

## **Acrobat Reader H&T Map Markups For 2013**

In the past all map corrections and new construction information had to be hand-drawn on a paper map and returned to us, however the new Commenting Function in Adobe Reader 7.0 or greater offers you the ability to make notations on a PDF copy of your H&T map and return it to us via email. Additionally, these PDF versions of the H&T maps, with the ability to be commented on, will remain available online for you to download and markup for your in-office use. You will be able to download as many copies as you need and save them with special markups for different projects.

Following are some basic instructions for marking the H&T map with your notations on construction, resurfacing and bridge projects using Adobe Reader. There are many additional tools for commenting beyond the few listed here, however these work well for the information we require on the maps. If you do not have Adobe Reader you may download for free from the Adobe website at: <http://www.adobe.com/products/acrobat>

If you have any questions or comments please call Hermes Diaz at 515-239-1360 or email at [hermes.diaz@dot.iowa.gov](mailto:hermes.diaz@dot.iowa.gov).

### **H&T PDF Maps**

The PDF H&T maps are available on our website at:  
<http://www.iowadot.gov/maps/countysec/>.

To download the map, right-click on the link called PDF Map that corresponds with your county and select Save Target As... This will allow you to save a copy of the map to your computer. You must save a copy to your computer to do the commenting.

The first thing you need to know about this PDF is that it contains Layers. These layers represent the different attributes of the H&T map and can be turned on and off depending upon what you would like to view in the PDF. When you open the PDF you will see a tab called Layers on the left hand side of the screen. Click on the tab to open it. Next, click on the + sign next to the file name (which will have a file name such as: county01.dgn) to open the layers and then the + sign next to the folder marked Levels. Each of the levels shown in the list represents an attribute on the map. If you would like to turn off a level, click on the picture of the eye next to the level you would like to turn off. For example, if you do not wish to view the red and blue road numbers, click on the picture of the eye next to level titled 'tdCoSecRdNmbr' and they will disappear from the map. To turn the level back on click on the empty box and the eye will reappear with the level on the map. See Figure 1 for an example of the Layers tab open for viewing.

### **To draw a colored line to indicate construction projects or surface type changes:**

- First, zoom to the area you wish to mark on the map. To zoom you need to have the zoom toolbar open in your window. Select the icon shaped like a magnifying glass with a + sign in it. This will allow you to zoom to the area you need.

- When you have found the area you wish to mark, go to the Tools pull down menu, select Comment & Markup and select the Polygon Line Tool from the list of tools. This tool will allow you to draw lines that turn or curve. You will add text comments and change the color after you draw the line. The line will default to a red color that you may change later.
- Next, click on the location to begin marking, and then move along the road to the end of your marking area. You may click at points along the line you are drawing to add vertices, and change direction or follow a curve. When you are done with your line, right-click and select Complete. If you make a mistake you can right-click and select Cancel and start it over again.

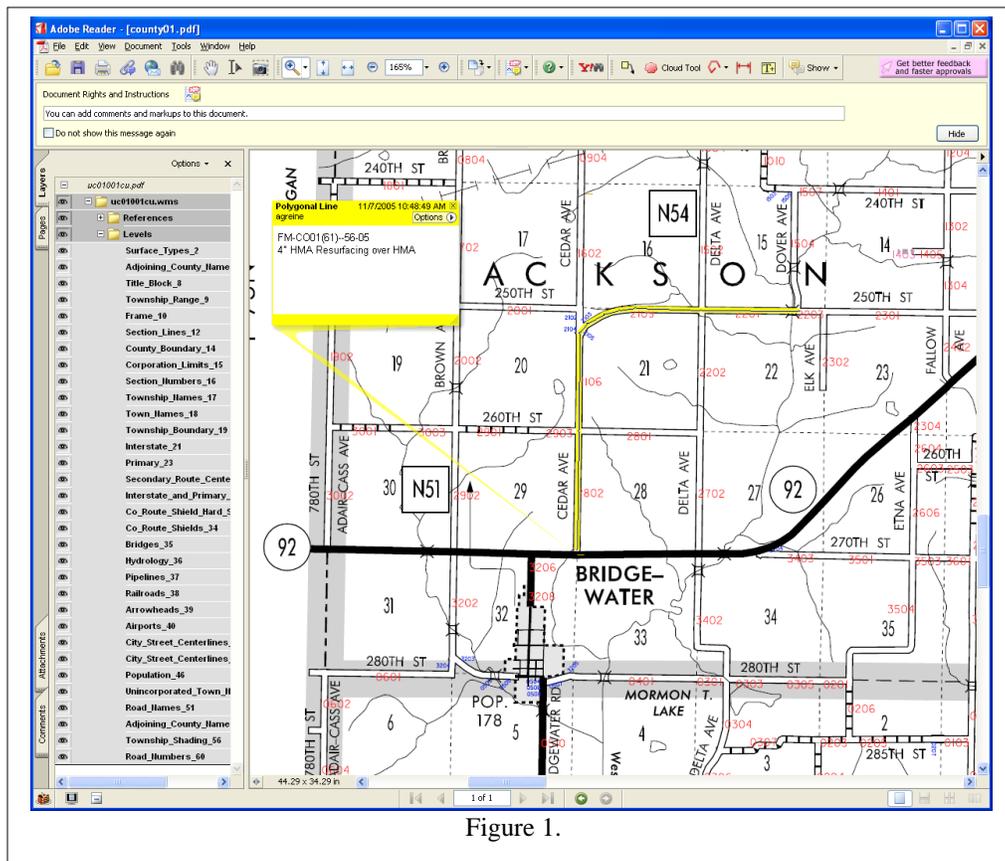


Figure 1.

- When you are satisfied with the line you have drawn, you will need to add any information to the segment and set the appropriate color for surface type or paving code. To do this, double click on the line you just drew, this will open up the popup note for that polygon line (Figure 1). In the box you can type any information you would like to add about the line such as the project number and the surface type and thickness information. Your finished comment should look something like Figure 1.
- From this popup box click on the word Options in the upper right corner. Then select Properties from the pull down list that appears. This opens the line's Properties dialog box (Figure 2). Here you will change the color of the line to the appropriate surface type color found on the map's legend and select the thickness

of the line for viewing in the PDF. We recommend a Thickness of 3pt because it fills in the road banding and is easy to see.

- When you are finished click the Close button at the bottom. To hide the Polygonal Line dialog box when you are finished, click on the x in the upper right hand corner. The information you typed will still remain attached to your line, and can be viewed by moving your mouse pointer over the line. If you need to edit the text double click on the line to reopen the dialog box.

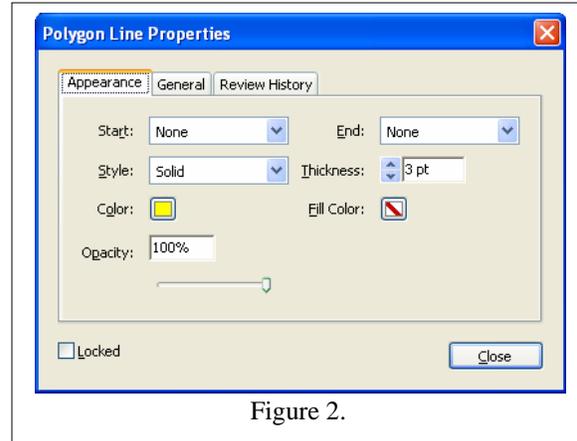


Figure 2.

- You should repeat these steps for any resurfacing or realignment projects you need to mark on the map.

**To add a Callout Box for inserting a note or other information:**

A Callout Box is a box containing information with an arrow attached that points to a specific object.

- Select the Callout Tool and then click on the Spot where you would like the arrow to point to. The arrow and box will appear.
- Type your comment in the text box. When you are finished typing click outside of the text box to finish.
- If you would like to move the callout box or reposition the arrow, move the mouse over the box until the mouse arrow turns into a large plus shape, this is the move symbol. Now click on the box and you will be able to move it to a different position, resize the box, and/or move the arrow to a different location.
- To change the font size, color, or thickness of the callout box, simply right-click on the box and select Properties from the pull down list. This will open a dialog box that allows you to change the appearance of the callout box.

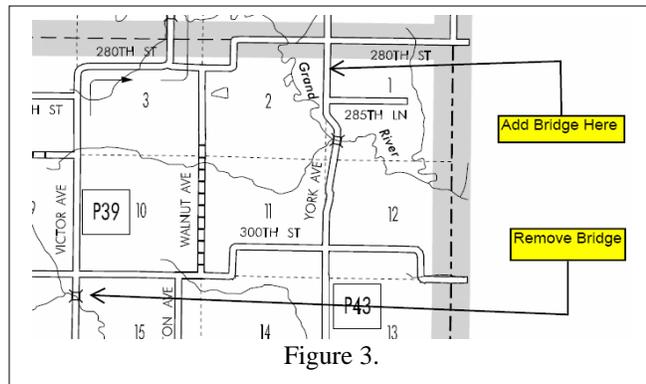


Figure 3.

**Adding a Comment Box:**

If you would like to add a comment without the callout box or line, you can add a text box on the map.

- To add a text box, select the Text Box Tool from the Tools > Comment & Markup pull down menu.
- Then you simply click and drag your mouse pointer to create the Text Box. A cursor will appear in the box for you to type. When you are finished with your text click outside the box.

- You are able to move and resize the box by moving your mouse arrow over the box until the move symbol appears, then click on the box and drag it to the new location.

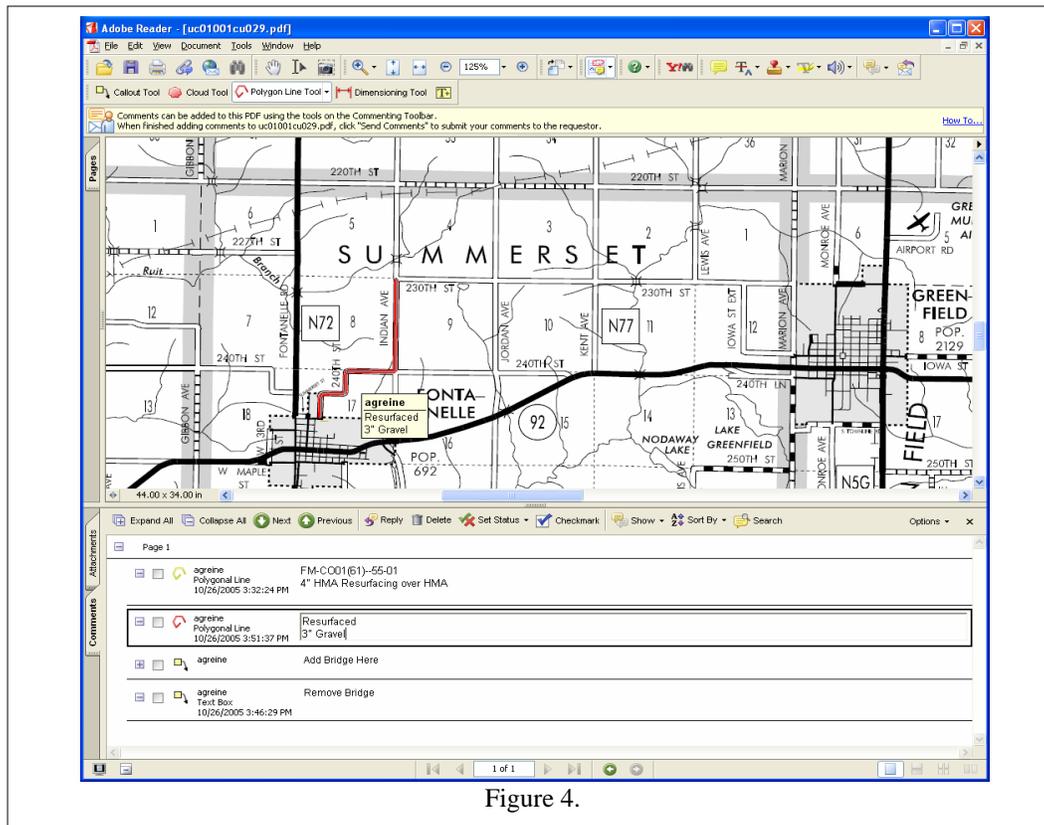


Figure 4.

### **Viewing All Comments:**

To see a list of the comments you have made go to the Comments pull down menu and select Show Comments List. This will display a list of the comments at the bottom of your Acrobat Reader window (Figure 4). You can also display the comments window by clicking on the Comments tab on the left side of the screen. In this window you can click on the individual comment to zoom to it and click on the text to modify it. You may also select a comment in the list and make edits or delete it with the Delete button at the top of the comments list window.

When you are finished marking your map, save it to your computer. This will allow you to access this file anytime for your records or your own uses.

### **Emailing Your Markups to Our Office:**

After you save your commented PDF you may send it to us via email. Simply attach it to the email like you would any other document, and send it to hermes.diaz@dot.iowa.gov.

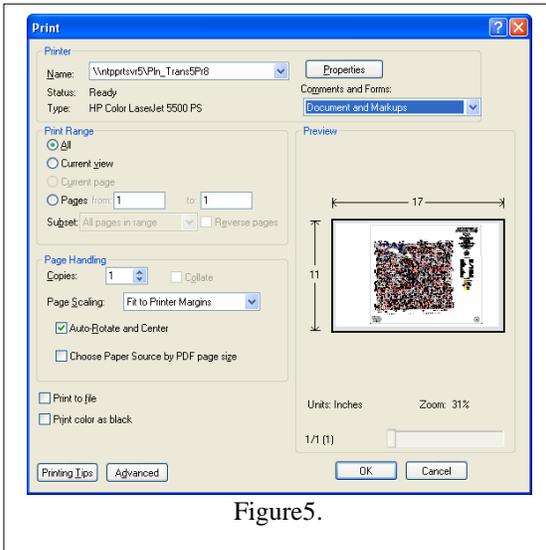


Figure 5.

### **Printing Your Markup Map:**

If you would like to print a copy of your markup map, simply choose Print from the File menu. To print a copy with your markups, look in the upper right hand corner of the Print dialog box and choose Document and Markups from the Comments and Forms pull down menu (Figure 5).

These PDFs are full sized and can be printed on a plotter at a 1 in to 1 mi scale. Their size is displayed in the lower left hand corner of the window. They will have the same quality as the printed maps included in your update packet. In this PDF, all of the levels will print even if you have turned the level off in the display.

If you are zoomed in on an area and would like to just print a small area of the map you can do so using the Snapshot Tool. This is the tool that looks like a camera on your tool bar. Click on the button and then click and drag your mouse over the area you would like to print. When you release the mouse button the box you just drew will flash black and then a message will come up saying the area has been copied to the clipboard. Now if you go to File > Print the area you selected will show in the Preview window and will be the only part printed (Figure 6).

### **Adobe Help Menu:**

Instructions for commenting are also available in the Help menu of Acrobat Reader. To access instructions go to the Help pull down and select Adobe Reader Help. A help dialog box will open, click on the Search tab and type commenting tools into the Find box and click the Search button. Next click on any of the topics that appear in the window for instructions on how to use specific functions or tools in Adobe Reader.

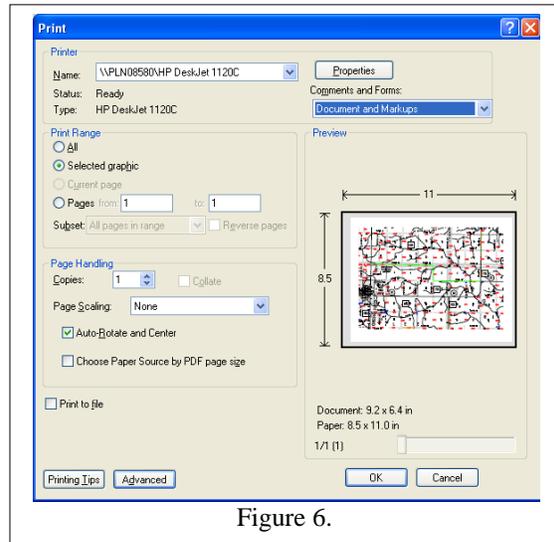


Figure 6.