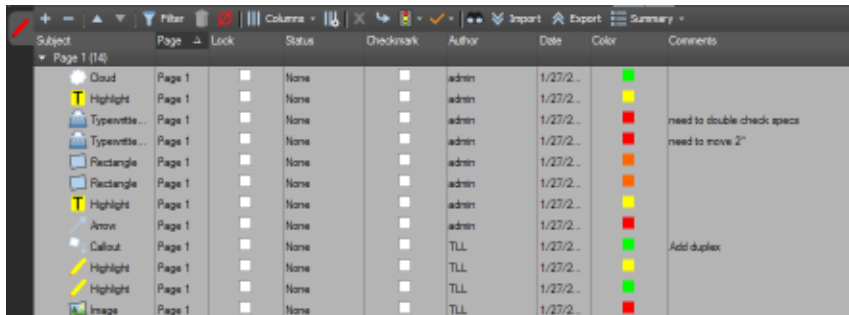# Revu Tutorial: Markups List

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

You can view the Markups list from the menu *View/Tabs/Markups* or with the keyboard shortcut "ALT + L".

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 checkmark or any other custom field you add.

Hide Markups
Hide your markups to view the original content of your PDF. Select the **Hide Markups** button to temporarily remove your markups from the PDF and the Markups list.

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.

Status
Indicate the status of a markup to show whether it has been Accepted, Rejected, Cancelled or Completed. To add a status to a markup, highlight the markup in the list and click the **Status** button.

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 tab 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.

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 is among the most widely used features and 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.

A PDF summary of the Markups list includes a thumbnail preview of each markup along with the markups list data. PDF summaries that are appended to the original PDF also include a hyperlink to the original markup.
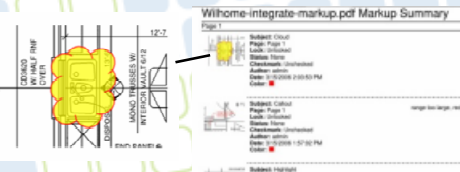
Adding and Managing Columns

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, but can be reordered through the Display Order tab. 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.

Note: Please refer to the Custom Columns tutorial for additional information on adding custom columns.