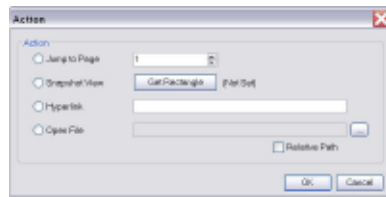# Revu Tutorial: Advanced Tools

Bluebeam PDF Revu includes advanced markup and editing features that make it easy for you to fill out PDF forms, link and attach related content to your PDF, and to copy and paste text and images from PDF files.

Typewriter Tool – The Typewriter adds text to PDF forms or other PDF files. Access the Typewriter by clicking the 🖹 icon on the toolbar or entering keyboard shortcut **W**. Once in Typewriter mode, click anywhere on the PDF and begin typing.

To exit Typewriter mode, click the *Esc* key on your keyboard or select any other markup tool. Text properties (font, color, style and size) can be changed in the toolbar or the Properties panel. Line spacing can be adjusted in the Properties panel.

Hyperlinks –Hyperlinks can be added to PDF files and configured to display websites, networked files, or to jump to specific pages or snapshot views in your PDF. To begin, click the 🔗 icon in the toolbar or go to *Markup/Hyperlink*. Next, select the location for the link with your mouse and then select the appropriate hyperlink action.

File Attachments – Any Windows file can be attached to a PDF and opened with a double click. To begin, click the 📎 icon from the toolbar or go to *Markup/File attachment*. Select the file to attach and then click the location on the PDF to place the file attachment. Alternatively, you can click the 📎 icon from the Properties panel to attach the file without displaying an icon on the PDF.

Select and Copy Text – The Select Text feature allows you to copy and paste text in a PDF file. Click the 🅰 icon from the Revu toolbar, then use your cursor to select the desired text. Right click and select Copy Text to add the content to your Windows clipboard. This will allow you to right click and paste the selected text into any PDF file or Windows document.

ITEM #	ROOM/AREA	DESCRIPTION OF WORK	DATE OBSERVED
28.	North Wall	Caulking of floor joints in progress - complete	11/17/2006
29.	Fire Walls	Fire caulk penetration of piping thru fire walls	11/17/2006

Snapshot Tool - Copy text and images from a PDF and paste into any PDF file while maintaining vector data and image quality. Select the 📷 icon and drag a rectangle to copy an area of a PDF, or click multiple points around an area. The image will be automatically added to your Windows clipboard. Then, right click to paste the image into any PDF file or Windows document.