

PROMAP IN HOUSE

This course aims to provide delegates with the basics of the Promap Digital Mapping System. The training will ensure delegates are able to use the system in the most cost effective way and will help delegates develop the necessary skills to fully utilise the system, achieving the maximum benefits in the shortest amount of time. As the course is run for a maximum group size of four we will also tailor the content of the course to suit the groups requirements.

This course emphasises practical hands-on work and is kept deliberately small to ensure the maximum opportunity for individual attention.

Please note: This course assumes that you have a basic knowledge of computers.

Course Content (Subject to Requirement)

1. Introduction and Course Overview

- Introduction to the course
- The course breakdown

2. Locating and Displaying a Map

- Selecting a search method
- Displaying the map
- Site marker options
- Navigation around the map
- Setting the print frame
- Changing the print scale of the map

3. The Mapping Layers

- Using the layer buttons

4. Customising Your Map

- Use of the drawing tools
- Using automatic fill
- Use of snap to point
- Adding and removing points
- Obtaining area and boundary measurements
- Creating a text box / symbol
- Using basic Hot Keys
- Using the legend tool
- Using general settings

5. Printing Your Map

- Quick print
- The print procedure
- Using headers & footers
- Incorporating logos
- Copying to clipboard
- Download as image
- Next Steps screen

Saving your Map

- Saving a new map
- Retrieving a previously saved map
- Maintenance of saved maps

7. Exporting Map Data (DXF / GML)

- Export frame options
- Export data options
- Export DSM Data

8. Enviroscreen

- Ordering an Environmental overview / certificate
- Review of the report

9. Aerial Photography

- Ordering a modern / historic aerial photograph

10. Historical Mapping

- Ordering an historical map

11. Promap IQ

- Search spot data
- Viewing spot data
- Creating a report

12. Expenditure Details / Charging / Invoicing

- Understanding Promap charges
- Using projects and references
- Viewing expenditure

13. Account Administration

- Creating and modifying accounts
- Controlling access restrictions
- Viewing all user maps & expenditure

Courses covering advanced use of the Promap system are available on request from the training department using the contact details below

Duration : One Day

Price : £99 Per Person

All delegates will receive course pack and certificate. Please contact the PROMAP Training Team on **0844 844 9965** or email training@promap.co.uk.

Continuing Professional Development (CPD): This event may be applicable for CPD. Please note that it is the responsibility of each individual to keep a record of activities, which are appropriate for CPD. Individuals should consult their Institutions Regulations concerning the apportionment of CPD Hours.

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