


Revu Tutorial: Search

Revu includes powerful search capabilities to help you locate keywords and symbols in multi-paged PDF files with either an electronic or print source. You can also convert scanned PDFs to text searchable documents. After searching your PDFs, Revu also allows you to add helpful functionality to these search results.

To begin, open the Search tab by either clicking the  icon from the toolbar, by going to *Edit/ Search* or by using keyboard shortcut “Ctrl + F”.

Conducting a Text Search

Type in the desired keyword(s) in the Text field. Next, select an option in the **Search In** drop-down menu to search through *Current Document*, *All Open Documents*, *Recents*, or *Folder*.

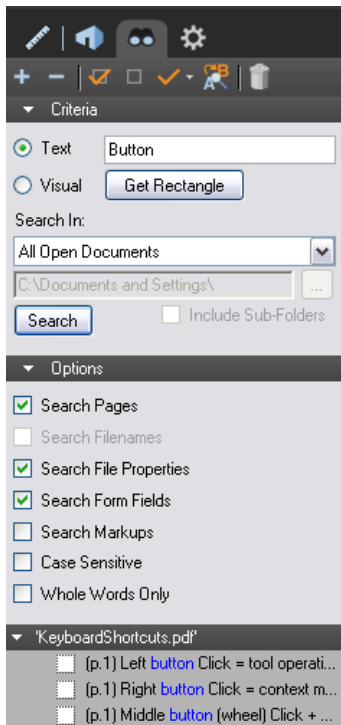
Note: When searching a local or networked folder, you can check the option to include Sub-Folders.

Set Search Options




The **Options** menu lets you refine your search criteria even further. Select *Search Pages*, *Search Filenames*, *Search File Properties*, *Search Form Fields*, *Search Markups*, *Case Sensitive* and/or *Whole Words Only*.

View Search Results

Search results will be displayed below the bar listing the document name. The search term will be displayed as a blue hyperlink that links to its actual location on the PDF.



Apply Markups and Replace Text

The Search tab allows you to apply markups to search results and/or replace text. Start by selecting the desired search results. Use your cursor to check/uncheck an individual search result or click the **Check All**  icon to search all. Uncheck all search results by clicking the **Uncheck All**  icon from the Search tab. Once you've selected the desired search results, click the  icon and choose one of the following markup options:



Hyperlink checked



Highlight checked



Mark checked for Redaction



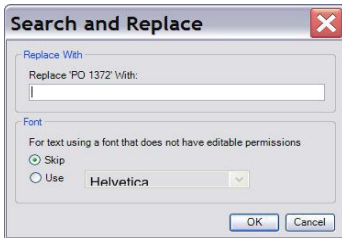
Underline checked




Squiggly checked



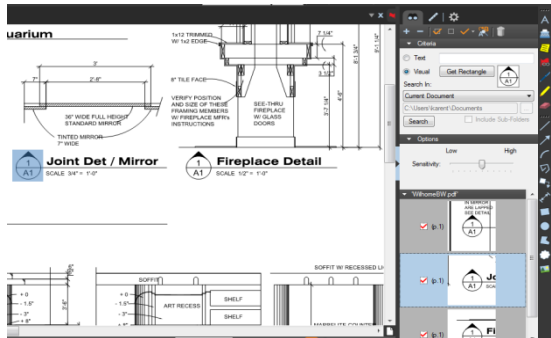
Strikethrough checked



To replace selected text, click the **Replace Checked**  icon from the search tab. The **Search and Replace** window will now appear. Type in the replacement text in the **Replace With** field. Use the Font section to choose an alternate font for the replacement text when the original text is in a font that does not have editable permissions. To bypass this option, choose the **Skip** button, or choose the **Use** button to select any system font from the drop-down menu.

VisualSearch™

Besides text, you can also search for specific symbols in a PDF. In the Search tab, choose the **Visual** option and then click the **Select** button. Move your cursor over the part of the document for which you'd like to search and it will display in the box next to the **Select** button. Choose the applicable option in the **Search In** drop-down menu and click **Search**. All of the results will display and you can then use the same Highlight and Hyperlink feature mentioned in the text-based search.



The following feature is only available in Bluebeam PDF Revu eXtreme™:

Optical Character Recognition (OCR)

OCR converts scanned text to searchable text. In other words, if you scan faxed or handwritten documents to PDF, OCR can help make this text searchable.

To use OCR, go to *Document/OCR* or use the shortcut "Ctrl + Shift + O". The OCR Document window will appear; you can change the settings or go ahead and press **OK**. It may take a few minutes, but once the engine is done the window will disappear. You can now conduct a search and use advanced options like applying a hyperlink or markup.

