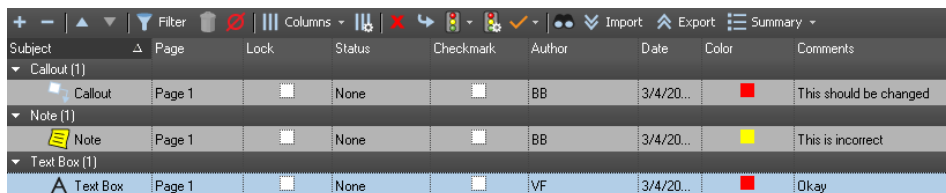# Revu Tutorial: Markups List

The Revu Markups list has many features that enable teams to collaborate and communicate more efficiently. The Markups list automatically tracks the markups placed on a PDF file, including the information associated with the markups such as author, status, date, color and comments.

You can view the Markups list from the menu *View/Tabs/Markups* or with the keyboard shortcut "Alt + L".

Subject	Page	Lock	Status	Checkmark	Author	Date	Color	Comments
▼ Callout (1)								
Callout	Page 1	☐	None	☐	BB	3/4/20...	🟥	This should be changed
▼ Note (1)								
Note	Page 1	☐	None	☐	BB	3/4/20...	🟨	This is incorrect
▼ Text Box (1)								
Text Box	Page 1	☐	None	☐	VF	3/4/20...	🟥	Okay

Markup List Options

Filter - Select which data in the list you want to view. You can filter by subject, author, date, color, comment and checkmark or any other custom field you add.

Hide Markups - Temporarily remove your markups from the PDF and the Markups list.

Reply - Any user can add a reply to a markup in the list. Highlight the markup in the list and click the Reply button. The reply will appear just below the selected markup.

Status - Indicate the status of a markup to show if it has been Accepted, Rejected, Cancelled, Completed, Confirmed or Not Confirmed. Highlight the markup in the list and click the Status button in the toolbar or right-click on the selection.

Checkmark - Designate the markups or comments that have been reviewed or corrected, allowing you to easily filter markups that have been addressed or not.

Search - The Markups list can be searched. Click **Search** and the Search tab will appear on the right side of the interface. Enter your search keyword and search options. The results will be displayed in a list; each record links to the Markups list.

Import - Revu will import markups from multiple PDF files so you can combine the markups into one PDF and view them at once. Once you import markups, they will appear on the PDF file and in the Markups list.

Export - The Markups list data can be exported and saved as a .bax file so you can easily share your comments with other Bluebeam PDF Revu users.

Summary - This option is among the most widely-used features. It allows you to create a CSV, XML or PDF summary of all Markups list data. CSV and XML summaries may be opened in Microsoft Excel and resaved as an .xls file. PDF summaries may be appended to the original PDF document or created as a separate PDF file.

A PDF summary of the Markups list includes a thumbnail preview of each markup along with the markups list data. PDF summaries that are appended to the original PDF also include a hyperlink to the original markup.
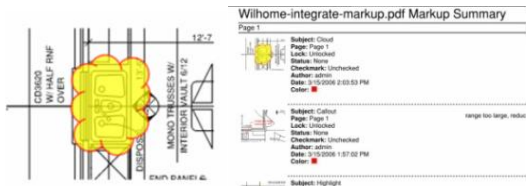
Adding and Managing Columns

Use the Manage Columns button to add additional fields to the Markups list. Go to the **User Defined** tab and press the **Add** button on the Manage Columns window to add the fields to the current PDF. You may add as many columns as you like. The new customized columns will be added after the Comments column in the Markups list, but it can be reordered through the Display Order tab. Other users who view the PDFs in Revu will see the contents of these columns.

Press the **Apply Template** button to add the custom fields to all future PDFs that are edited within Revu.

The **Clear Template** button removes the custom columns from the current PDF.

Note: Please refer to the Custom Columns tutorial for additional information on adding custom columns.