Bluebeam Revu 2016:

Joining a Studio Session & Tool Chest Mark-up Tools

Receiving a Studio Invitation & Getting Started



https://www.bluebeam.com/en/solutions/vu

- Once you've received an invitation similar to that on the left
- If you already have Bluebeam Vu or Revu
- Save the attached Tool Set
- Click on the Session URL in blue & the Session will open in Bluebeam
- If you don't have Vu or Revu click this link to access Bluebeam Vu download which is free for PCs & Ipads

Download Bluebeam Vu



- A screen will open in your web browser
- Follow the prompts to install Bluebeam Vu
- Once you have downloaded Bluebeam Vu click on the Session ID as stated above & proceed to login
- You will be able to keep any other PDF program as your default, but Bluebeam Vu must be utilized while in Studio

Logging into Studio Session (Once Bluebeam is Loaded)



Creating An Account

- If you already have an account, you will only need to provide your password. Don't forget to check the box so Studio remembers your password
- If you don't have an account,
- you'll need to click on "<u>Create</u> <u>Account</u>"
- The Create Studio Account dialog will display
- Type your E-mail address
- Type & confirm your **Password**
- Type your **Name**. The default is your Windows login ID
- Click **OK**
- A screen similar to the one on the left will appear & select the appropriate <u>Session</u> to join. In this case Training



- Once you select a <u>Studio</u>
 <u>Session</u> to join & the desired drawing to view a screen similar to the one to the left will appear
- Please note that Studio allows for up to 500 attendees & 100 documents of up to 100 MB each to be in a single Session

For First Time Users



Bluebeam Revu – PDF Markup (Length 00:07:43) Markup Tools

I highly recommend investing the time & watching this webinar on Revu Basics (Length 1:03:00) <u>Getting Started with Revu</u>

The following are instructions for viewing & marking-up documents



- Open Bluebeam Revu
- Open a PDF Document
- Open a PDF file from File Explorer
- Right Click on file & Open With Bluebeam
 - There are many different Mark-up Tools found under the Markup Menu, but for the sake of uniformity & ease of use <u>only use</u> <u>the Tool Set provided in</u> <u>an email from the PM</u>
- The **Tool Chest Tab** can be found in the Left panel
- Click on the Settings Cog to Import the Tool Set from the location saved from the email attachment



Tool Sets		
Name	Path	Show In All Profiles
My Tools	My Tools.btx	Yes
Recent T	Recent Tools	Yes =
Sequenc	Sequences & Actions.btx	
X Curves	Curves.btx	
Shapes	Shapes.btx	
Symbols	Symbols.btx	
	Proofreading Symbols.btx	
	spooktacular_symbols.btx	
Wingdings	Wingdings.btx	
	winter_wonderland.btx	
Door Sym		-
Landscap	Landscape Fixtures.btx	
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- A Manage settings window will appear, Select Import...
- Locate in File Explorer where you saved the Tool Set & Select it for importing.
- Once the proper tool set is selected it will appear as a highlighted box checked tool set click OK
- Now you can start using it for the review of your document.
- Once the proper tool set is imported simply select a callout, drag & drop it to the location in the document, make your comment & you're done.
- See examples of how each tool will appear in the image below.

