

BLUEBEAM REVU ESSENTIALS

COURSE OUTLINE



Solutions Store



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Revu is built primarily for technical industries like architecture, engineering, construction and oil & gas. In this class you will learn the Revu tools to streamline workflows through out the construction process from design review to project closeout and facilities management.

Prerequisite: None

Course Length: 1 day

Intro to Revu

Interface & Navigation

- Menus & Panels
- Open a PDF & File Access
- PDF Navigation
- Profiles & Customize the Interface
- Toolbars
- Save & Export Custom Profiles

Receiving & Organizing Documents

- Generate Page Labels and Bookmarks
- Thumbnails
- Extracting and Inserting Pages
- Slip Sheeting
- Template Creation
- Email & Export PDF

The Markup Tools

- Markup Properties
- Snapshot Markups
- Customizing Markups
- Adding Images to Markups
- Flattening Markups

Stamps

- Placing Stamps
- Creating Stamps

Searching PDFs

- Visual and Text Search
- Printing to Bluebeam Revu

Hyperlinks

The Tool Chest

- Tool Sets
- Create and Export/Import Tool Sets
- Properties vs. Drawing Mode

The Markups List

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

Revision Tracking

- Compare Documents
- Overlay Documents
- Batch Compare & Overlay
- Tracking Revisions Through the Markups List

Document Security

- Document Permissions
- Signature vs Certification
- Flatten/Unflatten Document

Studio Projects

- Create and Manage a Project
- Send Documents to Sessions

Studio Sessions

- Create and Manage a Session
- Manage a session from a Project
- Create a Record Report from a Session
- Workflow Discussions

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