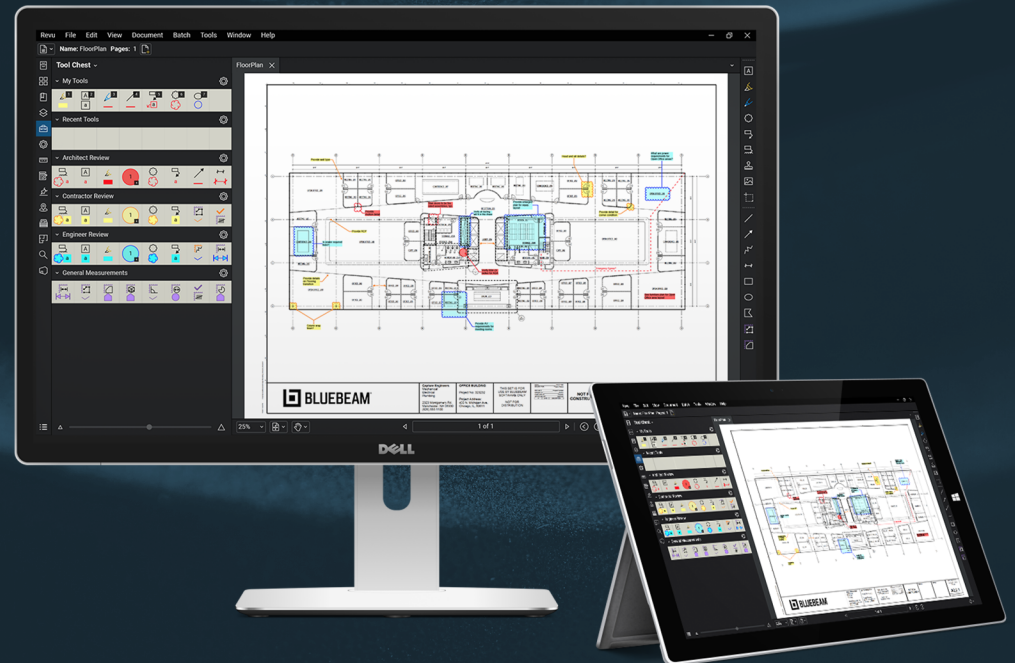


# ADVANCED TIP TOOL KIT

FOR

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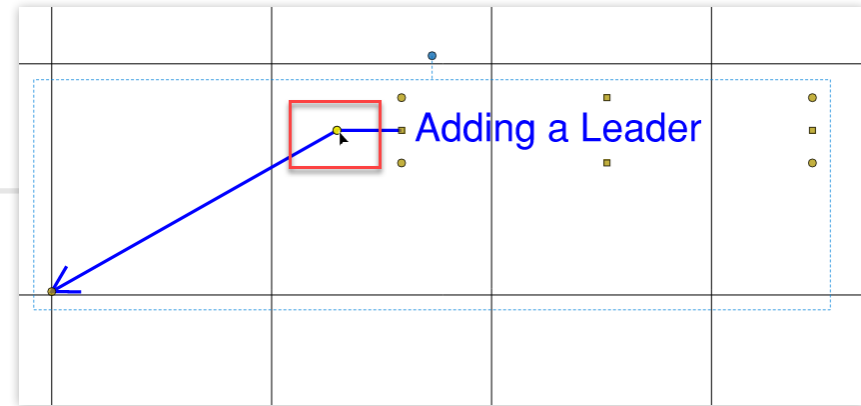
# BLUEBEAM REVU



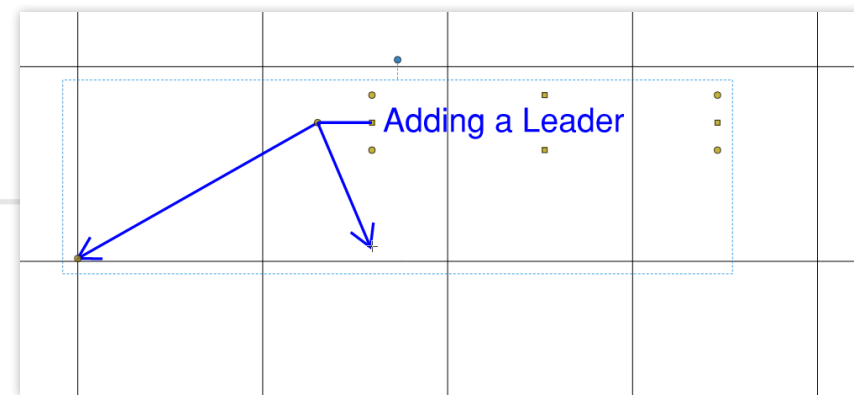
# introduction

Bluebeam Revu empowers users to do more than your typical PDF software. Learning Revu is an ever-evolving process — as you become more familiar with the software, your process will become more efficient. This whitepaper will provide advanced tips from ATG and the Bluebeam community that are often underutilized in the software.

# Callouts

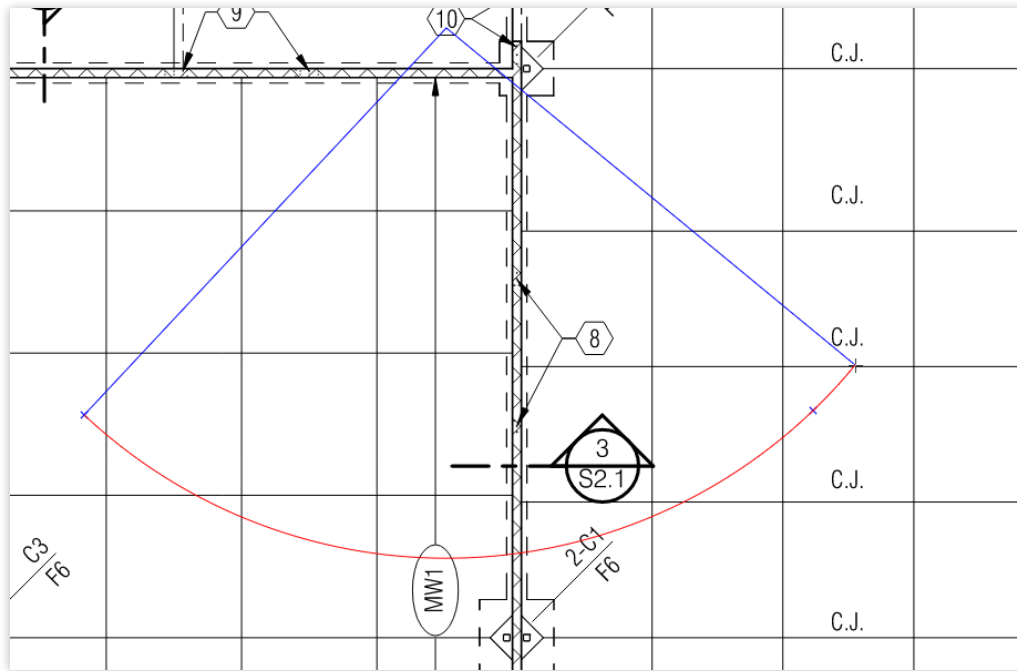


There are some hidden selections in callouts. If you hold shift while hovering over the leader elbow, a plus symbol will appear. When you left click, it will allow you to place a new leader from anywhere while remaining attached to the callout.



# Arcs

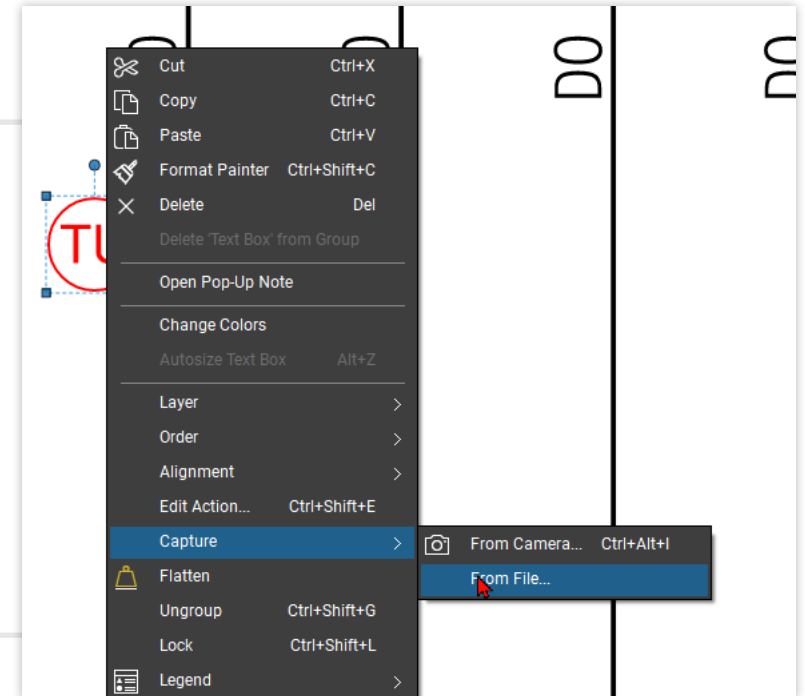
The arc markup has a hidden gem for placing it. Naturally, you are bound by your point selection when you place the arc markup. If you have the command in the tool bar, you can hold alt before you select the command and continue to hold it while placing your start and radius point.



# Capture

With any type of markup, you can attach a captured image from a file or live from your camera. This will embed the image into the markup instead of taking up space on your PDF set.

You can do this by selecting your *markup* > *right-click* > *capture* > *from camera* or *from file*.



After a capture has been attached, a new icon will appear below the markup.

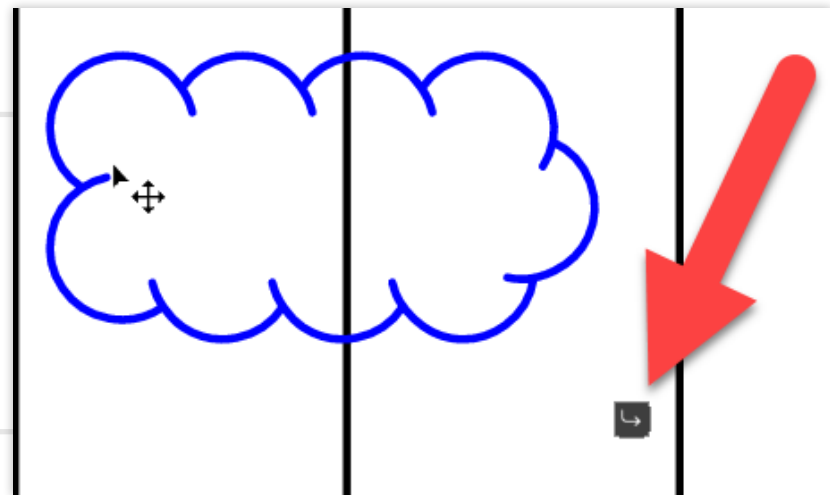


# Comment Reply

When commenting on a markup for a redline or issue, the assignee can get more information by replying to that comment or any additional comments you make. To place a reply, *right-click > select reply*.

Cloud	5	RFI 101	mechave
↳ Re: Cloud	5	Addressed Today	mechave

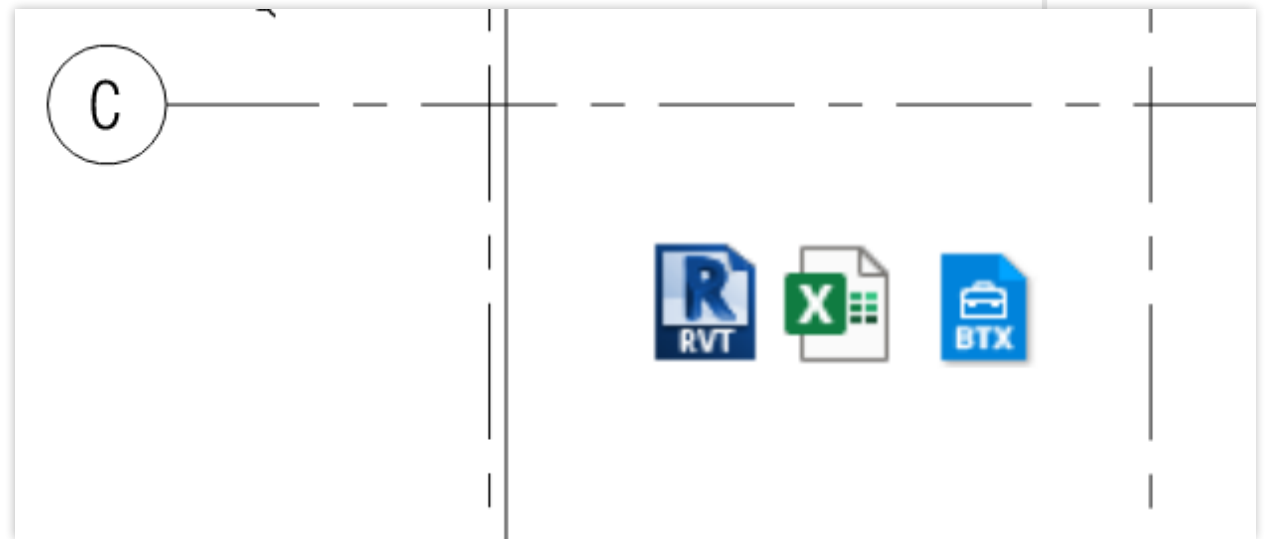
Once a reply has been placed on a markup, the reply symbol will populate.



# File Attachment

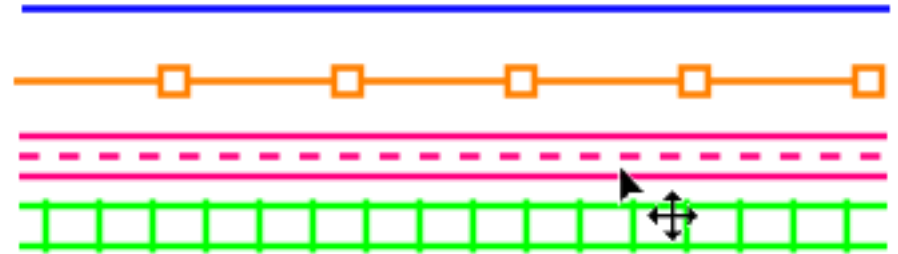
You can embed files within your PDF in Revu. This increases the file size of your PDF, so stay cognizant when adding files to an email.

Once the attachment is selected, it will open as a PDF or, if it's a non-PDF file, in its native software.

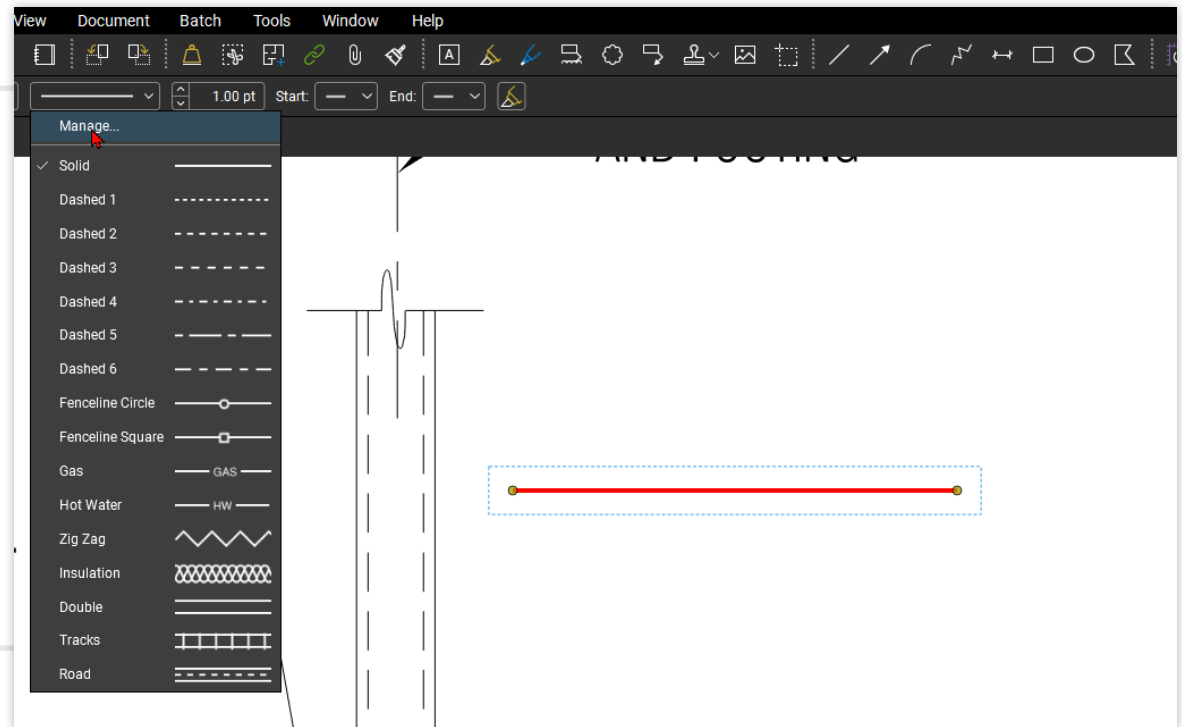


# Line Styles

Revu offers a wide range of pre-loaded line styles available when you install Revu. The best part is, Bluebeam has made it extremely easy to customize your own line styles.

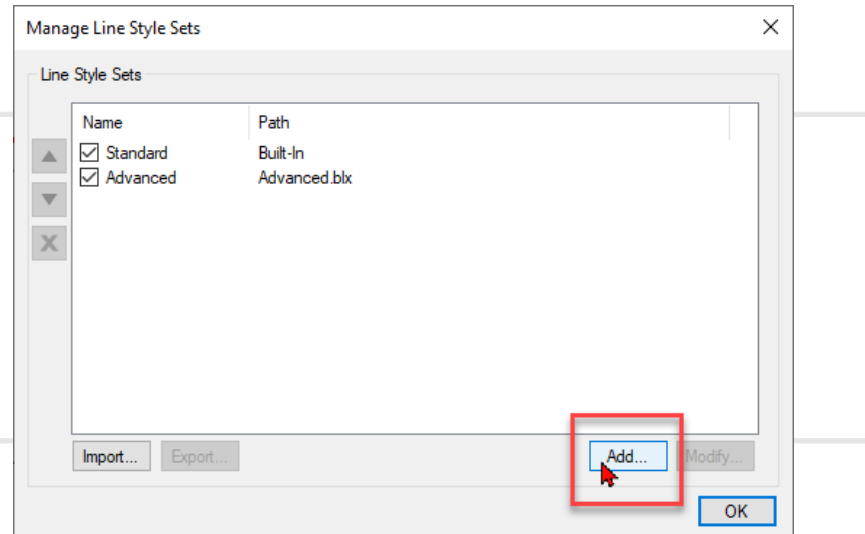


To create your own line style, select an existing line that you have placed. Then in the Dynamic options bar, select your line style > manage.

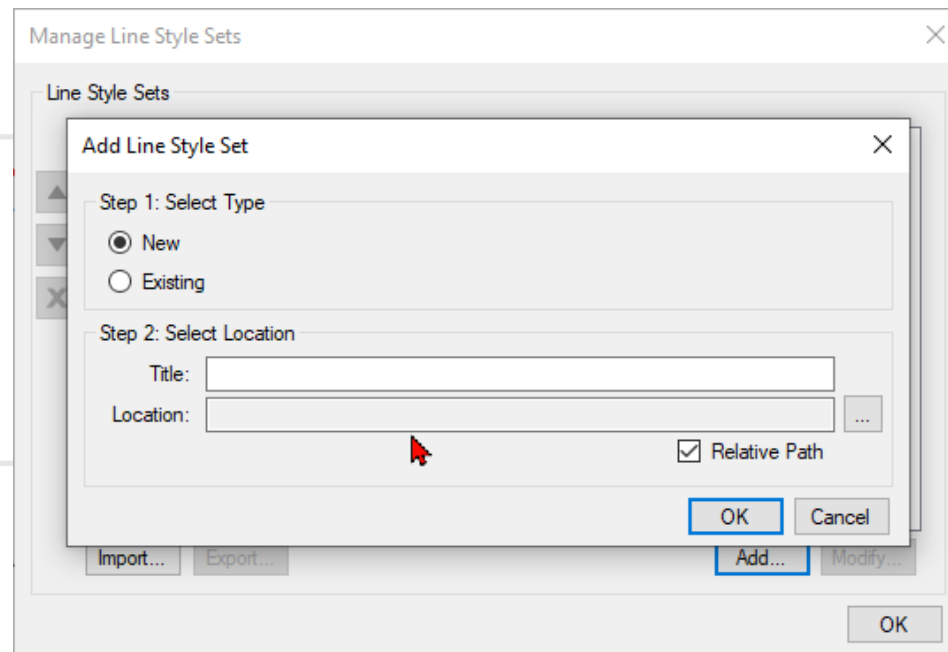


# Line Styles (continued)

Select add.

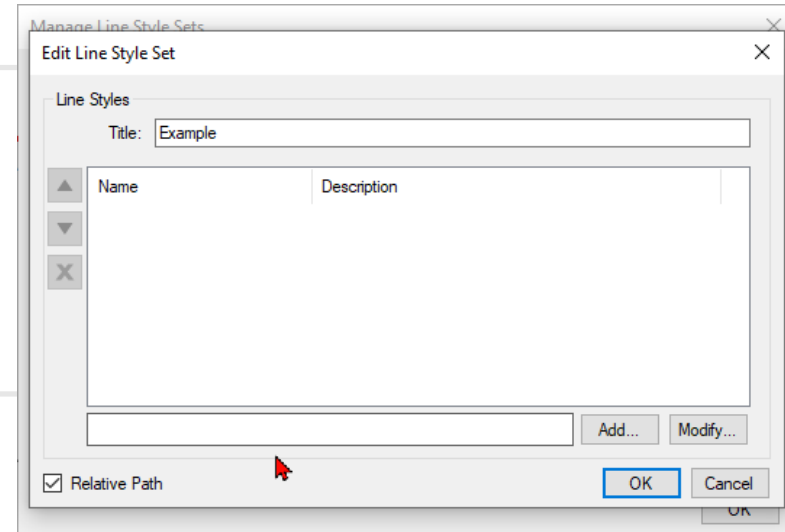


Create a new style set.

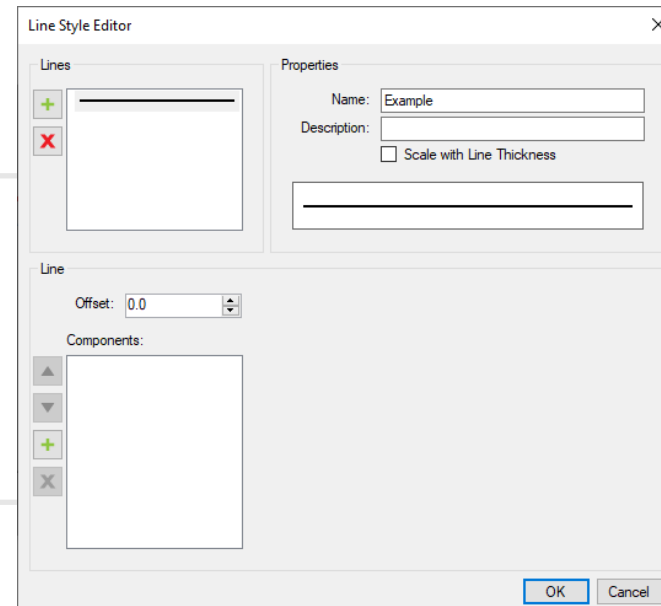


# Line Styles (continued)

A new window will open. Then, you can then *add new sets* in the next window.

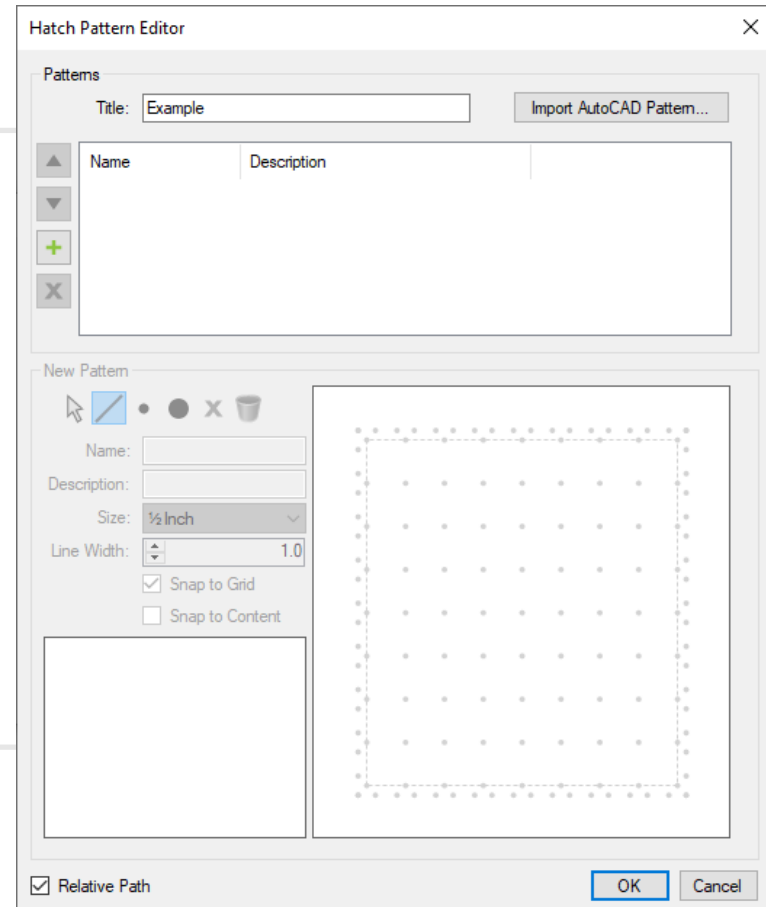


Lastly, you can *create your own in the user-friendly window*.



# Hatch Patterns

Hatch patterns can be customized the same way as line styles, offering you more versatility with your custom markups or quantity take-offs. Revu offers the same user-friendly window, so the possibilities are endless.



# Search/Find and Replace

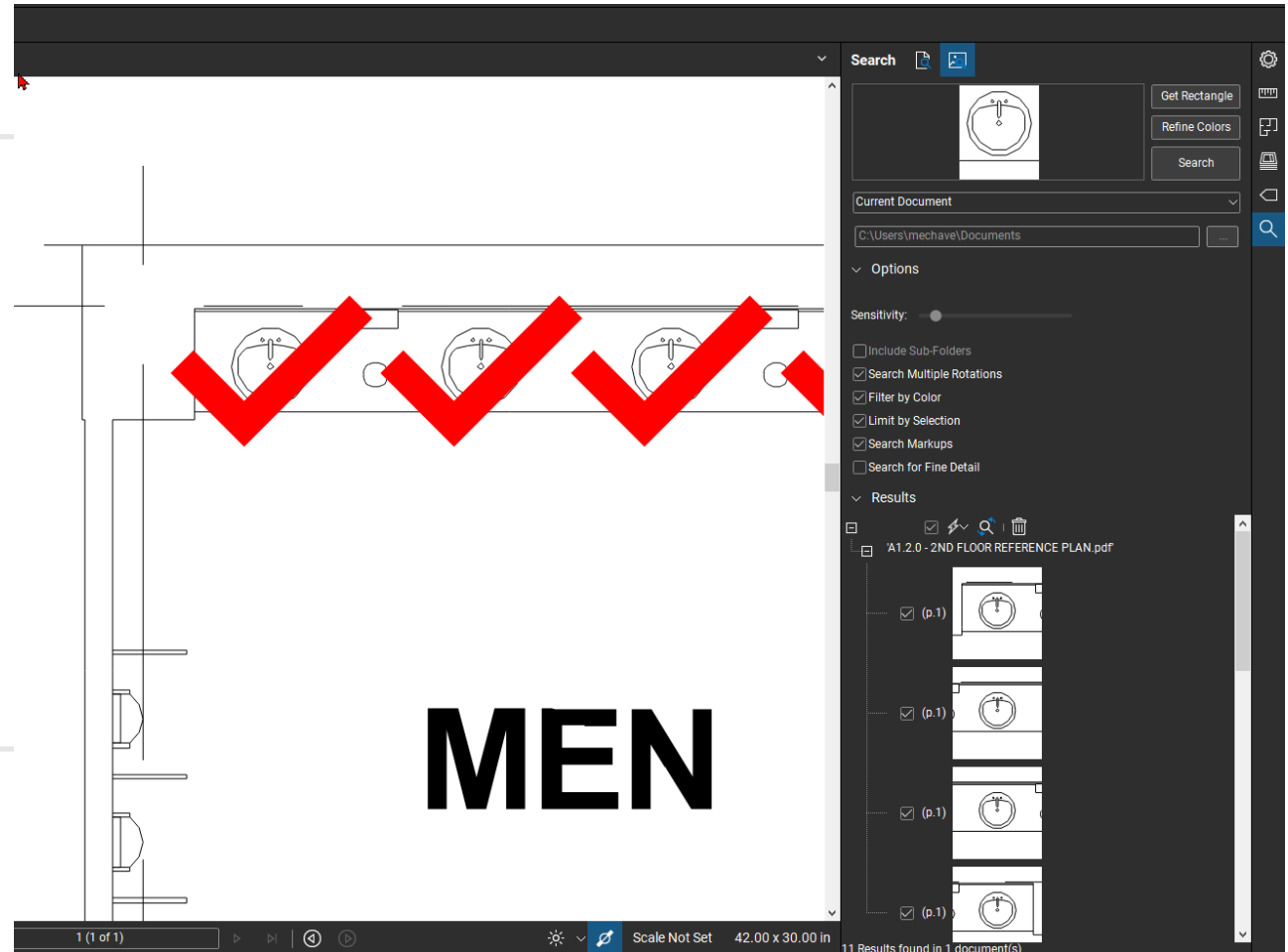
This highly underutilized panel in Revu looks like a magnifying glass. If you have a vector PDF, you can search for any text or image in your document. If text is selected, you can even replace some existing text.

The image shows a screenshot of the Revu software interface. On the left, a 'Search and Replace' dialog box is open, featuring a 'Replace With' field, a 'Font' section with 'Skip' and 'Use' radio buttons, and 'OK' and 'Cancel' buttons. On the right, a search panel is visible, showing the search term 'concrete' and a list of 177 results found in 1 document(s). The results list includes various sections and paragraphs related to concrete work, such as 'CONCRETE PART 1 - GENERAL 1.01 SECTION' and 'CONCRETE FINISHING 2. SECTION 05 12 00:'. A red box highlights the search icon in the top right corner of the search panel.

noval.  
and reinforced  
awings and  
, suspended slabs,  
all trades.

# Search/Find and Replace (continued)

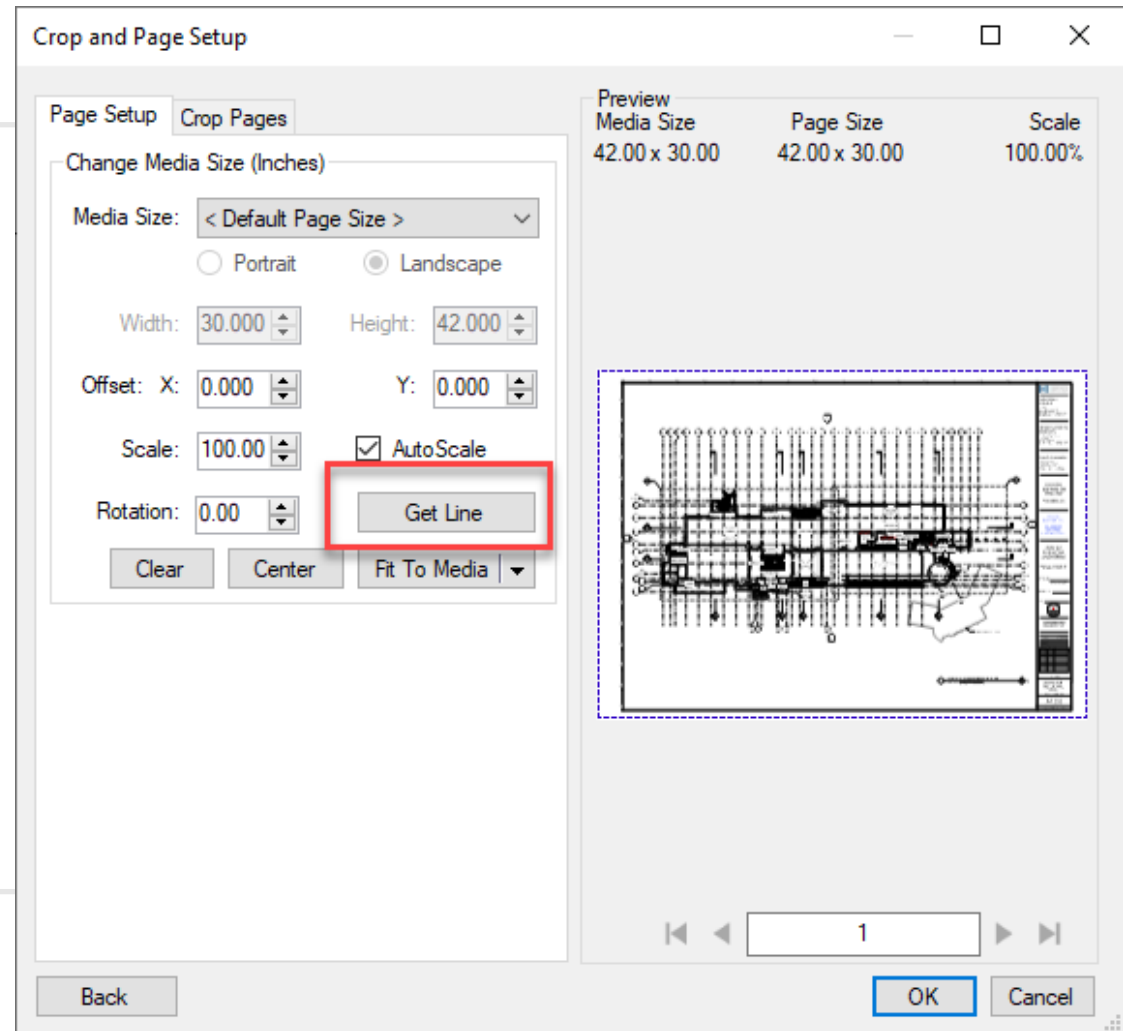
If you search for an image, you can apply a count measurement and get an itemized count of all the sinks in your document.



# Page Setup/Skewed Pages

You may have a raster PDF where the page is skewed and off-center.

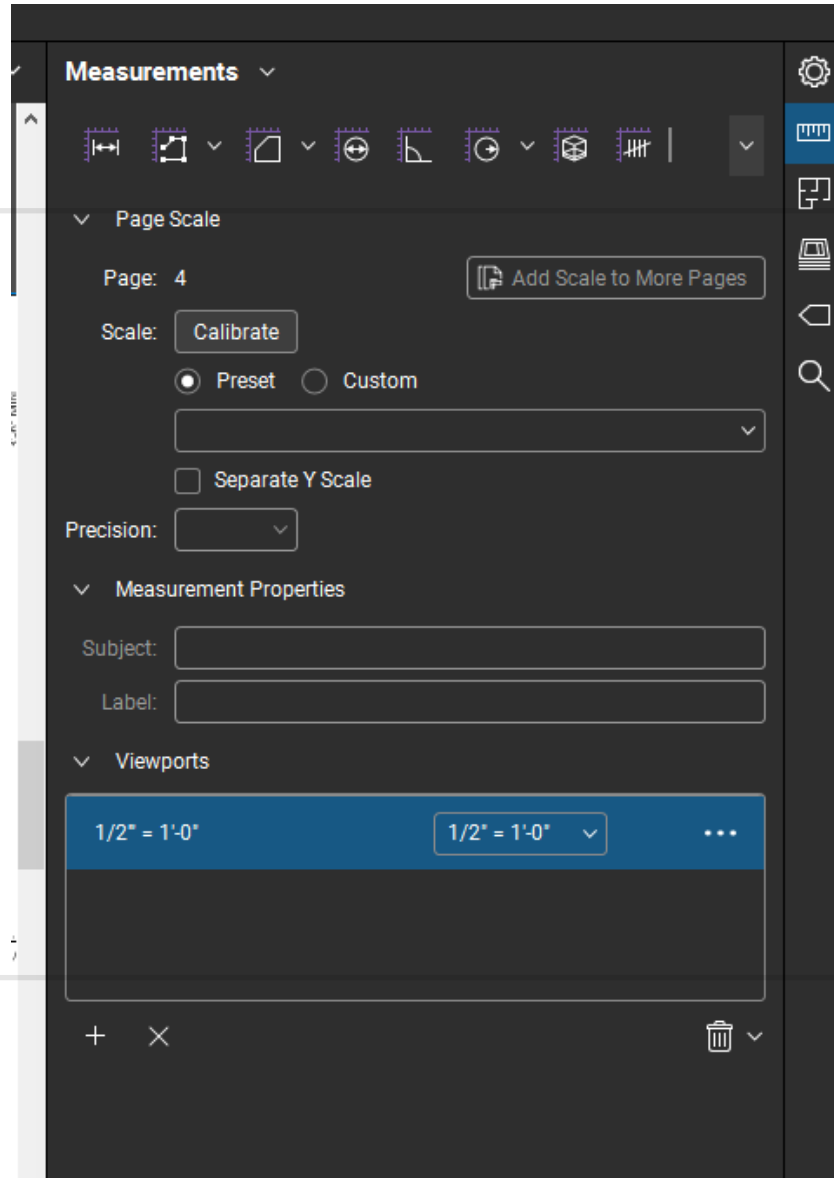
You can fix that by accessing the page setup command. Here, you can then "Get Line," select an existing line and rotate it accordingly.



# Viewports

When you apply a scale to a page, a set scale activates on the entire page. Using viewports enables you to have multiple scales on one page.

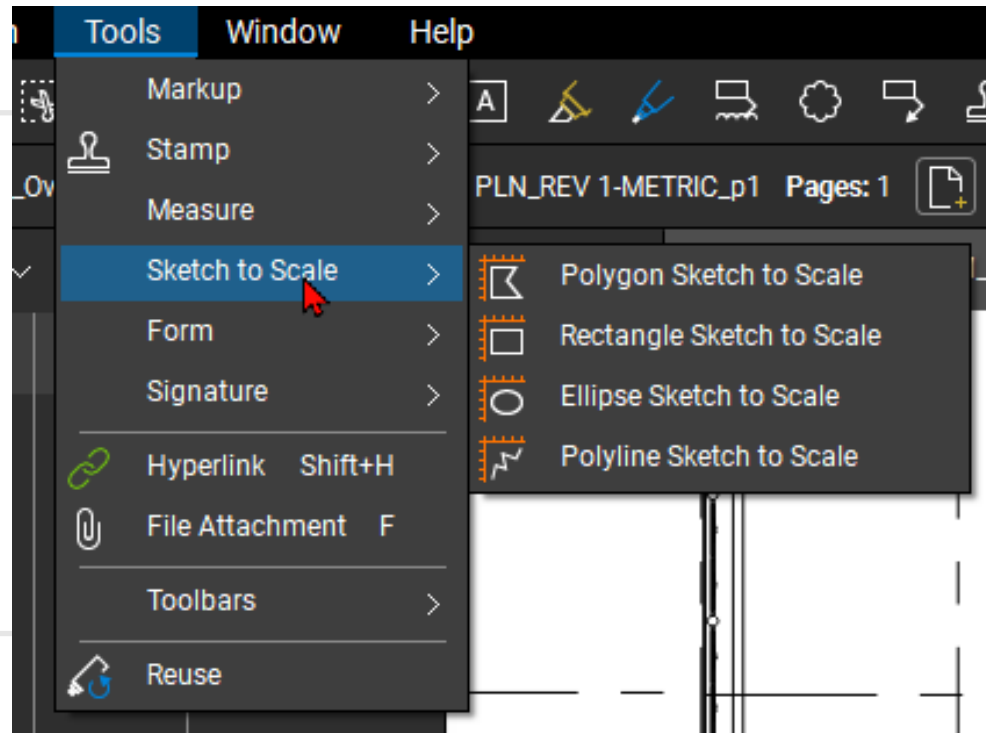
This is extremely helpful when you have a large plan view. You can make that scale the overall scale and then use viewports for any additional details on the same page.



# Sketch to Scale

Sometimes it's easier to just sketch something in Revu to get a better idea of something being placed.

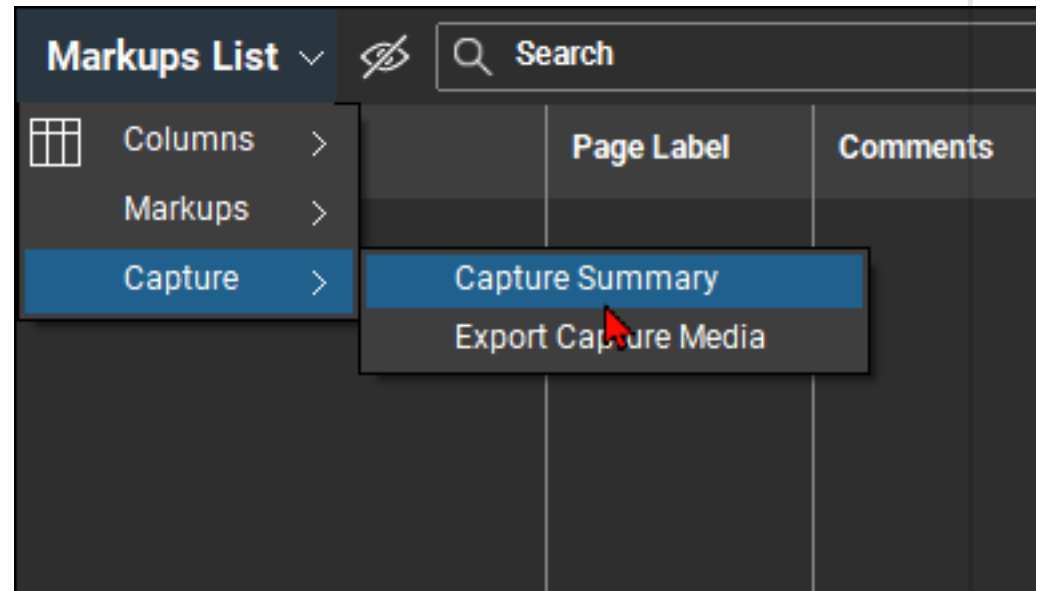
You can sketch to scale directly in Revu when you have a scale set with your *sketch to scale commands*, as shown below.



# Exporting Capture Data

Typically, when you export a summary report for your markups, the attached images show up in the report as a low-resolution image. This usually suffices for your summary reports, but if you need full image resolution and markup data, you need to use the *export capture summary*.

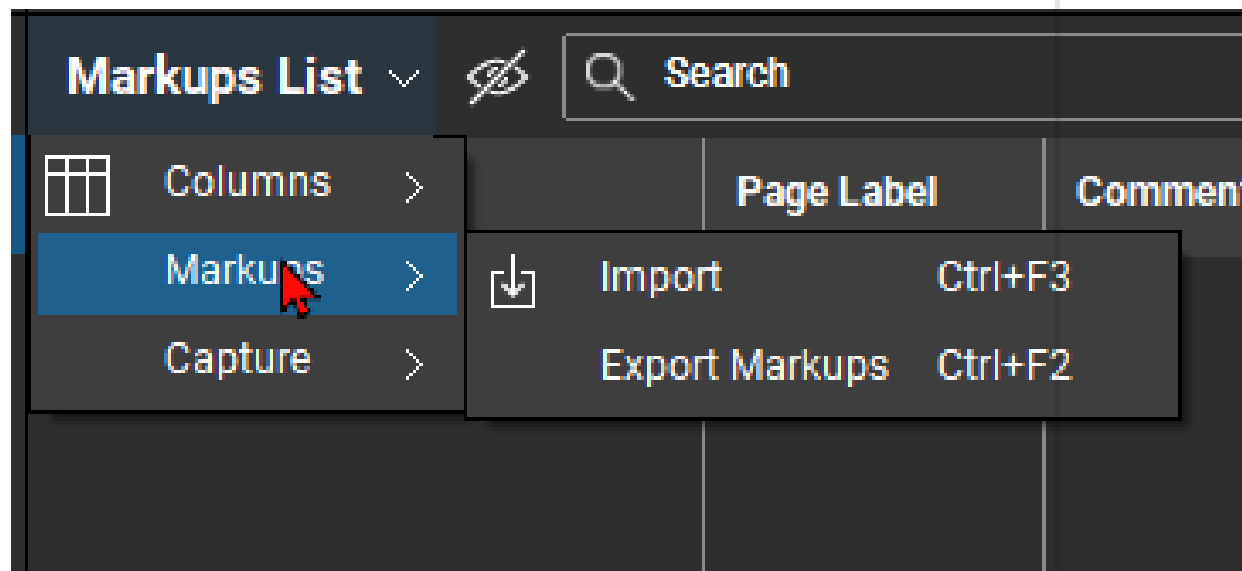
This will print a summary and attach the images as a link. When selected, it will open in whatever the user has for their default photo app.



# Importing / Exporting Markups

Have you ever wanted to bring in old markups onto your new PDF set to compare on your new revision?

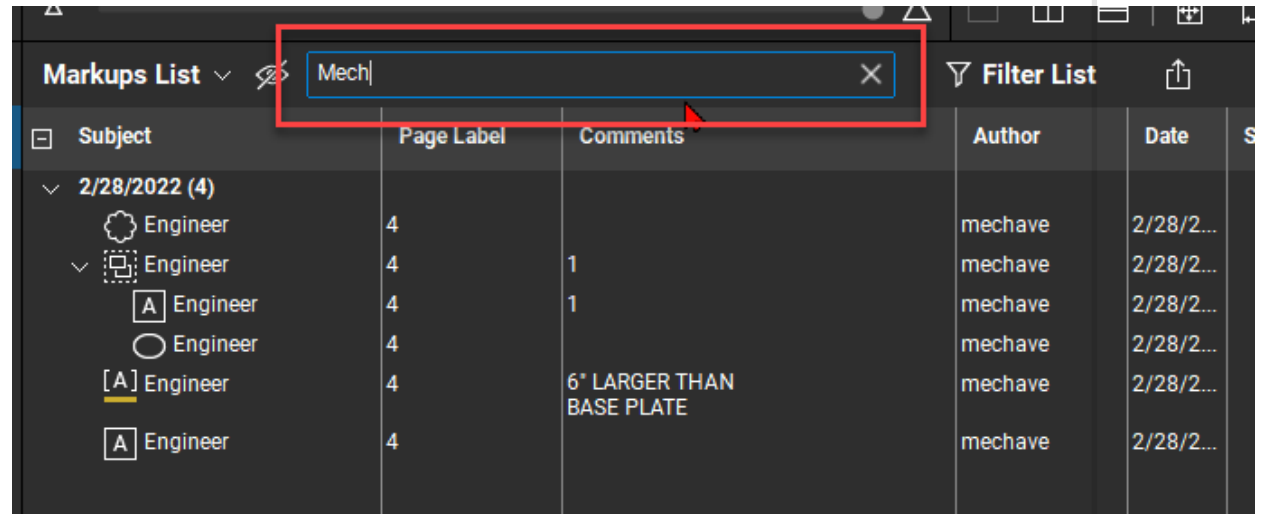
Revu allows you to import data from another PDF or export the markup data as a .bax file and re-import it on to your new PDF set, as shown below.



# Markups List Search

Finding a specific markup can prove to be a challenge when you have hundreds of them on your PDF set.

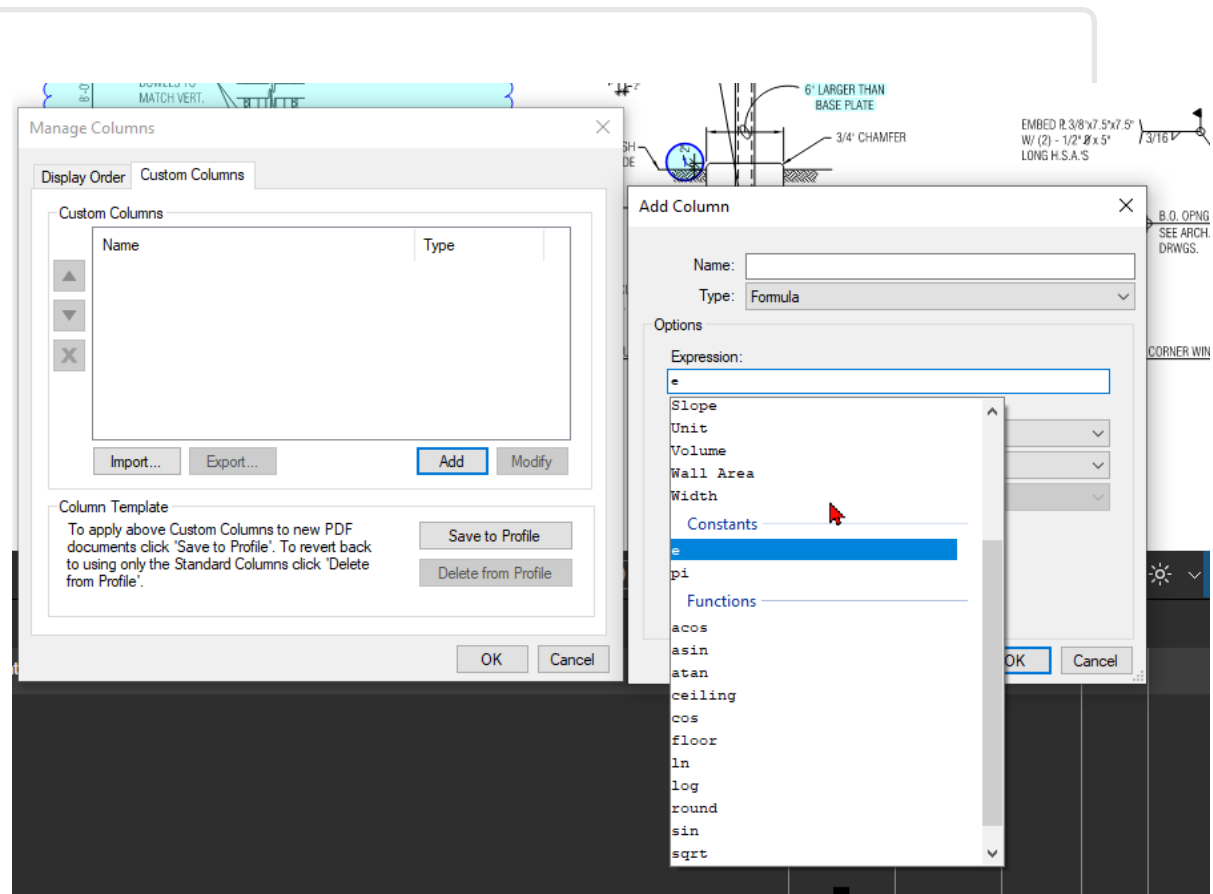
You can use the *search box* in the markups list to search for any specific data you are looking for on any markup.



Subject	Page Label	Comments	Author	Date
2/28/2022 (4)				
Engineer	4		mechave	2/28/2...
Engineer	4	1	mechave	2/28/2...
A Engineer	4	1	mechave	2/28/2...
Engineer	4		mechave	2/28/2...
[A] Engineer	4	6" LARGER THAN BASE PLATE	mechave	2/28/2...
A Engineer	4		mechave	2/28/2...

# Custom Columns

Why export your data out to Excel when you can create custom formula-based columns in Revu? Any column can be used to create function-based formulas directly in Revu.



# Layers

Layers are heavily underutilized, but they are extremely useful. You can pre-assign a markup to a layer in your toolset or select any markups in the markup list to create a new set of layers. When markups are put into layers, you can lock or disable them for print or export.

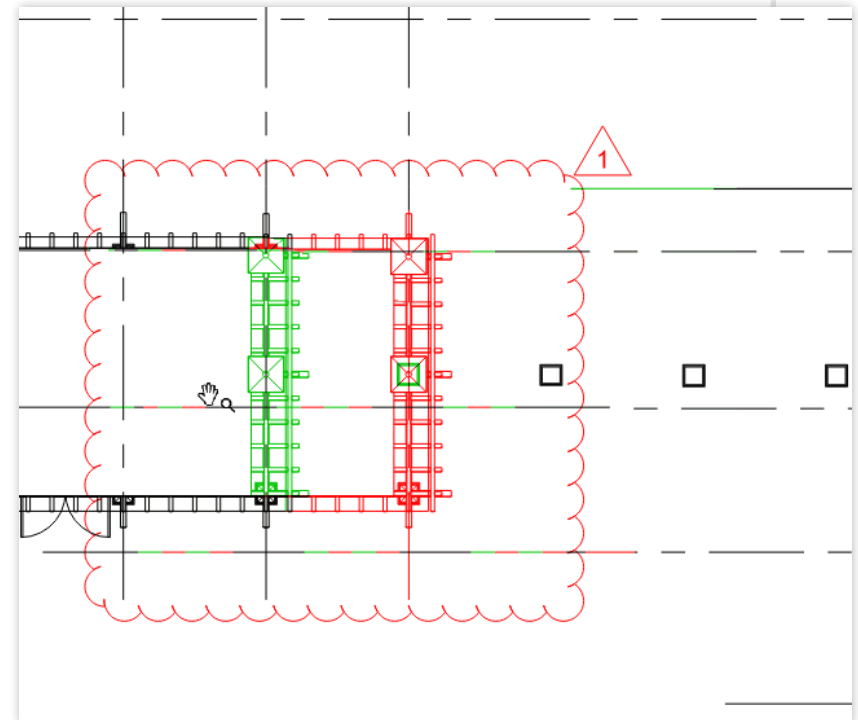
Layer	Lock	Print	Export
Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Architect	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Overlay Pages

If you need to find the differences between two documents, you can use a command called *overlay pages*. This command creates a layer for each PDF.

When they align, they maintain a black line color.

When they differ, they maintain their own layer color, as shown to the right.



# Exporting Toolsets

Taking the time to create custom markups with correct meta data is a tedious task. If you ever want to share them, you can save out as .BTX files. Export by *selecting the gear symbol* next to the toolset you want to export, then select export.



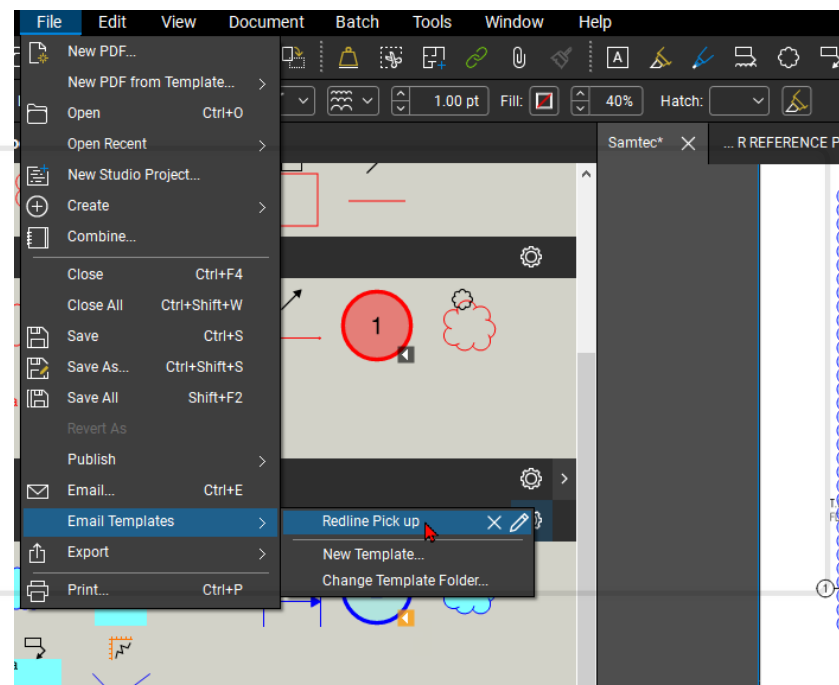
# Legends

If you do any quantity takeoffs or punch lists, you may want to create a legend associated with your markups. If you create one from a toolset, any future markups placed from that toolset will populate in that legend. To create one from a toolset, *select the gear symbol next to the toolset and select create legend.*

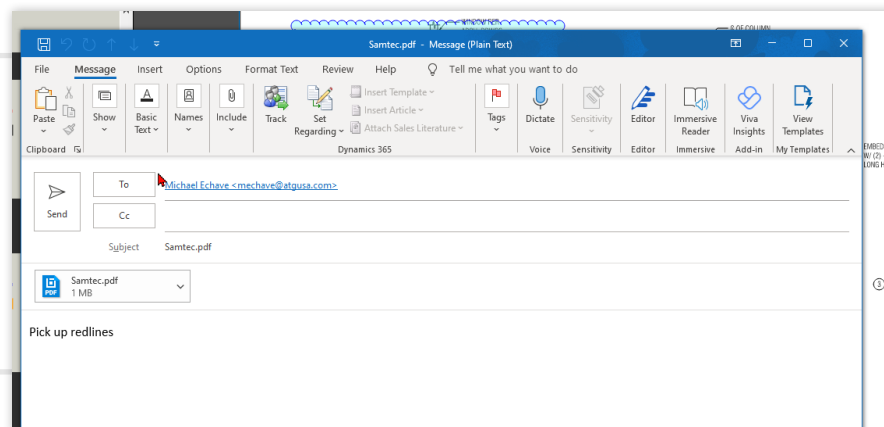


# Emailing

If you email documents frequently, you no longer need to close your PDF and then open your email provider. Simply go to *File > Email*, and it will attach it to your active email provider.



You can also create a template with a pre-formulated message and a list of recipients,



# From the Community

ATG hosts a series called Morning Coffee Revu every Tuesday morning where we discuss and answer questions on all things Bluebeam Revu. We asked our audience to provide some of their own tips.



**TOWNE MILLWORK LTD.**

## **Doug McLean, Sr. Estimator at Towne Millwork, Ltd.**

### **Setting Scales Quickly:**

- Use Search. Copy the text of your scale and paste it into the search bar. When it's done, click all, then select, highlight checked. Open the markups list and select all highlights, then go to your measurements panel and set the scale. Choose Add Scale to More Pages and all your selected pages will be ready. Click OK.

### **Advanced Tip**

- Opening a specific file when you launch Revu: Go to Revu>Preferences> General> Open PDF on Startup. Paste a file location in the box. Great for launching a dashboard on open.



## **From Chris Willems, Drafter, Muska Electric:**

### **Navigating Drawings:**

- If you are in a folder that has 50 separate drawings, open one of the files and then use alt-page down to scroll through all the drawings within that folder without opening 50 separate tabs.



## **From David Cutler, PE, Sr. Estimator/Project Manager at Benchmark Site Development:**

### **Navigating Drawings:**

- Building custom tools that include information allows you to import your takeoff (after some scrubbing) directly into estimating software (B2W). Select the item number at the takeoff stage, rather than having to write everything down, you select the item in the estimating program and then enter the quantity. My custom tools complete all of this for me. It takes some time to set up and my custom tool list is constantly evolving, but the time savings on the other end is worth it!



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