

**e-NP**

**ADMIRALTY**  
e-Nautical Publications

# User Guide



United Kingdom  
Hydrographic Office

**Version 1.2 & 1.3**

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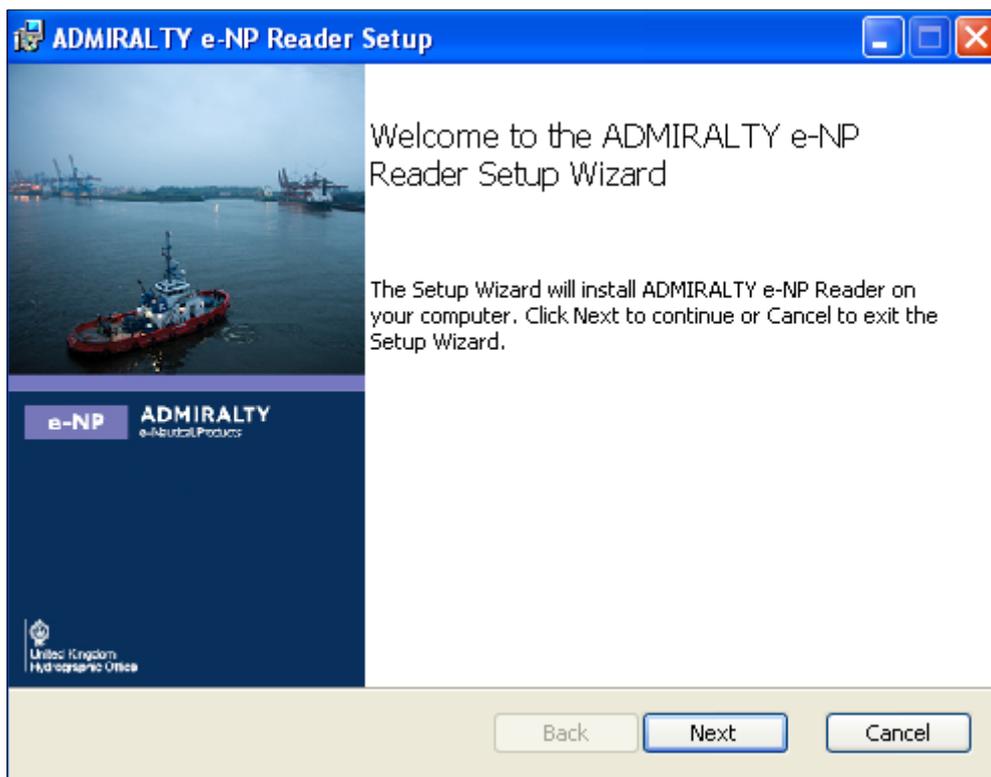
# 1 Introduction

ADMIRALTY e-NPs are updateable digital versions of our paper Nautical Publications. ADMIRALTY e-NPs are encrypted PDF versions of their paper equivalent; they look identical. This is essential in order to demonstrate that Notices to Mariners (NM) corrections have been made and the publication is compliant.

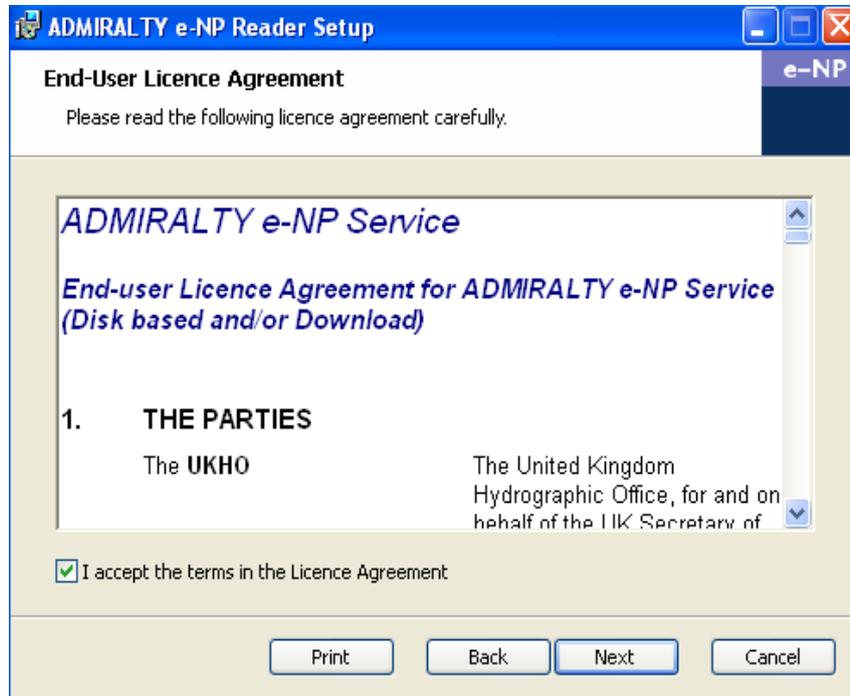
At launch (January 2014) all 74 Sailing Directions (NP1-72), The Mariners Handbook (NP100) and the Nautical Almanac (NP314-14) will be available as e-NPs. The e-NPs differ in the fact they are updated and sold as a data service on an annual subscription rather than per edition. A subscription to an ADMIRALTY e-NP is for a 12 month period from the date of purchase, for example, an e-NP purchased on 9<sup>th</sup> November 2013 would expire on 30<sup>th</sup> November 2014. ADMIRALTY e-NPs can be purchased through your ADMIRALTY Chart Agent.

# 2 Installation

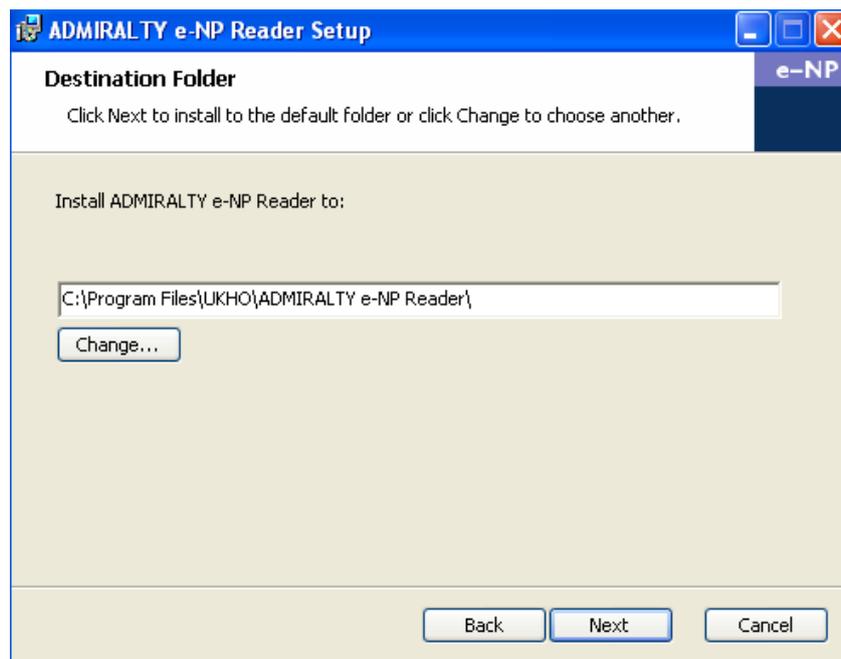
The e-NP Reader Software is available on the ADMIRALTY e-NP DVD and to download from the UKHO FTP site. You must have full administration rights to use this software. Insert the DVD into the device you would like to install the software, or download from the website. The Windows AutoPlay feature will take you to the initial Setup Screen. Click “Next” to progress you through the Installation process. Your e-NP licence allows you to install your e-NP Reader on three devices. This gives you the option to have a MASTER, BACKUP and RESERVE installation of the e-NP Reader.



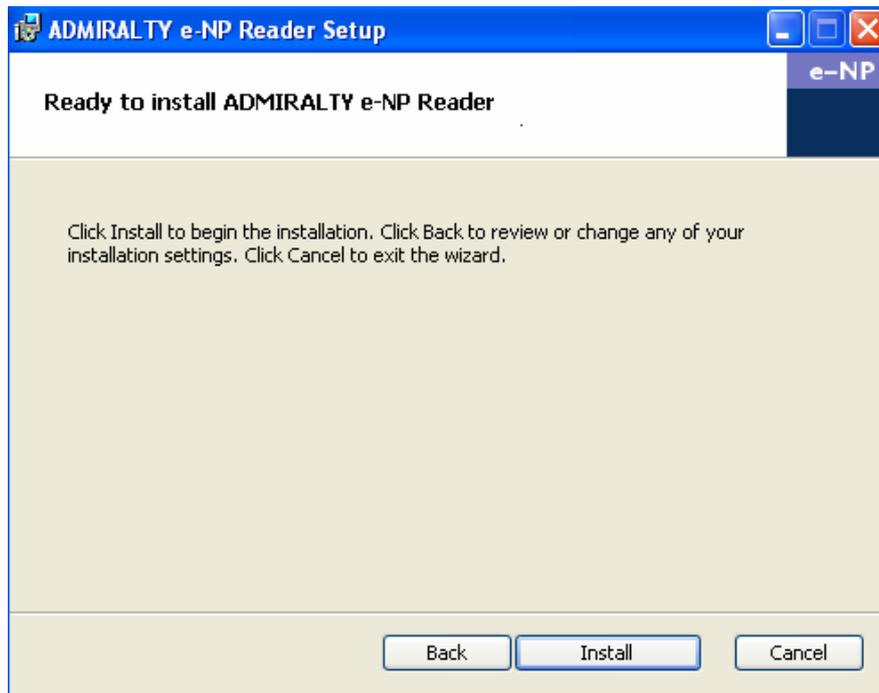
The End-User Licence Agreement (EULA) is the next stage of the Installation process. This can be printed out if the device you are installing on is connected to a printer. When you have read and agreed to the EULA, you should tick the “I accept the terms in the Licence Agreement” button and click “Next”.



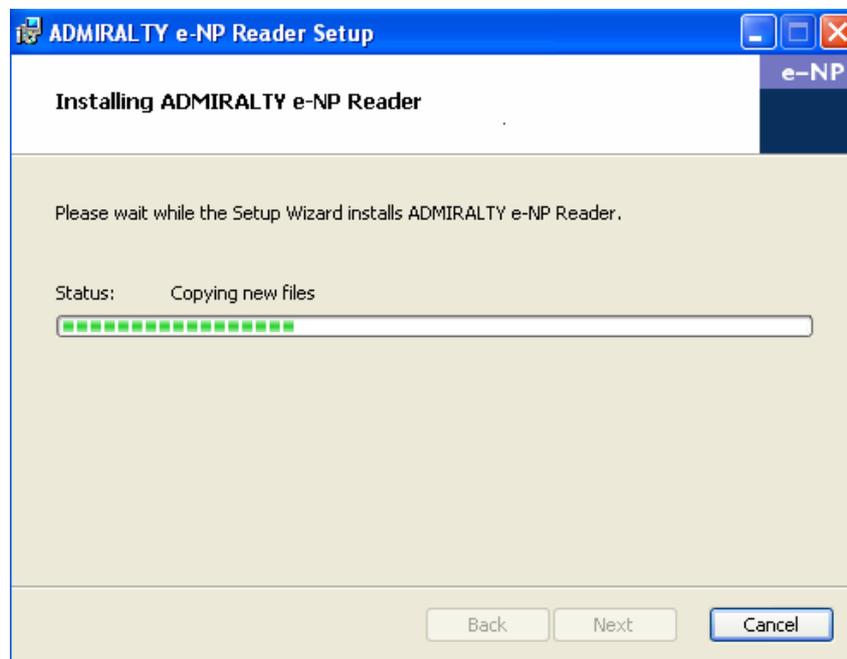
The “Destination Folder” is the next stage of the Installation Process. If you click “Next” this will keep the default location and move onto the next step of the Installation. If you click “Change” this will allow you to determine the location for the Software and associated data folders.



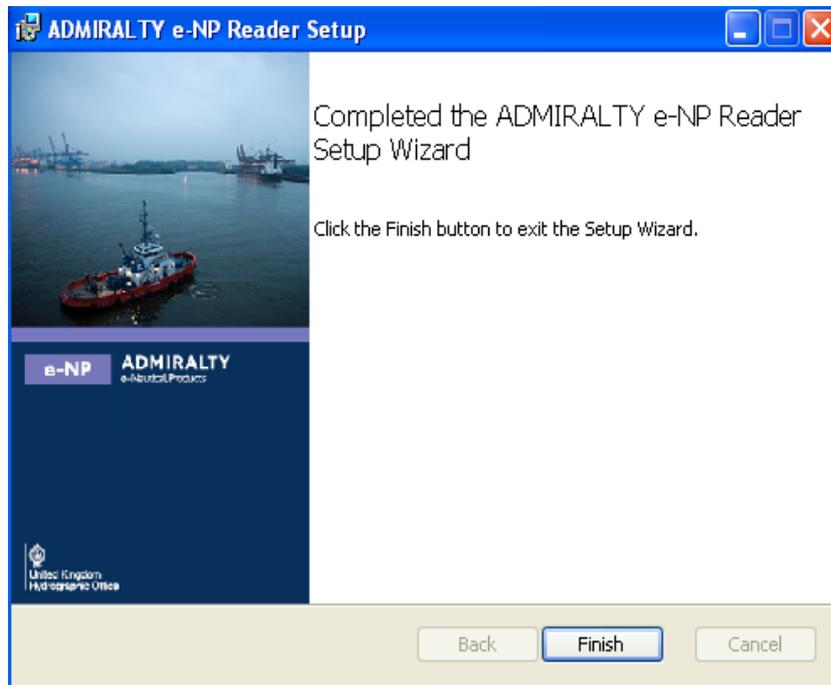
The ADMIRALTY e-NP Reader is ready to be installed. Click the “Install” button to begin the Installation.



The Setup Wizard will then copy the necessary files into your Destination Folder, please wait while this occurs.



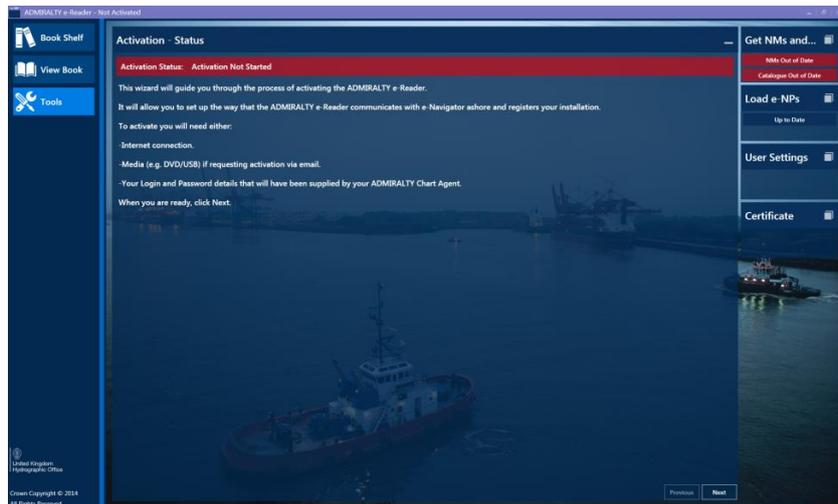
The ADMIRALTY e-NP Reader has now been installed; clicking “Finish” will exit the Setup Wizard. An ADMIRALTY e-NP Reader icon will be added to your desktop – double click on the icon to open the software.



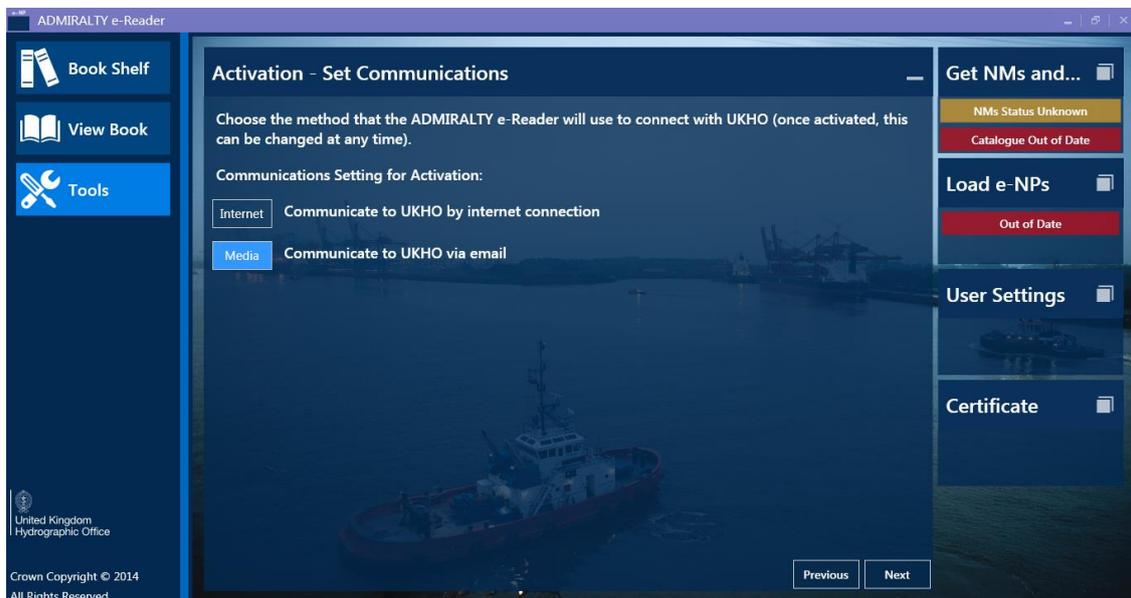
## 3 Activation

### Activation via the Internet

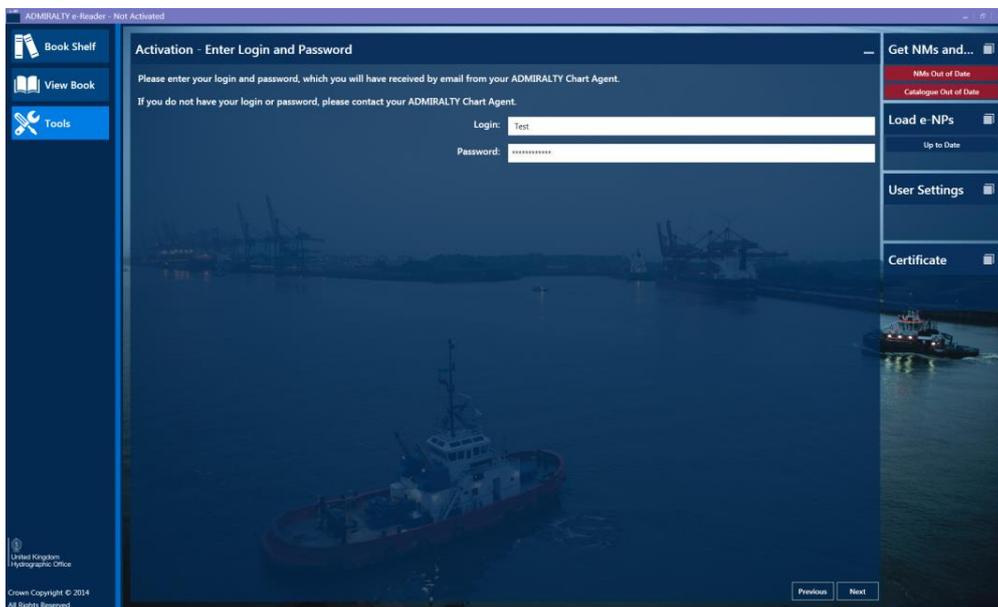
When you open the e-Reader for the first time the following page will be displayed. Click the “Next” button to choose your method of communication for your ADMIRALTY e-NP Reader.



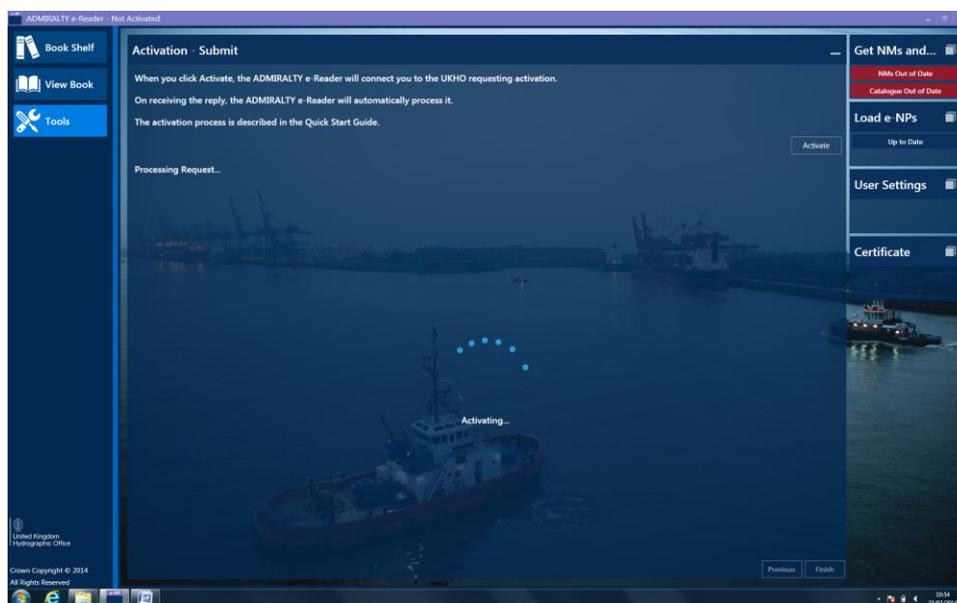
Select the Internet option and click “Next” to choose to communicate with the UKHO via the Internet.



You will then be asked for your Login and Password. These will be provided by your ADMIRALTY Chart Agent. Fill in these details and click “Next” to proceed with the Activation.



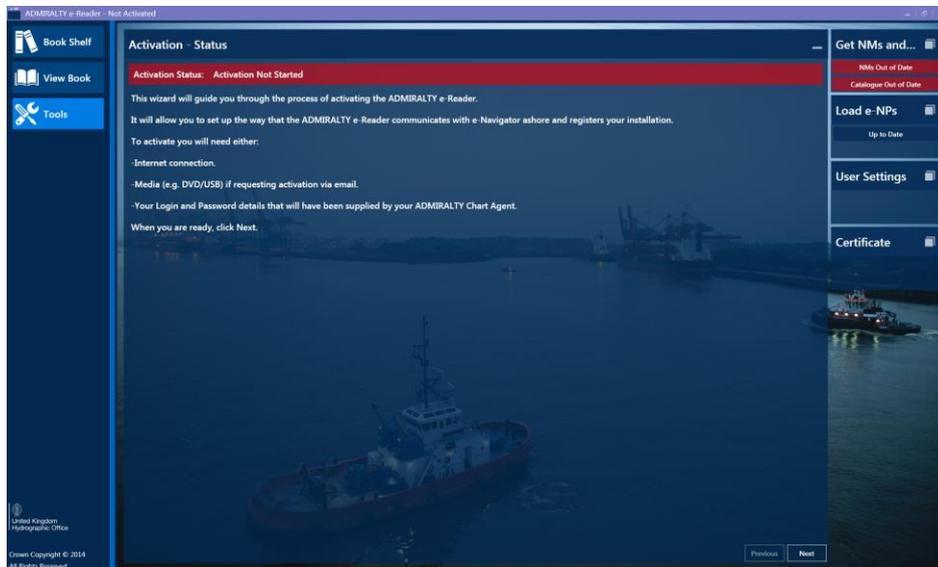
On the Submit screen, click on the “Activate” button. This will send an activation request file to the UKHO and the ADMIRALTY e-NP Reader will automatically process the returned reply file. Click on the “Finish” button to complete the Activation Process and begin using the features of the ADMIRALTY e-NP Reader.



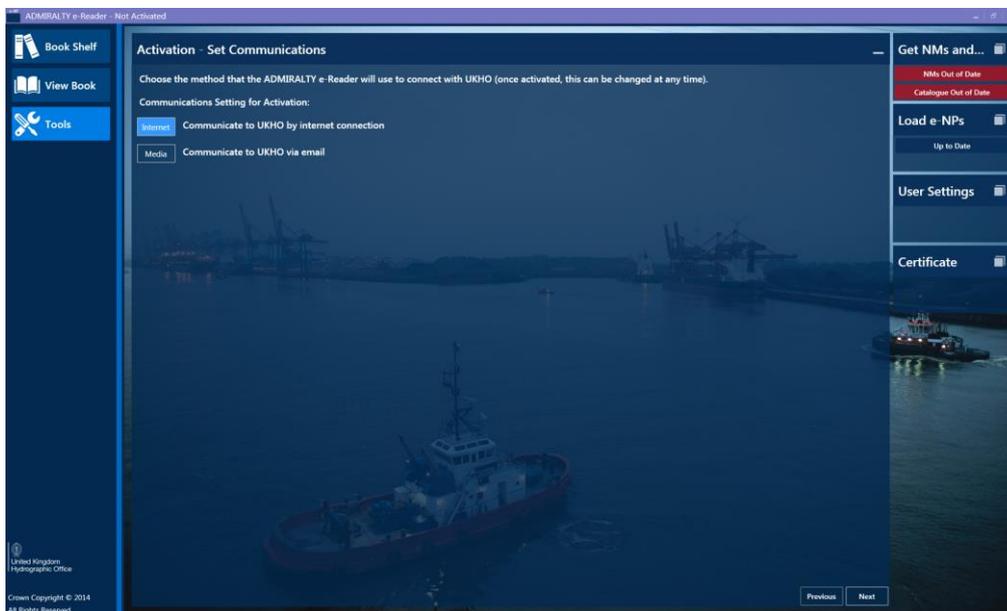
Note: Once the e-NP Reader has been activated, orders for e-NPs can then be placed by your ADMIRALTY Chart Agent (this is not possible before Activation).

## Activating using Media

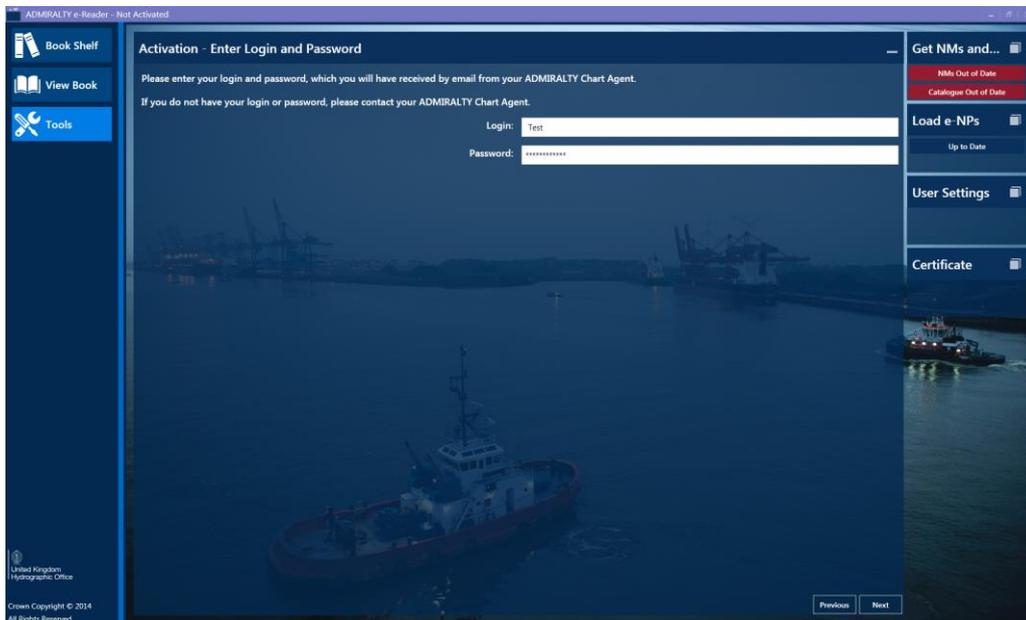
When you open the e-Reader for the first time the following page will be displayed. Click the “Next” button to choose your method of communication for your ADMIRALTY e-NP Reader.



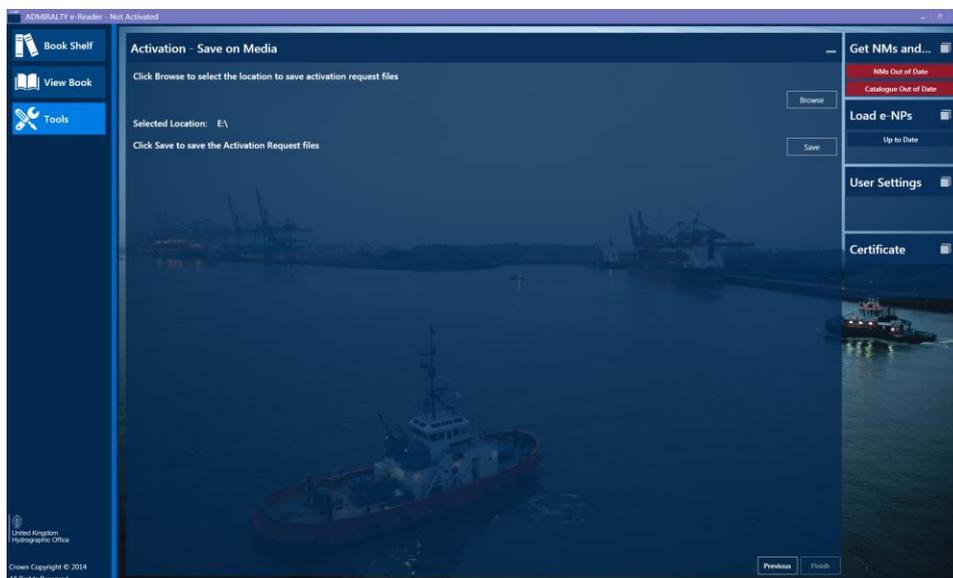
Select the Media option and click “Next” to choose to communicate with the UKHO via external email.



You will then be asked for your Login and Password. These will be provided by your ADMIRALTY Chart Agent. Fill in these details and click “Next” to proceed with the Activation.

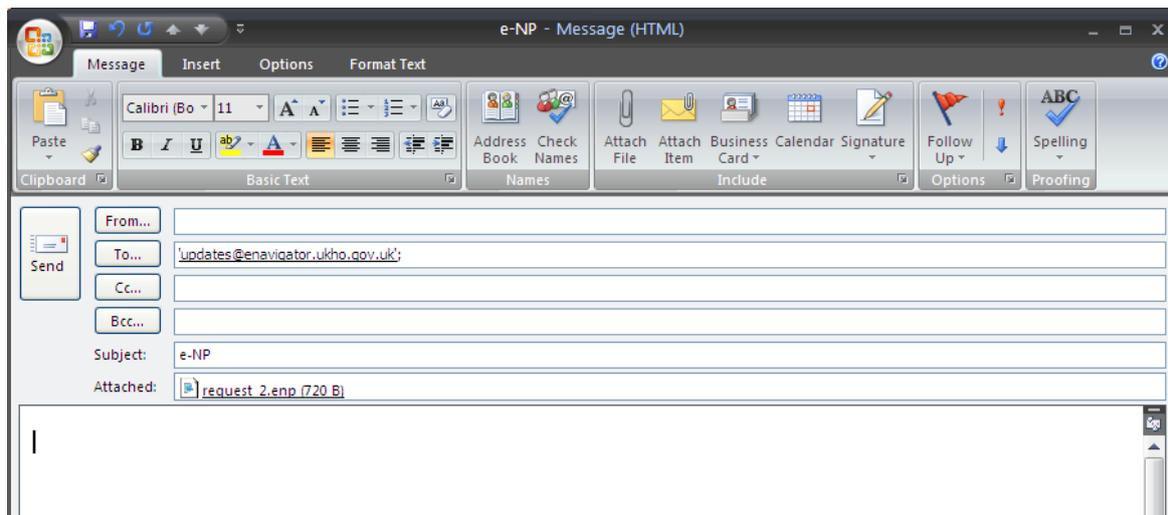


Click on the “Browse” button to choose a location in which to save the activation request file. Click the “Save” button to generate the activation request file.



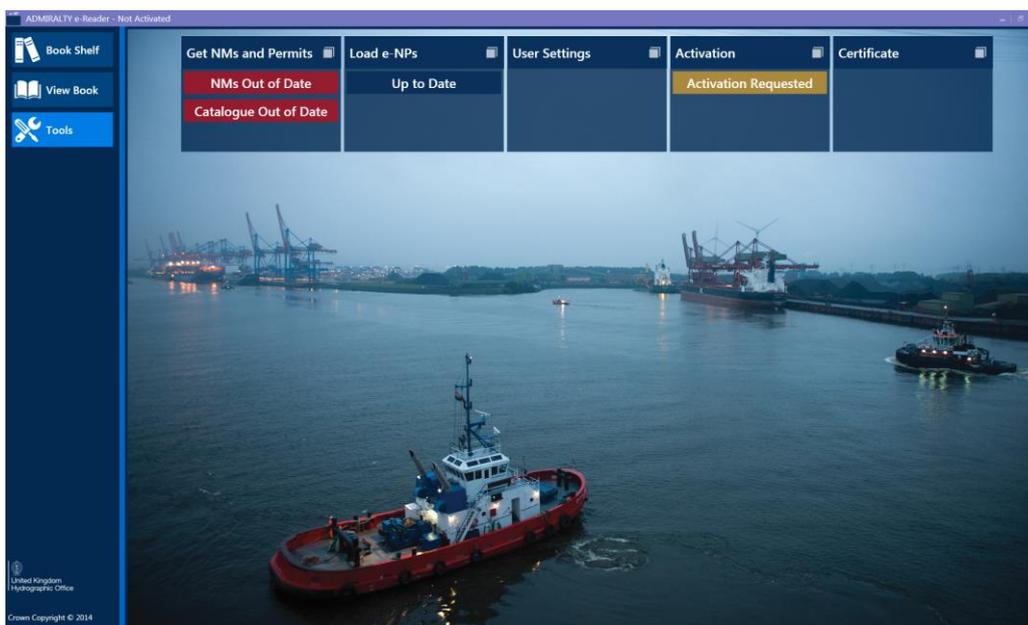
Take the activation request file to your communications machine and send an email to [updates@enavigator.ukho.gov.uk](mailto:updates@enavigator.ukho.gov.uk) with:

- “e-NP” in the subject line
- No additional text (including the removal of signatures)
- Activation Request file attached

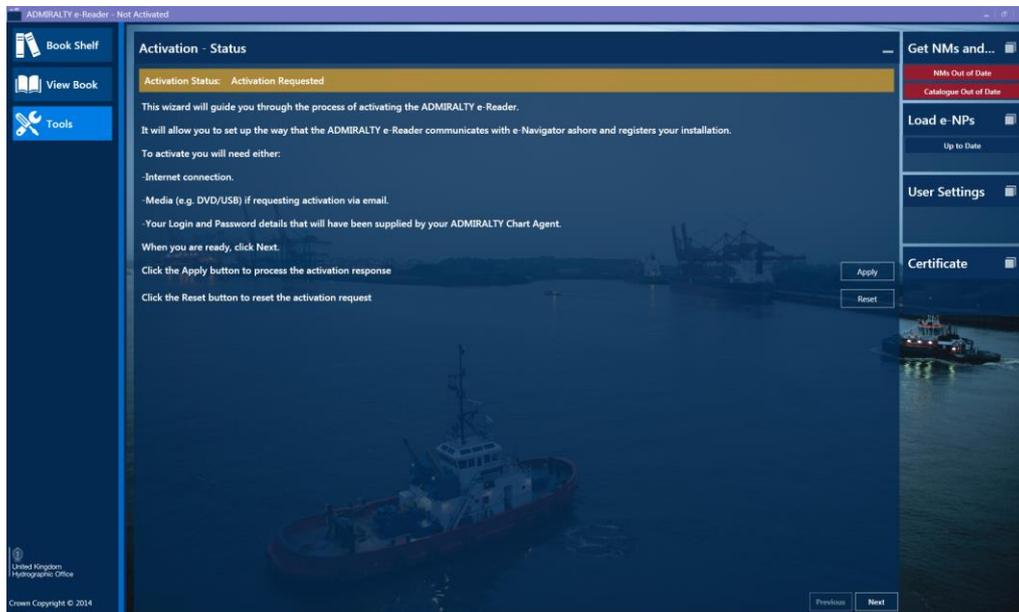


This will take you to the “Tools Home Screen”. On your communications machine a return email from the UKHO will be sent with an activation response file attached. Take the response file and save it to a location of your choosing on the device the ADMIRALTY e-NP Reader is installed. Click on “Activation” to use this activation response file.

**Note:** Please ensure that only one set of activation files are saved in this location. All previous files should be deleted.

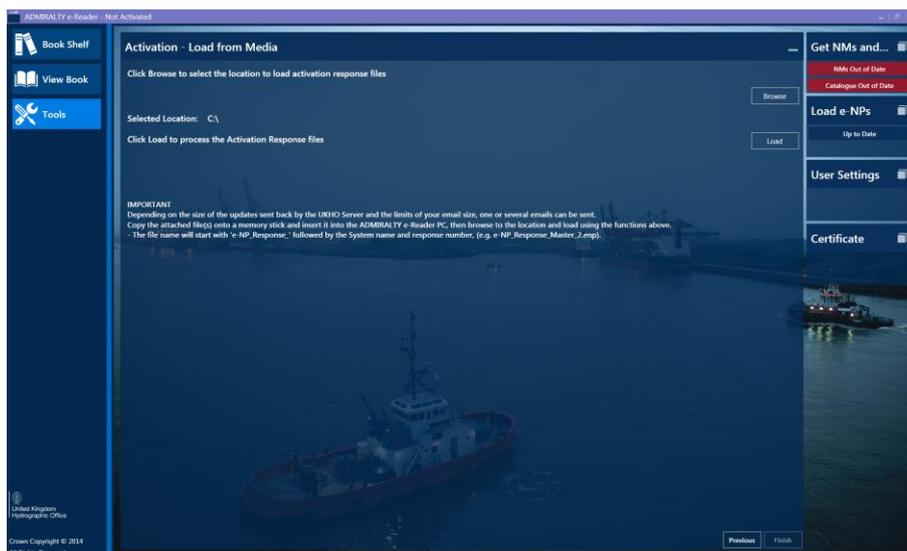


Click the “Apply” button to process your recently saved activation reply file.



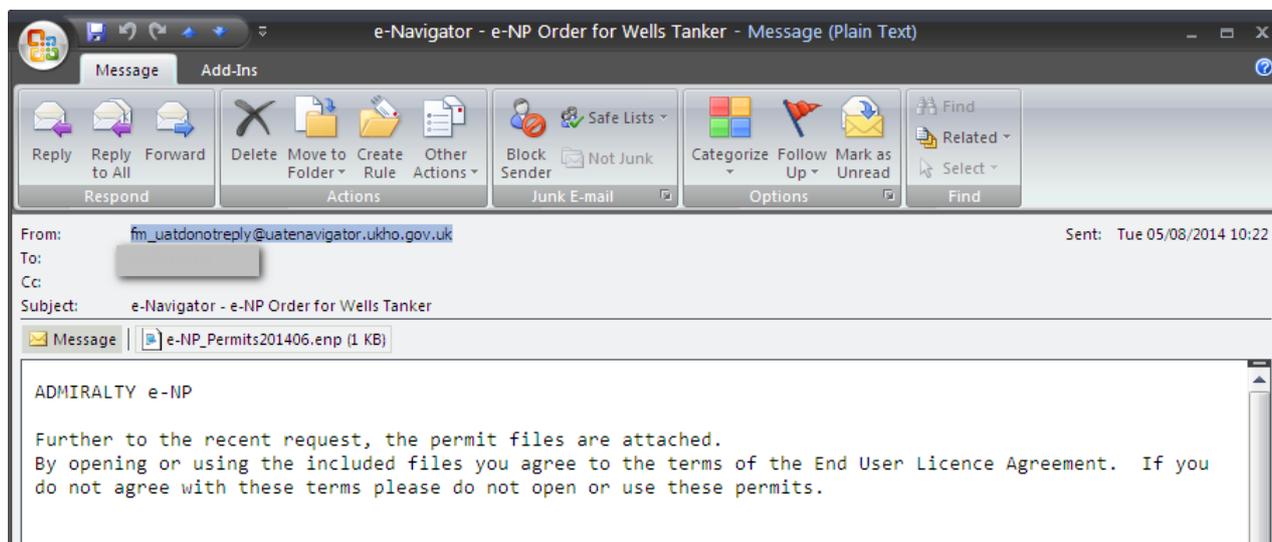
Click on the “Browse” button to navigate to the saved activation reply file and click “Load” to process that file into the ADMIRALTY e-NP Reader. Click on the “Finish” button to complete the Activation Process.

**Note:** Once the e-NP Reader has been activated, orders for e-NPs can then be placed by your ADMIRALTY Chart Agent (this is not possible before Activation).

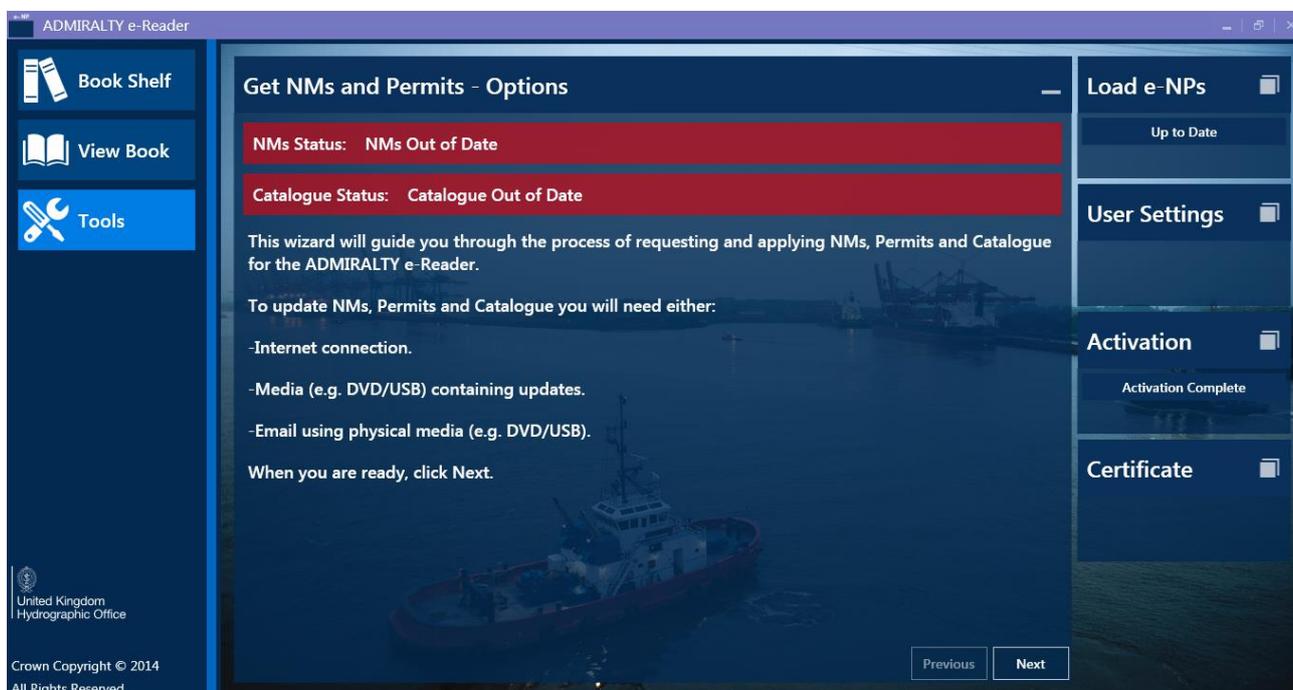


## 4 First Order

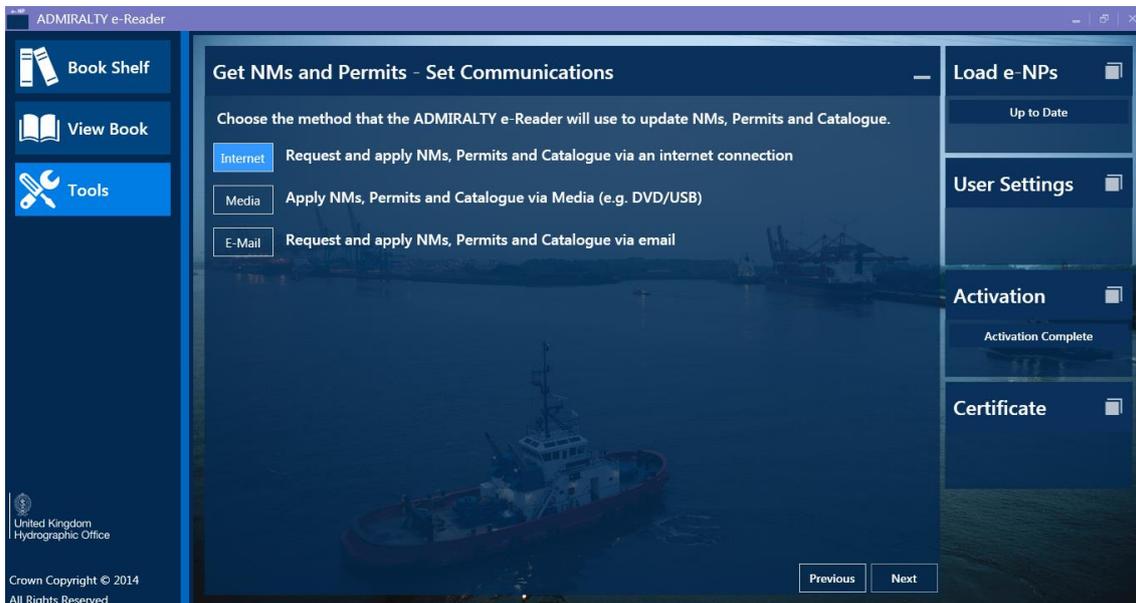
Once you have successfully activated the e-Reader your Chart Agent will be able to place your first order. When your Chart Agent has successfully placed an order you should receive a .enp file either directly from [fmdonotreply@ukho.gov.uk](mailto:fmdonotreply@ukho.gov.uk) or from your Chart Agent.



When you receive your first “.enp” file save the file to a location either on your desktop or media (i.e. a USB stick). Next, open the e-Reader and navigate to “Tools” and “Get NMs and Permits” and click the “Next” button.

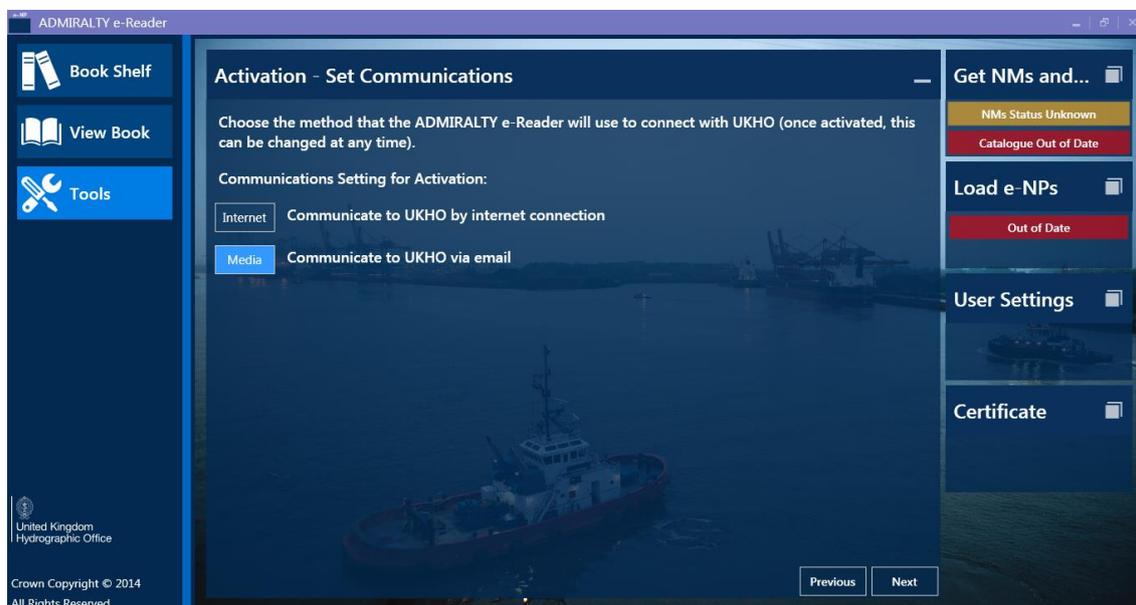


Select the Method you would like to use to apply your first set of permits (see below for further details).

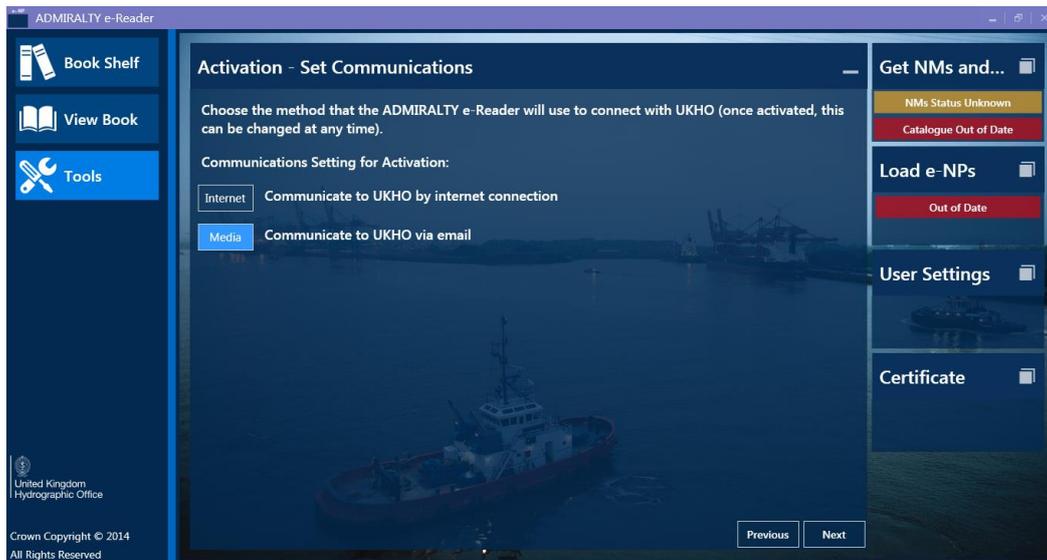


## Applying your first permits via Media

Click the "Media" button to highlight it and then press the "Next" button.

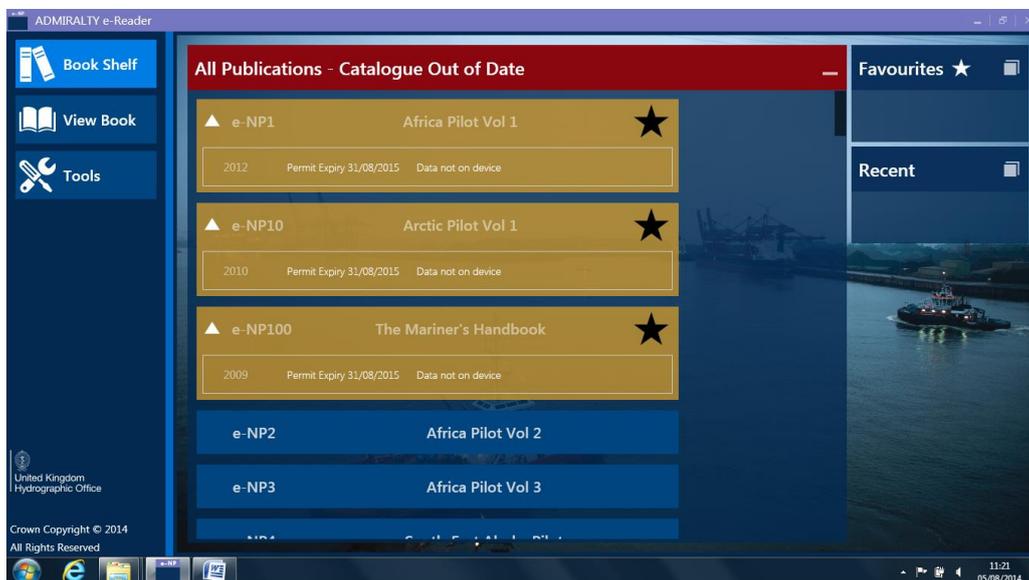


Now select the “Browse” button and identify the folder of which your .enp file is located and then press the “Load” button.



A successfully loaded screen will now be shown, Press the “Finish” button.

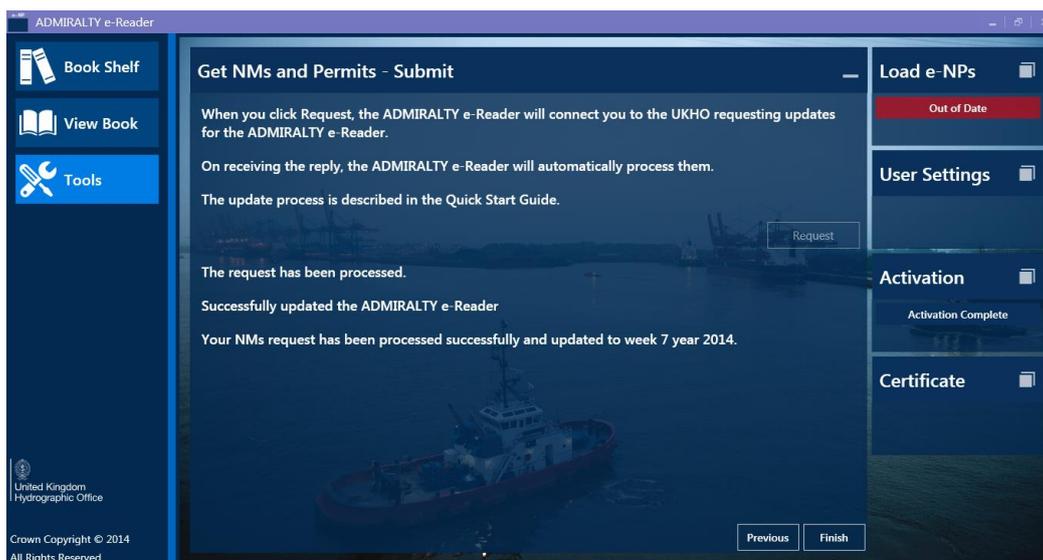
If you now go to the “Book Shelf” and select “All Publications” you will see a list of publications in amber stating the permits expiry and that “Data not on device”. These are the publications that you have a subscription for and will need to install the data to view the publication.



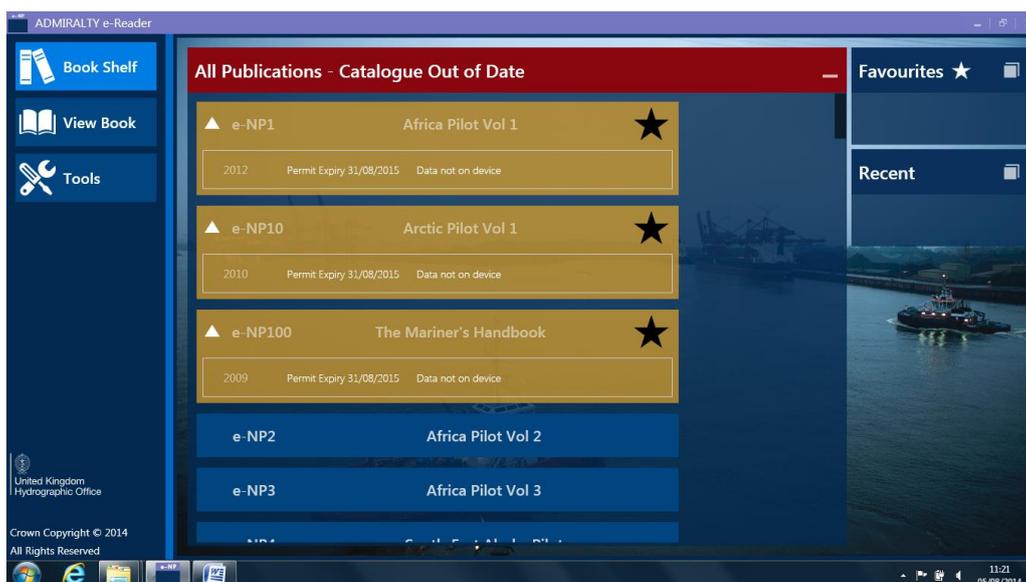
## Applying your first permits via the Internet

If you are aware that the first order has been placed by your Chart Agent and you have access to the internet you may wish to use this method. You will not need to have the .enp file as the e-Reader will automatically process your request.

Highlight the “internet” button and select the “Next” button on the bottom right of the page. On the next screen you will need to select the “Request button” and the loading graphics will be displayed. You should receive the below “Successfully Updated” screen. Select “Finish”.



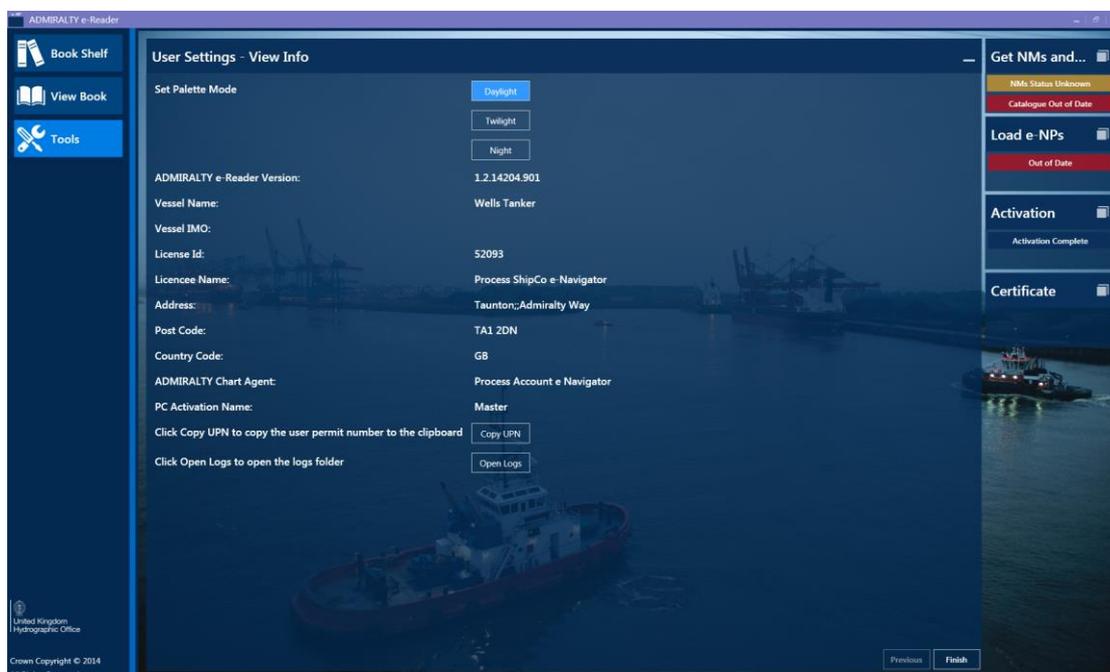
If you now go to the “Book Shelf” and select “All Publications” you will see a list of publications in amber stating the permits expiry and that “Data not on device”. These are the publications that you have a subscription for and will need to install the data to view the publication.



## 5 Tools

### User Settings

User Settings can be found in the “Tools” tab of the e-Reader.



### Palette mode

Three Palette options allow the user to change the display between “Daylight”; “Twilight” or “Night” by simply selecting the relevant Palette.

### User Information

As well as the palette mode, other useful information is displayed on this page. This includes the e-Reader version number and associated Vessel, Shipping Company, PC Activation Name (Main, Back-up and Reserve) and Distributor details.

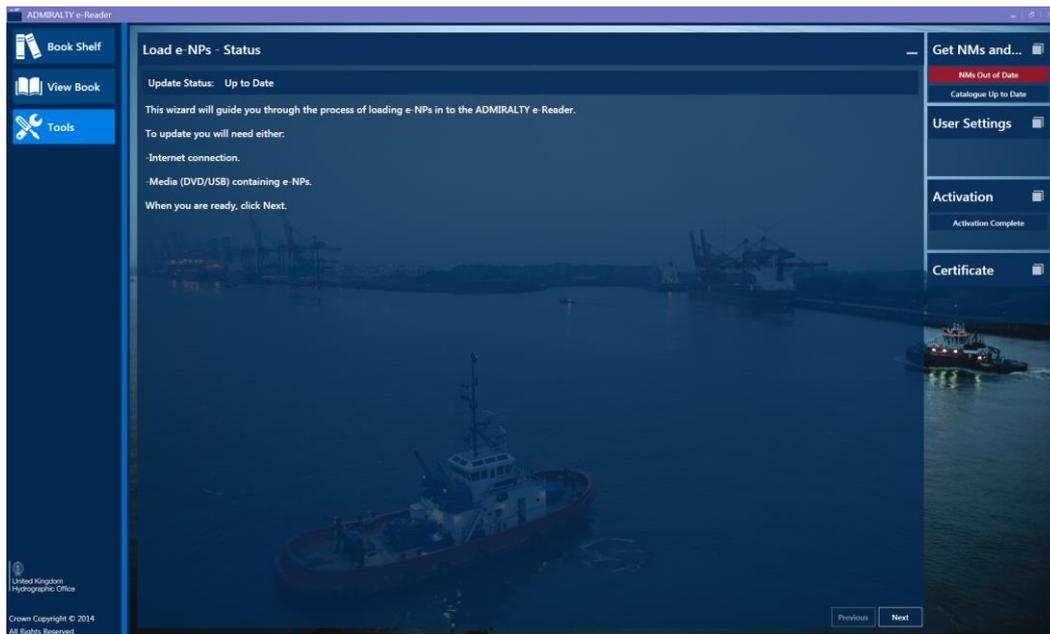
The e-NP Reader User Permit can be viewed by clicking on the “Copy UPN” button. This can then be pasted into a document and viewed (the 301 hexadecimal permit will be displayed).

The user can view historical details of their e-NP Reader’s activities by clicking on the “Open Logs” button. This will open a log file in Notepad and includes details of your Machine ID, Download timings, error messages etc. This can be useful in diagnosing issues with your ADMIRALTY e-NP Reader, Please attach this file to any support calls you make with the UKHO and send to - customerservices@ukho.gov.uk.

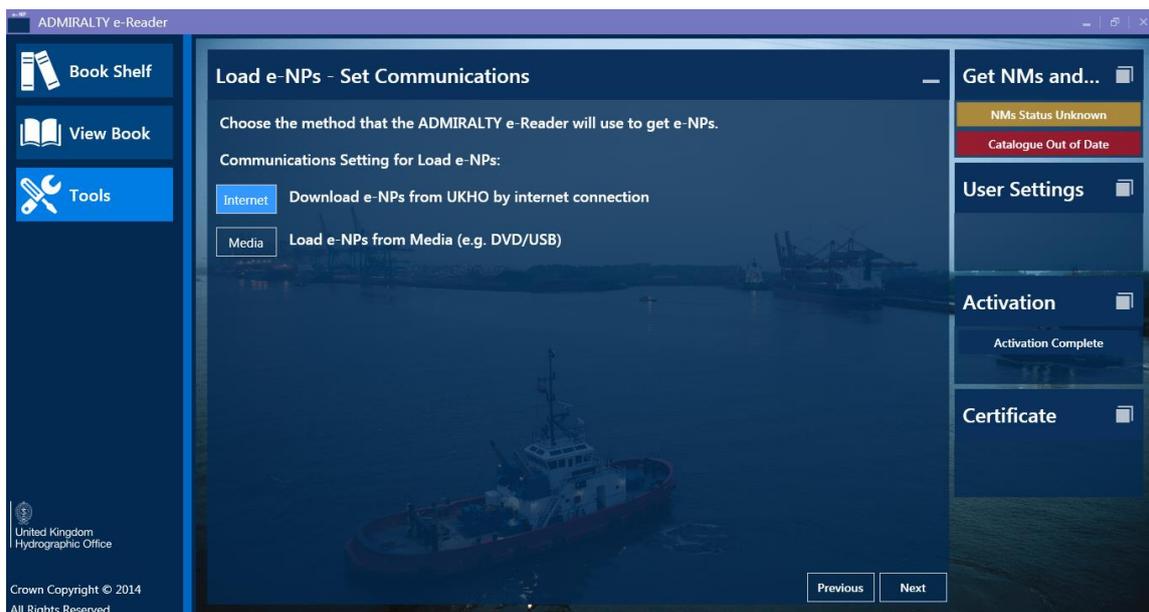
## 6 How to Get e-NP data

### Using the Internet

Click on “Load e-NPs” to begin the process of accessing the data to view ADMIRALTY e-NPs. Click on the “Next” button to select which e-NPs you would like to download.



You will then be asked to select the communication method. Select “Internet” so that it is highlighted in pale blue and select the “Next” button.

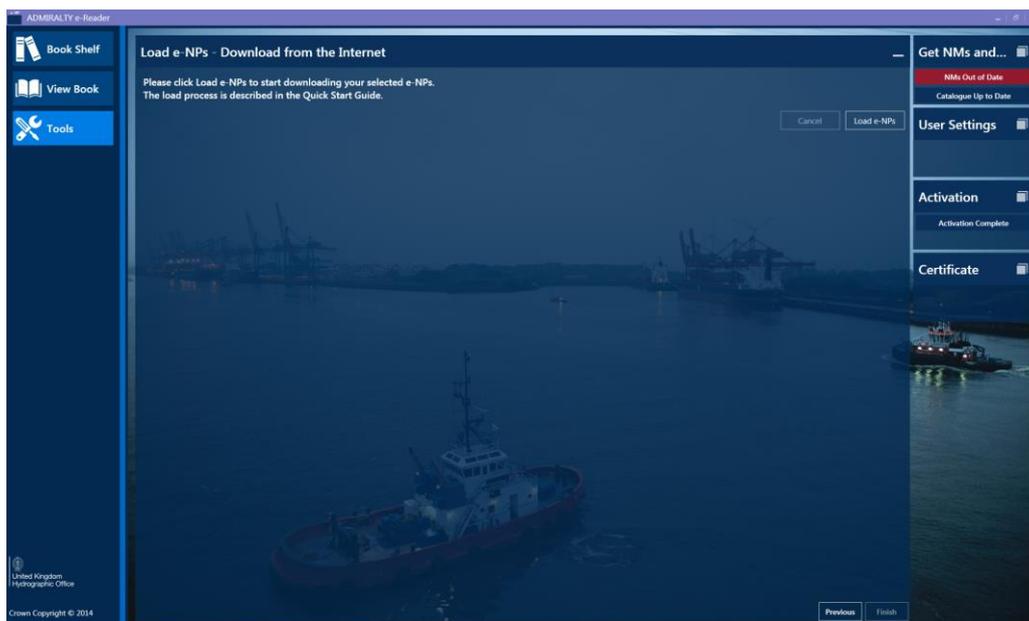


The e-NPs which have been purchased and require data will be highlighted in a light blue boundary box. To deselect an e-NP, scroll to the Publication number and click on the title of the book to remove it from your data download. When you have selected the e-NPs for which you want downloaded the data for, click on the “Next” button to continue the download process.

**Note:** Users that would like to download data for all e-NPs can do so by using the “All e-NPs” button.



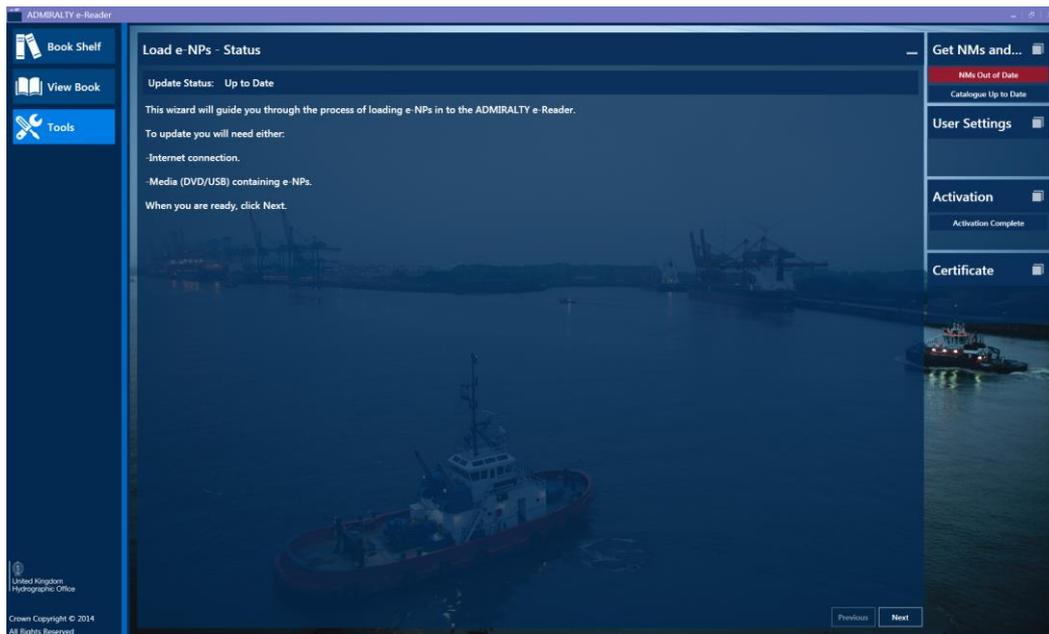
On the following screen click “Load e-NPs” to download the e-NPs.



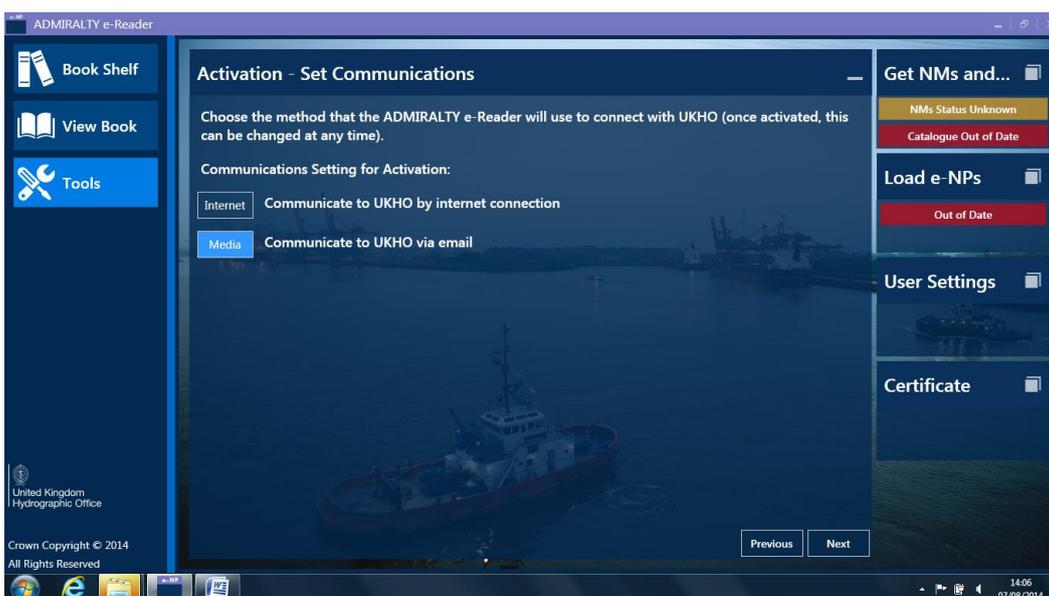
Once the Download is complete the message “Successfully loaded e-NPs” will display along with a confirmation of the e-NP titles downloaded. The e-NPs downloaded will now be available in the Book Shelf and the View Book components.

## Using Media

Click on the “Load e-NPs” to begin the process of accessing the data to view ADMIRALTY e-NPs. Click on the “Next” button to select your communication method.

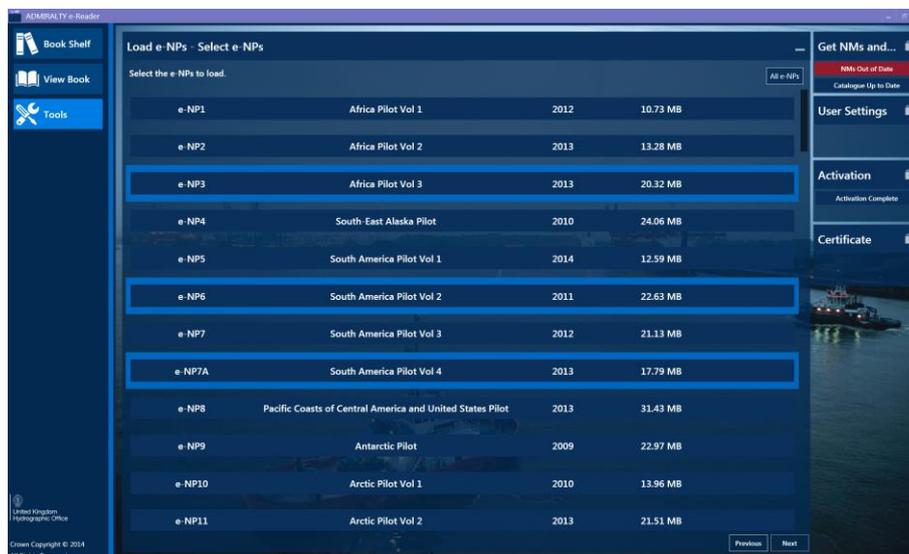


You will then be asked to select the communication method. Select “Media” so that it is highlighted in pale blue and select the “Next” button.

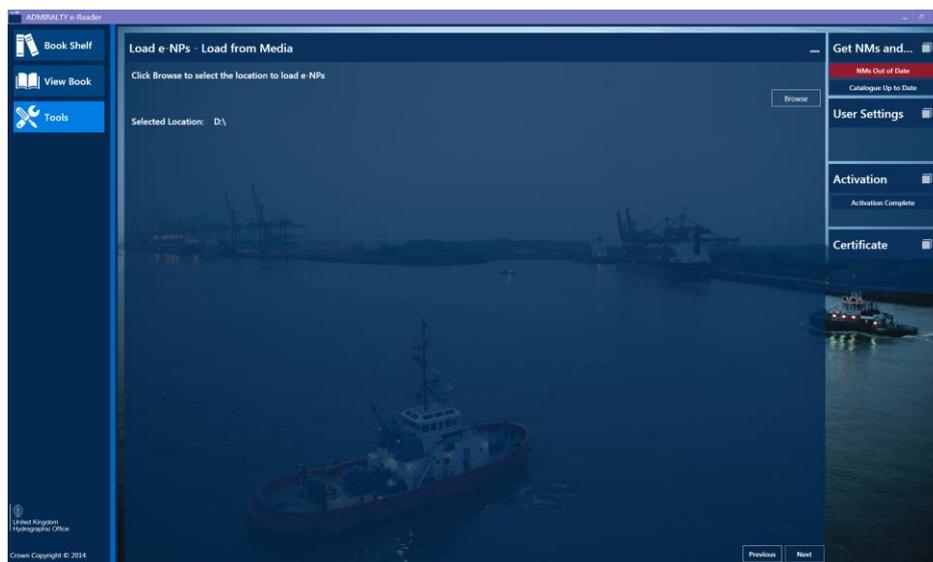


The e-NPs which have been purchased and require data will be highlighted in a light blue boundary box. To deselect an e-NP, scroll to the Publication number and click on the title of the book to remove it from your data download. When you have selected the e-NPs of which you want downloaded data and click on the “Next” button to continue the download process.

**Note:** Users that would like to download all data for e-NPs can do so by using the “All e-NPs” button.



Click on the “Browse” button to select the location where you would like to load your chosen e-NPs. This could be via the ADMIRALTY e-NP DVD or downloaded via the FTP site and saved onto a USB Drive or CD. Click on the “Load” button to start the download.



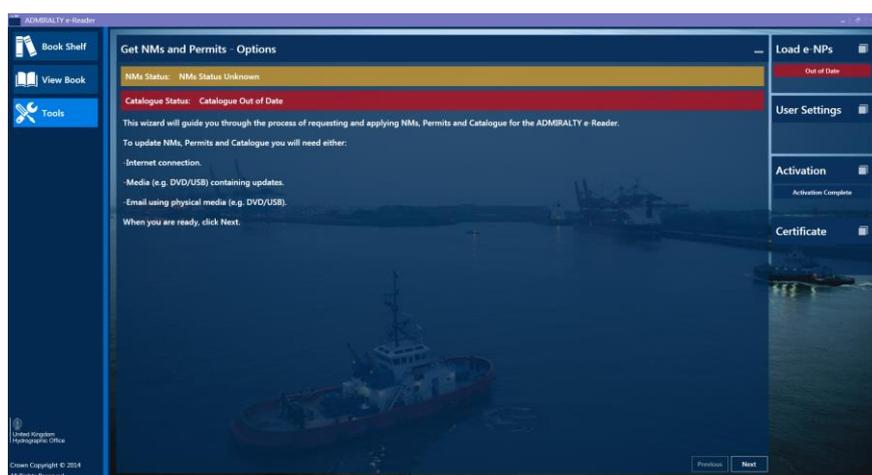
Once the Download is complete the message “Successfully loaded e-NPs” will display along with a confirmation of the e-NP titles downloaded. The e-NPs downloaded will now be available in the Book Shelf and the View Book components.

## 7 How to Get Updates for e-NPs

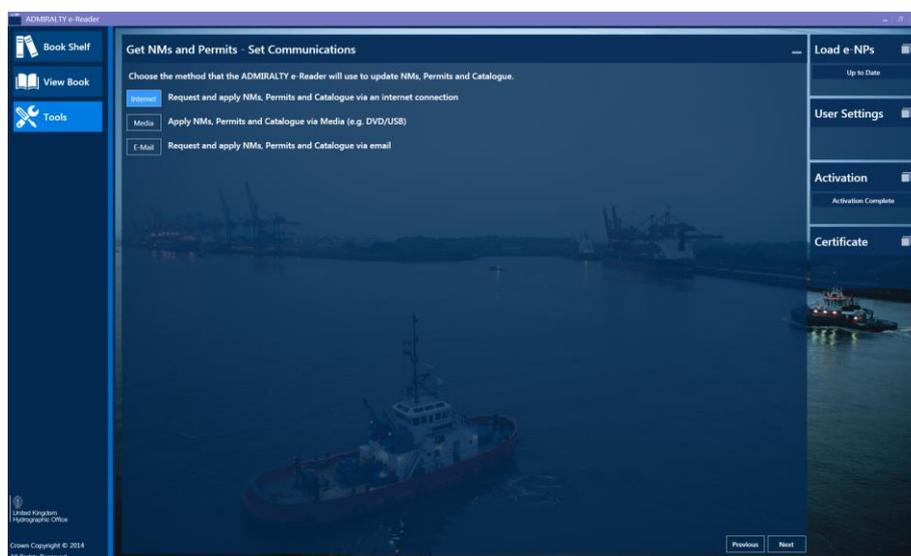
### Using the Internet

This is the process of requesting and applying Updates (NMs) applicable to the ADMIRALTY e-NPs you have downloaded to your ADMIRALTY e-NP Reader.

Select “Get NMs and Permits” from the “Tools” tab within the e-Reader.



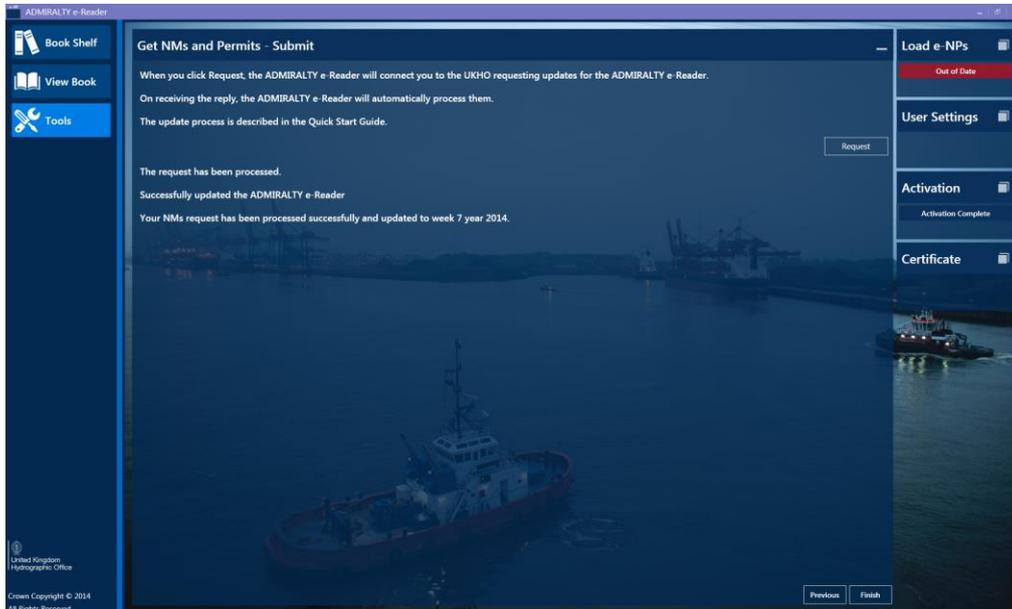
Click “Next” to select the communication method you would like to use. In this case highlight “Internet”.



Click the “Next” button to progress to the next page.

On this page you will need to click the “Request” button. The e-Reader will now connect to the UKHO to update your Permits. NMs and your Catalogue will also be downloaded dependent on the user settings on your Fleet Manager Record (your ADMIRALTY Chart Agent can help you with this).

Once the download has finished a success message is displayed detailing which week your e-NPs are updated to. Click on the “Finish” button to complete the process. The downloaded Updates (NMs) can be viewed to the right of the main text of the e-NP in the View Book component.



## Using Media

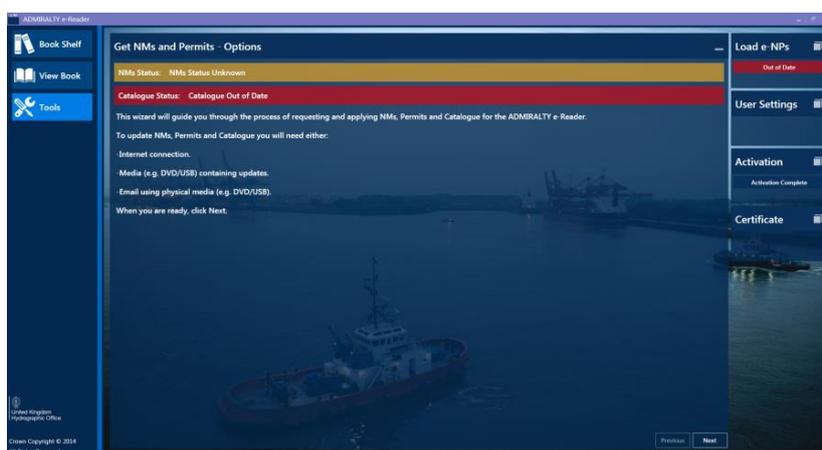
This is the process of requesting and applying Updates (NMs) applicable to the ADMIRALTY e-NPs you have downloaded to your ADMIRALTY e-NP Reader.

Media refers to the following methods:

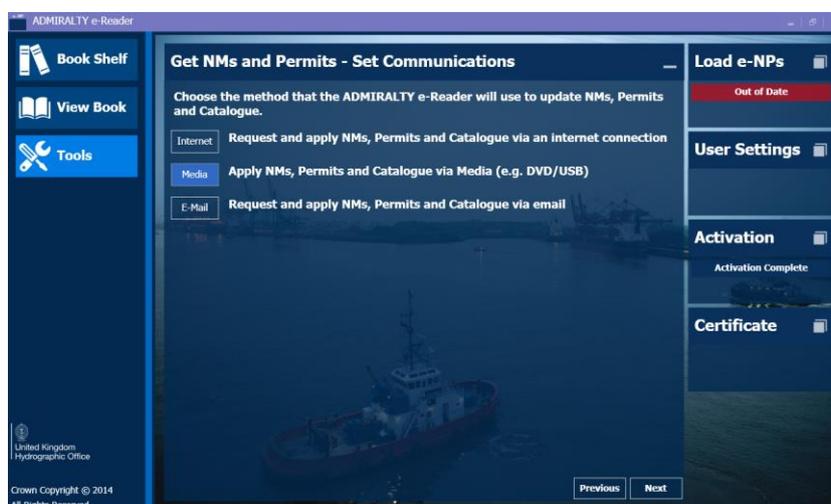
- The Quarterly DVD supplied by the UKHO
- A CD, USB Stick, DVD supplied by your ADMIRALTY Chart Agent which may include NM's, Catalogue, Permits and .enp files
- .enp file supplied by your ADMIRALTY Chart Agent
- .Permit file used in emergency situation and issued by the UKHO

**Note:** Please ensure that only one .enp and .permit file should be present

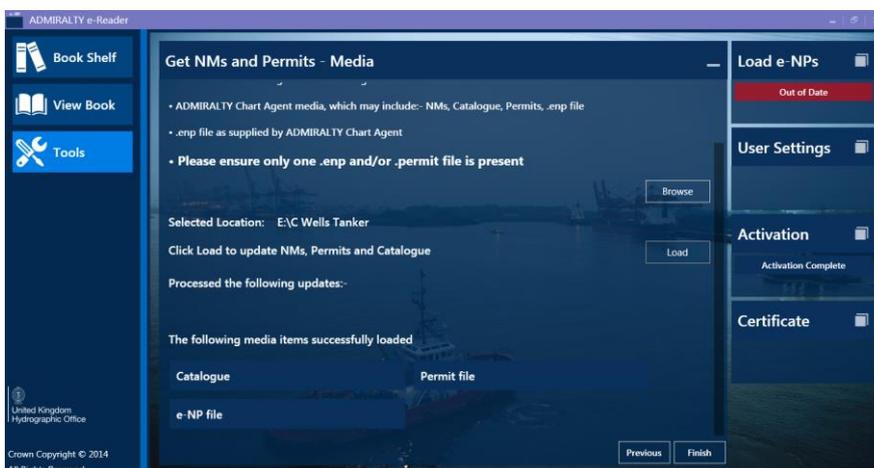
Select "Get NMs and Permits" from the "Tools" tab within the e-Reader.



Click "Next" to select the communication method you would like to use. In this case highlight "Media".



Click on the “Browse” button to identify the file location. Once you have chosen the folder where the items you wish to load have been saved, press “Load”.

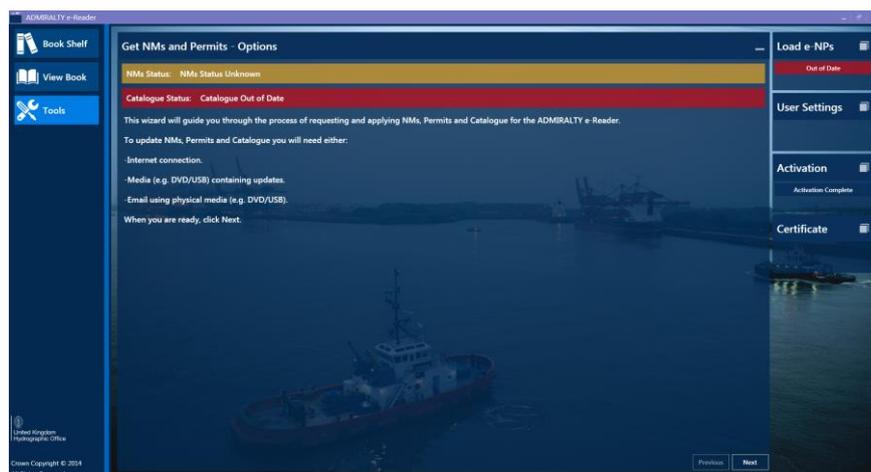


The e-NP reader will now display the successfully loaded screen and identify the file types of which you have loaded.

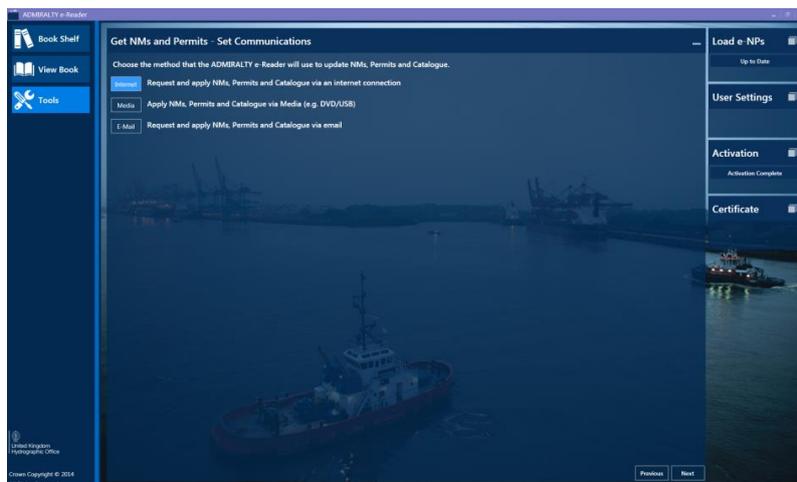
## Using e-mail

This is the process of requesting and applying Updates (NMs) applicable to the ADMIRALTY e-NPs you have downloaded to your ADMIRALTY e-NP Reader.

Select “Get NMs and Permits” from the “Tools” tab within the e-Reader.



Click “Next” to select the communication method you would like to use. In this case highlight “e-mail” and select the “Next” button.

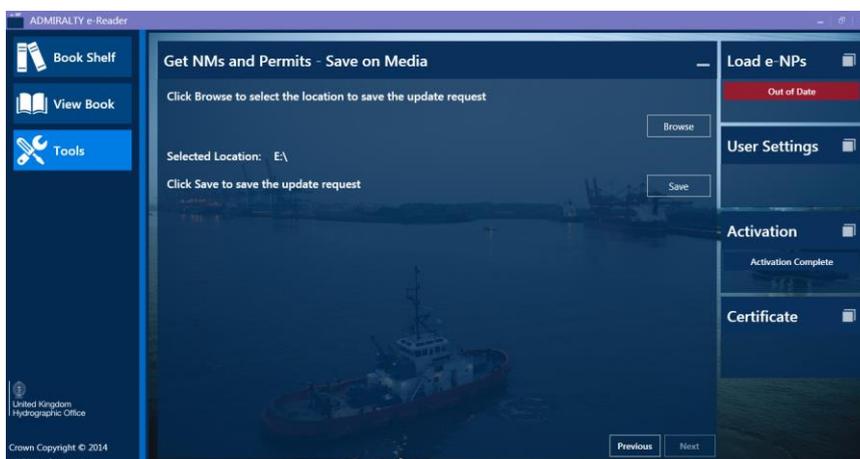


On the following page you will need to begin by pressing the “Request” button.

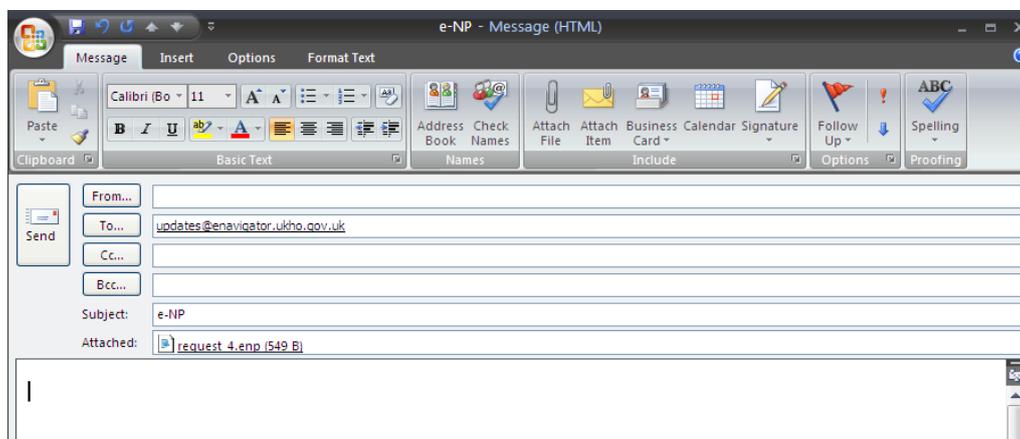
Note – “Apply” should be used when a request file has been sent and received but not applied straight away (i.e. change of watch on bridge or the application has been closed).



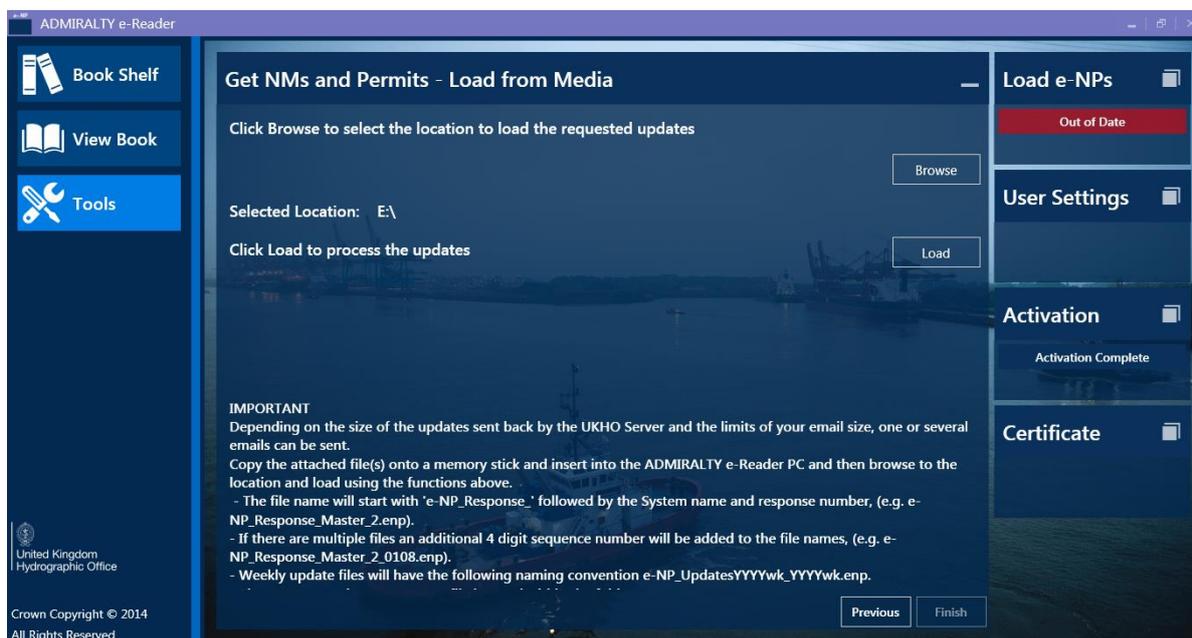
You will now need to select the “Browse” button to identify the folder/location where you would like to save the Request file. Once this has been chosen press the “Save” button.



Using the request file you have just saved (named request\_xx.enp) send an email with the file attached to [updates@enavigator.ukho.gov.uk](mailto:updates@enavigator.ukho.gov.uk) and include “e-NP” in the Subject line.



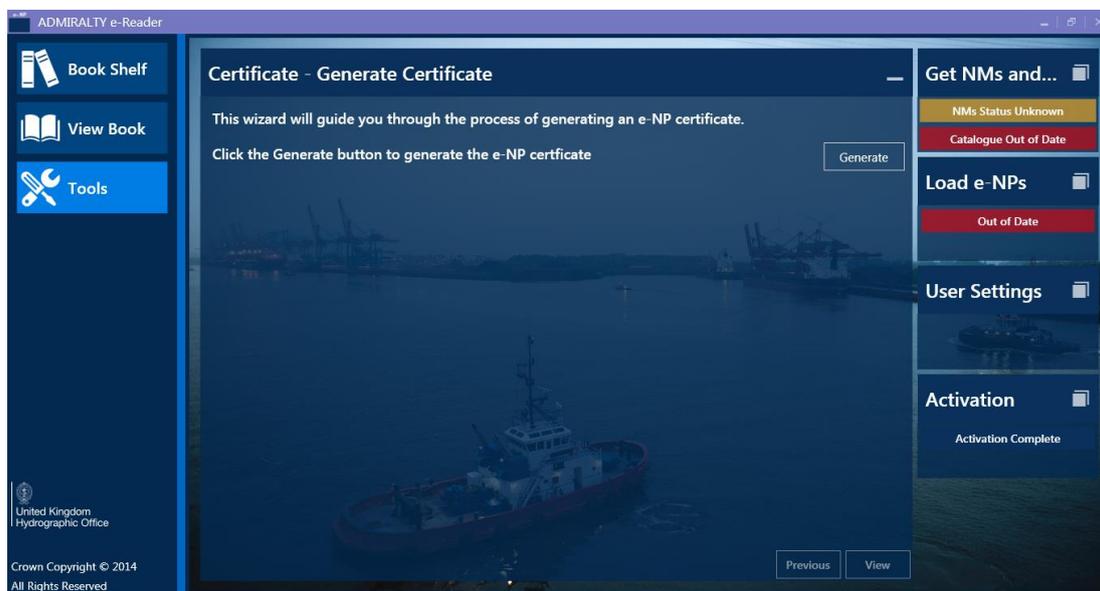
You will receive an email back with an attachment (named e-NP\_Response\_Master\_xx). Take this file and save it to a location of your choosing on the device where you have the ADMIRALTY e-NP Reader installed. Select “Next” on the e-Reader and then click on the “Browse” button to point to the saved response file and then click “Load” to process the Updates.



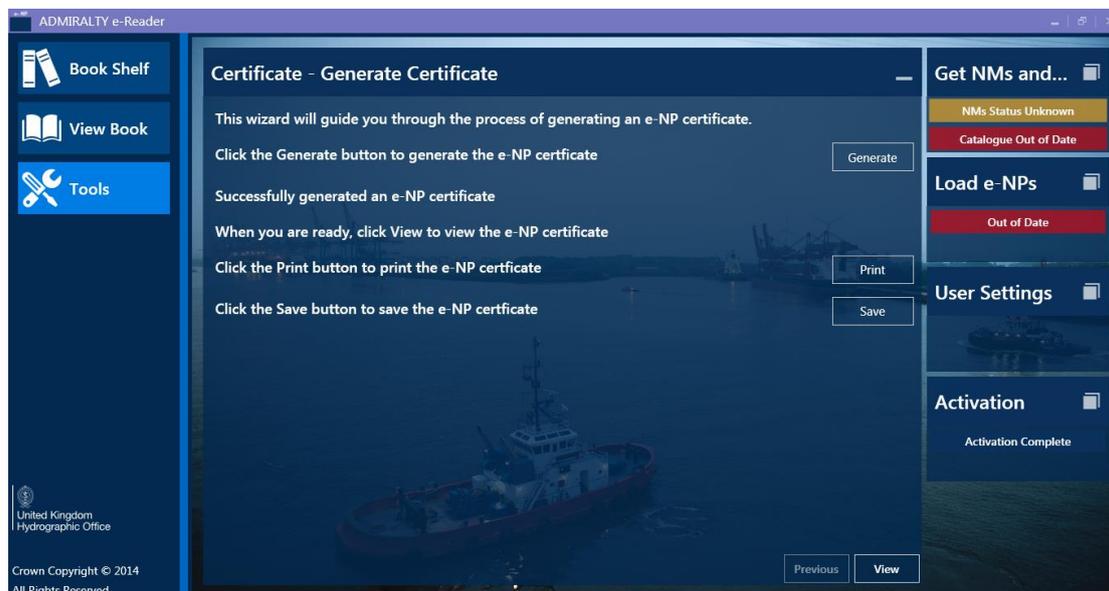
Once the download has finished a success message is displayed detailing the week your e-NPs are updated. Click on the “Finish” button to complete the process. The downloaded Updates (NMs) can be viewed to the right of the main text of the e-NP in the View Book component.

## 8 How to Print, Save or View your Certificate

The e-NP reader can produce a Certificate that can be viewed, saved or printed and details the e-NPs that your licence is subscribed for and how up to date they are. You will first need to generate a certificate by navigating to the “Certificate” tile within the “Tools” wizard on the e-Reader. You will then need to click the “Certificate” button.



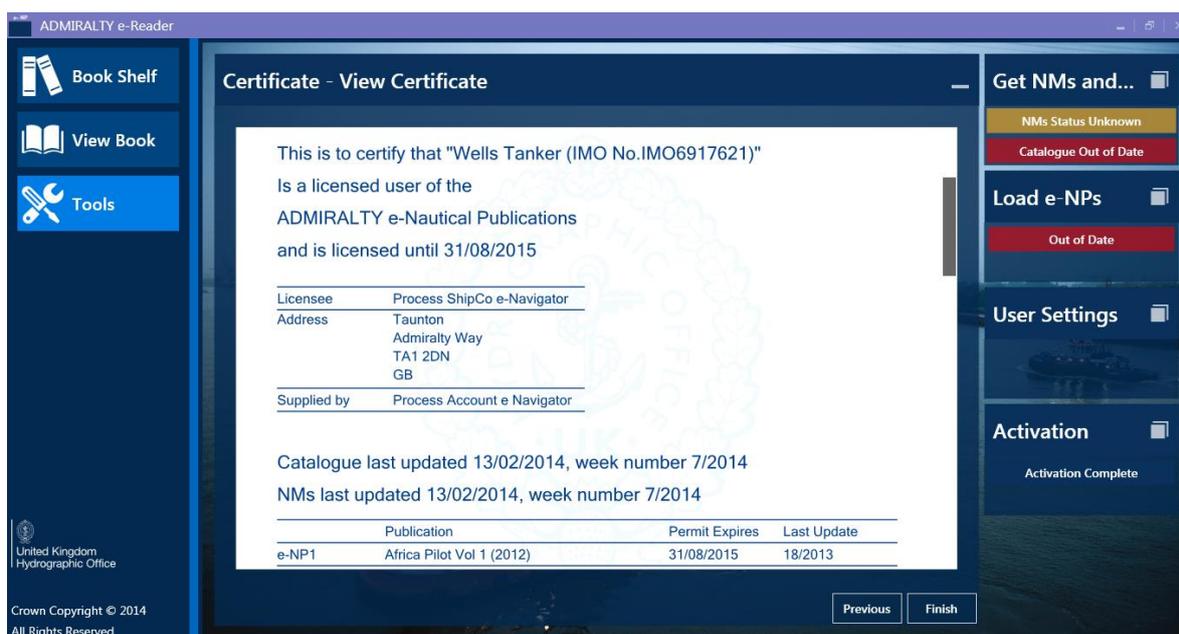
You will then be provided with 3 options. Print, Save and View.



**PRINT** – will send a copy of the certificate to your printer (If a printer is plugged in)

**SAVE** – will allow you to choose the destination where you would like to save a PDF version of this certificate (i.e a USB stick, desktop etc).

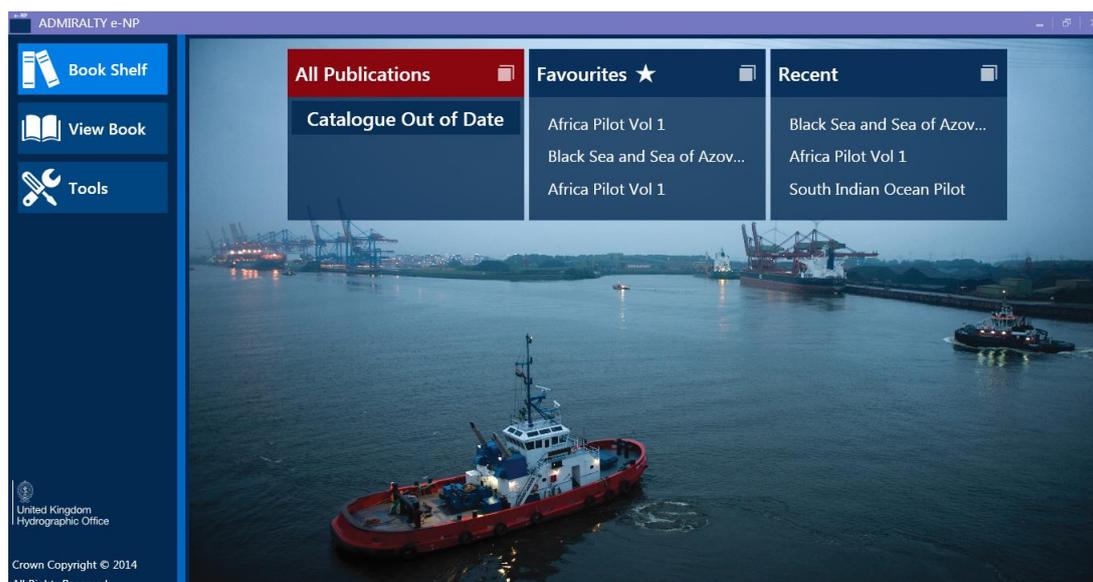
**VIEW**- will allow you to view the certificate and a “Finish” button is displayed to return you to the “Tools” menu.



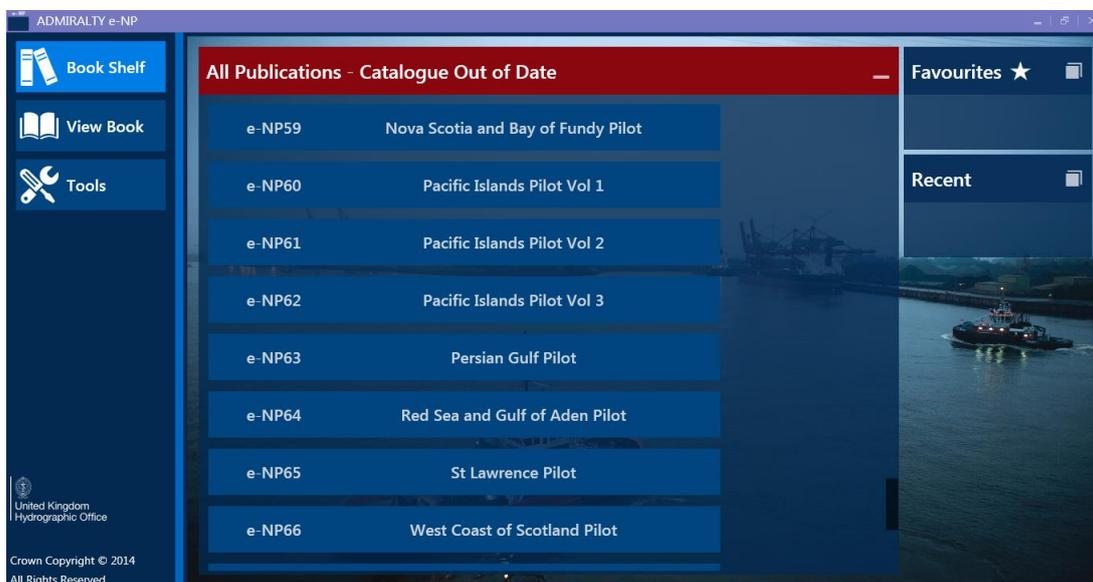
## 9 The Bookshelf

### Viewing the Catalogue

The Book Shelf home screen contains three tiles – “All Publications”, “Favourites” and “Recent”. Click on “All Publications” to view the ADMIRALTY e-NP Catalogue.



Here you can view all the available ADMIRALTY e-NPs (they are listed in numerical order).



## View Holdings Detail

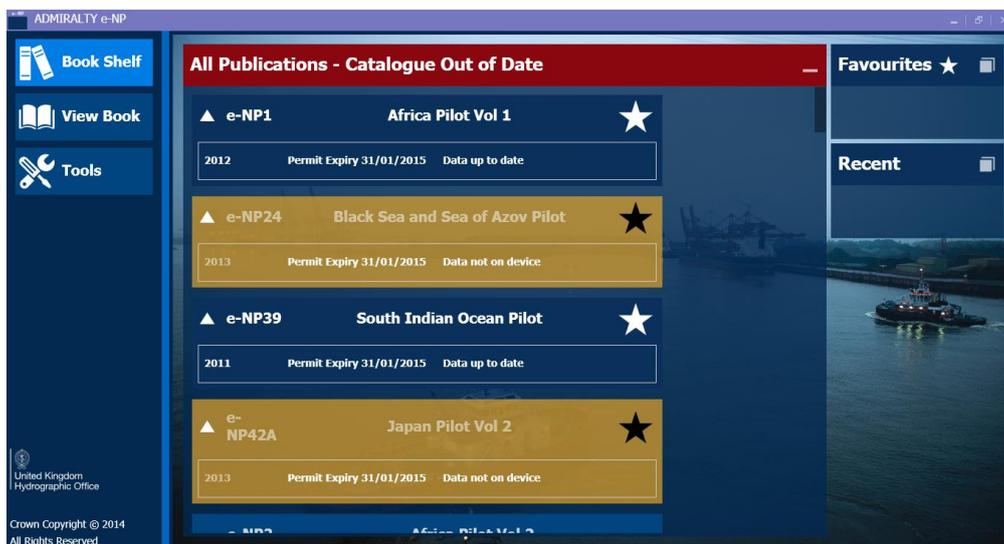
When you have purchased an ADMIRALTY e-NP and downloaded the data, your holdings are shown at the top of the Catalogue. ADMIRALTY e-NPs in your holdings (with their data up to date) are displayed in dark blue with a white drop down arrow and a favourites star. Products not yet purchased remain in a lighter blue (please refer to the image below).

To view the holdings details click on the arrow icon to the left of the ADMIRALTY e-NP number.



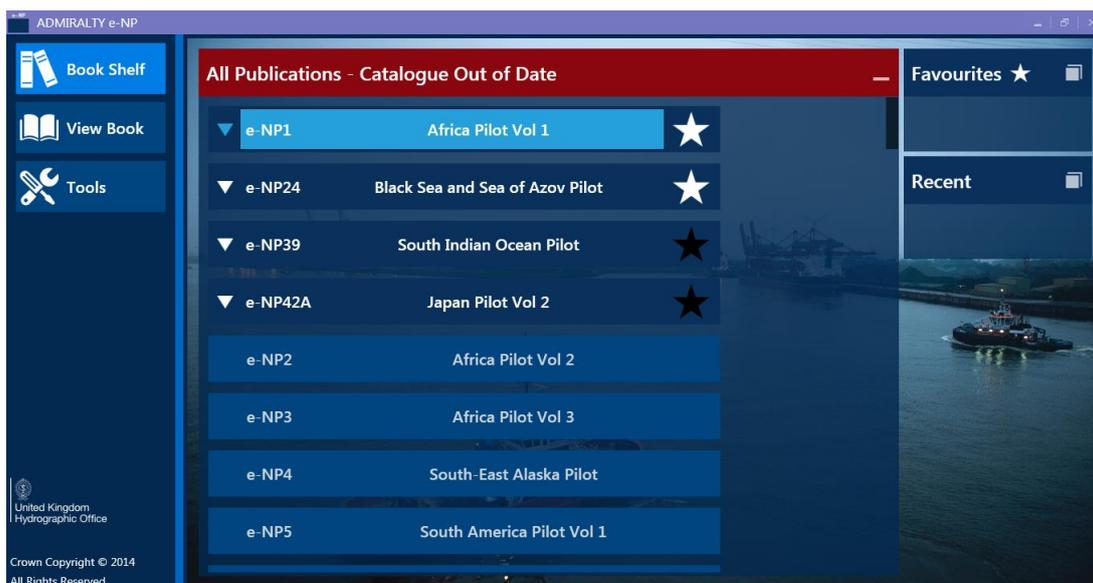
By clicking on “All Publications” within the Book Shelf you can establish the Edition Year, Permit Expiry and Update Status. If the e-NP details are Amber then you need to take action.

This could include purchased e-NPs which have not yet been downloaded, latest Updates (NMs) not yet applied or a permit due to expire within the next calendar month. Details shown in Red are where a permit has expired for an e-NP and you will not be able to download Updates (NMs).



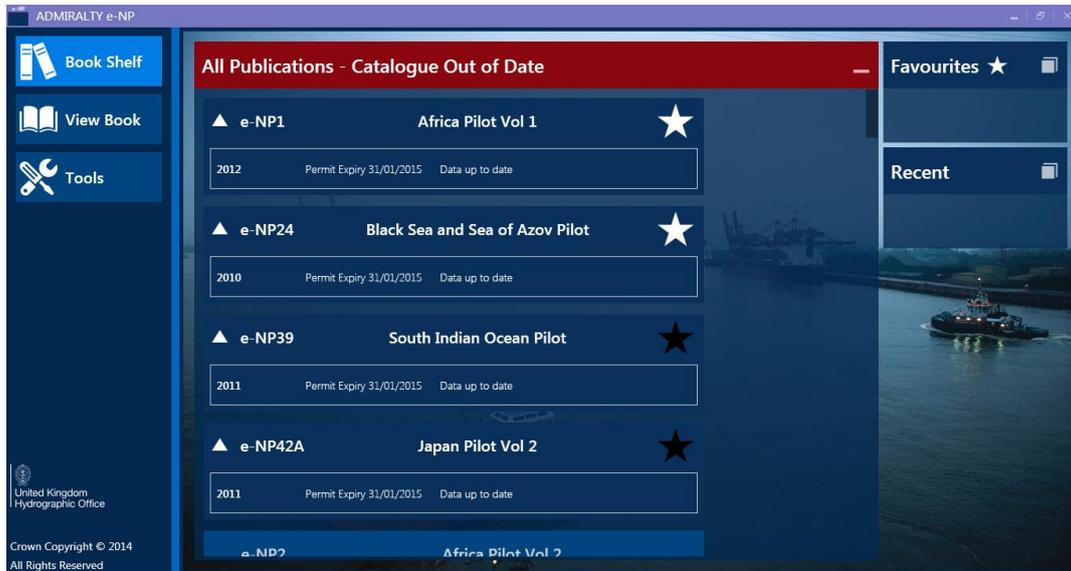
## Viewing an e-NP

Clicking on “All publications” within the “Bookshelf” will bring up a full list of e-NPs. Scroll and hover over the e-NP you wish to view – this will turn the title details a light blue. Click on the e-NP title to view the e-NP in the View Book screen.

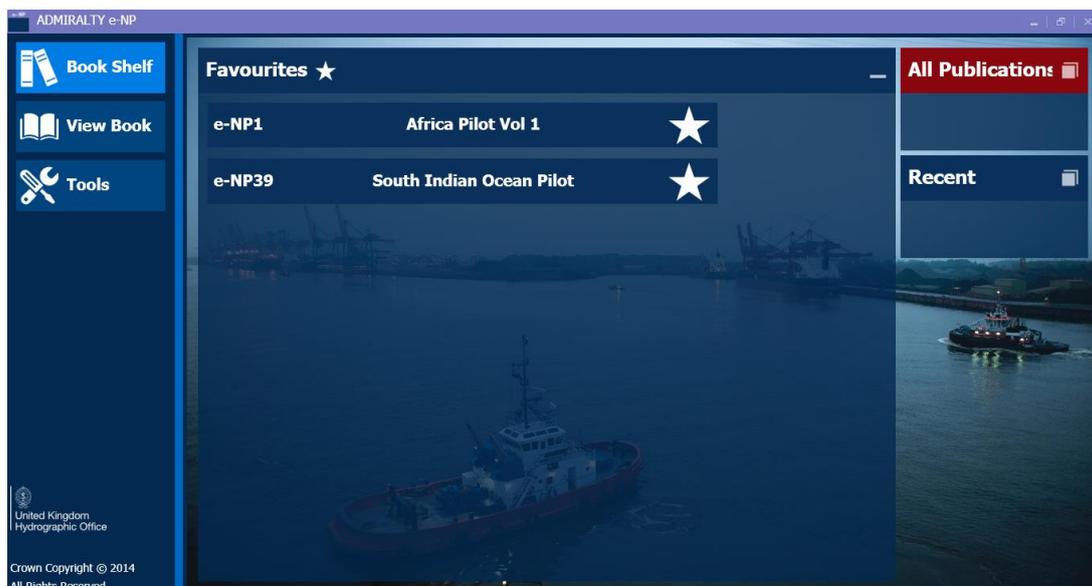


## Choosing your Favourites

Click on the Black Star graphic to add an e-NP title to your Favourites list. The star will turn white and you will be able to view the e-NP titles on the “Favourites” tile (to the right of the Catalogue).

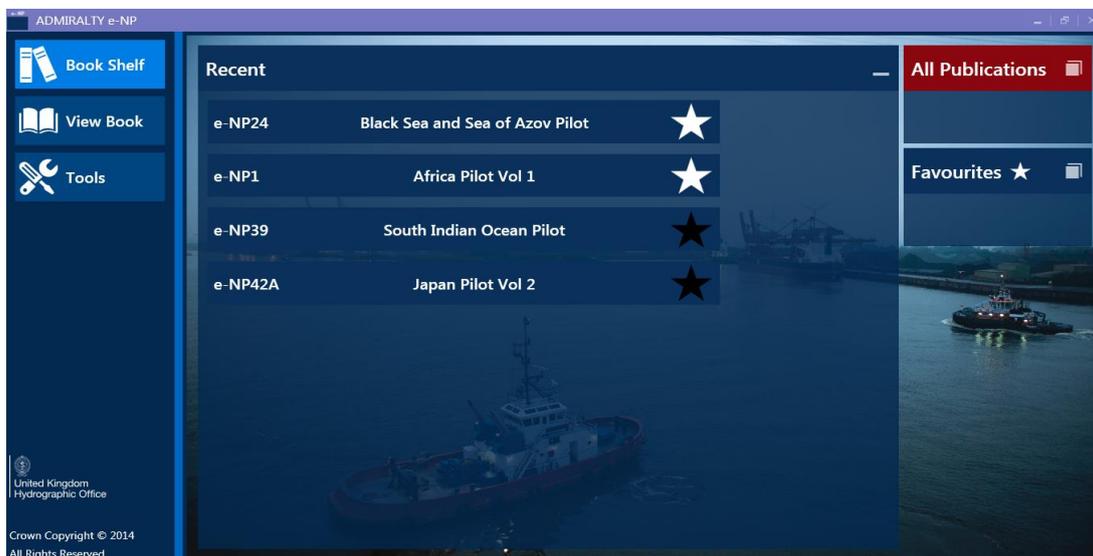


To view the ADMIRALTY e-NP from this screen, simply click on the title and it will direct you to the View Book component.



## Viewing a Recent e-NP

Clicking on the “Recent” tile will display the last five viewed ADMIRALTY e-NPs. To View the e-NP, click on the product title and this will direct you to the View Book component.



## 10 View Book

### Features and Viewing Customisations

The View Book component provides the user with a digital version of an Admiralty Nautical Publication. The User has the following features at their disposal:

- Page Up/Page Down
- Go to a specific page number
- Choose zoom level percentage on text
- Fit Visible Width/Height to Page
- Rotate Page Left and Rotate Page Right
- Display on Single Page
- Display on Double Page
- Snapshot Page
- Text Search function

By hovering over the icons it will display a description of its function.

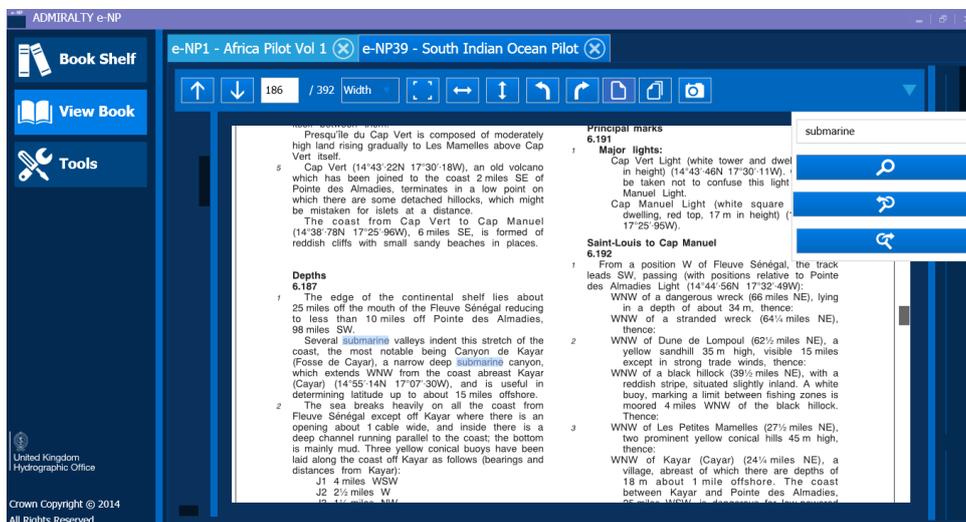
## Keyboard Navigation keys

You can navigate the ADMIRALTY e-NP by using the keyboard buttons:

- Up Arrow = move up
- Down Arrow = move down
- Left Arrow = move left
- Right Arrow = move right
- Page Up = page up
- Page Down = page down
- Ctrl Home = Go to top of book, first page.
- Ctrl End = Go to bottom of book, last page.

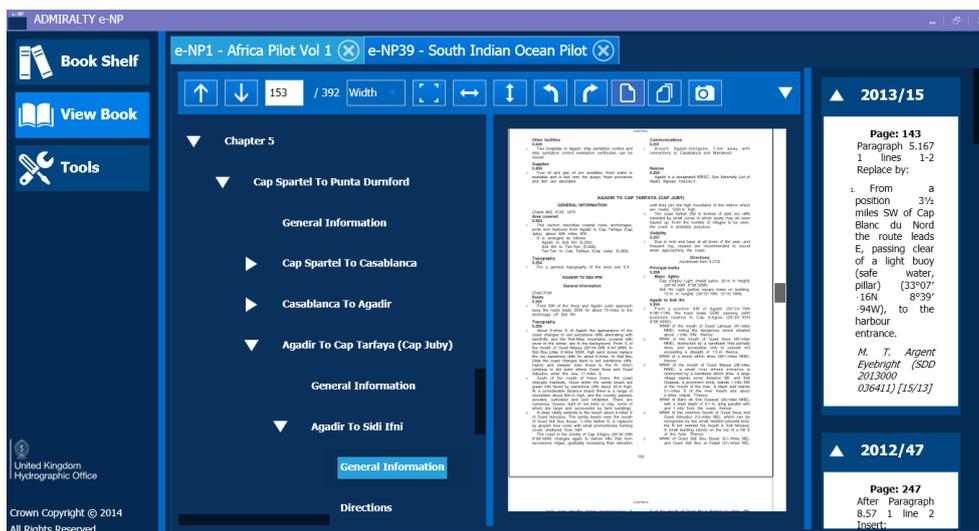
## Searching a Publication

Text can be searched within the e-NP by clicking on the downward arrow on the right side (above the main text) of the book. Type into the search box the key word and click on the magnifying glass button or press the return key on the keyboard - results will be highlighted in light blue. The buttons below the search function allow the user to search for the specified text on both previous and subsequent instances in the book.



## Bookmarks

Bookmarks are shown on the left hand side of the View Book screen and offer a hierarchical outline that provides an overview of the book. Within the ADMIRALTY e-NP Reader the user can quickly navigate to Chapters of interest, rather than scrolling through the book. To do this click on the Chapter you would like to view or use the drop down arrows to access specific sections of the book.

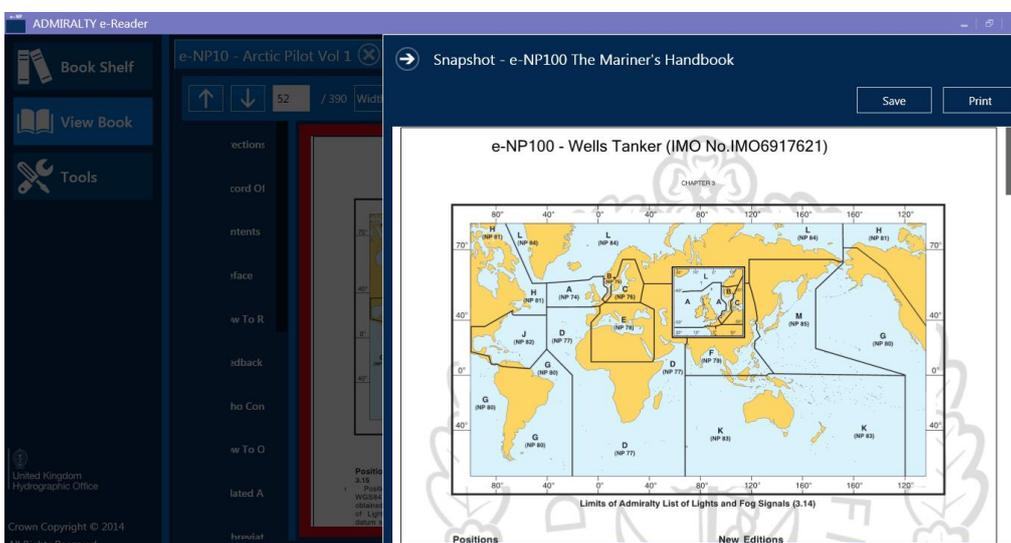


## Snapshot



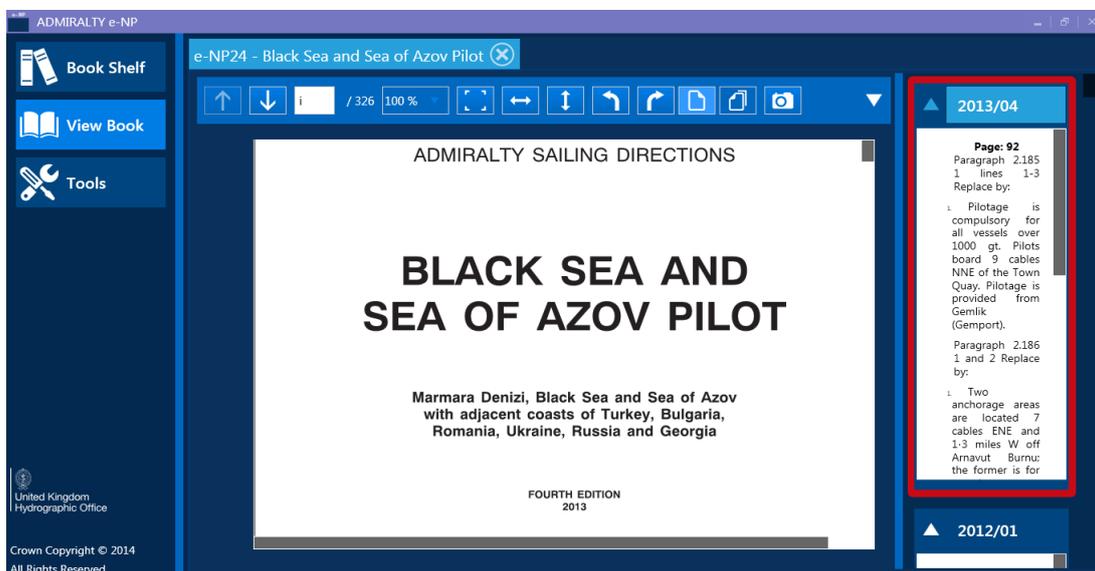
The Snapshot functionality in version 1.2 has been updated to include NMs and addendums. When viewing a book press the Snapshot button which looks like a small camera.

A window will now slide from the right hand side displaying the page were you was viewing (this may take a short while to load). This will now be in a PDF format which can be saved to your desktop using the “Save” button or print the page by selecting the “Print button”. The Snapshot will also include up to two additional pages, the second page will be any applicable NMs for the page of the book you have selected and a third page will be included if an Addendum exists.

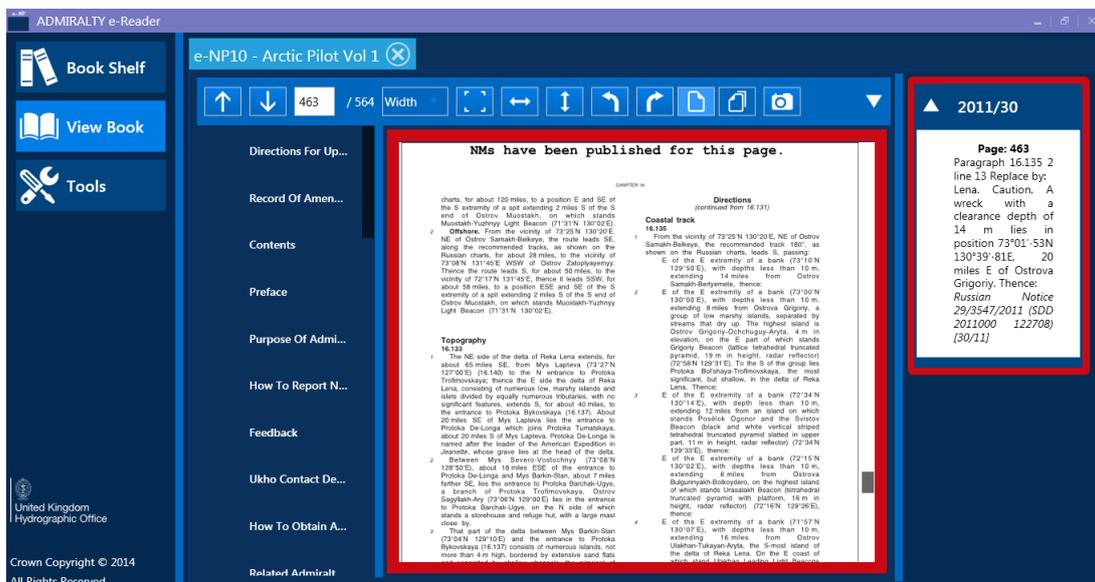


## Viewing Updates

Updates (NMs) are found to the right of the main book and are listed by ascending page number order. To view an update, click on the Notice number which will correspond to the page referenced in the book.

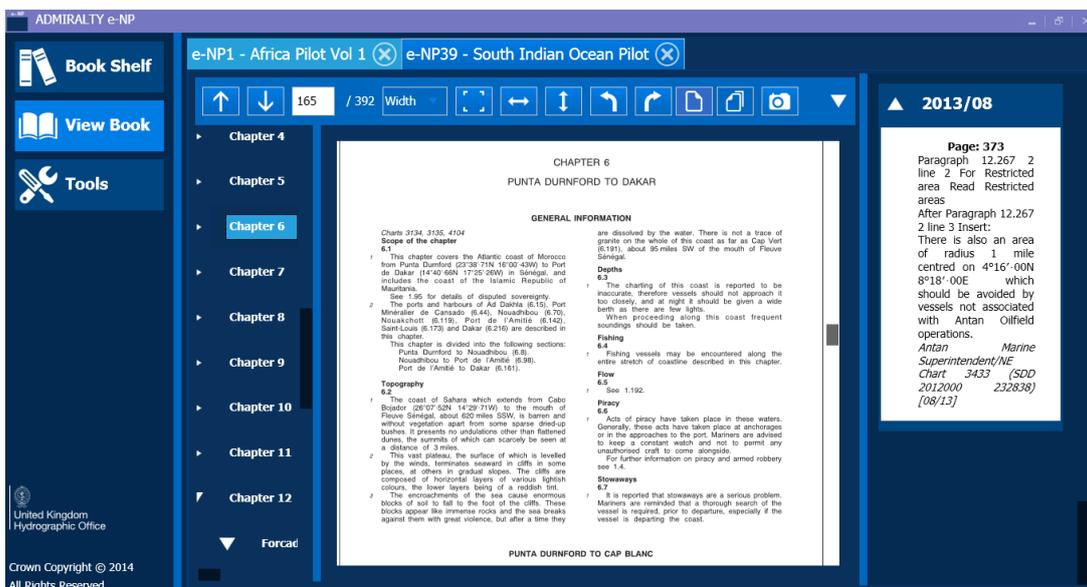


A Red boundary box surrounds the NM, which the main body of the text remains unchanged unless a new edition is published and has been downloaded. The update is not directly applied to the text but will appear in a separate column to the right of the main text of the e-NP.

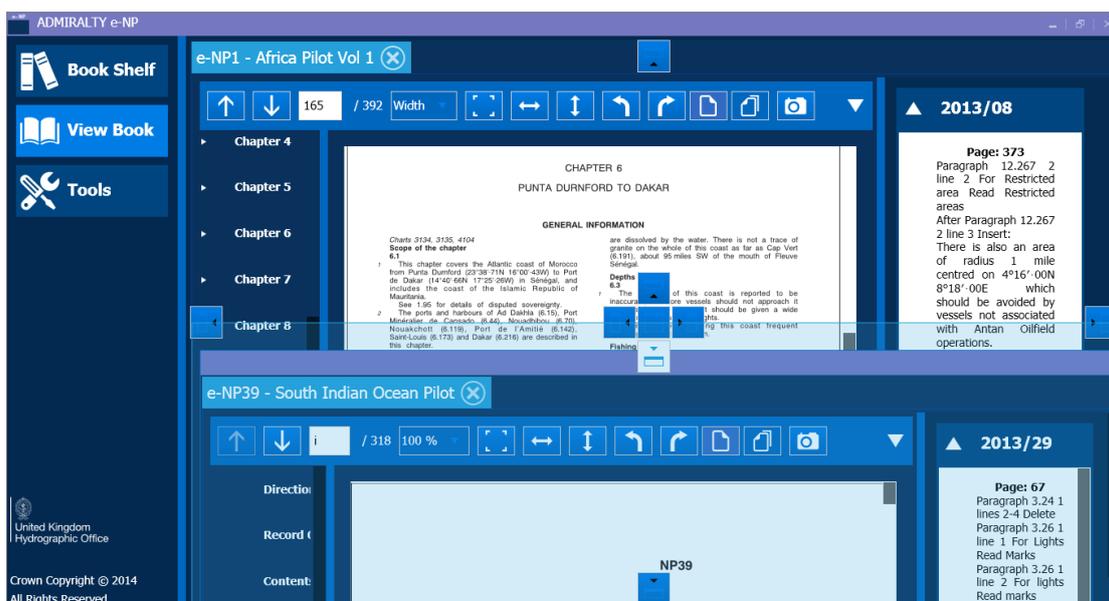


## Viewing multiple e-NPs on one screen

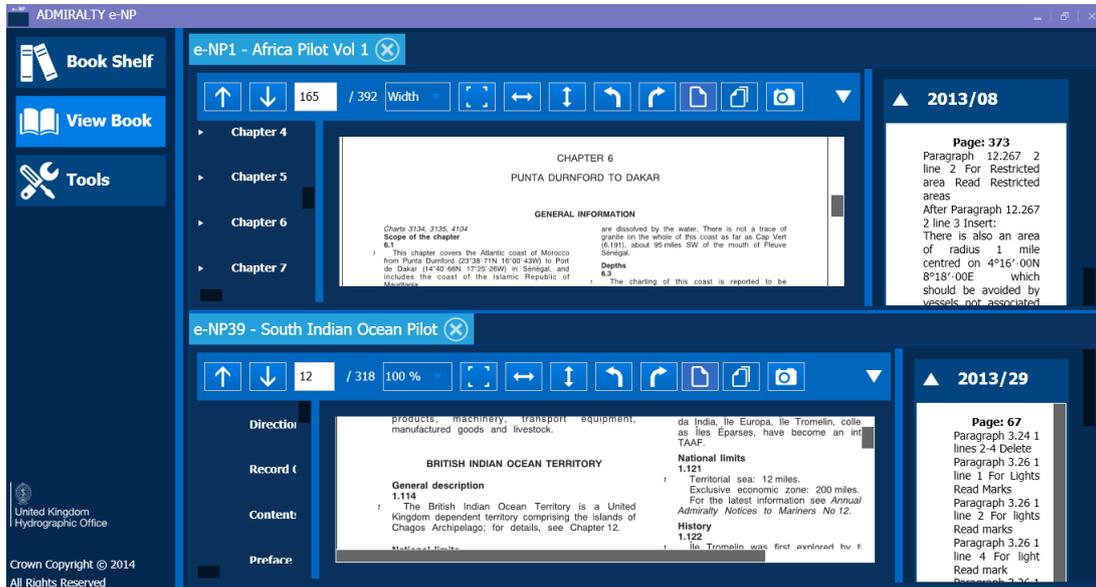
The user can view multiple books on the screen at any one time – allowing for easy cross referencing between publications. To add another book to the View Book screen, click on the “Bookshelf” and click on another e-NP you have a permit for. The book number and title appear as tabs at the top of screen and a single click will allow the user to switch between each e-NP.



The user can also view multiple books in a variety of layouts, by clicking on the book title and dragging it to a position of their choosing for example to the left, right, below or above the first viewed book.



This shows the second ADMIRALTY e-NP docked in your chosen position.



# 11 Backup and Uninstall

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## Backing Up the e-NP data files

The e-NP Reader data files can be “backed up” by copying the following directories into a back-up location for example a USB stick.

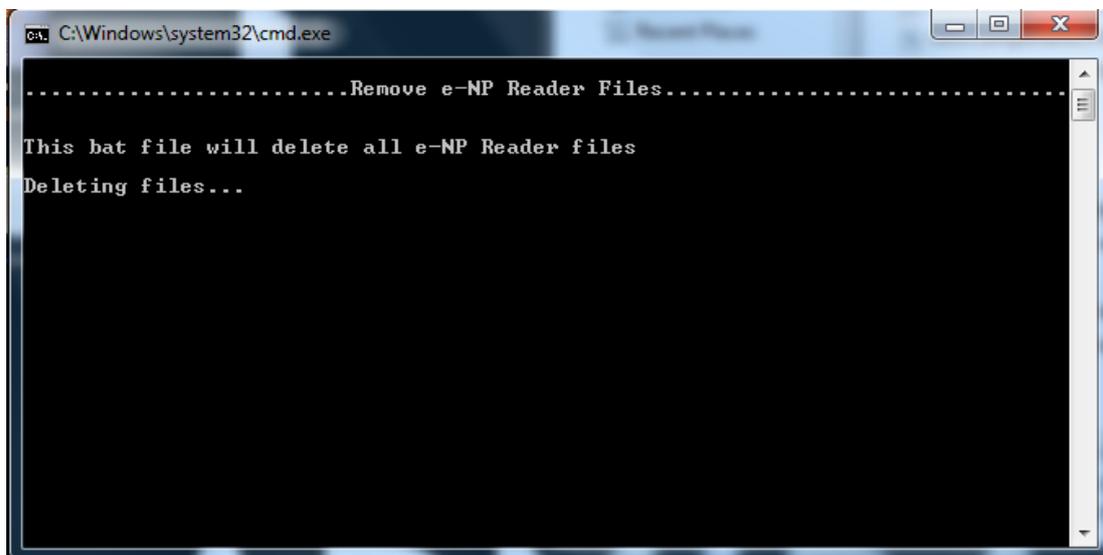
Windows XP – DocumentsandSettings\AllUsers\ApplicationData\UKHO\Dpf\Filestore

Windows 7 or 8.1 – ProgramData\UKHO\Dpf\filestore

These directories and the files they contain can be copied over replacing the respective directories of another (or the same) install of an e-NP Reader to restore the data.

## Complete Uninstall

To completely remove the data on the ADMIRALTY e-NP Reader (after an uninstall) insert the latest e-NP Installation/Quarterly DVD and select the “e-NP reader remove files” file located on the DVD. Double click the application to display the following page and the data will be removed.



## 12 Appendix 1

### *Admiralty e-NP Service*

#### *End-user Licence Agreement for Admiralty e-NP Service (Disk based and/or Download)*

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