



Bluebeam University Course Catalog

Learn anywhere. Build everywhere.

university.bluebeam.com

Email: university@bluebeam.com

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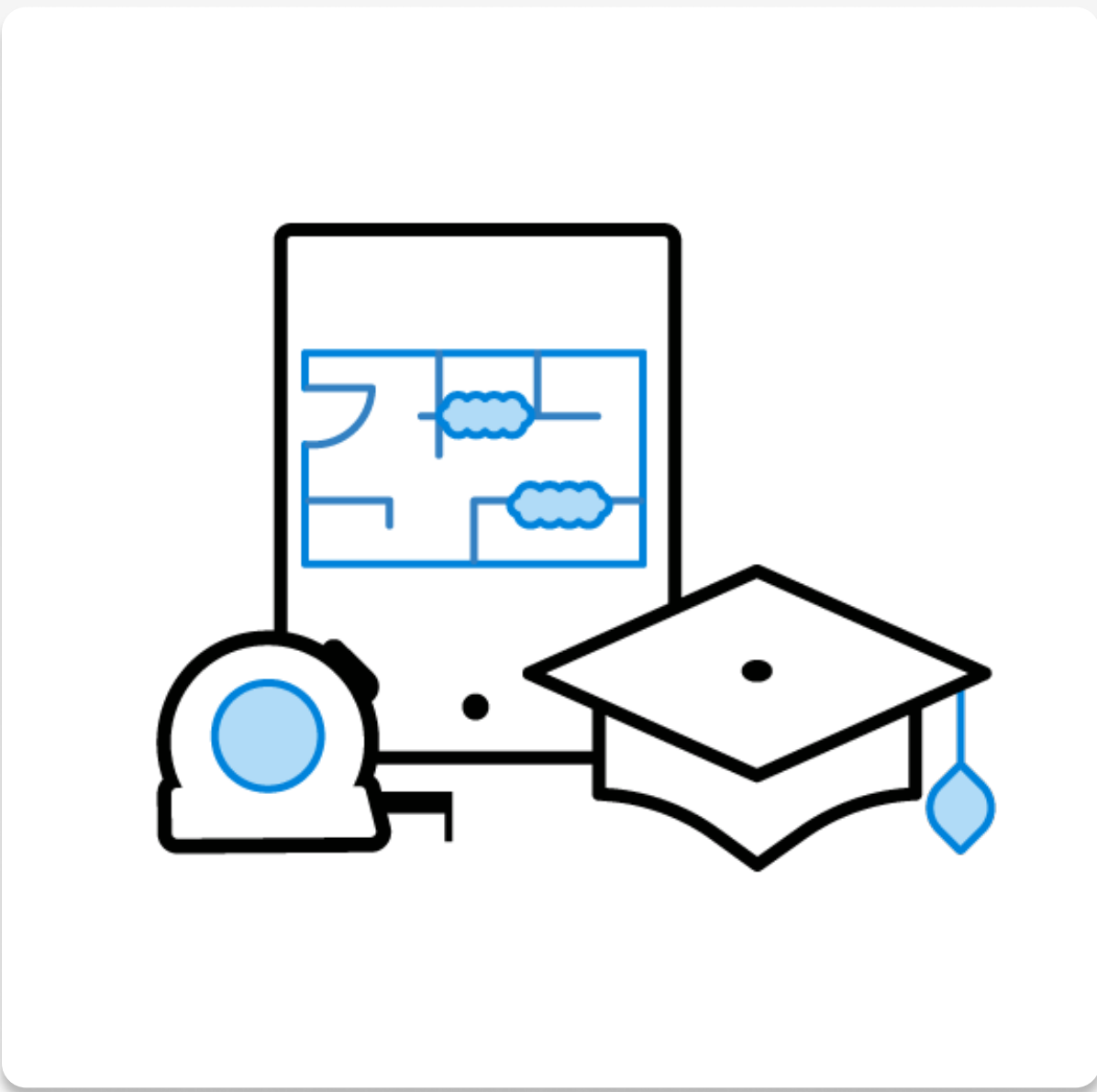
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Bluebeam University

Learn anywhere, anytime.



About Bluebeam University

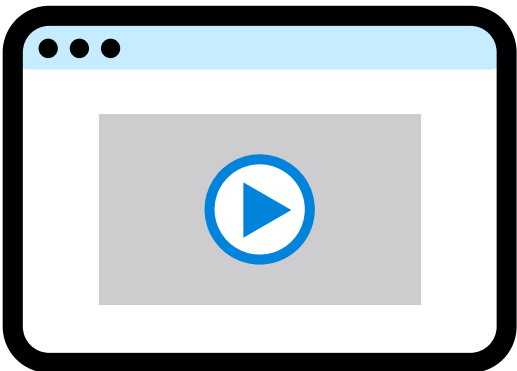


Bluebeam University is now included in all subscription plans, and offers 18 courses and four learning paths that cover everything from basic features to advanced workflows. Work at your own pace using videos, PDF exercises, software simulations, quizzes, and more to learn the ins and outs of Bluebeam and decrease your time to productivity.

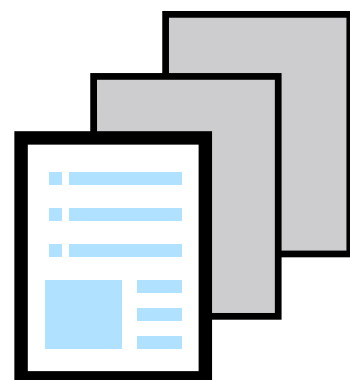
Get up to speed with Bluebeam, faster.

Our step-by-step guides through features and workflows include:

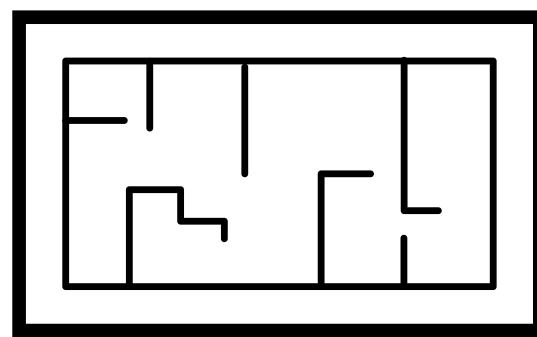
Video Lessons



Text Lessons & Resources



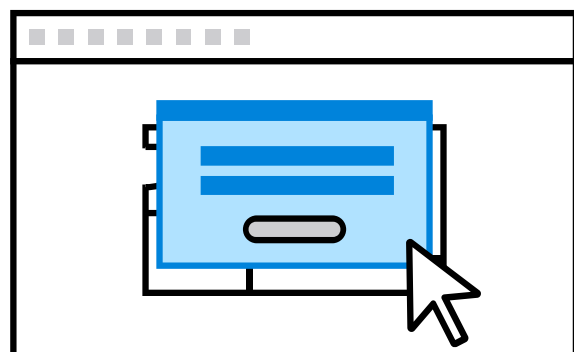
Downloadable Drawings



Knowledge Checks



Walkthroughs



Click-through Exercises

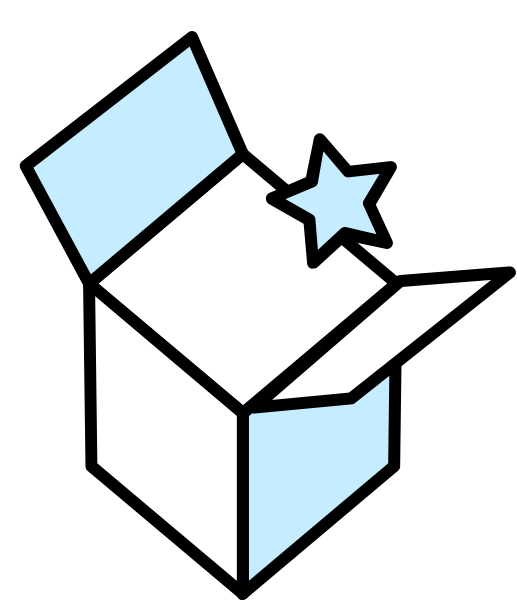


New to Bluebeam?



Whether you've just purchased Bluebeam for yourself or your whole team, Bluebeam University is here to help. If you are looking for a quick overview to learn the basic features and functions in our products, start here!

Start Using Revu Today!

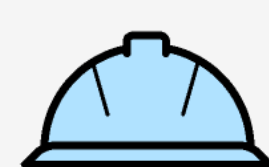


If you need to get up to speed using Revu, or want to make sure you are taking advantage of everything it has to offer, this is the course for you. This course will show you how to:

- Open Revu and get set up to use the program
- Use the Revu interface to open and move around documents
- Add and customize markups
- Add markups to a tool set
- Collaborate using Studio and other Revu tools
- Identify workflows that Revu supports
- Find other resources and courses on Bluebeam University



35 min

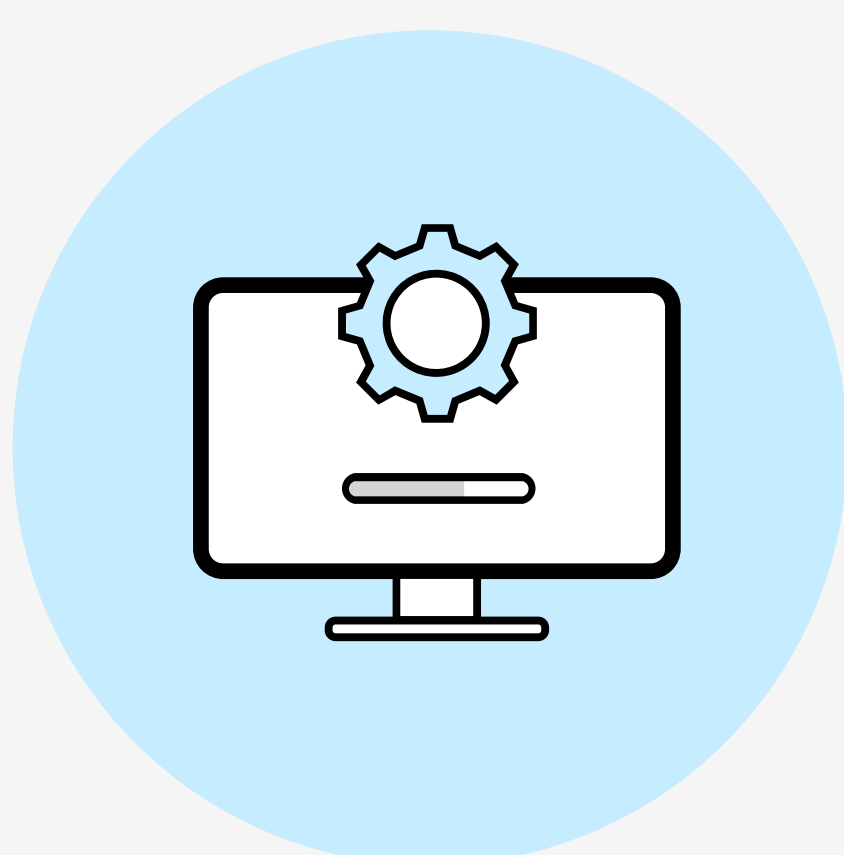


All Roles

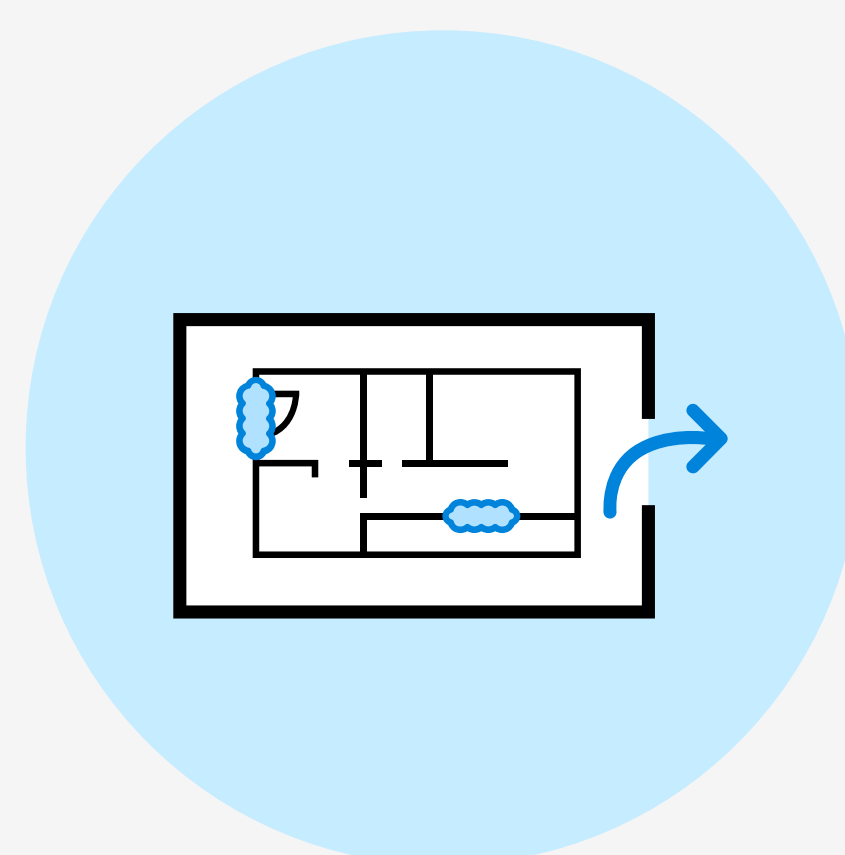


Beginner

Popular features covered in this course:



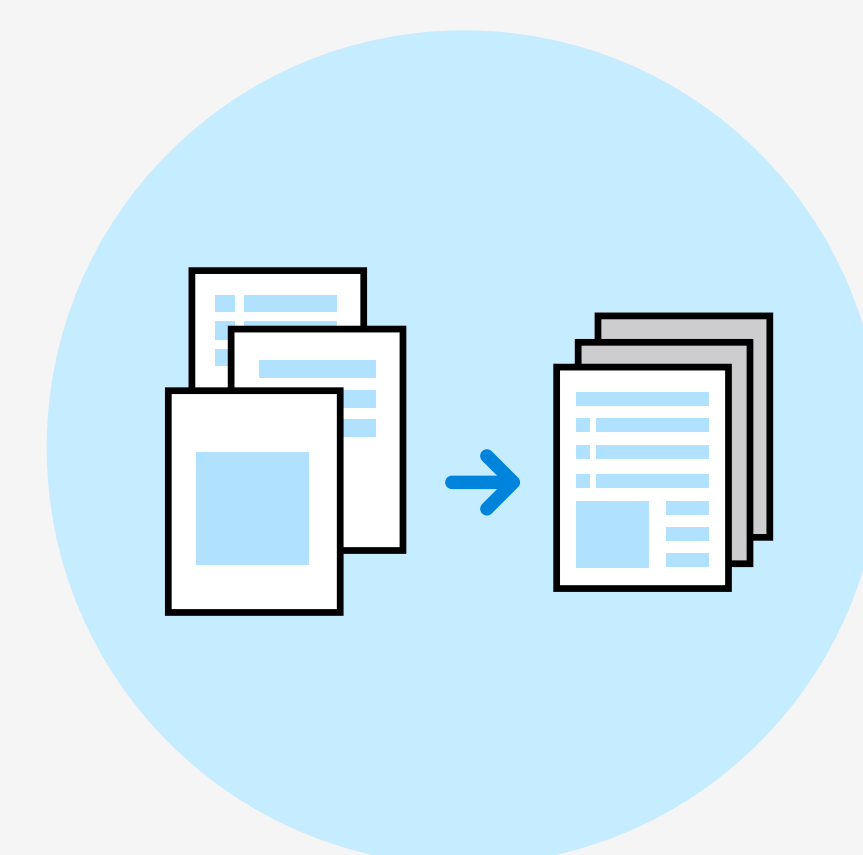
Setup



Markups &
the Tool Chest



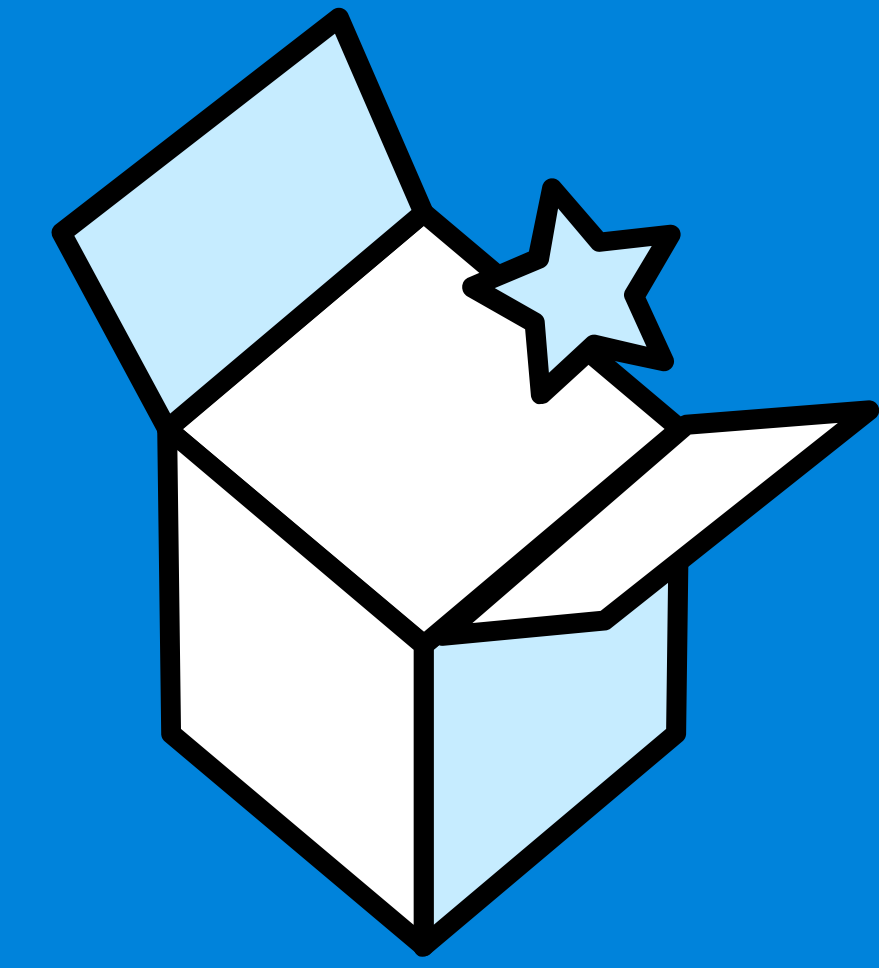
Studio



Workflows

Onboarding

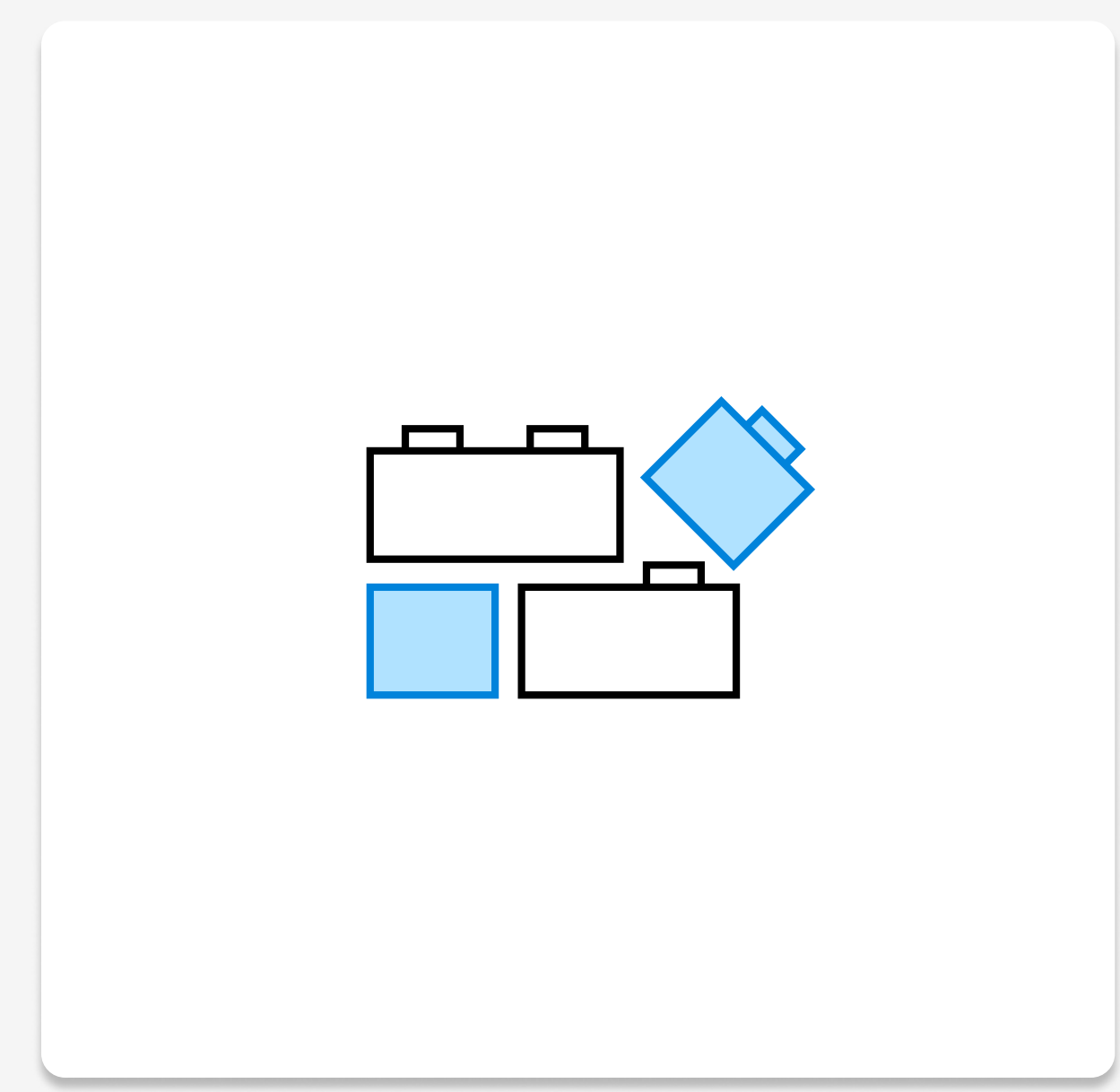
Onboard your team quickly by enrolling in Revu Essentials. This 1.5 hour course will walk you through the most essential Revu features to get up to speed quickly. This course will also prepare you for the Bluebeam Certified Professional exam.



Revu Essentials

Revu Essentials covers the baseline information and best practices for starting with Revu, including:

- Navigating and tailoring the interface
- Manipulating, reordering, splitting, and combining documents
- Implementing industry-standard markup tools
- Creating and saving custom markups
- Sorting, filtering, and sharing markup data
- Calibrating scales and measurements
- Collaborating with Studio Sessions and Projects



1 hr 30 min

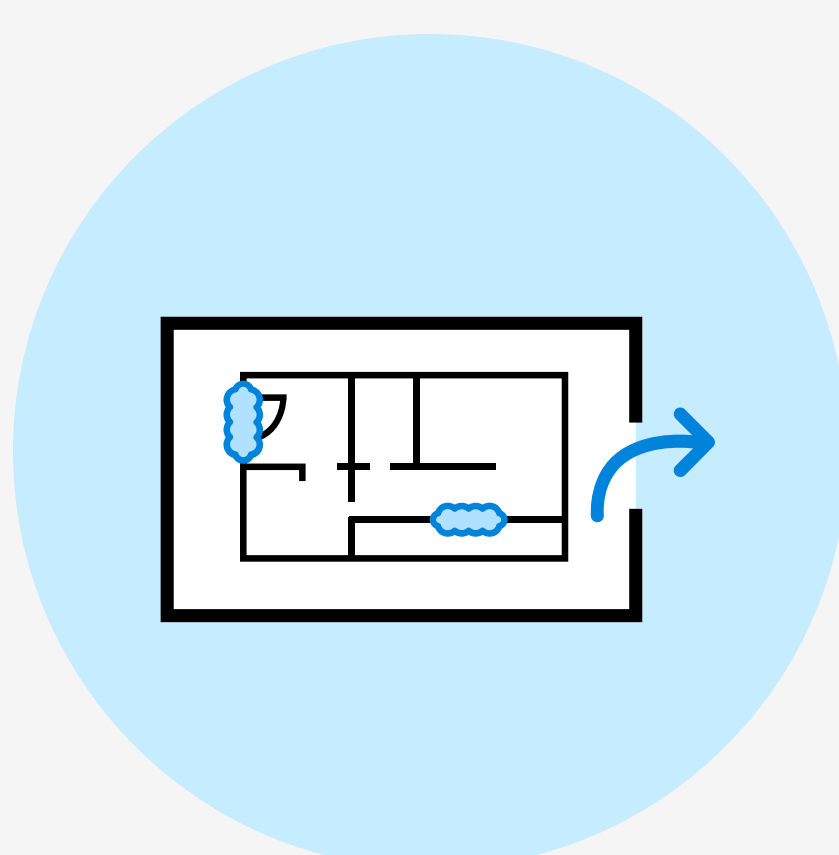


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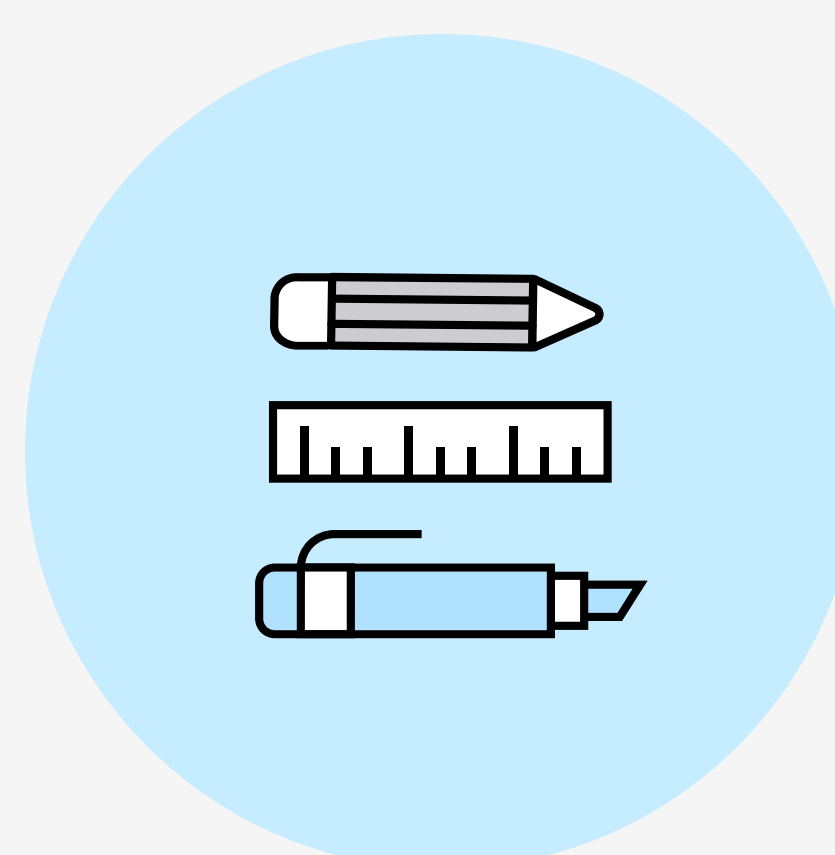


Beginner

Popular features covered in this course:



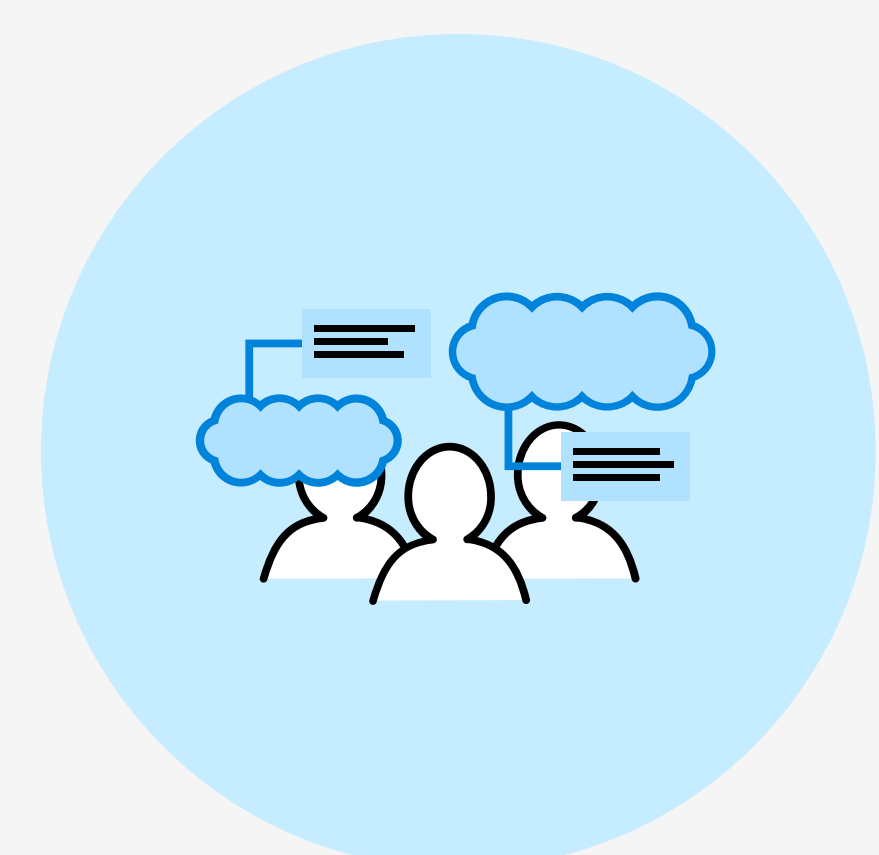
Markups &
the Tool Chest



Customizing
Markups



Markups List



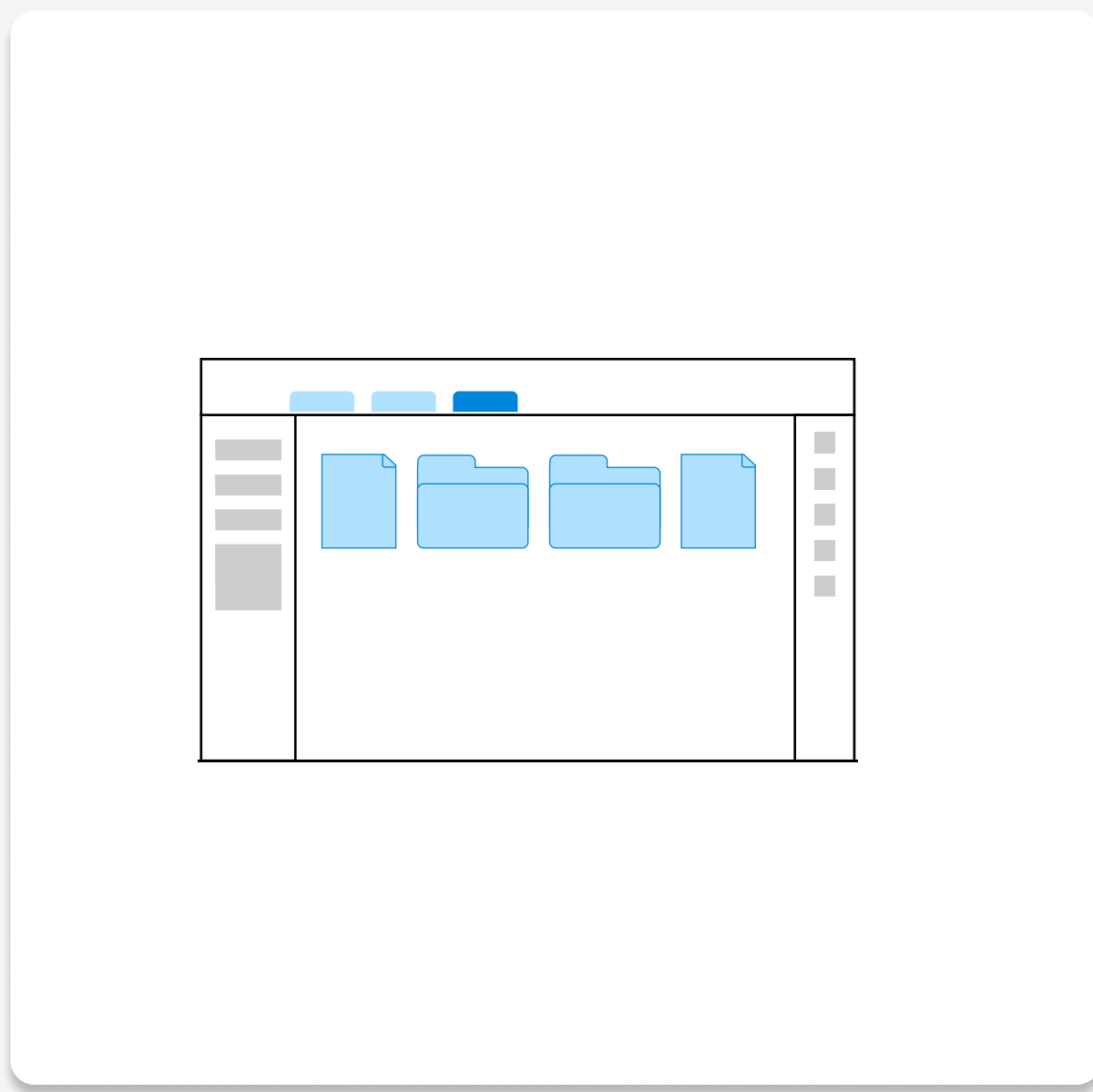
Studio

Bluebeam Studio Sessions & Projects



Bluebeam Studio Sessions is made for real-time PDF collaboration, and Studio Projects is a document management system that lets you store documents in the cloud. Learn the essentials for collaborating with Sessions and Projects to ensure optimal productivity on your construction projects.

Collaborating With Studio

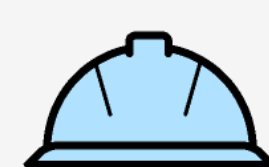


Keeping your project partners on the same page has never been more important. Fortunately, Revu makes real-time digital collaboration easy. In this course, you'll learn how to:

- Create a Studio account with your BBID and log in
- Create a Studio Session and invite users, and set permissions
- Use the features and functions allowed in Studio Sessions to collaborate on documents
- Create a Studio Project, invite users, and set permissions
- Explain how Studio Projects helps with storing and sharing document files
- Maintain revisions and manage access to documents



45 min



All Roles

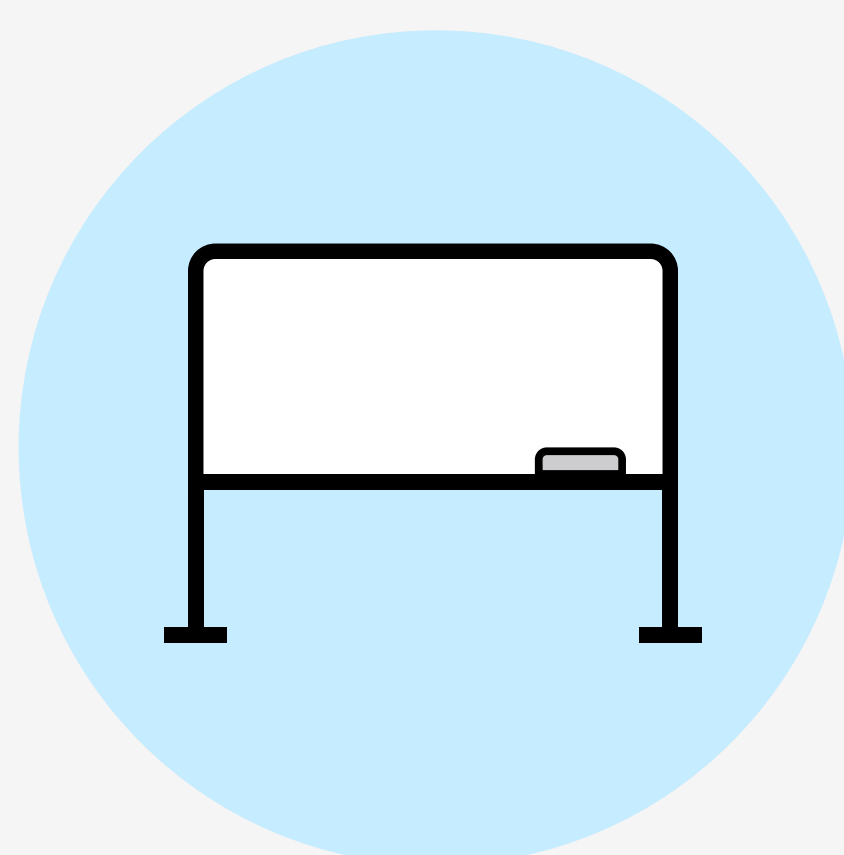


Beginner

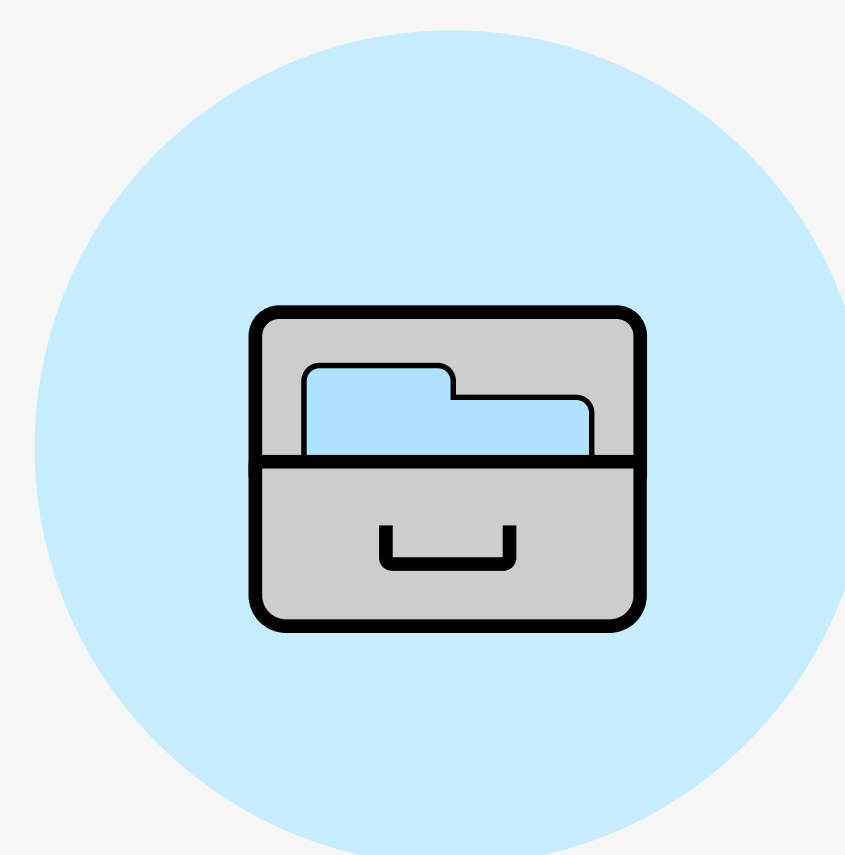
Popular features covered in this course:



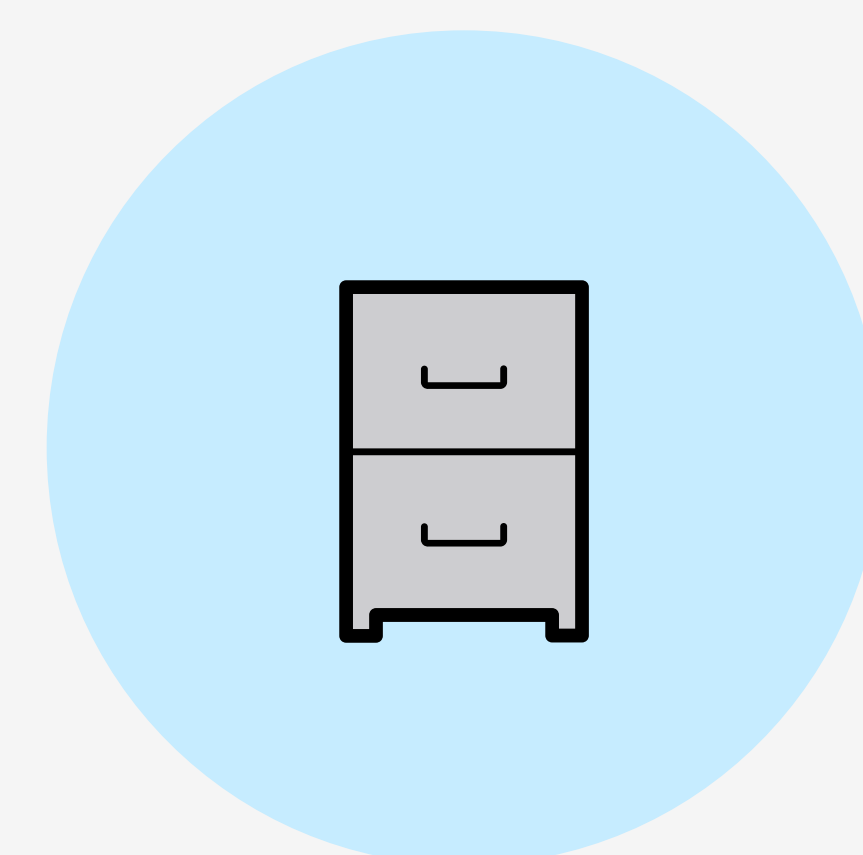
Creating & Managing a
Studio Session



Live
Collaboration



Studio Setup



Managing Files
with Projects

NEW

Bluebeam Cloud

Bluebeam Cloud is a new suite of cloud-based solutions that seamlessly connect with your documents and tool sets in Revu. If you are new to Bluebeam Cloud, this course will help you get acquainted with basic project setup and features including our Markup Editor and Field Tools.



Get Started with Bluebeam Cloud

Bluebeam's newest offering works seamlessly with Revu to make collaborating in the field easier. With this course, you'll get up to speed quickly on everything Bluebeam Cloud, including:

- Logging in with Bluebeam ID (BBID)
- Navigating the dashboard and interface
- Uploading and organizing drawings
- Using the Markup Editor to communicate on drawings for your entire team to see
- Creating and managing your punches and RFIs, and best practices to keep your field communications organized and up-to-date



20 min



All Roles

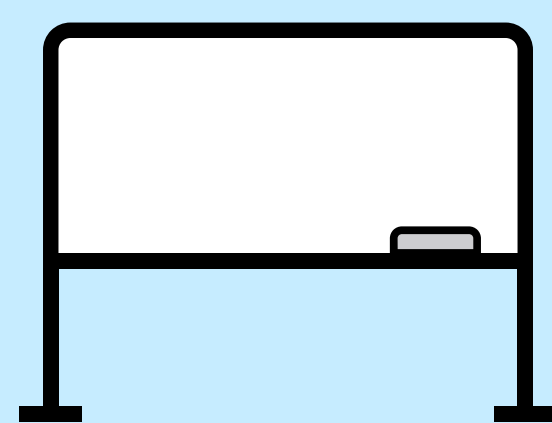


Beginner

Popular features covered in this course:



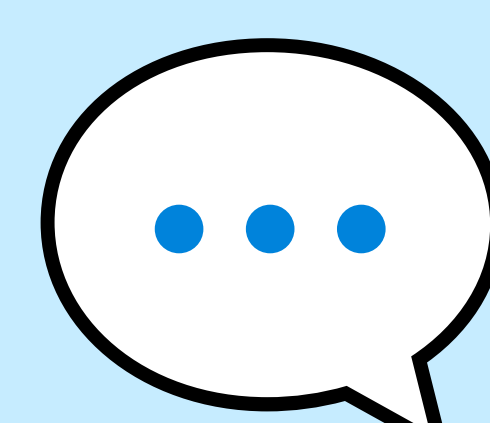
Setting up
Projects



Working with Drawings



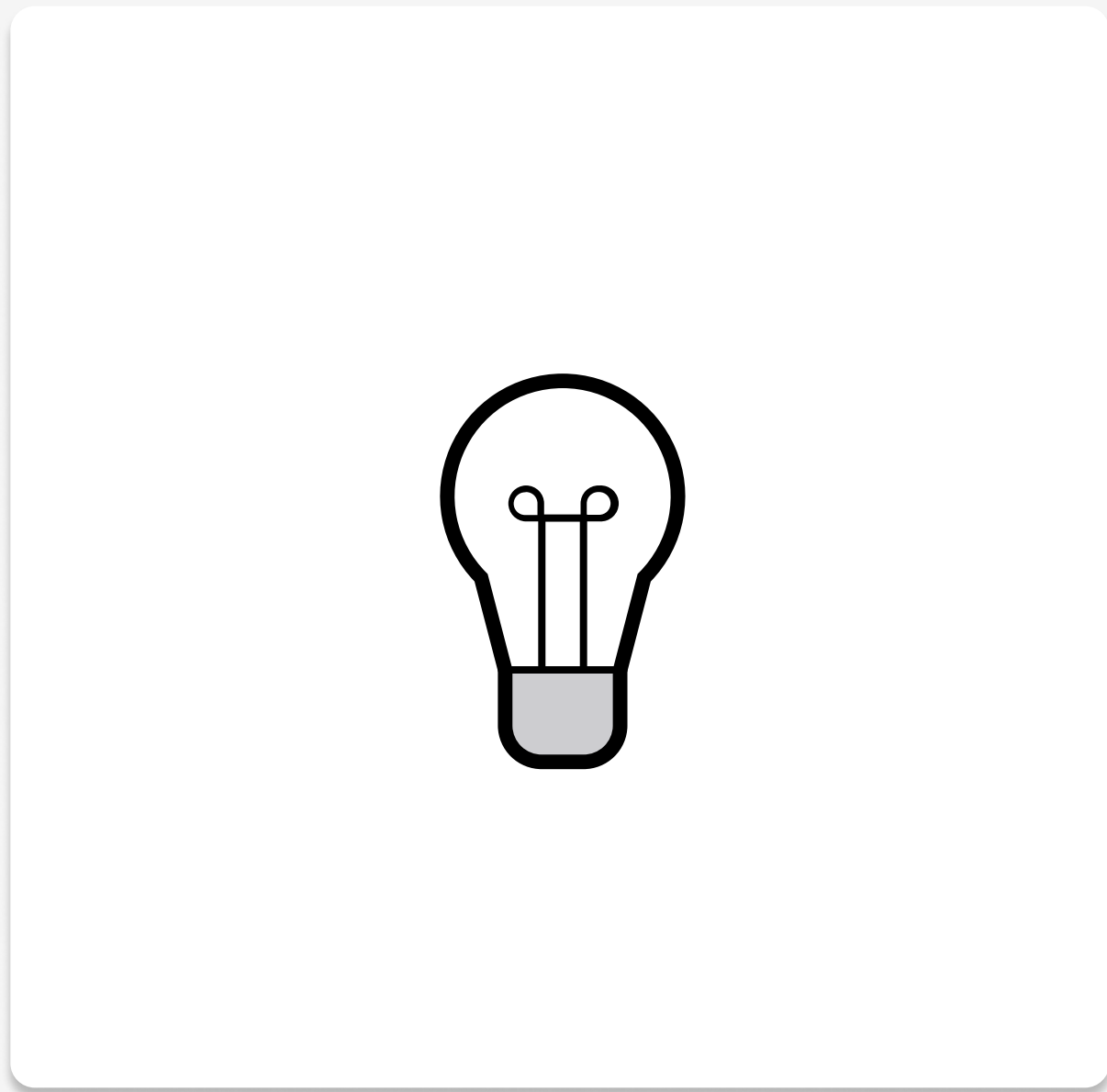
Punch



RFIs

Learning Paths

Quantity Takeoff

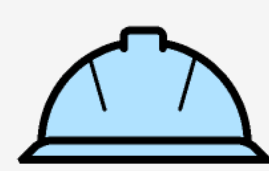


Ensure the most accurate measurements and estimates with takeoff tools. Quantity Takeoff will go over Revu best practices including:

- Setting the scale of your documents for the most accurate measurements
- Working with measurement tools and tool sets for future bids
- Using measurement data to create the most effective bids



3 hr 30 min



Estimators

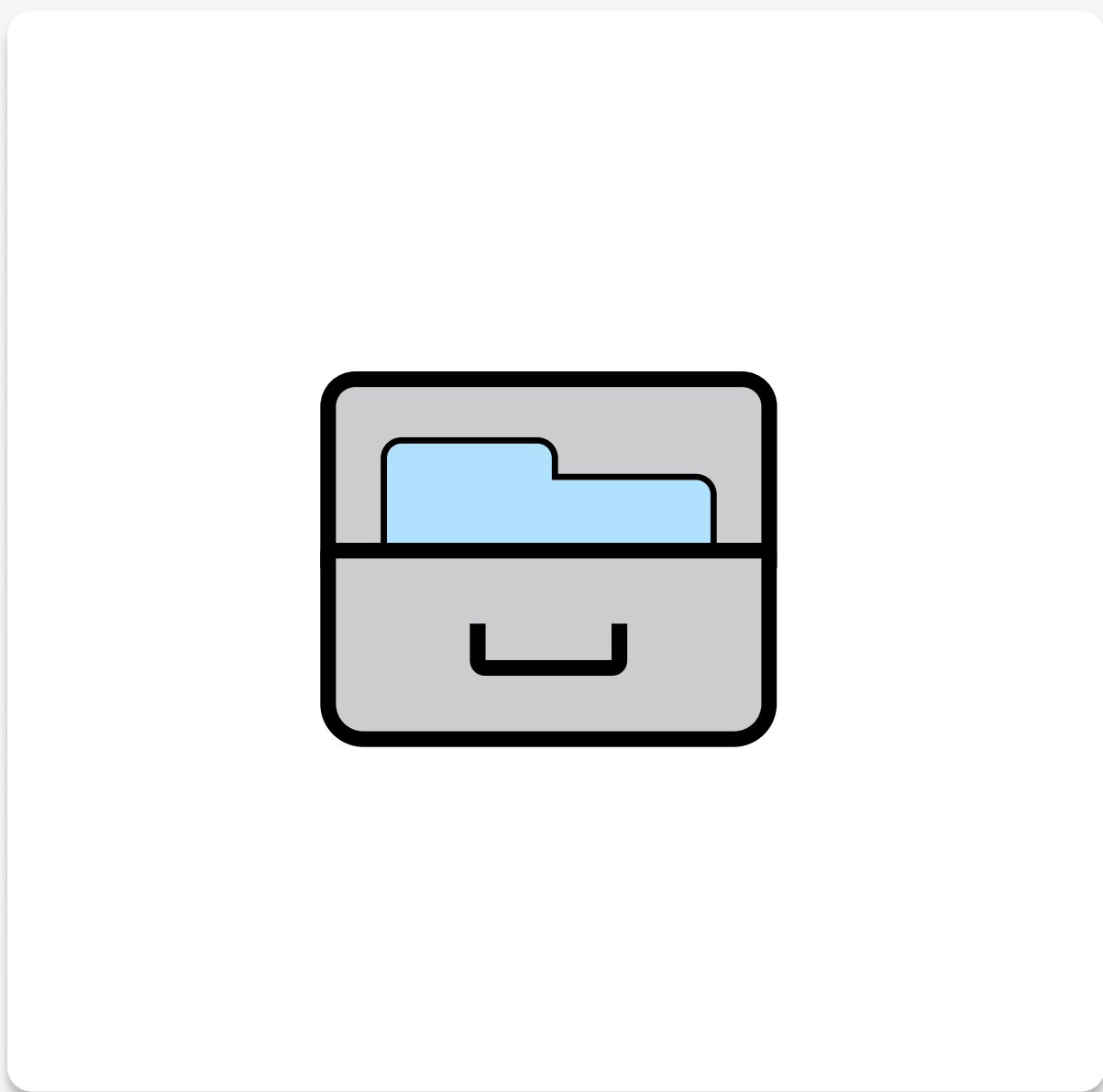


Advanced

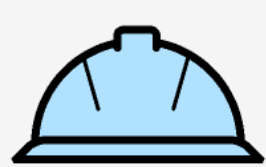
Drawing Management

Learn to edit, manipulate, create, process and manage documents and forms. Drawing Management will walk you through:

- Editing the structure and content of your documents for better organization
- Adding detail to existing drawings and creating full sketches at scale
- Managing your projects in the cloud with Studio Projects
- Creating your own forms and easily collect data
- Setting up your content for easier editing and data collection
- Using project dashboards to share documents with project partners



6 hr 30 min



Project Managers
& Administrators



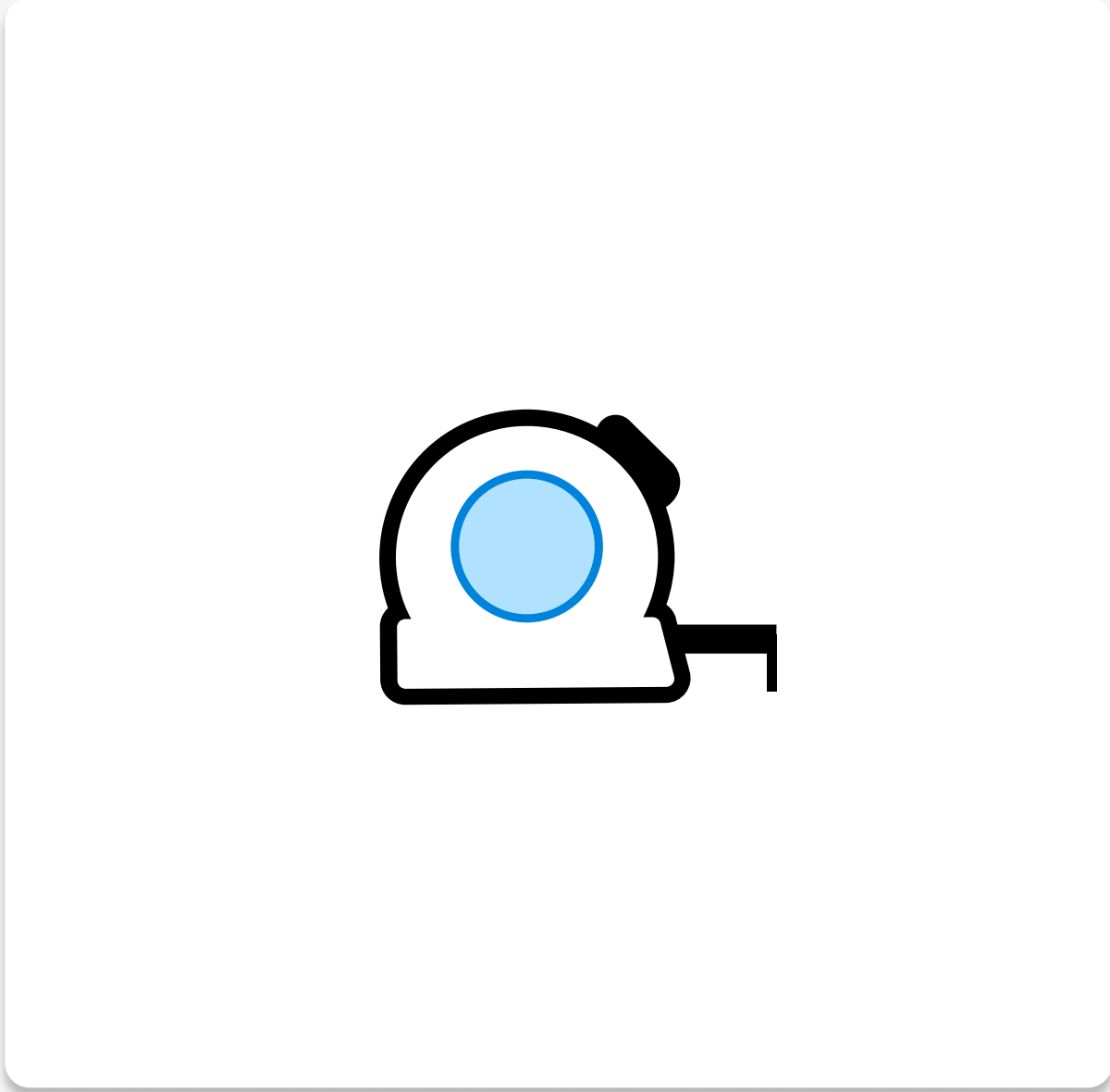
Advanced



Learning Paths



Field Issues

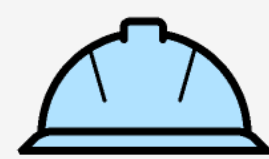


Track, identify, and distribute field issue information. Field Issues will help you understand how to:

- Manage projects in the cloud with Studio Projects
- Use project dashboards to share documents easily with project partners
- Get documents into the hands of the people on site that need them the most
- Prepare, identify, manage, and remain accountable for issues you encounter in the field



5 hr 30 min



All Roles

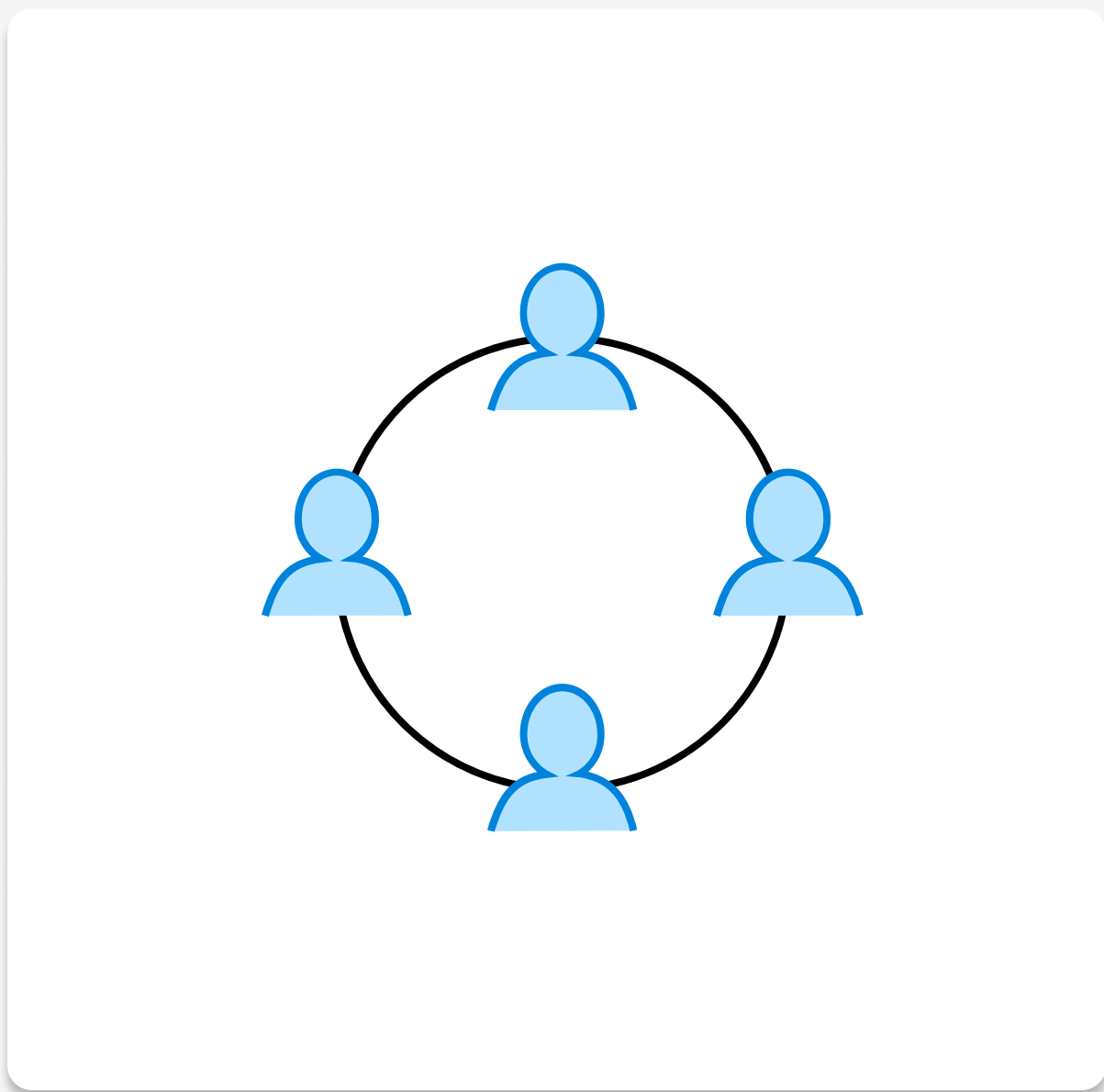


Advanced

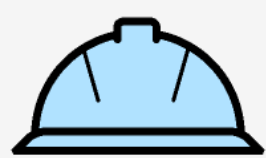
Collaborative Review

Track markups, collaborate live, and use content-aware processing and editing tools to work more efficiently with your team. In Collaborative Review, you will learn how to:

- Get the most out of every markup with metadata in the Markups List
- Use Revu's best-in-class markup tools and save them in tool sets
- Collaborate live with others using Studio Sessions
- Manage projects in the cloud with Studio Projects
- Create your own forms and easily collect data



5 hr 50 min



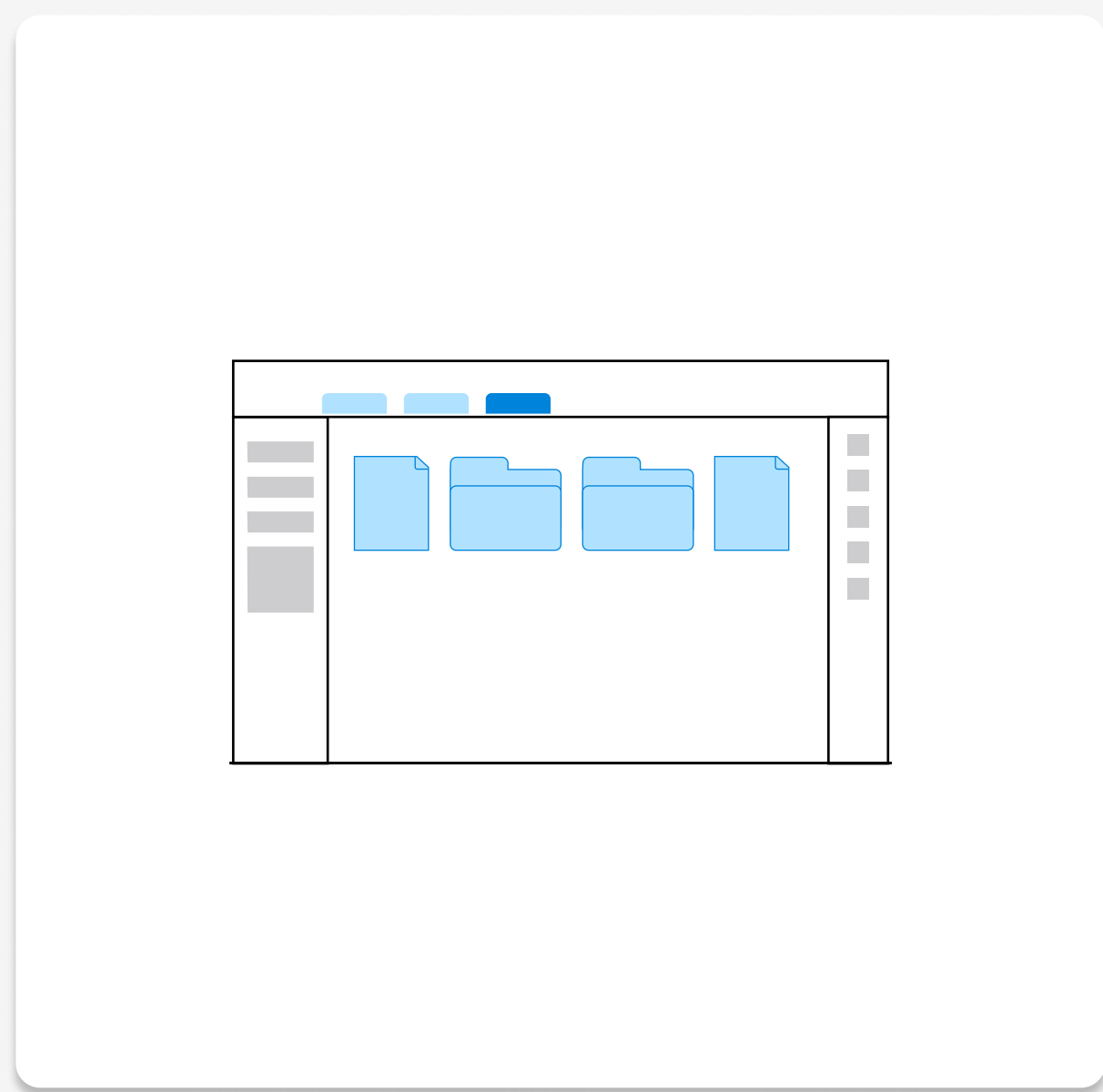
All Roles



Advanced

All Courses (A-Z)

Building Project Dashboards



Building Project Dashboards in Revu will answer the questions you have on one of the emerging trends in construction document management. This course will enable you to:

- Describe what makes dashboards effective for distributing and accessing files
- Compile a file structure to effectively use a dashboard
- Design simple and advanced dashboard elements using markups
- Add actions to dashboard elements to link to drawings and files
- Layout dashboard elements to create an easy to navigate document
- Save your dashboard to use as a template for future projects



2 hrs



All Roles

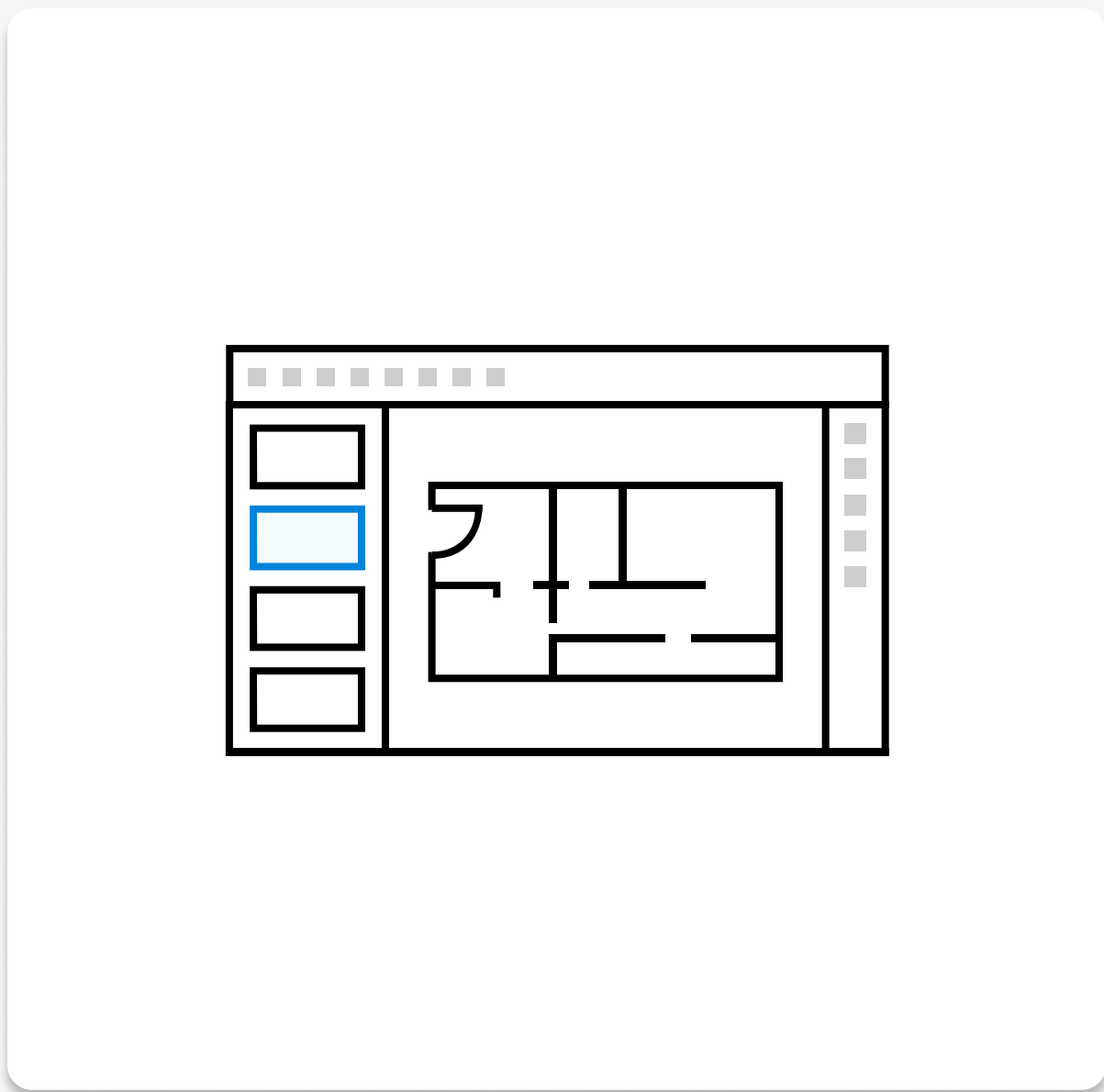


Beginner

Document Editing & Manipulation

You won't always get a perfectly well-organized document from your stakeholders, and you may even want to make changes to make your work easier. In this course, you will discover the best ways to edit your documents, including knowing how to:

- Create new PDFs
- Combine or split documents
- Reorder, rotate, replace and insert pages within a PDF
- Edit and redact text and content on a PDF
- Format documents for more effective viewing



40 min



All Roles



Beginner

All Courses (A-Z)

Document Security & Verification

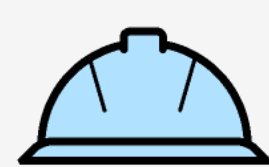


Revu's digital verification and security features, based on the PDF standard, can allow you to confirm your documents' validity and prevent unwanted changes. In this course, you will work with those security features to lock down any documents that require protection or certification, and will come out knowing how to:

- Use Flatten to quickly secure markups against editing
- Identify PDF security features and how they can be used to secure your documents
- Explain what a Digital ID is
- Use Digital Signatures to sign a document electronically
- Use Document Certification to verify a document



1 hr



All Roles

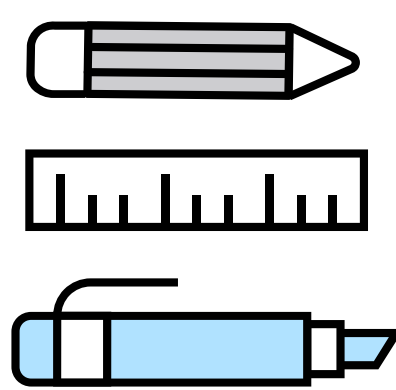


Beginner

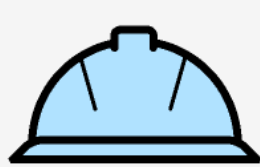
Drafting & Sketching

Drafting & Sketching is designed for users who want to add new content or represent items at scale in their drawings, like your trailer and container placement on projects or adding details on site plans. In this course, you will add symbols, scaled sketch markups, and how to:

- Create reusable design templates for sketching
- Use markups, custom symbols, and other tools to create non-scaled diagrams
- Utilize sketch markups create scaled sketches and diagrams



45 min



All Roles



Advanced

All Courses (A-Z)

Field Distribution



If getting documents out to your field team is a major priority, then this is the course for you. Here you will see the best ways to get documents in a number of different functions and Bluebeam applications. You'll also get the most comprehensive information on Revu's Sets feature you will ever see. Field Issues will show you how to:

- Use Revu to complete existing forms
- Create new forms in Revu
- Edit form properties and tab orders for the best experience



1 hr



All Roles

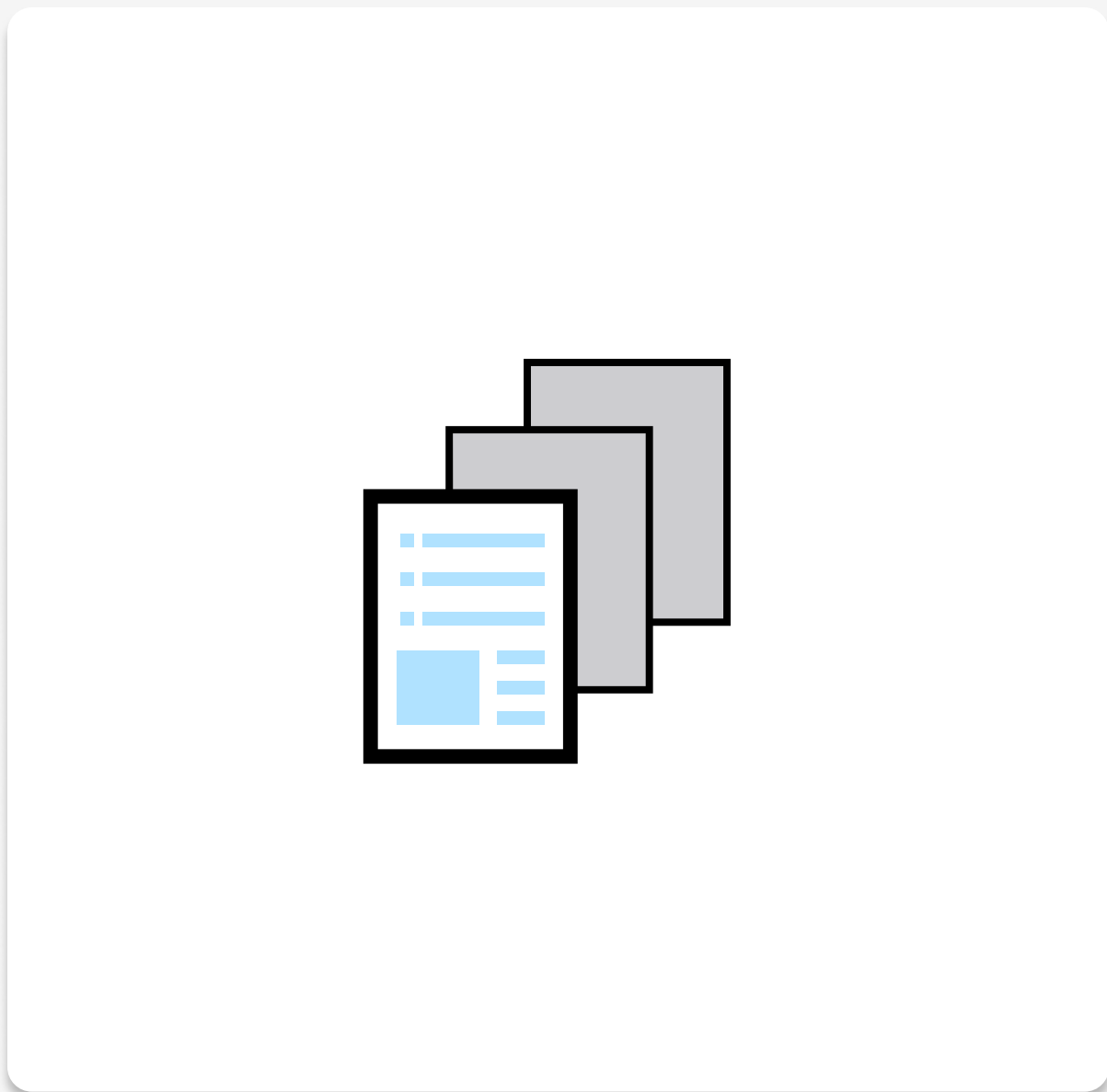


Beginner

Form Editing & Creation

Form Editing & Creation is designed for more advanced users of Revu that need to access and create forms based on accepted standards. If you need forms to get the most out of Revu, you'll find what you need here. In this course, you will see how to fill out and create new forms and optimize them to work best for your needs. You'll learn how to:

- Use Revu to complete existing forms
- Create new forms in Revu
- Edit form properties and tab orders for the best experience



1 hr



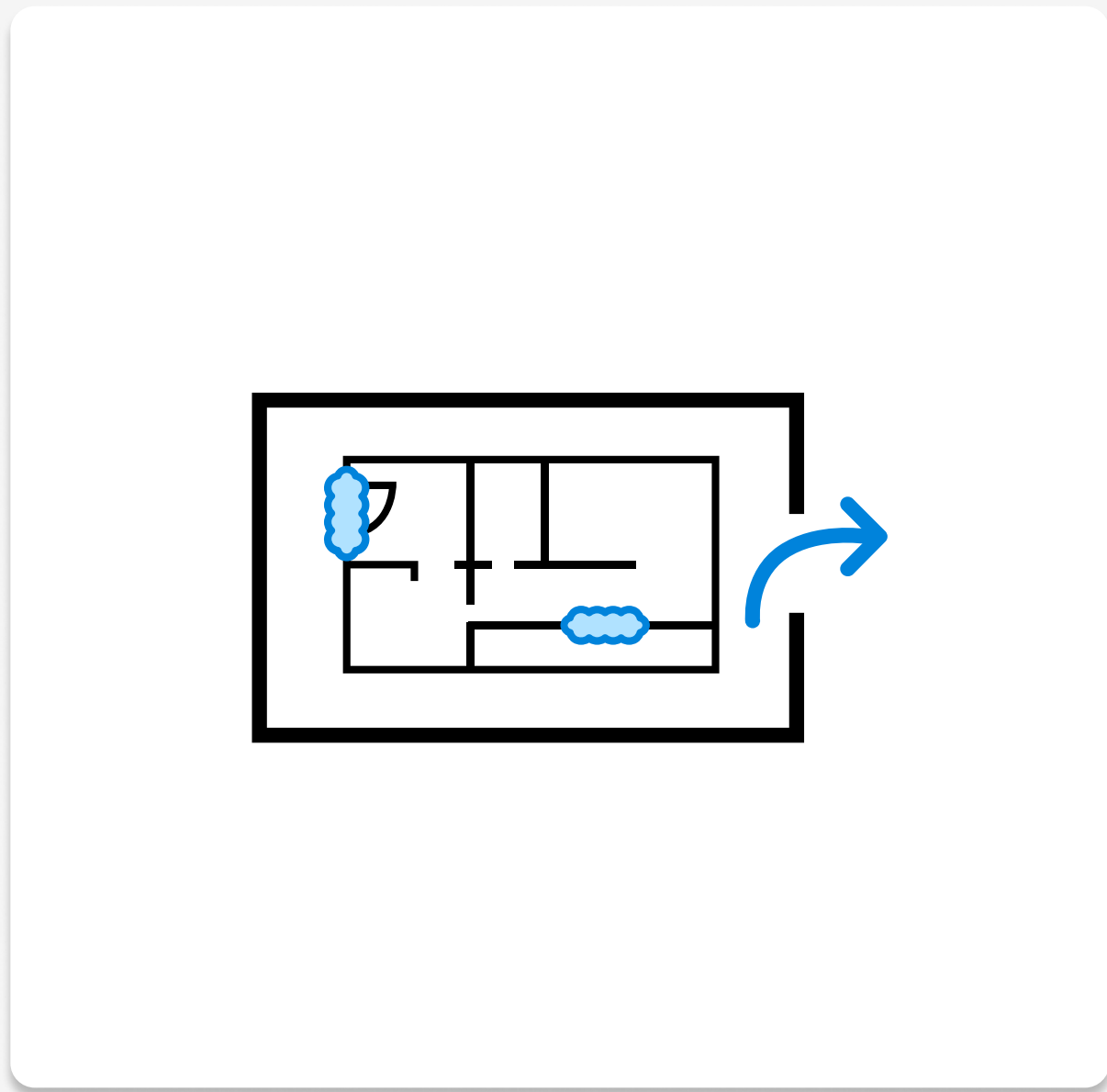
All Roles



Advanced


All Courses (A-Z)

Hyperlinking & Places



If you find yourself going back and forth between plans and spec sheets or constantly checking details on your drawings, Hyperlinking & Places will show you everything you need to know to streamline this issue. In this course, you will learn the best ways to link your drawings to pertinent information and pages. We'll show you how to:

- Add actions to markups and create hyperlinks to navigate your drawings
- Create links in a Batch process to cover several links at once
- Create and jump to Places for quick navigation to specific areas of the drawing


40 min

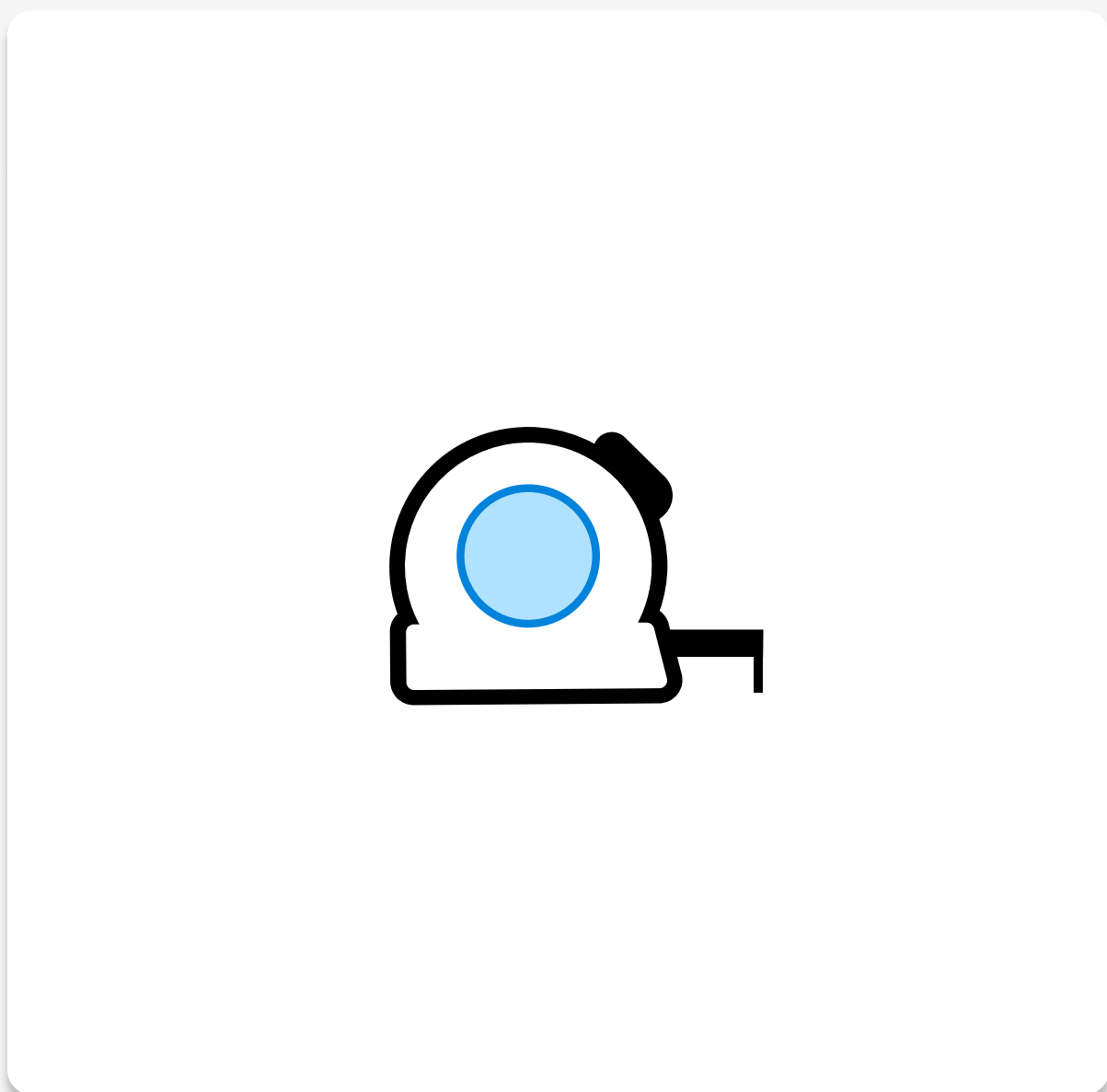

All Roles



Beginner

Measurement Tools for Takeoffs and Estimates

Revu has all the tools you need to take accurate measurements of any area or linework on your drawings. The Tool Chest also lets you save your favorite and custom tools, so you have them ready whenever you need them. See the ins and outs of every measurement tool and select the right one for the job, and learn how to:

- Utilize the suite of measurement tools in Revu to quickly find values of size of rooms and number of fixtures
- Customize measurement tools to get the most data for later use
- Create a tool set specifically for the tools you use most often for your takeoffs



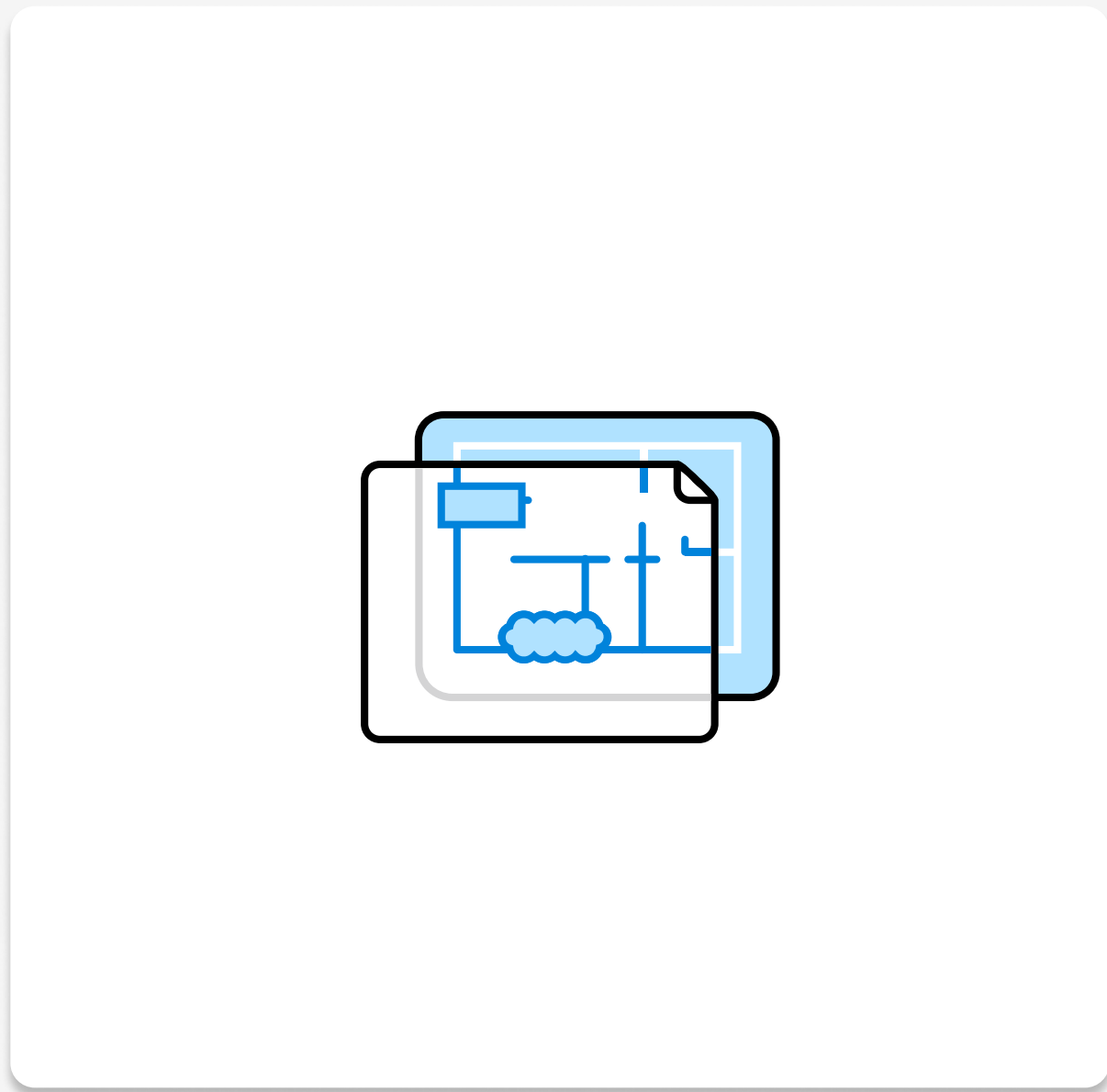

1 hr 30 min


Estimators


Beginner

All Courses (A-Z)

Processing Document Content

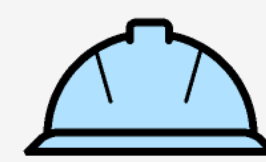


You won't always get a perfectly well-organized document from your stakeholders, and you may even want to make changes to make your work easier. In this course, you will discover the best ways to edit your documents, including moving pages and extracting them from the document. We'll teach you how to:

- Search for text and symbols in your documents
- Reveal text content with OCR
- Compare documents to see differences or changes
- Automatically create Page Labels, Bookmarks, and more
- Use processes to repair and enhance drawings



1 hr 30 min



All Roles

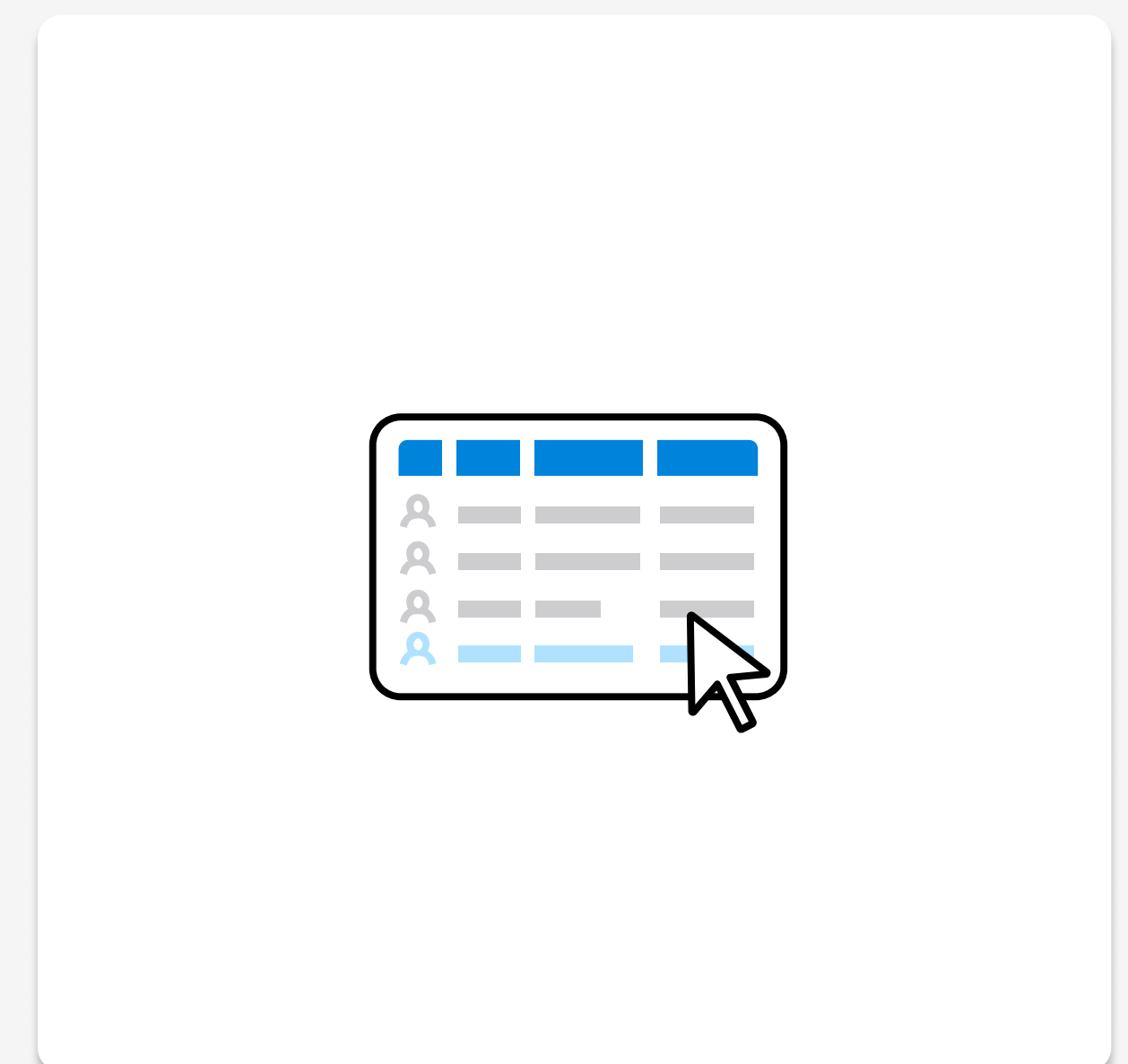


Advanced

The Markups List and Markup Data

When you add a markup, it is not just a symbol. It has a wealth of data points that can be automatically tracked or added in Revu's Markup List. This course will go into depth on markup data stored in the Markups List, how you can view it most effectively, and working with advanced metadata in your markups. You'll learn how to:

- Review annotation data in the Markups List
- Manage and filter data to show exactly what you need
- Communicate with replies and status fields
- Create custom columns in the Markups List
- Export markup data to a shareable summary



30 min



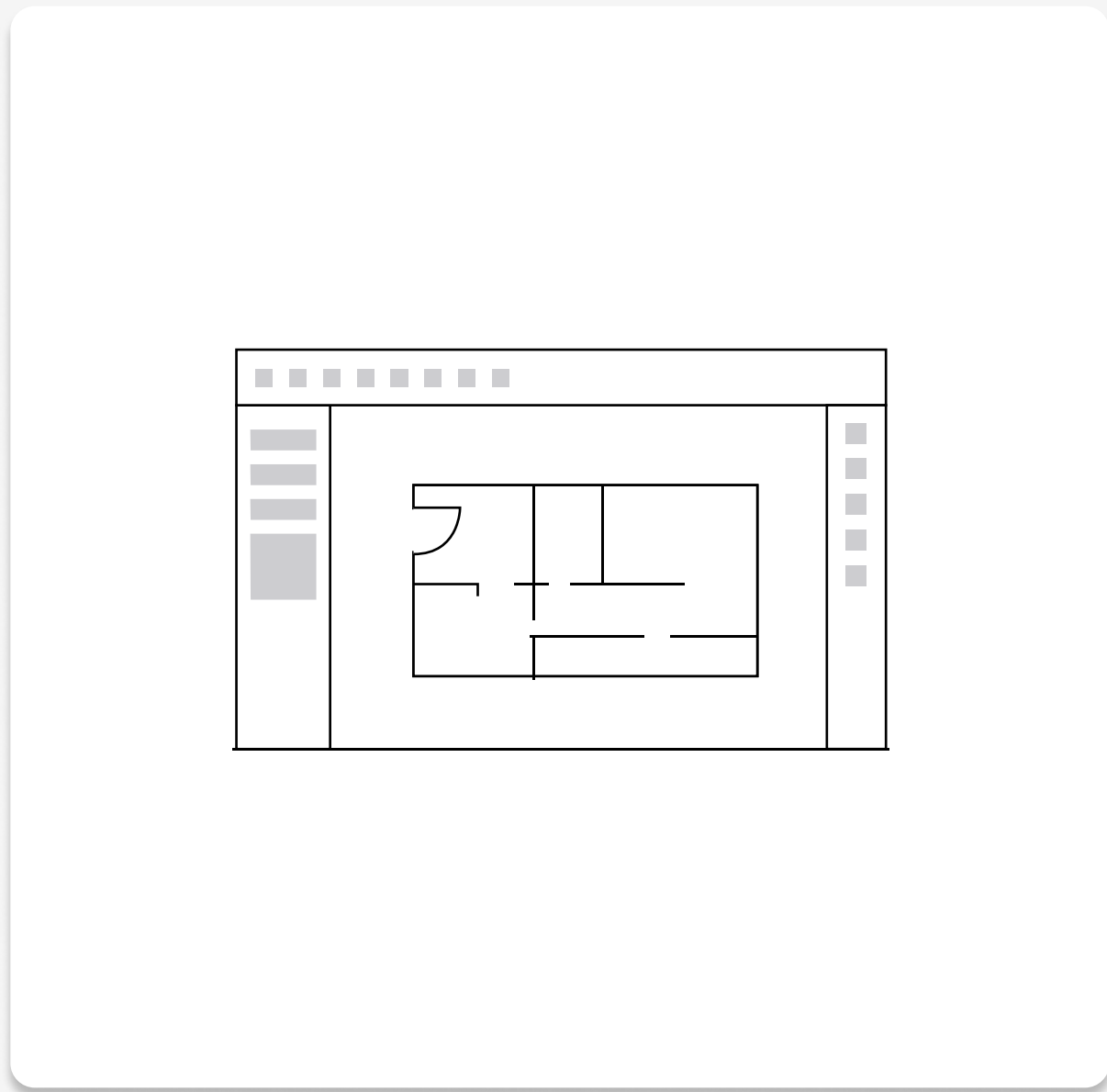
All Roles



Beginner

All Courses (A-Z)

Revu Interface and Navigating Documents



Before you can begin using all the fantastic features in Revu, you need to know where everything is and how to set it up to your liking. In this course, you will get acquainted with the Revu interface, learn how to customize it, and how to access and navigate around documents. We'll show you how to:

- Identify key features and functions of the Revu Interface
- Navigate around documents in Revu.
- Open files quickly and easily
- Create and share a custom Profile.



1 hr



All Roles

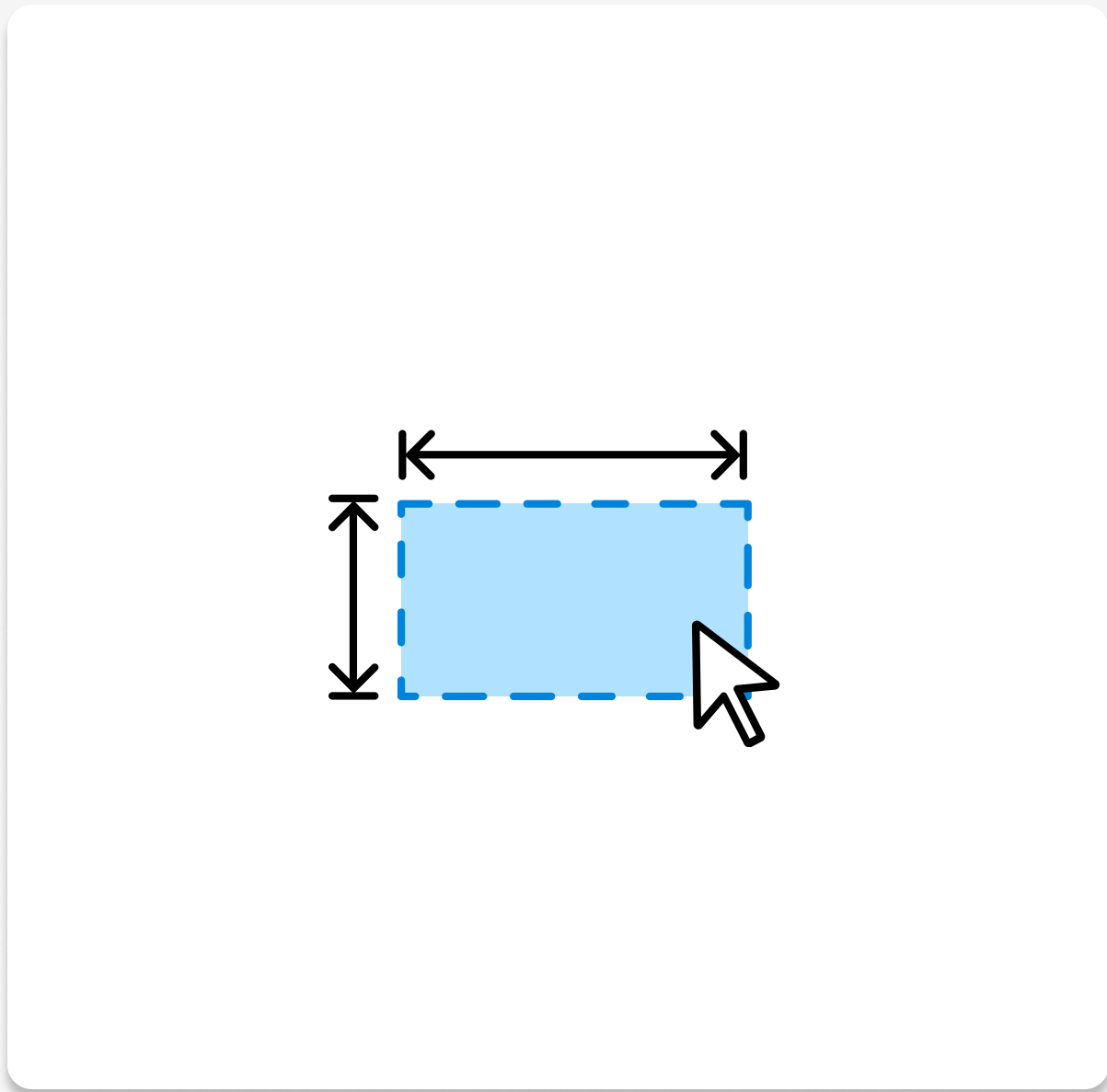


Beginner

Scale and Calibration

Accuracy and efficiency win projects for your organization when it comes to preparing bids. In this course, you will discover how to set the scale of your documents so that when you eventually use Revu's measurement tools, your measurements will be as accurate as possible. By the end of this course, you will understand the value of scale to a document and know how to:

- Set the scale of a document
- Calibrate a document based on a scale or known measurement
- Use scaled-based functions like Dynamic tool set scale



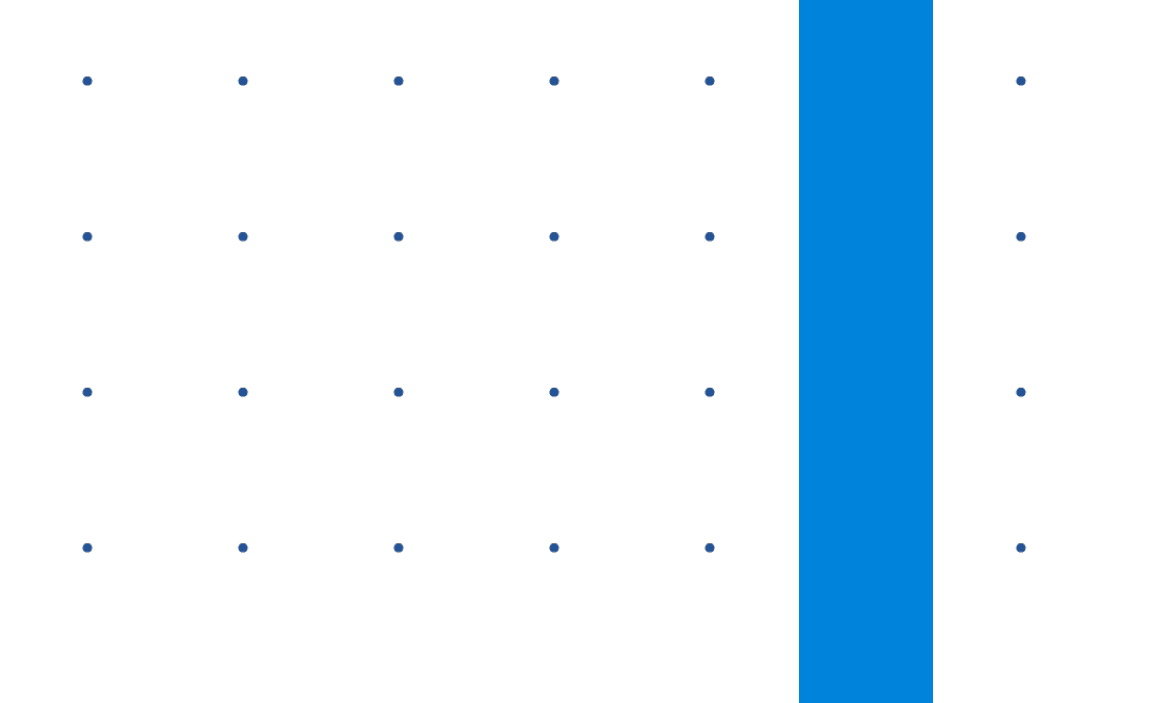
1 hr



Estimators

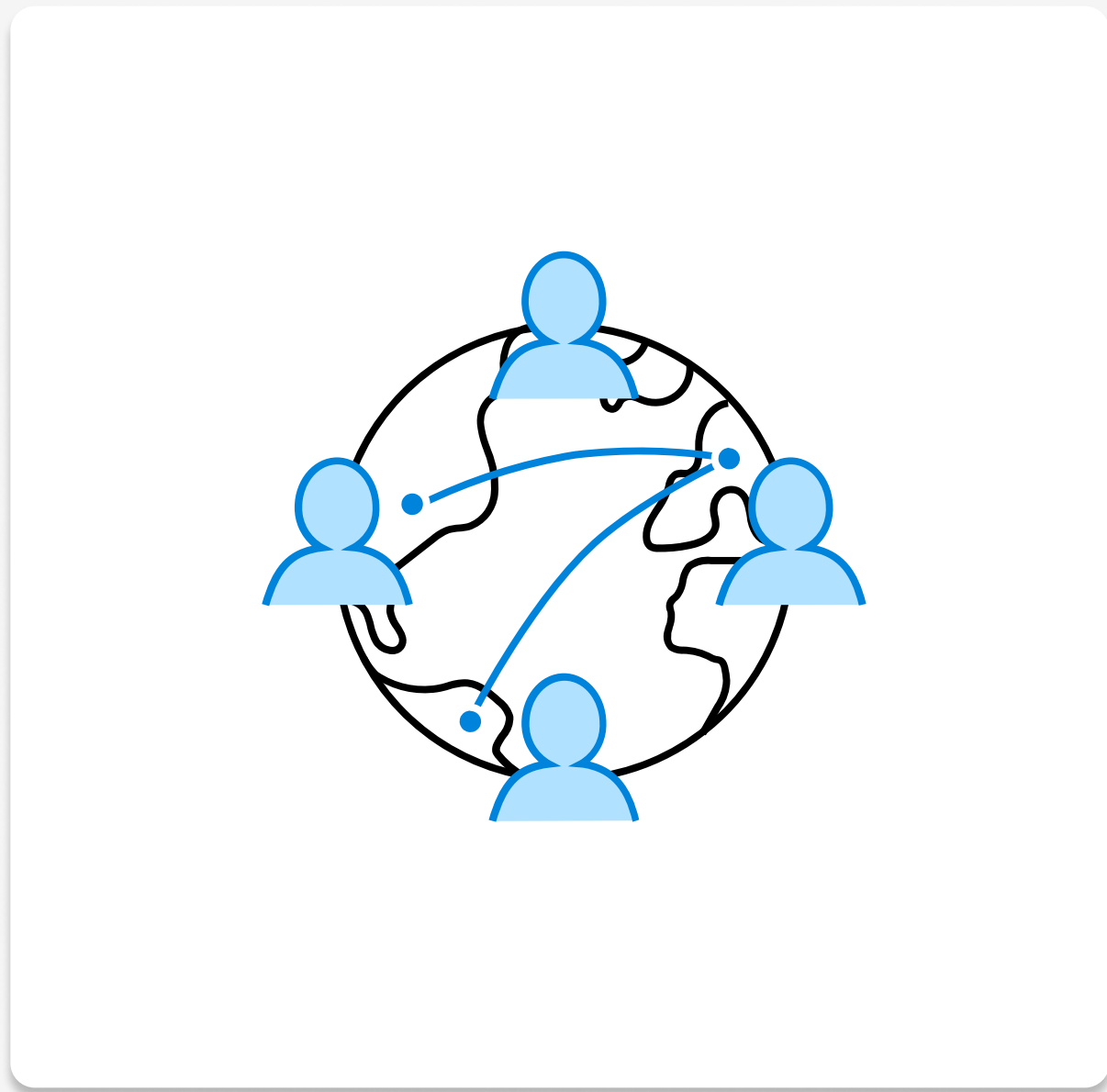


Beginner



All Courses (A-Z)

Real-Time Collaboration - Studio Sessions



To be on the same page with your project partners, you want to make sure you can work together as effectively as possible. In this course, you will see how to create a Studio Session and use its features and functions to collaborate with other stakeholders on your documents, no matter where or when they are. We'll cover:

- Creating a Studio account with your BBID and log in
- Creating a Studio Session and invite users, and set permissions
- Features and functions allowed in Studio Sessions to collaborate on documents



50 min



All Roles

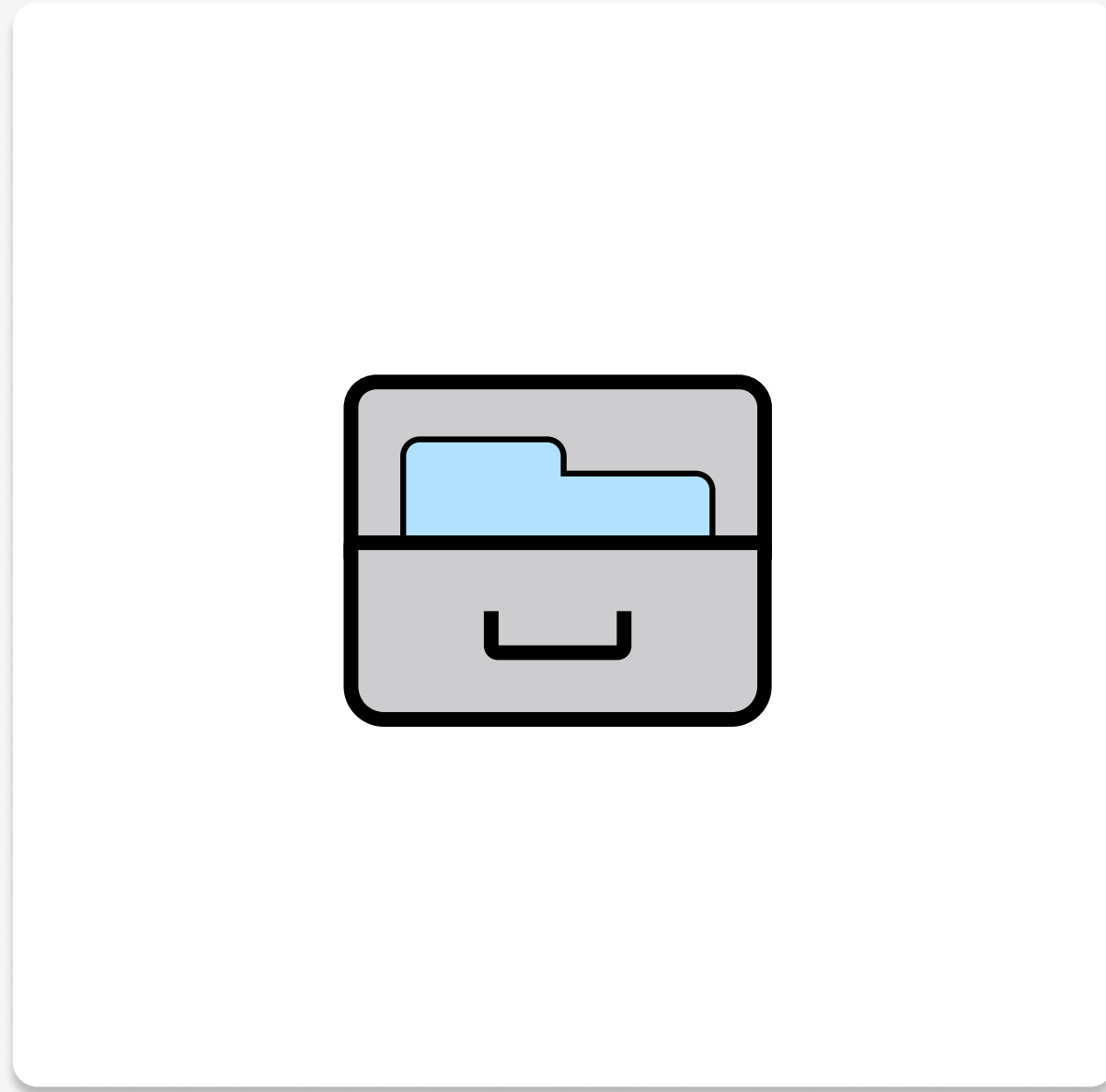


Beginner

Document Management - Studio Projects

Keeping your project partners on the same page has never been more important. Fortunately, Revu makes real-time digital collaboration easy. In this course, you'll learn how to use Studio Sessions and Studio Projects in Revu to collaborate with your team on project files, anytime, anywhere. You will learn how to:

- Create a Studio account with your BBID and log in
- Create a Studio Session, invite users, and set permissions
- Use the features and functions allowed in Studio Sessions to collaborate on documents
- Create a Studio Project, invite users, and set permissions
- Maintain revisions and manage access to documents



30 min



All Roles

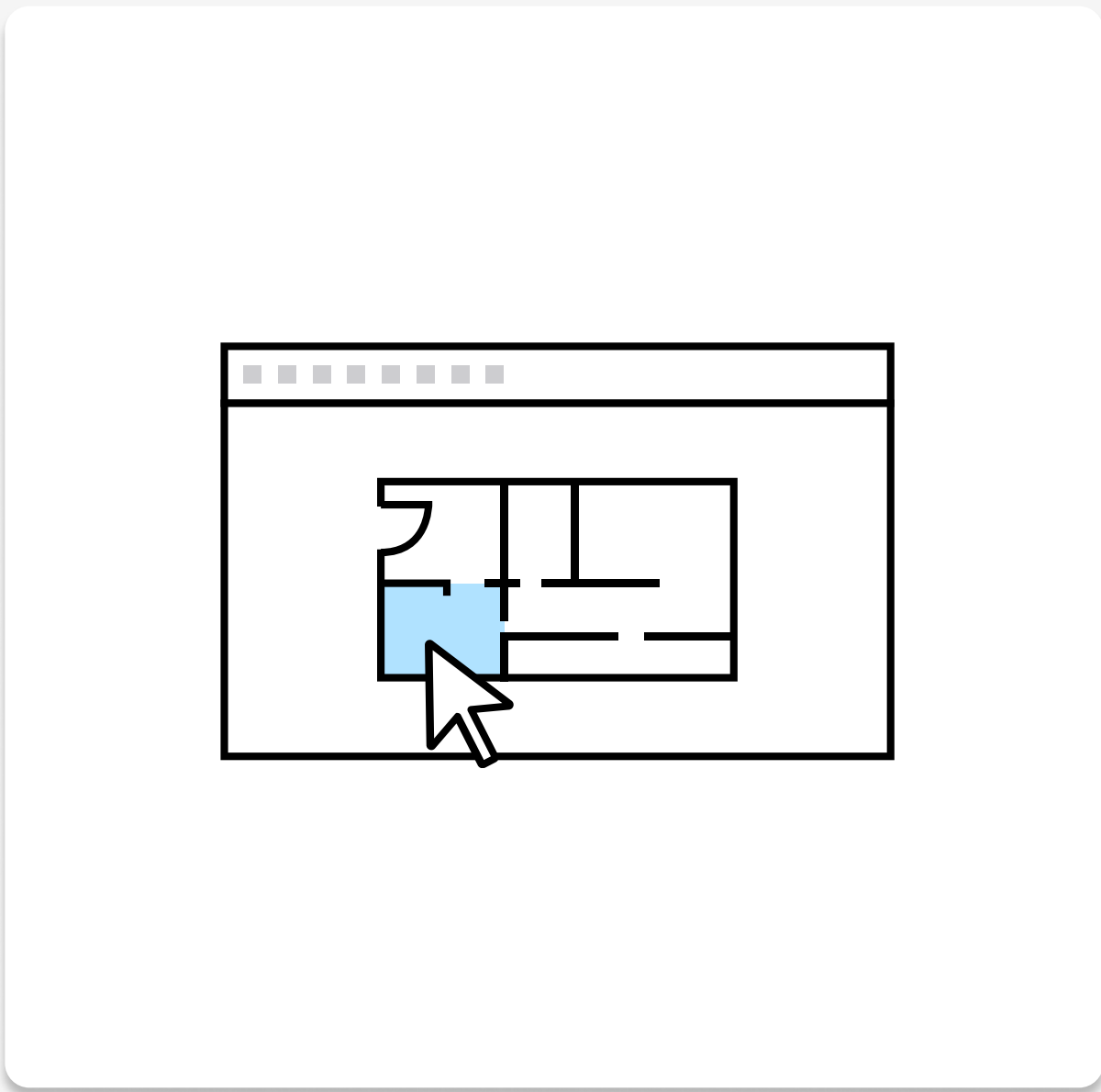


Beginner



All Courses (A-Z)

Takeoff Data and Industry Workflows

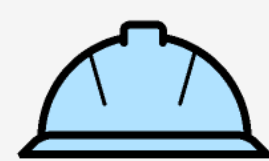


You've made measurements, but now it is time to use the data associated with those markups to create effective bids. You need to take the data you've collected and use it to calculate material and labor costs. Using the Markups List and functions like Quantity Link to pass that data to Excel, you can create a bid that will win you projects. This course will show you how to:

- Manage all of your measurement data in the Markups List
- Manipulate data to create a bid
- Connect quantities to Excel using Quantity Link
- See Revu workflows for various takeoff disciplines



1 hr



Estimators

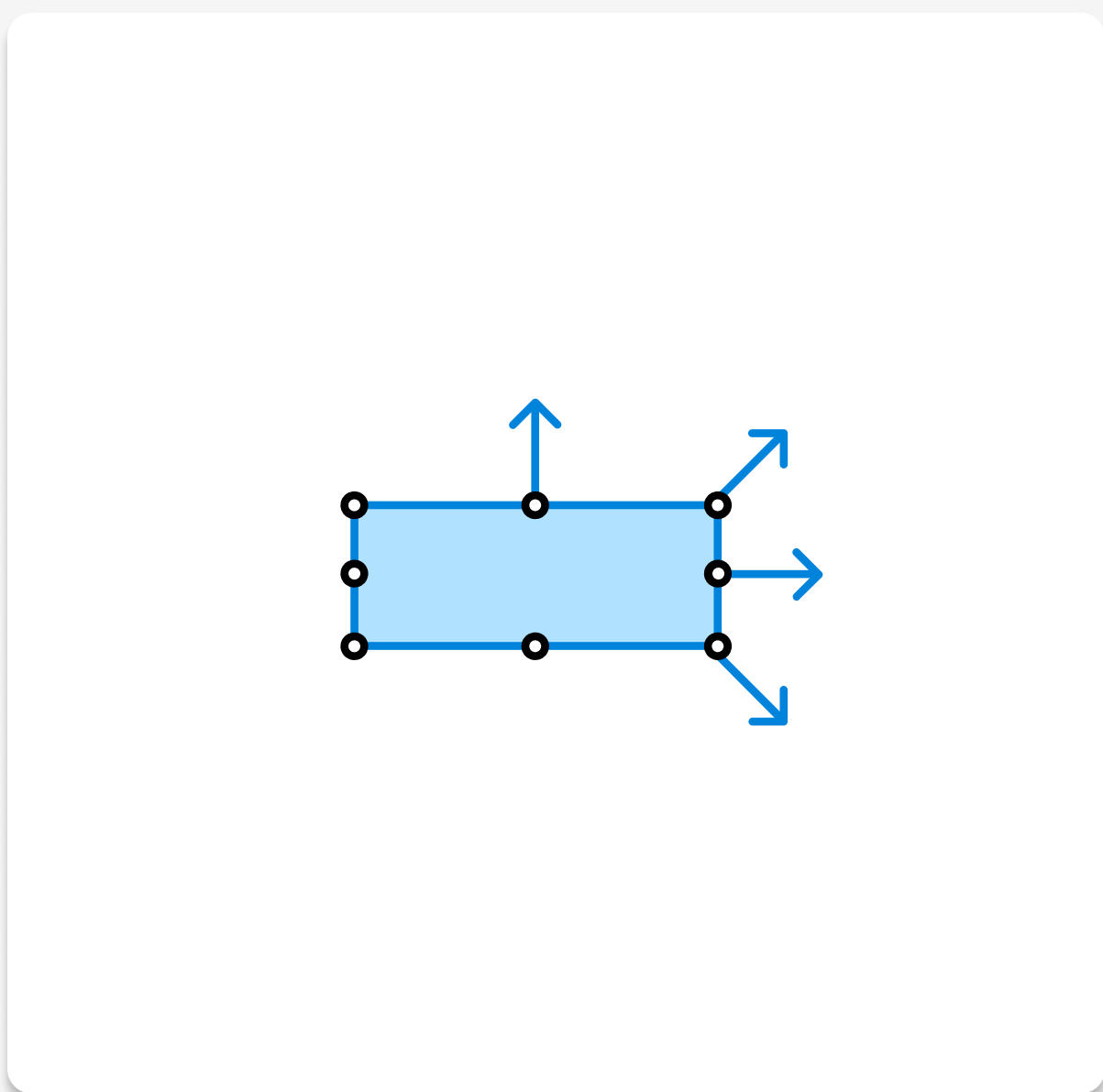


Advanced

Working with Markup Tools

Marking up documents, adding annotations to communicate needs, questions and changes is vital to many workflows when reviewing documents. This course provides an overview of all the markup tools available in Revu, how they can be saved and reused by adding them to the Tool Chest, and how to:

- Place effective markups on drawings
- Change the visual properties of markups
- Create stamp workflows
- Create and share a custom tool set
- Save markups to tool sets



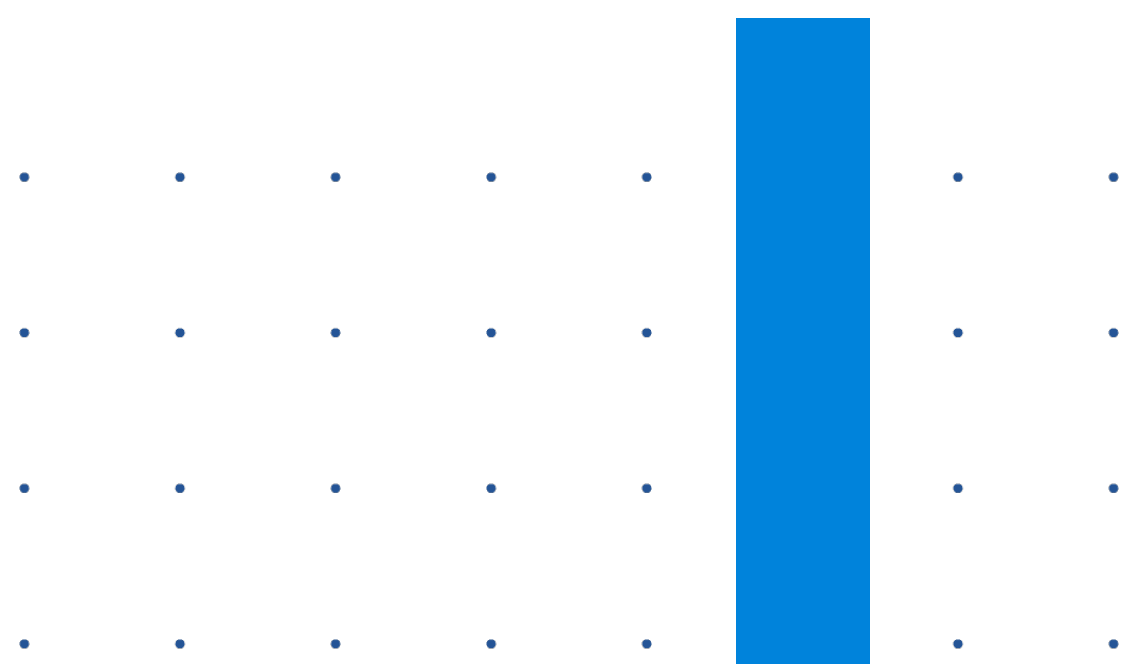
1 hr 30 min



All Roles



Beginner





Bluebeam University Course Catalog

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