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# **BLUEBEAM REVU TIPS & TRICKS**

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## INTRODUCTION

At Bluebeam we've always developed tools and features that enable workflows to help you get your work done faster, with higher quality and in a way that meets the specific needs of your projects and how you prefer to work. We believe that software should complement your expertise, not try to replace it. This is our purpose, *to empower people to advance the way the world is built.*

One of the things we hear most often from our users is that they feel like they are just scratching the surface of what Revu can do. With so many tools and features included, it's not hard to feel that way, so, we wanted to help! We absolutely recommend visiting our free training videos page and exploring our robust training options, yet, there is something else we want to share...  
...Tips and Tricks!

Tips and Tricks are those little things that people tend to stumble into and think, where has this been all my life?! With this document we hope to share with you some of Revu's most popular tips and tricks to make you even more efficient with Revu's tools and features. However, this comes with a warning; mastery of these tips and tricks may result in hero status among colleagues. If you're ready to take that on, keep going!

### How to use this document.

This guide is formatted so that the instructions for each tip is listed on the left side while a workspace is provided on the right to try it out for yourself. For those tips that aren't markup-based, we provided an illustration on the right side. We have set up many of the workspaces for you already, so you can focus only on the instructions as written. With that in mind, save a copy of the file each time you run through it in case you make changes that render the intent of the workspace unclear.

The table of contents is hyperlinked so you can quickly navigate to specific tips. You can return to the table of contents by clicking the "back to contents" hyperlink in the lower right-hand corner of each page.

### Share Tips & Tricks of your own!

There is also a blank page for you to add any tips and tricks you discover on your own. Feel free to write up the instructions and share your enhanced guide with your teammates!

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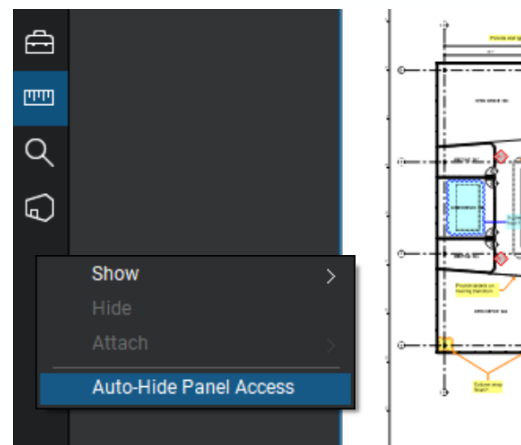
## INTERFACE

### 1. Toggle tabs open/collapsed

1. Shift + F4

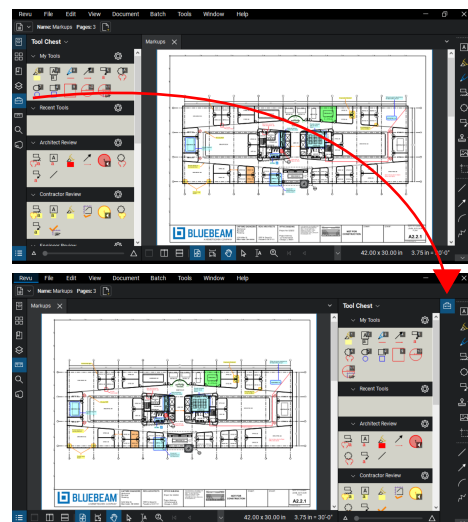
### 2. Auto-hide Panel Access

1. Right-click on panel bar
2. Select Auto-hide Panel Access



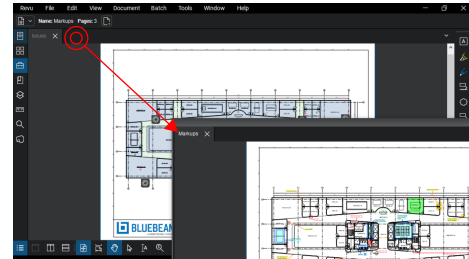
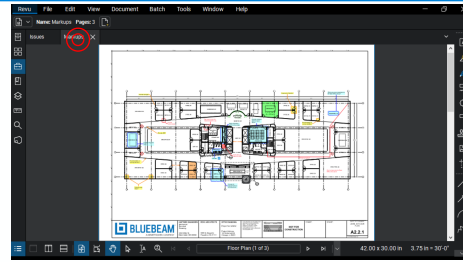
### 3. Click and drag panels

1. Click and hold the icon of the panel and drag to a new location.



#### 4. Click and drag files

1. Click the file tab and drag to a new location

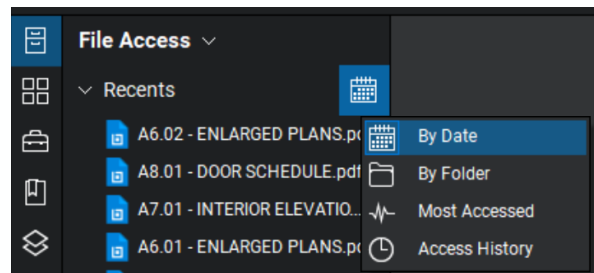


#### 5. Quick open 2<sup>nd</sup> instance of Revu

1. Shift + click the Revu icon in your Windows taskbar to launch a second instance.

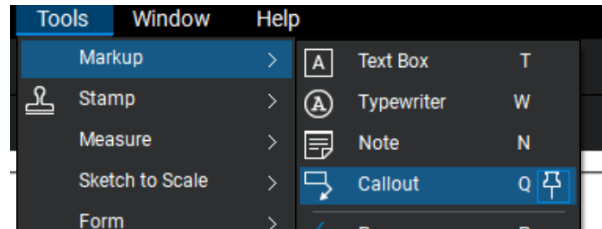
#### 6. File Access sort options

1. Go to File Access panel
2. Click sort options in upper-right corner of Recents



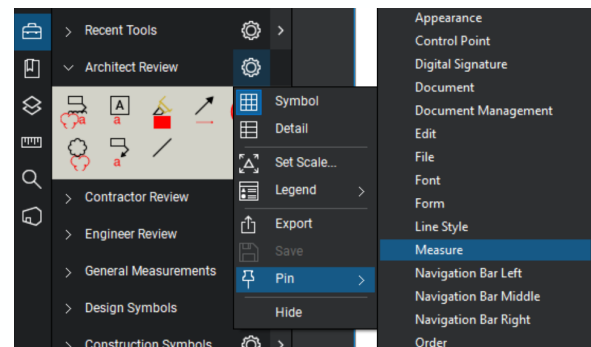
## 7. Pin a tool to a toolbar

1. Navigate to the tool
2. Click push-pin to the right of the tool
3. Select what toolbar to add it to



## 8. Pin a toolset to a toolbar

1. Navigate to the toolset in the Tool Chest
2. Click the tool set gear wheel
3. Click push-pin
4. Select what toolbar to add it to



## NAVIGATION

### 9. Panning with an active markup tool

1. Select a tool
2. Click and hold spacebar
3. Use your mouse to pan
4. Release spacebar and the tool will still be active

### 10. Switching between scroll and zoom mode

1. Click and hold Ctrl
2. Use your mouse wheel to zoom in/out

### 11. Opening other files in Windows folder

1. With a file open, hit Alt+Page Up or Alt+Page Down to open other files in that folder.



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## 12. Open files in the background

1. Go to File Access panel
2. Click and hold Ctrl
3. Click the files you want to open but not see

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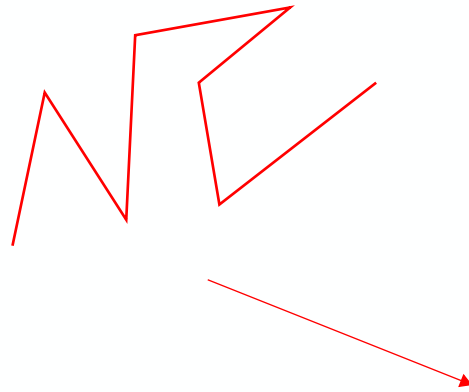
## 13. Open PDF on startup

1. Go to Preferences (Ctrl + K)
  2. Go to the General tab on the left.
  3. Go to the Options tab at the top.
  4. Browse to a file to open with Revu
-

## MARKUPS: EDITING

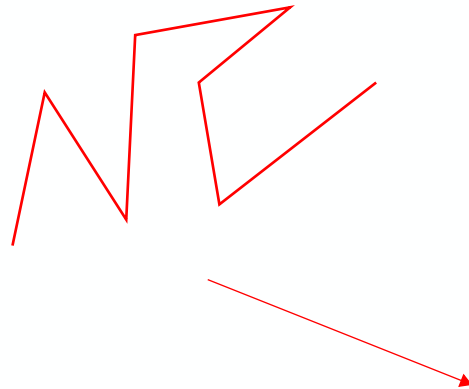
### 14. Multi-select markups

1. Drag right to left to select any markup you touch
2. Drag left to right to only select markups that are fully enclosed by the selection box



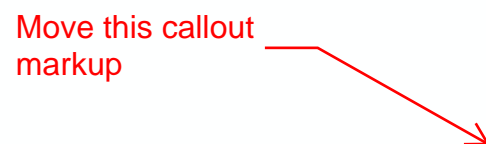
### 15. Multi-select markups

1. Press and hold Shift
2. Select the markups



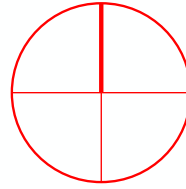
### 16. Move entire Callout markup

1. Select the Callout markup
2. Press and hold Alt
3. Click and drag to move the markup



### 17. Move markups orthogonally

1. Select markup
2. Press and hold Shift
3. Drag vertically or horizontally



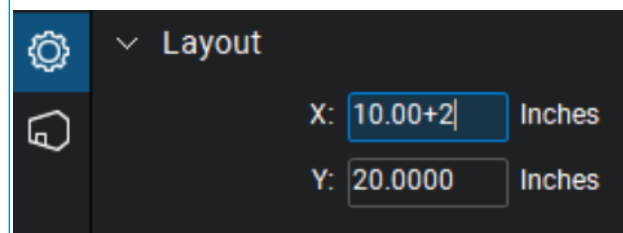
### 18. Orthogonal markups

1. Click the first point of markup (line, arrow, etc.)
2. Press and hold Shift
3. Click second point



### 19. Move markup in the Properties panel using arithmetic

1. Select markup
2. Open Properties Panel
3. Under Layout, type in the X and Y boxes the distance you want to add (+) or subtract (-) from the current position of the markup along the X and Y dimensions, respectively.



## 20. Quick copy of a markup

1. Press and hold Ctrl on your keyboard
2. Click and drag markup

Copy this markup

## 21. Paste in place

1. Copy markup
2. Go to new page
3. Press Ctrl + Shift + V

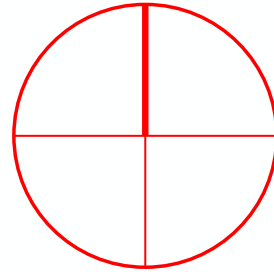
## 22. Rotating by 1 degree

1. Select the markup
2. Click the markup's rotate control point
3. Press and hold Shift
4. Rotate



### 23. Editing components of a Group markup

1. Select a Group markup
2. Press and hold Alt
3. Select and manipulate an individual component of the Group



*Paste in place continued...*

## MARKUPS: SQUARES, CIRCLES, ARCS



### 24. Creating a perfect circle or square

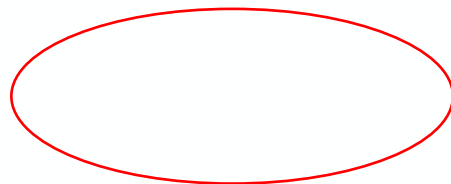
1. Select the Rectangle or Ellipse tool
2. Click first point of the circle or square bounding box, respectively
3. Press and hold Shift
4. Click second point

### 25. Changing a rectangle to a square

1. Select the rectangle
2. Press and hold Shift
3. Click a corner control point of the rectangle

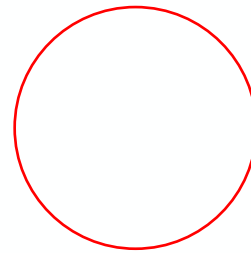
### 26. Changing an ellipse to a circle

1. Select the ellipse
2. Press and hold Shift
3. Click any control point of the ellipse



### 27. Resizing a circle from the center

1. Select the circle
2. Press and hold Shift
3. Click a side, top, or bottom control point of the ellipse and drag

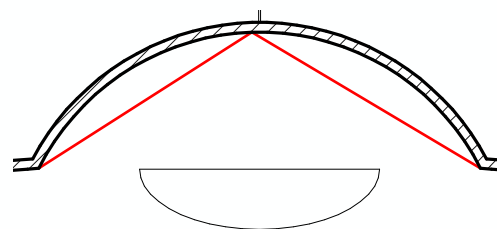


### 28. Creating a circle from the center point

1. Select Ellipse tool
2. Press and hold Alt
3. Click where you want the center of the circle to be and drag outward

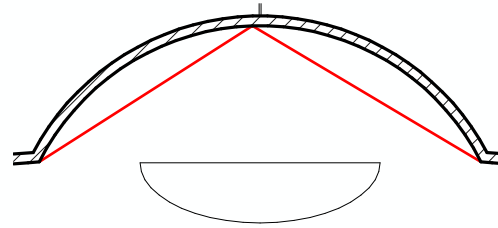
### 29. Convert to Arc

1. Right-click on a segment of a polyline
2. Select Convert to Arc
3. Manipulate the Arc



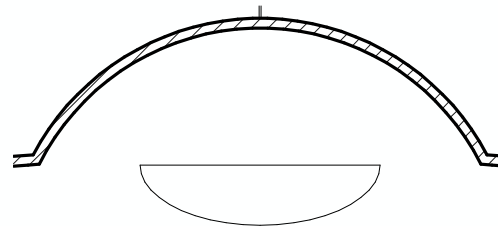
### 30. Convert to Arc

1. Press and hold ctrl
2. Select control point of polyline (Cursor will have small arc to the lower right)
3. Manipulate the Arc



### 31. Three-point Arc

1. Select the Arc tool
2. Press and hold Alt
3. Click three points along arc



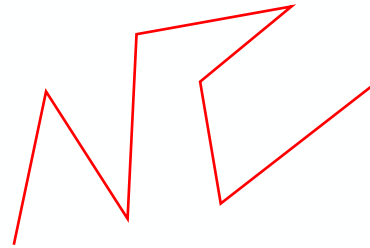
### 32. Delete last control point

1. While using the Polyline, Perimeter, or Polylength tools, hit Backspace to undo the last control point



### 33. Add/Subtract a control point

1. Hold Shift and hover over a Polyline, Perimeter, Polylength, or Area markup.
2. The cursor will display a small + if located over a segment of the markup. Click to add a control point.
3. The cursor will display a - if located over an existing control point. Click to subtract that control point.



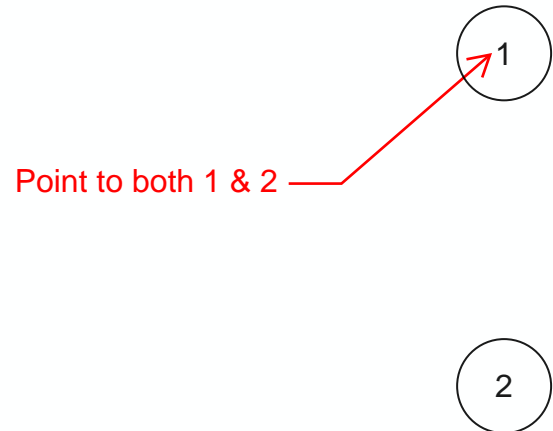
### 34. Temporarily turn off snap

1. Hold Ctrl when making or editing a markup

## MARKUPS: CALLOUT, TEXT BOX, CLOUDS

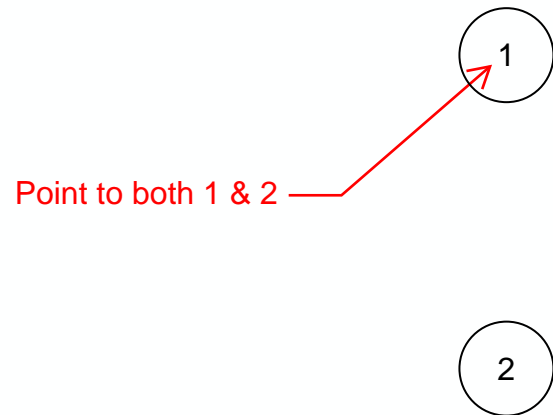
### 35. Add a leader to a Callout

1. Right click on callout markup
2. Select "Add Leader"



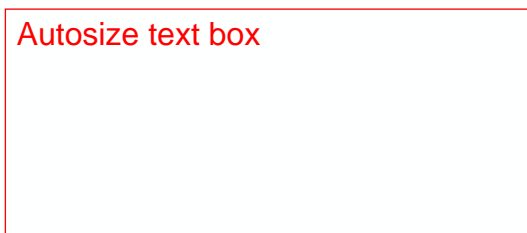
### 36. Add a leader to a Callout

1. Select Callout
2. Press and hold Shift
3. Hover over the "elbow" control point of the callout leader line until you see a small plus sign next to the cursor
4. Click on the elbow control point and a new leader will appear



### 37. Autosize text box

1. Right-click on any markup with a text box associated with it
2. Select Autosize Text Box



### 38. Autosize text box

1. Click on a markup with a text box associated with it
2. Click button in the Properties Toolbar



Autosize text box

### 39. Autosize text

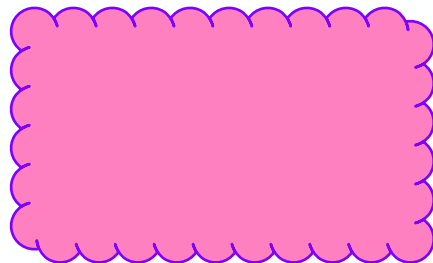
1. Click on a markup with a text box associated with it
2. Click the following button in the Properties Toolbar



Autosize text

### 40. Change shape or Cloud markup to highlight

1. Click on a shape or Cloud markup with an opaque fill.
2. Select the highlight button in the Properties Toolbar



#### 41. Highlighted text to comments column

1. Use the Highlight tool to highlight text
2. That text will now appear in the comments column of the Markups List for that Highlight markup

Highlight this text.

#### 42. Translate markups

1. Document>translate markups

Where is the library?

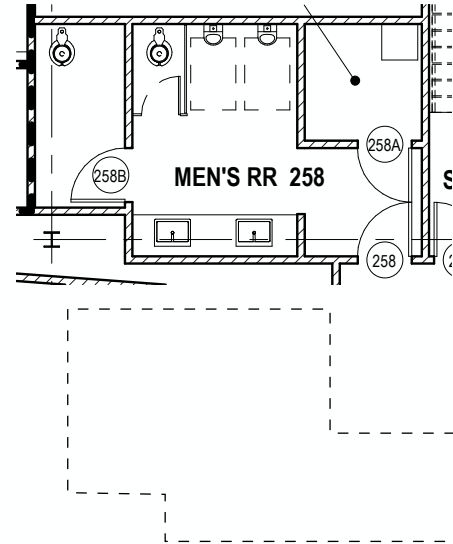
*Copy and paste the above markup to a new PDF and translate.*

## MARKUPS: SNAPSHOT

### 43. Non-rectangular Snapshot

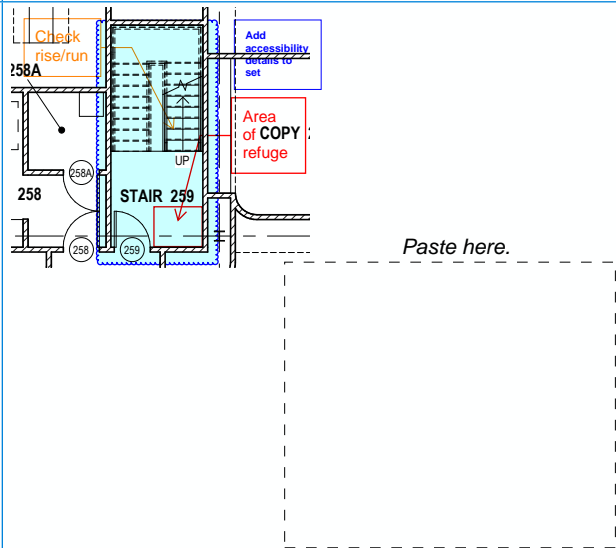
1. Instead of clicking and dragging, click and release to go point to point.

Take a Snapshot of the Men's restroom and paste in the dashed area below.



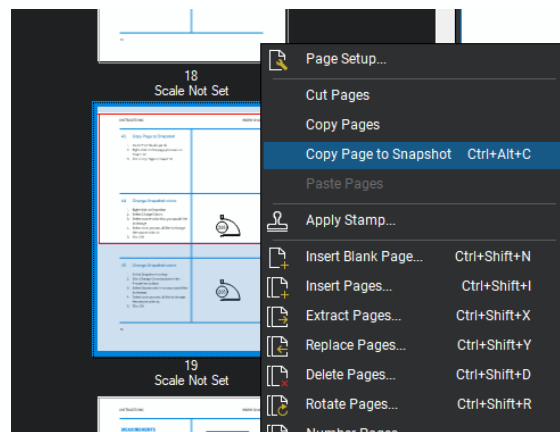
### 44. Snapshot content

1. Go to Edit>PDF Content>Snapshot Content



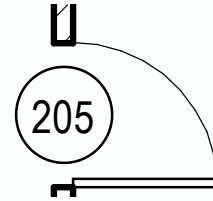
### 45. Copy Page to Snapshot

1. Go to Thumbnails panel
2. Right-click on the page you want to Snapshot
3. Click Copy Page to Snapshot



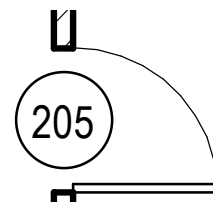
#### 46. Change Snapshot colors

1. Right-click on Snapshot
2. Select Change Colors
3. Select source color that you would like to change
4. Select color you would like to change the source color to
5. Click OK



#### 47. Change Snapshot colors

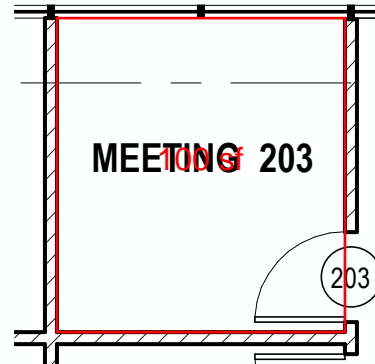
1. Select Snapshot markup
2. Click Change Colors button in the Properties toolbar
3. Select Source color that you would like to change.
4. Select color you would like to change the source color to.
5. Click OK



## MEASUREMENTS

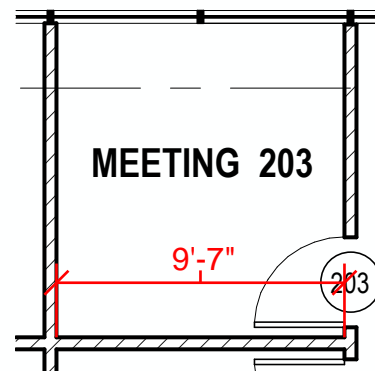
### 48. Move measurement caption

1. Hold Shift
2. Click and drag caption



### 49. Show/unshow caption leader line

1. Select measurement
2. Go to Properties Panel
3. Check/uncheck Show Caption Leader Line



### 50. Autofill cutouts

1. Select Area Measurement tool
2. Hover over one cutout to fill
3. Hold Shift
4. Click to fill all enclosed cutouts

