Revu 2018: Document Management

This class 2-day training takes place at
Kelar Pacific
6020 Cornerstone Court West, Suite 105, SD 92121

Time/Dates: 2 pm – 6 pm
Oct. 2 & 3
COST: $450 ABC Member / Non-Member

Course Outline
The Revu 2018: Document Management curriculum includes the following modules:

Module 1: Introduction to Revu
- Overview
- Getting Started

Module 2: Organizing Your Documents in the Thumbnails Tab
- Automark, Page Labels, Bookmarks
- Extract Pages

Module 3: Creating a Navigable Drawing Set
- Vector vs. Raster Documents
- Markup Hyperlinks
- Absolute vs. Relative Path
- Creating Hyperlinks via the Hyperlink Command
- Creating a Hyperlink to a Snapshot View
- Creating a Hyperlink to a Place
- Creating Hyperlinks on Search Results
- Batch Link

Module 4: Managing Changes and Revisions
- Comparing Changes via the Compare Documents Feature
- Comparing Changes to Page Regions
- Comparing Changes via the Overlay Pages Feature
- Working with the Batch Compare Feature
- Working with the Batch Overlay Feature

Module 5: Slip Sheeting
- Simple Slip Sheeting Using the Replace Pages Feature
- Batch Slip Sheeting Between Multiple Files
- Slip Sheeting a Single File with Revisions from Multiple Files
- Creating Batch Slip Sheet Summary Reports

Module 6: Easy Navigation and Distribution
- Working with Sets
- Customizing Set Categories
- Tags
- Adding Files to an Existing Set
- Printing Sets
- Publishing Sets

Module 7: Course Review

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