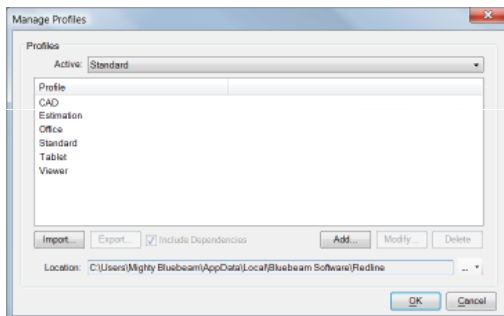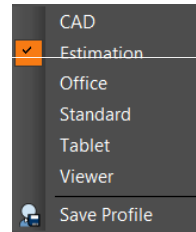# Revu Tutorial: Profiles

Storing Profiles

Bluebeam PDF Revu includes a well designed interface that allows you to easily access your markup and editing tools. We understand there is more than one way to work, therefore we included custom Profiles in Revu. Profiles provide an easy way to store the toolbar, menus, and other display settings within Bluebeam PDF Revu. Profiles can be used to shape the User Interface of Revu for particular roles, job functions or disciplines within your organization.

The Profile Menu includes six different options for interface profiles. Once a different profile is selected, Revu's interface will automatically update. To save the current layout to the current profile, press the **Save Profile** button . Additional custom profiles can be found on Revu's Start page under Profiles.

The Manage Profile button launches the Manage Profiles window, allowing you to easily import or add new profiles and switch between preset profiles.

Press the **Add** button to create and name a new profile. Click **OK** to exit the window and return to the interface. Next, customize the interface by dragging or hiding toolbars, displaying side panels, etc. When finished, press the **Save Profile** button to save the changes under the new profile name.

Network Profiles

If your organization would prefer to centralize profile settings, you may configure Revu to read the profiles from a network location.

Use the Location setting to save profiles on a shared network location. This way, any new or modified profiles will be available to all users within your organization.

The Import button can be used to import a profile sent as an email attachment.

Additionally, if you would like to send someone a profile you are using, highlight the Profile Name and press **Export**. Once the Save As window appears, name your file. Once the file has been sent, the user can easily import the profile into his or her session of Revu and it will be updated based on the profile settings.