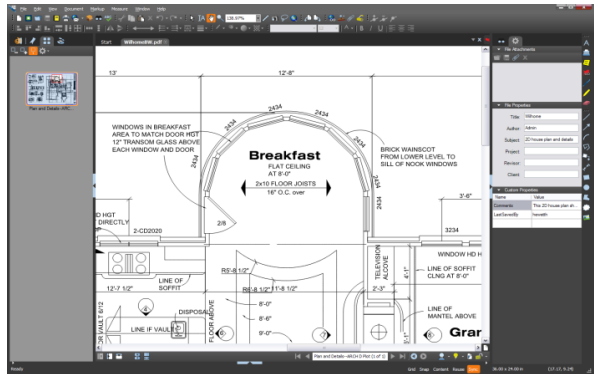


# Revu Tutorial: PDF Viewing & Navigation

Revu is designed for viewing multiple large format drawings easily and efficiently. Revu contains many intuitive features that allow you to easily zoom and pan PDF files, as well as flexible options for viewing one or several PDF files in the interface.



## 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 drop-down arrow symbol





▼ in the top-right area of the workspace to view a list of all open PDFs.

## Multiview

You can divide the screen into as many as 16 windows to view multiple PDFs, multiple areas of the same PDF and web pages in Revu's WebTabs™. 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 behaves individually and allows you to zoom and pan separately.



Bluebeam PDF Revu 9 introduces Multiview Extended with the ability to maximize your monitor real estate by loading multiple sessions of Revu simultaneously. You can launch multiple sessions to view PDF files on multiple monitors and click a file tab in the interface and drag it from one Revu session to another.

## 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  and Scrolling Pages . Additional options can be found under the View menu. These options include:



Single page mode



Side by Side mode



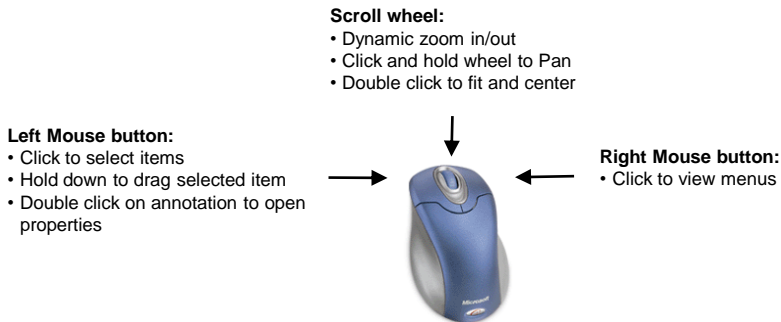
Continuous mode




Continuous Side by Side mode

## Navigating


The primary method for navigating around the PDF is the mouse. Revu works with all types, including 3D mice made by 3DConnexion. However, a three-button mouse with a scroll wheel is recommended. 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 roll the center wheel of your three-button mouse. (Double-clicking the center mouse wheel will automatically fit the PDF page to the workspace). You can specify the zoom percentage. Or, click the magnifying glass icon  and click the part of the PDF 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**.

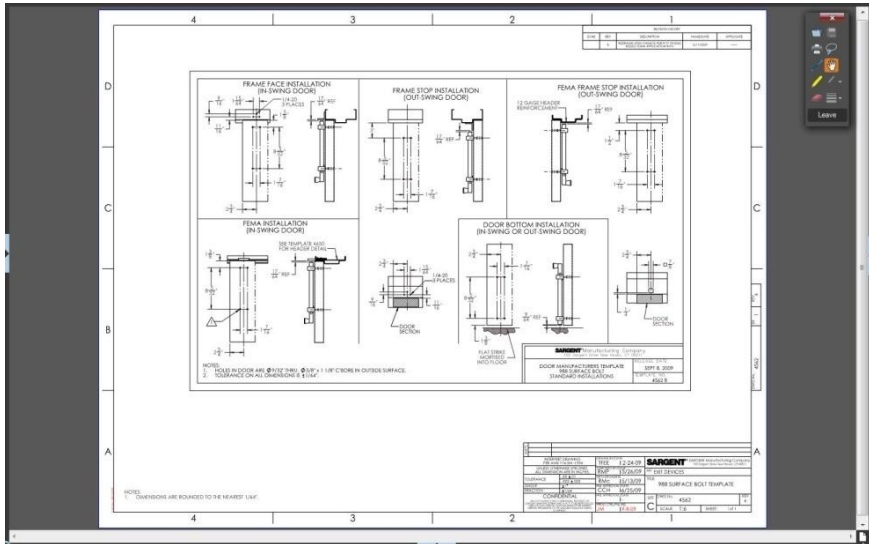
Panning can be accomplished by clicking and holding the center mouse wheel and dragging over the main workspace. You can also select the **Pan** icon  in the toolbar to pan with your left mouse button.



## Full Screen Mode

The Revu interface can be changed to Full Screen mode by going to *View/Full screen* or by using the keyboard shortcut “F11”. Full Screen mode removes all panels, menus and toolbars from the interface for maximum PDF viewing, and displays a floating toolbar that can be used to add markups while in this mode.

The floating toolbar can be customized to display any markup tools you choose by right-clicking on the floating toolbar and selecting **Customize**.



While in Full Screen mode, you can hover the mouse or tablet pen over various areas to display tabs and panels. For example, if you hover your mouse over the gray area at the top of the interface, your file tabs will display and allow you to switch between open files. You can also click the arrows on the sides of the screen to open panels for additional functionality such as viewing properties, adding measurements, viewing thumbnails and bookmarks or opening new files with File Access™.

To exit Full Screen mode and return to your previous interface profile, click the **Leave** button.

