

BLUEBEAM REVU ESSENTIALS

COURSE OUTLINE



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Explore the comprehensive capabilities of Bluebeam Revu 21 for efficient PDF management and collaboration. This course offers an in-depth introduction to using Bluebeam Revu 21, covering essential tools and techniques to enhance your document handling and markup skills.

Introduction to Revu

Interface & Profiles

- Menus - Panels & Toolbars
- Profiles & Preferences
- Saving & Exporting Profiles
- Open a PDF & File Access
- Customizing the Interface

Document Navigation

- Tabbed Workspaces
- Navigation Bar
- Split Screen
- Web Tab

Document Manipulation

- Generating Page Labels
- Creating Bookmarks
- Thumbnails Panel
- Extracting and Inserting Pages
- Rotating and Reordering Pages
- Exporting PDF to Word & Excel
- Flatten/Unflatten Document

Scale and Calibration

- Calibrating Pages
- Preset & Custom Scales
- Viewports

The Markup Tools

- Markup Tools
- Snapshot & Image Markups
- Customizing Markups
- Creating Custom Markup Tools
- Layers
- Flattening Markups

Properties Toolbar

- Properties Toolbar

- Properties of Markups
- Creating Custom Properties

Measurement Tools

- Length & Polylength Measurements
- Area Measurements
- Volume Measurements
- Count Tools

The Tool Chest

- Pre-Built Tool Sets
- Creating Tool Sets
- Exporting & Importing Tool Sets
- Properties vs. Drawing Mode

The Markups List

- Group and Sort Markups
- Control Column Display
- Work with Statuses
- Add Comments and Replies to Markups
- Import and Export Markups
- Summarize Comments to Excel & PDF

Searching PDFs

- Visual and Text Search

Revision Tracking

- Compare Documents
- Overlay Documents

Studio Projects

- Creating & Managing a Project
- Creating Folder Structure
- Permission Control
- Send Documents to Sessions

Studio Sessions

- Creating & Managing a Session
- Creating a Record Report

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