TUTORIAL

If you are new to using Adobe Reader or PDF files, you may wish to read right through this tutorial or to print it out so that you can read it as you follow the instructions.

The files on this compact disk (CD) contain the printed text and the colour maps of the Proposed Wairarapa Combined District Plan. The files are in Portable Document Format (PDF). Providing files in PDF enables the viewer to see the documents and colour maps as they were created without the need to have the expensive word processing or mapping software that was used to create them.

PDF also allows an easier way to navigate from one part of the text or map to another using a series of links and bookmarks. To see how links and bookmarks are used on this CD, please use your left mouse button to click on the vertical tab on the upper left hand side of this page.

By clicking on this, your screen view is divided between the document or map you were looking at, and the column on the left listing all the bookmarks that you can now use to quickly get to your preferred area of text or map.

If you now click on the bookmark labeled "South Wairarapa Map Grid", you will be taken to an overview of the maps that make up the South Wairarapa District Council. If you now click on Map 25, the view will change to the area surrounding Martinborough. If you move the mouse cursor arrow from the outside area of the map to the outline of the smaller Map 67, you will see that the mouse cursor has changed from an arrow to a hand with a pointing finger.

When the mouse cursor changes like this it indicates that there is a link that can be clicked to take you to another view – in this case to the more zoomed in Map 67.

Now by clicking on Map 67, your view has been changed to the another map with more detail displayed.

The maps for the Proposed Wairarapa Combined District Plan are in three different scales. The larger maps that you first see when opening a map grid are at 1:50,000 scale, with the middle series being at 1:25,000 scale, and the more detailed maps of mainly urban areas being at 1:5,000 scale. If you now click on Map 69, you will see the zoomed in view of the southwest corner of Martinborough.

This initial view can be further zoomed in using the zoom in function of Adobe Reader. Please move your mouse cursor up to the top of the page just to the left of middle until you are over the plus sign in the circle.

By clicking here with your left mouse button you can zoom in to increase the view on a particular portion of the map. Once you have the desired amount of zoom, move your mouse cursor to the far left at the top until you are over the hand tool.

Clicking on the hand tool will change the shape of the mouse cursor to an open hand that enables you to click with your left mouse button again and this time hold your finger down on the button while moving the mouse in the opposite direction you would like to move on the map. Once you have found the correct spot, release your finger and the view will stay there until you zoom in (or out – using the minus symbol in the circle to the left of the zoom in button).

Once you have finished looking at this map, you can either use the bookmarks to the left to go to another map are part of the text, or you can use the back and forward tools at the bottom of the page. Clicking the left facing white arrow in the green circle will step you back one view at a time until you reach the part of the Plan that you started from or wish to get back to. You can also use the right facing white arrow in the green circle to go back to the view you were at prior to using the left facing arrow.

Further detail can be turned on or turned off in the bookmark column by clicking where there are plus signs next to a bookmark.

This expands that bookmark to a series of bookmarks similar to a family tree structure. Once you have opened this expanded branch of bookmarks and have finished looking at that area, you can click on the minus sign to collapse the branch down so that it is hidden again.

(Some expanded branches may also contain an additional level of bookmarks.)