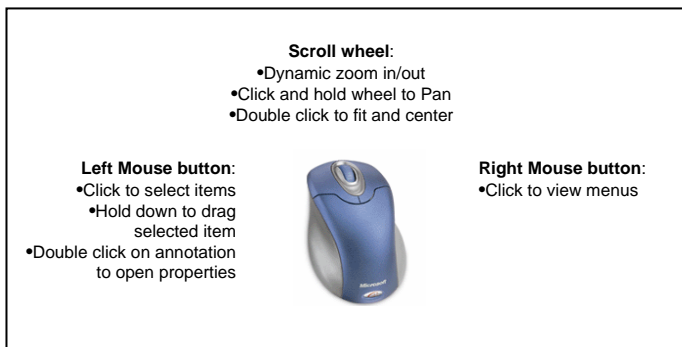




Navigating the PDF

Mouse Controls

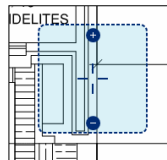
The primary method for navigating is the mouse. Revu works with all types of mice, however it is suggested that you use a 3 button mouse with a scroll wheel for optimum performance. The following diagram identifies how the mouse buttons are used.



Zooming & Panning


The scroll wheel is the most convenient method to navigate a PDF. You can zoom in and out by scrolling the center mouse wheel forward and backward. Double-clicking the scroll wheel will automatically fit the PDF displayed to the workspace. Holding the scroll wheel down will allow you to pan by grabbing and dragging the PDF file around the workspace.

Double-click the left mouse button (or double-tap a tablet PC stylus) to display the tablet zoom control feature. Moving the mouse within the blue-shaded area will dynamically zoom in and out of the currently active PDF. Moving the mouse or stylus outside of the blue shaded area pans the current PDF.



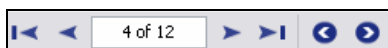
Specify a specific zoom factor to enlarge or reduce the drawing by selecting a zoom percentage in the drop-down list or entering a specific zoom percentage in the field window.

Click the magnifying glass () icon, hold and drag a window of a specific area that you wish to zoom into.



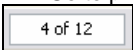




Click the hand () icon and hold the left mouse button down to drag the file around the main workspace.

The Navigation Bar

The navigation bar enables efficient movement between pages and saved views in the Main Workspace. The Navigation bar appears as follows:





Each of the button functions is explained below:




-  Jump to first page of the active document.
-  Go to prior page of the document.
-  Displays current page location in document.
-  Go to next page of the active document.
-  Jump to last page of the document.
-  Go to previous saved view of the main workspace.
-  Go to the following saved view of the main workspace.

Other settings on the main workspace



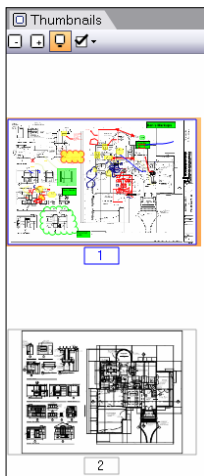
 **Dimmer** – Toggles the underlying drawing to gray scale to make annotations more visible. When the dimmer icon is yellow, the underlying document will appear normally. When the dimmer icon is gray, the document will change to a shade of gray while annotations will remain in their defined colors. Go to Edit/Preferences/Rendering, “Page Dim Percentage” to modify the level of gray.

 **Document Properties** – Displays the document properties dialog such as the PDF creator, settings to open and display files, embedded metadata, etc.


 **Document Security** - Displays the document security dialog which lists the security settings for the currently active PDF. Click **Change Permissions** to modify security permissions. If an open password is set on the PDF, the grey icon will change to blue . If the permissions password is set, the icon will change to yellow .





Thumbnail Navigation Tab




The **Thumbnails** Tab displays PDF pages in reduced size for quick navigation of a multi-paged document. The active page has a *blue* and *orange* border.

Pressing the  key reduces the size of the individual thumbnail images.

Pressing the  key enlarges the size of the individual thumbnail images.

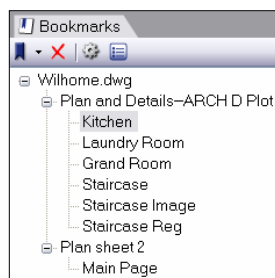
The  button toggles page labels on and off underneath the individual thumbnail pages.


The  button displays options to manipulate pages of the PDF such as inserting, reordering and deleting pages from the PDF through the thumbnail panel.


Bookmark Navigation Tab


Bookmarks contained in a PDF are displayed in the **Bookmarks** Tab. When using the Bluebeam PDF creation tools for generating PDFs, certain bookmarks will automatically be created.

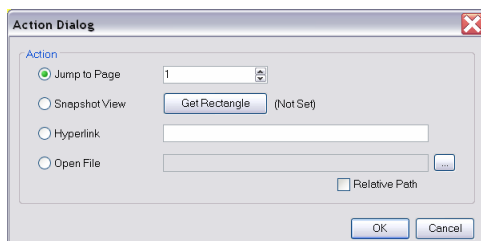
For example, a MS Word table of contents transfers to a PDF as bookmarks as do the worksheet labels from Excel and the slide headings in PowerPoint. In AutoCAD or SolidWorks, layout sheets transfer as bookmarks.



Click the Add bookmark button () to insert a new bookmark into the current PDF. You have the option to insert Before, After, or to make a Child of the currently selected bookmark. Once the bookmark has been placed, enter the name of the bookmark as you wish it to appear in the bookmark list.

Delete a selected bookmark by pressing the  key. The bookmark will be removed from the currently active PDF.

Actions control what happens when a bookmark is clicked. Selecting the  button displays the action menu.





There are 4 options for the action to perform once a bookmark is clicked.

Jump to Page moves to a specific page number in the current PDF.

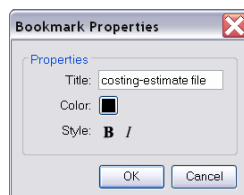
Snapshot View goes to a defined area of the PDF. This option is useful for zooming into specific views of a large format drawing.

Hyperlink: Specifies a URL to link to when users click on the bookmark. The URL will open in the default browser on your user's workstation.

Open File Bookmarks to a specific file. Press the  button to open a file browser. Note that people who receive the PDF with the bookmark link to the file must be able to reference the file. For example if you link to `u:\projects\100-1\costing-estimate.xls`, the person viewing the PDF must have access to the `u:\projects\100-1` folder. Check the *Relative Path* checkbox to use a relative path rather than an absolute path to the bookmarked file. This is useful if you are sending a ZIP file of the PDF plus other files (such as the `costing-estimate.xls` spreadsheet mentioned in the example above).

Press the Bookmark properties button () to define the appearance of the bookmark in the bookmark list.


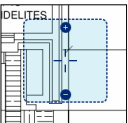

Title defines the name of the bookmark as it will appear in the bookmark list. Select **Color** to specify the color of the text in the bookmark list. Choose **Style** to display the title as Bold or Italic.

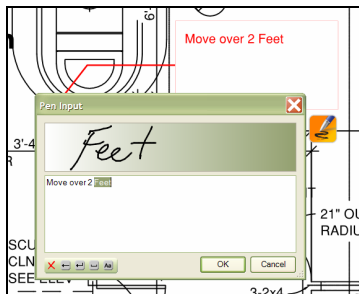






Working with a Tablet PC

Revu now includes Tablet PC OS support. Some of the tablet-specific features are described below:

- A Tablet PC profile accessible from the Profile menu is included in Revu . Once selected the main interface of Revu will reset to a portrait-oriented landscape.
- “Double-tap” the stylus on the main PDF workspace to display the zoom control. This tool makes it easier to zoom and pan a PDF using just the stylus. Slide the stylus up/down within the light-blue area to zoom in/out an area of the drawing. Placing the stylus outside of the zoom control tool area will pan the PDF. 
- Revu uses a pen input panel when making annotations requiring text input. When adding a textbox, leader line or callout, a button appears. Press this button to activate the input panel.  Write in the upper area; text will appear in the lower section. Click OK to fill the text, callout, or leader line.



- Revu uses a high resolution pen when making pen or highlight annotations.
- Use the Shift button in the status bar to simulate holding down the shift key on a keyboard. 
- In Revu, the shift key is used primarily to select multiple annotations or grouping annotations. Press the  key to enable the shift mode. Drag a rectangular region to select annotations and use the button on the stylus to display the context menu to group the annotations.