

Document Control with Revu

Course Description:

Learn to 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, detect changes, and manage revisions. This course covers AutoMark, hyperlinking, document comparison, slip-sheeting and Sets.

Course Duration: Two hours

Course Objectives:

- € Generate page labels and bookmarks automatically within a combined document using AutoMark.
- € Use Places to manually hyperlink drawing sheets to details.
- € Link markups directly to response documents.
- € Detect changes in revised drawings or Sets using Compare Documents, Batch Compare Documents, Overlay Pages, and Batch Overlay.
- € Understand the difference between a Set and a multi-page PDF document.
- € Create a Set file and use filters to manage drawing revisions.

Course Agenda:

1. AutoMark & Page Extraction
 - a. Running AutoMark to set page labels from title block information
 - b. Setting bookmarks from page labels
 - c. Extracting all pages to break up a combined set into individual PDF files
2. Creating a Navigable Drawing Set
 - a. Why is linking a drawing set helpful?
 - b. Vector vs. Raster Drawings
 - c. Adding hyperlinks via Edit Action
 - d. Adding links using the Links and Places tabs
 - e. Batch Link
3. Document Comparison and Overlay Pages
 - a. Detecting changes with revised sets via Compare Documents
 - b. Detecting changes using Overlay Pages
 - c. Overlaying two differently sized sheets using pick points
 - d. Batch Compare and Batch Overlay
 - e. Batch Slip Sheet
4. Sets 3.0
 - a. Using Sets to view separate PDF files as if they are one combined file
 - i. Why using Sets makes navigation easier
 - b. Setting up your Set
 - i. Revision filter
 - ii. Setting up categories
 - iii. Copying over hyperlinks and markups to revised sheets
 - c. Viewing revision history in Sets
 - d. Compare Documents and Overlay Pages from Sets
5. Using Sets with Bluebeam Studio Projects
 - a. Overview of Studio Projects
 - b. Setting up a Studio Project and uploading files
 - c. Uploading and editing a Set within Projects
 - d. Inviting others and setting permissions
 - e. Read-only mode vs. checking out
 - f. Working offline

6. Q&A