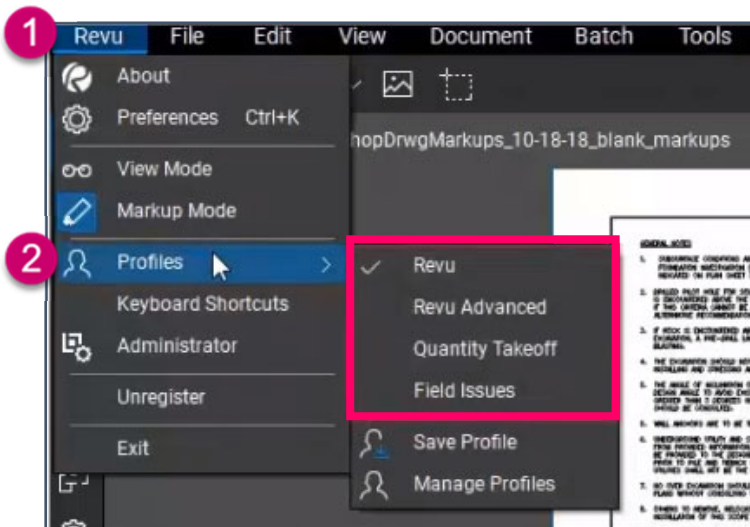


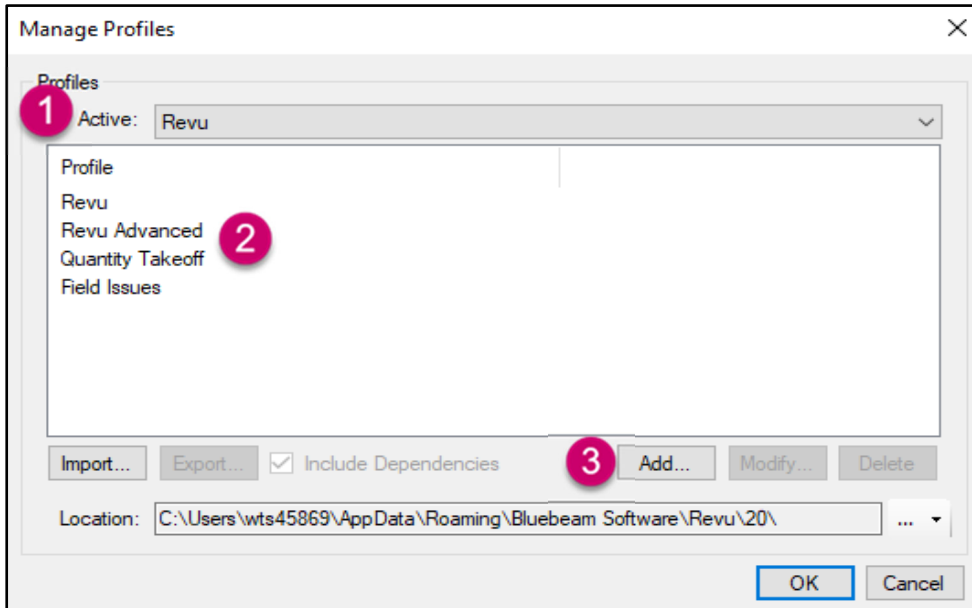
The Bluebeam interface offers a wide variety of features and tools that are completely customizable within the interface to better fit your specific workflow needs. The interface comes with four pre-built profiles: Revu (default), Revu Advanced, Quantity takeoff, and Field Issues that are found by navigating to Revu → Profiles:



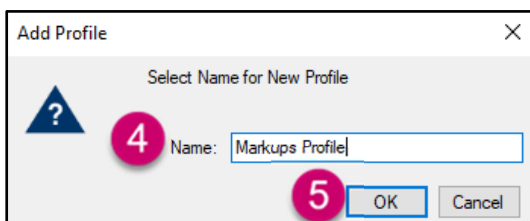
Each profile contains a different interface layout and can be chosen as the active profile by selecting the one of interest. These profiles can be edited and saved according to personal preferences, or a new profile can be created.

Creating a New Profile

To create a new profile, select Manage Profiles. The following window will appear:



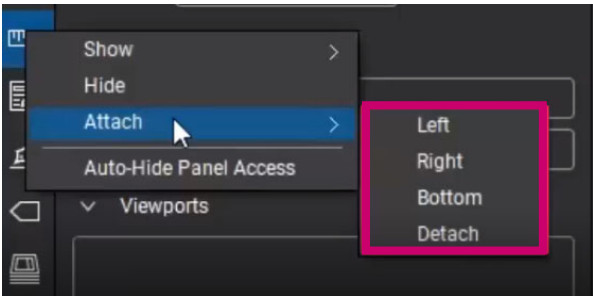
1. The Active profile is listed.
2. All the profiles are listed in the middle of the window.
3. To create a new profile, select Add...



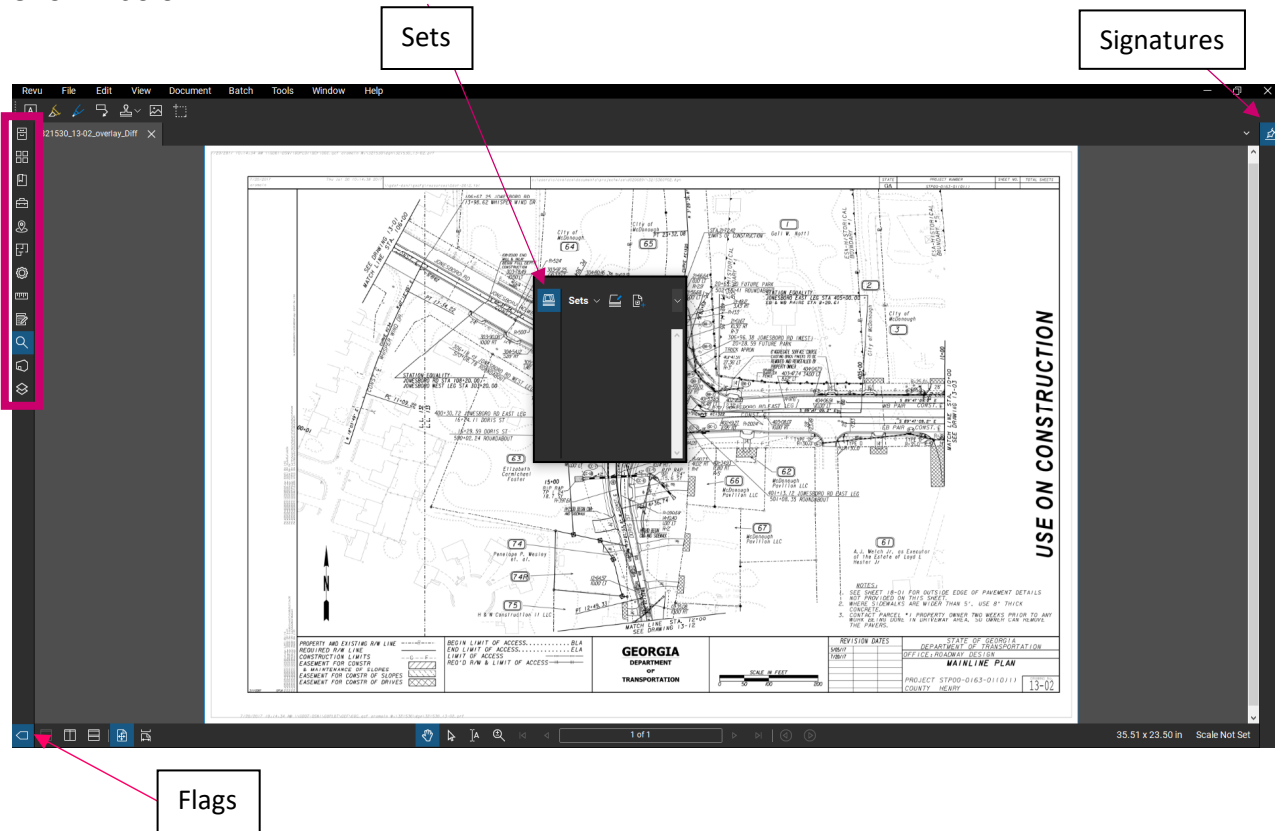
4. Type in a name for the new profile.
5. Select OK. The new profile will automatically become the Active profile. The interface can then be edited in the following ways.

Left Panel Bar Customization

Each icon on the left panel bar can be moved to different locations on the interface or hidden from view. Right click on an icon and select Attach. The following options are available:



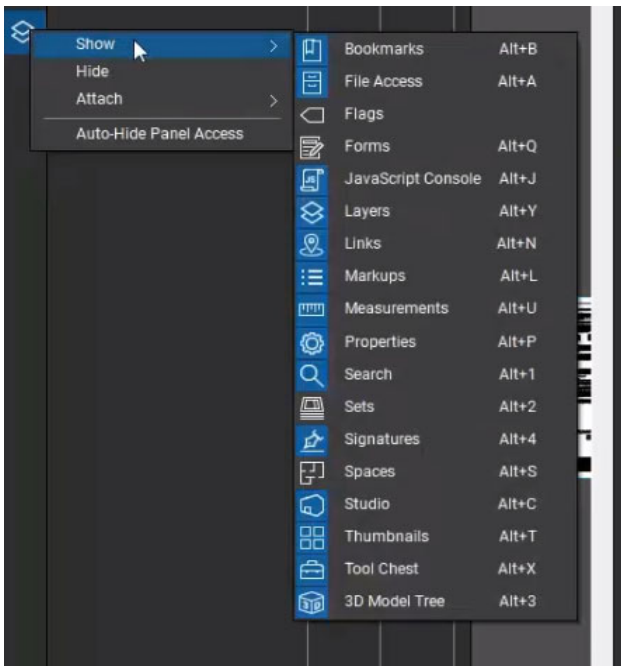
1. Icons can be moved to the left, right, or bottom of the interface, or detached from the interface as shown below:



The majority of the icons are located along the left panel bar, while the signatures icon is on the right, the flags icon is on the bottom, and the sets icon is detached.

2. Icons can be hidden from view by selecting Hide.

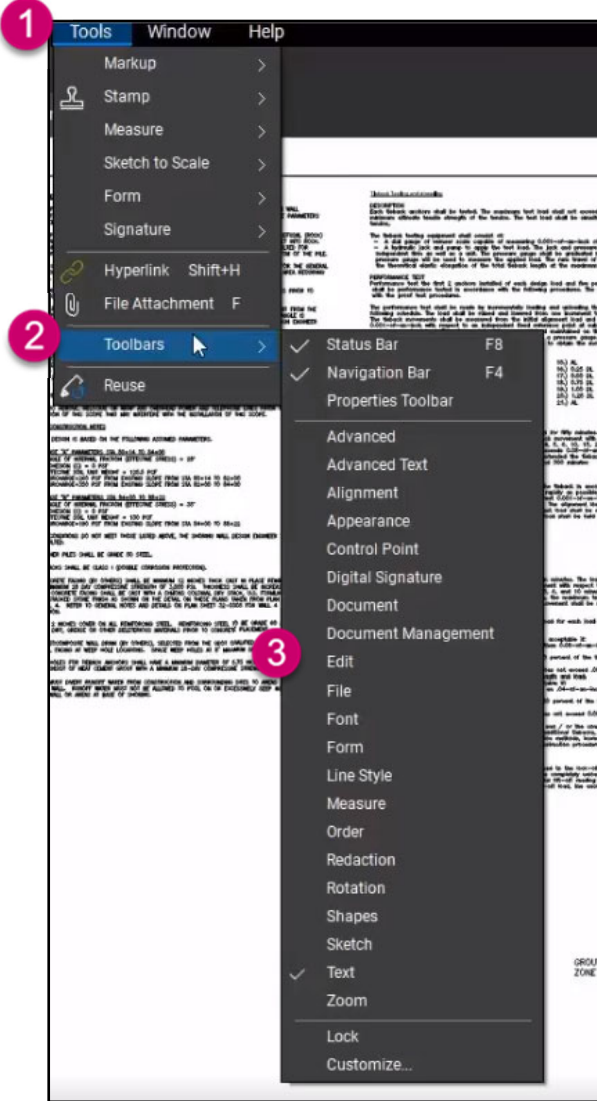
3. By selecting Show, the full list of icons appears, as seen below. Icons in blue are those currently shown on the interface, while gray icons are currently hidden. To bring hidden icons back into view, select the gray icons of interest.



Interface Customization in Bluebeam Revu Version 20.1.15

Toolbar Customization

The Bluebeam toolbars are completely customizable. Toolbars are added or removed from the interface by navigating to Tools → Toolbars, where the full list of Toolbars is displayed:

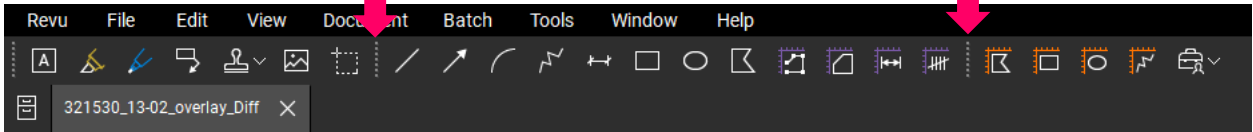


Checkmarks indicate the toolbars that are currently shown on the interface.

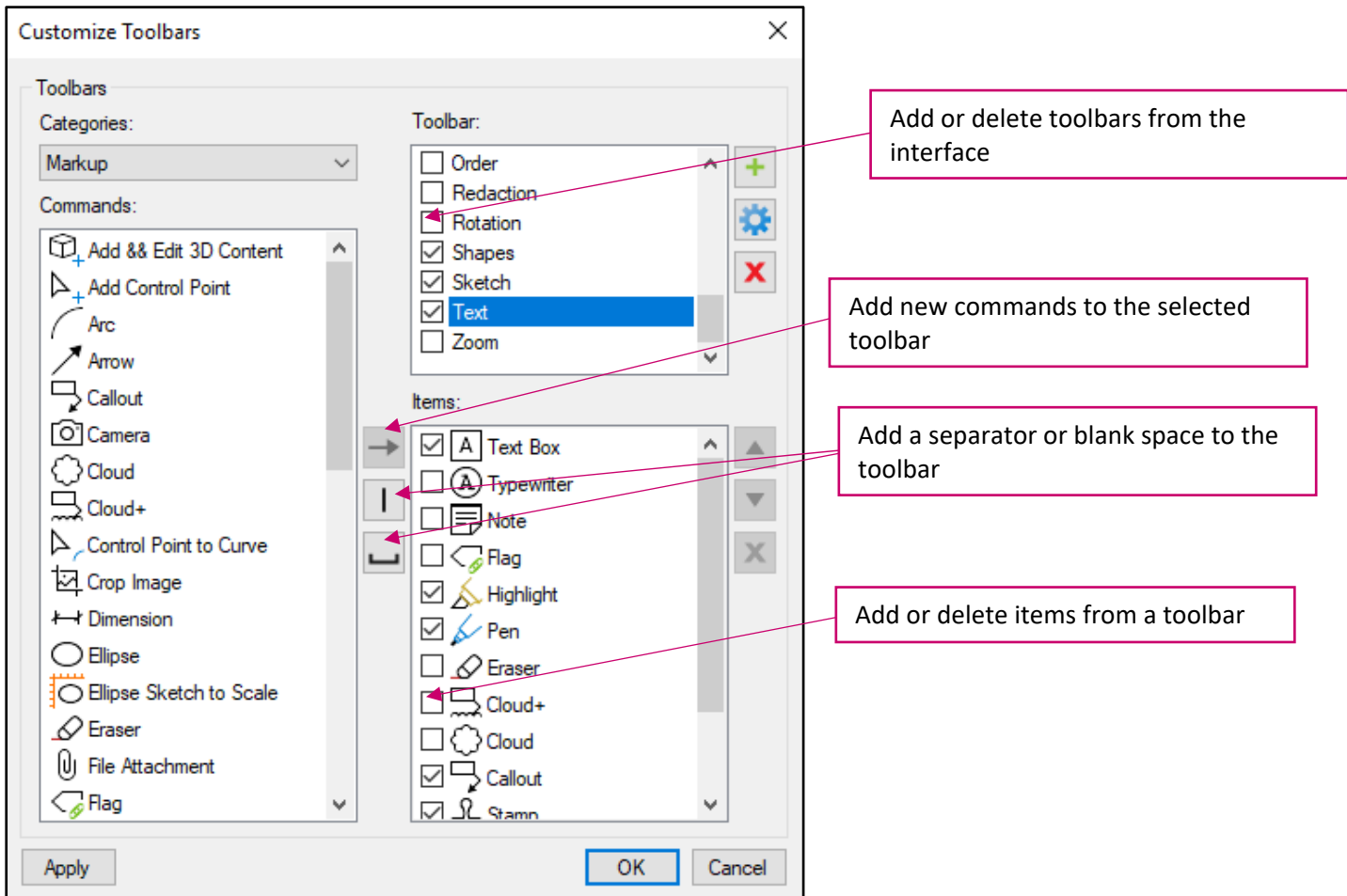
Select the most important toolbars for your workflows, for example: Properties Toolbar, Shapes, Sketch, and Text.

Interface Customization in Bluebeam Revu Version 20.1.15

The location of the toolbars can be moved on the interface by selecting the dots on the left side of the toolbar and dragging to the preferred locations on the top, bottom, left, or right of the interface:



The tools in the toolbars are also customizable by navigating to Tools → Toolbars and selecting Customize where the following window appears:



Callout 1: Add or delete toolbars from the interface

Callout 2: Add new commands to the selected toolbar

Callout 3: Add a separator or blank space to the toolbar

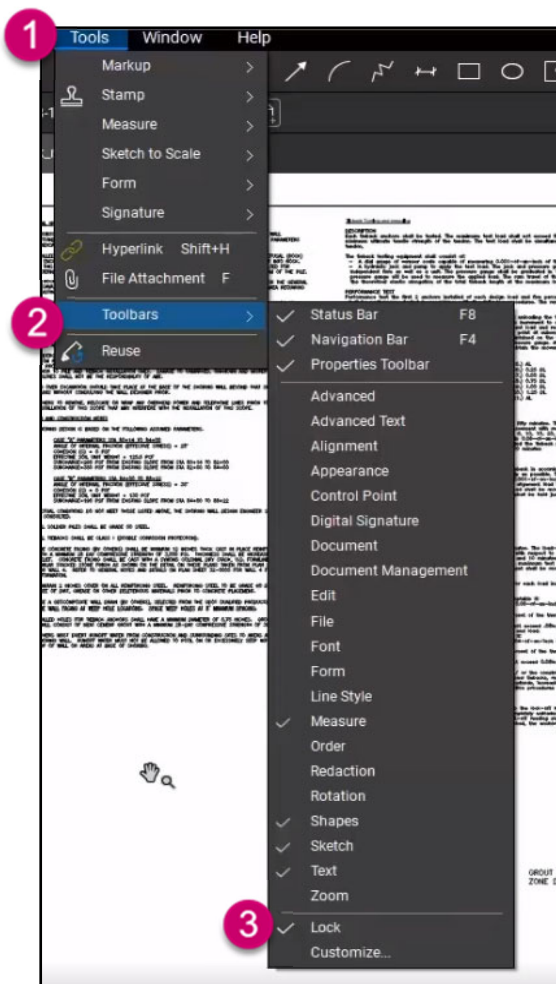
Callout 4: Add or delete items from a toolbar

Toolbars are customized in the following ways:

1. The categories dropdown contains a list of actions available in Bluebeam including Document Management, Font, and Markup. By selecting a category, a list of commands within that category are presented under Commands.

2. The full list of toolbars is provided in the Toolbar box. The toolbars with a check mark are the ones currently displayed on the interface. By selecting a toolbar, items within that toolbar are displayed under the Items box.
3. Items can be selected or deselected which will add or delete the items from the selected toolbar. The example shown above contains the text box, highlight, pen, callout, and stamp tool within the Text toolbar.
4. Additional commands can be added to the toolbars by selecting the command of interest and selecting the black arrow where it will then appear in the Items list.
5. Finally, additional options are included to add a separator or blank space in the toolbar.

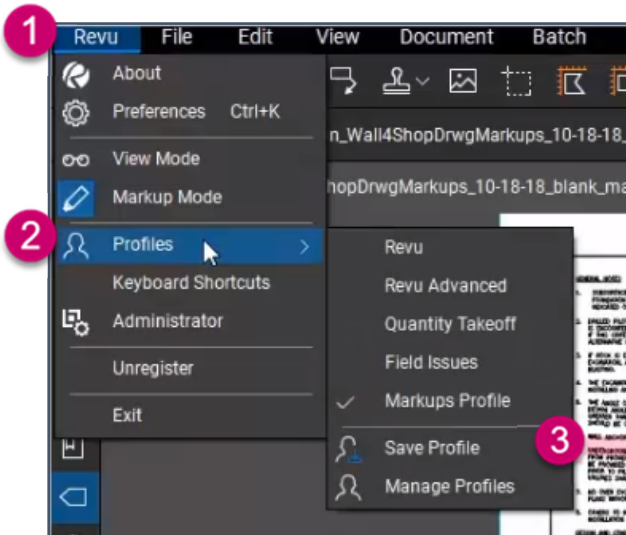
Once you have the preferred toolbar settings, select OK. Next, lock the toolbars in place by navigating to Tools → Toolbars and selecting Lock:



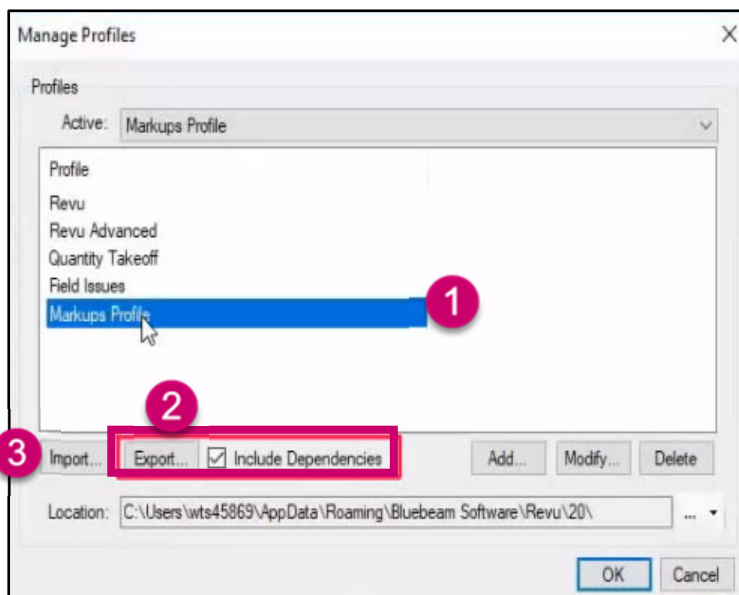
This will lock the toolbars in place and prevent them from being edited unless it is deselected.

Saving and Exporting Profiles

To save a profile, navigate to Revu → Profiles and select Save Profile:



To export the profile, select Manage Profiles and the following action box will appear:



1. Select the profile you wish to export.

2. Click Export... Be sure to 'check' the Include Dependencies box to include any customized tool sets, bookmark structures, hatch patterns, and line styles in the profile. When you export the profile, you will be asked to save it to your computer.

3. Additionally, there is the option to import profiles by selecting the Import... option where you will be prompted to select a saved profile.