DRAW AND MEASURE TOOLS

Shortcuts and hints

Promap

Map tools

Map tools

Start drawing | Overlay data

Snap To Point

1
2 3 4 5 6
7 8 9 10
11 12 12 14 15
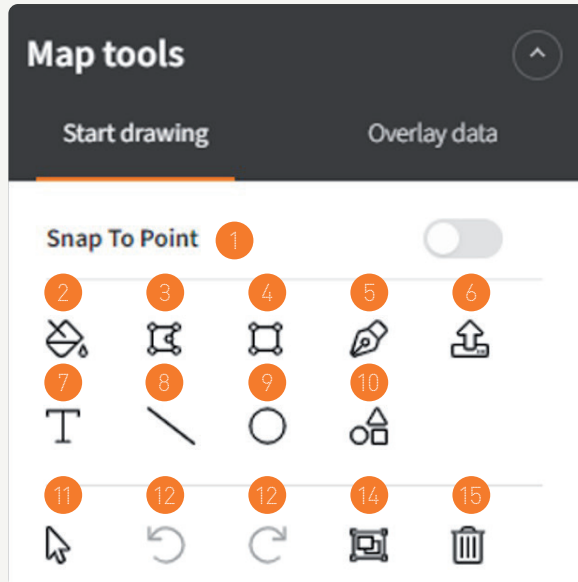
On the map tools displayed, the tools numbered 2-10 are utilised for **outlining and adding shapes**, whereas tools 11-15 are used for **altering drawn shapes**.

1. **Snap to Point**: Turns on all points on the MasterMap layer, making it easier to connect the points to create detailed shapes and boundaries

2. **Fill Tool**: Enables users with a single click to add an outline to an individual shape or a Land Registry Title

3. **Shape Tool**: Used to free draw shapes often with the Snap to Point tool to draw more detailed boundaries

4. **Rectangle Tool**: Add rectangles to the map

5. **Add/Remove Point Tool**: Add/Remove and Edit points in an existing shape

6. **Upload Shape**: Upload a polygon in a shape file format

7. **Text Tool**: Create your own text boxes and customise the text and its appearance

8. **Line Tool**: Create lines to calculate boundary perimeters and measure distances

9. **Circle Tool**: Add circles to the map

10. **Shapes Tool/Drawing Libraries**: Access and create libraries of shapes to add to your mapping

11. **Move, Resize & Rotate Tool**: Amend the sizing and position of your shapes

12. **Undo Tool**: Go back step by step through last actions and correct any mistakes you may have made

13. **Redo Tool**: Redo any changes from the undo tool

14. **Merge Tool**: Join adjacent shapes together quickly with this tool

15. **Delete Tool**: Permanently delete a selected shape from the map

Shape measurements

Units of measurement

System ① | Metric | Imperial

Areas ② ③ | Hectares | Auto

Properties

Area	530.2 m²	+ Add label
Perimeter	95.13 m	+ Add label
Last Segment	0.833 m	
Rotation	0 °	

● Outline ⌄   ○ Fill ⌄

① **System**: Select between Metric or Imperial

② **Areas**: Select between Hectares or Auto. Auto will scale the unit of measure appropriately to the size of site. If toggled to Imperial, the choice is Acres or Auto

③ **Properties**: This section will display the various measurements of the selected shape. Use 'Add label' to add a text box including the site measurements
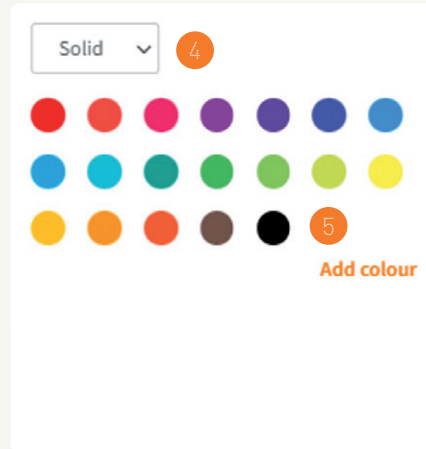
Shape properties boxes

Outline
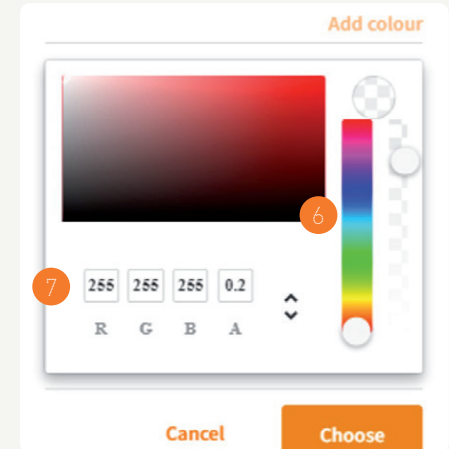

Fill

Add colour (advanced colour options)
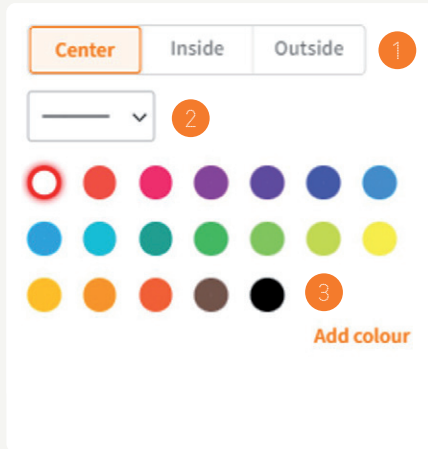
1. **Centre/Inside/Outside**: Change the position of a line to inside, outside in the middle of a drawn boundary
2. **Line Width**: Change the width of a draw line
3. **Colour**: Change the colour of a line

4. **Solid/Pattern Fill**: Select a solid colour fill for your shape or choose from a range of patterns
5. **Colour**: Change the colour of a polygon

6. **Colour Palette**: Use the Colour Palette to select customise the colour option
7. **Colour Codes**: Use the RGB colour code section to add specific colours

Additional menu options

	Menu
	Copy
	Paste
	Lock
	Unlock
	Group
	Position
	Add to Drawing Library
	Special
	Buffer
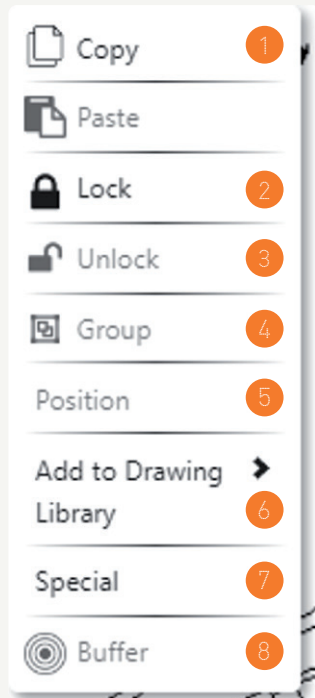
1. **Copy & Paste**: Copy and paste a shape
2. **Lock**: Lock the selected shape or shapes in position
3. **Unlock**: Unlock the selected shape or shapes for deletion or amendment
4. **Group**: Group a number of selected shapes
5. **Position**: Alter the shape order in terms of which is in front or behind
6. **Add to Drawing Library**: Create and add to new libraries of saved shapes
7. **Special**: Provides a 'Lock to Background' option that will lock a shape in position behind the mapping features. For example it puts a shape behind the OS MasterMap boundary lines
8. **Buffer**: Add a buffer to a shape that is locked

Keyboard shortcuts

There are a variety of keyboard shortcuts in Promap. Please see a summary of these below:

Keyboard shortcuts

- Control + Z: Undo
- Control + Y: Redo
- Control + Enter: Reopen Completed Shape
- Delete key: Delete
- A key: Set Angle
- L key: Set Length

Drawing Tool shortcuts

- Shift + Left Click: Allows you to select multiple shapes at once
- Shift while drawing a shape: Draw freehand
- Control + Resizing a shape: Changes the size of the shape from all sides

Snap-to-Point shortcuts

- Space bar + Left Click: While Snap-to-Point is active, hold down space bar and left click to join multiple consecutive points

System requirements

Promap is available on all modern browsers and operating systems.
For more information on our recommended system requirements, please check out the training pages on our website.

Useful Contact Information

Landmark Geodata welcomes your questions, comments and suggestions.

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Our Customer Services team are on hand to guide you through the Promap service and answer your questions. Direct lines and webchat are open from 9am to 5.30pm, Monday to Friday.

Tel 03300 366611
Email customerservice@promap.co.uk

To access our **webchat** facility click on the icon highlighted below in the bottom left-hand corner of the screen.

Need help?

Customer Services
Tel: 0844 844 9960
Email: customerservice@promap.co.uk

Training Department
Tel: 0844 844 9965
Email: training@promap.co.uk

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training resources

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