

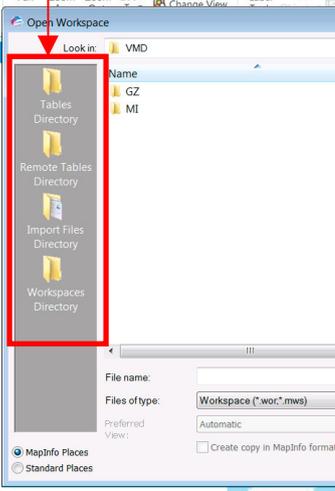
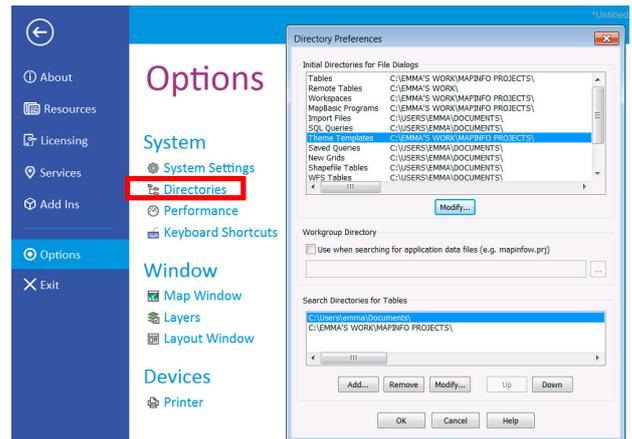
# This Week's Wisdom:

## Drives & Directories

Here's five ways to work smarter by utilising MapInfo Pro's Directory Preferences!

### 1. Setting up Directory Preferences

Fed up of clicking through all your folders every time you open a map? You can speed up your MapInfo tasks by navigating straight to your data folder when you want to open a table. To set this up, go to PRO > Options > Directories and click Modify before choosing a folder for each of the file types. The four rows 'Table', 'Remote Tables', 'Workspaces' and 'Import Files' will alter the four shortcut buttons on the left hand side of the Open dialog box. (see below). The other rows alter the default Directory displayed when the Open dialog loads ie, clicking Open Program will take you to the default MapBasic directory preference. This is similar to the Quick Access bar in Windows Explorer (Windows 10).

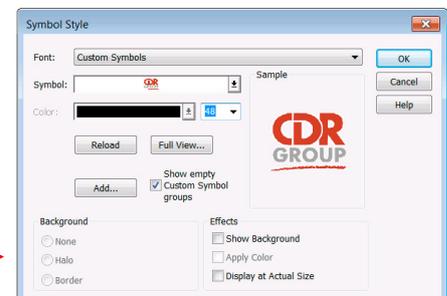


### 2. Theme Templates

You can setup an alternative directory for theme templates if you prefer to work with a set of preloaded company thematic colours. This option can again be found from the Directory Preferences. Templates can also be added to the default folder located: *C:\Users\username\AppData\Roaming\MapInfo\MapInfo\Professional\versionnumber\ThmTmpl*

### 3. Creating Custom Symbols

Custom Symbols have to be added manually, either by placing the symbols within *C:\Users\emma\AppData\Roaming\MapInfo\MapInfo\Professional\1700\CUSTSYMB* or going to Point Style, picking Custom Symbol from the Font dropdown and then clicking Add.



### 4. Workgroup Directory

System administrators can create a shared folder containing custom theme templates and symbols as well as other shared data files. This is setup during installation via the Workgroup Installation section of the Directory Preferences. Detailed instructions can be found in the MapInfo Install Guide.

### 5. Drives and the Search Directory

When setting up workspaces for multiple users to tap into across a network, make sure to use the full drive name for each table. (An F:\ drive on one persons machine might be setup as the G:\ drive on another!) To check this, open the .WOR file in a text editor.

```
!workspace
!version 950
!charset WindowsLatin1
Open Table "C:\CDR\Data\TWW-Data" As TWW Interactive
```

*If using drives across a network, make sure to change this bit to the full drive name (not just the drive letter!)*

The Search Directory is the last section of the Directory Preferences dialog box. Add your data folders here. If your shared files are moved, MapInfo will automatically search these locations first before displaying a popup saying 'File Not Found'.