




NNDC Planning guide: How to use the online measuring tool

Using our Public Access Online Measuring Tool

Our public access site for viewing planning applications now includes the ability to measure plans.

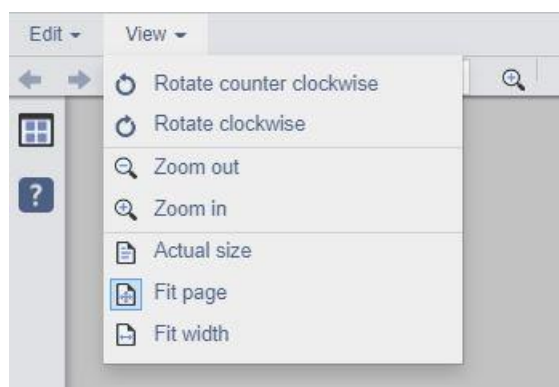
	Date Published [⬇]	Document Type [⬇]	Measure	Drawing Number [⬇]	Description [⬇]
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<input type="checkbox"/>	09 Aug 2021	Consultee Comment			NNC Highway
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To use the measuring tool click on a measuring ruler for that plan 

Guidance is always available within the measuring tool by clicking on the question mark icon. 

Measurements cannot be made until you have calibrated the measuring tool  

Changing the way the drawing is displayed before measuring



Rotate: from the **View** menu, select **Rotate Counter Clockwise** or **Rotate Clockwise**.

Magnifying Zoom: Click the magnifying glasses to zoom in or out (or type the scale in the field.)



(You can also zoom by holding down the Ctrl key on your keyboard while using the mouse wheel.)

Page size: from the **View** menu, select **Actual Size**, **Fit Page**, or **Fit Width** as appropriate.



Pan: Click on the pointing finger icon and then hold down the mouse button and drag the drawing, or using the scroll bars.



Navigate multiple pages: In the toolbar, click the page back or forward buttons as appropriate, or type the page number in the field.

Calibrating and taking measurements

Before taking measurements, you'll need to define the scale of the drawing. You can do this by selecting the scale if known, or by measuring a known distance on the drawing.

To set the scale:



Click the Set global scale button at the bottom of the screen.

In the **Scale** field, type the scale of the drawing.

In the **Units** field, select the units to use for all measurements.


The unit you select will be used as the default for all measurements until you go to Edit > Reset.

To manually calibrate the scale using a known distance



Click the Calibrate button at the bottom of the screen.

Click at the start point of the known distance, and then click on the end point.

DRAWING TITLE		Floor Plans Ground, First & Loft	
SCALE	0	2.5m	SHEET SIZE
1:50			A1
DRAWING NO.			

In the **Length** field, type the length of the known distance, and then select the **Units** of this length.

The unit you select will be used as the default for all measurements until you go to Edit > Reset.

Measuring a single straight line



Click the Ruler button at the bottom of the screen.

Place the cursor at the start point and click and hold the mouse button.

Drag the cursor to the end point and release the mouse button.

The measurement is displayed next to the line.

Measure a line with one or more changes of direction, such as a perimeter



Click the Poly Ruler button at the bottom of the screen.

Click the cursor at the point where you want start measuring from.

Click the cursor on each required change of direction, and then double-click at the end point.

The measurement is displayed next to the line.

Measuring an angle



To measure the angle between two adjoining lines:

Click the Protractor button at the bottom of the screen.

Place the cursor at the point where you want to measure the angle. Click and hold the mouse button, and then drag the cursor along the first line.

Release the mouse button, and then hold it down again.

Drag the cursor to the second line and release the mouse button.

Two lines are drawn from your start point, with the angle between them displayed next to the start point.

Measuring the area of a rectangle



To measure a rectangular area:

Click the Rectangle Area button at the bottom of the screen.

Place the cursor at the corner of the rectangle you want to measure and hold down the mouse button.

Drag the cursor to the opposite corner and release the mouse button.

The rectangle is drawn - hover over it to display the area.

To view the area of a rectangle you've previously drawn, select it by clicking on it, and then hover over it.

Measuring a polygon



To measure the area of a polygon:

Click the Polygon Area button at the bottom of the screen.

Click the cursor at the point where you want start measuring from.

Click the cursor on each required change of direction, and then double-click back at the start point.

The polygon is drawn - hover over it to display the area.

To view the area of a previously drawn polygon, click on it to select it and then hover over it.

Measuring a circle



To measure the area, radius, diameter, and circumference of a circle:

Click the Circle button at the bottom of the screen.

Place the cursor at a point denoting the outer x and y coordinates of the circle you want to draw, and hold down the mouse button.

Drag the cursor to the opposite "corner" denoting the opposite outer x and y coordinates, and release the mouse button.

The circle is drawn, with a cross marking its centre point. You can now move and resize the circle for greater accuracy.

Move the circle by holding the mouse button down over it and dragging it.

Resize the circle by holding the mouse button down on the relevant square marking the outer edges of the circle and dragging it.

Hover the cursor the circle to display the area, radius (R), diameter (D), and circumference (C).

View the measurements of a previously drawn circle by clicking on it and then hovering over it.

Formatting an annotated measurement

Once you've taken a measurement, you can change its display as follows:

Right-click on the measurement.

For area or polyline measurements, select the fill colour from the **Fill** list.

Change the colour and thickness of the line as required in the **Stroke** section.

Measurement Properties

Properties

- Fill

Fill

Yellow
▼

- Stroke

Stroke

Red
▼

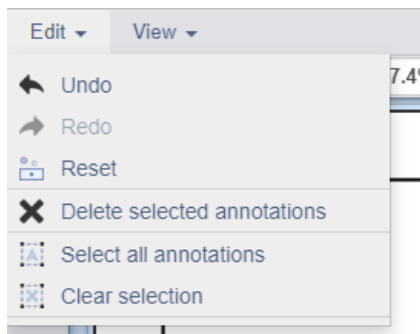
Thickness

1

Close

Click **Close**. Your changes are displayed on the drawing.

Working with annotated measurements



As well as creating and formatting annotated measurements, you can:

Undo and redo your actions: from the **Edit** menu, select **Undo** to undo your last action, or select **Redo** to redo an action you've just undone.

You can do this several times to undo or redo several actions.

Select and amend a measurement: click the Select button at the bottom of the screen, and then click on the annotated measurement.

Hold down the Shift key to add further measurements to the selection.

Select all measurements: from the **Edit** menu, click **Select All Annotations**.

Deselect a measurement: either click on another part of the page, or click **Clear selection**.

Move the selected measurement(s): hold the mouse button down over the selection and drag it.

Rotate the selected measurement: hold the mouse button down over the large circle next to the measurement and drag it to rotate the measurement.

The small circle signifies the point around which the measurement will be rotated - you can drag this to move it before performing the rotation if required.

Delete the selected measurement(s): from the **Edit** menu, select **Delete selected annotations**.

Print or save the annotated drawing: press the Print Screen key on your keyboard to take a screenshot, and then either save it in a graphics package or copy it into a Word document. You can then print it from there.

Reset the display: Remove all measurements and the scale calibration from the **Edit** menu, select **Reset**.