

## Welcome to The Map Shop, Upton upon Severn 01684 593146 HELP & HOW TO...

The Map Shop provides a professional mapping service to all our customers. As an Ordnance Survey (OS) Licensed Partner since 1975 we provide large scale mapping for planning, design, or legal purposes. You can download plans directly from our web site, or have your plans sent to you by email as Pdf, DWG or DXF. We can also post paper plans by 1<sup>st</sup> Class Post.

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### OS MASTERMAP - An Overview

When accuracy really counts, OS MasterMap is the most detailed, up to date mapping of Great Britain. It is an approved mapping source for planning applications and land registration and the definitive detailed mapping for Great Britain.

Within The Map Shop site, you can quickly mark out your area of interest before taking the map as either a Print, PDF, or DXF, DWG for your own Cad software.

The MasterMap layer is visible pre-purchase, allowing you to double check the location and detail prior to downloading ensuring you get exactly what you need first time. There is a small administration charge of £1.20 for this viewing, but this is reimbursed when you buy the map.

Quotes for very large/bespoke sites are available on request via Andrew or Esther on 01684 593146.

## OS Maps for Planning Application & Land Registry Plans including Northern Ireland. (Click to change from 'GB' to 'NI' at top left side of Order Page)

For Planning Applications most authorities require 1:1250 scale mapping, but please consult your planning instructions.

If you do not have the facility to download plans, please contact us and we will produce the plans for you. Call Andrew or Esther on 01684 593146 (Mon to Fri 9am to 5.30pm) or email [themapshop@btinternet.com](mailto:themapshop@btinternet.com).

If you are a first-time user, please click 'Register' and complete the short form. By registering we assure you that your information will not be sold or shared and you will not be sent continuous emails. If you are already registered click 'Log In'

To **Start an order**, click on Great Britain or Northern Ireland.

### PRODUCT

- From the 'Products' menu on the top left-hand side of the Order Page, select 'Building / Detailed.'
- From the pop-up menu click on the small circle beneath the product you require (Planning Applications require 'black & white' or 'building fill') For DWG & DXF click export.

### SEARCH LOCATION

- Click the 'SEARCH LOCATION' tab and enter the Postcode. A drop-down list of addresses will appear. Select your address. If you do not know the postcode, start typing an address.
- A green target marker will appear on the map, along with an address label. Click the red X to remove the address label from the map. The green target marker simply shows the location that you have selected in the step above. You cannot remove it but it will not appear on your final plan.

### SIZE & SCALE

- For PDF, select 'DEFINE MAP AREA'. The normal routine is to use 'PRINT SIZE' which offers two drop down boxes. One is for the **Scale**, (normally 1:1250) & one is for **Paper Size**. (Start with 'A4 Value' option, or A4 portrait/landscape). Once you have selected the **Scale** and **Paper Size**, you will see a pink outline and dashed black line (The pink box shows the area covered on the plan, the dashed black line shows the size of the piece of paper).
- If the plan needs moving, click inside the pink box and a black circle will appear. Click and drag the circle to your preferred location.
- If the plan that you put on does not cover the area that you require or covers too large an area, you will need to increase or decrease the scale and/or paper size as necessary.
- To do this, you can either delete the plan entirely, or alter your existing plan –
  - To delete the plan entirely, select 'DEFINE MAP AREA' and you will see a heading titled 'Existing areas' - this lists the plan(s) that you currently have on the map (usually there is just one, but sometimes you may have added more – the coloured box matches the colour of the outline e.g. pink for the first plan). Click 'Delete' to remove the plan.
  - To alter the existing plan by changing the scale, go to the grey box in the bottom left corner of the page under **Your Selected Products**. There is a drop-down box titled 'Print Scale', and

you can amend the scale this way. You will see the size of the pink outline change on your screen. If you need to change the paper size, go to **'DEFINE MAP AREA'**, and the **Existing areas** header. There is a drop-down box titled **'Change paper size'**, and you can change the paper size this way.

For **DWG/DXF** formats, after searching for the location under the **'SEARCH LOCATION'** tab, go to **'DEFINE MAP AREA'** and select **'GROUND COVERAGE'**. Enter the coverage you would like in metres under the header **Ground Size**.

**ANNOTATION** (if this is not required, move on to Price & Order) *See also Page 5.*

- To add annotation (outlining the site area for example), select the **'ANNOTATION'** tab. To outline the site area, select **'DRAW AREA'**. (You can zoom in at this point to make this more accurate). To change the outline colour, click on the outline you have created – a square box will appear titled **'Polygon Properties'**, and you can then change the outline/fill type and colour. To erase any annotation, click the annotation and a black circle will appear. Go to the **'ANNOTATION'** tab and click the **black 'X' Clear** button under **'Edit Objects'**. Only select the red 'X' Clear All if you want to remove all the annotations that you have added.

#### PRICE & ORDER

- Once you are happy with your plan, scroll down to the bottom left corner and inside the grey box under **Your Selected Products**, click on **'Get Price'**
- Once the price shows click on **'ORDER NOW'**
- If required, enter information under 'Product information' (title etc.)
- If you need DXF data, select this from the DWG/DXF drop down menu. If you have ordered a PDF plan this will automatically show under Format ('Layered PDF document')
- Under extras, you can add any other text which will appear beneath your plan.
- All other options are defaulted to the correct settings for your plan.

#### TERMS

- At the bottom right of the page you must tick the small box confirming that you accept the terms and conditions, then click on **'PLACE ORDER'**.
- There is an option to **'SAVE ORDER'** if you want to save your changes until a future time.

#### PAYMENT

- Follow the on-screen payment instructions.

#### DOWNLOAD YOUR MAP

- Click on **YOUR ACCOUNT** at top of the screen.
- Refresh status by clicking **UPDATE ORDER STATUS** until PENDING changes to **DOWNLOAD**. This may take a few moments to appear.
- Click on **DOWNLOAD** to get your plan as an attached zip file.
- If you are unsure how to print your plan see Page 5 **'CORRECT SCALE FOR PDF MAPS & PLANS'**.

## Easy Guide to Adding Contours & Aerial Imagery to OS MasterMap

- After defining your plan
- Click on '**Add Aerial/Height**' in the grey price box in the bottom left corner.
- Available options will appear for Aerial data & Height data with information of the available suppliers, date, resolution, and price for each data set.
- Click on **Add** for the relevant choice of Height Information, (only one choice), click **OK** and the revised price will show in the grey box at bottom left of screen. (If price does not show click **GET PRICE** again).  
**NB:** - You can add Aerial & Height information at the same time if required.

### 1 - PRICE & ORDER

- Once the price shows click on **Order Now**
- If required enter information under 'Product Information'
- Under 'Extras' you can add any other text which will appear beneath your plan.
- All other options are defaulted to the correct settings for your plan.

### 2 - TERMS

- At the bottom right of the page you must tick the small box confirming that you accept the terms and conditions, then click on 'PLACE ORDER'.

### 3 - PAYMENT

- Follow the on-screen payment instructions.

### 4 - DOWNLOAD YOUR MAP

- Click on YOUR ACCOUNT at top of the screen.
- Refresh status by clicking UPDATE ORDER STATUS until PENDING changes to DOWNLOAD. This may take a few moments to appear.
- Click on DOWNLOAD to get your plan as an attached zip file.
- If you are unsure how to print your plan see '**CORRECT SCALE FOR PDF MAPS & PLANS**'

## Correct Scale for PDF Maps and Plans

To avoid possible distortion when printing from PDF please see the following information.

- Click 'File' and then 'Print' - Ensure you are sending to the correct printer.
- Set Page Scale to '**None**', **Do Not** Tick 'Paper Source by PDF page size.
- When printed at 1:1250 scale each grid square should be 80mm. At 1:2500, 40mm.
- If your plan needs a paper size larger than A4 select the relevant paper size required up to a maximum of 'A0'. If you are unable to print larger sheets, please give us a call and we can do this for you.

## Using Drawing Tools with PDF Maps & Plans

With Drawing Tools, you are able to add outlines, boxes and shapes to a plan after defining the area you need. The Drawing Tool choices appear as a separate layer in your PDF giving you the option to turn them on or off.

- To add, click on Annotation and the Drawing Tools tab at the top of the screen, then click once on the element you need.  
It is advisable to zoom in to 'Detailed View' for a clearer outline.
  - If you need to highlight specific items such as a single building, empty space, road etc click on 'Pick' and then click once on the required object. This will then be outlined in red.
  - To edit the area, click 'Edit' in Drawing Tools – click inside the area and adjust the points as needed.
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## Ordnance Survey Historical Mapping

You have access to over 130 years of historical mapping. This is a very popular product for both customers who may have boundary disputes; and for customers who simply want a glimpse into history to see how their place of interest will have looked in the past.

This is a full package of approximately 22 A3 sized historical maps by Ordnance Survey dating back to the late 1800's. The cost for this package is £135+Vat.

- Begin by searching for your location.
- From the Products menu, select Historical Maps and then click in the small circle.
- Select 'Click Here' then click where you would like to be the centre of your historic mapping. An address will appear, ensure this is correct and amend if necessary.
- In the grey box at the bottom left of the screen, click on Dates List – All Scales, this will give you the full list of maps contained in the package.
- Under the Product Listings, you will see all the 1:10000 & 1:1:2500 maps available. To view a preview of each map, open each map by clicking the small + symbol then clicking on the camera. You can hover over the map to see a more zoomed in view.
- Once you are happy with the package, Click 'Get Price'.

### 1 - PRICE & ORDER

- Once the price shows click on **Order Now**
- If required enter a reference.
- All other options are defaulted to the correct settings for your plan.

### 2 - TERMS

- At the bottom right of the page you must tick the small box confirming that you accept the terms and conditions, then click on 'PLACE ORDER'.

### 3 - PAYMENT

- Follow the on-screen payment instructions.

### 4 - DOWNLOAD YOUR MAPS

- Click on YOUR ACCOUNT at top of the screen.
- Refresh status by clicking UPDATE ORDER STATUS until PENDING changes to DOWNLOAD. This may take a few moments to appear.
- Click on DOWNLOAD to get your maps as an attached zip file.

## How To Buy Aerial Imagery Without Background Mapping

- Under the 'Start an Order' option select GB.
- From the Products menu, Select Aerial Imagery and click in the small circle under the thumbnail.
- Click '**Search Location**' and enter the Postcode. A drop-down list of addresses will appear. Select your address. Click the red X to remove the address label from the map. If you do not know the postcode, start typing an address. The green target marker simply shows the centre of the map, this will not appear on the image.
- Select Define Map Area, then select Print Size. A good option is to keep 1:1250 & select A4 Value. (Cheapest option) A list of available images will then be displayed, with dates, resolution, supplier and prices. Select the image you want by ticking the box under the 'Buy' column followed by OK.

### PRICE & ORDER

- Click on 'GET PRICE' in grey box at bottom left of screen.
- When price shows click on 'ORDER NOW'.
- If required enter a reference. In the format option, select Pdf if you have bought one image. Select Jpeg if you have bought multiple images.
- All other options are defaulted to the correct settings for your image.

### 2 - TERMS

- At the bottom right of the page you must tick the small box confirming that you accept the terms and conditions, then click on 'PLACE ORDER'.

### 3 - PAYMENT

- Follow the on-screen payment instructions.

### 4 - DOWNLOAD YOUR MAPS

- Click on YOUR ACCOUNT at top of the screen.
- Refresh status by clicking UPDATE ORDER STATUS until PENDING changes to DOWNLOAD. This may take a few moments to appear.
- Click Download to get your image.

## FAQ's - FREQUENTLY ASKED QUESTIONS

If you don't find the answer to your question here, please telephone Andrew or Esther on 01684 593146 or email [themapshop@btinternet.com](mailto:themapshop@btinternet.com)

### **Q: Is there a subscription or membership fee?**

**A:** No. You can use The Map Shop's service as often or as little as you choose. You can be sure of competitive prices with no additional fees whether you download from our web site or let us do the work for you.

### **Q: What is the cost of maps, plans & data?**

**A:** You are in control - You download what information you need and click 'Get Price' before you commit to buying. You can cancel the order from the 'X' on the left side of the 'Get Price' box.

### **Q: What scale plan do I need for a Planning Application?**

**A:** You should refer to your planning authority forms. The main scales are 1/1250 but sometimes a 1/500 plan is needed as well, especially if access or visibility is restricted.

### **Q: How do I create or order maps?**

**A:** There are easy to use guides that you can view or print from the 'Help & How to...' button.

### **Q: How do I use the Drawing Tools?**

**A:** Adding lines, outlines and other features to your plan is done after you have selected the product and area of coverage. Please see the Drawing Tools Guide in the 'Help & How to' button.

### **Q: How do I download my map or plan?**

**A:** Once ordered, plans or data can be downloaded from your account area. Click 'Download' and a zip file will download to your computer. You may need to unzip this file.

### **Q: How do I unzip a file?**

**A:** Find the zip folder - Right click - select 'Extract All'

### **Q: My PDF File isn't opening**

**A:** Please ensure that your computer is using Adobe Reader to open the PDF File. If you don't have Adobe Reader, you can download for free at: <https://www.adobe.com/uk/acrobat/pdf-reader>

### **Q: The plan I ordered turns out to be in the wrong location.**

**A:** Please get in touch with The Map Shop team as soon as possible (within 4 weeks) and we will refund and cancel your order. (Some products including reports for a specified address are non-refundable.)

### **Q: How do I select between DWG and DXF Files?**

**A:** When ordering Data (OS MasterMap Export) after specifying your area of mapping, the subsequent order screen shows a drop down 'Format' menu. It is defaulted to DWG. If required, select DXF from the options.