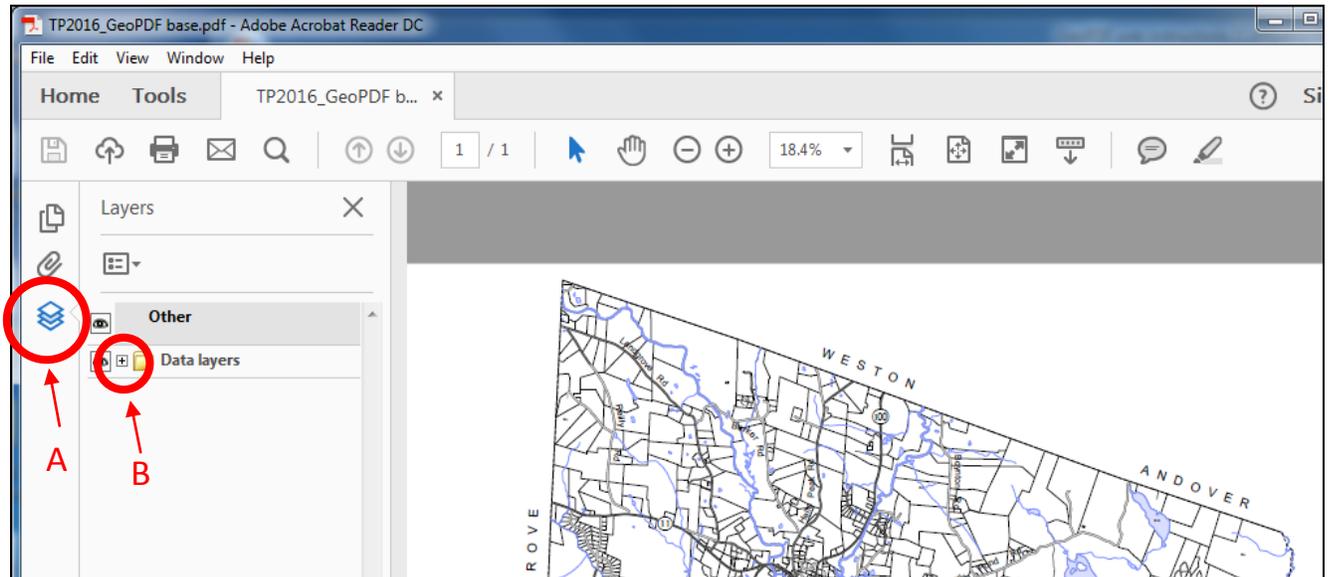


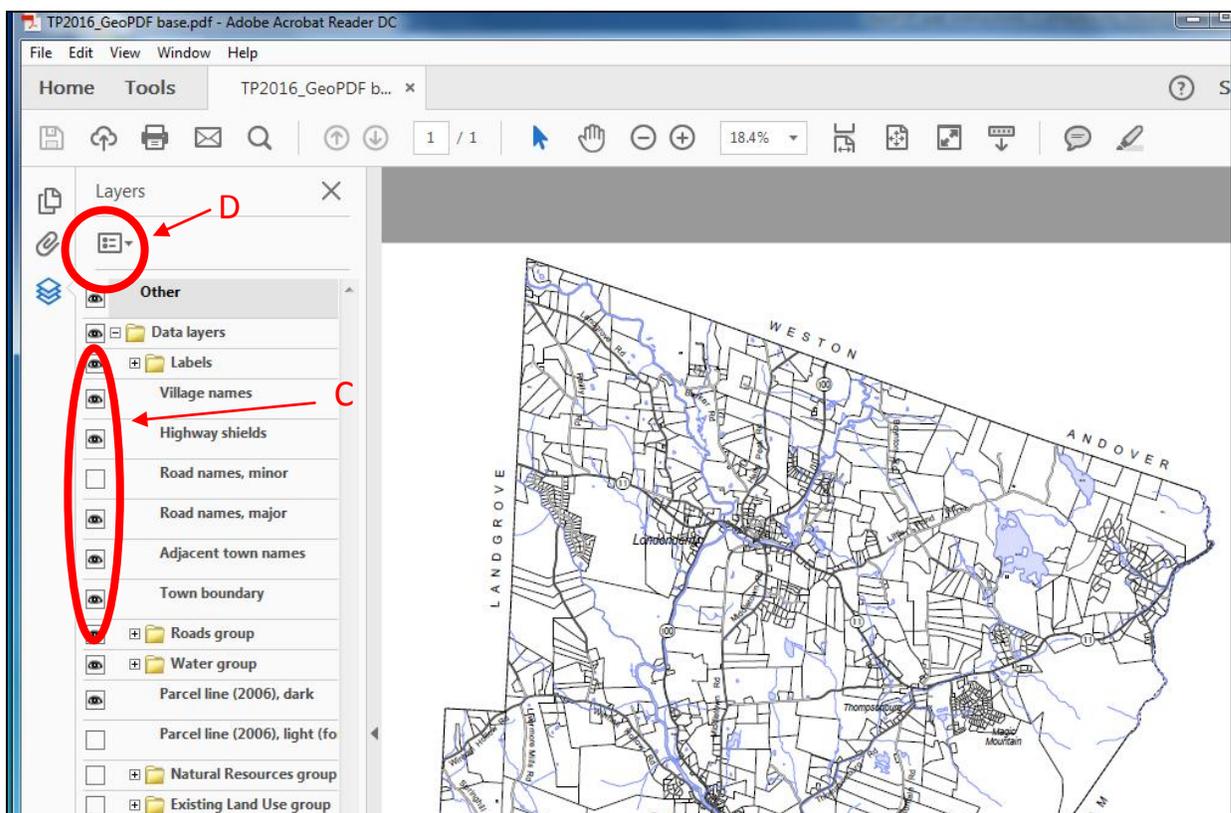
Using a GeoPDF In Acrobat Reader:

To turn layers on and off (layer visibility):

- A) Click the 'Layers' button on the left side, then
- B) Click on the '+' button next to Folder to expand and see all layers (there may be additional folders with additional layers).



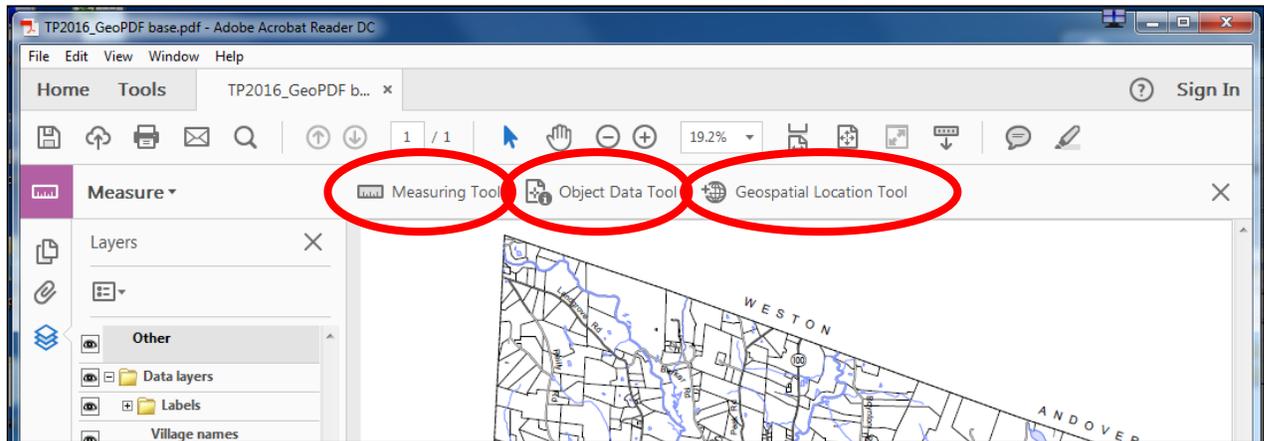
- C) To turn a layer off, click on the 'eye'; to turn a layer on, click in the white box (visibility).
- D) Click on the 'table' symbol (Options menu) and choose 'reset to initial visibility' to reset visibility.



The Measure Toolbar (formerly called the “Analysis Toolbar” in previous versions of Acrobat Reader)

Go to the Tools tab, and click on the “Measure” tool.

This brings up the Measure Toolbar for your GeoPDF, with the *Measuring*, *Object Data*, and *Geospatial Location* Tools.



To *measure* a feature, use the “Measuring” tool:

- (The ruler, left on Measure toolbar).
- A snap types/measurement types window displays in the upper right, and a distance tool window in the lower right.
- Measurement types include a line, perimeter (multiple line segments) and area.
- When do an area, at the next to the last point, right click and chose ‘complete measurement.’
- To remove the measurement lines, right click on them and chose ‘delete,’ or mouse over and hit the ‘delete’ button.
- To change distance and area units, right click and choose ‘distance unit’ or ‘area unit’ to set your preferences (do this once you started a measurement).
- To change defaults for measurement, right click and choose ‘Preferences,’ or go to ‘Edit, Preferences.’ You can set Geographic Location units to Lat/Long or Easting/Northing (VT state plane if set), and can set default distance units to miles, feet, etc. You can also change the color of measurement line, distance labels, and many other things.

To *determine coordinates*, use the “Geospatial Location Tool”:

- (Right-most on Measure Toolbar).
- Coordinates are displayed in the window in the lower right.

To get *attributes* for a feature (if they were included in the PDF), use the “Object Data” tool:

- Click on an object once (which “activates” the data and changes everything to a red outline), then double click on that object; attributes should appear in lower left corner.

Comments Toolbar

To *add comments, text, lines, arrows, other drawing features, etc.:*

- Click on the Tools menu, then select Comment, to bring up the tools