

The logo features the text "STANFORDS" in a large, white, sans-serif font, with a stylized orange and red sunburst graphic integrated into the letter "O". Below "STANFORDS" is the text "FOR BUSINESS" in a smaller, white, sans-serif font. The entire logo is set against a grey rectangular background with a subtle grid pattern.

STANFORDS
FOR BUSINESS

Stanfords Portal

User Guide

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STANFORDS
FOR BUSINESS

Guide Contents

Stanfords For Business is one of the country's leading suppliers of large scale mapping & data products for planning & business use. We are an Ordnance Survey Partner and Airbus Defence and Space, Geo-Intelligence reseller.

This guide provides useful information regarding our products & details how to order:

Mapping suitable for Planning Applications / Land Registry searches (PDF/DOC/TIFF formats).

All Data products - DXF/DWG OS CAD Data, GIS Data, Height Data, Aerial Photo Data, Mid-Small scale vector & raster data products.

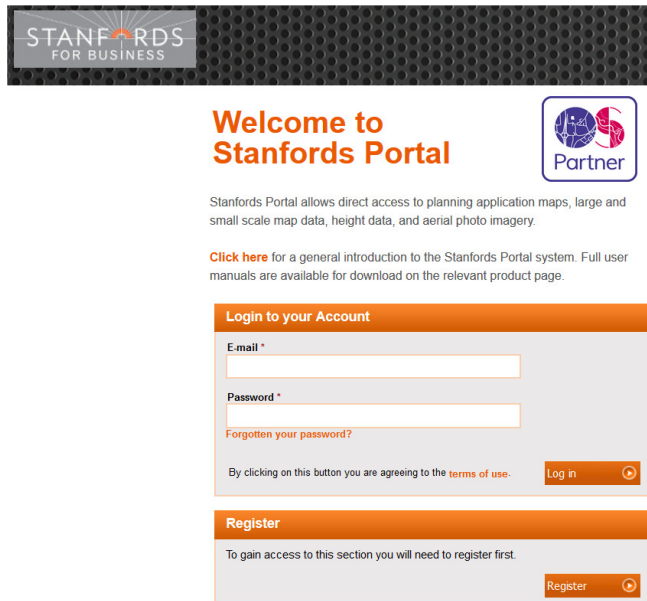
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Registration & Order Process Overview

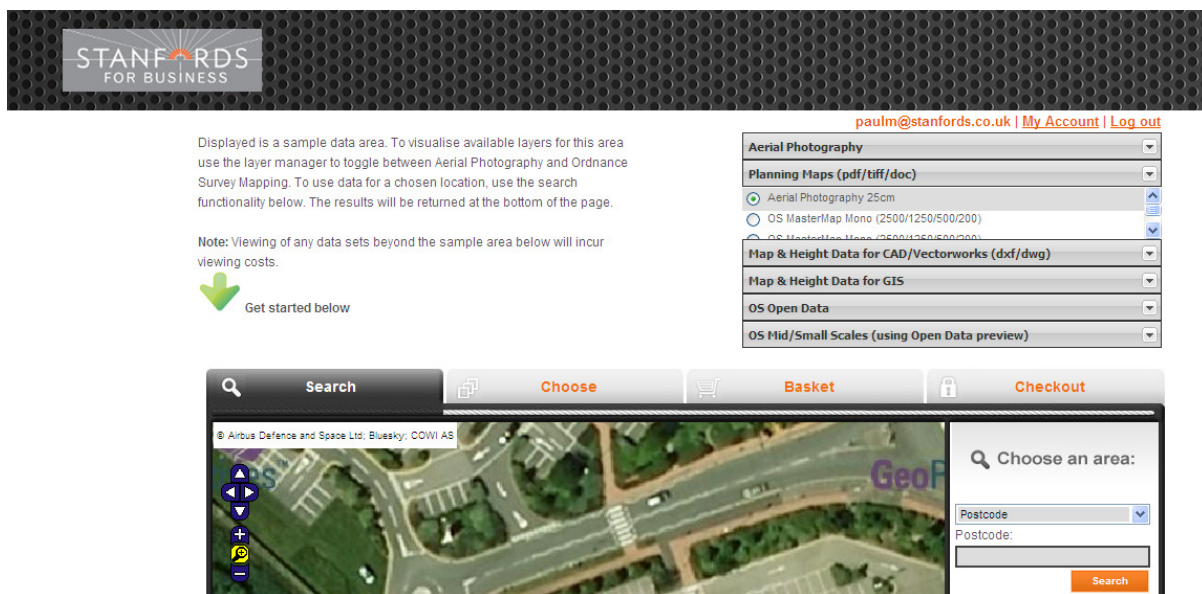
Stanfords Portal offers a simple, cost-effective online system to download basic planning application maps, dxf/dwg CAD & GIS compatible map data, 1m/2m and 5m height vector data, aerial photography data, Ordnance Survey mid and small scale map data.

Our Stanfords Portal system allows customers to view the mapping onscreen ahead of purchase.

Click the Register button at Stanfords Portal homepage & complete the form details – <http://www.geostore.com/stanfordsportal/>



Following registration, log in to Stanfords Portal & progress through the tabs as shown below to locate your area, order and download your required map / data product.



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- **Search** - locate your area of interest using Postcode, House/Property, Address Free Text, Grid Coordinates / Grid Sheet or Shape file upload (if using postcode, addresses will display below the map window – choose the required address for your map/data site centre).
- **Choose** - Select your product type to the right of the map window & define your order area from the options shown below the map window (sheet sizes for Planning Application Maps). Obtain a price by clicking 'Select to Order' adjacent to the sheet size/data area selection below the mapping.
- **Basket** – Select your order format for download.
Add a reference/job number in the User Reference field if required.
Click Submit.
- **Checkout** - Summary of your order. Tick the box 'Check to Accept Terms and Conditions' for each map order. Click Pay using WorldPay to pay by card online or Pay by Invoice if you have a credit account with Stanfords (Invoice payment / credit accounts require manual processing – please contact our Service Centre Team to discuss a credit account).

Following payment via WorldPay or Payment by invoice, return to Stanfords Portal, click My Account (top right), then Order History from the menu displayed.

All orders placed on your Stanfords Portal account are shown here (most recent at the top). Orders are available to download for 20 days following purchase so please download to your own PC/Network.

Ordnance Survey View Charges

Every time a customer of Stanfords views OS large scale mapping online e.g. OS MasterMap Mono / Colour or OS MasterMap Vector (All CAD Systems), a set royalty fee is due to Ordnance Survey.

Accepting the £0.75 + vat view charge displays 36 hectares of mapping around your site centre (by zooming out & accepting a further £0.75 + vat view charge an additional 36 hectares is displayed).

If you do not have an address for your area of interest, choose one of the free to view products e.g. OS Streetview 1:10k (in the OS Open Data product category).

As you move your mouse over the mapping, the OS grid coordinates for the area you hover over are displayed at the bottom of the map window –

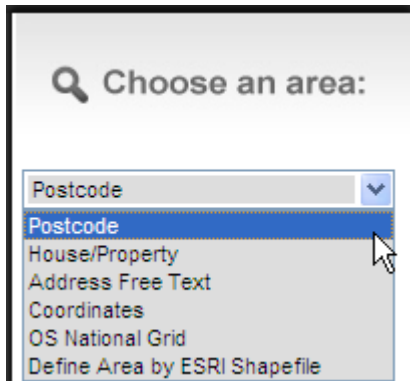


Find your required site centre by panning/moving your mouse cursor and then take a note of the coordinates displayed – you can then search by coordinate (as detailed below) for your site centre and choose the OS large scale product required.

Locate Your Area of Interest

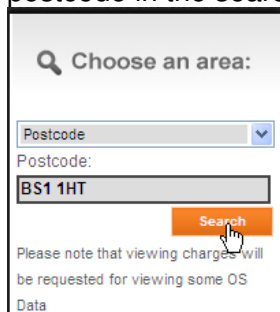
There are 6 options for locating an area in Stanfords Portal.

The Search tab is the first screen shown following log on & the 'Choose an area' dropdown shows these options for locating your area -

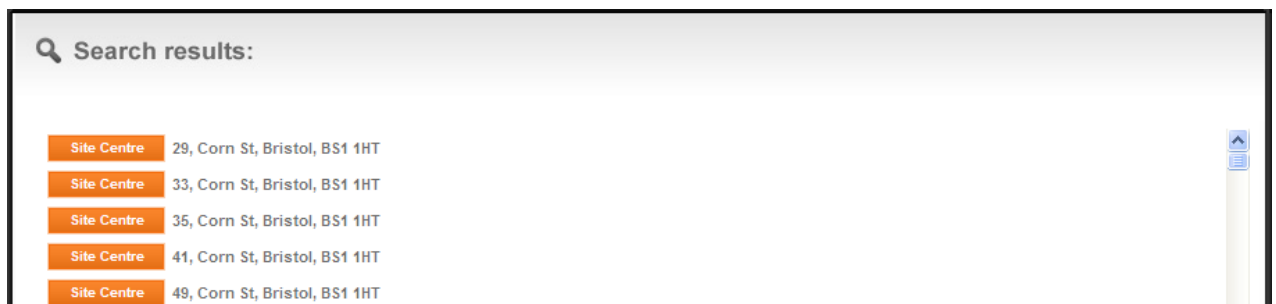


1. Postcode Search

If you know the postcode of a property that you want to centre your map enter the postcode in the search field provided & click the Search button –



A list of all properties within the postcode area entered is then displayed below the map window. Scroll through the addresses & click the Site Centre button adjacent to your required property address –



After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.

2. House/Property Search

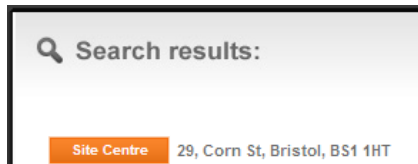
If you want to centre your map on a property but do not know the postcode then use the House/Property Search option.

Enter the property number, street & town in the fields provided –



The screenshot shows a search form titled "Choose an area:". It includes a dropdown menu set to "House/Property", and input fields for "House No:" (containing "29"), "Street:" (containing "Corn Street"), "Town:" (containing "Bristol"), and "Postcode:". A "Search" button is located at the bottom right of the form.

When the search completes, the specified address is shown below the map window, click the Site Centre button –

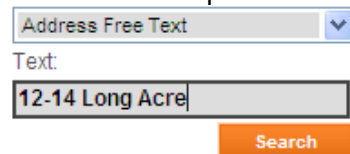


The screenshot shows the "Search results:" section. Below the title, there is an orange "Site Centre" button followed by the address "29, Corn St, Bristol, BS1 1HT".

After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.

3. Address Free Text

In this search field, you can enter any information you have regarding your area of interest, the more information entered, the more likely it is to get a full address match shown at the top of the search results –



The screenshot shows a search form titled "Address Free Text". It includes a dropdown menu set to "Address Free Text", a "Text:" label, and an input field containing "12-14 Long Acre". A "Search" button is located at the bottom right of the form.



The screenshot shows the "Search results:" section. Below the title, there are four orange "Site Centre" buttons, each followed by a different address: "12-14, Long Acre, London, WC2E 9LP", "12, Long Acre, Barnsley, S71 3FB", "12, Long Acre, Basildon, SS14 2LW", and "12, Long Acre, Codsall, Wolverhampton, WV8 2EG".

4. Coordinates Search

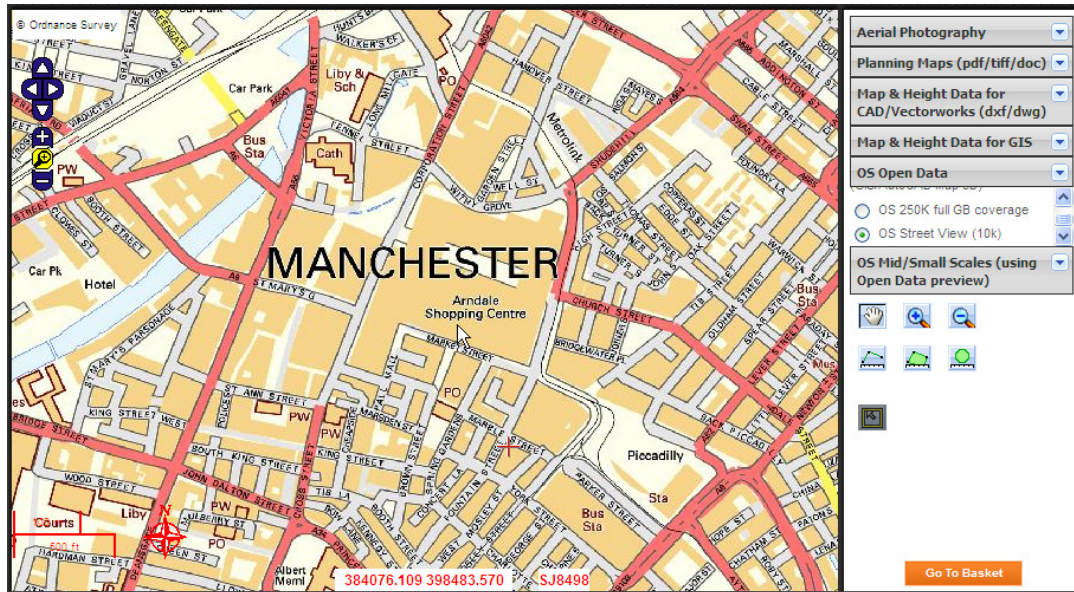
If you know the OS National Grid coordinates for your site choose Coordinates from the dropdown.

Enter your 6 digit Easting in the X field provided.

Enter your 6 digit Northing in the Y field provided & click search –

If you do not have an address for your area of interest, search using postcode/address free text and then choose one of the free to view products e.g. OS Streetview 1:10k (in the OS Open Data product category).

As you move your mouse over the mapping, the OS grid coordinates for the area you hover over are displayed at the bottom of the map window –



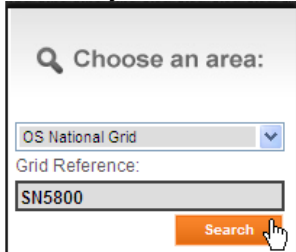
Find your required site centre by panning/moving your mouse cursor and then take a note of the coordinates displayed – you can then search by coordinate (as detailed below) for your site centre and choose the OS large scale product required.

A screenshot of the 'Choose an area:' search form. It features a search icon and the text 'Choose an area:'. Below this is a dropdown menu with 'Coordinates' selected. There are two input fields: 'X:' with the value '384076' and 'Y:' with the value '398483'. A 'Search' button is located at the bottom right of the form, with a mouse cursor pointing to it.

After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.

5. OS National Grid Search

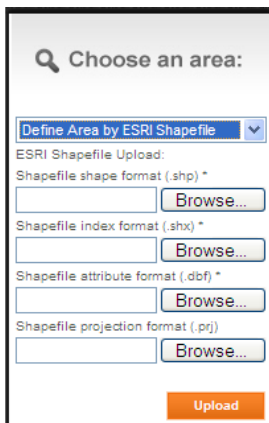
If you have an OS grid sheet reference, select OS National Grid on the search dropdown & enter your sheet reference in the Grid Reference field provided –



After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.

6. Define Area by ESRI Shapefile (For Data Products only, not applicable for Planning Map orders).

To upload a Shapefile to define your area choose Define Area by ESRI Shapefile from the dropdown –



Upload the .shp .shx .dbf & .prj files in the four fields displayed & click Upload. Click OK on the pop up message “ESRI Shapefile successfully uploaded”.

After clicking Site Centre proceed with your order by choosing your required product category & specific product, select user defined below the map window & tick select to order to obtain a price.

External Links / Further Assistance

Ordnance Survey - <http://leisure.ordnancesurvey.co.uk/> Use the search field on this page to obtain National Grid Coordinates for a place / street.

Streetmap - <http://www.streetmap.co.uk/> Search by place / street to obtain National Grid Coordinates (displayed below the mapping shown, “Location is at (displays coordinates)”.

Royal Mail – www.royalmail.com Use the Postcode Finder option from the homepage to obtain postcode details for a site.

If you cannot locate your required site using the information above please contact our service centre, Monday to Friday 9am to 6pm for assistance.

Stanfords Planning Maps (PDF/TIFF)

Planning Maps Information

Planning Application Maps have been known as numerous names including Site plans, Location plans, Block plans, Site maps, Super plans.

Stanfords Portal customers can order mapping and aerial photography suitable for Planning Applications / Land Registry enquiries at a choice of scale and sheet sizes.

The most commonly requested planning maps are:

- A4 1:1250 4 Hectare (200m x 200m) for urban areas.
- A4 1:2500 16 Hectare (400m x 400m) for rural areas.

Some planning authorities also request a larger scale 'block plan' to accompany above e.g. A4 1:500.

To choose your required scale / sheet size, select one of the options shown below the map window after locating your area, your choice of map will be previewed on screen within a yellow square i.e. the area contained within the square will be the area of mapping contained in your planning map.



A4 1:500 Map Coverage

A4 1:1250 Map Coverage

A4 1:2500 Map Coverage

Annotating Your Map

Customers can annotate their planning maps ahead of purchase with red / blue lines to denote site boundaries / ownership. Full instructions re annotating are shown below; **please ensure annotations are added to your map ahead of clicking Select to Order to obtain a price.**

Printing Your Map

All our planning maps will print to scale (when printed to the correct sheet size).

When printing, ensure no scaling/shrink options are selected in your print settings i.e. if you print with 'No Scaling' / 'No fit to Page' then the map will print at the required scale.

Ordnance Survey View Charges

Whenever large scale OS mapping is viewed on screen, a royalty payment is due to Ordnance Survey. As many of our customers use OS viewing to identify sites / take on-screen measurements we keep the view charges separate from our product pricing for transparency.

A standard planning map for a property address should only incur one view charge; larger sites than standard / areas required without an address may require more than one view to find your required site. Aerial photography is free to view, see the Locate Your Area section of this guide for details of how to locate a site without address details (& minimise your view charges).

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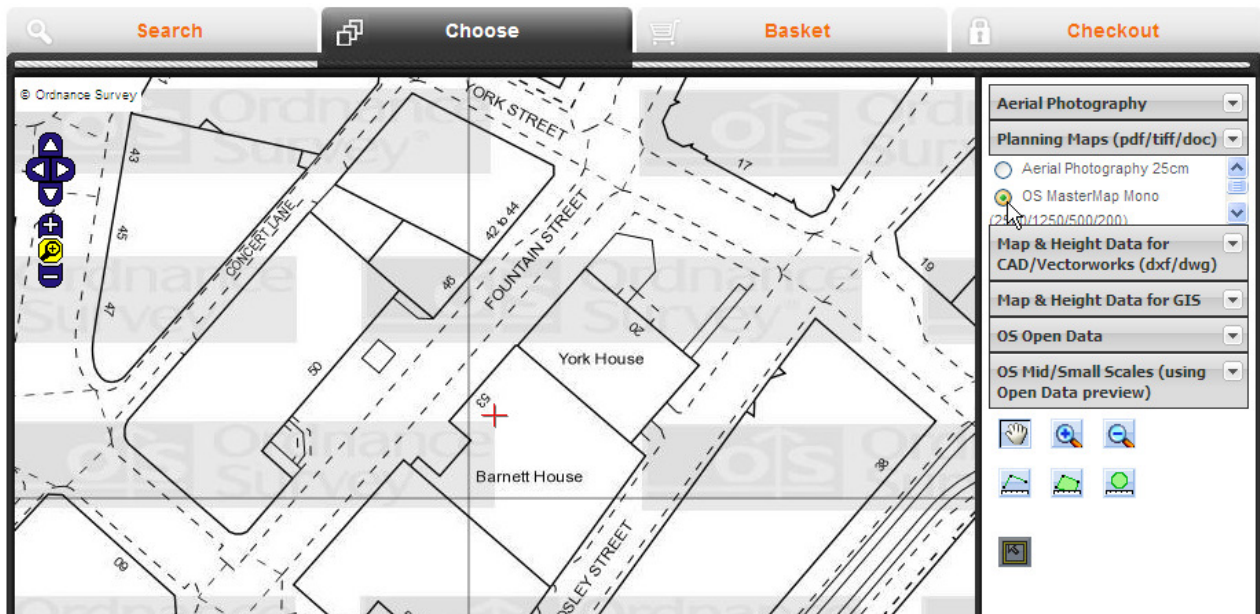
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How to Order

After locating your area of interest you need to select a Product Category & a product from within the category chosen.

For A4 to A1 maps for planning in pdf, doc or tiff format select the Product Category “Planning Application Maps pdf/tiff/doc” & choose one of the products shown e.g. “OS MasterMap Mono”.

Viewing large scale Ordnance Survey mapping incurs a view charge; accept the view charge & the mapping will change to your chosen product.



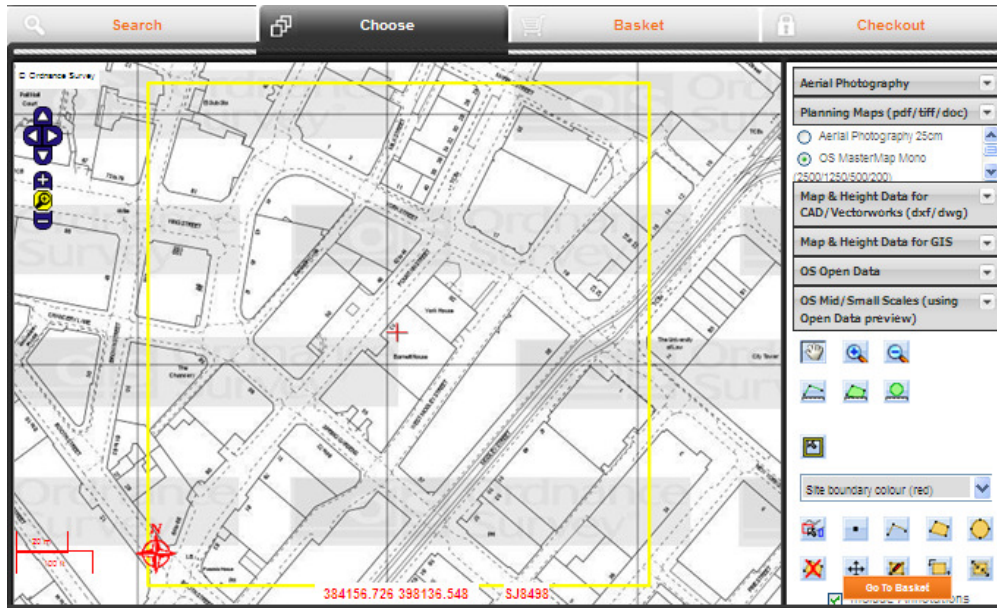
You now need to define the scale & paper size of the map you want to order. Below the map window are 4 A4 scale/size options to choose from. If the product you require is not displayed click the Other Sheet Sizes arrow below the Standard Planning Downloads to display further scale/size options. To view the area covered by a particular product check the View button next to the scale/size option you require –

Standard Planning Downloads			
View		Price (excl VAT)	Select to Order
<input type="radio"/>	0.9 Hectare(s) A4 1:500 scale	Not Priced	<input type="checkbox"/> Add to Basket
<input type="radio"/>	1.0 Hectare(s) A4 1:1250 scale	Not Priced	<input type="checkbox"/> Add to Basket
<input checked="" type="radio"/>	4.0 Hectare(s) A4 1:1250 scale	Not Priced	<input type="checkbox"/> Add to Basket
<input type="radio"/>	16.0 Hectare(s) A4 1:2500 scale	Not Priced	<input type="checkbox"/> Add to Basket

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A yellow square is now displayed on the mapping; this is the area that will be shown on your Planning Map.



As the planning maps cover a pre-defined area (to print correctly to scale on the paper size) you cannot change the dimensions of the yellow square (unless you select an alternate size/scale option). You can move the yellow square from the default site centre to cover a specific area.

Click the Move Order Area icon -



Using the left mouse button, you can now drag & drop the yellow square shown on the map window to cover the exact area you require (you may need to zoom out in the map window to move the yellow square outside of the area shown).

Annotate Your Planning Map

Please ensure annotations are added to your map ahead of clicking Select to Order to obtain a price.

When the yellow square is positioned correctly you can now annotate your map (if required). The annotations required vary by planning authority – some will request property and land boundaries highlighted in red & some will request property boundary in red & land boundary in blue.

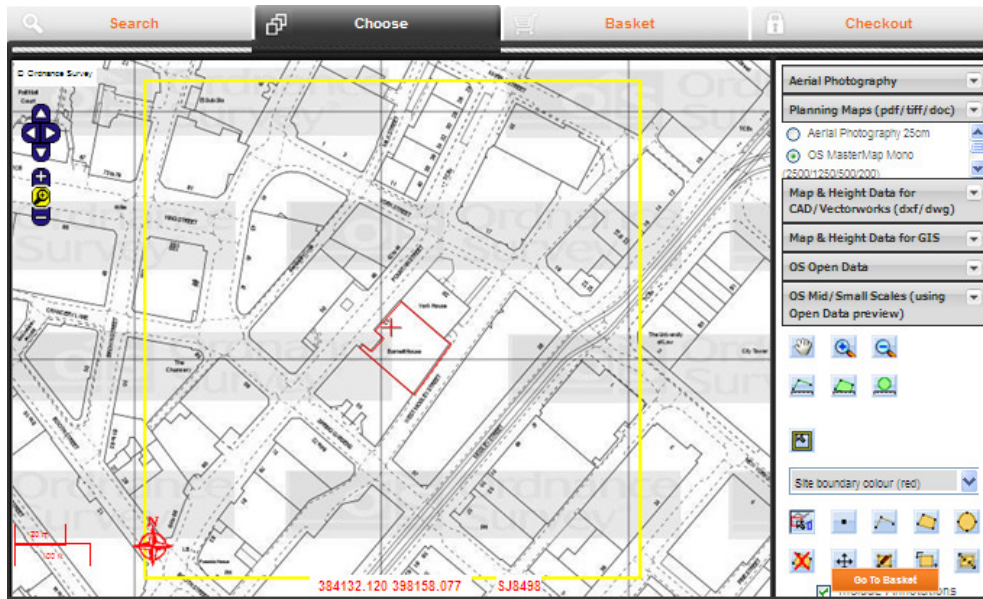
The simplest way to annotate your map is with the Draw boundary annotation automatically Tool. Select the annotation colour as shown in the Site boundary Colour field above & click the tool icon as shown –



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You can now click on any of the shapes (polygons) within the mapping to annotate as required. The example below shows the property boundary highlighted in red.



Alternatively, you can draw an annotation freehand by clicking the freehand draw tool –



Create your annotation with a series of single left mouse clicks on the mapping, to complete the annotation double click the mouse button.

To delete any annotations added to the mapping click the Delete selected Annotations icon –



Then click on the annotations added to the map & they will be removed. If the annotation you are deleting is in red, the boundary colour in the dropdown must be set to red. Likewise to delete a blue annotation the boundary colour in the dropdown must be set to blue.

When you've positioned the yellow square and added any annotations as required you can now purchase your Planning Map.

Obtain a Price

Put a check in the Select to Order column adjacent to your map choice below the map window – this will generate a price.

Click the orange Add to Basket button to add the product to your basket.

If you need to order another scale/size product for the same site, repeat the steps above selecting the alternate product required.

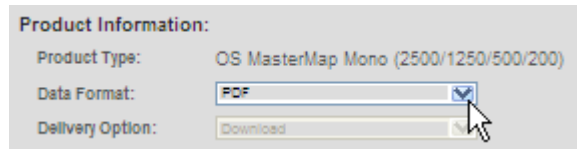
Many planning authorities request Planning Maps at A4 1:1250 (4 hectares) & either an A4 1:500 or 1:200 scale map (A4 1:200 is available in Other Sheet Sizes).

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If you need to order a map for an alternate site, click the Search tab & repeat the process for locating your area of interest & selecting your Planning Map.

When you have added all your required maps to the basket, click the Go to Basket orange button. In the basket, click the data format dropdown arrow to choose the product output – pdf, doc or tiff.



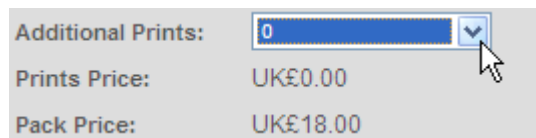
Product Information:

Product Type: OS MasterMap Mono (2500/1250/500/200)

Data Format: PDF

Delivery Option: Download

Stanfords Planning Maps are licensed for electronic use via your Local Authority / the Planning Portal & one print. If you hold an Ordnance Survey Paper Map Copy Licence (OSPMCL) then there is no need to specify the number of prints required for your order. If you do not hold an OSPMCL then specify the number of licensed prints required for your order on the Additional Prints dropdown –



Additional Prints: 0

Prints Price: UK£0.00

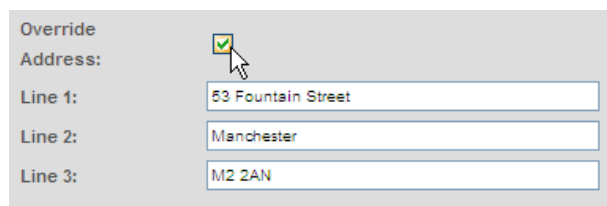
Pack Price: UK£18.00

Enter an order reference in the User Reference field provided if required.

The property address selected as Site Centre will be shown by default in the bottom right hand corner of your Planning Map. If you need to change the address shown click the Override Address box & update the details in the address fields provided – your changes will then be shown on your map following purchase/download –

Original Search Selection –

Site Centre 35, Fountain St, Manchester, M2 2AN



Override Address:

Line 1: 53 Fountain Street

Line 2: Manchester

Line 3: M2 2AN

Click Submit to progress to the Checkout.

At the checkout stage, tick to accept terms & conditions for all orders & click Pay using WorldPay to purchase your map (or Pay by Invoice if you have a credit account with Stanfords).

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Override

Address:

Line 1:

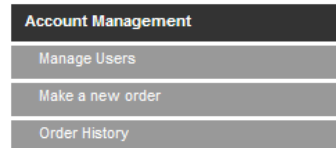
Line 2:

Line 3:

[Check to accept terms and conditions](#)

Following payment via WorldPay click the link “return to Stanfords Portal”. If you’ve paid by invoice you’ll still be logged in to Stanfords Portal. Take a note of the order number displayed.

Click the My Account link in the top right hand corner of the Portal screen & click Order History from the menu displayed as shown below –



A list of all orders placed on your Portal account is now displayed (most recent orders at the top). If the order status shows as processing, click the Refresh Order History button until your order shows as complete (this should only take a few seconds following payment).

Select Click for Order Details next to the order you want to download then click the Download button as shown –

From this screen you can access data from your previous orders. Please note that downloads are only available up to 20 days after order completion

[Refresh Order History](#)

Order Id	Order Date	Order Status	
O15323	16-Sep-2014	invoice	Click for order Details
O15310	21-Aug-2014	invoice	Click for order Details
O15309	21-Aug-2014	invoice	Click for order Details

Description 0.9 Hectare(s) A4 1:500 scale PDF OS MasterMap Mono (2500/1250/500/200)

[Download OI20408](#)

Orders are available for download for 20 days following purchase so you should always save your Planning Map to your PC / Server rather than opening it directly from Stanfords Portal.

Order Options for all Data Products

For all Data products: OS MasterMap data for CAD/GIS, Height Data, Aerial Photo Data, GIS Data & Mid/Small Scale Map data the options for defining your order area are the same.

Data can be ordered –

1. Using the pre-defined sizes detailed below the map window following product selection.
2. User Defined – Draw a box
3. User Defined – Draw a polygon/shape
4. User Defined – Enter Top Left / Bottom Right Grid Coordinates
5. User Defined – Enter Height & Width Dimensions
6. User Defined – Upload a Shape File

Ordnance Survey Large Scale Map Data – Formats & Order Preview Information

Customers can order OS MasterMap Vector data in Stanfords Portal for standard CAD software or advanced CAD software (like AutoCAD Map3D) & GIS.

Products available in Portal named (All CAD Systems) can be downloaded in dwg/dxf formats (see file format options below).

Products named (GIS/AutoCAD Map3D) can be downloaded in ESRI or MapInfo formats only.

File Format Options for OS CAD data

Stanfords offer two versions of OS MasterMap data for CAD (DXF/DWG):

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).

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.

The screenshot displays the Stanfords Portal interface. At the top, there are navigation tabs: Search, Choose, Basket, and Checkout. The main content area is divided into two columns. The left column shows product details for 'OS MasterMap Mono (2500/1250/500/200)' with a price of 'UK£0.75'. Below this, the 'Product Information' section lists: Product Type: OS MasterMap Vector (All CAD Systems); Data Format: a dropdown menu with 'Dwg - unformatted layers' selected; Delivery Option: a dropdown menu with 'Dwg - unformatted layers (New)' selected; Licence Type: a dropdown menu with 'Dwg - unformatted layers' selected; Paper Size: Vector format only; Area: 4.0 Hectare(s). A small map preview is visible at the bottom right of the product information section. The right column shows the 'Order Summary' with the following totals: Items Total: UK£57.75, VAT Total: UK£11.55, and Basket Total: UK£69.30. At the bottom of the summary are two buttons: 'Save As...' and 'Submit'.

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OS CAD data Order Preview Options

Customers can order Vector Data by previewing one of two types of mapping –

With Large Scale OS Map preview – OS View Charge of £0.75 + vat for 36 hectare view & if required additional 36 hectare view for additional £0.75 + vat charge.

With OS Streetview 1:10K preview – Free to view. Define your order area without incurring OS View charges, ideal for ordering large areas of data.

Order with Large Scale Preview

- Log in to Stanfords Portal & enter your search criteria e.g. postcode in the field provided & click search.
- Choose your Site Centre by clicking the Site Centre button adjacent to your required address below the mapping.
- Expand required product Category e.g. Map & Height Data for CAD/Vectorworks & select the product OS MasterMap Vector (All CAD systems).
- Click OK to accept the £0.75 view charge to view 36 hectares of MasterMap.
- If your area of interest is shown within the 36 hectare view area then define your order & area & complete your order as required.
- If you need to view more than the 36 hectares shown to define your order area click the Zoom out icon in the top left of the map window –

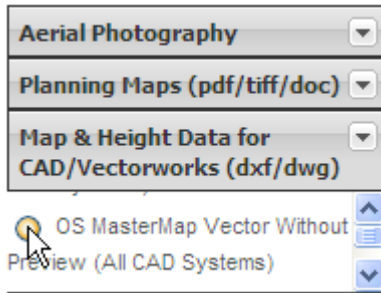


- Continue to zoom out in this way until the map window shows a zoomed out view of your 36 hectare view area & a message is displayed asking if you want to pay an additional £0.75 view charge to view a 72 hectare area (additional 36 hectares).
- By clicking OK you can then pan around the 72 hectare area to define your order, clicking cancel means you can only view the original 36 hectare area.

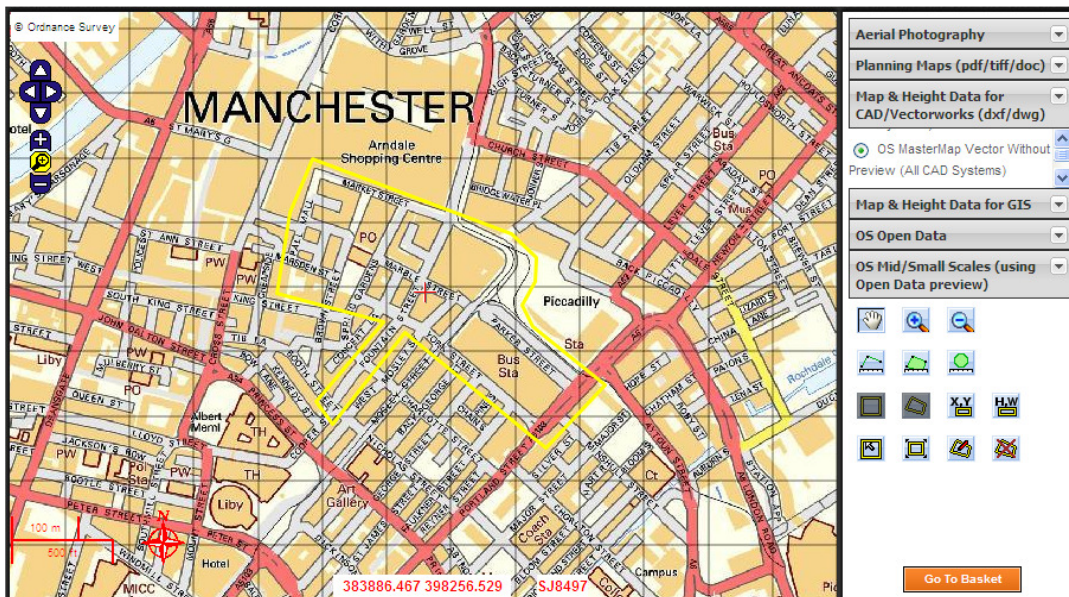
Order with No Large Scale Map Preview (and therefore no OS preview charges)

This option is ideal for those orders where the users know what area they would like the mapping to cover and therefore don't need to preview the extents in the large scale detail prior to purchase. However please note that once this option has been selected it is not possible to change one's mind and simply switch the large scale preview on. To do this one would have to select the standard OS MasterMap Vector option from the product menu and re-draw the required area again from scratch.

- Log in to Stanfords Portal & enter your search criteria e.g. postcode in the field provided & click search.
- Choose your Site Centre by clicking the Site Centre button adjacent to your required address below the mapping.
- Expand required product Category e.g. Map & Height Data for CAD/Vectorworks & OS MasterMap Vector Without Preview (All CAD Systems).



- OS Streetview Mapping is then displayed in the map window. Any of the order options below the mapping can then be selected; the example shown below is User Defined Area & the Draw Polygon tool –



- Complete your order by obtaining a price, Add to Basket, Go to Basket, choose file type & licence length from the Order format / Licence Type dropdowns, pay at the checkout stage & then download your order from the Order History section of your Portal account.

How to Order

The example orders shown below are for OS MasterMap data for CAD; the only change when selecting other products will be the size of the pre-defined areas shown below the map window.

Pre-defined area orders–

After locating your area of interest and selecting your required product e.g. OS MasterMap Vector (All CAD Systems), a number of pre-defined size order options are shown below the map window.

By putting a check in the view column next to one of the pre-defined options displayed below, a yellow box appears on the mapping showing the area coverage selected -

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The screenshot shows the Stanfords Portal interface. At the top, there are navigation tabs: Search, Choose, Basket, and Checkout. The main area displays a map with a yellow square selection. Below the map, there is a table titled 'Standard Planning Downloads' with columns for View, Price (excl VAT), and Select to Order. The table lists four options for different sheet sizes, all priced as 'Not Priced'.

View	Price (excl VAT)	Select to Order
<input type="radio"/> User Defined Area Vector format only	Not Priced	<input type="checkbox"/> Add to Basket
<input type="radio"/> 1.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/> Add to Basket
<input checked="" type="radio"/> Hectare(s) Vector format only	Not Priced	<input type="checkbox"/> Add to Basket
<input type="radio"/> 9.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/> Add to Basket

As these are pre-defined areas you cannot extend any of the dimensions shown (this can be done via User Defined) but you can reposition the coverage as you require.

To adjust the area covered by the yellow square click the Move Order Area icon -



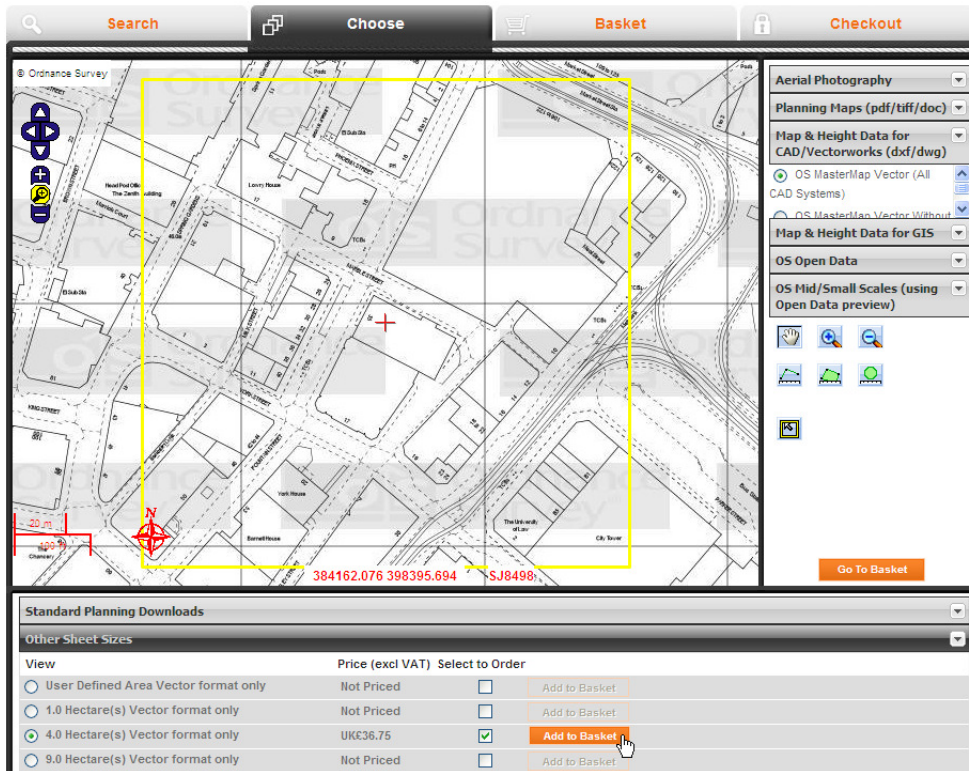
Using the left mouse button, you can now drag & drop the yellow square shown on the map window to cover the exact area you require (you may need to zoom out in the map window to move the yellow square outside of the area shown).

If the pre-defined area you select does not cover all the area you need either choose a larger pre-defined area or select User defined (see below for User Defined area orders).

When you've selected the required size & positioned the yellow square as required to cover your area of interest, put a check in the Select to Order column adjacent to your area choice below the map window – this will generate a price.

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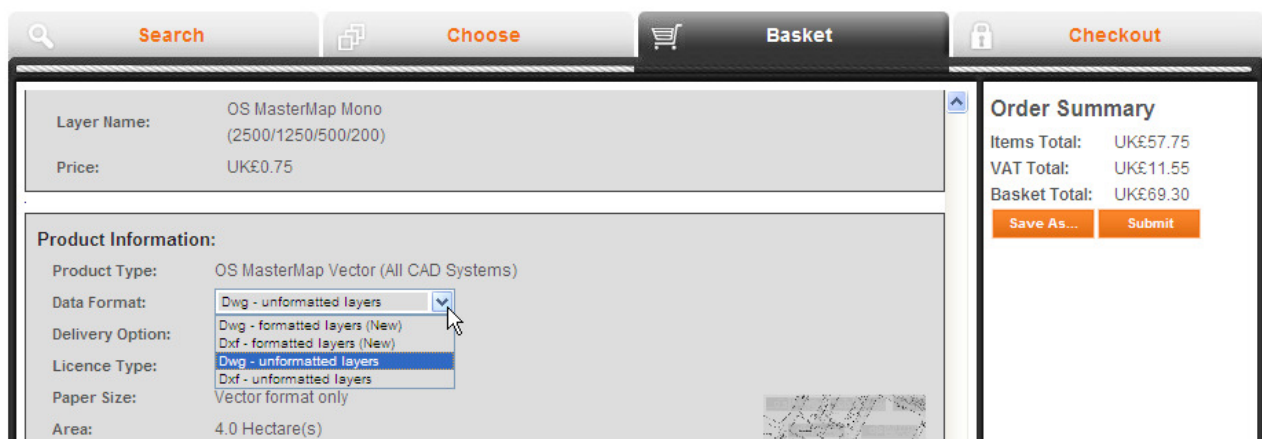
Click the orange Add to Basket button to add the product to your basket.

If you need to order data for another location, click the search tab & repeat the steps above for locating your area of interest & defining your product.

When you have added your order(s) to the basket click the orange Go to Basket Button.

In the basket, click the data format dropdown arrow to choose the product output – dwg or dxf, formatted or unformatted layers.

Enter an order reference in the field provided if required then click submit.



At the checkout stage, tick to accept terms & conditions & click Pay using WorldPay to purchase your data (or Pay by Invoice if you have a credit account with Stanfords) –

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Product Information:

Product Type: OS MasterMap Vector (All CAD Systems)

Data Format:

Delivery Option:

Licence Type:

Paper Size: Vector format only

Area: 4.0 Hectare(s)

Scale: Not Applicable

Pack Price: UK£36.75

User Reference:

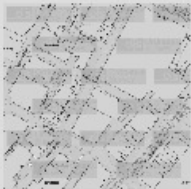
Override

Address:

Line 1:

Line 2:

Line 3:



[Check to accept terms and conditions](#)

Following payment via WorldPay click the link 'return to Stanfords Portal'. If you've paid by invoice you'll still be logged in to Stanfords Portal. Take a note of the order number displayed.

Click the My Account link in the top right hand corner of the Portal screen & click Order History from the menu displayed.

Select Click for Order Details next to the order you want to download, and then click the orange download button to download your order.

Orders are available for download for 20 days following purchase so you should always save your MasterMap data file to your PC / Server rather than opening it directly from Stanfords Portal.

All Stanfords Portal orders are purchased & downloaded in the same way. The User Defined options for ordering MasterMap data (& all data products) are detailed below.

User defined area orders –

After locating your area of interest and selecting your required product e.g. OS MasterMap Vector Without Preview (All CAD Systems), select View on the User Defined Area Vector format only row below the map window –

Standard Planning Downloads			
Other Sheet Sizes			
View	Price (excl VAT)	Select to Order	
<input checked="" type="radio"/> User Defined Area Vector format only	Not Priced	<input type="checkbox"/>	Add to Basket
<input type="radio"/> 1.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/>	Add to Basket
<input type="radio"/> 4.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/>	Add to Basket
<input type="radio"/> 9.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/>	Add to Basket
<input type="radio"/> 25.0 Hectare(s) Vector format only	Not Priced	<input type="checkbox"/>	Add to Basket

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This will activate 4 tool icons in the tools panel to the right of the map window that can be selected to define an order area –



For all User Defined extracts use the minus symbol in the top left of the map window to zoom out to a larger area than the default shown after selecting a site centre.

Draw Order Area Box –



After clicking this tool icon, identify a point on the map preview as a corner of your order area i.e. the top left / top right / bottom left / bottom right. Left click on the point holding down the left mouse button & drag left/right to define the width of your order area and up/down to define the height of your order area -



After defining an order area on screen, 4 further tool icons are activated allowing you to edit/delete the area you have created –



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The first icon, Move Order Area allows you to reposition the square you have created without altering the dimensions of the square.



Click the icon then drag & drop the yellow box on the map window to the position you require.

The second icon, Resize Order Area allows you to increase or decrease the size of the box you've created.



Click the icon & a yellow circle is shown in the bottom right hand corner of the map window. Hold down left mouse button on the circle & move up to decrease the area size or down to increase the area size (you may need to zoom out further to increase the area size) –

The third icon, Edit Order Area allows you to edit your box to create an irregular shape.



Click the icon & yellow points are added to the yellow box you've created. Each yellow circle can be dragged to create an irregular polygon/shape.

The fourth icon, Delete Order Area will delete the area you've drawn on the map window.



Click the icon & the yellow box / shape you've created will be removed.

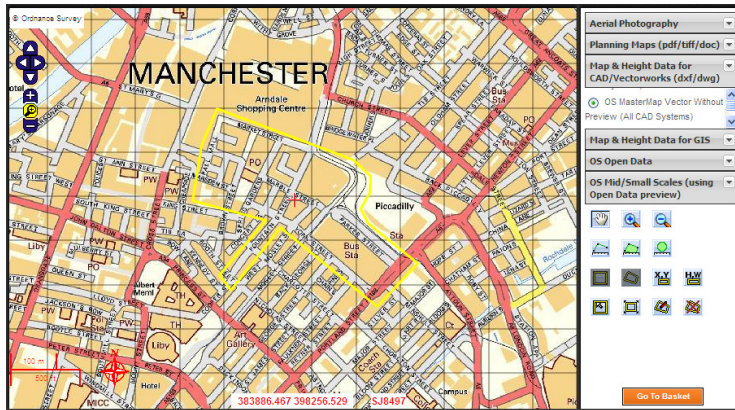
When you've drawn & edited your order area as required complete the Add to Basket, Go to Basket, Checkout / Payment & download steps as outlined above.

For more user defined order options see below.

Draw Order Area Polygon –



After clicking this tool icon you can draw an irregular polygon on the mapping using a series of left mouse button clicks to define your order area, double click the mouse button to close the Polygon –



As above, you can use the tools to move, adjust or delete the order area.

When you've drawn & edited your order polygon as required complete basket, purchase & download steps as detailed previously.

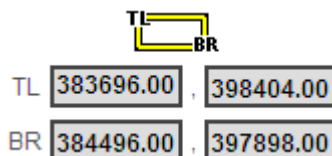
Define Box Coordinates (Top Left/ Bottom Right) –

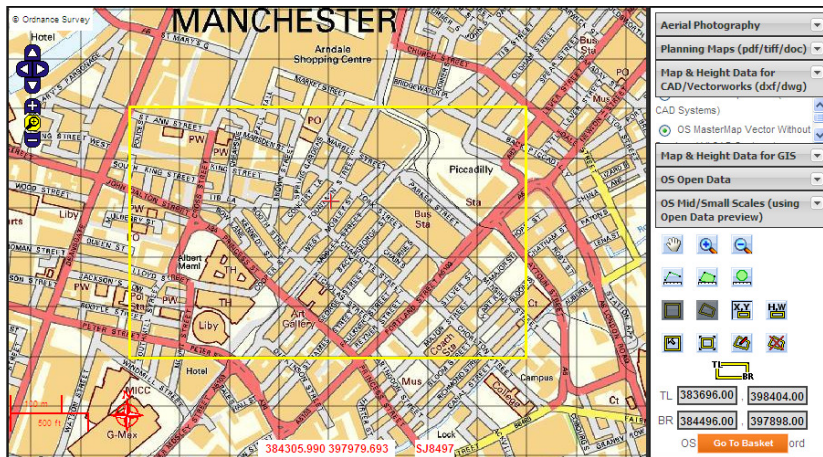


After clicking this tool icon you can define your order area by entering Top Left & Bottom Right coordinates

To obtain the coordinates if you don't have them already, hover the mouse cursor over the mapping, as you move the cursor the coordinate display at the bottom of the map window changes to show the coordinates of the position of your cursor – do this twice to obtain the required top left & bottom right coordinates (take a note of the coordinates displayed to then enter).

Enter & tab through the coordinate fields & tab out of the 4th coordinate field, the area you define is then displayed as a yellow box as shown below.





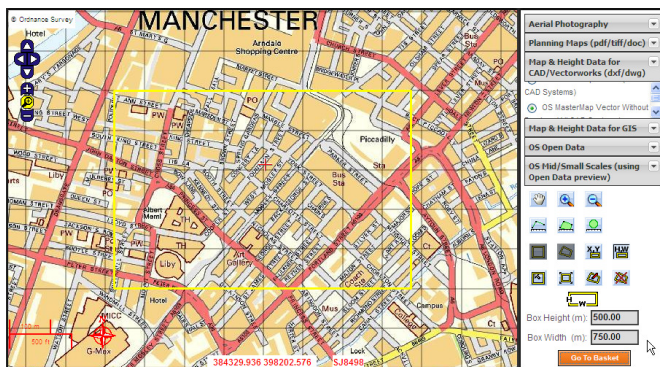
As above, you can use the tools to move, adjust or delete the order area.

When you've drawn & edited your order area as required complete the Add to Basket, Go to Basket, Checkout / Payment & download steps as outlined above.



Define Box Dimensions (Height and Width) –

After clicking this tool icon you can define your order area by entering Height & Width dimensions in the fields provided.



As above, you can use the tools to move, adjust or delete the order area.

When you've drawn & edited your order area as required complete the Add to Basket, Go to Basket, Checkout / Payment & download steps as outlined above.

Define Area by ESRI Shapefile –

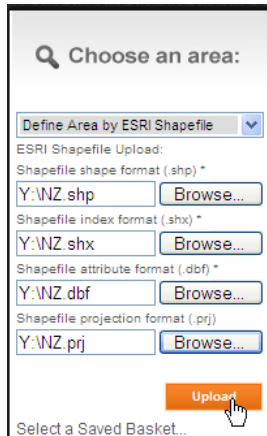
Alternatively, you can define your order area by uploading a Shapefile as shown below.

After logging in to Stanfords Portal, click the Choose an Area dropdown arrow & select Define Area by ESRI Shapefile.

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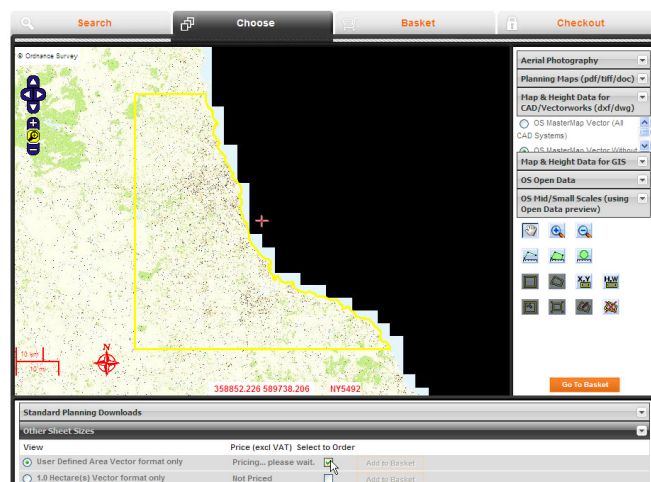
Click the Browse button next to each Shapefile field, browse to the appropriate file (.Shp, .Shx, .Dbf and .Prj) & click open – the route to the file should then be displayed in the Shapefile field(s). Then click the Upload button & click OK on the pop up message –



Click the Site Centre button shown below the map window.

Then choose the Product Category, e.g. Map & Height Data for CAD/Vectorworks and the product, OS MasterMap vector without Preview (All CAD Systems).

Put a check in the View button next to User defined Area & tick the Select to Order column to generate a price –



Then complete the Add to Basket, Go to Basket, Checkout / Payment & download steps as outlined above.

Stanfords Portal Product List

The table below details all products available in Stanfords Portal & shows the product category & main product to select when placing an order.

ORDER TYPE	PRODUCT CATEGORY	PRODUCT	ORDER OPTIONS	AVAILABLE FORMATS
PLANNING APPLICATION MAPS (Known as Site Plans, Block Plans)				
Ordnance Survey Planning Map – Black & White	Planning Maps (pdf/tiff/doc)	OS MasterMap Mono (2500/1250/500/200)	A4 to A1 sheet sizes. 1:200 to 1:2500 scale available.	PDF / TIFF / DOC
Ordnance Survey Planning Map – Colour	Planning Maps (pdf/tiff/doc)	OS MasterMap Colour (2500/1250/500/200)	A4 to A1 sheet sizes. 1:200 to 1:2500 scale available.	PDF / TIFF / DOC
Aerial Photography Planning Map –	Planning Maps (pdf/tiff/doc)	Aerial Photography 25cm.	A4 & A3 sheet sizes. 1:1250 or 1:2500 scale.	PDF / TIFF / DOC
CAD DATA (OS MasterMap and Height Data)				
Ordnance Survey Data for CAD (OS MasterMap)	Map & Height Data for CAD/Vectorworks (dxf / dwg)	With Large Scale Map Preview (must accept OS View Charge) - OS MasterMap Vector (All CAD systems). With Mid Scale Map Preview (i.e. no OS View Charges) – OS MasterMap Vector Without Preview (All CAD systems).	Pre-defined squares. Draw box/polygon. Height & Width Dimensions (m) Top Left / Bottom Right Coordinates. Shape file Upload.	Minimum 1 hectare DWG / DXF Formatted Layers (= consistent layering in line with OS MasterMap Topo Guide) OR DWG / DXF Unformatted Layers
Terrain / Surface Height Data	Map & Height Data for CAD/Vectorworks (dxf / dwg)	LiDAR Terrain Height 1m LiDAR Surface Height 1m LiDAR Terrain Height 2m LiDAR Surface Height 2m Digital Surface Model 2m Digital Terrain Model 5m	Pre-defined squares. Draw box/polygon. Height & Width Dimensions (m) Top Left / Bottom Right Coordinates. Shape file Upload.	Minimum 4 hectares DWG / DXF grid of points

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ORDER TYPE	PRODUCT CATEGORY	PRODUCT	ORDER OPTIONS	AVAILABLE FORMATS
GIS DATA				
Ordnance Survey Data for GIS (OS MasterMap)	Map & Height Data for GIS	<p>With Large Scale Map Preview (must accept OS View Charge) - OS MasterMap Vector (GIS / AutoCAD Map 3D)</p> <p>With Mid Scale Map Preview (i.e. no OS View Charges) – OS MasterMap Vector Without Preview (GIS / AutoCAD Map 3D)</p>	<p>Pre-defined squares.</p> <p>Draw box/polygon.</p> <p>Height & Width Dimensions (m)</p> <p>Top Left / Bottom Right Coordinates.</p> <p>Shape file Upload.</p>	<p>Minimum 1 hectare</p> <p>Shape File</p> <p>MID/MIF</p> <p>TAB</p>
OS VectorMap Local (Mid Scale Vector Data)	OS Mid/Small Scales (using Open Data Preview)	OS VectorMap Local (GIS / AutoCAD Map 3D)	<p>Pre-defined squares.</p> <p>Draw box/polygon.</p> <p>Height & Width Dimensions (m)</p> <p>Top Left / Bottom Right Coordinates.</p> <p>Shape file Upload.</p>	<p>Shape File</p> <p>MID/MIF</p> <p>TAB</p>
OS VectorMap District (Mid Scale Vector Data)	OS Open Data	OS VectorMap District (GIS / AutoCAD Map 3D)	<p>Height & Width Dimensions (m)</p> <p>Top Left / Bottom Right Coordinates.</p> <p>Shape file Upload.</p>	<p>GML</p>
Map & Height Data Combined	Map & Height Data for GIS	<p>Large Scale (Derived from MasterMap plus Heights) -</p> <p>Astrium BaSEMAP – OSMM & Height Combined (GIS / AutoCAD Map 3D)</p> <p>Mid Scale (Derived from OS Streetview 1:10k plus Heights) –</p> <p>MoreMap 3D</p>	<p>Pre-defined squares.</p> <p>Draw box/polygon.</p> <p>Height & Width Dimensions (m)</p> <p>Top Left / Bottom Right Coordinates.</p> <p>Shape file Upload.</p>	<p>Shape File</p> <p>MID/MIF</p> <p>TAB</p> <p>GML</p>

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ORDER TYPE	PRODUCT CATEGORY	PRODUCT	ORDER OPTIONS	AVAILABLE FORMATS
GIS DATA				
Terrain / Surface Height Data	Map & Height Data for GIS	LiDAR Terrain Height 1m	Pre-defined squares.	ASCII GRID
		LiDAR Surface Height 1m	Draw box/polygon.	ESRI BINARY GRID
		LiDAR Terrain Height 2m	Height & Width Dimensions (m)	ESRI ASCII GRID
		LiDAR Surface Height 2m	Top Left / Bottom Right Coordinates.	
		Digital Surface Model 2m	Shape file Upload.	
		Digital Terrain Model 5m		
Contour Data	Map & Height Data for GIS	5m Contours (GIS / AutoCAD Map 3D)	Pre-defined squares.	Shape File
			Draw box/polygon.	MID/MIF
			Height & Width Dimensions (m)	TAB
			Top Left / Bottom Right Coordinates.	GML
			Shape file Upload.	

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ORDER TYPE	PRODUCT CATEGORY	PRODUCT	ORDER OPTIONS	AVAILABLE FORMATS
AERIAL PHOTO & MID/SMALL SCALE MAP DATA				
Aerial Photography Data	Aerial Photography	Aerial Photography 25cm (England & Wales full Country) OR Aerial Photography 12.5cm Urban (England, Wales & Scotland)	Pre-defined squares. Draw box/polygon. Height & Width Dimensions (m) Top Left / Bottom Right Coordinates. Shape file Upload.	Minimum 1 hectare. JPEG / GeoTIFF
Street Map Data	OS Open Data	OS Street View 1:10k	Pre-defined squares.	JPEG / GeoTIFF
Mid Scale Map Data – 1:25,000	OS Mid/Small Scales (using Open Data preview)	OS 25K full GB coverage	Draw box/polygon. Height & Width Dimensions (m)	JPEG / GeoTIFF
Mid Scale Map Data – 1:50,000	OS Mid/Small Scales (using Open Data preview)	OS 50K full GB coverage	Top Left / Bottom Right Coordinates.	JPEG / GeoTIFF
Small Scale Map Data – 1:250,000	OS Open Data	OS 250K full GB coverage	Shape file Upload.	JPEG / GeoTIFF

Other products such as Ordnance Survey Standard Sheets, Postcode Area Maps, Mid Scale Map Prints, Historic Mapping and Environmental reports can be ordered via our Service Centre Team.

If you need any assistance choosing the correct product and/or would prefer our team to produce your order for you please call 0330 912 7435 / 0161 507 7207 or email business@stanfords.co.uk Monday to Friday 9am to 6pm.