Your Promap support guide

USER GUIDE

Promap®

It's all in the detail

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Welcome to Promap

Welcome to Promap

Promap gives you instant, online access to nine different layers of large and small scale digital maps. Promap also supplies Historical mapping, Aerial photography, Promap IQ , Environmental Reports, Flood Reports and Utilities Reports and the ability to export a variety of datasets such as height data, local plan data, 3D models and many more.

Promap uses the power of Windows and the convenience of the Internet to provide you with a powerful, flexible tool for locating, measuring, customising, printing and exporting maps and aerial photographs. Printing high quality maps of anywhere in Britain requires no more than a standard desktop pc with an Internet connection and a printer. Multiple users can access Promap at the same time within an organisation and access each other's mapping to work together efficiently and quickly.

We have included step-by-step instructions on how to produce your mapping for all your business needs from accessing Promap to producing your finished map. It also includes instructions on how to access aerial photography from the UK's three leading suppliers, planning information through Promap IQ, contaminated land information with Enviroscreen and Sitecheck, flood information, utilities information and how to export a wide range of datasets through Promap Export.

Note to new Promap Users

If this is the first time you have used Promap, have a look at the Contents pages to get an idea of what the program can do.

Who supplies our maps

Promap provides eight layers of mapping ranging from the large scale overview of the **Great Britain** map to the detailed information on the **OS Detail** map. We also provide aerial photographs.

We use different suppliers to provide you with these maps. The suppliers and what they provide are listed below.

Map supplier	Description
Ordnance Survey Licensed Partner	Ordnance Survey supplies the OS Detail (Mastermap), Street Plus (1:10,000), Street (1:20,000), Explorer (1:25,000) and Town (1:50,000) mapping layers. You can print all of these layers from A4 to A0.
UKMap Mapping your way	UKMap supplies the UKMap detail layer. This layer can be printed from A4 to A0.
Collins Bartholomew	Collins Bartholomew supplies the Road Atlas (1:200,000) and Great Britain (1:5,000,000) mapping layers. You can print all of these layers from A4 to A0.
Landmark Information Group	Landmark Information Group supplies Historical maps of various dates and scales. These are optimised to be printed on A3 paper.
getmapping	Getmapping supplies the current 25cm resolution aerial photographs used in the seamless aerial layer and 12.5 cm resolution aerial photographs for specified locations.
GeoPerspectives	12.5cm resolution aerial photographs for any specified location is supplied

Map supplier	Description
	by GeoPerspectives.
Cities Revealed	Cities Revealed supplies 12.5cm resolution aerial photographs as well as historical aerial photography from the RAF, USAAF and Luftwaffe.
BlomURBEX	Blom supplies high resolution, 10cm oblique imagery, covering all of Great Britain's major urban areas, with populations over 50,000.
INTERMAP	Intermap supplies NEXTMap 5m DSM and DTM height data.

0See also

Types of map layers available 24

How we invoice you

At the end of every month we email you an invoice listing all the users within your organisation and the amounts they have spent. Electronic invoices and statements will be provided securely in pdf and spreadsheet format making them more flexible for your needs and because they are delivered straight to your inbox, this reduces the amount of time it takes to reach you. You will also be helping us to save over 300,000 pieces of paper per year and reduce our carbon footprint.

If you would prefer to receive paper invoices please call customer services: 0844 844 9960

Each user can spend as much as they want on the system unless the Promap administrator in your company chooses to restrict their spend. Please see To change usage restrictions 188 for further information about restricting access.

Each individual user has access to four different accounting files to keep track of their expenditure. These accounting files allow you to account accurately for the work users have done on different projects or for different clients.

There are more detailed expenditure reports available to the administrator for Promap. All the accounting records can be exported to a spreadsheet or accounting applications. Many of our clients use this facility to pass their Promap charges on to their clients.

Invoicing for Sitecheck, Utilities and Flood reports

Any orders for these reports will not be included on your monthly Promap invoice. A separate invoice will be issued for each report ordered.

See also

Viewing users' expenditure 193

What's new in Promap?

UKMap detail layer

UKMap is a brand new, free to view, highly detailed and feature rich mapping layer. Based on 1:1,000 scale topographic mapping, UKMap accurately locates buildings, garages, property boundaries, roads, trees and a multitude of other features. It comprises of addresses and a retail database including above ground usage as well as providing aerial photography. The feature rich mapping layer has been structured for use in a wide range of applications and is aimed at being the mapping solution of the future. UKMap is the first competitive product to Ordnance Survey Mastermap.

UKMap's topographic features have been digitised at 1:250 scale using high resolution stereo othorecified aerial photography scans from Cities Revealed through The GeoInformation Group.

The aerial photos were orthorectified using a GPS and a detailed terrain model from Cities Revealed LiDAR database. This gave an accurate aerial photo database from which the mapping could be digitised. All features that could be seen in the photo were then digitised, such as fences, buildings, road markings, trees, bridges etc. These were digitised with the most up to date digitising tools to ensure parallel lines, right angels corners and splines for curves were created accurately. This all makes for a neater, more accurate and cartographically sound map base.

The digitised maps were then sent out to a team of dedicated field surveyors who then walked every street, park and industrial estate; in fact everywhere with public access in order to collect the content of the mapping. This content included the collation of house numbers, street names, shop names, locality information, office names etc. Over 30 people were involved in collecting fieldwork data in London during the 15 months it took to complete a street by street survey and completed some 60,000 pieces of paper. The data was originally annotated onto a paper base as it was deemed the quickest way to collate such information, and then digitised to form the UKMap mapping layer.

The launch of UKMap initially sees data covering the main areas of London, however, the UKMap programme is due to continue with a 3 year completion plan. Ultimately UKMap aims to deliver 568 town cities and urban areas across the UK, covering 24,000 sq km and 55% of the UK population.

For Promap customers, having up to date mapping data is crucial. As a

registered ‘change partner’, Promap will feedback any changes from customers which will be included in quarterly updates received from UKMap. On an annual basis Promap will receive an update regarding the High Street and Points of Interest Information.

Every 3 years UKMap plans to re-fly all areas. In the case of London, the plan is every two years, but this is subject to weather and air traffic restrictions. Once a complete re-fly has been carried out a full review of the UKMap database will be undertaken and changes will be identified e.g. recent conservatories, extensions, new garden sheds, cycle lanes or roundabouts etc.

Promap Birds Eye imagery

Promap now offers high resolution, 10cm oblique imagery, covering all of Great Britain’s major urban areas, with populations over 50,000.

Oblique imagery goes one step further than traditional vertical imagery, with images taken from all four angels of the compass, North, South, East and West. The complete set of images provide an overall image of all features within the natural and built environment. The versatility of the imagery enables a powerful and intelligent desktop analysis, saving the costs of site visits and provides the wow factor in presentations and reports.

The oblique imagery displayer allows the different perspectives to be viewed. By using the imagery users are able to assess the size, shape, design, construction and surrounding environment of any building or feature whilst the different vantage points allow more detailed infrastructure information to be assembled including shop frontages, bus stops and telephone boxes.

3D Models

3D models, provided by Zmapping through Promap, offer breathtaking models of UK towns and cities at the greatest level of detail and accuracy in order to give a real life representation of a site or project. The quick and cost effective models of urban and rural areas in a range of digital formats prove a valuable resource for strategic planning and urban design.

All models are created with separate layers for walls, roofs, streets, ground, water, trees etc making them extremely easy to work with. Buildings can be easily removed or switched off in order to place in your own buildings and are ready to be textured using vertical and oblique aerials or street level photographs.

Promap Export

Promap now offers a comprehensive list of GIS/CAD ready datasets.

Data is downloaded via the familiar export process which has been improved to offer multiple datasets in a single order. The user can simply locate to a mapping layer, select the area of interest, confirm the datasets required and download the data to their own system. If any data ordered is not available immediately then the user will be notified when it has arrived and can log-in and download the data accordingly.

Downloads are available via the new ‘Downloads window’ which can be found at the bottom right of the Promap window once logged in.

Which Datasets are included?

- Current Mapping
- Aerial Photography
- 3D Models
- Height Data
- Flood
- Land Use Constraints
- Local Plan
- Administrative
- Historical Mapping
- Planning Applications

How secure is Promap?

We understand that you may have some concerns regarding security on the Internet. Promap uses SSL together with our own encryption. This means your username and password are protected by the same mechanism used by online banks. As a result the site is secure.

Each organisation set up on Promap has an administrator. This person is the main contact for the organisation and is the first person to be issued with a username and password. The administrator username and password should remain confidential. The administrator creates individual usernames and passwords for their colleagues to use. It is very important that each user is issued with their own username and password so that the administrator can block the user if need be and control their usage.

If you're new to computers

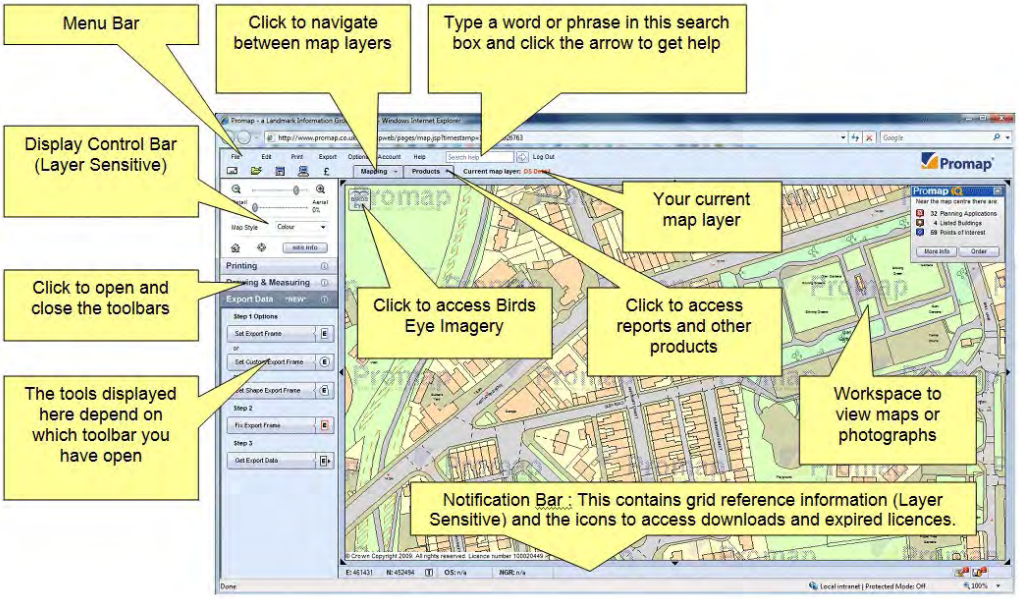
If you've not used computers much before, you might find it useful to read through the information below. It will help you become familiar with what you see on screen, how it is described and how to use the mouse and the keyboard.

To learn how to use the Help system to its best advantage read Using Promap Help 17.

The Promap window

Promap will open in the Internet Explorer browser window.

Internet Explorer is a computer program that allows you to view websites. It belongs to a type of program called a browser. Other well-known browsers are Netscape, Firefox and Opera. Promap does not work in those browsers.



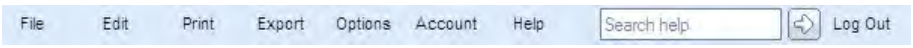
The title bar

At the top of the window is the title bar. This will vary in look depending on your operating system and Internet Explorer version.

It briefly describes what is in the window. Other windows called dialog boxes also have title bars. You can click on the title bar and hold down the mouse button to drag the window to another part of the screen. This is useful when a dialog box or the Promap online Help obscures your view of the Promap workspace.

The menu bar

The next bar that applies to Promap is the menu bar.



You use the options, also known as commands, on the menu bar to tell Promap what you'd like to do. To see the options on a menu, click the name of the menu. A list of options will drop down. To select one of them, click it with the left mouse button.

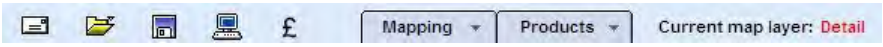
For example, click the **File** menu and then click on the **New Map Locate** option. The **Address Search** dialog box appears. This is where you type in information such as a postcode and house number in order to locate your site. Click the **Cancel** button to close the dialog box.

The toolbars

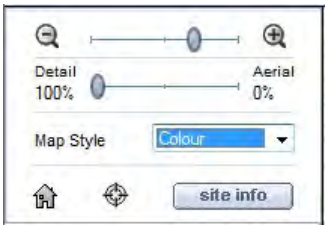
A toolbar shows you shortcut buttons that do the same things as the menu

options. You click on the button to perform an action. The Help instructions usually direct you to clicking a button rather than selecting an option from a menu. This is because it's usually quicker to click a button.

There are several toolbars in Promap. Some are visible all the time, such as the **standard** toolbar:

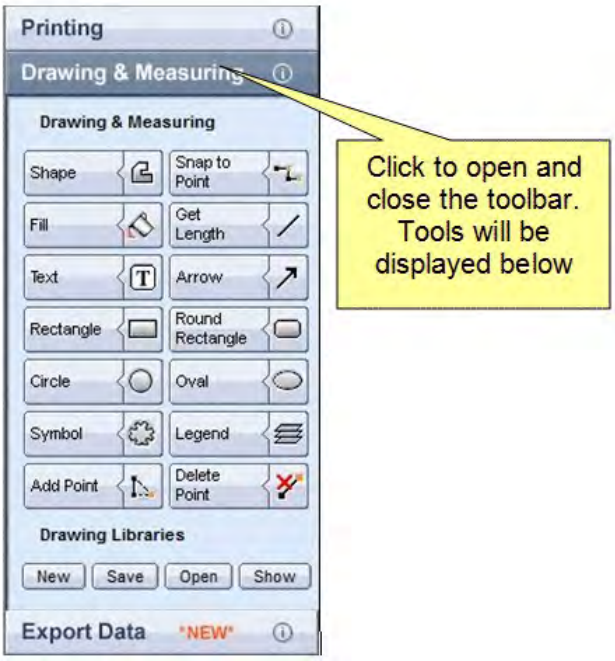


and the **display controls** toolbar:



> **Note**
>
> The display controls toolbar will change depending on the layer you are currently viewing as there are different options available on each layer. When in the Detail layers there are additional hybrid and colour tools that will be not be visible on other layers.

Others you can expand or contract by clicking on the heading, such as the **Drawing & Measuring** toolbar.



The notification bar

The **notification bar** at the base of the map contains on the left-hand side grid reference information (see Finding a grid reference 65) and on the right-hand side the licence and order tracking icon (see Licence Management 167) and the downloads icon (see Exporting Data 119).

Using the mouse

Clicking

When the Help instructions ask you to click something, it means you should move the mouse pointer over it and press down the left button on the mouse once, this can also be called left-clicking.

Right-clicking

When the instructions ask you to right-click something, you move the mouse cursor over it and press down the right button once.

Double-clicking

In order to double-click something, you move the mouse cursor over it and press down the left button twice in quick succession.

Drag and drop

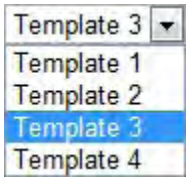
To click and drag you move the mouse pointer over the object or area you want to move to another part of the screen. Then press and hold down the left button on the mouse. Now move (or drag) the object or mouse pointer to the desired location by physically moving your mouse. To release (or drop) the object, you release the mouse button.

Using items on our pages

You may find any of the following items on the Promap pages:

Drop-down lists

Click on the down arrow to open the list.



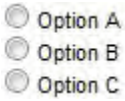
Then click the option you want using your mouse. This will automatically close the drop-down list. To close it without changing the option that was previously selected, click outside of the list.

Text boxes

Click inside the box to put the cursor there. Type your text.

Radio buttons

Use the mouse to click it to select the option next to it. When there are several radio buttons, it means that you can only select one of the options. In the diagram below you can see a group of radio boxes. If you click the radio button next to **Option A** below you will see from the black dot that appears, that the option has been selected. If you then select **Option B** you will see that is now selected and **Option A** has been de-selected.



This is different from tick boxes. See below.

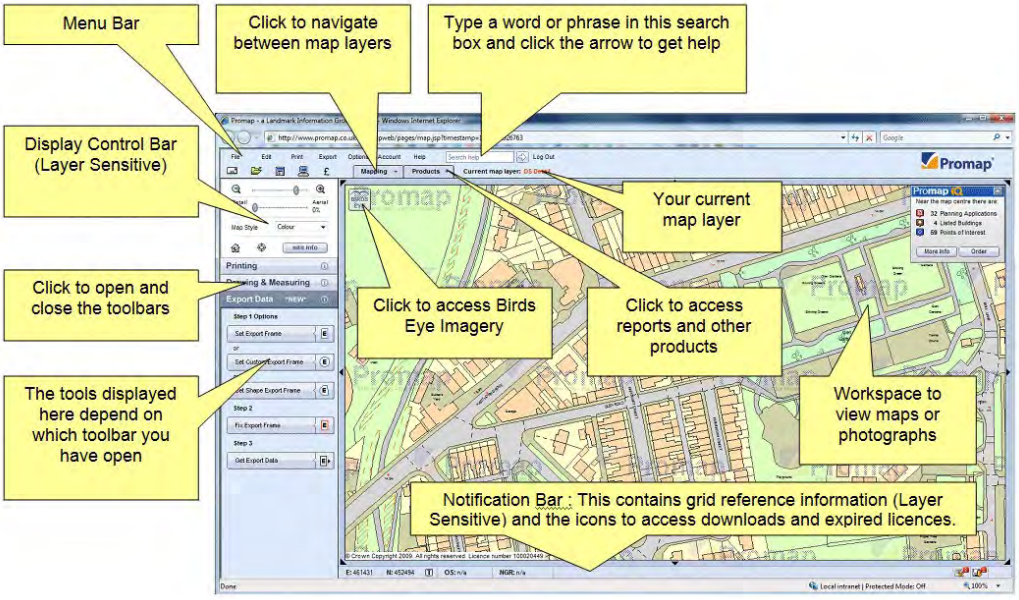
Tick boxes

Click to select the option next to it. If you have correctly selected the box, it will appear ticked. You can select as many tick boxes as you like.

For further tips on how to use the mouse in Promap see How the mouse buttons work in Promap 20

What you see on screen

This is how Promap appears in Internet Explorer 7. If you have another version of Internet Explorer, the top of the screen will be different.



Using Promap Help

Viewing online Help

Select **Help**>**Reference**>**Contents**. The Promap Help window will open.

If you're new to Promap

For a quick overview of what you can do using Promap look at the chapter heading topics, the ones with a book to the left. Also useful is the topic on What you see on screen 17. This will help you orient yourself in the Promap workspace.

Searching online Help

Contents

The first place to look for information is the **Contents** page. Here you'll find a list of chapter headings and topics laid out in a logical form. Click on a book to open and close a chapter. Click on a topic title to see the information in it.

Index

If you want to search for a particular task or feature in Promap go to the

Index page. This has an alphabetical list of keywords that describe all the task and background information in Promap. Click on a letter in the top alphabet row to see a list of keywords beginning with that letter. Click on a keyword and you will be shown a list of topics that are associated with that keyword. Click the relevant topic title to see the information.

Search

If this doesn't find what you're looking for, you can try a more extensive search on the **Search** page, by searching for every instance of a particular word or phrase in the entire Help. You will then see a much longer list of topic headings with the first few lines of the topic underneath. The **Search** feature is also available direct from the Promap workspace on the Menu bar.

Click the topic title that most fits what you're trying to do. The information will appear in the right-hand pane. If the topic answers your question, you might like to see where it fits in the **Contents** so that you can read other topics around it. Click the **Contents** button. You will see the **Contents** tree with your topic highlighted.

Using the help while you're working

- Many dialog boxes have a Help button or an Information button that you can click to get Help on the task that you're about to do.
- If you want to know what an icon on the screen does, hold the mouse cursor over it. A popup will appear with a brief description.

Finding your way around the Help topics

Scrollbar

If a topic is longer or wider than fits in the window, there will be a scrollbar on the right or bottom edge of the window. Click and drag the darker coloured scroll bar to move up or down the page. Click the lighter grey on either side of the bar to move quicker.

***See Also** links*

When you're looking at a topic you will usually see a **See Also** heading at the bottom. This lists other topics that are relevant to the one you're reading.

Expanding text and images

- Whenever you see a heading like this, click it to see further details

  Then when you've read the information, click the heading again to collapse the text.

You can also click most of the larger screenshot to make them bigger and more easily understood. Click them again to make them smaller.

***Back** and **Forward** topic buttons*

There is a **Back** and **Forward** button in the top right-hand corner of the Help. These allow you to go back to the previous topic you were looking at and forward again to your current topic.

Return to chapter overview *button*

This button will take you to the chapter heading topic that contains the topic you are looking at.

Navigation:

The **Navigation:** section at the top of the topic shows you which chapter(s) the current topic is in. Click a chapter name to go to it.

Understanding Typographical Conventions

Menu commands

The phrase "Select **File**>**Open**" means that you should click the **File** menu and then click the **Open** command when the menu drops down.

Buttons and dialog box titles

These are highlighted in **Bold**.

Keyboard keys

These are highlighted in **Bold**. There is a useful list in Promap hot keys 199.

Downloading a printable user guide

If you prefer to read printed instructions, you can download a pdf file that you can print. Select **Help**>**Reference**>**User Manual (pdf)** and a web page will open with a downloading link for the manual.

You can also print individual topics by clicking the **Print** button at the top of the topic page.

How the mouse buttons work in Promap

Clicking the mouse performs the majority of the functions in Promap.

The left mouse click

Clicking the LEFT mouse button will perform the following actions:

- Clicking any object you have drawn on the map will select that object
- Clicking the drop-down menus and buttons will select that function
- Clicking and dragging a map will move the map

The right mouse click

Clicking the RIGHT mouse button will perform the following actions:

- Right clicking the map allows you to position the area clicked on as the centre of the map
- Right clicking a particular building or site will centre that building or site on your screen.
- Right clicking a selected drawn object will allow you to use the advanced customisation.

Double-clicking

Double-clicking any object you have drawn will bring up the **Properties** dialog box, allowing you to change its appearance.

Drag and drop

You'll be asked to 'drag and drop' in order to:

- Draw shapes such as arrows, rectangles, symbols and circles
- Move drawn shapes
- Change the size of print or export frames by dragging their size handles

To click and drag you move the mouse pointer over the object or area. Then press and hold down the left button on the mouse. You then move (or drag) the object or mouse pointer to the desired location. To release (or drop) the object, you release the mouse button.

Mouse scroll wheel

If you have a wheel in between the two buttons on your mouse, you can use it to zoom in and out of a map. See To zoom in and out 50.

Logging in to Promap

To use Promap you will need to log in via our website www.promap.co.uk. You will also need Internet Explorer 6,7 or 8.

To run Promap properly you will need to download a piece of software called an 'Active X' control. This allows Promap to run in Internet Explorer.

Some organisations block 'Active X' controls with their firewall, or Internet Explorer's security settings may prohibit them. In either case you will need to contact your systems administrator before being able to log in to Promap.

If your company is large, your IT department may wish to install the ActiveX control onto PCs themselves, rather than rely on the automatic download from the Promap website. This can now be done using an MSI file (Microsoft Self Install package). They can download the MSI file and instructions on how to install it from www.promap.co.uk/promap/downloads.jsp.

See the rest of the chapter for details.

To log in

1. Open Internet Explorer by clicking this button on your desktop.

   -or-

   Select **Start**>**Programs**>**Internet Explorer**.

2. When Internet Explorer has opened, type www.promap.co.uk in the address bar.

3. Press **Enter** on your keyboard.

   Internet Explorer will take you straight to our corporate site.

4. On the right of the screen you will see the words **Username** and **Password**. Enter your username and password in to the respective text boxes.

   Your username and password are case sensitive. If you cannot log in on the first attempt check that **Caps Lock** on your keyboard is turned off and try again.

5. Click **Login**.

6. You may receive warning messages regarding security issues. This depends on the setup of your computer. Click **OK** on these messages.

7. If this is the first time you have used Promap you will see our terms and conditions. You will need to click **Accept** to use Promap. You will also be presented with a dialog box that is required under the Data Protection Act

called **Contact Preferences**. Choose one of the options provided and click **Submit Details**.

You are now ready to start using Promap!

See also

To log out 23

To log out

When you finish working on Promap you should log off to ensure that no one can use Promap using your username and password.

To log out

1. Click **Log Out** on the menu bar.

2. Click **Log Out** on the **Confirm Log Out** message.

   You may be prompted to save your map at this point.

   You will be logged out of Promap. Promap will return you to our corporate site where you can log in again later if you need to.

   The next time that you open Promap, it will expand the toolbar that you used last.

See also

To log in 22

The Promap layers

Promap provides nine different layers of mapping ranging from the full GB map to the detailed mapping at a scale of 1:1250, a seamless aerial layer with options to purchase and download a choice of modern and historical photographs as well as historical mapping.

Each of the layers supplies slightly different information. So some layers may be of more interest to you than others.

These layers are useful for professionals that require several different layers of mapping for one site. For example, they require a map for planning applications, a location plan and a map for environmental analysis, all centred on one site.

See the rest of this chapter for samples of maps and how to switch between them.

Types of map layers available

GB
1:5,000,000

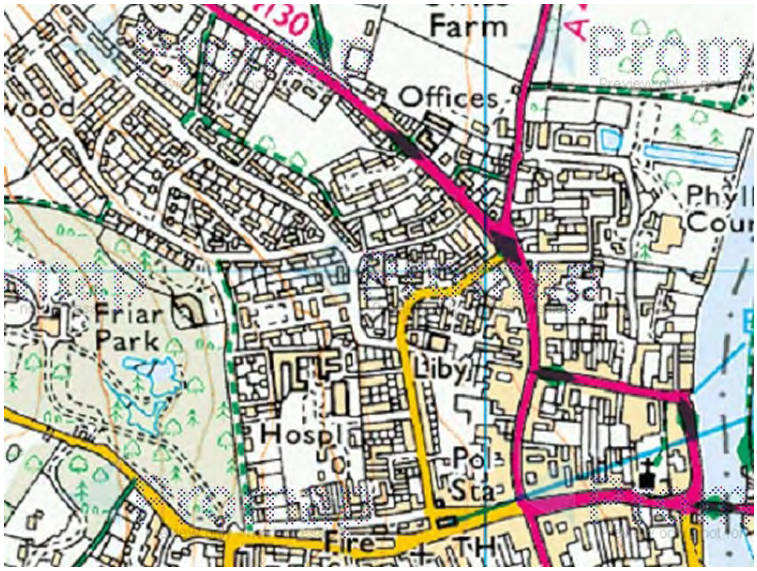
GB is clean, simple and uncluttered mapping making it ideal for magazine and brochure illustrations.

Road Atlas 1:250,000

Road Atlas combines roads, railways and other key features. It shows all cities, towns, many villages, all motorways, A and B roads enabling simple route planning.

Town 1:50,000

Town shows all roads and buildings as blocks of colour to allow easy identification of land features. Its clarity is particularly suited to development and land use planning, environmental analysis, vehicle routing and asset management. Town offers clear detail on roads, footpaths, woods, water features, important buildings and height contours.



Explorer 1:25,000

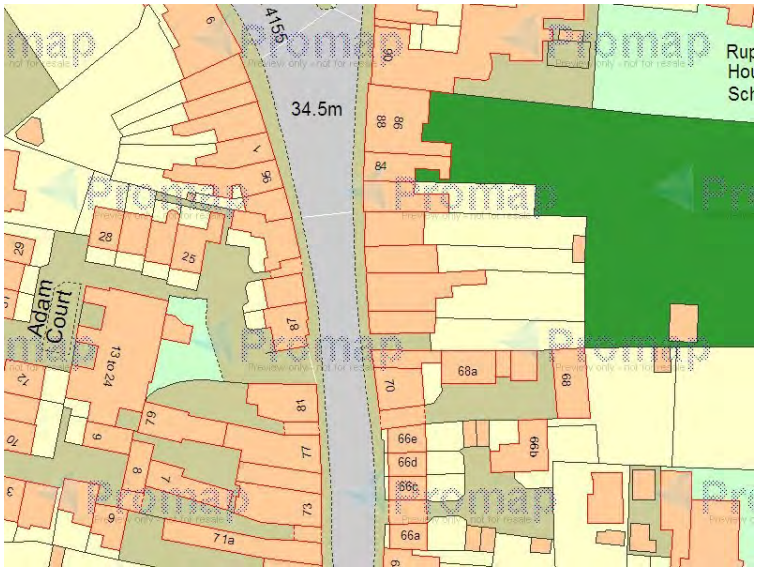
Explorer shows rights of way information for England and Wales, selected cycle routes and National Trail and Recreational paths, as well as detailing hill contours, height information and field boundaries.

Street 1:20,000

The street-level detail of Street makes it particularly useful for displaying and analysing data about specific localities. It shows clear street-level detail, including building outlines, woodland and water.

Street Plus 1:10,000

Street Plus provides a comprehensive map base ideal for detailed work where street names are not required, such as environmental analysis. Provides a static map backdrop on which you can overlay information. Street Plus provides detail, including fences, field boundaries, road names and buildings.



OS Detail 1:1,250, 1:2,500 or 1:10,000

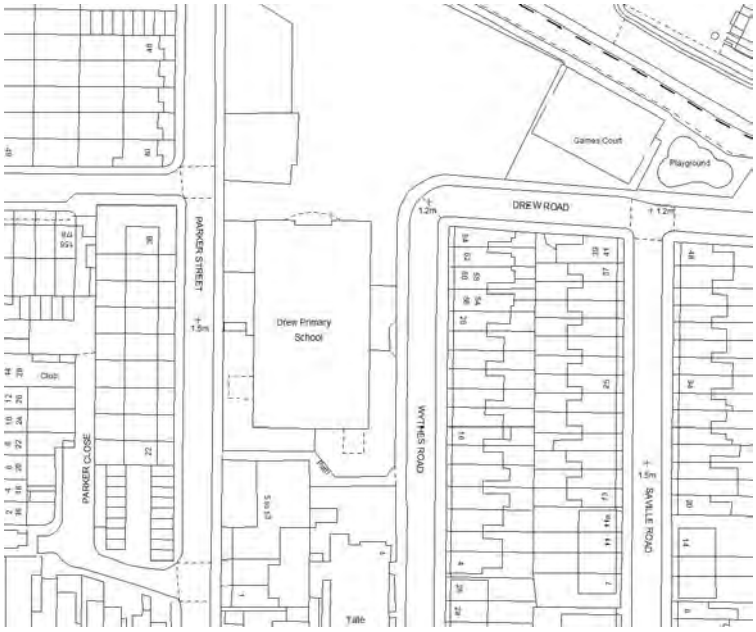
OS Detail (MasterMap), shown here in colour, is comprehensive mapping showing man-made and natural features ranging from houses, factories, roads, rivers, marshland and administrative boundaries. There are over 430 million features surveyed and digitised at three different scales according to location:

- 1:1250 scale in urban areas
- 1:2500 scale in rural areas
- 1:10000 scale for remote areas such as mountains and moor land

Viewing an OS Detail layer map is subject to charges. For further information

on pricing please refer to our current online price list:
www.promap.co.uk/promap/pricing.jsp

OS Detail can be viewed in either colour, or black and white and can be overlaid with aerial photography when in hybrid mode.



OS Detail 1:1,250, 1:2,500 or 1:10,000

OS Detail (MasterMap), shown here in black and white, is comprehensive mapping showing man-made and natural features ranging from houses, factories, roads, rivers, marshland and administrative boundaries. There are over 430 million features surveyed and digitised at three different scales according to location:

- 1:1250 scale in urban areas
- 1:2500 scale in rural areas
- 1:10000 scale for remote areas such as mountains and moor land

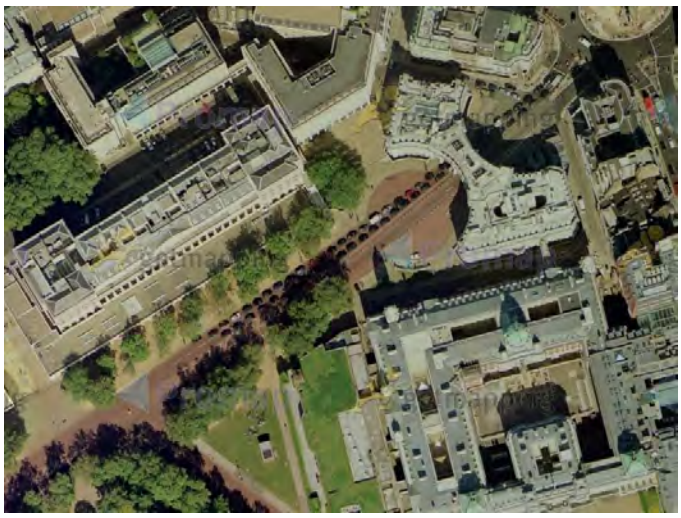
Viewing an OS Detail layer map is subject to charges. For further information on pricing please refer to our current online price list:
www.promap.co.uk/promap/pricing.jsp

OS Detail can be viewed in either colour, or black and white and can be overlaid with aerial photography when in hybrid mode.

UKMap 1:1250

UKMap is a highly detailed and feature rich mapping layer. It accurately locates buildings, garages, property boundaries, roads, tress and a multitude of other features. It comprises of addresses and a retail database including above ground usage as well as providing building height datasets, aerial photography and a digital terrain model. The feature rich mapping layer has been structured for use in a wide range of applications.

UKMap's topographic features have been digitised at 1:1250 scale using high resolution aerial photography. The accuracy of UKMap is determined by two factors; the quality of the ortho recification and aerial imagery and the accuracy at which the data was digitised at. UKMap has a target accuracy of +/- 1m. The data has been checked by an independent GPS ground survey.



Seamless Aerial Layer

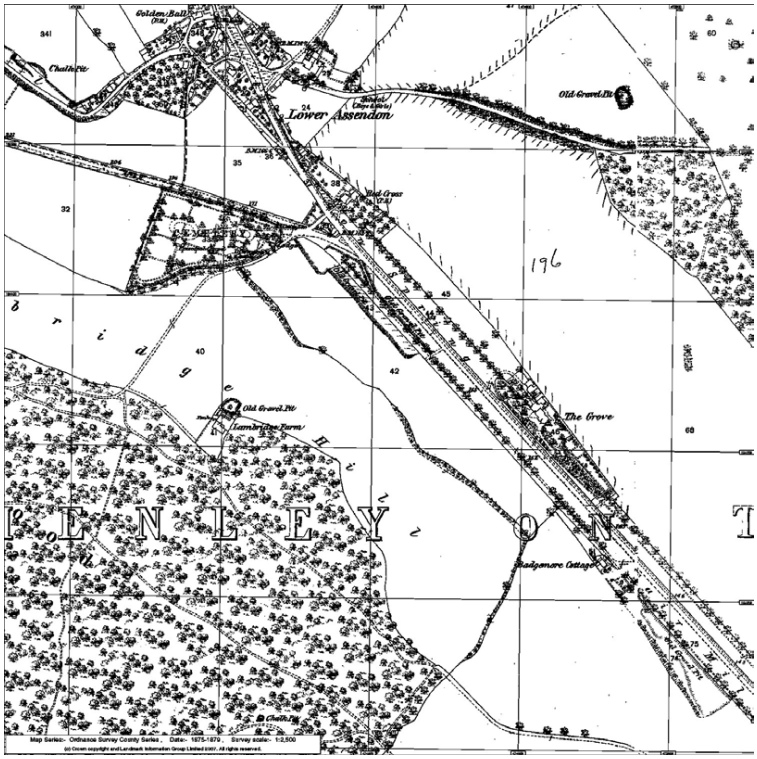
The modern aerial photography layer at 25cm resolution provides a highly detailed overhead view.

Simply locate your site or roam to it using the seamless aerial layer, annotate using the extensive range of drawing tools and download the image that you

require. The process of ordering aerial photography is easy through Promap. You can view the price and the date that the photograph was flown ensuring that you are getting the photography that best suits your requirements.

High resolution aerial imagery of 12.5cm resolution and historical aerial photography from the RAF, USAAF and Luftwaffe can also be ordered through Promap Export.

The modern high quality colour digital aerial photographs are a valuable addition to printed and exported maps and provide detail down to street level, with objects such as cars and trees clearly identifiable.



Landmark Historical Mapping

Landmark's Historical map data is offered as black and white raster data. The data provides a good quality map background and is geographically accurate. This allows a direct comparison to be made between the present and the past.

To switch between map layers

- Click on the **Mapping** tab at the top of the map to see a list of layers available:

The red circle to the right of a map layer indicates that you've looked at that layer already.

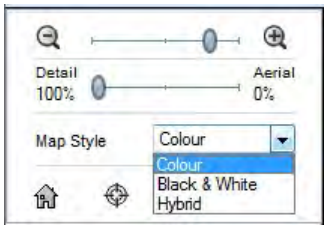
There are two things to remember when switching between map layers:

- The layers work independently of each other.

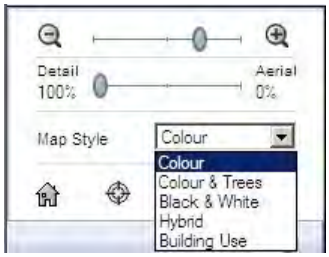
  For example: You have your site in the centre of the screen on the Town layer. You then switch to the Street Plus and move away from your site. When you switch back to the Town layer, your site will still be centred on the screen on that map while the Street Plus map shows a different area.

- The initial viewing of the OS Detail layer for a new map will incur an access charge. For further information on charges please refer to our latest online price list: www.promap.co.uk/promap/pricing.jsp.

  The OS Detail layer can be viewed in either black and white, colour or hybrid. To switch between the black and white, colour, and hybrid views of the OS Detail map click on the **Map Style** drop down menu located in the **Display Control** tool bar in the top left hand corner of the screen:

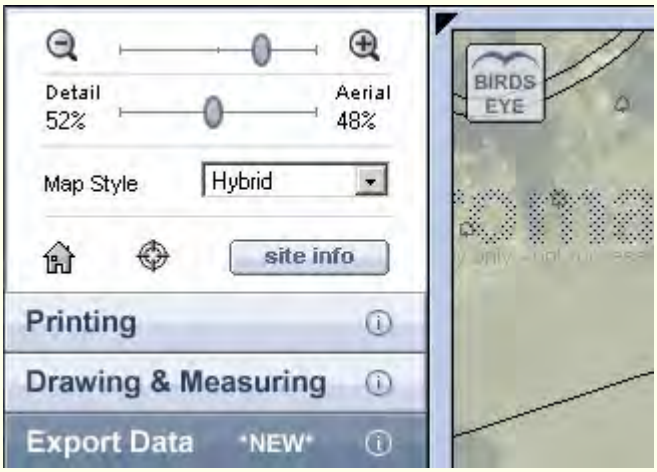


- The UKMap Detail layer can be viewed in the following modes: Colour, colour and trees, black and white, hybrid and building use. To switch between these different views click on the **Map Style** drop down menu located in the **Display Control** tool bar in the top left hand corner of the screen:



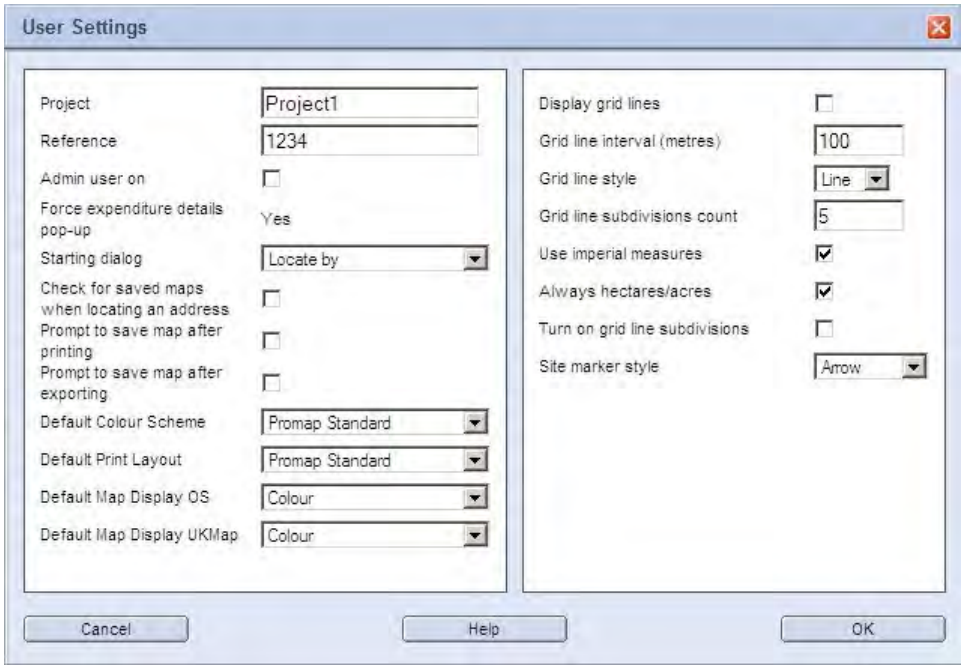
Note

When Hybrid is selected as the map style, the map will automatically become black and white to enable you to view the two layers easily. The default transparency of these two layers will be 50% Detail, and 50% Aerial. This can be changed by dragging the transparency slider in the **Display Control Bar** to change the transparency of the two layers:



- You can select your default map display style for both the Detail Layers by clicking on the settings button in the top left hand corner of the screen,

and selecting the default map display style for the relevant detail layer from the drop down lists at the bottom of this window:



See also

Saving files 96

Relocate 201

Opening maps

This chapter explains how to locate a site and display a map of it in Promap.

When searching for a site, you have the option of using address information, a place name or an Easting and Northing. When you have found the site, you can indicate it on the map with a site marker and you can choose which layer you would like to look at first.

This chapter also gives you some tips on how to search for a site if you have only vague location details and how to search for sites for development.

Finally, there is information on how to open saved map files.

See the rest of the chapter for details.

Choosing how to locate your map

Before you display your map you need to decide what method to use to locate your map. How you locate your map will often depend on the information you have to start with.

For example, if you are searching for a rural location, you may want to use an Easting and a Northing. On the other hand, if you are searching for a specific building or site in an urban area, using the address or postcode is more appropriate.

If you know the location of the site you are looking for but don't have an address or grid reference, you can locate to a site in the general area on a Town, Explorer or Street map. Then search for your site by moving around the map. See To locate a site without an address or OS Tile number 40 for further details.

- **Address** – You can use this method to locate your site using a full postcode, partial postcode and street name, building name or number, organisation or simply a town name.
- **Place name** – This allows you to search for well-known landmarks such as The British Museum,
- **OS Tile number** – If you are trying to locate a rural location you may have an Ordnance Survey Tile number.
- **Easting & Northing Coordinates:** – An Easting and Northing value will identify any single point on a map. They are given as values in meters, and take the form *528951*, *179637* where the first number is the Easting and the second is the Northing.

See also

To locate a new site 35

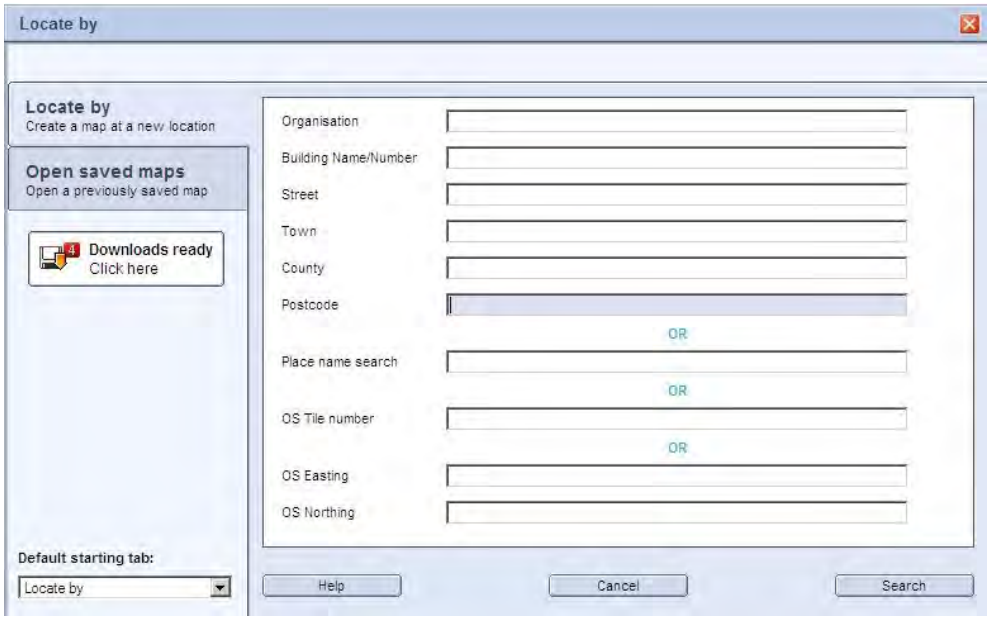
To search for sites to develop 42

To locate a new site

1. Click the **Address Search** button on the standard toolbar.

   If you already had a map loaded you will be prompted to save that map before another is loaded. We recommend that you save any loaded map before locating another.

   The **Locate by** dialog box will appear:



> **Note**
>
> The **Locate by** dialog box also contains an **Open saved maps** tab to allow you to search through your previously saved maps. You can select which tab is automatically displayed by default by clicking on the **Default starting tab** drop down menu in the bottom left hand corner of this window.
>
> If you have any new downloads available you will also be notified on this window.

2. Enter as little or as much information as you choose.

Text box	Description
Organisation	Enter a company or organisation name i.e.

Text box	Description
	Landmark Information Group. You need to combine this with either: • Town • County • Partial or full Postcode
Building name/number	Enter a building number, e.g. 27, or building name, e.g. Pine Cottage. You need to combine this with • Town • County • Partial or full Postcode
Street	Enter a street or road name, e.g. Harlech Close. You need to combine this with either: • Town • County • Partial or full Postcode
Town	Enter a town or city name, e.g. Basingstoke. If you only enter a Town, Promap will search for places and show you a list together with the type of place (eg City, Village, Hamlet) You can combine it with either: • Organisation • Building name/number and Street • Street • Partial or full Postcode
County	Enter a county. You need to combine it with either: • Organisation • Building name/number and Street • Street
Postcode	A full postcode will show you a list of all properties in that postcode. You need to combine a partial postcode with either: • Organisation • Building name/number and Street • Street

Text box	Description
Place name search	Enter the name of a natural feature (eg lake or forest), farm or other special feature such as a museum. Ordnance Survey has some useful tips on how to search using just this field: See www.ordnancesurvey.co.uk/oswebsite/freefun/didyouknow/searchtips.html
OS Tile number	Enter a Tile number, e.g. TL5904SW. Promap will convert the OS tile number you provide in to the closest Easting and Northing coordinates.
Easting	Enter the Easting, e.g. 461289
Northing	Enter the Northing, e.g. 152283.

3. Click **Search**.

   If Promap finds more than one result, it will display the **Locate by - Results** dialog box. If it only finds one result, it will go straight to the **Locate by - Confirmation** dialog box and you can go to To select a map layer and marker style 38 for the next step.

   You can click the **Back** button if the results are not the ones you wanted. Then redefine your search.

4. On the **Locate by - Results** dialog box click the property you want to see.

   The **Locate by - Confirmation** dialog box will appear. At the top you will see the property you selected.

You are now ready to display your map using the map layer selector. Go to To select a map layer and marker style 38.

See also

Choosing how to locate your map 34

Opening a saved map file 44

To locate a site without an address or OS Tile number 40

To search for sites to develop 42

To save a file for the first time 97

To select a map layer and marker style

When Promap has found your site, you can choose which map layer you would like it displayed on. The **Locate by - Confirmation** dialog box lists all the layers available to you.

If you've searched just by Town or by Place name, Promap will have pre-selected the Town layer. All other searches have a Detail Layer pre-selected.

You can also select whether or not you'd like a site marker to indicate your site on the map.

To select a map layer and marker style

1. Click the radio button next to your preferred layer to select it.

   If you intend to look at a Detail map, it is a good idea to go to the Street Plus layer first. This allows you to make sure you've found the right site before you view the Detail layer.

2. If you want to go straight to a chargeable layer, you can ask Promap to check whether you already have a saved map of the area. To do this, make sure the tick box next to **Check your saved maps for any that cover this area** is selected.

   If you do have a map, Promap will allow you to view it and not pay the new map viewing charge.

   If you do not have a saved map, the **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into your accounting files. For more information on expenditure details go to Enter Expenditure details 202

3. Decide whether or not to have a site marker by clicking the tick box next to **Display site marker as**.

4. If you do want a site marker, choose a style from the drop-down menu

Marker Style	How it indicates the site
Arrow	The tip of the arrow point rests on the site.
Pin	The tip of the pin rests on the site

Marker Style	How it indicates the site
Circle	The site is at the centre of the circle
Cross	The site is at the centre of the cross
Arrowhead	The tip of the arrowhead rests on the site. You can nestle a text box label in the corner created by the wings of the arrowhead.

5. Click **Go to map**.

   Promap will display your map on your selected layer.

> **Note**
>
> If you have displayed a detail map, you can switch between various map styles of the detail map by clicking on the **Map Style** drop down menu located in the **display control** tool bar in the top left hand corner of the screen. You can select your default map display style for the Detail layer by clicking on the settings button in the top left hand corner of the screen, and selecting the relevant default map display style from the drop down list at the bottom of this window.

6. Promap will display an information window in the top right of the workspace on all layers of mapping. This displays additional information and products that are available on the map you are currently viewing. This information will change when you either change the mapping layer you are currently viewing or perform a chargeable action:

   Full reports can be ordered from this information window by clicking on the

order button.

> **Note**
>
> You will see a Promap watermark in the background of the map and aerial layers. This will not be visible on printed, exported, downloaded or copied-to-clipboard maps. It is simply there as a security measure to comply with our suppliers Licensing agreements.

See also

To locate a new site 35

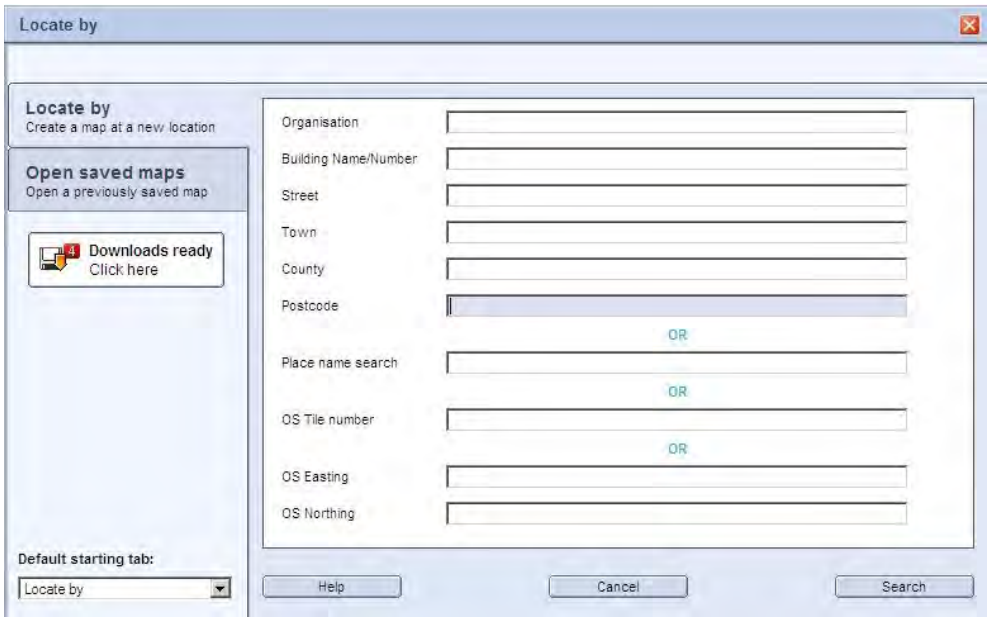
To locate a site without an address or OS Tile number

You may sometimes only know the general area where your site is. For example: You're looking for a farm North of Oxford. In that case you can locate the town on the Road or Town layer and then move around the map to find the general area of where the site is. Next you switch to a more detailed map layer such as Street Plus to find the exact location of your site. Finally, you switch to the Detail layer and centre your map on the site.

To locate a site using just the Town search

1. Click the **Address Search** button on the standard toolbar.
2. If you already had a map loaded you will be prompted to save that map before another is loaded. We recommend that you save any loaded map before locating another.

   The **Locate by** dialog box will appear:



Note

The **Locate by** dialog box also contains an **Open saved maps** tab to allow you to search through your previously saved maps. You can select which tab is automatically displayed by default by clicking on the **Default starting tab** drop down menu in the bottom left hand corner of this window.

If you have any new downloads available you will also be notified on this window.

3. Enter the name of the town nearest to your site in the **Town** text box.
4. Click **Search**.

   If there are several towns to choose from, the **Locate by - Results** dialog box will appear.
5. Click the town you want.

   The **Locate by - Confirmation** dialog box will show you the matched address at the top.
6. Select the map layer where you want to start your search for the site.

   If you're not sure of your site's address, you might want to start on the **Road** layer.

   If you're searching for a site to develop, you might want to start on the **Street** layer.
7. Select the other options you want and click **Go to map**.

   See To select a map layer and marker style 38 for further information on the options here.

   (If you're searching for a site to develop go to step 2 of To search for sites to develop) 42
8. Now move around your map until you find a closer match to your site.

   See To move around the map 49 for tips on how to do this.
9. Right-click the site area to centre it on your map.
10. Move to the next more detailed map layer.
11. Repeat steps 8 to 10 until you get to the Street Plus map.
12. If you're sure that you've located the right site, click the **OS Detail** map button.
13. The **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into your accounting files. For more information on expenditure details go to Enter Expenditure Details 202

.

Your Detail map will then appear.

If you now find that you have made a mistake, you could use your free roaming allowance to search for the site you *do* want. However, you do not need to search for your site on your Detail layer map. Although you have a certain amount of free roaming, you will soon be charged if you move too far away from the site. See Distances you can roam for free. 50

So if you think your site is a good distance away and it will be cheaper to choose a new Detail map, continue on to step 14 below.

14. Save your Detail map first by clicking the Save button on the standard toolbar. See To save a file for the first time 97 for details.
15. Go back to the Street Plus map and search for your site.
16. When you've found it, centre it on the map by right-clicking it and click the **Relocate** button in the **Display Controls Bar** in the top left-hand corner of the screen.

    The **Relocate** dialog box appears.
17. Select the **OS Detail** map layer and click **Create**.
18. Click **OK** on the **Enter Expenditure Details** popup box that will appear.

    Your Detail map will open centred on the new location you found in step 16.

    You will be charged for viewing this new detail map.

See also

To search for sites to develop 42

To locate a new site 35

Choosing how to locate your map 34

To search for sites to develop

You may want to use Promap to find a site to develop. You will therefore want to start your search in a general area perhaps near a town.

To search for sites to develop

1. Follow steps 1 to 7 in To locate a site without a postcode or grid reference 40.
2. Now move around your map until you find a potential site to develop.

   See To move around the map 49 for tips on how to do this.
3. Right-click the site area to centre it on your map.

4. Click on the Detail Layer
5. The **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into your accounting files. For more information on expenditure details go to Enter Expenditure details 202.

   Your Detail map will then appear.

   If you now find that the site is not suitable, you could use your free roaming allowance to search for the site you *do* want. However, you do not need to search for a site on the Detail layer map. Although you have a certain amount of free roaming, you will soon be charged if you move too far away from the site. See Distances you can roam for free. 50

   So if you think your site is a good distance away and it will be cheaper to choose a new Detail map, continue on to step 6 below.
6. Save your Detail map first by clicking the Save button on the standard toolbar. See To save a file for the first time 97 for details.
7. Go back to the Street Plus map and search for another site.
8. When you've found it, centre it on the map by right-clicking it and click **Relocate** button on the display controls toolbar.

   The **Relocate** dialog box appears.
9. Select the **Detail** map layer and click **Create**.
10. Click **OK** on the **Enter Expenditure Details** popup box that will appear.

    Your Detail map will open centred on the new location you found in step 8.

    You will be charged for viewing this new detail map.

See also

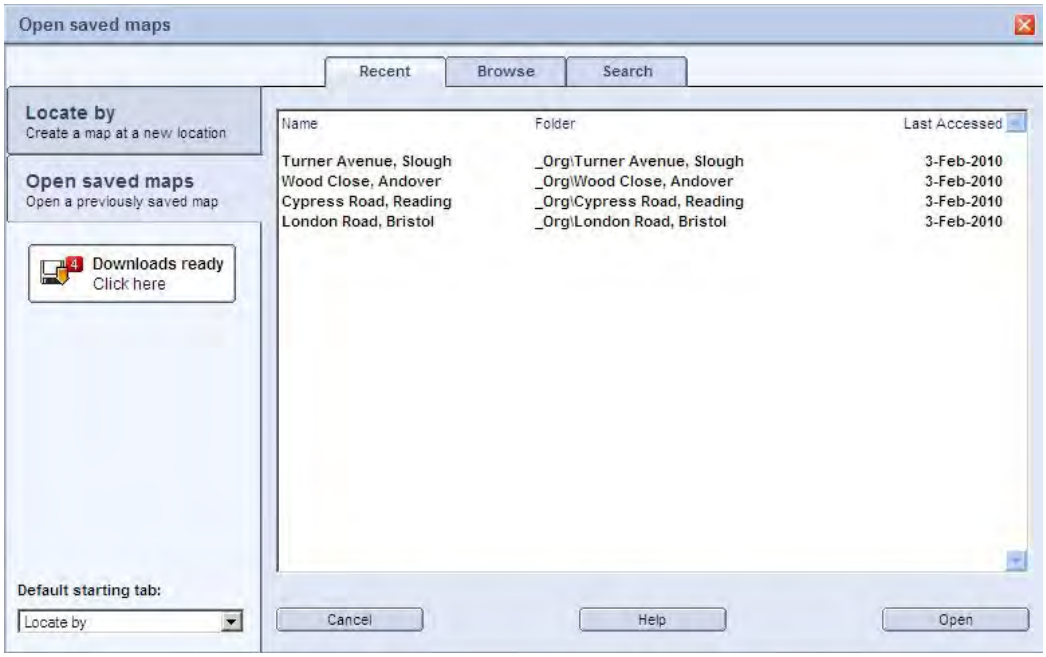
To locate a site without an address or OS Tile number 40

To locate a new site 35

Choosing how to locate your map 34

Opening a saved map file

You can open your previously saved maps either by clicking on the "**Open Saved Maps**" tab on the "**Locate by**" dialogue box or by clicking the **Open** button located in the top left hand corner of the screen.



Promap allows you to search for and open previously saved files. There are three different ways of finding the file you are looking for:

Recent – Provides a list of your 10 most recently accessed files

Browse – Lists the folders in which you may browse for your file

Search – Allows you to search all your saved files using a keyword or grid reference

When you open a previously saved file, the file will be loaded at the point where you saved the map or aerial photograph, along with all the map layers and aerial photographs that have been accessed or activated.

Should you wish the **Locate by** box to automatically open to one of the three search options above see To change Setting Preferences 160

See also

To open a recent file 45

To open a saved file by browsing 45

To search for saved files 46

To close a map 48

To open a recent file

1. Click the "**Open Saved Maps**" tab on the "**Locate by**" dialogue box or the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 96 for help.

   The **Open Saved Maps** dialog box will appear.

2. Click the **Recent** tab.

   You will see a list of up to 10 of your most recently accessed files. The most recently accessed map file will appear at the top of the list.

3. Click the file that you want to open.

   The file will be highlighted in grey.

4. Click **Open**.

   The map will be displayed on your screen.

   Should you wish the **Locate By** box to automatically open to this search option see To change Setting Preferences 160

See also

To open a saved file by browsing 45

To search for saved files 46

To open a saved file by browsing

1. Click the "**Open Saved Maps**" tab on the "**Locate by**" dialogue box or the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 96 for help.

   The **Open Saved Maps** dialog box will appear.

2. Click the **Browse** tab.

   The tab will split into two panes. Your folders will appear in the left-hand pane.

3. Click the folder you want.

4. Promap will show any subfolders that the folder has below the folder, and display any files it contains in the right-hand pane. If your map was saved in a subfolder, click the subfolder and the files it contains will be displayed in the right-hand pane.

5. Click the file you want to open.

   The file will be highlighted in grey and a tick will appear in the tick box.

6. Click **Open**.

   The map will be displayed on your screen.

> **Note**
>
> You will see a row of five buttons available to you at the top the **Browse** window.
>
> They allow you to organise your files. To learn how to use these see Organising files and folders 99.

Should you wish the **Locate By** box to automatically open to this search option see To change Setting Preferences 160

See also

To open a recent file 45

To search for saved files 46

To search for saved files

Promap allows you to search for maps you have saved using a keyword or an Easting and Northing.

Keyword search

The keyword, or keywords, you enter are checked against the map names, descriptions and references you have entered when saving.

To search using a keyword

1. Click the "**Open Saved Maps**" tab on the "**Locate by**" dialogue box or the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 96 for help.

   The **Open Map** dialog box will appear.

2. Click the **Search** tab.

3. Type the word you would like to search for in the **Keyword Search** text box.

4. Click **Search**.

Promap will display any files that contain the keyword you searched for.

5. Click the file that you want to open.

   The file will be highlighted in grey.

6. Click **Open**.

   The map will be displayed on your screen.

Easting and Northing search

Promap provides you with the ability to search for maps within any distance of an Easting and Northing you have. For example, you may have a reference for a new site and believe you have saved a map that covers that area.

To search using an Easting and Northing

1. Click the "**Open Saved Maps**" tab on the "**Locate by**" dialogue box or the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 96 for help.

   The **Open Map** dialog box will appear.

2. Click the **Search** tab.
3. Enter the Easting and Northing you have in to the boxes provided.
4. Enter the radius from that point within which you like to search your saved map files.
5. Click **Search**.

   Promap will display any files that have a map within the radius area.

6. Click the file that you want to open.

   The file will be highlighted in grey.

7. Click **Open**.

   The map will be displayed on your screen.

   Should you wish the **Locate By** box to automatically open to this search option see To change Setting Preferences 160

See also

To open a recent file 45

To open a saved file by browsing 45

To close a map

- Select **File**>**Close Map**

Promap will prompt you to save the map. See Saving files 96 for information about this.

Moving around the map

Promap gives you several methods for moving around the map, as well as being able to zoom in and out on the mapping layers. All of these methods can be used on the Aerial layer and when in hybrid mode.

You can move (also known as roam) as far as you like on all layers except Detail. Here you have a certain amount of free roaming before you are charged a small fee. For costs please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

See the rest of this chapter for details.

To move around the map

- Use any of the ways below to move around the mapping layers as well as the aerial photography layer. They each change your point of view in different ways.

Do the following:	In order to:
Right click an area	Display it as the centre of the map
Click a panning arrow at the edge of the map	Move the map ½ a map in that direction. The options are: North, North-East, East, South-East, South, South-West, West and North-West
Click and drag the map	Move it in any direction
Alt + click and drag the map	Move the map when clicking a shape you have drawn
Click **Home** in the display controls toolbar in the top left of the screen	Return to the location that you originally searched for. Useful if you've roamed away from your location. Only available on the Detail Layers.

If you try to move outside the free roaming area on a Detail map the **Enter Expenditure Details** dialog box appears. Promap is warning you that you will be charged for viewing this Detail map.

Enter a **Project** and **Reference** in the **Enter Expenditure Details** dialog box. When you click **OK** you are accepting the charge.

Now, each time you move to a new area of the map, there will be a small charge. For costs please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

See also

Distances you can roam for free 50

To zoom in and out 50

Enter Expenditure Details 202

Distances you can roam for free

- Promap is designed to allow you to navigate your way around all the mapping layers and aerial photography layer free of charge except for the Detail Layer. On the Detail Layer you can navigate or roam for 1,350m free of charge.

You can also roam for free within a fixed print frame of a saved map. You need to have paid the initial print cost first.

- You will incur a roaming charge for roaming once you have used your free allocation. Each additional 150 metres is chargeable. For costs please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

To zoom in and out

You can zoom in and out on the mapping layer or aerial photography layer you are viewing.

- When you zoom in, you can see details more clearly with larger features but less land.
- When you zoom out, you see more land but smaller details.

To zoom in and out

1. Move your mouse scroll wheel forwards to zoom in or backwards to zoom out of the layer.

   -or-

   Click one of the **Zooming** tools.

   The zooming tools are in the display controls toolbar and look like this:

   The magnifying glass with the plus sign on it is the zoom-in button. The magnifying glass with the minus sign on it is the zoom-out button. With each click of these buttons Promap zooms you in/out once.

Alternatively, use the mouse to drag the slider to the right to zoom in, or the left to zoom out.

Customising your map

Once you have successfully located and displayed your map or aerial photograph, you may want to customise it with the drawing tools available. The drawing tools are situated on the left-hand side of your screen. They appear when you click the **Drawing & Measuring** button.

This chapter will explain how to obtain area and length measurements and customise the map or aerial photograph you are viewing with text boxes, symbols and freehand drawings.

> **Tip**
>
> If you want to customise your map or aerial photograph and then print it, it's a good idea to set and fix the print frame before you attempt any annotations or measurements. This will make sure you don't make drawings outside the print frame. See To set a print frame and scale 102 for details.

See the rest of the chapter for details.

To delete the site marker

You can choose whether or not to show a site marker on the map or aerial photograph to help you find the location of your site. See To select a map layer and marker style 38

You can subsequently delete it from the map.

To delete the site marker

- To remove the site marker just from the map or aerial photograph you are currently viewing, click it once and press **Delete** on your keyboard.

  It will still appear on other map layers unless you deselect the site marker option on **User Settings** dialog box. See To change Setting Preferences 160

Measuring objects on the map

You can use Promap's measuring and drawing tools to measure and customise your map in all of the map layers as well as the aerial photography layer. You can get the following measurements of a shape or line on your map: perimeter, area, width, height and rotation.

Promap displays the drawing and measuring tools on the left-hand side of your screen.

- You can switch the drawing tools on and off by clicking the **Drawing & Measuring** button.

  To use a tool, click its button. For example, the Fill tool.

  The tool button will turn blue when you are using it

  When you've finished using the tool, you need to turn it off by clicking the button again. It will be grey after you've turned it off.

- When you click the tool button, the **Shape Information** popup opens in the top right of the workspace. This will show you the measurements of the shape you are drawing as you draw it. If you delete the **Shape Information** popup for any reason you can retrieve it by left clicking once back on the relevant shape.

This chapter will show you how to select objects to measure, perform specific functions such as area and length measurements and how to check and indicate clearance.

See also

What you see on screen 17

Selecting the shapes to be measured

Use one of the following tools on the **Drawing & Measuring** toolbar:

- Fill tool 54. If the shape(s) you want to measure are single properties or fields, you use the **Fill** tool.

  > **Note**
  >
  > The fill tool is only available on a Detail map.

- Shape tool 55. If there are several shapes or areas that you want turn into a single shape, you draw around them using Snap to Point 56 and the **Shape** tool.

> **Note**
>
> Snap to Point is only available on a Detail map.

- Get length tool 57. This allows you measure between two or several points on the map, draw a line and can be used as a clearance tool.

To fill a shape

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Fill** tool.

The **Shape Information** popup opens in the top right of the workspace. If you delete the **Shape Information** popup for any reason you can retrieve it by left clicking once back on the relevant shape.

3. Click inside the closed shape that you would like to fill.

Promap will fill the closed shape with the fill and outline styles currently selected in the **Shape properties** dialog box. To learn how to change these settings see Shape Properties 76.

The **Shape Information** popup will show you the perimeter and area of the filled shape.

4. Fill any other shapes that you want to measure by clicking them.
5. Turn the tool off again by clicking it on the **Drawing & Measuring** toolbar.

> **Tips**
>
> - You should only fill fully closed shapes, i.e. shapes where there are no visible gaps in the boundary. If there is a gap, the colour will spill into other areas of the map.
> - The **Fill** tool is only available on a Detail map.

See also

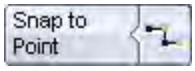
To see the measurements of shapes and lines 60

To annotate a map with a text box showing measurements 61

To label objects with a text box 69

To draw around a shape

1. Open the **Drawing & Measuring** toolbar.
2. Activate Snap to Point by clicking the **Snap to Point** tool.

   White and orange dots will appear on your map. See Snap to point 56 for more information.
3. Click the **Shape** tool.

   The **Shape Information** popup opens in the top right of the workspace.
4. Zoom into the map so that you can see the shape and snapping points clearly. See To zoom in and out 50.
5. Click the snapping point on the map where you want to start drawing around the shape.
6. Move the mouse cursor to the next point and click once more. You will notice that as you move the mouse cursor, a line is drawn between the current mouse location and the previous point.

   As you draw around the shape, the **Shape Information** popup will show you the accumulated lengths of the lines you have drawn, the length of the line you are drawing and the positive and negative angle of the current line with regard to the previous line.
7. Repeat step 6 for each point of the shape until the whole of the shape has been drawn except for the last line.

   If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.
8. Finish the shape either by double-clicking on the first point of the shape or by clicking the **Shape** tool on the **Drawing & Measuring** toolbar.

   Your shape has been created and the **Shape** tool is turned off. The **Shape Information** popup will now display the perimeter and area of the shape. If you delete the **Shape Information** popup for any reason you can retrieve it by left clicking once back on the relevant shape.
9. To change the appearance of your shape, double-click it. This will bring up the **Shape Properties** box. Please refer to Shape Properties 76 for further help.

Tip

If you are drawing around a large area with many white points, you can click the first point, then hold down the space bar and click the last point. This automatically selects all the points in between two white points. The line 'snaps' to the nearest map feature or digital data point automatically.

However, if there is an orange point in-between, you will not be able to snap to the line, as there is a change in the map feature. In this case you must click the nearest white point before the orange point, then click the orange point and then the final white point.

Snap to point is only available on a Detail map.

See also

To see the measurements of shapes and lines 60

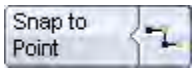
To annotate a map with a text box showing measurements 61

To draw a building freehand 69

To label objects with a text box 69

Snap to point

Snap to Point allows you to switch on the digital data points that are supplied on the Detail layers . Click the **Snap to Point** button to switch on the digital data points.



You will see white and orange dots appear on your map. These are the digital data points. The orange dots denote the beginning of lines, end of lines and a change in the map feature while the white dots indicate other changes in the lines.

You can connect these points using the **Shape** tool to measure the exact area of a site. You need to click every white and orange dot on the outline of the shape to get an accurate measurement.

To obtain the exact distance from one point to another and to check clearance from a specific point, you use snap to point with the **Get Length** tool.

Without Snap to Point the accuracy of any measurement is only as good as your drawing skills.

Note:

Snap to point is only available on a Detail map.

See also

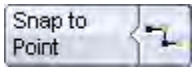
To draw around a shape 55

To draw a line between two points 57

To check clearance 58

To measure between two points

1. Open the **Drawing & Measuring** toolbar.
2. Activate the Snap to Point dots by clicking the **Snap to Point** tool.

   See Snap to point 56 for more information.
3. Click the **Get Length** tool.

   The **Shape Information** popup opens in the top right of the workspace. If you delete the **Shape Information** popup for any reason you can retrieve it by left clicking once back on the relevant shape.
4. Click the snapping point on the map where you want to start measuring from.
5. Double-click the point where you want to measure to.

   Clicking a snapping point will give you the most accurate measurement. However, this is not always possible

   A completed line will appear on the map. The **Shape Information** popup will display the length of the line.
6. Click the **Get Length** tool again to turn it off.
7. To change the appearance of your line, double-click it. This will bring up the **Line Properties** box. See Line Properties 78 for further details.

> **Note:**
>
> Snap to point is only available on a Detail map.

See also

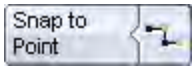
To see the measurements of shapes and lines 60

To annotate a map with a text box showing measurements 61

To label objects with a text box 69

To check clearance

1. Open the **Drawing & Measuring** toolbar.
2. Activate the Snap to Point dots by clicking the **Snap to Point** tool.



See Snap to point 56 for more information.

3. Click the **Get Length** tool.

The **Shape Information** popup opens in the top right of the workspace. If you delete the **Shape Information** popup for any reason you can retrieve it by left clicking once back on the relevant shape.

4. Click the position on the map from where you would like to check the clearance.
5. Press **L** on your keyboard.

A **Length** box will appear on your screen.

6. Enter the length of the clearance you would like to check and press **Enter** on your keyboard.

The length of the line is now fixed.

7. Move your mouse.

Promap will rotate the line from that point 360 degrees allowing you to check what is within that distance on the map.

8. Click the **Get Length** tool again to turn it off.

No line will be drawn on the map.

> **Note:**
>
> Snap to point is only available on a Detail map.

See also

To indicate clearance 59

To indicate clearance

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Circle** tool.

3. Move the mouse pointer to where you want to start indicating clearance from.
4. Click and drag the mouse to where you want indicate clearance to.

   As you drag the mouse you will see the outline of the circle grow on the map.
5. Release the mouse button.
6. To set a specific radius to your circle, press **R** on your keyboard.

   A **Radius** box will appear on your screen.
7. Type in the radius you would like to set in metres. For the Detail layers there is a maximum radius of 2000m. Other mapping layers will have varying maximums that suit their scale.
8. Press **Enter** on your keyboard.

   The circle radius will now be 'x' metres.

   To change the appearance of your circle, double-click it. This will bring up the **Circle Properties** box. Please refer to Shape Properties 76 for further help.
9. Click anywhere on the map to turn the **Circle** tool off.
10. To resize the circle either click it and press **R** or click and drag the sizing handle on the perimeter of the circle.

See also

To see the measurements of shapes and lines 60

To annotate the map with a text box showing measurements 61

To label objects with a text box 69

Annotating the map with measurements

Once you have selected your shape or line to measure, you can see its measurements in the **Shape Information** popup and place a text box showing those measurements on your map.

See Also

To see the measurements of shapes and lines 60

To annotate a map with a text box showing measurements 61

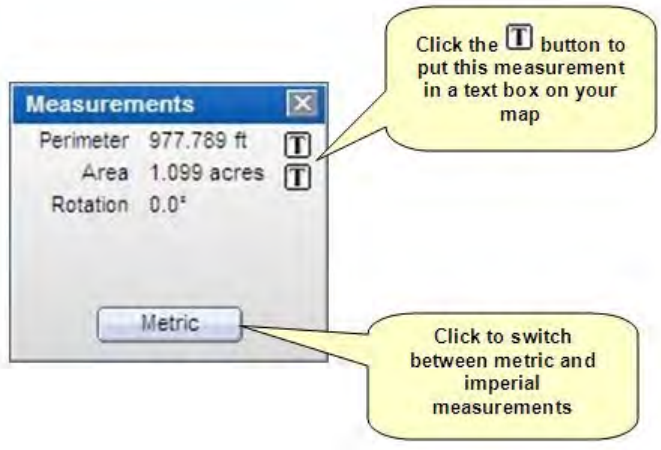
To see the measurements of shapes and lines

If the **Measurements** popup isn't already visible on screen, click the shape or line that you have created when you used the **Fill**, **Shape**, **Get Length** or **Circle** tool.

-or-

To measure several shapes click the first one and then hold down the **Ctrl** key on your keyboard while you click the other shapes.

The **Measurements** popup will appear in the top right of the workspace.



For more information on putting measurements on maps see To annotate a map with a text box showing measurements 61

Tip

If you have drawn more than one object you may want to move from one to the other without clicking. This is particularly useful if you have drawn objects layered on one another. You can move from one drawn object to another by pressing **N** and **P** on your keyboard. Press **N** once to move you to the next drawn object on the map. Press **P** once to move to the previously drawn object.

To annotate a map with a text box showing measurements

- With your shape(s) selected and the **Measurements** popup visible on screen, click the **T** button next to the measurement you would like.See the screenshot above.

  Promap will place a text box with that measurement on the map.

  If you want to add another measurement, the best thing to do is to add it to the existing text box, rather than create another one. This is because if you click another **T** button for a different measurement, its text box will be placed on top of the first text box.

  The **Measurments** popup will show different measurements depending on the type of shape you have selected on your map.

  The format of the text box will be based on the most recent formatting that was set in the **Text Properties** dialog box. See Text Properties 77 to learn how to change the way the text box looks.

See also

To label objects with a text box 69

Advanced customisation 85

Annotating the map with site information

On the Detail, Aerial, Street Plus and Street layers you now have the ability to use the **Site Info** tool to find information for a point on the map. The information provided is dependant on the layer that you are viewing.

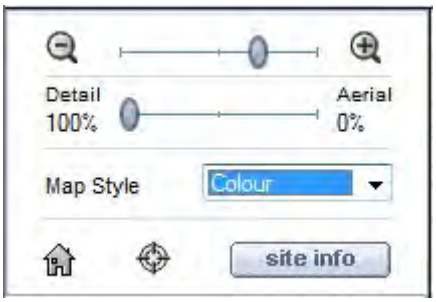
See Also

To see site information 62

To annotate a map with site information 64

To see site information

1. Click the **Site Info** button in the **Display Control Bar**



2. Move the mouse pointer to where you want the information for on the map. Click to display the information for that point:

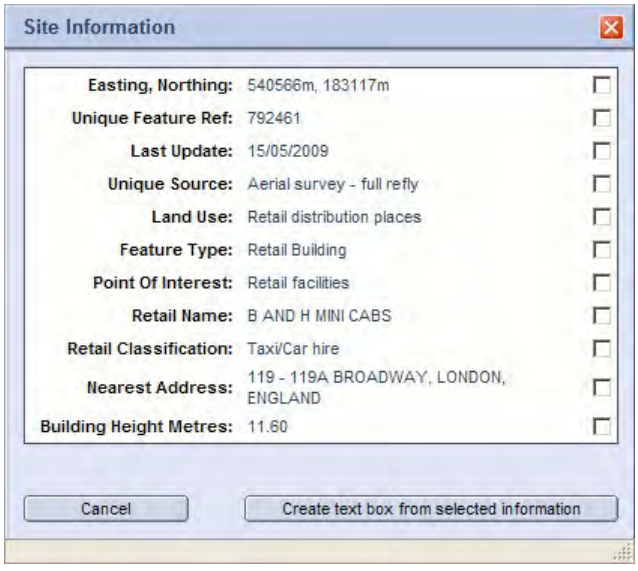
If you are viewing a Street Plus, OS Detail or Aerial layer you will be provided with the following information:

- **Easting and Northing (m):** The Easting and Northing co-ordinates will be supplied
- **Nearest Address:** The nearest address to the point you clicked on the map will be displayed

If you are viewing a UKMap detail map you will be provided with the following information:

- **Easting and Northing (m):** The Easting and Northing co-ordinates will be supplied
- **Unique Feature Ref:** Every feature on the map has a unique reference, so if you need to ask us a question about a specific feature you can use this number to identify the feature you are looking at.
- **Last Update:** Last Update provides you with the date the feature was last updated, or if it is a new feature, when it was created.

- **Unique Source:** This information will tell you how the information on the map was obtained. This will be displayed as one of the following:
    - Aerial survey - full refly: This means that an entire area, such as the whole of London, was completely re-flown to obtain the information on the map.
    - Aerial survey - local update: This means that only a small area was re-flown, possibly due to cloud on the original photographs, to obtain the information on the map.
    - TGG QA Edit: This means that information on the map had been updated in response to some direct feedback either from a customer or from a "registered change partner" such as Promap.
- **Land Use:** This will provide you with the current Land Use for the point on the map you have clicked on.
- **Feature Type:** This will tell you what type of feature you have clicked on.
- **Point Of Interest:** If the point on the map that you have clicked on is a Point of Interest, then the name of it will be displayed here.
- **Retail Name:** If applicable, this will provide you with the name of the shop.
- **Retail Classification:** If applicable, this will display what type of retail takes place at the point on the map you have clicked on.
- **Nearest Address:** The nearest address to the point you clicked on the map will be displayed
- **Building Height Metres:** All permanent buildings on the map have a height value and this will be displayed in metres.



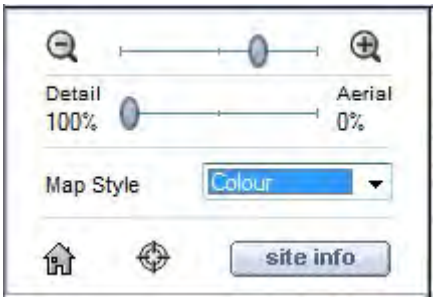
See Also

To annotate a map with site information 64

To annotate a map with a text box showing measurements 61

To annotate a map with site information

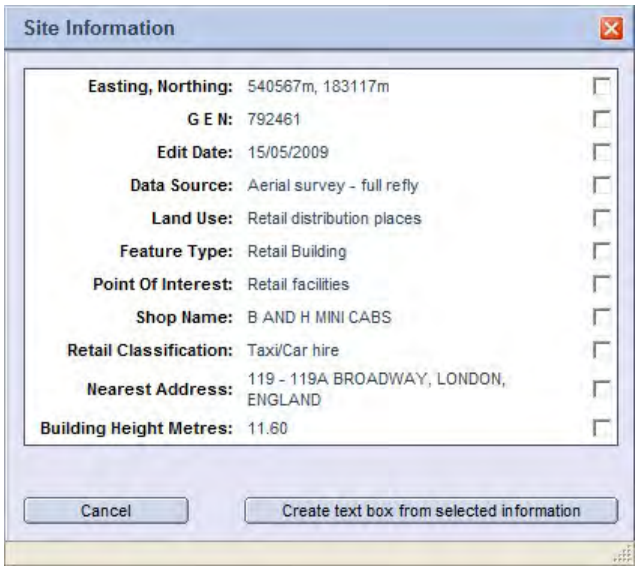
1.Click the **Site Info** button in the **Display Control Bar**



2. Move the mouse pointer to where you want the information for on the map. Click to display the information for that point:

If you are viewing a Street Plus, OS Detail or Aerial layer you will be provided with the following information:

If you are viewing a UKMap detail map you will be provided with the following information:



3. Click the tick box to the right of the information you would like to display on the map to select them. Then click **Create text box from selected information**. A text box will now appear on the map or aerial photograph showing this information. To modify the text box see Text Properties 77.

See Also

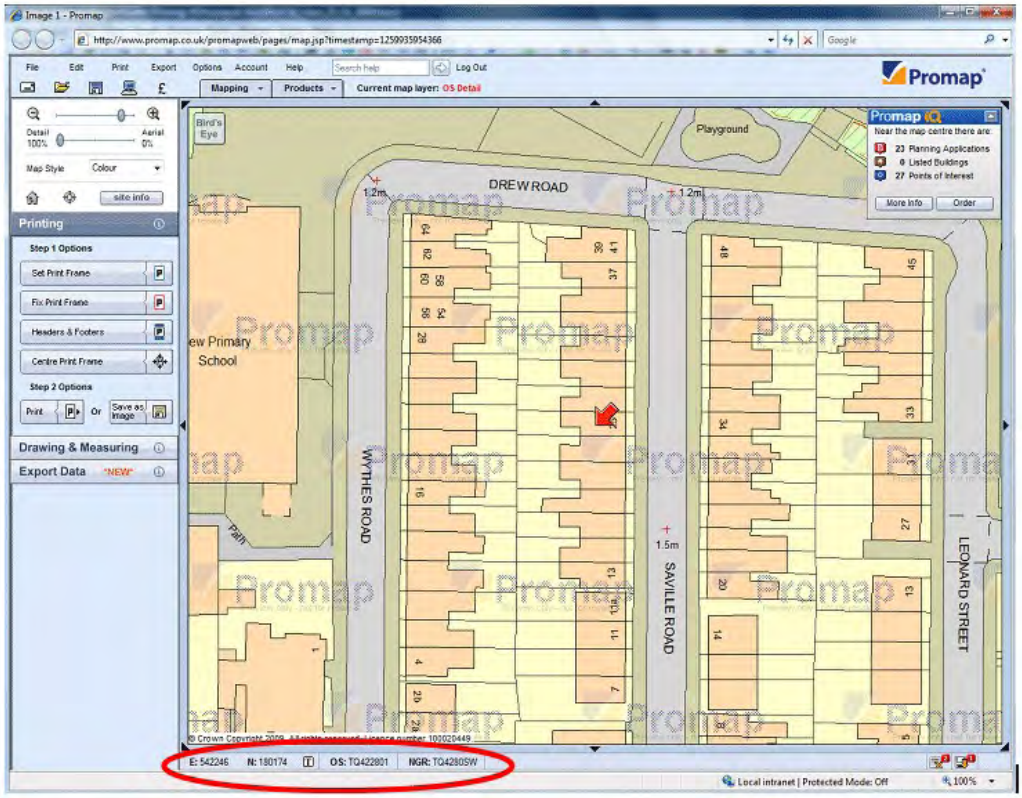
To see site information 62

To annotate a map with a text box showing measurements 61

Finding a grid reference

Promap gives you the ability to find Easting and a Northing co-ordinates for any point on your map.

If viewing the Street Plus or OS Detail layers you can also see OS tile numbers and National Grid References for any point on your map in real-time. As you move your mouse cursor around the screen the co-ordinates are updated for you in the **Notification Bar** at the base of the map.



See Also

[To obtain an Easting and Northing for a point on the map](#) 66

[To see grid references in real-time](#) 67

To obtain an Easting and Northing for a point on the map

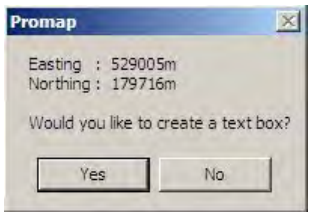
The **Grid Reference** tool is located on the left-hand side of the **Notification Bar** at the base of the map. It is permanently active to show you the Easting and Northing co-ordinates for the position of your cursor on the UKMap Detail layer, and the Easting and Northing co-ordinates, OS Tile Number and National Grid Reference for the position of your cursor on the Street Plus and OS Detail layer.

1. Click the button in the **Notification Bar** .

   The mouse cursor will change to an arrow and a question mark.

2. Click the site or building you would like the grid reference for.

   The following pop-up will appear giving you the Easting and Northing for the building or site you selected.



3. Click **Yes** if you want to create a text box showing the Easting and Northing.

The top left-hand corner of the box is placed at the point selected. If you move the box the reference is no longer accurate.

Tip

- You can use this feature to find a site when you have an Easting and Northing. Just move the question mark around the map and click the site when you find the co-ordinates you're looking for.
- The Street Plus and OS Detail layers also provide the OS Tile number and the National Grid Reference in the Notification Bar at the base of the map. If you would like this information in the text box containing the Easting and Northing, double-click the text box. Type the information you want to add in to the top left hand corner of the **Text Properties** dialog box and click **OK**. The information you have added will be displayed on screen.

To see grid references in real-time

The **Grid Reference** tool is located on the left-hand side of the **Notification Bar** at the base of the map. It is permanently active to show you the Easting and Northing co-ordinates for the position of your cursor on the UKMap Detail layer, and the Easting and Northing co-ordinates, OS Tile Number and National Grid Reference for the position of your cursor on the Street Plus and OS Detail layer.

See also

To obtain and Easting and Northing for a point on the map 66

Drawing shapes and symbols

You can draw the following shapes and symbols:

- Symbols 68 – such as trees, triangles or arrows
- Rectangles 68 – such as site markers or cars
- Rounded Rectangles 68 – such as site markers or car parks
- Ovals 68 – such as site markers or ponds

- Arrows 68 – to point from a text box to your site or vice versa
- Lines 68 – to connect objects
- Text boxes 69 – to label items on your map
- Freehand shapes 69 – such as buildings on a new development

To draw a symbol, regular shape, arrow or line

1. Open the **Drawing & Measuring** toolbar.
2. Click one of the following tools:

   *The **Symbol** tool*

   *The **Rectangle** tool*

   *The **Round Rectangle** tool*

   *The **Oval** tool*

   *The **Arrow** tool (choose this if you want to draw a line)*

   The **Shape Information** popup opens in the top right of the workspace. It will show you the measurements of the object as you draw it.
3. Move your cursor over the position on the map where you want to start drawing the shape.
4. Click and drag to where you would like the shape to end.
5. Release the mouse button and your shape will be displayed on the map.

   To change the appearance of your shape or the type of symbol used, or add or remove arrow heads from lines, double-click it. This will bring up the **Symbol**, **Shape** or **Line Properties** box. Please refer to Changing an object's colours and styles 76 for details.
6. Click anywhere on the map to turn the tool off.

See also

Editing shapes and lines 70

Moving, sizing and rotating objects 73

Advanced customisation 85

To label objects with a text box

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Text** tool.

The **Shape Information** popup opens in the top right of the workspace.

3. Move the cursor to where you would like the text box to start.
4. Click and drag the mouse diagonally to where you want the text box to stop. As you drag the mouse you will see the outline of the text box grow on the screen.
5. Release the mouse button and click anywhere on the map to turn the **Text** tool off.

Promap will draw the text box using the fill and outline styles currently selected for text boxes. Notice that the text box contains the text **Your Text Here** which can be changed, along with the current style settings, by double-clicking the text box. The **Text Properties** box will appear. Please refer to Text Properties 77.

See also

Moving, sizing and rotating objects 73

Advanced customisation 85

Annotating the map with measurements 60

To draw a building freehand

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Shape** tool.

Don't turn on Snap to Point.

The **Measurements** popup opens in the top right of the workspace. It will show you the measurements of the shape as you draw it.

3. Move the cursor to where you would like to draw your building and click to start the line.
4. Press **L** on your keyboard to set the length of the line you would like to draw. For example 10m.

5. Press **Enter** after entering the length.
6. Press **A** to set the angle of the line in a clockwise direction from its starting point. For example 90º.
7. Press **Enter** after entering the angle.
8. Click to attach the next line.
9. Press **A** to set the angle of the next line from the previous segment or **L** to adjust the length. For example 270º and 5m. Press **Enter**.
10. Click again to attach the third line.
11. Repeat the steps until your building is drawn.

> **Tip**
>
> If you are drawing a building freehand and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be removed.

See also

Editing shapes and lines 70

Moving, sizing and rotating objects 73

Shape Properties 76

Advanced customisation 85

Editing shapes and lines

You can change irregular shapes (polygons) and lines (polylines) while you are drawing them by:

Deleting the most recently drawn line 71

or after you've closed a shape by:

Dragging an existing point out 72

Adding a new point 72

Removing an existing point 73

Opening a closed shape or line 71

To select an overlapping object

- If possible, click the object.

However, if there are several hand-drawn objects on a map overlapping each other, you may find it difficult to select one. In that case you can select one at random and then press either **P** or **N** on your keyboard to change which object is selected.

P **(Previous)**	Allows you to tab backwards through any customisations you have made. When you've drawn several objects and you need to edit one or more, press **P** on the keyboard to select each previous object.
N **(Next)**	The same as pressing **P**, except it selects the next object.

To delete the last line while drawing

At any point while drawing your shape you can press the **Backspace** key on your keyboard to delete the most recently drawn line. Continue pressing **Backspace** to delete multiple lines.

See also

Promap hot keys 199

To open closed shapes and lines

You can reopen any closed shape by clicking it and then pressing **Enter** on your keyboard. This will reopen your shape at the point where you closed it and enable you to delete lines, using the **Backspace** key, without having to delete the whole shape.

See also

Promap hot keys 199

To add a point to a shape or line

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Add Point** tool.

3. Click on the shape or line where you want to add the point. This should be on the perimeter of the actual shape, not the outside selection square with the black dragging handles.

   Promap adds an additional point.
4. You can add more points in the same way.
5. Click the **Add Point** tool again to turn it off.

   You can now drag the point out by clicking and dragging it. See To drag an existing point out 72.

See also

To delete a point from a shape or line 73

To open closed shapes and lines 71

To drag an existing point out

1. Click your shape to select it.
2. Move the mouse cursor over the point that you want to drag. This should be a point on the perimeter of the shape, not the sizing handles.

   The cursor changes to
3. Click and drag the point to its new position.
4. Release the mouse button.

See also

To add a point to a shape or line 72

To remove a point from a shape or line 73

To open closed shapes and lines 71

To delete a point from a shape or line

1. Open the **Drawing & Measuring** toolbar.
2. Click the object in order to select it and to see where the points are.
3. Click the **Delete Point** tool.

4. Click on the point that you want to remove.

   Promap removes the point from the shape or line and joins the points either side of the removed point to close the shape or recreate the line.

5. You can remove more points in the same way.
6. Click the **Remove Point** tool again to turn it off.

> **Note**
>
> You can't remove points from a three-pointed shape (triangles) or from a two-pointed line.

See also

To add a point to a shape or line 72

To delete an object

1. Select the object by clicking it.
2. Press the **Delete** key on your keyboard.

See also

To select an overlapping object 71

Moving, sizing and rotating objects

You can move 74, resize 74 and rotate 75 objects you've put on to the map.

To move your object

- Select the object by clicking it.

Move it by dragging

i. Move your cursor to the centre of the object.

The cursor changes to look like this .

ii. Click and drag the object.

iii. Release the mouse button when the object is where you want it.

If you hold down the **Shift** button and then click and drag, you can restrict the movement of the object to only going up or down.

-or-

Move it by nudging

- Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

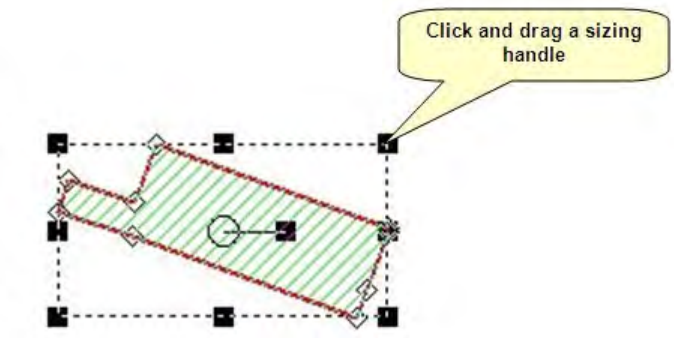
See also

To select an overlapping object 71

To resize your object

1. Select the object by clicking it.

When the object is selected, Promap places a box with dashed lines around the object. Black squares known as sizing handles appear on the lines of the box.



2. Place your cursor over one of these sizing handles and the cursor will change to show you in which direction you can resize the object, for

example: ⟷

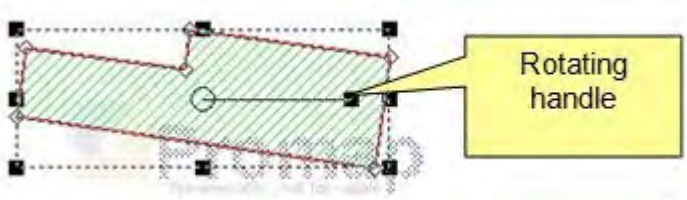
3. Click and drag the sizing handle to resize the object.
4. Release the mouse button when the object is the right size.

> **Note**
>
> The aspect ratio is not maintained. The ratio of the object's width to its height will therefore change and the object may looked stretched.

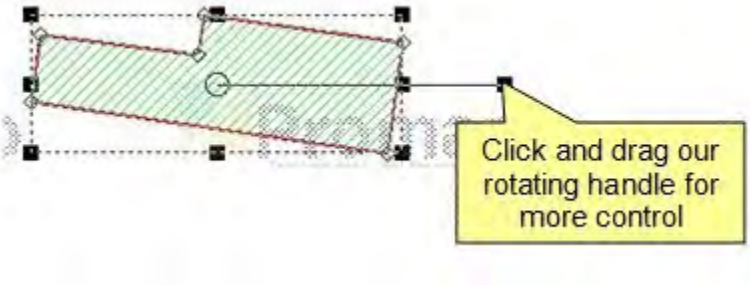
To rotate your object

1. Select the object you wish to rotate by clicking it.

   Look at the centre of the object and you will see a circle. Coming out of the circle is a thin black line and a small black box at the end of the line.



2. Place your cursor over the circle in the centre of the object and move it to the right until you see the cursor change to a circular arrow.



3. Click and drag the arrow to rotate your object.
4. As you rotate the object, you can see the angle of rotation in the **Shape Information** pop-up.

> **Tip**
>
> Once you have hold of the rotation handle, you can make the rotation line longer by dragging it. A longer handle will give you more control over the rotation speed.

See also

To select an overlapping object 71

Changing an object's colours and styles

If you want to change the colour and style of anything that you have drawn on your map you double-click it to display the appropriate **Properties** dialog box.

Shape properties 76

Text properties 77

Symbol properties 78

Line properties 78

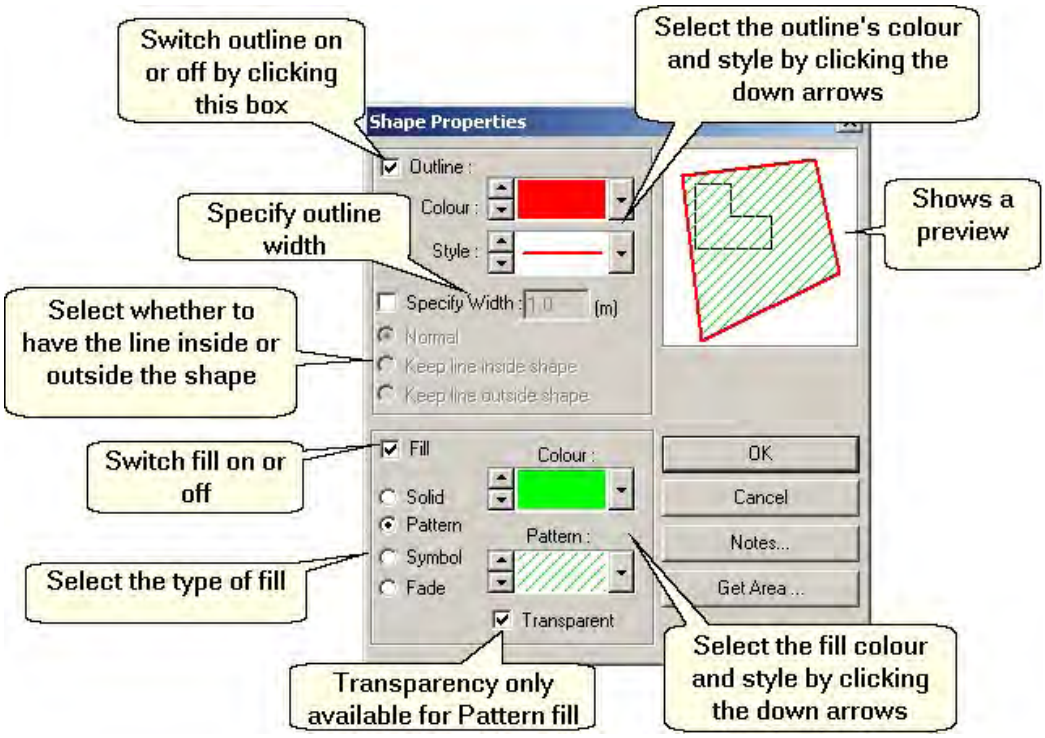
> **Note**
>
> Promap will remember all the changes you make in the Properties dialog box for the length of the session. However, if you log out and log in again the standard settings will return.

Shape Properties

This will change the **Outline** and **Fill** properties for shapes you've created with the **Shape**, **Fill**, (**Rounded**) **Rectangle** and **Oval** tools. You can set the properties for these shapes independently from each other: Settings for an oval will not affect settings for a rectangle, for example.

An identical dialog box will change the properties for circles. It has the title **Circle Properties**.

- To display the **Shape Properties** dialog box double-click the shape on the map.

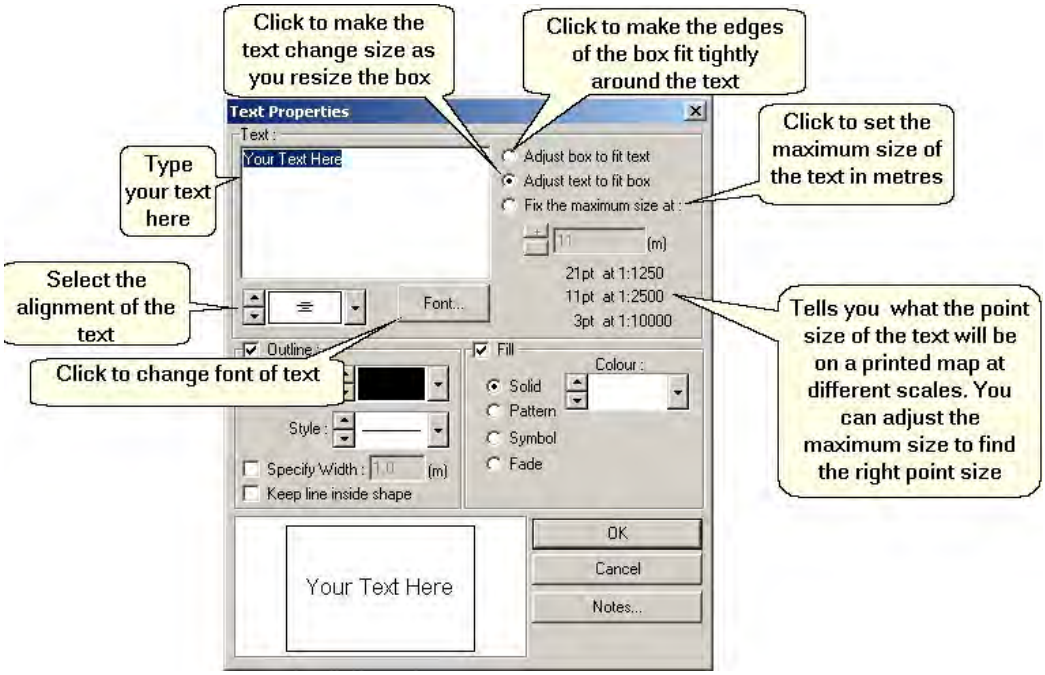


Click **OK** to save your changes and close the dialog box.

Text Properties

This is where you can type the text for text boxes and change its properties.

- To display the **Text Properties** dialog box double-click the text box on the map.

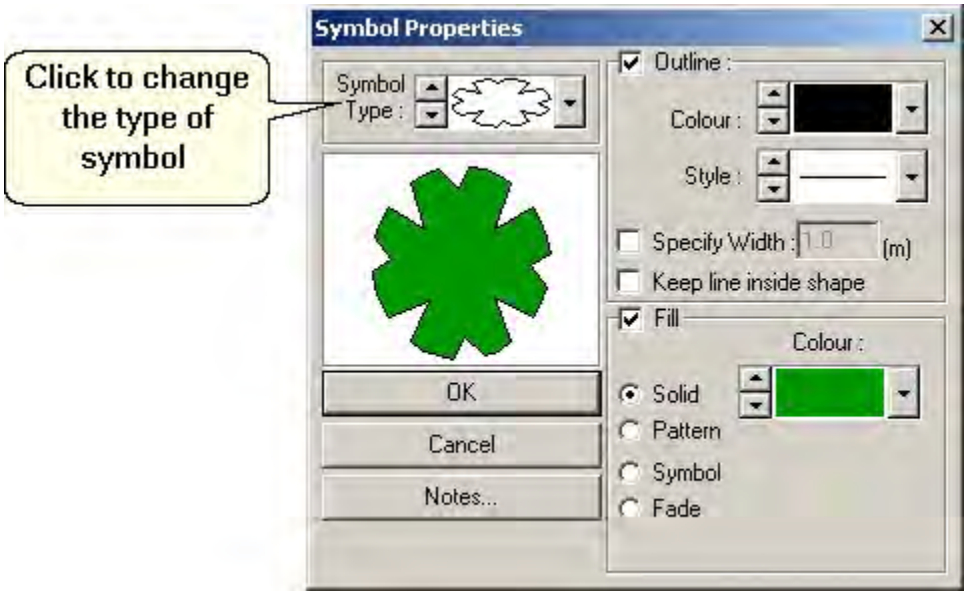


Other sections are the same as in Shape Properties. 76

Symbol Properties

This will change the properties for symbols.

- To display the **Symbol Properties** dialog box double-click the symbol.

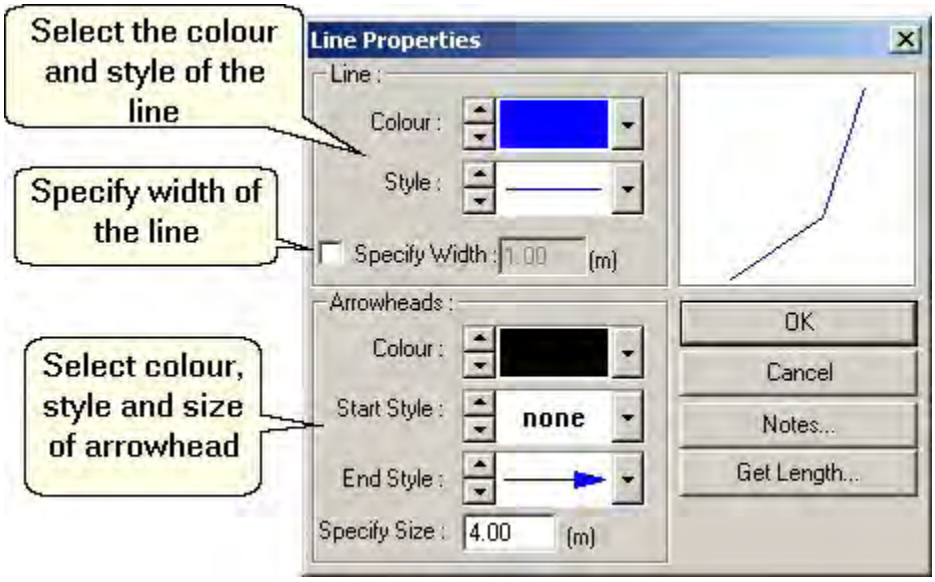


Other sections are the same as in Shape Properties 73.

Line Properties

This will change the properties for Lines and Arrows.

- To display the **Line Properties** dialog box double-click the line or arrow you wish to change.



Other sections are the same as in Shape Properties 76.

Changing the appearance of map features

The Detail layers consists of features that can be switched off or changed in appearance e.g. you can change the outlines of all the buildings to red or remove them totally. To change any of the features, you need to use the **Legend** tool.

This facility is available on the Detail layers of mapping for all map styles.

See also

To switch features on and off 79

To change the style and colour of a map feature 80

Colour schemes 81

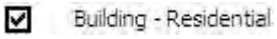
To switch map features on and off

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Legend** tool to open the map legend.

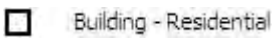
> **Note**
>
> The Legend tool and colour schemes are only available on a Detail map.

3. The **Legend** dialog box will appear on your screen listing all the map feature categories relating to the Detail map you are viewing. Click on the ⊞ icon to the left of the category name to see the individual features.
4. To the left of each feature you will see a tick box. A tick in the box means the feature is turned on and a blank box means the feature is turned off.

   Feature turned on:



   Feature turned off:



5. To turn a feature on or off, click the tick box.
6. Click **OK**.

   Promap will now remember your selection for this map and the dialog box will close.

See also

To change the style and colour of a map feature 80

To change the style and colour of a map feature

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Legend** tool to open the map legend.

> **Note**
>
> The Legend tool and colour schemes are only available on a Detail map.

3. To change the appearance of any feature,click on the feature's name in the list e.g. building

   The customisation options Style, Line Colour and Fill colour (where applicable) on the right-hand side will now become active.

4. To change the **Line** style of a feature, click the down arrow to the right of the style displayed and select the style you would like.
5. To change the **Line Colour** of the feature, click the down arrow to the right of the line colour displayed and select the colour you would like.
6. To change the **Fill Colour** of the feature (If available), click the down arrow to the right of the fill colour displayed and select the colour you would like.
7. The **Sample** view in the top right will show you a preview of your changes.
8. Once all the required changes have been made click **OK** on the right-hand side of the dialog box to apply your changes, close the legend and return to your map.

   You can save settings you have made in the Legend so that they can be applied to future maps. These are called Colour Schemes. To learn more about colour schemes, read Colour schemes 81.

> **Note**
>
> When you save a map, the changes you have made in the Legend are saved with it. It will look exactly the same when you open the map again.

See also

To switch features on and off 79

Colour schemes

Promap allows you to set the colours and styles of Detail map features, using the **Legend** tool, and save them in a folder.

> **Note**
>
> The Legend tool and colour schemes are only available on a Detail map.

These saved colours and styles are called 'Colour Schemes'. To find out how to change map features, see Changing the appearance of map features 79.

You can load a colour scheme at any time to a new map to give the map the appearance you specified in the legend. Colour schemes also provide you with the ability to define a company colour scheme to be applied to new maps. This makes it easy to define a corporate or project specific colour scheme and to ensure that your mapping has a consistent appearance.

> **Note**
>
> Colour schemes can only be applied to the type of map is was originally created and saved in. For example, a colour scheme created on an OS Detail map cannot be applied to a UKMap Detail map.

See also

To save a colour scheme 81

To save a colour scheme

1. Make your changes to the map features using the **Legend** tool.

> **Note**
>
> The Legend tool and colour schemes are only available on a Detail map.

   See Changing the appearance of map features 79 for details.

2. Select **Options**>**Colour Schemes**>**Save Colour Scheme**.

   The **Save Colour Scheme** dialog box will appear.

3. Click the folder you would like to save the colour scheme in. You will see your **Org**(anisation) folder (available to everyone in the company), your **Group** folder (available to users in that group) and your **Private** folder (available only to you).

   If you want to set this colour scheme as a default, you need to save it in the

Org\Colour_Schemes folder.

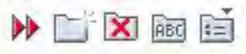
Promap will automatically put its name in the **Folder Name** box.

4. In the **File name** text box, type the name of your colour scheme, e.g. Scheme 1. Enter a **Description**, e.g. red building outlines, and a **Reference**, e.g. Development Team, if you wish.

> **Note**
>
> Colour schemes can only be applied to the type of map is was originally created and saved in. For example, a colour scheme created on an OS Detail map cannot be applied to a UKMap Detail map. When naming the colour scheme we would suggest including in the file name what layer the colour scheme is being created in, ie: OS Detail Layer or UKMap Layer so when you want to apply a colour scheme to a map you know which colour schemes are for which layers.

5. Click **Save**.

Your colour scheme will be saved in the folder you specified.

> **Tip**
>
>  You can move, delete and rename colour schemes using the quick fire buttons shown here. The button that looks like an open folder allows you to create subfolders to save your colour schemes in. The final button is **Properties** and allows you to get information about any selected colour scheme.
>
> Select **Options**>**Colour Schemes**>**Open** and click the **Browse** tab. The quick fire buttons will appear in the top right hand corner of the **Browse** box. For further help, go to To organise files and folders 99.

See also

To apply a saved colour scheme 83

To set user defaults 190

To apply a saved colour scheme

To apply a saved colour scheme to a map, ensure that you have opened a new or saved map file before following the steps below.

> **Note**
>
> The Legend tool and colour schemes are only available on a Detail map.
>
> Colour schemes can only be applied to the type of map is was originally created and saved in. For example, a colour scheme created on an OS Detail map cannot be applied to a UKMap Detail map.

To apply a default colour scheme

- Select **Options**>**Colour Schemes**>**Apply Default Colour Scheme**.

  This will apply the default template that has been selected in the **Settings** dialog box. See To change setting preferences 160.

  The administrator can set a default template for the entire company that cannot be changed. If that is the case, you will not be able to change the default in **General Settings**.

To apply a recent colour scheme

1. Select **Options**>**Colour Schemes**>**Open Colour Scheme**.

   The **Open Colour Scheme** dialog box appears.

   You will see a list of up to ten of your most recently saved colour schemes with the most recent at the top.

2. Click the colour scheme you would like to use. It will be highlighted in grey.
3. Click **Open**.

   Your colour scheme will now be applied to the map.

To apply an older colour scheme

1. Select **Options**>**Colour Schemes**>**Open Colour Scheme**.

   The **Open Colour Scheme** dialog box will appear.

2. Click the **Browse** tab to see older saved colour schemes.
3. Click the folder and/or subfolder which contains the colour scheme you would like to use.
4. Click the colour scheme you want to open.

Promap will highlight it in grey and tick the selection box to the left of the colour scheme's name.

5. Click **Open**.

   The colour scheme will be applied to the map.

To delete a colour scheme

You may want to delete saved colour schemes from time to time. For example, when a specific project they were created for ends.

To delete a colour scheme

1. Select **Options**>**Colour Schemes**>**Delete Colour Scheme**.

   The **Delete** dialog box will appear.

2. Click the folder containing the colour scheme you want to delete.

   In the right hand panel all the colour schemes within this folder will appear.

3. Click the colour scheme you want to delete.

4. Click **Delete**.

   Promap will ask you to confirm that you want to delete this scheme.

5. Click **OK**.

   Promap will confirm that the colour scheme you selected has been deleted successfully.

6. Click **Cancel** to close the **Delete** dialog box.

Advanced customisation

This section contains advanced customising features that are likely to be of use and require a little more work with Promap to achieve. The features are useful when you're creating a key or legend for your map.

You can use these features to edit objects you've drawn by:

- Copying 85 (cloning) an object
- Grouping 85 objects so that they can all be moved together
- Re-ordering 87 objects
- Aligning 87 objects
- Spacing 88 objects so that they match horizontally or vertically
- Sizing 89 objects to match other objects
- Locking 89 objects into place
- Locking 90 objects to the background

When you've created a drawing, you can save it in a drawing library 91 for use on other maps.

See the rest of the chapter for details.

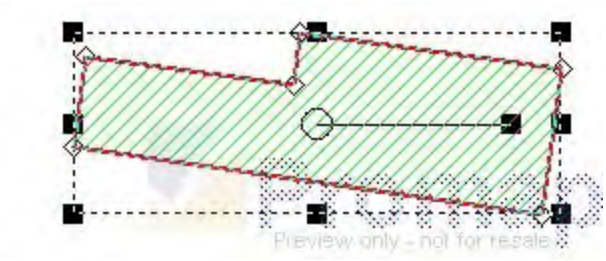
To copy objects

If you want to copy any object you have drawn on your map i.e. make another exact copy, you can clone it.

To copy objects

1. Select the object you want to clone by clicking it.

   You will see sizing handles around the object.


Preview only - not for resale

2. Right-click the object and select **Clone** from the menu that appears.

An exact replica of your object will appear on you map. You will need to move it.

See also

Moving, sizing and rotating objects 73

Changing an object's colours and styles 76

To delete an object 73

To select an overlapping object 71

Advanced customisation 85

To group objects

You can group objects so that they can all be moved as one.

To group objects

1. Select the objects you wish to group. There are two ways to do this
   - Selecting one by one
     i. Start to select the objects you wish to group together by clicking one of them.
     ii. Hold down the **Ctrl** key on your keyboard and proceed to click the other objects that you wish to group.

     You will see small black boxes, called sizing handles, appear around the objects you have selected.
     iii. When you have selected all the objects you want to group, release the **Ctrl** key.
   - Selecting by lassoing the objects
     i. When no objects are selected, hold down the **Shift** key and click and drag a lasso around the objects you wish to select. The lasso will be a rectangular shape.

     Start the click and drag action away from the objects so that you don't accidentally select one of them.
     ii. Release the mouse and then the **Shift** key when the lasso is around all the objects.

     Each object will be selected and have sizing handles around it.
2. Right-click the centre of one of the objects and select **Group** from the menu that appears.

   Your objects should now be grouped and have only one set of sizing

handles around the whole group.

3. To select the group for further editing, click the centre of one of the objects.
4. To un-group the objects, click one. Then right-click and select **Un-group** from the menu.

See also

Moving, sizing and rotating objects 73

Advanced customisation 85

To re-order objects

Once you have drawn multiple objects in Promap you can re-order them. This enables you to draw objects without having to remember to draw them in the order you wish them to appear on your map. Every object you draw in Promap is a separate layer.

To re-order objects

1. Click the object you want to re-order.

   It will now have sizing handles around it.
2. Right-click the centre of the object and select **Re-order** from the menu that appears.
3. Choose one of the following options:

- **Bring forward**- to move it forward one layer
- **Send backward** - to move your object back one layer
- **Bring to front** - to place it above everything else
- **Send to back**- to place it beneath everything else

See also

To select an overlapping object 71

Advanced customisation 85

To align objects

If you have drawn multiple objects you may wish to align them, i.e. to create a legend or a key for the map.

To align objects

1. Click the object you want to align everything else with.

2. Use **Ctrl**+**Click** to select all the objects you want to align with the first object.
3. Right-click the first object and select **Align**.
4. Choose one of the following options:
   - **Left** - to align the objects with the left edge of the first object
   - **Right**- to align the objects with the right edge of the first object
   - **Top**- to align the objects with the top edge of the first object
   - **Bottom** - to align the objects with the bottom edge of the first object
   - **Centre** -to align the objects one on top of the other with all the centres in the same place as the centre of the first object.

See also

To select an overlapping object 71

Advanced customisation 85

To space objects

Spacing allows you to space objects equally either horizontally or vertically across the map. You can create a row or column of objects that have the same spacing between them.

To space objects

To space objects equally you need to give Promap an example of the spacing you would like. The objects also need to be roughly in a column or row.

1. Find two objects that you have drawn that have the spacing you want all the objects to have. Click the first of these two objects.
2. Hold down the **Ctrl** key on the keyboard and click the second of the two objects.
3. Use **Ctrl**+**Click** to select all the objects you want to space equally.
4. Right-click one of the selected objects and select **Sizing & Spacing** from the menu.
5. Choose one of the following options:
   - **Space vertically** - to match the vertical spacing between the first two objects. Use this if you want to create a column of objects.
   - **Space horizontally**- to match the horizontal spacing between the first two objects. Use this if you want to create a row of objects

   All the objects will now be equally spaced vertically or horizontally across the map.

See also

To select an overlapping object 71

Advanced customisation 85

To size objects

Sizing allows you to change the sizes of objects to match other objects you have drawn. All the objects need to be the same shape. This means, for example, that you can make squares in a map key all the same size.

To size objects

1. Click the object that is the size you want the other objects to match.
2. Hold down the **Ctrl** key on your keyboard and click the object or objects you want to change in size.
3. When all the objects have been selected, release the **Ctrl** key.
4. Right-click one of the selected objects and select **Sizing & Spacing** from the menu.
5. Choose one of the following options:
   - **Make same height** - to make all the objects the same height as the first one selected
   - **Make same width**- to make all the objects the same width as the first one selected
   - **Make same size** - to make all the objects the same size as the first one selected

See also

Advanced customisation 85

To lock objects in place

Locking objects to the map means that you can no longer move them. This has a variety of uses. For example, you may have drawn a complex shape on your map and you could accidentally move the shape with your mouse.

To lock objects in place

1. Click the shape that you want to lock.
2. Right-click the selected object and select **Lock** from the menu.

   Your shape will now be locked in place.

To unlock an object

- If you want to unlock your shape, repeat steps 1 & 2 and select **Unlock**

> **Note**
>
> - You can still change the properties of the shape by double-clicking it.
> - Objects that are locked to background cannot be grouped or re-ordered. You must unlock the shape first.

See also

To select an overlapping object 71

To lock objects to the background

Locking objects to the background means that you can lock a shape underneath the map data layer. This is a good method of making a colour fill transparent on an object.

This works for a solid, symbol or fade fill. You can set a patterned fill to be transparent on the Shape Properties 76 dialog box.

This feature only works on the Detail layer maps when viewing them in black and white only.

To lock objects to the background

1. Click the shape that you want to lock to the background.
2. Right-click the selected object and select **Special**>**Lock to background**.

   Your shape will now be locked below the Detail Map layer.

To unlock an object

- If you want to unlock your shape, repeat steps 1 & 2 above but select **Special**>**Unlock from background**

> **Note**
>
> - You can still change the properties of the shape by double-clicking it.
> - Objects that are locked to background cannot be grouped or re-ordered. You must unlock the shape first.

See also

To select an overlapping object 71

Drawing Libraries

You can save all types of drawings you make in a drawing library. This allows you to use them again on your current map or future maps.

Each drawing library can store up to twenty user-drawn objects and you can create as many drawing libraries as you want.

> **Note**
> Drawing libraries can only be used on the layer that they were created on.

To create a drawing library

1. Open the **Drawing & Measuring** toolbar when you've opened a map.
2. Under the **Drawing Libraries** heading, click **New**.

   Promap will open a new drawing library and place in the top right hand corner of the map for you. As this is a new drawing library it will not contain any objects.

   It is best to save it now so that you don't lose any drawings you might add to it. See To save a drawing library 92
3. Draw and click (to select) the object that you want to store in the drawing library.
4. Right-click the object and select **Special**> **Add to Drawing Library**.
5. A **Custom Drawing Properties** dialog box will appear.
6. Type a description for the item in the box provided. You can also add any notes that you may find useful i.e. measurements of the item.
7. Once you have completed the details, click **OK** and your item will be stored in the drawing library.

> **Note**
> Drawing libraries can only be used on the layer that they were created on.

See also

To open a drawing library 93

To save a drawing library

1. With a new drawing library open, click **Save** under the **Drawing Libraries** heading.

   The **Save Drawing Library** dialog box will appear.

2. Click the folder you would like to save in.

   If you want to save in a new subfolder, you can click the **New Folder** button and enter a name and click **Submit**. You will now have to select the subfolder in the folder tree.

   Promap will automatically put its name in the **Folder Name** box.

3. In the **Drawing Library Name** text box type the name of your drawing library. At this stage you may enter a **Description** and a **Reference** if you wish.

4. Click **Save**.

   Your drawing library will be saved in the folder you specified.

> **Note**
> Drawing libraries can only be used on the layer that they were created on.

See also

To open a drawing library 93

To open a drawing library

To open a recent drawing library

1. Open the **Drawing & Measuring** toolbar.
2. Click **Open** under the **Drawing Libraries** heading.

   The **Open Drawing Library** dialog box will appear with the **Recent** tab selected.

   You will see a list of up to ten of your most recently saved drawing libraries with the most recent at the top.
3. Click the drawing library that you want to open.

   The drawing library will be highlighted in grey.
4. Click **Open**.

   The drawing library will be displayed on your screen.

> **Note**
> Drawing libraries can only be used on the layer that they were created on.

To open an older drawing library

1. Open the **Drawing & Measuring** toolbar.
2. Click **Open** under the **Drawing Libraries** heading.

   The **Open Drawing Library** dialog box will appear with the **Recent** tab selected.
3. Click the **Browse** tab to see older saved drawing libraries.
4. Click the folder and/or subfolder which contains the drawing library you would like to use.
5. Click the drawing library you want to open.

   Promap will highlight it in grey and tick the selection box to the left of the drawing library's name.
6. Click **Open**.

   The drawing library will be displayed on your screen.

Note

Drawing libraries can only be used on the layer that they were created on.

Note

You can use the quick fire buttons on the **Browse** tab to move, delete and rename drawing libraries. The button that looks like an open folder allows you to create subfolders to save your drawing libraries in. The final button is **Properties** and allows you to get information about any selected drawing library.

For further help, go to To organise files and folders 99.

See Also

To use an item from the drawing library 94

To show or hide a drawing library 95

To use an item from the drawing library

1. Open the drawing library.

   See To open a drawing library 93.

2. Click and drag the object you want to use from the drawing library onto the map.

   You can now position or rotate the item using the normal methods. For further help with doing this go to Moving, sizing and rotating objects 73.

Note

Drawing libraries can only be used on the layer that they were created on.

See also

Advanced customisation 85

To show or hide a drawing library

If your screen is getting crowded with objects and the drawing library is taking up too much space, you can hide it by clicking **Hide** under the **Drawing Libraries** heading.

To see it again, click **Show**.

To delete a drawing library

1. Select **Options**>**Drawing Libraries**>**Delete Library**.

   The **Delete** dialog box appears.

2. In the left pane, click the folder that holds the drawing library.

   The drawing libraries in that folder appear on the right.

3. Click the drawing library you want to delete.

4. Click **Delete** and then **OK** to confirm.

5. Click **OK** on the **Delete** dialog box to delete more drawing libraries

   -or-

   Click **Cancel** to close the dialog box.

See also

To organise files and folders 99

Saving files

We recommend that you save every map or aerial photograph you pay for. As you work, Promap will prompt you to save files frequently. At the risk of sounding prescriptive, It is best practice to save your files at regular intervals, in addition to the prompts from Promap. That way, if your computer should crash for any reason, you won't have lost too much work.

Any map file you save is saved on our server, not on your computer. Promap will not allow you to save a Promap file on your computer. This has the following advantages:

- Provides a secure place to store your files
- Keeps your company's computers disk space free
- Allows you to search for saved Detail maps with the same location as a new site
- Gives you a ready-made folder structure to store map files, templates, and colour schemes. You can create your own subfolders if you wish.

When you save your map or aerial photograph, Promap saves all the map layers that you have looked at together with any customisations you have made. By clicking the **Save** button, you save a whole set of map layers and/or aerial photographs and not just the map or aerial photograph displayed on your screen at the time. This is why we talk in terms of 'Saving Files'.

The only exception to this is historical maps. These cannot be viewed or saved within the Promap software. Once you have purchased historical maps you can save them on your computer as either PDF or GIF files.

You can also save a copy of any printed map and aerial photograph as an image file (.bmp, .png, .gif, jpeg and for all layers except Detail geotiff as well) on your computer.

See the rest of the chapter for details.

See also

To save a file for the first time 97

To save an existing file 98

To save changes to a read only file 98

To create a new folder 98

To organise files and folders 99

To save a file for the first time

1. Click the **Save** button on the standard toolbar.
2. The **Save Map** dialog box will appear with the last folder that was saved in selected.

   On the left-hand side you can see the list of folders. You can save your file in the **Org.**(*your company name*) folder (available to everyone in the organisation), or your **Private.**(*your name*) folder (available only to you). If you are a member of a group, you can also save the file in your **Group.**(*group name*) folder (available only to users in that group)
3. Click the folder you would like to save in.
4. The folder's name appears in the **Folder Name** text box.
5. Fill in the following text boxes:

Titles	Description
File name:	Enter a short descriptive name for your map or aerial photo.
Description:	Enter a description of the file you are saving. This becomes useful as your saved file collection grows and you need to use the search functions in Promap.
Reference:	Allows you to enter a reference code of your own choosing. You may wish to enter a unique project code, client name or the reference you entered into your expenditure details.

6. If you want to make the file read-only, click the tick box next to **Make this map read only**. Read only is useful in preventing people accidentally overwriting your maps. This means that if you want to save any further changes to the map, you need to unlock it first. See To save changes to a read only map 98.
7. Click **Save**.

See also

To save an existing file 98

To create a new folder 98

To save an existing file

1. Click the **Save** button on the standard toolbar.

   The **Save File** dialog box will appear.

   The file's current folder, name, description and reference will be visible.

2. If you want to give the file a different name or save it in a different folder, select a different folder and/or type a new name in the **File name** text box.

3. If you want to make the file read-only, click the tick box next to **Make this map read only**.

   The map will now be locked. This means that if you want to save any further changes to the map, you need to unlock it first. See To save changes to a read only file 98 for details.

4. Click **Save**.

See also

To save a file for the first time 97

To save changes to a read only file

1. If you would like to save changes to a read-only file you will need to unlock it first. Click the **Save** button and the **Save Map** dialog box will appear.

   There will be a closed lock before the map file's name.

2. Select the file's name and click the unlock button in the top right hand corner of the dialog box.

   This will unlock the file enabling you to save any changes to the maps. See To save an existing file 98.

To create a new folder

1. Click the **Save** button on the standard toolbar.

2. In the **Save File** dialog box click the folder in which you'd like to create a subfolder.

   This will be the parent folder.

3. Click the **New Folder** button in the top right-hand corner of the dialog box.

   A **New Folder** text box will appear.

4. Type in the name of the subfolder you want to create.

5. Click **Submit** and **OK** to confirm.

   Promap will return you to the original **Save Map** dialog box without a folder selected.

6. Click the parent folder and the new subfolder will appear.

   You can now save files in that folder.

Promap will allow you to create as many subfolders and as many levels of folders as you like.

> **Note**
>
> - A folder name and reference can contain any character except ¦ “ % & + # \.
> - A folder description can contain any character except ¦ ” % & + # |.
> - If you don’t specify a parent folder for your subfolder, it is automatically placed under your Private folder.
> - Names of folders, maps and other objects are case insensitive. If you save a map file with the name 'MIXEDcase', it will overwrite one called ‘‘mixedCASE' The name of the map will still appear as you typed it originally.

See also

To organise files and folders 99

To organise files and folders

When you click the **Open** button in Promap and then select the **Browse** tab, you will see a row of buttons. They give you fast and easy ways to:

Move files from one folder to another

Create subfolders to organise your saved files more efficiently

Delete files and folders

Rename files and folders

See information about any saved maps and aerial photographs

To organise files or folders

1. Click the **Open** button and on the **Open** dialog box click the **Browse** tab.

   The quick fire buttons will appear in the top right hand corner of the dialog

box.

2. Do one of the following:

- Move a file
  i. Select it.
  ii. Click the **Move Files** button .
  iii. Click the folder you want to move it to in the left-hand folder tree.
  iv. Click **Move**.

- Create a subfolder to store files in
  i. Select the folder in which you want to create a subfolder.
  ii. Click the **New Folder** button .
  iii. Enter the name of the new folder.
  iv. Click **Submit** and **OK** to confirm

- Delete a file
  i. Select it.
  ii. Click the **Delete** button .
  iii. Click **OK** to confirm.

- Delete a folder other than an Org, Group or Private folder
  i. Move or delete any files that are in the folder.
  ii. Select the folder you want to delete.
  iii. Click the **Delete** button .
  iv. Click **Submit** and then **OK** to confirm

- Rename a file or folder
  i. Select the file or folder you want to rename.
  ii. Click the **Rename** button .
  iii. Enter the new name.
  iv. Click **Submit** and **OK** to confirm.

- See the properties of a file
  i. Select the file.

ii. Click the **Properties** button .

iii. You will see the file's name, description, reference and which layers have been accessed and saved.

iv. Click **OK** to close.

3. Click **Cancel** on the **Open** dialog box to close it.

Printing

This chapter covers in detail how to:

- Select an area and scale for printing 102
- Insert your company logo, a header and footer 108
- Print a map 107

> **Note**
>
> Printed maps supplied by Ordnance Survey remain Crown Copyright. This means that before photocopying or duplicating an OS map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.
>
> This licence entitles you to unlimited free copies of maps for 12 months after the initial print transaction. To purchase a Paper Map Copying Licence click here.

See the rest of the chapter for details.

To set a print frame and scale

When you are ready to print your map you need to define the area that you want to print and select the scale the map will print to. Printing the map to scale will ensure recipients of the map can scale off the map.

To set the print frame and scale

1. Open the printing tools by clicking the **Printing** toolbar.

2. Click the **Set Print Frame** button

.

   The **Print Preferences** dialog box will appear.

3. Select the paper size from the **Paper Size** drop-down list.

   The three A4 size options are a little different from the usual:

Paper size	Description
A4 Small	A layout with large margins. Meets the minimum planning requirements. Images saved at this scale fit neatly and easily into documents without the need to resize them.
A4	A layout with moderate margins. Useful for adding headers and footers and a company logo. Gives you space for a binder.
A4 large	A layout with small margins. You can add a small header and logo. Difficult to bind.

4. Click a radio button to select the orientation you would like: portrait or landscape.

5. Choose whether to print to a variable scale or a set scale:

Scale	Description
Variable	Promap will allow you to adjust the size of the print frame. See To stretch a variable scale print frame 104.
Set at a specific scale	Either click one of the suggested scales e.g. 1:1250 or type the scale you would like in to the **Custom Scale** text box. Promap will accept typed scales between 1:50 and 1:10,000, depending on the layer you are printing.

6. Click the **Apply** button.

   A blue rectangle will appear over your map. This is the print frame. This frame is defining the area you wish to print; everything inside the frame would print if you printed the map.

7. If the frame doesn't cover the right amount of land, click one of the other set scale options and click **Apply** again.

8. When you are happy with your selections, click **OK**.

   The **Print Preferences** dialog box will close and the print frame will show on your map. At the top of the print frame you will see:

   - The paper size selected

- The current printable scale in parenthesis
- The area of land contained within the print frame in hectares or km^2 depending on the size of the frame
- The initial print charge

9. Now go to To fix a print frame 106 for the next step.

> **Note**
>
> When the print frame changes in size or the scale is adjusted, Promap recalculates the cost of printing the map and displays it at the top of the print frame.

See also

To move a print frame 105

To centre a print frame 105

To stretch a variable scale print frame

Only stretch a print frame if you've selected the **Variable Scale** option on the **Print Preferences** dialog box. See Setting the print frame and scale 102. If you stretch a scaled map, the scale will be lost.

To stretch a variable scale print frame

1. Move your cursor over the handles (black boxes) around the outside of the print frame.

   The mouse cursor will change to ↔.

2. Click and drag the frame to the size you would like it to be.

   Promap will adjust the print frame to the size you have requested.

3. If the print frame is no longer centred on the screen, click the **Centre Print Frame** button.

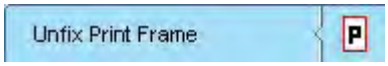
> **Note**
>
> When the print frame changes in size or the scale is adjusted, Promap recalculates the cost of printing the map and displays it at the top of the print frame.

To move a print frame

You may want to move your print frame to show main roads or other sites in relation to the site you want to print.

To move the print frame

1. Ensure your print frame is blue before attempting to move it. If it is red, then it's fixed. You can unfix it by clicking the **Fix Print Frame** button.



2. Click the print frame to select it.
3. There are two ways to move your print frame, dragging and nudging.

Action	Description
Dragging	Click in the centre of the frame and drag it to where you want it to be.
Nudging	Click in the centre of the frame and press one of the arrow keys on your keyboard. This moves the frame one pixel at a time. Holding the **Shift** key down on the keyboard at the same time will increase the speed of nudging.

To centre a print frame

This feature allows you to re-centre the print frame on your screen after you've moved the frame or roamed away from it.

To centre the print frame

- Click the **Centre Print Frame** button.

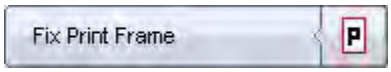
Promap will place your print frame in the centre of your screen.

To fix a print frame

Once you have positioned the print frame you will need to fix it in place. This allows you to print or customise your map without fear of changing the position or size of your frame. Clicking the Print button without having fixed your frame will automatically fix it before you print.

To fix a print frame

1. Click the **Fix Print Frame** button to fix the print frame in place.



   The print frame will turn from blue to red to denote that it is fixed in place.

> **Note**
>
> Once the frame is fixed, the **Fix Print Frame** button changes to **Unfix Print Frame**.

2. To change the selected print area, click the **Fix Print Frame** button again to unfix the print frame. You can then move the print frame by dragging or nudging (see To move a print frame 105).
3. To change the paper size, orientation or scale, click the **Set Print Frame** button twice (with a pause between clicks). The first click will remove the existing print frame. The second click will open the **Set Print Preferences** allowing you to specify a new size and scale.
4. Now either add a logo, header and footer 108 or print 107 the map.

> **Note**
>
> If you unfix the print frame after you have done the initial print and move it or change the scale, you will be warned that the next print will be incurring the initial print charge.

See also

To move a print frame 105

To set a print frame and scale 102

To print a map

1. You need to set 102 and fix 106 a print frame first. You can also add a logo, header and footer 108.
2. Click the **Headers & Footers** button if you'd like to adjust the way the printed map will look before actually printing it. Click the **Cancel** button if you wish to return to the map without applying the headers and footers to go back to the map.

3. Click the **Print** button.

The **Print** dialog box will appear.

You can check the cost and print scale under the **Map Details** heading.

4. Select the printer you would like to use to print.

If you have a pdf printer driver installed on your computer you can choose that in order to create a pdf file. You can then easily email it to other people.

5. You can choose to print more than one copy by increasing the number shown in the **Number of Copies** box. Please note, that if you do not have a Paper Map Copy Licence additional copies on either the Detail or Street Plus layers are subject to a reprint charge.
6. If you are unsure if you are connected to the printer correctly you can check by clicking the **Test Print** tick box. When you click **Print**, a test print will be printed free of charge. A test print will only print user drawn features, not mapping information.
7. Click **OK**.
8. The **Enter Expenditure Details** box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map print and this will be entered in to your accounting files. For more information on expenditure details go to Enter Expenditure Details 202.

> **Note**
> When printing a hybrid, you will be charged the combined price of a MasterMap print and an aerial photograph print. To avoid paying both charges, print from either the Detail map, or switch to the Aerial Mapping Layer.

9. Click **OK**.
10. The **Save Map** dialog box will appear on your screen.

All Detail maps printed through Promap include a 12 month licence. Once that period has ended, if you wish to print the map again you will be charged. Once you have paid for the initial print any further copies you print within the twelve month licence period will either cost you a nominal amount or will be free if you have an Ordnance Survey Paper Map Copying Licence. We strongly recommend that you save your map now to avoid paying a first print charge again within the twelve month licence period.

All Detail maps printed through Promap will automatically contain a North Point in the top right hand corner, as well as the scale of the map and a scale bar at the bottom.

See the Saving 96 chapter if you need help saving your map.

11. Once you've clicked **Save** or **Cancel**, the map will print.

See also

Ordnance Survey Paper Map Copying Licence 118

Print layout: logos, headers and footers

Before you print a map you can add a logo, a header and a footer in the margins around the map. You may want to give your map a title in the header and use the footer for a disclaimer. Promap maps are printed centred on the page so that you can include them easily.

Promap allows you to save a copy of your header, footer and logo preferences as a print template. These can be saved in your Promap folders just like saved map files. You can reload a saved print template later to give a new map the same logo, header and footer.

The print template used when you save a map is saved along with the map. This means that changing a saved template after it has been applied to a map will not change the map's layout.

The administrator can set a default template for the entire company. If that is the case, you will not be able to change the default in **General Settings**.

See the rest of the chapter for details.

To add a header or footer

1. You need to set 102 and fix 106 a print frame first.
2. Click the **Headers and Footers** button on the **Printing** toolbar.

The **Print Layout Setup** dialog box will appear. You will also see a preview of your printed map.

3. Type the header or footer text you would like in the **Header** or **Footer** text

box.

4. You can now either click **Apply** to see how it looks.

   -or-

   Click the **Show Fonts & Logos** button to format the text.

   The **Show Fonts & Logos** dialog box appears and your header or footer text will appear in the **Header** and **Footer** text boxes.

5. To change the size or style of the text, click the **Header Font** button to change the header or the **Footer Font** button to change the footer.

   The **Font** dialog box will appear. Make the selections you want and click **OK**.

   If you'd like to add a logo, see To add your company logo 109.

6. Click **OK**.

   The changes will appear on the map.

7. When you're happy with the way the text looks, click the **Apply and Print** button on the **Print Layout Setup** dialog box. The **Print** dialog box will appear. Go to step 4. in To print a map 107.

   -or-

   Click **Apply** and then **Cancel** if you just want to save the header and footer in a template and go to step 5 in To create a template 111.

To add your company logo

Promap can only accept logos that are in a Windows Metafile format. If your logo is in a different format such as a bitmap (.bmp) or jpeg (.jpg) ,you can convert to a .wmf using an image editor such as Paint Shop Pro.

If you would like help converting your company logo, contact Technical Support on 0844 844 9961 or email your logo to logos@promap.co.uk and we'll convert it for you.

To add a logo

1. You need to set 102 and fix 106 a print frame first.
2. Click the **Headers and Footers** button on the **Printing** toolbar.

   The **Print Layout Setup** dialog box will appear. You will also see a preview of your printed map.

3. Click the **Show Fonts & Logos** button.

   The **Show Fonts & Logos** dialog box appears.

4. Click one of the following buttons:

Button	Description
Top right	The logo will appear in the top right-hand corner of the page.
Top left	The logo will appear in the top left-hand corner of the page
Bottom right	The logo will appear in the bottom right-hand corner of the page

The **Select Windows Metafile** dialog box will appear.

4. Find the graphic file that contains the logo and click **Open**.

Promap will return you to the **Show Fonts & Logos** box. To the left of the placement button you selected e.g. Logo Right; you will see the pathway to your logo. It will look similar to this: I:\Training\Landmark Information Group logo.wmf

> **Note**
> Promap will continue to look in the location you have specified for your logo when you do subsequent prints. If you change the location of the logo on your local file system, please make sure that you also update the location in this dialog.

5. If you would like to add a header and footer see To add a header or footer 108.

-or-

If you don't want to add a header or footer click **OK**.

6. Click **Apply and Print** if you're happy with the layout and you want to print the map. The **Print** dialog box will appear. Go to step 4. in To print a map 107.

-or-

Click **Cancel** if you want to save the logo in a template and go to step 5 in To create a template 111.

To create a template

Creating a template allows you to save your print layout and easily apply it to future prints.

1. Open a saved file or locate a new map.

   See Opening a saved map file 34 or Opening a new map file 34.

2. Set a print frame on your map.

   See To set a print frame and scale 102.

   You will not have to print the map or accept a charge in order to create a template.

3. Create a header or footer, but click **Apply** and then **Cancel** on the **Print Layout Setup** dialog box.

   See To add a header or footer 108.

4. Add a logo, click **Apply** and then **Cancel** on the **Print Layout Setup** dialog box.

   See To add your company logo 109.

   You now need to save your template.

5. Select **Options**>**Print Layouts**>**Save Layout** on the menu bar.

   The **Save Print Layout** box will appear.

6. Click the folder you would like to save in to e.g. Org. Promap automatically puts its name in the **Folder Name** box.

7. In the **Print Layout Name** text box type a name for your template. Enter a **Description** and a **Reference** if you wish.

8. Click the **Save** button.

   The print layout in your currently open map will be saved as a template.

See also

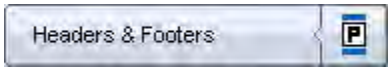
To use a template 112

To create a read-only print template 191

To use a template

To apply a template

1. With a map open and a print frame fixed, click the **Headers and Footers** button.



   The **Print Layout Setup** dialog box will appear.

2. In the **Print Template** drop-down list select the template you'd like to use.
3. Click **Apply and Print** if you're happy with the layout and you want to print the map.

   If you'd like to make changes to the template, see To overwrite a template 114.

> **Note**
>
> You can also use a template by selecting **Options**>**Print Layouts**> **Open** and then selecting the print layout you'd like to apply. However, you won't be able to check what it looks like unless you click the Headers and Footers button.

To apply a default template

- Select **Options**>**Print Layouts**>**Apply default**.

  This will apply the default template that has been selected in the **User Settings** dialog box. See To change setting preferences 160 for details.

  The administrator can set a default template for the entire company that cannot be changed. If that is the case, you will not be able to change the default in **User Settings**.

See also

To set a print frame and scale 102

To fix a print frame 106

To print a map 107

To create a template 111

To edit a template

1. With a map open, click the **Headers and Footers** button.

   The **Print Layout Setup** dialog box will appear.

2. In the **Print Template** drop-down list select the template you'd like to edit.
3. Its headers or footers will appear in the **Header Text** and **Footer Text** text boxes.
4. Click the **Show Fonts & Logos** button to format the text or change the logo.

   The **Show Fonts & Logos** dialog box appears and your header or footer text will appear in the **Header** and **Footer** text boxes.

5. To change the size or style of the text, click the **Header Font** button to change the header or the **Footer Font** button to change the footer.
6. The **Font** dialog box will appear. Make the selections you want and click **OK**.
7. To change the logo do one of the following:

To	Do this
Replace a logo in the same position	Click the logo position button (eg **Logo Left**) and open a different logo file.
Remove a logo	Click the **Clear** button next to the logo you want to remove.
Put the logo in a different position	Click the **Clear** button next to the logo you want to move. Then click the logo position button where you want the logo to be and open the logo file. See To add your company logo 109 for details.

8. Click **OK**.

   The changes will appear on the map.

9. Click **Cancel** on the **Print Layout Setup** dialog box.

   -or-

If you just want to use these changes for this one map, go to To overwrite a template 114.

10. Select **Options**>**Print Layouts**>**Save** on the menu bar.

    The **Save Print Layout** box will appear.

11. Click **Save**.

    -or-

    Give the template a different name in the **Print Layout Name** text box and then click **Save**.

> **Note**
>
> You can edit a template so long as the administrator hasn't made it read-only. If your administrator selected read-only, the read-only check boxes on the **Show Fonts & Logos** dialog box will be ticked.

To overwrite a template

You can change one aspect of a template for a one-off map print.

To overwrite a template

1. Follow the steps 1 to 8 in To edit a template 113.
2. Click **Apply and Print** if you're happy with the layout and you want to print the map.

   The changes you've made to the template will not be permanently saved, but will apply to this map.

> **Note**
>
> You can overwrite a template so long as the administrator hasn't made it read-only. If your administrator selected read-only, the read-only check boxes on the **Show Fonts & Logos** dialog box will be ticked.

To delete a template

1. Select **Options**>**Print Layouts**>**Delete** on the menu bar.

   The **Delete** dialog box will appear.

2. Select the template you want to delete in the Org\Print Layouts folder, by clicking the tick box before it.
3. Click **Delete**.
4. Click **OK** to confirm.

5. Click **Cancel** to return to your map

   -or-

   Click **OK** to delete more templates.

See also

To organise templates 115

To organise templates

If you need to move, delete, or rename templates, you can use the quick fire buttons in the **Open** dialog box.

To organise templates

1. Select **Options**>**Print Layouts**>**Open** on the menu bar and click the **Browse** tab.
2. The quick fire buttons will appear in the top right hand corner of the dialog box.
3. Do one or more of the following:
   - Move a template
     i. Select it.
     ii. Click the **Move Files** button .
     iii. Click the folder you want to move it to in the left-hand folder tree.
     iv. Click **Move**.
   - Create a subfolder to store templates
     i. Select the folder in which you want to create a subfolder.
     ii. Click the **New Folder** button .
     iii. Enter the name of the new folder.
     iv. Click **Submit** and **OK** to confirm
   - Delete a template
     i. Select it.
     ii. Click the **Delete** button .
     iii. Click **OK** to confirm.
   - Delete a folder other than an Org, Group or Private folder

i. Move or delete any templates that are in the folder.

ii. Select the folder you want to delete.

iii. Click the **Delete** button .

iv. Click **Submit** and then **OK** to confirm

- Rename a template

  i. Select the template you want to rename.

  ii. Click the **Rename** button .

  iii. Enter the new name.

  iv. Click **Submit** and **OK** to confirm.

- See the properties of a template

  i. Select the template.

  ii. Click the **Properties** button .

  iii. You will see the template's name, description, reference, header and footer text.

  iv. Click **OK** to close.

4. Click **Cancel** on the **Open** dialog box to close it.

Using a map in other applications

Once you have printed a map, you can download electronic copies of the map as a bitmap (.bmp), .jpeg , .gif, .png or a .geoTiff for all layers apart from Detail where a .geoTiff file onis unavailable. The formats allowed vary between the layers. This allows you to paste the map into other applications and documents such as PowerPoint or Word. In the case of geoTiff these can be imported into compatible CAD and GIS systems.

You can also copy it to the clipboard and then paste it into another application.

> **Please note**
>
> You may only use images when permitted under the terms and conditions of your licence. Use of any other tools to obtain mapping images is not permitted within Promap and is a breach of the Promap terms and conditions.

See also

To download a map 117

To copy a map to the clipboard 118

To download a map

1. If you haven't printed the map yet, set and fix the print frame around the area you'd like to download. See To set the print frame and scale 102 and To fix the print frame 106.
2. Click the **Save as Image** button on the **Printing** toolbar.

3. A **Save As** dialog box will appear on your screen.

   This will save the file on your computer.
4. Choose a folder to save your file in.
5. Type a name for your image in the **File name** text box.
6. Select a file format in the **Save as Type** drop-down box and click **Save**.

   You can save in jpeg, geoTiff, bmp, gif or png format. Please note that the geoTiff format is not available on the Detail Layer.

   If you haven't printed the map, the **Enter Expenditure Details** dialog box will appear to warn you that you are about to be charged. Enter a **Project** and **Reference** for your map print and click **OK**. This will be entered in to your accounting files.

   For more information on expenditure details see Enter Expenditure Details 202.
7. The **Save Map** dialog box will appear on your screen. This allows you to save the map on the Promap server. We strongly recommend that you save your map now to avoid paying a first print charge again. If you need help saving your map go to To save a file for the first time 97.
8. Click **Save** and Promap downloads the file in the requested format onto your computer.

   You can now open the file in other programs or email it to another person.

> **Note**
>
> Your downloaded map will have a North Point, the Promap logo and copyright statement, any objects you've added and any colour scheme, grid line and legend preferences.

See also

Ordnance Survey Paper Map Copying Licence 118

To copy a map to the clipboard

You can copy a map to the clipboard once you have printed it.

- Select the **Print** drop down menu from the top of the screen and select **Copy to Clipboard** from the list.

  The map will be copied to the clipboard. You can now paste the map into other programs.

> **Note**
>
> Your copied map will have any objects you've added and any colour scheme, grid line and legend preferences.
>
> When pasting your image into other applications, you need to be aware that these applications may resize the image causing you to lose the scale of the map.

See also

Ordnance Survey Paper Map Copying Licence 118

Ordnance Survey Paper Map Copying Licence

All printed Ordnance Survey maps remain Crown Copyright. This means that before photocopying or duplicating an OS map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.

Once you have purchased an OS licence subsequent OS map prints from Promap made within the 12 month licence period will incur no further charge. You can also photocopy maps.

All Detail maps printed through Promap include a 12 month licence. Once that period has ended, if you wish to print the map again you will be charged.

See also

Using the Ordnance Survey Paper Map Copying Licence 192

Exporting Data

This chapter shows you how to export a range of data from Promap in a variety of formats. Exporting data allows you to use the mapping and data in GIS systems, CAD or other applications, The data currently available covers the following areas:

- Current Mapping
- Aerial Photography
- 3D Models
- Height Data
- Flood
- Land Use Constraints
- Local Plan
- Administrative
- Historical Mapping
- Planning Applications
- Local Amenities

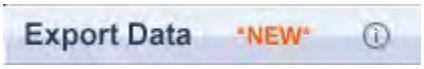
The exporting section can be accessed from all nine of the mapping layers. Any annotations you have drawn on to the map will not be exported. Only the data you request will be exported.

See the rest of the chapter for details.

To set and fix an Export Frame

1. Locate your site in Promap. See To locate a new site 35 for details.

2. Click the **Export Data** toolbar.



3. Before you export the mapping data you need to define the area you would like to export. There are three methods that can be used to define the export area: by shape, custom or export area frame. Some of the export options such as Aerial Photos and DSM/DTM Data will only be available as rectangles.

Choose one of the options below:

- either -

Export as a rectangle

i. Click the **Set Export Frame** button.

ii. A frame will appear on your screen. To resize it, click it to select it and then click and drag the sizing handles. As you resize the frame the cost of the data export will be adjusted and displayed at the top of the frame.

iii. To move it, click and drag its centre.

iv. Now go to step 4 below.

- or -

Export as a customised shape

i. Click the **Set Custom Export Frame** button.

ii. A **Set Custom Export Frame** dialog box will appear and you will now be presented with three different options

- **Rectangle Export (Using Centre Point)** - this option will require you to enter the Easting and Northing co-ordinates, in metres, for the centre of the area you are interested in. Then you will be required to enter the width and height, in metres, of the rectangle you wish to create. Click on **Create**. See To obtain an Easting and Northing for a point on the map 66.

> **Note**
> Upon accessing the Custom Export dialog this option will be pre-populated with the Easting and Northing co-ordinates for the centre point of the area of map you currently have displayed on screen .

- **Rectangle Export (Using MBR)** - this option will require you to enter the Easting and Northing co-ordinates, in metres, for the top-left and bottom-right corners of your required rectangle. Click on **Create**. See To obtain an Easting and Northing for a point on the map 66.

> **Note**
>
> Upon accessing the Customer Export dialog this option will be pre-populated with the Easting and Northing co-ordinates for the top-left and bottom-right points of the area of map you currently have displayed on screen .

- **Circle Export** - this option will require you to enter the Easting and Northing co-ordinates, in metres, for the centre of your circle and then set the radius you require around it. Click on **Create**. See To obtain an Easting and Northing for a point on the map 66.

> **Note**
>
> Upon accessing the Customer Export dialog this option will be pre-populated with the Easting and Northing co-ordinates for the centre point of the area of map you currently have displayed on screen .

iii. Now go to step 4 below.

- or -

Export as a user drawn shape

i. Click the **Set Shape Export Frame** button.

ii. Define the area to be exported by drawing a shape around the required area.

Click a point on the map where you want to start drawing around the area. If you've chosen a particular map feature, such as a building, click slightly away from the boundary line.

Move the mouse cursor to the next point and click once more.

Repeat step b) for each point of the shape until the whole of the shape has been drawn except for the last line.

If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.

Finish the shape by clicking on the first point of the shape.

> **Note**
> In order for a shape to be used as the export area, please make sure that it does not cross-over itself.

iii. Once you have finished drawing your shape, Promap will automatically put an export frame around the shape you have drawn. The cost of the export will appear at the top of the frame.

iv. Now go to step 4 below.

4. Click the **Fix Export frame** button.

> **Note**
> Once the frame is fixed, the **Fix Export Frame** button changes to **Unfix Export Frame**.

See also

Exporting 119

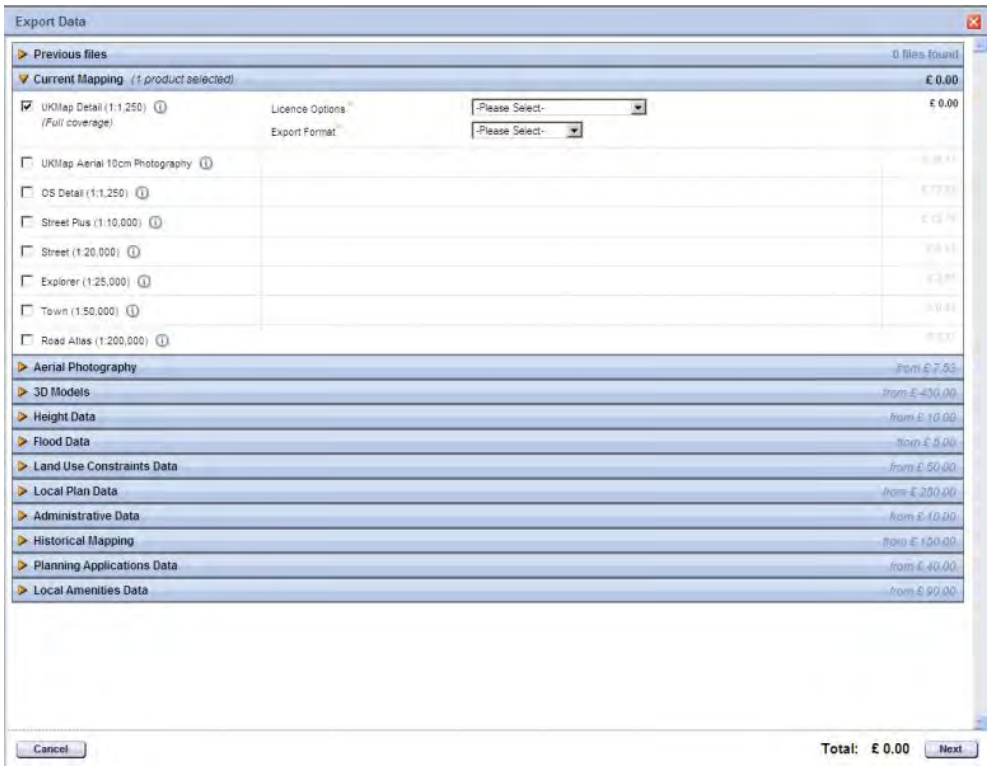
Exporting the Data 122

Exporting the Data

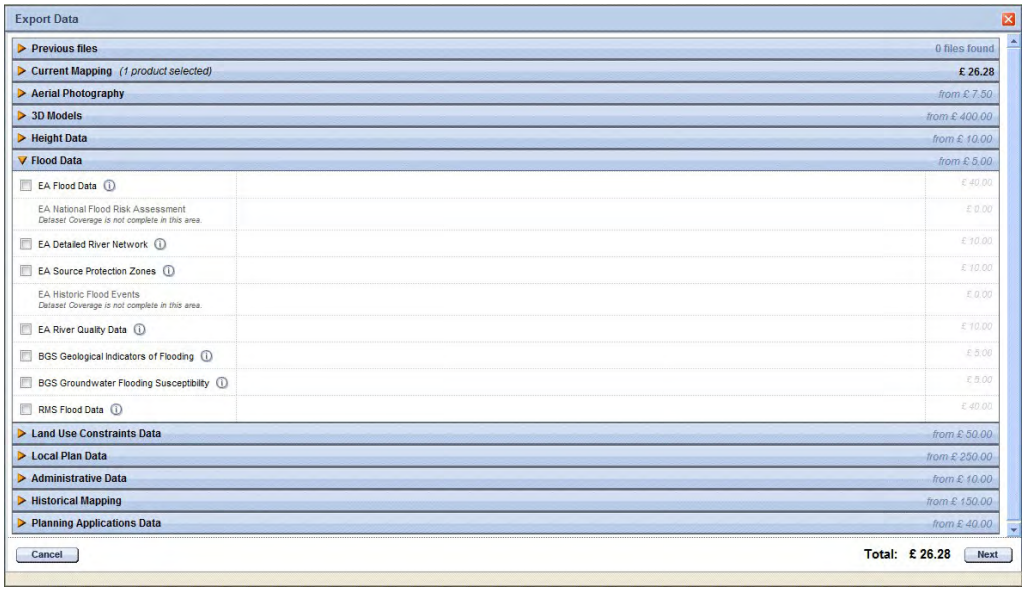
You need to have set and fixed an Export Frame first. See To set and fix an Export Frame 119

1. Click the **Get Export Data** button.

The **Export Data** dialog box will appear.



2. To view the available datasets in each category click on the ▶ to the left of the category name.



Note

The first category, **Previous Files,** will show you any previously downloaded datasets for this site

3. To view information about each of the datasets , move your cursor over the button next to the dataset name.

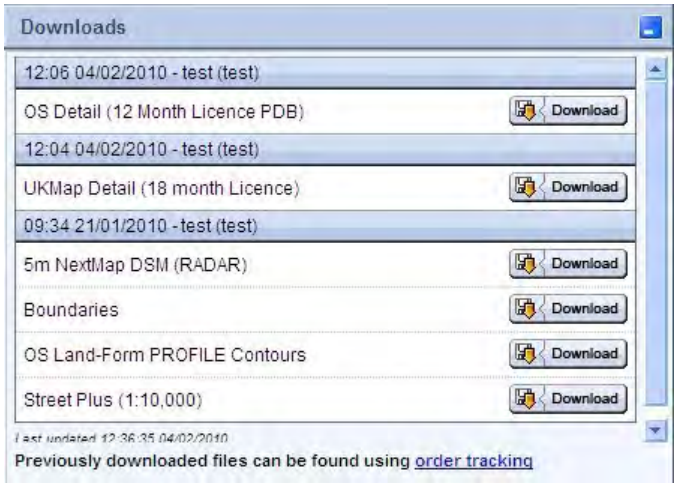
4. You now select the datasets you require by clicking on the tick box to the left of it. For each of the products you select you will need to choose from a range of product options such as format see Format Options 128 .

> **Note**
>
> Any datasets that are not available for the area will be marked as "Not available for this site"
>
> If the dataset is not available for immediate download the system will advise you of the estimated delivery time.

5. Once you have made your selections, the cost for that dataset will be shown on the right-hand side. a cumulative total for the datasets you have chosen from the various categories is shown in the bottom right-hand corner of the dialog.

6. To submit your order you click on the **Next** button in the bottom right-hand corner of the screen. An expenditure details box will appear where you will need to enter your project and reference and accept the Terms and Conditions 208 before clicking on **Submit Order.** You will also be asked to confirm the email address where you want your download notifications to be sent for those downloads that are not immediately available. If you do not wish to receive email notifications uncheck the tick box next to **Email me when new downloads are available**.

7. If you have selected the option **Prompt to save map after exporting** in the settings area of Promap you will be taken to the save screen where you can save the map file and record the fact that you have paid for these exports (See To change Setting Preferences 160). If not you will be taken immediately to the downloads dialogue box pictured below.



8. Once your data is available to download a **Download** button will appear to

the side of it. Click this button to save the file to your computer

> **Note**
> After you have downloaded the file the product will no longer appear in the downloads window however you will still be able to access it through order tracking. Please see Retrieving Previous Downloads 126

See Also

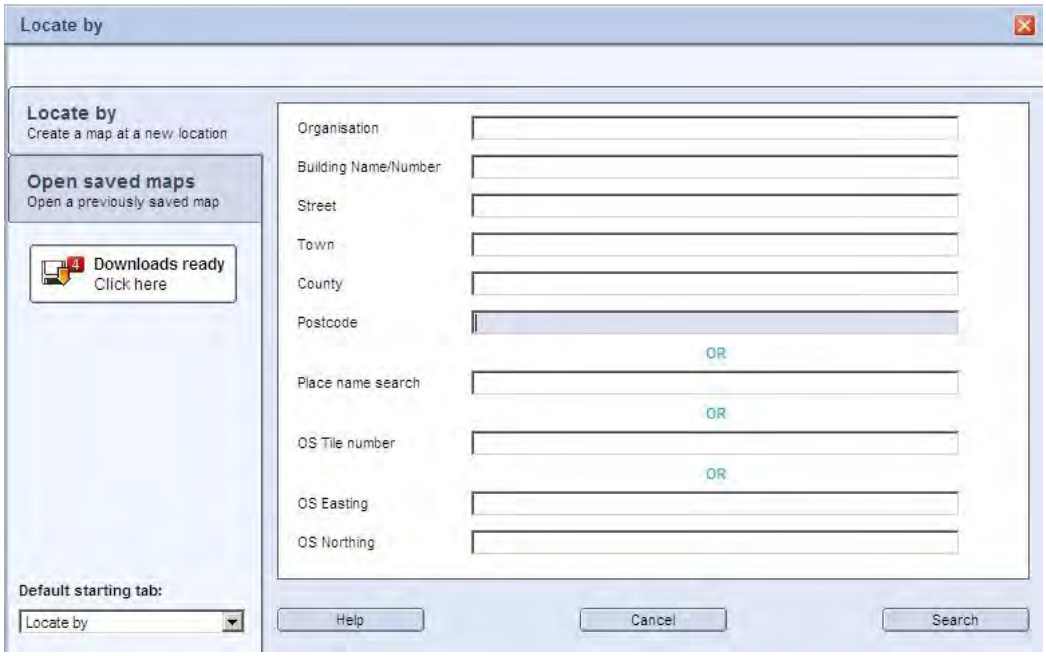
Licence options 132

Download Notifications

Some of the downloads within Promap may not be immediately available from the system. The downloads dialog that appears when you have submitted your order (See Exporting the Data 122) will advise you of the expected delivery time.

If you have any available downloads when you login a small notification will popup in the bottom right-hand corner of the screen. You can access your downloads by clicking on the button in the bottom right-hand corner. If you have new downloads available the button will change to show how many downloads are available:

You will also be notified of any new downloads when searching for a new site using the Address Search button to open the Locate By dialogue box:



Retrieving Previous Downloads

Order & Licence Tracking provides you with the ability to track your orders and, if you have been granted access, your branch's orders. You can define your search yourself or use the predefined searches that we have provided.

Tracking an order

To track an order, log in as usual and click on the notifications button in the bottom right-hand corner of the screen. Click on the tab called **Previous Orders** at the top of the window:

Alternatively, you can access **Order & Licence Tracking** via the Downloads Dialogue Box, or from the Order Tracking under the **Products** menu or from the **Account** menu at the top of the screen. On the order training page you can enter the information you have for the order or orders you are looking for.

Setting your search criteria

The search criteria listed below can be used in combination e.g. an order number along with an address, or by singularly e.g. by entering just an order number. An explanation of each search criteria is given below.

- Order number: Enter the order number given when you ordered the report you want to track.
- Project: Enter the project that you entered for the order you want to track
- Reference: Enter the reference that you entered for the order you want to track.
- Ordered Between: Use the calendar links provided or type in the date range you would like searched. Alternatively use the shortcuts provided.
- Grid reference: Ideal for using if you want to see if you have already ordered a report for the site. Enter the grid reference for the site and a search radius of 100m, 250m, 500m or 1000m.
- Whose orders: You can define your search to cover just your orders or, if you have been granted access, all the orders placed by your office or search for orders placed by one particular person.

Once you have set your search criteria click the Search button to run the search. The results will appear in a grid below the search criteria.

Using the predefined searches

We have provided the most popular searches in predefined formats to save you time.

These predefined searches are listed for you below:

- My orders (today)
- My orders (last 7 days)
- My orders (last 31 days)

If you have been granted access to your organisation orders you will also see the following options:

- Organisation orders (today)
- Organisation orders (last 7 days)
- Organisation orders (last 31 days)

To run any of these predefined searches click the relevant button. The results will then appear below the search criteria.

Order tracking results

The search results will list all the orders that fit the specifications set in your search. The following information is given in the results table.

- Order Date: The date and time of the order is shown.
- Login ID: The user who ordered the report.
- Project: The project name that you entered for this order.
- Reference: The reference number that you entered for this order.
- Status: Whether the order is in progress or has been completed.

Clicking the order number provided will take you to the second more detailed results page. This page supplies all the information about the particular order you clicked on in full. The following information will be given:

- Dataset name
- Whether the download is available for download or not and whether the download can be retrieved
- Site Address
- Cost

Format Options

3DS

A 3D image format used by Autodesk 3D Studio; contains mesh data, material attributes, bitmap references, smoothing group data, viewport configurations, camera locations, and lighting information; may also include object animation data.

ASCII

A Plain text file formatted in ASCII. “American Standard Code for Information Interchange” is the universal standard for the numerical codes computers use to represent all upper and lower-case letters, numbers, and punctuation. ASCII makes is possible for text to be represented the same way on a Microsoft OS PC as it is on an Apple Mac.

BMP

An uncompressed raster image file made up of a rectangular grid of pixels; each pixel is a different colour (or level of grey for greyscale images), which together form an image; zooming in on a bitmap image will make it appear blocky since the size of each pixel increases.

BMP is short for “Bitmap”, the BMP format is a commonly used raster graphic format for saving image files. It is recognized by many programs on both Macs and PCs.

The BMP format stores colour data for each pixel in the image without any compression, while this method of storing image information allows for crisp, high-quality graphics it also produces large file sizes. The JPEG and GIF formats are also bitmaps, but use image compression algorithms that can significantly decrease their file size. For this reason, JPEG and GIF images are used on the Web, while BMP images are often used for printable images.

CSV

A “Comma Separated Value” file format contains data sets separated by commas, where each new line represents a new row; values can be organized into cells by a spreadsheet program or inserted into a database.

DXF

A Vector Image Files data format developed by Autodesk and used for CAD (computer-aided design) vector image files, such as AutoCAD documents. Similar to the .DWG format, but is more compatible with other programs since it is ASCII (text) based.

The DXF format was developed as a universal format so that AutoCAD documents could be opened more easily with other programs.

DWG

A Database of 2D or 3D drawings created with AutoCAD; a popular vector image format that stores both design data and metadata that describes the contents of the file; related to the .DXF format, which is an ASCII version of DWG. DWG files can be viewed on Windows using Autodesk's free DWG TrueView program or with other third-party applications.

GeoTiff

A Raster Image file, high-quality graphics format. Designed to be a standard image format for storing high-quality colour images on multiple computer platforms.

GIF

“Graphics Interchange Format”. A Raster Image file that may contain up to 256 indexed colours; colour palette may be a predefined set of colours or may be adapted to the colours in the image; lossless format, meaning the clarity of the image is not compromised with GIF compression.

GIFs are common format for Web graphics, especially small images and images that contain text, such as navigation buttons; however, JPEG (.JPG) images are better for showing photos because they are not limited in the number of colours they can display.

GML

Geography data format created by Galdos Systems and supported by the Open Geospatial Consortium; used by geographers for storing geographical data in a standard interchangeable format.

JPG

A Raster Image file. Compressed graphic format standardized by the Joint Photographic Experts Group (JPEG); supports up to 24-bit colour, which makes JPEG a good format for storing digital photos; compressed using lossy compression, which may noticeably reduce the image quality if high amounts of compression are used.

JPEG images are commonly used for Web graphics and for storing photos taken with digital cameras. They are usually saved with a .JPG extension. JPEG images are not limited to a certain amount of colours like GIF images are. Therefore, the JPEG format is best for compressing photographic images.

While JPEG images can contain colourful, high-resolution image data, it is a lossy format, which means some quality is lost when the image is compressed. If the image is compressed too much, the graphics become noticeably “blocky” and some of the detail is lost. Like GIF’s, JPEGs are cross-platform, meaning

the same file will look the same on both a Mac and PC.

Mapinfo TAB

TAB format is the native file format of MapInfo. Tab files store both feature geometry and attributes. A logical MapInfo TAB file consists of several physical files, having the following file name extensions: .tab The main file for a MapInfo table, it is associated with the appropriate DAT, MAP, ID, and IND files.

MID

Default interchange format for MapInfo applications.

MIF

Format used by MapInfo

PDF

Created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch. The PDF, or “Portable Document Format” is a multi-platform file format that captures document text, fonts, images, and even formatting of documents from a variety of applications. Since PDFs contain colour-accurate information, they should also print the same way they look on your screen.

PDF files may contain text, images, forms, annotations, outlines, and other data; they preserve fonts and formatting electronically across multiple platforms and appear the same on the screen as they will when printed on paper. PDF files can be created and edited with Adobe Acrobat, a commercial program or one of the many free PDF writers that are available. They can be opened and viewed using the free Acrobat Reader.

PNG

Image format that uses indexed colours and lossless compression (like a .GIF file), it cannot be animated like a GIF image, though the related .MNG format can. PNG images may also include an 8-bit transparency channel, which allows the colours in the image to fade from opaque to transparent; GIF images only support fully opaque or fully transparent pixels; PNG images are now supported by most Web browsers.

SDF

Geo-database format used to store infrastructural and geospatial data; supports multiple feature classes, which may each contain multiple geometric properties; optimized for large datasets of spatial information. The SDF format was developed by Autodesk and is used by several Autodesk programs, including Autodesk MapGuide Enterprise and AutoCAD Map 3D.

SHP (ESRI Shapefile)

Object created and/or used by various 3D design programs; typically a three-dimensional image represented using polygons that are defined by vertices and lines; may also be a 2D drawing. ESRI Shapefile is a data set used by ESRI ArcView geographic analysis software; represents a set of geographic features such as streets, notable locations, ZIP Code boundaries, etc; can represent point, line, or area features; each object in a shapefile represents a single geographic feature and its attributes.

SKP

Three-dimensional model created by SketchUp software, an easy-to-use 3D design program; allows conceptual designs to be created, viewed, and shared quickly and easily; models created with SketchUp can placed within Google Earth or shared using the 3D Warehouse feature. SketchUp was originally developed by @Last Software, but was bought by Google in 2006; SketchUp 5 was the last version released by @Last; version 6 was developed by Google.

TIFF

A High-quality Raster Image File graphics format that supports colour depths from 1 to 24-bit; designed to be a standard image format for storing high-quality colour images on multiple computer platforms; may contain multiple layers and pages. TIFF files can be saved in an uncompressed (lossless) format or may incorporate .JPEG (lossy) compression.

WMF

Proprietary Windows graphic format developed by Microsoft in the early 1990s; mainly a vector image format, but can also include raster graphics; mostly replaced by more standard fomats such as .GIF and .JPG images.

XYZ

The XYZ file type is primarily associated with 'Graph Coordinates'. A number of CAD programs work with .XYZ files which are comma delimited text files containing just xyz coordinates of points in space.

Raster Images

Most images you see on your computer screen are raster graphics. Pictures found on the Web and photos you import from your digital camera are raster graphics. They are made up of grid of pixels, commonly referred to as a bitmap. The larger the image, the more disk space the image file will take up. Since raster graphics need to store so much information, large bitmaps require large file sizes. There are several image compression algorithms that have been developed to help reduce these file sizes. JPEG and GIF are the most common compressed image formats on the Web, but several other types of image compression are available.

Raster graphics can typically be scaled down with no loss of quality, but enlarging a bitmap image causes it to look blocky and “pixelated”. For this reason, vector graphics are often used for certain images, such as company logos, which need to be scaled to different sizes.

Vector Images

Unlike JPEGs, GIFs, and BMP images, vector graphics are not made up of a grid of pixels. Instead, vector graphics are comprised of paths, which are defined by a start and end point, along with other points, curves, and angles along the way. A path can be a line, a square, a triangle, or a curvy shape. These paths can be used to create simple drawings or complex diagrams. Paths are even used to define the characters of specific typefaces.

Because vector-based images are not made up of a specific number of dots, they can be scaled to a larger size and not lose any image quality. If you blow up a raster graphic, it will look blocky, or “pixelated”. When you blow up a vector graphic, the edges of each object within the graphic stay smooth and clean. This makes vector graphics ideal for logos, which can be small enough to appear on a business card, but can also be scaled to fill a billboard. Common types of vector graphics include Adobe Illustrator, Macromedia Freehand, and EPS files. Many Flash animations also use vector graphics, since they scale better and typically take up less space than bitmap images.

Licence options

Data licence options for current mapping

The licence options for exporting current Detail maps depends on the layer you are exporting.

There are two main licence options for exporting an OS Detail map, these are:

IBU - Internal Business Use Licence:

- The mapping data can be used across the business with no restrictions on the number of users.
- Data purchased with an IBU licence can only be used internally, and not shared with third parties.
- Unlimited number of paper copies can be produced from the licensed data.
- Mapping data can be used as a tool in running the business for a period of 12 months until data is repurchased with an appropriate licence or deleted.

PDB - Plan, Design, Build:

- Data can be shared with the customers and others involved in the project.
- Data can be archived for up to 13 years after the expiry of the licence so queries arising that relate to the project can be answered.
- The licence periods available are more flexible to the length of a development project. The minimum period is 12 months, with 18, 24 and 30 month licences also offered.

When exporting a UKMap map, you have the option to choose what licence period you would like for the data:

- 12 month licence
- 18 month licence
- 24 month licence
- 30 month licence
- 36 month licence
- 48 month licence
- 60 month licence

See Also

Terms and Conditions 208

Products

This chapter will explain the different products that are available to order via the Products tab.

Landmark Historical mapping

This chapter will explain how to select your site and order your historical mapping.

Download formats

Once you have purchased your historical maps, you can save them on your computer either individually as either PDF or GIF files or if you order more than one map file in their chosen format they will be presented in a ZIP file. The historical maps cannot be viewed or saved within the Promap system and therefore the drawing tools cannot be used on them.

Printing historical maps

Landmark Historical Mapping PDFs are created at A3 size. They should therefore be printed to A3 paper to be viewed as intended. It is also possible to print the PDF files to A4 paper, using Acrobat Reader, which is generally set up to resize large documents by default.

Landmark Historical maps are not plotted to their original scale when printed from the A3 PDF or GIF files supplied. However, they will have the details of the originally plotted scale and grid references on them for reference.

Licensing

County series data is licensed for perpetual usage. The National Grid data has an annual licence and data is licensed for one year’s usage.

Customising historical maps

The historical maps cannot be viewed or saved within the Promap system and therefore the drawing tools cannot be used on them.

See the rest of the chapter for details.

Who supplies Landmark historical mapping?

Ordnance Survey has one of the largest collections of historical mapping in Great Britain and until recently this was only held as a paper archive. As a result of a joint venture between Ordnance Survey and Landmark Information Group Ltd, an extensive collection of mapping from 1841 to 1996 has been created in digital form. This has been taken from Ordnance Survey's historical archive of Town Plans, County Series and post-war National Grid Mapping.

Ordnance Survey large-scale mapping began with the first maps, covering individual counties, in September 1841. Each county was then revised between three and five times prior to 1945. These sheets became known as the County Series. Mapping was produced to the Cassini projection with each county surveyed separately, and often to different origins and projections, which meant that they did not match the neighbouring county. In 1944-45 the National Grid was adopted and the entire country's mapping was transferred to the National Grid projection that we use today.

Scale and Sources:

The historical mapping was originally plotted at the following scales:

- County Series – 1:1,250 Scale
- County Series – 1:2,500 Scale
- County Series – 1:10,560 Scale
- National Grid – 1:2,500 Scale
- National Grid – 1:10,000 Scale
- National Grid – 1:10,560 Scale

> **Note**
>
> The legend information for the various Historical Mapping scales and series provided in Promap is available online at www.promap.co.uk/promap/historical_legends.jsp.

Why would you use historical mapping?

Landmark's Historical map data is offered as black and white raster data. Raster data provides a map image where the map information is composed of a grid of pixels that can be displayed on a computer screen. The data provides a good quality map background and is geographically accurate. This allows a direct comparison to be made between the present and the past. Historical Map data can also be printed on a suitable printer.

Features

- An extensive collection of nearly one million map tiles spanning from 1841 to 1992
- Each historical map will cover a 1km^2 area
- Each map is scanned at a resolution of 300 or 200 dots per inch (dpi)
- These dpi's optimise file size with quality resulting in clear images and manageable file sizes
- All the historical maps are produced as A3 PDF files or GIF files
- All the maps have been de-skewed as much as possible to align the maps north and south
- Each map is uniquely identified and four pairs of National Grid co-ordinates that define the corners of the map sheet are provided

Issues to bear in mind when purchasing historical maps

Quality

We recommend that you check the previews supplied for quality and suitability before purchasing your historical maps. The majority of historical mapping is in excellent condition resulting in clean line work and backgrounds. However, a number of factors affect the quality of the scanned image. For example ingrained dust on the maps, in a small proportion of cases, resulted in dark areas.

The paper of some maps has become slightly distorted, affecting the overall geometry of the map; this is especially the case with the full sheet 1:10 560 scale County Series maps. As a result, these maps are not perfect rectangles and once de-skewed there may be some loss of data and a less than perfect join when the maps are lined up. However, this category of maps is a small proportion of the total.

Plotted Scales

Landmark Historical maps are not plotted to their original scale when printed from the PDF or GIF files supplied. However, they will have the details of the originally plotted scale and grid references on them for reference.

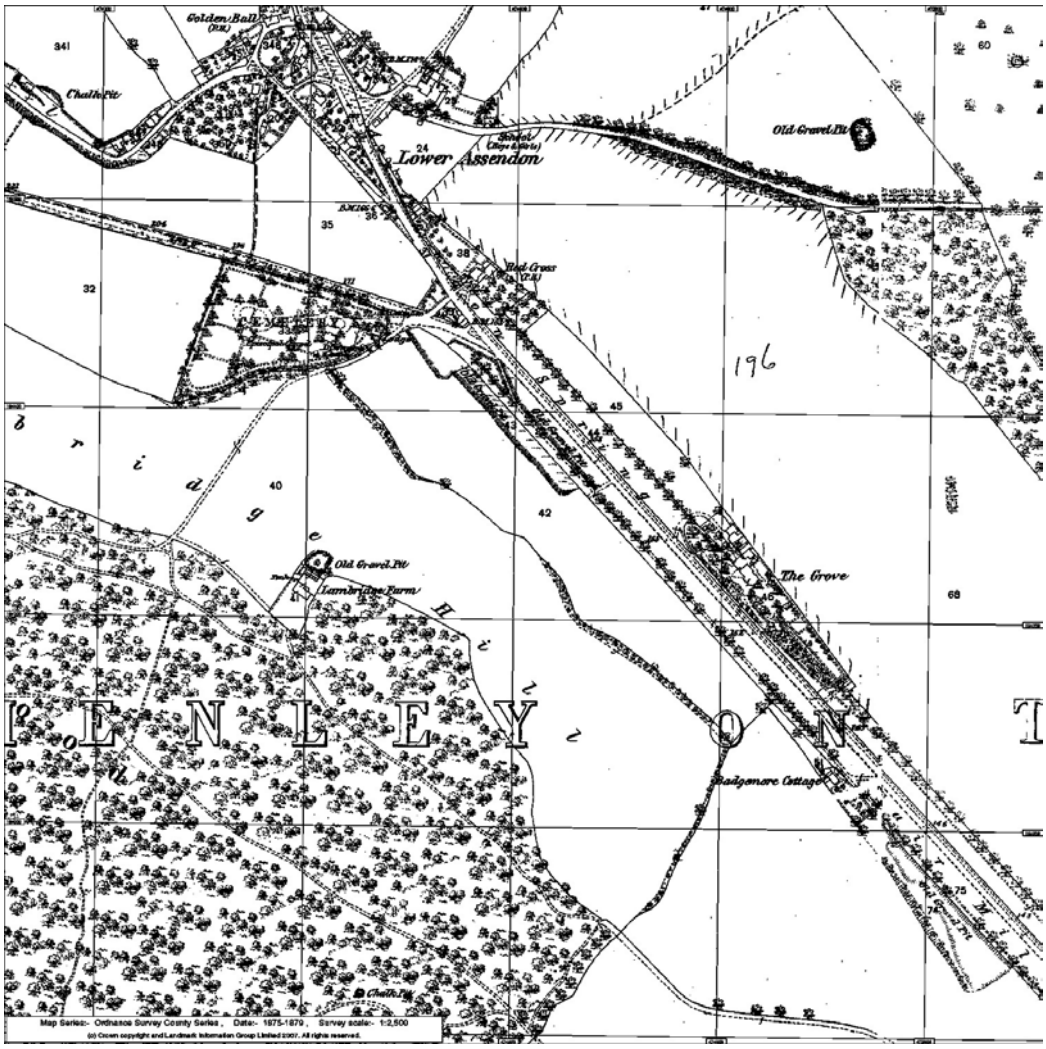
Epochs

Historical map data is available for different time periods referred to as epochs. These epochs roughly equate to the first County Series survey, and subsequent revisions, and the first National Grid resurvey and subsequent sheet revisions. Not all areas will have mapping available for each epoch as the number of revisions for each county varies.

Samples of historical mapping

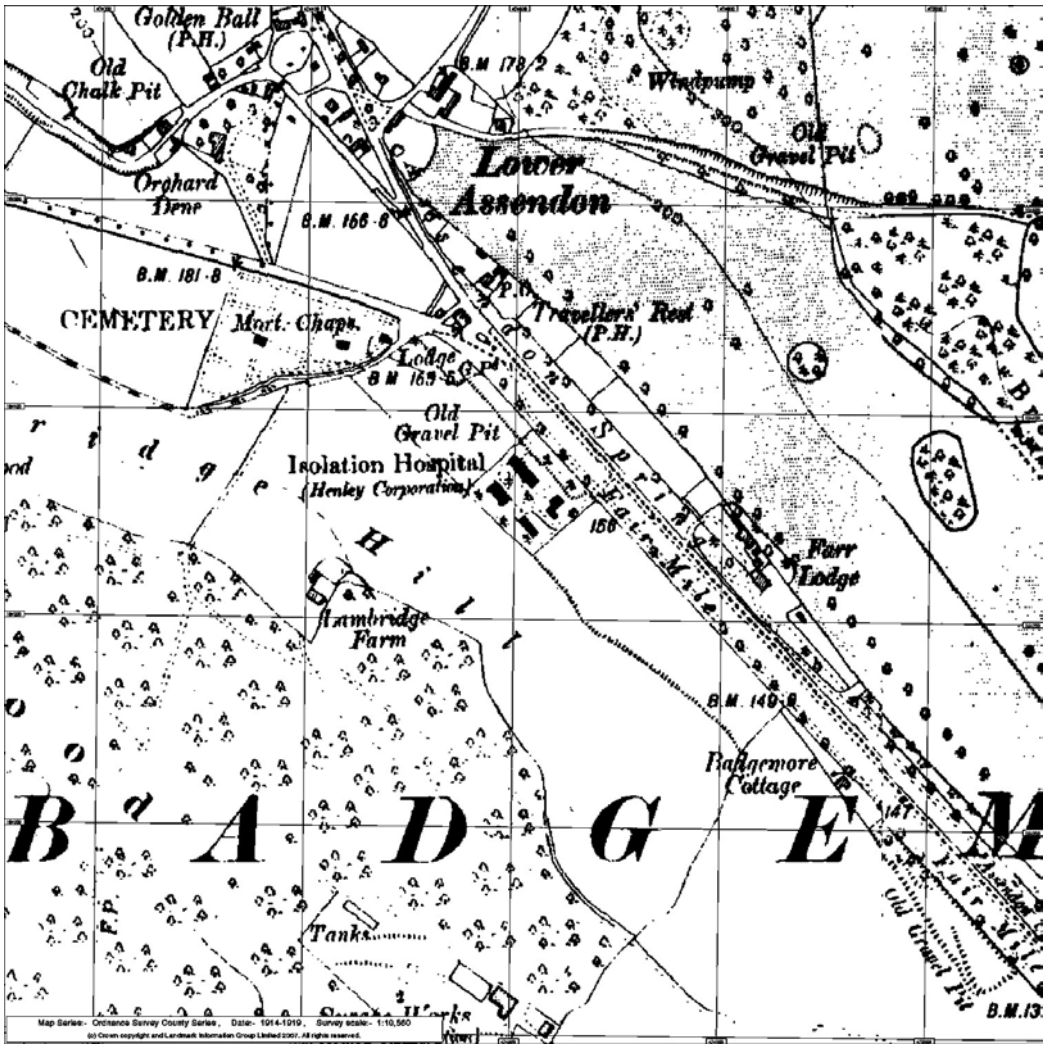
Published dates: 1875 – 1879

Originally plotted at 1:2,500



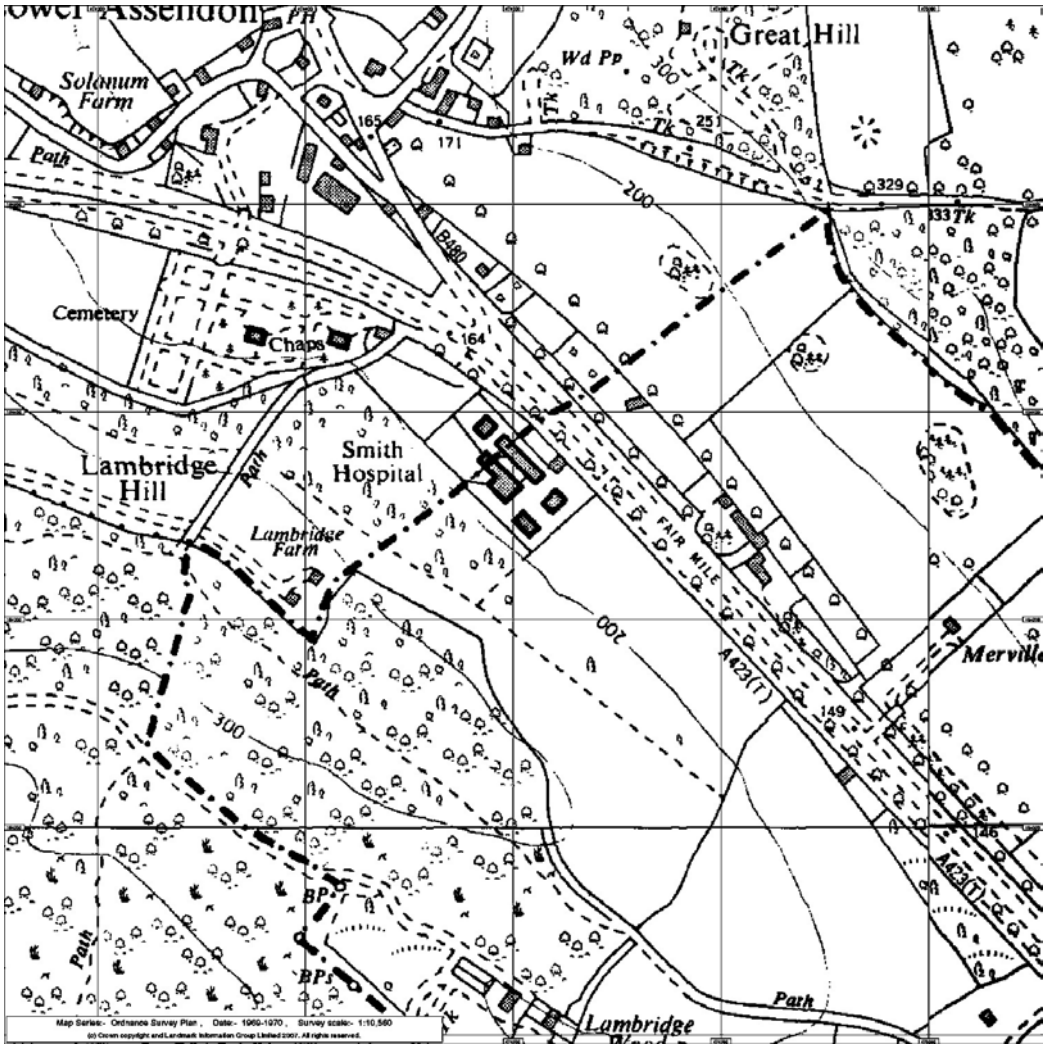
Published dates: 1914 – 1919

Originally plotted at 1:10,560



Published dates: 1969 – 1970

Originally plotted at 1:10,560



To order historical mapping

1. Locate your site. See To locate a new site 35 for information.
2. Click the **Products** menu and select **Historical Maps**.
3. The **Landmark Historical Mapping** page will open. This page will display every historical map available for the site you have specified. We also supply the following information about each historical map:

Information	Description
Date(s)	The epoch or time period that the map was created. Historical map data is available for different time periods referred to as epochs. These epochs roughly equate to the first County Series survey, and subsequent revisions, and the first National Grid resurvey and subsequent sheet revisions. Not all areas will have mapping available for each epoch as the number of revisions for each county varies.
Price	The price of the historical map
Survey Scale	The original Ordnance Survey scale of the historical map. Landmark Historical maps are not plotted to their original scale when printed from the A3 PDF or GIF files supplied.
Coverage	Tells you how much of the site is covered by the map offered. If the coverage is less than 100% then you should view the preview available to ensure that you are happy with the map available.
Preview	We recommend that you check the previews supplied for suitability before purchasing your historical maps. The majority of historical mapping is in excellent condition resulting in

Information	Description
	clean line work and backgrounds. However, a number of factors affect the quality of the scanned image. For example ingrained dust on the maps, in a small proportion of cases, resulted in dark areas. The paper of some maps has become slightly distorted, affecting the overall geometry of the map; this is especially the case with the 1:10 560 scale County Series maps. As a result, these maps are not perfect rectangles and once de-skewed there may be some loss of data and a less than perfect join when the maps are lined up. However, this category of maps is a small proportion of the total.

4. To order the historical maps you want, click the tick boxes provided next to each historical map entry to select them. Once selected, the chosen maps will turn a darker shade of blue.

   You can see the total number and the total cost of the maps selected on the right of the page in the **Totals** box.

5. Next to **Create my map as:** choose whether to download the map as a pdf or a gif.

6. Before you buy your historical maps you must accept the **Terms and Conditions**. The check box is already ticked for you. If you would like to read the Terms and Conditions, click the words **Terms and Conditions**.

7. Once you are ready to purchase your maps click **Buy Historical Maps**.

8. The **Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your historical maps and these will be entered into your accounting files. Click **OK**.

   Promap displays the **Map Generation** page whilst it downloads your file. If you have made multiple purchases, Promap compiles all your historical maps in to a single zip file for ease when saving. An **Order Summary** is also displayed on this page for you. Once the generation is complete you will see 100% appear next to a blue line.

9. You are now ready to save your historical maps. Please go to To save your historical maps 142.

   We strongly recommend that you save your historical maps to your computer before exiting Historical Maps. Once you have exited the historical map section your maps are discarded and you will not be able to retrieve them at a later date. Historical maps are not saved within Promap in any format.

See also

Landmark Historical mapping 134

To save your historical maps

When you have ordered your historical map, you should download and save it on your computer.

1. With the Map Generation page on screen, click the link **Click here to download your file** that appears next to the blue line.

   A **File Download** dialog box will appear on your screen.

2. Click **Save**.

3. A **Save As** dialog box will appear with the **File name** field already automatically filled in. Change the name if you wish.

4. Select the folder where you would like to save the maps.

5. Click **Save** when you are ready to save your maps.

   Promap will now download your maps, this will only take a second or two. When the download of your maps has finished a **Download Complete** message box will appear.

6. Click **Open** if you would like to view your maps.

   -or-

   Click **Close**.

   You can now access and print your historical maps from the location you specified on your computer as you would any other file.

7. Click **Exit Historical Maps** on the Map Generation page.

8. A link that will enable you to download the zip file containing the historical maps you have purchased will also be sent to the email address registered against your account.

> **Note**
>
> If you have purchased several maps, they will have been downloaded in a zip file. Zip files can be accessed using software such as WINZIP. This can be purchased and downloaded from www.winzip.com.

Promap IQ

Promap IQ is a unique way to search, view and download key property and planning information for a specific site. It lets you select the data that you need for any location in the UK, without having to search Local Authority websites. High quality, accurate data from ABI, English Heritage and Point X includes:

Planning Applications

- A unique way to search and review Planning Applications dating back to 1997
- Details include number, type, date, decision, size address and applicant name
- Direct link to Local Authority Local Plan and inline application search page

Listed Buildings

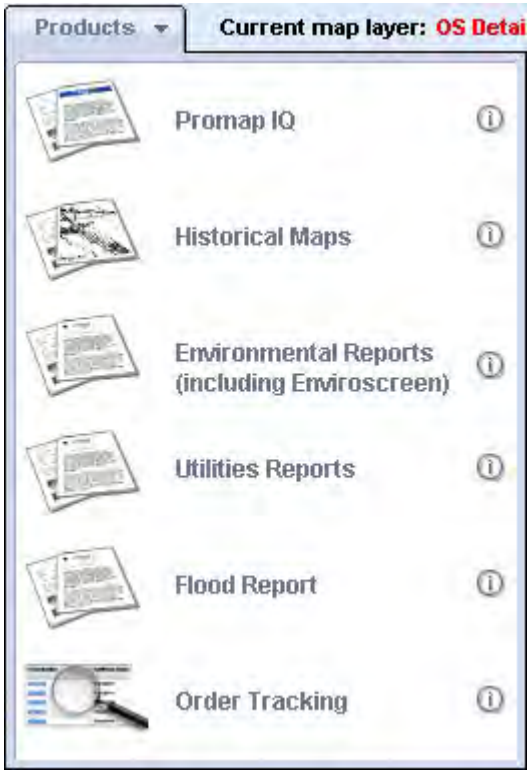
- All 376,000 Listed Buildings for England including type (Grade I, II and II*), complete with name and address.

Points of Interest

- Nearly 4 million features including; Infrastructure and Local Amenities, Transport, Commercial Occupiers, Education, Health, Recreation, Retail and Farming

To launch Promap IQ

Click on **Promap IQ** in the **Products** menu shown below. This will open Promap IQ . If you need help using Promap IQ a comprehensive help guide is available within the application. A PDF version of this guide is available to download from http://www.promap.co.uk/promap/downloads.jsp



Reports

The following reports are now available to order directly through Promap:

- Enviroscreen
- Sitecheck Data
- Sitecheck Assess
- Sitecheck Review
- Flood
- Utilities

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Sample: Enviroscreen Certificate

Sitecheck from Landmark Information Group provides the most comprehensive and flexible range of environmental data services to property professionals. Landmark offers you three Sitecheck services to suit your requirements:

Sitecheck Data: A summary data report providing any identified issues in a simple format.

Sample: Sitecheck Data

Sitecheck Assess: A detailed environmental report, including an assessment covering Part IIA with a professional opinion from Wilbourn Associates Chartered Environmental Surveyors.

Sample: Sitecheck Assess

Sitecheck Review: A comprehensive environmental assessment and due-diligence covering Part IIA, by RPS, Europe's leading environmental consultants.

Sample: Sitecheck Review

A summary of the differences between the three Sitecheck reports is available here.

The need for a **Flood Report** when looking into purchasing or evaluating a site has never been more compelling. Although a standard environmental report does provide some flood information, only the property specific Professional Flood Report available through Promap features clear assessment and detailed flood risk information from leading data providers as well as providing a valuable insurability rating and information on past insurance claims. There are now two types of flood report available through the Promap system, Homecheck Flood for domestic properties and Sitecheck for Commercial Properties.

Sample: Homecheck Flood Report

Sitecheck Flood Report

Utlities report outlines features below the surface such as gas and oil pipelines, electricity cables, telecommunication wires, mains water supplies, sewers and fibre-optic cables. It provides valuable information which property professionals should obtain before any designs or developments commence as it will help reduce the risk of:

- Expensive litigation if damage is caused
- Delayed project design
- Increased foundation costs
- Added danger for the workforce involved.

Samples:

Utilities Report Status Report

Utilities Report BT Map

Utilities Report Cable and Wireless Map

Utilities Report Network Rail

Utilities Report Map

Utilities Report Colour Photo

Utilities Report Not Affected Site

Utilities Report Virgin Media

Utilities Report Transco

Utilities Report Scottish Power

Utilities Report Scottish Water

Selecting your site

To order a report, you need to specify a shape that defines your site on one of the following layers:

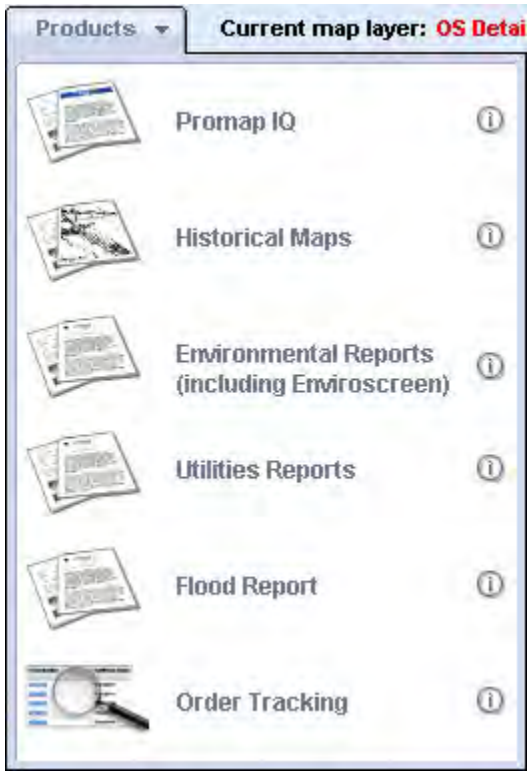
- Detail
- Street
- Street Plus
- Aerial

On all layers you can use the Shape tool (see To draw a building freehand 69) to define a polygon of your site. On the Detail layers you can additionally use the Fill tool (see To fill a shape 54). The shape that you define must not cross-over itself or be part of a group (see To group objects 86) .

Once you have defined your shape, select it by left-clicking it once. You are now ready to order you report.

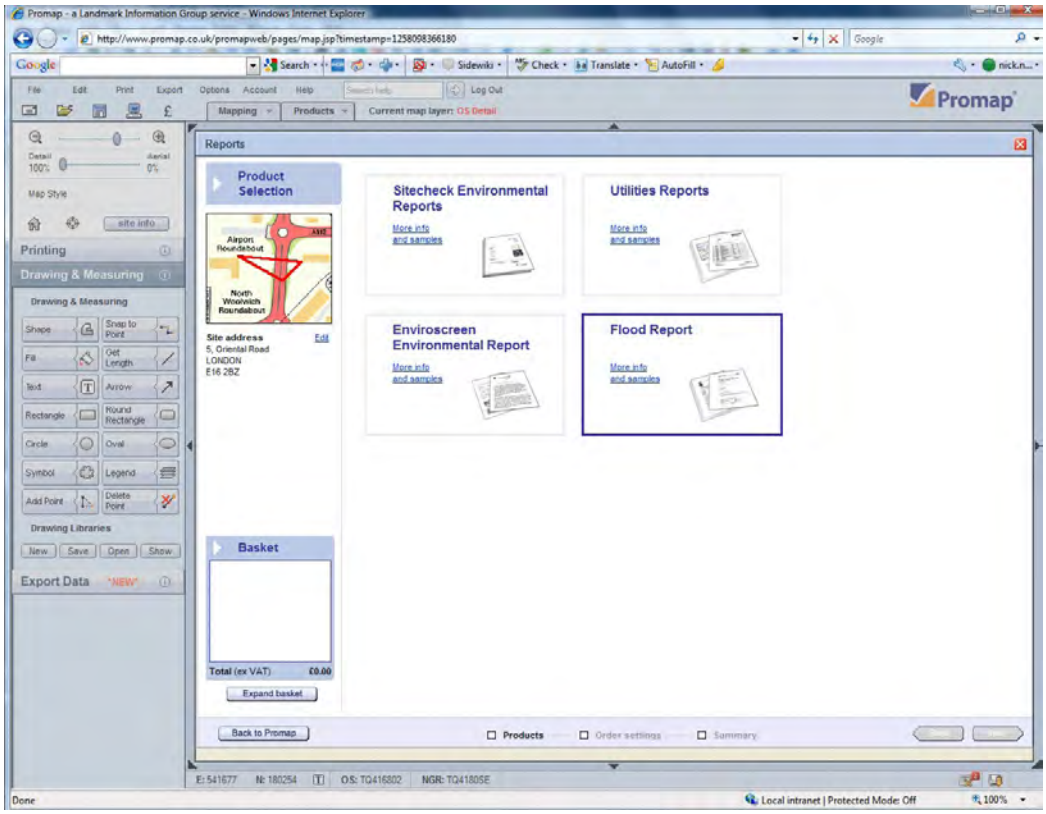
Ordering your environmental report

1. With you site area shape selected, click on the **Product** drop-down menu and select the report you wish to order (Environmental Reports, Utilities Reports or Flood Report).



2. Further information about each report can be found by clicking the ⓘ shown in the menu above.

3. On clicking a report link Promap will open the **Product Selection** page shown below. More information and samples can also be found by using the link next to each product.



Product availability

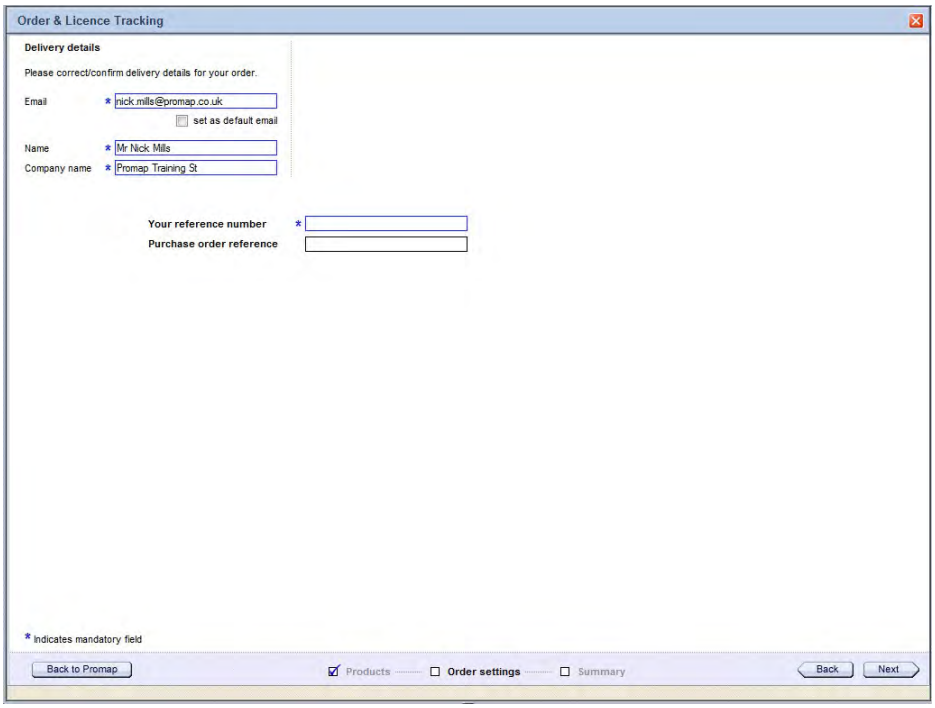
If you can't see the report you want on the Product Selection menu it is not available in your portfolio. To have the report added to the portfolio please contact our Customer Services team on 0844 844 9952.

4. Click the name of the report or reports you would like to purchase e.g. Enviroscreen, Sitecheck.
5. Use the radio buttons and tick boxes to select the options that you would like.
6. Once you have chosen your options click either the **Add to basket** button or the **Next** button.
7. You will be returned to the **Product Selection** page.
8. Repeat steps 4 to 7 until all the products you want are in your basket.
9. At any point, you may review your current selection(s) by clicking the **Expand Basket** button in the bottom left-hand corner of the page.
10. Once you are happy with your selections, click the **Next** button.
11. The **Delivery details** page will now appear.

Delivery details

1. The **Delivery details** page should now be on your screen. If it isn't please refer to Ordering your environmental report 147.

2. In the boxes provided the last entered delivery details will be visible. These can be edited by entering the address of where you would like the report to be delivered. At this point you can also set your email to be the default email address that appears.



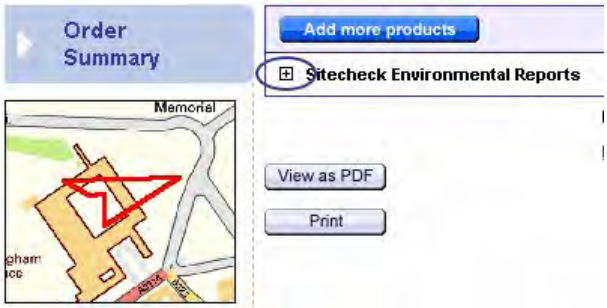
3. The mandatory fields that are required to complete your order are outlined in blue and marked with an asterisk. You will need to complete all of these to continue. Please be extra careful when entering your email address as this is used for report delivery.

   Note: It is mandatory that you enter **Your reference number**, and you may also need to enter a **Purchase order reference** as this field is mandatory for some companies. For an Enviroscreen report you will also be given a text box to enter in the name of the client on whose behalf you are purchasing the report, this is not a mandatory field.

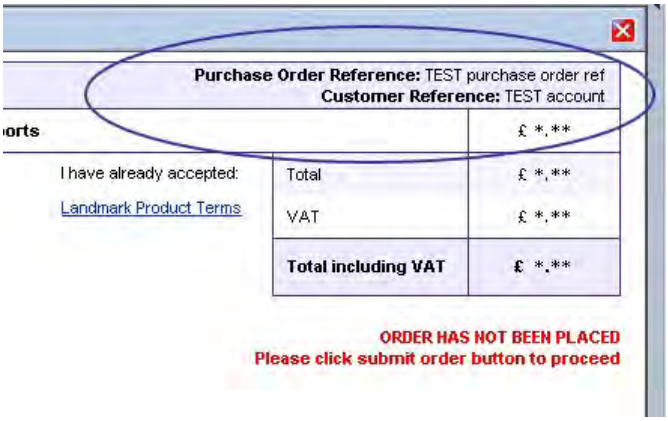
4. Once you have finished click the next button in the bottom right-hand corner of the screen. You should now see the **Order summary** page.

Order summary

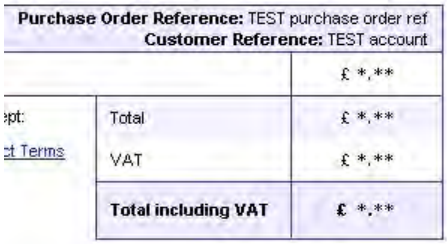
The Order summary page displays all the products that you have selected. You can check the options you chose for each item by clicking the ⊞ sign that is to the left of each item. This will expand a list of all the options you selected.



The references you entered for this order appear at the top of the page for you to check:



We display the site address and delivery details along with the price without VAT, the VAT and total price including VAT. To view the delivery details click on the Delivery details link, and the address that you have entered will open in a new window.

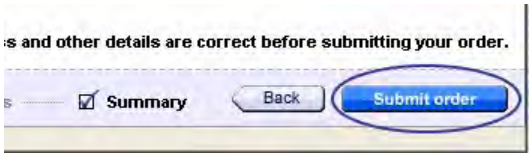


At this stage you can still edit the site address. This will only change the text, and does not affect the site that you have chosen, which will remain unchanged. To edit the address, click on the edit link next to the site address.

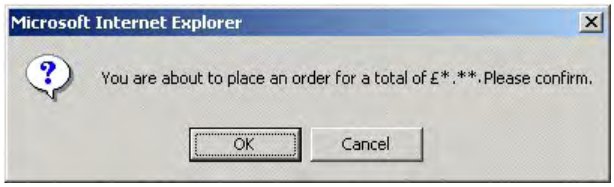
You can print this summary in its expanded form for reference or view it as a PDF by clicking on the buttons provided:

If you are happy with the order summary read and accept the terms and conditions before submitting your order. To read the terms, click on the relevant Product Terms link. Once you are happy, tick the box:

then click the submit order button in the bottom right-hand corner of the screen:



A warning will appear to check that you are happy with the cost, if you are, click the **OK** button.

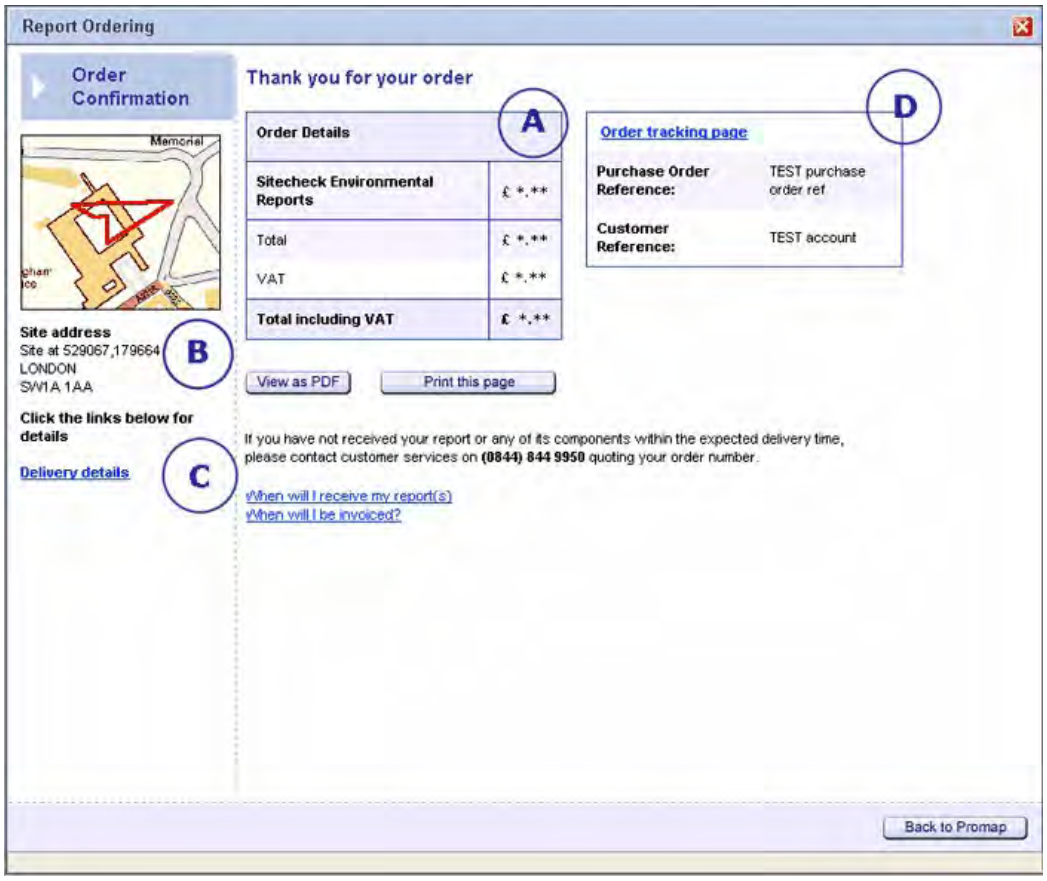


The Order confirmation page will now appear. For further information about this page please read Order confirmation 152.

Order confirmation

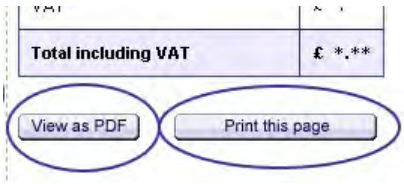
The order confirmation page confirms the order that you have placed. The following information is displayed on this page:

- Order details including the cost (A)
- The site address (B)
- A link to view the Delivery address (C)
- Order tracking page link, Purchase Order Reference and Customer Reference entered during the order process (D)



The **Order tracking page** link takes you to the **Report Order Tracking** page which will automatically display all the orders placed on the current day. Other search options are available on this page, see Report Order Tracking 154 for further help.

A copy of the order confirmation page can be displayed as a PDF file or printed for your reference by using the buttons provided:



The PDF will open up in a new browser window. To save the file click the **Save a copy** button in the top right-hand corner of the screen.

Clicking the **Back to Promap** button at the bottom of the screen will return you to Promap.

Order Tracking

Order tracking provides you with the ability to track all the orders placed by you and, if you've been granted access your branch, whether they are still being processed or have been dispatched to you. You can define your search yourself or use the predefined searches that we have provided.

Tracking an order

To track an order log in as usual and click on **Report Order Tracking** in the **Product** menu if you have a map open. Alternatively, you can access **Report Order Tracking** via the **Account** menu. The order tracking search page will appear. On this page you can enter the information you have for the order or orders you are looking for.

Setting your search criteria

The search criteria listed below can be used in combination e.g. an order number along with an address, or by singularly e.g. by entering just an order number. An explanation of each search criteria is given below.

- Order number: Enter the order number given when you ordered the report you want to track.
- Project: Enter the project name that you entered for the order you want to track
- Reference: Enter the customer reference that you entered for the order you want to track.
- Ordered between: Use the calendar links provided or type in the date range you would like searched. Alternatively use the shortcuts provided.
- Grid reference: Ideal for using if you want to see if you have already ordered a report for the site. Enter the grid reference for the site and a search radius of 100m, 250m, 500m or 1000m.
- Whose orders: You can define your search to cover just your orders or, if you have been granted access, all the orders placed by your office or search for orders placed by one particular person.

Once you have set your search criteria click the Search button to run the search. The results will appear in a grid below the search criteria.

Using the predefined searches

We have provided the most popular searches in predefined formats to save you time.

These predefined searches are listed for you below:

- My orders (today)
- My orders (last 7 days)
- My orders (last 31 days)
- All unfulfilled (last 31 days)

If you have been granted access to your branch orders you will also see the options below:

- Organisation orders (today)
- Organisation orders (last 7 days)
- Organisation orders (last 31 days)

To run any of these predefined searches click the relevant button. The results will then appear below the search criteria.

Order tracking results

The search results will list all the orders that fit the specifications set in your search. The following information is given in the results table.

- Order number: The order number assigned to the order shown.
- Fulfillment status: Whether the order is still in progress or fulfilled and dispatched.
- User: The user who ordered the report
- Site Address: The address of the site covered by the report
- Town: The town covered by the report
- Submitted: The date the reported was ordered and submitted to being processed.
- Customer Reference: The customer reference entered by the person who ordered the report.

One order number may cover several different reports at different stages of the order process. To make it easier for you to discover the status of each report you can hover over the fulfillment status column and the different status will be shown e.g. Line 1 - despatched, Line 2 - in progress etc.

Clicking the order number provided will take you to the second more detailed results page. This page supplies all the information about the particular order

you clicked in full. The following information is provided:

- Order number and date ordered
- Who ordered the report, the customer reference and purchase order reference
- The price excluding VAT, the VAT and the price including VAT
- The site address and delivery details for the report
- The reports ordered and their status.

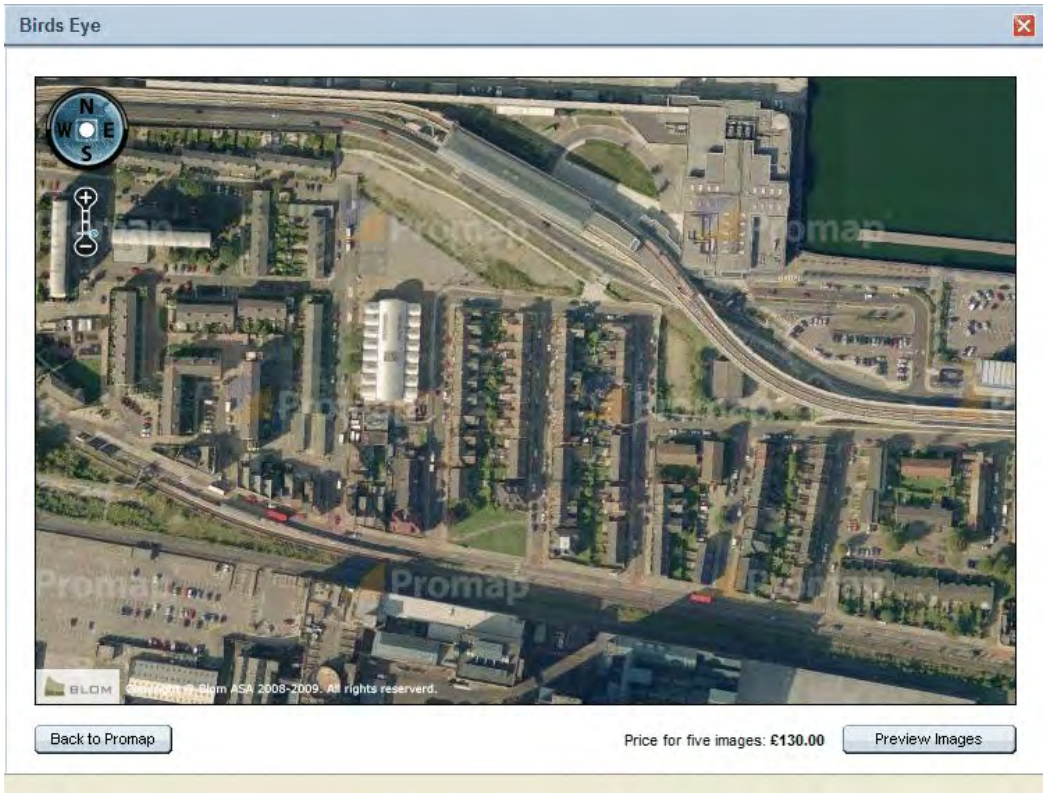
Birds Eye Oblique Imagery

In addition to the traditional aerial photography available through Promap there is also now available, for certain parts of the UK, Birds Eye Oblique Imagery which will allow you to view your site not only from above but also from the four compass points as well.

See the rest of the chapter for details.

Ordering Birds Eye Oblique Imagery

1. If the Birds Eye Oblique Imagery is available for the area you have on screen you will see this icon in the top left hand corner of the map. Clicking on this will then take you through to the viewer for the aerials.



2. In the top left hand corner of the viewer you will find firstly a viewpoint tool that will allow you to alter the view of the site. Clicking on N, S E or W will then alter your view to show your site from that compass point or alternatively you can click on the white dot in the centre of this Viewpoint tool to return to the overhead or Ortho view.

3. Beneath the viewpoint tool in the top left hand corner is the zoom tool which will allow you to zoom in or out to each of the three available levels. Should you wish to move around the map place your cursor over the image hold down the left click button and drag the map.

4. Once you have site at the correct zoom level click on Preview Images

Note: It does not matter which viewpoint you are looking at the property from as when you order your aerials you will be receiving the images from all of the viewpoints anyway

Note: The cost of downloading the images is subject to the zoom level selected at the point of clicking on **Preview Images** see www.promap.co.uk/promap/pricing.jsp for further detail of the charges.

5. The **Preview Images** screen will allow you to see the five images you are going to purchase. If you are satisfied with the images you will then be required to enter a project and reference and accept the terms and conditions before clicking on **Order Images** at which stage you will receive a warning dialogue box confirming that you wish to order these images.

6. Once you have clicked on **OK** on the warning dialogue box a save screen will then appear allowing you to save your images on to your computer.

See Also

Terms and Conditions 208 .

Setting preferences

This chapter will show you how to customise the settings of Promap to suit your needs.

The settings preferences will allow you to :

- Organise your accounting information
- Set default options for opening and saving maps
- Set defaults for colour schemes and print layouts
- Display grid lines on your maps
- Change between metric and imperial units for measurement
- Set up a grid using lines or crosses, define subdivisions and set the distance between grid lines
- Change whether or not Promap automatically puts a site marker on a map and its appearence.

If you are a system administrator you can also turn off parts of your administrator's functionality leaving you to work on Promap like a Standard User.

All the settings you select here, except **Project codes** and **References**, are saved and remembered so that they are used by Promap the next time you log in.

See the rest of the chapter for details.

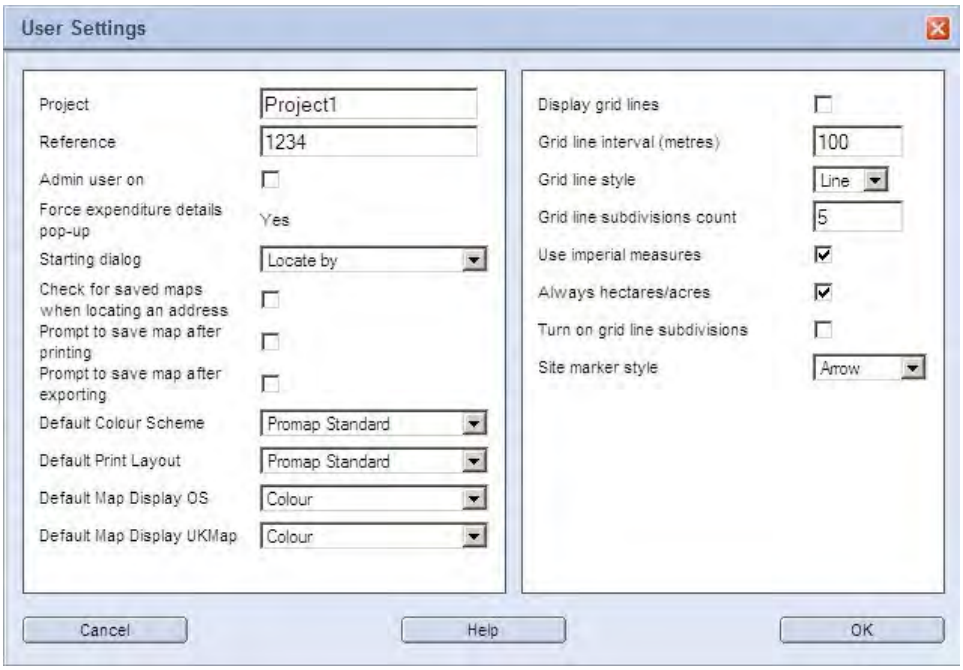
See also

To change setting preferences 160

To change Setting Preferences

1. Click the **Settings** button on the **Standard Toolbar**.

   The **User Settings** dialog box will appear.



2. Select options for the following settings:

   - Project Code and Reference

     Expenditure details allow you to assign project codes and references to the usage costs you incur in Promap. By entering them in to the **Project** and **Reference** text boxes here you can set them to appear repeatedly until you need to change them.

     This is particularly useful if you are going to spend some time using Promap for one project or site in particular. The settings will not be remembered once you log out of Promap, however.

     IMPORTANT: Never put your Username and Password in to the project or reference boxes.

   - Admin user on

     Each organisation that uses Promap has a Promap administrator. The **Admin User On** option is available to administrator users only. This allows the administrator to change their view of Promap.

     When an administrator logs in and saves a map, views the expenditure reports or opens a saved file they will see folders and files for all the users in their organisation. If they are regular users and belong to a large organisation they may want to turn this off so they don't see other users folders and files while using Promap.

When the box is unticked, the Admin User will view Promap in the same way as a Standard User.

- Force Expenditure Details popup

  This is a setting that can only be changed by your organisation's Promap administrator. See To force users to enter expenditure details 189.

- Starting Dialogue

  The **Address Search** dialog box appears automatically when you first log in to Promap. It allows you to search for a new site. If you are repeatedly using Promap to view saved maps, you may wish this section to automatically open to one of the tabs from the **Open Saved Maps** Section. Make your selection from the drop down list that will appear.

- Check for saved maps when locating an address

  When this tick box is ticked, Promap will always check whether you have any saved maps that cover the site you are searching for in the **Address Search** dialog box.

- Prompt to save after Printing

  Promap will remind you to save your map file after you have printed your map. If you no longer wish to be reminded to save your map after printing, untick the box.

- Prompt To Save Map After Exporting

  Promap will remind you to save your map file after you have exported your data. If you no longer wish to be reminded to save your map after exporting, untick the box.

- Default Colour Scheme and Default Print layout

  If you use one particular Colour Scheme frequently, you can select it here and set it as the default. Click the down arrow to open the list of Colour Schemes and select the one you would like to use. See Colours Schemes 81 to learn more about them.

  The same applies to Print Layouts. If you'd like to set a default, select it here. See Print layout: logos, headers and footers 108 to learn more about them.

  The Promap administrator can force Promap to use a particular colour scheme or print layout. This is particularly useful if you have to include disclaimers on the bottom of every map you produce. See To change usage restrictions 188. If this is the case, you will not be able to change the settings here.

- Default Map Display OS

You can select either colour or black & White as your OS default map display style. Click the down arrow to display the options and select the one you would like to use. See Types of map layers available 24 to learn more about the styles.

- Default Map Display UKMap

  You can select either colour, colour and trees, black & White, hybrid, or business use as your UKMap default map display style. Click the down arrow to display the options and select the one you would like to use. See Types of map layers available 24 to learn more about the styles.

- Display Grid lines

When you are viewing a Detail layer map, you can choose to display a custom grid over your map. You can also set the type and size of grid you require.

Display grid lines: Tick to turn on custom grid lines. If you subsequently turn it off, the other settings are not affected.

Grid line interval (metres): Enter the distance you would like between each grid line i.e. 100m. It can have any value between 50 and 5000 metres inclusive, in increments of 1 metre.

Grid line style: Select **line** or **cross**. The style will either be continuous lines or crosses at intersections. Subdivisions only appear on a grid set to line style.

Grid line subdivisions count: If you would like to have subdivisions displayed on your map, enter the amount in the box provided and tick the **Turn on grid line subdivisions** box. The grid line subdivision count must be between 1 and 10 inclusive. Setting it to 1 is equivalent to turning subdivisions off.

- Use Imperial Measures

Promap is set to display metric measurements unless you choose to change the setting here.

If you prefer to use imperial measures tick the box next to **Use imperial measures**.

- Measurement options apply to all Street, Street Plus and Detail maps as well as Aerial photography.
- Area measurements below one hectare or one acre appear as square metres or square feet respectively (unless you set the **Always use hectares/acres** option below).
- Length measurements below one kilometre or one mile appear as metres or feet respectively.
- You can force Promap to always provide either acres or hectares for area measurements if you prefer.

- You can also toggle between Imperial and Metric on the **Shape Information** popup.

Always use hectares/acres

If you prefer to have hectares and acres used for area measurement instead of square metres and feet respectively, tick the box by **Always hectares/acres**. Promap will now provide area measurements for sites as hectares or acres only depending on whether you have selected metric or imperial measurements.

Site marker style

When you first view your map on screen you will see a site marker marking your site. Promap does this automatically. You can select the style of the site marker from the **Site marker style** drop-down list or select **None** if you don't want Promap to display it at all.

Whichever option you choose will be reflected on any open maps straightaway.

4. Click **OK**.

Charges and invoicing

This chapter has a brief description of all the chargeable actions that may occur in Promap. It also tells you how we invoice you.

See the rest of the chapter for details.

See also

Charges 164

Invoicing 166

Charges

Changes to maps and charges for printing

Adding or changing user-drawn features (customisation) to a map after the first print of a map will not cause an increase to the price of reprints.

However, please note:

If the print area rectangle is unfixed and moved, or the scale changed, the next print will be treated as an initial print.

Basic Charges

For details of the cost of each chargeable action and for further explanation please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

Text box	Description
New Map Access	(Detail Layers only) Incurred when newly locating or switching to a Detail map
Roaming	(Detail Layer only) Incurred when you move outside the 'free roaming' area on the map.
Initial Print	Incurred when printing a map for the first time. The cost of printing a map is based on the amount of land and the scale of the data that

Text box	Description
	the map is derived from.
Subsequent Prints	A small subsequent print charge is incurred when a previously printed OS Detail or Street Plus map is re-printed. However, no subsequent charges are incurred within the 12 month licence period for subsequent prints of the Ordnance Survey mapping, if your organisation has an Ordnance Survey Paper Map Copy Licence and its number has been entered in Promap. Please note that it is breach of Crown Copyright to photocopy or produce publication copies of the printed Ordnance Survey maps from Promap without possessing a valid Ordnance Survey Paper Map Copy Licence. No subsequent print charges are incurred if you are re-printing a UKMap map within the 12 month licence period.
Exporting	Incurred when exporting data from any of the map layers.
Landmark Historical	Incurred when buying Landmark Historical mapping.
Aerial Photography	Incurred when you buy your aerial photography.
IQ View	Incurred when you view detailed information within Promap IQ.
IQ Report	Incurred when you order a report (PDF or CSV) from Promap IQ.

Invoicing

Promap works on a pay-as-you go basis. It logs all of the chargeable actions made by each user on Promap along with their Usernames. We access these records at the end of each month to compile invoices for each organisation using Promap. Any Enviroscreen or Promap IQ reoprts are invoiced on the Promap invoice.

Invoicing by organisation

Each organisation nominates an invoice contact when they register with us. At the end of each month we send the organisation's invoices to this contact. Each organisation has thirty days to pay their invoices from the issue date that appears on the invoice.

Invoicing by user

We can arrange for each individual user of Promap to receive their own invoices. A statement of all usage is sent to the main contact for your organisation so that they can track the usage of Promap. To arrange for this to happen, please contact your company's administrator for Promap or email customerservice@promap.co.uk.

Invoicing for Sitecheck, Utilities and Flood reports

Any orders for these reports will not be included on your monthly Promap invoice. A separate invoice will be issued for each report ordered.

Licence Management

Promap now contains an **Order and Licence tracking** section to help you more effectively track when the licence's on your exports have expired. This section will display any licences that have expired under your login in the last seven days and give you the opportunity to renew them if necessary.

See the rest of the chapter for details.

Viewing Expired Licences

Click on the button in the bottom right-hand corner of the screen. This will take you to **Order and Licence Tracking.** Listed here you will find all the licences that have expired under your login in the last seven days. For each licence it will give you the following information:

- Order Date: The date and time of the order is shown.
- Login ID: The user who ordered the report
- Project: The project name that you entered for this order
- Reference: The reference number that you entered for this order
- Site: Details of th site that the licence relates to.

To view the entry in detail click on the at the beginning of each line this will then expand the entry so you can see exactly what the licence relates to.

See Also

Order and Licence Tracking 170

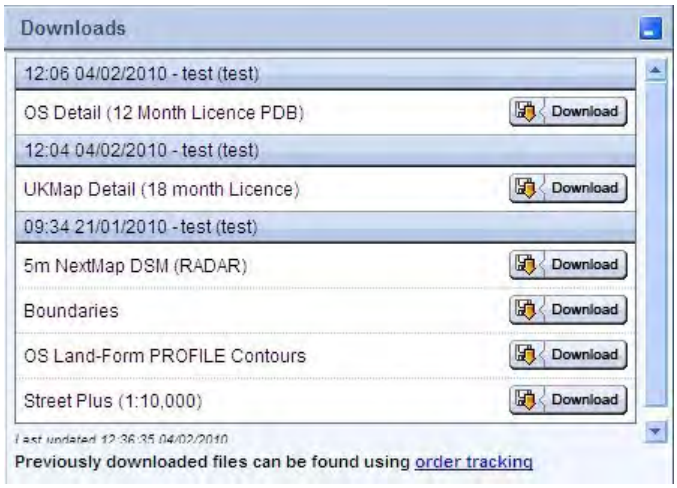
Renewing Expired Licences

Renewing Expired Licences

1. Click on the button in the bottom right-hand corner of the screen. This will take you to **Order and Licence Tracking.** Listed here you will find all the licences that have expired under your login in the last seven days. For each licence it will give you the following information:
    - Order Date: The date and time of the order is shown.
    - Login ID: The user who ordered the report
    - Project: The project name that you entered for this order
    - Reference: The reference number that you entered for this order
    - Site: Details of the site that the licence relates to.
2. To view the entry in detail click on the at the beginning of each line this will then expand the entry so you can see exactly what the licence relates to.
3. Under each expanded entry will be the option to **Renew Licence.** Select the licences you wish to renew by clicking the tick box at the far right of each expanded entry. Then click on **Renew Licence.** A warning will appear ensuring that you do wish to renew these licences. Clicking **OK** will take you to the **Export data** screen.
4. On the **Export Data** screen you will be required to select which products you wish to renew by clicking on the tick box to the left of each entry. As with the original export you will then be required to select what format you wish for your export.

> **Note**
>
> The majority of the datasets will require you to select only what format you require the data in (See Format Options 128). Some of the datasets, for example The Detail data under current mapping, will also require you to make other selections such as licence (See Licence options 132) or grid lines.

5. To submit your order, click on **Next** in the bottom right-hand corner of the screen. You will then be taken to an expenditure details box. Enter your project and reference and accept the Terms and Conditions 208 before clicking on **Submit Order.** You will be asked to confirm the email address where you want your download notifications sent to for those downloads that are not immediately available.
6. If you have selected the option **Prompt to save map after exporting** in the settings area of Promap you will be taken through to the save screen. You can now save the map file and record the fact that you have paid for these exports (See To change Setting Preferences 160). If not you will be taken immediately to the downloads dialogue box pictured below.



7. At this stage you will either be able to download your file immediately by clicking on the **Download** button or the system will advise how long is left until the file is available for download. To download the file click on the download button which will then allow you to save the file on to your computer.

See Also

Download Notifications 125

Retrieving Previous Downloads 126

Dismissing Expired Licences

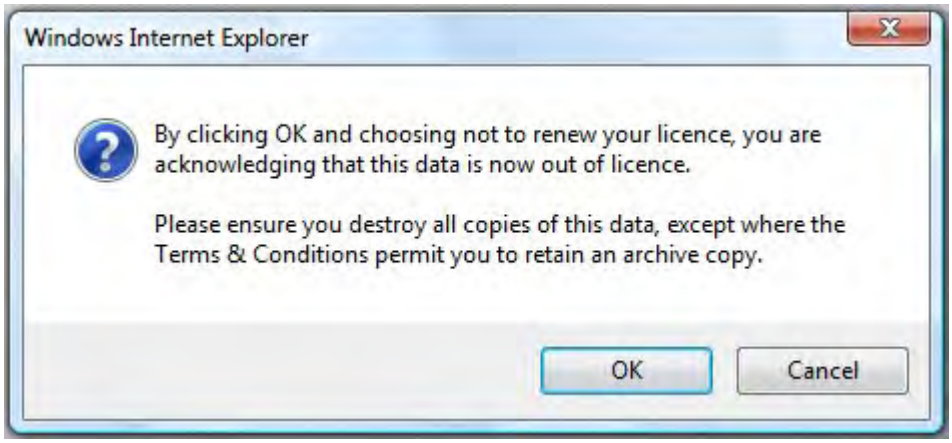
Dismissing Expired Licences

1. Click on the button in the bottom right-hand corner of the screen. This will take you to **Order and Licence Tracking.** Listed here you will find all the licences that have expired under your login in the last seven days. For each licence it will give you the following information:

   - Order Date: The date and time of the order is shown.
   - Login ID: The user who ordered the report
   - Project: The project name that you entered for this order
   - Reference: The reference number that you entered for this order
   - Site: Details of the site that the licence relates to

2. To view the entry in detail click on the at the beginning of each line. This will then expand the entry so you can see exactly what the licence relates to.

3. Under each expanded entry will be the option to **Dismiss.** Select the licences you wish to dismiss using the tick box at the far right of each expanded entry. Click on **Dismiss** at which point the following warning will appear advising you how you should handle this data.



4. Clicking **OK** will now remove this download from your expired licence's although you will still be able to access it though the Order and Licence Tracking section (see Retrieving Previous Downloads 126).

See Also

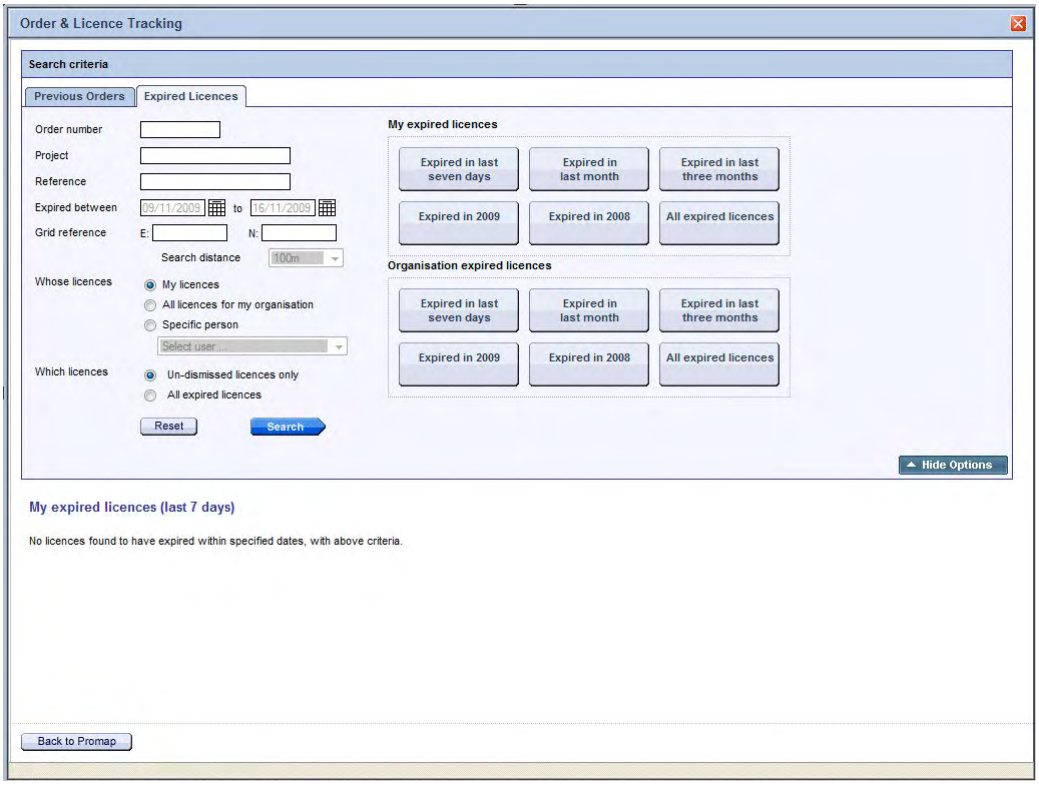
Terms and Conditions 208

Order and Licence Tracking

Order & Licence Tracking provides you with the ability to track your expired and dismissed licences

Tracking an order

To track a licence log in as usual and click on the notifications button in the bottom right-hand corner of the screen. Alternatively, you can access **Order & Licence Tracking** via the Downloads Dialogue Box or from the Report Order Tracking under the Products menu and select **Expired Licences** at which point the Licence Management page will appear. On this page initially you will see any of your licences that have expired in the last seven days. Should you wish to search for expired or dismissed licences beyond this period click on the **Show Options button** in the top-right of the expired licences screen which will give you the following search options.



Setting your search criteria

The search criteria listed below can be used in combination e.g. an order number along with an address, or by singularly e.g. by entering just an order number. An explanation of each search criteria is given below.

- Order number: Enter the order number given when you ordered the report you want to track.
- Project: Enter the project that you entered for the order you want to track.
- Reference: Enter the reference that you entered for the order you want to track.
- Expired between: Use the calendar links provided or type in the date range you would like searched. Alternatively use the shortcuts provided.
- Grid reference: Ideal for using if you want to see if you have already ordered a report for the site. Enter the grid reference for the site and a search radius of 100m, 250m, 500m or 1000m.
- Whose licences: You can define your search to just your licences or, if you have been granted access, all the licences for your office or search for licences for one particular user.

Once you have set your search criteria click the **Search** button to run the search. The results will appear in a grid below the search criteria.

Using the predefined searches

We have provided the most popular searches in predefined formats to save you time.

These predefined searches are listed for you below and are available at an individual and organisational level (If you have the required access):

- Expired in last seven days
- Expired in last month
- Expired in last three months
- Expired in 2009
- Expired in 2008
- All expired licences

To run any of these predefined searches click the relevant button. The results will then appear below the search criteria.

Licence tracking results

The search results will list all the orders that fit the specifications set in your search. The following information is given in the results table.

- Order Date: The date and time of the order is shown.
- Login ID: The user who ordered the report
- Project: The project name that you entered for this order
- Reference: The reference number that you entered for this order
- Site: The site for which the licence applies

Clicking on the relevant licence will then give you the option to renew or dismiss the licence.

See Also

Renewing Expired Licences 168

Dismissing Expired Licences 169

Administrating Promap

Each organisation set up on Promap has an 'administrator user'. This person is usually the main contact we have for the organisation and is the first person to be issued with a Username and Password. They are also known as the 'Admin User'.

The administration facility was established to make it easier for customers to set up and control their own accounts on Promap. It enables them to share objects which are stored on our servers across their organisation i.e. an office based in London will have no problem accessing work saved by a team in Glasgow.

There is strict organisation confidentiality. There can be no access to other customer accounts or files and the Admin User can restrict access to certain files to ensure client confidentiality within their own organisation i.e. stopping some users being able to see certain files saved on the server.

> **Note**
>
> The Administrator Username and Password should remain confidential.

See the rest of the chapter for details.

About user administration

The Admin User creates Standard User accounts. It is important that each Standard User on the system has their own username and password. This ensures the Admin User has full control of their usage. Standard Users have restricted access to saved files and accounting information. The Admin User can also restrict how much they can spend, when they can access the system and whether or not they order reports.

About users and their accounts

Care must be taken when setting up a new Standard user account. A valid username and password allows the user to spend your company's money, so it's important that:

- Each person has their own Username and Password
- Usernames and Passwords are kept confidential
- Usernames and Passwords aren't easily guessed i.e. Nigel1, Liverpool

It's important that each Standard User has their own account so they are

creating an accurate breakdown of their expenditure. If you have more than one user using the same account you will not be able to tell who among those users has spent money and how much.

It is especially important that the Admin User's Username and Password is kept secure. The administrator account is capable of creating new accounts and changing passwords on existing accounts. It is sensible to change your Admin User password regularly, or if you suspect that someone else has used the Username and Password.

Having more than one administrator

It is not recommended that you have more than one Admin User for your organisation. If you do decide to do this, make sure you set up a different administrator account for each person doing the job. Do not share the original Admin User Username and Password, as this account can't be locked out of Promap.

Stopping an administrator account

It is not currently possible for an Admin User to stop the original Admin User account. This is to prevent Admin Users from locking themselves out by mistake. The original Admin User account cannot be prevented from being used, it will always be allowed to Log In. However, you can change the password if you feel it has been compromised.

If you are sure that you want to stop the Admin User account, contact tech@promap.co.uk

If you want to stop an additional administrator account that was set up by your Admin User, you can use the **Modify User** facility in the **Admin Pages** to put them on stop. See To modify a user account 179.

See also

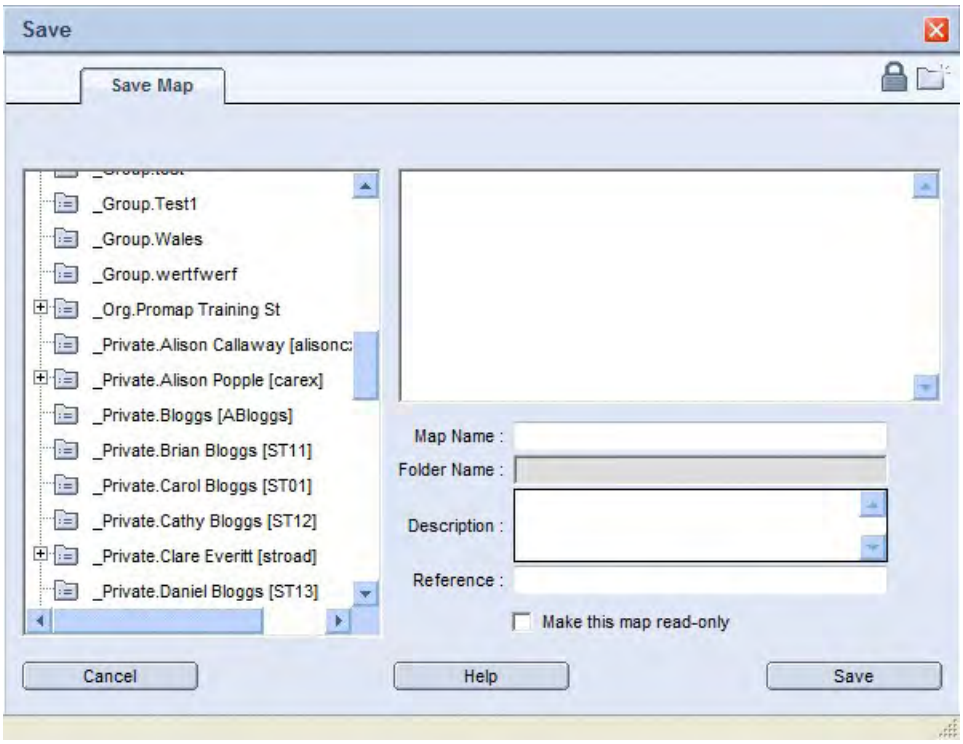
Administrating Promap 173

The Admin User's tasks 176

The admin user's folder view

The Admin User can see all the folders, saved files, colour schemes and print layouts belonging to their organisation. This means that the Admin User can read, copy or modify maps and other files belonging to Standard Users in the same organisation.

This is what an Admin User sees when they open a map, save a map etc and see the folder view for the first time.



The Admin User can see the following folder types:

Folder	Description
_Org:	This contains maps, aerial photographs, schemes and layouts shared by all the users in the organisation.
_Group:	These contain maps, aerial photographs, schemes and layouts shared by the members of the group. The group name is always the same as the folder name.
_Private:	These contain maps, aerial photographs, schemes and layouts that are private and accessible only by the user named on the folder and the Admin User.

The Admin User may want to use Promap and find seeing other group and user folders irritating. For this reason you can turn off your administration access while you are using Promap. By turning the administrator access off, normal permissions will apply and the Admin User will only see the Org, Group (if they belong to one) and Private folders for themselves. The Admin User will no longer see other users' private and group folders. Go to To change setting preferences 160 to find out how to do this.

The Admin User's tasks

The Admin User can carry out the following administration tasks:

- Create, edit and delete users 176
- Create, edit and retire groups of users 181
- Create and edit addresses of their organisation's branches 184
- Set usage restrictions for users 186
- Set up defaults and force users to use them 189
- Enter an Ordnance Survey Paper Map Copying Licence number 192

See also

About user administration 173

The admin user's folder view 174

Creating, modifying and deleting user accounts

The Promap administrator can:

- Create standard user accounts 176
- Create additional administrator accounts 178
- Modify those accounts 179 once they have been created i.e. for changing passwords, details etc.
- Delete user accounts 180

To create a new user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Administration** and then **Create User** on the **User Administration** dialog box.

   The **Create User** dialog box will appear.
3. There are several places for you to enter information about the new user. The red boxes are compulsory and must be filled for the account to be set

up.

Text box	Description
Login ID	This will become the user's Username. It should be a minimum of six characters and a maximum of eight. It is case sensitive. You may like to use a short form of your company name followed by a few numbers for added security.
Password	This needs to be a minimum of 6 characters and a maximum of 16. This is also case sensitive. We suggest you do not use obvious words such as **Password** or the user's Christian name or surname. Instead, use the first letters of a meaningful phrase along with some numbers for added security.
Title and Surname	These are compulsory, so that we do not have anonymous users on Promap.
Telephone and Fax	These are optional details. However, we suggest you supply these details so that as the admin user you can contact them quickly in relation to Promap if you need to.
Invoice Contact	You can decide whether the user's invoices will be sent to the user or another person within the organisation. However, when you are creating a user for the first time the only option that will appear is 'Self'. Once you created the user you can modify who receives the invoices for this user through **Modify User**. For further information see To modify a user account 179.
Address	All users must be assigned to a branch. Addresses that were registered along with your organisation are supplied in the drop down list next to **Address**. Select the address you would like to assign the user to. If the address doesn't appear, create a new office.

Text box	Description
	See To create a new office 185.
Email	This is compulsory because it is needed for communication between users. In future releases the e-mail address will be used for confirmation of maps sent from one user to another. This email will not be used for other purposes without permission from the user.
Department	This is optional and designed for large organisations. Select a department from the drop down list if appropriate.
User Group	This allows you to give this user access to a User Group already on the system. Use the drop down menu to select the group you wish them to be added to. For further information on user groups, see Creating, modifying and retiring user groups 181.
Stop User	Locks the user out of Promap. If you are creating a Log In for a new member of staff, you may want to use this so that you can issue them with the Username and Password and take it off stop when they arrive for their first day. Click the box to put the user on stop and a tick will appear in the box.
Admin User	This is provided so that you can set up a second administrator for the organisation if need be. Click the box to turn this on and a tick will appear in the box.

4. Click **OK**.
5. A **Confirmation** message will appear, confirming the new user has been set up successfully and showing all the details you provided. Click **OK** and you will be returned to the **User Administration** Menu

See also

About user administration 173

To modify a user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Administration** and then **Modify User** on the **User Administration** dialog box.

   The **Modify User** dialog box will appear.
3. Select the user whose details you want to change from the drop-down list. If the user account is on stop, you will need to click the tick box next to **List Stopped Users** so that stopped users are added to the drop-down list.
4. See the table in To create a new user account 176 for details of the text boxes you can change except for:

Text box	Description
Login ID	You cannot change this
Surname	You can change a user's surname e.g. when a user gets married, but this facility shouldn't be used to change the person who uses this user account. If a new person is going to use the system they should have their own Username and Password.
Invoice Contact	You can decide whether the user's invoices will be sent to the user or another person within the organisation. A list of all the current invoice contacts in the organisation is supplied in the drop down list provided. To arrange to send user invoices to another contact, click the contact and address you would like the invoices to be sent to in the list provided. If the contact you wish to receive the invoices doesn't appear in the list, please contact our Customer Services team on 0844 844 9960

Text box	Description
	to arrange for them to be added.
User Group	This cannot be changed here. You need to go to To add or remove users in a group 182.
Stop User	This locks the user out of Promap. Click the box to put the user on stop and a tick will appear in the box.

5. Click **OK**.
6. A **Confirmation** message will appear, confirming the user has been modified successfully and all the details you changed updated. Click **OK** and you will be returned to the **User Administration** Menu.

See also

To delete a user account 180

To delete a user account

Each user account should be assigned to one person within your organisation. If that person leaves you may want to delete their account completely instead of putting it on 'Stop'.

To delete a user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Administration** and then **Delete User** on the **User Administration** dialog box.

   The **Delete User** dialog box will appear.
3. Select the user who you want to delete from the drop-down list. If the user account is on stop, you will need to tick the check box next to **List Stopped Users** so that stopped users are added to the drop-down list.

   Promap will show all the details of that account.

4. Click **Delete** and **OK** to confirm.

   A **User Deleted Successfully** message will appear confirming the user account has been deleted.

5. Click **Done** and you will be returned to the **User Administration** Menu.

> **Note**
>
> Once you have deleted a user account, any maps saved by that user account are moved in to a folder called **Legacy**. This folder is only visible to the Admin User of Promap. The Admin User can move the maps from this folder to another folder of their choosing using the quick fire buttons available in Promap. To learn how to use the quick fire buttons see To organise files and folders 99.

Creating, modifying and retiring user groups

What is a user group?

User Groups are designed for a number of users within any organisation with a common connection e.g. part of the same office or working on the same project.

Every user can belong to one and *only one* user group. Each user group is also a member of the organisation group, so adding a user to a group does not exclude them from having access to the organisation folder. A user does not have to belong to a group.

Why use groups?

When a group is set up for the first time, a folder for the group is created. This means that the users within any group can save all their maps, colour schemes and print layouts in one folder. Only users within the group will be able to gain access to this folder ensuring that if they are working on a confidential project the other users within the organisation cannot access the information, except for the Admin User.

See also

To create a user group 182

To add or remove users in a group 182

To retire a user group 183

To create a user group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Group Administration** and then **Create Group** on the **User Group Administration** dialog box.
3. Type a name for the group in the **Group name** text box e.g. Leeds office or Development A. Remember that the name you give the group will become the folder name too and visible to the users in the group.
4. Click **Create**.

   The **Group Successfully Created** message will appear on your screen.
5. Click **Back** and you will be returned to the **User Group Administration** Menu.

See also

Creating, modifying and retiring user groups 181

To add or remove users in a group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Group Administration** and then **Users** on the **User Group Administration** dialog box.

   The **Group Users** dialog box will appear.
3. Select a group from the **User Group Name** drop-down list.

   A second screen will appear with two panels. **Unassigned Users** will appear in the left hand panel. **Users already in Group** appears on the right hand side.
4. If the user that you want to add to the group is on stop, you will need to

click the box provided next to **List Stopped Users** to see their name.

5. Do one of the following:

   To add users

   In the **Unassigned Users** list click the name of the user you want to add.

   Click **add** ▸▸ to move them in to the **Users already in group** panel. Repeat this step until all the users you want added are in the **Users already in group** panel.

   To remove users

   Click the name of the user you want to remove in the **Users already in group** list.

   Click ◂◂ **remove** to move them in to the **Unassigned Users** panel. Repeat this step until all the users you want removed are in the **Unassigned Users** panel.

6. If the user owns shared maps in the group folder you will be asked whether you want to move those maps or assign them to a new owner who is still a group member.

7. Click **Apply.**

   The user(s) will be added or removed and you will be returned to the **Group Administration** Menu.

See also

To retire a user group 183

To create a user group 182

To retire a user group

If a group has been set up for a specific project you may want to retire, i.e. delete, the group at the end of the project.

Before you can retire a user group, the Admin User must first ensure that the map files belonging to that group are dealt with. They can decide to delete or move them to another group folder using the quick fire buttons. To learn how to use the quick fire buttons go to To organise files and folders 99.

They must then remove all the users from the group. See To add or remove users in a group 182.

To retire a user group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Group Administration** and then **Retire Group** on the **User Group Administration** dialog box.

   The **Retire Group** dialog box will appear.
3. Select a group from the **User Group Name** drop-down list.
4. Click **Apply**.
5. A security message may appear on your screen asking if you would like to view non-secure items, click **Yes**.
6. You will then see a confirmation message showing the group you have selected to retire. Click **Apply**.
7. The **Group Retired Successfully** message will appear on your screen.
8. Click **Back** and then **Back** again and you will be returned to the **User Group Administration** Menu.

See also

Creating, modifying and retiring user groups 181

Creating and modifying office details

All user accounts in Promap must be assigned to a branch. Addresses that were registered along with your organisation are also supplied in this section in case they require any changes.

See also

To create a new office 185

To edit an existing office 185

To create a new office

If you would like to set up new users on Promap who are based at a different branch or working from a new branch, you will need to set up the branch on Promap first.

To create a new office

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Office Administration** and then **Create Office** on the **Address Administration** dialog box.

   The **Create Office** dialog box will appear.
3. Type in the address of the new office you are creating supplying at least the first line of the address, town name and full postcode.
4. Click **OK**.

   A **Create New Office** confirmation message will appear.
5. Click **OK**

   The new office address will be added to Promap and you'll be returned to the **Office Administration** menu.

See also

To edit an existing office 185

To edit an existing office

When you are changing an existing office on Promap you can change all the details for the office. However, all the changes are sent to our customer services team electronically, who will change the details for you and notify you of their completion. This system is in place to ensure there are no problems with altering the offices, which could affect users assigned to the office.

If you wish to delete an office, contact Customer Services on 0844 844 9960.

To edit an existing office

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **Office Administration** and then **Edit Office** on the **Address Administration** dialog box.

   The **Edit Office** dialog box will appear.
3. From the drop-down list select the office you would like to edit.
4. Type in the new address of the office you are editing, supplying at least the first line of the address, town name and full postcode.
5. Click **OK**.

   A **Office Edit Request** confirmation message will appear.
6. Click **OK**

   The new office address will be added to Promap and you'll be returned to the **Office Administration** menu.

Setting usage restrictions

When an organisation is initially set up on Promap there are no usage restrictions in place against the organisation as a whole or any of its users. This chapter shows you how to restrict usage of Promap using the **Usage Restrictions** facility. The Admin User can set the following restrictions for user accounts:

- Which days the user/s or organisation can log in
- The times the user/s or organisation can log in
- How much the user/s or organisation can spend weekly
- Whether the user/s or organisation can order environmental reports
- Force the user/s or organisation to use certain colour schemes and print templates

The Admin User can set up usage restrictions that apply to an individual or the whole organisation. The restrictions you have set for your organisation will apply to all new user accounts you create and to any existing users in the organisation if you tick **Force for all users**

Additionally the Admin User can override restrictions set for an organisation so that trusted individuals are able to work on Promap outside of office hours or have a higher spending limit.

Notes

- Admin Users cannot set time restrictions on themselves, as this is effectively the same as them locking themselves out of the system. The Admin User can never prevent him, or herself, from logging in to Promap.
- Care must be taken when setting up usage restrictions. If restrictions are set for an Organisation incorrectly or by mistake, it is possible to STOP anybody logging in to Promap!

See also

To change usage restrictions 187

To change usage restrictions

Note

If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Usage Restrictions**.

   The **Usage Restrictions** dialog box will appear.

Option	Description
Organisation	If you want to set default restrictions for the whole organisation, select this radio button. **Note**: Setting default restrictions by organisation will exclude any users who have individual restrictions set. To ensure that the default restrictions are applied to the whole organisation tick **Force for all users**. Please be aware that this will overwrite any restrictions previously set for individual users.
User	If you want to set restrictions for an individual

Option	Description
	user, select this radio button. Then select the user from the drop-down list. If the user account is on stop, tick the **Show stopped users** box and stopped users will be added to the drop-down list. Any restrictions you set on this user will overwrite any organisation restrictions you may have set previously for them. If you change any organisation restrictions in the future, they won't apply to this user unless you click the **Force for all users** tick box.
Days allowed	Click the boxes to select the days you would like the organisation or user to have use of Promap.
Time	Type in the times you would like the organisation or user to have access to Promap. You may like to restrict it to 09.00 to 17.30, to ensure access is only allowed during working hours.
Expenditure	You can set a limit to how much you would like the organisation or user to be able to spend weekly. If the setting is left as £0.00, this means the user has unlimited spending, not that they have nothing to spend weekly.
Colour Schemes & Print Templates	You can force users to use a particular default colour scheme or print template when they print their maps. You must have selected the ones you would like to enforce first through the **Setting** options. See To set user defaults 189. Once you've selected them, just tick the boxes here on **Usage Restrictions** to enforce them. This only applies if users choose to apply a default colour scheme or template. They can

Option	Description
	still choose to use their own colour scheme and make additions to the default template.

3. Click **Apply**.

   The information will briefly disappear while the usage restrictions are being applied.

4. Set more usage restrictions or click **Back** when it reappears and you will be returned to the Main menu.

> **Note**
>
> Changed restrictions will be applied when a user next logs in to Promap. If the user is logged in while you make the changes it will not affect them and they won't be forcibly logged out.

Setting user defaults

The settings section allows to you enforce or turn off several settings:

- Forcing users to enter expenditure details
- Allowing users to alter the map legend on the Detail map
- Forcing users to save a map after exporting
- Selecting the default colour scheme and print template

See also

To set user defaults 189

To create a read-only print template 191

To set user defaults

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **Settings**.

The **Settings** dialog box will appear.

3. Select the options as detailed below:

Force expenditure details

Promap automatically creates expenditure reports listing each chargeable action a user performs. The Enter expenditure details popup box appears before a chargeable action forcing the user to allocate different projects or clients to expenditure. There are two fields provided for the user to enter a project code and a reference name of their choosing.

Most users find expenditure details useful as they point out that a chargeable action is about to take place. The project code and reference are stored in the database along with the charges the user incurs whilst using Promap. They appear in the expenditure report allowing the Standard User and Admin User to quickly see how much money has been spent on any given project or client.

This is a useful feature for the Admin User who can access these to investigate expenditures they do not understand or are unsure of. It may be worth considering an organisation wide standard for entering of project codes and references to ensure they are easily understandable to the Admin User.

The Admin User can turn this feature on or off.

Enable map legend

A Detail layer map consists of features that can be switched on or off and changed in appearance e.g. you can change the outline of all the buildings to red or remove them totally. These settings are controlled in the map legend. The Admin User can decide whether to allow users to make changes to the map legend.

Prompt to save map after exporting

The admin user can decide whether to force all users to save their maps after exporting from Promap, which will then ensure that for the licence duration (See Licence options 132) selected by the user they will be able to re-export that data free of charge.

Colours schemes and print templates

Select defaults for colour schemes and print templates from the drop-down lists.

If you don't want users to be able to make changes to the print template, make sure you choose one that is read only. See To create a read-only

template 191 for details.

This does not affect the colour schemes and templates available to standard users. It simply allows you to select which ones could be defaults. If you want to force users to use them, you need to select the **Force users** tick boxes under the **Colour Schemes & Print Templates** heading on the **Usage Restrictions** dialog box. See To change usage restrictions 188.

4. Click **Apply**.

   The **Setting Change Request** confirmation message will appear.

5. Click **OK** again and you will be returned to the **Main** menu.

See also

Enter expenditure details 202

Colour Schemes 81

To create a read-only print template

Only the administrator can make print templates read-only. The read-only template can then be set as a default. This is useful when a company wants all its maps to be printed with the same header, footer and logo.

To create a read-only print template

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Follow the steps in To create a template 111.
2. When you are adding the logo or changing the font of the header/footer in the **Show Fonts & Logos** dialog box, click the **Read-only** tick boxes next to the items that you don't want standard users to be able to change.

See also

To set user defaults 189

To change user restrictions 187

Using the Ordnance Survey Paper Map Copying Licence

All maps printed from the layers provided by Ordnance Survey remain Crown Copyright. This means that before photocopying or duplicating an Ordnance Survey map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.

The benefits of an Ordnance Survey Paper Map Copying Licence are:

- Copies after the initial map charge are free
- Unlimited copying of Ordnance Survey Mapping

To purchase a Paper Map Copying licence Click Here.

Only your organisation's Promap administrator can enter the licence into Promap on behalf of the organisation. If you don't know who the administrator for your organisation is, contact Customer Services on 0844 844 9960 and we will tell you. If you are the administrator for your company refer to To enter existing licences into Promap 192

To enter existing licences into Promap

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Ordnance Survey Paper Map Copying Licence**.

   The **OS Licence** dialog box will appear.
3. Your licence number will be a combination of letters and numbers. Type only the numbers, not the letters, in to the box provided.
4. Click **Apply**. You will see the **Licence Updated Successfully** confirmation message.
5. Click **Back** and you will be returned to the Main menu.

> **Note**
>
> You must not enter a licence number unless it covers all the offices that have access to Promap. All maps remain Crown Copyright with the licence covering the facilities mentioned Using the Ordnance Survey Paper Map Copying Licence 192.

Viewing users' expenditure

You can create expenditure reports to see:

- What a user has purchased
- When it was purchased
- How much it cost
- The project and reference the purchase was allocated to

The reports are based on the information entered by you in the **Enter expenditure details** popup which appears before a chargeable action. Refer to Enter expenditure details 202 for more details.

> **Tip**
>
> The project and reference field labels, and the recharge tick box label in the **Enter expenditure details** popup are customisable. You are able to change the labelling of the fields and tick box, determine a set format for the data entered in the project field, and display a drop down list in the reference field. For more information and to request customisation please call customer services:
>
> 0844 844 9960

You can view this data in different ways. For example, by project or by type of transaction. You can ask for a detailed report or a summary. You can also print the reports and save them as a spreadsheet file, which can be opened by spreadsheet packages such as Excel and imported into many databases.

Standard users can only run reports on their own expenditure. Admin Users can view expenditure for everyone in the organisation.

This is a useful feature for the Admin User who can access these to investigate expenditure they do not understand or are unsure of.

> **Tip**
>
> It may be worth considering an organisation-wide standard for entering of project codes and references to ensure they are easily understandable by the Admin User.

See the rest of the chapter for details.

To view standard users' expenditure reports

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Click the **Account Expenditure** button £ on the Menu bar .

   The **Expenditure Reporting** dialog box will appear.

2. From the **Report Styles** drop-down list, select the type of report you would like to run i.e. Project Summary.

Report Style	Description
Project Summary	Shows the project codes and the costs for each project.
Transaction Summary	Show the type of actions that took place to incur charges, how many times they occurred and the cost.
Transaction Detail	Shows the date and time of each action, the project code and reference that were entered, the action type and the cost.
Project/Ref Summary	Shows the project codes and the reference for each project along with the cost.

> **Tip**
>
> If you have customised the project, reference or recharge labels on the **Enter expenditure details** pop up, the labels on the expenditure report will also be customised.

3. Choose a time period:

   You can choose to use either a standard time period or a specific time range.

If you would like to use a standard time, under **Standard Time Periods**, select whether you would like this report for **today**, **this week** or **this month**.

-or-

Under **Custom Date Range**, enter a start date and an end date.

4. Click the **Run Report** button under the respective option you used.

   Promap will retrieve the information for you.

   If you'd like to save or print the report see To save or print your expenditure report 198.

> **Tip**
>
> Standard Users can only view expenditure reports for their own usage. Admin users can see reports for everyone in the organisation. If you are the Admin User and would like to view just your usage in Promap, you can do so by deselecting **Admin user on** in **User Settings** . See To change setting preferences 160.

See also

Viewing users' expenditure 193

To view expenditure reports as an admin user

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Click the **Account Expenditure** button £ on the Menu bar.

   The **Expenditure Reporting** dialog box will appear.

2. From the **Report Styles** drop-down list, select the type of report you would like to run i.e. Project Summary.

   If you select a **User** report e.g. **User Summary,** you'll need to enter the user's name into the **Filter Results** text box before going on to step 4.

Report Styles

Report Style	Description
User Summary	Shows the users in the organisation and their expenditure.
Project Summary	Shows the project codes and the costs for each project.
User/Project Summary	Shows the users, the project codes they've entered and the costs for each project.
Project/Ref Summary	Shows the project codes and the reference for each project along with the cost.
User/Project/Ref Summary	Shows the users, the project codes and references they've entered and the costs for each project.
Office Summary	Shows the offices within the organisation separately so you can view their expenditure.
Company Summary	Shows the date/time, type of transaction, project/reference, user and cost for each action for every office within your organisation listed together. If your organisation has a large number of offices within it, this report may take longer to run than the other reports available.

Tip

If you have customised the project, reference or recharge labels on the **Enter expenditure details** pop up, the labels on the expenditure report will also be customised.

3. Choose a time period.

   You can choose to use either a standard time period or a specific time range.

If you would like to use a standard time, under **Standard Time Periods**, select whether you would like this report for **today**, **this week** or **this month**.

-or-

Under **Custom Date Range**, enter a start date and an end date.

4. Click the **Run Report** button under the respective option you used.

   Promap will retrieve the information for you. You will then be given the option of seeing a more detailed report. Go to To see a more detailed admin report 197 for more information.

   If you'd like to save or print the reports see To save or print your expenditure report 198.

> **Note**
>
> To be able to see the reports available to the Admin User, you must have logged in using the Admin User username and password.

See also

Viewing users' expenditure 193

To see a more detailed admin report

When an admin user has generated a report, they will be given the option of generating a more detailed report for a row. This option is not available for the **Company Summary**.

- Click the button on the left to generate a **Transaction Detail** report giving a complete breakdown of all transactions.
- Click the button on the right to generate a **Transaction Summary** report giving a summary of the transactions.

See also

To save or print your expenditure report 198

To save or print your expenditure report

To save your expenditure report

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Generate your expenditure report. See To view standard expenditure reports 194 or To view expenditure reports as an admin user 195.
2. Click the **Save As Spreadsheet** button.
3. Click **Save** on the **File Download** dialog box.
4. In the **Save As** dialog box, select the folder where you would like to save the report.
5. When the download is complete click **Open** to view the file in an accounting package such as Excel.

   -or-

   Click **Close** to carry on with your work.

Saved spreadsheet files can be opened by spreadsheet packages such as Excel and imported into many databases.

To print your expenditure report

1. Generate your expenditure report.
2. Click **Print**.

   The **Print** dialog box will appear.
3. Choose the printer you would like to print on.
4. Enter the number of copies you would like.
5. Click **Print**.

Reference

In this chapter you will find:

Promap hot keys 199 for use when drawing objects on your map.

A website link to the Historical mapping legends 201.

Troubleshooting 203.What to do in order to solve any problems you may be having with Promap and how to contact the Technical Support team.

Landmark Company information 207, including Terms & Conditions.

See the rest of the chapter for details.

Promap hot keys

Below is a list of hot keys you press on your keyboard when drawing shapes.

Key	Action
A (Angle)	Allows you to specify the angle of the current line from the previous line Press **A** when you're using the **Get Length** tool to draw a line or freehand shape. Type in the angle and press **Enter**.
L (Length)	Allows you to specify the length of the current line. This is always in metres regardless of the setting on the Display Settings tab. You can see the length in imperial measurements on the Shape Information box which appears automatically when you draw the line. Press **L** when you're using the **Get Length** tool to draw a line or freehand shape. Type in the length and press **Enter**. If you then want to cancel the length and draw the line freehand, press **Escape** on your keyboard.
Escape	• Cancels a length you've set using the **L** hot key.

Key	Action
	• Draws the final line and closes a shape you're drawing using the **Shape** tool. • Finishes a shape you're drawing using the **Get Length** tool.
Spacebar	Allows you to join multiple, white snap to point dots with one click. When drawing round a boundary using snap to point, hold the **Spacebar** down and click on a white dot further down the boundary line. This will continue your shape/line and join up all the points in between. It doesn't work when there's an orange dot in between your first and last point.
Backspace	Undoes the previous click when you're drawing a shape or line.
R (Radius)	Allows you to specify the radius of a circle. Draw a circle on the map. Press **R** on the keyboard, type the radius required and press **Enter**.
Enter	Allows you make changes to a shape once it's been completed. Click on the finished shape, press **Enter** on the keyboard. This will take you back to your last step. You can then use **Backspace** to delete the lines.
P (Previous)	Allows you to tab backwards through any customisations you have made. When you've drawn several features and you need to edit one or more, press **P** on the keyboard to select each previous feature.
N	The same as pressing P, except it selects the next feature.

Key	Action
(Next)	
Shift	• Allows you to click and drag around several objects you've drawn in order to select them all. Press and hold down **Shift** and then click and drag around the objects. Release the mouse and the **Shift** key when you've drawn around them all. • Allows you to restrict the movement of a dragged object to up or down. Select the object. Press and hold down **Shift** and then click and drag the object.
Ctrl	Allows you to select multiple objects one after the other. Press and hold down **Ctrl** and then click each object in turn. Release the **Ctrl** key when you clicked them all.

Landmark Historical Mapping Legends

To view the legend information for the various Historical Mapping scales and series provided in Promap, go to www.promap.co.uk/promap/historical_legends.jsp.

Dialog boxes

Here you will find details on how to use two features in Promap:

Relocate 201

Enter expenditure details 202

Relocate

You can use this dialog box when you're:

- Searching for a site for which you have no location information apart from that it's near a certain town or village.

  See To locate a site without a postcode or grid reference 40

- Searching for a site to develop

See To search for sites to develop 42

It allows you to:

1. Search for a site on a map layer such as Street Plus.
2. View it on a Detail map layer (or any other map layer apart from aerial or historical).
3. Go back to Street Plus to search for another site.
4. Create a new Detail map centred on the new site.

If you simply went back to the Detail layer after step 3. you'd find that it was still centred on the site you found in step 2.

Enter expenditure details

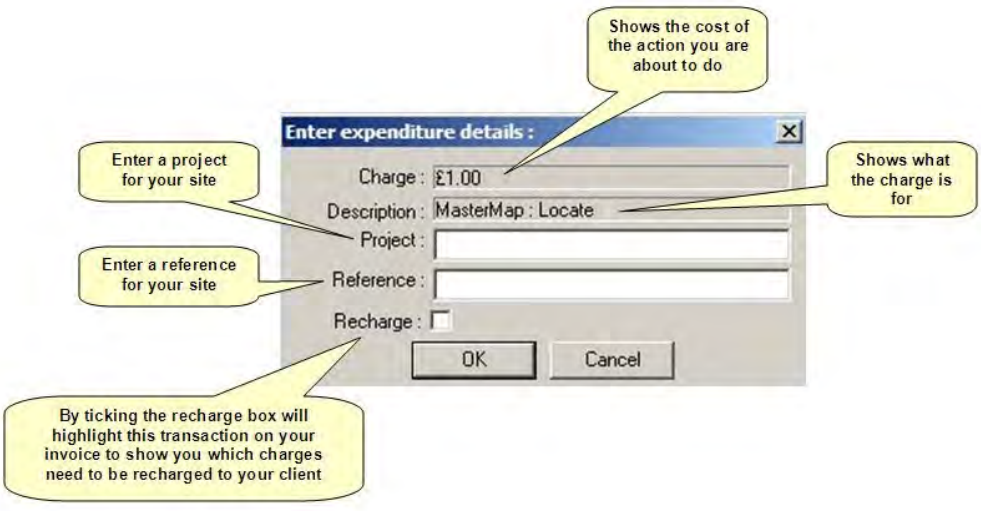
Promap automatically creates expenditure reports listing each chargeable action you perform. The **Enter expenditure details** dialog box appears before a chargeable action allowing you to allocate usage costs to different projects or clients.

You can enter a **Project** code and a **Reference**. These are stored in the database along with the charges you incur whilst using Promap. They appear in your expenditure reports allowing you to see how much money has been spent on any given project or client.

You must enter a **Project** and **Reference** and click **OK** or Promap will not proceed with the action.

Until you log out Promap remembers the last project code and reference you entered. So you only need to enter new ones if you have started work on a new project or for a new customer.

To enter expenditure details



- Click **OK** to accept the charge.

These details will be added to your expenditure reports.

Tips

- Never put your Username or Password in to the project or reference boxes. They are private to you and would allow anyone to purchase maps on your account.
- The project and reference field labels, and the recharge tick box label in the **Enter expenditure details** popup are customizable. You are able to change the name of the field labels, determine a set format for the data entered in the project field, and display a drop down list in the reference field. For more information and to request customisation please call customer services:

  0844 844 9960
- Project codes and references can be anything of your choosing. For example, you could use the names of customers for whom you are preparing maps or unique project codes used by your organisation.
- There is no benefit to entering the name of the current user in these fields. All chargeable actions will automatically be associated with the current user.

See also

To force users to enter expenditure details 189

Charges 164

Troubleshooting

If you are experiencing problems with Promap, please read the following carefully before contacting our Technical Support helpline 204.

Have a look at our the Frequently Asked Questions on our website at www.promap.co.uk/promap/faq.jsp

If this doesn't help, check that your Internet setup includes or allows the following:

Operating System

One of the following : XP SP2, Vista & 7 (Both 32 and 64 bit)

Microsoft Internet Explorer 6, 7 or 8

This website requires Microsoft Internet Explorer 6, 7 or 8. The display of maps in this website is handled by Promap, using an ActiveX control that will run only in Internet Explorer 6 and above.

Download of ActiveX controls

The ActiveX control downloads automatically once you have successfully logged In. You may be presented with a dialog box asking whether or not you would like to download and install a Promap component. We have a digitally signed control with a certificate of authenticity. This is your assurance that Prodat Systems created the software you are downloading and is not malicious in any way. Promap will not function correctly if you do not install the control.

Use of secure communications (https)

This website uses a secure connection to protect any sensitive information (e.g. your username and password) that is exchanged between you and our server. The secure connection mechanism is the same as that used by on-line banking and shopping sites to protect your account/credit card details.

Using this site through a firewall

If you are accessing this website from a machine on your corporate network, your Internet connection may be protected by a firewall. A firewall is designed to protect your corporate network from malicious attacks through the Internet. It may be configured to prevent you downloading ActiveX controls and other executable programs (which can be malicious).

It may also be configured to prevent you accessing websites that uses secure communications (perhaps to prevent employees shopping on-line during work hours).

If either of the above applies to you, Promap will not work correctly. You should contact your systems/network administrator and enquire about the possibility of relaxing these two constraints, or use a machine that is not governed by the firewall.

Popups

The Promap website does use popups in it's operation, you may have to configure your popup blocker software on your PC to allow our website to produce popups.

Contacting the Technical Support Team

The Technical Support team work from 8:30am until 5:30pm, Monday to Friday. They are happy to help you with any technical enquiries or problems you have.

Tel	0844 844 9961
Email	tech@promap.co.uk

They may then ask you to go to our corporate website and run a diagnostic test on your computer. This will not affect anything on your computer: It will just check your computer's ability to run Promap.

Specifications for Promap

Recommended Specification:

Microsoft Windows 7 64 bit

Microsoft Internet Explorer 8

Broadband Internet Connection 8Mbps+ ADSL / Cable

Colour Screen Resolution of 1280 x 1024 pixels

Use of secure communications (https)

PDF reader (required for all environmental, utilities and flood reports, Historical Mapping and Promap IQ)

CSV reader (required for some reports and e-billing)

32 bit colour depth

Supported Systems:

Microsoft Windows XP, Vista, and 7 (32 and 64 bit)

Microsoft Internet Explorer 6, 7 and 8

Broadband Internet Connection 1Mbps+ ADSL / Cable

Colour Screen Resolution of 1024 x 768 pixels

Use of secure communications (https)

PDF reader (required for all environmental, utilities and flood reports, Historical Mapping and Promap IQ)

CSV reader (required for some reports and e-billing)

32 bit colour depth

Important: Please read

Promap will require you to download out ActiveX control in order to use the website,If you are going to access this website from a machine on your corporate network, then your Internet connection may be protected by a firewall. A firewall is designed to protect your corporate network from malicious attacks from the Internet. It may be configured to prevent you downloading ActiveX controls and other executable programs (which can be malicious) .

It may also be configured to prevent you accessing websites that uses secure communications (perhaps to prevent employees shopping on-line during work hours).

The Promap website does use popups in it's operation, you may have to configure your popup blocker software on your PC to allow our website to

produce popups.

If either of the above applies to you, Promap will not work correctly. You should contact your systems or network administrator and enquire about the possibility of relaxing these two constraints.

If you have a any questions, please contact our **Technical Support** team on **0844 844 9961**.

Landmark Company Information

This chapter gives you more information about Landmark Information Ltd, the company that runs Promap.

Contact details

Henley Office – *Landmark Property*

Landmark Information Group
The Smith Centre
Henley-on-Thames
Oxfordshire
RG9 6AB

Tel:	0844 844 9950
Fax:	0844 844 9951
Sales:	sales@promap.co.uk
Customer Services:	0844 844 9960 customerservice@promap.co.uk
Technical Support:	0844 844 9961 tech@promap.co.uk
Training:	0844 844 9965 training@promap.co.uk
Environment Customer Services:	0844 844 9952 customerservices@landmark-information.co.uk

Exeter Office (Head Office) – *Landmark Solutions*

Landmark Information Group
6-7 Abbey Court
Eagle Way
Sowton Industrial Estate
Exeter
Devon
EX2 7HY

Tel: (01392) 441700

Fax: (01392) 441709

Related websites

Related websites

www.promap.co.uk

Promap is *the* industry standard digital mapping delivery system, used by hundreds of companies across the country. It uses a unique pay-as-you-go charging system to provide cost effective access to a variety of mapping layers and aerial photography layers for the whole of mainland Great Britain.

www.landmarkinfo.co.uk

Landmark Information Group is a specialist in the collation and distribution of environmental data. Their corporate site provides a comprehensive list of products and services offered by Landmark.

www.ordnancesurvey.co.uk

Britain's national mapping agency, responsible for creating and maintaining a huge range of map products and data.

www.enviroscreen.co.uk

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Terms and Conditions

For all our Terms and Conditions, please see our website www.promap.co.uk/promap/terms.jsp.

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