



Working with PDF Maps

Right of Way Mapping and Monitoring

Contents

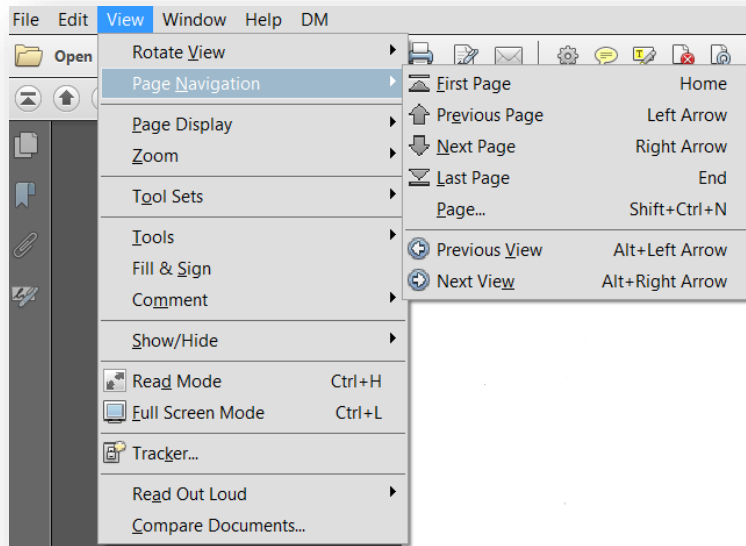
- General Navigation..... 3**
 - Page Navigation tools 3
 - Page display 4
 - Zoom 5
 - Rotate View 6
 - Summary of useful icons 6
- Optional Preferences..... 7**
 - Mouse-Wheel Zooming 7
 - Single Page Layout..... 8
- Print PDF Maps 9**
 - Print a full length map..... 9
 - Print a portion of a map 10
 - Print to a custom scale 11
 - Snapshot 11
 - Other available tools..... 12

This documents layouts suggestions to navigate, view, and print right of way maps. All screen captures for this document are from Adobe Acrobat Pro. For additional help on each tool see the online Adobe Help documentation <https://helpx.adobe.com/acrobat/user-guide.html>

General Navigation

To begin, open Adobe Acrobat (Pro, Reader or DC) and add the recommended tools.

Page Navigation tools

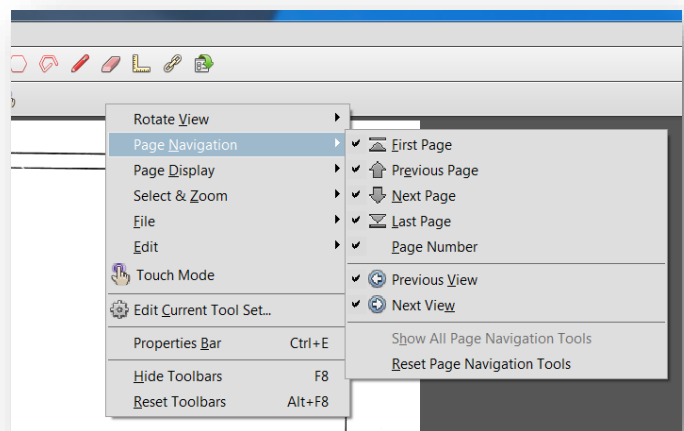


Page Navigation shortcut icons



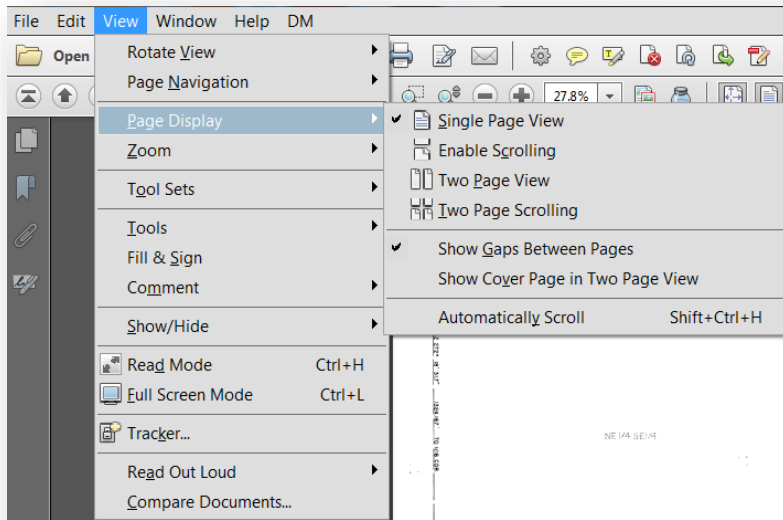
Useful for:

- Multi-page PDF maps
- Page up or down
- Jump to the first or last page
- Identify the current page number
- Return to a prior view

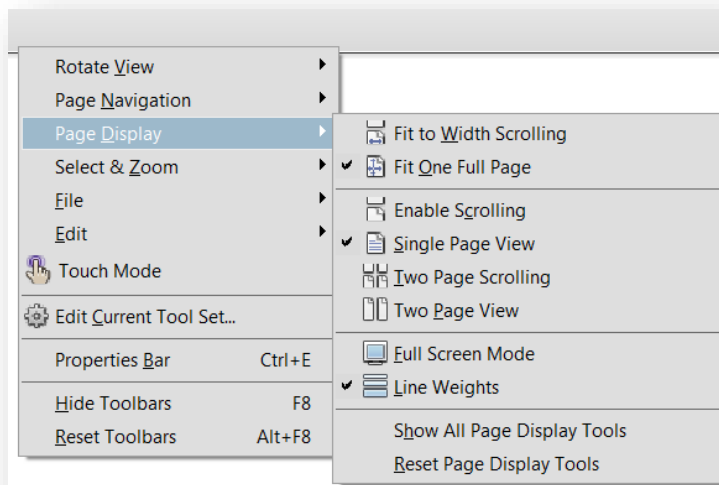
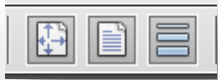


Add these tools by right-clicking on the top tool bar (an empty space area). Select Page Navigation, then check-on each tool you want visible.

Page display



Page display shortcut icons



Select all the options desired.

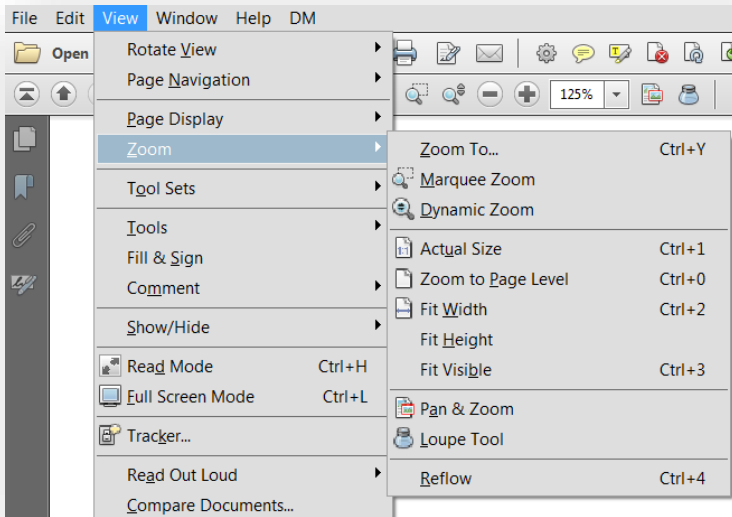
Note: Some options can be preset for all document viewing under Edit >> Preferences.

Useful for:

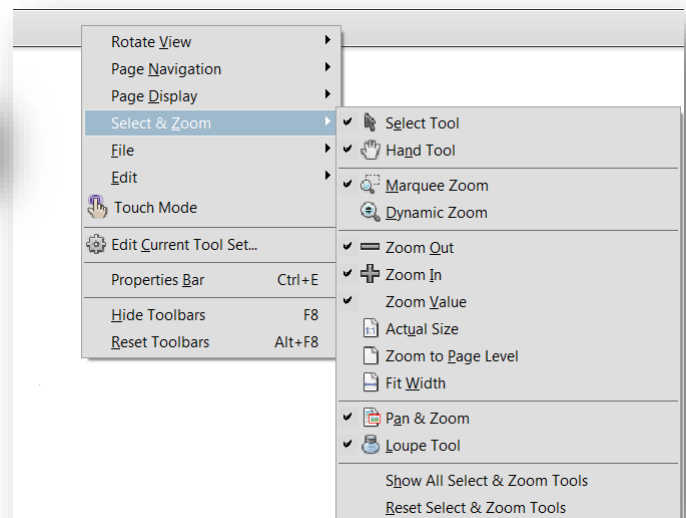
- Viewing one or more pages at a time
- Line Weights – for CAD files only

Add these tools by right-clicking on the top tool bar (an empty space area). Select Page Display, then check-on each tool you want visible.

Zoom



Select & Zoom shortcut icons



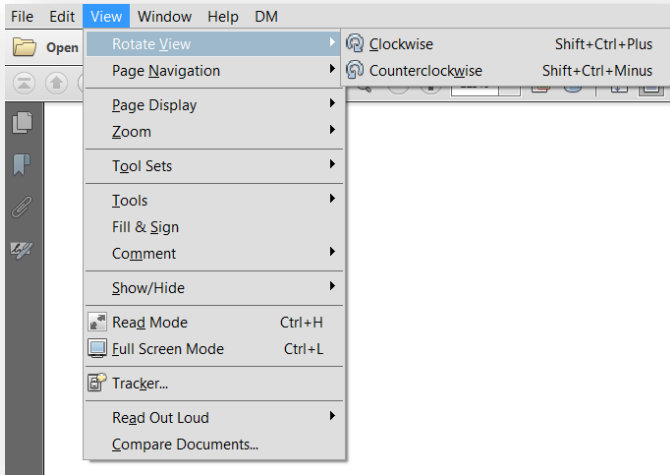
Useful for:

- Selection - CAD files only
- Hand
- Zoom to Select
- Zoom Out & In
- Percentage Zoom
- Pan and Zoom Window – know where you are on a map
- Loupe Magnifying Glass

Add these tools by right-clicking on the top tool bar (an empty space area). Choose Select & Zoom, then check-on each tool you want visible.

Also see the option to use the mouse-wheel for zooming.

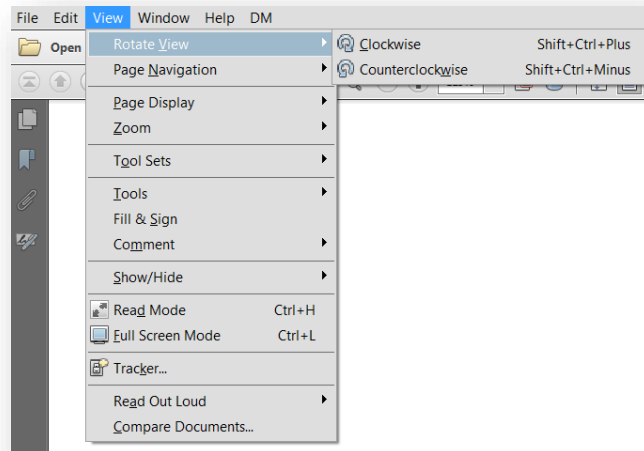
Rotate View



Rotate View shortcuts



Used to rotate the image 90 degrees



Add these tools by right-clicking on the top tool bar (an empty space area). Select Rotate View, then check-on each tool you want visible.

Summary of useful icons



The icons shown on the above image are only recommendations to help view and navigate right of way maps.

Optional Preferences

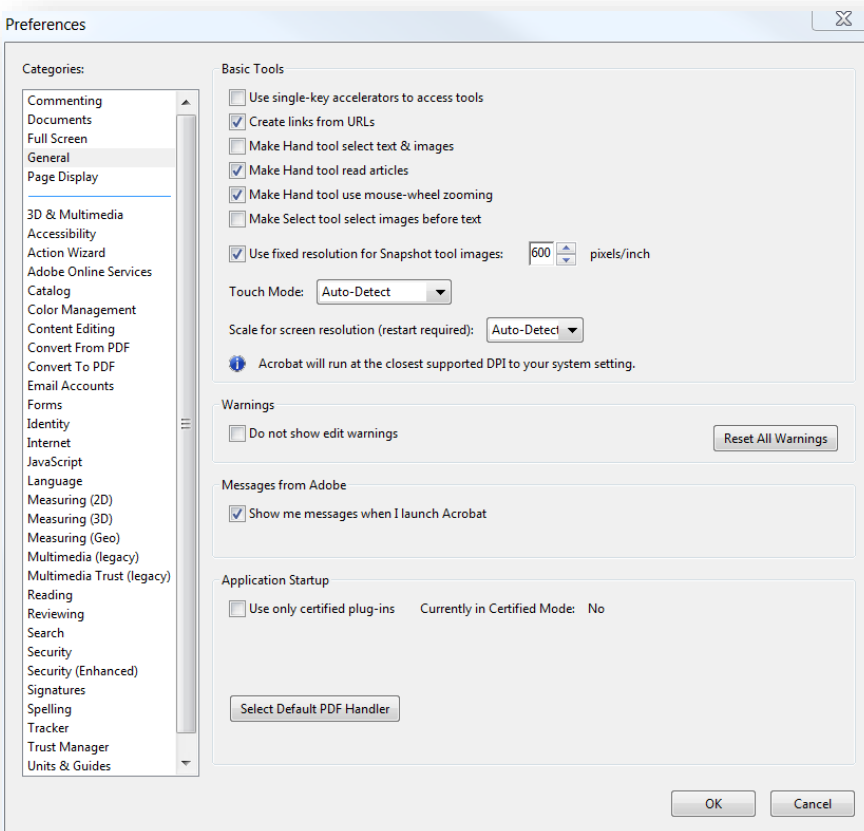
Mouse-Wheel Zooming

Note: Changing your preferences will affect how you view and navigate all PDF documents not just maps. Adjust your settings to meet your personal needs.

Enable Mouse-Wheel Zooming

This option lets the Hand tool use the mouse wheel to zoom in or out of a page and should be considered a personal preference as other tools exist to control the zoom factor by area or a fixed amount.

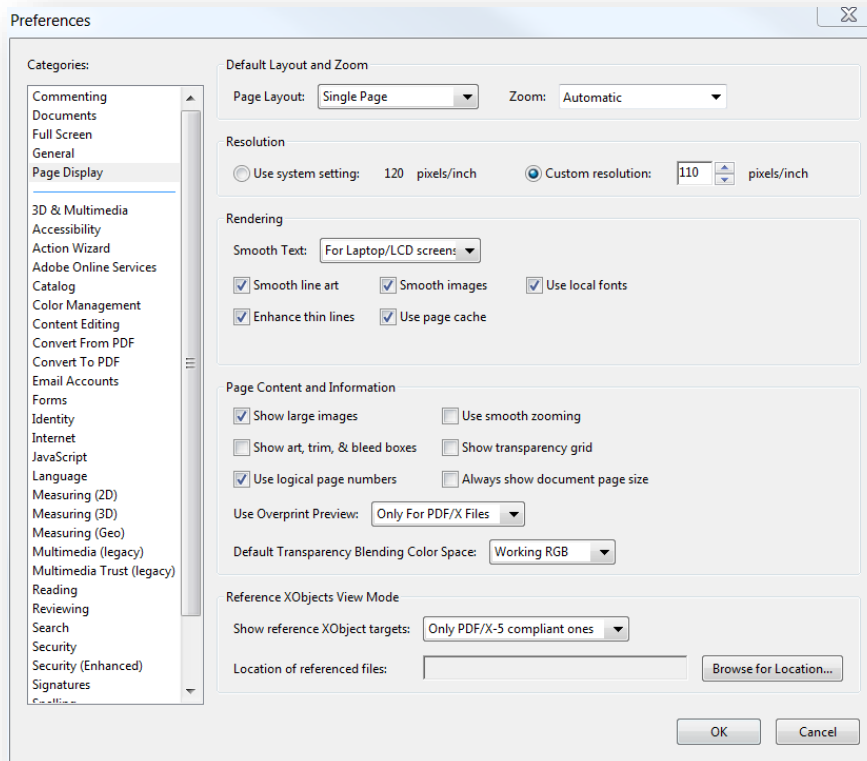
1. Top Menu bar >> Edit >> Preferences.
2. Under General, Basic Tools, check-on Make Hand tool use mouse-wheel zooming.



Single Page Layout

When selected, the layout will display only one page at a time for a multipage map. This setting will affect how all maps and other PDF documents are layout.

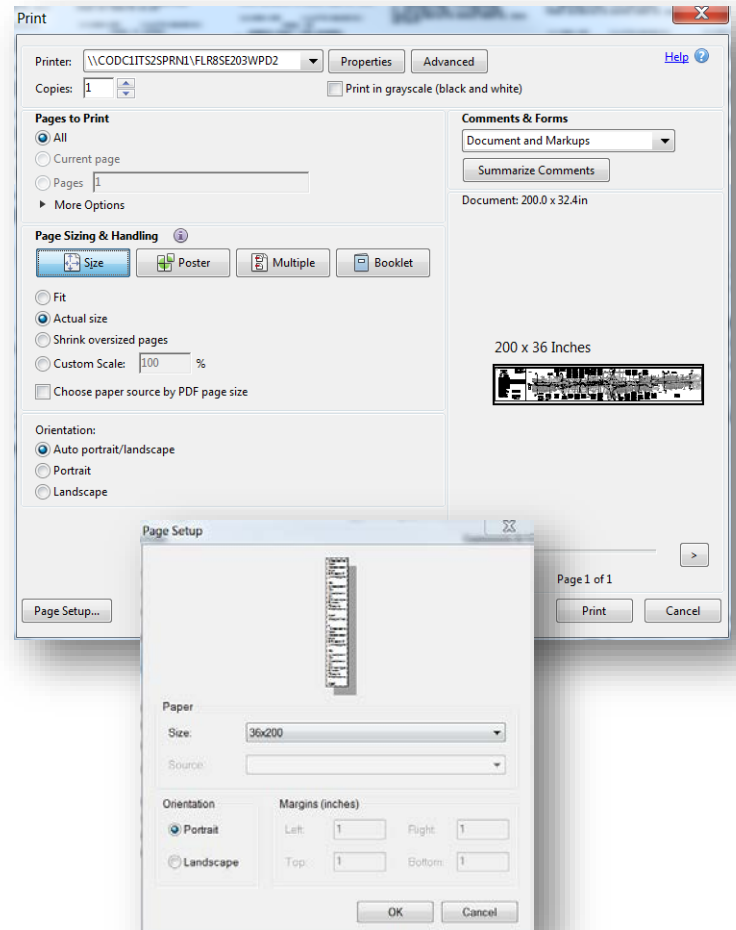
1. Top Menu bar >> Edit >> Preferences.
2. Under Page Display locate Default Layout and Zoom.
3. Select Single Page under Page Layout.



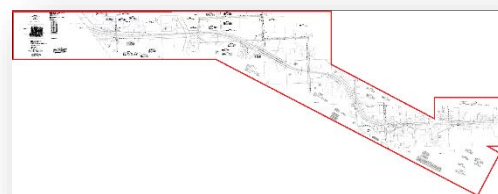
Print PDF Maps

Print a full length map

1. File >> Print, select your printer.
2. For Page Size, select **Actual size** or **Custom Scale** set to 100%.
3. Click on the Page Setup icon and set your desired page size.
 - a. Orientation on this window can be ignored.
4. Click OK.
5. Next set your Orientation to Auto portrait/landscape.
6. Click Print.



CAD files converted to PDF with an irregular map border, anything other than a rectangle, may not print as desired.



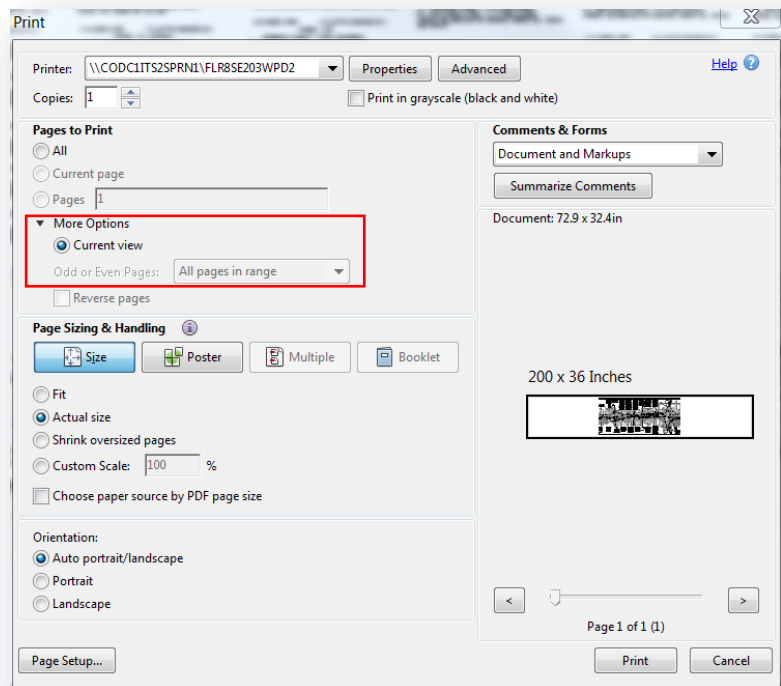
Irregular map border example

Note: TIF to PDF maps with an original length of over 200" have been compressed and are not to scale. These PDF maps are identified by having a page length of 199.xx" just under 200". We are working on correcting these files.

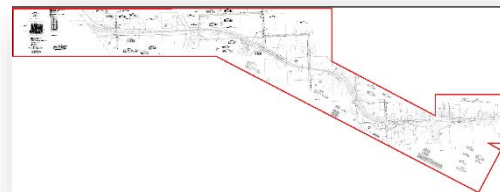
Print a portion of a map

Use Current View

1. Set your viewing window to limit the extent of your print.
2. File >> Print, select your printer.
3. Under Pages to Print, select the side arrow to activate **Current View**.
4. Click on the Page Setup icon and set your desired page size.
 - a. Orientation on this window can be ignored.
5. Click OK.
6. Next set your Orientation to Auto portrait/landscape.
7. Click Print.



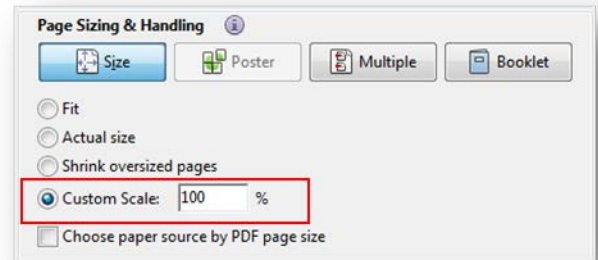
Note: CAD files converted to PDF with an irregular map border, anything other than a rectangle, may not print as desired.



Irregular map border example

Print to a custom scale

If you're familiar with and comfortable working with map scales you can adjust the **Custom Scale** percentage to print at a specific scale from the Print Dialog box under Page Sizing & Handling.



Example "Map A" scale: 1"= 100'

- Desired print scale 1"= 100' set Custom Scale to 100% (Map A)
- Desired print scale 1"= 200' set Custom scale to 50% (Map A)

Note: The true map scale of a raster image is not evident and may be 50, 100, and 200 scale. CAD maps may be 50, 100, and 200 scale and will either be Metric or English. TIF to PDF maps with an original length of over 200" have been compressed and are not to scale. These PDF maps are identified by having a page length of 199.xx" just under 200". We are working on correcting these files.

Snapshot

1. Edit >> **Take a Snapshot**
2. Draw a rectangle
3. In another application select Edit >> Paste



This tool copies an area as an image from the map and lets you paste into another application. It does not work well for capturing large portions of a map but it can be useful for capturing and printing smaller 11" x 17" prints.

Note: The resolution for this tool can be adjusted under Preferences in the General category option – Use fixed resolution for Snapshot tool images. The higher the resolution the less image you can capture and the lower the resolution the more pixelated the image will appear.

Other uses for Snapshot (Acrobat Pro)

Use the Snapshot tool to capture an image and then create a new PDF. It's most often easiest to work with a smaller image for printing.

1. Use Snapshot
2. File >> Create >> PDF from Clipboard

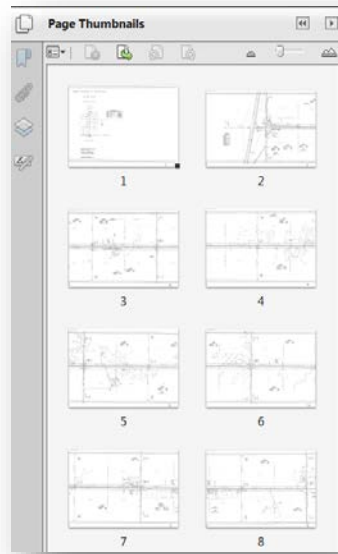
The new PDF can then be saved or printed.

Other available tools

Page Thumbnails

Useful for:

- Multi-page PDF maps
- Quick view of available sheets/pages



Layers

Useful for:

- CAD files only
- Turn on/off layers

