

## Helpful Hints for Adobe Acrobat Reader PDF Maps with Adobe Acrobat 11+

1. Download PDF file from website. Do not open it with your internet browser.
  - a. Right-click on the link on our website
  - b. Select Save to or download
  - c. Open the file with Adobe Acrobat Reader – the instructions that follow work for some versions of Adobe Reader. Others will require additional hunting for tools. Adobe Acrobat Reader DC (newest version) is quite different.
2. Finding Layers, Model Tree and other viewing applications
  - a. On the left border of the page you will see a number of icons such as a stack of paper or a paper clip.
  - b. Right click on the border and look for additional tools. The two that you want are the stack of paper labeled Layers and the diagram labeled Model Tree.
3. Layers: opens a list of layers included on your map.
  - a. Using layers you can select which layers to display or hide such as roads, labels, water bodies, depending on what is available in your map and provided that the map was saved with separate layers.
  - b. Drill down into the layer names in the right margin
  - c. If there is a + sign, you can click on this to see more layers.
4. Model Tree: enables you to reveal information about individual parcels if the map was created with that capability in mind
  - a. Select the map layer of interest in the left margin.
  - b. Selecting the "Parcels" layer will open a sequential list of all parcels in the town that are in this database. Note that the data are not always current. Amherst data is from 2011.
  - c. Click on the map-lot number of interest and the data about that lot will be displayed below. You can enlarge the data display window with the mouse.
5. Object Data Tool: Allows you to select parcels on the map to reveal parcel information
  - a. To access the Object Data Tool: Click on **Edit – Analysis - Object Data Tool** from the menu on the top of your screen.
  - b. [In Adobe Acrobat Reader DC select Edit – Manage Tools – Measure]
  - c. Click on the border of the property of interest three times fairly rapidly – this can take some time if you are using an older, slower computer
  - d. The first click selects all properties, not sure what the second click does, but the third one selects a single property. Very often you get an abutting property. Keep trying on different borders.
  - e. There is an option to Zoom To select small properties
  - f. The object data should appear on the left margin.
  - g. [With Adobe Acrobat Reader DC, you can find the object data tool by selecting Tools – Measure (or Edit – Manage Tools – Measure)]

6. Measuring Tool: Click on **Edit - Analysis - Measuring Tool** to measure distances, perimeters and areas in miles and square miles.
7. Geospatial location: Click on **Edit - Analysis - Geospatial Location** - to find the latitude and longitude of any location on the map.
8. Advanced Search: Click on **Edit - Advanced Search** - Allows you to search for all properties with a particular owner, address, street, value, etc.
9. Snap Shot: you can zoom into a parcel of interest and take a “Snapshot” of the parcel and the property information. The snap shot can be pasted into other documents or saved as a graphic image.