



How-To Handout:

Measure off drawings without printing them out

This handout summarises how to use Adobe Reader to scale off the drawings on your screen. It also provides the scale ratio settings for commonly used drawing scales.

Step 1: Get the drawing

Open drawing in Adobe and find out what scale it is in by reading the scale in the title block e.g. 1:200.

Step 2: Get your scale rule

Open Measure/Measurement tool in Adobe ([set up this tool](#) in your toolbar if it is not already there).

Notes

Note 1: As with scaling off paper drawings, do not rely on the Adobe Measure tool if you are obtaining a measurement which requires absolute accuracy. For example, where compliance with a rule is marginal or when drafting a condition which specifies a dimension. In these circumstances, you should ask the drawing author to measure it for you.

Note 2: Scaling off will only work on drawings generated in CAD, it will not work on hand drawn plans or scans of CAD drawings (as these no longer have the required data embedded).

Note 3: Get more information from Adobe's relevant help page [here](#) (scroll down /click link to *Measure the height, width, or area of objects*).

Step 3: Turn your scale rule to the right scale ratio for the drawing

Hover the cursor over the drawing, right click, select *Change Measurement Scale* and add the correct Scale Ratio (see Scale Ratio Settings table below).

Table 1: Scale Ratio Settings

Scale	Setting for Scale Ratio
1:50	1cm = 0.5m
1:100	1cm = 1m
1:200	1cm = 2m
1:500	1cm = 5m
1:1,000	1cm = 10m
1:1,250	1cm = 12.5m
1:2,500	1cm = 25m

Step 4: Verify

Measure something dimensioned on the page to ensure you have the scale correct.

Step 5: Measure

Measure by clicking on either end of what you wish to measure.

Happy measuring! The trees thank you.