

## QUICK GUIDE

## Order OS MasterMap vector – specify height/width dimensions (CAD or GIS)

Steps to follow

- I. Enter username & password at homepage
- 2. Enter postcode in Choose an Area field & click search
- 3. Choose your site centre from address list below the map window
- 4. For CAD Data Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
- For GIS Data Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
- 6. Choose 'User Defined Area' below the map window
- 7. Click the 'Define Box Dimensions' icon
- 8. Enter the required dimensions (metres) in the Height & Width fields. To resize your area click the 'Resize Order Area' button & drag & drop the yellow circle that appears or delete the existing area & repeat as above
- If required, adjust the position of the yellow box by clicking the Move the Order Area button & drag & drop the yellow box
- 10. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
- Click the Search tab & repeat as above if you want to order data for another site, or Go to Basket to complete your order.
- 12. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required, then click Submit
- 13. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
- 14. Following payment, return to the Latitude Mapping Portal
- 15. Click "My Account" (top right)
- 16. Select "Order History" from the menu displayed
- 17. Select "Click for Order Details" next to your order number
- Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

## System tools / icons

Pan / Zoom in & Out - Zoom out to view order area after entering Height & Width dimensions –



Define Box Dimensions -



Resize Order Area -



Move Order Area -



Delete Order Area -





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