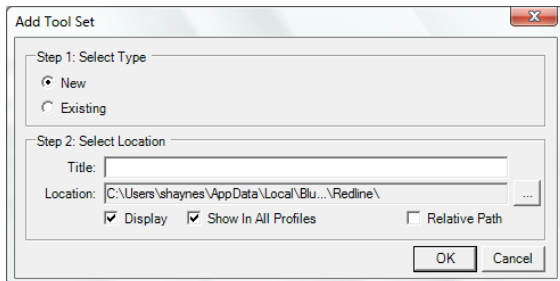# Revu Tutorial: Adding Tool Sets

Creating custom tool sets is an efficient way to store and share commonly used markups for various job functions and projects. These tool sets can be saved locally, shared across a network, or emailed to other project members or clients.

To add a tool set in Revu, first press the Manage Tool Sets ⚙ icon in the Tool Chest tab. (Note: Click the icon itself and not the arrow next to it). The Manage Tool Sets window will appear. Click **Add**. The Add Tool Set window will pop up, giving you the option to create a **New** tool set or add an **Existing** tool set.

Creating a New Tool Set

Select **New** and enter in your desired tool set Title. Revu saves tool sets as ".btx" files. To change the **Location** where the .btx file is saved, click the ▢ button and select the appropriate folder.

Adding an Existing Tool Set

Select **Existing** and use the ▢ button to locate the tool set .btx file.

Viewing Settings

Checking the **Display** box in the Add Tool Set dialog will automatically load the tool set into the Tool Chest. You also have the option of displaying the full path or the relative path name. Click **OK** once your selections have been made. You'll now see the new tool set listed on the Manage Tool Sets window. Select a tool set and use the △ and ▽ arrow keys to change the order in which the tool sets are displayed in the Tool Chest. Click **OK** when finished.

Add Annotations To Tool Sets

Use any of Revu's markups and properties settings to create annotations to store in your tool sets including grouping annotations to make custom shapes, importing images and more. Once you've created the annotation on a PDF, select it from the **Recent Tools** section of the Tool Chest and drag it down into your custom tool set. The annotation is now stored in the tool set and will be available for you to use across sessions of Bluebeam PDF Revu.

Bluebeam has created various tool sets for you to import into Revu. Download them at www.bluebeam.com/extensions.