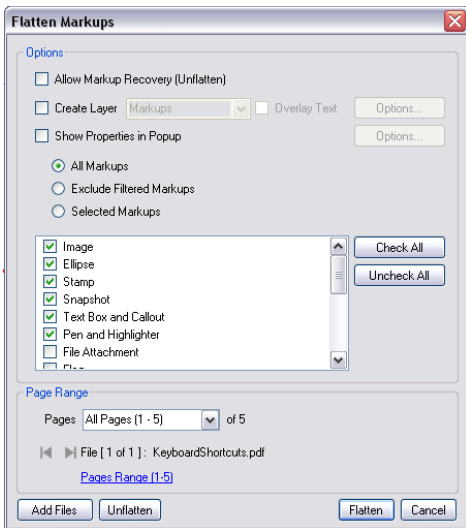


Revu Tutorial: Flatten Markups

Revu enables you to flatten your markups, making them a part of the PDF content. This ensures your markups will print when received by your recipient and that your markups cannot be edited or deleted by the recipient.

Flatten

To flatten your markups in an open PDF document, go to *Document/Flatten Markups*, keyboard shortcut “Ctrl+Shift+M”, or click on the **Flatten Markups** icon  in the toolbar.



The Flatten Markups window will display, containing many flattening options. Checking the box next to **Allow Markup Recovery** (checked by default), will allow you to Unflatten your markups in the future.

Flatten Markup Types gives you the option of flattening all markups in the PDF or only markups of a certain type.

Choose to flatten all pages in the PDF or the current page.

After making your selections, click the **Flatten** button. Then, save the PDF to store it as a flattened document.

Individual markups can be flattened as well. Right-click on the markup and select **Flatten** from the context menu.

Unflatten

To unflatten your markups, follow the same steps as above but click the **Unflatten** button in the window.

