This is one of a series of teaching resources for use with Digimap for Schools.
For more details about this service, visit digimapforschools.edina.ac.uk
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Introduction

About *Digimap for Schools*

*Digimap for Schools* is an online mapping service for use by teachers and pupils providing easy access to a range of current Ordnance Survey maps, including the most detailed mapping available for Great Britain, OS MasterMap®, as well as digital versions of Ordnance Survey’s famous paper maps, the OS Landranger Map and OS Explorer Map series.

Also included are street-level maps, showing street names and road-atlas style maps. Maps can be printed as PDF files at A3 or A4 size with an individual’s own map title and name included with the scale bar and school name and address.

Search tools include postcode, place name or National Grid reference, and maps can be moved to centre on any chosen location within Great Britain. Map keys are available for each scale map to explain the symbols used within the map.

Maps can be annotated with symbols, lines, areas, text and can be saved to be reused during another session.

*Digimap for Schools* is a subscription service. Schools purchase a subscription for 12 months’ access to the service. Details on subscriptions can be found at [http://digimapforschools.edina.ac.uk/subscribe.html](http://digimapforschools.edina.ac.uk/subscribe.html).

Terms of use of the service can be found at [http://digimapforschools.edina.ac.uk/termsofuse.pdf](http://digimapforschools.edina.ac.uk/termsofuse.pdf).

For further information, or to give feedback on our resources, contact the EDINA Help Desk on 0131 650 3302 (Monday to Friday 9.00 am to 5.00 pm) or email edina@ed.ac.uk.

This user guide has been created to help new users with the service. If you are using the service via an iPad®, some of the functionality may work differently than if you are using a computer.
1 Logging on

The first step is to open the Digimap for Schools homepage in your browser. The web address is http://digimapforschools.edina.ac.uk. Here you will be presented with the Digimap for Schools homepage; click login > on the left hand panel:

Enter your school’s Username and Password and then press Login.
2 The interface explained

The first page after logging in looks like this:

The main map area shows an outline of the UK, and you can zoom through the scales of the mapping by double-clicking on a point on the map or by searching using the search tool (on an iPad or tablet, you can pinch and zoom). There are several boxes and tools; here is an explanation of what they do:

- **The print box** offers the options for file type, size, orientation, grid lines and any labelling you wish to add (see section 12).
- **Scale bar (see section 5).**
- **This is the search box for locating places (see section 4).**
- **This opens the relevant map key for the scale of mapping shown. It opens in a new window, as a pdf and can be saved. When using the aerial imagery this will open a map showing when the image was captured.**
This opens the annotation toolbar (see section 6).

Open a saved map – (see section 11).

Measurement tool – (see section 9).

Map Manager – (see section 11).

Information tool (see section 10).

Make the map bigger – this makes your map fill the screen. This will hide the search and print box; to restore them, click on this button again to minimise the map screen.

Start again – this will reset the map screen.

Grid reference overlay tool – (see section 10).

Zoom to an area – (see section 4).

Navigation arrows (see section 5).

Overview map – this shows an overview of where the current map is.

This will take you to the help pages on the website.

Save current map – (see section 11).

Geograph Images – (see section 14).
3 Maps in the service

Within the Digimap for Schools service, you can access eight different current Ordnance Survey digital maps at 12 different zoomed views. For each of the digital maps there is a map key. Below is a graphic of each dataset:

![Print scale 1:8 000 000](image1)

![Print scale 1:1 600 000](image2)

![Print scale 1:800 000](image3)

![Print scale 1:400 000](image4)

![Print scale 1:200 000](image5)

![Print scale 1:100 000](image6)

![Print scale 1:80 000](image7)

![Print scale 1:50 000](image8)

![Print scale 1:25 000](image9)

![Print scale 1:10 000](image10)

![Print scale 1:5000](image11)

![Print scale 1:2500](image12)

![Print scale 1:1250](image13)

**IMPORTANT NOTE:** when viewing a map on screen, there will be a scale bar visible on the screen but no label to tell you the scale. The on-screen map is a depiction of the map scale; and is not exact when viewing on the screen. Screen resolution and map scales cannot be 100% accurate, as there is a different resolution when maps appear on screen. To print a map accurately to scale, see section 12.
Additional Mapping

As well as current mapping there are two historical layers and aerial imagery covering Great Britain.

The data sets can be accessed by using the three dots, under the slider in the top right hand corner of the map.

Clicking on the dots will open the toggle options;

You can select which two mapping sets you would like to use, by clicking on the radio buttons. The mapping on the right will be immediately viewable and the one on the left is the mapping that can be faded in.

Once you have selected your mapping, to view the second layer move the blue slider from right to left. The slider can be moved to gradually to fade the second layer by moving the slider gradually from right to left.

If you the toggle is greyed out, the mapping is either zoomed in too far or not far enough.
Example of the data sets;

<table>
<thead>
<tr>
<th>1890’s mapping</th>
<th>1950’s mapping</th>
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</thead>
</table>

Aerial Imagery

| Aerial Imagery X (includes road/street names) |

The two historical layers are dated circa 1890, and circa 1950’s (both originally drawn at 1inch to the mile). The mapping is only viewable at certain scales (because of the resolution of the scanned data).

You can check the date of when an aerial imagine was captured by using the information tool and clicking on the map.
4 How to find a place on a map

The search box (right) gives you the option to find a place to centre your map on. You can search using:

- A place name – you can enter a place and it will zoom to that area. If there are numerous places with the same name, the search option will list all the possibilities, then click on your choice and the map will zoom to your choice. (There are over 250,000 place names in the gazetteer).
- A postcode – (must be complete; that is, 6 or 7 characters). The map will then zoom to the centre of this postcode area.
- A grid reference – you can enter a grid reference up to 10 figures (you must include the prefix).

Another option is to use the zoom to area tool, click on the button (a white outline will appear around the tool), now left-click and drag on the area you want to view. Once the box is drawn to the area you need to, release the mouse button and the map will zoom to the area you requested (this tool will close once it is used). See below:

An alternative option is double-click on the map. When you do this, the map will zoom in and a larger scale map with more detail will be displayed. Keep double-clicking until you have found the place you require.
5 Moving the map and zooming in and out

Moving the map

The map is a ‘slippy map’, which means you can left-click and hold and drag the map. Releasing the click will stop the map from moving. On an iPad or tablet, you can use finger swipe.

You can also use the navigation arrows to pan around the map, moving north, east, south and west. A third option is to use the cursor keys on the keyboard; this pans the map similar to the navigation arrows.

Zooming in and out

There are different ways to zoom in and out of the map. There are two options for just zooming in:

1 Double-click on the map; this will automatically zoom the map in on the point you clicked. Every subsequent double-click will zoom the map to the next map scale (see section 3 for these).

2 Using the zoom to tool, you can zoom to a particular area (see section 4).

There are two options for zooming in and out:

1 By using the scale bar (right) you can zoom the map in and out, either by clicking on the + or -, or by dragging the bar to the scale you require.

2 If you have a mouse with a scroll wheel, you can zoom in and out by rolling this forwards or backwards (sensitivity of this can vary).

On an iPad or tablet, you can also pinch and stretch to zoom in and out.
6 Explaining the annotation toolbar

Within the Digimap for Schools service, you can annotate and customise your mapping using the annotation tools. The annotation tools can be found by clicking on the button at the top of the screen.

Once you click on the annotation button, the toolbar will open and will look like this:

The toolbar can be moved around the screen by clicking and holding on the top of the toolbar. You can then move this around the screen and place it somewhere convenient to you. Alternatively, you can rotate the toolbar by clicking on the icon on the top right. Again this can then be moved around the screen.

Below is a brief explanation of what each tool does:

**Show/Hide/Clear**

- This turns your annotation (s) on and off
- This removes all annotations

**Draw & Create**

- Place a label or text box
- Add a marker
- Draw a line
- Draw an area, either with edges or freehand
- Draw a fixed shape
- Point buffer tool
- Add an image

**Modify**

- Add a label to an existing feature you have annotated
- Add measurement label
- Delete individual annotations
- Move annotations
- Scale feature
Text Options

Colour of text labels

Font and size for text labels

Fill Options

Area fill colour

Area fill transparency

Outline Options

Outline colour

Line style

Select

Edit single annotations

Edit multiple annotations

Fade Map

Fade map

When a tool has been activated it will turn white:

To deactivate a tool, click on the button and it will turn back to green.

Three tools can be found under the “Add Marker” drop down;

Add a stickman

Add multiple grid references

Add a CSV File

NOTE: if you close the annotation toolbar, this will deactivate the tool you are using.
Using the annotation tools

NOTE: the annotation toolbar must be open for you to access the tools.

This section gives detailed information about the tools and instructions on how to use them.

When using the annotation tools, you can customise the look of the annotations you create. You can change:

• text colour, size and font;
• line style and colour; and
• outline and fill colour, and transparency percentage for areas.

To customise any text you add to your map, you can use the tools under Text Options (the default setting is black text, Arial font, and 36 pt).

To change the colour of your text, by clicking on the drop-down arrow (right), a palette of colours will be viewable for you to choose from:

To change the font and text size, you can select using the drop-down arrows:

You can use the tools under Outline Options to customise your line style and outline colour.

The colour can be changed by using the drop-down arrow on the button; this will offer a palette of colours to choose from:
You can select your line type by using the drop-down arrow on the style button:

When drawing an area, you can change the line style, outline colour (see the instructions above) fill colour and transparency percentage.

Under Fill Options, you have two buttons where you can select the fill of your area and the transparency percentage.

The fill colour can be changed by using the drop-down arrow on the button; this will offer a palette of colours to choose from:

To change the transparency percentage, click on the drop-down arrow under transparency; this will offer you three options:
0% transparency will fill your area with a block of colour. 50% will have some colour but the underlying map will be visible. 100% will have no colour fill.
7.1 Add a label

Using this tool, you can add different label types to your map, by clicking on the drop down box on the label tool you can select either a label or text box;

When you add a label, you can select the colour, font and font size for each label you want to place. See section 7 for details.

To place a label, activate the label tool and click on the map where you want to place your label. When you have done this, a text box will open:

Add your text (you are limited to 30 characters) in the box and then click Save. The text will then appear on the screen:

You can edit and move your label after it has been added, see section 8.
To add a text box, select the tool and click on the map where you want to place your label;

![Map with text box](image)

You can now add text in the box. There is no limit to the number of characters you can add.

When using the text box, you cannot change the colour, size or font of the text you add. You can move the box and marker and edit the text, see section 8.

You can edit and move your label after it has been added, see section 8.

**NOTE: this move annotation tool will stay active, so ensure you click on the tool button to deactivate it when you have placed your marker(s).**
7.2 Adding a marker

You can add a marker to your map using the add marker tool: the first 10 symbols under the drop-down arrow gives you a selection of markers to add to your map:

![Symbol Selection]

To add a marker, select your marker and click on the map where you want to place it:

![Map Example]

You can add multiple markers of different types on a map.

The other two symbols are not markers but have functions to add information to your map. See sections 10 and 11.

NOTE: this tool will stay active, so ensure you click on the tool button to deactivate it when you have placed your marker(s).
7.3 **Draw a line**

With the draw line tool, you can annotate lines on your maps. These are drawn as straight lines and can cover any distance.

You can select a colour and style for your line prior to plotting. See section 7 for more details.

To draw your line, first you must activate the draw line tool: this is found under *Draw and Create* (when activated the button will turn white).

When you have activated the tool, the cursor will have a blue dot: . To start drawing your line, click once on your starting point and move the mouse; a line will show.

**NOTE:** the colour of the line when you are plotting will be **blue**; once your line is complete, it will be **shown with the style and colour you selected**.

Every time you now make a left click, a new vertex is added to the map. This will enable you to change the direction of the line.

If you want to navigate around the map while drawing your line, you can do this in three different ways:

1. Click, hold and drag the mouse: this will keep the line tool active and move the map (this may need some practice as it’s easy to accidentally double-click and close your line).
2 Use the navigation arrows: to move around the screen.

3 Use the cursor keys on the keyboard: this works the same as the navigation arrows.

You can also zoom in and out when the line is open; to do this, either:
- use the zoom bar: to change the scale; or
- use the scroll wheel on your mouse (if you have one).

While drawing your line, if you incorrectly click and want to remove this point on your line, you can do this by pressing Ctrl and Z together on your keyboard. This will undo the last point you plotted and can be used to undo multiple points.

Once you have completed your line, you will need to double-click to finish the line on the map. Once you have done this, your line will be drawn with the colour and style you selected:

You can edit the colour and style for your line, once it has been drawn. See section 8 for more details.
7.4 Draw an area

When drawing an area on the map, you have two options available: draw an area with straight lines or draw a free-form shape.

You can select the line colour, style, fill colour and transparency prior to drawing your shape. See section 7 for more details.

To draw an area with a straight line, click on the ‘draw a line’ button , found under Draw and Create (the default setting for this tool is to draw an area with a straight line; when activated, the button will turn white).

Once you have clicked on the button, the curser will have a blue circle on it: . Now click on the first point of the area you are going to draw and move the mouse, and a line will appear.

NOTE: the colour of the line when you are plotting will be blue; once your line is complete, it will be shown with the style and colour you selected.

Now click a second point and drag the mouse; the area will now have a fill:

You can continue to add as many points as you require. When you have finished your area, double-click to finish. The area will now be filled, including any changes you made to line type, line colour, fill colour and transparency.
To draw a free-form shape, click on the drop-down arrow on the draw a line button, found under Draw and Create:

Now click the ‘draw a free-form shape’ button (it will turn white when active). Once you have clicked on the button, the curser will have a blue circle on it: ![Blue Circle](image). To draw your area, click and hold the left mouse button and drag the mouse around the screen, and the area will begin to draw.

**NOTE:** the colour of the line when you are plotting will be blue; once your line is complete, it will be shown with the style and colour you selected.

When you have finished, release the mouse and the area will be drawn, including any changes you made to line type, line colour, fill colour and transparency:

You can edit the outline and fill colour, line style and transparency level, once you have drawn your area. See section 8 for more details.
7.5 Draw a fixed shape area

You can draw seven different fixed shape areas using this tool. Prior to drawing your area, you can select a line type, outline colour, fill option and transparency. See section 7 for more details.

To draw your fixed shaped area, first select the shape you want to draw. Click on the drop-down (the default is set to draw a circle), you can

To draw your area, select the shape you require and click and hold the mouse. Now drag the mouse to increase/decrease the size of the shape. Once you have drawn the shape to the size you require, release the mouse button.

You can edit the outline and fill colour, line style and transparency level once you have drawn your area. See section 8 for more details.
7.6  **Using the buffer tool**

A buffer tool allows you to create circles and linear bands, to enable you to do spatial analysis.

To use the buffer tool, click on the buffer tool button. The buffer tool dialogue box will open; (this box can be moved by clicking and holding on it):

You have two options available, Point and Line. To select one of these, click on the radio button next to it. The drop-down box, gives you a list of distance options you can select; if you want a distance that is not shown on the list, you can manually enter one. You can also select if you want the distance in miles or kilometres.

To draw a point buffer, select the distance from the drop-down list, or type the distance and then click on the point you want at the centre of your circle and it will be drawn automatically:
To draw a line buffer, select the distance from the drop-down list, or type the distance. This tool works exactly the same as the line drawing tool (see section 7.3). Once you have finished your line, the buffer line will be drawn.

You can edit the outline and fill colour, line style and transparency level once you have drawn your area. See section 8 for more details.
7.7 Add an image

This tool enables you to add images to your map. You can upload any image that is in JPG or PNG format. You can add photos that are saved on your computer or network.

To add an image, click on the ‘add image’ button: and then click on the map where you want to place your image.

A dialogue box will open:

Click on browse; this will open another dialogue box, which will show the files on your computer:

Now navigate to the location of the image you want to load (this may be on your machine or your network). Click on the file you want to use (this will appear in the box marked ‘File name’) and click open. The file name and location will be loaded into the first dialogue box, under image file location. To add your image, click on upload and the image will appear (right).

You can click on the image to view it in a bigger window. You can also add a label to the photo; see section 7.8 for details. You can also move the image to another part of the screen. See section 8 for more details. You can re-size the image by using the Scale feature tool, see section 7.11
7.8 Add a label to an existing annotation

This tool enables you to link a label to an annotation you have already added. Prior to adding your label, you can change the font, text size and colour. See section 7 for more details.

Click on the add label tool. Now click on the annotation you want to label. When you have done this, a text box will open:

Type your text in the box and click ‘Save’. The label will now be added.

You can change the font, text size and colour after placing it. See section 8 for more details.

**NOTE:** by adding a label this way, it will become an attribute of the annotation. You will be unable to move/delete the label independently without moving/deleting the annotation.

7.9 Add a measurement label

Using this tool, you can add a measurement label to either a line or an area. If you are measuring a line, you have the option to show the distance in miles or kilometres. For an area, the measurement is only shown in metric as m²/km².

To add a measurement label to your line, once you have drawn your line, activate the measurement tool then click anywhere on your line. You will then have the option to show the distance in either miles or kilometres.

To add a label to an area, once you have drawn your area, activate the measurement tool then click anywhere in the area. The area will be shown in m² or km², depending on size.

You can change the font, text size and colour, as well as move the label. See section 8 for more details.
7.10  Using the fade map tool

This tool enables you to reduce the colour of the background map to make your annotations stand out. By clicking the tool, the background mapping will become slightly bleached.

This tool works extremely well on printed copies.

7.11  Using the Scale feature tool

Using the scale feature tool, you can re-size images that you have added to your map.

Select the tool and click on your image. You will now see a yellow outline on your image and a grey circle in the bottom right hand corner. To re-size the image, click and hold on the grey circle and drag you mouse out until the image is the size you require, then release the click and the image will be resized.
8 Editing, moving and deleting your annotations

Editing

With any annotations you have added, you have the option to customise them after they have been added.

To change an individual annotation, click on the ‘edit single annotation’ tool. Then click on the item you wish to change. You can change your annotation using the customising options explained in section 7.

If you are changing a label, the label text box will open, make your changes and then click on save.

If you are changing a line or an area, click on the item; it will turn yellow, and then make the changes you require. When you have finished, click on the map and the item will be amended:

Before edit

After edit

If you want to change the look of a group of labels, you can edit them as a group, by clicking on the edit multiple annotation tool. You can click, hold and drag on the map to select the labels you wish to edit. A box will be drawn as below:

Release the click, and you will notice that the text label will have a yellow circle any lines will turn yellow as well. This indicates that the items can now be edited as a group. Now make the changes you require to your group of items. Once you have finished editing, click anywhere on screen and your items will be changed.
Moving items

You can move text, shapes and photos that you have added to your map using the move tool.

To move an annotation, select the move tool: ![move tool] click and hold on the annotation you want to move. You can now drag the annotation; to replace it on the map, release the click (see note at section 7.8 regarding labels). **Deleting**

If you want to remove an annotation, or clear the map of all annotations, you can use the delete tools.

To delete individual annotations, activate the tool: ![delete tool] then click on the item you want to delete.

If you want to clear your map of all annotations, use the ![delete all tool] button. A dialogue box will open asking you to confirm that you want to delete everything. Click yes to remove all annotations.

NOTE: this tool will change all the labels to the same specification.
Using the measurement tool

In section 7.9, you were shown how to use the measurement label tool. There is a secondary option for measuring distance and area. Using the measurement tool button: you can measure distance and area on the fly.

Click on the tool and a dialogue box will open, giving you the option to measure a distance or an area:

To measure a distance, click on the line icon (see above) then click on a point on the map and then drag the mouse. A purple line will appear and the distance will start to be calculated:

Every left click will now add a point to your distance, enabling you to change direction. To complete your distance measurement, double-click and your distance will be shown in the dialogue box. You have the option to show the distance in miles or kilometres, by clicking in the box under distance:

To measure an area, activate the area button. Now click on the starting point of the area you want to measure and drag the mouse; a purple line will appear:
Now click a second point and drag the mouse; the area will now have a fill:

You can continue to add as many points as you require. When you have finished your area, double-click to finish.

In the dialogue box, the area will be shown in metres or kilometres squared, depending on the size of the area you have measured. The area is only shown in metric:
10 Information and grid reference tools

The information tool can be use in two different ways depending on which data set you are using. The tool can be found in the main toolbar.

Using the current or historical mapping, you can get a very accurate grid reference for any point on the map. This can vary from two figures on the MiniScale® maps, right through to ten figures when at the largest scale of mapping.

You can only add one grid reference to your map using this tool. To add multiple grid references to a map use the tool found on the “add marker” drop down list.

If you are using aerial imagery, the tool will show you the date that the image was captured and published.
To place the National Grid overlay on your map, simply click the icon: 

The overlay will then be shown on your map. When the map is fully zoomed out, it will show the whole grid:

As you zoom into the map, the overlay will show gridlines with the prefix.
11 Adding a CSV file to your map

The Add points from a file marker tool allows you to upload a CSV file containing data you have collected and create points on your map. For example, if you have been out on fieldwork and collected data in a spreadsheet or mobile app, you can upload that data and represent points on your map. Your points must have a location element to them, either Easting and Northing coordinates, Latitude and Longitude coordinates or a full GB Postcode.

The tool to add you csv can be found under the add marker tool;

Your CSV file must conform to a few specific rules in order for it to be uploaded.

- All files must be in the .csv (Comma Separated Values) file format. These files most easily created using Microsoft Excel.
- Files can have a maximum of three columns (further detail below)
- All points must be located within the geographic extent of Great Britain
- Labels - the maximum number of characters that will be displayed is 15 (you can have up to 200 characters, but only the first 15 will be displayed)
Specific formatting of columns in the files:

- **For Postcodes:**
  - One required column containing postcodes and the column **must be named Postcode** in the header row.
  - One optional column containing a label which can be up to 15 characters long. The column **must be named Label** in the header row.

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</tr>
<tr>
<td>5</td>
<td>EH1 2HT</td>
</tr>
<tr>
<td>6</td>
<td>EH8 8YU</td>
</tr>
</tbody>
</table>

- **For Easting/Northing:**
  - Two required columns containing easting and northing values. These columns must be **named as Easting and Northing** in the header row.
  - One optional column containing a label which can be up to 15 characters long. The column **must be named Label** in the header row.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Easting</td>
<td>Northing</td>
<td>Label</td>
</tr>
<tr>
<td>2 322500</td>
<td>672500</td>
<td>Arthur's Seat (Fort)</td>
</tr>
<tr>
<td>3 316500</td>
<td>662500</td>
<td>Bavelaw Castle</td>
</tr>
<tr>
<td>4 322500</td>
<td>677500</td>
<td>Caroline Park</td>
</tr>
<tr>
<td>5 310500</td>
<td>672500</td>
<td>Castle Gogar</td>
</tr>
<tr>
<td>6 314500</td>
<td>674500</td>
<td>Cat Stane</td>
</tr>
<tr>
<td>7 323500</td>
<td>670500</td>
<td>Craig Ho</td>
</tr>
<tr>
<td>8 321500</td>
<td>674500</td>
<td>Craigcrook Castle</td>
</tr>
<tr>
<td>9 328500</td>
<td>670500</td>
<td>Craigmillar Castle</td>
</tr>
</tbody>
</table>

- **For Latitude/Longitude:**
  - Two required columns containing latitude and longitude values (in decimal format) These columns **must be named Latitude and Longitude** in the header row.
  - One optional column containing a label which can be up to 15 characters long. The column **must be named Label** in the header row.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Latitude</td>
<td>Longitude</td>
<td>Label</td>
</tr>
<tr>
<td>2 50.830337</td>
<td>-3.509338</td>
<td>Site 1</td>
</tr>
<tr>
<td>3 50.755799</td>
<td>-3.535237</td>
<td>Site 2</td>
</tr>
<tr>
<td>4 50.734635</td>
<td>-3.547275</td>
<td>Site 3</td>
</tr>
<tr>
<td>5 50.717819</td>
<td>-3.535903</td>
<td>Site 4</td>
</tr>
<tr>
<td>6 50.676718</td>
<td>-3.464663</td>
<td>Site 5</td>
</tr>
</tbody>
</table>

**How to add points:**

1. Ensure that your CSV file is in the correct format
   ![CSV file](https://via.placeholder.com/150)
2. Click on the **Add points from a file** marker tool
3. Navigate to your CSV file and click upload
4. Your file will be checked and points uploaded to your map.

Error messages help

If you have uploaded a CSV file and received an error message, please follow the checklist to identify the problem. If you are having trouble uploading your file, please contact the EDINA Helpdesk at edina@ed.ac.uk and send a copy of your file.

- Non supported file type - only CSV files can be uploaded.
- No features identified in your file. Please ensure there are suitable records in your CSV file.
- Your file does not contain acceptable column headings - Add the correct column names in the first row.
- Your file contains too many features - There is a maximum of 500 annotation features that can be displayed on the map. Please reduce the number of points in your file.
- File is too big to be imported - Please ensure your file is less than 10MB in size.
- Points are outwith the range of Great Britain - Please only upload points that have coordinates or a postcode located within GB.
- Invalid postcode - please check the postcode and edit. If the postcode is old, it may not be in use anymore and therefore invalid.

iPad: The add points from file tool is not available when using Digimap for Schools on an iPad. This is because iPads do not support file upload in a browser.
12 Saving, opening and managing your saved maps

Using the ‘save current map’ option, you can save a map in order to come back to it later in your next class, or to share with teachers and other pupils. If you have added your own annotations, they will also be saved when you save your map. You have the option to add a title, pupil name and class.

The ‘save current map’ icon can be found in the main toolbar. Click on the icon; this will open a dialogue box:

![Save Map Dialogue Box]

Enter the information in the boxes, choose which folder you want to save the map to and then click ‘save’.

To open your saved maps, click on the ‘open a saved map’ icon.

This will open a dialogue box showing all the maps that have been saved under your login:

![Open Map Dialogue Box]

You can order the list of the maps by clicking on Title, Name, Class or Date. You can alternatively search, using the boxes by the same criteria. To search in a folder, click on the folder in the left hand panel.

Click on the map you require and this will load on the map screen; now click ‘Close’ to close the dialogue box.
Managing your maps

To access the Map Manager click on the icon in the tool bar.

This will open the PIN entry box, your school's PIN number has been sent to your Primary Contact. Enter the PIN and click OK.

Create folders and sub-folders

You can create folders to store saved maps. You can then save future maps to any folder you create. Click the Add Folder button on the left:

1. A New Folder is added to your list.
2. Double click on the folder to select it.
3. Type a folder name.

To create a sub-folder, just follow the process for adding a new folder. Then click and drag the new folder on top of the folder you want it to be below.

Move maps to folders

To move any saved map to a folder, check the box next to it then drag it to the folder of your choice. In the image below, 5 maps are being moved to the class 7 folder:
Delete maps or folders

To delete a map(s) or folder(s), click the checkbox next to the items to select them. You can select multiple maps and folders for deletion.

Click delete (circled in the image below).

You will see a list confirming the maps and folders that will be deleted. Click Yes to confirm deletion or No to cancel.

**NOTE:** Maps and folders cannot usually be restored once deleted, so please proceed with care! If you delete items by accident, you can email the EDINA Helpdesk at digimap.schools@ed.ac.uk and we will try to restore the items for you. Let us know your school name and as much detail as possible on what was deleted (map titles, folder names and approximate time of deletion).
13  Printing your maps

Any map you view on-screen can be printed; this includes any annotations you add to your on-screen map.

The ‘Print’ dialogue box is found on the main page:

Using the drop-down boxes and text boxes, you can easily create the map you require. By clicking on the drop-down boxes, you can select:

- the map format – either PDF or JPG;
- map size; either A4 or A3; and
- layout, either landscape or portrait.

You can preview on-screen the area that your printed map will cover. By clicking the ‘show print extent’ tick box. The extent will show your map coverage at A3 or A4, and the orientation.

Q. Why is the distance between grid lines on my printed 1:50 000 scale map 19 mm and not 20 mm?

A. This happens if you choose ‘scale to fit paper’ option when printing a PDF map using Adobe® Reader®. Set **Page scaling to none** (or scale = 100%) to ensure that the correct scale of your map is maintained when printed.
You can move the centre of the map, by clicking and dragging the outline box. The red circle depicts where the centre of the map is. You can also zoom in and out to change the scale of the map.

You can lock the print box, by clicking on the ‘Lock/Unlock’ tick box. You can unlock the area again, by removing the tick.

**NOTE:** once the ‘lock’ tick box is ticked, you can still zoom in and out of the map, but the map will print at the scale you have locked it at.

By checking the ‘Add Grid Lines’ box, your map will be printed with gridlines and eastings and northings.

You can add a title to your map and your name.

Once you have selected the map using the boxes, click on ‘make printable map’. Your printable map will be generated and you will be prompted to open the file in another programme (for example, Adobe® Reader® for a PDF file). Select the required programme and click OK. Depending on your browser settings, it will either open in a browser window or as a file.
You can also save the map to your local computer or network.

Your printed map will include:

- scale;
- scale bar;
- date and time;
- school details;
- any name you added; and
- any title you added.
14 Geograph Images

The Geograph® Project aim to collect, publish, organise and preserve representative images and associated information for every square kilometre of Great Britain, Ireland, and the Isle of Man. Through the Geograph® website the geographical database is freely available to the public. Click here to visit the Geograph® website.

To access the images, click on this icon 📝.

Once you have clicked on the icon, the Geography dialogue box will open;

The search box will stay open. You can move it to a different place on the screen by clicking and dragging on the top title bar of the box.

Type your search term. You will that as you type, suggestions are presented. For example, by typing hill a list of terms to select from e.g. hill farm, hill fort etc.

Your search term finds individual words and phrases in the image titles and image descriptions, then press enter to see the results.

You can also display all the images in the map area by typing * and pressing enter. (Note: This functionality is only available at the 3 most zoomed in levels)
Once you chosen you image you should be presented with a map, showing either an image or different coloured numbered circles, (this indicates the number of images at a particular point.)

To view and image click on it and it will appear on the map. If there are multiple images, you can click through the images by using the next photo/previous photo link.

You can also view the image full image, via the Geograph website, by clicking on the “view full size photo on Geograph” link on the image.