Bluebeam Revu: Overview and Interface
Version 20.1.15
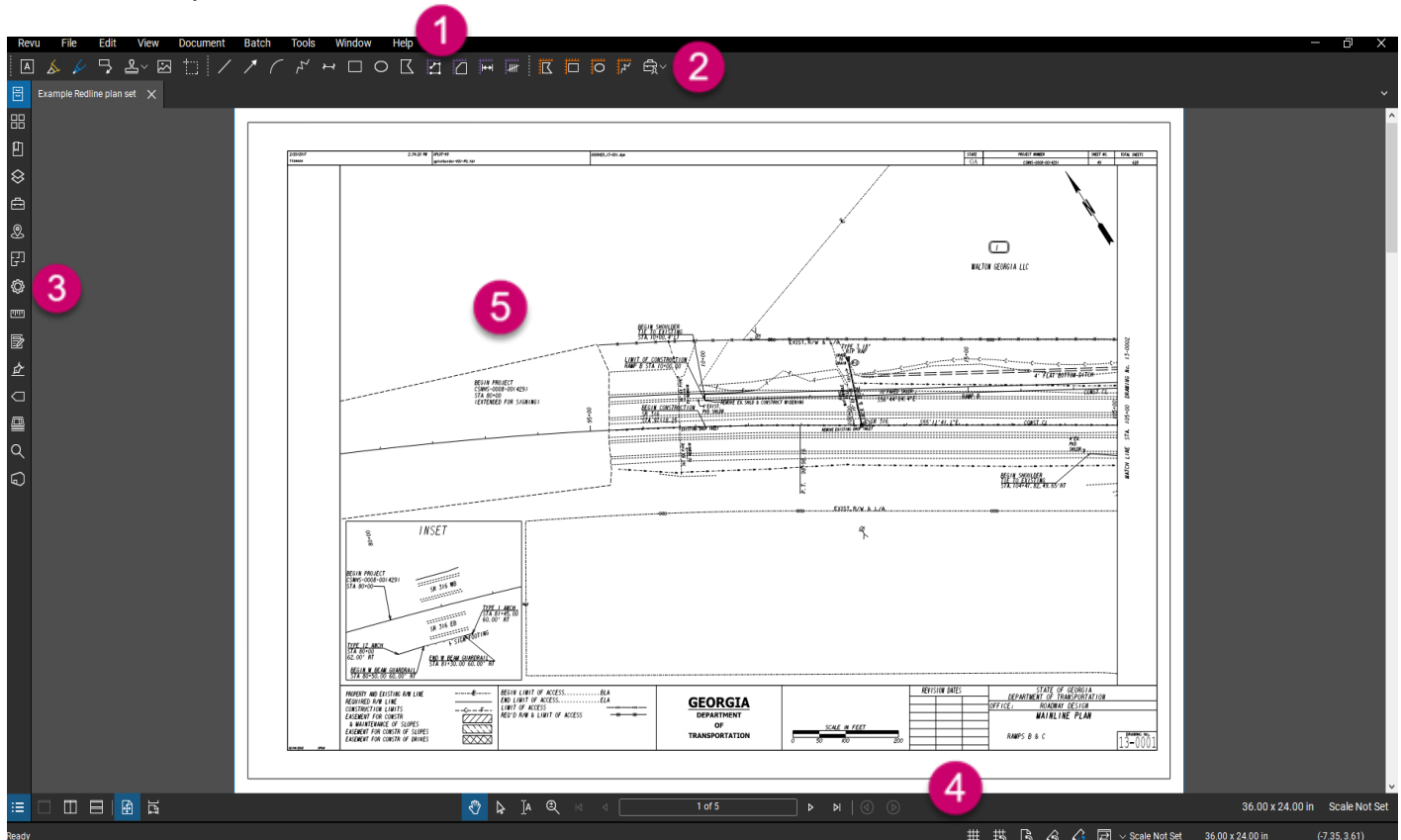
The purpose of this document is to provide a brief overview of the Bluebeam interface. See separate Bluebeam training documents for more in-depth training on the tools and actions available in Bluebeam.

The Bluebeam interface is split between multiple panel and menu bar sections located on the top, sides, and bottom of the page. The center of the interface is the workspace where documents are reviewed and edited:

1. Top menu bar

2. Toolbars

3. Left panel bar

4. Navigation bar

5. Workspace

The top menu bar contains the following options:

Revu: contains information about Bluebeam, preferences, and pre-built profiles that changes the interface and look of the program (*See Interface Customization module)

File: contains tools to create, open, and save documents

Edit: contains tools to undo, cut, and paste elements in a document, along with the snapshot tool (*See Markup Tools module)

View: contains tools to orient documents in different views and view multiple documents at a time including split screen features (*See Viewing Options module)

Document: contains tools to manipulate a document including inserting, deleting, and extracting pages (*See Document Manipulation module), comparing and overlaying pages (*See Viewing Options module), and the flatten and unflatten tool (*See Use of the Flatten Tool module)

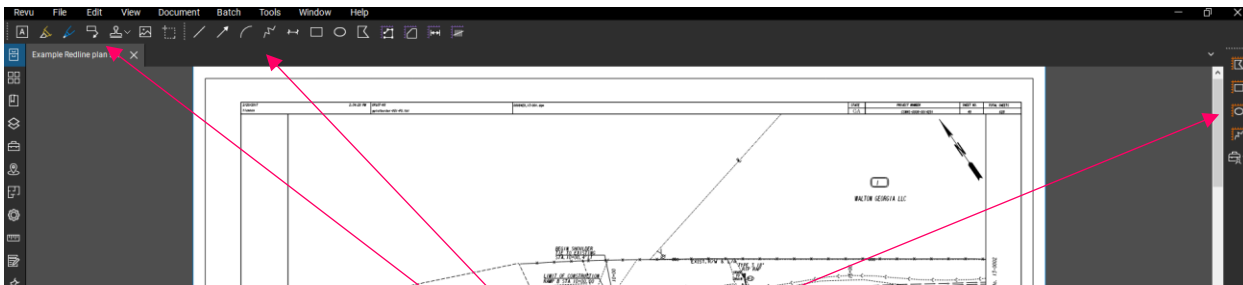**Batch:** contains tools that can be used on multiple PDF documents at the same time

Tools: contains the necessary tools for sketching, marking up, and signing documents (*See Markup Tools module)

Window: contains tools that control aspects of tabs, panels, and the overall workspace

Help: contains additional technical support and training offered by Bluebeam

Toolbars

Below the top menu bar and to the sides of the interface are the toolbars. The toolbars offer quick access to frequently used tools and are completely customizable by moving to different locations and right clicking to select/deselect certain tools, or by navigating to Tools → Toolbars (*See Interface Customization module)

Existing toolbars

Left Panel Bar

The left panel bar contains a list of icons that can be moved to different locations on the interface or hidden from view. A brief description of the icons is given below:

File Access : contains a list of recent files opened in Bluebeam and allows the user to pin certain files that need to be accessed quickly

Thumbnails : allows the user to navigate and view the entire document. The pages in a document can be manipulated in this panel by right clicking on a sheet where options appear to insert/delete/ or extract pages, among other tools (*See Document Manipulation module)

Bookmarks : contains tools to view, add, manipulate, and delete bookmarks in a document

Layers : allows the user to view all current layers in a document, along with tools to create and delete layers

Tool Chest : allows easy access and storage of commonly used and recently used tools. The Revu interface contains prebuilt profiles with specific tools. These profiles can be edited and saved depending on personal preferences (*See Interface Customization Module)

Links : contains tools for adding and editing hyperlinks

Spaces : designed for areas within the pdf that makes storing and sorting markups easier and more efficient.

Measurements : contains calibration, measurement, and sketch to scale tools that are useful when checking the scale on a drawing or performing estimations or takeoffs (*See Scale and Measurement Tools module)

Forms : contains tools to add/edit form fields in a document

Signatures : shows all certifications and digital signatures in a document and contains tools to sign and certify documents (*See Creating and Applying a Digital ID module)

Flags : contains tools that facilitate navigation in a document by adding flags to specific pages or places in a document

Properties : shows the properties of the current selection in the interface. This is where the style and appearance of markups can be edited (*See Markup Tools module)
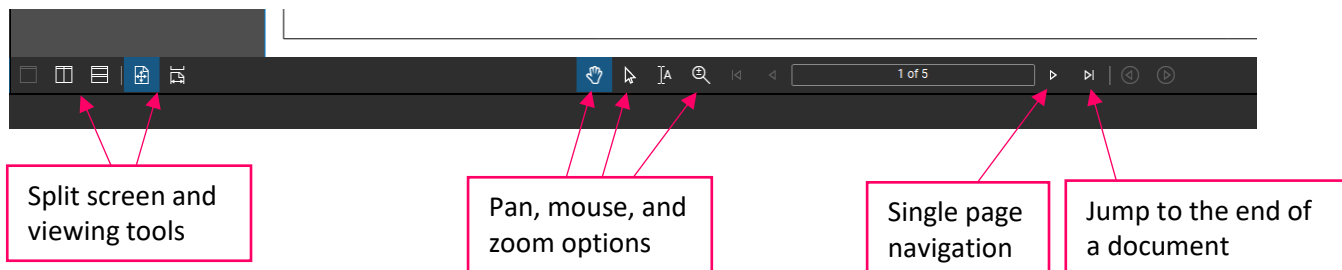
Sets : allows users to open a collection of documents in a single view with the pages organized in a specific order. This way the user can navigate through multiple files without actually having to merge them into one file

Search : allows the user to perform a text or visual search on a given document or combination of documents

Studio : contains tools for starting, managing, and joining studio sessions and projects. Bluebeam studio is a cloud-based service that allows multiple users to collaborate on a document real time (*See Studio module)

Bottom Navigation Bar

The bottom of the interface contains the navigation bar where the user can navigate through a document by using the arrows to navigate one page at a time or jump to the end or beginning of a document. This bar contains different split screen and viewing features, and pan and zoom options (*See Viewing Options module).

Split screen and viewing tools

Pan, mouse, and zoom options

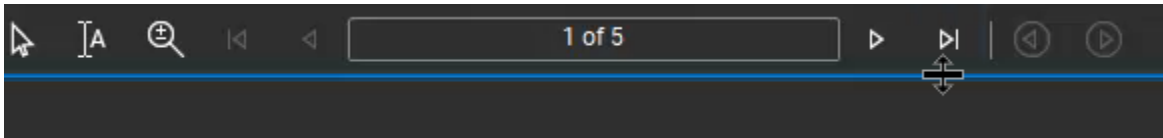Single page navigation

Jump to the end of a document

Below the navigation bar are different grid and snapping options, which may need to be selected or deselected depending on the user's preferences and the document the user is working with. Additionally, the scale on the drawing is displayed here (*See Scale and Measurement Tools module):

Markups List

Finally, the markups list (*See Markup Tools module) is located below the navigation bar. This list can be accessed by clicking on the blue line that appears when the mouse hovers below the navigation bar and can be made larger by clicking and dragging the panel:

The markups list contains a full list of all the markups on a document and accompanying information with that specific markup. The list allows the user to group and lock multiple markups at once (*See Markup Tools module), along with exporting the markups to a summary report.

Export markups

List of individual or grouped markups on a drawing

Information about the markup properties. Columns can be selected or deselected