# Revu Tutorial: Comparing Documents

Bluebeam PDF Revu will automatically compare two PDF drawings and highlight the differences between the two. This feature if very useful for AEC professionals that receive revisions of drawings and plans and need to quickly determine the changes.

To Compare two PDF Documents go to menu *Document/Compare Documents*. A dialog box will open allowing you to select the two Documents to compare. If the two documents you wish to compare are already open in Revu, the dialog box will default to select these two PDFs. To compare two Documents stored on your computer, use the browse button [..] to search for the PDF files you wish to use.
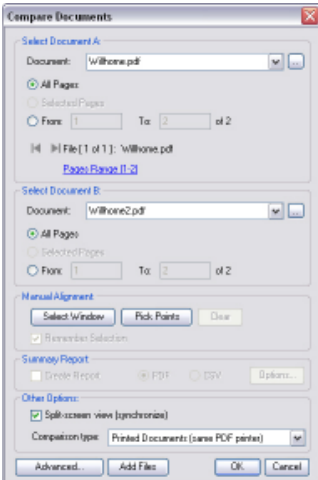
Select **Document A** as your base document, and **Document B** as the revised document. You have the option of comparing all pages in the two documents or selecting a page range.
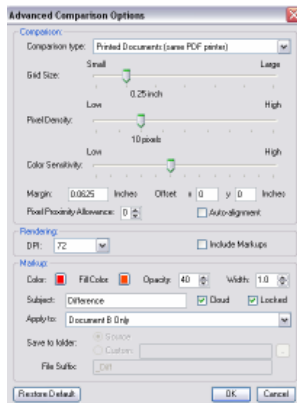
Manual alignment allows you to select a window area of the PDF or points on the PDF to align the documents before the comparison is made.

Revu defaults to show the two PDFs in split screen view. This can be turned on or off, depending on your preference.

The Advanced button allows you to customize the Comparison and Markup properties. You can specify if the documents you are comparing are scanned or printed PDFs.

You can also specify if you want the markups to be applied to the existing document or saved to a new PDF document and where that document is to be saved.

Click OK twice to run the comparison.

Revu will then open the two PDFs, side by side. The differences will be called out on Document B using shaded clouds. Depending on your settings within the Advance tab of the dialog box, the callouts will either overwrite the existing document or will be saved as a new PDF document.

Each cloud is automatically added to the Markups list, where you can itemize each line, creating a customized check list. This list can be summarized and exported in Excel or PDF.
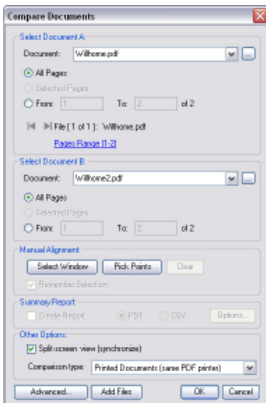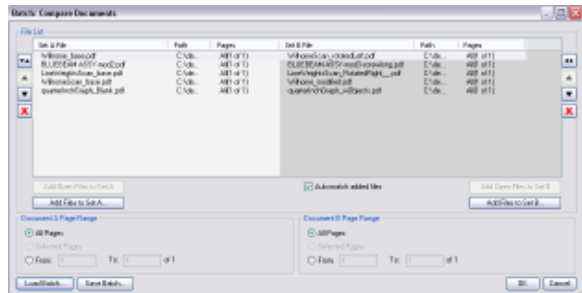
Batch Comparison

The same process can be done for multiple documents using Batch Processing. Access this through the menu, *File/Batch Processing/Compare Documents*.

Using the **batch wizard**, select the PDF files you want to compare. Set A is for all of your base documents and Set B is for your revised documents.

Once you've selected your documents, use the Batch Wizard to organize and order your selected documents, prior to running the batch.

For files frequently revised, save the batch for quick setup in the future. The **Auto-Match Added files option** will look for PDF files with similar names and automatically match them in Set A and Set B.

Click OK to exit the batch wizard and go to the Compare Documents window. To review each document comparison use the arrows within the "Select Document A" section.

Unlike the Compare Documents feature for a single comparison, the batch comparison does not open each set of PDFs in Revu. It runs the comparison in the background and provides a summary of it's findings.

To generate a **Summary Report** of the findings, check the box next to Create Report. Choose between a PDF report or a CSV report. PDF output gives you the option of creating hyperlinks of the changes in each document comparison. This proves extremely handy when comparing a high volume of PDF documents, as the hyperlinks within the summary report link directly back to the PDF document created to highlight these differences.