

## Easy guide to getting a grid references from your phone or PC

Other than the find itself, the most important thing we need from you in order to record your finds with the Portable Antiquities Scheme (PAS) is an accurate findspot. The four guides below will give a 10-figure national grid reference (NGR) which is accurate to 1 metre (or the equivalent in 'decimal degrees'). This is perfect for a PAS record.

Ideally, you should **make a note of the findspot while in the field** to cut down the risk of inaccuracy later. The **Google maps (smart phone version)** and **Apple maps (iphone/ipad)** guides below are perfect for this. The other guides are for use on a home computer or tablet.

### Google maps (smart phone/android version)

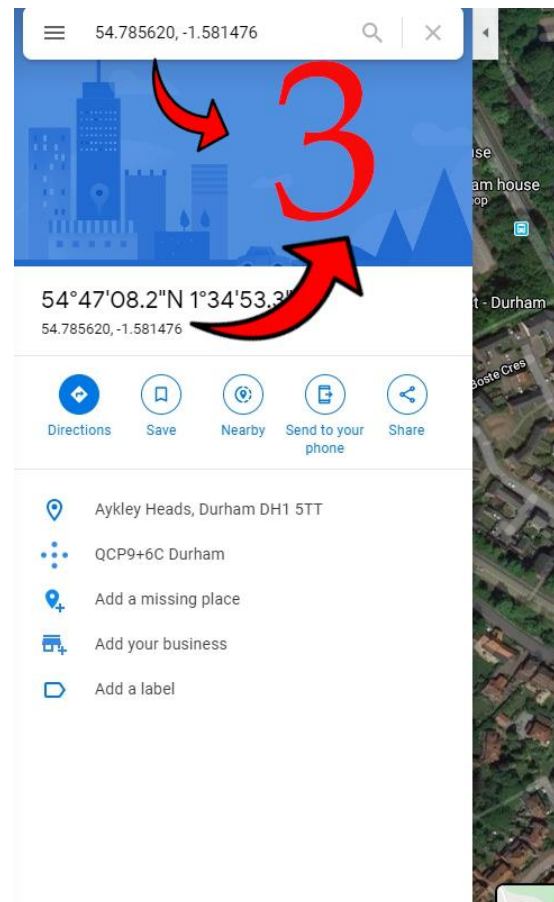
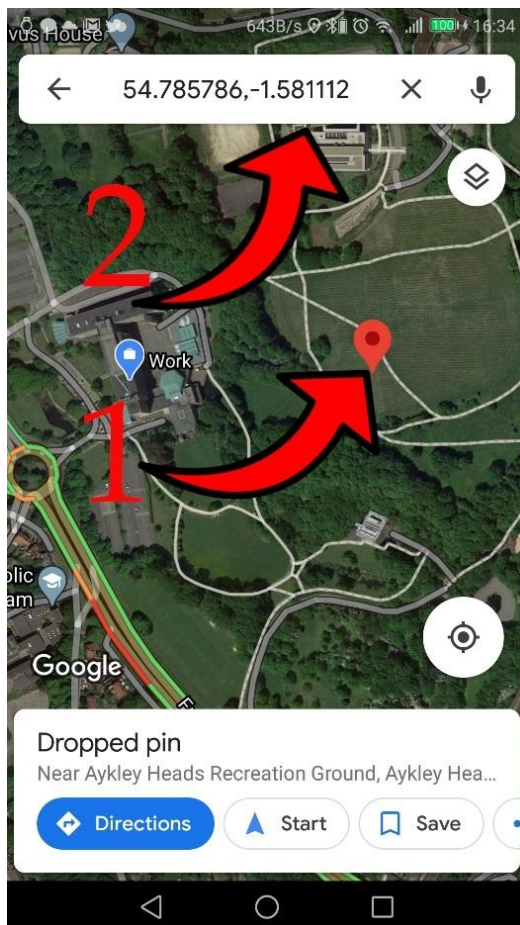
Google (and Apple) maps will give the decimal location. You or your FLO can easily convert this to an NGR (usually using Grid Reference Finder).

Open the Google Maps app and navigate to your location.

1. Press and hold on the findspot; this will display the coordinates at the top of the screen.
2. Press and hold on the coordinates to highlight/select them.
3. Click copy, and paste the coordinates into a document or email to send to your FLO along with a brief description of the object.

**OR...**

4. Write the coordinates directly on to the bag in which you have stored the object to pass to your FLO.



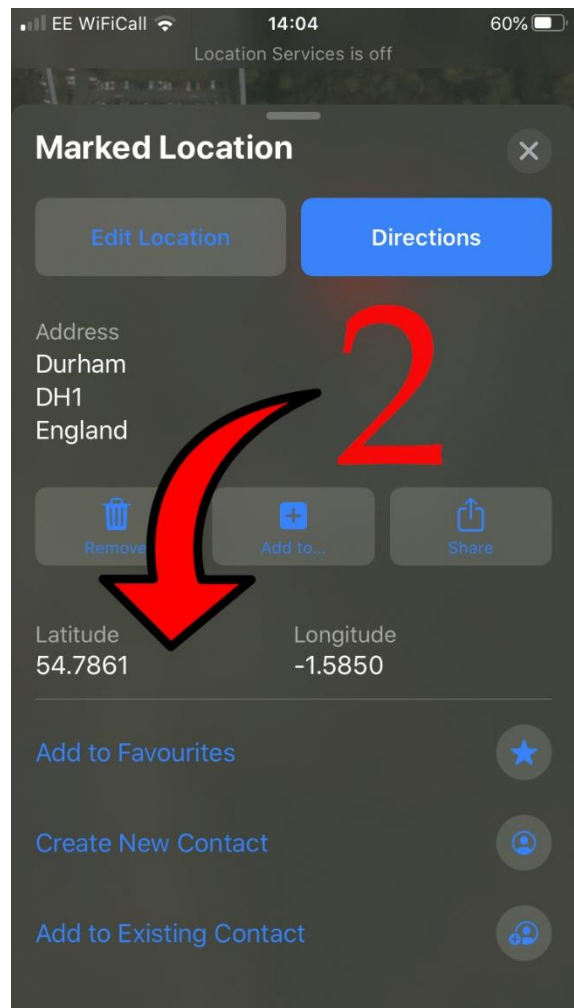
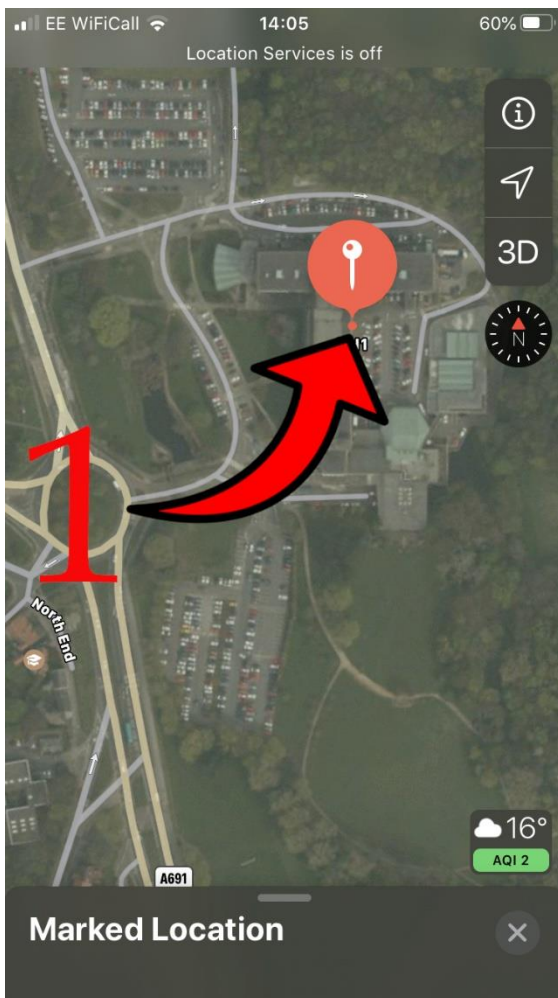
## Apple maps (iphone/ipad)

Open the Apple Maps app and navigate to your location.

1. Press and hold on the findspot. This brings up a little window at the bottom of the screen. Drag this up and it shows the coordinates.
2. Press and hold the coordinates to copy the coordinates. Maps only lets you copy one at a time. Paste in a document.

**OR...**

3. Write the coordinates directly on to the bag in which you have stored the object to pass to your FLO.



## Grid Reference Finder (for smart phone, laptop or PC)

Grid Reference Finder can be used on a smart phone but may be difficult to navigate on the smaller screens.

1. Go to Grid Reference Finder (<https://gridreferencefinder.com/>) in your web browser
2. Using the guide below, paste the grid reference into a document or email to send to your FLO.  
**OR...**
3. Write the coordinates directly on to the bag in which you have stored the object to pass to your FLO.

**UK Grid Reference Finder**

**Instructions:** Simply right click on the map to find a grid reference at that point. Enter a location search below to zoom to the approximate location.

Post Code  
 Go

Location (Road , Town)  
 Go

Grid Reference  
 Go

X (Easting) Y (Northing)  
  Go

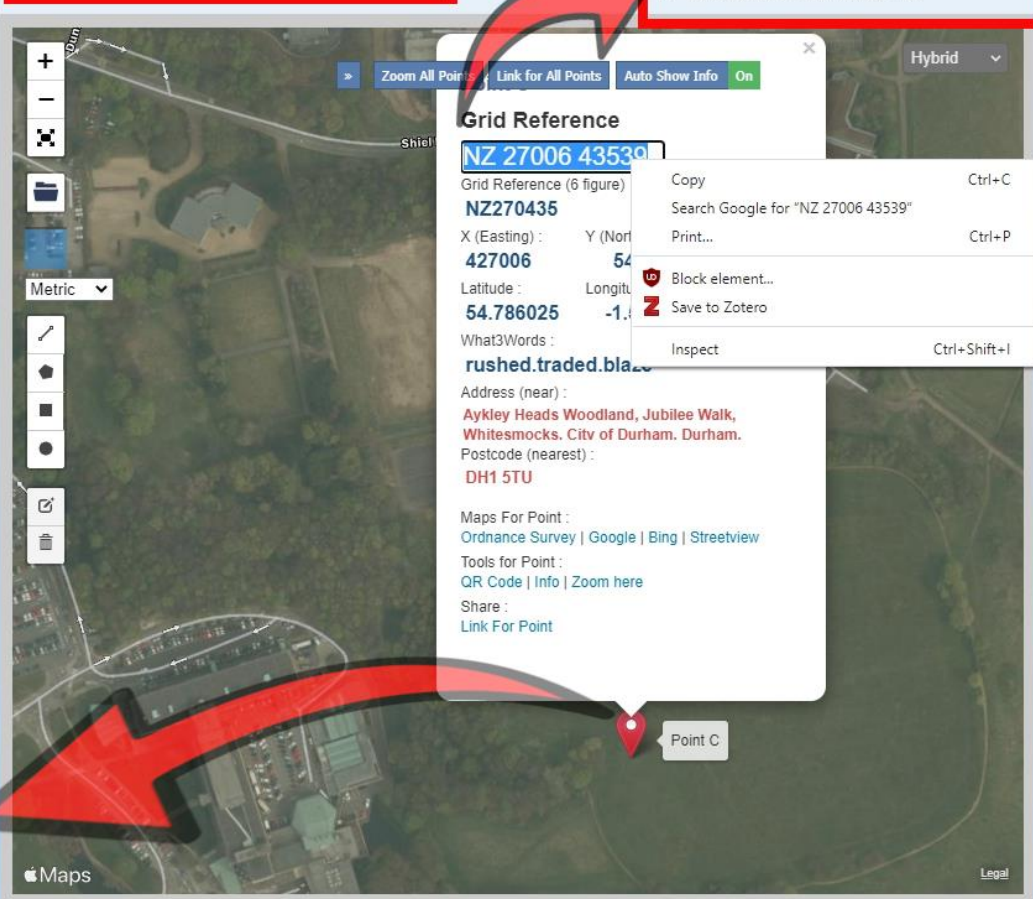
Lat Long  
  Go

What3Words  
 Go

**1:** type the town/village/postcode near your findspot, click 'Go', then drag/move the map to find the field.

**2:** Click the RIGHT mouse button (or press & hold on a phone screen) to drop the red pin on the map. The white box you can see to the right should pop up.

**3:** Right click (or press & hold) on the 'Grid Reference' box, click copy, & paste that into your email or document to send in.



The screenshot shows the UK Grid Reference Finder interface. On the left is a form with fields for Post Code, Location (Road, Town), Grid Reference, X (Easting), Y (Northing), Lat, Long, and What3Words, each with a 'Go' button. The main area is a map of Durham, England, with a red pin placed on a field. A white pop-up box titled 'Grid Reference' is visible, containing the following information: Grid Reference (6 figure) NZ 27006 43539, NZ270435, X (Easting) 427006, Y (Northing) 54786025, Latitude 54.786025, Longitude -1.14, What3Words: rushed.traded.bl... Address (near): Aykley Heads Woodland, Jubilee Walk, Whitesmoocks. City of Durham. Durham. Postcode (nearest): DH1 5TU. Below the address are links for Maps For Point (Ordnance Survey, Google, Bing, Streetview), Tools for Point (QR Code, Info, Zoom here), Share, and Link For Point. A context menu is open over the 'Grid Reference' box, showing options like Copy (Ctrl+C), Search Google for "NZ 27006 43539", Print... (Ctrl+P), Block element..., Save to Zotero, and Inspect (Ctrl+Shift+I). Red arrows point from the numbered instructions to the corresponding elements on the page.

## Google maps (PC or Laptop version)

Google maps will give the 'Decimal Degrees' location, rather than a National Grid Reference (NGR). Your FLO can easily convert this to an NGR (usually using Grid Reference Finder).

1. Go to Google Maps (<https://www.google.com/maps>) in your web browser
2. Click on the spot your find came from. A small grey pin should appear (no.1 on image below).
3. In the white box that appears at the bottom of the screen (no.2 on image below), click on the decimal degrees location (it will be something like '54.785620 -1.581476').



4. In the side bar that opens on the left of the screen, select/highlight either of the two decimal degree locations.
5. Right click and copy, and paste the location into the email or document for your FLO.  
**OR...**
6. Write the coordinates directly on to the bag in which you have stored the object to pass to your FLO.