Caliper Help Guide

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Click an entry to open its instructions. Menu paths and keys are specific to this edition. The guide works offline.

Workspace and opening PDFs

File > Open (Ctrl+O)

Open a document

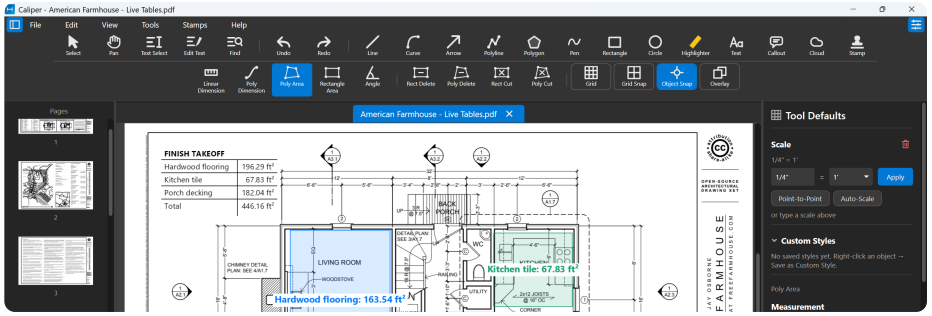
1. Choose **File > Open**, or drop a PDF onto the window. File Explorer > **Open with** also works.
2. Use the home screen to open a recent file. Several files open in separate tabs.
3. Click a tab or a page thumbnail to make it active.

Tools and Properties

Choose a tool from the toolbar, Tools menu or its default key. Its settings appear in **Properties**.

With markup selected, Properties changes that markup. With a drawing tool selected, it sets what you draw next.

Window layout



Show or hide panels

Pages	View > Show Thumbnails (Ctrl+Alt+1)
Properties	View > Show Inspector (Ctrl+Alt+2)
Toolbar size	File > Settings > Toolbar: Large or Small.

Before measuring

Set the scale for each sheet. Verify one known dimension before takeoff. Scale and snapping.

The default toolbar is Large, with tool names. This guide shows default keys; Help > Keyboard Shortcuts changes them.

Pan, zoom and page navigation

View menu | Bottom bar

Pan

Pan tool (M)	Drag the drawing.
Any tool	Drag with the middle mouse button.

Zoom

Mouse	Hold **Ctrl** and scroll.
Trackpad	Pinch to zoom.
Fit page	Ctrl+1
Actual Size	Ctrl+0
Fit width	Ctrl+2

View mode

Single Page shows one sheet; **Continuous Scroll** runs pages together.

Use the Single Page / Continuous Scroll controls in View or the bottom bar.

PDF links

With Select, click a link to follow it. Internal links jump to a sheet; web links ask before opening a browser.

Move between sheets

Previous / next	Ctrl+Up / Ctrl+Down, or bottom-bar arrows.
Go to page	Click the bottom-bar page number and type a page.
Thumbnails	Click a page; widen for a grid. Drag the edge to resize; Caliper remembers the width (File > Settings > General > Thumbnail Column).
Page Up / Down	Turn sheets in Single Page view or from the thumbnail column.

Tabs and windows

File > New Window (Ctrl+Shift+N). Drag tabs to reorder or move them. In another window, drop at the tab bar's blue line, or elsewhere to put the tab last.

Moving a tab carries unsaved work, but **undo history starts fresh**. Save protected PDFs before moving their tabs.

Ctrl+W closes the active tab. Closing unsaved work prompts you to save.

Select and transform markup

Select (V) | Edit menu | Right-click selection

Select

1. Click markup. **Shift-click** adds or removes an item from the selection.
2. Drag from an empty area to select markup touched by the selection box.
3. **Ctrl+A** selects all markup on the page. Edit > **Select by Type** or **Select by Identifier** selects a subset.

Move, resize and rotate

Move	Drag selected markup. Shift constrains the move to one direction.
Resize	Drag a selection handle. Several selected objects transform together.
Rotate	Drag just outside a corner when the rotation pointer appears.
Nudge	Arrow keys move 1 point; Shift moves 10. With Grid Snap, plain arrows step to grid lines; Shift+arrow still moves 10 points.

Group and arrange

Group / Ungroup	Ctrl+G / Ctrl+Shift+G. A click selects the group. Double-click its text box, callout or stamp to edit text. Ungroup to edit another member alone.
Stacking	Edit or right-click > Bring to Front / Send to Back / Bring Forward / Send Backward.
Mirror	Edit > Mirror Horizontal / Vertical. Text stays readable; pictures flip.

Lock

1. Select markup, then Edit or right-click > **Lock**. It can still be selected and copied.
2. **Unlock** before moving, resizing, editing or deleting. **Edit > Unlock All** clears locks.

Copy while dragging

Hold **Alt** as you release the drag. A copy is placed and the original stays. The copy is unlocked.

Ctrl also works. Release the modifier before the mouse button for a normal move.

Line, Arrow and Curve

Tools menu | Line L | Arrow A | Curve U

Line

1. Choose **Line** (L). Set Line Width, Line Type and color in Properties.
2. Drag from one end to the other, or click the two ends.
3. With Select, drag an endpoint to change its length or direction.

Arrow

1. Choose **Arrow** (A). Drag or click the two ends, finishing at the arrowhead.
2. In Properties, change **Line Start**, **Line End** and **End Scale** to adjust the decoration.

Constrain direction

Hold **Shift** while drawing to keep the line horizontal or vertical.

Curve

1. Choose **Curve** (U). Drag or click its two ends.
2. Select the curve and drag its bend handle, beside the curve, to shape it.
3. Set its line pattern and end decorations in Properties.

Exact size

With **Line** or **Arrow**, **Alt-click** to enter length and rotation. Draw at Size.

Line settings

Pattern	Solid, dashed, dotted, cloud or a custom line type.
Linetype Scale	Changes the size of the repeating pattern.
Opacity	Changes line transparency.
End decorations	Open/filled arrows, inverse arrows, triangle, diamond, square, dot, slash or perpendicular.

Polyline, Polygon and shape tools

Tools menu | W, Y, R, O, C

Polyline (W)

1. Click each point. Hold Shift to constrain a segment.
2. Double-click or press **Enter** to finish. Clicking the first point closes it into a polygon.

Polygon (Y)

1. Click each corner.
2. Double-click, press **Enter**, or click the first point to finish the closed shape.

Edit points

Select a polyline, polygon or cloud. Right-click a point > **Remove Point**; right-click a side > **Add Point**. Drag handles to reshape it.

Rectangle (R)

Drag between opposite corners, or click both corners. Hold Shift for a square.

Circle (O)

Drag across the bounding box, or click its two opposite corners. Hold Shift for a circle; otherwise it is an ellipse.

Cloud (C)

Drag a box around the revision. Hold Shift for a square boundary.

Appearance and size

In Properties, adjust **Outline, Fill and Hatch**. Outline and Fill each have their own color and opacity; Hatch has its own color.

Alt-click with Rectangle, Circle or Cloud to type dimensions. Draw at Size.

Escape cancels a shape still being drawn (after its first click, mid-drag, or with points placed) and returns to Select; nothing is placed. Enter places it instead: a polyline or polygon with the points placed so far, any other shape as its preview shows. Escape also cancels a pending Poly Cut/Delete region.

Text and Callout

Tools menu | Text T | Callout Q

Text box

1. Choose **Text** (T). Click to start a box that grows as you type, or drag to set its width.
2. A clicked box widens to its longest line; **Enter** starts a new line. A dragged box keeps its width, wraps text and grows downward. Drag side handles to change width; the box then wraps at that width.
3. Click away or press **Escape** to finish. A box finished with no text is removed; **Ctrl+Z** brings it back.
4. With Select, double-click to type again; the cursor lands where you clicked.

Style text

While typing, select words and set font, size, bold, italic, underline, strikethrough or color in Properties.

Alignment and line spacing apply to the whole box. Outline and Fill control its border and background.

Callout

1. Choose **Callout** (Q). Click arrow, then box (or press **Enter** at the pointer); type. Wrap width: **File > Default Styles > Callout > Box Width**, or the width you drag.
2. To place the bend yourself, set **File > Settings > Drawing > Callouts > Three Clicks**. Click arrow, bend, then box.
3. Click away or press **Escape** to finish.

Adjust the leader

Drag the arrow or bend handle. With the callout selected alone, drag its box to move the box alone; the arrow point stays. Dragging an unselected callout moves all of it.

Select and right-click > **Add Leader**, then click another arrow point. Right-click a leader > **Remove Leader** to remove it; at least one remains.

Callout appearance

Color sets text and leader together. **Outline Text** adds a box in the leader style. Selected text can have a different color.

Text and Callout create markup. To change lettering already printed in the PDF, use Edit Text (F), described separately.

Pen, Highlighter and drawing behavior

Tools menu | Pen P | Highlighter H

Pen

1. Choose **Pen** (P). Set line width, color and opacity.
2. Drag to draw a freehand stroke. Release to finish.
3. With Select, move, resize or delete the resulting markup.

Highlighter

1. Choose **Highlighter** (H). Set the width, color and opacity.
2. Drag across the part of the drawing to highlight.
3. Adjust its style in Properties after selecting it.

After Drawing

File > Settings > Drawing:

Stay in the Tool keeps the drawing tool active. This is the default.

Go Back to Select returns to Select after a markup is finished. What you drew stays selected in either mode.

Placing a Live Legend or Live Tally returns to Select. Insert Image places it in the view center and keeps the tool; pictures placed with Stamp follow After Drawing.

Finish or undo

While a markup is being drawn, **Escape** cancels it and returns to Select; nothing is placed. **Enter** places it as its preview shows. Other keys do nothing until it is placed or cancelled; shortcuts with Ctrl or Alt still work.

With Go Back to Select, **Ctrl+Z** right after drawing removes the markup and puts its tool back in hand.

In a text box, callout or Edit Text, **Escape** finishes typing and keeps it.

Markup properties

Select markup, or choose a tool, then use Properties

Line and outline

Width	Set stroke width; arrow keys step number fields.
Type / scale	Choose a line pattern and its Linetype Scale.
Ends	Choose Line Start / Line End and their size.
Corners	Choose Rounded or Square where available.
Color / opacity	Set stroke color and transparency.

Fill and hatch

Fill	Enable Fill; choose color and opacity.
Hatch	Enable Hatch; choose pattern, scale, rotation, line width and color.
Available on	Shapes and area dimensions. Text boxes and callouts also have background fill.

Text

Typeface	Font, size, bold and italic.
Emphasis	Underline and strikethrough.
Layout	Alignment, line spacing and padding.
Color	Text color, background fill and outline where available.

Multiple selections

A property change applies to all selected compatible markup. It changes only that setting.

Locked markup must be unlocked before editing.

Blend and stacking

Normal uses normal opacity. **Multiply** lets the drawing show through the color.

Use **Edit > Bring to Front, Bring Forward, Send Backward** or **Send to Back** to change stacking order.

Default Styles, Custom Styles and Copy Style

File > Default Styles | Properties > Custom Styles

Set a tool default

1. Select an example markup. Right-click > **Save as Default Style**.
2. Or open **File > Default Styles**, choose a tool, then set its style.
3. Choosing that tool loads its default. Reset Tool / Reset All restore built-in defaults.

Create a Custom Style

1. Select markup. Right-click > **Save as Custom Style**.
2. Rename it by double-clicking its name, or use its right-click menu.
3. Click it in Properties to apply it to compatible selected markup, or to draw with it.

How presets behave

A picked Custom Style lasts while the tool stays active. Choosing a tool again reloads its default.

Picking a Custom Style does not change the saved default. Dimension styles carry their Identifier and slope.

The Stamp panel also lists Custom Styles, grouped by tool.

Copy and Paste Style

1. Select the source markup. **Ctrl+Alt+C** copies its style.
2. Select the destination markup. **Ctrl+Alt+V** applies the style.
3. The destination geometry stays in place. Use compatible families: shapes/lines, dimensions, text/callouts or stamps.

Delete a preset

Right-click a Custom Style > Delete. Existing markup keeps its appearance.

Line Editor

Tools > Line Editor

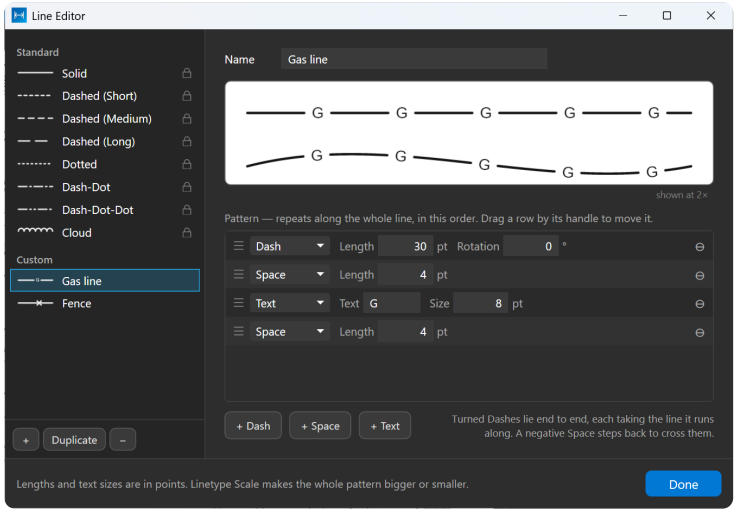
Create a pattern

1. Click **+** to create a line type, or select a standard type and **Duplicate** it.
2. Enter a Name. Add **Dash, Space** and **Text** rows.
3. Set the row values and drag row handles to reorder the sequence. The pattern repeats along the line.
4. Use the preview to check it. **Done** closes the editor.

Apply it

1. Select markup or choose a drawing tool.
2. In Properties > Line, choose the new **Line Type**. Set **Linetype Scale** to resize the pattern.

Pattern rows



Row values

Dash	Length and rotation define the mark.
Space	Positive values leave a gap; a negative space steps back to overlap marks.
Text	Set the lettering and its size.
Units	Lengths and text sizes are in points.

Standard line types are locked. Duplicate one before editing. Changes are kept as you make them; there is no separate Save button.

Hatch Editor

Tools > Hatch Editor

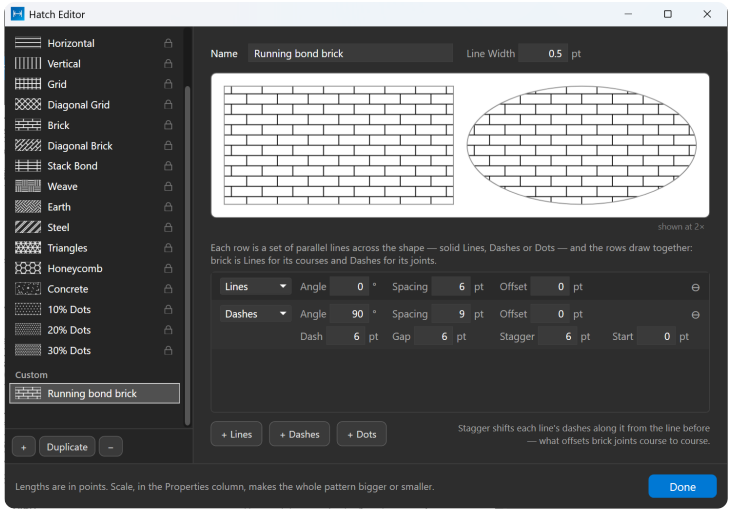
Create a hatch

1. Click **+** for a new hatch, or **Duplicate** an existing pattern.
2. Name it. Add **Lines, Dashes** or **Dots** rows.
3. Set each row's angle, spacing and offset. For dashes, set dash length, gap and stagger.
4. Check the preview. **Done** closes the editor.

Apply it

1. Select a shape or area dimension.
2. Enable **Hatch** in Properties. Choose the pattern, scale, rotation, line width and color.

Pattern rows



How rows combine

Angle	Direction of each family of parallel lines.
Spacing	Distance between lines.
Offset	Shifts the family across the pattern.
Stagger	Offsets dashes on successive lines, such as brick joints.

Use a standard pattern directly, or duplicate it for changes. Pattern dimensions are in points; Properties > Hatch > Scale changes the overall size.

Scale and snapping

Properties > Scale | Grid & Snap toolbar

Set the sheet scale

1. Choose a dimension tool to show the Scale panel.
2. Type or choose a scale, for example **1/4" = 1'-0"**. Apply it to the active sheet.
3. Check the result by measuring a known dimension. Repeat for sheets with different scales.

Point-to-Point

1. Click **Point-to-Point**, then the ends of a known length.
2. Enter its real distance and Save. Feet/inches, fractions and metric values are accepted.

Auto-Scale

1. Click **Auto-Scale**. Drag a box around the printed scale note.
2. Check the detected scale against a known dimension.

Your tool stays in hand while you pick a scale; **Escape** ends the pick. The real side uses **Settings > Units > Scale Display**, e.g. **3.051" = 10'**.

Grid and Grid Snap

Show Grid (Shift+G) displays the grid. Set its spacing (in inches), color and opacity in **File > Settings > Grid**.

Grid Snap / G Snap snaps drawing points and keyboard nudges to the grid.

Object Snap

Enable **Object Snap / O Snap** to snap to drawing and markup geometry; switched-off layers are excluded. The indicator shows the snap point; it also works during Point-to-Point calibration.

File > Settings > Snap controls indicator radius, drawing radius and minimum segment length.

Scale limits

Before calibration, measurements use paper size. Changing scale offers to update existing dimensions.

For a metric ratio, use Auto-Scale or Point-to-Point, or enter a supported scale in the Scale panel.

G selects the area tool and O selects Circle. Grid Snap and Object Snap have no default keys; use their toolbar controls or assign keys.

Linear Dimension and dimension strings

Tools > Linear Dimension (D)

Place a dimension

1. Set the page scale. Choose **Linear Dimension** (D).
2. Drag or click its endpoints. Use Object Snap for a drawing endpoint; Shift constrains direction.
3. With the dimension selected, drag the orange middle handle to offset the dimension line.

Extend or split a string

1. Select one linear dimension. **Ctrl-click** a point, or right-click > **Add Segment**.
2. A point past an end extends the string. A point inside a segment divides it.
3. Drag intermediate points along the line. Drag an end to turn the string about the other end.

Delete a segment

Right-click the segment > **Delete Segment**. Removing an end trims the string; removing a middle segment separates it into two strings.

Measurement settings

Length Unit / Precision	Default follows Settings > Units > Length Unit. Or choose Feet & Inches, Decimal or Fractional Inches, Decimal Feet, Centimeters, Meters or Millimeters; then precision.
Identifier	Groups the dimension in a Live Legend.
Custom Label	Replaces the label; its value still counts. A dimension string has none; each segment shows its own value.
Appearance	Text style, label background, line width, corners and end style.

Related tools

Slope and conversion explains pitched measurements and converting existing linework.

A dimension string is one straight object. Use Poly Dimension for a path that changes direction.

Poly Dimension and Angle

Tools > Poly Dimension (E) | Angle (N)

Poly Dimension

1. Set the scale. Choose **Poly Dimension** (E).
2. Click each point along the path. Shift constrains a segment.
3. Double-click or press **Enter** to finish. Clicking the first point closes the path into an area dimension.

Edit the path

Select it and drag a point. Right-click a side > **Add Point**, or a point > **Remove Point**. The length recalculates.

Set Length Unit, Precision, Identifier, Custom Label and line/text style in Properties.

Angle

1. Choose **Angle** (N).
2. Click the end of the first arm.
3. Click the vertex, then the end of the second arm.
4. Set precision, label and line appearance in Properties.

Precision

Angles support 0-3 decimal places. Length measurements support fractional or decimal formats according to the chosen unit.

Slope

Poly Dimension can measure a sloped path. Its slope stays in Caliper; Revu does not support slope on poly dimensions. Slope settings.

Poly Area and Rectangle Area

Tools menu | Poly Area G | Rectangle Area B

Poly Area

1. Set the page scale. Choose the area tool (G).
2. Click each corner of the region. Shift constrains a segment.
3. Double-click, press **Enter**, or click the first point to finish.

Rectangle Area

1. Choose the rectangular area tool (B).
2. Drag between opposite corners, or click both corners. Shift makes a square.
3. Select and drag handles to adjust the region.

Output

In Properties > Measurement, choose **Area**, **Perimeter** or both. Set Area Unit and Precision. Default reads in Settings > Units > Area Unit.

Perimeter settings

1. Check **Perimeter** under Output.
2. Set its **Length Unit** and **Perimeter Precision** independently of the area.
3. **Default** reads in Settings > Units > Length Unit. Without its own precision, the perimeter follows the area's precision.

Identifiers and labels

Area ID	Used to total areas in a Live Legend.
Perimeter ID	Used to total perimeter lengths separately.
Custom Label	Replaces the shown label while keeping the quantity available to tables.

Appearance

Outline, Fill and Hatch apply to the region. Hatch Editor creates reusable patterns.

Area and perimeter values recalculate when geometry changes. Applying slope changes the area; its perimeter remains the plan length.

Slope and converting geometry

Properties > Slope | Right-click > Convert to...

Apply slope

1. Select a linear, poly, area or rectangular-area dimension.
2. In **Slope**, enter pitch, degrees or percent. Use the unit list to choose the input format.
3. Set **Label** to choose how the pitch is displayed.
4. Turn slope off to return to plan values.

What changes

The dimension shows the length or area along the slope.

An area's perimeter remains in plan. Revu can exchange supported slopes, but not those on poly dimensions or dimension strings.

Convert existing geometry

1. Select a line, polyline, polygon or rectangle.
2. Right-click > the matching **Convert to...** command.
3. Check the page scale and set the measurement units.

Supported pairs

Line	Linear Dimension
Polyline	Poly Dimension
Polygon	Poly Area
Rectangle	Rectangle Area

Convert back or together

A dimension can be converted back to its line or shape. With multiple items selected, use **Convert to Dimensions** or **Convert to Lines and Shapes**.

Draw at Size

Alt-click with a supported drawing tool

Draw a measured shape

1. Choose a supported tool and **Alt-click** its placement point.
2. For a box, enter **Width** and **Height**, then choose the anchor point that sits at the click.
3. For a line, enter **Length** and **Rotation**: 0° points right, 90° up.
4. Click **Draw**. The current tool style and After Drawing setting apply.

Supported tools

Rectangle, Circle, Cloud, Rectangle Area, Rect Cut, Rect Delete, Line and Arrow.

Scale in the dialog

At the top, type or pick the page scale as paper = real, e.g. **1/4" = 1'-0"**. With no page scale, the row starts empty.

Point-to-Point or **Auto-Scale** steps aside to read the sheet, then returns with the scale. **Draw** applies it and offers to update the page's dimensions; **Cancel** leaves the page scale unchanged.

Units beside each size

Each length has a unit menu: Settings > Units > Length Unit at first, or a metric sheet's own unit. A plain number uses that unit; in Feet & Inches, **10-6** means **10'-6"**.

10'-6", 7'-6, 126" or **3 m** read as written. Each tool remembers its last size and unit while Caliper is open.

Change size in Properties

1. Select one markup of any kind except an **Angle** dimension.
2. In **Size**, edit available **Width, Height** and **Rotation**; lines, arrows and linear dimensions use **Length** and **Rotation**. Pick units beside lengths; no page scale means points (pt).
3. A box keeps its top-left corner; a line keeps its start. A stamp keeps its proportions. Text boxes and callouts never get shorter than their text.

Placement

Grid Snap and Object Snap can position the initial click. Verify scale before relying on typed dimensions.

Live Legend

Tools > Live Legend

Place a legend

1. Give each measurement an **Identifier**; use **Area ID** / **Perimeter ID** for areas.
2. Open **Tools > Live Legend**. Choose all Identifiers or define rows that combine selected IDs.
3. Choose the scope: this page, whole document or chosen pages. Set totals or counts, units and precision.
4. Click **Place**, then click the sheet or drag to set the width.

Edit a placed legend

Double-click it, or select it and choose **Edit Legend** from the right-click menu or Properties.

Drag side handles to change width. Height follows the rows.

Table output

FINISH TAKEOFF	
Hardwood flooring	196.29 ft²
Kitchen tile	67.83 ft²
Porch decking	182.04 ft²
Total	446.16 ft²

Units

Choose fixed units for Areas and Lengths, or **As the dimensions show**.

In that mode, each detail line keeps its dimension format; a row total uses its most common dimension unit; the grand total uses the most common row unit.

Areas and lengths are never added together. Slope is included.

Detail and totals

Show one line per Identifier, or each dimension's Custom Label with a row total. Title, total line and table rules are optional.

A Live Legend updates in Caliper when measurements change. Other PDF apps display the last saved table; they do not recalculate it.

Live Tally

Tools > Live Tally

Place a tally

1. Open **Tools > Live Tally**.
2. Choose rows by markup kind, stamp name, text, or custom rules.
3. Choose this page, the whole document or chosen pages. Check the preview.
4. Click **Place**, then click the sheet or drag to set width. Double-click a placed tally to edit it.

Custom rows

Use **Add Row**. It offers every counted kind of markup and every saved stamp.

Conditions can include kind, stamp, text, Custom Style, color and line type. **All conditions in a row must match.**

Example: Kind = Cloud and Color = Red counts only red clouds.

Counting rules

Group	Counts each member.
Stamp	Counts as one markup.
Live tables	Never count themselves or each other.
Other-app markup	Counts after it has been changed in Caliper.
No conditions	The row counts all eligible markup.
Text matching	Is or Contains; Any leaves text out. Ignores case and extra spaces.

Check overlapping rules

Each markup counts once within a row. If it matches two rows, it appears in both. The total line adds the rows.

The tally updates when counted markup is added, changed or deleted.

Live Tally counts markup objects, not symbols printed in the original drawing. Place countable stamps or other markup first.

Saved tables and Export CSV

Live Legend / Live Tally windows | Right-click placed table

Save and reuse a table

1. Set up a legend or tally, then click **Save** in its window.
2. Place it again from that window or the Stamp panel.
3. Change the saved setup or a linked instance to update linked tables in open documents. Each keeps its own placement and results.

Page scope

Chosen pages follow their sheets when moved, inserted, pasted, combined, exported or duplicated with the table. Pages left behind drop out.

Copying a table **alone** keeps page numbers. In another document, verify which sheets those numbers refer to.

On another computer

Export Settings transfers saved tables, but the copies then change independently. A table embedded in a stamp stays live.

Export CSV

1. Open the legend/tally window, or select a placed table and right-click.
2. Check its scope and units. Choose **Export CSV**.
3. Save the file and open it in a spreadsheet.

Legend CSV

Lists the measurements behind each row: Identifier, Custom Label, page, type, value and slope, followed by totals.

Decimal is a plain number in its row total's unit (decimal feet for feet and inches); **Unit** names that unit. Use Decimal for calculations. Totals at the foot use the total's unit.

Tally CSV

Lists counted markup under each row, including page, kind and text, followed by row counts and the total.

Find and Text Select

Tools > Find (Ctrl+F) | Text Select (I)

Find

1. Press **Ctrl+F** or choose Find. Type the search text.
2. Hits highlight on the sheet; thumbnails show matching pages.
3. Use **F3 / Shift+F3** or the bar's arrows to move between hits.
4. **Escape** closes Find while the cursor is in the search field; the bar's **x** always closes it.

Search scope

Find reads visible printed PDF text and markup, including title blocks, seals and flattened text.

Text on hidden layers, hidden by a viewport or outside the sheet is excluded.

Select and copy printed text

1. Choose **Text Select** (I). Drag through a text block.
2. **Alt-drag** a rectangle to select a column or bounded region.
3. Copy with **Ctrl+C**, Edit > Copy or right-click > Copy.

Selection gestures

Double-click	Select a word.
Triple-click	Select a line.
Schedule text	Paste copied cells into a spreadsheet.

Limits

These tools require real PDF text. They do not OCR scanned pages or read letters converted to vector outlines.

Selecting text does not alter it. Edit Text changes printed PDF text.

Edit Text

Tools > Edit Text (F)

Change printed PDF text

1. Choose **Edit Text** (F). Click a line of printed text.
2. Retype it. Set font, size, color and emphasis in Properties.
3. **Enter** adds a new line below.
4. Finish with **Ctrl+Enter, Shift+Enter**, a click away or **Escape**.

Check the result

New lines do not move existing lines downward; they can overlap text below. A new line cannot run off the page.

In a shared title block, only the clicked sheet changes. Undo restores the previous text.

Flattened markup

Edit Text does not change recoverable flattened markup, whether Caliper or Revu flattened it.

Choose **File > Unflatten PDF**, then edit the recovered markup with its own tools.

Find and Text Select can still read flattened markup. A flatten made permanent becomes part of the page drawing.

Other limits

Scanned or outlined lettering is not editable PDF text.

A graphic clipping its text may prevent a new line from extending past its edge.

Editing protected PDFs requires the file to allow it, or its permissions password.

If the font lacks a typed character, Caliper uses the same typeface from the computer, or a standard one.

For editable Text or Callout markup, use Select (V) and double-click the text. Edit Text is for the PDF's printed text.

Stamps and images

Stamp (S) | Stamps menu | File > Insert Image

Create and place a stamp

1. Select markup > **Stamps > Save Selection as Stamp**, or use **Create Stamp** to import a one-page PDF.
2. Choose **Stamp** (S), select the saved stamp in Properties, then click the page.
3. Move, resize or rotate the placed stamp with Select.

Edit or break apart

Double-click text inside a placed stamp or group to edit it. The library original stays unchanged.

A stamp made from multiple markups can be selected and **Explode Stamp** used to restore its parts. Embedded live tables stay live.

Library

Use **Stamps > Stamp Library** to import, rename or delete saved stamps.

Insert an image

1. Choose **File > Insert Image** (Ctrl+Shift+I), or paste an image.
2. Supported formats include **PNG, JPEG and BMP**.
3. Select the image to move, resize or rotate it.

Replace an image

Select it, then right-click > **Replace Image**. Its placement, rotation, tint and opacity are retained.

Stamp/image appearance

Tint	Recolors while keeping shading, including grayscale and CMYK pictures.
Transparent	Removes white areas where supported.
Opacity	Controls transparency.

Paste text from another app

Ctrl+V pastes text as a text box in the Text tool's style. It grows to its longest line, up to **File > Default Styles > Text > Box Width**, and wraps there.

PDF stamps preserve vector content. Portable markup stamps carry their parts inside the PDF for use on Mac or Windows.

Cut and Delete tools

Tools menu / toolbar | Rect Cut J | Poly Cut K | Rect Delete X | Poly Delete Z

Cut a region for reuse

1. Choose **Rect Cut** (J) and drag a rectangle, or **Poly Cut** (K) and click its boundary.
2. For Poly Cut, double-click, press **Enter** or click the first point to finish. Escape cancels.
3. Paste with **Ctrl+V** onto the same sheet or another document. The cut becomes a stamp.
4. Resize, rotate or annotate the pasted content.

Paste in Place

Ctrl+Shift+V pastes at the original position. Normal Paste places it in the center of the view.

Delete a drawing region

1. Choose **Rect Delete** (X) and drag, or **Poly Delete** (Z) and click a boundary.
2. Finish a polygon with double-click, Enter or a click on its first point.
3. **Ctrl+Z** restores the region.

Markup over the region

Caliper markup remains separate. Other-app markup stays markup; only items wholly within the region are removed, and Cut carries those items.

Cutting/deleting into a recoverably flattened page makes that page's flatten permanent. Undo restores recovery.

Not redaction

These tools hide drawing content. Hidden text or graphics can remain recoverable in the PDF. Do not use Cut/Delete to remove confidential information.

Overlay and Split View

Grid & Snap > Overlay | View > Split View

Overlay a PDF

1. Enable **Overlay** in the toolbar.
2. **Load Overlay PDF** in Properties and select the source page.
3. Set scale, rotation, X/Y position, opacity and tint. Behind / In Front refers to the sheet's drawing; markup stays above both.
4. Adjust the offsets to align corresponding drawing points.

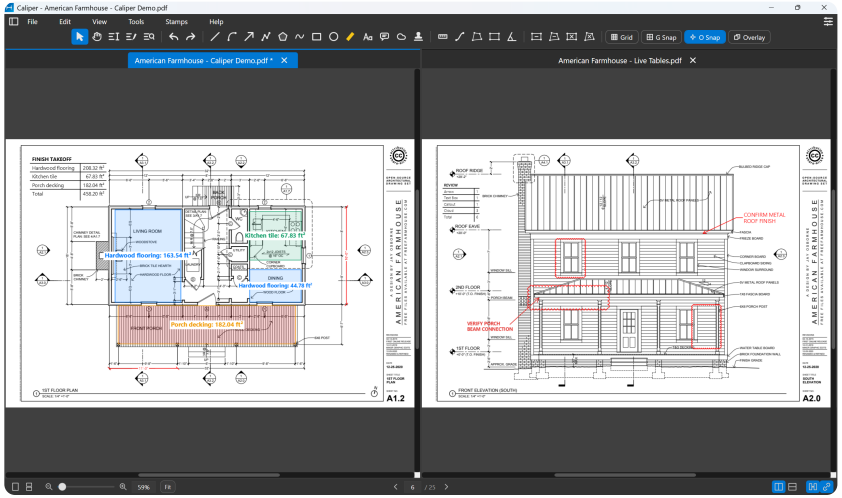
Turn off or replace

Use Overlay to turn the display on/off; load a different source PDF when needed.

Split the workspace

1. Choose **View > Vertical Split View** or **Horizontal Split View**.
2. Choose the document tab on each side.
3. **Sync Views** links scrolling/panning and zoom. **Sync Pages** links page changes.
4. Choose the same split command again to close the split.

Split view



Overlay and Split View do not automatically identify revisions. Check alignment and compare the drawings directly.

Dim Content, Thin Lines and color replacement

Edit > Dim Content | View > Thin Lines | Edit > Find and Replace Colors

Dim Content

1. Choose **Edit > Dim Content**. Set 0-95% with the slider or percentage field.
2. Review the preview; click **OK** to apply or Cancel to leave it unchanged.
3. Open it again to change the level; **0%** removes the dim.

Saved result

The PDF's own drawing fades; markup stays clear. The dim **saves, prints and appears in other PDF apps**.

In a dimmed document, inserted, pasted, duplicated or blank pages take its dim level. In an undimmed document, incoming pages keep their own dim. Caliper changes or removes it.

Thin Lines

Choose **View > Thin Lines** to show drawing and markup strokes as hairlines. Highlighters keep their width.

Screen only: saved files, prints and exports keep the original line weights. Choose Thin Lines again to return to normal.

Find and Replace Colors

1. Choose the color to find and the replacement color. Colors very close to it match too.
2. Choose stroke, fill and/or text colors, then click **Replace All**.
3. **Ctrl+Z** undoes the replacement.

Find and Replace Colors changes markup colors only. It does not recolor the original drawing. Layers switched off in the PDF remain hidden.

Page management

Thumbnails | Right-click selected pages | File > Insert PDF

Select, reorder and duplicate

Select pages	Click a thumbnail; Ctrl-click adds individual pages; Shift-click selects a range.
Reorder	Drag selected thumbnails to a gap. The sidebar scrolls near its edges.
Duplicate Page	Places a copy immediately after the source, with markup, scale and groups.
Copy / Paste	Use the thumbnails' right-click menu within a document or between documents.
Delete / Move	Right-click > Delete Page or Move Page.

Insert a PDF

1. Choose **File > Insert PDF** and select a file.
2. Choose its page range and insert at the end or after a page. Markup and scales travel with copied sheets.

Resize or rotate

1. Select a thumbnail. Right-click > **Resize Page**.
2. Choose **Crop** or **Scale**, enter a size or choose a preset. Lock Ratio preserves proportions; Anchor sets the fixed point.
3. Use the rotation commands in the thumbnail menu to turn sheets.

New pages and documents

File > New (Ctrl+N) creates a blank document with the chosen size and page count.

Right-click a thumbnail or empty sidebar area > **Insert New Page** to add a blank sheet.

Undo and preservation

Ctrl+Z undoes page changes, including their markup and scales.

Resize Page with **Scale** moves other apps' markup with the sheet and keeps supported Caliper/Revu flattens recoverable.

Combine PDFs and export selected pages

File > Combine PDFs | Thumbnails > Export Page(s)

Combine documents

1. Choose **File > Combine PDFs**. Add Files, Add Folder or Add Open Files; files can also be dropped into the list.
2. Reorder the files. For each, choose All or page ranges such as **1-3, 7**.
3. Leave **A bookmark for each file** on to keep bookmarks; with it off, the combined PDF has none. Click **Combine**.
4. The result opens as a new Untitled document. **Ctrl+S** saves it.

Included content

Pages keep markup, scales and layers, and their bookmarks with that option on. A whole-document legend totals the combined set.

A protected source must permit copying, or its permissions password is required.

Export selected sheets

1. Select one or more thumbnails.
2. Right-click > **Export Page** or **Export N Pages**. Choose a format.
3. For pictures, set resolution; multiple pages produce separate files in a folder.

Formats

PDF	Keeps markup editable, with scales and groups.
PDF (Flattened)	Draws markup into the exported pages.
JPEG / PNG	Saves a picture of each selected sheet.

Live table scope

In exported PDFs, chosen table pages follow included sheets; omitted sheets drop out. Check the resulting totals.

JPEG/PNG shows each sheet as it reads in its source document.

Save, print and export

File menu

Save

Save	Ctrl+S: saves markup inside the PDF.
Save As	Ctrl+Shift+S: saves a separate file.
Save All	Ctrl+Alt+S: saves open documents.

Print

1. Choose **File > Print** (Ctrl+P).
2. Set printer, page range, paper size, orientation and print scale or fit.
3. Check the preview before printing.

Share editable PDFs

Caliper writes standard PDF annotations. Revu, Acrobat and Preview can edit supported markup; edits can change its appearance.

Markup is stored in the PDF, with no sidecar file.

Export a copy

Flattened PDF	File > Export Flattened PDF (Ctrl+Shift+E)
Picture	File > Export as > JPEG / PNG

Reduce File Size

1. Choose **File > Reduce File Size**.
2. Choose output location and image quality.
3. Caliper first saves unsaved changes to the original. Choose a reduced copy or overwrite the file in place. Text and vectors remain sharp.

What reduction affects

Image recompression trades picture quality for size. Inspect small text embedded in scans after reducing.

Reduce File Size is unavailable for protected PDFs.

PDF passwords and Crash Recovery

Open protected file | Settings > General > Saving

Open and edit protected PDFs

1. Enter the open password when asked.
2. Work within the file's permissions. Markup requires comments permission; copying, printing, page changes and text edits have separate permissions.
3. For a restricted action, enter the **permissions password** if authorized, or use View Only.

Save protection

Saving keeps the same passwords, permissions and encryption. The saved copy is checked before replacing the original.

The open password alone does not grant additional editing permissions.

Crash Recovery

File > Settings > General > Saving > Crash Recovery is on by default.

After an unexpected quit, Caliper reopens your unsaved work when it opens, and says so. Its first save lets you replace the original or save a copy.

Protected files are excluded

Crash Recovery skips password-protected PDFs so their contents are not written to disk unprotected.

Save protected files frequently. Unsaved changes cannot be recovered after a crash.

Normal closing

Closing a tab/window or quitting prompts for unsaved changes. Choose Save, Don't Save or Cancel.

Flatten PDF and Unflatten PDF

File > Flatten PDF | File > Unflatten PDF

Flatten the current document

1. Choose **File > Flatten PDF**. Caliper markup is drawn into the pages.
2. Markup is no longer selectable as annotations. Page scales remain.
3. **Ctrl+Z** undoes flattening.

Flatten a separate copy

1. Choose **File > Export Flattened PDF** (Ctrl+Shift+E).
2. Save the copy. The original stays editable; Caliper can recover supported markup from the copy.

Recover supported markup

1. Choose **File > Unflatten PDF**.
2. Select and edit the recovered objects with their markup tools.
3. **Ctrl+Z** also undoes Unflatten.

Recovery limits

Supported: Caliper flattens, and Bluebeam Revu flattens made with **Allow Markup Recovery** enabled.

Do not assume arbitrary flattened files or Revu flattens made with recovery off can be recovered.

Rotating/resizing/scaling pages keeps supported flattens recoverable. **Cut/Delete into a flattened page makes that page's flatten permanent.** Undo restores recovery.

Flattening is not redaction or tamper-proof protection. Edit Text does not edit recoverable flattened markup; unflatten it first.

Settings and keyboard shortcuts

File > Settings (Ctrl+,) | Help > Keyboard Shortcuts (Ctrl+/)

Settings tabs

General	Keyboard Shortcuts; Moving to Another Computer (Export/Import Settings); Saving (Crash Recovery); Thumbnail Column; Input (scroll wheel).
Drawing	After Drawing and Callouts.
Units	Default Measurement Units: Length Unit, Area Unit, Slope Unit and Scale Display.
Grid	Show by Default, spacing (in inches), color and opacity.
Snap	Default Grid/Object Snap and snap tolerances.
Toolbar	Large or Small icons; show/hide tool sections.

Units

Dimensions on **Default** use Settings > Units' Length Unit or Area Unit. Changing either asks to update them or keep their current unit. A dimension with its own unit keeps it.

Changing a dimension tool's unit in **Default Styles** asks whether that tool's existing dimensions change too.

Assign a shortcut

1. Open **Help > Keyboard Shortcuts** (Ctrl+/), or General > Edit Shortcuts.
2. Search for a tool or command. Click its current shortcut or None, then press the new keys.
3. Resolve a conflict before moving a key from another command. Escape cancels the assignment.

Reset or remove

Reset arrow	Restores that command's default.
x	Removes its shortcut.
Restore Defaults	Resets all shortcuts.

Fixed keys

Arrow-key nudging, drawing modifiers, Enter/Return and Escape gestures are not reassigned here. Reserved OS shortcuts cannot be assigned.

Reset All Settings...

At Settings' foot, reset all tabs after confirmation. Default Styles, Custom Styles, shortcuts and libraries stay unchanged.

Export and Import Settings

File > Export Settings / Import Settings

Move a setup

1. On the source PC, choose **File > Export Settings** and save the settings file.
2. On the destination, choose **File > Import Settings**, or open the file.
3. Review its contents before confirming.

Same operating system

The file carries settings, Default Styles, Custom Styles, line types, hatches, saved legends/tallies, stamps and shortcuts.

Libraries merge; matching entries are replaced. Settings, Default Styles and shortcuts become the imported file's.

License and recent files are not transferred.

Between Mac and Windows

Transfers	Line types, hatch patterns, saved legends/tallies and their looks, and PDF stamps.
Stays with each app	Settings, Default Styles, Custom Styles and keyboard shortcuts.

No ongoing synchronization

Export/Import makes a copy. Saved styles and table templates on the two computers change independently after import.

Stamps in documents

A markup stamp carries its parts inside its own PDF. Explode Stamp can recover them in Caliper on Mac or Windows; embedded live tables remain live.

Shortcut reference and support

Default shortcuts | Help menu

Document and editing commands

Open / Save	Ctrl+O / Ctrl+S
Save As / Save All	Ctrl+Shift+S / Ctrl+Alt+S
Undo / Redo	Ctrl+Z / Ctrl+Y
Copy / Paste	Ctrl+C / Ctrl+V
Paste in Place	Ctrl+Shift+V
Group / Ungroup	Ctrl+G / Ctrl+Shift+G
Copy / Paste Style	Ctrl+Alt+C / Ctrl+Alt+V
Find / Text Select	Ctrl+F / I
Select / Pan	V / M

Tool shortcuts

Drawing and measurement keys are listed on their tool pages. **Help > Keyboard Shortcuts** lists every command and your current assignments.

Help

Help > Caliper Help Guide opens this guide offline.

Help > Email Support: support@caliperapp.co

caliperapp.co/support

License and updates

Help > License activates a license key. Updates come through the Microsoft Store. **Help > Check for Updates** explains this and offers to open the Store listing.

Requires Windows 10 version 1809 or later, 64-bit (x64).

Guide information

Prepared for Caliper 2.3, November 2, 2026. Menu names and keys are specific to this operating system.

Example drawing: American Farmhouse by Jay Osborne, CC BY-SA 3.0. Demonstration markup added. Screenshots are genuine; older captures show unchanged controls.