

RIGHT TO ACCESS DIGITAL MAP MATERIAL FOR CONSULTING WORK

1. The access right only concerns the use of digital material for the project specified in the contract.
2. The right does not include the permission to create a sellable product or copy of the material and it must not be handed over to a third party.
3. The Urban Environment Division has a copyright over the digital material. The consultant does not have copyright over material created as a result of the work.
4. When publications are drawn up on the basis of the material, permissions for publication must be applied for from the Urban Environment Division of Services and Permits and the Land Use and City Structure.
5. Files must be deleted from servers and terminals after termination of the consulting work.

HANDING OVER DIGITAL MATERIAL OF CONSULTING WORK TO THE CUSTOMERS

The digital material to be handed over to the Urban Environment Division must be made using a file format and program version in use at the Urban Environment Division. The format applicable to the project at hand is defined in the working program and contract.

Texts should include the Windows fonts, or if the document contains special fonts, they must be submitted separately to the subscriber or embedded in the document.

Key PC file formats in use at the Urban Environment Division:

Microsoft Office

Word	.docx
Excel	.xlsx
Access	.mdbx
PowerPoint	.pptx

GIS

QGIS	.qgs/.qgz
Muut paikkatiedot	.shp/.gpkg

Raster image files

TIFF and GeoTiff	.tif
CCIT	.cit
JPEG	.jpg
CompuServe Gif	.gif
Targa	.tga
Adobe Photoshop	.psd

CAD-aineisto

AutoCAD	.dwg
Archicad	.pln
MicroStation	.dgn
Sketchup	.skp
Other CAD software	.dxf/.dwg

Desktop Publishing

Adobe InDesign	.indd
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BIM models	up to .IFC 4.3
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Adobe PDF

Pdf 1.7 Printable pdf 1.7 unprotected, editable, page size A4.