



USER GUIDE

Quick Start Guide to PT-Mapper Pro Version 5 or later

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Map Editing Software for Local Councils

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Tasks Covered

| | |
|---|----|
| A Quick Guide to the Quick Start Guide..... | 2 |
| Terminology | 2 |
| Opening, Naming and Saving a Map..... | 3 |
| ‘Safe Mode’ | 4 |
| Navigating Around a Map | 5 |
| Add and Personalise New Map Layers..... | 6 |
| Creating Items: Adding Symbols and Text | 7 |
| Adding Symbols..... | 7 |
| Adding Text | 8 |
| Moving Symbols and Text | 8 |
| Copying Symbol or Text | 8 |
| Mapping Assets and Applying Identifiers. | 9 |
| Measuring Areas and Distances..... | 10 |
| Drawing a Line..... | 11 |
| Move Council Owned Land to Own Layer..... | 12 |
| Cut Out a Section of a Map..... | 13 |
| Add a Title Box | 15 |
| Print Map to Paper and PDF | 16 |

A Quick Guide to the Quick Start Guide

This Quick Start Guide has been designed to cover the most common tasks council members like to perform. We have tried to keep the task instructions simple yet effective and so each section is structured as a step-by-step guide. If you have any improvements or would like any other tasks included then please do let us know.

Terminology

- Layers = The items listed vertically in the left hand column
- Tool Buttons = The icons/pictures along the top horizontal bar
- Before saving a map always double check layers are in 'safe mode'
- 'Active layer' = the layer with the pencil next to it.

Opening, Naming and Saving a Map

In PT-Mapper Pro opening, naming and saving maps is the same as any other Windows programme

Double-click the PT-Mapper Pro icon on the desktop



Select 'File' (Top left hand corner) 

Select 'Open Map' from the list

Browse to your map data file - This will be personal to you - *(Example; C:\My Files\My Maps)*

Double-click on map file (will end in .mpd, although your computer settings might not show file extensions)



To Save

Select 'File' (Top left hand corner)

Select 'Save As' and give file an appropriate name to make a copy

Select 'Save'

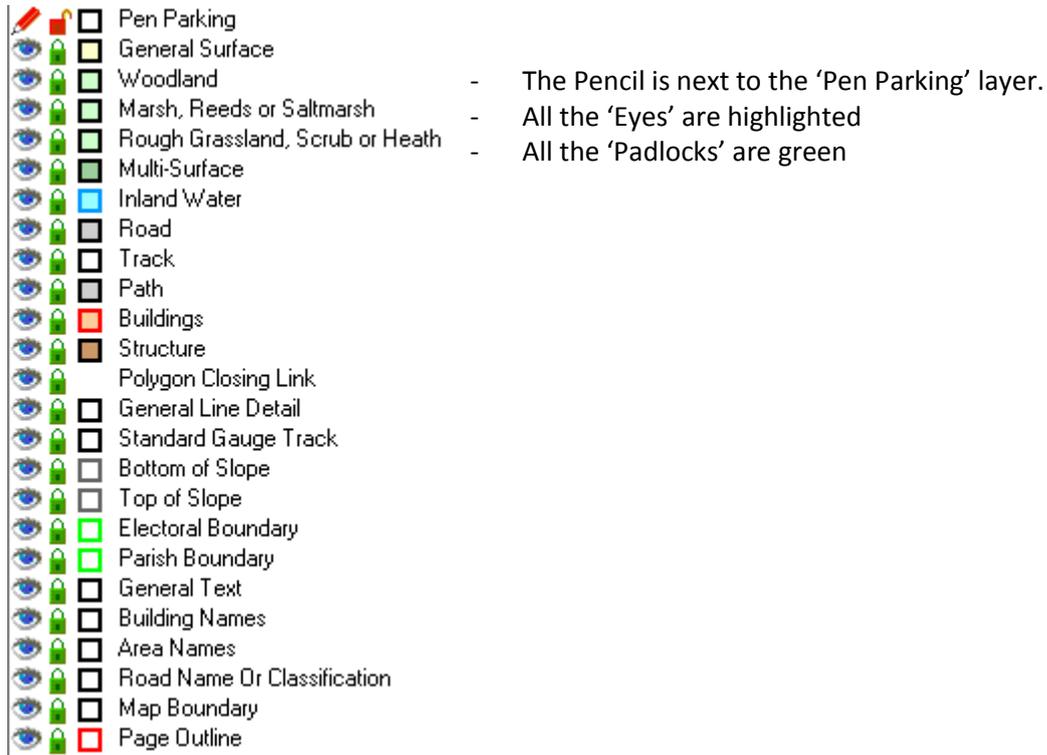
Close down PT-Mapper – Click the cross in the top right hand corner

Note: Never work on the master map, always open it and 'Save As', this way you have a master copy to return to should anything go wrong. The above instructions ensure this will happen.

For example: if you intend to add all your street lights to your council map it would be best to first open the master map and save it as 'street lights map first draft 2015'. This way it is obvious the map is not a finished version. When all your street lights are added correctly you can then transfer this information back to the main council master map.

'Safe Mode'

The map will be in 'safe mode' when the 'Layers' list looks the same as the image below



To return the map to the above settings

Double-click the 'Eye' next to the 'Pen Parking' Layer – This will move the pencil if it is not already there. We call the layer with the pencil on it the 'active layer'. Anything drawn on the map will end be added to the 'active layer'.

Click on the 'Green Padlock' icon – This icon is also in the bottom left hand corner – This controls all the layers except the 'active layer' and the Page Outline layer at the bottom of the list. This is a protected layer so does not need to be 'locked'.



The map is now in 'safe mode'

Navigating Around a Map

- 1) Open your map and ensure the layers are in 'safe mode'

Zooming

Click 'Zoom In' icon



- 1) Single click the area you want to zoom further in to – Continue to click for a closer view

OR

- 2) Drag a box around the area you want to view – Hold down left mouse button and drag mouse diagonally, release when you have a box around the desired area

Double-click the 'Deselect' icon



Deselecting means you have dropped the current tool function so you can move onto the next task

Click 'Zoom Out' icon



Single click the area you want to zoom out of – Continue clicking to zoom further out

To return to view the entire map double-click the deselect tool – this drops the 'Zoom Out' tool

Single click the 'View All' icon



To Pan/Move

To view the surrounding area, zoom in, deselect and then single click the 'Pan' icon



Move mouse pointer to an area on the map and hold down the left button. Now drag the mouse, north, south, east or west and release – continue as required

To return to original view – select 'View All' icon

To Find a Street

Click on the 'Street Finder' icon



The 'Layers' List box on the left will change to information on Street names

Type in street name or select road/street name from the list that has automatically been provided, scroll down list

Note: Always double-click the 'Deselect' tool at the end of any task. This drops the current tool so you can continue to the next task. This tool also deselects selected map object(s)

Add and Personalise New Map Layers

- 1) Open your map and ensure the layers are in 'safe mode'

Note: It is important to add your own layers as the existing layers have been created by Ordnance Survey and should not be modified. If you receive an updated map from Ordnance Survey all their layers will be replaced by the updates.

Adding a Layer

Click on the 'Add Layer' icon



(This is situated in the bottom left hand corner of your screen – the icon furthest to the right in this group of buttons)

A 'New Layer' box (named 'Edit Layer Properties') will automatically pop up and you will notice the pencil in the layers list will automatically have moved to the new layer making it the 'active layer'

Note: The pencil can be moved to any layer. If you draw something on the map it will be created on the layer which has the pencil next to it.

Fill in the details that have popped up in the box

Select 'OK'

Return map to 'safe mode' and click 'Save'



Close down PT-Mapper – Click the cross in the top right hand corner

Editing Layer Settings

If you wish to change the colour (or any of the other settings) to the layer you have just added this can be done

Click once on the layer name and the layer name will turn blue

Right click and then select 'Properties' from the list – Edit to suit

Creating Items: Adding Symbols and Text

- 1) Open your map and ensure the layers are in 'safe mode'

Note: Make sure the map you already have open or have opened has a new layer added – See Page 6 and carry out steps if not.

Check the pencil is next to the layer you have added   

If not double-click the eye next to the layer you have added so the pencil moves to this layer

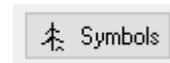
You are now ready to add items to your own layer

Adding Symbols

Zoom to where you want to plot the item (See Page 5)

Click once on the 'Add Text' icon 

Change the font to 'Map Symbols' by clicking the Symbols button below the font size and colour buttons – A box will automatically pop up showing 'map symbols' font



Important: Double check the font name has changed to 'Map Symbols' in the font box, if not; select this font from the drop down options

Click once on the symbol you require, example Dog Bin 

Cross off the symbols box

Zoom to where you want to plot the item (See Page 5)

Click once on 'Add Text to Map' (This is below the font box) – The cursor will change to a pencil

Click on the map on the exact location of where you want to plot the asset

To change the colour and size of the asset use the boxes next to the font name

Double-click the 'Deselect' icon 

Return map to 'safe mode' and click 'Save'



Note: If the symbol is not in the correct location, this can be moved – See Page 8

Adding Text

- 1) Open your map and ensure the layers are in 'safe mode'

Add and personalise a new layer - text should be kept on a separate layer

Click once on the 'Add Text' icon 

Change the font style

Type in text in 'Content' box

Zoom to where you want to plot the item (See Page 5)

Click once on 'Add Text to Map' (This is below the font box) – The cursor will change to a pencil

Click on the map where you want to plot the text

Double-click the 'Deselect' icon 

Note: If the text is not in the correct location, this can be moved – See Below

Moving Symbols and Text

Click once on the symbol or text – this will turn the item red

Click once on the 'Move' icon 

Hover above the highlighted item

Hold down left mouse button and move to different area, release button when in correct location

Double-click the 'Deselect' icon 

Copying Symbol or Text

Click once on the symbol or text – this will turn the item red

Click once on the 'Copy' icon 

Click once on the 'Paste at Mouse Pointer' icon 

Click on the map of where you would like the copied version

Click on the map on the exact location of where you want to plot the symbol or text

Continue using these icons and double-click the 'Deselect' icon when finished

Return map to 'safe mode' and click 'Save' 

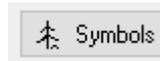
Mapping Assets and Applying Identifiers.

Applying an identifier to an asset is more useful than simply numbering the asset. By applying an 'ID' to an object it then becomes linked to that number. It can then be used to link the map to a spreadsheet using PT-Maplink.

- 1) Open your map and ensure the layers are in 'safe mode'

Add a new map layer on which to add your assets. It is best to keep each asset type on its own layer i.e 'street lights' or 'dog bins'.

Add a symbol to the map to represent your asset (Page 7)



Create a new layer for your Identifier labels. Name it after the type of asset you are labelling i.e. 'street light IDs'. Identifier labels sit on their own layer so you can hide them if you need to tidy the map quickly.

Select an asset on the map you wish to add an ID to. It should go red when selected.

Click on the 'Manage Object Identifiers' button.



Enter your chosen 'ID' number into the Identifier box and hit 'Apply'.



The ID will need to be unique. If it is not PT-Mapper Pro will automatically renumber it for you. Your chosen ID can be up to 12 digits long but the simpler the better.

The 'ID' should now appear on the map above your asset. If it does not appear instantly just refresh the map by clicking the 'Redraw a map' button or by zooming in and out.

You can use the text tab to resize the text if necessary



When finished return the map to 'safe mode' and click 'Save'



Measuring Areas and Distances

- 1) Open your map and ensure the layers are in 'safe mode'

Measuring Areas – Buildings/Land/Gardens

Double-click on the eye next to the 'Buildings' layer – This will automatically change the layer settings, the layer will become active (the padlock will change to an unlocked red padlock and you will be able to draw on this layer, the eye will turn to a pencil)

Zoom in to the desired building (See Page 5)

Double-click the 'Deselect' icon



Click once on a building (orange polygon) – This will then be outlined in red and you will be able to see the area in the bottom tool bar

Change the units if necessary – Select the 'Units' tab along the top (above the 'Add Text' icon) Change to preference



Double-click the eye next to the 'Pen Parking' Layer and single click the red padlock next to the 'Buildings' layer – Your map is now back in 'safe mode'

Measuring Distances

Double-click on the eye next to the 'General Surface' layer – This will automatically change the layer settings, the layer will become active (the padlock will change to an unlocked red padlock and you will be able to draw on this layer, the eye will turn to a pencil)

Zoom in to the desired area (See Page 5)

Double-click the 'Deselect' icon



Click once on the 'Draw polyline' icon



Click once at starting point and move mouse to finish point – Do not click, just move the mouse

You will see the measurements in the tool bar at the bottom

Right click once to drop/cancel line

Double-click the eye next to the 'Pen Parking' Layer and single click the red padlock next to the 'General Surface' Layer – Your map is now back in 'safe mode'. Click 'Save'



Drawing a Line

Add a new layer; name it 'Planning' and editing the settings to suit (See page 6)

Zoom in to the desired area (See page 5)

Double-click the 'Deselect' icon



Click once on the 'Draw polyline' icon



Click once at starting point and move mouse to finish point – Do not click, just move the mouse

You will see the measurements in the tool bar at the bottom

Once you are at the final location double left click once to drop/draw the line

Double-click the eye next to the 'Pen Parking' Layer and single click the red padlock next to the 'Planning' Layer – Your map is now back in 'safe mode'

Click 'Save'



Move Council Owned Land to Own Layer

- 1) Open your map and ensure the layers are in 'safe mode'
- 2) Add and personalise a new layer – Name it 'Council Owned Land' (See Page 6)

Important; Personalise the fill colour so the land stands out against the surrounding areas

Zoom in and find area (See Page 5)

Double-click the 'Deselect' icon 

Click once on the padlock next the OS layer that has the area of interest – Padlock will turn red

Example; Click the padlock next to the 'Buildings' layer if you want to make a building council property

Click once in the centre of the area you want to highlight as council owned land

(The area will change to a white shape outlined in red)

Click once on the 'Copy Object to Current Layer' icon 

(This will copy and move the selected area to the 'active layer')

Double-click the 'Deselect' icon 

The area should now stand out

Return map to 'safe mode' and click 'Save' 

Cut Out a Section of a Map

- 1) Open your map and ensure the layers are in 'safe mode'

Note: Make sure the 'Page Outline' Layer is unlocked - click once on the green padlock and it will turn red i.e. be unlocked.

Cut out a section of a map (not to scale)

You are now ready to start cutting out a map section

Zoom in and Pan to area of interest (See page 5)

Ensure the area of interest is in the centre of your screen

Select the 'Move Page' icon 

(A dotted line and a solid line will now surround the area representing the page margin and the page outline respectively).

You may need to alter the page outline size if it is too big/small

Double check the padlock next to the 'Page Outline' layer is red

Click once on an outer corner of the page outline so it highlights red

Select the 'drag node' icon 

Select a corner and hold down the right mouse button and drag to where you would like the corner to move to – Repeat until all corners cover the area you wish to cut out

Select 'Edit' from the top tool bar, next to 'File'

Select 'Copy Page' from the list

Select 'File' and the 'Save As' from the list

Rename the Map as 'Example Cut Out'

If you need to produce a map (to scale)

Zoom in and Pan to area of interest (See page 5)

Ensure the area of interest is in the centre of your screen

Select the 'Move Page' icon 

(A dotted line and a solid line will now surround the area representing the page margin and the page outline respectively).

Select 'File' and then 'Page Setup' from list

Change the 'Paper Scale' to scale eg '12500'

You may need to move the page, if it is not surrounding the area of interest

Click once in the corner of the 'Page Outline' so it turns red

Click the 'Move' icon 

Click once on a corner of the page outline and drag so it surrounds the area of interest

Select 'Edit' from the top tool bar, next to 'File'

Select 'Copy Page' from the list

Select 'File' and the 'Save As' from the list

Rename the Map as 'Example Cut Out'

Tidy up the map

There may be extra text around the edge of your new map – You will need to delete this

Click once on the padlock next to the layer list the text is on

Click once on the text you wish to delete – it should highlight red

Press the 'delete' key on your key pad

Continue until all the text is deleted and remember to turn the padlocks back to green

Select 'Tools' from the top menu line

Select 'Map Expert' from the list and then the 'All Tests' Button – 'OK' and 'Return'

Select 'Tools' from the top tool bar

Select 'Map Cleaner' – This will automatically clean the map (not visual - but benefits the technology)

Click once on the 'View All' icon 

Return map to 'safe mode' and click 'Save' 

Add a Title Box

Cut out a section of a map and save (See Page 13)

Double check layers are in 'safe mode' (See Page 4)

Click once on the 'Add Title Box' icon 

Select the correct size – most cases it will be 'General Title A4'

Click once in the corner you would like the title box to be in from the box below

Fill in the details to suit

Select the 'Title Box' tab (above the layers list but below the tool icons)

Select 'Save Title Box as Template' this will then save all the details for next time

Note: If you would like your council crest imported into the title box – call us; 023 9249 9689

Print Map to Paper and PDF

Quick Print - Printing for Internal Use (Informal)

Zoom and pan to area of interest

Select the 'Print Current View' icon



Select printer/pdf software and print

Printing for External Use (For Public, Council Meetings etc)

Cut out a section of a map and save (See Page 13)

Double check layers are in 'safe mode' (See Page 4)

Click once on the 'View All' icon



Add in title box (See page 15)

Select 'File' and then 'Print Page' from the list

Select the printer or pdf printer software

Print

If printing a pdf version you will need to name the pdf file and save

