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# Your AgForce GeoPDF User Guide

## What is a GeoPDF

A GeoPDF is a georeferenced or geospatial PDF file, meaning that it is a Portable Document Format (PDF) file with added information that relates the image to coordinates on a map and allows the user some limited mapping functions such as turning map layers on and off.

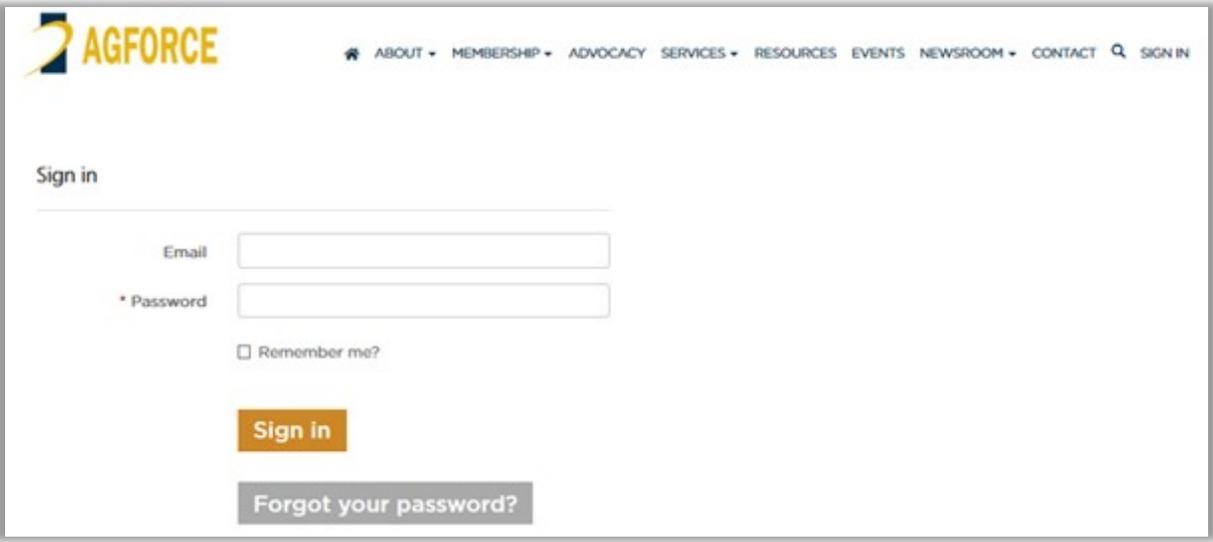
### *Key points*

- Once you master the use of your first GeoPDF you will be able to apply the same principles to any future AgForce member information GeoPDF, even if the information displayed is different.
- The use of technology to better understand a situation could greatly enhance outcomes for your business.
- For example, using a tool like the GeoPDF allows you to keep on top of potential changes to the vegetation mapping over your property provided the relevant mapping data is available.
- A GeoPDF can also be used in the Avenza Map app providing a capability to use the GeoPDF in the paddock and know where you are via satellite connectivity.

## Accessing your GeoPDFs

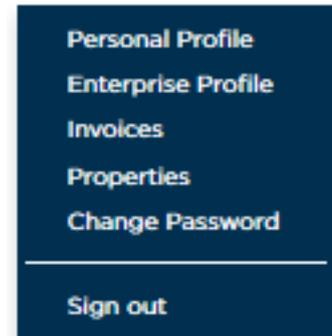
From the AgForce website or a link provided in an email you will need to sign into the AgForce member portal using your email address and your password.

For first time users of the member portal, you will need to create your password. If you have previously created a password but forgotten it, you can use the *Forgot your password?* option to gain access.

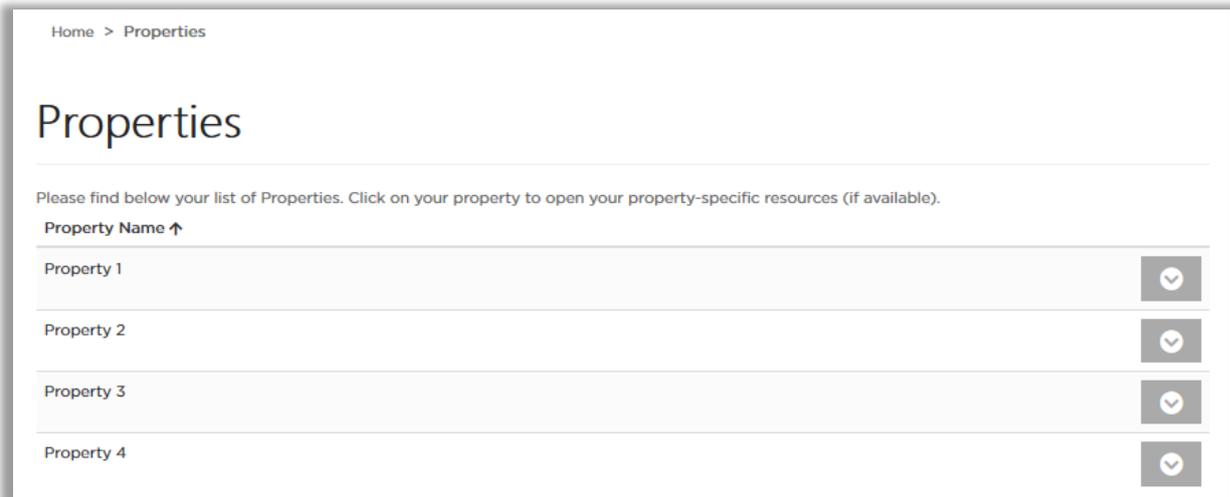


The screenshot shows the AgForce member portal sign-in page. At the top left is the AgForce logo. To the right is a navigation menu with links for ABOUT, MEMBERSHIP, ADVOCACY, SERVICES, RESOURCES, EVENTS, NEWSROOM, CONTACT, and SIGN IN. Below the navigation is a 'Sign in' heading. There are two input fields: 'Email' and '\* Password'. Below the password field is a checkbox labeled 'Remember me?'. There is an orange 'Sign in' button and a grey 'Forgot your password?' button.

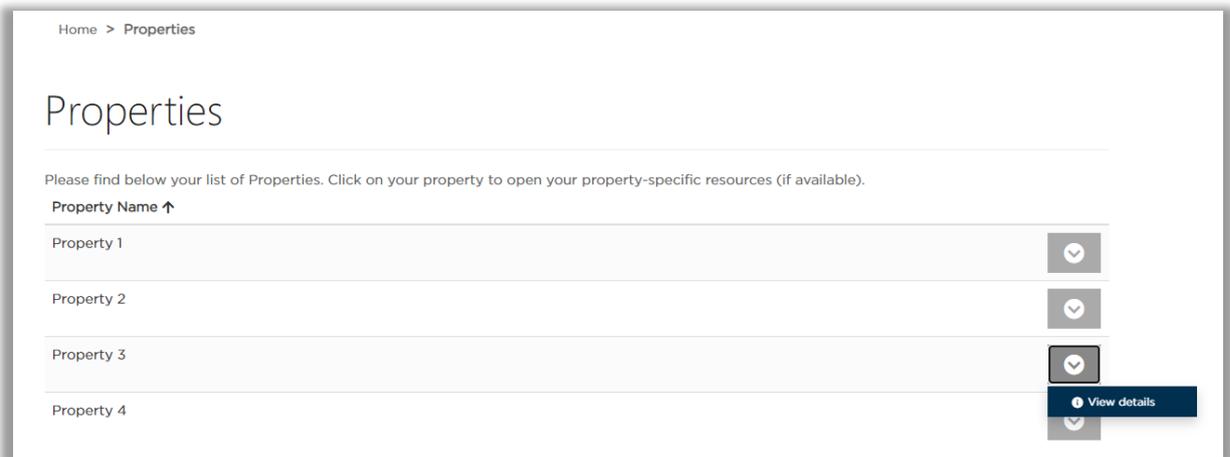
Once signed in your name will appear in the top right-hand corner, if you hover your mouse over your name a list of options available to your membership will appear and look something like the following. Your property GeoPDFs are located within the *Properties* option.



Click on *Properties*, the properties currently listed with AgForce and linked to your enterprise will appear, like the example below.



To access the GeoPDF for your property click on the drop-down arrow against the required property, then click on the *View details* option.





Any mapping data or GeoPDF maps pertaining to your property will be listed as shown above. The following explains the breakdown of the GeoPDF file name:

- 20201015 – date the GeoPDF was made (yyyy/mm/dd)
- 163276 – property ID unique to this property only
- Veg\_GeoPDF – map product.
- Oct2020 – date of mapping data used to create the GeoPDF, in this example it refers to the date of vegetation mapping used.
- Property 3 – name of the property

The recommended application to view and get the most out of the GeoPDF is *Acrobat Reader DC*, free to download and use.

If you already have *Acrobat Reader DC* installed go to the [Viewing your GeoPDF](#) section and continue.

If you need to install *Acrobat Reader DC* complete the installation instructions on the next page.

## Install Adobe Acrobat Reader DC

If you already have this application installed, please skip this step.

It is recommended to use *Acrobat Reader DC* to open the GeoPDF. This software is free and is widely trusted as a safe and effective program.

You can download it for free from here - <https://get.adobe.com/reader/>.

Before you begin the installation, check the *Optional Offers* regarding McAfee. You should already have a security application installed, if so, **uncheck these two options**. You may want to install the *Adobe Reader Chrome Extension*; it allows you to open PDF files from Google Chrome.

Click on the *Download Acrobat Reader* button to download and complete your installation. Once installation is complete you are ready to view the GeoPDF files.

Download Acrobat Reader

Step 1 of 3: Download software

**Acrobat DC. It's how the world gets work done.**  
View, sign, comment on, and share PDFs for free.

Are you an IT manager or OEM?  
Version 2021.001.20135 - [System requirements](#)

Your system: Windows 10, English  
[Do you have a different language or operating system?](#)

**OPTIONAL OFFERS**

**McAfee**

- Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings. [Learn more](#)
- Yes, install McAfee Safe Connect to keep my online activities and personal info private and secure with a single tap. [Learn more](#)

**GET MORE OUT OF ACRONBAT:**

- Install the Acrobat Reader Chrome Extension  
By checking the above, I agree to the automatic installation of updates for Acrobat Reader Chrome Extension. [Learn more](#)

**Adobe Acrobat Reader DC**  
The leading PDF viewer to print, sign, and annotate PDFs.  
[Download Acrobat Reader](#)  
164.15 MB  
By clicking the "Download Acrobat Reader" button, you acknowledge that you have read and accepted all of the [Terms and Conditions](#). Note: Your antivirus software must allow you to install software.

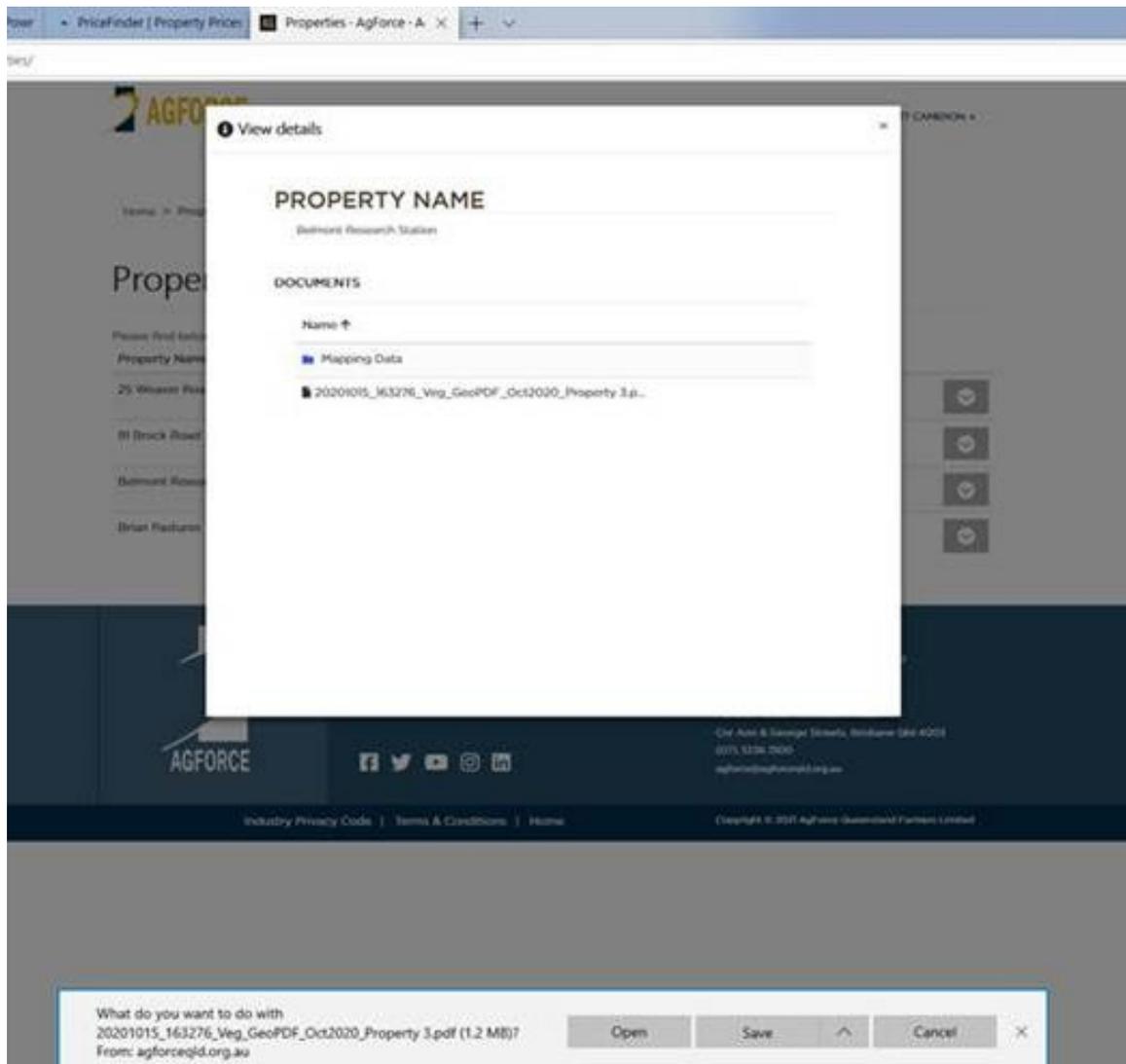
**Adobe Acrobat Pro DC**  
Do everything you can do in Acrobat Reader, plus create, protect, convert and edit your PDFs with a 7-day free trial. Continue viewing PDFs after trial ends.  
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## Viewing your GeoPDF

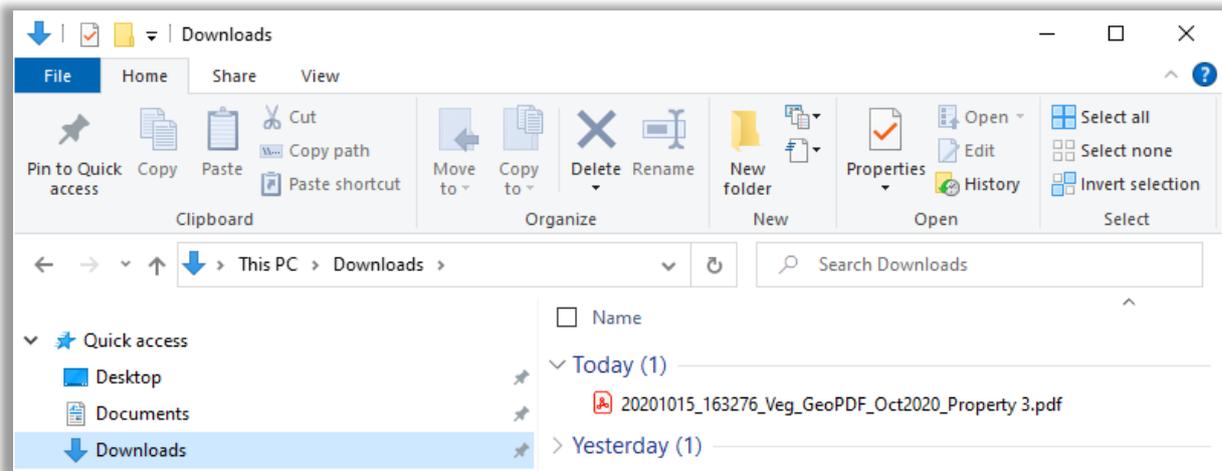
To use your property GeoPDF you have two options to access it. This will be dependent on the setup of your computer. When you click on the PDF file to open, one of two options will happen:

- Your computer will ask you to either open, save or close this option, or
- The GeoPDF will automatically download to your computer's downloads folder.



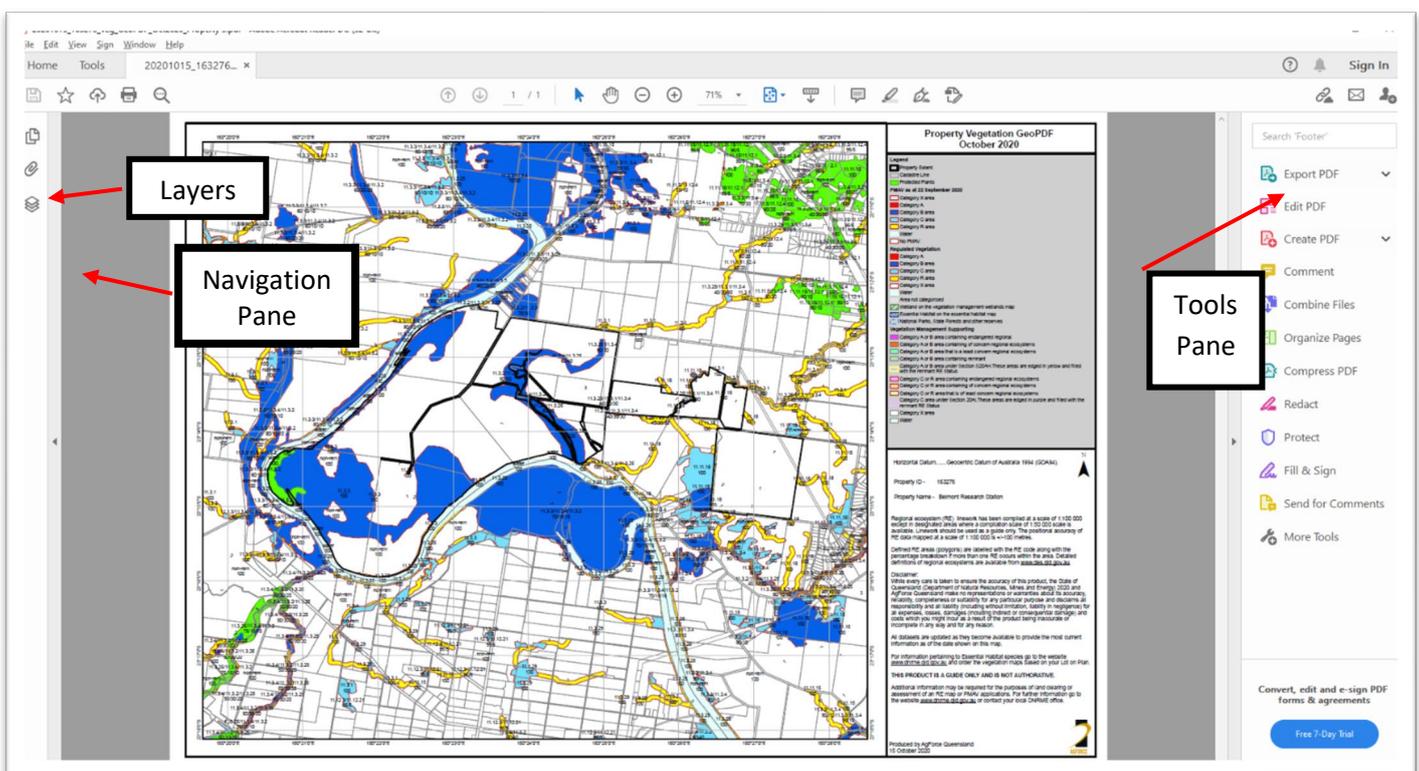
If you select 'Open' the GeoPDF will open and you'll have full functionality to use this map. If you select 'Save' it will download the file to your computer's downloads folder.

To find automatically downloaded files, open Windows File Explorer and navigate to the Downloads folder.



Double click the PDF file to open it in Acrobat Reader DC.

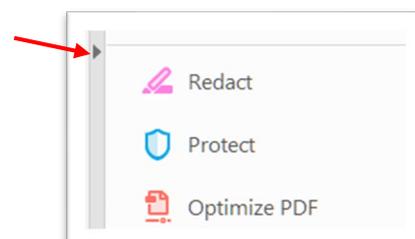
Now that your GeoPDF is open, you will see this layout:



## Close the tools pane

It is recommended to close the *Tools Pane* on the **right-hand side** of your screen by clicking on the small arrowhead half-way pin down the left-hand side of this pane.

This will provide more space for your map.



## Layers in the navigation pane

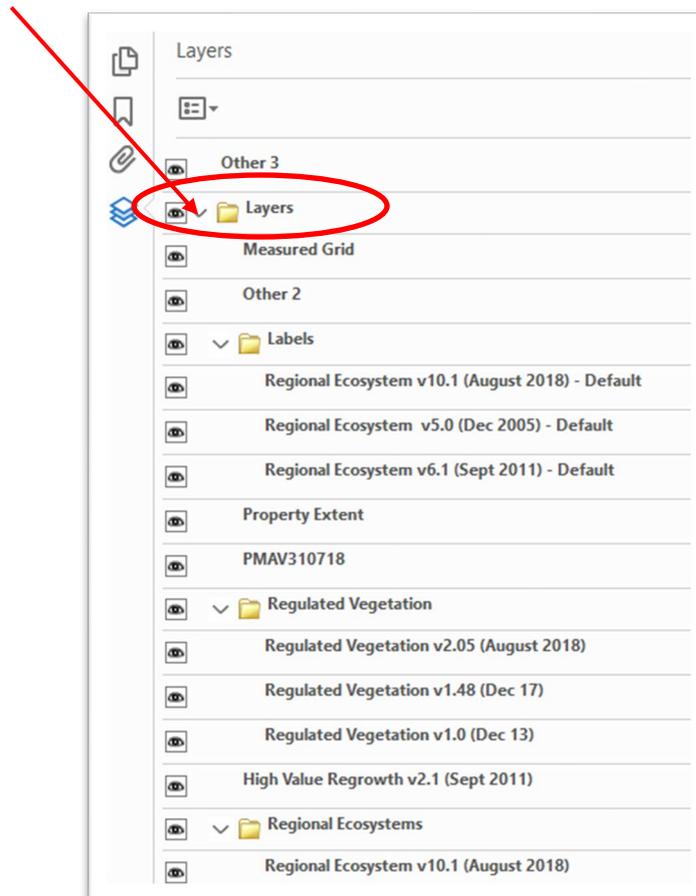
Now click on the *Layers* icon in the *Navigation Pane* on the **left-hand side** of your screen.



Click on the arrowhead (>) next to the Layers group (yellow folder) as pictured below.

Pictured to the right is an example of the *Layers* expanded, displaying the information available.

This will expand and show the contents of the groups.

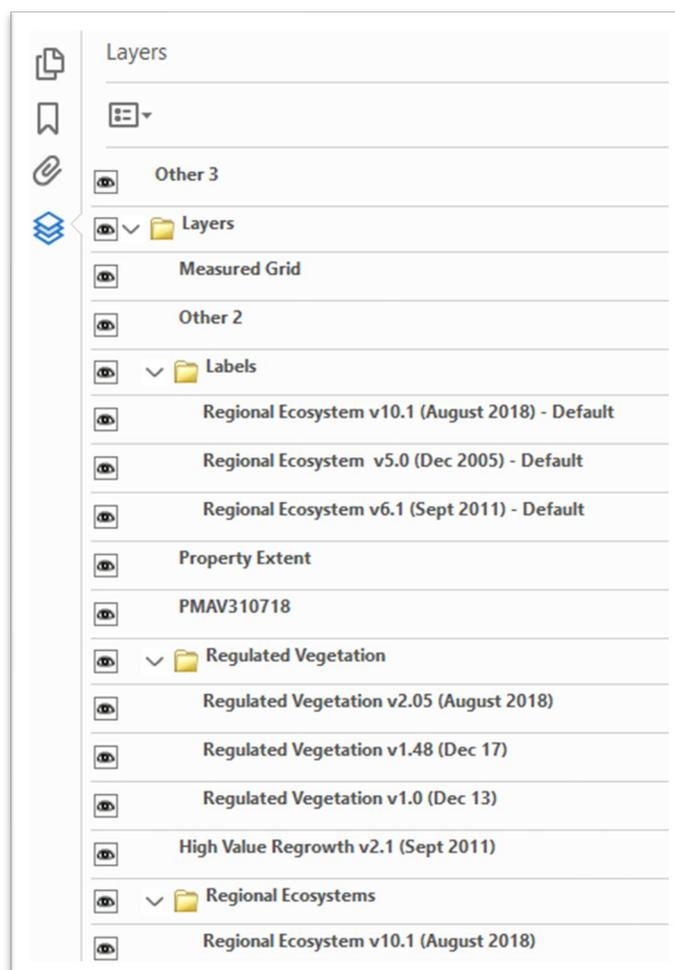


Expand all required layer groups using the same process, for example the Labels, Regulated Vegetation and Regional Ecosystem layer groups by clicking on the arrow (>) next to each yellow folder.

## Property boundary view

Take a few minutes to look through the layers presented in this product, so you understand what has been provided.

To make it easier to start reviewing and comparing layers **turn off all layers except for the 'Property Extent' layer**. This layer shows your property boundary.



To turn a layer off click on the eyeball icon next to the layer.

The reverse is required to turn a layer back on.

The property boundary based on your Lot on Plan numbers are now visible.

Example of property extent view only is shown here:



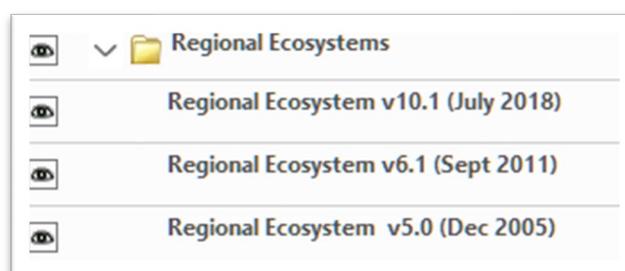
## Turning off a layer group

You can turn off a layer group (the ones with the yellow folder next to it) without the need to turn off individual layers within that group.



The individual layers within that group are now inactive.

To turn these layers back on you must turn on the layer group.



**If you receive a 'Parent Label Disabled' notification/error message it is because you have turned off a parent/base layer (no  showing) so it cannot show the other layers on top of it.**

You just need to turn on the corresponding parent/base layer (next to the folders).

You can now compare the layers between themselves, for example the PMAV layer, if available, to the Regulated Vegetation layer.

Make sure you use the map's legend to understand what you are looking at.