**The Markups List**

The **Markups** list panel provides a table of all markups on the PDF. This table view of the markups makes it easy to see all edits, comments, pages, status, etc. simultaneously. The markups list can be enabled by selecting *View/Tabs/Markups* or using the Shortcut key **Alt+L.**



The display is arranged in a table of markups in the PDF. The columns display properties of each markup. Each column can be turned on or off as needed. Click a column title to sort in alphabetical or reverse alphabetical order. Markups are listed by page by default.

Use the up/down arrows on your keyboard to navigate through the comment list. As a row is highlighted, the view in the workspace of the PDF will adjust to coincide with selected markup.

**Subject** includes an icon of the markup and text referring to the *subject* of the markup. By default it contains the type of annotation (Pen, Highlight, etc). This text can be changed in the **Subject field** in the **Properties** Tab or by double-clicking on the Subject text in the Markups list. Changes to Author and Comments in the Properties panel will also be reflected.



**Page** – Displays the page of the PDF on which the markup is located.

**Status** – Can be set to *Accepted, Rejected, Cancelled, Completed* or *None*. Set the Status by "Right-Clicking" the mouse in this column and selecting **Set Status**. Once the status is set you may sort by status.

**Checkmark** – Adds a blue checkmark in the box, enabling the Markup List to be used as a checklist.  Clicking the mouse in the Checkmark box inserts a check that can be sorted.

**Author** – Indicates the username who made the annotation. Change this field by double-clicking the left mouse button.

**Date** – Displays the Date and Time the markup was last updated based on the system time.

| Date | Color | Comments |
|---|---|---|
| 3/17/2006 7:05:47 PM | ■ | range too large, reduce by 1' |
| 3/17/2006 7:05:59 PM | ■ | reinforce wall |

**Color** – Displays the fill color that was used for the markup. For Text, Callout and Dimension, the color is the line/text color.

**Comments** – Displays the comments from the General properties for this Annotation. Double-clicking in this field enables you to change the field text.

**Adding Columns** – Customize the markup list by adding columns that fit your firm or project's specific needs.  To add a column, click the ▥ *Manage Columns* button, click *Add*, select a name for your column and click *Ok*.  Double-click in the column to add text.

**Markups Toolbar –** Controls the display and importing/exporting of other markup data to/from the PDF file.

⊞ ⊟ | ⊙ ⊙ | ✗ | ➔ Reply ⊠ Status ▾ ✓ Checkmark ▾ | ☷ Filter ☀ | ⦀ Columns ▾ ⊪ | 🔍 Search ⬚ Export ⬚ Import ⬚ Summary ▾

⊞ Expand all rows in Markups list.

⊟ Collapse all rows in Markups list.

⊙ Select previous comment.

⊙ Select next comment.

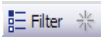✗ Delete current comment.

➔ Reply  Reply to selected comment. Add a new indentured row to the annotation beneath the markup to add a comment.

⊠ ▾ Status  Set the status of the markup to one of the following: *Accepted, Reject, Completed, Cancelled, None*.

✓ ▾ Checkmark  Apply a checkmark in the box. The option to clear all checkmarks is also available in this selection.

**Filter** Turn on **Filter** to select only those rows you wish to view in the markup list and workspace. Arrows will appear in the header of each column. Click the arrow in the column name for which you would like to filter. A drop-down list will display the properties available for filtering. Select what you wish to remain visible.

**Columns** Choose which columns to display in the Markup List. The options are: *Page, Status, Checkmark, Author, Date, Color, Comments.*

**Manage columns** – Add, remove and reorder columns.

**Search** Displays the Search Tab.

**Export** Export Markup list to an XML (*.bax) file. The XML file can be read into another PDF so that the markups will be displayed in the target PDF. The XML file may also be imported into Microsoft Excel for viewing and storing in a table format.

**Import** Import markups from a PDF or XML file to include in the active PDF. Use to incorporate feedback from multiple sources.

**Summary** Provides a formatted summary of the Markup List. There are four options: CSV (comma separated), XML, PDF, and Printer Summary. Selecting one of these options displays a configuration dialog box to choose the **Page Range** to be exported and the **Summary Options**.

**Summary Options** define whether or not to **Exclude Filtered Markups** and to **Exclude Hidden Columns** in your Markup List. This allows you to generate a summary report of exactly what you see in your Markup List.

With CSV export, you can **Include Column Headers** (which will appear in the first row of the file) and **Open the file after creation**.

**Section III: Revu – Markups List**

When generating a PDF summary, you have the option to create a new PDF file or **Append the Markup List** as additional pages to the current PDF.  Also, **Create Hyperlinks** from the Markup list to the region of the document where the markup resides. The file is named according to the **Title** and **Page Size**.
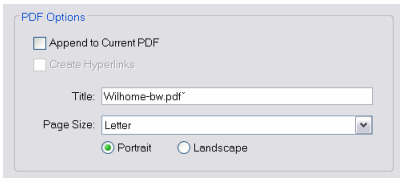


**Working with Filters in the Markup List**

Filters provide an efficient mechanism for working with annotations on a PDF. In a production environment, several people will place numerous annotations on a single PDF.

The filter tool provides a way to organize, identify and integrate input from several sources. To turn on filtering, press the filter button on the Markup list. A dropdown icon appears next to each column heading in the Markup List.



Select the dropdown next to a field or column header. A list of unique entries within the column will display. For example, selecting the *Author* dropdown field displays a list of all of the authors of the annotations in this particular PDF. Selecting an author's name will limit the markup list to annotations made by that particular author only.  For example, selecting "pyesno," the Markup list would look as follows:
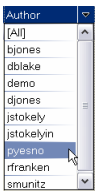


Further, in the corresponding workspace above, annotations not authored by "pyesno" will be grayed or "dimmed" to de-emphasize their significance.  This feature provides a visual bridge between the

table listing of the annotations in the Markup List and the graphical display of the annotation in the main workspace. The image below demonstrates the functionality:
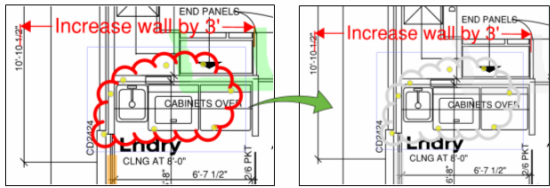


### Filtering on Multiple Fields

Filters can be applied to multiple fields to further classify and interpret an annotated PDF.  For example, the markup list below has been filtered by Author and by Subject.



The column headings where filters are applied appear in orange. The illustration above indicates that filters are turned on for both Subject and Author.

The ability to filter by many columns, sort markups and reflect the result in the display workspace provides a powerful set of tools for working with markups.

Turn off the filter by clicking the Filter button on the Markup list menu. This restores the full markup list and brings the annotations back to full color in the drawing workspace.

### Setting the Filtered Annotation Dim Percentage

The degree or level of dimming can be configured by going to Edit/Preference menu, selecting the Markup tab and changing the Filtered Annotation Dim Percentage.

The default setting is 25%.  Entering a higher number will make the markup less dim, while reducing the percentage will dim the annotation further.

**Adding New Columns to the Markup List**

Use the  (Manage Columns) button to add additional fields to the Markup List. You may add as many columns as you like. The new customized columns will be added after the *Comments* column in the Markup List. Other users who view the PDFs in Bluebeam PDF Revu will see the contents of these columns.

Press the *Apply Template* button to add the custom fields to all PDFs edited in Revu. The columns will not be added to the PDF until you actually enter data into one of the columns. The functionality behaves this way so that opening the PDF will not require a save; a save is required only if you've added data into one of the newly added columns.  The *Clear Template* button removes the custom columns from the current PDF.

**Integrating Revu into a Review Cycle**

Once the PDF is created it can be e-mailed to other members of a project team.

Each person reviews the PDF and makes comments regarding the design using Revu. Commented PDFs are sent back to the PDF originator.

The originator may then incorporate all of the markups back into the master PDF so that the markups can be viewed in single master PDF.

The markup list includes elements that enable comment tracking. Checkmark can be used to indicate whether an annotation has been reviewed or incorporated. Status can be set to states such as *Accepted* or *Rejected*. Sorting allows viewing the Markup List in a variety of ways to assist in integrating comments.

**Section III:  Revu – The Review Cycle**