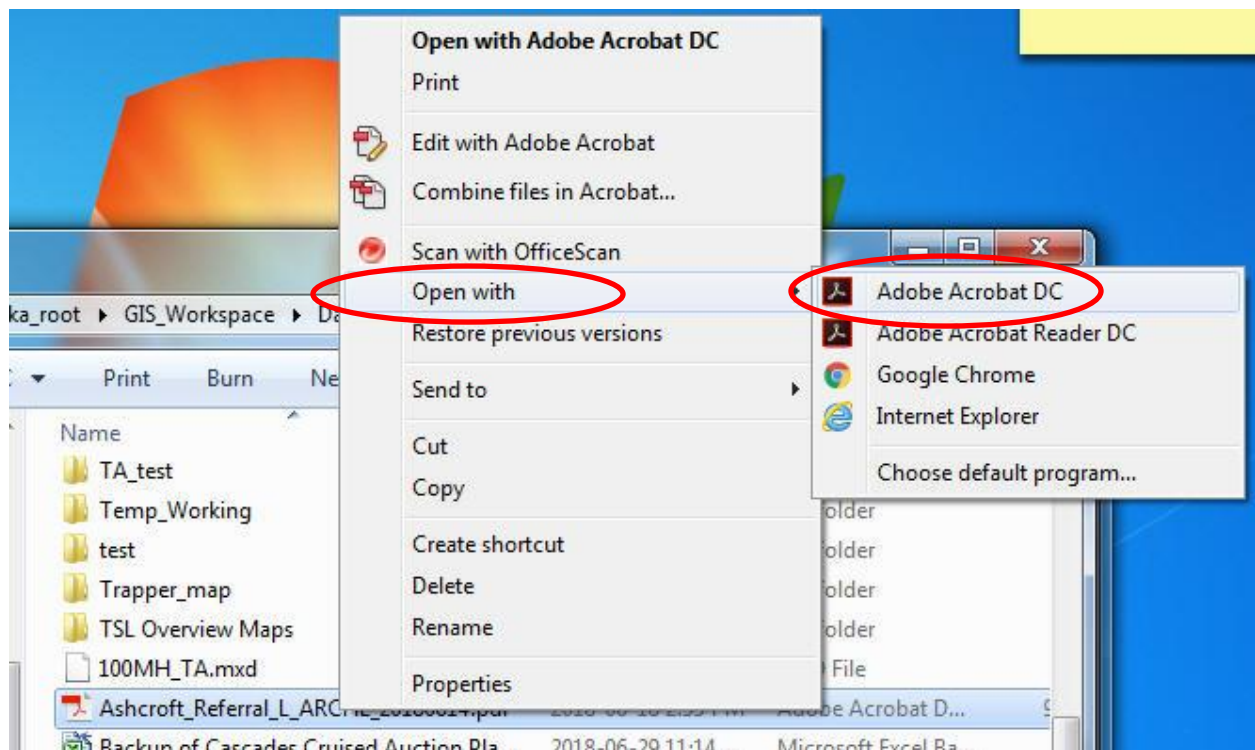


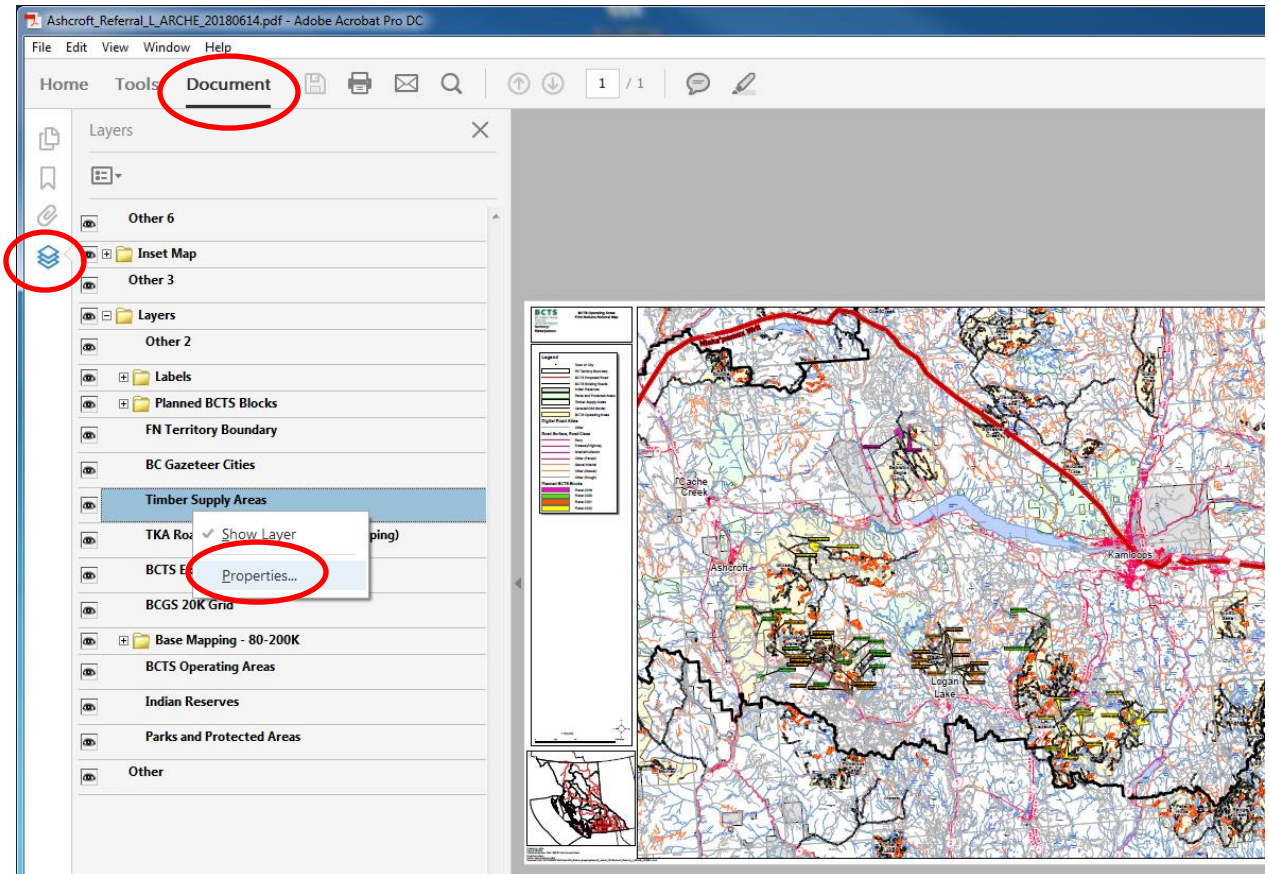
Turning Layers On and Off in a PDF and Saving/Printing only visible layers

As you know most maps made by BCTS include layers that can be turned on and off within a PDF. However printing and saving the PDF with only the layers you have visible involves a couple extra steps.

1. The first step is to find your PDF map, right click on the PDF in explorer, and navigate to **open with**. If you haven't done this before Adobe Acrobat Reader will be your default, which is fine if you just need to view the map and turn layers on and off temporarily. If you want to save or print the PDF with your selected layers you will need to use **Adobe Acrobat DC**.



2. Navigate to the **Document**, click the **Layers** button on the left ribbon and expand the folders to find the layer you wish to turn on or off. Right click the layer and select **properties**.



3. You will be presented with the Layer Properties dialog box which will allow you to change the visibility and print settings of the layers. My advice would be to only change the **default state**. When you have switched that and save, the next time you open the PDF that layer will be turned off by default. **Do not switch the layer name as this can make the layer difficult to find if the MXD document needs to be changed later.** If the properties in this box are greyed out you have opened the PDF in Adobe reader, refer to step one to open in Adobe DC.

