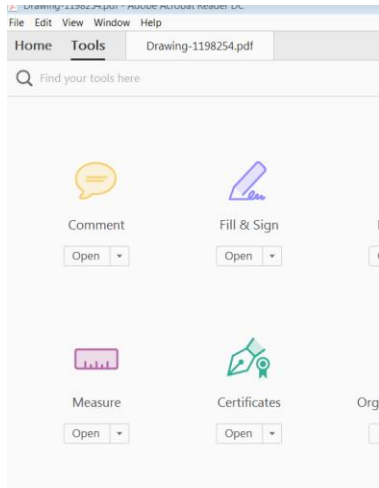


Measuring Instructions

Note: this facility requires the use of [Adobe PDF Reader](#). These instructions are written for Adobe version 2017 and may vary if another version is being used.

Accessing the measuring tool

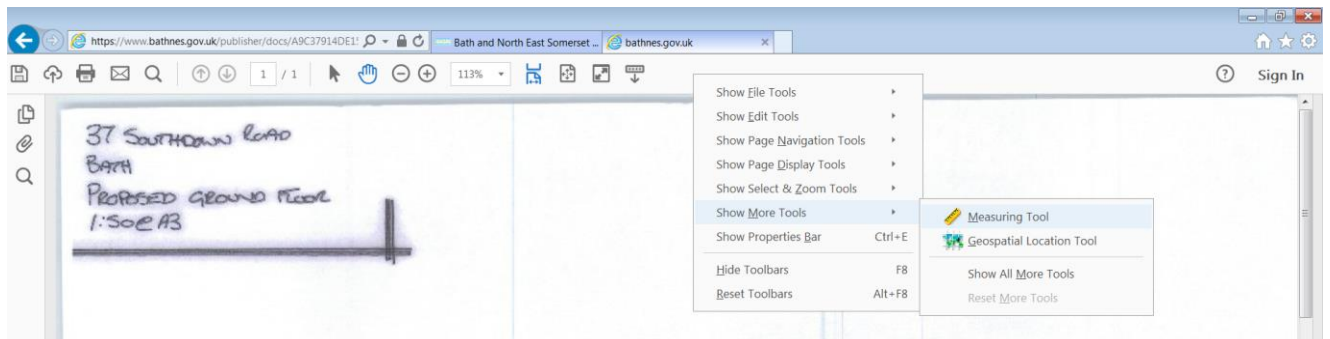
There are 2 ways of adding the measuring tool to the tool bar depending on how you are accessing your documents. If you are accessing them from a saved version on your computer you will be opening Adobe Reader directly so you will need to click on “Tools” and click on the Measuring tool, you may need to scroll down to find it:-



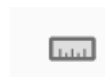
If you are accessing the documents live via the web you may need to first hover your mouse near the bottom of the document so that this box appears and then click on the Adobe logo:-



You don't have to do this if the main tool bar is already visible. Now right click anywhere on the tool bar, choose “Show More Tools” and click on the “Measuring Tool”.



The measuring tool should now appear on the tool bar and look like this.



Click on it to start using it.

Next, right click on the page and select "Change Scale Ratio" from the menu. Adjust the scale then click ok.



The most commonly used scales 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 |

Next select the tool you require measuring toolbar. The tools are as follows:-



The distance measuring tool, e.g. to measure the length of walls.



The perimeter measuring tool, e.g. to measure the distance around a building.



The area measuring tool, e.g. to measure the area of a building.

To measure left click once at the beginning of the line, then move the mouse to the end of the line / corner of the area and double left click.

- When measuring a line, the distance is shown on the line and in the "distance tool" window.
- If you are measuring an area the last line has to join up with the first to produce the measurement, which is displayed in a pop up window.

Hints and Tips

- To complete/cancel measuring, right click and select "Complete Measurement/Cancel Measurement" in the menu.
- Retrieve parameter or area measurements; left click on the small yellow speech bubble.
- To close the parameter or area measurement window use the minimize button in the top right hand corner of the pop-up window.