

Quick Start Guide - these simple steps will get you going...

Please Note: When you first run MapMate you will need to choose your recording preferences from the 'Configuration Wizard'. You need to choose any species (or taxonomic) groups of interest plus any regional areas of interest. You can change your configuration at any time from the View > 'My Configuration' menu. Checkout your customised species checklist from the View > 'Species Checklist' menu.

1. Create a New Base Map for your area

Open MapMate

- Choose 'New' > 'Base Map Wizard' from the File menu
- From the county or region list choose *your* home county
- Accept all the default options for now and just click on OK

2. Create a New Atlas

Choose 'New' > 'Atlas Wizard' from the File menu

- From the first list, choose the Taxonomic grouping you require (e.g. Lepidoptera: Macro-Moths etc)
- From the next list, choose *your* home county
- From the Base Map list choose the Base Map you just created (click on the preview button to choose this)
- Choose mapping precision, symbol and size of say: 2km, dot, 1600 (m)
- Click on OK

You will be asked '..Include species not yet recorded...' answer Yes (note: Once you have lots of data in the database then you would generally answer No)

Once the Atlas is open you can:

- Open the Feature List (click on the drop arrow at the right)
- Choose a species to map from the list provided by clicking in the 'tick' column on the left by the species you wish to see...its as easy as that!

Note that as you don't have any records in the system yet there won't be any dots on your map yet! As soon as you start entering records then dots will appear on the maps!

3. Data Entry - Enter Your Home Site

- Click on 'Data Entry' below the main menus (or press Ctrl+D)
- Click on the caption by the 'Site' entry field and choose 'Add a New Site' from the menu

A site entry form will appear, enter:

A name for your site – e.g. Stoke Sub Hamdon

(**Note:** you must press the enter key after typing each field – worth looking at Help > 'Help with Data Entry' > 'Data Entry Basics' and 'Top 10 Tips')

- Type in your Grid Reference and press Enter.

If you now press Enter key whilst in the Vice County (VC) or Admin Area fields, MapMate will try to fill in these from your grid reference. If the grid reference cannot be exactly resolved then a few possible options will be shown – either choose one of these or press F2 to list all possible items.

Choose a Habitat (again you can press F2 for a list) and enter a description if you wish.

- Click on the Save button, then the Close button

4. Enter 'You' as a Recorder

Now you can enter yourself as a Recorder on the system.

Again, from the Data Entry form click on the caption by the 'Recorder' field, choose 'Add a New Recorder' Enter your details (for location type in the name of your home site entered above – just the first few letters will usually do! – or press F2 and choose from the list). Click on the Save button, then the Close button.

5. Enter a Reference for your own records.

This is a new concept for many recorders – it is merely a reference back to the original source of data. For unpublished sources (e.g. our note books and diaries) just enter a title like 'Unpublished Records of Lepidoptera from St. Peters, Guernsey, 2003'

- To add your new reference: again, from the Data Entry form click on the caption beside 'Reference' and choose 'Add a New Reference'.
- Enter your data then Save and Close.

Note that you can create a 'general' reference for your notebooks etc for each year and repeatedly use this.

6. Define your Default Recording Preferences

It is very useful to tell the program what your 'favourite' recording defaults are. To do this:

- From the Data Entry form choose 'Properties' from the Records menu.
- Click on the 'Defaults' tab.
- Choose say 'Lepidoptera' and 'Channel Islands' from the lists provided
- Click on the 'Save Favourites' button
- Click on the OK button.

Each time you open MapMate now and go straight to Data Entry, your favourite defaults will be used.

Do look at the 'Help on Data Entry' > 'Basics' and 'Top 10 Tip's'. The most common issue for new users is having to press the enter key after typing in each field! **Do** press F1 in the 'Quantity' field and read the help!!!

7. Save your home or favourite site 'Common Settings'

This allows you to quickly fill in fields that are always common to your home trap or favourite recording site! From the Data Entry form:

- Enter fields for Site, Recorder, Determiner (which would normally be you also!), Method and Reference (and Enter a blank Comment if you wish). All these fields would be the same throughout the year!
- Choose 'Save Common Settings' from the Records menu

Now, each time you open the Data Entry form you can 'Get Common Settings' or do a Ctrl+G to fill in these values before you start recording.

If you next enter the Date field and follow this with a Ctrl+L (or 'Lock All Valid Fields' from the Fields menu) these entries will say up while you just enter the Species, and Quantity. This technique allows you to very rapidly enter your species list. Tip: You can enter 'now' (for today), or 'o/n' for overnight or 'yesterday' as well as conventional dates!

You are now ready to enter any number of records from your home site! Obviously you can enter other sites and record from these as you wish.

Big Tip: Also included is a sample Dataset of some Somerset micro-moths for you to try out. Click on 'Records' beside 'Dataset' in the toolbar and choose 'Sample – Pyralids in Somerset'. Now choose File > Open and you will see the sample maps listed. Open the 'Somerset Pyralidae 2km Atlas'. When the map is open, draw a rectangle around some of the dots with your mouse (left button down) then choose 'Trace' from the pop up menu. All data behind the 'dots' will be listed. Select any record from the list and click on the 'Show Record' button in the Browser toolbar and you will see the original record card. This shows how all data is designed to interrelate in MapMate. 'Records' is *your* Dataset and is completely empty at installation.

MapMate Development and Test Team.