Revu Tutorial: Search

Bluebeam PDF Revu includes powerful text-searching capabilities to help you locate keywords in a PDF document. This feature also allows you to search and apply text markups or replace text.

Open the Search tab by clicking the 👀 icon from the Revu toolbar, going to *Edit/Search* or using keyboard shortcut "Ctrl + F".

Select Search Criteria

Type in the desired keyword(s) in the Search Terms field. Next, go to the Search In drop down menu to search the Current Document, All Open Documents or all PDFs in a local or networked folder.

Note: When searching a local or networked folder, you can check the option to Include Sub-Folders

Set Search Options

The Options menu allows you to refine your search criteria even further. Select **Search Pages, Search Filenames, Search File Properties, Search Form Fields, Search Markups**, restrict your search to **Case Sensitive** results or search Whole **Words Only**.

View Search Results

Search results will be displayed below a bar listing the document name. The search term will be displayed as a blue hyperlink that links to its actual location on the PDF.

Apply Markups and Replace Text

Advanced functionality in the search tab allows you to apply markups to search results and replace text. Start by selecting the desired search results. Use your cursor to check/uncheck an individual search result. You can also check all search results by clicking the **Check All** icon ▣ and uncheck all search results by clicking the **Uncheck All** icon ▢ from the Search tab.

Once you've selected the desired search results, click the ✓ icon and choose one of the following markup options:

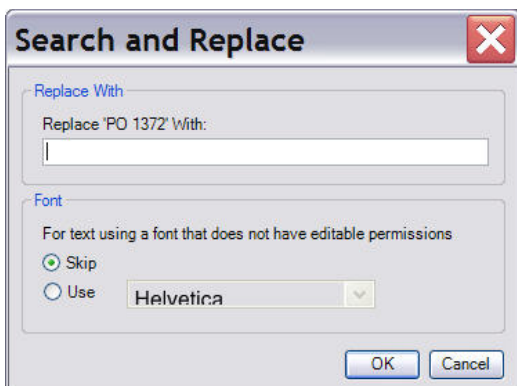|					
🔗	*Hyperlink checked*	T	*Highlight checked*	🅃	*Mark checked for Redaction*
I	*Underline checked*	I	*Squiggly checked*	T	*Strikethrough checked*

To replace selected text, click the **Replace Checked** icon 🖼 from the search tab. The Search and Replace dialog will now appear. Type in the replacement text in the Replace With field. The Font section allows you to choose an alternate font for the replacement text when the original text is in a font that does not have editable permissions. To bypass this option choose the **Skip** radio button, or choose the **Use** radio button to select any system font from the drop-down menu.