Bluebeam PDF Revu

Quick Tips

Surfing the PDF
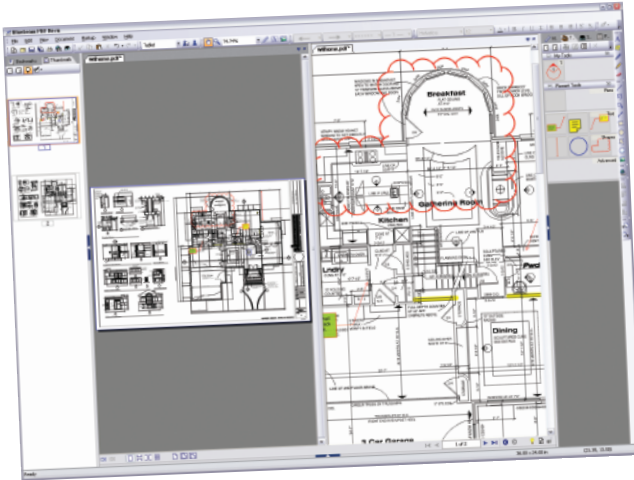
Navigating in Bluebeam Revu

Bluebeam PDF Revu is a user-friendly PDF viewer, markup tool and editor. There are many tools and features to explore in Revu, but we will start with navigating the PDF file in the viewer.

After installing Bluebeam PDF Revu a Bluebeam shortcut is placed on your desktop. Double click the shortcut to launch Revu.

Revu uses tabs and a split screen option to help you navigate around your PDF files. Tabs are great for easily switching between open files; just click a tab to display the file. To reorder tabs, click the tab and drag. With the split screen option, view two PDF files at once or different views of the same PDF file as shown here.

Navigation Tools

Pan - Panning in the PDF lets you easily move around the file. Click and hold over the PDF then move the mouse to pan.

Zoom - Revu offers multiple zoom options. Zoom in and out by scrolling the center mouse wheel and automatically fit to page with a double click. From the toolbar select the zoom percentage from the drop down list or click the zoom button to select a window of the PDF file.
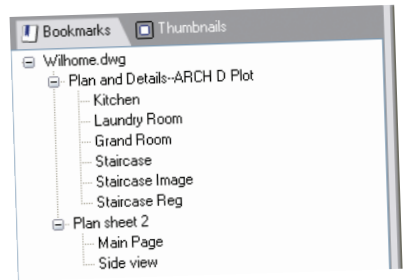
Rotate - PDF pages can be rotated 90 degrees either clockwise or counterclockwise using the rotation buttons in the toolbar. This is only to view.

Viewing Options - Revu gives you several options for viewing PDF files so you can choose a view that works best for you. Click a viewing options icon in the navigation bar to select split view, single page, continuous page, side-by-side, or continuous side-by-side views.

Thumbnails, Bookmarks - Thumbnails and Bookmarks are automatically displayed in the left panel. Thumbnails display an image of each page. Bookmarks are links created when the PDF is generated. Click on a thumbnail or bookmark to jump to a page in the PDF file.

Page Navigation - The navigation bar displays the page number and includes arrow buttons to move between pages of your PDF file. Jump to the first or last page of the file or move forward and backward page by page. You can also use the Page Up and Page Down keys on your keyboard to move between pages.

Quick Tip

Click the split screen icon to view two PDF files at once or different views of the same PDF.

Adding Markups to PDF files

Bluebeam is known for its smart, simple PDF solutions. The user interface displays all the tools you need to quickly review and markup PDF files.

With Revu you can add markups with the click of a button from the toolbar. Click the toolbar icons to add lines, shapes, callouts, highlights, text, notes or free draw.

Markup Options

Free Text, Notes, Pen, Highlighter, Eraser

Hyperlink, Stamp

Line, Polyline, Callout, Dimension, Rectangle, Ellipse, Polygon, Cloud, Image
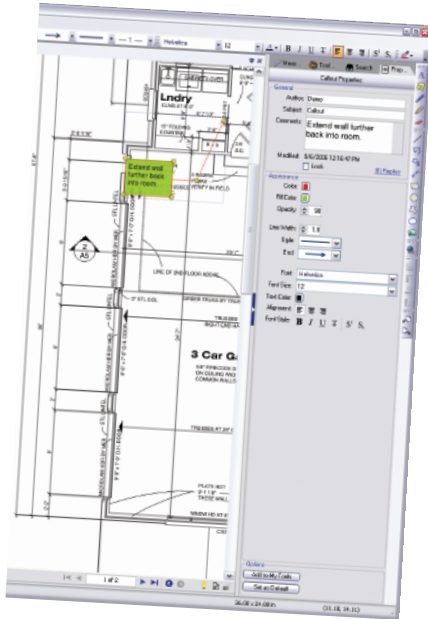
Align Left, Align Top, Align Right, Align Bottom

Headers & Footers, Crop, Flatten

3

Customizing Markups

Bluebeam PDF Revu makes it easy to customize your markups. Customization options are automatically displayed in the Properties panel of the viewer so you can simply click a property and make your selection or, select tools directly from your toolbar.

Click your line, shape or text to display the current properties and customize:

· Line Color
· Fill Color
· Opacity
· Line Width
· Line Start / End
· Line Style
· Font
· Font Size
· Font Color
· Font Alignment
· Font Style

Or, select from easy-access tools in your toolbar:

Quick Tip

Markups can be moved and resized. Just click on the markup and drag to move or click on a corner and drag to resize.

Binding and Editing PDF Files

Bluebeam PDF Revu includes advanced features for binding and editing PDF files. These advanced features give you greater flexibility when sharing and reviewing your PDF files.

PDF Binding - To combine files into a single PDF, select Combine PDFs from the File menu. In the select files to insert window, select files from your Windows folders and click Open. The files will queue in the following window. Once you have included all the files to bind, click Ok to create your PDF. The new file will open in another tab in the Revu desktop.
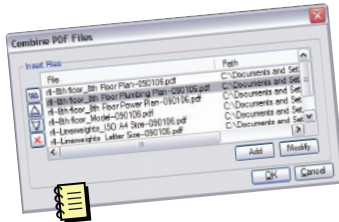
PDF Editing - To reorder, insert, extract, replace, rotate, or delete pages in a PDF file use the thumbnail images in the left panel. To delete a page click on the thumbnail and press the Delete key. To reorder pages, click a thumbnail, drag it to your desired location, and click Save. Right click on your mouse to display the full list of editing options.
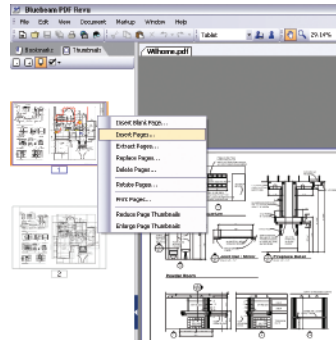
Quick Tip

You can add security to your PDF. From the File menu select Document Properties. Under the security tab, click Change Permissions to create a password and click OK to set security permissions.

Saving and Publishing PDF Files

Once you add markups to a PDF file you can save or publish the PDF to retain the information. Choosing Save or Publish will depend on how much information you would like available in the PDF file.

Save / Save As - When you save your PDF file, by default, revisions are not saved. You can maintain the revision history by going to Edit / Preferences / Save Mode and selecting maintain revisions.

Revert As - If you maintain the revision history, select Revert As and select a revision. Every time you save, a revision is created.

Publish As - Publishing PDF files removes the revision history. *Note: Markup information will still be saved in the PDF file.*
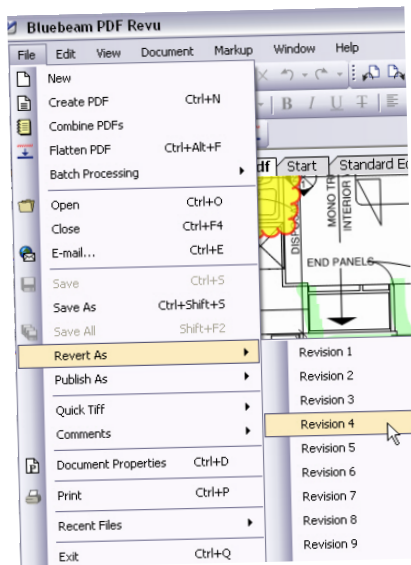
Quick Tip

Select Save As from the File menu to save the file as a different name or in a new location.

Microsoft Office Files

Converting Files in Microsoft® Office

Bluebeam PDF Revu offers easy one button conversion from your Office files. Bluebeam buttons are installed in the toolbars of Word, Excel and PowerPoint so you can easily convert these files for sharing or archiving.
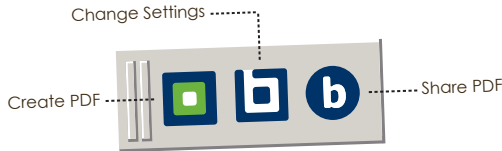
There are three options for creating a PDF file from Word, Excel or PowerPoint:

Option 1
Click the Create PDF button in the Office toolbar. In the Save As dialog enter the file name, select the file type, select the save location and click Save.

Option 2
Click the Change Settings button in the Office toolbar. The Change Settings window gives you several options for creating a PDF file with an alternate setup or added features. Click the Create File button to begin conversion.

Option 3
From the Bluebeam menu in the Office application, click Create PDF

Quick Tip

Within the Save As dialog, a list of 10 file formats is available that includes PDF, TIFF, JPEG, GIF, BMP, PSD, PNG, EMF, WMF, and PCL.

7

Changing Settings in Microsoft Office
The General Settings tab allows you to set basic creation features that apply to your files. These features include transferring hyperlinks and file property data to the PDF, automatically creating bookmarks, selecting pages to print, and setting print quality.

Note:
Bluebeam offers intelligent features for PDF files created from Office documents. Select the appropriate tabs in the Change Settings window to add text stamps, security and file attachments.

Note:
The Page Setup tab allows you to create a custom file of the current document without changing the original print settings or to globally set the page format for all files created with Bluebeam. Page Setup options include paper size, scale, orientation, margins and color settings.
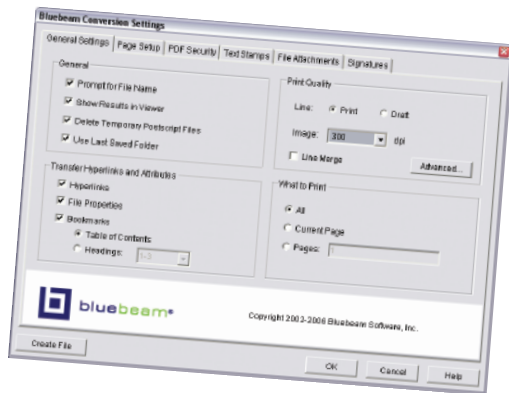
Quick Tip
Bluebeam can automatically create and name bookmarks in your PDF file based on the table of contents or headings in Word, worksheet names in Excel and slide titles in PowerPoint.

Any Windows File to PDF

Using the Bluebeam PDF Printer

Bluebeam PDF Revu is the complete PDF solution for Windows users. In addition to AutoCAD, Word, Excel and PowerPoint files, you can convert other Windows files to 10 file formats. Any Windows file that you can view and print can be converted with the Bluebeam PDF Printer.

The Bluebeam PDF Printer is a Windows system printer driver that is installed with Bluebeam PDF Revu and creates files from any Windows application or CAD program. Unlike other generic PDF printers, the Bluebeam PDF Printer recognizes files from the top CAD applications and applies predefined settings that ensure proper rotation and scale. The files that are automatically recognized include AutoCAD, Inventor, Revit, Microstation, Unigraphics, ProEngineer and SolidWorks.

To convert a file with the Bluebeam PDF Printer select Plot/Print from the File menu, select the Bluebeam PDF Printer from the list of print/plot devices displayed in the application's print/plot command. Click OK. The Bluebeam Save As dialog will appear. Select your file name, file type and save location then click Save.

9
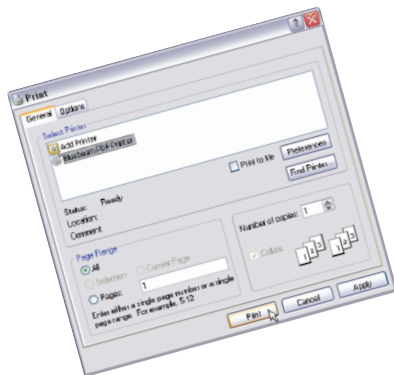
From the Bluebeam Save As dialog, you can control:

- File Name - Save/rename your current file

- Save as type - Select from ten file types (PDF, TIFF, JPEG, GIF, BMP, PSD, PNG, EMF, WMF, and PCL)

- Save in - Select the location to save your converted file

- Color Setting - Select from True Color (24 bit), 256 Color (8 bit) or Monochrome color options

- Image Compression, Resolution and Line Merge
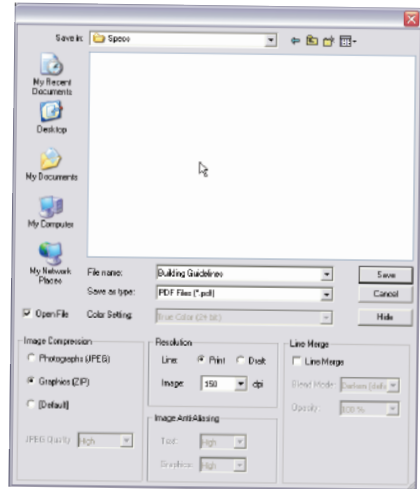
Quick Tip

Advanced options allow you to designate the level of compression, resolution, image anti-aliasing, and line merge settings. The advanced settings will appear upon first use. Click Hide to close the advanced settings options.

Bluebeam offers a complete line of desktop and server based products for CAD and Windows users.
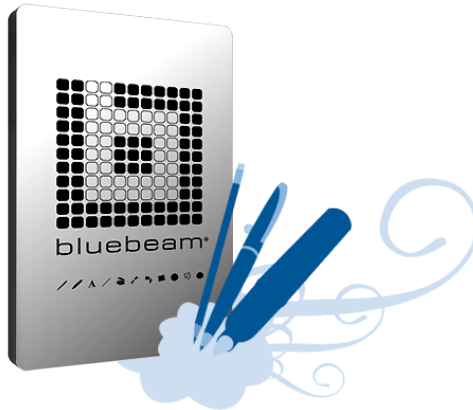
Choose the Bluebeam solution that is right for you:

Desktop PDF Viewing, Markup and Creation
Bluebeam PDF Revu Standard Edition
Bluebeam PDF Revu CAD Edition

Server-based file creation
Bluebeam Conversion Server

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Bluebeam Sales
866.496.2140
sales@bluebeam.com
www.bluebeam.com