

## Locate Your Area

Log in to the Latitude Mapping Portal with the email address & password used for registration.

The Search tab is the first screen shown following log on & the right-hand dropdown gives you 6 options for locating your area:

1. Postcode
2. House/Property
3. Address Free Text
4. Coordinates
5. OS National Grid
6. Define Area by ESRI Shapefile

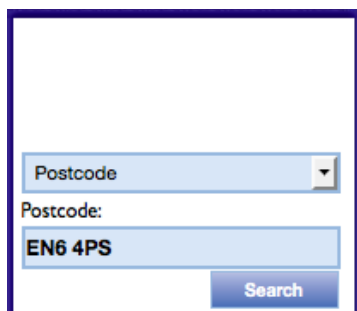
These area search options are detailed below.

**An additional section on locating an area without address details is shown at the end of this guide.**

### 1. Postcode Search

If you know the postcode of a property that you want to centre your map on then this is the simplest way of locating your required area.

Enter the postcode in the search field provided & click the Search button –



Postcode

Postcode:

EN6 4PS

Search

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 –

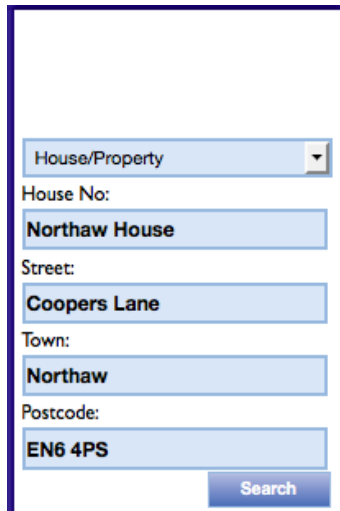
Site Centre	1, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	10, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	11, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	12, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	13, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	14, Carbone Hill, Northaw, Potters Bar, EN6 4PL
Site Centre	14, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	15, Carbone Hill, Northaw, Potters Bar, EN6 4PI

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. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from

## 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 with the following fields and values:

- House/Property:
- House No:
- Street:
- Town:
- Postcode:
- Search button:

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

**Site Centre** Northaw House, Coopers Ln, Northaw, Potters Bar, EN6 4NG

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. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from [www.latitudemaps.co.uk/userguides.html](http://www.latitudemaps.co.uk/userguides.html)

If your search returns no results see the 'locating an area without address details' section at the end of this guide

### 3. Address Free Text

Choose Address Free Text from the dropdown  
Enter your address in as much detail as possible

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from [www.latitudemaps.co.uk/userguides.html](http://www.latitudemaps.co.uk/userguides.html)

### 4. Coordinates Search

If you know the OS 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 –

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from [www.latitudemaps.co.uk/userguides.html](http://www.latitudemaps.co.uk/userguides.html)

### 5. OS National Grid

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

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from [www.latitudemaps.co.uk/userguides.html](http://www.latitudemaps.co.uk/userguides.html)

### 6. Define Area by ESRI Shapefile

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”.

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.  
For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from [www.latitudemaps.co.uk/userguides.html](http://www.latitudemaps.co.uk/userguides.html)

## Locating an area with no address details

If your required area is a piece of land / area without any address details then locating your site is not as straight forward as the options outlined above.

In the Latitude Mapping Portal, wherever you hover the mouse button over the map window the corresponding OS National Grid coordinates are displayed at the bottom of the mapping. You can therefore locate the coordinates for your area by panning around the Aerial Photography without charge but would need to first enter some search criteria to display mapping in the vicinity of your required area.

An example for finding a site is shown below. If you cannot locate your required area as shown below please see the external links section detailing websites where postcodes/coordinates can be found to then use in the Latitude Mapping Portal to locate your area.

### Example Search

You need to obtain mapping, centred on a playing field located to the rear of 'The Bungalow, School Road, Beighton, Sheffield' & to the West of Rother Valley Country Park.

Choose the House/Property option & enter the address details as shown above. If the search returns no results for the locality i.e. Beighton, enter the Town/City information instead –



Choose an area:

House/Property

House No:  
the bungalow

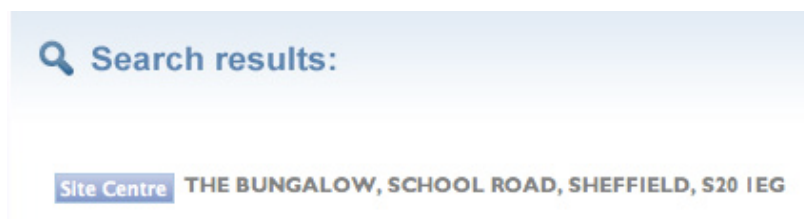
Street:  
school road

Town:  
sheffield

Postcode:

Search

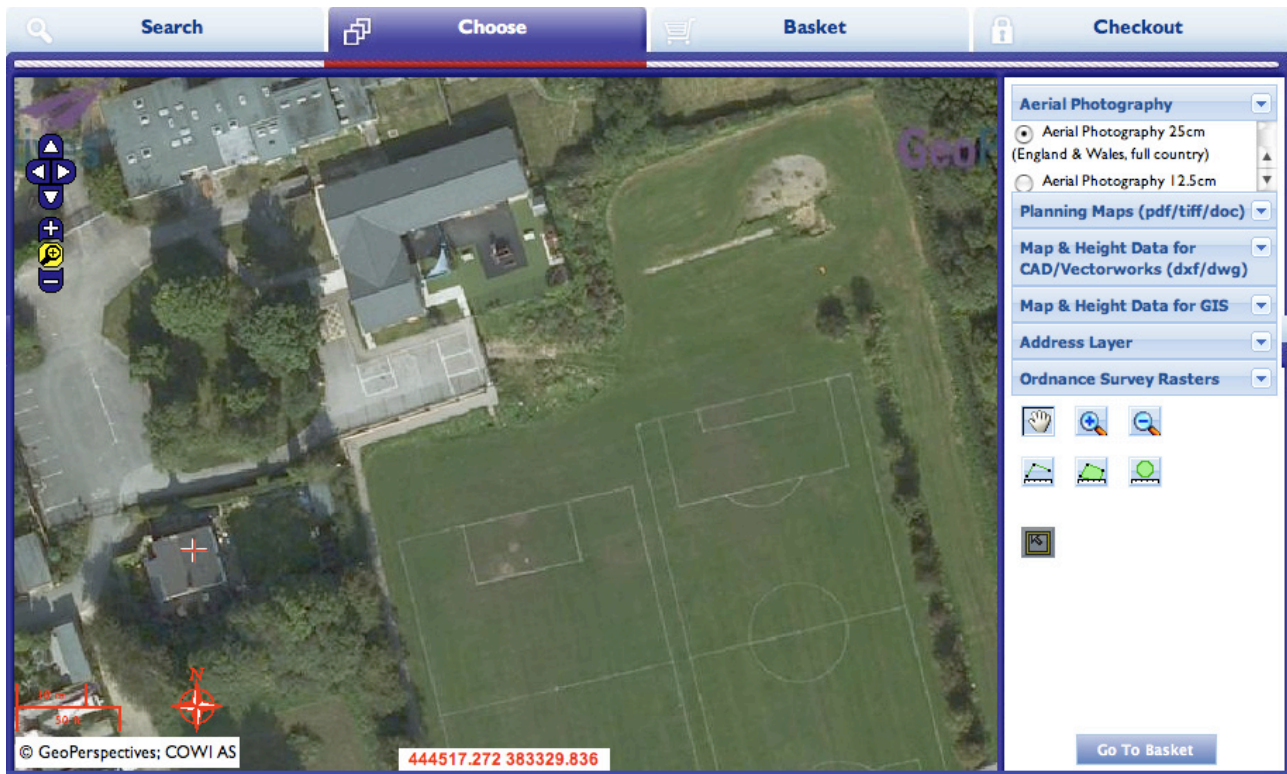
Click the Site Centre button shown below the Map Window –



Search results:

Site Centre THE BUNGALOW, SCHOOL ROAD, SHEFFIELD, S20 1EG

36 hectares of Aerial Photography centred as above is now shown in the map window. You can pan around this area & the grid coordinates displayed will change as you move the mouse so you can locate your required site –



The red cross shows your original search site centre, pan to the area required & note the coordinates displayed on the map window – 444602, 383245 in the example above.

If you cannot locate your area within the 36 hectare view shown, choose the product category Flood & Aerial Photography & choose Aerial Photography 25cm, a larger area of Aerial Photography is then displayed and you can pan around the larger area to find your required site.

Once you have found the coordinates for the piece of land you require, return to the search screen & enter the coordinates as shown in the Coordinates Search instructions as outlined above.

#### 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](http://www.royalmail.com) Use the Postcode Finder option from the homepage to obtain postcode details for a site.

[www.gridreferencefinder.com](http://www.gridreferencefinder.com)

If you cannot locate your required site using the information above please contact Latitude mapping Ltd Monday to Friday 9am to 5.30pm for assistance.