

Revu Tutorial: PDF Form Filling

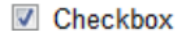
Bluebeam PDF Revu supports viewing and filling in PDF forms. You can interact with forms by either typing information into the fields provided or by using your keyboard and mouse to access one of the supported field types below. You may save forms, import or export the form field data (using FDF) , including markups, within Revu.

Supported Field Types

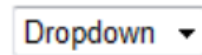
Push Button: This is typically used to perform an action when clicked, such as Submit or Reset.



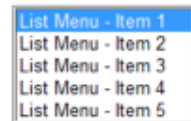
Checkbox: Can either be checked or unchecked.



Combo Box: Displays a list of items in a drop down, activated by clicking on an arrow. With some forms you can add custom text within this field.



List Box: Displays a list of items in a box with the option to multi-select. A scrollbar will appear if the list is longer than the size of the box.



Radio Button: Similar to a Check Box except that these are used in groups such that only one item can be checked at a time.

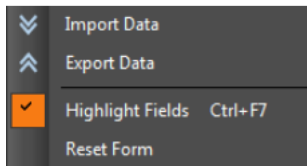


Text Field: This is a box in which text can be typed.



Form Options

In the *Document/Forms* menu there is an option to highlight form fields so they appear as light blue, making it easier to identify them on the PDF. Required fields will be shown with a bold red line outline.



NOTE: Revu supports AcroForm, XFA Forms are not supported at this time.