




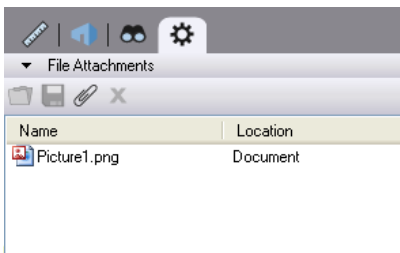
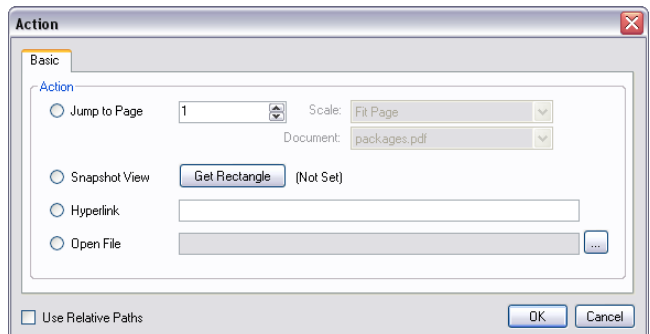
Revu Tutorial: Advanced Tools

Revu includes advanced markup and editing features that make it easy for you to link and attach related content to your PDF.


Typewriter Tool – The Typewriter adds text to any area of a PDF file. Access the Typewriter by clicking the  icon on the toolbar or by entering keyboard shortcut “W”. Once in Typewriter mode, click anywhere on the PDF and begin typing. To exit Typewriter mode, click the **Esc** key on your keyboard or select any other markup tool. Text properties (font, color, style and size) can be changed in the toolbar or the Properties tab. Line spacing can be adjusted in the Properties tab.

Hyperlinks – Hyperlinks can be added to PDF files and configured to display websites, networked files, or to jump to specific pages or snapshot views in your PDF. To set up a hyperlink to a file listed in the File Access Panel, hover over the file name and click the  icon that appears. Select the location and the link will be instantly created. To link to a website or to use other hyperlink features, click the  icon in the toolbar or go to *Markup/Hyperlink*. Select the location for the link and then select the applicable action.


Similarly, **Actions** can be assigned to markups by applying a markup to a PDF, right-clicking on it and selecting **Edit Action**. From the dialog, select the type of action you would like your markup to perform including *Jump to Page*, *Snapshot View*, *Hyperlink*, and *Open File*. Hyperlinks can also be added by simply dragging them onto the markup. Save action markups to the Tool Chest for reuse.




File Attachments – Any Windows file can be attached to a PDF and opened with a double click. To begin, click the  icon from the toolbar or go to *Markup/File attachment*. Select the file to attach and then click the location on the PDF to place the file attachment.


Alternatively, you can click the  icon from the Properties tab to attach the file without displaying an icon on the PDF.



Select and Copy Text – The Select Text feature allows you to copy and paste text in a PDF file. Click the  icon from the Revu toolbar, then use your cursor to select the desired text. Right-click and select **Copy** to add the content to your Windows clipboard. This will allow you to right-click and paste the selected text into any PDF file or Windows document.

ITEM #	ROOM/AREA	DESCRIPTION OF WORK	DATE OBSERVED
28.	North Wall	Caulking of floor joints in progress - complete	11/17/2006
29.	Fire Walls	Fire caulk penetration of piping thru fire walls	11/17/2006

Snapshot Tool - Copy text and images from a PDF and paste into any PDF file while maintaining vector data and image quality. Select the  icon and drag a rectangle to copy an area of a PDF, or click multiple points around an area. The image will be automatically added to your Windows clipboard. Then, right-click to paste the image into any PDF file or Windows document. (The image may be colorized as well. Please refer to the Color Processing tutorial for more information).

Lasso Tool– The lasso allows you to select multiple markups to perform a group action. Use the icon  to define a region in the PDF. All of the markups within that region will be selected, which lets you easily group or modify them at the same time.

