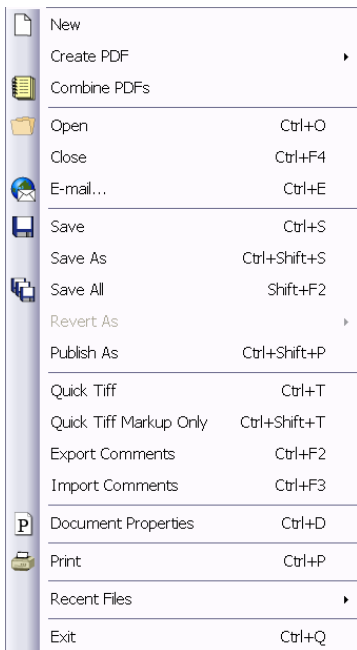**File Menu**

New – Create a blank PDF.

Create PDF – Create a PDF from one or more files.

Combine PDFs – Combine PDFs into a single PDF.

Open – Select one or more PDF files to open in the current session.

Close – Close the active PDF.

E-mail – Send the current PDF via the default email program. The PDF must be saved before sending.

Save – Save the current PDF.

Save As – Save the active PDF as another filename.

Save All – Saves all currently open files which have changed.

Revert As – Roll back to a previously saved version of the PDF. When Revert As is selected, all of the previous revisions will display in a separate list window. Select the revision that you wish to revert to and a dialog box will prompt you for a filename.
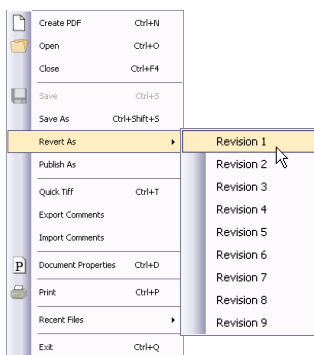
A Revision is created each time you save the file. If you save the PDF 9 times over the course of reviewing the PDF, a total of 9 revisions will get saved (see example to the left). Revu gives you the ability to revert back.

The default name of the file is the *name of the PDF-Rev#*. You may change the name to whatever you wish in the Save-As dialog.

Publish As - Remove all previous revision history from the PDF such that only one version of the file will exist. There are two benefits for publishing the file: 1) others cannot see or save previous revisions of the file and 2) publishing the PDF helps to reduce the file size.

Quick TIFF - Create a TIFF file of the currently active PDF. The resolution is configurable in the *Edit/Preferences* dialog. For compatibility reasons, a 24-bit TIF is the default.

Quick TIFF Markups Only – Creates a TIFF of only the annotations. The markups are placed on a white background image that can be brought back into AutoCAD for reference.

Export Comments – Export markups and annotations from the currently active document to an XML file. The XML file can be read into another PDF file for integrating comments or it can be read into an application such as Microsoft Excel for review.
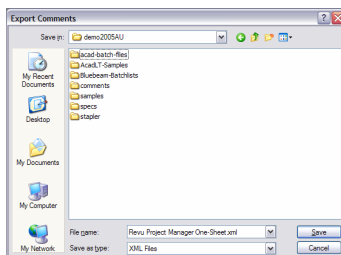
Import Comments – Import comments into the currently active PDF. The source of the comment can be an XML file created by using the File/Export command in Revu, or it can be a PDF file.
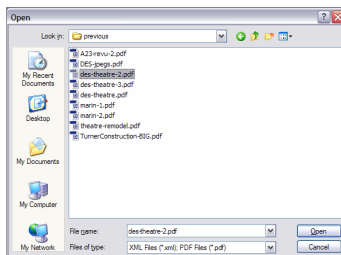
The annotations will be read from the specified PDF file and displayed into the currently active PDF. This function provides the ability to compare and review a number of comments to the same document from different sources.

**Document Properties** – Displays the Document Properties dialog.
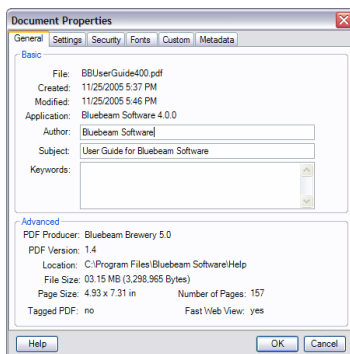
Print – Displays the Print Dialog.

Printer – lists the available printers are in the *Printer/Name* drop-down.

Form Settings – manually sets the paper size and orientation. If the *Auto Paper Size* checkbox is checked in the *Page Handling* panel, these settings will be grayed out.

Preview – shows a print preview of the active document. Page margins are indicated in Red. The image size is displayed as a percentage in the top right portion of this panel. If no scaling is set, the percentage will be 100%, indicating a full-scale plot.
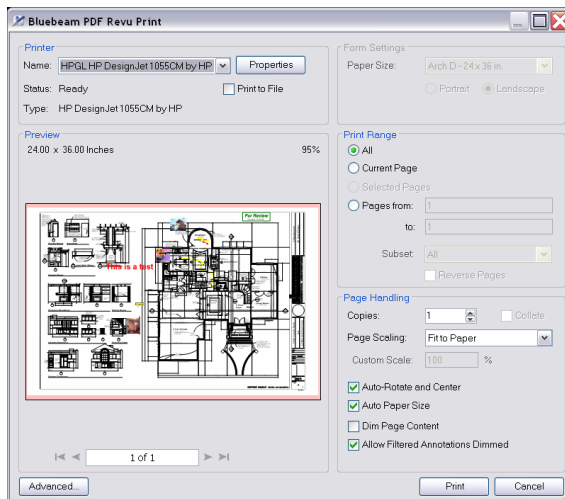
Step through the pages using the navigation tools at the bottom of the preview pane.

Print Range – selects the range of pages that you wish to print. Select from All, Current Page, Selected Pages, or Pages From/To. Check the *Reverse Pages* box to print the file in reverse order. When a range of pages is selected, use the *Subset* dropdown to control whether all, or just odd or even pages are to be printed.

Page Handling – includes other functions such as number of Copies, Page Scaling, Auto-rotation, Centering of the page on the sheet, and Auto Paper Size. To define a specific scale for the printout, select *Custom* in the page scaling dropdown and enter the specific scale percentage in the *Custom Scale* field. When defining the appearance of the printout selecting *Dim Page Content* de-emphasizes the page content so that the annotations appear more

prominent in the printout. *Allow Filtered Annotations Dimmed* prints the annotations based on the filter settings in the Markup List. If filters are applied, only the annotations appearing in the filtered list will be in full color, other filtered annotations will appear grey.

Pressing the Advanced button reveals the following menu:
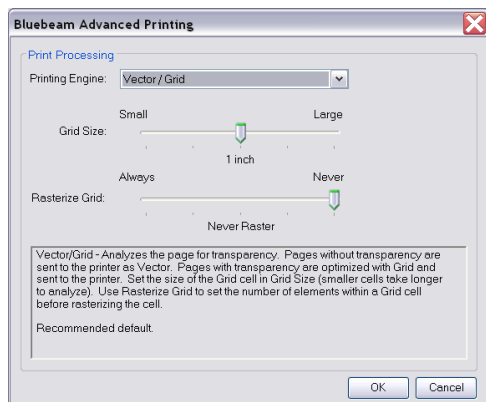
These settings control the print processing engine built in Revu. When drawings or documents have blend modes or transparency in the PDF, the printing time can be substantial. A flattening process needs to take place where the correct color of the overlapping lines or semi-transparent regions needs to be determined in order to print correctly. In order to help provide the best quality print in the minimal amount of time, 5 different options are available for controlling the printing process. You can control which technique is used by selecting from the Printing Engine dropdown

Vector/Grid – **(default setting)**. (Vector or Grid) Analyzes the PDF, if no transparency is present, only vector information will be sent to the printer. If transparency is present, the drawing will be broken into a series of Grids. For those areas which have transparency regions, the regions will be turned into an image and sent as raster data to the printer. This enables transparency information to be preserved when the printout is created. The *Grid Size* will determine the size of the region to turn into a raster image. It is recommended that you keep this setting at 1 inch for most cases. For most CAD drawings and general office documents, this generally provides the highest quality printouts. Fonts are sent efficiently to the printer and lines are sent as vector elements. The amount of data sent to the printer is minimized

which will generally help printers perform faster and the transparency information will be handled.

Vector (only) – Forces all the information in the PDF to be sent as vector data to the printer. Generally will send the smallest amount of data to the printer however the transparency information will not be handled. Most printers cannot interpret vector data and determine the proper transparency to print.

Image (only) – Turns the entire document into a raster image. This effectively makes a high-resolution snapshot of the page and sends the image data to the printer. This generally results in a very large amount of data being sent to the printer and often takes a long time to process. This setting will preserve transparency information, however it often results in the PDF taking a long time to print. Use the *Maximum Print DPI* setting on the *Edit/Preferences/Rendering* menu to set the print DPI.

Grid (only) – Forces the current PDF to be divided into a series of grids and process as explained in the section on Vector/Grid.

Vector/Image – (Vector or Image) – Analyzes the PDF and Revu automatically determines whether to send the PDF as Vector only or Image only to the printer. Refer to the above sections for details on the differences between these methods.

File/Recent Files – Displays a list of files recently used.

File/Exit – Exits the Revu application.

Section IV: Revu – File Menu