

Order Latitude Mapping Planning Maps (PDF, TIFF, DOC)

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. Change product to OS MasterMap Mono (top right) & accept the view charge
6. Click "View" next to product choice below map window, e.g. 4.0 Hectares A4 1:1250 scale – a yellow box is shown on screen
7. Move the order area and/or add annotations to map as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose from PDF, Tiff or Doc in Data Format field (& add order reference in field below 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
18. Double click the zip file & open the PDF/TIFF/DOC file

System tools / icons & product formats

Pan around the mapping –



Move the order area (yellow box) –



Measurement tools (measure displayed on screen only) –



Annotate property/land boundaries (red or blue) -



Delete annotations –

