

Revu Fundamentals

Course Description:

An introduction for new users of Bluebeam Revu. You will learn the fundamental skills necessary to organize, markup, edit, & collaborate with PDF construction documents.

Course Duration: Two hours

Course Objectives:

- € Understand the benefits of using PDF files.
- € Learn to view, markup and edit PDF files.
- € Understand how to use Profiles and create custom markup tool sets and stamps.
- € Track comments made to PDF documents in the Markups list.
- € Create a Studio Session for real-time collaboration and document review.
- € Set up a Studio Project for storing and sharing document files.

Course Agenda:

1. Welcome and Introductions
 - a. What is Revu?
 - b. How is it used?
 - c. What are the capabilities of Revu in the industry?
 - d. Why use PDF files?
2. Overview of Revu's Interface, Navigation and Profiles
 - a. Command bar and toolbars
 - b. Hidden panels and Tab Access
 - c. Navigation and status bar
 - d. Profiles and Profile management
 - e. PDF navigation
 - f. File Access tab
 - g. Split screen and syncing
3. Document Manipulation
 - a. Thumbnails tab: Inserting a blank page, inserting existing page, deleting pages, reordering pages
 - b. Combining PDFs
 - c. Searching text
4. The Markup Tools for Commenting on Drawings
 - a. Overview of markup tools
 - b. Scaling and rotating markups
 - c. Customizing the appearance properties of markups and adding subject lines
 - d. Inserting images using Capture
 - e. Using Snapshot tool
5. Stamps
 - a. Creating a stamp in Revu
 - b. Creating a stamp with dynamic information
 - c. Applying a stamp to page(s) from the Thumbnails tab
6. The Tool Chest for Sharing Customized Markups
 - a. Overview of the Tool Chest and how it helps save time
 - b. Recent Tools: Properties Mode vs. Drawing Mode
 - c. Creating a custom tool set
 - d. Saving a custom markup to a tool set
 - e. Sharing a tool set with colleagues

7. The Markups List for Tracking Comments
 - a. What is the Markups list? What does it do?
 - b. Sorting data in the Markups list
 - c. Custom columns
 - d. Importing comments from multiple PDFs onto your file
 - e. Filtering data
 - f. Setting statuses
 - i. Creating custom status fields
 - g. Replying to comments
 - h. Exporting all markup data
 - i. PDF & Excel Summaries
8. Using Studio Sessions & Projects for Collaboration
 - a. Overview of Bluebeam Studio
 - b. Studio Sessions
 - i. Setting up and participating in a Studio Session, permissions
 - c. Studio Projects
 - i. Setting up a Studio Project, permissions, check-in/out
9. Q&A