



User Guide

Welcome to the rMaps User Guide. You can either choose a topic below or simply read through the document to understand how to best use this site and its features.

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A Quick Overview

This is rMaps. Full explanations of how the various features work will be explained later but this is just a quick overview of what the site contains.

As you can see, the search facilities and tools are located at the top of the page, tips and news items are located on the left hand side of the page with the map taking up the centre.

The screenshot displays the rMaps web application interface. At the top, there is a navigation bar containing a logo, a search bar, and various tool icons. The left sidebar, titled 'Main Menu', contains sections for 'Welcome to rMaps...', 'rMaps Essentials...', and 'rMaps News...'. The central area is dominated by a map of a region including locations like Egham, Virginia Water, Chertsey, and Addlestone. Several callout boxes with yellow backgrounds and black text point to specific features: 'Search Bar' points to the top search input; 'Toggle Menu Pane' points to a vertical slider on the left; 'rMaps navBar' points to the top navigation bar; 'Latest News here' points to a news item in the sidebar; and 'Toggle Overview Map' points to a small icon in the bottom-left corner of the map area. A 'Switch Basemap' dropdown is visible in the top right corner. At the bottom right, there is a small copyright notice: 'Use of this data is subject to terms and conditions Imagery © GeoPerspectives (Bluesky) Map data © Crown copyright and database rights 2011 Ordnance Survey 100006086'.

Now you know the layout of the site and where to find things, let's get started on learning more about the features of rMaps, starting with the rMaps navbar...

The rMaps navBar



This is the navBar. It contains a selection of tools to help you navigate around the map, add map layers, draw graphics, measure distances & areas plus a lot more.

The following tools are available from the navBar (from left to right):

[About](#) | [User Guide](#) | [Contact Us](#) | [Print to PDF](#) | [Zoom In](#) | [Zoom Out](#) | [Pan](#) | [Zoom To Full Extent](#) | [Map Layers](#) | [Identify Map Feature](#) | [Identify Planning](#) | [Measure](#) | [Draw](#) | [Coordinate Tools](#) | [Google Street View](#) | [Clear and Deactivate Map](#)

If you just need to quickly brush up on how to use one of the tools above then feel free to click on the relevant link, otherwise please read on to find out what these tools do and how they work.

Navigation

Panning:

Moving around the map is simple with rMaps. To move the map, you can (1) select the pan icon from the rMaps navBar but by default you can just use your mouse cursor to pan around the map by (2) clicking the left mouse button and dragging the map.



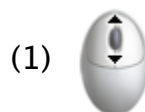
Zooming:

With the Zoom Tools: To zoom in, (1) select the zoom in icon from the rMaps navBar, then (2) click the left mouse button on the map, hold and drag a box over the area you want to zoom to and this will zoom the map to that area.



To zoom out, carry out the same process but this time use the zoom out icon.

With the Mouse: To zoom in and out using the mouse, (1) scroll the mouse wheel up and down (up to zoom in and down to zoom out).





Back to the Full Extent: If you need to get back to the full extent of the Borough, (1) click on the zoom to full extent icon from the rMaps navBar, this will take you back to a view of Runnymede.



Our Advice: We believe that the best way to navigate is to do everything with your mouse. It reduces time switching between tools and it is a lot simpler.

Address Searching

To find a property, type the address into the search box at the top of the site and then click the search button.

Address Search:  

A list of matched addresses then appear in the results window, simply click on the address you want and the map will then zoom to its location.

Search Results

Address Matches

1 High Street Addlestone KT15 1TL

1 High Street Egham TW20 9HN



Our Advice: Less is best. We recommend entering either the number / name of the property and the street or just the postcode to return address matches (i.e 1 High Street or KT15 1TL).

You do not need to enter a full address consisting of number / name, street, town and postcode (if the address is complex it may not even be returned).

Planning Applications

Searching:

To locate a planning application and zoom to it, type in its RU reference number in the search box at the top of the site and then click the search button.

Planning Application Search:  

If the number has been entered correctly then its details will appear in the results window, simply click on the entry which will zoom the map to the planning application and highlight it.

Search Results	
Application Number	Address
RU.11/0001	23 High Meadow Place Chertsey Surrey KT169HD

Identifying Planning History on a Site:

On rMaps you have the ability to retrieve a list of planning applications that are located at a particular location and view brief details about each one. To start, (1) click on the identify planning icon available from the rMaps navBar. (2) Click on the map at a point where you would like to retrieve planning history for, this will then open an info window with a list of retrieved planning applications and the relevant details for each one including the address, application type and application decision (3).



Planning History

Planning Applications ([Print Details](#))
Total features returned: 6

View Feature	Application Number	Address	Proposal	Application Type	Application Decision
(3) Show Hide	RU.07/0778	New Civic Offices and land to rear Station Road Addlestone Surrey KT152AH	Amendment to planning permission RU.06/0973 for the erection of cycle store between new Civic Offices and 40 Station Road and the installation of external ducting on roof.	Full Planning Permission	Grant Consent - subject to conditions

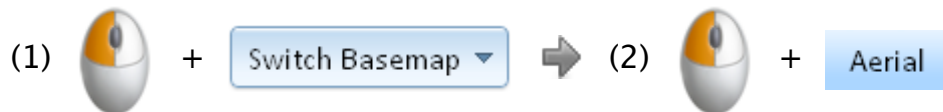
Above is a single entry example of what is returned. You can see that there is the option of viewing the application's boundary, as well as the option of clicking the planning application number which will take you straight to Runnymede's Planning Applications Online facility where you can get more in depth details including associated documents for the planning application (if available).

We also provide a facility to print the full list of returned planning applications by clicking on the 'Print Details' option.

Map Layers

Switching Basemaps:

You can toggle easily between basemaps on rMaps. By default, the road layer shows on start up, but you can switch this to a different view by (1) clicking on the 'Switch Basemap' button and then (2) selecting 'Aerial' - '2009 Aerial' (if you have an aerial selected you can also add labels by clicking on the 'Toggle Labels' button that appears).



Carry out the same process above to switch basemaps again at any point in your session.

Add a Map Layer:

rMaps has various geographical layers that you can view on the map; they are grouped into logical folders (i.e Tree Preservation Orders are within Environment & Planning, Bus Stops are within Transport & Streets etc).

To get to the map layer menu, (1) click on the map layer icon available from the rMaps navBar. Then (2) open up a group by clicking on a group heading, finally (3) add a map layer to the map by clicking on the layer's checkbox.

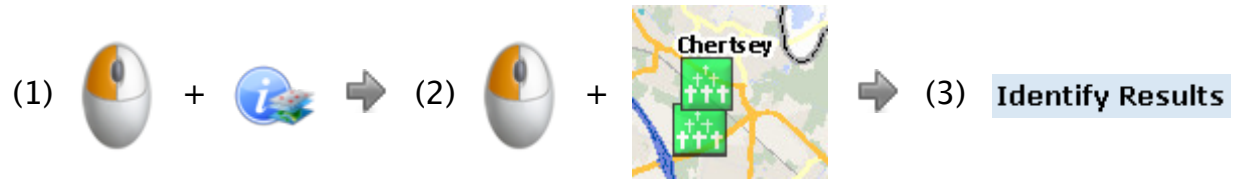
In this example we will add the Cemeteries layer from the Community & Living group to the map.



Identify a Feature:

Now you have your layer(s) on the map, you might want to find out more information about particular features now shown on the map; this is called 'identifying' a feature.

To identify, (1) click on the identify map feature icon from the rMaps navBar. Then, on the map (2) click the left mouse button on any feature which will bring up details about that feature (3).

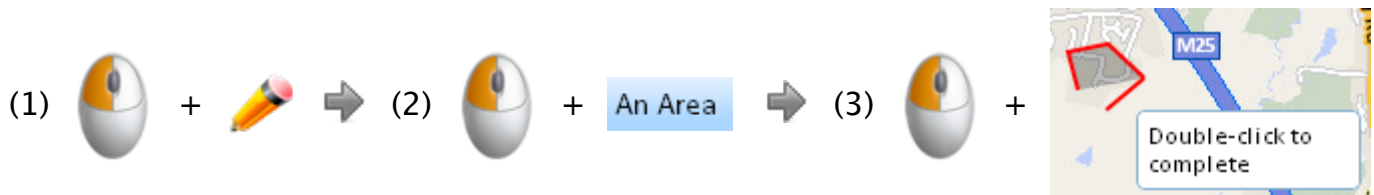


Drawing

Add graphics to the map:

If you need to mark areas or locations onto the map, the drawing tools will help you in doing this.

To add a graphic, (1) click on the draw icon from the rMaps navBar. You then have the option of choosing to draw a point, area or line. (2) Select one of these and then move your mouse over the desired area on the map to draw your graphic, follow on screen instructions to complete the procedure (3).



If you then want to clear the graphics, just go back to the draw menu and select 'Clear Graphics'.

Measuring

Measure areas & distances:

Another useful tool on rMaps is the ability to measure approximate areas and distances on the map. To measure, (1) click on the measure icon from the rMaps navBar. (2) Select either 'Area' or 'Distance' depending on what you would like to measure and then move your mouse over the desired area on the map to measure, follow on screen instructions to complete the procedure (3).



Google Street View

Viewing Images:

Google's Street View service is built into rMaps allowing you to access its images with just the click of a button.

To use this service, (1) click on the street view icon from the rMaps navBar and then (2) click on the desired location on the map (make sure it is on a road otherwise an image will not be shown!).

If a street view image is available for the location where you clicked, the street view pane will open up displaying the image (3).

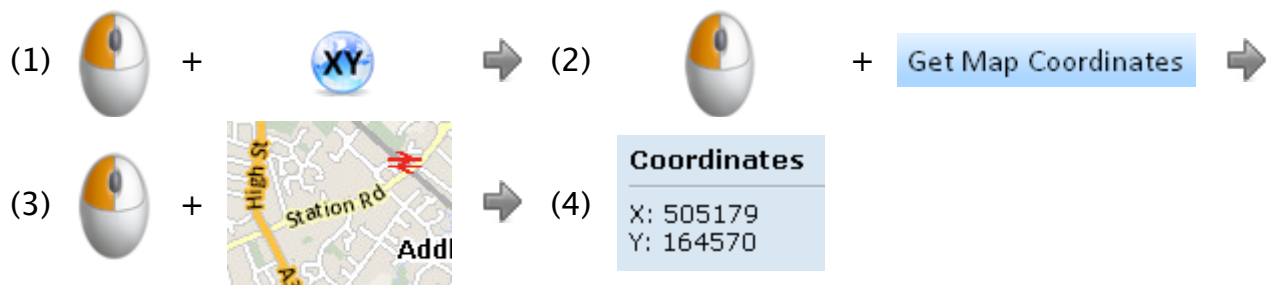


Coordinate Tools

Retrieving Coordinates:

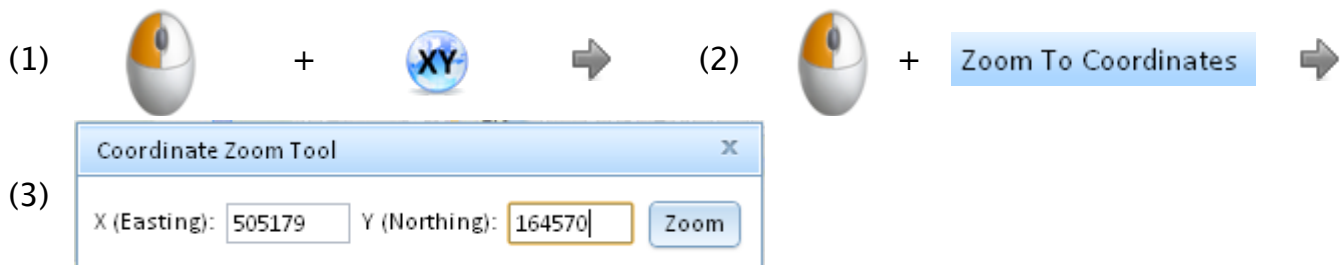
rMaps has capabilities to allow you to search for British National Grid coordinates very easily.

Firstly (1) click on the coordinate icon from the rMaps navBar and then (2) choose 'Get Map Coordinates'. Next, (3) click on the map at the location where you want to retrieve the coordinates for, this will then display an info window with the X/Y coordinates for the given location (4).



Zoom To Coordinates:

If you already have coordinate details of a location and would like to zoom there, (1) click on the coordinate icon but this time (2) choose 'Zoom To Coordinates'. Then, (3) fill in the X/Y coordinates and click 'Zoom' to move the map to that location.

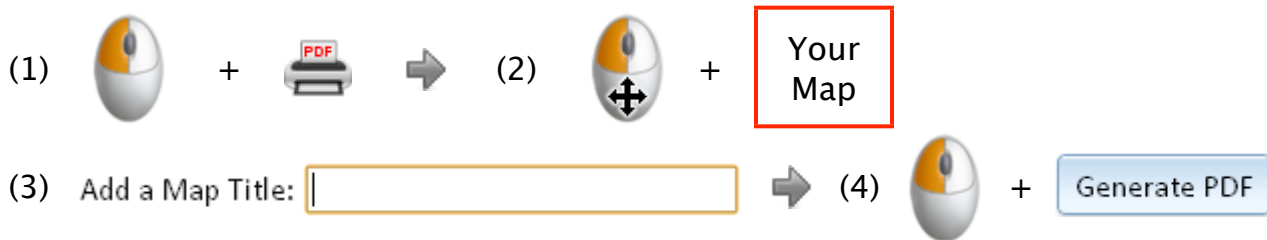


Exporting / Printing

Print to PDF:

rMaps provides a PDF creation service whereby you can save the map you are currently viewing (including any map layers / graphics) to a new PDF document which can then be printed off or emailed.

Firstly, (1) click on the PDF icon from the rMaps navBar. Then, (2) position the map you want exported inside the map area outlined in red. Once aligned, (3) enter a title for the map and (4) click 'Generate PDF'.



If you decide that you do not want to export a map after you have switched to the printable area, simply click on 'Cancel' under the PDF options (next to the 'Generate PDF' button) to return your map to a full screen view.

Other Features

Clearing The Map / Deactivating Tools:

If you have drawn graphics onto the map or have searched for an address which leaves the property identifier symbol on the screen, you may want to get rid of these from the map. There is a quick way of doing this, (1) click on the clear map icon from the rMaps navBar. This will remove any graphics shown on the screen and it will also deactivate any tool that you have been using so you regain your normal default panning option.



About:

A brief history of the Runnymede Interactive Mapping Service and how the site was developed is available by (1) clicking on the about icon from the rMaps navBar.



Contact Us:

If you find you are having difficulty using the site, find something incorrect or have any feedback for the GIS Team, then please (1) click on the contact us icon from the rMaps navBar where you will be able to contact us via email.

