









## Order OS MasterMap Vector – specify height / width dimensions

Steps to follow	System tools / icons / Tips
<ol style="list-style-type: none"> <li>1. Enter username &amp; password at homepage</li> <li>2. Enter postcode in Choose an Area field &amp; click search</li> <li>3. Choose your site centre from address list below the map window</li> <li>4. For CAD Data - Select Map &amp; Height Data for CAD/Vectorworks (top right) &amp; OS MasterMap vector (with or without Preview) from the product choice displayed &amp; accept the view charge if required; or</li> <li>5. For GIS Data – Select Map &amp; Height Data for GIS &amp; OS MasterMap vector (with or without Preview) for GIS output formats.</li> <li>6. Choose 'User Defined Area' below the map window</li> <li>7. Click the 'Define Box Dimensions' icon</li> <li>8. Enter the required dimensions (metres) in the Height &amp; Width fields. To resize your area click the 'Resize Order Area' button &amp; drag &amp; drop the yellow circle that appears or delete the existing area &amp; repeat as above</li> <li>9. If required, adjust the position of the yellow box by clicking the Move the Order Area button &amp; drag &amp; drop the yellow box</li> <li>10. When the yellow box is positioned as required check "Select to Order" to obtain a price &amp; Add to Basket</li> <li>11. Click the Search tab &amp; repeat as above if you want to order data for another site, or Go to Basket to complete your order.</li> <li>12. In the Basket choose either DWG/DXF Formatted Layers or Unformatted Layers from the Data format dropdown (or ESRI /MapInfo for GIS) &amp; give your order a reference in the field provided if required.</li> <li>13. If required, tick the Utility Map checkbox to submit a beforeUdig Utilities Plan request for your map order area and / or click "Submit"</li> <li>14. Accept terms &amp; conditions (for each map) &amp; click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account</li> <li>15. Following payment, return to Stanfords Portal</li> <li>16. Click "My Account" (top right)</li> <li>17. Select "Order History" from the menu displayed</li> <li>18. Select "Click for Order Details" next to your order number</li> <li>19. Click the orange download button &amp; save your map file to your PC. Double click the zip file &amp; open the DXF/DWG or GIS file.</li> </ol>	<p>Pan / Zoom in &amp; Out - Zoom out to view order area after entering Height &amp; Width dimensions –</p>  <p>Define Box Dimensions –</p>  <p>Resize Order Area –</p>  <p>Move Order Area –</p>  <p>Delete Order Area –</p>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Add a Utility Plan request to your map order for just £15 + vat. Simply tick the box at the Basket stage. See beforeUdig quick guide or full user guide for details.</p> </div> <p><b>Stanfords offer two versions of OS MasterMap data for CAD (DXF/DWG):</b></p> <p>Formatted Layers – to order OS data with standardised Layer Codes based on the OS MasterMap layer conventions e.g. OSGB10169 etc, choose either 'DXF or DWG formatted layers (New)' from the data format dropdown at the basket stage (as shown below).</p> <p>Unformatted Layers – to order OS Data in the same file format available since 2008 from Stanfords (with layer codes assigned from IT00000001 onwards to layers present in the data) choose dwg or dxf - unformatted layers from the data format dropdown at the basket stage.</p>

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