

## **GUIDANCE NOTES FOR ACCESSING ADMIRALTY NOTICES TO MARINERS THROUGH THE UKHO WEBSITE (revised May 2007)**

All standard Admiralty Notices to Mariners (NMs) products are freely available through the website of the United Kingdom Hydrographic Office (UKHO).

### **Site Address and Menu Path**

NMs on-line can be accessed through the home page of the UKHO corporate site: [www.ukho.gov.uk](http://www.ukho.gov.uk) either by following the menu path: Products and Services/Standard Navigational & Thematic Charts/Notices to Mariners or by clicking on the Marine tab and then Notices to Mariners in the menu.

- The option **Weekly NMs** gives access to all Weekly NM bulletins published since January 2000. These pdf files are exact copies of the published paper versions of the bulletins except there are links built into the title and index pages to enable easy navigation through the documents. New Weekly bulletins are normally loaded onto the site by 1200 (UTC) on the Wednesday of the week before the official publication date i.e. 8 days before the date on the front page of the bulletin.
- The option **Admiralty NM Web Search** links directly to a companion site [www.nmwebsearch.com](http://www.nmwebsearch.com) which can also be accessed by clicking on Searchable NMs on the home page or by accessing the site directly. This site enables a customised search of a database of chart updating NMs dating back to April 2003. There is also a link from this site back to the main UKHO site. New NM data is normally loaded onto the site by 1200 (UTC) on the Monday of the week before the NMs are published in a paper Weekly bulletin i.e. 10 days before the date on the front page of the bulletin.

The functionality of these sites is described in detail below

### **Weekly NMs**

All files are provided in Adobe Portable Document Format. Each Weekly folder contains the following files - where XX refers to the week number and YY refers to the year, for example the complete Weekly NM bulletin for week 28/2006 is referenced as 28wknm06.pdf:

- WWwknmYY.pdf - this is the complete Weekly NM bulletin, including monochrome blocks and containing links from the front/title page to each of the sections.
- XXsniiYY.pdf - this is a separate file of Section II of the bulletin with chart updating notices set out one to a page. There are links from the index to each notice.
- NMreferenceXX.pdf - this is a numerical index of NMs for the current year showing which NMs have been included in each Weekly bulletin issued to date.
- WkXX - magnote.pdf - this is a file of magenta cautionary notes that have been issued in association with the NMs for that week.
- WkXX - blanote.pdf - this is a file of black cautionary notes that have been issued in association with the NMs for that week. Separate black notes files have been issued only since Week 21, 2007.
- An individual file for each colour block issued in association with the NMs for that week. These files are named ChartAAAANMBBBB where AAAA is the Admiralty chart number and BBBB is the associated NM number.

### **Admiralty NM Websearch**

The opening screen allows 5 different search options. These are:

- **Search for Updates by Chart Number.** This search enables you to display **all** NM updates for a specified chart or a number of selected charts. Insert the required chart number, together with the prefix and suffix where relevant, in the appropriate box(es) and then click 'Add'. The chart number and title will appear in a box below. Further charts can then be added to the search in the same

manner. Once one or more charts have been selected, check boxes appear at the bottom of the page to enable Temporary and Preliminary NMs that are currently in force for the selected chart(s) to be included in the search, or for the search to "only" include those T & P NMs currently in force. There is also an option to save the search at this stage, this is explained in the browser requirements below.

When all required charts are selected click 'Next' to generate the report. Please note that:

- The search is limited in that only NMs for the current edition of the chart(s) are displayed and where the NE date is prior to 3 April 2003, only NMs issued since that date are displayed.
  - The report generated includes only those parts of each NM that pertain to the selected chart(s).
  - When T&P NMs are selected, all those currently in force will be displayed, even if they were issued at a date/time outside the constraints imposed by the main search
  - Where there is a block or cautionary note associated with a particular NM, this can be accessed by clicking on the hyperlink in the report.
- ***Search for Updates by Chart Number - from a specified NM number/year only.*** This search is similar to that above, but can be limited by specifying a NM number/year. Only those NMs issued for the selected Chart(s) since that NM number/year will be shown in the report that is generated. This can be useful for those who regularly visit the site and want to view only those NMs issued since their last visit.
  - ***Search for Updates by Chart Number - from a specified date only.*** This is similar to the search above, but can be limited by specifying a date. Only those NMs issued for the selected charts since that date will be shown in the report that is generated.
  - ***Search for Individual NMs by NM Number and Year.*** This enables the display of the full text of the specified NM.
  - ***View Update List by Chart Number.*** This shows a list that includes the NM number and an indication of the feature that has changed on the chart for each NM that has been issued since the date of the latest NE or 3 April 2003, whichever is later. The user can then select which NMs should be included in the final report.

### **Browser Requirements**

To use the NM Websearch 'saved searches' feature (Search by chart only) you must have cookies<sup>(1)</sup> enabled on your browser. Please refer to your browser's documentation for details on how to do this. After selecting the first chart, a button labelled "Save this search" appears at the bottom of the screen between the "Back" and "Next" buttons. Clicking this button at any time saves the current chart list for retrieval at a later date. By clicking the "Load Saved Search" button at the top of the screen, the saved chart list can be re-loaded.

### **Printing and Paper Requirements**

Files provided in Adobe Portable Document Format can be displayed using the Adobe Acrobat Reader application; the latest version can be downloaded at no cost by either clicking on the icon on the NM page of the UKHO web site or directly from [www.adobe.com](http://www.adobe.com). For instructions on printing files in this format, see Adobe Reader Help. Additionally to enable documents to be printed the correct size and with no degradation in content:

- Ensure scaling is **not** selected, including the 'Fit to Page' icon in the Adobe Acrobat print menu or in the printer menu.
- For colour NM blocks, use a good quality Inkjet/Laser printer with a resolution of 300dpi or greater. Also check the printed size against that shown above the image of the block.
- Printed colour copies should be compared with the screen image to ensure that all charted features have reproduced correctly; printer resolution and ink density may need to be adjusted to obtain the desired results.

- Good quality white paper (minimum 80 gsm) should be used for printing colour NM blocks. No block will be larger than international paper size A4.

(1) Cookies are small data files that a Web server asks your computer to store. When a cookie is stored on your computer, it makes it possible for a web site to provide you with personalised service. The cookie set by the UKHO server allows us to provide you with the facility to save and reload a previous search results listing. No personal or security information is kept in the cookie.