Revu Tutorial: PDF Text Editing

Bluebeam PDF Revu's text editing features are great for last minute changes or for proofreading PDF documents. Advanced Text tools allow you to edit text in a PDF or mark text to be corrected on the native document.

Go to *View/Tools/Advanced Text* to turn on the Advanced Text toolbar, or choose the various text editing options through the Document and Markup menus or keyboard shortcuts.

Read below for a full description on how to use Revu's text editing tools.

Edit Text

Use Edit Text to add, replace or delete existing text in a PDF. Turn on Edit Text by going to Edit/Edit Text or clicking the ![A|B] button from the Advanced Text toolbar. Images and other non-editable items will be grayed out in Edit Text mode.

To **Add text**, insert your cursor in the desired location and type in the text with your keyboard. Revu will automatically recognize and match the font, style and size, or you can use the properties toolbar or panel to adjust these settings.

Delete text by selecting the text with your mouse cursor and pressing the *Delete* key.

To **Replace text**, insert your mouse cursor and select the text to be replaced. Once you've selected the text to replace, simply type over it.

For all functions you can use the keyboard arrow keys to navigate through text, and double click to select an entire word. Exit Edit Text mode by pressing *Esc* on your keyboard, by clicking the Pan icon ![hand] or selecting any other markup.
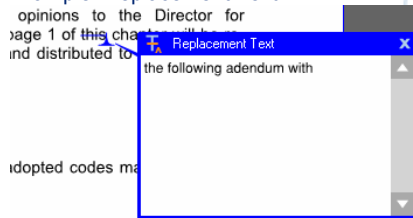
Note: If you attempt to edit text in a PDF containing a font that is not on your computer, you'll receive a message prompting you to change the font. Select the text with the cursor or "Ctrl" + "A" and change it to any available font using the properties toolbar or panel.

Review Text

Review Text allows you to add markups on the PDF for edits without changing the text in the PDF. Turn on Review Text by going to Markup/Review Text, using keyboard shortcut "Shift" + "V", or clicking the ![icon] icon on the Advanced Text toolbar.
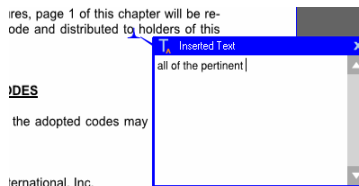
Mark **Replacement Text** by selecting the text to be replaced. Begin typing the replacement text. Revu will track the replacement text in a pop-up note, mark the original text with a strikethrough line and add an insertion point.

Example: Replacement Text

opinions to the Director for ~~page 1 of this chapter will be~~ nd distributed to

Replacement Text

the following adendum with

dopted codes ma

Designate **Inserted Text** by placing your cursor at the point where you want the new text to appear. Type in the text to be inserted. Revu will track this text in a pop-up note and will place an insertion point in the text.

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Additional Advanced Text Options
Revu also includes Advanced Text markups so you can underline text, add a squiggly line to denote a misspelling or strikethrough to mark text for deletion.

Example: Underline Text

mmission's responsibility to review plans ibility standards applies only to buildings structed in whole or in part by the use of sl of any political subdivision of the state. State Fire Marshall.

Underline Text by going to Markup/Underline Text, using keyboard shortcut "U" or clicking the [T] icon on the Advanced Text toolbar. Use your cursor to select text to be underlined. Text will be underlined after the left mouse button is released.

Access the **Squiggly Text** by going to Markup/Squiggly Text, entering in keyboard shortcut "Shift" + "U", or clicking the [T] icon on the Advanced Text toolbar. Use the cursor to select the appropriate text. The squiggly line will be added as soon as the left mouse button is released.

Example: Squiggly Text

ition facilitys, private water systems, and se o meat requirments of, and be approves by, the isdiction.

Example: Strikethrough Text

MOVING PICTURE THEATERS: Any building in featured regularly for charge of admission.

RGY CONSERVATION STANDARDS of the State

Strikethrough Text and mark it for deletion by going to Markup/Strikethrough Text, using keyboard shortcut "D" or clicking the [T] icon on the Advanced Text toolbar. Select text to be deleted with the mouse cursor. The strikethrough line will be added after the left mouse button is released.