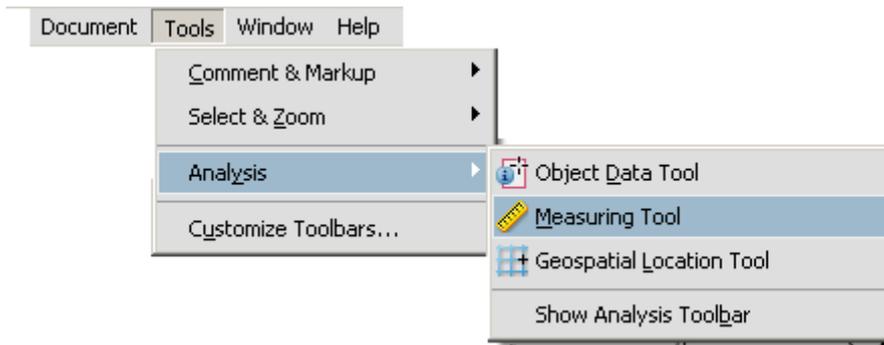**Measuring Plans – User Guide Adobe V.9 and above
And
Rotating Plans**

Measuring and Scaling from Electronic Plans using Adobe V.9 and above

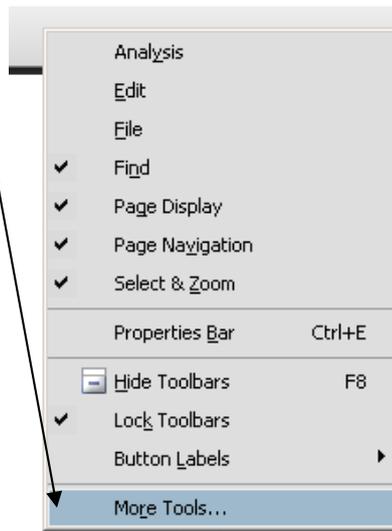1. a) If opening a plan in Acrobat Reader 9, select the measuring tool.

In Adobe Reader Select **'Tools'** from the menu bar, then 'Analysis' and then 'Measuring Tool'

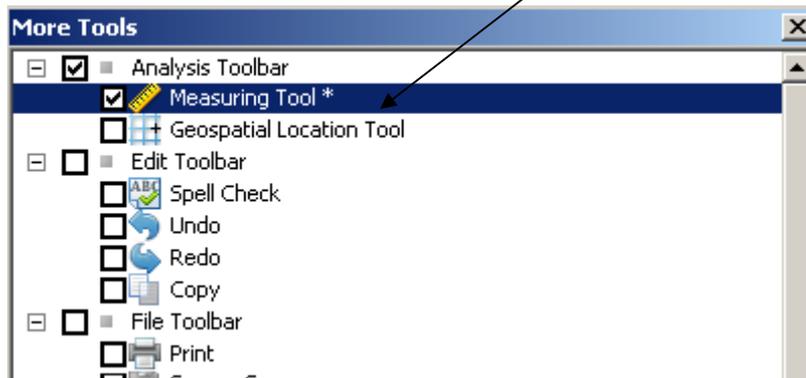b) Opening a plan in the Council's Online Planning Register. When the plan is displayed, select the measuring tool.

Right click on the Adobe tool bar to bring up menu

and then select 'More Tools.
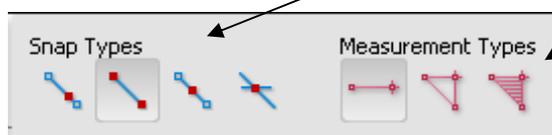

From the 'More Tools' menu select 'Measuring Tool'

Opening the Measuring Tool

This will add a ruler/scale to the toolbar. Clicking on this will bring up the measuring toolbar
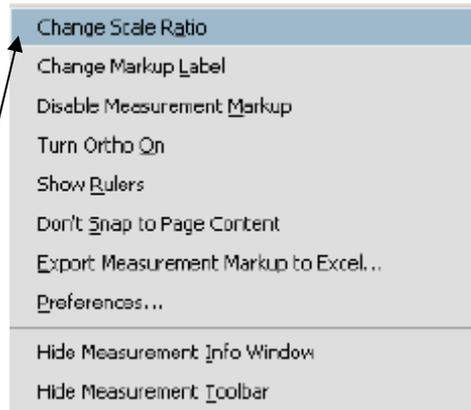

Click on the 'Measuring Tool' and the 'Snap Types' and 'Measurement Types' will appear

Changing the Scale Ratio

Right click on the drawing to bring up the menu

Change Scale Ratio
Change Markup Label
Disable Measurement Markup
Turn Ortho On
Show Rulers
Don't Snap to Page Content
Export Measurement Markup to Excel...
Preferences...
Hide Measurement Info Window
Hide Measurement Toolbar

Select '**Change Scale Ratio**' which brings up the scale ratio settings

Change Scale R&atio

Scale Ratio: [1] [in ▼] = [1] [in ▼]

[OK] [Cancel]

Setting the Scale

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

|	
1:20	Set the scale to 5cm = 1m
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

The Snap Types are as follows	
	Snap To Paths
	Snap To Endpoints. This snaps the measurement to the start and end points of a line
	Snap To Midpoints
	Snap To Intersections

The Measurement Types are as follows	
	Distance Measuring Tool. This is the one for measuring the length of walls and heights of buildings. Click the first point, move the pointer to the second point and then click again. Measurements appear in the 'tool dialog' box.
	Perimeter Measuring Tool. This is 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.
	Area Measuring Tool. This is for measuring the area of a building. Click each point you want to measure. After you have click at least two points, click the first point to complete the area measurement
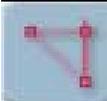
When the above ratios are used, measuring your selected line or area and the distance/area will be displayed in metres in the Distance Tool dialog box.
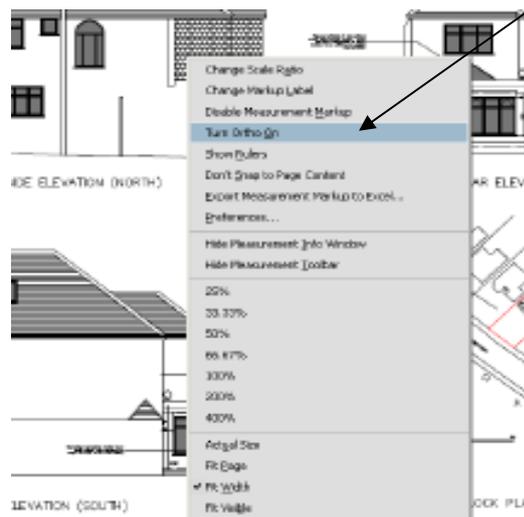

Distance Tool
Distance: 8.45 m
  Angle: 90
ΔX: 0 m   ΔY: 8.45 m
Scale Ratio: 1 cm = 1 m
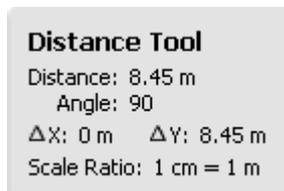
All plans should have the scale clearly marked on them

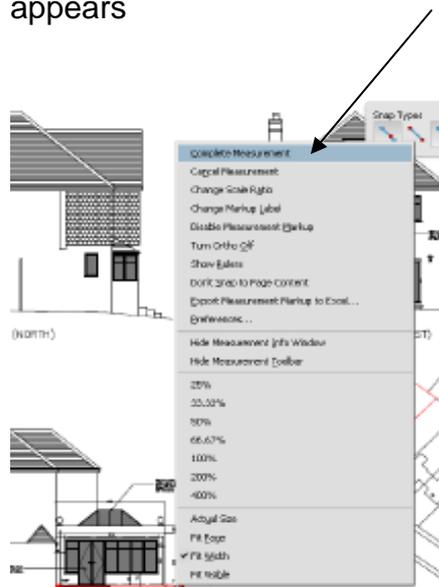## Helpful hints for Measuring Distance

Having set the correct scale as above:-

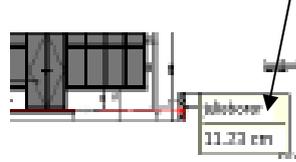Right Click in the middle of the drawing and click on **'Turn Ortho On'** in the box that appear

Click on the beginning of the area to be measured and drag the red line to the end of the area to be measured - click
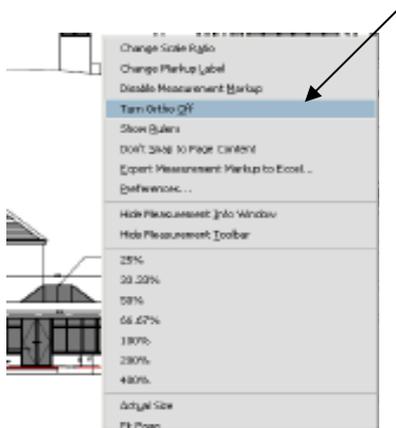
Right click and click on 'Complete Measurement' at the top of the box that appears
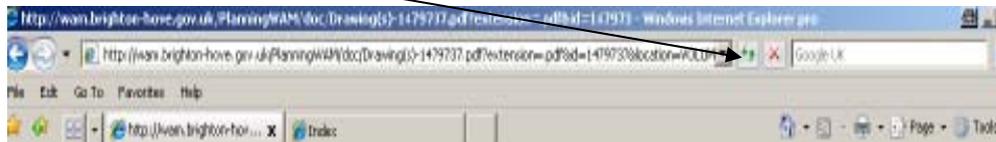
The measurement will appear next to the measured line

Right click and click on '**Turn Ortho Off'**
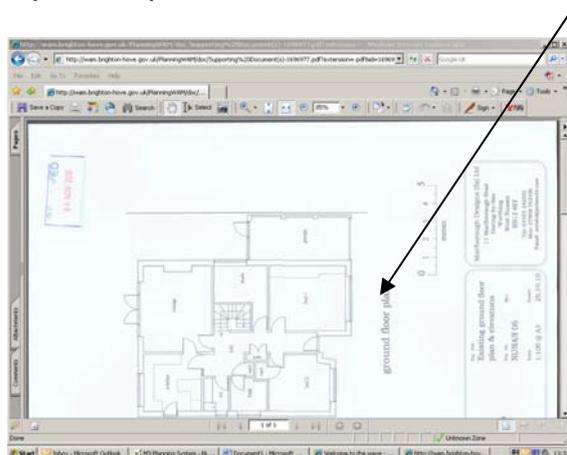

To Clear the Document of Measurements

Click on Green icon at the top of the screen to refresh the page

Rotating Plans

Open the plan and **RIGHT** click in the middle of the document

A box will appear and click on '**Rotate Clockwise'** until document can be viewed correctly