

## Editing PDF Files

Maps, text, or graphics that have been saved to your computer as PDF files can be professionally edited to enhance the final document in the environmental report. Any editing of the documents should occur to assist the readers in quickly identifying the important information on the page. Hand drawn notes or graphics on a PDF are acceptable, but the computer generated edit is preferred because it creates a clean and neat appearance to the document.

To Edit a PDF map, text, or graphics, open the PDF file from your computer and create a new project specific page. Click on the “Tools” button at the top of the page and then click on the “Customize Toolbars...”. A menu of options will appear, select by checking the box in front of the editing tools. Pick what you prefer using or at a minimum the following options, “Text Edit”, “Callout Tool”, “Text Box Tool”, “Cloud Tool”, “Arrow Tool”, “Line Tool”, and “Rectangle Tool”. When finished with your selections, click “OK” and the box will disappear. A custom tool box should now be located over the document. You can move this box around if it is in your way by clicking and holding the left mouse button on the top area of the box. Release the left mouse button when you have moved the tool box out of your way. You can also move it up into the top banner and dock (leave) it there. Once created, it will stay as a tool for all of your PDF files. You can add or delete this custom toolbox as needed in the future just by following the instructions again.

To identify the project site, click on the “Rectangle Tool” with the left mouse button. Move the crosshairs over the map to the upper left and beyond of the project site, click and hold the left mouse button then drag the mouse right and downward until the crosshairs are to the lower right of the project, then release the left mouse button. A red line rectangle should now be over the project site.

If you make a mistake, delete and start again or edit the current view. To edit the red rectangle on the map, move the pointer over the lines of the rectangle until it turns into a black arrow, and then click the right mouse button. An editing box will appear with options to select. There will also be “grips” or white boxes located on the corners and mid points of the rectangle. You can change the position or size of the rectangle by clicking the left mouse button, holding on to the appropriate “grips”, change the position, and then release the mouse button.

It will take practice to become skilled at editing. The “grips” will either move the entire box or reposition portions of the box. Look at the symbols on the screen to identify which command is to be performed. To end editing of the box, click the left mouse button anywhere on the map outside of the red line rectangle.

To add labels to the map, click the left mouse button on the “Callout” option in the custom toolbar. Move the crosshair over the map area and click the left mouse button and hold (it does not matter where you draw for now). What you are trying to do is create an appropriate callout and lead line with arrow. As you hold the left mouse button and move the crosshairs around the map, the box and lead line will dramatically change configurations. Release the left mouse button when you are satisfied with the look of the callout box and arrow.

Depending on the existing note locations on the map, you will need to shape the callout box and arrow which best fits within the overall map area. This may mean that the callout box is located to the right, left, top, or bottom of the map. Once created, you can edit the text within the box. Comments are somewhat sensitive for editing the callout box. It will take some practice to master.

If you click the right mouse button on the callout box when the pointer turns into a black arrow, an editing box will appear with options to select. The instructions for editing are similar to the rectangle tool editing noted above. You can reposition the box, lead line and arrow by clicking and holding the midpoint of the lead line. This will move the entire callbox. You can change the shape of the any of the callout box components by clicking and holding on the appropriate “grips” and moving. If you need to edit the text later, double click within the box to activate the editor, edit the text, and then click outside of the box to deactivate.

All the commands in the custom toolbox can be used, modified, and edited similarly as described above. It is recommended that the “Property Site” be labeled on the map. Other labels or notes may be used that help explain the specific site conditions if it will make it easier for the public to understand the project scope of work.

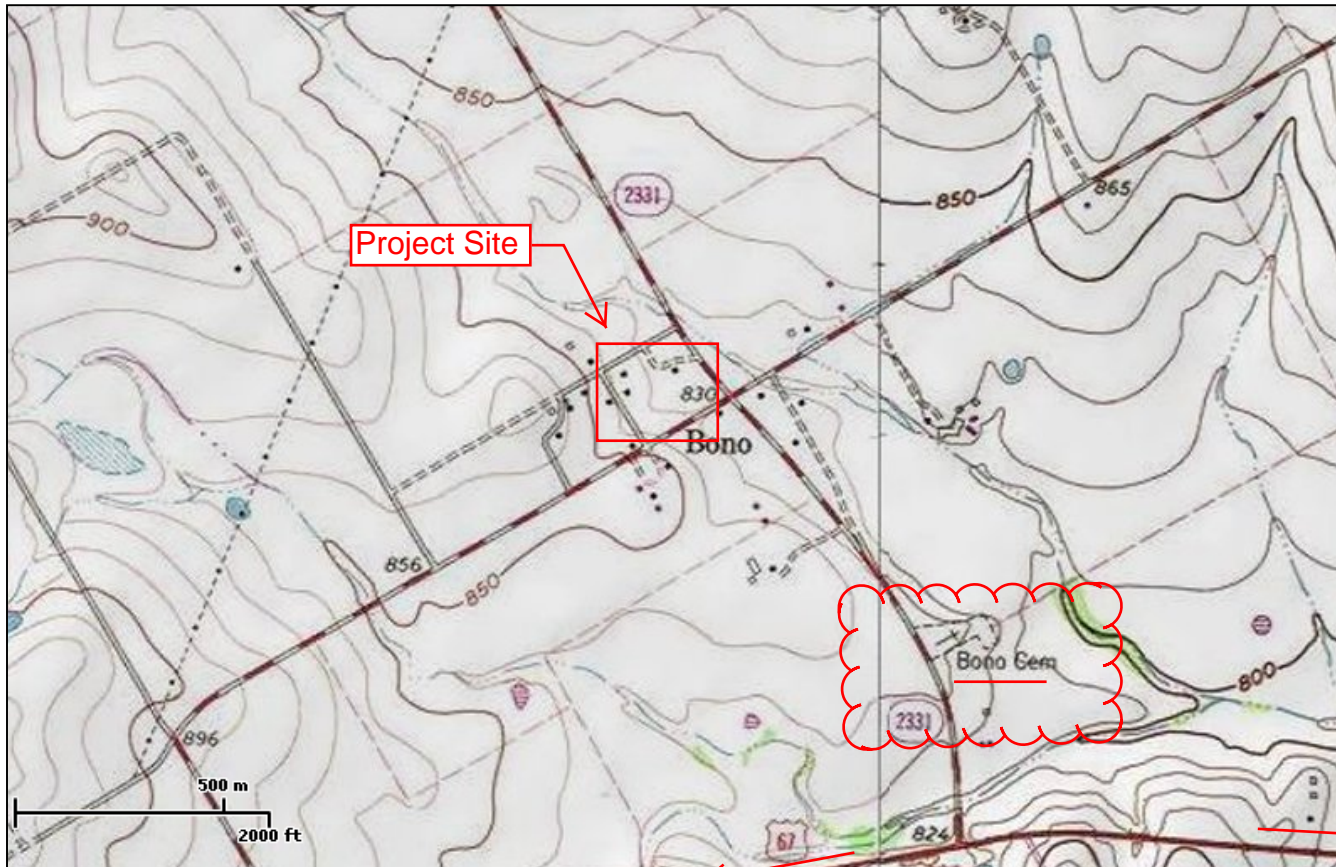


# U.S. Fish and Wildlife Service National Wetlands Inventory

Bono Test Project

Nov 1, 2011

No operational layers  
selected or no legend  
available



Project Site

Bono

Bono Gem

To City of Cleburne

To City of Glen Rose

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

User Remarks:  
Topo Map