

USER GUIDE

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Welcome to Promap

Promap gives you instant access to seven different layers of mapping including Landmark Historical mapping and large-scale digital Ordnance Survey maps. Promap also supplies aerial photography and Enviroscreen, the world's first online, real time environmental due diligence report.

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. 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 and Enviroscreen, the world's first online, real time environmental due diligence report.

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 seven layers of mapping ranging from the large scale overview of the **Great Britain** map to the detailed information on the **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
 <p>Ordnance Survey Licensed Partner</p>	<p>Ordnance Survey supplies the Detail (Landline), Street Plus (1:10,000), Street (1:20,000) and Town (1:50,000) mapping layers.</p>

Map supplier	Description
	<p>Collins Bartholomew supplies the Road Atlas (1:200,000) and Great Britain (1:5,000,000) mapping layers.</p> <p>You can print all of these layers from A4 to A0.</p>
	<p>Landmark Information Group supplies Historical maps of various dates and scales. These can only be printed on an A3 printer.</p>
  	<p>Promap also provides current aerial photography for any specified location from the UK's three leading aerial photography suppliers. The suppliers are GetMapping, UK Perspectives and Cities Revealed.</p> <p>Cities Revealed also supplies historical aerial photography from the RAF and Luftwaffe.</p>
	<p>Intermap supplies NEXTMap 5m DSM height data.</p>

See also

[Types of map layers available](#) ²²

How we invoice you

At the end of every month we send you an invoice listing all the users within your organisation and the amounts they have spent. 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](#) ¹⁷⁹ 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 the common spreadsheet or accounting applications. Many of our clients use this facility to

pass their Promap charges on to their clients.

See also

[Viewing users' expenditure](#)^[184]

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.

What's new in Promap v4?

- **Better Address matcher**

The address matcher has been improved to get you to your site quicker and to provide you with the ability to search by place name.

[To locate a new site](#)^[30]

- **More ways to navigate around a map**

You can now move the map by dragging it or clicking on a panning arrow at the edges. If you have a scroll wheel on your mouse, you can use it to zoom in and out of the map.

[To move around the map](#)^[41]

[To zoom in and out](#)^[42]

- **More user drawn features**

You can draw on Town maps.

Modifying polygons and polylines has been made easier by allowing you to add or remove points anywhere on the shape.

[To add a point to a shape or line](#)^[57]

[To delete a point from a shape or line](#)^[58]

If you like having real-time shape measurements and/or grid references on the map, you can choose whether or not to show them in a popup. You can also move the popup around the map by dragging it.

[To see the measurements of shapes and lines](#) ⁵⁰

[To see grid references in real-time](#) ⁵²

There are now five site marker styles to choose from.

[To select a map layer and marker style](#) ³²

- **More formats for downloading maps**

We have added .tiff, .jpeg, .gif and .png formats to the list for downloading maps.

[To download a map](#) ¹⁰⁰

- **New options in Enviroscreen**

You will now receive an aerial photograph with an Overview or Certificate report.

In addition the Certificate will include a lender's risk assessment and the option to obtain an insurance quote if your site is eligible following a risk assessment analysis.

[What is an Enviroscreen Environmental Certificate](#) ¹⁴¹

- **Compatibility with Internet Explorer v 7 and Vista**

You can use Promap if you use the Vista operating system and/or if you use Internet Explorer 7 as your internet browser.

- **New next action page**

To speed up the process of going from one task to another, a new page will appear after certain actions, such as printing a map. It will give you a comprehensive list of next actions to consider.

[Selecting your next action](#) ¹⁰³

- **Watermark on maps**

You will now see a Promap watermark in the background on all maps. 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 Ordnance Survey licensing agreements.

- **Better search facilities in online Help**

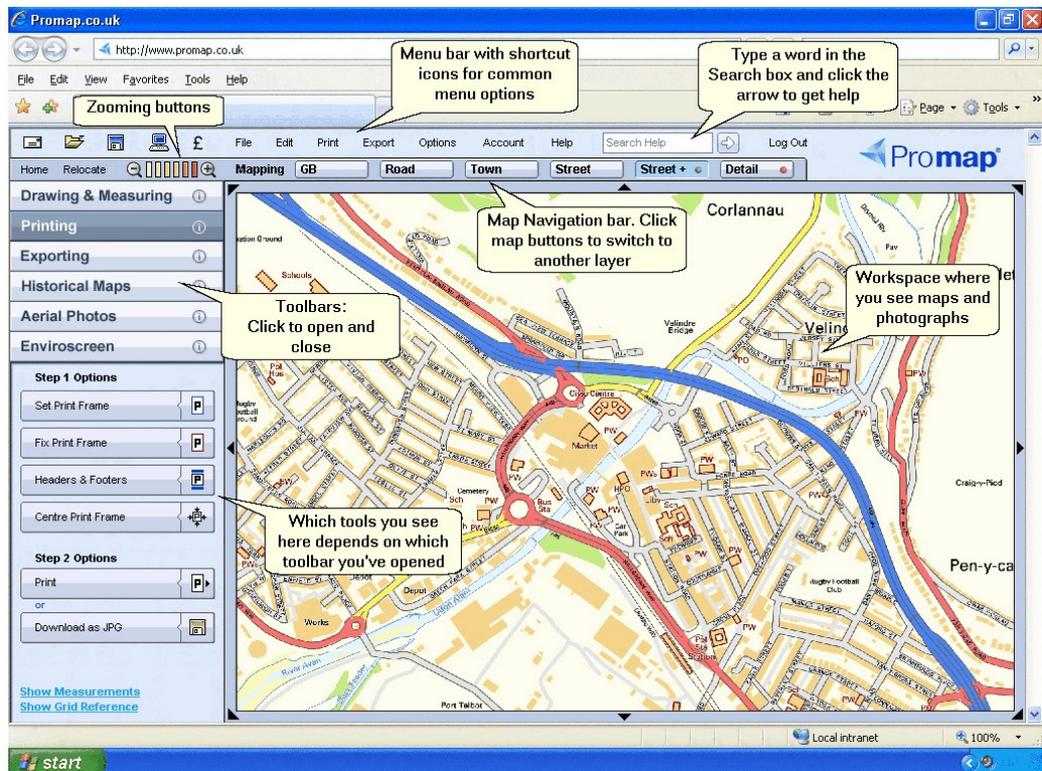
If you need help on a subject such as printing, you can type it into the **Search** box on the Menu bar, click the arrow and the Help window will open with a list of suggested topics.

You will also now find clickable links to other relevant topics.

[Using Promap Help](#) ¹²

What you see on screen

This is how Promap appears in Internet Explorer 7. If you have an older 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](#)^[12]. 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](#)^[190].

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.

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](#)^[121].

To open Promap

1. Log in to Promap. See [To log in](#)¹⁹.
2. Click the **Cancel** button on the **Address Search** dialog box that opens.

The Promap window

Promap will open in the Internet Explorer browser window. See [What you see on screen](#)¹² for a picture of the Promap window as it appears in Internet Explorer 7.

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.



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 **Map Navigation** toolbar.



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



Dialog boxes

With many of the tasks in Promap you will be asked to make selections or enter text on a dialog box. This is basically a window where you can give Promap more information. A dialog box may open when you click a menu option or a tool button.

You may find any of the following items in a dialog box:

Drop-down lists

Click on the down arrow to open the list. Then click the option you want.

Text boxes

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

Radio buttons

Click to select the option next to it. When there are several radio buttons, it means that you can only select one of the options. This is different from tick boxes. See below.

Tick boxes

Click to select the option next to it. You can select as many tick boxes as you like.

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.

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.

For further tips on how to use the mouse in Promap see [How the mouse buttons work in Promap](#) ¹⁷

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](#)⁴².

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 or 7.

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**.

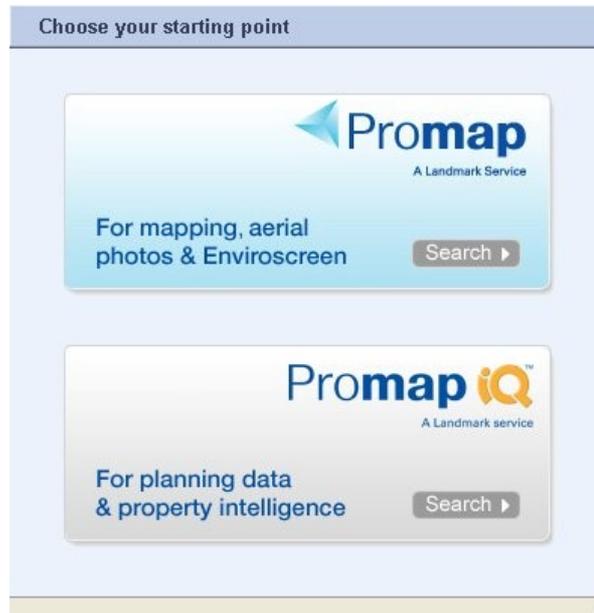
2. When Internet Explorer has opened, type www.promap.co.uk in the address bar.
3. Press **Enter** on your keyboard.
Internet Explorer will take you straight to our corporate site.
4. On the right of the screen you will see the words **Username** and **Password**. Enter your username and password in 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**.

- Promap will now prompt you to select your starting point. To access Promap click on the Promap graphic.



You are now ready to start using Promap!

Note

If you click on the Promap IQ graphic you will be logged in to Promap IQ.

Promap IQ provides a unique, powerful and simple way to search, view, interact and gather crucial property and planning information for a specific site, all displayed in context on a map.

In a matter of seconds, you can get an understanding of all planning-related activity, past and present, prior to conducting a full enquiry, which can instantly download straight to your desktop, or create a customised report.

Promap IQ can save you minutes, hours or even days and is the ideal starting point to source planning applications, listed buildings and points of interest information.

See also

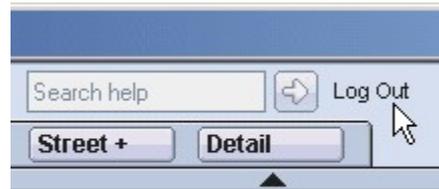
[To log out](#) 

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 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](#)  ¹⁹

The Promap layers

Promap provides seven different layers of mapping ranging from the full GB map to the detailed mapping at a scale of 1:1250. You can also purchase seven types of aerial photography. Each of the seven mapping 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.



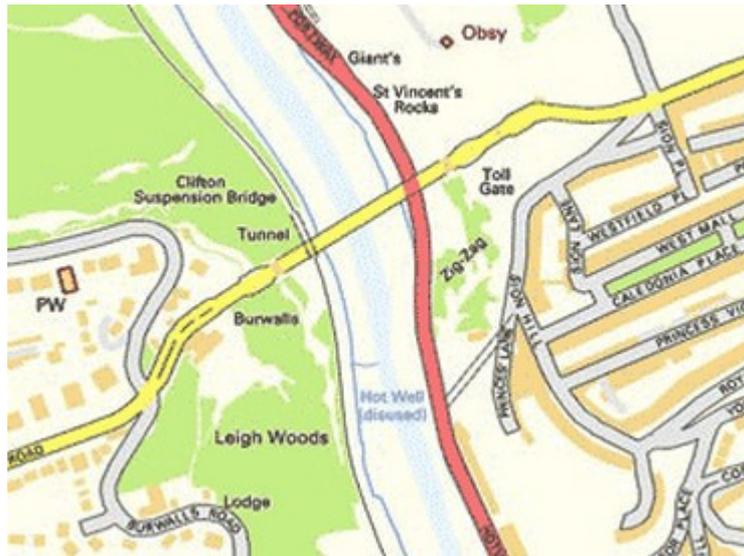
**Road Atlas
1:250000**

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 1:50000

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.

**Street 1:20000**

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
1:10000**

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.



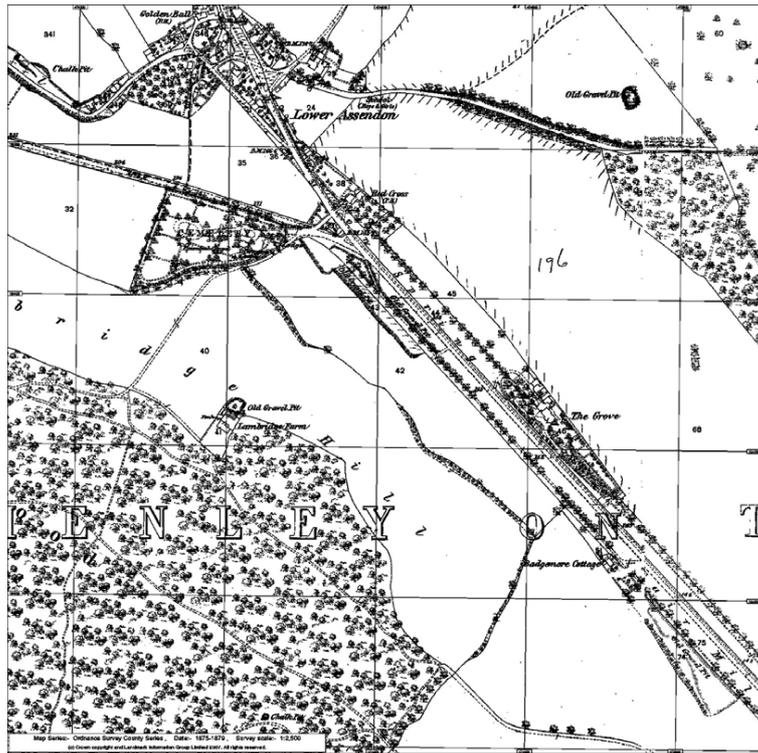
**Detail 1:1250,
1:2500 or
1:10000**

Detail is comprehensive mapping showing man-made and natural features ranging from houses, factories, roads, rivers, marshland and administrative boundaries. There are almost 229,000 Land-Line tiles covering Great Britain, 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

When you look at a Detail layer map you will be charged a fee. For further information on pricing please refer to our current online price list:

www.promap.co.uk/promap/pricing.jsp



**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.



**Aerial
Photography**

Aerial photography is ideal to bring context to maps, providing a clear and uninterrupted view of what is actually on the ground. 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.

The historical orthorectified black and white images provide a rare look in to the past of the major UK cities dating between 1939 and 1954.

For samples from the different suppliers see [Samples of aerial photography](#)

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To switch between map layers

- Click on the Map button for the map that you'd like to see.

For example  .

The circle on the map button will now be red to indicate that you've looked at that layer.



It will stay red until you locate another site using the **Address Search** dialog box.

The background colour of the button for the current map layer is light blue.

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 + layer 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 + map shows a different area.

The layer buttons operate in a similar way to switching between different worksheets in a spreadsheet application such as Excel. Switching between layers is the process of moving from one layer to another , although each layer does not need to be centred on the same location.

- When switching to the Detail layer a new map access charge will be incurred. For further information on charges please refer to our latest online price list: www.promap.co.uk/promap/pricing.jsp.

See also

[To switch between an aerial photograph and a mapping layer](#)¹³⁶

[Saving files](#)⁸⁰

[Relocate](#)¹⁹²

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 an address, a place name or an Easting and Northing. When you've found the site, you can indicate it on the map with a site marker and you can choose what level of layer you'd like to look at first.

The chapter also give you some tips on how to search for a site if you have only vague location details and how to search for sites for developments.

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 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](#)^[34] 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, company name 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](#) ³⁰

[To search for sites to develop](#) ³⁶

To locate a new site

1. Click the **Address Search** button  on the Menu bar.

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 **Address Search** dialog box will appear.

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

Text box	Description
Organisation	Enter a company or organisation name i.e. Landmark Information Group. You need to combine this with either: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Town • County • Partial or full Postcode
Street	Enter a street or road name, e.g. Harlech Close. You need to combine this with either: <ul style="list-style-type: none"> • Town • County • Partial or full Postcode

Text box	Description
Town	<p>Enter a town or city name, e.g. Basingstoke.</p> <p>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)</p> <p>You can combine it with either:</p> <ul style="list-style-type: none"> • Organisation • Building name/number and Street • Street • Partial or full Postcode
County	<p>Enter a county.</p> <p>You need to combine it with either:</p> <ul style="list-style-type: none"> • Organisation • Building name/number and Street • Street
Postcode	<p>A full postcode will show you a list of all properties in that postcode.</p> <p>You need to combine a partial postcode with either:</p> <ul style="list-style-type: none"> • Organisation • Building name/number and Street • Street
Place name search	<p>Enter the name of a natural feature (eg lake or forest), farm or other special feature such as a museum.</p> <p>Ordnance Survey has some useful tips on how to search using just this field: See www.ordnancesurvey.co.uk/oswebsite/freefun/didyouknow/searchtips.html</p>
OS Tile number	<p>Enter a Tile number, e.g. TL5904SW.</p> <p>Promap will convert the OS tile number you provide in to the closest Easting and Northing coordinates.</p>
OS Easting	<p>Enter the Easting, e.g. 461289</p>

Text box	Description
OS Northing	Enter the Northing, e.g. 152283.

3. Click **Search**.

If Promap finds more than one result, it will display the **Address Search - Results** dialog box. If it only finds one result, it will go straight to the **Address Search - Confirmation** dialog box and you can go to [To select a map layer and marker style](#)^[32] 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 **Address Search - Results** dialog box click the property you want to see.

The **Address Search - 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](#)^[32].

See also

[Choosing how to locate your map](#)^[29]

[Opening a saved map file](#)^[37]

[To locate a site without an address or OS Tile number](#)^[34]

[To search for sites to develop](#)^[36]

[To save a file for the first time](#)^[81]

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 **Address Search - 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 the 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 map layer to select it.

If you intend to look at a Detail map, it is a good idea to go to the Street +

layer first. This allows you to make sure you've found the right site before you pay to see a Detail layer.

- If you want to go straight to a Detail map, you can ask Promap to check whether you already have a saved Detail 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 access 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](#)¹⁹³

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

- Click **Go to map**.

Promap will display your map on your selected layer.

- Promap will display a Promap IQ window in the top right of the workspace on all layers of mapping. This displays the number of planning

applications, point of interest and listed buildings near the centre of your map.



Click on the **View Full Details** button to go to Promap IQ to configure and view more detailed information spatially on a map. This will open Promap IQ with a map of your site on the screen displaying data spots for planning applications, listed buildings and points of interest. This can be refined by using the configuration panel down the right hand side of the screen.

Note

You will see a Promap watermark in the background of the map. 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 Ordnance Survey Licensing agreements.

See also

[To locate a new site](#) ³⁰

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 + 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 Menu bar.
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 **Address Search** dialog box will appear.

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 **Address Search - Results** dialog box will appear.

5. Click the town you want.

The **Address Search - 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](#)^[32] 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](#))^[36]

8. Now move around your map until you find a closer match to your site.

See [To move around the map](#)^[41] 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 + map.

12. If you're sure that you've located the right site, click the **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](#)^[193].

The Detail map will 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 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.](#)^[42]

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

14. Save the Detail map first by clicking the Save button  on the Menu bar. See [To save a file for the first time](#)^[81] for details.

15. Go back to the Street + 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  on the **Map Navigation** toolbar.

The **Relocate** dialog box appears.

17. Select the **Detail** map layer and click **Create**.

18. Click **OK** on the **Enter Expenditure Details** popup box that will appear.

A new 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](#) ^[36]

[To locate a new site](#) ^[30]

[Choosing how to locate your map](#) ^[29]

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 6 in [To locate a site without a postcode or grid reference](#) ^[34].

2. Now move around your map until you find a potential site to develop.

See [To move around the map](#) ^[41] for tips on how to do this.

3. Right-click the site area to centre it on your map.

4. Click the **Detail** map button.

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](#) ^[193].

The Detail map will 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.](#) ^[42]

So if you think your site is a good distance away and it will be cheaper to open a new Detail map, continue on to step 6 below.

6. Save the Detail map first by clicking the Save button  on the Menu bar. See [To save a file for the first time](#) ^[81] for details.

7. Go back to the Street + map and search for another site. ^[81]

8. When you've found it, centre it on the map by right-clicking it and click **Relocate** button  on the **Map Navigation** 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.

A new 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](#) ³⁴

[To locate a new site](#) ³⁰

[Choosing how to locate your map](#) ²⁹

Opening a saved map file

By clicking the **Open** button  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 saved files

Browse – Lists your folders for you to browse looking 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.

See also

[To open a recent file](#) ³⁸

[To open a saved file by browsing](#) ³⁸

[To search for saved files](#) ³⁹

[To close a map](#) ⁴⁰

To open a recent file

1. Click the **Open** button  on the Menu bar.

If you have a map already open, Promap will prompt you to save it. See [Saving files](#)^[80] for help.

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

2. Click the **Recent** tab.

You will see a list of up to 10 of your most recently saved files. The most recently saved 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.

See also

[To open a saved file by browsing](#)^[38]

[To search for saved files](#)^[39]

To open a saved file by browsing

1. Click the **Open** button  on the Menu bar.

If you have a map already open, Promap will prompt you to save it. See [Saving files](#)^[80] for help.

The **Open Map** 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](#)⁸³.

See also

[To open a recent file](#)³⁸

[To search for saved files](#)³⁹

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 file names, descriptions and references you have entered when saving your files.

To search using a keyword

1. Click the **Open** button  on the Menu bar.

If you have a map already open, Promap will prompt you to save it. See [Saving files](#)⁸⁰ 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** button  on the Menu bar.

If you have a map already open, Promap will prompt you to save it. See [Saving files](#)^[80] 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.

See also

[To open a recent file](#)^[38]

[To open a saved file by browsing](#)^[38]

To close a map

- Select **File>Close Map**

Promap will prompt you to save the map. See [Saving files](#)^[80] for information about this.

Moving around the map

Promap gives you several methods for moving around your map, as well as being able to zoom in and out on the map.

You can move (also known as roam) as far as you like on all maps except the Detail map. Here you have a certain amount of free roaming before you are charged a small fee.

See the rest of this chapter for details.

To move around the map

- Use any of the ways below to move around the map. 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 $\frac{1}{2}$ 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 top left of the window, on the Map Navigation bar	Return to the location that you originally searched for. Useful if you've roamed away from your location. Only available in the Detail map.

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 a 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 around the map, there will be a small charge.

See also

[Distances you can roam for free](#) ⁴²

[To zoom in and out](#) ⁴²

[Enter Expenditure Details](#) ¹⁹³

Distances you can roam for free

- Promap is designed to allow you to navigate your way around all the mapping layers free of charge except for the Detail Layer map. In 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 map you are viewing.

- When you zoom in, you can see details more clearly with larger features but less map.
- When you zoom out, you see more of the map 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 map.

-or-

Click one of the **Zooming** tools.

The zooming tools are on the Map Navigation menu bar 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.

The four bars between are set viewing levels that move you in or out quicker.

Customising your map

Once you have successfully located and displayed your map, 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 your map with text boxes, symbols and freehand drawings.

Tip

If you want to customise your map 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](#)^[87] for details.

To delete the site marker

You can choose whether or not to show a site marker on the map to help you find the location of your site. See [To select a map layer and marker style](#)^[33]

You can subsequently delete it from the map.

To delete the site marker

- To remove the site marker just from the map 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 the **Display Settings** tab of the **General Settings** dialog box.

See [To change display settings](#)^[158].

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 aerial photography. 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. You can hide the popup by clicking **Hide Measurements** in the bottom left of the screen.

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](#)^[12]

Selecting the shapes to be measured

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

- [Fill tool](#)^[44]. If the shape(s) you want to measure are single properties or fields, you use the **Fill** tool.
- [Shape tool](#)^[45]. If there are several shapes or areas that you want turn into a single shape, you draw around them using [Snap to Point](#)^[47] and the **Shape** tool.
- [Get length tool](#)^[47]. 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.

You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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](#)^[61].

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

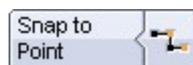
[To see the measurements of shapes and lines](#)^[50]

[To annotate a map with a text box showing measurements](#)^[51]

[To label objects with a text box](#)^[54]

To draw around a shape

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



White and orange dots will appear on your map. See [Snap to point](#)^[47] for more information.

3. Click the **Shape** tool.



The **Shape Information** popup opens in the top right of the workspace. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

4. Zoom into the map so that you can see the shape and snapping points clearly. See [To zoom in and out](#)^[42].

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.

9. To change the appearance of your shape, double-click it. This will bring up the **Shape Properties** box. Please refer to [Shape Properties](#)^[61] 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.

See also

[To see the measurements of shapes and lines](#)^[50]

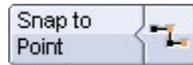
[To annotate a map with a text box showing measurements](#)^[51]

[To draw a building freehand](#)^[54]

[To label objects with a text box](#)^[54]

Snap to point

Snap to Point allows you to switch on digital data points that Ordnance Survey supply on a Detail Layer map. 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.

See also

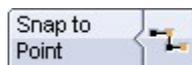
[To draw around a shape](#) ⁴⁵

[To draw a line between two points](#) ⁴⁷

[To check clearance](#) ⁴⁸

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](#) ⁴⁷ for more information.

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



The **Shape Information** popup opens in the top right of the workspace. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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](#)^[63] for further details.

See also

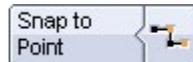
[To see the measurements of shapes and lines](#)^[50]

[To annotate a map with a text box showing measurements](#)^[51]

[To label objects with a text box](#)^[54]

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](#)^[47] for more information.

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



The **Shape Information** popup opens in the top right of the workspace. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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.

See also

[To indicate clearance](#) ^[49]

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. The maximum radius allowed is 2000m.
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](#) ^[61] 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](#) ^[50]

[To annotate the map with a text box showing measurements](#) ^[51]

[To label objects with a text box](#) ^[54]

Annotating the map with measurements

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

To see the measurements of shapes and lines

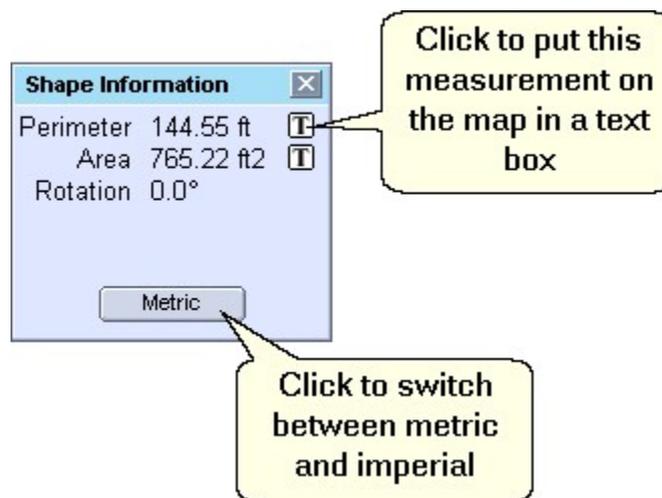
1. If the **Shape Information** popup isn't already visible on screen, click the shape or line that you have created when you used the **Fill**, **Shape**, **Get Length** or **Circle** tool.

-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.

2. Click **Show Measurements** in the bottom left of the screen.

The **Shape Information** popup will appear in the top right of the workspace. It gives you the measurements of the single shape or the aggregate shapes.



For more information on putting measurements on maps see [To annotate a map with a text box showing measurements](#)⁵¹

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 **Shape Information** box 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 popup will show different measurements depending on the type of shape you have selected.

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](#)^[62] to learn how to change the way the text box looks.

See also

[To label objects with a text box](#)^[54]

[Advanced customisation](#)^[69]

Finding a grid reference

Promap will supply you with an Easting and a Northing for any site on your screen.

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.

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

1. Click **Show Grid Reference** in the bottom left of the screen.

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

2. Click **Get Gridref** on the popup.

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

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

A popup will appear giving you the Easting and Northing for the building or site you selected.

4. Click **Yes** if you want to create a text box showing the reference.

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

5. To hide the **Grid Reference** popup, click **Hide Grid Reference** at the bottom of the screen.

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.
- If you'd like to include the OS Tile number and the National Grid Reference in the text box, double-click it. Type the co-ordinates you want to add in to the top left hand corner of the **Text Properties** dialog box and click **OK**. The co-ordinates you've added will be displayed on screen.

To see grid references in real-time

1. Click **Show Grid Reference** in the bottom left of the screen.

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

2. As you move your mouse cursor around the screen you will see Promap update the information for you.

Click **Hide Grid Reference** to hide the popup.

See also

[To obtain an Easting and Northing for a point on the map](#) ⁵¹

Drawing shapes and symbols

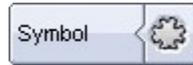
You can draw the following shapes and symbols:

- [Symbols](#) ⁵³ – such as trees, triangles or arrows
 - [Rectangles](#) ⁵³ – such as site markers or cars
 - [Rounded Rectangles](#) ⁵³ – such as site markers or car parks
 - [Ovals](#) ⁵³ – such as site markers or ponds
 - [Arrows](#) ⁵³ – to point from a text box to your site or vice versa
 - [Lines](#) ⁵³ – to connect objects
 - [Text boxes](#) ⁵⁴ – to label items on your map
 - [Freehand shapes](#) ⁵⁴ – 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 **Rounded 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. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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](#)^[61] for details.

6. Click anywhere on the map to turn the tool off.

See also

[Editing shapes and lines](#)^[55]

[Moving, sizing and rotating objects](#)^[58]

[Advanced customisation](#)^[69]

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. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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](#)⁶².

See also

[Moving, sizing and rotating objects](#)⁵⁸

[Advanced customisation](#)⁶⁹

[Annotating the map with measurements](#)⁵⁰

To draw a building freehand

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



Don't turn on Snap to Point.

The **Shape Information** popup opens in the top right of the workspace. It will show you the measurements of the shape as you draw it. You can hide it by clicking **Hide Measurements** in the bottom left of the screen.

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 90°.
 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 270° 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](#) ⁵⁵

[Moving, sizing and rotating objects](#) ⁵⁸

[Shape Properties](#) ⁶¹

[Advanced customisation](#) ⁶⁹

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](#) ⁵⁶

or after you've closed a shape by:

[Dragging an existing point out](#) ⁵⁷

[Adding a new point](#) ⁵⁷

[Removing an existing point](#) ⁵⁸

[Opening a closed shape or line](#) ⁵⁶

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](#)¹⁹⁰

To open closed shapes and lines

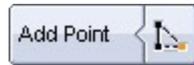
You can reopen any closed shape by clicking it and then pressing **Enter** on your keyboard. This will reopen your shape at the point where you closed it and enable you to delete lines, using the **Backspace** key, without having to delete the whole shape.

See also

[Promap hot keys](#)¹⁹⁰

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](#)⁵⁷.

See also

[To delete a point from a shape or line](#)⁵⁸

[To open closed shapes and lines](#)⁵⁶

To drag an existing point out

1. Open the **Drawing & Measuring** toolbar.
2. Click your shape to select it.
3. 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 outside dragging handles.

The cursor changes to a hand

4. Click and drag the point to its new position.
5. Release the mouse button.

See also

[To add a point to a shape or line](#)⁵⁷

[To remove a point from a shape or line](#)⁵⁸

[To open closed shapes and lines](#)⁵⁶

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](#)^[57]

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](#)^[56]

Moving, sizing and rotating objects

You can [move](#)^[59], [resize](#)^[59] and [rotate](#)^[60] 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.

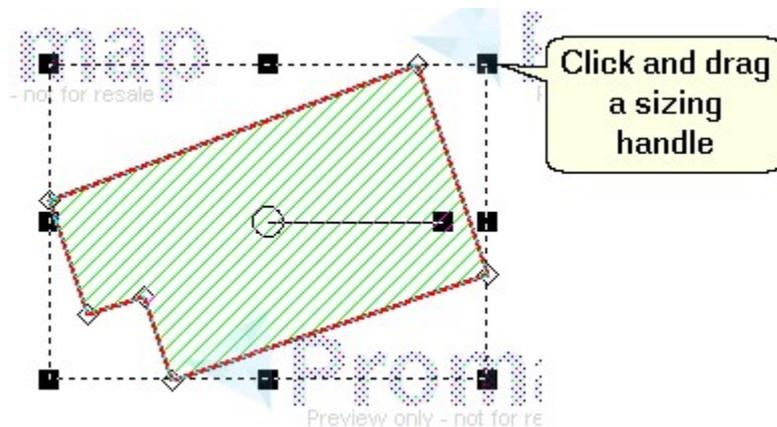
See also

[To select an overlapping object](#) 

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.

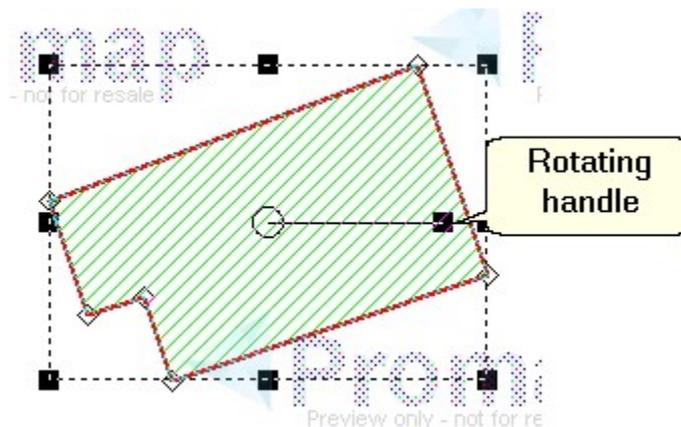
Note

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

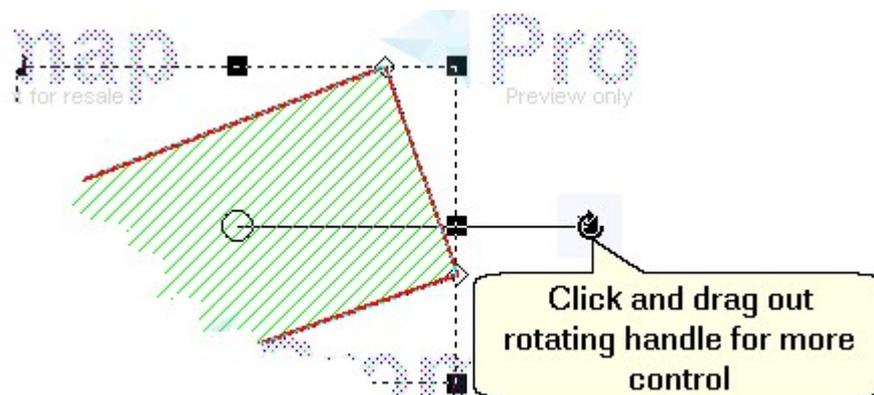
To rotate your object

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** popup. If it's not on screen, click **Show Measurements** in the bottom left of the screen.

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](#) 

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](#) 

[Text properties](#) 

[Symbol properties](#) 

[Line properties](#) 

Note

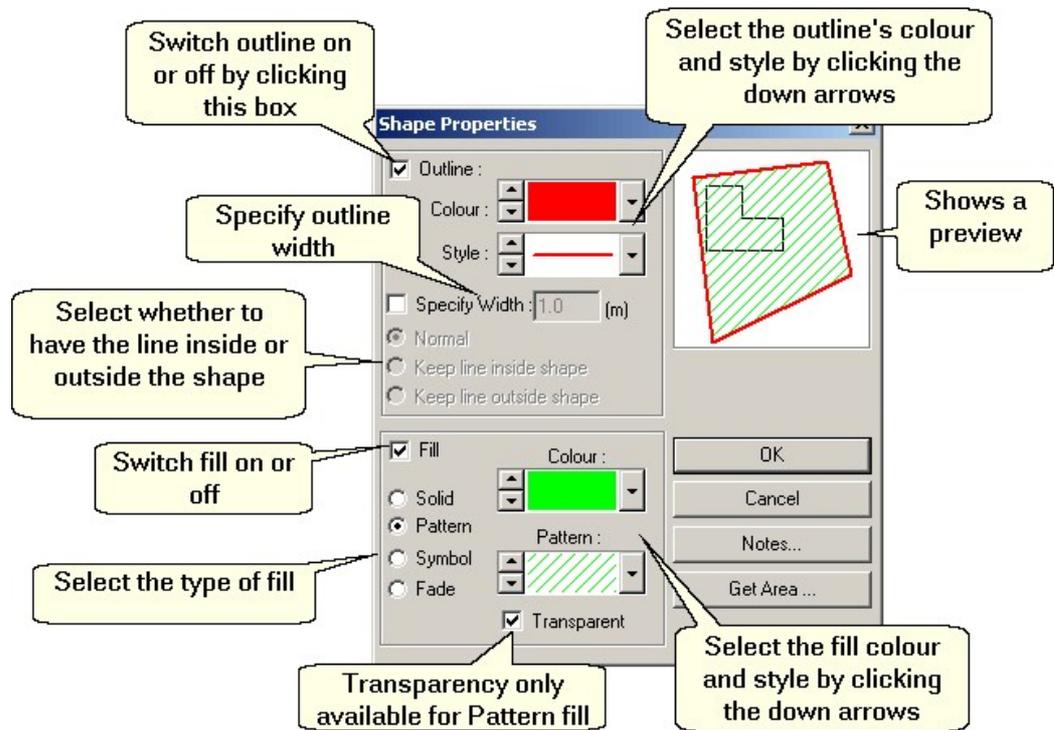
Promap will remember all the changes you make in the Properties dialog box for the length of the session. However, if you log out and log in again the standard settings will return.

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.

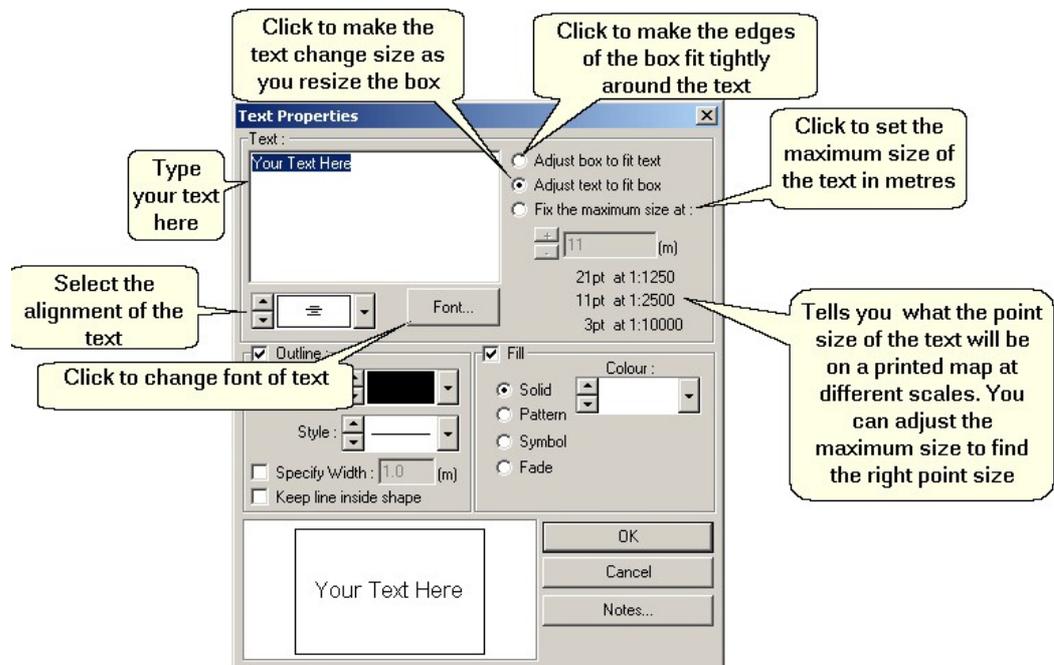


Click **OK** to save your changes and close the dialog box.

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.

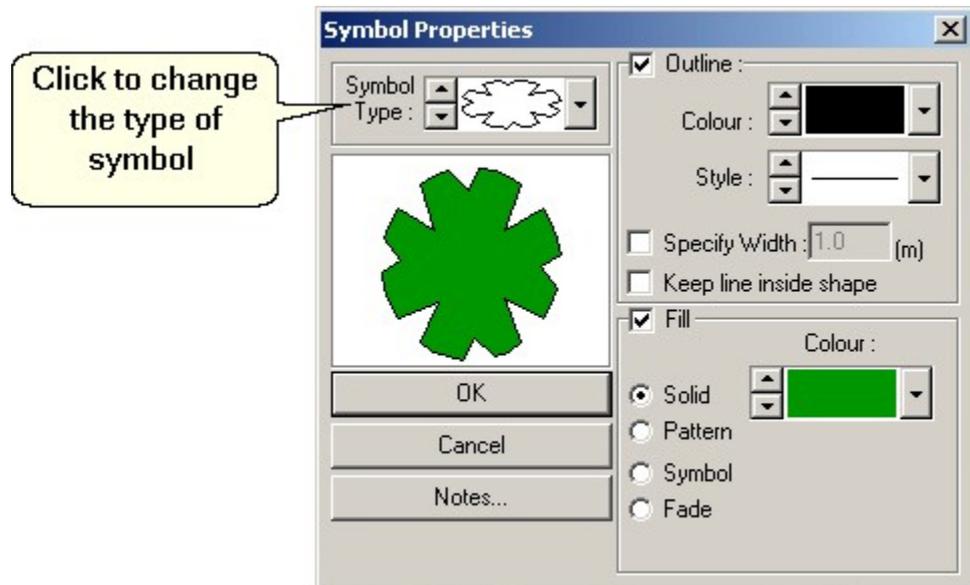


Other sections are the same as in [Shape Properties](#). ⁶¹

Symbol Properties

This will change the properties for symbols.

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

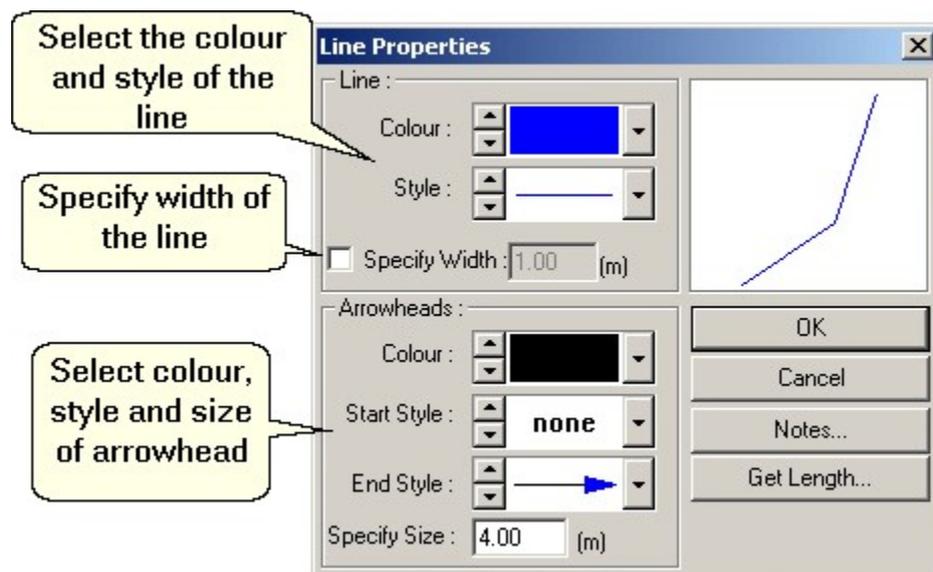


Other sections are the same as in [Shape Properties](#) ⁵⁸.

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](#) ⁶¹.

Changing the appearance of map features

A Detail layer map 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 only available in the Detail layer of mapping.

See also

[To switch features on and off](#) ⁶⁴

[To change the style and colour of a map feature](#) ⁶⁴

[Colour schemes](#) ⁶⁵

To switch map features on and off

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



3. The **Legend** dialog box will appear on your screen listing all the map features relating to detail maps.

To the right of each feature you will see a tick box. A green tick means the feature is turned on and a red cross means the feature is turned off.

4. To turn a feature on or off, click the tick box.
5. 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](#) ⁶⁴

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.



3. To change the appearance of any feature, double-click the feature's name
-

in the list e.g. building outlines.

The **Edit** dialog box will appear.

4. To alter the **Line** style of a feature, click the down arrow to the right of the style displayed and select the style you prefer.
5. To alter the **Colour** of the feature, click the down arrow to the right of the colour displayed and select the colour you prefer.
6. The **Sample** view on the right will show you a preview.
7. Click **OK** on the Edit dialog box to apply your changes.
8. Click **OK** again to 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](#)⁶⁵.

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](#)⁶⁴

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. These saved colours and styles are called 'Colour Schemes'. To find out how to change map features, see [Changing the appearance of map features](#)⁶⁴.

You can load a colour scheme at any time to a new map to give the map the appearance you specified in the colour scheme. 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.

See also

[To save a colour scheme](#)⁶⁶

To save a colour scheme

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

See [Changing the appearance of map features](#)^[64] 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.

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](#)^[83].

See also

[To apply a saved colour scheme](#)^[67]

[To change general settings](#)^[157]

[To set user defaults](#)^[181]

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.

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 general settings](#)¹⁵⁶.

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](#)^[69] (cloning) an object
- [Grouping](#)^[69] objects so that they can all be moved together
- [Re-ordering](#)^[71] objects
- [Aligning](#)^[72] objects
- [Spacing](#)^[72] objects so that they match horizontally or vertically
- [Sizing](#)^[73] objects to match other objects
- [Locking](#)^[74] objects into place
- [Locking](#)^[74] objects to the background

When you've created a drawing, you can save it in a [drawing library](#)^[75] for use on other maps.

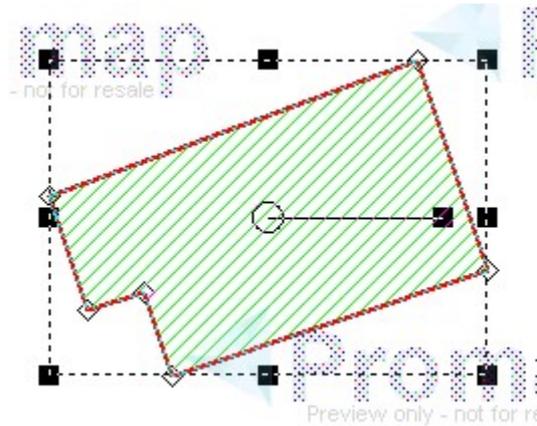
To copy objects

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.



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

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

See also

[Moving, sizing and rotating objects](#) ⁵⁸

[Changing an object's colours and styles](#) ⁶¹

[To delete an object](#) ⁵⁸

[To select an overlapping object](#) ⁵⁶

[Advanced customisation](#) ⁶⁹

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](#) ⁵⁸

[Advanced customisation](#) ⁶⁹

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

See also

[To select an overlapping object](#) 

[Advanced customisation](#) 

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](#) 

[Advanced customisation](#) 

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](#) 

[Advanced customisation](#) 

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](#) 

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 cannot be grouped or re-ordered. You must unlock the shape first.

See also

[To select an overlapping object](#) 

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](#)  dialog box.

This feature only works on the Detail layer map.

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](#) ⁵⁶

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.

Drawing libraries that you create on a Detail map can only be used on that and other Detail maps. Drawing libraries created on other map layers can be used on all maps.

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](#) ⁷⁶

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.

See also

[To open a drawing library](#) 

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. Enter a **Description** and a **Reference** if you wish.

4. Click **Save**.

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

See also

[To open a drawing library](#) 

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.

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.

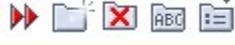
3. Click the **Browse** tab to see older saved drawing libraries.
4. Click the folder and/or subfolder which contains the drawing library you would like to use.
5. Click the drawing library you want to open.

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

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](#)⁸³.

See Also

[To use an item from the drawing library](#)⁷⁷

[To show or hide a drawing library](#)⁷⁸

To use an item from the drawing library

1. Open the drawing library.

See [To open a drawing library](#)⁷⁶.

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](#)⁵⁸.

See also

[Advanced customisation](#)  69

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](#)  83

To convert a Promap^{cd} drawing library to Promap on the web

Promap allows you to convert old Promap^{cd} drawing libraries into Promap drawing libraries for use over the Internet. Once a saved Promap^{cd} drawing library is converted, it is saved on to the Promap server in your organisation's folder.

To convert a Promap^{cd} library

1. Select **Options>Drawing Library>Convert Drawing Library**.
 2. The **Pick Promap^{cd} Drawing Library to Convert to Promap** dialog box will appear.
 3. Select the drive and folders that contain your Promap^{cd} drawing library on your computer.
-

4. Click the drawing library you want to convert. It will be highlighted in blue to show it's selected.

5. Click **Open**.

The **Save Drawing Library** dialog box will appear. The drawing library name will be the same as Promapcd drawing library name.

6. You can select a different destination folder by clicking the folders in the left hand pane.

7. Enter a description and reference into the text boxes provided if you wish.

8. Click the **Convert** button and Promap will convert your drawing library for you.

To open the converted drawing library, see [To open a recent drawing library](#)⁷⁶.

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 or .tiff) on your computer.

See also

[To save a file for the first time](#) ⁸¹

[To save an existing file](#) ⁸²

[To save changes to a read only file](#) ⁸²

[To create a new folder](#) ⁸²

[To organise files and folders](#) ⁸³

To save a file for the first time

1. Click the **Save** button  on the Menu bar.
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 function 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](#) .
7. Click **Save**.

See also

[To save an existing file](#) 

[To create a new folder](#) 

To save an existing file

1. Click the **Save** button  on the Menu bar.

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](#)  for details.

4. Click **Save**.

See also

[To save a file for the first time](#) 

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](#) .

To create a new folder

1. Click the **Save** button  on the Menu bar.
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](#) ⁸³

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**.

 - ☐ 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

 - ☐ 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

 - ☐ 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.

To convert PromapCD maps

- Promap allows you to convert old Promap^{cd} saved map files to maps for use over the Internet. Once a saved Promap^{cd} map is converted, it is saved on the Promap server.
- Map colour schemes, customisation, the data export frame and the print frame are preserved when converting maps.
- If you have several maps that you want converted, contact us at customerservice@promap.co.uk, we will convert the maps and load them on to Promap for you. If you have less than 50 maps to convert you can attach them to the email you send us.

To convert a PromapCD map

1. Select **File>Convert Map**.

The **Pick Promapcd map to convert to Promap** dialog box will appear.

2. Browse to the folder that contains your PromapCD maps so that it appears in the **Look in** box.

Click the map you want to convert. It will be highlighted in blue to show it's selected.

3. Click **Open**.

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

Promap will automatically direct the map to be saved in your private folder and the subfolder called Converted.

The map name will be the same as Promapcd map.

4. You can select a different destination folder by clicking the folders in the left hand pane.

For help with saving the file see [To save a file for the first time](#)⁸¹.

5. Enter a map **Description** and **Reference** in the boxes provided.

6. Click the **Convert** button.

Promap will begin the conversion process. Most maps are converted very quickly. If Promap is going to take some time to convert the map you will be told.

Promap will display your converted map on the screen.

See also

[To organise files and folders](#)⁸³

Printing

This chapter covers in detail how to:

- [Select an area and scale for printing](#)^[87]
- [Insert your company logo, a header and footer](#)^[92]
- [Print a map](#)^[91]

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.

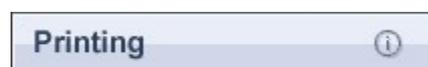
You can purchase an Ordnance Survey Paper Map Copying Licence from Ordnance Survey. This licence entitles you to unlimited free copies of maps once the initial print cost has been paid. See [Ordnance Survey Paper Map Copying Licence](#)^[102] for further details.

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** button on the toolbars pane.



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 two A4 size options are a little different from the usual:

Paper size	Description
A4	A layout with large 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.

- Click a radio button to select the orientation you would like: portrait or landscape.
- 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 ⁸⁹ .
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.

- 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.

- If the frame doesn't cover the right amount of land, click one of the other set scale options and click **Apply** again.
- When you are happy with your selections, click **OK**.

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

- The paper size you selected
- The current printable scale in parenthesis
- The initial print cost of the map if you choose to print
- The area of land contained within the print frame

- Now go to [To fix a print frame](#)⁹⁰ 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](#)⁸⁹

[To centre a print frame](#)⁹⁰

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](#)⁸⁷. 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 any of the settings.

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.

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.
3. To change the paper size, orientation or scale, click the **Set Print Frame** button twice (with a pause between clicks).

The frame will be removed and the **Set Print Preferences** box will reappear.

4. Now either add a [logo, header and footer](#)^[92] or [print](#)^[91] the map.

Note

If you unfix the print frame after you have done the initial print and move it or change the scale, the next print will be treated as an initial print and you will be charged accordingly.

See also

[To move a print frame](#)^[89]

[To set a print frame and scale](#)^[87]

To print a map

1. You need to [set](#)^[87] and [fix](#)^[90] a print frame first. You can also add a [logo, header and footer](#)^[92].
2. Click the **Headers & Footers** button if you'd like to preview the way the printed map will look before actually printing it. Click the button again 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.
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](#)¹⁹³.

9. Click **OK**.

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

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

See the [Saving](#)⁸⁰ 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](#)¹⁰²

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](#)^[87] and [fix](#)^[90] 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](#)^[93].

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](#)^[91].

-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](#)^[95].

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](#)^[87] and [fix](#)^[90] 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
Logo right	The logo will appear in the top right-hand corner of the page.
Logo left	The logo will appear in the top left-hand corner of the page
Logo bottom	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

5. If you would like to add a header and footer see [To add a header or footer](#)^[93].

-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](#)^[91].

-or-

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

[To create a template](#)^[95].

To create a template

1. Open a saved file or locate a new map.
See [Opening a saved map file](#)^[29] or [Opening a new map file](#)^[29].
2. Set a print frame on your map.
See [To set a print frame and scale](#)^[87].
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](#)^[93].
4. Add a logo, but click **Apply** and then **Cancel** on the **Print Layout Setup** dialog box.
See [To add your company logo](#)^[93].
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](#)^[95]

[To create a read-only print template](#)^[182]

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](#)

 98.

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 **General Settings** dialog box. See [To change general settings](#)  156 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 **General Settings**.

See also

[To set a print frame and scale](#)  87

[To fix a print frame](#)  90

[To print a map](#)  91

[To create a template](#)  95

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 ⁹³ 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](#)⁹⁸.

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](#)⁹⁶.
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](#)⁹⁹

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**.
 - ☐ 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
 - ☐ 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

- ☐ 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 .tiff file on your computer. This allows you to paste the map into other applications and documents, i.e. PowerPoint or Word.

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

You may only download or copy images when permitted under the terms and conditions of your licence. Use of general screen capture tools to obtain mapping images is not permitted within Promap and a breach of Crown Copyright.

See also

[To download a map](#) ¹⁰⁰

[To copy a map to the clipboard](#) ¹⁰²

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](#) ⁸⁷ and [To fix the print frame](#) ⁹⁰.
2. Click the **Download as JPG** 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, tiff, bmp, gif or png format.

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](#)^[193].

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](#)^[81].
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.

9. If you've downloaded your map and paid the initial print cost at the same time (ie you hadn't printed it before downloading it), Promap will take you to the Next Action page. See [Selecting your next action](#)^[103] for details.

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](#)^[102]

To copy a map to the clipboard

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

- Select **Print>Copy to Clipboard**.

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.

See also

[Ordnance Survey Paper Map Copying Licence](#)^[102]

[Selecting your next action](#)^[103]

Ordnance Survey Paper Map Copying Licence

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.

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 detailed 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](#)^[182]

Selecting your next action

The Next Action page gives you an at-a-glance overview of the different actions available in Promap. It will appear when you've completed a task such as:

- Printing or exporting a map
- Buying an aerial photograph or historical map
- Downloading a map having not printed it first. (You will have paid an initial print cost for downloading the map)
- Looking at an Enviroscreen report

Below is an explanation of what you could do next

Download as JPG

Click this to download a map as a bmp, jpeg, gif, png or tiff file. If you have not just printed your map, you will need to click **Go Back to map** first and set and fix the print frame. See [To download a map](#)^[100].

Copy to Clipboard

Click this to copy a map to the clipboard. You need to have printed the map before being able to copy it to the clipboard.

New Address Search

Click to search for a new site. See [Opening a new map file](#)^[29].

Go Back to Map

Click to return to your map at the position you were previously.

Select next action area

Mapping, prints and exports

This shows you a list of other maps you can buy to print or export. It shows the map style and scale. Click a map name to see it. If you click a Print option, the **Printing** toolbar will open and you will be asked to set the print frame on the map. See [To set a print frame and scale](#)^[87]. If you click an Export option, the **Exporting** toolbar will open with an export frame on the map. See [To export detail data](#)^[109].

Aerial Imagery

Modern Aerial Photographs

Click to buy the most recent photographs available. You will be taken back to your map with an aerial frame already on the map. See [To buy an aerial photograph](#)^[132].

Historical Aerial Photographs

Click to buy a photograph from between 1939 to 1954. You will be taken back to your map with an aerial frame already on the map. See [To buy an aerial photograph](#)^[132].

Environmental Reports

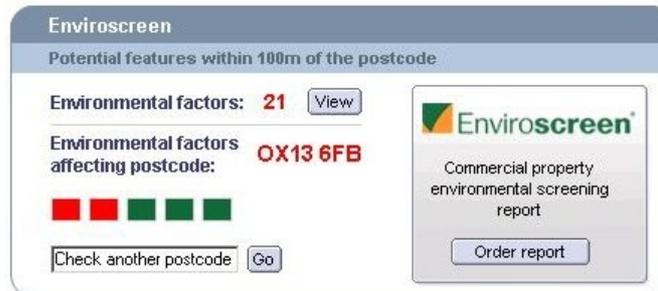
Enviroscreen

Click to order an Envirocheck Overview or Environmental Certificate. See [To order an Enviroscreen report](#)^[151] for details.

Landmark Reports

To order one of these reports, you will be redirected to www.envirocheck.co.uk and Promap will close.

Enviroscreen quick summary area

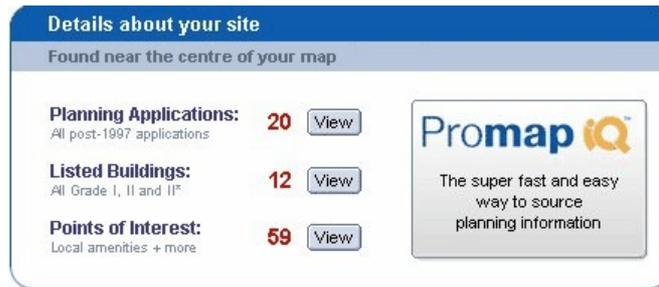


This will show you a brief contamination check for your site. See [To view a free Contamination Check](#)^[150] for more details.

Promap IQ

Promap IQ provides a unique, powerful and simple way to search, view, interact and gather crucial property and planning information for a specific site, all displayed in context on a map.

The next action page shows you a summary of the data found near your site.



If you click on the **View** button to the right of the data set you would like to see, Promap IQ will open with a map of your site on the screen displaying the data you have chosen to View. The data can be refined using the configuration panel down the right hand side of the screen.

If you click on the Promap IQ logo on the right of the **Details about your site** window, this will open Promap IQ with a map of your site on the screen with all data displayed. The data can be refined using the configuration panel down the right hand side of the screen.

In a matter of seconds, you can get an understanding of all planning related activity past and present, prior to conducting full enquiries. You can the instantly download them straight to your desktop or create a customised report.

Promap IQ can save you minutes, hours or even days and is the ideal starting point to source planning applications, listed buildings and points of interest information.

To return back to Promap, click on the **Back to Promap** button in the top right hand corner of the Promap IQ screen

Dynamic Links

Click to go to the Land Registry or Valuation Office Agency. These are external websites and are outside of Promap's control.

Greyed out options

If any action is greyed out, it means that you've just done it. It will become available again when you've carried out another action.

In addition the **Download as JPG** button may be greyed out. Unless you have just printed your map, you will need to click **Go Back to map** first, in order to download a map, and set and fix the print frame. See [To download a map](#)¹⁰⁰.

Exporting maps

- This chapter will show you how to export your site as LandLine or MasterMap data from Promap. Exporting data as DXF or GML files allows you to use the mapping in GIS systems, CAD or other applications.
- The export facility is available in Detail, Street and Street Plus layers of mapping only. The export process and result, i.e. LandLine or MasterMap, is the same whether you select Detail, Street or Street plus.
- Any annotations you have drawn on to the map will not be exported. Only the Ordnance Survey mapping data you request will be exported.
- You must agree to special data export terms and conditions whenever you export DXF or GML data from Promap. There is a link when you select the export options so that you can read them.

See the rest of the chapter for details.

Format options

DXF format

DXF format is a data exchange format supported by most Geographical Information Systems (GIS) products, CAD and many other applications. You can export a selected area of Ordnance Survey Land-Line or MasterMap data from Promap as a file in DXF format. The most common use for exporting data in this form is to supply architects with a map they can use in CAD systems.

GML format

The Open GIS Consortium, a global organisation of GIS users and developers, has created Geography Mark-up Language (GML) with the intention that GIS users use the same format. The software that can accept GML is relatively new and users of Promap should check that their systems can accept GML before using it.

Export Options

Detail export

You can export a selected area of Ordnance Survey Detail (Land-Line) data from Promap as a DXF file. You can then load this DXF file into other applications. DXF format is accepted by most GIS products, CAD systems (used by architects) and many other applications. Ordnance Survey provides technical information on LandLine, including a user guide that explains how

LandLine is represented in DXF at <http://www.ordnancesurvey.co.uk/oswebsite/products/landline/pdf/lluserguide.pdf>.

MasterMap export

MasterMap is Ordnance Survey's newest detailed mapping data set and has been designed as LandLine's replacement. You can export a selected area of Ordnance Survey MasterMap data from Promap in DXF or GML file format. You can load this DXF or GML file into other applications.

GML format captures the full richness of the MasterMap data. This includes information not visible in Promap, such as the history of changes that Ordnance Survey has made to the data. The latest versions of most GIS products and CAD systems now support GML.

DXF format is supported by most GIS products, CAD and many other applications. We have adapted the MasterMap data to DXF format so that you can load MasterMap data into applications that do not support GML. It also allows you to load MasterMap data alongside any Land-Line DXF that you already have, preserving the value of investment in existing LandLine data. MasterMap is designed to look just like Detail Land-Line DXF and to blend seamlessly with it.

When you have exported MasterMap data, you can re-export the same data in either GML or DXF format without further charge within your export licence period. This means that if you exported in one format, say GML, and now want a DXF file, then you can have it without further charge. This also allows you to view the MasterMap as both DXF and GML or as DXF alongside existing Land-Line DXF data for comparison.

MasterMap feature classifications

MasterMap uses different feature classifications from LandLine so we map MasterMap classifications onto LandLine ones. As MasterMap is a richer data set than LandLine this mapping is mostly straightforward. The main differences are set out for you below:

Shape attributes create seeds – MasterMap shapes can have attributes that indicate the type of land area the shape covers, e.g. 'Orchard'. For these shapes we generate DXF seeds indicating the land type, e.g. DXF 'Area of Orchard' seed, positioned within the shape centre.

One type of pylon – MasterMap does not distinguish between LandLine's square pylons (G8010049) and general pylons (G8010030), so all MasterMap pylons are treated as general pylons.

Not present in MasterMap – MasterMap does not show the centre line of public roads or land parcel numbers.

Only map data – MasterMap does not contain the annotations that appear outside the map area, thus it has no 'Marginal Text' or 'Footnotes' when you export it.

Choosing between Detail and MasterMap® exports

Cheapest

The prices for Detail and MasterMap exports are displayed beside each other on the export frame, so you can decide to take whichever is cheapest each time.

Most up-to-date

At present the LandLine and MasterMap data sets are approximately equally current, but Ordnance Survey are committed to much more frequent updates of MasterMap in the future. Therefore you may wish to choose MasterMap data because it is becoming Ordnance Survey's most up-to-date detailed mapping.

Change history

Each item of MasterMap data has a list of all the dates when that item was changed by Ordnance Survey and the reason for each change. This tells you when the item was created and when it underwent significant revision.

Future proof

You may wish to standardise on MasterMap because it is a richer data set than LandLine and the successor to LandLine.

Samples of Detail and MasterMap® data

Samples of Ordnance Survey Detail (Land-Line) data and Ordnance Survey MasterMap data files and image of this data are supplied below.

Detail export DXF sample

Detail data in DXF formats is available and looks like the following image:



MasterMap export GML sample

MasterMap data in GML format is available and looks like the following image:



MasterMap export DXF sample

MasterMap Data in DXF format is available and looks like the following image:



To export map data

1. Locate your site in Promap, selecting a Detail, Street or Street + layer. See [To locate a new site](#)^[30] for details.
2. Open the **Export Steps** tools by clicking the **Exporting** button.



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, circle or export area frame.

Choose one of the options below:

- either -

☐ **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.
 - a) 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.
 - b) Move the mouse cursor to the next point and click once more.
 - c) Repeat step b) for each point of the shape until the whole of the shape has been drawn except for the last line.
 - d) If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.
 - e) Finish the shape by clicking on the first point of the shape.
- 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 Detail and MasterMap export will appear at the top of the frame.
- iv. Now go to step 4 below.

- or -

☐ **Export as a circle**

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



- ii. A **Set Up Circle Export Frame** dialog box will appear. Type in the radius of the circle you would like to set and click **OK**.

The maximum radius allowed is 2000m.

Promap will automatically put an export frame and the circle on the map. The cost of the Detail and MasterMap export will appear at the top of the frame.

- iii. You can move the Circle Export Frame if it is in the wrong position. To do this, click and drag it.
- iv. Now go to step 4 below.

- or -

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.

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

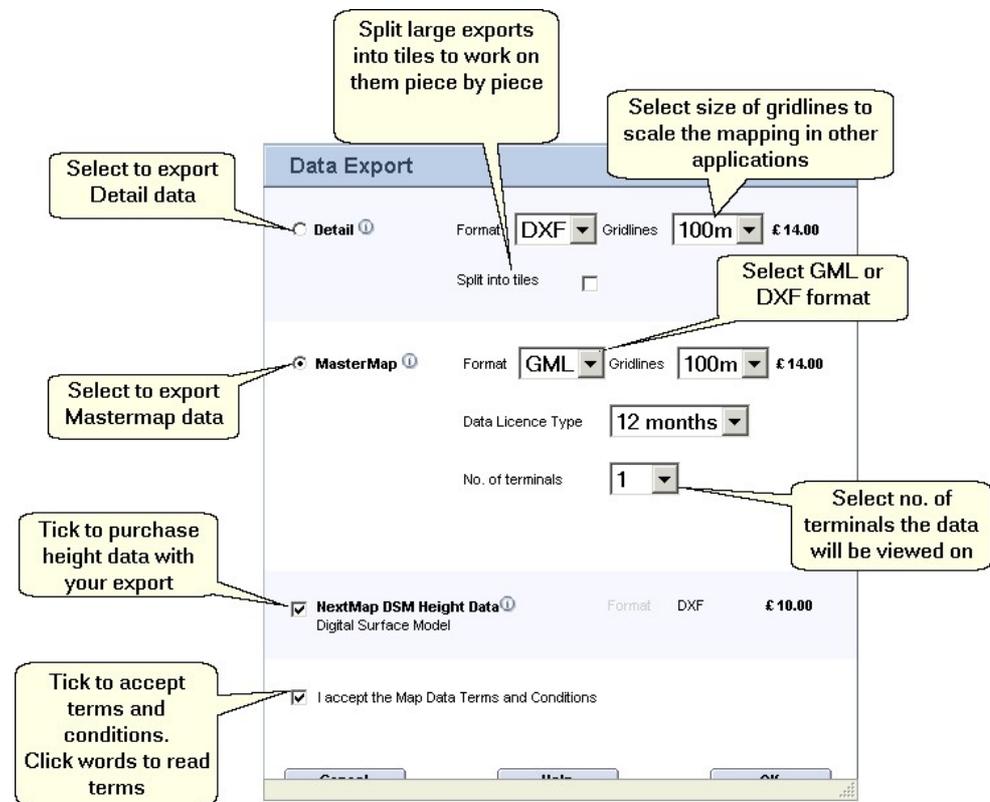


5. Click the **Get Export Data** button.



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

6. Select either a Detail or MasterMap export and decide on the other options.



7. Click **OK**.

8. If you've chosen to purchase height data, the **Save DSM Data As** dialog box appears first. Select a folder to save in and type in a name for the file. Click **Save**.

9. The **Save Detail DXF Data as** or **Save MasterMap DXF/GML** dialog box will appear, depending on which format you chose. Select a folder to save in and type in a name for the file. Click **Save**.

10. 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 export and this will be entered in to your accounting files. For more information on expenditure details see [Enter Expenditure Details](#)^[193].

11. Click **OK**.

12. Promap will now prompt you to save you map file to our server. See [Saving Files](#)^[80].

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

We strongly recommend that you save your map now to avoid paying a first export charge again within the twelve month licence period. This is useful in case the original export file is damaged in any way or lost.

Promap will now take you to the Next Action page. See [Selecting your next action](#)^[103] for details.

See also

[Exporting maps](#)^[106]

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 a PDF file or collectively as ZIP file. The historical maps cannot be viewed or saved within the Promap software 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 software 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 1km² 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.

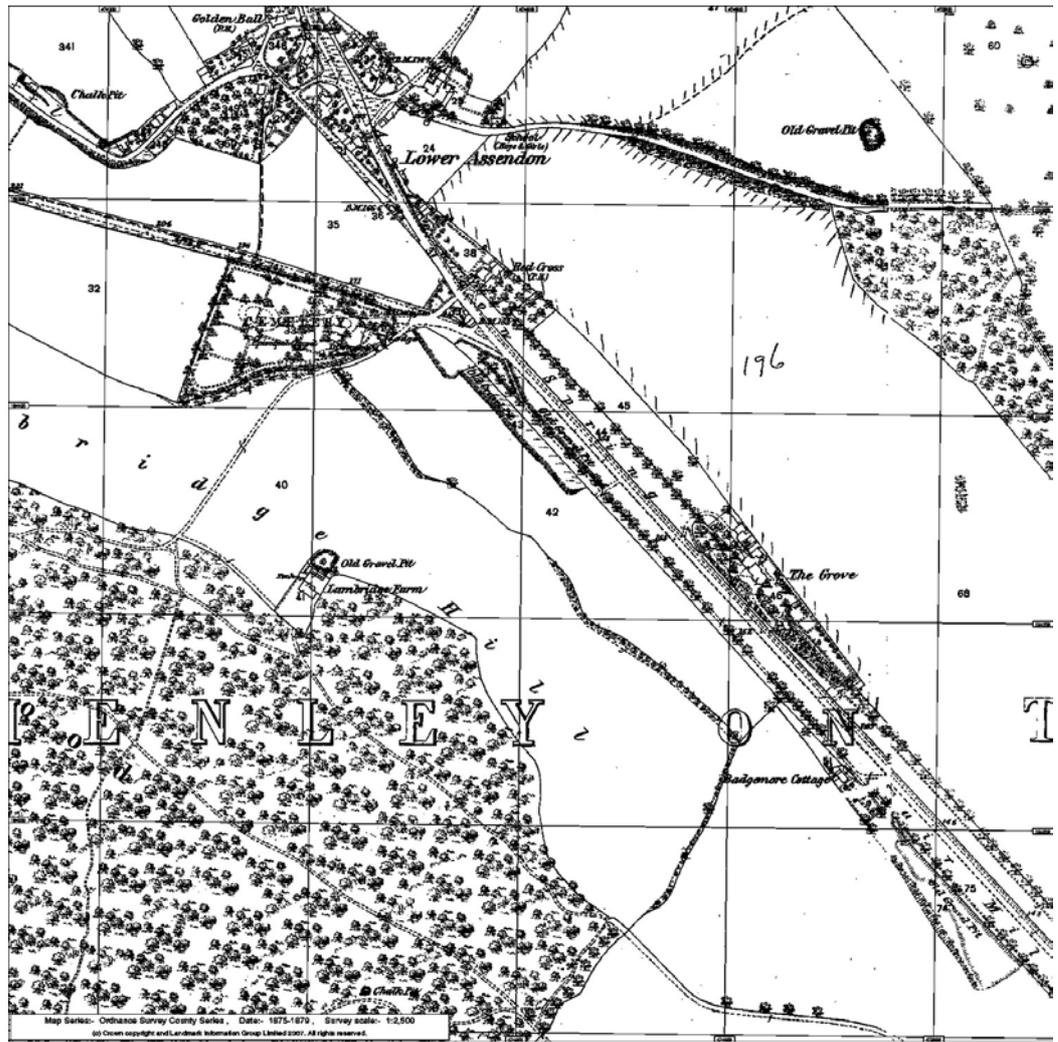
Epochs

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

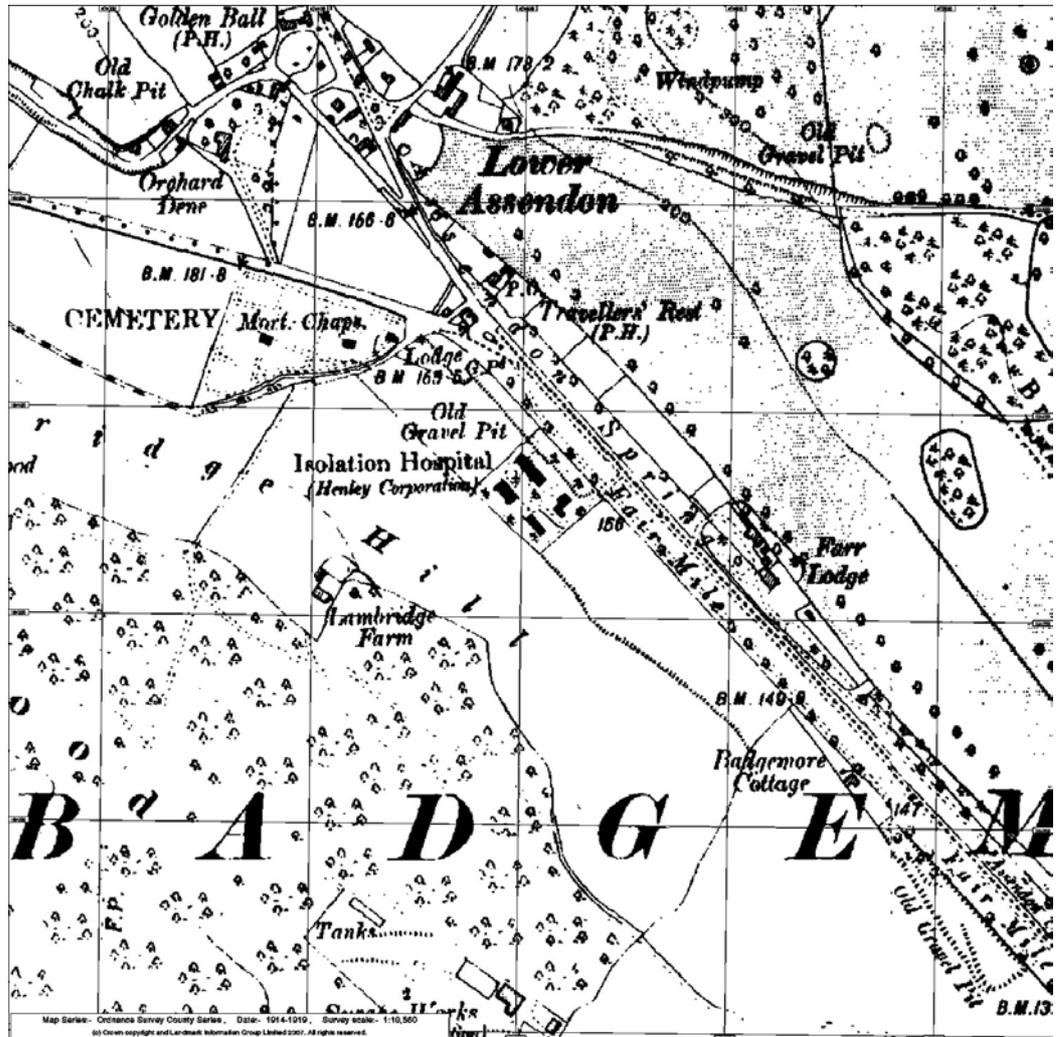
Published dates: 1875 – 1879

Originally plotted at 1:2,500



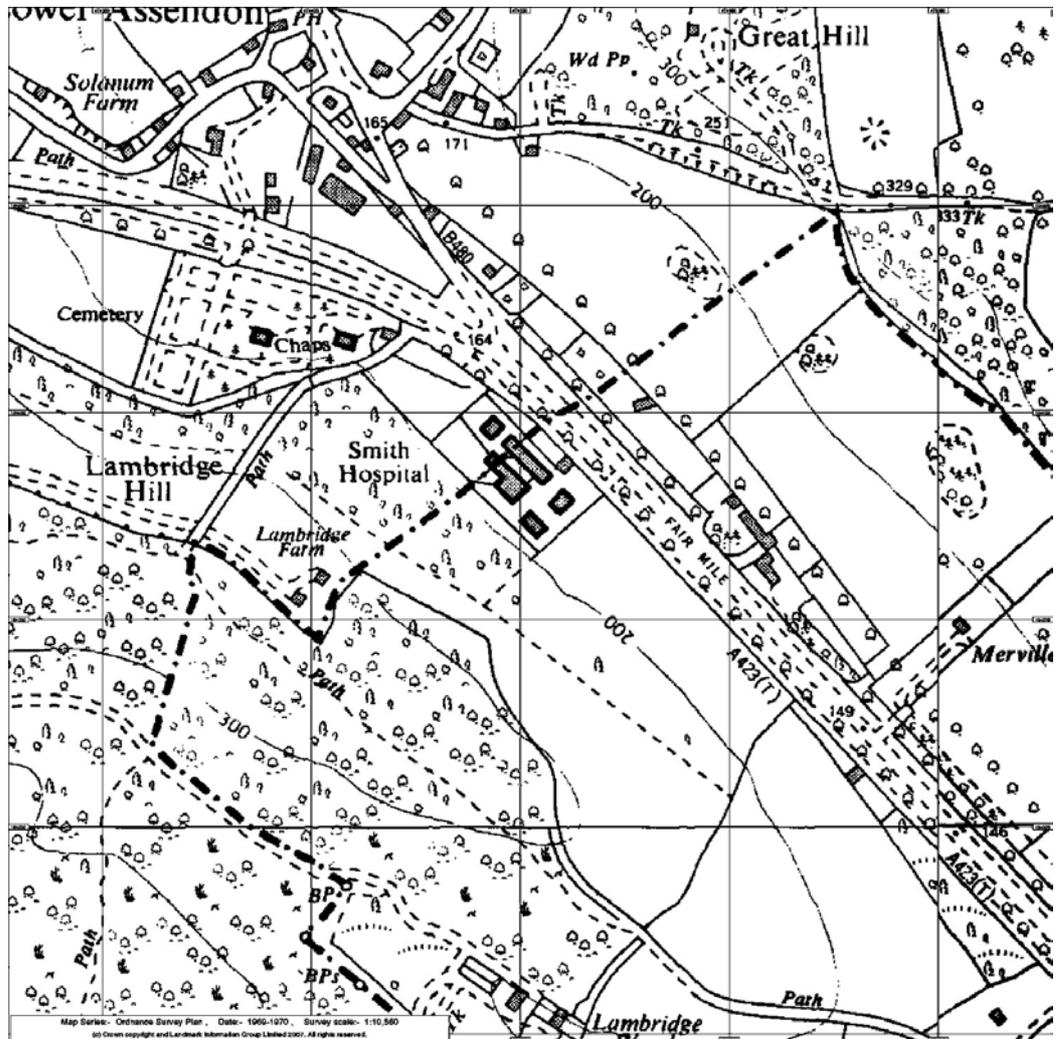
Published dates: 1914 – 1919

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](#)³⁰ for information.
2. Click the **Historical Maps** button.



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)	<p>The epoch or time period that the map was created.</p> <p>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.</p>
Price	The price of the historical map
Survey Scale	<p>The original Ordnance Survey scale of the historical map.</p> <p>Landmark Historical maps are not plotted to their original scale when printed from the A3 PDF or GIF files supplied.</p>
Coverage	<p>Tells you how much of the site is covered by the map offered.</p> <p>If the coverage is less than 100% then you should view the preview available to ensure that you are happy with the map available.</p>

Information	Description
Preview	<p>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 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.</p> <p>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.</p>

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** pop-up 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](#)^[12].

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](#)¹¹³

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.

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.

Aerial photography

This chapter will tell you about our seven levels of aerial photography. It will instruct you on how to buy your aerial photography, customise it, save it in various formats and print it.

See the rest of the chapter for details.

Why would you use aerial photography?

Aerial photography is ideal to bring context to maps, providing a clear and uninterrupted view of what is actually on the ground currently and what was there historically. We are able to supply you with aerial photography for a specified site using a simple order process. The aerial photography we supply, once it has been purchased, can be customised, printed and saved along with any other mapping layer, GB to Detail. You can also navigate around the photograph and zoom in and out as usual.

Features

- Historical aerial photography from the RAF and Luftwaffe, 1939-54
- 50cm (Historical), 25cm and 12.5cm per pixel resolutions
- Prices from just £7.00 plus VAT
- Order multiple photographs for a single site
- Free drawing and customisation tools to identify the site or property
- Save the images straight to your desktop as a JPEG, BMP or TIFF file
- Print or copy and paste the image straight into Word or GIS applications
- Preview your area prior to purchase (where available)

Who supplies our aerial photography?

Promap has brought together the UK's three leading aerial photography suppliers, UK Perspectives, GetMapping and Cities Revealed, to provide Promap users with the most comprehensive range of aerial photographs available. Through Cities Revealed we are now able to supply historic aerial photography using archives from the RAF and Luftwaffe.

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. The historical orthorectified black and white images provide a rare look in to the past of the

major UK cities.

Unique to Promap you can compare availability, resolution, price and the date of when the photographs were taken by the three aerial suppliers. This allows you to choose the photography that best suits your requirements.

Please note you cannot export your aerial photograph for use in CAD packages or order an EnviroScreen report using an aerial photograph.

Historical photography

The minimum area for historical aerial photographs is 300m². They are available for major UK cities and were taken between 1939 and 1954.

Samples of aerial photography

The samples below give you an idea of what the different resolutions look like from the different companies.

A 12.5cm resolution photograph will give you more pixels per metre than a 25cm resolution photograph. This means that the picture has more detail and you can zoom into it and still see a clear picture.

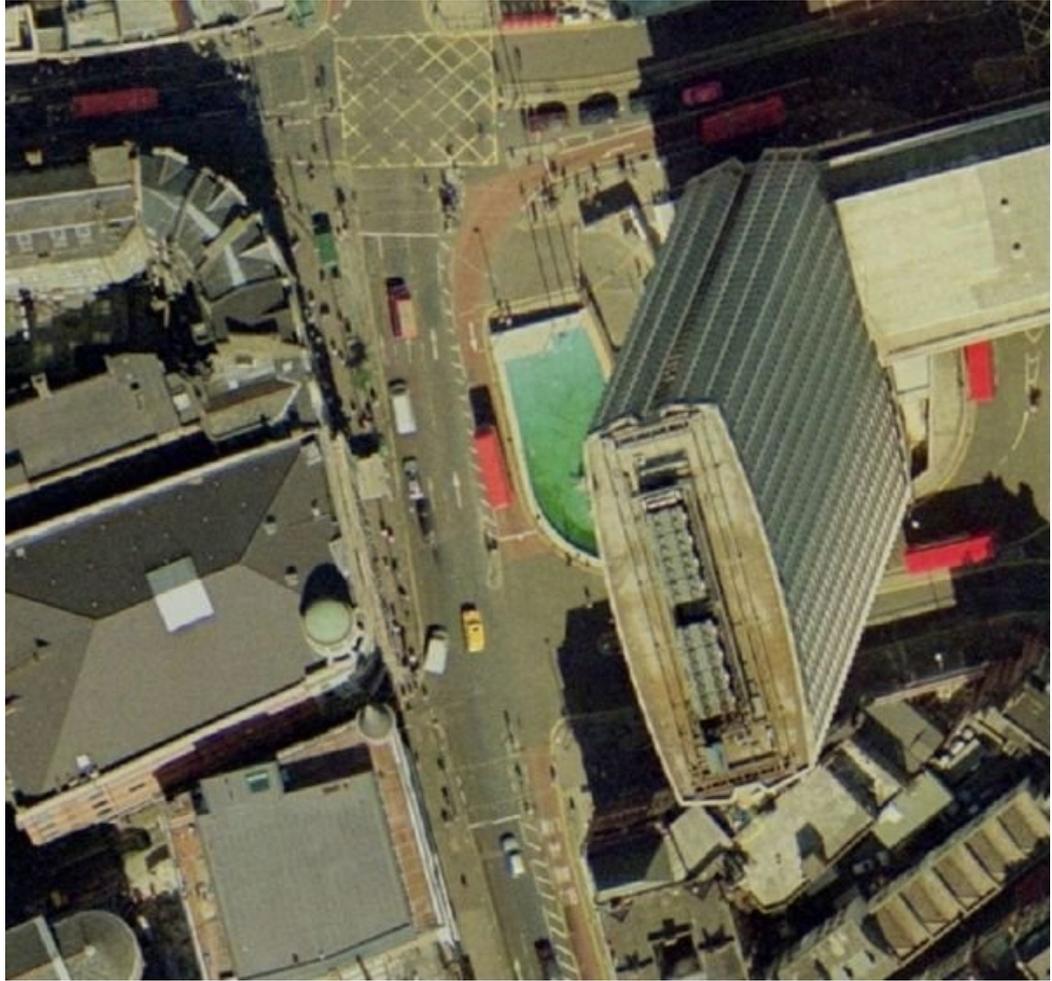
If you look at the samples from GetMapping, you can see the different quality of the resolutions when zoomed in.

GetMapping

12.5cm resolution - 600x568 pixels - available for sites up to 375m2



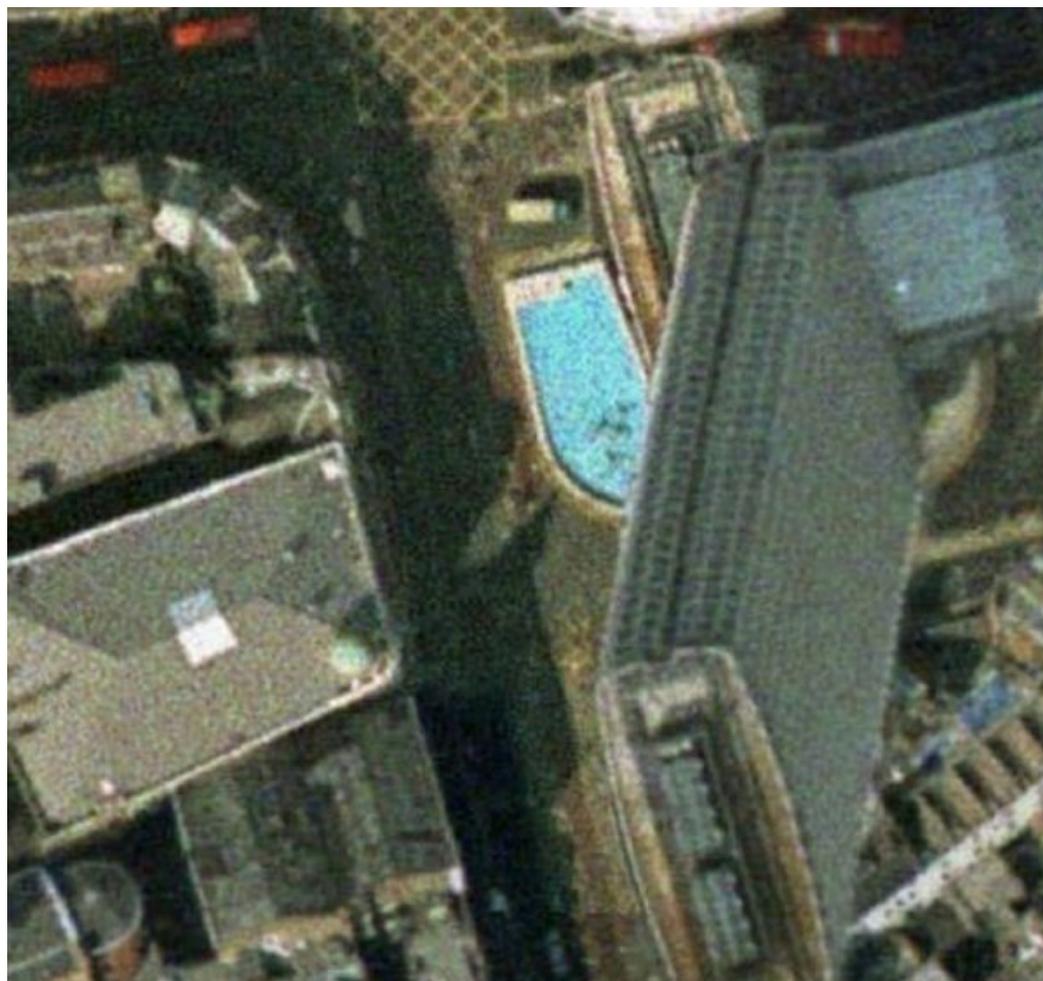
A detail of the same photo as above at 12.5cm resolution, but zoomed in 3 times using Promap



25cm resolution - 600x568 pixels - available for sites up to 750m2



A detail of the same photo as above at 25cm resolution, but zoomed in 3 times using Promap



UK Perspectives

25cm resolution - 600x568 pixels - available for sites up to 750m2

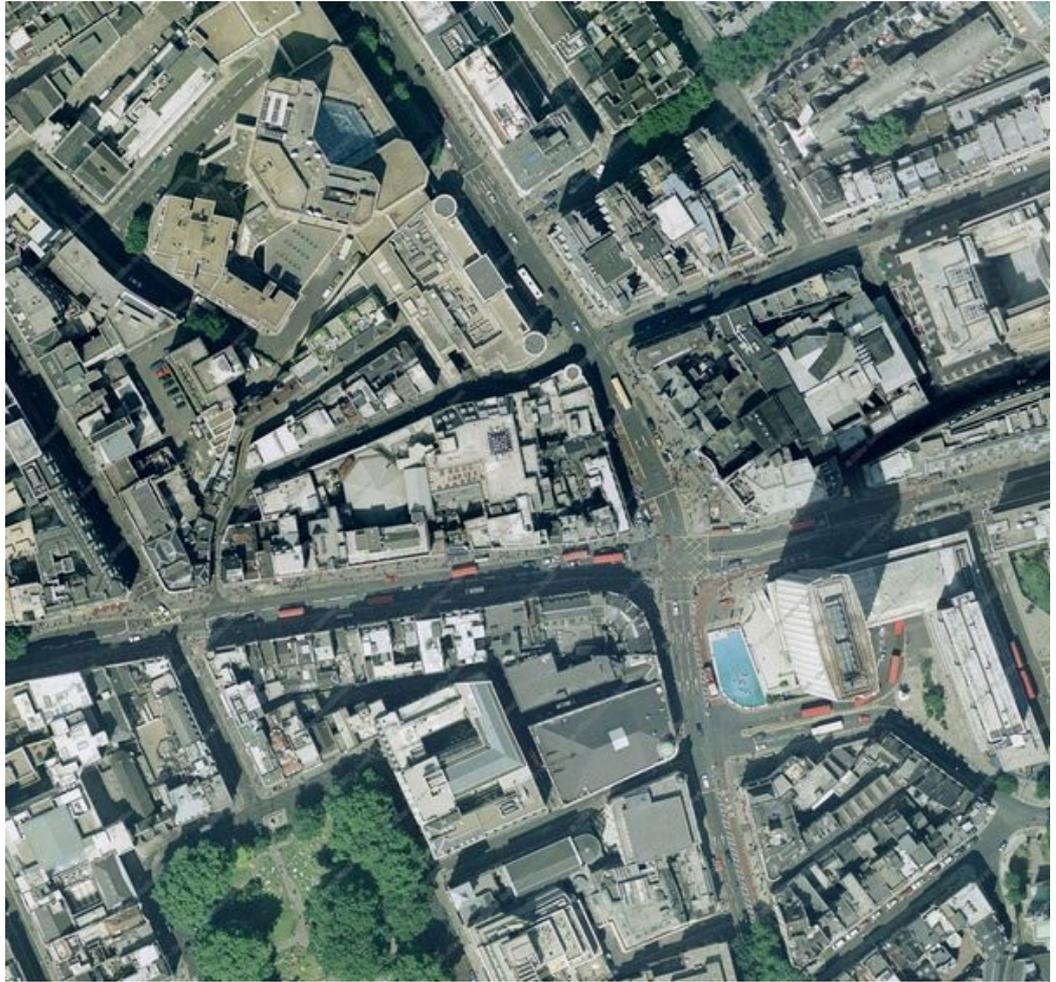


Cities Revealed

12.5cm resolution - 600x568 pixels - available for sites up to 375m2



25cm resolution - 600x568 pixels - available for sites up to 750m²



50cm resolution (Historical), 600x568 pixels available for sites between 300m² and 750m²



Ordering aerial photography

- A standard aerial photograph covers an area of 150m² around the selected site.
- The maximum area is 750m².
- The minimum area for historical aerial photography is 300m².

To order an aerial photograph see [To buy an aerial photograph](#)¹³².

To buy an aerial photograph

- Locate and display the map that you want an aerial photograph of. See [To locate a new site](#) for details.

Step 1 - Specify the area of the photograph

1. Click the **Aerial Photos** button to open the aerial photo tools.

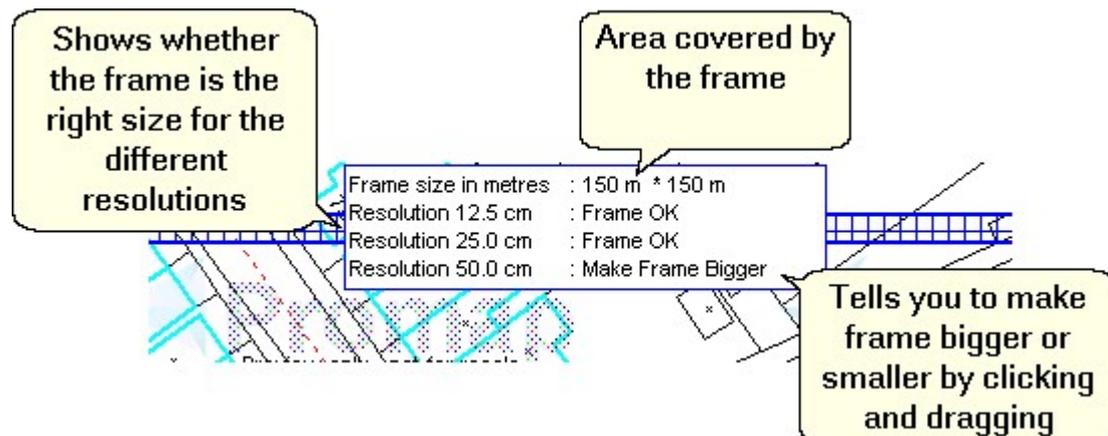


If you have photos saved, Promap will ask you whether you'd like to see them or order a new photograph.

2. Click the **Set Aerial Frame** button to specify the area for the aerial photograph.



A blue aerial frame will appear on the map.



3. If you have a site marker on the map, you can delete it by clicking it and pressing **Delete** on your keyboard.
4. To increase or decrease the area size, select the frame by clicking it and then click and drag one of the black sizing handles. Drag the frame until Promap tells you that the **Frame is OK** for the resolution you want.

Resolution	Means
12.5cm	One pixel of the photograph represents 12.5cm on the ground. This is the most detailed photograph. It covers less area and the file size will be large.
25cm	One pixel of the photograph represents 25cm on the ground. Slightly less detail but covers a larger area.
50cm	One pixel of the photograph represents 50cm on the ground. Low quality. Mainly used for historical photography. If you want a historical photograph of the site you need to drag the frame to suit this resolution.

Step 2 - Ordering the photograph

1. Click the **Get Aerial Photo** button.



Promap will now contact the different suppliers of aerial photography and list the photographs available to you.

After a short wait you will be able to see whether any photographs are available under each resolution: i.e. 12.5cm, 25cm and 50cm (Historic).

Below is a list of column headings and what they mean:

Column	Means
Price	The price of each individual aerial photograph
Provider	The name of the supplier
Product	The name the supplier uses for this layer of aerial photography
Coverage	How much of the site you want is covered by photograph offered
Dates Flown	The date range of when the site was photographed
Area	The amount of land covered by the aerial photograph
Preview	A link to a preview of the aerial photograph offered. This is just a guide to help you decide whether it is the right quality. It does not show you the actual amount of land the photograph will cover.
View Samples	A link to view general samples from the different suppliers

2. Select the aerial photographs you would like to order using the tick boxes.

You can choose to order a single aerial photograph or several photographs from different suppliers and time periods.

3. Before you buy your aerial photographs 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**.
4. Click the **Buy Aerial Photos** button.
5. Enter a **Project** and **Reference** for your photographs in the **Enter Expenditure Details** dialog box. This will be entered in to your accounting files. For more information on expenditure details go to [Enter Expenditure Details](#)¹⁹³.
6. Click **OK** to accept the charge.
7. Go to **Step 3 - Save your photographs** below. We strongly recommend that you do save the photographs.

Step 3 - Saving your photograph

If you have just purchased your aerial photographs Promap will be displaying the **Save Map** dialog box.

You will see your **Organisations** folder (available to everyone in the company), your **Group** folder (available users in that group) or your **Private** folder (available only to you).

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

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

2. In the **File name** text box type the name of your aerial photograph. Enter a **Description** and a **Reference** if you wish.
3. Click **Save**.

Your aerial photographs, along with any maps layers you have viewed, will be saved in the folder you specified on the Promap server.

4. Promap will now take you to the Next Action page. See [Selecting your next action](#)¹⁰³ for details. If you'd like to see the photographs, click **Go Back to map**. Promap will display the photograph. If you have purchased more than one photograph see [To switch between aerial photographs](#)¹³⁵.

Note

When you save your aerial photographs to our server any annotations you have made on the photograph will be saved along with it.

To switch between aerial photographs

If you have purchased more than one aerial photograph for your site, you may wish to switch between them to view them in Promap. You can only view one photograph at a time.

You may also want to switch between one of the aerial photographs and the other layers of mapping available.

To switch between aerial photographs

1. Click the **Aerial Photos** button if the aerial tools are not already open.



2. Click the **Select Aerial Photo** button.



The **Choose Aerial Photo** dialog box will appear. It will list the photos you have purchased. The radio button next to the current photograph will be greyed out and the next photo in the list selected.

3. Select the radio button next to the supplier whose photograph you want to view.
4. Click **Display**.

Promap will display your chosen aerial photograph.

To switch between an aerial photograph and a mapping layer

1. To change from the current aerial photograph to a mapping layer, click that map's button at the top of the screen e.g. Street.

Promap will now display the mapping layer you requested on your screen.

2. To return to the photograph, click the **Choose Aerial Photo** button and click the radio button next to the supplier's name on the **Choose Aerial Photo** dialog box.

-or-

Click the **View Existing Aerial Photos** button



and then the **Choose Aerial Photo** button if you have more than one photo.

3. Click **Display**.

Promap will display your chosen aerial photograph.

Warning

If you move to a map layer e.g. Street and use the 'Set Aerial Frame' button to purchase a new aerial photograph, Promap will allow you to overwrite any existing aerial photograph you have of the same type i.e. Promap will replace a purchased 25cm aerial photo from GetMapping with a new 25cm aerial photo from GetMapping of the new site specified by the aerial frame.

If the new aerial photograph has more than a 95% overlap with the previously purchased aerial photograph Promap won't let you overwrite it. We have set this limit to stop users purchasing essentially the same photograph twice in error.

To customise your photograph

Once you've bought your photograph, the Drawing and Measuring tools become available to you. You can use these tools to draw items on your photograph. For example, you might want to indicate the site by adding a circle around it.

For further help using the tools go to [Customising your map](#)^[43].

To print your aerial photograph

The steps for printing a photograph are the same as for printing a map. See the [Printing](#)^[87] chapter and the [Print Layout: logos, headers and footers](#)^[92] chapter.

Using aerial photos in other applications

Once you've bought your aerial photographs you can download electronic copies of the them as a jpg file on your computer. This allows you to paste the photo into other applications and documents, i.e. PowerPoint or Word or email them.

If you'd like to download the photo in a different image format, such as bmp, tiff, gif or png, you can do so by using the Printing tools. You need to open the Printing toolbar first and then follow the same steps as in [To download a map](#)^[100].

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

See also

[To download your aerial photograph](#)^[137]

[To copy an aerial photograph to the clipboard](#)^[138]

To download your aerial photograph

1. Click the **Download as JPG** button.



Promap will warn you that any drawings you have done will not be saved with the aerial photograph.

2. Click **OK**.
 3. Select the folder you'd like to save the photo in.
 4. Enter a name for the photo in the **File name** text box.
 5. Click **Save**.
-

Your aerial photograph will be saved in to the folder or drive you specified.

To copy an aerial photograph to the clipboard

This allows you to paste a copy of your aerial photograph in to other applications, i.e. Word, PowerPoint.

To copy an aerial photograph

1. Click the **Copy to clipboard** button on the **Aerial Photos** toolbar.



Promap will tell you that you have copied your aerial photograph to the clipboard. Any drawings you have made on the photograph will be copied along with it.

You can now paste it into other applications i.e. Word, PowerPoint etc.

Enviroscreen

This chapter will inform you about Enviroscreen. Enviroscreen is the world's first online, real time environmental due diligence report.

What is Enviroscreen?

The impact that environmental issues can have on the value of a property is not something you want to gamble on. Now you don't have to.

Enviroscreen is designed specifically to meet the challenging needs of surveyors, investors, developers and property professionals to deliver a unique, cost effective and straightforward approach to tackling contamination and environmental matters.

Enviroscreen is a unique service delivered online through Promap developed by Landmark Information Group, the UK's leading supplier of environmental risk information.

Available for any site or property in mainland Great Britain, Enviroscreen identifies potentially contaminative sites, within 100m of the site boundary, using high quality, accurate data from reliable sources and reports this information to you. You can choose the required level of detail in the report by selecting either an Overview or Environmental Certificate.

The key benefits of Enviroscreen:

- **Fast** – Results delivered immediately online within 1 minute!
 - **Cost effective** – From only £25 plus VAT
 - **Comprehensive** – Available for sites anywhere in mainland Britain
 - **Accurate** – Site-specific data indicates the location of potential risks in relation to the site
 - **Reliable** – Quality controlled environmental data from a range of reliable sources
 - **Easy** – Simply identify the site and we do the rest
 - **Flexible** – Save as .PDF, print or email your report
 - Dedicated technical support and customer service
-

☐ **Enviroscreen is ideal for:**

- Environmental due diligence in commercial property transactions
- Valuation reports – assets, bank, loan security and pension funds
- Evaluating development opportunities
- Conducting a pre-site enquiry
- Assisting the decision making process on environmental liabilities
- Planning applications
- Auction valuation

☐ **Enviroscreen uses high quality, accurate data from reliable sources such as:**

- Environment Agency
- Scottish Environment Protection Agency
- Coal Authority
- British Geographical Society
- Local Authorities
- Radon Protection Board
- Ordnance Survey

☐ **The ordering process for Enviroscreen is quick, easy and takes only five steps**

1. Log In to Promap at www.promap.co.uk.
2. Locate the site or property.
3. Draw and select the boundary.
4. Input order details.
5. Receive the Enviroscreen Overview or Environmental Certificate within seconds.

For more detailed instructions, go to [To order an Enviroscreen report](#) ¹⁵¹

What is an Enviroscreen Overview?

The Overview report provides Investors, Surveyors and Developers clear and concise information to assist the due diligence process when completing a property transaction. Form only £25 plus VAT the Overview will assist with the making of informed decisions on environmental issues and impacts when assessing, negotiating and bidding for a property. To view samples of an Overview report, see [Samples of Enviroscreen reports](#)¹⁴⁷.

The Overview is ideal for:

- Investment professionals
- Land Agents/Managers
- Developers
- Fund Management
- Chartered Environmental Surveyors

The Overview provides:

- A location map
- An aerial photograph
- A potential contamination indicator
- Comprehensive environmental data 100m out from the boundary of the site covering Historical Land Use, Landfill sites, Statutory Authorisations, Contraventions and Natural Features

What is an Enviroscreen Environmental Certificate?

The Environmental Certificate is an ideal tool for commercial valuations, ensuring surveyors can comment with confidence on contamination issues and meet RICS best practice. Form only £45 excluding VAT.

The Certificate provides the professional opinion of a Chartered Environmental Surveyor, Wilbourn Associates, as to whether the site or property will be affected by Part IIA of the Environmental Protection Act and what impact there may be on value.

The Certificate has been developed with surveyors and financial institutions to ensure it supports the property transaction regarding contamination due diligence. The process is consistent with Local Authorities and Consultants alike by using the "*Source-Pathway-Target*" methodology to determine the potential linkage between contamination and human health.

☐ **The Environmental Certificate is ideal for:**

- Valuation Surveyors
- Pension fund managers
- Investment professionals
- Developers

☐ **The Environmental Certificate provides:**

- A detailed report and professional opinion of either 'Passed' or 'Further Action'
- A lender's risk assessment
- A location map
- An aerial photograph
- Comprehensive environmental data 100m out from the boundary of the site covering Historical Land Use, Landfill sites, Statutory Authorisations, Contraventions and Natural Features
- Full PI cover up to £5million
- The option to obtain an insurance quote if the site is eligible following a risk assessment analysis.

The property or site will be 'Passed' in the professional opinion of Wilbourn Associates where the level of risk disclosed in the Enviroscreen report:

- Is unlikely to have an adverse affect on the value of the property
- Is not such that the property would be designated "contaminated land" within the meaning of Part IIA of the Environmental Protection Act 1990

However, if there is a potential linkage between the "*Source-Pathway-Target*", it is likely Wilbourn Associates, will refer the site for further analysis, at no extra cost.

Following a referral, the report will normally be returned by email within 48 hours with either a 'Passed' or 'Referred' certificate giving further advice for consideration and a panel of Environmental Consultants to contact if required. If the issues outlined in the report are adequately addressed then it is likely the report can be 'Passed'. To view samples of 'Passed' and 'Referred' reports, see [Samples of Enviroscreen reports](#)^[147].

The importance has previously been highlighted in Part IIA of the Environmental Protection Act, the Law Society Contaminated Land Warning Card and more recently the revised RICS guidance on *Contamination and Environmental Matters – Their Implications for Property Professionals*, which clearly states that "Surveyors must be aware of their professional obligations to

help clients understand the challenges raised by contaminated land".

More recently the case in dealing with the statutory contaminated land regime has taken place in the Magistrates Court. The case of *Circular Facilities (London) Limited v Sevenoaks District Council* involved an appeal under section 78L of the *Environmental Protection Act 1990*. To learn more go to [Contaminated land legal case](#)^[143].

Contaminated land legal case

Circular Facilities (London) Limited v Sevenoaks District Council

Environment Business – Sept 2004

The first case in dealing with the statutory contaminated land regime has taken place in the Magistrates Court. The case of *Circular Facilities (London) Limited v Sevenoaks District Council* involved an appeal under section 78L of the *Environmental Protection Act 1990*. Circular Facilities appealed against the service of a remediation notice on them.

The history behind the service of the remediation notice was that residential development took place in the 1980s on land which had historically been used as clay pits and infilled with organic material. Some time after the residential development had been completed, emissions of carbon dioxide and methane were found on the properties. These emissions were posing a risk to the residents of the houses and as a result of this risk; Sevenoaks Council undertook certain remediation works. The council then served a remediation notice on Circular Facilities, which was the landowner at the time of the residential development.

The grounds for Circular Facilities appeal were:

- The council had wrongly decided that Circular Facilities was the “appropriate person” (i.e. liable for undertaking the remediation works);
- The owner of the original site should have been designated the “appropriate person”; and
- Because the remediation works had already been done, the court was not able to make an order seeking compliance with the remediation notice (the remediation notice had become redundant).

The evidence considered by the judge included the fact that a soil investigation report for the property (which referred to the presence of black organic matter and gases) was available on the planning register and must have been available to Circular Facilities when it purchased the property.

The judge found that the company must have been aware of this information, and further, ought to have been aware of the risk posed by the condition of the site. He considered that Circular Facilities could have commissioned a report on the risk arising from the gases onsite and could have taken measures to remove the risk when the site was redeveloped. The judge accepted that the failure of Circular facilities to deal with the escape of gas was equivalent to permitting its presence, and therefore determined that Circular Facilities was an

appropriate person for the purposes of Section 78 of the Act.

He also confirmed that the council was right to exclude the previous landowner in accordance with one of the exclusion tests set out in the statutory guidance. This was because Circular Facilities had actually introduced the relevant pathways (i.e. the housing development) and the receptors (i.e. the occupants of the housing development), thus causing a pollutant linkage.

Exclusion Test 6 excludes from liability those who would otherwise be liable solely because of the subsequent introduction by others of the relevant pathways or receptors.

What data does Enviroscreen use?

- ▣ **Historical land use**

The Historical Land Use Data are derived from the physical analysis of more than 60,000 Ordnance Survey map sheets at 1:10,000 and 1:10,560 scale, covering mainland Great Britain, except for parts of rural Scotland, and dating from the middle of the nineteenth century to the late twentieth century. In addition 1:1,250 and 1:2,500 scale mapping between 1946 and 1996 have been analysed for text relating to historical tanks and energy facilities recorded.

Contamination is usually the result of industrial activity, which has resulted in spillage, leaks or deposits from air emissions or waste. Industries, which may cause significant contamination, include gas works, chemical plants, oil refineries, petrol stations, scrap yards, industrial processing or disposal sites or historical tanks and energy facilities.

There are around 400,000 sites in Britain which were formerly used for industrial purposes and a further 250,000 sites which have been in filled. It is difficult to assess the risk from specific past land uses and some sites may have had multiple uses. It is possible for an expert to make a good general risk assessment however materials used to fill quarries, pits and ponds may never have been catalogued and so in most cases the type of infill used is not known. If the backfilling is more recent the local authority may have records.

Most in filled sites should be regarded with suspicion and as potentially contaminated, especially if a site lays on or close to a source of contaminative material for example a mine or a factory. The stability of in filled land is questionable and research has found many cases where residential properties have been affected by subsidence because of previous quarrying or similar mining activity. Therefore if your chosen property is on or close to in filled land we recommend you check the situation carefully.

Landfill sites

Landfill is well established as the main disposal method for Britain's waste. Up to 90% of all domestic waste takes this route and it is estimated that there are currently over 13,000 landfill sites in Britain. There are three main categories of landfill sites; those accepting domestic, industrial and commercial wastes, those accepting hazardous waste and those accepting inert waste for example brick, rubble or soil.

The main risk presented by landfills is from the methane gas, which is created by the microbiological decomposition of biodegradable materials. Methane gas is highly flammable and can become explosive if it accumulates in a confined space. Other landfill emissions may also include traces of heavy metals and complex organic compounds such as dioxins.

Statutory authorisations

There are thousands of processes, large and small, permitted to release pollutants to the air, ground and water - some 2,000 factory sites can be categorised as major industrial processes, such as power stations, incinerators, chemical manufacturers and cement producers. However, the majority, some 12,000, can be classified as smaller industrial processes, typically such as paint spraying, small waste incinerators, or discharge overflows from domestic septic tanks.

This will detail all regulated activities such as Contaminated land entries and notices, Control Of Major Accident Hazard (COMAH) sites, Discharge consents, Registered radioactive substances, Hazardous substance consents, Integrated pollution controls, Explosive sites, Notification of Installations Handling Hazardous Substances (NIHHS). The most toxic substances are controlled by 'Red List Discharge Consents' The 'red-list' is given in the Environmental Protection (Prescribed Processes and Substances) Regulations 1991 and consists of substances considered to be so toxic that priority should be given to eliminating pollution by them. If stored and used correctly then hazardous substances listed under the regulations should not pose a risk to Freeholders. However, purchasers may wish to know if such substances are stored close to a property and if they are being managed effectively.

Contraventions

When a pollution event has occurred and either an enforcement notice or prosecution has resulted, this would be registered by the regulator. Events range from Air pollution, pollution to controlled waters, Hazardous substances to the mismanagement of Authorised processes.

Natural features

Naturally occurring features are issues such as, Flooding, Radon, Coal Mining, Groundwater Vulnerability and Brine areas.

Around 5 million people live in flood risk areas in England and Wales. An increasing demand for residential property in Britain has resulted in pressure to build on low-lying land, which may be at risk from coastal flooding, particularly in the context of global warming and a possible sea level rise. Research by the Association of Drainage Authorities has shown that 7.1% of England and Wales is at risk from flooding.

Many areas are affected by past, present, or future surface or underground coal mining activities. Coal mining is a potentially contaminative land use. In a coal mining area there may be the risk of subsidence, and the danger of collapse from old mine workings. There may also be the risk of emissions of mine gas and discharges of contaminated mine water.

Radon is a naturally occurring radioactive gas, which comes from minute amounts of uranium present in earth materials such as rocks, soils, bricks and concrete. It is present in all areas of Britain but levels in most areas are too low to present any risk. Some of the highest levels have been found in South West England, but levels well above average have been found in some other parts of England and Wales.

When the radon concentration is high, it does pose a serious risk to your health. Radon is measured in Becquerel's per cubic metre (Bq/m³). The National Radiological Protection Board (NRPB) has advised the Government that a 'safe level' of radon is 200 Bq/m³. If readings are found to exceed this steps should be taken to reduce health risks.

Samples of Enviroscreen reports

Enviroscreen free Contamination Check

Enviroscreen : Free Check
Free Contamination Check Results for RG9 6AB

Enviroscreen
Enviroscreen is a highly accurate, site specific due diligence report on which you and your clients can rely.
Peace of mind from £25.00

Note:
This result is a general view of a circular area, with a radius of 100m, centred on the postcode you requested, not your specific property. There may be a slight variance between the figure shown on this page and that shown on a report ordered for your site.
The displayed map image contains Ordnance Survey data and is protected by Crown Copyright. All rights reserved. Licence Number 100002046.

Disclaimer
These results may not be used for any commercial purpose or for the provision of professional advice. The Free Contamination Check, whilst using similar data to the Enviroscreen report, is significantly less detailed and uses a different search distance and therefore may contain important differences. The purpose of the information on this Free Contamination Check is to increase users' awareness of environmental issues and risks and to promote responsible environmental due diligence. As such the Free Contamination Check is intended as a guide only, and should not be relied upon in any property transaction or as a substitute for a full environmental report.

Factors Affecting This Area	Potential Issues
Historical Land Uses	Yes
Landfill & Mineral Sites	Yes
Statutory Authorisations	No
Contaminations	No
Natural Features	Yes

If this general view contains 'Yes' under potential issues, you are recommended to order an Enviroscreen report.

This Free Contamination Check is not the result of physical inspection or survey of the property site. You should carefully inspect the property and seek any reasonable professional advice prior to making any decision about the property to which any Report or Service relates. Please note that this is prepared from an analysis of data and information from various sources, and accordingly Landmark Information Group does not accept any responsibility for the contents of this information, and expressly disclaims all liability for any errors, omissions or misstatements, or for any loss occasioned by any person acting, or refraining from action, as a result of, or in reliance upon, the information contained in this check. Issues raised by this Free Contamination Check do not necessarily mean that there is cause for concern and we recommend that you do not reach conclusions about any specific property using only information from this check. However we do recommend that any issues raised by this site are carefully checked.

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Enviroscreen Overview - cover page

Enviroscreen Overview
A Landmark service

Indicator

Historical Land Uses: [Green bar]

Landfill & Mineral Sites: [Green bar]

Statutory Authorisation: [Green bar]

Contraventions: [Green bar]

Natural Features: [Green to Yellow gradient bar]

Number of features: 1

This indicator displays the number of environmental features located within 100m of the site and the susceptibility of environmental contamination.

Prepared For
PROVERBALL
6 - 7 Abbey Court
Eagle Way
Sowton
Exeter
Devon
EX2 7HY

Client Ref
test_ES

Purchase Order No.
54321

Client Name
Cath

Enviroscreen Order No.
21259452_1

Site
3 Winton Manor Court
Winton
Kirkby Stephen
Cumbria
CA17 4HR

Site Boundary:
Site Boundary defined total area: 0.01 Ha

Legend

Site, Address, Map ID, Land Uses, Landfill & Mineral Sites, Statutory Authorisations, Contraventions

Factors affecting the site

	Map ID	On Site	0 - 25m	25 - 100m
Historical Land Uses				
Contemporary Trade Directory Entries				
Eden Farm Supplies, Prospect House, Winton, Kirkby Stephen, Agricultural Merchants, Status: Active, Positional Accuracy: Automatically positioned to the address	1			✓
Landfill & Mineral Sites				
Local Authority Landfill Coverage				
Eden District Council, - Has supplied landfill data	N/A			
Cumbria County Council, - Had landfill data but passed it to the relevant environment agency *	N/A			
Statutory Authorisations				
No features identified within this category	N/A			
Contraventions				
No features identified within this category	N/A			

Order Number: 21259452_1 16-May-07 enviroscreen v21.0 Page 1 of 3

Enviroscreen Environmental Certificate – Passed

cover page



Enviroscreen[®]
Certificate
A Landmark service

Report date:	15 May 2007
Customer ref:	test_ESC
Property address:	3 Winton Manor Court, Winton, Kirkby Stephen, Cumbria, CA17 4HR
Report Commissioned by:	PROWEBALL
On behalf of:	Cath
Purpose of report:	Providing an investment valuation of the property
Freehold or Leasehold:	Freehold
Redevelopment Yes or No:	No - it is understood that there are no redevelopment plans for the site

Wiboum Associates' professional opinion describes the level of risk associated with the information disclosed in the associated Enviroscreen data, as the following

Property Assessment

PASSED

Property Value
Unlikely to have an adverse effect on the value of the property.

Contaminated Land
The property is unlikely to be designated "contaminated land" within the meaning of Part 1A of the Environment Protection Act 1996.

Environmental Factors
In this case the following environmental factors have been identified (1) An area affected by radon (2) An area of Ground Water Vulnerability (3) An area where radon protective measures should be installed

Lending Risk Assessment

Passed

This property has passed for commercial lending purposes and as such has no significant liability to the lender regarding contamination risk.

Based on valuation guidance from the RICS Red Book this report complies with UK GN1.1 - Appendix 2.2(E) Contamination and hazardous substances and valuation guidance from the RICS Red Book - Appendix 2.2(F) Environmental Matters

Signed by



Philip E. Wiboum BSc C. Env FRICS
Chartered Environmental Surveyor






Order Number: 21258432_1
16-May-07
enviroscreen v21.0
Page 1 of 2

Enviroscreen Environmental Certificate – Further Action

cover page

EnviroScreen[®]
Certificate
A Landmark service

Report date: 15 May 2007
 Customer ref: test_ESC
 Property address: 3 Northend, Warley, Brentwood, Essex, CM14 5LA
 Report Commissioned by: PROWEBALL
 On behalf of: cath
 Purpose of report: Providing an investment valuation of the property
 Freehold or Leasehold: Freehold
 Redevelopment Yes or No: Yes - It is understood that there are redevelopment plans for the site in the form of Change of use, from Commercial Offices to Residential.

Wilbourn Associates' professional opinion describes the level of risk associated with the information disclosed in the associated EnviroScreen data, as the following:

Property Assessment

FURTHER ACTION

In view of the development proposals it is likely that the local planning authority will require a risk based assessment as to the ground conditions with conclusions as to whether any remedial measures are necessary.

Property Value
 In our opinion, from the information we have examined, there is a risk that the value of the property could be impaired.

Contaminated Land
 The property may also constitute "contaminated land" as defined by Part 1A of the Environmental Protection Act 1990.

Environmental Factors
 In this case no environmental factors have been identified

Lending Risk Assessment

Further Action

In this case it is apparent that the report relates to the redevelopment of Commercial Offices for Residential. We have considered the Development proposal in terms of the obligations of the lender. It is recommended that this property requires Further Action for commercial lending and a detailed phase 1 risk assessment for planning purposes is carried out if it has not already been undertaken. Please see the recommended next steps.

Order Number: 21259435_1 15-May-07 enviroScreen v21.0 Page 1 of 9

To view a free Contamination Check

1. When you are on the Next Action page, you have the option to see a free EnviroScreen Contamination check for your or a different site.

EnviroScreen
Potential features within 100m of the postcode

Environmental factors: **21**

Environmental factors affecting postcode: **OX13 6FB**

EnviroScreen[®]
Commercial property
environmental screening
report

2. Click the **View** button to obtain the contamination check.

You will be taken to the **Free Contamination Check Results** page.

The factors considered are: Historical Land Uses, Landfill and Mineral

Sites, Statutory Authorisations, Contraventions and Natural Features. If you are unsure what any of these are, click the **More Info** button. A popup box containing a full explanation will appear on your screen.

A red **Yes** next to a factor means that there are potential issues. A green **No** means the site is free of potential issues for that factor.

3. If you would like to order an Enviroscreen Overview or Environmental Certificate, click the **Order Report** button and see to [To order an Enviroscreen report](#)^[151] for more details.
4. Click the Back to Previous Screen button to see a check for a different postcode.

-or-

Click the **Exit Free Check** button to go back to Promap.

To order an Enviroscreen report

If you already have a map on your screen start by clicking the **Enviroscreen** button and go to **Step 2 - Selecting the site**.

▣ Step 1 - Locating your map

- i. Locate your site. See [To locate a new site](#)^[30] for help.
- ii. When selecting the map layer, choose the Detail map option. The charge for this will be automatically refunded when you order your report.

Now click the **Enviroscreen** button to open the toolbar.



▣ Step 2 - Selecting the site

▣ *By filling the building*

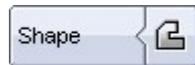
- i. Click the **Fill** button on the **Enviroscreen** toolbar.



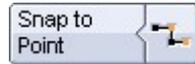
- ii. Click inside the closed shape that you would like to fill.
Promap will fill the closed shape.
- iii. Turn the tool off again by clicking it on the **Drawing & Measuring** toolbar.

☐ *By drawing around the building*

- i. Click the **Shape** button.



- ii. Click the **Snap To Point** button.



This will display guidance points, which you can click to guide you around the outside of the site.

- iii. Zoom into the map to make your site bigger. You can use the **Zooming** tool on the Map Navigation toolbar.
- iv. Click the guidance point on the map where you want to start drawing around the shape.
- v. 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.
- vi. Repeat step v. for each point of the shape until the whole of the shape has been drawn except for the last line.
- vii. Finish the shape by clicking on the first point of the shape. Turn the **Shape** and **Snap to point** tools off by clicking their buttons.

☐ **Step 3 - Ordering the report**

- i. Click the **Order Report** button on the **Enviroscreen** toolbar.



The **Enviroscreen Order Details** page will appear on the screen.

- ii. The site address you specified will automatically appear in the relevant boxes under **Site Address**. These details appear in the printed report. If you want to make them more understandable, you can edit them in the text boxes. This will not affect the site selected for the report.

Under **Site Boundary** you will see the total site area reported in hectares.

- iii. Below **Report Type**, click the radio button for **Overview** or **Environmental Certificate**.

Their respective costs are highlighted in red.

iv. You must enter the following information in the text boxes under the **Additional Questions** heading:

- **Your client reference**
- **Your client name**
- **Delivery email address**
- A **Purchase Order Number** is optional

v. You must select an answer from the drop-down lists or click **Yes** or **No** under **The following questions will tailor your report.**

We use this information to ensure that we consider the implications and future use of the site when producing our report.

The **Subtotal**, the **VAT** and **Order Total** costs for the report are displayed in the bottom right-hand corner.

vi. Before you buy your Enviroscreen report you must accept the Terms and Conditions. The check box is already ticked for you. To read the terms and conditions, click the words **Terms & Conditions.**

vii. You can print this page before submitting your order by clicking the **Print Page** button.

viii. To complete your order click **Submit Order.**

The Enviroscreen report may take a few minutes to appear on your screen.

☐ **Step 3a - The Environmental Certificate: passed or referred**

- If you've ordered an Enviroscreen Environmental Certificate and it has passed, the report will appear on your screen. You can now save, email or print this report for future reference. Promap will insist you save this report before producing another report or leaving the site.
- If your Enviroscreen Environmental Certificate is referred, a single page will appear on your screen informing you it's referred. Your report will be forwarded to Wilbourn Associates for further analysis. You can now save, email or print this report for future reference. Promap will insist you save this report before producing another report or leaving the site.
- The report and their findings will usually be returned to you by email within forty-eight hours. The returned report will either have a **Passed** or **Referred** certificate giving further advice for consideration and a panel of Environmental Consultants to contact if required.
- For help on what the report covers see www.enviroscreen.co.uk/enviroscreen/support.jsp

☐ **Step 4 - Saving, printing or emailing the report**

- You can save, print or email this report using the buttons displayed on the screen. You should save the report before proceeding with any other action.
- You will need a pdf reader to open the report after saving it. You can download a free pdf reader from www.adobe.com/products/acrobat/readstep2.html.

☐ *To save the report*

Click the **Save** button. A **File Download** dialog box will appear. Click **Save** and the **Save As** dialog box will appear. Type a file name in the box provided and click **Save**. A **File Download** box will appear as Enviroscreen saves the report on your computer. When the file has been saved a **Download complete** box will appear. Click **Close**.

☐ *To print the report*

Click the **Print** button. The **Print** dialog box will appear. Select the printer you want to print on. Enter the number of copies you require in the **Copies** box supplied. Click **OK**.

☐ *To email the report*

Click the **Email** button. The **Email PDF Report** page will appear. Type the email address you would like the report sent to in **To** text box. Enter your name in the **From** box if it's different to your email address. You can also change the **Subject** text and the **Body** text by clicking in the boxes if you wish to. Click **Send report via Email**.

☐ **Step 5 - Finding a consultant**

- You may wish to find a consultant to discuss your reports finding with. Click **Find Consultant** and we'll provide you with a list of Environmental Consultants which you can read about and contact if you wish.

☐ **Step 6 - Ordering another report or exiting Enviroscreen**

- Click **New Order** if you wish to order another report for a different site. You will be taken back to your map with the Enviroscreen tools open.

-or-

Click **Exit Enviroscreen** to exit Enviroscreen and continue working on Promap. Click **OK** on the confirmation box.

Setting preferences

This chapter will show you how to customise the overall settings of Promap to suit your needs. There are two kinds of settings: general and display.

General settings allow you to organise your accounting information, set default options for opening and saving maps and set defaults for colour schemes and print layouts. 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.

Display settings allow you to display grid lines on your maps and to change between metric and imperial units for measurement. You can set up a grid using lines or crosses, define subdivisions and set the distance between grid lines. You can also change whether or not Promap automatically puts a site marker on a map.

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 also

[To change general settings](#) 

[To change display settings](#) 

To change general settings

1. Click the **Settings** button  on the Menu bar.
The **General Settings** dialog box will appear.
 2. Click the **General Settings** tab.
 3. 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](#)

180.

Open Locate by box on start-up

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 to turn this option off. To turn of this setting click the tick box so that the tick disappears.

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 map after valuable actions

Promap will remind you to save your map file after you've had to pay for something. Printing, exporting a map or purchasing an aerial photograph are considered a valuable action. If you no longer wish to be reminded to save your map after a valuable action, 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](#)^[65] 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](#)^[92] 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](#)^[179]. If this is the case, you will not be able to change the settings here.

4. Click **OK**.

To change display settings

1. Click the **Settings** button  on the Menu bar.

The **General Settings** dialog box will appear.

2. Click the **Display** tab.
3. Select options for the following settings:

- 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 also

[Charges](#)¹⁶⁰

[Invoicing](#)¹⁶²

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 Layer only) Incurred when newly locating or switching to a Detail map
Updated Data Access	(Detail Layer only) Incurred when a previously saved map is loaded using newer data from Ordnance Survey than when the map was created.
Roaming	(Detail Layer only) Incurred when you move outside the 'free roaming' area on the map.

Text box	Description
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 the map is derived from.
Subsequent Prints	<p>(Detail and Street Plus Layers only) Incurred when a previously printed map is re-printed. No subsequent charges are incurred if your organisation has an Ordnance Survey Paper Map Copying Licence and its number has been entered in Promap.</p> <p>Please note that it is breach of Crown Copyright to photocopy or produce publication copies of Promap printed maps without possessing a valid Ordnance Survey Paper Map Copying Licence.</p>
Exporting	(From Detail, MasterMap data, Street Plus and Street Layers only) Incurred when data is exported in DXF or GML format.
Landmark Historical	Incurred when buying Landmark Historical mapping.
Aerial Photography	Incurred when you buy your aerial photography.
Enviroscreen	Incurred when you buy an Enviroscreen Overview or Environmental Certificate.
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.

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 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.

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](#)^[169].

See also

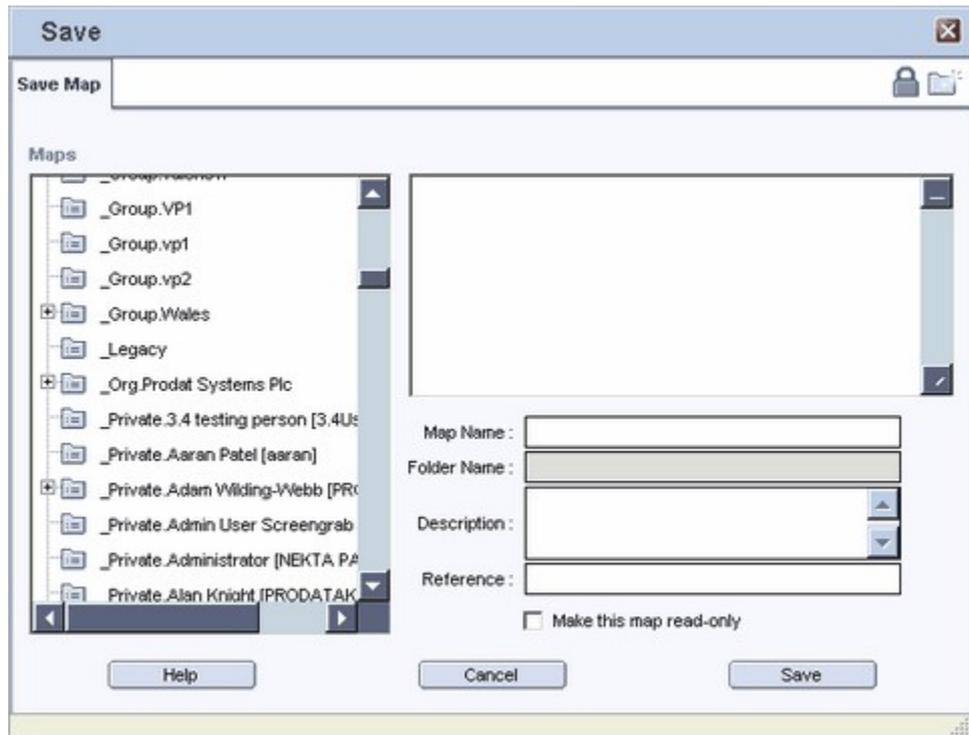
[Administrating Promap](#)^[163]

[The Admin User's tasks](#)^[166]

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 general settings](#)¹⁵⁷ 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](#)^[166]
- [Create, edit and retire groups of users](#)^[172]
- [Create and edit addresses of their organisation's branches](#)^[175]
- [Set usage restrictions for users](#)^[176]
- [Set up defaults and force users to use them](#)^[180]
- [Enter an Ordnance Survey Paper Map Copying Licence number](#)^[182]

See also

[About user administration](#)^[163]

[The admin user's folder view](#)^[164]

Creating, modifying and deleting user accounts

The Promap administrator can:

- [Create standard user accounts](#)^[166]
- [Create additional administrator accounts](#)^[168]
- [Modify those accounts](#)^[169] once they have been created i.e. for changing passwords, details etc.
- [Delete user accounts](#)^[171]

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	<p>This will become the user's Username. It should be a minimum of six characters and a maximum of eight. It is case sensitive.</p> <p>You may like to use a short form of your company name followed by a few numbers for added security.</p>
Password	<p>This needs to be a minimum of 6 characters and a maximum of 16. It also case sensitive.</p> <p>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.</p>
Title and Surname	<p>These are compulsory, so that we do not have anonymous users on Promap.</p>
Telephone and Fax	<p>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.</p>
Invoice Contact	<p>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^[169].</p>
Address	<p>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. See To create a new office^[175].</p>

Text box	Description
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 ¹⁷² .
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](#)¹⁶³

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 tick the check 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](#)¹⁶⁶ 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.

Text box	Description
Invoice Contact	<p>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.</p> <p>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 to arrange for them to be added.</p>
User Group	This cannot be changed here. You need to go to To add or remove users in a group ^[173] .
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](#)^[171]

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](#)⁸³.

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](#)^[172]

[To add or remove users in a group](#)^[173]

[To retire a user group](#)^[174]

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](#)^[172]

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](#)^[174]

[To create a user group](#)^[172]

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](#)^[83].

They must then remove all the users from the group. See [To add or remove users in a group](#)^[173].

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 machine 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](#)^[172]

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](#)^[175]

[To edit an existing office](#)^[176]

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](#) 

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](#)^[177]

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 restrictions for the whole organisation, select this radio button.
User	<p>If you want to set restrictions for an individual user, select this radio button.</p> <p>Then select the user from the drop-down list.</p> <p>If the user account is on stop, tick the Show stopped users box and stopped users will be added to the drop-down list.</p> <p>Any restrictions you set on this user will overwrite any organisation restrictions you may have set previously for them.</p> <p>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.</p>
Force for all users	<p>Tick if you want to set the restrictions for the whole organisation including user accounts that have previously had different usage restrictions.</p> <p>Clear the tick box if you want to set restrictions for your organisation but not apply them to existing users with individual restrictions.</p>
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.

Option	Description
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.
Landmark Report Ordering	<p>You can enable or disable the ability for users to order planning and environmental reports. To do this, click the box supplied. When the box is ticked the users will be able to order reports, when the box is clear they won't.</p> <p>This box does not affect whether users can order Enviroscreen, they will always be able to do this.</p>
Colour Schemes & Print Templates	<p>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^[180]. Once you've selected them, just tick the boxes here on Usage Restrictions to enforce them.</p> <p>This only applies if users choose to apply a default colour scheme or template. They can still choose to use their own colour scheme and make additions to the default template.</p>

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 a Detail map
- Selecting the default colour scheme and print template

See also

[To set user defaults](#)^[180]

[To create a read-only print template](#)^[182]

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 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.

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](#)^[182] 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](#)^[179].

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](#)^[193]

[Colour Schemes](#)^[65]

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](#)^[95].
2. When you are adding the logo or changing the font of the header/footer in the **Show Fonts & Logos** dialog box, tick the **Read-only** check boxes next to the items that you don't want standard users to be able to change.

See also

[To set user defaults](#)^[180]

[To change user restrictions](#)^[177]

Using the Ordnance Survey Paper Map Copying Licence

All printed maps remain Crown Copyright. This means that before photocopying or duplicating a 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

If you want to purchase an Ordnance Survey Paper Map Copying Licence, you can visit the Ordnance Survey website <http://www.ordnancesurvey.co.uk/oswebsite/business/copyright/purpose/internalluse.html> or phone them on 023 8030 5030. Ask to purchase an Ordnance Survey paper map copying licence.

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](#)^[183]

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](#)^[182].

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.

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.

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](#)¹⁸⁸.

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 **General settings**. See [To change general settings](#)¹⁵⁷.

See also

[Viewing users' expenditure](#)¹⁸⁴

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.

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](#)^[188] for more information.

If you'd like to save or print the reports see [To save or print your expenditure report](#)^[188].

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](#)^[184]

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](#)^[188]

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](#)^[184] or [To view expenditure reports as an admin user](#)^[186].
 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](#)^[190] for use when drawing objects on your map.

A website link to the [Historical mapping legends](#)^[192].

[Troubleshooting](#)^[194]. 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](#)^[197], including Terms & Conditions.

Promap hot keys

Below is a list of hot keys you press on your keyboard when drawing shapes.

Key	Action
A (Angle)	<p>Allows you to specify the angle of the current line from the previous line</p> <p>Press A when you're using the Get Length tool to draw a line or freehand shape. Type in the angle and press Enter.</p>
L (Length)	<p>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.</p> <p>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.</p>

Key	Action
Escape	<ul style="list-style-type: none"> • Cancels a length you've set using the L hot key. • 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	<p>Allows you to join multiple, white snap to point dots with one click.</p> <p>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.</p> <p>It doesn't work when there's an orange dot in between your first and last point.</p>
Backspace	<p>Undoes the previous click when you're drawing a shape or line.</p>
R (Radius)	<p>Allows you to specify the radius of a circle.</p> <p>Draw a circle on the map. Press R on the keyboard, type the radius required and press Enter.</p>
Enter	<p>Allows you make changes to a shape once it's been completed.</p> <p>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>
P (Previous)	<p>Allows you to tab backwards through any customisations you have made.</p> <p>When you've drawn several features and you need to edit one or more, press P on the keyboard to select each previous feature.</p>

Key	Action
N (Next)	The same as pressing P, except it selects the next feature.
Shift	<ul style="list-style-type: none"> 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	<p>Allows you to select multiple objects one after the other.</p> <p>Press and hold down Ctrl and then click each object in turn. Release the Ctrl key when you clicked them all.</p>

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](#)¹⁹²

[Enter expenditure details](#)¹⁹³

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](#)³⁴

- Searching for a site to develop

See [To search for sites to develop](#) ³⁶

It allows you to:

1. Search for a site on a map layer such as Street +.
2. View it on a Detail map layer (or any other map layer apart from aerial or historical).
3. Go back to Street + 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

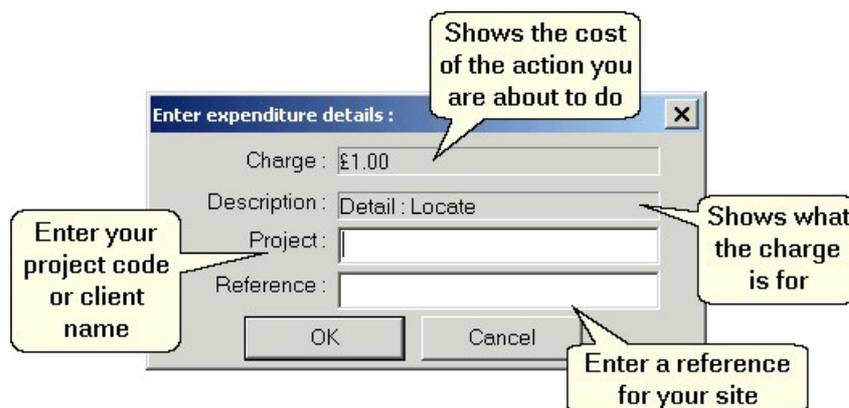
Promap automatically creates expenditure reports listing each chargeable action you perform. The **Enter expenditure details** dialog box appears before a chargeable action allowing you to allocate usage costs to different projects or clients.

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.
- 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](#)^[180]

[Charges](#)^[160]

Troubleshooting

If you are experiencing problems with Promap, please read the following carefully before contacting our [Technical Support helpline](#)^[195].

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: Windows NT SP6, 2000 SP4, XP SP2, Vista

Microsoft Internet Explorer 6 or 7

This website requires Microsoft Internet Explorer 6 or 7. 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.

Contacting the Technical Support Team

The Technical Support team work from 9am until 6pm, 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

Minimum Specification:

Windows NT SP6, 2000 SP4, XP SP2, Vista

Internet Explorer 6 or 7

Internet connection speed 56k or ISDN

Colour Screen Resolution of 1024 x 768 pixels

Use of secure communications (https)

Adobe Acrobat Reader (required for Enviroscreen and Historical Mapping)

32 bit colour depth

We recommend a broadband connection for an optimal Promap experience.

Important: Please read

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 Active X 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.

Landmark Company Information

This chapter gives you more information about Landmark Information Ltd, the company that runs Promap.

Contact details

Henley Office – Property and Environment Business Unit

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 seven layers of Ordnance Survey mapping including LandLine and MasterMap data 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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