Glastir

**Glastir Woodland
GEOPDF Map - How to Complete Guidance**

**Welsh Government Rural Communities - Rural
Development Programme for Wales 2014 - 2020**

Glastir Woodland GEOPDF

How to Complete Guide

Content: Page:

SECTION 1 - Software needed (Adobe Reader)

How to install the latest version of Adobe Reader from the Internet

In order to annotate a GeoPDF, you will need to install the <u>latest version</u> of Adobe Reader. You can download this free software directly from the Adobe website.

Please visit this internet link:

https://get.adobe.com/uk/reader

Follow the on-screen instructions to install Adobe Reader on your computer.

Important note: If you already have an older version of Adobe Reader installed on your computer, it may not have the ability to annotate the PDF content. You must update to the latest version to ensure full compatibility.

The version used in the creation of this guide was:

Adobe Acrobat Reader DC (version 2019.010.20091)

SECTION 2 - Navigation of the GeoPDF

Getting Started

When you first open the Glastir Woodland GeoPDF, you will be presented with a view similar to that below - showing a map of the area declared on Glastir Woodland EOI. All map layers are switched on by default so the view may look somewhat confusing to begin with:
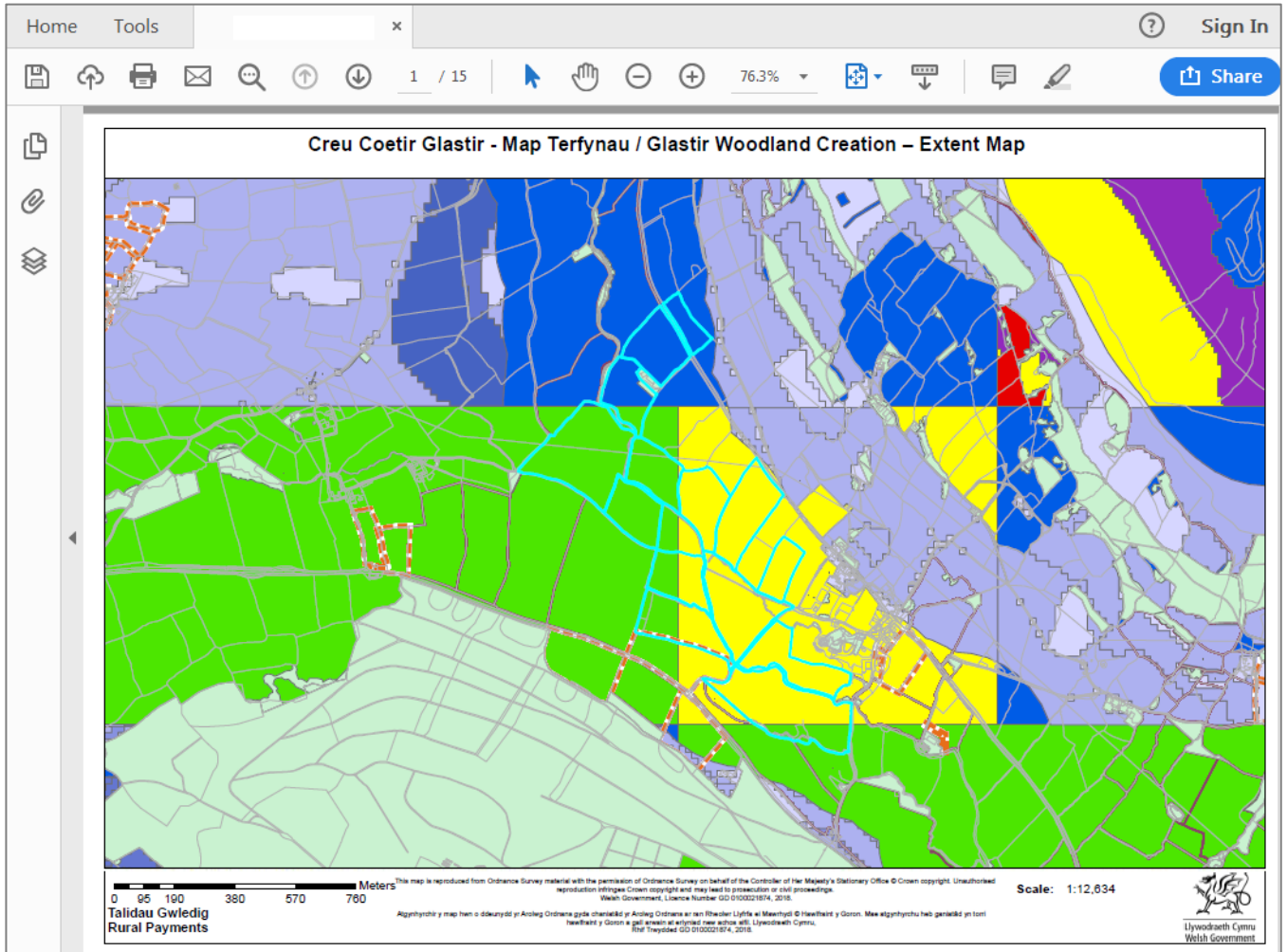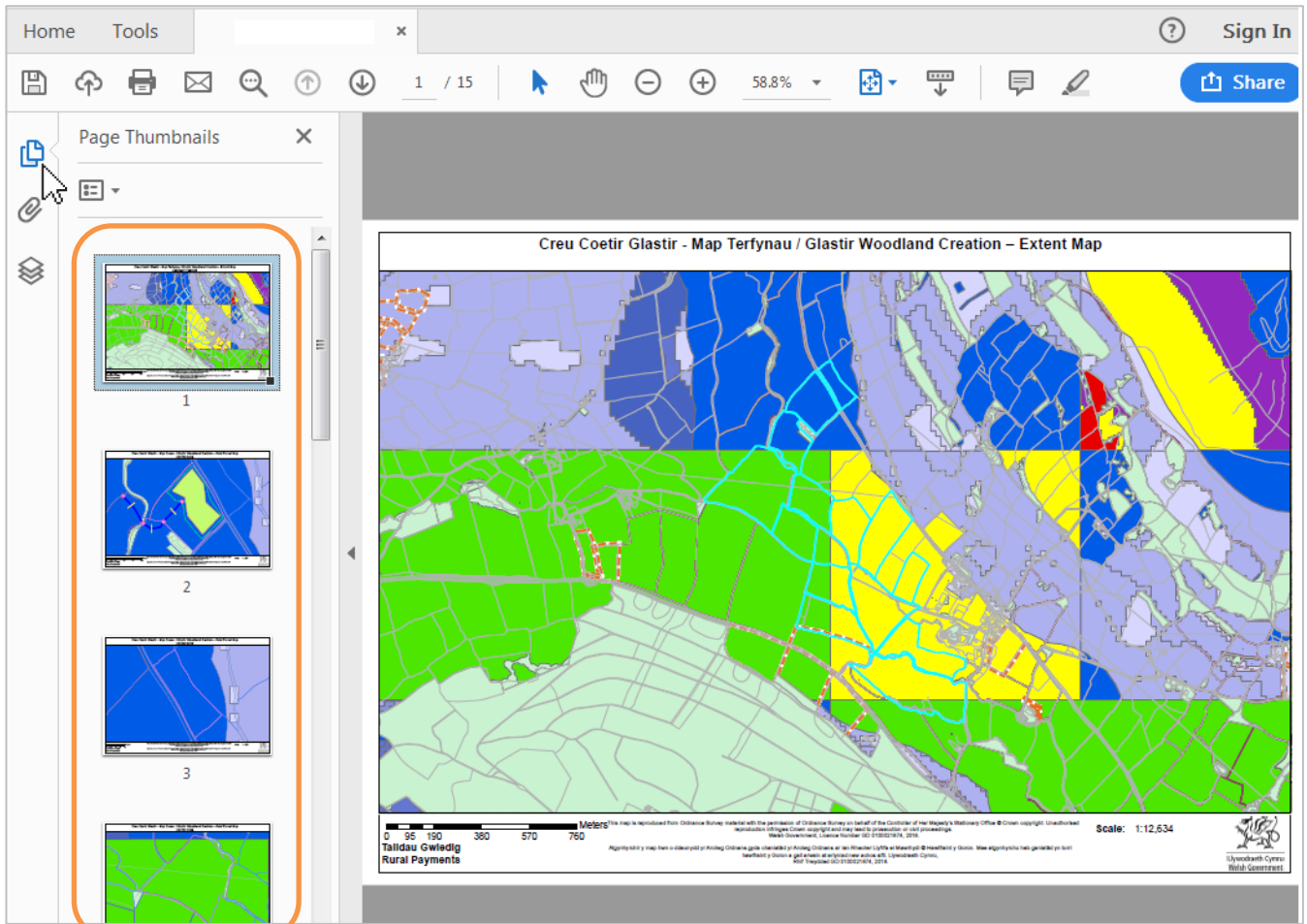
Show Page Thumbnails

To move between pages of the document you can use the standard scroll bar, or for a complete overview of the GeoPDF, you can make the Page Thumbnail pane visible.

Click the 📄 icon on the left sidebar to make page thumbnails visible.

Thumbnails of each page will now be visible on the left side of the screen. Click on a page to skip directly to that page.


Click on a thumbnail to jump directly to that page

Adjusting Map Layers

By default, all mapping layers are shown. You can customise the layers shown in the map.

To show the Layer viewer, click the ⬚ icon.

The Layer viewer will become visible on the left side of the screen. *Note*: Layer settings are available for each page in the GeoPDF, so please ensure you are adjusting the correct set.
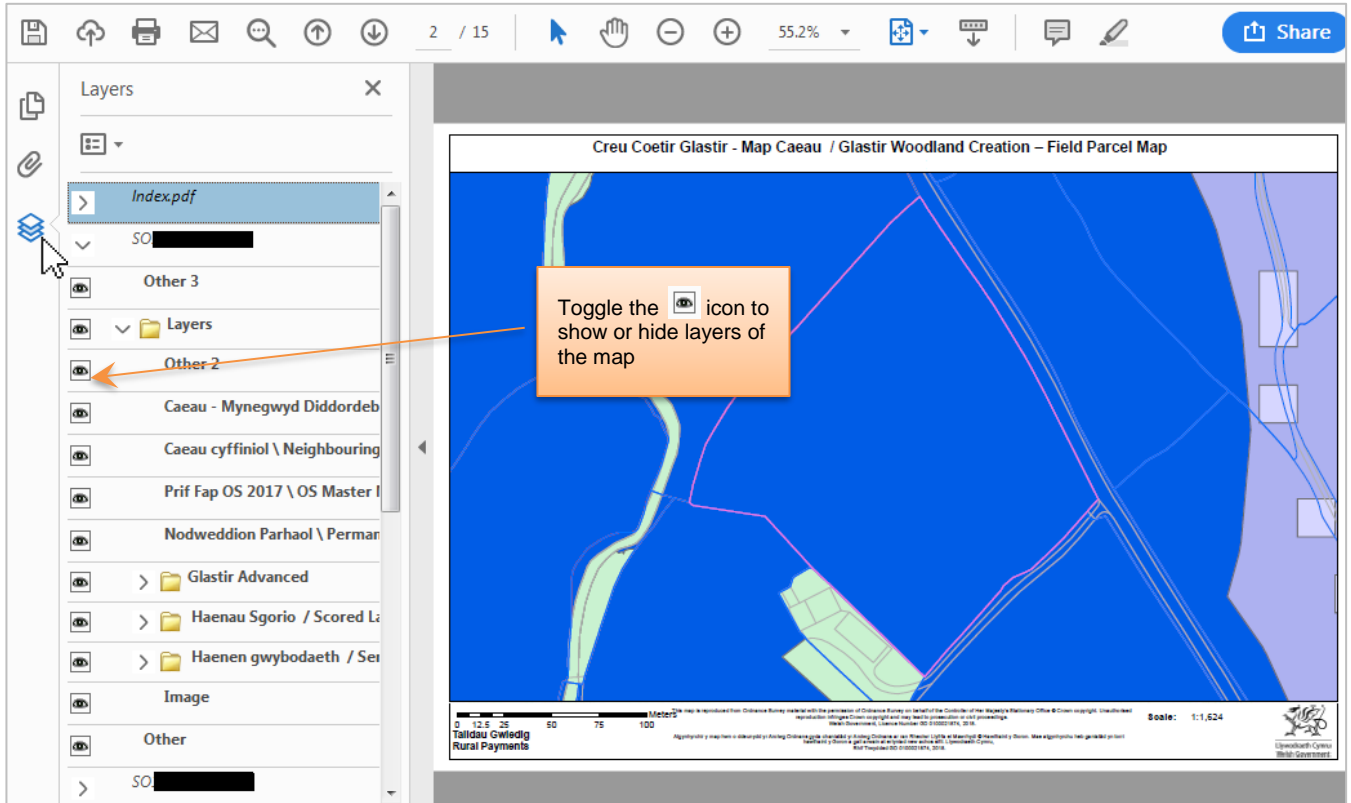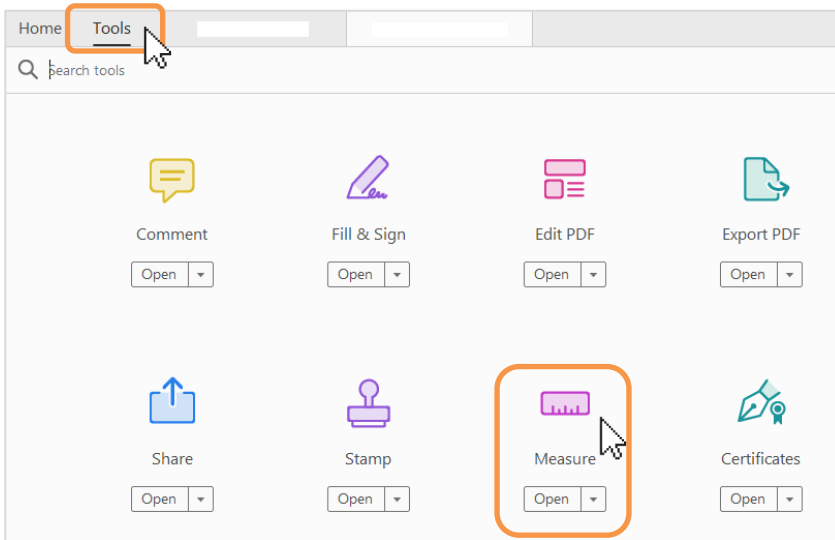

Click ⟩ to expand grouped layers of the field you wish to work on. Toggle the 👁 icon to show or hide layers of the map:
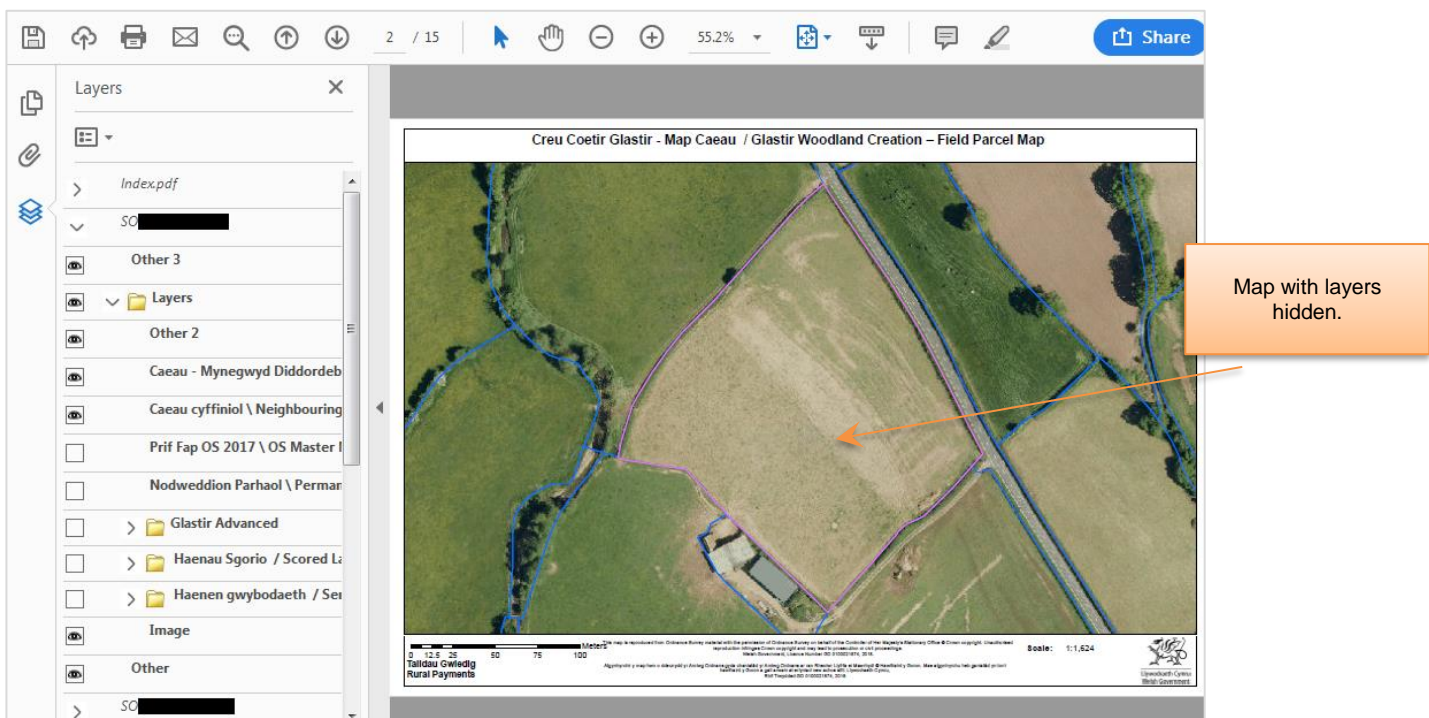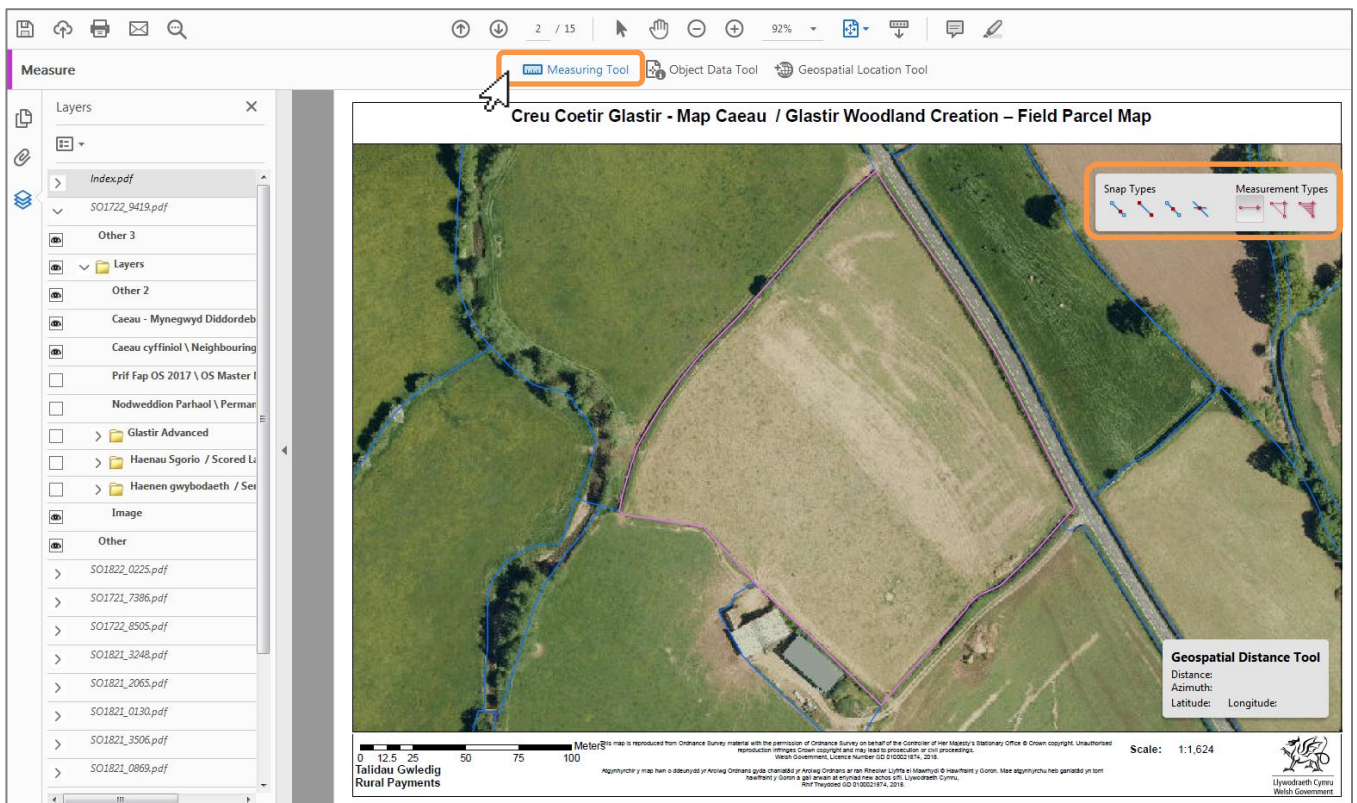
SECTION 3 - Draw Planting Areas / Fencing

To draw planting areas or fencing lengths, click **Tools** on the menu tab, then choose **Measure**.

Click **Measurement Tool** on the **Measure Toolbar**. The Snap Types/Measurement Types box will appear.

It is advisable to uncheck all of the Snap Types, as this will allow you to draw without snapping to undesirable elements in the map.

Uncheck all of these
Snap Types
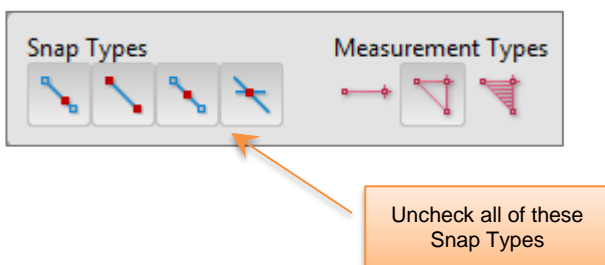
## Setting Area and Length measurement properties

Before creating planting areas or drawing fencing lengths, you must first change the default properties of Adobe PDF to show Hectares and Metres. Once set, you won't need to do this setup again.

While in measurement mode, **right click** the map. Choose **Preferences** from the pop-up list:

In the Preferences window, choose **Measuring (Geo)** from the left side.

Now set the '*Use default distance unit*' option to **Meters** and the '*Use Default Area Unit*' to **Hectares**. Ensure both options are ticked.
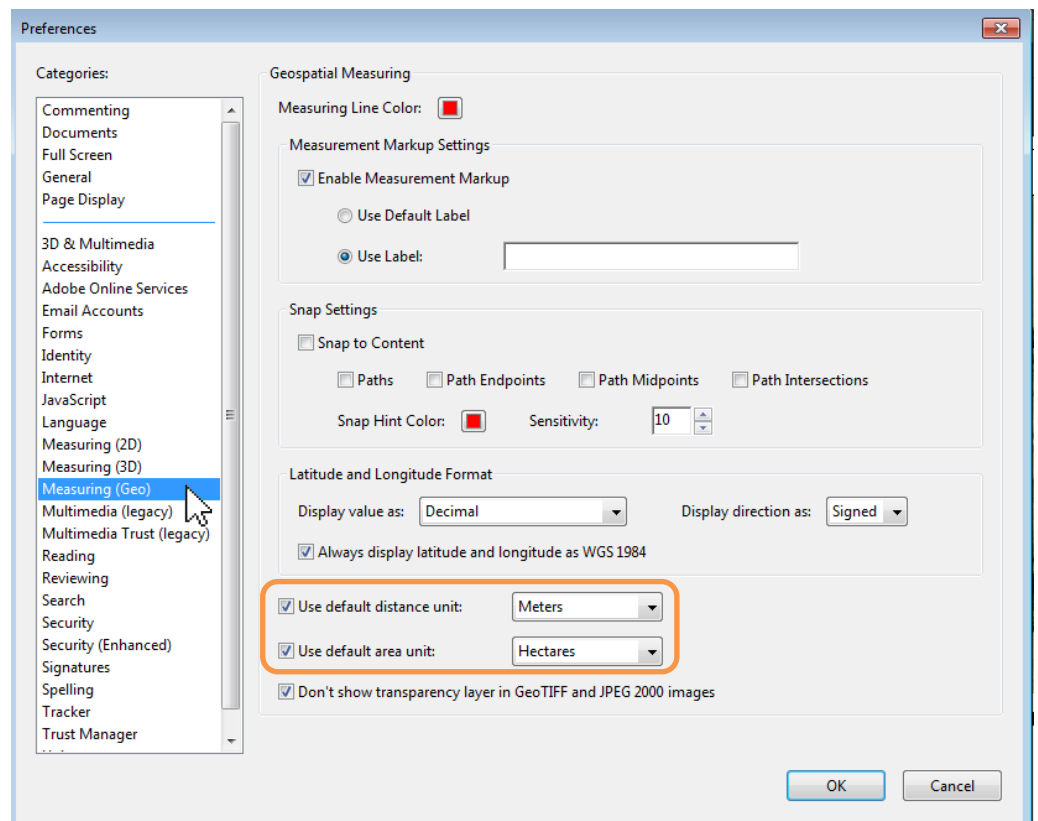
Drawing Planting Areas (also known as polygons)
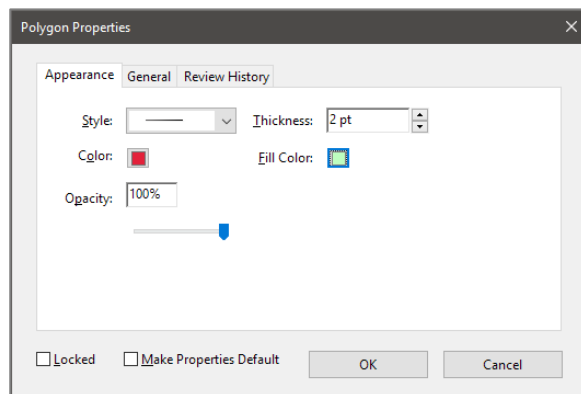
1. Set the Measurement Type to **AREA TOOL**
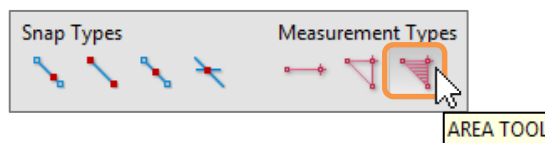
2. You may now begin drawing the planting area. The first mouse click sets the initial node, and each subsequent click of the mouse will set further node points around your desired area. When nearing the initial start node, the mouse pointer will change to signify the end of your planting polygon. Once done, the measured area of the polygon will be shown.

3. **Right Click** the finished polygon, then choose **Properties**. Adjust as follows:

   (a) Set Style to plain line

   (b) Set thickness to 2pt

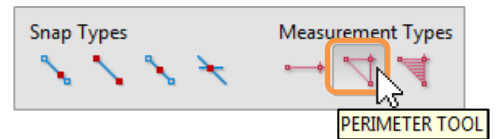   (c) Set Colour to Red

   (d) Set Fill Colour to Light Green

4. The area polygon can be amended if required. Click the polygon which will reveal the nodes specified at point 1. You may now select each node and adjust as required.

Drawing Fencing Lengths

1. Set the Measurement type to **PERIMETER TOOL**

2. You may now begin drawing the fencing length. The first mouse click sets the initial node, and each subsequent click of the mouse will set further node points around your desired area. When the fencing length is complete, double click to end the fence. The measured length of fencing will be shown.

3. **Right Click** the finished line, then choose **Properties**. Adjust as follows:
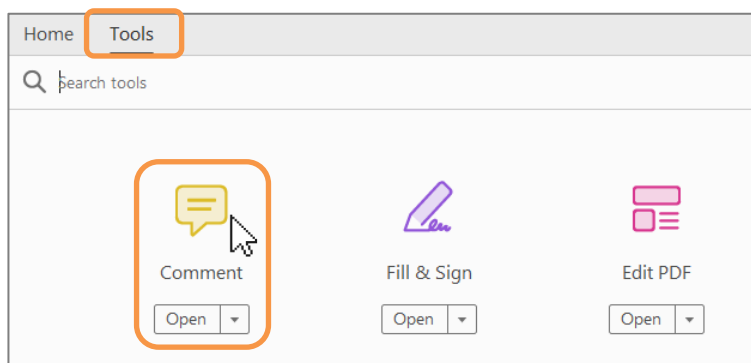
   (a) Set line **Start** and **End** as *None*

   (b) Set **Style** to Dashed

   (c) Set **Thickness** to 3pt

   (d) Set **Colour** to Green
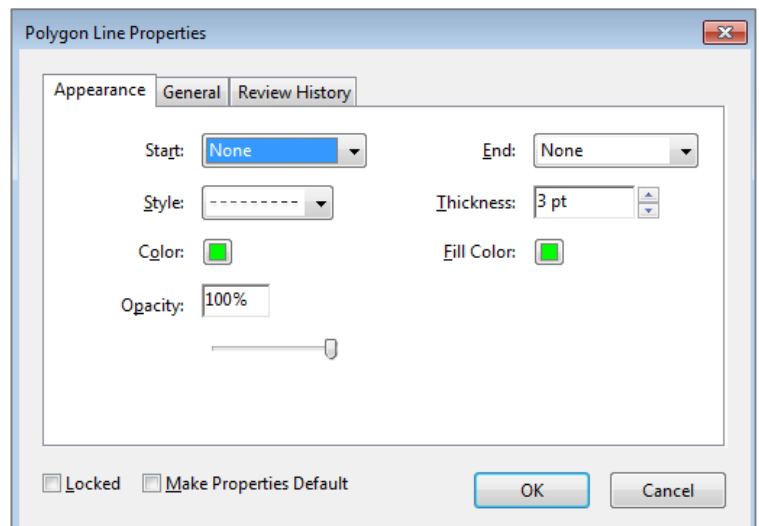
4. The fencing line can be amended if required. Click the line which will reveal the nodes specified at point 1. You may now select each node and adjust as required.
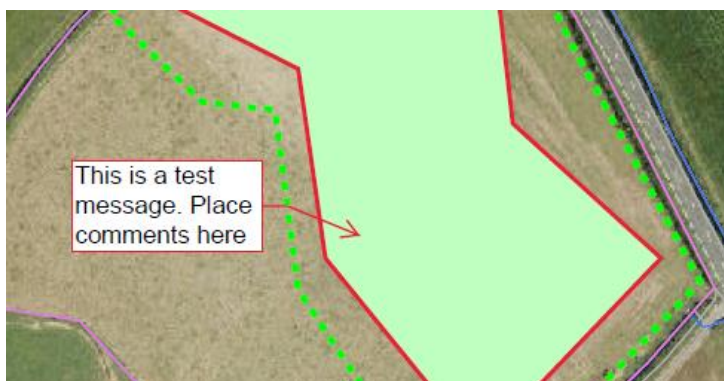
Adding Notes to the map

1. Click the Tools menu, then choose the **Comment** option.

2. Click the 'Drawing Tools' drop down menu button ⬧ and then choose the 'Add Text Callout'. You may now draw a Note box on screen, then proceed to add text.
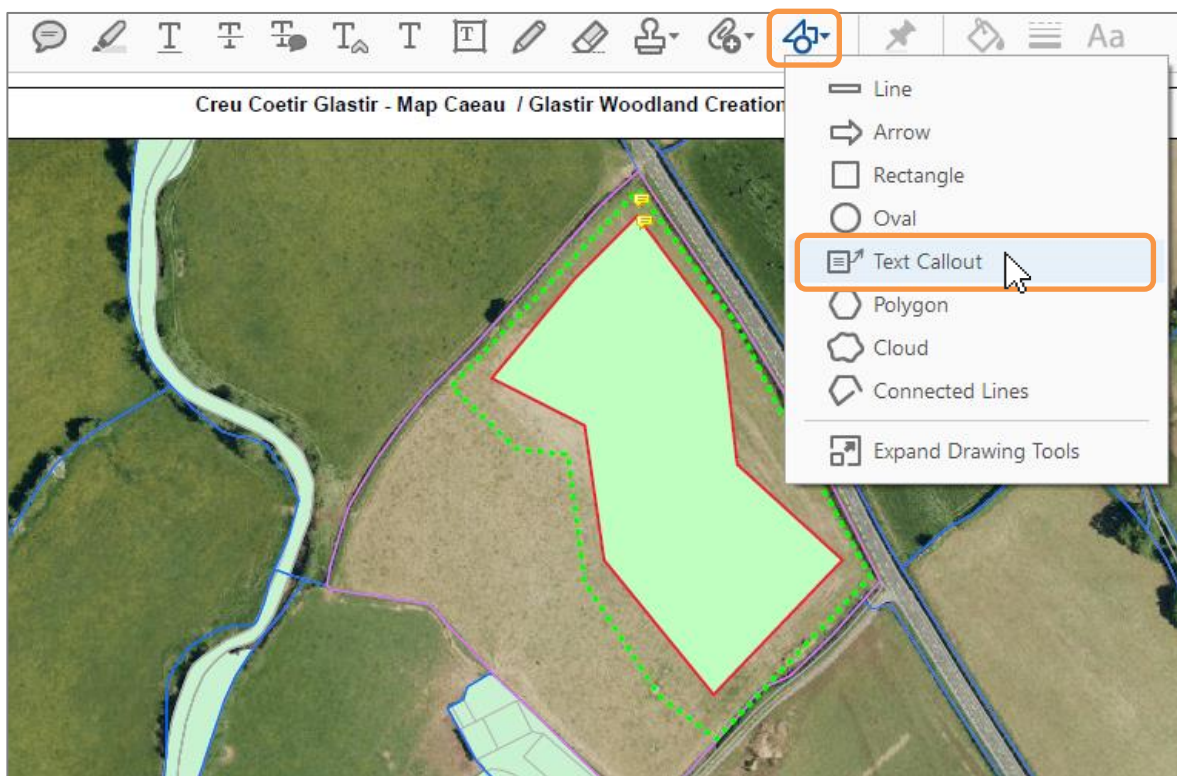
3. The text callout box can be moved/resized. Edit the text by double clicking on the box.
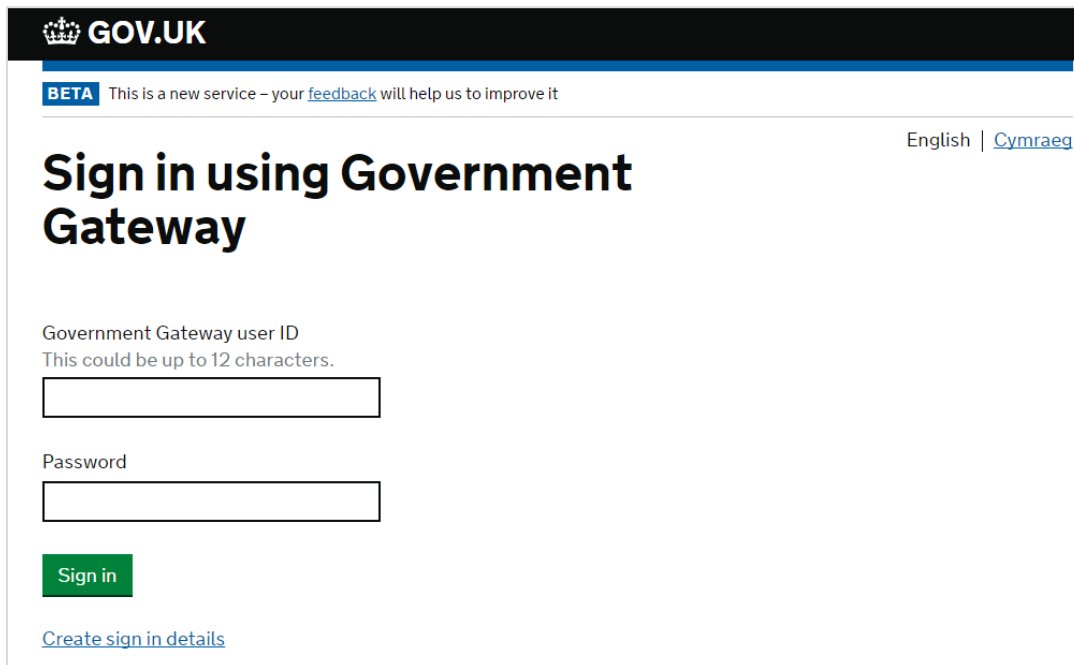
Saving changes

When you have finished annotating the GeoPDF, left click **File** > **Save As** on the menu toolbar. You may save the file on your computer hard drive in a location of your choosing, but please make a note of the location for later as you will need to upload the completed GeoPDF to RPW Online.

Note: You may wish to change the filename of your edited GeoPDF to avoid overwriting the original document if saving to the same location on your computer hard drive.

SECTION 4 – Submitting GeoPDF via RPW Online

Log in to your RPW Online account

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Log In** button.

Submit Message

Once logged in, go to the 'Messages' tab then click

Fill in the boxes as necessary, giving the message an appropriate title, and then add your GeoPDF as an attachment.

Click 'Create' when done.