

ePlanning GeoPDF Users Guide – Quickstart

This Quickstart guide provides an overview of access to and use of ePlanning GeoPDFs for the beginning user.

The ePlanning GeoPDFs are a step toward the next generation of digital maps. They are built from digital data layers, which can be a synthesis of information from local, State, and Federal partners. Free tools allow users to interact with GeoPDF files. Users can determine coordinates of any point on the map, measure distances and angles between points, measure areas, track positions using a GPS device, display coordinates in various map projections and datums, turn layers on and off, zoom in and out, and print the map image.

Prerequisites

These instructions are written for the Windows operating system on a personal computer. Windows® XP, Windows Server™ 2003, or Windows Vista™ are required. Broadband Internet access is recommended.

Adobe® Reader® software is required and may be [downloaded](http://get.adobe.com/reader/) free at <http://get.adobe.com/reader/>. Adobe Acrobat® software may be used in lieu of Adobe Reader, if available. The latest three versions of either Adobe Reader or Adobe Acrobat are acceptable.

To install the GeoPDF tools to get full functionality, [download](http://www.terragotech.com/products/terrago-toolbar) TerraGo Desktop (formerly known as GeoPDF Toolbar) at <http://www.terragotech.com/products/terrago-toolbar>. The download and use of the TerraGo Desktop are free. (Note: Adobe Reader or Acrobat must be installed before TerraGo Desktop is installed.)

The GeoPDF in Adobe Reader

If you have saved the PDF your hard drive you will want to double click on the file icon or name to open the file. The map will open in an Adobe Reader (or Adobe Acrobat, if installed) window.

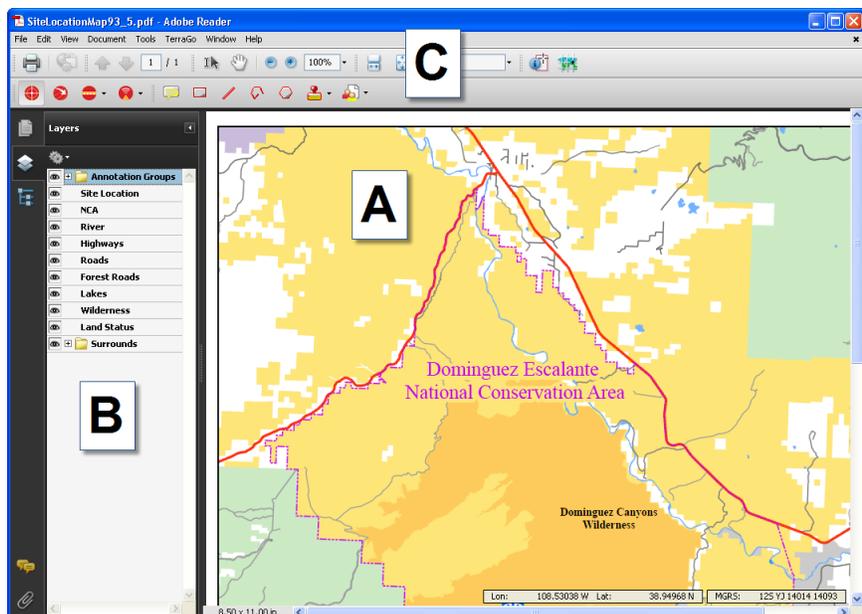
If the TerraGo Toolbar hasn't already been installed, the opportunity to download and install will be offered at this time. This [download](http://www.terragotech.com/solutions/index/) is free and installation is required only once. These tools supplement Adobe Reader capabilities by providing added capabilities to use the GeoPDF. More information is available at <http://www.terragotech.com/solutions/index/> under "TerraGo Toolbar."

After the file has been opened and the TerraGo Technologies tools have been installed, the Adobe Reader screen should look like this:

Using the GeoPDF

The screen has three sections:

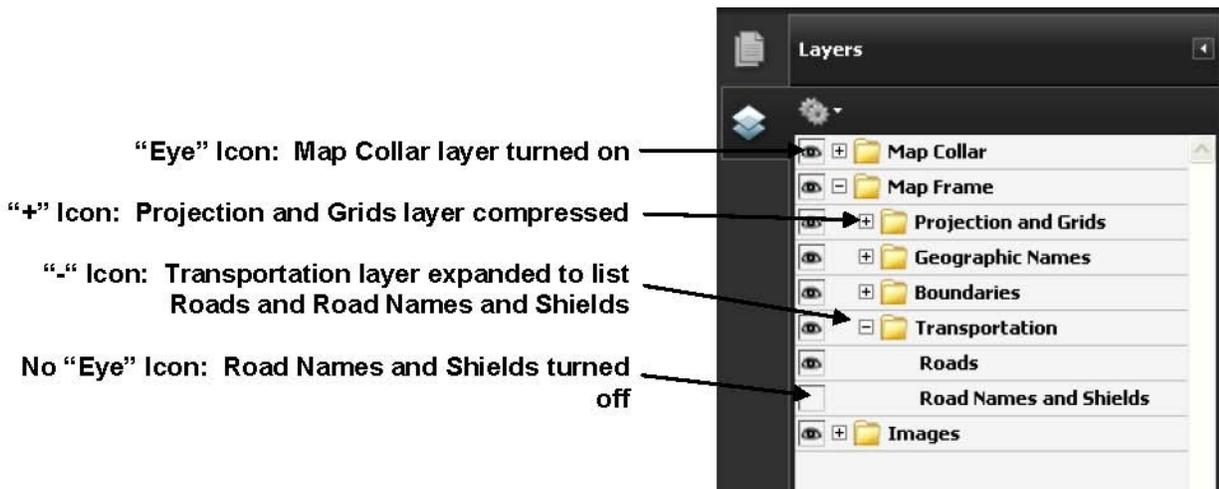
- A. Map image
- B. Listing of map layers
- C. Adobe Reader toolbars and TerraGo Toolbar



Layers

- Left click on the “eye” icon to turn a layer off in the map image.
- Left click on the box where the “eye” icon was to turn the layer back on.
- Left click on the “+” icon to expand the list of layers. Note that you can turn these subordinate layers on or off by clicking on the “eye” icon/box, as above.
- Left click on the “-“ icon to collapse the list of layers.

It may take a few seconds for the map image to refresh when the layer selection is changed.



Toolbars

To turn on tools, left click on “View” then on “Toolbars” and then on “More Tools.” Check the box next to “Select and Zoom Toolbar” and then check the boxes next to the tools you want to turn on in the toolbar (such as “Marquee Zoom” and “Hand Tool”). Clicking the right mouse button within the map image also will open a window within which some tools can be selected. Also check the box next to the “Analysis Toolbar.”

Zoom In and Out

The options for zooming are as follows.

- Click on the “+” and “-” icons in the Adobe toolbar (Section C).
- Enter a percent in the window to the right of the “+” icon in the Adobe toolbar and press “Enter”.
- From the “Tools” pull-down menu at the top of the screen, choose “Select & Zoom”. Select “Marquee Zoom” from the flyout menu. Place the cursor over the area of interest on the map and hold down the left mouse button to create a zoom rectangle over the desired area.
- If the “Marquee Zoom” tool has been turned on as described above, select that tool from the menu bar. The map image can be reset to show the entire quadrangle by clicking on the arrow to the right of the percent box on the Adobe toolbar and selecting “Fit Page”.

Pan

 **Hand Tool** To move around the map image, click on “Select & Zoom” from the “Tools” pull-down menu at the top of the screen. Choose “Hand Tool” and reposition the cursor over the map and left click the mouse. Hold down the left mouse button and move the cursor around the map to reposition the image. (Note: you cannot pan if the map display shows the entire map image.)

Analysis Toolbar

 **Object Data tool-** Select items with the Object Data tool to see associated data.

GeoPDF Tools



GeoTool – Locks/unlocks coordinates, Google™ Map It, and launches other GeoPDF tools.



GeoLocator – Shows and finds coordinates and provides the ability to modify coordinate system displays.



GeoMeasure – Measures either length or area.



GeoTrack – Displays the current position of an attached GPS device.

GeoPDF GeoMark Tools

GeoMark tools allow the user to add markups to the map and provide feedback geospatially. By using the below tools the user can mark on the map additional locations or note requested changes.



Add GeoNote



Add GeoPolyline



Add GeoRectangle



Add GeoPolygon



Add GeoLine



Add GeoStamp



TerraGo Collaboration Tool – Imports, exports, and deletes GeoMarks.

Complete information on using the GeoPDF tools is explained in depth in the TerraGo Toolbar help. If you need further assistance in using TerraGo Desktop, access the Knowledgebase or Tutorial sections found in the navigation panel on the left side of the TerraGo Technologies Support web page at <http://www.terragotech.com/support/index/>.

For use issues for Adobe Reader or Adobe Acrobat, access the “Help” pages from “Help” on the Menu bar or press the F1 key. Also, you can visit the appropriate Adobe Product Support Center at <http://www.adobe.com/support/>.

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Last Updated April 7, 2010