

Bluebeam® Revu®

Feature Overview



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Profiles

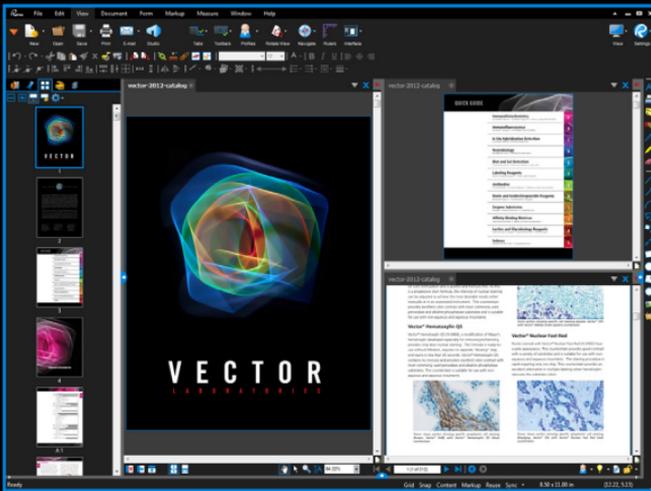
Make it your own. Everyone works differently, so Revu includes nine preloaded Profiles that alter Revu's user interface for different work processes: Construction, Advanced, Takeoff, Punch, Design Review, Oil & Gas, Office, Simple or Tablet. Don't see what you need? Not a problem. You can create your own Profile and save it for future use.



Getting Started

The Revu interface is intuitive, easy on the eyes and fully customizable. Click on the menu bar at the top of the interface to display groups of menu buttons on the Command bar, where you can pin commonly used tools to create custom toolbars.

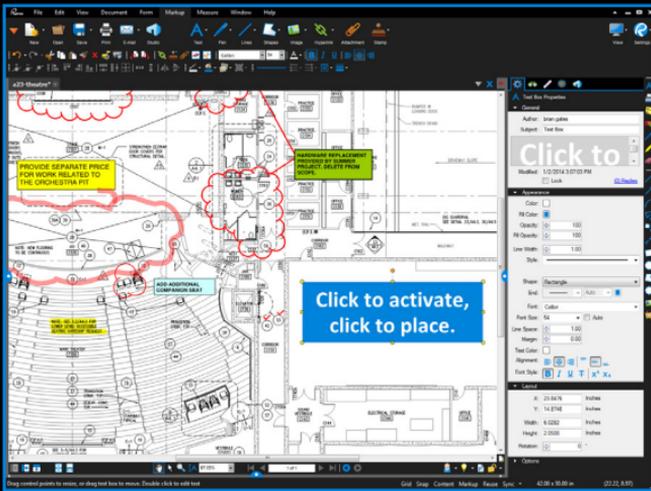
At the left, right and bottom are panels that can be opened and closed to expose more tabs, such as File Access™, Bookmarks, Thumbnails, Tool Chest™, Links, Properties, Search, Bluebeam Studio™, Markups list, Measurements, Digital Signatures and more. Select any tab from the Tab Access menu and it will automatically open the respective panel in the interface. How easy is that?



MultiView and Split Documents

An innovative way to see your work — 16 times over. Why limit yourself to one tabbed view, or two, or even 15? Split your screen up to 16 times and sync them all to pan and zoom in unison using Revu's exclusive MultiView™ technology. View and compare the same document in different areas or different documents in the same area. Or, divide a PDF into multiple sections by top level bookmarks, file size or page count with Split Documents.

Working with more than one monitor? Drag a document or feature tab to another monitor to maximize viewing space or to keep your tools out of the picture — it's your choice. Perhaps you would like to load multiple sessions of Revu? With MultiView Extended, you can enhance your viewing experience with just a few clicks.

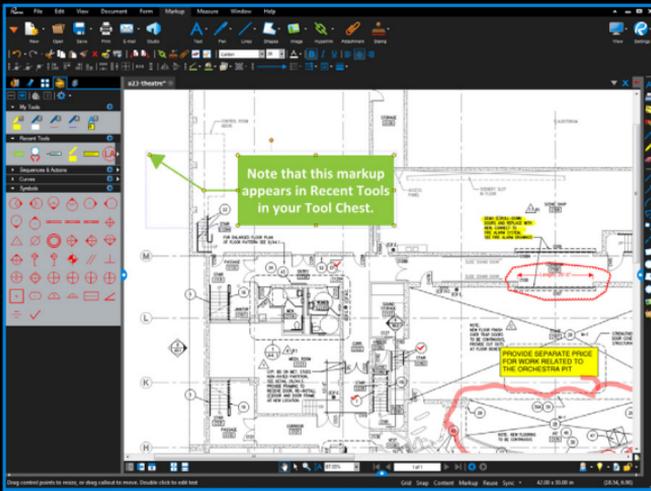


Markup Tools

Adding markups has never been easier. Point, click and release – that’s all it takes. Select from markup tools such as text, notes, lines, clouds, stamps, images and more. Change the color, fill, opacity, line type or font to suit your mood, and easily establish uniformity with the Format Painter. Use Capture to embed photos and video from the field or your media library into any markup, and provide team members with the details they need to get the job done.

Do you work with project partners around the world? We’ve made collaborating even easier for everyone involved by including support that lets you type in foreign languages, as well as translate markups from other languages.

Need to add CAD symbols to a drawing in the field? Quickly add polygons, polylines, rectangles and ellipses based on a PDF’s calibrated scale with Revu’s built-in Sketch Tools. Real-time length and angle feedback is provided as you sketch, or you can simply input precise dimensions with your keyboard. It’s that easy.

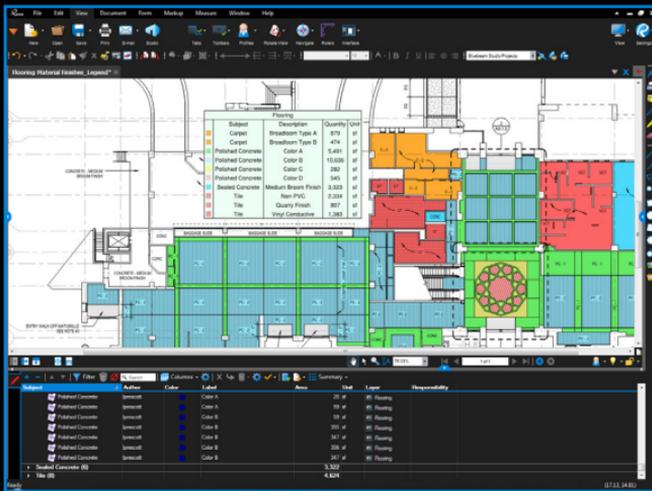


Tool Chest

Stop creating the same annotation over and over again. Revu's patented Tool Chest™ keeps track of your markups as you create them, and lets you save them for easy reuse. After you add and customize a markup, drag it from Recent Tools and drop it into any tool set for future sessions. Separate your markups into different tool sets to help categorize and share them with others.

No matter how big or small a drawing is, the amazing Dynamic Tool Set Scaler allows you to calibrate a tool set to automatically resize its markups when used on PDFs with different scales and viewports, so you won't ever have to do it manually again — that includes grouped markups, too. Yep, it's that simple.

And that's just the beginning. Double-click on one of your saved markups to toggle from "Drawing Mode" to "Properties Mode" and create brand-new markups using that same style. Assign an Action to a markup like jump to page, snapshot view, hyperlink or open file, or add a number to a markup for automatic sequencing. The options are limitless.

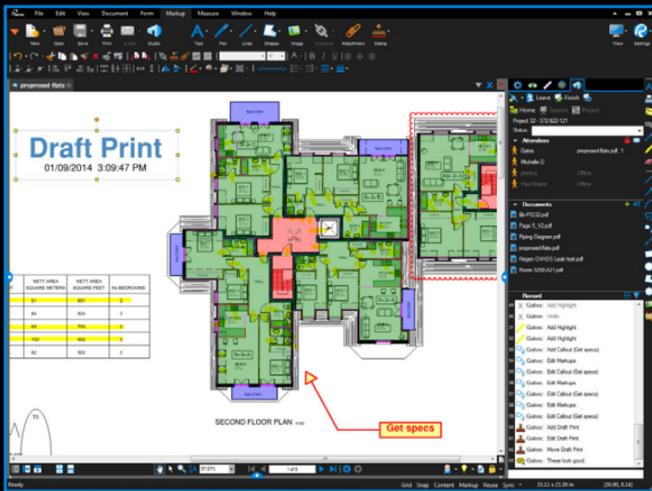


Markups List

For once, being tracked is a good thing. Want to know who said what, when? Pull up the Markups list to see an annotation's author, date, time, status and more — you can sort and filter by this data, too. Import and export markups with ease as you append another reviewer's comments to yours for a composite overview. Drag and drop Markups list columns to reorder them, or add your own by using Custom Columns.

Need to provide an overview of your markups? Legends allow anyone to have an immediate visual understanding of the markups on your PDF. The best part? Legends automatically update as markups are added or modified.

When all is said and done, export comprehensive markup reports from one or multiple PDFs that display the information in your Markups list, including images and videos embedded in annotations. Export as a CSV, XML or PDF Summary that can be appended and hyperlinked to the original PDF, or print to a local printer. Specify the information to include using powerful sort and filter tools, create a personalized Summary Template, and then save your settings to produce customized markup reports at any time. What can't the Markups list do?

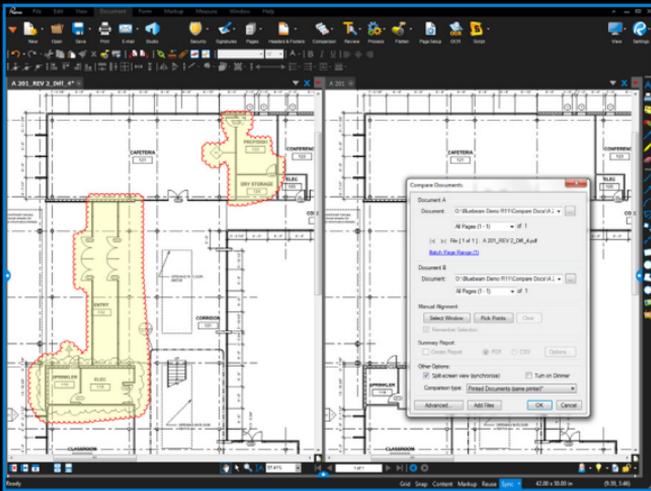


Bluebeam Studio

Make Revu your Studio. Bluebeam Studio is the ultimate document-based digital collaboration solution, allowing you to manage projects digitally from start to finish anywhere, at any time, from any Windows desktop and tablet or iPad.

There are two sides to Studio: Projects and Sessions. Store, manage and invite project partners to check out and edit an unlimited number of PDFs and any other file type in the cloud (for free!) or on your local server using **Studio Projects**. Collaborate on the fly by uploading 2D and 3D PDFs into online **Studio Sessions**, where you and your selected attendees can comment on the same PDFs together in real time or separately on your own. Project PDFs can be uploaded into a Session, allowing you to check in your changes as you make real-time, uninterrupted updates to Project files.

Even if your colleagues don't have Revu, they can simply download Bluebeam's free PDF viewer, Bluebeam Vu for Windows and iPad, to join Studio and participate in the live collaboration Sessions. You also have the flexibility to send password-protected links to a Project file to anyone, whether or not they have a Studio account. There are no limits to what you can do when leveraging the combined power of Revu and Studio.

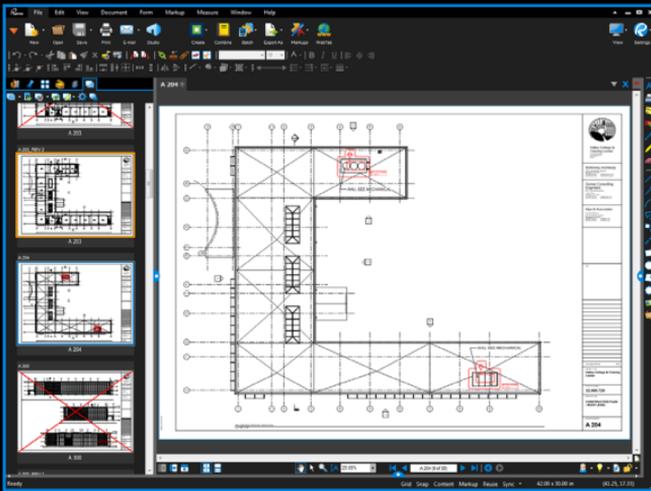


Compare Documents

Comparing drawings will never be the same again. Now your eyes can focus on more important things as Revu does the work for you. Compare Documents can align your drawings, and then highlight and cloud the differences for you. Plus, because the clouds are markups, you can use the Markups list to step through each difference one by one.

If clouds aren't enough, you can compare drawings using colored layers instead. Apply different colors to two or more different PDFs using Overlay Pages. Then, select three points to accurately align your documents. The content from each page will display as a different color to highlight the differences. In areas where there is no change, the colors will blend together to form a new, darker color.

Want to compare several revisions at once? Whether you prefer to Batch Compare Documents or Batch Overlay Pages, Revu will auto-match files by file name, page label or page region. Let us do the hard work for you.

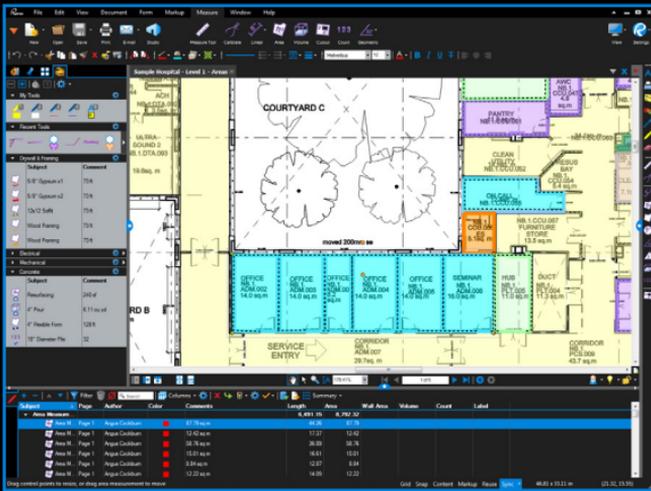


Sets

Life is complicated, so keep your files simple. Sets allows you to view, access and navigate an unlimited number of various source files as if they are a single document in a single tab, without modifying the actual associated files in any way. Easily browse all files selected for your Set in a thumbnail view or as a list. Customize rules for sorting files by page label or numeric sequence, and automatically assign files into categories with preconfigured or custom templates to organize your Set the way you want to see it.

Use Tags to help you better organize and sort files within a Set according to sheet number, name, type and more. With Tags added to your sheets, you can even generate a complete drawing log from your Set.

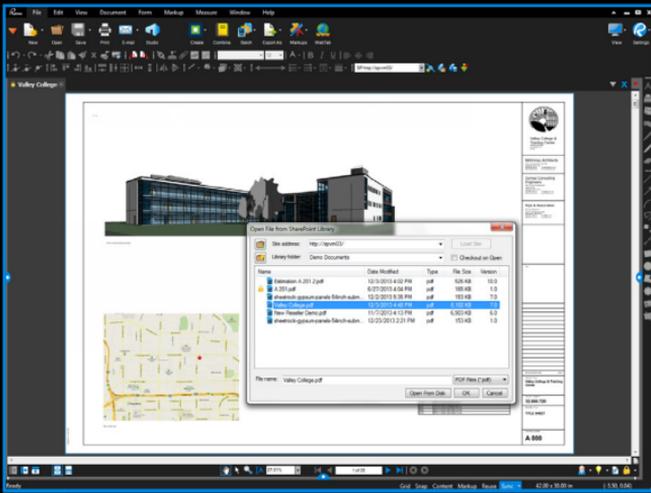
Sets is so smart it can even detect revisions, and carry over all markups, hyperlinks, Spaces and other data when slip-sheeting, as well as redirect hyperlinks to ensure you're accessing the latest revisions. Save Sets and share them with project partners in a convenient read-only format, upload Sets into a Studio Project, or create Studio Sets on the fly by adding files from a Studio Project to a Set.



Measurement Tools

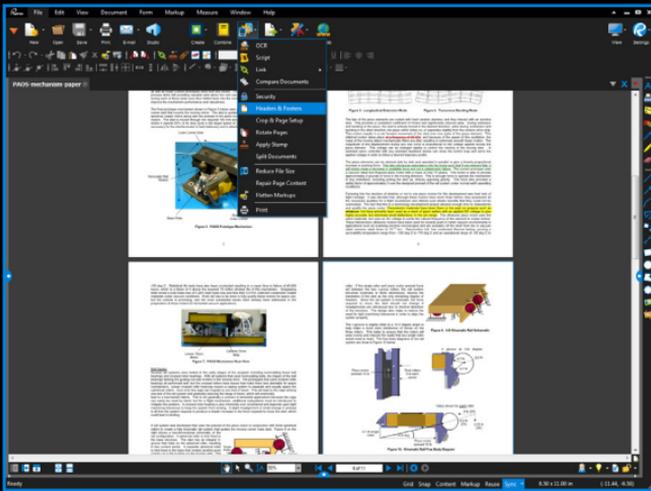
Never use a ruler again. Revu has all the tools you need to count and measure length, area, volume, perimeter, angle and radius right from your PDFs. One measurement is all you need for Revu to automatically calculate all other related measurements, including Wall Area, and display them in the Markups list. You can even cut out parts within an area measurement for a more accurate measurement. To begin, simply click Calibrate and pick two known measurements to set the scale. Use Viewports to set separate X and Y scales for other parts of the drawing, and view and manage them easily in the Measurements tab to eliminate confusion. Move and rotate measurement captions to place them exactly where you want, and out of the way of important details on the PDF.

But wait, there's more. All of your measurements are tracked in the Markups list, where you can easily create formulas to calculate the cost of materials associated with your measurements and export the sort totals to CSV or XML. With Revu's SmartGroup™ technology, you can automatically calculate subtotals in the Markups list by simply grouping measurements. Not only that, but you can also quickly view and make changes to individual annotations within a group. Who has time to open up another program?



SharePoint and ProjectWise Integration

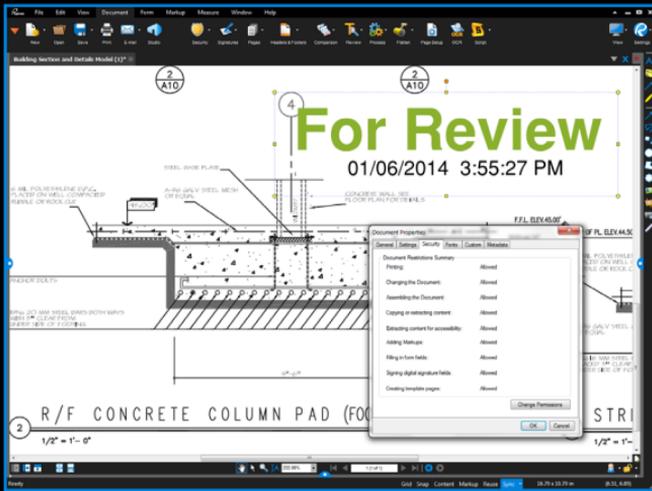
Hello SharePoint and ProjectWise. It's a pleasure working with you. Revu integrates with Microsoft® SharePoint® and Bentley® ProjectWise® document management systems so you can seamlessly retrieve and check in documents directly from the Revu interface. Easily configure Revu to stop displaying prompts or dialog boxes — it's so seamless, we couldn't make it easier if we tried.



Batch Processing

Customize all your PDFs in one easy step. Revu's batch processing capabilities allow you to convert an unlimited number of files to PDF or print several PDF documents in one print job. But the fun doesn't stop there. You can even batch add Hyperlinks, Headers & Footers, Crop & Page Setup, Repair Page Content and Flatten Markups. Automatically match new revisions with their corresponding current sheets, and carry over all markups, hyperlinks, Spaces and bookmarks — all while stamping superseded sheets — using Batch Slip Sheet (eXtreme only).

The best part of batch processing is that you can start the same way: Select a group of files you wish to process together, then — depending on the action — follow the respective menus to complete the action and execute. How will you spend all your extra free time?



Permissions, Security, Flattening and Stamps

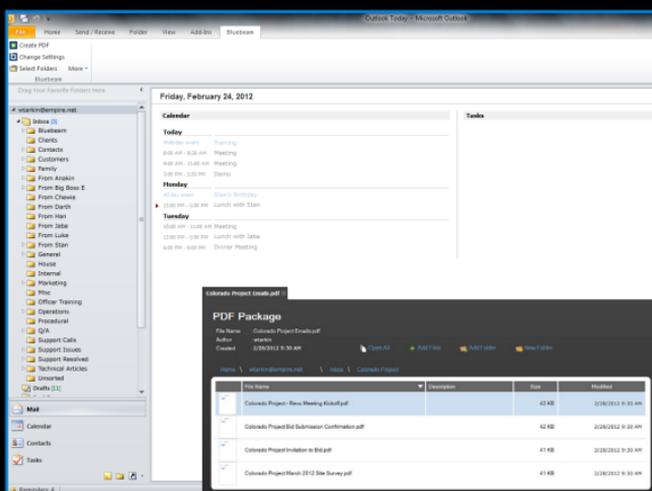
Make sure your privileged and confidential information stays that way.

There are a few ways to take complete ownership of your PDFs in Revu.

You can apply a password to open the PDF file or set permissions to determine what your recipients can and cannot do, such as printing, copying, adding markups or editing a file. Or, set up security profiles and use the custom settings feature to secure your PDF in one click. If you're batch processing, use the batch-lock security feature.

Another way to ensure your markups stay in place is to flatten them. Some of you may be flattening markups and some of you might be creating layered PDF files, but did you know you can flatten markups into layers? Assign live markups to layers that you can toggle on or off, or even delete.

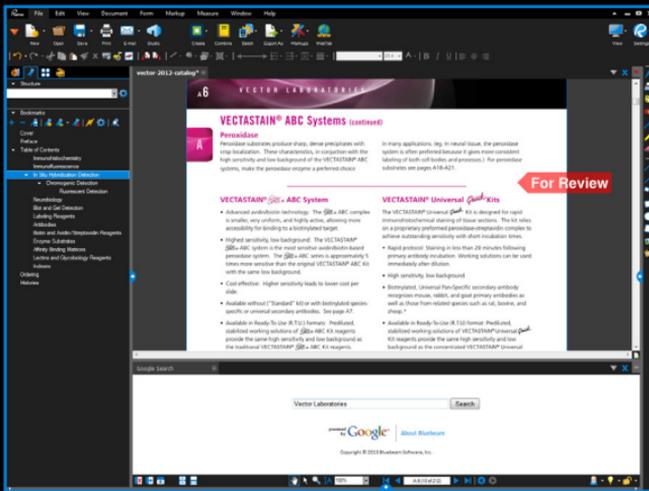
Finally, give your documents the stamp of approval. Create dynamic custom stamps that include fields for your company logo, date and time of placement, status and signature. Save stamps in the Tool Chest for easy reuse or stamp an entire folder of PDFs at once. Simple enough? We think so.



Microsoft Office and Outlook Plug-Ins

The perfect pair: Revu and Microsoft Office. Sure, Revu has a superior plug-in for Microsoft Office, but did you know you can convert your PDF files — including scanned documents — back to their native applications as well? That's right. Revu is incredibly powerful, but we understand that sometimes you just need to work with a file in Word, Excel® or PowerPoint® to access certain text-editing or formatting options offered by those programs.

There's also an easier way to archive your emails and access them later with Revu's Microsoft Outlook® plug-in. Revu recognizes all email hyperlinks and attachments so nothing gets missed. Working on billable hours? Track the time stamps on all emails relating to a project to verify the time spent on a project. Or, track the email communication on projects for accountability. We're here to help.



Bookmarks, Flags and WebTab

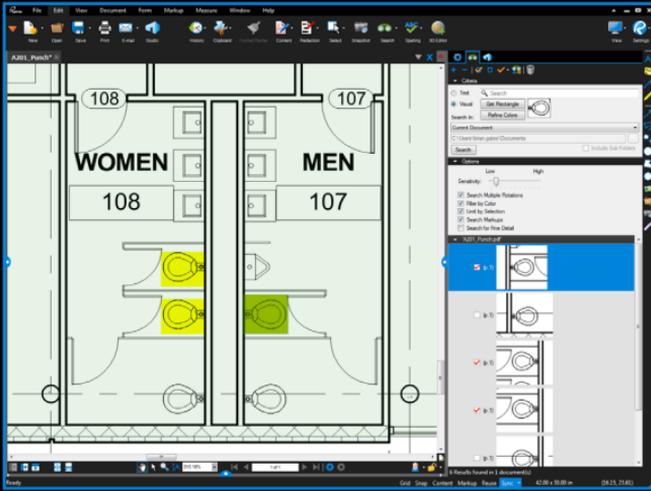
Find everything you need, when you need it. With Revu, bookmarks take on a life of their own. You can create bookmarks from page labels and page labels from bookmarks, which take you to a snapshot view, website or file you wish to share.

Whether your documents are vector or scanned, Revu's AutoMark™ feature can automatically create bookmarks and page labels by combining page regions, such as sheet labels and sheet numbers. Designate multiple regions and customize the bookmarks with spaces, prefixes, suffixes and symbols.

Need an overview of all your bookmarks? Generate customized PDF and CSV summaries of all bookmarks from a single file or across multiple PDFs.

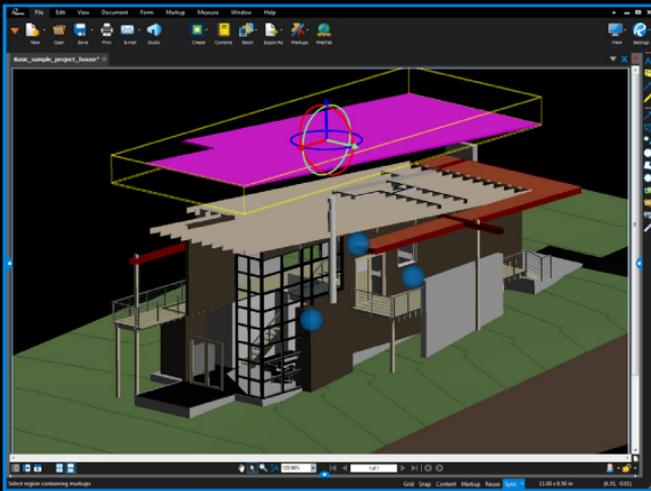
Like bookmarks, PDF Flags can also jump to a specific page, website or file. They also provide visual cues as to where you should be looking.

We've introduced yet another genius innovation for your convenience — WebTab™. No longer do you have to open a separate web browser to research plans, specs, supplies or brochures. Anything and everything you need on the Internet is available directly within Revu. Plus, we include a direct path to Google — but feel free to set up your own home page and favorites.



VisualSearch

Find exactly what you need, when you need it. Quickly locating keywords or phrases is an essential feature, but why stop there? After all, not everyone communicates with just words; symbols or other graphical elements need attention, too. For this reason we created VisualSearch™, Revu's exclusive way to quickly identify all instances of a symbol on PDF drawings. You can even tell Revu to search the current document, all open documents or an entire folder of PDFs. VisualSearch is so powerful, it will find all symbols or elements, regardless of rotation, color or line interferences. Search results appear in a list, which lets you easily add hyperlinks and highlights, count, or even edit or replace text. Wow.

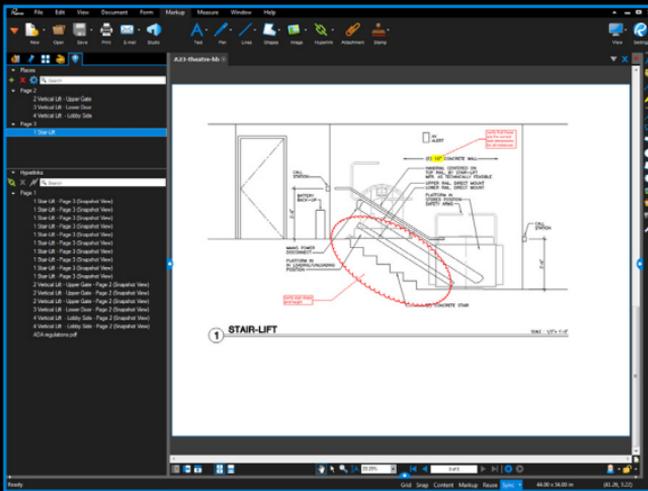


3D PDF

The world isn't flat. And sometimes your PDFs aren't, either. Create 3D PDFs directly from Revit®, Navisworks® Manage, Navisworks Simulate and SketchUp® Pro, or from any IFC file. Choose between a full-page 3D PDF of the model, or copy the model to your clipboard and paste a 3D window into an existing PDF.

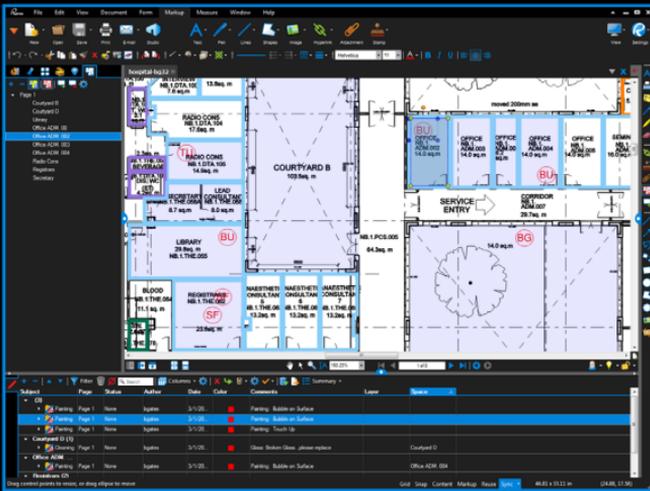
Revu's 3D PDF viewing capabilities make it incredibly simple to navigate through complex models, zoom in to see exact details, and isolate regions for improved issue communication. You can even move objects within a 3D PDF using the Transform tool.

But wait, there's another dimension to Revu's 3D capabilities. Cutting-edge PDF annotation technology allows you to add markups to 3D views. When navigating the model, markups are indicated by blue spheres and are tracked in the Markups list, which can be filtered and sorted with ease — no glasses required.



Links

Go to where you want to go faster. Links makes it easier than ever to add and manage hyperlinks in a PDF. Configure hyperlinks to display websites and networked files, or jump to specific pages or snapshot views in your PDF. Link up entire document sets quickly and easily using Batch Link® (eXtreme only) to automatically generate an unlimited number of hyperlinks by file name, page label or page region. You can even add highlighted hyperlinks to your documents without appearing in the Markups List. Create and name link destinations, otherwise known as Places, and then hyperlink to those Places in the current PDF or another PDF. All document hyperlinks are displayed in a list for easy editing and organization. Need to change Places? Simply update your Place and all hyperlinks will automatically update.

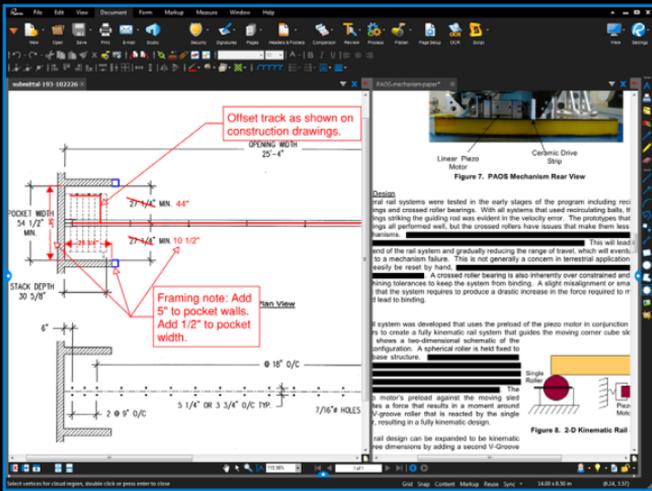


Spaces

Take the punch process to a whole new level. Define Spaces in mere seconds. Just select an area on a PDF, name it and shade it! Now all markups added to that Space will be tracked in the Markups list, which can be filtered to show detailed information.

Automatically convert Revit Rooms to Spaces, creating a more intelligent 2D PDF that tracks the location of all your markups and makes area measurements easier to calculate.

Sort and report on markups based on their user-defined zones. Copy and paste Spaces across other pages and files, create area measurements from Spaces and add hyperlinks to and from Spaces in a document. There's no limit to the number of Spaces within Spaces that you can create. Need to edit a Space? Revu allows you to edit single or multiple Spaces at once.



Bluebeam Revu eXtreme

Ready to push the limits of your PDFs? Enter Revu eXtreme—the ultimate edition of Revu designed with exclusive features for power users who want to do more with their PDFs.

With **OCR+** (Optical Character Recognition), transform scanned PDFs into text-searchable files, even those containing skewed and vertical text.

Maintain a high-tech reputation by creating slick PDF forms that look cool and perform advanced functions, such as calculations, validations and JavaScript commands. Need to permanently remove confidential data from PDFs? Use the special redaction features only available in eXtreme.

Add complex, hierarchical bookmarks to a file faster with **Structures™**, which automatically pulls in dynamic components from a selection of bookmark templates included in Revu. You can even create templates and share them with others using the Import and Export features in the Structures Manager.

Write and save scripts that automate multi-step processes so they are just a click away on your toolbar. eXtreme includes more than 25 script commands to take your digital workflow to the next level.

Use **Batch Link**[®] to create an unlimited number of hyperlinks by file name, page label or page region to quickly link up entire document sets.

Automatically match new revisions with their corresponding current sheets, and carry over all markups, hyperlinks, Spaces and bookmarks – all while stamping superseded sheets – using **Batch Slip Sheet**.

Tips and Tricks



Cloud+ combines the convenience of clouds and the clarity of callouts into a single markup tool, including the ability to customize the appearance properties for both components independently.



Combine, reorder, insert, delete, copy, extract, number and rotate pages from the **Thumbnails panel**. Reorder pages within the panel by using a simple drag and drop. Copy pages and paste them to a new location, or access other page assembly options by right-clicking on the thumbnail view.



Use **Headers & Footers** to add text or a date to all the pages in a document, or auto-sequence page numbers and Bates numbers.



Color processing options enable you to change or strip colors in your PDF. Revu includes a number of color processing options such as modify colors, grayscale, and black and white, as well as the ability to adjust the luminosity, saturation and hue of colors.



Revu gives you two options for removing PDF content: **Erase Content** to erase content for good or **Cut Content** to remove the underlying content and paste it elsewhere. You can drag your mouse to create a perfect rectangle, or pick points to create a more applicable shape.



Attach or **embed** files in your PDF to create a complete package of documents. Either insert a file into a PDF itself so that it has a visible icon on the document, or embed the file in the document without a visible icon through the File Properties option.



Zoom versus scroll: In **One Full Page** mode, the mouse wheel defaults to zoom in/out. But if you select **Scrolling Pages** mode, the center mouse wheel defaults to page scroll. You can set either of these as your default preference.



Use **PDF Packages** to organize project files and folders in a single PDF container and easily share them electronically. Despite the name, any type of file can be included in a PDF Package.



Click on the **Snapshot** tool to copy an area of a PDF. The content is saved to your clipboard, maintaining the vector data and image quality of the original. Paste the snapshot in another area of the PDF or another PDF.



Select multiple markups by using the **Lasso** tool or right-click, hold and drag the cursor across multiple markups.



Standardize the appearance of markups with a simple click. Just choose a markup, select the **Format Painter** and apply its properties to any markup or group of markups.



Grid shows the grid on the workspace. **Snap** will snap markup end points to the grid. **Content** will snap to the underlying content (vector). **Markup** snaps to other markups in the PDF. **Reuse** will eliminate the need to select the same tool over and over again. **Sync** will synchronize all split views so that you can pan and zoom multiple views of the same file at the same time.



Add curves to polylines and polygons by right-clicking on a line or control point and selecting Convert to Arc. Add and subtract control points, too.



Right-click on a callout and select **Add Leader** to create one callout annotation with multiple leader lines.



Alt Key mode lets you view each individual element in a grouped markup. All you have to do is press Alt.



Rotate markups and captions by grabbing the orange control point at the top of a markup. Hold the Shift key to rotate to an exact point.



The **Dimmer** is very useful when reviewing markups on a color PDF. Look for the light bulb in the lower right-hand corner of the interface.



Tablet users can **pan** and **zoom** with their pen by double-tapping on the screen to pull up the zoom control. Drag your pen up (+) or down (-) to zoom in/out. Move the pen outside of the zoom control and pan as normal. Revu includes pressure sensitivity and ink copy/paste interoperability with Windows Journal™ and Microsoft OneNote™.



Import **tool sets** from bluebeam.com/extensions. Bluebeam is frequently creating and updating tool sets. If you don't see what you're looking for, please send us an email:

suggestions@bluebeam.com



Select one of Revu's **templates** (Fax, Invoice, RFI, etc.) or a special **page style** (notebook, grid and more). You can even **import** your own custom PDF templates.



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