

Using the Measuring Tool : You must have **Adobe 8 Reader or above** for this function to work.

This instruction has been written using Internet Explorer. For Firefox and other web browsers you may need to research online how to access the Adobe measuring tool, as all operate differently and some don't automatically open documents stored as PDF in that format and therefore do not provide access to the Adobe toolbar. This means you may need to alter a setting on your internet browser. For Chrome see p2.

To find your plans please see (See how to guide no 1 www.bedford.gov.uk/searchplans)

Open the plan. If the measuring tool is not automatically shown:

For **ADOBE 8 users**

- a) **Right click** on the blank part of the grey toolbar and **click on MEASURING** the tool bar will then appear. If the grey toolbar is not showing, hover your cursor on the plan and click on the adobe sign in the toolbar that appears.
- b) **Double Click on** one of the 3 measuring options shown (Distance point to point, perimeter or area) From the box that appears if you wish to 'show the ruler' around the plan, **Click on OPTIONS** and **SELECT** move to step **(A)**.

INTERNAL USE ONLY: via Objective

Click on Tools and then **Click on** either:

Measuring followed by **Show Measuring Toolbar** (if does not automatically appear)

Or

Analysis then **Show Analysis Toolbar**

Follow step b) above

For **ADOBE 9 users** on the **WEB** or **Internal Use**

- 1) **Right click** on the blank part of the toolbar (after the Find box). **Click** Analysis Tools or if not present, **click** More Tools and Analysis Toolbar, then sub-category Measuring Tool.
- 2) 'Analysis' box (shows as yellow ruler) will appear. **Click on** this and 'Measurement Types' Box will appear. Select individual Distance, Area or Perimeter Tool.
- 3) Box will appear with Distance, Angle and Scale Ratio under heading of either 'Distance', 'Area' or 'Perimeter' Tool as chosen. Note that Change Scale Ratio is not given as an option and cannot be changed by clicking on the box.
- 4) If you wish to 'show the ruler' around the plan, **right-click** anywhere on the document and a menu will appear. **Click** on 'Show Rulers'
- 5) **Right-click** anywhere on the document. A menu will appear with Change Scale Ratio, **Click** on this option and then follow instructions as per **(A)**

FOR Later versions of Adobe and Windows 7

- 1) Online: Click on the RULER or Measuring tool icon on the grey Adobe tool bar at the top of the drawing. *(If this Adobe tool bar is not showing, (it has the words Tools, Sign and Comment in the right hand side), hover your cursor on the drawing, a tool bar will appear, click on the adobe symbol. Right click within the Adobe Tool bar that then shows. Click on More from the menu showing, then click on Measuring Tool. Click on the ruler icon).*
- 2) Right click on the drawing to change the SCALE RATIO and then follow instructions as per **(A)**
- 3) *Internal Use by BBC: Click on the option EXTENDED in the right hand corner of the screen, click on Measuring Tool then SCALE RATIO and then follow instructions as per **(A)***

(A) Alter the measurement unit/scale to the correct option (Units and Mark up in Adobe 8). SCALE RATIO settings as follows depending on the scale of the drawing: (Select mm or m from the drop down boxes)

Scale	Millimetre = Mm	Metre = m
1:50	1	0.05
1:100	1	0.1
1:200	1	0.2
1:500	1	0.5
1:1250	1	1.25
1:2500	1	2.50

Click at start of line to be measured, **click** at end of line to be measured, **double click** to finish, the line will change from black to red.

Measurement will be indicated in "Distance Tool" box and on the line itself. To delete the measurement point the cursor on the line and click, it will shade blue then press delete on the keyboard, or if you wish to measure something else on the plan you can then start again.

Getting access to Adobe and the toolbar for measuring via Google Chrome on Windows 7 if the adobe toolbar is not showing and Chrome is opening your plan as a webpage

1. Open Chrome browser
2. Click on the CUSTOMISE AND CONTROL GOOGLE CHROME icon in the top right hand corner
3. Click on More Tools
4. Click on Extensions
5. If there is an Adobe Acrobat option showing click on ENABLE
6. If there is not an Adobe Acrobat option showing to enable Click on Get More Extensions
7. Click in search the store and type in adobe reader click on search
8. Click on the +Add To Chrome button against Adobe Acrobat
9. Now on the Extensions page click on enable for Adobe Acrobat
10. Close Chrome down and reopen
11. Go to your plan and open
12. Click on the Adobe symbol at the top right hand side of the screen
13. Click on OPEN IN ACROBAT
14. *The first time you do this* in the bottom left hand corner of the plan a box will appear click on the down arrow and select always open in adobe. Then click on the box next to the down arrow. The plan will open as a PDF.
15. Click on the Edit button and list will appear
16. Click on Analysis and Click on Measuring Tool
17. The Measuring tool bar will then appear
18. Right click on the map and click on change scale ratio now refer to **(A)** on page 1
19. The plans should always now open as PDFs not web pages but if you have any problems refer back to point 12 onwards