

East Hampshire District Council Planning Service

Guide to using the Adobe scaling tool

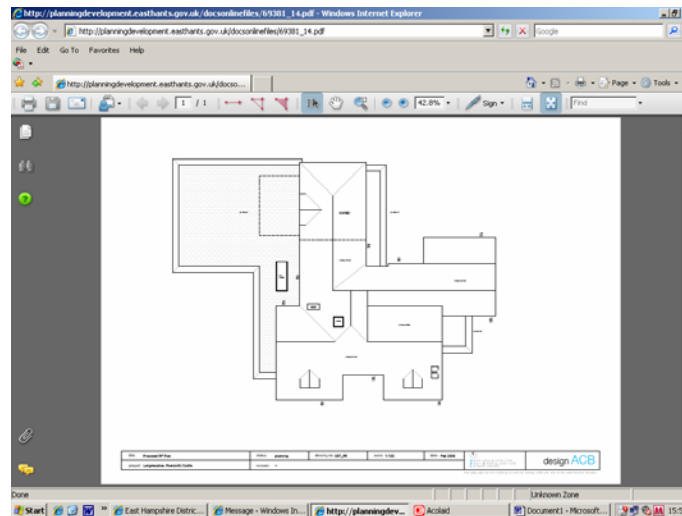
Plans attached to planning applications can now be measured on our website using the Adobe scaling tool. You will need Adobe PDF Reader 8 or above to do this. To update your Adobe Reader, click [here](#), then click on the relevant download on the right side of the webpage and follow the instructions.

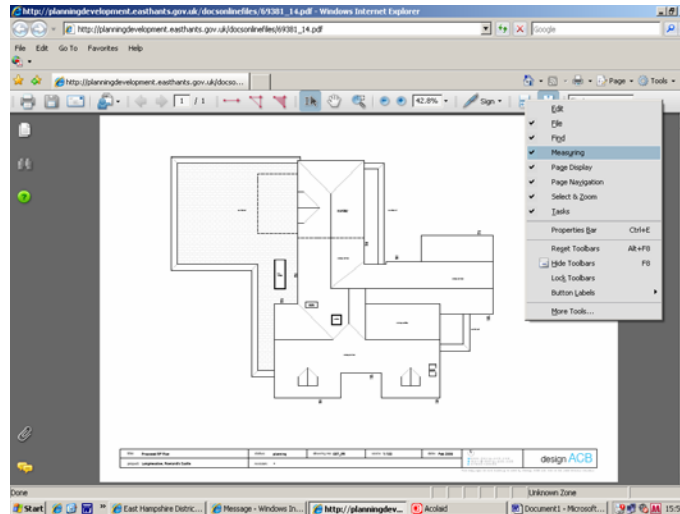
There is a variation between Reader 8 and 9, so follow the relevant instruction below, once a plan has been opened. You will normally need to repeat this for each plan you view.

Adobe Reader 8

On first use, if the icons have not appeared on the toolbar, you may need to open plan, right click on the lower, light grey area, tick by clicking Measuring to activate tool. Measurement options will appear on left hand side or on toolbar

There are three options for measuring: distance, perimeter, area





Distance – to measure between two points

Perimeter – to measure floor area or the distance around an area

Area – To measure the volume ($L \times W \times H$) of a building

You will need to set the scale for the plan:

Scale

Set the scale to

1: 50

1 cm = 0.5 m

1:100

1 cm = 1 m

1:200

1 cm = 2 m

1:500

1 cm = 5 m

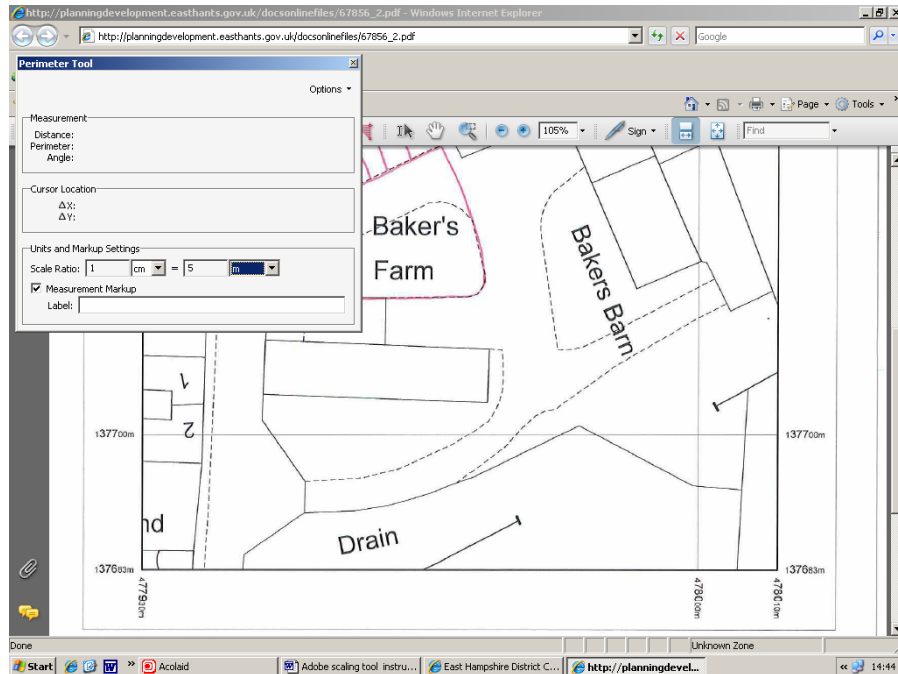
1:1250

1 cm = 12.5 m

1:2500

1 cm = 25m

Distance – e.g. for measuring the distance between two points or the length of walls.



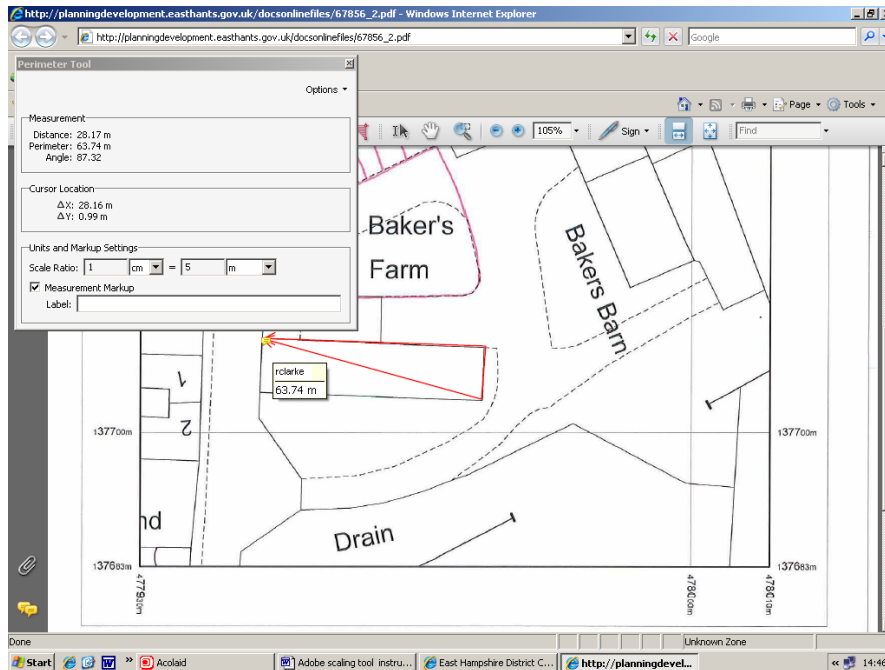
Click the first point, move the pointer to the second point and click again. The measurements appear in the Measurement Info panel

Perimeter e g for measuring floor area or the distance around a building

Click each point you want to measure. Then, double-click the last point, or hold the pointer over the last point and click. The measurements appear in the Measurement Info panel

Area e g for measuring volume ($L \times W \times H$)

Click each point you want to measure. After you have clicked at least two points, click the first point again to complete the area measurement. The measurements appear in the Measurement Info panel



Close by clicking on Options

Adobe Reader 9

The measurement tool (yellow ruler icon) should appear in the toolbar. If not then right click in the light grey toolbar area. Click on more tools – then measurement tools. Click on the measurement tool and the measuring options will appear.

To set the scale click on the measurement icon you require (distance, perimeter or area) and then click where you want the measurement to start. Right click the mouse and use 'Change Scale Ratio' to set the scale according to the map and the format as shown above.

Also notice you can use 'Disable Measurement Markup' so that it does not remain on the screen and if necessary 'Cancel Measurement' or use the refresh button.

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