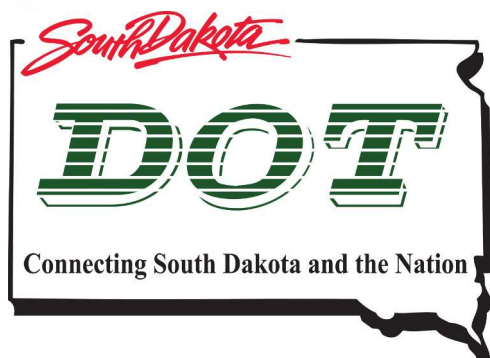


ELECTRONIC PLAN REVIEW

USER GUIDE FOR

BLUEBEAM VU



November 2016

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Introduction to Bluebeam Vu

This is a guide for how to use Bluebeam Vu for your PDF markup and collaboration needs. Vu does more than just read PDFs, Vu allows you to join collaboration sessions using Bluebeam's cloud solution, Studio. Those of you who are familiar with the desktop application, Bluebeam® Revu®, know that Studio combines the best of cloud storage and collaboration. From within Revu, you can upload a PDF to the cloud, invite attendees to join Studio and add markups to the same PDF in real-time or on your own time. With Vu, you can access files stored in the cloud and join Studio sessions that are already in progress - all you need is the session ID number. Once you've joined, a selection of markup tools will display allowing you to add text, highlights, callouts, clouds and more to PDFs. Working in real-time with all of the participants in the review.

By participating in a Studio session, you are able to collaborate with members of your project team on one or more files. Use the Markup and Measure tools to add comments to the PDF document. Change, edit, and delete markups and measures that you have created and Reply to any markup or measure that other Attendees have created.

You will see markups and measures added by other Attendees immediately as they are added or changed. You can send an alert about a markup to other Session Attendees to direct their attention to it. You can follow an Attendee and your display will update to show what they are seeing. You can chat with other Attendees and you can see a record of each markup, comment, and chat as it happens.

You can Reply to other Attendees' markups and measures, but you cannot edit them. You can add markups and measurements, but you cannot make changes that change the PDF's content. Menus and toolbars that cannot be accessed during Studio Sessions are grayed out.

The Session Host may restrict an Attendee's ability to save, print, or add markups to documents in the Session.

You can continue to work with other documents while you work in a Session. The document tabs at the top of the Vu workspace will show a small Studio icon for documents that are part of a Session.

Who can Initiate a Bluebeam Studio Session

There are two roles within a Bluebeam Studio Session. That of an initiator, and that of a participant. If you are going to initiate a Studio Session you need to have any tier of Bluebeam Revu installed on your pc. However, to be a participant all that is required is Bluebeam Vu (a free PDF reader), though Bluebeam Revu can be used as well.

| | |
|-------------|--|
| Initiator | Install Bluebeam Revu |
| Participant | Install free Bluebeam Vu download (unless the participant already has Bluebeam Revu) |

What Do I Need to Attend a Studio Session

You need only three things (besides a computer) to participate in Studio:

1. An installation of Revu or Vu (version 8.5 or above), or Revu for iPad.
2. An email address (to create a Studio Server account).
3. An Internet connection.

Attendees do not need to purchase Revu to participate in Studio. Both Vu and a trial version of Revu can be used to access Studio, both of which can be downloaded from <http://www.bluebeam.com>.

There is a link in the Studio email review invite to download the free software.

A Studio Account must be created so the Host can authorize you to participate in the Session and so other users can identify you. The account is free and only requires a valid email address.

An Internet connection is required so you can connect to the Studio server. A dial-up connection is not recommended.

Downloading Bluebeam Vu

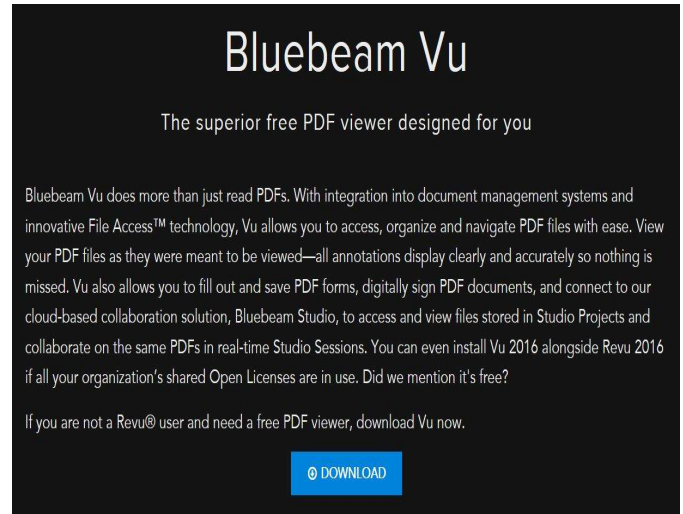
Go to the following location to download Bluebeam Vu

<http://bluebeam.com/us/products/free-viewer/>

Click on Next

Select "I accept the terms in the license agreement"

Click on Next.



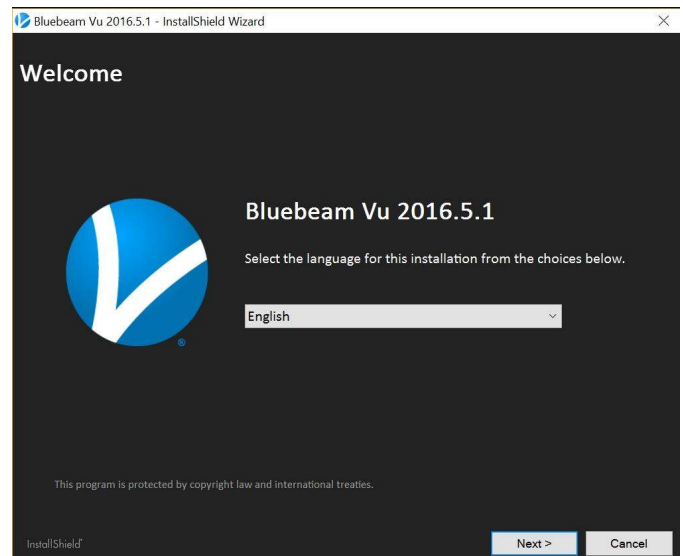
Bluebeam Vu

The superior free PDF viewer designed for you

Bluebeam Vu does more than just read PDFs. With integration into document management systems and innovative File Access™ technology, Vu allows you to access, organize and navigate PDF files with ease. View your PDF files as they were meant to be viewed—all annotations display clearly and accurately so nothing is missed. Vu also allows you to fill out and save PDF forms, digitally sign PDF documents, and connect to our cloud-based collaboration solution, Bluebeam Studio, to access and view files stored in Studio Projects and collaborate on the same PDFs in real-time Studio Sessions. You can even install Vu 2016 alongside Revu 2016 if all your organization's shared Open Licenses are in use. Did we mention it's free?


If you are not a Revu® user and need a free PDF viewer, download Vu now.

[DOWNLOAD](#)



Bluebeam Vu 2016.5.1 - InstallShield Wizard

Welcome

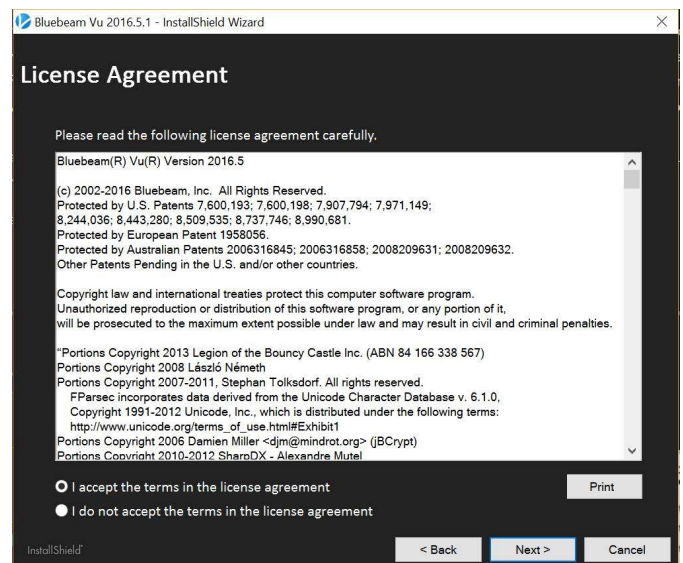
 **Bluebeam Vu 2016.5.1**

Select the language for this installation from the choices below.

English

This program is protected by copyright law and international treaties.

InstallShield [Next >](#) [Cancel](#)



Bluebeam Vu 2016.5.1 - InstallShield Wizard

License Agreement

Please read the following license agreement carefully.

Bluebeam(R) Vu(R) Version 2016.5

(c) 2002-2016 Bluebeam, Inc. All Rights Reserved.
Protected by U.S. Patents 7,600,193; 7,600,198; 7,907,794; 7,971,149;
8,244,036; 8,443,280; 8,509,535; 8,737,746; 8,990,681.
Protected by European Patent 1958056.
Protected by Australian Patents 2006316845; 2006316858; 2008209631; 2008209632.
Other Patents Pending in the U.S. and/or other countries.

Copyright law and international treaties protect this computer software program.
Unauthorized reproduction or distribution of this software program, or any portion of it,
will be prosecuted to the maximum extent possible under law and may result in civil and criminal penalties.

*Portions Copyright 2013 Legion of the Bouncy Castle Inc. (ABN 84 166 338 567)
Portions Copyright 2008 László Németh
Portions Copyright 2007-2011, Stephan Tolksdorf. All rights reserved.
FFParsec incorporates data derived from the Unicode Character Database v. 6.1.0,
Copyright 1991-2012 Unicode, Inc., which is distributed under the following terms:
http://www.unicode.org/terms_of_use.html#Exhibit1
Portions Copyright 2006 Damien Miller <djm@mindrot.org> (BCrypt)
Portions Copyright 2010-2012 SharaDX - Alexandre Mutel

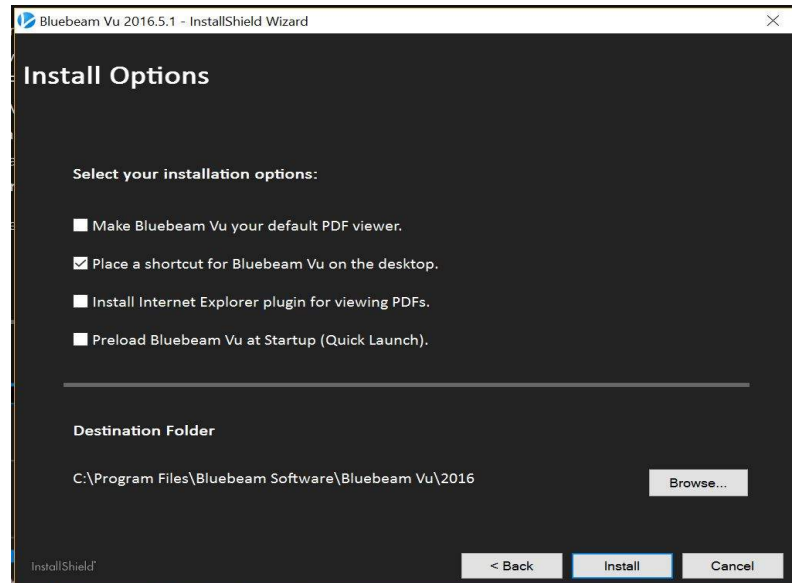
I accept the terms in the license agreement [Print](#)

I do not accept the terms in the license agreement

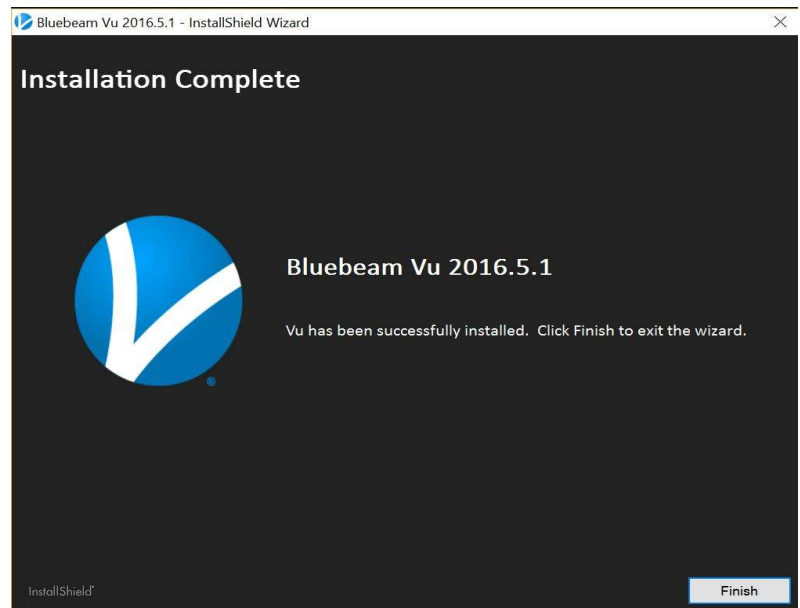
InstallShield [< Back](#) [Next >](#) [Cancel](#)

Downloading Bluebeam Vu Continued:

If you have Adobe already installed on your Computer do not check “Make Bluebeam Vu your default PDF viewer.”
Select your Destination Folder.
Click on Install.

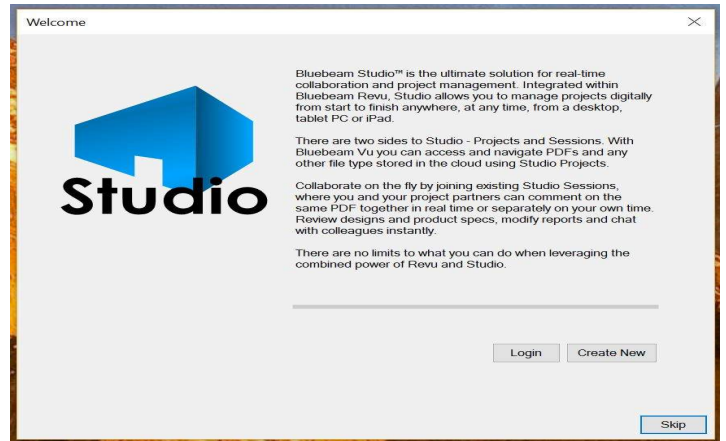


Click on Finish.

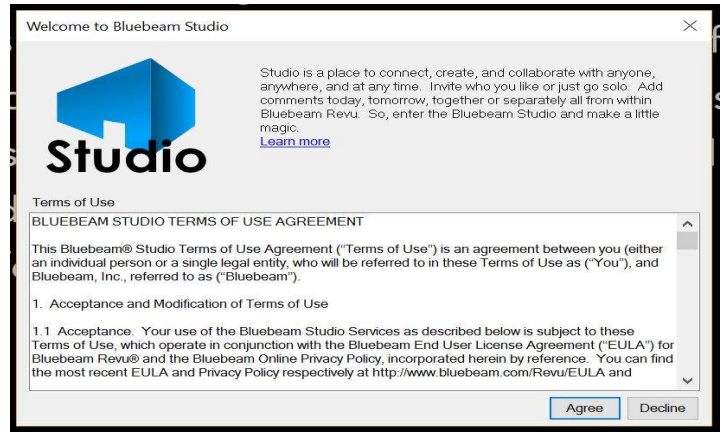


Creating a Studio Account

Click on Create Now.



Click on Agree.



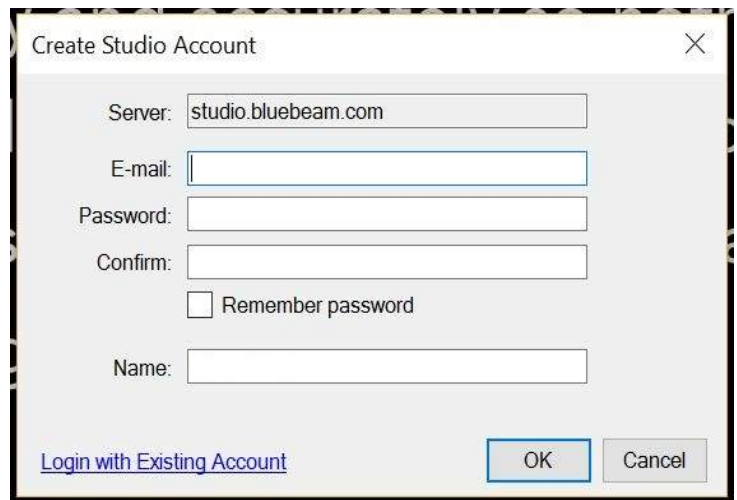
If you have an existing Studio Account — Click on “Login with Existing Account” - see next page.

Enter your E-mail address.

Enter your password (See Message about passwords from Bluebeam below)

Enter your Name as it will show up in the Review comments.

Click on OK.



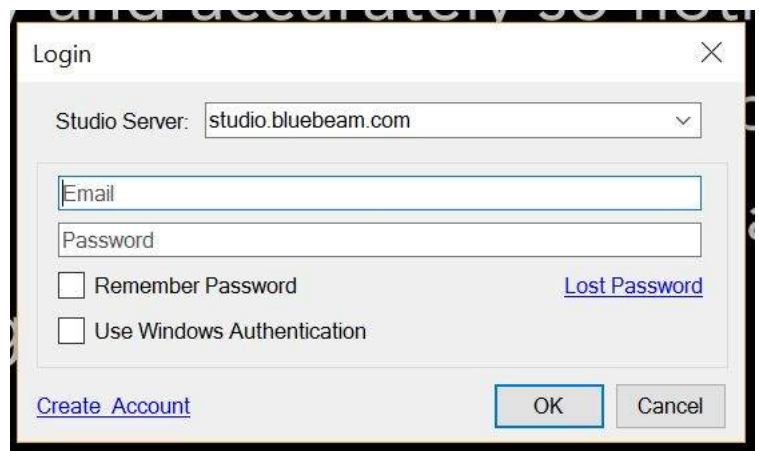
Creating a Studio Account Continued:

If you have an existing Studio Account fill in the following information.

You can check “Remember Password” if you do not want to enter this information every time you enter a review.

Do not check “Use Windows Authentication”

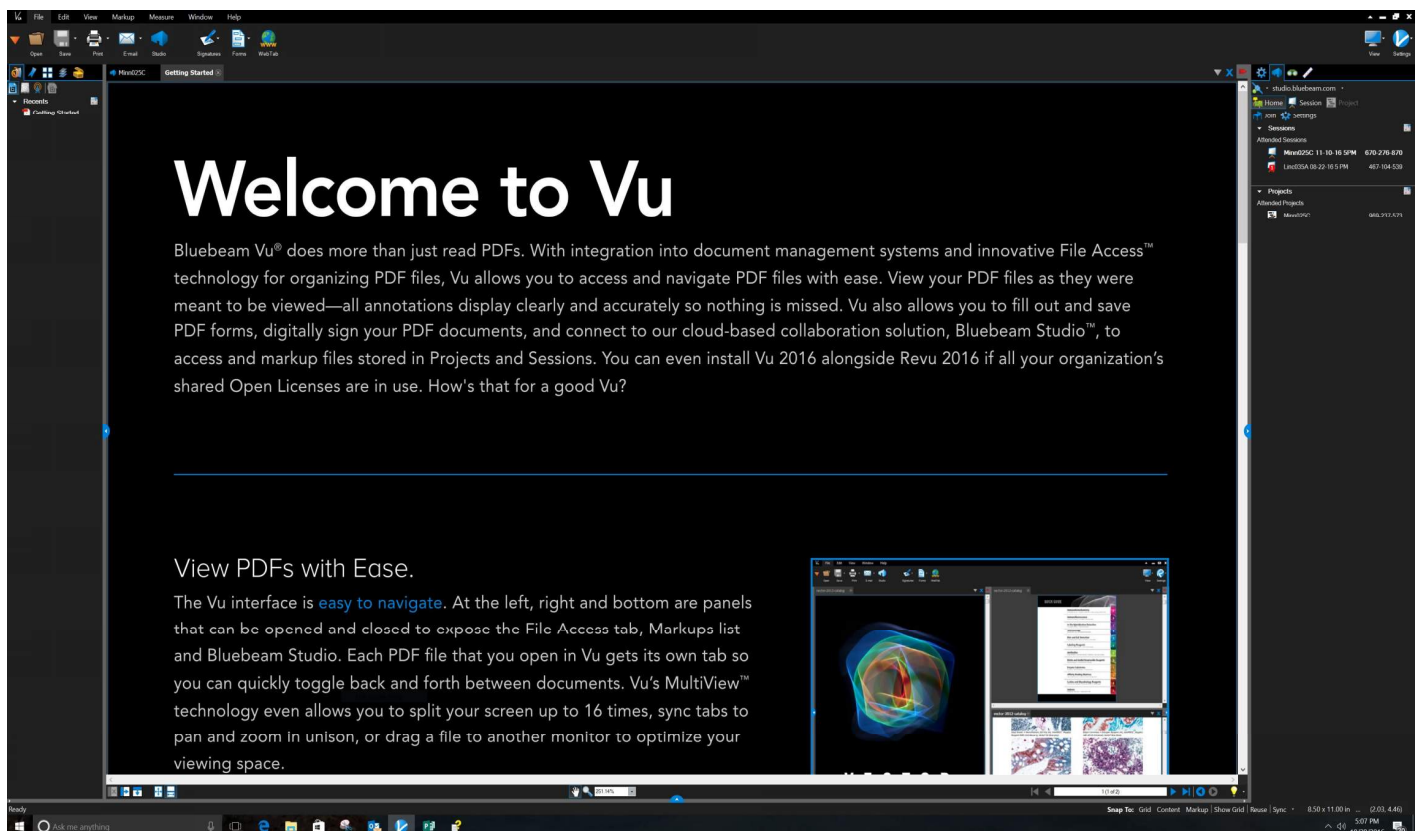
Click on OK.



The screenshot shows a 'Login' dialog box with the following elements:

- Studio Server: studio.bluebeam.com (dropdown menu)
- Email: (text input field)
- Password: (password input field)
- Remember Password
- Use Windows Authentication
- [Lost Password](#) (link)
- [Create Account](#) (link)
- OK (button)
- Cancel (button)

You will see the following screen:



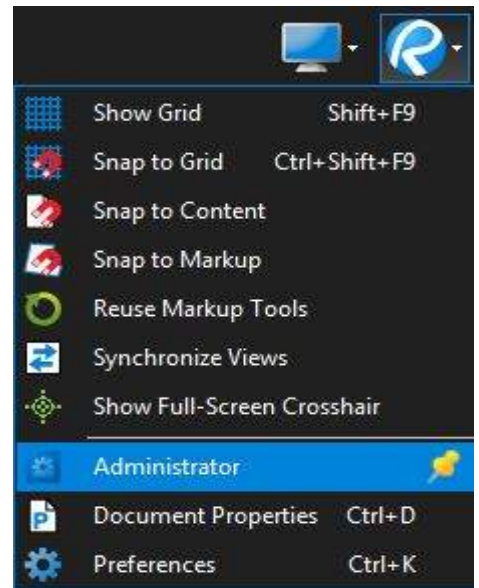
Default PDF Associations

In a mixed environment (using both Adobe Acrobat/Reader & Bluebeam Revu/Vu), a choice has to be made as to which PDF reader is set as the default PDF reader. In most cases this is generally just a user preference, but in a mixed environment leaving Adobe Acrobat/Reader as the default PDF reader is recommended. This is recommended because Acrobat Shared Review invitations use the default PDF reader to open links to the Shared Review, while Bluebeam Studio Session invitations know to use Bluebeam Revu/Vu regardless of whether or not it is the default PDF reader. In this scenario a user could navigate both invitations without running into any problems.

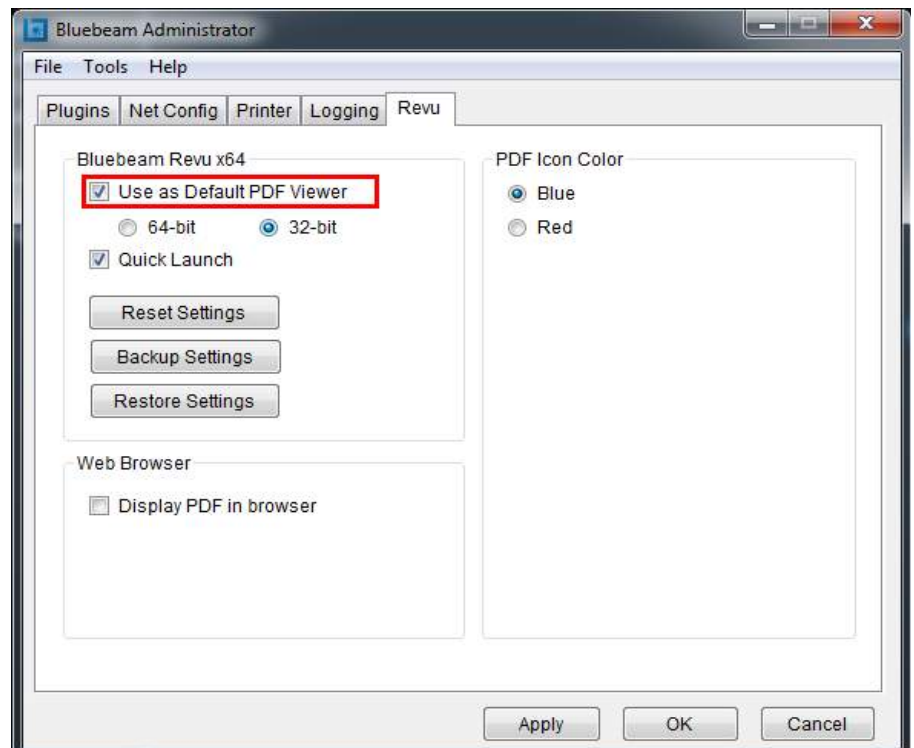
In the case that you are **NOT** in a mixed environment, shown below are instructions for setting Bluebeam Revu/Vu as your default PDF reader in Windows.

Setting the default PDF reader in Windows

From within **Bluebeam Revu/Vu**, click the drop-down menu next to the Bluebeam Revu/Vu symbol in the upper right corner of the screen, then click on **Administrator**.



On the **Bluebeam Administrator** dialog, select the **Revu/Vu** tab. In the **Bluebeam Revu/Vu** section check the **Use as Default PDF Viewer** checkbox, then click **OK**.



Joining a Review Session

To join a review session, click on the link provided in the Session invite.

You're Invited

Brian.Raecke@state.sd.us has invited you to a Bluebeam Studio collaboration Session. Please click the Session link below to join:

Session Name: Minn025C 11-10-16 5PM
Session ID: 670-276-870
Server: studio.bluebeam.com

P 0115(47)102, Minnehaha County, PCN 025C
SD115 SD115 - Fm 248th St, south of Dell Rapids, to Quarry Road/Zero St in Dell Rapids Structure # 50-208-022
Grading & PCC Surfacing, Replace Str

Plan Review Due 11/10/16 5:00 PM

New to Studio?

To join Studio, you must install one of the following applications to your device:

Bluebeam Vu, a free professional PDF viewer that allows you to markup PDFs with colleagues in real time in Studio Sessions and view files stored in Studio Projects.

Bluebeam Revu, a powerful PDF solution that lets you store and manage an unlimited number of files in the cloud using Studio Projects and collaborate in real time by adding 2D and 3D PDFs into online Studio Sessions.

To learn more about Studio, [visit our website](#).

Bluebeam will launch. If this is your first time into a review session, create a Studio account.

DOT Staff:

Enter your State email address and a password. Enter your name as you want it to show up in the review comments. Select “Remember password” and select “Allow other users to see my e-mail”. Click OK

Other Reviewers:

Enter your email address and a password. Enter your name as you want it to show up in the review comments. Select “Remember password” and select “Allow other users to see my e-mail”. Click OK

If this is not your first time in a review session, you may have to enter your studio log in information if you forgot to check “Remember Password”

Create Studio Account

E-mail:

Password:

Confirm:

Remember password

Name:

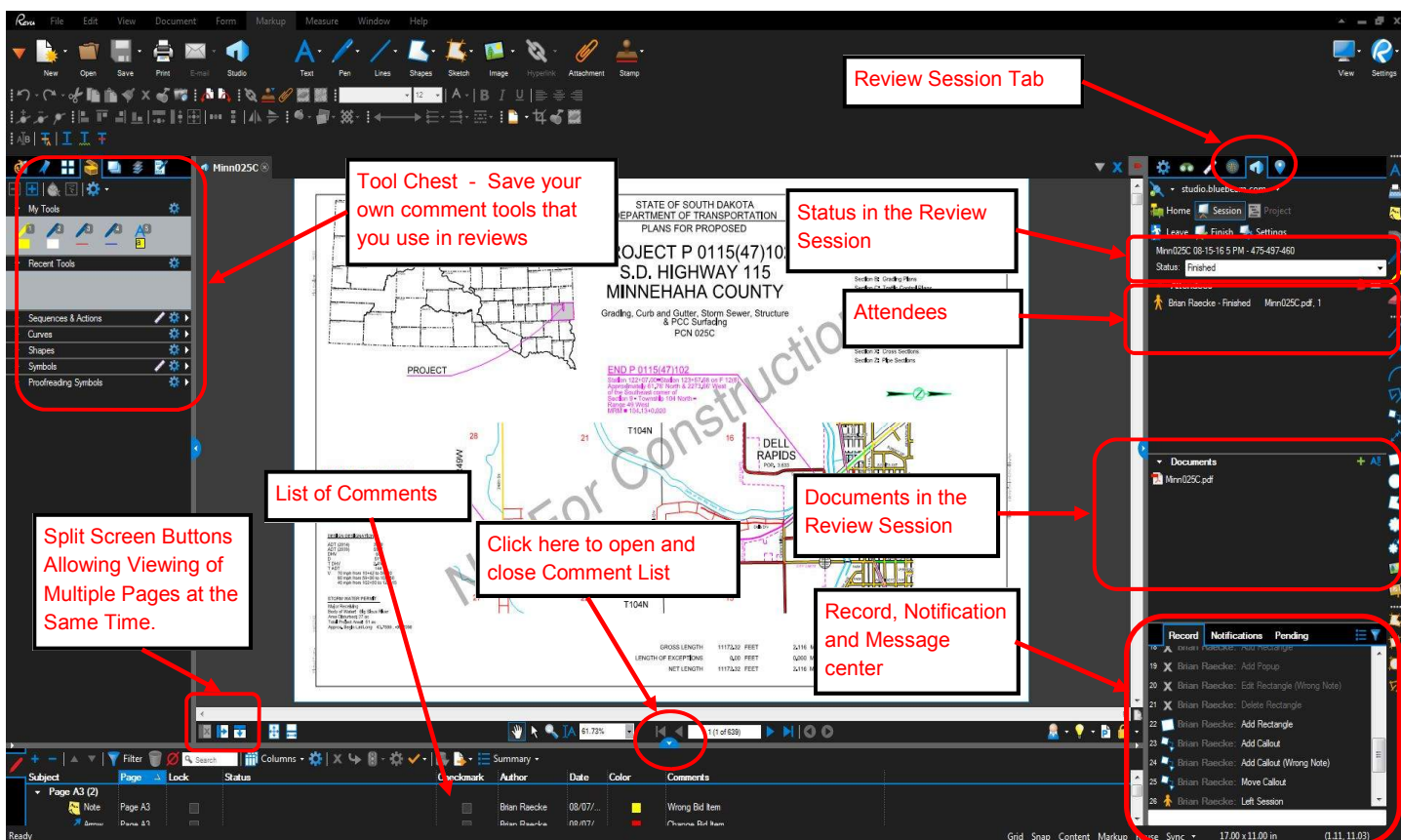
Allow other users to see my E-mail

[Login with Existing Account](#)

Review Session Layout

Please refer to Customizing the Command Bar on Page 27 in order to see the Markup Group and Measure Group in the Command Bar in order to make comments on the review plans.

When you enter a Bluebeam review session you will see the Studio Session Tab located on the right hand side of the screen. This tab displays the attendees of the session, a list of the documents in the session, and a record of all actions that take place on a review document. On the bottom of the screen you will see the list of all comments placed on a document. If this bottom tab is not



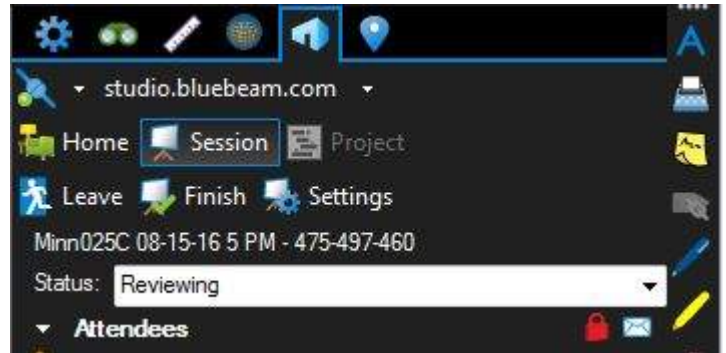
open, click on the blue half circle with the white dot in the middle. On the left of the screen you can have the Tool Chest open with your own comment tools or other options.

All comments that are made get saved instantly to the Bluebeam review session; you do not need to manually save any comments. You can only delete comments you have made. If someone else has made a comment that you would like respond to just right click on their comment on the plans or in the Markup List and select reply.

You can leave and rejoin sessions as many times as you want as long as the review session has not been closed. The review session will be closed by the Project Manager (Host) in accordance with the procedures shown in this manual.

Reviewing Plans

Reviewers may print digital review documents to paper and mark them up; however, they must transfer these comments onto the digital review documents. Any written comments that are received can be scanned to a PDF and attached to the session documents using the attach file command. Please be careful when you place a comment or markup so that you do not cover up areas of notes or details that may need to be review by other individuals.



1. All reviewers must set your review status to “Reviewing” by clicking on the drop down arrow shown to the right. Note: If you leave the session and return your status will stay as Reviewing.
2. Next select a document to review from the studio session tab. Note: There may be more than one document is a session review. Example: DOT Plans and Utility Plans.
3. Proceed to make comments using the various markup tools. Make comments on other reviewer comments by right clicking on the comment and selecting reply.
4. After your review of the documents is completed set your status to “Finished”. This status lets the Project Manager (Host) know which Reviewers have completed their reviews. Note: You can still enter the session if your status is set to Finished.
5. If a review comment is rejected, the reviewer will receive an Alert email from the Consultant/ Designer that rejected your comment. See pages 17-18 of this manual.

Commenting Best Practices

A text note can be added to any of the other comment tools by double clicking on the markup after you place it. The text note box must be closed after the comment is made by clicking on the X in the top right corner of the note. The example below shows a note being attached to the rectangle tool.

1. Place Rectangle

2. Double Click on the rectangle to place note.

3. Close the text box by clicking on the X.

| Location | Begin Station | to | End Station | Salvaged Asphalt Mix and Granular Base Material (ton) |
|-----------|---------------|----|-------------|---|
| Shoulders | 10+62.68 | to | 110+21.00 | 14,457.4 |
| Shoulders | 113+66.00 | to | 122+07.00 | 1,221.0 |
| | | | | 15,678.4 |

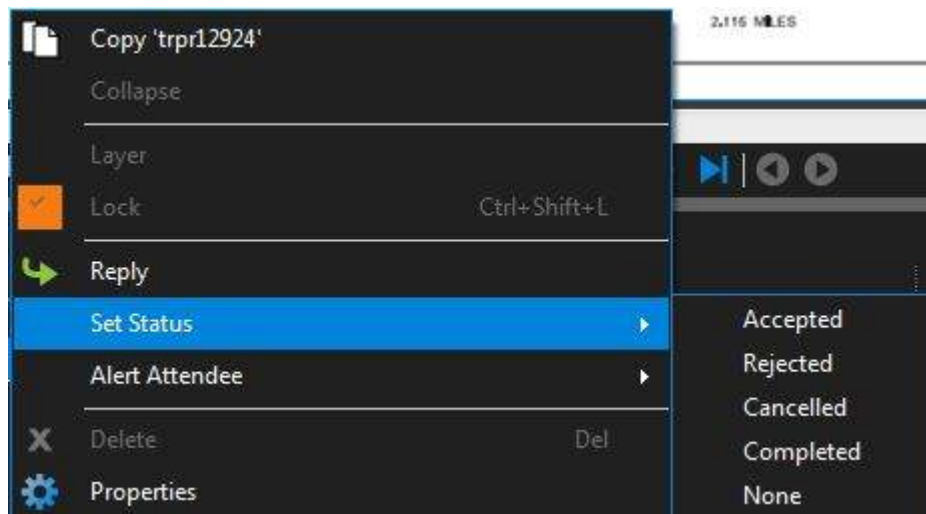
| Driving Surface | Centerline Feet Lt. Feet Rt. | Depth PCCP (inches) | Depth Granular Base (inches) |
|-----------------|------------------------------|---------------------|------------------------------|
| Sta. | | | |
| 15+00 | 10.4 | 8.0 | 8.0 |
| 23+00 | 10.0 | 8.0 | 8.0 |
| 27+00 | 10.3 | 8.0 | 8.0 |
| 31+00 | 7.9 | 8.0 | 8.0 |
| 36+00 | 10.0 | 8.0 | 8.0 |
| 43+00 | 10.0 | 8.0 | 8.0 |

Responses To Review Comments and Revisions

When the review period ends review comments can no longer be published to the review Session. The Project Manager will need to notify the Consultants/designers from each section that the review has ended and responses to the comments and revisions are to be completed by a certain date. All review comment responses shall be shown in the review Session. In order for the Consultants/designers to respond to the comments on the review Session the review deadline will need to be extended by the Project Manager (Host).

Statuses are useful for keeping track of comments and letting review participants know how you are going to handle the comments. Each Consultant/designer that are responsible for responding to the comment shall set the status of their part of the comment. The review status appears in the Markup List along with the name of the designer setting the status. If more than one designer sets the review status for the comment, both names and review statuses appear in the comment.

Select the comment in the comments list and right-click to show the options menu. Then choose an option from the Set Status menu. If the designer has complied with the changes requested by the comment the option would be "Completed". The Status "Completed" can be both the Status and the Reply when the comment is totally complied with. If the designer has not complied with the changes requested by the comments the option would be "Rejected". If the comment is rejected then the Consultant/designer shall explain why it was rejected by Replying to the Comment. With a Filter of the comments for the word "Rejected" the Project Managers and reviewers can see the comments not complied with.



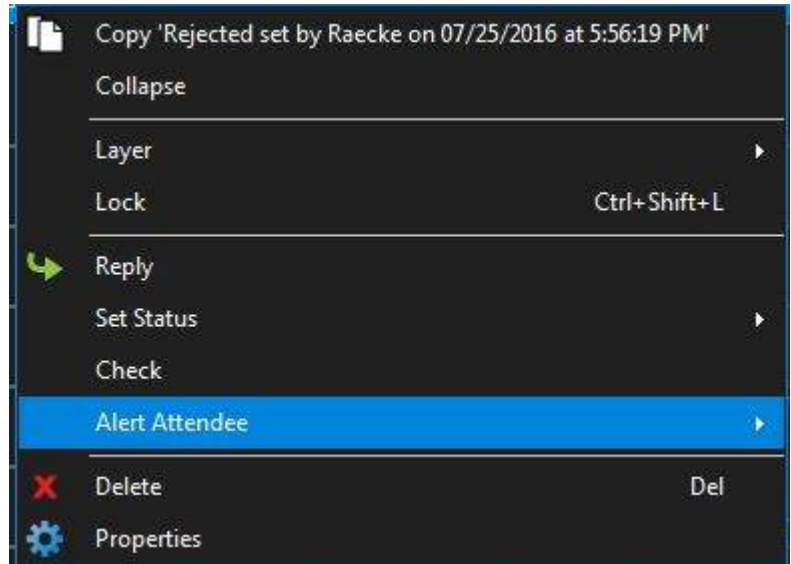
Any Consultant/Designer that rejects a comment shall Alert the person that made the review comment and the Project Manager with their Reply to notify the reviewer. The Project Manager shall confirm that all comments have been given a status and if the comment has been rejected an Alert has been sent to the reviewer. All Alerts are recorded and will become a part of the Session Report.

Rejecting Comments, Replying to the Rejected Comments and Alerting the Reviewers to Rejected Comments

In the Markup List if you set the Status of a comment to “Rejected” the Consultant/Designer shall first reply to the rejected comments by right clicking on the comments and giving the reasons for the rejection. Then the Consultant/ Designer shall Alert the Reviewer and the SDDOT Project Manager by selecting both the Rejected Status and the reply in the Markup List and then right clicking on the selected comments.

Then click on Alert Attendee and select the reviewers name and the SDDOT Project Manager’s name.

An email will automatically be sent to the reviewer and SDDOT Project Manager with a picture of the review comment and the response. Hyperlinks in the email will take the reviewer to the exact location of the comment and response in the plan review.



Note: If Reviewers want to contest the rejected comments they can send the Consultant/Designer, that rejected the comment, an email by right mouse button clicking on the Consultant/Designer name in the attendee list (upper right corner of the screen) then select E-mail. The SDDOT Project Manager shall be included in the email.

Markup Alert in Minn025C (614-976-167)

Raecke has alerted you to this [Re: Cloud+](#):

Subject: Re: Cloud+

Document: Minn025C.pdf

Space:

Comment: A Type II lab is too small for this size of project. Will keep the Type III lab in the plans.

Raecke has alerted you to this [Cloud+](#):

Subject: Cloud+

Document: Minn025C.pdf

Space:

Comment: Should be a Type II Lab

Author: John Smith

Page: Page 9 - B3

Layer:

Status:

Author: Brian Raecke

Page: Page 9 - B3

Layer:

Status: Rejected

Completed Review Session Report

Note: Before creating the Session Report the Project Manager shall verify that all Rejected Comments have a corresponding Alert record or e-mail that the reviewer was notified of the rejected comment.

After the plan review and responses are complete the SDDOT Project Manager shall generate a Session Report that has a record of all activity and comments/responses.

A copy of the PDF Package Report shall be sent to the Consultants for their records using the DOT FTP Site or using the "Projects Folder" in Bluebeam Revu.

Bluebeam Revu/Vu Studio Session Procedures for SDDOT Projects

Once proper electronic documents are submitted, the SDDOT project manager shall combine the separate PDF's into a single PDF and name the combined file as shown on pages 56-57 of the Bluebeam Revu Manual. Note: The Project Manager may add the Utility Spec., Utility Plans, Building Spec. and Building Plans as a separate document(s) in the Session Review.

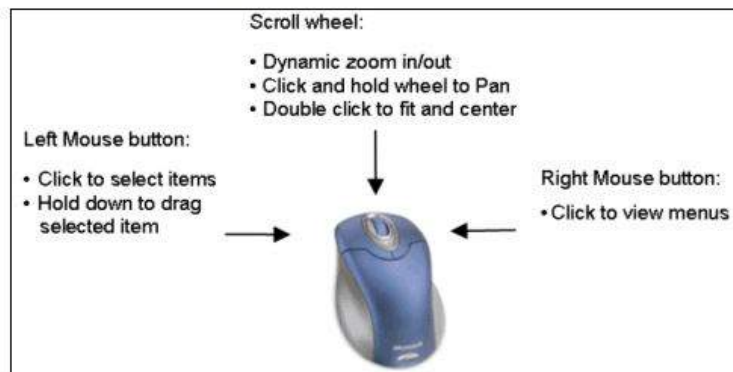
1. The SDDOT project manager shall start a Session as shown on pages 75-79 of the Bluebeam Revu manual. Make sure that the Session Name in the Session Invitation has the CountyPCN# Review Due Date Time Ex: Minn025C 08-15-16 5 PM. The project description shall also be placed in the Message of the Session Invitation. If the project is a FHWA oversight project, include the FHWA reviewers email addresses in the review attendee list when you set the Session up. FHWA already has Bluebeam Vu installed on their computers. If Local Governments or other entities would prefer to do a electronic review include their email addresses in the attendee list. They will be able to download the free Bluebeam Vu software from a link in the Bluebeam Revu Session invite email that they will receive. Make sure that all Consultants/Designers are included in the Session along with the list of Reviewers.
2. The Reviewers shall follow the instructions on Pages 14-18 of this manual. If review comments are going to be late and can not be add to the Session before it ends please notify the project manager that invited you to the Session.
3. When the Session has ended the SDDOT project manager shall proceed with the review response process for the Consultants/Designers so that they can make review responses/ revisions (See pages 17-18). Every comment shall have a "Reply" and a "Status". Any Consultant/Designer that rejects a comment shall Alert the person that made the review comment with the Bluebeam Alert process (See pages 17-18). The SDDOT project manager shall assure that all reviewers with rejected comments be notified with a justification/response by reviewing the Session Report Record Summary that is created (Page 85) of the Bluebeam Revu Manual when the plan review is archived. The SDDOT project manager shall send the Consultants a copy of the PDF Package Report on the DOT FTP Site. After the Session Report is created the SDDOT project manager shall Finish the Session by following the instructions on page 86 of the Bluebeam Revu Manual.

Navigating in Vu

Vu provides numerous methods for navigating, panning, and zooming in and out of a document.

▣ Navigating with the Mouse or Keyboard

The primary method for navigating is the mouse. Vu works with all types of mice, however it is suggested that you use a 3 button mouse with a scroll wheel for the optimum performance. The following diagram identifies how the mouse buttons are used.



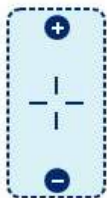
▣ Zooming with the Mouse

The **scroll wheel** is the most convenient method to navigate a PDF. Zoom in and out by scrolling the mouse scroll wheel forward and backward.

Note: The scroll wheel will change behavior depending on the display of the page. By default, the scroll wheel zooms when in Single Page Mode and scrolls in Continuous Mode. You can change this behavior in the [Navigation Preferences](#).

Double-click the scroll wheel to fit the entire PDF page to the current workspace window.

Double-click the left mouse button (or double-tap a [tablet PC stylus](#)) to display the **tablet zoom control**.



To scroll using the tablet zoom control, click and hold in the blue-shaded area, then drag the cursor up or down to zoom. Click outside the blue area to exit the control and pan the document.

▣ Zooming with the Keyboard

Navigation Keyboard shortcuts:

- Zoom out — CTRL+MINUS
- Zoom in — CTRL+PLUS
- Actual Size — CTRL+8
- Fit Page — CTRL+9
- Fit Width — CTRL+0
- Select Zoom tool — Z
- Toggle between Pan or Select tool and Zoom tool — SHIFT+Z

Navigating in Vu Continued

☐ Panning with the Mouse

Click and hold the scroll wheel down to pan the document.

Click and drag the horizontal and vertical scroll bars as you would in any Windows application.

☐ Panning with the Keyboard


Press the LEFT ARROW, RIGHT ARROW, UP ARROW and DOWN ARROW keys.

☐ Navigating with the Navigation Bar


The **Navigation bar** along the bottom of the workspace typically holds the Pan and Zoom tools in the center.





☐ To zoom in on a particular area of the document

1. Click the  **Zoom** tool or press Z.
2. Click and drag a rectangle over the desired area. Upon release, the defined area will zoom to fill the workspace.

☐ To pan around the document

1. Click the  **Pan** tool or press ESC.
2. Click and drag to move the view in the main workspace.

It is also possible to set the zoom level manually to a percentage, or to automatically fit the width or the whole page.

1. Click the **zoom** list  to the right of the  to choose a specific page size percentage.
2. To zoom to a setting rather than a percentage, choose one of the options at the bottom of the list (Actual Size, Fit Page, or Fit Width).

☐ To jump between pages and views


On the right side of the **Navigation bar**, there are buttons designed to provide efficient movement between pages and views in the workspace.



Each of the buttons is explained below:

◀ **First Page** (HOME): Click to jump to the first page of the PDF.

◀ **Previous Page** (CTRL+LEFT ARROW): Click to go to the prior page of the document.

 : Indicates the current location in the PDF.

▶ **Next Page** (CTRL+RIGHT ARROW): Click to go to the next page of the current document.

▶ **Last Page** (END): Click to jump to the last page of the document.

Go To Page: Click to specify a page in the document to which to jump directly.

⏪ **Previous View** (ALT+LEFT ARROW): Click to go back to the previous view in the main workspace.

⏩ **Next View** (ALT+RIGHT ARROW): Click to go to the next view in the main workspace.

Page Layout

Vu allows for several different page layouts, including several configurations and views.

☐ Page Layout Configurations

PDF files can be displayed in several different configurations.

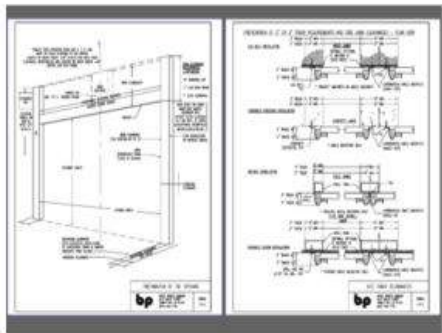
☐ Single



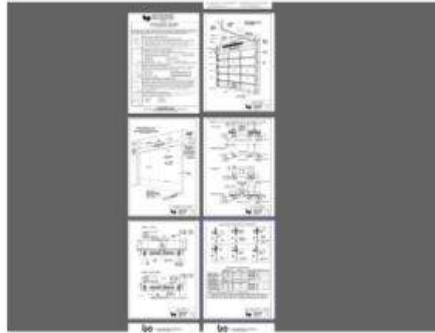
☐ Continuous



☐ Side-by-Side



☐ Side-by-Side Continuous



To set the page layout, on the **Command bar**, click the **View** menu and select the desired mode.

☐ **Single Page mode** (CTRL+4): Fits individual pages to the current workspace window.

☐ **Continuous Page mode** (CTRL+5): Displays all pages in a single column.

☐ **Side-by-Side mode** (CTRL+6): Displays two pages side-by-side with the even page on the right and the odd page on the left. Page 1 will display alone.

☐ **Continuous Side-by-Side mode** (CTRL+7): Displays all pages in the Side-by-Side mode.

☐ Page View

The default zoom of pages are controlled with the page view commands. On the **Command bar**, click the **View** menu and select the desired page view.

☐ **Actual Size** (CTRL+P8): Displays the page at 100% or the true size of the page.

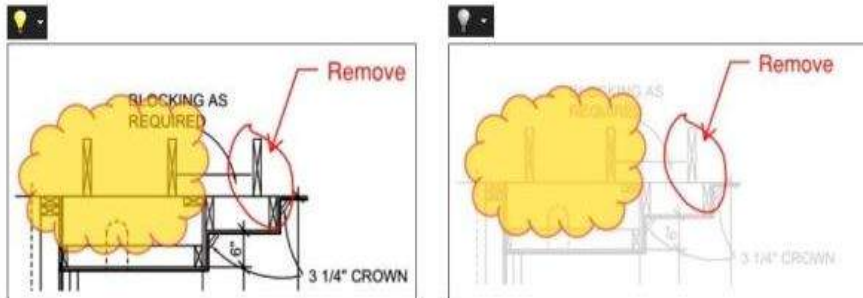
☐ **Fit Page** (CTRL+9): Fits the entire page to the available display area.

☐ **Fit Width** (CTRL+0): Fits the width of the page to the display area.

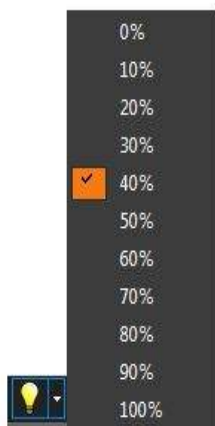
Page Layout Continued

☐ The Dimmer

The Dimmer can be found on the [Navigation bar](#). Use the Dimmer to toggle on and off the underlying content stream in order to better see annotations. The effect can be seen in the example.



To set the level of dimming, click the arrow on the Dimmer button. The lower the percentage, the less intense the underlying PDF will appear and the more the annotations will “pop.”






MultiView and MultiView Extended

Vu's exclusive MultiView feature enables breaking the workspace up into multiple splits that can be synchronized. Additionally, MultiView Extended allows a document tab to be separated from the main workspace into a stand-alone, detached workspace.

❑ Splitting the Workspace with MultiView

MultiView lets you break the workspace up into independent splits (up to sixteen of them). Splits can be synchronized to pan and zoom in unison, and they can show different files or different areas of the same file. Controls for splitting the screen are found on the [Navigation bar](#) at the bottom of the workspace or in the [Windows menu](#).

- To split the window horizontally, click  or press CTRL+2.
- To split the workspace vertically, click  or press CTRL+H.
- To remove the current split, click  or press CTRL+SHIFT+2.

Click **Sync** on the [Status bar](#) to synchronize the pan and zoom settings. This is useful when you need to compare multiple versions of the same document. Panning or zooming the document in one window will automatically adjust the view in the second window.



❑ Moving a Document From One Split to Another

To move a document from one split to another, click and drag its tab to the document tab bar of the desired split. A small white arrow will appear on the destination tab as you drag.

❑ Working on Multiple Monitors with MultiView Extended

MultiView Extended lets you separate a document tab from the main workspace into a stand-alone, detached workspace. This is especially useful for working with multiple monitors.

- To detach a tab, click and drag the tab away from the document tab bar or right-click on a tab and select **Detach**.
- To detach a document tab while leaving that document open in the main workspace, hold down CTRL while dragging the document tab off the main window.
- To return the detached tab to the main workspace, click and drag the tab back to the document tab bar.

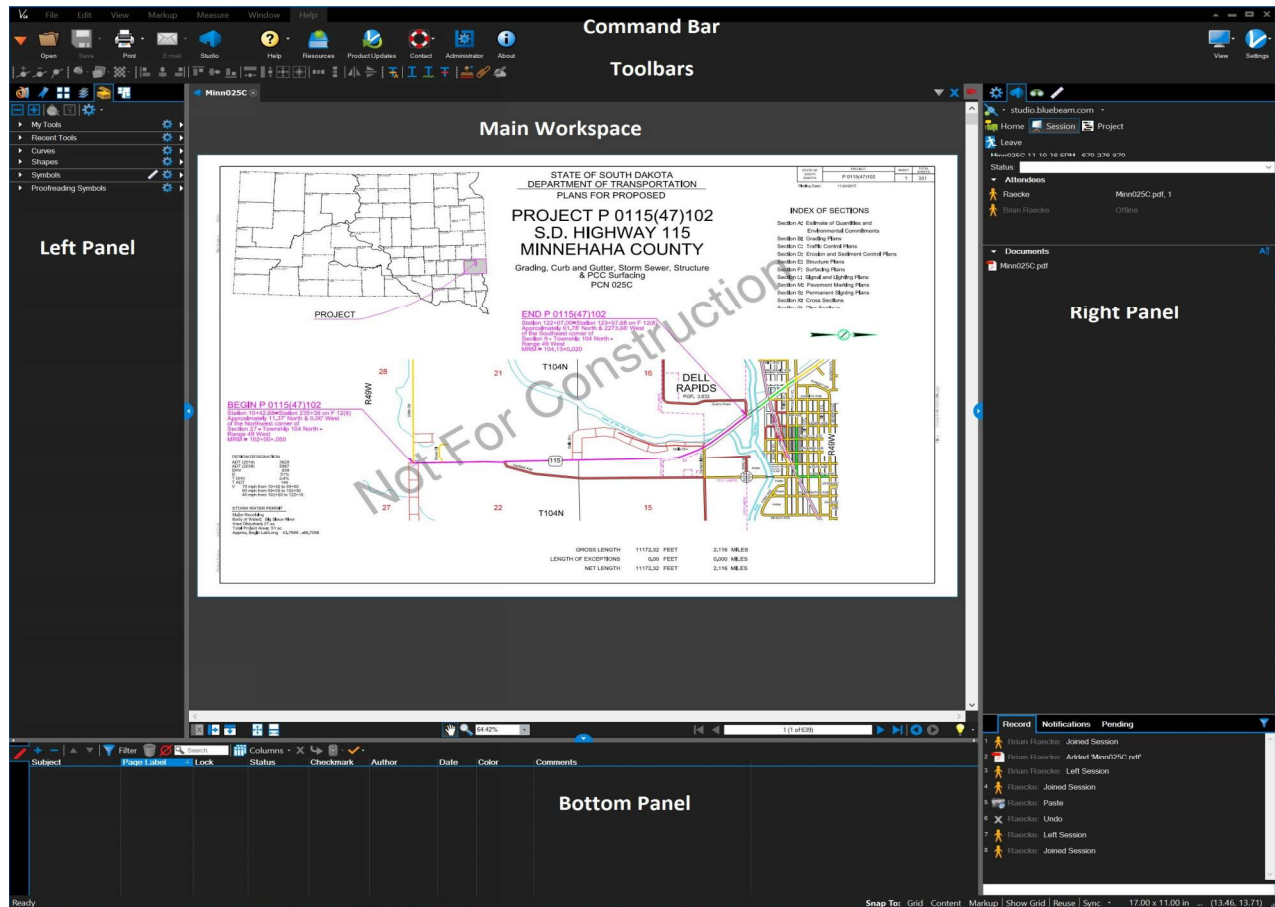
Tabs cannot be moved to [another instance](#) of Vu.

Features of Detached Workspaces

- Can contain multiple document tabs, similar to the main Vu workspace.
- Can be split.
- Can [Sync](#) with the main Vu workspace.
- Always appears on top of the main Vu window.

Getting Around Vu's Interface

Vu's interface is largely driven by a customizable Command Bar as well as customizable toolbars and panel tabs.



At the top of the Vu window you will see the Command bar. The Command bar provides access to tools and commands organized by group. It is customizable. Below the Command bar and to the right edge are optional Toolbars. These toolbars provide customizable, one-click access to the tools you need most.

PDFs appear in the Main Workspace. Multiple PDFs can be opened at the same time, each in its own tab, allowing you to easily switch between them.

There are three Panels around the Main Workspace which contain a number of tabs. These tabs provide quick access to tools for viewing, navigating, annotating, and gathering information from a PDF. Vu provides Left, Right, and Bottom Panels and places commonly used tabs in them by default, but you can freely move any tab to any panel, and it is even possible to detach a tab into a floating panel for more flexibility. To detach a tab, click and drag it off the panel area. Once you create a floating panel, any number of tabs may be added to the panel.

Below the Main Workspace but above the bottom panel, notice the Navigation bar, which contains tools to help navigate documents. At the very bottom of the application window, below the bottom panel, is the Status bar, which contains additional information and tools to help you interact with PDFs smoothly.

The Command Bar

The Command bar, located at the top of the Vu screen by default (see Getting Around the Interface), is an easy way to find the most commonly needed tools. It's organized to keep tools together based on the task at hand, so you can get your work done efficiently. The Command bar is broken up into three parts: at the left is a global group of commands that are always present, in the middle are commands that correspond to the menu selected at the top (File, Edit, and so on), and to the right are menus for quick access to Vu's settings. Each is discussed below.

Like much of Vu's interface, the Command bar is customizable.

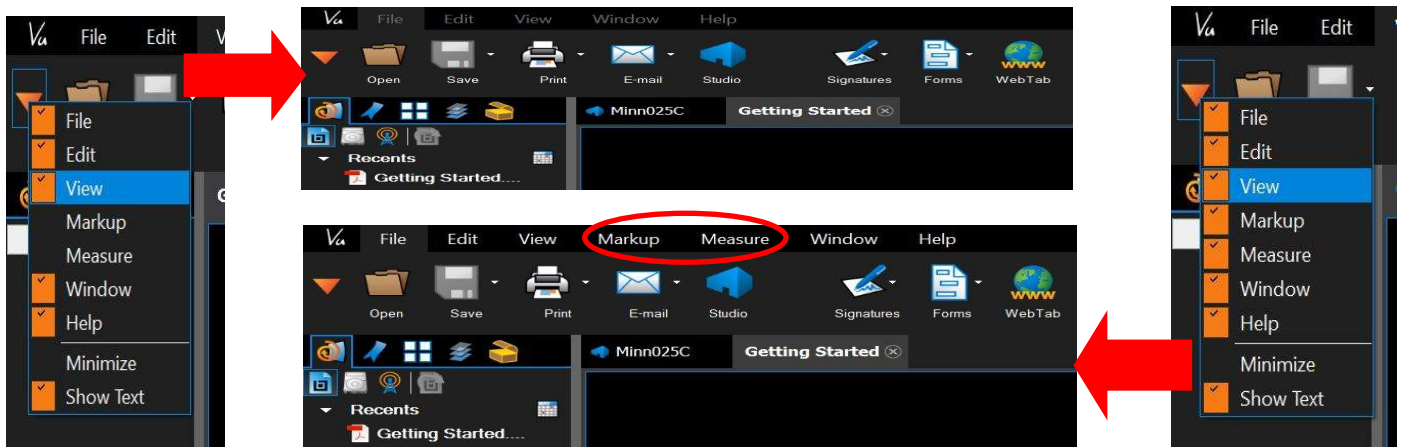
Customizing the Command Bar

There are several customizations that can be performed on the Command bar.

- **To show or hide any of the Command bar groups, right-click anywhere on the Command bar and check (to show) or uncheck (to hide) the name of the desired group. (See below how to show the Markup Group and Measure Group in the Command Bar)**
- To show or hide the text labels below the icons on the Command bar, right-click anywhere on the Command bar and select Show Text.
- To hide the icons on the Command bar when they are not in use, right-click anywhere on the Command bar and select Minimize. The menu at the top of the Command bar will remain visible and the icons will appear whenever one of the menu options is selected.

Additionally, many of the tools and commands found on the Command bar can be pinned to toolbars (either one of the default toolbars or a customized one of your own creation; see Tools and Toolbars: Customizing Toolbars for more information about adding and customizing toolbars).

- To pin a tool or command from the Command bar to a toolbar, right-click it and go to Pin, then select the desired toolbar from the list that appears.
- Some icons on the Command bar are not commands themselves, but when clicked reveal a menu of similar commands. These cannot be pinned to a toolbar, but the individual commands in their menus can be: simply click to reveal the menu then click Pin and select the desired toolbar from the list that appears.



Global Commands in the Command Bar

Some commonly used commands are included in the Command bar regardless of the current active group.



Tab Access Menu

The Tab Access menu turns on available tabs. Tabs that are highlighted (with a blue box around their icon) are shown while those that are not are hidden. Selecting a hidden tab will cause it to be shown. Selecting a shown tab will cause it to be brought to the front in whichever panel it currently resides. To activate the Tab Access menu, click the orange triangle at the far left of the Command bar.

Open

Open (CTRL+O): Invokes the Open dialog box, from which you can open one or more PDFs in Vu.

Save and Save Menu

Save (CTRL+S): Click the main button to save the current PDF with any edits made during the session. Click the arrow to the right to invoke the Save menu.

Print

Print (CTRL+P): Opens the Print dialog box.

E-mail and E-mail Menu

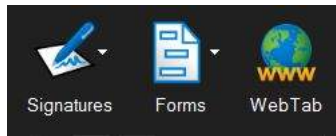
E-mail (CTRL+E): Opens a new e-mail message with the current PDF attached in your default e-mail program. The PDF must be saved before sending. Click the arrow to open the E-mail menu.

Studio

Studio: Opens the Studio tab for online collaboration.

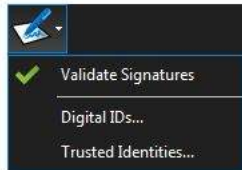
Command Bar Groups

File Group



Signatures Menu

This menu provides tools for managing digital signatures and digital ID certificates.



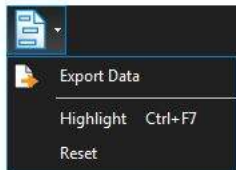
Validate Signatures: Attempts to [validate](#) all signatures in the document.

Digital IDs: Opens the tool used to [create and manage digital IDs](#).

Trusted Identities: Opens the tool used for importing, exporting and managing identity certificates.

Forms Menu

This menu contains tools for exporting and resetting form data as well as highlighting form fields in a PDF.



Export Data: Exports the form data to an FDF, CSV or XML file.

Highlight (CTRL+F7): Toggles highlighting of form fields.

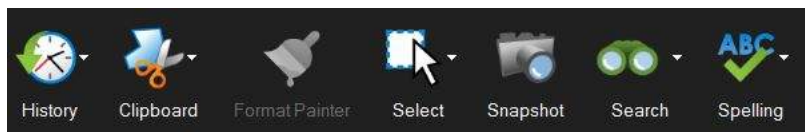
Reset: Clears all data from form fields.

WebTab

WebTab: Opens a new [WebTab](#).

Edit Group

The Edit group provides commands and menus pertaining to object and text manipulation. It is accessed by clicking Edit on the Menu bar.



History Menu

The History menu contains commands to undo and redo previous commands.

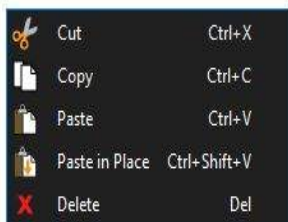


Undo (CTRL+Z): Reverts to the previous document state. A history is maintained of operations so repeated undos sequentially undo each previous operation.

Redo (CTRL+Y): Performs the last operation that was undone. If multiple undos were performed, then Redo will sequentially re-apply the operations that were undone.

Clipboard Menu

The Clipboard menu contains familiar commands to work with the system clipboard. These commands are only available for Studio Session PDFs.



Cut (CTRL+X): Cuts the selected markup and places it on the clipboard.

Copy (CTRL+C): Copies information from a markup or the content onto the clipboard while leaving it in place.

Paste (CTRL+V): Pastes a markup from the clipboard onto the PDF.

Paste in Place (CTRL+SHIFT+V): Pastes content in the exact position that it was cut or copied from.

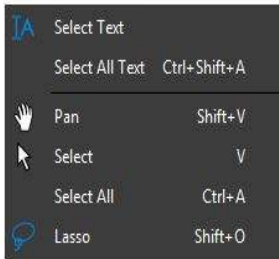
Delete (DEL): Deletes the selected markup.

Format Painter

Format Painter (CTRL+SHIFT+C): Copies appearance formatting and properties from one markup to another markup or group of markups.

Edit Group Continued

Select Menu



IA Select Text (SHIFT+T): Click and drag to [select text within a region](#).

Select All Text (CTRL+SHIFT+A): [Selects all text](#) in the currently active PDF page.

Hand Pan (SHIFT+V): Click and drag to pan the image.

Arrow Select (V): Use to select [one or more markups](#).

Select All (CTRL+A): Selects all markups in the currently active PDF.

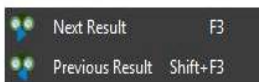
Lasso (SHIFT+O): Draw a [free-form shape to select one or more markups](#).

Snapshot

Snapshot (G): [Copies content and markups](#) from the PDF to the clipboard, from which it can be pasted into a Snapshot markup or another program.

Search and Search Menu

Search (CTRL+F): Click the main button to open the [Search](#) tab, which enables searching for text within the PDF and any markup in the PDF. Click the arrow to its right to invoke the **Search Menu**.



Next Result (F3): Steps sequentially to the next search result.

Previous Result (SHIFT+F3): Steps sequentially to the previous search result.

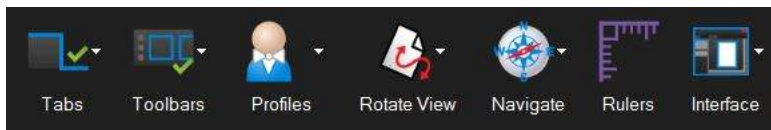
Spelling Menu

Check Spelling in Markups and Form Fields (F8): Runs the [spell checker](#), which will underline any misspelled words within the document.

Look Up: Looks up a selected word on the [Wikipedia](#)[®] website.

View Group

The View group contains menus and commands to change the look of the workspace and open documents. It is accessed by clicking View on the Menu bar.



☐ Tabs Menu

The **Tabs** menu turns on available tabs. Tabs that are highlighted (with a blue box around their icon) are shown while those that are not are hidden. Selecting a hidden tab will cause it to be shown. Selecting a shown tab will cause it to be brought to the front in whichever panel it currently resides.

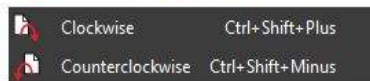
☐ Toolbars Menu

The **Toolbars** menu toggles on and off various toolbars. A checkmark next to a Toolbar means it is on. Select a toolbar to turn it on or off.

☐ Profiles and Profiles Menu

The **Profiles** menu shows a list of available Profiles. The current Profile is checked. Select a Profile to use it; Vu's interface will automatically update to the new Profile's configuration. Click the Profile button to bring up the **Manage Profiles** dialog box.


☐ Rotate View Menu





The **Rotate View** menu lets the user rotate the view of the current PDF in 90° increments clockwise or counterclockwise.

☐ Navigate Menu


The Navigation menu contains the same tools as the middle and right sections of the **Navigation bar**.


 **Pan** (SHIFT+V): Click and drag to pan the image.

 **Zoom** (Z): Click to zoom in; hold CTRL and click to zoom out. Click and drag a rectangle to make that area fill the screen.

 **First Page** (HOME): Click to jump to the first page of the PDF.


 **Previous Page** (CTRL+LEFT ARROW): Click to go to the prior page of the document.

 **Next Page** (CTRL+RIGHT ARROW): Click to go to the next page of the current document.

 **Last Page** (END): Click to jump to the last page of the document.

Go To Page: Click to specify a page in the document to which to jump directly.

 **Previous View** (ALT+LEFT ARROW): Click to go back to the previous view in the main workspace.

 **Next View** (ALT+RIGHT ARROW): Click to go to the next view in the main workspace.

View Group Continued

Rulers

The Rulers menu toggles the rulers on and off. The rulers appear along the top and left edges of the workspace. Right-click on either ruler to choose to measure in Inches, Centimeters, Millimeters, Points, or Picas.

The rulers have several useful features:

- Shows the bounds of the active page.
- Highlights the space occupied by a selected element of the page.
 - Grouped annotations show as one highlight.
 - Only the textbox area of callouts are highlighted.
 - Flattened elements are not highlighted, nor are [Notes](#) or [Attachments](#).
- Shows the current position of the mouse pointer.
- Scales according to zoom.
- Shows the position to be snapped to when [snapping](#) is enabled.

Interface Menu

This menu controls the visibility of main interface elements.

Command Bar (F9): Hides the [Command bar](#).

Status Bar (F8): Hides the [Status bar](#).

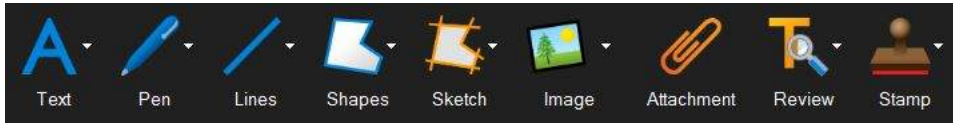
Navigation Bar (F4): Hides the [Navigation bar](#).

Auto-Hide Tabs: Automatically hides and un-hides document tabs.

Hide Panels (SHIFT+F4): Hides any [panels](#) currently being shown or, if panels were previously hidden using this command, causes them to appear. Panels hidden manually are immune to this command.

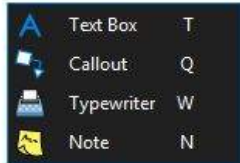
Markup Group

The Markup group contain menus and commands for annotating PDFs. You can only affect your own markups in Studio Session PDFs. It is accessed by clicking Markup on the Menu bar.



☑ **A** Text Menu

The Text menu contains tools to create text-bearing markups.



A Text Box (T): Places a [text box markup](#).

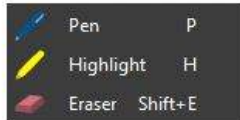
Callout (Q): Adds a [text callout markup](#).

Typewriter (W): Enables freely [typing text](#) on a PDF.

Note (N): Inserts a [sticky note](#).

☑ **Pen** Pen Menu

The Pen menu contains markup tools that behave in a similar manner to a real-world pen.



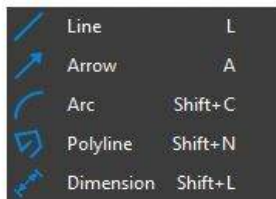
Pen (P): Adds a [free-drawn markup](#).

Highlight (H): Adds a semi-transparent line [simulating a highlighter](#).

Eraser (SHIFT+E): [Removes](#) pen and highlighter markups.

☑ **Lines** Lines Menu

The Lines menu contains tools to create linear markups.



Line (L): Adds a [line markup](#).

Arrow (A): Adds an [arrow markup](#).

Arc (SHIFT+C): Adds a [curve markup](#).

Polyline (SHIFT+N): Adds a [polyline markup](#).

Dimension (SHIFT+L): Adds a [dimension or leader line markup](#).

Markup Group Continued

▣ Shapes Menu

The Shapes menu contains tools to create outlined shape markups.



▣ **Rectangle (R)**: Adds a [rectangular markup](#).

▣ **Ellipse (E)**: Adds an [elliptical markup](#).

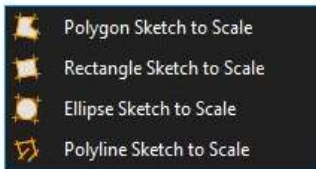
▣ **Polygon (SHIFT+P)**: Adds a [polygon markup](#) with no set angles.

▣ **Cloud (C)**: Adds a [polygon with a cloud-like appearance](#) preset.

▣ **Cloud+ (K)**: Adds a [polygon markup with a cloud-like appearance and callout box](#) preset.

▣ Sketch Menu

The Sketch menu contains tools to create sketch-to-scale markups. The Sketch Tools make it easy to create markups to an exact scale quickly. In addition to allowing for the creation of precise markups, when used in conjunction with [Tool Set Scaling](#) it can be used to create very useful tools for your [Tool Chest](#).



▣ **Polygon Sketch to Scale**: Adds a [polygon markup to an exact scale](#).

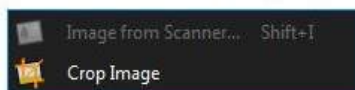
▣ **Rectangle Sketch to Scale**: Adds a [rectangle markup to an exact scale](#).

▣ **Ellipse Sketch to Scale**: Adds an [ellipse markup to an exact scale](#).

▣ **Polyline Sketch to Scale**: Adds a [polyline markup to an exact scale](#).

▣ Image and Image Menu

Image (I): Inserts an [image from a graphic file](#) accessible on your workstation. Click to the right to access the **Image** menu.



▣ **Crop Image**: [Crops an image markup](#).

▣ Camera

▣ **Camera (CTRL+ALT+I)**: [Adds an Image markup](#) or [embeds an image](#) in a markup using the camera in the laptop or tablet.

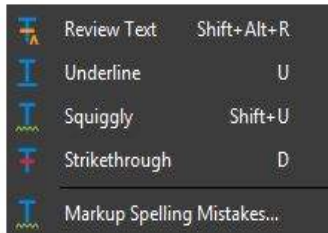
Markup Group Continued

Attachment

 **Attachment** (F): Embeds a file in the PDF.


Review Menu


This menu provides tools to markup text, such as in a review process.



 **Review Text** (SHIFT+ALT+R): Allows for marking text for edits without changing the text in the PDF.


 **Underline** (U): Underlines the selected text.

 **Squiggly** (SHIFT+U): Creates a squiggly line under the selected text.

 **Strikethrough** (D): Strikes out the selected text without removing it.

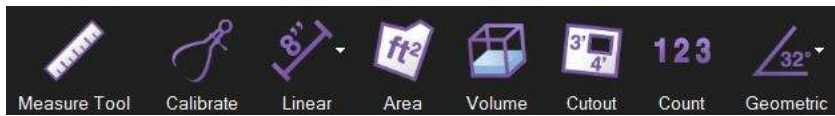
 **Markup Spelling Mistakes**: Identifies spelling mistakes in the PDF content.

Stamp Menu

 **Stamp**: Contains available stamps. See the Stamp Tool section for more information.

Measure Group

The Measure group contains the measurement and calibrate tools. You can only affect your own markups in Studio Session PDFs. It is accessed by clicking Measure on the Menu bar.



Measure Tool

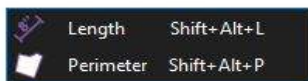
Measure (M): Launches the [Measure tool](#) and opens the [Measure tab](#).


Calibrate

Calibrate: [Calibrates](#) the document's scale to allow accurate measurements to be taken.

Linear Menu

The Linear menu contains linear measurement modes.



 **Length (SHIFT+ALT+L)**: Calculates a singular [linear measurement](#).

Area

Area (SHIFT+ALT+A): Calculates the [area of a simple rectangle or of an irregular, polygonal shape](#).

Volume

Volume (SHIFT+ALT+V): Calculates the [volume of an area](#) with a defined depth.

Cutout

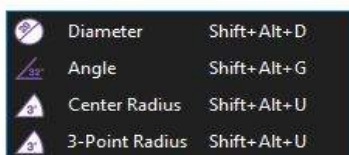
Cutout: Allows you to [cut out or subtract an area](#) from an existing [Area](#) or [Volume](#) measurement.


Count


Count (SHIFT+ALT+C): Places a markup for each mouse click, associating a [running total of counts with each markup](#) as it is placed.

Geometric Menu

The geometric menu contains measurement modes that calculate angles and circular features.



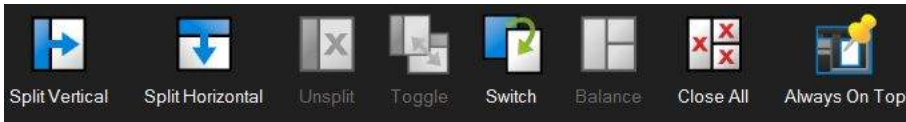
 **Diameter (SHIFT+ALT+D)**: Calculates the [diameter of a circular shape](#).

 **Angle (SHIFT+ALT+G)**: Measures a given [angle as defined by three points](#).

 **Radius (SHIFT+ALT+U)**: Measures the radius a circle, defined either [center-out](#) or by indicating any [three points along its circumference](#).

Window Group

The Window group includes commands for controlling the main workspace window. It is accessed by clicking Window on the Menu bar.



Split Vertical

Engages MultiView™ and divides the workspace into two vertically oriented splits.

Split Horizontal

Engages MultiView™ and divides the workspace into two horizontally oriented splits.

Unsplit

Eliminates the current split.

Toggle

Toggles between vertical and horizontal orientation for the current split.

Switch

Puts the active document tab in the last active split and removes it from the current split.

Balance

Sets all splits to equal size.

Close All

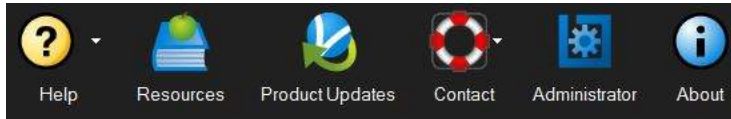
Closes all open documents.

Always on Top

Keeps the Vu application over other applications which are open at the same time. Useful for keeping a marked up PDF easily accessible while incorporating changes and comments back into the CAD design.

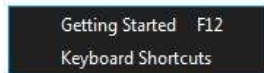
Help Group

The Help group contains commands and menus that link to help and other resources. It is accessed by clicking Help on the Menu bar.



Help Menu

Help (F1): Opens the help file. Click the arrow to the right of the button to activate the Help Menu.



Getting Started (F12): Opens the Getting Started PDF.

Keyboard Shortcuts: Opens the Keyboard Shortcuts PDF.

Resources

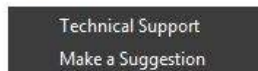
Resources: Opens a [WebTab](#) and connects to the Bluebeam website containing additional training content for Vu.

Product Updates

Product Updates: Opens a [WebTab](#) with the Bluebeam website containing up-to-date information about new versions of the Bluebeam products.

Contact Menu

The Contact menu contains links to send e-mail with the computer's configured e-mail client.



Technical Support: Opens an email message to Bluebeam for a request for technical support.

Make a Suggestion: Opens an email message for you to send Bluebeam your feedback on the Vu product.

Administrator

Administrator: Launches the Bluebeam Administrator application. Most of the functionality in the Administrator applies to the Bluebeam CAD and Office plugins, and the Bluebeam PDF Printer. There is also a tab for Vu where you can set Vu to be the default PDF viewer if you unchecked this option during the installation. Refer to the Administrator help for more details on the Bluebeam Administrator. To find that help, once in the Administrator, go to **Help > Administrator Help**.

About

About: Opens the About dialog box, which contains licensing and software version information.

Managing Studio Account

Below are a collection of procedures detailing how to accomplish some common goals in Studio.

▣ [Change the Password on Your Studio Account](#)



You must be logged into the Studio account for which you wish to change the password.

1. Go to **View** >  **Tabs** >  **Studio** or press ALT+C to access the [Studio tab](#).
2. Click  **Home**.
3. Click  **Settings** on the **Studio** tab. The **Preferences** dialog box opens to the [Studio preferences](#).
4. Click **Manage Servers**. The **Server Profiles** dialog box appears.
5. Select the Studio server for which you wish to change the password and click . The **Edit Server** dialog box appears.

Note: You must be currently logged into the account to change the password.

6. Click **Change Password**. The **Change Password** dialog box appears.
7. Enter your **Current Password** and the **New Password**.
8. Reenter the new password in the **Verify Password** field and click **OK**.

▣ [Recover a Lost Password](#)

1. Go to **View** >  **Tabs** >  **Studio** or press ALT+C to access the [Studio tab](#).
2. Click  **Home**.
3. Click  **Settings** on the **Studio** tab. The **Preferences** dialog box opens to the [Studio preferences](#).
4. Click **Lost Password**. An email message will be sent to the **Login E-mail** address with recovery instructions.

▣ [Change My Display Name in Studio](#)

To change the name that Studio uses as your display name (not the username used to log in), first log into the Studio account then see [Editing Existing Accounts](#).

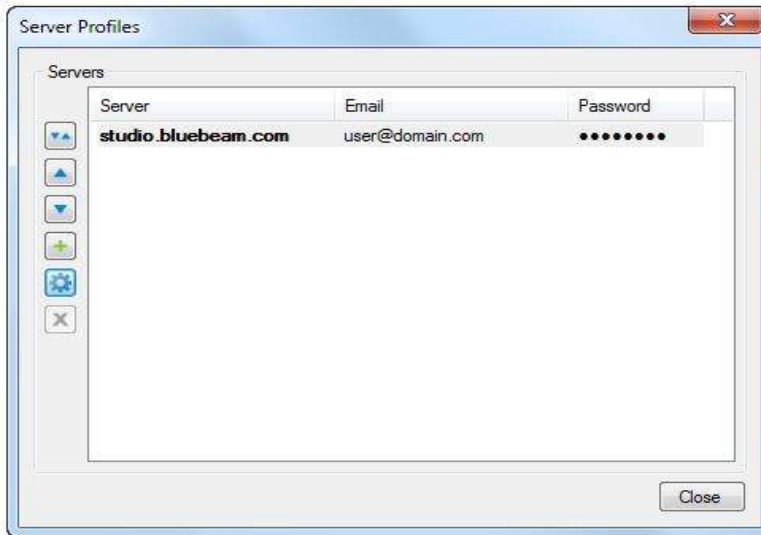
Managing Studio Account Continued

Editing Existing Accounts

You can only have one account on a given Studio server at a time, but the details for an account can be changed as needed. Some fields (**Name** and **Password**) can only be changed while you are logged into the account, while others (**Server** and **Domain/E-mail**) cannot be changed for the primary/default Studio server account ([switch to a different server](#) before editing those fields).

To manage an existing account:

1. Go to **View** > **Tabs** > **Studio** or press ALT+C to access the [Studio tab](#).
2. Click **Settings** on the **Studio** tab. The **Preferences** dialog box opens to the [Studio preferences](#).
3. Click **Manage Servers**. The **Server Profiles** dialog box appears.



4. Select the desired account and click **Settings**. The **Edit Server** dialog box appears.



5. Edit any of the information shown as needed. Be aware of the following:
 - o You must be logged into the account to edit the **Name** and **Password** fields. In order to change your password, click **Change Password**. You cannot edit the **Password** field directly.
 - o The **Server** and **Domain/E-mail** fields for the primary/default Studio server cannot be changed. To edit these fields, [switch to a different server](#) first.
6. Click **OK**.

Managing Studio Account Continued

Manage Studio Notifications

Studio can be configured to send you notifications for any or all of the Sessions and/or Projects you have joined. These notifications can be daily summaries or they can come as certain events take place within the Session/Project or a combination of both. Notifications are managed for each Project and Session separately.

1. Go to **View** > **Tabs** > **Studio** or press ALT+C to access the **Studio tab**. You do not need to be logged into the Session or Project, but you do need to be online.
2. Click **Home**.
3. Right-click the desired Session or Project and select **Manage Notifications**. A new **WebTab** to the Studio Enterprise portal will open in Vu. Log in, if necessary.
4. The Studio Enterprise portal page will show your current Studio Notifications Preferences. Select any of these options:

Project and Session-Specific Preferences

- **Enable notifications for this Project/Session** turns on notifications for the Project or Session. Which notifications you will receive is determined by what is selected under **Account Preferences** as detailed below. If this option is not selected, you will not receive any notifications for the Project or Session, regardless of what is selected in **Account Preferences**.

Account Preferences

Select any or all of the available notifications that you would like to receive for the Project or Session. Each notification is sent independently.

- **Send me a daily digest of all Studio activity** will send one email at the end of the day, in digest format, summarizing all Studio activity for the day.
- **Send me an email about markup alerts** will send an email whenever a markup alert is directed at you (see Note below).
- **Send me an email about updates to Sessions** will send an email whenever an update is made to a Session you have joined (see Note below).
- **Send me an email about updates to Projects** will send an email whenever an update is made to a Project you have joined (see Note below).

Note: For the "event-based" notifications (that is, all but the daily digest), Studio will check for applicable events every 10 minutes and, if any are found, will collect them all in a single email. So, if 20 updates take place in a Session within 10 minutes, and you are set up to get notifications for that Session, one email with information about each of those updates will be sent to you rather than 20 separate emails.

5. Click **Apply**.

Note: Do not uncheck "Send me an email about markup alerts" - this is how you are notified if your comments are rejected.

Managing Studio Account Continued

☐ Alert Other Session Attendees to a Markup

When you send an alert to a Session Attendee concerning a markup, they will receive an email with a snapshot view of the selected markup and available, associated metadata. The snapshot is also a link into the Session and clicking it will not only take the recipient directly into the Session, but straight to the markup as well. You can send markup alerts for any markup, not just the ones you create yourself.

1. Join the Session and locate the desired markup.
2. Right-click the desired markup and go to **Alert Attendee** and select one of the following:
 - If this is the first time you have sent an alert in this Session, the only option available is **Choose**. Select **Choose** and skip to the next step.
 - If you have previously sent an alert in this Session, you can choose to send this alert to the same Attendee or Group by simply selecting them from the list. The alert is sent and no further action is required.
 - If you have previously sent an alert in this Session, but you would like to send this alert to a different Attendee or Group, select **Other** and skip to the next step.
3. On the **Alert Attendee or Group** dialog box, select the desired Attendee or Group and click **OK**.
 - Only Session hosts can send alerts to Groups.
 - When selecting a Group, an alert will be sent to all members of the Group automatically.
 - Hold down CTRL or SHIFT to select multiple recipients.



Tabs

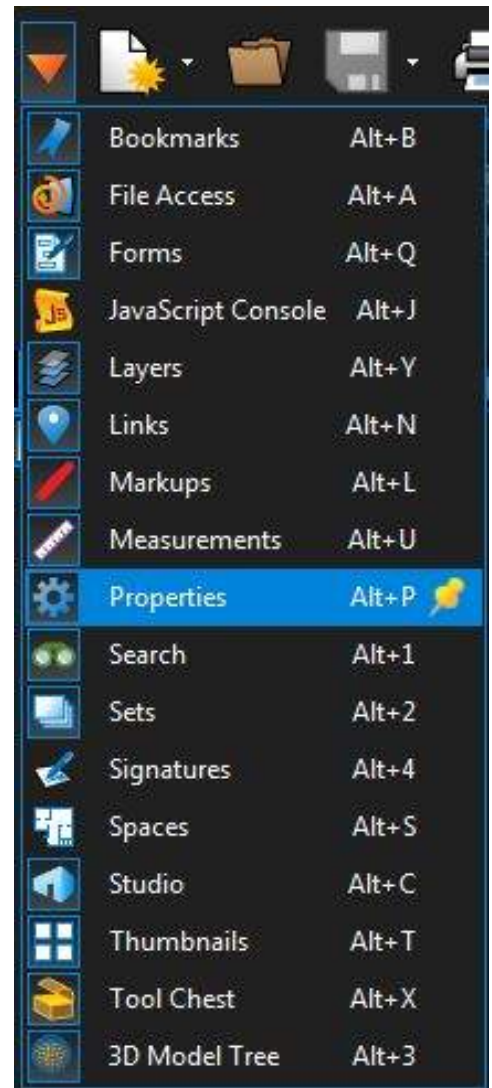
The three attached panels and any floating panels you have created can hold a number of powerful, specialized tabs, which provide efficient access to a variety of Vu features. This section covers the most used tabs and the functionality each enables.

Click on **View** > 

Properties Tab

The Properties tab displays any attached files and metadata about the currently active PDF. If a markup or group is selected, the Properties tab will display the specific appearance of the selected markup or group. By default, the Properties tab appears in the right panel.

To display the Properties tab, click  >  **properties** or press **Alt+P**.

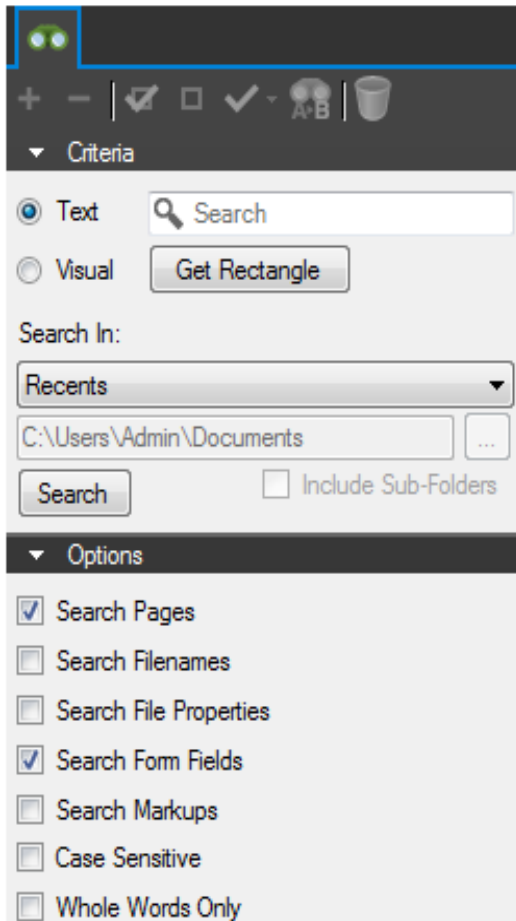


Search Tab

The Search tab allows you to search for text in the current PDF, all open PDFs, PDFs in a folder, or in the files in the Recents list. You can perform a **Text search** or a **Visual search**. You can also Search and Replace.

- To display the Search tab, click  **Search** or press **Alt+1** or **Ctrl+F**.

Text Search



Criteria

Text

Visual

Search In:

Recents

C:\Users\Admin\Documents

Include Sub-Folders

Options

Search Pages

Search Filenames

Search File Properties

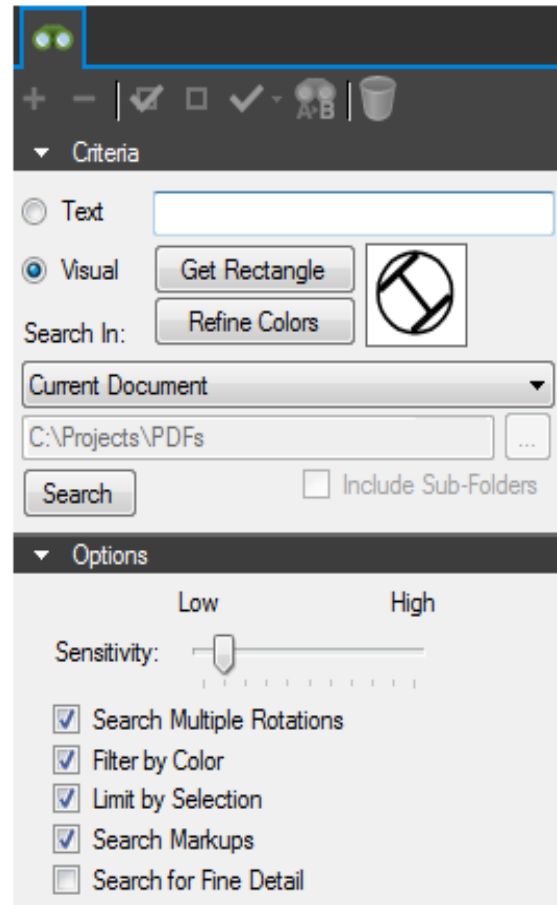
Search Form Fields

Search Markups

Case Sensitive


Whole Words Only

Visual Search



Criteria

Text

Visual 

Search In:

Current Document

C:\Projects\PDFs

Include Sub-Folders

Options

Low High

Sensitivity:

Search Multiple Rotations

Filter by Color

Limit by Selection

Search Markups

Search for Fine Detail

Text Search



Text must be present in the PDF file for text search to find it. Scanned PDF files are images and do not contain any text, so they are not searchable. See Optical Character Recognition (**OCR**) in the Bluebeam Revu Manual for details on how to make scanned documents searchable.

VisualSearch

VisualSearch allows for the searching of graphical symbols in PDFs. To set the search criteria, define a rectangle around the symbol or graphic that you want to search for in the document.

The Tool Chest

The Tool Chest is a powerful feature that makes the marking up of documents much more efficient. Once a markup is created, it can be easily recalled using the Tool Chest. The Tool Chest will store your most used markups in a central, easily accessible location.

By default the Tool Chest is in the left panel. To access the Tool Chest, click  >  **Tool Chest** or by press **Alt+X**.

Using Tool Sets

Click any tool in the Tool Chest to select it, then click on the document to place the markup.

To copy a tool from one tool set to another tool set:

- Click and drag the icon to the desired tool set.

To reorder the tools within a set:

- Click and drag the icon to the desired location.

To delete a saved tool:

- Click a tool to select it, then click the  **Delete Icon** on the Tool Chest button bar.

-or-

- Click a tool icon to select it, then press the **Delete** key.

-or-

- Right-click a tool icon, then click **Delete**.

To duplicate a tool:

- Right-click a tool icon, then click **Duplicate**.

To change the colors of a tool:

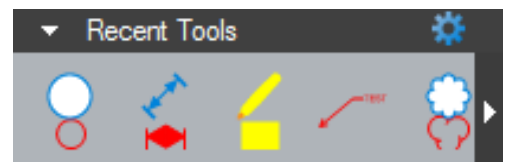
- Right-click a tool icon, then click **Change Colors**.

Reusing Recent Tools

The **Recent Tools** section records every markup as it is added to the PDF.

To reuse a tool, simply click the icon and then click on the PDF to place the markup.

The Recent Tools history is temporary; it only lasts until Bluebeam Vu is closed.



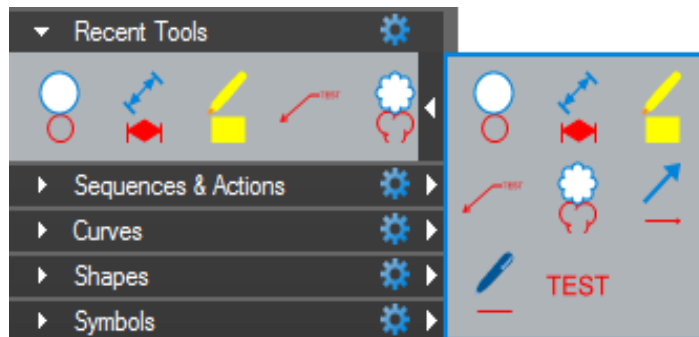
Permanently Saving a Tool to be Reused

To save a recently used tool so it will remain after the program has been closed, click and drag the tool's icon from Recent Tools into My Tools or another tool set, or right-click the icon and then click **Add Item to My Tools**.


To save a markup on the document as a reusable tool, right-click the markup, hover over **Add to Tool Chest**, then click the tool set to save it to (For example, My Tools).

Managing Recent Tools

If too many tools have been used recently to view them all in the Recent Tools section, an arrow appears to the right of the row. Click the arrow to access all recent tools.





To set how many recent tools to retain:

- Click the  gear at the top right of the section, then hover over **Maximum Recents**.
- In the **Maximum Recents** submenu, click a value to set the number of recents.


Clearing Recents and Hiding the Recent Tools Section

To clear all recent tools without closing Revu:

- Click the  gear at the top right of the section.
- Click  **Clear Recents**.

To Hide the Recent Tools Section:

- Click the  gear at the top right of the section, then click **Hide**.

Click the  **Manage Tool Sets** menu in the Tool Chest button bar, then click Recent Tools, to show it again.

Properties Mode vs. Drawing Mode

Items in My Tools, Recent Tools and custom tool sets can function in two different modes. The tool icon changes to show which mode is currently being used.



Drawing Mode

← Double-click →




Properties Mode

Properties mode adds a new markup with the same display properties of the saved markup. In this mode the Properties (as displayed in the Properties tab) are retained but the exact dimensions, text, and so on are not. In the preceding example, using the tool in Properties mode would create a new yellow text box with black border and text color, but no text would be inside the box yet, nor would the box have a fixed size.

Drawing mode adds a new markup that is an exact duplicate of the saved markup, as if you'd copied and pasted the original markup rather than made a new one of a similar type.

To change the mode, double-click on the icon. All information of the original markup is always retained when switching modes. Only the icon and the way that the markup is added to the file changes when the mode is switched. By default, most tools are saved in Properties mode. There are some markups that always remain in Drawing mode. A Stamp and a Grouped markup are two examples.



To set all markups to default to Drawing mode:

- Click the  gear at the top right of the section, then uncheck **Properties Mode**.

Sequences & Actions

A **Sequence** allows a text based markup to increment in value each time that a markup is added to the PDF. The updating sequence value can be a number or text. An **Action** allows you to add hyperlinks to tools in the Tool Chest.

Pinning a Tool Set

- For quick and easy access, a Tool Set can be pinned to any Toolbar.
- Click the small  gear to the right of the Tool Set name.
- Click  **Pin to Toolbar**, then select the specific Toolbar.

Markups List

The Markups list automatically tracks markups placed on a PDF, including author, date, color, and comments associated with each markup. By default it is found in the bottom panel. Go to **View > [▼] Tabs > [✍] Markups** or press ALT+L to show the **Markups list** if it is hidden.

☐ Markups List Toolbar

The **Markups list** toolbar contains tools for organizing, processing, importing, and exporting data.



- + Expand All** and **- Collapse All**: Expands or collapses the entire list.
- ▲ Previous** and **▼ Next**: Moves to the previous or next markup in the list.
- ▼ Filter** and **🗑 Clear Filters**: Toggles **column filters** on and off and clears previously applied filters.
- 🚫 Hide Markups**: Hides all markups in the current PDF file. Markups will not be shown or printed when this mode is enabled. This mode is temporary and will be reset the next time Vu is started.
- 🔍 Search**: Filters the Markups list **based on the text entered in the field**.
- 📄 Columns**: Selects which **columns** are shown in the Markups list.
- ✖ Delete**: Deletes a selected reply from the Markups list or a selected markup from both the PDF and the list.
- ↩ Reply**: Replies to the selected markup. Replies appear on a new indented row below the markup in question.
- 🚦 Status**: Sets the status of the markups. The default statuses are **Accepted, Rejected, Completed, Cancelled** and **None**.
- ✓ Checkmark**: Checks or unchecks the checkbox associated with the selected markup. Also provides a command to clear all checkboxes.

Markups List Continued

Markups List

The Markups list is formatted as a table with each row representing a markup that has been added to the active PDF and each column showing a particular piece of information about the markup.

As a row is selected, the view of the PDF in the workspace will jump to the location of the associated markup. This makes it easy to use the Markups list to step through the markups in PDF using either the ▲ **Previous** and ▼ **Next** buttons or the UP ARROW and DOWN ARROW keys.

To sort by any column, click the desired column header. Click again to reverse the sort order. When markups are sorted by column, they are collected under section headings found in the **Subject** column. Each section has a toggle triangle; click it to expand or collapse the section.

The following examples show an expanded, collapsed, and partially collapsed list sorted by Page number:

Expanded List

| Subject | Page | Lock | Status | Checkmark | Author | Date | Color | Comments |
|--------------|--------|--------------------------|--------|--------------------------|--------|-----------|-------|---|
| ▼ Page 1 (4) | | | | | | | | |
| ● Ellipse | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | |
| ■ Callout | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 2/20/2... | ■ | Ventilation insufficient for this zone |
| ▲ FreeText | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | Add additional ventilation in this area |
| ⬠ Polygon | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | |
| ▼ Page 2 (1) | | | | | | | | |
| / Line | Page 2 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 2/20/2... | ■ | |

Collapsed List

| Subject | Page | Lock | Status | Checkmark | Author | Date | Color | Comments |
|--------------|------|------|--------|-----------|--------|------|-------|----------|
| ▶ Page 1 (4) | | | | | | | | |
| ▶ Page 2 (1) | | | | | | | | |

Partially Collapsed List

| Subject | Page | Lock | Status | Checkmark | Author | Date | Color | Comments |
|--------------|--------|--------------------------|--------|--------------------------|--------|-----------|-------|---|
| ▼ Page 1 (4) | | | | | | | | |
| ● Ellipse | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | |
| ■ Callout | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 2/20/2... | ■ | Ventilation insufficient for this zone |
| ▲ FreeText | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | Add additional ventilation in this area |
| ⬠ Polygon | Page 1 | <input type="checkbox"/> | None | <input type="checkbox"/> | Peter | 10/11/... | ■ | |
| ▶ Page 2 (1) | | | | | | | | |


Columns Menu

The Columns menu allows you to toggle on and off various columns. A column that is turned on will appear in the top row of the Markups list and will display a check box next to the name in the menu. Click a column name to turn it on or off. To sort by any column, click the column's name on the header. Click again to reverse the sort order.

Subject: Displays an icon of the markup and text referring to the subject of the markup. By default, the text contains the name of the tool used to create the markup (Pen, Highlight, Callout, etc.). This text can be changed in the **Subject** field in the **Properties** tab, or by double-clicking on the Subject text in the **Markups** list.

Page: Displays the name of the page on the PDF on which the markup is located.

Page Index: Displays a numeric value indicating the page on which the markup or measurement resides. The Page Index is a useful column for sorting when exporting to spreadsheet programs.

Lock: Toggles whether the markup is locked for editing or not. If locked, a  appears in the box, and the markup cannot be moved or changed. If unlocked, the box is clear and the markup can be edited.

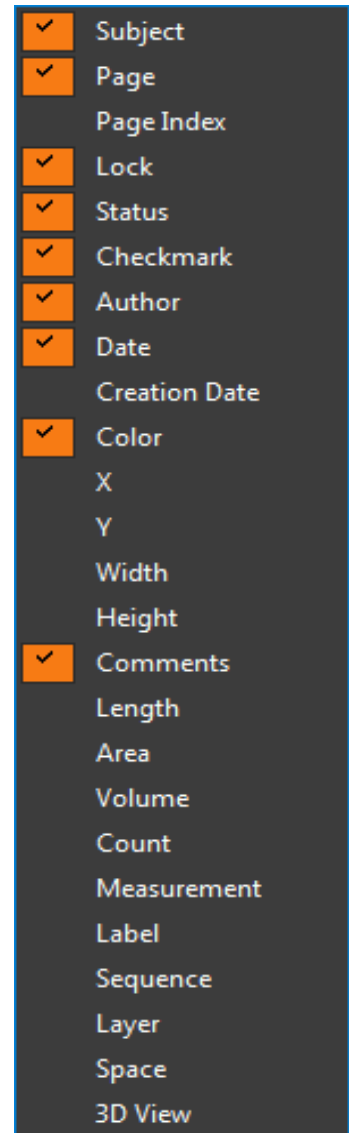
Status: Can be set to one of the default states or a custom status. The default values are **Accepted**, **Rejected**, **Canceled**, **Completed** and **None**. Once the status is set on a markup, you can sort by status.

Checkmark: Toggles the checkbox, enabling the Markups list to be used as a basic checklist. As changes are being reviewed, click to check the box; click again to uncheck it.

Author: Indicates the username of who made the markup. Double-click this field to edit your displayed name. To set the name globally, click **Settings > Preferences > General**, then enter a name in the **User** box.

Date: Displays the date and time the markup was modified based on the system time.

Creation Date: Displays the date and time the markup was created based on the system time.



Color: Displays the fill color that was used for the markup. You may sort by this column to group all "red" or "blue" markups.

X and Y: Display the coordinates on the PDF page where the markup is located, counted from the lower left.

Width and Height: Display the size of the markup itself.

Comments: Displays the comments from the **General** section of the **Properties** tab for this markup. Double click in this field to change the comment associated with the markup.

Length, Area, Volume, Count, and Measurement: All display values associated with Measurement markups.

Label: Displays the label associated with the markup. Label can be changed in the **General** section of the **Properties** tab. For measurement markups, it is common to use the Label field to specify the type of material that's being measured, such as "Asphalt Pavement 1" or "Conduit 3".

Sequence: Records the numerical value associated with a Sequence markup.

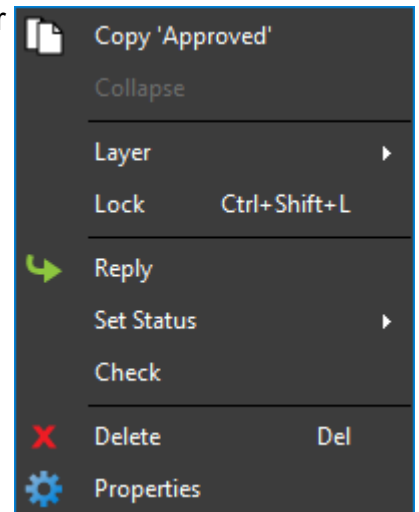
Layer: Displays the Layer the markup is associated with.

Space: Displays the Space that contains the markup.

3D View: Displays the 3D view that contains the markup. Click to jump to that view in the 3D window.

Context Menu

Right-click on any field in the markup list to display a context menu for performing functions on the currently selected cell. The first option, **Copy**, stores the contents of the cell on the clipboard, enabling the pasting of the information within Revu or other Windows applications.



Working with Profiles

Profiles provide an easy way to store the toolbar, menus, and other display settings within Vu. Profiles can also be used to shape the User Interface of Vu for particular job functions within your organization. For example, you may create a simplified interface, turning off most of the toolbars within Vu, for those users within your organization who would only be viewing PDFs and not have need to edit PDFs. Additionally, you could turn on only the most basic markup functions without any of the advanced editing functions and save a profile for basic markup users.



The toolbar settings are available from the **Profile** button menu. The check next to the profile name indicates the currently active profile setting. To switch to a different profile, select another profile from the menu. Once selected, the Vu interface will update based on the settings defined in the new profile.

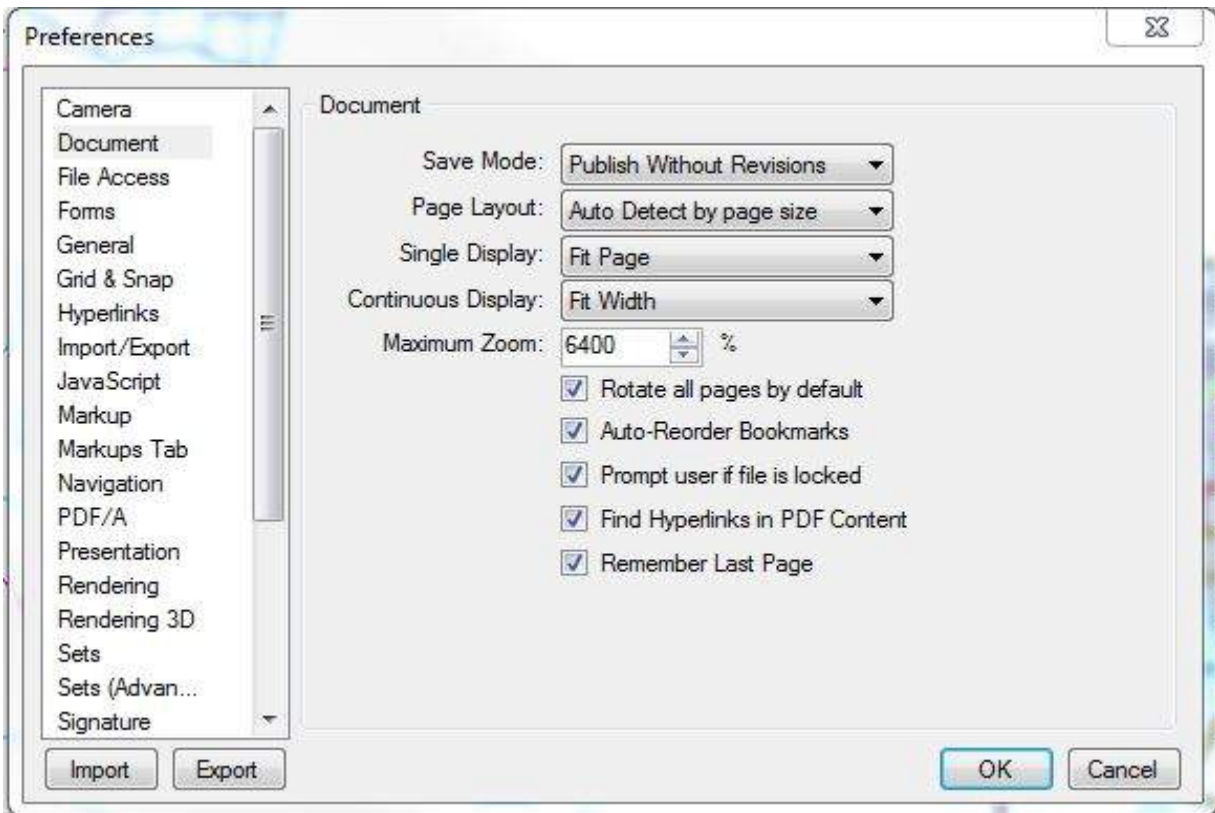
Preferences

The Preferences dialog enables customization of Bluebeam Vu settings. This section briefly describes some commonly used settings, organized by the section of the preferences dialog that contains it.

To invoke the Preferences dialog:

- On the Command Bar, click **Settings**, then click **Preferences**.
- **-or-**
- Press Ctrl+K.

Some commonly changed preferences will be discussed in this section.



General

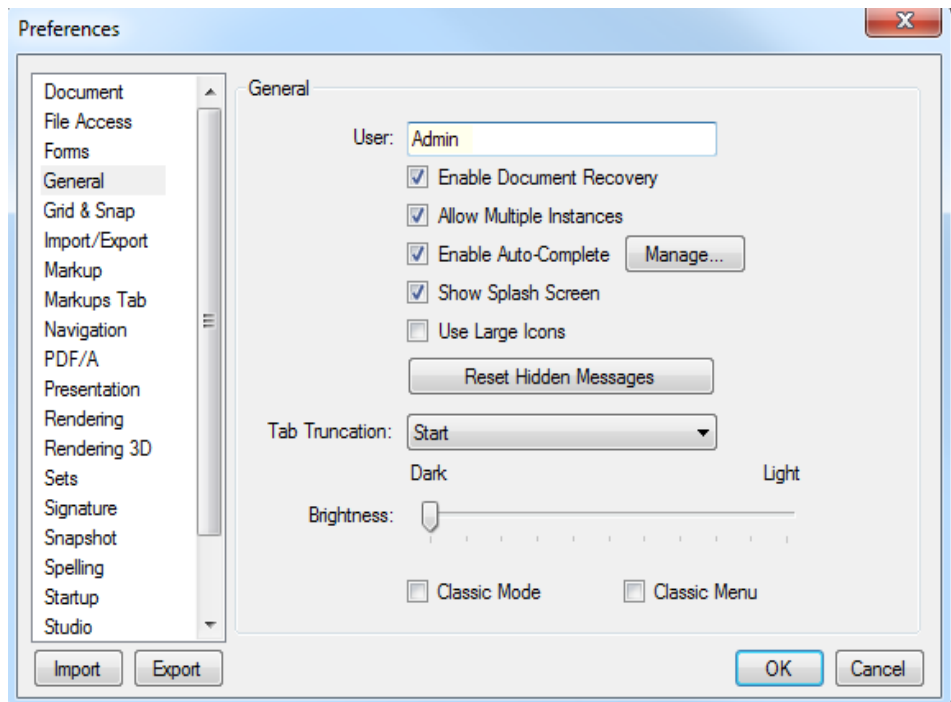
User: Each time a markup is made, Vu records who made it. This field defines the name to use.

Enable Document

Recovery: If Vu quits unexpectedly with this option set, the next time Vu is started, it will attempt to recover unsaved changes to the document(s) open in the previous session.

Allow Multiple Instances:

This enables or disables the Multi-View feature.



Enable Auto-Complete: Remembers previously entered text. Click the **Manage** button to edit the auto-complete history.

Show Splash Screen: Enables or disables the Vu splash screen when Vu is first launched.

Use Large Icons: The User Interface Icons will be displayed larger and support High Resolution Displays.

Reset Hidden Messages: Resets the display of the dialog boxes where "Don't Show Again" was selected.

Tab Truncation: Determines if the file name in the opened tab, truncates the beginning or end of the name.

Brightness: Sets the overall brightness of the Vu interface.

Classic Mode: Switches to an emulation of the appearance of the default interface for VU prior to version 6.

Classic Menu: Switches the menus to classic menus.

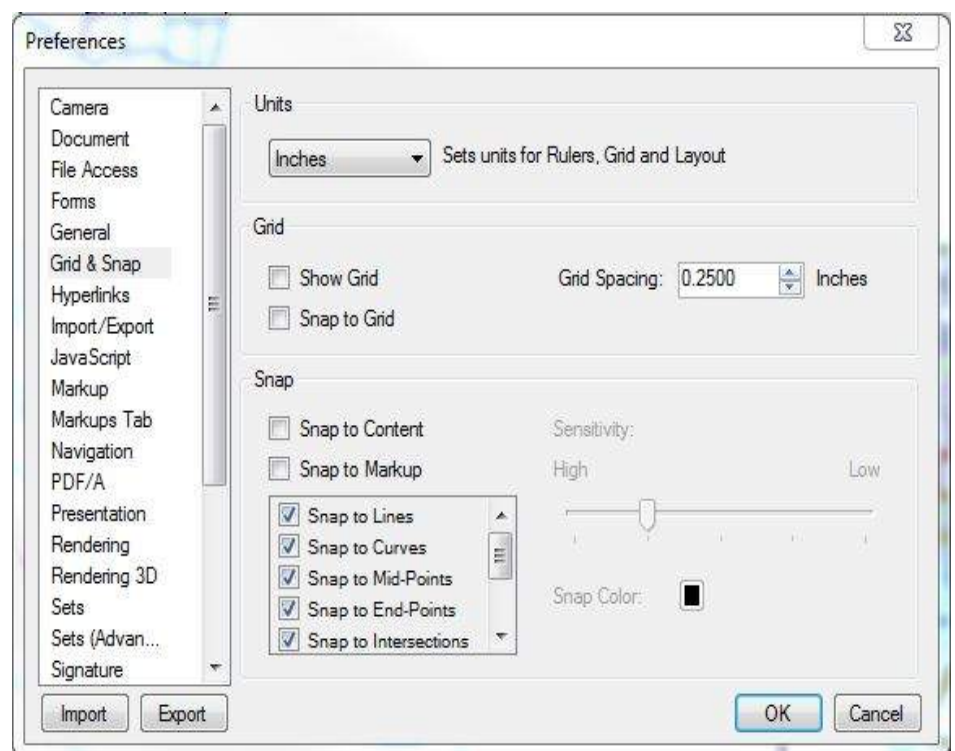
Grid & Snap

Units Section

Application Units: Defines the system of measurement to use for rulers and measurement dimensions.

Grid Section

Show Grid: Provides control over displaying the grid. Also

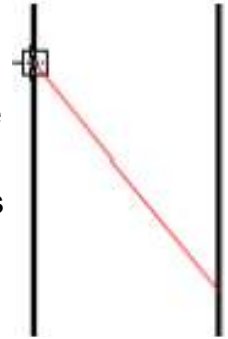


Snap to Grid: Makes any points used to define a markup line up with the defined grid. Also controlled by the **Snap** button on the Status Bar.

Grid Spacing: Controls increments between grid units, which affects the snap-to resolution as well as the spacing of the grid markers that are displayed on the PDF. A smaller increment makes a smaller grid, a larger increment makes a larger grid.

Snap

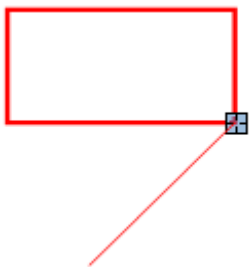
Snap to Content: Snaps markups to the underlying PDF vector content. A small box appears over the underlying PDF content when markups are being made. The following image demonstrates the behavior as a line markup is being drawn. Snap to Content does not snap to text or images in the PDF, only vector images such as lines and shapes. It is also controlled by the **Content** button on the Status Bar.



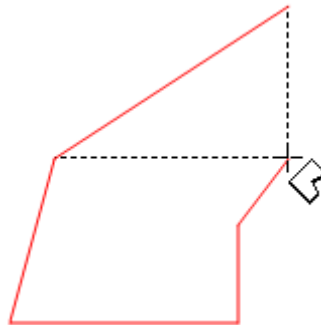
Snap to Markup: Snaps the cursor to other markups in the PDF. This can also be controlled by the **Markup** button on the Status Bar.

With Snap to Markup enabled, two related behaviors will occur. The cursor will snap to points on other markups, like Snap to Content snaps to points in the PDF content. Revu will also display – and the cursor will snap to – guidelines that are based on lines in nearby markups.

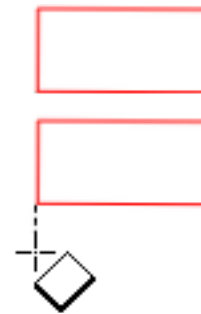
Snap to a point



Guidelines creating a Polygon



Guideline creating aligned Rectangles



Snap Color: Determines the color of the indicator box.

Sensitivity: Move the slider to High to make the snap area smaller. Move the slider to Low to make the snap area larger.

Markup

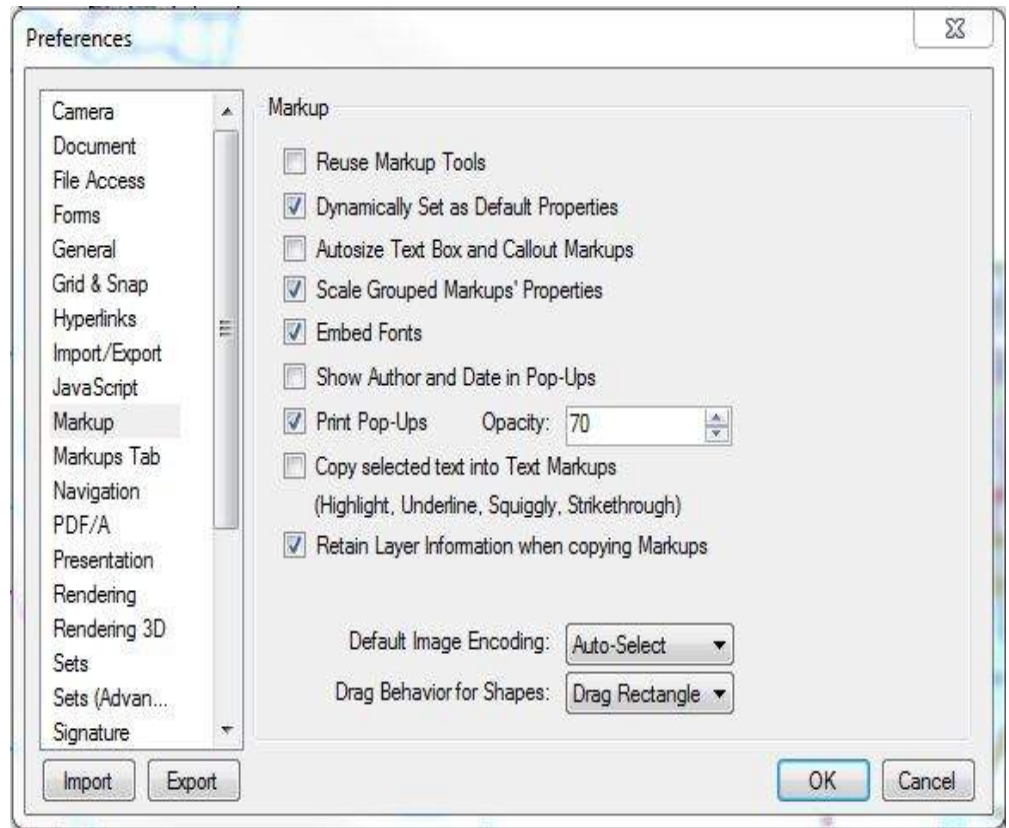
Reuse Markup Tools: If checked, the last markups used will remain selected so it can be used over and over again. If unchecked, after a markup is placed Vu will switch back to pan mode.

Dynamically Set as Default properties: Remembers the last property settings for a markup. For example, if the appearance properties for a rectangle markup were set to a Green color, 2 point wide line, the next time that the rectangle markup is selected, these properties will be used.

Autosize Text Box and Callout Markups: Fits the surrounding text box to the entered text for a callouts and text markups. After editing the text in a Free Text or Callout markup, the text box will resize automatically to fit the text.

Embed Fonts: Includes fonts used for markups in the PDF.

Show Author and Date in Pop-Ups: Displays Author and Date in popup notes when an markup is double-clicked. The title and author will also appear when a note markup is added to a PDF.



Print Pop-Ups: Check to print Notes and Comments popup boxes.

Opacity: Opacity level that Notes and Comments popup boxes will be printed if **Print Pop-Ups** is checked.

Copy Selected Text into Text Markups: Any time a text markup is used, the annotated text will be copied to the copy buffer so that it can be pasted into other applications. Text markups are Highlight, Underline, Squiggly line, and Strikethrough.

Retain Layer Info when copying Markup: Layer information will be copied when you copy a markup. If you copy a markup to another PDF, its layer will be created in the new PDF.

Use Relative Paths for Hyperlinks and Actions: Set the default status for paths to be "relative" when Hyperlinks and Actions are created.

Set 'Open in New Window' option for Hyperlinks and Actions: Set the option to open a Hyperlink or Action in a new window when the Hyperlink or Action is created. This option only applies when viewing PDFs in Acrobat or Reader. Vu already opens the links in a new tab.

Default Image Encoding: Chooses the format in which embedded images and inserted image markups are stored in the PDF.

Drag Behavior for Shapes: Determines whether, when drawing certain shapes (polygons, area measurement), a rectangle is used or whether the drag behavior sets control points for the Bézier curves used to define the shape. The effect will be either a rectangle is dragged, or a curve shape will be drawn.

Navigation

Mouse Wheel Section

Set how the mouse wheel behaves in this section.

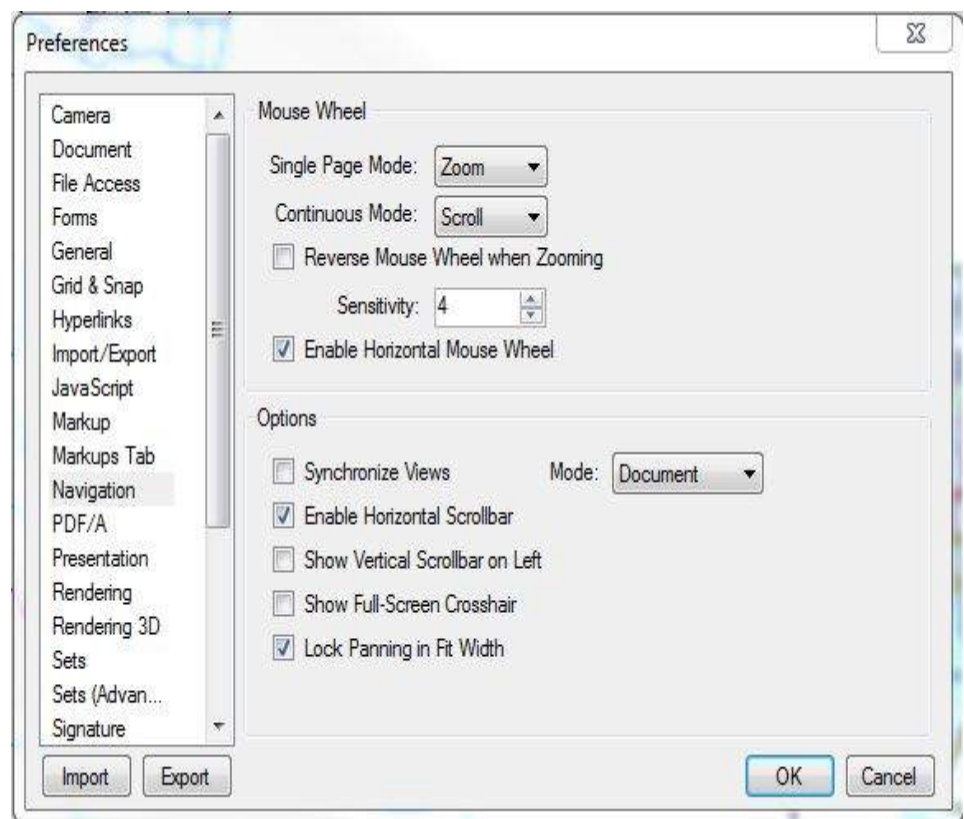
Single Page Mode: Sets the mouse wheel behavior in single page mode. Choose either Zoom or Scroll.

Continuous Mode: Sets the mouse wheel behavior in continuous mode. Choose Zoom or Scroll. This behavior is independent of the Single Mode setting.

Reverse Mouse Wheel when Zooming: Changes the direction for when the mouse wheel will zoom in versus zoom out.

Sensitivity: Controls how much the zoom level changes per mouse wheel click.

Enable Horizontal Mouse Wheel: Enables panning for mice that have tilt-able scroll wheels.



Options Section

Synchronize Views: Synchronizes the viewing windows when displaying the PDF in side-by-side Split View mode. The **Mode** can be changed to sync by **Document** or by **Page**. For example, this is useful when you need to compare two different versions of the same document. Moving the document in one window will automatically adjust the view in the other window(s). This can be quickly toggled on and off with the **Sync** button in the **Navigation** bar.

Enable Horizontal Scrollbar: Toggles on and off the horizontal scroll bar at the bottom of the document tab.

Show Vertical Scrollbar on Left: Displays the vertical scrollbar on the left side of the PDF page instead of the right.

Lock Panning in Fit Width: Constrains panning to vertical movement when in **Fit Width** mode. This prevents the page from sliding sideways if the mouse is moved slightly horizontally.

Maximum Zoom: Sets the maximum percentage the workspace will allow zooming of PDFs.

Enable 3D Mouse: Enable 3D navigation with a 3D mouse.

Studio

Account

Change your account settings, create an account or login to Studio.

Checkout on Open: If this option is selected, when a Studio Project file is opened, it is automatically checked out.

General

Enable Sounds: Play sounds with studio events.

Enable Flashing Alerts: Turn off visible flashes with studio events.

