

How to Edit Event PDFs

Creating Floor Plans with PDF ESCAPE

City of Springfield
Oregon

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Important Documents to Use

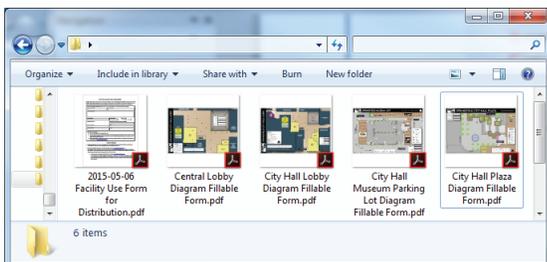
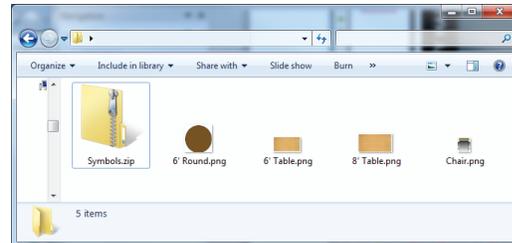
Visit www.Springfield-OR.gov to download Event PDFs and the symbols image pack for marking up the Event Layout.



These files can be found by clicking on the “Doing Business” tab and then clicking on the “Online Permits and Forms” link.

Once inside the “Online Permits and Forms” page click on the links to download a specific event location PDF and the symbols image pack.

The symbol pack will be a zipped file. You can open it up and access the files by right clicking on the zip folder and selecting “Extract to”. Pick a convient folder location and open it up.



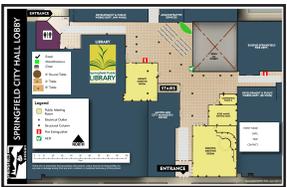
Open the folder that contains the downloaded Event PDF file. We will be using this in just a moment.

Predefined Layouts

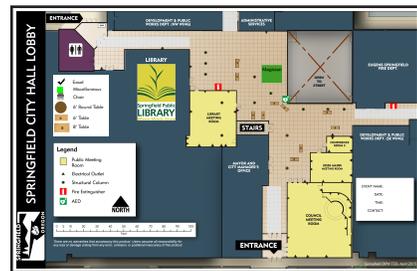
In an effort to make this process as easy as possible, The City of Springfield has pre-approved the following furniture layouts. Selecting one of these layouts may speed up the process of review. If some of these layouts contain more furniture than necessary, use a redline to cross out unnecessary furniture.



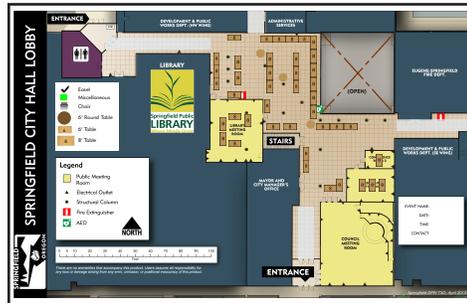
Bear Faire



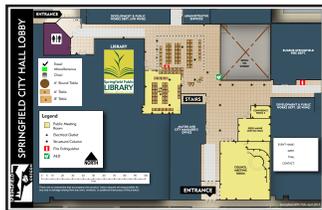
Hosanna Dance Event



City Hall Trick or Treat



Wellness Fair Layout



Friends of the Library Book Sale

***Note:**

When using these predefined layouts be sure to include text that describes the number of chairs required for the event. Also be sure to include additional text to describe miscellaneous items represented with the green square or checkmark, as seen on page 2 "Symbols".

Symbols

The following symbols will be available to use in creating event layouts.

6

This symbol represents a 6' rectangular table. It is provided as horizontal, vertical and diagonal.

8

This symbol represents an 8' rectangular table. It is provided as horizontal, vertical and diagonal.



This symbol represents an six foot round table. It includes a 2.5' buffer ring as a place holder for chairs.



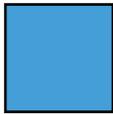
This symbol represents a chair. It can be used around rectangular tables or in rows for presentations.



This symbol can be used to represent miscellaneous items. It can be resized to the appropriate scale. Please use text to describe what this symbol represents.



This symbol represent miscellaneous items. It can be resized to the appropriate scale. Please use text to describe what this symbol represents.



This symbol represent a 10' x 10' pop-up tent. Several can be placed together to form larger tents.

Tools to Edit the Event PDF

www.PDFescape.com

In your browser, navigate to www.PDFescape.com. This is a free PDF editing website that allows for easy customization. Much of the interface we will be using is simply a drag and drop function. This is how we will open up our PDF and get to setting up our layout. For ease of use click on the “Free Online” button.

After you clicked the “Free Online” button, continue by clicking on “Upload PDF to PDFescape.”

Once clicked another box will open up that will allow you to drag and drop the PDF.

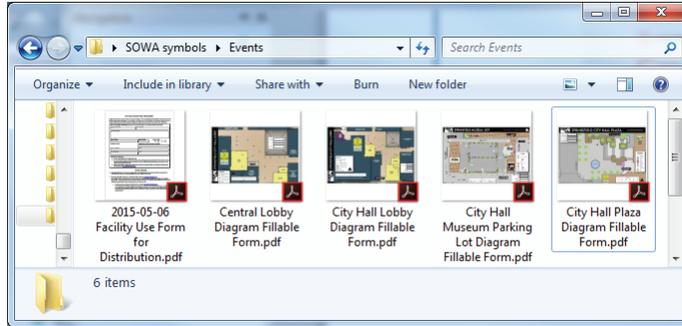
Getting Started

To begin, choose a PDF file to open in PDFescape.

- Create new PDF Document
- Upload PDF to PDFescape
- Load PDF from Internet
- Load PDF Previously Opened

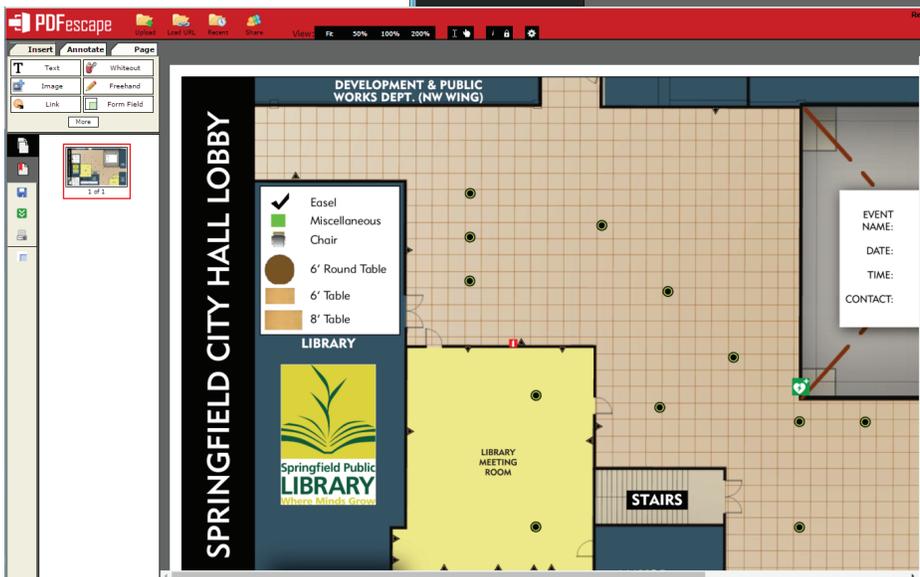
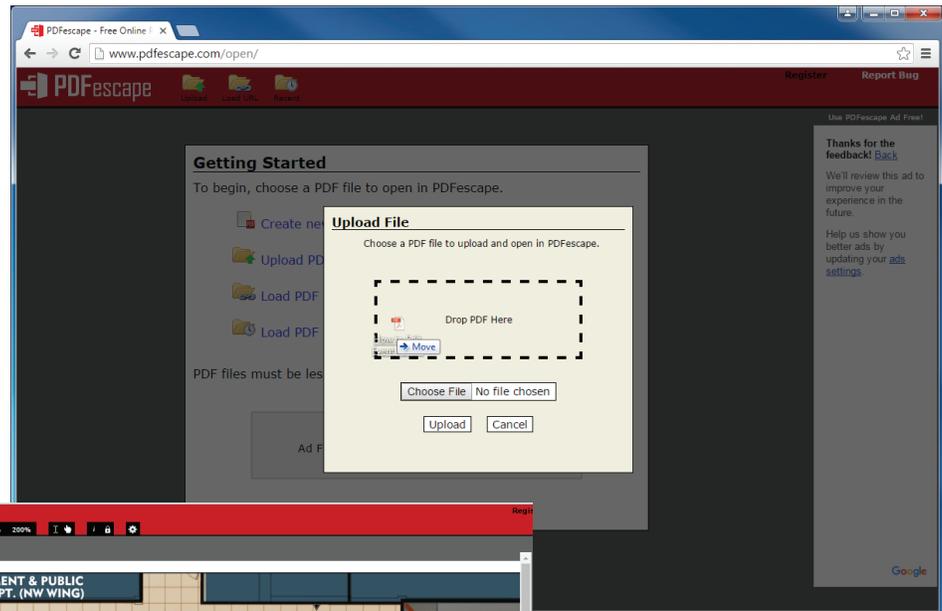
PDF files must be less than 10 MB and less than 100 pages.

Opening the PDF



With the folder open that contains the PDF, simply click and drag over the file into the website's "Drop PDF Here" box.

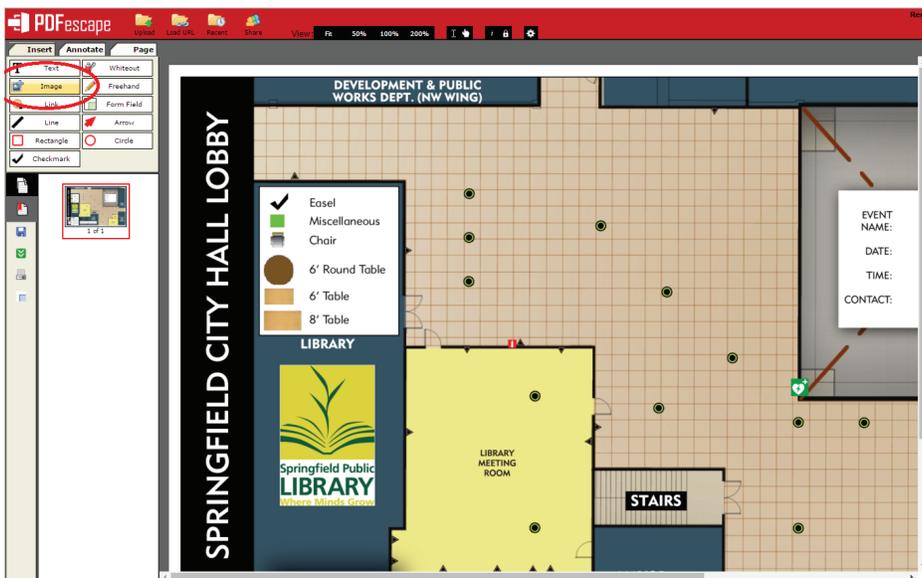
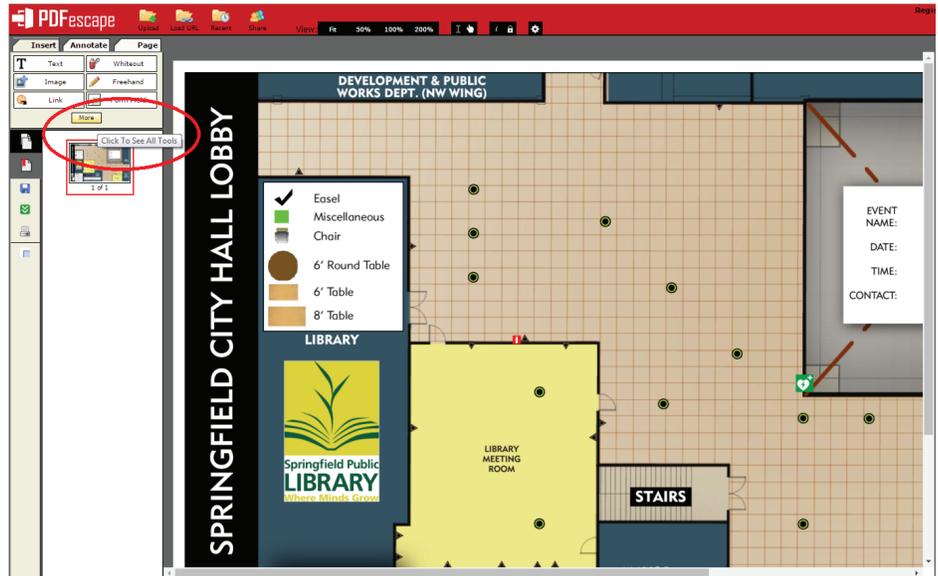
After you drag and drop the file, it will automatically open up and you are on your way to making the edits that you want. Easy as that.



Now lets get into the details of setting up the layout.

Opening More Tools

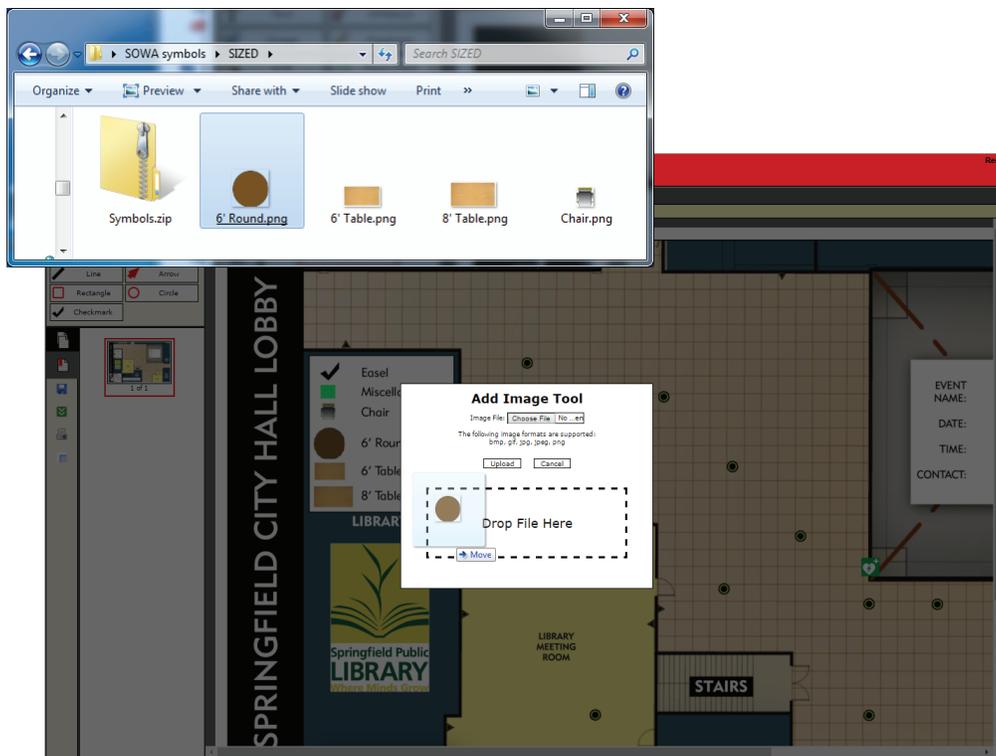
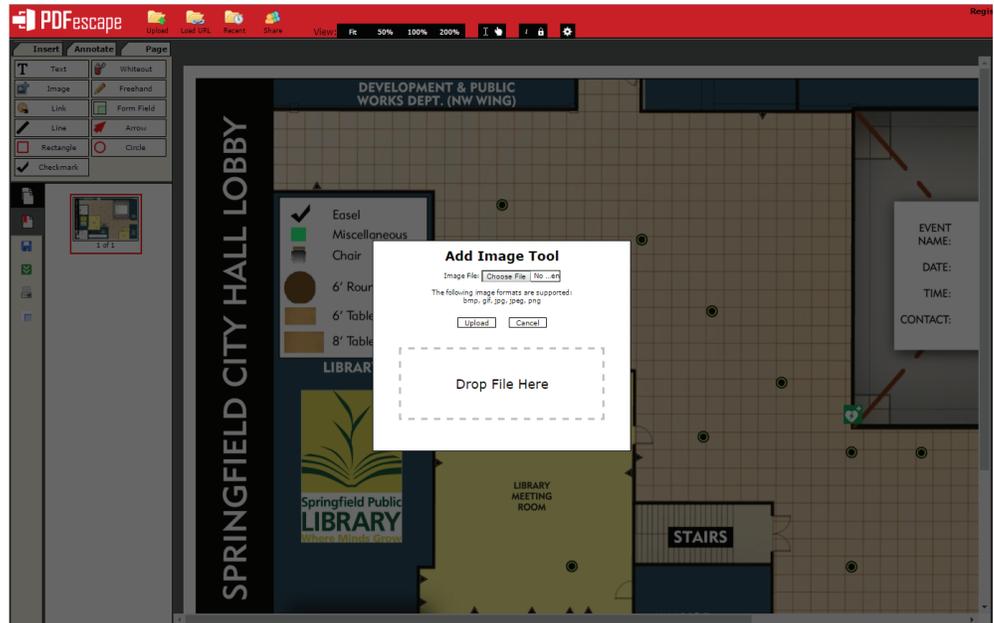
On the upper left hand side you will see a selection of tools to choose from. Clicking on the “More” button will open up the list and show all of the tools.



Now that all the tools are visible click on the “Image” button.

Adding Images

Clicking on the “Image” button opens up the “Add Image Tool” box.

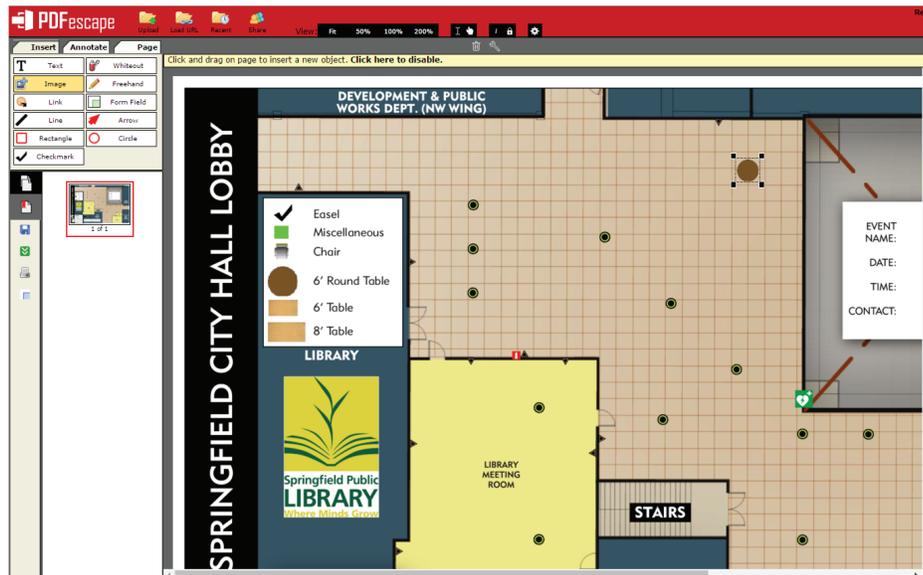
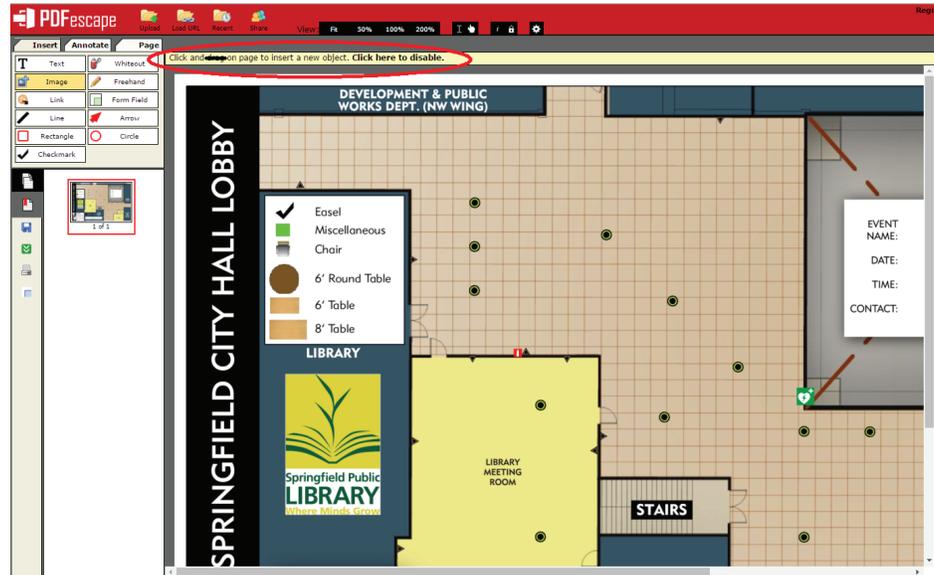


To start placing items for the event floor plan, drag and drop a symbol into the “Drop File Here” box.

You will be doing this each time you want to add a *different* symbol.

Placing Images

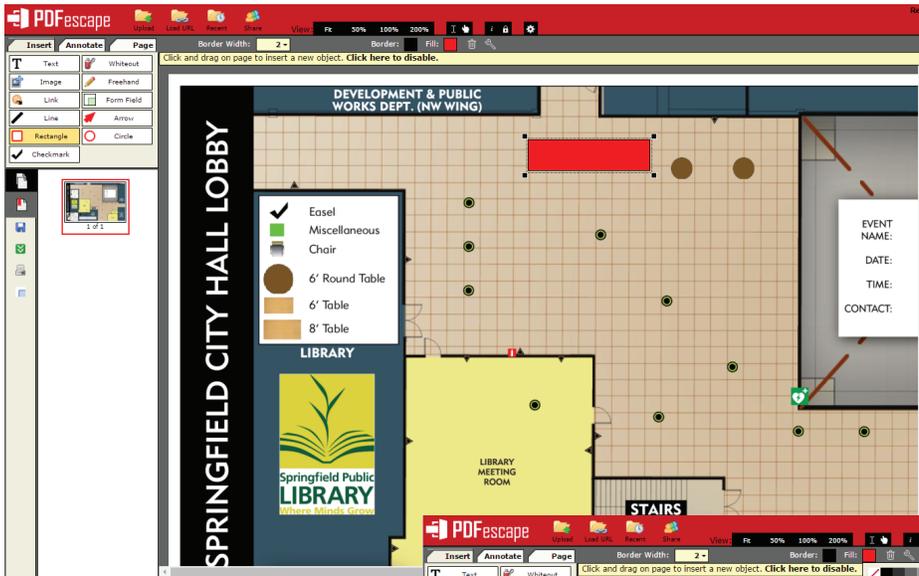
Now that you have drag and dropped an image, you are ready to begin placing the image.



Click anywhere in the floor plan where you would like to add the image. You can add multiples of that item. The items are already sized according to the document scale.

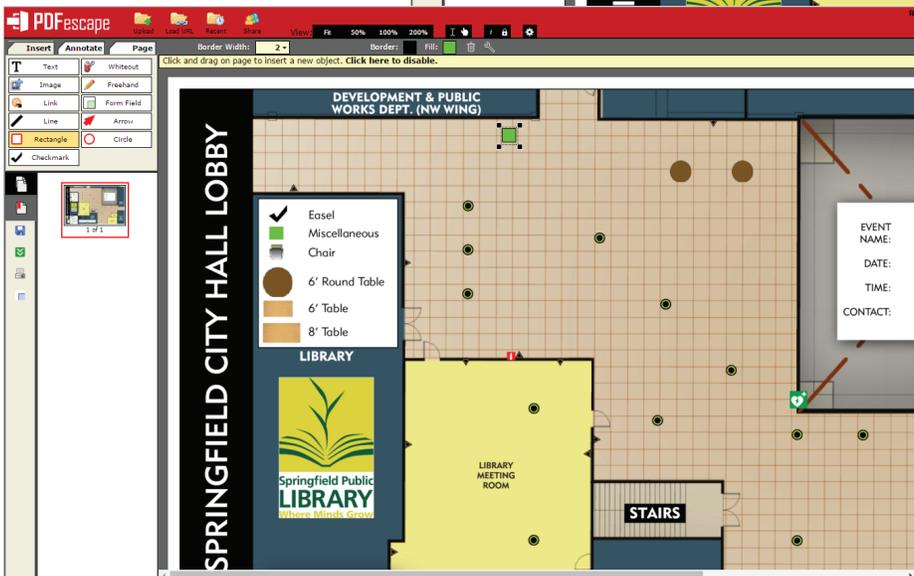
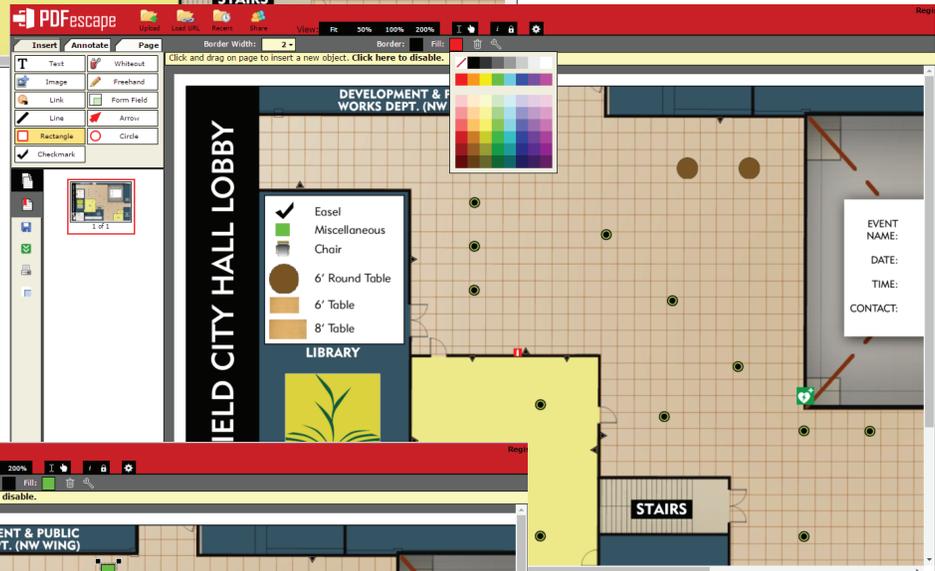
To add other items, simply repeat the process described on page 5.

Miscellaneous Items



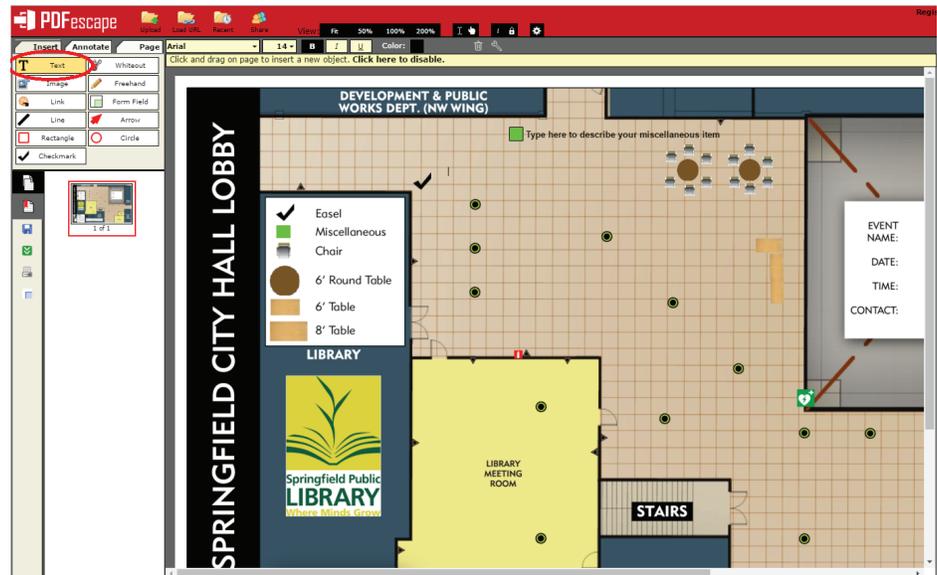
Use the rectangular tool feature to designate miscellaneous items. Once you click and set the rectangle you can resize it using the corners, by clicking and dragging.

Click on the red colored square on the top bar to change the color.

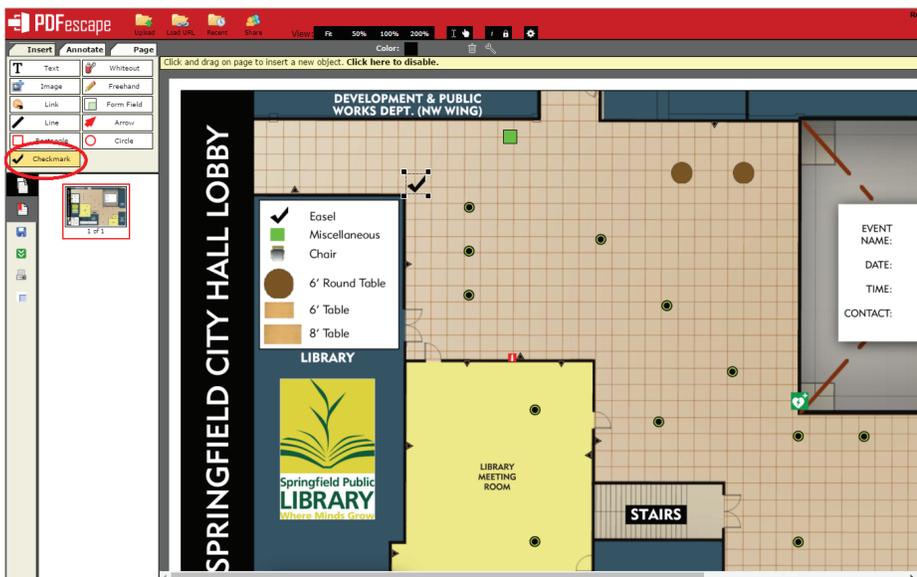


Adding Text

To add text, click on the text button in the tools section. This will allow you to describe some of the items in the floor plan.



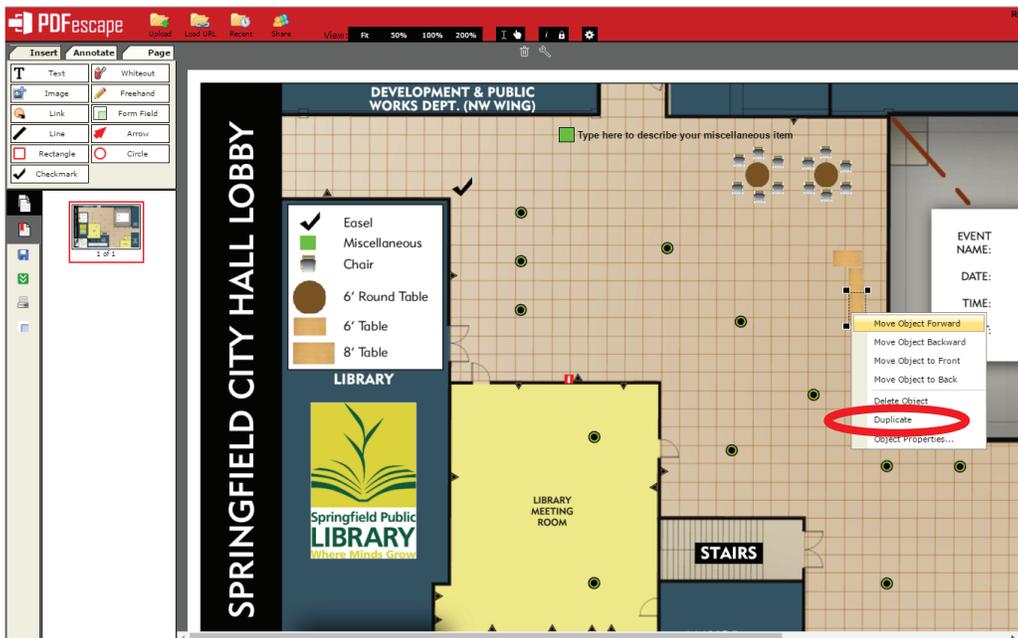
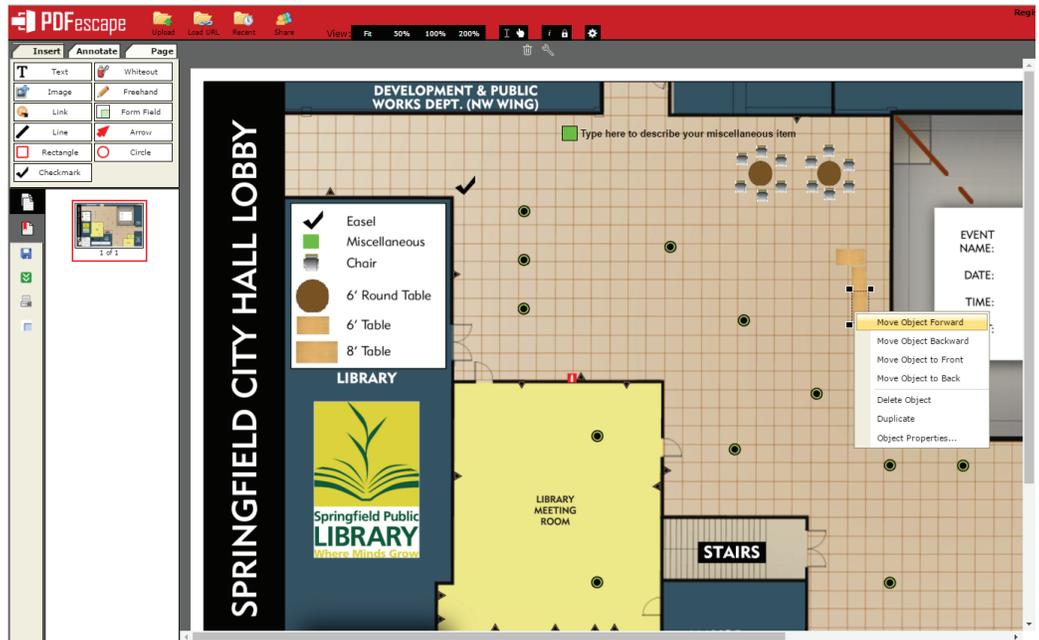
Easels



Easels can be represented using the checkmark feature. Click on the checkmark button, then click on the map where easels will be required.

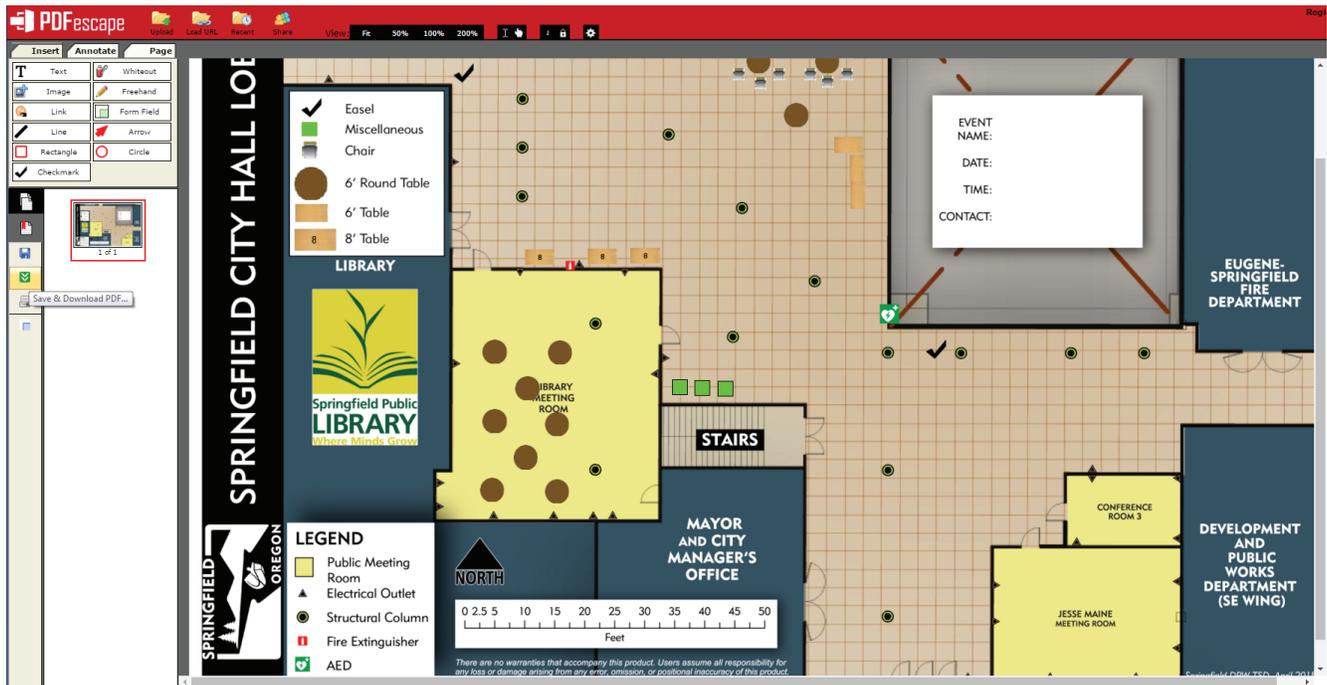
Reselect and Duplicate

To reselect a previously added feature, right click on the feature. Use the delete button on the keyboard to remove an item.



To duplicate a previously added feature, right click on the feature. With the pull down list open click on duplicate.

Saving and Download



Once you are finished editing your PDF layout, you can save and download the finished product by clicking the green square on the left hand side of the window. The file will download and appear in both the bottom of the browser window and inside the default download folder. Edits made to this PDF before saving are now static and can not be changed using the reselect feature described above. Add this file as an attachment to the email addressed to the appropriate party.

Important Links

- <http://www.springfield-or.gov/DPW/ResourceCenter.htm>
- <http://www.pdfescape.com/open/>

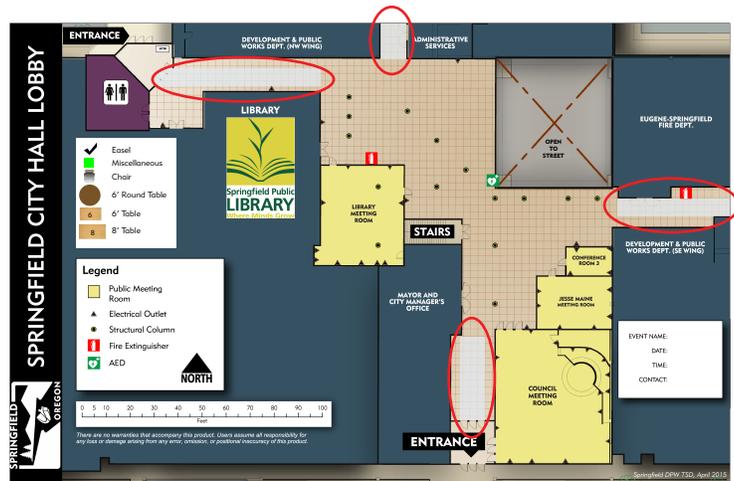
Contacts

City Manager's Office – Amy Sowa at (541) 726-4666 or email at asowa@springfield-or.gov.

City Manager's office will determine if a section around City Hall, the lobby, or rooms are available on a particular date or time. The City Manager reserves the right to deny any request. The applicant must reimburse the City for any additional or unanticipated costs incurred by city staff with the event.

Emergency Egress

Each event map has areas that are greyed out. These areas need to remain clear for emergency egress according to fire code. No furniture may be placed in these areas. Applications with furniture in the greyed out areas will result in the application being returned for corrections.



Booths and displays can not block fire extinguishers, fire strobe lights, fire alarm pull stations and AED. These areas are shown on the map according to the legend.

