

## A Guide to using the Adobe measuring tool

### Introduction

The Adobe measuring tool allows you to measure distance, angles and areas of objects in pdf documents. This can help you to fully understand the proposal when commenting on a planning application.

The following instructions will guide you through how to use the measuring tool and what it can do.

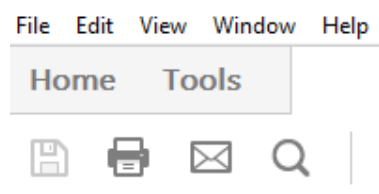
### Please note

The Adobe Measuring tool is currently only configured to work with Internet Explorer and Firefox web browsers.

For users of Google Chrome, Safari or any other browser, please download a copy of the pdf you want to view and open it using Adobe Acrobat Reader DC

### Measuring

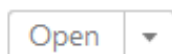
To activate the measuring tool, from the menu bar in Adobe Acrobat Reader DC select the Tools menu,



And then select Measure



Measure



Select the "Measuring Tool" from the menu





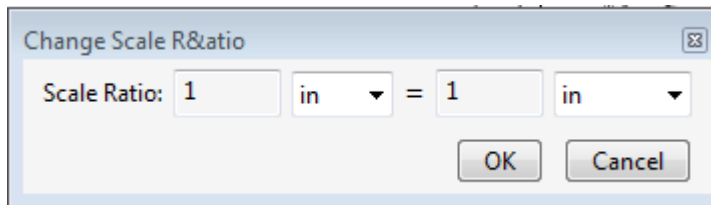
This will launch this menu

The right hand three icons are used to measure. From left to right the three icons can measure :

- The distance between two points
- The perimeter of an object
- The area of an object

If you hover your mouse over each icon a description of the function will be displayed

Before using these tools, the scale of the drawing needs to be set to enable accurate measurements to be taken. The scale can be found on the document, usually in the bottom right corner. To set the scale, click on the relevant measuring icon and then right click your mouse anywhere on the plan and select “change scale ratio” from the menu



Enter the scale ratio using the following table as a guide

Plan scale	Column 1	Column 2	=	Column 3	Column 4
1:50	1	cm	=	50	Cm
1:100	1	cm	=	1	m
1:200	1	cm	=	2	m
1:500	1	cm	=	5	m
1:1000	1	cm	=	10	m
1:1250	1	cm	=	12.5	m
1:2500	1	cm	=	25	m

#### Distance

- Click the first point
- Move the pointer to the second point and double click. The distance will be annotated onto the drawing

#### Perimeter

- Select the perimeter tool
- Click each point on the perimeter you want to measure
- Double click the last point. The perimeter will be annotated onto the drawing

#### Area

- Select the area tool
- Click each point on the area you want to measure
- Double click the original point to finish. The area will be annotated onto the drawing