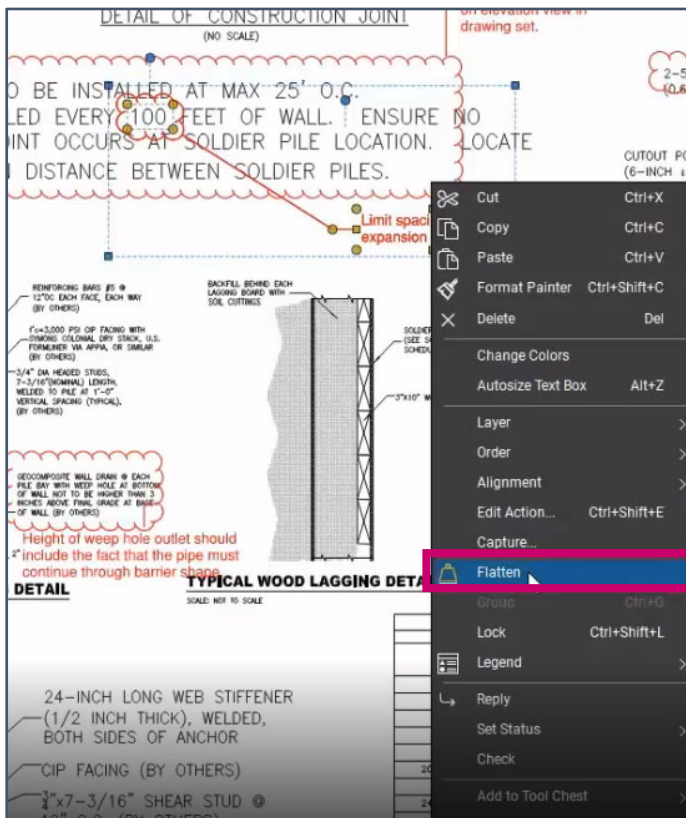


Flatten Individual Markups

The flatten tool is used to lock markups on a document. The tool moves the selected markups from the annotation layer to the content layer of the document.

Individual markups can be flattened by right clicking on the markup of interest and selecting flatten:

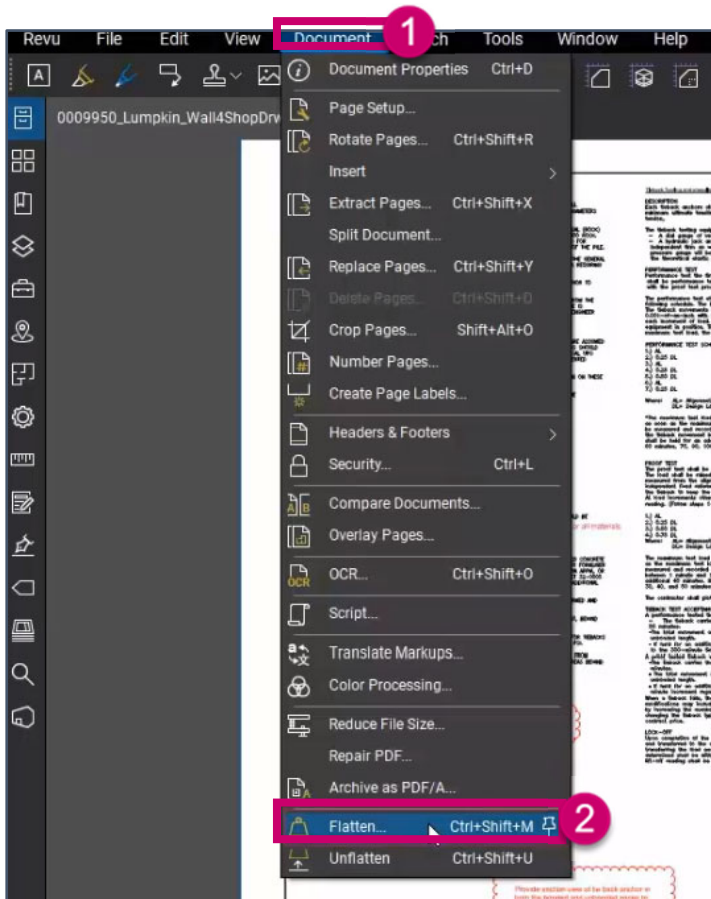


This will flatten the markup so it can not be edited unless the entire document is unflattened.

Use of the Flatten Tool in Bluebeam Revu Version 20.1.15

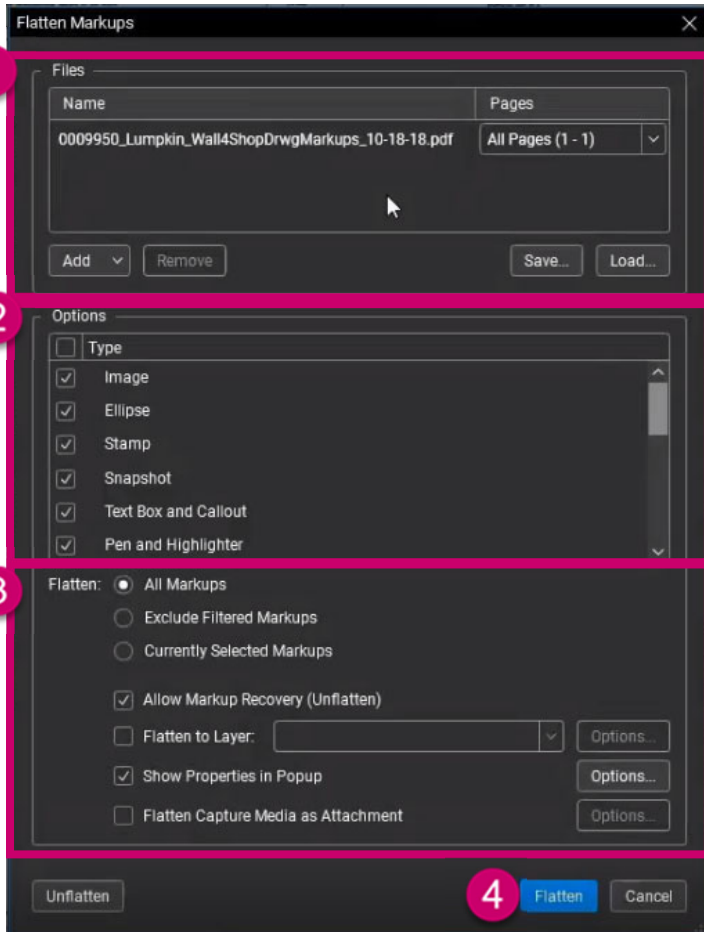
Flatten Documents

An entire document with multiple markups can also be flattened by navigating to the Document tab and selecting flatten:



Use of the Flatten Tool in Bluebeam Revu Version 20.1.15

The following flatten markups action box will appear:



1. The first portion of the box is where the files can be added or removed to flatten, along with selecting what pages in the document are to be flattened.

2. The second portion of the box is where specific markups can be selected or deselected to be flattened.

3. The third portion of the box contains actions to flatten all selected markups, exclude certain markups, or flatten currently selected markups. Options are also provided to allow markup recovery (unflatten), flatten to a layer, show the properties of the flattened markups, and flatten capture media as attachment.

4. Once the preferred settings are confirmed, select the Flatten button to flatten the document.

Use of the Flatten Tool in Bluebeam Revu Version 20.1.15

Unflatten Documents

To unflatten a document, navigate to the Document tab and select unflatten:

