



Bluebeam® *Revu*®

Feature Overview



MINDSYSTEMS
INTELLIGENT SOFTWARE

www.mindsystems.com

TABLE OF CONTENTS

Profiles	2
Getting Started	3
MultiView™ and Split Documents	4
Markup Tools	5
Tool Chest™	6
Markups List	7
Bluebeam Studio™	8
Compare Documents	9
Sets	10
Measurement Tools	11
File Access™	12
SharePoint® and ProjectWise® Integration	13
Batch Processing	14
Permissions, Security, Flattening and Stamps	15
Microsoft® Office and Outlook® Plug-ins	16
Bookmarks, Flags and WebTab™	17
VisualSearch™	18
3D PDF	19
Links	20
Spaces	21
Bluebeam eXtreme®	22
Tips and Tricks	23

PROFILES



Make it your own. Get started by selecting your user Profile and preferred desktop look. We know that each of you work differently, so to make your life easier, nine preloaded Profiles are included in Revu to help you get started: Construction, Advanced, Takeoff, Punch, Design Review, Oil & Gas, Office, Simple or Tablet. Don't see what you need? No sweat. You can create your own Profile and save it for future use.

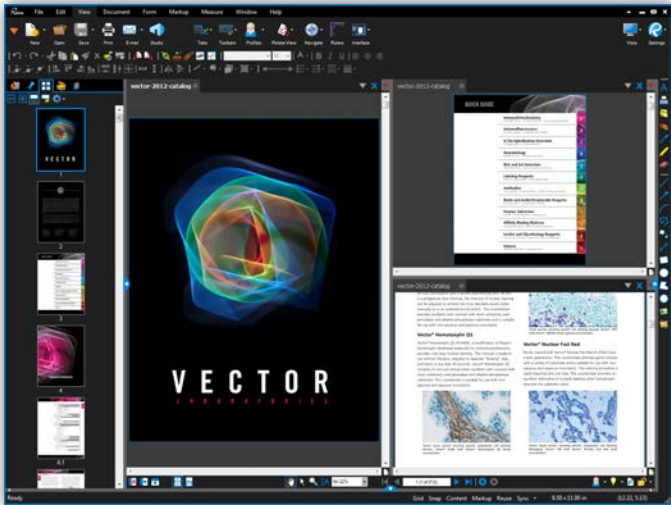
And then there's the background. Some of you prefer the dark look, some of you the light. For those of you who prefer Revu's classic look, don't worry; you can always bring back that old look and feeling.

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 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?

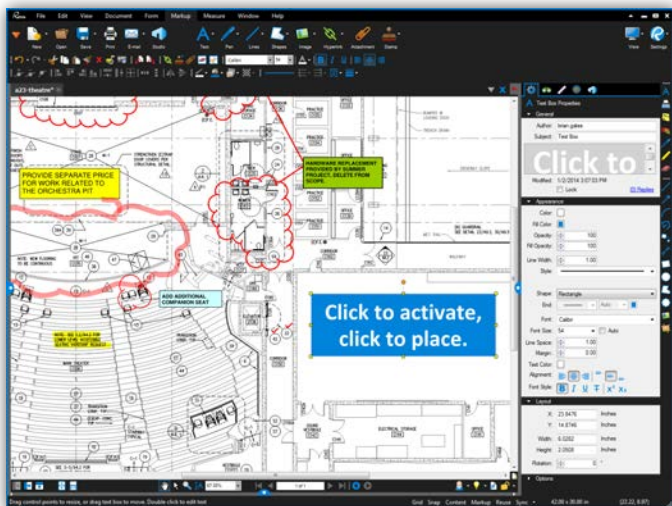
MULTIVIEW AND SPLIT DOCUMENTS



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, use Split Documents to split a PDF into multiple sections by top level bookmarks, file size or page count.

Are you 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? No problem. With Multiview Extended, you can maximize your viewing experience all day, every day.

MARKUP TOOLS

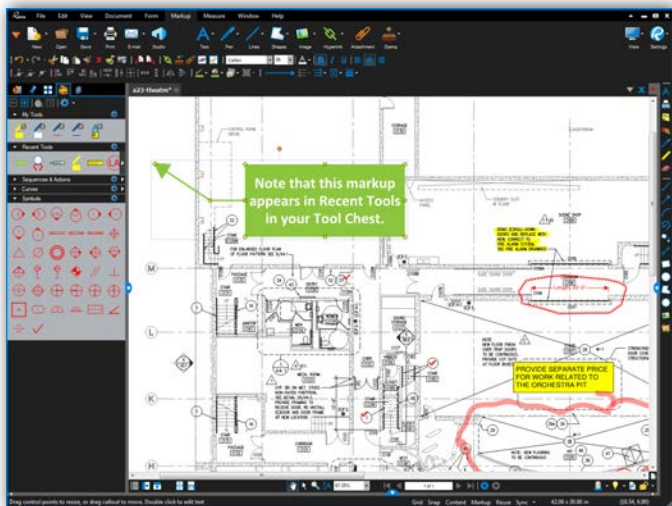


Adding markups has never been easier. Point, click and release – that’s all it takes. Select from markup tools such as text, notes, lines, clouds, stamps, images and more. Change the color, fill, opacity, line type or font to suit your mood, and easily establish uniformity with the Format Painter. Use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

Getting bored of adding markups with your mouse? Ditch it and markup PDFs using a microphone and the sweet sound of your voice.

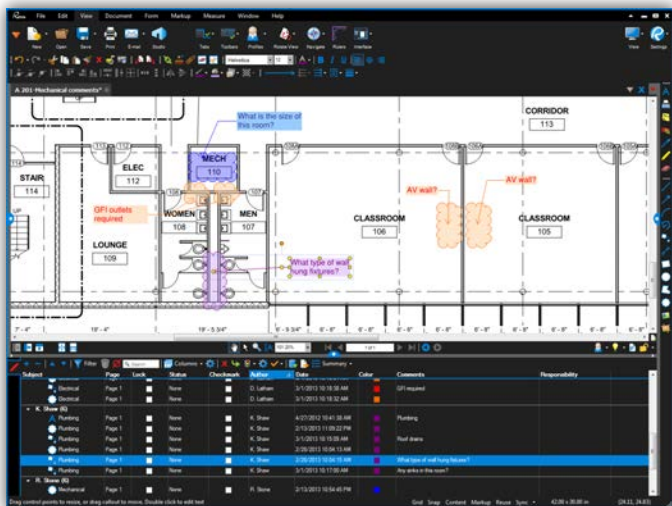
TOOL CHEST



Stop creating the same annotation over and over again. Put an end to the days of reinventing the wheel. Revu's patented Tool Chest is a revolutionary technology that keeps track of your markups as you create them, and lets you save them for future reuse. After you add and customize a comment, 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. Yep, it's that simple.

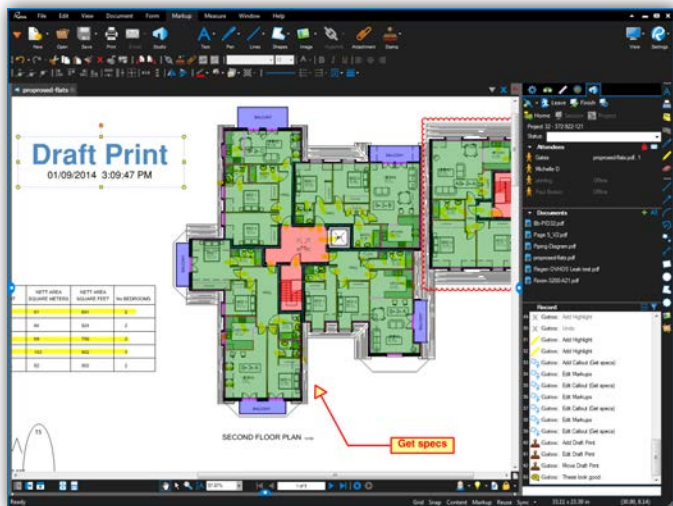
And that's just the beginning. Double-click on one of your saved markups to toggle from "Drawing Mode" to "Properties Mode" and create brand-new markups using that same style. Assign an Action to a markup like jump to page, snapshot view, hyperlink or open file, or add a number to a markup for automatic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

MARKUPS LIST



For once, being tracked is a good thing. With the incredible Markups list, Bluebeam Revu has the most advanced markup tracking technology on the market today. Want to know who said what, when? Pull up the Markups list to see an annotation's author, date, time, status and other property information. 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.

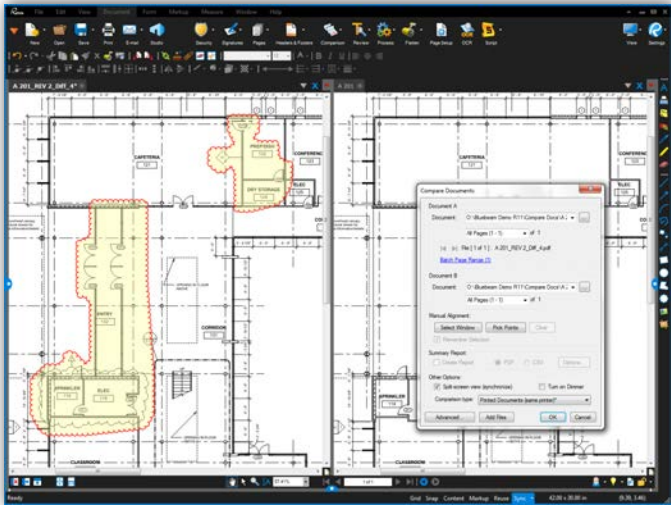
Not completely satisfied with your columns? Drag and drop to reorder them, or add your own by using Custom Columns. When all is said and done, create a Summary that displays all the data in your Markups list. You can choose to export as a CSV, XML or PDF Summary that can be appended and hyperlinked to the original PDF, or print to a local printer. This is pretty neat stuff.



Make Revu your Studio. Bluebeam Studio is the ultimate document-based cloud solution for collaboration. Included in Revu, Studio allows you to manage projects digitally from start to finish anywhere at any time, from a desktop, tablet PC or iPad.

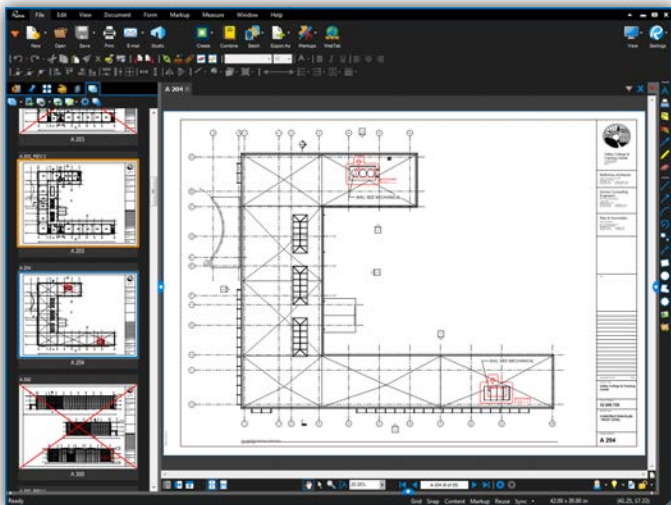
There are two sides to Studio - Projects and Sessions. Store and manage an unlimited number of PDFs and any other file type in the cloud (for free!) using Studio Projects. Invite project partners to check out and edit those files, or collaborate on the fly by uploading 2D and 3D PDFs into online Studio Sessions, where you and your selected attendees can comment on the same PDFs together in real time or separately on your own. 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. There are no limits to what you can do when leveraging the combined power of Revu and Studio.

COMPARE DOCUMENTS



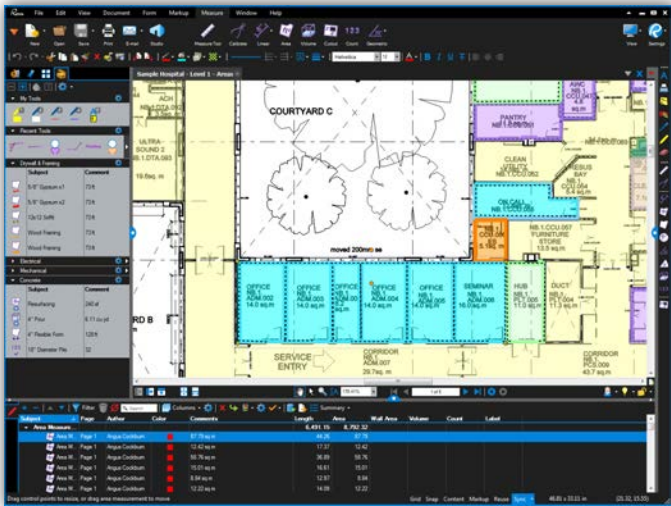
Comparing drawings will never be the same again. Stop relying on your tired eyes to spot revision discrepancies and start relying on Revu to do the work for you. Use Compare Documents to view any changes between revisions; Revu scales, rotates and aligns your drawings, and then clouds the differences for you. Plus, since the clouds are markups, you can use the Markups list to step through each difference one by one.

If clouds aren't your thing, 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. Feast your eyes on that.



Improve your Sets life. Sets allows you to view, access and navigate an unlimited number of 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, as well as inserting file revisions, to automatically organize your Set the way you want to see it. Sets is so smart it even redirects hyperlinks within a Set automatically 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.

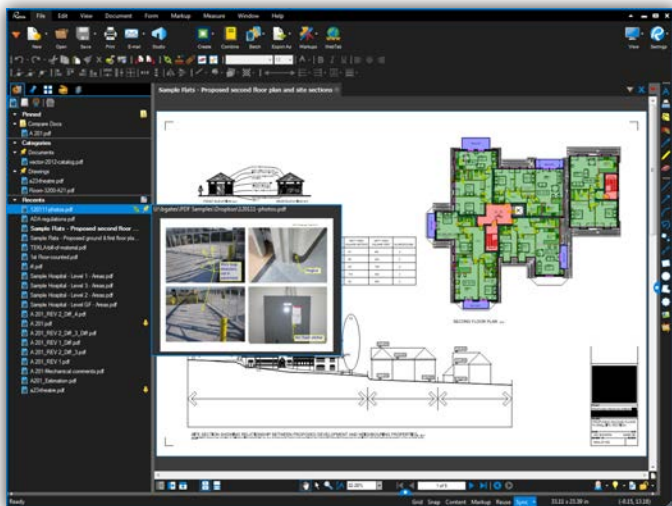
MEASUREMENT TOOLS



Ditch your ruler for good. 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 it takes for Revu to automatically calculate all other related measurements for you, 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 quickly view and make changes to individual annotations within a group. Who has time to open up another program?

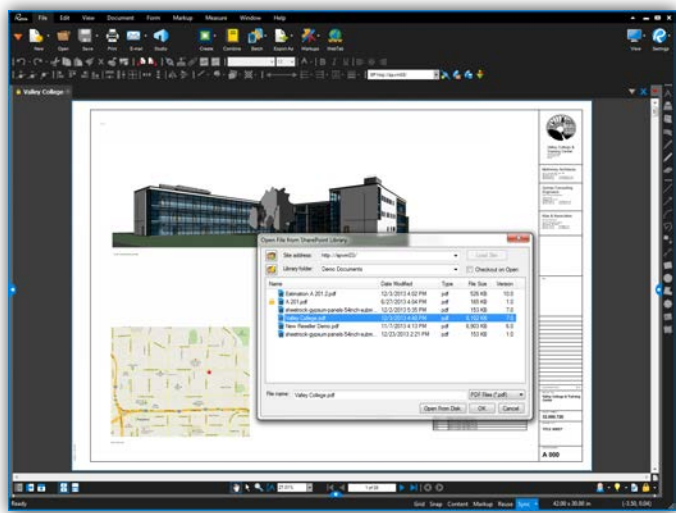
FILE ACCESS



Never again waste time searching for your files. Revu's File Access tab displays a list of recently opened PDF Files that can be previewed or reopened with a mouse click. Search local or network drives with ease, and pin or save files in categories to keep project documents organized and conveniently stored.

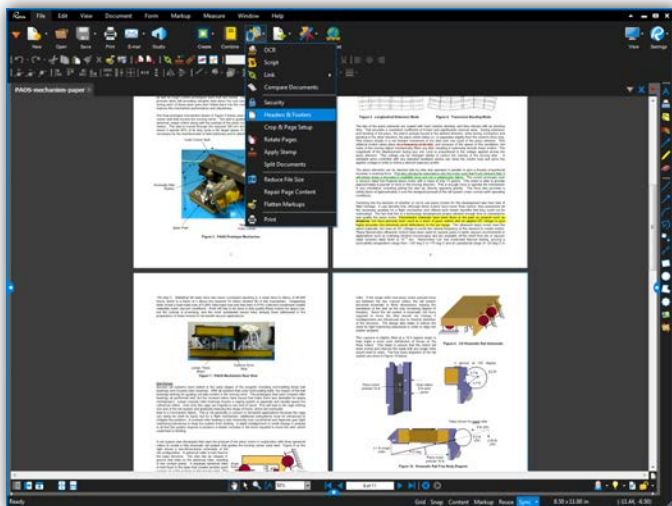
What's pinning, you ask? It's saving your favorite PDFs in Revu for one-click access. Pinned files also give you direct access to the file's folder, so you can also open all related PDFs. If you want to get fancy, add hyperlinks to your existing PDF that link to any file in the Recents list or on your network through the integrated Explorer.

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. It's so slick, it's like sliding through your document vaults at warp speed. Easily configure Revu to stop displaying prompts or dialog boxes — it's just complete ease and simplicity from here on out.

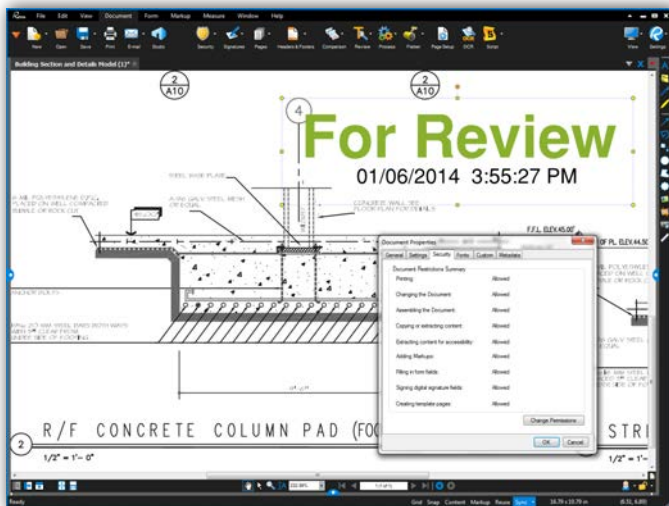
BATCH PROCESSING



Customize all your PDFs in one fell swoop. 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, create Hyperlinks, Headers & Footers, Crop & Page Setup, Repair Page Content and Flatten Markups.

The beauty 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. Talk about efficient.

PERMISSIONS, SECURITY, FLATTENING & STAMPS

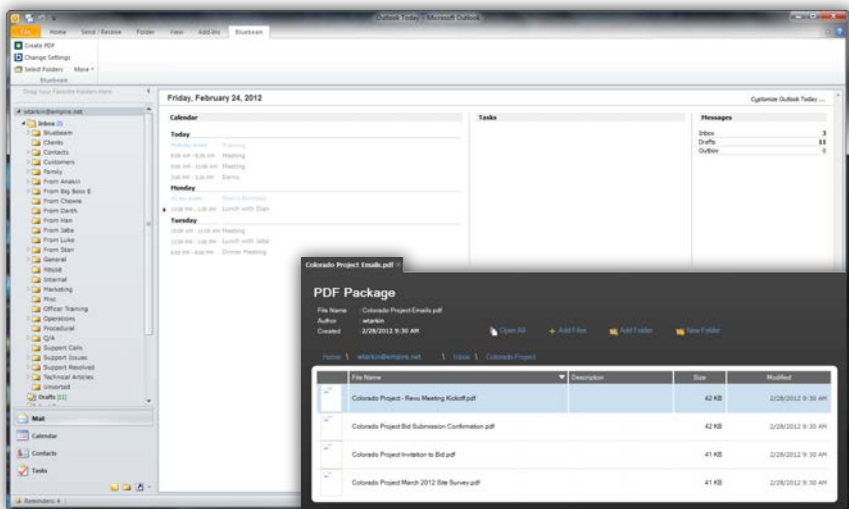


Make sure your privileged and confidential information stays that way. There are a few ways to take complete ownership of your PDFs in Revu. For starters, you can apply a password to open the PDF file or set permissions to determine what your recipients can and cannot do such as printing, copying, adding 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, seal the deal with your 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.

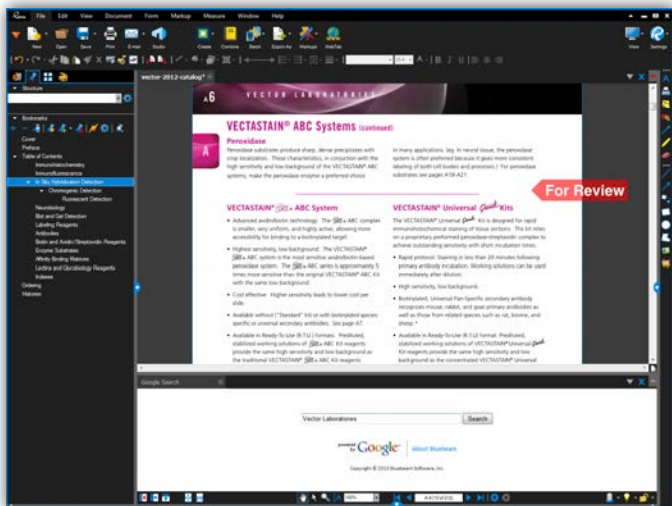
MICROSOFT OFFICE AND OUTLOOK PLUG-INS



The perfect pair: Revu and Microsoft Office. Sure, Revu has a topnotch plug-in for Microsoft Office, but did you know you can convert your PDF files back to their native applications as well? That's right. Revu is an incredibly powerful PDFin' tool, 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. We can play nice.

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



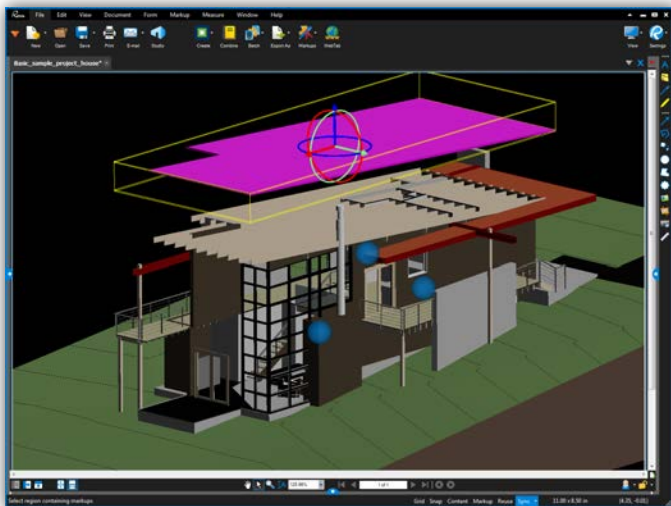
Find everything you need, when you need it. With Revu, bookmarks take on a life of their own. You can create bookmarks from page labels and page labels from bookmarks. A bookmark can be a designated snapshot view or window on a page, or it can take you to a place on the Internet or open up a file you wish to share.

Take the repetition out of bookmarking. Whether your documents are vector or scanned, Revu's AutoMark feature automatically creates 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.

Like bookmarks, PDF Flags can also jump to a specific page, website or file. What makes Flags special is that they not only take you there, but they also provide visual cues as to where you should be looking – hence, the flag.

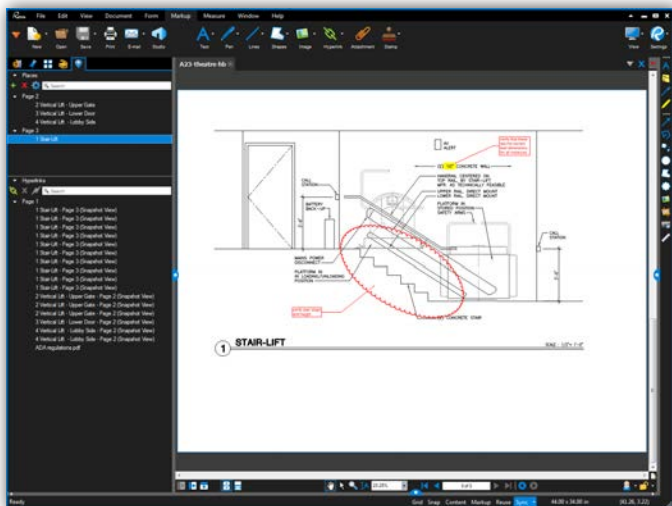
And here's yet another genius innovation in the field of convenience — WebTab™. No longer do you have to open a separate web browser to research plans, specs, supplies or brochures. Anything and everything you need on the Internet is available directly within Revu. Plus, we include a direct path to Google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

18



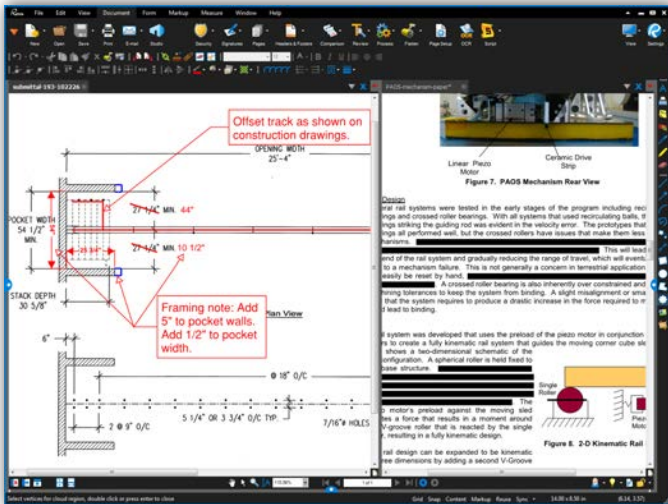
The world isn't flat. And sometimes your PDFs aren't, either. Create 3D PDFs directly from Revit®, Navisworks® Manage, Navisworks Simulate and Sketchup Pro, or from any IFC file. You can choose to create a full-page 3D PDF of the model, or copy the model to your clipboard so you can paste a 3D window into an existing PDF. Revu's 3D PDF viewing capabilities make it incredibly simple to navigate through complex models and zoom in to see the exact details you need to view. You can even isolate regions of a 3D model for improved issue communication, as well as move objects within a 3D PDF using the Transform tool.

But wait, there's a whole other 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.



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 (Revu xTreme only) to automatically generate an unlimited number of hyperlinks by File Name, Page Label or Page Region. 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. Ready, set, go!

21



Need more PDFin' power? Go to the eXtreme. Enter Bluebeam Revu eXtreme. This ultimate edition of Revu makes you a wizard of PDF, a hero to digital fanboys and more efficient than ever before. Transform scanned PDFs into text-searchable files using OCR+ (Optical Character Recognition) to capture more details.

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, Mr. Bond? Use the special redaction features only available in eXtreme.

Add complex, hierarchical bookmarks to a file quickly without developing carpal tunnel syndrome. Structures cuts down on mouse clicks by automatically pulling 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.

Take your digital workflow to the next level with Scripting. Write and save scripts that automate multi-step processes so they are just a click away on your toolbar. Revu eXtreme includes more than 25 script commands, so automating repetitive processes has never been easier.

Automatically link up entire document sets quickly and easily with Batch Link. Create an unlimited number of hyperlinks by File Name, Page Label or Page Region, so wherever you are, the information you need is just a click away.

TIPS & TRICKS



Combine, reorder, insert, delete, copy, extract, number, or even rotate pages from the **Thumbnails panel**. Reorder pages within the panel by using a simple drag and drop method. 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 the 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; it just depends on your point of view. 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 even 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 on 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 in one fell swoop. Just choose a markup and select the **Format Painter** to apply its properties to any markup or group of markups with a simple click.



Grid shows the grid on the workspace. **Snap** will snap markup end points to the Grid. **Content** will snap to the underlying content (assuming content is 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 (or different) files 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. Leader lines will automatically reposition themselves if you move the text box.



Alt Key mode for Groups lets you view and edit each individual element in a grouped markup. All you have to do is hold down Alt.



Rotate markups and captions by grabbing the orange control point at the top of a markup. Hold the Shift key down 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 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 Journal™ and OneNote™.



Import **tool sets** from www.bluebeam.com/extensions. Bluebeam is frequently creating and updating tool sets, just because we're cool and helpful like that. Don't see what you're looking for? Request it – or any feature, really – at suggestions@bluebeam.com.



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