

# Bluebeam® Revu® 2015 Level I Essentials



## ▶ Length

1 Day

## ▶ Cost

\$400 per person  
(Dedicated group rates available)

## ▶ Level

Beginner

## ▶ Prerequisites

General computer and Windows knowledge and experience

## ▶ Who Can Benefit From This Class

Designers, construction professionals, and project managers who want to learn how to enhance collaboration and efficiency using paperless workflows while maintaining quality and security of their documents.

## ▶ Hours

9:00am - 4:30pm EST  
with an hour lunch break

## ▶ Additional Information

This class comes with a 100% Satisfaction Guarantee and each student receives a certificate of accomplishment. Please see our website for more information.

## DESCRIPTION

This one-day class introduces the processes within Bluebeam® Revu® which will enable project design teams to collaborate in a paper-free environment. During this hands-on training experience, you will learn how to use Bluebeam Revu's powerful PDF editing, markup, and collaboration technology to share PDFs efficiently and review documents in a quick and easy fashion. This course covers the interface, markup tools, comparison tools and general document management functionality in Bluebeam Revu. Incorporating the workflows learned in this course will help project teams transcend into a paperless collaboration workflow.

## CONTENT

### Getting Started

Product Overview  
Roles of Users

### Interface

User Profiles  
Toolbars  
Tab Access  
Customize Interface Layout

### Document Creation

Create a New Document  
Open a PDF set for Review

### Views

Multiview  
Split Documents  
Synchronize

### Markup Tools

Creating Annotations  
Callout  
Pen Tool  
Stamps

### Tool Chest

Adding Tools  
Customizing Tool sets

### Markup List

Filtering Information  
Adding customized Columns and Criteria  
Status Options  
Summary and Report  
Exporting Markup Lists  
Layering Markups

### Compare Documents

Comparing differences between two documents  
Document Overlay

## LEARNING PATH

Prerequisites  
N/A



This  
Class



### Future Training

AutoCAD and AutoCAD LT Level I: Essentials  
Revit Level I (Architecture, Structure, or MEP)  
Civil 3D Level I: Essentials  
Map 3D Level I: Essentials  
Navisworks Level I: Essentials