2022

Landonline Spatial Services FAQs and new icon information for: Spatial, Survey Capture and Plan Generation

MOR2-LSS

NOVEMBER 2022

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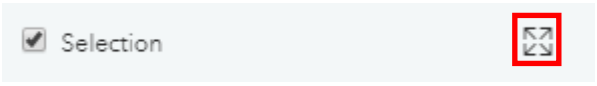
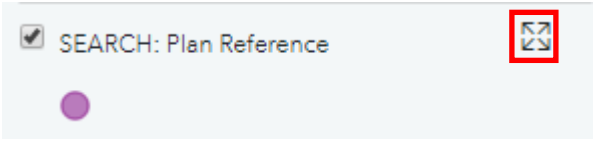
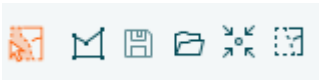
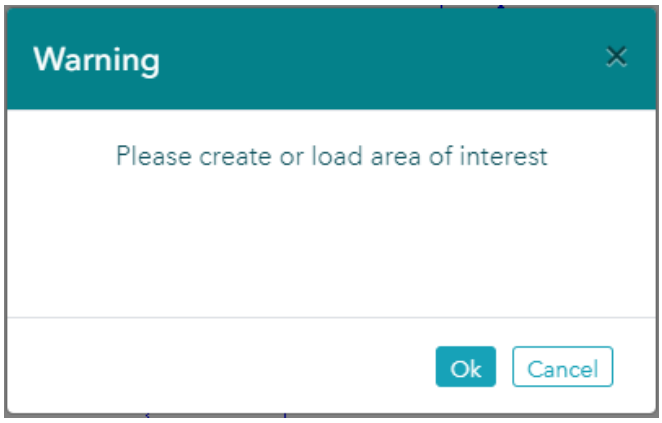
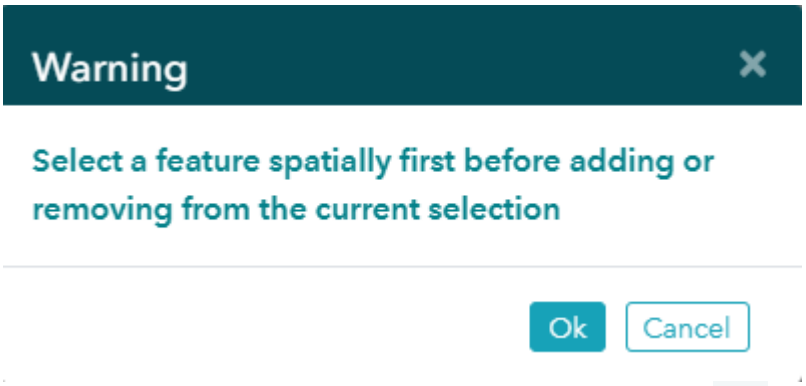
NEW Spatial Window ICONS EXPLAINED

All the new icons are in the separate bar above the spatial window.

Function	Description
Pan	No icon required Pan is enabled by default To activate the Pan tool, hold the left mouse button down and drag The cursor will change from a pointer to a hand while panning The arrow keys on the keyboard allow panning up/down and side to side
Zoom Out	Multiple ways to Zoom Out - Click the Zoom Out icon - Scroll downwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window
Zoom In	Multiple ways to Zoom In - Click the Zoom In icon - Double-click on spatial window - While holding the shift key down, hold the left mouse button down and drag to draw a rectangle to zoom into that area - Scroll upwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window - Spatially search for an object
Home	Takes you back to the extent of New Zealand
Zoom Previous	Zoom to the previous extent – takes you back one step If clicked again will take you forward one step (back to where you were)
Layer Control	Icon turns red when selected to show its active Allows you to add/ remove and turn on/off Layers and Labels Click on icon to open the Layer Control options: **NOTE – to set a Theme see 'Themes' further down this table** Click icon to close the Layer Control and deactivate

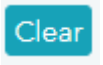
Zoom Layer	Go to the full extent under the layer (found in the Current Layers tab) To use • Activate the layer you wish to zoom to • Click on the Zoom Layer icon on the right
Zoom Selection	Zoom into the selected features. To use this, from the layer control, click the Go to Extent option - this will zoom into the selections: 
Zoom Searched	Zoom into the searched features. To use this, from the layer control, click the Go to Extent option - this will zoom into the selections: 
Area of Interest Tools	Icon turns red when selected to show its active, and it will expand to show the Area of Interest (AOI) options to the right:  = Define an AOI by polygon = Save AOI (Note this is not active until an AOI is defined) = Load a previously saved AOI from your local drive **NOTE - when you select any one of the above 3 icons it will turn red to help you identify what action you are performing. The icons will deactivate once the action is completed, or another icon is selected.** = Zoom to AOI (Note this is not active until an AOI is defined or loaded). - When clicked, display will zoom into the AOI in the spatial window

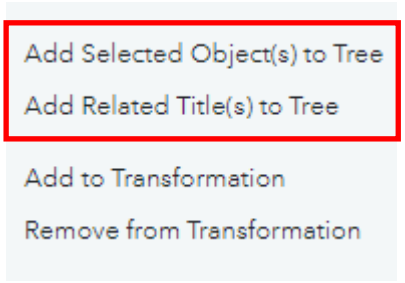
	= Clear the AOI from the spatial window Click on icon and it will close the AOI options and deactivate
Selection Tools (see icons listed)	 **NOTE – when you select one of the 5 icons it will turn red to help you identify what action you are performing. Select icon again to deactivate it.** = Select an individual object = Select by rectangle = Select by polygon = Select by AOI **NOTE: If an AOI is not defined spatially and you choose this option the following message appears:**  = Add or remove features from the current selection **NOTE:** **The icon is initially greyed out until one spatial object has been selected. If this icon is clicked on before one spatial object is selected the following message appears:**

<table>
<tr>
<td></td>
<td>


Once a spatial feature has been selected, the icon becomes active and remains active until spatial features are cleared from the spatial window.

= This indicates the number of objects spatially selected

 = Clears the selected features from the spatial window
</td>
</tr>
<tr>
<td>Map Utilities </td>
<td>
Icon turns red when selected to show its active and the following drop-down list appears:

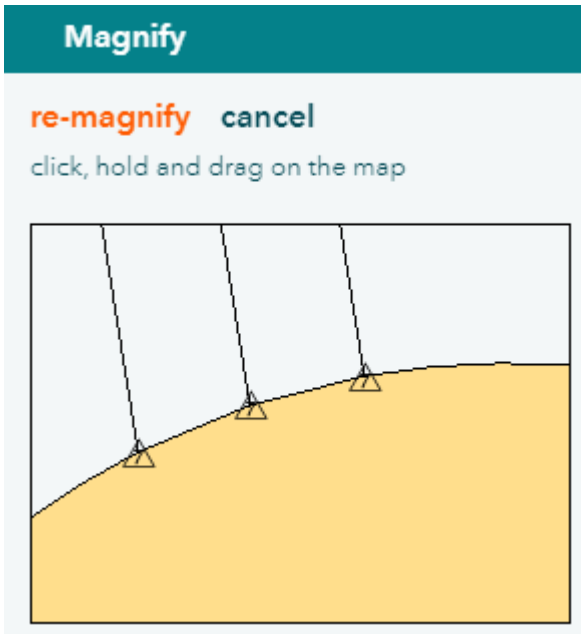
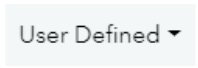


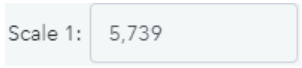
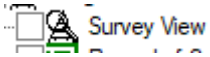
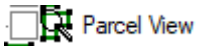
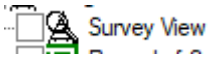
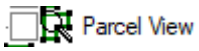
After selecting a feature spatially, click on the icon and select one of the above options outlined in red to add the item(s) to the Searches Tree.

To do the bottom two options, you need to perform the usual actions to ‘Prepare a Transformation’ from the main menu ‘Tools’ drop-down menu first.

Icon automatically deactivates after doing any of the above options
</td>
</tr>
<tr>
<td>Magnify </td>
<td>
Icon turns red when selected to show its active

Once a spatial area has been magnified the following window appears:
</td>
</tr>
</table>

	 • 'Re-magnify' – allows a new area on the spatial window to be magnified • 'Cancel' – stops the magnify process but keeps the window open to allow panning, zooming in/out to happen Click icon to close the magnify window and deactivate
Information Icon	Icon turns red when selected to show its active Click on icon to deactivate
Scale Views	Click on the drop down list at the top of the Spatial screen to select the Map View you wish to use:
Themes	Theme options are displayed at the top of the spatial screen: 
Default	If you use the spatial a particular way (layers/labels) you can set your Default theme so that it always displays that way:

Scale	Clear the existing scale BEFORE adding the required scale: 
Display Labels for All Features 	Icon turns red when selected to show its active Click on icon to deactivate Located in Spatial View window of a Survey View or Parcel View (Searches)  
Display Labels for Individual Features 	Icon turns red when selected to show its active Click on icon to deactivate Located in Spatial View window of a Survey View or Parcel View (Searches)  

HOW DO I…. Spatial window FAQs

1. How do I load the layers?

a) Click the 'Layers Control' icon
b) Go to 'All Layers' tab – a list of layer headers appears
c) Scroll down and click on the arrow next to the header of the layer required (some layers have sub layers so repeat this step until you see the list of layers you need)
d) Click on the required layer(s), an orange bordered box around the layer(s) selected appears
e) Go to 'Current Layers' tab to see the selected layers added.
f) The last layer added will be the Active layer by default at the top of the 'Current Layers'

2. How do I remove layers?

a) Open 'Layers Control' icon
b) Go to 'All Layers' tab and find required layer to be removed
c) The selected layers are surrounded by an orange bordered box
d) Click on the one you want to remove - the orange box will disappear
e) Layer no longer displays in 'Current Layers' tab

3. How do I activate a layer?

a) Open the 'Layers Control' icon
b) In the 'Current Layers' tab, select on the text of the layer required – two things happen:
- The layer selected will be surrounded by an orange bordered box
- The layer will show a tick in the check box (if it was unticked)

Note – the spatial window needs to be at the appropriate scale to view the layer spatially

4. How do I turn off(hide) a layer but keep it in Current Layers tab?

a) Open the 'Layers Control' icon
b) Click on the check box next to the active layer in the 'Current Layers' tab:
- The tick disappears against the layer
- The theme shown against the layer is no longer showing
- The layer no longer displays spatially

5. How do I turn on (show) a layer in the Current Layers tab?

a) To turn the layer on, click on the check box against that layer
OR
b) Click anywhere on the text against the layer in the 'Current Layers' tab
- the layer becomes the active layer (surrounded by orange bordered box)
c) For both options the following occurs:
- The tick appears against the layer
- The theme against the layer is now showing
- The layer displays spatially

6. How do I spatially select individual objects?

a) Activate the required layer you wish to select from in the 'Current Layers' tab
b) Select the individual arrow icon
c) Spatially click on the feature you wish to select

7. How do I select by Rectangle?

a) Activate the required layer to be selected from the 'Current Layers' tab
b) Select the rectangle icon
c) Click on the screen once (do not hold mouse down)
d) Move the mouse across/down or up in the spatial window to define the rectangle area required
e) Click once in spatial to close the rectangle

8. How do I select by Polygon?

a) Activate the required layer to be selected from the 'Current Layers' tab
b) Select the polygon icon
c) Click on the screen to start the polygon
d) Continue to click on the spatial window to define your polygon
e) Double click to close the polygon

9. How do I select by Area of Interest?

a) Define an area of interest first (see #19 below)
b) Activate the required layer to be selected from the 'Current Layers' tab
c) Focusing back on the selection icons, select the 'Area of Interest' icon

10. How do I spatially select multiple objects?

a) Activate the required layer you wish to select from in the 'Current Layers' tab
b) From the Selection icons, choose one of the following selection options
- Select by 'Point'
- Select by 'Polygon'
- Select by 'Rectangle'
- Select by 'Area of Interest' – to do this option an AOI must be defined first

c) After the select option has been chosen, **and you have made your first spatial selection**, click on the icon (this allows you to select more features and add them to the already selected features)

NOTE: re-selection of an already selected feature will deselect it

d) Spatially select all the objects required from the chosen layer

11. How do I stop selecting multiple objects?

a) Click on icon
b) Selection mode has been reverted to single select mode for the select option you had open e.g., by Point, by Polygon or by Rectangle

12. How do I clear selected objects?

a) Select

b) All spatially selected objects will be de-selected

13. How do I turn off/close a selected icon?

a) Simply click on the active icon (it will be red)
b) The icon will deactivate

14. How do I pan?

a) Left click the mouse, hold down, and drag in the spatial window
b) Cursor changes to a hand
c) Release the mouse to stop panning
d) Cursor changes back to a pointer
OR
e) The arrow keys on the keyboard allow panning up/down and side to side

15. How do I zoom in/out?

a) Click on the '+' button to zoom in
b) Click on the '-' button to zoom out
c) Scroll the mouse wheel upwards to zoom in
d) Scroll on the mouse wheel downwards to zoom out
e) Click on the 'Zoom Previous' icon
f) Zoom in by Rectangle – hold the shift key down, click and drag the curser then release mouse
g) Double click the left mouse button to zoom in
h) Manually adjust the scale in the Scale field
i) Spatially search for your object

16. How do I zoom to a layer?

a) Open the 'Layers Control' icon, in the 'Current Layers' tab make the required layer active and then click on the next to Layer, to zoom to the maximum display scale for the layer

17. How do I zoom to a selected feature?

a) Spatially select the feature e.g., parcel
b) Open the 'Layers Control' icon
c) At the top of the layers, the selection appears as a Layer
d) Click on the to the right of the selection box

18. How do I add to tree?

a) Spatially select a feature e.g., parcel
b) Select 'Map Utilities' icon
- Select 'Add Selected Object(s) to Tree' or
- Select 'Add Related Title(s) to Tree

19. How do I define area of interest (AOI)?

a) Click on the 'Area of Interest Tools' icon
b) Icons expand to the right of the AOI icon
c) Select icon to define AOI by Polygon
d) Click on the Spatial window to start defining the AOI
e) Continue to click until Polygon is defined
f) To close the polygon double click on the screen

20. How do I save AOI?

a) After an AOI has been defined select the 'Save AOI' icon
b) Your local drive options appear
c) Save to appropriate 'Drive'

21. How do I load an AOI?

a) Click on the 'Area of Interest Tools' icon (do this if this is not already active and expanded)
b) Icons expand to the right of the AOI icon
c) Select the folder icon 'Recall AOI'
d) Local drives open
e) Locate the drive where the saved AOI was placed
f) Select file required and select 'Open' or double click the file
g) The spatial window will zoom to the loaded AOI

22. How do I clear an AOI?

a) Click on the 'Area of Interest Tools' icon (do this if this is not already active and expanded)
b) Icons expand to the right of the AOI icon
c) Select the 'Clear AOI' icon
d) The AOI no longer displays spatially

23. How do I adjust the scale via scale box?

a) Highlight the current scale and delete it
b) Type new scale, then select 'Enter'

24. Where are my drop-down options?

a) In the main menu bar all aspatial options are still available in the same places
b) Along the top menu bar in the spatial window, for spatial options

25. How do I magnify a feature spatially?

a) Click on the 'Magnify' icon
b) Click and drag to define a small box over the feature you wish to magnify
c) A magnify window opens
d) Click on 'Cancel' in the magnify window to pan/adjust the spatial window
e) Click on 're-magnify' to magnify another area
f) Click on the 'Magnify' icon to close and deactivate the magnify window

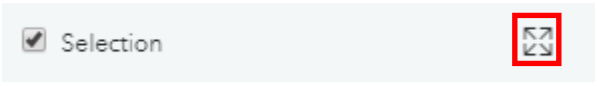
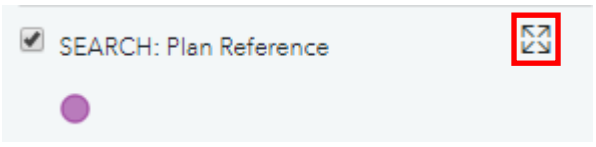
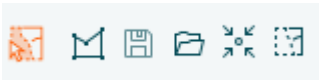
26. How do I print from the spatial window?

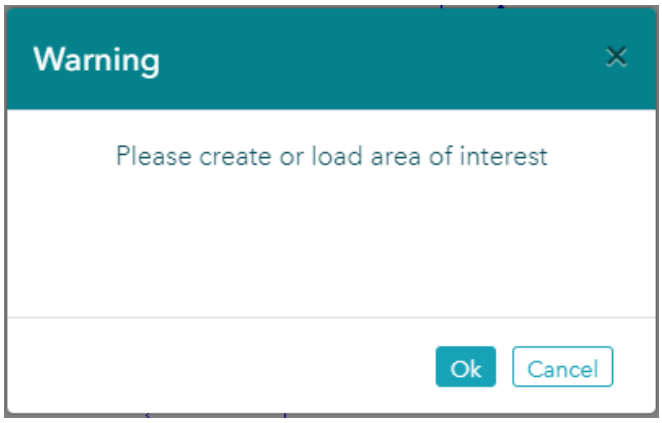
a) Adjust your spatial screen to the area you wish to print
b) Make sure you have closed all the opened icons on the screen
c) Select File/Print (Displayed item)
d) Select your print options A4 Portrait or Landscape or A3 Portrait or Landscape
e) Select OK to enter the preview document
f) Select the printer icon on the top right to activate the installed print driver (Note: if you install a new printer during the process of printing, you will need to close out of spatial for the new printer to be listed.)
g) Check printer preferences match those of Print to Scale orientation for correct printing

NEW Survey Capture ICONS EXPLAINED

All the new icons are in the separate bar above the spatial window.

Function	Description
Pan	No icon required Pan is enabled by default To activate the Pan tool, hold the left mouse button down and drag The cursor will change from a pointer to a hand while panning. The arrow keys on the keyboard allow panning up/down and side to side
Zoom Out	Multiple ways to Zoom Out - Click the Zoom Out icon - Scroll downwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window
Zoom In	Multiple ways to Zoom In - Click the Zoom In icon - Double-click on spatial window - While holding the shift key down, hold the left mouse button down and drag to draw a rectangle to zoom into that area - Scroll upwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window - Spatially search for an object
Home	• Takes you back to the extent of New Zealand (if no spatial data captured) or • Takes you back to the extent of the captured data
Zoom Previous	Zoom to the previous extent – takes you back one step If clicked again will take you forward one step (back to where you were)
Layer Control	Icon turns red when selected to show its active Allows you to add/ remove and turn on/off Layers and Labels Click on icon to open the Layer Control options: **NOTE – to set a Theme see 'Themes' further down this table** Click icon to close the Layer Control and deactivate

Zoom Layer	Go to the full extent under the layer (found in the Current Layers tab) To use • Activate the layer you wish to zoom to • Click on the Zoom Layer icon on the right
Zoom Selection	Zoom into the selected features. To use this, from the layer control, click the Go to Extent option - this will zoom into the selections: 
Zoom Searched	Zoom into the searched features. To use this, from the layer control, click the Go to Extent option - this will zoom into the selections: 
Area of Interest Tools	Icon turns red when selected to show its active, and it will expand to show the Area of Interest (AOI) options to the right:  = Define an AOI by polygon = Save AOI (Note this is not active until an AOI is defined) = Load a previously saved AOI from your local drive **NOTE - when you select any one of the above 3 icons it will turn red to help you identify what action you are performing. The icons will deactivate once the action is completed, or another icon is selected.** = Zoom to AOI (Note this is not active until an AOI is defined or loaded). - When clicked, display will zoom into the AOI in the spatial window

	= Clear the AOI from the spatial window Click on icon and it will close the AOI options and deactivate
Selection Tools (see icons listed)	 **NOTE – when you select one of the 5 icons it will turn red to help you identify what action you are performing. Select icon again to deactivate it.** = Select an individual object = Select by rectangle = Select by polygon = Select by AOI **NOTE: If an AOI is not defined spatially and you choose this option the following message appears:**  = Add or remove features from the current selection **NOTE:** **The icon is initially greyed out until one spatial object has been selected. If this icon is clicked on before one spatial object is selected the following message appears:**

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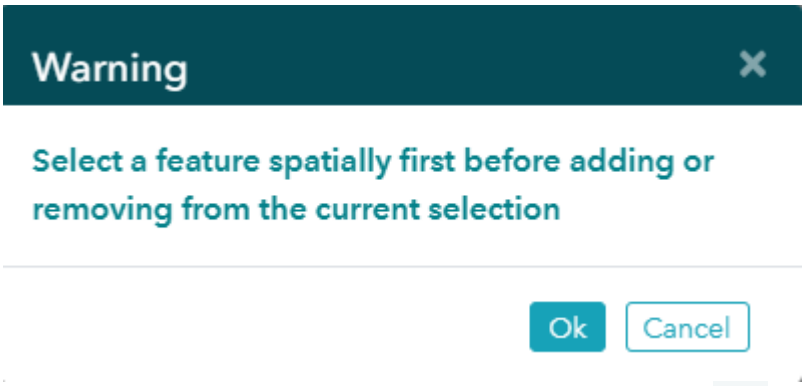


Once a spatial feature has been selected, the icon becomes active and remains active until spatial features are cleared from the spatial window.

0 object selected = This indicates the number of objects spatially selected

Clear = Clears the selected features from the spatial window
</td>
</tr>
<tr>
<td>Irregular Boundary Image</td>
<td>
Icon turns red when selected to show its active, and it will expand to show the following image options to the right of it:

= Load Image, takes you to your local drives to select your Image ready to load

= Open Image icon is inactive until an image is selected

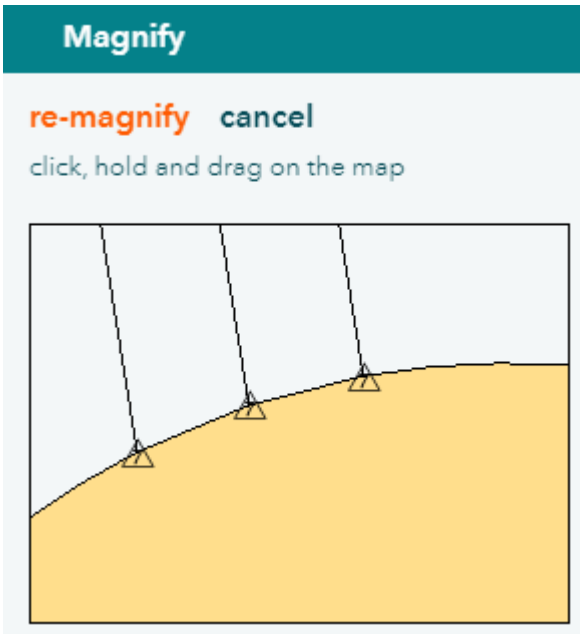
= Click on icon to display the image

= Close Image icon is inactive until an image is displayed

= Click on icon to close the image (clicking on also closes image)

= Click on icon to close image options
</td>
</tr>
<tr>
<td>Refresh</td>
<td>Click on icon to refresh the spatial window</td>
</tr>
<tr>
<td>Magnify</td>
<td>
Icon turns red when selected to show its active

Once a spatial area has been magnified the following window appears:
</td>
</tr>
</table>

	 • 'Re-magnify' – allows a new area on the spatial window to be magnified • 'Cancel' – stops the magnify process but keeps the window open to allow panning, zooming in/out to happen Click icon to close the magnify window and deactivate
Information Icon	Icon turns red when selected to show its active Click on icon to deactivate
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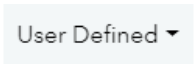
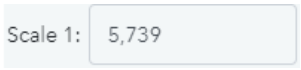
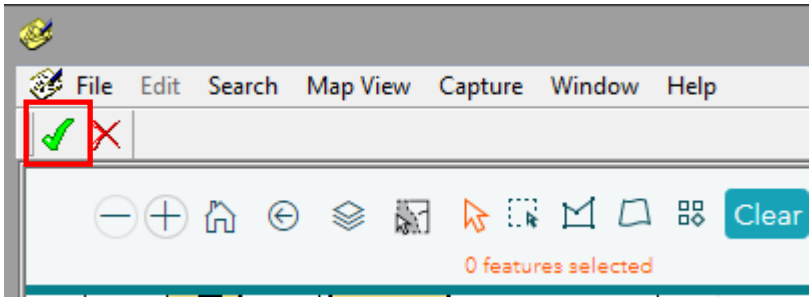
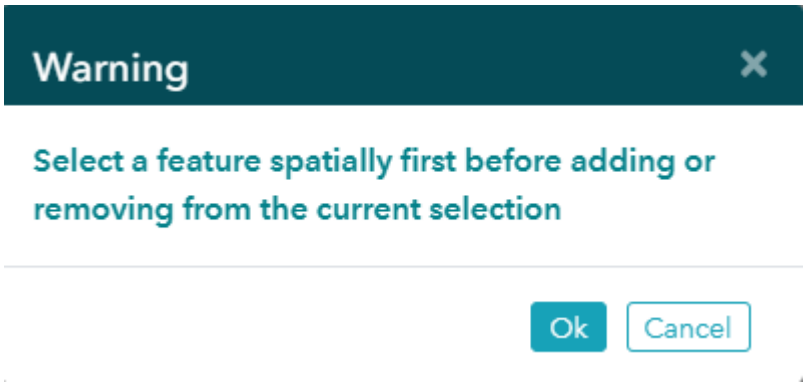
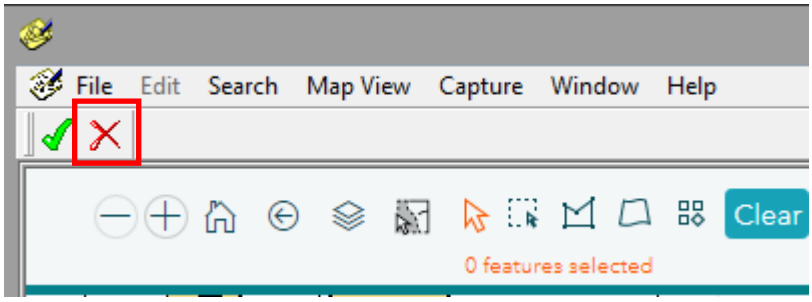
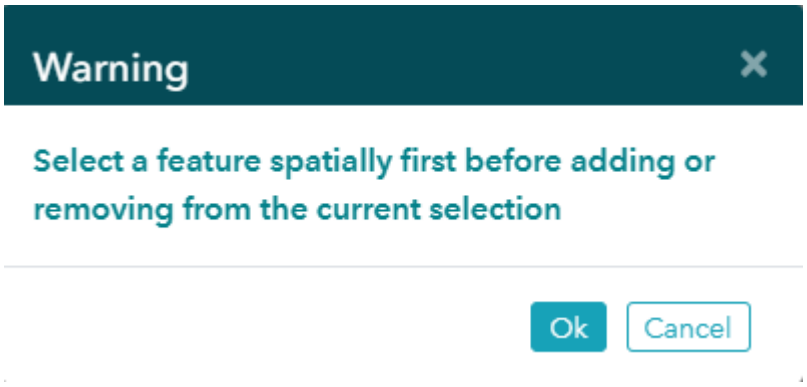
Themes	Theme options are displayed at the top of the spatial screen: 
Default	If you use the spatial a particular way (layers/labels) you can set your Default theme so that it always displays that way:

Scale	Clear the existing scale BEFORE adding the required scale: 
Include Displayed Missed Marks 	This icon appears if there are **mandatory** missed marks to be included in the survey  - The icon appears between the main menu and new spatial menu - Once the icon is clicked on, the following message will appear  - Select ok to the message and continue linking parcels
Exclude Displayed Missed Marks 	This icon appears if there are **mandatory** missed marks to be excluded in the survey (only select if captured marks should have been linked to the corresponding Landonline mark)  - The icon appears between the main menu and the new spatial menu - Once the icon is clicked on, the following message will appear

<table>
<tr>
<td></td>
<td>


Select ok to the message and continue linking parcels

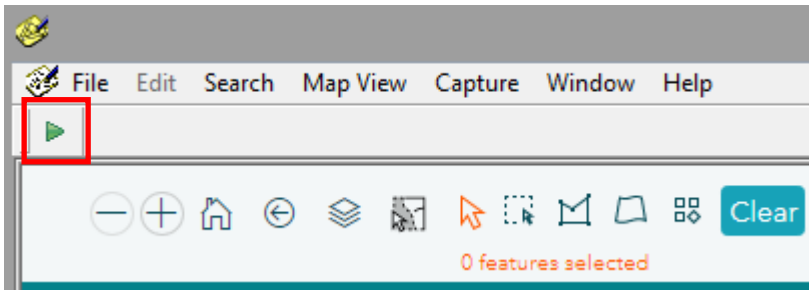
</td>
</tr>
<tr>
<td>Continue Current Process</td>
<td>
This icon appears when:

<u>Linking Parcels:</u>

There are mandatory or optional missed marks displayed to either select or not during the linking of parcels
Completing the linking parcel process

<u>Digitising Irregular Lines:</u>

When stepping through the digisting process to continue steps
The digitising process is required to be stopped at certain steps



The icon appears between the main menu and the new spatial menu
</td>
</tr>
</table>

HOW DO I…. Survey Capture FAQs

1. How do I load the layers?

a) Click the 'Layers Control' icon
b) Go to 'All Layers' tab – a list of layer headers appears
c) Scroll down and click on the arrow next to the header of the layer required (some layers have sub layers so repeat this step until you see the list of layers you need)
d) Click on the required layer(s), an orange bordered box around the layer(s) selected appears
e) Go to 'Current Layers' tab to see the selected layers added.
f) The last layer added will be the Active layer by default at the top of the 'Current Layers'

2. How do I remove layers?

a) Open 'Layers Control' icon
b) Go to 'All Layers' tab and find the required layer to be removed
c) The selected layers are surrounded by an orange bordered box
d) Click on the one you want to remove - the orange box will disappear
e) Layer no longer displays in 'Current Layers' tab

3. How do I activate a layer?

a) Open the 'Layers Control' icon
b) In the 'Current Layers' tab, select on the text of the layer required – two things happen:
- The layer selected will be surrounded by an orange bordered box
- The layer will show a tick in the check box

Note – the spatial window needs to be at the appropriate scale to view the layer spatially

4. How do I turn off(hide) a layer but keep it in Current Layers tab?

a) Open the 'Layers Control' icon
b) Click on the check box next to the active layer in the 'Current Layers' tab:
- The tick disappears against the layer
- The theme shown against the layer is no longer showing
- The layer no longer displays spatially

5. How do I turn on (show) a layer in the Current Layers tab?

a) To turn the layer on, click on the check box against that layer
OR
b) Click anywhere on the text against the layer in the 'Current Layers' tab
- the layer becomes the active layer
c) For both options the following occurs:
- The tick appears against the layer
- The theme against the layer is now showing
- The layer displays spatially

6. How do I spatially select individual objects?

a) Activate the required layer you wish to select from in the 'Current Layers' tab
b) Select the individual arrow icon
c) Spatially click on the feature you wish to select

7. How do I select by Rectangle?

a) Activate the required layer to be selected from the 'Current Layers' tab
b) Select the rectangle icon
c) Click on the screen once (do not hold mouse down)
d) Move the mouse across/down in the spatial window to define the rectangle area required
e) Click once in spatial to close the rectangle

8. How do I select by Polygon?

a) Activate the required layer to be selected from the 'Current Layers' tab
b) Select the polygon icon
c) Click on the screen to start the polygon
d) Continue to click on the spatial window to define your polygon
e) Double click to close the polygon

9. How do I select by Area of Interest?

a) Define an area of interest first (see #18 below)
b) Activate the required layer to be selected from the 'Current Layers' tab
c) Focusing back on the selection icons, select the 'Area of Interest' icon

10. How do I select multiple objects?

a) Activate the required layer you wish to select from in the 'Current Layers' tab
b) From the Selection icons, choose one of the following selection options.
- Select by 'Point'
- Select by 'Polygon'
- Select by 'Rectangle'
- Select 'by Area of Interest' – to do this option an AOI must be defined first

c) After the select option has been chosen, **and you have made your first spatial selection**, click on the icon (this allows you to select more features and add them to the already selected features)
NOTE: re-selection of an already selected feature will deselect it
d) Spatially select all the objects required from the chosen layer

11. How do I stop selecting multiple objects?

a) Click on icon
b) Selection mode has been reverted to single select mode for the select option you had open e.g., by Point, by Polygon or by Rectangle

12. How do I clear selected objects?

a) Select

b) All spatially selected objects will be de-selected

13. How do I turn off/close a selected icon?

a) Simply click on the active icon (it will be red)
b) The icon will deactivate

14. How do I pan?

a) Left click the mouse, hold down, and drag in the spatial window
b) Cursor changes to a hand
c) Release the mouse to stop panning
d) Cursor changes back to a pointer
OR
e) The arrow keys on the keyboard allow panning up/down and side to side

15. How do I zoom in/out?

a) Click on the '-' button to zoom out
b) Click on the '+' button to zoom in
c) Scroll the mouse wheel upwards to zoom in
d) Scroll on the mouse wheel downwards to zoom out
e) Click on the 'Zoom Previous' icon
f) Zoom in by Rectangle – hold the shift key down, click and drag the curser then release mouse.
g) Double click the left mouse button to zoom in
h) Manually adjust the scale in the 'Scale' field
i) Spatially search for your object

16. How do I zoom to a layer?

a) Open the 'Layers Control' icon, in the 'Current Layers' tab make the required layer active and then click on the X next to Layer, to zoom to the maximum display scale for the layer

17. How do I zoom to a selected feature?

a) Spatially select the feature
b) Open the 'Layers Control' icon
c) At the top of the layers, the selection appears as a Layer
d) Click on the to the right of the selection box

18. How do I define area of interest (AOI)?

a) Click on the 'Area of Interest Tools' icon
b) Icons expand to the right of the AOI icon
c) Select icon to define AOI by Polygon
d) Click on the Spatial window to start defining the AOI
e) Continue to click until Polygon is defined
f) To close the polygon double click on the screen

19. How do I save AOI?

a) After an AOI has been defined select the 'Save AOI' icon
b) Your local drive options appear
c) Save to appropriate 'Drive'

20. How do I load an AOI?

a) Click on the 'Area of Interest Tools' icon (do this if this is not already clicked on)
b) Icons expand to the right of the AOI icon
c) Select the folder icon 'Recall AOI'
d) Local drives open
e) Locate the drive where the saved AOI was placed
f) Select file required and select 'Open' or double click the file
g) The spatial window will zoom to the loaded AOI

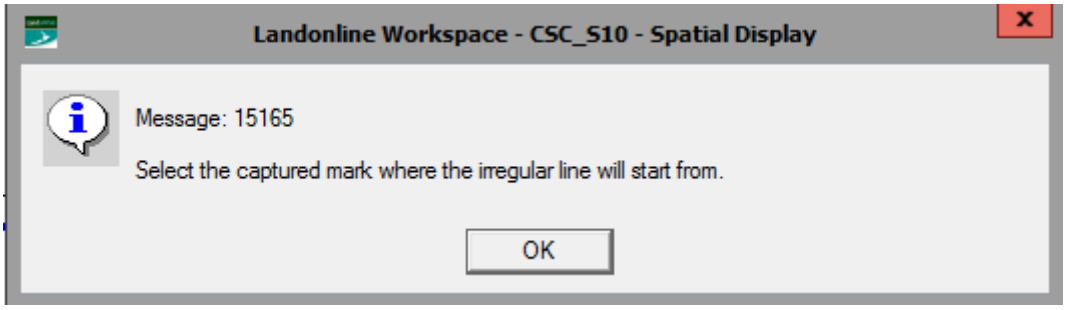
21. How do I clear an AOI?

a) Click on the 'Area of Interest Tools' icon (do this if this is not already clicked on)
b) Icons expand to the right of the AOI icon
c) Select the 'Clear AOI' icon
d) The AOI no longer displays spatially

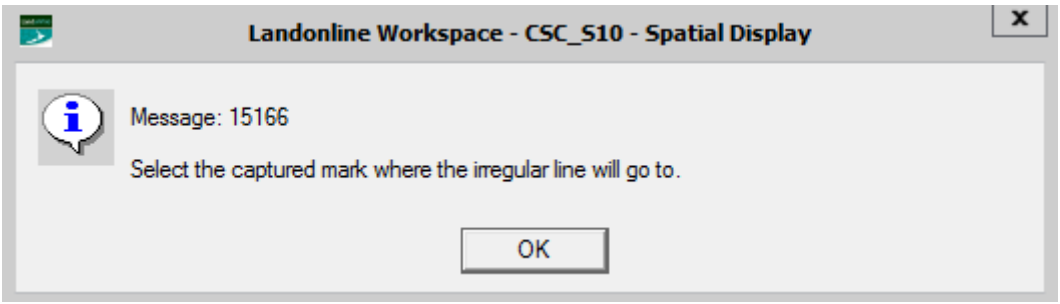
22. How do I digitise off a .tif image?

a) Click on the 'Irregular Boundary' Image icon
b) Click on the 'Folder' icon – your local drive opens
c) Locate saved .tif image and either select 'Open' or double click on the file
d) The image file is loaded but not yet viewable
e) To start digitising:

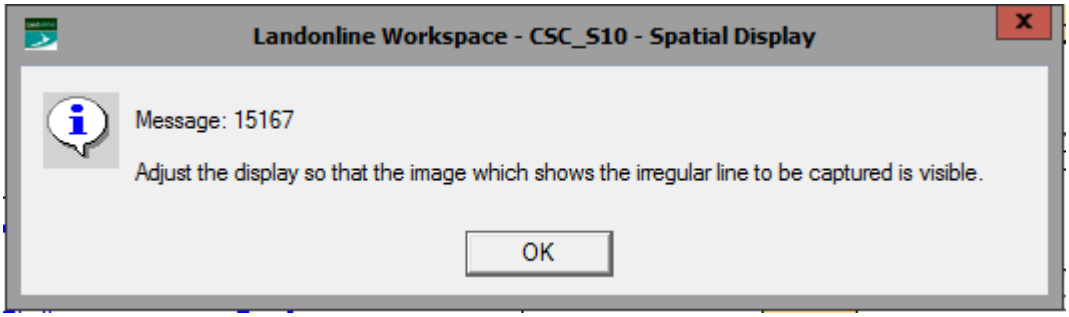
- Click on the icon
- Wait for message # 15165 to appear:



- Select 'Ok' to message
- Select start node in spatial window
- Click on the 'Continue' icon
- Message # 15166 appears:

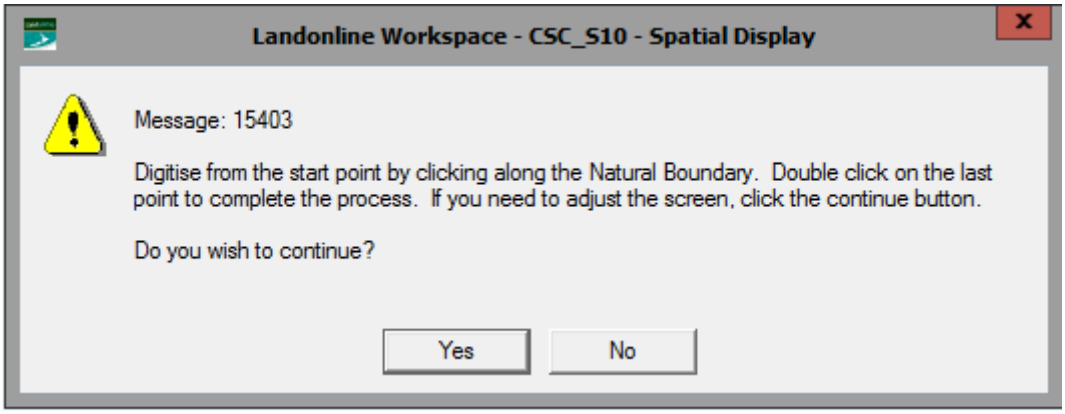


- Select 'Ok' to message
- Select end node in spatial window
- Click on the 'Continue' icon
- Message # 15167 appears:



- Select 'Ok' to message
- Image now opens up
- Adjust the image (zoom in, pan etc) to see the line you wish to digitise from
- Click on the 'Continue' icon

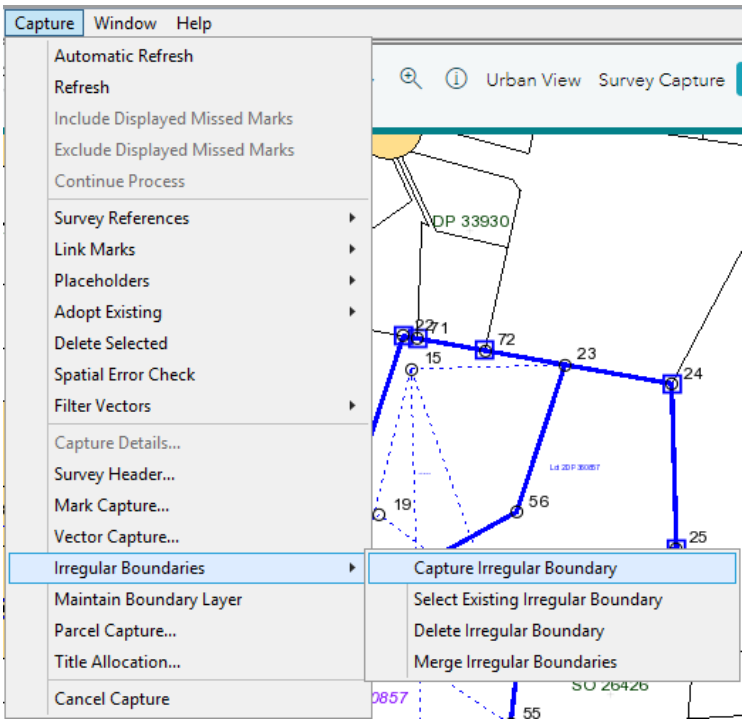
- Message # 15403 appears:

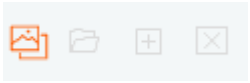


- Select 'Yes' to continue digitising
- Click once on image to activate the + symbol
- Commence digitising by clicking over the line in the image – double click to finish (you can zoom in and pan as you perform this process)
- Click on either the in the far top corner of the image or to close the image
- The newly digitised irregular line displays in the spatial window

23. How do I digitise a line from the spatial window?

a) Select 'Capture|Irregular Boundaries|Capture Irregular Boundary:



b) Once you initiate this process, the Image icon is active but the icons to the right of this are made inactive and not selectable 

c) A series of prompts/actions will appear, follow them to digitise directly into the spatial window

d) Once digitising from the Spatial window is completed, the icons to the right of the Image icon are made active again

24. How do I undo my last digitised vertex point(s)?

a) Select Ctrl Z or

b) Select backspace

c) Click again in spatial to carry on digitising

25. How do I cancel a digitised line?

a) <u>Cancelling digitising directly into the Spatial window:</u>

OPTION 1:

If digitising in the spatial window is not finished and you wish to delete the entire line:

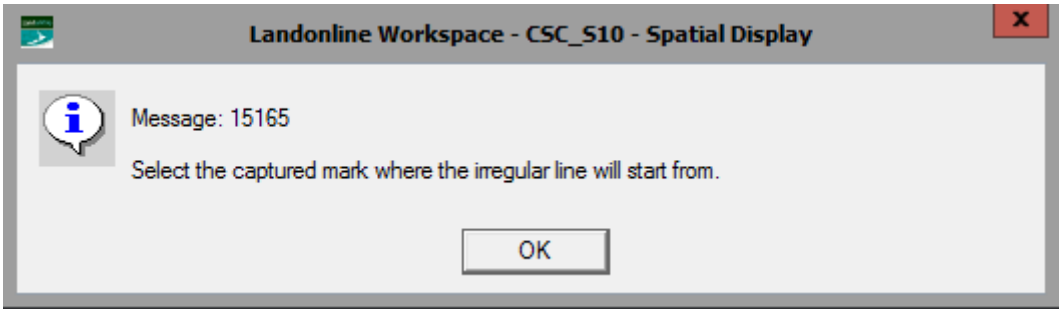
- Select 'Esc' key to cancel the draw
- To re-start the digitising process from the start, select 'Capture|Irregular Boundaries| Capture Irregular Boundary'

(NOTE: the image icon is greyed out once you start this process)

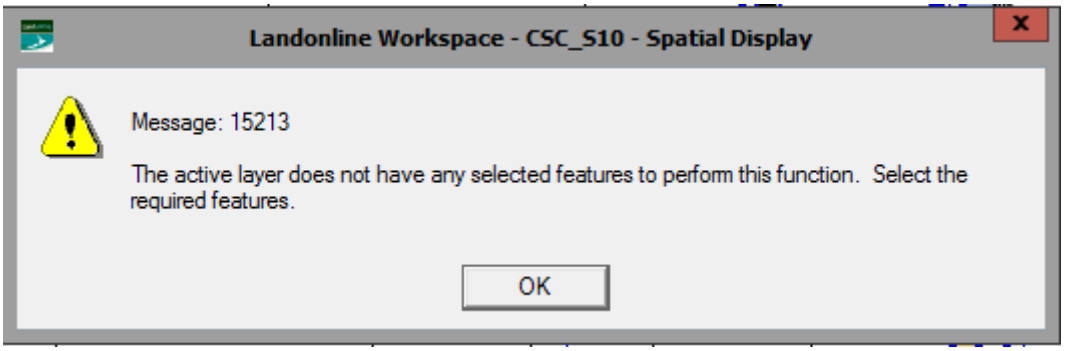
OPTION 2:

If after selecting 'Capture|Irregular Boundaries|Capture Irregular Boundary' you realise you don't want to do this action:

- Select 'OK' to message #15165



- Do not select start point
- Click on the 'Continue' icon
- Select 'OK' to message #15213

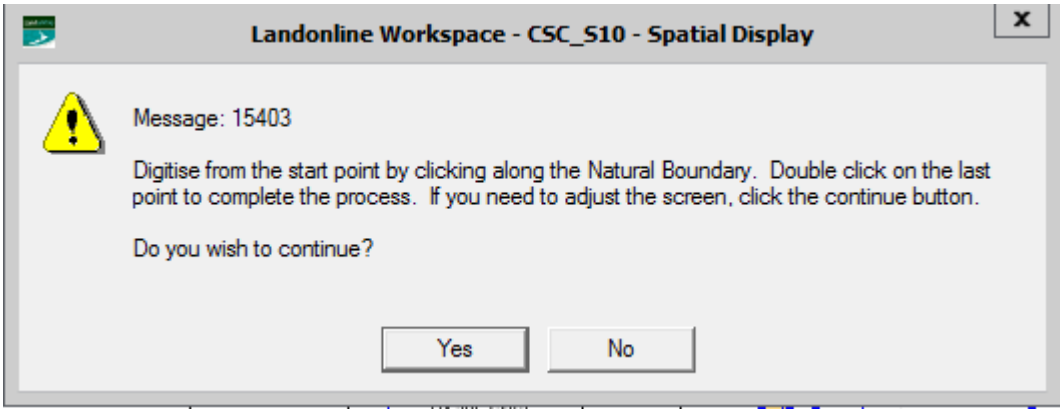


- Digitising process has been cancelled

b) <u>Cancelling digitising off a loaded image:</u>

If digitising from the image loaded is not finished:

- Select 'Esc' key to cancel the draw
- Then close the image window using or
- Select the 'Continue' icon
- Select 'No' to message #15403



- Digitising process has been cancelled

NOTE: If at any time message 15403 is displayed and you select 'NO' - digitising will be cancelled.

c) <u>If digitising is completed</u>:

Regardless of how it was done, do the following in the spatial window:

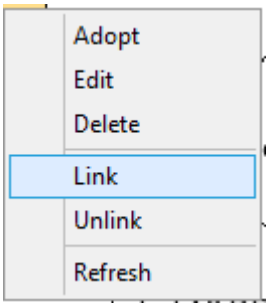
- Select the irregular line and delete it

26. How do I link marks spatially?

There are several ways to carry out linking marks:

Spatially:

a) Right click mouse and select 'Link'



b) Select 'Capture|Link Marks|Manual'

c) Select 'Capture|Link Marks|Automatic' and choose a tolerance option from the drop down menu

From the Mark Detail Screen:

NOTE: you need to know the correct mark name, node, or mark id to do this

a) Select mark spatially and right click mouse and select 'Edit'

b) Select 'Link Mark' button

c) Enter the node id or mark id into the respective field

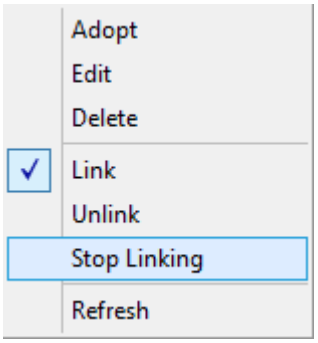
d) Select 'Enter'

e) Click on 'Select' button (or hit 'Enter' to accept the result)

27. How do I stop linking marks spatially

a) Change the Layer selected in the 'Current Layers' tab
or use the **new functionality:**

b) Right click mouse and select 'Stop Linking'



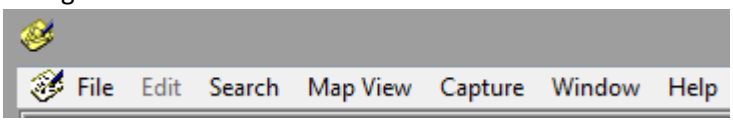
28. How do I adjust the scale via scale box?

a) Highlight the current scale and delete it

b) Type new scale, then select 'Enter'

29. Where are my drop-down options?

a) Along the main menu bar



30. How do I Refresh the spatial window?

a) Click on the Refresh icon

31. How do I magnify a feature spatially?

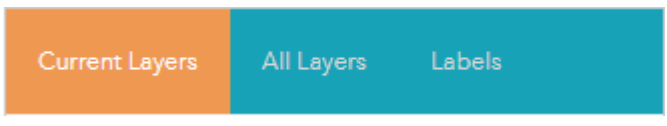
a) Click on the 'Magnify' icon
b) Click and drag to define a small box over the feature you wish to magnify
c) A magnify window opens
d) Click on 'Cancel' in the magnify window to pan/adjust the spatial window
e) Click on 'Re-magnify' to magnify another area
f) Click on the 'Magnify' icon to close the magnify window

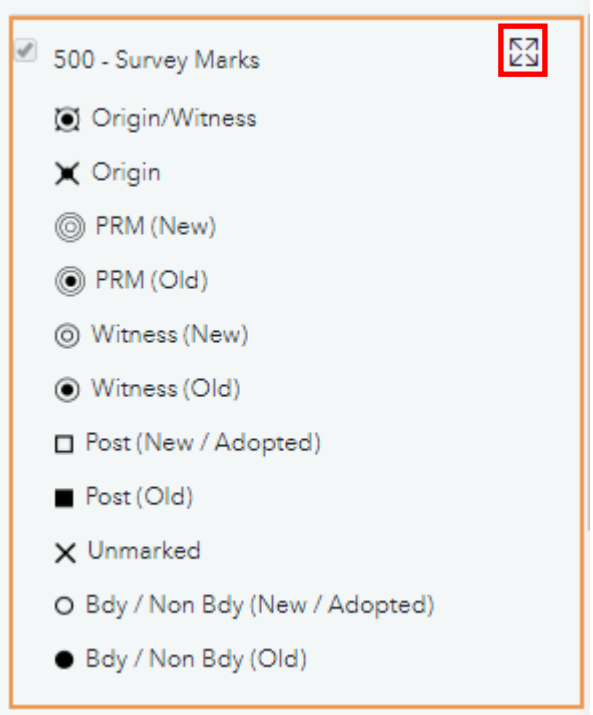
32. How do I print from the spatial window?

a) Adjust your spatial screen to the area you wish to print
b) Make sure you have closed all the opened icons on the screen
c) Select File/Print (Displayed item)
d) Select your print options A4 Portrait or Landscape or A3 Portrait or Landscape
e) Select OK to enter the preview document
f) Select the printer icon on the top right to activate the installed print driver (Note: if you install a new printer during the process of printing, you will need to close out of spatial for the new printer to be listed.)
g) Check printer preferences match those of Print to Scale orientation for correct printing

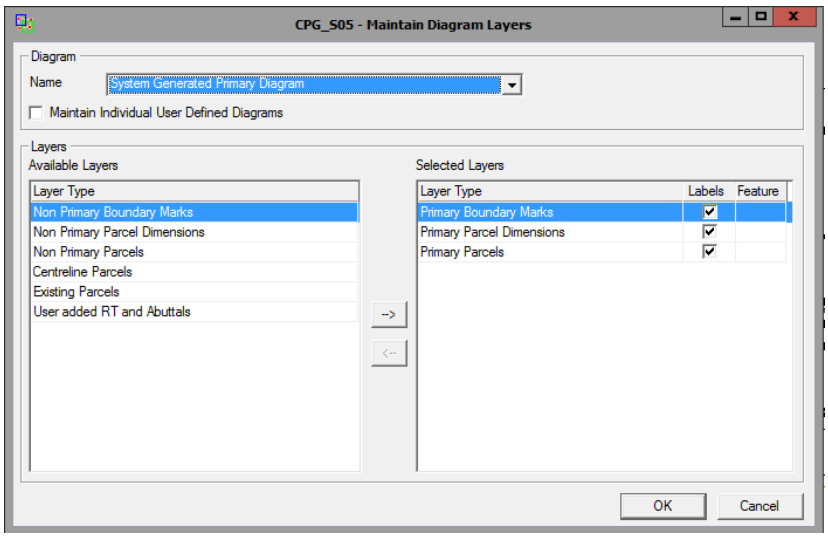
NEW Plan Generation ICONS EXPLAINED

All the new icons are in the separate bar above the Define Diagrams spatial window.

Function	Description
Pan	No icon required Pan is enabled by default To activate the Pan tool, hold the left mouse button down and drag The cursor will change from a pointer to a hand while panning. The arrow keys on the keyboard allow panning up/down and side to side
Zoom Out	Multiple ways to Zoom Out - Click the Zoom Out icon - Scroll downwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window
Zoom In	Multiple ways to Zoom In - Click the Zoom In icon - Double-click on spatial window - While holding the shift key down, hold the left mouse button down and drag to draw a rectangle to zoom into that area - Scroll upwards with the mouse wheel - Change the scale manually in the top right-hand corner of the spatial window Spatially search for an object
Home	Takes you back to the extent of the captured data
Zoom Previous	Zoom to the previous extent – takes you back one step If clicked again will take you forward one step (back to where you were)
Layer Control	Icon turns red when selected to show its active and opens the Layer Control options:  **NOTE: 'All Layers' and 'Labels' tabs are not active in Plan Generation and 'Current Layers' are viewable only** Click icon to close the Layer Control and deactivate

Zoom Layer	Go to the full extent under the layer (found in the Current Layers tab) • Click on the 'Zoom Layer' icon on the right of the Layer you want • Spatial window will zoom to the extent of that layer 
Select Existing Line	Icon turns red when selected to show its active
Add Selected as RT Bdy	Icon turns red when selected to show its active
Draw Line (RT Bdy)	Icon turns red when selected to show its active
Draw Line (Abuttal)	Icon turns red when selected to show its active
Define Primary Diagram	Click on icon and it changes to P and the following drop-down options for defining Primary diagrams appear:

	= Define by Rectangle = Define by Polygon = Define by circle When one of the diagram options is selected the icon turns red along with the main icon to show its active:
Define Non-Primary Diagram 	Click on icon and it changes to and the following drop-down options for defining Non-Primary diagrams appear: = Define by Rectangle = Define by Polygon = Define by Circle When one of the diagram options is selected the icon turns red along with the main icon to show its active:
Define Survey Diagram 	Click on icon and it changes to and the following drop-down options for defining Survey diagrams appear: = Define by Rectangle = Define by Polygon = Define by Circle When one of the diagram options is selected the icon turns red along with the main icon to show its active:
Select Diagram 	Icon turns red when selected to show its active Click on icon to deactivate

Select Added Line	Icon turns red when selected to show its active Click on icon to deactivate
Enlarge a Diagram	Icon turns red and the following options to enlarge the user defined diagram appear: = Enlarge a Diagram = Enlarge Diagram by Rectangle = Enlarge Diagram by Polygon = Enlarge Diagram by Circle
Reduce a Diagram	Icon turns red and the following options to reduce the user defined diagram appear: = Reduce a Diagram = Reduce Diagram by Rectangle = Reduce Diagram by Polygon = Reduce Diagram by Circle
Delete Selected	Turns red when selected to show its active Once object is deleted icon deactivates
Maintain Diagrams Layers	Icon turns red when selected to show its active • Maintain Diagram Layers window opens:  • Once all layers required have been selected, close this window Click icon to deactivate

Label Diagrams	Click on icon to label all user defined diagrams
Scale	Clear the existing scale BEFORE adding the required scale:

HOW DO I…. Plan Generation FAQs

DEFINE DIAGRAMS SPATIAL WINDOW:

1. How do I zoom in/out?

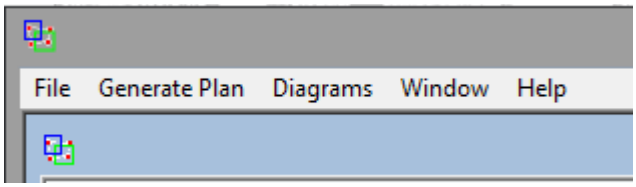
a) Click on the '+' button to zoom in
b) Click on the '-' button to zoom out
c) Scroll the mouse wheel upwards to zoom in
d) Scroll on the mouse wheel downwards to zoom out
e) Click on the 'Zoom Previous' icon
f) Zoom in by Rectangle – hold the shift key down, click and drag the curser then release mouse
g) Double click the left mouse button to zoom in
h) Manually adjust the scale in the Scale field
i) Spatially search for your object

2. How do I zoom to a layer?

a) Open the 'Layers Control' icon, in the 'Current Layers' tab make the required layer active and then click on the X next to Layer, to zoom to the maximum display scale for the layer
NOTE: In Plan Gen, 'Current Layers' are read only

3. Where are my drop-down options?

a) In the main menu bar



4. How do I Pan?

a) Left click the mouse, hold down, and drag in the spatial window
b) Cursor changes to a hand
c) Release the mouse to stop panning
d) Cursor changes back to a pointer
OR
e) The arrow keys on the keyboard allow panning up/down and side to side

5. How do I select an existing line?

a) Click on the Select Existing Line icon
b) Wait for the spatial window to display the exiting lines in red
c) Select the lines you need to include (**holding the Ctrl key down to select multiple lines**)
d) Selected lines will highlight in the spatial window

6. How do I add RT lines?

a) Once Existing lines have been selected (step 6) click on the 'Add Selected as RT Bdy' icon
b) Selected lines are added to the spatial window and will be viewable in Layout Sheets

7. How do I draw a line (RT Bdy)?

a) Click on the Draw Line (RT Bdy) icon
b) Follow prompts to draw line

8. How do I draw line (Abuttal)?

a) Click on Draw Line (Abuttal) icon

b) Follow prompts to draw line

9. How do I Define Diagrams by Rectangle?

a) Select what layer diagram you wish to define from (Primary, Non-Primary, Survey):

P N S

b) Choose the 'Rectangle' option (from the drop down menu)

NOTE: If a layer is not captured spatially then you cannot define a diagram in that layer. The drop down menu will be inactive

c) Click once on the spatial window

d) Release mouse button

e) Drag cursor to position (rectangle will display and adjust as you move the mouse)

f) Click once in the spatial screen to stop defining the rectangle

10. How do I Define Diagrams by Polygon?

a) Select what layer diagram you wish to define from (Primary, Non-Primary, Survey):

P N S

b) Choose the 'Polygon' option (from the drop down menu)

NOTE: If a layer is not captured spatially then you cannot define a diagram in that layer. The drop down menu will be inactive

c) Click once on the spatial window to start

d) Move the mouse and continue clicking in the spatial window to form the polygon

e) Double click the last point on the spatial window to stop defining the polygon

11. How do I Define Diagrams by Circle?

a) Select what layer diagram you wish to define from (Primary, Non-Primary, Survey):

P N S

b) Choose the 'Circle' option (from the drop down menu)

NOTE: If a layer is not captured spatially then you cannot define a diagram in that layer. The drop down menu will be inactive

c) Click once on the spatial window

d) Release mouse button

e) Drag cursor to position (Circle will display and adjust as you move the mouse)

f) Click once in the spatial screen to stop defining the circle

12. How do I Select a Diagram and Delete it?

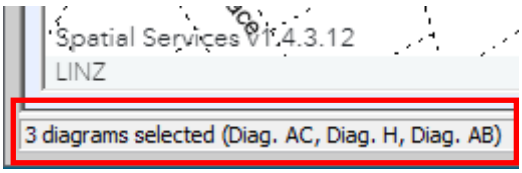
a) Click on the icon

b) Select a user defined diagram from the spatial window (highlights opaque yellow)

c) Click on the icon

d) Diagram now deleted

NOTE: Hold the 'Ctrl' key down to select multiple diagrams. The diagrams selected will be Indicated in the bottom left corner of the screen:



13. How do I deselect a Diagram?

If you have a diagram selected in the spatial window:

- The diagram selected is highlighted opaque yellow
- The icon is red
- Click anywhere in the spatial window, away from any diagrams defined, to deselect the diagram
- Click on the icon or click another icon to deactiviate the select diagram icon

14. How do I Select an Added Line and Delete it?

a) Click on the icon
b) Select the Added RT or Added Abuttal line from the spatial window
c) Click on the icon
d) User added line now deleted
NOTE: Hold the 'Ctrl' key down to select multiple lines

15. How do I Enlarge a User Defined Diagram by Rectangle?

a) Click on the icon
b) Click on a user defined diagram in the spatial window
c) Click on the 'Enlarge Diagram' icon
d) Select the 'Rectangle' option from the drop down menu
NOTE: when enlarging the diagram, ensure you intersect a portion of the existing diagram
e) Click once in the spatial window to start the enlargement by rectangle
f) Release the mouse button
g) Drag the mouse over the portion of the 'User Defined Diagram' you wish to enlarge
h) Click once in the spatial window to stop defining the rectangle
i) The spatial window will enlarge the selected diagram
j) Select OK to the following message if you wish to save it (Cancel to revert it)
k) The spatial window refreshes and displays the newly enlarged diagram

16. How do I Enlarge a User Defined Diagram by Polygon?

a) Click on the icon
b) Click on a user defined diagram in the spatial window
c) Click on the 'Enlarge Diagram' icon
d) Select the 'Polygon' option from the drop down menu
NOTE: when enlarging the diagram, ensure you intersect a portion of the existing diagram
e) Click once on the spatial window to start the enlargement by polgon
f) Continue clicking over the portion of the 'User Defined Diagram' you wish to enlarge
g) Double click the last point on the spatial window to stop defining the polygon
h) The spatial window will enlarge the selected diagram
i) Select OK to the following message if you wish to save it (Cancel to revert it)
j) The spatial window refreshes and displays the newly enlarged diagram

17. How do I Enlarge a User Defined Diagram by Circle?

a) Click on the icon
b) Click on a user defined diagram in the spatial window
c) Click on the 'Enlarge Diagram' icon

d) Select the ‘Circle’ option from the drop down menu

NOTE: when enlarging the diagram, ensure you intersect a portion of the existing diagram

e) Click once on the spatial window to start the enlargement by circle

f) Release the mouse button

g) Drag the mouse over the area of the ‘User Defined Diagram’ you wish to enlarge

h) Click once in the spatial window to stop defining the circle

i) The spatial window will enlarge the selected diagram

j) Select OK to the following message if you wish to save it (Cancel to revert it)

k) The spatial window refreshes and displays the newly enlarged diagram

18. How do I Reduce a User Defined Diagram by Rectangle?

a) Click on the icon

b) Click on a user defined diagram in the spatial window

c) Click on the ‘Reduce Diagram’ icon

d) Select the ‘Rectangle’ option from the drop down menu

NOTE: when reducing the diagram, ensure you intersect a portion of the existing diagram

e) Click once in the spatial window to start the reduction by rectangle

f) Release the mouse

g) Drag the mouse over the area of the ‘User Defined Diagram’ you wish to reduce

h) Click once in the spatial window to stop defining the rectangle

i) The spatial window will reduce the selected diagram

j) Select OK to the following message if you wish to save it (Cancel to revert it)

k) The spatial window refreshes and displays the newly reduced diagram

19. How do I Reduce a User Defined Diagram by Polygon?

a) Click on the icon

b) Click on a user defined diagram in the spatial window

c) Click on the ‘Reduce Diagram’ icon

d) Select the ‘Polygon’ option from the drop down menu

NOTE: when reducing the diagram, ensure you intersect a portion of the existing diagram

e) Click once on the spatial window to start the reduction by polgon

f) Continue clicking over the portion of the ‘User Defined Diagram’ you wish to reduce

g) Double click the last point on the spatial window to stop defining the polygon

h) The spatial window will reduce the selected diagram

i) Select OK to the following message if you wish to save it (Cancel to revert it)

j) The spatial window refreshes and displays the newly reduced diagram

20. How do I Reduce a User Defined Diagram by Circle?

a) Click on the icon

b) Click on a user defined diagram in the spatial window

c) Click on the ‘Reduce Diagram’ icon

d) Select the ‘Circle’ option from the drop down menu

NOTE: when reducing the diagram, ensure you intersect a portion of the existing diagram

e) Click once in the spatial window to start the reduction by circle

f) Release the mouse

g) Drag the mouse over the area of the ‘User Defined Diagram’ you wish to reduce

h) Click once in the spatial window to stop defining the circle

i) The spatial window will reduce the selected diagram

j) Select OK to the following message if you wish to save it (Cancel to revert it)
k) The spatial window refreshes and displays the newly reduced diagram

21. How do I Maintain Diagram Layers?

a) Click on the Maintain Diagram Layers icon
OR
b) Select diagram(s) and right click on the spatial window and select Maintain Diagram Layers

22. How do I Label User Defined Diagrams?

a) Click on the Label Diagrams icon

23. How do I adjust the scale via scale box?

a) Highlight the current scale and delete it
b) Type new scale, then select 'Enter