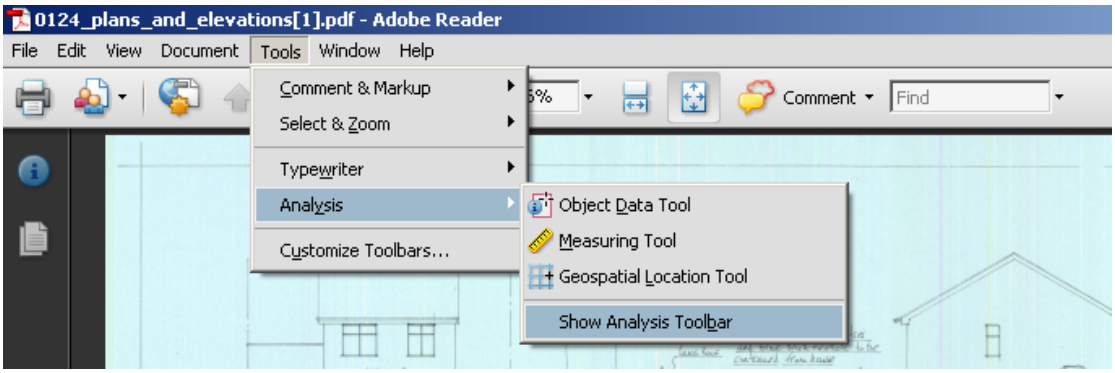
To use the measuring tools you need the **Adobe PDF Reader 8** or above. To get the latest version of the FREE Adobe Reader software go to http://www.adobe.com/

PLEASE NOTE: Not all plans have the measuring tools enabled.

These instructions have been written for Acrobat Reader 9.

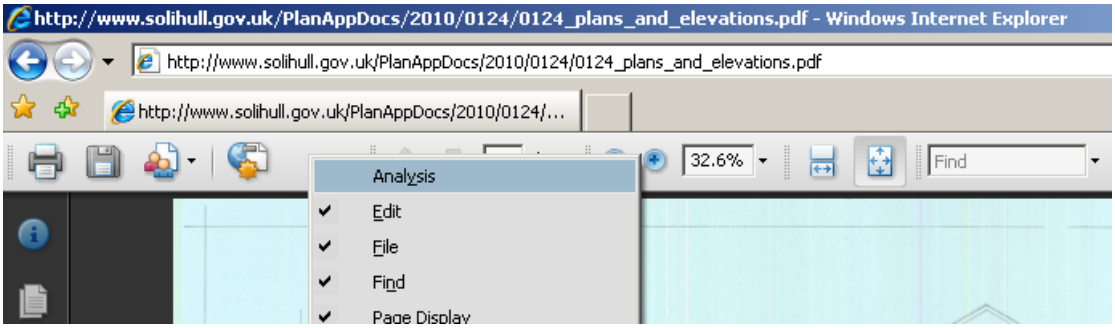
Once the plan you require is open, you need to select the measuring tool from within Adobe Reader.

If you save the file and open it in adobe reader you need to do the following:

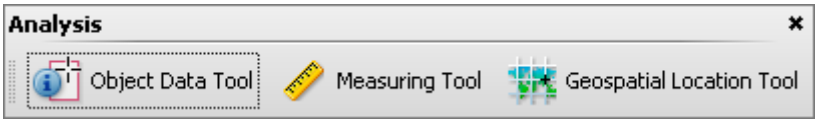


Select 'Tools' from the menu bar, then 'Measuring' and then 'Show Measuring Toolbar'.

If you open the file in your browser – i.e. from the council website then you need to do the following:



Right click on a blank part of the adobe toolbar and select 'Analysis' to show the Analysis toolbar.



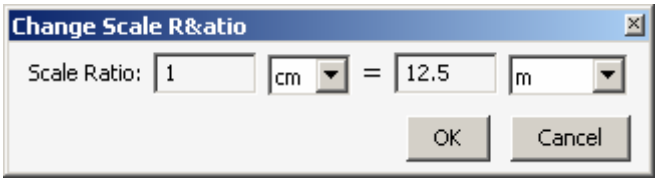
If the Analysis toolbar is visible, you can just select the tool you require without going through the menus.

Clicking on the measuring toolbar displays the measuring tools. There are seven to choose from however, the right hand three are the important ones. The left hand tools are really for use with Computer Aided Design (C.A.D) drawings.

The Main Tools are as follows: -	
	is the distance measuring tool. eg. for measuring the length 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.
	is the perimeter measuring tool. eg. 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.
	is the area measuring tool. eg. for measuring the area of a building. lick each point you want to measure. After you have clicked at least two points, click the first point to complete the area measurement.

Note: You can also finish a measurement by right-clicking/Control-clicking and choosing Complete Measurement from the context menu.

When you have the tool selected (distance, perimeter or area), you need to enter the scale ratio before you click to make the second point.



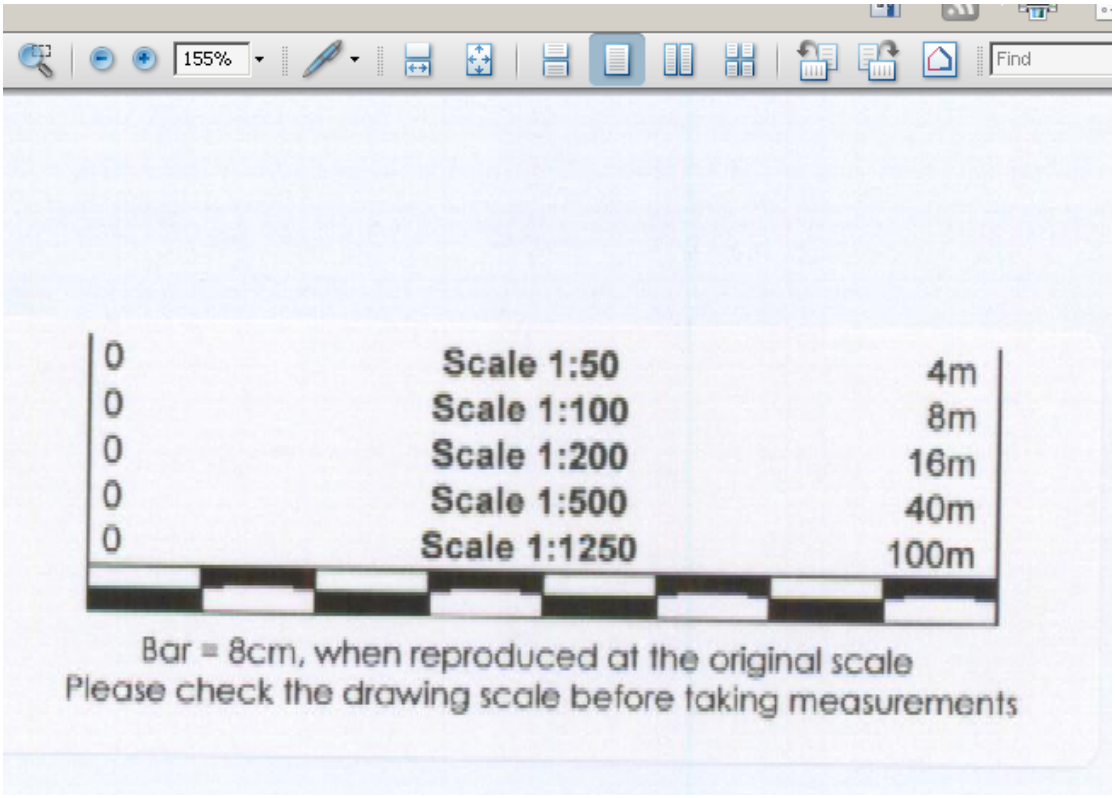
This will open the “Change Scale Ratio” window.

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 the above ratios are used, measuring your selected line or area and the distance/area will be displayed in metres. All plans should have the scale clearly marked on them.

To ensure plans are scanned to scale, stickers are applied to all plans and drawings. The stickers contain a scale bar that has been previously calibrated. The scales on the sticker match the common scales set our above.



This allows user to check the plans are to scale and to promote confidence in the measuring tools.