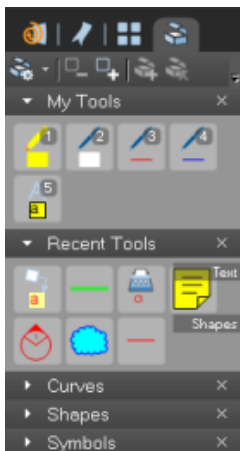# Revu Tutorial: Saving Markups in the Tool Chest

Revu's Tool Chest enables you to efficiently add markups to your PDF files. The Tool Chest stores commonly-used markups so you can easily access them when you need them. For the purpose of this tutorial, "markup" and "tool" will be used interchangeably.

By default, the Tool Chest is located in the left panel of the Revu interface. Open this panel and click on the **Tool Chest** tab to view its contents. If you do not see this tab, go to *View/Tabs/Tool Chest* or press "Alt + X" to toggle this tab on/off.

The Tool Chest is divided into three main sections – My Tools, Recent Tools and custom tool sets that are shown by name.

My Tools

My Tools is a storage area for your frequently-used markups that are saved and available for use at any time. Select a markup and place it on the PDF by clicking the left mouse button.

Recent Tools

Revu records each markup you create and temporarily stores it in Recent Tools so you can reuse it without recreating it. Recent tools are cleared each time you close Revu.

Custom tool sets

You can also create and share your own custom tool sets. See the tutorial called Adding Tool Sets for more information about this feature. Revu comes with a set of commonly-used tool sets such as Curves, Shapes and Symbols.

Adding markups to the Tool Chest

Drag the markup from Recent Tools and drop it into My Tools**,** or select the markup on the PDF, right-click the mouse button and select **Add To Tool Chest** to store for later use.
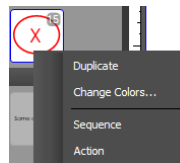
Setting markup mode in the Tool Chest

Certain markup tools, such as free text, pen, highlighter and cloud, can be stored and used in two different modes. **Drawing mode** will place the exact same tool that was stored. However, you can double-click the tool to put it in **Properties mode**. This lets you recreate the markup using the same properties of the saved tool.

By right-clicking on a tool in a tool set, you will find several settings options that can be applied to that tool.
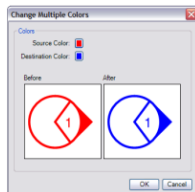
Duplicate

Create an exact replica of a markup in a tool set. When duplicated, all of the markup properties will be copied as well. This is a helpful first step when you need to create the same tool in different colors for your tool set.
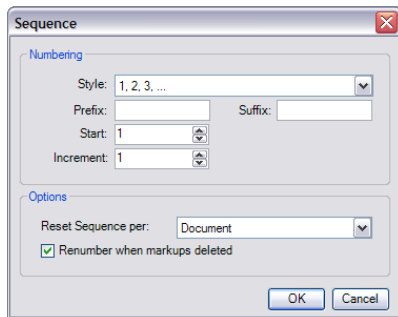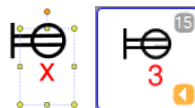
Change Colors

Change the color of a markup in a tool set without having to recreate the tool. Select the **Source Color** you want to change, then select the **Destination Color** to indicate the new color. The change will be shown in a preview window.
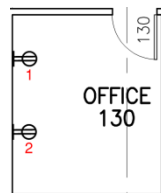
Sequence

Apply a number, letter or Roman numeral sequence to a markup in your tool set. The markup must be grouped with a text box as a placeholder in order for the sequence to work correctly. Drag your grouped markup from your Recent Tools into a tool set or to My Tools. Right-click on the markup and select **Sequence/Define.**

There are several sequencing options to choose. You can choose a numerical, Roman numeral or alphabetical **Style** and enter a **Prefix** or **Suffix** for the sequence. You also have the ability to choose the number or letter for the sequence to start, how the sequence will automatically increment, and the rate at which the markup will reset within the sequence.

Click **OK** to apply the Sequence settings to your markup. As you place the markup on your PDF, it will automatically record and display the number of that placement based on your pre-defined settings. To start your next sequence right-click and select **Sequence/Reset**, or click on the small arrow at the bottom of the markup in the tool set.
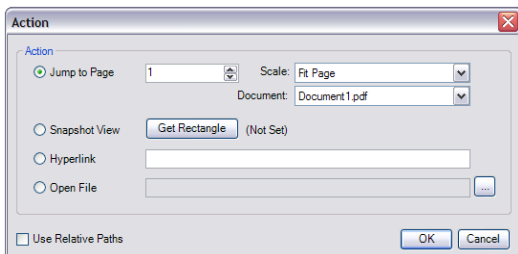
Action

Add an action to your commonly-used markups. This function will allow you to easily access other areas in a document, open a web page or open another document. To apply an action to your markup, right-click on the markup and select **Action/Define**. The Action window will appear, providing four options:

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

Snapshot View moves to a specific zoomed-in area of the PDF. Press the Get Rectangle button to define the zoomed area of the document that the markup will display.

Hyperlink allows you to link a markup to any URL. In the Action window, specify the URL that you want to have open as a WebTab™ in Revu or in the default browser on the workstation.

Open File links to a specific file and opens it in the default application depending on file type. Press the browse button to open a file browser. Check the **Use Relative Paths** checkbox to use a relative path rather than an absolute path to the file.

The lightning bolt determines that an action has been assigned to a particular markup.