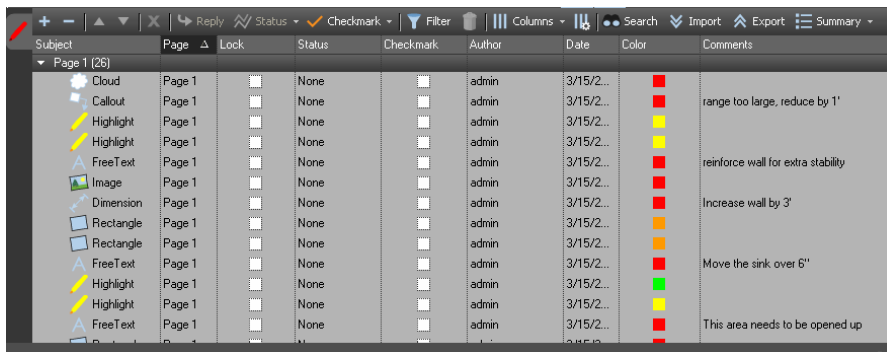


Revu Tutorial: Markups List

The Bluebeam PDF Revu Markups list has many features that allow teams to collaborate and communicate more efficiently during the review process. The Markups list automatically tracks the markups placed on a PDF file including the author, date, color and comments associated with each markup.

You can view the Markups list from the View menu, select Tabs, then Markups or press ALT + L on your keyboard.



Subject	Page	Lock	Status	Checkmark	Author	Date	Color	Comments
Cloud	Page 1		None		admin	3/15/2...	Red	
Callout	Page 1		None		admin	3/15/2...	Red	range too large, reduce by 1"
Highlight	Page 1		None		admin	3/15/2...	Yellow	
Highlight	Page 1		None		admin	3/15/2...	Yellow	
FreeText	Page 1		None		admin	3/15/2...	Red	reinforce wall for extra stability
Image	Page 1		None		admin	3/15/2...	Red	
Dimension	Page 1		None		admin	3/15/2...	Red	Increase wall by 3"
Rectangle	Page 1		None		admin	3/15/2...	Orange	
Rectangle	Page 1		None		admin	3/15/2...	Orange	
FreeText	Page 1		None		admin	3/15/2...	Red	Move the sink over 6"
Highlight	Page 1		None		admin	3/15/2...	Green	
Highlight	Page 1		None		admin	3/15/2...	Yellow	
FreeText	Page 1		None		admin	3/15/2...	Red	This area needs to be opened up

Filter

Click the Filter button in the toolbar to turn on filtering. Here you can select which data in the list you want to view. For instance, selecting a particular date in the date column will display only the markups created on that date. You can filter by subject, author, date, color, comment and any other custom field you add.

Import

Revu will import markups from multiple PDF files so you can view them on the same PDF. If multiple authors marked up a PDF drawing, you can combine the markups into one PDF using the import feature in the Markups list. Once you import markups, they will appear on the PDF file and in the Markups list.

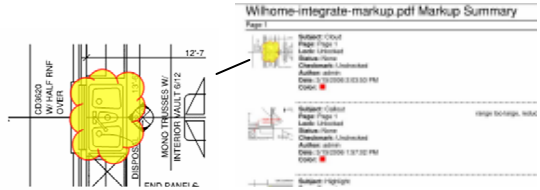
Export

The Markups list data can be exported and saved as a .bax file so you can easily share your comments with other Bluebeam PDF Revu users.

Summary

The Summary option allows you to create a CSV, XML or PDF summary of all Markups list data. CSV and XML summaries may be opened in Microsoft Excel and resaved as an .xls file. PDF summaries may be appended to the original PDF document or created as a separate PDF file.

When creating a PDF summary of the Markups list, a thumbnail preview will be printed to show the appearance of each markup on the drawing.



Reply

The Markups list is a great tool for communicating with clients or team members. Any user can add a reply to a markup in the list. To add a reply to a markup, highlight the markup in the list and click the Reply button. The reply will appear just below the selected markup.


Checkmark

The checkmark feature allows users to designate the markups or comments that have been reviewed or corrected. This way you can easily filter markups that have been addressed and those that have not.

Search

The Markups list can be searched. Click Search and the Search panel will appear on the right side of the interface. Enter your search keyword and search options. The results will be displayed in a list; each record links to the word in the Markups list.

Adding and Managing Columns

Use the Manage Columns button  to add additional fields to the Markups list. Go to the *User Defined* tab and press the **Add** button on the Manage Columns dialog to add the fields to the current PDF. You may add as many columns as you like. The new customized columns will be added after the *Comments* column in the Markups list. Other users who view the PDFs in Revu will see the contents of these columns.

Press the *Apply Template* button to add the custom fields to all future PDFs that are edited within Revu.

The *Clear Template* button removes the custom columns from the current PDF.

