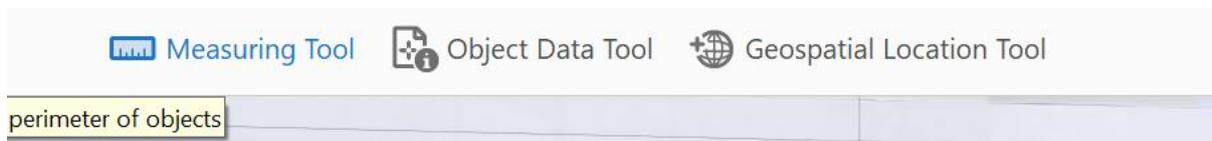


Using the measuring tool

- Open the PDF
- Click on TOOLS in the top left hand corner of the document
- Click on Measure



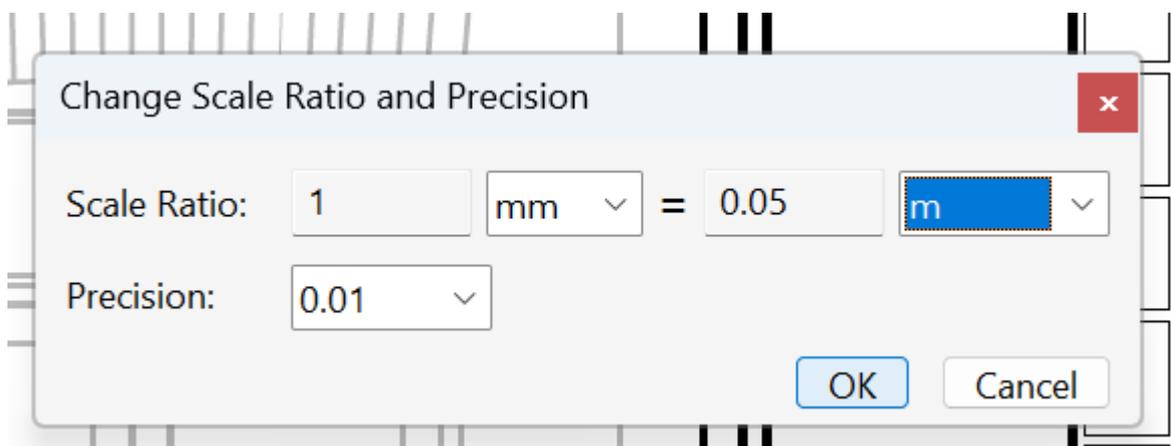
- Click on the measuring tool icon



- Check the plan to find the scale of the drawing or section of the drawing you want to measure – (this is normally on the right hand side of the plan near the bottom or can be on the plan itself - for elevations this is usually 1:100 or for floor plans 1:50 but check the plan itself to ensure you have the right scale)
- Right click anywhere on the plan
- A menu will open
- Click on CHANGE SCALE RATIO AND PRECISION which is at the top of the menu
- A little box will appear (shown below)
- Change the scales as below

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

- So in this case as its 1:50 change the measuring tool as below. Click on OK once changed



- You can now measure on the plan

- Start at where you wish to measure from by clicking once with the mouse, when you get to the end of the measurement double click to end the measurement and provide the size you wish to know

