



### PREREQUISITES

For online training, students should have access to a machine with Bluebeam Revu installed and activated. Having a dual monitor setup is highly recommended.

### INCLUSIONS

1 day of Online Training and Tuition, Cadgroup Certificate of Completion, and a Bluebeam Revu Fundamentals eBook.

### CONTACT US

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## BLUEBEAM® REVU

### Fundamentals—1 Day

This Bluebeam-Certified course that teaches you the fundamentals of using Bluebeam's award-winning software, Revu. This full-day training course provides you and your staff with the knowledge and skills to create, edit, mark-up and collaborate on AEC documents using Revu.

### COURSE OUTLINE

- Introduction to Revu
- Overview of the Revu Interface, Navigation and Profiles:  
Command bar, toolbar and menu; side panels and tab access; profiles and profile management; opening a PDF in Revu; PDF navigation.
- The Mark-up Tools:  
Overview of the mark-up tool; how to access the mark-up tool; types of mark-up tools; customising the properties of mark-up tools.
- Revu Stamps
- The Tool Chest:  
What is the Tool Chest and why it saves time; properties mode vs. drawing mode; tool sets.
- The Markups List:  
What is the markups list; organising columns; sorting data in the mark-up list; filtering data; statuses; custom columns; importing comments from other PDFs onto your file; exporting all mark-up data.
- PDF Creation:  
New PDF creation; using the Bluebeam PDF Printer to create PDFs from virtually any program; PDF creation from Microsoft Office; introduction to 2D and 3D PDF creation using design program plug-ins.
- Document Management and Setup:  
PDF manipulation; text and VisualSearch; emailing and exporting PDFs.
- Introduction to Studio:  
Overview of studio sessions and projects; the difference between studio sessions and projects; how customers are using studio to save time; getting into studio.
- Studio Sessions and Projects:  
Setting up a new session; live session participation; record reports; closing out a studio session; setting up a new project; uploading documents; inviting attendees; setting permissions; viewing documents in read-only mode; checking out documents for editing; checking back in; finding out who checked out a file; view revision history.
- Additional Resources