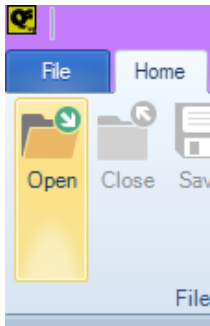
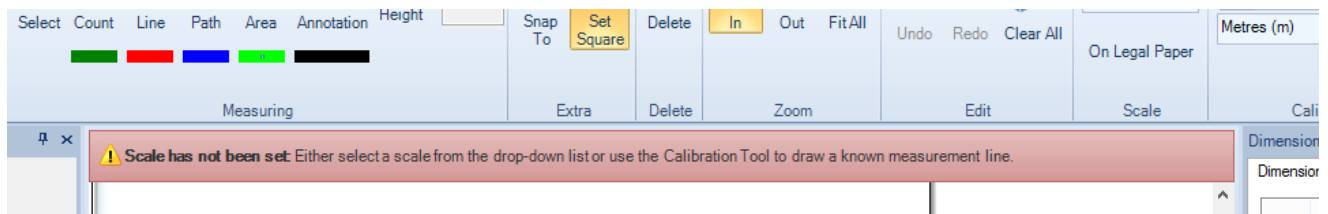


## Scale a pdf

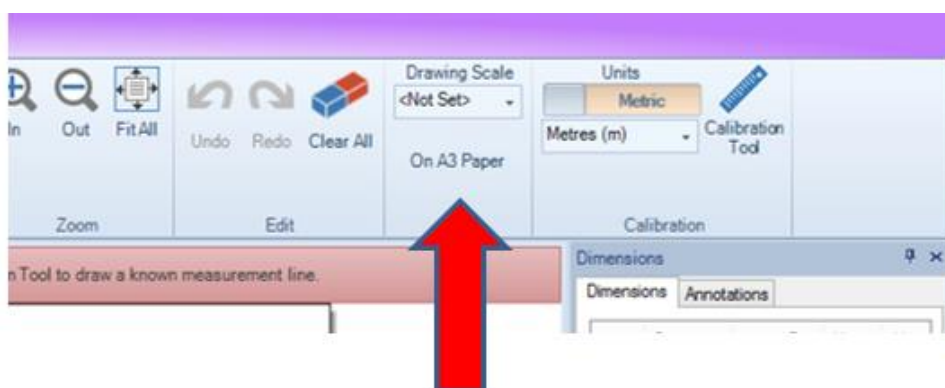
If the drawing is on an email, server, memory stick or disc, save a copy to the computer you are working on. In QuickScale, click Open and find the drawing in your documents. Don't use pdf viewers or any other software to view the drawing.



When you first open a drawing, note the "traffic light" across the top. This will start off red and turn amber then green as you scale the drawing. The green stripe means the drawing is scaled and you can begin measuring.

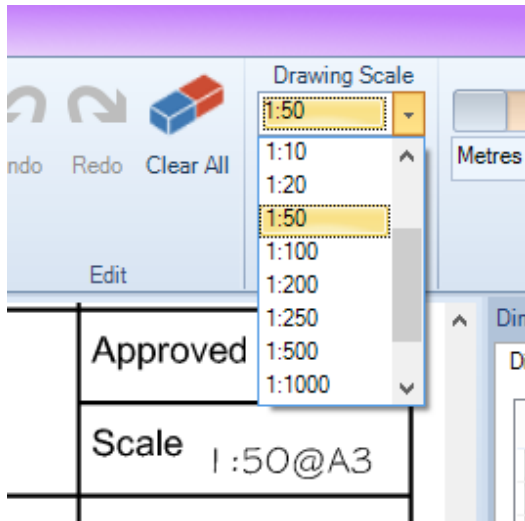


QuickScale will show you the paper size.

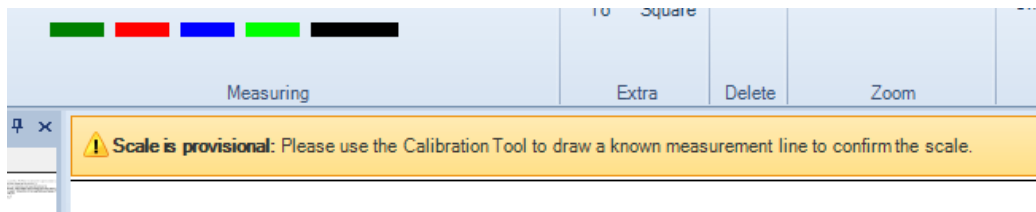


To check this is the same paper size as on the drawing, click on Zoom In then click on the drawing. Navigate to the title block by zooming, scrolling or click and dragging the drawing around the screen.

If the title block shows the same paper size as QuickScale, select the scale from the drop down menu under Drawing Scale. **If the paper size is different** - see page 4 of these notes.



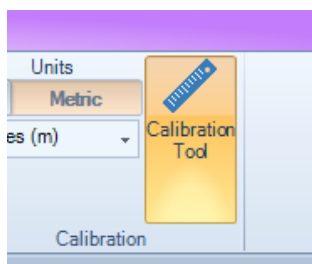
The traffic light will turn amber and tell you the scale is provisional.



To find a known measurement, click on *Select* on the toolbar then click and drag the drawing around the screen until you find an accurate measurement. If your drawing does not have any measurements, use door widths, parking spaces, elevations or anything you know the measurement of.

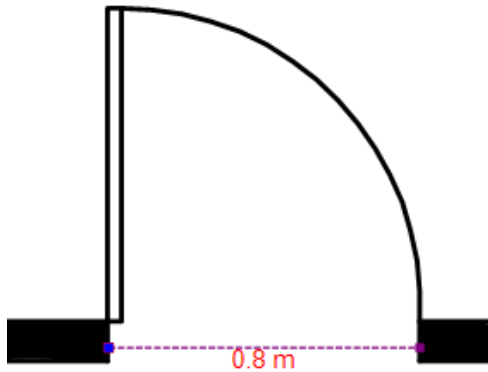
Zoom in on the measurement - the more you zoom in, the more accurate the scale will be.

Click on Calibration Tool

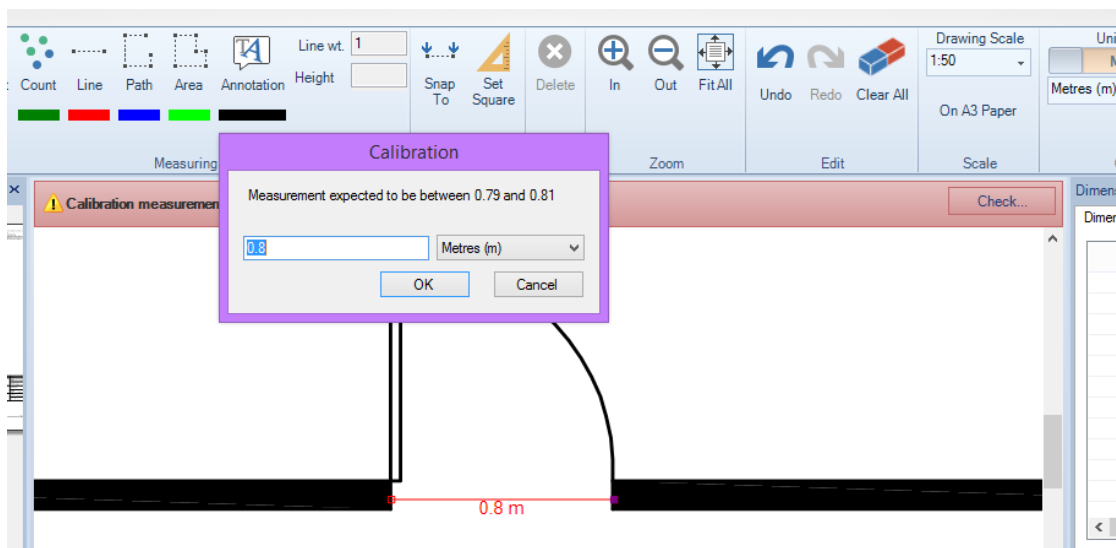


Click on either end of your known measurement

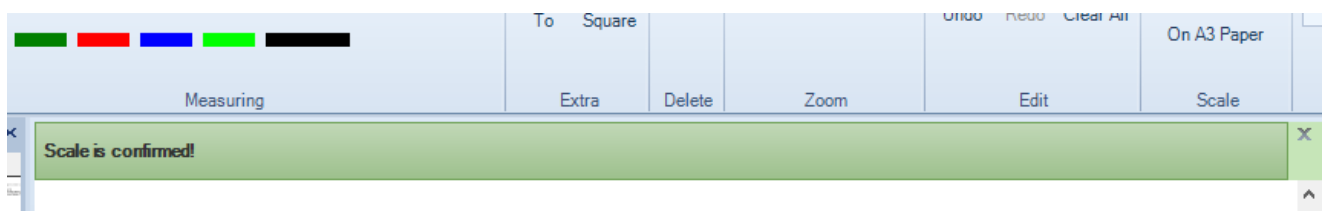
Calibration Tool to draw a known measurement line to confirm



Either accept the suggested measurement or enter another one in the Calibration box. Check your units are correct (m, ft etc) and click OK.



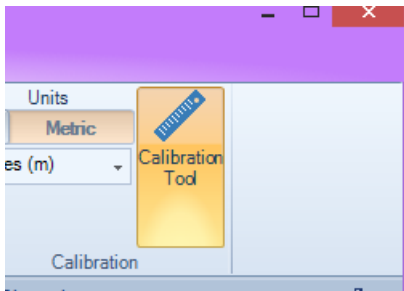
The traffic light will turn green and tell you the Scale is confirmed. You may wish to save your drawing now so that you do not have to calibrate the drawing next time you open it. Click File, Save As. You are now ready to measure or print the drawing to scale.



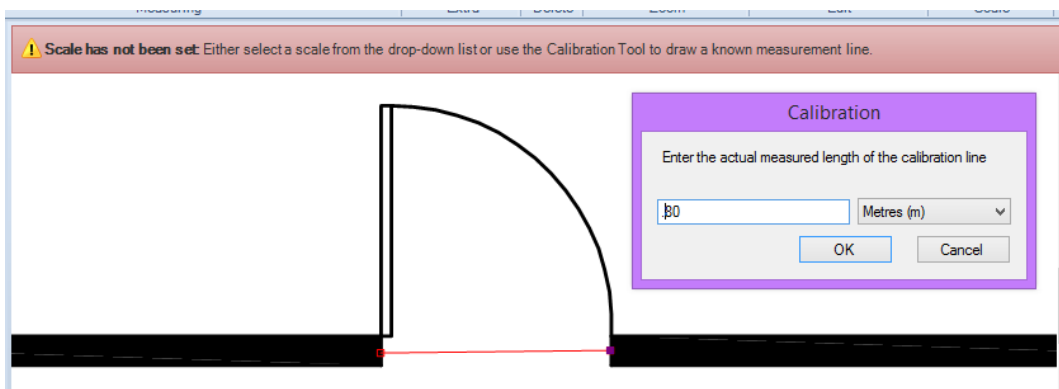
## Different paper size or if the drawing has been reduced or enlarged

You can't change the paper size. Leave the Drawing Scale as Not Set and do 2 calibrations.

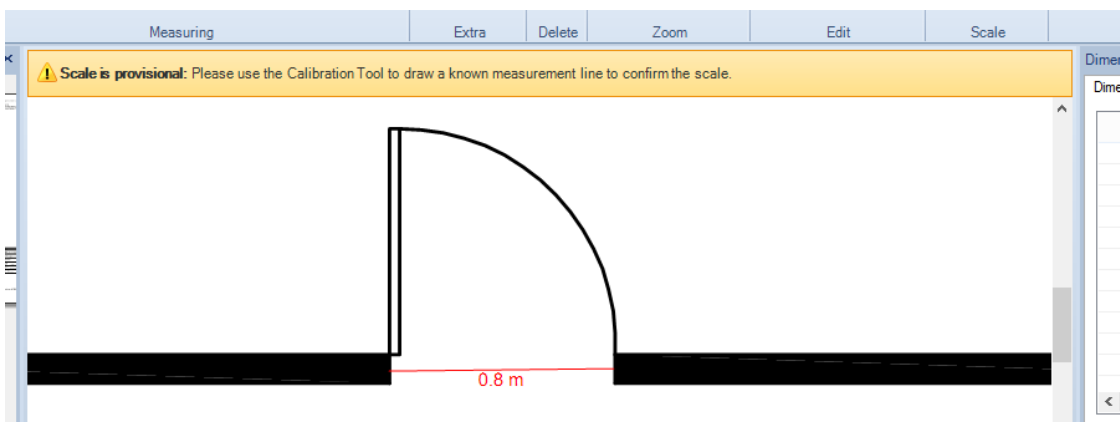
Click on Calibration Tool



Click on either end of a known measurement and type the distance in the box that pops up.

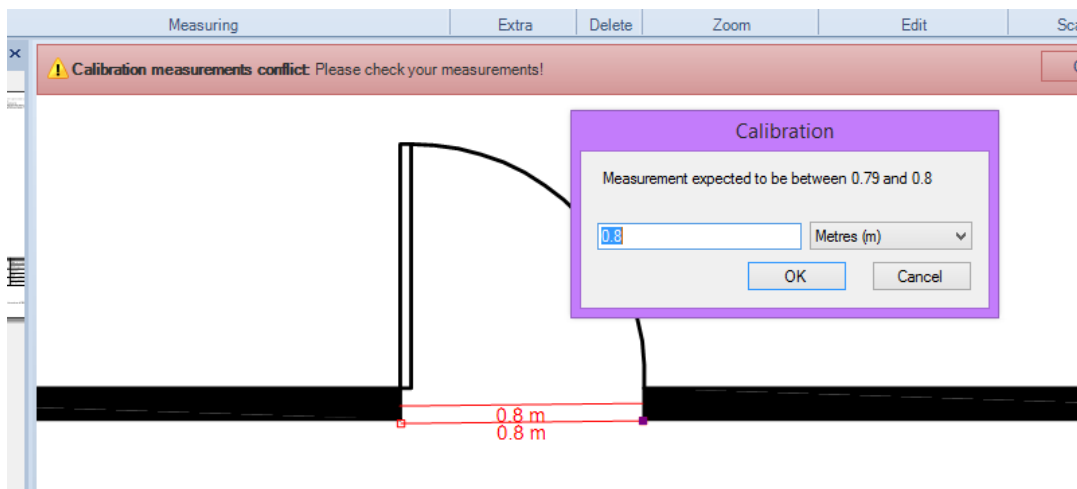


Click OK and the traffic light turn will amber.

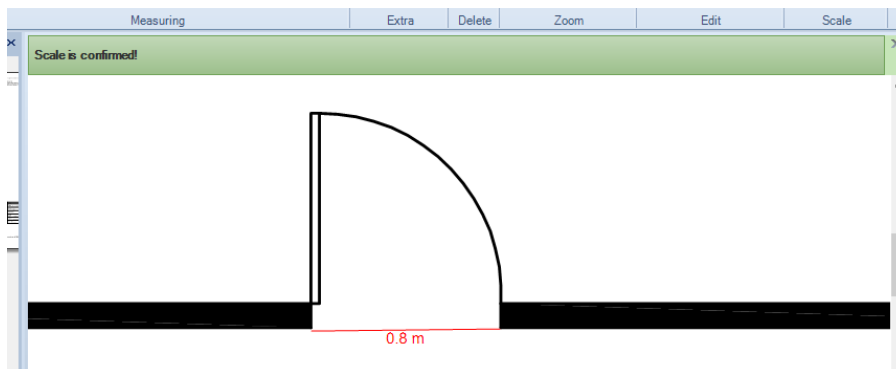


You can use either the same or a different measurement for the 2<sup>nd</sup> calibration.

Click Calibration Tool again and click on either end of the measurement. Either accept the suggested measurement that pops up, or enter a new one in the Calibration box.



The traffic light will turn green and tell you the Scale is confirmed. You may wish to save your drawing now so that you do not have to calibrate the drawing next time you open it. Click File, Save As. You are now ready to measure or print the drawing to scale.



Kind regards

The QuickScale Team

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