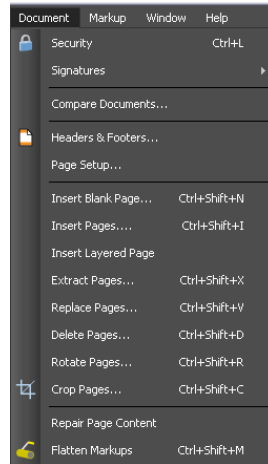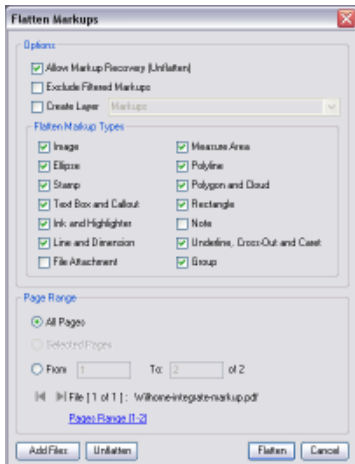# Revu Tutorial: Flatten Markups

Bluebeam PDF Revu allows you to flatten your markups, essentially making them a part of the content of the PDF. This ensures your markups will print when received by your recipient (especially if viewing with Acrobat Reader) and ensuring your markups can not be edited or deleted by the recipient.

Flatten

To Flatten your markups in an open PDF document, go to the Document menu and select *Flatten Markups* (Ctrl+Shift+M) or click on the Flatten Markups icon in the toolbar.

The Flatten Markups dialog will display containing many flattening options. Checking the *Allow Markup Recovery* box (checked by default), will allow you to Unflatten your markups in the future.

Flatten Markup Types gives you the option of flattening all markups in the PDF or only markups of a certain type.

Choose to Flatten all pages in the PDF or selected pages only.

After making your selections, click the *Flatten* button. Then, save the PDF to store it as a flattened document.

Unflatten

To Unflatten your Markups follow the same steps as above but click the *Unflatten* button in the dialog.