

Using the Measuring Tool on Public Access

These instructions relate to using the Measuring Tool with Adobe Reader XI. To download the latest version of the free Adobe Reader software, navigate to <http://get.adobe.com/uk/reader/>

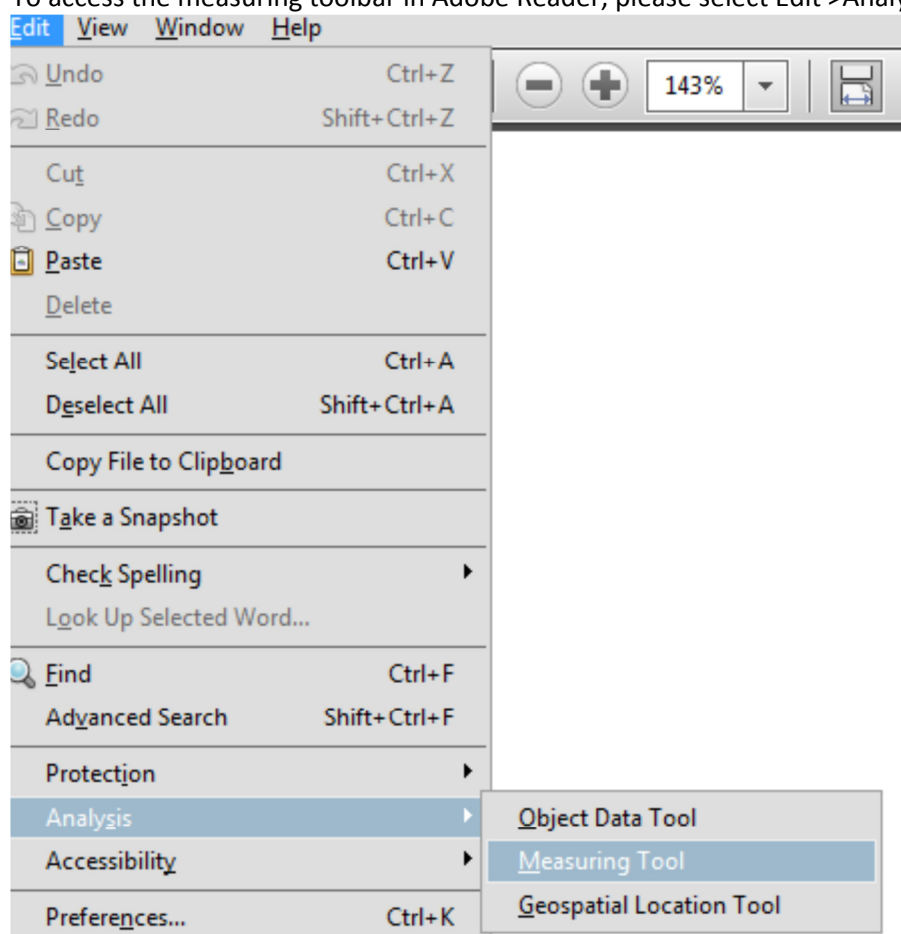
Access to the Measuring Tool may vary depending on the web browser that is used with Public Access. Further details on accessing Adobe Reader and subsequently the Measuring Tool with the mainstream web browsers can be found on the adobe website:

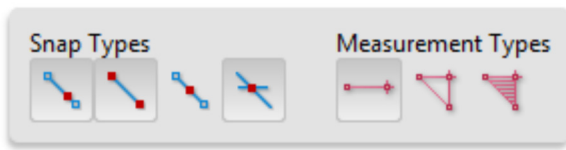
<https://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

If you are having difficulty accessing the Measuring Tool functionality within a web browser, it is recommended a copy of the document is saved locally to your computer and opened directly in the latest version of Adobe Reader.

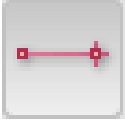
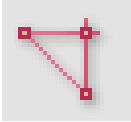
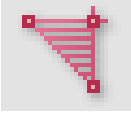
Accessing the Measuring Tool in Adobe Reader

To access the measuring toolbar in Adobe Reader, please select Edit >Analysis> Measuring Tool:





The measurement type tools are used as follows:

<p>Distance Tool:</p> 	<p>Use for measuring the length of distance of walls. Click the first point, move the pointer to the second point, and then click again. The measurements appear in the tool dialog box.</p>
<p>Perimeter Tool:</p> 	<p>The perimeter measuring tool is typically used for measuring the distance around a building. Click each point you want to measure. Then, double-click the last point, or hold the pointer over the last point and click.</p>
<p>Area Tool:</p> 	<p>The area tool is typically used for measuring the area of a building. Click each point you want to measure. After you have clicked at least two points, click the first point to complete the area measurement.</p>

Scale Ratio

When the required tool has been selected, it will be necessary to enter the scale ratio. **It is possible to access the scale ratio by right clicking on the document and selecting the required option in the menu.**

<p>The most commonly used scales on our plans are as follows:</p>	
<p>1:50</p>	<p>Set the scale to 1cm = 0.5m</p>
<p>1:100</p>	<p>Set the scale to 1cm = 1m</p>
<p>1:200</p>	<p>Set the scale to 1cm = 2m</p>
<p>1:500</p>	<p>Set the scale to 1cm = 5m</p>
<p>1:1000</p>	<p>Set the scale to 1cm = 10m</p>
<p>1:1250</p>	<p>Set the scale to 1cm = 12.5m</p>
<p>1:2500</p>	<p>Set the scale to 1cm = 25m</p>

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 mark-up, click it with the Measurement Tool and press Delete

Additional 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 mark-up label: add or change text that appears with the measurement
- Disable/enable measurement mark-up: 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 mark-up excel: save the information for all the measurements in your PDF to a CSV file