

RFI Template

Overlay active Text Fields over a Template Base

The screenshot displays the Bluebeam PDF Revu interface. The main window shows a document titled "3 RFI Form and Text.pdf" with a "General Contractor RFI" form. The form includes fields for Project Title, Project Number, Address Lines, Phone, Fax, RFI #, Date Created, and Date Required. A red arrow points to the "Contact Name" field, which is highlighted with a blue dashed border. A text box on the right side of the form contains the text "Active text field for response." The Markups List at the bottom shows a table with columns for Subject, Page, Status, Date, Color, and Comments. The "Contact Name" entry is highlighted in blue, and a red arrow points to the "Contact Name" comment.

Sample RFI Template created in Bluebeam PDF Revu.

Markup Tools stored in Tool Chest

Markups List Tab

Once the RFI is filled in, right mouse click and drag to select all the text within a rectangle, then right mouse click again and select Flatten from the menu.

Subject	Page	Status	Date	Color	Comments
To:	Page 1	None	9/1/2009 4:14:51 PM	■	Contact Name
From:	Page 1	None	9/1/2009 4:14:42 PM	■	Contact Name
RFI NO.	Page 1	None	9/1/2009 4:10:38 PM	■	RFI X-XXXX
Date Created	Page 1	None	9/1/2009 4:08:24 PM	■	XX/XX/09
Date Required	Page 1	None	9/1/2009 4:08:28 PM	■	XX/XX/09
Subject	Page 1	None	9/1/2009 4:07:21 PM	■	Short description
Discipline	Page 1	None	9/1/2009 4:07:32 PM	■	Discipline
Subcontractor	Page 1	None	9/1/2009 4:07:28 PM	■	Company Name
Drawing Reference:	Page 1	None	9/1/2009 4:07:10 PM	■	XXXX-XXXX-XXXX-XXXX-XXXX

Work down the **Comments** column in the Markups List to fill in the RFI template. Turn on the **Dimmer** to see Flattened items and to distinguish the active **Text Fields** from the inactive. Flatten the filled in items before sending.