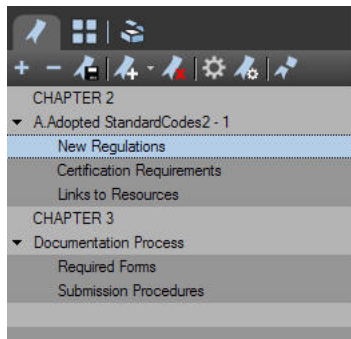# Revu Tutorial: Bookmarks

Bluebeam PDF Revu allows you to automatically add bookmarks when creating PDFs from MS Word, Excel and PowerPoint, AutoCAD, Revit and SolidWorks. You also have options for adding bookmarks after the PDF is created and checking PDFs for broken bookmarks.

Creating Bookmarks in Revu

Bookmarks contained in a PDF are displayed in the Bookmarks tab. New bookmarks may be added to the current PDF using tools available in the tab. Click the **Add Bookmark** button to insert a new bookmark into the current PDF. You have the option to insert Before, After, or to make a Child of the currently selected bookmark. Once the bookmark has been placed, enter the name of the bookmark as you wish it to appear in the bookmark list. Delete a selected bookmark by pressing the key. The bookmark will be removed from the PDF.

Another quick way to access the tools for creating and modifying bookmarks is to right-click within the Bookmark tab. You can multi-select bookmarks to change the properties or actions at one time. If you need to re-order your bookmarks, it's as easy as clicking and dragging them wherever you please.
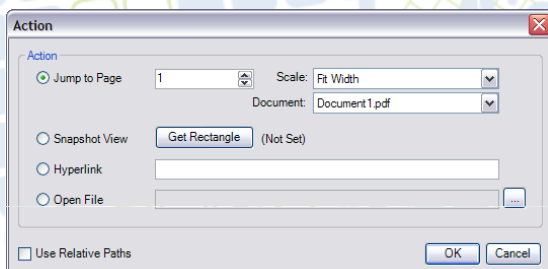
Actions

Actions control what happens when a bookmark is clicked. Select the button to display the action menu.

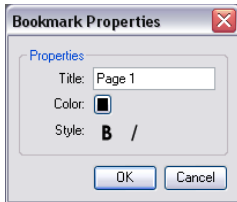**Jump to Page** moves to a specific page number in the current PDF.

Snapshot View goes to a specific zoomed in area of the PDF. Press the **Get Rectangle** button to define the area of the document that the bookmark will display.

Hyperlink allows you to link a bookmark to any URL. In the Action dialog, specify the URL that will open in the default browser on your workstation.

Open File links to a specific file and opens it in the default application depending on file type. Press the ... button to open a file browser. Check the **Relative Path** checkbox to use a relative path rather than an absolute path to the bookmarked file.
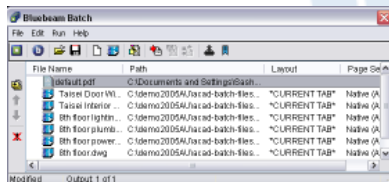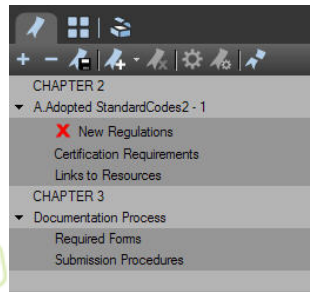
Press the **Bookmark Properties** button to define the appearance of the bookmark in the list.

Title defines the name of the bookmark as it will appear in the bookmark list. Select the **Color** to specify the color of the font used in the bookmark list. Choose **Style** icons to display the title as Bold or Italic.

Checking PDFs for Broken Bookmarks

Certain page operations, such as deleting or extracting PDF pages, can break existing bookmarks. Use the Audit Bookmarks feature to identify broken bookmarks. Click the **Audit Bookmarks** button to perform a check of existing bookmarks. A window will display the number of broken bookmarks found. Additionally, broken bookmarks are designated with a red "X" in the bookmarks tab.

Creating Bookmarks with CAD edition

When performing a Batch of multiple drawings within AutoCAD or SolidWorks (available in CAD edition), you can overwrite each individual bookmark when Global Bookmark is enabled. To access this menu, click on the bookmark icon within the Bluebeam Batch dialog window.
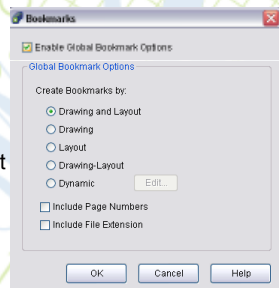

Global Bookmark Options

Drawing and Layout - uses the drawing name as the parent and the drawing layouts as the children.

Drawing - uses the drawing name without the layouts where all drawings are peers.

Layout - uses the layout names as the bookmarks where all layout names are peers.

Drawing-Layout - uses both the drawing and layout names together (e.g., Drawing1.dwg-LayoutA) as the bookmark name.

Dynamic – uses customized string built up from special tags. Any file property in the source document can be referenced using a tag.
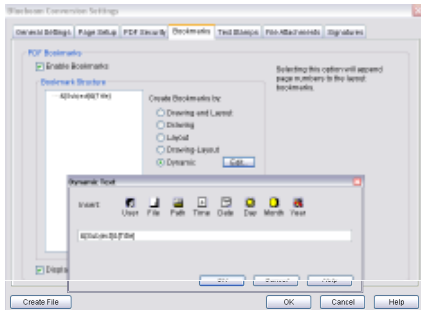
Dynamic Bookmarks

Create customized bookmarks using the meta-data stored within the original drawing's properties. The Dynamic Text box allows you to tell Revu what information you want included in your customized bookmark.
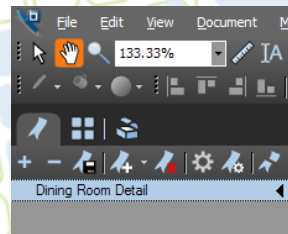

Original drawing Properties Tab

Bluebeam Conversion Settings – Bookmark Tab

In this example, PDF bookmarks will be created from the Subject and Title from the original drawing (using the tag "&[Subject]&[Title]").

Dynamic bookmarks can be created for single drawing conversions to PDF or during a batch conversion of multiple drawings.

Revu PDF Bookmarks