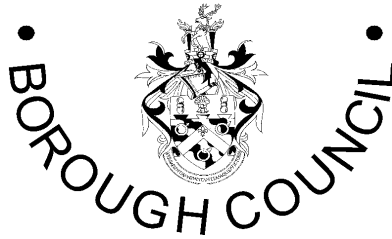


EREWASH



DEVELOPMENT MANAGEMENT GUIDANCE NOTE

Measuring & Scaling from Electronic Plans

In common with most local authorities, Erewash Borough Council publishes the plans and details submitted with all planning applications on its website. This guidance note provides assistance in using the measuring tool allowing dimensions and distances to be measured on the plans.

To use the measuring tools you need the Adobe PDF reader. To get the latest version of the FREE Adobe Reader software, go to www.adobe.com or follow the link above the viewer. This guidance is written for version 10.

Only plans uploaded to our website from 1 July 2011 have the measuring tool enabled. For assistance in measuring plans for earlier applications, please contact the Duty Planning Officer on 0845 907 2244 Ext 3391

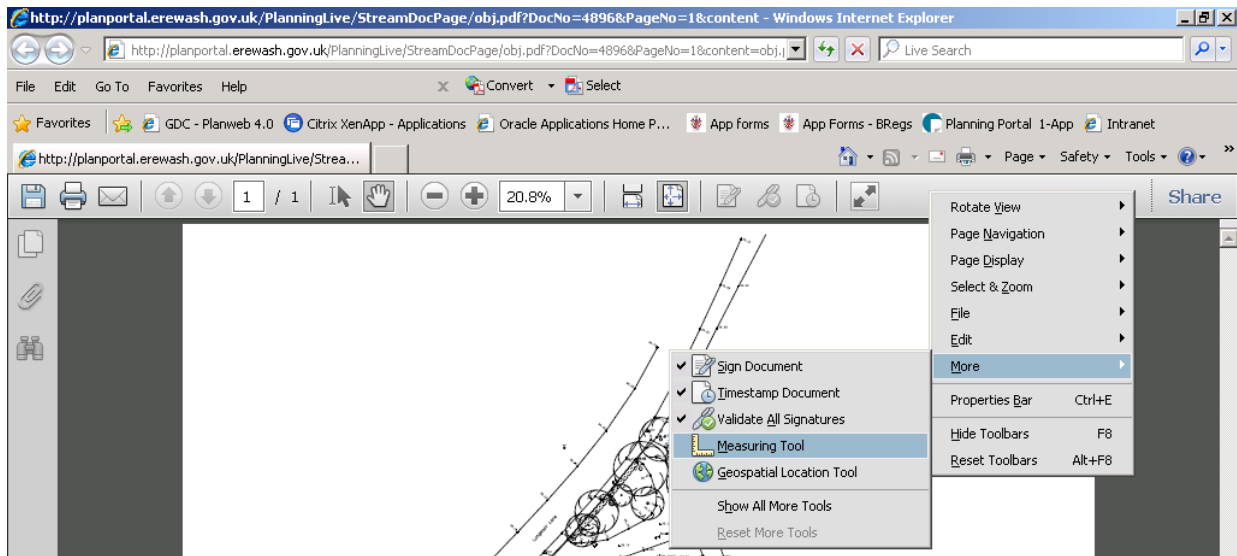
USING THE MEASURING TOOL

1. Open the plan you wish to view by clicking on “Click here to open document in new window”. After opening the plan, the toolbar below will be found “floating” on the screen:



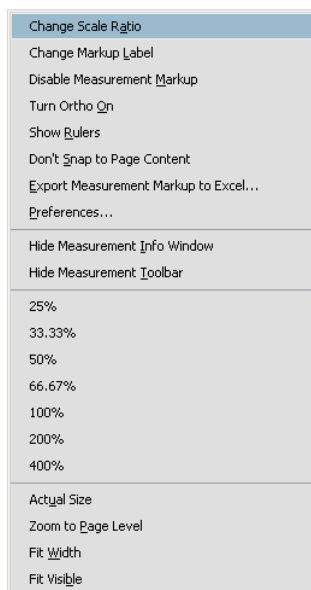
2. Click on the symbol on the right hand side of this toolbar (the Adobe logo) and the “floating” toolbar will fix to the main toolbar

3. Right click on the grey toolbar at the top of the viewer, select ‘more’ and then ‘measuring tool’ (see screenshot below)



4. Check the scale of the drawing you are viewing – this is normally written on the bottom right hand side of the plan

5. Select the relevant scale by right clicking on the plan, selecting 'Change Scale Ratio' (see below)

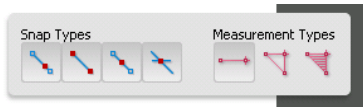


6. Enter the relevant scale into the boxes above by referring to the following key:

1:50	Set the scale to 1 cm = 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
1:2500	Set the scale to 1cm = 25m

7. Using the measuring tool box (see below) select whether you want to measure a length, a perimeter or an area using the purple icons:



8. To measure a length, click the first point on the plan, move the pointer to the second point and click again

9. To measure a perimeter, click each point around the shape and double click the last point

10. To measure an area, click each point you want to measure. After you have clicked on at least 2 points, click on the first point again to complete the area measurement.

11. The measurement you have made is displayed in the Measurement Info Panel (see below):

