



Bluebeam: Revu Studio, Document Control, Measurements & Takeoffs

Course ID #: 0580-100-15-W

Hours: 7

Course Content

Course Description:

Basics and Studio are designed to introduce new users to the core features of Bluebeam Revu. You will learn the foundational skills necessary to organize, markup, edit, collaborate and track comments in a PDF drawing set.

Document Control is designed to help you organize and manage your documents over the course of a project. You'll be introduced to key features in Revu to help you navigate through drawings faster, detect changes, and manage revisions.

Measurements and Takeoffs: Use Revu's measurement tools to do estimating and takeoffs on your PDF files. Learn how to calibrate your drawing set, find items using VisualSearch, and apply count measurements. Streamline your estimating workflow by creating custom columns to calculate material and labor costs and generating summary reports to distribute data to key project team members.

Prerequisites:

None.

Topics:

Lesson 1: Interface and Customization

- The Interface
 - Getting Around the Interface
- Profiles
 - Working with Profiles
- Panels
 - Panels
 - Accessing Panels
- ToolBars
 - Tools and Toolbars
- Custom Profiles
 - Creating Custom Profiles
- Viewing and Navigating a PDF
 - Viewing PDFs
 - Viewing Multiple PDFs with Document Tabs
 - Zooming with the Mouse
 - Keyboard Shortcuts for Zooming
 - Split Views



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Lesson 2: Markups

- Markup
 - Markup Tool from the Tools Menu
 - Text Markup Tools
 - Pen Markup Tools
 - Line Markup Tools
 - Shapes Markup Tools
 - Image Markup Tools
 - Flags
 - PDF Content Tools
- Stamps
 - Adding a Stamp
 - Create a Custom Stamp
- Using the Properties Panel
 - Properties Panel
- Using the Markup Panel
 - Markup Panel
- Filtering Markups
 - Sort and Filter Markups
 - Clearing Filters
 - Navigating with Markups
- Adding Images
 - Capture Tool
 - Snapshot Tool
 - Setting the Snapshot Tool Preferences
- Summarizing the Markups
 - Creating a Summary of the Markups
- Tool Chests
 - Using the Tool Chests
- Adding Custom Tool Set
 - Adding a Custom Tool Set
 - Adding Tools to the Set
 - Saving the Tool Chest
- Using Tools in the Tool Chest
 - Using Your Custom Tool Set
- Exporting and Importing a Custom Tool Set
 - Exporting a Tool Set
 - Import a Tool Set

Lesson 3: Creating and Searching PDFs

- Creating a New PDF
 - New PDF
 - Creating a New, Empty PDF
- Creating a New PDF Based on a Template
 - Creating a New PDF Based on a Template
- Saving a New Template
 - Creating a New Template
- Creating a PDF from Existing Files
 - Creating a PDF from Existing Files
- Creating a PDF from Multiple Files (Stapler)
 - Creating a PDF from Multiple Files (Stapler)
 - Creating a PDF from Windows Explorer
- Inserting Pages into a PDF
 - Inserting Pages
 - Inserting Blank Pages
- Deleting Pages
 - Deleting Pages
- Reordering Pages
 - Reordering Pages
 - Reordering Multiple Pages at the Same Time
- Replace Pages
 - Replace Pages
- Searching PDFs
 - Searching PDFs
 - Searching for Selected Text
- Exporting Other Formats
 - Export to Other Formats



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Lesson 4: Document Control

- Automark
 - Automark Page Labels
- Bookmarks
 - Adding Bookmarks
- Extracting Pages
 - Extracting Pages from a PDF
- Revisions
 - Maintaining Revisions
 - Enabling Revisions
 - Reverting to a Previous Version
 - Removing Revisions
- Sets
 - Working with Sets
 - Creating a New Set
 - Printing Sets
- Adding Files to a Set
 - Adding New Files
 - Adding a Revision File
 - Viewing Revisions
 - Adding a Custom Tag
 - Publishing Tag Data

Lesson 5: Bluebeam and the Office Programs

- Bluebeam Revu and the Office Programs
- Bluebeam and Word
 - Bluebeam in Word
- Bluebeam and Excel
 - Setting the Page Breaks
 - Adding the Header or Footer
 - Setting Columns or Rows to Repeat
 - Centering the Content on the Page
 - Change Settings in Excel
- Bluebeam and PowerPoint
 - Converting a PowerPoint Presentation
- Bluebeam and Outlook
 - Converting an Email to PDF
 - Convert Multiple Emails to PDF
 - Converting Entire Outlook Folders to PDF
- Batch Processing Multiple Files
 - Batch PDF Process

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