Bluebeam PDF Revu®

## 6.0

guide to

**Why you'll agree Bluebeam PDF Revu is better than… well, you know.**

Bluebem PDF Revu was designed with three principles in mind. First, Revu must be simple. It must be easy to learn, easy to use, and easy to manage. This means you should be able to get up and running out of the box. Second, Revu must help you do what you do, better and faster, saving you time and money. Everything you need must be accessible from the desktop a click, or two, away. Nothing should be hidden from site to appear at some unbeknownst time in the future - it must be in front of you, all the time, at your disposal. Third, Revu must meet a level of quality you'd expect in a professional PDF solution, and then some. The PDFs you create must work within your entire workflow so that you can distribute them, print them, and archive them with confidence.

How we make all of this possible is through innovation - we take usability, performance, and quality a step further than the rest. We include break-through technologies such as Tool Chest, MultiView™, Sync, Markups list, DynamicDefault™, Profiles, and Compare Documents to make your life easier. Even better, we built Revu to be customizable - from the desktop profiles to the annotations in your Tool Chest - virtually eliminating the need to do the same thing twice. As you evolve, Revu evolves, adapting to the way you work, as you work. It doesn't get any better than this. So, welcome to Bluebeam PDF Revu and welcome to a brave new PDF world.
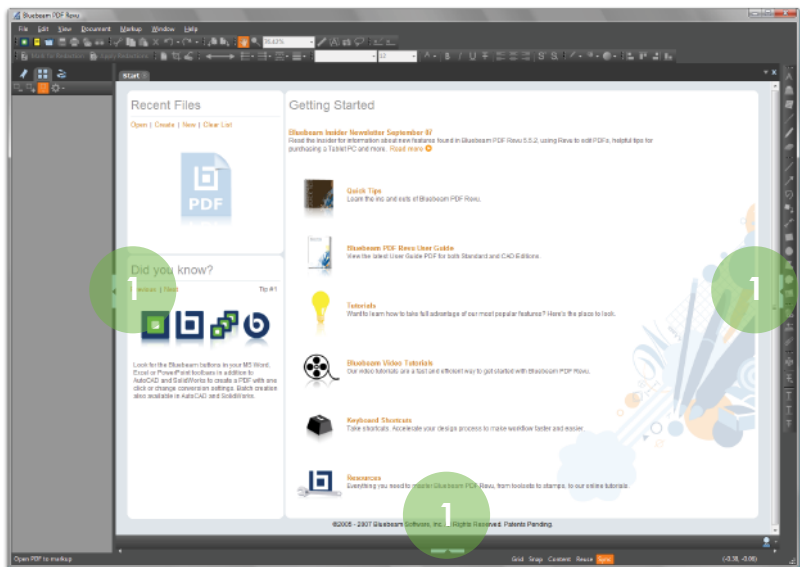
Bluebeam PDF Revu. Introducing an easier, simpler PDF product that begins at the Start. Here, you can review quick tips and tutorials, have direct access to videos and resources from our web site, or simply open, create, or begin with a new PDF file.

The Revu desktop is simple to navigate. At the top and right are toolbars (these can be moved to your preference). At the left, right, and bottom are dock panels[1] that can be opened and closed to expose tools such as Bookmarks, Thumbnails, Tool Chest, Markups, Properties, Search and so forth. Look for the little triangles in the blue box.
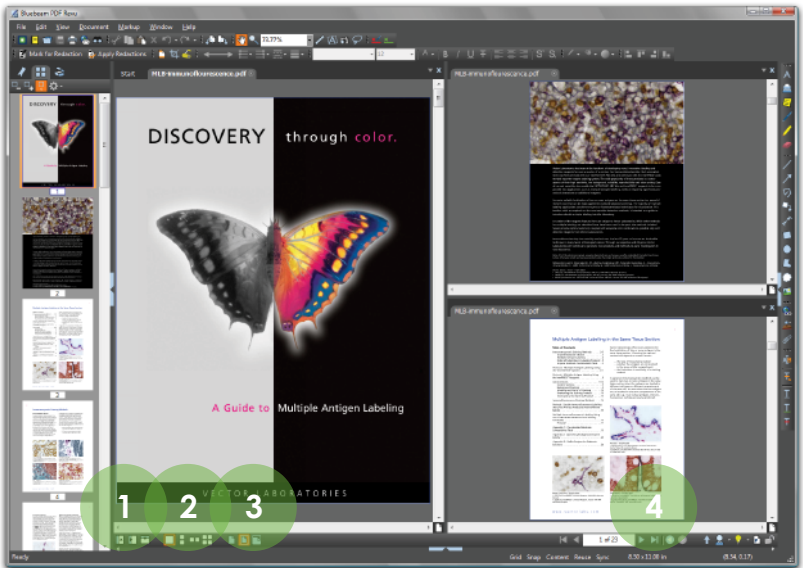
MultiView™. An innovative way to see your work sixteen times over.
Why limit yourself to one tabbed view, or two, or even three, when you can split[1] your screen up to sixteen times and sync them all to pan and zoom in unison. View and compare the same document in different areas or different documents in the same area. Document review has never been easier.

In addition to MultiView, Bluebeam PDF Revu includes viewing options[2] to view your document in single-page mode, continuous view, side-by-side, and side-by-side continuous mode. Also, quickly fit to page, page width or height with buttons[3] in the lower left corner. Finally, in the lower right corner, you will see navigation tools[4] to page forward or back, jump to the beginning or end, or even jump to a previous view in history.
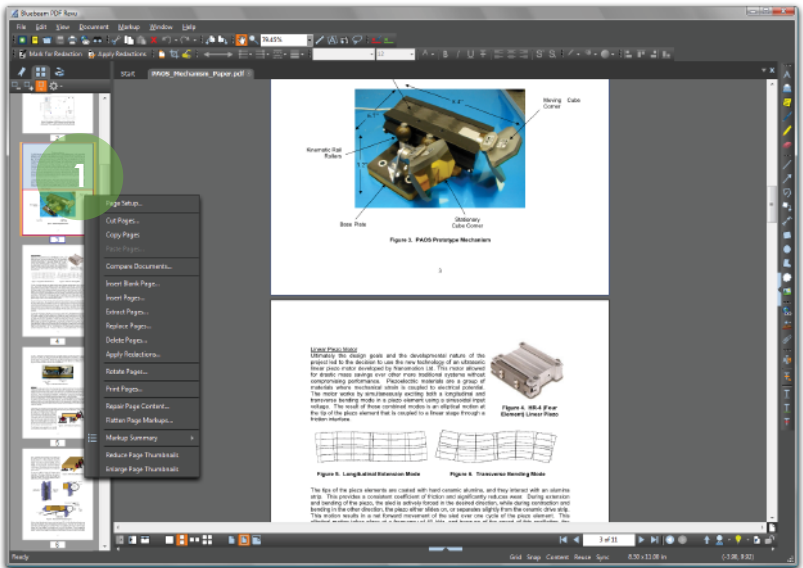
Page Assembly. It's just a right-click away. Make your document your own by combining, reordering, inserting, deleting, copying, extracting, or even rotating pages - all from the Thumbnails panel. First, reorder pages by dragging and dropping pages in your thumbnails panel. Just click a page, hold the left mouse button, drag to a different location and release. If you need to copy a page, select the page, press Ctrl-C, go to a new location in the same or a different PDF document and press Ctrl-V. If you wish to get a little fancier, simply right-click[1] on any thumbnail view and the above menu appears. From here, you can really get carried away.
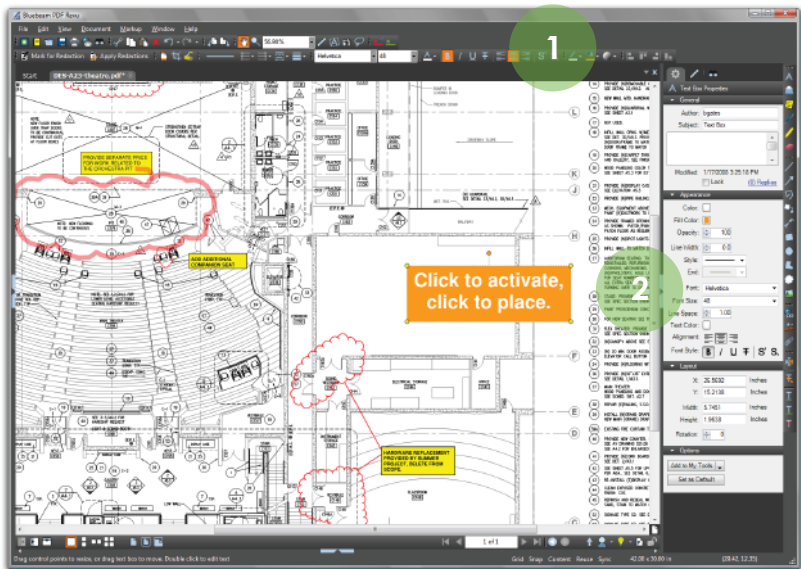
PDF Markup. Adding a comment, note, or highlight has never been easier. Point, click, and release is all you need to do. Select from any of the markup tools such as text, notes, lines, clouds, stamps, images, etc. and click on the page. If the look and feel does not suit you, change the markup properties by using the style toolbars[1] at the top of the desktop to change the color, fill, opacity, line types, or font.

Another option is the properties panel[2] (View > Tabs > Properties). Here, you have centralized access to all the markup properties you can customize to meet your needs. If you like what you've created, Set as Default or even better, Add to My Tools.
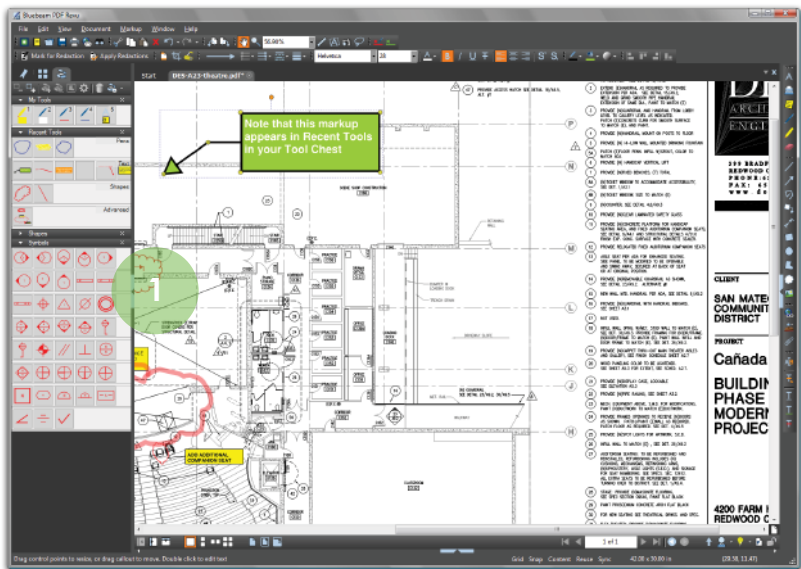
Tool Chest. Why create the same annotation again and again if you don't have to? Revu breaks new ground with Tool Chest[1], a revolutionary technology that keeps track of all your markups as you create them. As you add your comments and customize them, you have the option to drag them from Recent Tools to My Tools for use in future sessions. Double-click on the icon in the Tool Chest and you will see it switch from "Drawing Mode" to "Properties Mode." Now, create a brand new annotation using the same properties as a previous annotation. Double-click again and switch back to the Drawing Mode to replicate the markup exactly as you created it - it couldn't be any simpler.

Plus, use the Tool Chest toolbar to increase or decrease the icon sizes, add or remove tools, view the Properties panel, or manage your Tool Sets. Adding your own Tool Set is simple - click the Manage Tool Sets icon, click Add, enter a Title, click OK and see it on your list of Tool Sets. Now, drag and drop your tools from Recent Tools here to get another level of organization. It's up to you.
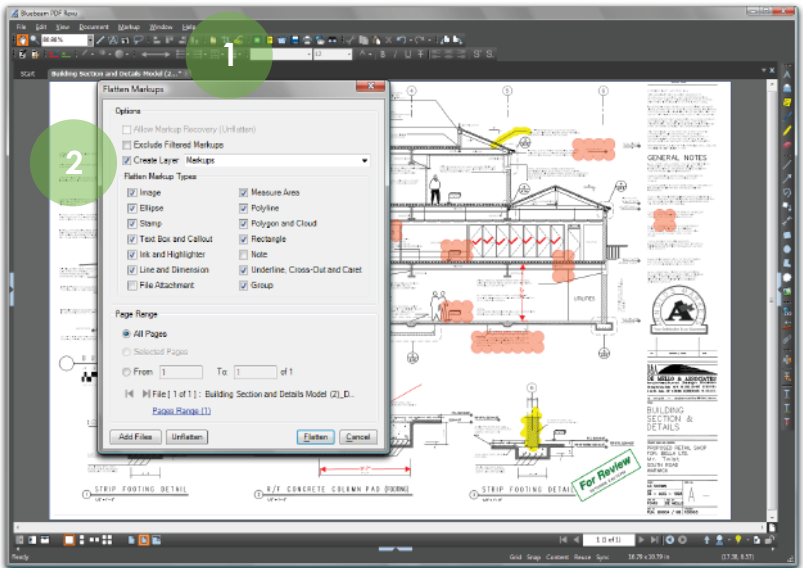
Flatten + Layers is brilliant. Some of you flatten markups and some of you create layered PDF files - but how many of you flatten markups into layers. Only Bluebeam has the ability to organize your markups in distinct layers that you can toggle on or off. How? It's easy. Add all the comments you like onto the PDF file. Go to Document > Flatten Markups or click on the toolbar icon[1], check off Create Layer[2] at the top of the dialog and enter a name for the layer. Click Flatten and be amazed. Your markups are now on their own layer that you can toggle from the Layers panel (View > Tabs > Layers, Alt-O). Repeat as needed.

If you prefer to flatten without creating a layer, just click Flatten from the menu (without checking off Create Layer) and the markup layer will be merged into the PDF content stream, i.e., into one layer. This ensures that when you, or anyone else for that matter, views or prints the PDF, your markups will be visible. Simple enough? We think so.
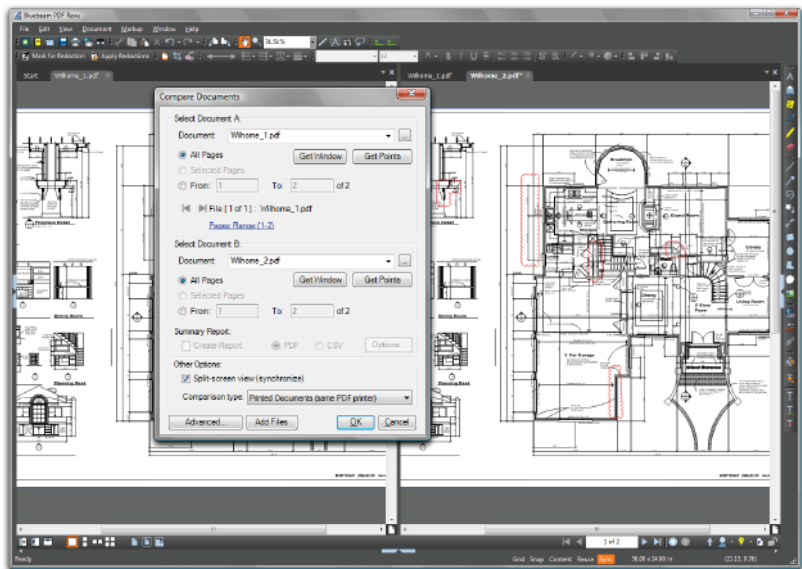
We're better than they are. Comparing drawings will never be the same once you give Revu a try. Using a proprietary methodology, we automatically scale, rotate, and align two drawing revisions, then meticulously highlight all identified differences with easy to see clouds. Did I mention this was all automatic? Plus, since the clouds are markups, you can use the Markups list to step through each difference one by one.

Go to Document > Compare Documents. Select the original or base document (Document A). Then select the revised document (Document B). Click OK. It's that simple. If you wish to change the appearance of the cloud markup or to select whether these are scanned PDF files, PDF files from the same printer driver or from different printer drivers, select your Comparison Type at the bottom or click Advanced for more options. It doesn't get better than that! Well, actually, it does.
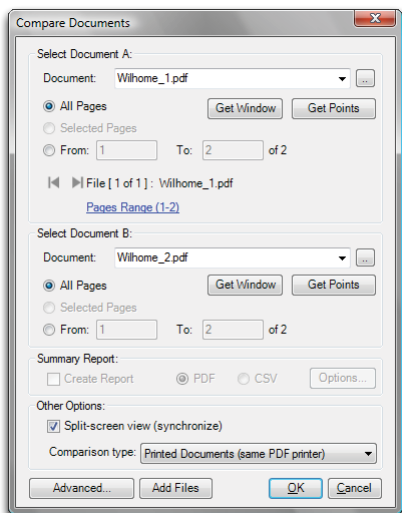
Sometimes you need to be picky. We know that viewports can shift locations, layouts change, or you would like to compare many files. With 6.0, you can manually select a window[1] or viewport to compare.

Grab a window on the original drawing and Revu will compare the exact same area on the second drawing.

Or, if you wish to align two drawings manually due to a shift in the layout, select Pick Points[2], pick four points on each drawing and we will do the rest.

If you want to go crazy and batch compare a number of drawings, go to File > Batch Processing > Compare Documents. Load your files, line them up, and hit OK.
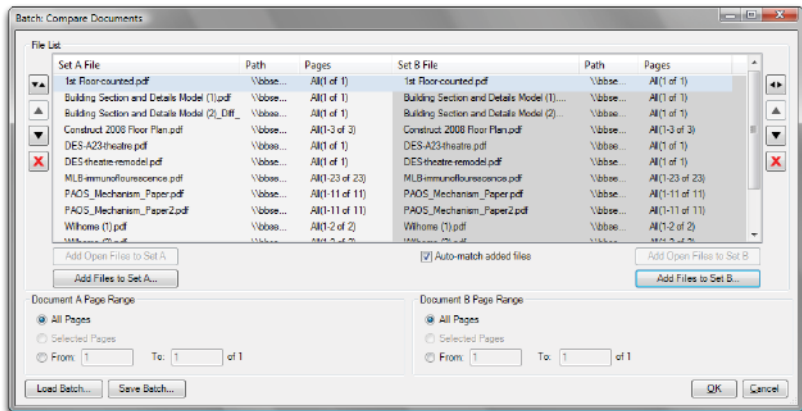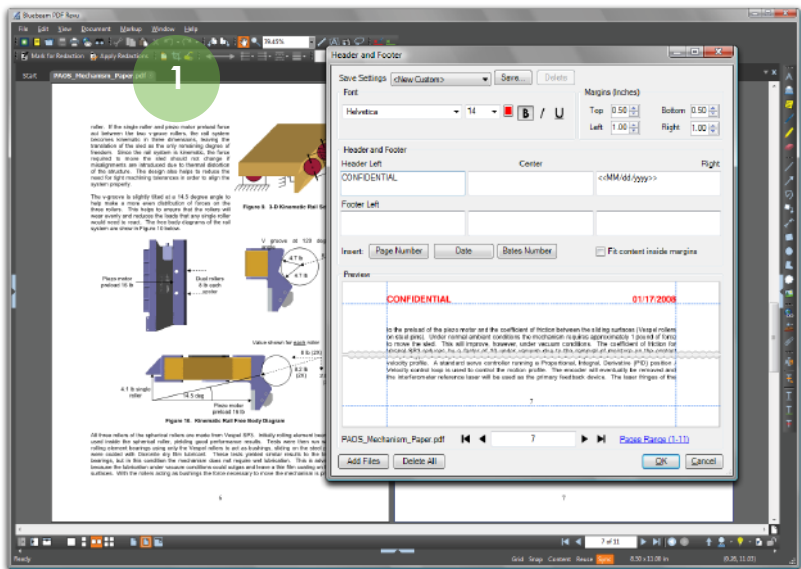
Headers, footers, date, page numbers, Bates numbers. Because sometimes you just have to leave a number. After you select Document > Headers & Footers or click on the toolbar icon[1], you can add text, page numbers, Bates numbers, or a date to your document in any of six locations. Just click in any of the six boxes and either enter custom text, or click one of the buttons for Page Number, Date, or Bates Number. Once you have done so, customize the appearance of your header or footer by editing the font. A preview will be shown in the lower half of the dialog. That's it!

If you want to add a Header or Footer to multiple documents simultaneously, just click the Add Files button in the lower left corner and select the files you wish to use. If you have already entered text, by simply adding additional files, your header or footer will automatically apply to those files as well. Use the arrow line icon to navigate between documents.
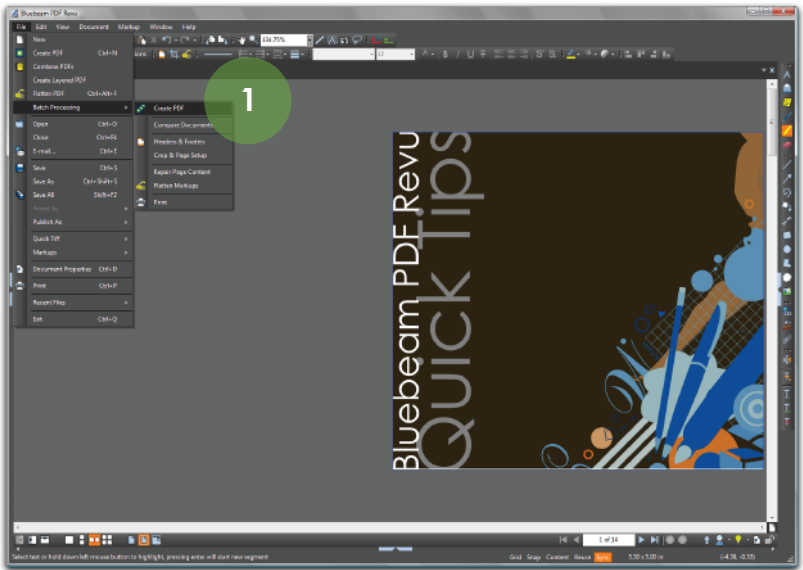
Batch Processing. A fantastic tool for processing multiple PDF files in a single transaction. If you wish to convert several documents to PDFs at once, select File > Batch Processing > Create PDF[1]. Or, if you wish to print several PDF documents in one print job, do so with Batch Processing > Print. Other batch processing features are batch Headers & Footers, Crop & Page Setup, Repair Page Content, and Flatten Markups.

The beauty of the Batch Processing tool is that you start the same way - select a group of files you wish to process together. Next, depending on the action chosen, you follow the respective menus to complete the action. For the most part, you simply select your files, select your options, and execute.
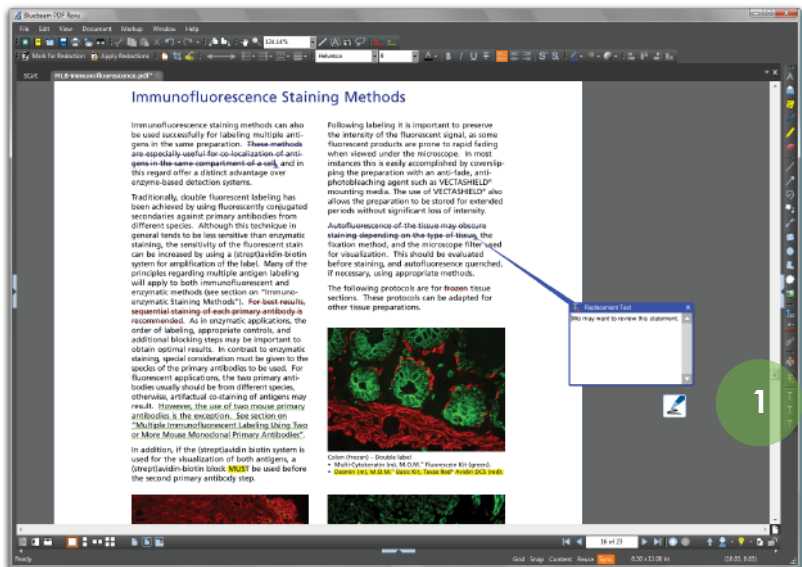
Text Edit. If you wish to insert or remove text, insert or strikethrough text, or even just underline text, you are only a click away. From the toolbar, select the text edit function you require and you are off and running. The Edit Text[1] function allows you to insert, delete, or replace text within a PDF file (assuming the fonts are embedded). The Review Text (Shift-V) feature is great for proofreading text. Simply select the tool and begin. If you insert the cursor between text, it will add a caret with the note callout. If you highlight text, it will automatically add a strikethrough. When used in conjunction with Reuse tool, click once and you set until you escape. You can also add an underline (U), squiggly underline (Shift-U) or strikethrough (D) by selecting the tool from the toolbar or the Markup menu.
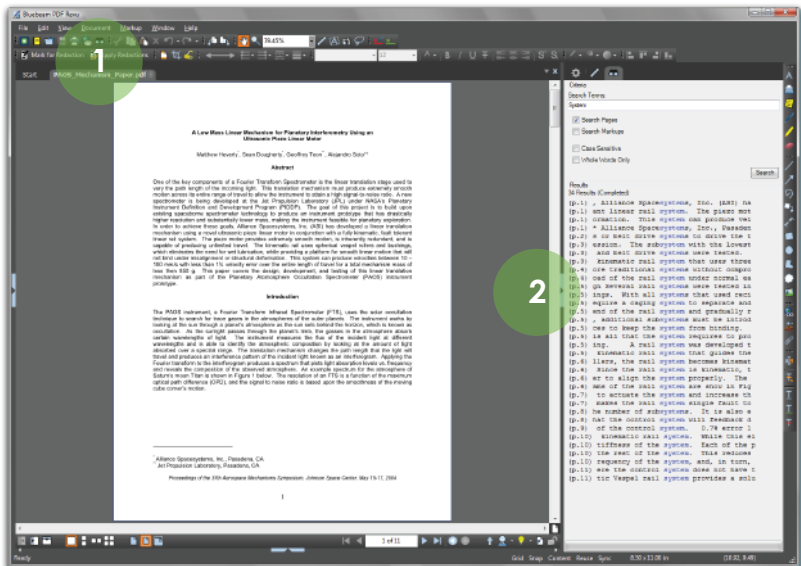
Search with ease. Bluebeam PDF Revu provides the ability to search a PDF document for both content within the PDF file and markups added to the PDF file. Select the binocular icon[1] from the toolbar or go to Edit > Search (Ctrl-F) to begin.

Type the word or phrase you wish to find within the document. Select your options (Search Pages, Search Markups, Case Sensitive, Whole Words Only). Click Search.

The Resuls will appear in the lower portion of the Search panel[2]. Simply click on a result to be taken to the page where the search term appears. The term will be highlighted within the document.
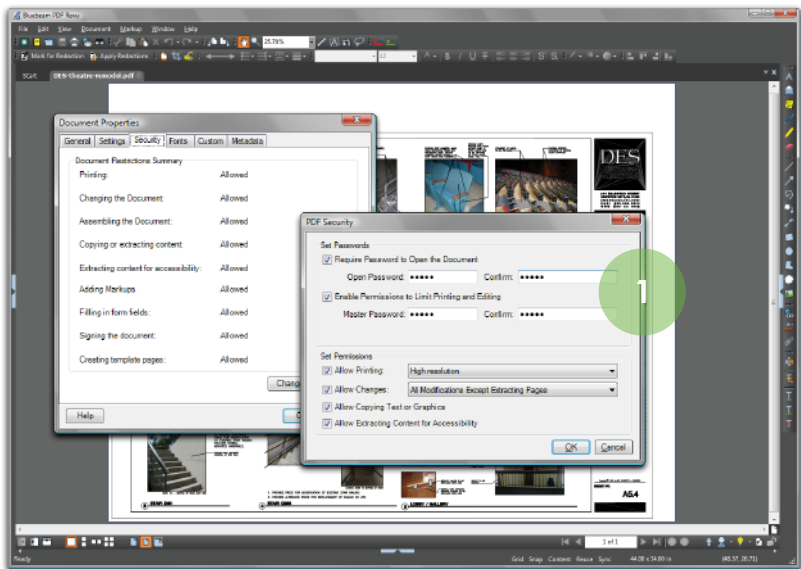
Secure your PDF. Make sure your privileged and confidential information remains that way. Bluebeam PDF Revu provides two ways to secure your PDF file. First, require a password[1] to open (open password) the PDF file. Second, limit printing and editing a PDF file without the appropriate password. This is a great way to limit a receiver's ability to annotate or edit a PDF file unless you specifically provide them the Master Password for access.

Access the security menu by going to Document > Security, selecting the padlock icon in the lower-right corner of the desktop or pressing Ctrl-L.
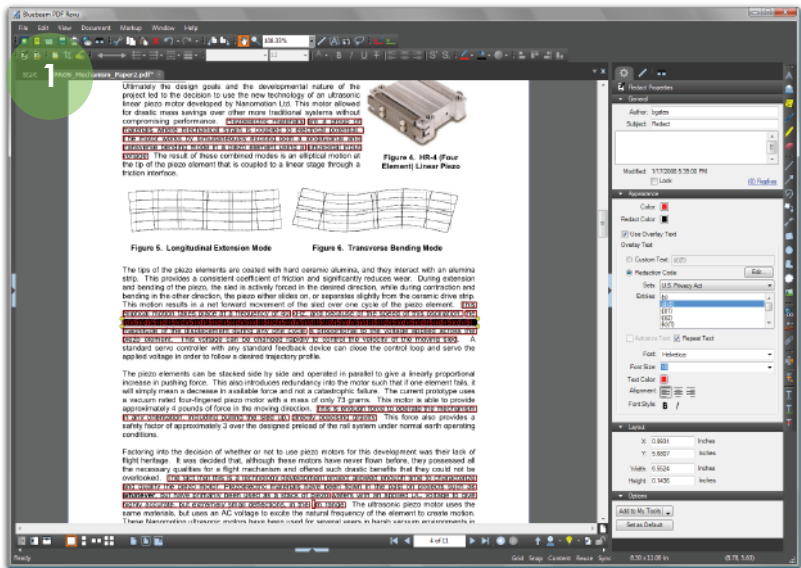
Redaction. When Top Secret, or at least highly confidential, text or graphics should be permanently removed from your PDF file, you can do it. Bluebeam PDF Revu includes a very powerful tool for securing and protecting your confidential information - Redaction. This tool allows you to permanently delete/remove content from your PDF, whether it is text or graphics. Once applied, there is no going back.

The Redaction[1] process has three steps. First, you Mark for Redaction (Shift-R) the text or graphics you wish to delete. Second, via the Properties Tab (View > Tabs > Properties), you define the appearance of the redact field. Click the redact field you wish to modify and change the appearance using the properties panel. Third, when you are ready to permanently remove the text or graphic element from your PDF file, select Apply Redaction (Shift-A) from the toolbar. Once you Save the document (we recommend you change the name), the redaction will be final.
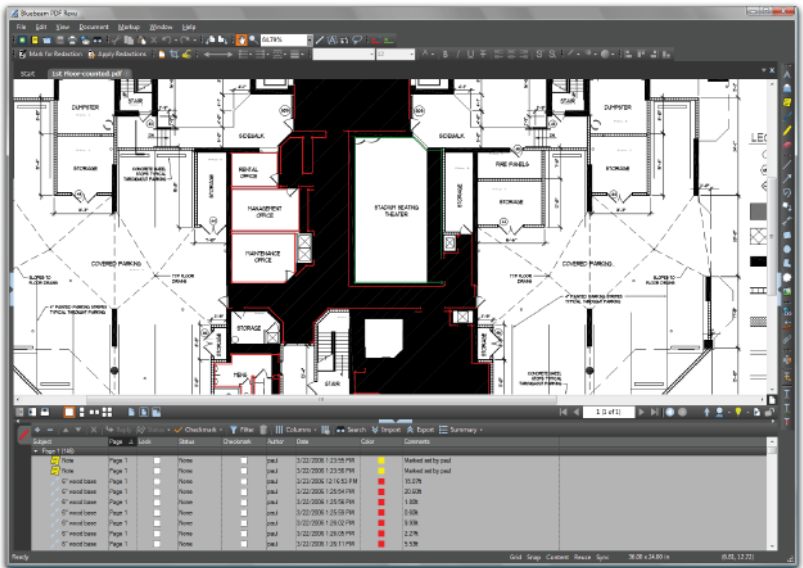
Markups list. A list, a table, and a whole lot more. Have you ever wanted to sort a list of markups, maybe filter out unwanted records, insert your own custom columns, or just generate a summary in PDF or .csv to bring into Excel? Well, you can. Bluebeam PDF Revu has the most advanced markup tracking[1] technology on the market today.

With the ability to sort columns, filter out markups based on properties such as color, author, status, etc., as well as insert custom columns and append a markup list report to a PDF file, it truly is cutting edge. Import (or export) markups with ease as you append another reviewer's comments to yours for a composite overview. If a summary list is what you desire, click the summary button from the Markups toolbar and you will see options for a .csv, .xml, or .pdf output, or to print the summary to a local printer. Even better, what appears on your Markups list is what appears in your summary. Sort, filter, and include notes in the Comments field and be assured that it will be included in you summary - just what you would expect.
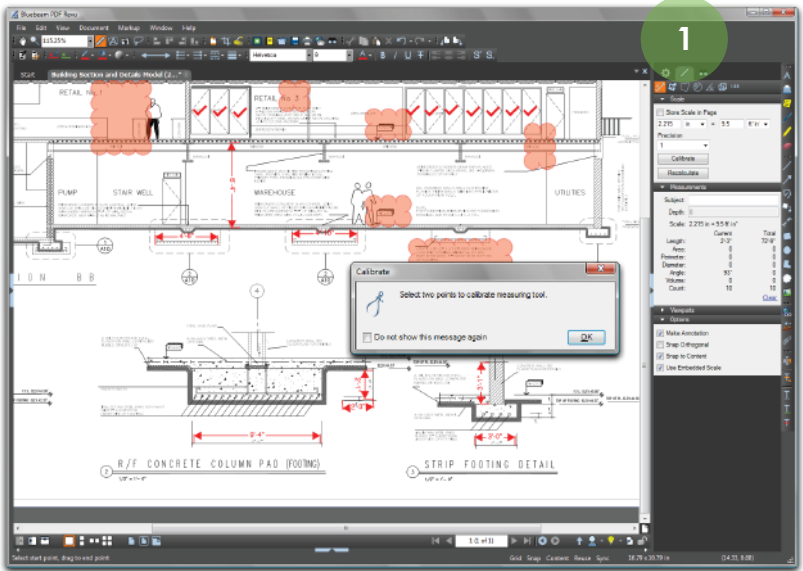
Take-off, eh. Online measurement or takeoffs couldn't be easier. If you are looking to count, measure length, area, volume, perimeter, or even an angle, Revu has the right tool for you. It's easy to get started - select the Measure Profile in the lower right corner of your desktop or select the Measure Tool (ruler) from your toolbars to turn on the Measurements tab[1]. Your options are at the top of the tab.

To measure, click Calibrate and set the scale. Pick two points as far apart as possible (zoom into the drawing, click on the first point, use the arrows on your keyboard or hold the center mouse wheel down to pan, pick the second point), then enter the measurement. Enter a Depth to calculate the volume. Also, when counting, resume a previous count by right-clicking on the mouse and selecting "resume count" from the context menu.

If you wish to set a different scale for a region or viewport, go to the Viewports section of the tab and click Add. Move the crosshairs (pointer) to the drawing and hold your left mouse button to define a region. Enter a name. The new Viewport will be highlighted - select Calibrate within Viewports to set the scale and you are good to go.
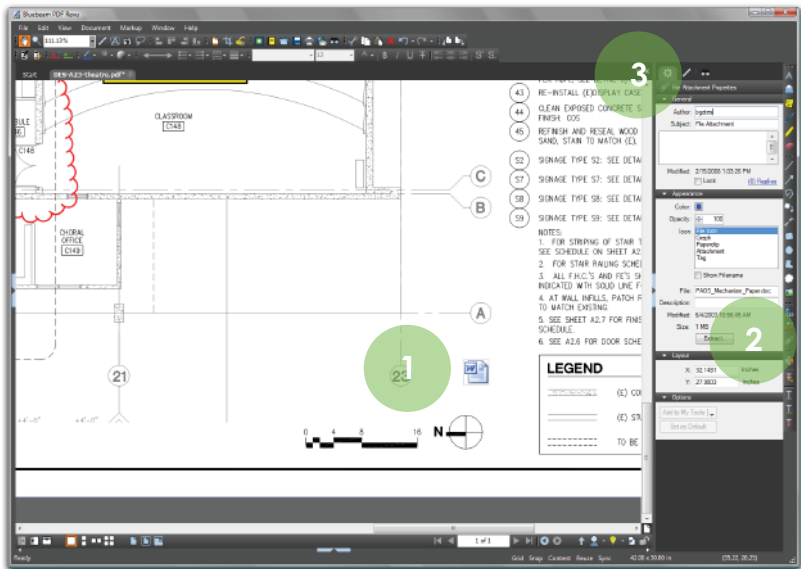
Attach or embed files in your PDF to create a complete package of documents for review. Select from two options. Either insert a file into the PDF itself so that it is visible on the face of the document, or embed the file in the document without a visible icon[1].

To insert a file that is visible, click the paperclip icon[2] from the toolbar. To embed a file in the document so that it is not visible, open up the File Properties tab (View > Tabs > Properties, Alt-P) and click the paperclip icon from the File Properties toolbar[3] at the top of the tab. It's that easy.
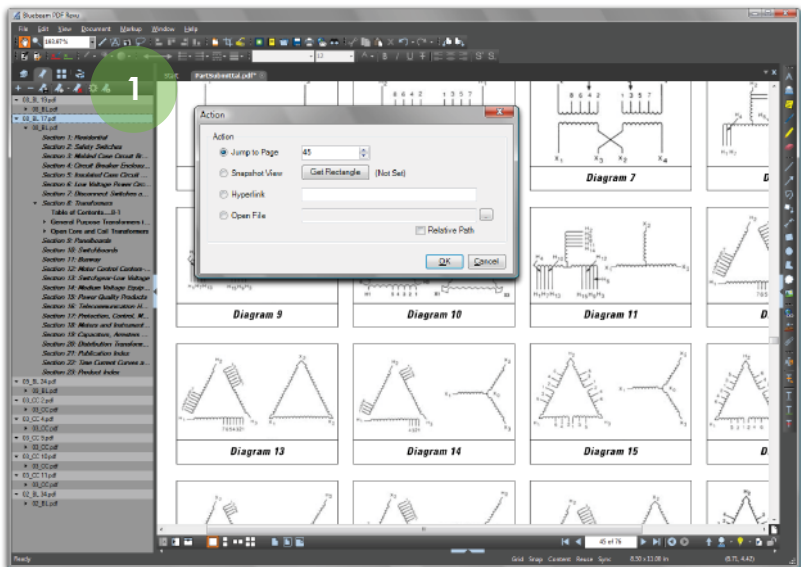
Bookmarks - more than a table of contents - it's a way to tell your story. With Revu, bookmarks take on a life of their own. It's more than just jumping from one page to the next. A bookmark can be a designated snapshot view or window on a page, it can take you to a place on the Internet, or it can open up a file you wish to share. Just add a bookmark and apply an action.

To add a bookmark, click on the Bookmarks tab[1] in the left panel. If it is not visible, go to View > Tabs > Bookmarks (Alt-B) to open. On the top of the tab, you will notice a number of toolbars to expand and collapse bookmarks, add, delete, set an action, or even change the properties. Everything you need is just a click away.

To set an action such as Snapshot View or Open File, click the gear or Action button. Select your action and go for it.
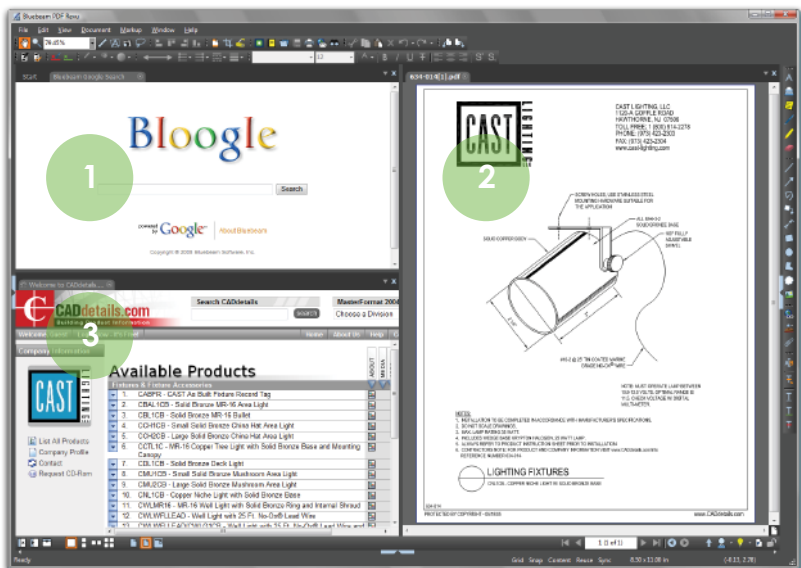
Access the Web in a tab - WebTab™ - genius! Yet another Bluebeam innovation, we bring you the Internet in Revu. No longer do you have to open a separate web browser to research plans, specs, supplies, or brochures. Anything and everything you need on the Web and through the Web is accessible right from within Revu.

Search[1] for whatever you need, click to open a PDF file[2], and be amazed as it automatically launches within Revu. To copy or insert pages from the PDF document, simply select the appropriate pages from the Thumbnails tab and right click to copy (Ctrl-C) and paste (Ctrl-V) into your original PDF file. It's that easy to create a compilation, add new content to your document, or insert backup files.

Plus, we include direct access to Google, The BlueBook (suppliers, contractors, and subs), CADdetails[3] (drawings, specs, and product images), McMaster-Carr (465,000 products), and Sweets Catalog (building materials, products, manufacturers). Feel free to add your own home pages or favorites for easy access.

Top tips and secrets from Bluebeam Insiders.

1. Rotate markups by grabbing the orange control point at the top of a markup. Hold the Shift key down to rotate to an exact angle.

2. Select multiple markups by using the Lasso Tool or right-click on the mouse, hold, and drag the pointer across multiple markups.

3. Group markups by right-clicking on them and selecting Group or by pressing Ctrl-G. Once markups are grouped, hold the Shift key down to manipulate the individual markups, release Shift and the markups will automatically regroup.

4. The Dimmer is very useful when reviewing markups on a color PDF. Look for the light bulb in the lower right corner of your desktop.

5. Reuse is a simple way to minimize clicks. If you plan to use the same markup annotation type repeatedly, click Reuse (right-bottom of workspace) and eliminate the need to select the same tool over and over again.

   Reuse

6. Zoom versus page down. If you select Single Page Mode to view a document, the mouse wheel defaults to zoom in/out. If you select Continuous Mode, the center mouse wheel defaults to page scroll. You can select your default preferences in Edit > Preferences.

7. Tablet users can pan and zoom with their pen by double-tapping on the screen to pull up the zoom control. Drag your pen up (+) or down (-) to zoom in/out - move the pen outside of the zoom control and pan as normal.

8. **Grid** **Snap** **Content** **Sync** Grid shows the grid on the workspace - the distance between points can be changed in Edit > Preferences > Grid & Snap. Snap will snap markup endpoints to the Grid. Content will snap to the underlying content (assuming content is vector). Sync will synchronize all split views so that you can pan and zoom multiple views of the same or different files at the same time.

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