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1. Overview of the map elements

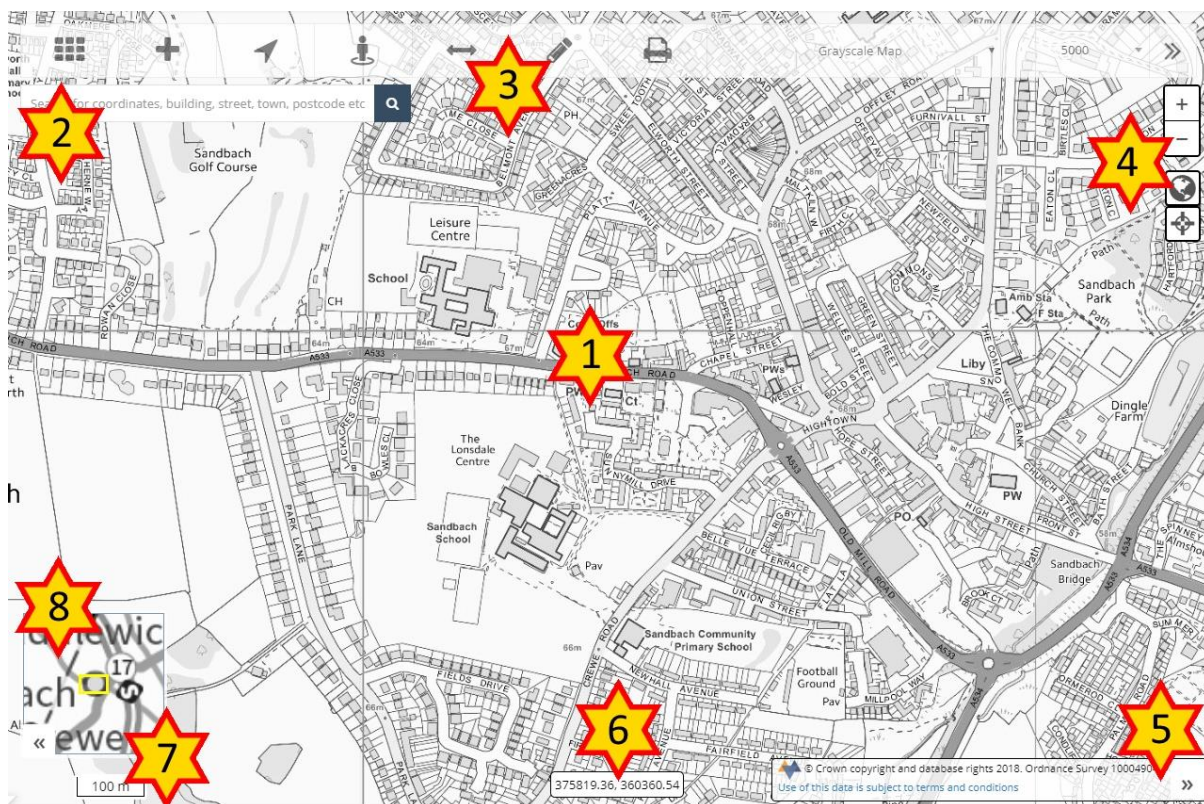


Figure 1 - the map elements

1. Map canvas

This map is fully interactive and allows for easy navigation via the mouse, keyboard, or touch. For details on map navigation see [section 2](#).

2. Search bar

The search bar offers a fast way to navigate the map you can search for place names, streets, post codes, and coordinates.

3. Toolbar

Each tool contained in the toolbar on the top of the map is described in [section 6](#).

4. Navigation buttons

From top to bottom these are zoom in, zoom out, back to start and zoom to your location.

5. Copyright statements

This contains ownership and license information for the data contained in your map. The copyright panel can be minimised to reduce its footprint over the map although the copyright statement should be visible if you create any screenshots of the map.

6. Mouse coordinates

This shows the location of your mouse pointer in X,Y British National Grid coordinates. This tool can be switched on/off in the settings panel.

7. Scale bar

This will give you an indication of the ground length of the map and is shown in Kilometres or Metres. This tool can be switched on/off in the settings panel.

8. Overview Map


Provides a generalised view of the main map at a higher scale and allows you to pan the map by moving the yellow rectangle. This tool can be switched on/off in the settings panel.

2. Map navigation


There are a few ways to move the map to a place of interest to you.

2.1 Zoom in

Mouse

- To zoom in to the next scale on the map you can position the pointer over a location and double-click the left mouse button.
- Use the mouse wheel to zoom in by pushing it forward.
- Click on the  button in the navigation buttons.

Keyboard

- With the map activated (press the Escape key to activate the map), press the + (plus) key.
- Press tab until the  button is active and press Enter key.

Touch

- On touch devices you can place two fingers on the map and pinch them together.


2.2 Zoom in to rectangle

Mouse and Keyboard

- To zoom in to a set area position the pointer over a location press the Shift key and click and hold the left mouse button then drag to draw the area of interest. Release the left mouse button when complete to zoom in to the drawn rectangle.

2.3 Zoom out


Mouse

- To zoom out to the next scale on the map you can use the mouse wheel to zoom in by pulling it backward.
- Click on the  button in the navigation buttons.

Mouse and Keyboard

- Hold the Shift key down and double-click the left mouse button.

Keyboard

- With the map activated (press escape key to activate the map), press the – (minus) key.
- Press tab until the  button is active and press Enter key.

Touch

- On touch devices you can place two fingers on the map and push them apart.

2.4 Pan

Mouse

- Click the left mouse button and hold it down while dragging the mouse.
- If the overview map is visible you can also drag the yellow rectangle

Keyboard


- With the map activated (press escape key), use the arrow keys to move the map.

Touch


- On touch devices you can place a finger on the map and drag it.

2.5 Back to start


Mouse

- Left click on the  button.

Keyboard

- Press tab until the  button is active and press the Enter key.


Touch

- On touch devices press the  button with a finger.


2.6 Geo-locate

Geo-locate will use your browsers location information to set its position relative to your current position. Depending on your browser settings you may be prompted to accept when you press this button.


Mouse

- Left click on the  button.

Keyboard

- Press tab until the  button is active and press the Enter key.

Touch

- On touch devices press the  button with a finger.


2.6 Rotate the map

Mouse and Keyboard

- Press Alt and Shift keys down and drag the map to the left or right.

Touch

- On touch devices put two fingers on the map and rotate them in the same direction.

To reset the map to face North up then click on the  button which will be shown when the map is rotated.

3. Identifying Features

To show a popup panel containing the details of features within your map you either move the mouse cursor over the feature and single click on the left button of your mouse, or if you have a touch device, press on the feature with a finger.

If you have clicked or pressed on a map location that has features then the popup will show.

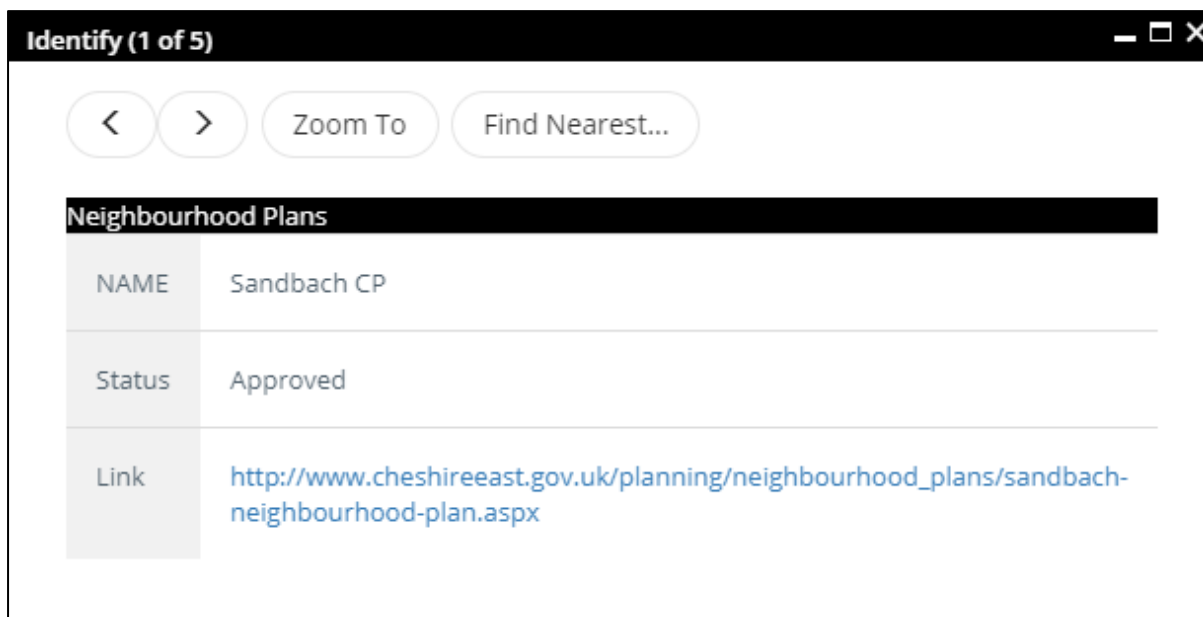


Figure 2 - Identify Popup

If the popup location has more than one feature then the identify panel will show a back and forward arrow < >. These buttons will allow you to show each of the features found at that location in turn. The current feature number out of the total features is shown in the popup header title.


The popup header also includes three buttons, these are minimise/restore, maximise, and close. The minimise/restore button reduces the size of the popup so you can see the map behind it. Click on the same button to restore it back to its original size. The maximise button opens a new panel and will show all the features details in horizontal tables with the option to export the data to csv format. The close button will close the popup window, pressing the Escape key will have the same effect.

The feature that is detailed in the popup will also be highlighted in the map with a blue dot, line, or area outline.

The popup also includes 2 buttons that will allow you to zoom to show the current feature and also to open the Find Nearest panel see [section 7](#).

4. Keyboard Shortcuts

To make the application easier to operate a few keyboard shortcuts are available. Note that these keys are not active if you have a text box active (like the search location bar).

Key	Operation
Escape	Pressing the escape key at any time will close all opened panels, cancels any active tools and enables map navigation with the keyboard.
o	This will open the Options side panel.
f	Activates the location search tool.
t	Turns off visibility of all layers in the map except for the basemap.
Arrow keys	Moves the map up, down, left, or right.
+ - keys	Zoom the map in or out.
Shift+left mouse button down and drag on map.	Draw a rectangle on the map to zoom in to that location.
Atl+Shift+left mouse button down and drag on map.	Rotate the map. If the map isn't facing North then the reset  button is shown on the map.

5. Search Location



Figure 3 - Search Location Bar

The search location bar allows you to quickly locate a place of interest. You can activate the bar by clicking on it or by pressing the f key when the map is active.

You can search for:

- Coordinates (X and Y values delimited with a comma without any spaces)
- Post codes
- Towns/Villages
- Streets
- Streets and towns (delimited by a comma)
- Buildings

If your search returns a single result then the map will be changed to its location. If you get more than one result then these will be shown in a table, for example searching for Town Hall will return:

Locations ×			
Name	▲	Easting	Northing ▾
TOWN HALL BOLLINGTON		393109	377828
TOWN HALL CHESTER		340451	366443
TOWN HALL CONGLETON		386011	362890
TOWN HALL CONGLETON		386009	362911
TOWN HALL MACCLESFIELD		391750	373750

Showing 1 to 5 of 5 entries

First
Previous
1
Next
Last

Close

Figure 4 - Search Location Results

If you click on one of the items in the table then the map will be changed to its location.

6. Toolbar



Figure 5 – Toolbar

The toolbar provides several tools which are explained below. When the mouse isn't over the toolbar it is slightly transparent so you can see more of the map behind it.

6.1 Options side bar button



Figure 6 - Toolbar: Options sidebar button

Pressing this button will show the Options sidebar which is detailed in [section 8](#). This button is also available in the header panel above the map.

6.2 Add Data



Figure 7 – Toolbar: Add data button

The add data button gives you access to our spatial datasets (layers). Use this button to add content on top of your base map. You are presented with a panel containing a hierarchy of layers which you can select. Click on the 'Add Selected Layer' button to add your selection to the map.

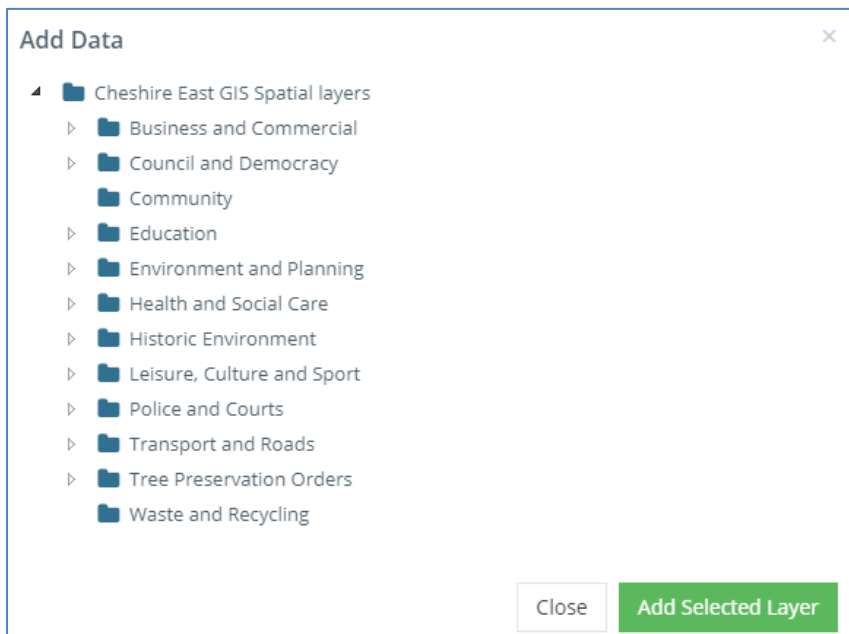


Figure 8 - Add Data Panel

6.3 Address Finder



Figure 9 - Toolbar: Address finder button

The address finder tool is a panel that will enable you to query our corporate addressing service. This service is linked to our National Land and Property Gazetteer database that is updated on a daily basis. Clicking on this button will show an Address Finder panel.

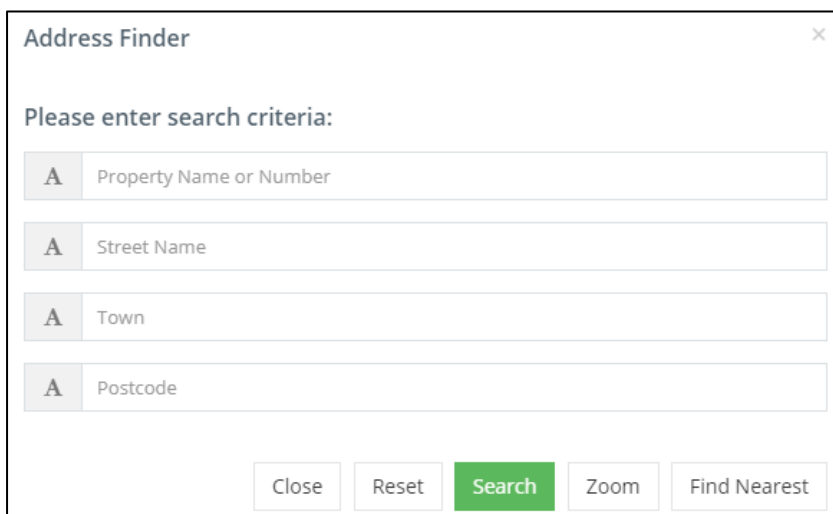


Figure 10 - Address finder panel

Your search criteria must include at least a Street Name, Town or Postcode. Click on the search button to reveal a table of address results.

For the Zoom or Find Nearest buttons to be active you will need to select an address first. Clicking on Zoom will close the panel and navigate the map to the location of the address. Your previous search results will remain available to you by clicking on the address finder button once more. Clicking on the Find Nearest button will open the find nearest features panel, see [section 7](#) for details.

6.4 Google Streetview



Figure 11 - Toolbar: Google Streetview button

This tool allows you to view Google Streetview on the map. Clicking on this button will select it (turns orange) following that you will need to click a location on the map to activate Streetview.

To return to the map and close Streetview you can either click on the button again or press the Escape key.

6.5 Measure



Figure 12 – Toolbar: Measure button

This tool allows you to measure distances and areas on the map in a selection of units. A panel will open over the bottom of the map (figure 13) and as default the measure length operation is active.

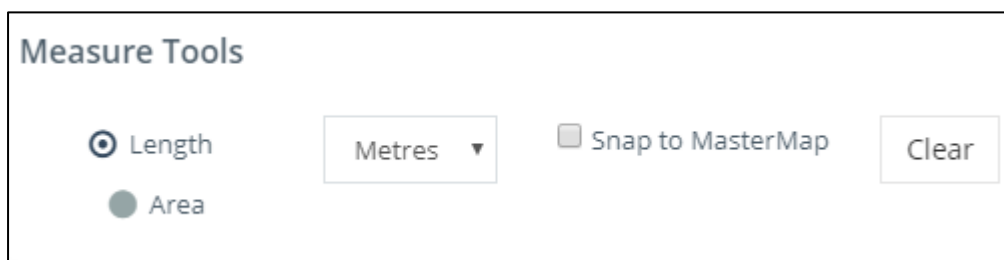


Figure 13 - Measure panel

Before you start measuring check that the selected units is correct. Start measuring by clicking on the left mouse button, to change direction of the line click on the map again. Continue to do this until you have completed your measure operation at which point you need to double-click on the left mouse button.

To measure accurately at close scales you can activate the 'snap to MasterMap' option that will snap any points of your measure to the Ordnance Survey MasterMap layer.

To close the measure panel you can click the X in the panel, or click the measure button again in the toolbar or press the Escape key on your keyboard. All your measurements will remain on the map until you either press the 'Clear' button in the measure tool panel or you remove the measure layer in the table of contents.

6.6 Graphics



Figure 14 - Toolbar: Graphics button

Just like the measure tool this button will open a panel over the bottom part of the map. Here you have the option to Add, Edit, Export, Import, or Query using graphics.

Add

This is the default option and to continue you will need to choose the type of graphic you would like to add to the map. You have the option of Point, Line, Polygon, Circle, Square, Box, Text, Buffer, and Copy from MasterMap. After selecting your chosen graphic type you can then create your graphic by clicking on the map, just like the measure tool you need to double-click the left mouse button to complete graphics that involve more than one map click. When you have completed the graphic properties popup is displayed on the map (figure 15).

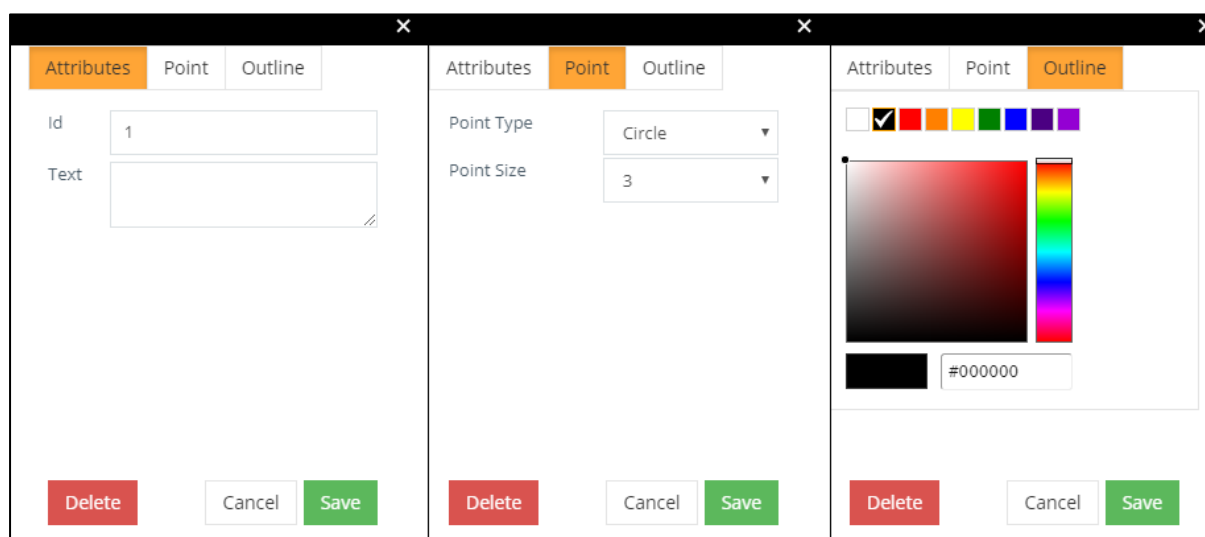


Figure 15 - Graphics properties popup

All graphics you draw will have an Attributes tab where you can give the graphic some textual information if necessary. The other tabs will vary depending on the graphic type, for example a buffer will include a buffer tab allowing you to specify the size of its radius and in what units. Other common tabs include Outline and Fill where you can control the colour. When you are happy with the properties click on Save button to commit the graphic to the map. If you want to try again then click on Delete.

Edit

The edit graphic panel enables gives you complete control to adjust the properties and the graphics shape and location. When you activate the Edit operation you are then able to click on the map to

select a graphic feature to edit. In edit mode the graphic properties popup is shown, if you want to adjust its location or shape then you can close the popup by clicking on cancel.

In the edit panel there is also a button to delete all graphics drawn on the map. This can also be done by deleting the graphics layer in the table of contents.

Export

By selecting this option you have the ability to download all your drawn graphics in these formats; GeoJSON, KML, GML 3.1.1, or GPX. This will export the geometry and the text property for each graphic. This tool is useful if you want to use these graphics in another application e.g. QGIS Desktop, Google Earth.

Import

This option allows you to import 2 spatial data file types known as GeoJSON and shapefiles. Note that the shapefile must be a zipped folder containing the shapefile elements for the import to work.

6.7 Print



Figure 16 - Toolbar: Print button

Clicking on this button will show the Print Options panel (figure 10). This panel offers several settings allowing you to tailor your map export or print out page.

Print Type

This is the page orientation and size. Choose from a number of templates for A4 or A3, Portrait or Landscape pages.

Scale To Page Size

The options here is either yes where the whole map is exported or No, where the map is exported at a fixed scale.

DPI

This setting controls the quality of the exported map, the greater the value the better the quality of the image. Note that higher quality exports results in larger files and takes longer to export.

Format

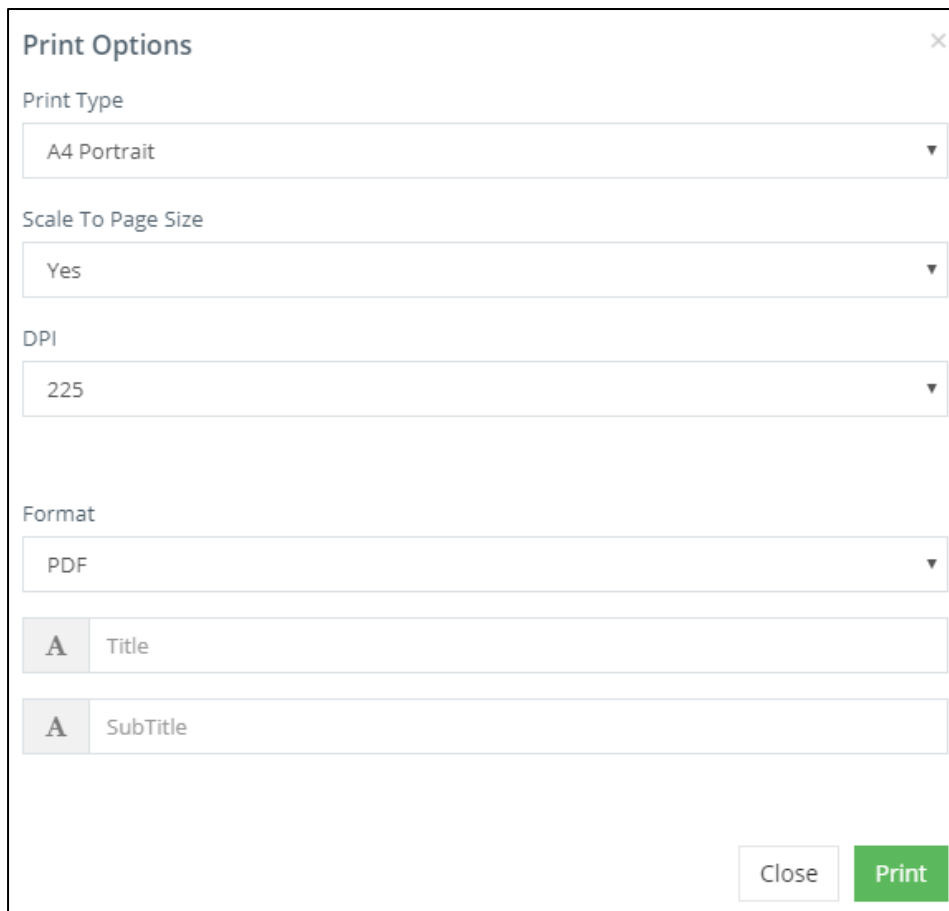
You have the option to export as a PDF document or as a PNG image type.

Title

Here you can type in some text to be used in the PDF as the title.

Subtitle

Here you can type in some text to be used in the PDF as the subtitle.



The image shows a 'Print Options' dialog box with a close button (X) in the top right corner. It contains several settings:

- Print Type:** A dropdown menu currently set to 'A4 Portrait'.
- Scale To Page Size:** A dropdown menu currently set to 'Yes'.
- DPI:** A dropdown menu currently set to '225'.
- Format:** A dropdown menu currently set to 'PDF'.
- Title:** A text input field with a small 'A' icon on the left.
- SubTitle:** A text input field with a small 'A' icon on the left.

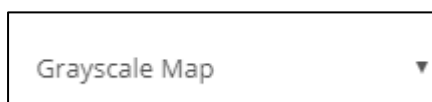
At the bottom right, there are two buttons: a 'Close' button and a green 'Print' button.

Figure 17 - Print options panel

Clicking on print will generate the exported map file and this will be downloaded for PDF or opened in a new window for PNG.

You may need to allow popups in your browser settings for this site for the map export to work.

6.8 Base map selection

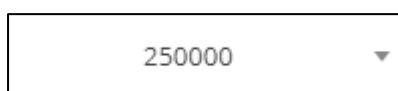


A dropdown menu with the text 'Grayscale Map' and a downward arrow on the right side.

Figure 18 - Toolbar: Base map selection

This is a drop-down list containing all the available base maps. You can quickly change the base map by choosing a different one in the list.

6.9 Scale selection



A dropdown menu with the text '250000' and a downward arrow on the right side.

Figure 19 - Toolbar: Scale selection


This tool offers a quick and accurate way to set the map view to a specific scale. The scales are shown in metres. Scales are limited between the range of 6,400,000 to 250.

When you click on this tool you will see a text box as well as a list of selectable set scales. The text box allows you to type in your own specific scale for the map.

6.10 Hide Toolbar

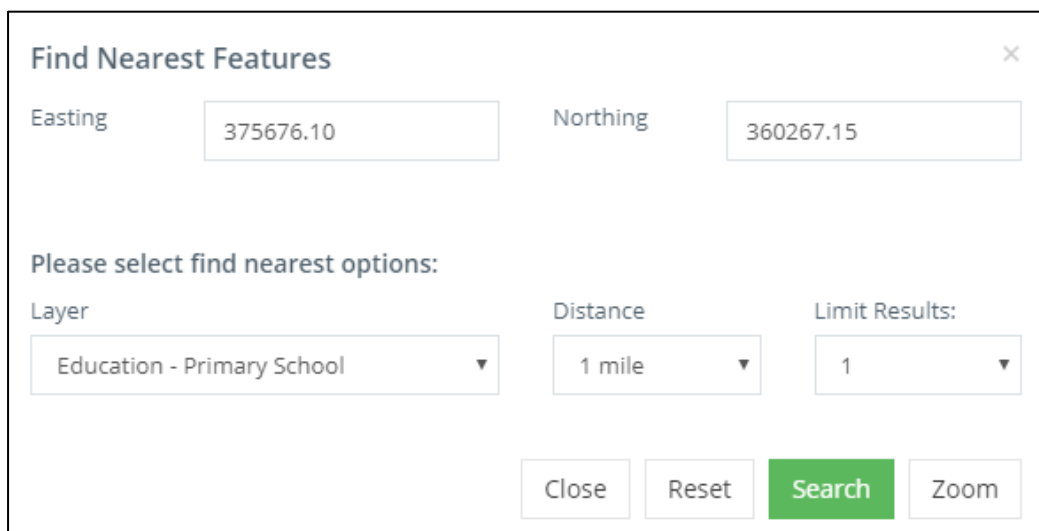


Figure 20 - Toolbar: Hide toolbar

Clicking on this will reduce the whole toolbar to a button on the top right of the screen. This will enable you to see more of the map. You can show the toolbar again by clicking on the  button.

7. Find My Nearest

This feature opens a panel that will let you search for and zoom to particular points of interest near to your current location.



Find Nearest Features ×

Easting Northing

Please select find nearest options:

Layer Distance Limit Results:

Figure 21 - Find my nearest panel

The panel includes the Easting and Northing coordinates of your location from either the popup window or the address you found in the address finder tool.

The layer option allows you to specify what you would like to search for. The distance drop-down list lets you change the search radius and you can also limit the number of results.

Clicking on search will return a table of results that will include the distance from your coordinates to the feature. If you select a result in the table and click on zoom the panel will close and the map will locate the feature you searched for.

8. Options Menu

The options menu is a side panel which is shown when you click on the options button in the toolbar or in the header (see [figure 6](#)). You can also open this menu by pressing o when the map is active.

This contains tabs for managing the map layers, controlling the map settings, and also a help feature.

8.1 Map Layers

The map layers tab contains a table of contents (TOC) of all the layers contained within the map. This TOC gives you control over how each layer is displayed in the map.

Visibility

You can make a layer visible or hidden on the map by using the checkbox to the left of each layer name.

Change layer order

You have the ability to alter the drawing order of each layer in your map by dragging a layer up or down the list. This feature is useful if a layer is obscured by another. Note that the base map cannot be moved as this should always be at the bottom of the layer list.

Select a layer

Click on a layer so that it becomes the selected layer. The selected layer will be highlighted in orange and the layers properties will be displayed in the selected layer panel. This panel includes a transparency slider that allows you to alter the selected layers transparency in the map. There is also a Zoom to extent button that would change the map so that all the selected layers features are displayed.

The map links panel at the bottom of the Map Layers section contains a link to your current map that you can copy and share.

8.2 Settings

The settings tab contains a number of checkboxes that allow you to enable or disable some features.

Turn off layers during pan

If you have lots of visible layers then you can speed up moving around the map by turning this on. This will turn off all the layers each time the map is moved and turn them back on again when you have finished.

Scalebar

Turns the scalebar on or off.

Overview map

Turns the overview map on or off.

Mouse Coordinates

Turns the mouse coordinates on or off.

Document Amendment History

(Always insert latest amendment at **top** of page)

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