

Bluebeam Basics Course Curriculum

Course Description:

In this eight-hour, self-paced, online course, you will acquire the foundational skills necessary to begin using Bluebeam Revu to create, organize, markup, edit and track comments in a PDF drawing set.

Course Audience:

This course is designed for new users of Revu who work with PDF documents in the Architecture, Engineering and Construction industries.

Course Length:

8 hours (not counting additional time for optional learning exercises)

Credits:

4 AIA Learning Units

Course Format:

The course is self-paced with online content delivered via PowerPoint, step-by-step video tutorials, and case studies from real Revu customers. It includes five quizzes and optional downloadable exercises. You will have 1 year to complete the course. A certificate of completion will be awarded upon successful completion.

Prerequisites:

None

Learning Objectives:

After taking the Bluebeam Basics course, users will be able to:

- Navigate the Revu interface. (Section 1)
- Create and share a custom Profile. (Section 1)
- Place markups on drawings and change visual properties of markups. (Section 2)
- Create and share a custom tool set and save markups into tool sets. (Section 2)
- Import multiple comments onto one PDF in the Markups list. (Section 3)
- Set markup statuses and create custom status fields in the Markups list. (Section 3)
- Create a responsibility Custom Column in the Markups list. (Section 3)
- Export markup data to Excel and to a PDF Summary. (Section 3)
- Flatten markups. (Section 3)
- Create a Studio Session and understand its use for document review and collaboration. (Section 4)
- Create a Studio Project for storing and sharing document files. (Section 4)
- Create PDFs from other programs, including AutoCAD, Outlook and Word. (Section 5)
- Automatically rename page labels and create bookmarks from title block information. (Section 5)
- Combine PDFs and reorder, rotate, replace and insert pages within a PDF. (Section 5)
- Edit text and content on a PDF. (Section 5)

Bluebeam Basics Curriculum

Introduction

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

Part 1: Interface & Navigation: Finding Your Way Around

The Interface

- Control bar / Toolbars / Menu
- Hidden Panels

Opening PDFs

- Various ways to open a PDF
- Opening multiple PDFs in navigation tabs
- File Access™

Navigating within a PDF

- Panning and zooming with mouse scroll wheel
- Single Page vs. Multi-Page Modes
- Split Screen
- WebTab™ (Web access within the interface)
- MultiView™ (Multiple monitor viewing)

Customization of Interface

- Customizing toolbars
- Using Profiles to create a consistent company interface
- Importing and exporting Profiles

QUIZ 1

Part 2: Markup Tools and Tool Chest

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)
- Format Painter tool
- Subject line in Properties tab
- Grouping markups

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

QUIZ 2

Part 3: Markups List

Markups List

- Overview of the Markups list—and why is it useful?
- How to import multiple comments onto one PDF and view in Markups list
- Turning columns on and off
- Sorting and filtering data in columns
- Hiding all markups
- Status columns, creating a custom status, and changing the color of markups with completed statuses
- 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

- What is flattening? When would you do it?
- How to flatten: flattening individual markups or the whole document, plus the unflatten option
- What happens to the Markups list?

QUIZ 3

Part 4: Collaboration With Bluebeam Studio

Studio Sessions for Real-Time Document Collaboration

- How to create a Studio Session: inviting people, uploading documents
- View a sample Studio Session
- Following an attendee
- Markups list in Studio – how it's different
- Accountability features in Studio
- Closing a Session and creating reports

Studio Projects for Storing and Sharing Project Files

- Setting up a Studio Project
- Inviting people and setting permissions
- Check in/ check out workflow, and finding out who checked out a file
- Viewing revision history and restoring previous versions

QUIZ 4

Part 5: PDF Creation, Organization and Manipulation

PDF Creation

- Blank PDF creation
- Using the Bluebeam PDF printer to create PDFs from virtually any program
- PDF creation from Microsoft Outlook and Office
- 2D PDF creation from AutoCAD
 - One-click creation
 - Conversion settings dialog box— in-depth look at the options
 - How to set up the batch conversions

PDF Organization

- Page Labels
- AutoMark
- Bookmarks

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™

Various ways to package, send and export PDFs

- PDF Packages
- Emailing a PDF from Revu
- PDF export to Microsoft Office Suite
- Splitting a document by page count or file size

QUIZ 5

Optional Downloadable Exercise