


Revu Tutorial: File Access™

File Access allows you to manage and organize recent files as well as search for files locally or remotely from within the Revu interface. This tutorial will show you how to use its various components to improve access to the files you need in your daily workflow.

File Access is available by opening the left hand panel in Revu and clicking the  icon. If the icon is not displayed, go to *View/Tabs/File Access*. File Access has four subcategories called **Recent Files**, **Explorer**, **File Exchange** and **Reopen**.

Recent Files

The Recent Files tab is separated into three sections for managing and organizing recent files. They are as follows:

Recents

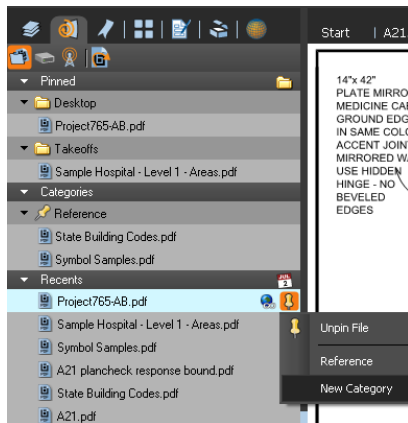
Under Recents you will see a list of PDF files that have been recently opened in Revu. By default, files are sorted by date, but you also have the ability to sort by folder, most frequently accessed and by history. Place your cursor on a file in the list to preview the file or click the file name to open it in Revu.

Pinned

Recent files can be pinned to appear in the Pinned section and will also display the folder where the file resides. To pin a file, right-click on the file in the Recents list, select **Pin**, then **Pin File**. Files listed under Pinned can be sorted by folder, date and alphabetically by name.

Categories

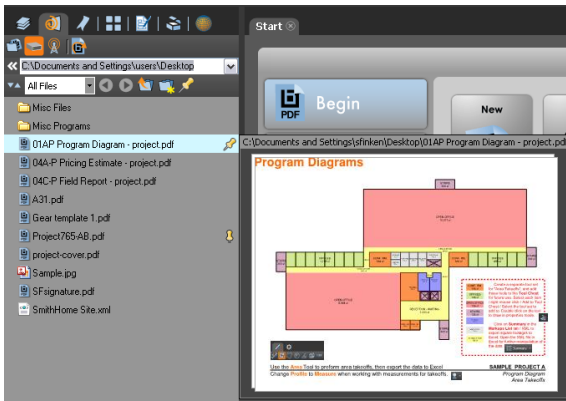
You can also pin a file to a category for better organization. To pin a file to a category, right-click on the file in the Recents list, select **Pin**, then **New Category**. New categories will be displayed under the Categories section, providing a convenient way to group specific files by relevance.



Explorer

Explorer lets you easily navigate local and network folders to find the files you need. Explorer replicates the familiar navigation method commonly used by applications such as Windows Explorer.

Not only does Explorer provide hierarchical navigation, it also provides a full image preview of each PDF that you can view before you open it in Revu. Other functionalities include creating new folders and pinning files.



File Exchange

The File Exchange tab is the interface for integration of Bluebeam's proprietary .bfx format. For more information, visit the [bFX™ page](http://www.bluebeam.com/bfx) on the Bluebeam website.

Reopen files from last session

Click the **Reopen files** icon to open all the files that were accessed in the previous session of Revu.

