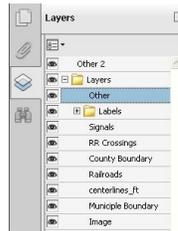To access the tool bar for Adobe Reader, hover over the bottom of the screen for a basic tool bar. Click on the button to the far right to have the tool bar display around the map.

Some of the most important tools for PDF mapping are described in the following document. Many advanced tools, including search and zoom tools, right click on an empty space on the grey toolbar at the top of the window.

Many map PDF documents have layers that can be turned on and off

1. Locate the Navigation panel on the left side of the window. Click the Layers icon in the panel to open the Layers Navigation panel.

2. Click the eye-shaped Layer Visibility Override icon to turn layers on and off.
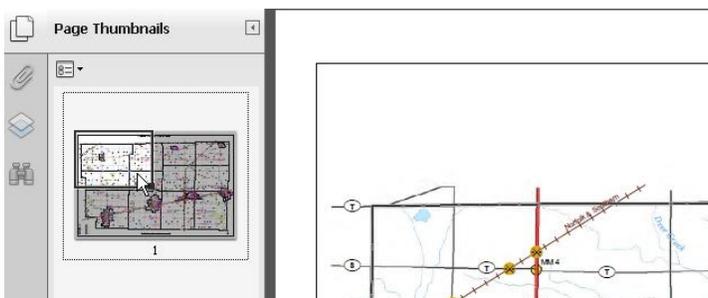

Locate and zoom to areas on the map

Do one of the following:

- Click the Zoom In button or the Zoom Out button in the toolbar.

- Enter a magnification percentage in the Common Tools toolbar, either by typing or choosing from the pop-up menu.

- Drag the Marquee Zoom tool to define the area of the page that you want to fill the document pane. (Right click on empty space on the grey toolbar > Select & Zoom > Marquee Zoom)

- Drag the Dynamic Zoom tool (also called Continuous Zoom) up to increase the magnification and down to decrease magnification. (Right click on empty space on the grey toolbar > Select & Zoom > Dynamic Zoom)

  When the Marquee Zoom tool is selected, you can Ctrl-click or Ctrl-drag to zoom out. Holding down Shift switches temporarily from the Marquee Zoom tool to the Dynamic Zoom tool.
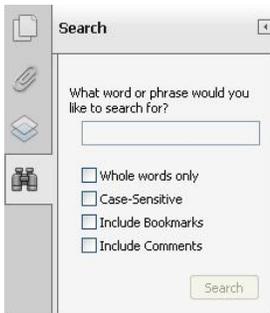
To change the magnification by using a page thumbnail

1. Click the Page Thumbnails button in the navigation pane on the left side of the window.

2. Locate the thumbnail for the page. Then position the pointer over the lower-right corner of the page-view box until the pointer changes into a double-headed arrow.

3. Drag the corner of the box to reduce or expand the view of the page.

4. As needed, move the pointer over the zoom box frame within the thumbnail until it changes into a Hand icon. Then drag the frame to see a different area of the page in the document pane.

Map text, such as mile markers, roads, facilities, etc., can be searched

1. Click on the binoculars in the navigation pane on the left side of the window

2. Type in the name of the city, village, township, road, or area of interest you wish to locate

3. The results window will populate with areas that match your search criteria. Click on a result to find its location within the map.

To find the latitude and longitude values for a point on the map

1. Right click on an empty space on the grey toolbar

2. Select More > Geospatial Location Tool. This will populate the grey toolbar with a button that looks like a globe. Click this button.

3. The curser will turn into a crosshair, giving you the coordinates for the space the cursor is over.

Latitude: 41.5194   Longitude: -83.9110