

# DESKTOP MAPPING

## System Access and Maintenance Guide

VERSION 1.01 - Released 14<sup>th</sup> November 2003

---

	<b>Page</b>
<b>Hardware and Operating Systems</b>	<b>3</b>
<b>Accessing Desktop Mapping internet based order pages</b>	<b>3</b>
<b>Maintaining satisfactory internet access</b>	<b>4</b>
<b>Retrieving Orders – FTP Downloads</b>	<b>5</b>
<b>Computer Settings for FTP Downloads</b>	<b>7</b>
<b>Product Formats</b>	<b>9</b>
<b>Printing by Batch File</b>	<b>9</b>
<b>Plotting</b>	<b>11</b>

This guide is intended as a reference to help users install and maintain satisfactory access to both the Ordnance Survey Desktop Mapping ordering module and ftp order download sites.

Further guides are available covering minimum software and hardware requirements and the operation of the Desktop Mapping ordering module itself.

## **Hardware and Operating Systems:**

Please refer to our IT guidelines for recommended computer hardware and operating systems. The specification list is intended to ensure that no problems are encountered in the use of Ordnance Survey Desktop Mapping and we are unable to guarantee normal access to the system if they are not met.

## **Accessing Desktop Mapping internet based order pages:**

Having set up an account with us, access to the order pages is remarkably easy:

Before accessing for the first time on any computer, install the provided JAVA program. To do this, simply copy the self extracting file to C:\Program Files. Then double click on the file to self-install; following the default location settings. This program is essential for the viewing of mapping in the Desktop Mapping order screen.

Next, point your internet browser (Internet Explorer Version 6 strongly recommended) to the following web-page:

<http://www.ordnancesurveyoptions.co.uk/osChoice/>

You may the wish to add this page to your favourites and then create a shortcut to your desktop for easy access.

Once the page has opened, you will be prompted for your log-in details before you can gain access to the site and proceed with ordering (see our Desktop Mapping User Guide for instructions).

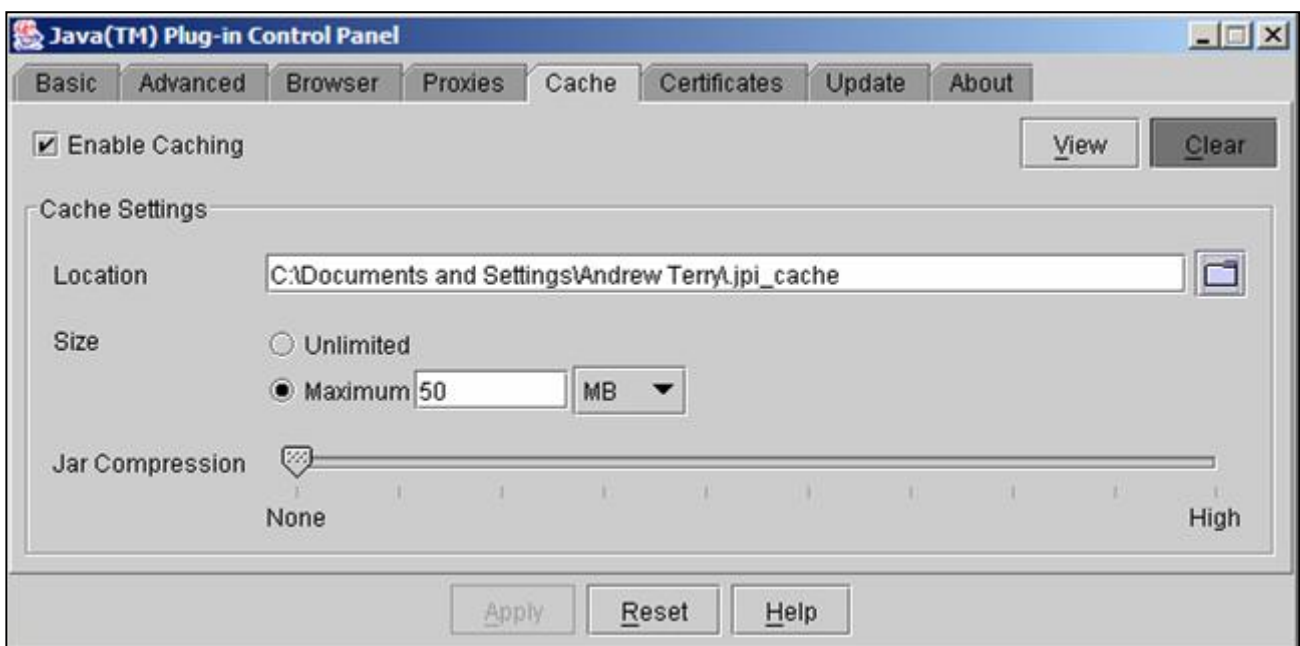
## Maintaining satisfactory internet access:

For general 'housekeeping' we would simply recommend that you regularly delete cookies, internet files and that you keep your internet history to a minimum. These settings can be accessed in:

Control Panel>>Internet Options>>'General' Tab

Similarly, the JAVA program may build up a significant 'cache' which should be cleared regularly. This facility can be accessed at:

Control Panel>>Java Plug-in>>'Cache' tab>>Clear



Should any be problems be encountered, especially with screens and whole systems ‘freezing’, we would recommend clearing all of the above before rebooting your computer. These problems originate partly due to the large amounts of mapping data being transferred but are also commonly caused by general build up of web page data after even short periods of internet ‘surfing’. An increasingly common problem with the advent of broadband, this is a relatively simple issue to resolve but unfortunately one many computer users are not made aware of.

A technical specification guide is available giving details of more complicated system enhancements that can be enforced to increase the performance of your computer in this environment including altering ‘virtual memory’. These further settings are not essential for general use and should only be considered if you require intensive usage and are happy to deal with the technical side of computer operating systems.

## **Retrieving Orders – FTP Downloads:**

Once an order is placed in the main Desktop Mapping viewing/ordering environment it is generated automatically and placed on an FTP server for download. Most items are ready for download within just a couple of minutes.

To access the ftp server either carry out the following steps to set up a quick link or simply enter the ftp address as listed within the instructions in your internet browser address line. As a further alternative, there are numerous ftp software programs available to aid in this task although it is generally unnecessary for most users. An example of such software can be found at:

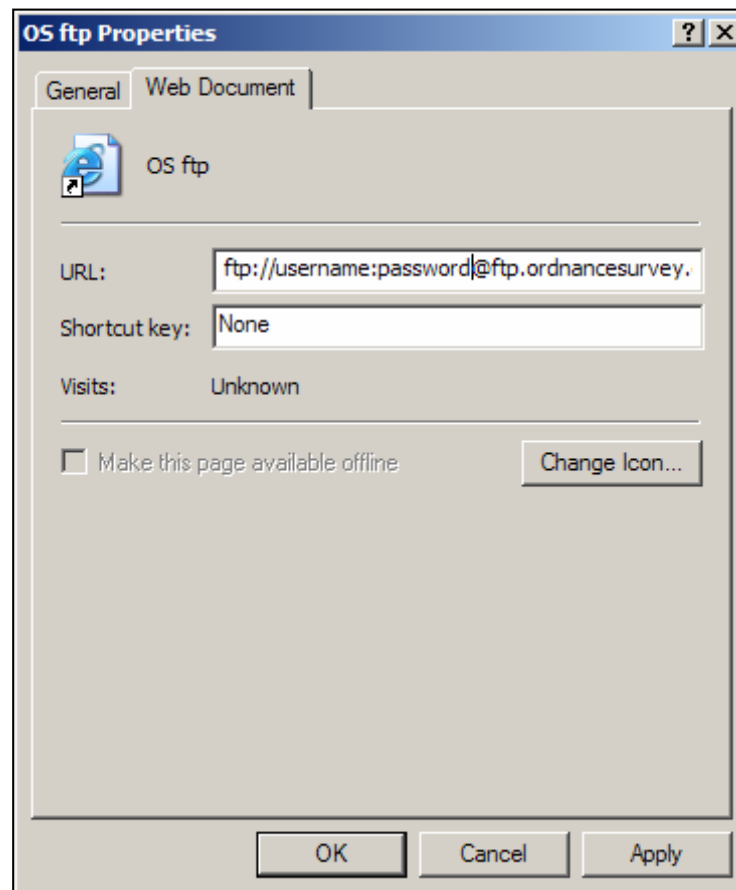
<http://www.ftpx.com/download.html>

Setting up an ftp link:

- 1 Open your internet browser on your home page

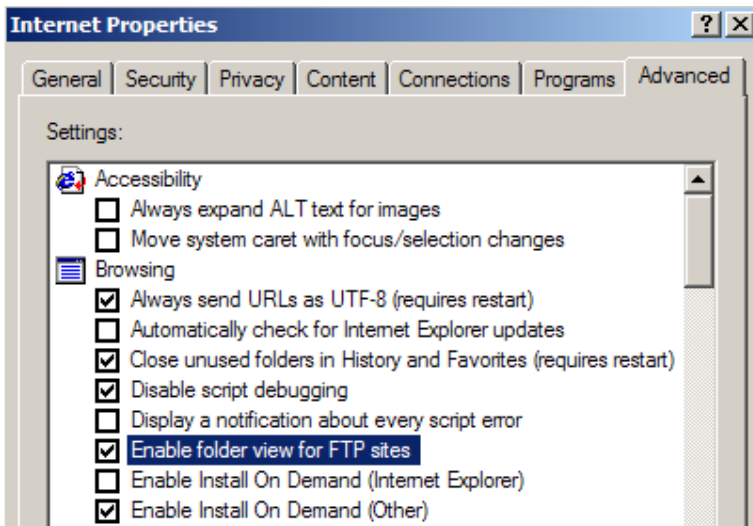
- 2 Click favourites and then 'add to favourites' and name the favourite link 'OS ftp' or similar
- 3 Still in favourites, using the mouse right click on the new 'OS ftp' and then choose 'Send To' >> 'Desktop – create shortcut'
- 4 Now close your internet browser and find the new 'OS ftp' shortcut icon on your desktop and right click and then choose 'Properties'
- 5 Finally, paste the following text (swapping for your username etc) in the URL and click apply:

<ftp://username:password@ftp.ordnancesurvey.co.uk/..../from-os/>



Double click the 'OS ftp' site icon (Desktop Shortcut) to open the site and as a result a list of your available orders will appear. It should be noted that this window may take 20 to 30 seconds to open and so please allow a delay. If the delay last longer than expected, you may wish to check the following settings under Control Panel>>Internet Options on your computer

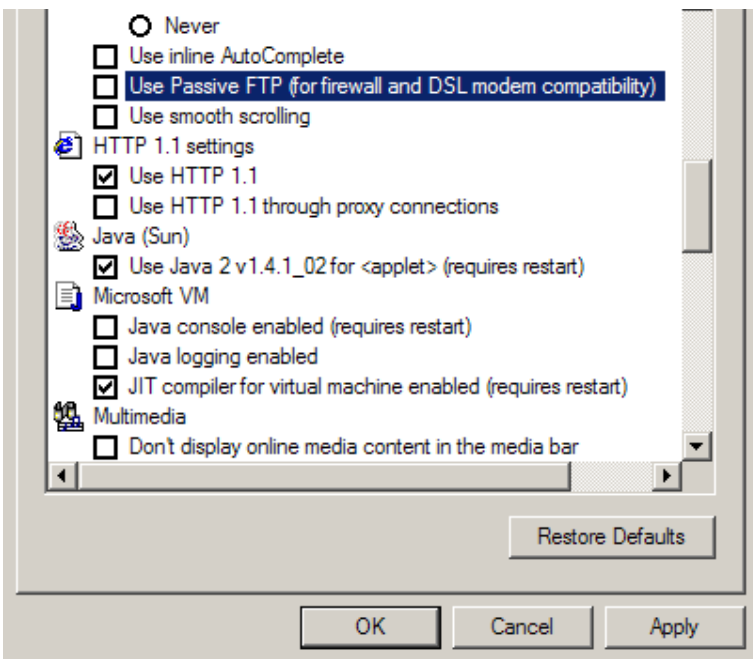
## Computer Settings for FTP Downloads:



Specifies to show FTP sites in folder view, which is similar to browsing folders in Windows Explorer.

This feature might not work with certain types of proxy connections.

If you clear this check box, FTP sites will display their contents in an HTML-based layout.



Specifies to use passive FTP, which does not require your (local) machine to know its Internet IP address.

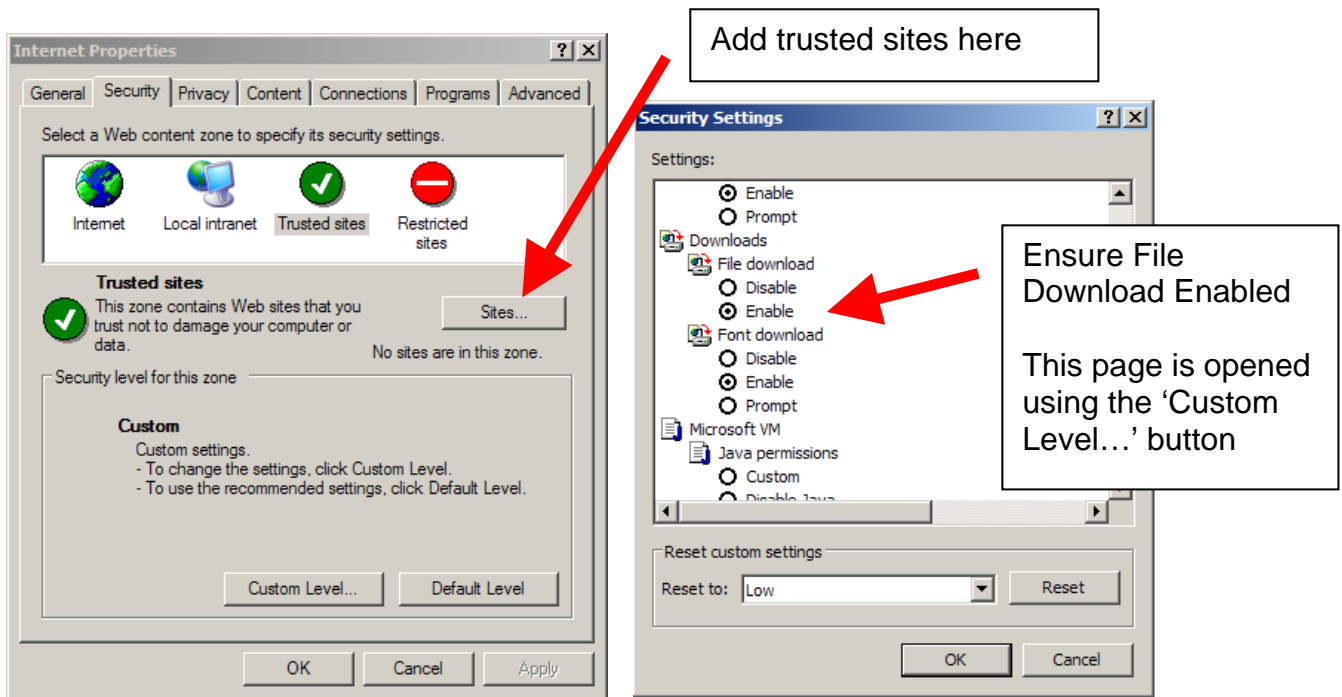
Some network configurations will only work with passive mode turned on, while others will only work with passive mode turned off.

This feature allows you to select which mode use for compatibility with your network settings. Most network configurations will support both modes. Of these, the passive FTP mode is considered more secure.

It may be necessary to try a combination of settings for the two choices above before you are able to find one that suits your computer.

If you have a firewall such as Norton Internet Security, you may find that when you try to access the ftp site you are unable and the firewall starts flashing a warning sign at you. In order to overcome this, simply add the address of the blocked ftp site to your list of trusted addresses.

The example below shows the standard Windows XP security settings as found in the Control Panel >> Internet Options.



On gaining access to your ftp site, simply double click (with the left mouse button) on the relevant folder (or html link) to download your product. As a result you will be given the options of 'Open' or 'Save' from which you should always choose to save before specifying the location you would like to save the file under. The FTP site will be periodically cleared of any orders that have been available for download for over one month so please ensure that products are downloaded and saved in a known location.

Download times are generally very rapid as the file sizes are very small normally and also come in a zipped format. For this reason you will also require a program such as WinZip to access the folder unless you have a recent release of Microsoft Windows which will allow opening of zip files simply by double-clicking on the folder and then copy and pasting the product from the folder in to the parent directory.

## Product Formats:

Full details on the product formats and usage can be found in our document 'Product Types & User Requirements' but for ease of reference, the file types are as follows:

Siteplan Plot	.ps	A PostScript file requiring viewer or PostScript enabled printer
Siteplan Data	.tif	A TIFF (image file) for insertion into most Desktop Publishing Software including Word, Publisher and Adobe Photoshop
Superplan Plot	.plt	A Plot file for direct printing on printers or plotters
Superplan Data	.DXF	A DXF Release 12 format vector file for use in Computer Aided Design (CAD) packages e.g.AutoCAD and Microstation
Landplan Plot	.plt	A Plot file for direct printing on printers or plotters

## Printing by Batch File:

PLT and PostScript files can be printed using a batch file if viewing software is unavailable. Ghostview is a common free viewing platform for Siteplan PostScript files which may then be printed from within the viewer on even a non-PostScript enabled printer although there may be some loss of data at the page margins due to the page set-up and printing limits for the computer/printer.

A batch file enables a user to send a document directly to a printer/plotter simply by dragging the file (not a zipped version of the file) using the left mouse key over the top of the batch-file icon before releasing the mouse button. For ease of use, you may wish to keep the batch-file on the desktop or in the folder to which you choose to download your products.

The batch-file will then send the file to either a local printer attached to ports such as the standard LPT1 or alternatively to a networked machine at a given I.P. Address depending on your requirements. Two separate batch files exist for 'Attached Plotter' or 'Network Plotter'

In order to configure the Batch File to use the right computer port or the right I.P. Address, simply open the program Notepad and then choose FILE>>OPEN and set the file type to 'ALL Files' to enable the selection of the required Batch File. As a result one of the two following documents will appear and can be adjusted before being saved again.

```
attached plotter - Notepad
File Edit Format View Help
REM Generic plot batch file using TYPE
REM should work for sending files to an attached plotter
REM on ALL versions of MS-DOS platform

REM LPT1 may need to be replaced by LPT2 or LPT3....

@ECHO OFF
CLS

REM drag filename to be plotted and drop it onto the icon

SET INPUTFILE=%1

REM send plot file to plotter
ECHO.
echo Plotting %INPUTFILE%
ECHO.

TYPE %INPUTFILE% > LPT1

ECHO.

PAUSE
```

```
network plotter - Notepad
File Edit Format View Help
REM batch process to send plot files to a networked plotter
REM will only work on MS-DOS system which have LPR

REM the ID address of the networked plotter will need to be hard-coded

@ECHO OFF
CLS

REM drag filename to be plotted and drop it onto the icon

SET INPUTFILE=%1

REM send plot file to networked plotter
ECHO.
echo Plotting %INPUTFILE%
ECHO.

lpr -s 172.30.31.52 -P lp %INPUTFILE%

ECHO.

PAUSE
```

## Plotting:

When plotting, we suggest that a 914 mm (36 inch) width roll is used as PLT files are generated with this setting.

Ensure that your plotter carries significant memory. In particular, if printing a Landplan we would suggest that intended plotters carry their full possible onboard memory as although the file size may only reach 1 or 2 MB, the required onboard memory to handle the plot generation can easily be 10 times this.