Please read this section carefully before using

- If you are using the measuring tool for the first time, you will need to activate it. Please go to the section “To Activate the Measuring Tool” below.

- The measuring tool can only be used for scanned plans/drawings stored on Crawley Borough Council website since June 2009.

- You need Adobe Reader Version 9 or above.

To Activate the Measuring Tool (first time usage only)

1) Open a plan/drawing on the Crawley Borough Council website which will open it as a .pdf document in Adobe Reader.

2) Right click anywhere in the grey area of the Adobe shortcut tool bar N.B check the “Lock Toolbar” option is not selected otherwise the measuring tool will need re-enabling each time you use it. Now select “More Tools” from the list of options available.

3) A “More Tools” option window will appear, under the Analysis Toolbar section select “Measuring Tool*” by placing a tick in the box and click OK.

4) A small window should appear on screen e.g., simply drag and drop onto the Adobe toolbar to save it for later use.

Using the Measuring Tool

Open the required plan/drawing and select the measuring tool shortcut from the Adobe toolbar. (If you can’t see this icon please check you have activated it as above).

A measurement information window will appear on screen:

![Distance Tool](image)

Distance: 25.25 m
Angle: 0
ΔX: 25.25 m  ΔY: 0 m
Scale Ratio: 1 cm = 2 m

In addition, the following toolbar will be visible:
Both these toolbars can be dragged and dropped anywhere on the screen.

The only tools you need to use are under “Measurement Types” which are as follows:

- is the distance measuring tool e.g. for measuring the length of walls.
- is the perimeter measuring tool e.g. for measuring the distance around a building.
- is the area measuring tool e.g. for measuring the area of a building.

N.B Please ignore the icons under “Snap Types” as the majority of our plans/drawings are scanned and therefore, the Snap option would not be applicable.

Once you have selected the required measurement type above, you will need to set the scale of the plan/drawing you are viewing. Right click anywhere on the drawing to access a list of options and select “Change Scale Ratio” to access the following window.

![Change Scale Ratio window](image)

The most commonly used scales are as follows:

<table>
<thead>
<tr>
<th>Scale</th>
<th>set the scale to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:50</td>
<td>1cm = 0.5m</td>
</tr>
<tr>
<td>1:100</td>
<td>1cm = 1m</td>
</tr>
<tr>
<td>1:200</td>
<td>1cm = 2m</td>
</tr>
<tr>
<td>1:500</td>
<td>1cm = 5m</td>
</tr>
<tr>
<td>1:1000</td>
<td>1cm = 10m</td>
</tr>
<tr>
<td>1:1250</td>
<td>1cm = 12.5m</td>
</tr>
<tr>
<td>1:2500</td>
<td>1cm = 25m</td>
</tr>
</tbody>
</table>

For example: If the drawing is 1:200, working from the left hand side of the screen, type 1 and select cm from the drop down box, next type 2 and metres from the drop down list on the right hand side (as per screen shot below) and click OK.
On the plan/drawing click on the start of a line/section you wish to measure and then click on the end, you will see the results in the measurement information window. If you make a mistake while measuring, right click and choose “Cancel Measurement”.

(N.B Some plans/drawings contain more than one drawing per page at different scales, make sure you change the scale ratio accordingly.)

Tips:

1) To measure a vertical or horizontal line at precisely a 90 degree angle, you can use the Orthographic option. To do this, right click on the plan/drawing and select “Turn Ortho On”. To enable you to measure at angles, you will need to ensure the Orthographic option is turned off. To do this, simply right click and select “Turn Ortho Off”.

2) Click on the measuring tool icon and right click anywhere on a plan/drawing to access a list of options, select “Disable Measurement Markup” (otherwise all of your current measurements will be displayed during that session).

3) After setting the scale you can zoom the drawing up to a reasonable size to enable clear measuring ie; to make sure you click on the correct drawing lines.

4) To find out an angle of e.g. a roof, click on the icon, make sure you turn the Orthographic Off (see Tip No 1 above). Click at the start of the angle and then double click on the end of the angle. On the measurement information window you will find the angle has populated.

5) Cancel measurement - right hand click on the plan and select cancel measurement.

6) When you have finished using the measuring tool press Esc.