



How to use our online mapping system


Please read these instructions before using our online mapping system.

If you want to view and print a map, you will need to have Adobe Reader on your PC. If you do not have this, it can be downloaded from <http://www.adobe.com>

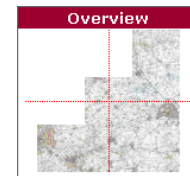
How do I search for an address?

1. First, choose what address details you want to search by.
2. You can search by Property Number (24), Street Name (Kingham Close), Town (Chippenham) or Postcode (SN151ER)
3. In the following example, we will search by just the postcode.
4. On the left-hand side of the screen, you will see a 'Search' menu. 
5. Position the mouse cursor in the Postcode box and left mouse clicks once. You can now enter a postcode of your choice.
6. For this example, enter SN151ER, **with NO spaces**.
7. Next, left mouse click on the red 'Search' button. 
8. Wait a few seconds...
9. A list of addresses with that postcode will now appear on the left landside of the screen.
10. Notice that a grey scroll bar also appeared next to the list of addresses. This will allow you to view addresses further down the list.
11. To use the scroll bar, left mouse click on the black arrow which points down.
12. To choose an address that you would like to view a map of, position the mouse cursor over the address and you will see the address underline.
13. Left mouse click on the underlined address.
14. Wait a few seconds...
15. A map of that address location will now appear.





How do I move around the map?

1. Around the edge of the map, you will notice a red bar. 
2. These arrows can be used to move the map in the direction indicated.
3. Position the mouse over one of these arrows. You will see a note appear saying 'Pan north', 'Pan south' etc.


4. Left mouse click, wait a few seconds..and a map will move in the direction of the arrow.
5. In the lower left hand corner of your screen, you will see an Overview map showing the District's wards and a red crosshair. The red crosshair shows your current location.
6. Now move the mouse cursor over to the Overview map; you may notice that the mouse cursor has changed to a crosshair.
7. To change your current location, left mouse click.
8. Wait a few seconds..
9. The map location will change.



How do I zoom in or out of the map?


1. Near the top of the screen you will see 
2. Using these buttons, you can zoom in and out or zoom to an area.
3. Position the mouse cursor over the  and left mouse click.
4. Wait a few seconds...
5. The map will zoom in.
6. Next position the mouse cursor over the  and left mouse click.
7. Wait a few seconds...
8. The map will zoom out and show a wider area.
9. Next position the mouse cursor over the  and left mouse click.
10. Now move the mouse cursor over to the map; you will notice that the mouse cursor has changed to a crosshair.
11. Left mouse click then move the mouse a little and a rectangle will appear. This indicates the area you will zoom in to.
12. When you have decided on the area to zoom to, left mouse click again.
13. Wait a few seconds..
14. The map will now zoom in to the area selected.

How do I view additional Council information?

1. On the right side of the screen, you will notice 
2. Alongside the empty white box, you will notice a small black arrow.

3. Left mouse click on the small black arrow and a list of additional council information will 'drop down'.
4. From the list, left mouse click on the item of interest.
5. Wait a few seconds...
6. The additional information will be displayed on the map.
7. Repeat steps 41 & 42 to view other information.
8. To remove the information from the map, select the blank space at the top of list.
9. Wait a few seconds...
10. The additional information will be removed and you will see a map again.
11. **Please note:** Only one type of additional information can be displayed at a time.

How do I print a map?

1. To print a map, position the mouse cursor over the  button and left mouse click.
2. Wait a few seconds...
3. You may get a warning message at this point! Don't worry it is normal.
4. Click on the Open button, this will open Adobe Acrobat Reader and you can view your map ready to print.