

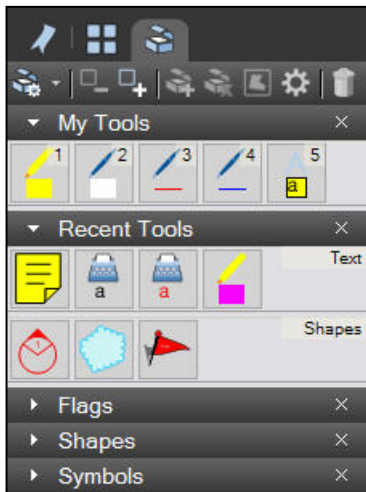
Revu Tutorial: Saving Markups in Tool Chest

Using Tool Chest

Bluebeam PDF Revu's Tool Chest is a powerful tool for adding markups more efficiently. The Tool Chest stores commonly used markups so you can easily access them when you need them.

By default, the Tool Chest is located in the left panel. Open this panel and click on **Tool Chest** tab to view the contents. If you do not see this tab, you can enable it by going to *View/Tabs/ Tool Chest* or pressing the "Alt-X" to toggle this tab on/off.

The Tool Chest is divided into two main Tool Sets – My Tools and Recent Tools.



My Tools

A storage area for your frequently used markups that are saved and available across sessions of Bluebeam PDF Revu.

Recent Tools

Revu records each markup you create and temporarily stores it in Recent Tools so you can reuse that markup without recreating it. Click the previously used markup and place it on the PDF by clicking the left mouse button again.

A set of commonly used **Flags**, **Shapes** and **Symbols** is also included.

Adding Custom Tool Sets

Using the Tool Chest, you can also create and share your own custom tool sets. See the tutorial *Adding Tool Sets* for more information about this feature.

Adding Markups into the Tool Chest

Drag the icon from **Recent Tools** and drop in **My Tools** or select the annotation on the PDF, right-click the mouse button and select *Add Item to My Tools* to store the tool across user sessions.

Setting Annotation Mode

Certain annotation tools – such as free text, pen, highlighter and shapes, can be stored and used in two different modes. *Annotation mode* will place the exact same annotation that was stored. Double click on the icon in the Tool Chest to put the markup in *Properties mode*. This will make the same annotation type using your predefined properties settings.