

## 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