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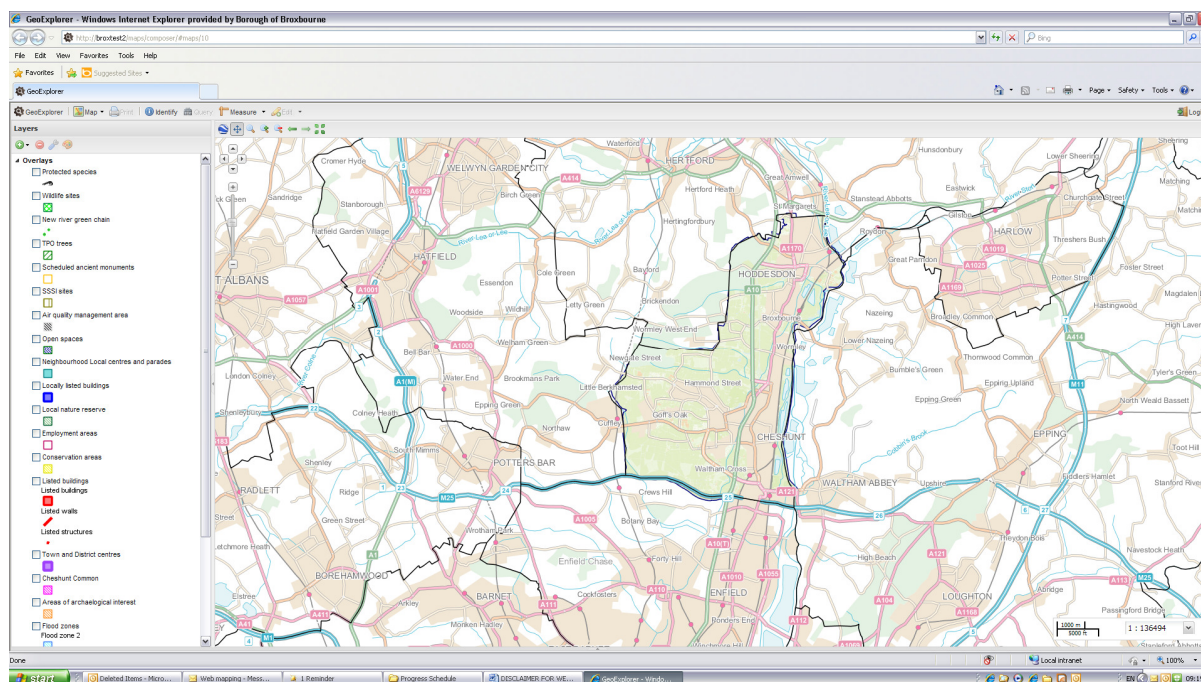
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INSTRUCTIONS FOR USERS



Once you have clicked on the Interactive Map link you will be directed to the map as shown by the image above.

The Borough of Broxbourne is located in the middle of the page with other boroughs and counties surrounding it to provide context.

The constraints or layers of information can be found on the left hand side of the page. If you scroll down on the left hand side you will also find some external web maps including Google Map.

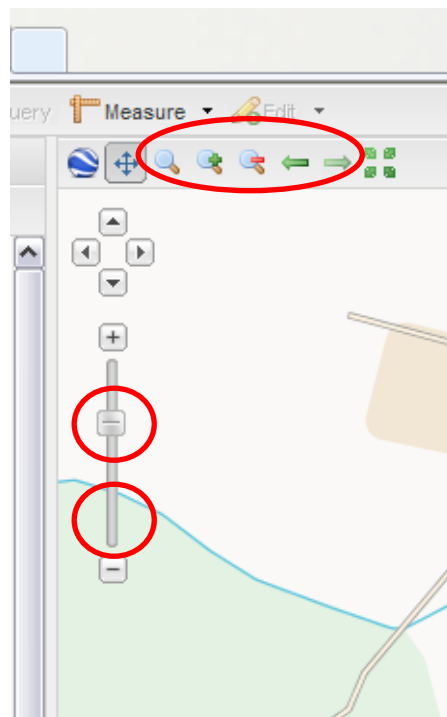
There are a number of functions at the top of the page to the left which will enable you to zoom and move around the map as well as measure, print and identify more information.

To refresh the map after any changes or if you wander from Broxbourne click the F5 key on your keyboard.

More detailed instructions can be found below.

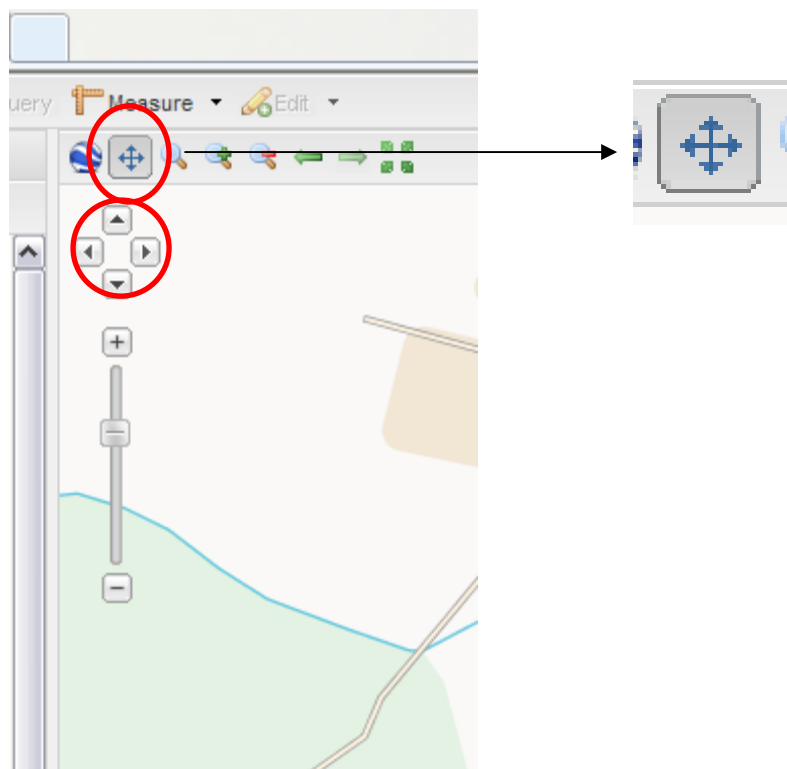
Zoom Function – To zoom in and out of the map you can either:

- a) Click on the + or - buttons in the left hand corner
- b) Slide the scale bar up and down
- c) You can click on the magnifying glass with the + or - sign at the top
- d) You can zoom into a specific area by clicking on the magnifying glass without the signs and click and drag a square on the map
- e) The left and right green arrows will also zoom in and out of the map



Moving Around the Map – to freely move around the map, make sure that the arrow button, located at the top of the page, has been pressed and then click and drag around the map.

Alternatively you can use the four arrows at the top of the zoom function.

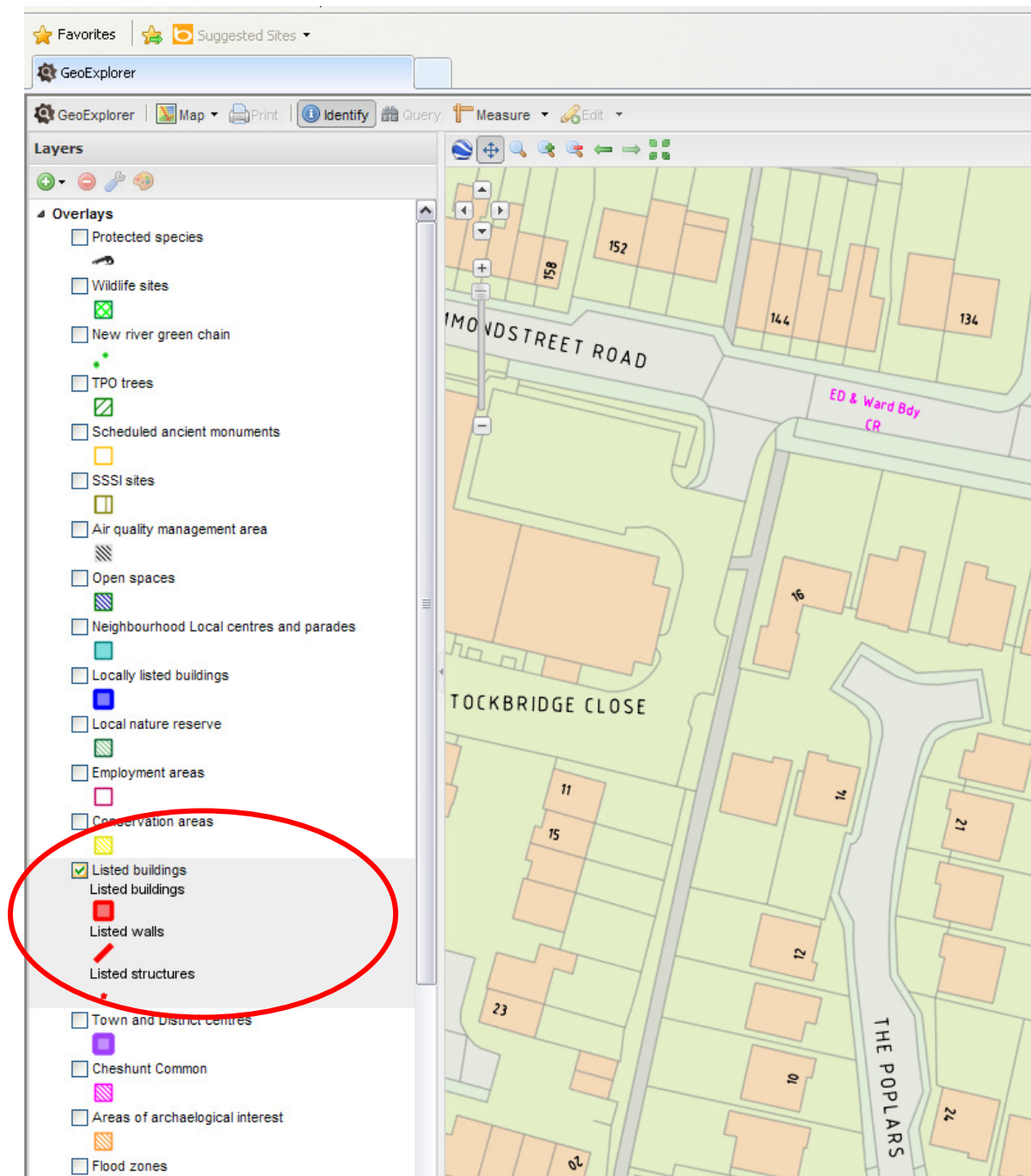


The Overlays/Constraint Tabs – This displays information provided by the Council or other services and functions.

They can be turned off and on by clicking on the check box to the left.

The shading/colour symbolises the type of constraint and how it will be displayed on the map itself.

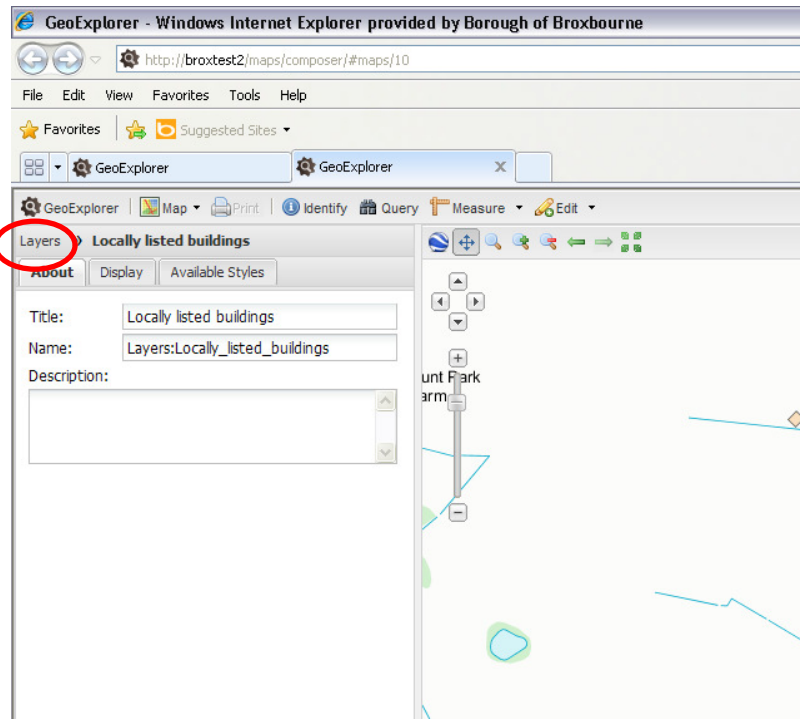
For example the Listed Building layer will show up as red boxes, lines and dots on the map.



For a brief description of the layer in question you can either hover over the constraint or click on the constraint so that it is highlighted in grey and then click on the tool symbol at the top (layer properties).

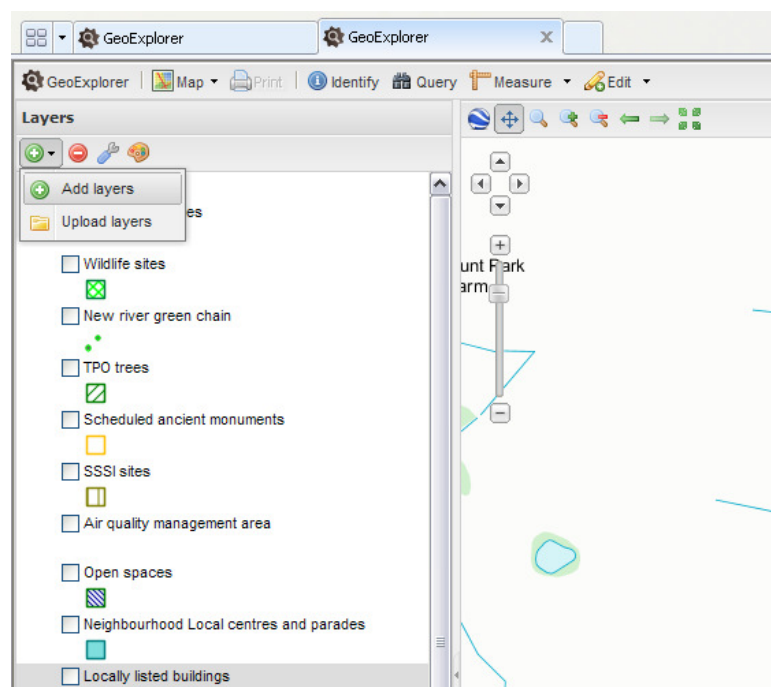


The 'About' tab then provides you with the description. To return to all the layers, click 'layers' at the top.



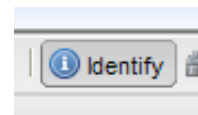
Removing and adding layers of information – to simplify the number of constraints on the left hand side you can remove the constraint by clicking on it and highlighting it grey and then clicking on the red button with a - sign.

You can re-add a layer by clicking on the green button with a + sign, then click on 'add layers' and choose the relevant constraint from the list.

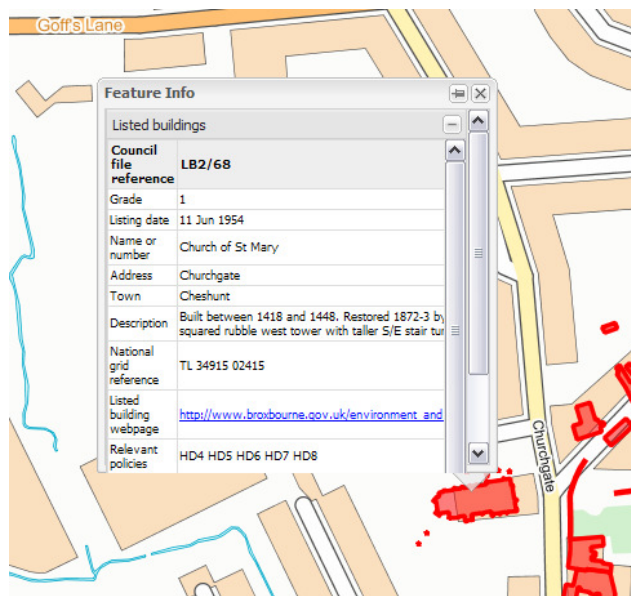


Identifying Information Behind the Constraint – the constraint will tell you more than its location on the map.

To find out more information click on the identify button at the top and then on the constraint displayed on the map.



A pop-up box should appear telling you more information on that particular constraint/ building etc.



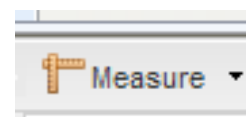
In some cases there may be a multiple of different constraints on one area/property. In this case one box will appear giving you all the information. You will need to scroll down and click on the + sign to open up individual constraint information on that box.

You can expand the information box by dragging it by the edges/corners.

You can scroll through information using the scroll button to the right and then clicking on the box of information.

You must shut the box down each time after opening it using the cross in the top right hand corner.

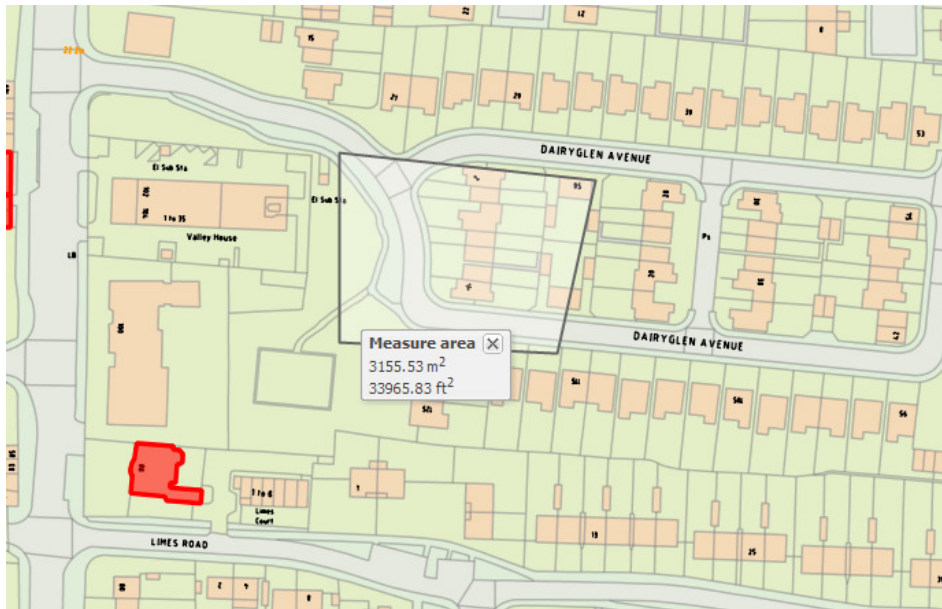
Using the Measuring Tool – to measure an area or distance you must first click on the small black arrow to the right of the measure button at the top of the page.



This will drop down two options; one will measure by area, the other by length (or distance).

After clicking on one of these you must click only once on the map and then begin moving around the page.

For an area you must click each time you wish to finish a point and begin moving again in a different direction.

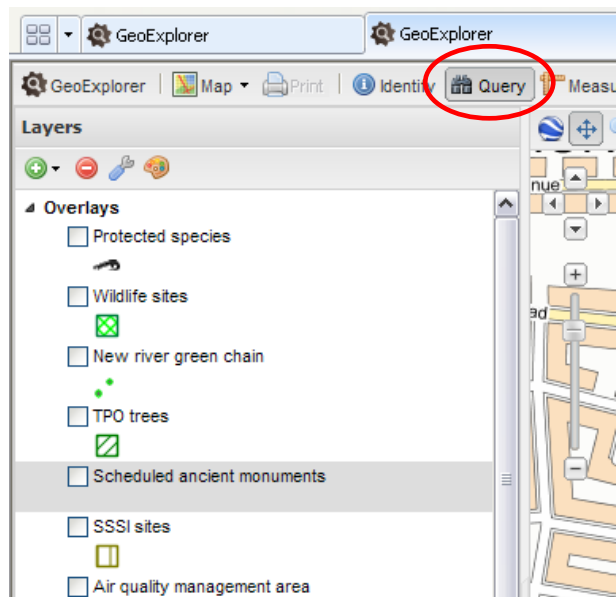


You must double click to finish the measurement. A pop-up box displaying the measurement information will appear.

Clicking the measure button again at the top of the page will end the measuring function completely.

Bringing up a list of all features in one constraint – for example bringing up a list of all employment areas or all conservation areas in one table. You must first click on the constraint on the left, highlighting it in grey. You must then select the ‘query’ function at the top of the page.

A list will then appear at the bottom of the page with all relevant information. You can expand these boxes of information if needed.

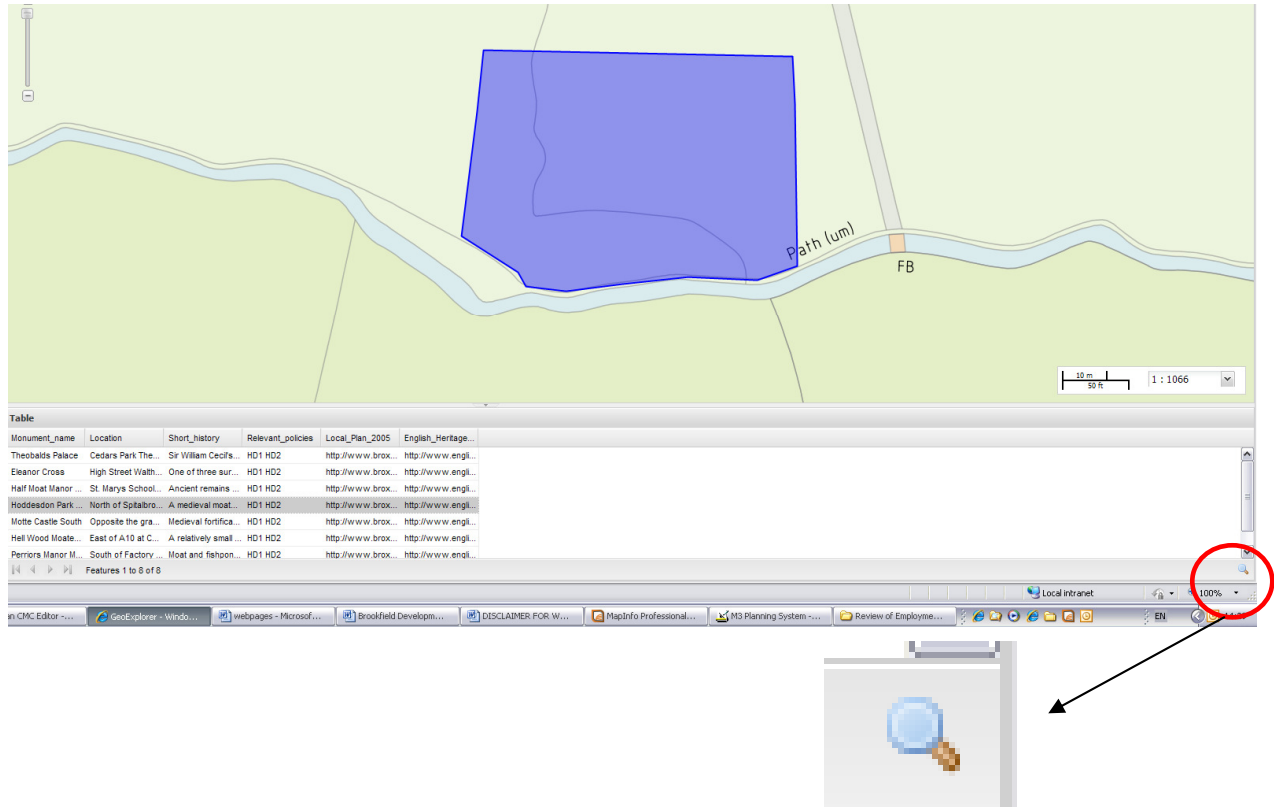


Monument_name	Location	Short_history	Relevant_policies	Local_Plan_2005	English_Heritage...
Theobalds Palace	Cedars Park The...	Sir William Cecil's...	HD1 HD2	http://www.brox...	http://www.engli...
Eleanor Cross	High Street Walth...	One of three sur...	HD1 HD2	http://www.brox...	http://www.engli...
Half Moat Manor ...	St. Marys School...	Ancient remains ...	HD1 HD2	http://www.brox...	http://www.engli...
Hoddesdon Park ...	North of Spitalbro...	A medieval moat...	HD1 HD2	http://www.brox...	http://www.engli...
Motte Castle South	Opposite the gra...	Medieval fortifica...	HD1 HD2	http://www.brox...	http://www.engli...
Hell Wood Moate...	East of A10 at C...	A relatively small ...	HD1 HD2	http://www.brox...	http://www.engli...
Perriers Manor M...	South of Factory ...	Moat and fishpon...	HD1 HD2	http://www.brox...	http://www.engli...

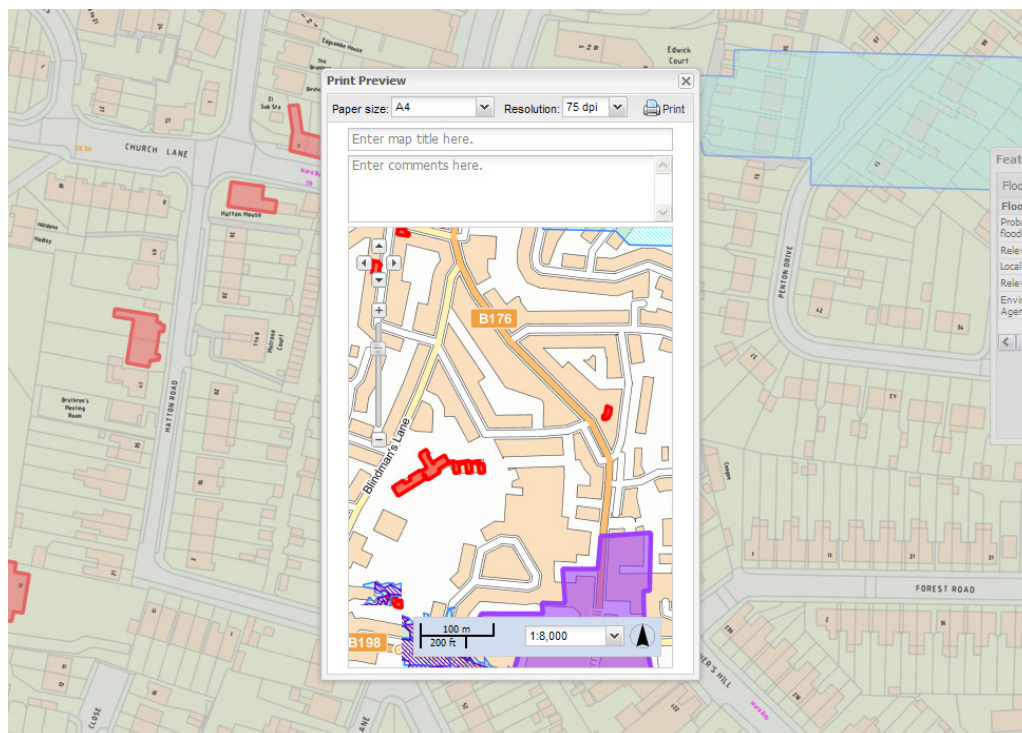
Query Features 1 to 8 of 8

Searching using the Query function – Once you have a list of all of the features through the 'query' function you can then use this to search for a specific constraint on the map e.g. a specific wildlife site from the list on the map.

You must click on the relevant site/building/area from the list you have just queried. You can then either right click to search or click on the map and then the magnifying glass in the far bottom right hand corner of the list as shown below. This will then take you to that specific location on the map.



Printing Off a Map – to print off a map, for personal use only, you should click on the print button at the top of the webpage. This will bring up the following pop-up box:



You can scroll and zoom around this print map exactly as you would in the Interactive Map. You can also add a title and choose your paper size before clicking print in the top right hand corner.

If you have any questions/issues or would like to provide any feedback/improvements please email the planning policy team at planning.policy@broxbourne.gov.uk