Using the Tool Chest

Revu includes a powerful tool for making the process of markups much more efficient. Once you create a markup, you can easily recall the markup again using the **Tool Chest**, **Recent Tools**.

If there is a set of markups that you use on a regular basis, the Toolchest provides a mechanism for storing your frequently used markups in a central, easily accessible panel, **My Tools**.

Click on **Tool Chest** to open the panel. If you do not see this tab in your session of Revu, you can enable it by selecting *View/Tabs/Tool Chest* in the Revu menu or pressing the "Alt-X" to toggle this tab on/off.

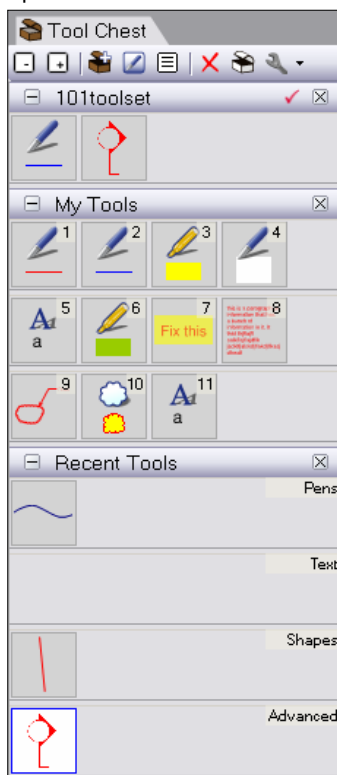There are several sections in the Tool Box panel:

Custom Tools (Example 101toolset). Using Revu you can add multiple toolsets in addition to the standard My Tools and Recent Tools. Any number of these customizable toolsets can be added using the toolset manager.

My Tools is a permanent storage area for markup annotations to be used across user sessions.

Recent Tools records each markup by type as it is created. This enables you to easily reuse a markup that you have recently created.
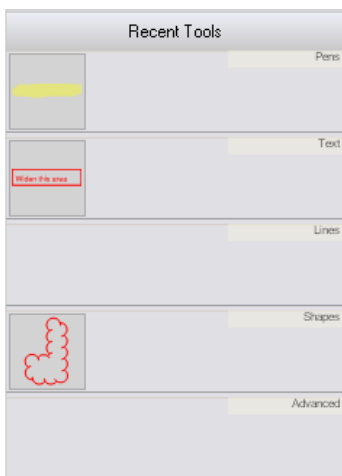
Click the previously used markup and place it on the document by clicking the left mouse button again.

You can permanently store recent markups by dragging the icon from the **Recent Tools** to the **My Tools** panel or right-clicking the mouse button and selecting *Add Item to My Tools*.
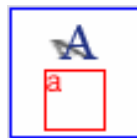
Using Recent Tools

As you create markups on a PDF, the Recent Tools panel records icons that represent the markups. For example, if you have added a highlight, text box and cloud markup to the PDF, the Recent Tools panel would appear as in the figure to the left. This is the **Drawing Mode**.

In this example, the text box has a red border, red text, and no fill. To reuse this markup, including text, click the icon and place it on the document by clicking the left mouse button. Use this on any PDF during the same session.

Another option is to use only the **Text** settings (i.e., the defined appearance). Select the markup icon and double-click the left mouse button. The icon will now change to the **Properties Mode** (seen to the right). This will allow you to generate another text markup with the same appearance, but not the same text.

To toggle between the Drawing Mode or Properties Mode, simply double-click the left mouse button, right-click the mouse button and select the available mode, or press the toggle button in the Tool Chest toolbar (see Tool Chest Toolbar below).

This behavior operates for all markups. Double-click on the icon to toggle between Properties and Drawing modes.

 ➔ *"double-click"* ➔

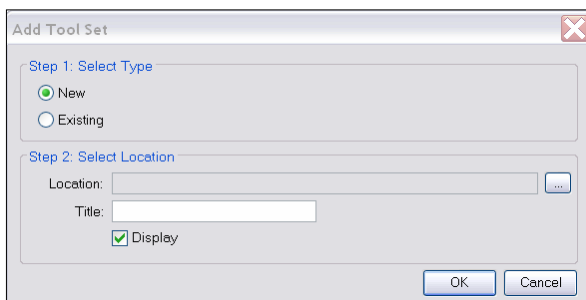Drawing Mode   Properties Mode

Drag icons from the **Recent Tools** to the **My Tools** area in order to quickly add the item to the permanent toolbar.
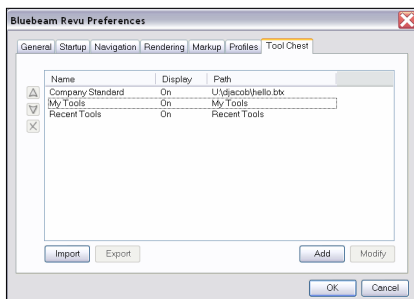
Adding Tool Sets

Create and share Toolsets in Revu. Save Toolsets locally or share across your network. Sharing across a network is useful for setting standard markups for different projects, job functions, clients and more.

To create a new toolset press the [icon] button in the Toolchest panel, or go to *Edit/Preferences/Tool Chest*, or press Ctrl+K.

In the *Tool Chest* tab click *Add*. Select *New*, select to save the tool set locally or on your network. Name your tool set and click *OK*. To add an existing tool set into Revu, select *Existing*, browse to locate the tool set and click *OK*.

Change the order of specific toolsets within the toolchest, by highlighting the specific Toolset and pressing the [icon] or [icon] icons. The order displayed in the list will be the order displayed in the Toolchest panel within Revu.

Tools shared across the network are "locked". A locked file is normally read-only to prevent more than one user from making changes to a Toolset at any one time.

Tools should only be added or deleted from "locked" tool sets by a designated administrator at your organization.

A ⬜ icon in the Toolchest menu indicates a Toolset is locked. If so, you may unlock the Toolset by clicking on the lock icon. If you have write permissions to the file, the lock icon will change to ✓ indicating that you may now add tools to the particular toolset.

Toolset files are saved as *{name of the toolset}.btx*. If you have configured your environment to point to a shared network location, any toolset that you make read only will be unlocked for you and no other user can unlock the file.

If you unlock the particular toolset and forget to lock it again, as long as the file is not read-only, then the toolset will be released and the tool set will be saved when you exit Revu. Saving your current profile will save the state of any modified toolsets.

Section III: Revu – Adding Tool Sets

Tool Chest Toolbar

The **Tool Chest** toolbar provides quick access to options to manage your Tool Chest.

| Reduce the size of the tool icon.

| Enlarge the size of the tool icon.

| Add the selected tool to My Tools.

| Toggle between Properties and Drawing mode.

| Display the Properties Tab for the selected tool.

| Delete the selected tool from the Tool Chest.

| Clear the Recent Tools buffer.

Manage tool sets by adding and removing from current view. Choosing the drop-down arrow displays the currently active toolsets. Toolsets that are displayed in the current selection have a checkbox next to them. Available, but un-displayed toolsets are in the dropdown list but do not have a checkbox next to them.

Keyboard Shortcuts for My Tools
Each icon in the **My Tools** Panel contains an associated number or keyboard shortcut; enter the number to apply the tool.

In this example, pressing "1" selects a red pen, "2" select the yellow highlight and "3" places an orange text box with the text "Resolve This Conflict."