Bluebeam PDF Revu

Quick Tips

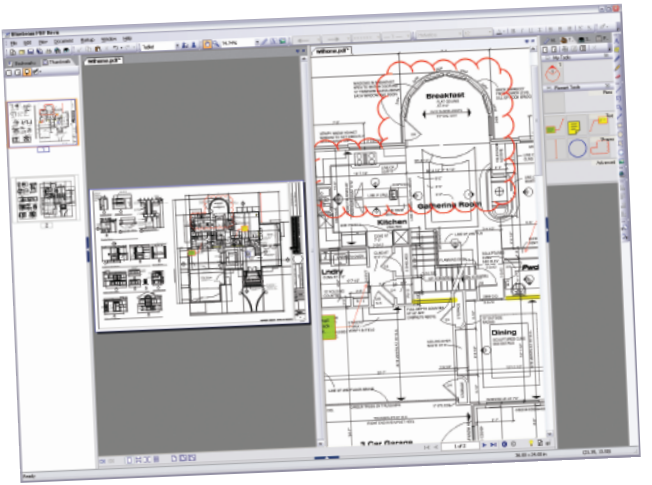
for AutoCAD Users

Surfing the PDF

Navigating in Bluebeam Revu

Bluebeam PDF Revu is a user-friendly PDF viewer, markup tool and editor. There are many tools and features to explore in Revu, but we will start with navigating the PDF file in the viewer.

After installing Bluebeam PDF Revu a Bluebeam shortcut is placed on your desktop. Double click the shortcut to launch Revu.



Revu uses tabs and a split screen option to help you navigate around your PDF files. Tabs are great for easily switching between open files; just click a tab to display the file. To reorder tabs, click the tab and drag. With the split screen option, view two PDF files at once or different views of the same PDF file as shown here.

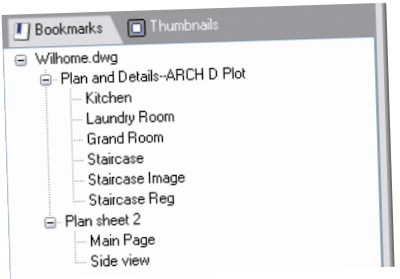
Navigation Tools

Pan - Panning in the PDF lets you easily move around the file. Click and hold over the PDF then move the mouse to pan.

Zoom - Revu offers multiple zoom options. Zoom in and out by scrolling the center mouse wheel and automatically fit to page with a double click. From the toolbar select the zoom percentage from the drop down list or click the zoom button to select a window of the PDF file.

Rotate - PDF pages can be rotated 90 degrees either clockwise or counterclockwise using the rotation buttons in the toolbar. This is only to view.

Viewing Options - Revu gives you several options for viewing PDF files so you can choose a view that works best for you. Click a viewing options icon in the navigation bar to select split view, single page, continuous page, side-by-side, or continuous side-by-side views.



Thumbnails, Bookmarks - Thumbnails and Bookmarks are automatically displayed in the left panel. Thumbnails display an image of each page. Bookmarks are links created when the PDF is generated. Click on a thumbnail or bookmark to jump to a page in the PDF file.

Page Navigation - The navigation bar displays the page number and includes arrow buttons to move between pages of your PDF file. Jump to the first or last page of the file or move forward and backward page by page. You can also use the Page Up and Page Down keys on your keyboard to move between pages.

Quick Tip

Click the split screen icon to view two PDF files at once or different views of the same PDF.

Markup

Adding Markups to PDF files

Bluebeam is known for its smart, simple PDF solutions. The user interface displays all the tools you need to quickly review and markup PDF files.

With Revu you can add markups with the click of a button from the toolbar. Click the toolbar icons to add lines, shapes, callouts, highlights, text, notes or free draw.

Markup Options

Free Text, Notes, Pen, Highlighter, Eraser

Hyperlink, Stamp

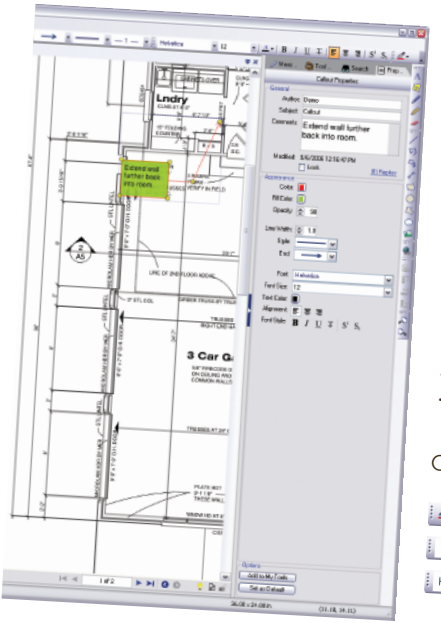
Line, Polyline, Callout, Dimension, Rectangle, Ellipse, Polygon, Cloud, Image

Align Left, Align Top, Align Right, Align Bottom

Headers & Footers, Crop, Flatten

Customizing Markups

Bluebeam PDF Revu makes it easy to customize your markups. Customization options are automatically displayed in the Properties panel of the viewer so you can simply click a property and make your selection or, select tools directly from your toolbar.



Click your line, shape or text to display the current properties and customize:

- Line Color
- Fill Color
- Opacity
- Line Width
- Line Start / End
- Line Style
- Font
- Font Size
- Font Color
- Font Alignment
- Font Style

Or, select from easy-access tools in your toolbar:

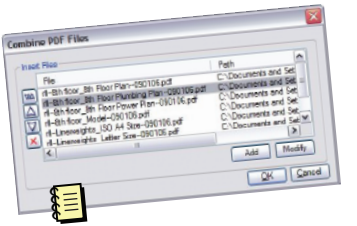
Quick Tip

Markups can be moved and resized. Just click on the markup and drag to move or click on a corner and drag to resize.

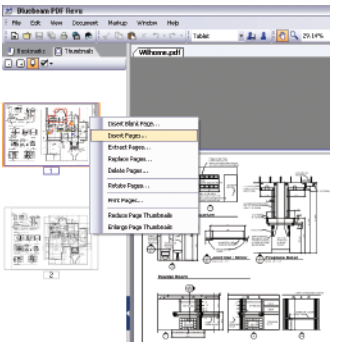
Binding and Editing PDF Files

Bluebeam PDF Revu includes advanced features for binding and editing PDF files. These advanced features give you greater flexibility when sharing and reviewing your PDF files.

PDF Binding - To combine files into a single PDF, select Combine PDFs from the File menu. In the select files to insert window, select files from your Windows folders and click Open. The files will queue in the following window. Once you have included all the files to bind, click Ok to create your PDF. The new file will open in another tab in the Revu desktop.



PDF Editing - To reorder, insert, extract, replace, rotate, or delete pages in a PDF file use the thumbnail images in the left panel. To delete a page click on the thumbnail and press the Delete key. To reorder pages, click a thumbnail, drag it to your desired location, and click Save. Right click on your mouse to display the full list of editing options.



Quick Tip

You can add security to your PDF. From the File menu select Document Properties. Under the security tab, click Change Permissions to create a password and click OK to set security permissions.

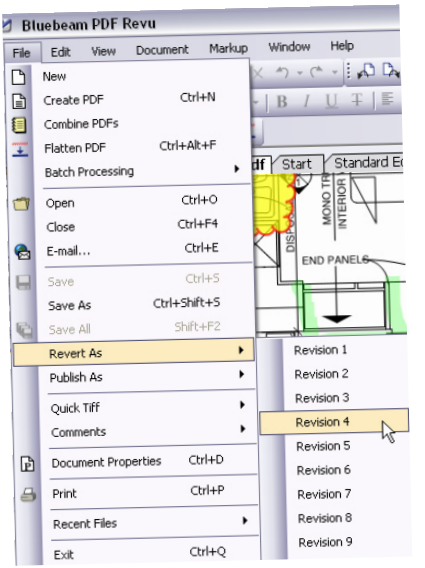
Saving and Publishing PDF Files

Once you add markups to a PDF file you can save or publish the PDF to retain the information. Choosing Save or Publish will depend on how much information you would like available in the PDF file.

Save / Save As - When you save your PDF file, by default, revisions are not saved. You can maintain the revision history by going to Edit / Preferences / Save Mode and selecting maintain revisions.

Revert As - If you maintain the revision history, select Revert As and select a revision. Every time you save, a revision is created.

Publish As - Publishing PDF files removes the revision history. *Note: Markup information will still be saved in the PDF file.*



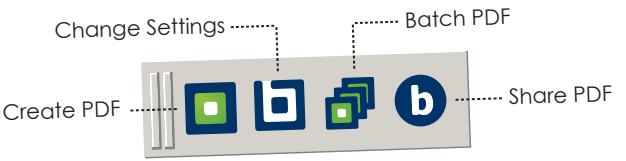
Quick Tip

Select Save As from the File menu to save the file as a different name or in a new location.

Creating Files with the Click of a Button

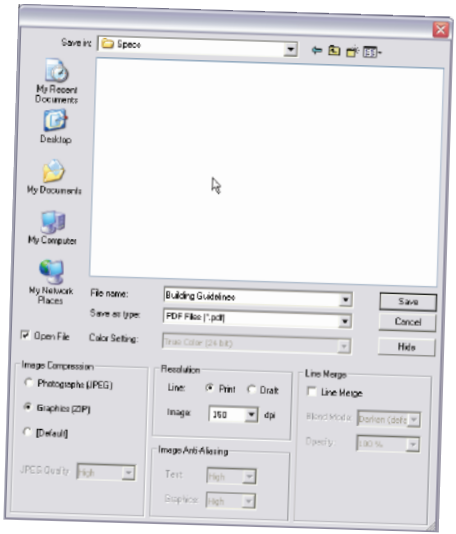
Bluebeam PDF Revu offers the quickest and easiest solution for creating accurate PDF files from AutoCAD. Using the Bluebeam buttons that are installed in your AutoCAD toolbar, you can create a perfect PDF with the push of a button.

Revu installs these buttons in your AutoCAD toolbar:



Bluebeam technology is tightly integrated with AutoCAD so you get an accurate PDF every time. Bluebeam uses your AutoCAD settings to automatically create a PDF with the proper page size, line weights, rotation, scale and pen settings.

To convert your drawing, click the Create PDF button . A Save As dialog appears that allows you to name the file, and select the file type and the save location. In the Save As dialog you can also control compression, line merge and resolution. Click Save to create the PDF file and launch it in Revu.



Note:
Bluebeam PDF Revu CAD Edition converts AutoCAD files to 11 formats including PDF, DWF, TIFF, JPEG, GIF, BMP, PSD, PNG, EMF, WMF, and PCL.

Note:
Line merge is not recommended for black & white drawings as it will have no effect. For color drawings that contain intersecting lines or entities, line merge is optional.

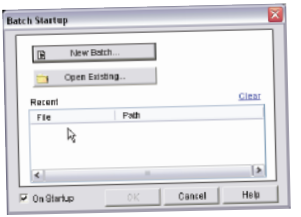
Quick Tip

You can turn off the "Prompt for File Name" option if you do not want the "Save As" dialog to appear. After clicking the Pushbutton Plus button, your drawing will automatically convert to a PDF file with the same name as the drawing. To do this, click the second Bluebeam button , and uncheck the Prompt for File Name box. Click OK.

Using Bluebeam Batch

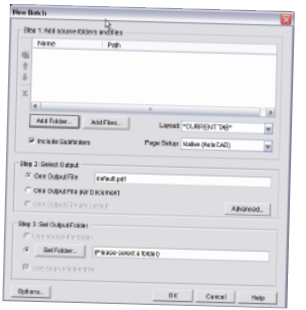
Bluebeam Batch is the perfect time saving tool when you need to convert groups of drawings. Instead of opening and converting drawings one at a time, you can convert an unlimited number of AutoCAD drawings in a single batch. Choose to convert your files to any of the 11 file formats Bluebeam supports (PDF, DWF, TIFF, etc.).

To begin a batch, click the Bluebeam Batch icon from the toolbar in AutoCAD or select Bluebeam Batch from the Bluebeam menu. Click New Batch from the Batch Startup dialog to create your batch list (.bbx).



Step 1

Select the .dwg files or folders you would like to convert by clicking Add Folder or Add Files (File trees are maintained if a file folder contains subfolders). Select the layout (current tab, all layouts, etc.) and page setup (Native AutoCAD, Custom or Global). These settings will apply to every drawing in your batch list.

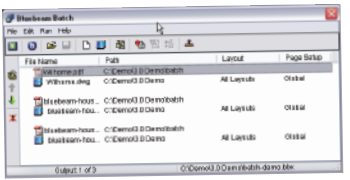


Step 2

Select your desired output. You can choose to combine all drawings into one file, convert drawings to individual files, or convert each AutoCAD layout to individual files. Click Advanced to select other formats (DWF, TIF, JPEG, etc.), compression, resolution, and line merge.

Step 3
Select your output folder and click OK.

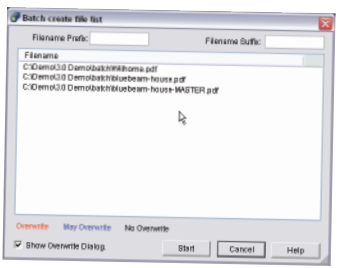
The batch list will display in the Bluebeam Batch dialog. Click the button to continue.



Note:
Use the icons to the left of the batch list to sort, reorder, or delete files in the list. Click the Batch convert button or select Convert Batch from the Run menu to begin the batch.

Quick Tip

Here you can add a stamp to all the drawings in your batch by clicking the stamp icon . You can also select layouts or change the page setup by right clicking the drawing name in the list.



Note:
The output file list will display in the dialog. Here you can add a filename prefix (e.g. Rev1, 30 percent) or filename suffix (e.g. date, name) to the output files. Click Start to run the batch.

Quick Tip

You can select layouts to convert to PDF using Bluebeam batch. Select All Layouts by Name when creating your batch list. In the Bluebeam batch window, right click on the file, click Show all Layouts, then select your layout names and click OK.

Choosing Custom & Global Page Setup

Another benefit of Bluebeam's tight integration with AutoCAD is the ability to create PDF files with different page setups without making changes to your drawing. By default Bluebeam uses the settings saved in the AutoCAD drawing. However, you can select Custom and Global page setups to create PDF files with different settings.

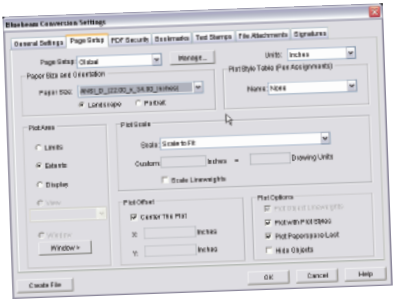
Custom Page Setup is selected to create a custom PDF setup for your drawing. ustom settings are specific to a drawing and must be reselected and saved for each drawing.

Global Page Setups are applied to all drawings converted with Bluebeam. Global settings are best used if you standardize PDF output.

With Custom and Global page setups you can:

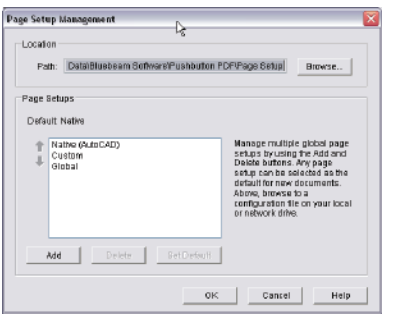
- Select from ANSI, ISO, and ARCH page sizes.
- Use plot style tables to set pen assignments.
- Select plot area, scale, orientation, and plot options.
- Window an area of the drawing and create a file of only that windowed area.

Click the Change Conversion Settings button in the toolbar or select from the Bluebeam menu to create a PDF using Custom or Global page setups. In the Page Setup tab select Custom or Global from the drop down list. Make your selections and click Create File to begin conversion.



Adding a Global Page Setup

With Bluebeam you can create and name additional global settings that can be selected to create files. In the Page Setup tab click Manage and add a page setup to your list. You can also select a Custom or Global setup as your default.



Quick Tip

Create global page setups that are named for projects or clients with specific standards. Your customized page settings can also be saved on a shared network so all users can easily access the customized page setting. See the "Creating Standards" section for instructions.

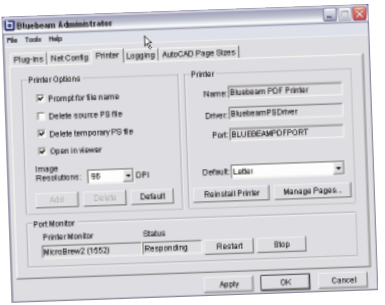
Creating Custom Paper Sizes

Pushbutton Plus automatically recognizes the most commonly used paper sizes for CAD users including ANSI, ISO, ARCH and BIND. If you use paper sizes that are not predefined in Pushbutton Plus you can add and save custom paper sizes. Here are the steps to follow:

Step 1
Exit AutoCAD.

Step 2
Open the Bluebeam Administrator.
- Go to Start/ Programs/ Bluebeam Software/ Pushbutton Plus for AutoCAD.
- Click Bluebeam Administrator.

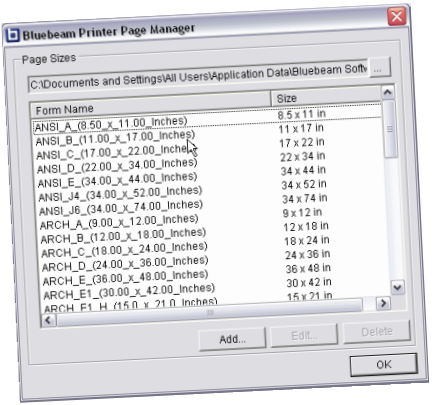
Step 3
Click the Printer tab and click Manage Pages.



Quick Tip

From the Printer tab you can select your default image resolution for all files, choose Letter or A4 as your default paper size and select your printer options.

In the Bluebeam Printer Page Manager dialog, simply click Add, type the Form Name (name of the paper size), select the units, enter the values for the Page Size, and click OK to save the changes.



Note:
Windows stores all pages using inches. If you prefer millimeters, use "mm" as the last characters in the form name and the Page Manager will always display the units in millimeters.

Quick Tip

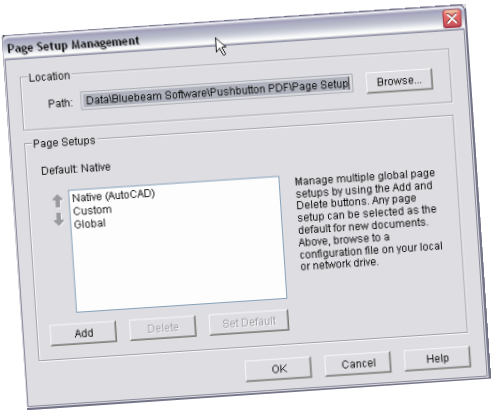
Custom paper sizes can be saved in a folder on a shared network so all users in your company can quickly access them. When adding a custom paper size, click the browse button in the Page Manager window ... and select your desired location. All users can point the Page Manager to the same location to read the custom paper sizes.

Creating Standards

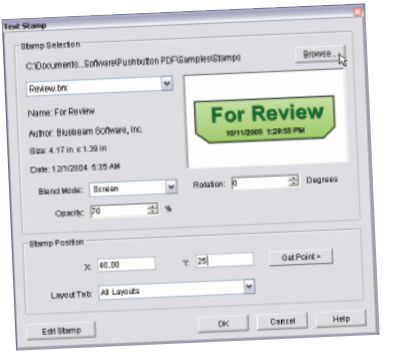
Customized settings such as global page setup and text stamps can be saved on a shared network for all users in your department or company to access. This allows companies to easily standardize output files. There are two ways to save settings in a shared network location, from within the Bluebeam Administrator.

Managing Settings in Bluebeam PDF Revu CAD Edition

Global Page Setups can be saved on a network and shared between users. Select Change Conversion Settings from the Bluebeam buttons in the AutoCAD toolbar or from the Bluebeam menu. Click the Page Setup tab and then click Manage. Highlight a global setup in the Page Setup list or select Add to create a new one. Click Browse to select the folder to save the global page setup or create a new folder on a network drive. Click OK twice. All users that have access to the designated folder can set their global page setup to the same location to automatically read the global settings.

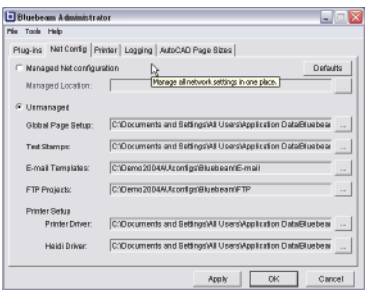


PDF stamps can be centralized as well. Select "Change Conversion Settings" from the Bluebeam buttons in the AutoCAD toolbar or from the Bluebeam menu. Click the Text Stamps tab and click Add. Select a stamp from the list or click "Edit Stamp" to create and save your own custom stamp. Click Browse to select the folder to save the stamp or create a new folder on a network drive. All stamps that are saved in the designated folder will appear in the drop down list to be selected. All users with access to the designated folder can browse to the folder and select from the stamps that are saved there.



Managing Settings in Bluebeam Administrator

All settings can be centralized from the Bluebeam Administrator. You can access the Bluebeam Administrator from Start/ Programs/ Bluebeam Software, then click Bluebeam Administrator. Select the Net Config tab to view the list of settings that can be managed. You have the option of managing all options from the same network location or selecting different locations for global settings, stamps, etc. Select your desired location, click Apply and OK.

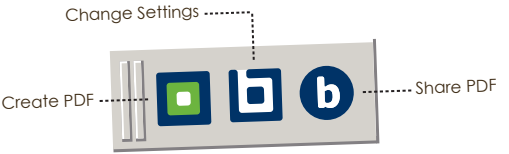


Quick Tip

Save your settings to a read only folder for greater control over setting standards.

Converting Files in Microsoft® Office

Bluebeam PDF Revu offers easy one button conversion from your Office files. Bluebeam buttons are installed in the toolbars of Word, Excel and PowerPoint so you can easily convert these files for sharing or archiving.



There are three options for creating a PDF file from Word, Excel or PowerPoint:

Option 1
Click the Create PDF button in the Office toolbar . In the Save As dialog enter the file name, select the file type, select the save location and click Save.

Option 2
Click the Change Settings button in the Office toolbar . The Change Settings window gives you several options for creating a PDF file with an alternate setup or added features. Click the Create File button to begin conversion.

Option 3
From the Bluebeam menu in the Office application, click Create PDF

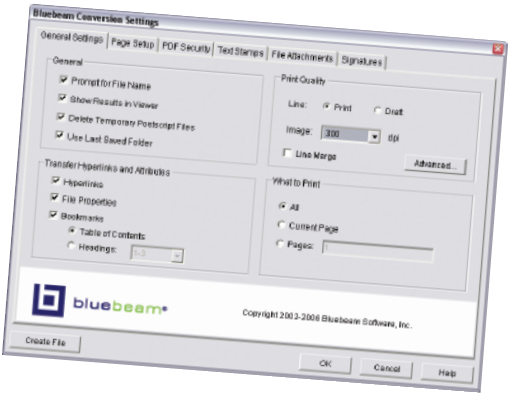
Quick Tip

Within the Save As dialog, a list of 10 file formats is available that includes PDF, TIFF, JPEG, GIF, BMP, PSD, PNG, EMF, WMF, and PCL.

Changing Settings in Microsoft Office

The General Settings tab allows you to set basic creation features that apply to your files. These features include transferring hyperlinks and file property data to the PDF, automatically creating bookmarks, selecting pages to print, and setting print quality.

Note:
Bluebeam offers intelligent features for PDF files created from Office documents. Select the appropriate tabs in the Change Settings window to add text stamps, security and file attachments.



Note:
The Page Setup tab allows you to create a custom file of the current document without changing the original print settings or to globally set the page format for all files created with Bluebeam. Page Setup options include paper size, scale, orientation, margins and color settings.

Quick Tip

Bluebeam can automatically create and name bookmarks in your PDF file based on the table of contents or headings in Word, worksheet names in Excel and slide titles in PowerPoint.

Using the Bluebeam PDF Printer

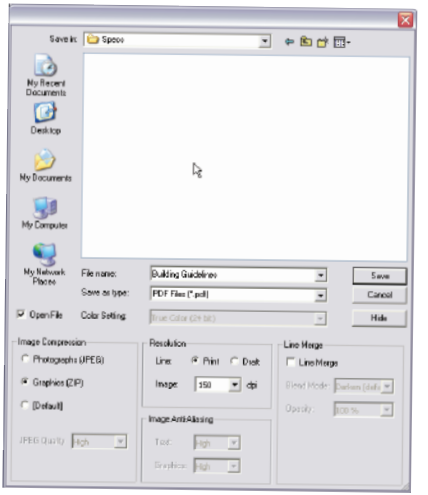
Bluebeam PDF Revu is the complete PDF solution for Windows users. In addition to AutoCAD, Word, Excel and PowerPoint files, you can convert other Windows files to 10 file formats. Any Windows file that you can view and print can be converted with the Bluebeam PDF Printer.

The Bluebeam PDF Printer is a Windows system printer driver that is installed with Bluebeam PDF Revu and creates files from any Windows application or CAD program. Unlike other generic PDF printers, the Bluebeam PDF Printer recognizes files from the top CAD applications and applies predefined settings that ensure proper rotation and scale. The files that are automatically recognized include AutoCAD, Inventor, Revit, Microstation, Unigraphics, ProEngineer and SolidWorks.

To convert a file with the Bluebeam PDF Printer select Plot/Print from the File menu, select the Bluebeam PDF Printer from the list of print/plot devices displayed in the application's print/plot command. Click OK. The Bluebeam Save As dialog will appear. Select your file name, file type and save location then click Save.

From the Bluebeam Save As dialog, you can control:

- File Name - Save/rename your current file
- Save as type - Select from ten file types (PDF, TIFF, JPEG, GIF, BMP, PSD, PNG, EMF, WMF, and PCL)
- Save in - Select the location to save your converted file
- Color Setting - Select from True Color (24 bit), 256 Color (8 bit) or Monochrome color options
- Image Compression, Resolution and Line Merge



Quick Tip

Advanced options allow you to designate the level of compression, resolution, image anti-aliasing, and line merge settings. The advanced settings will appear upon first use. Click Hide to close the advanced settings options.

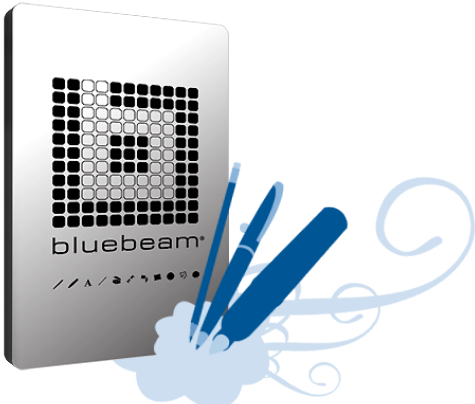
bluebeam®

Bluebeam offers a complete line of desktop and server based products for CAD and Windows users.

Choose the Bluebeam solution that is right for you:

Desktop PDF Viewing, Markup and Creation
Bluebeam PDF Revu Standard Edition
Bluebeam PDF Revu CAD Edition

Server-based file creation
Bluebeam Conversion Server



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