

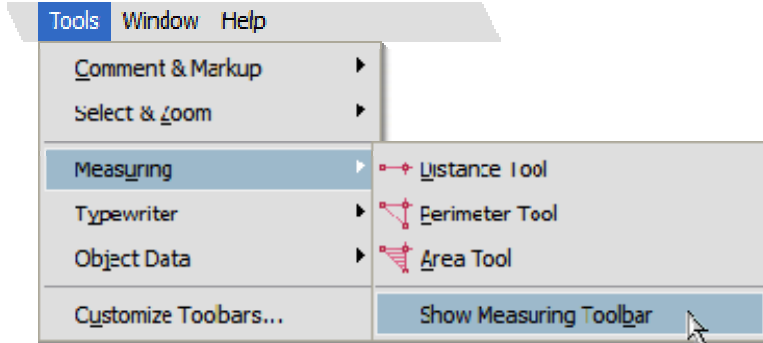
# Measuring Tool Guide

To use the measuring tool you need the [Adobe PDF Reader](#).

**Note:** this facility requires the use of a mouse.

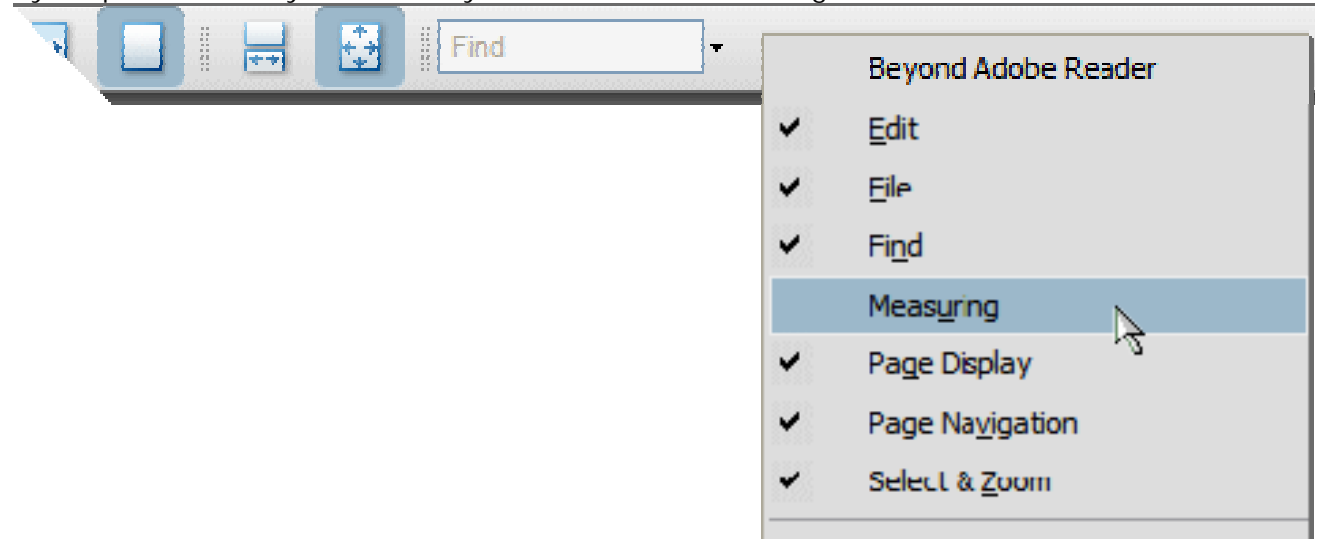
Once the plan you require is open, you need to select the measuring tool from within adobe reader.

If you save the file and open it in adobe reader you need to do the following:



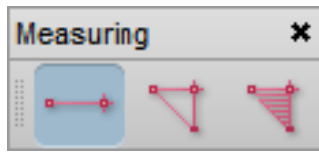
Select 'Tools' from the menu bar, then 'Measuring' and then 'Show Measuring Toolbar'.

If you open the file in your browser you need to do the following:



Right click on a blank part of the adobe toolbar and select 'Measuring' to show the measuring toolbar.

If the measuring toolbar is visible, you can just select the tool you require without going through the menus.



The tools are as follows:



is the distance measuring tool. eg. for measuring the length of walls.

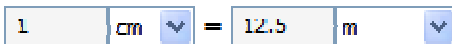


is the perimeter measuring tool. eg. for measuring the distance around a building.



is the area measuring tool. eg. for measuring the area of a building.

When you have the tool selected (distance, perimeter or area), you need to enter the scale ratio.



**Note:** 'Scale Ratio' is a hybrid mix of ratio and units.

So converting centimetres to metres at 1:1250 results in a setting of 1 cm = 12.5 m.

To measure a line click once with the mouse, then drag and release. To finish the process click once more.

The most commonly used scales on our scanned plans are as follows:

- 1:50 set the scale to 1cm = 0.5m
- 1:100 set the scale to 1cm = 1m
- 1:200 set the scale to 1cm = 2m
- 1:500 set the scale to 1cm = 5m
- 1:1000 set the scale to 1cm = 10m
- 1:1250 set the scale to 1cm = 12.5m

Measure your selected line or area and the distance/area will be displayed in metres (if the above ratios are used).