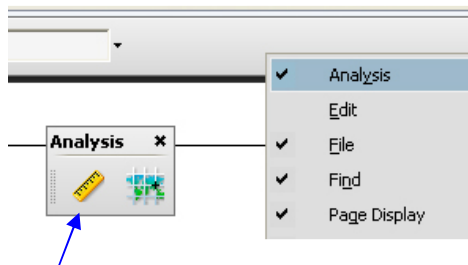
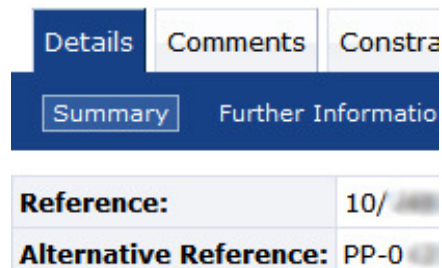


## How can I measure plans in Public Access?

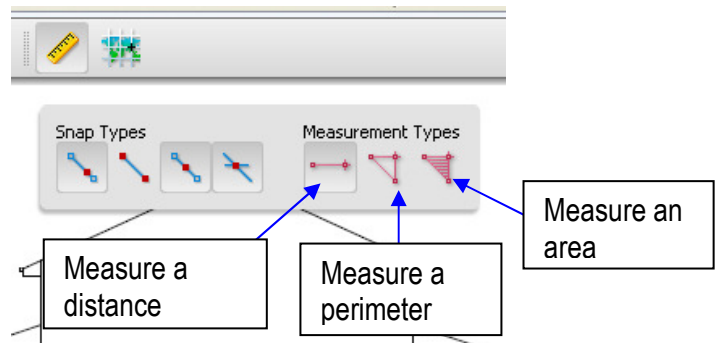
Measuring distances and areas can be done easily in Public Access, providing that they have been submitted via the Planning Portal from Spring 2010. You can tell if an application has been submitted using the Portal by looking for a 'PP' reference number in the application details.



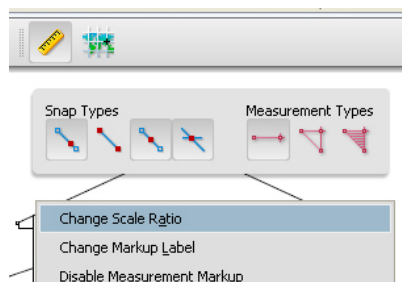
You will also need to enable the Analysis tool. You can do this by right-clicking the grey Adobe toolbar directly above the plan and selecting the Analysis tool.

If the measuring tool is available, you will see a ruler.

Once you click on the ruler, you will see these icons. The three measuring tools are on the right.

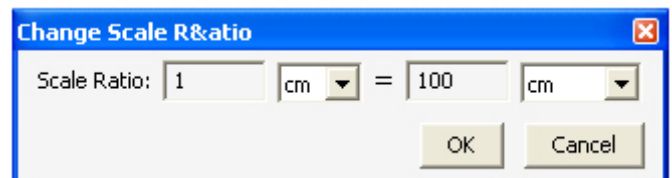


'Snap Types' are useful but not essential. Snapping is where the tool can automatically detect a line, the end of a line, the exact centre of a line, or a junction of two lines.



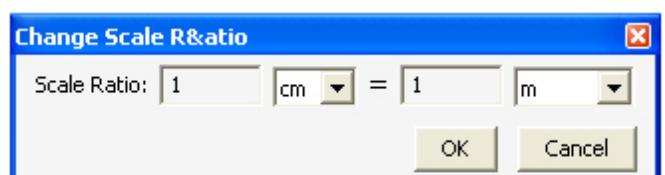
The most important part of measuring is to choose the right scale. With the measuring tool selected, right click on the plan and choose 'change scale ratio'.

The plan will contain an indication of the drawing's scale, eg 1:100. Enter the larger number in the right hand box and choose a unit of measurement.



If you are using the scale as given it doesn't matter which unit of measurement you choose, as long as they are consistent eg choose cm from both drop down lists.

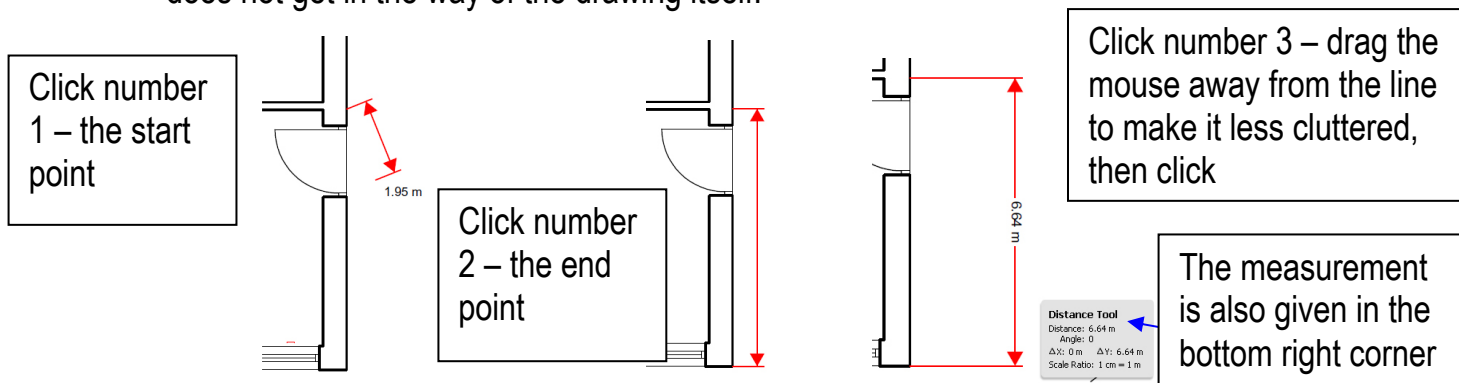
It can be useful to convert cm to metres, so that the measurements produced on the page make more sense eg as there are 100 cm to a metre, you could choose 1 cm = 1 m for 1:100, or 1 cm = 2m for 1:200 and so on.



## How can I measure plans in Public Access?

Once you have selected the correct tool and typed in the appropriate scale, you can measure on the plan.

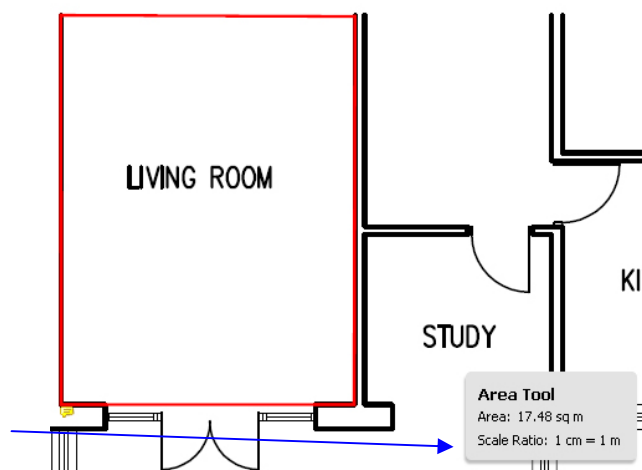
Measuring a line is a 3 click process. The first two clicks mark the start and end point of the line. The third click generates a number on the plan, and you can move the mouse away from the line you are measuring before you click so that it does not get in the way of the drawing itself.



To find an area, first click the area measuring tool (see previous page), then click around the shape you wish to measure.

When you get back to your starting point, double click to finish.

The area will be given in the box in the bottom right hand corner of the screen.



You might wish to save your measurements. If you do, look for the 'save' icon. Any measurements you have made on the drawing will be saved in the file for later use

## What if I have an older application, or one not submitted via the Planning Portal?

There are many other measuring tools for pdf files, but most will need you to install a separate pdf reader. Unfortunately, we are unable to recommend specific tools, but an internet search for 'pdf measuring tool' will give some good results. You should find that the measuring process is very similar to the one shown here

Any software you install is at your own risk, and you should only install software from a trusted source.