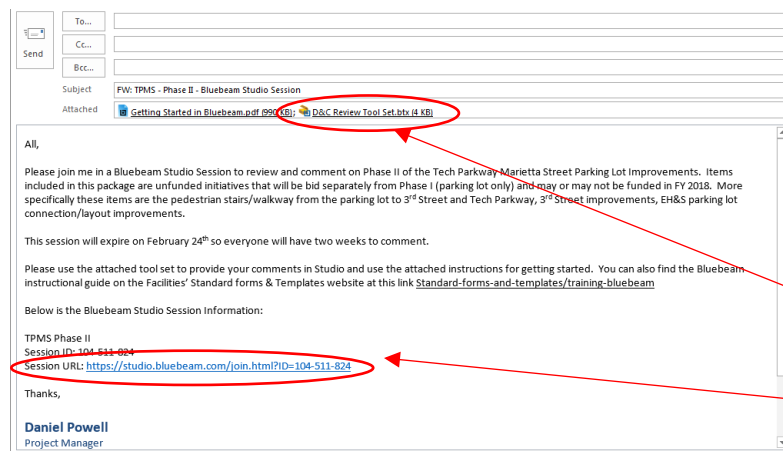


Bluebeam Revu 2016:

Joining a Studio Session & Tool Chest Mark-up Tools

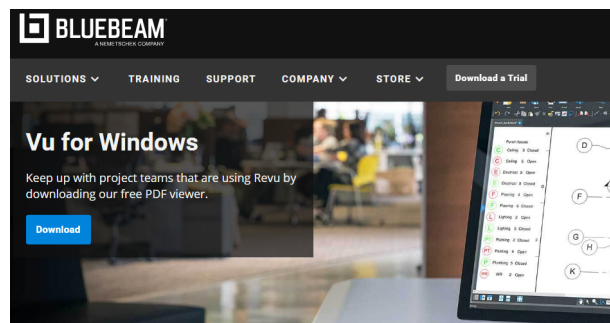
Receiving a Studio Invitation & Getting Started



- Once you've received an invitation similar to that on the left
- If you already have Bluebeam Vu or Revu
- Save the attached Tool Set
- Click on the Session URL in blue & the Session will open in Bluebeam
- **If you don't have Vu or Revu** click this link to access Bluebeam Vu download which is free for PCs & Ipad

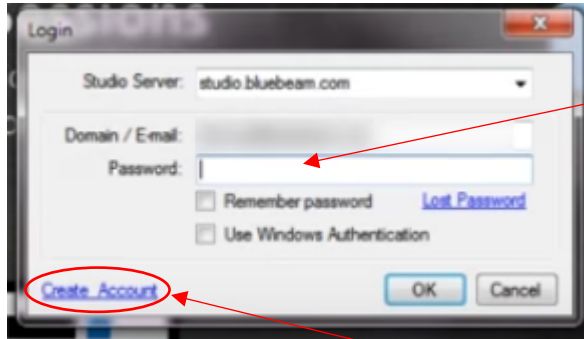
<https://www.bluebeam.com/en/solutions/vu>

Download Bluebeam Vu



- A screen will open in your web browser
- Follow the prompts to install Bluebeam Vu
- Once you have downloaded Bluebeam Vu click on the Session ID as stated above & proceed to login
- You will be able to keep any other PDF program as your default, but Bluebeam Vu must be utilized while in Studio

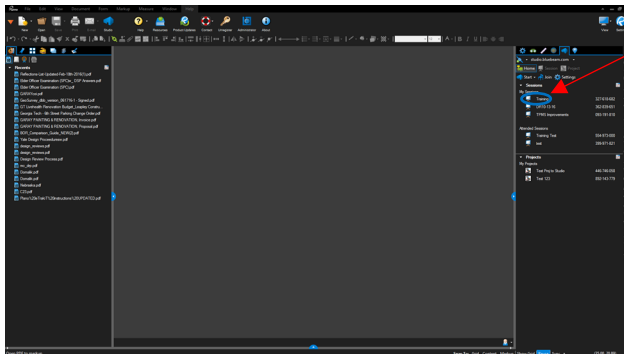
Logging into Studio Session (Once Bluebeam is Loaded)



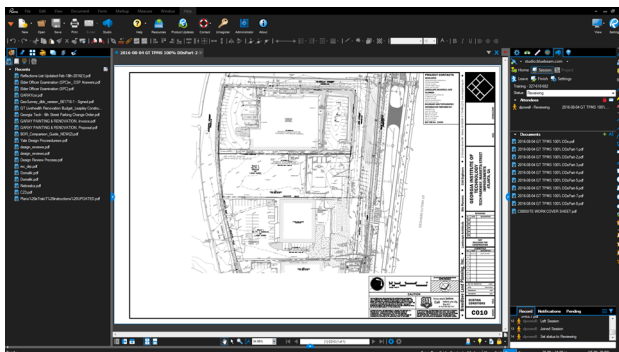
- If you already have an account, you will only need to provide your password. Don't forget to check the box so Studio remembers your password

Creating An Account

- If you don't have an account, you'll need to click on "[Create Account](#)"
- The **Create Studio Account** dialog will display
- Type your **E-mail** address
- Type & confirm your **Password**
- Type your **Name**. The default is your Windows login ID
- Click **OK**



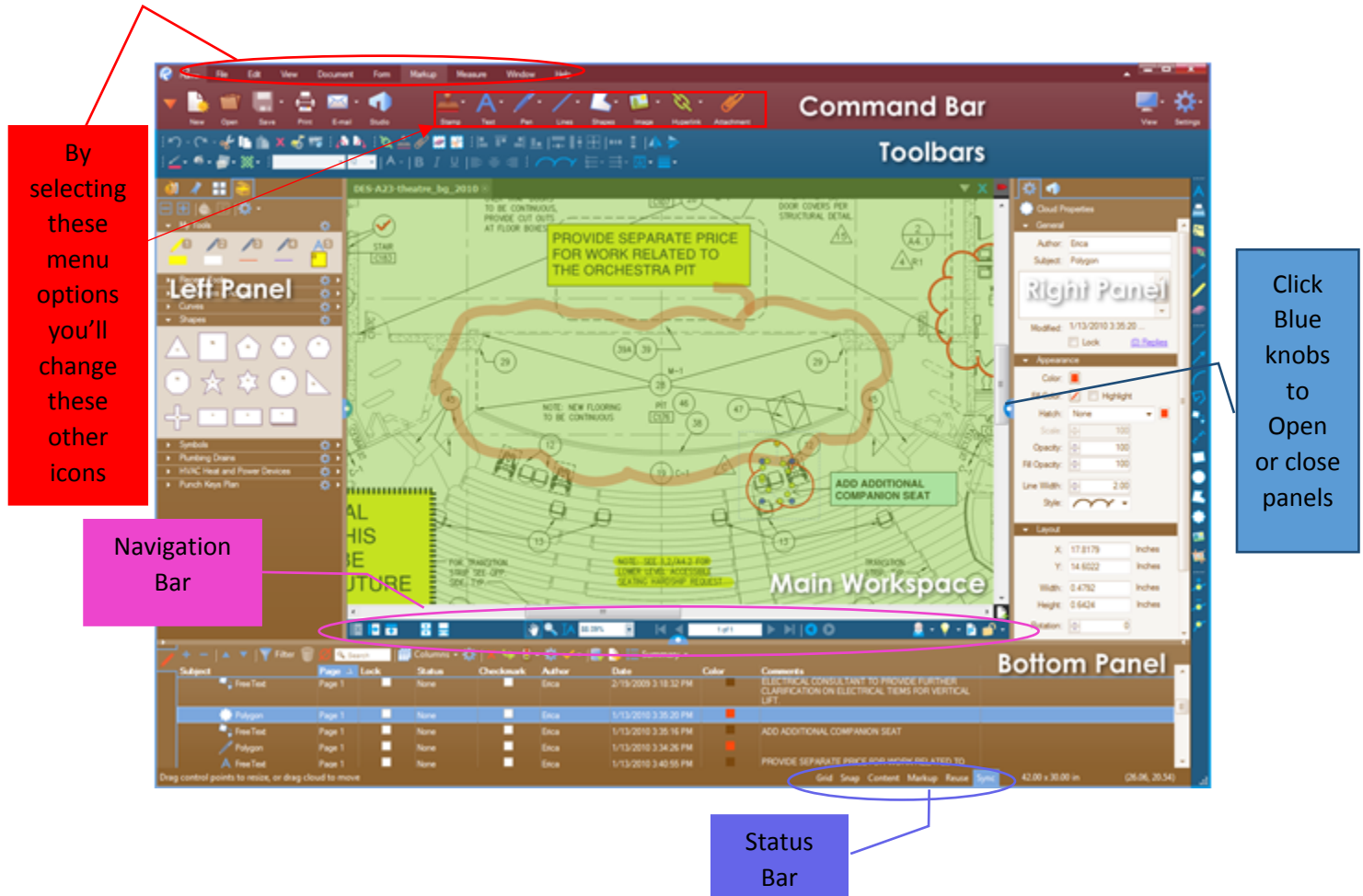
- A screen similar to the one on the left will appear & select the appropriate **Session** to join. In this case Training



- Once you select a **Studio Session** to join & the desired drawing to view a screen similar to the one to the left will appear
- Please note that Studio allows for up to 500 attendees & 100 documents of up to 100 MB each to be in a single Session

For First Time Users

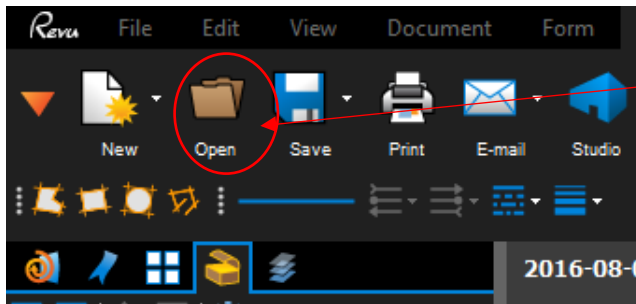
Before opening Bluebeam Revu Familiarize yourself with the Interface Layout & checkout the links to two training videos below



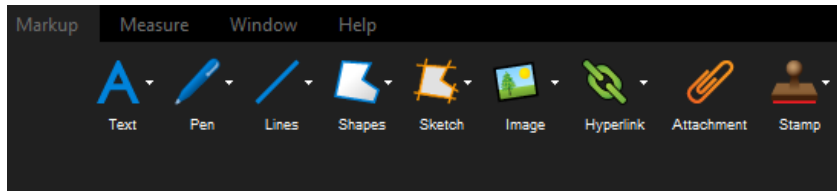
Bluebeam Revu – PDF Markup (Length 00:07:43) [Markup Tools](#)

I highly recommend investing the time & watching this webinar on Revu Basics (Length 1:03:00) [Getting Started with Revu](#)

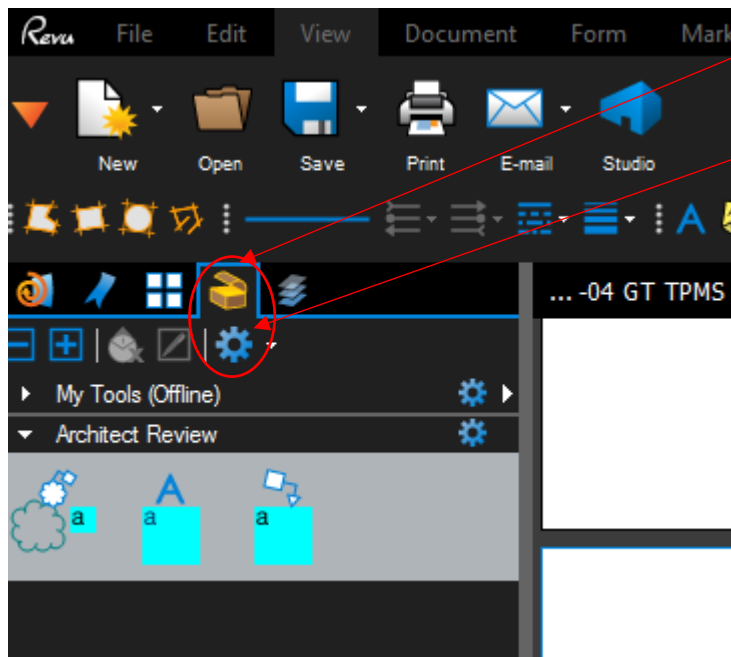
The following are instructions for viewing & marking-up documents



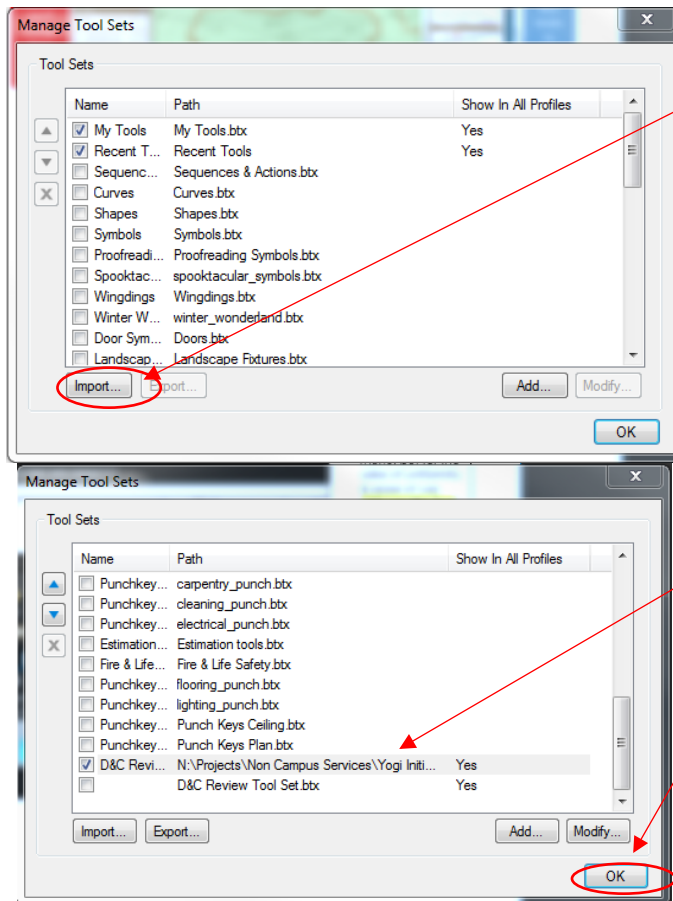
- Open Bluebeam Revu
- Open a PDF Document
- Open a PDF file from File Explorer
- **Right Click** on file & **Open With** Bluebeam



- There are many different Mark-up Tools found under the Mark-up Menu, but for the sake of uniformity & ease of use **only use the Tool Set provided in an email from the PM**



- The **Tool Chest Tab** can be found in the Left panel
- Click on the **Settings Cog** to **Import** the **Tool Set** from the location saved from the email attachment



- A Manage settings window will appear, Select **Import...**
- Locate in File Explorer where you saved the Tool Set & Select it for importing.
- Once the proper tool set is selected it will appear as a highlighted box checked tool set click **OK**
- Now you can start using it for the review of your document.
- Once the proper tool set is imported simply select a callout, drag & drop it to the location in the document, make your comment & you're done.
- See examples of how each tool will appear in the image below.

