



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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Your Information

Please fill in the fields below to help you in future

PSGA Licence number: _____

This is your organisation's Ordnance Survey Public Sector Geospatial Agreement (previously known as Public Sector Mapping Agreement) licence number that is required to be included in the Title Box on any published maps.

PSGA contact: _____

The member of your organisation who signed up to the PSGA (usually the clerk). They will be responsible for managing your organisation's login details and who OS will want to liaise with (if required).

Project leader: _____

The member of your organisation who will be responsible for managing any mapping projects. You do not need to appoint one but it may help to do so. Liaising with Pear re installs etc.

Location of your map files: _____

These will be in .mpd format. Do not move files around without checking with your project leader as doing so could affect everyone's maps.

The best location to keep them will be somewhere that is backed up and has the same filepath on all user's PCs. You may need to liaise with any IT support to make sure.

OS Mastermap Data is saved here: _____

This is the location your main town Mastermap is saved in. It will be in .mpd file format.

When updated, the new map will need to be saved in this location. The best place to keep this will be in a designated folder with the rest of your Pear maps.

Remote hosting provider: _____

This is the name of your provider if your software is hosted offsite via Citrix e.g. Microshade.

Name and contact details of IT provider: _____

This will enable Pear to liaise directly with your IT provider if the need arises.

Software purchased by your organisation:

- ☐ PT-Mapper Pro
- ☐ PT-MapLink
- ☐ Cemetery Database
- ☐ PocketGIS

Maps purchased by your organisation:

- ☐ Cemetery Map
- ☐ Allotment Maps
- ☐ Asset Map
- ☐ Other _____

Planned Use and Projects:

- ☐ Asset plotting
- ☐ Tree plotting
- ☐ Event planning
- ☐ Other _____

Contact Information

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03453 757595

Introduction 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

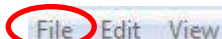
Opening, Naming and Saving a Map

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 (for 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: Whenever you intend to amend or edit a map, always open it and 'Save As' leaving the master map intact. In 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 2020'. 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.

Eyes, Padlocks and Pen Parking

Eyes

The 'Eyes' against each layer have two states and can be changed by a single left click to the middle of the eye:

- Dark blue / on / the layer is visible
- Light blue / off / the layer is invisible

A quick way to turn all the 'Eyes' on or off at once is to single left click the Dark Blue Eye or Light Blue Eye in the bottom left hand corner of your screen and below the Layers list.



Padlocks

The 'Padlocks' against each layer have two states and can be changed by a single left click in the middle of the padlock:

- Green / locked / layer objects cannot be selected
- Red / unlocked / layer objects can be selected

A quick way to lock or unlock all the 'Padlocks' at once is to single left click the Green or Red Padlock in the bottom left hand corner of your screen and below the Layers list.



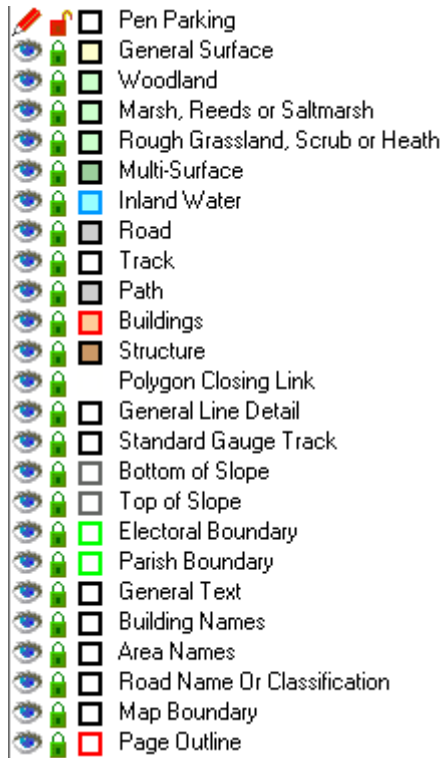
Pen Parking

To edit, draw or write on a layer you need to move the Pen to that layer which will then be known as the 'Active Layer'. To move the Pen, double left click the middle of the Eye on the chosen layer. Return and store the Pen on the Pen Parking layer when not in use.

'Safe Mode'

Safe Mode

The map will be in **Safe Mode** when the Pen and Padlocks on the Layers list look the same as the image below i.e.



- ✓ The Pen is on the 'Pen Parking' layer
- ✓ All the 'Padlocks' are safe and green

Navigating Around a Map

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

Zooming

Click 'Zoom In' icon



Single left click the area you want to zoom further in to, continue to click for a closer view

To end, single left 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 to click to zoom further out

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

Single click the 'View All' icon to return the map to full extent



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 single left 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

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

Drawing Tools

Draw a Rectangle

Select the Draw Rectangle tool



Move the cursor onto the map and it will assume the shape of a pencil

Single left click to set the corner of the rectangle, move the pencil cursor to the next corner and single left click, move the pencil cursor down and single left click to complete the rectangle

Note it is the programme that is drawing the rectangle, you are just instructing where three of the corners are

Single right click to drop the tool

Single right click to deselect the shape



Draw a Polygon

Select the Draw Polygon tool



Move the cursor onto the map and it will assume the shape of a pencil

Single left click to set the first point, move the pencil cursor to the next point and single left click

Repeat until you have set all points and finish with a double left click to complete the shape

Single right click to drop the tool

Single right click to deselect the shape



Draw a Polyline

Select the Draw Polyline tool



Move the cursor onto the map and it will assume the shape of a pencil

Single left click to set the first point, move the pencil cursor to the next point and single left click

Repeat until you have set all points then and finish with a double left click to complete the line

Single right click to drop the tool

Single right click to deselect the line



Note: do not try and draw a shape using the polyline. It will only ever be a series of points and never a shape, hence it will not assume any 'fill' properties.

If you need to move the node at the end of the line after it has been drawn i.e. to shorten or lengthen the line, then use the **Drag Node** tool.

Zoom in to the end of the line

Single left click to select the **Drag Node** icon from the tool bar



Hover your cursor over the end of the line until it assumes a cross-hair at which point single left click and hold whilst dragging the node to the new position

Single right click to drop the tool

Draw a Measured Shape

Use this tool to plot a line of specified length and bearing, draw a circle of specified diameter, area or circumference or draw a rectangle of specified dimensions.

Zoom into the area of the map where you wish to add the shape

Select the **Draw Measured Shape** from the tool bar

Populate the details required as appropriate within the pop up box (n.b. select 60 segments for a perfect circle)

Single left click **Draw Shape**

Single right click to deselect the shape



Selecting Objects and Deleting Objects

To select an object then the layer on which the object is drawn must be unlocked first.

To Select a Symbol, Text or Shape

Unlock the layer on which the object is drawn by a single left click on the padlock to turn it red (see page 6)

Single left click anywhere on the symbol, text or shape so that the outline turns red and the nodes become visible

To Select a Line

Unlock the layer on which the line is drawn by a single left click on the padlock to turn it red (see page 6)

Hover your cursor over the end of the line until it assume a plus shape i.e. **+** and then single left click

The line will turn red and the nodes will become visible

To Select Multiple Layer Objects

To select a number of layer objects in a given area, unlock the layer on which the objects are drawn by a single left click on the padlock to turn it red (see page 6)

Hold down left mouse button and drag mouse diagonally across the map releasing when you have a box around the desired area. You may wish to zoom in to the desired area first.

All items on the unlocked layer will now be selected.

To Delete an Object

Unlock the layer on which the object is drawn by a single left click on the padlock to turn it red (see page 6)

Select the object as above and then either use the delete key on your keyboard or the delete key from the tool bar



To Undo / Redo last actions



Use the backward or forward buttons to undo or redo the last action



Creating Items: Adding Symbols and Text

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 9 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

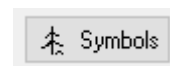
You are now ready to add items to your own layer

Adding Symbols


Zoom to where you want to plot the item (See Page 8)

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 

Close the symbols box by clicking the X in the top right corner

Zoom to where you want to plot the item (See Page 8)

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

Single left click '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 14

Adding Text

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 e.g. post mounted

Zoom to where you want to plot the item (See Page 8)

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

Single left 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 mouse over the selected symbol or text until it assumes a +

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

Single left click the 'Deselect' icon



Rotating Symbols and Text

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

Click once on the 'Rotate' icon



Hold the Shift key down and rotate the object.

Do NOT use the mouse buttons, simply slide the mouse

Single left click the 'Deselect' icon



Copying Symbols and 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 Single left click 'Deselect' icon when finished

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



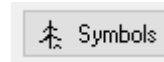
Mapping Assets and Applying Identifiers

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)



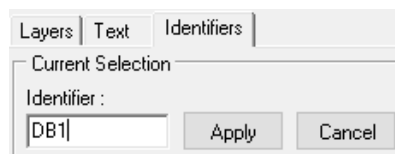
Create a new layer for your Identifier labels. Name it after the type of asset you are labelling i.e. 'street light IDs'. Identifier labels sit on their own layer so you can hide them if you need to tidy the map quickly.

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'.

 A dialog box with tabs "Layers", "Text", and "Identifiers". The "Identifiers" tab is active. It contains a section "Current Selection" with a label "Identifier:" and a text input field containing "DB1". There are "Apply" and "Cancel" buttons at the bottom right.

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.



Return 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 8)

Single left click '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 8)

Single left click '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 9)

Zoom in to the desired area (See page 8)

Single left click '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'



Copy 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 9)

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

Zoom in and find area (See Page 8)

Single left click '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')

Single left click '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 8)

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 you are in safe mode and then unlock the padlock next to the 'Page Outline' layer

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 8)

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

Select the 'Move Page' icon

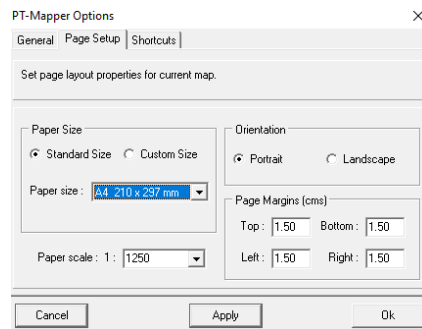


(A dotted line and a solid line will now surround the area representing the page margin and the page outline respectively).

Select **File / Page Setup** and populate from the drop down lists as appropriate e.g.

Paper size - A4, A3 etc.


Paper Scale – 1250



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

Check your map is in safe mode so that you do not inadvertently select other items

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 20)

Double check layers are in 'safe mode' (See Page 7)

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 including your PSGA licence number


To save your details as a template for future use:

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

Add a Legend

- Single left click the **Add a Layer Legend** icon  which will result in a new tab opening
- Select the layers from the list displayed that you wish to appear in the Legend. Suggest you may wish to exclude the map boundary and probably you will not want the OS layers (if OS layers are required, select **Include OS Layers in List** and they will all be displayed for you to select any or all as appropriate). To select multiple layers hold down **Ctrl** and single left click the layers.
- **Legend Heading** – give a title to your Legend which you wish to appear on the map e.g. Key
- **Number of Columns** – decide upon the number of columns you wish to have.
- Single left click **Draw Legend** and the Legend will now be drawn on the map in the bottom left corner.
- Any of the Legend details can be amended followed by a single left click **Draw Legend** again. The Legend can also be deleted altogether by single left click **Remove Legend**. To move the Legend to a different position on the map, single left click on the Legend to select and then use the **Move** tool to drag it to a new position.

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

Print

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

Cut out a section of a map and save (See Page 20)

Double check layers are in 'safe mode' (See Page 7)

Click once on the 'View All' icon



Add in title box (See page 22)

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

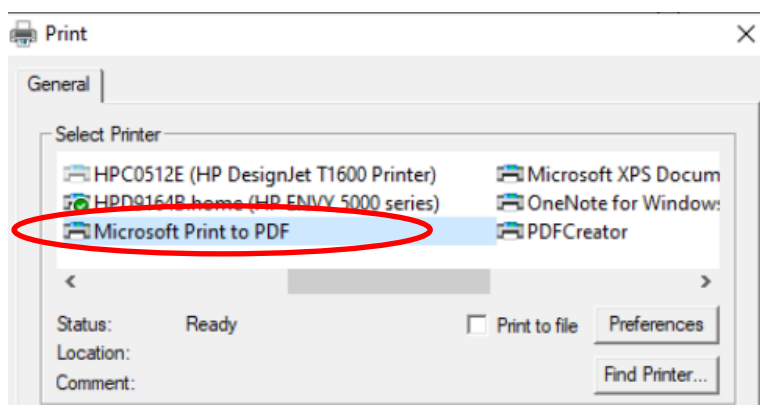
Select the printer

Print

Printing to PDF

Follow the instructions above i.e. Quick Print or Printing for External Use printer select:

Select Microsoft Print to PDF



Name and save the pdf file

Appendix 1 Viewing an area in Google Earth and Copying from Google Earth to PT-Mapper Pro



The free desktop version Google Earth Pro must be installed on your computer for this to work with PT-Mapper Pro.

1. Open your map in PT-Mapper Pro.
2. Check you can see the layers list on the left of the screen. If you cannot see the Ordnance Survey Layers select “Layers” just below “File”.
3. Double check all layers are in ‘safe mode’ (See your Quick Start Guide for more info about this).

Showing an Area in Google Earth

1. Double-click on the eye next to the desired layer (e.g. buildings). The layer will now become the active layer and you will be able to draw on it if wished.
2. Zoom in to the desired area/building (See Quick Start Guide for more).
3. Click in the centre of the building to select it. It will turn white with a red outline.
4. Click once on the Google Earth Pro icon
(This will load Google Earth Pro and show the area you have selected).



Drawing and Copying an Area from Google Earth to PT-Mapper Pro

Repeat the above steps. You should have Google Earth open and your area of interest outlined in yellow.

1. In Google Earth click on the 'Add Polygon' icon – this runs along the top horizontal tool bar.
2. A 'New Polygon' box will pop up. You can alter the style of the layer if wished but be aware these changes will not be carried across into PT-Mapper Pro. It may be worth changing the dropdown menu to 'Outlined' rather than 'Outlined and Filled'.



3. Once happy, move the box to one side (do NOT click 'OK').
4. Your mouse pointer will change to a square.
5. Hover above a point and click the left mouse key once, drag to the next point and left click once, continue until you have a shape – click the right mouse key to undo a point should you go wrong.
6. Once you have an area drawn and are happy – drag the white box back from where you moved it to in step 3 and click 'OK'.
7. In the top half of the left hand column there will be a tab called 'Untitled Polygon'.
8. Right click on it so it is highlighted in blue and then right click and select 'Copy'.
9. Go back to PT-Mapper Pro and create a new layer – This will be the layer the information is pasted on to. See Quick Start Guide for more information on adding layers.
10. Select 'Edit' from the top tool bar – Then from the drop down box select 'Paste KML Data'. The new polygon should appear on your new layer.

Don't forget to save your map if you need to. Click 'Save'.



Appendix 2 How to use Inspire Land Titles in PT-Mapper Pro

Open your Land Titles map in Pt-Mapper Pro and navigate to the Land Title you need.

Make the Inspire Land Title layer selectable by clicking the padlock in the layers list to red.



Click on the Land Title you are interested in.



You will either be able to read the Inspire Land Title number over the Land Title you are interested in or you can read it from the information bar along the bottom of the screen. It will be an 8 digit number. Note it down.

Click this link to go to the 'Find a Property' page on the Land Registry website:

<https://eservices.landregistry.gov.uk/eservices/FindAProperty/view/LrInspireIdInit.do>

Type your Inspire Land Title number into the box and click Search>>

Find a property - Land Registry-INSPIRE ID enquiry (for INSPIRE users)

Required fields are marked by *

If you have a Land Registry-INSPIRE ID from searching the Land Registry polygon dataset through INSPIRE, you can use it to find registered title information here.

* Land Registry-INSPIRE ID: (12345678)

Find a property - purchase documents

Address: Seagraves Farm
Fagnall Lane
Winchmore Hill
Amersham
HP7 0PE

Tenure: Freehold

Price Paid/Value Stated Data:
Please purchase the title register to see the price paid/value stated for this property.

Buy	Type	Cost
<input type="checkbox"/>	Title register <small>(example .pdf)</small>	£3.00
<input type="checkbox"/>	Title plan <small>(example .pdf)</small>	£3.00
<input type="checkbox"/>	Flood Risk Indicator result <small>(example .pdf)</small>	£9.00 (excl. VAT)
Total:		£6.00

Search >> **New enquiry** **Purchase**

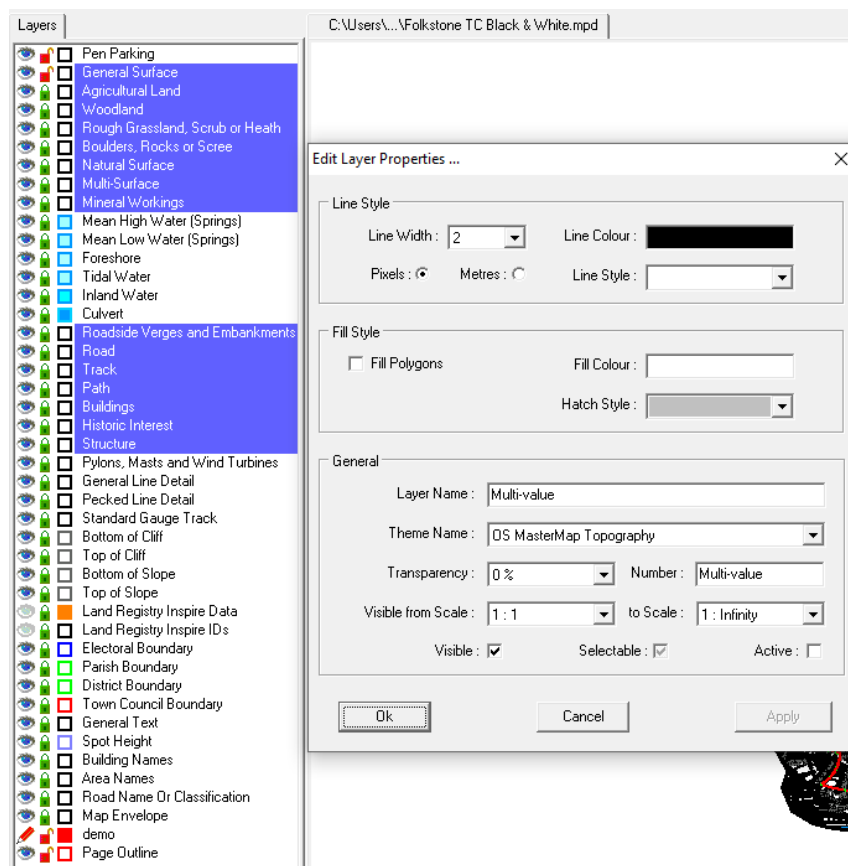
You are then given the address and opportunity to purchase relevant documents.

Appendix 3 How to prepare a black and white map

When you wish to print to PDF you may wish to clear a lot of fill colour to highlight your own map facilities more clearly.

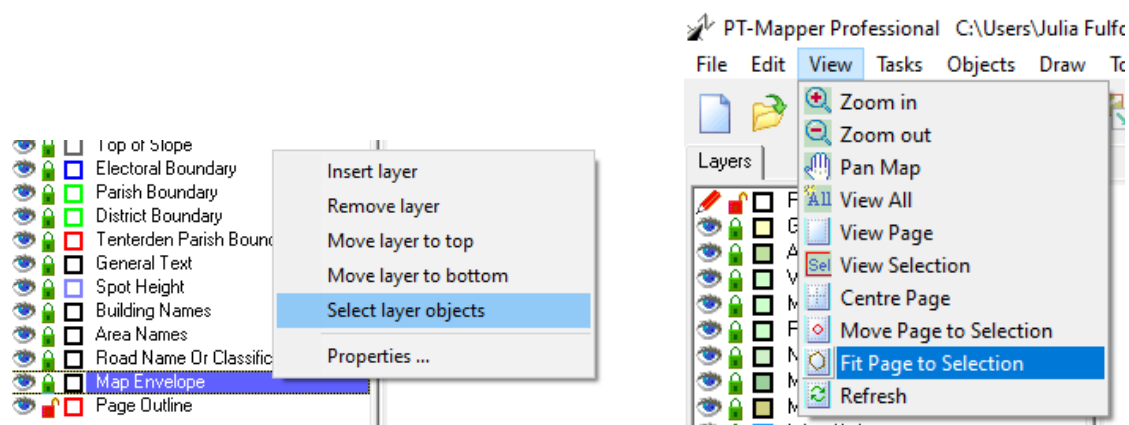
You will need to decide which layers to amend, but generally selecting polygon layers at the top of the list whilst perhaps omitting the water layers so that they remain blue would be sufficient.

1. Select the layers at the top – to do this hold down *Ctrl* Key and click all the layers between the General Surface layer and the Structure Layer, omitting the water layers so that the layers are highlighted blue
2. Right click and select 'Properties'
3. Select 'Pixels' and change the line width to 2
4. Change the *Line Colour* to black
5. Untick the *Fill Polygons* box
6. Click *Apply* and *Ok*
7. Save map in the usual way by *File / Save As*



Appendix 4 How to print results showing the Parish Boundary

1. Open your base map
2. Left click '*Map Envelope*' layer so that it is highlighted blue
3. Right click and select '*Select layer objects*' which displays selected item on map
4. Go to *View* on the toolbar and select '*Fit Page to Selection*'
5. Your computer will decide the best orientation and scale to fit the map to the chosen page size. Note if you want to change the paper size go to *File / Page Setup* first and amend accordingly.

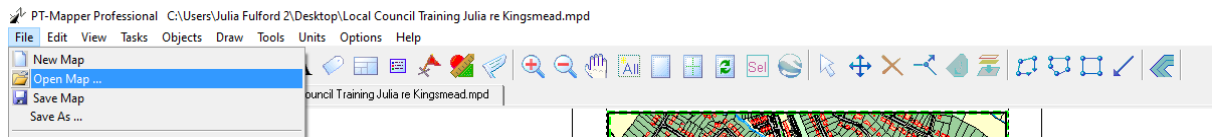


Appendix 5 How to Copy Layer Objects from one map to another map

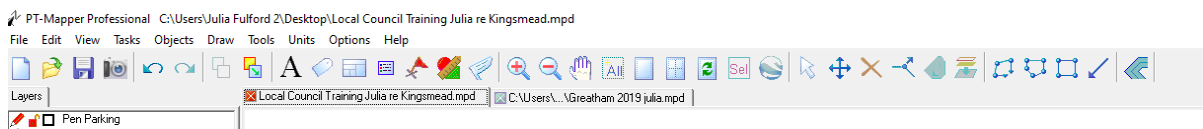
Step 1

1 a) Open your first map (Map 1)

1 b) Select File / Open Map and browse to find and open your second map (Map 2)



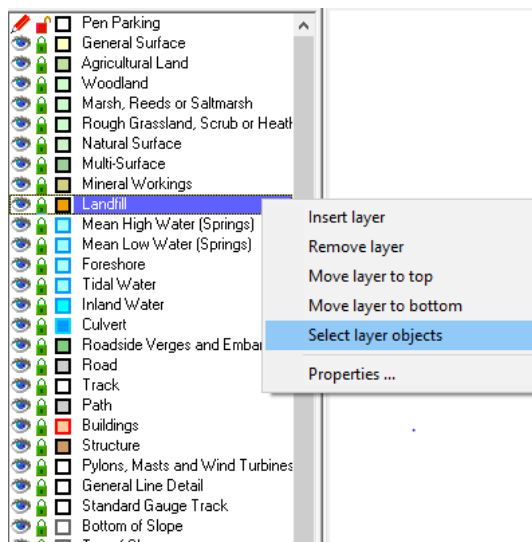
1 c) You should now have both maps open as shown



Step 2

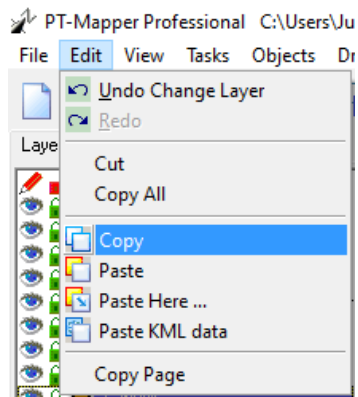
2 a) Left click the layer from Map 1 that you want to copy so that it is highlighted blue as below (in this example Landfill)

2 b) Right click and select 'Select layer objects'



Step 3

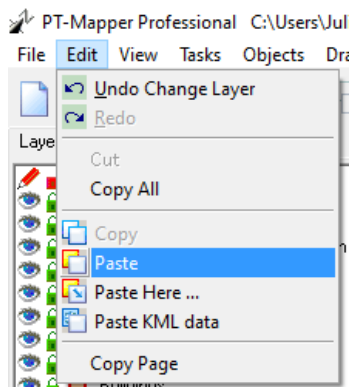
3 a) From the toolbar at the top select **Edit / Copy**



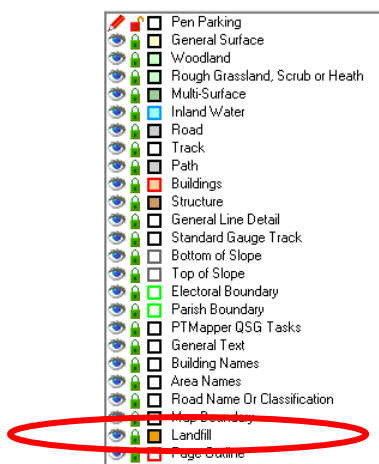
Step 4

4 a) Go to Map 2

4 b) From the toolbar at the top select **Edit / Paste**



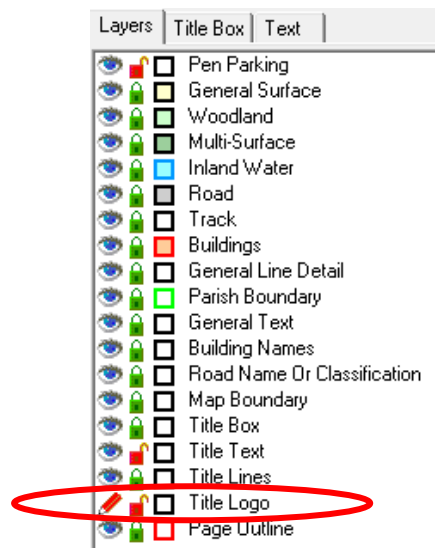
4 c) You should now see the copied layer appear in Map 2 (in this example Landfill)



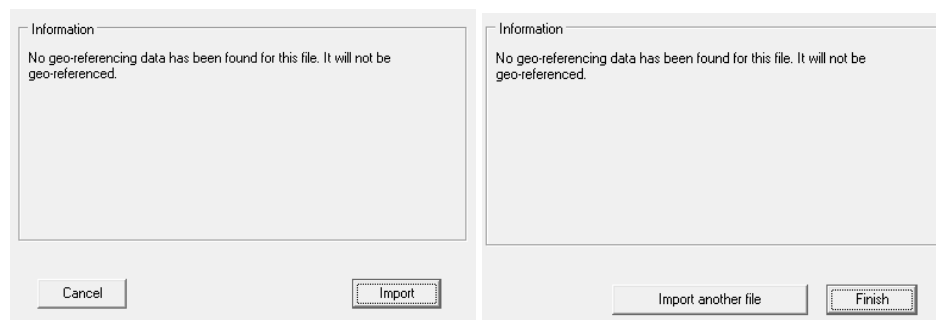
Appendix 6 How to insert a crest or logo into your title box

You can insert a crest or logo into your title box but they must be in BMP or TIF format. If your crest is only available as a jpg file, open it in Microsoft Paint and re-save it as a high resolution BMP or TIF file.

1. Add a title box in the usual way
2. Go to the layers list and move the pencil to the **Title Logo layer** (double left click the eye)



3. Import your crest by selecting **File / Import / Import Raster**. Your File Explorer will appear and you will be able to navigate to your crest and then select your crest.
4. If the following messages then appear, click Import and Finish



5. Your crest will now appear on your map however it is likely to be far too large and so you will need to resize and move to your preferred location on the Title Box. Single left click on the crest and use the:



Drag Node tool to pull in the corners and resize

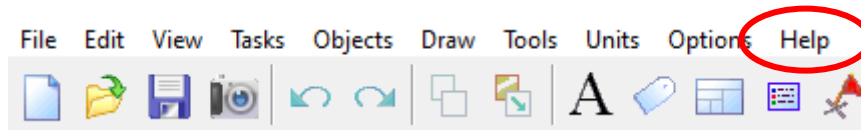


Move Object tool to move the crest to the new position

Appendix 7 Frequently Asked Questions

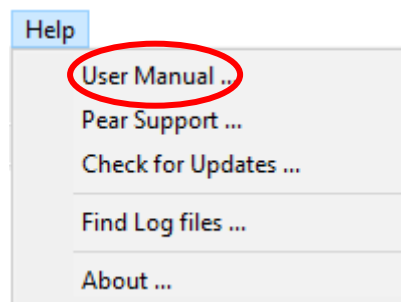
Where can I find further help?

Click on **Help** from the main tool bar

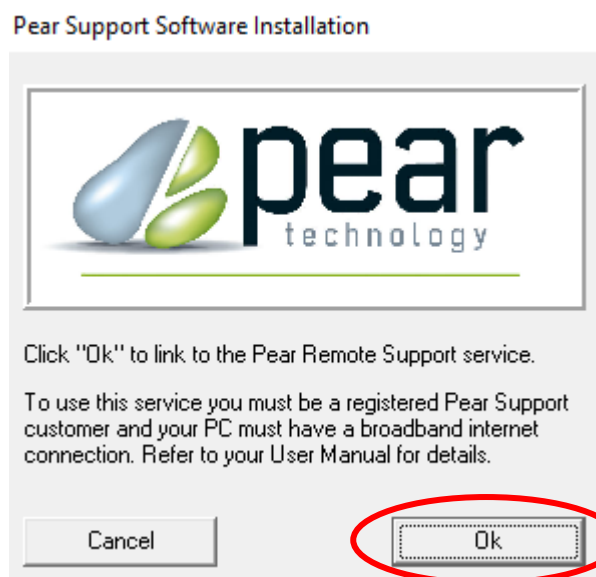


Select **User Manual** to access:

- PT-Mapper Quick Start Guide
- PT-Mapper Full Guide
- MapLink Full Guide



Select **Pear Support** when Pear Technical Support staff have asked to connect remotely to your computer. Click Ok and follow the instructions given by the member of Pear staff.



What is Safe Mode?

Safe Mode is where all Padlocks are set to green so that the layers are locked (with the exception of Pen Parking layer) and the Pen is against the Pen Parking layer.

It is good housekeeping to return your map to Safe Mode before you start a new task.

Why should I create new layers?

This is important for three main reasons:

1. To keep your personal council information separate to Ordnance Survey base information. The OS layers will be updated and so replaced when it becomes out of date leaving alone your own personalised layers.
2. To make sure you work on top of all the other map information / date and your information is not hidden by other layers.
3. To keep the map data in an organised fashion.

Reminder: the layers at the 'top' of the layers list are at the bottom of the map layer structure – you build on these.

Note: you can create as many new layers as you wish.

Why does a feature that I have mapped disappear when I deselect?

Check the layer you added the feature to. Was your pencil on the 'Pen Parking' layer? If so, the information will now be on this layer and will be hidden by the layers above it. Move the pencil to your intended layer and re-try.

Why has my screen gone white and my map lost?

Click once on the ALL



icon to return to view the map.

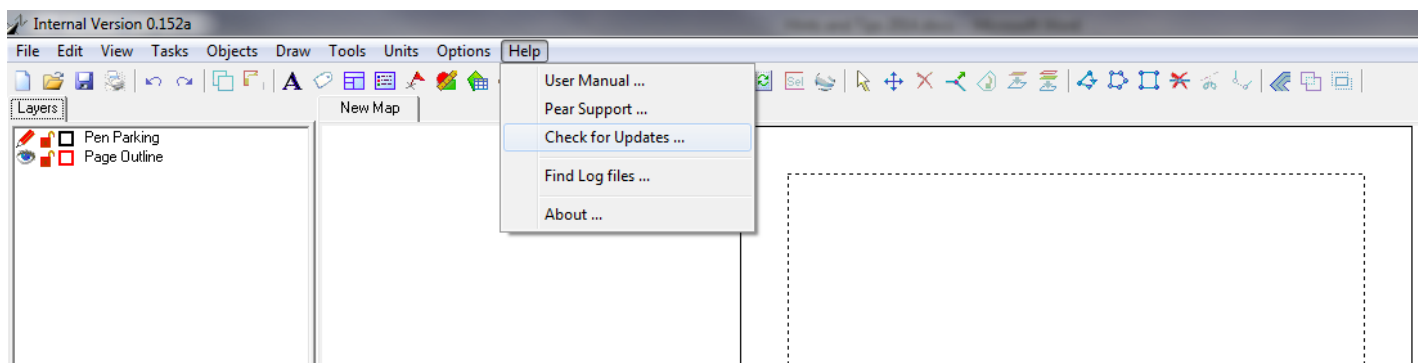
How can I select multiple items on a single layer quickly?

Unlock the layer padlock, hold down the left mouse button and drag the mouse diagonally across the map releasing when you have a box around the desired area. All items on the unlocked layer will now be selected.

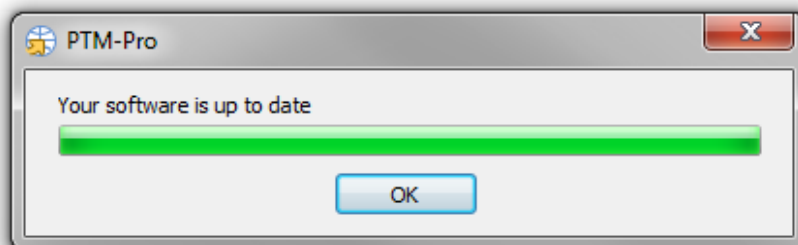
How do I get software updates?

Regular software updates are entitled to those who have purchased our Technical Support service. Remember to check for update regularly by following the instructions below.

- Open the PT program (PT-Mapper Pro or MapLink)
- Click **Help** in the top menu bar
- Click **Check for Updates**



- If you are not currently on the latest version you will be given an option to upgrade to it. Follow the on-screen instructions. (It only takes a few moments)
- Or if you already are on the latest version you will be presented with the message below



If you wish to sign up for Technical Support, or need advice, please give us a ring or drop us an email.
Phone: 023 9249 9689 E-Mail: info@peartechology.co.uk

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Havant, Hampshire, PO9 1HS