

## Measuring Instructions

**Note:** this facility requires the use of [Adobe PDF Reader](#). These instructions are written for Adobe version 9 and may vary if another version is being used.

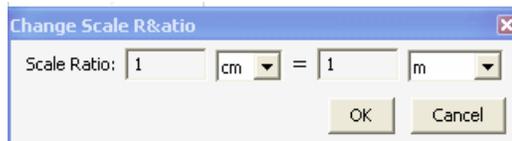
Open your required plan. To show the measuring toolbar, right click on a blank part of the Adobe toolbar and select 'Analysis'.



When the measuring toolbar is visible, left click on the icon



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 1 cm = 0.5m

1:200 set the scale to 1 cm = 2m

1:1000 set the scale to 1 cm = 10m

1:100 set the scale to 1 cm = 1m

1:500 set the scale to 1 cm = 5m

1:1250 set the scale to 1 cm = 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.