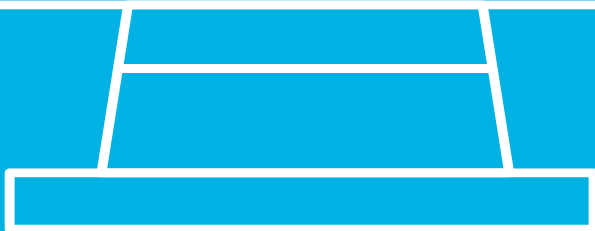


THE REVU TOOL KIT

Helpful Tips, Tricks & Shortcuts
for Bluebeam[®] Revu[®]



THE REVVU TOOL KIT

Tools are only as good as our ability to use them. That's why we want to help you power up your knowledge of Bluebeam Revu. The Revu Tool Kit is a collection of useful tips, tricks and keyboard shortcuts to supercharge your workflows.

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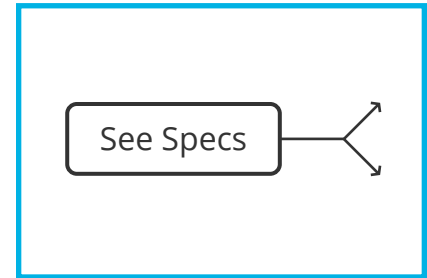
ESSENTIAL

REVVU TIPS

& TRICKS

1. Call out multiple areas on a drawing from a single comment

Place the Callout tool on the PDF, then right-click the arrow and select “Add Leader” to draw additional leader lines. Repeat the steps to point to multiple locations on your drawing.



2. Apply markups to all pages

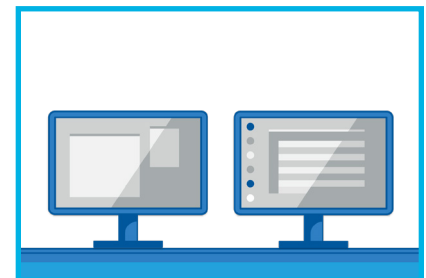
Right-click your markup and select “Apply to All Pages” to place that markup at the same location on every page in your document.

3. Automatically autosize text boxes

If you always want your text boxes to be perfectly sized for the text they contain, go to Revu > Preferences > Tools > Markup and select the checkbox “Autosize Text Box and Callout Markups.” Or use keyboard shortcut Alt + Z to autosize a single markup.

4. View frequently used tabs and panels on a second monitor

Optimize your dual monitor workspace! If you frequently access tabs and panels like the Tool Chest and Markups List, you can click and drag them over to your second monitor so that they are always in view. Then you can also make them as large as you’d like.



5. Hyperlink your markups

To add a hyperlink to any markup, right-click the markup and select “Edit Action” from the context menu, then choose the hyperlink option. You can also use the keyboard shortcut Ctrl + Shift + E.

6. Open hyperlinked content in a new document tab

Clicking a hyperlink in Revu will take you from your current document into the linked content. However, if you’d like to stay where you are and open the link in a new document tab, simply hold down the Ctrl key while clicking the link.

7. Check if your PDF is a scanned document or an original vector file

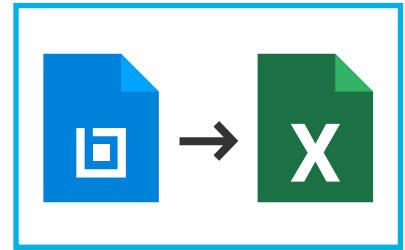
For a simple way to tell if a new file is vector or scanned, zoom into the drawing—think 800%+. If it begins to pixelate, it’s scanned. If it stays crisp, it’s vector.

You can also try highlighting the text in a document. Vector documents will allow for text to be selected, whereas scanned documents will only recognize text if OCR has been run. Vector files allow you to snap to content to quickly get the most accurate measurements, so we recommend asking for vector files instead of scans whenever possible.

Note: Some vector content may not be selectable, such as SHX font.

8. Export PDFs to Word or Excel format

You can bring your PDF back to Microsoft® Word or Excel® by going to File > Export and then pick your preferred export file type. This is especially useful if you need to make many changes to a text-based document, but only have the PDF version.



9. Collaborate with your project partners using Studio Project or Studio Sessions

To get started, click on the Bluebeam Studio icon on the Panel Access and create a new account. Once logged in, you can use Studio Projects or Studio Sessions. Studio Projects is a single centralized location to store documents in the cloud. Studio Sessions let project teams review, mark up and update the same files at the same time, allowing partners worldwide to connect on the same set of documents.

10. Apply scales to your tool sets

Go to the Tool Chest panel, choose the tool set you'd like to create a scale for, and select Properties > Set Scale. This allows your tools to automatically scale in relation to any calibrated drawing or viewport they are placed in. For example, a symbol in a tool set configured with a baseline scale of 1"=1' becomes proportionately smaller when placed on a document set to 1"=10' scale.

11. Translate markup text

To translate markups, go to Document > Translate Markups. Choose the original language and the language you'd like to translate to, then click OK.

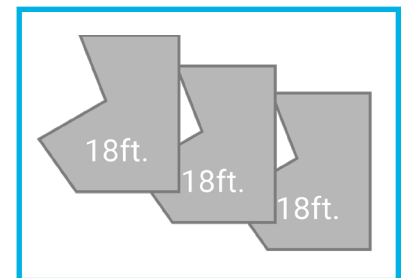
If you need to translate text that is in the original PDF, you can either select the text and copy and paste it into a text box, then follow the translation process above. Or, follow Tip #9 followed by the translation process, and the translated text will appear in your Markups List summary report.

12. Draw perfect lines, squares and circles

A longtime favorite: Hold down the Shift key to draw a perfect line, square or circle when using the relative markup tool.

13. Quickly make copies of your markups

To quickly create a copy of any selected markup, hold down the Ctrl key, then click and drag the markup to the side. If you'd also like to paste it in the same place on another PDF, copy the markup and use Ctrl + Shift + V when you paste on the new page.



14. Hide the Panel Access

To minimize the Panel Access and have access to more screen real estate, click on the blue bar. Simply click on the blue bar again to bring it back.

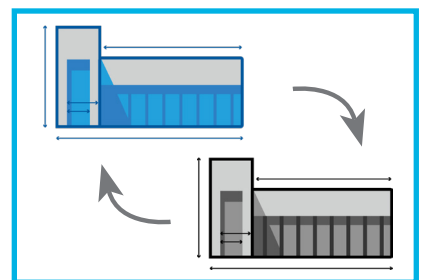
15. Share Studio Project file links

Share a file from a Studio Project with anyone by using Share Link, which will provide a link that you can send to your collaborators. Simply right-click the file in your Studio Project and select Share Link.

The file can be password-protected and set to expire either at the end of the project or after 24 hours. As long as the link is valid, it will always contain the latest version of the document that has been updated within the Studio Project.

16. Adjust colors on your PDF

This is a great option for CAD drawings! Go to Document > Color Processing to change the colors of PDF content. Color processing can also convert colorful PDFs to monochrome or grayscale.



17. Access the internet within Revu

Did you know that you can open a web page within Revu? Simply right-click next to your current document tab and select WebTab from the context menu.

18. Color-code your markups according to status

Did you know that you can give markups statuses, such as approved or rejected? Then you can easily visualize the status of markups by color-coding them so that the colors change automatically as you change the status of the markup. This works really well with Punchkeys.

To color-code a markup, go to the Status column in the Markups List, click on Manage Status, select a state (such as approved, rejected, etc.), and then select Modify to choose a color for that state.

19. Copy Spaces across multiple pages

Spaces, the feature in Revu for defining regions of a drawing, can be copied across other pages and files in Revu. This is a great way to save time from individually recreating each space if you are working on files with duplicate floors, such as health care or hospitality projects.

Go to the Spaces panel, right-click your selected Space name in the list and select "Copy." You can also select multiple Spaces in the list by holding down the Shift key while making your selections, and then choosing Copy. Paste into your selected document.

20. Quickly calculate area measurements within Spaces

You can get area measurements directly from Spaces. Just right-click on the Space and select "Create Area From Space."



CUSTOMIZE KEYBOARD SHORTCUTS

Revu keyboard shortcuts can now be customized! So you can remap existing Revu shortcuts to match similar functions in other programs you already use, or add new shortcuts to create your own personal list of frequently used commands. New customizable shortcuts include batch tools, sketch tools, cut content, erase content and lots more.

How to create custom keyboard shortcuts

Select Revu on the Menu bar and click Keyboard Shortcuts. In the Keyboard Shortcuts window, select the tool or command you want to shortcut, enter the keystroke in the Shortcut field, and click Add. To use a shortcut already assigned to another tool, click Reassign.

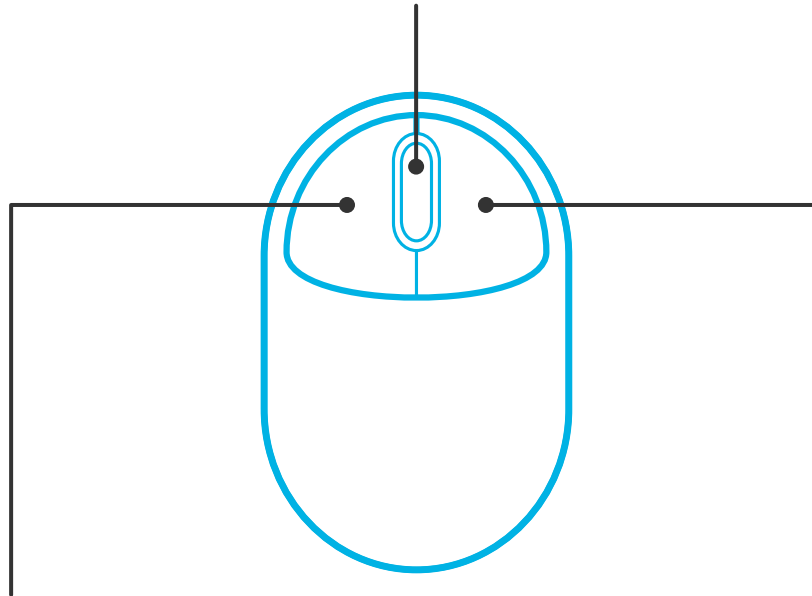
All shortcuts listed in the Revu menu system will be automatically updated once a new shortcut has been assigned, making them easier to find and remember.

MOUSE

NAVIGATION

Middle Button (wheel)

Pan = Click + Drag
Re-Center View = Double-Click



Left Button

Tool Operation = Click
Pan = Click + Spacebar
Multi-Select = Shift + Click + Drag

Right Button

Context Menu = Click
Multi-Select = Click + Drag

KEYBOARD SHORTCUTS

MARKUP		
	Align Bottom	Ctrl + Alt + B
	Align Center	Ctrl + Alt + E
	Align Left	Ctrl + Alt + L
	Align Middle	Ctrl + Alt + M
	Align Right	Ctrl + Alt + R
	Align Top	Ctrl + Alt + T
	Arc	Shift + C
	Arrow	A
	Autosize Text Box	Alt + Z
	Bring Forward	Ctrl +]
	Bring to Front	Ctrl + Shift +]
	Callout	Q
	Camera	Ctrl + Alt + I
	Spell Check	F7
	Cloud	C
	Cloud+	K
	Dimension	Shift + L
	Edit Action	Ctrl + Shift + E
	Ellipse	E
	Eraser	Shift + E
	Export Markups	Ctrl + F2
	File Attachment	F
	Flag	Shift + F
	Flip Horizontal	Ctrl + Alt + H
	Flip Vertical	Ctrl + Alt + V
	Group	Ctrl + G
	Highlight	H
	Hyperlink	Shift + H
	Image	I
	Image From Scanner	Shift + I
	Import	Ctrl + F3

	Line	L
	Lock	Ctrl + Shift + L
	Note	N
	Pen	P
	Polygon	Shift + P
	Polyline	Shift + N
	Rectangle	R
	Remove From Group	Ctrl + Shift + Alt + G
	Review Text	Shift + Alt + R
	Send Backward	Ctrl + [
	Send to Back	Ctrl + Shift + [
	Stamp	S
	Text Box	T
	Typewriter	W
	Ungroup	Ctrl + Shift + G

MEASURE		
	Angle	Shift + Alt + G
	Area	Shift + Alt + A
	Count	Shift + Alt + C
	Diameter	Shift + Alt + D
	Dynamic Fill	J
	Length	Shift + Alt + L
	Measure Tool	M
	Perimeter	Shift + Alt + P
	Polylength	Shift + Alt + Q
	Radius	Shift + Alt + U
	Volume	Shift + Alt + V

FORMS		
	Add Signature Field	X
	Editor	Ctrl + Shift + F

VIEW		
	Actual Size	Ctrl + 8
	Balance	Shift + F12
	Continuous Mode	Ctrl + 5
	Continuous Side by Side Mode	Ctrl + 7
	Dimmer	Ctrl + F5
	Fit Page	Ctrl + 9
	Fit Width	Ctrl + 0
	Next Page	Ctrl + Right
	Next View	Alt + Right
	Previous Page	Ctrl + Left
	Previous View	Alt + Left
	Refresh	F5
	Remote Files	Alt + K
	Rotate View Clockwise	Ctrl + Shift + Plus
	Rotate View Counterclockwise	Ctrl + Shift + Minus
	Rulers	Ctrl + R
	Show Grid	Shift + F9
	Side by Side	Ctrl + 6
	Single Page Mode	Ctrl + 4
	Snap to Content	Ctrl + Shift + F8
	Snap to Grid	Ctrl + Shift + F9
	Snap to Markup	Ctrl + Shift + F7
	Split Horizontal	Ctrl + H
	Split Vertical	Ctrl + 2
	Switch	Ctrl + 1
	Toggle Split	Ctrl + I
	Unsplit	Ctrl + Shift + 2
	Web Tab	Ctrl + T

SELECTION		
	Lasso	Shift + O
	Pan	Shift + V
	Select	V
	Select Text	Shift + T
	Toggle Zoom Tool	Shift + Z
	Zoom In	Plus
	Zoom Out	Minus
	Zoom Tool	Z

























FILE		
	Close	Ctrl + F4
	Create PDF	Ctrl + N
	Open	Ctrl + O
	Print	Ctrl + P
	Publish as Compressed 1.5	Ctrl + Shift + P
	Save	Ctrl + S
	Save All	Shift + F2
	Save As	Ctrl + Shift + S






















EDIT		
	Copy	Ctrl + C
	Copy Page to Snapshot	Ctrl + Alt + C
	Cut	Ctrl + X
	Delete	Del
	Format Painter	Ctrl + Shift + C
	Paste	Ctrl + V
	Paste in Place	Ctrl + Shift + V
	Redo	Ctrl + Y
	Select All	Ctrl + A
	Select All Text	Ctrl + Shift + A
	Snapshot	G
	Undo	Ctrl + Z

NAVIGATION		
	First Page	Home
	Last Page	End
	Next Document	Ctrl + Tab
	Previous Document	Ctrl + Shift + Tab

SEARCH		
	Next Result	F3
	Previous Result	Shift + F3
	Search	Ctrl + F

HELP		
	Help	F1

DOCUMENT		
	Add & Edit 3D Content	Ctrl + Alt + 3
	Add Bookmark	Ctrl + B
	Apply Redactions	Shift + A
	Crop Pages	Shift + Alt + O
	Delete Pages	Ctrl + Shift + D
	Deskew	Ctrl + Alt + D
	Document Properties	Ctrl + D
	Email	Ctrl + E
	Extract Pages	Ctrl + Shift + X
	Flatten	Ctrl + Shift + M
	Flattened	Ctrl + Alt + F
	Insert Blank Page	Ctrl + Shift + N
	Insert Pages	Ctrl + Shift + I
	Mark for Redaction	Shift + R
	Mark Text for Redaction	Shift + K
	OCR	Ctrl + Shift + O
	Refresh Document	Shift + F5
	Replace Pages	Ctrl + Shift + Y
	Rotate Clockwise	Shift + Alt + Plus
	Rotate Counterclockwise	Shift + Alt + Minus
	Rotate Pages	Ctrl + Shift + R
	Security	Ctrl + L
	Snapshot Content	Shift + G
	Squiggly	Shift + U
	Strikethrough	D
	Underline	U
	Unflatten	Ctrl + Shift + U

WINDOW		
	3D Model Tree	Alt + 3
	Always on Top	Ctrl + F12
	Bookmarks	Alt + B
	Close All	Ctrl + Shift + W
	File Access	Alt + A
	Forms	Alt + Q
	Full Screen	F11
	Hide Panels	Shift + F4
	JavaScript Console	Alt + J
	Layers	Alt + Y
	Links	Alt + N
	Markups	Alt + L
	Measurements	Alt + U
	Menu Bar	F9
	Navigation Bar	F4
	Preferences	Ctrl + K
	Presentation	Ctrl + Enter
	Properties	Alt + P
	Search	Alt + 1
	Sets	Alt + 2
	Show Context Menu	Shift + F10
	Signatures	Alt + 4
	Spaces	Alt + S
	Status Bar	F8
	Studio	Alt + C
	Thumbnails	Alt + T
	Tool Chest	Alt + X



**To continue learning about Bluebeam Revu,
contact ATG on our website, give us a call at
800-935-4894, or email us at whyatg@atgusa.com.**