

## Order OS MasterMap vector – Pre-defined areas (CAD or GIS Data)

### Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. For CAD Data - Select Map & Height Data for CAD/Vector works (top right) & OS MasterMap vector from the product choice displayed & accept the view charge; or
6. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector (GIS Single File) for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output.
7. Choose one of the pre-defined order options below the map window e.g. 4.0 Hectares
8. If required, adjust the position of the yellow box by clicking the 'Move the Order' area button & drag & drop the yellow box
9. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
10. Click the Search tab & repeat as above if you want to order data for another site, or Go to Basket to complete your order.
11. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

### System tools / icons

#### Pan / Zoom in & Out -



#### Move Order Area –



#### Delete Order Area –

