MapInfo Professional Workgroup Installation Guide

May 11, 2008

MapInfo Professional is a desktop application that places user data on a map to simplify business analysis for data with a spatial component. This guide will assist you in setting up a MapInfo Professional network share workgroup that allows users to share application data resources (such as coordinate system information and templates). Sharing these resources can unify the look of users maps and provide consistency in their data.

We have devised a two step installation process so that you can choose to have your users

- install MapInfo Professional from a network location, or
- install MapInfo Professional from a CD you create for their use

For an additional overview of the two step installation process itself, see **Understanding the Workgroup Installation Process** below. If you just want to get started, go to **Beginning a Workgroup Installation (System Administrators)**.

If you have any questions or difficulty with this process, please refer to the MapInfo Professional *User Guide* to determine the appropriate Pitney Bowes MapInfo resource to call.

Table of Contents

Understanding the Workgroup Installation Process

In the past, System Administrators installed MapInfo Professional program files in a network location and gave users access to these files via a shortcut. This was known as a "Network" installation.

System Administrators have asked us for an installation process that enables them to store commonly used files in a shared, central location to accommodate Vista requirements. This "Workgroup" installation allows users to retrieve the Application Data Files (such as the MAPINFOW.PRJ file and custom symbols) from a shared, network location but install the program locally. Using this model, all users can share coordinate system settings, templates, and custom symbols.

There are two steps to this Workgroup installation process:

1. **System Administrators** create a shared location for the application data files and create a method for users to install MapInfo Professional on their own computers.
2. **Users** install the application on their computers, pointing to the shared location for their Application Data Files.

Pitney Bowes
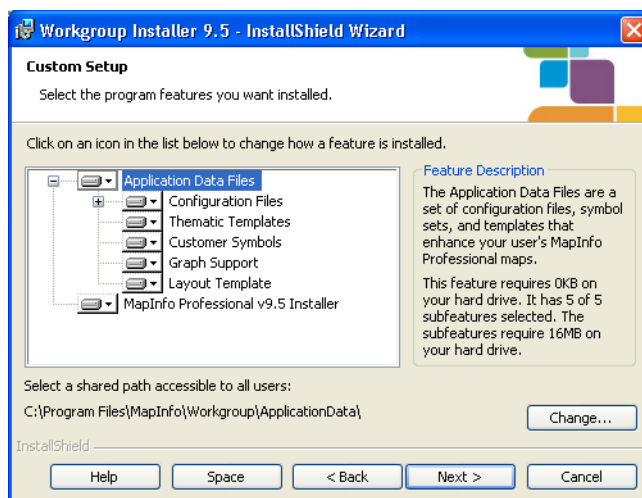MapInfo

What are the Application Data Files?

Application Data Files are user files that affect the look and basic settings of your MapInfo maps. Specifically:

- Configuration files:
  - MAPINFOW.ABB (The abbreviations file)
  - MAPINFOW.CLR (The colors file)
  - MAPINFOW.FNT (The fonts file)
  - MAPINFOW.MNU (The menu file)
  - MAPINFOW.PEN (The pen file)
  - MAPINFOW.PRJ (The projections file)
  - WFS and WMS server lists
- Thematic Templates
- Custom Symbols
- Graph Support
- Layout Templates

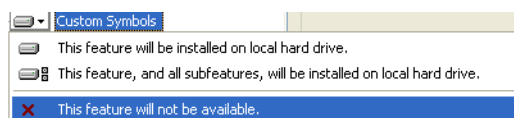# Beginning a Workgroup Installation (System Administrators)

To prepare for a Workgroup installation:

1. Inset the installation CD, click **Install Products** > **MapInfo Professional** > **MapInfo Professional Workgroup**. The Workgroup Install dialog box displays.
2. Click **Install MapInfo Workgroup**. At the Welcome dialog box, click **Next**.
3. In the License Agreement dialog box, click **I agree** and click **Next**. The Custom Setup dialog box displays.
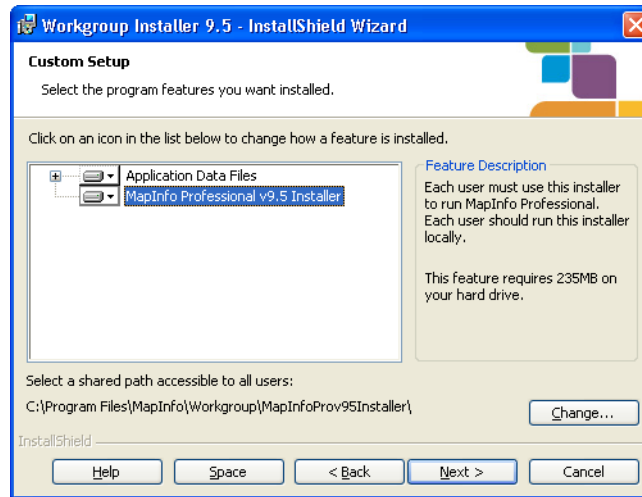

    Note: All Application Data Files are selected by default.

4. To prevent file sharing of one or more of these file types, click the drop-down arrow beside the file type and select **This feature will not be available** from the list.

    Note When you choose not to install file(s) to the shared location, MapInfo Professional uses the local copy of these file(s) instead.

5. Highlight the **Application Data Files** entry and click **Change**. The Change Current Destination Folder displays. Navigate to the the shared location for storing these files and click **OK**.

    Make sure that this shared location is accessible by all users who need these files. Users will need read/write access to add new templates and other custom symbols to share.

    > **Note**   When users install MapInfo Professional, these same Application Data Files are also stored locally. This allows them to access these files when the shared folder is unavailable. For more details, see **Completing a Workgroup Installation (MapInfo Professional Users) on page 4**.

6. Highlight the **MapInfo Professional v9.5 Installer** entry and click **Change** to display the Change Current Destination Folder dialog box.

    Do one of the following:

    - *If you want your users to install MapInfo Professional from a CD you create*:
      select a local destination folder and click **OK**. This installer then copies the MapInfo Professional installation files to the local destination folder you selected. At the end of this process, you can create installation CDs for each user from the installation files copied to this local folder. You can then distribute these CDs to each user so they can begin their MapInfo Professional installation.

    - *If you want your users to install MapInfo Professional from a central network location*:
      select a network location folder and click **OK**. This installer then copies the MapInfo Professional installation files to the network location folder you selected. At the end of this process, notify each user of this network destination folder so they can begin their MapInfo Professional installation.

    The Custom Setup dialog box displays.

7. Click **Next** to display the Ready to Install the program dialog box. Click **Install**.

8. At the end of this process, the Installshield Wizard Completed dialog box displays. Click **Finish**.

9. Finally, do one of the following:

    - If you saved the installation files locally, create one MapInfo Professional installation CD for each user from the contents of the local folder. Make sure you copy the mode.xml file along with the other installation files in that directory.

    - If you saved the installation files on the network, notify each user of that network location so they can install MapInfo Professional locally.

During this process, you created a MODE.XML file that contains the shared location you set for the Application Data Files. When the user opens MapInfo Professional for the first time, the path to the shared location is copied from the XML file to the user's computer registry. If you need to change the network location of these files, follow the instructions in **Changing the Shared Location after Installation on page 5**.

> **Note:** IMPORTANT: If your users ask you about the product serial numbers, you can find them on the outside of the MapInfo Professional box. Serial numbers are also in a letter inside the box, if you need to store them.

The Application Data Files are also stored locally for use when the shared folder is unavailable. The next section describes this in more detail.

Completing a Workgroup Installation (MapInfo Professional Users)

To complete the workgroup installation,do one of the following:

- If your system administrator has given you a CD or DVD for installaiton, place this media in the appropriate computer drive and follow the **MapInfo Professional Installer** instructions.
- If your system administrator has placed the MapInfo Professional installer in a network location, navigate to that location and follow the **MapInfo Professional Installer** instructions.

Understanding your Workgroup Installation

When you install MapInfo Professional as part of a workgroup, you share commonly used files with the other users in your organization. Workgroups use the same configuration, template, and custom symbol files without having to copy them manually. This method supports each workgroup member in creating more consistent maps.

As part of your application's installation process, the MapInfo Professional installer creates a local copy of these Application Data Files for your use when the shared location is not available. This is very important.

- *If the shared location of your Application Data Files is available,*
  MapInfo Professional saves your template, symbol, and configuration work to the shared location.
- *If the shared location of your Application Data Files is not available,*
  MapInfo Professional saves your template, symbol, and configuration work to your local copy of these files.

Note   If the shared location is not available when you open MapInfo Professional for the first time, an error displays explaining that the application will use the local Application Data Files. You can use the instructions in **Changing the Shared Location after Installation** to select a new shared location, if necessary.

Since typically you will access the shared location, this will not be an issue. But if you change any of the Application Data Files locally and the shared location becomes available, we recommend you copy your work to the shared location. This will ensure that your files are available when you and your co-workers need them.

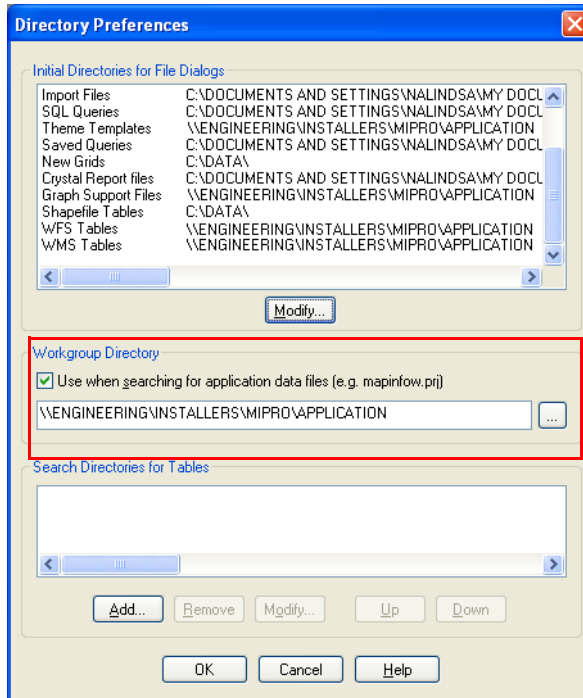### A Note About Graph and Theme Template Files

The search for graph and theme template files is dependent upon the folder setting in the Directory Preferences dialog box. If these preferences do not exist in the network location, the application searches for files locally.

Changing the Shared Location after Installation

To change the shared location for these files after installation, use the Directory Preferences dialog box. Each user in the Workgroup needs to follow this procedure to maintain these shared files.

To change the application data file location for a Workgroup user:

1. Choose **Options > Preferences > Directories** to display the Directory Preferences dialog box.

The shared location displays in the Workgroup Directory field.

2. You can reset the Workgroup folder in one of these ways:

- *To set a new shared location,* enter a new path in the field provided or click [...] to select a new shared path.
- *To use local files only*, clear the **Use when searching for application data files** check box.

    Note   You can use named drives or UNC paths in the Workgroup Directory field.

3. Click **OK** to confirm your change. The application saves this new path to your registry. Each time you open MapInfo Professional after this, the application uses this new path to access the Application Data Files.