

Bluebeam Fundamentals

Brief Synopsis of Class Contents:

Whether you are brand new to Bluebeam or just a novice user this class is designed to give an overview of the tools available in the software to make you more efficient in daily tasks such as drawing markup, review, estimating, drawing management, drawing comparison, and Bluebeam studio introduction.

Learning Objectives:

- Become familiar with the navigation functions of Bluebeam
- Understand how to more efficiently create and place markups.
- Learn to create custom toolset for speed and efficiency
- Learn 2 separate ways of comparing drawing revisions
- Learn basic estimating tools.

Courseware:

Applied Software Training Material

Number of Days:

One ½ day session

Continuing Education Hours:

3.5 Hours

Who Should Attend:

All new users of Bluebeam

Prerequisites:

Basic Computer skills

System and Software Requirements:

<http://www.asti.com/LiveLab-Learning-and-Training/LiveLab-System-Requirements>

FAQs and Cancellation Policy:

<http://www.asti.com/LiveLab-Learning-and-Training/LiveLab-FAQS>

Class Outline and Topics:

Introduction

- What is Bluebeam Revu?
- Who uses Bluebeam Revu?
- What is the PDF Standard?

Interface & Navigation

- Setting Bluebeam as the default PDF viewer
- Control bar / Toolbars / Menu
- Hidden Panels
- File Access™
- Single Page vs. Multi-Page Modes
- Split Screen

Markup Tools

- Location of markup tools
- Review of types of markup tools and example from each: Text, Pen, Lines, Shapes and Insert Image. Details to point out: Autosize for text box, Invert Cloud for Cloud markups, pick points vs. drag rectangle for Shape tools, holding Shift key for straight line, adding leader lines for Callouts.
- How to change markup visual properties (toolbar vs. Properties tab)
- Subject line in Properties tab
- Grouping markups
- Efficiency Tips and Tricks

Tool Chest

- What is the Tool Chest, and why is it useful?
- Recent Tools and moving to My Tools
- Properties Mode vs. Drawing Mode
- Creating a custom tool set

- Downloading existing tool sets from website
- Exporting and importing tool sets
- How to create a custom markup and save to tool set
- How to take snapshot of a symbol and add to Tool Chest
- Best practices for working with custom tool sets

Markup List

- Overview of the Markups list—and why is it useful?
- Turning columns on and off
- Sorting and filtering data in columns
- Hiding all markups
- Using Reply to Markups feature
- How to create a Custom Column, and see example of assigned responsibility
- Creating Summaries: See example of PDF Summary and CSV
- Flattening

PDF Manipulation

- Using the Thumbnails tab to insert pages, delete, reorder, rotate and replace pages
- Combining PDFs
- Text editing tools
- Cut Content, Erase Content
- Search – Text and VisualSearch™
- Using Templates and Modifying templates
- Emailing a PDF from Revu



Document Comparison

- Detecting changes with revised sets via Compare Documents
- Detecting changes using Overlay Pages
- Overlaying two different sized sheets
- Batch Compare and Batch Overlay

Estimating with Bluebeam

- Measurement Tools
- Custom Measurement Tools & Legends
- Basic Estimating using Markup lists

Bluebeam Studio

- Setting up a New Session
- Uploading Documents
- Inviting attendees
- Setting Permissions
- Setting a Session Expiration Date
- Studio Notifications
- How to send a markup alert to another Session attendee
- How to follow someone in a studio session
- Participating in a studio session
- What you can and can't do in a studio session
- Markup List in a Session
- Closing out a Session
- Reports

