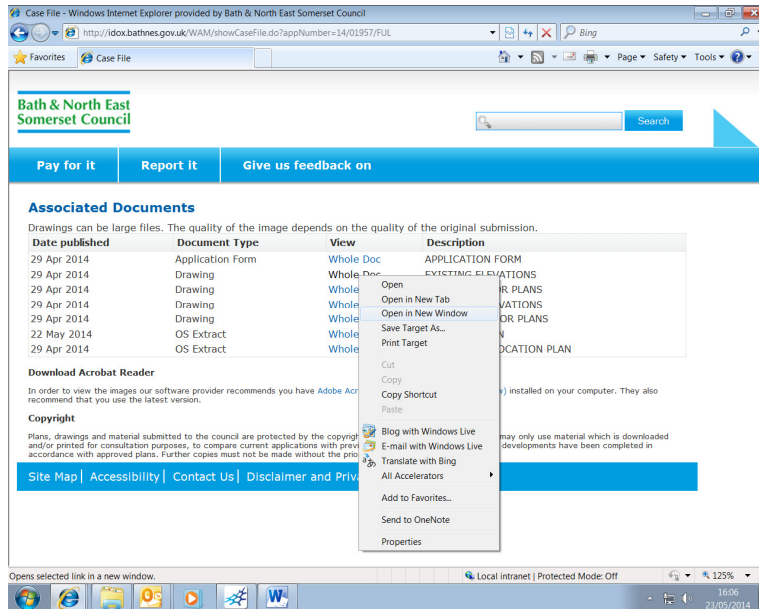
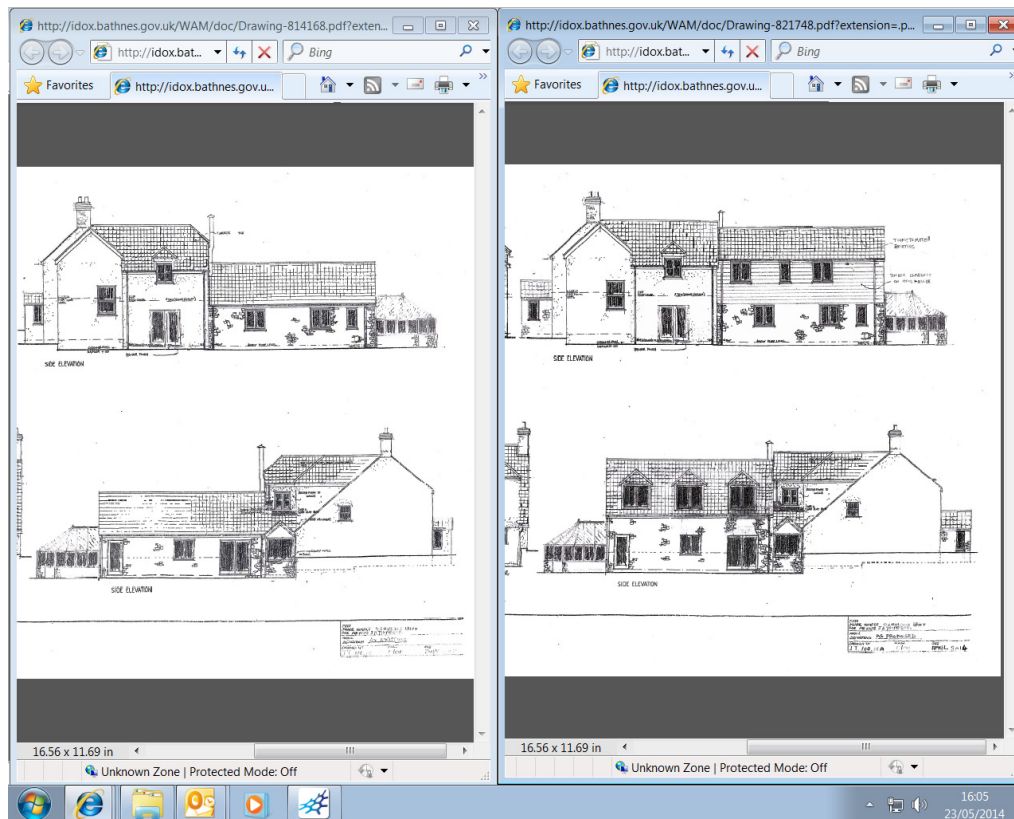


View more than one document at a time

Right click on the document you want to open and choose “Open in New Window”. Repeat for the next document.



Make sure the windows are not full screen, resize them and move them next to each other. In this example the drawing on the left is 'existing' and the one on the right is 'proposed'.

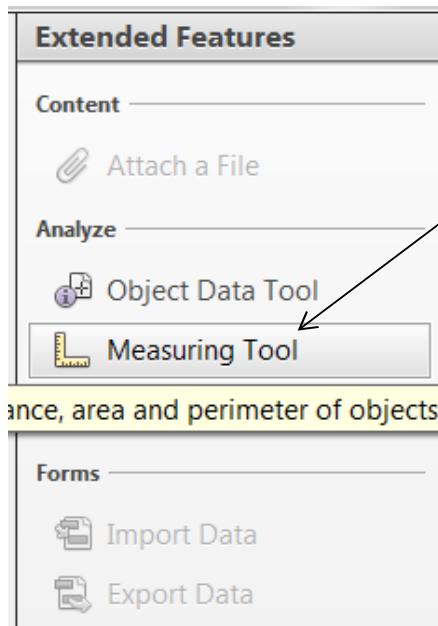


Measuring PDFs using Adobe Reader IX

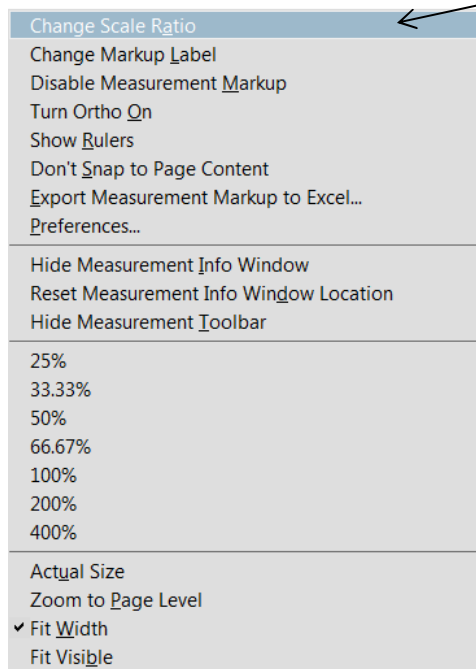
Not all drawings have the measuring tool enabled as it depends on whether the applicant/agent has enabled it prior to submitting it through the Portal.

For applications submitted in hard copy the tool will not be enabled.

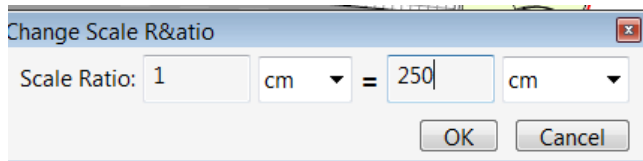
You may need to save a copy of the drawing onto your computer first and open it in Adobe Reader. Once open click on “Extended” and choose the measuring tool.



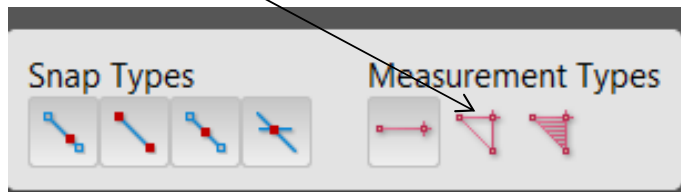
Right click somewhere on the drawing and choose “Change Scale Ratio”.



Change the scale to match that of the drawing.



Choose the perimeter tool.



Click to start measuring and double click to finish

