# Bluebeam Revu iPad

## Help Guide

# bluebeam®

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# Table of Contents

Revu iPad
v3.8

# Navigation

## Panels

There is a retractable panel at the bottom of the workspace that contains the Markups list. To hide or reveal this panel, tap its nub ⬤. When in landscape mode, there is also a panel to the left that contains either the Tab Access tabs, File Access, or the Studio panel where you can join either a Studio Session or Studio Project. To hide or reveal this panel, tap its nub ◗.

## Command Bar
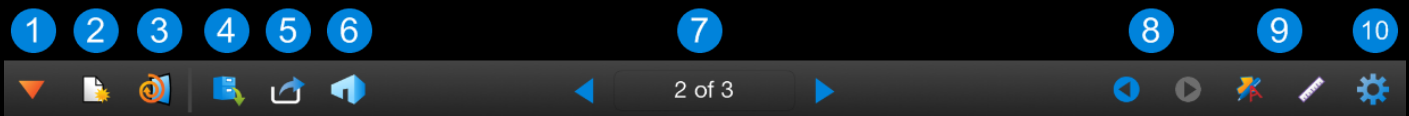
Tap any icon on the **Command** bar to access frequently used tools in Revu iPad. Each tool is described below:

① 🔻 **Tab Access**: Use to access one of Revu iPad's tabs (which are described below).

② 📄 **Create New**: Use to start a new PDF.

③ 🔃 **File Access**: Use to open a PDF. Go here to learn more about File Access.

④ 📂 **Document Manager**: Use to access a Studio Project or a file from a cloud account like Dropbox, Box, ShareFile or WebDAV.

**5** **Send To**: Use to email, flatten, print or save the current file to your iPad.

**6** **Studio**: Use to access Studio Sessions or Studio Projects.

**7** **Page Indicator**: Shows the current location in the PDF. Flip through pages in a document by swiping across the screen or by tapping ◀ or ▶.

**8** **Page View Navigator**: Move between page views by tapping ◀ or ▶.

**9** **Markups** and **Field Verification**: Opens the Markups toolbar to the right of the screen. is a shortcut to the measurement tools.

**10** **Preferences**: Use to access release notes and configuration tools for Revu iPad. Go here to learn more about Preferences.

# Tab Access

The following tabs are found under ▼ **Tab Access**:

**Tool Chest** - Go here to learn more about the Tool Chest.

**Thumbnails** - Tap a thumbnail to jump straight to that page. From here you can also:

- Grab two corners of a thumbnail with your thumb and finger and give it a twist to rotate a page.

- Tap and hold a thumbnail to rearrange pages.

- Tap

to insert a page above the currently selected thumbnail or tap to insert a page below it.

- Tap a thumbnail and tap to delete the page.

- Tap to enter **Multi-page mode**. Tap multiple thumbnails to perform any of the above actions on several pages at once. Additionally, while in this mode you can:

    - Tap and hold any of the selected thumbnails and tap **Extract and Email** to extract the pages into a single file and attach them to an email. Note that you can use this function on a single page, but it is only available when in **Multi-page mode**.

    - Tap and hold any of the selected thumbnails and tap **Deselect All** to deselect all thumbnails.

    - Tap again to turn off **Multi-page mode**.

**Bookmarks** - Tap any bookmark to jump to a page, snapshot view or website. From here you can also:

- Tap to add a new bookmark. The page you want to add a bookmark to must be the active page in the workspace.

- Tap a bookmark and tap to delete it. The page you want to delete a bookmark from must be the active page in the workspace.

- Double-tap a bookmark to rename it.

👀 **Search** - Tap the search field and enter text to search for, then tap any search result to jump straight to its location.

- To add a bookmark based on a search result, 👆 tap and hold the search result and select **Add Bookmark**.

📏 **Field Verification Measurements** - Go here to learn more about measurement tools.

# Document Manager

The Document Manager is where you connect your iPad to Studio Projects or cloud accounts and sync files. Once files are synced to your iPad, use the Document Manager to manage the local versions.

[Adding a Cloud Account](#)

[Syncing Files](#)

[Icons in the Document Manager](#)

[Edit Mode in the Document Manager](#)

# Adding a Cloud Account

To add a Studio Project or a cloud account like Dropbox, Box, ShareFile or WebDAV to Revu iPad:

1. Tap . Tap  to get to the **Home** screen if necessary.

2. Tap  **Add Account** and choose the type of cloud account to add.
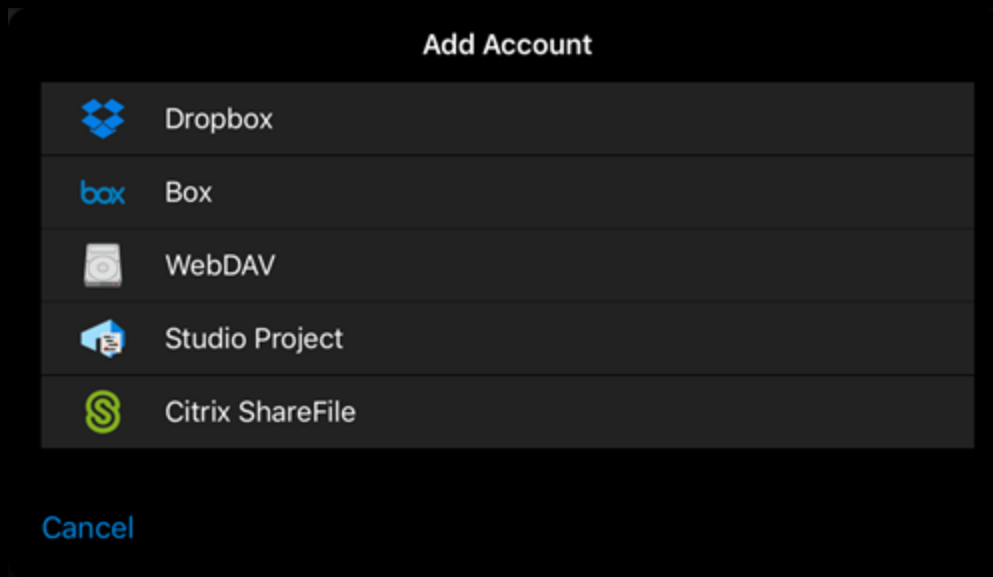


3. When adding a Studio Project, you can enter the Project ID directly or tap **Existing Projects** to call up a list of Projects in which you are currently active and choose one of them. Tap **Join** to add the account.

4. When adding another service, enter your login information as required by the service. Tap **Login** to launch the login page for the service.

# Syncing Files

Once you have your Studio Project or cloud account set up in Revu iPad, you will want to sync your files:

1.  Tap . Tap  to get to the **Home** screen if necessary.

2.  Choose a Project or cloud account.

    

3.  Tap **Edit**. The Edit toolbar appears and selection buttons appear beside the current documents.
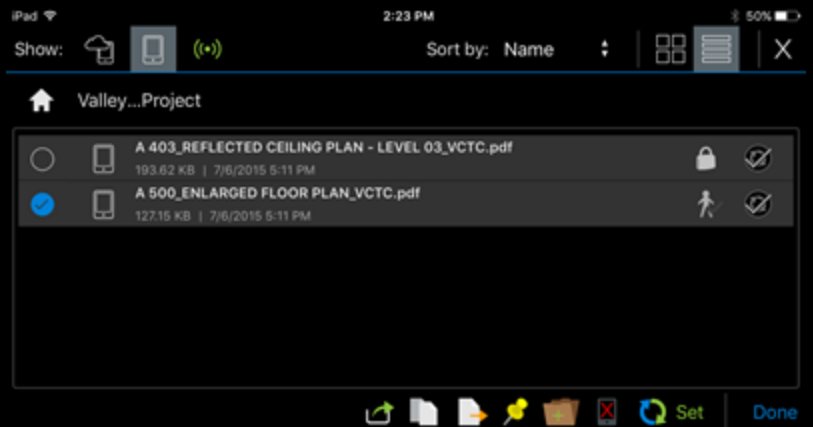
4.  Tap the selector button beside the documents you wish to sync. Anything with a checked circle will be set for syncing.

5.  Tap  **Set**, then tap **Done**. Sync icons will appear for each document selected.

    -  Indicates that the document is out of date and ready to be synced.

    -  Indicates that the document is up to date and does not need to be synced.

6.  To sync all documents shown as being out of date, tap **Sync**. To sync individual out-of-date documents, tap their respective  icons.

While files are being synced, you can navigate away from the Document Manager and perform other tasks. If you attempt to access a document that is in the sync queue, it will automatically take priority and be synced first.

Revu iPad will remember your selections the next time you open the Studio Project or cloud account, making future syncs even simpler.

# Icons in the Document Manager

The following icons appear at the top of the  Document Manager when you're viewing a Studio Project or cloud account:

| | |
|---|---|
|  | Tap to view all PDFs available to the device, whether saved locally or in the cloud. |
|  | Tap to view only PDFs saved locally to the device. |
|  | Tap to go into **Offline** mode. This simulates the loss of an Internet connection for both the Document Manager and Studio **Projects** and **Sessions**. When in this mode, the icon changes to  . Tap again to go back to **Online** mode. |
|  | Tap to go directly to the Document Manager's **Home** screen. |
|  | Tap to turn on **Thumbnail** view. |
|  | Tap to turn on **List** view. |
| X | Tap to close the Document Manager. |

Documents in the **Document Manager** are accompanied by different icons to indicate various statuses, including:

Indicates a local file that has been synced with your device.



Indicates a remote file that is available on the server, but has not been downloaded to your device.

# Edit Mode in the Document Manager

Edit Mode in the Document Manager gives you access to a few specialized actions. To use the Document Manager's Edit Mode:

1. Tap .

2. Tap the **Documents** folder, a Studio Project, or a cloud account to view the documents within.

3. Tap **Edit**. The Edit toolbar appears and selection buttons appear beside the current documents. Tap the selection button beside a document to edit it. The following actions are available:

 Opens an email message with the selected documents attached.

 Copies the selected documents to a new folder. Navigate to an existing folder or create a new one.

 Moves the selected documents to a new folder. Navigate to an existing folder or create a new one.

 Pins the selected documents. Select an existing category or add a new one.

 Creates a new folder in the current location.

 Removes the selected documents from the device. This action does not delete the documents from their cloud accounts.

# File Access

Revu iPad's File Access gives you easy access to recently opened files and folders. You can also sync files from here, as well as organize PDFs and folders in custom categories.

To open **File Access**, tap . From there, you can:

- Tap a file to open it. PDFs are automatically opened in Revu iPad while the **Open With** menu opens for other file types.

- Tap  beside any PDF in the **Synced** or **Pending Upload** categories to sync it with the copy in the cloud account (see Syncing Files for more information).

- Tap  to open **Edit Mode**. From there you can:

  - Select any number of files and/or folders, then tap **Pin** to organize them into categories. Either select an existing category or tap **Create** to create a new one.

  - Select any number of files and/or folders, then tap **Remove** to remove them from the list.

    - Removing a file or folder from **Recents** does not delete it from the iPad's **Documents** folder if it has been saved there.

    - Removing a pinned file or folder from another category just releases the pin.

# Markups

Use the standard iPad touch commands — tap, swipe, drag and hold — to markup PDFs in Revu iPad. Images saved to the iPad's Photo Library or a cloud account, as well as photos and videos taken with the iPad's built-in camera, can be embedded directly in a markup using Capture.

Placing Markups

Stamp Markups

Multi-Selecting Markups

Deleting Markups

Cutting, Copying or Setting as Default

Capture

# Placing Markups

1. Tap  to open the **Markups** toolbar and choose the markup you want. Swipe up or down on the toolbar to reveal more markups.

2. Tap the place on your PDF where you want to add the markup. For some you need to tap two points, for others you need to  tap and drag. You'll get the hang of it pretty quickly.

   - **Tip**: When placing a  Cloud+ markup, the callout box automatically extends from the last corner placed unless that has it landing off the page, in which case the best available space is taken.

3. To move a markup,  tap and hold to pick it up, then slide it to the desired position.

4. To resize a markup, tap it to reveal its control points and use them to adjust the markup's dimensions.

5. You can  **Undo** or  **Redo** actions at any time.

6. When you're done,  **Confirm** or  **Discard** your changes on the document's tab.

# Stamp Markups

Several stamps come installed with Revu iPad.
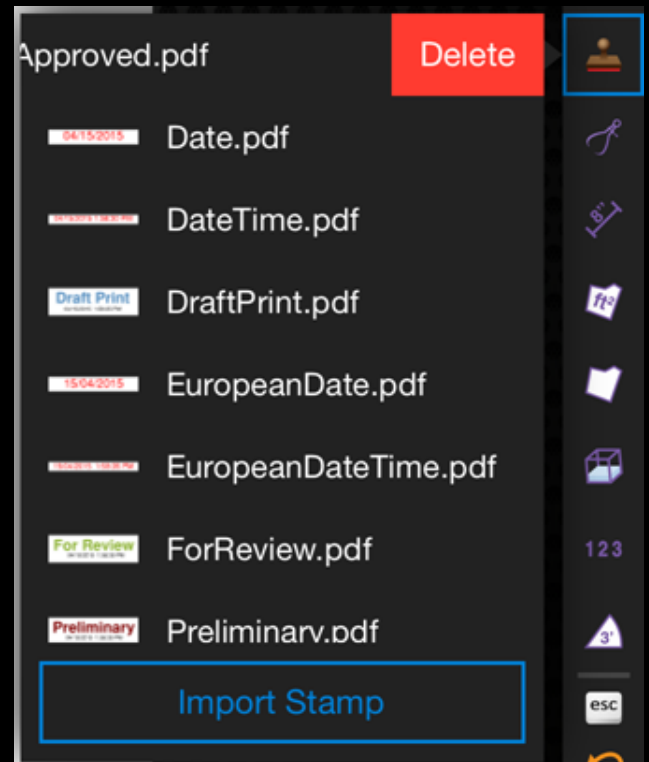
To place a stamp, tap 🔨 Stamps on the 🖌 Markups toolbar and select the desired stamp from the menu that appears.

To import a new stamp, tap **Import Stamp** from the 🔨 **Stamps** menu instead.

To delete a stamp, open the 🔨 **Stamps** menu and swipe the stamp you want to delete to the left to reveal the **Delete** button.

PDF stamps are currently supported, including those with dynamic text elements. Stamps with JavaScript can be imported but their JavaScript components will not function.

# Multi-Selecting Markups

You can select multiple markups and perform the following actions on them as a group:

- Delete
- Edit Common Properties
- Cut or Copy

Tap 🪢 on the **Markups** toolbar and trace a shape that contains all the desired markups to multi-select.

# Deleting Markups

There are two ways to delete markups:

1. 👆 Tap and hold a markup to bring up the context menu and tap **Delete**.

2. Tap a markup and tap **✗** on the **Markups** toolbar.

# Cutting, Copying or Setting as Default

To cut, copy or set a customized markup as the default for its type, 👆 tap and hold the markup to bring up the context menu and tap the desired option.

| Cut | Copy | Delete | Add to My Tools | Set as Default | Capture |
|-----|------|--------|-----------------|----------------|---------|
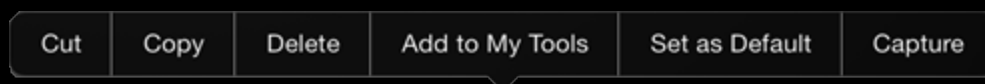
# Capture

Capture allows you to embed a space-saving pop-up media gallery into any markup. You can embed photos directly from your iPad's built-in camera or add existing images from your Photo Library or cloud service using the Capture's pop-up viewer. Videos can also be embedded but must be taken with the iPad; videos previously taken with your iPad and saved in your Photo Library can be added to a markup.

# Adding a Photo or Video From the Camera Tool

1. Tap 🖌 to open the **Markups** toolbar.

2. Tap the markup into which you wish to embed a photo or video, then tap 🔵 on the

**Markups** toolbar. The iPad **Camera** tool opens.

3. Select **Photo** or **Video**, as appropriate.

4. Take the picture or record the video. To discard the media and take it again, tap **Retake**. Otherwise, tap **Use Photo** or **Use Video**. The media is automatically embedded in the markup and a  **Camera** icon is displayed next to the markup.

## Adding or Deleting Media With Capture's Pop-up Viewer

1. Tap the  next to the markup to open **Capture's pop-up viewer**.



- If the markup does not have a  **Camera** icon next to it, it currently has no embedded images or videos. In this case,  tap and hold the markup to bring up the context menu and tap **Capture** to open the viewer.

2. In the viewer, you can:

- Navigate media by swiping or tapping the current image to reveal the navigation arrows.

- Add saved media by tapping ✚ and selecting **Add from Photo Library** or **Add from Doc Manager**.

- Add new media from the 🔵 **Camera** tool.

- Delete media by navigating to it and tapping 🗑.

3. To close the viewer, tap away from it.

# Signature Tool

Electronic signatures can be placed anywhere on a PDF in Revu iPad. To place a signature:

1. Tap ✗ then the x✎ markup tool.

2. Tap on the PDF where the signature should be placed.

    - To scale the signature to fit a specific length, 👆 tap and drag a line of the desired length.

3. Sign inside the **Signature** tool that appears.
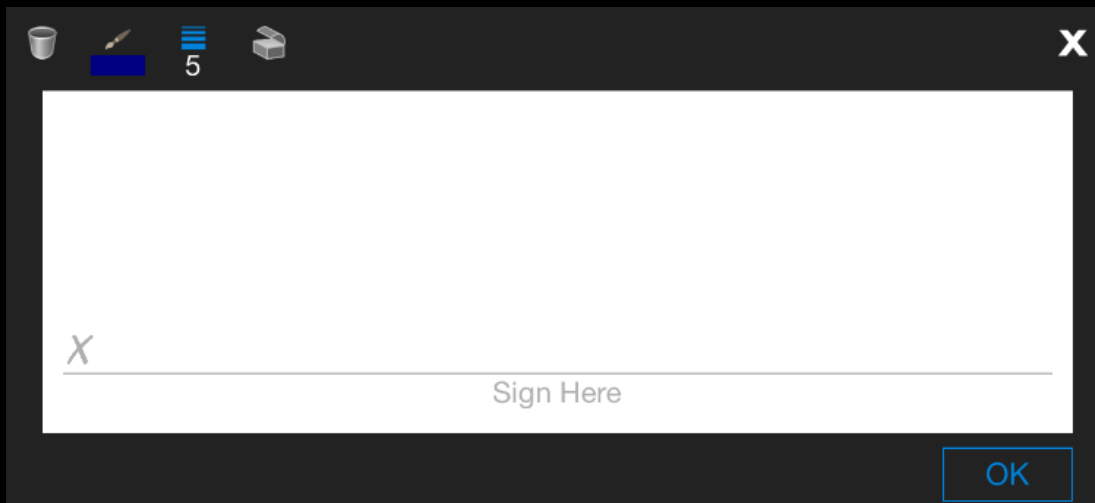


4. Tap 🖌 to change the signature's color.

5. Tap ≡ to change the signature's line thickness.

6. To save the signature to the **Tool Chest**, tap 📦. This will create a new tool set called **Signatures** and allow the signature to be easily reused.

7. To delete the signature and sign again, tap 🗑.

8. To close the **Signature** tool without placing a signature, tap **X**.

9. Tap **OK** to place the signature.

10. Once the signature is placed, its properties can be edited like any other markup.

    *Note:* *While* Revu iPad *allows for the placement of electronic signatures, it does not support digital signatures. Use* Revu for the desktop *for digital signatures.*

# Field Verification Measurements

Built-in measurement tools make it easy to verify lengths, areas, perimeters, diameters, radii and volumes, as well as count objects in a PDF.

[Calibrating and Taking Measurements](#)

[Depth](#)

[Measurement Properties](#)

# Calibrating and Taking Measurements

1. Tap ▼ then the 📏 tab.

2. You might need to calibrate the scale of the PDF, especially if this is the first time you're opening it.

   - If you know the scale, you can enter it under **Scale**.

   - To calibrate the scale, tap **Calibrate** then 👆 tap and drag between two points of a known distance on the PDF. Tap ✅ to verify the measurement, enter the distance measured and tap **OK**.

     - If your PDF turns blue when you tap **Calibrate**, it has one or more viewports that are conflicting with the calibration. Tap **Clear Viewports** to remove them.

   - Set the **Precision** to determine the exactness of the measurements displayed on the PDF. The ranges are from 0.0001 to 1 or 1/32 to 1.

   - If you want to save this calibration for the page, turn on **Store Scale in Page**.
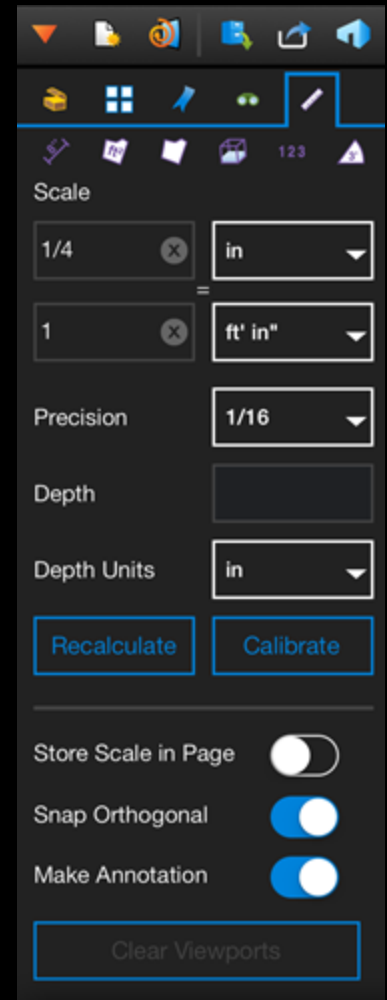
3. Tap the measurement type you want. The available tools are:

   | | | |
   |---|---|---|
   | Length* | Area | Perimeter |
   | Volume | Radius | |

   **123** **Count**: This tool puts counters on the PDF that appear in the Markups list as a single line item with a grand total. Double-tap when you place the last one to stop counting.

*\* If you want a multi-segment linear measurement, use* ***Perimeter****.*

***Note:*** *In addition to accessing these measurement types from the* ✎ *tab, you can also access them from the* ***Markups*** *toolbar. Tap* ▱ *on the* *Command bar* *to jump straight to them.*

# Depth

PDF drawings will have a default depth. To change this value for a specific measurement:

1. Tap the measurement to select it.

2. Tap ▼ then the ▱ tab.

3. Enter the new value in the **Depth** field.

4. To confirm the new depth, minimize the keyboard ⌨. To discard it, tap anywhere away from the keyboard.

# Measurement Properties

See Editing Properties for information about editing measurement properties.

# Editing Properties

You can customize a markup or a measurement by editing its properties.

1. Tap ![icon] to open the **Markups** toolbar.

2. Tap the desired markup, then tap ![gear icon] at the bottom of the **Markups** toolbar to switch to the **Properties** toolbar (shown at the right). ![hand icon] Swipe up or down on the toolbar to scroll to additional properties.

   - To edit several markups at once, tap ![lasso icon] on the **Markups** toolbar then ![hand icon] tap and drag to trace a shape that contains all the desired markups before switching to the **Properties** toolbar. Only properties that the selected markups have in common can be edited in this way.

3. Tap a property you wish to customize and make changes on the pop-up that appears.

4. In addition, the following properties are available for field verification measurements only. Tap any of them to activate:

   ![ft icon] Shows or hides an area caption for applicable measurements.

   ![measurement icon] Shows or hides all applicable measurements.

   ![x icon] Shows or hides the centroidal location of applicable measurements.

5. Tap ![icon] at the bottom of the **Properties** toolbar to switch back to the **Markups** toolbar.

# Tool Sets and the Tool Chest

Revu iPad's handy Tool Chest™ comes preloaded with sequence, punch, proofreading and review tool sets. You can also save custom markups to the Tool Chest for easy reuse, create custom tool sets, and import and export tool sets.

[Managing Tool Sets](#)

[Saving Markups to the Tool Chest](#)

[Importing Tool Sets](#)

# Managing Tool Sets

1. Tap ▼ then the 📦 tab and tap ⚙.



2. To create a new custom tool set, tap ➕ and enter a name for the tool set, then tap OK.

3. To export tool sets, tap ➦ and fill in the circles of the tool sets to be exported. Tap **Export** to save them to a folder or **Email** to send them in an email as an attachment.

4. To delete a tool set, tap ☰ and tap ➖ next to it, then tap **Delete**.

5. To rearrange the order of tool sets, tap ☰ and 👆 tap and hold a tool set and 👆 slide it up or down in the desired order.

6. To hide or show a tool set, tap the circle to the left of the tool set's name. Tool sets with filled circles are shown while those with empty ones are hidden.

# Saving Markups to the Tool Chest

To save a markup to your Tool Chest, just 👆 tap and hold it to bring up the context menu and tap **Add to My Tools**.
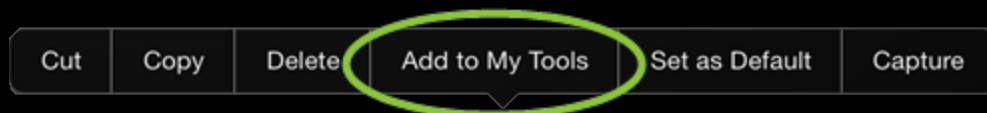
If you want to move the saved markup out of your **My Tools** tool set to another one:

1. Tap ▼ then the 📦 tab.



2. 👆 Tap and hold the markup to bring up the context menu and tap **Cut**.

3. 👆 Tap and hold a spot on the tool set you want to move it to and tap **Paste**.
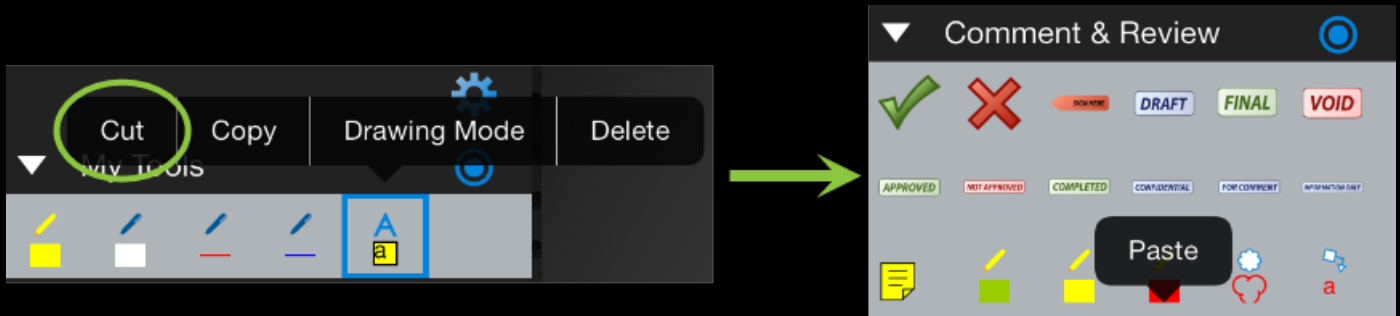


# Importing Tool Sets

Before you can import a tool set into Revu iPad, it must be uploaded to a cloud account, like a Bluebeam Studio Project, Dropbox or Box, or sent to you as an email attachment. Then, just access that cloud account or email on your iPad and tap the tool set to automatically import it into your Tool Chest.

# Markups List

The Markups list in Revu iPad automatically tracks data on all markups placed on a PDF, including who added the markup and when, arranged in a simple table format.

Opening and Navigating the Markups List

Editing the Markups List

Sorting Values

Filtering Values

Managing Columns

Custom Columns

# Opening and Navigating the Markups List

**brings up the Markups list.**
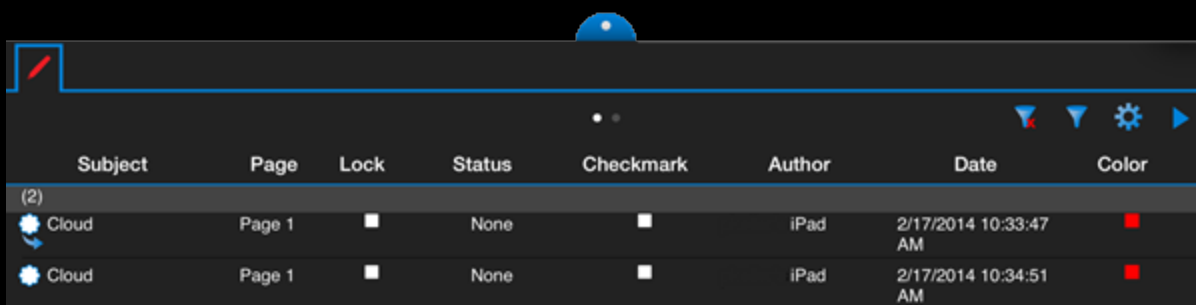
**scrolls left and right.** You can also swipe in either direction to scroll through columns, or up and down to scroll through rows.

When you tap a row in the Markups list, Revu iPad automatically jumps to the location of the associated markup. Similarly, tapping a markup on the PDF takes you directly to its entry in the Markups list.

| Subject | Page | Lock | Status | Checkmark | Author | Date | Color |
|---------|------|------|--------|-----------|--------|------|-------|
| (2) | | | | | | | |
| Cloud | Page 1 | ■ | None | ■ | iPad | 2/17/2014 10:33:47 AM | ■ |
| Cloud | Page 1 | ■ | None | ■ | iPad | 2/17/2014 10:34:51 AM | ■ |

# Editing the Markups List

The Markups list can be edited to make updates like adding or replying to comments, checking off items or changing a status. The only information that cannot be altered are dates, times and pages. 👆 Double-tap a field to edit it.

## Commenting and Replying to Markups

To add a comment for a particular markup, tap the markup icon at the far left in the Markups list to open the **Comments** dialog box. Markups that already have comments will have a ➥ reply arrow below them.
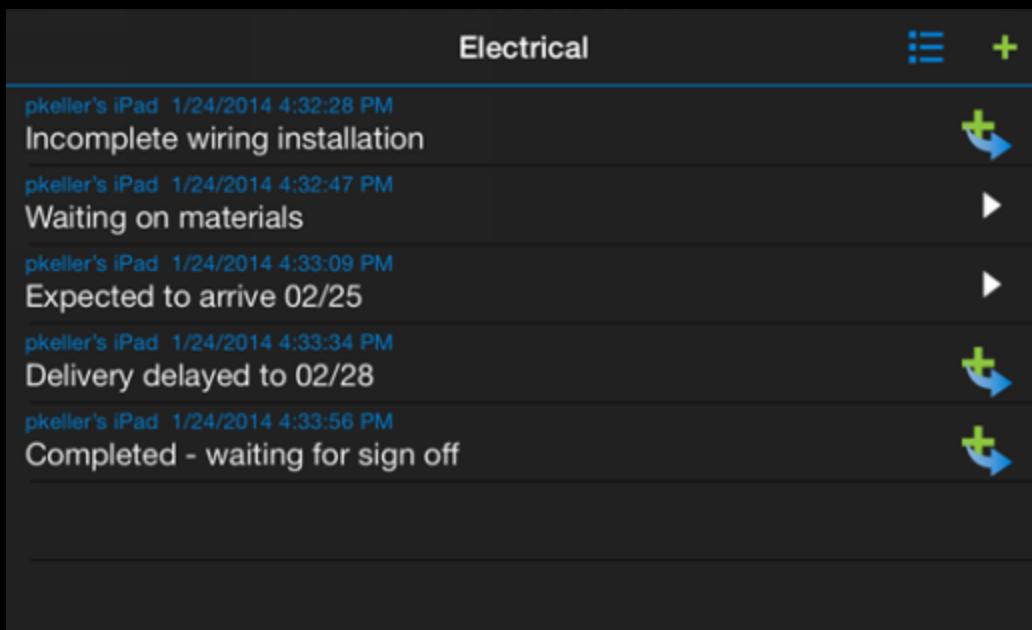


From the **Comments** dialog box, you can:

- Add a new comment by tapping ➕.

- Reply to an existing comment by tapping ➥ to the right of the comment in the **Comments** dialog box. A ▶ white triangle icon to the right of the comment means it

already has one or more replies: tap the triangle to scroll through the replies.

● Edit your comment or reply to one by 👆 double-tapping it.

● Delete a comment or reply by 👆 swiping it right-to-left and tapping **Delete**, or by tapping ▤ and tapping 🔴 to the left of the desired comment, then tapping

**Delete**.

*Note: When deleting replies, any replies that follow it in the thread will also be deleted.*

# Sorting Values

Tap any column header to sort the Markups list by that data. Tap it again to reverse the order.

# Filtering Values

Filtering lets you choose the range of data that displays in each column so you only see the information that is pertinent to you at the moment, instead of everything all at once.

1. Tap ▼ on the **Markups list**.



| | Subject | Page | Lock | Status | Checkmark | Author | Date | Color |
|---|---------|------|------|--------|-----------|--------|------|-------|
| (2) | | | | | | | | |
| | Cloud | Page 1 | ■ | None | ■ | iPad | 2/17/2014 10:33:47 AM | ■ |
| | Cloud | Page 1 | ■ | None | ■ | iPad | 2/17/2014 10:34:51 AM | ■ |
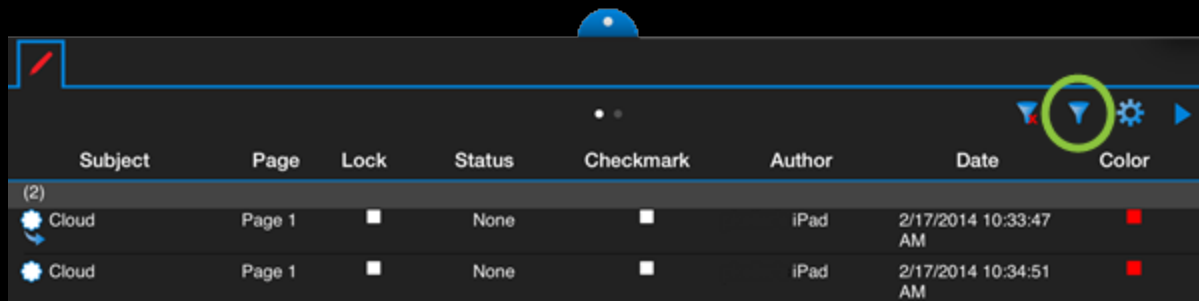
2. Select a column to filter by.

3. Choose your filter criteria. Tap **All** to include all values, tap a specific value to include only markups containing it or tap **Custom** to create a more advanced filter.

4. In the list view, the headers of filtered columns will be highlighted orange. To clear all filters, tap ▼ .

# Managing Columns

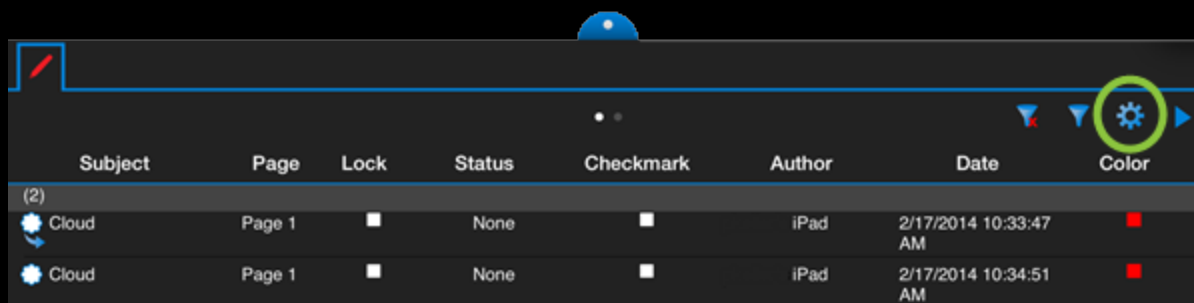You can determine which columns are visible and their display order.

1. Tap ⚙ on the **Markups list**.



2. Tap the circle to the left of a column to show or hide it. Columns with full circles are shown while columns with empty ones are hidden.

3. To rearrange the column order, 👆 tap and hold ≡ to the right of its name and 👆 slide it up or down.

# Custom Columns

The Markups list in Revu iPad recognizes Custom Columns in PDFs created in Revu for the desktop. Additionally, you can export Custom Columns as an XML file out of Revu for the desktop and import them into any PDF in Revu iPad. Custom Columns can be filtered, sorted, hidden and rearranged like the default columns.

## Import Custom Columns

Before you can import Custom Columns into Revu iPad, the exported XML file must be uploaded to a cloud account, like a Studio Project, Dropbox or Box. Then, just access

that cloud account on your iPad and tap the exported XML file to automatically import it into the currently active PDF.

*Note:* *No other PDFs will be affected by the imported Custom Columns, even if they are open in other tabs. Be sure the PDF you want to import the Custom Columns into is currently active.*

# Forms

Revu iPad supports PDF form filling. You can enter information into form fields and interact with most form function fields.

*Note: While Revu iPad supports Acroforms, XFA forms are not currently supported. Additionally, Revu iPad does not support digital signatures.  See Signatures for more information about Revu iPad's signing capabilities.*

## RL Construction                                          RFI

Valley College & Training Center
Project Number:   32.000.720
32 North Broadway
Los Angeles, CA 90102
Phone:  (555) 123-4567
Fax:   (555) 123-4568

**RFI #:** 100
**Date Created:** 07-25-13
**Date Required:** 08-30-13

**To:  Architect: Bryan Collins**
McKinney Architects
766 E. Colorado Blvd. Ste. 200
Pasadena, CA 91101
Phone: (626) 496-2140
Fax: (626) 398-9210

**From:  General Contractor: John Bailey**
RL Construction
123 Green Drive
Pasadena, CA 90088
Phone:  (314) 542-6754
Fax:  (314) 542-6755

| Subject | Discipline | Subcontractor |
|---|---|---|
| Stair 130 Dimensions | Architectural ▼ | ABC Concrete |

**Drawing Reference:**
A 201

**Specification Section Reference:**  None
**Sketch Reference:**  None

**Question:**

Provide Stair Dimensions on attached sketch

A 300
2
③   ④   ⑤   ⑥
115' - 4"
20' - 8"       21' - 4"       21' - 4"

# Studio Sessions

Using Studio Sessions, you can collaborate with several colleagues at the same time on PDFs, in real time or on your own time. Since a Studio Session is a real-time collaboration tool, it requires a persistent Internet connection.

Studio is optimized to take advantage of Studio GO® for faster rendering.

Joining a Studio Session

Starting a Studio Session
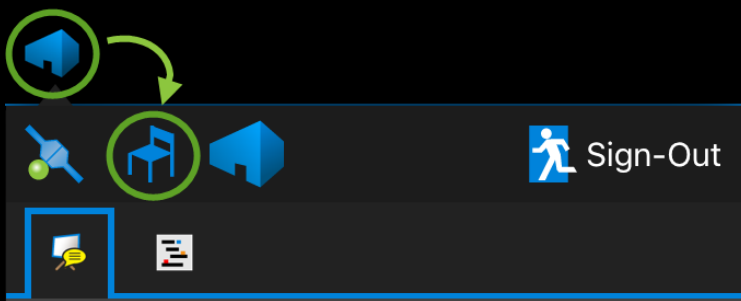
Adding New Documents

Using Studio Sessions Offline

# Joining a Studio Session

1. Tap ![icon]. If you are not currently logged in to Studio, you will see ![icon]; tap it to connect.

   - To join a Studio Session for the first time, tap ![icon] and enter the ID of the Studio Session, then tap **Join**. If you have been granted access to the Studio Session, you will be logged in automatically.

   

   - To join a Studio Session that you've joined previously, tap the ![icon] tab and tap the Session you want to join.
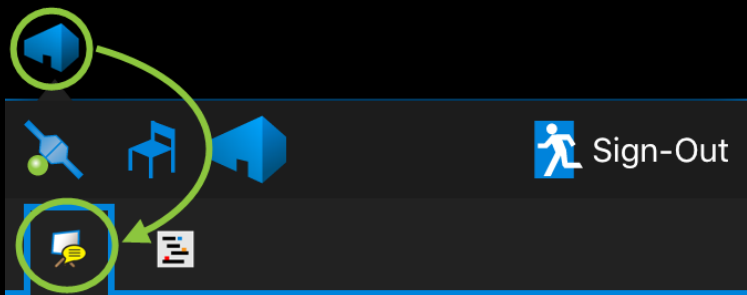
   

2. To markup a PDF, tap it to open it, then tap ![icon] to open the **Markups** toolbar.

   Marking up a PDF in a Session is the same as marking one up outside of a Session, though your markups will show up on the PDF for the other attendees in real time.

3. To review an events log of what's happened in the Session, pull open the ![icon] bottom panel and tap the ![icon] tab. The events will be shown on the **Record** tab.

4. To leave the Session without signing out of Studio, tap ▇ at the top of the screen to bring up the Studio panel (if necessary), then tap 🚶 **Leave**.

- To sign out of Studio completely, tap 🚶 **Sign-Out** instead.

# Starting a Session

You can use Revu iPad to start your own Studio Sessions. As the host, you can invite attendees, upload the PDFs you want to review and set permissions for attendees.

*Note: While you can start a Studio Session in Revu iPad, you cannot finish one there. To finish a Studio Session, please use Revu for the desktop.*

1. Tap ◀. If you are not currently logged in to Studio, you will see 📡; tap it to connect. Then tap ◀ on the **Studio** panel.
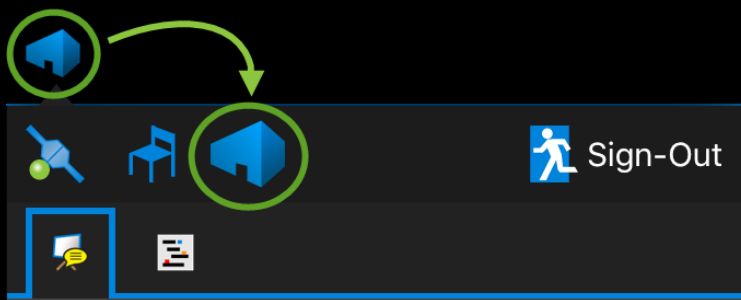


2. Enter a **Session Name**, then tap **Add Files** and select from the list of locally synced documents to add files to the Session.
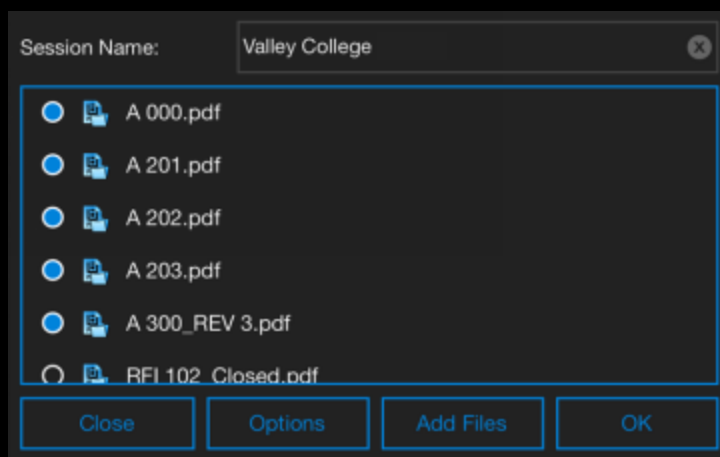


3. Tap **Options** to set general attendee **Permissions**. You can also choose to restrict attendee access to only those you invite (**Restrict Attendees**) and set an expiration

date for the Session (**Session Expires**).

| Permissions |
|---|
| ⦿ Save As |
| ⦿ Print |
| ⦿ Markup |
| ⦿ Markup Alert |
| ○ Add Document |

Restrict Attendees      🔵

Session Expires      ⚪

Thursday, May 26, 2016 5:00 PM     🗓

Back

*Note: Permissions cannot be changed mid-Session in Revu iPad, only in Revu for the desktop.*

4. When you're finished, tap **Back** then **OK**.

5. Tap **Email** to add invitees manually or tap **Contacts** to add them from your contacts list.

Session Name:     Baker house
Session ID:     510-882-776

| Email | Contacts | Message | Cancel | OK |

6. Tap **Message** to include a message with your invitations. Tap **OK** when you're finished.

7.    Tap **OK** to send the invitations.

# Adding New Documents

You can only upload new documents into a Studio Session if you are the host or if the host has granted you this permission.

1. Tap ⬢. If you are not currently logged in to Studio, you will see 🔌; tap it to connect. Then tap the 💬 tab.
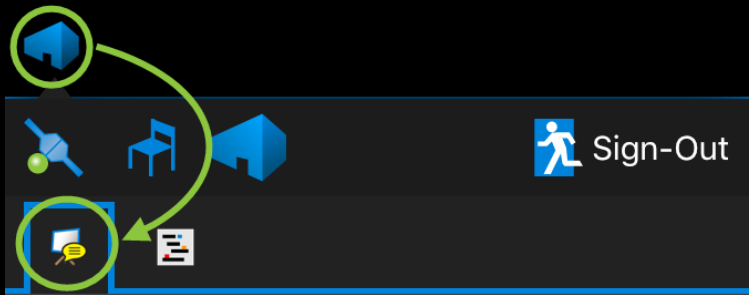


2. Tap the Session to which you wish to add a document.

3. Tap ➕ on the **Documents** bar.



4. Choose a locally synced document and tap **OK**.

# Using Studio Sessions Offline

You can use Studio Sessions offline by accessing cached copies of Session documents; any changes you make to them will be automatically uploaded to the Session the next time you're online. Revu iPad does not automatically cache copies of Session documents by default, so you will need to cache them manually before going offline.

1. Tap ⬢. If you are not currently logged in to Studio, you will see 🔌; tap it to connect. Then tap the 💬 tab.
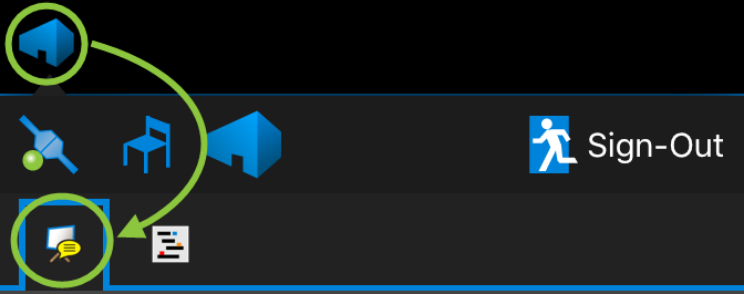
2. Tap the Session that has the documents you want to work with and open each document to cache the latest version.

- Though Revu iPad does not cache Sessions documents automatically by default, you can set it to do so for a specified number of documents in the Studio Preferences.

3. To go offline voluntarily, tap . Otherwise, Revu iPad will automatically go into offline mode when you lose connectivity.

   *Note: Going offline will take Revu iPad offline for both Studio and the Document Manager.*

4. While in offline mode, you can mark up cached documents as usual. Markups will be tracked in the **Pending** section of the **Studio** tab on the bottom panel. When connectivity is restored, changes stored in the **Pending** tab are automatically uploaded to the Session document.
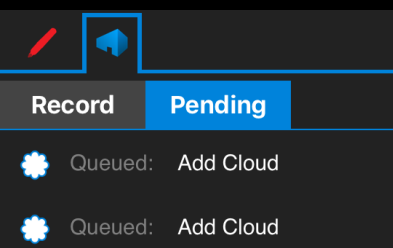
# Studio Projects

Studio Projects is a lightweight Document Management System native to Revu iPad. Use it to check in and check out documents for viewing and editing; it does not require a persistent Internet connection.

Studio is optimized to take advantage of Studio GO® for faster rendering.

Joining a Project

Studio Projects Offline

Checking in Offline Changes

# Joining a Project

1.  Tap 🔷. If you are not currently logged in to Studio, you will see 🔌; tap it to connect.

    -   To join a Studio Project for the first time, tap 🪑 and enter the ID of the Studio Project, then tap **Join**. If you have been granted access to the Studio Project, you will be logged in automatically.
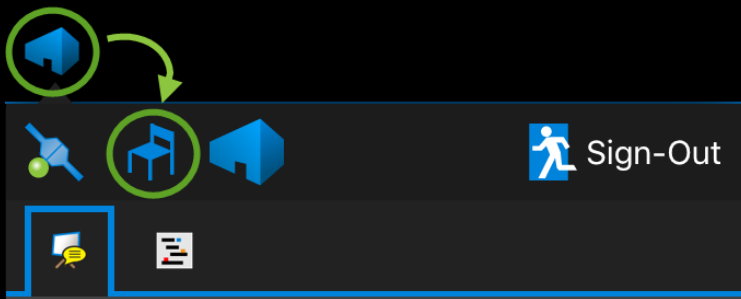
        

    -   To join a Studio Project that you've joined previously, connect to Studio by tapping 🔌 (if you see 🔌, you're already connected), then tap the 🔷 tab and tap the Project you want to join.
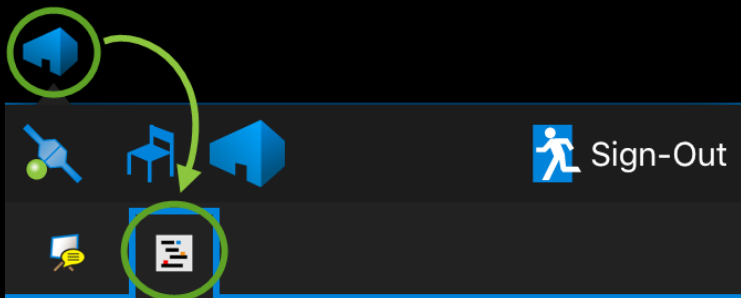
        

2.  Navigate to the document you want to open. While navigating through Projects, you might notice the following icons, which indicate:

    🧍✓ The document is currently checked out by another user. It can't be checked out until that user checks it back in.

✔️ The document is currently checked out to you. Tap it to open.

💬 The document is currently checked out to a Studio Session. You can open the last version that was checked in to the Studio Project, but you can't check it out and it won't have any changes that were subsequently made in the Session.

🔒 The document is locked and will be opened in read-only mode unless you check it out first. To check it out, 👆 tap and hold 🔒 in the document's tab and select **Check Out** from the menu that appears.

3. To save changes to a document you've checked out, tap ✅ on the document's tab and confirm that you want to save the changes.

4. To check in a document, 👆 tap and hold ✔️ and select **Check In** from the menu that appears.

# Studio Projects Offline

Files and folders synced from a Studio Project to your iPad will remain available to you regardless of Internet access.

To open synced Project files while offline, tap  , select a Project and choose a file.

Remember: only files that were synced to your iPad before you went offline are available. In addition to the icons described in the previous section, you might notice the following icons:

 The document has been saved locally into a synced folder and is waiting to be synced to the Project. It can be edited freely and uploaded as a new file without conflict once you reconnect to the Project.

 The document has been edited offline without being checked out. If somebody else has since checked it out, you will not be able to check in your changes. You can still save the PDF locally using a long tap on its tab or the Send To button and upload it as a new document.

Lastly, a note about locked documents:

 When offline, this icon indicates a document that has been synced but you have not checked out. You can make changes to it (unlock it by checking it out as described in the previous section), but be aware that this can result in conflicts when you try to check in your changes. Whenever possible, you should check out files before going offline if you will need to edit them.

# Checking in Offline Changes

Once you are able to reconnect to the Internet and access your Studio Project, you can check in your offline changes using the Document Manager.

1. Tap . If you see  at the top of the dialog box that opens, tap it to get to the **Home** screen (if you don't see it, you're already there).

2. Select your Studio Project.

3. Choose the file(s) that contain the changes you want to check in.

4. Tap **Sync**.

If you attempt to check in a PDF that was edited while offline, you might encounter a  conflict during sync. To resolve such a conflict, tap the icon to the right of the file name and select one of the three options:

- **Pull cloud file:** Downloads the Project copy of the file and replaces your local copy with it.

- **Push local file:** Uploads your local copy of the file and replaces the Project copy with it.

- **Pull cloud file, push local file:** Uploads your local copy of the file to the Project with a different file name, then downloads the Project copy of the file and replaces your local copy with it.

# Preferences

Tap ⚙ in the upper-right corner to access **Preferences** for Revu iPad, where you will find release notes as well as several customizations and configuration options for Revu iPad. From there you can:

- Read the latest release notes, as well as the notes for previous versions, from the **Release Notes** tab.

- Change how file names are truncated from the **General** tab.

- Enable the Magnifier Tool to automatically appear for all markups, not just Field Verification Measurements, from the **Markup** tab.

- Change Studio server or login credentials from the **Studio** tab.

  Set the number of documents that are automatically downloaded when you enter a Session from the **Studio** tab.

- Enable or disable Studio GO and delete all associated Studio GO cached data from the **Studio** tab.

  Studio GO is an advanced document delivery system designed to speed up the rendering of documents retrieved from Studio Sessions or Projects. It adds some amount of overhead to Studio documents, increasing their size within Studio, and might result in some increase in the time it takes to download the document to your iPad from Studio the first time.

- Set the image quality used to display photos from the **Photo** tab.

- Make Revu iPad remember the last location viewed in the Document Manager and automatically go back there the next time you browse for a file from the **Doc**

**Manager** tab.

- Change how Revu iPad sorts alphanumeric files in the Document Manager from the **Doc Manager** tab. When "Sort Naturally" is off, files will be sorted alphabetically and when it's on they will be sorted numerically. For example:

| Naturally Off | Naturally On |
|---|---|
| A1 | A1 |
| A100 | A2 |
| A11 | A11 |
| A2 | A100 |

- Change the default action Revu iPad takes to resolve conflicts in Studio from the **Sync** tab.

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