



Facilities Planning and Development Training Guide

BLUEBEAM REVU

QUICK START FOR BLUEBEAM REVU

You should have received an email invitation to join a project from a project manager from the University of Missouri. To get started using Bluebeam Revu for markup, the general procedure will be as follows:

- Download and install the Bluebeam Revu application
- Sign up as a Bluebeam user
- Use the email to register for the project to which you have been invited
- Use the markup functions of Revu to update the project with your notations

ADDITIONAL RESOURCES

[Quick Start Guide for Revu](#)

[Online Manual](#)

[Keyboard Shortcuts \(PDF\)](#)

[Forms Help, Installation Guides, and Administrator Guides](#)



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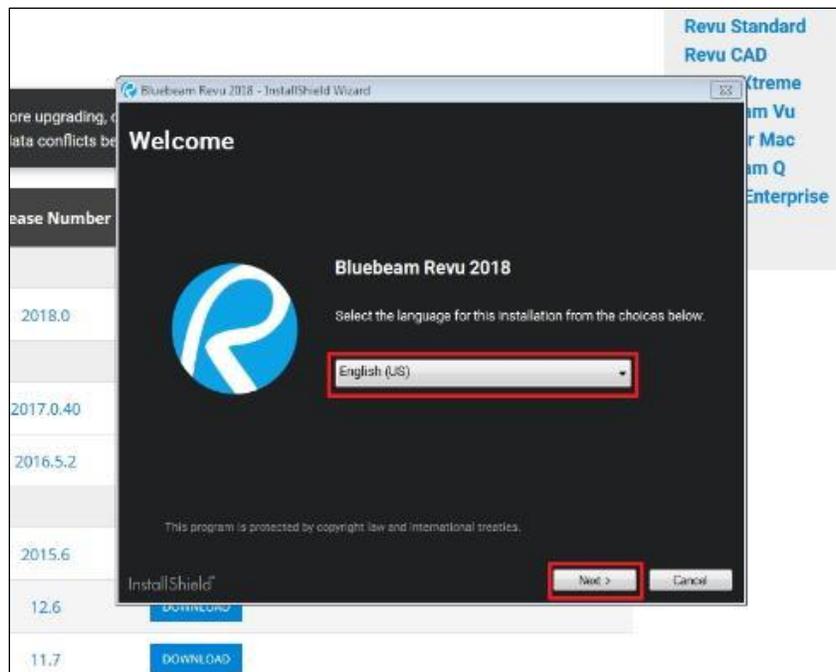
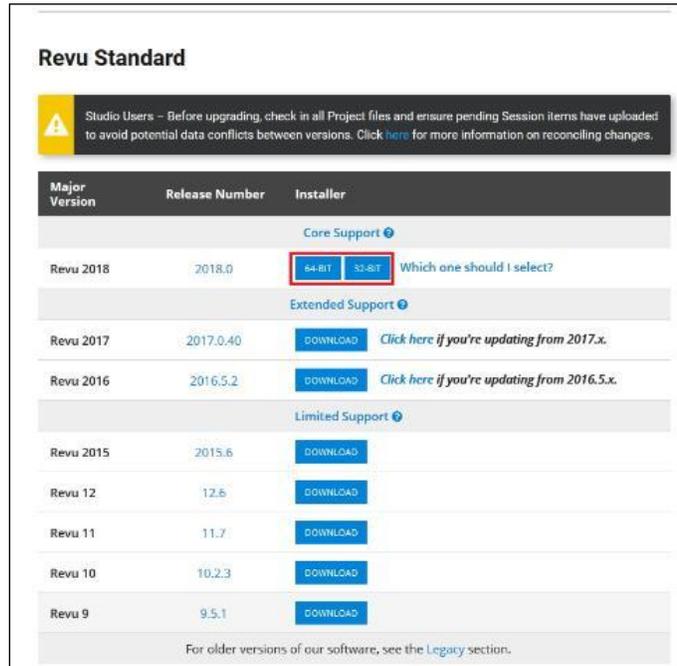
INSTALL BLUEBEAM REVU

There are two options for download of the Bluebeam application. [Bluebeam Vu 2017](#) is a depreciated viewer that can still be used to view the projects to which you have been invited. The better and recommended option is to download [Bluebeam Revu 2018](#) and use the view mode. Both are free and can be used to access and markup project files. The following instructions are for Bluebeam Revu. The installation process for Bluebeam Vu is similar.

You will need to select a 32-bit or 64-bit version depending on your system's configuration and you will automatically get a 30-day free trial of the full version. Once the 30-day trial is finished, you can change to the view only mode by selecting Revu-->View Mode from the main menu. This will maintain the free version capabilities.

Using your preferred browser, selecting the button above for your version choice will begin a file download automatically. Once the download is complete, run the program to begin the installation process. If you get a security warning, select 'Run' to continue.

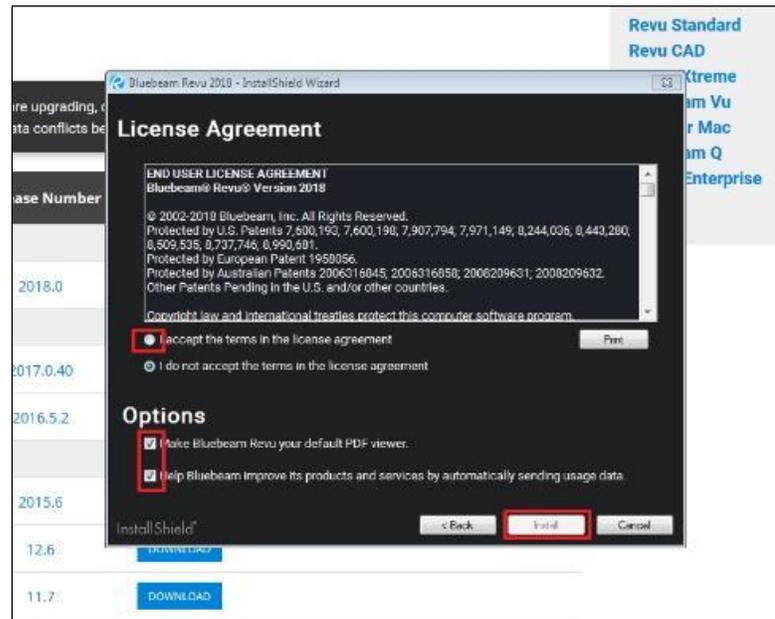
The installation will then begin with an intro screen where you can change the language if necessary. Select 'Next' to continue.



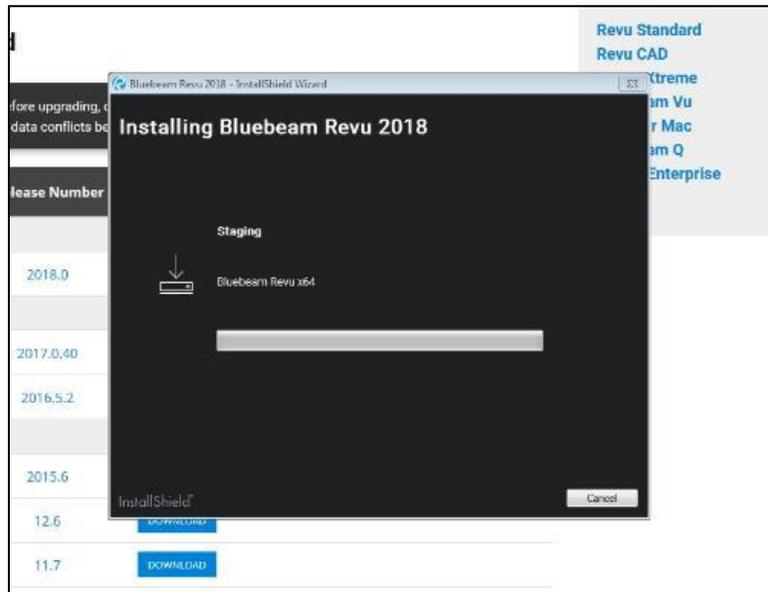


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You will then need to agree to the terms and conditions of the license. You can also select options for making Revu your default PDF viewer and whether you want to send anonymous statistics about Bluebeam to help the product improvement. Both options default to with the checkmarks, so make sure to uncheck if you choose to not allow one or both.



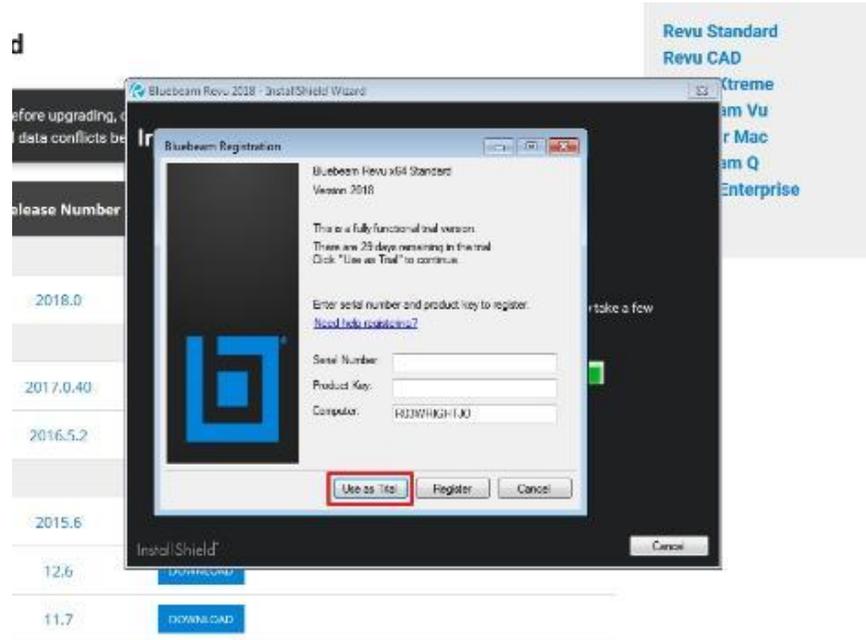
Bluebeam Revu will then commence with installation.



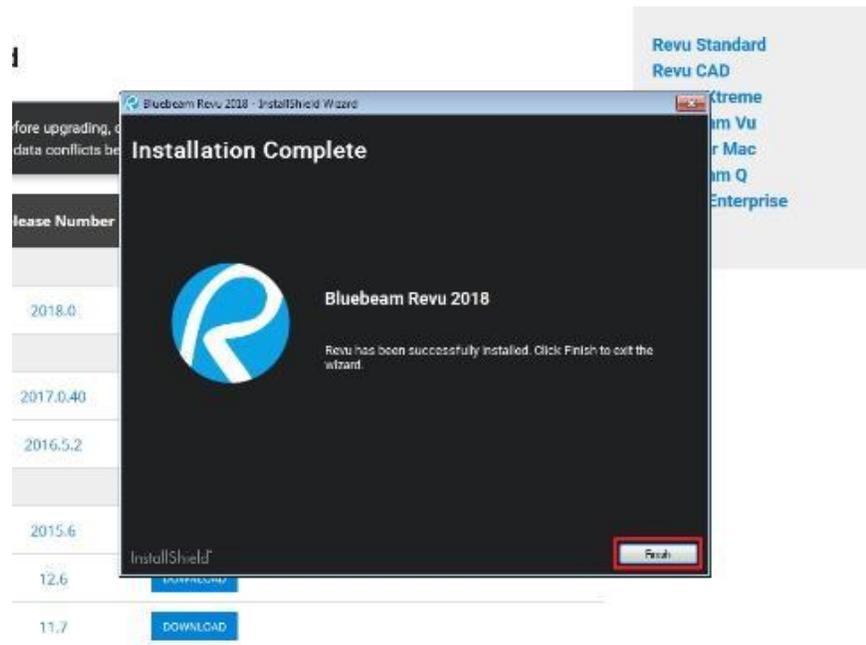


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Upon completion of the install, you will be asked to register the product. If you have purchased the Revu package, enter your serial number and product key where provided. If you are going to use the free version, select "Use as Trial".



Once the installation process has completed, you will be shown an 'Installation Complete' window. Select "Finish" to end and close the installation process.





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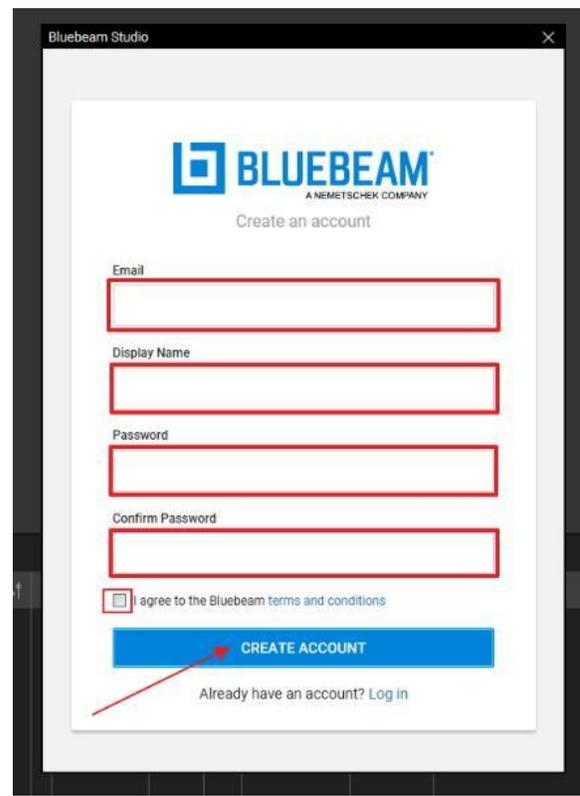
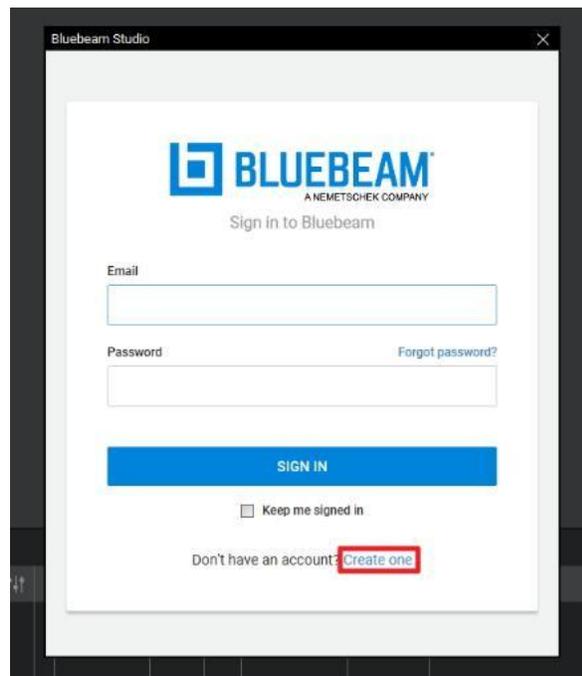
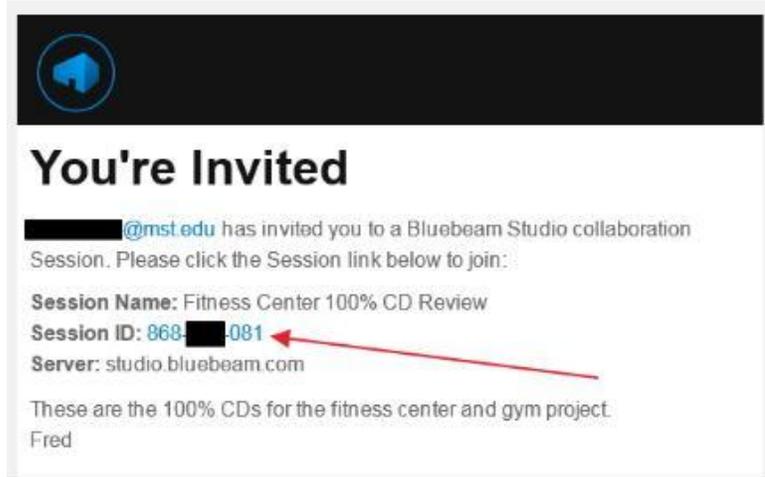
Register as a User

Select the Session ID hyperlink from the email you received with the invitation. The email and full Session ID has been blacked out for security purposes.

The installed version of Bluebeam will load and there will be a Bluebeam Studio Sign In. If you already have an account, you can enter your login information and the project will register. To create an account, the bottom of the login box will display "Don't have an account? Create One". Select the "Create One" hyperlink to begin.

You will be prompted for the information required to create a new account. Enter your email, display name, password (again to confirm) and then agree to the terms and conditions. A confirmation email will be sent that will require you to validate your email address.

You will need to go to your email and Validate your new account before you can gain full access privileges.



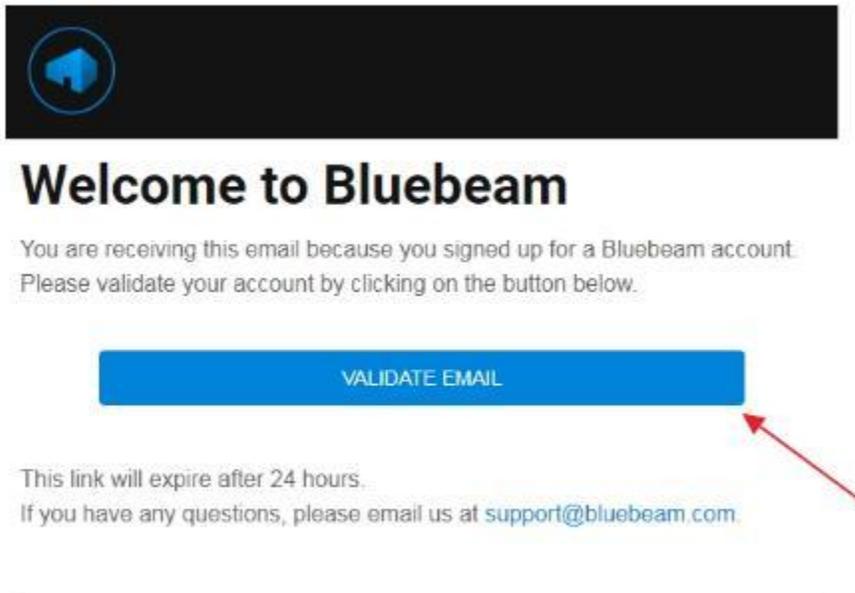


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A screenshot of the Bluebeam Studio account creation interface. The window title is 'Bluebeam Studio'. The form includes the Bluebeam logo (A NEMETSCHKE COMPANY) and the text 'Create an account'. There are four input fields: 'Email', 'Display Name', 'Password', and 'Confirm Password'. Below the fields is a checkbox labeled 'I agree to the Bluebeam terms and conditions'. A blue 'CREATE ACCOUNT' button is at the bottom, with a red arrow pointing to it. Below the button is the text 'Already have an account? Log in'.



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Once the account has been validated, you will have full access to all the tools available in Bluebeam Revu (free version for view and markup only). If this process was started from the email invitation, the project you were invited to will also register in the software and the files for the project will be accessible.

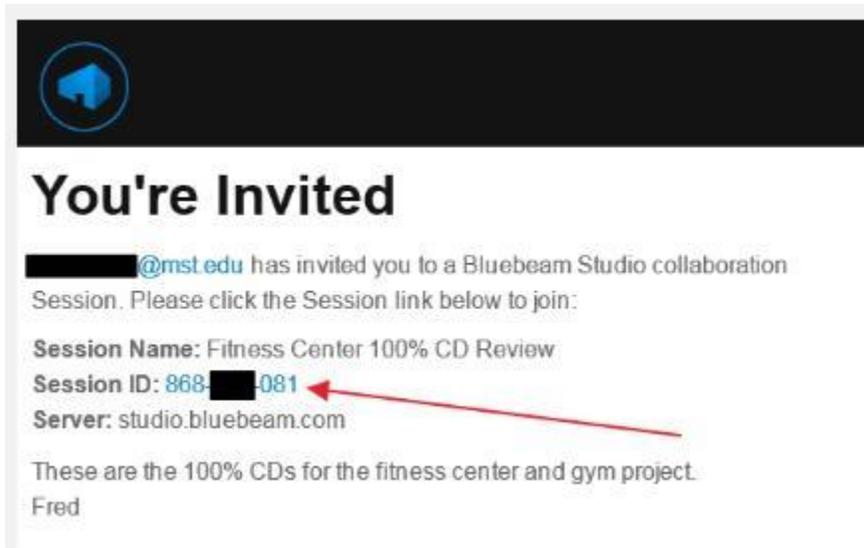




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Setting Up Your Bluebeam Revu Desktop

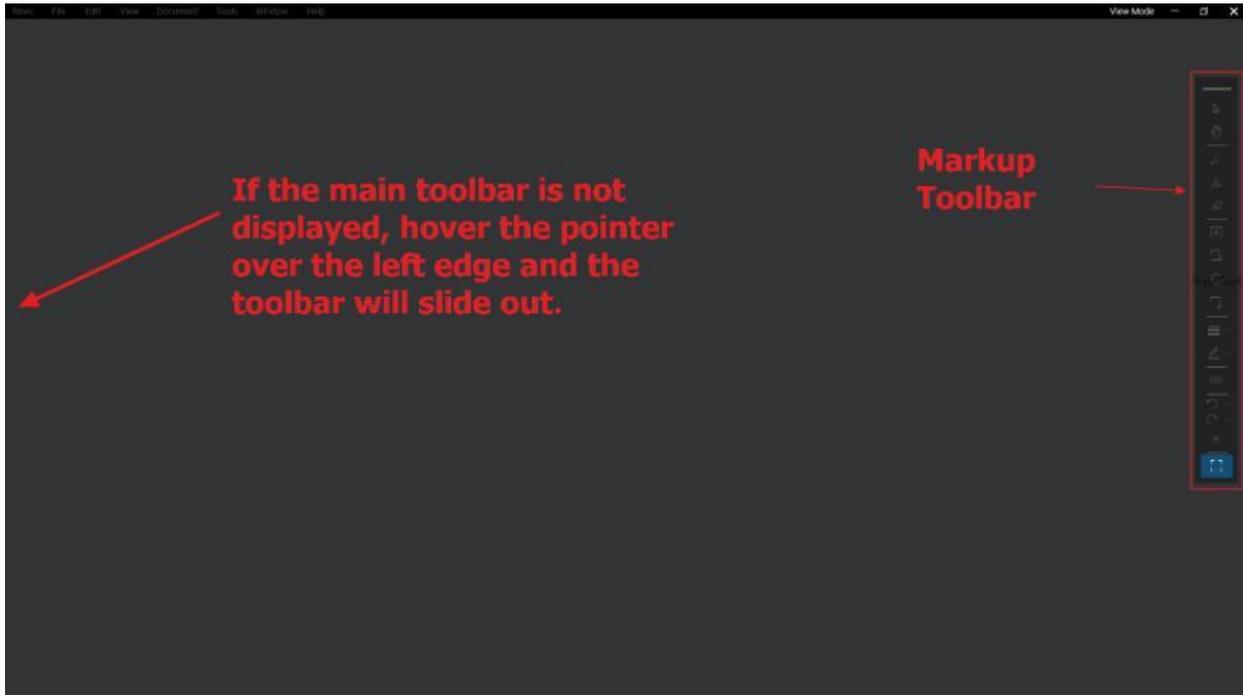
Once all of the software is installed and a user has been created, then it is time to register the project for your use in Bluebeam Revu. If you set up the user account from the link in the invitation email, chances are the project has already been registered. To ensure the process has completed, start from the invitation email and select the Session ID hyperlink. The email and full Session ID have been blacked out for security purposes.





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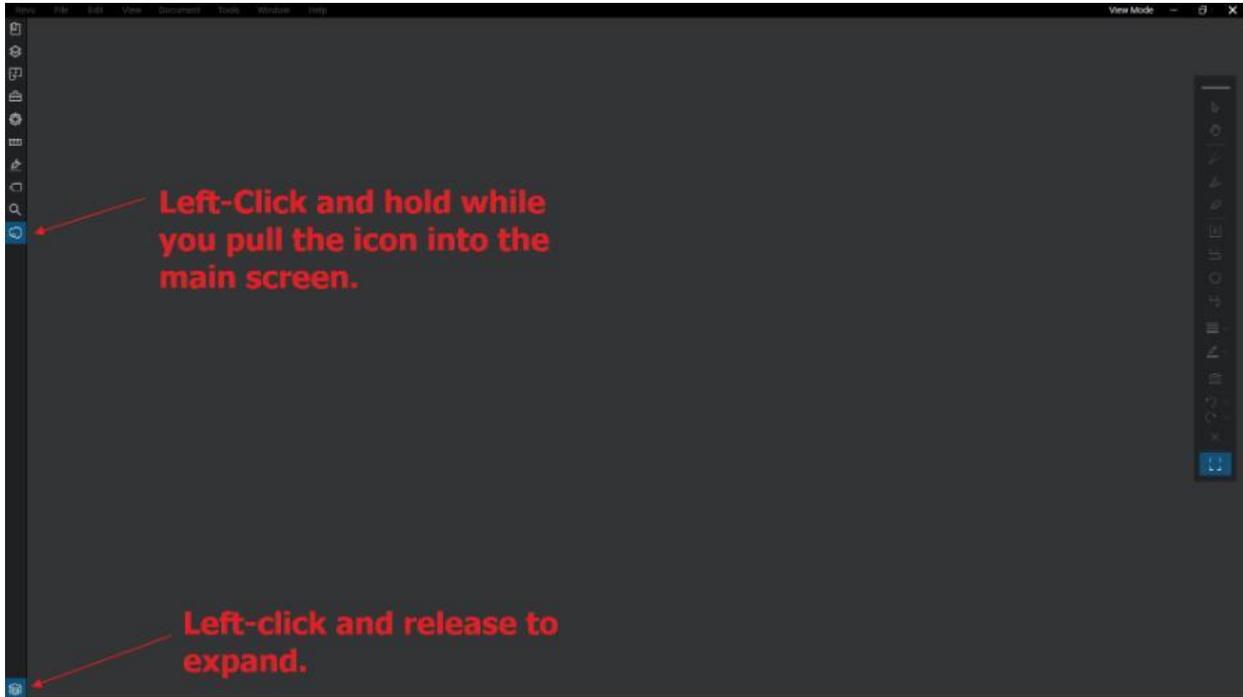
When Bluebeam Revu is first opened, the initial desktop is a blank slate. The markup toolbar will be displayed on the right and the main toolbar will be on the left. If it is not being displayed, hover over the left side and the toolbar will slide out. Once it is out, you can right-click on the bar and set the properties to turn off the auto-hide feature.





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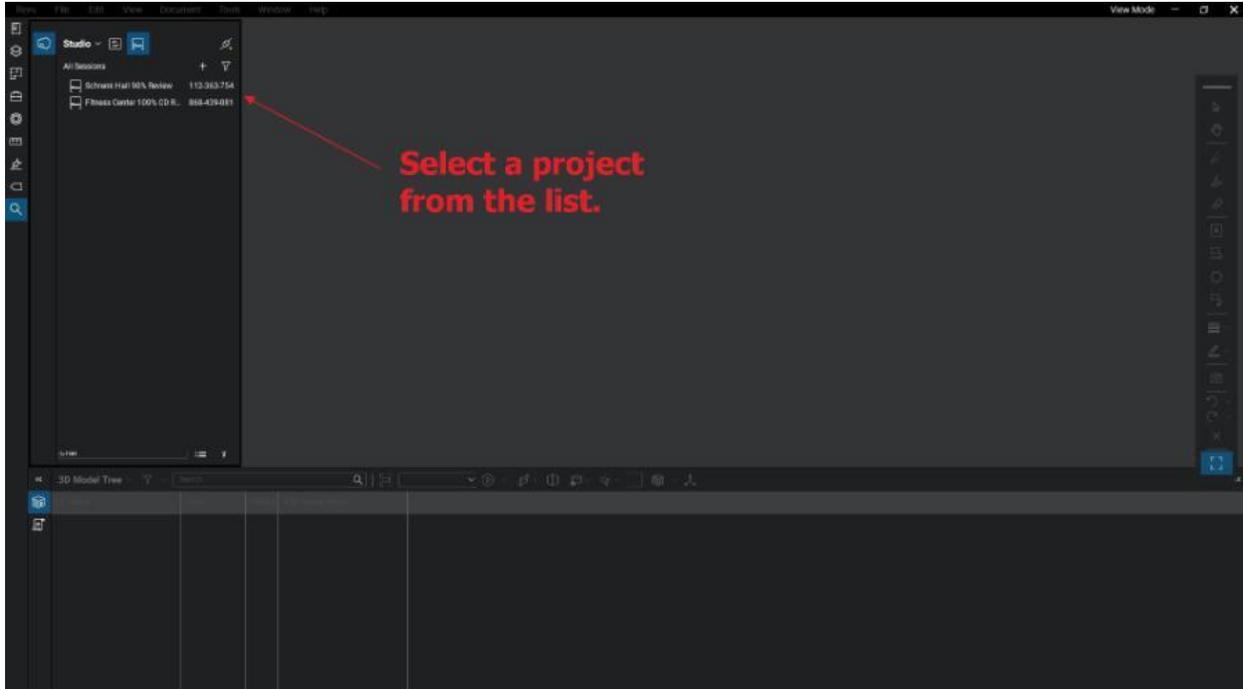
Once you have the main toolbar displayed, select the building icon (right-click) and hold to drag the Studio Toolbar to the main screen. When it is released, it will leave the toolbar in the main screen area. A left-click on the bottom left icon, will display the 3D/Javascript History tools. You can then resize both the studio and the 3D/Markup History to your desired size. If you are currently logged out of Bluebeam, the Studio toolbar will have a "Sign In" button that can be used to login. You can also click "Keep Me Signed In" check box to keep you logged into Bluebeam Revu every time it is started. Once you are logged in, the Studio toolbar will display the projects you are currently authorized to access.





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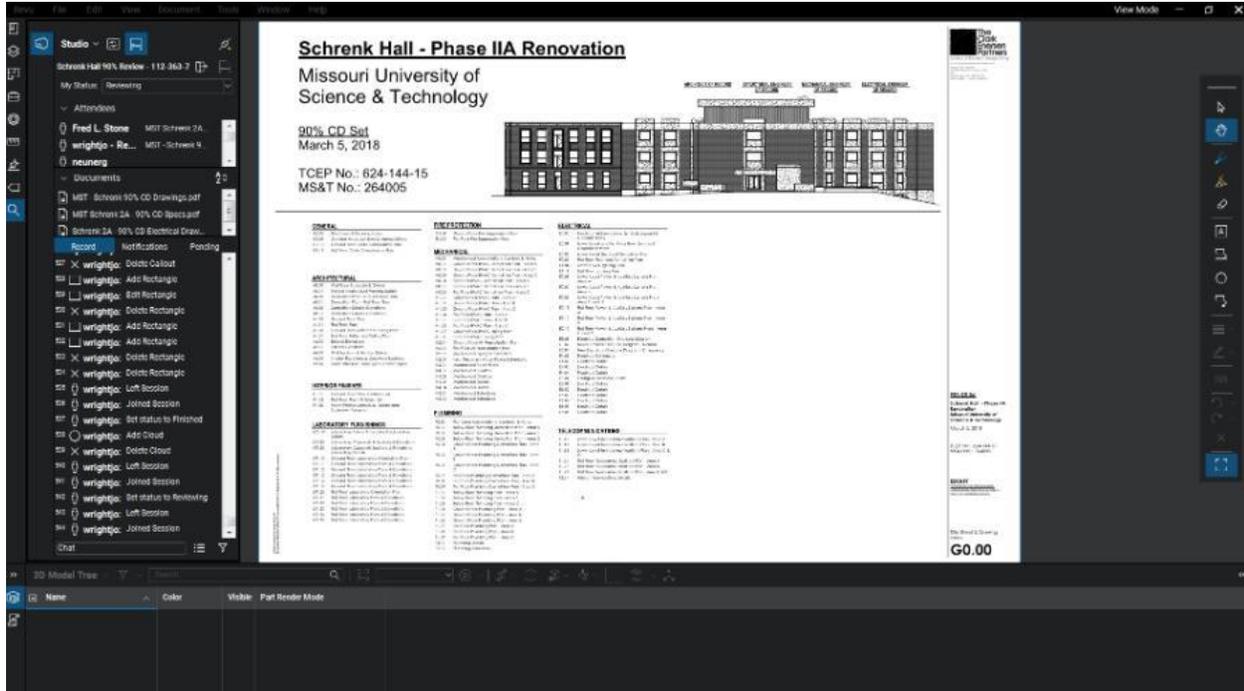
Your screen should now look similar to the one below. By selecting one of the projects out of the Studio Toolbar, the project will be displayed in the main area and you may begin using the Markup Tools.





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Once you have a project selected, the associated documents will be display in the Studio Toolbar and the one selected will be displayed in the main display area as exempld below.



This completes the initial setup of the necessary tools to be able to begin adding markups to the project. Realize that the Revu desktop is completely customizable. Feel free to experiment until the layout appeals to your style of working. The Additional Resources contains all the documentation necessary to learn as much as you would like about customizing and using Bluebeam Review.

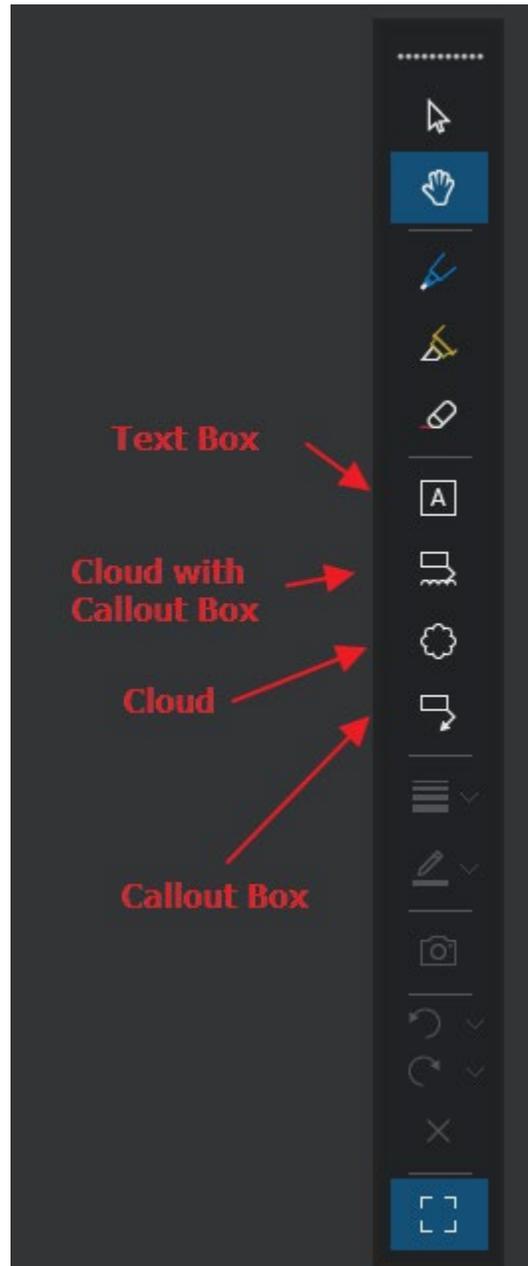




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Adding Markup

Once you have set up your first project using the instructions in the above section, then adding markup is as simple as selecting the type of markup from toolbar, then selecting where you want to put it on document. Once it is place, if there is text to be entered, you will be prompted for the text to be input.





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In addition, here are some quick tips that you can also find in the [Quick Start Guide](#).

Tips & Tricks

 Combine, reorder, insert, delete, copy, extract, number, or even rotate pages from the **Thumbnails panel**. Reorder pages within the panel by using a simple drag and drop method. Copy pages and paste them to a new location, or access other page assembly options by right-clicking on the thumbnail view.

 Use **headers & footers** to add text or a date to all the pages in a document, or auto-sequence page numbers and Bates numbers.

 **Color processing** options enable you to change or strip colors in your PDF. Revu includes a number of color processing options such as modify colors, grayscale, black and white, as well as the ability to adjust the luminosity, saturation and hue of colors.

Revu gives you two options for removing PDF content: **Erase Content** to erase content for good or **Cut Content** to remove the underlying content and paste it elsewhere. You can drag your mouse to create a perfect rectangle, or pick points to create a more applicable shape.

 **Attach** or **embed** files in your PDF to create a complete package of documents. Either insert a file into the PDF itself so that it has a visible icon on the document, or embed the file in the document without a visible icon through the File Properties option.

 **Zoom** versus page down. If you select **Single Page Mode** to view a document, the mouse wheel defaults to zoom in/out. If you select **Continuous Mode**, the center mouse wheel defaults to page scroll. You can even select your default preferences.

 Use **PDF Packages** to organize project files and folders in a single PDF container to easily share them electronically. Despite the name, any type of file can be included in a PDF package.

 Click on the **Snapshot** tool to copy an area of a PDF. The content is saved to your clipboard, maintaining the vector data and image quality of the original. Paste the Snapshot in another area of the PDF or on another PDF.

 Select multiple markups by using the Lasso tool or right-click, hold, and drag the cursor across multiple markups.

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 **Change** the colors of grouped or multi-selected markups in a flash. Once selected, right-click select Properties and click Change Colors. Go from red to blue in under 2.

 **Grid** shows the grid on the workspace. **Snap** will snap markup endpoints to the Grid. **Content** will snap to the underlying content (assuming content is vector). **Markup** snaps to other markups in the PDF. **Reuse** will eliminate the need to select the same tool over and over again. **Sync** will synchronize all split views so that you can pan and zoom multiple views of the same (or different) files at the same time.

 **Add curves** to polylines and polygons by right-clicking on a line or control point and selecting Convert to Arc. Add and subtract control points, too.

 Right-click on a **callout** and select Add Leader to create one callout annotation with **multiple leader lines**.

 **Crop images** you've inserted to the PDF from the Properties panel to display just what you want.

 **Rotate markups** by grabbing the orange control point at the top of a markup. Hold the Shift key down to rotate to an exact point.

 **The Dimmer** is very useful when reviewing markups on a color PDF. Look for the light bulb in the lower right corner of the interface.

 **Tablet** users can **pan and zoom** with their pen by double-tapping on the screen to pull up the zoom control. Drag your pen up (+) or down (-) to zoom in/out. Move the pen outside of the zoom control and pan as normal. Revu includes pressure sensitivity and ink copy/paste interoperability with Journal™ and OneNote™.

 Import **Tool sets** from www.bluebeam.com/extensions. Bluebeam is frequently creating and updating tool sets, just because we're cool and helpful like that. Don't see what you're looking for? Request it – or any feature, really – at suggestions@bluebeam.com.

 Select one of Revu's **templates** (such as Fax, Invoice, RFI, etc.) or a special **page style** (notebook, grid and more). You can even Import your own custom PDF templates, too.

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