

# Bluebeam® PDF Revu®

## Guide to version 8

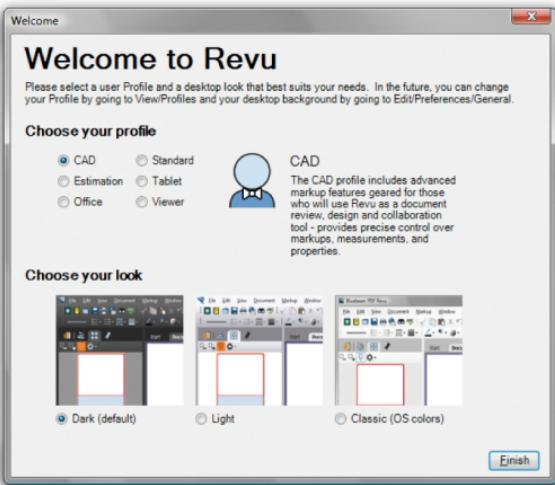
**Bluebeam PDF Revu - changing your world, one PDF at a time.** Bluebeam PDF Revu was designed to change the world of PDF as we knew it. We wanted to take away the frustration, the confusion, and the anxiety associated with PDF. And, we did.

We built an application that was intuitive - it just made sense. All the markup tools you need, day in, day out, were placed right on your desktop, a click or two away. But we didn't stop there. We created break-through technologies such as Tool Chest, MultiView™, Sync, Markups list, DynamicDefault™, Profiles, Compare Documents, and File Access to make your life easier.

Even better, we built Revu to be fully customizable - from the desktop Profiles and toolbars to the formulas you can enter into the columns of your Markups list. Revu can be all you want it to be. We integrated Bluebeam PDF Revu directly with Microsoft® SharePoint® Server and Bentley® ProjectWise® so that every file is just a click away. Then, we introduced Bluebeam Studio™ and extended Revu to the world. Now, you can collaborate with anyone, at any time (or the same time), anywhere you like.

And yet, with all the innovative and revolutionary features, we still felt there was something more we could do. So, we invented the world's only PDF solution that remembers. Every annotation you make is recorded in your Tool Chest - virtually eliminating the need to do the same thing twice. When you open a PDF file, Revu automatically records the path to the folder from which it came. As you work, Revu works. It's as simple as that.

Welcome to Bluebeam PDF Revu. Enjoy.

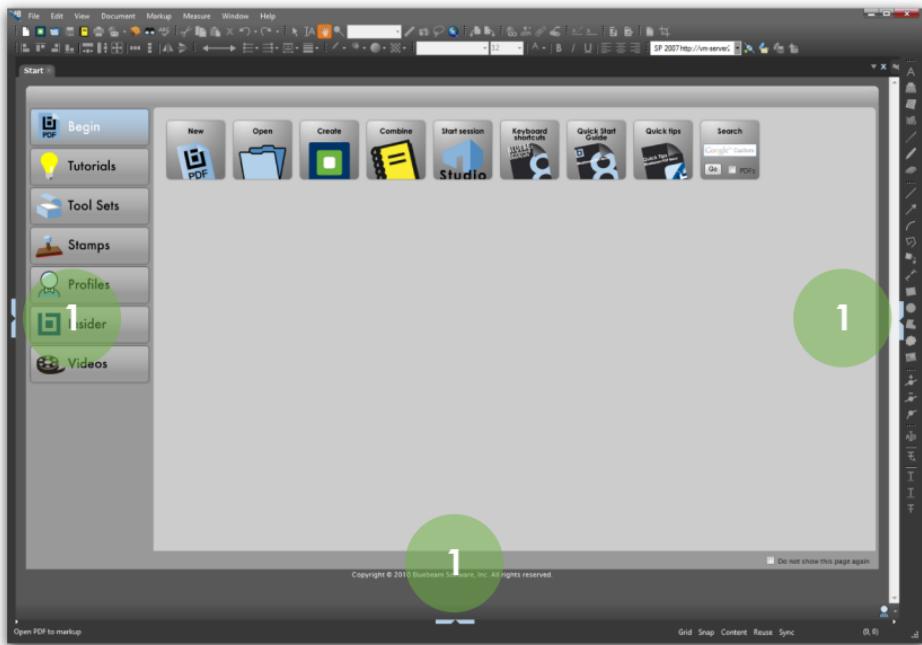


## Make it your own. Get started by selecting your user Profile and your preferred desktop look.

We know that each of you who use Bluebeam PDF Revu do so with different objectives. Regardless of your profession, work, or needs, we want to make it easy. So, six Profiles are provided to help you get started.

For those with our CAD Edition, the CAD Profile will be selected by default when you open your session of Revu. For those with Standard Edition, well, the Standard Profile will be selected. Both profiles are perfectly balanced for your needs. For those who are not quite CAD users or don't consider themselves fitting the Standard, we also include Profiles for construction workers, tablet PC users, and office professionals such as accountants, attorneys, or people who simply work in an office. If you wish to simply view PDF files, there's a Profile for that too. Change your mind - not to worry. Go to *View > Profiles* in Revu and select something else or create your own.

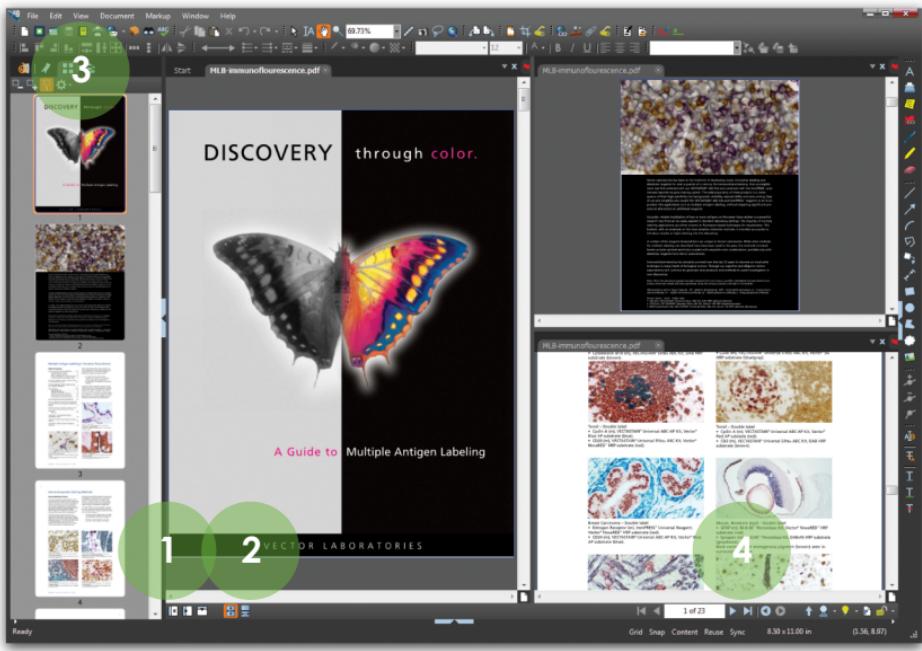
As far as the background, some of you prefer the dark look, some of you the light. The options are there for you. For those who prefer the classic look that uses Windows system colors, pick #3, or change the look later by going to *Edit > Preferences > General*.



## Bluebeam PDF Revu. Introducing an easier, simpler PDF product that begins at the Start.

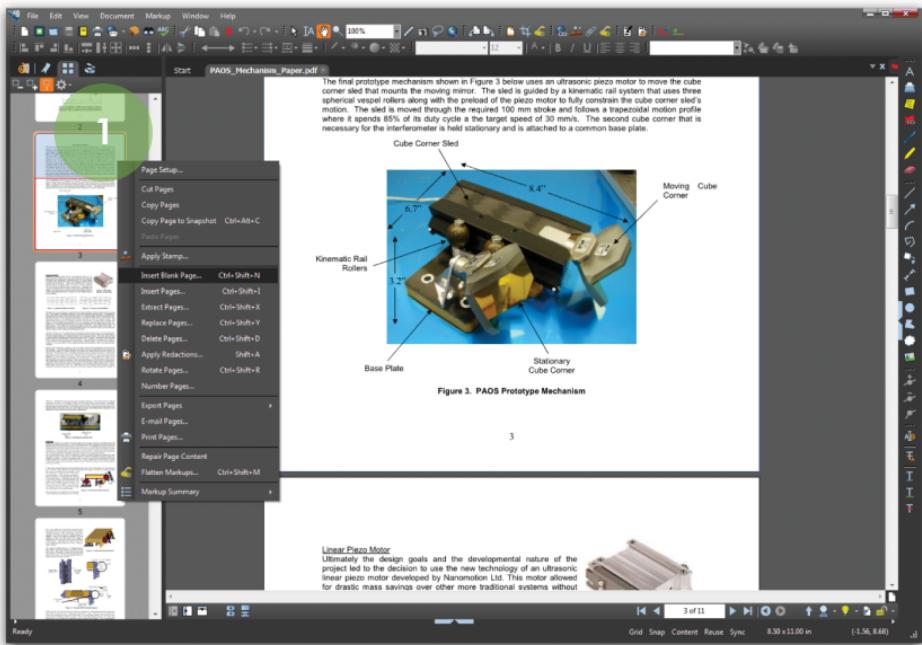
Here, you can review videos and tutorials, import additional tool sets and profiles, read the latest Bluebeam Buzz in the Insider, or simply open, create, or begin with a new PDF file.

The Revu desktop is simple to navigate. At the top and right are toolbars. Customize them to your heart's desire (View > Toolbars > Customize) and drag and drop to relocate. At the left, right, and bottom are dock panels<sup>1</sup> that can be opened and closed to expose tools such as File Access, Bookmarks, Thumbnails, Tool Chest, Markups, Properties, Search and so forth. Look for the little triangles in the blue box. Open to work with the tools, close to maximize workspace. How convenient is that?



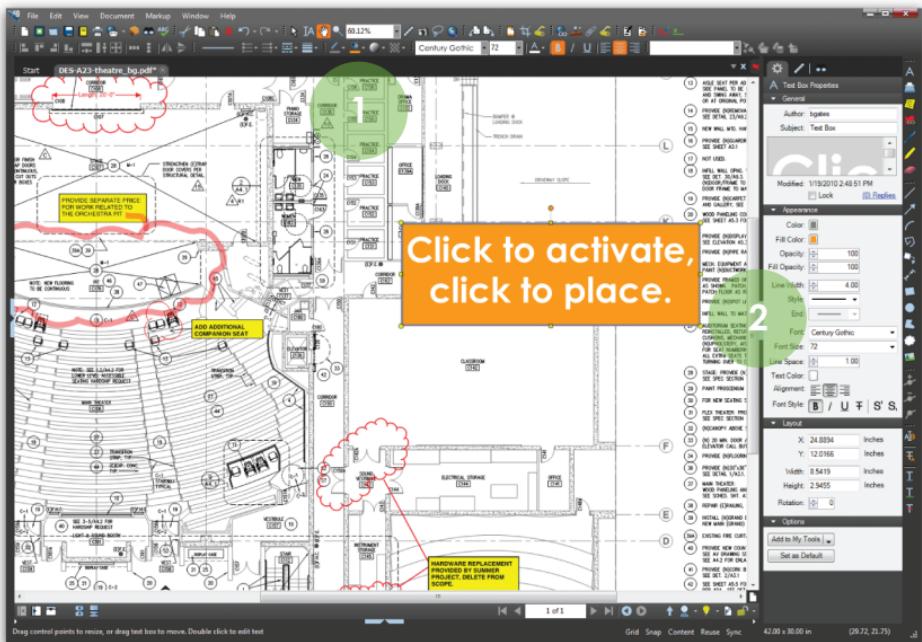
**MultiView™. An innovative way to see your work sixteen times over.** Why limit yourself to one tabbed view, or two, or even three, when you can split<sup>1</sup> your screen up to sixteen times and sync them all to pan and zoom in unison. View and compare the same document in different areas or different documents in the same area. Document review has never been easier.

In addition to MultiView, Bluebeam PDF Revu includes viewing options<sup>2</sup> to view your document in single-page mode, or scrolling pages mode. By default, single-page mode will zoom in and out with your mouse wheel. Additional page layouts and viewing options<sup>3</sup>, such as fit to page or width, can be accessed from the View menu. Finally, in the lower right corner, you will see navigation tools<sup>4</sup> to page forward or back, jump to the beginning or end, or even jump to a previous view in history. Now let's get viewing!



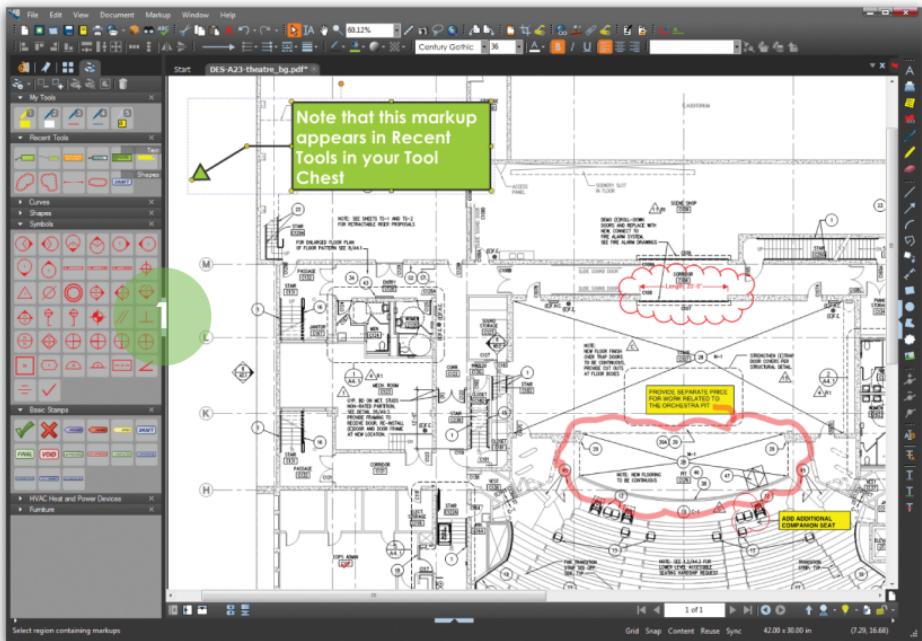
## Page Assembly. It's just a right-click away.

Make your document your own by combining, reordering, inserting, deleting, copying, extracting, numbering, or even rotating pages - all from the Thumbnails panel. First, reorder pages by dragging and dropping pages in your Thumbnails panel. Just click a page, hold the left mouse button, drag to a different location and release. If you need to copy a page, select the page, press Ctrl-C, go to a new location in the same or a different PDF document and press Ctrl-V. If you wish to get a little fancier, simply right-click<sup>1</sup> on any thumbnail view and the above menu appears. From here, you can really get carried away.



**PDF Markup. Adding a comment, note, or highlight has never been easier.** Point, click, and release is all you need to do. Select from any of the markup tools such as text, notes, lines, clouds, stamps, images, etc. and click on the page. If the look and feel does not suit you, change the markup properties by using the style toolbars<sup>1</sup> at the top of the desktop to change the color, fill, opacity, line types, or font.

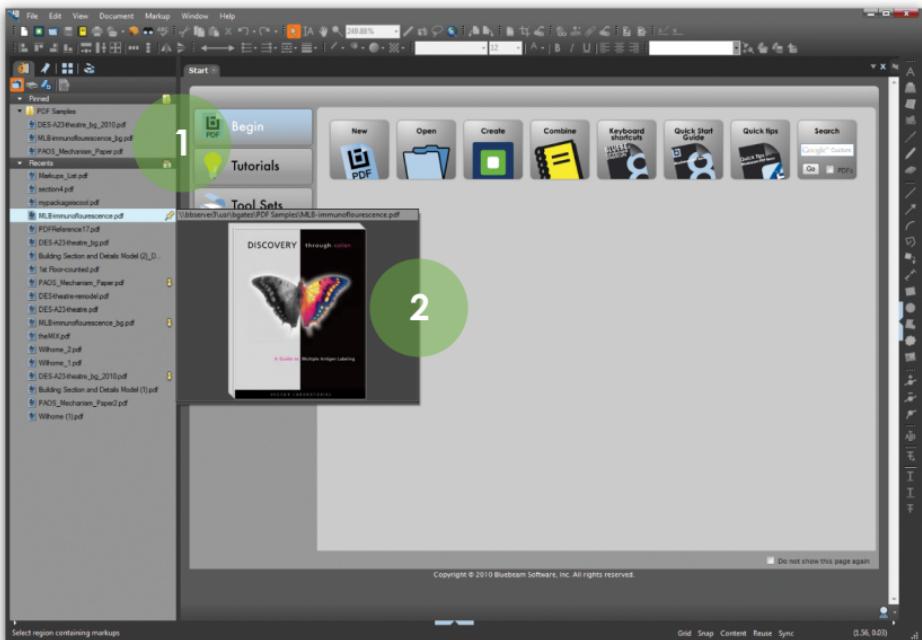
Another option is the Properties panel<sup>2</sup> (View > Tabs > Properties). Here, you have centralized access to all the markup properties you can customize to meet your needs. If you like what you've created, Set as Default or even better, Add to My Tools.



**Tool Chest. Why create the same annotation again and again if you don't have to?** Revu breaks new ground with Tool Chest<sup>1</sup>, a revolutionary technology that keeps track of all your markups as you create them. As you add and customize comments, just drag them from Recent Tools to My Tools for reuse in future sessions. Double-click on the icon in the Tool Chest and switch from "Drawing Mode" to "Properties Mode" to create a brand new markup using the same properties as a previous annotation. It couldn't be any simpler.

That's just the beginning. Right-click on any markup in the Tool Chest and assign an Action (jump to page, snapshot view, hyperlink, or open file). Markups take on a whole new meaning with a little action. But wait, there's more. How about adding a number to your markup and have it sequence automatically. Well, you can do that too. It's as easy as one, two, three.

Plus, add your own custom Tool Sets to your Tool Chest. Click the Manage Tool Sets icon, click Add, enter a Title, click OK and see it on your list of Tool Sets. Now, drag and drop your tools from Recent Tools here to get another level of organization. It's up to you.

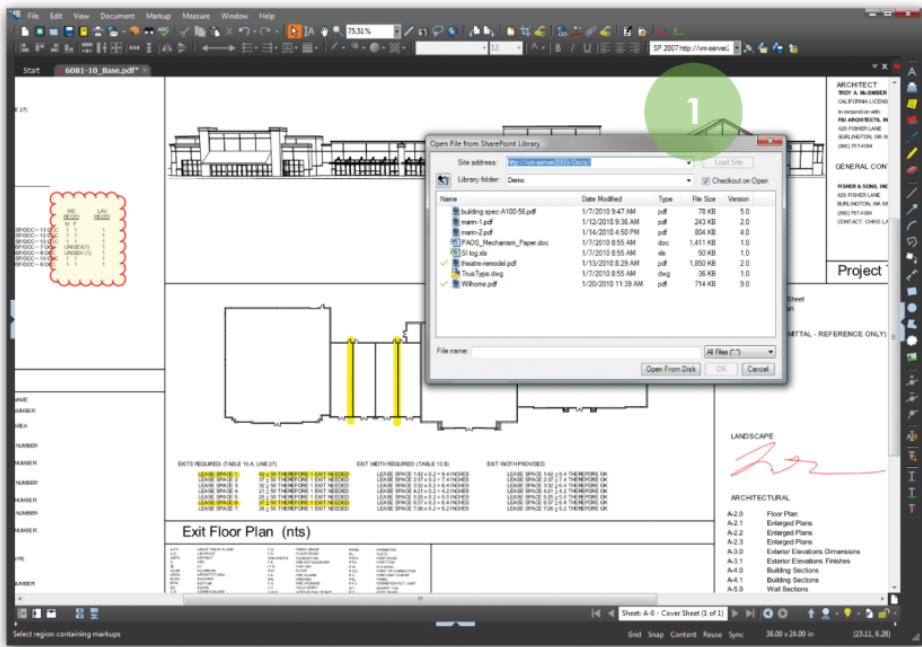


## The one, the only, File Access Tab. Reducing your work, one file at a time. You're welcome.

Meet File Access, your new best friend. File Access<sup>1</sup> brings all your files, local and remote, to you in Revu. You will never waste time searching for files again! The magic starts by tracking and previewing your recently viewed PDFs under the Recents section. Hover<sup>2</sup> over the file name and see a preview. Right-click for more options such as Pinning the PDF for future access or opening the source folder.

What's Pinning? It's saving your favorite PDFs to Revu for one-click access in the future. Pinned files also automatically give you direct access to the file's folder so you can open related PDFs too. Feel free to categorize pinned PDFs by project, client name, or whatever you like. Jump to the Explorer to search local and network drives. When you find a file or folder, just right-click to pin. It feels good, doesn't it?

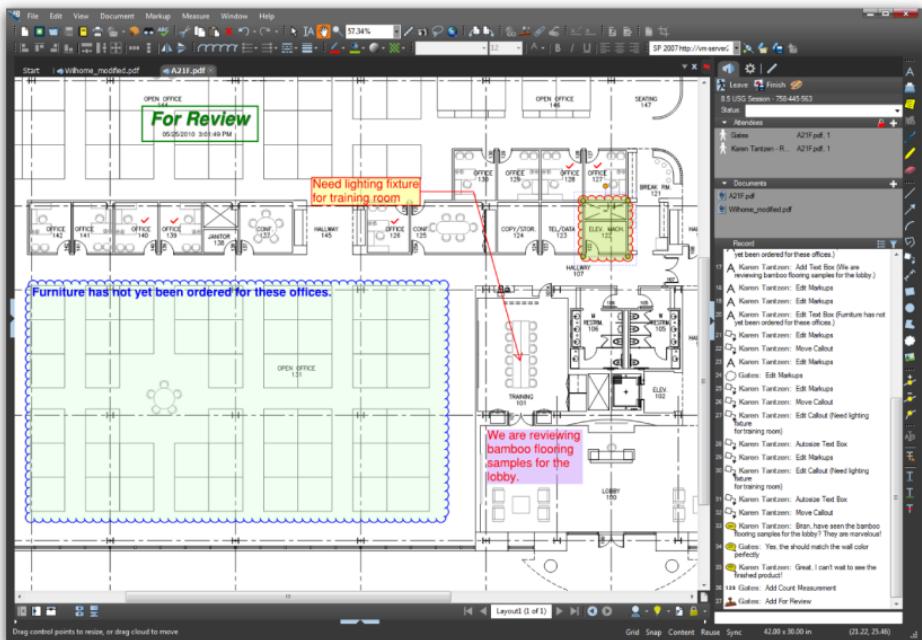
What if you forgot to pin? When starting a new session of Revu, click the "Reopen files from last session" icon and pick up right where you left off. No worries. Now if you want to get really fancy, you can set up the File Exchange Tab to integrate Bluebeam's proprietary .bfx format. But first call your friendly Bluebeam Account Manager for more information or go to [www.bluebeam.com/bfx](http://www.bluebeam.com/bfx).



**Hello SharePoint and ProjectWise. It's a pleasure working with you.** You said make it so, and we did. Revu would like to introduce you to Microsoft® SharePoint® Server and Bentley® ProjectWise®. Finally, a professional PDF solution that makes checking PDFs in and out so slick, it's like sliding through your document vaults at warp speed - engage.

First thing's first. Go to *Edit > Preferences > File Access* to enter your SharePoint or ProjectWise login and account details. Configure Revu for Toolbar Integration Only<sup>1</sup> and thank us later. You'll never see prompts or dialog boxes, just Revu's Document Management toolbar (*View > Toolbars > Document Management*), from which you can login, open, save and check-in your files. It's complete ease and simplicity.

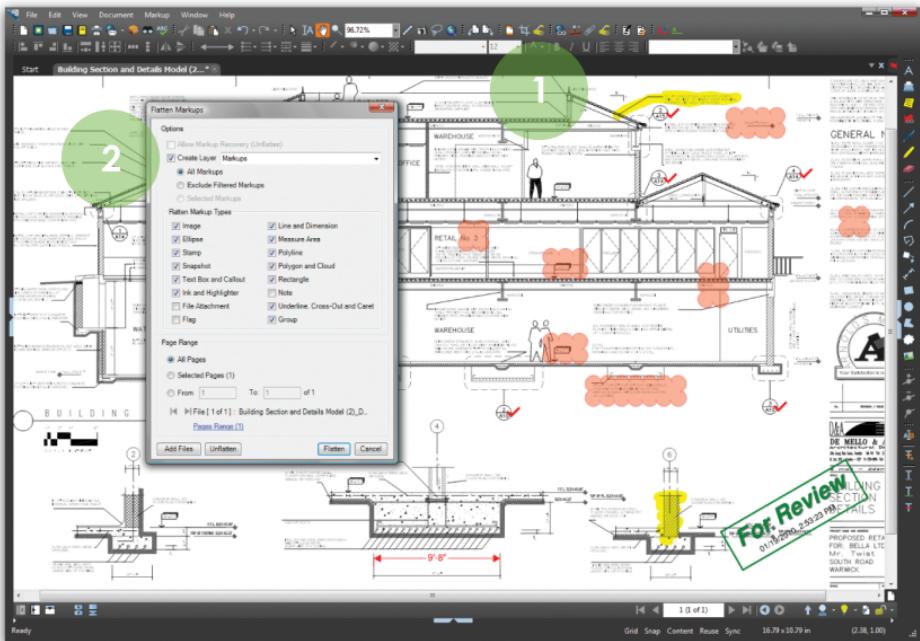
But, let's not assume all of you want to slide past those prompt screens. Not a problem. You can easily save and check-in files by right-clicking on the red checkmark displayed in the PDF's tab. Smartly integrated and flexible too - that's Bluebeam.



**Studio – A place to meet, create, collaborate and well...make a little magic.** Have you ever wanted to markup a PDF with colleagues who happen to be located all over the world? Would you like to be able to markup the same PDF file at the same time or at different times? Impossible you say or at least not the easiest thing to pull off? Well, not anymore. Let me introduce you to another Bluebeam innovation – Studio.

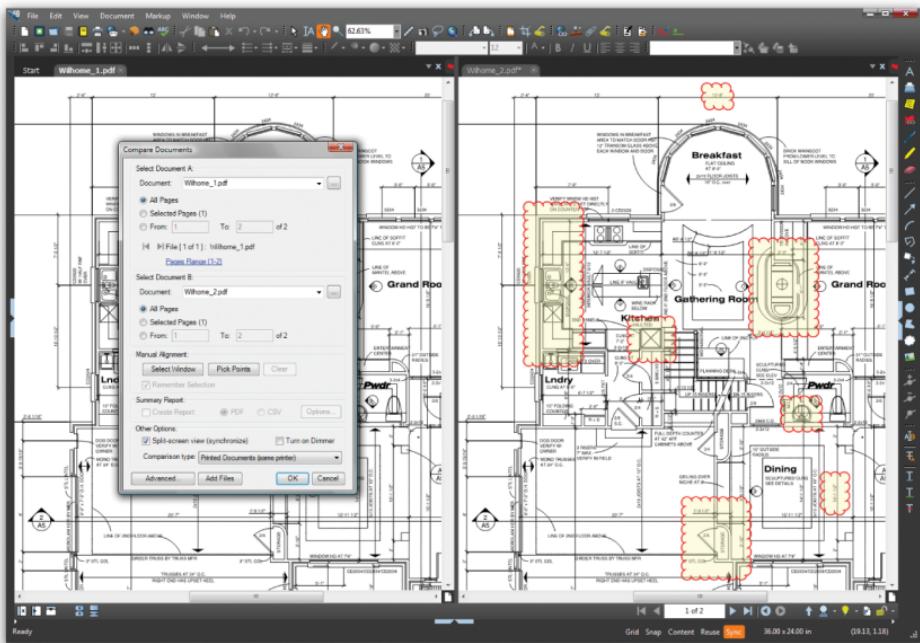
Simply upload your PDFs to Studio and start a session. Invite attendees across the globe to view and comment on your PDFs, even the ones stored in SharePoint and ProjectWise. Add PDF markups together in real-time or separately on your own time. Markups are distributed to all the attendees so everyone is (or can be) on the same page.

Worried about someone changing your comments? Don't be – only you can change your markups, everything else is locked. Interested in what someone else is doing? Click Follow and watch your screen dynamically update as the other attendee pans, zooms or adds markups. Oh, and as for chat, well let's just call it magic. The session Record includes chats and markups. Click an entry and automatically jump to the PDF and view that was displayed when that markup or chat message was made. Brilliant!



**Flatten + Layers is brilliant.** Some of you flatten markups and some of you create layered PDF files - but how many of you flatten markups into layers. Only Bluebeam has the ability to organize your markups in distinct layers that you can toggle on or off. How? It's easy. Add all the comments you like onto the PDF file. Go to Document > Flatten Markups or click on the toolbar icon<sup>1</sup>, check off Create Layer<sup>2</sup> at the top of the dialog and enter a name for the layer. Click Flatten and be amazed. Your markups are now on their own layer that you can toggle from the Layers panel (View > Tabs > Layers, Alt-O). Repeat as needed.

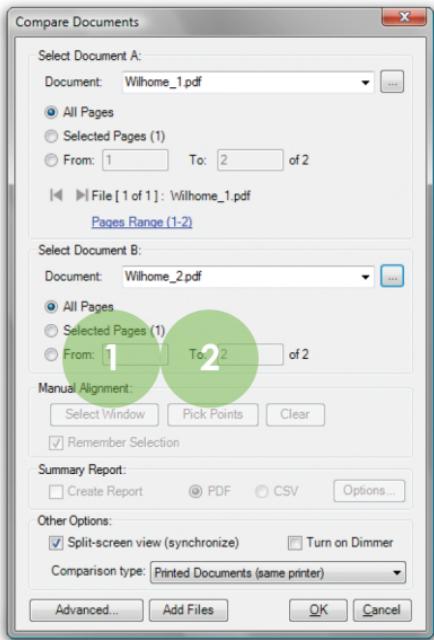
If you prefer to flatten without creating a layer, just click Flatten from the menu (without checking off Create Layer) and the markup layer will be merged into the PDF content stream, i.e., into one layer. This ensures that when you, or anyone else for that matter, views or prints the PDF, your markups will be visible. Or, if you simply wish to flatten a single markup, right-click on the markup and select flatten. Simple enough? We think so.



**Comparing drawings will never be the same once you give Revu a try.** Using a proprietary methodology, we automatically scale, rotate, and align two drawing revisions, then meticulously highlight all identified differences with easy to see clouds. Did I mention this was all automatic? Plus, since the clouds are markups, you can use the Markups list to step through each difference one by one.

Go to Document > Compare Documents. Select the original or base document (Document A). Then select the revised document (Document B). Click OK. It doesn't get any better than that! Well, actually it does.

If clouds aren't your thing, you can apply this same method of comparison using colors instead. Overlay Pages under the Document menu allows you to apply different colors to two different PDFs. When the pages are overlaid the content from the first page will display in one color, and the content from the second page will display in another color to highlight the differences. In the areas where there is no change the two colors will blend together to form a new, darker color. It's that simple.

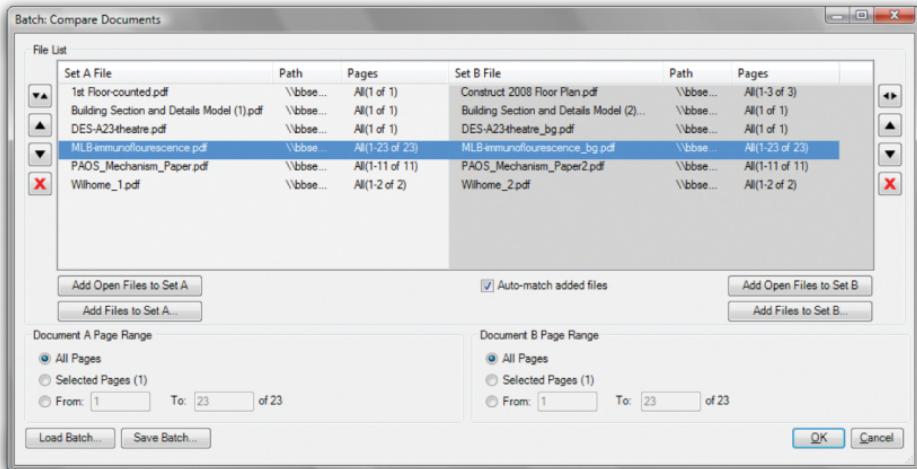


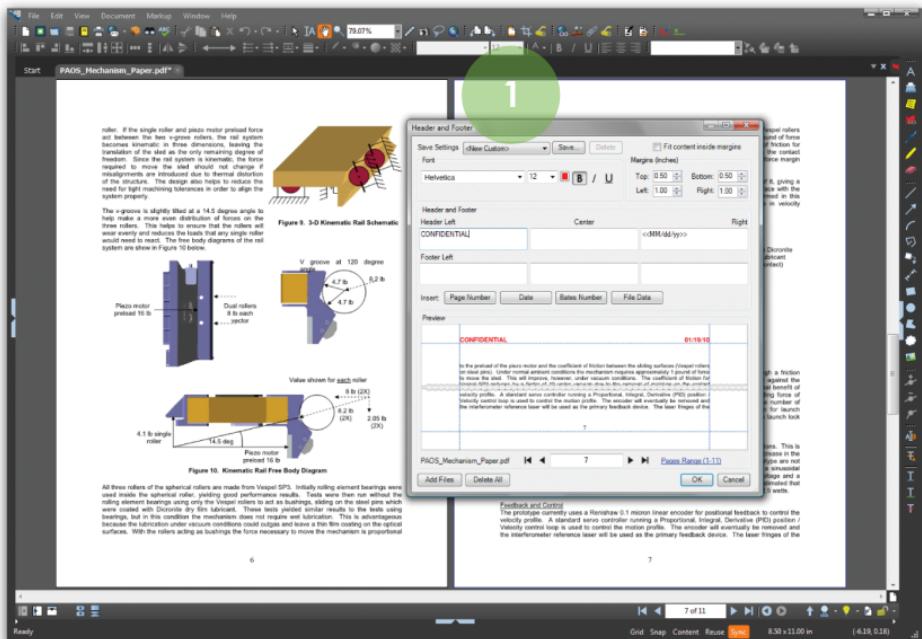
**Sometimes you need to be picky.** We know that viewports can shift locations, layouts change, or you would like to compare many files. With 6.0 and above, you can manually select a window<sup>1</sup> or viewport to compare.

Grab a window on the original drawing and Revu will compare the exact same area on the second drawing.

Or, if you wish to align two drawings manually due to a shift in the layout, select Pick Points<sup>2</sup>, pick four points on each drawing and we will do the rest.

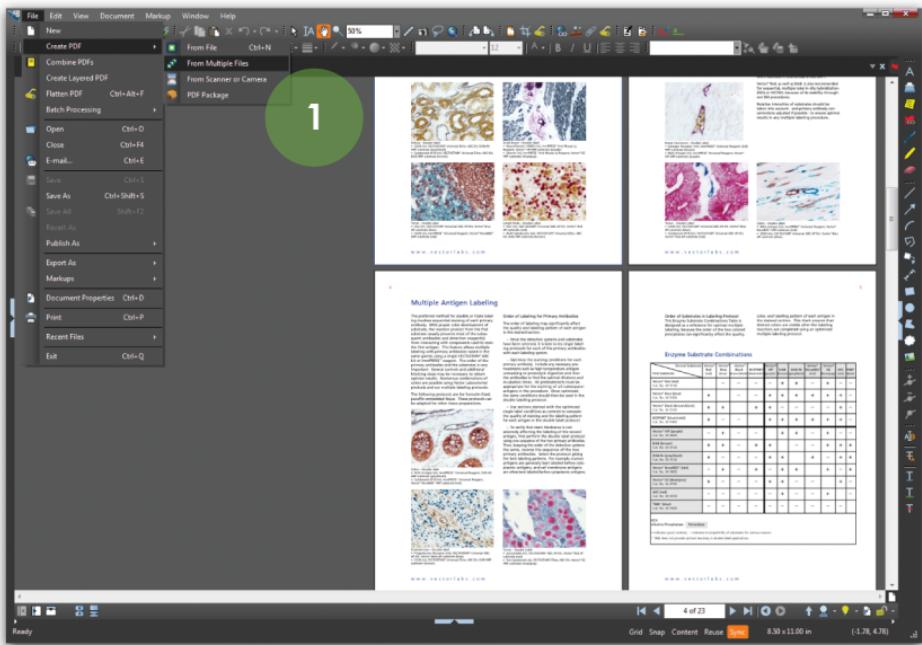
If you want to go crazy and batch compare a number of drawings, go to *File > Batch Processing > Compare Documents*. Load your files, line them up, and hit OK.





**Headers, footers, date, page numbers, Bates numbers. Because sometimes you just have to leave a number.** After you select Document > Headers & Footers or click on the toolbar icon<sup>1</sup>, you can add text, page numbers, Bates numbers, or a date to your document in any of six locations. Just click in any of the six boxes and either enter custom text, or click one of the buttons for Page Number, Date, or Bates Number. Once you have done so, customize the appearance of your header or footer by editing the font. A preview will be shown in the lower half of the dialog. That's it!

If you want to add a Header or Footer to multiple documents simultaneously, just click the Add Files button in the lower left corner and select the files you wish to use. If you have already entered text, by simply adding additional files, your header or footer will automatically apply to those files as well. Use the arrow line icon to navigate between documents.



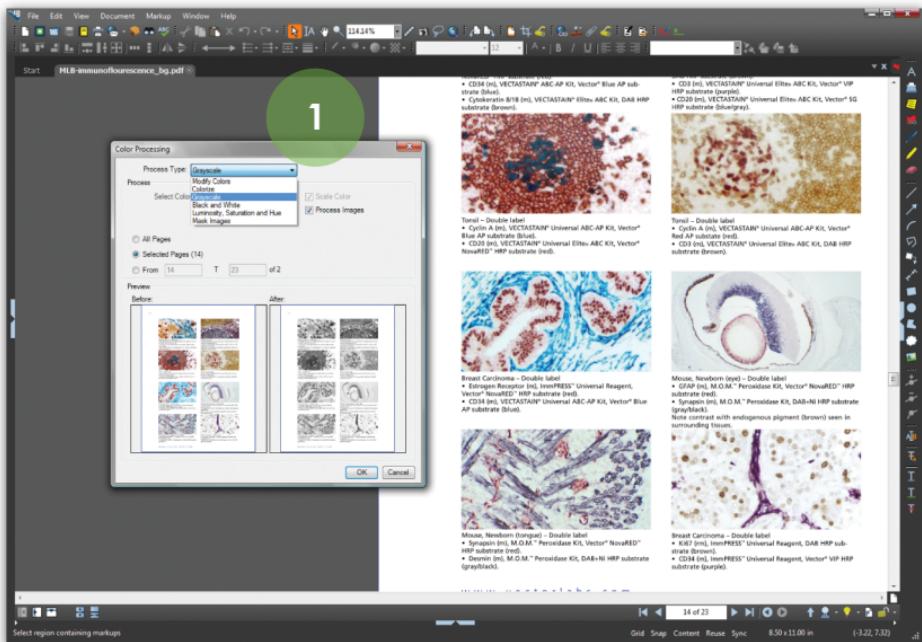
**Batch Processing. A fantastic tool for processing multiple PDF files in a single transaction.** If you wish to convert several documents to PDFs at once, select *File > Create PDF > From Multiple Files*<sup>1</sup>. Or, if you wish to print several PDF documents in one print job, do so with *Batch Processing > Print*. Other batch processing features are batch Headers & Footers, Crop & Page Setup, Repair Page Content, and Flatten Markups.

The beauty of the Batch Processing tool is that you start the same way - select a group of files you wish to process together. Next, depending on the action chosen, you follow the respective menus to complete the action. For the most part, you simply select your files, select your options, and execute.

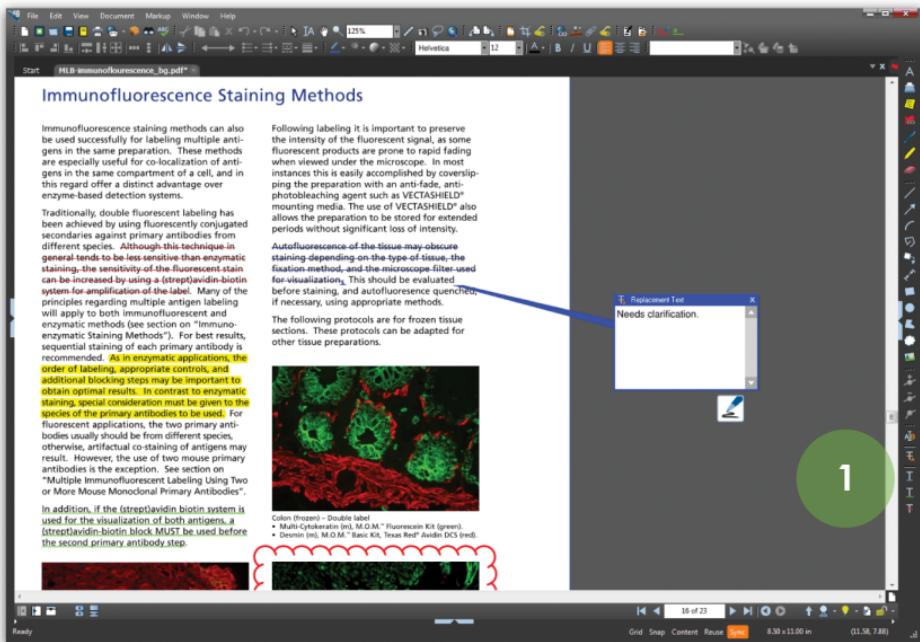


**Point and click - well almost.** Bluebeam PDF Revu includes a quick and simple way to create PDF files from images directly from your scanner or camera. Scan to PDF functionality reduces the number of steps needed to convert paper documents or digital camera images to PDF for electronic markup and sharing.

Make sure your scanner or camera is connected to your computer and turned on (of course). Go to the *File* menu and select *Create PDF From Scanner or Camera*<sup>1</sup>. A wizard will take you through the simple process of completing the scan.

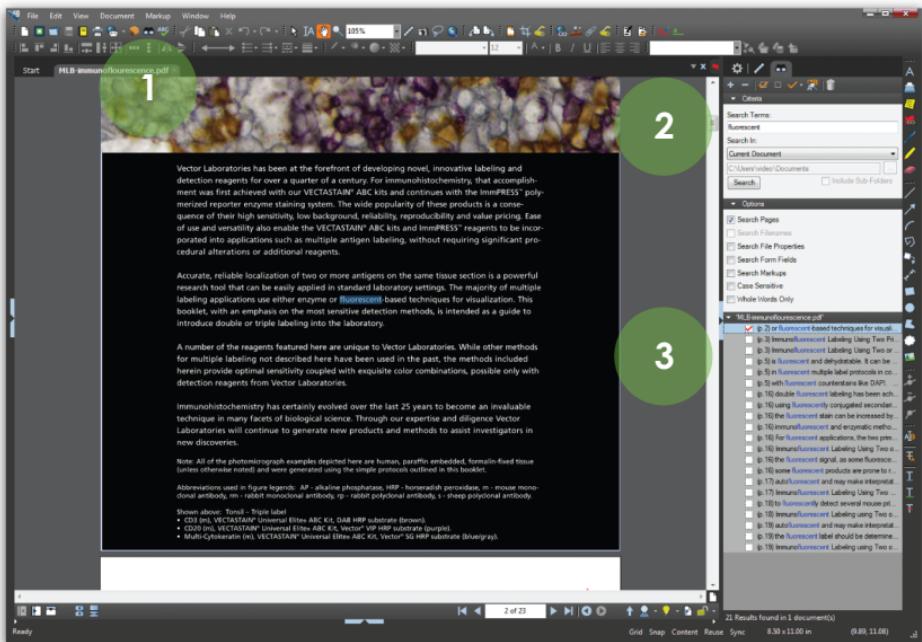


**Now that's a PDF of a different color.** For Color Processing, there's no place like Revu. Feel like leaving Kansas and adding more pizazz to your PDF? You can change one or more colors in your PDF to a new color or a range of colors by selecting the Modify or Colorize options from the Document > Color Processing drop down menu. Want to bring some monochrome to the Emerald City? Change your PDF colors<sup>1</sup> to Grayscale or Black and White. Choose the right shade of yellow for your brick road (or other PDF elements) by adjusting the luminosity, hue and saturation of colors. And, that's not all. The wizardry of Revu also allows you to apply the same color processing features to Stamps and Snapshots from their respective properties panels, or right click context menus. Forget the ruby slippers - the rainbow is just a mouse click away.



## Text Edit. If you wish to insert or remove text, insert or strikethrough text, or even just underline text, you are only a click away.

From the toolbar, select the text edit function you require and you are off and running. The Edit Text<sup>1</sup> function allows you to insert, delete, or replace text within a PDF file (assuming the fonts are embedded). The Review Text (Shift-V) feature is great for proofreading text. Simply select the tool and begin. If you insert the cursor between text, it will add a caret with the note callout. If you highlight text, it will automatically add a strikethrough. When used in conjunction with the Reuse tool, click once and you're set until you escape. You can also add an underline (U), squiggly underline (Shift-U) or strikethrough (D) by selecting the tool from the toolbar or the Markup menu.

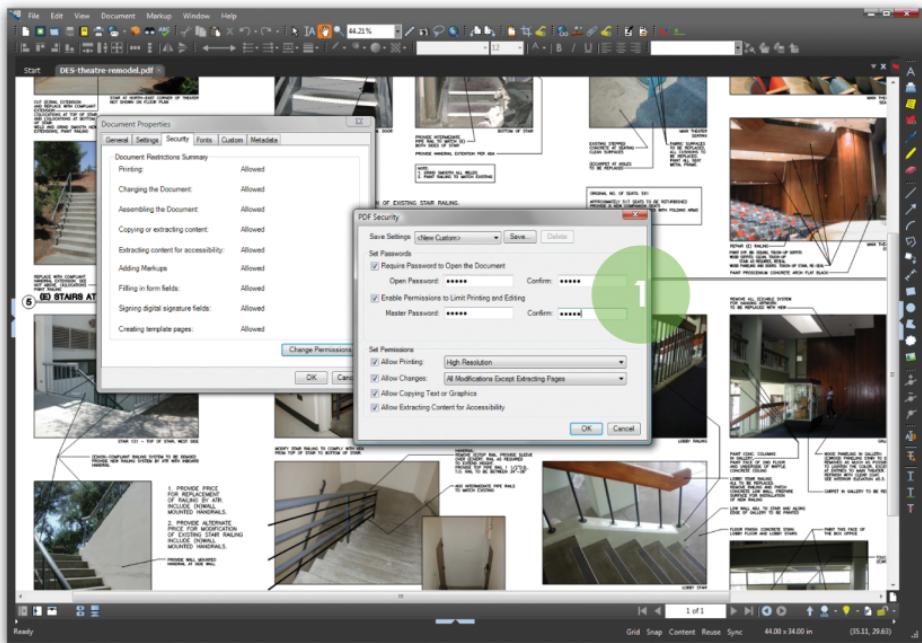


**Search with ease.** Bluebeam PDF Revu provides the ability to search a PDF document for both content within the PDF file and markups added to the PDF file. Select the binocular icon<sup>1</sup> from the toolbar or go to *Edit > Search* (Ctrl-F) to begin.

Type the word or phrase<sup>2</sup> you wish to find within the current document, all open documents, or even a folder. Select your options (Search Pages, Search Markups, Case Sensitive, Whole Words Only). Click Search.

The Results will appear in the lower portion of the Search panel<sup>3</sup>. Simply click on a result to be taken to the page where the search term appears. The term will be highlighted within the document.

Check the box to the left of the search result to perform an action such as: hyperlink, mark for redaction, highlight, underline, squiggly or strikethrough. Even better, you can replace the word(s) with the Replace Checked tool. What does this mean? You can use the Search function in Revu to perform batch text edits, redaction, or replacements. Wow.



## Secure your PDF. Make sure your privileged and confidential information remains that way.

Bluebeam PDF Revu provides two ways to secure your PDF file. First, require a password<sup>1</sup> to open (open password) the PDF file. Second, limit printing and editing a PDF file without the appropriate password. This is a great way to limit a receiver's ability to annotate or edit a PDF file unless you specifically provide them the Master Password for access.

Access the security menu by going to *Document > Security*, selecting the padlock icon in the lower-right corner of the desktop or pressing *Ctrl-L*.

But wait, there's more. Set up security profiles and use the custom settings feature to secure your PDF file in one click. Or, if you are looking to secure a number of PDF files simultaneously, use the batch-lock feature. Go to *File > Batch Processing > Security*.

**Linear Piezo Motor**

Ultimate design goals and the developmental nature of the project led to the decision to use the new technology of an ultrasonic linear piezo motor developed by Nanomotion Ltd. This motor allowed for drastic mass savings over other more traditional systems without compromising performance. ~~Piezoelectric materials are a group of materials where mechanical strain is coupled to electrical potential.~~ The motor works off two modes of operation, extension and contraction, which combine to a result in a highly accurate linear motion.

The result of these combined modes is an elliptical motion at the tip of the piezo element that is coupled to a linear stage through a friction interface.

**Figure 4. HR-4 (Four Element) Linear Piezo**

**Figure 5. Longitudinal Extension Mode**

**Figure 6. Transverse Bending Mode**

The tips of the piezo elements are coated with hard ceramic alumina, and they interact with an alumina strip. This provides a consistent coefficient of friction and significantly reduces wear. ~~During extension and bending of the piezo, the strip is actively forced in the desired direction, while during contraction and extension, the strip is passively forced in the desired direction.~~

The piezo elements are stacked side by side to give a linearly proportional increase in pushing force. ~~This also introduces redundancy into the motor such that one element fails, it will simply result in a decrease in available force and no catastrophic failure.~~ The current piezo used is 15681, which has a rated displacement of 1.5 mm and a maximum force of 100 N. The total weight of the motor is 0.95 lbs. ~~When the motor reaches its stroke limit, it will exert a maximum lateral force of 100 N.~~ The magnitude of the displacement during any one cycle is proportional to the voltage applied across the piezo element. This voltage can be changed rapidly to control the velocity of the moving sled. A standard servo controller with any standard feedback device can close the control loop and servo the applied voltage in order to follow a desired trajectory profile.

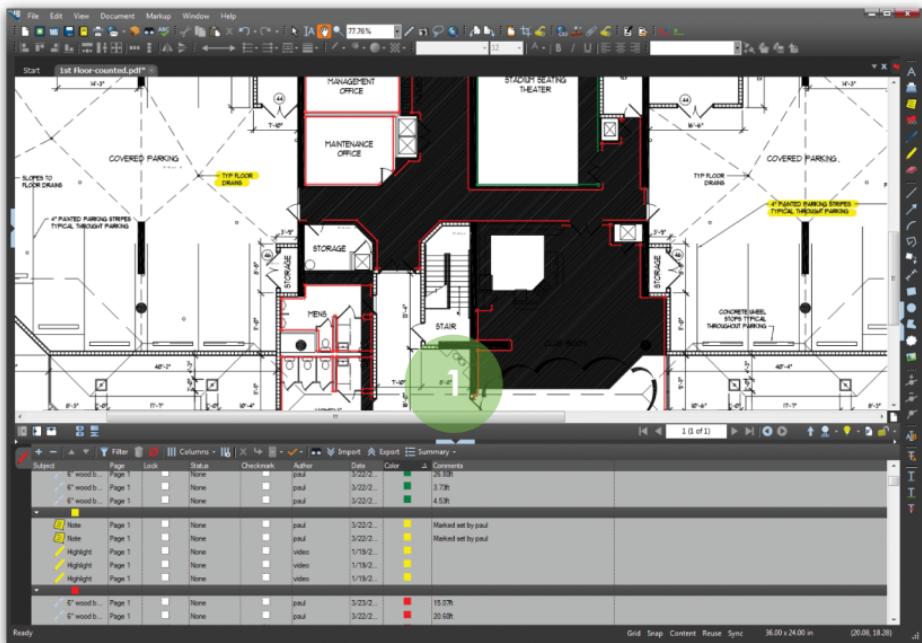
The piezo elements can be stacked side by side and operated in parallel to give a linearly proportional increase in pushing force. ~~This also introduces redundancy into the motor such that one element fails, it will simply result in a decrease in available force and no catastrophic failure.~~ The current piezo used is 15681, which has a rated displacement of 1.5 mm and a maximum force of 100 N. The total weight of the motor is 0.95 lbs. ~~When the motor reaches its stroke limit, it will exert a maximum lateral force of 100 N.~~ The magnitude of the displacement during any one cycle is proportional to the voltage applied across the piezo element. This voltage can be changed rapidly to control the velocity of the moving sled. A standard servo controller with any standard feedback device can close the control loop and servo the applied voltage in order to follow a desired trajectory profile.

## Redaction. When Top Secret, or at least highly confidential, text or graphics should be permanently removed from your PDF file, you can do it.

Bluebeam PDF Revu includes a very powerful tool for securing and protecting your confidential information - Redaction. This tool allows you to permanently delete/remove content from your PDF, whether it is text or graphics. Once applied, there is no going back.

The Redaction<sup>1</sup> process has three steps. First, you Mark for Redaction (Shift-R) the text or graphics you wish to delete. Second, via the Properties Tab (View > Tabs > Properties), you define the appearance of the redact field. Click the redact field you wish to modify and change the appearance using the properties panel. Third, when you are ready to permanently remove the text or graphic element from your PDF file, select Apply Redaction (Shift-A) from the toolbar. The redaction is final so we recommend that you save a new copy of the document.

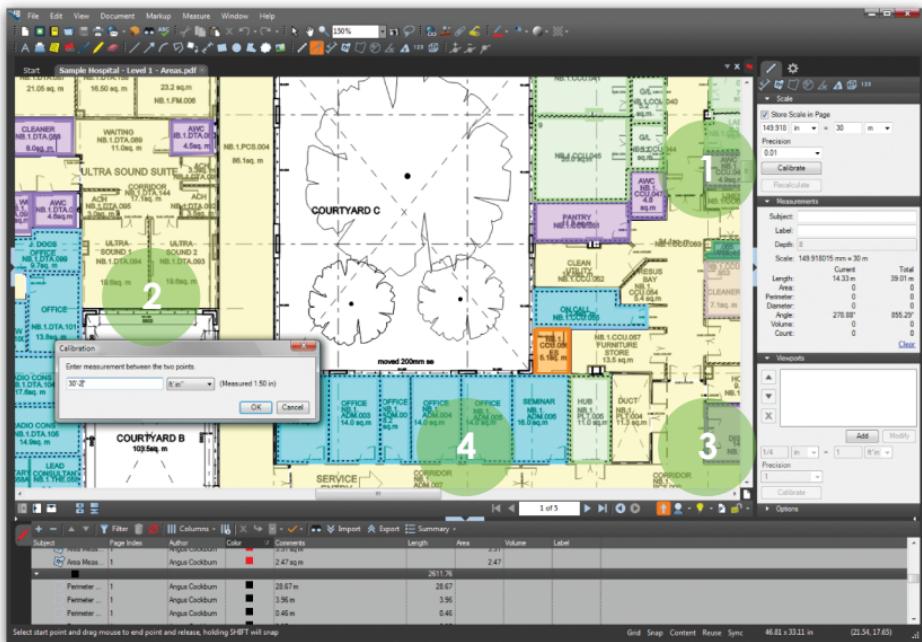
For "batch" redaction, use the Search functionality to find a term, select all or a portion of the results, and mark for redaction.



**Markups list. A list, a table, a worksheet and a whole lot more.** With its incredible Markups list, Bluebeam PDF Revu has the most advanced markup tracking<sup>1</sup> technology on the market today. Want to know who said what, when? Pull up the Markups list to see an annotation's author, date, time and other property information. You can sort and filter by this data too. Import (or export) markups with ease as you append another reviewer's comments to yours for a composite overview.

Need to crunch some numbers? The Markups list can do that for you too. From the Markups list toolbar click Manage Columns. Go to User Defined and click Add to create a custom column. Give it a Name and then select Formula from the "Type" drop-down menu. You can also create custom columns with dates, check boxes and more.

When all is said and done, create a Summary that displays all the data in your Markups list. Go to the Summary button on the Markups list toolbar and choose a CSV, XML or PDF output, or print it to a local printer. PDF Summaries can be appended and hyperlinked to the original PDF. Pretty neat!

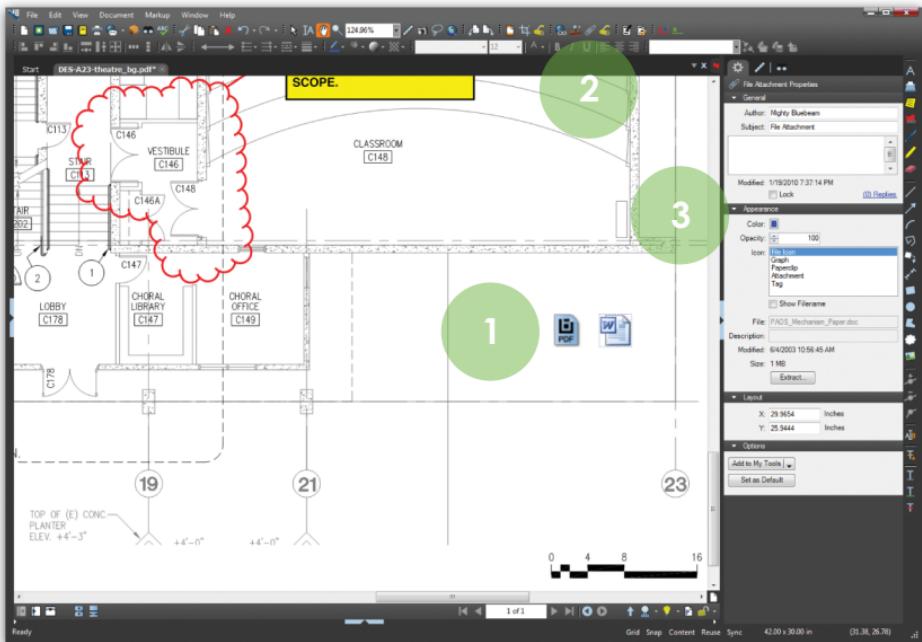


**Takeoff, eh. PDF measurement or takeoffs couldn't be easier.** If you are looking to count, measure length, area, volume, perimeter, angle or even a radius, Revu has the right tool for you. It's easy to get started - select the Estimation Profile to display a slew of takeoff tools, or select the Measure Tool (ruler) from your toolbar to turn on the Measurements tab.

To measure, click Calibrate<sup>1</sup> and set the scale. Pick two points as far apart as possible, then enter the measurement<sup>2</sup>. Enter a Depth to calculate volume. For a radius measurement click two points along a curve, and when counting, resume a previous count by right-clicking and selecting "resume count."

To set a different scale for a region or viewport, go to the Viewports<sup>3</sup> section of the tab and click Add. Move the crosshairs (pointer) to the drawing and hold your left mouse button to define a region. Enter a name. The new Viewport will be highlighted - select Calibrate within Viewports to set the scale and you are good to go.

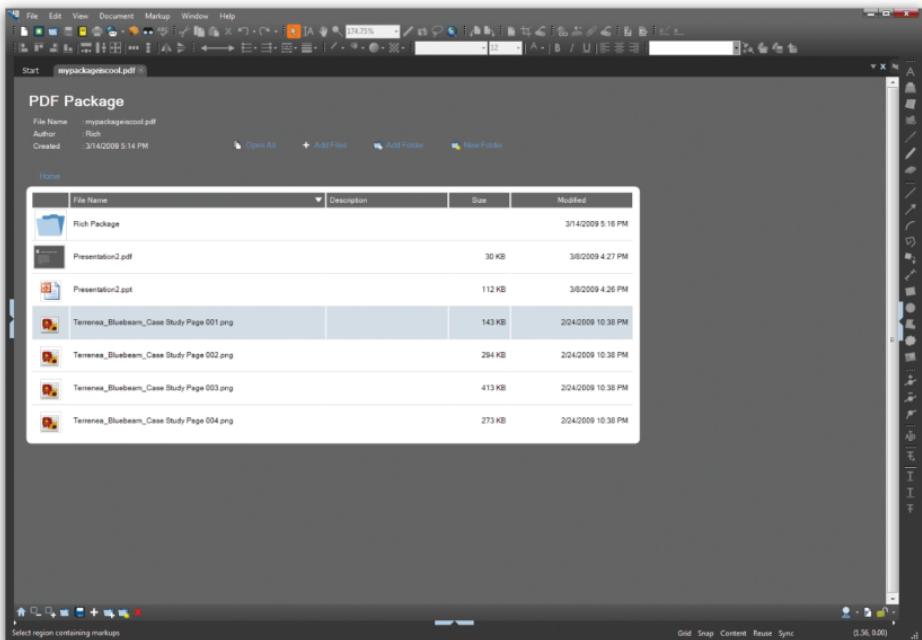
Oh, and remember those Custom Columns in the Markups List<sup>4</sup>? They're excellent for totaling takeoffs, calculating costs and more. Just add a custom column (Markups List > Manage Columns > User Defined), customize with your equation and you're all set.



## Attach or embed files in your PDF to create a complete package of documents for review.

Select from two options. Either insert a file into the PDF itself so that it is visible on the face of the document, or embed the file in the document without a visible icon<sup>1</sup>.

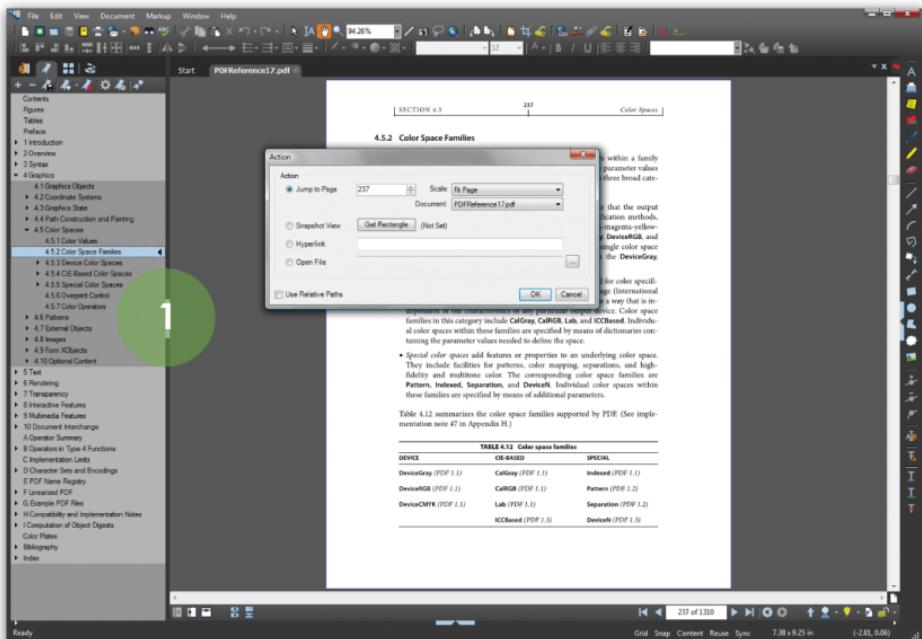
To insert a file that is visible, click the paperclip icon<sup>2</sup> from the toolbar. To embed a file in the document so that it is not visible, open up the File Properties tab (View > Tabs > Properties, Alt-P) and click the paperclip icon from the File Properties toolbar<sup>3</sup> at the top of the tab. It's that easy.



## Is it a list, a folder, a container? Yes. Yes. Yes.

PDF Packages enable you to organize project files and folders in a single PDF container to easily share them electronically. Any type of file can be wrapped into a PDF Package to deliver to clients or colleagues, then opened in its native format by the recipient. Double-click to launch a file or right-click and select Open. Its that easy.

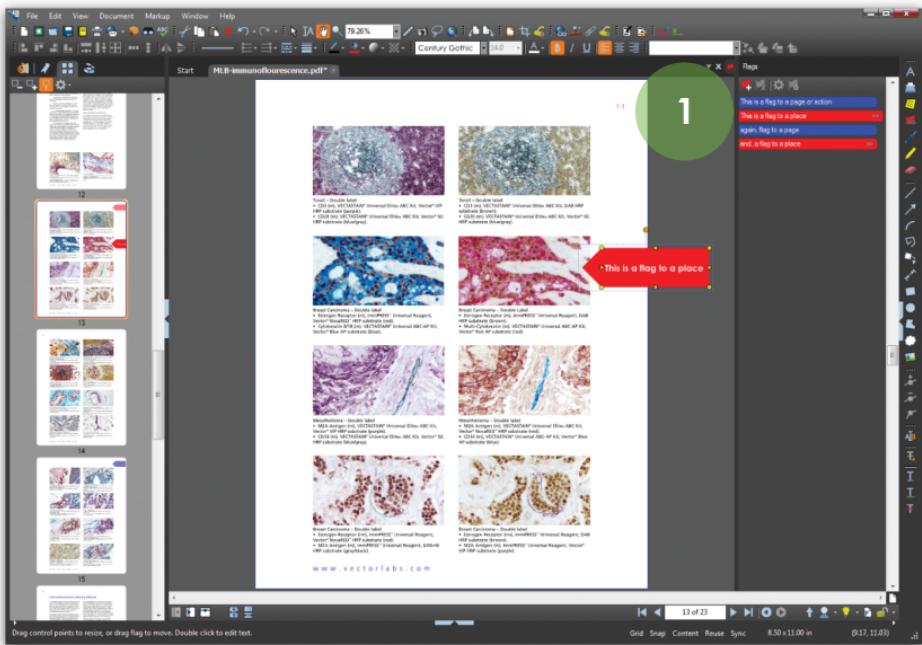
Go to *File > Create PDF > PDF Package* and you are off and running. From the main screen you can Add Files, Add Folder, or create a New Folder. As you do, you will see your items appear in the table below. Again, its that easy.



**Bookmarks - more than a table of contents - it's a way to tell your story.** With Revu, bookmarks take on a life of their own. It's more than just jumping from one page to the next. A bookmark can be a designated snapshot view or window on a page, it can take you to a place on the Internet, or it can open up a file you wish to share. Just add a bookmark and apply an action.

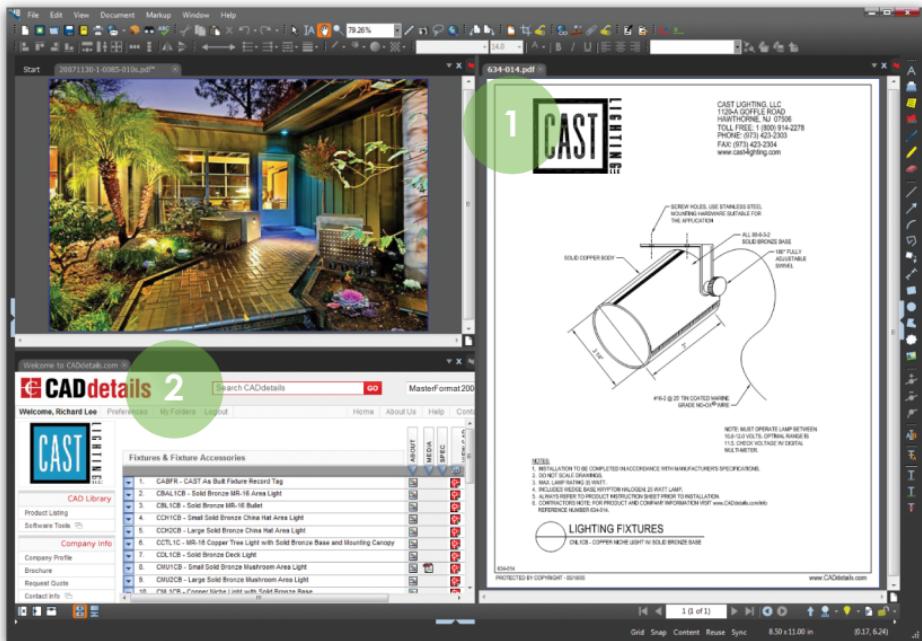
To add a bookmark, click on the Bookmarks tab<sup>1</sup> in the left panel. If it is not visible, go to View > Tabs > Bookmarks (Alt-B) to open. On the top of the tab, you will notice a number of toolbars to expand and collapse bookmarks, add, delete, set an action, or even change the properties. Everything you need is just a click away.

To set an action such as Snapshot View or Open File, click the gear or Action button. Select your action and go for it. If you find yourself merging files or deleting pages resulting in broken bookmarks, use the Audit Bookmarks function to automatically highlight the issues.



**The few, the proud, the only PDF solution with Flags!** Like bookmarks, PDF Flags jump to a specific page, website or file. These are actions. What makes Flags special is that it can not only take you to a specific page, but there is a visual cue as to where you should be looking - i.e., the flag. So, for those of you who like to use those sticky notes to highlight sections, signature lines, or notes in a very large document, we created the same for you, electronically. Maybe we should call them sticky flags.

Look for the little red flag<sup>1</sup> in the upper right corner and click on it. This illustration above shows the Flags panel open. To add a flag that places an annotation (visual Flag) on the PDF, look for the Flag icon on your toolbar. It has a little infinity symbol with it too. You can even change the appearance of the Flag by right clicking and selecting Properties. To insert a PDF flag without a visual markup, click on the Flag icon with a plus (+) in the Flags panel (shown in blue).



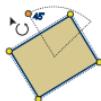
**Connect to the Web in a tab - WebTab™ - genius!** Yet another Bluebeam innovation, we bring you the Internet in Revu. No longer do you have to open a separate web browser to research plans, specs, supplies, or brochures. Anything and everything you need on the Web and through the Web is available right from within Revu.

Search for whatever you need, click to open a PDF file<sup>1</sup>, and be amazed as it automatically launches within Revu. To copy or insert pages from the PDF document, simply select the appropriate pages from the Thumbnails tab and right-click to copy (Ctrl-C) and paste (Ctrl-V) into your original PDF file. It's that easy to create a compilation, add new content to your document, or insert backup files.

Plus, we include a direct path to Google, CADdetails<sup>2</sup> (drawings, specs, and product images), McMaster-Carr (465,000 products), and Sweets Catalog (building materials, products, manufacturers). Feel free to add your own home pages or favorites too.

# Top Tips & Secrets

from Bluebeam insiders



**Rotate markups** by grabbing the orange control point at the top of a markup. Hold the Shift key down to rotate to an exact angle.



**Select multiple markups** by using the Lasso Tool or right-click on the mouse, hold, and drag the pointer across multiple markups.



**Group markups** by right-clicking on them and selecting Group or by pressing Ctrl-G. Once markups are grouped, hold the Shift key down to manipulate the individual markups, release Shift and the markups will automatically regroup.



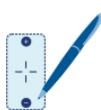
**The Dimmer** is very useful when reviewing markups on a color PDF. Look for the light bulb in the lower right corner of your desktop.

**Reuse**

**Reuse** is a simple way to minimize clicks. If you plan to use the same markup annotation type repeatedly, click Reuse (right-bottom of workspace) and eliminate the need to select the same tool over and over again.



**Zoom** versus page down. If you select Single Page Mode to view a document, the mouse wheel defaults to zoom in/out. If you select Continuous Mode, the center mouse wheel defaults to page scroll. You can select your default preferences in *Edit > Preferences*.



**Tablet** users can **pan and zoom** with their pen by double-tapping on the screen to pull up the zoom control. Drag your pen up (+) or down (-) to zoom in/out - move the pen outside of the zoom control and pan as normal. Oh, and don't forget, Revu includes pressure sensitivity and ink copy/paste interoperability with Journal™ and OneNote™.

**Grid**  
**Snap**  
**Content**  
**Sync**

**Grid** shows the grid on the workspace - the distance between points can be changed in *Edit > Preferences > Grid & Snap*. **Snap** will snap markup endpoints to the Grid. **Content** will snap to the underlying content (assuming content is vector). **Sync** will synchronize all split views so that you can pan and zoom multiple views of the same or different files at the same time.



**Change the colors** of grouped or multi-selected markups in a flash. Once selected, right-click, select Properties and click the Change Colors icon under the Appearance section. Go from red to blue in under 2.



**Add curves** to polylines and polygons by right-clicking on a line or control point and selecting Convert to Arc. Add and subtract control points, too.



For a **custom text stamp**, group one of Bluebeam's pre-created date and time stamps with your company logo, signature or other image. Save in your tool chest, and the date and time information will dynamically update every time the stamp is placed.



Bring **order** to **your markups**. When one or more markups intersect, right-click to Sent to Front, Send to Back, Bring Forward or Send Backward.



Use **Templates** and **Page Styles**. From File > New select one of Bluebeam's templates (such as Fax, Invoice, RFI, etc.) or a special page style (notebook, grid and more). You can even click the Import button in the Set First Page Size dialog box to add your own custom PDF templates, too.



**Hide Markups** in a snap by clicking this icon in the Markups List.



**Import Tool Sets** from the Revu Start page, or from [www.bluebeam.com/resources](http://www.bluebeam.com/resources). Bluebeam is frequently creating and updating new tool sets, just because we're cool and helpful like that. Don't see what you're looking for? Request it at [suggestions@bluebeam.com](mailto:suggestions@bluebeam.com).



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