

How to move MapMate from an old computer to a NEW Windows 10 PC –

Firstly, save a copy of your entire My MapMate folder in Documents on your OLD computer onto a pen drive.

If you still have the original MapMate Installation CD that BSBI recorders were issued many years ago – don't use it! Follow these instructions instead: -

1. Download the latest installation file (MapMate-Install-v240.exe) from www.mapmate.co.uk/alex.
2. After installing BUT before running MapMate for the first time:
 - Navigate to C:\Program Files (x 86)\MapMate and Right click on the MapMate application and then "Send to..." and select *Desktop (create shortcut)*.
 - Navigate to your desktop and right click on the new MapMate icon and select *Properties*.
 - Select the Properties' *Shortcut* tab, then click the *Advanced...* button, and tick the box that says "Run as administrator".
 - Then select the Properties' *Compatibility* tab, and tick the box that says "Run this program in compatibility mode for:" and use the down arrow to select "Windows XP (Service Pack 3)" then click "Apply" and "OK".
 - Then, with MapMate still closed, delete the newly installed My MapMate folder in your new computer's Documents folder and replace it entirely with the copy of the My MapMate folder from your old computer.
3. When MapMate is set to run as administrator, every time you open MapMate on your new PC a User Account Control window should pop-up and you will be asked "Do you want to allow this app from an unknown publisher to make changes to your computer? MapMate.exe". Always click "Yes".
4. So open MapMate now. When it first runs it will ask you for your CUK and serial number. These details will be printed on a label of your original MapMate CD. If you can't find the CD get in touch with us.
5. MapMate will now automatically launch the My configuration procedure which allows you to set your recording preferences. Select *Vascular plants (microspecies) and charophytes (only)* and the VC(s) that you record in (I find it useful to select all bordering VCs as well, as it helps to see records that accidentally end up on the wrong side of the VC boundary). Finally, select "Optimise my Species Checklist to chosen taxa" and "Include synonyms" if they aren't already selected and OK.
6. Login to [MapMate's User Zone](#) and check if your MapMate installation needs any patches. To do that, scroll down and look for any patches for *Vascular Plants* or *Various - all users* that are marked as 'Required'.
7. Following the instructions on the User Zone page, download, save and synchronise those patches. When you refresh the User Zone webpage they should then be marked as 'Verified'.

8. After every patching session, you need to go through the View > My Configuration procedure and make sure only those species groups and area boxes you had previously ticked are still ticked and no others.

Final Checks

- Check you can see all your data using Analysis functions¹
- Check your species distribution maps display correctly² and
- Check that you can synch via the MapMate webserver successfully³.

Final Step to back-up your new MapMate installation

- Close MapMate and copy the entire My MapMate folder in your NEW PC's Documents onto a pen drive as backup.
- Repeat after every data entry session.

November 2019,
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¹ See separate advice on BSBI's MapMate Support website to resolve any difficulties in getting the Analysis tree to display correctly without causing MapMate to crash.

² If your Atlases are much smaller on your new PC then close MapMate, right click the MapMate desktop shortcut, select Properties, the *Compatibility* tab and then click the *Change high DPI settings* button. Finally tick the box saying "Override high DPI scaling behaviour. Scaling performed by:", "Application" and OK and then OK again.

³ You may need to alter your Firewall settings to permit MapMate synch files. You will know when a synch has been successfully received as you ought to get an acknowledgement email via the MapMate webserver.