U V L S R P C
UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION
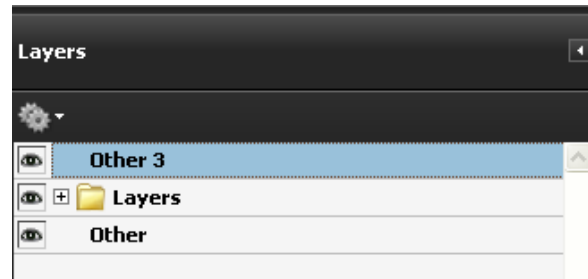
How to Use Digital Interactive Maps within Adobe Reader

This is a special type of PDF map that allows you to zoom in to any location and to turn on or off any of the features included in the map.
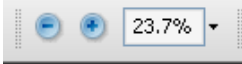
1) Open the map file in Adobe Reader. If you do not have Adobe already on your computer, you can download it at http://get.adobe.com/reader/

2) You can see on the right-hand side of the page a very long legend describing the colors and symbols of all the layers. This legend will always stay the same – it is a static part of the map.

3) Click the "View" tab on the Adobe Reader toolbar, then move your mouse down to Navigation Panels, and then click on "Layers." The Layers button looks like two diamonds stacked on each other. A menu window will pop open, listing all of the layers and elements of the map.

4) We are interested in the folder marked "Layers." Click the plus-sign to show all of the individual map layers. FYI - the "Other" categories are for the static elements of the map – such as the title and legend.

5) On the left-hand side of these layers, there is a box with an eye icon inside. Click the eye to turn it off and turn off that map layer. For example, click off all the eyes except for the Roads to see just the roads. Then you can click the eyes back on to see the parcel boundaries and other layers as well.

6) To zoom in to a particular area of the map, click the plus sign at the top of the window, or choose a zoom level (percentage).

7) To print a page showing this zoomed-in area, click Print and select the Current View button in the Print window.
OR – you can do a Print Screen operation to copy and paste your screen view into a Word document or email message. To do this, click on the map with your mouse, then press the Alt button and the Print Screen button at the same time, and finally hit Paste in your document or email.

Training prepared by Upper Valley Lake Sunapee Regional Planning Commission, Lebanon, NH