

Toolbars at a Glance**File**

Create File – launch Bluebeam Stapler to combine files.



Open an existing PDF.



Save the active PDF file.



Save All the currently open PDFs which have modifications.



Launch the print dialog.



Open email message and attach PDF to message.



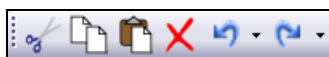
Open search panel to look for text in a PDF.

**Rotate**

Rotate the PDF in 90° counter-clockwise increments.



Rotate the PDF by 90 degree clockwise increments.

**Edit**

Cut the selected annotation and place it in the copy buffer.



Copy an annotation into the copy buffer.



Paste an annotation from the copy buffer onto the PDF.



Delete the selected annotation.



- Undo the last command.



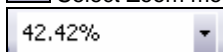
- Redo a command that was previously undone.

**Zoom**

Select Pan mode.



Select Zoom mode. Hold the Ctrl key to zoom out.



Select or specify a zoom factor.



Select the measure tool.



Select a region of text to copy into the clipboard.



Select a region of the drawing to copy to the clipboard.

**Text**

Place text on PDF. The default text does not have a box.



Insert sticky note. Add text in *Comments* of Properties tab.



- Add a pen markup.



- Add a semi-transparent highlight (simulating a highlighter).



- Removes pen and highlighter markups.

**Font**

Select a font.



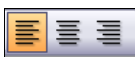
Select font size in points.



Make font bold.



Italicize font.

**Text Alignment**

Left align text.



Center text.



Right align text.

**Markup Alignment**

Align left



Align top



Align right



Align bottom

**Shapes**

Add a line. Hold SHIFT key to snap line in 45° increments.



Draw a poly-line object of segmented lines.



Insert a text callout. The leader line can be moved independently of the text box. Drag the middle point of the line object to switch the start of the line. The default callout does not include a border around the text.



Place a Leader line or Dimension measurement. Select the icon and enter text to appear centered in the line.



Insert a rectangle markup on the PDF.



Insert an ellipse markup on the PDF.



Create a polygon markup with no defined shape.



Create a cloud markup.



Insert an image of a graphic file.



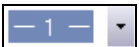
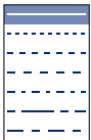
Line Style



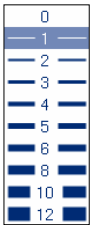
Line start style (on left) and line end style (on right). The list to the right contains the types available for setting the start and end line types.



Adjust line style. Select from seven line style options as demonstrated in the figure on the right.



Line width – This dropdown sets the line width in points for the current annotation.



Appearance Settings



Select line color



Select fill color



Set opacity. 100% makes the annotation opaque. 0% makes the annotation completely transparent. Values in-between define various levels of transparency.



Display Hyperlinks