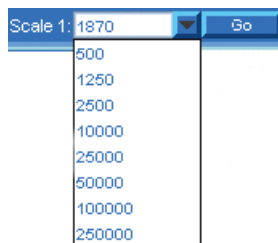


Ensure the Map Content tab is selected, then select a scale for your map (see above).



Note that changing the scale changes the products used, and they display in bold text.

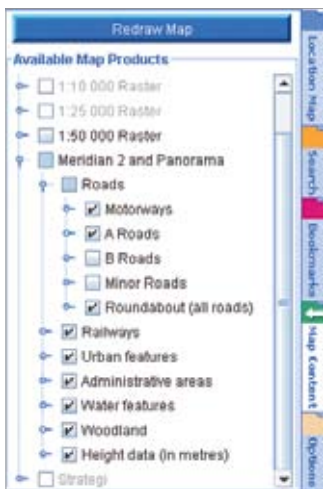
### Choosing data products

First, set your map to a scale of 1:5,000 by typing 5000 in the scale box.

You will see in the Map Content box that the Land-Line product is drawn.

You can make a different map by switching on the Land-Form Profile data.

Click on the check box next to its name and then **Redraw Map** to display the new product.



### Controlling displayed product features

You can control which features of map products are displayed using the Map Content tab.

Double-click on a highlighted product name. This will expand the product to show its features.

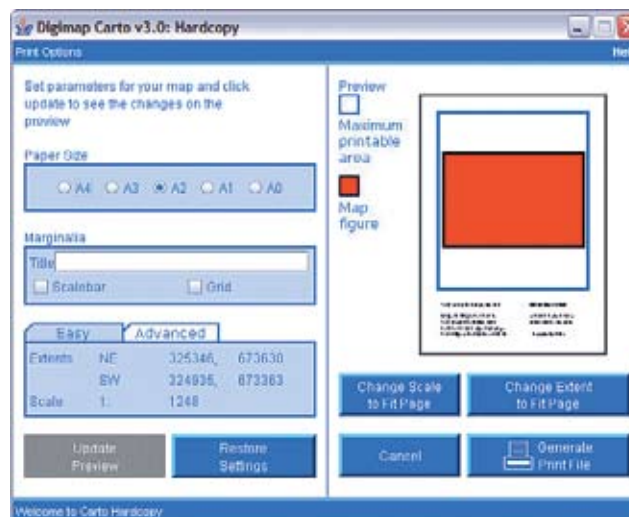
Double-click on a feature name (e.g. "Roads") and you will see a list of those features which can be displayed.

The check boxes will be ticked if displayed, or blank if not. You can switch each feature on or off using its tick box. It isn't possible to control the features on the Raster data products.

You will have to click **Redraw Map** after each change in order to display the changes.

### Printing your Map

Click on the print icon in the top bar.



Choose your paper size and add a title for your map first. The preview shows you what will be printed, the red box indicating the map you have on your screen. Blue areas are those surrounding the map on screen that will be added to the printed map, any pink areas are those on the screen map that will not fit onto the printed version.

You can change the scale to make your screen map fit onto smaller paper sizes or to fill up more space on larger paper sizes.

Click Create Print File to generate a printable file, this may take some time. When the plot file is done you will be presented with a link to download your plot file in a pop-up window. Right-click on the link to save the file locally. A .pdf file will be saved which you may then print on your local printer or view with Adobe Reader.

For further help, refer to the Carto help pages within the service.



### Carto Quick Reference Guide

Carto is a cartographic tool available through Digimap which allows users to create their own customised maps.

It provides the following facilities:

- Selecting map area by place name, location map, National Grid reference or co-ordinates.
- Specifying the scale of the map.
- Printing at user-specified output size (from A4 to A0, depending on availability of local printers.)

<http://edina.ac.uk/digimap/>

## Access

To use Carto, you must be a registered user of EDINA Digimap's Ordnance Survey Collection.

- <http://edina.ac.uk/digimap/access/>

## Connecting to Carto

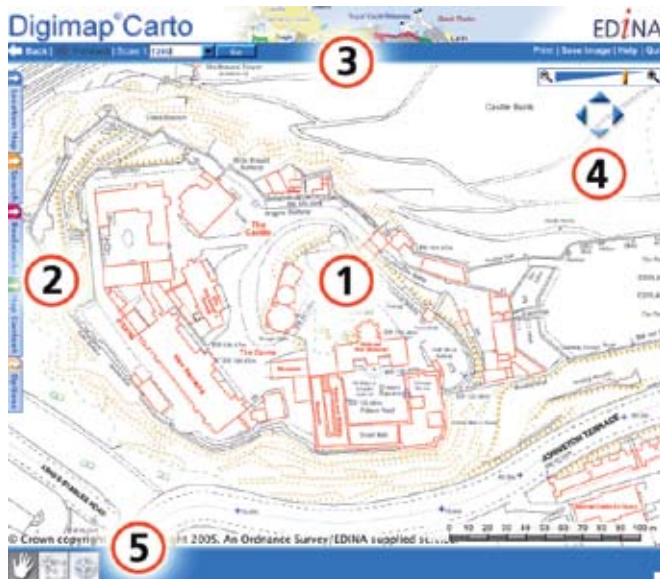
To use Carto you need a modern web browser which supports Java™ 1.4.

If you are unsure whether your system can run Carto, contact a member of computing staff at your institution.

1. log in to Digimap
2. Choose the Digimap Ordnance Survey Collection
3. Choose Carto from the list of facilities available
4. click on the **Start Carto** button on the service page

## Using Carto

This guide gives a simple outline. A more detailed tutorial can be found in the service's help pages. When you first log in to Carto you will see the following screen:



1. Map Panel (*where the map is displayed*)
2. Function Tabs (*to search which features will appear on your map*)
3. Top bar (*to control scale, print, save, help and quit*)
4. Map control buttons (*to control scale and move map view*)
5. Pointer Functions (*to choose function of pointer tool*)

## Defining the geographic area of your map Using the Search Tab

The search tab provides searches for a location based on its Easting and Northing, National Grid reference, postcode or place name.

Type a search item into the appropriate box and click **Go**. You will be presented with a selection of results depending on your search method. Click on the relevant place to draw the map.



Refine your search using the two drop-down menus above the search term box, using either the 'location' of 'feature type' parameters or both.

If you enter a grid reference, the Easting and Northing will change correspondingly, if you enter an Easting and Northing, the grid reference will change.

## Using the Location Map Tab

Select the Location Map tab. You will see a smaller scale map with a small red box superimposed. The area covered by the red box indicates the area covered by the map on the right.

Use your mouse to click, hold and drag the red box across the small scale location map.

When you let go of the mouse button the map in the right hand



panel will re-draw the map over the area you have chosen.

You can zoom in and out of the Location Map using the magnifying icons above it.

## Controlling the scale of your map

To zoom in, click once on the zoom in button below the Map Panel. The cursor will change to a magnifying glass. Hold down the left mouse button and use this cursor to draw a square over the area you wish to zoom in to, then let go.

Notice that the scale above the map changes. You can also use the bar at the top right of the map panel to alter your level of zoom both in and out.



You can also use the drop-down arrow next to the scale display above the Map Panel or type a scale in to the scale box then click on **Go**.

As you change the scale of your map, different OS products are used to create the map.

The following products are active within the following scales:

Land-Line.Plus	1:500 to 1:5000
Land-Form PROFILE	1: 500 to 1:30,000
1:10,000 Raster	1:5000 to 1:10,000
1:25,000 Raster	1:10,001 to 25,000
1:50,000 Raster	1:25,001 to 50,000
Meridian 2 and Land-Form PANORAMA	1:50,001 to 1:99,999
Strategi	1:100,000 to 1:750,000

## Controlling the content of your map

This guide refers to scale-controlled map content, which is the default setting. This means that the contents of the map are controlled by the scale at which the map is displayed. You can change this on the Options tab for more control over which products you can draw.