

Quick Guide to
OSi Digital Planning Pack
using Autodesk AutoCAD®
or AutoCAD LT®

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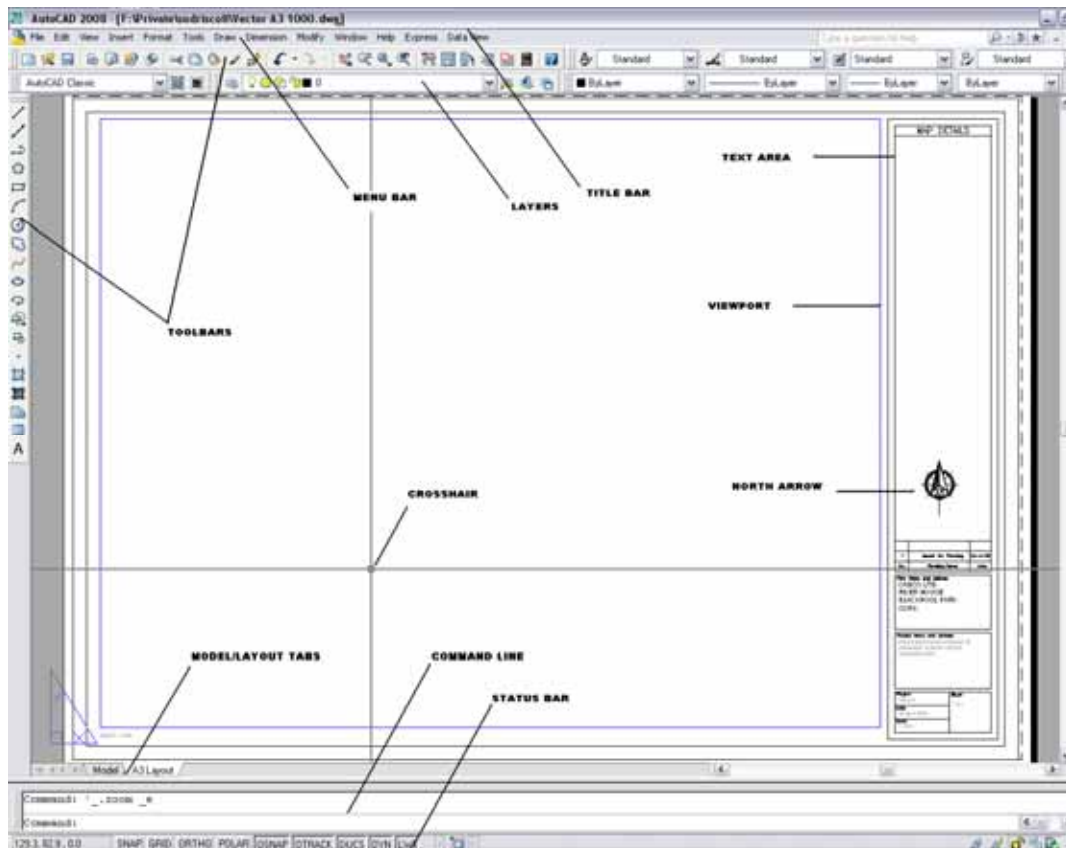
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Introduction

This is a step-by-step guide to creating your site location map, site plan and site layout for submission to Planning using the OSi Digital Planning Pack with Autodesk AutoCAD software. The example is for urban planning using a 1:1000 OSi Vector Drawing. The principles are the same for rural planning using 1:2500 OSi Vector Drawings.

Customer Requirements

You will need to be familiar with Microsoft Windows®, AutoCAD® or AutoCAD LT®, and have an ability to access email and internet. Use the AutoCAD Classic interface for this guide. Note that instructions provided for AutoCAD start from the Menu Bar at the top of the screen, followed by selecting commands from the drop-down list which then appears.



Data Required

The OSi Digital Planning Pack comprises of a ZIP file which contains the following files:

V_number.dwg	[Vector file]
V_number.txt	[Text file containing data regarding the Vector file]
R_number.tif	[Raster file]
R_number.txt	[Text file containing data regarding the Raster file]
R_number.coo	[Cookie file relating to the Raster file]
R_number.tab	[GPS information regarding the Raster file]
R_number.tfw	[Created for the correct projection and specific coordinate system relating to the Raster file]

Note: Each data set will have different file names, but the file extensions (.dwg, .txt, .tif etc) are common.

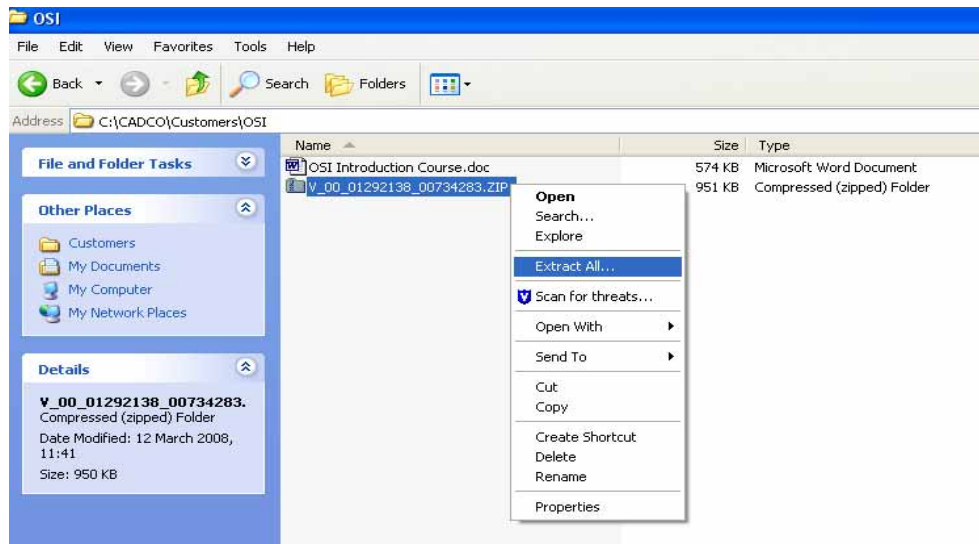
You are also provided with 3 Sample AutoCAD Drawing templates to help you complete a standard planning application:

Raster A4 10560 Template.dwg	[to create your site location map at 1:10560]
Vector A3 1000 Template.dwg	[to create your site plan at 1:1000]
Vector A3 200 Template.dwg	[to create your site layout plan at 1:200]

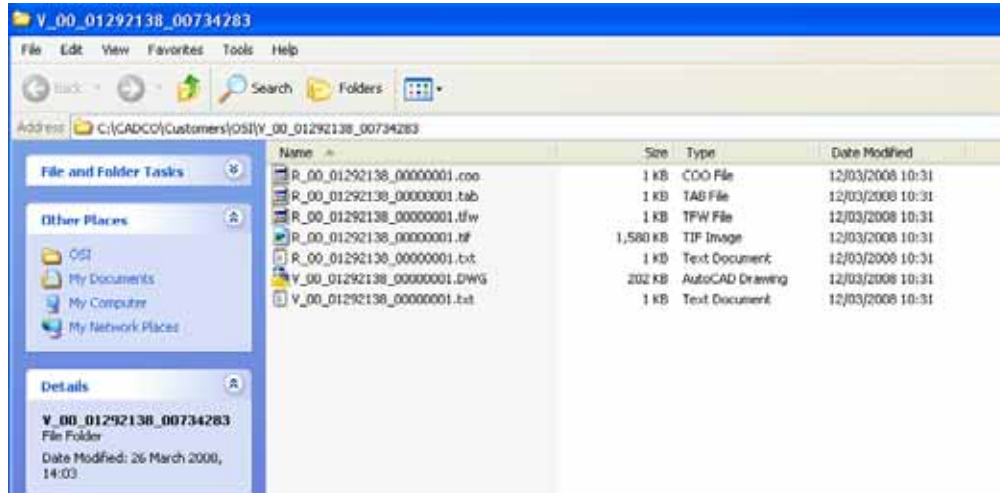
Proficient AutoCAD users are not limited to using these sample drawings.

Accessing the OSi Supplied Data

1. Select the ZIP file which has been received by email V_number.ZIP
2. Right click and choose the “Save As” option, which opens the “Save Attachment” dialog box. Navigate to a folder where you want to store the ZIP file and click “Save”.
3. Use Windows Explorer to navigate to the folder where the ZIP file has been saved.
4. Right click on the ZIP file and select the “Extract All” option.



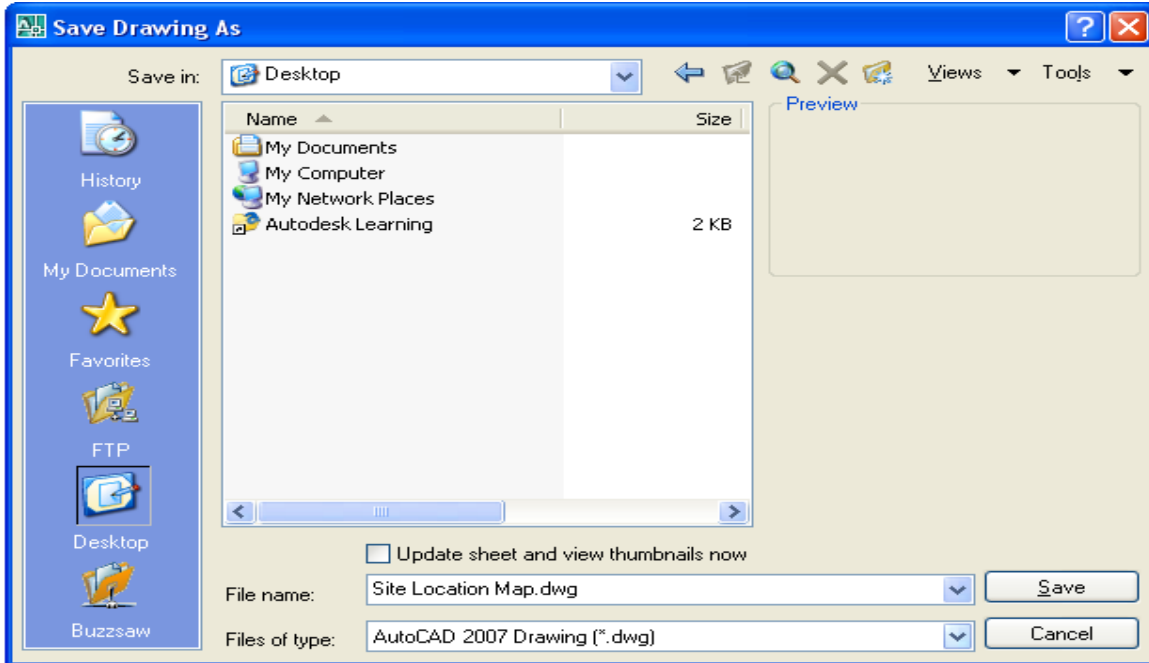
5. The “Extraction Wizard” dialog box opens. Click “Next” and “Next” again at the “Select a Destination” window. Then click “Finish”.
6. A window opens to show the 7 files created from the ZIP file, in a new sub-folder of the previously selected destination folder for the ZIP file.



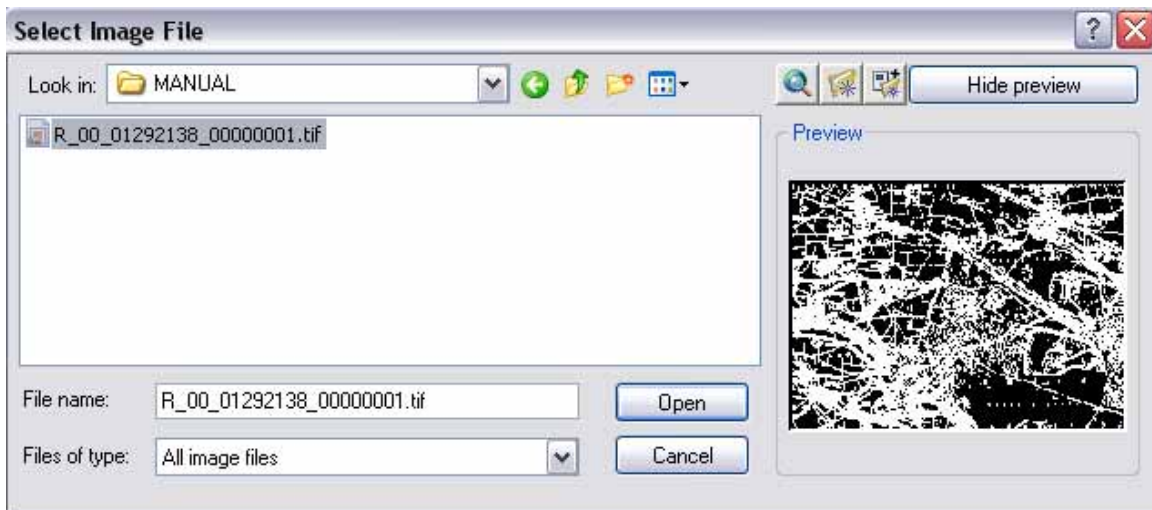
7. Open the folder to ensure that you have received the required OSi data.

Creating a Site Location Map from the OSi Raster Drawing

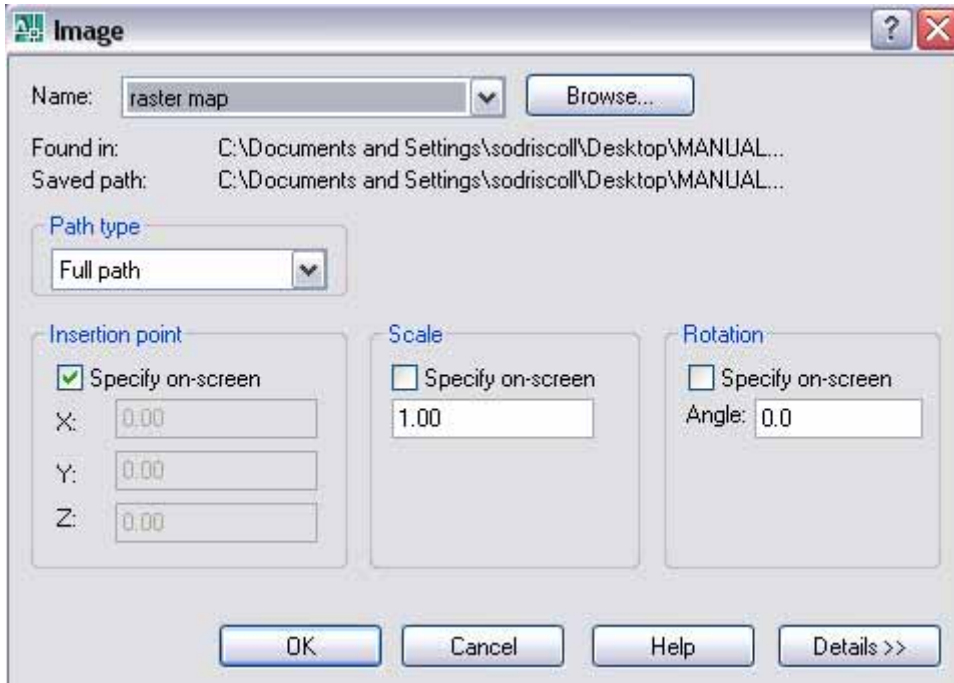
1. Open the drawing file "Raster A4 10560 Template.dwg" - note drawing opens in model space (black screen).
2. Click "File", select "Save As". The 'Save Drawing As' dialog box opens. Choose the location where you would like to save the file, making sure to rename it to an appropriate name, such as "Site Location Map – Project Name.dwg". Click "Save".



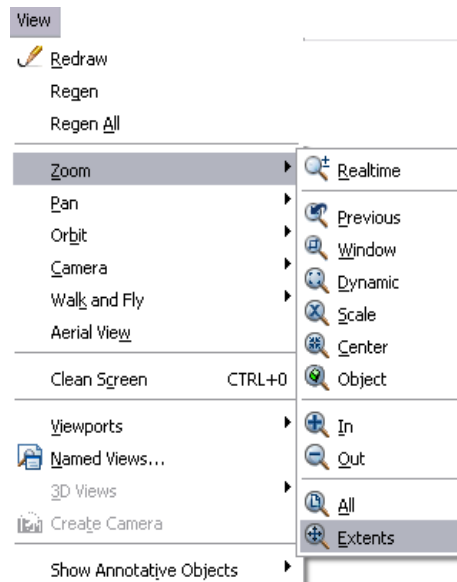
3. Click "Insert" on the menu bar, then select "Raster Image Reference" from the pop-down menu. Navigate to where you have saved the 7 OSi files and select the relevant file with a .tif extension.




4. Select the image and click "Open".



5. Use the settings as shown above, select “ok”, and click to specify any insertion point.
6. Select “View ”, then “Zoom” and “Extents”.



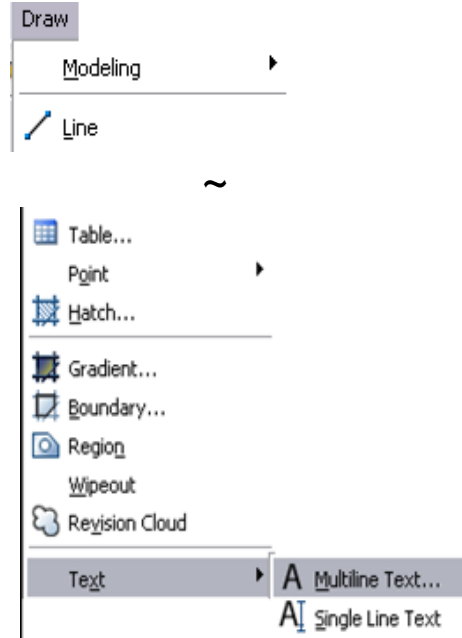
7. You have been working in Model Space up until now. Click the “A4 Layout” tab  on the bottom of the drawing file to change to Paper Space.
8. The main area of the drawing is enclosed in a Blue Window (viewport). Double Click inside this blue viewport. Notice the blue viewport highlights to indicate it is active.
9. Select “View ”, then “Zoom” and “Extents”.

10. At the command line, type the following:

Z (RETURN)
1/1XP (RETURN)

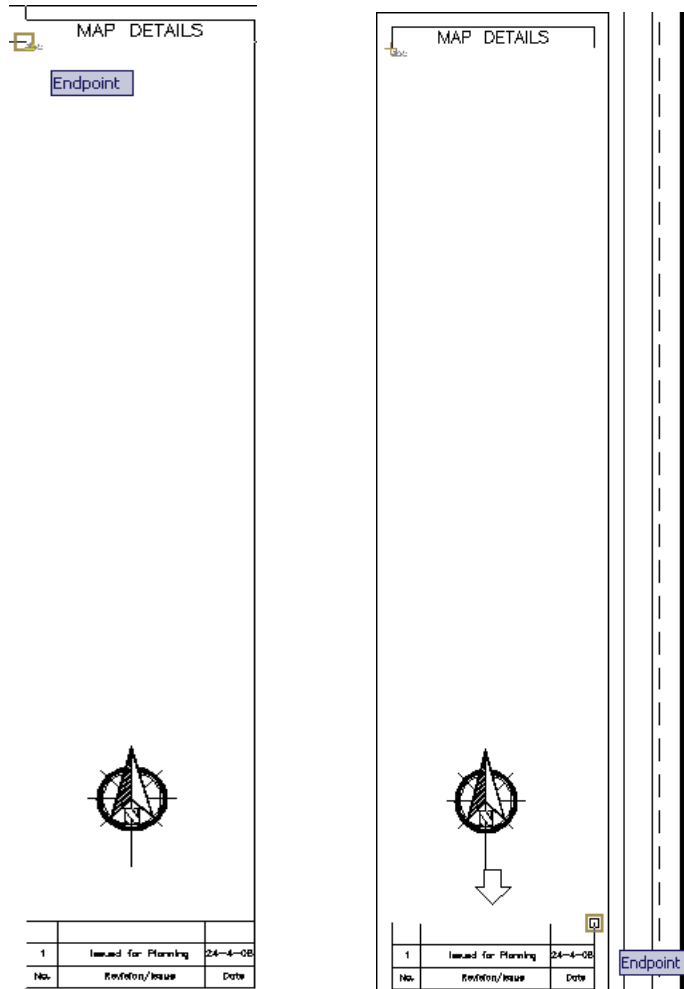


11. Close the blue viewport by double clicking on an area of the drawing outside the blue viewport.
12. Navigate to where you previously saved your OSi data.
13. Open the R_ .TXT file, right click and “copy” the text information. Note: Make sure you copy the .txt file beginning with “R”.
14. Return to the drawing, making sure that the “A4 Layout” (Paper Space) is open – not the black background (Model Space).
15. Select “Draw”, then “Text” and “Multiline Text”.



16. A text box is located in the upper right corner of the drawing. To insert the multiline text here select the upper left corner of the text box provided as your first point and the lower right corner of the text box as the second point as shown below.

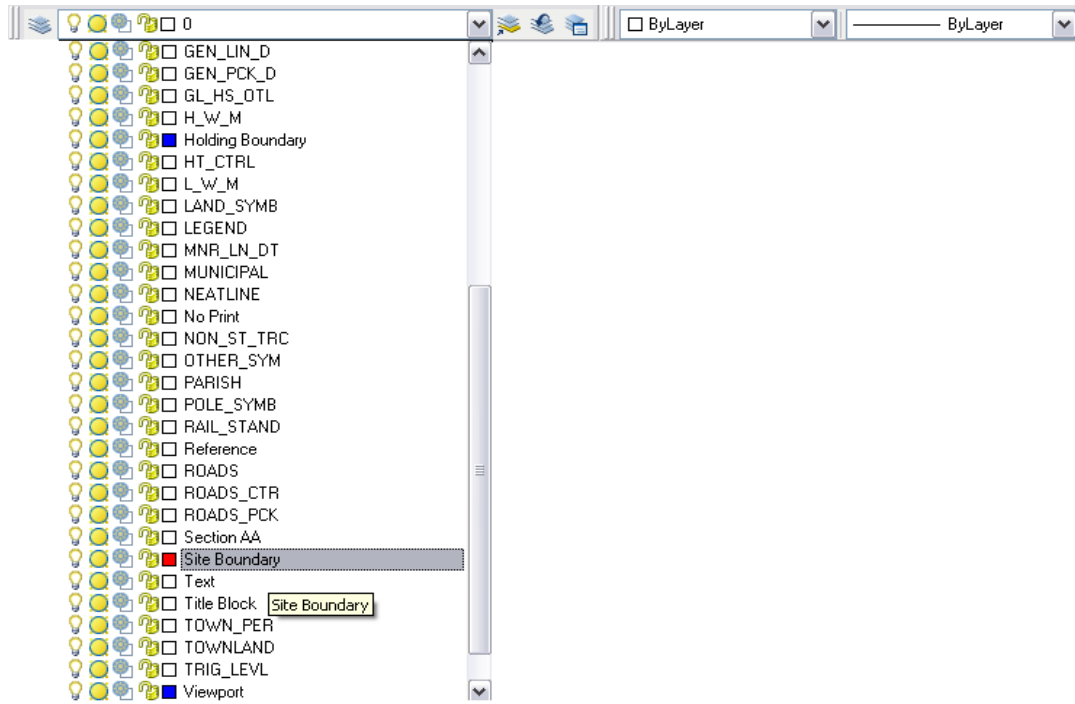
Quick Start Guide to OSi Digital Planning Pack using Autodesk AutoCAD



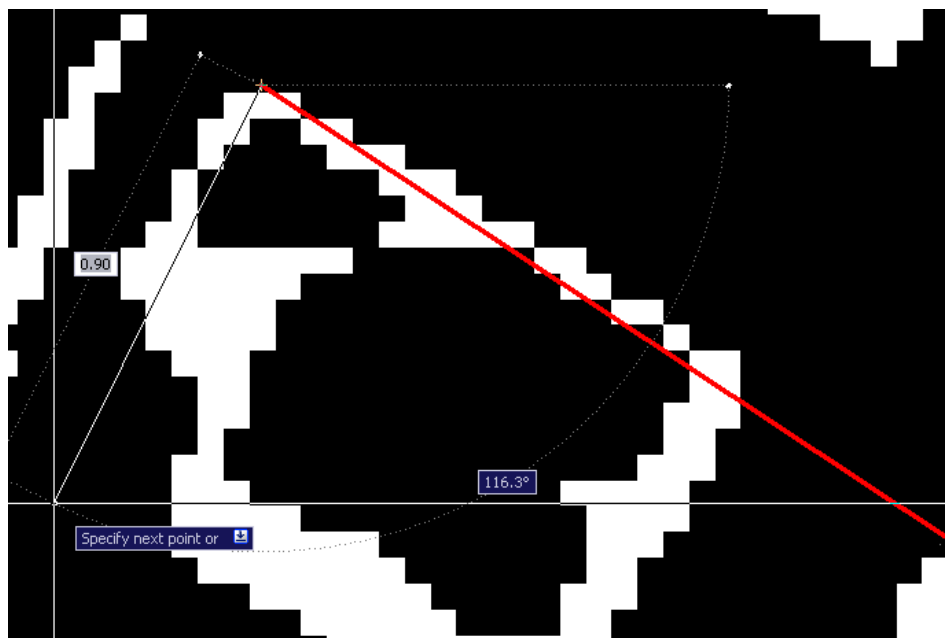
17. Now right click and select "Paste" to copy the text information into the drawing.
18. If required, edit the font style and size by highlighting it much like Microsoft Word ®.
19. The Title Block is located in the lower right section of the drawing. Double click an item of text to edit it. Select "ok" when finished.

Sketching the site and holding boundaries on the Site Location Map

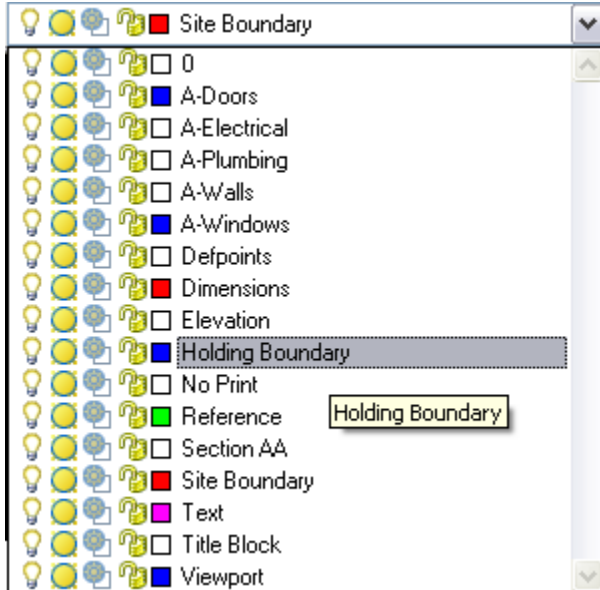
1. Click on the down-arrow to the right of the layer window (along the top of the drawing) to display your layers. From your layers list, select 'site boundary'.



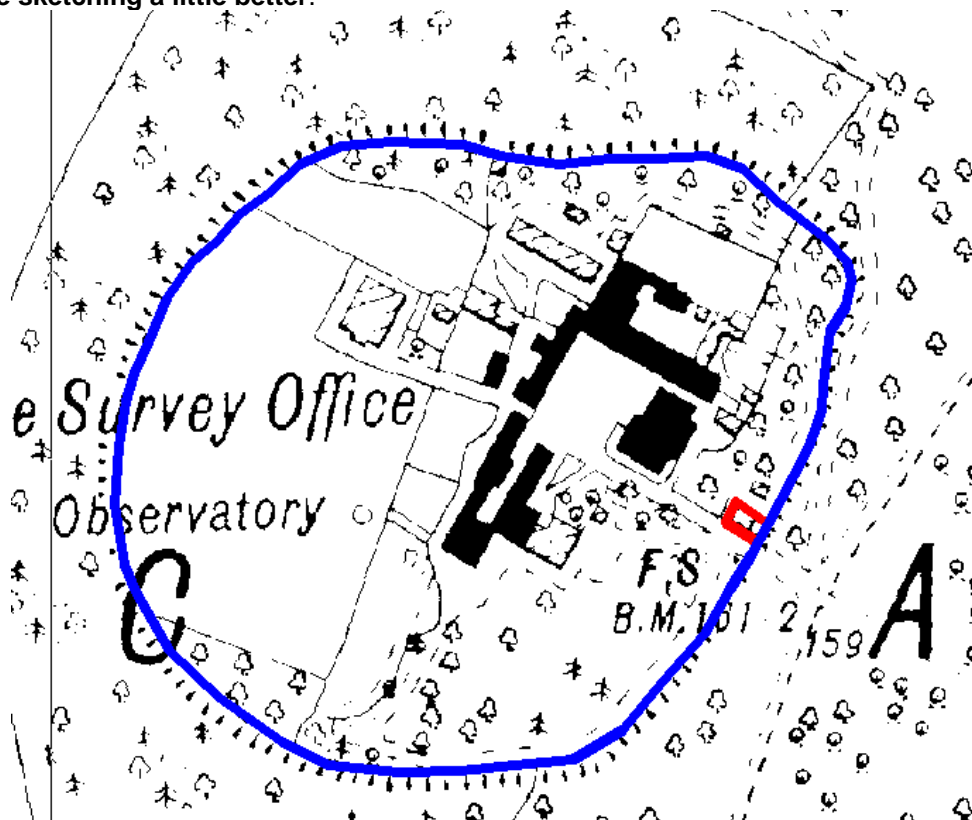
2. From the menu bar, select "Draw", then "Line" from the pop-down menu.
3. Sketch a line around site by clicking on a corner of the site to start. Then click to place subsequent points at corners along the boundary. To close the final segment of boundary type "c" and (RETURN)



4. If you require a land holding boundary, select 'Holding Boundary', from your Layer List



5. Draw a boundary line around the holding area of the drawing using the line command as before. **Tip: If You have a wheel on your mouse, zoom in by rolling to see the area you are sketching a little better.**

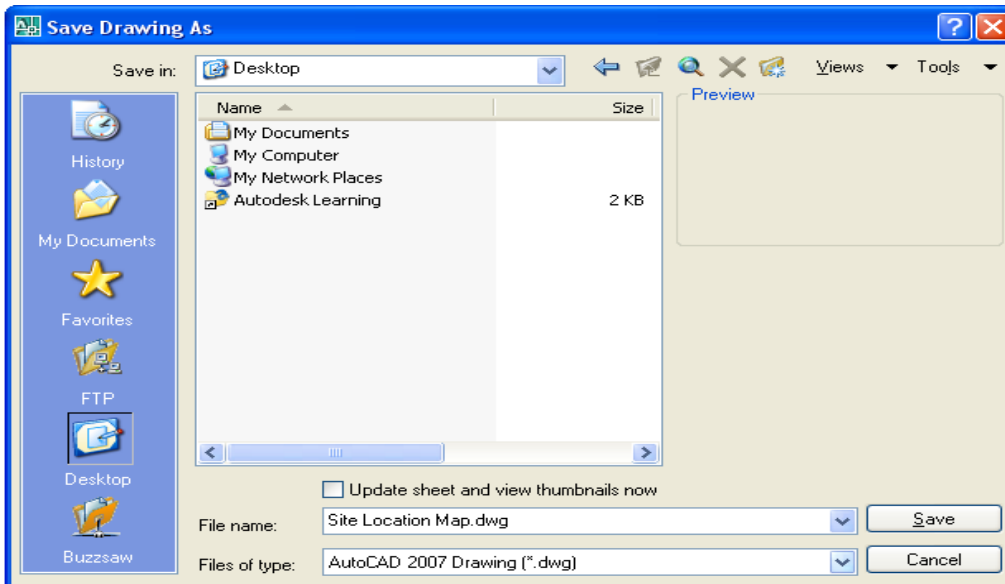


6. Save your drawing to an AutoCAD 2000 format (select 2000 from “files of type” at bottom of the “save” dialogue box).

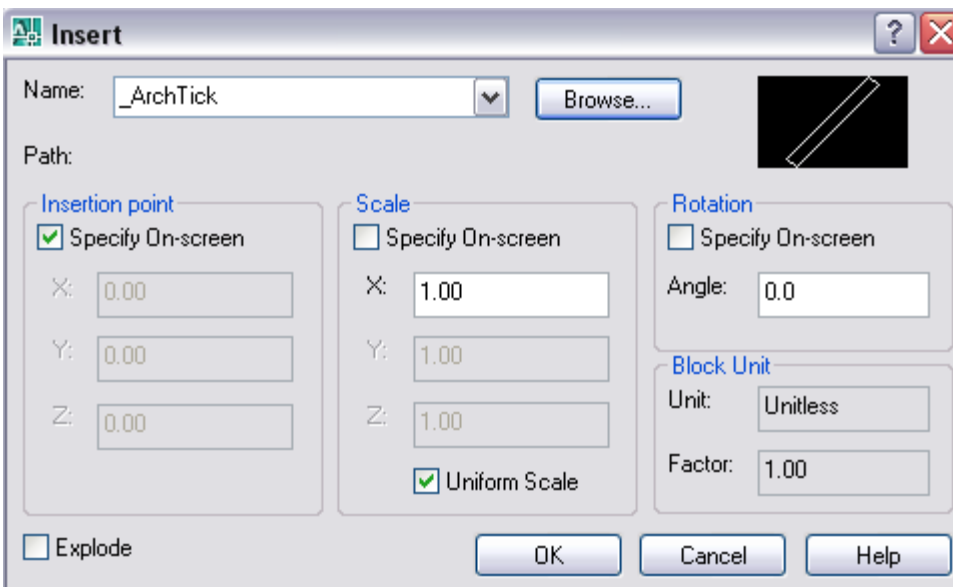
Creating a Site Plan from an OSi Vector Drawing 1:1000

The following example is for urban planning using a 1:1000 OSi Vector Drawing. Note: The principles are the same for rural planning using 1:2500 OSi Vector Drawings. Make sure to change the Scale annotation at the bottom left hand corner of the Paper Space layout if using the "Vector A3 1000 Template.dwg".

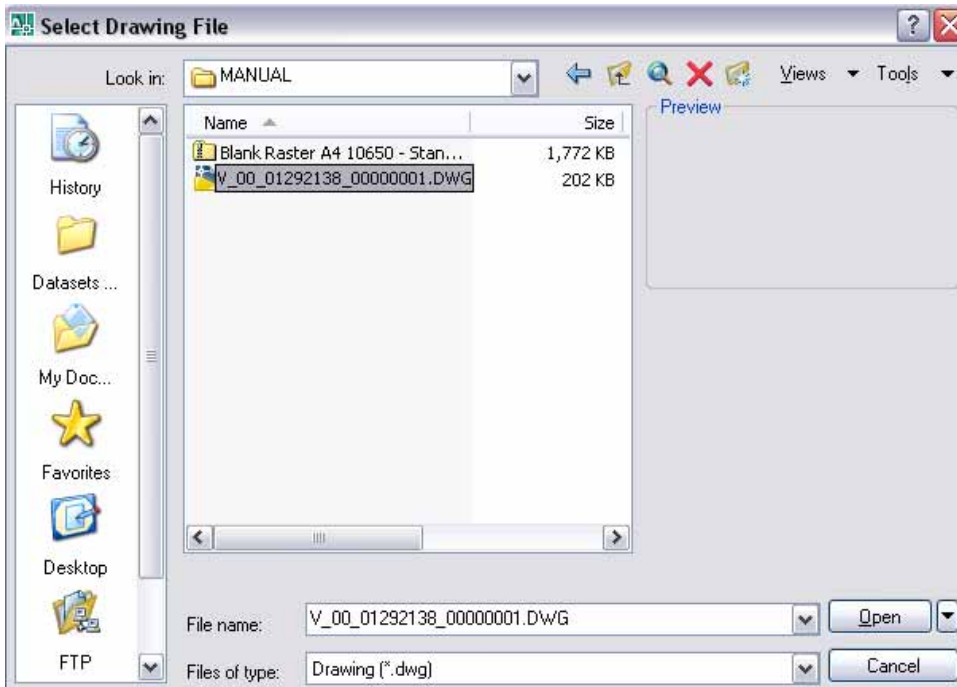
1. Open the drawing file "Vector A3 1000 Template.dwg" - note drawing opens in Model Space (black screen).
2. Click "File", select "Save As". The 'Save Drawing As' dialog box opens, choose the location where you would like to save the file, making sure to rename it to an appropriate name, such as "Site Plan – Project Name.dwg". Click "Save".



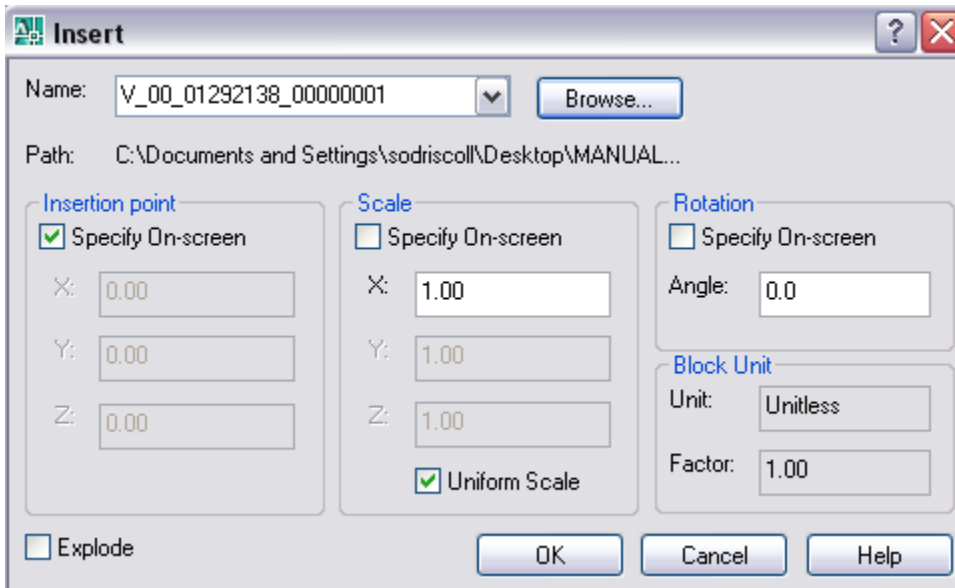
3. Click "Insert" from the menu bar and from the drop-down menu select "Block".



4. Click “Browse” and navigate to where you have saved the OSi data files. Select the file with the .dwg extension.



5. Click “open” and adjust the settings in the dialogue box as shown below.



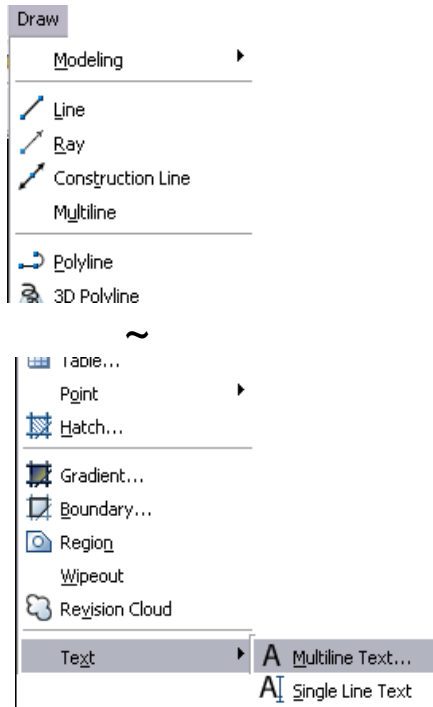
6. Select “ok” and click to place the block anywhere on the screen.
7. Select “View”, then “Zoom” and “Extents” to see the block.
8. You have been working in Model Space up until now. Click the “A3 Layout” tab on the bottom of the drawing file to change to Paper Space, which shows you a standard drawing layout.

9. The main area of the drawing is enclosed in a Blue Window (viewport). Double Click inside this blue viewport. Notice the blue viewport highlights to indicate it is active.
10. Select “View”, then “Zoom” and “Extents”.
11. At the command line, type the following:

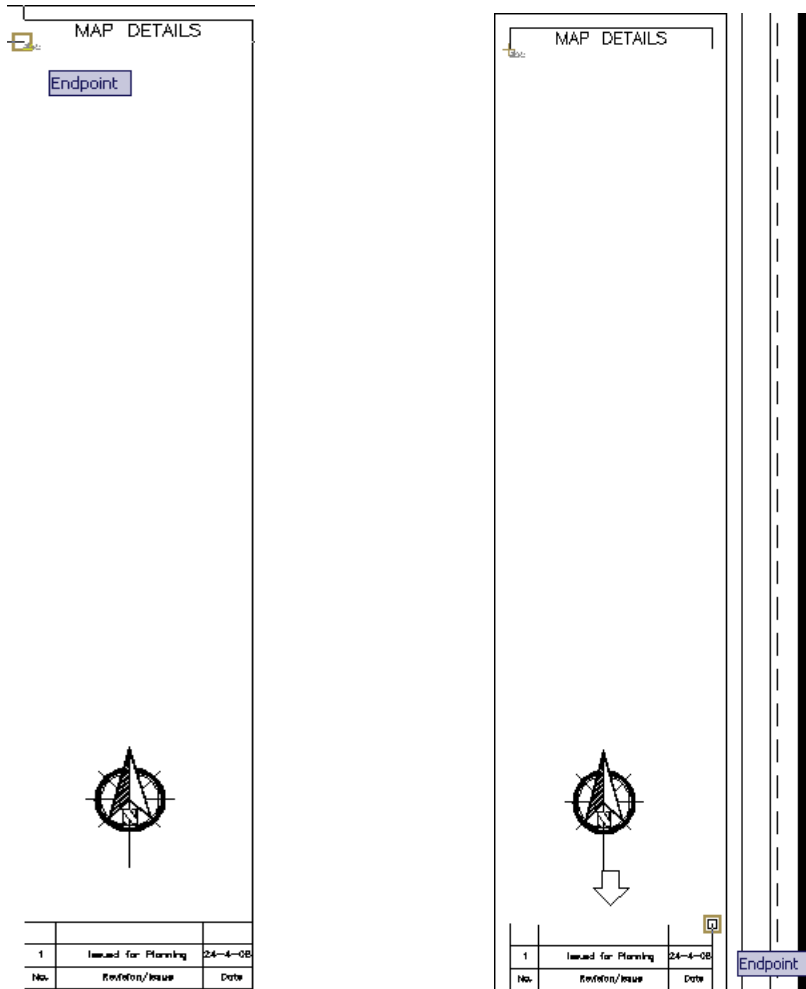
```
Z          (RETURN)
1/1XP     (RETURN)
```



12. Close the blue viewport by double clicking on an area of the drawing outside the blue viewport.
13. Navigate to where you previously saved your OSi data.
14. Open the V_ .TXT file, right click and “copy” the text information. Note: Make sure you copy the .txt file beginning with “V”.
15. Return to the drawing, making sure that the “A3 Layout” (Paper Space) is open – not the black background (Model Space).
16. Select “Draw”, then “Text” and “Multiline Text”.



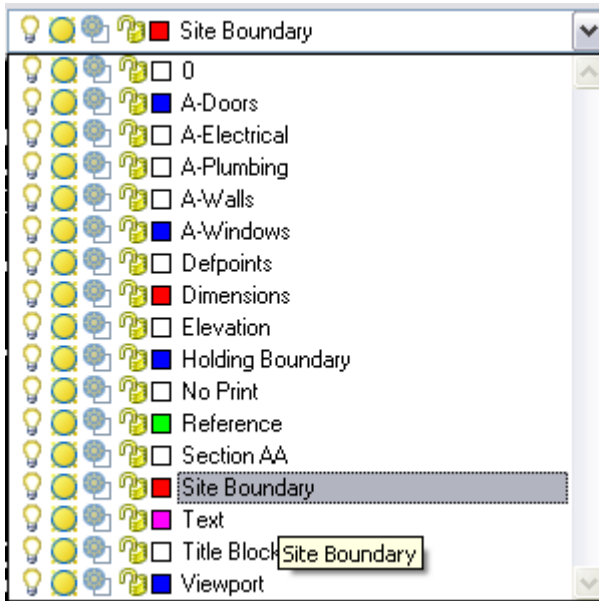
17. A text box is located in the upper right corner of the drawing. To insert the multiline text here select the upper left corner of the text box provided as your first point and the lower right corner of the text box as the second point as shown below.



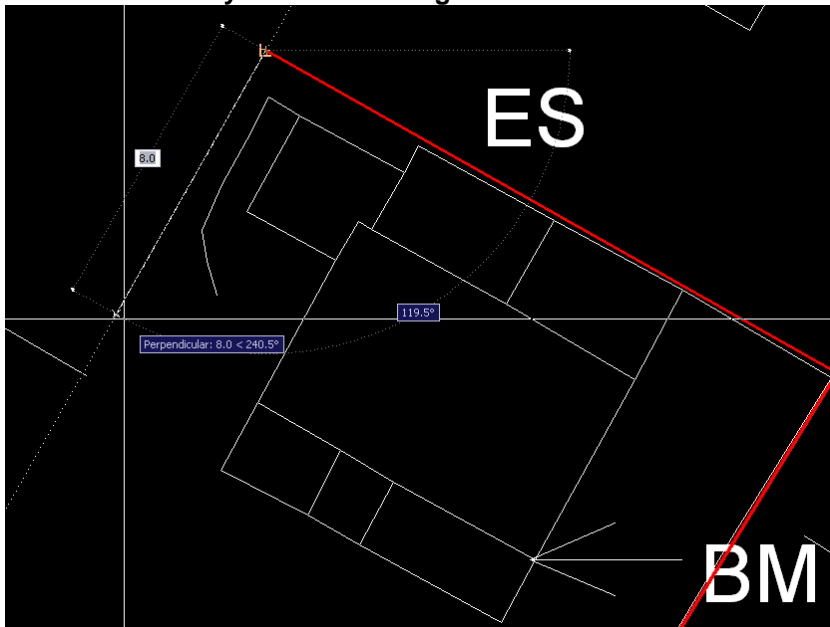
18. Now right click and select “Paste” to copy the text information into the drawing.
19. If required, edit the font style and size by highlighting it much like Microsoft Word ®.
20. The Title Block is located in the lower right section of the drawing. Double click an item of text to edit it. Select “ok” when finished.

Sketching the site boundaries on the Site Plan

1. Click on the down-arrow to the right of the layer window (along the top of the drawing) to display your layers. From your layers list, select 'site boundary'.



2. From the menu bar, select "Draw", then "Line"
3. Sketch a line around site by clicking on a corner of the site to start. Then click to place subsequent points at corners along the boundary. To close the final segment of boundary type "c" and (RETURN) **Tip: If You have a wheel on your mouse, zoom in by rolling to see the area you are sketching a little better.**



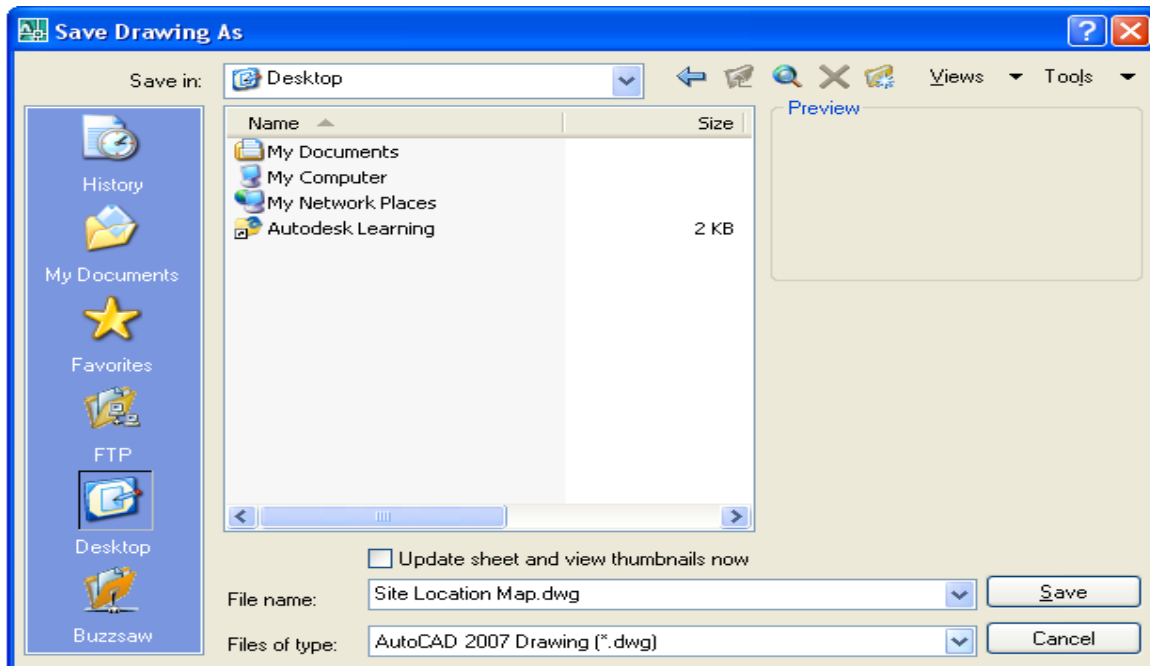
4. Save your drawing to an AutoCAD 2000 format (select 2000 from "files of type" at bottom of "save" dialogue box).

Creating a Site Layout from OSi Vector Drawing 1:200

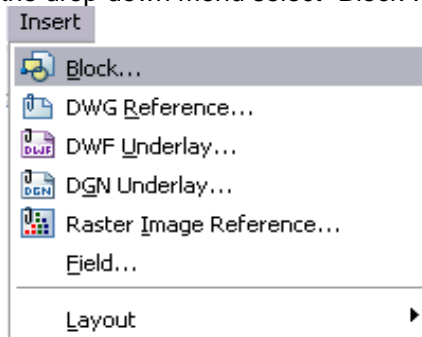
A major advantage to working with OSi Digital Planning Pack is that you can scale the OSi vector map (1:1000 or 1:2500) to real size to create working drawings such as your site layout, or approaching roads etc.

In the following example, we create a 1:200 scale Vector Drawing form a 1:1000 OSi Vector Drawing. Note: The principles are the same for rural planning using 1:2500 OSi Vector Drawings. Make sure to change the Scale annotation at the bottom left hand corner of the Paper Space layout if using the “Vector A3 200 Template.dwg”.

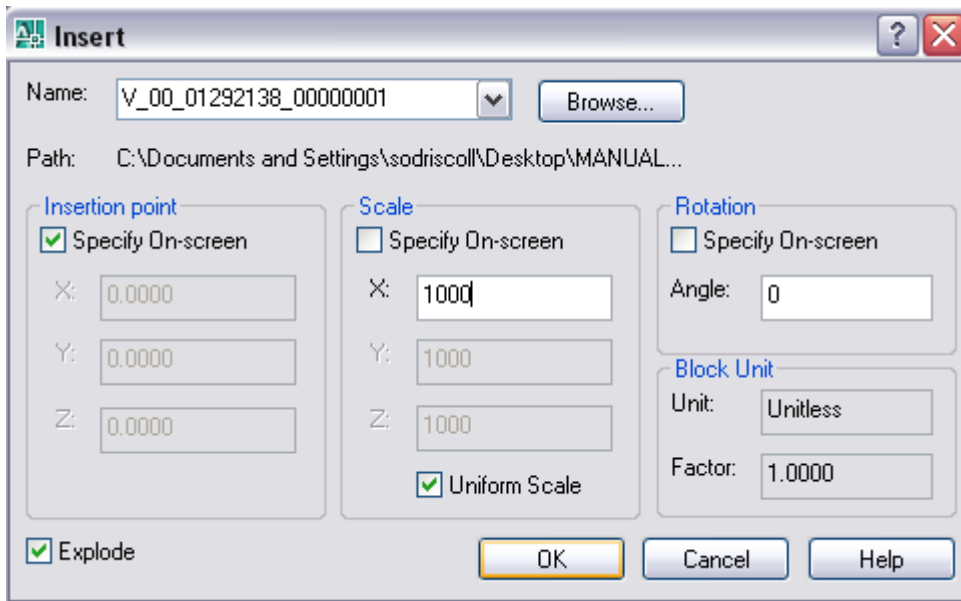
1. Open the drawing file “Vector A3 200 Template.dwg” - note drawing opens in Model Space (black screen).
2. Click “File”, select “Save As”. The ‘Save Drawing As’ dialog box opens, choose the location where you would like to save the file, making sure to rename it to an appropriate name, such as “Site Layout Plan – Project Name.dwg”. Click “Save”.



3. Click “Insert” and from the drop-down menu select “Block”.

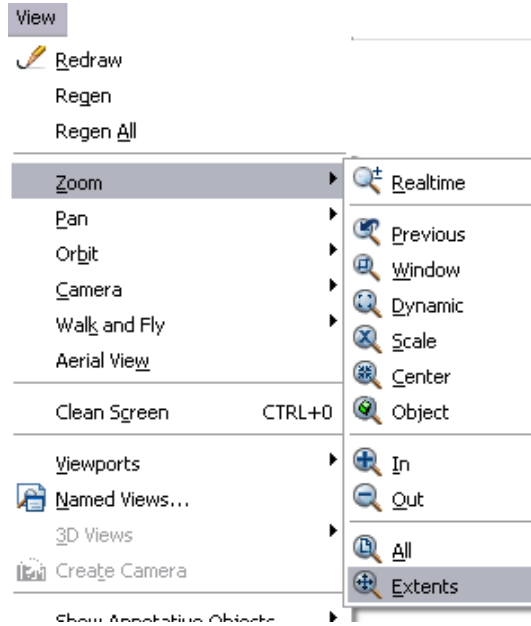


- Click “Browse” and navigate to where you have saved the OSi data files. Select the file with the .dwg extension.



- Note that when inserting the Vector map use an insertion scale of 1000 as shown above.
- Select ok.
- Click on screen to specify any insertion point.
- Your map is now in 1:1 scale, which is the standard scale for AutoCAD Model Space. You can draw or import additional features at their real dimensions (building, services etc) as required. Note: You can use this data for more than planning purposes.
- You have been working in Model Space up until now. Click the “A3 Layout” tab **Model** **A3 Layout** on the bottom of the drawing file to change to Paper Space, which shows you a standard drawing layout.
- The main area of the drawing is enclosed in a Blue Window (viewport). Double Click inside this blue viewport. Notice the blue viewport highlights to indicate it is active.

11. Select “View”, then “Zoom” and “Extents”.



12. At the command line, type the following:

Z (RETURN)
1/200XP (RETURN)

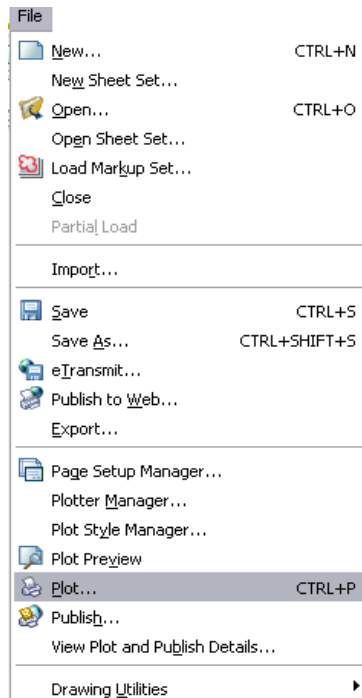
NOTE THAT THIS FOR A SCALE OF 1:200 IF A DIFFERENT SCALE WERE TO BE REQUIRED THEN CHANGE THE 200 VALUE TO THE SCALE YOU WISH TO USE. FOR EXAMPLE 1/500XP WOULD GIVE A SCALE OF 1:500.



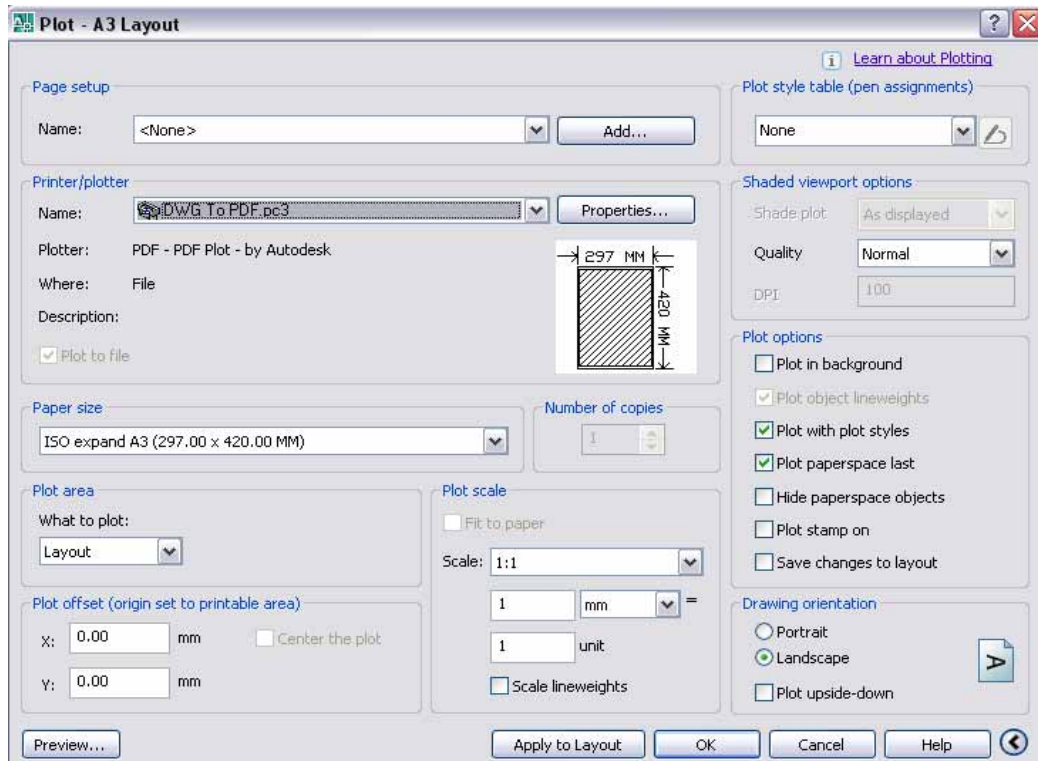
13. Close the blue viewport by double clicking on an area of the drawing outside the blue viewport.
14. Next step is to close that viewport window (blue rectangle) by double clicking outside of the blue area.
15. Now you are ready to add additional text and complete the title block as before.
16. Save your drawing to an AutoCAD 2000 format (select 2000 from “files of type” at bottom of the “save” dialogue box).

Printing the drawing to file

1. To print the file, simply select “File” from the Menu Bar, then “Plot” as shown below.



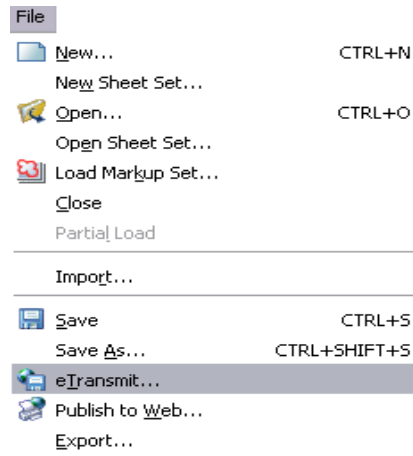
2. Select your printer and ensure that all other settings in the dialogue box are as shown below.



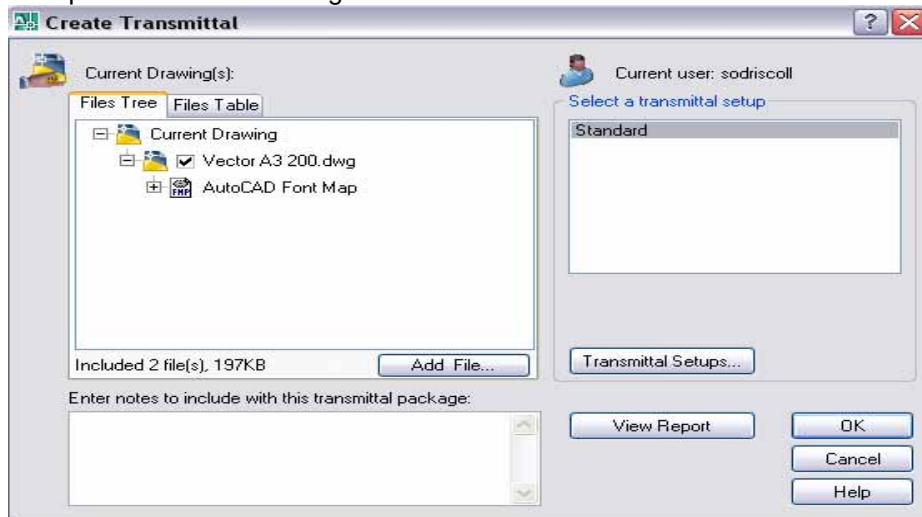
3. Select Preview and right-click and select Plot. Your drawing has now been sent to the printer.

Sending your file via e-mail

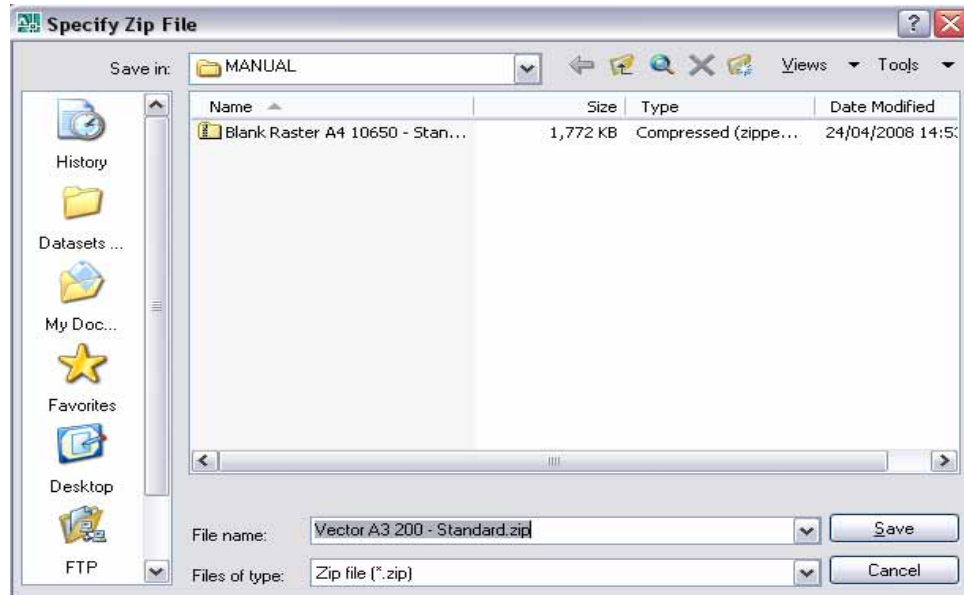
1. Select "File" from the menu bar, and "e-transmit" as shown below.



2. If prompted to save changes, select "ok"
3. You will be presented with a dialogue box as shown below.



4. Select "ok" and you will be prompted to save the e-transmittal zip file to a location on your computer, see below.



5. Specify a location to save your file and click save.
6. Your file is now ready to be attached to an email.

This manual was created by Cadco Ltd. Should you require any assistance or technical support, please contact our support line on 1580 202020 (Calls are charged at €2.40 a minute. Price includes VAT. Calls from mobiles, cardphones, payphones may vary.)