

Using PDF Measuring Tools

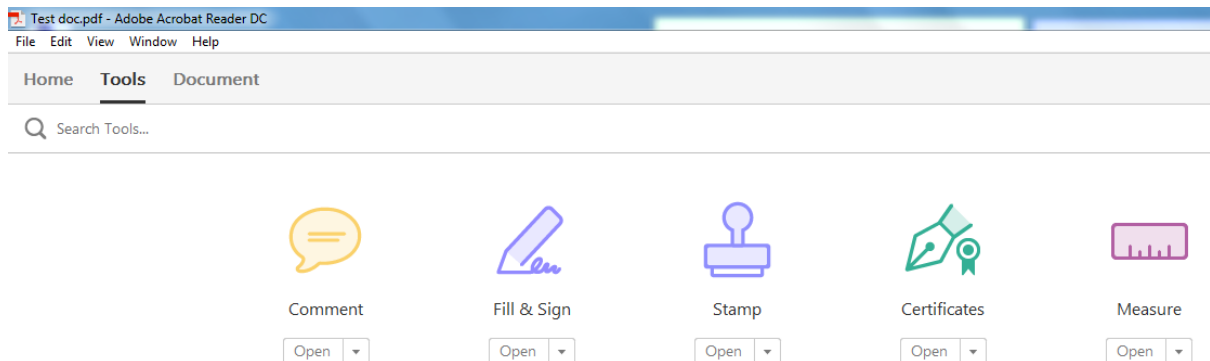
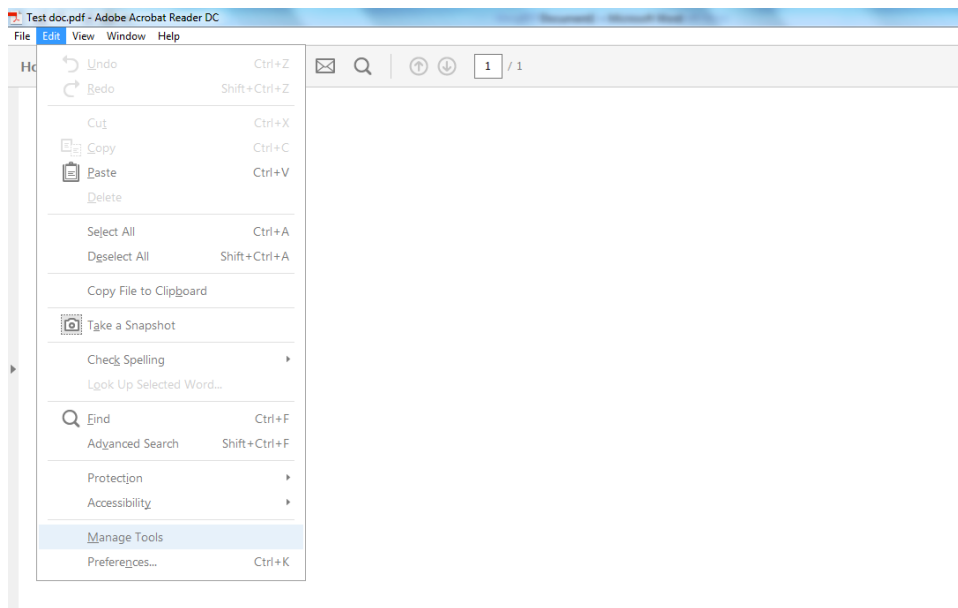
These instructions relate to Adobe Reader 2015. To download the latest version of free Adobe Reader software navigate to get.adobe.com/reader/?loc=uk

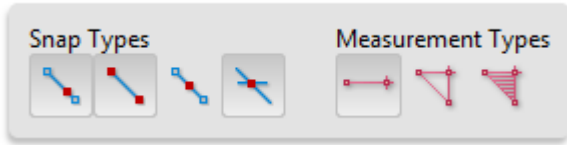
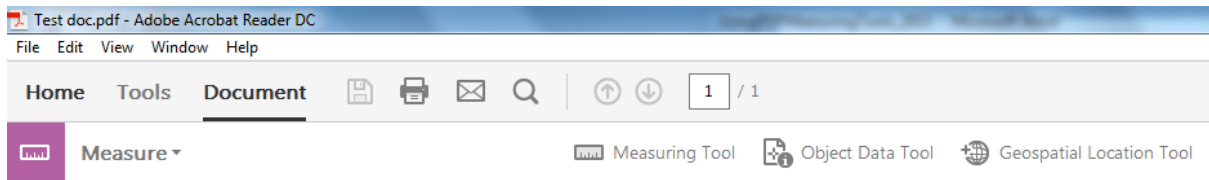
The tools will only work on PDF documents created in Adobe Reader 7 or later so these will not work on some older archived documents on Public Access.

If you open a document in the PDF viewer of your web browser you must make sure you save a copy to your computer and open it directly in Adobe Reader otherwise the tools will not work.

Measuring Toolbar

To access the measuring toolbar select Edit, Manage Tools, Measure, Measuring Tool








The majority of our plans are scanned and as such the Snapping tools won't work so ignore these.

Measuring Tools

The tools are as follows:

| | |
|--|---|
|  | <p>Distance Tool</p> <p>Click the first point, move the pointer to the second point, and then click again. The measurement appears in the Measurement Info Panel</p> |
|  | <p>Perimeter Tool</p> <p>Click each point you want to measure. Then double click the last point, or hold the pointer over the last point and click. The measurement appears in the Measurement Info Panel.</p> |
|  | <p>Area Tool</p> <p>Click each point you want to measure. After you have clicked at least two points, click the first point to complete the area measurement. The measurements appear in the Measurement Info Panel.</p> |

Scale Ratio

When you have selected the tool that you require you will need to enter the scale ratio. **You access the scale ratio by right clicking on the document and selecting the required option in the menu.**

The most commonly used scales on our plans are as follows:

| | |
|--------|------------------------------|
| 1:50 | Set the scale to 1cm = 0.5m |
| 1:100 | Set the scale to 1cm = 1m |
| 1:200 | Set the scale to 1cm = 2m |
| 1:500 | Set the scale to 1cm = 5m |
| 1:1000 | Set the scale to 1cm = 10m |
| 1:1250 | Set the scale to 1cm = 12.5m |
| 1:2500 | Set the scale to 1cm = 25m |

When using the above ratios the distance/area will be displayed in metres. All plans should have the scale clearly marked on them.

Useful Tips

- To discontinue a measurement right click and choose cancel measurement
- To delete a measurement markup, click it with the Measurement Tool and press Delete

More Measuring Tool Options

Use the right click menu to set measuring tool options:

- **Change scale ratio:** change scale ration (such as 3:2) and the unit of measurement on the drawing areas
- **Change markup label:** add or change text that appears with the measurement
- **Disable/enable measurement markup:** when enabled, the measurement lines disappear when you measure another object or select another tool
- **Turn ortho on/off:** when enabled measurement lines are orthographic only
- **Show/hide rulers:** show or hide vertical and horizontal rulers on the page
- **Snap to page content/don't snap to page content:** turn all snap enables on or off
- **Export measurement markup excel:** save the information for all the measurements in your PDF to a CSV file