

Woodland GEOPDF

How to Complete Guide

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SECTION 1 - Software required (Adobe Reader)

How to install the latest version of Adobe Reader from the Internet

In order to annotate a GeoPDF, you will need to install the latest version of Adobe Reader. You can download this free software directly from the Adobe website.

Please visit this internet link:

<https://get.adobe.com/uk/reader>

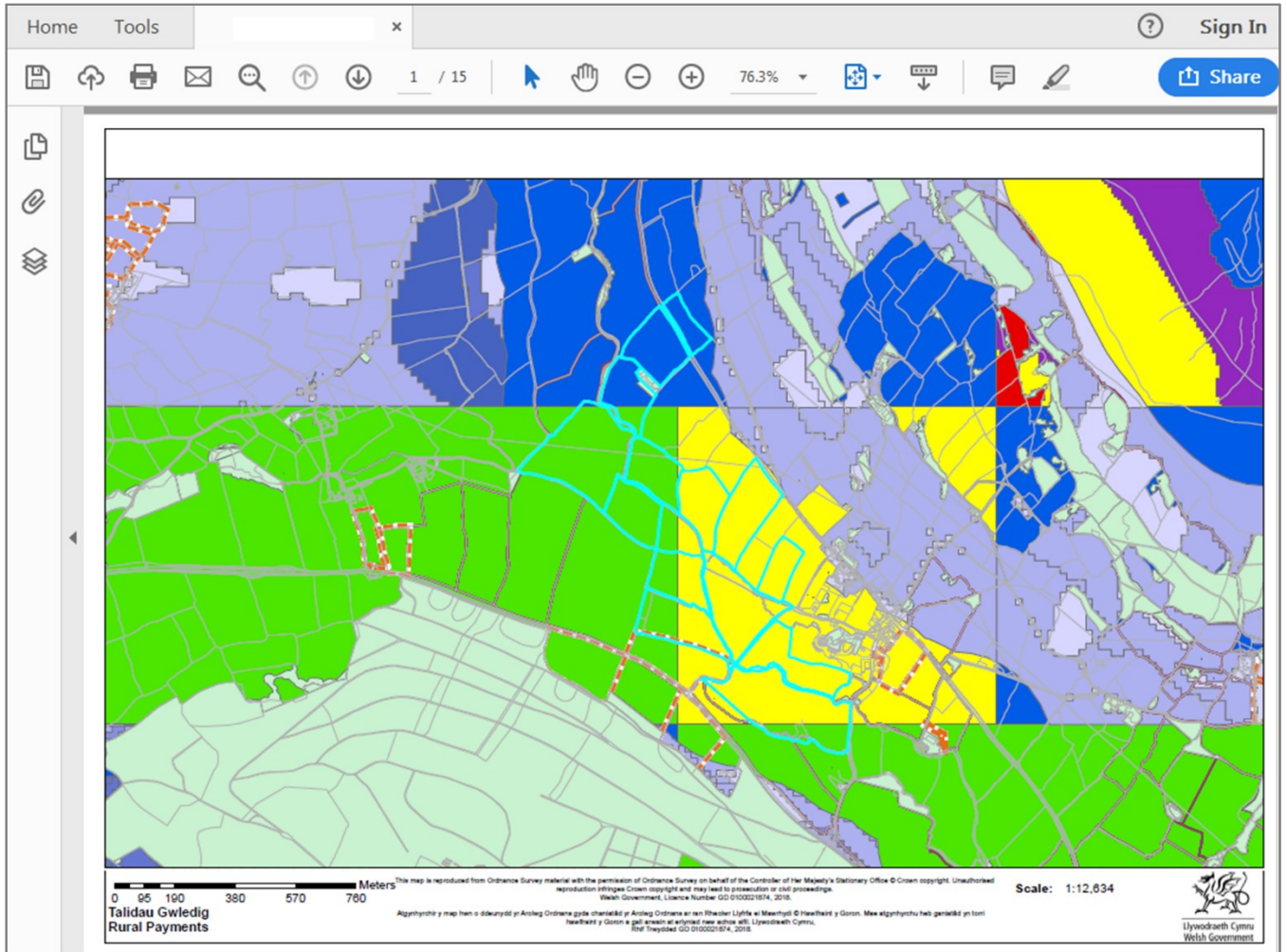
Follow the on-screen instructions to install Adobe Reader on your computer.

Important note: If you already have an older version of Adobe Reader installed on your computer, it may not have the ability to annotate the PDF content. You must update to the latest version to ensure full compatibility.

SECTION 2 - Navigation of the GeoPDF


Getting Started

When you first open the GeoPDF, you will be presented with a view similar to that below - showing a map of the area declared on your Woodland EOI. All map layers are switched on by default so the view may look somewhat confusing to begin with:

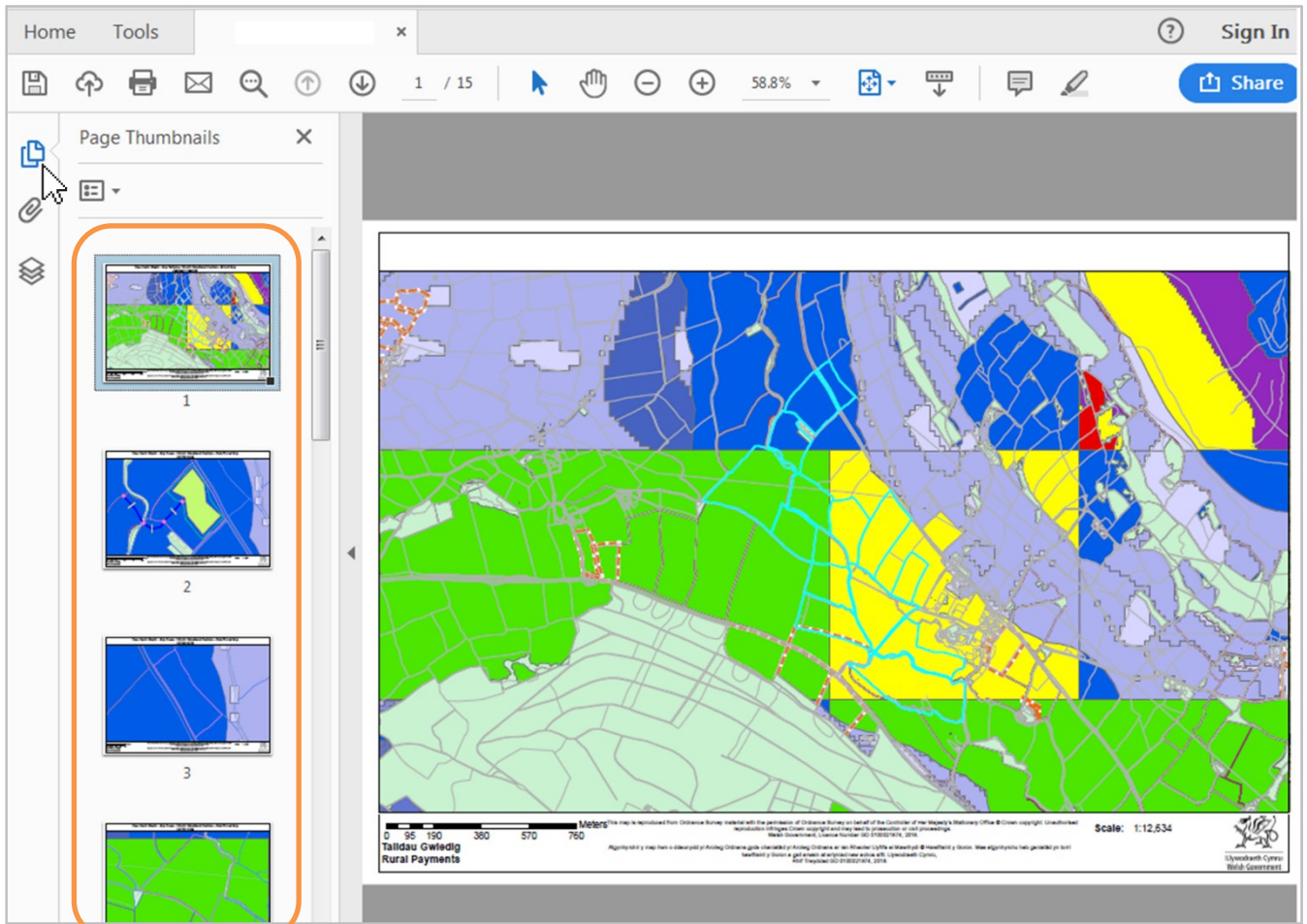


Show Page Thumbnails

To move between pages of the document you can use the standard scroll bar, or for a complete overview of the GeoPDF, you can make the Page Thumbnail pane visible.

Click the  icon on the left sidebar to make page thumbnails visible.

Thumbnails of each page will now be visible on the left side of the screen. Click on a page to skip directly to that page.



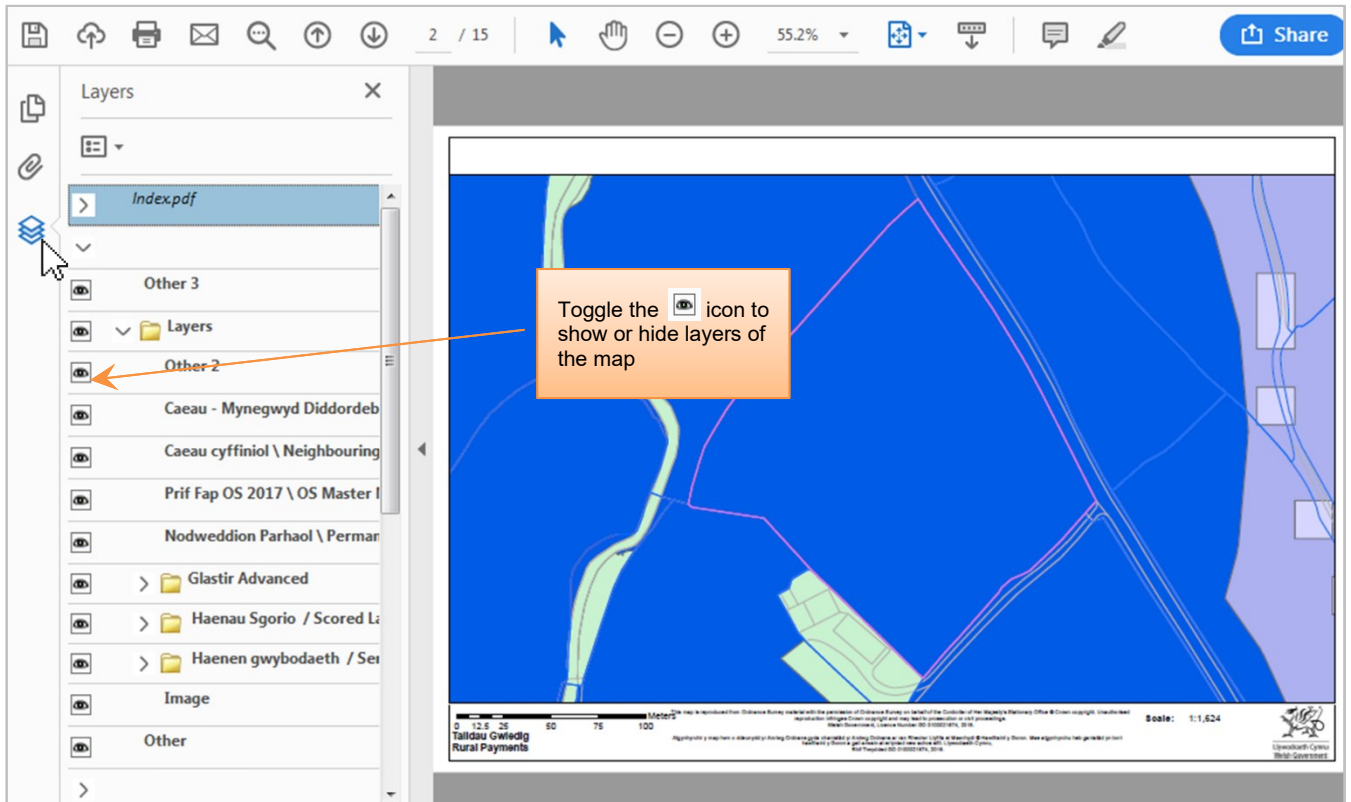
Click on a thumbnail to jump directly to that page



Adjusting Map Layers

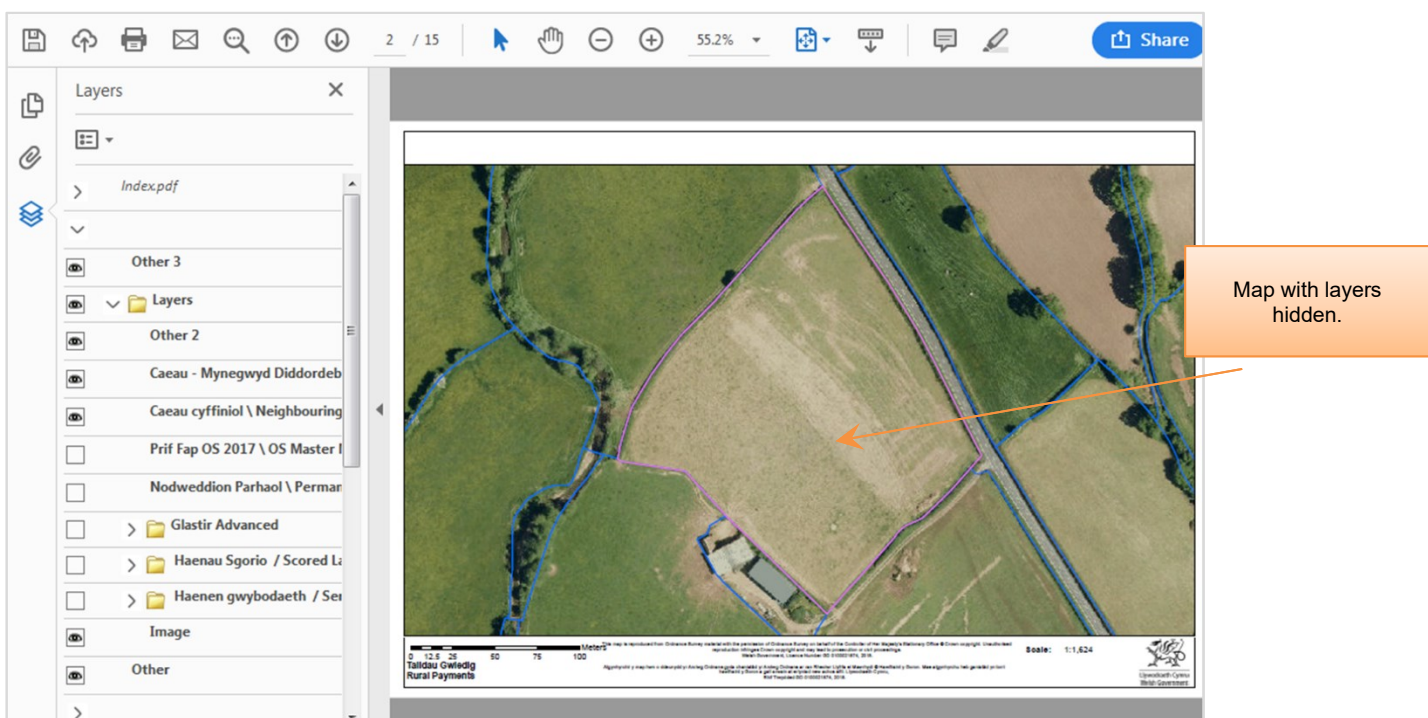
By default, all mapping layers are shown. You can customise the layers shown in the map.

To show the Layer viewer, click the  icon.

The Layer viewer will become visible on the left side of the screen. *Note:* Layer settings are available for each page in the GeoPDF, so please ensure you are adjusting the correct set.

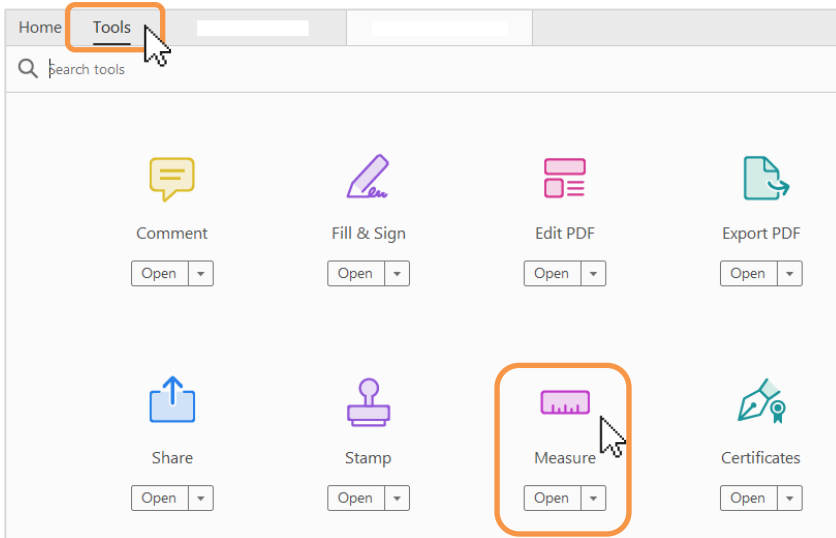


Click  to expand grouped layers of the field you wish to work on. Toggle the  icon to show or hide layers of the map:

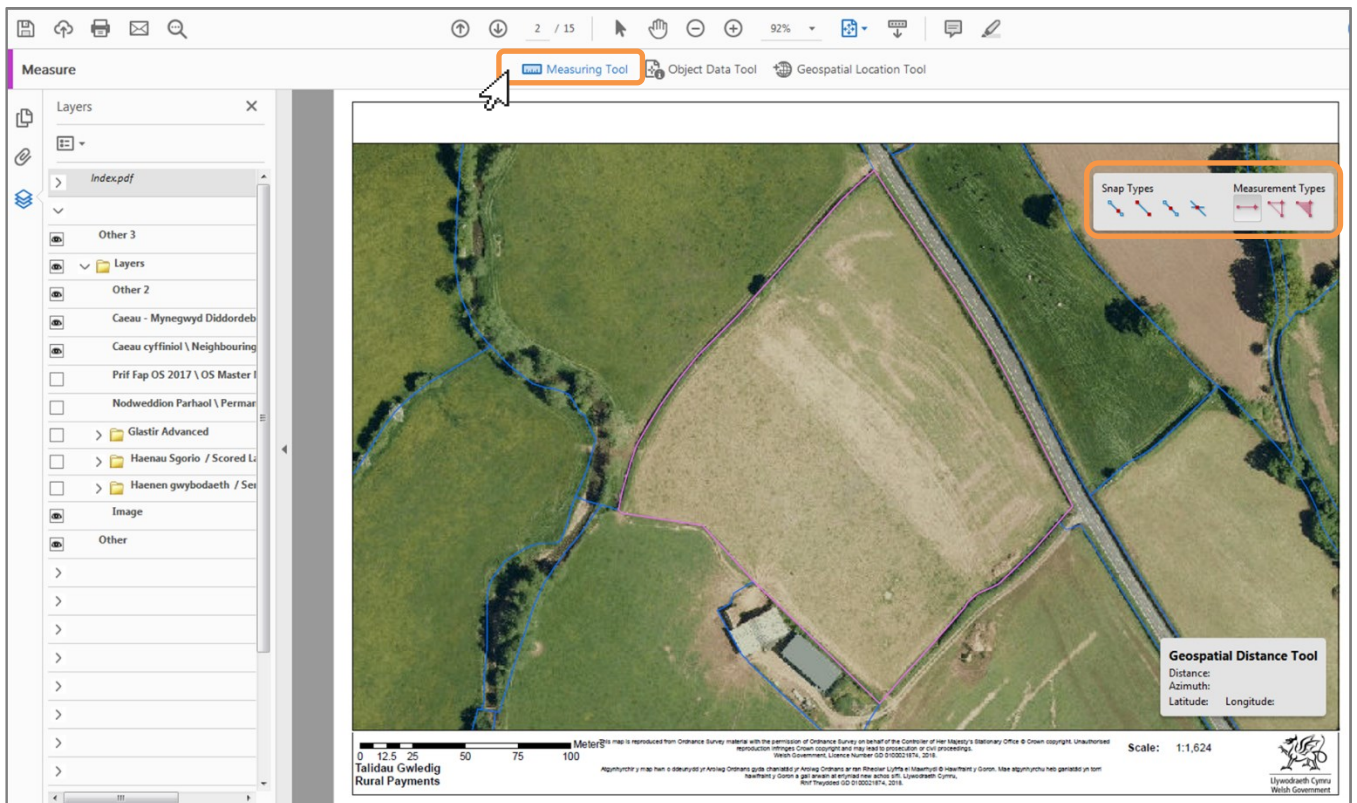


SECTION 3 - Draw Planting Areas / Fencing

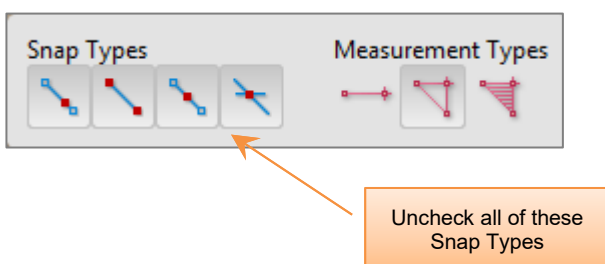
To draw planting areas, fencing lengths and tracks, click **Tools** on the menu tab, then choose **Measure**.



Click **Measurement Tool** on the **Measure Toolbar**. The **Snap Types/Measurement Types** box will appear.



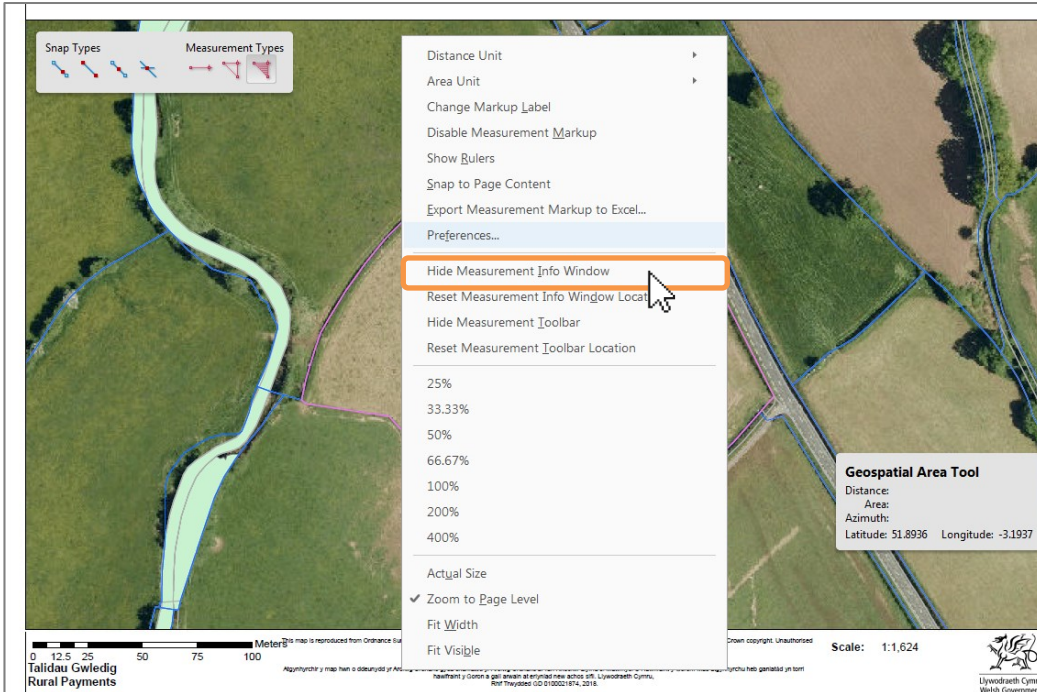
It is advisable to uncheck all of the Snap Types, as this will allow you to draw without snapping to undesirable elements in the map.



Setting Area and Length measurement properties

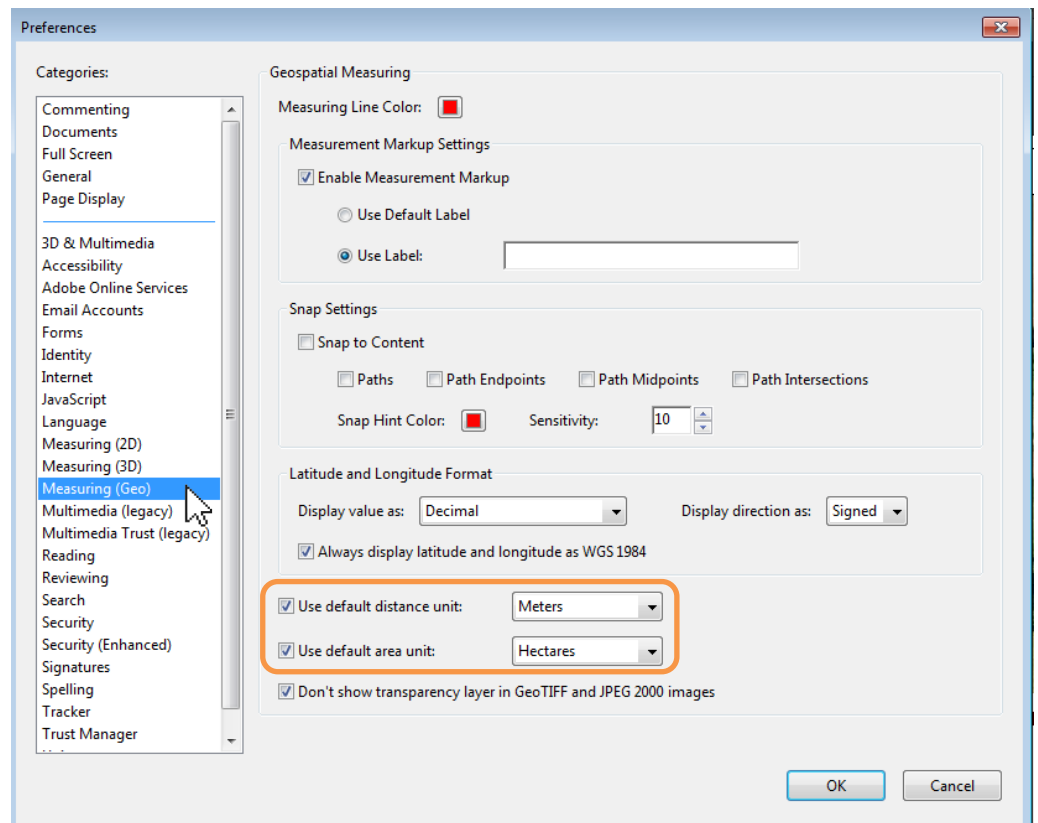
Before creating planting areas or drawing fencing lengths, you must first change the default properties of Adobe PDF to show Hectares and Metres. Once set, you won't need to do this setup again.

While in measurement mode, **right click** the map. Choose **Preferences** from the pop-up list:



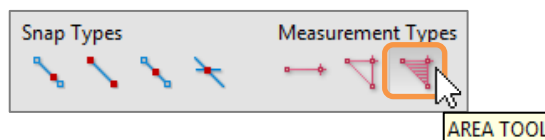
In the Preferences window, choose **Measuring (Geo)** from the left side.

Now set the 'Use default distance unit' option to **Meters** and the 'Use Default Area Unit' to **Hectares**. Ensure both options are ticked.



Drawing Planting Areas (also known as polygons)

1. Set the Measurement Type to **AREA TOOL**

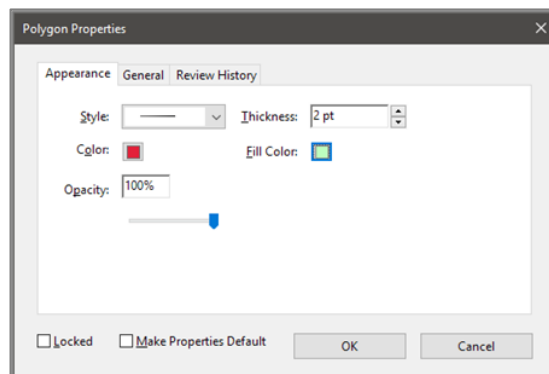


2. You may now begin drawing the planting area. The first mouse click sets the initial node, and each subsequent click of the mouse will set further node points around your desired area. When nearing the initial start node, the mouse pointer will change to signify the end of your planting polygon. Once done, the measured area of the polygon will be shown.



3. **Right Click** the finished polygon, then choose **Properties**. Adjust as follows:

- (a) Set Style to plain line
- (b) Set thickness to 2pt
- (c) Set Colour to Red
- (d) Set Fill Colour to Light Blue

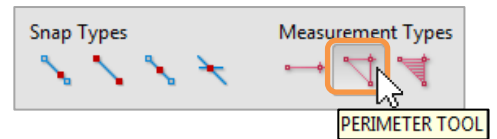


4. The area polygon can be amended if required. Click the polygon which will reveal the nodes specified at point 1. You may now select each node and adjust as required.



Drawing Fencing Lengths

1. Set the Measurement type to **PERIMETER TOOL**

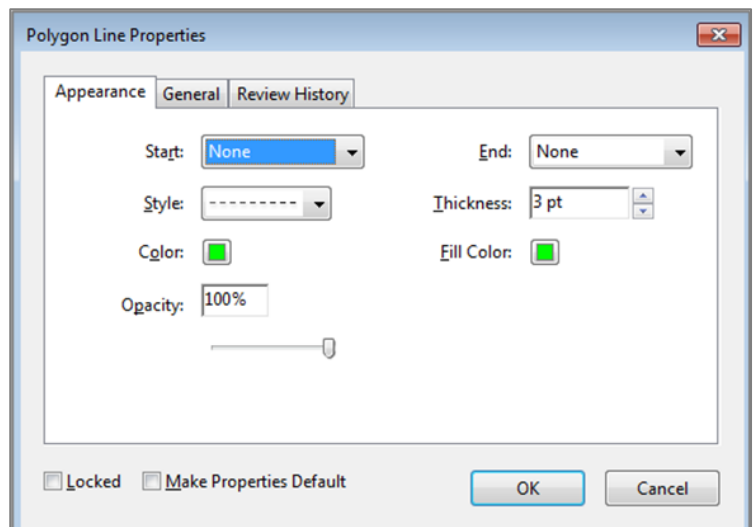


2. You may now begin drawing the fencing length. The first mouse click sets the initial node, and each subsequent click of the mouse will set further node points around your desired area. When the fencing length is complete, double click to end the fence. The measured length of fencing will be shown.



3. **Right Click** the finished line, then choose **Properties**. Adjust as follows:

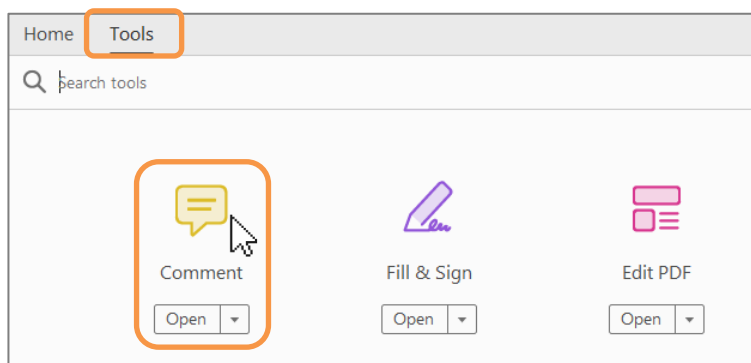
- (a) Set line **Start** and **End** as *None*
- (b) Set **Style** to Dashed
- (c) Set **Thickness** to 3pt
- (d) Set **Colour** to Green




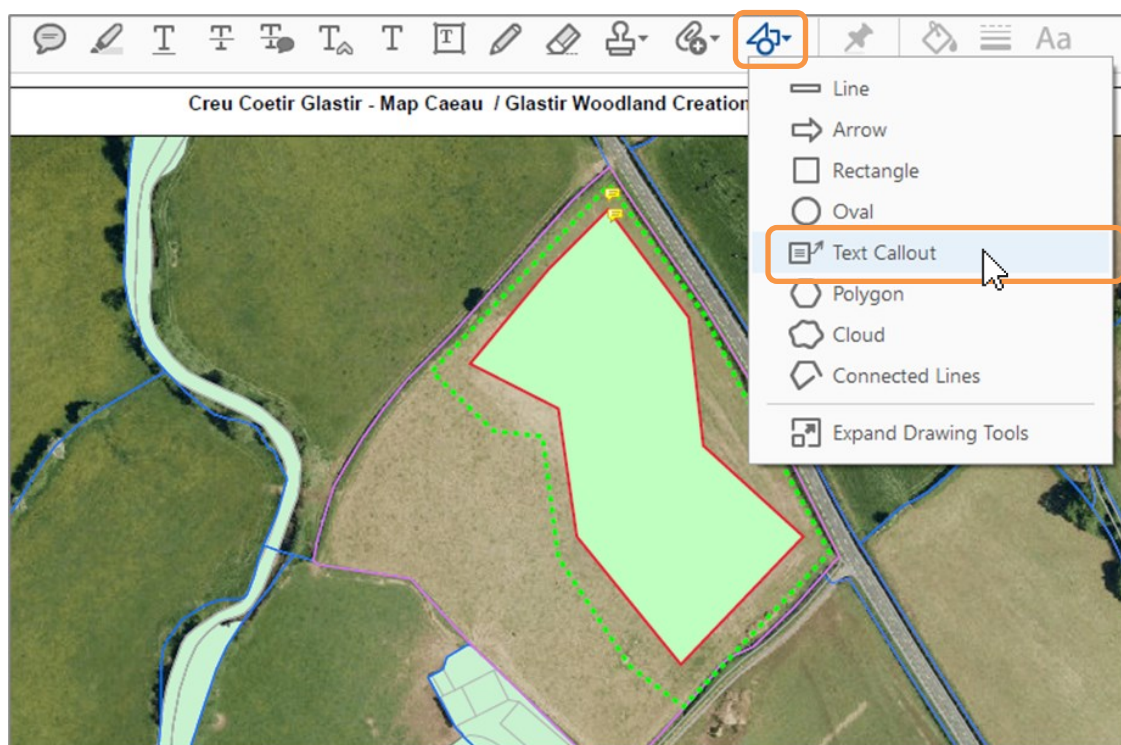
4. The fencing line can be amended if required. Click the line which will reveal the nodes specified at point 1. You may now select each node and adjust as required.

Adding Notes to the map

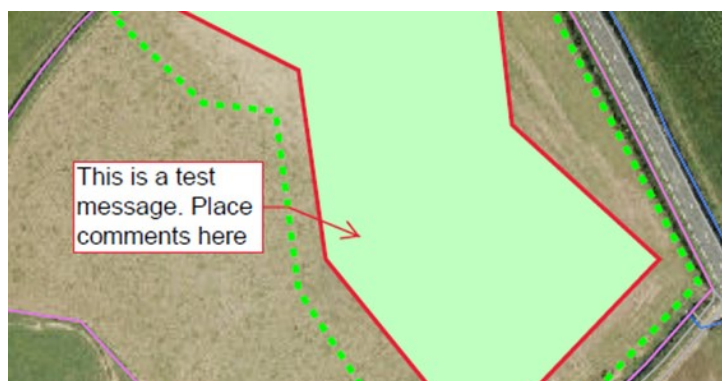
1. Click the Tools menu, then choose the **Comment** option.



2. Click the 'Drawing Tools' drop down menu button  and then choose the 'Add Text Callout' button. You may now draw a Note box on screen, then proceed to add text.



3. The text callout box can be moved/resized. Edit the text by double clicking on the box.



Saving changes

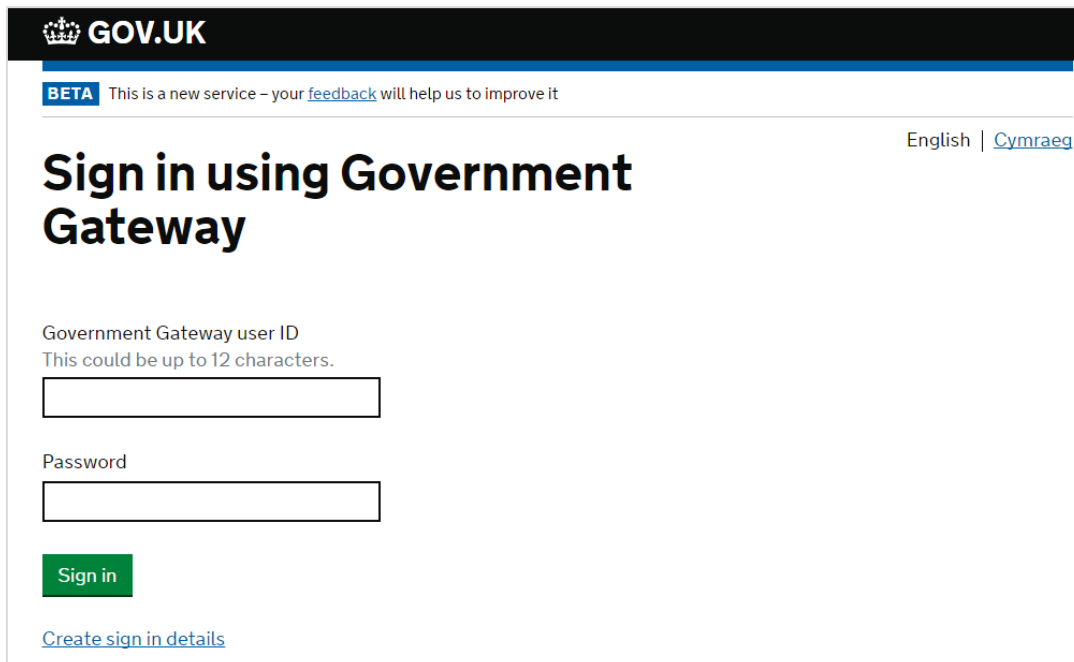
When you have finished annotating the GeoPDF, left click **File > Save As** on the menu toolbar. You may save the file on your computer hard drive in a location of your choosing, but please make a note of the location for later as you will need to upload the completed GeoPDF to RPW Online.

Note: You may wish to change the filename of your edited GeoPDF to avoid overwriting the original document if saving to the same location on your computer hard drive.

SECTION 4 – Submitting GeoPDF via RPW Online

Log in to your RPW Online account

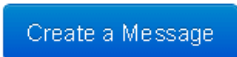
Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Log In** button.



The screenshot shows the GOV.UK sign-in page. At the top left is the GOV.UK logo. Below it is a 'BETA' banner with the text 'This is a new service – your feedback will help us to improve it'. On the right, there are language options for 'English' and 'Cymraeg'. The main heading is 'Sign in using Government Gateway'. Below this, there are two input fields: 'Government Gateway user ID' (with a note 'This could be up to 12 characters.') and 'Password'. A green 'Sign in' button is positioned below the password field. At the bottom left, there is a link 'Create sign in details'.

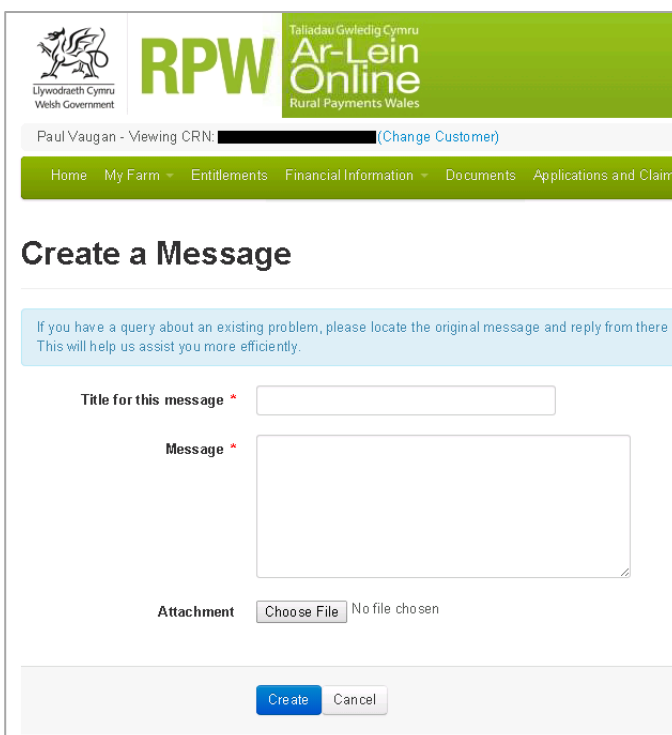
Submit Message

Once logged in, go to the 'Messages' tab then click



Fill in the boxes as necessary, giving the message an appropriate title, and then add your GeoPDF as an attachment.

Click 'Create' when done.



The screenshot shows the 'Create a Message' form on the RPW Ar-Lein Online portal. The header includes the Welsh Government logo and 'RPW Ar-Lein Online Rural Payments Wales'. Below the header, the user's name 'Paul Vaugan' and CRN are displayed, along with a '(Change Customer)' link. A navigation menu includes 'Home', 'My Farm', 'Entitlements', 'Financial Information', 'Documents', and 'Applications and Claims'. The main heading is 'Create a Message'. A blue informational box states: 'If you have a query about an existing problem, please locate the original message and reply from there. This will help us assist you more efficiently.' The form contains three main sections: 'Title for this message' with a text input field and a red asterisk; 'Message' with a large text area and a red asterisk; and 'Attachment' with a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Create' and 'Cancel' buttons.