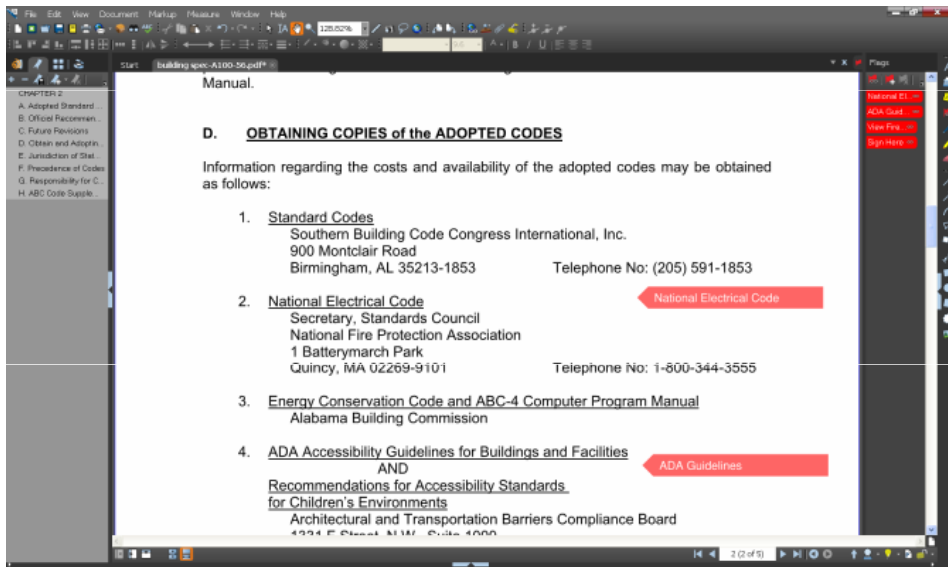


## Revu Tutorial: PDF Flags


Like bookmarks, PDF Flags perform some of the same functions such as linking to a page, website or file. There are two main reasons to use PDF flags instead of bookmarks:



- 1) PDF flags can show a visual markup on the PDF document to designate the content that is flagged. This is very useful when flagging a line in a contract that needs to be signed, for example.
- 2) PDF flags can perform the same function as bookmarks without interfering with existing bookmarks. For example, if you receive a PDF with bookmarks, yet you want to add links to a particular area of the document or link to a file or website, you can add this functionality with flags rather than modifying the original bookmarks.



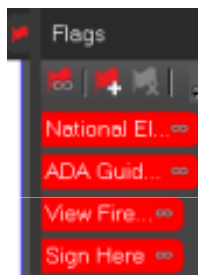
*This screenshot shows bookmarks displayed in the left panel (gray) and flags in the right panel (red).*


There are two types of PDF flags: those associated with an annotation and those without an annotation.

**Flags with an annotation** – Place a visual markup on the PDF to designate a PDF flag (as shown above). Click the flag icon  located on the Revu toolbar, use keyboard shortcut “Shift + F”, or right-click on the PDF and select **Add Flag**. Then, click the location on the PDF file to insert the flag.


**Flags without an annotation** – Insert a PDF flag without a visual markup on the PDF file by clicking the add button  located in the Flags tab. You can open the flag tab by clicking the flag button  on the far right side of the interface.

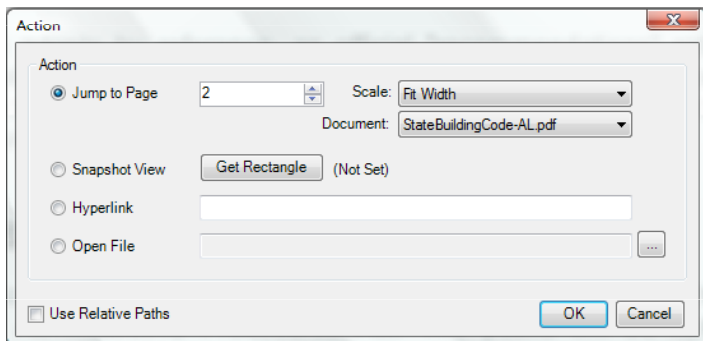
Once a flag is inserted, it will appear in the flag tab. To rename the flag, double-click the flag or right-click and select **Rename**.



Both flag types are displayed in the Flags panel. Flags that link to an annotation in the PDF are designated with a chain link .

You will notice in the screenshot to the left that one flag is shorter in length than the others in the list. The flag that is currently selected is designated by the shorter length.

Flags that are linked to an annotation will jump to the annotation on the PDF document when clicked. Flags that are not linked to an annotation have more options. Select the **Action** button  in the flag tab to designate an action for the flag.




After clicking the **Action** button, the Action dialog will appear. Here you can choose from four options for your flags.

## Actions

**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 area of the document that the flag will display.

**Hyperlink** allows you to link a flag to any URL. In the Action dialog, specify the URL that will open in a WebTab™ in Revu or 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  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.

