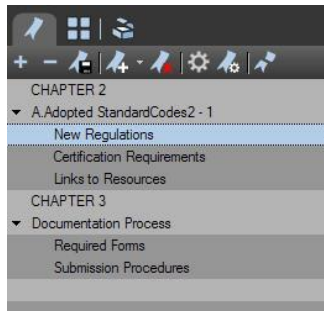# Revu Tutorial: Bookmarks

Revu lets you automatically add bookmarks when creating PDFs from MS Word, Excel and PowerPoint, AutoCAD, Revit and SolidWorks. You can also add bookmarks after the PDF is created and check PDFs for broken bookmarks.

Creating Bookmarks in Revu

Bookmarks contained in a PDF are displayed in the Bookmarks tab. New bookmarks may be added to the current PDF using tools available in the tab. Click the **Add Bookmark** icon to insert a new bookmark into the current PDF. You have the option to insert before, after, or to make a "child" of the currently selected bookmark. Once the bookmark has been placed, enter the name of the bookmark as you wish it to appear in the bookmark list. Delete a selected bookmark by pressing the icon. The bookmark will be removed from the PDF.

Another quick way to access the tools for creating and modifying bookmarks is to right-click within the Bookmark tab. You can multi-select bookmarks to change the properties or actions at one time. If you need to re-order your bookmarks, it's as easy as clicking and dragging them wherever you please.
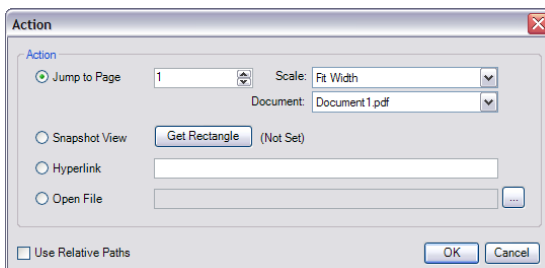
Actions

Actions control what happens when a bookmark is clicked. Select the icon to display the action menu.

Jump to Page moves to a specific page number in the current PDF.

Snapshot View goes to a specific zoomed-in area of the PDF. Press the Get Rectangle button to define the area of the document that the bookmark will display.

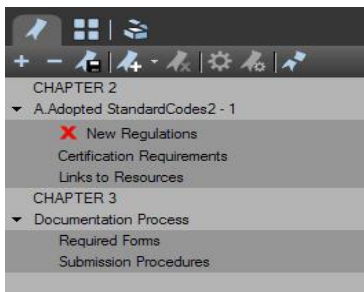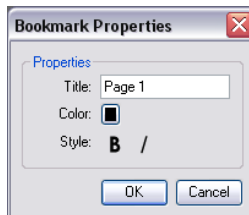**Hyperlink** allows you to link a bookmark to any URL. In the Action window, specify the URL that will open in the default browser on your workstation.

Open File links to a specific file and opens it in the default application depending on file type. Press the browse button to open a file browser. Check the **Relative Path** checkbox to use a relative path rather than an absolute path to the bookmarked file.

Press the **Bookmark Properties** icon to define the appearance of the bookmark in the list.

Title defines the name of the bookmark as it will appear in the bookmark list. Select the **Color** to specify the color of the font used in the bookmark list. Choose **Style** icons to display the title as Bold or Italic.

Bookmark Properties

Properties
Title: Page 1
Color: ▇
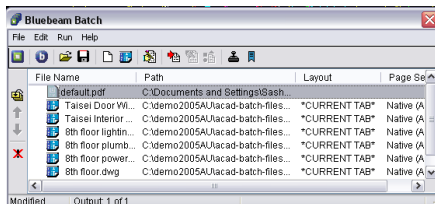Style: **B** /

OK   Cancel
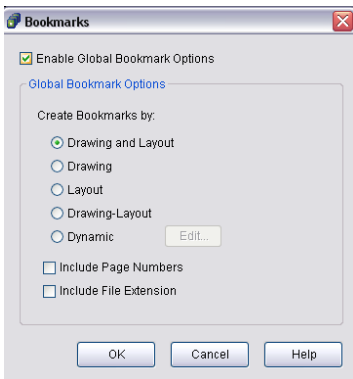
Checking PDFs for Broken Bookmarks

Certain page operations, such as deleting or extracting PDF pages, can break existing bookmarks. Click the **Audit Bookmarks** icon to perform a check of existing bookmarks and identify broken bookmarks. A window will display the number of broken bookmarks found. Additionally, broken bookmarks are designated with a red "X" in the bookmarks tab.

CHAPTER 2
▲ A.Adopted StandardCodes2 - 1
    ✖ New Regulations
      Certification Requirements
      Links to Resources
CHAPTER 3
▼ Documentation Process
      Required Forms
      Submission Procedures

Creating Bookmarks with Revu CAD

When performing a Batch of multiple drawings within AutoCAD or SolidWorks (available in Revu CAD), you can overwrite each individual bookmark when Global Bookmark is enabled. To access this menu, click on the bookmark icon within the Bluebeam Batch window.

Bluebeam Batch

File Edit Run Help

File Name	Path	Layout	Page Se
default.pdf	C:\Documents and Settings\Sash...		
Taisei Door Wi...	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A
Taisei Interior ...	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A
8th floor lightin...	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A
8th floor plumb...	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A
8th floor power...	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A
8th floor.dwg	C:\demo2005AU\acad-batch-files...	*CURRENT TAB*	Native (A

Modified   Output: 1 of 1

Global Bookmark Options

Bookmarks

☑ Enable Global Bookmark Options

Global Bookmark Options

Create Bookmarks by:
◉ Drawing and Layout
○ Drawing
○ Layout
○ Drawing-Layout
○ Dynamic   Edit...

☐ Include Page Numbers
☐ Include File Extension

OK   Cancel   Help

Drawing and Layout uses the drawing name as the "parent" and the drawing layouts as the "children."

Drawing uses the drawing name without the layouts in which all drawings are "peers."

Layout uses the layout names as the bookmarks in which all layout names are "peers."

Drawing-Layout uses both the drawing and layout name together (e.g., Drawing1.dwg-LayoutA) as the bookmark name.

Dynamic uses customized string built up from special tags. Any file property in the source document can be referenced using a tag.
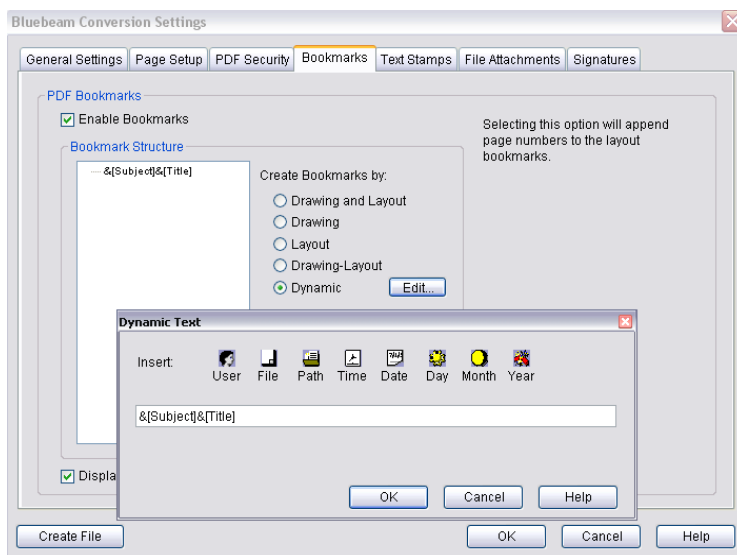
Dynamic Bookmarks

Create customized bookmarks using the meta-data stored within the original drawing's properties. The Dynamic Text box allows you to pick what information you want included in your customized bookmark.

Dynamic bookmarks can be created for single drawing conversions to PDF or during a batch conversion of multiple drawings.

In the example below, PDF bookmarks will be created from the Subject and Title from the original drawing (using the tag "&[Subject]&[Title]").

Bluebeam Conversion Settings – Bookmark Tab