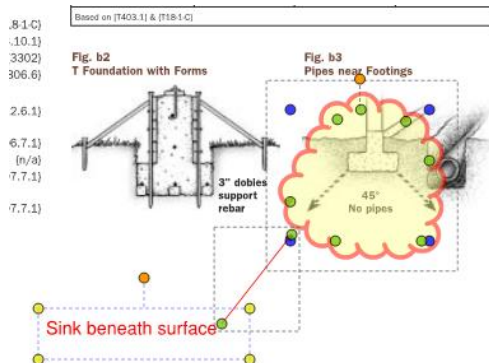# Revu Tutorial: Grouping Markups

With Revu, individual markups can be grouped together so you can move, edit, copy and paste a group of markups at the same time.

Grouping Markups

You may group markups using one of three options. First, select multiple markups by holding the shift key while left-clicking the markups. Then, group the markups with one of these methods:

1)   Right-click on one of the selected markups and select **Group**.

2)   Click **Group** located at the bottom of the Properties tab.

3)   In the Markups list, right-click on one of the rows of selected markups and select **Group**.

When multiple markups are selected for grouping, the first selected markup becomes the primary. This markup is indicated with yellow dots. All other markups selected will be secondary (or children markups) and are indicated with green dots.

Editing Grouped Markups

To edit a single element of a grouped markup, hold down the Shift key while clicking on the markup. You can edit any of the text in any of the markups by double-clicking on the markup.

Grouped markups can be returned to individual markups by selecting **Ungroup**.

When selecting markups within Revu, your mouse pointer will change depending on the function available to you. A cross hair with a pointer arrow allows you to resize your markup. A pointer arrow alone allows you to move your markup. The hand tool allows you to pan the underlying page.