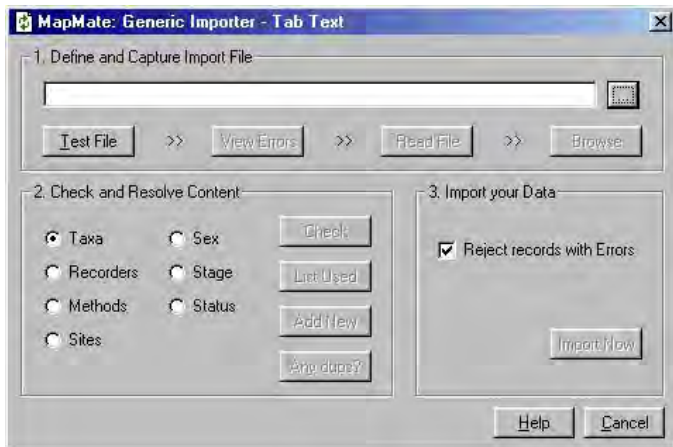

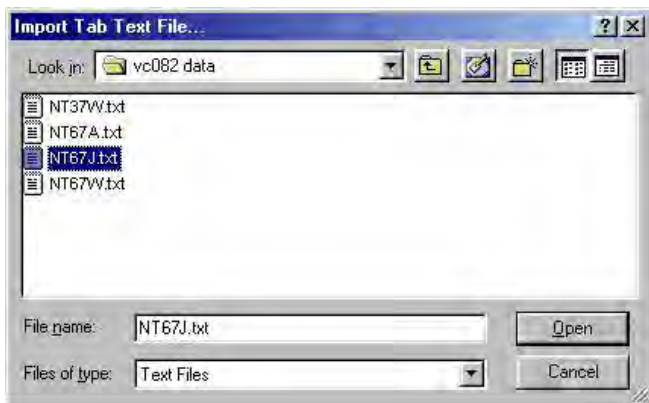



Procedure for importing data from tab-text files

1. From the 'File' menu on the main screen, select 'Import' > 'Data from Tab Text Files'.




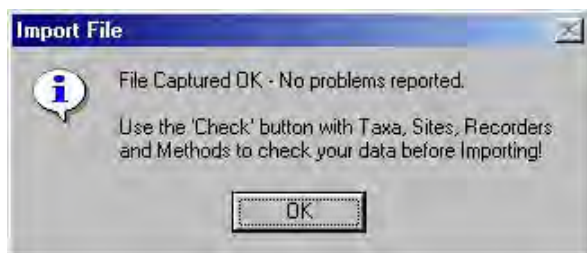
2. Click the  button. Browse to select the file you wish to import from then click 'Open'.



3. Click . You should see the message 'File tested OK' at the bottom of the dialog box.


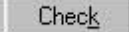
[If not, you will need to click 'View Errors' to see what is wrong and then go back and edit the tab-text file.]

4. Click . You should see the message box:



Click 'OK'.

[If not, you will need to go back and edit the tab-text file.]

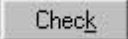

5. Select the 'Taxa' radio button  and click .

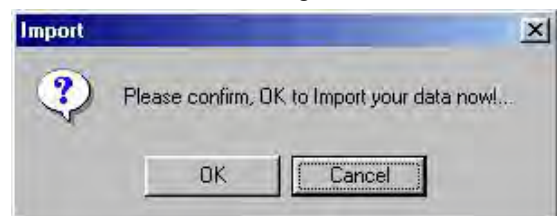
You should see the message box:

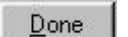


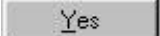
Click 'OK'

[If not, you will see a datasheet listing the taxa not found in the MapMate database. *You cannot enter new taxa, however, problems here are far more likely to be differences in the arrangement or punctuation of the name or simply spelling mistakes. Check the problem taxa against the list in MapMate using 'Browse Tables' > 'Browse Taxa' in Analysis. If there is a taxon missing from the MapMate list, please notify Bob Ellis or MapMate support]*

6. You can check the other columns (Recorders, Methods, Sites etc) by selecting the relevant radio button and clicking . Items new to MapMate will be listed.
7. When you are happy that the data is as you wish to see it, click . Then click 'OK' on the confirmation message box.



8. When the process is complete (this might take a some time if it's a large file), click .

9. Finally, click  on the message box:

