

#### What is a NOAA RespondersChart?

The NOAA RespondersChart<sup>TM</sup> is a tool for oil spill response, hurricane recovery, search and rescue, homeland security, and other incidents where the nautical chart is a natural tool for planning, coordinating, or sharing information. Responders can download these charts, digitally annotate them with incident-specific information, and then print copies, or distribute electronic copies via e-mail or by posting for use on the Internet.

NOAA RespondersCharts are provided for free, in Adobe PDF format at www.NauticalCharts.gov/RespondersChart. Commenting and annotating usage rights have been enabled. Adobe Reader 7.0 or later is required to use the commenting and annotating functionality. Adobe Reader is free at www.Adobe.com.

Responders Charts have been reduced in size to 11" by 17" so as to be printable on a wide variety of printers. Because of the severe reduction in scale, detailed information is difficult to read. Use full scale NOAA nautical charts for navigation.

### **Tips for Commenting and Annotating**

Pictures and text can be **Cut** and **Pasted** directly from an authoring package such as Microsoft Word. Try it to see how it behaves.

Use the menu items **Tools** -> **Drawing Markup** -> **TextBox** or CallOut to insert boxes for text. Then type or cut and paste text into the boxes.

Highlight a TextBox or CallOut, right click on your mouse, and select **Properties** to change the fill color and border of the item.

Use the menu items **Tools** -> **Commenting** -> **Stamps** to replace the "Revised" stamp with one containing the current date.

Use the menu items Tools -> Drawing Markup -> Line, Polygon Line, Polygon Tool, etc. to draw on the chart. Add explanations of your additions with the **Tools** -> **Drawing Markup** -> **CallOut**s.

Use the menu items **Help** -> **Complete Help** to learn all about the commenting and annotating tools available in Adobe Reader.

#### **Tips for Printing**

Use the menu item **File** -> **Print** -> **Name** to select your printer. Then select **Properties** to perform the detailed setup.

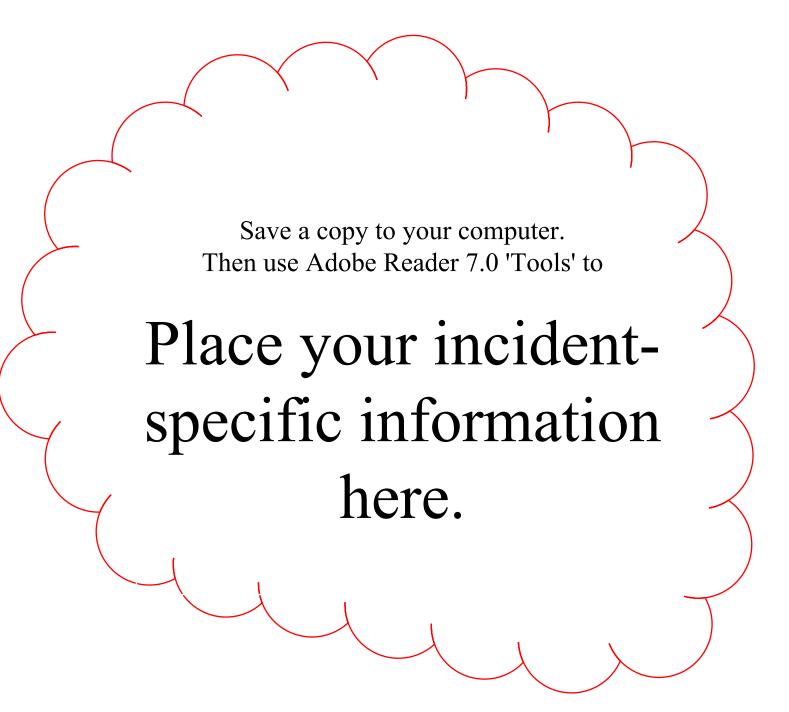
Set the **paper size** to 11"x17", and the **orientation** to "portrait."

To print the charts with your markups, choose **Document With** Stamps or Document With Markups from the Comments and **Forms** pop-up menu in the **Print** dialog box.

Set the other options for your printer, such as setting "Page Scaling" to "None," indicating which tray has 11"x17" paper, and the number of copies.

If your printer can print 2-sided, find the checkbox for that feature, and check it. If not, select "print odd pages" then reinsert the paper and select "print even pages" to get 2-sided printing.

If you do use 2-sided printing, the additional settings **Booklet** Layout, Left Edge Binding, 2 pages/sheet gives the most convenient combination of front and back side orientations.





# RespondersChart

## Hampton Roads

(NOAA Chart 12245)



National Oceanic and

Office of Coast Survey

Annotate Using Tools in Adobe Reader 7.0 PDF Format Prints on

mangement. Use the full size

NOAA chart for navigation.

A miniaturized NOAA nautical chart

for incident response planning and

most printers

Convenient 11"x17" Size

Post on the Internet

Compiled by NOAA, the Nation's Chartmaker.



