

# TRAINING COURSE OUTLINE



## BLUEBEAM REVU FOR PROJECT MANAGERS

*Do you find yourself buried in work trying to keep up with planning and documenting your projects? Bluebeam Revu has what you need to obtain a paperless workflow and stay on track! Revu for Project Managers will give you the tools to you need to organize your project documents, track revisions, and collaborate through Studio from the field or office!*

**Prerequisite:** None

**Course Length:** 1 day

**Register Online:**

[topconsolutions.com/training](http://topconsolutions.com/training)

### Receiving Documents

- Generate Page Labels
- Generate Bookmarks

### Organizing Documents

- Extracting Pages
- Insert Pages
- Replace Pages
- Slip Sheeting
- Template Creation

### Hyperlinking

- Create Manual Hyperlinks
- Create Markup Hyperlinks
- Edit Hyperlinks
- Batch Link

### Revision Tracking

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

### The Markups List

- Group and Sort Markups
- Control Column Display
- Create Custom Columns
- Statuses
- Add Comments and Replies to Markups
- Import and Export Markups
- Create Summaries

### Document Security

- Document Permissions
- Signature vs Certification

### Punch & Back Check

- Punch Walk
- Punch Template Creation
- Create Custom Punch Keys
- Attach Images/Videos

### Sets

- Overview of Sets
- Create & Navigate a Set
- Publishing a Set

### Studio

- Studio Session
- Studio Projects
- Studio Workflow Exploration

## TRAINING WITH TOPCON SOLUTIONS STORES

- Gets you productive quicker. Our experienced instructors have, on average, over 15 years experience in the AutoCAD® support industry.
- Gets you access to full size state-of-the-art Autodesk® Authorized Training Centers.
- Provides you with qualified PDH (Professional Development Hours) for Engineers & Land Surveyors, as well as AIA CES Learning Units for Architects.