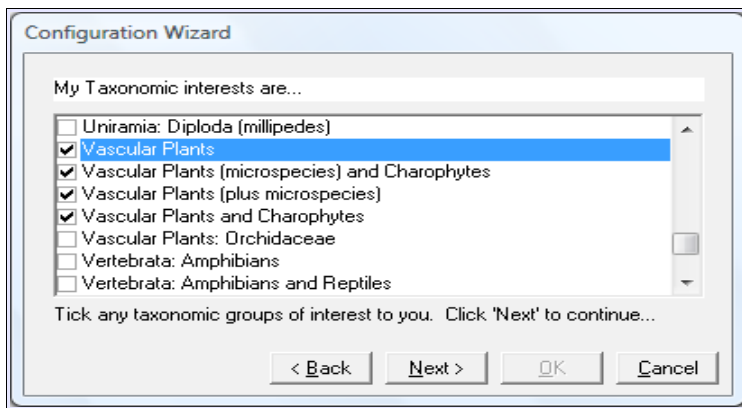
Let's go on with the configuration. The first set of options comprises the species groups that you can record. Scroll down through the list, clicking on the box beside any group you want to record. You'll see that some groups actually overlap. That's not a problem if you choose more than one; it simply allows you to work with different subsets on different occasions.
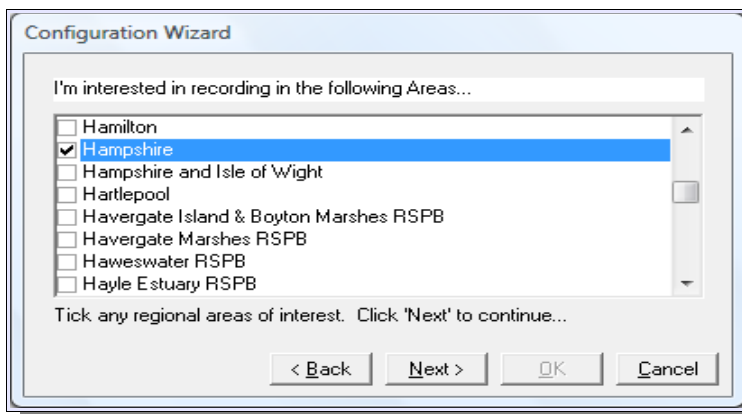
Next, you get to specify the places you will record in. This list is really several lists conflated together. There is a list of local government administrative areas; a list of Watsonian vice-counties; and some special lists that have been developed for organisations such as the RSPB.

If you're recording in a parish or on your local nature reserve, you may be wondering whether you can add your own list of places, and indeed you can. But this is a topic for later in the book.
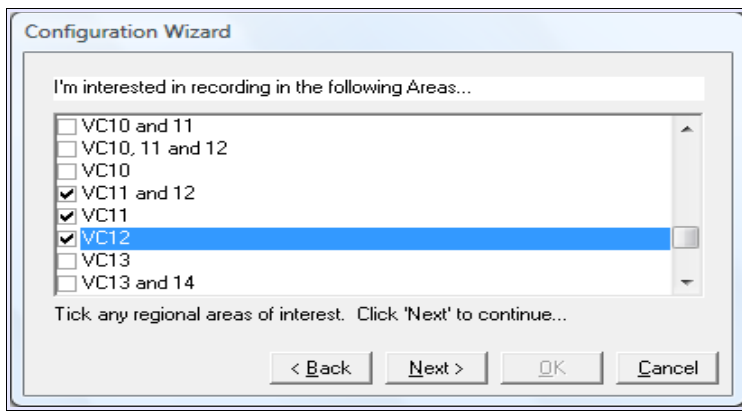
For now, work your way down the list choosing at least one area that embraces your area of interest. The Watsonian vice-counties are bunched up towards the end of the list. Again, you'll see that areas can overlap, and this isn't a problem if you choose more than one.
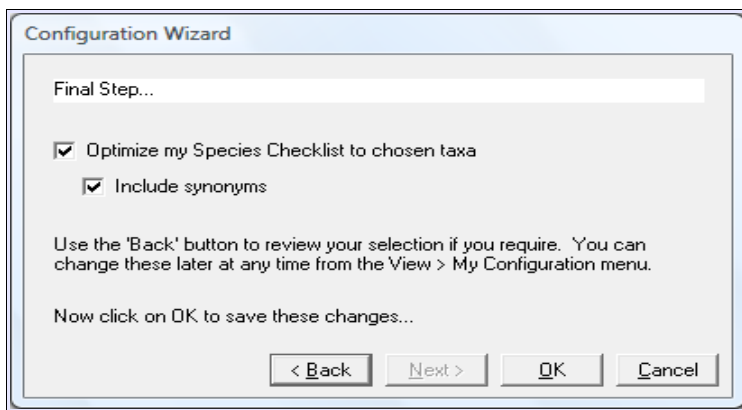
The final step is to tell MapMate how you want your checklist personalised. Ticking the first option means that you won't be able to hop out into a species group you didn't select, while doing normal data entry. And the second means that deprecated names are also included in your list (with a reference to the currently preferred name).

Configuration Wizard

Re-configuration done

Your new configuration is complete. Click on 'Done' to finish.

Done
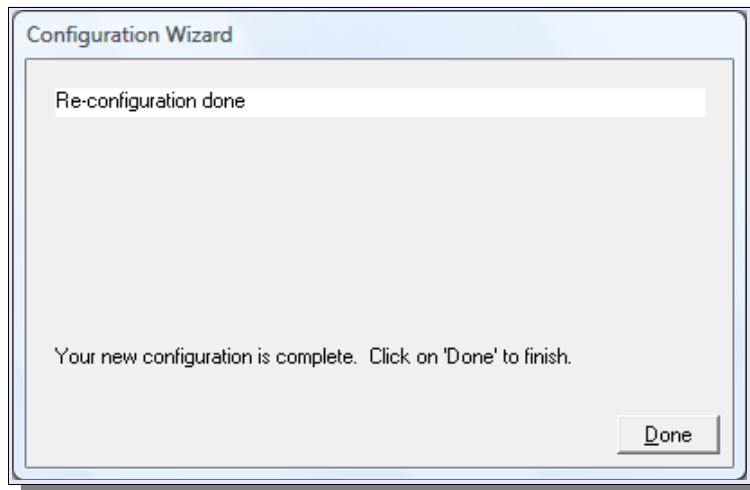
And that's it! You are now ready for MapMate, and for the rest of this handbook. Chapter 2 includes some quite substantial background reading, but if you're not familiar with the way conventional databases are organised, I strongly recommend that you read it carefully. The understanding will make a big contribution to using MapMate efficiently and understanding what happens when you change data. It also introduces you to a "training" data set that you can use instead of your main recording data in order to experiment and learn.

CHAPTER 1 INSTALLING AND SETTING UP MAPMATE

Updating and Reinstalling

Updates to the MapMate package usually come as files delivered over the Internet, and we look at this mechanism in Chapter 10.

On occasions it's necessary or preferable to get a whole new package from MapMate when making a radical upgrade from an earlier version. Sometimes this is posted on the MapMate Web site, and you should then follow the instructions that come with the particular release, as it may require some extra steps. Sometimes MapMate will issue a new release CD and recommend that you obtain that.

New release CDs may come with two different pathways to installation; an updater, and a full installer. Usually the updater is the program that wants to run automatically when you insert the CD, and you will have to look for the installer in a separate folder on the CD; but this may be different in the future, and if you are in any doubt as to what you should be installing, consult the notes accompanying the release or ask MapMate technical support.

Reinstalling MapMate from scratch after a major computer disaster is a complex topic, and there is guidance as to how to proceed in Chapter 6. That will also give you a procedure for migrating existing software to a MapMate re installation on a new computer.