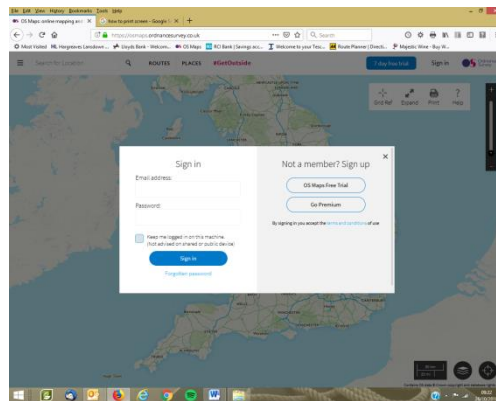


Instructions For Using OS Maps

These instructions cover the use for computers – use on mobile phone will be slightly different.

To login go to:

<https://osmaps.ordnancesurvey.co.uk/osmaps/>



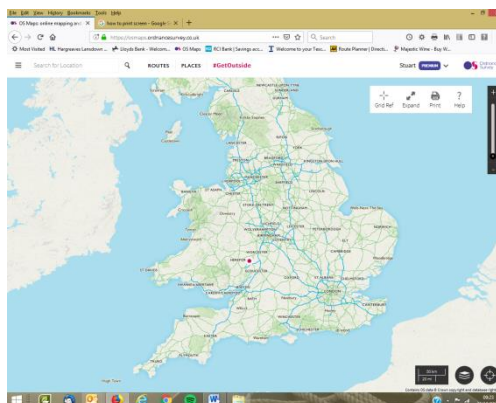
Login rosswalkingclub@gmail.com

P/W – Please email Stuart for the password

The Initial Screen on sign in

- When the page opens up you will see a map of Great Britain
- The screen will display:

At the top left hand are 3 bars which will give a further menu



Routes

Discover Routes - will give pre-loaded routes from the OS website

Create Custom Route – Where you can map out a route (more later in these instructions).

My Routes – These are routes that have been mapped by using the Custom Route and then saved for later use

Favourite Routes – Routes that have been saved to a favourites folder (shown by a heart on the saved route top page)

Import GPX – From here you can upload a GPX file from your computer, handheld device or file forwarded to you, it will be saved in My Routes from where it can be edited or name changed.

Places

This will give many options of indicating on the map where specific locations are e.g. B&B, Car Parks, National Trust etc

Print

To print a page or map

Map Legend

Displays an explanation of all the items that are indicated on an OS Map

Quick Start Guide

The same as the explanation here but in more detail

Help and Information

Help pages

Further options across the top of the screen are the same as those listed above.

Also across the top screen you will see my name (had to give this to get an account) and details of our account and the option to logout.

Moving down to the screen itself you will see a further 4 options.

Grid Reference – If you hold down the right hand key on the mouse you can move the position of the cursor around the screen and once you release the key you will see the GR of where the cursor is.

Expand – this will remove the menu listing to the left hand side of the screen.

Print – will allow you to print what is on the screen.

Help – the help menu

Moving to the bottom of the screen there are two icons.

The first like a stack of paper the second is a icon of a compass.

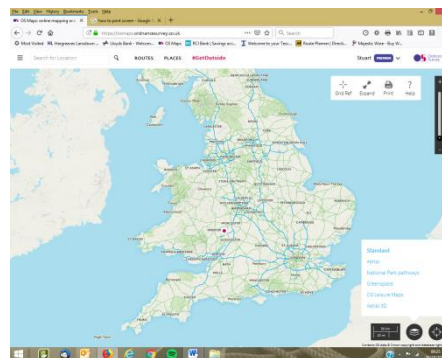
The paper stack – will give a further 6 options:

- **Standard** – this is the map from the opening screen
- **Aerial** – gives an aerial display of the map

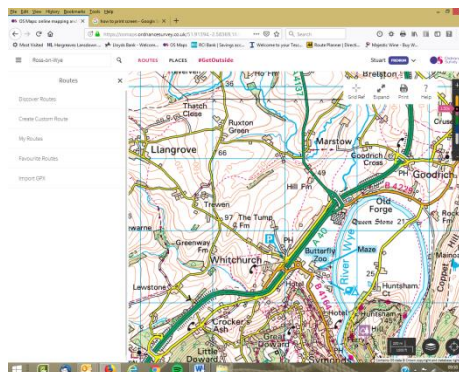
- **National Park Pathways** – This will display all walking paths and roads in any of the National Parks.
- **Greenspace** – will display on the map all major green spaces in Great Britain.
- **OS Leisure Maps** – The standard 1:25 or 1:50 OS map
- **Aerial 3D** – will display an aerial view of any mapped area in 3D

Making a New Route

Select OS Leisure Map from the “paper stack” bottom of the screen



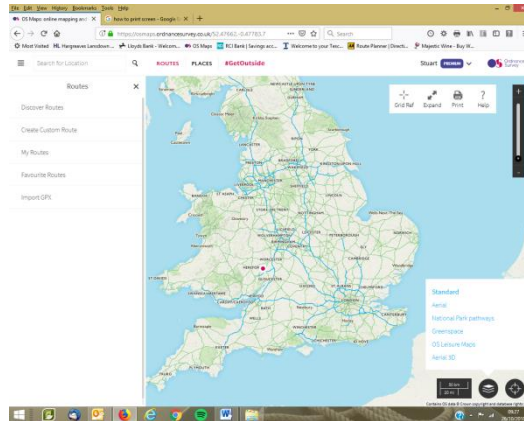
The screen will now display the OS map.



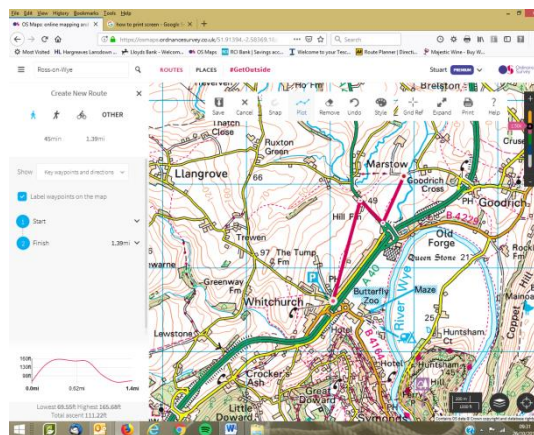
You will note a bar at the top right hand of the screen. As you move in and out by either moving the + or – on this bar or using the wheel on the mouse, the map will magnify and the bar will show the degree of scale of the map.

You can find a specific location by entering a town/village into the box at the top right hand of the screen. Or if you select the compass option this will automatically go to your current location if you have allowed your computer to do this.

Once you have found the location you require, select Routes from the top of the screen and Create Custom Route from the side menu



In the box at the top right hand corner insert the nearest place to where you wish the route to start from, press <return>. The map will move to this location. Then adjust the screen resolution to that required (see above). Move the cursor to your start position and <Click> this will display a red circle and will move to the centre of the screen and give the GR.



You will note that the left hand side of the screen displays options, you should make sure that the walking icon is highlighted indicating this has been selected. Along the bottom the elevation will be displayed.

Move the cursor to the next position along your required route and <Click>. A line will appear showing your route. The left hand screen will display the route elevation (if any) distance and time taken to walk. You will carry out these steps to complete your route.

You will note that further options are displayed along the top of the screen.

Save – will allow you to save and name your route.

Cancel – cancels the route being mapped

Snap – allows easy route making in National Parks but knowing the routes of the walking paths

Plot – allows you to plot a route

Remove – will allow you to move the cursor to a given spot, you will see an X on the screen and you can then remove that section of the route.

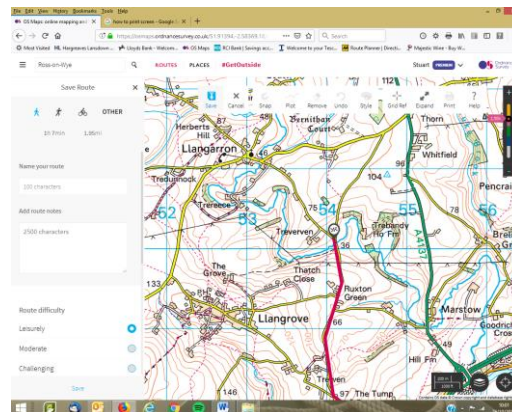
Undo – will remove the last action of the plot

Style – this will allow you change the colour of the plotted line, the thickness and the transparency

Expand/Print/Help are covered previously

Saving the Route

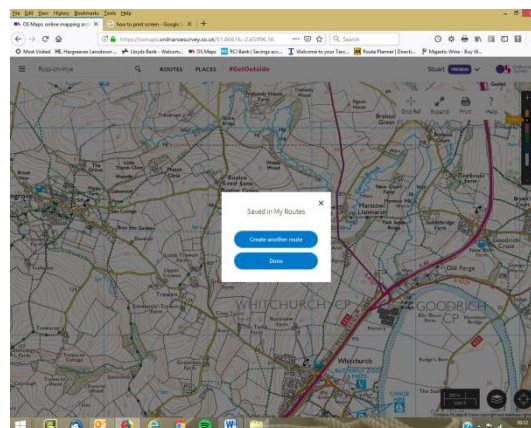
Once you have completed the track of your route go to the Save option at the top of the screen.



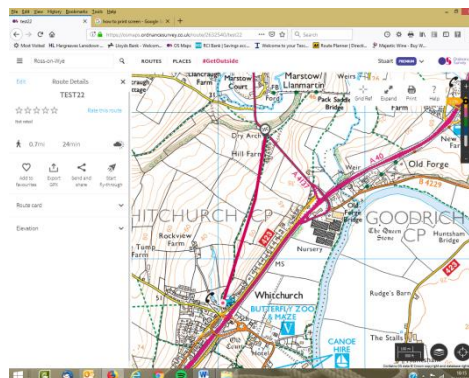
Along the left hand side of the screen the following options will be displayed:
The top line will display the type of activity (Walking/Running/Cycling)

- **Name of the Route** (this line should contain the initials of the author and the date as we will need to have a system whereby routes are only on the website for a determined amount of time as we may have so many users)
- **Add Route Notes** – a free flow box
- **Route Difficulty** – The options could equate to our grading system
- **Surface Type** – User defined
- **Who Can See Your Route** – If this is set to “Only Me” only users of the club account will be able to use it. If you want to forward to someone outside of this account it should be set to “Everyone”.

Once the route has been saved a further option will appear. You can either create another route or select done to finish.

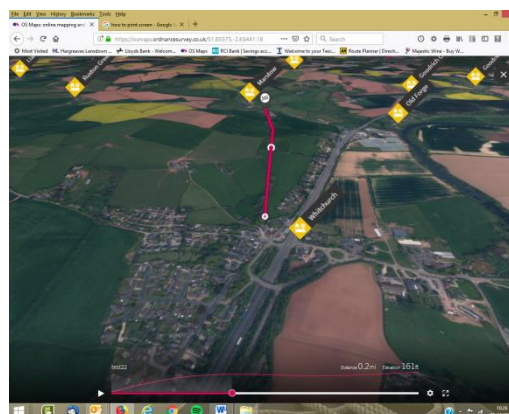


If selecting done then the following screen will appear



This will allow further options:

- **Edit** (top right) – will allow editing of the route
- **Name of the Route**
- **Distance/Time/Weather** (by selecting the cloud option it will give a current weather forecast – if you are connected to the internet).
- **Add to Favourites** – We would encourage you not to use this option as it will cause further housekeeping problems.
- **Export GPX** – This will allow you to export the GPX file of the map. This is useful if you have any handheld device or wish to store it within your own file system.
- **Send and Share** – This will allow you to forward the file of the route to another user via Facebook, E-mail or Twitter (making sure it is set to Everyone). Useful for sharing between members.
- **Start Fly Through** – this will display in a 3D format the route of your walk from an overhead perspective. It will also show any major landmarks on the route or surrounding areas.

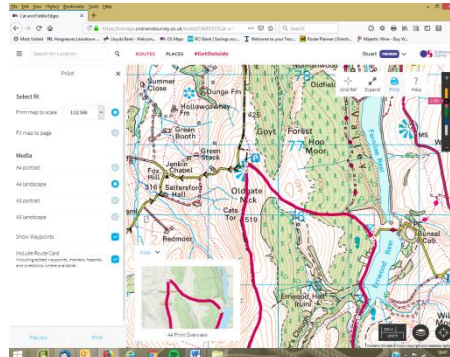


- **Route Card** – will show all waypoints and any information in the free flow section
- **Elevation** – will display all information of the route mapped. Elevation/Highest Point/Lowest Point/Distance and a map of the relevant elevation.

Printing

Once you have made a route you may require to print it.

Select the Print Option



The screen will display a new menu to the left of the map and a preview pane at the bottom of the screen. The size of this screen is determined whether you select Portrait or Landscape.

By use of the cursor you can move the map displayed on the screen and therefor the area you are going to print. There are other options:

- **Print map to scale** (a drop down list will appear)
- **Fit to map to page** (will cover the whole page)
- **A4 Portrait**
- **A4 Landscape**
- **A3 Portrait**
- **A3 Landscape**
- **Show Waypoints** (this will display a page will all the waypoints, these are the individual section points as you make your route on the map)
- **Include Route Card** – will display information regarding the route elevation, highest/lowest points etc (also free flow area where you can type instructions, hazards etc)

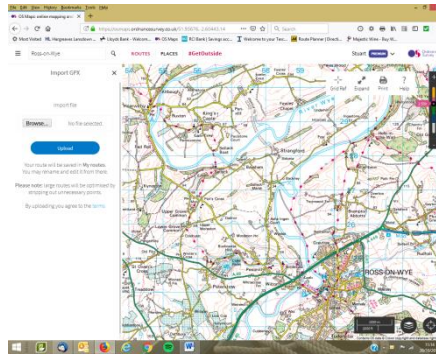
At the bottom of the screen there are two options:

- **Preview** – will enable you to view what will be printed. You are able at this point to move the map around the screen and to enlarge/shrink the map to get the exact area required. If it is not correct select the option **Back to Map**
- **Print**

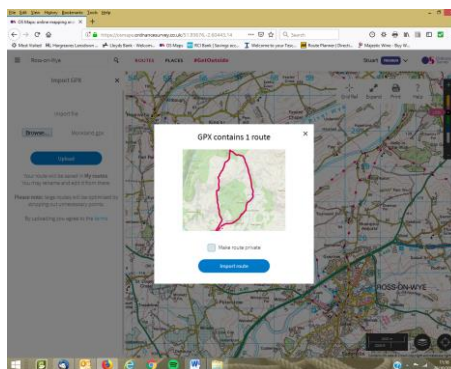
Importing a Route

You may wish to import a route from either a handheld device, flash drive or a route that has been sent via an email. This will only work for GPX files.

- At the top of the screen go to the Menu option (three bars top left)
- **Select Routes**
- **Select Import GPX**



- **Select Browse** – and find and select the file you wish to import
- **Select Upload** – a further screen will be displayed



- Select Import Route
- You will now have a further two options to either **Edit Route Details** or **Import Another GPX File** Select the appropriate option.
- The route will now be saved under the My Routes option and will have a title of the date of the actual file was saved.

If you do get stuck then there are always the Help pages and the FAQ on the website. Or give someone who has experience of the software a call.

Saving Files in OS Maps

Due to the number of people who can access this software it is necessary to have some housekeeping rules.

- Against any route mapped it should have the name of the author and the date
e.g. Malvern Hills/SB/220719
- Once used it should be deleted
- If it is required to be kept it should be off-loaded to your own computer/laptop (instructions below)

Saving a gpx file

- Once the route is saved it will appear on the left hand side of the screen where it can be deleted or edited. (Image 1)
- If you now open the route a different option screen appears to the left (Image 2)
- The two important options are Export GPX and Send and Share. (All route files will have the file extension of .gpx) (Image 2)
- If you select the option to Export a separate box will appear on the screen asking to Open or Save. Select Save and the gpx file will be saved to your internal file system. (Image 3)
- *(The location of where these files are saved can be changed. If using **Firefox** go to the right hand top corner of the screen where you see the three horizontal lines, open, select Options, scroll down to where it says Files and Applications, you can now change the location of all downloaded files. Normally the default is the Download option.) (Image 4). If using **Chrome**, go to the top right hand where there are three vertical dots and open. Go down to settings, at the bottom of this screen you will see "Advanced", open this, move down to where it says "Downloads". You will now see where your downloaded files are stored. This can be changed at this point.*
- You will now be able delete the original file from the main screen.

Importing a gpx File

- Once on the main page the options on the left hand side include "Import gpx". (Image 5)
- If you open this option and select the "BROWSE" option and select the gpx file from your downloaded/saved list. (Image 6)
- A small box will appear on the screen displaying the map and the required route. (Image 7)
- There are two options on the screen, first to make the route private (if not already so) and to "IMPORT ROUTE".
- A further two options will now appear on the screen. To either "Edit route details" or to "Import another GPX File" (Image 8)
- Once the edit option is selected the route will appear on the screen where it can be edited or saved.

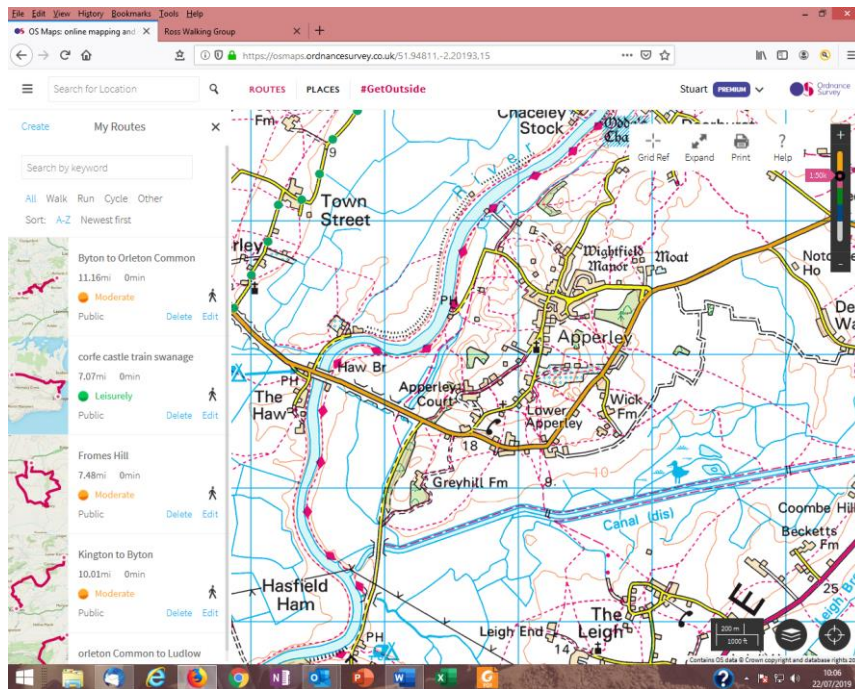


Image 1

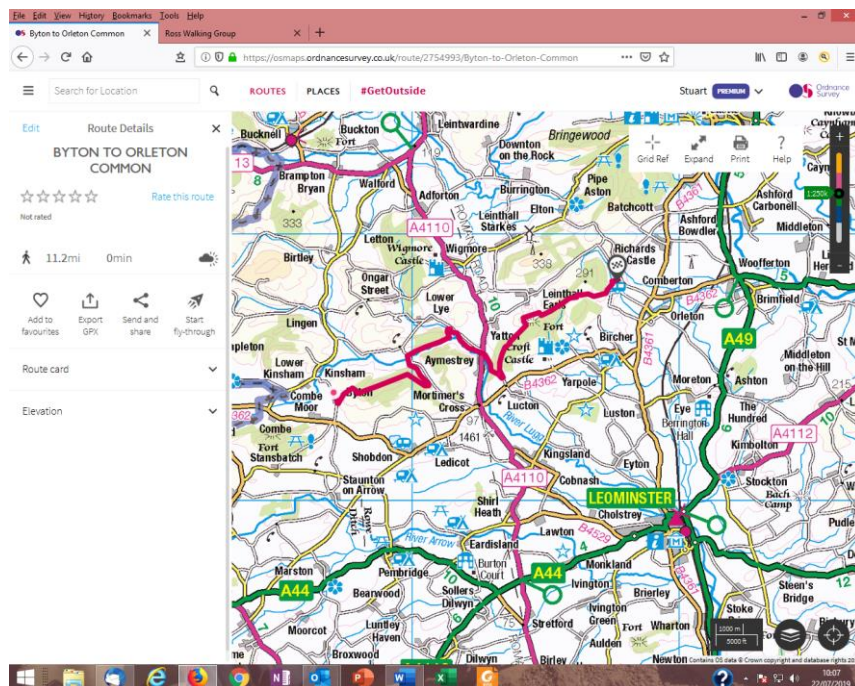


Image 2

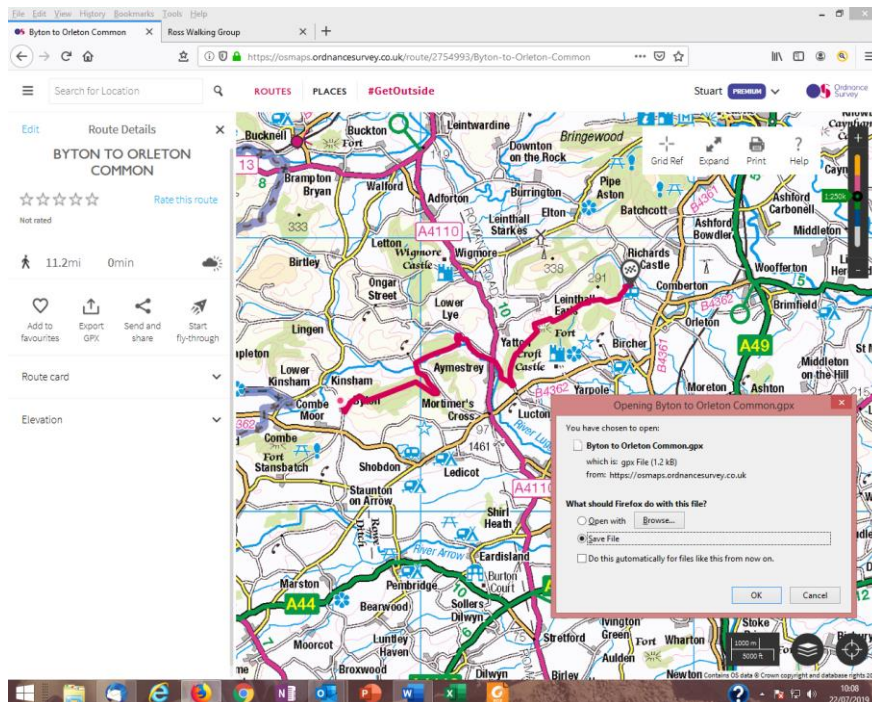


Image 3

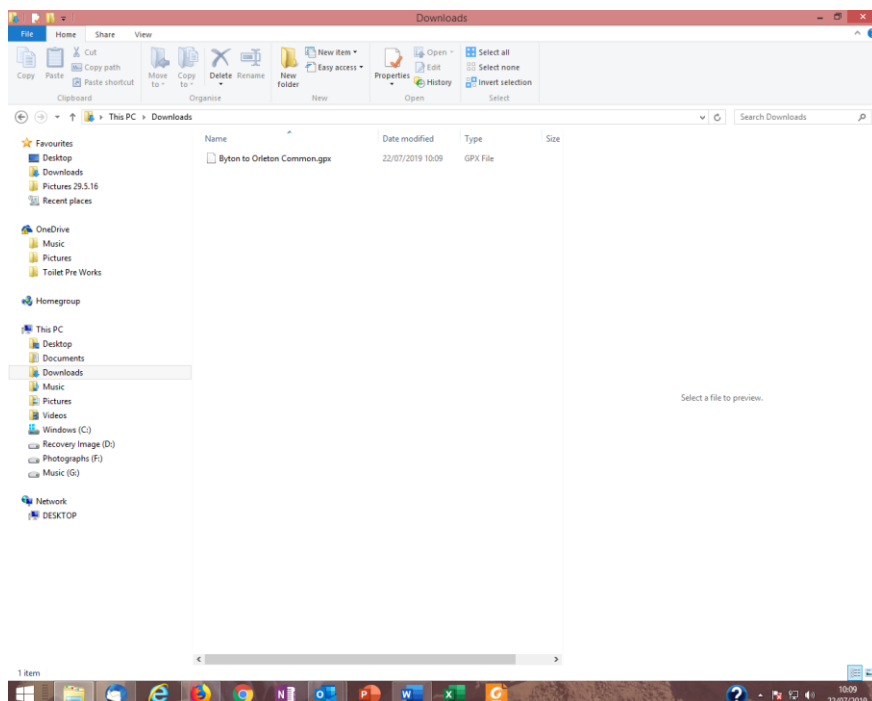


Image 4

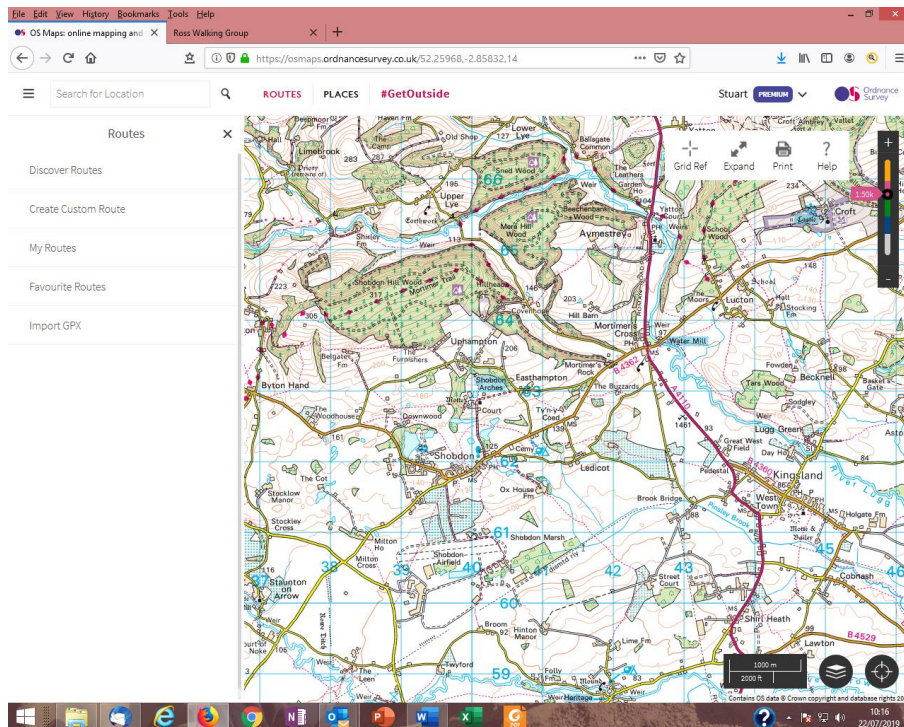


Image 5

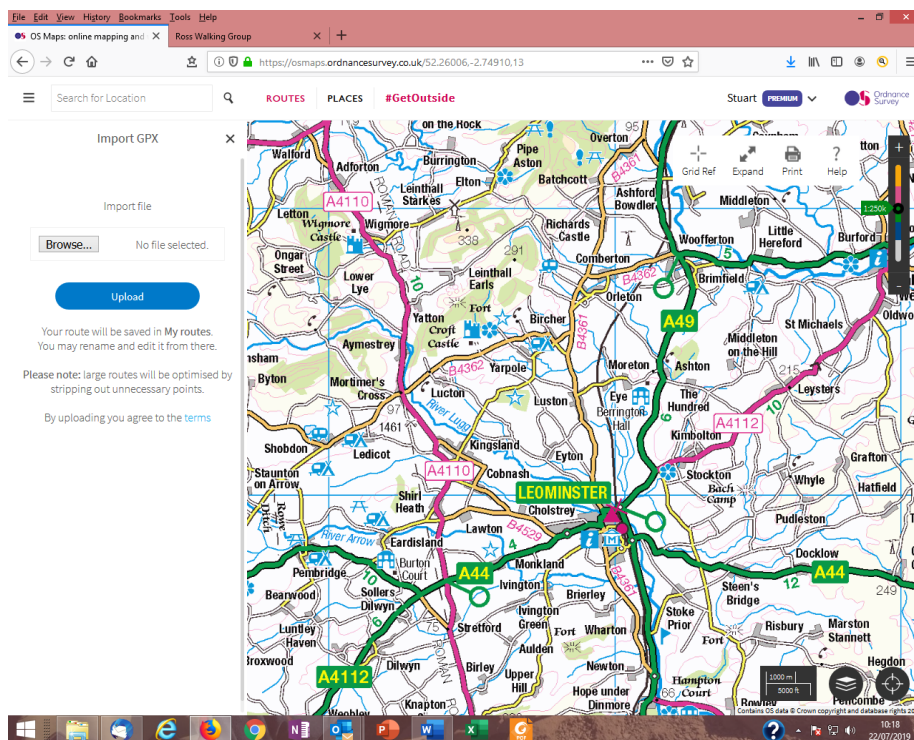


Image 6

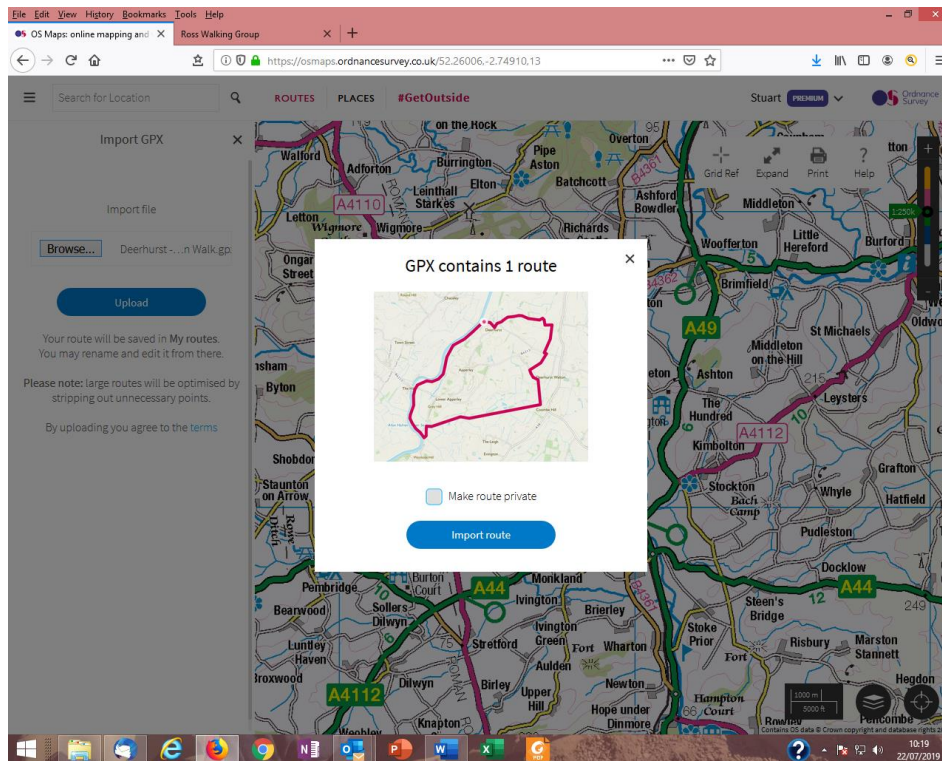


Image 7

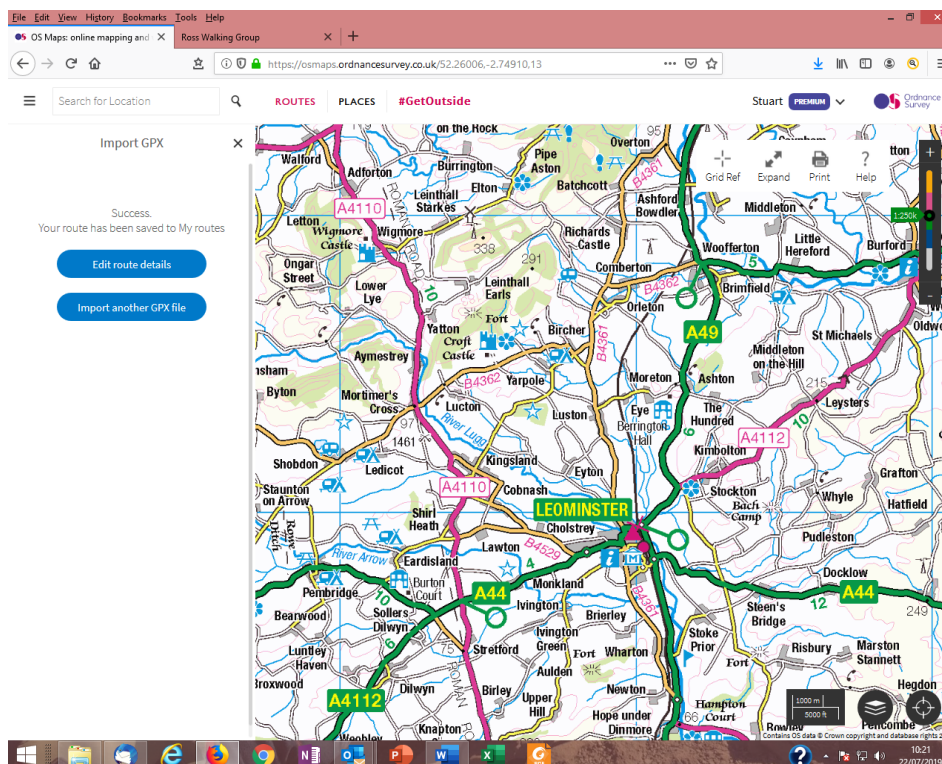


Image 8