


PDF Editing Tutorial

Revu's PDF editing features allow you to edit text, add text and assemble PDF booklets. The editing tools described in this tutorial can be used on any existing PDF file. Open this PDF tutorial in Revu and follow the steps below to learn how to use each feature.

Edit Text

Use Edit Text features to insert, replace or delete existing text. Version 5.5 or newer is required for this feature.

Step 1 - Turn on Edit Text by going to Document/Edit Text or clicking the  button from the Advanced Text toolbar.


Step 2 - Insert your cursor anywhere in the sample blue text below, and begin typing to add text. Delete text by selecting it with your mouse and pressing the Delete key. Replace text by selecting text with your cursor then typing over it.

Go to Edit Text mode and insert your cursor into this blue text to add, delete and edit text.

Advanced Text

Revu's Advanced Text options allow you to mark Replacement Text, Insert Text and add an underline, strikethrough or squiggly line. Follow the directions below to try each of the Advanced Text options.






Step 1 - Click the  Review Text icon on your toolbar. Insert the cursor into the blue sample text below.

Step 2 - Select any word in the sample text and type over it to designate Replacement Text. Revu will track the replacement text in a pop-up note, mark the original text with a strikethrough line and add an insertion point.

Revu's Replacement Text tool allows you to mark text to be replaced without removing the original text from the PDF.

Step 3 - Insert the cursor in between any two characters in the sample blue text below and begin typing to designate Inserted text. Revu will track the text to be inserted in a pop-up note, and add an insertion point.

Use Revu's Inserted Text option to type in text to be added to the native document.

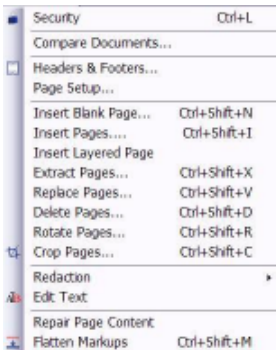
Step 4 - On the Revu tool bar, select the  Underline Text icon,  Strikethrough icon or the  Squiggly text icon to place any one of these lines to existing text. Use your cursor to select any text in the blue sample text below to place these text markups.

Add underlines to emphasize words or to adhere with various reference citation guidelines. Mark text to be deleted by placing a strikethrough. Use the squiggly text tool to mark misspelled text.

PDF Editing Tutorial (cont'd)

Editing PDF Pages

Revu's page editing features allow you to edit and customize PDF booklets by inserting pages, extracting pages, replacing pages, deleting pages, rotating pages and cropping pages.



Step 1 – Access the page editing options by going to the Document Menu.

Step 2 – A window will appear so you can select the page size, style, page range and other applicable options depending on the chosen page operation.

PDF page editing options may also be selected by right clicking on any page in the Thumbnails tab.

You can edit this PDF file using any of the page editing options in the Document menu.

Inserting, extracting, replacing, deleting and rotating pages requires v. 4.5 and above. Cropping pages requires v. 5.0.1 and above. Inserting layered pages requires v. 5.5.2.