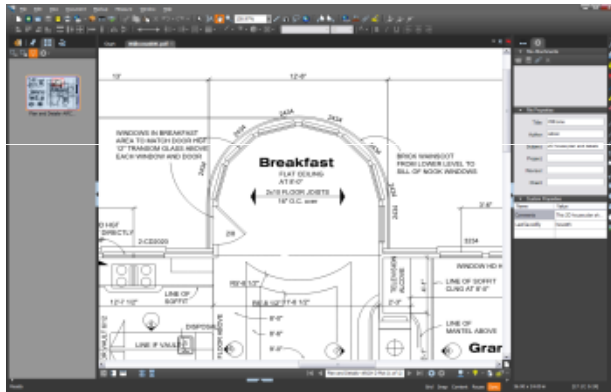




# Revu Tutorial: PDF Viewing & Navigation

Bluebeam PDF Revu is designed for viewing multiple large format drawings easily and efficiently. The Revu PDF viewer contains many intuitive features that allow you to easily zoom, pan and view multiple pages of your PDF file.





## Viewing PDFs

When you open PDF files in Revu, a document tab containing the file name is displayed for each file. Tabs make it easy to switch between open files. Just click on a particular tab to display that file in the viewer. You can open as many PDFs as your system will allow. If there are too many tabs to display, click the down arrow symbol ▼ in the top-right area of the workspace, to view a list of all open PDFs.

You have the option of viewing sixteen files at once or sixteen areas of the same PDF. The Split View button , keyboard shortcut "Ctrl+2", opens the active PDF in a vertically split window. The Split Horizontal View button  opens the active PDF in a horizontally split window. Each window will behave individually and allow you to zoom and pan separately.

## Page Rotation

Rotation features allow you to rotate the PDF 90 degrees counterclockwise by clicking the  icon or clockwise by clicking the  icon. Using the keyboard shortcut "Ctrl+Shift+Minus" rotates the document 90 degrees counterclockwise and "Ctrl+Shift+Plus" rotates the document clockwise.

## Page Layout

Use the Page Layout buttons to control the display page. Layout options are:



One Full Page



Scrolling Pages

Additional options can be found under the View menu. These options include:



Single page mode



Side by Side mode



Continuous mode

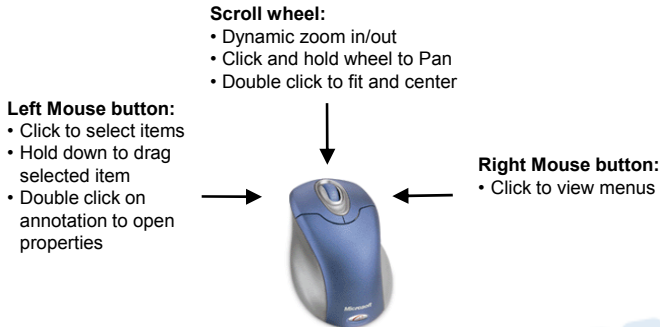


Continuous Side by Side mode


## Navigating

The primary method for navigating around the PDF is the mouse. Revu works with all types of mice, however a three-button mouse with a scroll wheel is recommended. Revu also supports 3-D mouse devices made by 3DConnexion, which efficiently navigate 2-D PDF documents.

The following diagram identifies how to use a three-button mouse with a scroll wheel.



## Zooming, Scrolling and Panning




There are several options for zooming in and out of a PDF file. You can zoom in and out by rolling the center mouse wheel of your three-button mouse. Double-clicking the center mouse wheel will automatically fit the PDF page to the workspace. You can specify a zoom factor to enlarge or reduce the drawing by selecting the zoom percentage in the window. Click the magnifying glass icon  and drag a window around the area that you want to zoom in on.

The center mouse wheel can switch from zooming to scrolling by clicking on the **Scrolling Pages** icon in the Navigation toolbar. You can also select alternate mouse wheel settings by going to *Edit/Preferences*, and selecting **Navigation**.


Panning can be accomplished by clicking and holding the center mouse wheel and dragging over the main workspace. You can also select the **Pan** icon  in the toolbar to pan with your left mouse button.

## Thumbnail and Bookmark Navigation Tabs

### Thumbnail Navigation

Thumbnails display PDF pages in a small view so you can quickly jump to different pages in the PDF file. Clicking the  icon reduces the size of the thumbnail images, while the  icon enlarges the images. The  button toggles page labels on and off underneath the thumbnail images.

### Bookmark Navigation

Bookmarks that are saved in a PDF are displayed in the Bookmarks tab . Click a bookmark link to jump to that page of the document. When using Bluebeam PDF Revu for creating PDFs, bookmarks will automatically be created from AutoCAD, Revit, SolidWorks, Word, Excel or PowerPoint based on information saved in the file.

