

Plans Information Paper 1/2010

Taking scaled prints from SDB

The following guidelines developed by John Janssen allow a plans officer to obtain a scale print from the SDB using Powerpoint.

1/ Select the desired scale of the image you are viewing using the Ground scale option at the top of the screen. Click the Set map scale button to apply the selected scale.

2/ Press the button marked Print Screen on the PC keyboard which copies the image from the SDB.

3/ Through MS Office Applications open up Microsoft Office Powerpoint.

4/ In Powerpoint select the Getting Started drop down menu, select Slide Layout and directly underneath Contents Layouts select the rectangular slide that is blank.

5/ Paste the copied image from the SDB into the slide.

6/ Once the copy has been pasted through to the slide a percentage figure appears in the toolbar at the top of the page.

7/ Select the arrow to the right of the percentage figure and a drop down menu of percentage choices appear.

8/ Select 66% and the image will adjust to the scale you determined at stage 1.

9/ Print the image and compare with an OS print (or other plan) at the same scale.

This is a useful workaround if an overlay comparison between the Ordnance Map and the SDB is required.

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