



CODE-POINT OPEN[™] – GETTING STARTED GUIDE

ORDNANCE SURVEY GB

CODE-POINT OPEN – GETTING STARTED GUIDE May 2023

Version history							
Version	Date	Description					
1.0	02/2023	First release of the document.					
1.1	05/2023	Update to the acknowledgement statement on the copyright page.					

Purpose of this document

This document provides information about and insight into the Code-Point Open product and its potential applications. For information on the contents and structure of Code-Point Open, please refer to the Overview and Technical Specification.

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Contact details

OS website 'Contact us' page (https://www.ordnancesurvey.co.uk/contact-us).

Contents

١.	Introduction to the product	4
2.	Requirements for using the data	5
2.1	What you need to use Code-Point Open	5
2.2	Supply mechanism	5
2.3	Product update schedule	5
2.4	Coverage and file sizes	5
2.5	Code-Point Open data structure	6
2.5.I	CSV	6
2.5.2	GeoPackage	6
2.6	Available formats	7
2.6.I	CSV	7
2.6.2	GeoPackage	7
3.	CSV file processing	8
3.1	Combining multiple CSV files	8
4.	Data measuresI	0
4.I	MetadataI	I
5.	Loading the data into a GISI	2
5.1	QGISI	2
5.1.1	Loading and displaying the CSV supply I	2
5.2	ArcGIS Pro I	5
5.2.I	Loading and displaying the CSV supply I	5
5.3	АгсМар І	8
5.3.I	Loading and displaying the CSV supply I	8
5.4	MapInfo Pro 2	3
5.4.I	Loading and displaying the CSV supply	.3
Арре	endix A: Glossary2	9

CODE-POINT OPEN – GETTING STARTED GUIDE May 2023

I. Introduction to the product

Code-Point Open locates over 1.7 million postcode units for Great Britain, each having a notional geographical location. Postcodes are an alphanumeric abbreviated form of an address. Postcode units are unique references and identify an average of 15 addresses. In some cases, where an address receives a substantial amount of mail, a postcode will apply to only one address and is defined as a large-user postcode. The maximum number of addresses in a postcode is 100.



Figure 1: Code-Point Open provides geographical locations for postcodes in Great Britain.

This getting started guide focusses on using the product in comma-separated values (CSV) format.

For guidance on using the product in GeoPackage format, please see the separate 'Getting started with GeoPackage' guide which is available on the <u>Code-Point Open Product Support page of the OS website</u> (https://www.ordnancesurvey.co.uk/business-government/tools-support/code-point-open-support).

CODE-POINT OPEN – GETTING STARTED GUIDE May 2023

2. Requirements for using the data

2.1 What you need to use Code-Point Open

Code-Point Open is a data product and does not include software for analysis but can be used with a variety of programs. Code-Point Open can be loaded into a GIS (geographical information system) for display and analysis of the data. Consult your GIS documentation to establish actual system requirements.

2.2 Supply mechanism

Code-Point Open is only available as national cover of Great Britain. The product is supplied in two formats (CSV and GeoPackage) as an online download from the <u>OS Data Hub</u> (<u>https://osdatahub.os.uk/</u>).

2.3 Product update schedule

Updates are supplied quarterly (February, May, August and November) and provided as a complete resupply. Any postcode that is deleted between supplies will not be included.

2.4 Coverage and file sizes

Code-Point Open covers postcodes for Great Britain. In CSV format, postcodes are divided into postcode areas and supplied as 120 files. GeoPackage format is a self-contained database.

The approximate file sizes of the respective data formats are as follows:

- CSV: 153MB
- GeoPackage: 257MB

2.5 Code-Point Open data structure

2.5.1 CSV

The Code-Point Open CSV format contains two folders in the root directory: Doc and Data

The Doc folder contains the following files:

- Codelist.xlsx Lookup table of Government Statistical Service (GSS) codes
- Code-Point_Open_Column_Headers.csv Description of column headers
- licence.txt Important licence information
- metadata.txt Number of postcode units in each postcode area
- NHS_Codelist.xls Lookup table of health GSS codes
- readme.txt Summary of supplied data

The Data folder contains the following sub-folder:

• CSV – 120 postcode area files in CSV format

2.5.2 GeoPackage

The Code-Point Open GeoPackage format contains the following text file in the root directory:

• Readme.txt – Summary of supplied data

And two folders: Doc and Data

The Doc folder contains the following files:

- Codelist.xlsx Lookup table of GSS codes
- Code-Point_Open_Column_Headers.csv Description of column headers
- Licence.txt Important licence information
- Metadata.txt Number of postcode units in each postcode area
- NHS_Codelist.xls Lookup table of health GSS codes

The Data folder contains the following file:

• Codepo_gb.gpkg – One postcode area file in GeoPackage format

2.6 Available formats

2.6.1 CSV

The structure of Code-Point Open supplied in CSV is described in the product's Technical Specification, which is available on the <u>Code-Point Open Product Support page of the OS website</u> (<u>https://www.ordnancesurvey.co.uk/business-government/tools-support/code-point-open-support</u>).

2.6.2 GeoPackage

The structure of Code-Point Open supplied in GeoPackage is described in the product's Technical Specification, which is available on the <u>Code-Point Open Product Support page of the OS website</u> (<u>https://www.ordnancesurvey.co.uk/business-government/tools-support/code-point-open-support</u>).

3. CSV file processing

As Code-Point Open data is supplied in separate .csv files by two-digit grid references, the files will require some processing in order to proceed.

The Great Britain .csv files should be combined with the Code-Point_Open_Column_Headers.csv. To do this:

- I. Before processing the data, create the following folder:
 - Great Britain

Then, copy all the .csv files from the CSV folder for Great Britain into this folder (120 in total).

2. Add the Code-Point_Open_Column_Headers.csv (located in the Doc folder) into the Great Britain folder and prefix the name with: aa_

Name	
aa_Code-Point_Open_Column_Headers.cs	sv
ab.csv	
al.csv	
b.csv	
ba.csv	
💁 bb.csv	

CSV header file and Great Britain .csv files

3.1 Combining multiple CSV files

The following is an example of one way to combine all the individual .csv files into a single file by using a .bat batch file.

Note: The .csv file that is created comes to approximately 150MB, and 1.7 million records. If this is opened in Microsoft Excel, only the first million records can be seen as the software cannot display more than this number of records.

To use the batch function:

- 1. Copy the following text and paste it into a new Notepad document: copy *.csv outputfile.csv
- 2. Save the Notepad document with the file extension .bat (for example, combine_csv.bat) in the Great Britain folder containing the 120 Great Britain .csv files.
- Close the .bat file and navigate to the Great Britain folder, where it was saved. Double-click on the .bat file and an MS-DOS window will appear. Once the process is complete, the MS-DOS screen will close automatically.
- 4. A new CSV file with the name *outputfile.csv* has now been created within the Great Britain folder. All the .csv files apart from outputfile.csv can now be deleted as they have all been copied into the one ouputfile.csv.

The outputfile.csv will have two column headers at rows 1 and 2 – an abbreviated version and a full version.

	Α	В	С	D	E	F	G	н	1	J
1	PC	PQ	EA	NO	CY	RH	LH	CC	DC	WC
2	Postcode	Positional_quality_indicator	Eastings	Northings	Country_code	NHS_regional_HA_code	NHS_HA_code	Admin_county_code	Admin_district_code	Admin_ward_code

5. Open the .csv file in a text editor (not Excel) and delete the column header that you don't want to use, ensuring that any resulting empty row is closed.

You will now have an output file ready for uploading into geospatial software (such as QGIS).

4. Data measures

Ordnance Survey measures the data in its products in one or more of the ways set out in Table I:

Data measure	Definition	Sub-measure	Definition
Completeness	Presence and absence of	Omission	Features representing objects that conform to the specified data content but are not present in the data.
	features against the specified data content ¹	Commission	Features representing objects that do not conform to the specified data content but are present in the data.
Logical consistency	Degree of adherence to	Conceptual consistency	How closely the data follows the conceptual rules (or model).
	logical rules of data structure,	Domain consistency	How closely the data values in the dataset match the range of values in the dataset specification.
	attribution and relationships	Format consistency	The physical structure (syntax): how closely the data stored and delivered fits the database schema and agreed supply formats.
		Topological consistency	The explicit topological references between features (connectivity) – according to specification.
Positional accuracy	Accuracy of the position of features	Absolute accuracy	How closely the coordinates of a point in the dataset agree with the coordinates of the same point on the ground (in the British National Grid reference system).
		Relative accuracy	Positional consistency of a data point or feature in relation to other local data points or features within the same or another reference dataset.
		Geometric fidelity	The 'trueness' of features to the shapes and alignments of the objects they represent ¹ .
Temporal accuracy	Accuracy of temporal	Temporal consistency	How well-ordered events are recorded in the dataset (lifecycles).
	attributes and temporal relationships of features	Temporal validity (currency)	Validity of data with respect to time: the amount of real-world change that has been incorporated in the dataset that is scheduled for capture under current specifications.
Thematic accuracy (attribute accuracy)	Classification of features and their attributes	Classification correctness	How accurately the attributes within the dataset record the information about objects ¹ .

Table 1: Definitions of data measures.

 $^{^{\}rm I}$ When testing the data according to the dataset specification against the 'real world' or reference dataset.

4.1 Metadata

Metadata, which is ISO 19115 UK GEMINI 2 compliant, can be found at <u>https://www.data.gov.uk/dataset/e3d9cd8e-e702-4fc6-a674-c1f25eb5efab/ordnance-survey-code-point-open</u>. Metadata .xml files can be found at <u>http://www.ordnancesurvey.co.uk/oswebsite/xml/products/</u>.

5. Loading the data into a GIS

The data can be loaded into several geographic information systems (GIS). This section describes how to load the combined CSV output file (for more information on how to combine multiple CSV files, see Section 3.1) into four commonly used GIS, including:

- QGIS
- ArcGIS Pro
- ArcMap
- MapInfo Pro 2019

5.1 QGIS

The following step-by-step instructions outline how to load Code-Point Open CSV files into QGIS. They have been prepared using version 3.8.1-Zanzibar of QGIS Desktop – an open-source GIS in which you can create, edit and visualise and publish geographic information. You can download QGIS for free from the 'Download QGIS for your platform' page of the QGIS website (http://www.qgis.org/en/site/forusers/download.html).

5.1.1 Loading and displaying the CSV supply

To load and display CSV data in QGIS:

- I. Open an existing project in QGIS or create a new one.
- 2. In Layer, click Add Layer > Add Delimited Text Layer... or click on the Add Delimited Text Layer symbol in the Manage Layers Toolbar.

<u>L</u> ay	er <u>S</u> ettings	<u>P</u> lugins	Vect <u>o</u> r	<u>R</u> aster	<u>D</u> atabase	<u>W</u> eb	<u>M</u> esh	Pro <u>c</u> essir	ng <u>H</u> elp			
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	Create Layer	r				►	abc	(ab c	(abc)	abc abc	abc abc	(2)
	Add Layer					►	V 🛛 Ado	Vector La	iyer			Ctrl+Shift+V
	Embed Layers and Groups					🛃 Ado	l Raster La	iyer			Ctrl+Shift+R	
	Add from Layer Definition File					🔛 Add Mesh Layer						
P	Copy Style						୨ <mark>.</mark> Ado	Delimite	d Text Laye	er		Ctrl+Shift+T
E	Paste Style						🗣 Ado	PostGIS	ayers			Ctrl+Shift+D
ß	Copy Layer						🖉 Add SpatiaLite Layer					Ctrl+Shift+L
E	Paste Layer/	Group					Ҏ Ado	MSSQL S	Spatial Lay	er		
	Open <u>A</u> ttrib	ute Table			F6		📴 Ado	DB2 Spa	tial Layer			Ctrl+Shift+2
1	Toggle Editi	ng					🖳 Ado	Oracle S	oatial Laye	r		Ctrl+Shift+O
	Save Layer B	dits					🔀 Ado	l/Edit Virtu	ual Layer			

This will open the Data Source Manager Delimited Text dialog.

- 3. In the Data Source Manager Delimited Text dialog:
 - a. File name: Use the ellipsis button (...) to the right of the File name pane to navigate to the saved outputfile.csv.
 - b. File Format: Select CSV (comma separated values).
 - c. Record and Fields Options: Select First Record has field names.
 - d. Geometry Definition:
 - i) Select Point coordinates.
 - ii) X field: Choose Eastings (or EA if the abbreviated column header was selected).
 - iii) Y field: Choose Northings (or NO if the abbreviated column header was selected).
 - iv) Geometry CRS: Select EPSG:27700 OSGB 1936 / British National Grid.
 - e. Click Add.

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• • •	
Help	

It will take a minute or so to load the data into the map pane, but when it has finished, the map pane will look like the example below:



OS Maps API Light 27700 is being used as the background map for geographic context

4. The outputfile can now be saved out into any format of your choosing. It is best to do this, otherwise you will have to repeat the process of geoprocessing the outputfile.csv every time you need to use it.

5.2 ArcGIS Pro

The following step-by-step instructions outline how to load Code-Point Open CSV files into ArcGIS Pro. They have been prepared using version 3.0.

5.2.1 Loading and displaying the CSV supply

To load and display CSV data in ArcGIS Pro:

- I. Open ArcGIS Pro.
- 2. Open a project and name it (in this example, the project will be called cpOpen).
 - a. Browse to a memorable location in which to save the project and keep the 'Create a new folder for this project' option checked.
 - b. Click OK.

Create a	New Project		Х
Name	cpOpen		
Location	D:\cpTechSpec\cpOpen\arcPro		**
	✓ Create a new folder for this project		
		OK Cano	el :

- 3. Once the project opens, add a background map for geographic context (in this example, OS Maps API Light 27700 has been added as the background map).
- 4. From the Map tab, click Add Data > XY Point Data.

Project	Мар	Insert	Analysis	View	Edit	Ima	igery	Share		
Paste	py py Path	Explore	Bookmarks		Basemap	Add Data •	Add Preset •	Select	Select By Attributes	Select By Location
Clipboar	d		Navigate	Gi.		📇 D	Data			
Contents	Contents 👻 🕂 🗙				Map ×	Add data to the map.				
Search						<mark>ір</mark> С А)ata Fror Add data u	n Path sing a lo	cal path or	URL.
Drawing Order						X 📩	(Y Point \dd x,y po	Data int data	to the map	

A Geoprocessing pane will open on the right-hand side of the map pane.

- 5. In the Geoprocessing pane:
 - a. Input Table: Use the folder symbol to the right of the field to navigate to the outputfile.csv.
 - b. Output Feature Class: This will auto-populate.
 - c. X Field: Select *Easting* (or *EA* if the abbreviated column headers were chosen).
 - d. Y Field: Select Northing (or NO if the abbreviated column headers were chosen).
 - e. Coordinate System: Select *Current Map* [*Map*]. This will then populate with British National Grid (the OS Maps API Light 27700 map has already been chosen for the background context mapping in this example).
 - f. Click *Run* at the bottom right of the Geoprocessing pane.

Geoprocessing	₩ Ū ×
	\oplus
Parameters Environments	?
Input Table	
outputfile.csv	
Output Feature Class	
outputfile_XYTableToPoint	
X Field	
Eastings	•
Y Field	
Northings	•
Z Field	
	-
Coordinate System	
British_National_Grid	-
nc	

nc		
		Run 🕟
	XY Table To Point Initializing	
2	View Details Open History	

It will take a minute or so to load the data into the map pane, but when the data has finished loading, the map pane will look like the example below:



OS Maps API Light 27700 has been used as the background map for geographic context.

As a result of this process, a new file geodatabase will have been created in the new folder that was created when the project was opened.

5.3 ArcMap

The following step-by-step instructions outline how to load Code-Point Open CSV files into ArcMap. They have been prepared using version 10.7.1.

5.3.1 Loading and displaying the CSV supply

To load and display CSV data in ArcMap:

- I. Open ArcMap.
- 2. Click on the Add Data button from the top ribbon.

File	Edit	View	Bookmarks	Insert	Selection	Geoprocessing	Customize	Windows	Help
10	2 🗄	818	. 🖻 🖻 🗙	00	_ ا		~ 🖌	🖽 🌗 👼	🔊 🚬 加 🥃
·		1							

3. In the Add Data dialog, browse to where you have saved your outputfile.csv, select the file and click *Add*.

Add Data			×
Look in: 🛅 (CSV	✓ 📤 🏠 🗔 🋲 ▾ 💈	1 🖆 🗊 🚳
lu.csv m.csv me.csv mk.csv ml.csv n.csv n.csv ne.csv ng.csv nn.csv		np.csv nr.csv nw.csv ol.csv outputfile.csv ox.csv pa.csv pe.csv ph.csv	
<			>
Name: Show of type:	outputfile.csv Datasets, Layers and Results	~	Add Cancel

CODE-POINT OPEN – GETTING STARTED GUIDE May 2023

4. The file will now appear in the Table Of Contents.



5. Right-click on the outputfile.csv in the Table of Contents and select Display XY data...

Table Of Contents			д >	×	
🏡 📮 📚 📮 📰					Rive
🖃 🥩 Layers					
🖃 🚞 D:\cpTechSpec	\cp0	pen\Data\CSV			1
☐ outputfile.c		Open			
		Joins and Relates		F	roadlands
	×	Remove			
		Data		F	
		Edit Features		F	
	P	Geocode Addresses			
	÷÷,	Display Route Events			Nursting Mill
	**+ * *	Display XY Data			
	8	Properties	ſ	D:-	
	_		-'	UIS	piay AT Data
				A	dds a new map layer based on
			Ļ	X	Y events from a table.

- 6. In the Display XY Data dialog:
 - a. X Field: Select Eastings (or EA if the abbreviated column headers have been chosen).
 - b. Y Field: Select Northings (or NO if the abbreviated column headers have been chosen).
 - c. Coordinate System of the Input Coordinates: Select British National Grid.
 - d. Click OK.

Display XY Dat	a	×								
A table containing X and Y coordinate data can be added to the map as a layer										
Choose a table	Choose a table from the map or browse for another table:									
outputfile	outputfile.csv 🔻 🖻									
Specify the fi	elds for the X, Y and Z coo	rdinates:								
X Field:	Eastings	~								
Y Field:	Northings	~								
Z Field:	<none></none>	~								
Coordinate Sy	ystem of Input Coordinates	3								
Projected C Name: Brit	oordinate System: ish_National_Grid	^								
Geographic Name: GC	Coordinate System: S_OSGB_1936									
		~								
<		>								
Show Details										
Warn me if the resulting layer will have restricted functionality										
About adding X	Y data OK	Cancel								

7. Click OK in the following window which will automatically pop up:



The message warns you that the file resulting layer is only a temporary table and will need to be saved out.

After a minute or so, the points will appear in the map pane; the map pane should look similar to the following example:



OS Maps API Light 27700 has been used as the background map for geographic context.

- 8. Before the points can be used meaningfully, you'll need to save the layer out as a shapefile:
 - a. Right-click on the *outputfile.csv Events* layer in the Layers panel.
 - b. Click *Export* from the drop-down menu.
 - c. In the Export Data dialog, browse to and select a file name for the data.
 - d. Click OK.

Export Da	ita	×
Export:	All features	\sim
Use the s	ame coordinate system as:	
Ithis lay	yer's source data	
◯ the da	ta frame	
O the fea (only a	ature dataset you export the data into applies if you export to a feature dataset in a geodatabase)	
Output fe	ature dass:	
D:\cpTe	chSpec\cpOpen\Data\shp\cpOpen.shp	2
		Bro
	OK Cance	el

The shapefile will take several minutes to create, but progress can be monitored in the Export Progress window that will automatically pop up. This window will close when the export is complete.

9. The following window will also pop up, giving you the option to add the newly created data to the workspace.

If you click Yes, then a shapefile and associated files will be created at the chosen location.



5.4 MapInfo Pro

The following step-by-step instructions outline how to load Code-Point Open CSV files into MapInfo Pro. They have been prepared using version MapInfo Pro 2019, release build 58.

5.4.1 Loading and displaying the CSV supply

To load and display CSV data in MapInfo Pro:

- I. Open MapInfo Pro 2019.
- 2. Select Open > Blank Workspace.

Open Blank Workspace Last Saved Session Workspaces cpOpen Sample Workspaces Other Workspaces Tables outputfile Untitled cpOpen_2022_10 cpOpen2022_10 osMaps POI
Blank Workspace Last Saved Session Workspaces cpOpen Sample Workspaces Other Workspaces Tables outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
Workspaces cpOpen Sample Workspaces Other Workspaces Tables outputfile Untitled cpOpen_2022_10 cpOpen2022_10 osMaps POI
cpOpen Sample Workspaces Other Workspaces Tables outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
Sample Workspaces Other Workspaces Tables outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
Other Workspaces Tables outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
Tables outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
outputfile Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
Untitled cpOpen_2022-10 cpOpen2022_10 osMaps POI
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cpOpen2022_10 osMaps POI
osMaps POI
POI
Southwark_parks_and_green_spaces_(OS_Greenspa
Greenspace
Other Tables
Programs
multipend
Other Programs

3. Open a mapping background for geographic context (in this example, OS Maps API Light 27700 has been added as the background map).

CODE-POINT OPEN – GETTING STARTED GUIDE May 2023

4. From the HOME tab, click Open Table.



- 5. In the Open dialog:
 - a. Files of type: Change from MapInfo.tab to Comma delimited CSV (*.csv).
 - b. Browse to outputfile.csv and click on it.
 - c. Click Open.

en					
Look in: CSV	~	G 🤌 📂 🛄 -			
Name	^	Date modified	Туре	Size	
🖹 🚺 II.csv		26/07/2022 12:10	Microsoft Excel C	1,641 KB	
bles 🚺 In.csv		26/07/2022 12:09	Microsoft Excel C	920 KB	
Is.csv		26/07/2022 12:09	Microsoft Excel C	1,967 KB	
🖥 🖬 lu.csv		26/07/2022 12:09	Microsoft Excel C	567 KB	
e Tables 🔯 m.csv		26/07/2022 12:09	Microsoft Excel C	2,845 KB	
ctory 🚺 me.csv		26/07/2022 12:10	Microsoft Excel C	1,594 KB	
🔤 🖬 mk.csv		26/07/2022 12:10	Microsoft Excel C	1,416 KB	
ml.csv		26/07/2022 12:10	Microsoft Excel C	784 KB	
rt Files 🛛 😰 n.csv		26/07/2022 12:10	Microsoft Excel C	1,546 KB	
ctory 🔯 ne.csv		26/07/2022 12:10	Microsoft Excel C	3,000 KB	
ng.csv		26/07/2022 12:10	Microsoft Excel C	2,815 KB	
nn.csv		26/07/2022 12:10	Microsoft Excel C	1,489 KB	
spaces np.csv		26/07/2022 12:10	Microsoft Excel C	1,123 KB	
pr.csv		26/07/2022 12:09	Microsoft Excel C	2,339 KB	
🛛 🔯 nw.csv		26/07/2022 12:09	Microsoft Excel C	1,255 KB	
🔯 ol.csv		26/07/2022 12:09	Microsoft Excel C	1,180 KB	
🖾 output	file.csv	13/10/2022 13:38	Microsoft Excel C	157,397 KB	
🔯 ox.csv		26/07/2022 12:10	Microsoft Excel C	1,980 KB	
🖬 pa.csv		26/07/2022 12:10	Microsoft Excel C	762 KB	
pe.csv		26/07/2022 12:09	Microsoft Excel C	2,615 KB	
ph.csv		26/07/2022 12:10	Microsoft Excel C	496 KB	
🖬 pl.csv		26/07/2022 12:10	Microsoft Excel C	1,598 KB	
po.csv		26/07/2022 12:10	Microsoft Excel C	2,291 KB	
🛛 🖬 pr.csv		26/07/2022 12:10	Microsoft Excel C	1,289 KB	
🖬 rg.csv		26/07/2022 12:10	Microsoft Excel C	2,171 KB	
🖬 rh.csv		26/07/2022 12:10	Microsoft Excel C	1,593 KB	
🖬 rm.csv		26/07/2022 12:09	Microsoft Excel C	894 KB	
🖾 s.csv		26/07/2022 12:10	Microsoft Excel C	3,084 KB	
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- 6. In the Comma Delimited CSV Information dialog:
 - a. Delimiter: Ensure that Other is checked and that a comma is visible next to it.
 - b. Check the Use First Line for Column Titles option.
 - c. Click OK.

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It will take several minutes for the table to load, but when it does, a window called outputfile Browser will open:

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7. To create the points from the table, click on the SPATIAL tab from the top ribbon > Create > Create Points.

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- 8. In the Create Points dialog:
 - a. Projection: Change this from Longitude / Latitude (WGS 84) to British National Grid [EPSG:27700]. The easiest way to do this is to click the ellipsis button next to Projection and then tap B on the keyboard 6 times, highlight British National Grid [EPSG:27700] in the results and click OK.
 - b. using Symbol: The default style in this dialog is a square. You can change this to something a bit more visible (for example, a red star) if you like by clicking on the 'using Symbol' button and following the instructions.
 - c. Leave all the other settings.
 - d. Click OK.

Create Points	×
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Display non-numeric fields	
OK Cancel <u>H</u> elp	

A progress bar will appear; it will disappear when the geoprocessing has finished:



Once the process has finished, the points will appear in the map pane with your chosen point style. The map pane should look similar to the following example:



A .tab file (and associated .MAP and .ID files) is automatically created in the same folder as the outputfile.csv. However, these are the temporary files that are created as part of the point creation process and they will be difficult to query. 9. To save the outputfile layer as a true .tab file, click the HOME tab > Save > Save Copy As. In the Save Copy As dialog, select outputfile and click Save As...

Save Copy As	×
Save <u>T</u> able:	
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10. In the Save Copy of Table As dialog, navigate to where you would like to save the .tab file, give it a memorable name and click *Save*:

🐔 Save Copy of Table As X											
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A progress bar will once again appear and then disappear when the save has completed.

A more easily queryable .tab file will now be available to use in MapInfo.

Appendix A: Glossary

Glossary term	Definition
addressed premise	A permanent or non-permanent building structure with an address being a potential delivery point for Royal Mail. Examples of an addressed premise would be a house, a flat within a block of flats, a caravan site, a bollard to which several houseboats may be moored, or an organisation occupying the whole building.
building	A physical, walled structure connected to foundations that has, or will have, a roof. This definition includes buildings surveyed at foundation stage.
CPLC (Code-Point location coordinate)	A National Grid reference for each postcode unit. It is a two-dimensional coordinated point to a resolution of I metre. Coordinates are attributed from Gridlink using an accuracy hierarchy.
Country code	The code used by the Office of National Statistics to indicate the country in which the Code-Point georeference lies. This has replaced the PAF update date field.
Country Code	England E9200001 Scotland S9200003 Wales W9200004 N Ireland N9200002
Comma-separated values (CSV)	The CSV file format is commonly used to exchange data between different applications, for example, Microsoft Excel and Access. Being text files, CSV files can also be viewed in Notepad.
delivery point	A Royal Mail-defined point to which mail is delivered. This may be a property (private address), organisation, mailbox or even, very rarely, the name of an individual. These categories are derived from the Programmers' Guide from Royal Mail. This is distinct from the addressed premise because there may be more than one organisation at an address.
Gridlink	Gridlink is the name given to a joined-up Government initiative involving Royal Mail, the Office for National Statistics, National Records of Scotland (NRS), Land & Property Services and Ordnance Survey. All these organisations are involved in the georeferencing of postcodes and the relating of postcodes to administrative and National Health Service areas and so on.

Glossary term	Definition
inward code or incode	See <u>postcode</u> .
matched address	An address, resulting from a match between the OS MasterMap Topography Layer data and PAF, which has been allocated a coordinate position. The match may be a result of either manual or automatic matching, the latter encompassing both full and 'fuzzy logic' matching.
National Grid reference (NGref)	The National Grid provides a unique reference system that can be applied to all Ordnance Survey maps of Great Britain. The map of Great Britain is covered by 100 km by 100 km grid squares, with the origin lying to the west of the Isles of Scilly. When a National Grid reference is quoted, the easting (left to right direction) is always given before the northing (upwards direction). A National Grid reference (to I metre) will identify the spatial position of the CPLC.
non-geographic postcodes	Special non-geographic postcodes are allocated to single organisations who receive an exceptionally large amount of mail. These are included in Code- Point Open.
outward code or outcode	See <u>postcode</u> .
Postcode Address File (PAF)	PAF now contains the postal addresses and postcodes of approximately 28 million delivery points in Great Britain.
Postal Address Location Feed (PALF)	The PAL Feed is provided to Ordnance Survey from GeoPlace, who have geocoded the PAF feed from Royal Mail, using source coordinates from Local Authorities in England, Wales & Scotland and Ordnance Survey.
positional quality indicator (PQI)	The positional quality indicator is a flag used to indicate the positional accuracy of the coordinates allocated to each postcode record. There are seven PQI values for the positional quality of CPLCs.
postal address	A postal address is a delivery point that is currently receiving mail. There may be many delivery points within an individual building structure as shown in OS MasterMap Topography Layer data.
postcode	An abbreviated form of address made up of combinations of between six and eight alphanumeric characters. A postcode may cover between I and 100 addresses. The average number of addresses per postcode is 15.

Glossary term	Definition
postcode area	An area given a unique alphabetic coding by Royal Mail to facilitate the delivering of mail. The area is identified by one or two alpha characters at the start of the full postcode, the letters being derived from a town, city or district falling within the postcode area. There are, at present, 120 postcode areas in Great Britain, for example, SO for Southampton, MK for Milton Keynes, B for Birmingham or W for London West. The postcode area code constitutes the first part of the outward code.
postcode district	A sub-area of the postcode area, specified by the character sub-string within the first half of a full postcode, which may be numeric, alphabetic or alphanumeric; for example, 42 from MK42 6GH or IA from WIA 4WW. There are approximately 2 986 postcode districts in Great Britain. Note: There are certain non-geographic districts. In these instances, a district code is allocated to cover all large users in the postcode area.
postcode sector	A sub-area of a postcode district, whose area is identified by the number third from the end of a full postcode. There are approximately 11 200 postcode sectors in Great Britain. An example of a postcode sector code is 3, from GU12 3DH.
postcode unit	A sub-area of a postcode sector, indicated by the two letters of the inward postcode, which identifies one or more small-user postcode delivery points or an individual large-user postcode. There are approximately 1.7 million postcode units in the UK.