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## Section 6 – Saving

We recommend that you save every map or aerial photograph you open in Promap. Promap has a facility to check through your saved Detail map files every time you search for a site or building. If you have a saved Detail map with the location you are searching for, Promap will ask you if you would like to view this map instead.



When you save your map or aerial photograph, Promap saves all the map layers that have been activated together with any changes you have made. By clicking the **Save** button, you save a whole set of map layers and/or aerial photographs and not just the map or aerial photograph displayed on your screen at the time. This is why we talk in terms of 'Saving Files'.



### Notes

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Once you have purchased historical maps you can save them on your computer as either PDF or GIF files. The historical maps cannot be viewed or saved within the Promap software.

When you open a previously saved file, the file will be loaded at the point where you saved the map or aerial photograph, along with all the map layers and aerial photographs that have been accessed or activated.

The Promap 'Save Map' box provides four fields in which you may enter information about your map.

#### **Titles**

File name:

Folder Name:

Description:

Reference:

#### **Description**

Enter a short descriptive name for your map or aerial photo.

Your files are organised by storing them in folders. You can select any folder you wish from the left hand panel or type the folder name in to this box.

Enter a description of the file you are saving. This becomes useful as your saved file collection grows and you need to use the search function in Promap.

Allows you enter a reference code of your own choosing. You may wish to enter a unique project code, client name or the reference you entered in to your expenditure details.

Below these fields you are given the option to make your map read-only. Saved maps can be locked for added security against accidentally overwriting your maps. To do this click the box provided next to the text 'Make this map read-only'.



### Notes

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Any file you save is saved to our server not to your computer. Promap will not allow you to save a Promap file to your computer. However, you can save a copy of any printed file as a bitmap to your computer.

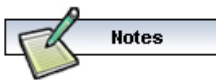
Promap will also allow you to save an aerial photograph to your computer as jpeg.


## Saving a file for the first time

We recommend that you save every map or aerial photograph you pay for in Promap.



1. Click the **Save** button on the top toolbar or click **File** and **Save**. The 'Save File' box will appear.
2. You will see your **Organisations** folder (available to everyone in the company), your **Group** folder (available users in that group) or your **Private** folder (available only to you). Decide which folder you would like to save the file in to.
3. Click the folder you would like to save in to e.g. **Org**. Promap will automatically puts it's name in to the 'Folder Name' box provided in the bottom right hand corner of the 'Save Map' box.
4. In the 'File name' box provided type in the name of your file, e.g. 27 Harlech Close. Enter a 'Description', e.g. Residential Site, Basingstoke, and a 'Reference', e.g. Harlech Development, if you wish.
5. You are given the option to make your map read-only. Saved maps can be locked for added security against accidentally overwriting your maps. To do this click the box provided next to the text 'Make this map read-only'.
6. Click the **Save** button. Your map will be saved in to the folder you specified.



If you would like to save changes to a read-only map you will need to unlock it first. Click the **Save** button and the 'Save Map' box will appear. Select the map and click the  button provided in the top right hand corner. This will unlock the map enabling you to save any changes to the map.

Under your private folder you may see a subfolder called 'Converted'. The Converted folder is created when you convert maps from Promap<sup>cd</sup> and used to store these converted maps. You can choose to move these maps and details this folder if you wish.

## Re-saving an existing map

If you make any changes to a map you have saved i.e. add customisation, print it, you will need to save it again to save the changes.



#### Step by step


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1. Click the **Save** button on the top toolbar or click **File** and **Save**. The 'Save File' box will appear.
2. You will see your **Organisations** folder (available to everyone in the company), your **Group** folder (available users in that group) or your **Private** folder (available only to you). Decide which folder you would like to save the file in to.
3. Click the folder you originally saved in e.g. **Org**. Promap will automatically puts it's name in to the 'Folder Name' box provided in the bottom right hand corner of the 'Save Map' box.
4. In the right hand panel click the file name e.g. 27 Harlech Close. This will automatically re-populate the 'Description' and 'Reference' boxes for you.
5. You are given the option to make your map read-only. Saved maps can be locked for added security against accidentally overwriting your maps. To do this click the box provided next to the text 'Make this map read-only'.
6. Click the **Save** button. Your changes to the saved file will be saved.



#### Notes

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If you would like to save changes to a read-only map you will need to unlock it first. Click the **Save** button and the 'Save Map' box will appear. Select the map and click the  button provided in the top right hand corner. This will unlock the map enabling you to save any changes to the map.

### Creating a new folder



You may wish to organise your saved files using subfolders to the existing folders provided by Promap. You can do this while you are in the process of saving a file to save you having to do it later. Promap will allow you to create as many subfolders and as many levels of folders as you like.

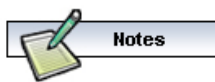


#### Step by step

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1. Click **Save** or click **File** and **Save**.
2. You will see your **Organisations** folder (available to everyone in the company), your **Group** folder (available users in that group) or your **Private** folder (available only to you). Decide which folder you would like to create the subfolder under.

3. Click the folder you have decided on e.g. **Org**. This will be the parent folder. Promap will automatically put its name in to the 'Folder Name' box provided in the bottom right hand corner of the 'Save File' box.
4. Click the **New Folder** button in the top right hand corner of the 'Save File' box.
5. A new folder entry bar will appear. Type in the name of the subfolder you want to create e.g. Project B – Basingstoke. Click **Submit**. Promap will return you to the original 'Save Map' box.
6. Click the parent folder you selected e.g. **Org** and the new subfolder you've created will appear e.g. Project B – Basingstoke.
7. To save your file in to the new subfolder, click the subfolders name. Promap will automatically put its name in to the 'Folder Name' box provided in the bottom right hand corner of the 'Save File' box.
8. In the **File name** box provided type in the name of your file, e.g. 27 Harlech Close. Enter a 'Description', e.g. Residential Site, Basingstoke, and a 'Reference', e.g. Herlech Development, if you wish.
9. Click the **Save** button. Your map will be saved in to the folder you specified.



#### Notes

- A folder name and reference can contain any character except '| " % & + # \'.
- A folder description can contain any character except '| " % & + # \'.
- If you don't specify a parent folder for your subfolder it is automatically placed under your 'Private' folder.
- Names of folders, maps and other objects are case insensitive. If you save a map file with the name 'MIXEDcase' it will overwrite one called 'mixedCASE'. The name of the map will still appear you typed it originally.

## Opening a saved file



By clicking the **Open** button Promap allows you to search for and open previously saved files. There are three different ways of finding the file you are looking for:

**Recent** – Provides a list of your 10 most recently saved files

**Browse** – Provides your folders for you to browse looking for your file

**Search** – Allows you to search all your saved files using a keyword or grid reference

### **Opening recent files**

Recent files allow you to access the ten most recently saved files.



#### Step by step

1. Click the **Open** button or click **File** and **Open**. A box will open on your screen.

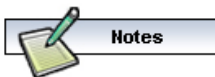
2. Click the **Recent** tab. Under the tab 'Recent' you will see a list of up to 10 of your most recently saved files. The most recently saved map file will appear at the top of the list.
3. Click the file that you want to open. The file will be highlight in grey.
4. Click the **Open** button at the bottom of the box.
5. The file will be displayed on your screen.

### Opening a saved file by browsing

Browsing your map folders enables you to open files that have not been used recently.



1. Click the **Open** button or select **File** and **Open**.
2. Click the tab called **Browse**. The box will split in to two panes. Your folders will appear in the left hand pane.
3. Use the left hand pane scrolling bar to find the folder you saved your file in to.
4. Click the folder you want. Promap will show any subfolders that the folder has and display any files it contains in the right pane. If your map was saved in to a subfolder, click the subfolder and the files it contains will be displayed in the right hand pane.
5. Click the file you want to view. Promap will highlight it in grey and tick the selection box to the left of the file name.
6. Click the **Open** button at the bottom of the box.
7. The map will be displayed on your screen.



You will see a row of five buttons available to you in the Browse window. To learn how to use these go to **Section 6 - Using the quick fire buttons**.

### Searching for saved files using a keyword

Promap allows you to search for maps you have saved using a keyword. The keyword, or keywords, you enter are checked against the file names, descriptions and references you have entered when saving your files.



1. Click the **Open** button or click **File** and **Open**.
2. Click the tab called **Search**.

3. Type the word you would like to search on in to the box provided, below the words Keyword Search.
4. Click the **Search** button.
5. Promap will display any files that contain the keyword you searched on.
  1. Click the file that you want to open. The file will be highlighted in grey.
  2. Click the **Open** button at the bottom of the box.
6. The map will be displayed on your screen.

### Searching for saved files using a grid reference

Promap provides you with the ability to search for maps within any distance of a grid reference you have. For example, you may have a grid reference for a new site and believe you have a saved a map before that covers that area.




#### Step by step

1. Click the **Open** button or click **File** and **Open**.
2. Click the tab called **Search**.
3. Click the radio button to the left of 'Co-ordinate Search' to select this type of search.
4. Enter the Easting and Northing you have in to the boxes provided. Decide the radius from that point within which you like to search your saved map files.
5. Enter the distance in to the 'Radius' box provided.
6. Click the **Search** button.
7. Promap will display any maps are within the radius you set.
  3. Click the map that you want to open. The map will be highlighted in grey.
  4. Click the **Open** button at the bottom of the box.
5. The map will be displayed on your screen.



#### Tips

To get an 'Easting' and 'Northing' from a national grid reference, click  and click the **By Grid Ref** tab. Enter your national grid reference number and click **Convert**. Promap will provide you with an easting and a northing.

### Using the quick fire buttons

When you open a file in Promap and click the Browse tab, you will see a row of buttons. They give you fast and easy ways to:



Move files, colour schemes and print layouts from one folder to another



Create subfolders to organise your saved files more efficiently



Delete files, folders, colour schemes and print layouts



Rename files, folders, colour schemes and print layouts



Shows information about any saved maps and aerial photographs

### Moving map files



Saved files can be moved from one folder to another allowing you to organise them in a methodical way.



#### Step by step

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1. Click the **Open** button on the top toolbar and click the tab called **Browse**.
2. In the left hand pane click the folder containing the file or files you want to move. The maps contained in that folder will appear in the right hand pane.
3. In the right hand pane click the file or files you would like to move. Promap will highlight it in grey and tick the selection box to the left of the map name.
4. Click the **Move Files** button. A panel for you to enter the destination folder will replace the list of files.
5. In the left hand pane click the folder you want to move the files to. The folder name will appear in the destination box called 'To:' on the panel.
6. Click **Move**.
7. The file or files will be moved to its new location.

### Creating a new folder



Promap allows you to create subfolders to the existing folders Promap provides. You can use this facility to organise your files more efficiently.



#### Step by step

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1. Click the **Open** button on the top toolbar and click the tab called **Browse**.
2. In the left hand pane, click the folder you would like to create a map folder for e.g. Org. This will be the parent folder.
3. Click the **New Folder** button.
4. The New Folder box will open. Type in the name that you would like your new folder to have e.g. Development Project B
5. Click **Submit**.

- Promap will ask you to confirm that you want to create a new folder with the name you have entered. Click **OK**.
- Promap will create the subfolder for you. To view the new subfolder click the parent folder e.g. Org. The new subfolder will now be visible below it.



#### Tips

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To learn how to save in to your newly created subfolder, go to [Section 6 - Saving](#).

### Deleting a file or files



You have the ability to delete a saved map file or maps using the delete button.



#### Step by step

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- Click the **Open** button on the top toolbar and click the tab called **Browse**.
- In the left hand pane click the folder containing the file or files you want to delete. The files contained in that folder will appear in the right hand pane.
- In the right hand pane click the file or files you would like to move. Promap will highlight it in grey and tick the selection box to the left of the file name.
- Click the **Delete** button.
- Click **Submit**. You will be asked to confirm that you want to delete the file or files you've selected.
- Click **OK**.

### Deleting a folder



You have the ability to delete an empty folder using the delete button.



#### Step by step

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- Click the **Open** button on the top toolbar and click the tab called **Browse**.
- In the left hand pane click the folder you want to delete.



#### Tips

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Promap will only allow you to delete an empty folder. If you have any files in the folder you must move them to another folder or delete them.

3. Click the **Delete** button. The 'Delete' panel will appear asking you for confirm you want to delete the selected folder.
4. Click **Submit**. You will be asked to confirm for a second time that you want to delete the selected folder.
5. Click **OK**.



#### Notes

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Please note that the `_Org`, `_Group` and `_Private` folders cannot be deleted from Promap.

#### Renaming a file



You may need to rename files from time to time; Promap will allow you to do this.



#### Step by step

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1. Click the **Open** button on the top toolbar and click the tab called **Browse**.
2. In the left hand pane click the folder containing the file you want to rename. The files contained in that folder will appear in the right hand pane.
3. In the right hand pane click the file you would like to rename. Promap will highlight it in grey and tick the selection box to the left of the file name.
4. Click the **Rename** button.
5. Type in the name you want to give the file.
6. Click **Submit**. You will be asked to confirm that you want to rename the file you've selected.
7. Click **OK**.

#### Renaming a folder



You may need to rename folders from time to time; Promap will allow you to do this.



#### Step by step

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1. Click the **Open** button on the top toolbar and click the tab called **Browse**.

2. In the left hand pane click the folder you want to rename.
3. Click the **Rename** button.
4. Type in the name you want to give the folder.
5. Click **Submit**. You will be asked to confirm that you want to rename the folder you've selected.
6. Click **OK**.

### Saved file properties



Using the saved file properties button you can find out all the details of any map or aerial photography file. Promap will tell you the file's name, description, reference and what layers have been accessed and saved, i.e. Detail, Street, Aerial.



#### Step by step

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1. Click the **Open** button on the top toolbar and click the tab called **Browse**.
2. In the left hand pane click the folder containing the file you want to see the properties of. The files contained in that folder will appear in the right hand pane.
3. In the right hand pane click the file you would like to find out about. Promap will highlight it in grey and tick the selection box to the left of the file name.
4. Click the **Properties** button.
5. A panel will appear displaying all the properties of the map you've selected.
6. When you have all the information you wanted click **OK**, the panel will disappear.
7. To close the 'Open' box click **Cancel**.

## Converting Promap<sup>cd</sup> maps

Promap allows you to convert old Promap<sup>cd</sup> saved map files in to Promap maps for use over the Internet. Once a saved Promap<sup>cd</sup> map is converted it is saved on to the Promap server in your organisation's folder.



#### Notes

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Map colour schemes, customisation, the data export frame and the print frame are preserved when converting maps. However, areas that you have additional roam areas you have paid for are discarded. Please refer to **Section 4 – Navigating your way around the map** for further information.

### Selecting a Promap<sup>cd</sup> map to convert



#### Step by step

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1. From the menu bar click **File** and **Convert**.

2. The 'Pick Promap<sup>cd</sup> map to convert to Promap' box will appear.
3. At the top of the box you will see the words 'Look In'. To right of 'Look In' is a box, use the arrow pointing down to select the drive and folders that contain your Promap<sup>cd</sup> map.
4. Click the map you want to convert. It will be highlighted in blue to show it's selected.
5. Click **Open**.
6. Follow the steps below to convert the map.

### Converting a Promap<sup>cd</sup> map to Promap on the web



#### Step by step

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1. The 'Save File' box will appear.
2. Promap will automatically direct the map to be saved in to your private folder and the subfolder called 'Converted'.
3. The map name will be the same as Promap<sup>cd</sup> map.
4. You can select a different destination folder by clicking the folders in the left hand pane or just type in the name of the folder you want to save in to.
5. Enter a map description and reference in to the boxes provided.
6. Click the **Convert** button.
7. Promap will begin the conversion process. Most maps are converted very quickly. If Promap is going to take some time to convert the map you will be told.
8. Promap will display your converted map on the screen.



#### Tips

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If you have several maps that you want converted, contact us at [customerservice@promap.co.uk](mailto:customerservice@promap.co.uk), we will convert the maps and load them on to Promap for you. If you have less than 50 maps to convert you can attach them to the email you send us.