

Course Outline

Module 1: Introduction to Revu

- Course introduction
- Introduction to Revu

Module 2: Overview of the Revu Interface, Navigation and Profiles

- Command Bar, Toolbars and Menus
- Side Panels and Tab Access
- Profiles and Profile Management
- Opening a PDF in Revu
- PDF Navigation in Revu

Module 3: The Markup Tools

- Overview of Markup Tools
- How to Access Markup Tools
- Types of Markup Tools
- Customizing the Properties of Markup Tools
- Using Snapshot

Module 4: The Tool Chest

- What is the Tool Chest™ and Why It Saves Time
- Special Tool Sets (Recent Tools, My Tools)
- Properties Mode vs. Drawing Mode
- Custom Tool Sets

Module 5: The Markups List

- What is the Markups List?
- Organizing Columns
- Sorting Data in the Markups List
- Filtering Data
- Statuses
- Custom Columns
- Importing Comments From Other PDFs Onto Your File
- Exporting All Markup Data

Module 6: Measurements

- Measurements tools
- Calibration
- Dynamic fill
- Quantity link

Module 7: Document Management and Setup

- PDF Manipulation
- Search: Text and VisualSearch™
- Emailing and Exporting PDFs

Module 8: Drawing management

- Compare documents
- Overlay pages

Module 9: Introduction to Studio

- Overview of Studio Sessions and Projects
- The Difference Between Studio Sessions and Projects
- How Customers Are Using Studio to Save Time
- Getting Into Studio

Module 10: Studio Sessions

- Setting Up a New Session
- Live Session Participation
- Record Reports
- Closing Out a Studio Session

Module 11: Studio Projects

- Setting Up a New Project
- Uploading Documents
- Inviting Attendees
- Setting Permissions
- Viewing Documents in Read-Only Mode
- Document Check-In/Check-Out Procedures
- Viewing Revision History