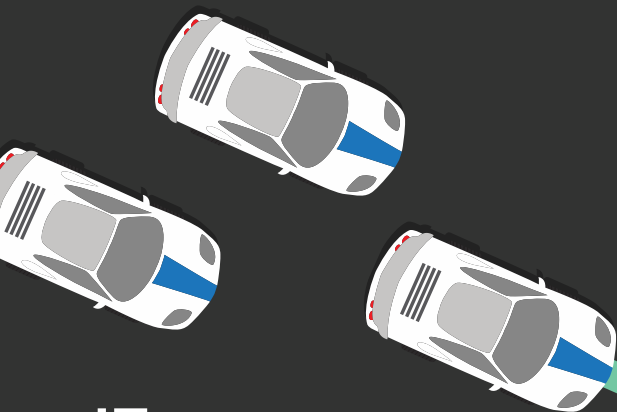


# THE REVV TOOL KIT

Helpful Tips, Tricks & Shortcuts  
for Bluebeam Revu

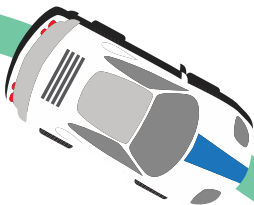




# THE REVU TOOL KIT

Whether you're a race team testing out a new engine, or an engineer testing out Bluebeam Revu, one simple fact remains: Your tools are only as good as your knowledge of how to use them.

We present you with The Revu Tool Kit, a collection of tips, tricks and keyboard shortcuts to help propel you down your path to more powerful use of Revu.



# 20

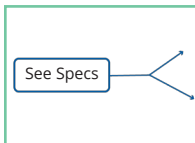
# ESSENTIAL

# REVU

# 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.

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## 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.

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## 3. Automatically autosize text boxes

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

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## 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.

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## 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.

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## 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.





## **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.

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## **9. Include selected text markups in your Markups List summary report**

If you need certain text within a document included in your Markups List summary report, go to Settings > Preferences > Markup and check “Copy selected text into Text Markup.” When you highlight or underline text, Revu will add that highlighted text as a comment in the Markups List. This works great for a quick review or report on the sections you’ve highlighted.

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## **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.

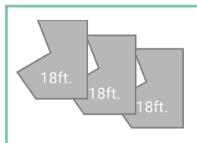
## 11. Translate markup text

To translate markups, go to Document > Process> 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 long-time 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 Command bar

To minimize the Command bar, double-click any of the menu items (File, Edit, View, etc.). Simply double-click any menu item again to bring it back.

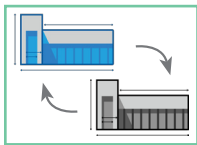
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## 15. Share Studio Project file links

Share a file from a Studio Project with anyone by using Studio File Link, which will email your contact a download link to only that file. 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. The link will always contain the latest version of the document that has been updated within the Studio Project for as long as the link is valid.

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## 16. Adjust colors on your PDF

This is a great option for CAD drawings! Go to Document > Process > 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.

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## 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.

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## 19. Copy Spaces across multiple pages

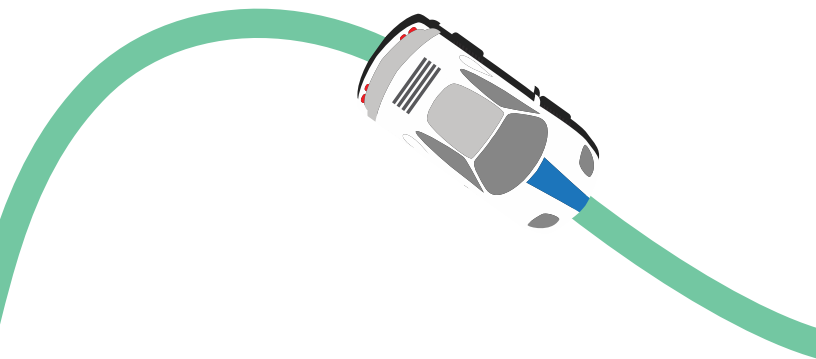
Spaces, Revu's feature for defining regions of a drawing, can be copied across other pages and files in Revu. This is a great way to save time from individually recreating each space if you are working on files with duplicate floors, such as healthcare or hospitality projects.

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 Measurements."



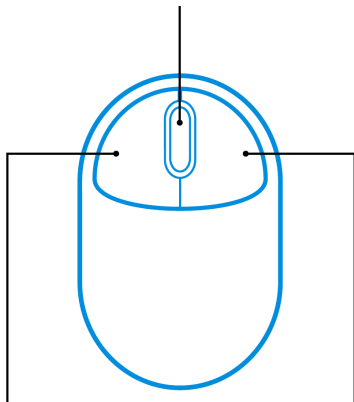
# MOUSE

# 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

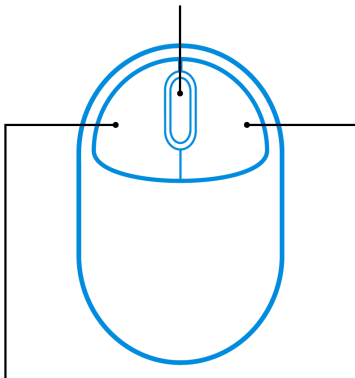
Multi-Select = Click + Drag

## Middle Button (wheel)

Zoom In/Out = Scroll

Pan Model = Click + Drag

Return to View = Double-Click



### Left Button













Rotate Model = Click + Drag















### Right Button

Rotate Camera = Click + Drag














# KEYBOARD SHORTCUTS

## Markup & Editing












Cloud	C	
Cloud+	K	
Ellipse	E	
Eraser	Shift + E	
Snapshot	G	
Highlight	H	
Hyperlink	Shift + H	
Image	I	
Line	L	
Arc	Shift + C	
Arrow	A	
Dimension	Shift + L	













Note	N	
Polyline	Shift + N	
Lasso	Shift + O	
Pen	P	
Polygon	Shift + P	
Callout	Q	
Rectangle	R	
Text Box	T	
Typewriter	W	
File Attachment	F	
Flag	Shift + F	
Format Painter	Ctrl + Shift + C	
Auto-Size Text Box	Alt + Z	
Dynamic Fill	J	
Measurements Tab	M	
Length Measurement	Shift + Alt + L	
Polylength Measurement	Shift + Alt + Q	




















Perimeter Measurement	Shift + Alt + P	
Area Measurement	Shift + Alt + A	
Volume Measurement	Shift + Alt + V	
Count Measurement	Shift + Alt + C	<b>123</b>
Diameter Measurement	Shift + Alt + D	
Angle Measurement	Shift + Alt + G	
Radius Measurement	Shift + Alt + U	
Complete Markup	Enter	
Exit Current Command	Esc	
Edit Text in Comment	F2	
Flatten Markups	Ctrl + Shift + M	
Unflatten Markups	Ctrl + Shift + U	
Copy	Ctrl + C	
Paste	Ctrl + V	
Paste in Place	Ctrl + Shift + V	
Cut	Ctrl + X	
Undo	Ctrl + Z	








Redo	Ctrl + Y	
Align Bottom	Ctrl + Alt + B	
Align Left	Ctrl + Alt + L	
Align Right	Ctrl + Alt + R	
Align Top	Ctrl + Alt + T	
Flip Horizontal	Ctrl + Alt + H	
Flip Vertical	Ctrl + Alt + V	
Bring Forward	Ctrl + ]	
Send Backward	Ctrl + [	
Bring to Front	Ctrl + Shift + ]	
Send to Back	Ctrl + Shift + [	
Group Markups	Ctrl + G	
Ungroup Markups	Ctrl + Shift + G	
Select All Markups	Ctrl + A	
Toggle Markup Lock	Ctrl + Shift + L	
Move Markup Up	Shift + Up	
Move Markup Down	Shift + Down	









Move Markup Left	Shift + Left	
Move Markup Right	Shift + Right	
Add Bookmark	Ctrl + B	
Edit Action	Ctrl + Shift + E	
3D Editor	Ctrl + Alt + 3	
Spell Check	F7	
Form Editor *	Ctrl + Shift + F	
OCR *	Ctrl + Shift + O	
Open Global JavaScript *	Ctrl + Shift + J	
Mark for Redaction *	Shift + R	
Apply Redactions *	Shift + A	
Add Signature Field	X	
Toggle Grid	Shift + F9	
Toggle Snap to Grid	Ctrl + Shift + F9	
Snap to Content	Ctrl + Shift + F8	
Snap to Markup	Ctrl + Shift + F7	

## Viewing









Split View	Ctrl + 2	
Split View Horizontal	Ctrl + H	
Unsplit View	Ctrl + Shift + 2	
Toggle Split Orientation	Ctrl + I	
Switch View	Ctrl + 1	
Balance Views	Shift + F12	
Toggle Stay on Top	Ctrl + F12	
Show / Hide Tabs	Shift + F4	
Single Page	Ctrl + 4	
Continuous Page	Ctrl + 5	
Side by Side	Ctrl + 6	
Continuous Side by Side	Ctrl + 7	
Full Screen	F11	
Presentation	Ctrl + Enter	
Actual Size	Ctrl + 8	
Fit Page	Ctrl + 9	
Fit Width	Ctrl + 0	

Show / Hide Rulers	Ctrl + R	
Zoom Mode	Z	
Zoom Out	Ctrl + (-)	
Zoom In	Ctrl + (+)	
Refresh Document View	F5	
Cycle Zoom	Shift + Z	
Rotate View	Ctrl + Shift + (+)	

## Navigation

Select	V	
Pan	Shift + V	
Previous Document	Ctrl + Shift + F6	
Next Document	Ctrl + F6	
Jump to First Page	Home	
Jump to Last Page	End	
Previous Page	Ctrl + Left	
Next Page	Ctrl + Right	
Previous View	Alt + Left	
Next View	Alt + Right	
Next Comment	Tab	
Previous Comment	Shift + Tab	
Next Tab	Ctrl + Tab	
Previous Tab	Ctrl + Shift + Tab	
Scroll Up	Up Arrow	
Scroll Down	Down	
Scroll Left	Left	
Scroll Right	Right	






## Page Manipulation

Insert Blank Page	Ctrl + Shift + N	
Insert Pages	Ctrl + Shift + I	
Extract Pages	Ctrl + Shift + X	
Replace Pages	Ctrl + Shift + Y	
Delete Pages	Ctrl + Shift + D	
Rotate Pages	Ctrl + Shift + R	
Copy Page to Snapshot	Ctrl + Alt + C	
Deskew	Ctrl + Alt + D	
Rotate All Pages	Shift + Alt + (-)	
Crop Pages	Shift + Alt + O	

## Show Tabs









Bookmarks Tab	Alt + B	
Markups List Tab	Alt + L	
Measurements Tab	Alt + U	
Properties Tab	Alt + P	
Search Tab	Alt + 1	
Thumbnails Tab	Alt + T	
Tool Chest™ Tab	Alt + X	
File Access™ Tab	Alt + A	
Bluebeam Studio™	Alt + C	
bFX™ Tab	Alt + K	
Layers Tab	Alt + Y	
Spaces Tab	Alt + S	
Links Tab	Alt + N	
Forms Tab *	Alt + Q	
JavaScript Console *	Alt + J	
3D Model Tree	Alt + 3	
Sets Tab	Alt + 2	
Signatures Tab	Alt + 4	

## Miscellaneous














Open Help Window	F1	
Toggle Navigation Bar	F4	
Toggle Status Bar	F8	
Toggle Menu Bar	F9	
Open Context Menu	Shift + F10	
Document Properties	Ctrl + D	
Preferences	Ctrl + K	
Document Security	Ctrl + L	
Toggle Dimmer Switch	Ctrl + F5	

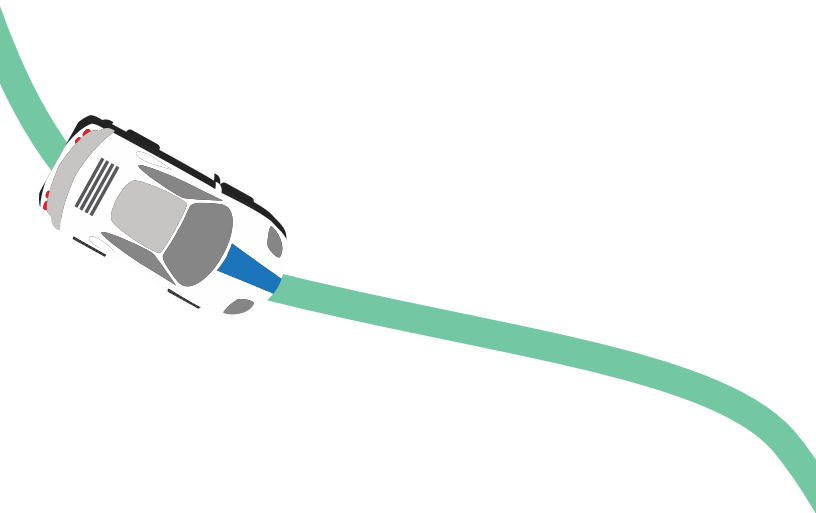


## Advanced Text

Search	Ctrl + F	
Search Next Result	F3	
Search Previous Result	Shift + F3	
Select Text	Shift + T	
Select All Text	Ctrl + Shift + A	
Review Text	Shift + Alt + R	
Underline Text	U	
Squiggly Text	Shift + U	
Strikethrough Text	D	
Mark Text for Redaction *	Shift + K	

## Advanced File

Create PDF	Ctrl + N	
Create From Scanner	Shift + I	
Open	Ctrl + O	
Reopen Last Session Files	Ctrl + Alt + O	
Print	Ctrl + P	
E-mail PDF	Ctrl + E	
Save	Ctrl + S	
Save a Copy	Ctrl + Shift + S	
Save All	Shift + F2	
New WebTab™	Ctrl + T	
Export Markups	Ctrl + F2	
Import Markups	Ctrl + F3	
Previous File in Folder	Alt + PgUp	
Next File in Folder	Alt + PgDn	
Close all Open Tabs	Ctrl + Shift + W	
Close Current Document	Ctrl + W / F4	
Close Application	Alt + F4	
Exit	Ctrl + Q	





Since 2010, Bluebeam has been proud to be part of the rallycross community, where teams thrive on accuracy, communication and teamwork in a fast-paced environment— qualities we see every day in the AEC professionals Revu supports.

**To continue learning about Bluebeam Revu, check out  
[bluebeam.com/training](https://bluebeam.com/training)**

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