

Revu Tutorial: Grouping Markups

With Bluebeam PDF Revu, individual markups can be grouped together so you can move, edit, copy and paste a group of markups at one time.

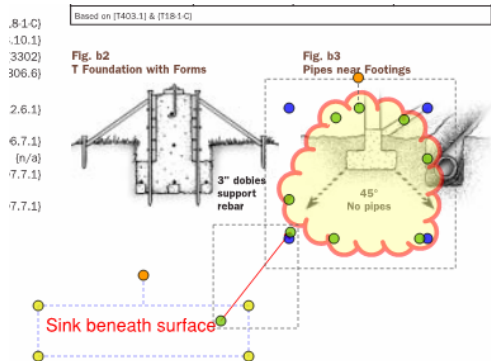
Grouping Markups

You may group markups using one of three options. First, select multiple markups by holding the shift key and left clicking the markups. Then, group the markups with one of these methods:

1. Right click on one of the selected annotations and select **Group**.
2. Click **Group** located at the bottom of the **Properties Panel**.
3. In the markup list, right click on one of the rows of selected markups and select **Group**.

When multiple markups are selected for grouping, the first selected markup becomes the primary. This markup is indicated with yellow dots. All other markups selected will be secondary (or children markups) and are indicated with green dots.

The properties of grouped annotations can be edited individually. To do so hold down **Shift** and click the markup. You can edit the text of any grouped markup individually by double clicking the text.



Editing Group Annotations

To edit a single element of a grouped annotation, hold down **Shift** while clicking on the annotation. You can edit any of the text in any of the annotations by double clicking on the annotation.

Grouped markups can be returned to individual markups by selecting **Ungroup**.

When selecting Markups within Revu, your mouse pointer will change depending on the function available to you. A cross hair with a pointer arrow allows you to resize your markup. A pointer arrow alone allows you to move your markup. The hand tool allows you to pan the underlying page.